

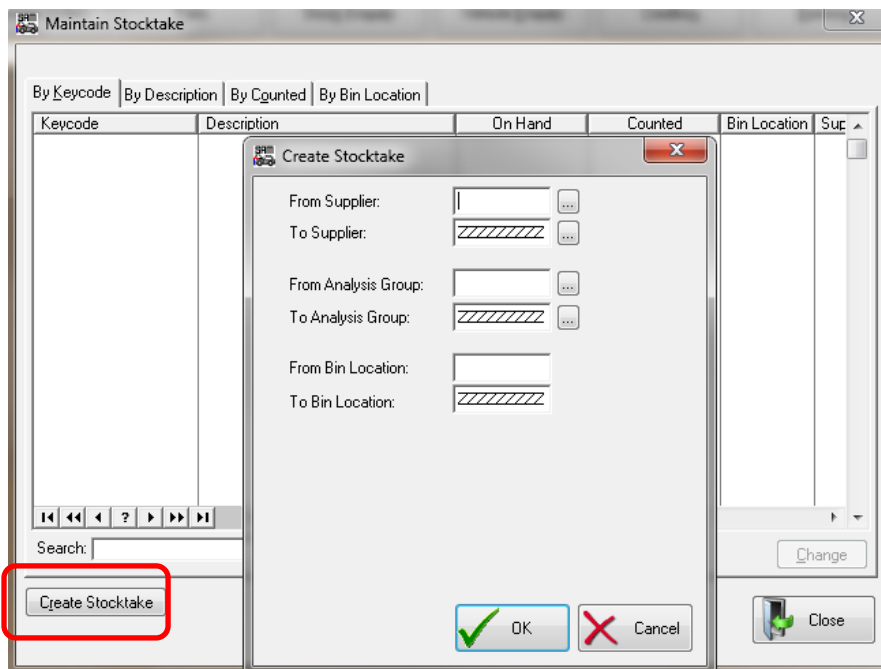
When should I do a stocktake?

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**

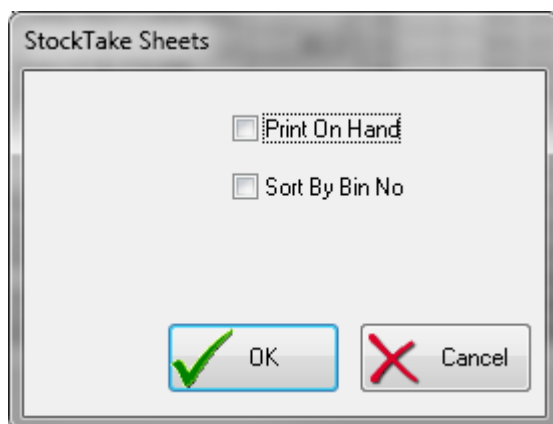
The create stocktake window will appear (as below), if you wish all stock to be included, select **OK** or the stocktake can be broken down into various groups:

- by Supplier
- by (Stock) Analysis Group
- by Bin Location or
- any combination of these groups



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. The benefit of NOT ticking "Print On hand" is that it forces staff to count all of the stock instead of just assuming the on-hand that appears on the sheet is correct.



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.

Stocktake Created on: 23/02/2015

By Keycode | By Description | By Counted | By Bin Location

Keycode	Description	On Hand	Counted	Bin Location	Sup
0000 000 1005	STIHL Part	194.00	999,999.99		STIHL
0000 000 1027	SQUARE GROUND FILE	0.00	999,999.99		STIHL
0000 000 2231	STIHL BELT BUCKLE (SCENE)	19.00	999,999.99		STIHL
00043468	RETAINER	217.00	999,999.99	AA1	HOL
02-1-017	SPRING SET ALFA 105 2.0	70.60	999,999.99	AA2	T
04453-60020	STG IDLER KIT L/CRUISR FJ/BJ40	36.00	999,999.99		T
06-1-080	SPRING SET A3 AUDI 96>	-7.00	999,999.99		T
0600-225-0250	123456789112345678921234567893	-21.00	999,999.99		T
08-1-015	SPRING SET BMW 316/318 E30 82>	49,970.00	999,999.99		3D
08-1-096	SPRING SET BMW E36 COUPE	7.00	999,999.99		T
110-1345	NLA USE 15-3094	39,968.00	999,999.99		T
11090	FT LH STRUT SUBARU LEONE	-39.00	999,999.99		T
11105589014	desc	0.00	999,999.99		FUN
1130 011 3029	MS 180 C-B	5.00	999,999.99		STIHL
11810	FT STRUT MAZ 929	-11.00	999,999.99		T
12-100027	PINION 9T MULTI M100	2.00	999,999.99	AC1	T
15-0061	RR GAS SHOCKS MAZ RX4 73-78	-3.00	999,999.99		T
205ML		250.00	999,999.99		3D
2710	REMOVE PISTONS OFF RODS - CIRC	5.00	999,999.99		T
32HLP1067	HP COMMODORE	30,003.00	999,999.99	AD2	HOL

Search:

Change

Reset Stocktake | Update Stock | Option Link | Print Changes | Print Sheets | Close

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.

Maintain Stocktake

General

Keycode: 0000 000 1005

Description: STIHL Part

Supplier: STIHL

Analysis: L1

On Hand: 194.00

Counted: 4

Bin:

OK Cancel

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

Page: 1 Across: 1 Down: 1 Zoom: Page Width

Stocktake Changes Listing

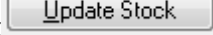
Mark

Printed: 23/02/2015 14:39 Page: 1

Part Number	Description	Analysis	Original Qty	New Qty	Adj. Qty	Unit Cost	Adj. Cost
0000 000 1005	STIHL Part	L1	194.00	4.00	-190.00	75.00	-14250.00
0000 000 1027	SQUARE GROUND FILE	RENTALS	0.00	7.00	7.00	5.00	35.00
0000 000 2231	STIHL BELT BUCKLE (SCENE)	P	19.00	7.00	-12.00	15.00	-180.03
00043468	RETAINER	SA	217.00	7.00	-210.00	25.96	-5451.89
02-1-017	SPRING SET ALFA 105 2.0	M	70.60	7.00	-63.60	45.00	-2862.00

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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. The fastest way to check for uncounted parts is to go to the tab "By Counted and scroll to the top and down to the bottom of the list to find any items that have not been counted.



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.