INVENTORY

STOCK TAKE – PROCEDURE

All bins within a stock take batch will be locked for editing (resulting in the system preventing any stock issues /returns to these locations until the stock take batch has been updated).

Only one person should update the Stock on Hand quantities in a stock take batch at a time. If two people open the same stock take batch for editing, only the first person's updates will be saved.

If you are using the Stock Batch Tracking option, make sure you take note of the Batch Number for C-Class (non-serialised) items when counting and updating stock quantities. For more details, refer to Inventory: Stock Batches.
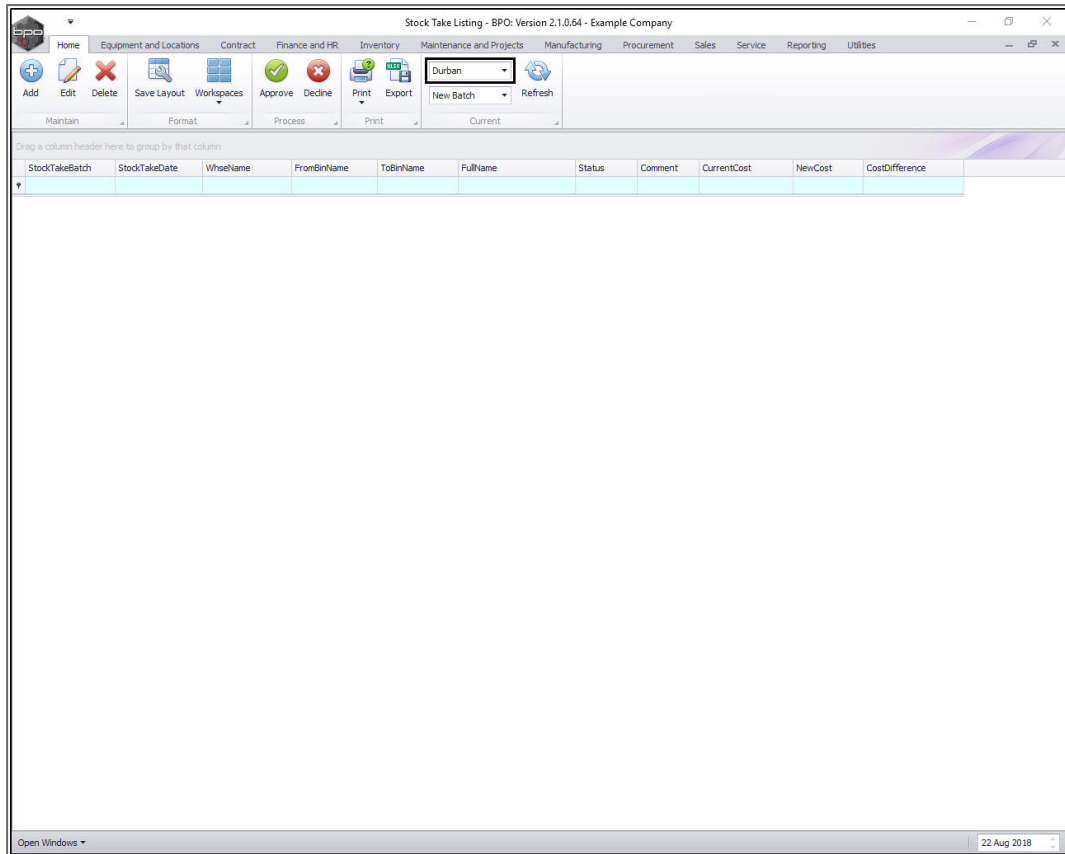
Ribbon Access: *Inventory > Stock Take*
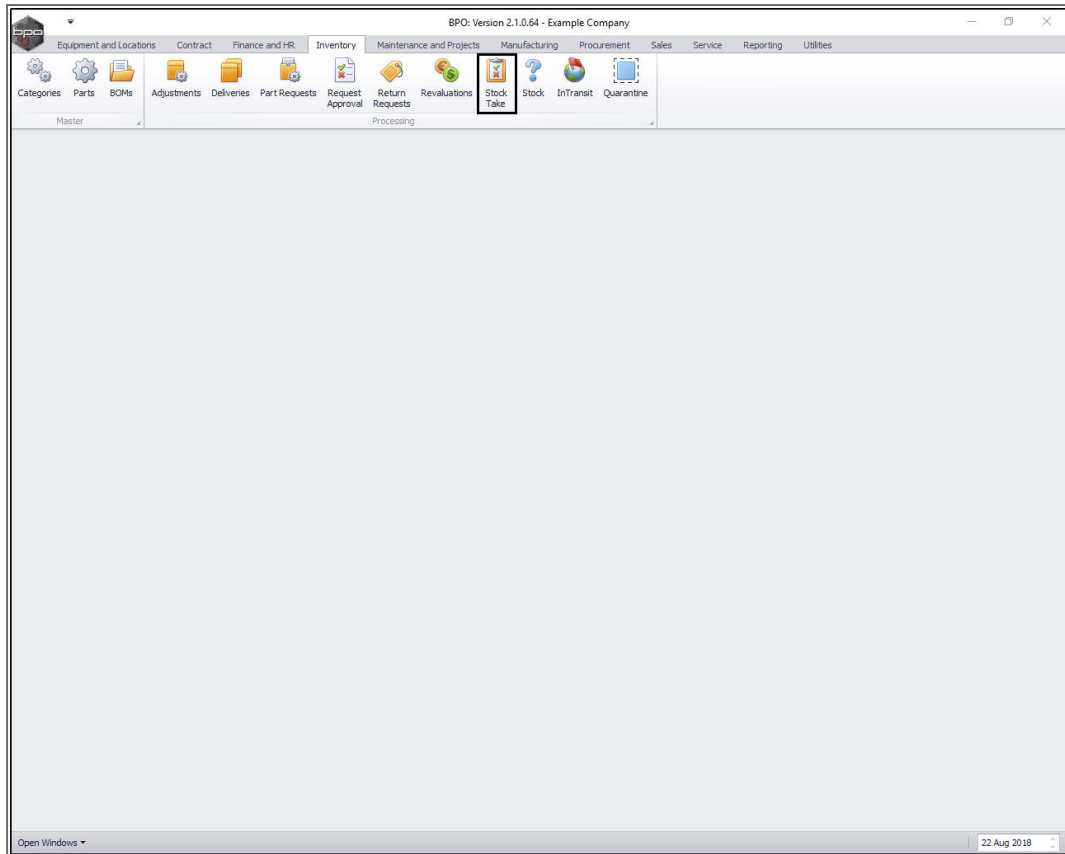
The *Stock Take Listing* screen will be displayed.

