

## **SINGLE COUNT STOCKTAKE PROCEDURE (imported into Blank 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 stock is imported into a Blank Stocktake so Expected Quantity is loaded at time of Import.**

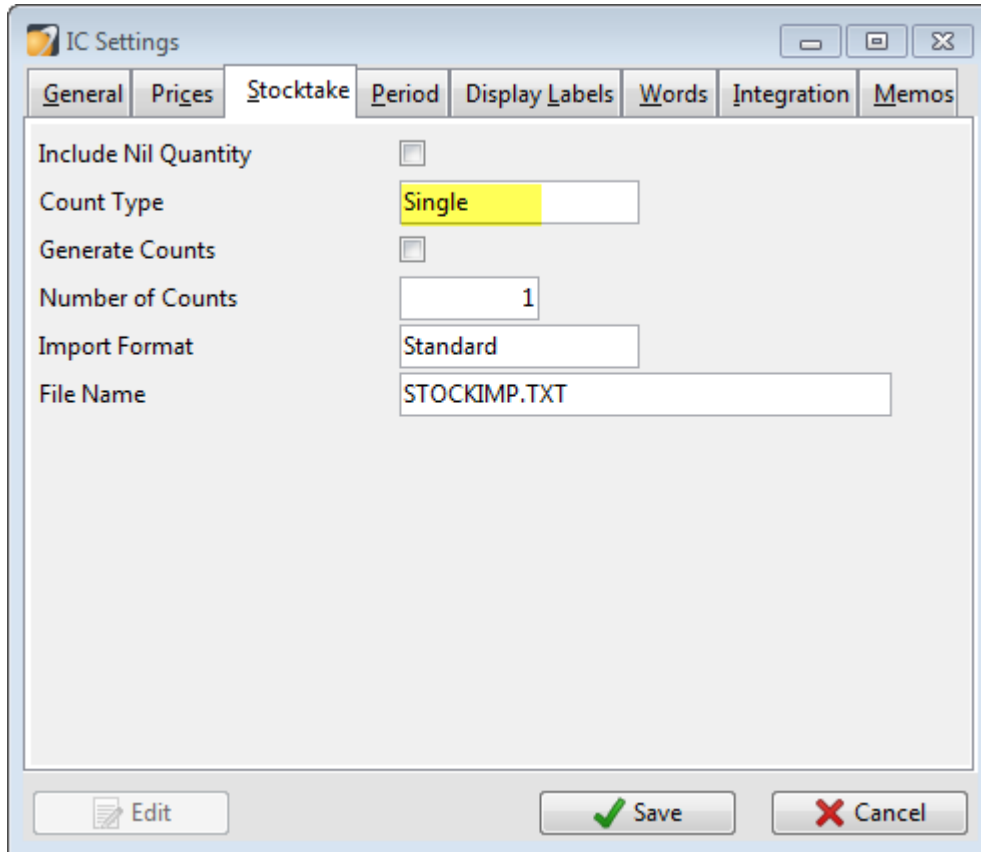
#### **Summary of Stocktake Procedure for this Type of Stocktake**

- Check IN Invoices and AP Shipment Receipts are posted
- Scan Stock and Enter Quantities onto file
- Insert Stocktake
- 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 settings are as follows:

Setting	Value
Include Nil Quantity	<input type="checkbox"/>
Count Type	Single
Generate Counts	<input type="checkbox"/>
Number of Counts	1
Import Format	Standard
File Name	STOCKIMP.TXT

Buttons at the bottom: Edit, Save, Cancel.

