SINGLE COUNT STOCKTAKE PROCEDURE (keyed in, not imported)

Stocktake Overview

(4.1.10.113)

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 a Single Count Procedure (same as previous to Release 4)

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.
- Generate Stocktake and Generate Count
- Print Count Sheets
- Count Stock and Enter Quantities onto Count
- Set Count to Confirmed
- 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
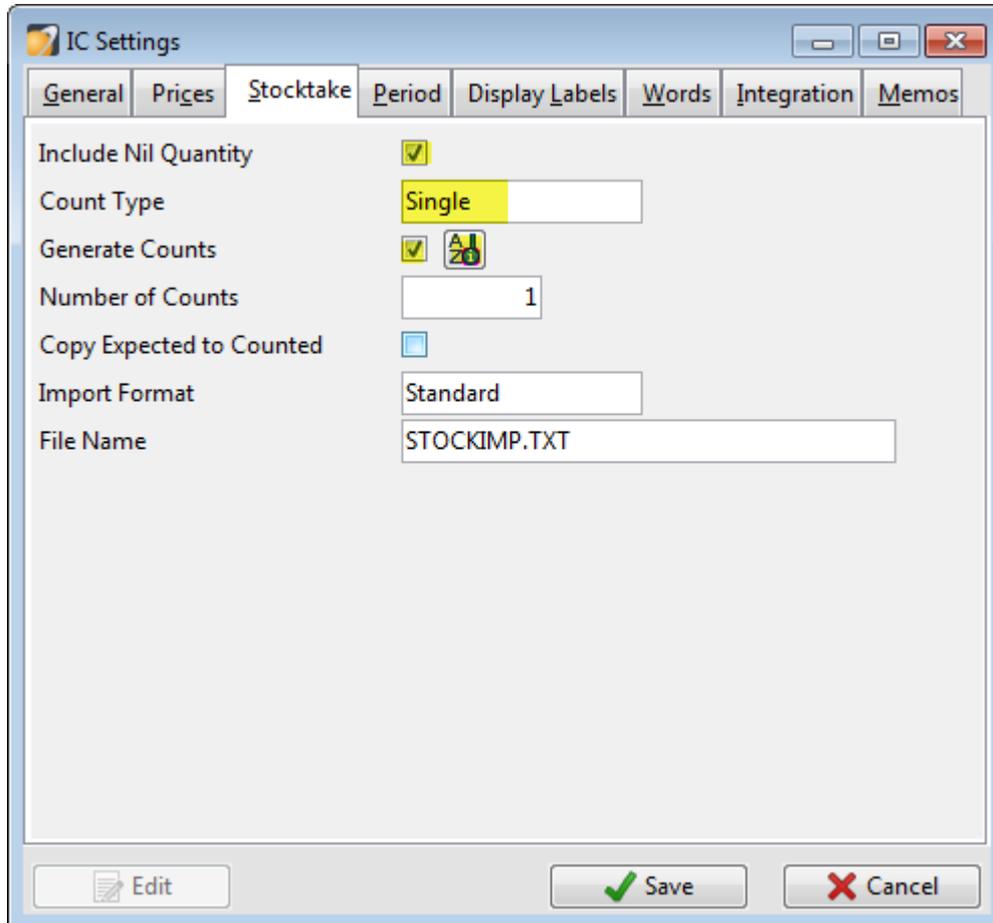
Include Nil Quantity	Tick this if you want to include active (diminishing) Products with nothing in stock. In prior versions these products were included by default.
Count Type	Set this to Single
Generate Counts	Tick this to have the Counts generated with the Stocktake.
Sort Button	You can apply a Default Sort to your Count (and the Count Sheets you print to write the counted quantities on) so you don't have to do this each time you do a stocktake. A common sort is by Bin Location.
Number of Counts	Leave this as 1 so that the Count contains all Products. *For Single Counts, if you key a number greater than 1, the Products will be split evenly across the number of Counts.*

Copy Expected To Counted   If you want your stocktake Counts to be loaded with the Expected Qty already populated as the Counted Qty like previous versions, tick the box.

