

Stock Take Support Manual

29/06/2010

The purpose of this document is to give complete instructions on how to use the Stock Take module of the Infusion Software. It has been written for Version 4.00

This document should be read in conjunction with the Infusion Help Manual particularly the Products section. This is found in Infusion under the Help Menu or by simply pressing **F1**.

Overview

The purpose of a Stock Take is to verify stock levels and stock valuations by physically counting stock. Upon updating the Stock Take, stock quantities are adjusted to reflect the physical count.

The Stock Take verification is taken **as at** a certain date, and is assumed to be taken **after** all transactions for that day ie **at the end of the day**.

Normally a Stock Take process is started at close of business, staff complete the count and then return to normal processing the following day. Over the next days/week the physical count is entered into the system, and the Stock Take is checked by running various reports. When fully satisfied that the adjustments to be made are correct, the Stock Take is updated. Stock quantities will now reflect the Stock Take count, plus all stock movements (purchases, credits and sales) made after the Stock Take date.

Only one Stock Take can be processed at a time, and the Stock Take can be for only one location at a time. The Stock Take entry can be single user or multi-user, and the Stock Take can be a full or partial Stock Take.

The Stock Take of Serial Tracked products is done individually and is not part of the main Stock Take. However the Stock Take Audit Trail will report all adjustments made. Inactive products are not included in the Stock Take – they are not listed on Stock Take Sheets, they are not included in the count and they are not updated at all. So any quantity on hand for Inactive products seems the same after the Stock Take.

In the Appendix there are examples of the screens and reports which you will become familiar with when processing a Stock Take.

Before Starting a Stock Take

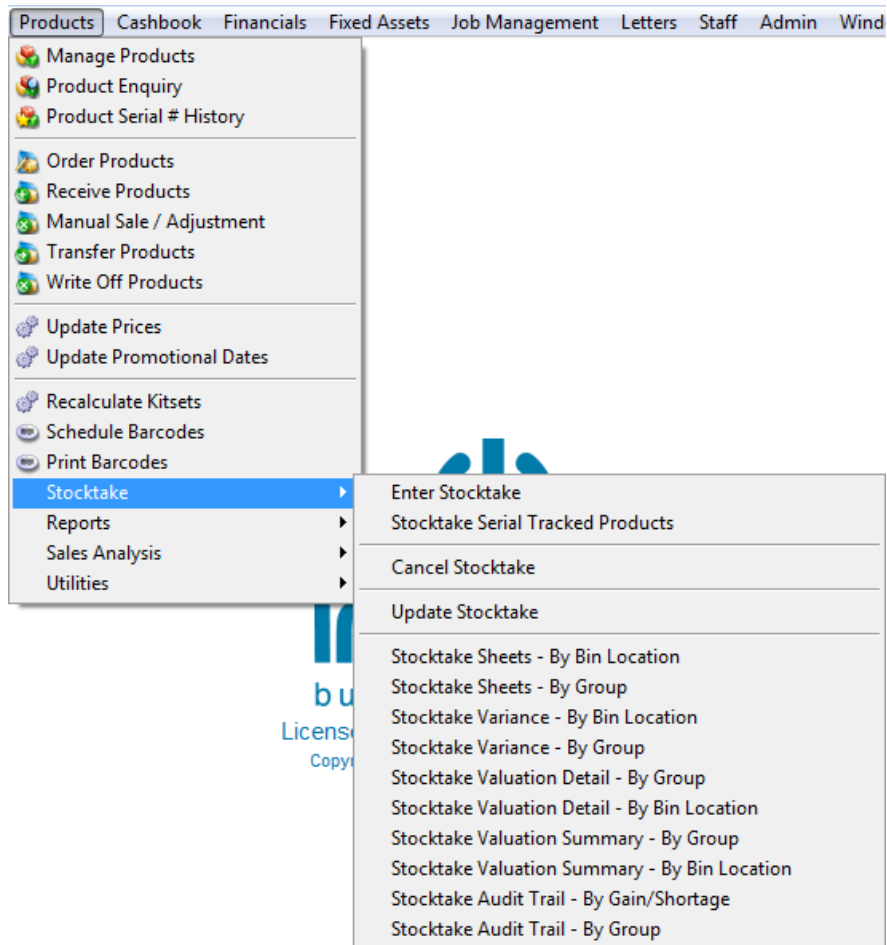
Review all pending invoices and credits which are dated on or before the Stock Take.

The Stock Take system assumes that in the case of pending transactions the stock movement has occurred already i.e. for pending invoices the stock has already been removed from the bin or shelf in the store / warehouse, and for pending credits the stock has been returned to the bin. Ensure that your business practices mirror this important assumption.

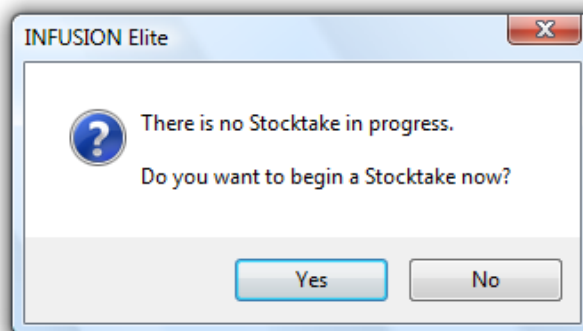
Note however that a Product Valuation report done at this time assumes that allocated quantities (pending sales) are still held in stock and would include them in the Product Valuations totals at latest and average cost. See Appendix 1.

