Stock Takes

With most stock management systems no movements can happen during the main count.

This is not practical in a live environment so as a result Sparkstone have designed a workflow that allows you to setup, ahead of a stock take, what you are going to check and the date that you to run the stock check on.

The system will then print off any sheets for recording the details onto ready for when you will actually count the stock. Whilst the stock take is being carried out you will still be able to carry on selling.

- The system will "snapshot" at the beginning of the working day the number of items in stock - this will be your "*Start Figure*". eg 100 watches to start with

- As stock items are sold the system will retain stock movements recorded through the tills - this is your "*Movements Figure*". eg 10 sold during the count

- Your stock count will give you a "*Count Figure*". eg 89 Counted

- The "Start Figure" less the "Movements" should equal the "Count Figure" any difference is your "Adjustments Figure". eg 100 - 10 = 89 which means an adjustment of 1 (100-10=90 difference between 90 and 89 is 1)

Depending on your business environment the Sparkstone software can help you manage:

➢ Full Stock Take across all branches
➢ Full Stock Take at one branch
➢ Partial Stock Take all branches
➢ Partial Stock Take one branch
➢ High Value Stock Item count to be performed at regular interval e.g. weekly

In fact with the Sparkstone system you can setup any number of parameters to enable to you to control your stock counts and manage the compliance at branch level for stock takes.

To Setup for a Stock Take

Assuming that you are logged in to the Back Office section:

➢ Select the Stock Movement main menu item
➢ Select Stock Takes from the navigation menu
➢ The select Setup Stock Takes to see a similar screen to the one below
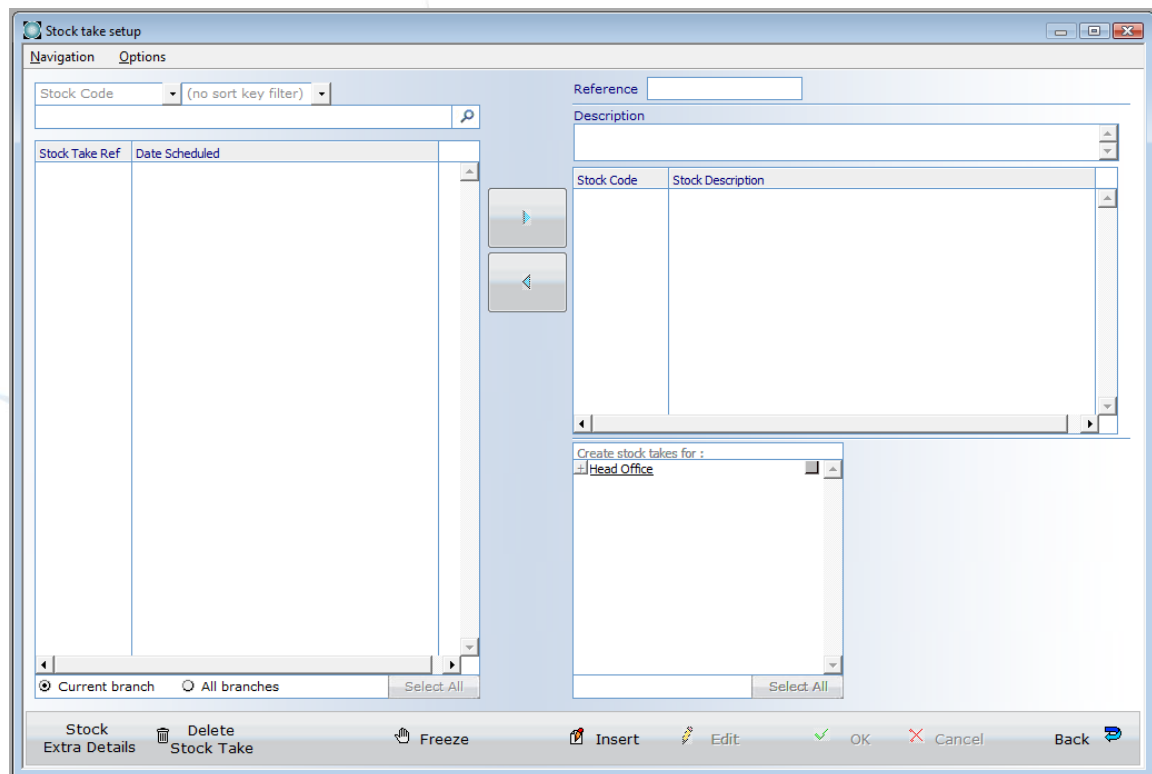
➢ Press the "INSERT" button on the screen to start creating a stock take template
➢ Type in a reference code
➢ Set the time delay for when the stock take sheets will be sent to the other branches e.g. 1 week
➢ Type in a description for the stock take
➢ Select the stock items that wish to be checked from the navigator.
➢ To select multiple items use either the SHIFT or CTRL keys on your keyboard and use the ▶ button to move the selected items into the main Stock Take Window.
➢ Set the number of counts, Start Date and Repeat Interval eg 1 week.
➢ Select the Branches that will be performing the stock takes
➢ Click the OK button to save the changes to file
➢ You will be prompted to "Save this stock take"

