

# STOCK CONTROL

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# STOCK TAKE

The process of doing a stock take can be broken down into six steps:

<b>Step 1</b>	Generating the stock sheets.
<b>Step 2</b>	Printing the stock sheets.
<b>Step 3</b>	Doing a physical stock count.
<b>Step 4</b>	Entering the counted quantities onto the computer
<b>Step 5</b>	Verify quantities on the stock sheets before posting.
<b>Step 6</b>	Posting the stock sheets (Updating the stock levels).

## Before you begin

1. Ensure that all transactions (bills, batched bills, invoices, packing slips, refunds, adjustments and transfers) that will affect the stock have been completed.
2. Ensure that the background has finished processing all completed transactions. The stock take process will not start until background has completed processing.
3. If you operate a merging multi-site business, ensure that all merging is up to date.

## Opening the Stock Take Window

1. Click on the '**Creditors**' icon.
2. Click on '**F9: Specials**' and then '**Stock Take**'.
3. The main Stock Take window will be displayed.

The screenshot shows a window titled "Stock Take" with a standard Windows-style title bar. At the top, there are two dropdown menus: "Staff" with "AC" selected and "Your Column" with "All Cols" selected. Below these is another dropdown menu for "Store" with "Master2" selected. A red text label "New Sheet required" is positioned above a list of seven buttons. Each button is rectangular with a light gray background and a thin border. To the right of each button is a text description of its function.

Function Key	Description
F6 : Enter Stock	Select Your Column and Enter Stock Value. You can enter just one column or all columns.
F7 : Generate	Generate a New Stock Take Sheet (or Clear Existing Sheet).
Export to PDA	Export Stock Sheet to PDA.
Import From PDA	Import Stock Sheet from PDA.
F8 : Print Sheet	Print Stock Take Sheet after Generation and during Data Entry for Verification.
F9 : Post Sheet	Post the Stock Sheet after Entering all values and verifying that the values are correct.
F11 : Close/Exit	Close the Form and Exit.