Starting a Stock Take

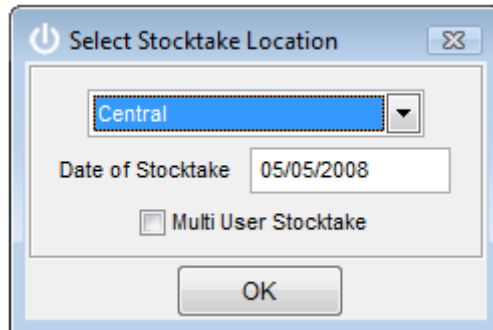
You start a Stock Take from the Products Menu / Stocktake / Enter Stocktake



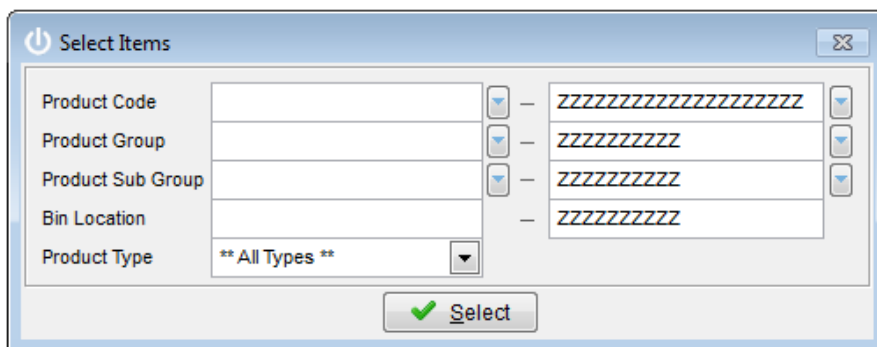
If there is no Stock Take already in progress, you will see the message



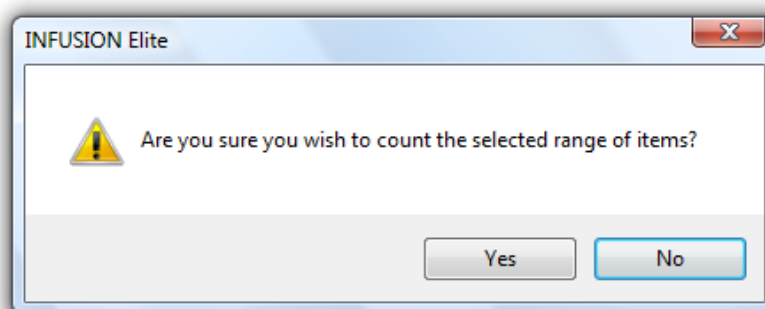
To begin a new Stock Take answer **Yes** and the next screen will require you to confirm the **Location** and **Date** of the Stock Take, plus whether it is **Multi User**.



You will also have to enter the product selection parameters which will determine if a full or partial Stock Take is being performed.



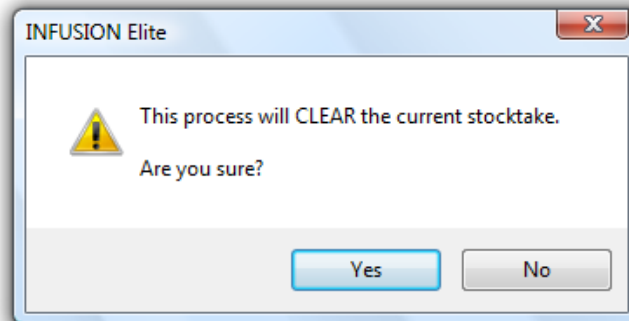
and you will have to confirm the selection.



Once a Stock Take has been started, these parameters can not be changed – eg single user entry can not be changed to a multi user Stock Take. You would need to Cancel the Stock Take and start all data entry again.

If you do not receive the message “Do you wish to begin a Stocktake now?” it means there is a Stock Take already in progress. Always check the Stocktake Date in the top right hand side of the screen. Check with other users if you have any concerns that the Stock Take is not a valid Stock Take.

If you know that it is not a valid Stock Take, then exit and **Cancel Stocktake**; you will receive this message:



Responding **Yes** will cause the Stock Take to be cleared out, and no updating will occur to product balances.

Viewing the Stock Take Count – Single User

The first time you enter a single user Stock Take the system will display the selected stock items from the selected location.

The quantity in the Snapshot column is the quantity that the system calculates as being “in stock”. This is copied into the Count column the first time the Stock Take is entered. From version 2.35 onwards this copy has been saved to the database; however some earlier versions did not do this, so when leaving the Stock Take for the first time, it is important to **Save** to ensure this first **Copy S/Shot** is kept.

Enter Stocktake		Location : Central							Stocktake Date : 05/05/2008	
Select Items	Bin Location	Group	Product Code	Description	Allocated	Count	Snapshot	Difference		
Search			FASTENERS	Fasteners - Nuts and Bolts		16.00	16.00			
Batch Entry			MISC	Misc Item		0.00				
Import Count			PAINT	Paint		18.00	18.00			
Zero Count		WOOD	PINE	Pine Wood		40.00	40.00			
Copy S/shot		COMPLETESE	PTABLE	Premier Table						
			SIDINGS	Plastic Sidings		33.00	33.00			
Save		WOOD	TABLE	Standard Table						
			TEAK	Teak Wood		23.00	23.00			
Exit			VARNISH	Varnish		3.00	3.00			

Where there are pending invoices and/or credit invoices dated before the Stock Take there will be quantities in the Allocated column, and the snapshot column will be reduced by the amount of the allocation e.g. if there are 10 items on hand and there are pending invoices for 3, then the snapshot will be 7. If there are 0 items on hand and there are pending invoices for 3, then the snapshot will be -3.