CREATE STOCK TAKE BATCH

- Select the *site*.
  - In this image, *Durban* has been selected.
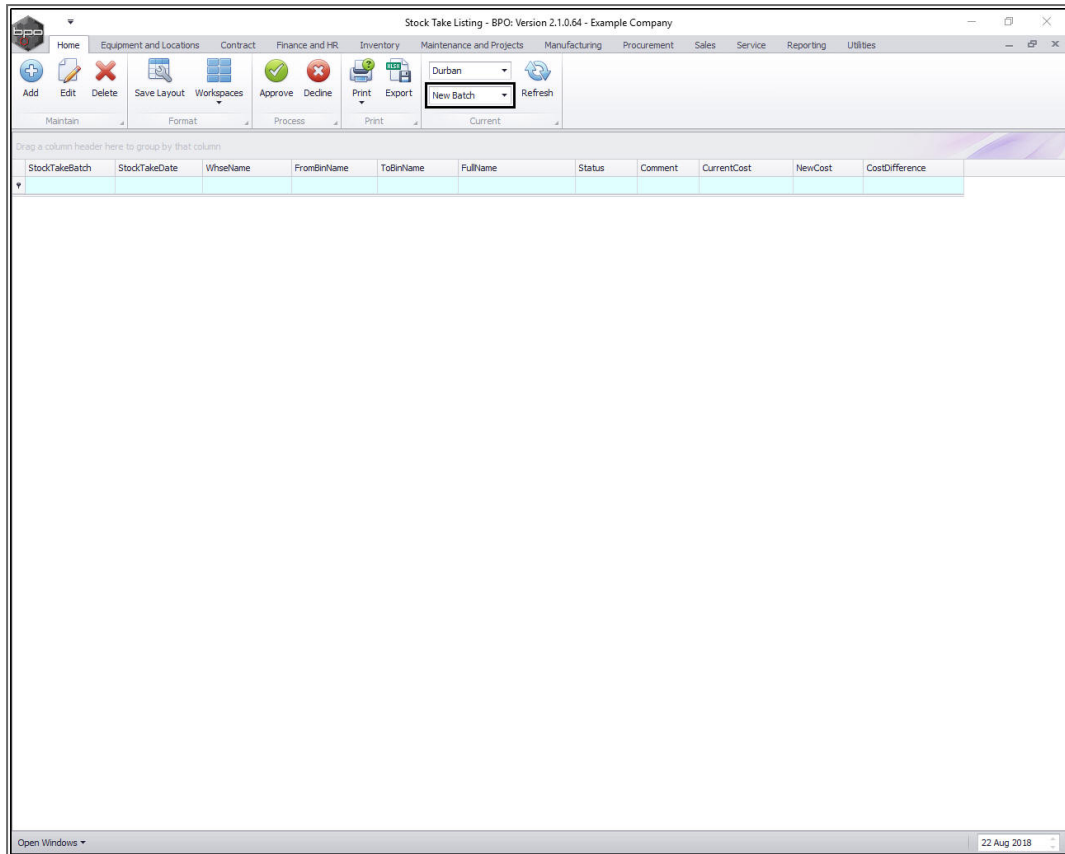
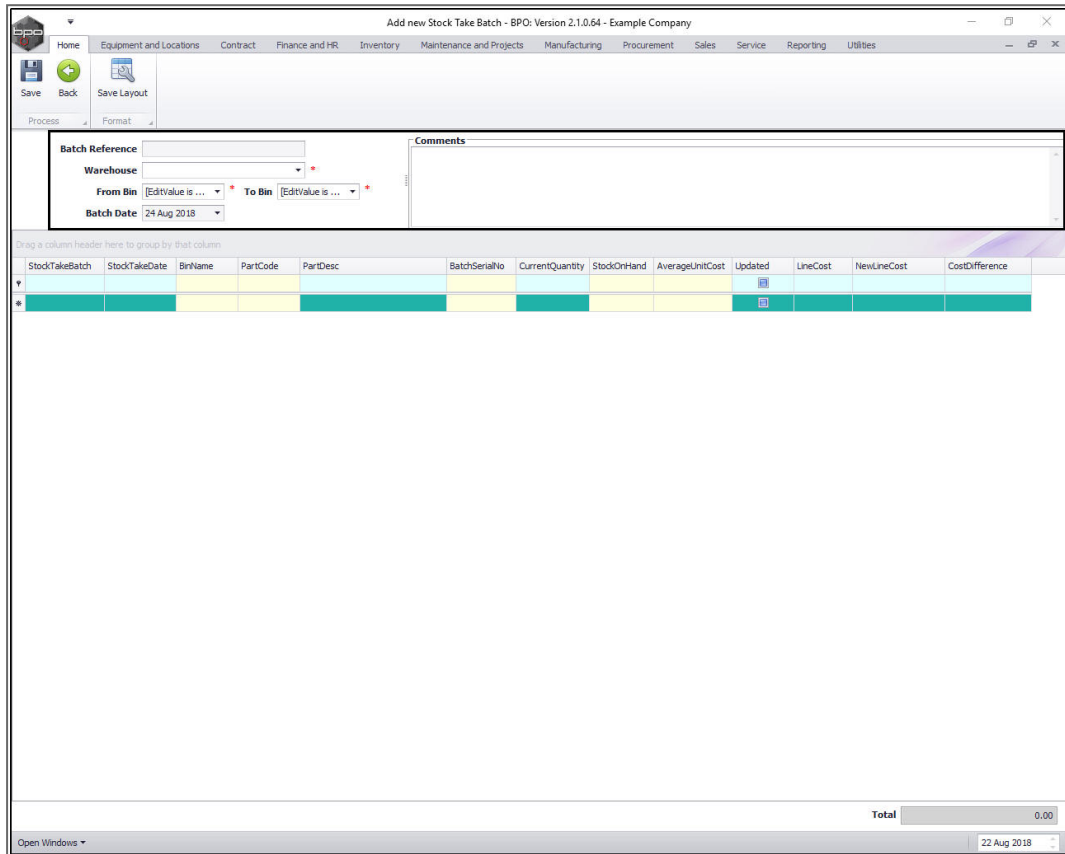- Select the *status*.
  - This should be set to *New Batch*.
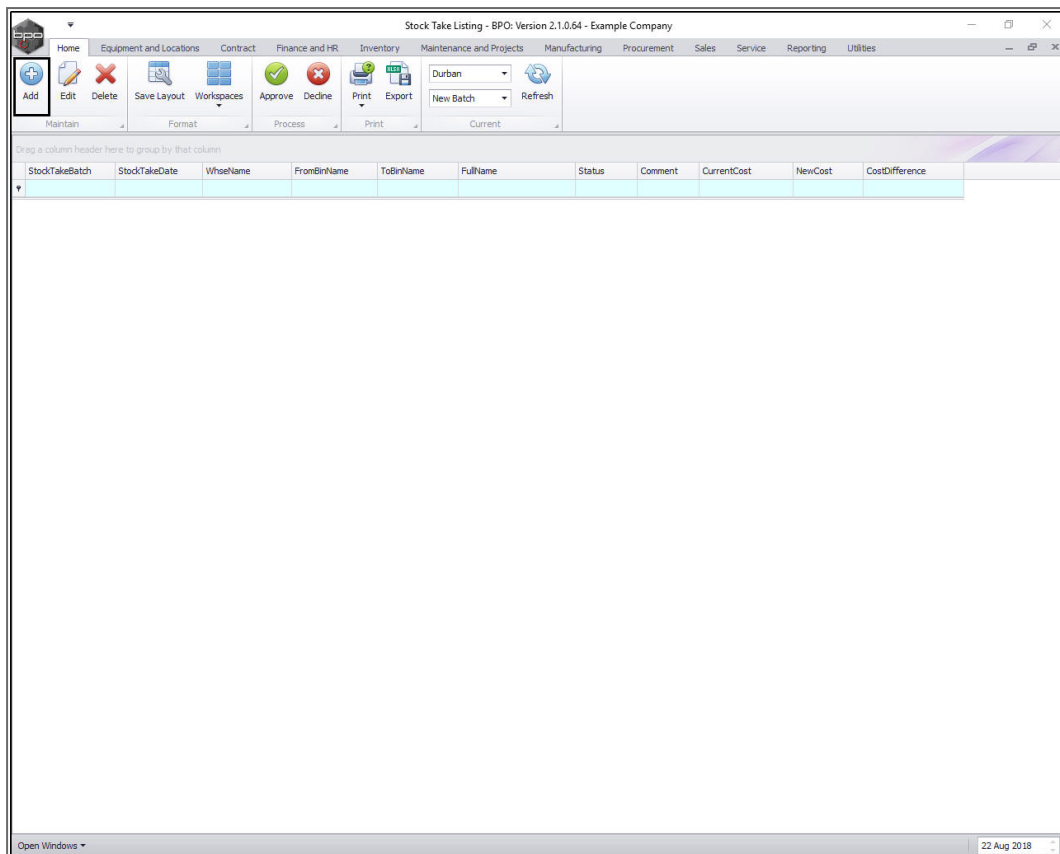
- Click on *Add*.

The *Add new Stock Take Batch* screen will be displayed.

- **Batch Reference:** The system will allocate a *batch reference number* when the stock take batch is *saved*.
- **Warehouse:** Click on the drop-down arrow and select the warehouse.
- **From Bin:** Select the bin with which you wish the stock take list to begin.
- **To Bin:** Select the bin with which you wish to end your stock take list (select the same bin if you are doing stock take one bin at a time).
  - **Note:** Doing the stock take *one bin at a time* may be useful, as all movement of the parts within that bin will be suspended until the stock take batch is updated.

- **Batch Date:** This will auto populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select alternative date if required.
- **Comments:** Type in a relevant comment concerning this stock take if required.

- The *Stock data grid* will now populate with a list of all the parts within the selected bin(s).

Note: A part will *not* be included in the stock take if it has no procurement history.

SAVE STOCK TAKE BATCH

- Click on *Save*.

- A *Stock Take Processing* message box will pop up informing you that;
  - *Stock Take batch No. [ ] saved successfully.*

Note: In this image, you can see that the *system* has generated a *batch number*.

- Click on *OK*.

