

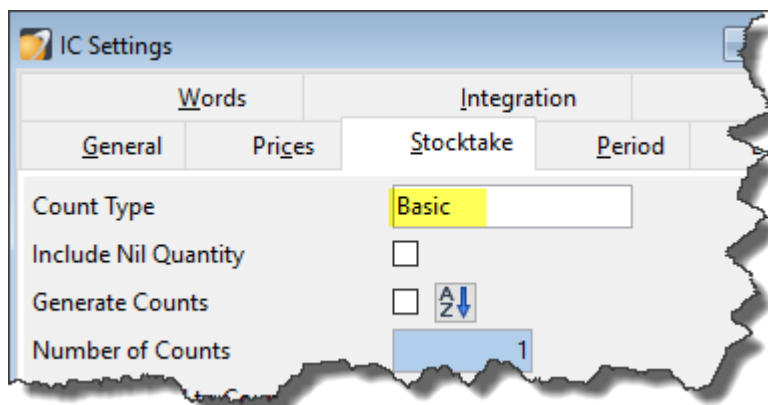
## Basic Stocktakes

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.

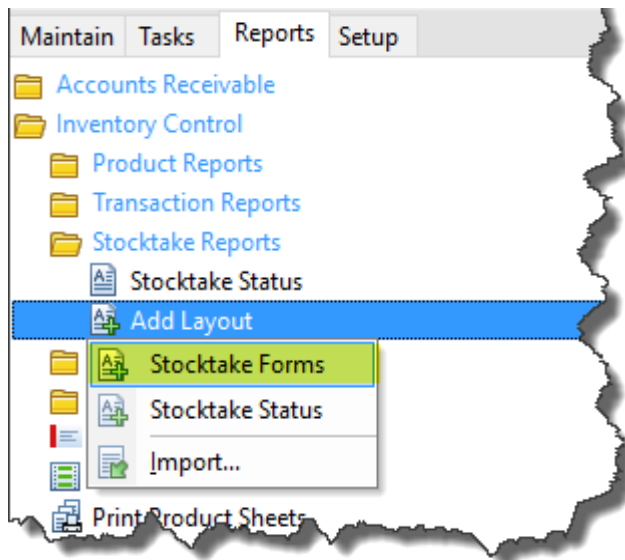
*Basic Stocktakes can also be imported – see Importing Basic Stocktakes Document.*

Follow the steps below to use this method of Stocktaking.

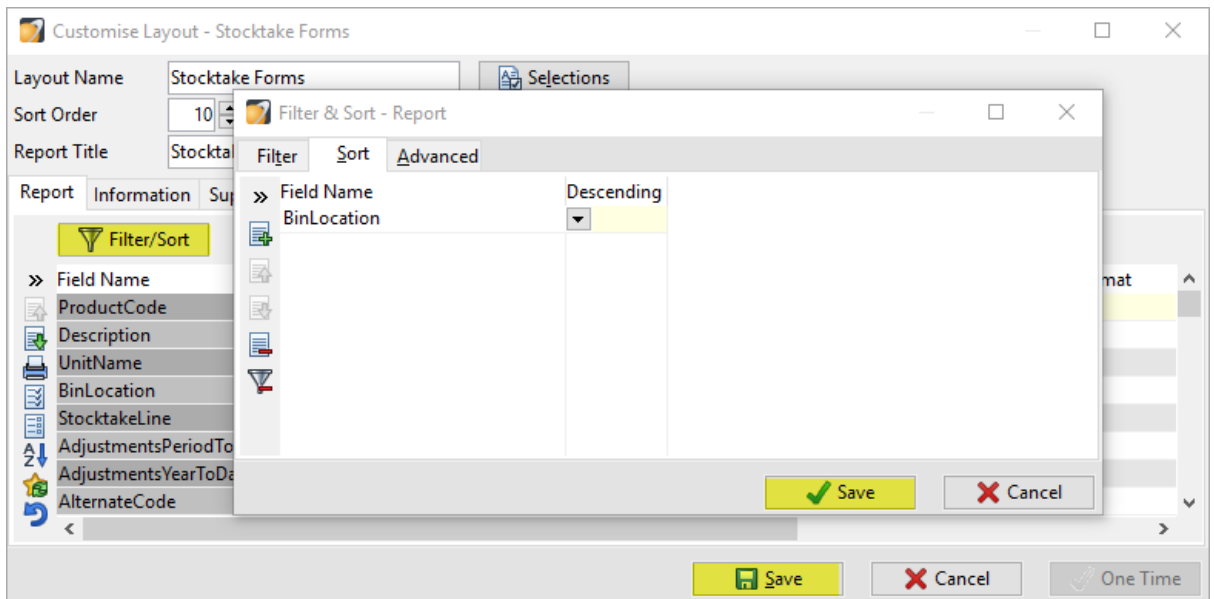
1. Set the Count Type to **Basic**. Go to: **Setup > Inventory Control > Settings > Stocktake** Press **Edit** and set the Count Type to **Basic** then press **Save**.



