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.
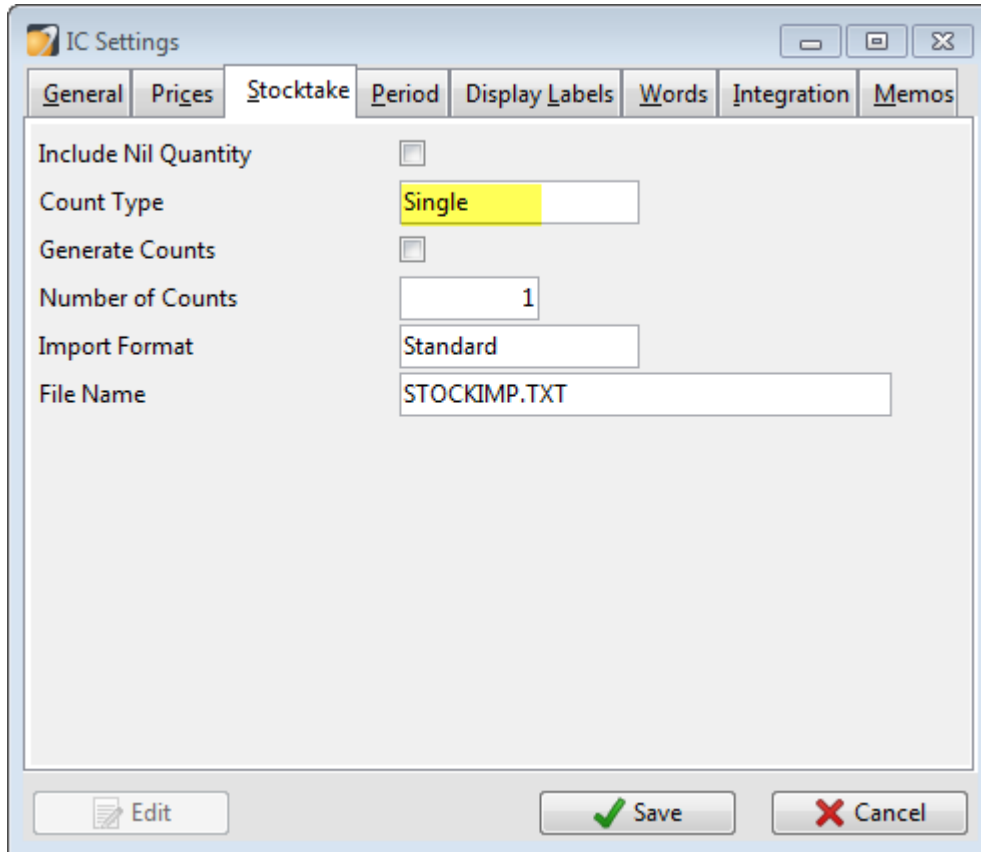
Summary of Stocktake Procedure for this Type of Stocktake

- 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

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.
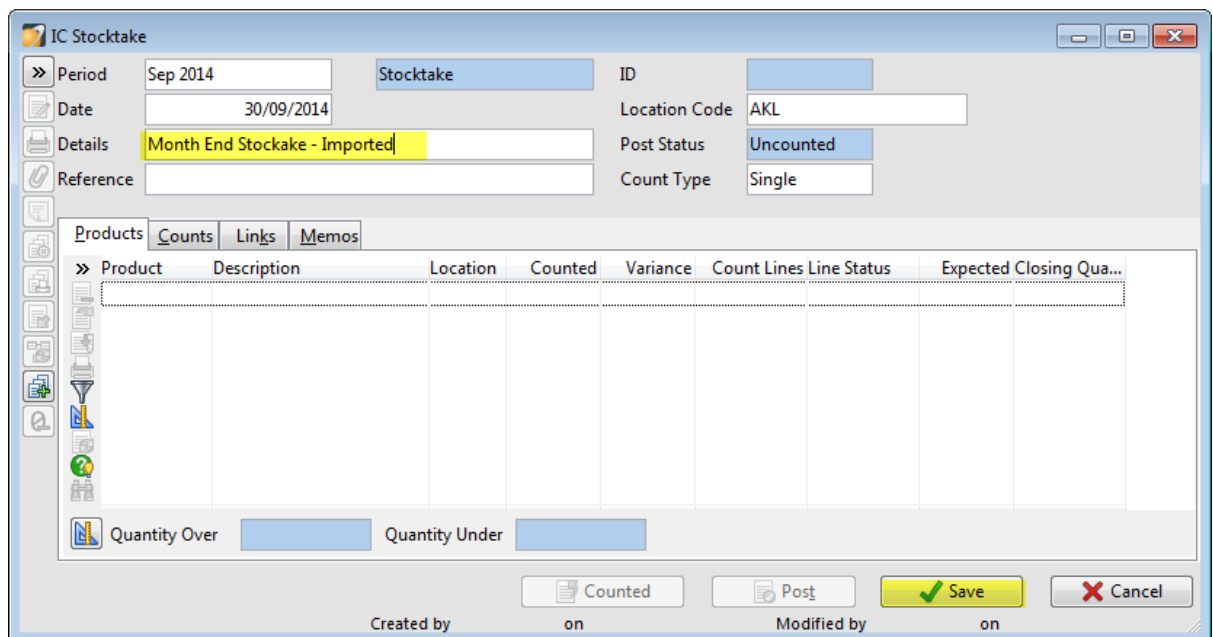
2. **Insert your Stocktake**

