

# IQ STOCK TAKE

# P R E F A C E

This is the IQ Stock Take reference guide for IQ Business & IQ Enterprise software systems.

The document will aid in the understanding and configuration of the IQ Stock Take for it to function correctly.

Although every effort has been made to keep this IQ Stock Take document up to date, some of the screen examples may not be 100% the same as the ones reflected in previous versions of IQ Stock Take. This is due to the continuous development and improvement of the IQ Stock Take.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the IQ Stock Take document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the IQ Stock Take document in some way or another.

Regards,

IQ Retail (PTY) LTD



# CONTENTS

<b>STOCK TAKE .....</b>	<b>4</b>
<b>WHAT IS A STOCK TAKE? .....</b>	<b>4</b>
MULTIPLE STOCK TAKES .....	5
<b>STOCK TAKE PREPARATION .....</b>	<b>5</b>
HOUSEKEEPING.....	5
TRAINING .....	8
FLOOR PLAN.....	8
DOCUMENTATION .....	8
EQUIPMENT CHECK .....	9
READINESS CHECK.....	9
TEST RUN .....	9
LIVE COUNT.....	9
CHECK REPORTS.....	9
UPDATE RECORDS.....	9
<b>STOCK TAKE DESCRIPTIONS .....</b>	<b>10</b>
STOCK TAKE SCREEN .....	10
STOCK TAKE SETUP .....	12
STOCK TAKE TYPES.....	13
CAPTURE STOCK TAKE DATA.....	14
FINALISE A STOCK TAKE .....	17
CANCEL STOCK TAKE.....	18
STOCK TAKE REPORTS .....	19
SHOW LOGGED ON TERMINALS .....	24
VIEW STOCK TAKE LOGS .....	25
<b>PRACTICAL STOCK TAKE PROCEDURE.....</b>	<b>27</b>
<b>STOCK ADJUSTMENT REPORTS .....</b>	<b>29</b>
<b>STOCK MONTH END.....</b>	<b>31</b>
WHEN TO RUN END OF MONTH.....	31
BACKUPS .....	31
PROCESSING MONTH END.....	32

# STOCK TAKE

## WHAT IS A STOCK TAKE?

Stock Taking is the counting of stock inventory items that a business is holding at any given time, to gain an accurate record of stock levels. Reports are generally used for accounting purposes or general stock monitoring.

Having an accurate idea of the number of stock items the company owns, allows the accountants to reconcile physical stock to the inventory records, highlight variances and identify issues with stock management and control. With accurate knowledge about stock movements and the stock on hand, the user can make informed decisions about theft, slow-moving items, damaged stock, technology obsolescence and warehouse processes.

There are two ways that Stock Takes can be done, a **Full Stock Take** where every stock item in the business is counted and **Perpetual Stock Takes** where only specific departments or locations can be counted. Both these ways of doing Stock Take will be explained in depth in this document.

**NOTE:** Stock Take is recommended to be done as often as is necessary, to achieve 100% accurate control of the company's stock levels.

<p><b>FULL STOCK TAKE</b></p>	<p>The Full Stock Take option is the process of physically counting inventory and re-entering these figures into the IQ Enterprise System to ensure correct figures. Often this task is performed annually at close of financial year. The full Stock Take allows the user to do exactly that: which means the counting of all items within the company and updating the system with the correct on-hand quantities.</p> <p>If Multiple Warehouses are enabled in Default Setting (1) in Company Details, concurrent Full Stock Takes are allowed, given that every Stock Take is done for a different warehouse. Concurrent Stock Takes for the same stock in a location, to be counted will not be allowed.</p> <p>If Multiple Warehouses are disabled in Default Settings (1) in Company Details, the IQ system will see the company as having only one stock location and IQ will not allow more than one Full Stock Take at a time.</p>
<p><b>PERPETUAL COUNT</b></p>	<p>The Perpetual Count option is the process of counting the company's inventory while the company is in a 24/7 operation and the stock items are too extensive. The random count option allows the user to count different items (per department, location randomly selected items) at different times and the stock items are correctly updated once completed.</p> <p><b>NOTE:</b> There are a few options that cannot be used when a random count stock take or specific department or location/warehouse counts are setup: stock items not counted can't be written off and stock items not counted can't be put on hold.</p> <p><b>NOTE:</b> STOCTAK3 – STOCTAK7 reports will not work for random counts or selected department or location/warehouse counts.</p> <ul style="list-style-type: none"> <li>• STOCTAK3 – Uncounted Items Moved after Stock Take started.</li> <li>• STOCTAK4 – Complete stock listing per selected department.</li> <li>• STOCTAK5 – All stock items not counted yet.</li> <li>• STOCTAK6 – All stock items not counted by department.</li> <li>• STOCTAK7 – Complete stock take listing by department.</li> </ul>

## MULTIPLE STOCK TAKES

The IQ Internal Stock Take has been modified to support multiple stock takes at once. This means that the STAKDATA tables used during Stock Takes, are Stock Take specific. Each active Stock Take has its own corresponding STAKDATA table. This table contains the captured data saved from each Stock Take sheet. Upon Stock Take cancellation or finalization, this table will be cleared.

All Stock Take reports and the Finalization of a Stock Take, only considers the **selected** Stock Take.

### LIMITATIONS TO CONCURRENT STOCK TAKES

<p><b>WITH MULTIPLE WAREHOUSES DISABLED:</b></p>	<p>In other words, if Multiple Warehouses have <b>not</b> been <b>enabled</b> in Default Settings (1).</p> <ul style="list-style-type: none"> <li>• IQ will not allow more than one FULL Stock Take at a time.</li> <li>• If a FULL Stock Take is in Progress, no other stock take types will be allowed.</li> <li>• Concurrent Stock Takes for the same Major Department will not be allowed.</li> <li>• If a Departmental Stock Take is in progress, BIN Locations Stock Takes will not be allowed.</li> <li>• Concurrent Stock Takes for the same BIN Location will not be allowed.</li> </ul>
<p><b>WITH MULTIPLE WAREHOUSES ENABLED:</b></p>	<p>In other words, Multiple Warehouses have been <b>enabled</b> in Default Settings (1).</p> <ul style="list-style-type: none"> <li>• Concurrent FULL Stock Takes are allowed given the requirement that the Stock Takes are done for different warehouses. Concurrent Stock Takes for the same warehouses will not be allowed.</li> <li>• If a FULL Stock Take is in progress, Departmental and Bin Location Stock Takes will not be allowed.</li> <li>• Concurrent Stock Takes for the same Major Department will be allowed, given the requirement that the Stock Takes are done for different warehouses. Concurrent Stock Takes for the same warehouses will be allowed.</li> <li>• If a Departmental Stock Take is in progress, Bin Location Stock Takes will not be allowed.</li> <li>• Concurrent Stock Takes for the same Bin Location will not be allowed.</li> </ul>

## STOCK TAKE PREPARATION

Always start the Stock Take preparations a few days or weeks before the actual Stock Take, to ensure the stock is on the correct shelves or locations.

This will enhance the Stock Take process and ensure problems are illuminated beforehand.

### HOUSEKEEPING

The first thing that should be done is to tidy up the counting area. See that all stock items are in the correct locations and that the areas are clean and tidy so that it will be easy to count. Pre-counts can be done for bulk stock and stock items that are difficult to count. In other words, if stock comes from the supplier in boxes of 100, the user can ensure that most of the boxes have 100 in and the open ones will be the only ones to count one-by-one.

**NOTE:** It is important to ensure that all previous stock takes for the warehouse or location are either cancelled or finalised (see pages 19 and 20 on the processes on how to do this.)

If the user uses bin locations, stock lists can be printed to get the stock items without locations.



**NOTE:** To print a Stock Take preparation list, select the Stock Lists option. Select the Stock Take List from the available reports.

**NOTE:** To avoid counting non-stock items, the user can setup a filter for Itemcategory = 1.

**NOTE:** To change the sort order to Department, might be an easier way to find the stock items.

Select the Filter button on the bottom of the screen.

Select “press the button to add a new condition”.

Select “CODE” to open the selection screen.

Search for the field “ITEMCATEGORY” and select it.

Click on the <empty> field and type in a 1 for ItemCategory =1, which is used for stock items only.

Click again on “press the button to add a new condition”, as only the stock without bin locations is needed.

Search for the field “BINL” and select it.

Click on “like” and select “is blank”.

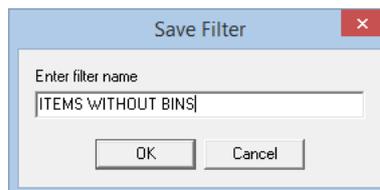
Click again on “press the button to add a new condition”, as only the stock on hand can be counted.

By following the above, change “CODE” to “ONHAND” and “equals” to “does not equal” and <empty> to 0 (zero), then select the Save button.

More conditions can be added, like per department or per BINLocation.

**NOTE:** The conditions that are added into the filter, are case sensitive and character specific.

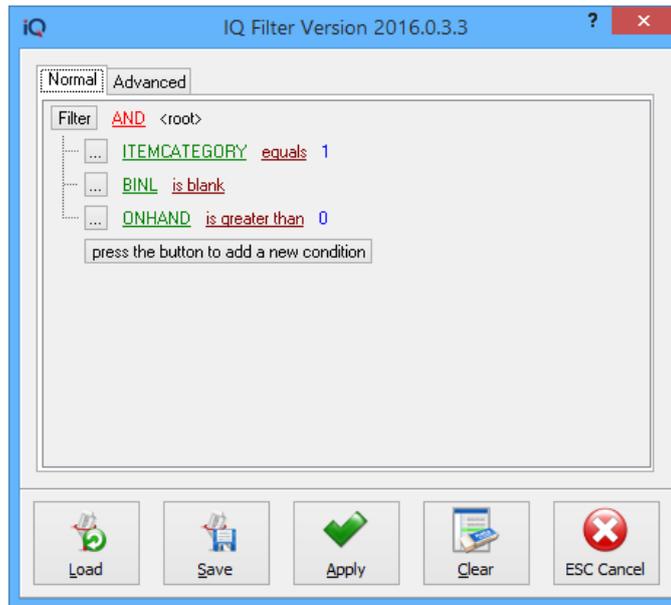
Click on the Save button to save the filter for future use.



Insert a suitable name for the filter and select OK. The filter that has just been saved will appear in the list of filters on the top right of the screen under “Available Filters”.

Click then on the APPLY button.

**NOTE:** Once a filter has been saved, these steps can be skipped and the user only must apply the filter by selecting it from the “Available Filters” and double click on it.



IQ TRAINING		Date Printed: 09/11/2016				1 of 1	
Stock(Complete Listing)							
Data Filter: (ITEMCATEGORY = 1) AND (BINL = NULL) AND (ONHAND > 0)						Currency: (R)	
<u>Code</u>	<u>Description</u>	<u>Dept</u>	<u>Sellprice (Inc)</u>	<u>Avrq Cost</u>	<u>On Hand</u>	<u>Value (AvCost)</u>	
000000010104	NIKE PANTS	008	0.00	43.86	1.00	43.86	
BM001	Cement PVC 50kg	002	200.00	100.00	940.00	94 000.00	
BM002	Tiles	002	300.00	216.17	337.00	72 850.94	
BM003	Wood	002	120.00	23.50	271.00	6 369.01	
BM004	Sand	002	142.50	40.55	143.00	5 798.15	
SNS001	Window Frame	002	1 685.99	833.33	13.00	10 833.33	
<b>Total Value</b>						<b>189895.30</b>	
*** END OF REPORT ***							

The report will show a complete list of every item not allocated to a location. The report can be printed or exported.

