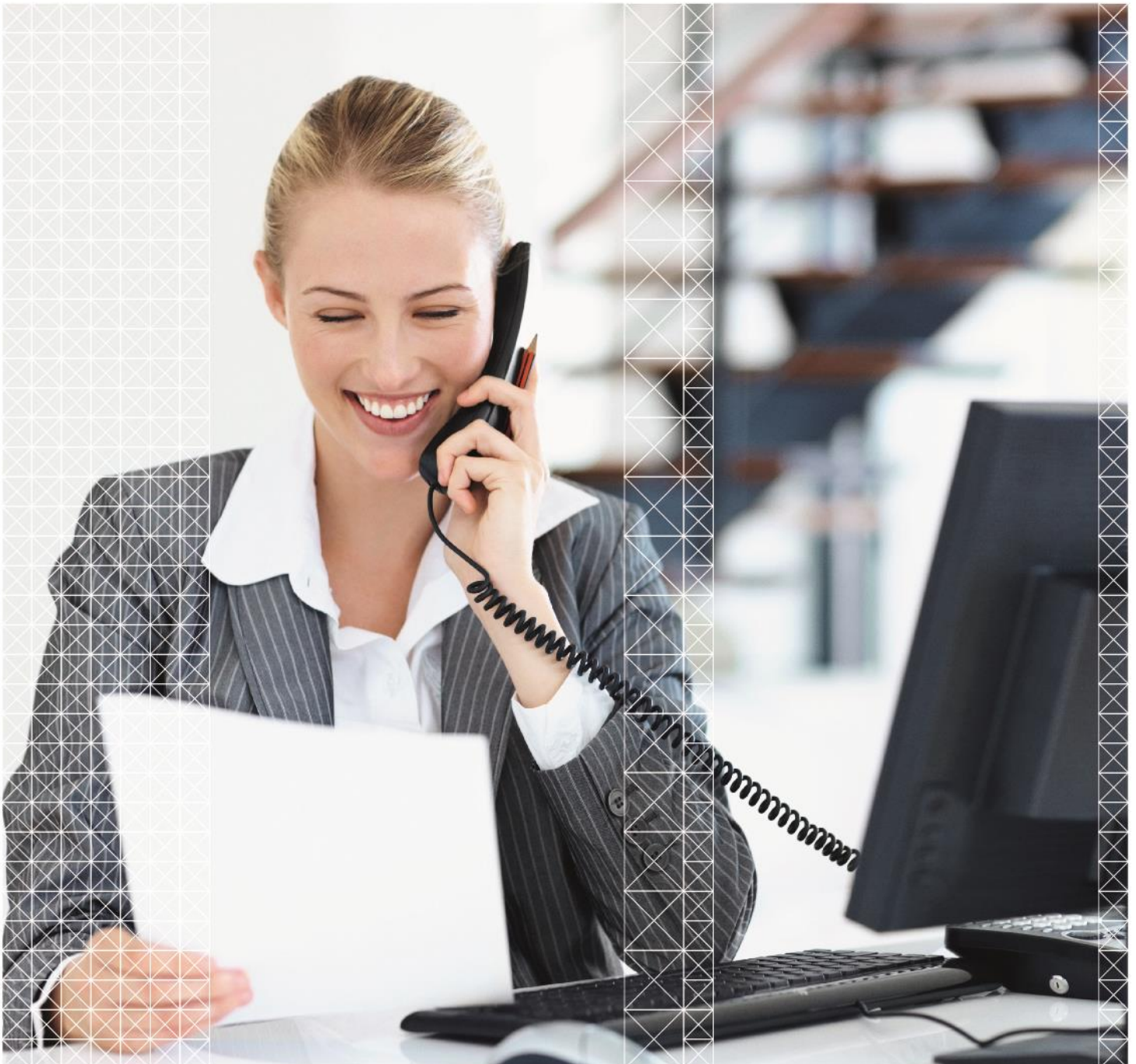


▶ **Stock Count**
Sage X3 Help Sheet



1. Stock Count

1.1. How to check when a Stock count needs to be performed.

To check which stock needs to be counted, we need to run the 'Stock to count' function. This is located at Inventory > Counts > Stock to Count.

