

## ***When should I do a stocktake?***

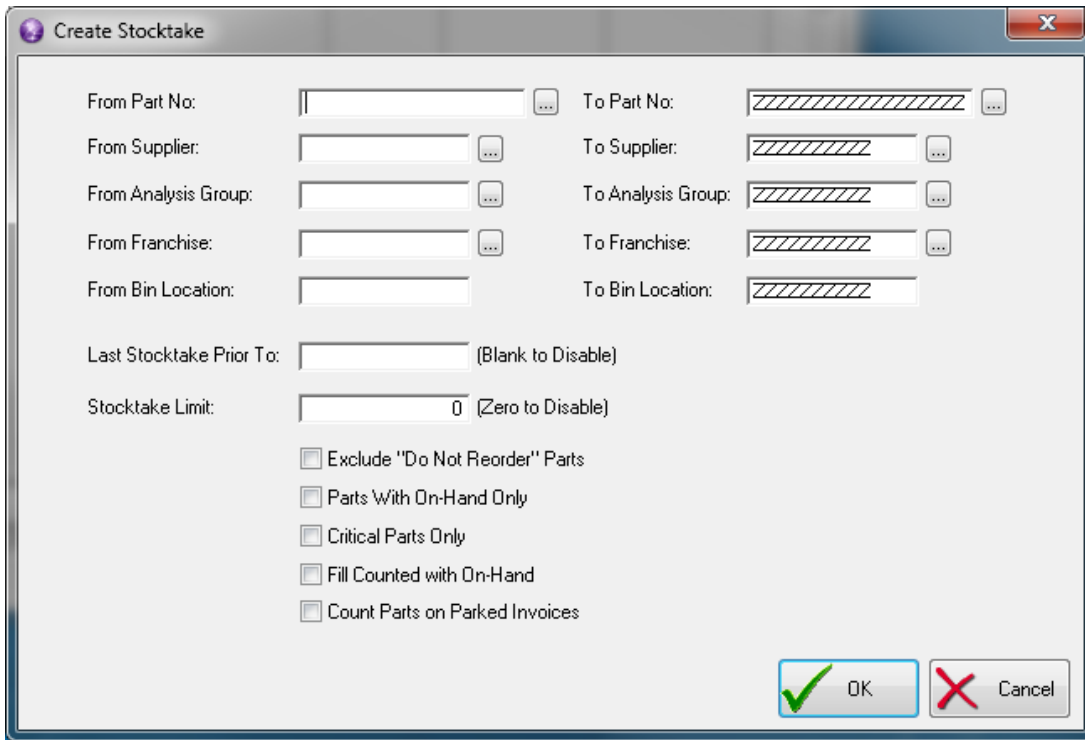
Stocktakes are performed at least once a year (typically at the end of the financial year). However it is also useful to carry out stocktakes during the year to ensure stock figures are correct, often being broken down into various groups rather than doing a stocktake on all stock at once. The date of the stocktake will be record as the actual day it is completed. This means that if the system date is in March but the actual date is in April then the stocktake date will be in April. Make sure to complete the stocktake when the actual date is in the month of March.

To create a stocktake select **Misc → Stocktake → Create Stocktake**

Part Number	Description	Bin Location	On Hand	Counted	Sup
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The create stocktake window will appear (as below), if you wish all stock to be included, select **OK** or the stocktake can be broken down into various groups:

- by Part #
- by Supplier
- by (Stock) Analysis Group
- by Franchise
- by Bin Location or
- Last Stocktake Prior To
- any combination of these groups



**Create Stocktake**

From Part No:  To Part No:

From Supplier:  To Supplier:

From Analysis Group:  To Analysis Group:

From Franchise:  To Franchise:

From Bin Location:  To Bin Location:

Last Stocktake Prior To:  (Blank to Disable)

Stocktake Limit:  0 (Zero to Disable)


☐ Exclude "Do Not Reorder" Parts

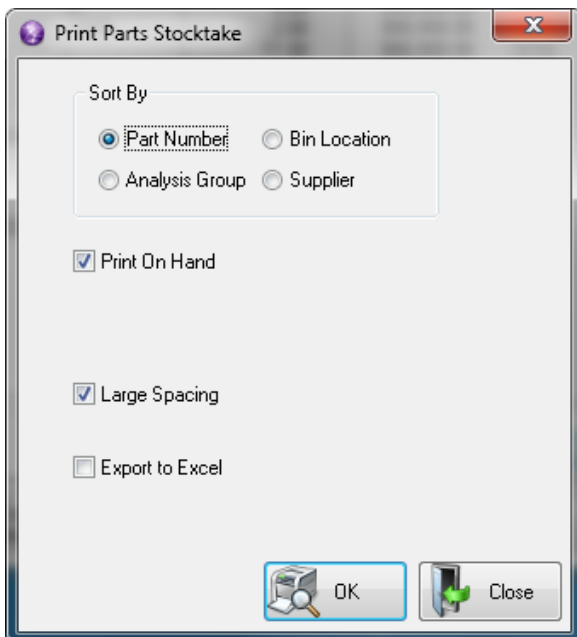
☐ Parts With On-Hand Only

☐ Critical Parts Only

☐ Fill Counted with On-Hand

☐ Count Parts on Parked Invoices

Once the stocktake has been created, a list containing all stock items selected and the amount on hand will appear and can be printed out (select **print sheets**)  and used to note the correct quantity during the stocktake.