### Include Nil Quantity

Not relevant for insert Count

### 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. Count your Stock

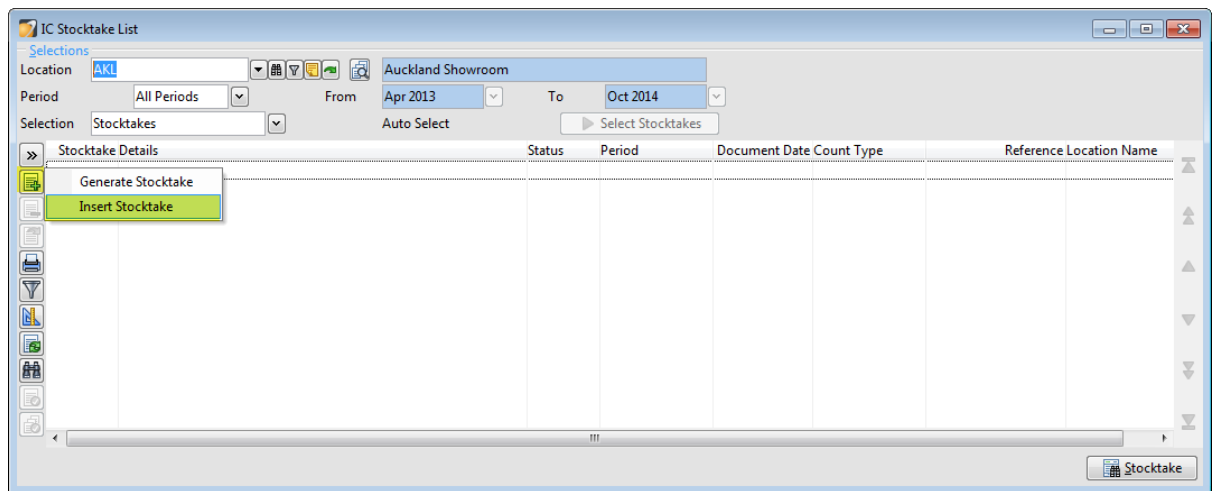
Create the text file and scan the stock. This is done outside of Accredo.

## 2. Insert your Stocktake

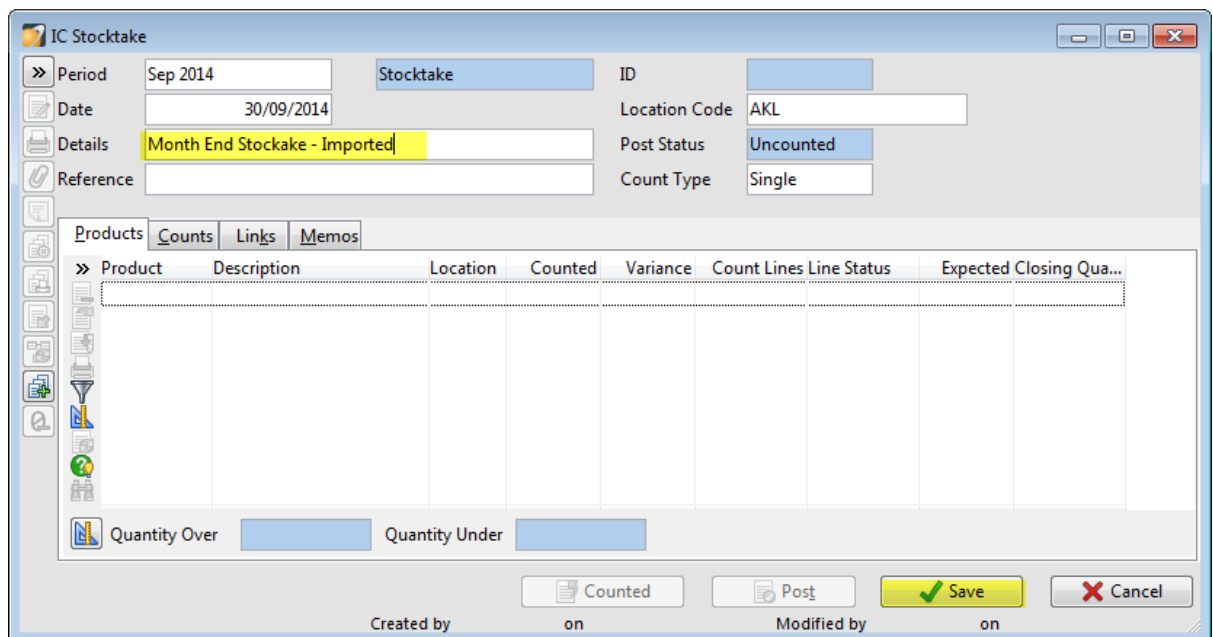
Tasks > IC > Stocktake Processing > Stocktake List

