ClickPOS

video tutorial

Section : Stock
Sub-section : 2.80.000 - Stocktake

Target audience : Store Rep/Manager | Stock Control | Administrator | Financial Controller | Management
Industry type : Generic

Welcome to ClickPOS Video Tutorials

The **Stocktake** module provides you with the facilities to reconcile the stock in the system against the physical stock within the store or department.
We recommend you perform the stocktake for each store at least once a month.

It is advisable to not perform the stocktake while the business is trading. If you must perform stocktake during trading hours, then keep a track of items you sold since the stocktake started. You can use the Log File to identify items sold since it includes Date and Time stamps of items sold.

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Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices

Stock

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- Change Prices
- Stocktake
- Stock Confirmation

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Stocktake

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To perform a stocktake, you are required to take a "Snapshot" of the existing stock in the system, then count and enter all items into the system to produce a comparison report.

Create SnapShot - Perform Step 1 All OK

Click OK to create a snapshot copy of the physical stock in the system for the branch you are currently logged into.

Product Catalogue List OK **Phone List** OK

Print a list of all the products in the system, to manually record the stock quantity. Then use the barcode on the list to scan in quantities when performing a physical stock count.
You do not need to produce this list if you are using a portable scanner or if you are manually scanning the actual product barcode directly into the system.

Produce Stocktake Report For All Branches OK

Perform Stocktake For Branch Head Office

ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
41	All	13/10/2008 9:47 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake

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Product Maintain | Orders | Search Order | Stock maintain | Add

The stocktake, is a simple 5 step process.

Step 1. Create snapshot.
As you click the OK button, the system creates a copy of Current Stock on hand for this store.
The snapshot is used in Step 4, to compare the system stock against a physical count.

Please note that if you are trading while performing stock take, then as of this point you need to track all items sold so you can include the barcode as if it was in stock.

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Create SnapShot - Perform Step 1 All OK

All
Products only
Phones only

Click OK to create a snapshot copy of the physical

Product Catalogue List OK **Phone List**

Print a list of all the products in the system, to manually record the stock
You do not need to produce this list if you are using a portable scanner

If you are in the mobile phone industry you may perform **stocktake for Phones** on its own.

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Create SnapShot - Perform Step 1 All OK

Click OK to create a snapshot copy of the physical stock in the system for the branch you

Let's start the stocktake for this store. Click the OK to begin.

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SnapShot Created - Perform Step 2

A snapshot has been performed for this store today. Now you may add the physical stock count into the system by clicking OK under Step 2.
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Product Catalogue List OK **Phone List** OK

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Double-Click to edit

A new record of stock snapshot is created, with a status of **Incomplete**.
The list here provides past stock takes as well.
You can always refer back to old stocktakes.

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Double-Click to edit

Step 2. Add stock count.

Now you are ready to perform physical count and enter the quantity into the system. Remember that if you are trading while doing stocktake, you can make your sales then come back to this page and **continue to Add Stock**. You can do this until Step 4, End Stocktake. We recommend you perform stocktake within the same date.

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Double-Click to edit

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We will now demonstrate the 4 ways you can count stock.

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Stocktake

Produce Product Type List (5-2)

Double-Click to edit

Double-Click to edit

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To perform a stocktake, you are require
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The first way, is to print the company **Product catalogue** and use it to record quantity counted.
Simply click the OK then print it.

Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
OK	Edit	Notes	Compare Report	End Stocktake
OK	Edit	Notes	Compare Report	End Stocktake

41 All 13/10/2008 9:47 AM Incomplete

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1 of 4 150% Find | Next Select a format Export

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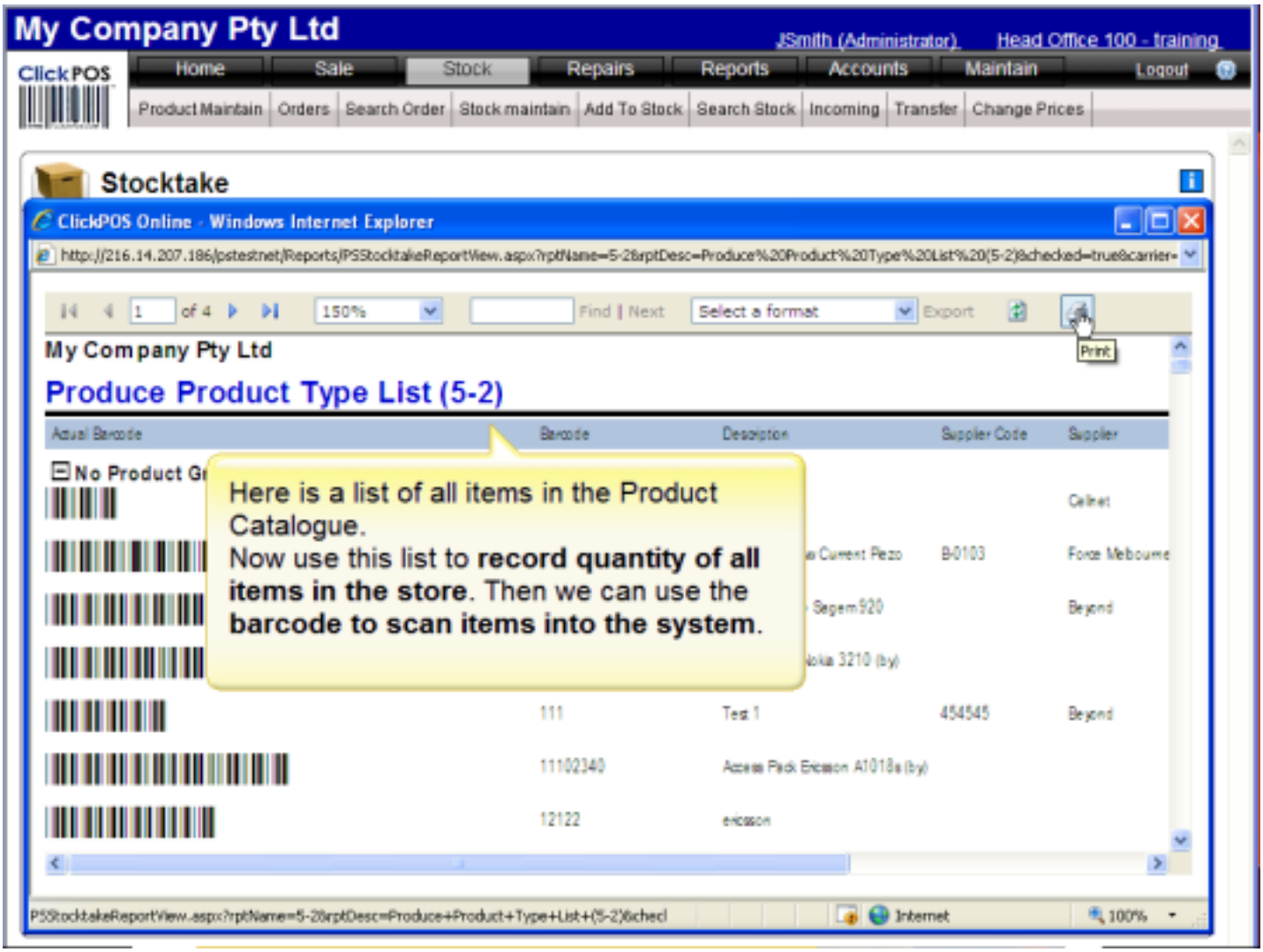
Produce Product Type List (5-2)

Actual Barcode	Barcode	Description	Supplier Code	Supplier
No Product Group (1195)				
	0	Sim Card		Cellnet
	00770	Horn Alert-Low Current Piezo	B-0103	Force Melbourne
	10100365209	Leather Case Segem 920		Beyond
	10132340	Access Pack Nokia 3210 (by)		
	111	Test 1	454545	Beyond
	11102340	Access Pack Ericsson A1018s (by)		
	12122	ericsson		

Done Internet 100%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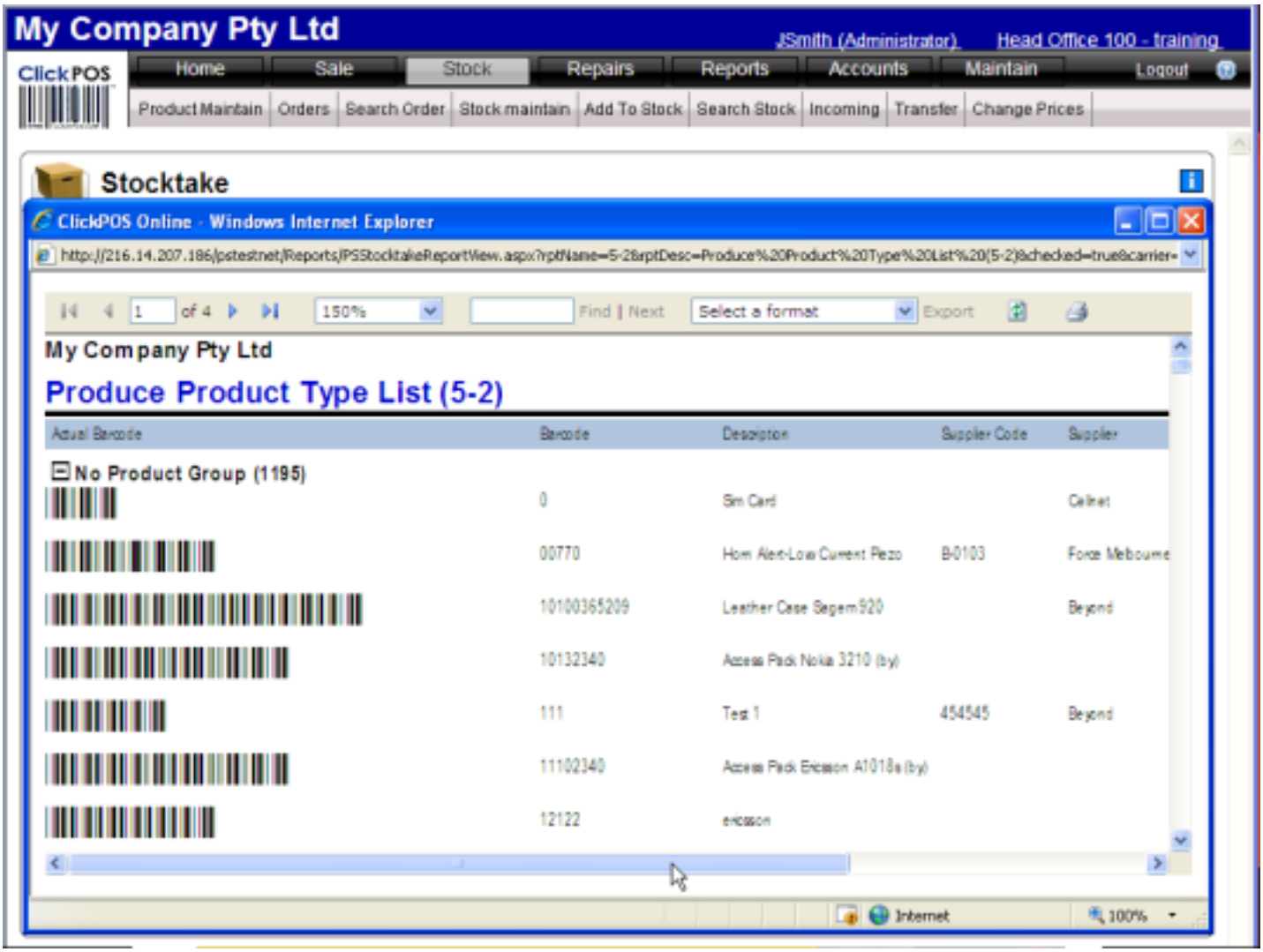
Select a format
Export
Print
My Company Pty Ltd
Produce Product Type List (5-2)
Actual Barcode
Barcode
Description
Supplier Code
Supplier
Here is a list of all items in the Product Catalogue.
Now use this list to record quantity of all items in the store. Then we can use the barcode to scan items into the system.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Barcode	Description	Supplier Code	Supplier	Sale Price	Tax	Count
0	Sim Card		Cellnet	$78.00	10.00 %	
00770	Horn Alert-Low Current Piezo	B-0103	Force Melbourne	$12.00	10.00 %	
10100365209	Leather Case Segem 920		Beyond	$19.00	10.00 %	
10132340	Access Pack Nokia 3210 (by)			$59.00	10.00 %	
111	Test 1	454545	Beyond	$25.00	10.00 %	
11102340	Access Pack Ericsson A1018s (by)			$59.00	10.00 %	
12122	ericsson			$0.00	0.00 %	

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111	Test 1				0.00 %	
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12122	ericsson			$0.00	0.00 %	

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Write the quantity of each item counted. When finished, we can start entering the items into the system.

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1 of 4 | 150% | Find | Next | Select a format | Export

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Produce Product Type List (5-2)

Actual Barcode	Barcode	Description	Supplier Code	Supplier
No Product Group (1195)				
	0	Sim Card		Cellnet
	00770	Horn Alert-Low Current Piezo	B-0103	Force Melbourne
	10100365209	Leather Case Sagem 920		Beyond
	10132340	Access Pack Nokia 3210 (by)		
	111	Test 1	454545	Beyond
	11102340	Access Pack Ericsson A1018s (by)		
	12122	ericsson		

Internet | 100%

My Company Pty Ltd

JSmith (Administrator) Head Office 100 - training

ClickPOS

Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices

Stocktake

This module provides the user with the facilities to reconcile the stock in the system with the physical stock.
To perform a stocktake, you are required to take a "Snapshot" of the existing stock in the system, then count and enter all items into the system to produce a comparison report.

SnapShot Created - Perform Step 2

A snapshot has been performed for this store today. Now you may add the physical stock count into the system by clicking OK under Step 2.
If you require cancelling the existing snapshot and starting a new snapshot, you must first delete the snapshot created today.

Product Catalogue List OK **Phone List** OK

Print a list of all the products in the system, to manually record the stock quantity. Then use the barcode on the list to scan in quantities when performing a physical stock count.
You do not need to produce this list if you are using a portable scanner or if you are manually scanning the actual product barcode directly into the system.

Produce Stocktake Report For All Branches OK

Perform Stocktake For Branch Head Office

	ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
	42	All	28/10/2008 10:20 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake
	41	All	13/10/2008 9:47 AM	Incomplete			Edit	Notes	Compare Report	End Stocktake

Delete

Back

Now, click OK to enter the quantities.

Add Stock Count

Stocktake ID 42 All

Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:

Scan by Quantity

You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.

Quantity: 1

Barcode:

OK

Scan Each Barcode

Use this option for scanning each product more th
it is defaulted to 1. You must SCAN ALL ITEMS, us
on the shelves, or copy and paste all barcodes tak

OK

We will now use the printout to scan items into the system.

Head Office 100 - training

28rptDesc=Produce%20Product%

Next

Supplier Code | Supplier

Internet | 100%

Add Stock Count

Stocktake ID 42 All

Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:

Scan by Quantity

You may specify the quantity then scan the barcod
item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.

Quantity: 1

Barcode:

OK

Scan Each Barcode

Use this option for scanning each product more th
it is defaulted to 1. You must SCAN ALL ITEMS, us
on the shelves, or copy and paste all barcodes tak

OK

Head Office 100 - training

28rptDesc=Produce%20Product%

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Reports/PSStocktakeReportView.aspx?rptName=5-28rptDesc=Produce%20Product%

