



Tips & Tricks

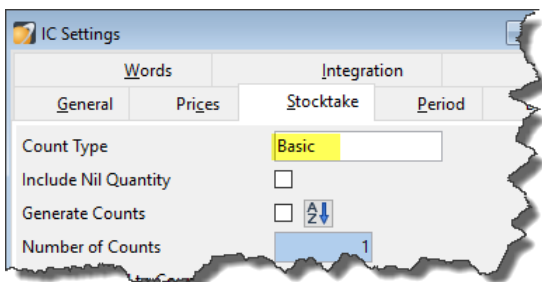
Basic Stocktakes

You now have the option of printing Stocktaking forms and entering Basic type Stocktakes. This type of Stocktake allows you to key the Counted Quantities directly onto the Enter Quantities form and the Stocktake is automatically created for you.

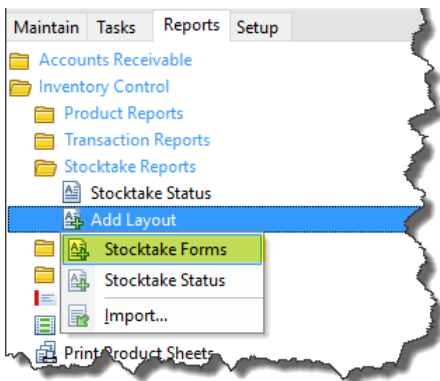
Basic Stocktakes are single count stocktakes, meaning there is one count per Product (and Location for Accredo Saturn).

Follow the steps below to use this method of Stocktaking.

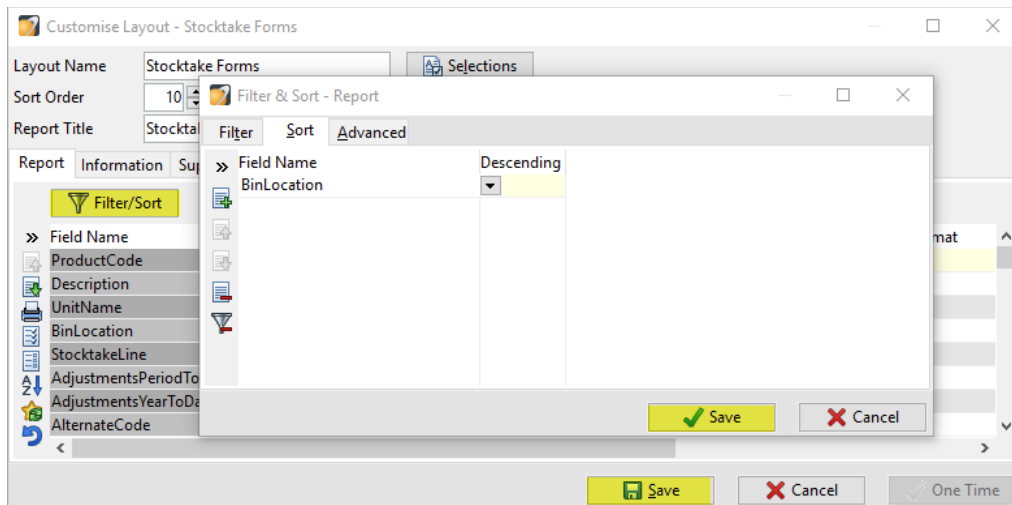
- 1 Go to Setup > Inventory Control > Settings > Stocktake tab, click  **Edit** (F11), set the COUNT TYPE to **Basic** then click  **Save** (F9).




- 2 Go to Reports > Inventory Control > Stocktake Reports > Add Layout > Stocktake Forms, to add the Stocktake Forms.




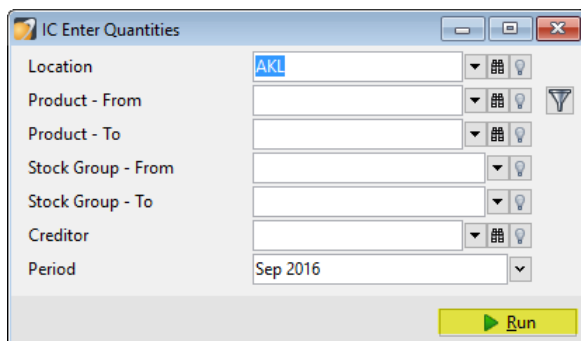
3 Make any changes, for example, you may wish to sort by Bin Location.




