

## Product Stocktake

Having accurately recorded stock levels helps the business to accurately track profit margins and generate valid reports. The purpose of a Stocktake is to verify stock levels and stock valuations by physically counting stock. Upon updating the Stocktake, stock quantities are adjusted to reflect the physical count.

The Stocktake verification is taken as at a specified date and is assumed to be taken after all transactions for that day have occurred i.e. at the end of the day.

Normally a Stocktake is started at close of business. Staff will complete the count and then return to normal processing the following day. Over the next days / week the physical count is entered into the system and the Stocktake checked by running various reports. When fully satisfied that the adjustments to be made are correct, the Stocktake is updated. Stock quantities will now reflect the Stocktake count plus all stock movements (purchases, credits and sales) made after the Stocktake date. Only one Stocktake can be processed at a time and only for one location. The Stocktake can be a full or partial Stocktake.

The Stocktake of Serial Tracked product is done individually and not part of the main Stocktake. The Stocktake Audit Trail will report all adjustments made here as well.

Inactive products are not included in the Stocktake – they are not listed on Stocktake Sheets. They are not included in the count and they are not updated at all so any quantity on hand for Inactive products remains the same after the Stocktake.

### Kit Sets

If you use kit sets and they are ticked to **Use When Invoiced** you will see the components only on the stocktake. If they are set to **Use When Received** into stock you will see the Kit Set Code on your Stocktake and not the components.

## How Often Should A Stocktake Be Completed?

Depending on the size of the business and number of codes a full stocktake should be completed every 3 months at the least. During this period, it is strongly suggested that rolling stock stakes be completed each week. Pick a Bin Location of common spare parts and count them weekly.

Serial tracked items should be counted and checked on a rolling basis.

## Bin Locations

Bin locations play a very important part in the management of your stock, in particular Spare parts. Bin Locations should be set up so that any staff member could easily locate a spare part.

Using Bin Locations will also help you manage and complete accurate stocktakes.

## Before Starting a Stocktake

Review all Pending Invoices and Credits that are dated on or before the Stocktake and process or delete as necessary. The Stocktake system assumes that in the case of pending transactions the stock movement has occurred already i.e. for pending invoices the stock has already been removed from the bin or shelf in the store / warehouse, and for pending credits the stock has been returned to the bin. If this is not actually the case look at re-dating the pending transaction ahead of the stocktake date. Posting pending invoices with the stocktake being open, will not alter the count or allocated totals but it will alter the snapshot total.

**Note:** Product Valuation reports done at the time of the stocktake assumes that allocated quantities (pending sales) are still held in stock and would include them in the Product Valuations totals at latest and average cost.

It is also important to be sure not to process any new invoices with a date of or earlier than the stocktake as this will also affect the count. It is possible to process invoices but with a date after the stocktake.

Run the **Products \ Utilities \ Check Product Integrity** to ensure the product stock quantities are correct at the time of creating the Stocktake.

## Stocktake Sheets

All Infusion reports can be previewed and the output directed to a printer, to a Word document, to Excel or to a pdf document. This is especially useful if you wish to retain a file copy of the original Stocktake sheets, with allocation figures.

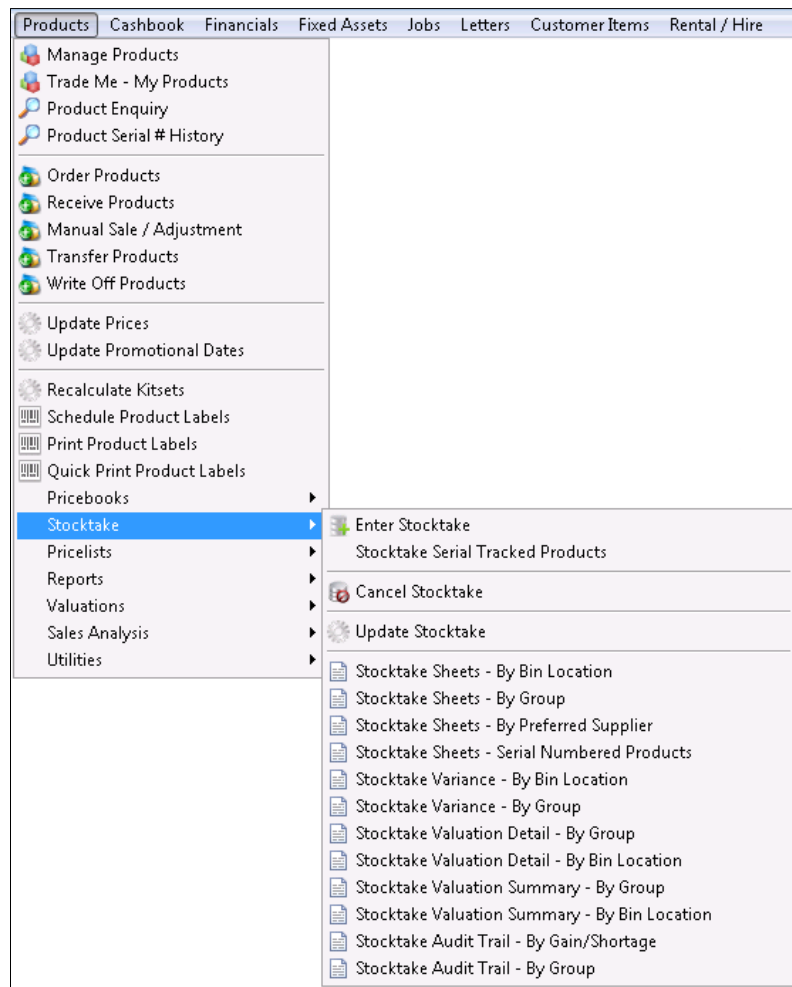
### Stocktake Sheets

Stocktake sheets can list the Products by Bin Location (physical location) or by Product Group. If "Show On Hand Balance" is ticked the sheets will include figures for On Hand, Allocated and Expected. The Stocktake Sheets have columns for 2 counts.

