

ADDITIVE UOM COUNT STOCKTAKE PROCEDURE (imported into Blank Stocktake)

Stocktake Overview

(4.1.10.110)

A stocktake now consists of a **Stocktake** with one or more **Counts**. The **Stocktake** is the **Parent** and the **Counts** are the **Children**.

There are two types of **Counts** a **Stocktake** can have.

A **Single** Count means you can only have one Count per Product (same as prior to Release 4)

An **Additive** Count means you can have many Counts per Product. Quantities from the Counts are summarised onto the Stocktake. This method is useful if you use UOM where you may be counting Products in different Units Of Measure such as Boxes and Pallets.

You can have several Stocktakes in process concurrently, but there is a limit of one current (Unposted) Stocktake per Product, Location (Saturn) and period.

Expected Quantities are used as the Compare Basis. **Expected Quantities are loaded when Products are added to the Stocktake**. This can be done by Generating Stocktakes or Inserting Products onto a Stocktake. When Importing Counts, any products that are in the import file, but not on the Stocktake, are added automatically to the Stocktake.

This topic steps through an Additive UOM Count Import Procedure where stock is imported into a Blank Stocktake so Expected Quantity is loaded at time of Import.

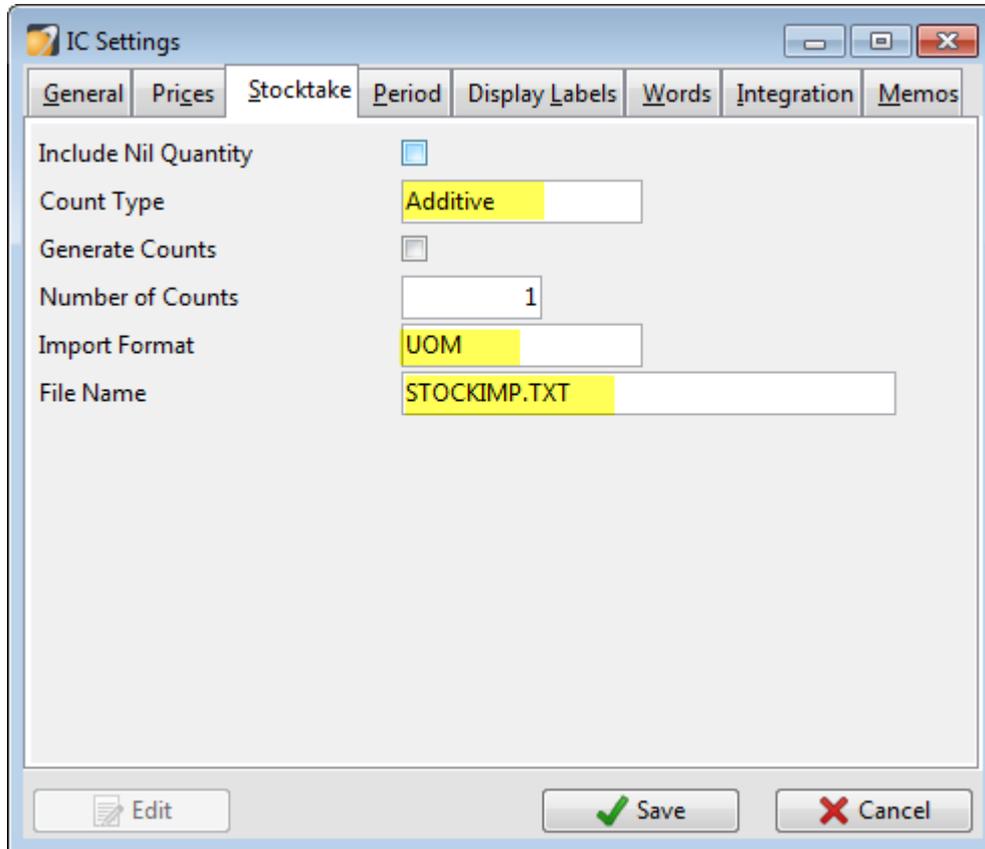
Summary of Stocktake Procedure for this Type of Stocktake

- Check IN Invoices and AP Shipment Receipts are posted so Expected Qty is up to date.
- Scan Stock and Enter Quantities onto files
- Insert Stocktake
- Import Counts
- Check Variances
- Set Stocktake to Counted
- Post Stocktake

Set Stocktake Defaults

Before you do your first stocktake in Version 4, you should Setup your Stocktake Defaults.

