

SINGLE COUNT STOCKTAKE PROCEDURE (imported into Generated Stocktake)

Stocktake Overview

(4.1.10.110)

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 Import Procedure where Stocktake is Generated beforehand to lock in Expected Quantities

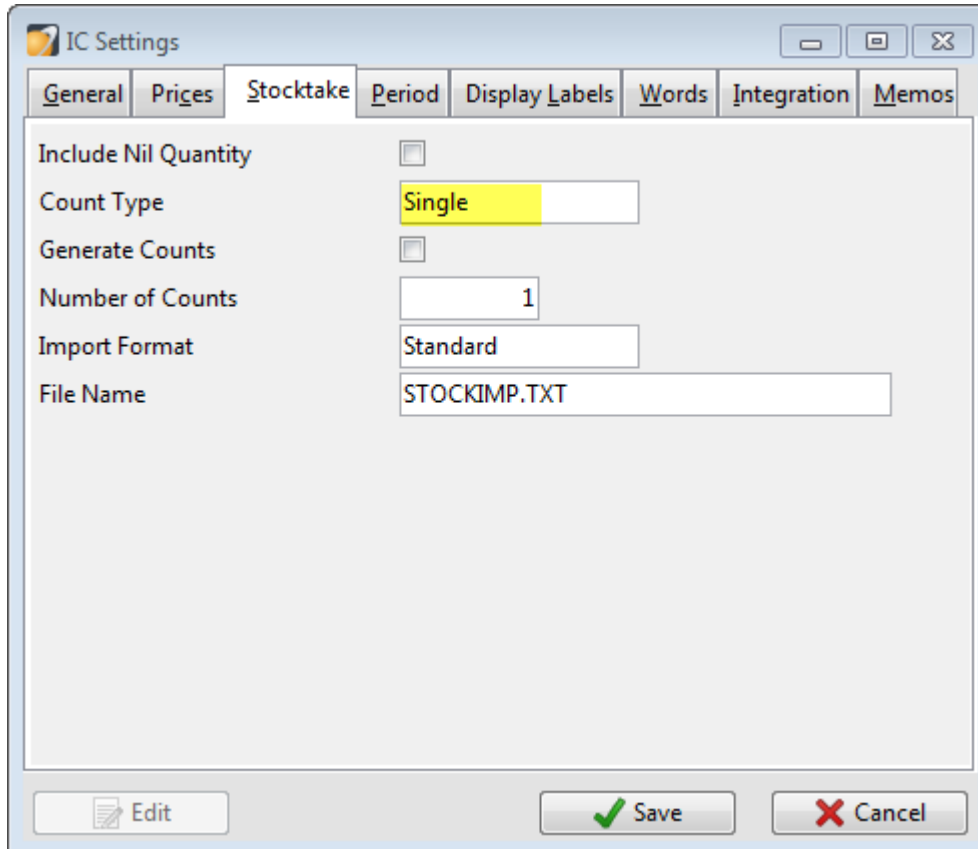
Summary of Stocktake Procedure for this Type of Stocktake

- Check IN Invoices and AP Shipment Receipts are posted
- Generate Stocktake
- Scan Stock and Enter Quantities onto file
- Import Count
- 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



The screenshot shows the 'IC Settings' dialog box with the 'Stocktake' tab selected. The dialog has several tabs: General, Prices, Stocktake, Period, Display Labels, Words, Integration, and Memos. The 'Stocktake' tab contains the following settings:

- Include Nil Quantity:** An unchecked checkbox.
- Count Type:** A dropdown menu with 'Single' selected.
- Generate Counts:** An unchecked checkbox.
- Number of Counts:** A text box containing the value '1'.
- Import Format:** A dropdown menu with 'Standard' selected.
- File Name:** A text box containing 'STOCKIMP.TXT'.

At the bottom of the dialog, there are three buttons: 'Edit' (with a pencil icon), 'Save' (with a green checkmark icon), and 'Cancel' (with a red X icon).

