

## **Stocktake Support Manual**

14/03/2017

The purpose of this document is to give complete instructions on how to use the Stocktake module of the Infusion Software.

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 Stocktake is to verify stock levels and stock valuations by physically counting stock. Upon updating the Stocktake, stock quantities are adjusted to reflect the physical count.

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

Normally a Stocktake 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 Stocktake is checked by running various reports. When fully satisfied that the adjustments to be made are correct, the Stocktake is updated. Stock quantities will now reflect the Stocktake count, plus all stock movements (purchases, credits and sales) made after the Stocktake date. Only one Stocktake can be processed at a time and only for one location. The Stocktake can be a full or partial Stocktake.

The Stocktake of Serial Tracked products are done individually and are not part of the main Stocktake. However the Stocktake Audit Trail will report all adjustments made.

Inactive products are not included.

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

### **Kitsets**

If you use kitsets and they are ticked to Use When Invoiced you will see the **Components** only on the stocktake. If they are set to Use When Received into Stock you will see the Kitset Code on your Stocktake and not the components.

### **Before Starting a Stocktake**

Review all pending invoices and credits which are dated on or before the Stocktake and process or delete as necessary. By changing the date of any pending invoice, this will take them out of the Allocated column and out of the stocktake if you have already started a stocktake. Posting pending invoices with the stocktake being open, will not alter the count or allocated totals but it will alter the snapshot total. The Stocktake 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.

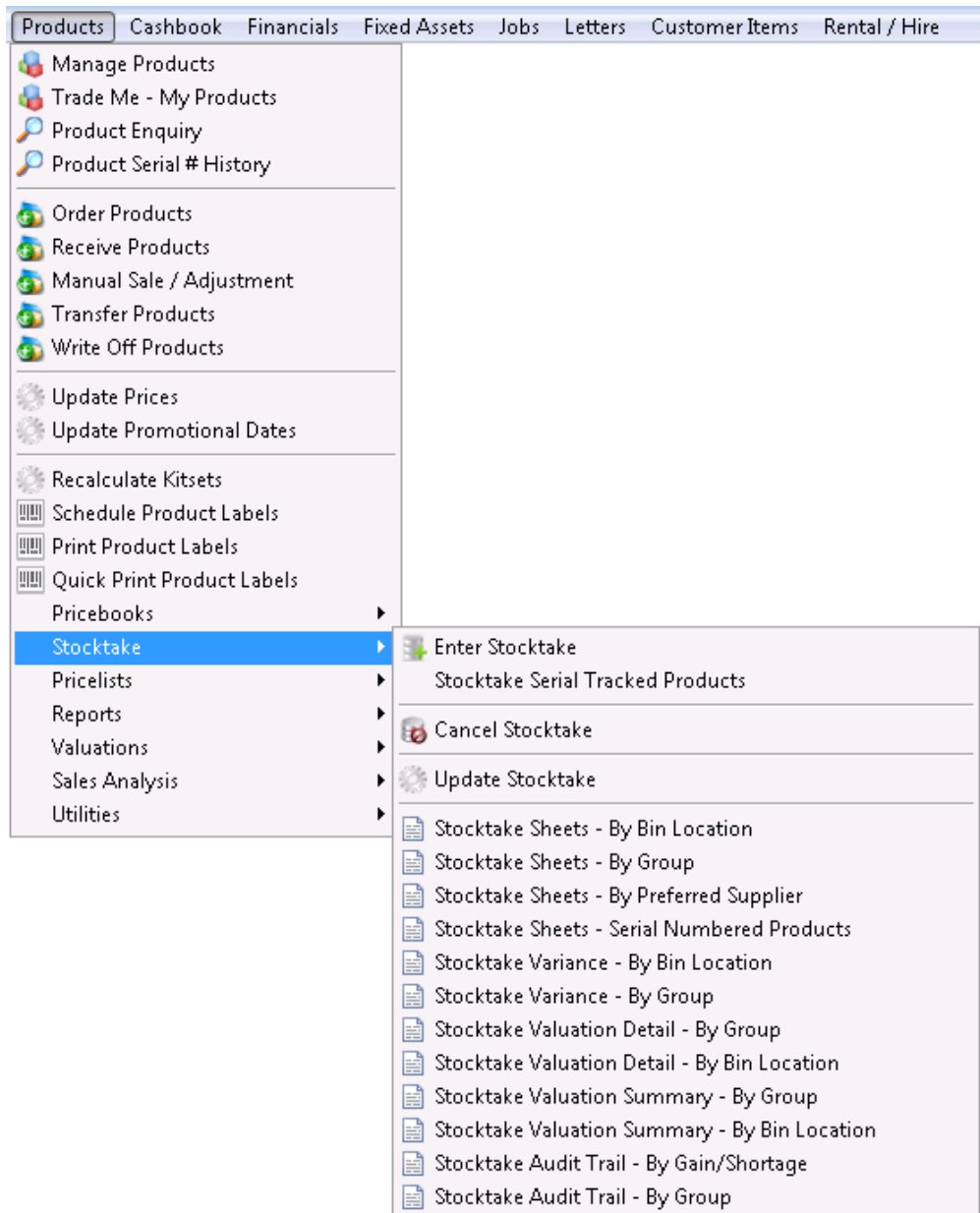
Note however, that a Product Valuation report done at this time assumes that allocated quantities (pending sales) are still held in stock and would include them in the Product Valuations totals at latest and average cost. See Appendix 1.

It is also important to be sure not to process any new invoices with a date of or earlier than the stocktake as this will also affect the count. It is possible to process invoices but with a date after the stocktake.