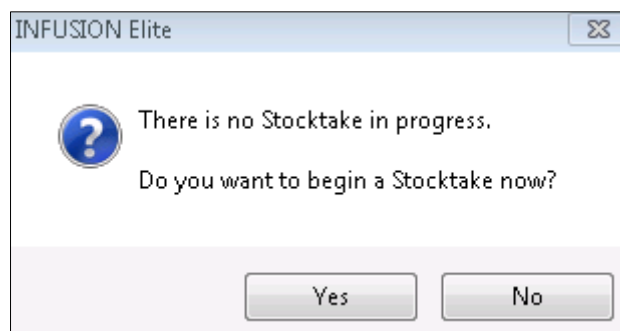
<b>Stocktake Sheets</b> <b>The Demonstration Company Ltd</b> <b>Auckland</b>						
Note : Do not include any allocated stock in the stock count. These will be automatically adjusted for when the stocktake is updated.						
<b>Quantities As At 10/08/2017</b>						
Printed :	10/03/2017 04:18:53 PM	Product Code    ** Unassigned    ZZZZZZZZZ    Product Type ** ALL Types **				
Printed By :	Default Staff	Product Group    ** Unassigned    ZZZZZZZZZ    Bin Location    ** Unassigne    ZZZZZZZZZ				
Page :	1	Product Sub Group ** Unassigned    ZZZZZZZZZ    Supplier    ** Unassigne    9999999999				
Product Code	Description	On Hand	Allocated	Expected	1st Count	2nd Count
<b>Bin Location</b>						
1000	Double Bed	9.00 Ea		9.00	_____	_____
1001	Queen Size Bed	7.00 Ea		7.00	_____	_____
1003	King Size Bed	5.00 Ea		5.00	_____	_____
1004	Single Bed	9.00 Ea	1.00	8.00	_____	_____
1005	Dining Table Rimu	2.00 Ea		2.00	_____	_____
1006	Chairs, Solid Back	14.00 Ea	3.00	11.00	_____	_____
1008	LCD Wall Bracket	6.00 Ea		6.00	_____	_____
1009	TV Stand	-1.00 Ea		-1.00	_____	_____
1010	Fridge Freezer - Stainless Steel Left D	6.00 Ea		6.00	_____	_____
1011	Fridge Freezer	2.00 Ea		2.00	_____	_____
1012	Chest Freezer	4.00 Ea		4.00	_____	_____
1013	Bar Fridge	1.00 Ea		1.00	_____	_____
1014	Fridge Freezer - White	4.00 Ea		4.00	_____	_____
1015	Desktop Computer w/ 17" screen	17.00 Ea		17.00	_____	_____

## Starting a Stocktake

You start a Stocktake from the **Products \ Stocktake \ Enter Stocktake** menu



If there is no Stocktake already in progress you will see this message:



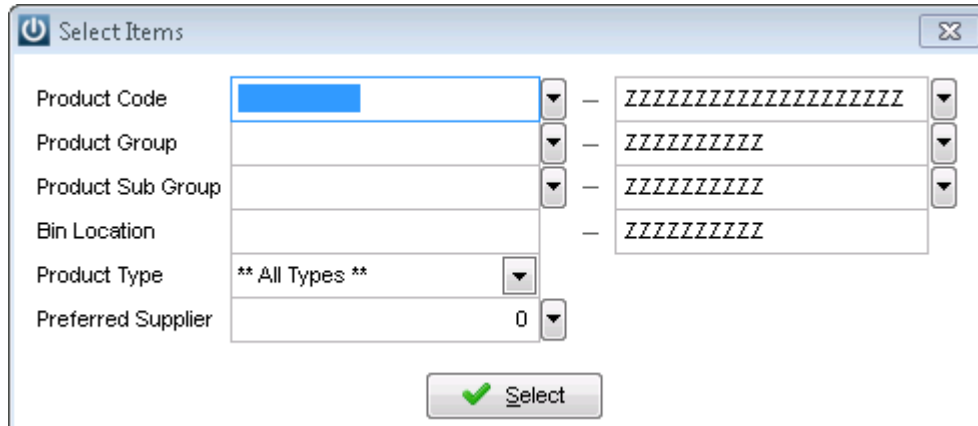
To begin a new Stocktake answer **Yes** and the next screen will require you to confirm the Location and Date of the Stocktake.

