

Performing a Manual Stocktake

Summary:

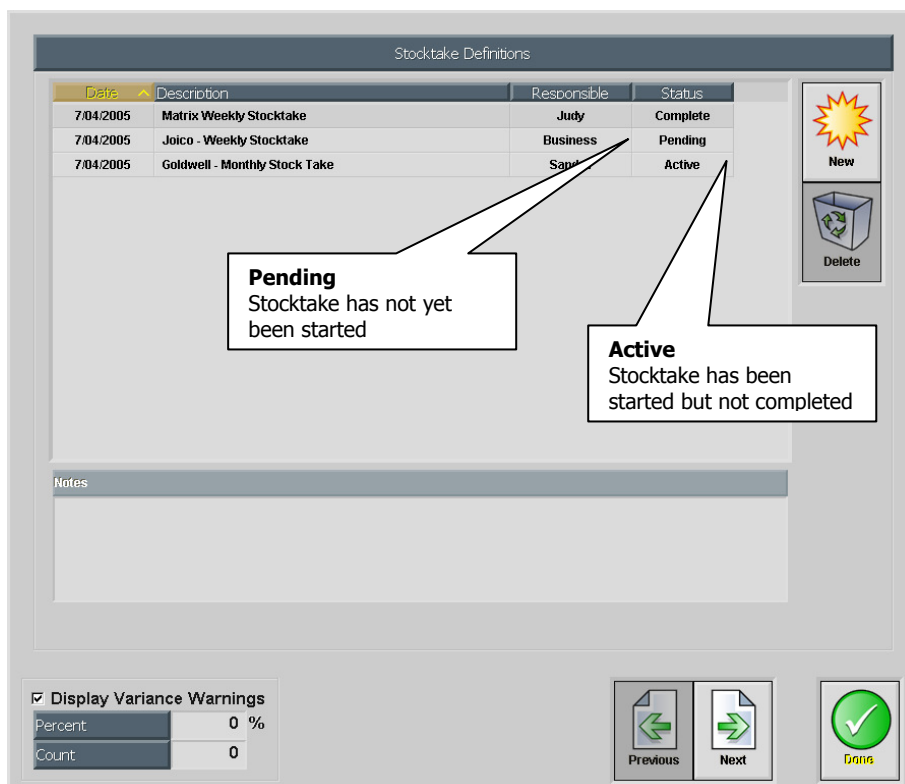
This article is a guide to performing a manual stocktake using the Stocktake wizard. The Stocktake procedure allows you to verify current stock levels for any specified portion of your Product database. The Stocktake Wizard is designed to simplify the Stocktake process and guide you through the steps required to perform an accurate Stocktake. Using the Stocktake Wizard, forms are automatically generated for relevant Products making the manual counting process more efficient. The Stocktake Wizard also provides detailed reports on the results of each Stocktake. Shortcuts advanced Security features ensure that the Stocktake procedure is protected by allowing you to restrict access to sensitive information for individual Security Levels.

Article Applies to: Shortcuts 7.2/ Shortcuts 7.3

Relating Articles: Performing an Automated Stocktake (Handheld Scanners)