Include Nil Quantity

Tick this if you want to include active Products with nothing in stock. *This does not include Non Diminishing Products*

Count Type

You can set this to Single or leave as Additive

Generate Counts

If you Import your Counts, leave this unticked.

Number of Counts

This is not relevant if you are Importing Counts.

Import Format

Choose your Import Format . You can press F1 for more info.

File Name

Select the default File Name and location to import from.

1. Generate the Stocktake

Tasks > IC > Stocktake Processing > Generate Stocktake

IC Generate Stocktake

Location: AKL

Period: Sep 2014

Date: 30/09/2014

Reference: Month End Stocktake

Details: Generated 30 Sept 14

Product - From:

Product - To:

Stock Group - From:

Stock Group - To:

Creditor:

Include Nil Quantity: ☒

Count Type: Single

Generate Counts: ☐

Number of Counts: 1

Run

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 of products you are going to count or leave blank for all. You can delete uncounted products after you have imported your count.
Include Nil Quantity	Tick this to include active Products with nothing in stock. <i>This does not include Non Diminishing Products</i>
Count Type	Set this to Single
Generate Counts	Do not tick this as Count will be imported.
Number of Counts	This is not relevant as Counts are created on import.

Press **Run**

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

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.

The screenshot shows the 'IC Stocktake' window. At the top, there are fields for 'Period' (Sep 2014), 'Stocktake' (ID 1), 'Date' (30/09/2014), 'Location Code' (AKL), 'Details' (Generated 30 Sept 14), 'Post Status' (Uncounted), 'Reference' (Month End Stocktake), and 'Count Type' (Single). Below these fields is a table with columns: Product, Description, Location, Counted, Variance, Count Lines, Line Status, Expected Closing Qua..., and Closing Qua... The table lists various products like 1.8MWARD, BCDRAW, BEDCABINET, BLANKBOX, BRASS52LO, CDRAW, DDRAW, DRESSTABLE, LOWBOY, OVALMIRROR, P25MMDR, P30MMRRK, P45MMRRK, and QUEENBED. At the bottom, there are buttons for 'Counted', 'Post', 'Save', and 'Cancel'. The status bar at the bottom indicates 'Created by ACCREDO on 3/08/2015 12:44:15 p.m. Modified by ACCREDO on 3/08/2015 12:44:15 p.m.'.

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

Quantity Over: Quantity Under: 4514.50

Counted Post Save Cancel

Created by ACCREDO on 3/08/2015 12:44:15 p.m. Modified by ACCREDO on 3/08/2015 12:44:15 p.m.

2. Count your Stock

Create the text file and scan the stock. This is done outside of Accredo.

3. Import your Count

Tasks > IC > Stocktake Processing > Stocktake List > Double Click the Stocktake > Click the Import Count button

IC Stocktake

Period: Sep 2014 Stocktake ID: 1

Date: 30/09/2014 Location Code: AKL

Details: Generated 30 Sept 14 Post Status: Uncounted

Reference: Month End Stocktake Count Type: Single

Products Counts Links Memos

Product	Description	Location	Counted	Variance	Count Lines	Line Status
1.8MWARD...	1800mmx1200mmx600m...	AKL		-6.00		Uncounted
BCDRAW	350mm x 340mm Drawer	AKL				Uncounted
BEDCABINET	400mm x 500mm Bedside...	AKL		-16.00		Uncounted
	Rimu Blanket Box 1Mx50...	AKL		-30.00		Uncounted
BRASS52LO...	Brass 52 Lock & Key	AKL		-100.00		Uncounted
CDRAW	700mm x 430mm x 200m...	AKL				Uncounted
DDRAW	330mm x 340mm x 95mm...	AKL				Uncounted
DRESSTABLE	...	AKL		-10.00		Uncounted

The IC Import Count Window Opens. Browse to your file.

