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# Stocktake

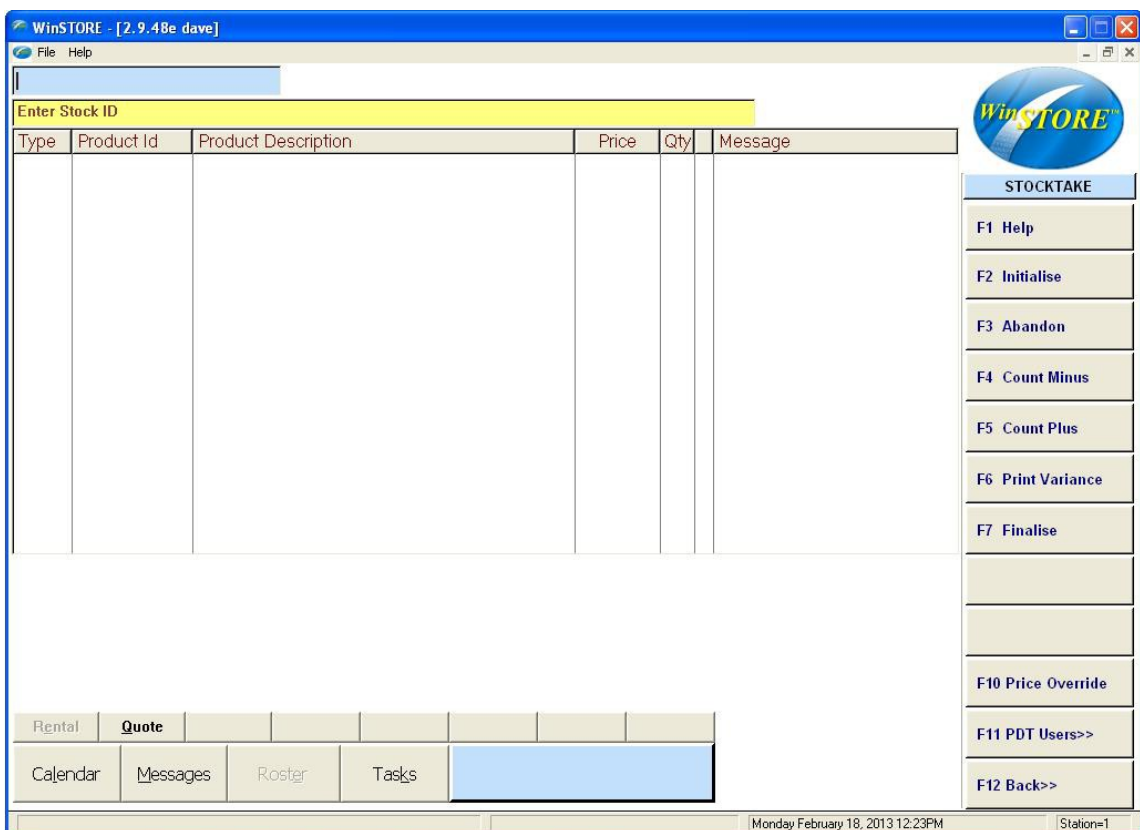
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The purpose of this Stocktake procedure is to check the physical stock quantities with the system stock on hand quantities. A Stock Valuation (Stock Analysis Report) may be run at anytime, without first performing a stocktake. Stocktaking has been designed to be as efficient and as flexible as possible to allow the process of a stocktake to cause minimal disruption to normal trading. During the stocktake process, all workstations may continue performing all sales transactions as well as performing stock counts. Adjustments are automatically made to the stock counts if items that have already been counted are sold or returned. Therefore a stocktake may be performed over a period of days rather than all at once while the store is closed.

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Stocktake preparation remains the same as performing a manual stocktake (non-computerised). Your store should be organised to minimize potential problems. Customer order drawers should be cleaned out, laybys should be checked, returns completed where possible and orders kept to a minimum. Any orders received during the stocktake process must be received and counted. This in itself can cause confusion, it is best to not receive any orders until the stocktake is finalised. Customer Orders and Laybys are NOT counted during the count process although may be optionally included in the final report. Stocktakes are performed in five steps...