Note: Remember that stock cannot be *issued* or *transferred* until Stock Take is *completed*, in order to keep stock quantities correct.

- A *Report Generation* message box will pop up asking you;
  - *Do you want to print the Stock Take batch [ ]?*
- Click on *Yes*.

Stock Take - Procedure

- The **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Email** and **Export** the Stock Take Sheet.
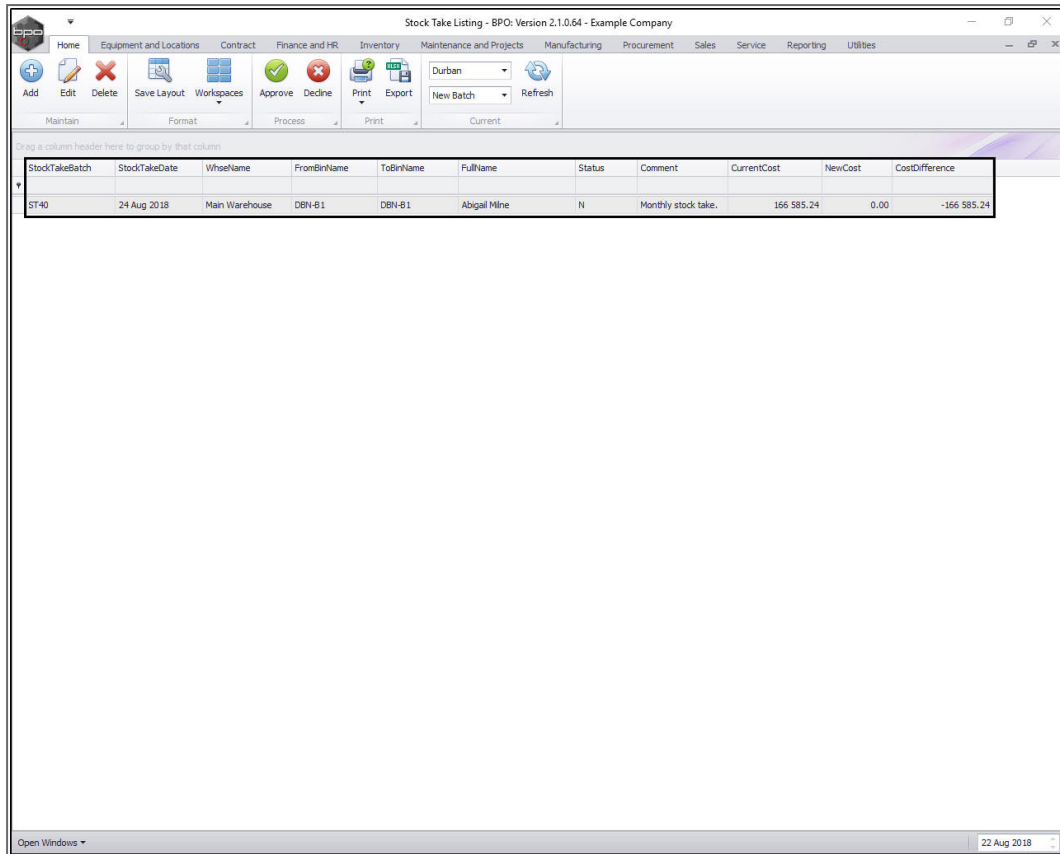- **Close** the report preview screen when you are done.

- You will return to the *Stock Take Listing* screen.
- The *Stock Take data grid* will now be populated with the details of the new stock take batch.

EXPORT STOCK TAKE BATCH

Version Compatibility[1]

- On adding or editing the stock take batch, you can click on the Export button to export stock take batch items to an excel document.

---

[1] BPO2 v2.5.0.8 or higher

- The list will be exported and opened in a MS Excel document.
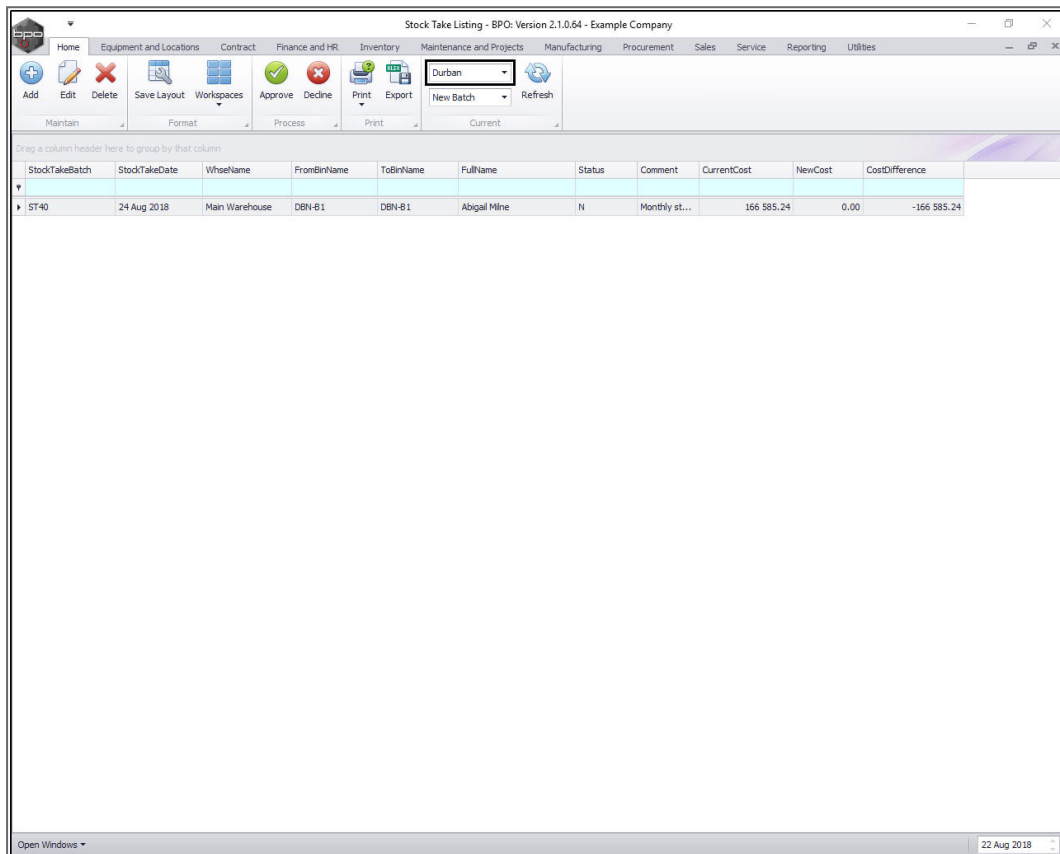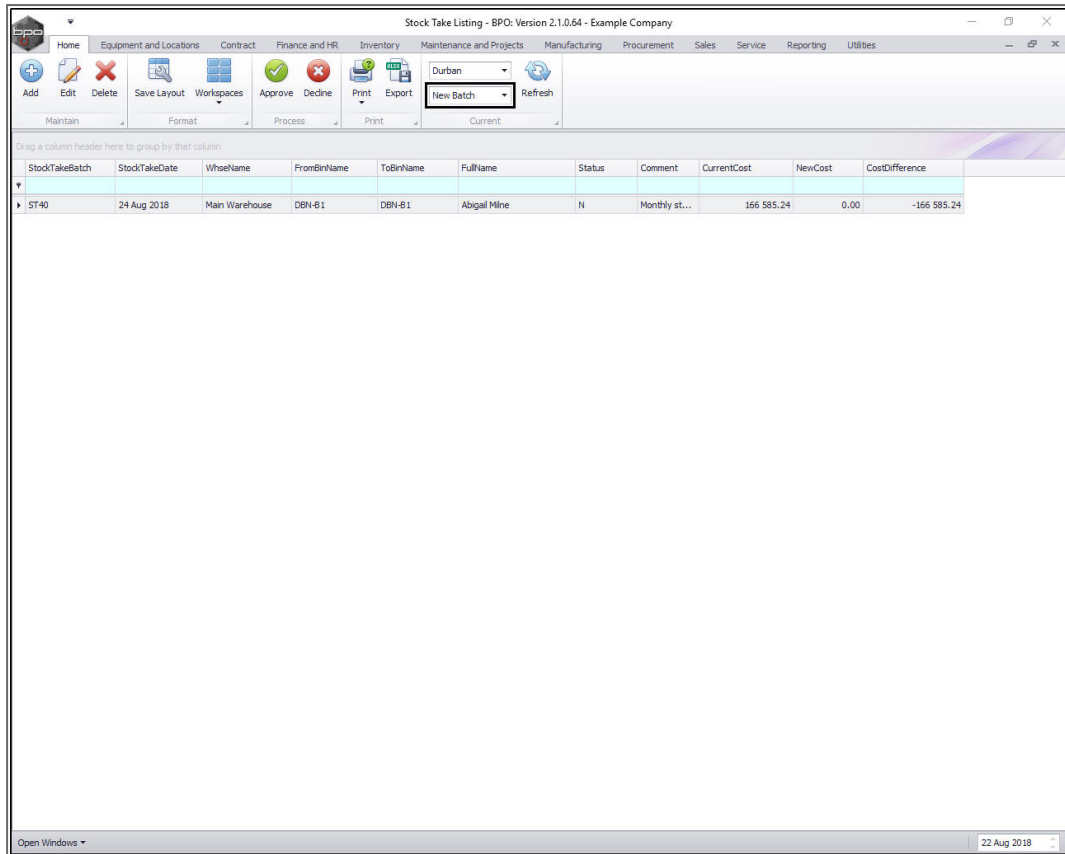

