



User Manual
for
Stock Take Sub System

Author: R Bird
Date: 3rd January 2006
Version: 1.00

ACCEPTANCE OF CONTENTS

The undersigned hereby accept the contents of this document as defining the Trial Balance Ledger module.

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1 PREFACE

1.1 Scope of this document

This document explains the functionality and setup of Stock Take sub system in the portal.

1.2 Audience

This document is intended for:

- The AMC CIT business personnel for approval.
- Portal Users

1.3 Related documents

None.

1.4 Definitions

- PC or notebook that will interface via a browser
- POS - Point Of Sale System
- PDT/PDA - small portal device Wi-Fi enabled
- RFID - Radio Frequency Identification Device

2 OVERVIEW

2.1 General overview

The Stock Take sub system allows theoretical stock levels to be corrected to physical levels. The stock take may be done ad-hoc and during trading..

Counts maybe done via a PDT/PDA connected to the WEB via Wi-Fi or some other means, or via a standard browser, or a combination of both. A PDT/PDA emulator is also available.

2.1.1 Security

User access to the reports is controlled via the normal Portal access methods. A user may be entitled to view or edit the Stock Take records. The Company administrator sets the required privileges via the Portal user maintenance screens.

2.1.2 Hardware used

Hardware may be a normal PC or laptop running any standard Internet browser, as well as a PDT/PDA. If using Internet Explorer it must be version 6 or greater unless on the PDT/PDA where version 4+ may be used. In the case of Firefox it must be version 1.0.4 or greater.

2.1.3 User interface

Standard portal navigation and login is used or PDT/PDA login

3 Business process

The portal will receive updates from the PDT/PDA or browser. These updates form a 'basket' of items ready to be processed as a stock take. When finalised, this basket of items have their 'Stock On Hand' figures updated corrected by any movement since the snap count, and the shrink value set accordingly

Portal reports allow for historical reporting and control of goods counted.

The normal procedure is to create batches, one per fixture, count the items in the currently selected fixture, then finalise all batches as one stock take when completed.

4 Reports

4.1 Purpose

To report on stock take activity given a users selection.

4.1.1 Type of reports

There are two types of reports available.

1. Fixture Report

This report allows the current fixtures configuration details to be reported.

Report Options												
Site: <input type="text" value="Site 100"/>												
Fixture Report												
Description	Fixture	Site	# Sides	# Shelves	Shelf Height	Shelf Width	Shelf Depth	Shelf Max weight	Holding stock	Refrigerator	Cool Room	Dry Goods Only
Create New Fixture		Site 100										
Fixture 2	2	Site 100	1	1	0	0	0	0	✓			
Fixture 1	1	Site 100	1	1	0	0	0	0	✓			

2. Stock Take

Reports allow a selection of current activity and status to be reported on, along with item details of each count, down to batch level if required.

http://qa.eposportal.com/Login.php?company=- Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://qa.eposportal.com/Login.php?company=-

Procurement Menu

AMC
convergent IT

Contracts

Purchase Orders

Stock Receipts

Stock Returns

Stock Adjustments

Stock Take
Fixture Report
Edit Stock Take
Stock Take Reports
PDT Batches

Stock Transfers (IBT)

PDT Emulator

Done

Hide menu Print Home > Batch Rpt

Report Options

Site: Site 100 From 28 Dec 2005 To 11 Jan 2006 By All

PDT Batch Report [Current Day]

Batch Number	Stock Take	Fixture	Fixture #	Terminal	IP Address	Login	User	Active	Finalised	Batch Date
8	4	Fixture 2	2	1	10.33.120.141	1	Bob Bird			2006-01-03
7	4	Fixture 1	1	1	10.33.120.141	1	Bird, Bob			2006-01-03
6	4	Fixture 2	2	1	203.51.165.155	1	Flanagan, John			2006-01-03
5	1	Fixture 1	1	1	203.51.135.245	1	Flanagan, John		✓	2006-01-03
4	1	Fixture 2	2	1	203.62.235.218	1	Tester, One		✓	2006-01-03
3	1	Fixture 2	2	1	10.33.120.45	1	Bird, Bob		✓	2006-01-03

http://qa.eposportal.com/Login.php?company=- Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://qa.eposportal.com/Login.php?company=-

Procurement Menu

AMC
convergent IT

Contracts

Purchase Orders

Stock Receipts

Stock Returns

Stock Adjustments

Stock Take
Fixture Report
Edit Stock Take
Stock Take Reports
PDT Batches

Home > SKT Prnt

Report Options

Site: Site 100 From 28 Dec 2005 To 11 Jan 2006 Type Pending

Stock Take Report - Pending Stock Tales

Number	Site	Status	Create Date	Finalise Date	Snap Date	Cost Value	Cost Delta Value	Retail Value	Retail Delta Value	Lines
Create new Stock Take	Site 100									
4	Site 100	Open	Edit/Control	03-Jan-2006		\$1,881.85	\$0.00	\$2,941.70	\$0.00	110
Total:						\$1,881.85	\$0.00	\$2,941.70	\$0.00	110

5 Maintenance

5.1 Purpose

To allow user updates, add or change Fixture details, and / or stock counts before they have been finalised.

5.2 Maintenance Sections

The user may find the maintenance screens under the Inventory Procurement menu. The Fixture edit / new feature may be used to edit the current fixtures provided the stock take module is subscribed to and enabled.

6 Navigation

6.1 Selecting Multiple Rows

Multiple row selections may be done via the standard 'Windows' selection sort cuts.

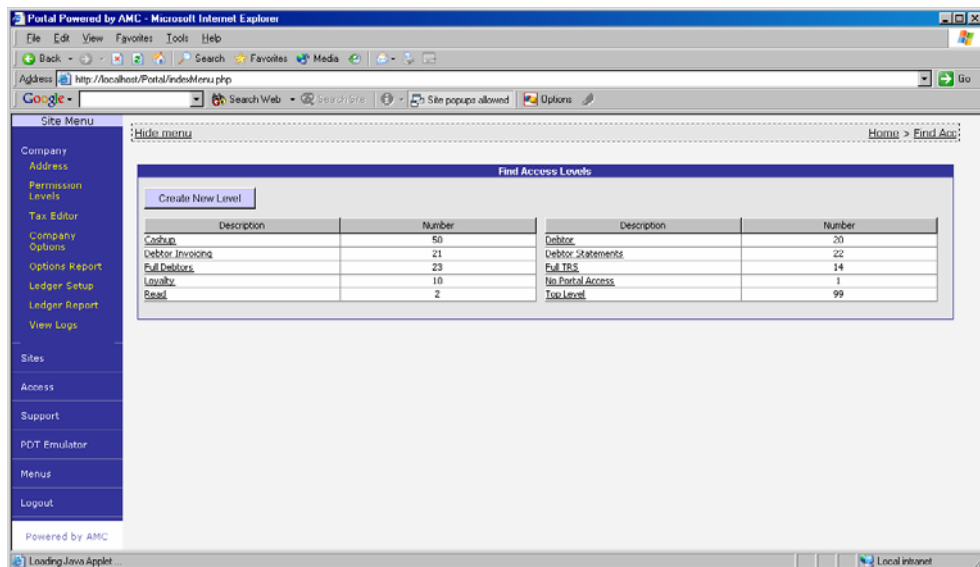
Multiple selections

1. Click first required line, then with shift key down click last. All lines between will be selected.
Or
2. Click each line required with control key pressed. This selects each line clicked.
Or
3. A combination of both shift and control keys will select a group between the clicks