Update the shelf or location information in IQ either by importing a .csv (comma delimited) file into Stock → Utilities → Stock Price Update, or the stock items can be updated by selecting each item in Stock → Maintenance → Select the Item and update the Storage / BIN Location field.

**NOTE:** Select Accept after each change has been made.

## TRAINING

People should be trained on what should be counted and the best way to count the items. If relevant, give stock counters clear guidance on the way they should count, e.g. start at the top shelf and work your way down, while working from left to right.

## FLOOR PLAN

Prepare a floor plan of the counting area and mark each location correctly. This is especially helpful when a full count is being done and bin locations are used.

## DOCUMENTATION

Prepare the count sheets and name them correctly, so that each sheet can be captured separately and the items will automatically appear when the count-sheet is entered.

**NOTE:** Don't include the current on-hand quantities on the count sheets.

Where relevant, use clipboards to attach the count sheets to, as it is easier to write counts on.

Use different colour pens. The audit trail can easily be followed if the first counter uses a blue pen, second counter uses a red pen and the sheets are submitted to the stocktake coordinator, who uses a purple pen.

All the people involved should know what to do and when the process will start. The counters should also know to count every item of the inventory. No estimations should be allowed.

All stock in transit for the stock items that should be counted, must be processed.

In other words, goods to receive may wait until after the count. Ensure that they are kept separate from the stock items which should be counted.

## EQUIPMENT CHECK

Ensure that all the scanners and printers which will be used for the count are in good working order.

Provide calculators to the stock counters if needed.

## READINESS CHECK

Before the count can be started, the user should ensure that everyone knows exactly what to count and what to do. Each person should be in position and all the necessary equipment must be in good working order.

Don't allow any distractions like music, as people can lose their concentration while counting.

## TEST RUN

Test runs can be done to make sure all the stock is in their correct places and each person knows what to do. Sort out all the hiccups before the live count.

## LIVE COUNT

For a full Stock Take to be accurate, no sales should be done.

If sales are continued during any stock take, the user must make the necessary manual adjustments. Two reports are available to check these sales.

**NOTE:** If sales are considered while doing a stock take, the most accurate way of capturing the stock will be by using the stock take scanners (Cipherlab scanners). The reason for this is that the data on the scanners is captured with a date and time stamp next to each line, which will enable the IQ user to see if the sale was done before or after the stock was counted.

## CHECK REPORTS

Check the physical counted quantities against the on-hand records on the system. Recheck all discrepancies.

## UPDATE RECORDS

Once the user is satisfied that the stock was counted correctly and all discrepancies have been resolved, the user must make a backup of the system before the stock take can be finalised.



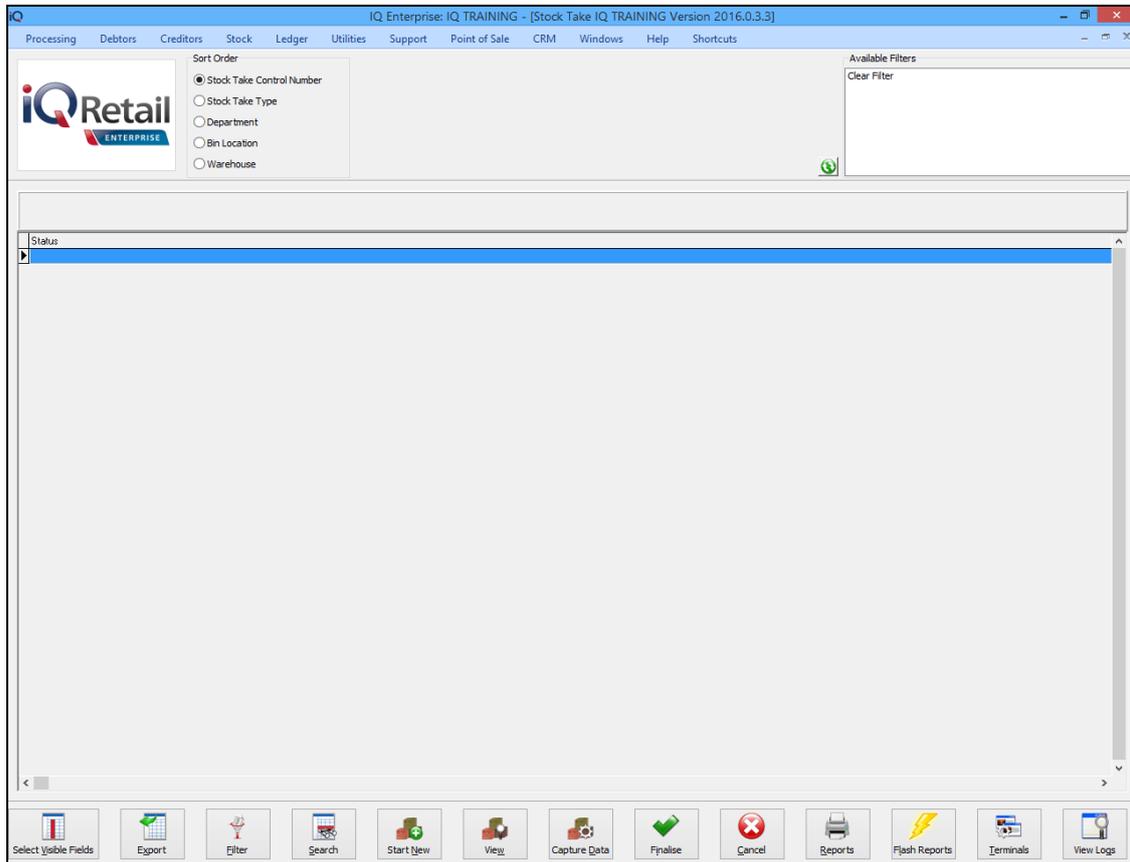
# STOCK TAKE DESCRIPTIONS

## STOCK TAKE SCREEN

**NOTE:** It is advisable not to trade from the location which is counted, while a full Stock Take is in progress.

Before the user can start, ensure that there is no current Stock Take for the same warehouse started, select Stock → Utilities → Stock Take.

All current stock takes will be listed on the grid.



### SORT ORDER

The Sort Order allows the user to change the order of the listed Stock Takes. There are five (5) ways to sort the stock takes listed on the Stock Take Status grid, Stock Take Control Number, Stock Take Type, Department, Bin Location and Warehouse.

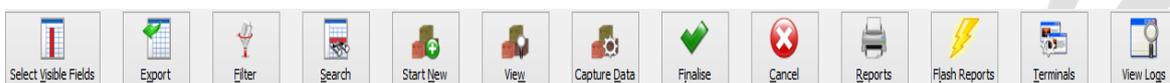
### AVAILABLE FILTERS

All filters created and saved for specific information from the Stock Take screen, are listed under available filters. Double click on the filter to activate it and double click on “Clear Filter” to show all information again.

### STATUS GRID

The Stock Take Status Grid, shows all the Stock Takes that are currently running.

### BUTTON FUNCTIONALITY

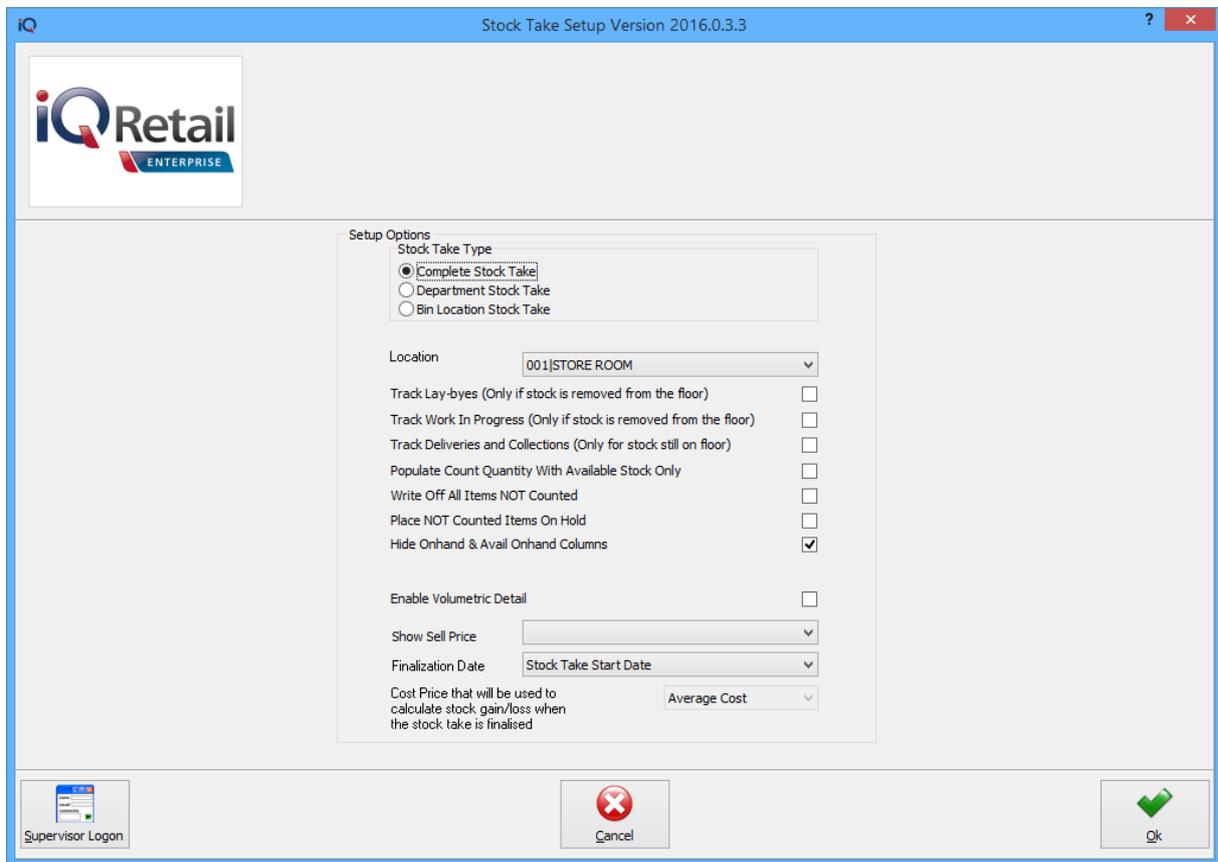


<b>SELECT VISIBLE FIELDS</b>	The Select Visible Field option allows the user to select specific or additional fields to display on the Current Stock Take screen. To select an additional field, tick the box next to the field and click on Accept.
<b>EXPORT</b>	The Export option allows the user to export the information on the Stock Take screen in the following formats: .CSV (comma delimited), TXT, HTML, XML and XLS (Excel).
<b>FILTER</b>	The filter option enables the user to filter out specific or certain Stock Takes based on the information shown on the Stock Takes screen.
<b>SEARCH</b>	The Search option allows the user to search for information within the Stock Takes screen and for any available field.
<b>START NEW</b>	The Start New option allows the user to start a new Stock Take.
<b>VIEW</b>	The View option displays the setup of the selected Stock Take.
<b>CAPTURE DATA</b>	The Capture Data allows the user to capture the counted quantities as per setup.
<b>FINALISE</b>	The Finalise option allows the user to finalise an existing Stock Take. Before the finalization, the system will make a backup of all the Stock Take files. These files can be restored if something goes wrong while finalizing the Stock Take. <b>NOTE:</b> The restore option is only valid before any new transactions are processed.
<b>CANCEL</b>	The Cancel option allows the user to cancel an existing Stock Take. <b>NOTE:</b> If a Stock Take is cancelled, no corrections to the on-hand quantities will be made.
<b>REPORTS</b>	The Reports option allows the user to view and or print all the required reports for the currently selected Stock Take.
<b>FLASH REPORT</b>	The Flash Reports option allows the user to draw a quick flash report that has been setup specific to Stock Takes. This makes it easy if the user needs to see previous processed information quickly.
<b>TERMINALS</b>	The Terminals option displays which users are still logged in on the IQ system. A Message can be sent to inform users to log off or a kill command can be sent to kill a selected user. The kill command will stop any other users to log into the IQ system, while the Stock Take is being finalized.
<b>VIEW LOGS</b>	The View Logs option allows the user to see all previous Stock Takes, the dates and the outcome of that selected stock take.

