
Application	ChreosClient – Chreos 3
Module	Stock
Access	“Stock Stocktake By location”
Minimum service pack	SP27
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Overview

Stocktaking is the process of comparing recorded stock levels with a physical count. This stocktake option deals with your stock by location. Select the location required in the ‘Stocktake location’ combo at the top of the screen and the following four tab pages will be activated. Several location based stocktakes can be underway at one time.

“Stocktake by location’ works the same as the ‘All Items’ option of “Stocktake all stock (5.5)”.

Stock Entry

Initially this is the only page available. A location is chosen and then items counted at that location are entered. Until the stock details have been frozen you are entering against the live data in *Chreos*. You can save the data progressively and exit a specific location count at any time. Multiple location counts can be underway at any time.

Details Displayed

- The grid will display the following details about items entered as part of the count of the selected location:
 - **Item Name.** The name of the item.
 - **Number Found.** The quantity of the item in stock according to the manual count.
 - **Sell Price.** The selling price of the item.
- **Item Ref/Code & Name.** Select the item to enter into the stocktake. Refer to “Item search (1.5)”.
- **Qty.** Enter the quantity of the item in stock according to the manual count.

To Enter the Stocktake

- Select the ‘Stocktake location’.

- Select each item, enter the 'Quantity' and press the <Enter> key.
- Repeatedly select and enter items.
- Click the [Freeze Stock] 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.
- A confirmation message will appear asking if the initial stock count is complete. Click the [Yes] button.
- The 'Lost items', 'Misplaced items' and 'Quantity variance' pages will now update with information based on the stocktake for the selected location and the 'Lost items' page will be displayed.

To Delete an Item From the Stock Take

- Select the item on the 'Stock entry' page.
- Reduce the quantity to zero.
- Press the <Ctrl> and <Delete> keys.
- A confirmation screen will appear. Click the [Ok] button.

Lost Items

Items that should have been in the selected location but have not been entered as part of the stocktake will display here. These are items that are assigned to the location and are recorded as having a stock quantity of other than zero. They are referred to as 'Lost items' because either they have been moved to another physical location, not had their location changed and have not been counted (eg wrongly shelved), or there should be stock to count but there is none (eg. stolen).

Details Displayed

- **Item Name.** The name of the item.
- **Number Found.** The number of the item that has been found in the selected location. This should be zero.
- **Location.** This will always be the location being counted.
- **Item Code.** The user entered unique identifier.
- **Item Ref.** The system allocated unique number.

Misplaced Items

These items are the opposite to 'Lost items' above. They are items that have been included in the count but are actually assigned to a different location. They are simply 'misplaced'.

Details Displayed

- **Item Name.** The name of the item.
- **Number Found.** The number that were counted in the stocktake.
- **Location.** The location that has been previously assigned to the item. This will never be the location being counted.
- **Item Code.** The user entered unique identifier.
- **Item Ref.** The system allocated unique number.

To Delete an Item

This is used to remove a misplaced item from a stocktake.

- Select the required item.
- Click the [-] button.
- A confirmation message will appear asking if you want to delete the record. Click the [OK] button.

Quantity Variance

This page displays the variance between the quantity of the item that was found in the selected location and the quantity that should have been found and was stored as the frozen quantity.

Details Displayed

- **Item Name.** The name of the item.
- **Variance.** The difference between the ‘Number found’ and the ‘Shelf qty’.
- **Number Found.** The quantity that was counted in the stocktake.
- **Shelf Qty.** The quantity that should have been counted in the stocktake.
- **Location.** The location that is currently assigned to the item.
- **Item Code.** The user entered unique identifier.

Saving a Stocktake to Finish Later

- At whatever point you decide to save the stocktake, click the [Save] button on the ‘Stock entry’ page.
- A confirmation message will appear asking if you want to save the stocktake. Click the [OK] button.
- When you next enter this “Stocktaking” screen and select the same location from ‘Stocktake location’ the details that you have already entered will be displayed.

To Process the Stocktake

- Once you have entered and checked all of the required details click the [Process] button on the 'Quantity variance' page.
- A confirmation message will appear asking if you want to process the stocktake. Click the [OK] button.
- If you have kept any items in the stocktake that were previously assigned a different location they will now automatically be assigned the selected location.
- Items that show on the 'Lost items' page will be adjusted to have a stock quantity of zero.

To Cancel the Stocktake

- Click the [Delete] button on the 'Stock entry' page.
- A confirmation message will appear telling you that you will lose all of the stocktake data that has been collected so far for this location. Click the [OK] button to cancel the stocktake.

Making Corrections

- If items appear on the 'Lost items' page that should not be part of this location, ie they have been assigned the wrong location in "Stock Management", there are four options:
 - Delete the stocktake for the location, change the location in "Stock | Stock management | Item detail" and redo the stocktake. Note: This will delete everything that has already been entered for the stocktake for that location.
 - Ensure that the item is not entered in the "Stock Entry" tab page, however it will remain on the 'Lost' and 'Quantity Variance' tab pages. Process the stocktake and once processed change the item's location in "Stock | Stock management | Item detail". Note: This option will change the item to a quantity of zero because it is still included in the stocktake. The quantity will need to be changed in "Adjust stock – single items (5.23)".
 - Find the item and stocktake it . Enter it on the "Stock Entry" tab page and process the stocktake. Once the stocktake has processed change the location in "Stock | Stock management | Item detail".
 - Similar to option 3 but used without finding the item. Enter it on the "Stock Entry" tab page with the quantity on the "Quantity Variance" tab page for the item. Once the stocktake has processed change the location in "Stock | Stock management | Item detail".

You cannot change an item's location while in the middle of a stocktake because the location is 'frozen' when the [Freeze Stock] button is clicked.

- If you have included items that belong at this location but they are appearing on the 'Misplaced items' page go to "Stock | Stock

management” and correct the location. When the stocktake data is refreshed they will remain part of this stocktake but will not be seen on the ‘Misplaced items’ page. Note: This action is optional. If you do not change the location but leave them on the ‘Misplaced items’ page their location will be changed as part of the [Process] action.

Related issues

- This stocktake method is primarily designed for doing a rotational stocktake when one part of the inventory is counted at a time, and where all the parts are included over the course of a fixed period such as a year.
- Other stocktake options are available on “Stocktake all stock (5.5)” and it should be read in conjunction with this information sheet.
- A number of different location based stocktakes can be in progress at one time. However, it is not possible to have a location stocktake in progress at the same time as a “Stocktake all stock”.

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