
Application	ChreosClient – Chreos
Module	Stock
Access	“Stock Stocktake By Region”
Minimum service pack	SP44
This document	Stocktake by Region Ref 5.5 Release 2 Published March 2009

Overview

Stocktaking is the process of comparing recorded stock levels with a physical count. This stocktake option deals with your stock within one region. If the company only has 1 region then this will cover your entire stock. There are two different approaches to how ‘un-entered’ items are treated, ‘Selective’ and ‘All items’, and the decision about which option is used is selected at the end of the Stocktake. However the user needs to be aware of which option they are using before the stocktake starts.

Details Displayed

Select Action

When selecting this menu option there will be two choices:

- **Start New Stocktake.** If this option is selected the region that is being counted needs to be selected.
- **Continue Existing Stocktake.** If this option is selected the region that is to be continued needs to be selected
- **[Next].** Once the required action is selected click this button.

Freeze the Stock Levels

This page is only visited if you are starting a new stocktake. It gives details of the two stocktake methods available:

- **Selective.** Enter all incorrect stock quantities and, all other stock items will be assumed to be correct and therefore will not be altered.
- **All Items.** Enter all non-zero stock quantities and all other stock items will be assumed to be zero and will be adjusted to zero. This is the correct option for doing a full stocktake.

- **[Freeze]**. Click this button to freeze the stock at current levels. This process records the current shelf quantity for each stock item. These are the stock levels at the time that the physical count is happening. Once levels are frozen transactions effecting stock quantities can still be processed. These will not affect the stock levels until the stocktake has been fully processed.

The stocktake is of items "on the shelf" only. The count that is entered should only include stock that is on the shelf at the time when the region is "Frozen". Anything that is recorded by Chreos as being in an area other than "Shelf qty" should not be included in the count. Exclude all items that are in the following:

Holds
Laybys
Jobs
Debtor packing slip
Sales that are Parked

You need to also be careful about stock movements between the "Freeze" and when the data is processed. Any stock that is moved into any of the above states, or is sold through POS or Debtor invoice and comes directly from the shelf during this time, needs to be counted.

Likewise, any stock that is moved from any of the above states back onto the shelf, or is received in Inwards Goods packing slip or Invoice during this time, must be excluded.

If you are doing the stocktake at the end of a month, then it is also wise to avoid producing invoices or packing slips for the next month prior to completing the count. Their presence will not distort the stocktake but will make determining the stock value at the end of the month more complex. The method used for the stocktake is selected after the stocktake is entered however the user needs to be aware of which option they are using before the stocktake starts.

Stocktake Data Entry

The grid displays the following details about each item entered into the stocktake:

- **Item ref.** The unique identifier for the stock item.
- **Item code.** The user entered code for the stock item.
- **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.

- **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.
- **Item Count.** Displays number of items in grid.
- **Import data from file.** Click to allow the selection of a CSV file to import stocktake data from. You can also right click on the grid to paste an excel spreadsheet with stocktake data.
- [?]. Click to read an information box regarding stocktake data input options to be aware of before entering data. This is the same information that appears on the ‘Freeze’ stock levels and the final screens.

To Freeze Current Stock

- Click the [Freeze] button.
- A confirmation message will appear telling you that the stock count freezing is complete. Click the [OK] button.
- Click through to [Close] button if you wish to close the stocktake until the count data is ready and then go back in and choose “Continue existing stocktake”.

To Enter Stocktake Details

There are 3 options for entering stocktake details.

Option 1: Individual item entry

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

Note that this is one of the very few screens where the <Enter> key moves you between fields.

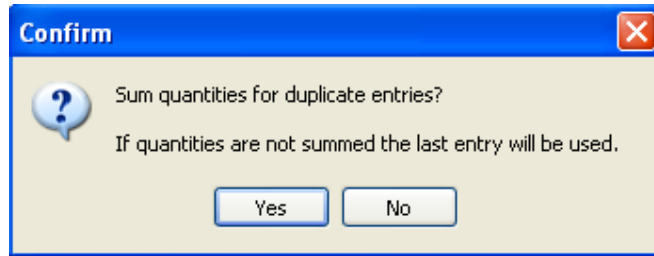
If an item that has already been counted is entered a second time, the second entry replaces the first one. The quantities do not get added together.

Option 2: Copy & Paste from spreadsheet

- Copy the count data information from a selected spreadsheet.
- Right click on the grid to select ‘Paste from Excel’

The data copied from the spreadsheet must have two columns. The first must have the Item Ref or Item Code. The second must have the quantity counted as a positive number.

