

## Stock Check Routines By Depot and by Group

Gives access to a sub-system for controlling stock checks, enabling specific ranges of parts and locations, or all parts, to be checked. This means that stock can be checked on a continual basis, each individual check being given a unique reference number ensuring there is no confusion over what has been checked and when.

**Note:** The procedure does NOT support Serial Number Items or Wholegoods.

### Stock Check Extract

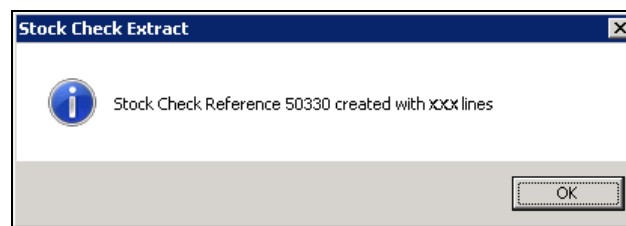
The part lines to be checked are extracted for printing. Each individual stock check is given a unique number that stays with the stock check until it is completed.

### Key Entry Fields (# indicates the default setting)

Extract By	Bin Location # Part Number	For bin location range. For part number range.
Product Group Range	All #	To select specific Prefix parts, the Product Group range will be required, must be on ALL parts, and must start with the Prefix. Enter the first and last Product Group.
From Location	All #	Enter the first and last location (bin or shelf).

Class Codes		Allows selection or exclusion of specific Class Codes
Ignore Stock Checked Since	Date	Each part number carries a date of the last time its stock was checked. Enter the date last checked to ignore parts checked recently. If no date is entered, ALL parts within the entered parameters will be selected.
Ignore Parts Not Bought or Sold	Include All # Last 48 Months Last 36 Months Last 24 Months Last 12 Months Negative QOH Only	Include all parts or, if a period is selected, parts that have NOT moved in the last 12, 24,26,48 months will be ignored.
Include Stock Value Between	From To	Stock with small value may be excluded by entering a minimum and maximum value to extract.
Product Type	Normal Parts Batch Parts ALL	Select to include batch parts or normal parts only. Note: serial parts will not be included.

A Stock Check Number will be displayed, with the number of parts extracted. This number will end with a zero.



### Stock Check Report

The stock check report is the printing of the actual document for use in the check, i.e. to physically count and enter the quantity.

Enter the stock check reference or use the lookup to display details of outstanding stock check extracts.

**Stock Check Report**

Options Print

Stock Check Ref: 50350

Page Break On Bin: 0

Print Actual Stock Qty: No

Print Blank Lines Between Items: No

OK Cancel Save Batch Reset Default

**Page Break On Bin** – for a new page on location change enter a character position (1-4).

**Print Actual Stock Quantity** – select 'Yes' to print the actual stock quantity held on the system on the report or select 'No' to ignore quantities.

**Print Blank Lines Between Items** – select 'Yes' for a blank line between each part on the report.

**Stock Check Report**

Check Reference 50350

Enter Date of Count / /

Line Part	Count	Description	Unit	Bin No	Alt Bin No
1 MF-V1234567		FILTER AIR	EACH		
2 MF-01998745		SPRING	EACH	12D13	
3 MF-01138741L		FILTER OIL	EACH	12D15	
4 MF-011932434-@		BRAKE BLOCK	EACH	12D24	12H55
5 MF-02077454		GASKET	EACH	12D72	
6 MF-011697343-A		TENSIONER	EACH	12D94	
7 MF-01177457-S		GASKET	EACH	COLL'N	
8 MF-03010605-LS		FILTER	EACH	COLL'N	
9 MF-03010605-OA		SPRING CLIP PASTENER	EACH	COLL'N	
10 MF-03010605-OO		SPRING CLIP RETAINER	EACH	COLL'N	
11 MF-AR50041		FILTER AIR	Each	M01	
12 MF-V1234568		FILTER AIR	Each	M01	
13 MF-01145214-0		O-RING	EACH	NS	
14 MF-011578971-M1		NEGATIVE TERMINAL	EACH	NS	

### Stock Check Input

Allows the entry of the actual quantities counted, calculates the stock quantity variance and makes the actual stock adjustment. The variance will be calculated as the difference between the count and the quantity on hand at the time of the Stock Check Extract, OR the quantity on hand at the time of entry. The rule to be applied will have been defined in the system set up.