## Dates and Stocktake

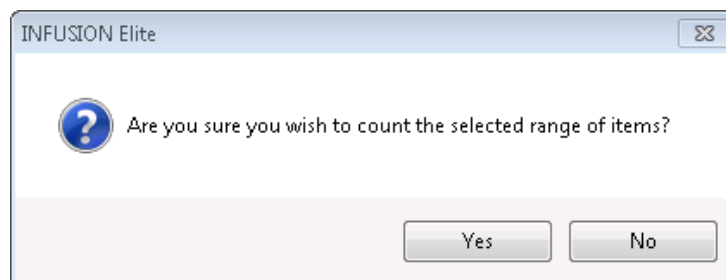
During a Stocktake any new processing dated on or before the Stocktake will affect Stocktake figures and make reconciliation difficult.



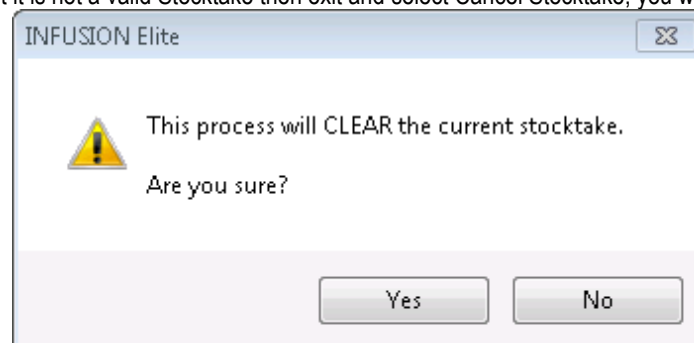
You will also have to enter the product selection parameters which will determine if a full or partial Stocktake is being performed.



You will have to confirm the selection.



- ⚡ Once a Stocktake has been started these parameters can't be changed – e.g. the location of a stocktake. You would need to Cancel the Stocktake and start all data entry again. A record is created in the Audit trail of the selections used.
- ⚡ If you do not receive the message “Do you wish to begin a Stocktake now?” it indicates there is a Stocktake already in progress. Always check the Stocktake Date in the top right-hand side of the screen. Check with other users if you have any concerns that the Stocktake is not a valid Stocktake. Check the Audit Trail to see who started the existing Stocktake.
- ⚡ If you know that it is not a valid Stocktake then exit and select Cancel Stocktake; you will receive this message:

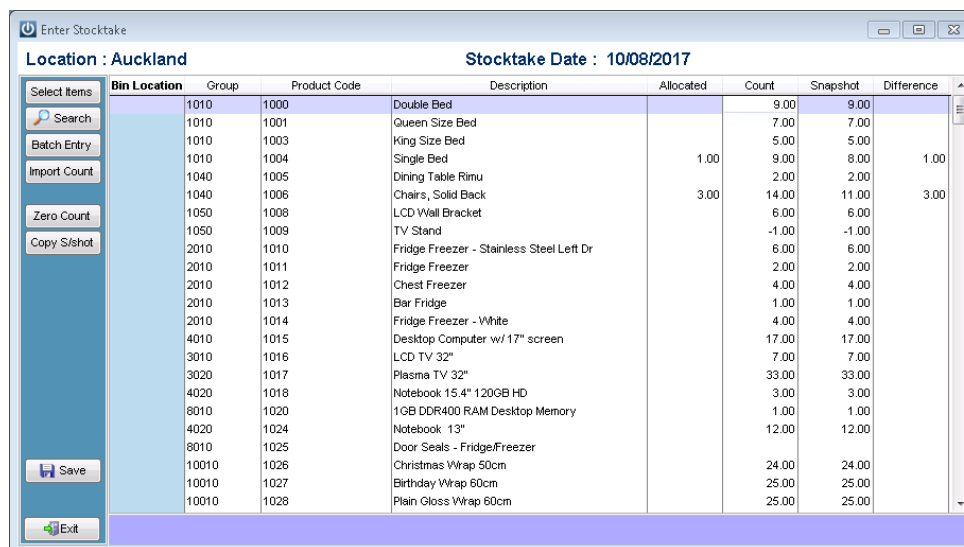


Responding **Yes** will cause the Stocktake to be cleared out and no updating will occur to product balances.

## Viewing the Stocktake Count

The first time you enter a Stocktake the system will display the selected stock items from the selected location.

The quantity in the Snapshot column is the quantity that the system calculates as being "in stock". This is copied into the Count column the first time the Stocktake is entered. It is important to Save to ensure this first Copy Snapshot is kept.



Bin Location	Group	Product Code	Description	Allocated	Count	Snapshot	Difference
1010	1000		Double Bed			9.00	9.00
1010	1001		Queen Size Bed			7.00	7.00
1010	1003		King Size Bed			5.00	5.00
1010	1004		Single Bed		1.00	9.00	8.00
1040	1005		Dining Table Rimu			2.00	2.00
1040	1006		Chairs, Solid Back		3.00	14.00	11.00
1050	1008		LCD Wall Bracket			6.00	6.00
1050	1009		TV Stand			-1.00	-1.00
2010	1010		Fridge Freezer - Stainless Steel Left Dr			6.00	6.00
2010	1011		Fridge Freezer			2.00	2.00
2010	1012		Chest Freezer			4.00	4.00
2010	1013		Bar Fridge			1.00	1.00
2010	1014		Fridge Freezer - White			4.00	4.00
4010	1015		Desktop Computer w/ 17" screen			17.00	17.00
3010	1016		LCD TV 32"			7.00	7.00
3020	1017		Plasma TV 32"			33.00	33.00
4020	1018		Notebook 15.4" 120GB HD			3.00	3.00
8010	1020		1GB DDR400 RAM Desktop Memory			1.00	1.00
4020	1024		Notebook 13"			12.00	12.00
8010	1025		Door Seats - Fridge/Freezer				
10010	1026		Christmas Wrap 50cm			24.00	24.00
10010	1027		Birthday Wrap 60cm			25.00	25.00
10010	1028		Plain Gloss Wrap 60cm			25.00	25.00