Go to: Setup > IC > Settings > Stocktake Tab



The screenshot shows the 'IC Settings' dialog box with the 'Stocktake' tab selected. The settings are as follows:

Setting	Value
Include Nil Quantity	<input type="checkbox"/>
Count Type	Additive
Generate Counts	<input type="checkbox"/>
Number of Counts	1
Import Format	UOM
File Name	STOCKIMP.TXT

Buttons at the bottom: Edit, Save, Cancel.

Include Nil Quantity

Not relevant for insert Count

Count Type

Set to Additive

Generate Counts

If you Import your Counts, leave this unticked.

Number of Counts

This is not relevant if you are Importing Counts.

Import Format

Set this to UOM

File Name

Select the default File Name and location to import from.

1. Count your Stock

Create the text file and scan the stock. This is done outside of Accredo.

Your Text Files will become your **Stocktake Counts** once they have been imported. You can import as many files as required and the Counts will be automatically consolidated on the Stocktake.

Where you are **using UOM** and wish to count stock in different units such as pallets or boxes, you need to include the **UOM code** in each file. The format is:

Product Code, UOM Code, UOM Quantity Counted - **OR** -

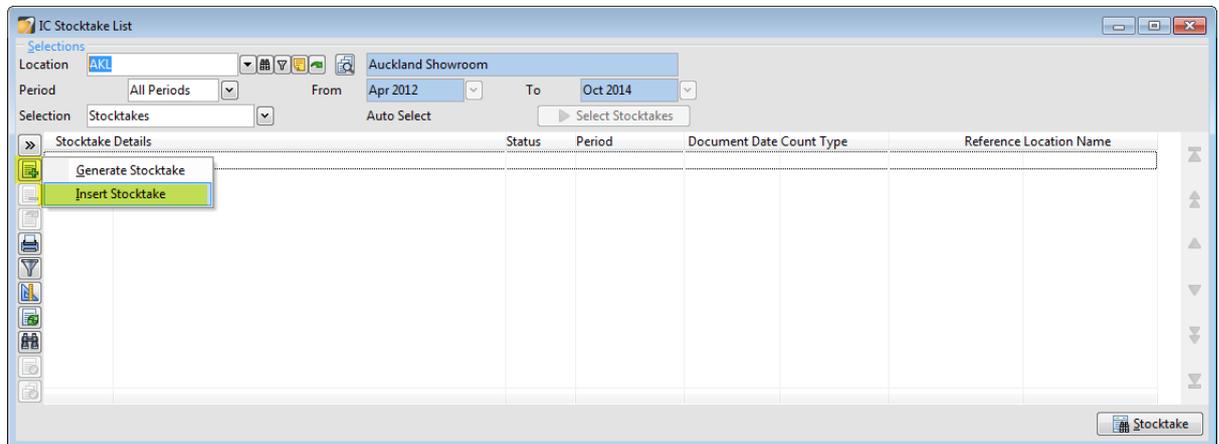
Product Code, UOM Code, UOM Quantity Counted, Bin Location

