# COUNT STOCK

## Introduction

This procedure covers how to enter the stock count, compare with what is recorded as ‘on-hand’ and what is to be written off.

This procedure is linked to the following business processes:

* PRT 2.3.1
* PRT 3.3.1

## Contents

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## Prerequisites

None

## Terminology and Icons

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|  | Important / Note |
|  | Business rule |
|  | Create new journal |
|  | Delete selected line/journal |
|  | Go to journal lines |
|  | Validate/accept line/journal |
|  | Post journal |
| Journal | Can include multiple vouchers |
| Voucher | A set of lines, within a journal which will have the same voucher number |

## STEPS

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| COUNT STOCK | |
|  | Follow the menu path to open **GGNZ > Warehouse management system > Journals > Counting >Counting**  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML52eddd76.PNG |
|  | *The* ***Counting*** *window displays*  Click **New**   * This starts a new journal entry |

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|  | *The* ***Dimensions display*** *window displays*  Select the following criteria to count by:   * **Warehouse** * **Location**   While we are currently not using the **Serial number** dimension to count by, this may be looked at in future  Click **OK** |
|  | *A blank line for the new journal displays at the top of the list*  Complete the following fields:   * **Name** - select the type of journal depending on the type of count you are performing e.g. CYCLECOUNT * **Description** – enter a short description of what the counting journal is for (you can overwrite the default general journal description)   If you include your warehouse and what you’re counting in the description this will make it easier to find posted journals e.g. 10D Hella Count |

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|  | Click **Lines** |
|  | *The* ***Journal lines, inventory*** *window displays*  Click **Create > On-hand** |

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|  | *The* ***Create on-hand counting journal*** *window displays*   * The **Counting date** will default to the current day * To enter ‘Inventory dimensions’ click **Select**   If you wanted to search by item group or bin location range, you would enter criteria in the **Item group** and **Location** fields. |
|  | *The* ***Invent Sum Count*** *window displays*  If you are only counting specific items or for a specific warehouse you can enter or select these criteria  For example, enter **Item number**(s) and **Warehouse**  Click **OK** |
|  | *The inventory dimensions will populate the* ***Create on-hand counting journal*** *window*  Scroll down  If you have the **Location** tick box selected, any items that do not have a location specified will not display in the results list.  Click **OK** |
|  | *The* ***Journal lines, inventory*** *window will display with all the items to be counted*  The **On-hand** column displays the quantities of stock that should be available in the warehouse stated    To filter the lines to match the printed page, see Step 16 |
|  | Click **Close** |
|  | Click **Print > Counting list** |
|  | *The* ***Counting list*** *window displays and the counting journal number will automatically populate*  Select the **Show Quantity** tick box  Select **Print destination** as required and click **OK** |

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|  | *The* ***Stocktake Count Sheet*** *results display at the bottom of the window*  If screen view, click **Close** |
|  | After you have counted the items in the warehouse:  Complete the **Counted** value for each line – enter the actual quantity you have counted for each part |

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|  | To get the screen line order to match the printed page, apply an advanced filter. To do this, click **File > Edit > Filter > Advanced Filter/Sort** and set up as outlined in this image  To save this for future use, click **Modify > Save as** and name it starting with your initials  C:\Users\johi\AppData\Local\Temp\SNAGHTML185faf8.PNG |
|  | Once you have saved the filter you can reuse it whenever completing this task. To filter using a previously saved filter, right click on any line and click **Apply filter**, then select the filter you had saved from the list that displays  C:\Users\johi\AppData\Local\Temp\SNAGHTML1a94ba8.PNG |

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|  | Once you have finished entering the first count, click Close to go back to the **Counting journal** window  Click **Print > Difference list** |
|  | *The* ***Difference list*** *window displays and the* ***Journal*** *number will automatically populate*  Select the **Show Quantity** and **Show Cost** tick boxes and click **OK** |
|  | *The* ***Difference Count Sheet*** *results display at the bottom of the window*  Click **Close** |

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| INVESTIGATE VARIANCES | |
|  | Re-count the items that have variances and re-enter updated figures as required |
|  | If variances still occur:  Click **Item number** on Journal lines   * Ensure **Edit** pencil is off |
|  | Click **On-hand inventory** |

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|  | Look for any reasons for the variance   * E.g. Items that have been ordered and received but not yet receipted into stock |
|  | Click **Close** to return to **Released product details** and click **Transactions** |

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|  | Look for any reasons for the variance |
|  | Make any adjustment to the **Count** figure as appropriate |

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| POST JOURNAL | |
|  | Go back into the journal to validate and post  Click **Lines** |
|  | *The list will update to fit the filter you have selected*  Click **Validate** |

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|  | *The* ***Check journal*** *window displays*  Click **OK** |
|  | *The* ***Infolog*** *window displays*   * If any lines had been missed, warning messages will display. * If everything has been completed and there are no errors, a confirmation message will display.   Click **Close** |

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|  | Click **Close** on the Journal lines inventory window |
|  | Click **Print > Journal** |

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|  | *The* ***Print*** *window displays and the counting journal number will automatically populate*  Click **OK** |
|  | *The* ***Inventory Journal*** *results display at the bottom of the window*  Click **Close** |

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|  | The **Transaction** column displays any variance that would need to be written on/off  If there are no errors, click **Post**  Obtain Manager’s approval as required |
|  | *The* ***Post journal*** *window displays*  Click **OK** |
|  | *The* ***Infolog*** *window displays*  The Infolog will either be a confirmation there are no errors or will inform you of errors within the journal or vouchers that need to be fixed before the journal can be posted.  Click **Close** |
|  | Click **Close** on the Journal lines, inventory window  Click **Close** on the Counting window |

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|  | You can review the journal lines once they have been posted.  Change the ‘Show’ drop down to **Posted** |
|  | Select the journal and click **Lines** |

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|  | Click the **History** tab to see when the journal was posted and by whom |

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| IF ITEMS NOT APPEARING ON STOCK TAKE | |
|  | Go to **GGNZ > Product information management > Common > Released products** |
|  | Find **Item number** that is missing from stock take |
|  | Click **Manage inventory > Warehouse items** |
|  | Select your **Warehouse** |
|  | Click the **General** tab and check the **Counting status**   * If the item is listed on another journal it will be shown here   An item can only be on one journal at a time per warehouse. Hence if on another journal it will not appear on journal you are counting |