Note that if the allocation is a negative amount, the snapshot is increased e.g if there are 5 items on hand and there is a pending credit for 1, then the snapshot will be 6.

Also note that any pending invoices and credits dated after the Stock Take are not included in the Allocated figure.

Entering the Stock Take Count – Single User

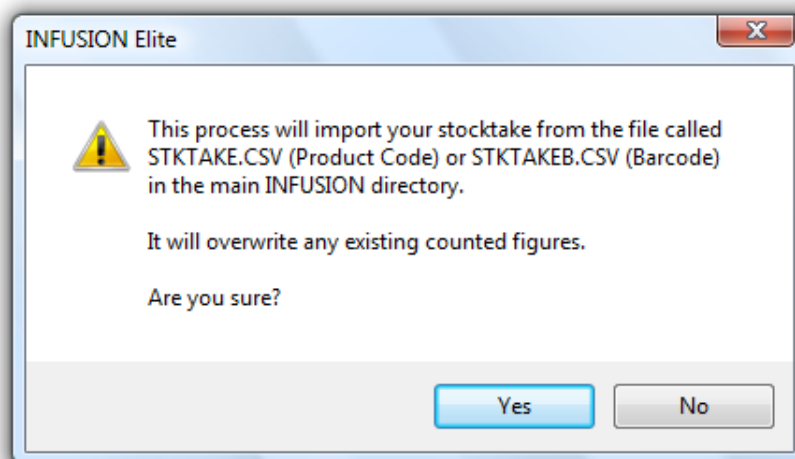
When you are ready to enter the Stock Take count, the count values are entered into the Count column, and the system will display any differences in the right-most column.

You may prefer to **Zero Count** – ie clear out the Count column and then enter the Stock Take values from 'scratch', rather than overwrite the values which the system has calculated.

You can use **Copy S/shot** (Copy Snapshot) will restore the system calculated 'in stock' or snapshot figure to the Count column – this is useful if several errors have occurred during data-entry.

The count can also be entered in **Batch Entry** mode; this is where the user enters the Product Code and then the Quantity Counted. These entries are cumulative – ie the count is incremented each time by the figure entered as Quantity Counted. Entry of a blank Product Code will end this process.

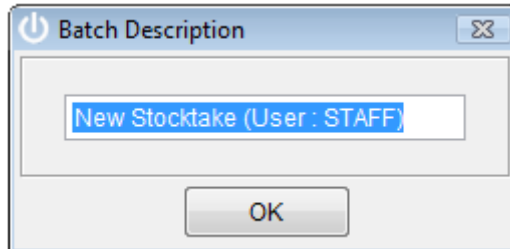
The final entry method is to **Import** the counts from a CSV file. Two file formats are supported. Both must contain just 2 columns. The file STKTAKE must contain the Product Code and the Quantity Counted while STKTAK EB must contain the Barcode and Quantity Counted. The file must exist within the Infusion folder.



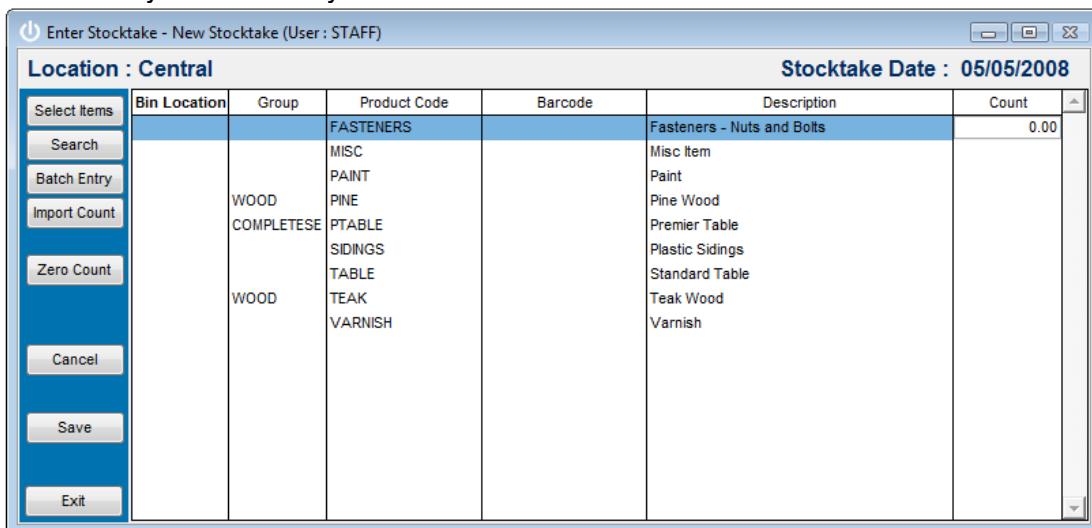
If the Product Code exists in both the stktake.csv (or stktakeb.csv) file and the Stock Take, the count is altered to the Quantity Counted in the .csv file. If the Product Code exists but there is no entry in the imported file the count in the Stock Take file is not altered. If the Product Code or Barcode exists only in the .csv file the Stock Take will not be altered. An exception report will list any entries in the .csv file which have not been imported.

Entering the Stock Take Count - Multi User

When you enter a multi user Stock Take the system will create a batch to store the Stock Take entries and it will use the user's logon id as part of the batch description.