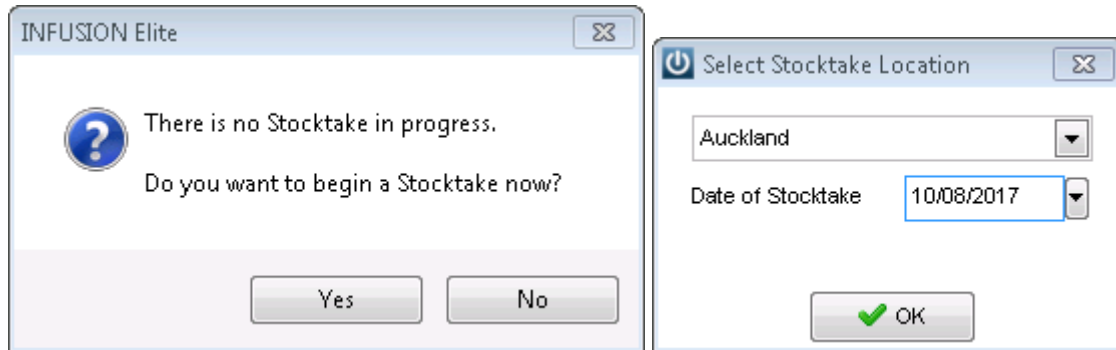
From Products / Utilities / Check Product Integrity before starting the stocktake

## **Starting a Stocktake**

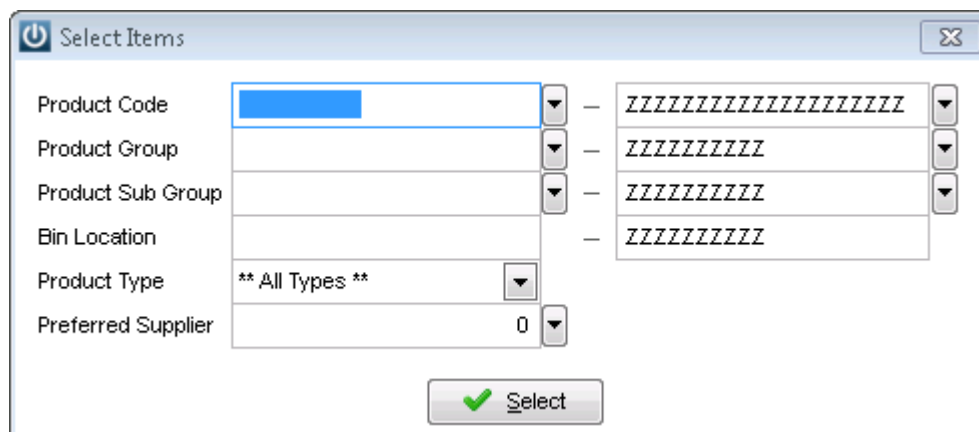
You start a Stocktake from the Products Menu / Stocktake / Enter Stocktake



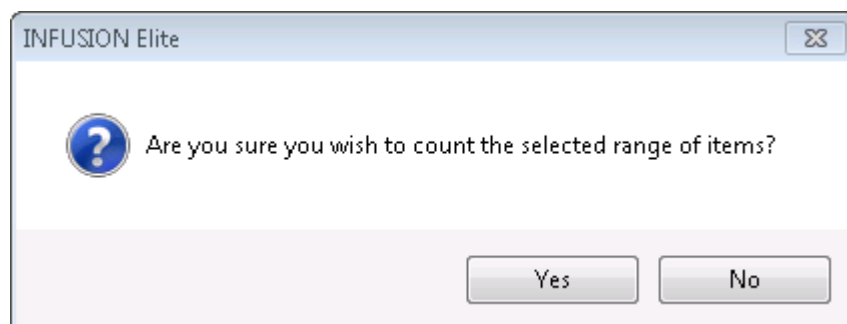
If there is no Stocktake already in progress, you will see this message. To begin a new Stocktake answer **Yes** and the next screen will require you to confirm the **Location** and **Date** of the Stocktake.



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



you will have to confirm the selection.

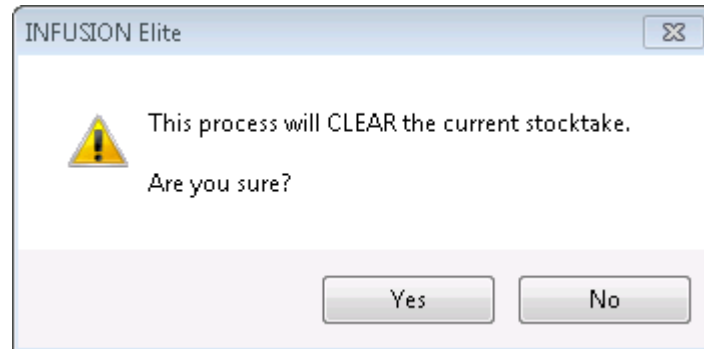


Once a Stocktake has been started, these parameters cannot be changed. If changes are required you would need to Cancel the Stocktake and start all data entry again. A record is created in the Audit trail, of the Stocktake Parameters.

If you do not receive the message "Do you wish to begin a Stocktake now?" it means there is a Stocktake 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 Stocktake is not a valid Stocktake. Check the Audit Trail to see who started the Existing Stocktake.

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



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

### Viewing the Stocktake Count

The first time you enter a Stocktake 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 Stocktake is entered. It is important to **Save** to ensure this first **Copy S/Shot** is kept.