Fig. 10- 1

## Performing a Stock Take

### STEP 1 – Generating the stock sheets

1. Click on the 'F7: Generate' button.
2. The 'Generate Stock Sheet' window will open.

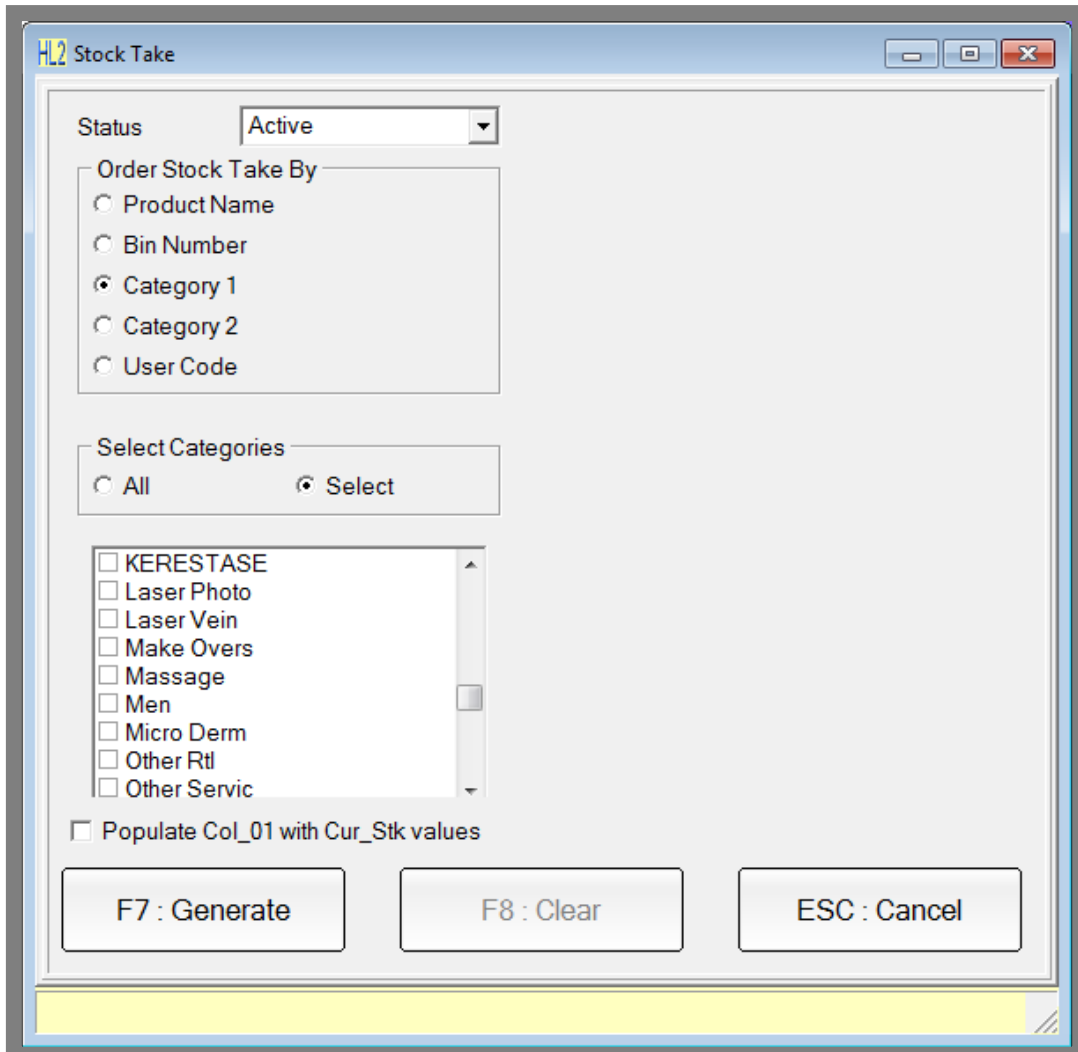


Fig. 10- 2

3. Select the order in which you want the product items listed on the stock take sheets. There are a number of options to select from.

<b>Product Name:</b>	
<b>Bin Number:</b>	
<b>Category 1:</b>	
<b>Category 2:</b>	
<b>User Code:</b>	

4. **‘Populate Col\_01 with Curr\_Stk values’** - Checking this option will populate column 1 on the stock sheet, with the current stock on hand figures. This way you only need to adjust quantities of those product items whose generated figures vary from the counted figures.

Uncheck this option when you think the computer generated stock levels are **NOT LIKELY** to be the same as the counted stock. This means you intend to start your stock entry on a “clean slate” and you are likely to adjust quantities for most or all of the product items.