1. Initializing
2. Scan/ Count all stock concerned
3. Print/ review variances
4. Finalizing
5. Printing Stock Reports.



The Stocktake screen is accessed by pressing AltS Stock / F11 Stocktake.

### Initialise A Stocktake

A full stocktake may be performed on your entire stock or a partial stocktake may be performed on a 'Tagged' stock list. A partial stocktake allows sections or groups of stock to be counted individually, effectively splitting the task of counting all store stock of a full stocktake into a

more manageable task. The process is almost the same as a full stocktake except the range of stock to be counted must first be tagged using the Stock Tagging facility.

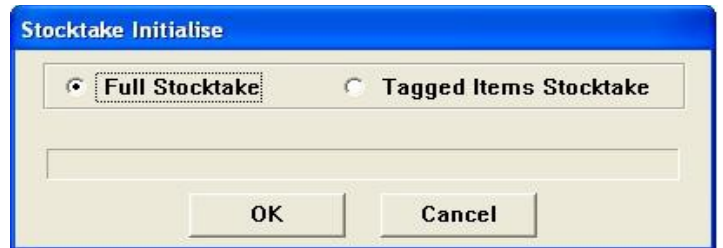
### Initialise A Full Stocktake

This will clear any previous stocktake counts and alerts the system that a new stocktake has commenced. Initializing requires exclusive access, ensure all other WinSTORE sessions on all other stations are logged out and completely closed.

1. Select Alt S Stock from the Main Menu.
2. Select F11 Stocktake

3. Select F2 Initialize

The Initialize Stocktake window will open



4. Select Full Stocktake then OK.

The confirmation window will open.

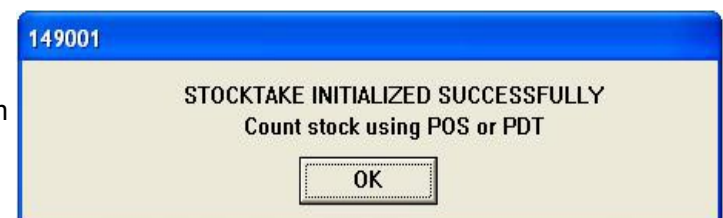


5. Select Yes to reset stock counts to zero. This does not mean that the SOH levels are going to be reset. WinSTORE builds a list of all those items that are part of the stocktake and sets the stocktake count for each of them to zero. It also clears any previous stocktake counts still in system. When you add stock counts later and enter them into the stocktake, it is these counts that will be updated and not the SOH.

6. Confirm that all other WinSTORES have been closed. If not then do not proceed but either close them or press No. If you press No then stocktake exits back to logon and you need to initialise again.



7. Once Stock counts have been reset select OK. You can now enter the stock counts either from the POS screen or from a PDT (Portable Data Terminal) if you are using them.



Note that if you try and initialise a stocktake twice it will give you this warning message. If you press Yes it will wipe out any counts you have already made. If No then it will drop back to the log on.



### Initialize A Partial Stocktake

Tag the stock to be counted...

Refer to the Operation - Stock Tagging manual for information on tagging procedure. stock tagging procedure. You must create tag lists of those items you want to stocktake **before** you initialise the stocktake.

Tagged Stock					
Number	Description	Expiry	System	Price Deals	
Description	Owner	Date	Expiry Date	Items	
14th		11/02/2013	18/02/2013	4	
alien		11/02/2013	18/02/2013	22	
new alien		12/02/2013	19/02/2013	1	

Task								Catalogue	
Import	Take	Quick List					Combine	Empty	
Select	Add	Change	Delete	Tag	View	Print	Toggle	Purge	Exit