*Did you know - By right clicking in the Count Column you can open the Product.*

Enter Stocktake									
Location : Auckland			Stocktake Date : 10/08/2017						
<div>Select Items</div> <div>Search</div> <div>Batch Entry</div> <div>Import Count</div> <div>Zero Count</div> <div>Copy S/shot</div> <div>Save</div> <div>Exit</div>	Bin Location	Group	Product Code	Description	Allocated	Count	Snapshot	Difference	
	1010	1000	1000	Double Bed		9.00	9.00		
	1010	1001	1001	Queen Size Bed		7.00	7.00		
	1010	1003	1003	King Size Bed		5.00	5.00		
	1010	1004	1004	Single Bed	1.00	9.00	8.00	1.00	
	1040	1005	1005	Dining Table Rimu		2.00	2.00		
	1040	1006	1006	Chairs, Solid Back	3.00	14.00	11.00	3.00	
	1050	1008	1008	LCD Wall Bracket		6.00	6.00		
	1050	1009	1009	TV Stand		-1.00	-1.00		
	2010	1010	1010	Fridge Freezer - Stainless Steel Left Dr		6.00	6.00		
	2010	1011	1011	Fridge Freezer		2.00	2.00		
	2010	1012	1012	Chest Freezer		4.00	4.00		
	2010	1013	1013	Bar Fridge		1.00	1.00		
	2010	1014	1014	Fridge Freezer - White		4.00	4.00		
	4010	1015	1015	Desktop Computer w/ 17" screen		17.00	17.00		
	3010	1016	1016	LCD TV 32"		7.00	7.00		
	3020	1017	1017	Plasma TV 32"		33.00	33.00		
	4020	1018	1018	Notebook 15.4" 120GB HD		3.00	3.00		
	8010	1020	1020	1GB DDR400 RAM Desktop Memory		1.00	1.00		
	4020	1024	1024	Notebook 13"		12.00	12.00		
	8010	1025	1025	Door Seals - Fridge/Freezer					
	10010	1026	1026	Christmas Wrap 50cm		24.00	24.00		
	10010	1027	1027	Birthday Wrap 60cm		25.00	25.00		
	10010	1028	1028	Plain Gloss Wrap 60cm		25.00	25.00		

Where there are pending invoices and/or credit invoices dated before the Stocktake 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 14 items on hand and there are pending invoices for 3, then the snapshot will be 11. 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 Stocktake are not included in the Allocated figure.

### **Entering the Stocktake Count**

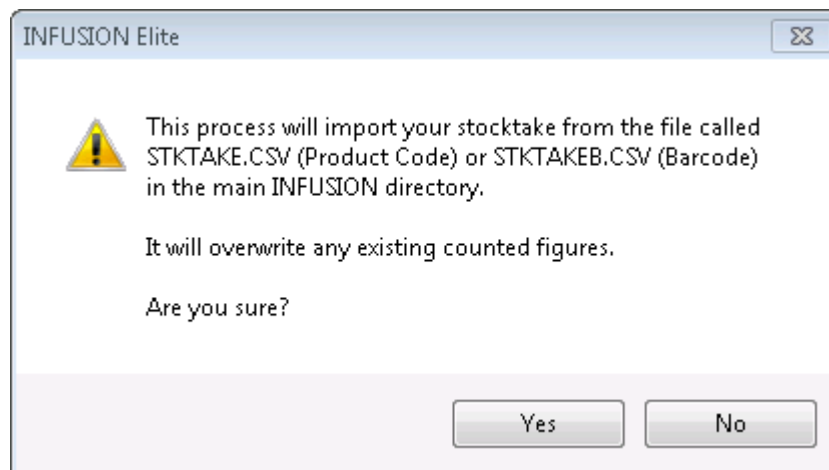
When you are ready to enter the Stocktake count, the count values are entered into the Count column, and the system will display any differences in the right-most column.

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

You can use **Copy S/snapshot** (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 – i.e. 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 STKTAKES must contain the Product Code and the STKTAKESQuantity Counted while STKTAKESB 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 Stocktake, 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 Stocktake file is not altered. If the Product Code or Barcode exists only in the .csv file the Stocktake will not be altered. An exception report will list any entries in the .csv file which have not been imported.

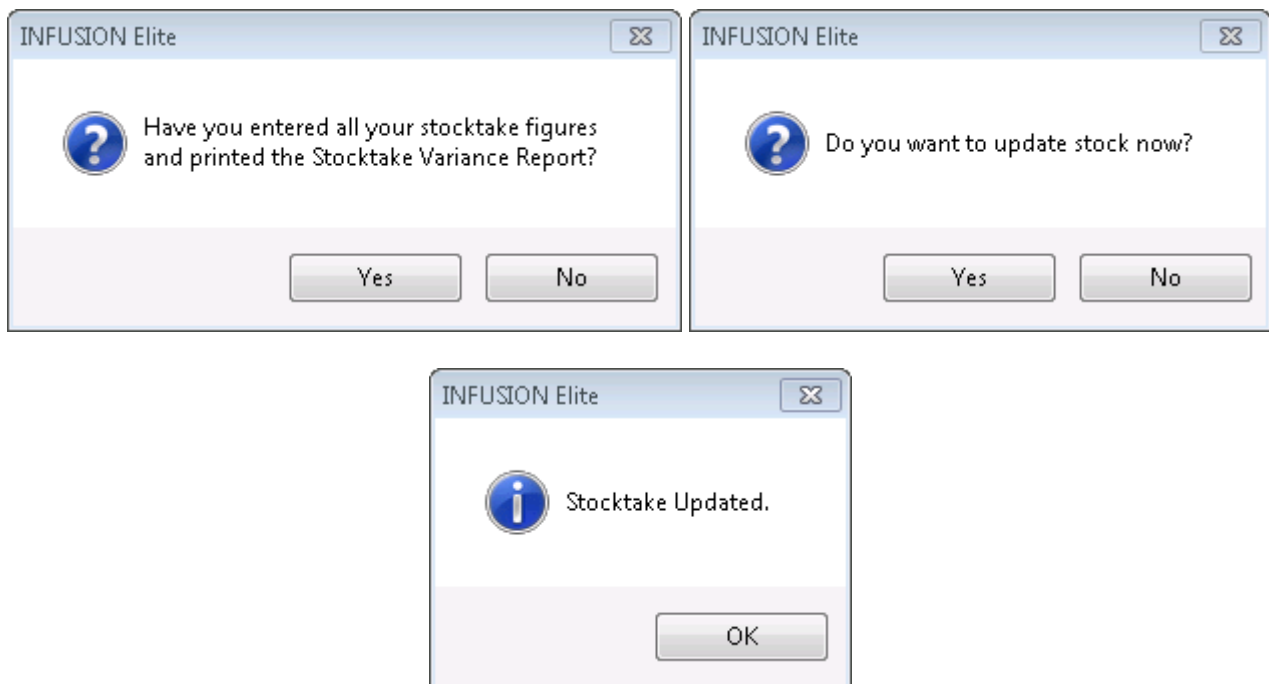
Stocktake Import Exception Report	
The Demonstration Company Ltd	
Printed : 10/03/2017 12:45:38 PM	
Page No : 1	
Code	Qty
14899	3.0000
1054579	45.0000

### **Cancel Stocktake**

Use **Cancel Stocktake** to completely clear the Stocktake away. Note that appropriate warnings are given. Details of who cancelled the Stocktake, the Date, Location and time are recorded in the Audit Trail

### **Update Stocktake**

**Update Stocktake** will update the Stocktake, putting adjustments into the Product transaction files and updating balances, and clearing out the Stocktake figures ready for another time. This should be done only after reports have been run and checked. Details of who processed the Stocktake, the Date, Location and time are recorded in the Audit Trail.