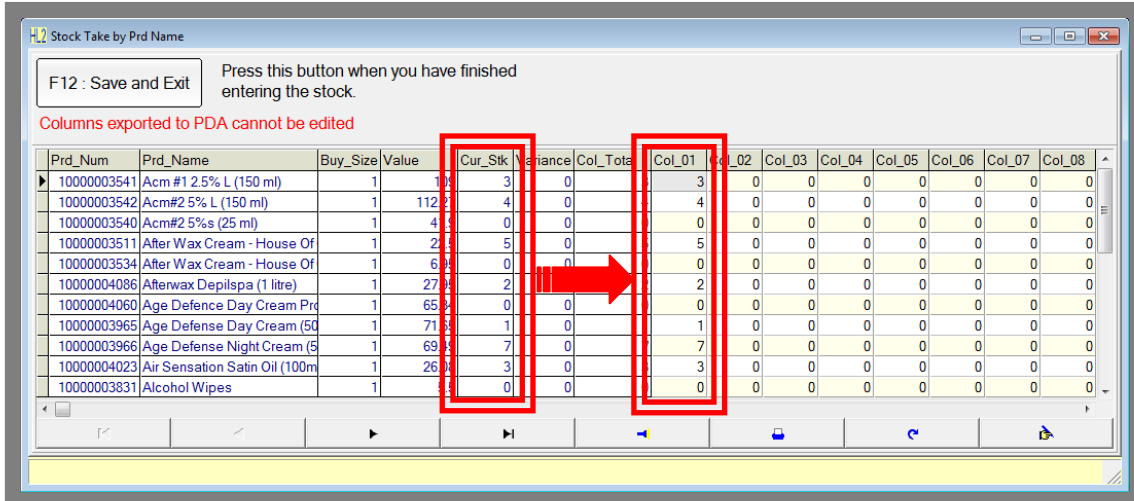


Fig. 10- 3

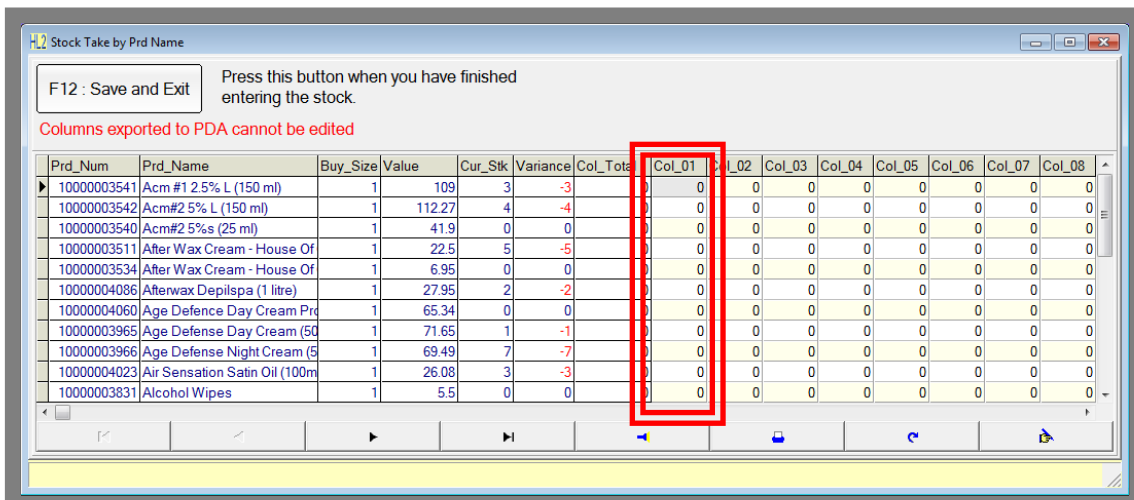



Fig. 10- 4

5. Click on **‘F7: Generate’**.



**NOTE:** If you have one stock sheet open for a store, generating a new stock sheet for the same store will **OVERWRITE** the previously generated sheet! You may only have **ONE** stock sheet open at a time for each store!!!

6. At this stage, if the following four steps have been completed, the computer generates the stock sheets and takes you back to the main stock take window.
  - a. Completed bills have been processed by background.
  - b. Creditor invoices and packing slips have been processed by background.
  - c. Unfinished bills have been completed.
  - d. Unfinished creditor invoices and packing slips have been completed.
7. If these steps have not been completed, the stock compliance check window will appear:

This window allows you click the **'View'** button that corresponds to tasks that have not been completed to see a list of the bills, creditor invoices and packing slips that are affecting the stock take. Provided the background has processed all completed bills and all completed creditor invoices and packing slips, you will be allowed to continue by clicking the **'OK'** button (as shown above). If the **'OK'** button is not available, you will need to check the background program is running, and you will need to check to see if there are any errors in the background error information window. (Available from the **'Utilities'** menu | **'Error Information'**). If you cannot clear errors from the background, **contact the CFL helpdesk immediately.**

