

Full Stocktake

INV-7a Page | 1 of 4

Category	Inventory
Course	Stocktake
Version	1.0
Client	Generic
Software	2.14.100

A stocktake confirms that stock values are accurate at a point in time; this is vital if running perpetual inventory.

Procedure to Perform a Full Stocktake

Hints and Tips

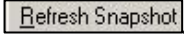

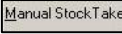
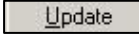
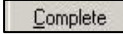


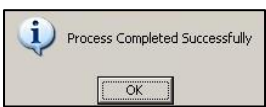
- ✓ When you end a full stocktake, it sets the SOH of products not counted in the included department/s to zero.
 - SOH values are unchanged for departments not counted.
- ✓ Each time you start a stocktake (partial or full), the system takes a snapshot of the current system SOH. These values can be reported on until you start the next stocktake.
- ✓ Once you end a stocktake, the new physical SOH values are applied in the stock record, adjusted for stock movements during the stocktake (unless you refresh the snapshot at step 8):
 - Any sales are subtracted
 - Any receipts or invoices processed are added
 - Any stock adjustments are added/subtracted.
- ✓ When you **refresh the snapshot** for a product, it means that the stock movement/sale won't adjust the new SOH value (as above):
 - A stock adjustment reduces the snapshot SOH instead.
- ✓ If you don't refresh the snapshot, the stock movement wrongly reduces the physical SOH when you end the stocktake (even though you didn't count this stock).
- ✓ If a customer adds a product to their basket before you count it, & it isn't sold at POS before you end the stocktake, the new SOH value will be wrong by this unit.

<p>1. In the BOS Tools menu, select Stock Functions, then StockTake.</p>	
<p>2. To stocktake: every product in the store only products in a selected department tree only products in selected departments</p> <p>Then under Items to count: select Count all items. select Count one Department. Select the Department to count; you can narrow it down to a selected Sub Department or Range. select Count Multiple Departments. Select the departments to count.</p>	
<p>3. Click Start StockTake.</p>	
<p>4. Click Yes to continue, or No to cancel.</p>	
<p>5. Click Yes to continue, or No to cancel.</p>	
<p>6. Click OK. *This is the snapshot of the current system SOH.*</p>	

INV-7a Page| 2 of 4

Hints and Tips

- ✓ The **Cancel Stocktake** button will ignore all counts, & keep the original SOH value.
- ✓ Run the **Stocktake Quantity Variance report** and **Stocktake Value Variance report** to:
 - display the difference between the snapshot and stock counted (multiple counts are added together)
 - identify wrong counts or large variances in quantity or value respectively; only variances greater than the value you type in the **Variance** parameter are reported
 - check if a product or department included in the stocktake was missed; set **Only Show Counted** to [N], and the **Perpetual Only** parameter to [Y] if only stocktaking perpetual stocked products. Products not counted show as [NC].
- ✓ Run the **Stocktake Spot-check report** to display every product counted (multiple counts are listed separately), its quantity, and who counted it.

7.	Perform the physical stocktake. Refer to the INV-7c Capture Stock Counts Fact Sheet .	
8.	<p>Refresh the snapshot if you either performed a stock adjustment decrease or there was a large sale BEFORE you count the product:</p> <ol style="list-style-type: none"> a. On the Stock Take screen, click Manual Stock Take. b. Click  c. In the Stock EAN field, type the EAN. d. Press Enter. e. Click Save. f. Click Close. <p><i>*If you do a stock movement increase (e.g. adjustment, receipt), only refresh the snapshot if you included the extra stock in your count.*</i></p>	
9.	<p>Check the stock counts (BEFORE you end the stocktake):</p> <ol style="list-style-type: none"> a. From the Reports menu, select Stocktake. b. Run the Stocktake Quantity (or Value) Variance reports. c. Run the Stocktake Spot-check report. <p><i>*The variance report displays counts in units (and weighted products in kilo.gram), and the spot-check report displays counts in selling packs (or kilo.gram); e.g. if UPP is 6 and [2] were counted, then the variance report shows [12] and the spot-check report shows [2].</i></p> <p><i>*Both reports ignore stock movements during the stocktake.*</i></p> <p><i>*As required, re-count physical SOH & write the correct count on the report (don't use the RF device).*</i></p>	
10.	<p>Correct any wrong counts identified in step 9:</p> <ol style="list-style-type: none"> a. On the Stock Take screen, click  b. In the Stock Code field, type the EAN or stock code. c. In the New Stock Count field, type the actual (correct) physical SOH. <i>*This overrides the first (wrong) Stock Count.*</i> <i>*Alternatively, you can Adjust the Stock Count to increase/decrease it by [x] units; check the New Stock Count is correct before you save.*</i> d. Click  to save. e. Click  once all corrections are done. 	
11.	<p>End the stocktake:</p> <ol style="list-style-type: none"> a. On the Stock Take screen, click  b. Click OK. c. Click Close. 	