### **Dates and Stocktake**

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

### **Partial Stocktake**

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

- the Stocktake must be dated the day before the physical count.

- take care to note all sales, receipts or credits made of the products in the Stocktake 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 Stocktake Count has been Entered**

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

The most critical is the Stocktake Variance report. When the Stocktake 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 Stocktake is updated to confirm what the financial result of updating the Stocktake will be i.e. the Product Valuation before + the Stocktake Variance should equal the Product Valuation after (ignoring Serial Tracked Products).

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

NB if you are seeing Products in your Variance Report that were not part of your current Stocktake, these may be from a previous stocktake that was open during an upgrade. You will need to call your certified partner or Infusion Support to get rid of these values if this does happen.

### **After the Stocktake**

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

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

### **Stocktake 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 Stocktake sheets, with allocation figures.

#### **Stocktake Sheets**

Stocktake 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 Stocktake Sheets have columns for 2 counts.

#### **Stocktake Variance Reports**

The Stocktake 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 (i.e. with the Allocated Qty added back in), Valuation, Variance (qty) and the Variance Value (\$) at Latest Cost.

#### **Stocktake Valuation Reports**

The Stocktake Valuation reports can list products in Detail or in Summary, and will list products by Bin Location or by Product Group. An option will allow you to see Consignment Stock. The detail reports list all Products in the Stocktake 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 Stocktake Products

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

### **Stocktake Audit Trail Reports**

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

This can be used to report a main Stocktake and the Stocktake 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 Stocktake reports**

Printed prior to Stocktake:

- Stocktake sheets
- Product valuation report from the Valuation menu (A)

Printed during Stocktake (before Updating):

- Variance report (B)
- Stocktake valuation report

Printed after Stocktake (after Updating):

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

$A + B = C$  (ignoring Serial tracked Items)

### **Stocktake of Serial Tracked Products**

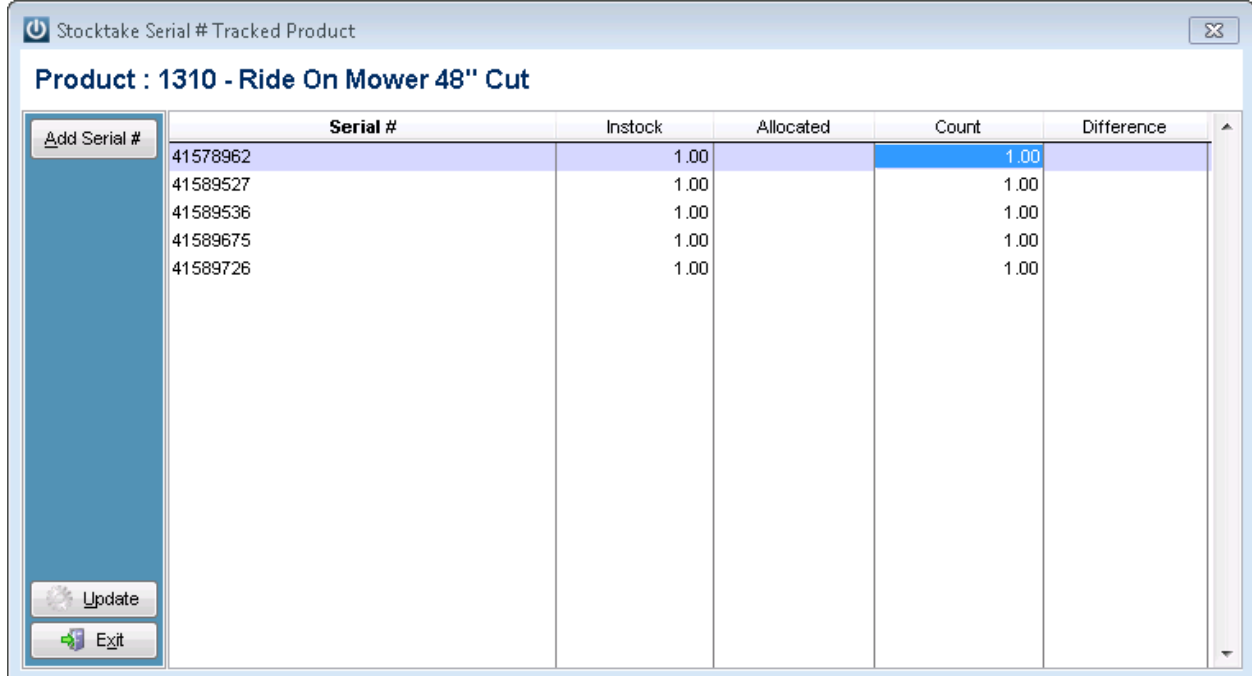
The Stocktake of Serial Number Tracked Products is performed separately from any other Stocktake. It allows a user to Stocktake just one Serial Tracked product at a time, and there are no reporting functions other than the Stocktake Audit Trail Report.