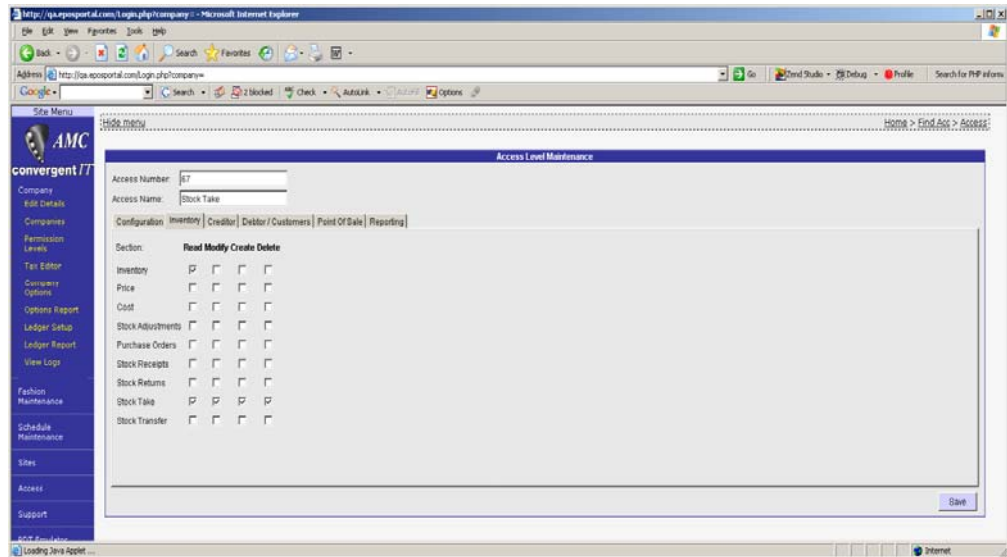
6.2 Security

Select the Site Menu via the side menu. Note, the name of the menu may be some other description as this is a soft option within the portal. Examples are Store Menu, Branch Menu etc

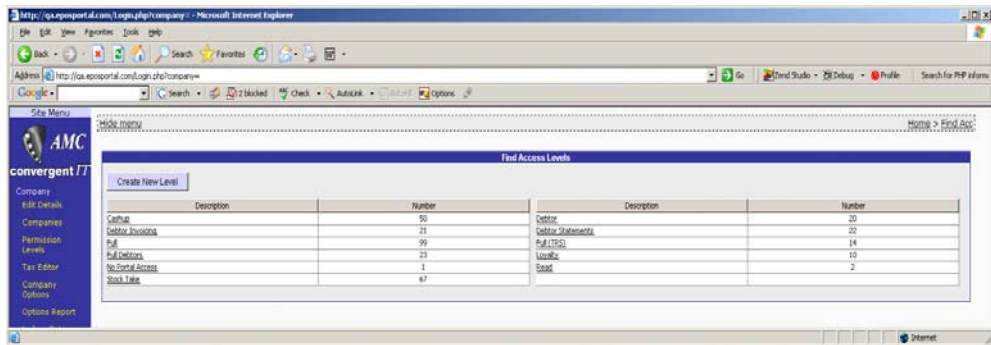
Click on 'Permission Levels'



If a Stock Take exists, then *click* on it, else click on 'Create New Level' and create the required permissions level.



The user is required to have at least read permissions to run the reports and edit permission to change any of the settings or to add stock takes.



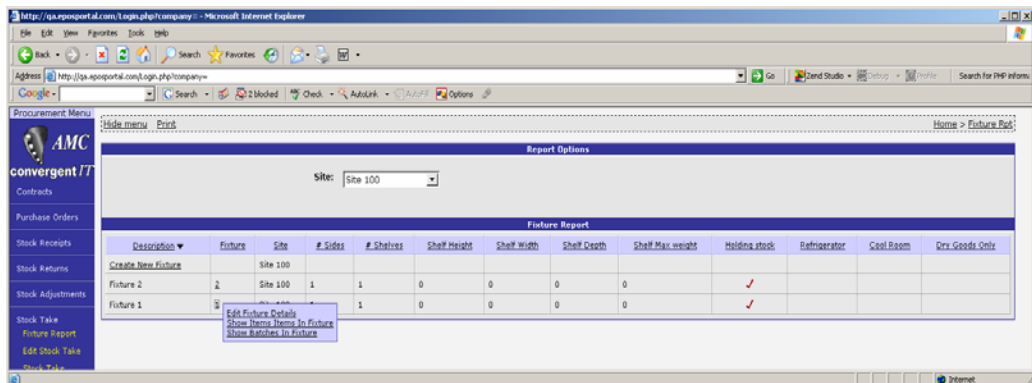
7 Data Entry

7.1 Fixtures

Fixtures must exist before any stock take may proceed.

The Fixture editor may be found along with the rest of the stock take modules in the Inventory Procurement menu.

Fixtures may be accessed by selecting the Fixture report. The user is then able to edit by 'clicking' on the required fixture, or create a new one via the 'Create' option.

