

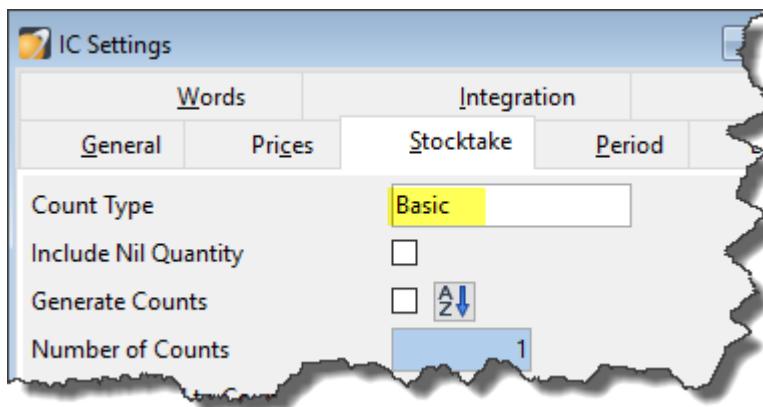
Basic Stocktakes

You now have the option of printing **Stocktaking forms** and entering **Basic** type Stocktakes. This type of Stocktake allows you to key the Counted Quantities directly onto the Enter Quantities form and the Stocktake is then created for you.

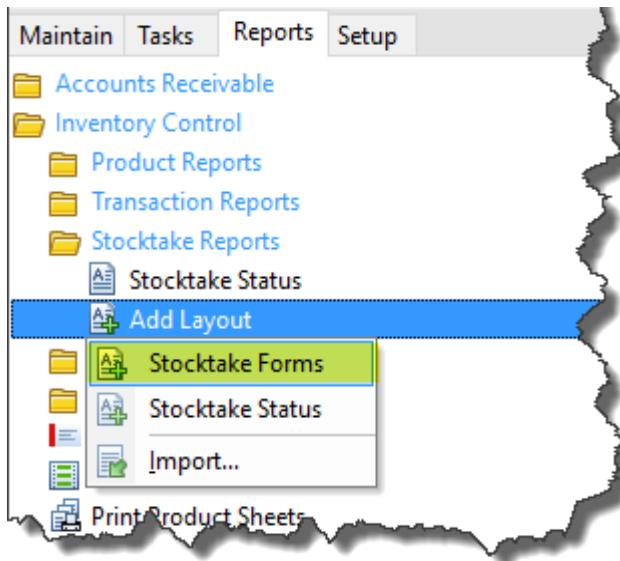
Basic Stocktakes can also be imported – see Importing Basic Stocktakes Document.

Follow the steps below to use this method of Stocktaking.

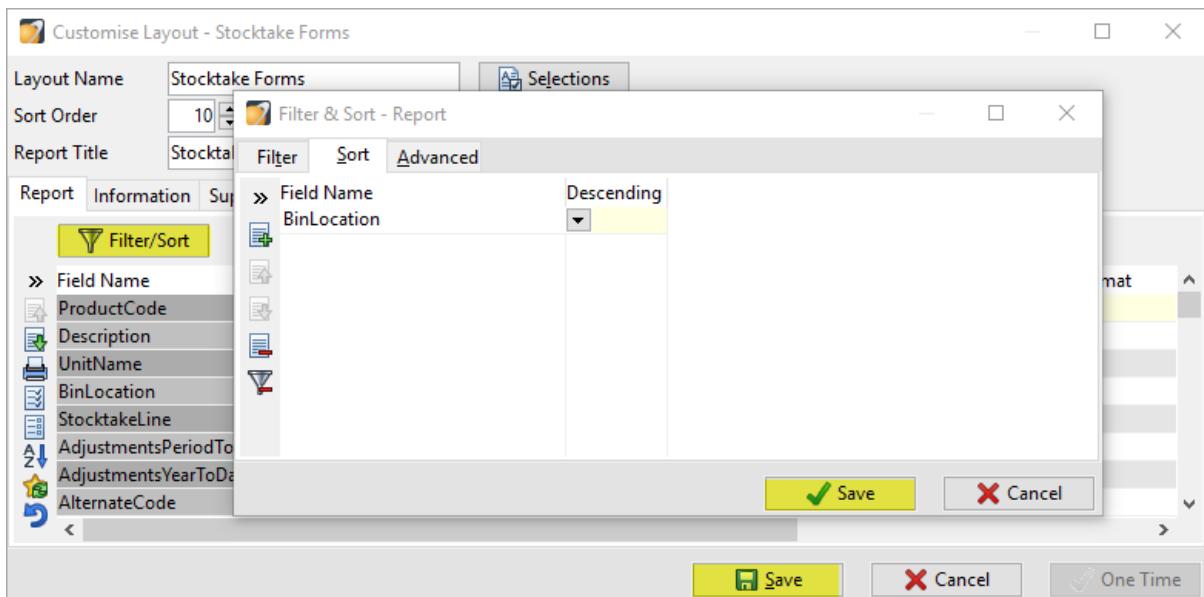
1. Set the Count Type to **Basic**. Go to: **Setup > Inventory Control > Settings > Stocktake** Press **Edit** and set the Count Type to **Basic** then press **Save**.



