TASKS	HOW TO FIND	HOW TO FIX
Daily tasks		
Sell items correctly at the till	POS: Items not scanning at the till or prices incorrect	Add an alias to item stock card Update price via item stock card Create new items using **Create Item Wizard** or Item Manager **Till Shortcut Tips**
Receive invoices	Ordering > Open Invoices	See **Suggest My Ordering Procedure**
Price invoices	Pricing > Pricing Review	Pricing > **Pricing Review**
Close partially received orders	Ordering > Open Orders	Right click and delete See **Auto-Close Open Orders**
Weekly tasks		
Ensure items matched to AppCAT	Assistants > AppCAT > Unmatched	Review lists and apply correct matches. Match via item stock card > **Links> AppCAT**
Resolve AppCAT issues	Assistants > AppCAT > Issues Found	Remove incorrect alias via item stock card. See **AppCAT**
Apply/Review AppCAT Changes	Item stock card Assistants > AppCAT Assistants > AppCAT History	Apply via item stock card > **Links> AppCAT** Bulk via **Assistants> AppCAT** Review Automatic AppCAT changes from **Assistants > AppCAT History**
Ensure drugs matched correct to items	Assistants > Groups > Autocreated Drugs Note: If Autocreated Drugs is not enabled within Fred Office run Scripts Report: **Unmatched Scripts**	Open stock card via group, apply changes, then remove from group. Update via item stockcard > Links> Drugs **Bulk Drug Matching Wizard** (via **Tools > Items**) Use **Quick Action Wizard** to set items as not discountable. See **Autocreated Drugs**

TASKS	HOW TO FIND	HOW TO FIX
Correct item pricing	Inventory Report: **Item Pricing Details** *Run report for all OTC departments. apply filter on margin/market % eg < 25%, and SOH > 0*	Update via item stockcard Right-click **Send to Pricing Review,** then **Pricing> Pricing Review** Item Manager then **Pricing> Pricing Review** Pricing Plans then **Pricing> Pricing Review** See **Pricing review**
Correct pack quantities and cost price	Inventory Report: **Item Pricing Details** *Run report for all OTC departments, tick "items below cost" and quantity greater than 0" filters.*	Update pack quantities and cost price via item stock card
Correct stock on hand and committed quantities	Inventory Report: **Negative Stock On Hand** Inventory Report: **Committed Stock Report**	Update via item stock card Assistants > **Stocktake** See **Stocktakes** and **Stocktake with Fred Mobility**

Monthly tasks

Update "no department" items	Inventory Report: **Item Pricing Details** *Run report for "no department" items, and tick "quantity is greater than 0" filter*	Assign department and category via stock card
Close unused accounts	Customer Report: **Account Balance Preview**	Close account

Yearly tasks

Items missed from yearly stocktake	Inventory Reports: **Stock Valuation** *Apply last counted date filter*	Update SOH via stock card Assistants > Stocktake

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