# Oakbank Bowling Club

# Work Instruction: Stock Control

**Task**: Manage Bar and Clothing Stock

**Performed By: Treasurer or Bar Manager**

**Prerequisites**:

* Access to Bar and other stock to perform regular stock take
* Access to the Square POS system (there is a separate WI covering use of Square)

**Inputs**:

* Receipts or statements from suppliers for incoming stock

**Outputs:**

* Adjusted stock levels for all tracked stock items or categories in our inventory management system – currently, the Square EFTPOS system
* Report of any stock loss or similar adjustment. Provide this to the Treasurer

**Procedure**:

When new stock is purchased, to ensure our stock levels are maintained accurately, we need to record the increase in stock in the Square system. This can be performed either online, or on the Square Terminal

1. Log onto the Square system [here](https://squareup.com/login?lang_code=en-au)
2. Choose **Items & orders**… Items



1. Select the item you want to update, and select the “**Manage Stock**” link

2. Update the quantity on hand, and ***select the reason for the change***
For incoming stock, this would be “Stock Received”
3. Ensure you click the “**Done**” and then “**SAVE**” button at top of screen before you close the window.