- Where there are pending invoices and/or credit invoices dated before the Stocktake there will be quantities in the Allocated column and the snapshot column will be reduced by the amount of the allocation e.g. if there are 14 items on hand and there are pending invoices for 3, then the snapshot will be 11. If there are 0 items on hand and there are pending invoices for 3, then the snapshot will be -3.

Note that if the allocation is a negative amount, the snapshot is increased e.g. if there are 5 items on hand and there is a pending credit for 1, then the snapshot will be 6.

Note that any pending invoices and credits dated after the Stocktake are not included in the Allocated figure.

## Entering the Stocktake Count

When you are ready to enter the Stocktake count, the count values are entered into the Count column and the system will display any differences in the right-most column. You may prefer to Zero Count – i.e. clear out the Count column and then enter the Stocktake values from 'scratch' rather than overwrite the values which the system has calculated.

You can use Copy S/shot (Copy Snapshot) to restore the system calculated 'in stock' or snapshot figure to the Count column – this is useful if several errors have occurred during data-entry.

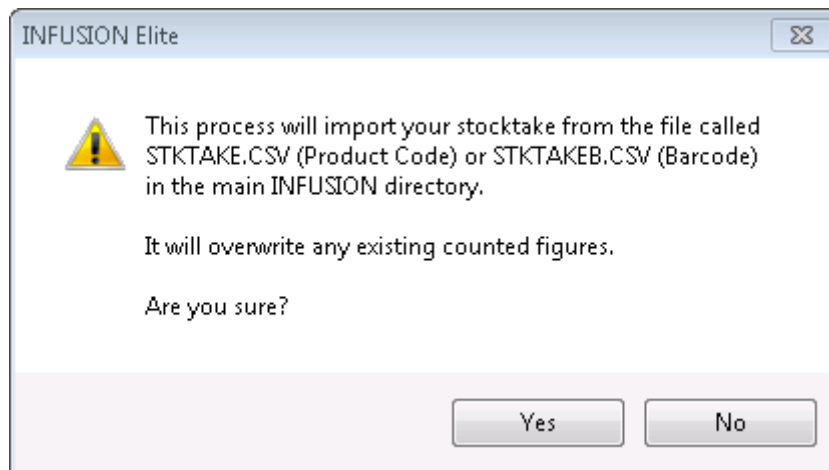
The count can also be entered in Batch Entry mode; this is where the user enters the Product Code and then the Quantity Counted. These entries are cumulative – i.e. the count is incremented each time by the figure entered as Quantity Counted. Entry of a blank Product Code will end this process.

The final entry method is to import the counts from a CSV file. Two file formats are supported. Both must contain just 2 columns. The file called STKTAKE must contain the Product Code and the STKTAKE Quantity counted while STKTAKED must contain the Barcode and Quantity counted. The file must exist within the Infusion folder.

## Partial Stocktake

A partial Stocktake can be taken any time, and only a small selection of products is counted. It is important to note that the Stocktake must be dated the day before the physical count (or the count to be done at the end of the day after all processing in Infusion). Take care to note all sales, receipts or credits made of the products in the Stocktake selection set, and ensure

the physical count is adjusted to reflect the count as at the end of the day before. As always, the variance report must be run before updating, to ensure that only the products that were counted are updated.



1. If the Product Code exists in both the stktake.csv (or stktakeeb.csv) file and the Stocktake, the count is altered to the Quantity Counted in the .csv file.
2. If the Product Code exists but there is no entry in the imported file, the count in the Stocktake file is not altered.
3. If the Product Code or Barcode exists only in the .csv file, the Stocktake will not be altered. An exception report will list any entries in the .csv file which have not been imported.

<b>Stocktake Import Exception Report</b>	
<b>The Demonstration Company Ltd</b>	
Printed : 10/03/2017 12:45:38 PM	
Page No : 1	
Code	Qty
14899	3.0000
1054579	45.0000

## Cancel Stocktake

Use Cancel Stocktake to completely clear the Stocktake. Note that appropriate warnings are given. Details of who cancelled the Stocktake, the Date, Location and time are recorded in the Audit Trail

## After the Stocktake Count has been Entered

**Prior to updating the Stocktake it is important that various reports be run.**

The most critical is the Stocktake Variance report. When the Stocktake is updated the Product Valuation is increased (decreased) by the amount which is the total Latest Cost Variance. This report should be run immediately before the Stocktake is updated to confirm what the financial result of updating the Stocktake will be i.e. the Product Valuation before + the Stocktake Variance should equal the Product Valuation after (ignoring Serial Tracked Products).