4 Click  **Save** (F9) to add the Stocktake Forms to the menu.

Basic Stocktake Process

- 1 Ideally, make sure your IN Invoices and AP Shipment Receipts are posted so your Expected Quantity will be up to date when you count your stock. If you are counting stock that relates to Unposted Shipments or Invoices, you will need to adjust for this.
- 2 Go to Reports > Inventory Control > Stocktake Reports > Stocktaking Forms to print the Stocktaking Forms.
- 3 Count your stock and enter the amounts on the printed form.
- 4 Go to Tasks > Inventory Control > Stocktake Processing > Enter Quantities. Make any selections then click  **Run** (F9). The current Period for IC is selected by default.



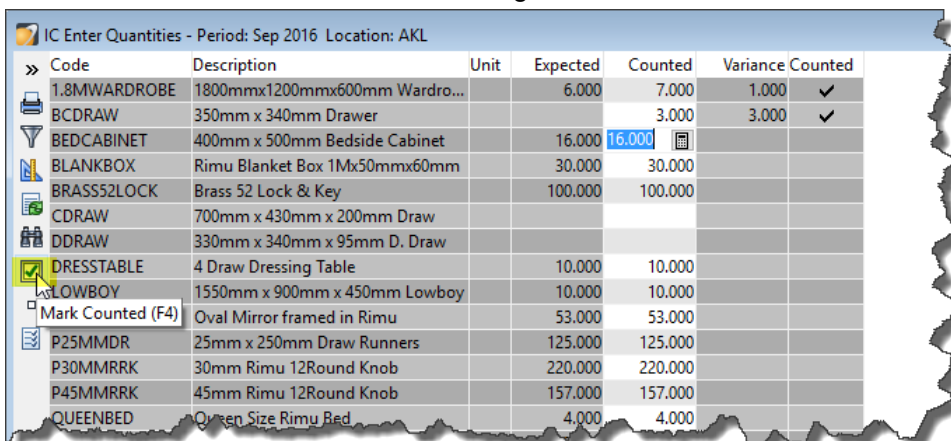
The Stocktake Enter Quantities form will open with the Counted Quantities matching the Expected Quantities.

If you applied a sort to your Stocktake forms, you may want your Enter Quantities screen sorted the same way. You can use the  **Filter / Sort** (Ctrl+F2) button or an OnOpen script to do this.

Enter the Counted Quantities and as you do, you will see that Counted field becomes ticked as soon as you have moved off the field.

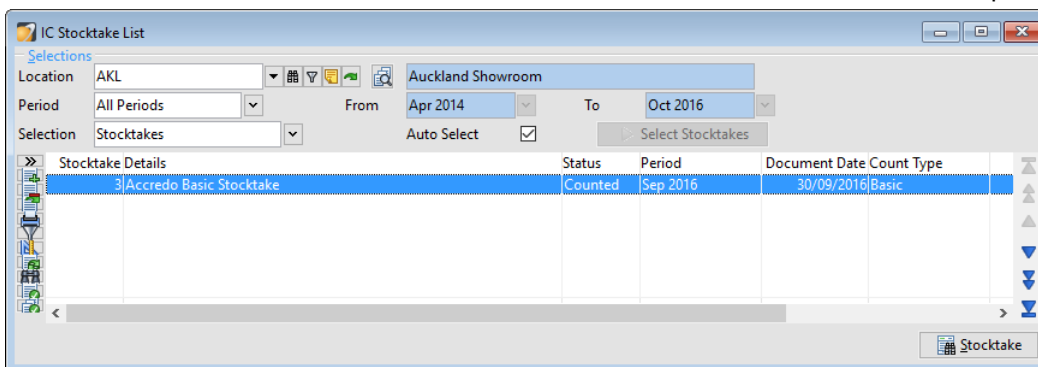
For Products with no variance, you can click  **Mark Counted** (F4), which marks them as counted, so you can easily see where you're up to. You can also click  **Mark All Counted** (Shift+F4) to mark the remaining Products as Counted if they have no variance.

Note: As soon as a Product is marked as Counted you can carry on with receipting and invoicing that Product and the variance won't change. You don't have to wait until the Stocktake is posted.