2. Add Stocktake Forms. Go to: **Reports > Inventory Control > Stocktake Reports > Add Layout > Stocktake Forms**



Make any changes, eg you may wish to Sort by Bin Location.



Then press **Save** to add the Stocktake Forms to the menu.

Basic Stocktake Process

1. Check IN Invoices and AP Shipments Receipts are posted.
2. Print Stocktaking Forms. **Reports > Inventory Control > Stocktake Reports > Stocktaking Forms.**
3. Count Stock and enter it onto form
4. Enter Quantities. **Tasks > Inventory Control > Stocktake Processing > Enter Quantities.**
Make any selections then press **Run**. The current Period for IC is selected by default.

Location	AKL	▼	▼	?
Product - From		▼	▼	?
Product - To		▼	▼	?
Stock Group - From		▼	?	
Stock Group - To		▼	?	
Creditor		▼	▼	?
Period	Sep 2016	▼		
► Run				

The Stocktake Enter Quantities form will open with the Counted Quantities matching the Expected Quantity

If you applied a sort to your Stocktake forms, you probably want your Enter Quantities screen sorted the same way. You can use the Sort button or an OnOpen script to do this.

Enter the Counted Quantities and as you do, you will see that Counted field becomes ticked as soon as you have moved off the field.

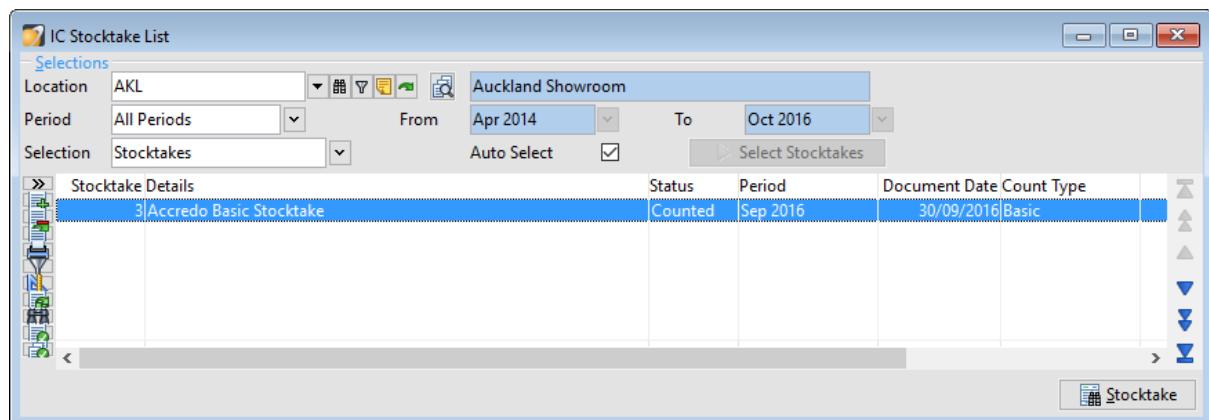
For Products with no Variance, you can press the **Mark Counted button** or press **F4** which marks them as counted so you can easily see where you're up to. There is also a **Mark All Counted button** you can use to mark the rest of the Products as Counted if they have no variance.

Note: As soon as a Product is marked as Counted you can carry on with receipting and invoicing that Product and the variance won't change. You don't have to wait until the Stocktake is posted.



Code	Description	Unit	Expected	Counted	Variance	Counted
1.8MWARDROBE	1800mmx1200mmx600mm Wardro...		6.000	7.000	1.000	✓
BCDRAW	350mm x 340mm Drawer			3.000	3.000	✓
BEDCABINET	400mm x 500mm Bedside Cabinet		16.000	16.000		
BLANKBOX	Rimu Blanket Box 1Mx50mmx60mm		30.000	30.000		
BRASS52LOCK	Brass 52 Lock & Key		100.000	100.000		
CDRAW	700mm x 430mm x 200mm Draw					
DDRAW	330mm x 340mm x 95mm D. Draw					
DRESSSTABLE	4 Draw Dressing Table		10.000	10.000		
LOWBOY	1550mm x 900mm x 450mm Lowboy		10.000	10.000		
Mark Counted (F4)	Oval Mirror framed in Rimu		53.000	53.000		
P25MMDR	25mm x 250mm Draw Runners		125.000	125.000		
P30MMRRK	30mm Rimu 12Round Knob		220.000	220.000		
P45MMRRK	45mm Rimu 12Round Knob		157.000	157.000		
QUEENBED	Queen Size Rimu Bed		4.000	4.000		

- Check your Variances. When you have finished keying in your Stocktake Count, go to the Stocktake List. **Tasks > Stocktake Processing > Stocktake List**. All the products marked as counted will have been added to a Stocktake. **Double click the Stocktake** to open it.