The second report that is very useful is the Stocktake Valuation report – this can be run in summary or detail mode.

NB if you are seeing Products in your Variance report that were not part of your current Stocktake, these may be from a previous stock take that was open during an upgrade. You will need to call your Certified Partner or Infusion Support to get rid of these values if this does happen.

Also run the Product Valuation report at this stage.

### Stocktake Variance Reports

The Stocktake Variance reports can list products by Bin Location or by Product Group. These reports list *only* those Products where the count differs from the expected count.

The reports show:

Qty Before, Valuation, Allocated (qty), Counted Qty, Total Qty After (i.e. with the Allocated Qty added back in), Valuation, Variance (qty) and the Variance Value (\$) at Latest Cost.

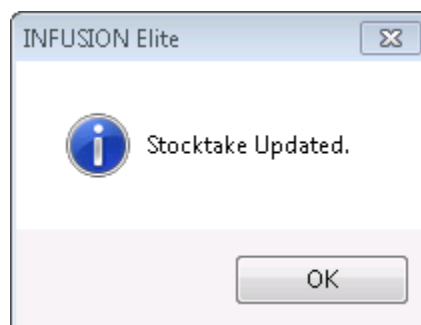
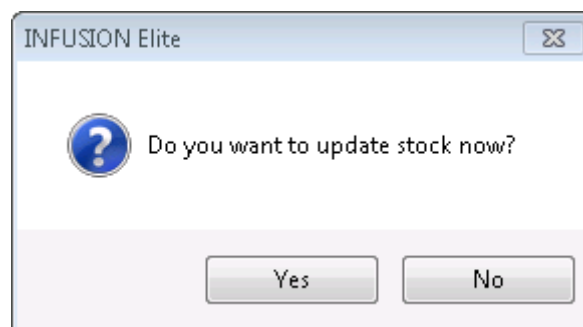
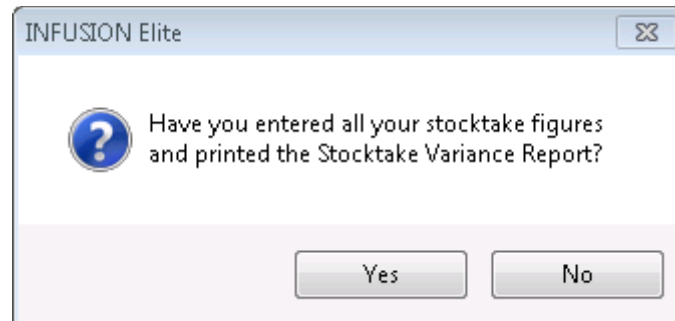
Stocktake Variance										
The Demonstration Company Ltd										
Auckland										
Costs based on Latest Cost										
Printed:	10/03/2017 04:21:33 PM	Product Code	** Unassigned	ZZZZZZZZZZ	Product Type	** ALL Types **				
Printed By:	Default Staff	Product Group	** Unassigned	ZZZZZZZZZZ	Bin Location	** Unassigned	ZZZZZZZZZZ			
Page:	1	Product Sub Group	** Unassigned	ZZZZZZZZZZ	Latest Cost					
Product Code	Description	Qty Before	Valuation	Allocated	Counted Qty	Total Qty After	Valuation	Variance	Latest Cost Variance \$	
<b>Bin Location :</b>										
1004	Single Bed	9.00	3825.00	1.00	9.00	10.00	4250.00	1.00	425.00	
1006	Chairs_Solid Back	14.00	658.00	3.00	14.00	17.00	799.00	3.00	141.00	
1014	Fridge Freezer - White	4.00	4392.00	0.00	2.00	2.00	2196.00	-2.00	-2196.00	
1015	Desktop Computer w/ 17" screen	17.00	22100.00	0.00	21.00	21.00	27300.00	4.00	5200.00	
1025	Door Seals - Fridge/Freezer	0.00	0.00	0.00	1.00	1.00	20.00	1.00	20.00	
1027	Birthday Wrtp 60cm	25.00	50.00	0.00	24.00	24.00	48.00	-1.00	-2.00	
1045	White Gloss Mosaic Tile 33mm x 33mm	150.00	5250.00	0.00	152.00	152.00	5320.00	2.00	70.00	
1046	White Gloss Mosaic Tile 30mm x 30 mm	150.00	5250.00	0.00	148.00	148.00	5180.00	-2.00	-70.00	
1050	Diamond Ring	1.00	1500.00	0.00	0.00	0.00	0.00	-1.00	-1500.00	
1051	Emerald Ring	1.00	900.00	0.00	2.00	2.00	1800.00	1.00	900.00	
1062	PVC Pipe Bend 65 x 15	23.00	460.00	0.00	20.00	20.00	400.00	-3.00	-60.00	
1312	Spark Plug NBI454	5.00	51.00	0.00	4.00	4.00	40.80	-1.00	-10.20	
1313	Spark Plug 142AS	5.00	27.75	0.00	6.00	6.00	33.30	1.00	5.55	
			44463.75				47387.10		2923.35	
			44463.75				47387.10		2923.35	