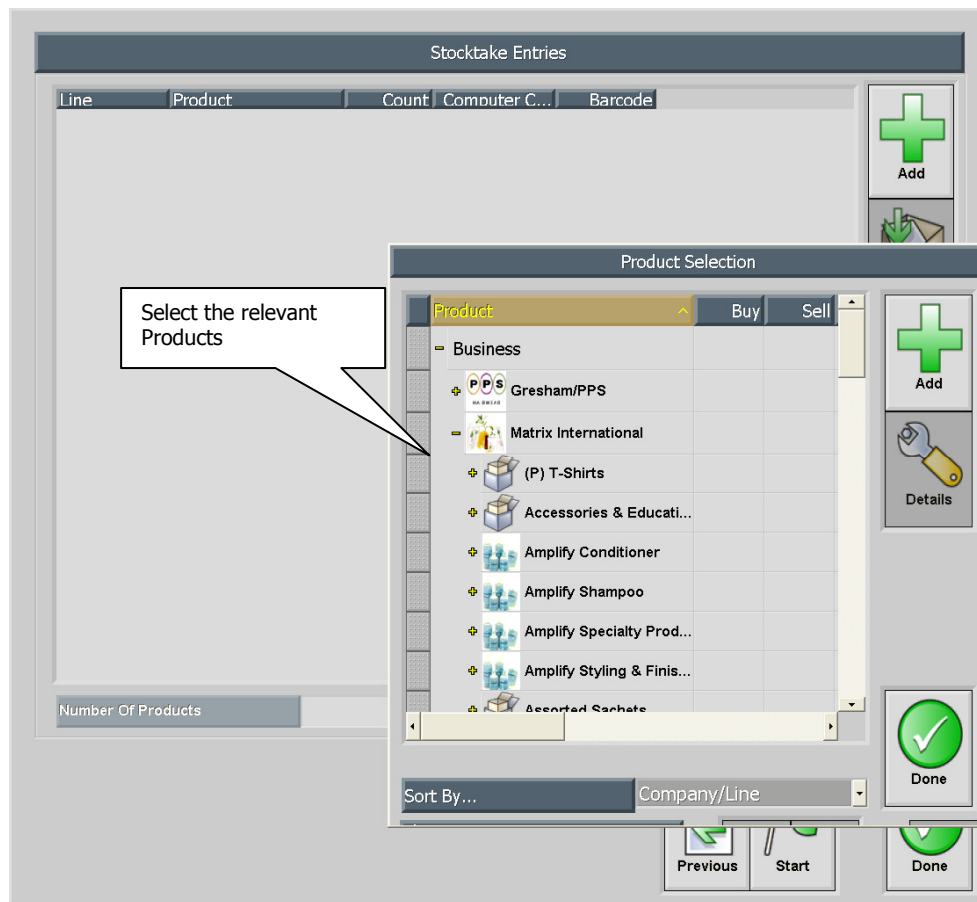
Launching the Stocktake Wizard

From the **Stock Menu** select the **Stocktake** icon, the Stocktake Definitions window will appear:



1. Click the **New** button. A new entry will appear at the bottom of the Stocktake list and the Description field will be highlighted.
2. Using the keyboard, type in a **name for the Stocktake**. The current date will be displayed and Status will be set as Pending.
3. Click the **Responsible field**. The Responsible drop down list will appear.
4. Click and scroll to select the **Employee** for this Stocktake from the Responsible drop down list.
5. If you want to enter any notes for the Stocktake, using the keyboard, type the relevant information into the **Notes field**.
6. Click the **Next** button to continue. The Stocktake Entries screen will appear.

7. Click the **Add** button to select Products to be included in the Stocktake. The Add Products window will appear displaying all Products grouped by Company/Line. If you want to change the sort by order to either Supplier or Category/Sub Category, choose the relevant option from the Sort By... drop down list.
8. Using the Drag Bar, click to **select the relevant Products** you want to Add to the Stocktake. The selected Products will appear shaded. You can add a company, line or individual products into a stocktake, if you wish to add an entire company simply select the company.