Import Format   Not relevant for Stocktakes that are manually keyed.

File Name   Not relevant for Stocktakes that are manually keyed.

1. Generate the Stocktake

Tasks > IC > Stocktake Processing > Generate Stocktake

Location	Select the Location to count stock for (if Saturn)
Period	The Period you will be counting the stock in.
Date	Date that the Adjustment will be posted for.
Reference/Details	Optional fields
Product/StockGroup/ Creditor	You can select a range or leave blank for all.

Include Nil Quantity   Will default from your Stocktake Defaults.

Count Type   Will default from your Stocktake Defaults.

Generate Counts   Will default from your Stocktake Defaults.

Sort   Will default from your Stocktake Defaults. If the button has
                                     a blue ball with a white i in the middle, this means there a is
                                     a sort applied. You can apply a different sort if you need to .

Number of Counts   Will default from your Stocktake Defaults .Leave this as 1 so
                                     that the Count contains all Products. *For Single Counts, if*
                                     you key a number greater than 1, the Products will be split
                                     evenly across the number of Counts.

Copy Expected to Counted   Will default from your Stocktake Defaults.

Press Run

The **Stocktake** opens listing all the Products to be counted.

As this is a **Single** Count Stocktake and we have **Generated the Count**, the Stocktake **shows "1" Count Lines per Product.**

The Stocktake records a snap shot of the **Expected Quantity** which is the **Opening Stock** plus **Movement** (posted transactions) for the **Stocktake Period**, when the **stocktake is generated**

This means you can carry on with current and future period processing while your Stocktake proceeds without affecting the Expected Quantity.

	Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected	Closing Qua...
	1.8MWARD...	1800mmx1200mmx600m...	AKL		-6.00	1	Uncounted	6.00	6.00
	BCDRAW	350mm x 340mm Drawer	AKL			1	Uncounted		
	BEDCABINET	400mm x 500mm Bedside...	AKL		-16.00	1	Uncounted	16.00	16.00
	BLANKBOX	Rimu Blanket Box 1Mx50...	AKL		-30.00	1	Uncounted	30.00	30.00
	BRASS52LO...	Brass 52 Lock & Key	AKL		-100.00	1	Uncounted	100.00	100.00
	CDRAW	700mm x 430mm x 200m...	AKL			1	Uncounted		
	DDRAW	330mm x 340mm x 95mm...	AKL			1	Uncounted		
	DRESSTABLE	4 Draw Dressing Table	AKL		-10.00	1	Uncounted	10.00	10.00
	LOWBOY	1550mm x 900mm x 450m...	AKL		-10.00	1	Uncounted	10.00	10.00
	OVALMIRROR	Oval Mirror framed in Rimu	AKL		-53.00	1	Uncounted	53.00	53.00
	P25MMDR	25mm x 250mm Draw Ru...	AKL		-125.00	1	Uncounted	125.00	125.00
	P30MMRRK	30mm Rimu 12Round Knob	AKL		-220.00	1	Uncounted	220.00	220.00
	P45MMRRK	45mm Rimu 12Round Knob	AKL		-157.00	1	Uncounted	157.00	157.00
	QUEENBED	Queen Size Rimu Bed	AKL		-4.00	1	Uncounted	4.00	4.00

