

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

ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes & Print	Compare	Stocktake Adjustment	Step 3 End Stocktake
<input type="checkbox"/>	72 Products only	8/07/2014 1:04 PM	Incomplete		<input checked="" type="checkbox"/> OK	<input type="checkbox"/> Edit	Notes	Compare Report	Adjustment	End Stocktake

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

Stock Adjustment Confirmation.

The following operation will take place

1. Stock will be removed &
2. A Sales invoice will be created for these stock items.

Do you wish to continue ?

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

Requested Operation

All items are attached to the following Invoice:30026856

Operation Successfully Completed.

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

022265266878	TOSHIBA PORTEGE Z10 TABLET SLEEVE	0	0	10/07/2014 3:41 PM	0	2	5	5	3	0	\$106.89	
--------------	---	---	---	-----------------------	---	---	---	---	---	---	----------	---

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

Product Search Information

Found 1 Item/s

- 022265266878 TOSHIBA PORTEGE Z10 TABLET SLEEVE

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

Incoming Stock

Stock - Add Phone or Sim

Supplier	<input type="text"/>	Supplier Invoice Number	<input type="text"/>
Phone	<input type="text"/>	Supplier Invoice Due	11/07/2014
Colour	<input type="text"/>	Packing List Number	<input type="text"/>
Purchase price \$	<input type="text"/>	Tax %	10.00 <input type="checkbox"/> Add Tax on Purchase
Imei / Sim	022265266878	Sup.Prod.Code	<input type="text"/>
		Purchase Date	11/07/2014
		Branch	Mildura
		Entry Date	11/07/2014
		Order Reference	<input type="text"/>

- 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

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

Stocktake Details													
Barcode	Description	Stock With Status	Stock Without Status	User	Stocktake Date and Time	Org StockQty	Qty Stocktake	User Count	Qty	Variance	Adjustment Qty	Total Cost	Price
54911616169414614		0	0		10/07/2014 3:44 PM	0	0	0	1	1	0	\$0.00	

- Click Add to Catalogue (if product) or Add Phone (if IMEI based device)

Product Search Information
✕

No items were found in the Catalogue/Stock for the following (54911616169414614) .

Please add them to Product Catalogue

Add To Catalogue
Add Phone

Close

- Complete the required value

- Click OK to save

Product Maintain Window (54911616169414614)

Products

Bundle

Link To

Advanced

Add

Edit

Copy Details

Search

Date Created

Barcode *

Sup.Prod.Code *

Manufacturer [Maintain Manufacturer & Colors](#)

Product Name *

Description

Colour

Category * [Maintain Category](#) [Maintain Master Category](#)

Supplier * [Maintain Supplier](#)

Web Description

Web Link

Purchase price \$

Tax Free Amount \$

Tax %

RRP (Retail Price)

Minimum RRP

Commission Percentage

Weight

Add Tax on Purchase Price

In house barcode

Very Important (VIP)

Display on Website

Include In loyalty offer

Override category settings

Is Credit Note

Sell Without Entry In Stock

Serialized Product

Website Special

Is Bundle

Include as speed button

Button colour

- 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