Stocktake 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 #	Instock	Allocated	Count	Difference
41578962	1.00		1.00	
41589527	1.00		1.00	
41589536	1.00		1.00	
41589675	1.00		1.00	
41589726	1.00		1.00	

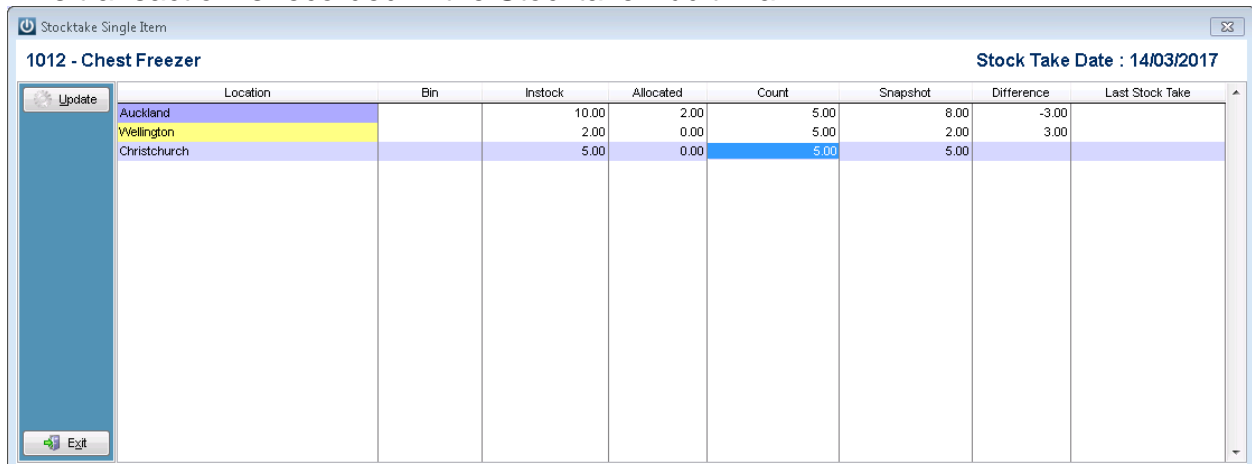
Use the **Update** button to save the Stocktake count and details for this Serial Tracked product.

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.

### **Right Click Stocktake**

Available by right clicking on a product, all Locations are available in a single screen. This transaction is recorded in the Stocktake Audit Trail.



Location	Bin	Instock	Allocated	Count	Snapshot	Difference	Last Stock Take
Auckland		10.00	2.00	5.00	8.00	-3.00	
Wellington		2.00	0.00	5.00	2.00	3.00	
Christchurch		5.00	0.00	5.00	5.00		

Products that are set to not track quantities, Serial Tracking, Inactive Products, Kitsets set to Use when Invoiced do not have this ability. You are unable to use this if a stocktake is in progress with this product in it.

## APPENDIX:

### 1. Product Valuation Report

Stocktake Valuation Detail - By Bin Location						
The Demonstration Company Ltd						
Printed :	10/03/2017 01:15:47 PM	Location Auckland				
Printed By :	Default Staff					
Page :	1					
Product Code	Description	Allocated	Counted	In Stock	Latest	Average
<b>Bin Location</b>						
1000	Double Bed	0.00	9.00	9.00	4725.00	4725.00
1001	Queen Size Bed	0.00	7.00	7.00	4088.00	3759.77
1003	King Size Bed	0.00	5.00	5.00	3125.00	2981.10
1004	Single Bed	1.00	9.00	10.00	4250.00	3846.70
1005	Dining Table Rimu	0.00	2.00	2.00	390.00	305.42
1006	Chairs, Solid Back	3.00	14.00	17.00	799.00	1869.49
1008	LCD Wall Bracket	0.00	6.00	6.00	864.00	972.72
1009	TV Stand	0.00	-1.00	-1.00	-88.00	-63.75
1010	Fridge Freezer - Stainless Steel Left Dr	0.00	6.00	6.00	6324.00	6197.10
1011	Fridge Freezer	0.00	2.00	2.00	2196.00	1860.66
1012	Chest Freezer	0.00	4.00	4.00	3020.00	3020.00
1013	Bar Fridge	0.00	1.00	1.00	295.00	272.39
1014	Fridge Freezer - White	0.00	2.00	2.00	2196.00	2005.20
1015	Desktop Computer w/ 17" screen	0.00	21.00	21.00	27300.00	27300.00
1016	LCD TV 32"	0.00	7.00	7.00	4515.00	4515.00
1017	Plasma TV 32"	0.00	33.00	33.00	29370.00	29370.00
1018	Notebook 15.4" 120GB HD	0.00	3.00	3.00	2565.00	2565.00
1020	1GB DDR400 RAM Desktop Memory	0.00	1.00	1.00	79.00	70.54
1024	Notebook 13"	0.00	12.00	12.00	11988.00	11988.00
1025	Door Seals - Fridge/Freezer	0.00	1.00	1.00	20.00	20.00
1026	Christmas Wrap 50cm	0.00	24.00	24.00	96.00	96.00
1027	Birthday Wrap 60cm	0.00	24.00	24.00	48.00	0.00
1028	Plain Gloss Wrap 60cm	0.00	25.00	25.00	95.00	95.00

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

## Stocktake Entry Screen

Enter Stocktake

Location : Auckland Stocktake Date : 10/08/2017

Bin Location	Group	Product Code	Description	Allocated	Count	Snapshot	Difference
1010	1010	1000	Double Bed		9.00	9.00	
1010	1010	1001	Queen Size Bed		7.00	7.00	
1010	1010	1003	King Size Bed		5.00	5.00	
1010	1010	1004	Single Bed	1.00	9.00	8.00	1.00
1040	1005		Dining Table Rimu		2.00	2.00	
1040	1006		Chairs, Solid Back	3.00	14.00	11.00	3.00
1050	1008		LCD Wall Bracket		6.00	6.00	
1050	1009		TV Stand		-1.00	-1.00	
2010	1010		Fridge Freezer - Stainless Steel Left Dr		6.00	6.00	
2010	1011		Fridge Freezer		2.00	2.00	
2010	1012		Chest Freezer		4.00	4.00	
2010	1013		Bar Fridge		1.00	1.00	
2010	1014		Fridge Freezer - White		4.00	4.00	
4010	1015		Desktop Computer w/ 17" screen		17.00	17.00	
3010	1016		LCD TV 32"		7.00	7.00	
3020	1017		Plasma TV 32"		33.00	33.00	
4020	1018		Notebook 15.4" 120GB HD		3.00	3.00	
8010	1020		1GB DDR400 RAM Desktop Memory		1.00	1.00	
4020	1024		Notebook 13"		12.00	12.00	
8010	1025		Door Seals - Fridge/Freezer				
10010	1026		Christmas Wrap 50cm		24.00	24.00	
10010	1027		Birthday Vwrap 60cm		25.00	25.00	
10010	1028		Plain Gloss Vwrap 60cm		25.00	25.00	