# STOCK TAKE SETUP

## SETUP OPTIONS

**NOTE:** Not all the setup options are available for all the Stock Take Types.



<b>STOCK TAKE TYPE</b>	The user can choose between a Complete Stock Take and a Department Stock Take. If Multiple Bin Locations have been enabled in Default Settings (1), the user will have a third option for Bin Location Stock Take.
<b>DEPARTMENT</b>	If the user has selected to do a Department Stock take, the departments are listed, which can be selected from the drop-down menu next to the Department field.
<b>LOCATION</b>	The Location option only becomes available once multiple warehouses are enabled in Default Settings (1). This option allows the user to select the specific location or warehouses to count.
<b>TRACK LAY-BYES (ONLY IF STOCK IS REMOVED FROM THE FLOOR)</b>	Select the track lay-byes to keep track of all lay-byes. This will take the Lay-byes into account when comparing the variances in the Stock Take reports only. The on hand in the system will INCLUDE the Lay-byes. <b>NOTE:</b> If this option is enabled then the counted quantity will not have to include the quantity on lay-bye.
<b>TRACK WORK IN PROGRESS (ONLY IF STOCK IS REMOVED FROM THE FLOOR)</b>	Select the track work in progress option to Track Work in Progress. This will take the job cards into account when comparing the variances in the Stock Take reports. The on hand in the system will INCLUDE the job cards. <b>NOTE:</b> If this option is enabled then the counted quantity will not have to include the quantity on job cards.
<b>TRACK DELIVERIES AND COLLECTIONS (ONLY FOR</b>	This option allows the user to keep track of the stock that has been sold, but which is still on the floor because it has not yet been delivered or collected. If

<b>STOCK STILL ON FLOOR)</b>	this option is not enabled, the user will have bigger counted quantities that what is on hand.
<b>POPULATE COUNT QUANTITY WITH AVAILABLE STOCK ONLY</b>	If this option is enabled, only the available stock (onhand quantities – reserved stock) will be considered for the stock take.
<b>WRITE OFF ALL ITEMS NOT COUNTED</b>	This option allows the user to write off all stock items not counted.
<b>PLACE NOT COUNTED ITEMS ON HOLD</b>	This option allows the user to place not counted stock items on hold.
<b>HIDE ONHAND &amp; AVAIL ONHAND COLUMNS</b>	If this option is enabled, the onhand and available stock quantities will be hidden while the stock take is busy. This is a security measure.
<b>ENABLE VOLUMETRIC DETAIL</b>	If Volumetric detail is used on items, this option allows the user to enter the volumetric detail during the stock take.
<b>SHOW SELL PRICE</b>	This option allows the user to select from the selling prices available to appear on the count sheets.
<b>FINALIZATION DATE</b>	The user has the option to choose either the Stock Take Start Date or the Actual date for when the finalization date is. In other words, if the stock take was started on the Friday and the Stock Take Start Date was selected, the date of all the corrections will be the Friday even if they the Stock Take is finalized on Monday.
<b>COST PRICE THAT WILL BE USED TO CALCULATE STOCK GAIN/LOSS WHEN THE STOCK TAKE IS FINALIZED</b>	The system defaults to Average Cost. With Supervisor Logon, the user can select either Average Cost, Latest Cost or Highest Cost.

### BUTTON FUNCTIONALITY

<b>SUPERVISOR LOGON</b>	The supervisor logon / logoff option allows the user to choose a specific cost price. This will allow the user to change the specific cost price on the system to tell the system which cost price must be used when gains or losses are calculated.
<b>CANCEL</b>	To cancel the Stock Take before it has started, click on the Cancel button. Select Cancel Current Stock Take to cancel the selected Stock Take. Enter the confirmation code and select Ok. The confirmation code is case sensitive.
<b>OK</b>	To accept the current configuration and tell the system to start the Stock Take, click on the OK Button.

### STOCK TAKE TYPES

<b>COMPLETE STOCK TAKE</b>	<p>A Complete Stock Take is used to count the stock in one whole location or warehouse. If Multiple Warehouses are disabled in Default Settings (1) in Company Details, the system will only allow the user to setup one complete Stock Take at a time. No other Stock Take types will be allowed.</p> <p>Concurrent Full Stock Takes can only be allowed if Multiple Warehouses are enabled in Default Settings (1) in Company details, given that the Stock Takes are done for different warehouses.</p>
<b>DEPARTMENTAL STOCK TAKE</b>	A Departmental Stock Take allows the user to select specific major stock departments to be counted.

	<p>If Multiple Warehouses are disabled in Default Settings (1) in Company Details, concurrent departmental stock takes can be allowed, given that departments are not duplicated.</p> <p>If Multiple Warehouses are enabled in Default Settings (1) in Company Details, concurrent departmental stock takes can be allowed, given that the same department is not duplicated for the same warehouse.</p> <p>If a departmental Stock Take is running, the system will not allow a bin location or full Stock Take for the same warehouse.</p>
<p><b>BIN LOCATION STOCK TAKE</b></p>	<p>By enabling the Bin Location, the user can choose a specific Bin location on which the Stock Take will be done.</p> <p><b>NOTE:</b> If the multiple bin locations option is not enabled, the user won't have the option to choose in which location the Stock Take will take place. Enable the Multiple Bin Locations under Company Default settings (1).</p> <p>The user must ensure that if a duplicate stock item appears on bin location lists, that it is correct and if they should be added together to get the on-hand value.</p>

## CAPTURE STOCK TAKE DATA

### FIVE STOCK TAKE METHODS THAT CAN BE USED TO CAPTURE DATA

- Import by selecting random items, not using a specific range or filter.
- Import a range.
- Import data for a bin location / warehouse.
- Import data per department.
- Import scanned data. (This is the most accurate method).

## SORT ORDER

The sort order option allows the user to change the sequence of the existing items on the screen. The sequence may be changed to Unsorted, Item Code, bin Location, Description, Major or Minor Departments.

## CAPTURE PARAMETERS

### ENTER THE STORAGE / BIN LOCATION / COUNTSHEET NUMBER

The bin location or count sheet number refers to a sheet number that is used for counting the stock items in the shelves or storage area and then capturing the data. A bin location is used to enter the actual location of the stock items within the store or on the shelf.

**NOTE:** A bin location also refers to a storage location.

### ENABLE IMPORT OF ZERO QUANTITY

Select Enable Import of Zero Quantity to populate the Count Quantity field with a zero (instead of the same figure as the on-hand quantity). The system will ask for confirmation before continuing. If the user is sure that the system should populate the import of ZERO quantities, retype the confirmation code and click on OK.

**NOTE:** The count can be changed to capture the counted quantities.

### DISABLE CHECKING ON DUPLICATE ITEMS

Select Disable Checking on duplicate items will not show the message below if the duplicate items option is selected in the count sheet.

**EXAMPLE:** Coke cans can be stored in more than one bin location in the store, the user will then allow duplicate items so that all the people counting stock can capture their different counts. The counted quantities will then be added to get the total on hand quantity for the Coke cans.

If the Coke cans were only stored in one location, the user would want to check that item codes are not duplicated.



If the Disable checking on Duplicated Items is not ticked, the system will ask each time a stock code is duplicated, if it should be allowed. The user can then correct the previous count by adding the second quantity.

## CAPTURE STORAGE / BIN / COUNTSHEET

If the user is for example doing a complete Stock Take, it is easier to capture each sheet separately. To do that the user will number or name each sheet and filter and import only the items listed on the sheet. Once the counts have been captured and saved, the number or name will appear in this field. In other words, there can be many count sheets per stock take. Each time the user selects a Stock Take, all the saved sheets for this Stock Take are listed in this field.

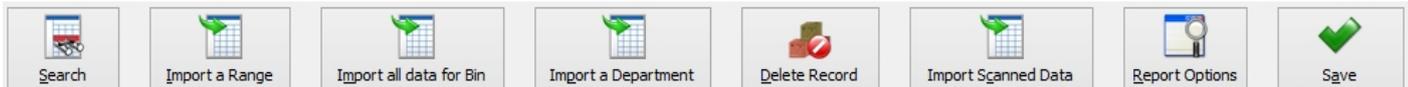
To view or edit an existing sheet, the user should enter the selected sheet's number or name, whereby the items saved on the sheet will appear on the grid.

## STOCK TAKE ITEMS

<b>ITEM CODE</b>	The item code field is where the stock item can be entered or selected from the drop-down menu.
<b>DESCRIPTION</b>	The description field shows the description of the item that has been selected.
<b>DEPT</b>	The Department shows the major department of the stock item that has been

	selected.
<b>SUB DEPT</b>	The Sub Department is the minor department of the stock item that has been selected.
<b>BINLOCATION</b>	The bin location field shows the bin location of the item. The bin location also refers to storage location.
<b>MARKED PRICE</b>	This field will only have information in, when the Stock Take Data is imported.
<b>QUANTITY</b>	Enter the Count Quantity of the stock item. The COUNTED quantity of the stock items will become the new ONHAND quantity.