Stocktake Details	Status	Period	Document Date	Count Type
3 Accredo Basic Stocktake	Counted	Sep 2016	30/09/2016	Basic

You may want to **Edit** the Stocktake and add a **Reference** which will be used as the Adjustment Transaction Reference when the Stocktake is posted.

Press the **Print** button to print your Variances. You can sort this by Variance Amount.

The screenshot shows the 'IC Stocktake' application interface. At the top, there are several input fields: 'Period' (Sep 2016), 'Stocktake' (30/09/2016), 'ID' (3), 'Location Code' (AKL), 'Post Status' (Counted), and 'Count Type' (Basic). Below these, the 'Reference' field is set to 'EOM Sept'. A 'Print report (Ctrl+P)' button is highlighted with a yellow box. The main area displays a table of stocktake results:

Product	Description	Location	Counted	Variance	Count Lines	Line Status	Expected	Closing
1.8MWARD...	1800mmx1200mmx600mm Wardrobe	AKL	7.000	1.000	1	Counted	6.000	6.000
BCDRAW	350mm x 340mm Drawer	AKL	3.000	3.000	1	Counted		
BEDCABINET	400mm x 500mm Bedside...	AKL	16.000		1	Counted	16.000	16.000
BLANKBOX	Rimu Blanket Box 1Mx50...	AKL	30.000		1	Counted	30.000	30.000

The Stocktake Report will print showing your Variances.

Inventory Control - IC Stocktake Report
ABC Holdings Limited
30/09/2016 Sep 2016 Page 1 of 1

Stocktake Header

Document ID	Location Code	Period ID	Document Date	Count Type	Details	Reference	Post Status	Record	Revision
3	AKL	306	30/09/2016	Basic	Accredo Basic Stocktake	EOM Sept	Counted		3B

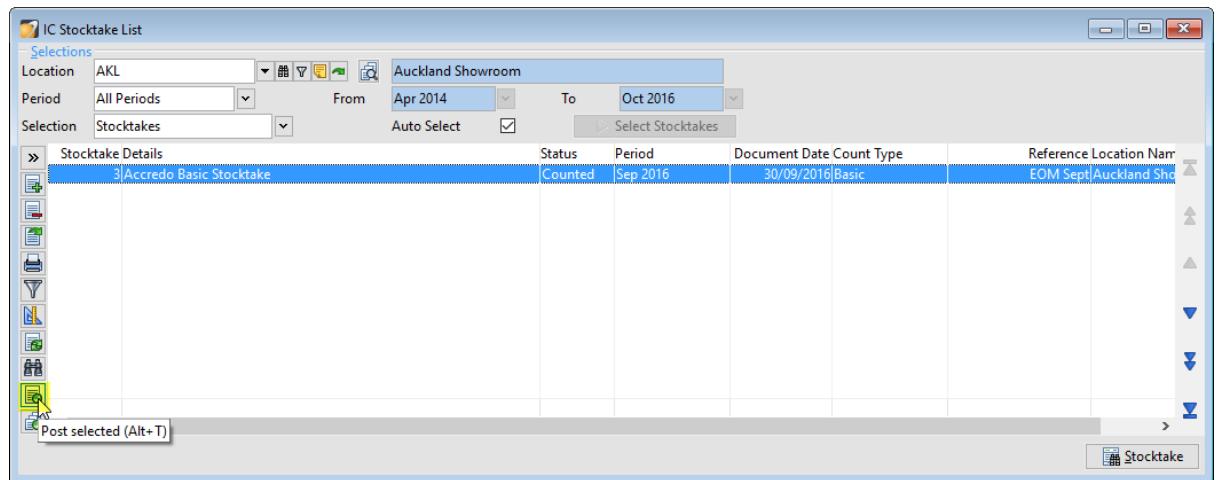
Stocktake Lines

Product	Description	Unit Name	Expected	Counted	Variance	Value	Variance	Count Lines	Line Status
1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe		6.000	7.000	1.000	\$608.20		1	Counted
BCDRAW	350mm x 340mm Drawer		3.000	3.000	0.000	\$73.50		1	Counted
			6.000	10.000	4.000	\$681.70			

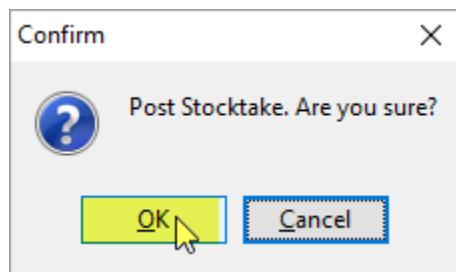
End Of Report - 1 Record Printed

If you need to fix any errors, go back to Tasks > IC > Stocktake Processing > Enter Quantities.

6. Post your Stocktake to create the stock adjustments. **Tasks > Stocktake Processing > Stocktake List.** Select the Stocktake and press **Post**



Click Ok



The Stocktake is changed to **Posted** and any adjustments entered.