Then click **Run** to Import the Count

IC Import Count into Stocktake 1

Import Format: Standard

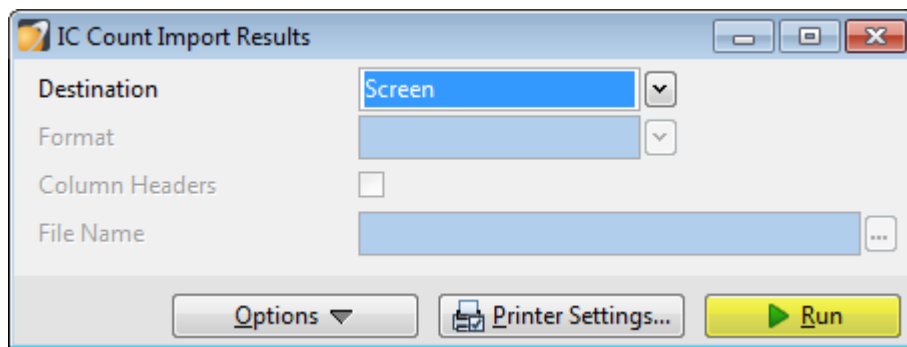
File Name: STOCKIMP.TXT

Excel Worksheet:

Details:

Run

The IC Count Import Results screen opens. Click **Run** to view the results of the Import.



The report will print.

IC Count Import Results

ABC Holdings Limited

<u>Code</u>	<u>UOMCode</u>	<u>UOM</u>	<u>Quantity</u>	<u>Bin Location</u>	<u>Message</u>
1.8MWARDROBE	EA		12.000		
BCDRAW	EA		6.000		
BEDCABINET	EA		23.000		
BLANKBOX	EA		32.000		
BRASS52LOCK	INNER		6.000		
BRASS52LOCK	BOX		4.000		
CDRAW	EA		10.000		
DDRAW	EA		4.000		
DRESSTABLE	EA		9.000		
LOWBOY	EA		8.000		
OVALMIRROR	EA		3.000		
P25MMDR	BOX		1.000		
P30MMRRK	OUTER		3.000		
P45MMRRK	INNER		40.000		
QUEENBED	EA		6.000		
SMLBOOKCASE	EA		7.000		
STDBEDHEAD	EA		8.000		
STDCHEST	EA		7.000		
T10MMRD	M		8.000		
T140MMR	M		3.000		
T145MMR	M		12.000		
T180MMOAK	M		5.000		
T180MMR	M		3.000		
T180MMTR	M		4.000		
T1MLR	M		4.000		
T1MPLY	M		6.000		
T200MMR	M		14.000		
T25MMRF	M		32.000		
T40MMR	M		12.000		
T470MMLR	M		8.000		
T70SQR	M		9.000		
T90MMRT&G	M		9.000		
T95MMR	M		3.000		
VIC10BRASS	OUTER		3.000		
VIC32BRASS55	OUTER		3.000		
VIC38BRASSK	OUTER		18.000		
			<u>345.000</u>		

Summary

36 records imported

Close the Report

4. Check your Variances

The IC **Stocktake** now shows **Counted** Quantities and the **Variance** has been updated to reflect the Counted stock. The stocktake also shows number of **Count Lines** and a **Line Status of Counted**, for each Product on the Imported Count.

IC Stocktake

Period: Sep 2014 Stocktake ID: 1

Date: 30/09/2014 Location Code: AKL

Details: Generated 30 Sept 14 Post Status: Uncounted

Reference: Month End Stocktake Count Type: Single

Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected	Closing Qua...
18MWARD...	1800mmx1200mmx600m...	AKL	9.00	3.00	1	Counted	6.00	6.00
BCDRAW	350mm x 340mm Drawer	AKL	6.00	6.00	1	Counted		
BEDCABINET	400mm x 500mm Bedside...	AKL	16.00		1	Counted	16.00	16.00
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	32.00	2.00	1	Counted	30.00	30.00
BRASS52LO...	Brass 52 Lock & Key	AKL	15.00	-85.00	1	Counted	100.00	100.00
CDRAW	700mm x 430mm x 200m...	AKL	10.00	10.00	1	Counted		
DDRAW	330mm x 340mm x 95mm...	AKL	4.00	4.00	1	Counted		
DRESSTABLE	4 Draw Dressing Table	AKL		-10.00		Uncounted	10.00	10.00
LOWBOY	1550mm x 900mm x 450m...	AKL	8.00	-2.00	1	Counted	10.00	10.00
OVALMIRROR	Oval Mirror framed in Rimu	AKL		-53.00		Uncounted	53.00	53.00
P25MMDR	25mm x 250mm Draw Ru...	AKL	1.00	-124.00	1	Counted	125.00	125.00
P30MMRRK	30mm Rimu 12Round Knob	AKL		-220.00		Uncounted	220.00	220.00
P45MMRRK	45mm Rimu 12Round Knob	AKL	53.00	-104.00	1	Counted	157.00	157.00
QUEENBED	Queen Size Rimu Bed	AKL		-4.00		Uncounted	4.00	4.00