List 0/1

1. Select Alt V View on the tag list

2. Select Alt S Stocktake.

alien													
1	Barcode	2	ID	3	Cat. No.	4	Title	5	Artist	6	Seq		
	Product			Sup	Cat. No.			SOH	S00	Cus	EXR	SOR	II
	65 ROSES			ALIEN	ACMEC019S		WOLVERINES, THE	14	6				DS
	A FUNNY WAY TO MAKE A LI			ALIEN	ACMEC051		ELLIOTT,	2					DU
	AN EVENING WITH/SHIN			ALIEN	ACMEC043		LANDSBOROUGH,	6					DU
	CARL BARRON LIVE!			ALIEN	ACMEC009		BARRON, CARL		2				CD
	CELEBRATING AUSTRALIA'S YEA			ALIEN	ACMEC023		VARIOUS	2					CD
	COMING TO A TOWN NEAR Y			ALIEN	ACMEC037		ELLIOTT, C	3					DU
	COSTER COUNTRY			ALIEN	ACMEC035		COSTER, TRACY						CD
	LET'S RIP			ALIEN	ACMEC048		MR METHANE	2					DU
	MAKING TRACKS			ALIEN	ACMEC031		WOLVERINES						CD
	MULLET HEAD			ALIEN	ACMEC018S		FRANKLIN, CHRIS	6					DS
	PUPPETRY OF THE PENIS			ALIEN	ACMEC038		DVD	1	1				DU
	SHOW US YOUR ROOTS			ALIEN	ACMEC050		VARIOUS	2					DU
	Special Customer Orde			ALIEN	DAVE001		Special Arti	12					CD
	special customer tw			ALIEN	DAVE002		special artist	11					CD
	STRASSMAN LIVE			ALIEN	ACMEC036		DVD	6	1				DU
	TEST GP			ALIEN	69835		TEST GPS	4					CD
	TEST GP CAT			ALIEN	69836		TEST GP CAT						CD
	TEST GP DEFAULT			ALIEN	69838		TEST GP DEFAULT						CD
	the fourth attempt			ALIEN	75837373737								CD
	UMBILICAL BROTHERS			ALIEN	ACMEC039		UMBILICAL BROTH	2					DU
	UNREALTIME			ALIEN	ACMEC045		NOBLE, ROSS	2					DU
	WOLVERINES AND ROSE			ALIEN	0201		WOLVERINES, TH	2					CD

<u>T</u> oggle	<u>O</u> rder Item	<u>P</u> ublish	<u>A</u> dd Item	<u>A</u> dd Items	<u>R</u> eturn All	<u>C</u> ancel Ord
<u>V</u> iew	<u>O</u> rder All	<u>P</u> rint	<u>U</u> ppdate	<u>E</u> xport	<u>D</u> elete All	<u>S</u> tocktake
						<u>P</u> OS
						<u>E</u> xit

3. Select Yes to confirm flagging items for stocktake

**Confirmation**

FLAG ALL TAGGED ITEMS FOR STOCKTAKE  
OK to continue?

4. Some processes can be performed by WinSTORE faster if there is only one version running. Press Yes if only one WinSTORE running and all others logged out of WinSTORE. Press No if more than one WinSTORE operating.

**Confirmation**

FAST PROCESSING OPTION AVAILABLE  
Only 1 WinSTORE operating?

The following is very important if using more than one list.

5. Clear existing tags first? Yes/No



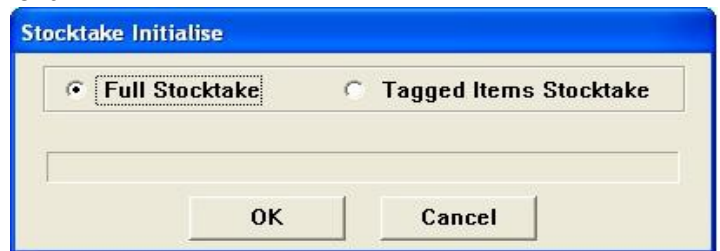
If using multiple tagged list for a stocktake, (Category CD in one tag list, and category DV in another, say), select **Yes** the **first** time that you select Stocktake and then **No** for any **subsequent** tag lists.  
If only using one list then press Yes.

Initialize the stocktake...

This will clear any previous stocktake counts and alerts the system that a new stocktake has commenced. Initializing requires exclusive access, ensure all other WinSTORE sessions on all other stations are logged out.

1. Select Alt S Stock from the Main Menu.
2. Select F11 Stocktake
3. Select F2 Initialize

The Initialize Stocktake window will open



4. Select Tagged items Stocktake then OK.

The confirmation window will open.



