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Category	Inventory
Course	Stocktake
Version	1.1
Client	Generic
Software	2.14.100

Full Stocktake

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 9):
- 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 adjusts the snapshot SOH instead, it won't adjust the new SOH value when you end the stocktake (as above). Refer to FAQ later in this document for more detail.

1.	In the BOS **Tools** menu, select **Stock Functions**, then **StockTake**.	

2.	**To stocktake:**	**Then under Items to count:**	
	every product in the store	select **Count all items.**	
	only products in a selected department tree	select **Count one Department.** Select the **Department** to count; you can narrow it down to a selected **Sub Department** or **Range**.	
	only products in selected departments	select **Count Multiple Departments.** Select the departments to count.	

3.	Click [Start StockTake]	
4.	Click **Yes** to continue, or **No** to cancel.	
5.	Click **Yes** to continue, or **No** to cancel.	
6.	Click **OK**. *This is the snapshot of the current system SOH.*	

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Hints and Tips

✓ **Importing counts**:
  - A stocktake count company must provide you a file in a format that Surefire can import:
  - .txt file
  - Windows based file (with carriage returns and line feeds inserted at the end of each row)
  - Data formatted as sProductCode: string[20]dValue: string[10];

stocktake counts to import - Notepad

File Edit Format View Help

```
12345678901230000000010
93100231425350000000020
93100231441400000000010
93006172937670000000120
```
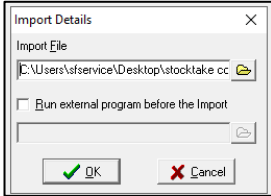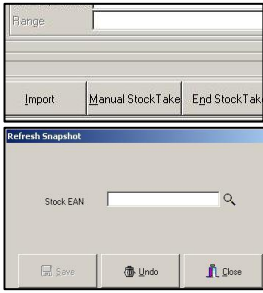
✓ The Number of Imported Files field is not used for .txt import; it was used when a PDE was connected to the PC using a cable.

✓ 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.

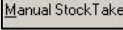|		
7.	Perform the physical stocktake. Refer to the INV-7c Capture Stock Counts Fact Sheet. Alternatively, hire a business to count your products, using their own devices. Refer to Step 8 to import the stock counts. *See Hints and Tips for the import format.*	
8.	If you've hired a stock count company, complete the following steps to import the file/s. a. On the Stocktake screen, click **Import**. b. Select the file, and then click **OK**. c. The file imports. 5,000 rows take about 1 hour; you can minimise the stocktake screen and use Surefire in the meantime. d. A Complete message shows. Click **OK**. e. An error report automatically loads; review this and correct any errors in a separate .txt file (so you don't reimport all the counts), then import that file. *See Hints and Tips for the required import format.*	Import Details ✕ Import File C:\Users\sfservice\Desktop\stocktake cc 📂 ☐ Run external program before the Import [ ] 📂 ✓ OK ✗ Cancel
9.	Refresh the snapshot if BEFORE you count the product, you either performed a stock adjustment decrease as part of normal trade i.e. broken stock, or there was a large sale: a. On the Stock Take screen, click **Manual Stock Take**. b. Click Refresh Snapshot c. In the **Stock EAN** field, type the EAN. d. Press **Enter**. e. Click **Save,** click **Close**. *See the FAQ later in this factsheet for more details on using Refresh.*	Range [ ] Import Manual StockTake End StockTak Refresh Snapshot Stock EAN [ ] 🔍 💾 Save 🔄 Undo 🚪 Close
10.	Check the stock counts (*BEFORE you end the stocktake*): a. From the **Reports** menu, select **Stocktake**. b. Run the **Stocktake Quantity (or Value) Variance** reports. c. Run the **Stocktake Spot-check** report. *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].* *Both reports ignore stock movements during the stocktake.* *As required, re-count physical SOH & write the correct count on the report (don't use the RF device).*	
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Hints and Tips
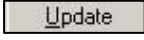
✓ The **Stocktake Valuation report** only displays the total value of physical SOH that was counted.

✓ 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.

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11. Correct any wrong counts identified in step 10:

Do NOT do a stock adjustment to correct a wrong count. This will just update the current 'temporary' SOH on the stock record, and leave the counted value unchanged. Also, if you then used Refresh Snapshot, it would simply push the adjustment against the snapshot count (i.e. if you miscounted 20 instead of 10, and snapshot SOH was 40, it would now be 30, and your count would still be 20).

a. On the Stock Take screen, click **Manual StockTake**.

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.

This overrides the first (wrong) Stock Count.

Alternatively, you can use the Adjust option on this screen to increase/decrease the Stock Count by [x] units; check the New Stock Count is correct before you save.

d. Click **Update** to save.

e. Click **Complete** once all corrections are done.

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12. End the stocktake:

a. On the Stock Take screen, click **End StockTake**.

b. Click **OK**.

c. Click **Close**.

Process Completed Successfully
OK

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13. Obtain a total SOH valuation:

If you did the stock-take when the store was:	Then from the Reports menu:
closed, in one night *and there were no stock movements processed)**	select **Stocktake**, then **Stocktake Valuation** report.
trading	Select **Stock**, then **Stock on Hand - Positive** report.

These reports will have the same data if you start and end the stocktake in one night, and don't process any stock movements.

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FAQ About Stocktake

Q **Q: Can we do stocktake while the store is still open and trading?**

A Yes. You'll see the SOH on the stock record continue to update as you trade, finalise invoices etc, but these updates are temporary until you end the stocktake. Then, a brand-new SOH is set, including any activity that occurred during the stocktake (thus, what you counted + receipted + invoiced - sold - stock adjustments). If stock is delivered during counting, you should receipt/invoice it in as normal, BUT keep the stock aside until after you have counted those products. When you end the stocktake, the new SOH value will automatically include the invoiced qty; if you also count these units, they'll end up being added twice.