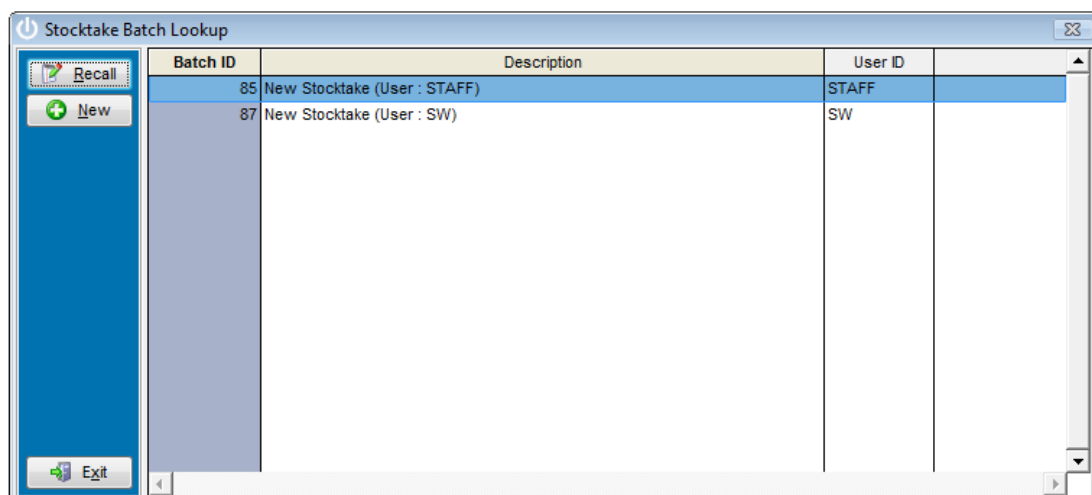


It will then display the selected stock items from the selected location with a blank count column ready for data entry



Bin Location	Group	Product Code	Barcode	Description	Count
		FASTENERS		Fasteners - Nuts and Bolts	0.00
		MISC		Misc Item	
		PAINT		Paint	
	WOOD	PINE		Pine Wood	
	COMPLETESE	PTABLE		Premier Table	
		SIDINGS		Plastic Sidings	
		TABLE		Standard Table	
	WOOD	TEAK		Teak Wood	
		VARNISH		Varnish	

On subsequent entry to the Stock Take the user can recall a previously entered batch and continue entering the Stock Take figures, or initiate a new batch.



Batch ID	Description	User ID
85	New Stocktake (User : STAFF)	STAFF
87	New Stocktake (User : SW)	SW

The entries from all batches are summed together to form the final Stock Take figures when reporting the Stock take variances and valuations, and when updating the Stock Take totals.

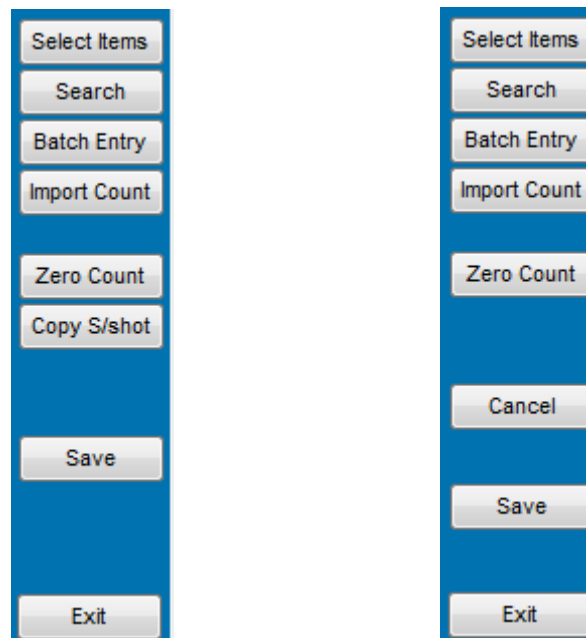
Just as with the single user Stock Take there are the facilities to **Zero Count** – for that batch, to enter the count in **Batch Entry** mode and to **Import** the counts from a CSV file.

Exiting from the Stock Take

Use **Save** to save all entries / changes made and exit the Stock Take.

Use **Exit** to exit the Stock Take without keeping any of the changes or entries made in the current session. Note that appropriate warnings are given.

Other Options on the Stock Take Entry screens



There is a **Select Items** button which can be used to limit the number of products to be displayed at any time. A popup window allows for the entry of selection criteria to narrow the range of products shown.

This is no longer the way a Partial Stock Take is achieved – this is done via the selection criteria given at the start of the Stock Take.

There is a **Search** button to allow the user to quickly go to a product. Note that it will search on whatever column has its heading in bold at the time.

There is a **Cancel** button (only on the Multi User Entry screen) – this allows the user to cancel the current batch – all data entered is lost.

Cancel StockTake

Use **Cancel Stocktake** to completely clear the Stock Take away. Note that appropriate warnings are given.

Update Stocktake

Update Stocktake will update the Stock Take, putting adjustments into the Product transaction files and updating balances, and clearing out the Stock Take figures ready for another time. This should be done only after reports have been run and checked.

Dates and Stock Take

During a Stock Take any new processing dated on or before the Stock Take, will affect Stock Take figures and make reconciliation difficult.

Partial Stock Take

A partial Stock Take can be taken any time, and only a small selection of products is counted. It is important to note:

- the Stock Take must be dated the day before the physical count.
- take care to note all sales, receipts or credits made of the products in the Stock Take selection set, and ensure the physical count is adjusted to reflect the count as at the end of the day before.
- As always, the variance report **must** be run before updating, to ensure that only the products that were counted are updated

After the Stock Take Count has been Entered

Prior to updating the Stock Take it is important that various reports be run.