➢ Select the YES button on the screen

➢ You will be prompted to Print the Stock Take Sheets

➢ Select the YES button

➢ Select the Print button to print the sheets for each branch

Allied Retail Enterprises Limited

Stock Take Sheet

Branch	Guildford
Date	29 OCT 01
Ref	RAMCHECK

Stock Code	Description	On-hand	Counted	Notes
100305	4MB 30PIN 9 CHIP SIMM RAM	494		
100310	8MB EDO SIMM RAM	498		
100315	16MB EDO SIMM RAM	498		
100355	32MB EDO SIMM RAM	498		
100375	64mb Edo Ram	498		

Signature

Date

➢ Select BACK to return to the main menu

Record Stock Takes

Once you have received all of the stock take sheets back from the branches then you will need to enter the results into the screen. There are two methods of recording the stock take, "Ad hoc" and full stock take. Assuming that you are logged in and in the Back Office:

➢ Select the Stock Movement main menu item
➢ Select Stock Takes from the pop-up menu
➢ Select the Record Stock Takes
➢ From the Navigation screen select the reference code for the stock take that you are interested in.
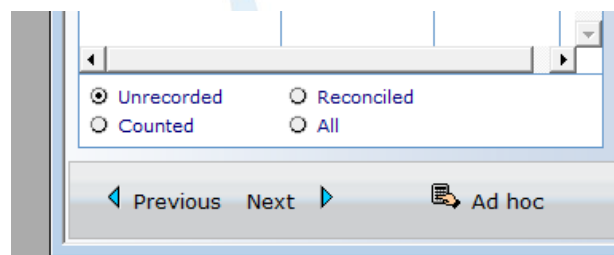
➢ At the bottom of the navigator screen you will see some options that allow you to filter the references to stock take setups.

  e.g. to show the unrecorded stock items ensure that the bullet "Unrecorded" is highlighted.
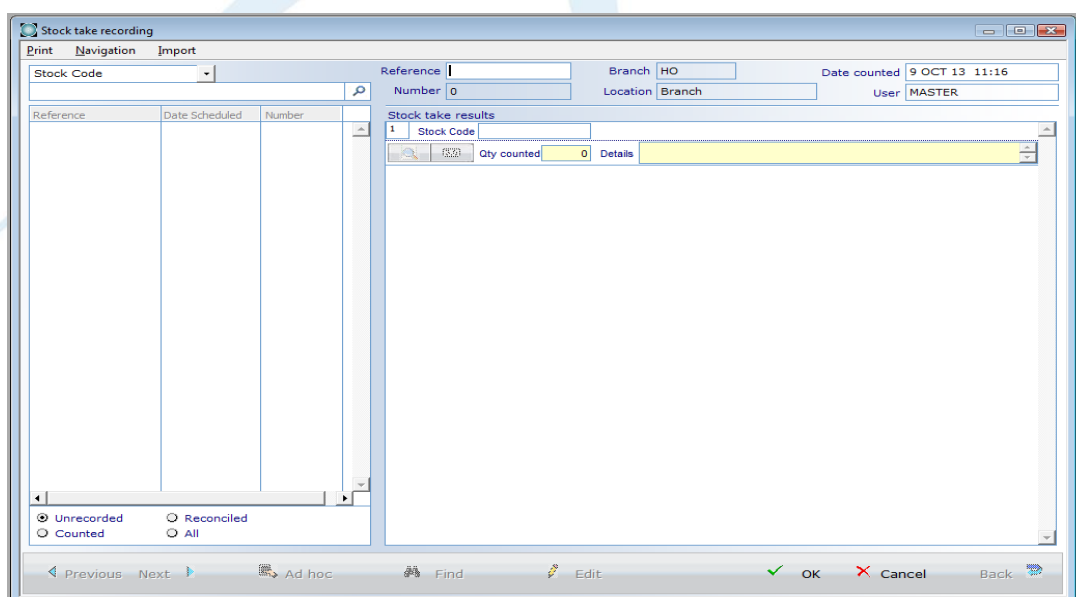
➢ If you are recording the stock take on an ad-hoc basis then select the "Ad hoc" button. The stock take window will clear to a single blank record in the main window. Enter the stock code and the quantity recorded and press the ⬚ tab key on your keyboard to move onto the next stock code counted.

