How to Review Stock Takes

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Objective:

The results from each Stock Take should be reviewed by the Manager before any revised stock levels are committed to Sage Line 50.

The result of this review process may be that all, or only some, of the Actual Quantities scanned on the terminal are used to update Sage Line 50.   As the Manager, you can decide if exceptions need to be re-counted to reduce the risk of human error when counting.

The option also exists to delete a Stock Take and not save any results back to Sage.

Multiple Locations

When the Multiple Locations module is included, a stock-take can count stock at multiple locations;

i)   Led by Location, whereby the warehouse staff count the products at each location.
ii) Led by Product; whereby the warehouse staff first scan the product, then count the stock at each location for that product.

Reviewing becomes a two-stage affair, firstly confirming the quantity counted for each location, and then the total for all locations for comparison with the total in Sage.

Before Starting the Review

Before commencing a review, this software will need to obtain the latest In-Stock quantities from Sage Line 50. Depending upon the number of stock records in your Sage Line 50, this process may take up to 2-3 minutes to complete.

Completed Stock-Takes

Press the 'Stock-Take' button

Select 'Stock Take Results'

The 'Stock-Take Results' screen will list:

ID: For information only. This is the internal database record
                           number for the stock-take.

User: Who undertook the Stock-Take

Sum: If 2 (or more) users assigned the same stock-take, shows Y(es)
                           if they are counting different areas and their counts need to
                           be added together.

List Name: The Stock-List used as the basis of the Stock Take

Counting: Shows By Location or By Product when counting multiple
                           locations.

Date: When the Stock-List was finished on the warehouse terminal.

Scanned: The status is SCANNED for recently completed stock takes
                           which are finished on the terminal, but not yet reviewed.

Reviewed: The status will change to PART-REVIEWED, BINS REVIEWED, or
                           COMPLETE as the results are reviewed.

Stock Take Review

For each product in the stock-take, the following details are displayed:

Scanned by   This is the actual quantity recorded on the terminal by the
<name>:   employee. This column is read-only.

In Sage: This is the current quantity In-Stock as read from the Sage
                        Line 50 stock module. This column is read-only.

New Total: This is your reviewed count for the actual quantity In-Stock.
                        This column defaults to the value in first column but can be
                        edited.

                        Note: Entering zero in this column will be interpreted by
                        Sage Line 50 to mean 'Out of Stock' and updating Sage will
                        post the necessary adjustment to reduce your stock level
                        down to zero.

Adjustment: This is the difference between the current stock level in Sage

Line 50 and the New Total. If you have physically more items in stock than showing in Sage Line 50 this figure appears as a positive value. If you have less actual items, this adjustment will show as a negative value.

Note: This value is for information only.   The final Adjustment required in Sage Line 50 to correct your actual in-stock count will not be calculated until the Stock Take is saved. This is because the figure from Sage Line 50 could change in the time between starting and finishing your stock take review.

Status Flags   These represent:

             Green Flag: Stock item will be updated in Sage
             Orange Flag: The item is to be re-counted.

Sorting and Grouping

Click on the column headings to sort any column in either ascending or descending order.

Filtering Results

The initial presentation shows all Stock Items in the stock list. For larger stock takes this may be an impractically long list if there are hundreds or thousands of products.

The 'Filter' option allows you to focus attention on specific issues.

- All locations   (default option)
- Scanned items only
- Items Not scanned
- Only items where Actual Quantity differs from Current Sage Quantity
- Only items where there is an exception of > 5%
- Only items where there is an exception of > 10%
- Only items where there is an exception of > 20%
- Out-Of-Stock   (where the Actual Quantity is zero)
- New Locations

- END -