Point of Sale - Stocktake

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Stocktake Information

A stock take can be performed anytime through the year (or several times if needed). Most schools may choose to do a stock take at the end of the year (or start of the year), however you can do a stock take each term / month.

Note: You can do a stocktake report without freezing your stock run from the Stock Reports – PosstcktakeCount.rpt to check before doing freeze.

Step 1: Backup before completing Stocktake

See manual:
http://www.pcschool.net/wp-content/pcschool-uploads/tools_sysadmin/pcsqlbackup.pdf

Note: if you have negative stock items

Doing the stock freeze will set all credit stock items back to '0'. If you wish to retain the negative stock item you will need to manually change the stock figures after you finish the stocktake.

Step 2: Stocktake Freeze

Path: Stock > Stocktake Freeze

This allows you to create a list of your stock on hand (SoH) quantities at a certain point in time/date. The list that is created will show you your SoH at the time of freezing, your stock take count and the sales since the freeze occurred.

Perform the Stock Freeze as follows:
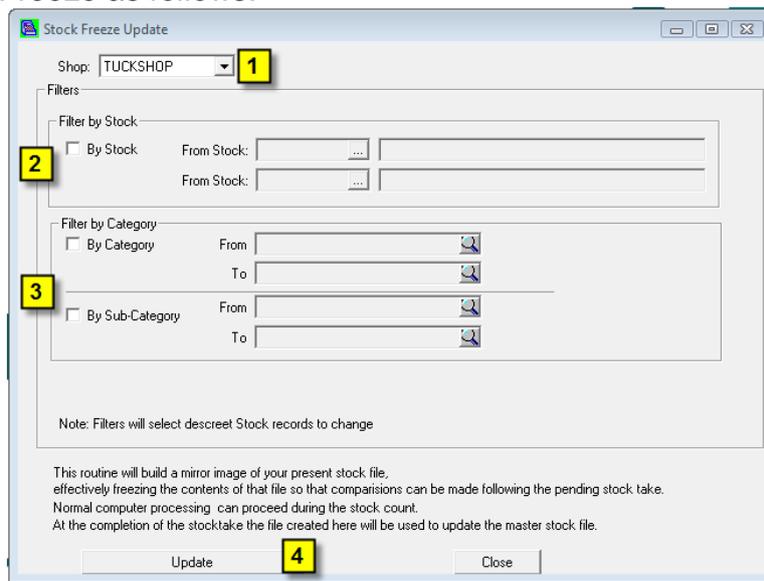
1.	Select the Shop.
2.	Optional: you can choose to only perform a stock take on a range of stock codes (leave unticked to stock take all items in the shop).
3.	Optional: you can choose to only perform a stock take on a range of stock categories and sub-categories (leave unticked to stock take all items in the shop).
4.	Select Update to create your Stock take file.

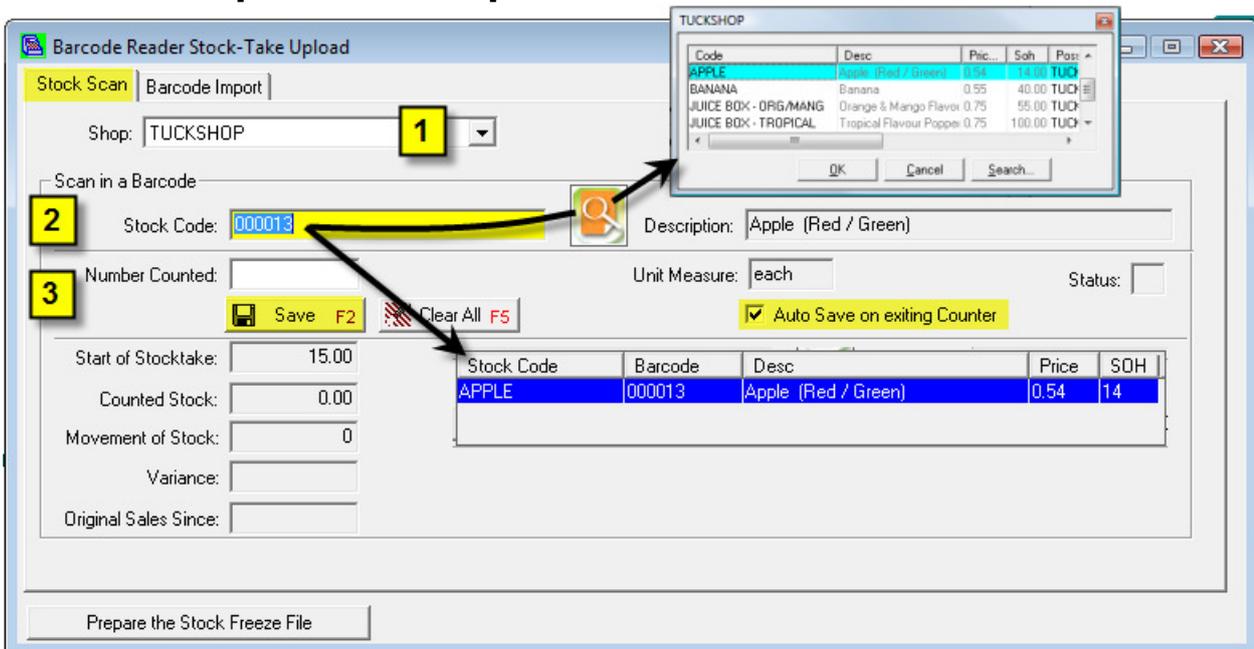## Step 3: Stocktake Upload (Counting stock) - options