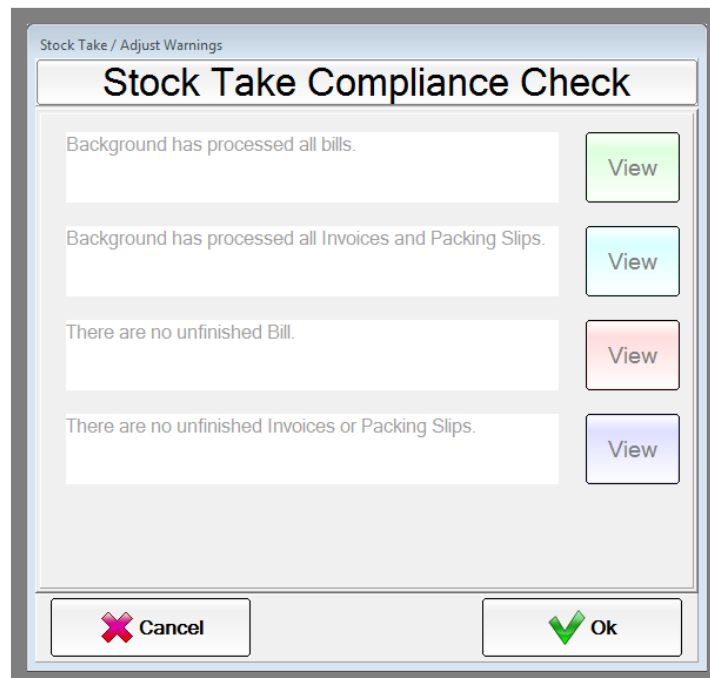


Fig. 10- 5

8. Clicking **'OK'** will take you to the compliance check warning screen. This screen details the assumptions made by the system for unfinished transactions and the action to be taken for transactions that will occur during the stock take. You will need to read and understand these statements to successfully complete your stock take.

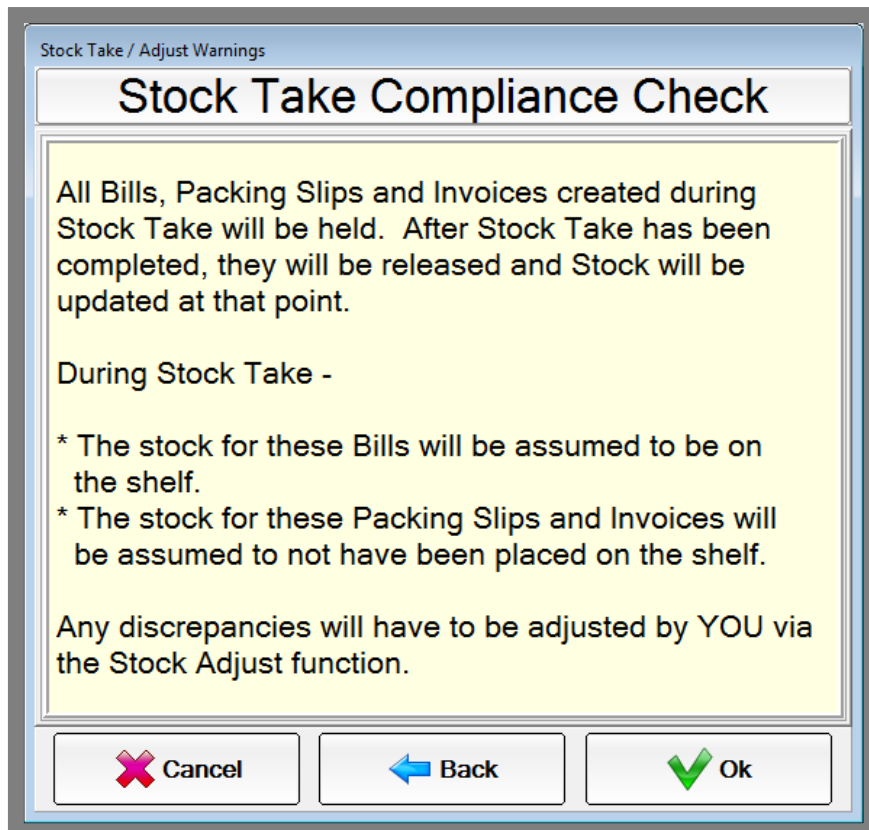



Fig. 10- 6

9. Click '**OK**' to continue.
10. The system will now generate the stock sheets and take you back to the main stock take window.
11. Once the sheet has been generated, newly created transactions that affect the stock on the store will be suspended. They will be marked with a state of Held. Do not attempt to alter this state, the application will fix them automatically once the stock take has been completed.
12. What follows is a list of behaviours of common functions whilst a stock take is in progress.

