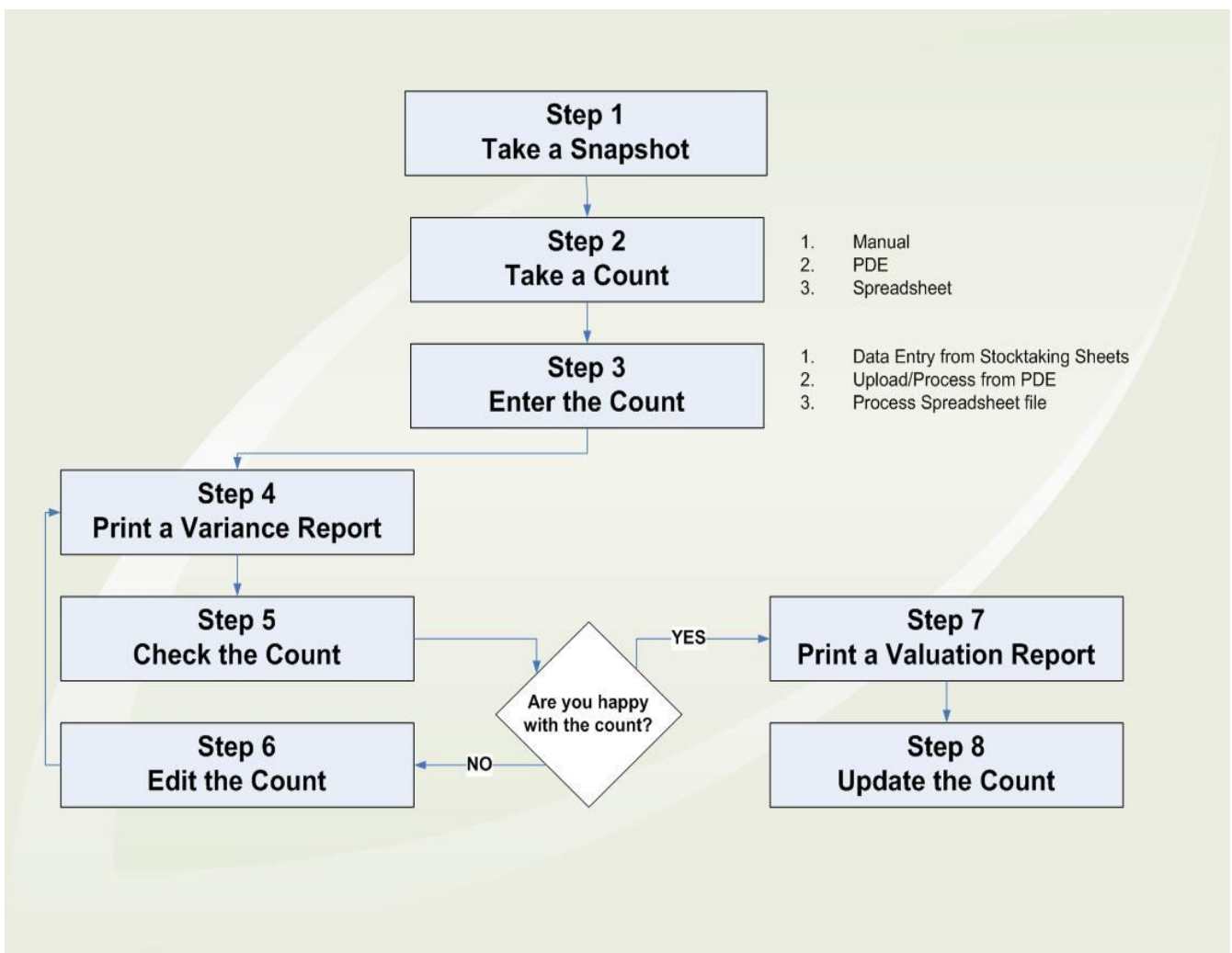


# STOCKTAKING IN COUNTER INTELLIGENCE

## MANUAL STOCKTAKE



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## STEP 1: TAKE A SNAPSHOT

The first step during the stocktaking process is to take a snapshot of your existing stock. This is like a photograph of your current stock levels. The snapshot should be taken the day the stock is counted.

It is recommended that the snapshot is taken at the end of the day after transactions have been received and processed from all tills in Counter Intelligence Office. The count can then be taken the same night or early in the morning before trading. By doing so, you're insuring that the count will not be affected by the day's sales, i.e. you do not have to account for sales transactions while doing your counts.

If however the snapshot is taken in the morning and the count is performed during the day while trading you would have to account for the quantities sold and/or transferred i.e. include these items in the count.

To take a snapshot click on Select Stock to Count on the Stocktaking menu. You will need to enter a code for the snapshot and a description if you wish. You are able to select the stock that will be counted by the following criteria: branch, stock group, brand, season, and supplier.

Stocktaking Snapshot

Snapshot Code:

Description:

- Branches
- Groups
- Brands
- Supplier Definations
- Suppliers
- Stocks
- Colours
- Sizes

Print Stocktake sheets:

Close Start

If you wish to print out stocktaking sheets to write the quantities on while you are counting the stock, tick the box at the bottom of this screen that reads Print Stocktaking Sheets.

Once you have entered all this information, click on the Start button to take the snapshot.

The snapshot may take up to ten or fifteen minutes to complete. In fact, if you have been very selective in your choice of criteria, the snapshot may take around three quarters of an hour. So be patient while you wait for the snapshot to complete.

It is possible to have several snapshots in progress at one time. For example, if you are performing a stocktake at multiple branches, you'll find the stocktaking process much easier to handle by taking a separate snapshot for each branch. The same will apply for situations where only certain stock groups are included in the stocktake or certain supplier's products only.