The most critical is the Stock Take Variance report. When the Stock Take is updated the Product Valuation is increased (decreased) by the amount which is the total Latest Cost Variance. This report should be run immediately before the Stock Take is updated to confirm what the financial result of updating the Stock Take will be ie the Product Valuation before + the Stock Take Variance should equal the Product Valuation after (ignoring Serial Tracked Products).

The second report which is very useful is the Stock Take Valuation report – this can be run in summary or detail mode.

After the Stock Take

Once a Stock Take is updated it is possible to report what adjustments were made using the two reports Stock Take Audit Trail – By Gain/Shortage and Stock Take Audit Trail – By Group.

Individual Product adjustments can also be seen on the Product Enquiry screen.

Stock Take Sheets and Other Reports

All Infusion reports can be previewed and the output directed to a printer, to a Word document, to Excel or to a pdf document. This is especially useful if you wish to retain a file copy of the original Stock Take sheets, with allocation figures.

Stock Take Sheets

Stock Take sheets can list the Products by Bin Location (physical location) or by Product Group. If “Show On Hand Balance” is ticked the sheets will include figures for On Hand, Allocated and Expected. The Stock Take Sheets have columns for 2 counts.

Stock Take Variance Reports

The Stock Take Variance reports can list products by Bin Location or by Product Group, and these reports list **only** those Products where the count differs from the expected count.

The reports show:

Qty Before, Valuation, Allocated (qty), Counted Qty, Total Qty After (ie with the Allocated Qty added back in), Valuation, Variance(qty) and the Variance Value (\$) at Latest Cost.

Stock Take Valuation Reports

The Stock Take Valuation reports can list products in Detail or in Summary, and will list products by Bin Location or by Product Group. The detail reports list all Products in the Stock Take and show:

Quantities Allocated, Counted and In Stock plus the Value (\$) at Latest Cost and at Average Cost. The Summary reports show, by Bin Location or Product Group, the totals of the Value (\$) at Latest Cost and at Average Cost of the Stock Take Products

NB: The Stock Take Valuation Report does not include Serial Tracked Items, so the Grand Total may differ from the Grand Total on a Product Valuation Report.

Stock Take Audit Trail Reports

The Stock Take Audit Trail reports show all Products which have been adjusted for a Stock Take variation (gain or loss) between the date range nominated. The report shows the Product Code, Description, Stock Take Date, the Adjusted Qty, the Latest Cost for the Products and the Total Value of the adjustment using Latest Cost.

This can be used to report a main Stock Take and the Stock Take of individual Serial Tracked Products.

The report ‘- By Gain/Shortage’ lists firstly the products where the ‘In Stock’ was adjusted upwards in and then those products where the ‘In Stock’ was reduced.

The report ‘- By Group’ lists the products in Product Group order .

Summary of Stock Take reports

Printed prior to Stock Take:

- Stock Take sheets
- Product valuation Report (A)

Printed during Stock Take (before Updating):

- Variance report (B)

Printed after Stock Take (after Updating):

- Valuation report
- Audit Trail report
- Product Valuation report (C)

A + B = C (ignoring Serial tracked Items)

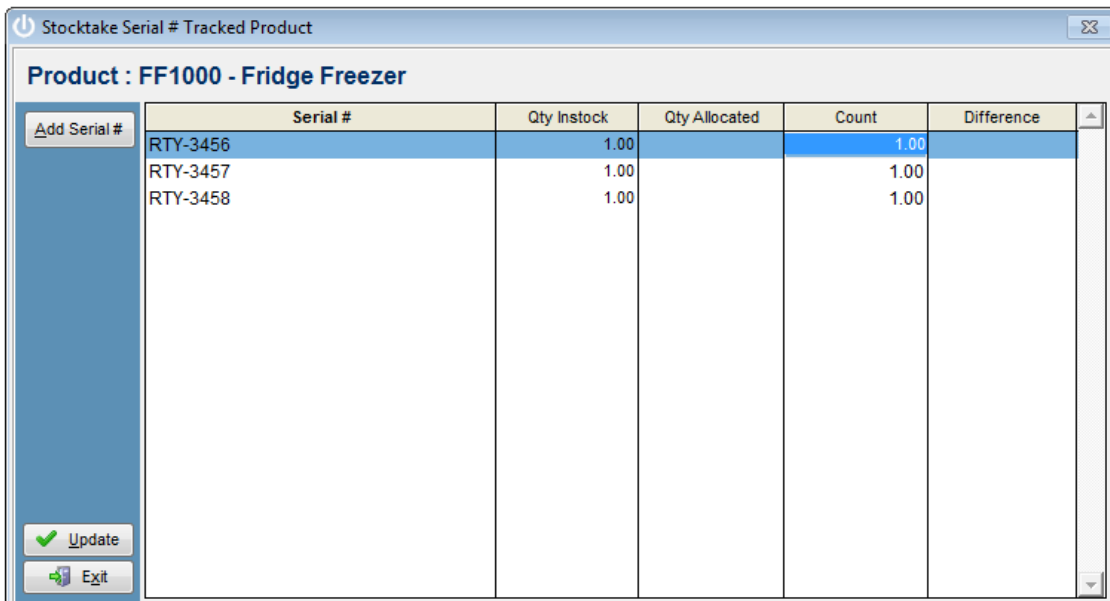
Stock Take of Serial Tracked Products

The Stock Take of Serial Number Tracked Products is performed separately from any other Stock Take. It allows a user to Stock Take just one Serial Tracked product at a time, and there are no reporting functions other than the Stock Take Audit Trail Report.