Code	Description	Unit	Expected	Counted	Variance	Counted
1.8MWARDROBE	1800mmx1200mmx600mm Wardro...		6.000	7.000	1.000	✓
BCDRAW	350mm x 340mm Drawer			3.000	3.000	✓
BEDCABINET	400mm x 500mm Bedside Cabinet		16.000	16.000		
BLANKBOX	Rimu Blanket Box 1Mx50mmx60mm		30.000	30.000		
BRASS52LOCK	Brass 52 Lock & Key		100.000	100.000		
CDRAW	700mm x 430mm x 200mm Draw					
DDRAW	330mm x 340mm x 95mm D. Draw					
DRESSTABLE	4 Draw Dressing Table		10.000	10.000		
LOWBOY	1550mm x 900mm x 450mm Lowboy		10.000	10.000		
Mark Counted (F4)	Oval Mirror framed in Rimu		53.000	53.000		
P25MMDR	25mm x 250mm Draw Runners		125.000	125.000		
P30MMRRK	30mm Rimu 12Round Knob		220.000	220.000		
P45MMRRK	45mm Rimu 12Round Knob		157.000	157.000		
QUEENBED	Queen Size Rimu Bed		4.000	4.000		

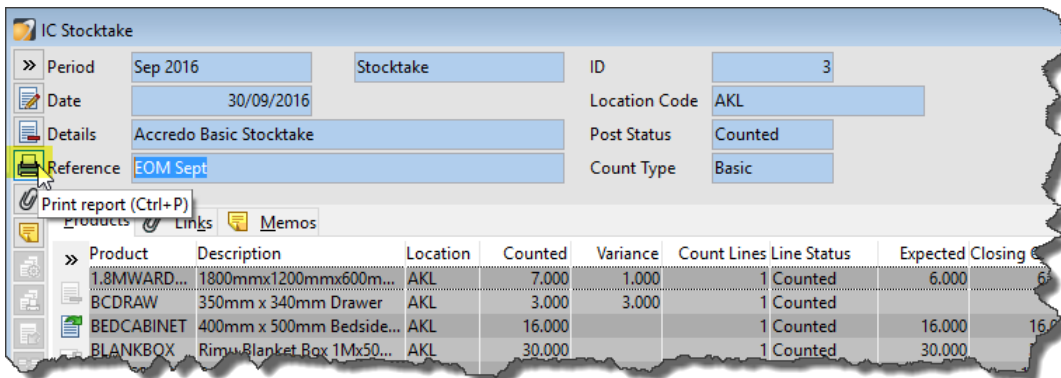
5 When you have finished keying in your Stocktake Count, go to the Stocktake List to check your variances. Go to **Tasks > Stocktake Processing > Stocktake List**. All the products marked as counted will have been added to a Stocktake. Double-click the Stocktake to open it.



Stocktake Details	Status	Period	Document Date	Count Type
3 Accredo Basic Stocktake	Counted	Sep 2016	30/09/2016	Basic

You may want to Edit the Stocktake and add a REFERENCE, which will be used as the ADJUSTMENT TRANSACTION REFERENCE when the Stocktake is posted.

Click  **Print** (Ctrl+P) to print your Variances. You can sort this by VARIANCE AMOUNT.



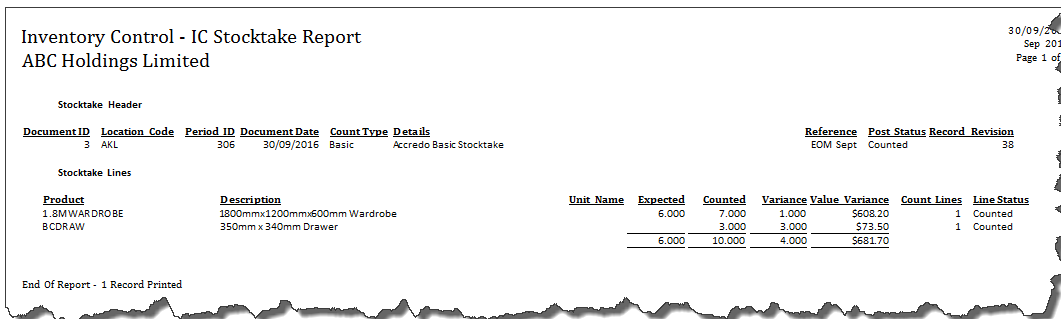
IC Stocktake

Period: Sep 2016, Stocktake ID: 3
 Date: 30/09/2016, Location Code: AKL
 Details: Accredo Basic Stocktake, Post Status: Counted
 Reference: EOM Sept, Count Type: Basic