**NOTE:** Once taken, the snapshot cannot be altered, i.e. you cannot include additional plu's. If you wanted to do so, you would have to create a new snapshot. Also, the snapshot will not include or adjust the quantities for plu's that have been sold after the snapshot has been taken.

**NOTE:** Stock items that have been flagged for deletion will not be included in the Snapshot.

## **STEP 2: TAKE THE COUNT**

If printing stocktaking sheets that list all your products is not a suitable method with which to take your count, one possible suggestion would be to rule yourself several columns on lined refill. As you work through a certain shelf or bin, you can then record PLU numbers and quantities side by side on these sheets.

## **STEP 3: ENTER THE COUNT**

Once the count has been done it is time to enter it into the computer. The count does not need to be entered the same day the snapshot was taken. You will NOT need to alter your count based on stock movements that have occurred since the day of the snapshot, as Counter Intelligence takes all relevant stock movements into account.

To enter the count click on Enter or Edit Count on the Stocktaking menu. You will need to enter the snapshot code and the branch in which this particular count was taken. After this you can begin to enter PLU numbers and their associated quantities.

PLU	Product Code	Quantity	Status	In Snapshot
1600	028632165935	0.000	Quantity Differs From Snapshot	89.000
1601	028632165973	0.000		0.000
1607	028632160138	0.000		0.000
1608		0.000	Look Up Number Not on File	0.000
1617	LSK150~Pine~XL			0.000
1618	M83~Pine~XXL	0.000		0.000

Once you have completed this step you may click on Check, so that Counter Intelligence can give you some feedback as to the accuracy of your figures and display any PLUs that have not been entered. The Check may also take some time, so be patient at this stage as well.


While entering the count, you'll notice that the white lines represent items for which the count matches the snapshot. The yellow lines represent items for which the count does not match the snapshot. The red lines represent PLUs that are not part of the snapshot.

You'll need to check whether the red lines were erroneously entered. If so, you can either delete them by clicking on the grey box to the left of the plu which highlights the whole line and press the delete key or ignore them as the stocktake update will not take them into account, i.e. no quantities for those will be added and/or subtracted.

Once you have completed this process click onto Close.

#### STEP 4: PRINT A VARIANCE REPORT

A Variance report compares your count with the quantities reported in your snapshot.



To print a Variance report, choose Print Variance Report from the Stocktaking menu. Again, you will need to enter the snapshot code and the branch code. You can either print a variance report for the entire snapshot or you can only print the exceptions (i.e. figures from the count that differed from those in the snapshot). To do this click the option that reads Only Print Exceptions, then click Print to print the report.

#### STEP 5: CHECK THE COUNT

Check your Variance report and make sure you are happy with the figures, if so you can skip the next step and proceed directly to Step 7. Otherwise, if some of the figures are inaccurate you will need to edit the count to change them.

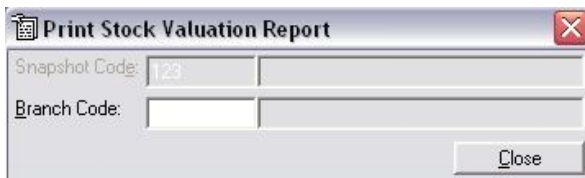
#### STEP 6: EDIT THE COUNT

To edit the count choose Enter or Edit Count from the Stocktaking menu, key in the snapshot and branch code. The previously entered figures will be listed on screen. To find a certain stock item, click on Order by PLU. You may then use the Page Up and Page Down keys to quickly locate a certain item and correct its quantity. Another way of locating a certain stock item is by typing in the PLU number in the bottom left field marked with a “ \* “. By typing the PLU and pressing Enter the Enter or Edit Count Form will locate and highlight the PLU entered. Again, you may click on Check when you have finished.

Once you have made all necessary changes, you should return to Step 4 and print another Variance report, recheck the count, and if necessary, make further changes. Once you are satisfied that the count is accurate, you can move onto the next step.

## STEP 7: PRINT A STOCK VALUATION REPORT

Once you are satisfied that the stocktake count you've entered is accurate, it's time for you to print the last report, the Stock Valuation Report. This report displays the entire count along with the total Average Cost value of every product line.



To print a Stock Valuation report, choose Print Stock Valuation Report from the Stocktaking menu. Enter your snapshot and branch code, then click Print.

Printing a Stock Valuation report before proceeding to the next step is important, as it provides the opportunity to get an accurate Stock Holding at Average Cost for your stocktake, before updating the same.

**TIP:** You can print the Stock Valuation report to disk for future reference.

## STEP 8: UPDATE THE COUNT

Here is the point of no return – **always run a back up before completing the final step**. The final step of updating the count will complete the stocktake. Once the stocktake has been completed you will be unable to change the count, and print further variance or valuation reports. So be sure that you are happy with the figures you have entered, and that you have all the reports you need, before you update the count.

Updating the count is the step that corrects all the inaccurate stock quantities that have been discovered through the stocktaking process. It does this by applying the variance to your current stock quantities. Therefore, your quantities will still be

accurate regardless of any stock movements that have occurred after the snapshot was taken.



To update the count, choose Update Stock Figures from the Stocktaking menu, enter the snapshot code and branch code, then click Start.

Once again, this process may take some time so be patient.

**IMPORTANT NOTE:** Be aware that once you've completed the stocktake, the stocktake adjustments are recorded as of the day the snapshot was taken.

## CANCELING A STOCKTAKE

If, during the stocktaking process (i.e. after the snapshot but before the update), you decide that you no longer wish to proceed, you may cancel the entire stocktake.

This is not a step that you would normally run during a typical stocktake. You will only ever run this step if you want to stop and not continue with your stocktake.



To do this, choose Cancel an Uncompleted Stocktaking from the Stocktaking menu, enter the snapshot code and click Abandon.