Buttons: Select Items, Search, Batch Entry, Import Count, Zero Count, Copy S/shot, Save, Exit

When entering a Stocktake for the first time the snapshot has been automatically saved on Exiting.

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

Enter Stocktake

Location : Auckland Stocktake Date : 10/08/2017

Bin Location	Group	Product Code	Description	Allocated	Count	Snapshot	Difference
1010	1010	1000	Double Bed		9.00	9.00	
1010	1010	1001	Queen Size Bed		7.00	7.00	
1010	1010	1003	King Size Bed		5.00	5.00	
1010	1010	1004	Single Bed	1.00	9.00	8.00	1.00
1040	1005		Dining Table Rimu		2.00	2.00	
1040	1006		Chairs, Solid Back	3.00	14.00	11.00	3.00
1050	1008		LCD Wall Bracket		6.00	6.00	
1050	1009		TV Stand		-1.00	-1.00	
2010	1010		Fridge Freezer - Stainless Steel Left Dr		6.00	6.00	
2010	1011		Fridge Freezer		2.00	2.00	
2010	1012		Chest Freezer		4.00	4.00	
2010	1013		Bar Fridge		1.00	1.00	
2010	1014		Fridge Freezer - White		2.00	4.00	-2.00
4010	1015		Desktop Computer w/ 17" screen		21.00	17.00	4.00
3010	1016		LCD TV 32"		7.00	7.00	
3020	1017		Plasma TV 32"		33.00	33.00	
4020	1018		Notebook 15.4" 120GB HD		3.00	3.00	
8010	1020		1GB DDR400 RAM Desktop Memory		1.00	1.00	
4020	1024		Notebook 13"		12.00	12.00	
8010	1025		Door Seals - Fridge/Freezer		1.00		1.00
10010	1026		Christmas Wrap 50cm		24.00	24.00	
10010	1027		Birthday Vwrap 60cm		24.00	25.00	-1.00
10010	1028		Plain Gloss Vwrap 60cm		25.00	25.00	

Buttons: Select Items, Search, Batch Entry, Import Count, Zero Count, Copy S/shot, Save, Exit

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

## Stocktake Sheet

<b>Stocktake Sheets</b> <b>The Demonstration Company Ltd</b> <b>Auckland</b>																							
Note : Do not include any allocated stock in the stock count. These will be automatically adjusted for when the stocktake is updated.																							
Printed : 10/03/2017 04:18:40 PM Printed By : Default Staff Page : 1	<table style="width: 100%; font-size: x-small;"> <tr> <td>Product Code</td> <td>** Unassigned</td> <td>ZZZZZZZZZ</td> <td>Product Type</td> <td>** ALL Types **</td> </tr> <tr> <td>Product Group</td> <td>** Unassigned</td> <td>ZZZZZZZZZ</td> <td>Bin Location</td> <td>** Unassigne</td> </tr> <tr> <td>Product Sub Group</td> <td>** Unassigned</td> <td>ZZZZZZZZZ</td> <td>Supplier</td> <td>** Unassigne</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>9999999999</td> </tr> </table>			Product Code	** Unassigned	ZZZZZZZZZ	Product Type	** ALL Types **	Product Group	** Unassigned	ZZZZZZZZZ	Bin Location	** Unassigne	Product Sub Group	** Unassigned	ZZZZZZZZZ	Supplier	** Unassigne					9999999999
Product Code	** Unassigned	ZZZZZZZZZ	Product Type	** ALL Types **																			
Product Group	** Unassigned	ZZZZZZZZZ	Bin Location	** Unassigne																			
Product Sub Group	** Unassigned	ZZZZZZZZZ	Supplier	** Unassigne																			
				9999999999																			
Product Code	Description	1st Count	2nd Count																				
<b>Bin Location</b>																							
1000	Double Bed																						
1001	Queen Size Bed																						
1003	King Size Bed																						
1004	Single Bed																						
1005	Dining Table Rimu																						
1006	Chairs, Solid Back																						
1008	LCD Wall Bracket																						
1009	TV Stand																						
1010	Fridge Freezer - Stainless Steel Left Dr																						
1011	Fridge Freezer																						
1012	Chest Freezer																						
1013	Bar Fridge																						
1014	Fridge Freezer - White																						
1015	Desktop Computer w/ 17" screen																						

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

<b>Stocktake Sheets</b> <b>The Demonstration Company Ltd</b> <b>Auckland</b> Note : Do not include any allocated stock in the stock count. These will be automatically adjusted for when the stocktake is updated. <b>Quantities As At 10/08/2017</b>						
Printed :	10/03/2017 04:18:53 PM	Product Code ** Unassigned ZZZZZZZZZZ Product Type ** ALL Types **				
Printed By :	Default Staff	Product Group ** Unassigned ZZZZZZZZZZ Bin Location ** Unassigned ZZZZZZZZZZ				
Page :	1	Product Sub Group ** Unassigned ZZZZZZZZZZ Supplier ** Unassigned 9999999999				
Product Code	Description	On Hand	Allocated	Expected	1st Count	2nd Count
<b>Bin Location</b>						
1000	Double Bed	9.00 Ea		9.00		
1001	Queen Size Bed	7.00 Ea		7.00		
1003	King Size Bed	5.00 Ea		5.00		
1004	Single Bed	9.00 Ea	1.00	8.00		
1005	Dining Table Rimu	2.00 Ea		2.00		
1006	Chairs, Solid Back	14.00 Ea	3.00	11.00		
1008	LCD Wall Bracket	6.00 Ea		6.00		
1009	TV Stand	-1.00 Ea		-1.00		
1010	Fridge Freezer - Stainless Steel Left D	6.00 Ea		6.00		
1011	Fridge Freezer	2.00 Ea		2.00		
1012	Chest Freezer	4.00 Ea		4.00		
1013	Bar Fridge	1.00 Ea		1.00		
1014	Fridge Freezer - White	4.00 Ea		4.00		
1015	Desktop Computer w/ 17" screen	17.00 Ea		17.00		