### BUTTON FUNCTIONALITY



<b>SEARCH</b>	The search option allows the user to search for specific information in the physical Stock Take list.
<b>IMPORT A RANGE</b>	Select the Import a Range option to import a range of stock items. Select the filter option to filter the stock items and then select Accept.  This will import all the items selected via the filter into the Stock Take screen. <b>NOTE:</b> If the user doesn't use a filter to select specific information, all the stock items will be imported.
<b>IMPORT ALL DATA FOR BIN</b>	Select the Import all data for Bin, to import all the stock items for the selected Bin Location or Storage location (as entered in Stock > Maintenance) if the storage location is the same as the Count Sheet Number.  <b>NOTE:</b> The import all data for bin option, will ask the user to confirm the selection before the items for that specific bin are imported into the Stock Take count screen.
<b>IMPORT A DEPARTMENT</b>	Select the Import a Department to import all the stock items within a certain Major Stock Department into the Stock Take count screen.  <b>NOTE:</b> Select the relevant major department and select the ok button. This will import all the stock items belonging to the selected major department, into the Stock Take count.
<b>DELETE RECORD</b>	Select the Delete Record option to delete one single line.
<b>IMPORT SCANNED DATA</b>	Select import scanned data to import the scanned data from a text file.  The file name must be <b>stimport.txt</b> and this file must be saved in the c:\IQEnterprise\Imports directory. The format of the file must be code, quantity.  <b>NOTE:</b> Once the import file has been selected, the system will show a message displaying that the import was successful. Once this message is displayed, select the 'OK' option.
<b>REPORT OPTIONS</b>	Preview or print a list of the Stock Take items that have been captured on a sheet.
<b>SAVE</b>	Select the Save option to save the counted Stock Take information.

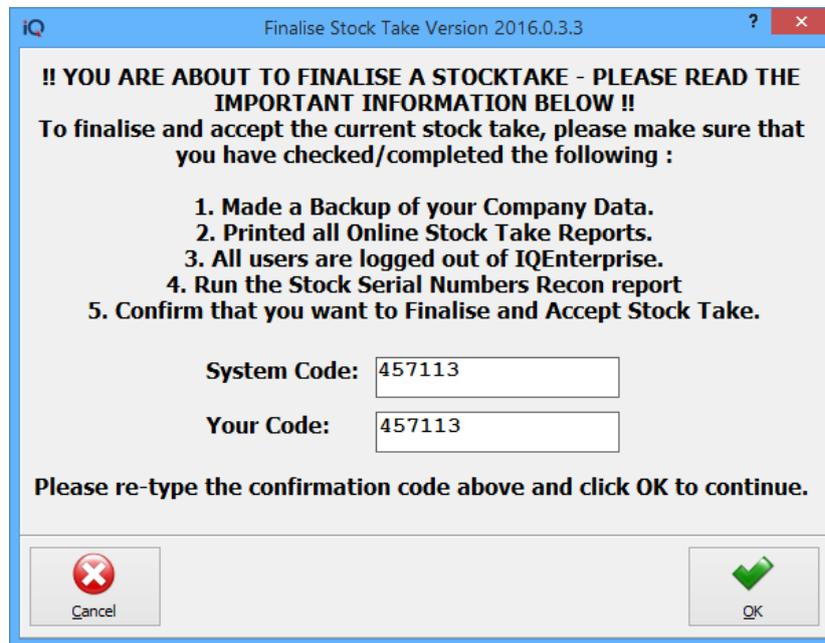
A variety of reports are available to assist the user with the Stock Take procedure.

**NOTE:** The Stock Take Reports are only available while the user is busy with the Stock Take, once the Stock Take is Finalised or cancelled, they are not available anymore.

## FINALISE A STOCK TAKE

It is essential to remember to print the Stock Take reports before the Stock Take is finalised, as the Finalization clears all the Stock Take tables.

**NOTE:** Print and save the reports for future reference.

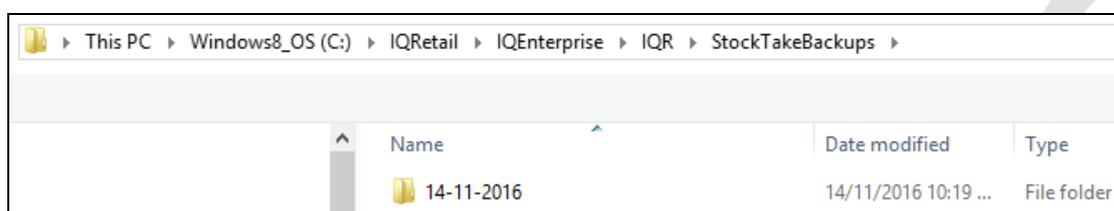


Before a Stock Take can be finalised, there are a few steps that need to be taken.

<b>MAKE A BACKUP OF YOUR COMPANY DATA</b>	It is essential that a FULL backup of the company data is made before the user finalizes a Stock Take. This backup can be restored if the Stock Take Finalization fails.
<b>PRINTED ALL ONLINE STOCK TAKE REPORTS</b>	It is very important to print all the necessary Stock Take reports. Once the Stock Take is finalized, these reports cannot be printed for that Stock Take that has been completed.
<b>ALL USERS ARE LOGGED OUT OF IQ ENTERPRISE</b>	It is an essential part of the Stock Take, because if a user is busy in the module the system cannot update the relevant stock items. The Stock Take need exclusive access when processing the finalization of the Stock Take.
<b>RUN STOCK SERIAL NUMBERS RECON REPORT</b>	Make sure that all stock items with serial numbers in the stock that have a deficit must be corrected within the Stock, Stock Serial Number option.
<b>CONFIRM THAT YOU WANT TO FINALISE AND ACCEPT STOCK TAKE</b>	Once all the above options have been completed then proceed to finalize the Stock Take. Enter the confirmation code. Remember that the confirmation code is case sensitive. When ready select the OK option. This will finalise the Stock Take and update all the relevant stock items.

An automated Backup is made to save all the stock related data for the Stock Take. This data can be used to restore if something goes wrong.

The Automated backup is stored within the company folder, in date order.



The following files are save during the Automated Backup:

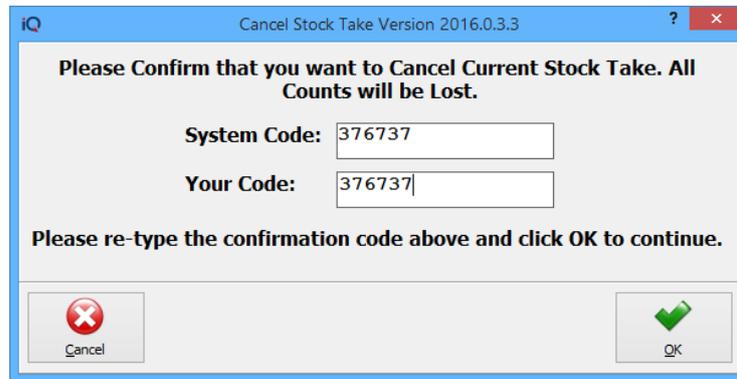
Name	Date modified	Type
<input checked="" type="checkbox"/> STAKDATA	11/11/2016 03:48 ...	dat files
<input type="checkbox"/> STAKDATA.dbk	01/07/2016 01:55 ...	DBK File
<input type="checkbox"/> STAKDATA.ibk	01/07/2016 01:55 ...	IBK File
<input type="checkbox"/> STAKDATA.idx	11/11/2016 03:48 ...	IDX File
<input type="checkbox"/> Stock.bbk	04/10/2016 01:36 ...	BBK File
<input type="checkbox"/> Stock.blb	11/11/2016 02:53 ...	BLB File
<input checked="" type="checkbox"/> Stock	11/11/2016 02:55 ...	dat files
<input type="checkbox"/> Stock.dbk	04/10/2016 01:36 ...	DBK File
<input type="checkbox"/> Stock.ibk	04/10/2016 01:36 ...	IBK File
<input type="checkbox"/> Stock.idx	11/11/2016 02:48 ...	IDX File
<input checked="" type="checkbox"/> StockLcnt	11/11/2016 02:20 ...	dat files
<input type="checkbox"/> StockLcnt.dbk	27/06/2016 03:32 ...	DBK File
<input type="checkbox"/> StockLcnt.ibk	27/06/2016 03:32 ...	IBK File
<input type="checkbox"/> StockLcnt.idx	11/11/2016 02:20 ...	IDX File
<input checked="" type="checkbox"/> StockTakeScanData	11/11/2016 03:48 ...	dat files
<input type="checkbox"/> StockTakeScanData.dbk	17/08/2016 10:29 ...	DBK File
<input type="checkbox"/> StockTakeScanData.ibk	17/08/2016 10:29 ...	IBK File
<input type="checkbox"/> StockTakeScanData.idx	11/11/2016 03:45 ...	IDX File

### CANCEL STOCK TAKE

To cancel an existing Stock Take, select the Stock Take to cancel → click on the Cancel button at the bottom of the screen and confirm it, by retying the confirmation code as shown on the screen and Select OK.

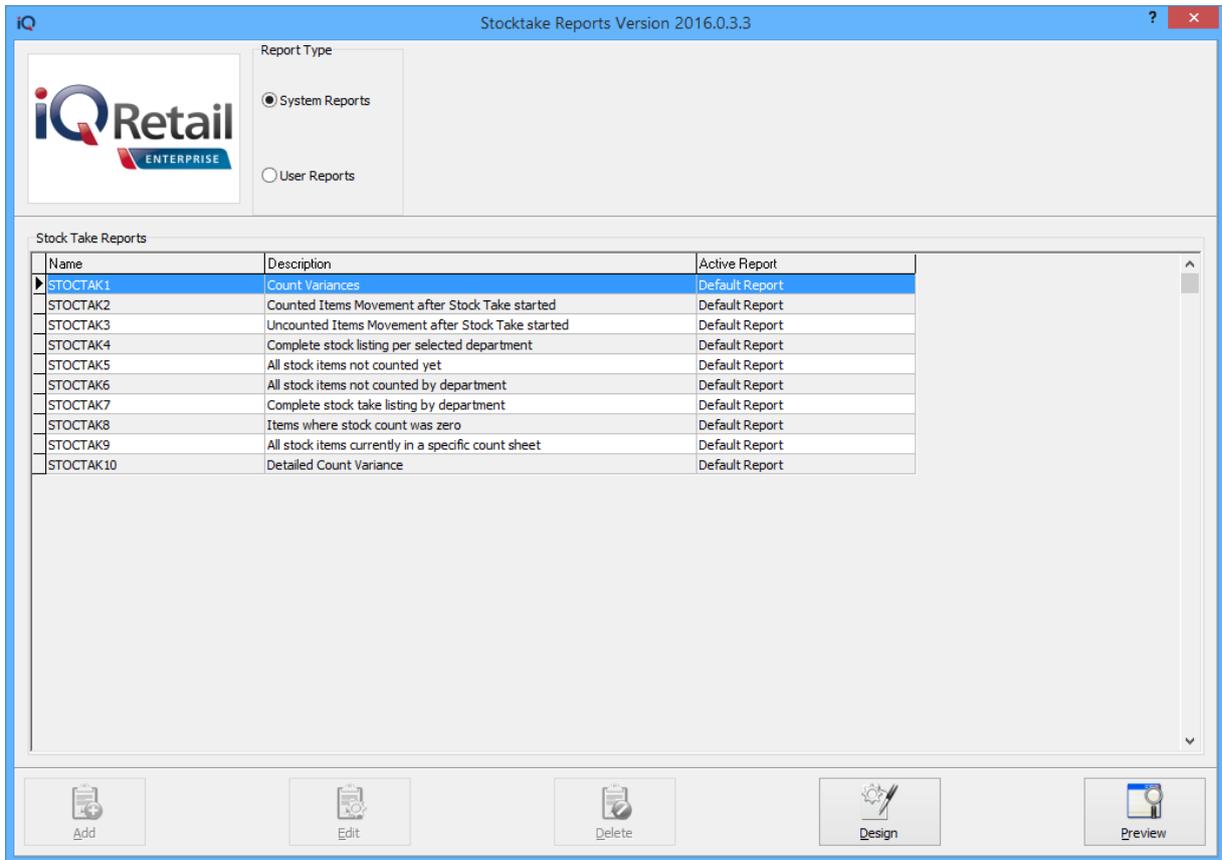
**NOTE:** If it happens that a stock take was not finalised for a reason, it is better to cancel the stock take and start a new one.