1 of 4 | 100% | Find | Next

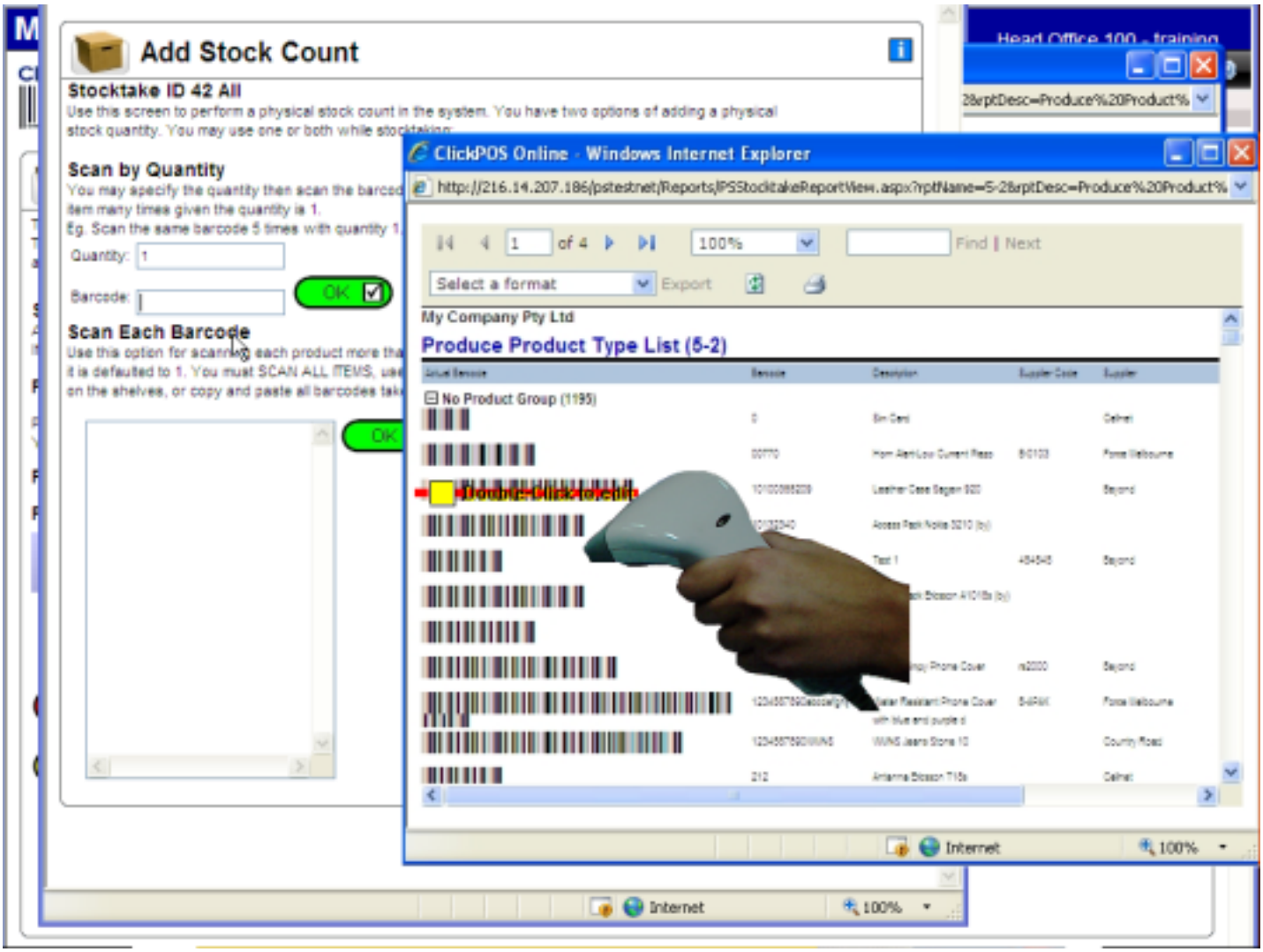
Select a format | Export

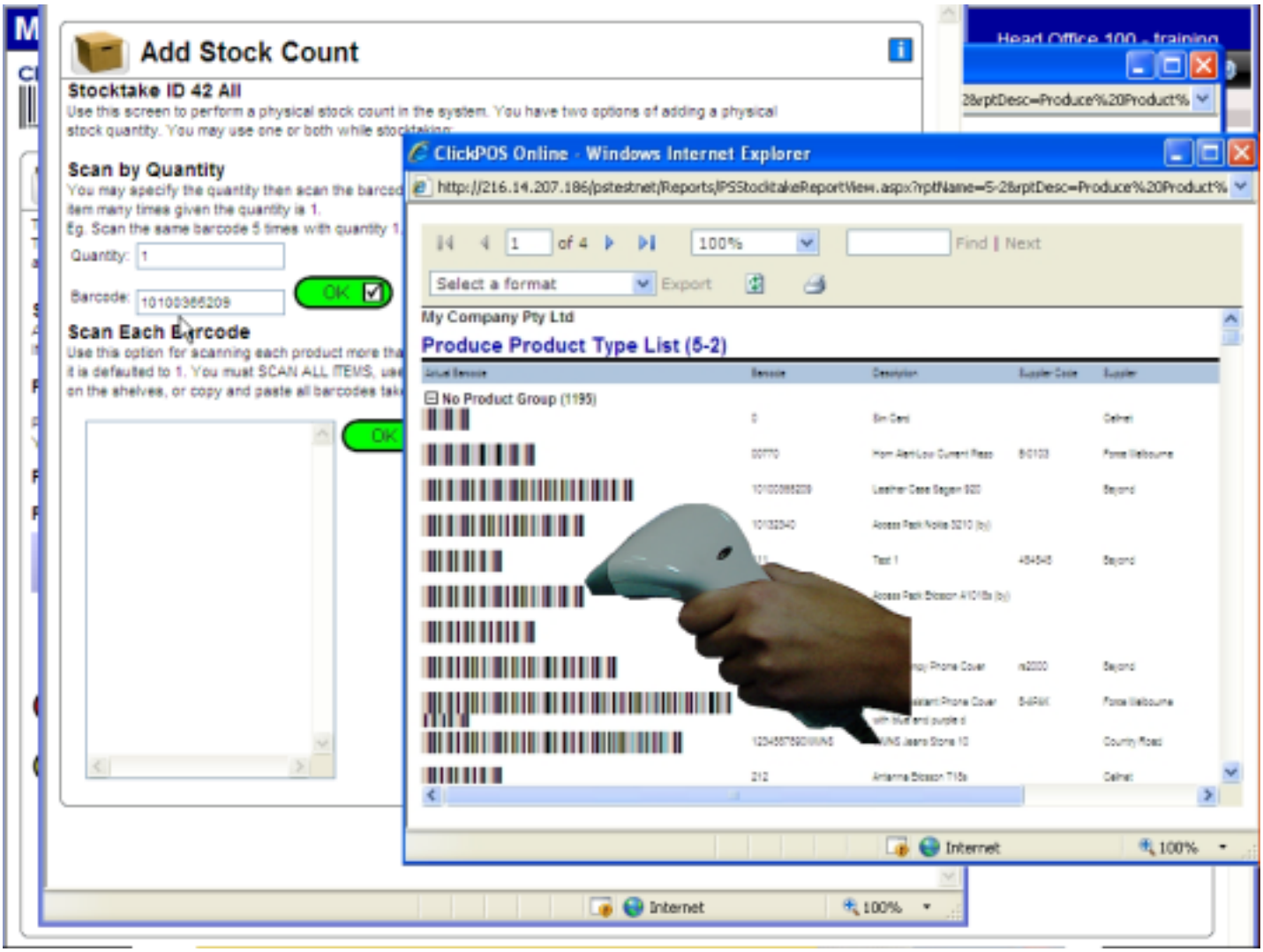
My Company Pty Ltd

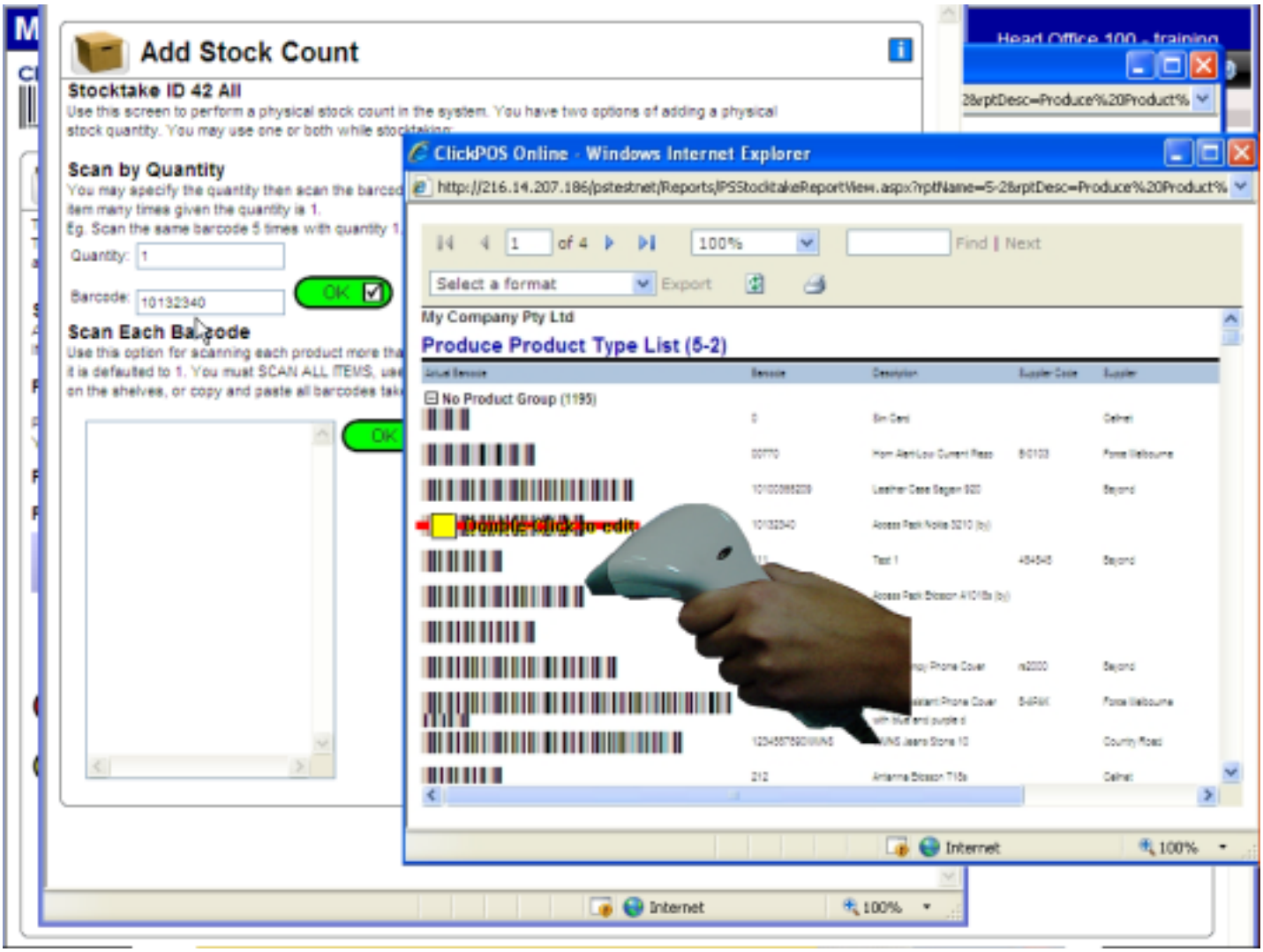
Produce Product Type List (5-2)

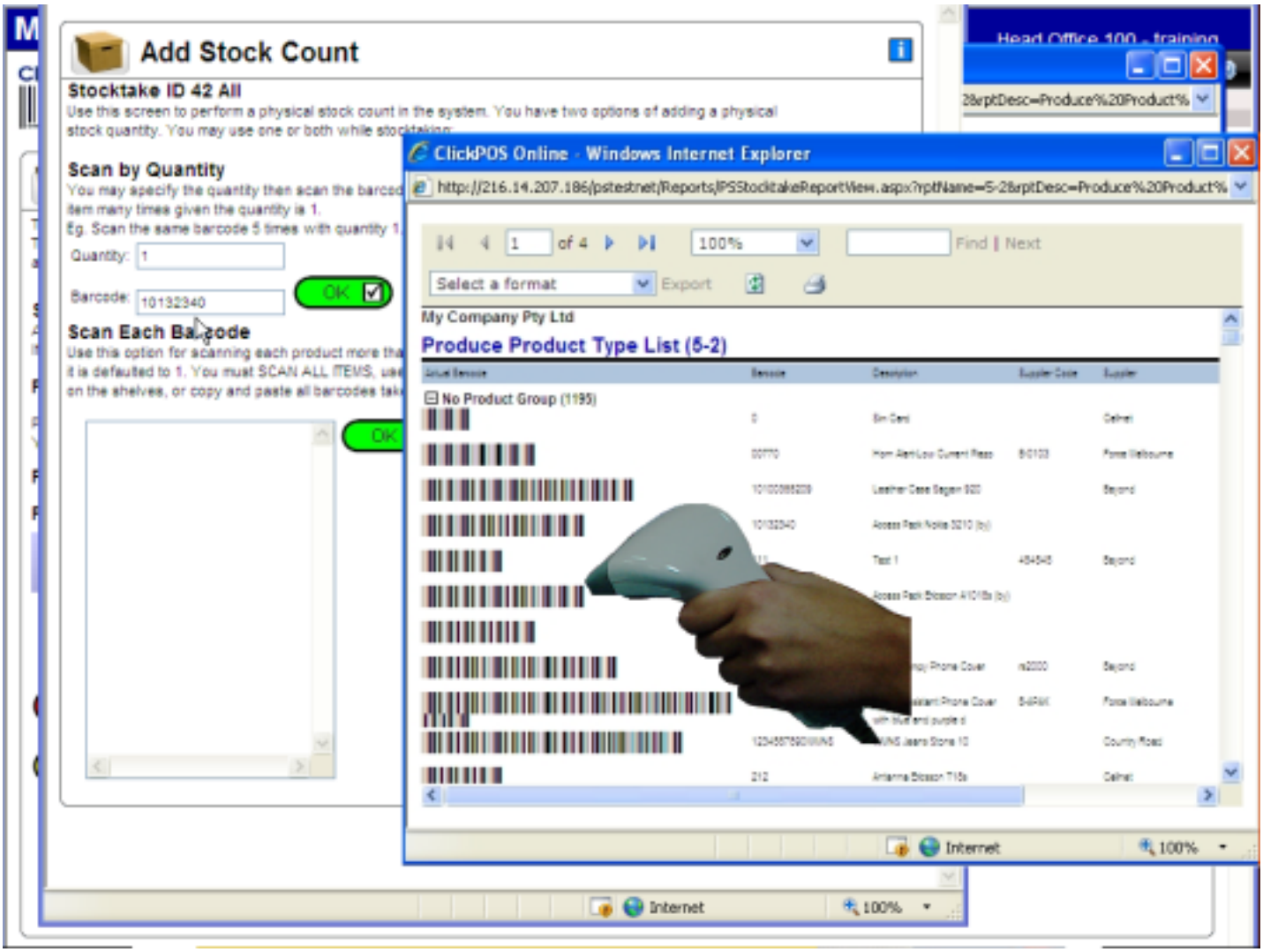
No Product Group (1195)

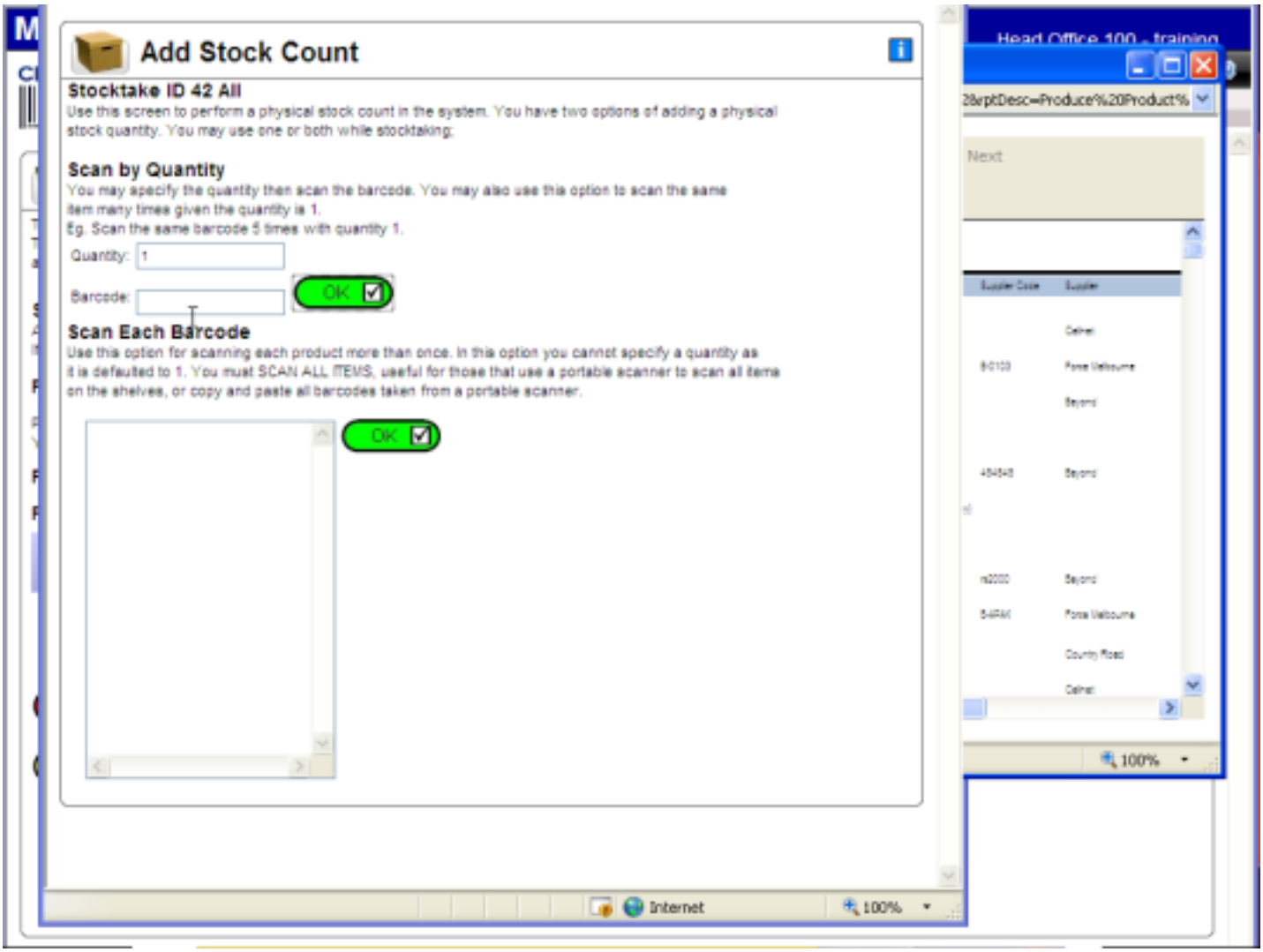
Internet | 100%

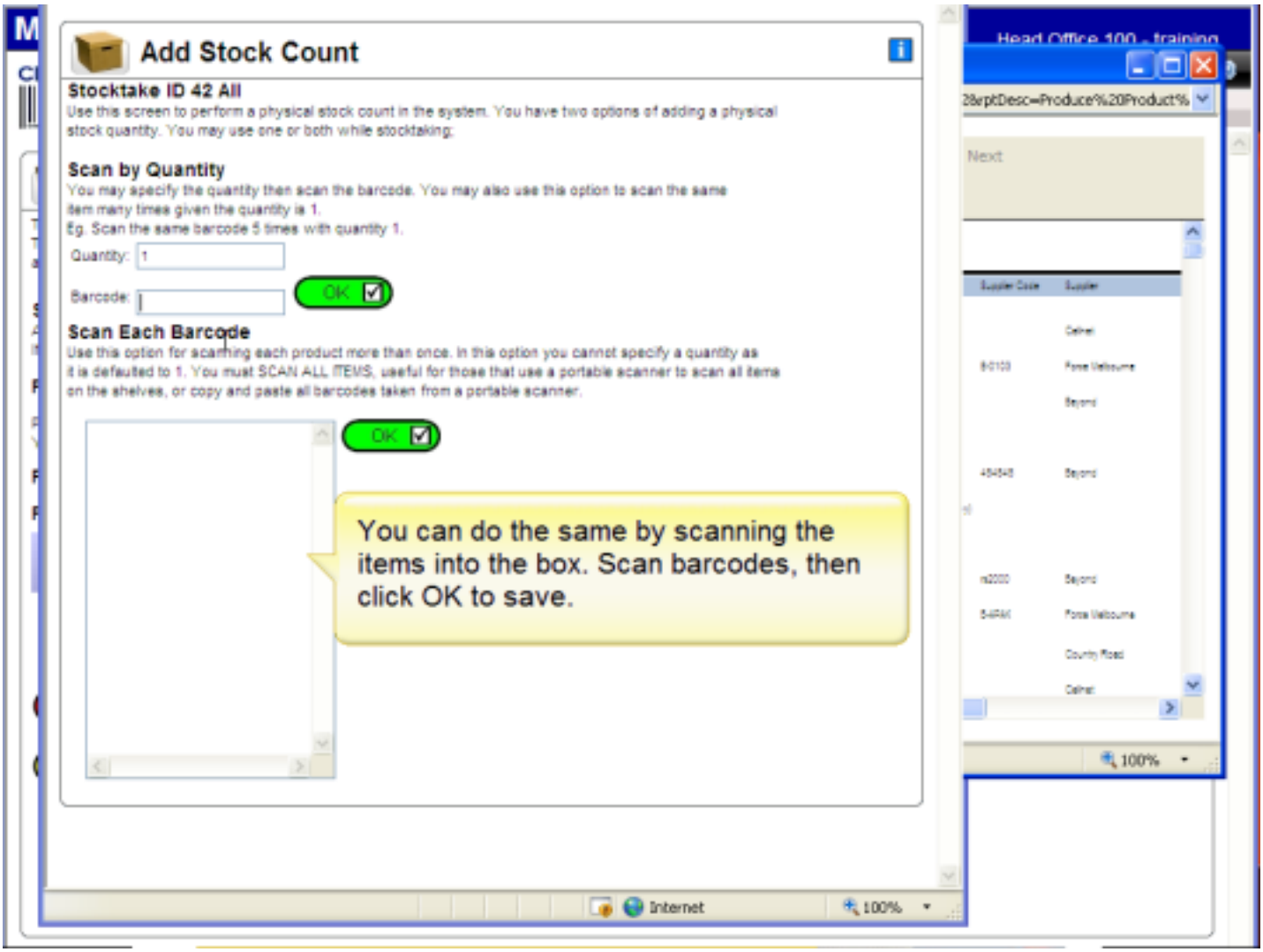

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
Quantity: 1
Barcode:
OK
Scan Each Barcode
ClickPOS Online - Windows Internet Explorer
Select a format
Export
Find | Next
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%

