

How to Run a Stock Take

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Objective:

Running Stock-Takes is a critical job in most businesses, and this system provides a comprehensive means for you to manage Stock Takes easily and accurately.

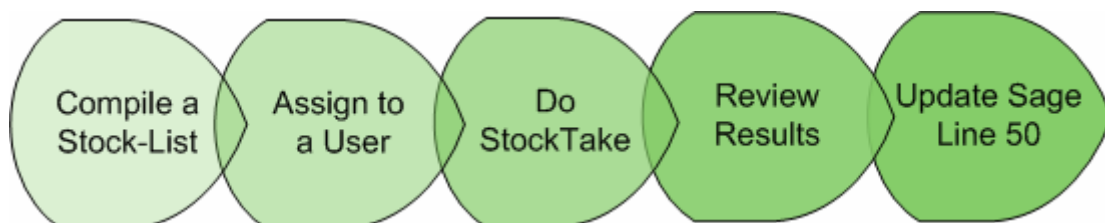
Stock-Takes are completed off-line from Sage Line 50; this means that you, as the system administrator, always have the final say on what, if any, adjustments are posted back to Sage as the result of a stock take.

Stock Takes use 'Stock Lists'. In a simple example, a Stock List could be ALL Stock Items in Sage Line 50 but, more often than not, a chosen subset - such as just all items of the same stock category, or stock located at a particular location, or only goods purchased from specific suppliers.

Once created, Stock Lists can be reused time-and-time again.

The Process

Running a Stock Take is a five step process, from inception through to review.



Possible Scenarios

Various methods for managing stock-takes are provided for. The most common examples are discussed below.

1 Single person completes whole Stock Take.

The simplest scenario. A single Stock List is required which includes 'All

Stock Items'.

2 Team Working / Cross-Checking.

Two (or more) people are instructed to count the same physical stock to avoid the risk of staff miscounting. Two people are assigned the same Stock-List, the results from each can then be reviewed on-screen, side-by-side, to visually see any discrepancies.

3 Stock being counted at different locations.

If the same stock is physically held at different places then a separate stock-take can be undertaken at each location. This could be achieved by one member of staff, or by different members of staff using a different terminal at each location.

When reviewing the results from each Stock-Take, the system can sub-total the actual counts obtained at each place to create a total figure.

4 Different stock takes at Month End, Quarter End, and End-Of-Year.

It may be that you must undertake a full, 100% stock take on all items at your Financial Year End, but wish only to carry out smaller stock takes on parts of the stock on a more regular basis, say monthly or quarterly.

Once Stock-Lists have been created for Month-End and Quarter-End, they can be repeatedly be used at regular intervals.

5 Stock-Take by Stock Category.

Sage Line 50 allows for Products to be grouped into Stock Categories.

A Stock List can be created for each Stock Category, or for a collection of Stock Categories.

Creating a Stock List based on a Stock Category is an ideal way of making a Stock List that can be easily re-used in the future. Each time this Stock List is used, it will automatically be updated to add-in or take-out any new or old Products that have changed in Sage Line 50 since the last time the Stock List was used.

6 Stock-Take by Default Supplier or Default Department.

Each Product within Sage Line 50 can be assigned to a default Supplier and/or a default Department. These defaults are used within Sage

Line 50 when raising new Purchase Orders.

If desired, different Stock-Lists can be compiled based on this Default Supplier and/or Default Department.

7 Ad-hoc selection of Individual stock items.

Finally, an impromptu Stock List can be compiled of individually selected products.

Selecting stock items by this means has one disadvantage; that as Products may change over time (new products may be added into Sage Line 50 or old products deleted) then a Stock List created this way may become out-dated.

Compile a Stock List

Please see these 2 documents for further details on creating new Stock Lists.

[How to create Stock Lists using 'List Builder'](#)

[How to create a New Stock-List with the Barcode Scanner](#)

Assigning Stock-Lists to Users

A Stock List must be assigned to a user before the Stock-Take can be commenced on the handheld terminal.

The same Stock List can be assigned to multiple users if you want two (or more) people to check the same stock.

Note:

Before commencing, the program will need to synchronise the Products table from Sage with the copy in 'Barcoding for Sage Line 50' to ensure that your Stock List includes all the latest Products. Depending upon the number of Stock Items in Sage this process may take less than a minute to 2-3 minutes.