PRINT ASSET VERIFICATION REPORT

(A-Class Items)

The *Asset Verification Report*, will give you a list of *serialised* items in the store (or per bin - depending on your selection), to print out and verify that those serialised items are physically in the store.

- In the *Stock Take Listing* screen, ensure that the correct *site* is selected.
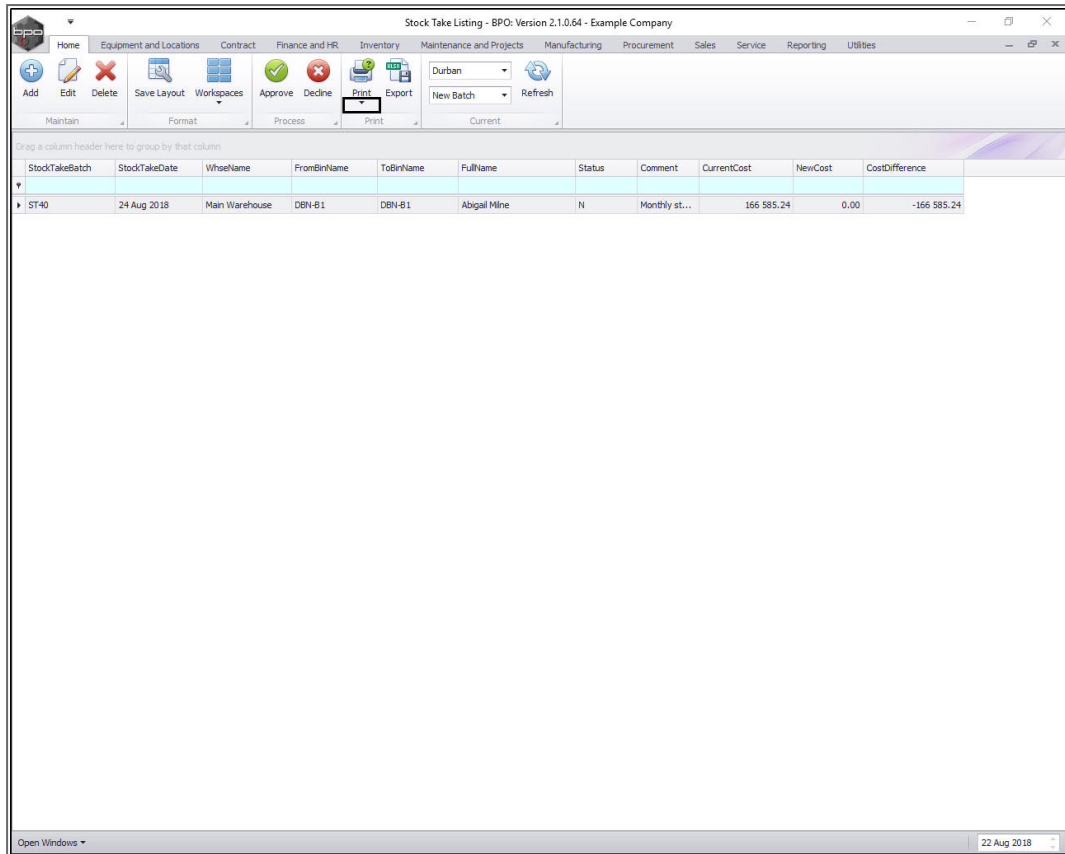 - In this image, *Durban* has been selected.

- The *status* must be set to *New Batch*.

- Click on the drop-down arrow on the *Print* button.