<b>Status Bar:</b>	Shows that the Stock Take is in progress every time a bill or invoice is handled or the store is changed.
<b>Bills:</b>	All bills made during stock take will be suspended and marked as Held.
<b>Batched Bills:</b>	When you press the Post button, the application will inform you if any store on the current branch is in Stock Take. The bills will be suspended and marked as Held.
<b>Bulk Bills:</b>	When you press the Post button, the application will inform you if any store on the current branch is included in the current Stock Take. The bills will be suspended and marked as Held.
<b>Membership Bills:</b>	When you go in and when you press the Ok button, the application will inform you if any store on the current branch is included in the current Stock Take. The bills will be suspended and marked as Held.

<b>Invoices and Packing Slips:</b>	The application will inform you if any store on these is included in the current Stock Take. It will also be suspended and marked as Held.
<b>Stock Adjustments and Transfers:</b>	Generates the normal invoice which will be marked as Held and suspended. They will be processed as above.
<b>Merged from other branch / site:</b>	Invoices and Packing Slips that have been created at another branch for the store that is included in the current Stock Take will be marked as Held and stock values suspended.

 **IMPORTANT:** Do not attempt to bypass the date restrictions for any transactions that are made! Any transaction made for the store that has a stock take in progress will be marked as held. Once the stock take has completed the stock / inventory date will be updated to a date/time that is later than the stock take, and the transactions will be processed through as normal.



## STEP 2 – Printing Stock Sheets

1. Click on 'F8: Print Sheet'.
2. The message 'Print Stock Take Sheets? Yes / No' will appear. Click 'Yes'.
3. The stock sheets are first displayed as previews.
4. Click on the printer icon to send the previewed jobs to the printer.

**Computer Fanatics Hair Studio**  
21 Barry's Point Road, Takapuna, AKL-10

**STOCK TAKE on 20/01/12**  
By Prd Name, Store = 6  
Sheet #

Prd. Num	Prd. Name	Buy Size	Value	Current	Total	1	2	3	4	Variance
1/3541	Acm #1 2.5% L (150 ml)	1	09.00	3.00	0.00					-3.00
1/3542	Acm#2 5% L (150 ml)	1	12.27	4.00	0.00					-4.00
1/3540	Acm#2 5% (25 ml)	1	41.90		0.00					
1/3511	After Wax Cream - House Of Camil (1 litre)	1	22.50	5.00	0.00					-5.00
1/3534	After Wax Cream - House Of Camil (250ml)	1	6.95		0.00					
1/4086	Afterwax Depilspa (1 litre)	1	27.95	2.00	0.00					-2.00
1/4060	Age Defence Day Cream Prof (100ml)	1	65.34		0.00					
1/3965	Age Defense Day Cream (50ml)	1	71.65	1.00	0.00					-1.00
1/3966	Age Defense Night Cream (50ml)	1	69.49	7.00	0.00					-7.00
1/4023	Air Sensation Satin Oil (100ml)	1	26.08	3.00	0.00					-3.00
1/3831	Alcohol W ipes	1	5.50		0.00					

Fig. 10- 7

## STEP 3 – Doing a Physical Count



**IMPORTANT:** WHILE you are doing a **physical count** of your stock in the store, it is highly recommended that you **STOP** processing transactions that affect the movement of stock (i.e. selling or receiving stock, stock transfers or stock adjustments) as this can lead to inaccuracies in the updated stock levels.

1. Count the items in the store and record the quantities into the columns on the stock sheets.
2. If a product item is found in several locations of the store, record each location's quantity in the separate columns available on the stock sheets.
3. Once you have **physically** counted the stock, **you may resume** selling and receiving your stock.