#### Key Entry Fields (# indicates the default setting)

Stock Check Reference		Enter the Stock Check Reference Number or use the lookup.
Start Bin Number	All #	Enter a bin number to start stock check from - this avoids having to scroll through bins that might already have had quantities entered.
Start Part Number	All #	Start Part Number - if there are several part numbers within a bin some may already be checked, and the part number to start from can be entered here.
Review Lines		Select 'Yes' to display parts, which have already had quantities entered or NO to ignore.

The screen displays Part Number, Description, Bin Location and Quantity.

Stock Check Ref: 50530

Part No	Description	Bin	Short Ship	Qty
SL-0113 415	FILTER OIL	10D32X	34	4528
SL-790 6102	SCREW ASSY	1D239	0	20
SL-350 5026	TANK CAP	NS	0	38
SL-350 5027	TANK CAP	NS	0	22
SL-350 5300	PICKUP BODY	NS	0	40
SL-350 5304	FUEL FILTER	NS	0	32
SL-350 5350	FILLER CAP	NS	0	20
SL-664 4205	COLLAR SCREW	NS	0	42
SL-771 5200	SLEEVE	NS	0	20
SL-790 4404	BACKPACK CARRIER	NS	0	18
SL-790 6103	SCREW WITH SLEEVE	NS	0	28
SL-791 2090	HANDLE BAR HOSE	NS	0	32

Buttons: OK, Find

Scroll through each line entering the counted quantities. If the count quantity is the same as that displayed press <Enter> to accept. If there is a difference, enter the **ACTUAL QUANTITY COUNTED**.

### Depot Input Summary

This shows the report status of a specific stock check, created by the extract. You can recall the report by; parts for all part numbers and stock check reference, or only those parts not checked and those with differences only.

PIC Count Input Summary

Options Print

Stock Check Ref: 50350

Report Type: Differences Only and Parts NOT Checked  
All Parts  
Differences Only and Parts NOT Checked

Buttons: OK, Cancel, Save, Reset, Default

Once the input summary has completed: “Stock Check Completed – Yes/No”

‘Yes’ to complete the check or ‘No’ if the count is unfinished.

A recount cannot be requested until the original check has been complete.

### Group Stock Check

The group stock check option allows stock checks to be planned, by prefix, at the beginning of the year and carried out across the group in the same month.

The stock extract can be created at head office for each depot and sent to them.

Each depot can physically count the stock at any time during the month and record on the printout the day in the month that the count was performed.

The depot can enter the count quantities into the system at any time up to the month end. The system compares the entered stock quantities with the stock recorded on that day. From the time the stock extract is run the quantity on hand is recorded each day to provide the comparison figure.

Head Office can see the progress being made on the counts and chase where necessary. Depot count differences can also be seen and a re-count requested if required.

### Setup

#### Company Control File

(System Management, Company Control File)

The option to “Calculate Stock Difference Via” needs to be set to “Date Stamp” in the Company Control File, Parts, General 1.

### Prefix Code Description File

(System Management, Parts Control, Prefix Code Description File)

The option for “Group Stock Check Extract Month” needs to be set to a month within the year for parts in the prefix to be counted.

### Depot Address/Seq Numbers

(System Management, Depot Address/Seq Numbers)

Each depot needs a “Default Stock Check Printer” set.

### Stock Check Extract

When the stock check extract is carried out for a group it is based on an entered extract month number.

Many of the other fields are disabled as they are not relevant to a group extract.

### Key Entry Fields (# indicates the default setting)

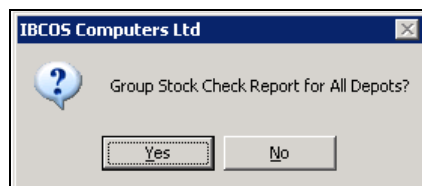
Group Extract Month	#	Enter a month number, 1-12.
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Following the extract the quantity on hand for all parts in the check will be recorded each night to use as comparison when the physical count values are entered.