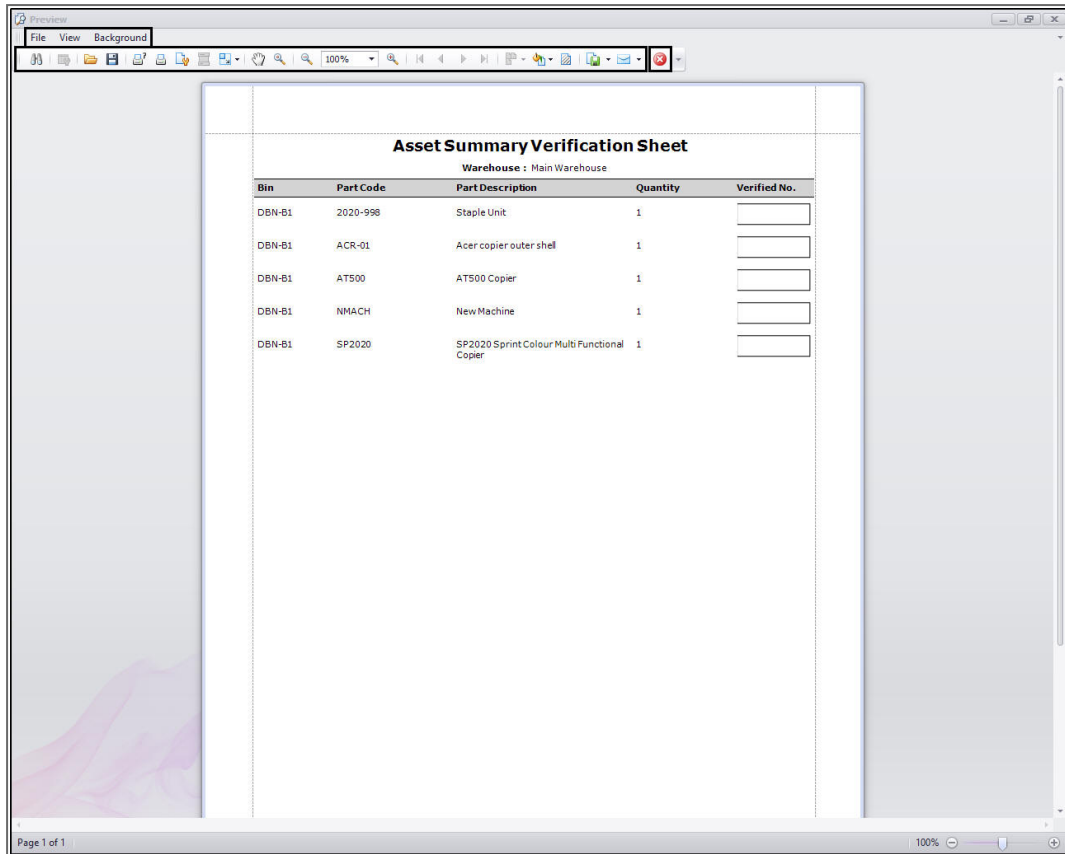- A Print drop-down menu will appear.
- Click on *Asset Verification*.
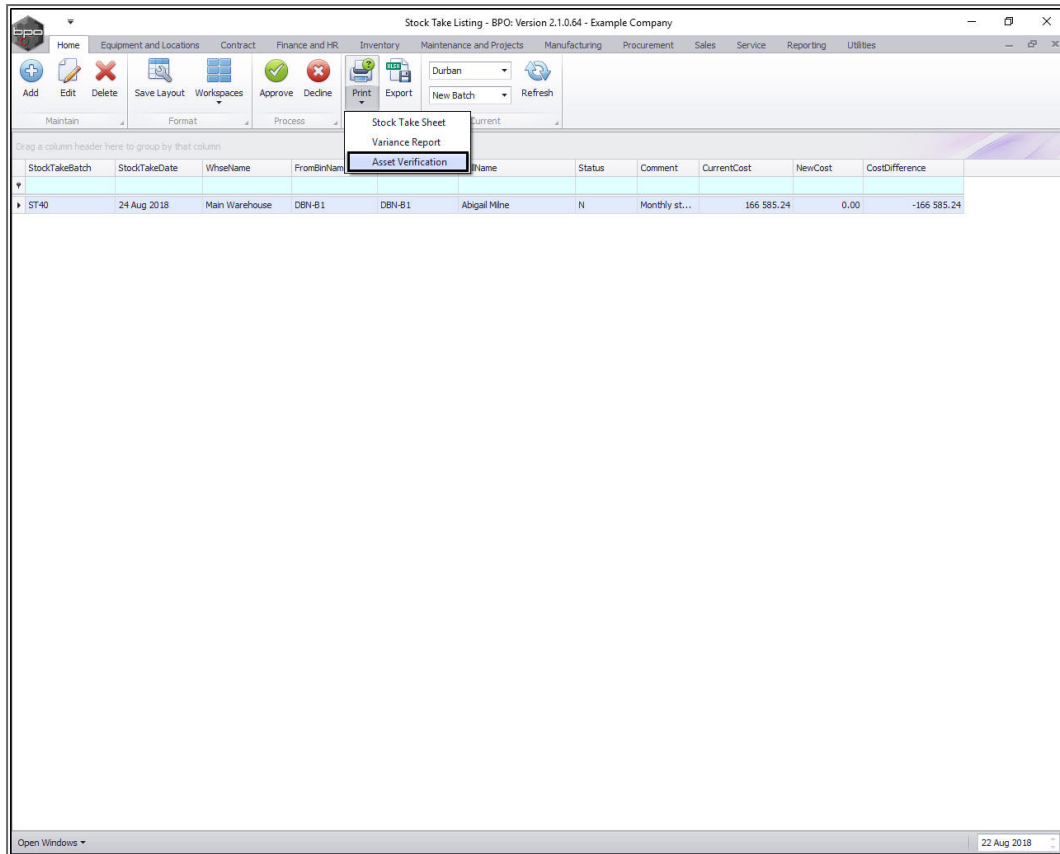
- A *Report Option* message box will pop up asking;
  - *Do you want to print the summary asset verification sheet?*
- Click on *Yes*.
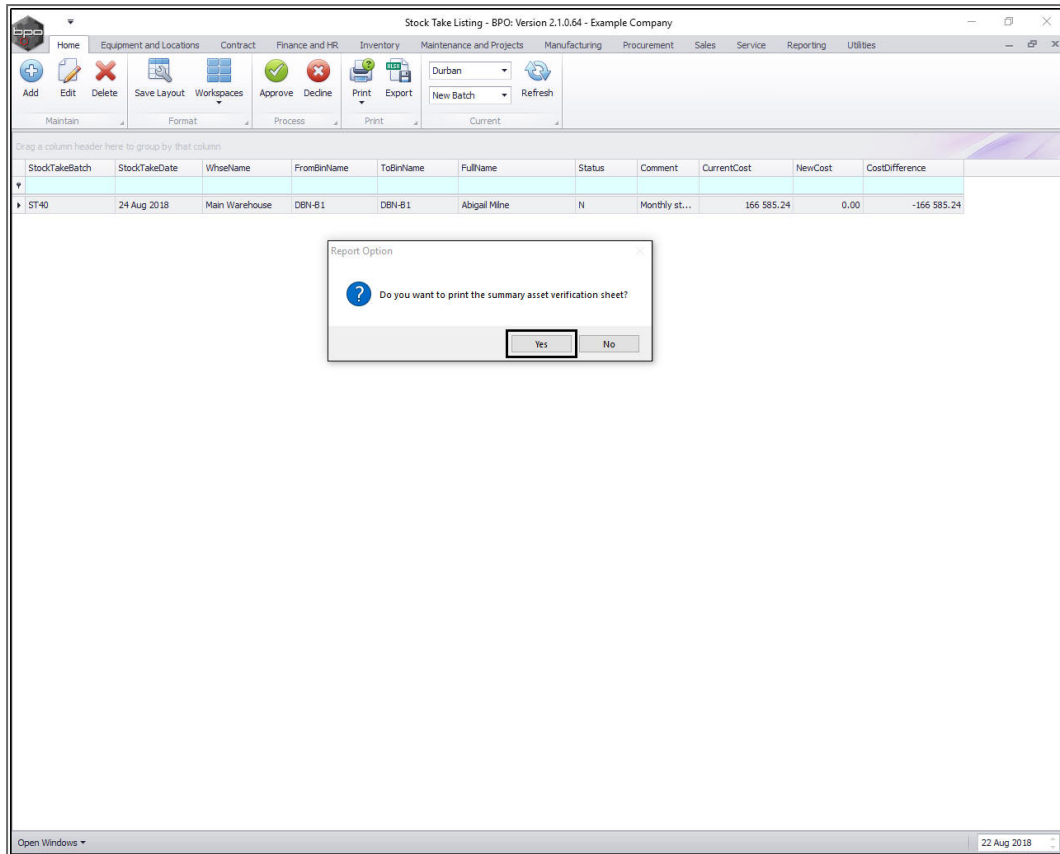
- The *Report Preview* screen will be displayed.
- From here you can *View*, *Print*, *Email* and *Export* the Asset Summary Verification Sheet.

Note: This report can be printed, and used to count and verify the serialised items in store if you find discrepancies with the asset quantities or serial numbers, or a stock adjustment is required.

- *Close* the report preview screen when you are done.

PRINT STOCK TAKE SHEET

(C-Class Items)

- In the *Stock Take Listing* screen, ensure that the correct *site* is selected.
    - In this image, *Durban* has been selected.

- The *status* must be set to *New Batch*.

- Ensure that the *row selector* is in front of the correct *batch number*.
- Click on the drop-down arrow on the *Print* button.

- The Print drop-down menu will appear.
- Click on *Stock Take Sheet*.