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.

The screenshot shows a form titled 'IC Enter Quantities'. It has several input fields: 'Location' (AKL), 'Product - From', 'Product - To', 'Stock Group - From', 'Stock Group - To', 'Creditor', and 'Period' (Sep 2016). Each field has a dropdown arrow and a lightbulb icon. A yellow 'Run' button is located at the bottom right of the form.

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.*

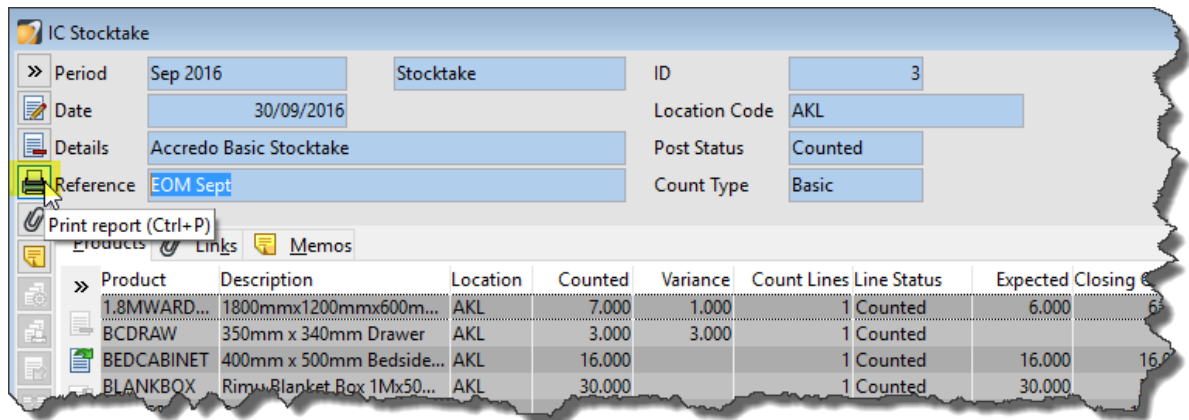
| Code              | Description                   | Unit | Expected | Counted | Variance | Counted |
|-------------------|-------------------------------|------|----------|---------|----------|---------|
| 1.8MWARDROBE      | 1800mmx1200mmx600mm Wardro... |      | 6.000    | 7.000   | 1.000    | ✓       |
| 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  |      |          |         |          |         |
| DRESSTABLE        | 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   |          |         |

5. 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.