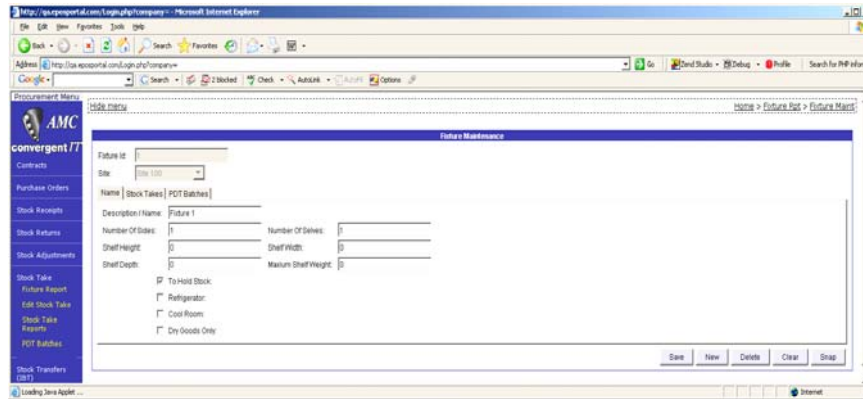


Clicking on the fixture number allows a selection of options

- a. Edit Fixture
- b. Show Items in Fixture (Related to last Stock Count)
- c. Show Batches in Fixture (Related to last / current stock take)

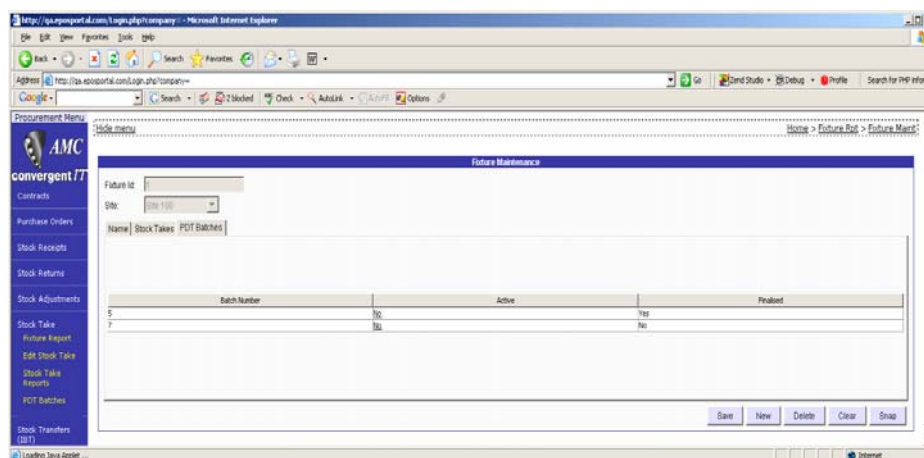
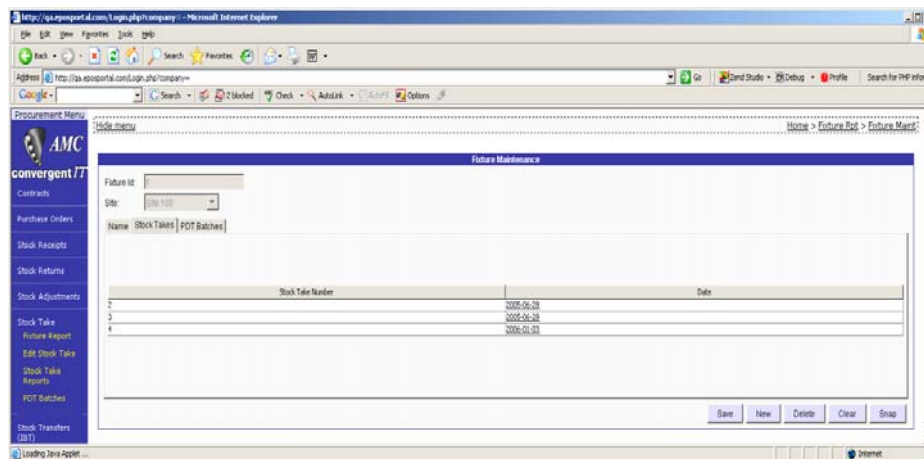
7.1.1 Editing Fixture

This allows the details of the fixtures to be changed.



Information, such as number of shelves, number of sides, and shelf details may be edited.

Other details are also available via the tabs for quick reference to selected entity.



Please note, any stock counts per fixture will not be reduced via sales unless RFID (radio Frequency Identification Device) technology is used by the Point Of Sale system. RFID technology requires

every item to be tagged with a small tracker allowing the POS to identify the individual item during sales and the Portal to track where the item was residing.

7.1.2 Fixture Item Count Report

Counts are held by item per stock take, along with the date of count.

Description	Site	Department #	Department	Last Count	Count Date
Item 10	Site 100	10	Dept 10	6	2005-06-28
Item 1	Site 100	10	Dept 10	2	2005-06-28

7.1.3 Fixture Batch Report

Batches can be displayed by fixture, allowing a quick summary of status. Drill down into the items contained in the batch is also available.

Batch	Site	Stock Take #	Finalised	Active	Batch Date
8	Site 100	4			2006-01-03
6	Site 100	4			2006-01-03
4	Site 100	1	✓		2006-01-03
3	Site 100	1	✓		2006-01-03

Report Options

Batch: By:

PDT Batch Detail Report - Stock Take, Batch 8

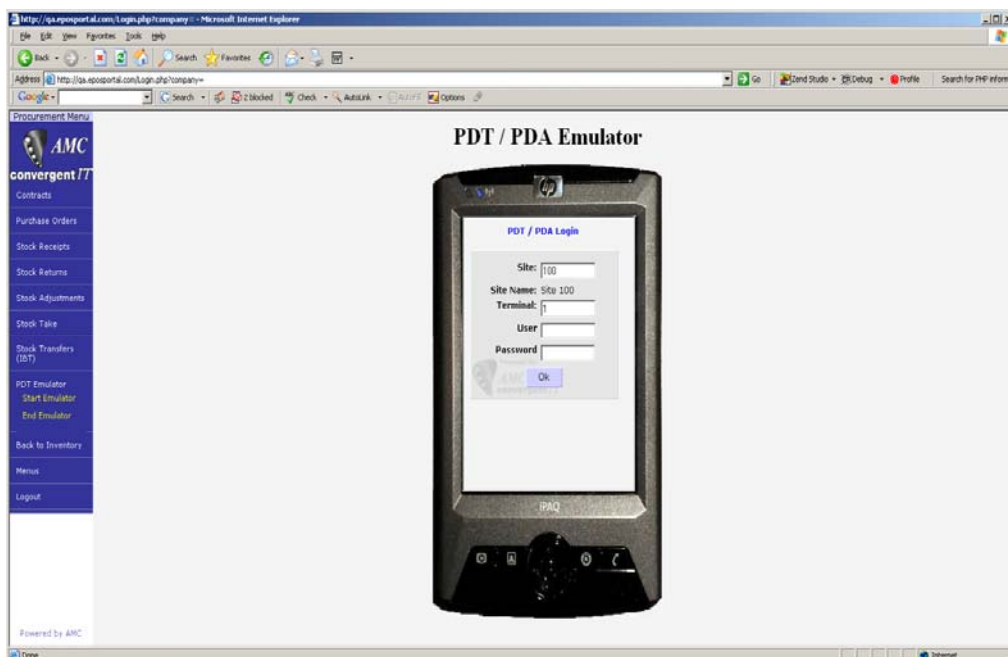
Fixture #	Side	Shelf	Description	Item	Barcode	Stock Item	Stock Count	Count	Pack	Cost	Price	Department	Item Found	Error Message	Key in Order
2	0	0	Item 4	4	4			15.0	1	5.993	7.99	Dept 10 [10]	✓		4
2	0	0	Item 3	3	3			12.0	1	19.493	11.5	Dept 10 [10]	✓		3
2	0	0	Item 2	2	2			15.0	1	8.993	17	Dept 10 [10]	✓		2
2	0	0	Item 1	1	1			10.0	1	11.241	20	Dept 10 [10]	✓		1

