

The Happy Stocktaker

This document describes the processes involved in completing a successful stocktake using Smooth Office Financials.

Overview

The Smooth Office Stock System provides a comprehensive facility for performing stocktakes.

These facilities include:

- Snapshot of stock levels onhand
- Input of cumulative counts for item codes entered or scanned at a workstation
- Import of count files from a portable data acquisition unit (PDA)
- Clear audit trails for all batches and stocktake adjustments.
- Reprint facility for any current input/import batch
- Facility to delete input/import batches (if necessary)
- Retention of history of stocktake adjustments for reporting if required.

Read these instructions (please)

The system is only as accurate as the data being entered or imported, so follow the instructions carefully, and read the screen prompts until you are familiar with the operation of the stocktake system.

Trading and inwards goods delivery must be suspended whilst the stocktake is in progress (otherwise the physical stock item count will be changing and introduce errors to the final count). Trading may resume for counted stock lines (once they have been fully counted they are no longer required for stocktaking).

Example stock items used in this documentation are *Matts Giant JellyBeans* and *Daves Donuts* are used in this documentation to illustrate various stocktaking methods and scenarios (this shop has only two stock items, but the concepts are the same if you have 5000 stock items).

Complete vs Partial Stocktakes

A **Complete** stocktake is used where you wish to count EVERY stock item, so you must count ALL jellybeans and ALL donuts. When it comes time to commit the stocktake to the system, select the Complete Stocktake option and your jellybean AND donut stock levels will be adjusted to agree with the physical count. If no count has been recorded for a stock item, its stock levels will be adjusted to zero.

A **Partial** stocktake is used where you wish to count selected stock items only. If you are stocktaking jellybeans only, then you must count ALL jellybeans and NO donuts. When it comes time to commit the stocktake to the system, select the Partial Stocktake option and your jellybean stock levels will be adjusted to agree with the physical count.

Typical Procedure – the 3 steps to happy stocktaking

The stocktake part of the Smooth Office stock system provides the following options listed in the order they would generally be used when performing a live stocktake:

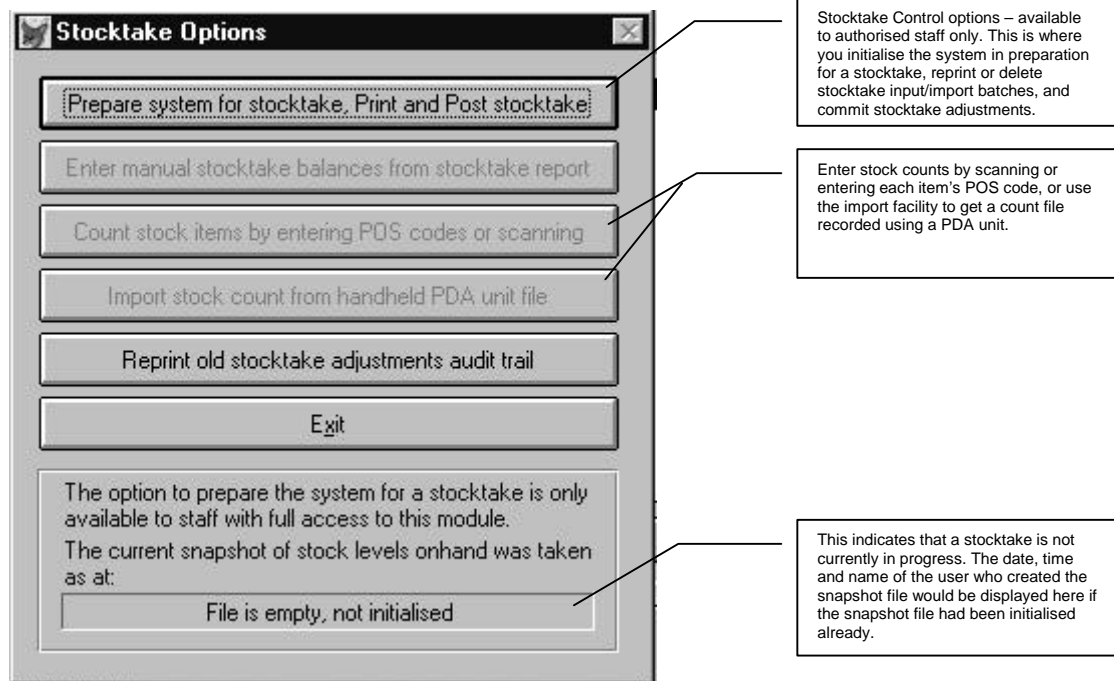
1. Create snapshot – *records all stock levels onhand at a date and time specified by the person creating the stocktake snapshot.*
2. Enter or import stocktake counts – *stock counts can be entered at one or more workstations, and you can import one or more PDA files.*
3. Print and Post stocktake adjustments – *this updates your stock system with any adjusting transactions required to make your stock system totals agree with the physical stock count.*