2. Print your Count Sheet

Click the Print Count Sheets button
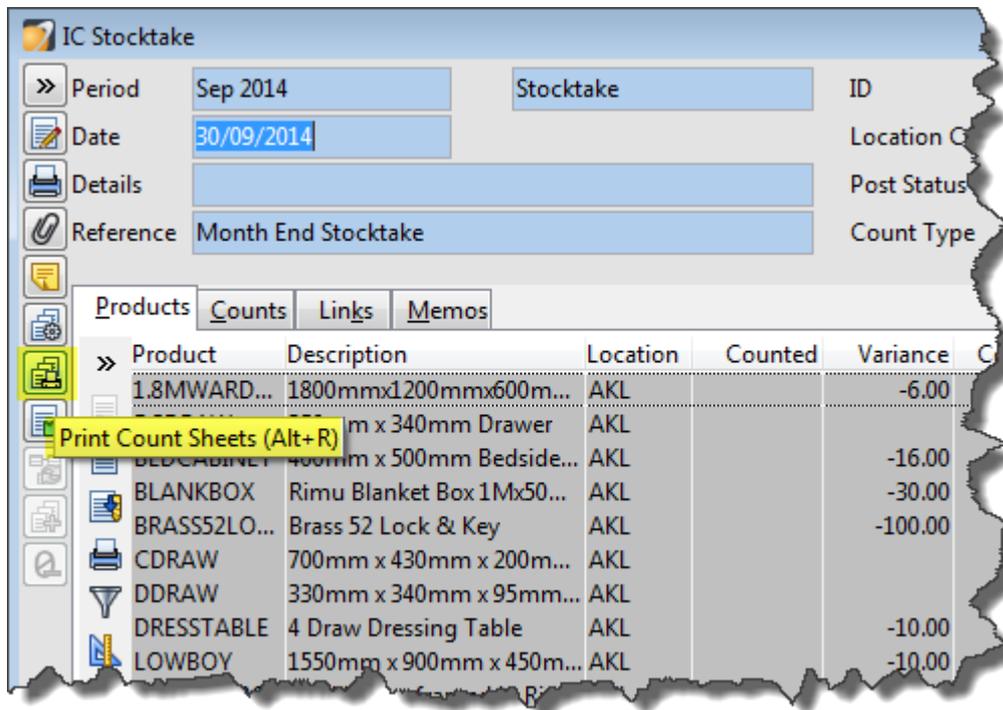
The IC Count Sheets window opens.

Press **Run** to print to Screen.
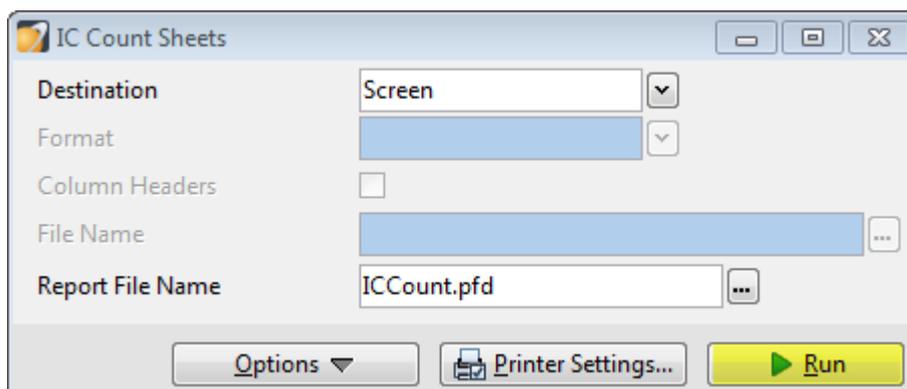
Your Count Sheet will print. Each Count has a Count ID Number.

STOCKTAKE COUNT

FOR THE PERIOD ENDED 30/09/2014
Location: AKL - Auckland Showroom

Count Number: 1
Details:

Code	Description	Unit	Bin	Quantity
STDCHEST	800mm x 1400mm Std. Chest	Ea	10	
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	Ea	2	----------------------
BEDCABINET	400mm x 500mm Bedside Cabinet	Ea	3	----------------------
BLANKBOX	Rimu Blanket Box 1Mx50mmx60mm	Ea	4	----------------------
DRESSTABLE	4 Draw Dressing Table	Ea	5	----------------------

Click **Print** to print to Printer

3. Count your Stock

Count your stock and write the Quantity for each Product counted onto your Count sheet.

4. Enter your Counted Quantities

Tasks > **IC** > **Stocktake Processing** > **Stocktake List** > **Double Click the Stocktake** > **Click Counts Tab** > **Double Click the Count**

The **Count** opens.

