



QUICK REFERENCE GUIDE PERFORM A STOCKTAKE

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HOW TO PERFORM A STOCKTAKE

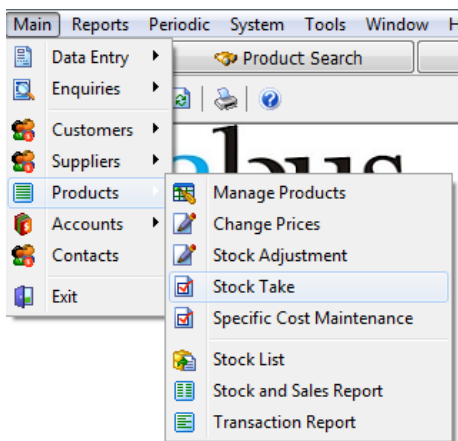
Introduction

Full and partial stocktakes can be initialised at any time. Once a stocktake has been initialised, it is recommended that you stop processing transactions until it is finalised.

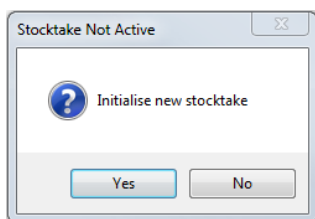
Initialising a Stocktake

Ensure the following programs have been closed on all computers: Invoice Entry, Purchase Entry, Stock Enquiries and Journal Entry.

Select **Main > Products > Stocktake** from the menu toolbar:



If a stocktake is already active it will be displayed. Otherwise, respond **YES** to the prompt to initialise one now:



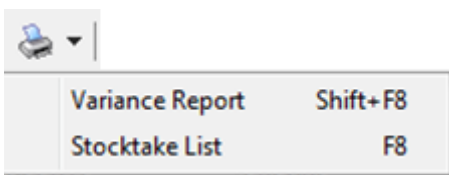
You will then be asked to select the desired stocktake parameters:

The screenshot shows a dialog box titled "Add a range of items to the Stocktake List". It contains three main sections: "Select Products by" with radio buttons for Product Code (selected), Product Group, Supergroup, Department, Supplier Catalog Code, Search Code, Series, and Speed; "Select Product Range" with "From" and "To" text boxes, each with a magnifying glass icon; and a section with three checkboxes: "Include unused items", "Include zero stock on hand items", and "Include inactive items". At the bottom are "Proceed" and "Cancel" buttons. Three callout boxes provide instructions: "Choose the method by which to select products to be included in the stocktake." (pointing to the radio buttons), "Click on [magnifying glass icon] to select a range of items or leave blank to include all items." (pointing to the search icons), and "Choose whether to include these items." (pointing to the checkboxes).

Make your selections and then click on the **Proceed** button to activate and display the stocktake.

Conducting the Stocktake

To assist with the physical stocktake, select the **Printer** icon and then **Stocktake List**.



This enables you to select a range of Products in the active stocktake and print them with their current stock on hand figure. Space is provided for you to record the stocktake count and any notes for each product.

At any time during the stocktake, you can select the **Variance Report** option to print a report containing a selected range of products in the active stocktake with the initial File Quantity (stock on hand), the stocktake count and the difference between the two.

Stocktake Entry Start Date: 05/05/2015

Product Code	Product Name	Group	Search Code	Catalog Code	Active	File Quantity	Count	<-- Only enter a count for items where there is a variance to the File Quantity
1956015			1956015	505725	Yes	18	0	
1956015			1956015	505805	Yes	44	32	Changes to the count are shown in bold.
1956515			1956515	505806	Yes	34		
1956515			1956515	530986	Yes	0		
1956515			1956515	525314	Yes	0		
1957014			1957014	525134	Yes	0		
1957015			1957015	506745	Yes	0		
2054017			2054017	513446	Yes	0		
2054516			2054516	527721	Yes	0		
2054517			2054517	528731	Yes	0		
2054517			2054517	516161	Yes	0		
2055016			2055016	524439	Yes	0		
2055016			2055016	525088	Yes	0		
2055017			2055017	528338	Yes	0		
2055017			2055017	527723	Yes	0		
2055515			2055515	523721	Yes	0		
2055516			2055516	512172	Yes	0		
2055516			2055516	524438	Yes	40		Blanks will leave the File Quantity unchanged.
2055516			2055516	530581	Yes	0		
2055516			2055516	530099	Yes	0		
2055516			2055516	512271	Yes	32		
2055516			2055516	524438	Yes	0		
2056015			2056015	522475	Yes	0		
2056015			2056015	522505	Yes	0		
2056515			2056515	522283	Yes	0		
2056515			2056515	521882	Yes	53		
2056515			2056515	522519	Yes	0		
2154017			2154017	521490	Yes	0		
2154018			2154018	518101	Yes	0		
2154018			2154018	521811	Yes	0		
2154516			2154516	523722	Yes	0		
2154517			2154517	524437	Yes	0		
2154517			2154517	527726	Yes	0	0	Enter 0 if the count has confirmed stock on hand to be zero.
2155017			2155017	528550	Yes	0		
2155516			2155516	530114	Yes	0		
2155517			2155517	525060	Yes	2		
2155517			2155517	521859	Yes	0		

File Qty on Hand as at: 05/05/2015 Search Code: 1956015

Purchased: _____ Series: _____

Remark: _____ Speed: _____

Tally: _____

Navigator: Stock Take

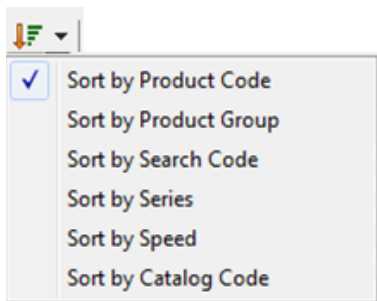
User 1: User Number 1 Supervisor Reminders

The **File Quantity** column displays the current stock on hand quantity in Marlin.