Step 1 - Create snapshot

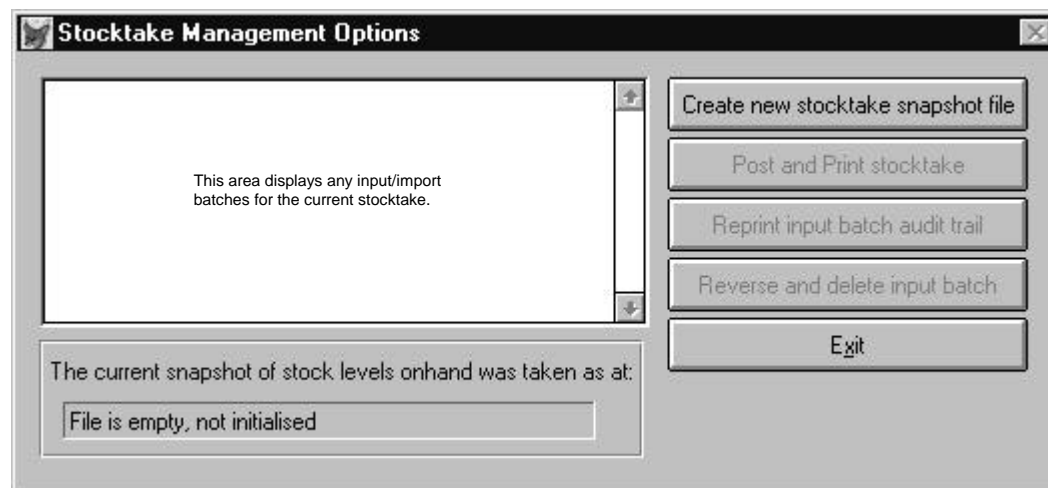
This step records all stock levels onhand at a date and time specified by the person creating the stocktake snapshot.

Only a person with full access to the stock module is able to perform the snapshot procedure.

Choose *Stocktake* from the *Stock Control Centre*:



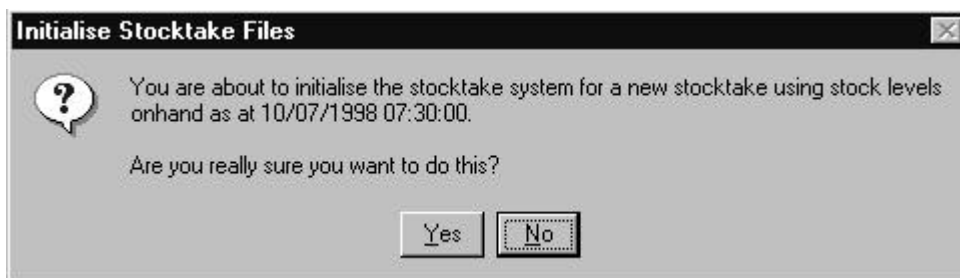
Choose *Prepare system for stocktake, Print and Post stocktake* button:



Choose *Create new stocktake snapshot file*. Appropriate warnings are displayed if a stocktake is already in progress.