5. Select Yes to reset stock counts to zero. As explained with the Full Stocktake, this does not mean that the SOH levels are going to be reset. WinSTORE builds a list of all those items that are part of the stocktake and sets the stocktake count for each of them to zero. It also clears any previous stocktake counts still in system. When you add stock counts later and enter them into the stocktake, it is these counts that will be updated and not the SOH.

6. Confirm that all other WinSTORES have been closed. If not then do not proceed but either close them or press No. If you press No then stocktake exits back to logon and you need to initialise again.



7. Once Stock counts have been reset select OK. You can now enter the stock counts either from the POS screen or from a PDT (Portable Terminal Device) if you are using them.



Note that if you try and initialise a stocktake twice it will give you this warning message. **If you press Yes it will wipe out any counts you have already made.** If No then it will drop back to the log on.



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#### Scan/ Count Stock

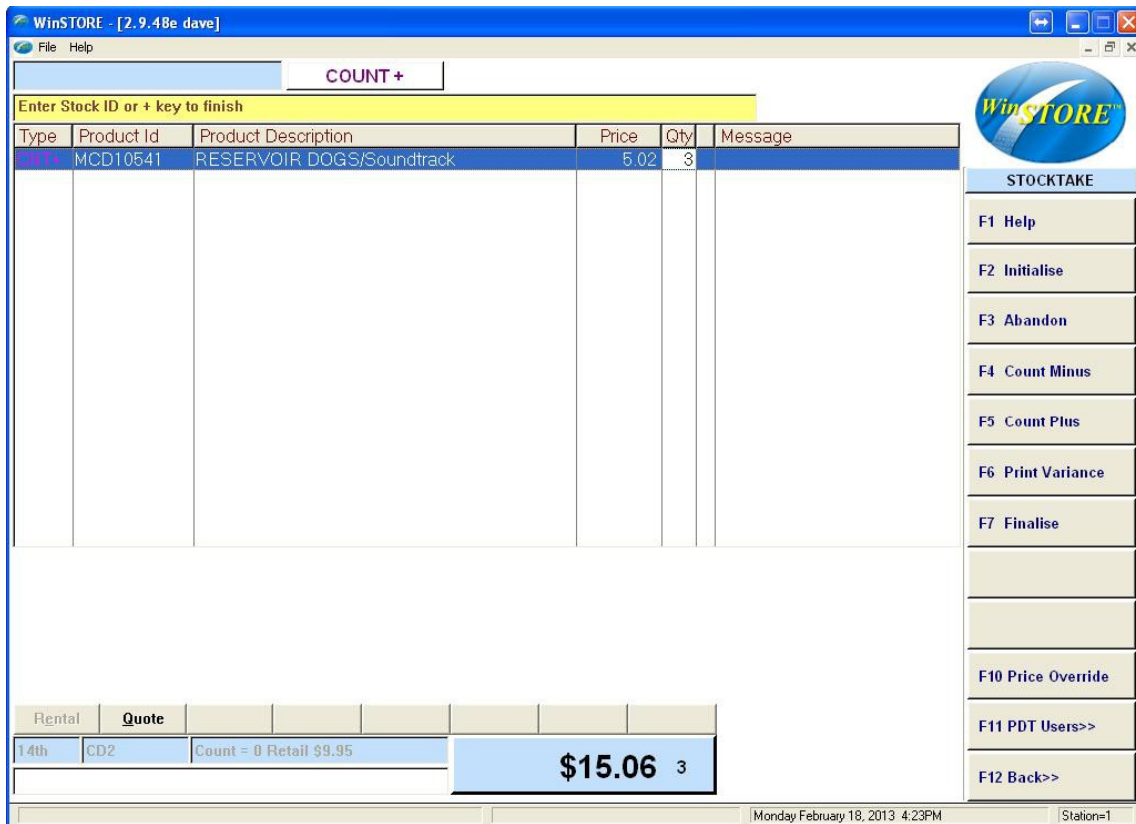
During the counting process, normal trading is still possible. If an item is sold that has been counted, the counted quantity will automatically adjust. Placing orders is also possible however it is preferable that orders are not received until the Stock take is completely finalized. The usual F4 (SOH -) and F5 (SOH+) are disabled while a stocktake is underway.