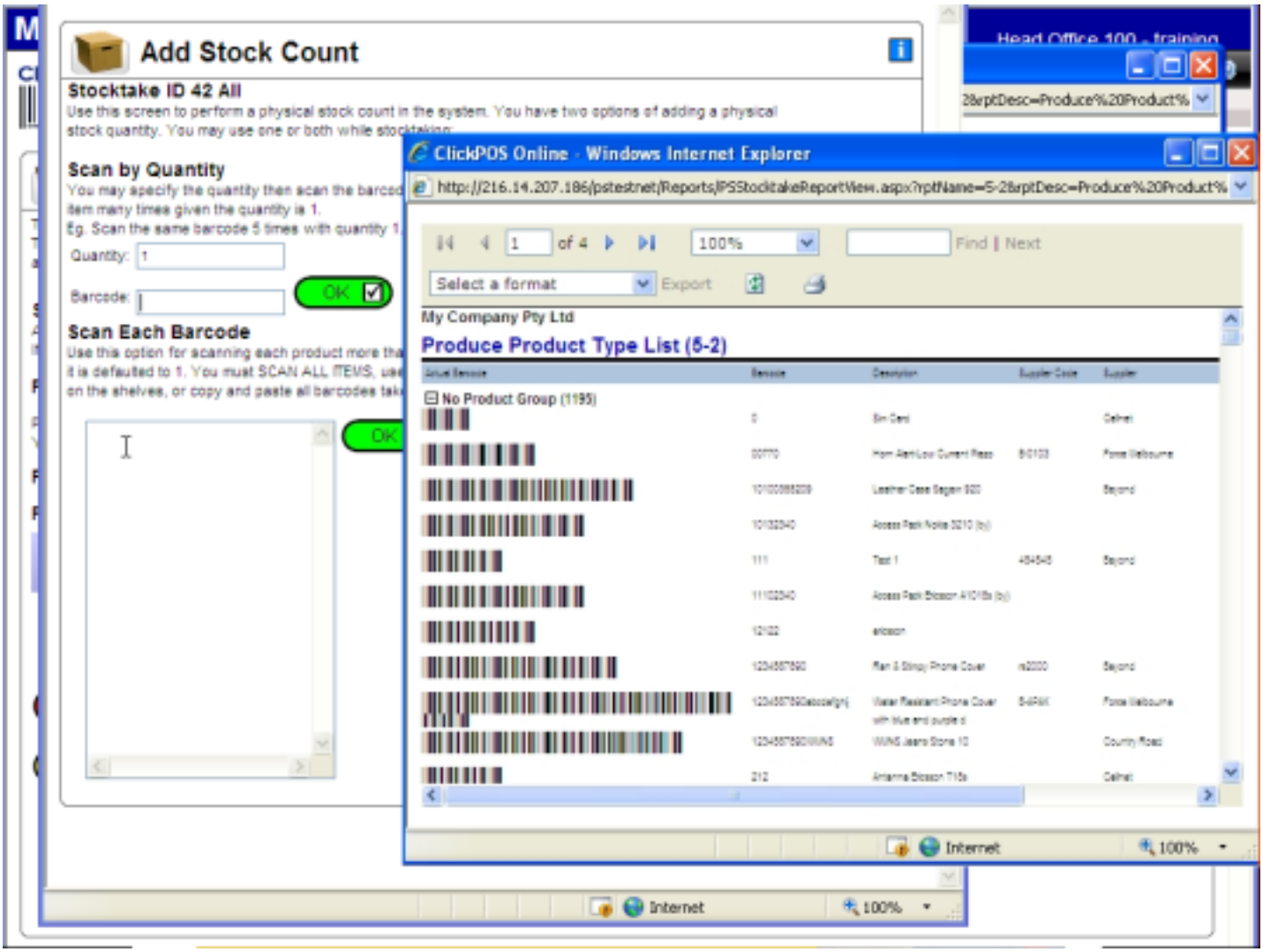

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
Quantity: 1
Barcode: 10100366209
OK
Scan Each Barcode
ClickPOS Online - Windows Internet Explorer
Select a format
Export
Find | Next
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%

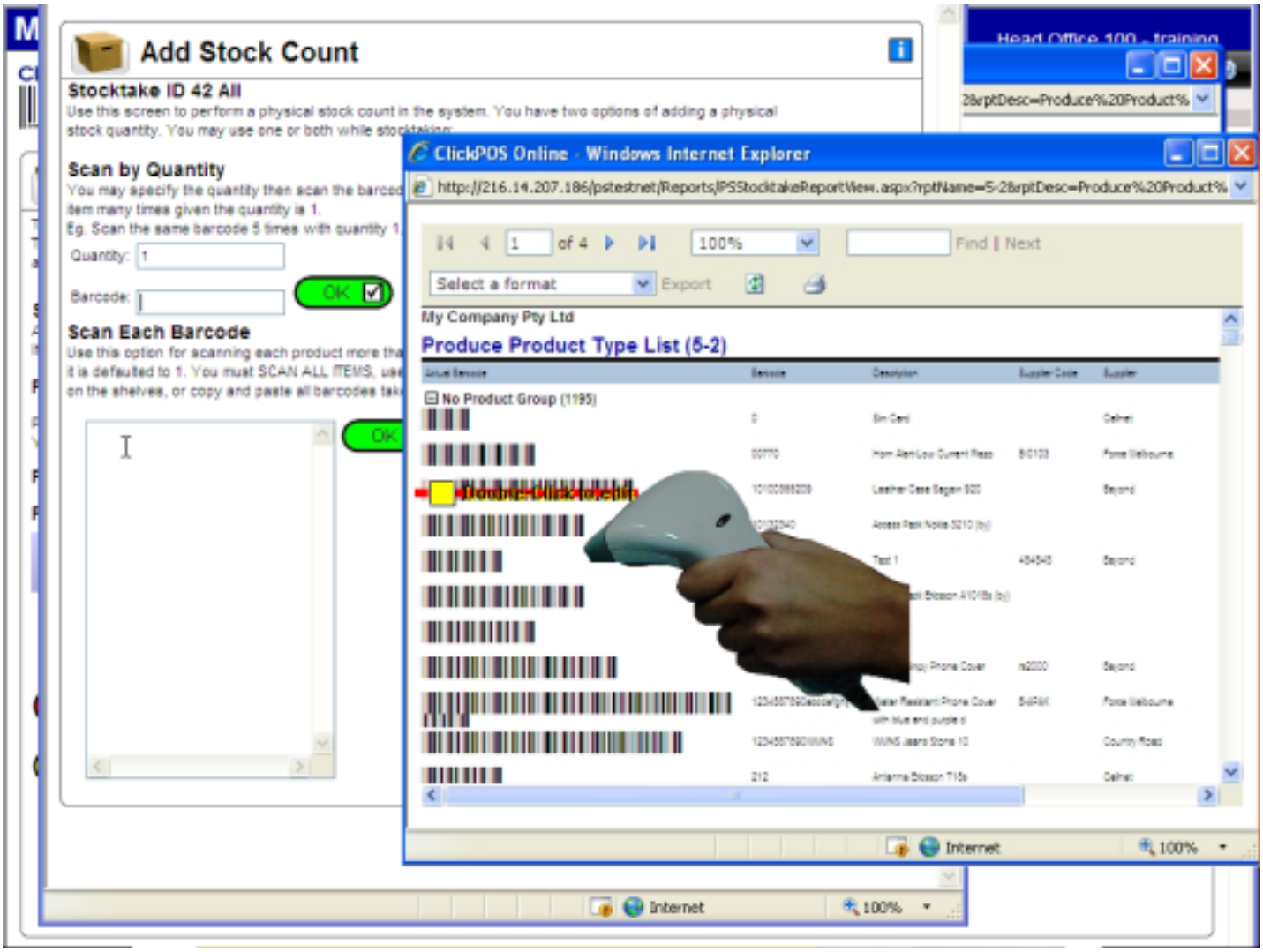

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcod
item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode: 10132340
OK
Scan Each Barcode
Use this option for scanning each product more tha
it is defaulted to 1. You must SCAN ALL ITEMS, use
on the shelves, or copy and paste all barcodes taki
OK
Head Office 100 - training
28rptDesc=Produce%20Product%
ClickPOS Online - Windows Internet Explorer
http://216.14.207.186/pstestnet/Reports/PSStocktakeReportView.aspx?rptName=5-28rptDesc=Produce%20Product%
1 of 4
100%
Find | Next
Select a format
Export
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Double click to edit
Internet
100%
Internet
100%

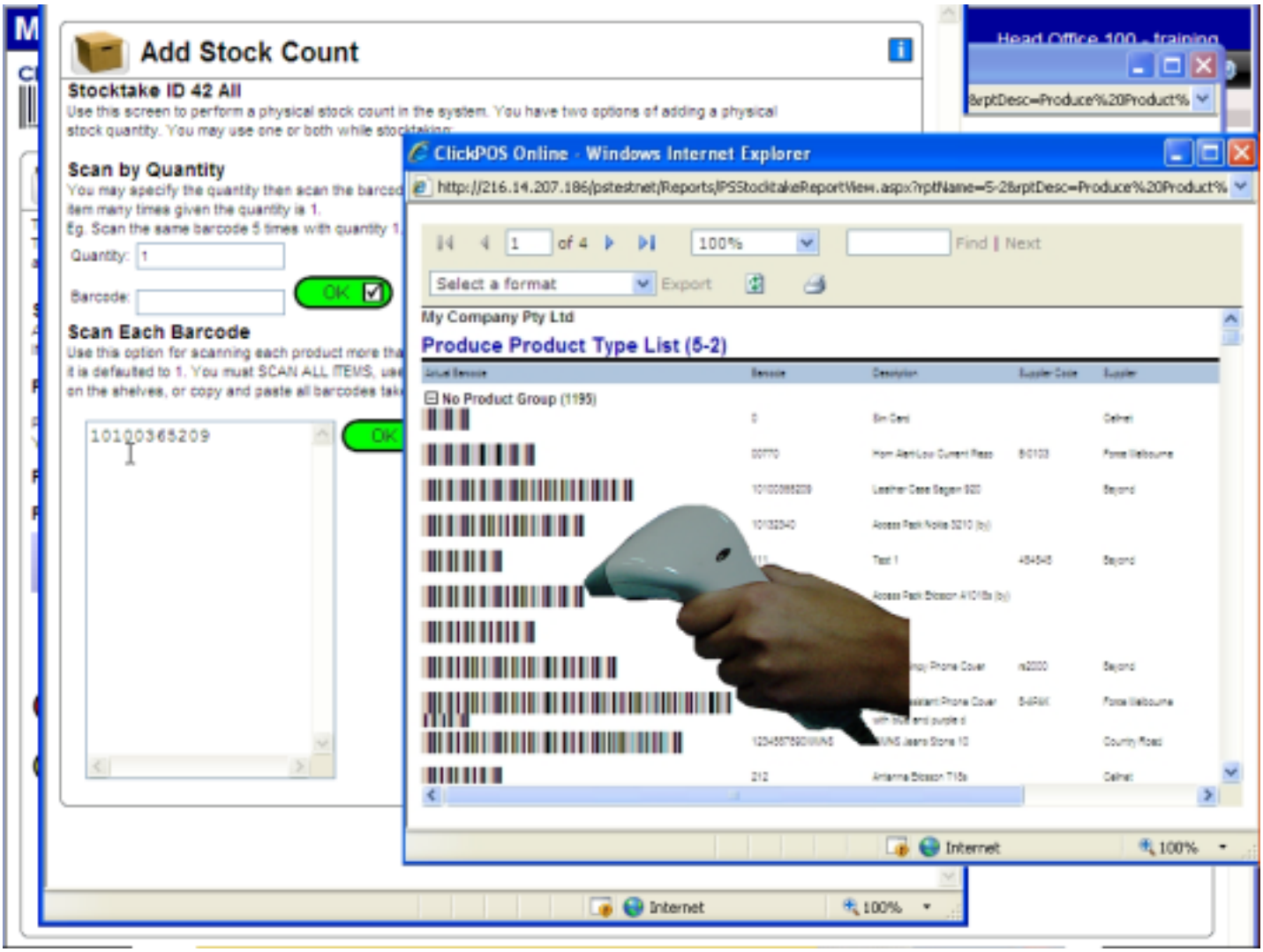

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcod
item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode: 10132340
OK
Scan Each Barcode
Use this option for scanning each product more tha
it is defaulted to 1. You must SCAN ALL ITEMS, use
on the shelves, or copy and paste all barcodes taki
OK
Head Office 100 - training
28rptDesc=Produce%20Product%
ClickPOS Online - Windows Internet Explorer
http://216.14.207.186/pstestnet/Reports/PSStocktakeReportView.aspx?rptName=5-28rptDesc=Produce%20Product%
1 of 4
100%
Find | Next
Select a format
Export
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%
Internet
100%

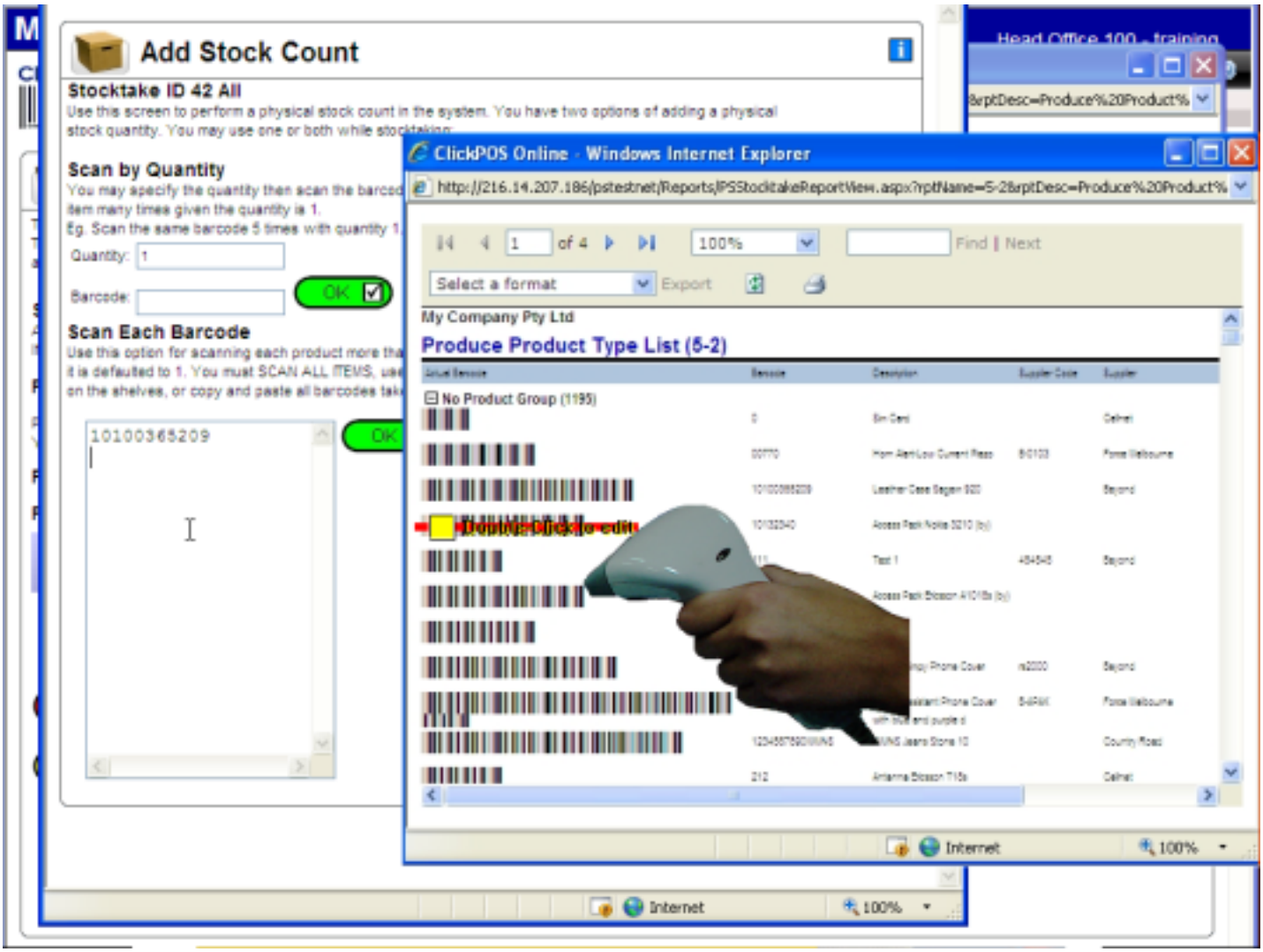

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
OK
Internet
100%
Head Office 100 - training
Next
100%