Print report (Ctrl+P)

Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected Closing
1.8MWARDROBE	1800mmx1200mmx600mm...	AKL	7.000	1.000	1	Counted	6.000
BCDRAW	350mm x 340mm Drawer	AKL	3.000	3.000	1	Counted	
BEDCABINET	400mm x 500mm Bedside...	AKL	16.000		1	Counted	16.000
BLANKBOX	Rimmed Blanket Box 1Mx50...	AKL	30.000		1	Counted	30.000

The Stocktake Report will print showing your Variances.



Inventory Control - IC Stocktake Report
 ABC Holdings Limited

30/09/2016
 Sep 2016
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Stocktake Header


Document ID	Location Code	Period ID	Document Date	Count Type	Details	Reference	Post Status	Record	Revision
3	AKL	306	30/09/2016	Basic	Accredo Basic Stocktake	EOM Sept	Counted		38

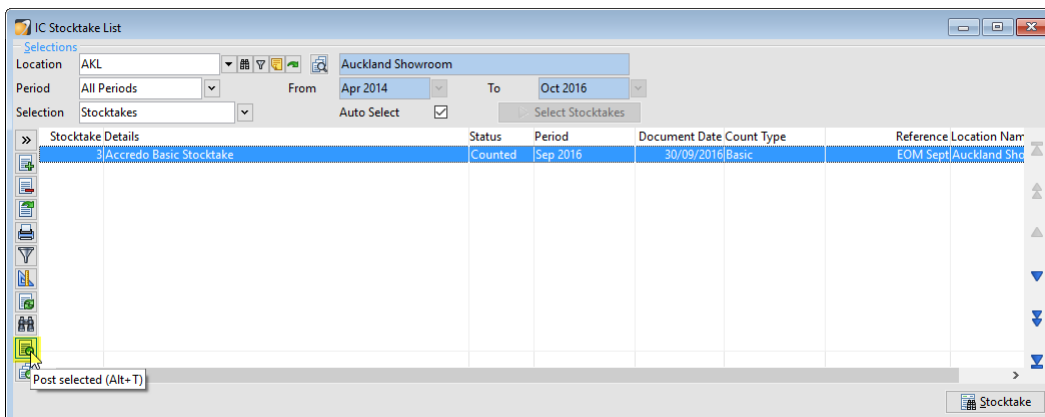
Stocktake Lines

Product	Description	Unit Name	Expected	Counted	Variance	Value	Variance	Count Lines	Line Status
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe		6.000	7.000	1.000	\$608.20		1	Counted
BCDRAW	350mm x 340mm Drawer		3.000	3.000	0.000	\$73.50		1	Counted
			6.000	10.000	4.000	\$681.70			

End Of Report - 1 Record Printed

If you need to fix any errors, go back to Tasks > Inventory Control > Stocktake Processing > Enter Quantities.

6 Post your Stocktake to create the stock adjustments. Go to Tasks > Inventory Control > Stocktake Processing > Stocktake List. Select the Stocktake and click  **Post** (Alt+T).



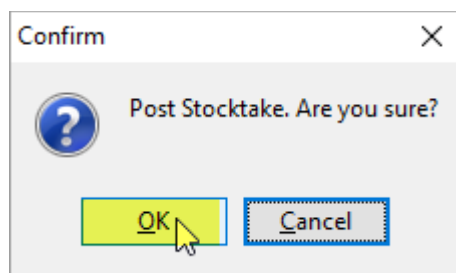
IC Stocktake List

Location: Auckland Showroom
 Period: All Periods, From: Apr 2014, To: Oct 2016
 Selection: Stocktakes, Auto Select: Select Stocktakes

Stocktake Details	Status	Period	Document Date	Count Type	Reference	Location Name
3 Accredo Basic Stocktake	Counted	Sep 2016	30/09/2016	Basic	EOM Sept	Auckland Shd

Post selected (Alt+T)

Click **OK**.



The Stocktake is changed to **Posted** and any adjustments entered are saved.