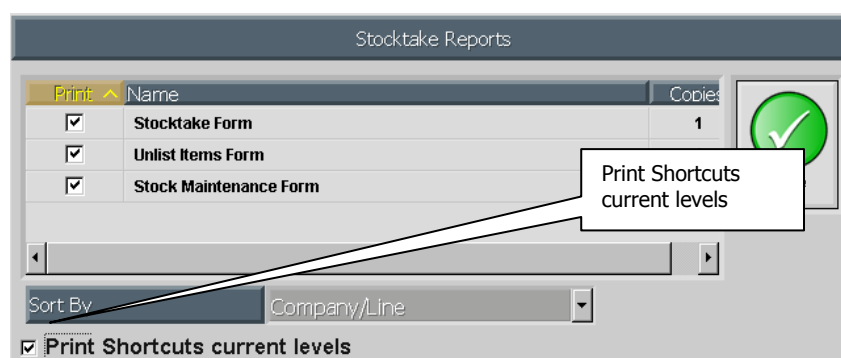
9. Click and drag to move the selected Products into the Stocktake Entries screen, and then release or alternatively, click the **Add** button. All selected Products will be added to the current Stocktake. If a selected Product(s) could not be added to the Stocktake, the Stocktake Error window will appear listing the Products and the reason why they could not be added (e.g. product is already selected in another stocktake, product is being recounted, etc).
10. Click the **Done** button in the Add Products window to return to the Stocktake Entries screen. Products selected will be displayed on the screen. These Products can be sorted by clicking on the relevant column heading (e.g. Supplier, Category/Sub Category, Company/Line, Product etc). If these columns do not appear on the screen, to add them you simply right mouse click on the Product Heading, a pop up menu will appear, select the columns you wish to see on the screen.
11. If you want to **remove any Products** from the Stocktake, click to select the relevant Product then click the **Delete** button. Alternatively you may hit the Delete key on the keyboard. To select multiple Products, hit and hold Ctrl on the keyboard and then click to select the relevant Products.
12. If you want to **remove all Products from** the Stocktake (to start again), click the **Delete All** button. A message will appear asking, "Are you sure you want to delete all items in the list?" Click the Yes button to continue or the No button to cancel this request.
13. Once you are satisfied with the Products selected, click the **Start** button to begin/activate the Stocktake. A message will appear asking, "Are you sure you want to activate this stocktake?"

Note: Whilst you may add and/or delete products after the stocktake has started, Shortcuts will set the Shortcuts current levels at the moment the stocktake is started/activated.



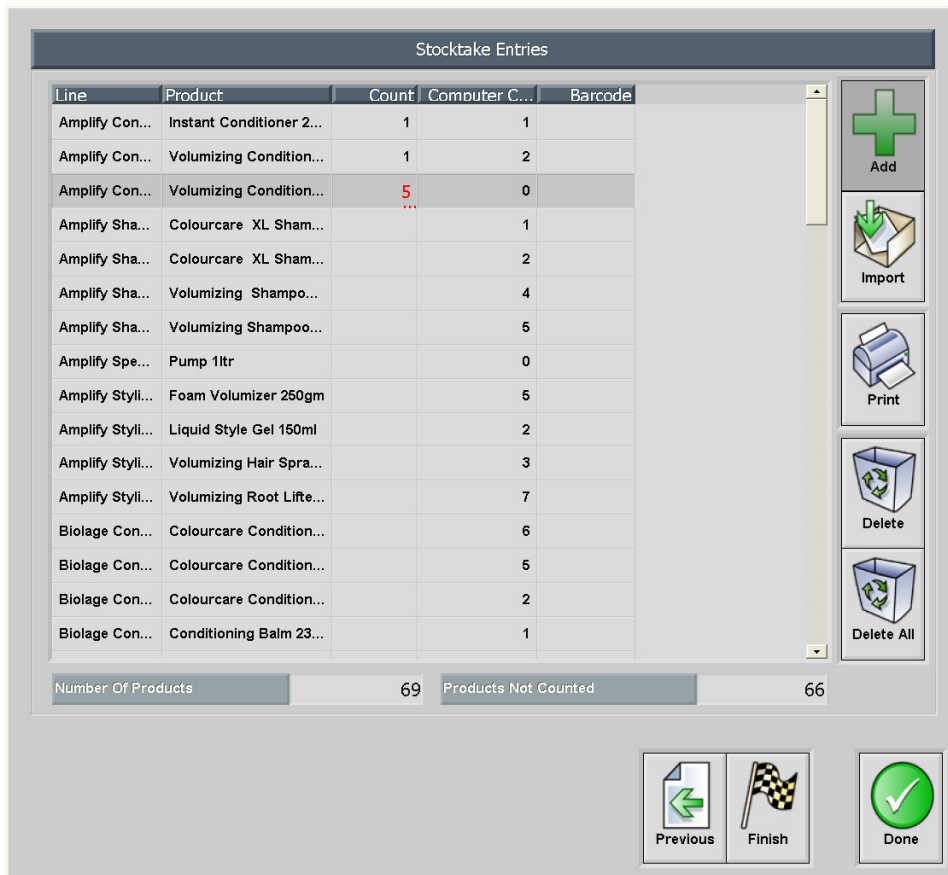
14. Click the **Yes** button to continue or the No button to cancel this request. The Stocktake Reports window will appear.
15. Place a tick in the relevant tick box(s) next to the **Forms** you want to **print** for this Stocktake. A Stocktake Form is a form listing all Products (with relevant details) selected for the Stocktake with blank fields for you to record manual Counts as you are physically counting Products. It is not necessary to print the Unlist Items Form or the Stock Maintenance Forms.
16. By default, Stocktake Forms will print Products grouped by Category/Sub Category. If you want to change the sort by order to either Supplier or Company/Line, choose the relevant option from the Sort By... drop down list.
17. If you want **current Stock levels**, as recorded by Shortcuts at the time of starting/activating the Stocktake (Shortcuts current levels), to be printed on the selected Forms, place a tick in the 'Print Shortcuts current levels' tick box.

