



QUICK REFERENCE GUIDE
PERFORM A STOCKTAKE

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HOW TO PERFORM A STOCKTAKE

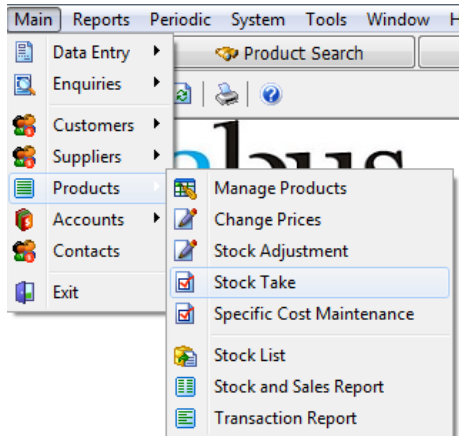
Introduction

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.

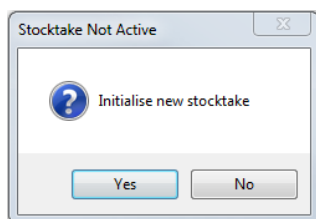
Initialising a Stocktake

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:



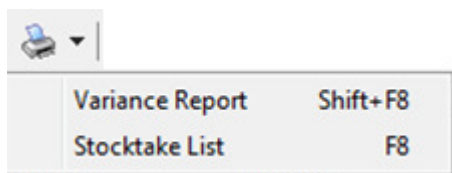
You will then be asked to select the desired stocktake parameters:

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.

Current Stock On Hand

Enter Stocktake count

Product Code	Product Name	Group	Search Code	Catalog Code	Active	File Quantity	Count
DU1956015SP200	DUNLOP 195/60R15 88V SP200	DUP	1956015	505725	Yes	18	0
DU1956015V300E	DUNLOP 195/60R15 88V SP 300E	DUP	1956015	505805	Yes	44	0
DU1956515300E	DUNLOP 195/65R15 91V SPORT300	DUP	1956515	505806	Yes	34	0
DU1956515EC300	DUNLOP 195/65R15 91H EC300	DUP	1956515	530986	Yes	0	0
DU1956515SP31	DUNLOP 195/65R15 91H SP31	DUP	1956515	525314	Yes	0	0
DU1957014701	DUNLOP 195/70R14 91H LEMAN 70	DUP	1957014	525134	Yes	0	0
DU1957015SP10	DUNLOP 195/70R15 92S SP10	DUP	1957015	506745	Yes	0	0
DU2054017MAXX	DUNLOP 205/40R17 84W SP MAXX	DUP	2054017	513446	Yes	0	0
DU2054516RT	DUNLOP 205/45R16 83W MAXX RT	DUP	2054516	527721	Yes	0	0
DU205451701ROF	DUNLOP 205/45R17 84V SP01	DUP	2054517	528731	Yes	0	0
DU2054517M	DUNLOP 205/45R17 88W SP MAXX	DUP	2054517	516161	Yes	0	0
DU2055016FR	DUNLOP 205/50R16 87W FAST RES	DUP	2055016	524439	Yes	0	0
DU2055016MAXX	DUNLOP 205/50R16 87Y SP MAXX	DUP	2055016	525088	Yes	0	0
DU20550172050	DUNLOP 205/50R17 89V SP2050	DUP	2055017	528338	Yes	0	0
DU2055017RT	DUNLOP 205/50R17 93Y MAXX RT	DUP	2055017	527723	Yes	0	0
DU2055515FR	DUNLOP 205/55R15 88V FAST RES	DUP	2055515	523721	Yes	0	0
DU20555162050M	DUNLOP 205/55R16 91V 2050M	DUP	2055516	512172	Yes	0	0
DU2055516FR	DUNLOP 205/55R16 91W FAST RES	DUP	2055516	524438	Yes	40	0
DU2055516HSP01	DUNLOP 205/55R16 91H SPORT 01	DUP	2055516	530581	Yes	0	0
DU2055516RT	DUNLOP 205/55R16 91Y MAXX RT	DUP	2055516	530099	Yes	0	0
DU2055516V01	DUNLOP 205/55R16 91V SPORT 01	DUP	2055516	512271	Yes	32	0
DU2055516VFR	DUNLOP 205/55R16 91V FAST RES	DUP	2055516	524438	Yes	0	0
DU2056015FR	DUNLOP 205/60R15 91V FAST RES	DUP	2056015	522475	Yes	0	0
DU2056015V300E	DUNLOP 205/60R15 91V SP 300E	DUP	2056015	522505	Yes	0	0
DU2056515200	DUNLOP 205/65R15 94H MONZA 2	DUP	2056515	522283	Yes	0	0
DU2056515300E	DUNLOP 205/65R15 94V SPORT300	DUP	2056515	521882	Yes	53	0
DU2056515FR	DUNLOP 205/65R15 94V FAST RES	DUP	2056515	522519	Yes	0	0
DU2154017MAXX	DUNLOP 215/40R17 87Y SP MAXX	DUP	2154017	521490	Yes	0	0
DU215401801	DUNLOP 215/40R18 89W SP01 ALF	DUP	2154018	518101	Yes	0	0
DU215401801ROF	DUNLOP 215/40R18 85Y SP01	DUP	2154018	521811	Yes	0	0
DU2154516M	DUNLOP 215/45R16 90V SP MAXX	DUP	2154516	523722	Yes	0	0
DU2154517FR	DUNLOP 215/45R17 91W FAST RES	DUP	2154517	524437	Yes	0	0
DU2154517RT	DUNLOP 215/45R17 91Y MAXX RT	DUP	2154517	527726	Yes	0	0
DU2155017RT	DUNLOP 215/50R17 91Y MAXX RT	DUP	2155017	528550	Yes	0	0
DU2155516RT	DUNLOP 215/55R16 93Y MAXX RT	DUP	2155516	530114	Yes	0	0
DU2155517270	DUNLOP 215/55R17 93V SP270	DUP	2155517	525060	Yes	2	0
DU2155517300E	DUNLOP 215/55R17 94V SP 300E	DUP	2155517	521859	Yes	0	0