2. Insert your Stocktake

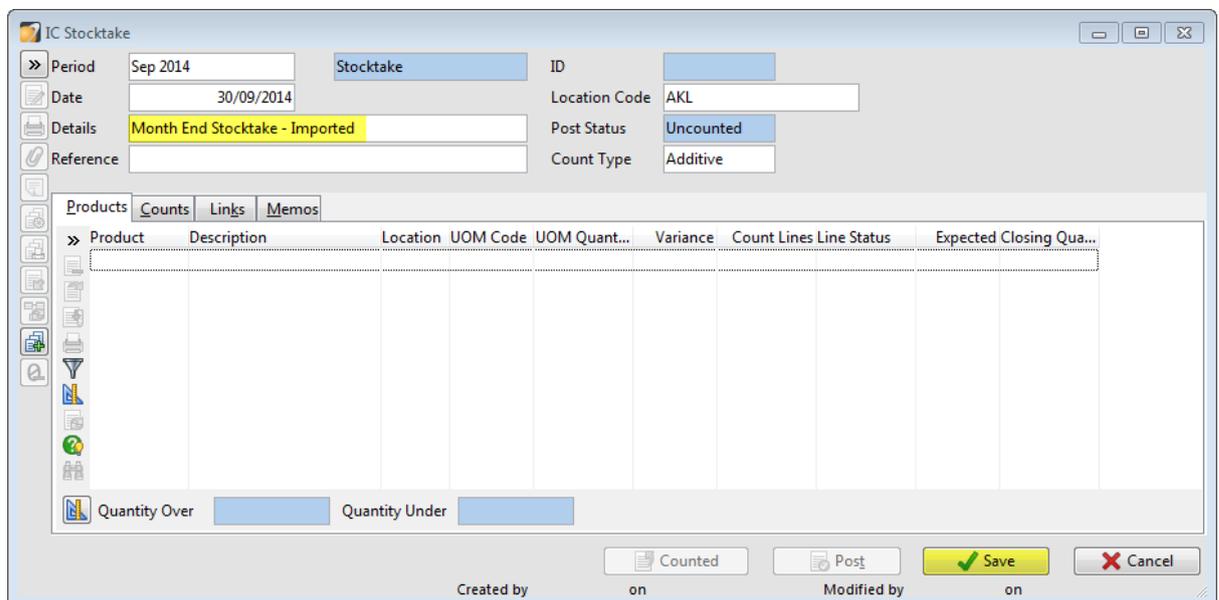
Tasks > IC > Stocktake Processing > Stocktake List

Select the Location of the stock you counted (if Saturn)

Then click Insert > **Insert Stocktake**

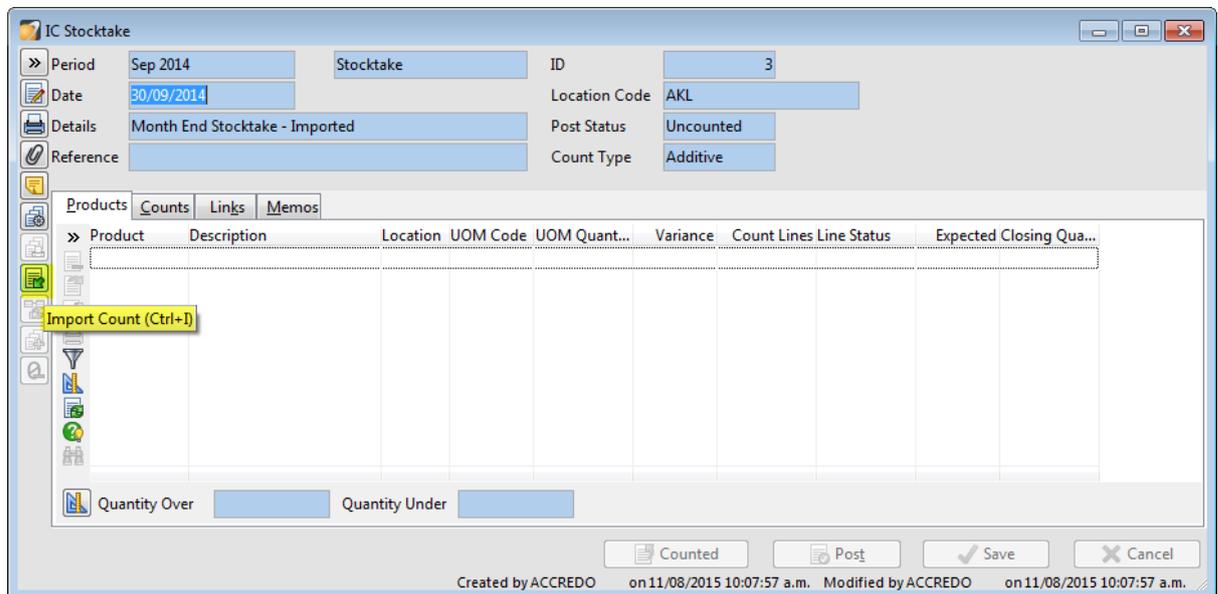


A blank stocktake will be added. Add any Details and or Reference then Press Save.