### Variances Can Occur Because

1. Staff are using the incorrect code to sell an item - it is purchased in under one code and sold under another. This should be easy to identify as you will have product where one code is up and another is down.
2. A kitset is set up to use products when invoiced and one or more of the components is incorrect - modify the product code and select the kitset tab and see which kitsets use the code.
3. Staff are buying in a box of items and selling them individually - the system will show the code coming in 1 at a time but going out in multiples. Update the ratio setting under the supplier tab on the product to reflect the correct quantity. We buy one roll of 100 metres, but sell it per metre.
4. Someone is stealing - if certain codes continue to have a monthly variance, then additional management of the products is required.
5. Items are taken and used on a job but not added to the job - customer gets free parts.
6. Shoplifting, does the counter display or shop display need to be relocated to prevent or discourage theft.
7. Products taken for internal usage

## Update Stocktake

Update Stocktake will update the Stocktake, putting adjustments into the Product transaction files and updating balances, and clearing out the Stocktake figures ready for another time. This should be done only after reports have been run and checked. Details of who processed the Stocktake, the Date, Location and time are recorded in the Audit Trail.



## After the Stocktake

Once a Stocktake is updated it is possible to report what adjustments were made using the two reports Stocktake Audit Trail – By Gain/Shortage and Stocktake Audit Trail – By Group. Individual Product adjustments can also be seen on the Product Enquiry screen.

**TIP** Running rolling or regular stocktakes will help identify any issues



## Stocktake Valuation Reports

The Stocktake Valuation reports can list products in Detail or in Summary and will list products by Bin Location or by Product Group. An option will allow you to see consignment stock. The detail reports list all Products in the Stocktake and show:

Quantities Allocated, Counted and In Stock plus the Value (\$) at Latest Cost and at Average Cost. The Summary reports show, by Bin Location or Product Group, the totals of the Value (\$) at Latest Cost and at Average Cost of the Stocktake Products

**Note** The Stocktake Valuation report does not include Serial Tracked Items so the Grand Total may differ from the Grand Total on a Product Valuation report.

<b>Stocktake Valuation Detail - By Bin Location</b> <b>The Demonstration Company Ltd</b>						
Printed :	10/03/2017 04:50:30 PM	<div style="border: 1px solid black; padding: 2px;">           Location      Auckland         </div>				
Printed By :	Default Staff					
Page :	1					
Product Code	Description	Allocated	Counted	In Stock	Latest	Average
<b>Bin Location</b>						
1000	Double Bed	0.00	9.00	9.00	4725.00	4725.00
1001	Queen Size Bed	0.00	7.00	7.00	4088.00	3759.77
1003	King Size Bed	0.00	5.00	5.00	3125.00	2981.10
1004	Single Bed	1.00	9.00	10.00	4250.00	3846.70
1005	Dining Table Rimu	0.00	2.00	2.00	390.00	305.42
1006	Chairs, Solid Back	3.00	14.00	17.00	799.00	1869.49
1008	LCD Wall Bracket	0.00	6.00	6.00	864.00	972.72
1009	TV Stand	0.00	-1.00	-1.00	-88.00	-63.75
1010	Fridge Freezer - Stainless Steel Left Dr	0.00	6.00	6.00	6324.00	6197.10
1011	Fridge Freezer	0.00	2.00	2.00	2196.00	1860.66
1012	Chest Freezer	0.00	4.00	4.00	3020.00	3020.00
1013	Bar Fridge	0.00	1.00	1.00	295.00	272.39
1014	Fridge Freezer - White	0.00	2.00	2.00	2196.00	2005.20
1015	Desktop Computer w/ 17" screen	0.00	21.00	21.00	27300.00	27300.00
1016	LCD TV 32"	0.00	7.00	7.00	4515.00	4515.00
1017	Plasma TV 32"	0.00	33.00	33.00	29370.00	29370.00
1018	Notebook 15.4" 120GB HD	0.00	3.00	3.00	2565.00	2565.00
1020	1GB DDR400 RAM Desktop Memory	0.00	1.00	1.00	79.00	70.54
1024	Notebook 13"	0.00	12.00	12.00	11988.00	11988.00
1025	Door Seals - Fridge/Freezer	0.00	1.00	1.00	20.00	20.00

## Stocktake Valuation Summary - By Group

### The Demonstration Company Ltd

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 Page : 1

Location      Auckland

Group	Description	Latest	Average
10000	Books	1490.00	0.00
10005	Cards	792.00	0.00
10010	Wrap	309.00	191.00
1010	Bedroom Furniture	17438.00	16562.57
1020	Lounge Furniture	19100.00	0.00
1030	Kitchen Furniture	8800.00	0.00
1040	Diner Furniture	1189.00	2174.91
1050	Home Theatre Furniture	2636.00	908.97
1060	Office Furniture	14400.00	0.00
1070	Outdoor Furniture	8646.00	0.00
1080	Other Furniture	1950.00	0.00
20000	Rings	5200.00	3600.00
20005	Watches	7550.00	5000.00
20010	Necklaces	8200.00	0.00
2010	Fridge/Freezers	14031.00	13355.35
2020	Ovens/Hobs	2599.60	0.00
2030	Washing Machines/Dryers	11800.00	0.00
2040	Dishwashers	3420.00	0.00
30000	DVD	910.00	0.00
30005	Game Console	840.00	0.00
30010	Games	190.10	0.00
3010	LCD TVs	11610.00	11610.00
3020	Plasma TVs	36490.00	36490.00
3030	3D TVs	8010.00	8010.00

### Stocktake Audit Trail Reports

The Stocktake Audit Trail reports show all Products which have been adjusted for a Stocktake variation (gain or loss) between the date ranges nominated. The report shows the Product Code, Description, Stocktake Date, the Adjusted Qty, and the Latest Cost for the Products and the Total Value of the adjustment using Latest Cost. This can be used to report a main Stocktake and the Stocktake of individual Serial Tracked Products.