**NOTE:** It is recommended that a stock take should be finalised as soon as possible.



## STOCK TAKE REPORTS

**NOTE:** Remember to print all the required reports, before the Stock Take is finalised. The Stock Take tables are cleared once a Stock Take is finalised.



## COUNT VARIANCES

The count variances reports will show all the variances of the stock items. A variance would mean where there has been shrinkage or more of a specific item counted than what is on the system.

<u>Code</u>	<u>Description</u>	<u>Barcode</u>	<u>Dept.</u>	<u>Onhand</u>	<u>Count</u>	<u>Avrg Cost</u>	<u>Counted Value @ Avrg Cost</u>	<u>SHEET</u>
00120120	TEST		001	3.00		10.00	30.00	
11/11/2016					0.00		0.00	001
			<b>00120120</b>		<b>Total Counted:</b>	<b>0.00</b>		
					<b>Variance:</b>	<b>-3.00</b>		
BM001	CementPVC 50kg	BM001	002	100.00		100.00	10 000.00	
11/11/2016					99.00		9 900.00	001
			<b>BM001</b>		<b>Total Counted:</b>	<b>99.00</b>		
					<b>Variance:</b>	<b>-1.00</b>		
BM002	Tiles		002	600.00		216.17	129 704.9	
11/11/2016					595.00		128 624.0	001
			<b>BM002</b>		<b>Total Counted:</b>	<b>595.00</b>		
					<b>Variance:</b>	<b>-5.00</b>		
BM003	Wood		002	50.00		23.50	1 175.10	

### COUNTED ITEMS MOVEMENT AFTER STOCK TAKE STARTED

This report shows the information of any stock item within the bin location counted, that has been moved after the Stock Take has started.

Counted items which moved after stock take started							
<u>Code</u>	<u>Description</u>	<u>Department</u>	<u>Date &amp; Time Capture</u>	<u>Count</u>	<u>Sold after stocktake started</u>	<u>On hand</u>	<u>Bin</u>
BM001	CementPVC 50kg	002	11/11/2016	99.00	-1.00	99.00	001

### UNCOUNTED ITEMS MOVEMENT AFTER STOCK TAKE STARTED

This report shows the information of any stock item in another bin location, that has been moved after the Stock Take has started.

Items which moved after stock take started but not counted						
<u>Code</u>	<u>Description</u>	<u>Department</u>	<u>Date &amp; Time Sold</u>	<u>Sold after stocktake started</u>	<u>Bin</u>	
BOQ004	Bill of Quantity - Comp C	001	11/11/2016 14:20:30	1.00	WH1	

### COMPLETE STOCK LISTING PER SELECTED DEPARTMENT

This report will show all stock items per selected department. Before the report shows any information, the system will prompt with a department dialogue box to enter the relevant department.

Report Parameters ✖

---

Enter value for DEPARTMENT

001

Stock count complete listing by department						
<u>Code</u>	<u>Description</u>	<u>Barcode</u>	<u>Date &amp; Time Captured</u>	<u>Counted</u>	<u>On Hand</u>	
Department 002		Department 2				
BM001	CementPVC 50kg	BM001	11/11/2016	99.00	99.00	
BM002	Tiles		11/11/2016	595.00	600.00	
BM003	Wood		11/11/2016	35.00	50.00	
BM004	Sand		11/11/2016	10.00	10.00	
MON001	Monitor LED 23" - Serial Number Item	MON001	11/11/2016	15.00	15.00	
<b>Counted Value at average Cost</b>		163 304.85				
<b>Theoretical Value at Average Cost</b>		164 738.25				
<b>Difference</b>		1 433.40				

### ALL STOCK ITEMS NOT COUNTED YET

This report will show all items that haven't been counted at all.

Stock Items not counted				
<u>Code</u>	<u>Description</u>	<u>Department</u>	<u>Onhand</u>	<u>Value @ AvrqCost</u>
'Department ' 001				
ABC002	ABC Classification - Class B	001	0.00	0.00
BOQ003	Bill of Quantity - Comp B	001	3.00	270.00
BOQ004	Bill of Quantity - Comp C	001	-1.00	-30.00
COK002	Coke Case	001	0.00	0.00

### ALL STOCK ITEMS NOT COUNTED BY DEPARTMENT

This report will show all stock items that have not been counted per department. Before the report is printed, the system will prompt with a department selection box. Select the relevant department and the report will be displayed for that specific department.

Report Parameters ✕

---

Enter value for DEPARTMENT

001

Stock Items not counted						
<u>Code</u>	<u>Description</u>	<u>Dept</u>	<u>Sub-Dept</u>	<u>AvrqCost</u>	<u>Value</u>	<u>Onhand</u>
Department 001						
BOQ003	Bill of Quantity - Comp B	001		90.00	270.00	3.00
BOQ004	Bill of Quantity - Comp C	001		30.00	-30.00	-1.00

### COMPLETE STOCK LISTING BY DEPARTMENT

This report will show a complete stock item listing by department.

Stock count complete listing by department								
<u>Code</u>	<u>Description</u>	<u>Date Captured</u>	<u>WIP / Lay-bys</u>	<u>Counted</u>	<u>Theoretical Value @ AvrqCost</u>	<u>Onhand</u>	<u>Value @ AvrqCost</u>	<u>Bin</u>
<b>Department 001</b>		Department 1						
00120120	TEST	11/11/2016	0.00	0.00	0.00	3.00	30.00	001
A00003	ABC Classification - Class C	11/11/2016	0.00	3.00	23.68	3.00	23.68	001
A00004	How To Build a Pizza Oven	11/11/2016	0.00	3.00	1 583.34	3.00	1 583.34	001
ABC001	ABC Classification - Class A	11/11/2016	0.00	3.00	300.00	3.00	300.00	001
COK001	Coke Single Can	11/11/2016	0.00	489.00	3 369.50	488.00	3 362.61	001
D13	sub item	11/11/2016	0.00	3.00	1 044.00	3.00	1 044.00	001
FAN0001	FANTA SINGLE CAN	11/11/2016	0.00	1.00	6.00	2.00	12.00	001
K00001	Carrots per Kg	11/11/2016	0.00	10.00	48.20	15.00	72.30	001
N00001	Nappy	11/11/2016	0.00	30.00	2 970.00	38.00	3 762.00	001
TYR001	Tyre	11/11/2016	0.00	23.00	4 830.00	24.00	5 040.00	001
<b>Department 001</b>		Counted Value at Average Cost		14 174.73				
<b>Department 1</b>		Theoretical Value at Average Cost		15 229.94				
<b>Department 002</b>		Department 2						
BM001	CementPVC 50kg	11/11/2016	0.00	99.00	9 900.00	99.00	9 900.00	001

### ITEMS WHERE STOCK COUNT WAS ZERO

This report will show all items where the stock count was zero, meaning that these items were not counted or their counted quantity was left as zero.

Stock count where zero count was entered						
<u>Code</u>	<u>Description</u>	<u>Department</u>	<u>Date &amp; Time Captured</u>	<u>Counted</u>	<u>On Hand</u>	<u>Bin</u>
Department 001		Department 1				
00120120	TEST	001	11/11/2016	0.00	3.00	001
*** END OF REPORT ***						

### ALL STOCK ITEMS CURRENTLY IN A SPECIFIC COUNT SHEET

This report shows a list of all items that are currently on the count sheet within in the stock capturing screen. This report will ask to enter a bin location and a count sheet number first.

Stock items counted in a specific binlocation and countsheet			
Bin Location:			
Count Sheet Number: 001			
Code	Description	Barcode	Counted
00120120	TEST		0.00
A00003	ABC Classification - Class C		3.00
A00004	How To Build a Pizza Oven	BHW001	3.00
ABC001	ABC Classification - Class A	ABC001	3.00
BM001	Cement PVC 50kg	BM001	99.00
BM002	Tiles		595.00
BM003	Wood		35.00
BM004	Food		10.00

### DETAIL COUNT VARIANCE

The detail count variances reports will show all the variances of the stock items. A variance would mean where there has been shrinkage on any items.

IQ TRAINING		Date Printed: 11/11/2016		1 of 2						
Stock count variances										
Current Stock Take Location: 001 STOREROOM										
Code	Description	Barcode	Dept	Average Cost	Current Value	Counted Value	Variance Value	Current Qty	Counted Qty	Variance Qty
BM002	Tiles		002	216.17	129 704.94	128 624.07	-1 080.87	600.00	595.00	-5.00
								Bin: 001	Qty: 595.00	
N00001	Nappy		001	99.00	3 762.00	2 970.00	-792.00	38.00	30.00	-8.00
								Bin: 001	Qty: 30.00	
C00008	Bill of Quantity - SI - 4 - Save Man		007	705.03	2 820.12	2 115.09	-705.03	4.00	3.00	-1.00
								Bin: 001	Qty: 3.00	
BM003	Wood		002	23.50	1 175.10	822.57	-352.53	50.00	35.00	-15.00
								Bin: 001	Qty: 35.00	
TYR001	Tyre	TYR001	001	210.00	5 040.00	4 830.00	-210.00	24.00	23.00	-1.00
								Bin: 001	Qty: 23.00	
T00001	Golf T-Shirt - Black - Small	TSMGS0101	008	54.98	274.92	109.97	-164.95	5.00	2.00	-3.00
								Bin: 001	Qty: 2.00	
T00011	Golf T-Shirt - Red -XL	TSMGS0304	008	35.00	245.00	210.00	-35.00	7.00	6.00	-1.00
								Bin: 001	Qty: 6.00	
TSMGS0803	Golf T-Shirt - Pink - L	TSMGS0803	008	34.20	205.19	170.99	-34.20	6.00	5.00	-1.00
								Bin: 001	Qty: 5.00	
00120120	TEST		001	10.00	30.00	0.00	-30.00	3.00	0.00	-3.00
								Bin: 001	Qty: 0.00	
K00001	Carrots per Kg	CAR001	001	4.82	72.30	48.20	-24.10	15.00	10.00	-5.00
								Bin: 001	Qty: 10.00	
FAN0001	FANTA SINGLE CAN	FAN0001	001	6.00	12.00	6.00	-6.00	2.00	1.00	-1.00
								Bin: 001	Qty: 1.00	
COK001	Coke Single Can	COK001	001	6.89	3 362.61	3 369.50	6.89	488.00	489.00	1.00
								Bin: 001	Qty: 489.00	

IQ TRAINING		Date Printed: 11/11/2016	2 of 2							
Stock count variances										
<u>Current Stock Take Location:</u> 001 STOREROOM										
Code	Description	Barcode	Dept	Average Cost	Current Value	Counted Value	Variance Value	Current Qty	Counted Qty	Variance Qty
T00004	Golf T-Shirt - Brown - Small	TSMGS0201	008	39.66	634.51	713.82	79.31	16.00	18.00	2.00
								<b>Bin: 001</b>	<b>Qty: 18.00</b>	
<b>Counted Value at Average Cost</b>		143 990.21								
<b>Current Value at Average Cost</b>		147 338.69								
<b>Variance Value</b>		<b>-3 348.48</b>								
<b>Counted Quantity</b>		1 217.00								
<b>Current Quantity (Onhand)</b>		1 258.00								
<b>Variance Quantity</b>		<b>-41.00</b>								
*** END OF REPORT ***										

## SHOW LOGGED ON TERMINALS

The user should ensure that all IQ users are logged out of the system, before the Stock Take can be finalised.