Once you have 'frozen' the SoH figures you can then begin counting the stock. Stock can be counted in a variety of ways:

- **Laptop & Scanner** – using a scanner attached to your laptop and scanning the items directly into the stock take upload.
- **Wireless Scanner** – using a scanner that can create a txt file of stock barcodes and counts, then import this txt file into the stock take upload.
- **Manually** – using pen and paper

Option 1: Laptop and Scanner (Individually Scan or Select each Stock Item)
Path: Stock > Read in Stocktake Barcodes > Stock Scan tab

This option allows you to scan the item or manually select each stock item and then enter in the count under [Number Counted]


1.	[Shop] select the Shop.
2.	[Stock Code] with the cursor in the [Stock Code] field, scan in the item. You can also elect to: • Type in the barcode and select it from the smart lookup list • Select the stock item from the list using the orange button
3.	[Number Counted] type in the number of items counted on the shelf Then select [Save] or simply tab off the field.

Option 2: Import from a Barcode Scanner
Path: Stock > Read in Stocktake Barcodes > Barcode Import tab

If you have a portable barcode scanner that creates txt files you may choose to use this to scan all your stock on your shelves. Your scanner should then allow you to download a *.txt file that contains a list of stock barcodes and the quantity scanned onto your computer.
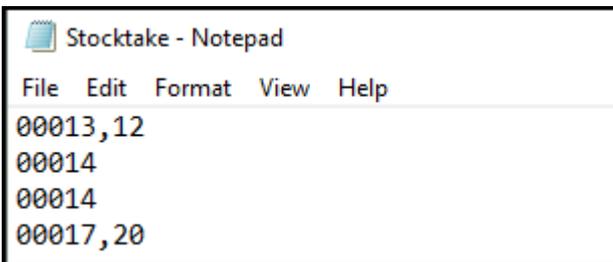
Step 1 Open the [Notepad program] and save the file e.g. Stocktake 20??
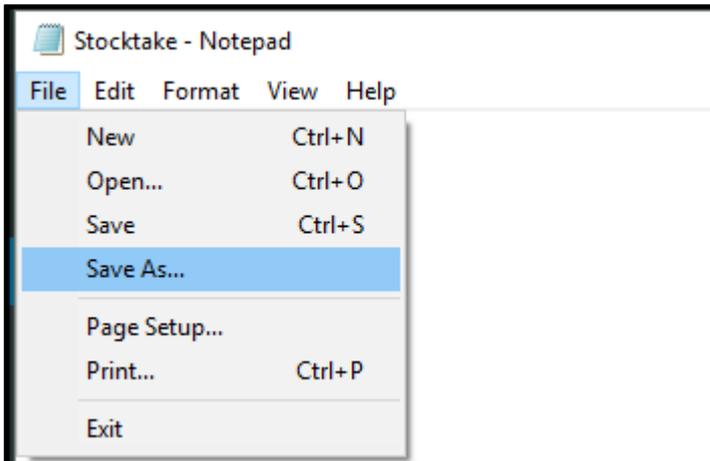

Scan your item with your Barcode reader

Options:
1. You can scan each item
2. Scan the item, then count items e.g. 12
    In [Notepad] you would see your barcode e.g.
00013—then type ', 12' after it   - so it would look like this
3. Or you can do both as per example below:

Note: You can save several different files and import when ready – you do not have to do the whole shop and then import.