7.2 Stock Take

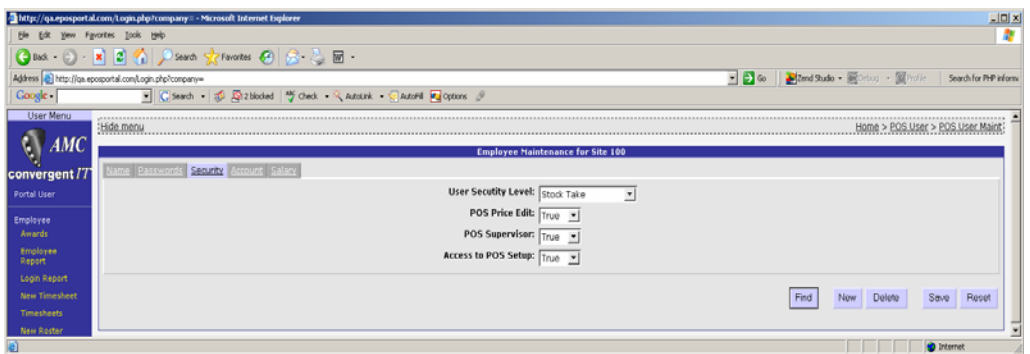
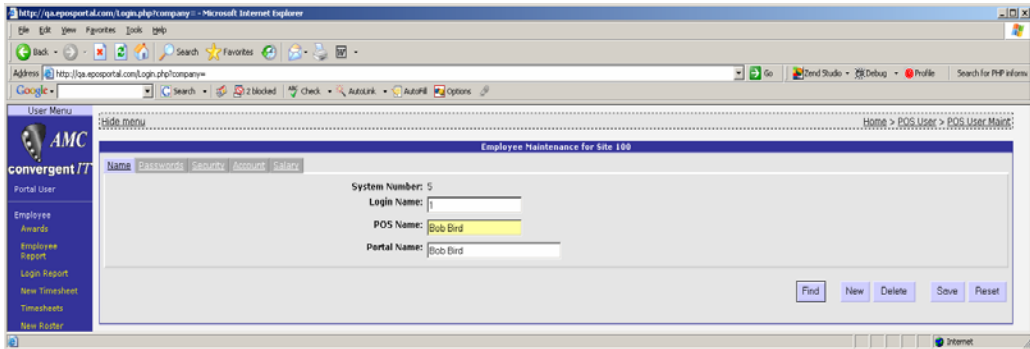
7.2.1 PDT/PDA Batch Edit

The PDT/PDA or emulator may be used to generate batches and counts per batch. Each batch is assigned to a stock take number and to a fixture. Fixtures have to pre-exist before the batch can be created.

The operator logs on to the PDT/PDA mode via a normal log on screen. The Portal will detect a PDT/PDA being used and change its output screens accordingly. The following screen shots are from the emulator, which can be found in the procurement menu along with the stock take options.



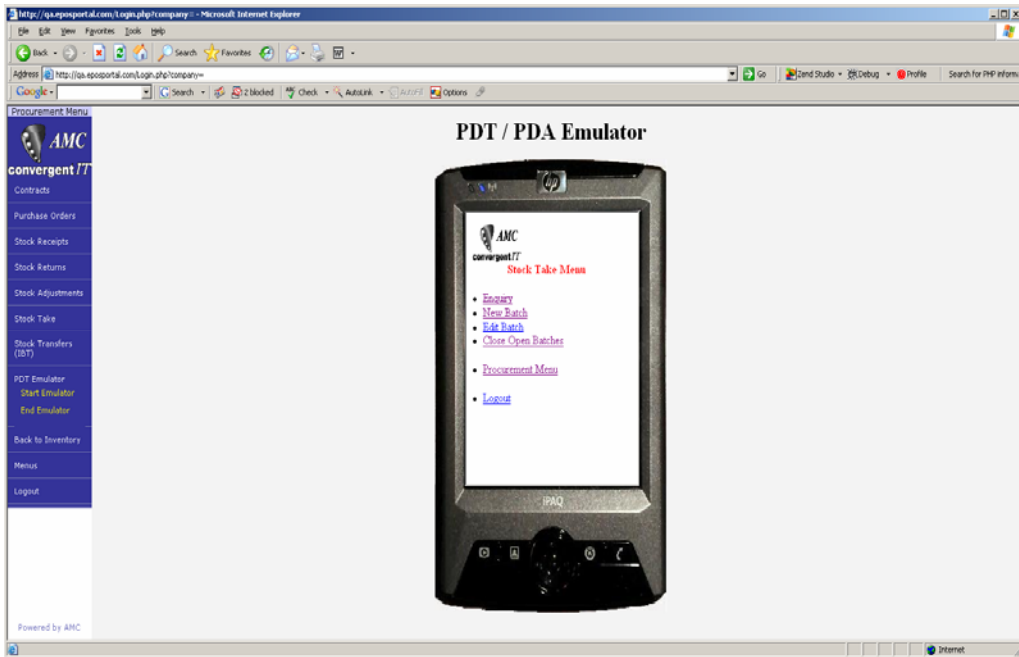
Login user Name and Password along with access levels are controlled in the Employee User section of the portal.