3. Import Counts

Click the Import Count button

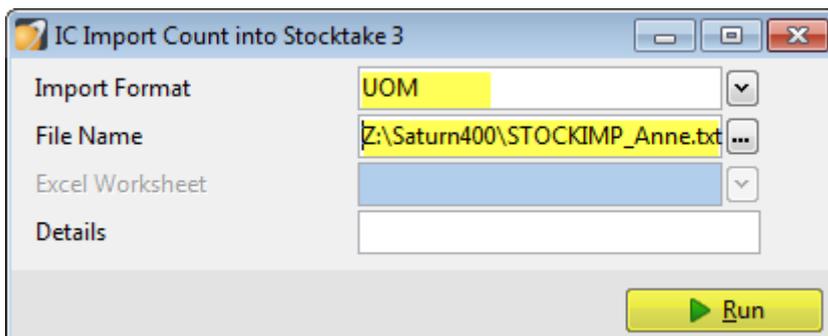


The IC Import Count into Stocktake window opens.

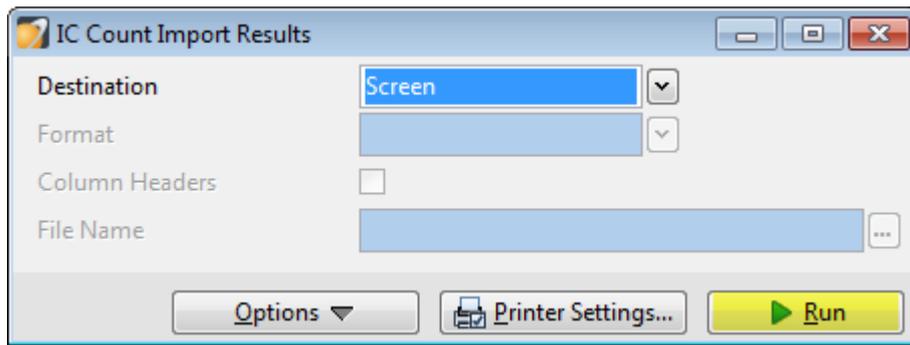
For **UOM** enabled stocktakes, **UOM must be selected** in the Import format. You can set this as a Default under Setup > IC > Settings > Stocktake

Browse to the file.

Then click **Run** to Import the Count



The IC Count Import Results screen opens. Click **Run** to view the results of the Import.



The Report will print.

IC Count Import Results

ABC Holdings Limited

<u>Code</u>	<u>UOMCode</u>	<u>UOM</u>	<u>Quantity</u>	<u>Bin Location</u>	<u>Message</u>
1.8MWARDROBE	EA		12.000		
BCDRAW	EA		6.000		
BEDCABINET	EA		23.000		
BLANKBOX	EA		32.000		
BRASS52LOCK	INNER		6.000		
BRASS52LOCK	BOX		4.000		
CDRAW	EA		10.000		
DDRAW	EA		4.000		
OVALMIRROR	EA		3.000		
P25MMDR	BOX		1.000		
P30MMRRK	OUTER		3.000		
P45MMRRK	INNER		40.000		
QUEENBED	EA		6.000		
SMLBOOKCASE	EA		7.000		
STDBEDHEAD	EA		8.000		
STDCHEST	EA		7.000		
T10MMRD	M		8.000		
T140MMR	M		3.000		
T145MMR	M		12.000		
T180MMOAK	M		5.000		
T180MMR	M		3.000		
T180MMTR	M		4.000		
T1MLR	M		4.000		
T1MPLY	M		6.000		
T200MMR	M		14.000		
T25MMRF	M		32.000		
T40MMR	M		12.000		
T470MMLR	M		8.000		
T70SQR	M		9.000		
T90MMRT&G	M		9.000		
T95MMR	M		3.000		
VIC10BRASS	OUTER		3.000		
VIC32BRASS55	OUTER		3.000		
VIC38BRASSK	OUTER		18.000		
			328.000		

Summary
34 records imported

End Of Report - 34 Records Printed

Close the Report

The IC **Stocktake** now shows **Counted** Quantities and the **Variance** has been updated to reflect the Counted stock. The Stocktake also shows number of **Count Lines** and a **Line Status of Counted**, for each Product on the Imported Count.