Select the Location of the stock you counted (if Saturn)

Then click Insert > **Insert Stocktake**

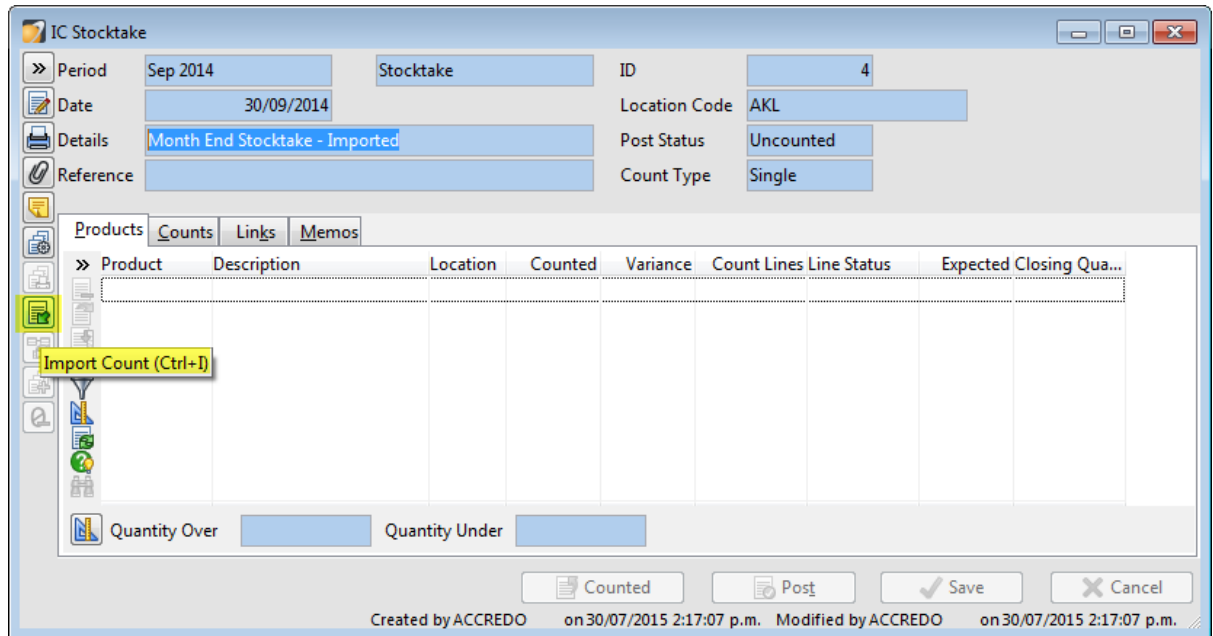


A blank stocktake will be added. Add any Details and or Reference then Press Save.