Enter the date and time that system stock levels are to be recorded for this stocktake. Then, choose *Create new stocktake snapshot file*.



Respond Yes to capture stock levels (according to transactions stored in the system) as at the date and time specified.

Well done, you have successfully created a snapshot of all stock levels. These will be used later as the comparison against the physical stock count and any difference will generate adjustment transactions.

Step 2 - Enter or import stocktake counts

There are two methods available for entering stock counts. Counts can be entered at one or more workstations, and you can import one or more PDA files. Items from the same stock line can be counted in different batches (ie half the jellybeans can be counted using a PDA, and the other half using a scanner or product code entry) and the results of the individual batches will be accumulated and stored as a store-wide count against the snapshot totals.

These steps can be repeated as many times and as often as required until the stocktake count is completed.

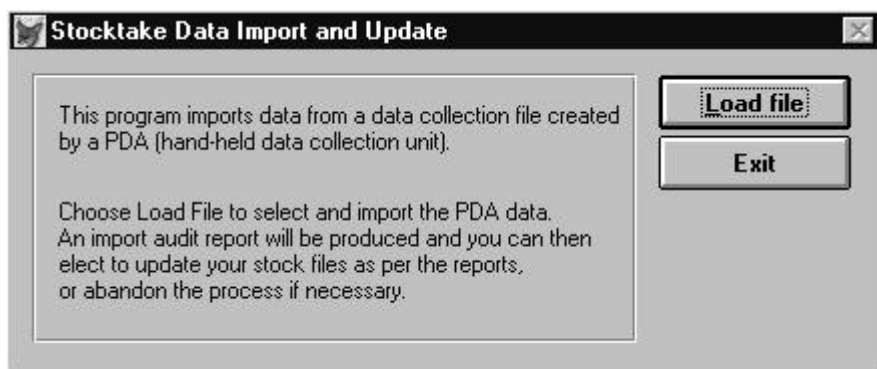
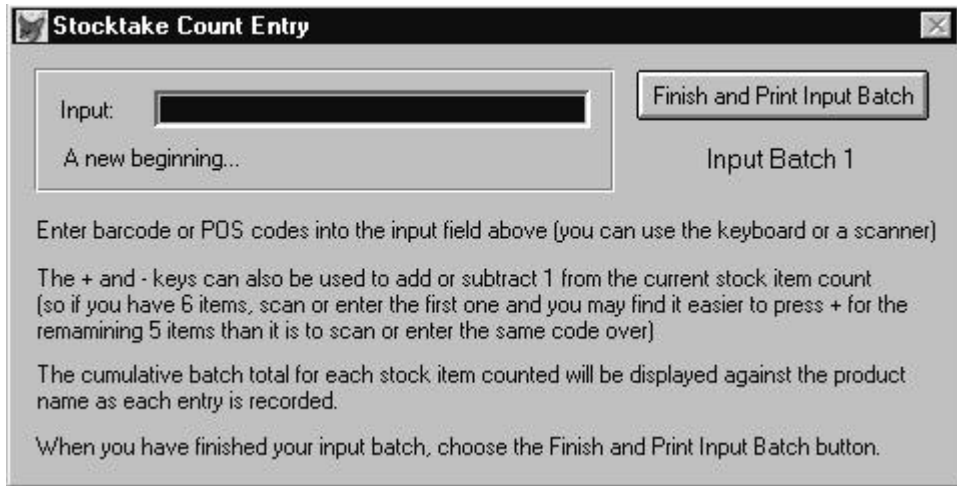
Each input/import batch is assigned an ID number (internally) which is printed on your audit trails and keeps the information entered from each source separate. All entries update the count stored inside the snapshot file immediately.

The fastest stocktake method is to use a PDA to walk around your stock aisles and scan every item. Multiple PDA's can be used to speed up the process, but you need to be careful that staff do not overlap the areas of stock being counted. The files can be downloaded from the PDA units, then imported into stocktake.