Quantity Over: 25.00 Quantity Under: 4355.50

Buttons: Counted, Post, Save, Cancel

Footer: Created by ACCREDO on 3/08/2015 12:44:15 p.m. Modified by ACCREDO on 3/08/2015 12:44:15 p.m.

Any Uncounted Products can be deleted. Press **Edit** then click **Delete Uncounted Products**.

IC Stocktake

Period: Sep 2014 Stocktake ID: 1

Date: 30/09/2014 Location Code: AKL

Details: Generated 30 Sept 14 Post Status: Uncounted

Reference: Month End Stocktake Count Type: Single

Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected	Closing Qua...
18MWARD...	1800mmx1200mmx600m...	AKL	9.00	3.00	1	Counted	6.00	6.00
BCDRAW	350mm x 340mm Drawer	AKL	6.00	6.00	1	Counted		
BEDCABINET	400mm x 500mm Bedside...	AKL	16.00		1	Counted	16.00	16.00
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	32.00	2.00	1	Counted	30.00	30.00
BRASS52LO...	Brass 52 Lock & Key	AKL	15.00	-85.00	1	Counted	100.00	100.00
CDRAW	700mm x 430mm x 200m...	AKL	10.00	10.00	1	Counted		
DDRAW	330mm x 340mm x 95mm...	AKL	4.00	4.00	1	Counted		
DRESSTABLE	4 Draw Dressing Table	AKL		-10.00		Uncounted	10.00	10.00
LOWBOY	1550mm x 900mm x 450m...	AKL	8.00	-2.00	1	Counted	10.00	10.00
OVALMIRROR	Oval Mirror framed in Rimu	AKL		-53.00		Uncounted	53.00	53.00
P25MMDR	25mm x 250mm Draw Ru...	AKL	1.00	-124.00	1	Counted	125.00	125.00
P30MMRRK	30mm Rimu 12Round Knob	AKL		-220.00		Uncounted	220.00	220.00
P45MMRRK	45mm Rimu 12Round Knob	AKL	53.00	-104.00	1	Counted	157.00	157.00
QUEENBED	Queen Size Rimu Bed	AKL		-4.00		Uncounted	4.00	4.00

Quantity Over: 25.00 Quantity Under: 4355.50

Buttons: Counted, Post, Save, Cancel

Footer: Created by ACCREDO on 3/08/2015 12:44:15 p.m. Modified by ACCREDO on 3/08/2015 12:44:15 p.m.

Then press Save.

5. Print your Variance Report

You can use the IC Stocktake report to print a simple Variance report from the Stocktake. Click the Print button.

Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected	Closing Quantity
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	AKL	9.00	3.00	1	Counted	6.00	6.00
BCDRAW	350mm x 340mm Drawer	AKL	6.00	6.00	1	Counted	6.00	6.00
BEDCABINET	400mm x 500mm Bedside Cabinet	AKL	16.00		1	Counted	16.00	16.00
BLANKBOX	Rimu Blanket Box 1Mx50mmx60mm	AKL	32.00	2.00	1	Counted	30.00	30.00
BRASS52LOCK	Brass 52 Lock & Key	AKL	15.00	-85.00	1	Counted	100.00	100.00
CDRAW	700mm x 430mm x 200mm Draw	AKL	10.00	10.00	1	Counted	10.00	10.00
DDRAW	330mm x 340mm x 95mm D. Draw	AKL	4.00	4.00	1	Counted	4.00	4.00
LOWBOY	1550mm x 900mm x 450mm Lowboy	AKL	8.00	-2.00	1	Counted	10.00	10.00