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

Purchased: _____ Series: _____

Remark: _____ Speed: _____

Tally: _____

Navigator: Stock Take

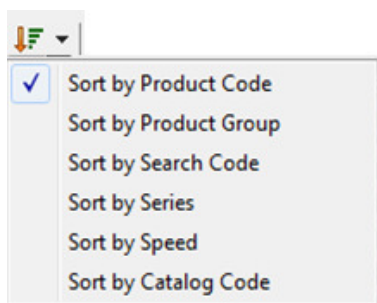
User 1: User Number 1 Supervisor Reminders (0)

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.

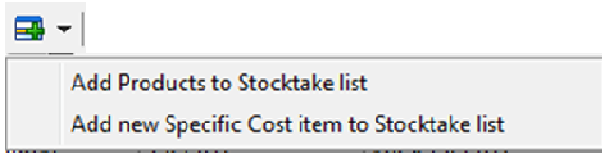
By default, the products in the stocktake are sorted by **Product Code**. To change this, click on the **Sort** icon and select another option:



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



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.

The dialog box has a title bar "Add a range of items to the Stocktake List". It contains two sections: "Select Products by" with radio buttons for Product Code (selected), Product Group, Supergroup, Department, Supplier Catalog Code, Search Code, Series, and Speed; and "Select Product Range" with "From" and "To" text boxes, each with a magnifying glass icon. Below these are three checkboxes: "Include unused items", "Include zero stock on hand items", and "Include inactive items". At the bottom right are "Proceed" and "Cancel" buttons.

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.

The dialog box has a title bar "Add a new Specific Cost Item to the Stocktake List". It contains several input fields: "Product Code" (with a magnifying glass icon), "Description", "Sales Reference", "Search Code", "Series", "Speed", and "Cost". On the right side, there are three price fields: "Retail" (0.00), "Wholesale" (0.00), and "SellPrice1" (0.00). At the bottom right are "Proceed" and "Cancel" buttons.

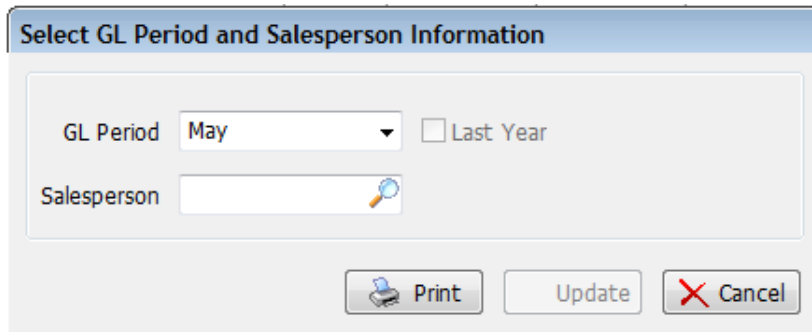
To remove a product from the active stocktake, click on the product and then on the **Remove Product** icon . Select **Yes** when asked to confirm that you wish to remove that product from the list.

Finalising the Stocktake

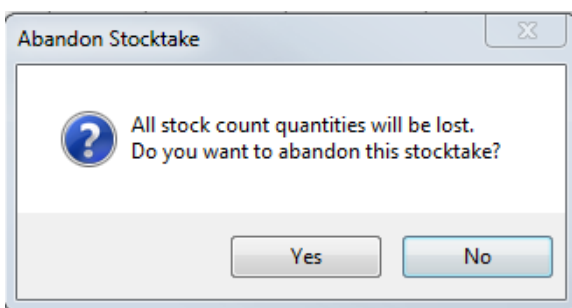
To finalise the stocktake and apply the stocktake count figures, click on the **Finalise** icon .

- 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).



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



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.

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