When you copy data from the spreadsheet it is held by the system while it is checked by Chreos for duplicate items. If one or more items appear two or more times the following message appears:



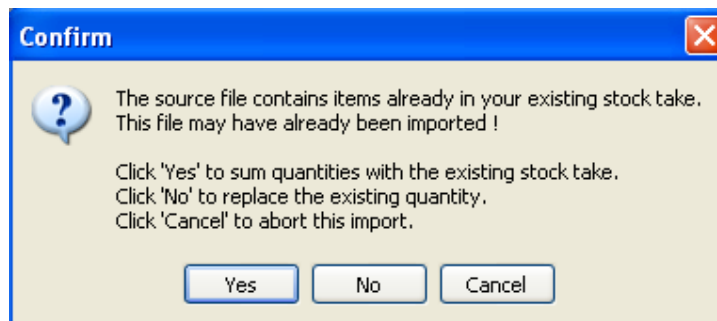
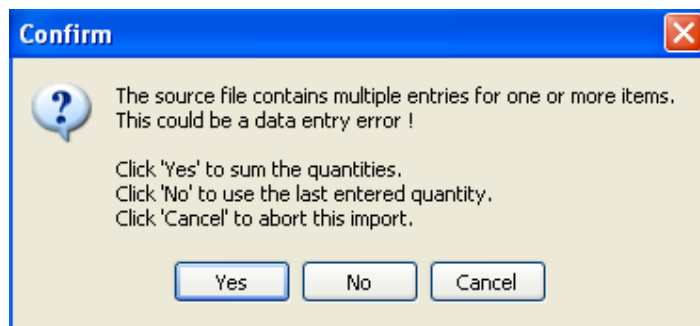
Your choices are to either to add the quantities together of the duplicated items or only use the last instance of duplicated items. Note that this is not checking the held data against what has already been entered into the stocktake. It is only checking what has just been copied from the spreadsheet.

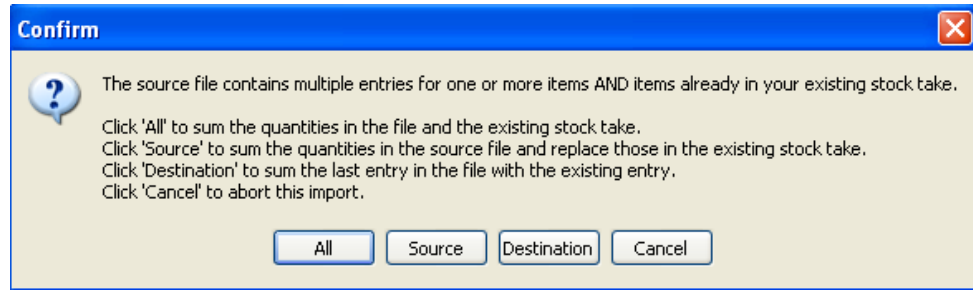
If there are no duplicates within the copied data then no message box will appear.

When data is processed into the stocktake all new items will be added, and all items that have already been entered will be found and their quantities replaced. The new quantities do not get added to the existing.

Option 3: Import data from file

- Click the [import data from file] button (the file must not be already open or it will not allow importing)
- Select the file to import stocktake data from.
- Have a close look at the “CSV Stocktake date import” screen and check the import options are correct. There are three fields to import and the grid displays up to the first 50 record of the source file. In the import options be sure to tick the box as instructed if the first record is field names.
- Click on [Import]. If there are duplicate items in the source file, or if items in the source file are already in the existing stocktake, one of the following 3 self explanatory dialogues will appear. Select the appropriate response.





- You can import multiple csv files into the same stocktake by this method. The count data from the stocktake must be in a csv file to be imported. You can enter data into an Excel file then save as csv prior to importing into Chreos.

The spreadsheet should have the Item Ref or Item Code as the first column and the quantity counted as the second, although there is provision to vary this.

You can create the spreadsheet by any method you choose but three obvious ways are:

Method 1.

Preview the stocktake count sheet report used and save it as a spreadsheet. Add a blank column beside the Item Ref or Item Code column to add the quantities to.

Method 2.

If all products have been barcoded you can position the cursor at the top of the first column of a blank spreadsheet. Scan all the items. As each item is scanned, the cursor will move down a row. Populate the second column with "1" and save it. This assumes that if there are any multiple copies of an item, you can scan it multiple times. Alternatively you can scan it once and then enter the number found. Make sure that the column receiving the Item Ref or Item Code is formatted for text.

Method 3.

Some PDA's or handheld devices can gather stocktake information by scanning stock and recording quantities found. If these can export the data gathered as a csv file in the format option, then it can also be imported as if it had been created on a spreadsheet.

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.

Items not in This Region

- Items not in the stocktake Region will show on the grid in bold.
- Double click to add to the Region.
- A message box will appear to confirm.
- Click [Default] to add to the default location, [Select] to select the location to add this item to and [Cancel] to not add the item to the Region.

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 have stocktakes for different Regions happening concurrently.
- You must not try to have two different machines entering data into the same stocktake at the same time.
- You can not have a “Stocktake by region” and a “Stocktake by location” under way at the same time. If a “Location” stocktake is under way and you want to do a “Stocktake by region”, the “Stocktake by location” has to be completed or cancelled.
- A stocktake does not accept non-diminishing and hire items as counted data.

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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