## 2. Stocktake Variance

<b>Stocktake Variance</b> <b>The Demonstration Company Ltd</b> <b>Auckland</b> Costs based on Latest Cost									
Printed :	10/03/2017 04:21:33 PM	Product Code ** Unassigned ZZZZZZZZZZ Product Type ** ALL Types **							
Printed By :	Default Staff	Product Group ** Unassigned ZZZZZZZZZZ Bin Location ** Unassigned ZZZZZZZZZZ							
Page :	1	Product Sub Group ** Unassigned ZZZZZZZZZZ Latest Cost							
Product Code	Description	Qty Before	Valuation	Allocated	Counted Qty	Total Qty After	Valuation	Variance	Latest Cost Variance \$
<b>Bin Location :</b>									
1004	Single Bed	9.00	3825.00	1.00	9.00	10.00	4250.00	1.00	425.00
1006	Chairs, Solid Back	14.00	658.00	3.00	14.00	17.00	799.00	3.00	141.00
1014	Fridge Freezer - White	4.00	4392.00	0.00	2.00	2.00	2196.00	-2.00	-2196.00
1015	Desktop Computer w/ 17" screen	17.00	22100.00	0.00	21.00	21.00	27300.00	4.00	5200.00
1025	Door Seals - Fridge/Freezer	0.00	0.00	0.00	1.00	1.00	20.00	1.00	20.00
1027	Birthday Wrap 60cm	25.00	50.00	0.00	24.00	24.00	48.00	-1.00	-2.00
1045	White Gloss Mosaic Tile 33mm x 33mm	150.00	5250.00	0.00	152.00	152.00	5320.00	2.00	70.00
1046	White Gloss Mosaic Tile 30mm x 30 mm	150.00	5250.00	0.00	148.00	148.00	5180.00	-2.00	-70.00
1050	Diamond Ring	1.00	1500.00	0.00	0.00	0.00	0.00	-1.00	-1500.00
1051	Emerald Ring	1.00	900.00	0.00	2.00	2.00	1800.00	1.00	900.00
1062	PVC Pipe Bend 65 x 15	23.00	460.00	0.00	20.00	20.00	400.00	-3.00	-60.00
1312	Spark Plug NB1454	5.00	51.00	0.00	4.00	4.00	40.80	-1.00	-10.20
1313	Spark Plug 142AS	5.00	27.75	0.00	6.00	6.00	33.30	1.00	5.55
			44463.75				47387.10		2923.35
			44463.75				47387.10		2923.35

### 3. Stocktake Valuation – Detail

Stocktake Valuation Detail - By Bin Location						
The Demonstration Company Ltd						
Printed :	10/03/2017 04:50:30 PM	Location      Auckland				
Printed By :	Default Staff					
Page :	1					
Product Code	Description	Allocated	Counted	In Stock	Latest	Average
<b>Bin Location</b>						
1000	Double Bed	0.00	9.00	9.00	4725.00	4725.00
1001	Queen Size Bed	0.00	7.00	7.00	4088.00	3759.77
1003	King Size Bed	0.00	5.00	5.00	3125.00	2981.10
1004	Single Bed	1.00	9.00	10.00	4250.00	3846.70
1005	Dining Table Rimu	0.00	2.00	2.00	390.00	305.42
1006	Chairs, Solid Back	3.00	14.00	17.00	799.00	1869.49
1008	LCD Wall Bracket	0.00	6.00	6.00	864.00	972.72
1009	TV Stand	0.00	-1.00	-1.00	-88.00	-63.75
1010	Fridge Freezer - Stainless Steel Left Dr	0.00	6.00	6.00	6324.00	6197.10
1011	Fridge Freezer	0.00	2.00	2.00	2196.00	1860.66
1012	Chest Freezer	0.00	4.00	4.00	3020.00	3020.00
1013	Bar Fridge	0.00	1.00	1.00	295.00	272.39
1014	Fridge Freezer - White	0.00	2.00	2.00	2196.00	2005.20
1015	Desktop Computer w/ 17" screen	0.00	21.00	21.00	27300.00	27300.00
1016	LCD TV 32"	0.00	7.00	7.00	4515.00	4515.00
1017	Plasma TV 32"	0.00	33.00	33.00	29370.00	29370.00
1018	Notebook 15.4" 120GB HD	0.00	3.00	3.00	2565.00	2565.00
1020	1GB DDR400 RAM Desktop Memory	0.00	1.00	1.00	79.00	70.54
1024	Notebook 13"	0.00	12.00	12.00	11988.00	11988.00
1025	Door Seals - Fridge/Freezer	0.00	1.00	1.00	20.00	20.00