Q **When should I use the Refresh Snapshot option on the Stocktake screen?**

A Only if you stocktake during trade, for activity that happens BEFORE you count a product. The Refresh updates the activity against the Snapshot SOH that was saved when you started the stocktake. The new SOH (counted) will remain unchanged, during and when you end the stocktake – you didn't count this stock, so you don't want the system to incorrectly apply the sale when you end the stocktake.
This is mainly used for any large sales, rather than smaller amounts, because it can only be done per EAN. You don't usually refresh the snapshot for invoices finalised during stocktake. Only do this if you will count the invoiced stock during your stock counting; in which case, the system SOH will think you had 10 units, you count 4 on shelf and count 6 in the box delivered = no variance and the new SOH will be correct.

Q **What happens to the new SOH if we sell an item before we get to count that item?**
  e.g. we have 5 on hand to start with, sell [1] so there are 4 still on the shelf, which we count.

A In theory, you should click 'refresh snapshot' on the Stocktake screen, before you end the stocktake. This will push the sale against the snapshot SOH to change it to 4; you counted 4, so the new SOH remains 4.
If you DO NOT refresh the snapshot, the new system SOH will become 3, because you only counted 4, then the sale of 1 unit during the stocktake automatically gets deducted when you end the stocktake. However, many retailers see this as an acceptable trade-off of stocktaking during trade; they will only refresh the snapshot for large sales and let the smaller values slide.

Q **Can we end the stocktake during trade too?**

A We recommend you end the stocktake after trade. This ensures all sales that happened during the stocktake, since counting the item, get deducted, to give you the most accurate SOH valuation.

Q **Can we stocktake items that we don't stock control, i.e. if invoices are not applied.**

A Yes. You are setting a new SOH by counting all locations of stock – so make sure you include the stock still in boxes out the back, seeing as they won't be receipted or invoiced in. Expect there to be a big variance between the snapshot and the new SOH (snapshot will probably a negative value, due to sales and not adding stock in). If these items are not flagged as **Perpetual Stock** on the Stock Records, change the **Perpetual Stock Only** parameter on reports to [**N**], so the items display. The new SOH will be correct for only the moment you end the stocktake.

Q **How do we fix wrong counts?**

A Use the Manual Stocktake button on the Stocktake screen.
Sometimes a counter knows they saved a miscount, but usually you walk the store with the variance and/or spotcheck report, write up the correct count, and enter it into the manual stocktake screen.

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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   Only Show Counted Items ? N   **Items without Physical SOH or Variance information have not been counted**
SubDepartment : All   Perpetual Stock Items Only ? Y
Range : All   Count Variance : All

Stock Code	Stock Description	Size	Unit Cost	Snapshot SOH	Physical SOH	Count Variance	Variance Value	Physical SOH Value
								Count Variance is : Physical SOH - Snapshot SOH
Department : A	**GROCERY**							
SubDepartment : 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 2LT	2LT	$2.27	13	20.00	7	$15.91	$45.45
302591	SCHW DRY GINGER ALE 4X300/	315ML	$3.06	50	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

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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
Start Time : 00:00   End Time : 23:59   SubDepartment : All   Stocktake Identifier : All
Range : All

Stock Code	EAN	Stock Description	Size	UPP	Stocktake Identifier	Unit Cost	Stocktake Count Qty	Stock Value
Department : A		**GROCERY**						
SubDepartment : 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
							PORK	**$1,228.20**
Range : 203		**VEAL**						
013427	9300617007210	SCHW M/WTR LEMON	1.25L	1	9819	$1.54	60.00	$92.14
							VEAL	**$92.14**
Range : 208		**SOFT DRINKS MIXERS**						
884885	0000000088488	COKE 2LT	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	9315596000640	SCHW DRY GINGER ALE 4X300/	315ML	1	9819	$3.06	50.00	$152.81
							SOFT DRINKS MIXERS	**$259.68**
							DRINKS	**$1,580.02**
							GROCERY	**$1,580.02**
							Grand Total	**1,580.02**

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Stocktake Valuation

: 3592   SUPER STORE   Report Printed : 19/10/2010   Time : 11:55am

Selection Parameters :   Department : A   Show Costs GST Exclusive ? Y
SubDepartment : A28   Perpetual Stock Items Only ? Y
Range : All   Only Show Counted Items ? N

Stock Code	Stock Description	Size	Unit Cost	Snapshot SOH	Physical SOH	Physical SOH Value
Department : A	**GROCERY**					Perpetual Stock only
SubDepartment : 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 2LT	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	50.00	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
			SubDepartment 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

PER STORE   Report Date : 19/10/2010   Time : 12:04pm

Selection Parameters   Department : A   Range : All   Supplier Code : All   Show Costs GST Exclusive : Y
SubDepartment : A28   Stock Code : All   Show Department Summary : No   No Sales Since Date : 20/10/2010

Stock Code	Description	Case Qty	Size	On Hand (Units)	Current Cost Value (GST Excl.)	Current Retail Value (GST Excl.)	Current Margin $ (GST Excl.)	Current Margin % (GST Excl.)	Unit Sales Avg. Qty (13 Weeks)	No. Wks Stock
Department : A	**GROCERY**									
SubDepartment : 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 2LT	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	$87.53	$98.97	$11.44	11.56%	0.77	74
			Range Totals :		$333.57	$264.88	-$68.69			
			SubDepartment 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.