The alternative method requires that every article of stock crosses a workstation desk to be scanned or to have its stock code entered (or looked up). This method is much slower as it requires the physical movement of all stock items being counted (although you can shortcut a bit by scanning/entering just one item of each stock type, then use the + key to rapidly increment the count to the required level).

From the Stocktake menu screen, choose *Count stock items by entering POS codes or scanning* button if you wish to use a workstation for stocktake counting. Otherwise, choose *Import stock count from handheld PDA unit file* if you are using this option.

The following two screen shots are self-explanatory:



You can use either/both screens to input/import as many batches as are required to complete the stocktake. Screen users should take a break every so often which is a good opportunity to print off the audit trail for the batch they are working on, then they can carry on with a new batch after their break or someone else can take over by starting a new batch.

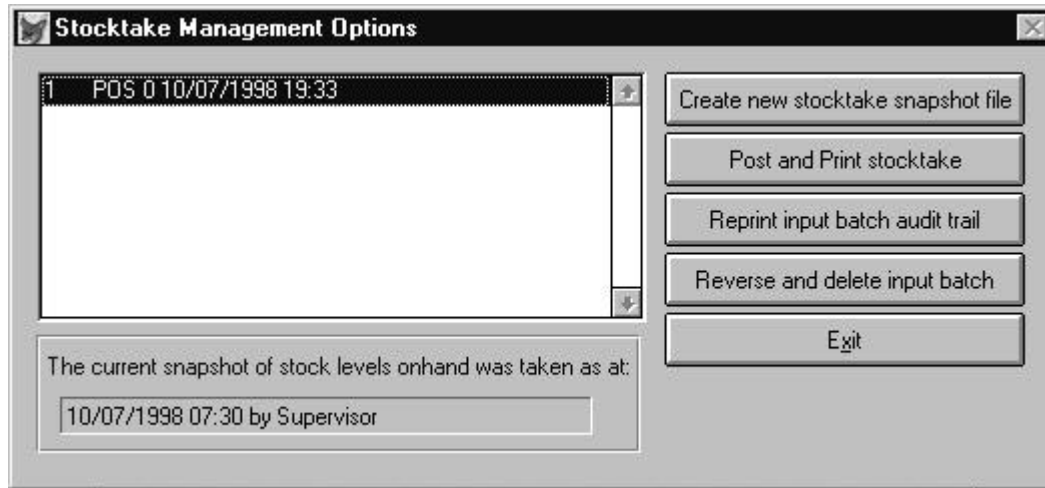
Step 3 - Print and Post stocktake adjustments

This procedure is the last step to be performed in the stocktake process, and can only be done when all counting input has been completed.

The procedure prints an audit trail showing the stock level adjustments (and value of those adjustments), then allows you to update the stock levels by making the adjustments for you, or you can exit the procedure without updating if you spot something wrong on the audit trail.

All input/import batch totals are combined automatically and the difference between the total counted for a stock item and the physical count (accumulated from all input batches) is used to determine if a stock level adjustment is necessary.