The **Count** column is where you enter the stocktake count **if it is different to the File Quantity**:

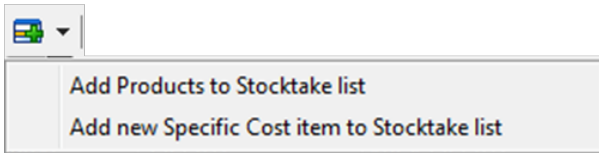
- If the stocktake count matches the File Quantity, leave the Count column blank.
- If there is a figure in File Quantity but the stocktake finds none, enter 0 (zero) in the Count column.

By default, the products in the stocktake are sorted by **Product Code**. To change this, click on the **Sort** icon and select another option:



To clear a figure you have entered in the Count column, highlight the figure and then click on the **Clear Stock Count** icon

To add a product to an active stocktake, click on the **Add Product** icon.



To add a regular product, select **Add Products to Stocktake list** and select a product or range of products (as you did when you initiated the stocktake) before clicking on the **Proceed** button.

Add a range of items to the Stocktake List

Select Products by

Product Code Supplier Catalog Code
 Product Group Search Code
 Supergroup Series
 Department Speed

Select Product Range

From

To

Include unused items
 Include zero stock on hand items
 Include inactive items

For specific cost products, select **Add new Specific Cost item to Stocktake list** and enter the relevant details before clicking on the Proceed button to continue.

Add a new Specific Cost Item to the Stocktake List

Product Code

Description


Sales Reference Retail

Search Code Wholesale


Series SellPrice1

Speed

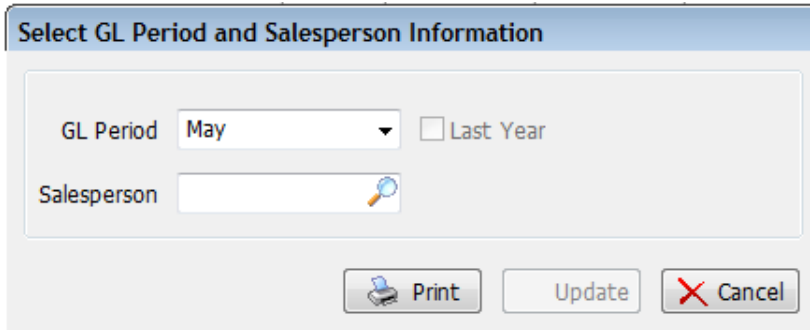
Cost

To remove a product from the active stocktake, click on the product and then on the **Remove Product** icon . Select **Yes** when asked to confirm that you wish to remove that product from the list.

Finalising the Stocktake

To finalise the stocktake and apply the stocktake count figures, click on the **Finalise** icon .




- The GL Period should be the current month.
- Select Salesperson ID.
- Click on the **Print** button to print the final variance report (close the report after printing).
- Click on **Update** button to finalise the stocktake (the system will automatically create the necessary journal entries and update your stock on hand quantities).



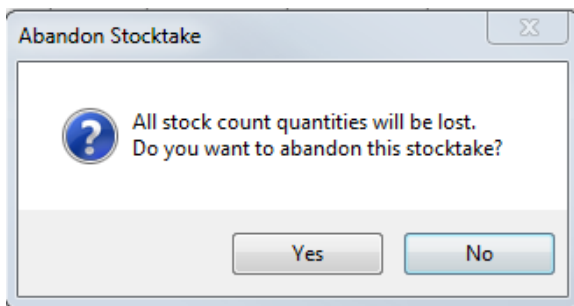
Select GL Period and Salesperson Information

GL Period Last Year


Salesperson

 Print  Update  Cancel





To cancel a stocktake, click on the **Void** icon  and respond **Yes** to the confirmation prompt:



Abandon Stocktake

 All stock count quantities will be lost.
Do you want to abandon this stocktake?

Additional Stocktake Entry Features

- **Enter a Remark:**
 - Click on the **Remark** icon  to enter comments next to any product code on the stocktake list. These comments will also be printed on the variance report.
- **Enter a Tally:**
 - Click on the **Tally** icon  to enter count tallies. A space must separate each count entered in the Enter Tally Details box.
- **Filter:**
 - Click on the **Filter** icon  to show only products in the stocktake list that have a Quantity On Hand. Click on the icon again to include products that have a Zero Quantity On Hand.
- **Show Claims:**
 - Click on the **Show Claims** icon  to display any outstanding claims against a product code.