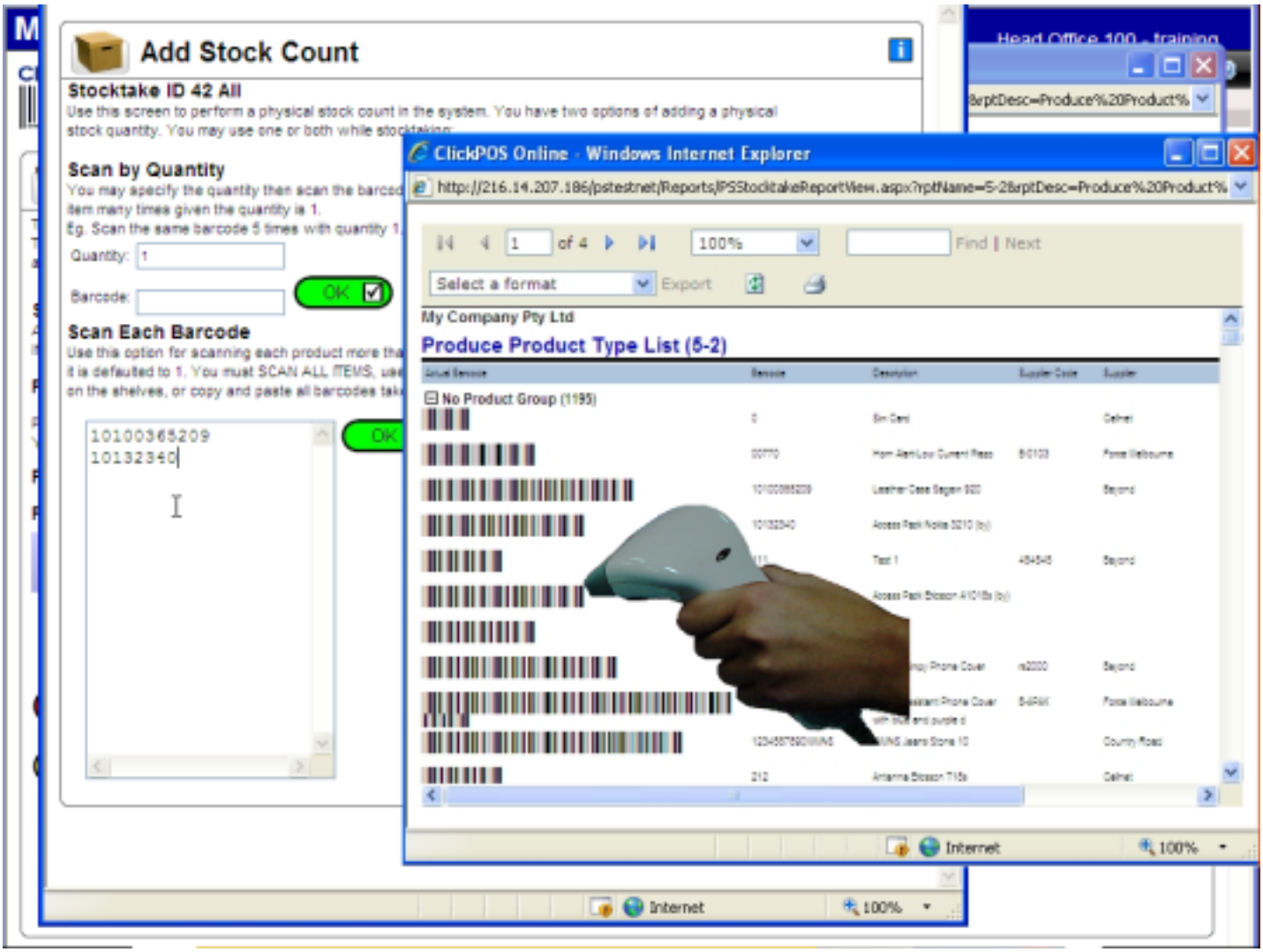

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
OK
You can do the same by scanning the items into the box. Scan barcodes, then click OK to save.
Internet
100%
Head Office 100 - training
Next
100%

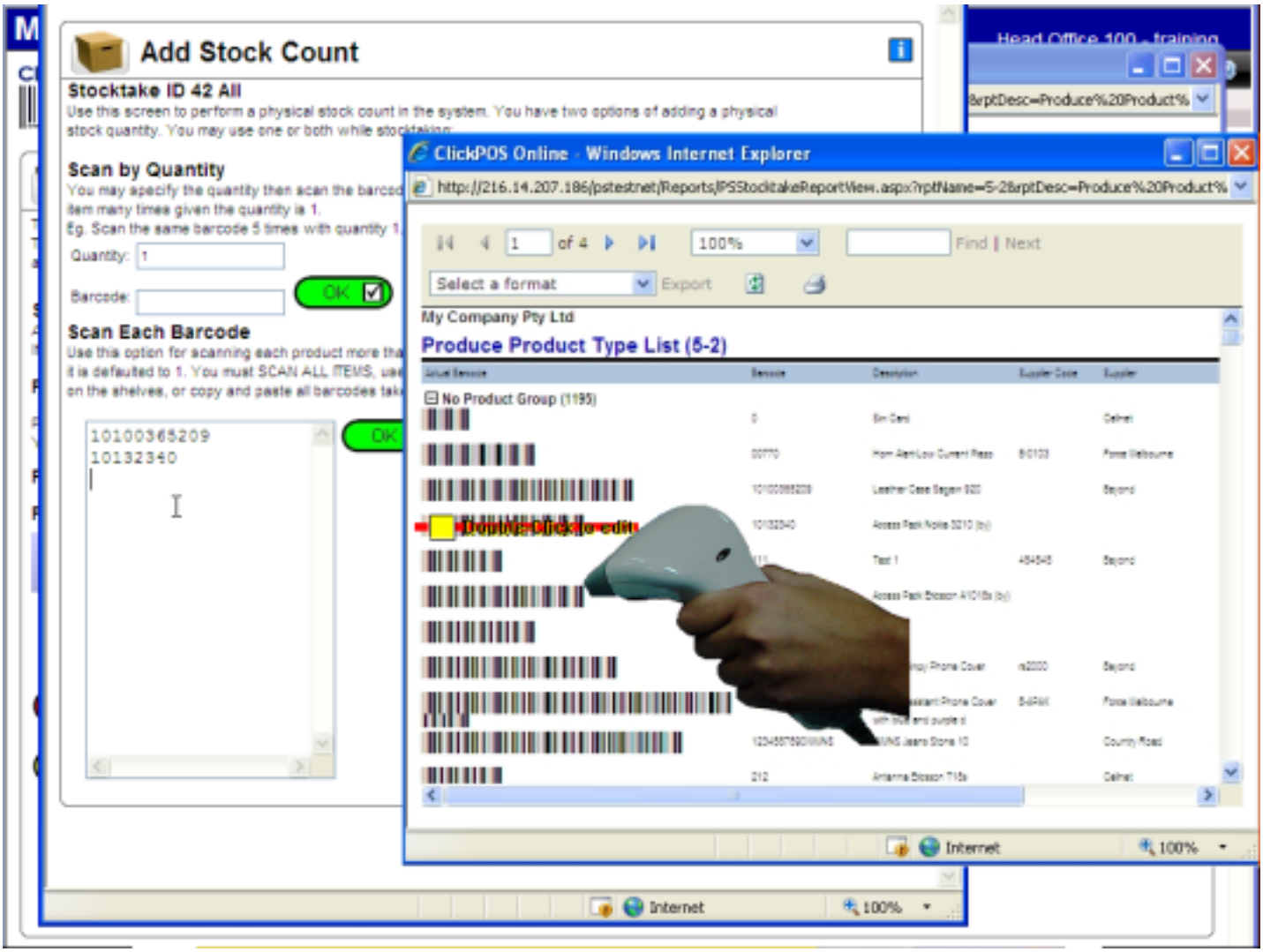

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
Quantity: 1
Barcode:
OK
Scan Each Barcode
ClickPOS Online - Windows Internet Explorer
Select a format
Export
Find | Next
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%

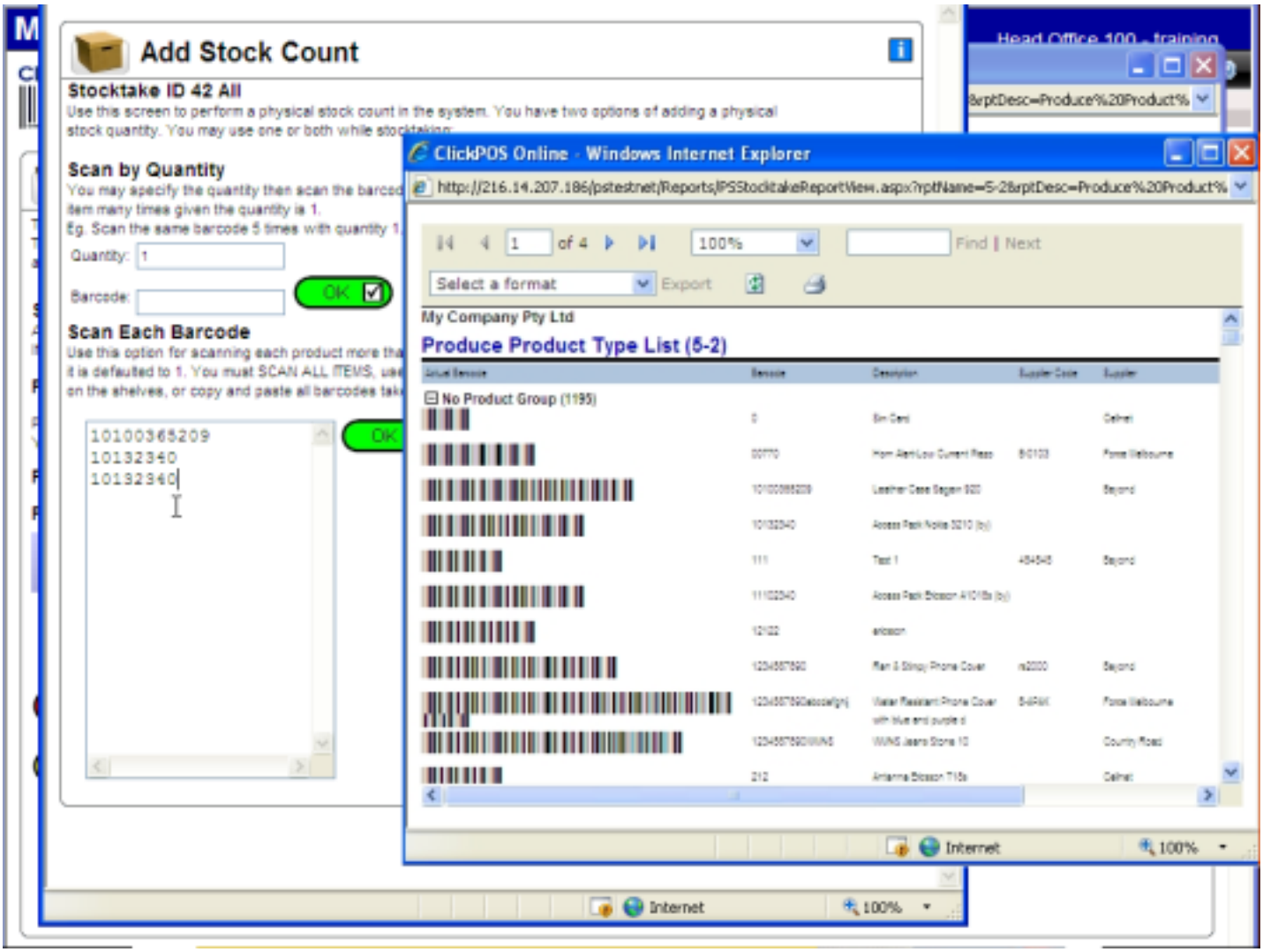

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
Quantity: 1
Barcode:
OK
Scan Each Barcode
ClickPOS Online - Windows Internet Explorer
Select a format
Export
Find | Next
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%

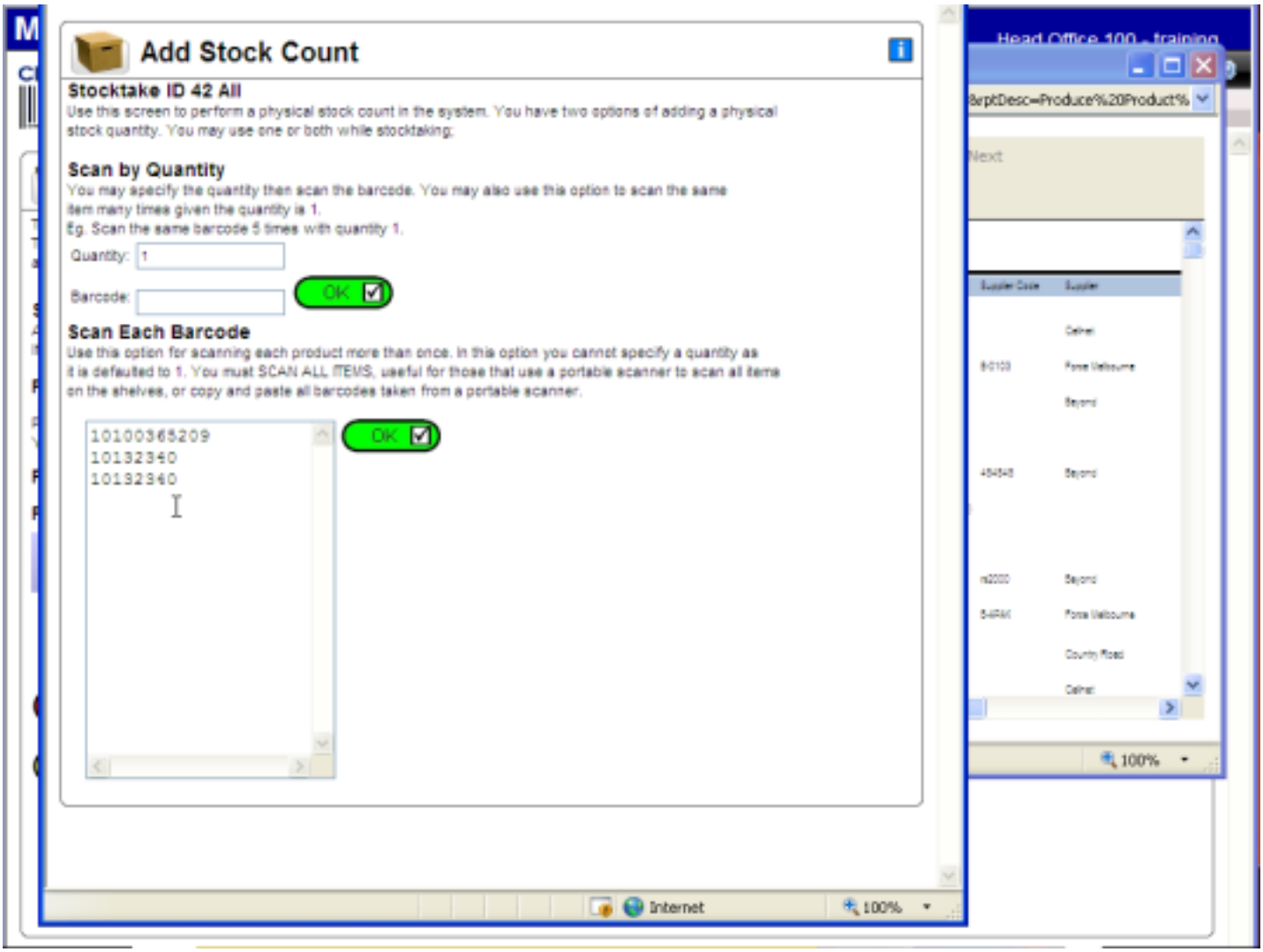

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
Quantity: 1
Barcode:
OK
Scan Each Barcode
10100365209
ClickPOS Online - Windows Internet Explorer
Select a format
Export
Find | Next
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
Quantity: 1
Barcode:
OK
Scan Each Barcode
10100365209
ClickPOS Online - Windows Internet Explorer
Select a format
Export
Find | Next
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
Quantity: 1
Barcode:
OK
Scan Each Barcode
10100365209
10132340
ClickPOS Online - Windows Internet Explorer
Select a format
Export
Find | Next
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
Quantity: 1
Barcode:
OK
Scan Each Barcode
10100365209
10132340
ClickPOS Online - Windows Internet Explorer
Select a format
Export
Find | Next
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcod
item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more tha
it is defaulted to 1. You must SCAN ALL ITEMS, use
on the shelves, or copy and paste all barcodes tak
10100365209
10132340
10132340
OK
ClickPOS Online - Windows Internet Explorer
http://216.14.207.186/pstestnet/Reports/PSStocktakeReportView.aspx?rptName=5-2&rptDesc=Produce%20Product%
1 of 4
100%
Find | Next
Select a format
Export
My Company Pty Ltd
Produce Product Type List (5-2)
No Product Group (1195)
Internet
100%
Head Office 100 - training
&rptDesc=Produce%20Product%
Internet
100%


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
10100365209
10132340
10132340
OK
Internet
100%
Head Office 100 - training
&rptDesc=Produce%20Product%
Next
100%

Add Stock Count

Stocktake ID 42 All

Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:

Scan by Quantity

You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.

Quantity: 1

Barcode:

OK

Scan Each Barcode

Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.

OK

PsStockTakeSTAdd_LongTask.aspx?ControlID=42 Internet 100%

My Company Pty Ltd JSmith (Administrator) Head Office 100 - training

ClickPOS

Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices

Stocktake

Double-Click to edit

Now, lets have a look at the other options of stock take.

