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
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🌍 IC Sett	ings						
<u>G</u> eneral	Pri <u>c</u> es	<u>S</u> tocktake	<u>P</u> eriod	Display <u>L</u> abels	<u>W</u> ords	<u>Integration</u>	<u>M</u> emos
Include N	lil Quanti	ity					
Count Ty	pe		Sing	le			
Generate	Counts						
Number	of Count	s		1			
Import Fo	ormat		Stan	dard			
File Nam	e		STO	CKIMP.TXT			
	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

election cation	AKL	- m .		Auckland Showroo	m						
riod	All Periods	~	From	Apr 2013	- 1	Го	Oct 2014	×			
lection	Stocktakes	~		Auto Select			Select Stocktakes				
Stoc	ktake Details				Stat	us	Period	Document Date	Count Type	Reference	Location Name
	Generate Stocktake										
	nsert Stocktake										
		_									
2											
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A blank stocktake will be added. Add any Details and or Reference then Press Save.

🗾 I	C Stocktake	e						
»	Period	Sep 2014	Stocktake		ID			
	Date	30/09/2014			Location (Code AKL		
	Details	Month End Stockake - Ir	nported		Post Statu	s Uncounted		
0	Reference				Count Typ	e Single		
	Products	<u>C</u> ounts Lin <u>k</u> s <u>M</u> er	nos					
	» Produ	uct Description	Location	Counted	Variance	Count Lines Line Status	Expected Cl	osing Qua
A.								
6	Ľ							
	88							
	📐 Qua	ntity Over	Quantity Unde	r				
				0	ounted	Pos <u>t</u>	🖌 Save	X Cancel
			Created by	on		Modified by	on	

3. Import your Count

Click the Import Count button

2	IC Stocktake	2								×
»	Period	Sep 2014	Stocktake		ID		4			
	Date	30/09/2014			Location C	ode	AKL			
	Details	Month End Stocktake - 1	mported		Post Status	5	Uncounted			
0	Reference				Count Typ	ount Type Single				
	Products	<u>C</u> ounts Lin <u>k</u> s <u>M</u> er	nos							
	» Produ		Location	Counted	Variance	Cour	nt Lines Line Status	Expected	Closing Qua	
	📐 Qua	ntity Over	Quantity Under							
					ounted		Pos <u>t</u>	🗸 Save	Car	
			Created by ACCRE	DO on 30	/07/2015 2:17	:07 p.i	m. Modified by ACCRE	EDO on 3	0/07/2015 2:17:07	7 p.m. 🥢

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

Then click Run to Import the Count

🌍 IC Import Count into Stockt	ake 1	
Import Format	Standard	~
File Name	STOCKIMP.TXT	
Excel Worksheet		~
Details		
		▶ <u>R</u> un

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

🕎 IC Count Import Results		
Destination	Screen 💌	
Format	✓	
Column Headers		
File Name		
Options	▼	▶ <u>R</u> un

The report will print.

IC Count Import Results ABC Holdings Limited

Code	Quantity	Message
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	
	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.

Period	Sep 2014	1	Stocktake	2		ID		1		
Date	30/09/20					Location (Code	AKL		
Details		nd Stocktake - Impo	ted			Post Statu	-	Uncounted		
≍		ind Stocktake - Impor	iteu				-			
Ø Reference					Count Typ)e	Single			
Produ Produ Produ 1. Bu Bu Bu Bu Bu Bu Bu Bu Bu Bu	ucts <u>C</u> ounts	s Lin <u>k</u> s <u>M</u> emos								
» Pr	oduct	Description	Lo	cation	Counted	Variance	Cou	int Lines Line Status	Expected C	Closing Qua
	8MWARD	1800mmx1200mmx6	00m Ak	(L	9.00	3.00		1 Counted	6.00	6.00
В 🚞 В	CDRAW	350mm x 340mm Dra	awer Ak	(L	6.00	6.00		1 Counted		
BI 🖀 BI	EDCABINET	400mm x 500mm Be	dside Ak	(L	16.00			1 Counted	16.00	16.00
🗄 📑 ВІ	LANKBOX	Rimu Blanket Box 1N	1x50 Ak	(L	32.00	2.00		1 Counted	30.00	30.00
BI	RASS52LO	Brass 52 Lock & Key	AK	(L	15.00	-85.00		1 Counted	100.00	100.00
.) 🐺 c	DRAW	700mm x 430mm x 2	00m Ak	(L	10.00	10.00		1 Counted		
T D	DRAW	330mm x 340mm x 9	5mm Ak	(L	4.00	4.00		1 Counted		
🛛 🖹 L(OWBOY	1550mm x 900mm x	450m Ak	(L	8.00	-2.00		1 Counted	10.00	10.00
🛛 🙀 P.	25MMDR	25mm x 250mm Drav	w Ru Ak	(L	1.00	-124.00		1 Counted	125.00	125.00
	45MMRRK	45mm Rimu 12Roun	d Knob Ak	(L	53.00	-104.00		1 Counted	157.00	157.00
- S	MLBOOKC	1.5M x 1m x 200mm	Book Ak	(L	12.00			1 Counted	12.00	12.00
fft s	TDBEDHEAD	Standard Double Bed	Head Ak	(L	8.00			1 Counted	8.00	8.00
	Quantity Ove	er 25.00	Quantity	Under	46	54.00				
	country ore	25100	Quantity	onaci						
				_	Counted		B	Post S	ave	X Cancel