The screenshot shows the 'IC Stocktake' window with the following details:

- Period: Sep 2014
- Date: 30/09/2014
- Location Code: AKL
- Post Status: Uncounted
- Count Type: Additive

Product	Description	Location	UOM Code	UOM Quant...	Variance	Count Lines	Line Status	Expected Closing Qua...
1.8MMWARD...	1800mmx1200mmx600m...	AKL	EA	12	6.000	1	Counted	6.000
BCDRAW	350mm x 340mm Drawer	AKL	EA	6	6.000	1	Counted	
BEDCABINET	400mm x 500mm Bedside...	AKL	EA	23	7.000	1	Counted	16.000
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	EA	32	2.000	1	Counted	30.000
BRASS52LO...	Brass 52 Lock & Key	AKL	EA	96	-4.000	2	Counted	100.000
CDRAW	700mm x 430mm x 200m...	AKL	EA	10	10.000	1	Counted	
DDRAW	330mm x 340mm x 95mm...	AKL	EA	4	4.000	1	Counted	
OVALMIRROR	Oval Mirror framed in Rimu	AKL	EA	3	-50.000	1	Counted	53.000
P25MMDR	25mm x 250mm Draw Ru...	AKL	EA	20	-105.000	1	Counted	125.000
P30MMRRK	30mm Rimu 12Round Knob	AKL	EA	144	-76.000	1	Counted	220.000

Quantity Over: 646.000 Quantity Under: 3762.500

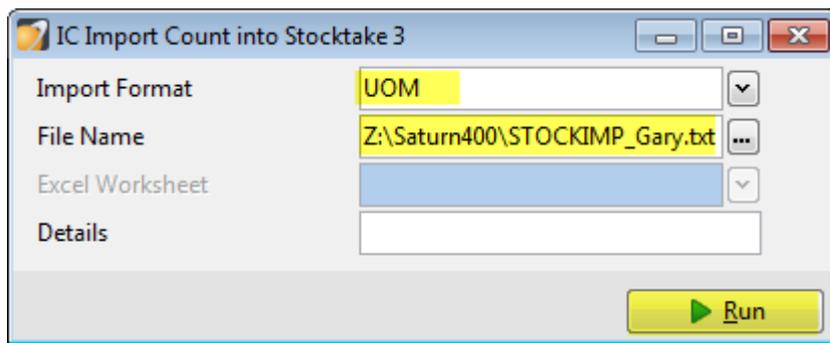
Buttons: Counted, Post, Save, Cancel

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Import the next Count. Click Import Count