Stock Take sheets can be printed and this listing will show the serial numbers it has recorded as being available for sale.

Select the appropriate Location and Product. Enter the Quantity Counted against the associated Serial #.

Use the **Add Serial #** button to add a new Serial Number for the product.



Serial #	Qty Instock	Qty Allocated	Count	Difference
RTY-3456	1.00	1.00	1.00	
RTY-3457	1.00	1.00	1.00	
RTY-3458	1.00	1.00	1.00	

Use the **Update** button to save the Stock Take count and details for this Serial Tracked product.

Use the **Exit** button to exit, but note that all entries / changes are lost.

When you return to the front screen use Cancel to finish processing.

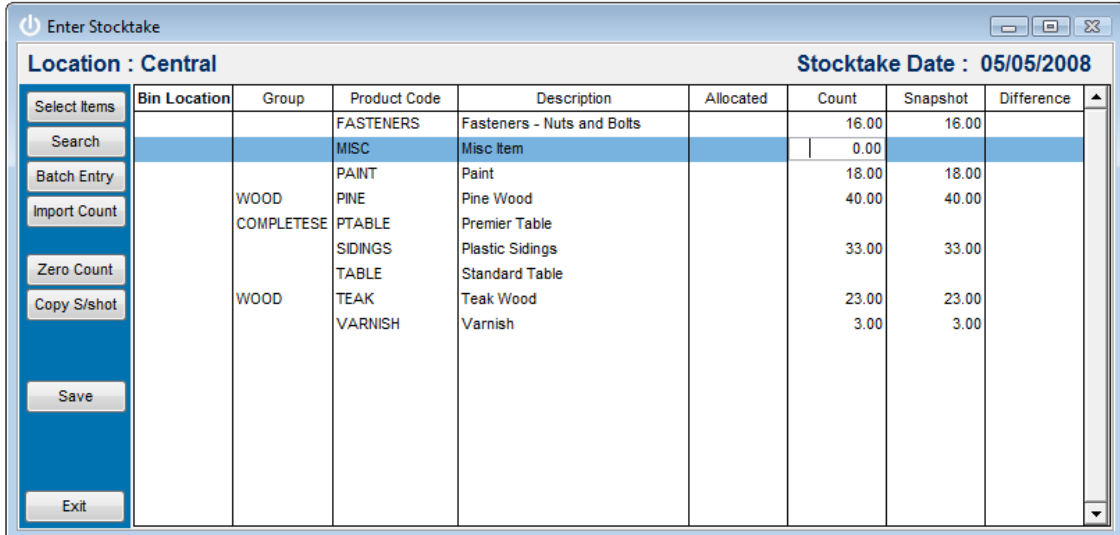
APPENDIX:

1. Product Valuation Report

Product Valuation INFUSION Software Limited As At 06/12/2007				
Printed :	05/03/2008 11:38:17 AM	Product Code	** Unassigned	ZZZZZZZZ
Printed By :	PARTNER	Group	** Unassigned	ZZZZZZZZ
Page :	1	Location	All Locations	
Product Code	Description	In Stock	Latest	Average
Group	-			
ITEM 1	one item	10.00	5.00	5.00
ITEM 2	two item	10.00	5.00	5.00
ITEM 3	three item	10.00	5.00	5.00
ITEM 4	four item	10.00	5.00	5.00
ITEM 5	five item	10.00	5.00	5.00
ITEM 6	six item	10.00	5.00	5.00
ITEM 7	seven item	10.00	5.00	5.00
ITEM 8	eight item	10.00	5.00	5.00
ITEM 9	nine item	10.00	5.00	5.00
SERIAL	serial tracked item	5.00	2.50	2.50
	Group Total		47.50	47.50
	Grand Total		47.50	47.50

Note: allocated quantities are included in the Product Valuation Totals.

