



# SHORTCUTS™

SMARTER BUSINESS TECHNOLOGY

# Performing a Manual Stocktake

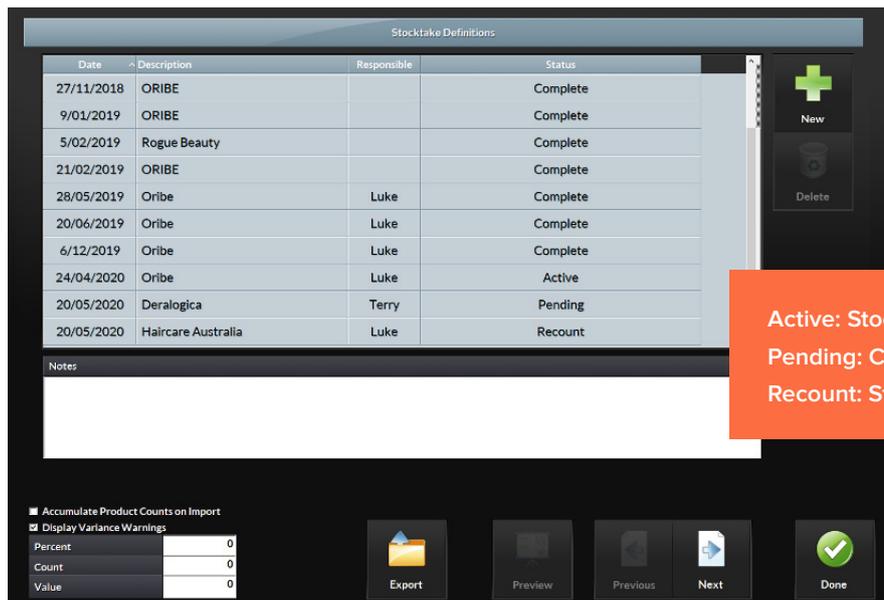
## SUMMARY

This article is a guide to performing a manual stocktake using the Stocktake wizard. The Stocktake procedure allows you to verify current stock levels for any specified portion of your Product database. The Stocktake Wizard is designed to simplify the Stocktake process and guide you through the steps required to perform an accurate Stocktake. Using the Stocktake Wizard, forms are automatically generated for relevant Products making the manual counting process more efficient. The Stocktake Wizard also provides detailed reports on the results of each Stocktake. Shortcuts' advanced Security features ensure that the Stocktake procedure is protected by allowing you to restrict access to sensitive information for individual Security Levels.

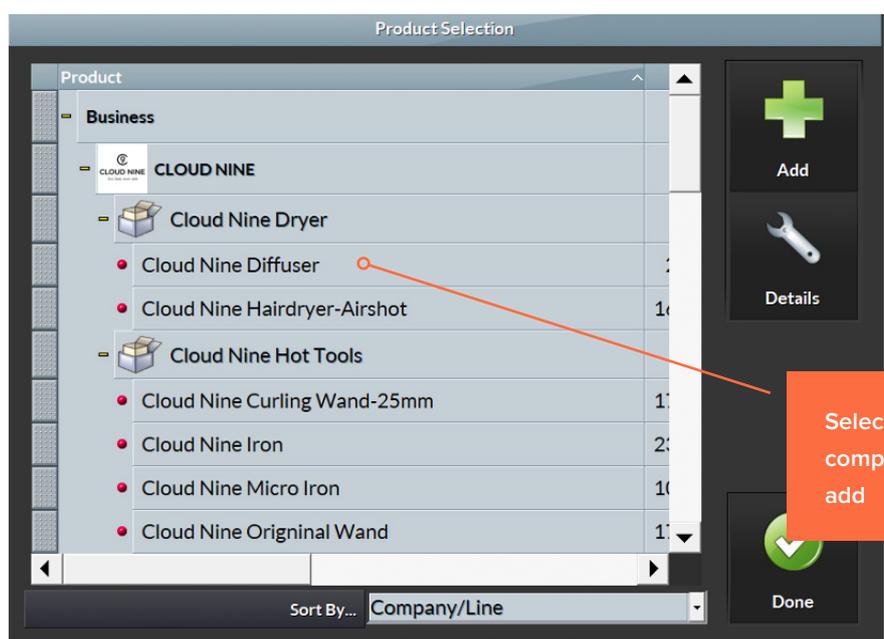
**Article Applies to:** Shortcuts Versions 8.0 and higher