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.

Perior	d Sep 20	14	Stocktake		ID		1		4
Date		30/09/2014	30/09/2014		Location C	ode	AKL		
Details Month End Stocktake - Imported			Post Status		Uncounted				
Print report (Ctrl+P) Count Type Single									
	aucus Cour	isi Links i Memos							
9	oducts <u>C</u> our Product	ts Lin <u>k</u> s <u>M</u> emos Description	Location	Counted	Variance	Cour	nt Lines Line State	us Expected	d Closing Q
) 	_			Counted 9.00	Variance 3.00	Cour	nt Lines Line Statu 1 Counted		
) 	Product	Description	600m AKL			Cour		6.00	
	Product 1.8MWARD.	Description 1800mmx1200mmx0 350mm x 340mm Dr	600m AKL rawer AKL	9.00	3.00	Cour	1 Counted	6.0()
	Product 1.8MWARD. BCDRAW	Description 1800mmx1200mmx0 350mm x 340mm Dr	600m AKL rawer AKL edside AKL	9.00 6.00	3.00	Cour	1 Counted 1 Counted	6.00 16.00	
	Product 1.8MWARD. BCDRAW BEDCABINE	Description 1800mmx1200mmxt 350mm x 340mm Dr 400mm x 500mm Be Rimu Blanket Box 11	600m AKL rawer AKL edside AKL Mx50 AKL	9.00 6.00 16.00	<u>3.00</u> 6.00	Cour	1 Counted 1 Counted 1 Counted	6.00 16.00 30.00	
	Product 1.8MWARD. BCDRAW BEDCABINE BLANKBOX	Description 1800mmx1200mmxt 350mm x 340mm Dr 400mm x 500mm Be Rimu Blanket Box 11	600m AKL rawer AKL edside AKL Mx50 AKL 7 AKL	9.00 6.00 16.00 32.00	3.00 6.00 2.00	Cour	1 Counted 1 Counted 1 Counted 1 Counted	6.00 16.00 30.00 100.00	
	Product 1.8MWARD. BCDRAW BEDCABINE BLANKBOX BRASS52LO.	Description 1800mmx1200mmxt 350mm x 340mm Dr 400mm x 500mm Be Rimu Blanket Box 11 . Brass 52 Lock & Key	600m AKL rawer AKL edside AKL Mx50 AKL / AKL 200m AKL	9.00 6.00 16.00 32.00 15.00	3.00 6.00 2.00 -85.00	Cour	1 Counted 1 Counted 1 Counted 1 Counted 1 Counted	6.00 16.00 30.00 100.00	0 10 0 3