- A *Report Generation* message box will pop up asking;
  - *Do you want to print the stock take [ ]?*
- Click on *Yes*.
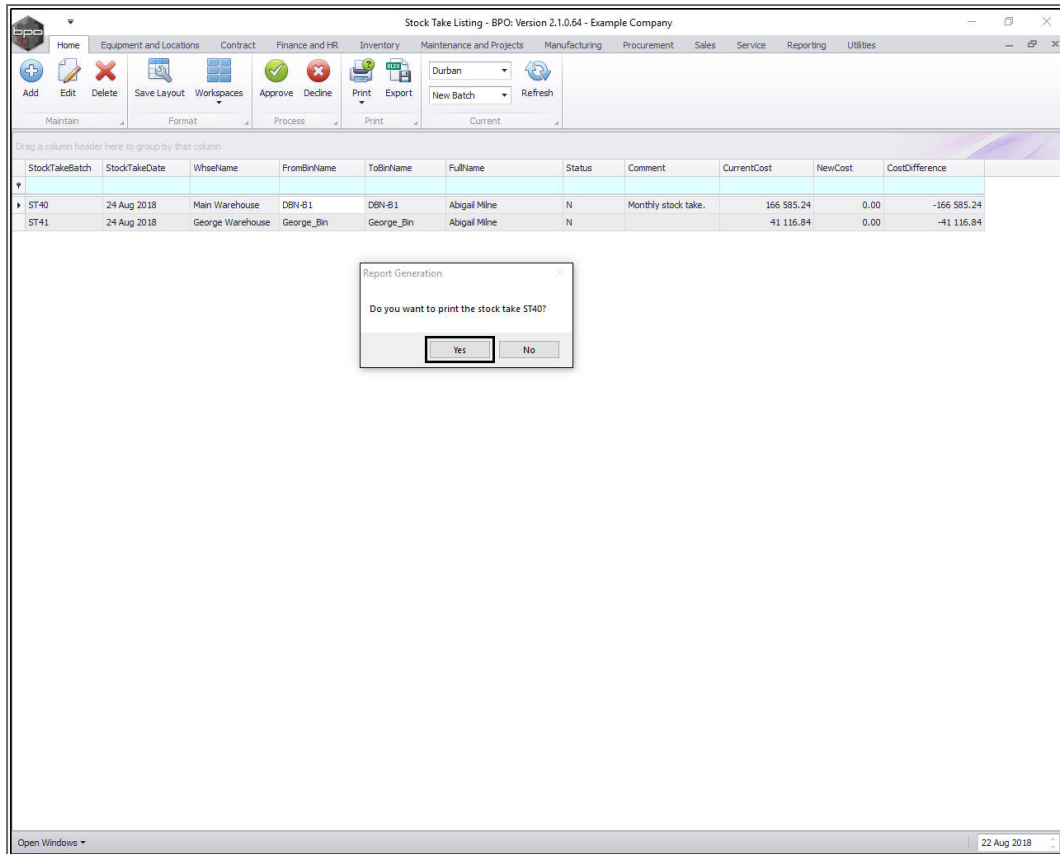
- The *Report Preview* screen will be displayed.
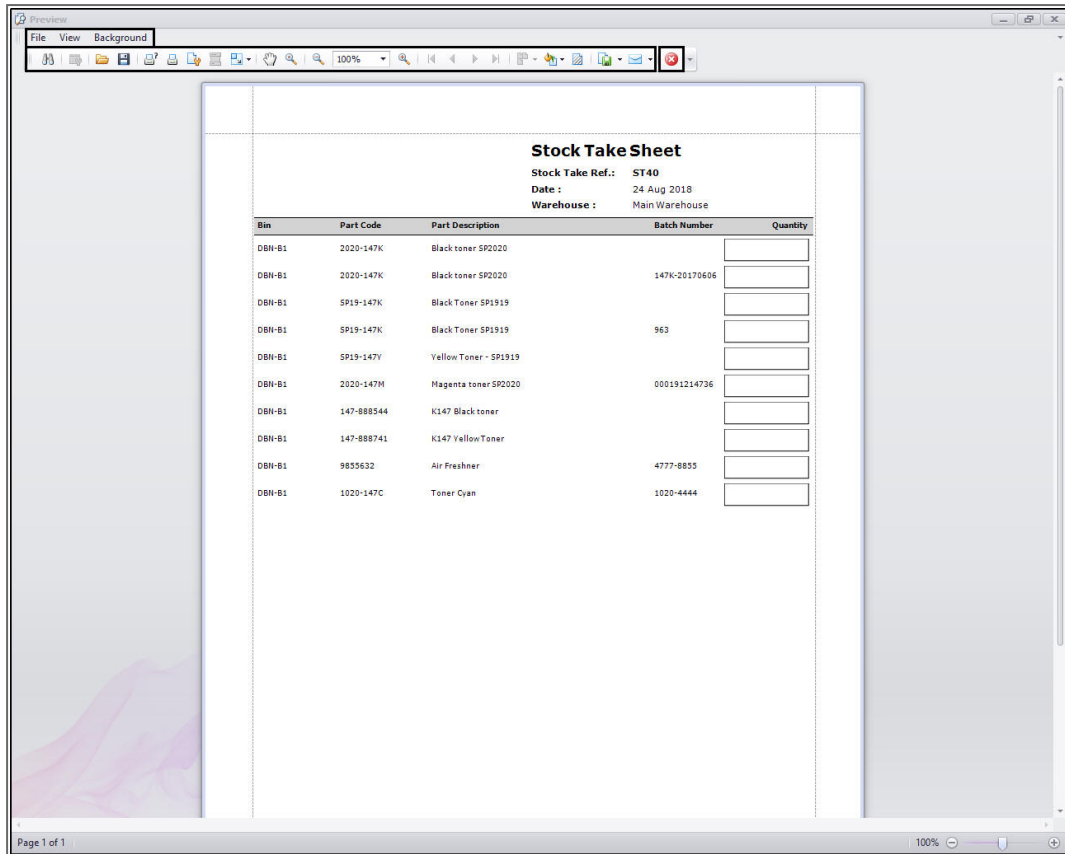- From here you can *View*, *Print*, *Email* and *Export* the Stock Take Sheet.

Note: This Stock Take Sheet can be printed and used in the count.

- *Close* the report preview screen when you are done.

RE-OPEN SAVED STOCK TAKE BATCH

- In the *Stock Take Listing* screen,
- Select the *site*.
- Ensure that the *status* is set to *New Batch*.

- Click on the *row selector* in front of the *batch* you wish to re-open.
- Click on *Edit*.

- The *Maintenance of Stock Take Batch [ ]* screen will be displayed.

UPDATE/EDIT STOCK QUANTITIES (C CLASS ITEMS)

- In the *Stock on Hand* column, click in the text box of the *item* that you wish to update.
- *Directional arrows* will appear in the text box.

1. Either type in or use the directional arrows to select the current Stock On Hand quantity.

2. Continue using this procedure to update all items in the batch.

You may find a discrepancy between the current quantity and stock on hand quantity, record the stock on hand figure. (This will be addressed in the Print Variance Report section of this manual).

- In this image, the *current* quantity is **0** but the *stock on hand* quantity is actually **5**. Record this figure in the Stock on Hand column.

- When you have finished updating the **Stock on Hand** column, click on *Save*.

  Note:

  - If you do <u>not</u> type in a quantity, the Stock on Hand will be set to **0**.
  - You can click on the *Save* button at any time to save the quantities you have already entered, in case you need to close this screen and come back to it later.

- A *Stock Take Processing* message box will pop up informing you that;
  - *Stock Take batch [ ] saved successfully.*
- Click on *OK*.

- A *Report Generation* message box will pop up asking;
  - *Do you want to print the Stock Take batch [ ]*
- If you click on *No*, you will return to the Stock Take Listing screen.

- Click on *Yes*.

The *Report Preview* screen will be displayed.

From here you can *View*, *Print*, *Email* and *Export* the Stock Take Sheet.

- Note: This report can be printed, and used to count and verify the items in store if you find discrepancies with the item quantities or batch/serial numbers, or a stock adjustment is required.

- *Close* the report preview screen when you are done.

- You will return to the *Stock Take Listing* screen.

PRINT STOCK VARIANCE REPORT

- Click on the *row selector* in front of the *Stock Take batch* that you wish to print the Variance Report of.
- Click on the drop-down arrow on the *Print* button.