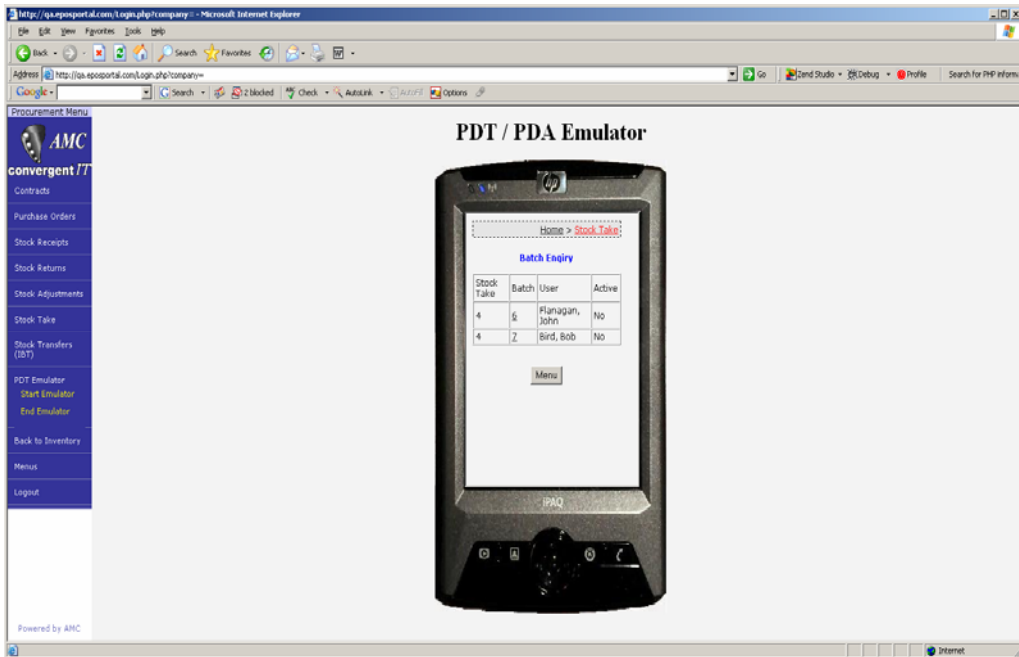
After successfully logging in, the user will be shown the default selection. In this example it is the procurement menu.



Select stock take



The user may check the status of any batches by clicking on the 'Enquiry'



Selecting New Batch will close any open batch by this terminal number, and present the user with a selection screen.



The user may select the current open stock take or choose (from a drop down menu) to create a new one.

Clicking Menu will return the user to main stock take menu.

Clicking Create Batch will take the user to the next selection, and the Portal will assign a new batch to this session

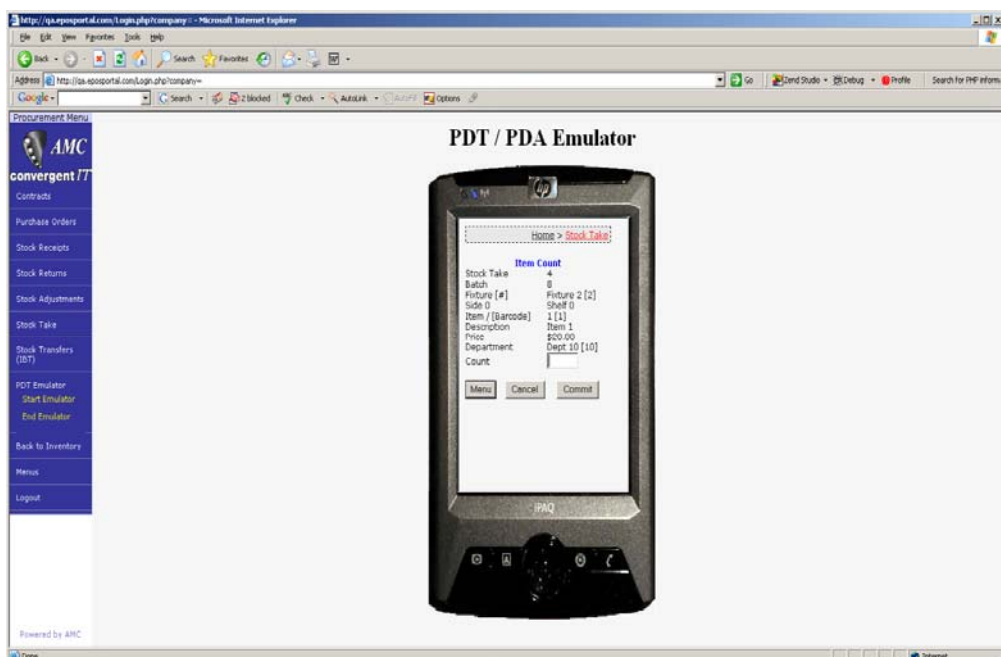


Select the fixture that the batch is related to and then click 'Edit'.



Enter the side and shelf if required by corporate procedures, then select the barcode field. Either scan the items barcode, its shelf label or enter in the item number (or barcode if not able to be read correctly).

The Portal will then search for the item assuming it is a barcode number, then if not found will search as if an item number. If found, the screen will present the user with the Item details, and the previous count if the item already exists in the same batch, shelf, side combination. Note, the Item may exist on any or all the shelves or side combinations. The system treats items on shelf 1 as a separate count from the same item on shelf 2. The same goes for sides. If the user chooses to ignore the shelf / side information (sets to zero) then items on different shelves / sides must be added together by the user.



Enter in the count and click 'Commit'. The user will then be taken back to the enter 'Barcode' screen until they click 'Menu' and return to the first menu.

The Edit Batch selection is similar to the Create Batch. The batch must exist and the user cannot create a new stock take or batch with this option.



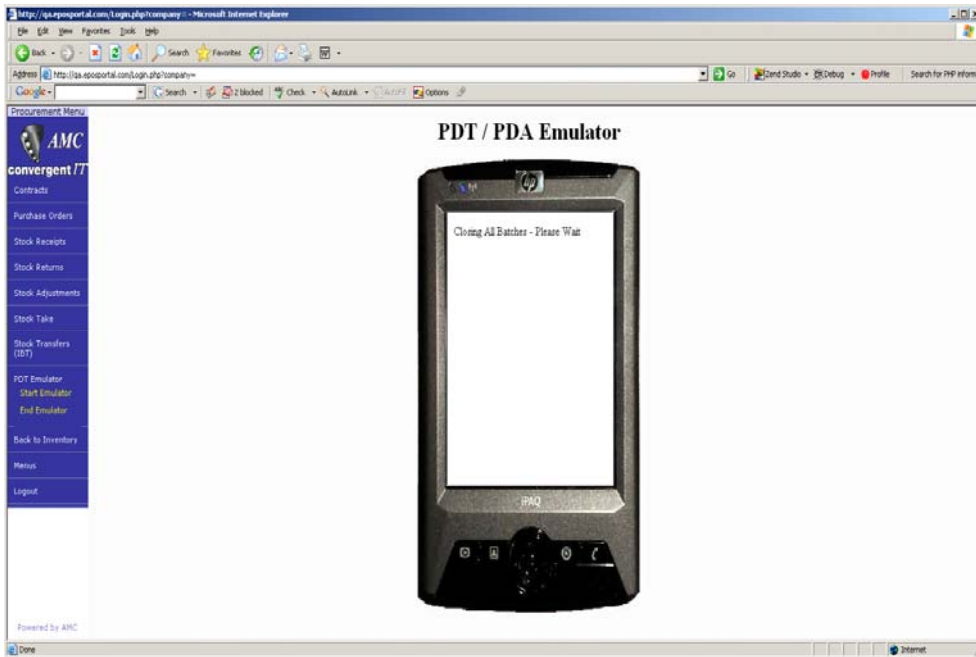
Selecting the fixture will result in the system selecting the fixture that this batch was already assigned to



The user may now start to update, add or correct counts of this batch, remembering, that shelves and sides of a fixture are considered separate areas if specified.