Tasks > IC > Stocktake Processing > Stocktake List

Select the Location of the stock you counted (if Saturn)
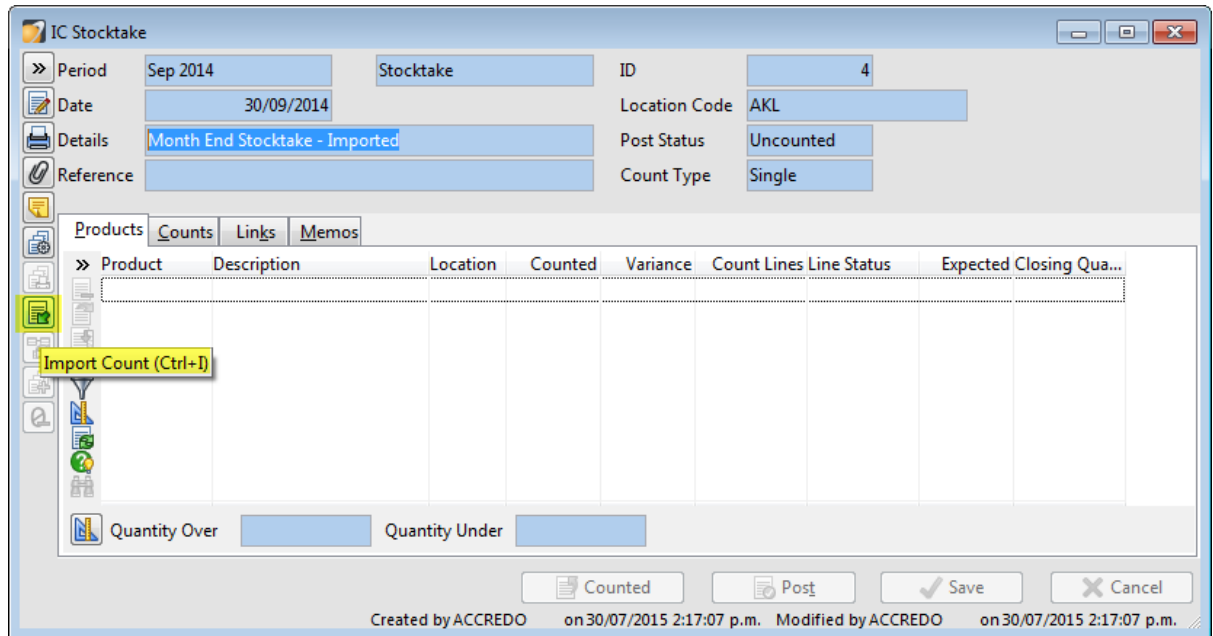
Then click Insert > **Insert Stocktake**
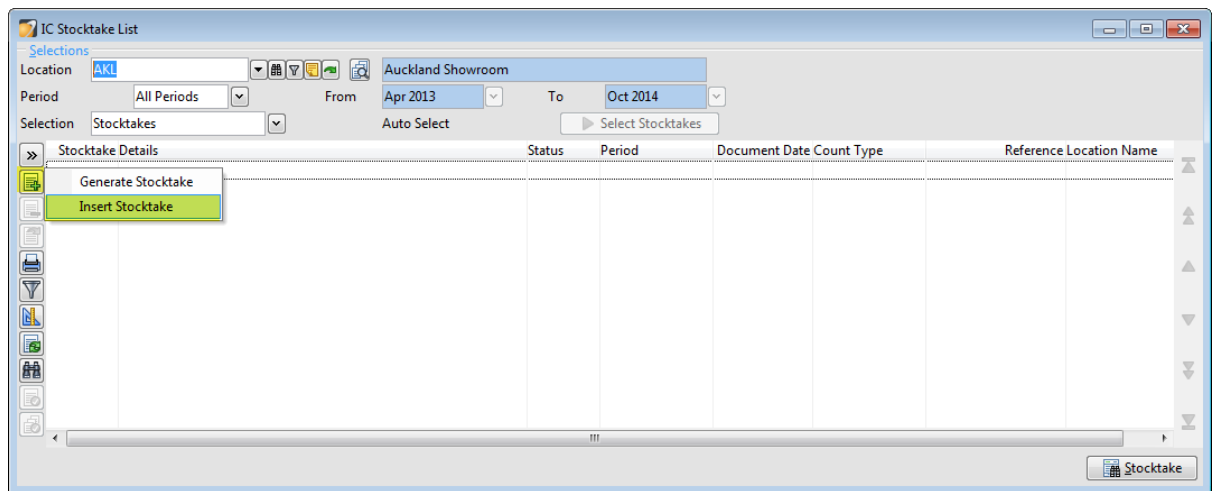
A blank stocktake will be added. Add any Details and or Reference then Press Save.
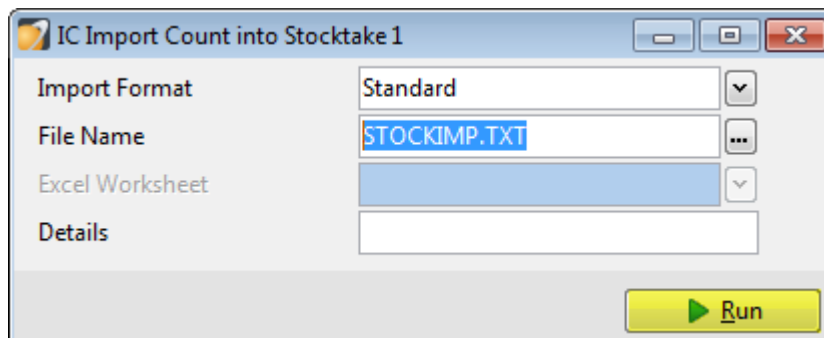
3. Import your Count
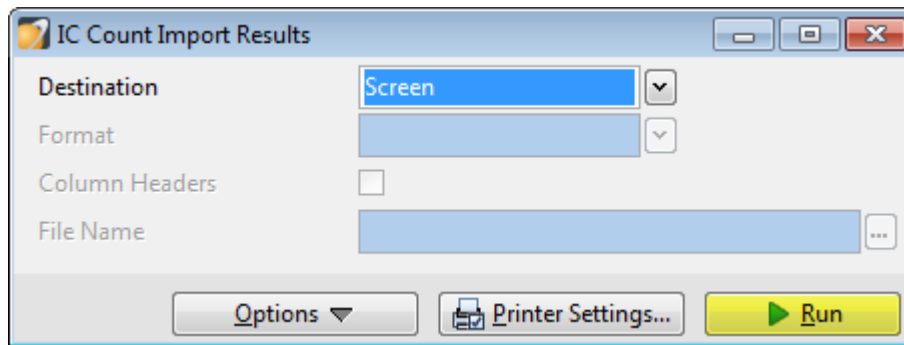
Click the Import Count button

