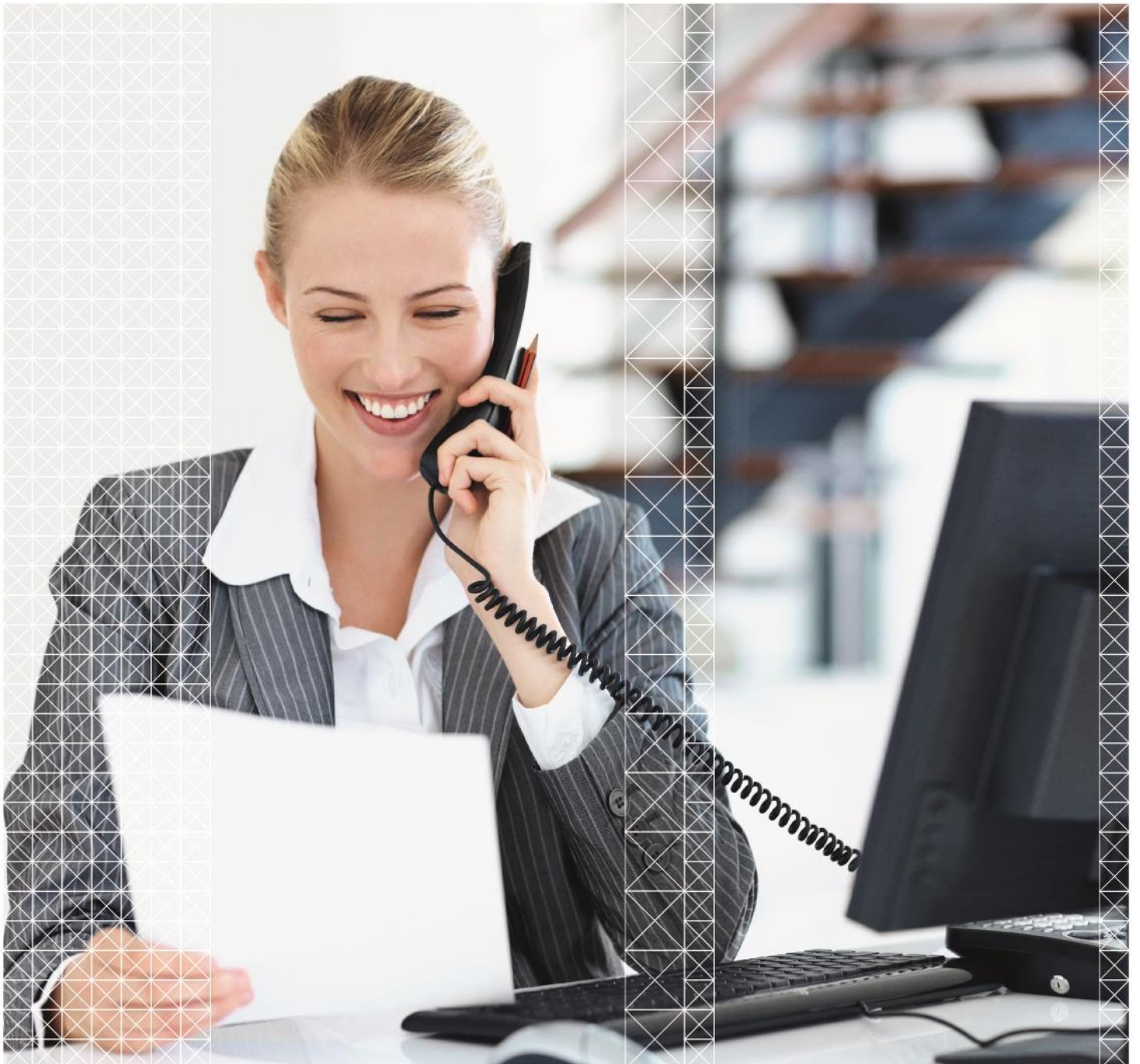


datel

expanding the
world of sage

▶ **Stocktake**

Sage 1000 Help Sheet



The Sage Inventory Control module is nothing more than a model of the current stock situation. Just like a manual card based system it must be kept up to date of stock movements and the resulting balances. The stocktake programs serve two purposes. Firstly, they allow initial stock balances to be entered when setting up the system and secondly they allow checking and correction of discrepancies due to counting errors when issuing or receiving stock, natural wastage or pilfering.

Most auditors insist upon at least an annual stock check. For some stock types this may be more frequent. Sage supports this type of stock check but also allows 'Perpetual Inventory' - sometimes called 'Cycle Counting'.

Perpetual Inventory is based upon counting each stock item with a frequency based upon its value to the company. Every item is counted at least once during the year, but important items may be counted many times. Because a small number of items are regularly checked, stock balances are kept more up to date and the upheaval of a general stocktake can be avoided.

The procedure for generating both types of stock check is similar. The stock check menu is laid out in a logical sequence which may be followed in each case.