In the case of a PDT/PDA being left too long and powering down , the main menu also allows open batches linked to the terminal number to be closed

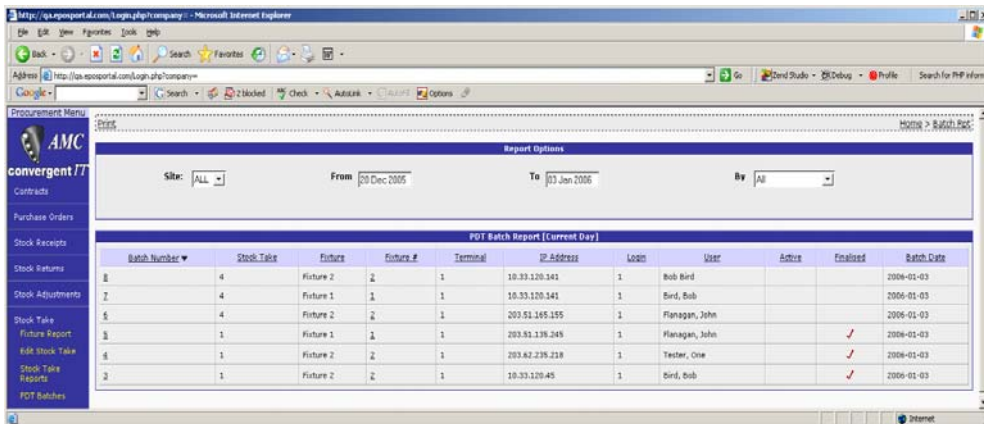




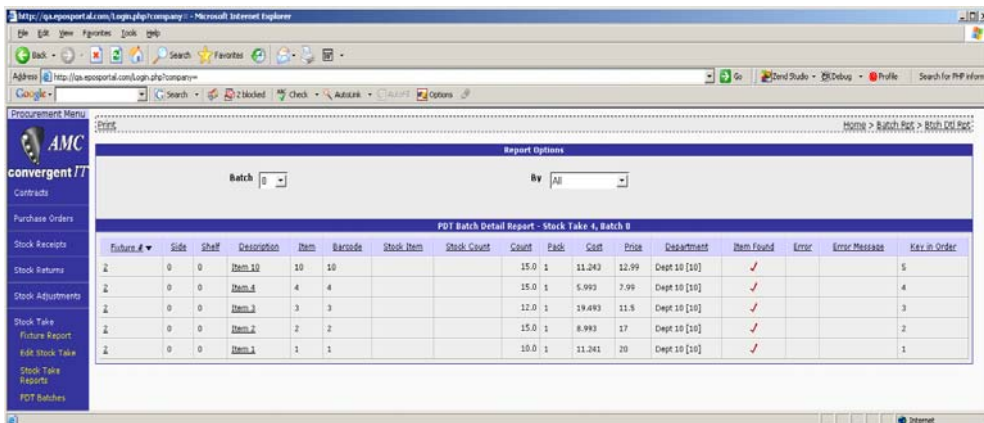
Always log out of the emulator before using other parts of the portal.

7.2.2 Portal Batch Edit

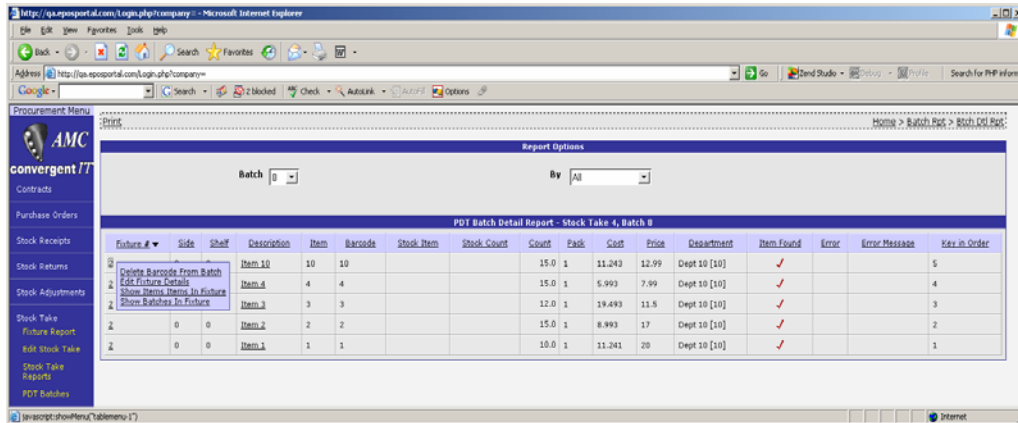
The user is able to also view the batches and their status using the Portal batch report



Drilling down into the report allows the items scanned / entered to be viewed for the batch



The user, if permitted may use this report to edit the item (Click on the Item description) or to select one of the many options

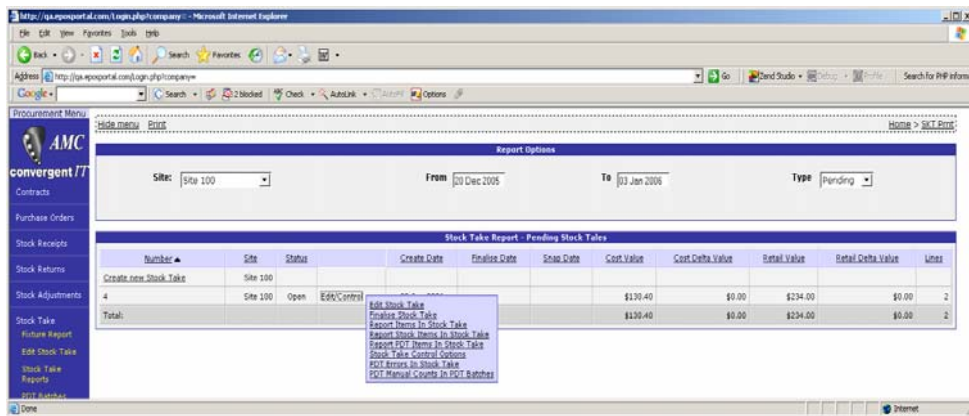


The barcode / Item may be deleted from the batch., the fixture details edited, all items in the fixture shown, and all batches for the fixture shown.