SnapShot Created - Perform

Product Catalogue List OK

Produce Stocktake Report For All Branches OK

Perform Stocktake For Branch Head Office

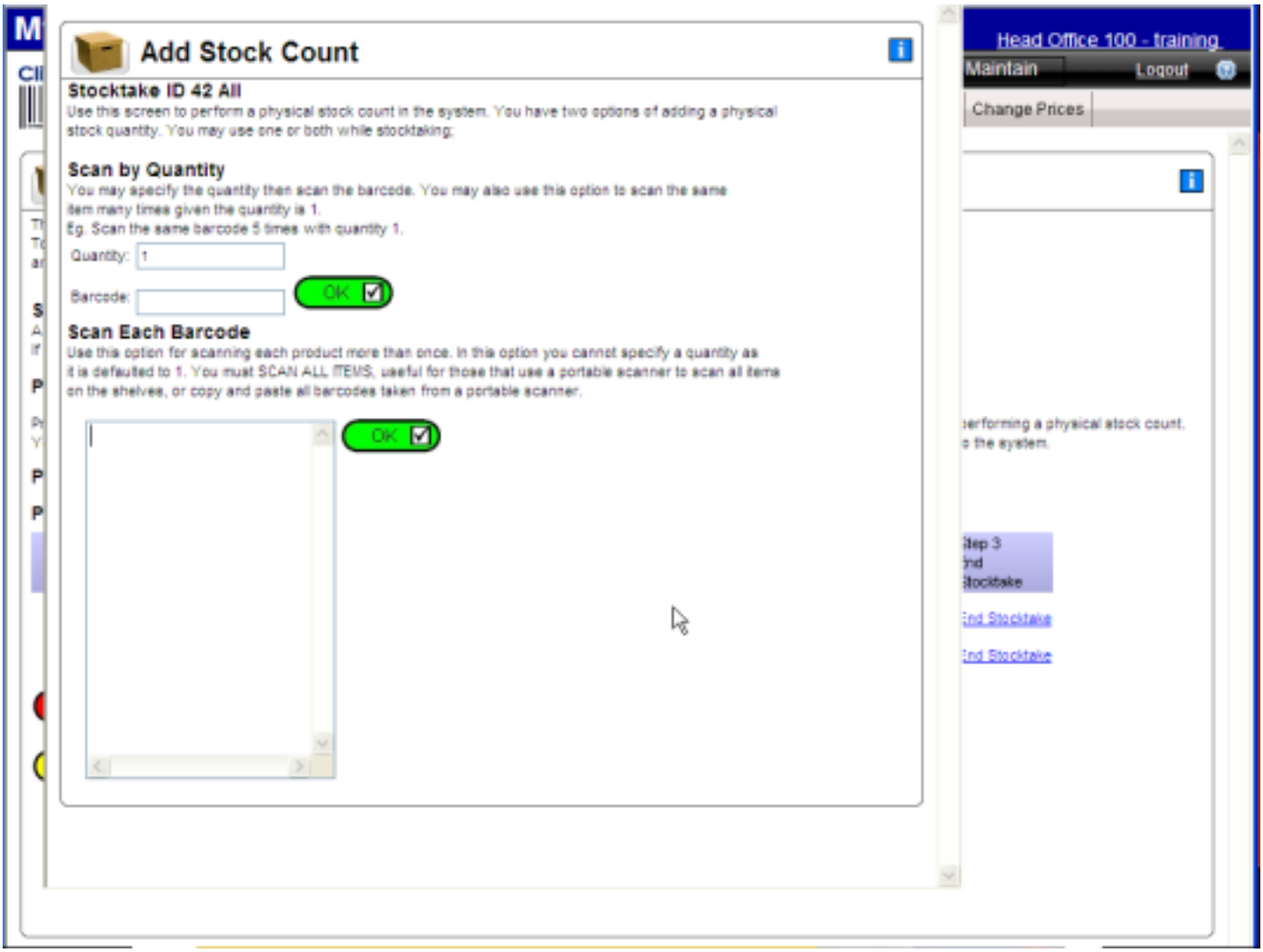
	ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
	42	All	28/10/2008 10:20 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake
	41	All	13/10/2008 9:47 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake

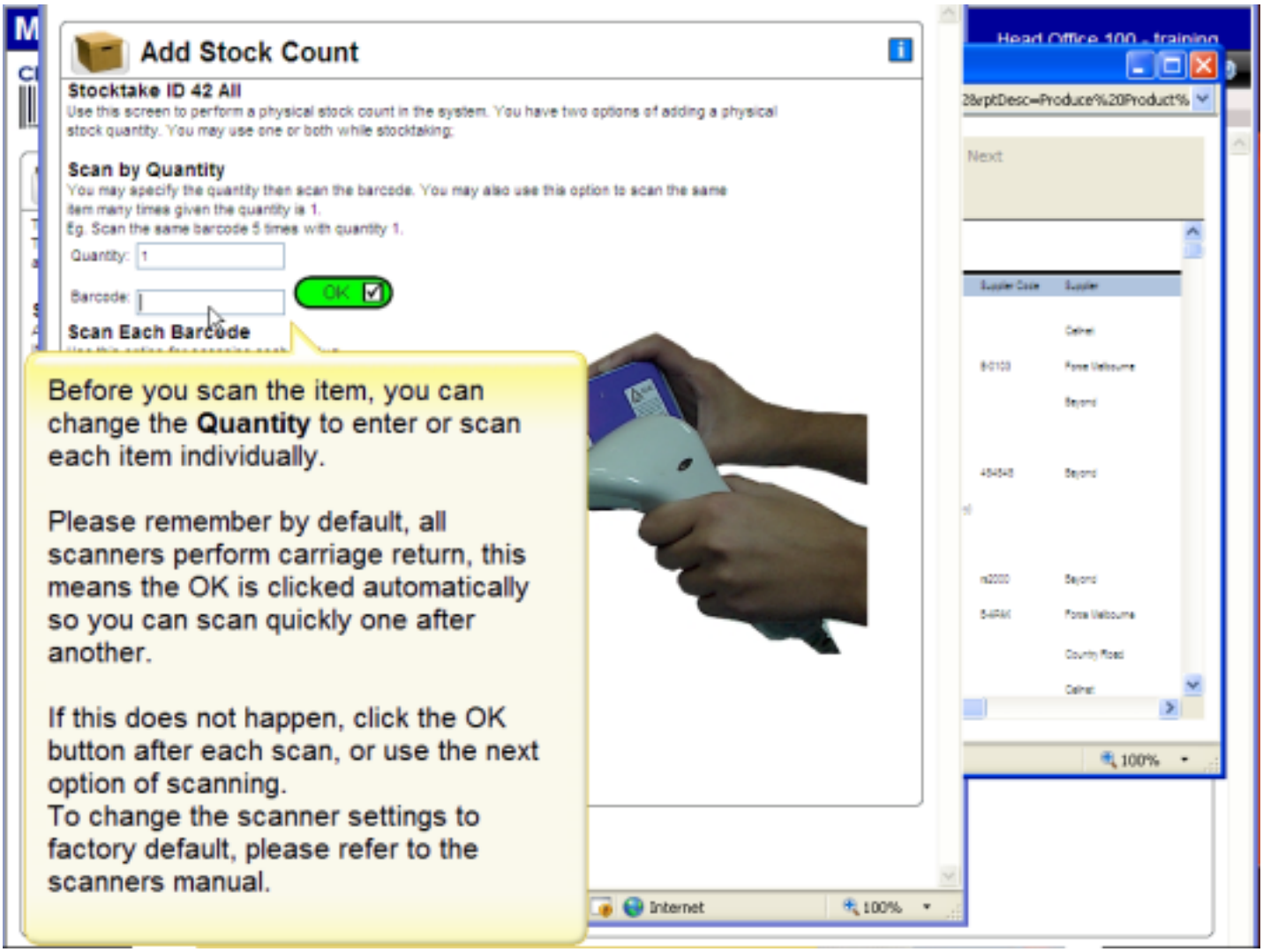
Delete

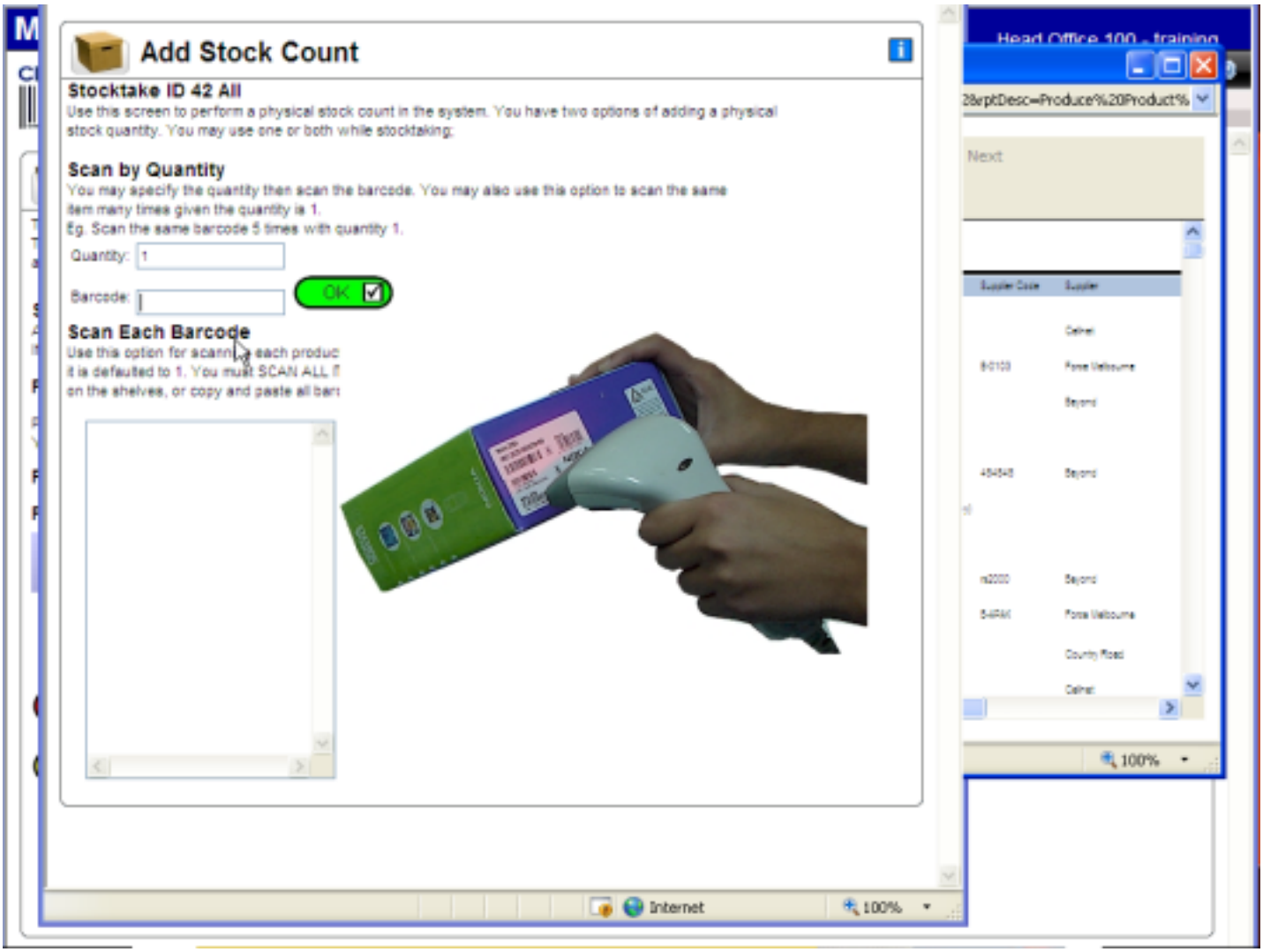
Back

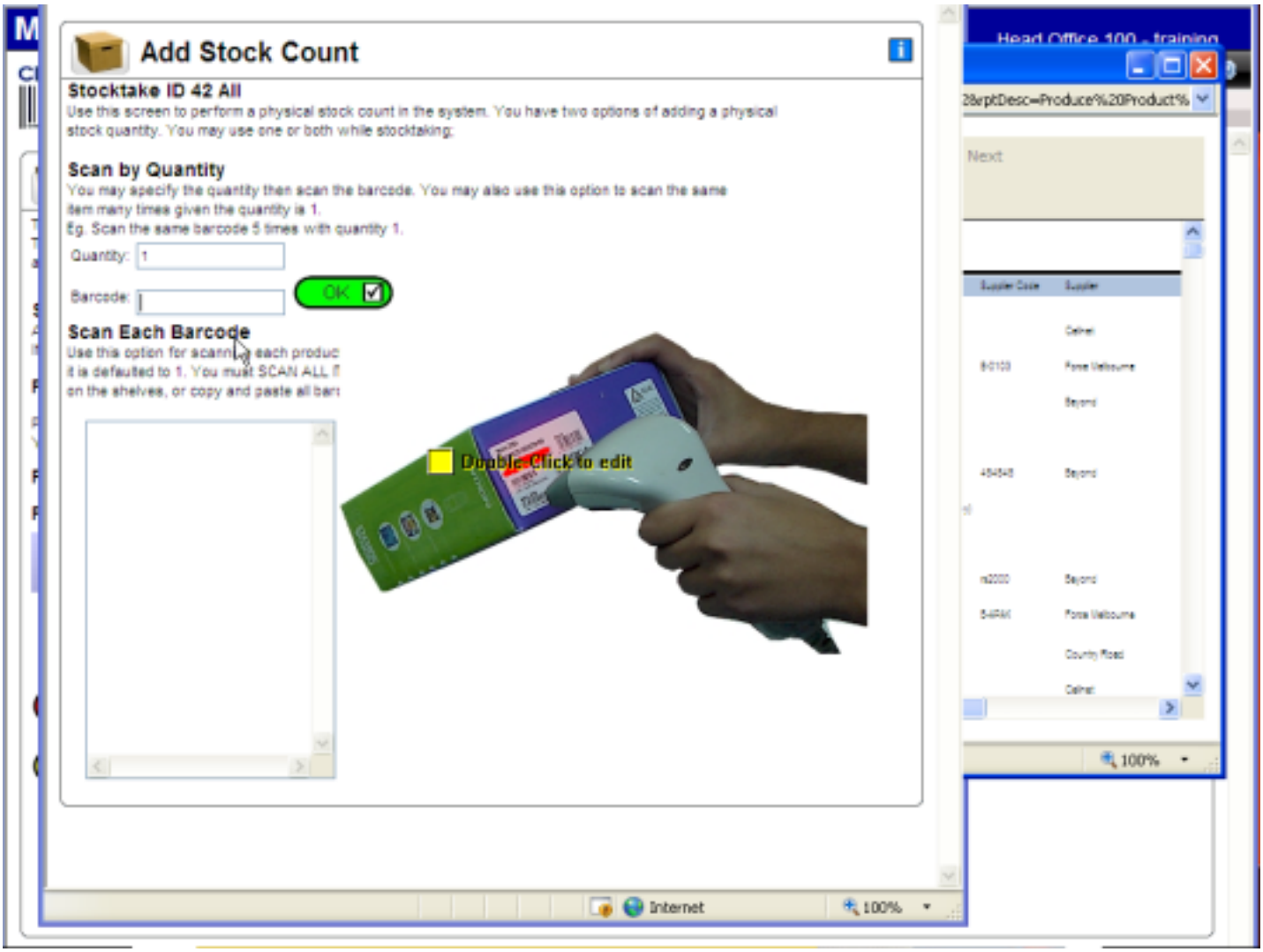
My Company Pty Ltd
JSmith (Administrator)
Head Office 100 - training
ClickPOS
Home
Sale
Stock
Repairs
Reports
Accounts
Maintain
Logout
Product Maintain
Orders
Search Order
Stock maintain
Add To Stock
Search Stock
Incoming
Transfer
Change Prices
Stocktake
Double-Click to edit
Double-Click to edit
Double-Click to edit
These two areas work in similar ways, where you bring the stock to the scanner, and scan the items in Or if you have a Cordless scanner then you can go to the stock location and scan the items.
Product Catalogue List
OK
Produce Stocktake Report For All Branch
Perform Stocktake For Branch Head Office
ID
Type
Date/Time Begin
Date/Time End
Approved By
Step 2 Add Stock Count
Edit Count
Enter Notes
Compare & Print
Step 3 End Stocktake
42
All
28/10/2008 10:20 AM
Incomplete
41
All
13/10/2008 9:47 AM
Incomplete
Edit
Notes
Compare Report
End Stocktake
Delete
Back

