

Partial Stocktake

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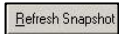
Category	Inventory
Course	Stocktake
Version	1.0
Client	Generic
Software	2.12.100

Hints and Tips

- ✓ A **partial stocktake** only updates the SOH of products counted; any products not counted are left unchanged when you end the stock count.
- ✓ Each time you start a stocktake (partial or full), the system takes a snapshot of the current system SOH. **These values can ONLY 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 6):
 - 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, and it isn't sold at POS before you end the stocktake, the new SOH value will be wrong by this unit.

A partial stocktake is useful to regularly check stock levels for problem or high risk/value products, or to identify discrepancies caused by incorrect inventory processes.

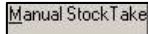

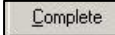
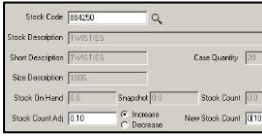

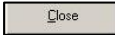
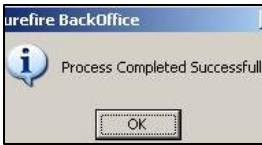

Procedure to Perform a Partial Stocktake

1. In the BOS Tools menu, select Stock Functions , then Partial Stock Count .	
2. Click  .	
3. Click Yes to continue, or No to cancel.	
4. Click OK . <i>*This is the snapshot of the current system SOH.*</i>	
5. Perform the physical stocktake. Refer to the INV-7c-G Capture Stock Counts Fact Sheet .	
6. Refresh the snapshot if you either performed a stock adjustment decrease or there was a large sale BEFORE you count the product: <ol style="list-style-type: none"> a. On the Stock Take screen, click . b. Click . c. In the Stock EAN field, type the EAN. d. Press Enter. e. Click Save. f. Click Close. <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>	

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Hints and Tips

- ✓ The **Cancel Stocktake** button will ignore all stock counts, and keep original (snapshot) SOH values.
- ✓ Run the **Stocktake Quantity Variance report** and **Stocktake Value Variance report** to:
 - display the difference between the snapshot and physical SOH counted (multiple counts are added together)
 - identify wrong counts or large differences in quantity or value respectively; only variances greater than the value you type in the **Variance** parameter are reported.
- ✓ Run the **Stocktake Spot-check report** to display every product counted (multiple counts are listed separately), its quantity, and who counted it (based on the stocktake identifier used).
- ✓ The **Stocktake Valuation report** only displays the total value of physical SOH that was counted; it doesn't adjust for stock movements.
- ✓ 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. Every product ranged is included in the report; using the **No Sales Since Date** parameter only filters out products if you select a date older than one week prior to the current date (8 days ago or older).
- ✓ Products with changed SOH don't report on the stock adjustment reports.

<p>7. Check the stock counts (<i>BEFORE</i> you end the stock take):</p> <ol style="list-style-type: none"> a. From the BOS 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 stock take.*</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>							
<p>8. Correct any wrong counts identified in step 7:</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. d. <i>*This overrides the first (wrong) Stock Count.*</i> e. <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> f. Click  to save. g. Click  once all corrections are done. 							
<p>9. End the partial stock count.</p> <ol style="list-style-type: none"> a. On the Stock Take screen, click  b. Click OK. c. Click  							
<p>10. If required, obtain a total SOH valuation:</p> <table border="1" data-bbox="619 1592 1193 1877"> <thead> <tr> <th>To obtain a total SOH value for:</th> <th>Then from the Reports menu:</th> </tr> </thead> <tbody> <tr> <td>only the products counted</td> <td>select Stocktake, then Stocktake Valuation report.</td> </tr> <tr> <td>every product with positive system SOH</td> <td>Select Stock, then Stock on Hand - Positive report.</td> </tr> </tbody> </table>	To obtain a total SOH value for:	Then from the Reports menu:	only the products counted	select Stocktake , then Stocktake Valuation report.	every product with positive system SOH	Select Stock , then Stock on Hand - Positive report.	
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only the products counted	select Stocktake , then Stocktake Valuation report.						
every product with positive system SOH	Select Stock , then Stock on Hand - Positive report.						
							