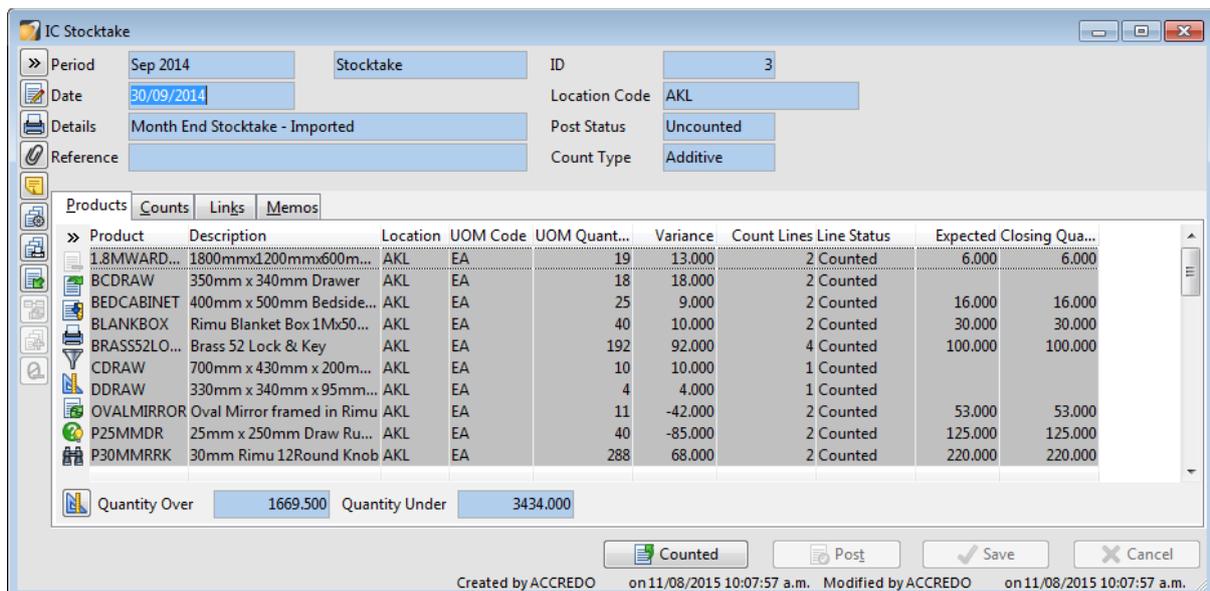
This screenshot is identical to the one above, but with the 'Import Count (Ctrl+I)' button highlighted in yellow over the 'BEDCABINET' product row.

Browse to the next file and click **Run**.



Then click Run again to View the Results as previous. Then Close the Report

Each time a count is imported, the Stocktake is updated. The **UOM Quantity** shows the sum of the **Counted Quantities** from the imported Counts as does the **Variance**. The **Count Lines** number is updated each time a Product is found on a Count.



4. Print your Variance Report

You can use the IC Stocktake report to print a simple Variance report from the Stocktake. Click the Print button.

The screenshot shows the 'IC Stocktake' window with the following details:

- Period: Sep 2014
- Date: 30/09/2014
- Stocktake ID: 3
- Location Code: AKL
- Details: Month End Stocktake - Imported
- Post Status: Uncounted
- Count Type: Additive

The 'Print report (Ctrl+P)' button is highlighted in yellow. Below the details is a table of products with columns for Product, Description, Location, UOM Code, UOM Quant..., Variance, Count Lines, Line Status, and Expected Closing Qu.

Product	Description	Location	UOM Code	UOM Quant...	Variance	Count Lines	Line Status	Expected Closing Qu
1.8MWARD...	1800mmx1200mmx600m...	AKL	EA	19	13.000	2	Counted	6.000
BCDRAW	350mm x 340mm Drawer	AKL	EA	18	18.000	2	Counted	
BEDCABINET	400mm x 500mm Bedside...	AKL	EA	25	9.000	2	Counted	16.000
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	EA	40	10.000	2	Counted	30.000
BRASS52LO...	Brass 52 Lock & Key	AKL	EA	192	92.000	4	Counted	100.000
CDRAW	700mm x 430mm x 200m...	AKL	EA	10	10.000	1	Counted	
DDRAW	330mm x 340mm x 95mm...	AKL	EA	4	4.000	1	Counted	
OVALMIRROR	Oval Mirror framed in Rimu	AKL	EA	11	-42.000	2	Counted	53.000
P25MM	25mm x 250mm Draw Ru...	AKL	EA	40	-85.000	2	Counted	125.000

Then Click **Run** to view the Report

The screenshot shows the 'Inventory Control - IC Stocktake Report' for ABC Holdings Limited. The report header includes the date 30/09/2014, Sep 2014, and Page 1 of 1.