➢ If you are recording the FULL results of a stock stake then select the EDIT button. Your cursor will be placed in the "Qty Entered" field at the top of the main window. Type in the quantity recorded on the stock take sheet and then press the ⬚ tab key on your keyboard to move onto the next stock record.

➢ When you have finished entering all of the details then press the OK button to save the changes.

➢ You will be prompted to "Print Stock Count", select the YES button on your screen.

Reconcile Stock Takes

The reconciliation of the stock sheets to the computer is performed through the "Reconcile Stock Take" option. Assuming that you are logged in to the Back Office:

➢ Select the Stock Movement main menu item

➢ Select Stock Takes from the pop-up menu

➢ Select the Reconcile Stock Take

➢ From the navigator window select the reference to the stock take that you wish to work on.

➢ Select the EDIT button on the screen

➢ Type in the quantity that you are adjusting the stock by in the ""Mgr. Adj" column and then press the ⇆ tab key on your keyboard to move onto the next stock record.

➢ Type in all the adjustment values and then click the OK button on the screen to save the changes.

Using Hand Held Scanners for Stock Takes:

The (HT630) Hand-Held Scanner is a data collection device to minimise any data entry by the User and reduce the scope for any potential keying errors.
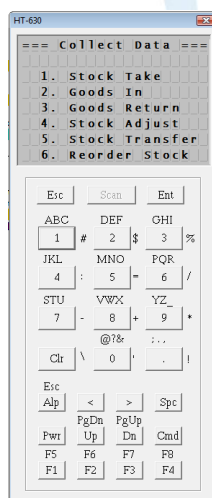
This section will include details on using the HT630 with Sparkstone and Scanner Maintenance.
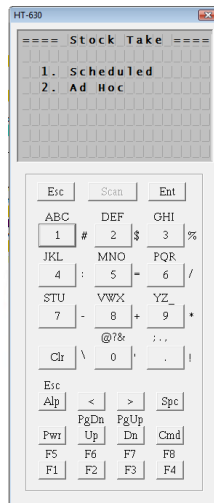
HT630 Software menu:

To enter a Stock Take count power on the HT630 scanner and press option 1 for collect data.
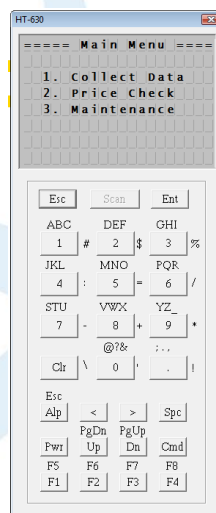
By drilling down into this menu, the User is presented with the Collect data sub-menu. To complete a Stock Take press option 1 (Stock Takes).

Then Select the type of Stock Take you wish to process:


The User will then be prompted for the Stock take number (this is printed on the Stock Take sheets):


Please note: Ad Hoc Stock Take will not prompt for number.

The HT630 scanner will then enter scanning mode and will read barcodes when the Yellow Scan button is pressed – aim the Single line Laser scanner at the Barcode of the item you wish to scan.

Once scanned it will convert the barcode into a number and match against the barcode listed in the PLU.txt file.
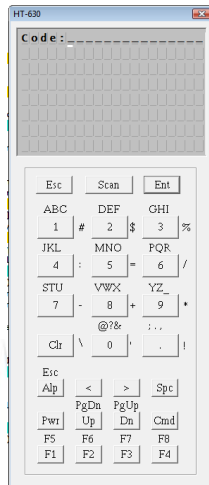
Users are then required to scan the Barcoded items and enter a count of the lines defined on the stock take setup.
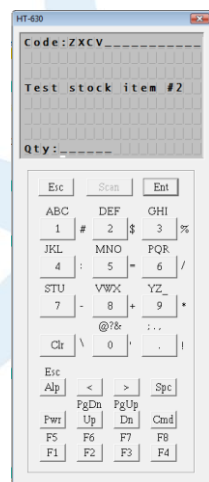

Continue to scan all items on the stock take until complete and all items listed on the Stock take sheet have been counted.

Once complete, insert the Scanner into the charging cradle and navigate to the Record Stock take window as discussed above.

Select the stock take reference from the navigation on the left and press 'Import' and select the Stock Take count option to import your count from the scanner.