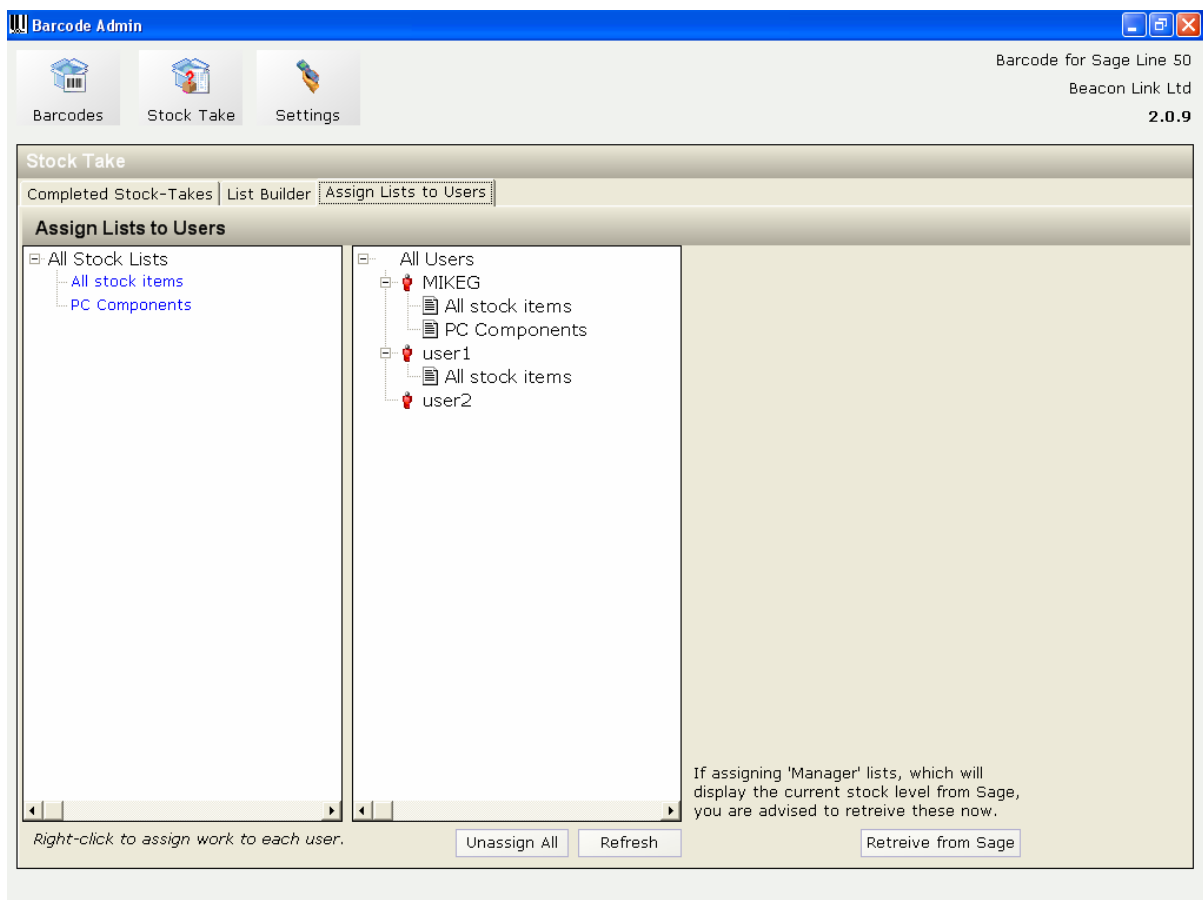
To Assign

Right-Click on a chosen Stock-List in the left-hand window. Choose the user to receive the Stock List.

To Un-Assign

To un-assign, select the Stock List and right-click. Press 'Remove'.

A Stock List cannot be unassigned once it has been started on the warehouse terminal.



Screenshot illustrating how to allocate work to different employees.

Starting the Stock Take on the Warehouse Terminal

Each user is identified on the terminal by a log-in process using a PIN number.

The user is presented with a list of all Stock Lists assigned to that user, from which one is selected to Start.

Barcode Scanning

The user works through the Stock List by scanning each barcode.

Each item can be scanned any number of times.

An error message will be displayed if the barcode is not recognised or is a 'Non-Stock Item'. An error message will also be displayed if the scanned stock item is not included in this current Stock List.

If the type of Stock List is a 'Manager's List, the user will also see the current stock-level from Sage Line 50.

Entering Quantity and Multiples (Packs/Boxes etc)

A barcode can be configured with a Default Quantity which is a pack e.g. a pack of 24 or 48 individual items in a box.

Press 'X' or '*' when typing the quantity to enter a multiplier, i.e. '*How many packs/boxes ?*' instead of '*How many individual items ?*'

For example; if the default quantity is 48, and the user keys x7 then a quantity of 336 will be added.

Repeatedly pressing 'X' or '*' will toggle between the 2 prompts.

Correcting input mistakes

Normally, each scan is added-to the previously entered quantity. Alternatively, the user can overwrite or replace any previously scanned quantity by first scanning the barcode and entering the quantity as Zero, and then re-scanning the correct count.

Review the Results

The results from each stock-take should be reviewed by the Manager before any results are committed to Sage Line 50.

1. Start Barcode Admin
2. Press 'Stock Takes' and select the 'Stock Take Results' tab.
3. The 'Stock-Take Results' screen will list.
4. Press Open (or double-click) the new Stock Take results file.

5. Press 'Select All'
6. Press 'Update'
7. Press 'Save'

The date and quantity of the last stock take will be recorded in Sage Line 50 and any adjustments posted.

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