**STEP 4 – Entering the Counted Quantities into the System**

1. Open the Stock Take window.
2. Select your:
  - a. Your staff ID.
  - b. The generated date.
  - c. The column you wish to update. (If you want to view all columns, leave this setting on **'All\_Cols'**.)
3. Click on **'F6: Enter Stock'**. This opens up a stock entry window.

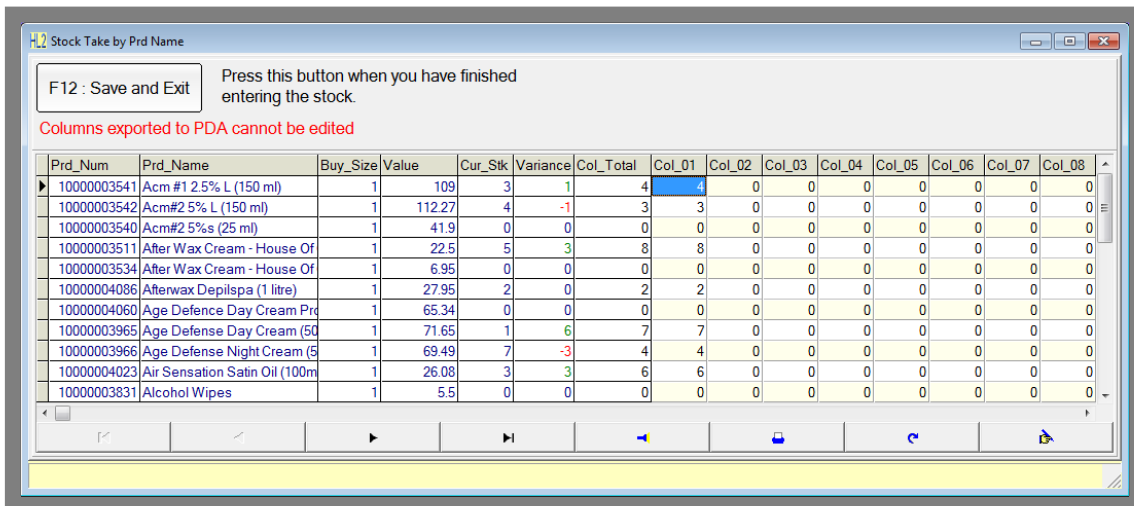



Fig. 10- 8

4. Enter the counted quantities into the columns labelled Col\_01 to Col\_10. Press the enter key to move down to the next item.
5. To find products in this window, you can either search for the product you are looking for using the **'torch'** search button and performing a product search, or by simply scanning the item with a barcode scanner.
6. Click on the **'F12: Finish'** button to close the window.



**TIP:** Because you are likely to enter stock over several days, Hairlink<sup>SQL</sup> allows you to partially enter the stock on hand figures, exit the window and come back to it at a later stage.

To exit the window, simply click on the **'F12: Save and Exit'** button - Hairlink<sup>SQL</sup> remembers what you have entered so far.

This effectively means that you do not have to enter all the stock quantities in one sitting. To return to entering the quantities, simply repeat the steps in Step 4.

### STEP 5 - Verifying the New Quantities Before Posting

1. Click on '**F8: Print Sheet**'.
2. Check the quantities on the newly printed stock sheets against the ones with hand written quantities.
3. Make any necessary changes using the procedure documented in step 4 above. If necessary, re-count the product items whose stock levels do not look right.
4. Once you are happy with the stock levels, proceed to step 6.

### STEP 6 – Posting the Stock Sheets (Update Stock Levels)

1. Select the '**Stock on Date**'.



**IMPORTANT:** When posting the stock sheets, the '**Stock On Date**' should **ALWAYS** be the date you generated the stock sheets otherwise your new stock levels will be incorrect!!!

2. Click on '**F9: Post Sheet**'.
3. The message '**Post stock changes to products? Are you sure you have Entered everything?**' '**Yes / No**' will appear on screen. Click '**Yes**'.