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

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.

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.
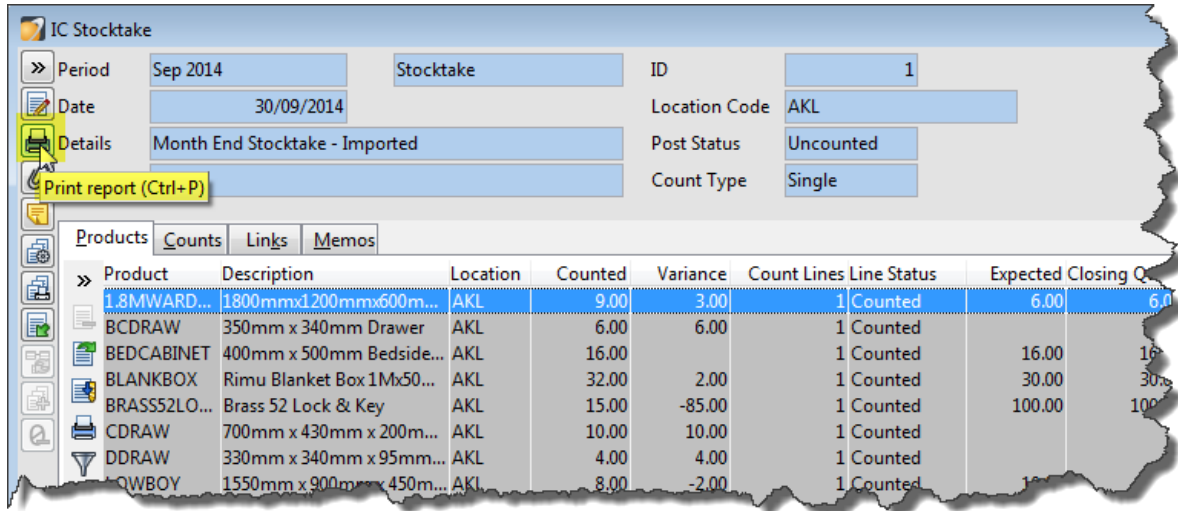
Then Click **Run** to view the Report

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	$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 12 Round 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	800mm x 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.

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.

Then click **Yes** to confirm
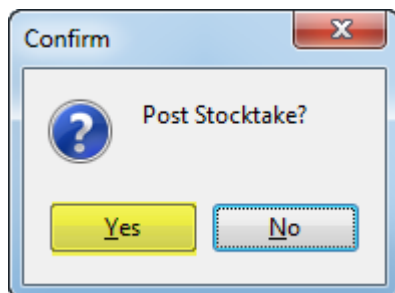
The Stocktake becomes Historic.

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