STOCK TAKE PROCEDURES

STOCK CONTROL SYSTEM

VERSION 3.00

Stock Take Procedures

Note : This procedure will lock the system.

Step 1

Select Job #	:	16-Stock Take Procedures
Branch code	:	The Enter key is struck so that the appropriate branch is selected.
Select Job #	:	1-Clear stock take balances
Stock location 0=All	:	Enter the location that has been counted.

Make sure that all purchases are up to date on the computer before doing the next step!

Step 2

Select Job #		16-Stock Take Procedures
Branch code	:	The Enter key is struck so that the appropriate branch is selected.
Select Job #	:	2-Clear over-sales
Password	:	CLEAROS.
Stock location 0=All	:	Enter the location that has been counted.
Group Arrow.Down=All	:	Enter the group that has been counted or press ARROW DOWN if a full stock take has been performed.

Count stock and do not touch physical stock unless a note is made until the stock has been counted!

Step 3   :

Select Job #		16-Stock Take Procedures
Branch code	:	The Enter key is struck so that the appropriate branch is selected.
Select Job #	:	3-Freeze stock balances for stock take.
Stock location 0=All	:	Enter the location that has been counted.

Step 4

Select Job #	:	4-Stock Take entry
Enter Stock location	:	Enter the location that has been counted.
Group.order, Supplier.order, Code.order or neither.	:	Enter G for the stock items to be brought-up automatically in group order.
		Enter S for the stock items to be brought-up automatically in supplier order.

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www.natsoft.com.au	Version:	3.00	

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		Enter C for the stock items to be brought-up automatically in code order.
		Enter N for manual call-up of the stock items.
Branch Code	:	The Enter key is struck so that the appropriate branch is selected.
Stock code	:	The stock code number is entered.
Stock take quantity	:	The quantity on hand as per the stock take is entered.

Step 5

Select Job #		16-Stock Take Procedures
Branch code	:	The Enter key is struck so that the appropriate branch is selected.
Select Job #	:	4-Set undefined stock take balances to zero
Stock location 0=All	:	Enter the location that has been counted.
Group Arrow.Down=All	:	Enter the group that has been counted or press ARROW DOWN if a full stock take has been performed.

Step 6

Select job #	:	9-Stock Reports
Branch Code	:	The Enter key is struck so that the appropriate branch is selected.
Select Job #	:	10-Stock Variance Report

Compare the figures and make sure that you have put in the correct figures, if anything needs to be corrected do it by going back to step 4.

Step 7

Select Job #	:	5-Stock transaction posting
Enter Batch number	:	Press return
Select Job #	:	6-Adjust stock take to actual
Supplier	:	Press return
Date	:	Date of stock take entry. –Reference #, Order #.
Stock branch	:	The Enter key is struck so that the appropriate branch is selected.
Loc( )	:	Enter the location that has been counted.

NOTE THAT SERIALISED STOCK IS NOT ADJUSTED BY THE ABOVE STEP