Stock To Count



Site *
TR012

Count Date
02/01/2017

Count Mode
Cycle Count

STARTING - ENDING RANGE

Product

Category

User

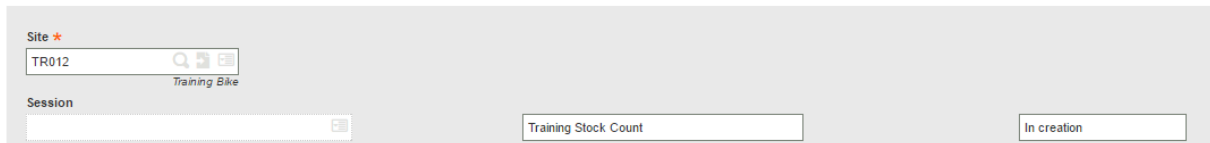
Here we can look what products are due to be counted by site and by Count Mode. These parameters are defined in the Product-Site record. (For more information on this, see the 'How to configure Stock counts' later in this guide).

1.2. How to Create a Stock count session.

To start the stock count, we first must run the inventory sessions function (Inventory > Counts > Inventory Sessions).

- Click new, and enter your Site, and a name for the session. The status will default to be in creation. After creation you will see to be counted, then when all lines have been counted or closed, the status will move to closed. You can see previous counts on the left list.

Stock count session

On this screen you define the parameters of your stock count, including:

- ▶ Stock Count Type
 - ▶ Product – Which allows you to tailor your countdown to products and Categories of products
 - ▶ Location – Which allows you to count via location or a range of locations.
- ▶ Stock Count Method – To specify what basis the selection of products to be counted is made
 - ▶ Manual – Products are selected manually or via the selection criteria on the selection tab.
 - ▶ Annual Stock Count – The system selects products with the option ‘Annual Stock count’ defined at Product site level, the selection criteria from selection tab are then taken into account.
 - ▶ Cycle Count – The system selects products with the option ‘Cycle count’ defined at Product site level. This takes into account the selection criteria, but also the ABCD class, the number of counts already performed, the number of counts planned and the stock count date.
- ▶ Stock Count Sort
 - ▶ Product Location – The lines are sorted by product and then location.
 - ▶ Location Product – The lines are sorted by location and then product.
- ▶ Process
 - ▶ Global – If ticked, the last stock count date is updated on the product site record.
 - ▶ Products without stock – If ticked, products with no expected stock will be included in the count lists.

Next the count worksheets area of the screen lets you define the sizing of the stock count lists.

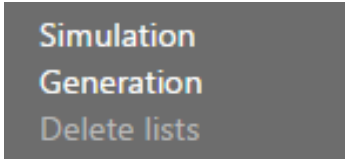
- ▶ Maximum Lines – Maximum numbers of lines per stock count list.

- ▶ Percentage Limit – Completion Percentage for each list (to allow room for any unplanned stock recording).
- ▶ Number of Products – Maximum number of products per stock count list.
- ▶ Multi Lists – Allows the same product to be counted across multiple lists.
- ▶ Location Position – When counting via location, allows products to be sorted via location for each list.

The screenshot shows the Sage X3 Stock Count configuration interface. It is organized into several sections:

- STOCK COUNT TYPE:** Includes 'Stock count type' with radio buttons for 'Product' (selected) and 'Locations'.
- COUNT MODE:** Includes 'Processing Selection' with radio buttons for 'Manual selection', 'Cycle count' (selected), and 'Annual stock count'.
- COUNT SORT:** Includes 'Count Sort' with radio buttons for 'Product location' (selected) and 'Location product'.
- PROCESS:** Includes checkboxes for 'Global' (checked), 'Products without stock' (checked), and 'Products - Deposits' (unchecked).
- COUNT WORKSHEETS:** Includes 'Maximum lines' (input: 100), '% limit' (input: 80), 'Number of Products' (input: 9999), and 'Location position' (input: 10).
- MISCELLANEOUS:** Includes 'Count Date' (input: 28/12/16) and a checked 'Multi-lists' checkbox.
- CLASS ABCD:** Includes checkboxes for 'Class A', 'Class B', 'Class C', and 'Class D' (all checked). It also has input fields for 'A Counts' (205), 'B Counts' (12), 'C Counts' (6), and 'D Counts'.
- Selections:** Includes input fields for 'A Selections' (0), 'B Selections' (0), 'C Selections' (0), and 'Selected D' (0).