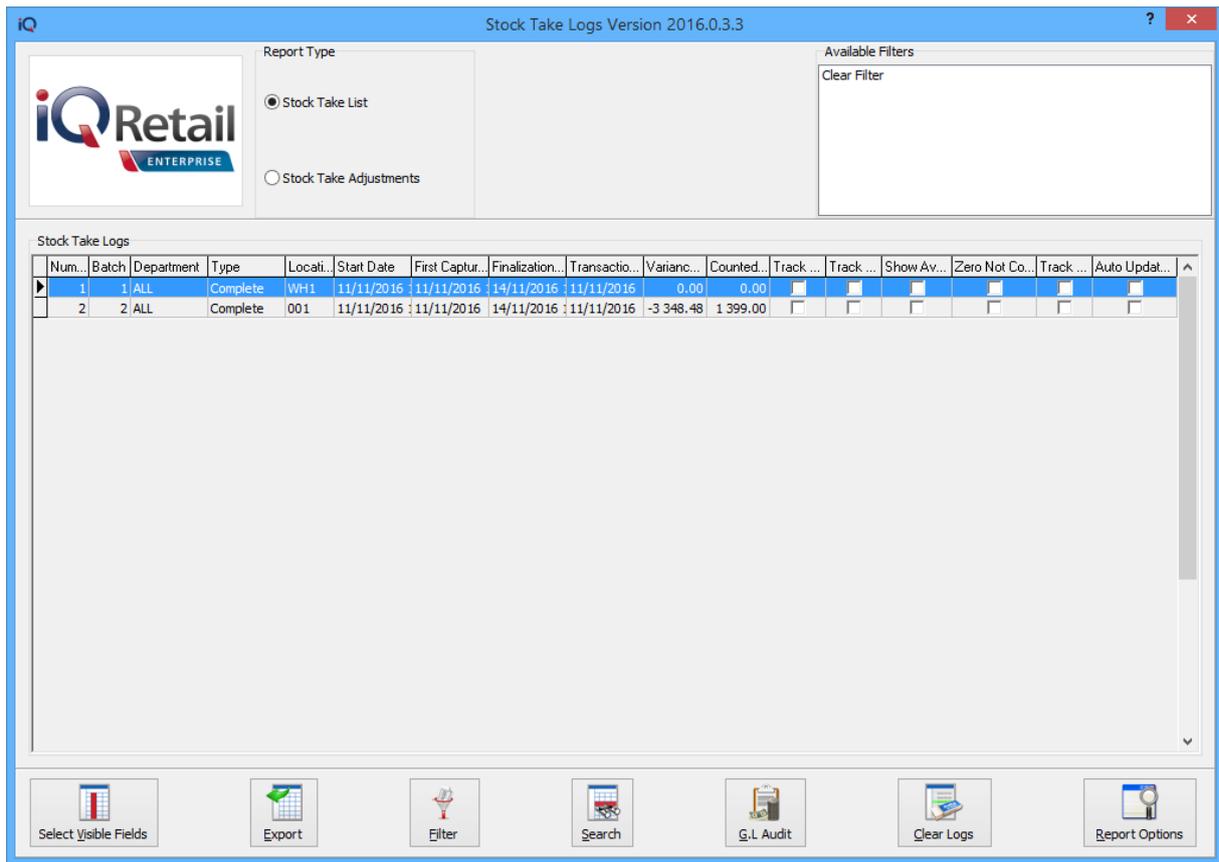
Click on the Terminals button at the bottom of the Stock Take screen, to see if all IQ users have logged out of IQ.

Terminal	Computer name	User name	Company	Logged On	Logged Off	Logged On
1	LENOVO-PC	ADMINISTRATOR	001	14/11/2016 10:22:47	14/11/2016 10:19:57	True
2	LENOVO-PC		001	04/07/2014 15:31:26	04/07/2014 16:33:15	False
3	LENOVO-PC		001	04/07/2014 15:15:13	04/07/2014 15:15:23	False
4	LENOVO-PC		001	04/07/2014 15:31:11	04/07/2014 15:31:22	False

The red line shows that a computer is logged into the IQ system. Ensure that every other computer that can log into your IQ Enterprise system, is logged out, before the finalization of the Stock Take is started.

**NOTE:** If a kill command was sent, ensure that the kill command is stopped again once the Stock Take Finalization is done.

## VIEW STOCK TAKE LOGS



No Stock Take reports can be printed after the Stock Take was finalised, unless a copy of the reports were made.

The user does however have an option to see the effect of each Stock Take by selecting the “View Stock Take Logs. This option will only show the changes in quantities that were made, not Variances and Not Counted Items.

### REPORT TYPES

The user has the option of two (2) types of reports: Stock Take List and/or the Stock Take Adjustments.

#### STOCK TAKE LIST

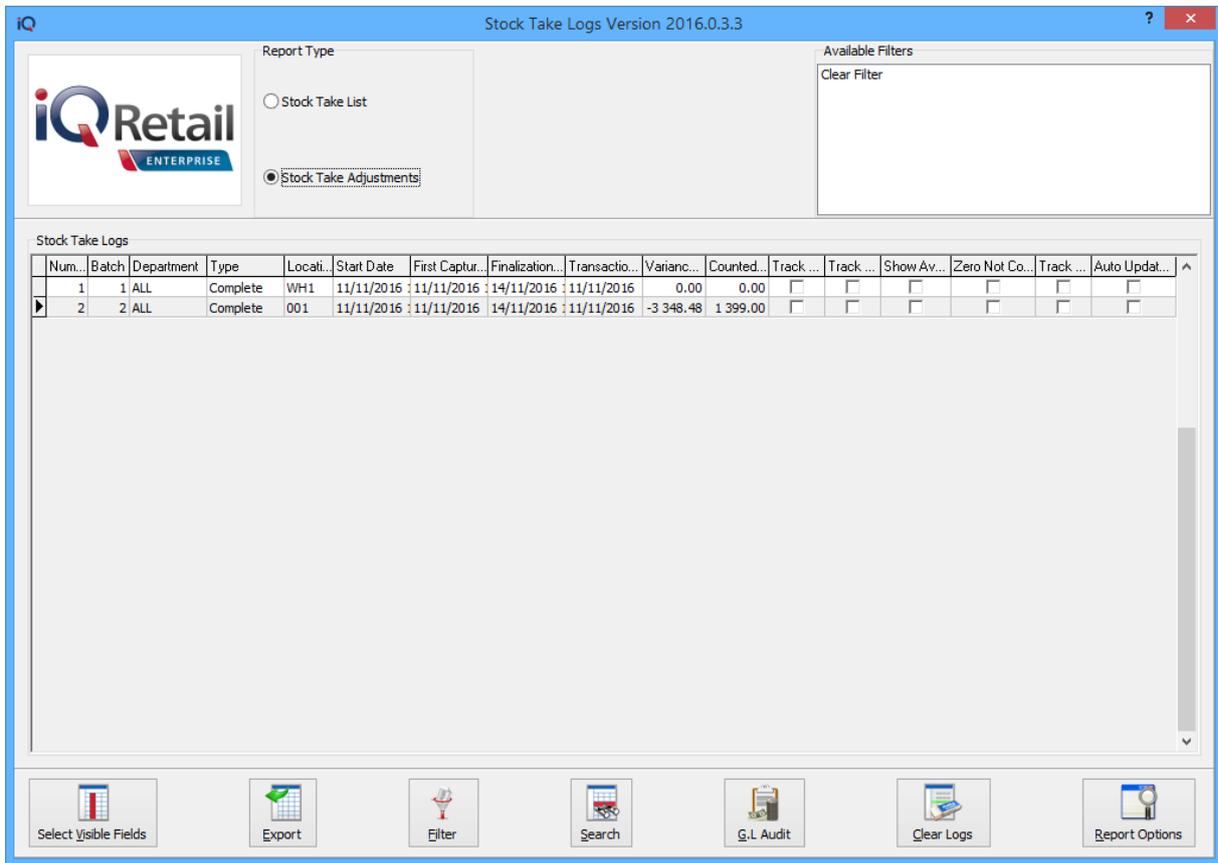
The Stock Take List shows all the Stock Takes that were done and the information of how it was setup for the Stock Take. It will also show the Total Variance Amount and the Total Quantity of Items Counted.

Stock Take - Finalization Logs									
Stock Take Batch	Department	Location	Scan Type	Date Started	Date Finalized	Counted	Line Count	Variance Value	
1	ALL	WH1	Complete	11/11/2016	14/11/2016	0.00	9.00	0.00	
2	ALL	001	Complete	11/11/2016	14/11/2016	1399.00	29.00	-3 348.48	
*** END OF REPORT ***									

The list can be designed, previewed or printed, by selecting the Report Options button.

#### STOCK TAKE ADJUSTMENTS

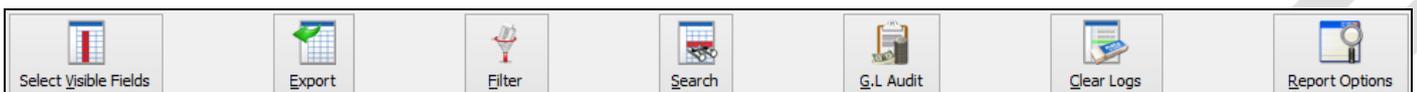
The Stock Take Adjustments report will provide the user with a list of all the stock adjustments (changes) that were made when each stock Take was finalised. This report displays the adjustments done for the selected Stock Take.



Select the specific stock Take on which information is needed and click on the report options button on the bottom of the screen. The report can be designed, previewed or printed.