Note: This option will only be available if the Responsible Employee has access to the current stock quantity.



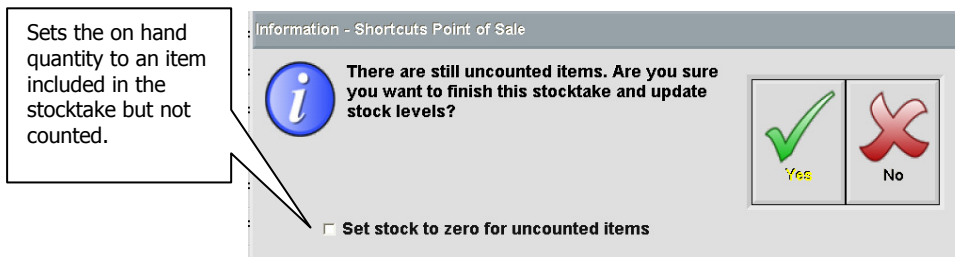
18. Click the **Done** button to proceed with Printing selected Stocktake Forms. If the 'Print Shortcuts current levels' option was ticked in the Stocktake Forms window and the Responsible employee has access, these levels will now be displayed for comparison in the Stocktake Entries screen and on the printed Forms.

19. Use the Stocktake Form(s) to record your Counts, begin the **manual count** for this Stocktake.
20. Select the Stocktake from the Stocktake window and select next.



21. Using the keyboard type the **manual Counts** for each Product into the Count fields. Hit Enter on the keyboard to move down between Count fields. If a **Variance Warning(s)** has been set, as you move between Count fields, values that fall outside the Variance Level thresholds will be displayed in **red** as a Warning.

When all manual Count Levels have been entered, the **Finish button** will be made available.

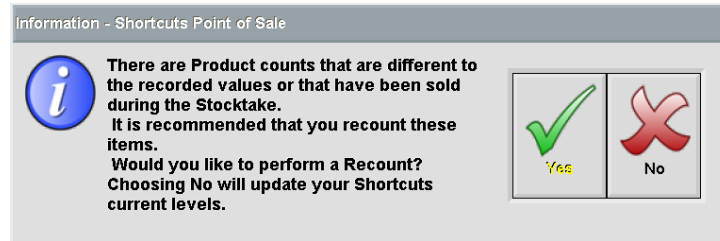


22. Click the **Finish** button. A message will be displayed 'There are still uncounted items. Are you sure you want to finish the stocktake and update stock levels'. An option is also displayed to 'Set Stock to zero for uncounted items' – selecting this option will place a 0 against any item included in the stocktake that does not have a count entered.