Then Click **Run** to view the Report

Inventory Control - IC Stocktake Report 30/ ABC Holdings Limited P										
Stocktake Header										
Document ID Location Code 1 AKL Stocktake Lines	Period ID Document Date Count Type Details 206 30/09/2014 Single Month End Stocktake - Imported				<u>Refere</u>	ence <u>Post Sta</u> Uncounte				
Product	Description	Line Status	Count Lines	Expected	Counted	Variance Va	lue 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	\$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	Brass52 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 Stoc							_						
Period Sep		2014 Stocktake		ake		ID		1					
🖌 Date		30/09/2014				Location Code AKL							
Detail	s Mor	Month End Stocktake - Imported					; Ur	Uncounted					
Refere	ence		Count Typ	unt Type Single									
Pro	ducts Co	unts Links Me	mos										
3	Product	Description		Location	Counted	Variance	Count	Lines L	ine Status	Expecte	ed Closing Qua		
3 ″		0 1800mmx1200	mmx600m	AKL	9.00	3.00		1 (Counted	. 6.(00 6.00		
	BCDRAW	350mm x 340m	nm Drawer	AKL	6.00	6.00		1 (Counted				
	BEDCABIN	ET 400mm x 500m	nm Bedside	AKL	16.00			1 (Counted	16.	00 16.00		
1 📑	BLANKBO	K Rimu Blanket B	Box 1Mx50	AKL	32.00	2.00		1 (Counted	30.0	00 30.00		
P	BRASS52L	D Brass 52 Lock &	8. Key	AKL	15.00	-85.00		1 (Counted	100.0	00 100.00		
	CDRAW	700mm x 430m	nm x 200m	AKL	10.00	10.00		1 (Counted				
	DDRAW	330mm x 340m	1m x 95mm	AKL	4.00	4.00		1 (Counted				
u	LOWBOY	1550mm x 900	mm x 450m	AKL	8.00	-2.00		1 (Counted	10.0	00 10.00		
	P25MMDF	25mm x 250mi	m Draw Ru	AKL	1.00	-124.00		1 (Counted	125.	00 125.00		
	P45MMRR	K 45mm Rimu 12	2Round Knob	AKL	53.00	-104.00		1 (Counted	157.0	00 157.00		
	SMLBOOK	C 1.5M x 1m x 20	0mm Book	AKL	12.00			1 (Counted	12.	00 12.00		
	STDBEDH	AD Standard Doub	le Bed Head	AKL	8.00			1 (Counted	8.0	00.8 00		
88	STDCHEST	800mm x 1400	mm Std. C	AKL	7.00	-5.00		1 (Counted	12.	00 12.00		
	T140MMR	140mm x 15m	m Rimu	AKL	3.00	-144.00		1 (Counted	147.0	00 147.00		
	Quantity	Over	25.00 Quan	tity Under	4	54.00							
						Counted			Pos <u>t</u>	S	ave	🗶 Cancel	
Created by ACCREDO on 3/08/2015 11:49:01 a.m. Modified by ACCREDO on 3/08/2015 11:49:01 a.m.											on 3/08/2015 1	1:49:01 a.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.

Period	Sep 201	Sep 2014 Stocktake						1			
Date		30/09/2014					ode AKL				
Details	Month I	Month End Stocktake - Imported					us Counted				
Refere	nce						e Single	ingle			
)						Count Typ	e olingie				
Prod	ducts Count	s Links Merr	205								
			105								
11 11	Product	Description		Location	Counted	Variance	Count Lines			Closing Qua	
¦ ⊨ 1		1800mmx1200m			9.00	3.00		Counted	6.00	6.00	
	BCDRAW	350mm x 340mr		AKL	6.00	6.00	-	Counted			
	BEDCABINET				16.00		1	Counted	16.00		
	BLANKBOX	Rimu Blanket Bo		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 430mr	m x 200m	AKL	10.00	10.00	1	Counted			
í 🐨 🛙	DDRAW	330mm x 340mr	m x 95mm	AKL	4.00	4.00	1	Counted			
1 ° 1	LOWBOY	1550mm x 900m	ım 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	
Fage F	P45MMRRK	45mm Rimu 12F	Round Knob	AKL	53.00	-104.00	1	Counted	157.00	157.00	
	SMLBOOKC	1.5M x 1m x 200	mm Book	AKL	12.00		1	Counted	12.00	12.00	
0	STDBEDHEAD	Standard Double	e Bed Head	AKL	8.00		1	Counted	8.00	8.00	
#8 9	STDCHEST	800mm x 1400m	m 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 Ove	er 2	5.00 Quan	tity Under	40	64.00					
					3.00		-		147.00		

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

IC Stocktake List Selections								
Location								
Period All Period			✓ To					
Selection History	`	Auto Select		Select Stocktakes				
Stocktake Details			Status Posted	Period Mar 2013	Document Date 31/03/2013		Reference Location Name Auckland Showroom	X
			Posted	Mar 2013	31/03/2013	Single	Christchurch Showro	*
								-
								*
								T
								Q [©] <u>S</u> toctake