ClickPOS Stock-Take Adjustment V1

Overview:

ClickPOS now allows you to adjust the variance results of your stocktake from within the stocktake itself.

You can write off missing stock in bulk and write on additional items in accordance with your internal procedures.

Process:

1. Perform a stocktake as per normal process
   - Snapshot
   - Enter count

NOTE: Do not end stocktake

Writing OFF (Missing items)

Writing off is a simple process that will take the negative variance items and create an automatic invoice for each supplier that has stock to be written off.

1. Click Adjustment button

2. Click OK to continue if you are 100% sure your negative variance is accurate.

3. The system will generate an invoice and sell out all missing items in bulk

4. Complete
5. You may check the invoice number by searching old sale if required.

To reinstate items back to stock after incorrect adjustment

1. Search the invoice via Search old sale
2. Click the invoice number to enter edit mode
3. Delete items which were incorrectly adjusted

Note: This will not change any values from within you stocktake reporting once the adjustment has been performed. Anything performed after adjustment must be manually accounted for.

Writing ON (Additional Items)

Writing on is a little more time consuming due to additional information requirements when adding the additional items into the system.

1. Ensure all stock counts have been entered
2. Generate the compare report
3. 'Click here to only view Variances'

There are 2 scenarios. Items recognised and Items that are not recognised.

Recognised Items

Recognised items will have a name displayed. These items can be add into inventory quickly.

1. Click the save icon to the right of the line item you wish to add into inventory

2. Click Add to stock (if product) or Add Phone (if IMEI based)

3. Enter details to ensure the item is added to inventory correctly
4. Click OK to save

5. Repeat for additional items

Unrecognised Items

Unrecognised items will need to be add to the master catalogue before you are able to add them to Inventory

1. Click the save icon to the right of the line item you wish to add into inventory

2. **Click Add to Catalogue (if product) or Add Phone (if IMEI based device)**

3. **Complete the required value**
4. **Click OK to save**

5. **Click Close once complete**

6. **Click the save icon again as it will now display the information to allow you to add to inventory**
7. **Follow steps 1-4 for recognised items to complete the process**
8. **Repeat with additional items**