## Stocktake Audit Trail

### The Demonstration Company Ltd

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 Page : 1

Date            01/08/2017    10/08/2017

Product Code    \*\* Unassigne    ZZZZZZZZZ    Product Type \*\* ALL Types \*\*  
 Product Group    \*\* Unassigne    ZZZZZZZZZ    Location    All Locations  
 Product Sub Group \*\* Unassigne    ZZZZZZZZZ

Product Code	Description	Date	Qty Adjusted	Average Cost	Total Cost
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#### Product Gains

Group	1010 - Bedroom Furniture				
Sub Group	-				
1004	Single Bed	10/08/2017	1.00	384.67	384.67
Total for Sub Group :					384.67
Total for Group : Bedroom Furniture					384.67

The report '- By Gain/Shortage' lists firstly the products where the 'In Stock' was adjusted upwards in and then those products where the 'In Stock' was reduced. The report '- By Group' lists the products in Product Group order.

## Stocktake Audit Trail The Demonstration Company Ltd

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Date	01/08/2017	10/08/2017
Product Code	** Unassigne	ZZZZZZZZZZ Product Type** ALL Types **
Product Group	** Unassigne	ZZZZZZZZZZ Location All Locations
Product Sub Group	** Unassigne	ZZZZZZZZZZ

Product Code	Description	Date	Qty Adjusted	Average Cost	Total Cost
<b>Product Shortages</b>					
<b>Group 10010 - Wrap</b>					
Sub Group -					
1027	Birthday Wrap 60cm	10/08/2017	-1.00	0.00	0.00
Total for Sub Group :					0.00
Total for Group : Wrap					0.00

## Stocktake Audit Trail The Demonstration Company Ltd

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 Page : 1

Date	01/08/2017	10/08/2017
Product Code	** Unassigne	ZZZZZZZZZZ Product Type** ALL Types **
Product Group	** Unassigne	ZZZZZZZZZZ Location All Locations
Product Sub Group	** Unassigne	ZZZZZZZZZZ

Product Code	Description	Date	Qty Adjusted	Average Cost	Total Cost
<b>Group 10010 - Wrap</b>					
Sub Group -					
1027	Birthday Wrap 60cm	10/08/2017	-1.00	0.00	0.00
Total for Group :					0.00
Total for Group : Wrap					0.00
<b>Group 1010 - Bedroom Furniture</b>					
Sub Group -					
1004	Single Bed	10/08/2017	1.00	384.67	384.67
Total for Group :					384.67
Total for Group : Bedroom Furniture					384.67
<b>Group 1040 - Diner Furniture</b>					
Sub Group -					
1006	Chairs, Solid Back	10/08/2017	3.00	109.97	329.91
Total for Group :					329.91
Total for Group : Diner Furniture					329.91
<b>Group 20000 - Rings</b>					
Sub Group -					
1050	Diamond Ring	10/08/2017	-1.00	1500.00	-1500.00
1051	Emerald Ring	10/08/2017	1.00	900.00	900.00
Total for Group :					-600.00
Total for Group : Rings					-600.00

The purpose of running stocktakes is to identify and correctly report stock holdings. Any variances need to be investigated and processes put in place to ensure that these don't occur.

## Summary of Stocktake reports

Printed prior to Stocktake:

- Stocktake sheets
- Product valuation report from the Valuation menu **(A)**

Printed during Stocktake (before Updating):

- Variance report **(B)**
- Stocktake valuation report

Printed after Stocktake (after Updating):

- Valuation report
- Audit Trail report
- Product Valuation report **(C)**
- **A + B = C** (ignoring Serial tracked Items)
- Stocktake of Serial Tracked Products

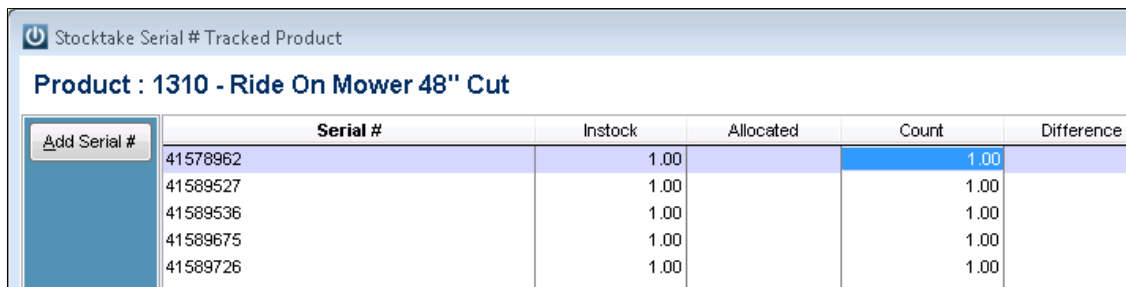
## Stocktake Serial Tracked Products

The Stocktake of **Serial Number** Tracked Products is performed separately from any other Stocktake. It allows a user to Stocktake just one Serial Tracked product at a time. There are no reporting functions other than the Stocktake Audit Trail report.