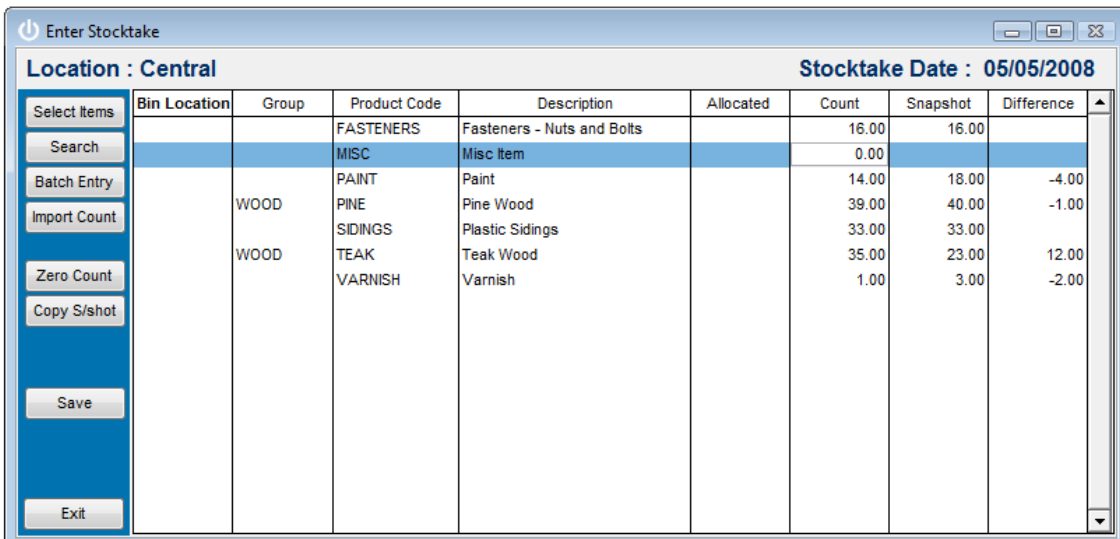
Stock Take Entry Screen



Location : Central		Stocktake Date : 05/05/2008						
Bin Location	Group	Product Code	Description	Allocated	Count	Snapshot	Difference	
		FASTENERS	Fasteners - Nuts and Bolts		16.00	16.00		
		MISC	Misc Item		0.00			
		PAIN	Paint		18.00	18.00		
	WOOD	PINE	Pine Wood		40.00	40.00		
	COMPLETESE	PTABLE	Premier Table					
		SIDINGS	Plastic Sidings		33.00	33.00		
		TABLE	Standard Table					
	WOOD	TEAK	Teak Wood		23.00	23.00		
		VARNISH	Varnish		3.00	3.00		

When entering a Stock Take for the first time the snapshot has been copied into the count column, and must be Saved before Exiting.

Note that allocated quantities are not included in the expected count for the Stock Take.



Location : Central		Stocktake Date : 05/05/2008						
Bin Location	Group	Product Code	Description	Allocated	Count	Snapshot	Difference	
		FASTENERS	Fasteners - Nuts and Bolts		16.00	16.00		
		MISC	Misc Item		0.00			
		PAIN	Paint		14.00	18.00	-4.00	
	WOOD	PINE	Pine Wood		39.00	40.00	-1.00	
		SIDINGS	Plastic Sidings		33.00	33.00		
	WOOD	TEAK	Teak Wood		35.00	23.00	12.00	
		VARNISH	Varnish		1.00	3.00	-2.00	

After the physical count has been entered there will be values in the Difference column.

2. Stock Take Import Exception Report

Stocktake Import Exception Report INFUSION Software Limited

Printed : 05/05/2008 05:39:08 PM
Page No : 1

Code	Qty
TABLE	4.0000
PTABLE	4.0000

3. Stock Take Sheet

Stocktake Sheets
INFUSION Software Limited
Central

Note : Do not include any allocated stock in the stock count. These will be automatically adjusted for when the stocktake is updated.

Printed : 06/03/2008 05:28:14 PM
 Printed By : STAFF
 Page : 1

Product Code ** Unassigned ZZZZZZZZ
 Group ** Unassigned ZZZZZZZZ
 Bin Location ** Unassigned ZZZZZZZZ

Product Code	Description	1st Count	2nd Count
Bin Location			
MISC	Misc Item	_____	_____
ITEM 1	one item	_____	_____
ITEM 12	two item B	_____	_____
ITEM 13	three item B	_____	_____
ITEM 14	four item B	_____	_____
ITEM 15	five item B	_____	_____
ITEM 16	six item B	_____	_____
ITEM 17	seven item B	_____	_____
ITEM 18	eight item B	_____	_____
ITEM 19	nine item B	_____	_____
ITEM 2	two item	_____	_____
ITEM 3	three item	_____	_____
ITEM 4	four item	_____	_____

Note: The On Hand, Allocated and Expected quantities can be included on the Stock Take sheets.

Stocktake Sheets INFUSION Software Limited Central						
Note : Do not include any allocated stock in the stock count. These will be automatically adjusted for when the stocktake is updated.						
Printed :	06/03/2008 05:29:27 PM		Product Code ** Unassigned ZZZZZZZZ			
Printed By :	STAFF		Group ** Unassigned ZZZZZZZZ			
Page :	1		Bin Location ** Unassigned ZZZZZZZZ			
Product Code	Description	On Hand	Allocated	Expected	1st Count	2nd Count
Bin Location						
MISC	Misc Item	0.00		0.00	_____	_____
ITEM 1	one item	10.00		10.00	_____	_____
ITEM 12	two item B	0.00	1.00	-1.00	_____	_____
ITEM 13	three item B	0.00	3.00	-3.00	_____	_____
ITEM 14	four item B	0.00	3.00	-3.00	_____	_____
ITEM 15	five item B	0.00	4.00	-4.00	_____	_____
ITEM 16	six item B	0.00	4.00	-4.00	_____	_____
ITEM 17	seven item B	0.00		0.00	_____	_____
ITEM 18	eight item B	0.00		0.00	_____	_____
ITEM 19	nine item B	0.00		0.00	_____	_____
ITEM 2	two item	10.00	1.00	9.00	_____	_____
ITEM 3	three item	10.00	3.00	7.00	_____	_____
ITEM 4	four item	10.00	3.00	7.00	_____	_____