- The Print menu will be displayed.
- Click on *Variance Report*.
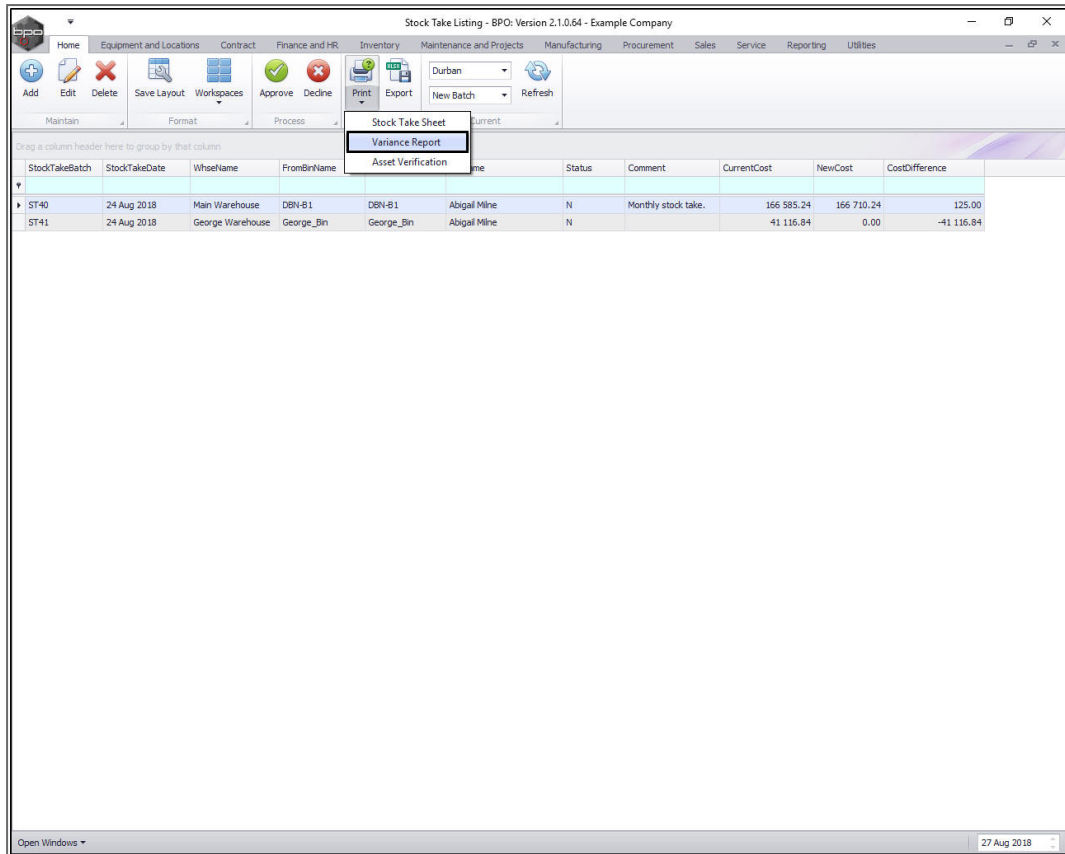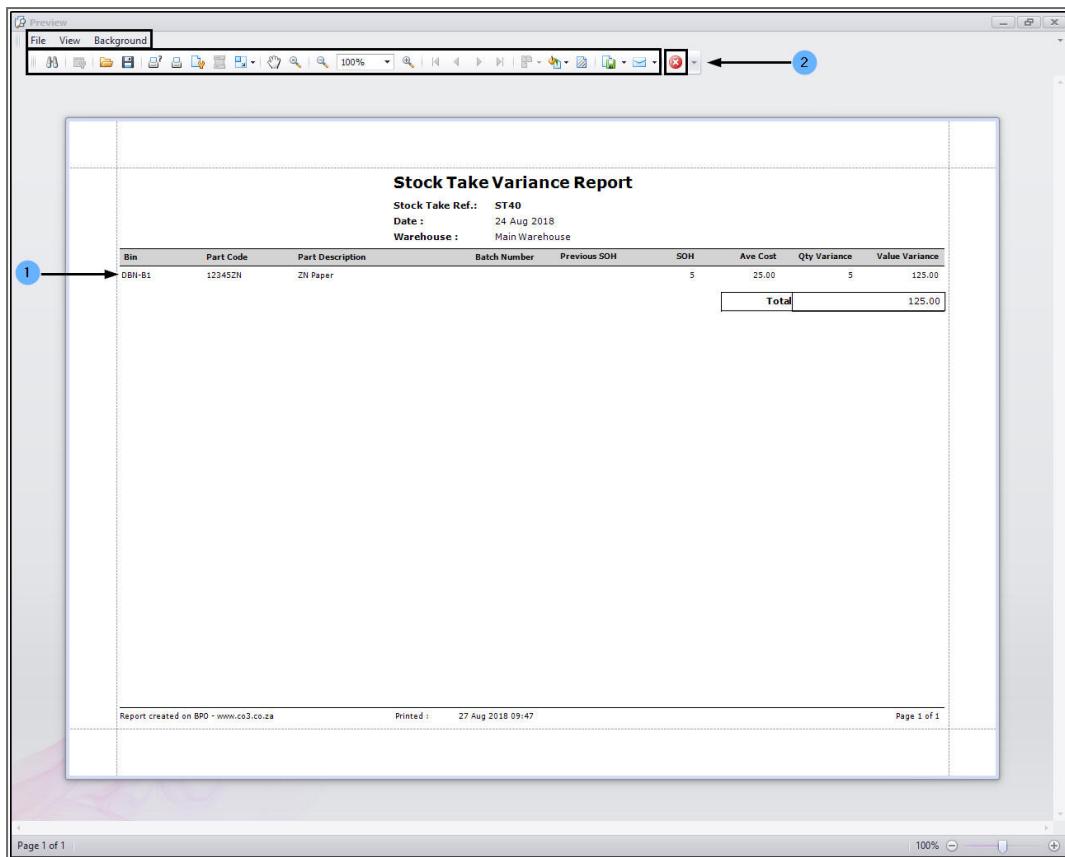
- A *Report Option* message box will pop up asking;
  - *Do you want to show only the items with a variance?*
- Click on *Yes*.
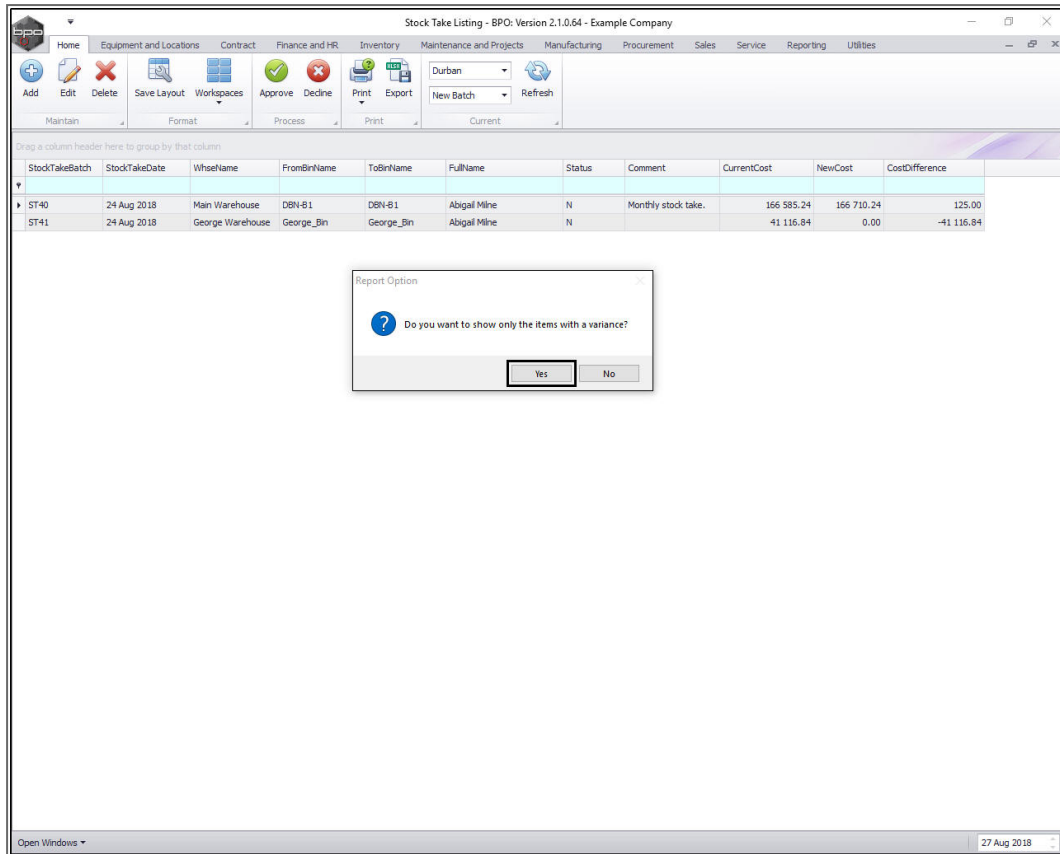
The *Report Preview* screen will be displayed.

1. In this image, you can see that the Variance Report only contains the details of the items with a *variance* (discrepancy).
2. From here you can *View*, *Print*, *Email* and *Export* the Stock Variance Report.

Close the report preview screen when you are done.

- If, when the Report Option message box popped up, you selected

  No,

- The *Variance Report* displayed, will contain all part numbers listed in the stock take batch.
    1. In this image, the item with the variance has been highlighted.
    2. (From here you can *View*, *Print*, *Email* and *Export* the Stock Variance Report.
- *Close* the report preview screen when you are done.