You may want **to Customise in the Quantity Expected**. You can click [icon] if you want to **Copy Expected to Counted** (or you may have set this as a Stocktake Default)

Press **Edit** and **key in the counted quantities**.

Note that any Products on the Count with a Nil Counted value, means there are zero in stock. This is different to 'not counted'. If there are Products on the Count that you did not count at this time, you can click the **Delete Nil Lines** button to remove them.

Click the **Confirmed** button when you have finished keying in your Quantities. This sets the Count Status to Confirmed.

5. Check your Variances

You can check your Variances on the Stocktake itself. Click **View Stocktake** to open the Stocktake

The IC **Stocktake** now shows the **Counted** Quantities and the **Variance** between the Quantity Expected and the Quantity Counted.
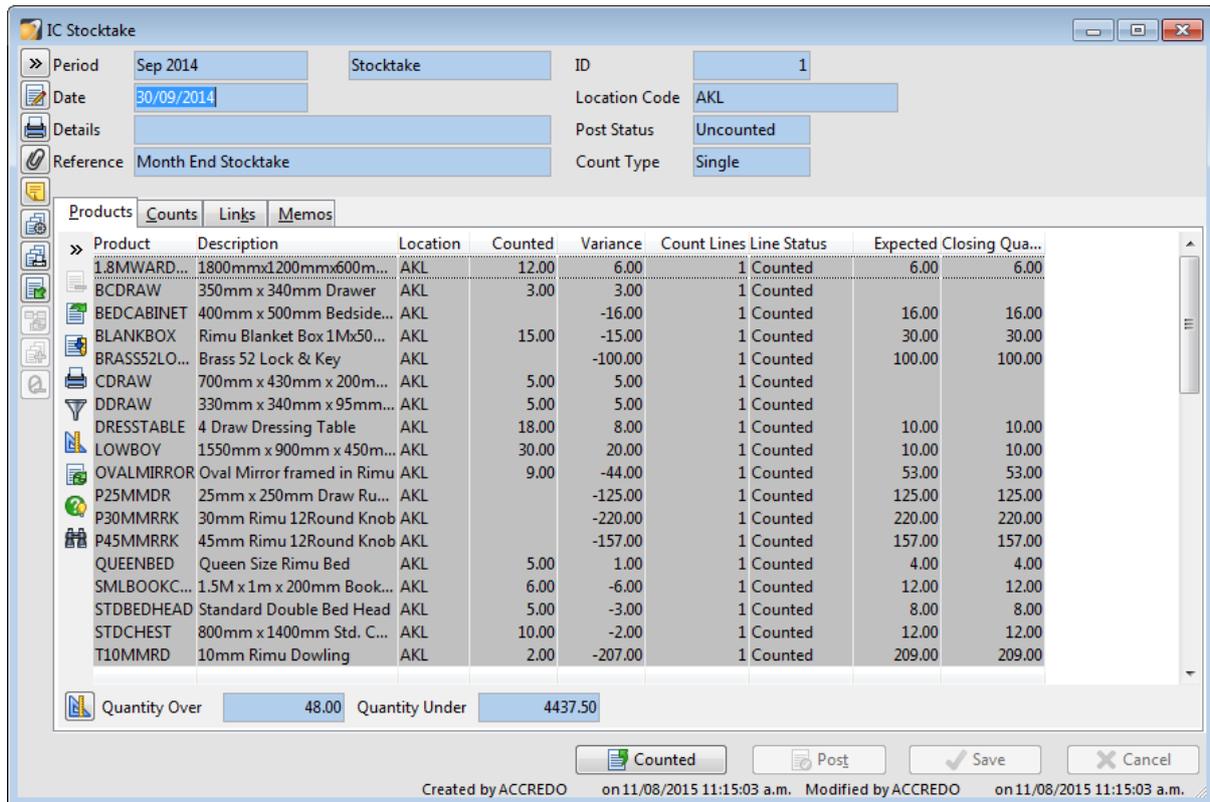
6. Print your Variance Report