## LAUNCHING THE STOCKTAKE WIZARD

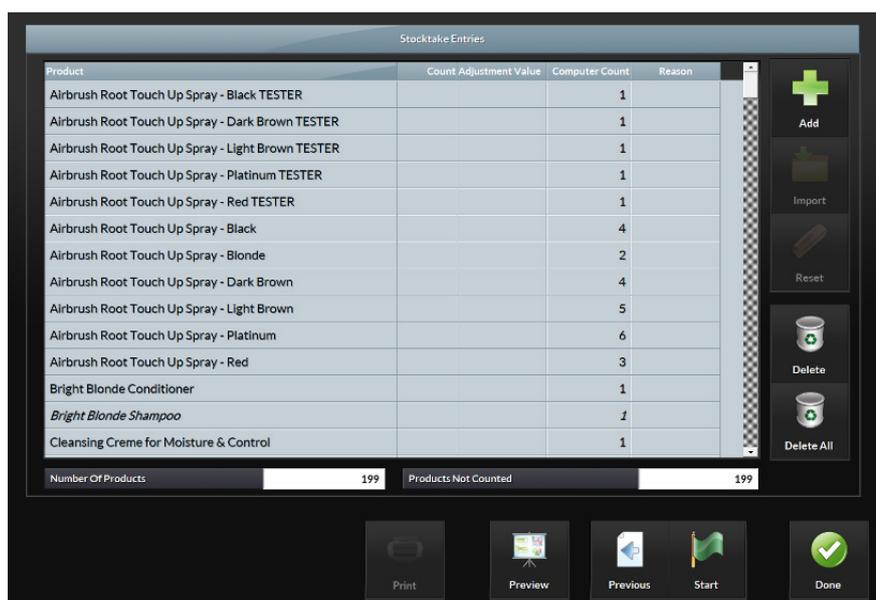
From the **Stock Menu**, click the **Stocktake** icon. The Stocktake Definitions window will appear:



1. Click the **New** button. A new entry will appear at the bottom of the Stocktake list and the Description field will be highlighted.
2. Using the keyboard, type in a name for the Stocktake. The current date will be displayed, and the Status will be set as Pending.
3. Click the **Responsible** field. The Responsible drop-down list will appear.
4. Click and scroll to select the employee for this Stocktake from the **Responsible** drop-down list.
5. If you want to enter any notes for the Stocktake, type the relevant information into the **Notes** field.
6. Click the **Next** button to continue. The Stocktake Entries screen will appear.
7. Click the **Add** button to select Products to be included in the Stocktake. The Product Selection window will appear displaying all Products grouped by Company/Line.

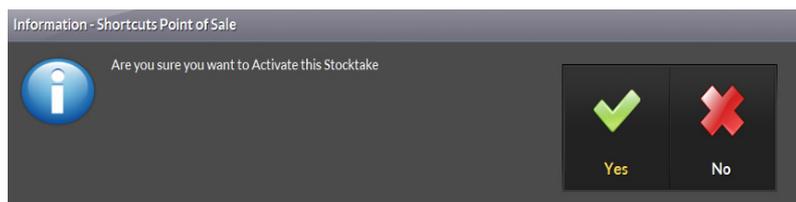


8. Using the Drag Bar, click to select the relevant Products you want to add to the Stocktake. The selected products will appear shaded. You can add a company, line, or individual products into a stocktake; if you wish to add an entire company, simply select the company.
9. Click and drag to move the selected Products into the Stocktake Entries screen, or alternatively, click the **Add** button. All selected Products will be added to the current Stocktake. If a selected Product(s) could not be added to the Stocktake, the Stocktake Error window will appear listing the Products and the reason why they could not be added (e.g. product is already selected in another stocktake, product is being recounted).
10. Click the **Done** button in the Add Products window to return to the Stocktake Entries screen. Products selected will be displayed on the screen. These Products can be sorted by clicking on the relevant column heading (e.g. Supplier, Category/Subcategory, Company/Line, Product). If these columns do not appear on the screen, simply right-click on the Product Heading, and select the columns you wish to see on the screen from the popup menu.