Stocktake Header

Document ID	Location Code	Period ID	Document Date	Count Type	Details	Reference	Post Status
3	AKL	306	30/09/2014	Additive	Month End Stocktake - Imported		Uncounted

Stocktake Lines

Product	Description	Unit Name	Expected	Counted	Variance	Value	Variance	Count Lines	Line Status
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	each	6.000	19.000	13.000	\$7,906.60		2	Counted
BCDRAW	350mm x 340mm Drawer	each		18.000	18.000	\$441.00		2	Counted
BEDCABINET	400mm x 500mm Bedside Cabinet	each	16.000	25.000	9.000	\$1,854.90		2	Counted
BLANKBOX	Rimu Blanket Box 1Mx50mmx60mm	each	30.000	40.000	10.000	\$2,480.00		2	Counted
BRASS52LOCK	Brass 52 Lock & Key	each	100.000	192.000	92.000	\$2,400.28		4	Counted
CDRAW	700mm x 430mm x 200mm Draw	each		10.000	10.000	\$479.00		1	Counted
DDRAW	330mm x 340mm x 95mm D. Draw	each		4.000	4.000	\$82.60		1	Counted
OVALMIRROR	Oval Mirror framed in Rimu	each	53.000	11.000	-42.000	-\$1,764.00		2	Counted
P25MMDR	25mm x 250mm Draw Runners	each	125.000	40.000	-85.000	-\$85.00		2	Counted
P30MMRRK	30mm Rimu 12Round Knob	each	220.000	289.000	68.000	\$68.00		2	Counted
P45MMRRK	45mm Rimu 12Round Knob	each	157.000	1280.000	1123.000	\$1,123.00		2	Counted
QUEENBED	Queen Size Rimu Bed	each	4.000	11.000	7.000	\$5,012.00		2	Counted
SMLBOOKCASE	1.5M x 1m x 200mm Bookcase	each	12.000	19.000	7.000	\$1,575.00		2	Counted
STD BED	Standard Double Bed Head	each	8.000	16.000	8.000	\$1,256.00		2	Counted

If you need to make any changes, Counts can be Edited or Deleted before the stocktake is posted.

5. Set your Stocktake to Counted

Click the **Counted** button at the bottom of the Stocktake which will change the **Post Status** to **Counted** and create Variances on the Product records as well as Pending Stock Movement records.

The screenshot shows the 'IC Stocktake' window with the following details:

- Period: Sep 2014
- Date: 30/09/2014
- Details: Month End Stocktake - Imported
- Reference: (empty)
- Stocktake ID: 3
- Location Code: AKL
- Post Status: Uncounted
- Count Type: Additive

Product	Description	Location	UOM Code	UOM Quant...	Variance	Count Lines	Line Status	Expected Closing Qua...
I.8MWARD...	1800mmx1200mmx600m...	AKL	EA	19	13.000	2	Counted	6.000
BCDRAW	350mm x 340mm Drawer	AKL	EA	18	18.000	2	Counted	
BEDCABINET	400mm x 500mm Bedside...	AKL	EA	25	9.000	2	Counted	16.000
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	EA	40	10.000	2	Counted	30.000
BRASS52LO...	Brass 52 Lock & Key	AKL	EA	192	92.000	4	Counted	100.000
CDRAW	700mm x 430mm x 200mm...	AKL	EA	10	10.000	1	Counted	
DDRAW	330mm x 340mm x 95mm...	AKL	EA	4	4.000	1	Counted	
OVALMIRROR	Oval Mirror framed in Rimu	AKL	EA	11	-42.000	2	Counted	53.000
P25MMDR	25mm x 250mm Draw Ru...	AKL	EA	40	-85.000	2	Counted	125.000
P30MMRRK	30mm Rimu 12Round Knob	AKL	EA	288	68.000	2	Counted	220.000
P45MMRRK	45mm Rimu 12Round Knob	AKL	EA	1280	1123.000	2	Counted	157.000
QUEENBED	Queen Size Rimu Bed	AKL	EA	11	7.000	2	Counted	4.000
SMLBOOKC...	1.5M x 1m x 200mm Book...	AKL	EA	19	7.000	2	Counted	12.000
STDBEDHEAD	Standard Double Bed Head	AKL	EA	16	8.000	2	Counted	8.000
STDCHEST	800mm x 1400mm Std. C...	AKL	EA	12		2	Counted	12.000
T10MMRD	10mm Rimu Dowling	AKL	M	12.000	-197.000	2	Counted	209.000
T140MMR	140mm x 15mm Rimu	AKL	M	6.000	-141.000	2	Counted	147.000
T145MMR	145mm x 18mm Rimu	AKL	M	24.000	-254.000	2	Counted	278.000
T180MMOAK	180mm x 48mm OAK	AKL	M	10.000	10.000	2	Counted	