**IMPORTANT:** Once you have clicked '**Yes**' here, you cannot make any further changes to the stock sheets.

4. The message '**Print Variance Report?**' '**Yes / No**' will appear on the screen. Click '**Yes**'.
5. The variance report is now previewed. Click on the printer icon to send the previewed job to the printer.
6. Hairlink<sup>SQL</sup> begins to update the products with new stock levels. Once it has completed it takes you back to the main stock take window.
7. Your stock take is now complete!
8. Click on '**F11:Close/Exit**' to leave the stock take window.

**After the stock take**

Once Stock Take has been completed and the suspended bills, invoices and packing slips will be released automatically and the Background will process them. The application will also print a report of the suspended transactions so that you can ensure that the stock is not being added to or deducted from twice.

<b>Bills:</b>	The Accounting Date will remain unchanged, but the Inventory Date will be changed so that it is not before the Stock Take Date. The stock will be deducted from inventory after the Stock Take.
<b>Invoices and Packing Slips:</b>	The accounting Date will remain unchanged, but the Arrival Date will be changed to after the Stock Take. The stock will be added to inventory after the Stock Take has been completed. The Stock Date on the individual items will be set to the date this happens on.
<b>In the Process of Completion:</b>	There is a window of opportunity between the time you press the Finish button and the time that the invoice is produced. It is possible for some user on the system to make transactions. These will not be marked as Held, instead the Background will delay the processing until the Stock Take invoice is completed.

## Additional functions

### Clearing existing stock sheets



**IMPORTANT:** This function should be used with caution! If you clear an existing stock sheet, you will lose any data you entered into the stock sheet. You will also lose the snapshot of the stock levels when the sheet was generated.

1. Click on the **'F7: Generate'** button.

HL2 Stock Take by Prd Name

Status: Active

Order Stock Take By:

- Product Name
- Bin Number
- Category 1
- Category 2
- User Code

Select Categories:

- All
- Select

Categories:

- Jess P
- Jess Retl
- KERESTASE
- Laser Photo
- Laser Vein
- Make Overs
- Massage
- Men
- Micro Derm

Populate Col\_01 with Cur\_Stk values

F7 : Generate      F8 : Clear      ESC : Cancel

Fig. 10- 9

2. Click the **'F8:Clear'** button to clear the existing stock take sheet, wipe the counted data that has been entered, and remove the snapshot of the stock levels taken when the sheet was generated.
3. Confirm that you wish to clear the stock take sheet by clicking **'Yes'** to the two prompts that ask you to confirm this action.

# STOCK ADJUSTMENT

The stock adjustment function is used to correct the stock level for just one or two products at a time. If you wish to correct the stock level for two or more products the stock take function should be used.

1. Click on the 'Credtrs' icon.
2. Click on 'F9: Specials' and then 'Stock Adjust'.

Fig. 10- 10

3. Enter your staff ID and set the store the stock adjustment will apply to.
4. Enter the quantity you wish to adjust the product by. You may either enter a positive figure, which will add to your stock on hand, or a negative figure (eg -40), which will deduct stock from your stock on hand.

For example if you have 10 stock on hand and perform a stock adjustment of 2 your new stock on hand figure will be 12.

5. Press 'F12: Accept' to post the changes through.



**IMPORTANT:** The stock may not update straight away. It will only update after the background has processed it.

# STOCK TRANSFERS

The stock transfer function is used to transfer stock between two different stores.

1. Click on the **'Credtrs'** icon.
2. Click on **'F9: Specials'** and then **'Stock Transfer'**.
3. The Stock Transfer window will open.