Scanner Maintenance:

It is possible to view the contents of the HT630 in the PT Comm window:
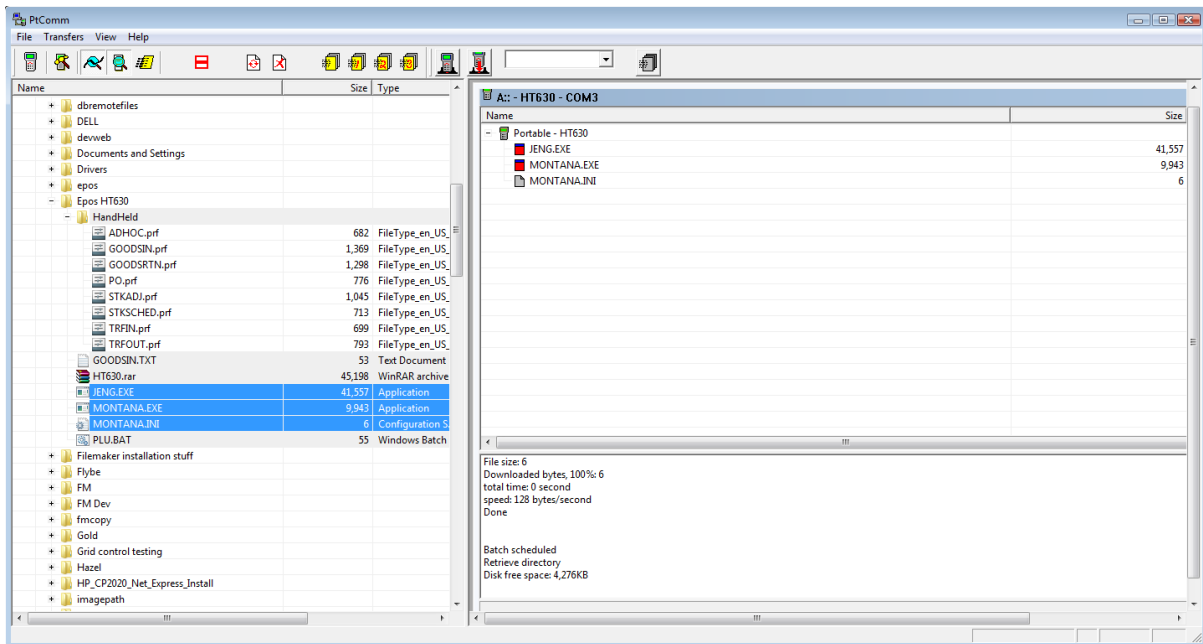
Double click on the ptcomm.exe icon and then click on the scanner icon in the top left hand corner and the following window will be displayed:
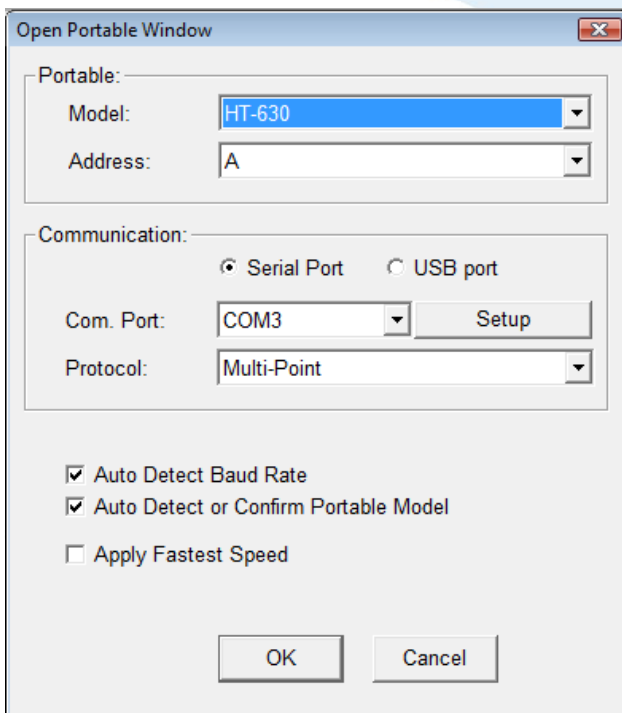
Select 'HT-630' and the com port that the scanner is plugged into and check Auto detect baud rate and auto detect or confirm portable model and click OK.

When new stock is added, the plu file will need to be updated so that it contains all of the relevant stock items and barcodes. Normally, there is a PLU.bat file on the desktop which calls a SQL script which will update the plu.txt file, usually held in C:\epos\auto.

To update the plu.txt file, double click on the plu.bat file and then copy the plu.txt file from its location across to the scanner.

Locate the file on the left hand side of the ptcomm window and drag it across to the scanner. The green bar at the bottom of the window will move across from left to right to show its progress in transferring the file.

It is also possible to copy files from the scanner to the PC by dragging them from the scanner to a selected file on the left. Again the progress bar will load at the bottom of the page.