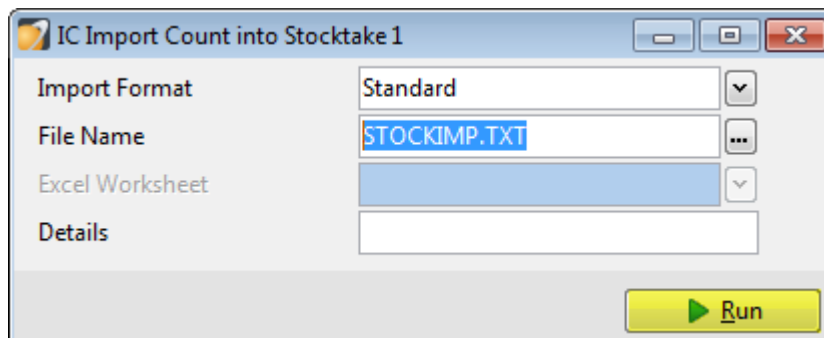
### 3. Import your Count

Click the Import Count button

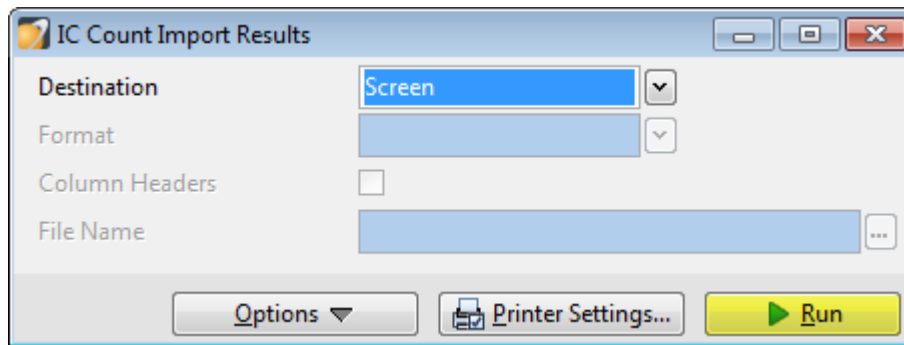


The IC Import Count Window Opens. Browse to your file.

Then click **Run** to Import the Count



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>Quantity</u>	<u>Message</u>
1.8MWARDROBE	9.00	
BCDRAW	6.00	
BEDCABINET	16.00	
BLANKBOX	32.00	
BRASS52LOCK	15.00	
CDRAW	10.00	
DDRAW	4.00	
LOWBOY	8.00	
P25MMDR	1.00	
P45MMRRK	53.00	
SMLBOOKCASE	12.00	
STDBEDHEAD	8.00	
STDCHEST	7.00	
T140MMR	3.00	
	<hr/>	
	184.00	

### Summary

14 records imported

End Of Report - 14 Records Printed

Close the Report

#### 4. Check your Variances

The IC **Stocktake** now contains all the Products from your file along with the **Counted** Quantities and the **Variance** between the Quantity Expected and the Quantity Counted.

The stocktake also shows number of **Count Lines** and a **Line Status of Counted**, for each Product.

The screenshot shows the 'IC Stocktake' window with the following details:

- Period: Sep 2014
- Date: 30/09/2014
- Details: Month End Stocktake - Imported
- Reference: (empty)
- ID: 1
- Location Code: AKL
- Post Status: Uncounted
- Count Type: Single

The main table displays the following data:

Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected Closing Qua...
1.8MWARD...	1800mmx1200mmx600m...	AKL	9.00	3.00	1	Counted	6.00
BCDRAW	350mm x 340mm Drawer	AKL	6.00	6.00	1	Counted	16.00
BEDCABINET	400mm x 500mm Bedside...	AKL	16.00		1	Counted	30.00
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	32.00	2.00	1	Counted	100.00
BRASS52LO...	Brass 52 Lock & Key	AKL	15.00	-85.00	1	Counted	10.00
CDRAW	700mm x 430mm x 200m...	AKL	10.00	10.00	1	Counted	4.00
DDRAW	330mm x 340mm x 95mm...	AKL	4.00	4.00	1	Counted	8.00
LOWBOY	1550mm x 900mm x 450m...	AKL	8.00	-2.00	1	Counted	125.00
P25MMDR	25mm x 250mm Draw Ru...	AKL	1.00	-124.00	1	Counted	157.00
P45MMRRK	45mm Rimu 12Round Knob	AKL	53.00	-104.00	1	Counted	12.00
SMLBOOKC...	1.5M x 1m x 200mm Book...	AKL	12.00		1	Counted	8.00
STDBEDHEAD	Standard Double Bed Head	AKL	8.00		1	Counted	