Stocktake sheets can be printed and this listing will show the serial numbers it has recorded as being available for sale.

Select the appropriate Location and Product. Enter the Quantity Counted against the associated Serial #.

Use the **Add Serial #** button to add a new Serial Number for the product.



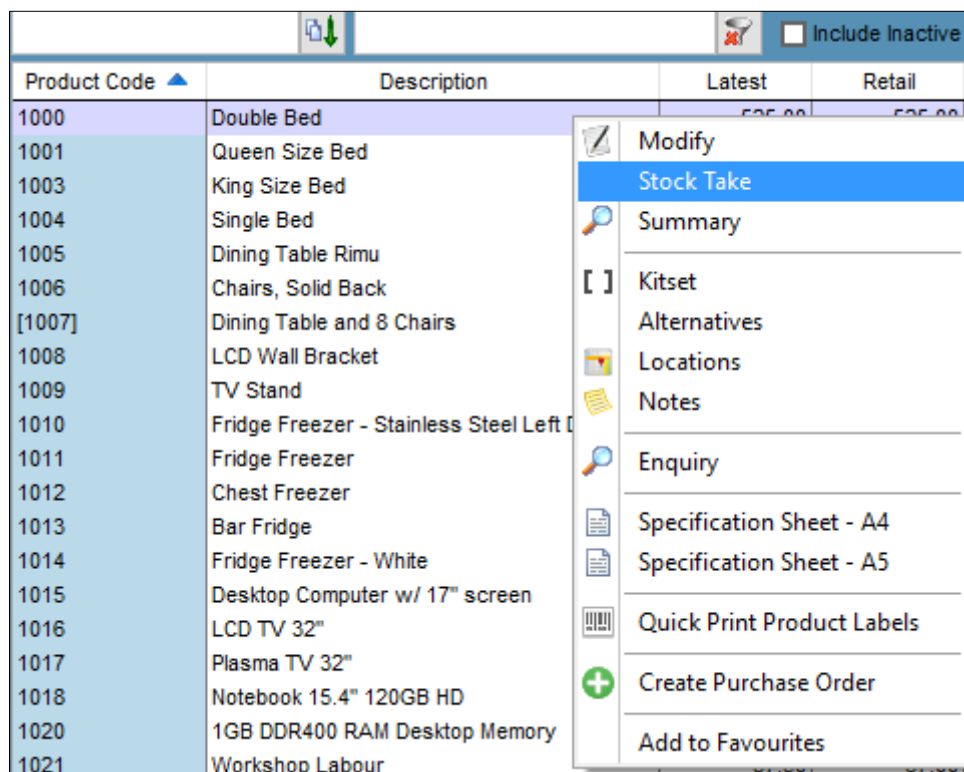
Add Serial #	Serial #	Instock	Allocated	Count	Difference
	41578962	1.00		1.00	
	41589527	1.00		1.00	
	41589536	1.00		1.00	
	41589675	1.00		1.00	
	41589726	1.00		1.00	

Use the **Update** button to save the Stocktake count and details for this Serial Tracked product.

Use the **Exit** button to exit but note that all entries / changes are lost.

## Single product Stocktake

Given the appropriate level of access you can right click on a product code and select Stocktake. This will allow you to Stocktake the one highlighted item.



Product Code	Description	Latest	Retail
1000	Double Bed		
1001	Queen Size Bed		
1003	King Size Bed		
1004	Single Bed		
1005	Dining Table Rimu		
1006	Chairs, Solid Back		
[1007]	Dining Table and 8 Chairs		
1008	LCD Wall Bracket		
1009	TV Stand		
1010	Fridge Freezer - Stainless Steel Left D		
1011	Fridge Freezer		
1012	Chest Freezer		
1013	Bar Fridge		
1014	Fridge Freezer - White		
1015	Desktop Computer w/ 17" screen		
1016	LCD TV 32"		
1017	Plasma TV 32"		
1018	Notebook 15.4" 120GB HD		
1020	1GB DDR400 RAM Desktop Memory		
1021	Workshop Labour		

Once you have entered the correct quantity, select **Update**.

**NOTE:** The Stocktake will be dated today.

Stocktake Single Item									
1000 - Double Bed									
Stock Take Date : 15/03/2017									
Update	Location	Bin	Instock	Allocated	Count	Snapshot	Difference	Last Stock Take	
	Auckland	SR002	5.00	1.00	4.00	4.00	4.00	15/03/2017 01:31:46 AM	
	Wellington		10.00	0.00	10.00	10.00	10.00		
	Christchurch		8.00	0.00	8.00	8.00	8.00		

You will not be able to perform a single Product Stocktake if you have a full stocktake in progress or if the item is serial tracked.

**Remember to Update the Stock Value to the General Ledger when the stocktake is finished**