

STOCK TAKE

Basic Process of a stock take

1. Recalculation of Stock


A recalculation of Stock must be done – this needs to be done up to Period 12

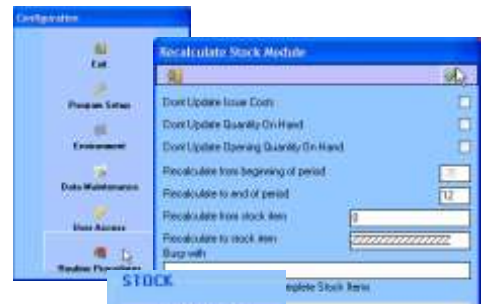
The following must be adhered to:

- Remove the tick on DONT UPDATE ISSUE COST
- Remove the tick on DONT UPDATE QUANTITY ON HAND
- Remove the tick on DONT UPDATE OPENING QUANTITY ON HAND

Select Setup  then Routine Procedures




Then Stock , remove the 3 ticks and select the green tick to process wait until it says Done.



2. Take A Snapshot


Create a STOCK TAKE and print the STOCK COUNT SHEETS

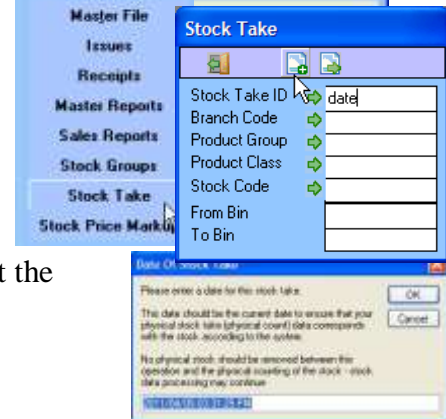
Select Stock Take in the Stock menu.

Then enter the name and any details you require to filter the stock take, select the Create  to create the Snapshot.

It will prompt for a Date of the Stock Take enter and select OK.

Now select the Retrieve  to retrieve the Snapshot.

You now need to print out the Physical Count Sheets. To do this select the  button and print the associated Report.



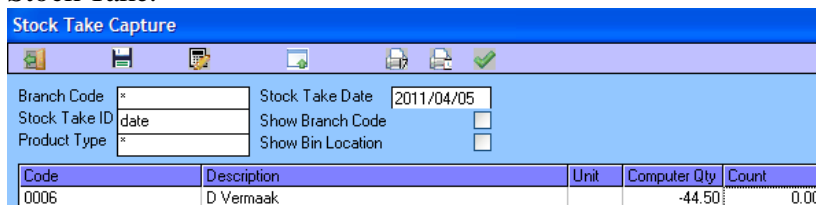
Peritus Business Solutions

Stock Count Sheet

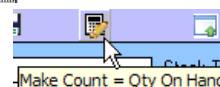
Stock Take ID	date	Data Generated	2011/04/05 12:00:00AM	Page 1 of 1
		Branch	000 Main Branch	
Bin Location	Product Type	Stock Code	Description	Unit
	PFIM Install/Train	0006	D Vermaak	Computer Qty
				Counted
				Quantity
				-44.50

3. Take the physical count and fill in actual count on the stock count report pages.

4. Open the stock take once again in PFIM and Capture the numbers from the count sheet to the Stock Take.



You can select this button and it will auto populate all Counts to be the same as Computer Qty



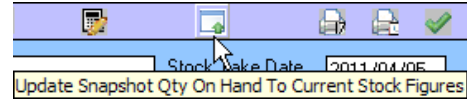
5. The STOCK COUNT can be done at month or year end. It is important that ALL MOVEMENT OF STOCK BE STOPPED so as to accurately represent current stock. If issues from prior to stock need to still be captured this should be done (Before point 6).

6. Reclaculation of Stock – to UPDATE SNAPSHOT
NB. THIS MUST BE DONE IF ANY PROCESSING OF TRANSACTIONS DATED EARLIER THAN STOCK TAKE DATE HAVE BEEN CAPTURED.

Select the Update button

The system will prompt you with a few questions you can use Opening Balance at first day of current financial year or Current Balance(Current Balance can be affected by recalculating stock to the period for which the stock take was done.)

This will change the Computer value in the Snapshot.



7. Do the WRITE-OFFS

Before Write Offs are done it is a good idea to print the Variance Report and double check the variances are in line with expected Write-Off

Once you are satisfied with the results in the variance report you can select the green tick on the right.

The Write-Off will add WO records to the issues and receipts tables to remove the variance reported on.