Sample Reports

1 Stocktake Quantity Variance									
: 3592 SUPER STORE		Report Printed : 19/10/2010 Time : 12:43pm							
Selection Parameters : Department : A Show Costs GST Exclusive ? Y Only Show Counted Items ? Y SubDepartment : A28 Perpetual Stock Items Only ? Y Items without Physical SOH or Variance information have not been counted Range : All Count Variance : All									
Stock Code	Stock Description	Size	Unit Cost	Snapshot SOH	Physical SOH	Count Variance	Variance Value	Physical SOH Value	
Department : A GROCERY SubDepartment : A28 DRINKS Range : 200 SOFT DRINKS Count Variance is : Physical SOH - Snapshot SOH									
636940	DIET COKE FAMILY PK 30X	375ML	\$22.04	48	48.00	0	\$0.00	\$1,057.75	
352465	FANTA 6X	375ML	\$5.68	30	20.00	-10	-\$56.82	\$113.64	
Range : 208 SOFT DRINKS MIXERS D874000 COKE COLA 600ML... 884885 COKE ZLT									

2 Stocktake Spotcheck									
: 3592 SUPER STORE		Report Printed : 19/10/2010 Time : 12:44 pm							
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 : 200 SOFT DRINKS 636940 9300675012249 DIET COKE FAMILY PK 30X 375ML 1 9819 \$22.04 48.00 \$1,057.75 352465 9300675003458 FANTA 6X 375ML 1 9819 \$5.68 20.00 \$113.64 Range : 208 SOFT DRINKS MIXERS 884885 0000000088488 COKE ZLT 2LT 1 9819 \$2.27 7.00 \$15.91 D874000 9300675023917 COKE COLA 600ML... 600ML 1 9819 \$1.43 15.00 \$21.42 SOFT DRINKS MIXERS \$37.23 DRINKS \$1,208.71 GROCERY \$1,208.71 Grand Total 1,208.71									

3 Stocktake Valuation						
Store : 3592 SUPER STORE		Report Printed : 19/10/2010 Time : 12:46pm				
Selection Parameters : Department : A Show Costs GST Exclusive ? Y SubDepartment : A28 Perpetual Stock Items Only ? Y Range : All Only Show Counted Items ? Y						
Stock Code	Stock Description	Size	Unit Cost	Snapshot SOH	Physical SOH	Physical SOH Value
Department : A GROCERY SubDepartment : A28 DRINKS Range : 200 SOFT DRINKS Perpetual Stock only						
636940	DIET COKE FAMILY PK 30X	375ML	\$22.0364	48.00	48.00	\$1,057.7472
352465	FANTA 6X	375ML	\$5.6818	30.00	20.00	\$113.6360
Range Totals :						68.00 \$1,171.3832
884885	COKE ZLT	2LT	\$2.2727	14.00	7.00	\$15.9099
D874000	COKE COLA 600ML...	600ML	\$1.4280	0.00	15.00	\$21.4200
Range Totals :						22.00 \$37.3289
Sub Department Totals :						90.00 \$1,208.7121
Department Totals :						90.00 \$1,208.7121
Store Totals :						90.00 \$1,208.71

OR 3 Stock On Hand - Positive										
STORE		Report Date : 19/10/2010 Time : 12:48pm								
Selection Parameters : Department : A Range : All Supplier Code : All Show Costs GST Exclusive : Y SubDepartment : A28 Stock Code : All No Sales Since Date : 2010/2010 Show Department Summary : No										
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 7.00% 0.69 69 352465 FANTA 6X 4 375ML 20 \$113.64 \$118.00 \$4.36 3.69% Range Totals : \$1,171.39 \$1,256.47 \$85.08 Range : 208 SOFT DRINKS MIXERS 884885 COKE ZLT 8 2LT 7 \$15.91 \$15.91 \$0.00 0.00% 2.08 3 D874000 COKE COLA 600ML... 24 600ML 15 \$21.42 \$36.14 \$14.72 40.72% 014156 SCHWERY GINGER ALE 12 1.25L 40 \$61.42 \$67.27 \$5.85 8.70% 302591 SCHW DRY GINGER ALE 4X300 6 313ML 30 \$152.90 \$66.82 -\$85.98 -128.67% 013427 SCHW M/WTR LEMON 12 1.25L 57 \$87.53 \$98.97 \$11.44 11.26% 0.77 74 Range Totals : \$339.08 \$286.11 -\$53.97 Sub Department Totals : \$1,510.47 \$1,541.58 \$31.11 Department Totals : \$1,510.47 \$1,541.58 \$31.11 Grand Total : \$1,510.47 \$1,541.58 \$31.11										

Only use the SOH Positive report to obtain a SOH valuation if your store traded during the stock take.