Quantity Over: 1669.500 Quantity Under: 3434.000

Buttons: **Counted** (highlighted), Post, Save, Cancel

Footer: Created by ACCREDO on 11/08/2015 Set Stocktake Status to Counted and Record Variances 10:07:57 a.m.

6. Post your Stocktake

This is final step in the process. Click **Post** to create any Adjustment Transactions. This has the same effect as **Update Variances** prior to Release 4.

The screenshot shows the 'IC Stocktake' window with the following details:

- Period: Sep 2014
- Date: 30/09/2014
- Stocktake ID: 3
- Location Code: AKL
- Details: Month End Stocktake - Imported
- Post Status: Counted
- Reference: (empty)
- Count Type: Additive

Product	Description	Location	UOM Code	UOM Quant...	Variance	Count Lines	Line Status	Expected Closing Qua...
1.8MWARD...	1800mmx1200mmx600m...	AKL	EA	19	13.000	2	Counted	6.000
BCDRAW	350mm x 340mm Drawer	AKL	EA	18	18.000	2	Counted	6.000
BEDCABINET	400mm x 500mm Bedside...	AKL	EA	25	9.000	2	Counted	16.000
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	EA	40	10.000	2	Counted	30.000
BRASS52LO...	Brass 52 Lock & Key	AKL	EA	192	92.000	4	Counted	100.000
CDRAW	700mm x 430mm x 200m...	AKL	EA	10	10.000	1	Counted	10.000
DDRAW	330mm x 340mm x 95mm...	AKL	EA	4	4.000	1	Counted	4.000
OVALMIRROR	Oval Mirror framed in Rimu	AKL	EA	11	-42.000	2	Counted	53.000
P25MMDR	25mm x 250mm Draw Ru...	AKL	EA	40	-85.000	2	Counted	125.000
P30MMRRK	30mm Rimu 12Round Knob	AKL	EA	288	68.000	2	Counted	220.000
P45MMRRK	45mm Rimu 12Round Knob	AKL	EA	1280	1123.000	2	Counted	157.000
QUEENBED	Queen Size Rimu Bed	AKL	EA	11	7.000	2	Counted	4.000
SMLBOOKC...	1.5M x 1m x 200mm Book...	AKL	EA	19	7.000	2	Counted	12.000
STDBEDHEAD	Standard Double Bed Head	AKL	EA	16	8.000	2	Counted	8.000
STDCHEST	800mm x 1400mm Std. C...	AKL	EA	12	12.000	2	Counted	12.000
T10MMRD	10mm Rimu Dowling	AKL	M	12.000	-197.000	2	Counted	209.000
T140MMR	140mm x 15mm Rimu	AKL	M	6.000	-141.000	2	Counted	147.000
T145MMR	145mm x 18mm Rimu	AKL	M	24.000	-254.000	2	Counted	278.000
T180MMOAK	180mm x 48mm OAK	AKL	M	10.000	10.000	2	Counted	10.000

Quantity Over: 1669.500 Quantity Under: 3434.000

Buttons: Uncontoured, Post, Save, Cancel

Footer: Created by ACCREDO on 11/08/2015 10:07:57 a.m. Modified by ACCREDO on 11/08/2015 11:01:15 a.m.

Then click **Yes** to confirm

The dialog box is titled 'Confirm' and contains the following text and elements:

- A question mark icon in a blue circle.
- The text 'Post Stocktake?'.
- A yellow 'Yes' button.
- A white 'No' button with a dashed border.

The Stocktake becomes Historic.

You can View Historic Stocktakes

Tasks > IC > Stocktake Processing > Stocktake List

Make your selections to view selected stocktakes. You can use the Stocktake button to find a Stocktake by Count ID