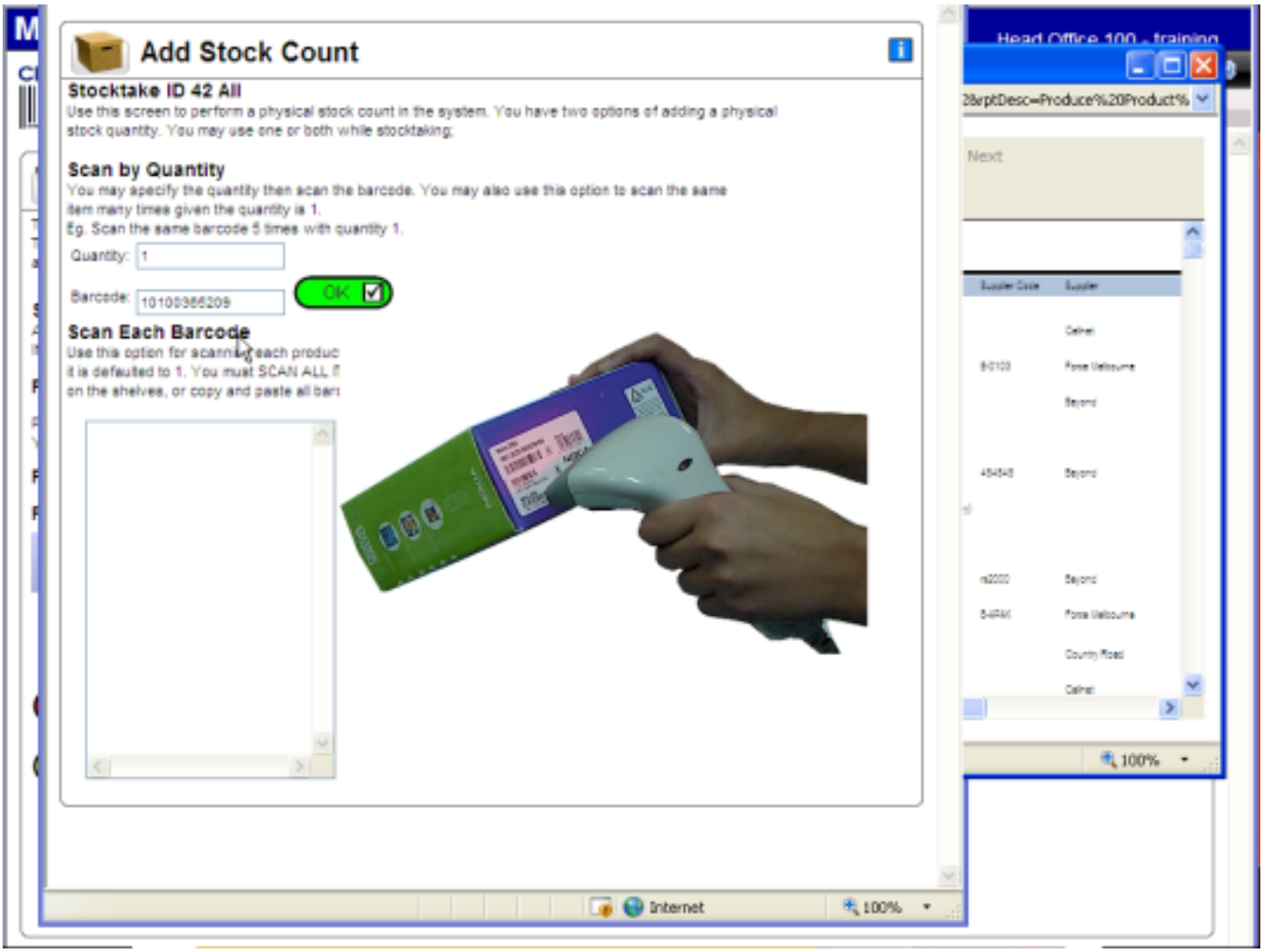
My Company Pty Ltd
JSmith (Administrator)
Head Office 100 - training
ClickPOS
Home
Sale
Stock
Repairs
Reports
Accounts
Maintain
Logout
Product Maintain
Orders
Search Order
Stock maintain
Add To Stock
Search Stock
Incoming
Transfer
Change Prices
Stocktake
Double-Click to edit
Double-Click to edit
Double-Click to edit
Product Catalogue List
OK
Phone List
OK
Produce Stocktake Report For All Branches
OK
Perform Stocktake For Branch Head Office
Step 2 Add Stock
Double-Click to edit
Step 3 End Stocktake
42
All
28/10/2008 10:20 AM
Incomplete
41
All
13/10/2008 9:47 AM
Incomplete
Edit
Notes
Compare Report
End Stocktake
Click OK to start scanning.
Delete
Back

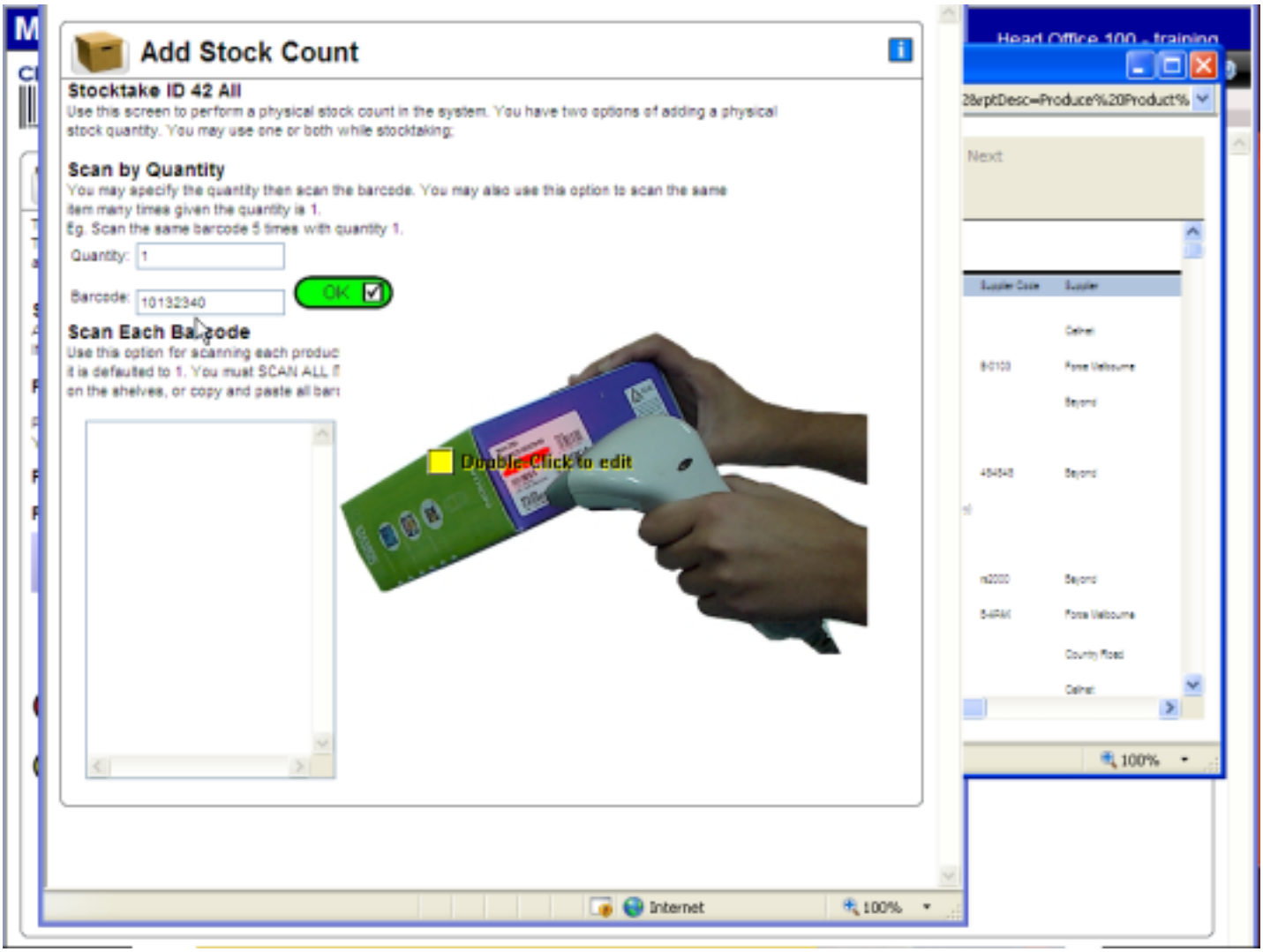

Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
OK
Head Office 100 - training
Maintain
Logout
Change Prices


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Before you scan the item, you can change the **Quantity** to enter or scan each item individually.
Please remember by default, all scanners perform carriage return, this means the OK is clicked automatically so you can scan quickly one after another.
If this does not happen, click the OK button after each scan, or use the next option of scanning.
To change the scanner settings to factory default, please refer to the scanners manual.
Internet
100%


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Internet
100%
Next


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Double Click to edit
Internet
100%
Next