Note: *It is recommended that you do not commit this Stocktake (click the Finish button) until you have finished trading for the day. This will allow any recounts to be completed whilst not trading.*

23. Click the **Yes** button to continue or the No button to cancel this request. If the manual Count entries match perfectly and you have not sold a product included in the stocktake at Point of Sale since the stocktake was started, skip to Step 30.
24. If the manual Count entries differ from the Shortcuts current levels and/or a product(s) included in the Stocktake has been sold at Point of Sale since the Stocktake was started, a message will appear "There are Product counts that have a variance or have been sold during the Stocktake. It is recommended that

you count these items. Would you like to perform a recount? Choosing No will update your product counts”.



25. Click the **Yes** button to continue or the **No** button to cancel this request. By clicking the No button, you are telling Shortcuts that the manual Counts are correct and you want them to override the Shortcuts current levels. Skip to Step 30.
26. If you click the **Yes** button to perform a Recount, the Stocktake Reports window will reappear.
27. Place a tick in the relevant tick box(s) next to the Stocktake Forms you want to print for this Recount. This time the Stocktake forms will contain only those Products that had a variance or were sold at Point of Sale during the Stocktake.
28. By default, Stocktake Forms will display Products grouped by Company/Line. If you want to change the sort by order to either Supplier or Category/Sub Category, choose the relevant option from the Sort By... drop down list.
29. If you want current Stock levels, as recorded by Shortcuts at the time of starting/activating the Stocktake (Shortcuts current levels), to be printed on the selected Forms, place a tick in the 'Print Shortcuts current levels' levels tick box. This option will only be available if the Responsible Employee has access.
30. Using the Stocktake Form(s) to record your Counts, begin the manual recount for this Stocktake.
31. Using the keyboard, enter the new Counts into the Count fields for each relevant Product. Each Count field must contain a value to proceed.
32. Click the **Finish** button. A message will appear asking, "Are you sure you want to Complete this Stocktake, committing this Stocktake will update your product levels".
33. **Note:** *Make sure you are completely satisfied with the manual counts entered. Clicking the finish button at this point will complete the stocktake process. There will be no more opportunities to perform another recount.*
34. Click the **Yes** button to continue or the No button to cancel this request. A message will appear stating, "Congratulations, you have successfully completed a Stocktake. Product levels will be updated according to your counts".
35. Click the **Done** button. Product levels will be automatically updated and the Stocktake Reports window will appear.
36. Place a tick in the tick box(s) beside the relevant Report(s) that you want to print for this Stocktake. The Stocktake Report displays an overview of each Product in the Stocktake including Recorded Count, Actual Count, Variance, Recorded Value on Hand, etc. This report can be printed later from the reports menu in Shortcuts.
37. If you want you can change the Sort by order for the Reports, choose the relevant option from the Sort By... drop down list.
38. By default, Stocktake Reports will display Products grouped by Company/Line. If you want to change the sort by order to either Supplier or Category/Sub Category, choose the relevant option from the Sort By... drop down list.

Additional Information:

- Once a stocktake is in recount mode it cannot be deleted, the stocktake must be completed.
- A stocktake that is Pending or Active can be deleted.

What is a Variance Warning?

The Variance Warnings fields located at the bottom left of the Stocktake screen allow you to set Variance Levels for Stocktakes. Variance Levels refer to the difference (under or over) between the manual count and the Shortcuts current level.

When entering manual counts during a Stocktake, if the difference between the manual count and the Shortcuts Current Level is greater or less than both the values set in Variance Levels fields, the results will be displayed in red as a Warning.

To activate Variance Levels, place a tick in the Display Variance Warnings tick box. Using the keyboard, type in the percentage and/or count value in the relevant fields. If you enter zero (0), this represents a zero Variance Level. If you leave either these fields blank, Shortcuts will not display any Variance Level Warnings.

The Variance Levels will be set for all new Stocktakes globally until manually changed.