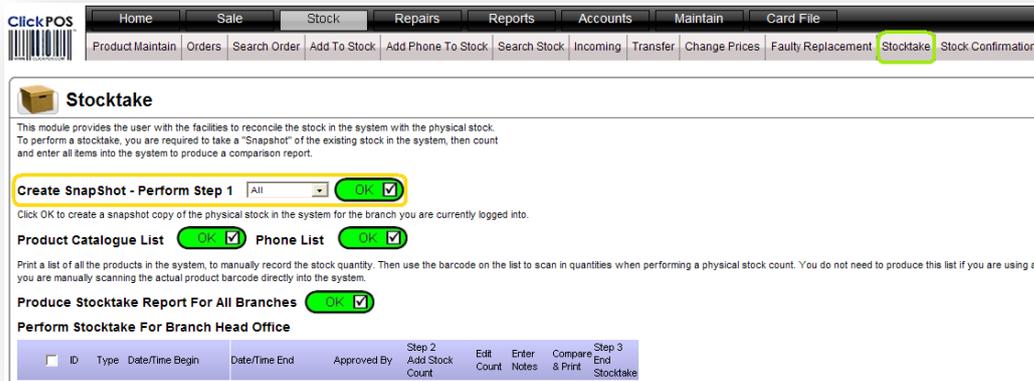


Stock-take

- Create Stock-takes, enter count & compare variance

Performing a Stocktake -

1. Navigate to **“Stock”** and then **“Stocktake”**. Here you can choose whether you would like to perform a **“Phones only”**, **“Products only”** or an **“All”** stocktake. **“All”** will be chosen for this exercise.



ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
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2. You will now see the new stocktake. Click on the **“OK”** button to start scanning the items in.

ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
24	All	15/11/2010 11:19 AM	Incomplete		<input checked="" type="checkbox"/>	Edit	Notes	Compare Report	End Stocktake

3. A window will now appear so you can start scanning in the items. There are two ways you can scan the items in. You can either scan in multiples of the same item by scanning in the item in the top field and choosing the amount (This only works for accessories/products). The second option is to scan them in individually on the bottom field.
 NOTE: For serialised devices you must scan the serial only into the second field.

Add Stock Count

Stocktake ID 24 All
 Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking;

Scan by Quantity
 You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
 Eg. Scan the same barcode 5 times with quantity 1.

Quantity:

Barcode:

OK

Scan Each Barcode
 Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.

OK

4. Once all items have been scanned in, close down the window and click on the **“Compare Report”** hyperlink to see any discrepancies. If you accidentally over counted an item you can adjust it from the **“Edit”** button. This field should only be used to remove stock, not to add. If you have under counted a product, add it into the stocktake by pressing the **“OK”** button and scan the product in. NOTE: You can only perform a stocktake with products that either have a barcode or an in-house barcode.
5. To adjust the stock levels to what the stocktake report says you first need to either print the **“Compare Report”** information or print it to a soft copy on your computer (.xps file).
6. Click on the **“End Stocktake”** hyperlink to finish stocktake.
7. All of the missing stock now needs to be taken out of the system using the report you now have. You first should create a Sales Consultant and a customer called **“Stocktake”** for tracking purposes.
8. Navigate to the sales screen and sell out all of the stock items you have missing at \$0. This will take the stock out of the system at the purchase price and will show as a negative dollar amount for the day.