11. If you want to remove any Products from the Stocktake, click to select the relevant Product then click the **Delete** button. Alternatively, you may hit the Delete key on the keyboard. To select multiple Products, press and hold Ctrl on the keyboard and then click to select the relevant Products.
12. If you want to remove all Products from the Stocktake (to start again), click the **Delete All** button. A message will appear asking, "Are you sure you want to delete all items in the list?" Click the **Yes** button to continue.
13. Once you are satisfied with the Products selected, click the **Start** button to begin/activate the Stocktake. A message will appear asking, "Are you sure you want to activate this stocktake?"

**Note:** Whilst you may add and/or delete products after the stocktake has started, Shortcuts will set the Shortcuts current levels at the moment the stocktake is started/activated.



14. Click the **Yes** button to continue. The Stocktake Reports window will appear.
15. Place a tick in the relevant tickbox(s) next to the forms you want to print for this Stocktake. A Stocktake Form is a form listing all Products (with relevant details) selected for the Stocktake with blank fields for you to

record manual Counts as you are physically counting Products. It is not necessary to print the Unlist Items Form or the Stock Maintenance Forms.

- By default, Stocktake Forms will print Products grouped by Category/Subcategory. If you want to change the sort by order to either Supplier or Company/Line, choose the relevant option from the **Sort By...** drop-down list.
- If you want current Stock levels, as recorded by Shortcuts at the time of starting/activating the Stocktake (Shortcuts current levels), to be printed on the selected Forms, place a tick in the **Print Shortcuts current levels** tickbox.



**Note:** This option will only be available if the Responsible Employee has access to the current stock quantity.

- Click the **Done** button to proceed with Printing selected Stocktake Forms. If the Print Shortcuts current levels option was ticked in the Stocktake Forms window and the Responsible employee has access, these levels will now be displayed for comparison in the Stocktake Entries screen and on the printed Forms.
- Use the Stocktake Form(s) to record your Counts, begin the manual count for this Stocktake.
- Once the stock has been counted you can then enter the stock count. Using the keyboard type the manual Counts for each Product into the **Count** fields. Press Enter on the keyboard to move down between Count fields. The Adjustment Value will be calculated automatically based on the cost of the item; you can also enter a reason for the variance if these have been setup. If a variance warning(s) has been set, as you move between Count fields, values that fall outside the Variance Level thresholds will be displayed in red as a Warning.

Product	Count	Adjustment Value	Computer Count	Reason
Airbrush Root Touch Up Spray - Black TESTER	0	1.50	1	STOCK LOSS
Airbrush Root Touch Up Spray - Dark Brown TESTER	3	0.00	1	STOCK LOSS
Airbrush Root Touch Up Spray - Light Brown TESTER	1		1	
Airbrush Root Touch Up Spray - Platinum TESTER	1		1	
Airbrush Root Touch Up Spray - Red TESTER	2	0.00	1	STOCK LOSS
Airbrush Root Touch Up Spray - Black			4	

- Click the **Finish** button.

**Note:** If you have uncounted items in the stocktake, a message will appear asking “There are still uncounted items. Are you sure you want to finish this stocktake and update stock levels?” Click the Yes button to ignore all items that are uncounted and proceed, or the No button to cancel this request.

