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| Category | Inventory |
| Course | Stocktake |
| Version | 1.0 |
| Client | Generic |
| Software | 2.13.104.3 |

Capture Stock Counts

Use a mobile scanning device to capture the amount of physical stock on hand (SOH) of each product included in the stocktake.

Procedure to Capture Stocktake Counts

Hints and Tips

- ✓ You must start and end the full or partial stocktake in the BOS.
- ✓ If your store has more than one scanning device, you can have them all performing stocktake.
- ✓ **Count Mode:**
 - Only select **Cases.Unit** if counting cases of stock in the stockroom; if you want to enter a quantity as units, you must press the decimal place key first, so that the system doesn't think you entered cases.
 - If you select **Units**, you're recording the physical number of selling units on the shelf.
- ✓ Remember to count the stock located at the registers and in storage areas!
- ✓ You can enter a count for the same product more than once; each instance will display on a separate line, and adds to (doesn't override) the previous count.
- ✓ If you count a product that isn't in the department that you're performing a full stocktake for, it's still reported and sets a new SOH.
- ✓ If you finalise a stock receipt or an invoice in SUREfire **before** you start the stocktake, make sure that you count this stock during the stocktake.
- ✓ If you receipt stock or finalise an invoice in SUREfire **during** the stocktake, don't count it; the quantity will be added to the new SOH when you end the stocktake.

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| 1. | From the main screen on the device, double-tap the SUREfire Internet program. | |
| 2. | Enter your Operator ID & PIN , & press Login . <i>*The functions displayed are determined by the PDA Staff Type set in the BOS Operator Details function.*</i> | |
| 3. | Press Stock Task . | |
| 4. | Press Stocktake . | |
| 5. | Enter the Stocktake Identifier . <i>* This is a unique number that helps you identify your own counts e.g. your operator ID or name.*</i> <i>*If the ID has previously been used during this stocktake, a list of the last seven products and quantities counted by this ID is displayed at the bottom of the screen.*</i> | |
| 6. | Select the format to count in; either Cases.Units or Units . <i>*See Hints and Tips; defaults to Units.*</i> | |
| 7. | Press Next > or Ent . | |
| 8. | Scan the EAN barcode or stock code on the product or ticket. <i>*Alternatively, key the code (or TUN or Manufacturer Code) and press [>>] or Ent.*</i> <i>*If you're counting in Units mode, and enter a stock code or a manufacturer's code that has multiple UPP EANS linked to it, the system prompts you to enter the specific EAN required.*</i> <i>*If you scanned the wrong product, click the cursor in the EAN field and scan the next product.*</i> | |
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Hints and Tips

✓ **Field definitions:**

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| EAN | barcode on product |
| S/Code | ordering code for the default Supplier |
| Supp | default supplier's code |
| UPP | Units per selling pack |
| C.Qty | units per order case |

- ✓ When counting in **units mode**, if **UPP** is more than [1] the SOH saved will be **UPP** multiplied by the **Qty** entered; e.g. UPP [5], qty counted [3] = 15 units SOH.
- ✓ If you scan the **TUN (outer barcode)**, count a whole box as [1] qty (1 case); UPP will be the C.Qty, so will multiply SOH correctly.
- ✓ If you count **weighted products** (e.g. loose fruit or deli lines), you enter the weight in kilos.grams even if you didn't select the cases.unit count format in step 6; e.g. [1.1] or [0.1] or [.1].
- ✓ **Counting Pre-packs**
 - Products such as meat or fruit that are sold pre-packaged in a nominated weight.
 - The system prompts you to count these products by weight, not by qty of units.
 - The system automatically reverse calculates the weight of the pre-pack based on the price is embedded in the barcode. E.g. if current retail price per kg is \$2.00 and the embedded price is \$2.22, (EAN 0206006002220) the weight populated is 1.1156kgs.
 - However, if price is \$0 you'll be prompted to enter the weight (as without a price the system can't calculate it).
- ✓ **Exceed Maximum Quantity xx:** your system is configured to prompt the user to confirm changes greater than a certain quantity (default set is 999).
 - Press **Yes** or **Ent** to accept the quantity, or **No** to return and reduce the quantity.



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| 9. | If the item is: not weighted | then: in the Qty field, enter the number of selling units or cases.units you've counted (according to the Count Mode). <i>*If you enter [0], SOH will be adjusted to [0] when you end the stocktake (unless you re-scan add to the count).*</i> |
| | weighted (e.g. fruit and veg) | in the Kgs field, enter the weight of all the units you've 'counted'. <i>*If you enter [0], SOH will be adjusted to [0] when you end the stocktake (unless you re-scan and add to the count).*</i> |
| | a weighted pre-pack product with price embedded in barcode | the Kgs field is automatically populated from the barcode. <i>*See Hints and Tips.*</i> |
| 10. | Press Save or Ent . <i>*The saved Qty is the quantity counted as per the Count Mode selected, and weighted products in kilo.grams.*</i> <i>*If you counted a weighted pre-pack, you can use a scan-scan-scan technique to count each pre-pack (that has a price), without pressing Save; the system saves the populated Kgs value.</i> <i>*The saved list displays the last [7] products saved; the last scanned product is at the top.*</i> | |
| 11. | To: add to the stocktake | then: repeat from step 8. |
| | correct a wrong count | If you entered a wrong quantity that's greater than you meant to enter, inform your Supervisor. If you entered less than intended, you can simply scan the product again and record the extra quantity. |
| | finish | if necessary, press Save to save the last product added to the stocktake. Press another function or Logout . |