Then open:

Path: Stock > Read in Stocktake Barcodes > Barcode Import tab
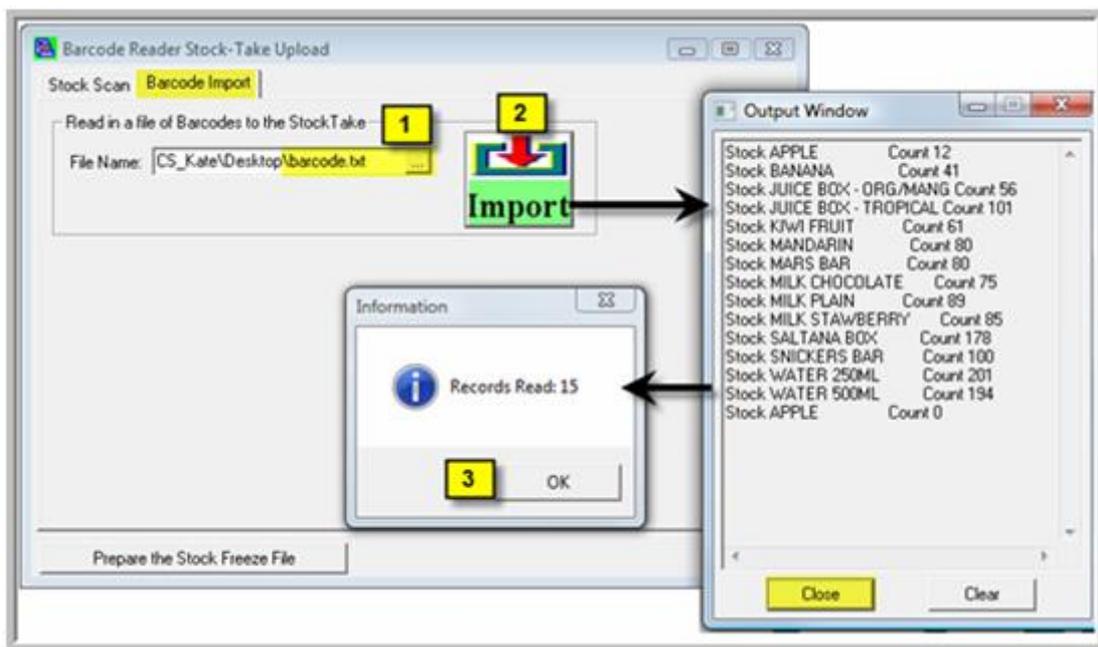
1.	[File Name] - select the file you have save and wish to import e.g .txt file from where you saved it on your computer.
2.	[Import] - select to Import the barcode file.
3.	The system will give you an Output Window showing the stock as it is imported in, and confirm the number of stock records read in.

Select
Path: Stock > Stocktake

1. [Count] shows the number you have scanned
2. [Status] show 'C' - items that have been counted.

Option 3: Manually enter stocktake
Path: Stock > Stocktake

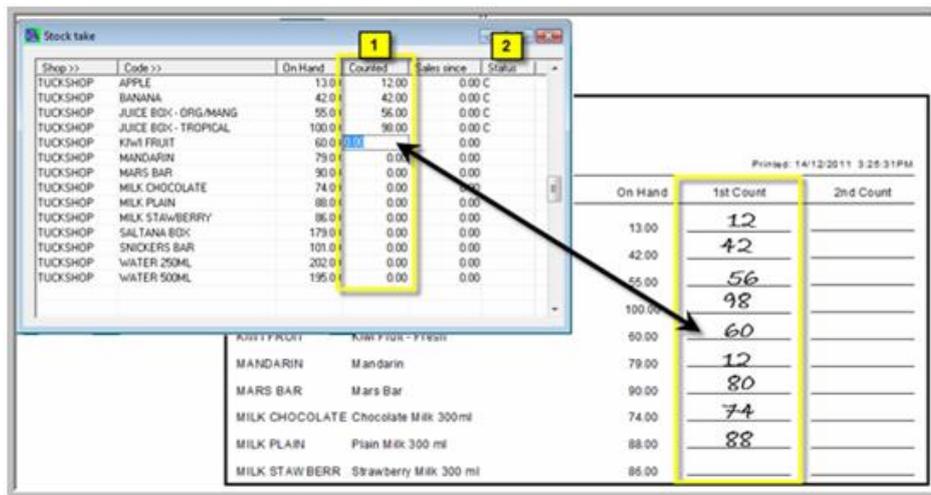Print the Stocktake Count Report

Using this printed report you can then write in the stocktake count for each item:

Tuck Shop
Stocktake Sheets

Page: 1   Printed: 14/12/2011 3:25:31PM

Stock Code	Description	On Hand	1st Count	2nd Count
APPLE	Apple (Red / Green)	13.00	12	
BANANA	Banana	42.00	42	
JUICE BOX - ORG/	Orange & Mango Flavour Popper	55.00	56	
JUICE BOX - TROP	Tropical Flavour Popper	100.00	98	
KIWI FRUIT	Kiwi Fruit - Fresh	60.00	60	
MANDARIN	Mandarin	79.00	12	
MARS BAR	Mars Bar	90.00	80	
MILK CHOCOLATE	Chocolate Milk 300ml	74.00	74	
MILK PLAIN	Plain Milk 300 ml	88.00	88	
MILK STAWBERR	Strawberry Milk 300 ml	86.00		

Path: *Stock > Stocktake*

From this printed report you can then type in your stocktake count figures via the Stocktake view:

1.	Type the stock count into the Counted column.
2.	As you enter in the Count the Status will change to 'C' - Counted

Note: This is where you can view your stock take freeze file with the current stock on hand. If you have entered in your stock take count using option 1 or 2 above it will also show figures in the 'Counted' column along with a 'Status' of C.

## Step 4: Backup after counting for Stocktake

See manual:
http://www.pcschool.net/wp-content/pcschool-uploads/tools_sysadmin/pcsqlbackup.pdf
As then you can recover if necessary to when you have done your count.

Step 5: Print Stock Variance Report
Path: Stock > Stock Reports

As you scan in each item and enter in the stock count, the information will be updated in the Stocktake view. Once your stocktake count has been entered for all stock items it is then recommended that you print a Stocktake Variance Report.
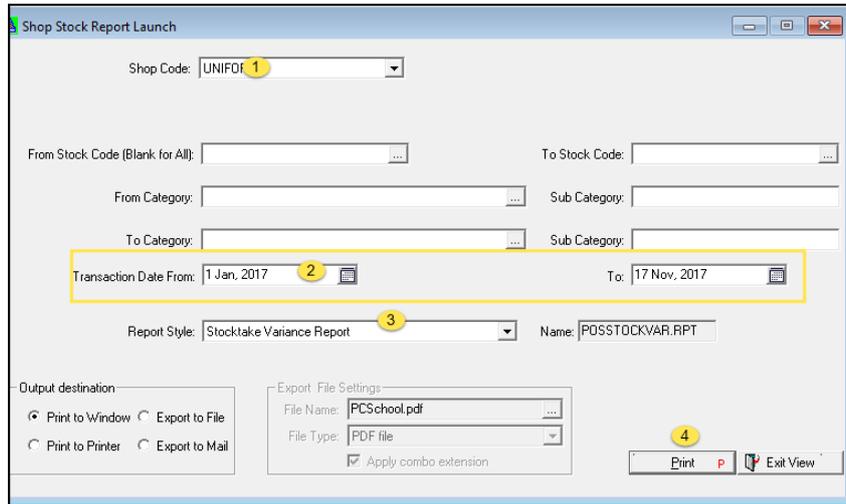
1.	[Shop Code] – select your shop.
2.	[Transaction Date From –To]
3.	[Report Style] – select Stocktake Variance Report
4.	[Print]

Example of report:

Step 6: Sales Since

Path: Stock > Stocktake

In the Stock take view you will see a 'Sales Since' column. This column will be updated automatically when you make any sales after creating the stock take freeze.