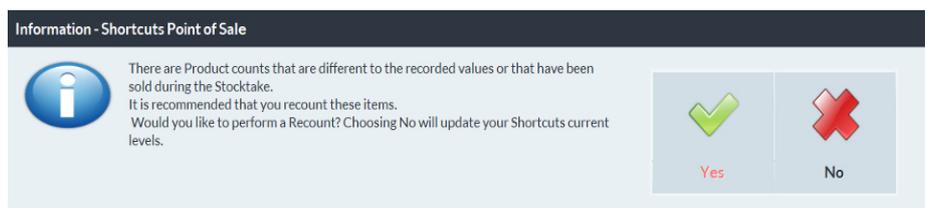


You can also place a tick in the Set stock to zero for uncounted items option to set all uncounted stock to a count of zero, then click the Yes button to continue with completing the stocktake as normal.

A message will be displayed 'There are still uncounted items. Are you sure you want to finish the stocktake and update stock levels'.

**Note:** It is recommended that you do not commit this Stocktake (click the Finish button) until you have finished trading for the day. This will allow any recounts to be completed whilst not trading.

22. Click the **Yes** button to continue. If the manual Count entries match perfectly and you have not sold a product included in the stocktake at Point of Sale since the stocktake was started, skip to Step 31.
23. If the manual Count entries differ from the Shortcuts current levels and/or a product(s) included in the Stocktake has been sold at Point of Sale since the Stocktake was started, a message will appear "There are Product counts that have a variance or have been sold during the Stocktake. It is recommended that you count these items. Would you like to perform a recount? Choosing No will update your product counts".



24. Click the **Yes** button to continue or the **No** button to cancel this request. By clicking the No button, you are telling Shortcuts that the manual Counts are correct, and you want them to override the Shortcuts current levels. Skip to Step 31.
  25. If you click the **Yes** button to perform a Recount, the Stocktake Reports window will reappear.
  26. Place a tick in the relevant tickbox(s) next to the Stocktake Forms you want to print for this Recount. This time the Stocktake forms will contain only those Products that had a variance or were sold at Point of Sale during the Stocktake.
  27. Recount the items listed on the the Stocktake Form(s) to record your Counts, begin the manual recount for this Stocktake.
  28. Using the keyboard, enter the new Counts into the Count fields for each relevant Product. Each Count field must contain a value to proceed.
  29. Click the **Finish** button. A message will appear asking, "Are you sure you want to Complete this Stocktake, committing this Stocktake will update your product levels".
- Note:** Make sure you are completely satisfied with the manual counts entered. Clicking the Finish button at this point will complete the stocktake process. There will be no more opportunities to perform another recount.
30. Click the **Yes** button to continue. A message will appear stating, "Congratulations, you have successfully completed a Stocktake. Product levels will be updated according to your counts".
  31. Click the **Done** button. Product levels will be automatically updated, and the Stocktake Reports window will appear.
  32. Place a tick in the tickbox(s) beside the relevant Report(s) that you want to print for this Stocktake. The Stocktake Report displays an overview of each Product in the Stocktake including Recorded Count, Actual Count, Variance, Recorded Value on Hand, etc. This report can be printed later from the report's menu in Shortcuts.

33. By default, Stocktake Reports will display Products grouped by Company/Line. If you want to change the sort by order to either Supplier or Category/Subcategory, choose the relevant option from the **Sort By...** drop-down list.

### ADDITIONAL INFORMATION:

- Once a stocktake is in recount mode it cannot be deleted, the stocktake must be completed.
- A stocktake that is Pending or Active can be deleted.

### WHAT IS A VARIANCE WARNING?

The Variance Warnings fields located at the bottom left of the Stocktake screen allow you to set Variance Levels for Stocktakes. Variance Levels refer to the difference (under or over) between the manual count and the Shortcuts current level.

When entering manual counts during a Stocktake, if the difference between the manual count and the Shortcuts Current Level is greater or less than both the values set in Variance Levels fields, the results will be displayed in red as a Warning.

To activate Variance Levels, place a tick in the Display Variance Warnings tick box. Using the keyboard, type in the percentage and/or count value in the relevant fields. If you enter zero (0), this represents a zero Variance Level. If you leave either these fields blank, Shortcuts will not display any Variance Level Warnings.

The Variance Levels will be set for all new Stocktakes globally until manually changed.