If there are errors, then the user may also use the refresh option to re-verify the item or its department.

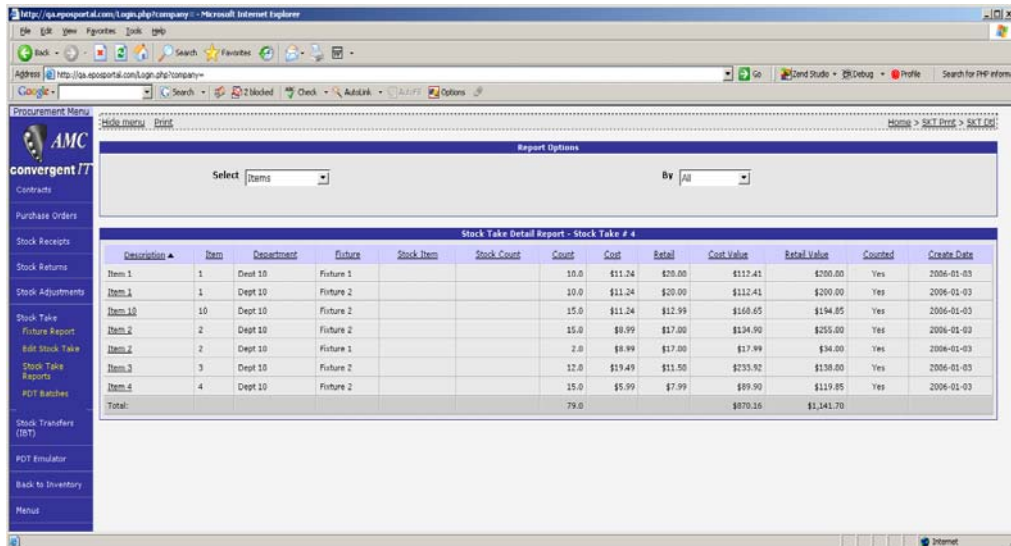
7.2.3 Stock Take report

Reporting of pending or finalised stock takes may be obtained via the standard report.



Drilling down from the summary, allows further edit or reporting facilities, or the user may click on the Edit Stock Take menu to edit an open stock take.

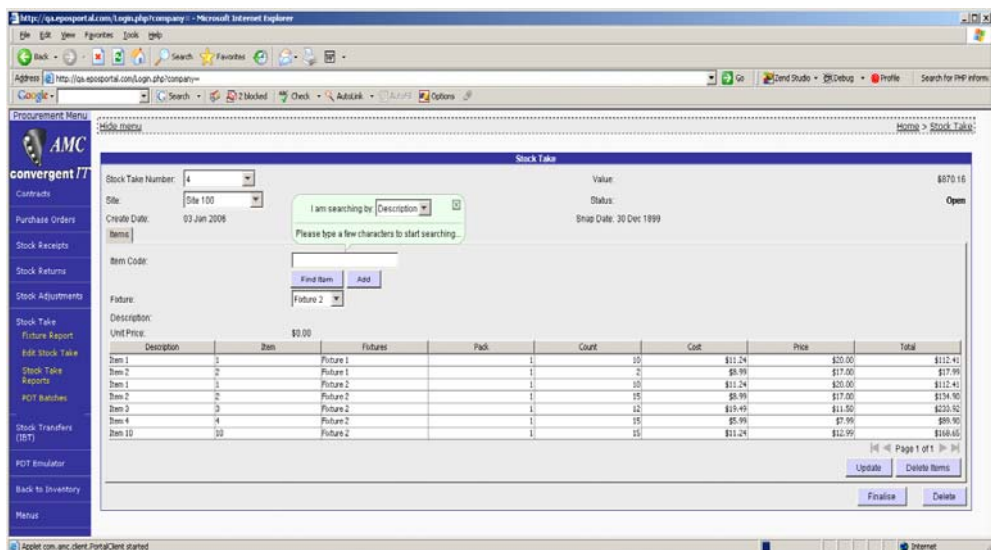
The user may finalise an open stock take directly from the report, or drill down into the stock take, going via the Fixture, Batch or all items in the stock take.



The report stock Items option, displays the Prime items (Those holding stock counts) ignoring the referred item references. This allows for less clutter of reports.

If all items counted are stock items, then the two reports will be the same.

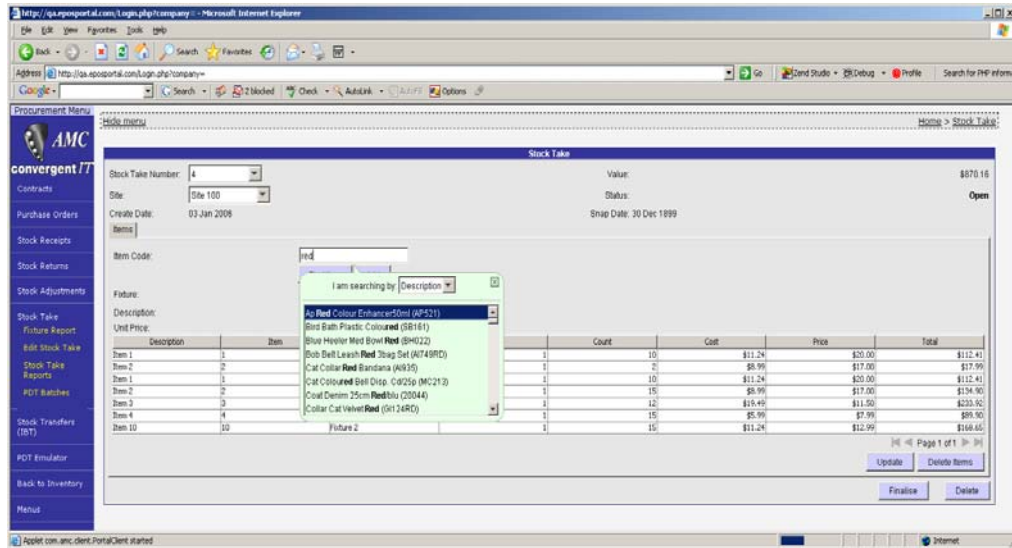
7.2.4 Edit Stock Take



This allows the user to do a final edit (independent of batches), or do create / edit a stock take not using batches or the PDT/PDA devices or emulator.

When the user starts to enter into the Item Code field, the system will respond with a pop up search screen. The search by can be Description, Barcode or Item. It will need at least three characters to start the search. As the user types characters, the system will reduce the selection by filtering out all that do not match.