You can use the IC Stocktake report to print a simple Variance report from the Stocktake. Click the Print button.
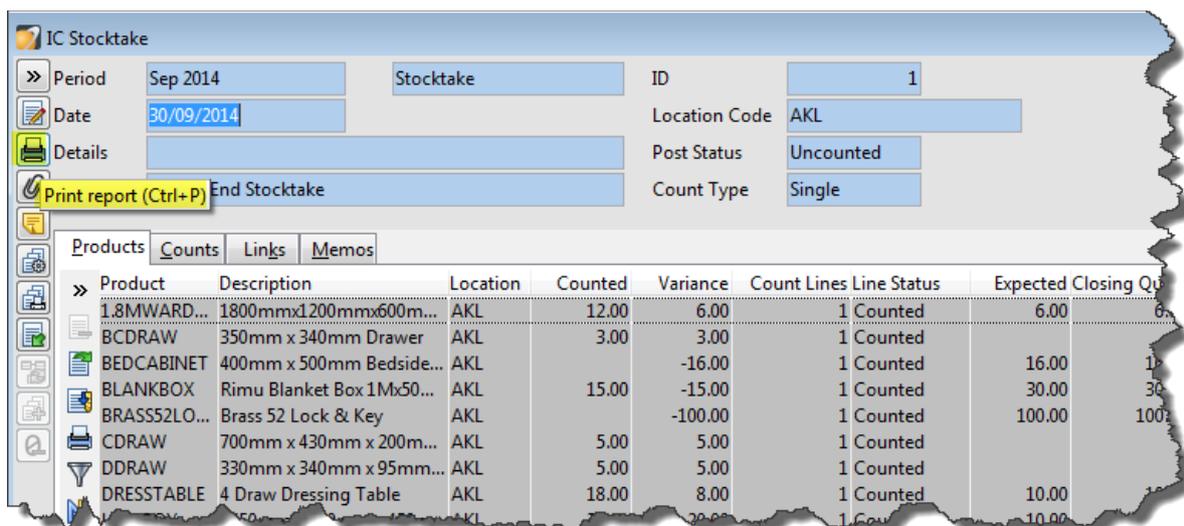
Then Click **Run** to view the Report

Inventory Control - IC Stocktake Report
ABC Holdings Limited

Stocktake Header

Document ID	Location Code	Period ID	Document Date	Count Type	Details	Reference	Post Status
1	AKL	206	30/09/2014	Single		Month End Stocktake	Uncounted

Stocktake Lines

Product	Description	Unit Name	Expected	Counted	Variance	Value Variance	Count Lines	Line Status
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	Ea	6.00	12.00	6.00	$3,649.20	1	Counted
BCDRAW	350mm x 340mm Drawer	Ea		3.00	3.00	$73.50	1	Counted
BEDCABINET	400mm x 500mm Bedside Cabinet	Ea	16.00		-16.00	-$3,297.60	1	Counted
BLANKBOX	Rimu Blanket Box 1Mx50mmx60mm	Ea	30.00	15.00	-15.00	-$3,720.00	1	Counted
BRASS52LOCK	Brass 52 Lock & Key	Ea	100.00		-100.00	-$2,591.00	1	Counted
CDRAW	700mm x 430mm x 200mm Draw	Ea		5.00	5.00	$239.50	1	Counted
DDRAW	330mm x 340mm x 95mm D. Draw	Ea		5.00	5.00	$103.25	1	Counted
DRESSTABLE	4 Draw Dressing Table	Ea	10.00	18.00	8.00	$3,058.40	1	Counted
LOWBOY	1550mm x 900mm x 450mm Lowboy	Ea	10.00	30.00	20.00	$13,188.00	1	Counted
OVALMIRROR	Oval Mirror framed in Rimu	Ea	53.00	9.00	-44.00	-$1,848.00	1	Counted
P25MMDR	25mm x 250mm Draw Runners	Ea	125.00		-125.00	-$125.00	1	Counted
P30MMRRK	30mm Rimu 12Round Knob	Ea	220.00		-220.00	-$220.00	1	Counted
P45MMRRK	45mm Rimu 12Round Knob	Ea			-157.00	-$157.00		Counted

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

7. 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.

