

Application	ChreosClient – Chreos 3
Module	Stock
Access	“Clients Stocktake All stock”
Minimum service pack	SP26
This document	Stock Taking All Stock Ref 5.5 Release 1 Published January 2002

Overview

Stocktaking is the process of comparing recorded stock levels with a physical count. This stocktake option deals with your entire stock and offers two different approaches to how items that are not entered are treated. They are:

- Enter all incorrect stock quantities and, all other stock items will be assumed to be correct and therefore will not be altered.
- Enter all non-zero stock quantities and all other stock items will be assumed to be zero and will be adjusted to zero.

The decision about which application is being used is entered at the end of the process but it needs to be decided before you start.

To Freeze Current Stock

When you initially enter ‘Alternate stock taking’ you will need to freeze stock at the current levels to enable the stocktake to start. To freeze the stock levels:

- Click the [Freeze] button.
- A confirmation message will appear telling you that the stock count freezing is complete. Click the [OK] button.

This process records the current shelf quantity stock levels. It is assumed that these are the stock levels that the physical count is entered against. Once levels are frozen you can continue buying and selling stock. The final processing will take these transactions into account.

Main Entry Grid

- The following details will be displayed about each item as it is entered into the stocktake:
 - **Item Ref.** The system allocated unique number.
 - **Item Code.** The user entered unique identifier.

- **Item Name.** The name of the stock item.
- **Shelf Qty.** The current quantity of the stock item on the shelf.
- **Count Qty.** The quantity of the item in stock according to the manual count.
- **Frozen Qty.** The quantity of the stock item stored when the stock level was frozen. This is the quantity that the manual count should agree with.
- **Item Find.** Select the item to enter into the stocktake. Refer to “Item search (1.5)”.
- **Stock Quantity.** Enter the quantity of the item in stock according to the manual count.

To Enter Stocktake Details

- Select the item in ‘Item find’.
- Enter the ‘Stock quantity’.
- Click the [Save] button.

To Edit Stocktake Details

- Select the required item by either highlighting it in the grid or entering it again in ‘Item find’.
- Click the [Edit] button.
- Change the ‘Stock quantity’.
- Click the [Save] button.

Once the Stocktake Details are Entered

- Click the [Next] button.
- Select one of the following stocktake methods:
 - **Selective.** All incorrect stock quantities have been entered and all other stock items will be assumed to be correct and therefore will not be altered.
 - **All Items.** All non-zero stock quantities have been entered and all other stock items will be assumed to be zero and will be adjusted to zero.
- Click the [Process Stock Counts] button to enter the new stocktake data into the system. This will replace the previous stock levels with the new stock counts. When this button is clicked a confirmation message will appear telling you that the processing of the stocktake is complete.
- To cancel a stocktake click the [Cancel Stocktake] button. A confirmation message will appear telling you that cancelling the stocktake will remove all data that has been entered. Click the [Yes] button to continue with the cancellation.

Related Issues

- At any time the 'Stocktake data' entry screen can be closed. When the screen is again opened the stocktake entry can be continued.
- You can not have two different stocktakes happening concurrently. One has to be completed before another is started. However, you can be stocktaking several different locations at the same time with "Stocktake by location (5.4)".

Which method To Use

- You need to enter all the stock items you have. If it is not entered you do not have it. Use the 'All items' method.
- You have printed out stock sheets and gone through and noted where the stock levels are wrong. You just want to enter the ones that need correcting. Use the 'Selective' method.
- You have discovered a small group of items that have the wrong shelf quantity. Enter them with the corrected quantities and use the 'Selective' method.
- You do not have the creditors module and want to receive in a significant number of stock items. Use the 'Selective' method and enter adjusted stock level figures for the items combining the quantity frozen with the quantity that arrived.
- You have just set up a new company and want to set initial stock levels. Use the 'All items' method.
- You have a lot of stock and want to do a stocktake of part of the shop each month covering the entire shop eventually. Do not use either method. Instead use "Stocktake by location (5.4)".

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