Prepare for First Stocktake

This option need be run once only before the very first stock check is performed as it creates a batch queue used during stocktaking. Press **CR** to run the option, which should take a few seconds to complete. This option should only be run when be used to create opening stock positions at initial system implementation.

1. Stocktake Card Definition

A stocktake card contains a list of items to be checked. It will be printed out and used to record actual balances during checking.

Cards are numbered sequentially. Press **F6** to generate the next card number or enter a known card number to review its content. **F2** may be used to scroll and search for cards held on the system.

WAREHOUSE	Enter a valid warehouse code. A stock check card may only be defined for a single warehouse.
DESCRIPTION	Enter notes regarding the nature of the stocktake, the operator, etc. into this field.

- F8** To select items for stock check according to ranges.
- F3** To manually choose items within ranges.
- F4** To randomly select a number of items within ranges.
- ESC** Abandon stocktake card.

Whichever function key is pressed, a window appears to allow ranges of stock codes, product groups, etc. to be entered.

If a full stock check is to be created, all items will be extracted onto various cards, possibly chosen by ranges of bin number or product group.

If perpetual physical inventory is to be operated, items would be selected by setting **review due only** to **yes**; items will be selected if the last stock check date plus review time is greater than today's date. Items with a shelf life should also be included if they exceed their expiry date.

Press **CR** to accept the ranges entered, **ESC** to abandon the stocktake card.

If items are to be chosen randomly, a prompt will appear asking for the maximum number of items to be selected within the ranges entered. Press **CR** to continue.

If items are to be chosen by hand, a prompt will also appear for the maximum number of items to be chosen, followed by a list of all stock codes within the ranges entered. Press **CR** to select one or more codes, then press **SHIFT CR** to copy the highlighted stock codes to the card.

Following selection of stock codes, a status box appears showing the number of items on the card. Any one of the three selection methods may now be used to add to the card.

Press **CR** to accept the card or **ESC** to abandon it.

2. Stocktake Card Print

This option serves two purposes. Firstly, it checks and stores the stock balance for every item on a card. This balance will be used as the basis of any stock adjustment posted following the stocktake. Provided no stock is physically moved between running this option and counting the item, transactions may continue and the adjustments be posted at a later date. The option is also used to print a stocktake card as many times as is necessary.

If an item is batch controlled or serial numbered, details of every batch/number will be printed, such that they may be counted and verified separately.

Card numbers	Enter a range of stocktake card numbers. Leaving this field blank causes all cards to be printed.
Sort key	Enter P to print items in product code sequence or B for bin number sequence.
First Generation	If the card is to be printed for the first time, set this field to y , so that current stock balances will be stored.
Print cards	Enter y if cards are to be printed.

- CR** To run the routine and print cards.
- ESC** To abandon.

REMEMBER if first generation was set to 'y', no physical transactions against items on the card(s) should be performed until each item has been counted.

3. Stocktake Details

Use this option to enter physical counts onto the system. Enter an existing stocktake card number or press **F2** to browse cards known to the system.

The card header is displayed and the first page of stocktake items is highlighted. Enter actual stocktake counts, working from the prints taken earlier. If an item is outside the stocktake tolerance defined in its stock record, the item will be marked as non-approved, awaiting clearance by a supervisor. Where an item is batch controlled or serial numbered, a count must be entered for each batch or number.

Press **F6/F7/F3** to move between pages of items; **CR** to accept the card or **ESC** to abandon entries.

4. Stocktake Reports

- ▶ Summary Variances
- ▶ Batch Detail Variances

These two very useful reports allow an analysis of variance between expected stock and actual (counted) stock balances, before stock is updated by posting adjustments. Both quantity and value variances are shown and totalled for the report. The batch details report breaks down these figures by batch or serial number for each stock item.

Items which greatly differ from expected counts may be handled on an exception basis, and possibly re-checked. The reports should be retained for audit purposes.

Enter ranges for the report and if necessary sort sequence down the right-hand side of the screen. Press **CR** to run the report or **ESC** to abandon.

5. Approve Stocktake Adjustments

Stock counts will be automatically approved if they are within the stocktake tolerance defined for each item, or if this is left blank, within the tolerance defined in the system key STTOLTAKE. Any count that falls outside tolerance is marked as held and must be cleared through this option, which would normally only appear on a supervisors menu.

Set STTOLTAKE to **NONE** to automatically approve any variations.

The option is used in the same way as Stocktake Entry, except that the approved flag may now be changed. Items that are left as non-approved will NOT update the stock file.

6. Post Stocktake Adjustments

Enter a range of stocktake cards to be posted. Press **CR** to post or **ESC** to cancel. Any errors will appear on screen and will be written to the system log.

If transactions have taken place since the count that result in the quantity available being less than the negative adjustment to be performed, then the program will stop and provide an on-screen message to that effect, allowing a choice of leaving the stock unchanged or reducing to zero. It is therefore necessary for the adjustments run to be attended by an operator.