8. 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.
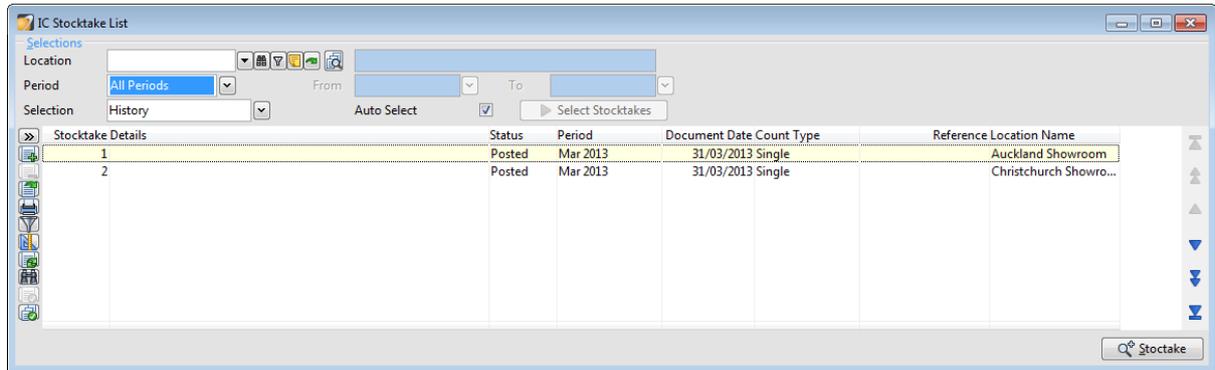

Then click **Yes** to confirm

The Stocktake becomes Historic.

You can View Historic Stocktakes

Tasks > IC > Stocktake Processing > Stocktake List

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

Trouble Shooting

I forgot to post Invoices for the Stocktake Period prior to the Stocktake being generated

Post the invoices now if they have not been posted. The Expected Qty and Closing Stock Qty will differ.

Open the Stocktake, Press **Edit** and click **Reload Expected Quantities**

The **Expected Quantities** will be updated to reflect the posted transactions. The Expected Qty and Closing Stock Qty will be now be the same.
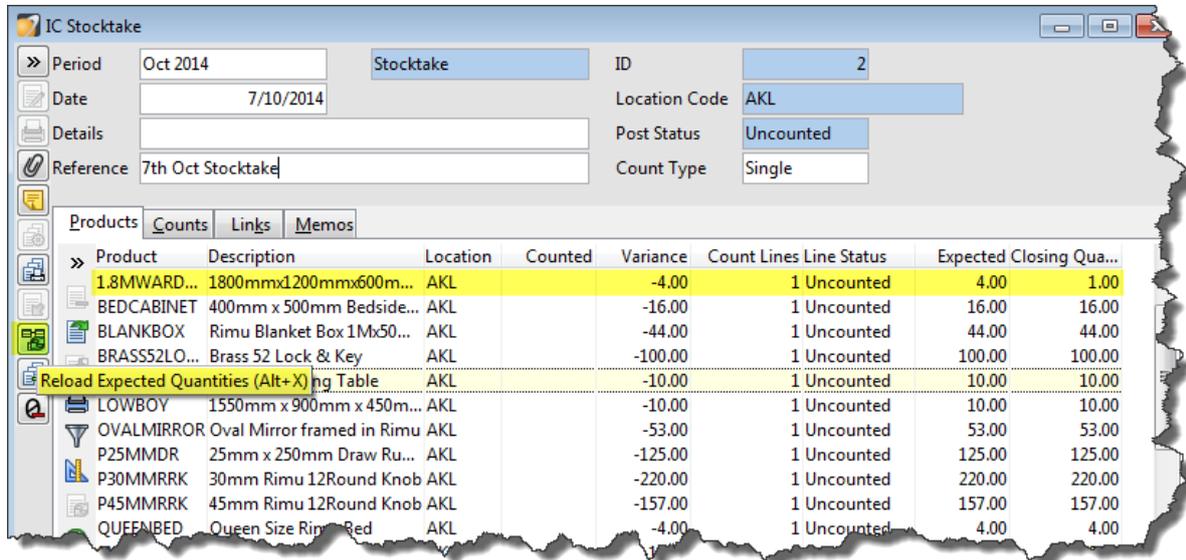
I generated the Stocktake for the next Period, and have since posted Invoices for that Period, now I'm ready to count the stock, will the Expected Quantity have been updated?