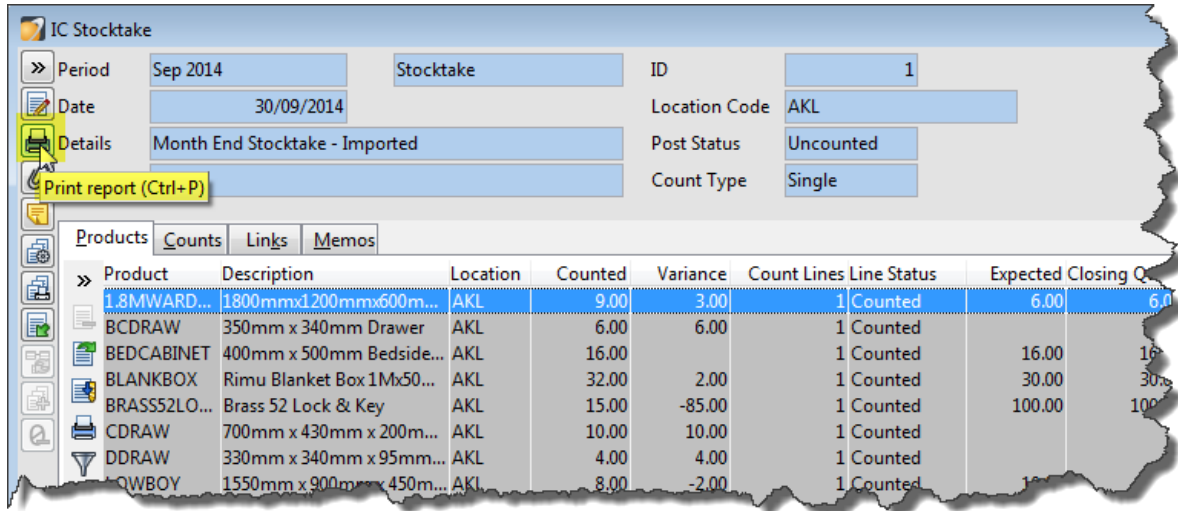
Summary: Quantity Over 25.00, Quantity Under 464.00

Buttons: Counted, Post, Save, Cancel

Footer: Created by ACCREDO on 3/08/2015 11:49:01 a.m. Modified by ACCREDO on 3/08/2015 11:49:01 a.m.

## 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.



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	Month End Stocktake - Imported		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			\$479.00
DDRAW	330mm x 340mm x 95mm D. Draw	Counted	1	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	1.5Mx 1m 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 Product records as well as Pending Stock Movement records.

IC Stocktake

>> Period: Sep 2014      Stocktake      ID: 1  
 Date: 30/09/2014      Location Code: AKL  
 Details: Month End Stocktake - Imported      Post Status: Uncounted  
 Reference:      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	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

Quantity Over: 25.00    Quantity Under: 464.00

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## 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 with the following details:

- Period: Sep 2014
- Date: 30/09/2014
- Location Code: AKL
- Post Status: Counted
- Count Type: Single

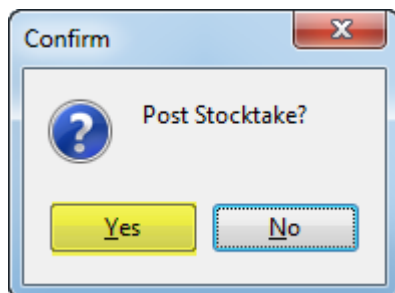
Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected Closing Qua...	Expected Closing Qua...
1.8MWARD...	1800mmx1200mmx600m...	AKL	9.00	3.00	1	Counted	6.00	6.00
BCDRAW	350mm x 340mm Drawer	AKL	6.00	6.00	1	Counted		
BEDCABINET	400mm x 500mm Bedside...	AKL	16.00		1	Counted	16.00	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

Quantity Over: 25.00    Quantity Under: 464.00

Buttons: **Uncounted** (disabled), **Post** (highlighted), Save, Cancel

Footer: Created by ACCREDO on 3/08/2015 11:49:01 a.m. Modified by ACCREDO on 3/08/2015 12:25:06 p.m.

Then click **Yes** to confirm



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