The search is a sub string search, allowing Bird to be found using 'ird' or 'Bird Bath Plastic Coloured' can be found with 'red'



Clicking on the item required moves the selection to the Item Code Field. The user then clicks 'Add' to add it to the stock take.

Items may be deleted from the stock take by selecting and clicking 'Delete'. Their counts may also be adjusted via the edit facilities. After changes, click 'Update' to commit changes to the Portal.

7.2.5 Delete Stock Take

The full stock take may be deleted using the same edit screen. Click 'Delete' rather than 'Delete Items'. The user will be asked to confirm.

7.2.6 Finalise Stock Take

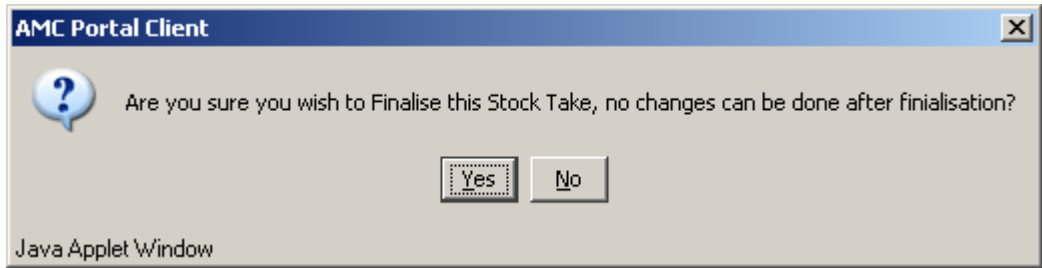
The last part of the stock take is to finalise it. This cannot be done if there are open batches, or if there are errors in the batch (Item not found, items linked to unknown departments, barcodes not found).

On finalisation, the Portal takes each item in turn, looks at its internal snap count (the stock on hand when first counted), looks at the current stock on hand figure and calculates a delta. The delta is the corrected count to be applied. This is to allow for stock movement during the count, such as sales, stock receipts, stock returns, adjustments or IBT's.

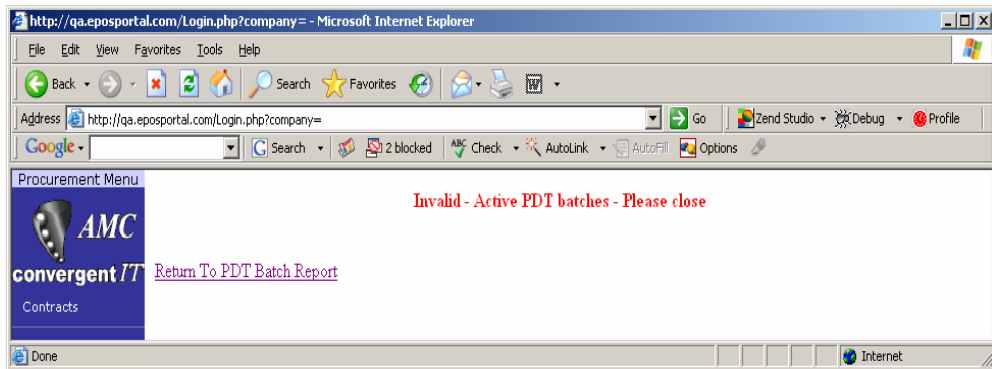
e.g. When Item 1 was counted, the portal had a Stock On Hand of 10. The user counts 9. The stock take proceeds all day during which 5 of item 1 are sold. On finalisation, the system detects the sales of 5 after the count but before the finalisation, and will adjust the count down 5 (delta) before applying. In this case the system will apply 4 not 9 as the physical stock, adjusting the physical count by the delta before applying.

The delta is applied to the count and then modified count then applied to the stock on hand figure and the shrink count (if enabled) adjusted accordingly. The shrink can be positive or negative and is the difference between the actual and the theoretical.

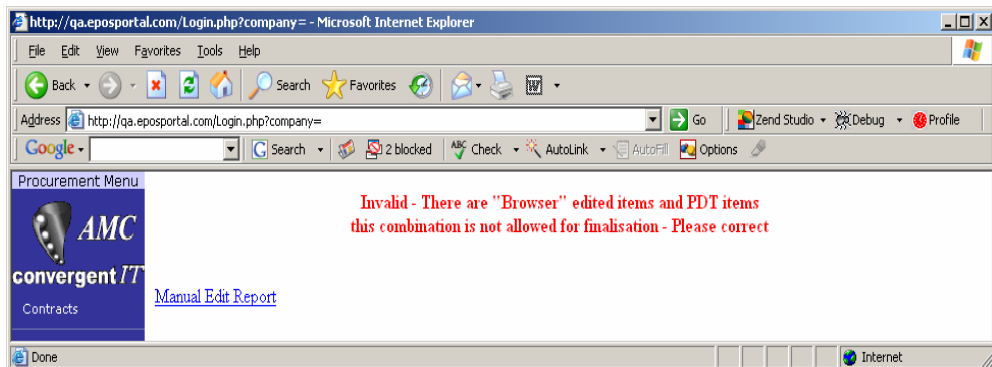
The user is asked to confirm before the last step of finalisation proceeds.



If there are any open batches, the system will not complete the finalisation, prompting the user to close the open batch.



if the user edited the stock take via the main edit screen, the system will reject the finalisation request if there is a conflict. A conflict will arise due to the system not knowing which of the batch counts are incorrect. If the PDT/PDA batch system was not used, and all editing was done via the portal screens, then this issue will not occur.



The system will then allow the user to see the conflict.

Report Options

Batch: All By: Manual Counts

PDT Batch Detail Report - Stock Take 4 - All Batches - Manual Counts Pending

Batch	Fixture #	Side	Shelf	Description	Item	Barcode	Stock Item	Stock Count	Count	Pack	Cost	Price	Department	Item Found	Error	Error Message	Key in Order
8	2	0	0	Item 1	1	1			10.0	1	11.241	20	Dept 10 [10]	✓			1
7	1	0	0	Item 1	1	1			10.0	1	11.241	20	Dept 10 [10]	✓			1

Browser Counted Items

Item	Description	Fixture	Count	Department	Department #
1	Item 1	1	100	Dept 10	10

The user must use either the emulator or PDT/PDA to correct the count. Allowing otherwise will result in data / statistics being lost (such as self / side capture / batch) and will result in a mismatch between batch counts and stock take counts. This is due to the main edit screen not using batches.

On completion of the stock take, the user will be presented with statistics.

5 Item and 7 barcode records to Process for Stock Take 4

Please Wait while Processing is done

Processing Fixture Update

Update Header for Stock Take 4

Update PDT Control for Stock Take 4

Stock take 4 finalised

[Return To Report](#)