**Print Parts Stocktake**

Sort By



☒ Part Number ☐ Bin Location

☐ Analysis Group ☐ Supplier

☒ Print On Hand

☒ Large Spacing

☐ Export to Excel

Once the physical stocktake is completed, the new figures need to be entered into the system. Return to misc, stocktake, and the stocktake you have created will appear.

Part Number	Description	Bin Location	On Hand	Counted	Sup
N45034	NOL-LOW/W/BONE-INN/BUSHES	100	0.00	999,999.99	FOF
*1TEST	test 1	200	8.00	999,999.99	FOF
0000 000 1005	POCKET CHAIN BREAKER	10	-1.00	999,999.99	AUT
12- 16826	WASHER	C	9.00	999,999.99	AUT
12151515151	asasas	1000	2.00	999,999.99	BAIL
1234 123 1234	Test Sthil Part		11.00	999,999.99	STII
1234567A	Barcode Test		4.00	999,999.99	APF
18347382T	used chainsaw		9.00	999,999.99	REF
2222	testy		7.00	999,999.99	COM
51123	TOILSTABILISER NOW USE 51523		2.00	999,999.99	REF
A/C BELTS	A/C DRIVE BELT	A111	5.00	999,999.99	BM
AIR FILTER	AIR FILTER HYUNDAI	B11	5.00	999,999.99	REF
ANTI FREEZE	ENGINE COOLANT		11.00	999,999.99	EUF
ATFFS020	PENRITE ATF FS MULTI VEHICLE 200		2.00	999,999.99	REF
AUDIO	RADIO CASSETTE UNIT		49.00	999,999.99	EUF
BATTERY	BATTERY		5.00	999,999.99	REF
BC	BRAKE CLEANER		2.00	999,999.99	REF
BRAKE	BRAKE FLUID		11.00	999,999.99	REF
BRAKE FR	Front Brake Pads		15.00	999,999.99	APF
BRAKE LIGHT BULB	BRAKE LIGHT BULB		13.00	999,999.99	REF

The system defaults the counted column to 999,999.99 this is to ensure a new on hand figure is entered for every stock item, even if the stock on hand figure is the same as in the system.

To change the counted column highlight the stock item you wish to alter and select **change** or double click on stock item and enter the correct amount on hand. You can then use the down arrow keys to keep moving down the list.

*Note: The Export/Import button is used only if you are using the Opticon scanner for stocktake.*

Once you have entered all of the stock on hand figures you can select **print changes** to print out a list of any variances between the stock on hand figure and the new stock figure you have entered for stock items.



Report Preview

File View Zoom

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## Stocktake Changes Listing

Orion Test System  
Parts Department 1

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Part Number	Description	Analysis	Original Qty	New Qty	Adj. Qty	Unit Cost	Adj. Cost
N45034	NOL-LOWWW/BONE-INN/BUSHES	ACCESSORE	0.00	52.00	52.00	2.69	139.88
*1TEST	test 1	*AASSW	8.00	5.00	-3.00	0.00	0.00
0000 000 1005	POCKET CHAIN BREAKER	STIHL	-1.00	5.00	6.00	5.00	30.00
12- 16826	WASHER	PARTS	9.00	5.00	-4.00	2.64	-10.56
12151515151	asasas	BRAKES	2.00	4.00	2.00	8.71	17.43
1234 123 1234	Test Sthil Part	ACCESSORE	11.00	5.00	-6.00	28.00	-168.00

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**\*\*\*IMPORTANT\*\*\* You must Print Changes before updating the stock because you cannot go back and get this report after the stocktake has been completed.**

When you are happy with the figures select **update stock**  , you will be asked if you have printed the Stocktake Changes Reports? **Yes**, and to Update Stock from Stocktake? **Yes**, the figures will now be updated in the system.

**You can cancel a stocktake at any time by clicking on Reset Stocktake. A message, clear stocktake? will appear, if you wish to cancel select Yes.**

### NB:

If you do not change every stock item in the list an error message **not all parts counted** will appear when you go to update the stock from the stocktake and you will be unable to proceed until you have done so.

When updating the stock from the stocktake you may also encounter the error message **some part numbers have changed since stock creation, they need to be recounted!** This occurs when the stock on hand figure has changed since the stocktake was created eg. a part is sold. This message is a warning to recount the stock as it may have been counted prior to the sale. Select **OK** to the error message and the stocktake will update the stock figures (except for the item(s) which need to be checked) and the stock window will automatically close. However when you go back into stocktake the stock item(s) related to the error message will be listed with the correct on hand figure according to the system (ie. taking the part sale into account) ready to have the counted figures entered again.