No further stock checks may be extracted until the current checks are completed.

### Stock Check Report

The stock check report is the printing of the actual document for use in the check, i.e. to physically count and enter the quantity.





If a Group Stock Check Report is selected a report is printed for each depot and sent to their default stock check printer.

### Stock Check Input

This program allows each depot to enter their count quantities.

A Count Date must be entered in order to use the correct quantity on hand for comparison.

The screenshot shows a dialog box titled "Group Stock Check Input". It contains the following fields and controls:

- Stock Check Ref: [Text Box] [Browse Button (...)]
- Start Bin Number: [Text Box]
- Start Part Number: [Wide Text Box]
- Review Lines: [Dropdown Menu]
- Count Date: [Text Box] [Browse Button (...)]

An arrow points from the text "A Count Date must be entered..." to the "Count Date" field. At the bottom of the dialog are "OK" and "Cancel" buttons.

### Group Input Summary

This shows the report status of a specific stock check, created by the extract. You can recall the report by; parts for all part numbers and stock check reference, or only those parts not checked and those with differences only.

After running the input summary an option to complete all checks within the reference for the group is offered.

### Group Stock Check Status

The Group Stock Check Status allows stock checks for the group to be compared.

Select to view All Stock Checks, Completed Only or Outstanding Only (default).

Group Stock Check Status

Options

Status: Completed Stock Checks

Stock Check Ref: 50600 Nov CA

Depot	Lines Count	Lines	Lines Diff	Count Qty	Count Diff	Count Value	Value Diff	Pcnt Diff
1	179	0	0	2050.300	0.000	25396.12	0.00	0.00
2	34	0	0	606.000	0.000	4867.35	0.00	0.00
3	19	0	0	257.000	0.000	1554.75	0.00	0.00
4	4	0	0	0.000	0.000	0.00	0.00	0.00
5	4	0	0	0.000	0.000	0.00	0.00	0.00
6	4	0	0	0.000	0.000	0.00	0.00	0.00
7	1	0	0	0.000	0.000	0.00	0.00	0.00
8	1	0	0	0.000	0.000	0.00	0.00	0.00
9	1	0	0	0.000	0.000	0.00	0.00	0.00
C	5	5	4	11.000	11.000	50.90	50.90	100.00

The screen shows the number of lines in the stock check with lines counted and differences for each depot in the group.

### Other Stock Check Options

- **Manual Stock Check Input**

A stock check may be created manually by entering each part to be checked.

If an existing stock check is entered additional parts may be added manually to the check.

- **Create Re-count**

If there is any doubt over the validity of the stock check, this program runs a similar function to stock check extract, but only parts entered with quantities different from the original computer entry are produced.

A recount can only be created once an original check is completed. Previous checks can be selected from the lookup list.

	Lines	Quantity	Value
Include in PIC	14	6138.600	38253.52
Counted	4	6137.600	38243.52
With a difference	1	-1.000	-10.00

**Key Entry Fields (# indicates the default setting)**

Recount Description		Enter a narrative description to identify the re-count reason.
Include Parts with a Stock Value Greater	0.00 #	This allows the selection of Parts by Value, allowing low value items to be ignored.

When complete, a new Stock Check number is issued, the last digit indicating the version of the original. This can be printed using the Stock Check Report.

- Anomalies List**  
A summary by part number and depot showing any adjustments made as a result of the physical count. This can be run any time for a range of part numbers.
- Depot Summary**  
Provides a resume in the form of one line per depot showing total computer stock, total count and difference. A comparison is shown by number of units and value.
- Delete Completed Checks**  
This option will delete all stock checks that have been completed, before the date entered. Once deleted these will not appear on the summary report. If any anomalies were recorded, appear in the Anomalies list.
- Individual Stock Check Delete**  
Same as Stock check deletion; except that only specific stock check references can be chosen for deletion. It will also allow for incomplete stock checks to be removed.
- Remove ALL Stock Checks**  
This routine will delete all stock checks, completed and in progress, so it is imperative that all required checks are complete before running.  
It is recommended that a security backup is taken immediately prior to running this program.