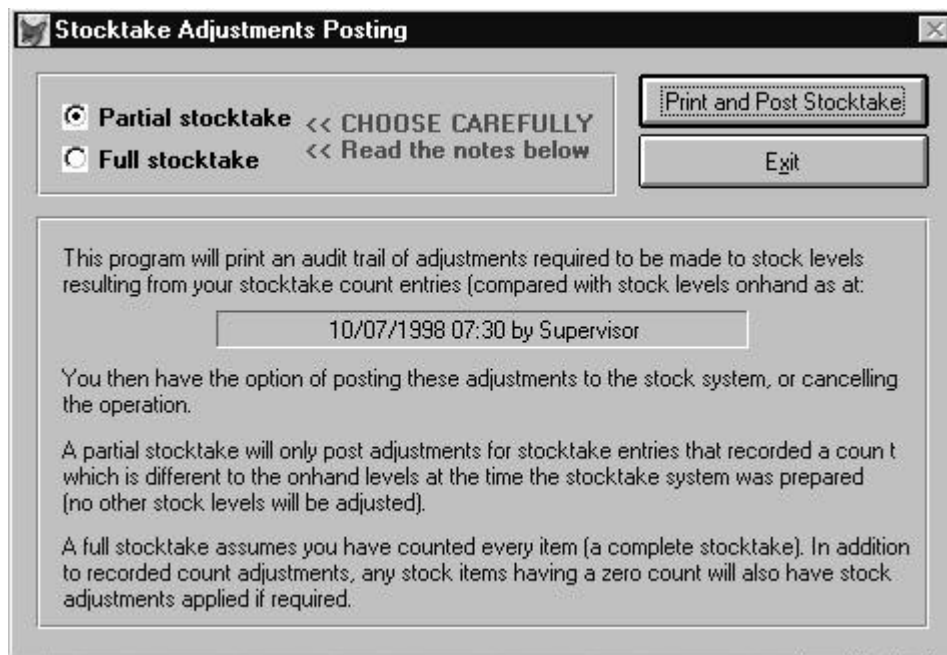
From the Stocktake menu screen, choose ***Prepare system for stocktake, Print and Post stocktake*** button. Remember that this option is only available to staff with full access to the Stock module.



Make sure that all batches are in and that you have all the appropriate audit trails (if you require them, they are handy to see if there are any silly errors).

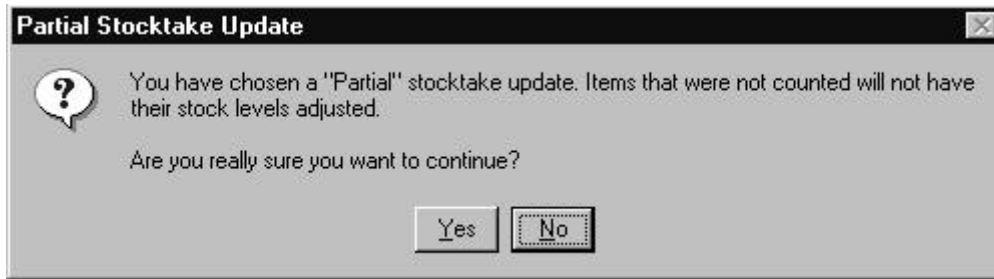
If you don't have an input batch audit trail, you can print one from the menu above. If a batch has been entered twice (eg. a PDA file has been imported twice) you can delete the appropriate batch if necessary using the option from the menu above.

Select the **Post and Print stocktake** button when you are certain that your stocktake is complete:



Make sure you choose the appropriate stocktake type, then choose Print and Post Stocktake.

You will be asked to confirm your actions:



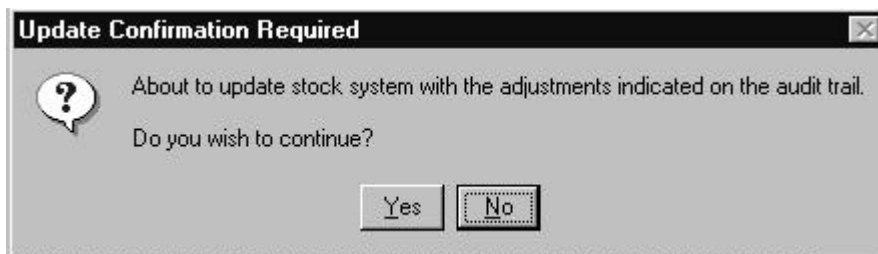
Or



The stock adjustments audit report will be printed. You should check this report to make sure that the counts and adjustments look accurate.

The partial stocktake update report only includes items that have a count totals (the report is generally a lot shorter than a complete stocktake report). A complete stocktake update report will list every produce/size combination that the system knows about (either has transactions, or a stock count occurred), so the report will be quite long if you have a large number of stock items.

After the report has completed spooling, the following message is displayed:



You have the opportunity to exit if the report totals appear incorrect (so you can check them and resubmit the stocktake adjustments later after making any additional count batches, or deleting any doubled up batches), or to continue and update the system with the new stocktake totals.

* END *