Then Click **Run** to view the Report

Inventory Control - IC Stocktake Report ABC Holdings Limited

30/09/2014
Sep 2014
Page 1 of 1

Stocktake Header									
Document ID	Location Code	Period ID	Document Date	Count Type	Details			Reference	Post Status
1	AKL	206	30/09/2014	Single	Generated 30 Sept 14			Month End Stocktake	Uncounted
Stocktake Lines									
Product	Description	Line Status	Count Lines	Expected	Counted	Variance	Value	Variance	
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	Counted	1	6.00	9.00	3.00	\$1,824.60		
BCDRAW	350mmx340mm Drawer	Counted	1	6.00	6.00	6.00	\$147.00		
BEDCABINET	400mm x 500mm Bedside Cabinet	Counted	1	16.00	16.00				
BLANKBOX	Rimu Blanket Box 1Mx50mmx60mm	Counted	1	30.00	32.00	2.00	\$496.00		
BRASS52LOCK	Brass 52 Lock & Key	Counted	1	100.00	15.00	-85.00	-\$2,202.35		
CDRAW	700mm x 430mm x 200mm Draw	Counted	1	10.00	10.00	10.00	\$479.00		
DDRAW	330mm x 340mm x 95mm D. Draw	Counted	1	4.00	4.00	4.00	\$82.60		
LOWBOY	1550mm x 900mm x 450mm Lowboy	Counted	1	10.00	8.00	-2.00	-\$1,318.80		
P25MMDR	25mm x 250mm Draw Runners	Counted	1	125.00	1.00	-124.00	-\$124.00		
P45MMRRK	45mm Rimu 12Round Knob	Counted	1	157.00	53.00	-104.00	-\$104.00		
SMLBOOKCASE	1.5Mx1m x 200mm Bookcase	Counted	1	12.00	12.00				
STDBEDHEAD	Standard Double Bed Head	Counted	1	8.00	8.00				
STDCHEST	800mmx 1400mm Std. Chest	Counted	1	12.00	7.00	-5.00	-\$2,863.50		
T140MMR	140mm x 15mm Rimu	Counted	1	147.00	3.00	-144.00	-\$1,008.00		

End Of Report - 1 Record Printed

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

6. 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 Products records as well as Pending Stock Movement records.

IC Stocktake

Period: Sep 2014 Stocktake ID: 1

Date: 30/09/2014 Location Code: AKL

Details: Generated 30 Sept 14 Post Status: **Uncounted**

Reference: Month End Stocktake Count Type: Single

Products Counts Links Memos

Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected Closing Qua...
18MWARD...	1800mmx1200mmx600m...	AKL	9.00	3.00	1	Counted	6.00
BCDRAW	350mm x 340mm Drawer	AKL	6.00	6.00	1	Counted	6.00
BEDCABINET	400mm x 500mm Bedside...	AKL	16.00		1	Counted	16.00
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	32.00	2.00	1	Counted	30.00
BRASS52LO...	Brass 52 Lock & Key	AKL	15.00	-85.00	1	Counted	100.00
CDRAW	700mm x 430mm x 200m...	AKL	10.00	10.00	1	Counted	
DDRAW	330mm x 340mm x 95mm...	AKL	4.00	4.00	1	Counted	
LOWBOY	1550mm x 900mm x 450m...	AKL	8.00	-2.00	1	Counted	10.00
P25MMDR	25mm x 250mm Draw Ru...	AKL	1.00	-124.00	1	Counted	125.00
P45MMRRK	45mm Rimu 12Round Knob	AKL	53.00	-104.00	1	Counted	157.00
SMLBOOKC...	1.5M x 1m x 200mm Book...	AKL	12.00		1	Counted	12.00
STDBEDHEAD	Standard Double Bed Head	AKL	8.00		1	Counted	8.00
STDCHEST	800mm x 1400mm Std. C...	AKL	7.00	-5.00	1	Counted	12.00
T140MMR	140mm x 15mm Rimu	AKL	3.00	-144.00	1	Counted	147.00

Quantity Over: 25.00 Quantity Under: 4355.50

Counted Post Save Cancel

Created by ACCREDO on 3/08/2015 12:44:15 p.m. Modified by ACCREDO on 3/08/2015 12:44:15 p.m.