Steps:

1. Select Alt S Stock from the Main Menu.
2. Select F11 Stocktake from the Stock Menu.



3. Select F5 Count Plus (or F4 Count Minus to reduce the count)  
The transaction indicator will display COUNT +, (or COUNT -).



F5 Count Plus is the most used option but you might find the need for Count Minus if, for example, some stock has been counted twice, or you decide that it's faulty and want to remove it from the stocktake.

4. Input item(s) using any of the input methods.  
There is no need to scan the stock in any particular order.  
The initial count will be increased if another of the same item is scanned at a different time.

F10 Price Override works in Count Plus and Count Minus mode to change the price if necessary

If an item input is not part of the tagged stock take, you are told that this item is "Not in current tagged stocktake". If you want to add the item to the stocktake then select Yes if not, select No.





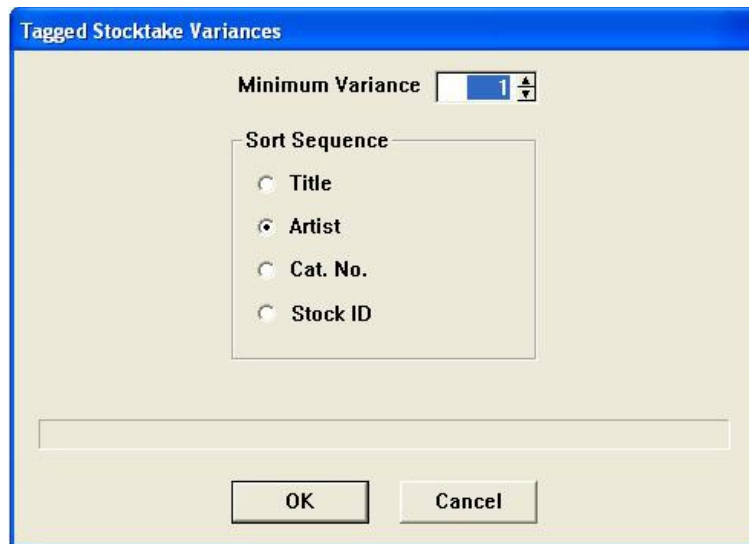
5. Subtotal (press the + key on the numeric pad)  
Continue to subtotal after each batch of stock, every 30 or so lines.
6. Repeat the above steps until all stock is counted.

*Print/ Review Variances*

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The Variance Report lists all items where there is a difference between the system stock on hand (SOH) and the count. This report assists you to double check the counts and highlights areas of your stock that may have been miscounted. This report can be run as many times as you require.

1. Input Operator ID
2. Alt S Stock
3. F11 Stocktake
4. F6 Print Variances



5. Select the minimum variance allowed to show on the report, 1 being all variances, select OK.
6. Yes to view, No to print, or cancel to not print.

TEST MUSIC

18/02/2013  
5:09PM

**TAGGED STOCKTAKE VARIANCES**

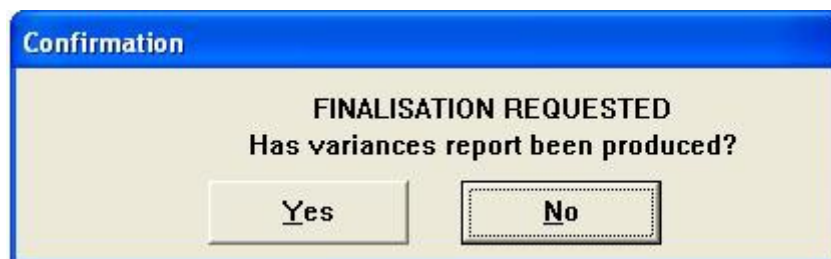
ID	Description	Sup	Cat. No.	Price 1	SOH	Cnt	Diff
<b>CD</b>							
CD179	ABBAY ROAD	EMI	7464462	29.95		2	2
CD39464	ANTHOLOGY 1	EMI	8344452	31.95		1	1
						3	3
							\$59.72
<b>Grand Totals</b>						3	3
<b>Average Cost</b>							\$59.72