INV-7a Page | 3 of 4

- Hints and Tips**
- ✓ The **Stocktake Valuation report** only displays the total value of physical SOH that was counted.
 - ✓ The **Stock on Hand-Positive report** reflects the new physical SOH, adjusted for:
 - stock movements during the stocktake
 - other sales that have occurred since ending the stocktake but before running the report. Using the **No Sales Since Date** parameter only filters out products if you select older than one week to the current date (8 days ago or older).
 - ✓ Once you've ended a stocktake, the **Stock Adjustment** reports list all the changes made to system SOH (reason is blank). The **Negative report** only lists downward changes to SOH.
 - ✓ **Please Note:** Due to an Excel limitation a maximum of 58,000 rows can be exported. If stocktake valuation report data is larger than this, it will need to be exported as CSV then imported into Excel.

12.	<p>Obtain a total SOH valuation:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 5px;"> If you did the stock-take when the store was: </td> <td style="width: 50%; border-bottom: 1px solid black; padding: 5px;"> Then from the Reports menu: </td> </tr> <tr> <td style="padding: 5px;"> closed, in one night <i>*and there were no stock movements processed)*</i> </td> <td style="padding: 5px;"> select Stocktake, then Stocktake Valuation report. </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;"> trading </td> <td style="border-bottom: 1px solid black; padding: 5px;"> Select Stock, then Stock on Hand - Positive report. </td> </tr> </table> <p><i>*These reports will have the same data if you start and end the stocktake in one night, and don't process any stock movements.*</i></p>	If you did the stock-take when the store was:	Then from the Reports menu:	closed, in one night <i>*and there were no stock movements processed)*</i>	select Stocktake , then Stocktake Valuation report.	trading	Select Stock , then Stock on Hand - Positive report.	
If you did the stock-take when the store was:	Then from the Reports menu:							
closed, in one night <i>*and there were no stock movements processed)*</i>	select Stocktake , then Stocktake Valuation report.							
trading	Select Stock , then Stock on Hand - Positive report.							
		□						

Sample Reports

1 Stocktake Quantity Variance									
: 3592 SUPER STORE		Report Printed: 19/10/2010 Time: 11:42am							
Selection Parameters: Department: A Show Costs GST Exclusive? Y Perpetual Stock Items Only? Y Only Show Counted Items? N SubDepartment: All Range: All Count Variance: All Items without Physical SOH or Variance information have not been counted									
Stock Code	Stock Description	Size	Unit Cost	Snapshot SOH	Physical SOH	Count Variance	Variance Value	Physical SOH Value	
Department: A GROCERY Count Variance is: Physical SOH - Snapshot SOH									
Sub Department: A28 DRINKS									
Range: 202 PORK									
352465	FANTA 6X	375ML	\$5.68	0	30.00	-30	\$170.45	\$170.45	
636940	DIET COKE FAMILY PK 30X	375ML	\$22.04	78	48.00	-30	-\$661.09	\$1,057.75	
Range: 203 VEAL									
013427	SCHW M/WTR LEMON	1.25L	\$1.54	66	60.00	-6	-\$9.21	\$92.14	
013401	SCHW M/WTR NATURAL	1.25L	\$1.54	12	NC	-12	-\$18.43	\$0.00	
Range: 208 SOFT DRINKS MIXERS									
014156	SCHW DRY GINGER ALE	1.25L	\$1.54	20	40.00	20	\$30.71	\$61.42	
884885	COKE ZLT	2LT	\$2.27	13	20.00	7	\$15.91	\$45.45	
302591	SCHW DRY GINGER ALE 4X300/	315ML	\$3.06	30	50.00	0	\$0.00	\$152.81	
D874000	COKE COLA 600ML...	600ML	\$1.43	0	NC	0	\$0.00	\$0.00	
012528	SCHW SODA WATER	1.25L	\$1.54	47	NC	-47	-\$72.17	\$0.00	
Range: 220 FRUIT JUICES									
BALL0231	DRINHO TEA N FRUIT LEMON FLAV	6PK	\$2.49	0	NC	0	\$0.00	\$0.00	
Range: A28 A28									
088171	ADAMS ALE PURIFIED WATER	1.5L	\$1.22	0	NC	0	\$0.00	\$0.00	

2 Stocktake Spotcheck									
: 3592 SUPER STORE		Report Printed: 19/10/2010 Time: 11:44 am							
Selection Parameters: Start Date: 19/10/2010 End Date: 19/10/2010 Department: A Show Costs GST Exclusive? Y SubDepartment: All Range: All Stocktake Identifier: All Stock Code: EAH Stock Description Size UPP Stocktake Identifier Unit Cost Stocktake Count Qty Stock Value									
Department: A GROCERY									
Sub Department: A28 DRINKS									
Range: 202 PORK									
636940	9300675012249	DIET COKE FAMILY PK 30X	375ML	1	9819	\$22.04	48.00	\$1,057.75	
352465	9300675003438	FANTA 6X	375ML	1	9819	\$5.68	30.00	\$170.45	
Range: 203 VEAL									
013427	9300617007210	SCHW M/WTR LEMON	1.25L	1	9819	\$1.54	60.00	\$92.14	
Range: 208 SOFT DRINKS MIXERS									
884885	0000000088488	COKE ZLT	2LT	1	9819	\$2.27	20.00	\$45.45	
014156	9300617006978	SCHW DRY GINGER ALE	1.25L	1	9819	\$1.54	40.00	\$61.42	
302591	9315396006040	SCHW DRY GINGER ALE 4X300/	315ML	1	9819	\$3.06	50.00	\$152.81	
SOFT DRINKS MIXERS \$259.66									
DRINKS \$1,580.02									
GROCERY \$1,580.02									
Grand Total 1,580.02									