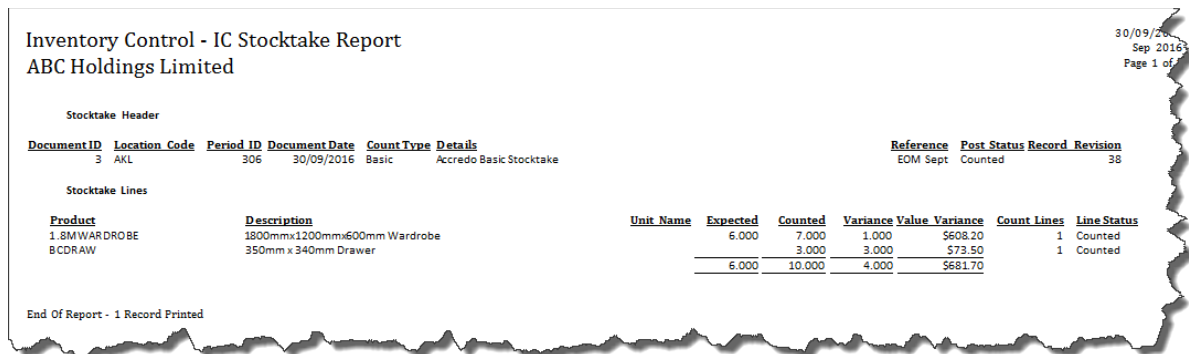
| Stocktake Details         | Status  | Period   | Document Date | Count Type |
|---------------------------|---------|----------|---------------|------------|
| 3 Accredo Basic Stocktake | Counted | Sep 2016 | 30/09/2016    | Basic      |

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.

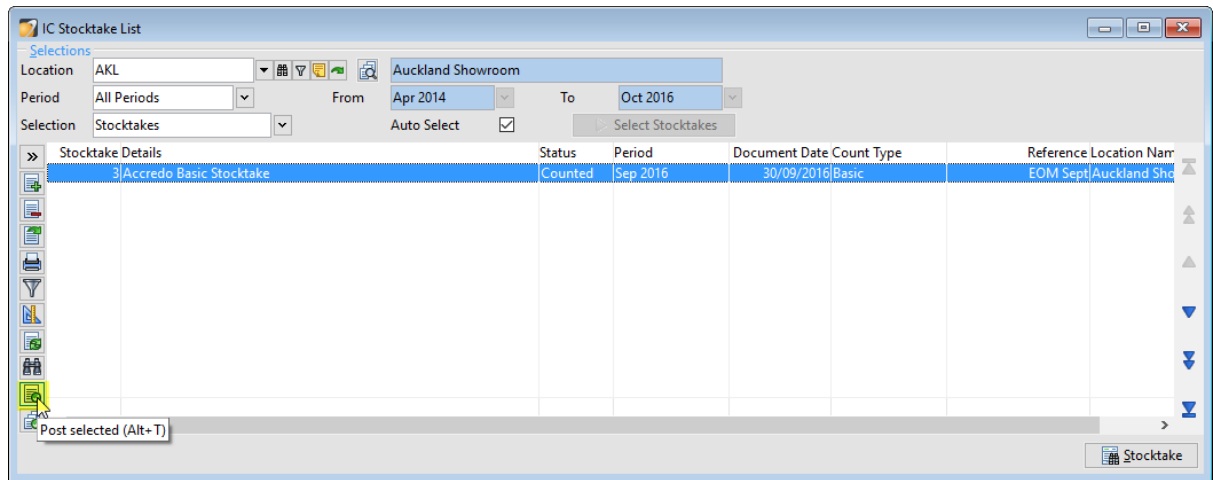


The Stocktake Report will print showing your Variances.

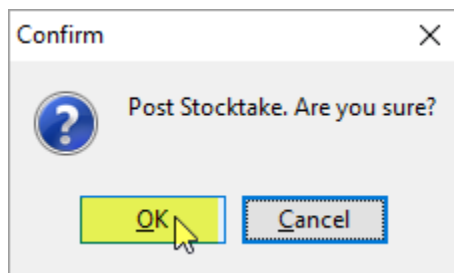


If you need to fix any errors, go back to Tasks > IC > Stocktake Processing > Enter Quantities.

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.