No, the Expected Quantity is locked in when you create the Stocktake.

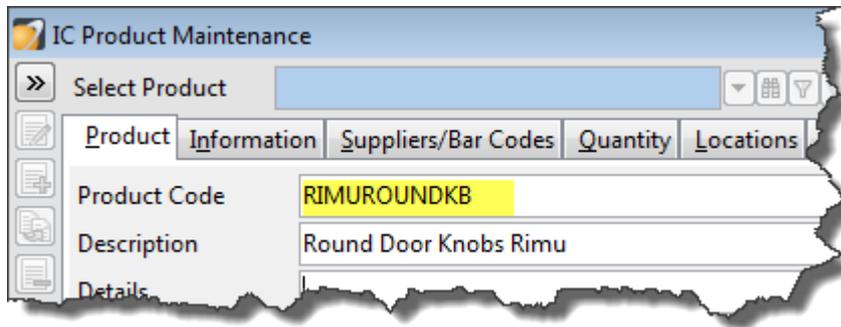Open the Stocktake, Press **Edit** and click **Reload Expected Quantities**

The **Expected Quantities** will be updated to reflect the posted transactions
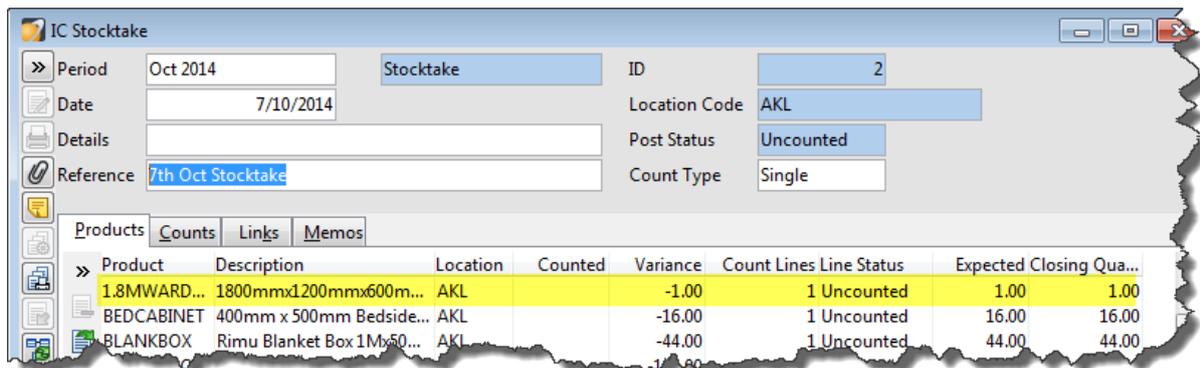
I have counted my stock and found some extra Products that were not on my Count Sheet

First check the Product codes exist in IC. If they do not, add them in now from Maintain > IC > Products.

You can add the Products to your existing Count or create a new Count sheet for the extra stock.