4. Stock Take Variance

Stocktake Variance									
INFUSION Software Limited									
Central									
Printed :	06/03/2008 05:31:01 PM								
Printed By :	STAFF								
Page :	1								
Product Code	** Unassigned	ZZZZZZZZ							
Group	** Unassigned	ZZZZZZZZ							
Bin Location	** Unassigned	ZZZZZZZZ							
Product Code	Description	Qty Before	Valuation	Allocated	Counted Qty	Total Qty After	Valuation	Variance	Latest Cost Variance \$
Bin Location :									
MISC	Misc Item	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
ITEM 13	three item B	0.00	0.00	3.00	0.00	3.00	1.50	3.00	1.50
ITEM 14	four item B	0.00	0.00	3.00	-2.00	1.00	0.50	1.00	0.50
ITEM 15	five item B	0.00	0.00	4.00	0.00	4.00	2.00	4.00	2.00
ITEM 18	eight item B	0.00	0.00	0.00	1.00	1.00	0.50	1.00	0.50
ITEM 4	four item	10.00	5.00	3.00	8.00	9.00	4.50	-1.00	-0.50
ITEM 5	five item	10.00	5.00	4.00	7.00	11.00	5.50	1.00	0.50
ITEM 7	seven item	10.00	5.00	0.00	9.00	9.00	4.50	-1.00	-0.50
ITEM 9	nine item	10.00	5.00	0.00	11.00	11.00	5.50	1.00	0.50
SERIAL	serial tracked item	5.00	2.50	0.00	0.00	0.00	0.00	-5.00	-2.50
			22.50				25.50		3.00
			22.50				25.50		3.00

5. Stock Take Valuation – Detail

Stocktake Valuation INFUSION Software Limited						
Printed:	05/03/2008 02:40:13 PM	Location Central				
Printed By:	PARTNER					
Page:	1					
Product Code	Description	Allocated	Counted	In Stock	Latest	Average
Group	-					
ITEM 1	one item	0.00	10.00	10.00	5.00	5.00
ITEM 13	three item B	3.00	0.00	3.00	1.50	1.50
ITEM 14	four item B	3.00	-2.00	1.00	0.50	0.50
ITEM 15	five item B	4.00	0.00	4.00	2.00	2.00
ITEM 18	eight item B	0.00	1.00	1.00	0.50	0.50
ITEM 2	two item	1.00	9.00	10.00	5.00	5.00
ITEM 3	three item	3.00	7.00	10.00	5.00	5.00
ITEM 4	four item	3.00	6.00	9.00	4.50	4.50
ITEM 5	five item	4.00	7.00	11.00	5.50	5.50
ITEM 6	six item	4.00	6.00	10.00	5.00	5.00
ITEM 7	seven item	0.00	9.00	9.00	4.50	4.50
ITEM 8	eight item	0.00	10.00	10.00	5.00	5.00
ITEM 9	nine item	0.00	11.00	11.00	5.50	5.50
MISC	Misc item	0.00	1.00	1.00	1.00	1.00
	Group Total				50.50	50.50
	Grand Total				50.50	50.50

6. Stock Take Valuation – Summary

Stocktake Valuation			
INFUSION Software Limited			
Printed :	05/03/2008 02:42:24 PM	Location Central	
Printed By :	PARTNER		
Page :	1		
Group	Description	Latest	Average
		50.50	50.50
	Grand Total	50.50	50.50

7. Stock Take Audit Trail – by Gain/Shortage

Stocktake Audit Trail					
INFUSION Software Limited					
Printed :	06/03/2008 12:01:01 PM		Date	01/01/2007	31/12/2007
Printed By :	PARTNER		Product Code	** Unassigned	ZZZZZZZZ
Page :	1		Group	** Unassigned	ZZZZZZZZ
			Location	All Locations	
Product Code	Description	Date	Qty Adjusted	Latest Cost	Total Cost
<u>Product Gains</u>					
Group	-				
ITEM 13	three item B	06/12/2007	3.00	0.50	1.50
ITEM 14	four item B	06/12/2007	1.00	0.50	0.50
ITEM 15	five item B	06/12/2007	4.00	0.50	2.00
ITEM 18	eight item B	06/12/2007	1.00	0.50	0.50
ITEM 5	five item	06/12/2007	1.00	0.50	0.50
ITEM 9	nine item	06/12/2007	1.00	0.50	0.50
MISC	Misc Item	06/12/2007	1.00	1.00	1.00
SERIAL	serial tracked item	06/12/2007	1.00	0.50	0.50
				Total for Group :	7.00
				Total for Product Gains	7.00
<u>Product Shortages</u>					
Group	-				
ITEM 4	four item	06/12/2007	-1.00	0.50	-0.50
ITEM 7	seven item	06/12/2007	-1.00	0.50	-0.50
				Total for Group :	-1.00
				Total for Product Shortages	-1.00

8. Stock Take Audit Trail – by Group

Stocktake Audit Trail INFUSION Software Limited					
Printed : 06/03/2008 12:04:50 PM			Date 01/01/2007 31/12/2007		
Printed By : PARTNER			Product Code ** Unassigned ZZZZZZZZZ		
Page : 1			Group ** Unassigned ZZZZZZZZZ		
			Location All Locations		
Product Code	Description	Date	Qty Adjusted	Latest Cost	Total Cost
Group -					
ITEM 13	three item B	06/12/2007	3.00	0.50	1.50
ITEM 14	four item B	06/12/2007	1.00	0.50	0.50
ITEM 15	five item B	06/12/2007	4.00	0.50	2.00
ITEM 18	eight item B	06/12/2007	1.00	0.50	0.50
ITEM 4	four item	06/12/2007	-1.00	0.50	-0.50
ITEM 5	five item	06/12/2007	1.00	0.50	0.50
ITEM 7	seven item	06/12/2007	-1.00	0.50	-0.50
ITEM 9	nine item	06/12/2007	1.00	0.50	0.50
MISC	Misc Item	06/12/2007	1.00	1.00	1.00
SERIAL	serial tracked item	06/12/2007	1.00	0.50	0.50
Total for Group :					6.00