7. After checking the report make any necessary adjustments using F4 for COUNT - and F5 for COUNT +.

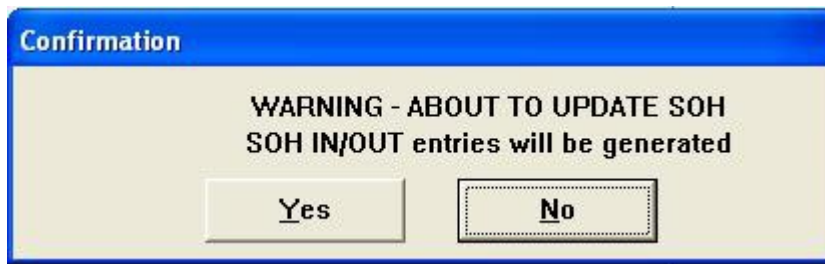
*Finalizing*

Finalizing Stocktake will delete the existing SOH figures and replace them with the counted quantities. Once you select OK to finalize the stocktake you are unable to return your SOH figures to the previous quantities. Make sure the station that is finalizing the stocktake is the only WinSTORE open.

1. Input Operator ID
  2. Alt S Stock
  3. F11 Stocktake
  4. F4 Finalise
- This is the point of no return!!!!



If you say No you will drop out so you can produce that report.



The above is another opportunity to stop now!!!

In some case you may also be asked the following question.



Since you should be the only station anyway, this is a little redundant, but...

5. Select Yes, the system will make any adjustments to your SOH in line with the stock count figures.
6. Once the stock update has completed WinSTORE should drop back to log on.

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### *Printing Stock Reports*

This report will give a detailed breakdown and analysis of your current stock levels.

1. Input Operator ID
2. Select Alt R Reports from the Main Menu.
3. Select F10 Stock

4. Select F2 Stock Analysis.

The screenshot shows a dialog box titled "Stock Analysis Report". At the top, there is a section for "SOH" with three radio buttons: "Current" (selected), "As At", and "Regressed to". Below this is a "Print Report" section with four checkboxes: "By Category" (checked), "By Label", "By Supplier", and "By Genre". Further down are two more checkboxes: "Include Zero Stock" (checked) and "Calculate/Export EOM Figures" (unchecked). Below these is "Include Tax in Retail" (unchecked). The "Inclusions" section has four radio buttons: "None" (selected), "Laybys", "Cus Orders", and "Both". The "Minus Stock" section has two radio buttons: "Treat As Zero" and "Include (Reduce Total)" (selected). The "Cost to Use" section has three radio buttons: "Average" (selected), "Last", and "Item". At the bottom right, there are "OK" and "Exit" buttons.

5. Select one or more of the print options.

*Abandoning*

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A stocktake may be abandoned anytime after initializing.

1. Input Operator ID
2. Alt S Stock
3. F11 Stocktake
4. F3 Abandon
5. Select Yes to abandon.

The screenshot shows a dialog box titled "Confirmation". The text inside reads "ABANDON OF STOCKTAKE REQUESTED" followed by "OK to abandon?". Below the text are two buttons: "Yes" and "No". The "No" button is highlighted with a dotted border, indicating it is the selected option.



6. Select OK to abandon stocktake and return to the operator log on.

#### *General Notes*

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The following notes refer both to Full Stocktakes and Partial (Tagged) Stocktakes.

Initializing a stocktake requires exclusive access. All other WinSTORE sessions must be logged out.

After the stocktake is initialised, all stations may then be used to scan / count the stock.

Preferably DO NOT receive stock during a stocktake either through F3 or Order Receipt.

You can do normal trade such as sales, refunds and placing orders during a stocktake. If an item is sold that has already been counted, WinSTORE will automatically adjust the count figure.

There is no need to scan your stock in any particular order.

WinSTORE will add to the initial count if another of the same item is scanned at a different time.

For partial stock takes - make sure you "tag" the stock before initialising the stocktake.

You can have as many "tag" runs as you want.

The Variance report prints any differences between the stock on hand figure already in WinSTORE and the newly counted stock quantity.

You can run the Variance Report as many times as you need prior to finalising your stocktake.

At any time you can abandon the entire stocktake process without any changes made to your stock files ...

UNTIL... you select Finalise Stocktake. Once this is selected there's no going back! You will not be able to abandon the changes made to your stock file.

Your stocktake count will replace your stock on hand figures.