IQ TRAINING		Stock Adjustment Report				Printed At: 15/11/2016 13:36:04			
		01/08/2010 to 31/08/2010				Page: 1			
		Filter: Filter Not Applied							
Code	Date	Adjustment Code	Quantity	Value	OnHand After	OnHand Before	Cost After	Cost Before	
00120120	11/11/2016	ST	-3.00	30.00	-1.00	2.00	10.00	10.00	
BM002	11/11/2016	ST	-5.00	1 080.87	595.00	600.00	216.17	216.17	
BM003	11/11/2016	ST	-15.00	352.53	35.00	50.00	23.50	23.50	
C00008	11/11/2016	ST	-1.00	705.03	3.00	4.00	705.03	705.03	
COK001	11/11/2016	ST	1.00	6.89	489.00	488.00	6.89	6.89	
FAN0001	11/11/2016	ST	-1.00	6.00	1.00	2.00	6.00	6.00	
K00001	11/11/2016	ST	-5.00	24.10	10.00	15.00	4.82	4.82	
N00001	11/11/2016	ST	-8.00	792.00	30.00	38.00	99.00	99.00	
T00001	11/11/2016	ST	-3.00	164.95	2.00	5.00	54.98	54.98	
T00004	11/11/2016	ST	2.00	79.31	18.00	16.00	39.66	39.66	
T00011	11/11/2016	ST	-1.00	35.00	6.00	7.00	35.00	35.00	
TSMGS0803	11/11/2016	ST	-1.00	34.20	5.00	6.00	34.20	34.20	
TYR001	11/11/2016	ST	-1.00	210.00	23.00	24.00	210.00	210.00	
<b>Total Quantity Adjusted</b>							<b>-41.00</b>		
<b>Total Value Adjusted</b>							<b>R-3 348.48</b>		

**BUTTON FUNCTIONALITY**

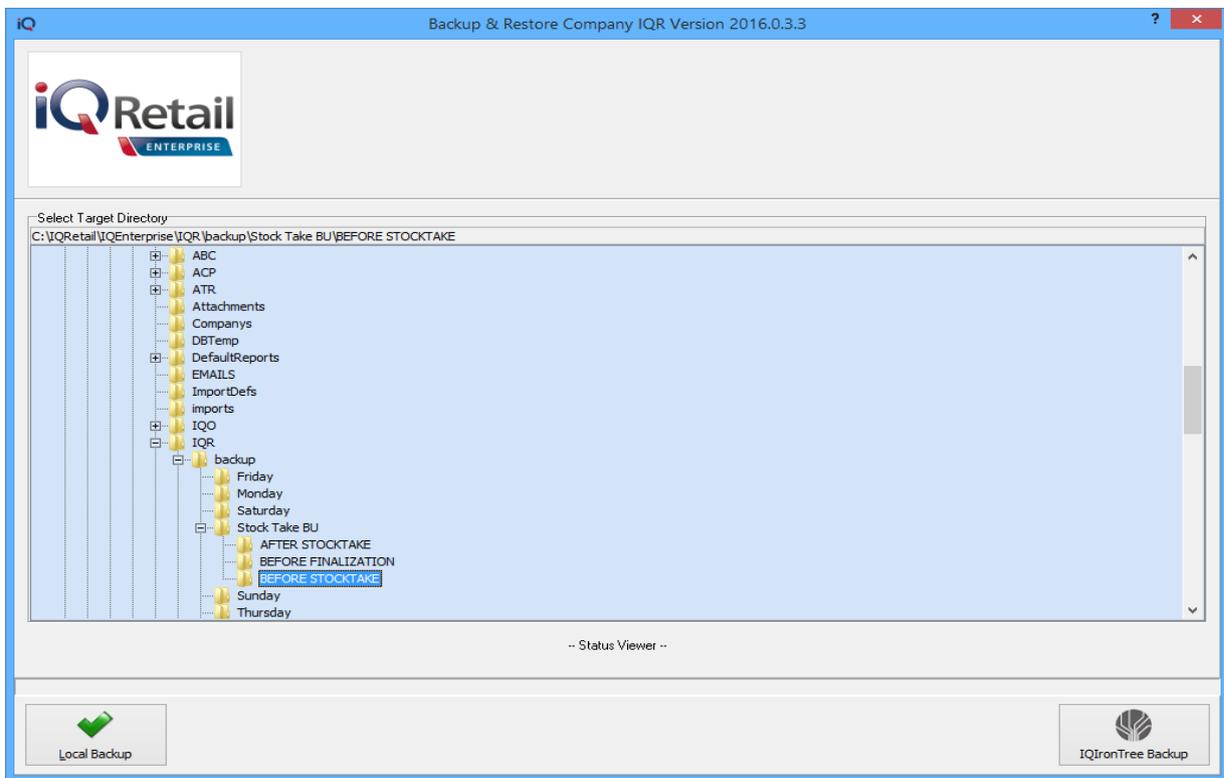


<b>SELECT VISIBLE FIELDS</b>	The user has the option to select which fields to be visible when looking at the Stock Take Logs screen.
<b>EXPORT</b>	The list can be exported into the following formats: .CSV (comma delimited), TXT, HTML, XML or XLS (Excel).
<b>FILTER</b>	The filter option allows the user to filter for specific information to be visible.

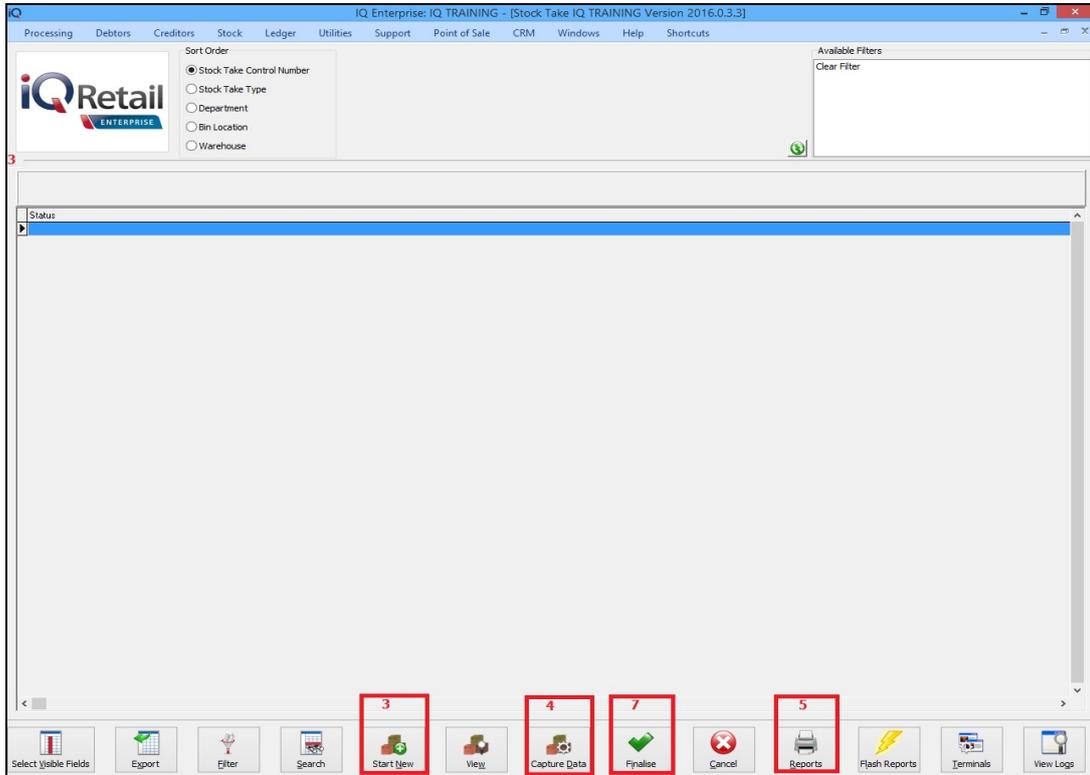
<b>SEARCH</b>	The search option allows the user to search for specific information on the stock Take Log screen.
<b>GL AUDIT</b>	The GL Audit option will provide the ledger transactions for each of the stock corrections for the selected Stock Take.
<b>CLEAR LOGS</b>	The Clear Logs option will remove the information for all the previous Stock Takes from the log only.
<b>REPORT OPTIONS</b>	The report options allow the user to choose if the report must be designed, previewed or printed.

## PRACTICAL STOCK TAKE PROCEDURE

<b>STOCK TAKE PREPARATIONS</b>	Get everything ready an in place and in working order for the Stock Take. All the Stock Items should be neatly packed in their separate locations and every counter needs to know exactly what to count and where.
<b>BACK UP BEFORE STOCK TAKE</b>	<p>Ensure that all the IQ users have logged out of the IQ system, to ensure that all the tables will be backed up.</p> <p>It is essential that a full system backup of the company data is made before a Stock Take.</p> <p><b>NOTE:</b> Make a backup of the system by selecting Utilities → Backup Data.</p> <p><b>NOTE:</b> Restore this backup, if anything goes wrong for whatever reason during the Stock Take.</p>