3 Stocktake Valuation						
: 3592 SUPER STORE		Report Printed: 19/10/2010 Time: 11:55am				
Selection Parameters: Department: A Show Costs GST Exclusive? Y Perpetual Stock Items Only? Y Only Show Counted Items? N SubDepartment: A28 Range: All Stock Code: Stock Description Size Unit Cost Snapshot SOH Physical SOH Physical SOH Value						
Department: A GROCERY Perpetual Stock only						
Sub Department: A28 DRINKS						
Range: 200 SOFT DRINKS						
636940	DIET COKE FAMILY PK 30X	375ML	\$22.0364	78.00	48.00	\$1,057.7472
352465	FANTA 6X	375ML	\$5.6818	0.00	30.00	\$170.4540
Range Totals: 78.00 \$1,228.2012						
Range: 204 MINERAL WATERS SPRI						
088171	ADAMS ALE PURIFIED WATER	1.5L	\$1.2163	0.00	NC	\$0.0000
Range Totals: 0.00 \$0.0000						
Range: 208 SOFT DRINKS MIXERS						
884885	COKE ZLT	2LT	\$2.2727	13.00	20.00	\$45.4540
D874000	COKE COLA 600ML...	600ML	\$1.4280	0.00	NC	\$0.0000
014156	SCHW DRY GINGER ALE	1.25L	\$1.5356	20.00	40.00	\$61.4240
302591	SCHW DRY GINGER ALE 4X300/	315ML	\$3.0561	30.00	50.00	\$152.8050
013427	SCHW M/WTR LEMON	1.25L	\$1.5356	66.00	60.00	\$92.1360
013401	SCHW M/WTR NATURAL	1.25L	\$1.5356	12.00	NC	\$0.0000
012528	SCHW SODA WATER	1.25L	\$1.5356	47.00	NC	\$0.0000
Range Totals: 170.00 \$351.8190						
Range: 220 FRUIT JUICES						
BALL0231	DRINHO TEA N FRUIT LEMON FLAV	6PK	\$2.4900	0.00	NC	\$0.0000
Range Totals: 0.00 \$0.0000						
Sub Department Totals: 248.00 \$1,580.0202						
Department Totals: 248.00 \$1,580.0202						
Store Totals: 248.00 \$1,580.02						

OR 3 Stock On Hand - Positive										
: 3592 SUPER STORE		Report Date: 19/10/2010 Time: 12:04pm								
Selection Parameters: Department: A Show Costs GST Exclusive? Y No Sales Since Date: 20/10/2010 SubDepartment: A28 Range: All Supplier Code: All Show Department Summary: No Stock Code: Description Case Qty Size On Hand (Units) Current Cost Value (GST Incl.) Current Retail Value (GST Incl.) Current Margin \$ (GST Incl.) Current Margin % (GST Incl.) Unit Sales Avg. Qty (13 Weeks) No. VMS Stock										
Department: A GROCERY										
Sub Department: A28 DRINKS										
Range: 200 SOFT DRINKS										
636940	DIET COKE FAMILY PK 30X	1	375ML	48	\$1,057.75	\$1,138.47	\$80.72	7.09%	0.69	69
352465	FANTA 6X	4	375ML	30	\$170.45	\$177.00	\$6.55	3.70%		
Range Totals: \$1,228.20 \$1,315.47 \$87.27										
Range: 208 SOFT DRINKS MIXERS										
884885	COKE ZLT	8	2LT	14	\$31.82	\$31.82	\$0.00	0.00%	2.08	7
014156	SCHW DRY GINGER ALE	12	1.25L	40	\$61.42	\$67.27	\$5.85	8.70%		
302591	SCHW DRY GINGER ALE 4X300/	6	315ML	50	\$152.80	\$66.82	-\$85.98	-128.67%		
013427	SCHW M/WTR LEMON	12	1.25L	57	\$87.33	\$98.97	\$11.44	11.56%	0.77	74
Range Totals: \$333.67 \$264.88 -\$68.69										
Sub Department Totals: \$1,561.77 \$1,580.35 \$18.58										
Department Totals: \$1,561.77 \$1,580.35 \$18.58										
Grand Total: \$1,561.77 \$1,580.35 \$18.58										

Only use the SOH-Positive to obtain a SOH valuation if your store traded during stocktake.