This means that if it is not practical to shut the shop down for the entire stock take period you can continue to make sales until you select to update following the stocktake.
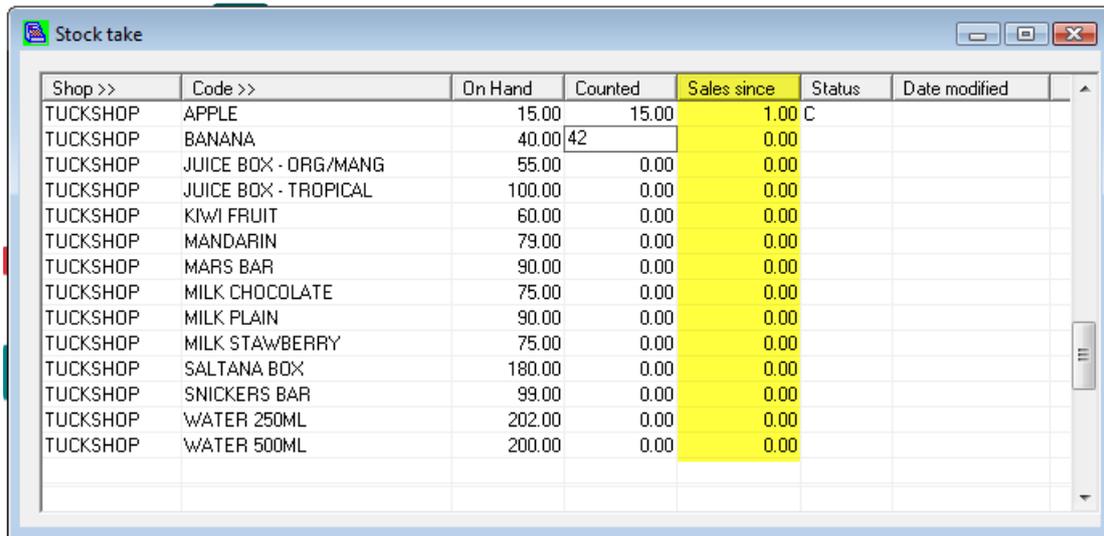
| Shop >>	Code >>	On Hand	Counted	Sales since	Status	Date modified
TUCKSHOP	APPLE	15.00	15.00	1.00	C	
TUCKSHOP	BANANA	40.00	42	0.00		
TUCKSHOP	JUICE BOX - ORG/MANG	55.00	0.00	0.00		
TUCKSHOP	JUICE BOX - TROPICAL	100.00	0.00	0.00		
TUCKSHOP	KIWI FRUIT	60.00	0.00	0.00		
TUCKSHOP	MANDARIN	79.00	0.00	0.00		
TUCKSHOP	MARS BAR	90.00	0.00	0.00		
TUCKSHOP	MILK CHOCOLATE	75.00	0.00	0.00		
TUCKSHOP	MILK PLAIN	90.00	0.00	0.00		
TUCKSHOP	MILK STAWBERRY	75.00	0.00	0.00		
TUCKSHOP	SALTANA BOX	180.00	0.00	0.00		
TUCKSHOP	SNICKERS BAR	99.00	0.00	0.00		
TUCKSHOP	WATER 250ML	202.00	0.00	0.00		
TUCKSHOP	WATER 500ML	200.00	0.00	0.00		

Step 7: Update Following Stock Take

Path: Stock > Update Following Stocktake

It is recommended to make a backup of your POS files before proceeding with this next step.

Once you have entered the count for all items using one of the three options above you are now ready to update your Stock on Hand figures with your stock take counts.

This routine will update your Master Stock File, replacing your current Stock on Hand (SoH) figures with the stocktake count figures.
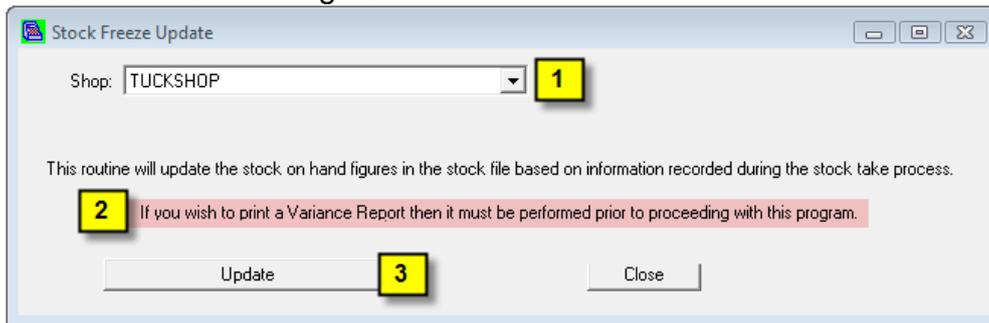
1.	[Shop Code] select the correct Shop code.
2.	Ensure you have printed the necessary Stocktake Reports.
3.	Select to [Update]. You will receive a 'Process Complete' message once the update is complete..

Path: Stock > Stock View

Once you have performed the 'Update Following Stock Take' your stock on hand figures in the Stock Files will now reflect your stock take count, less any stock sold since.