To add to Existing Count

Tasks > **IC** > **Stocktake List** > **Double Click the Stocktake** > Click the **Counts Tab** and **Double Click the Count**. The Stocktake Count opens
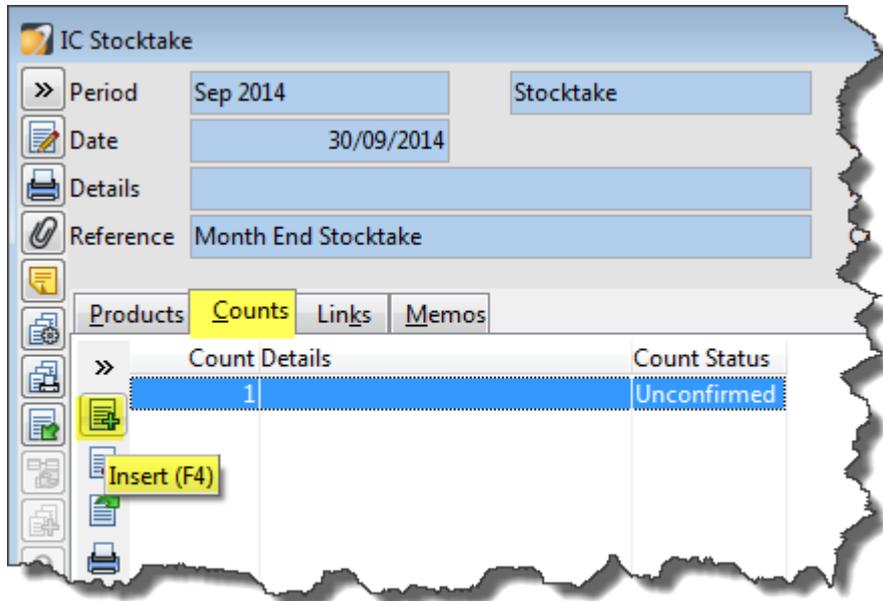
Press **Edit**, then Press **Insert** and select the **Product Code** and enter **Counted Qty**. You can also Reprint the Count Sheet.
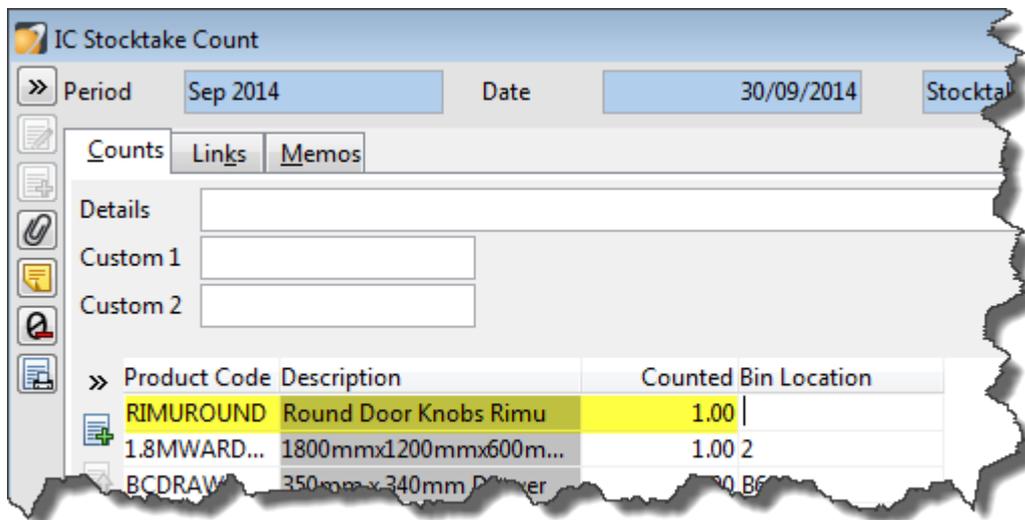
To create a new Count

Tasks > IC > Stocktake Processing > Stocktake List > Double Click the Stocktake > Click Counts Tab

Then press **Insert**

A new Stocktake Count opens

Select the extra Products you counted. Then save or set to **Confirmed** as per usual procedure.