Add Stock Count
Stocktake ID 42 All
Use this screen to perform a physical stock count in the system. You have two options of adding a physical stock quantity. You may use one or both while stocktaking:
Scan by Quantity
You may specify the quantity then scan the barcode. You may also use this option to scan the same item many times given the quantity is 1.
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode: 10100366209
OK
Scan Each Barcode
Use this option for scanning each produc
it is defaulted to 1. You must SCAN ALL T
on the shelves, or copy and paste all bar
Internet
100%
Next
100%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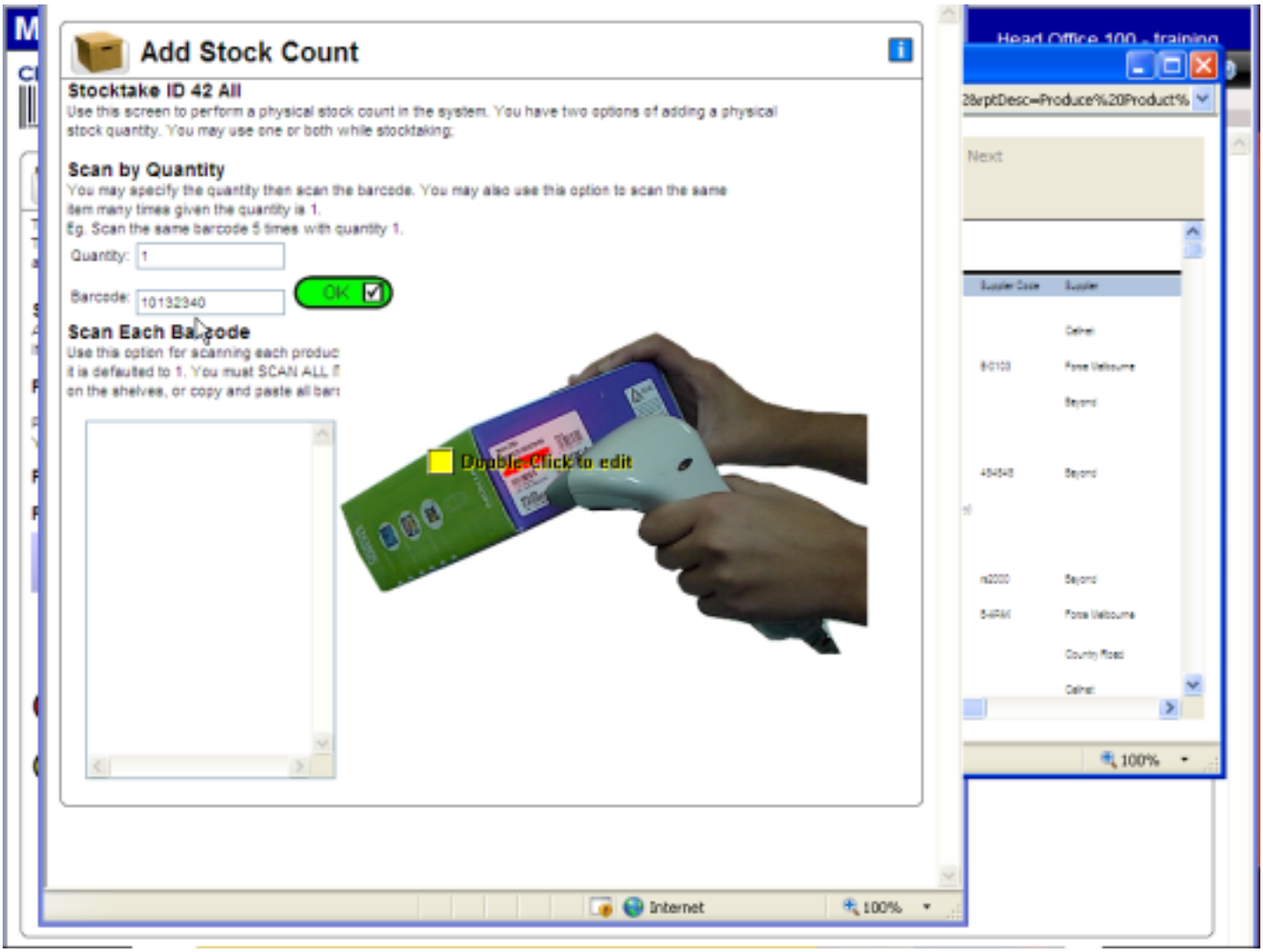
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode: 10132340
OK
Scan Each Barcode
Use this option for scanning each produc
it is defaulted to 1. You must SCAN ALL T
on the shelves, or copy and paste all bar
Double Click to edit
Internet
100%
Next
100%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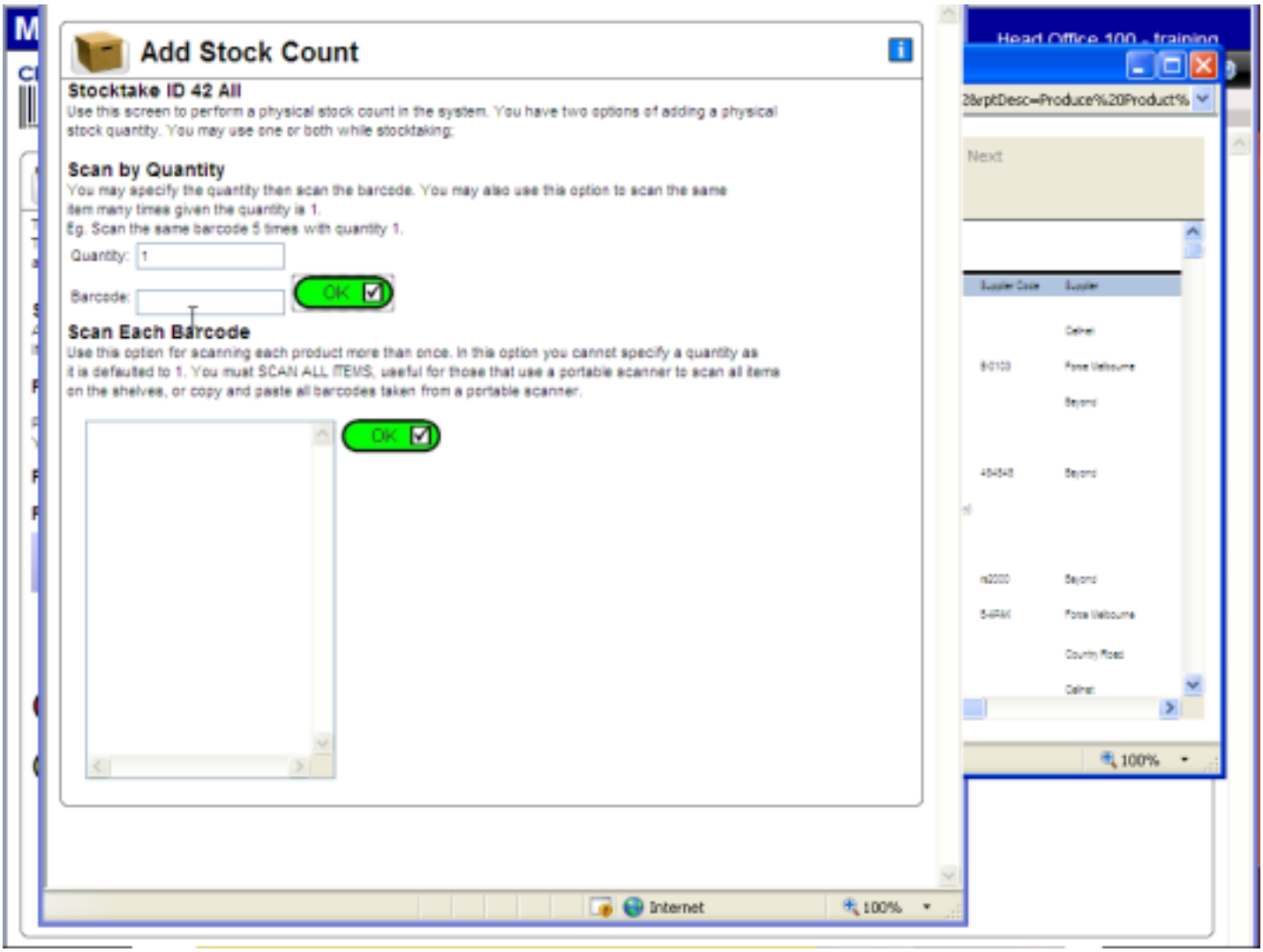
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode: 10132340
OK
Scan Each Barcode
Double Click to edit
Head Office 100 - training
Next
Internet
100%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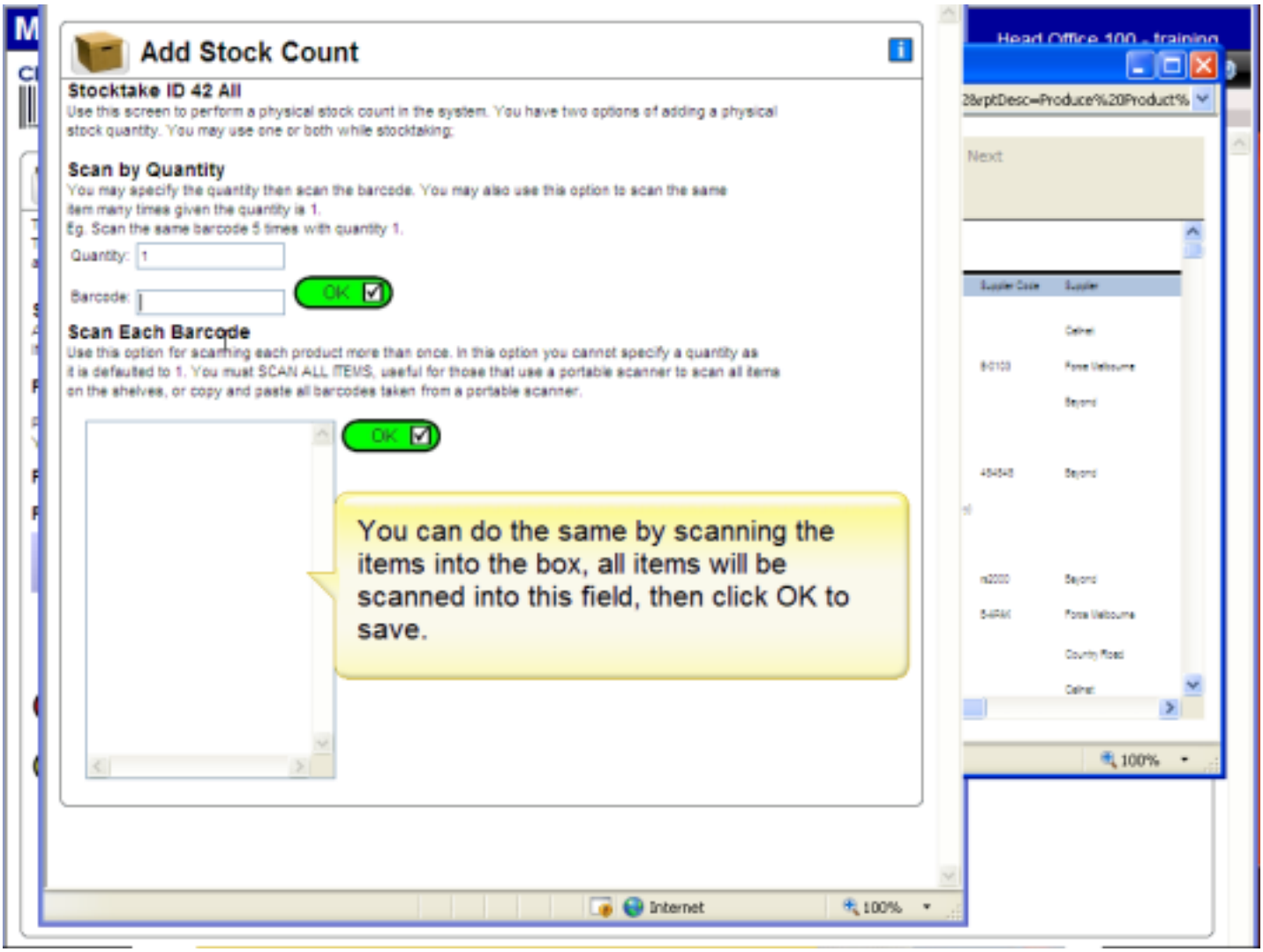
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
OK
Head Office 100 - training
Next
Internet
100%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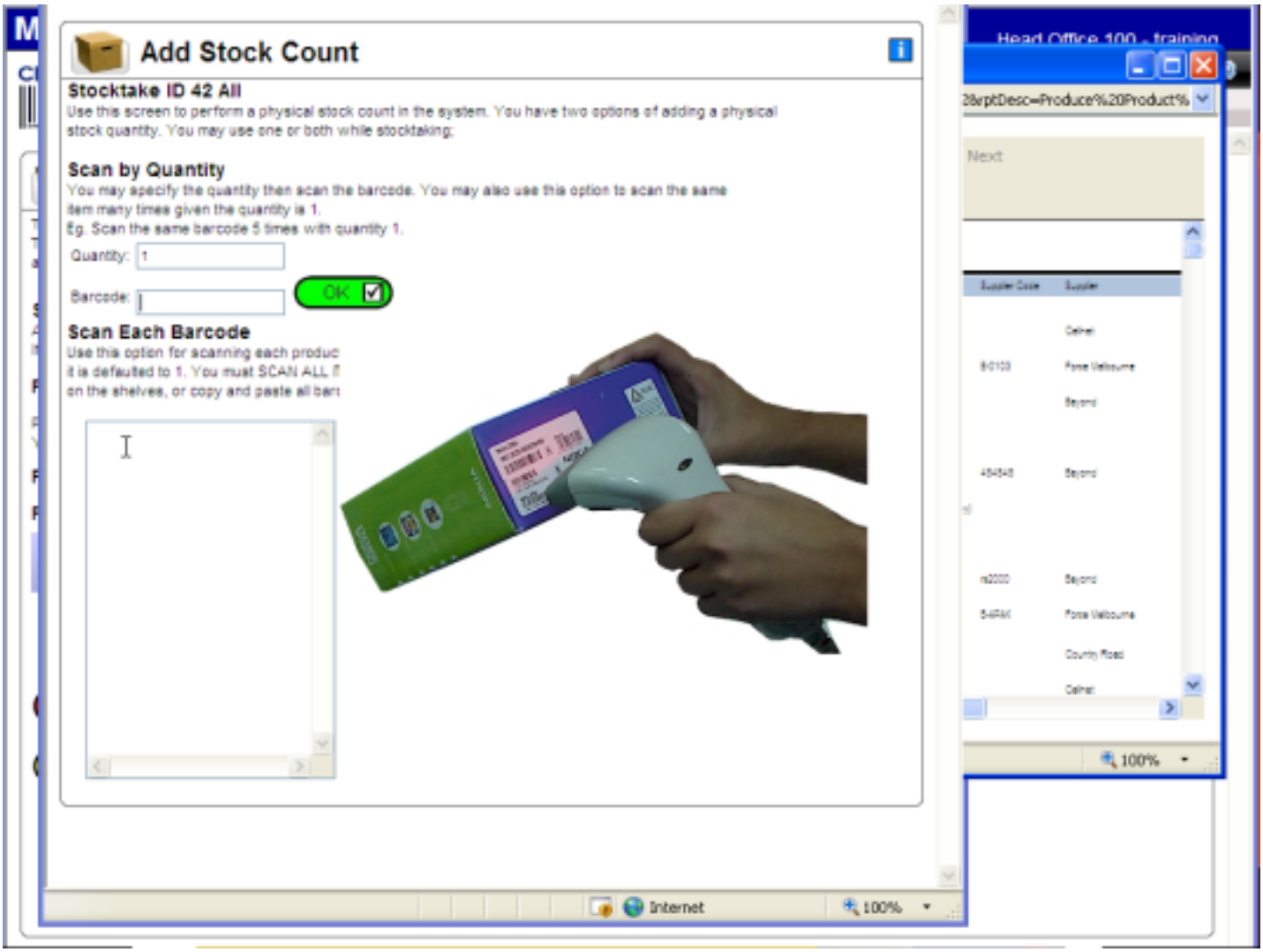
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
OK
You can do the same by scanning the items into the box, all items will be scanned into this field, then click OK to save.
Next
Internet
100%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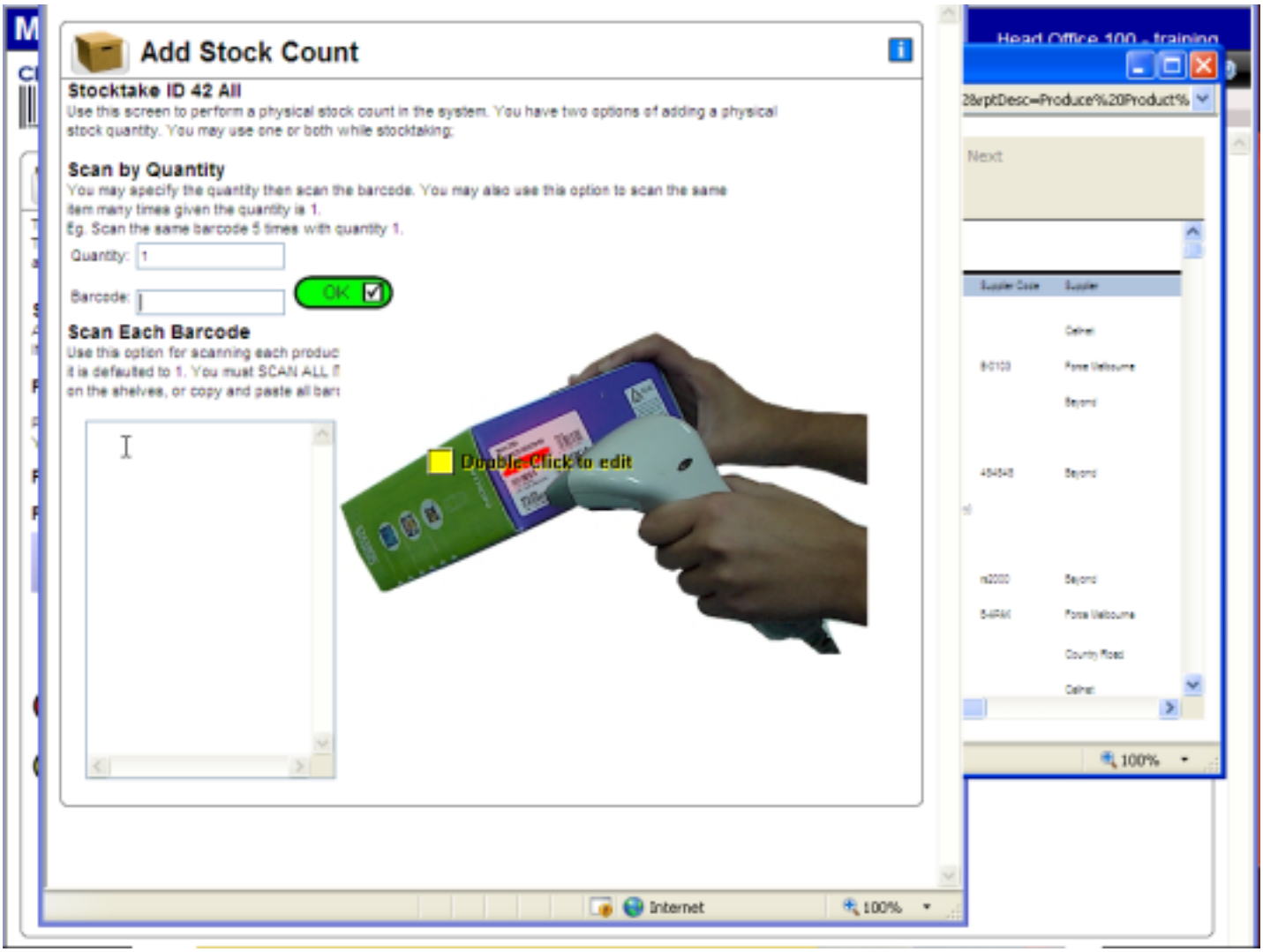
Quantity: 1
Barcode:
OK
Scan Each Barcode
Next
Internet
100%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Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each produc
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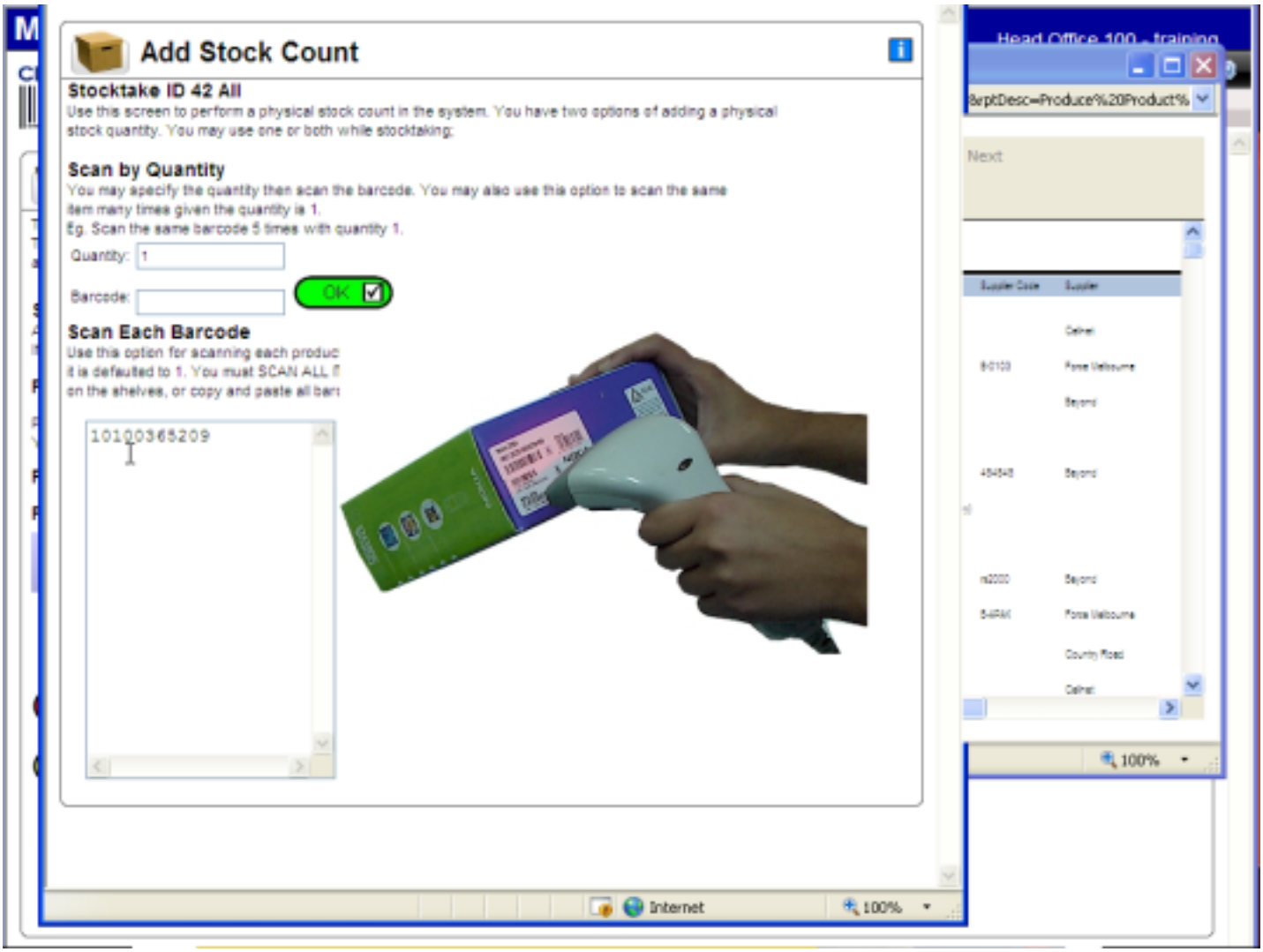
on the shelves, or copy and paste all bar
Double Click to edit
Next
Internet