## Stocktake Valuation – Summary

<b>Stocktake Valuation Summary - By Group</b> <b>The Demonstration Company Ltd</b>			
Printed : 10/03/2017 04:55:54 PM Printed By : Default Staff Page : 1		<div>Location Auckland</div>	
Group	Description	Latest	Average
10000	Books	1490.00	0.00
10005	Cards	792.00	0.00
10010	Wrap	309.00	191.00
1010	Bedroom Furniture	17438.00	16562.57
1020	Lounge Furniture	19100.00	0.00
1030	Kitchen Furniture	8800.00	0.00
1040	Diner Furniture	1189.00	2174.91
1050	Home Theatre Furniture	2636.00	908.97
1060	Office Furniture	14400.00	0.00
1070	Outdoor Furniture	8646.00	0.00
1080	Other Furniture	1950.00	0.00
20000	Rings	5200.00	3600.00
20005	Watches	7550.00	5000.00
20010	Necklaces	8200.00	0.00
2010	Fridge/Freezers	14031.00	13355.35
2020	Ovens/Hobs	2599.60	0.00
2030	Washing Machines/Dryers	11800.00	0.00
2040	Dishwashers	3420.00	0.00
30000	DVD	910.00	0.00
30005	Game Console	840.00	0.00
30010	Games	190.10	0.00
3010	LCD TVs	11610.00	11610.00
3020	Plasma TVs	36490.00	36490.00
3030	3D TVs	8010.00	8010.00

#### 4. Stocktake Audit Trail – by Gain/Shortage

<b>Stocktake Audit Trail</b> <b>The Demonstration Company Ltd</b>																		
Printed : 10/03/2017 05:00:53 PM Printed By : Default Staff Page : 1		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date</td> <td>01/08/2017</td> <td>10/08/2017</td> </tr> <tr> <td>Product Code</td> <td>** Unassigne</td> <td>ZZZZZZZZZZ Product Type ** ALL Types **</td> </tr> <tr> <td>Product Group</td> <td>** Unassigne</td> <td>ZZZZZZZZZZ Location All Locations</td> </tr> <tr> <td>Product Sub Group</td> <td>** Unassigne</td> <td>ZZZZZZZZZZ</td> </tr> </table>					Date	01/08/2017	10/08/2017	Product Code	** Unassigne	ZZZZZZZZZZ Product Type ** ALL Types **	Product Group	** Unassigne	ZZZZZZZZZZ Location All Locations	Product Sub Group	** Unassigne	ZZZZZZZZZZ
Date	01/08/2017	10/08/2017																
Product Code	** Unassigne	ZZZZZZZZZZ Product Type ** ALL Types **																
Product Group	** Unassigne	ZZZZZZZZZZ Location All Locations																
Product Sub Group	** Unassigne	ZZZZZZZZZZ																
Product Code	Description	Date	Qty Adjusted	Average Cost	Total Cost													
<b><u>Product Gains</u></b>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Group</td> <td colspan="6">1010 - Bedroom Furniture</td> </tr> </table>							Group	1010 - Bedroom Furniture										
Group	1010 - Bedroom Furniture																	
Sub Group -																		
1004	Single Bed	10/08/2017	1.00	384.67	384.67													
					Total for Sub Group :													
					384.67													
					Total for Group : Bedroom Furniture													
					384.67													

<b>Stocktake Audit Trail</b> <b>The Demonstration Company Ltd</b>																		
Printed : 10/03/2017 05:05:39 PM Printed By : Default Staff Page : 2		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date</td> <td>01/08/2017</td> <td>10/08/2017</td> </tr> <tr> <td>Product Code</td> <td>** Unassigne</td> <td>ZZZZZZZZZZ Product Type ** ALL Types **</td> </tr> <tr> <td>Product Group</td> <td>** Unassigne</td> <td>ZZZZZZZZZZ Location All Locations</td> </tr> <tr> <td>Product Sub Group</td> <td>** Unassigne</td> <td>ZZZZZZZZZZ</td> </tr> </table>					Date	01/08/2017	10/08/2017	Product Code	** Unassigne	ZZZZZZZZZZ Product Type ** ALL Types **	Product Group	** Unassigne	ZZZZZZZZZZ Location All Locations	Product Sub Group	** Unassigne	ZZZZZZZZZZ
Date	01/08/2017	10/08/2017																
Product Code	** Unassigne	ZZZZZZZZZZ Product Type ** ALL Types **																
Product Group	** Unassigne	ZZZZZZZZZZ Location All Locations																
Product Sub Group	** Unassigne	ZZZZZZZZZZ																
Product Code	Description	Date	Qty Adjusted	Average Cost	Total Cost													
<b><u>Product Shortages</u></b>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Group</td> <td colspan="6">10010 - Wrap</td> </tr> </table>							Group	10010 - Wrap										
Group	10010 - Wrap																	
Sub Group -																		
1027	Birthday Wrap 60cm	10/08/2017	-1.00	0.00	0.00													
					Total for Sub Group :													
					0.00													
					Total for Group : Wrap													
					0.00													



## 5. Stocktake Audit Trail – by Group

<b>Stocktake Audit Trail</b> <b>The Demonstration Company Ltd</b>					
Printed :	10/03/2017 05:01:44 PM	Date	01/08/2017	10/08/2017	
Printed By :	Default Staff	Product Code	** Unassigne	ZZZZZZZZZZ	Product Type ** ALL Types **
Page :	1	Product Group	** Unassigne	ZZZZZZZZZZ	Location All Locations
		Product Sub Group	** Unassigne	ZZZZZZZZZZ	
Product Code	Description	Date	Qty Adjusted	Average Cost	Total Cost
<b>Group 10010 - Wrap</b>					
Sub Group	-				
1027	Birthday Wrap 60cm	10/08/2017	-1.00	0.00	0.00
Total for Group :					0.00
Total for Group : Wrap					0.00
<b>Group 1010 - Bedroom Furniture</b>					
Sub Group	-				
1004	Single Bed	10/08/2017	1.00	384.67	384.67
Total for Group :					384.67
Total for Group : Bedroom Furniture					384.67
<b>Group 1040 - Diner Furniture</b>					
Sub Group	-				
1006	Chairs, Solid Back	10/08/2017	3.00	109.97	329.91
Total for Group :					329.91
Total for Group : Diner Furniture					329.91
<b>Group 20000 - Rings</b>					
Sub Group	-				
1050	Diamond Ring	10/08/2017	-1.00	1500.00	-1500.00
1051	Emerald Ring	10/08/2017	1.00	900.00	900.00
Total for Group :					-600.00
Total for Group : Rings					-600.00