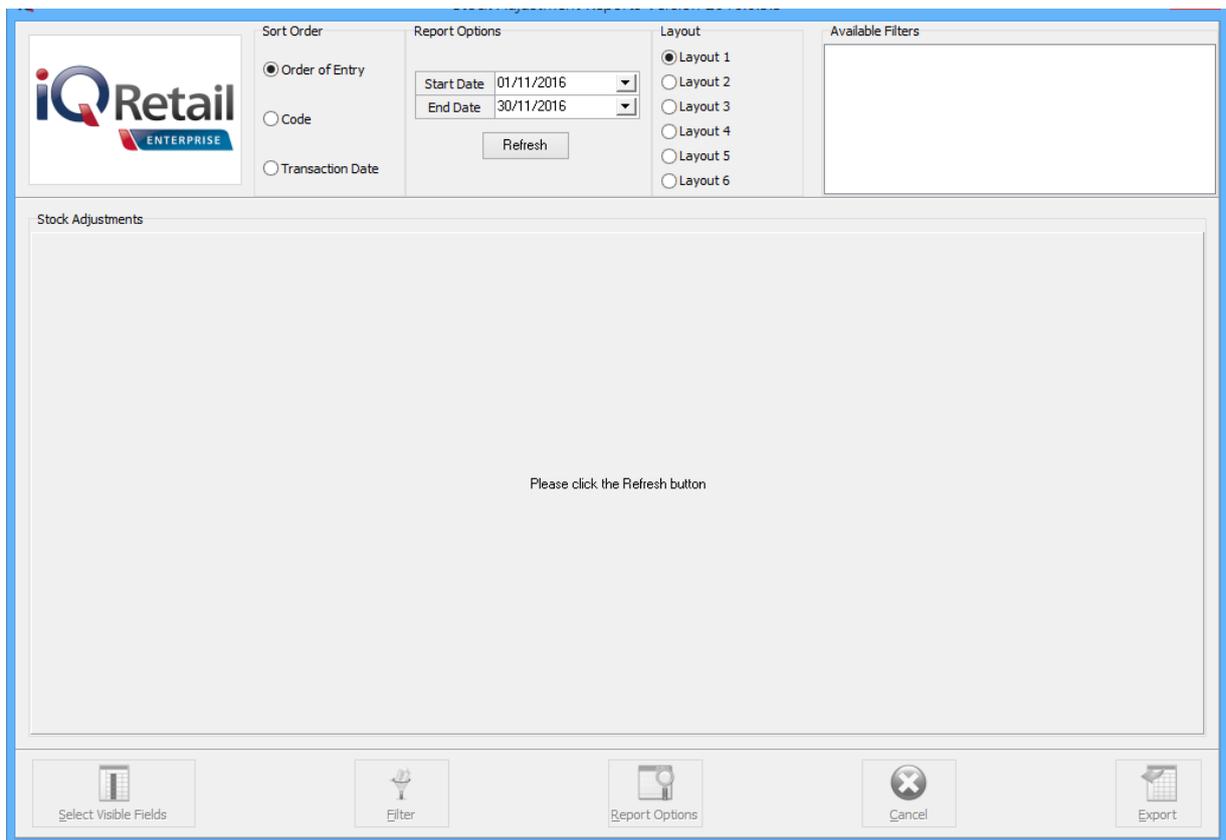
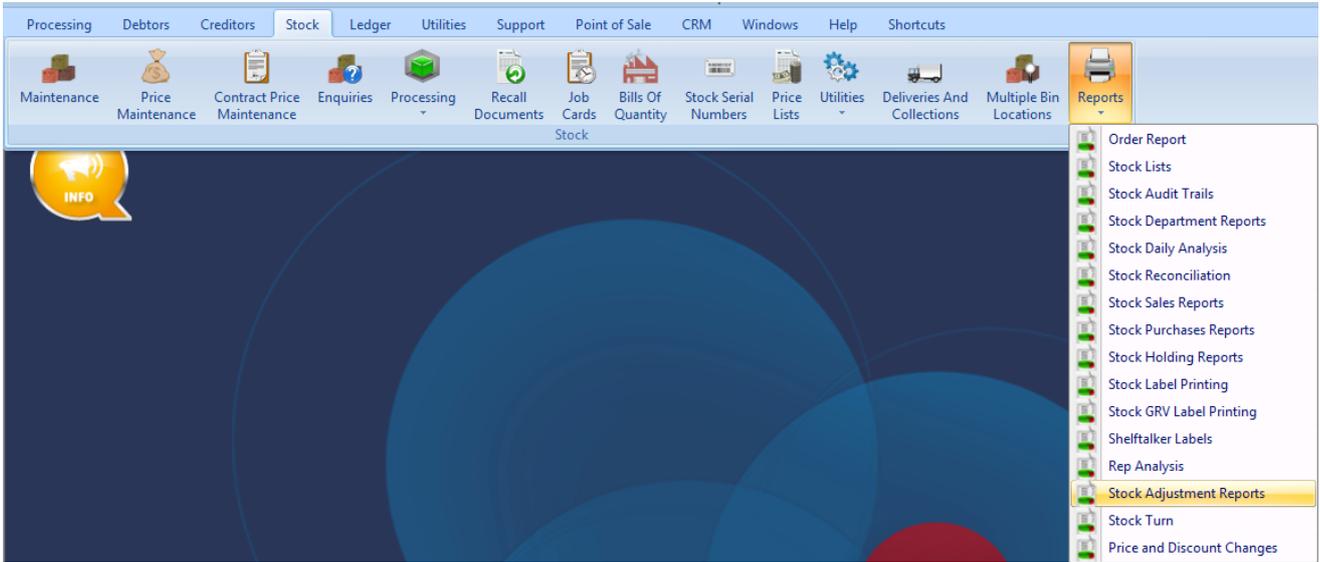
<b>START STOCK TAKE</b>	<p>Complete the setup for the Stock take and print the Stock Take lists, don't print the onhand quantities on the count sheets.</p> <p>The Stock counters should count each item.</p> <p><b>NO ESTIMATES SHOULD EVER BE ALLOWED.</b></p>
-------------------------	--



<b>CAPTURE DATA</b>	<p>Capture all the count sheets and ensure that all stock that should be counted is counted.</p>
<b>PRINT REPORTS</b>	<p>Check the actual counted stock against the on-hand quantities in the IQ system. Sort out all discrepancies.</p> <p>Print final stock take reports, which can be filed.</p> <p><b>NOTE:</b> The user can save all the Stock Take reports in a folder, which can be accessed later.</p>
<b>BACK UP</b>	<p>Once the user is satisfied that all the stock items which should be counted, has been counted and all discrepancies are sorted out, let every user log out of the IQ system. If required send a kill command to ensure that nobody try to log into the system during Stock Take Finalization.</p>
<b>FINALISE STOCK TAKE</b>	<p>Once the user has ensured that every user is logged out of IQ, the backup has been made and all the reports were printed, the user can finalised the Stock Take.</p>
<b>BACK UP</b>	<p>It is suggested that the user make a backup again, before any new transactions are processed.</p>

## STOCK ADJUSTMENT REPORTS

Stock Adjustment Report is available under the stock reports option. Stock → Reports → Stock Adjustment Reports. This report allows the user to select all the stock adjustments (including stock take adjustments) for a specific period.



Select the Start and End Dates for which stock takes to be available and click on the Refresh button in the top middle of the screen.

A list of all the items that were adjusted between the selected dates will appear.

**SORT ORDER**

The Sort Order allows the user to change the sequence in which the stock adjustments are listed on the screen.

**REPORT OPTIONS**

The reports options allow the user to choose the start and end dates between which the transactions should be listed.

**LAYOUT**

There are six (6) layouts from which the user can choose into which the report will be printed.

**AVAILABLE FILTERS**

If any filters were saved for the stock adjustment screen, they would be listed under available Filters. Activate a filter by double clicking on the filter name. To clear the selection, double click on "Clear Filter".

**STOCK ADJUSTMENTS**

Information of the stock item adjustments will appear here:

<b>CODE</b>	The item code of the stock on which the adjustment was made.
<b>DESCRIPTION</b>	The description of the stock on which the adjustment was made.
<b>DEPARTMENT</b>	The major department of the stock on which the adjustment was made.
<b>TXDATE</b>	The transaction date of when the adjustment was made.
<b>REFERENCE</b>	The reference of which the adjustment was made to the stock item, was the on-hand quantity made.
<b>T/CODE</b>	The type of transaction used to process the adjustment.

<b>A/CODE</b>	The Process used to do the stock adjustment.
<b>AMOUNT</b>	The total cost amount (value) of the stock adjustment.
<b>GLAUDIT</b>	The GLAUDIT number for the stock adjustment in the ledger accounts.
<b>UNIQUE</b>	The line number of the adjustment in the ledger transaction.

**BUTTON FUNCTIONALITY**

<b>SELECT VISIBLE FIELDS</b>	Allows the user to select which fields should be displayed on the screen.
<b>FILTER</b>	The Filter option allows the user to filter for specific information to be displayed on the screen.
<b>REPORT OPTIONS</b>	The user has the option to design, preview or print the reports.
<b>CANCEL</b>	The cancel option allows the user to cancel everything and to close the Stock Take Log screen.
<b>EXPORT</b>	The list of stock Take Adjustments can be exported into the following formats: .CSV (comma delimited), TXT, HTML, XML or XLS (Excel).

**STOCK MONTH END**

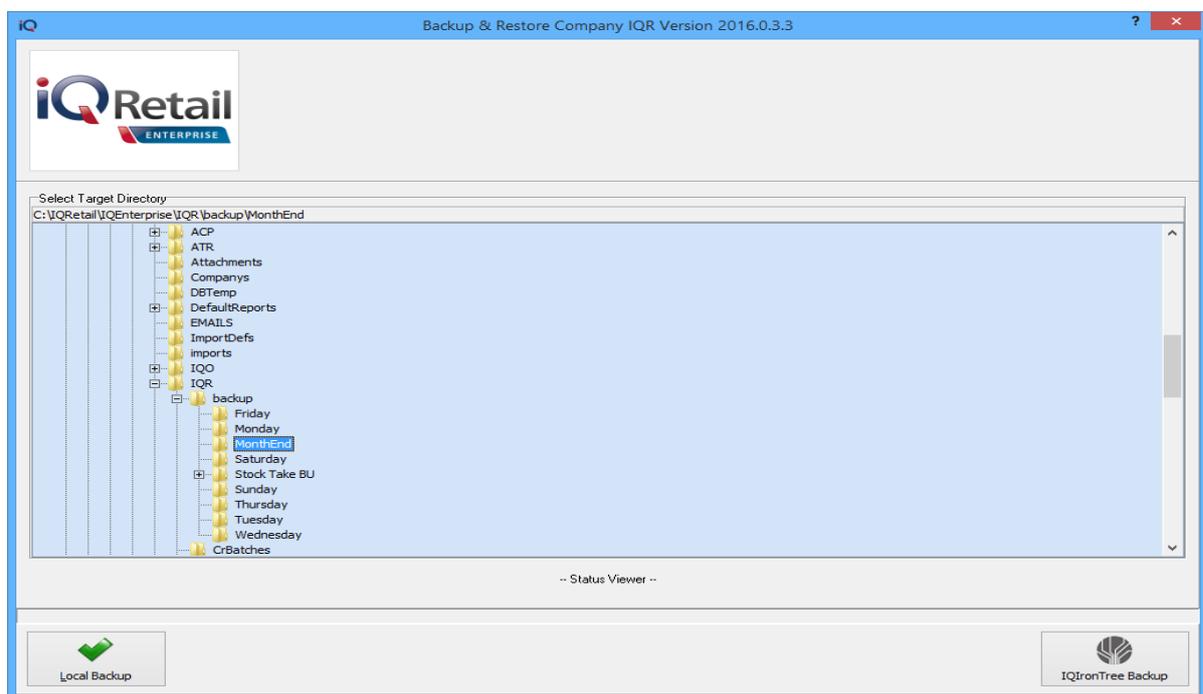
**WHEN TO RUN END OF MONTH**

The stock month end function should be done on the first day of the new month, after the debtors and creditors month ends have been completed automatically. Please note this is merely a guide line and should be adjusted per the user’s business needs. Some businesses prefer to run the stock month end at the beginning of each month so that each month’s totals are from the 1st to the end of the month. This in turn reflects exactly what sales figures were done for that calendar month and not per a debtors or creditors ageing period.

**BACKUPS**

Prior to month end a backup should be made. Ensure that the data has been backed up before running month end. To make a backup → Utilities → Backup Data.

Failure to do backups can result in all the information on the system being lost.



**NOTE:** The system will not do an automated backup. This is a manual procedure that must be done prior to doing stock month end. It is important to do a backup using the Backup Data option located under the Utilities menu option.

## PROCESSING MONTH END

At the end of every month the system must be aged. This process clears the transaction file and updates the historic data on each stock item.

Before the F10 Proceed button can be selected, the options "Have you done your backups?" "Are all users logged out of the system?" and "Are you ready to proceed?" must be ticked.

Once the appropriate options have been ticked, select the F10 Proceed button or press escape if the user is not ready to proceed. The user will be given one more chance to cancel the month end process. Before the user proceeds with the month end procedure, please ensure that all users are logged out of the system AND do not access the system while the stock month end procedure is busy.

Once the month end is completed, it will return to the stock menu screen. To check that the month end has successfully been completed, access the Audit Trails & History report located under the stock reports menu.

There should be no information. However, if there is, then the month end procedure failed or was not done. The backup that was generated under the backup menu should be restored.

---End of Document---