- ▶ After defining your parameters and selection criteria Click create. You can then run a simulation to check how your stock count is going to look. If you aren't happy at this time, then you can always modify your parameters.



Please note: Once the stock count lists are generated, it is no longer possible to make stock movements on these products until the product is counted, or released (the stock line will appear 'locked'). Therefore it is advisable to manually check whether there are any allocated Sales Orders outstanding on the system for the stock lines you intend to count. Any allocated sale orders will need to be deallocated first.

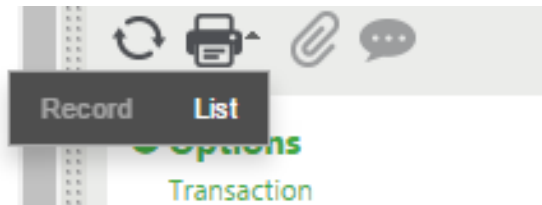
- ▶ When you are ready to start the count, click on the Generate button.

1.3. How to Perform the Stock Count

Stocks count lists are printed by Inventory > Counts > Counts. Here we can see the Inventory sessions in left list. By selecting the 'To be Counted' Inventory session we created earlier.

On this screen we can choose to print out our count worksheet.

- To do this click the printer button on the right hand toolbar, and select list.



On the lines below we can enter the amount of each product counted, along with adding any other products found during the count on the extra lines below.

- To 'count' each product in the system, click on the Action button on each line, and click 'Counter Detail'

	Status	Product	Description	Warehouse	Stock PAC	PAC-STK Conversion	STK
1	Counted	BMSTR-001	Training Product 1	TR121	5	1.000000	UN
2	Counted	BMSTR-001	Training Product 1	TR121	20	1.000000	UN
3	Counted	BMSTR-001	Training Product 1	TR121	85	1.000000	UN
	To be co	BMSTR-001	Training Product 1	TR121	9	10.000000	UN
	To be co	BMSTR-002	Training Product 2	TR121	1	1.000000	UN
	To be co	BMSTR-002	Training Product 2	TR121	1	1.000000	UN
	To be co	BMSTR-002	Training Product 2	TR121	1	1.000000	UN
	To be co	BMSTR-002	Training Product 2	TR121	1	1.000000	UN
9	To be co	BMSTR-002	Training Product 2	TR121	1	1.000000	UN

This will allow us to enter details of what was counted on the line, including any variances.

- Save on each line to update the status.
- If the stock to be counted is required for a stock movement, you can click the release button on the right hand list.
- Once completed click validate. This updates and product-site totals, updates any stock movements resulting from the count and releases the product block. The adjustment nominal posting will be then generated by the stock accounting interface.

The addition of new product lines to the count is still possible at this stage.

- Finally by clicking closing period, anything not yet counted or validated is given the status 'cancelled' and the session is closed.

1.4. How to Configure Stock Counts

If you are not getting the results you would expect from your stock count function, it may be due to the Parameters set against your products.

Firstly, the following parameters can be set on the product site record. (Common Data > Products > Product – Sites):

INVENTORY PARAMETERS

ABC Class
Class B

Count Mode *
Cycle Count

Material Tracking Method *
Immediate

The ABC Class defines the importance of the Stock. The count mode defines what count mode will be used for this product. (Annual or Cycle).

These 'Inventory Parameters' are used to calculate the amount of times products will be counted in conjunction with the 'Count Parameters'. These are defined for each site on Parameters > Inventory > Inventory > Count Parameters Tab.

Inventory Parameters



Site TR012 <small>Training Bike</small>	Category	
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Reordering Parameters			Count Parameters			Backorder Management		
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Cycle Count Starting *
02/01/2017

CLASS A

Annual Counts Class A	208	Actual Counts Class A	1
Class A Interval	30	Calendar Days	Last Count Class A
			16/12/2016

CLASS B

Annual Counts Class B	14	Actual Counts Class B	1
Class B Interval	60	Calendar Days	Last Count Class B
			16/12/2016

CLASS C

Annual Counts Class C	8	Actual Counts Class C	1
Class C Interval	120	Calendar Days	Last Count Class C
			16/12/2016

CLASS D

Annual Counts Class D		Actual Counts Class D	
Class D Interval	365	Calendar Days	Last Count Class D

Here you can set the date that a cycle count will start, and the intervals at which you will count each classification of product.

This can be done for each of the 4 available classes – as previously referenced, classes are attributed on the product site record.