7. 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.

The screenshot shows the 'IC Stocktake' window. At the top, there are fields for Period (Sep 2014), Stocktake, ID (1), Date (30/09/2014), Location Code (AKL), Details (Generated 30 Sept 14), Post Status (Counted), Reference (Month End Stocktake), and Count Type (Single). Below these fields is a table with columns: Product, Description, Location, Counted, Variance, Count Lines, Line Status, Expected, and Closing Qua... The table lists 14 items, all with a status of '1 Counted'. At the bottom of the table, there are two summary boxes: 'Quantity Over' with a value of 25.00 and 'Quantity Under' with a value of 464.00. Below the table are four buttons: 'Uncounted', 'Post', 'Save', and 'Cancel'. At the very bottom, there is a footer line: 'Created by ACCREDO on 3/08/2015 12:44:15 p.m. Modified by ACCREDO on 3/08/2015 1:12:16 p.m.'

Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected	Closing Qua...
18MWARD...	1800mmx1200mmx600m...	AKL	9.00	3.00	1	Counted	6.00	6.00
BCDRAW	350mm x 340mm Drawer	AKL	6.00	6.00	1	Counted		
BEDCABINET	400mm x 500mm Bedside...	AKL	16.00		1	Counted	16.00	16.00
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	32.00	2.00	1	Counted	30.00	30.00
BRASS52LO...	Brass 52 Lock & Key	AKL	15.00	-85.00	1	Counted	100.00	100.00
CDRAW	700mm x 430mm x 200m...	AKL	10.00	10.00	1	Counted		
DDRAW	330mm x 340mm x 95mm...	AKL	4.00	4.00	1	Counted		
LOWBOY	1550mm x 900mm x 450m...	AKL	8.00	-2.00	1	Counted	10.00	10.00
P25MMDR	25mm x 250mm Draw Ru...	AKL	1.00	-124.00	1	Counted	125.00	125.00
P45MMRRK	45mm Rimu 12Round Knob	AKL	53.00	-104.00	1	Counted	157.00	157.00
SMLBOOKC...	1.5M x 1m x 200mm Book...	AKL	12.00		1	Counted	12.00	12.00
STDBEDHEAD	Standard Double Bed Head	AKL	8.00		1	Counted	8.00	8.00
STDCHEST	800mm x 1400mm Std. C...	AKL	7.00	-5.00	1	Counted	12.00	12.00
T140MMR	140mm x 15mm Rimu	AKL	3.00	-144.00	1	Counted	147.00	147.00

Then click **Yes** to confirm

The screenshot shows a 'Confirm' dialog box with a question mark icon and the text 'Post Stocktake?'. There are two buttons: 'Yes' and 'No'.

The Stocktake becomes Historic.

You can View Historic Stocktakes

Tasks > IC > Stocktake Processing > Stocktake List

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

The screenshot shows the 'IC Stocktake List' window. It has a 'Selections' section at the top with fields for 'Location', 'Period' (set to 'All Periods'), 'From', and 'To'. Below these are 'Selection' (set to 'History') and 'Auto Select' (checked) options, along with a 'Select Stocktakes' button. The main area is a table with the following columns: Stocktake Details, Status, Period, Document Date, Count Type, and Reference Location Name. The table contains two rows of data.

Stocktake Details	Status	Period	Document Date	Count Type	Reference Location Name
1	Posted	Mar 2013	31/03/2013	Single	Auckland Showroom
2	Posted	Mar 2013	31/03/2013	Single	Christchurch Showro...

At the bottom right of the window is a 'Stocktake' button with a magnifying glass icon.