

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Stock Take Procedure

With year end stocktaking imminent for many business, Accredo can ensure stocktaking runs smoothly and is accurate in just a few simple steps.

Print stocktaking forms if you will be filling these in manually.

Tasks > Inventory Control > Stocktake Processing > Stocktaking Forms

You may wish to sort the form by bin location or stock group.

If you do not currently have bin locations recorded, you may wish to note these and enter them with quantities so they are available in the future.

Count stock and enter quantities, Ideally all invoices for dispatched stock will be posted first, otherwise you must run your Invoice Allocation report and add the qtys to the stocktake count.

Tasks > Inventory Control > Enter Quantities

If you keep the same stock in several places in your warehouse, you can use barcode scanners or hand held devices, or sum figures in Excel to obtain the total quantity first, then use the Import from File option to bring the totals into your system.

Stock on Hand will compare the figures entered with the quantity in IC at the time the figures are entered. You can do this at any time, but do not add any new transactions in any period until all quantities are entered.

Closing Stock will compare the figures entered with the quantity in stock as at the end of the current IC period. You can continue adding transactions to future periods without affecting the stocktake, but do not roll IC into the next period until all quantities are entered.

Print a Stocktake Variance Report and ensure you are happy with the figures (e.g., you may find there is a large discrepancy because some products have not been counted).

Tasks > Inventory Control > Stocktake Variance Report

Update the system to adjust for any variances.

Tasks > Stocktake Processing > Update Variances

When you update variances, the system creates adjustment transactions in Inventory Control to reduce or increase the stock. ■