<b>Staff:</b>	This identifies to the staff member performing the stock transfer.
<b>Existing reference:</b>	This lists all references from stock transfers that have not yet been completed.
<b>New Reference:</b>	Fill this field out with a new reference when you want to start a new stock transfer.
<b>Prd_Num:</b>	This is the product number of the product to be transferred.
<b>Prd_Name:</b>	This is the product name of the product to be transferred.
<b>Qty (Pack):</b>	The quantity of product to be transferred.
<b>From Store:</b>	This refers to the current physical location of the stock.
<b>To Store:</b>	This refers to the final location of the stock.
<b>Buy Size:</b>	This refers to the buy size on the product record (ie. The size of the pack).
<b>Buy Price:</b>	This refers to the buy price of the product.
<b>SOH:</b>	Refers to the stock available for the store selected.
<b>Product:</b>	A click on the product button displays a goods and services search window to enable you to replace the product transferred with another product.
<b>Navigation Bar:</b>	This allows you to scroll through products on your list, add more products, delete products, edit a transfer, or print a stock transfer sheet.
<b>Print:</b>	This will print a stock transfer sheet.
<b>Post:</b>	This will post the stock changes and generate an inwards goods invoice for the stock.
<b>Advanced:</b>	Press the <b>'advanced'</b> button to enable the transfer <b>"To"</b> product to be changed. This allows you to transfer from one product to another if the same product is known by two different names at the two stores. E.G. "Frontline Plus" is known as "Frontline +" at store 2. To transfer "Frontline Plus" to store 2, you must click the <b>'advanced'</b> button to change the <b>"To"</b> to enable you to select "Frontline +".

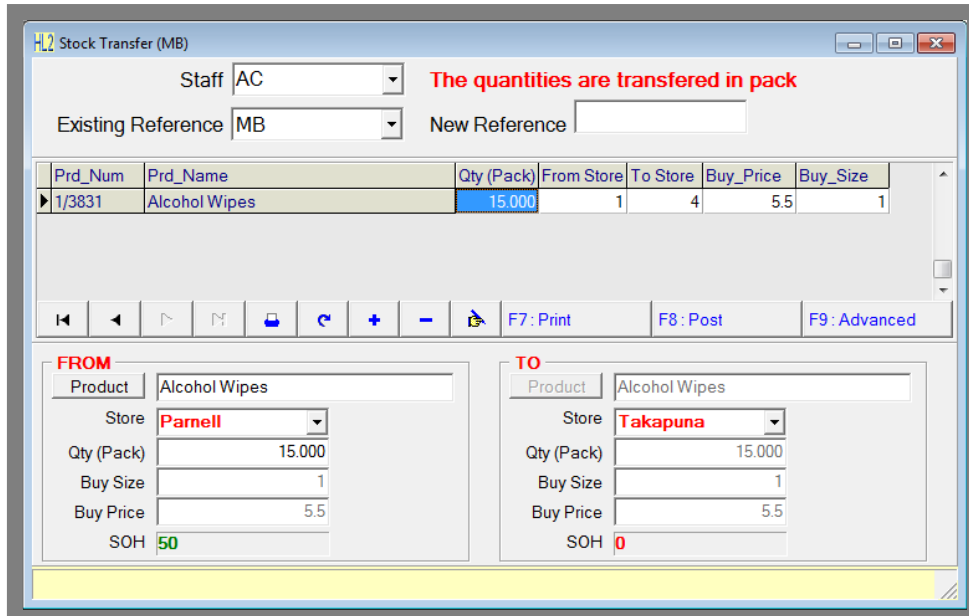


Fig. 10- 11

4. Enter your Staff ID.
5. Select an existing reference or type a new reference in the 'New Reference' field.
6. Next click on the '+' button. This will open a product search window, so you can select the product that you need to transfer.
7. Using the goods and services search window shown above, select the product to include in the stock transfer.
8. Select the store to 'Transfer From' and enter the store to 'Transfer To'.
9. Select the quantity that you wish to transfer.
10. Click the tick above the 'From' box. This will save the product so you may add more to your stock transfer list.
11. When you have added all the items that you want to transfer, and you wish to then process the stock transfer, click the 'F8: Post' button. This will give you a warning, making sure you have entered everything that you need to.
12. Click 'Yes'. Hairlink<sup>SQL</sup> will then ask you if you wish to print a stock transfer sheet.
13. Select 'Yes' if you wish to print a copy. When this is done, an inwards goods invoice will be generated. You can close the window when the invoice is posted through.