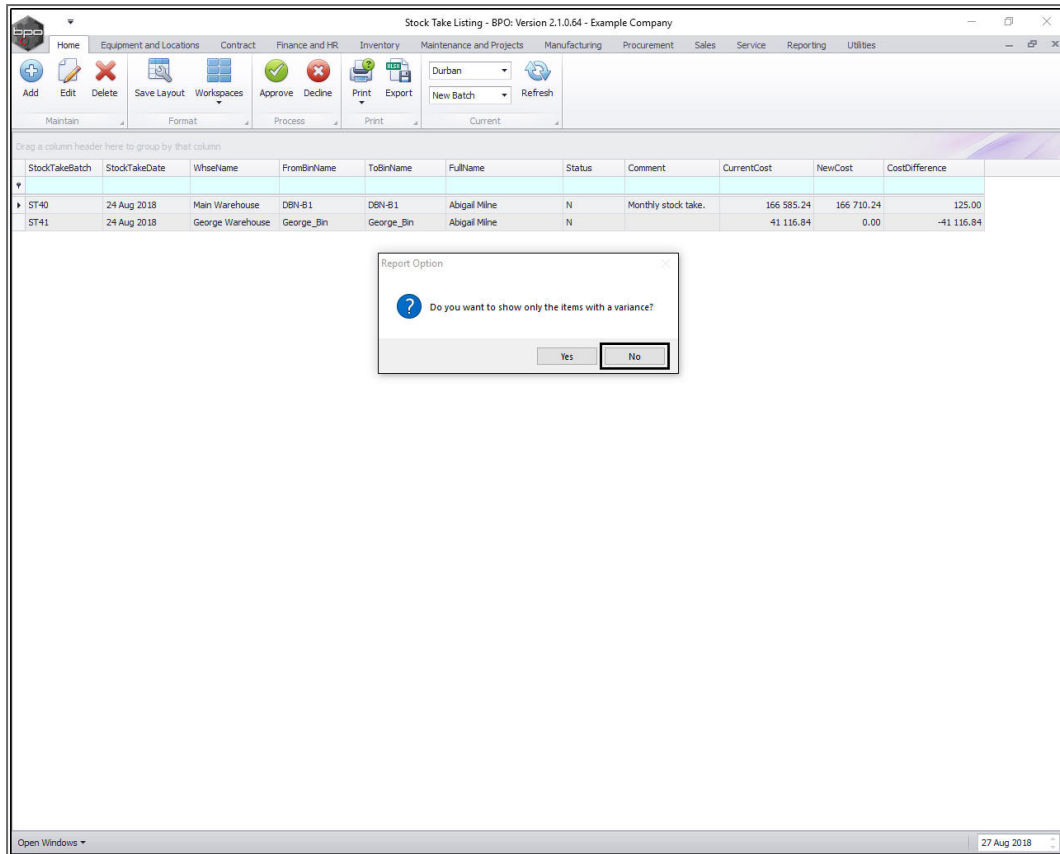## UPDATE / APPROVE THE STOCK BATCH

- In the *Stock Take Listing* screen, click on the *row selector* in front of the *batch* that you wish to update or approve.
- Click on *Approve*.

- A *Stock Take Finalisation* message will come up:
    - *Updating will set the stock positions to the values in the batch. Are you sure you want to update?*
- If you are *not sure* that all details are correct,
    - Select *No* then go back to the *Maintenance of Stock Take Batch [ ]* screen and check that all stock quantities have been typed in and are correct.
- Once you are sure, click on *Yes*.
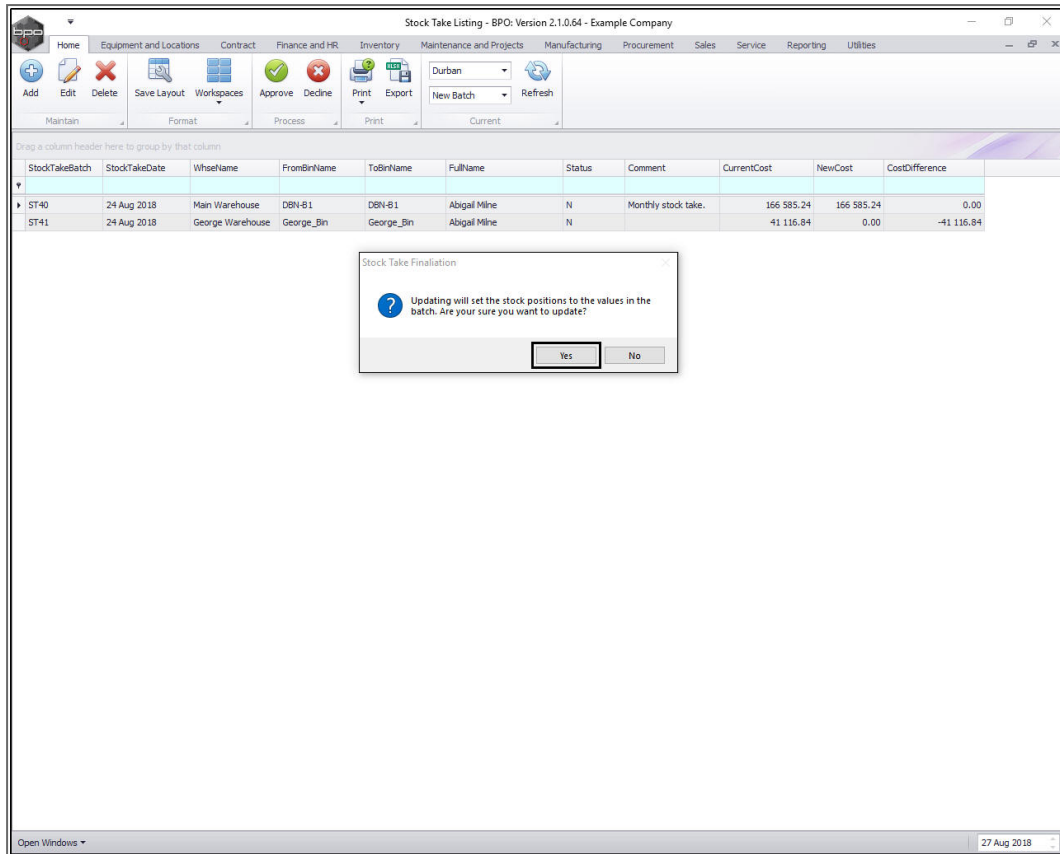
- A *Stock Take - Process* message box will pop up informing you that;
    - *The stock take, no. [] has been processed and the stock has been updated.*
- Click on *OK*.
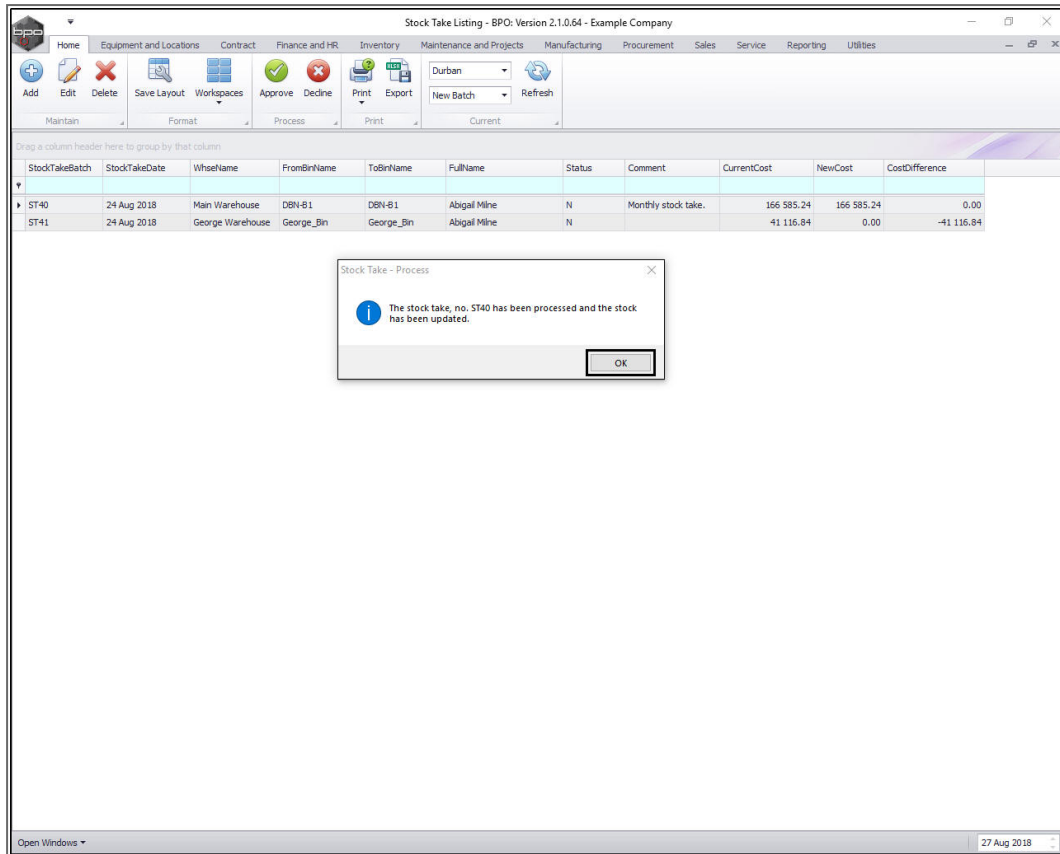
- You will return to the *Stock Take Listing* screen.
- The approved stock take batch has now been **removed** from this screen where the status is set to *New Batch*.

- It can now be found in the *Stock Take Listing* screen where the status is set to *Updated*.

MNU.036.003