100%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Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each produc
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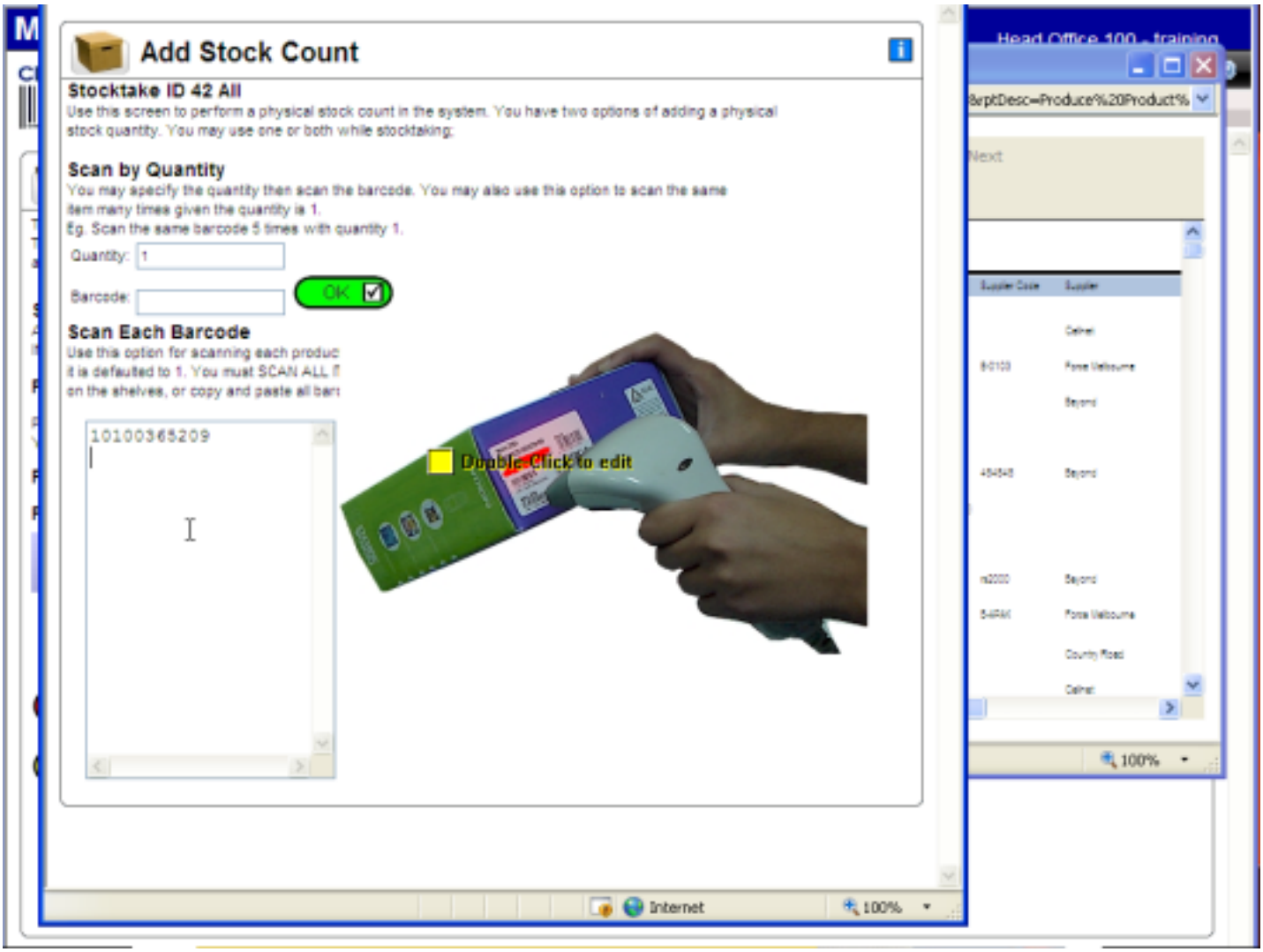
on the shelves, or copy and paste all bar
10100365209
Next
Internet
100%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Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each produc
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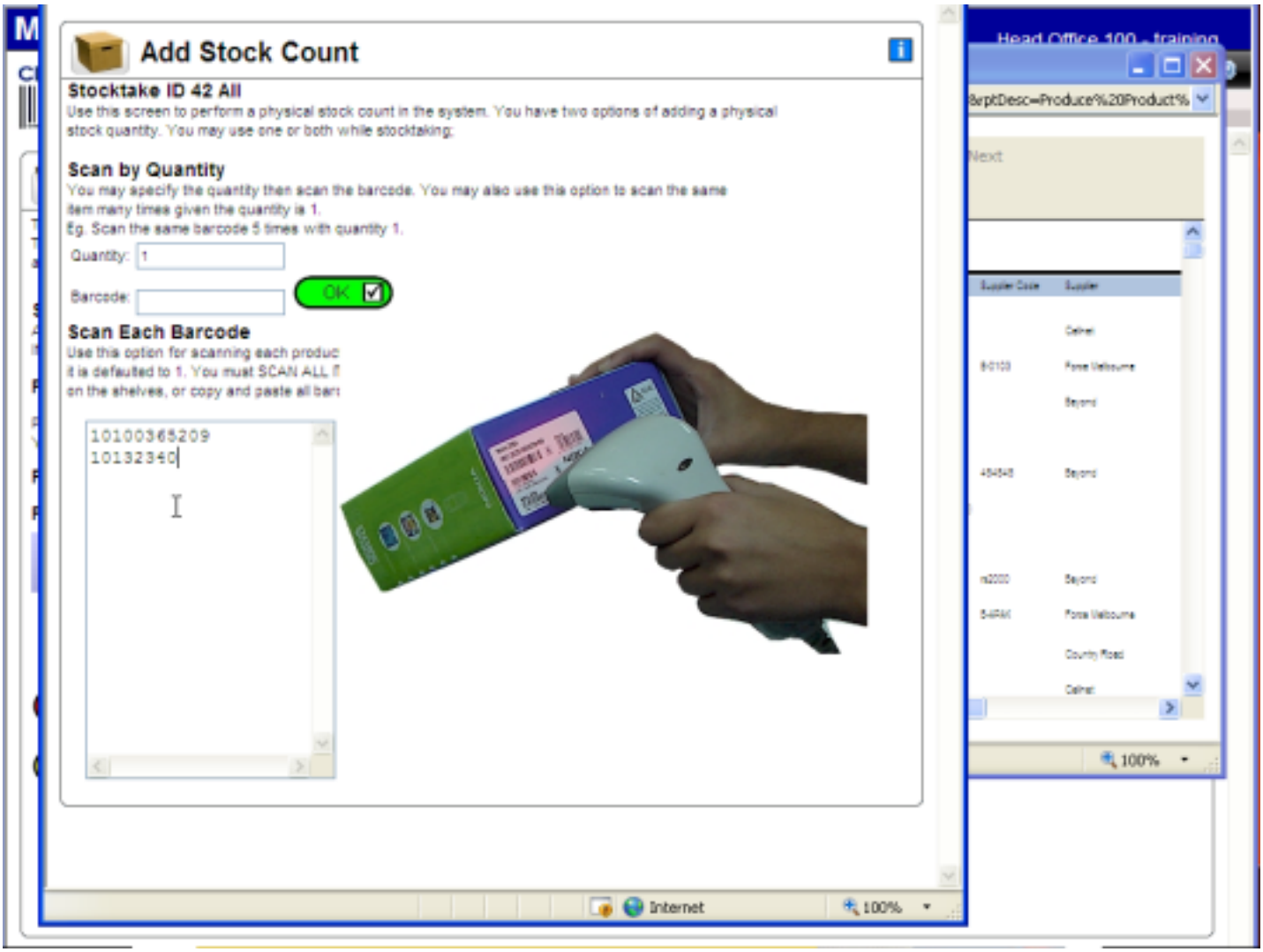
10100365209
Double Click to edit
Internet
100%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Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each produc
it is defaulted to 1. You must SCAN ALL T
on the shelves, or copy and paste all bar
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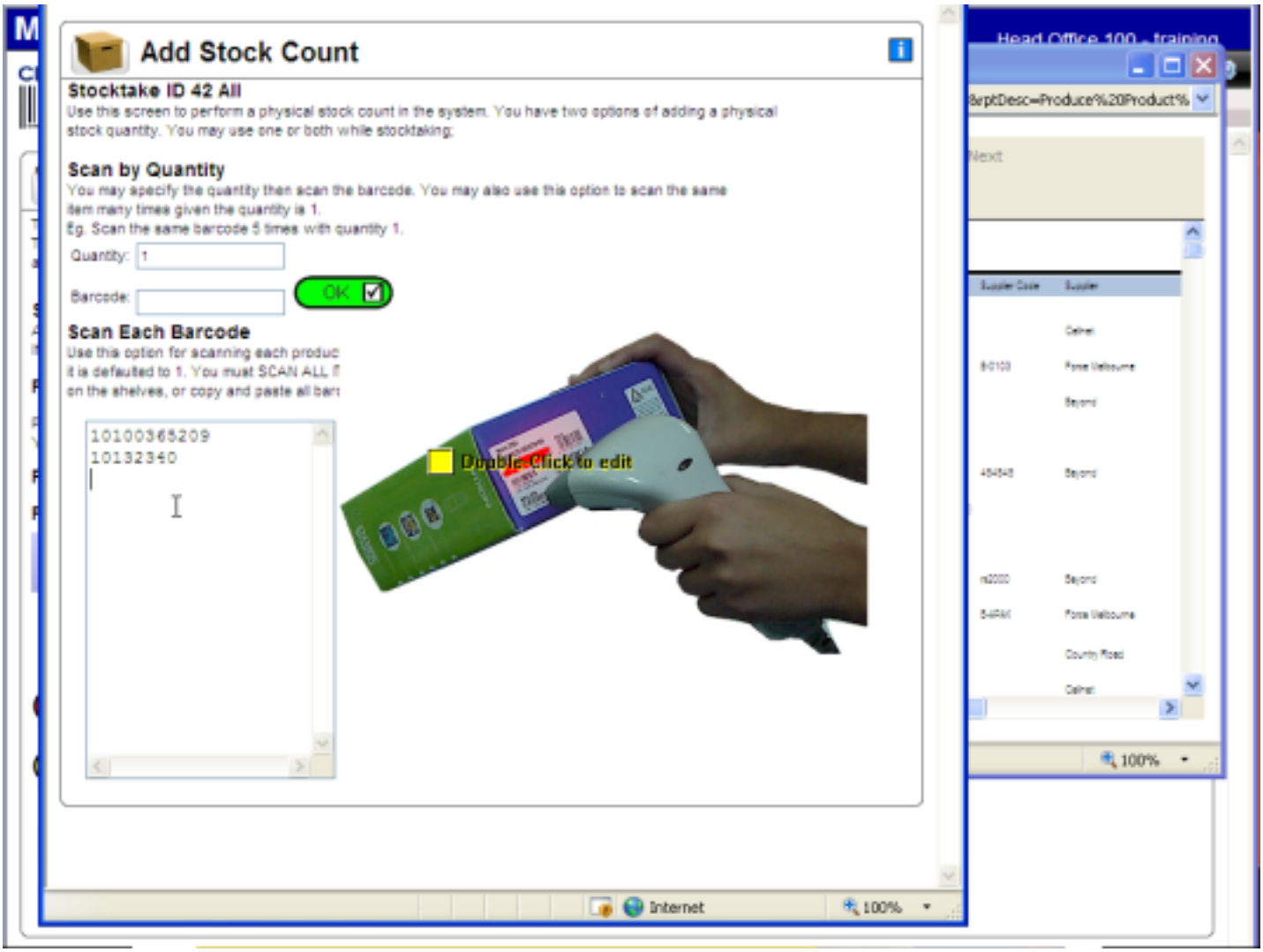
10132340
Internet
100%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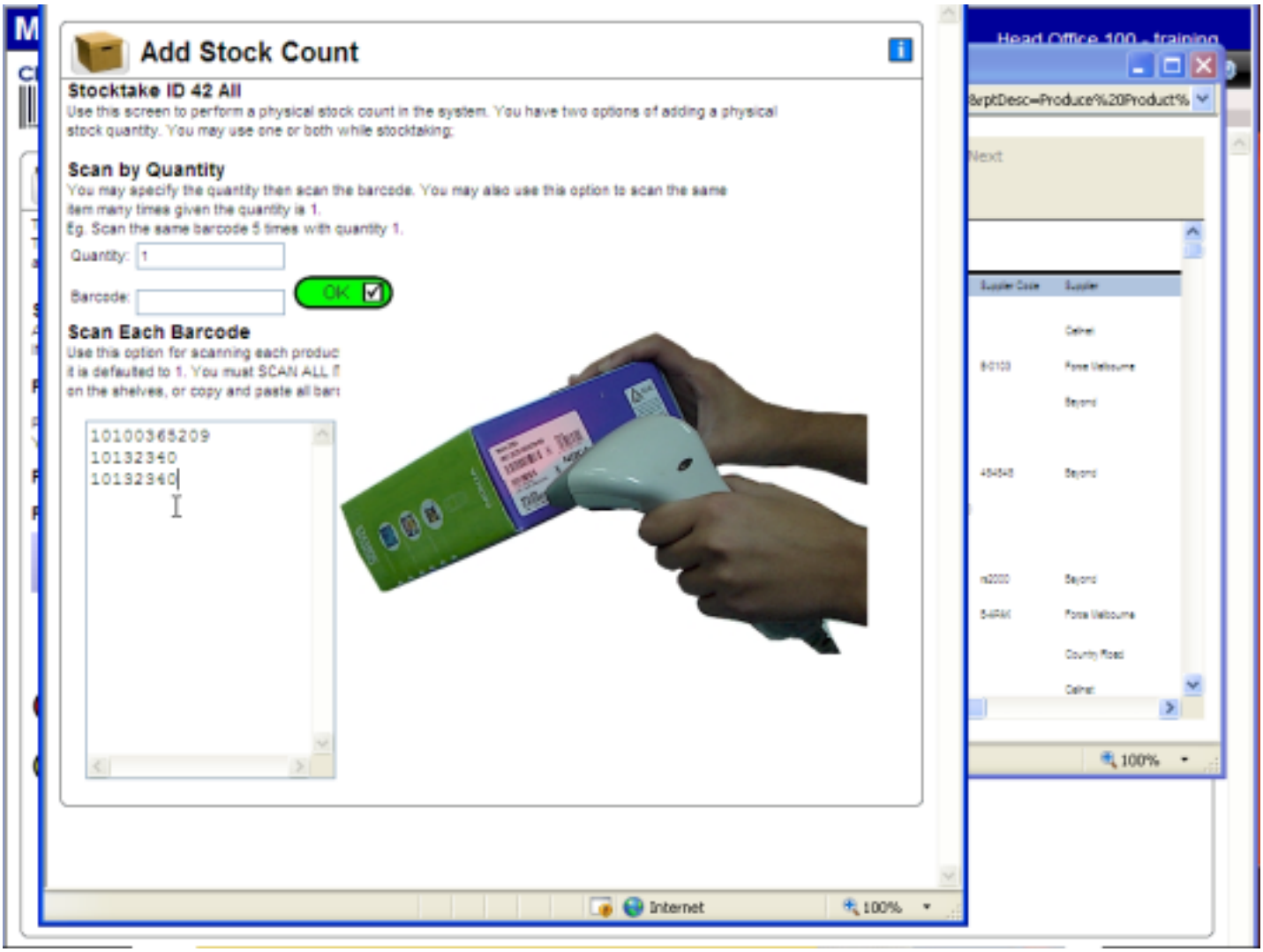
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each produc
it is defaulted to 1. You must SCAN ALL I
on the shelves, or copy and paste all bar
10100365209
10132340
Double Click to edit
Internet
100%
Head Office 100 - training
Next
100%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Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each produc
it is defaulted to 1. You must SCAN ALL I
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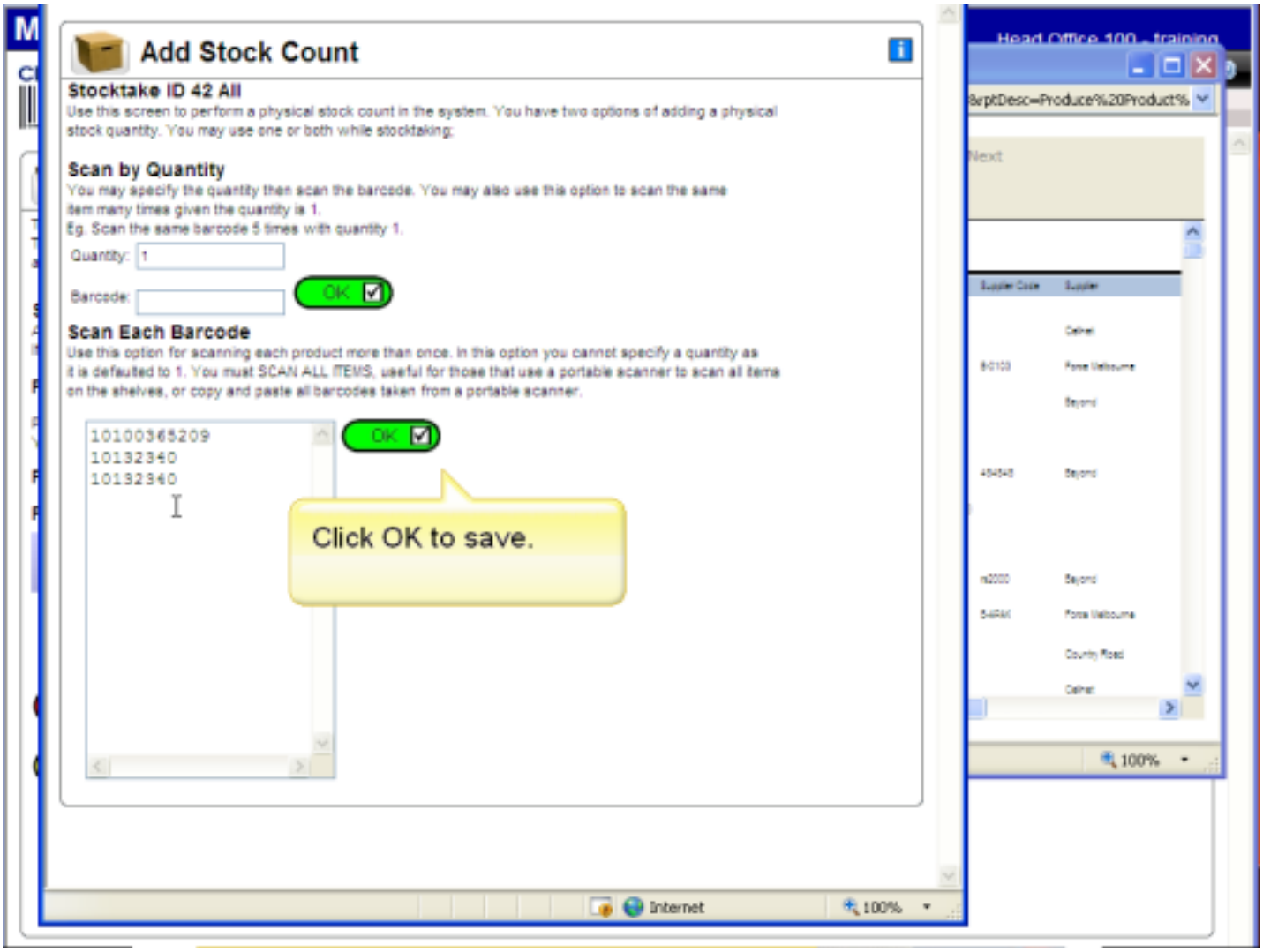
Internet
100%
Head Office 100 - training
Next
100%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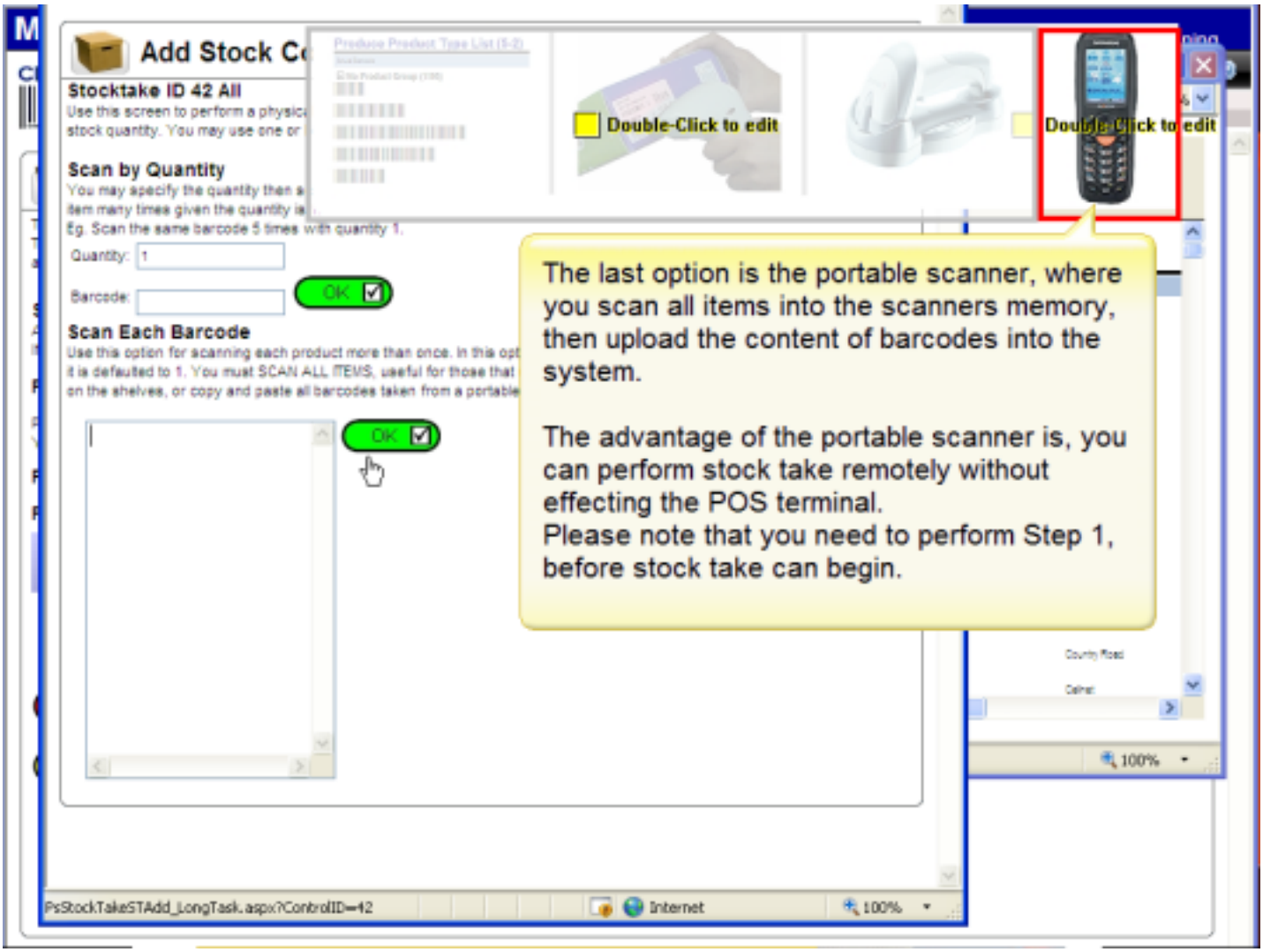
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
10100365209
10132340
10132340
OK
Click OK to save.
Internet
100%


Add Stock Co
Stocktake ID 42 All
Scan by Quantity
Quantity: 1
Barcode:
OK
Scan Each Barcode
OK
Double-Click to edit
Double-Click to edit
The last option is the portable scanner, where you scan all items into the scanners memory, then upload the content of barcodes into the system.
The advantage of the portable scanner is, you can perform stock take remotely without effecting the POS terminal.
Please note that you need to perform Step 1, before stock take can begin.
PsStockTakeSTAdd_LongTask.aspx?ControlID=42
Internet
100%

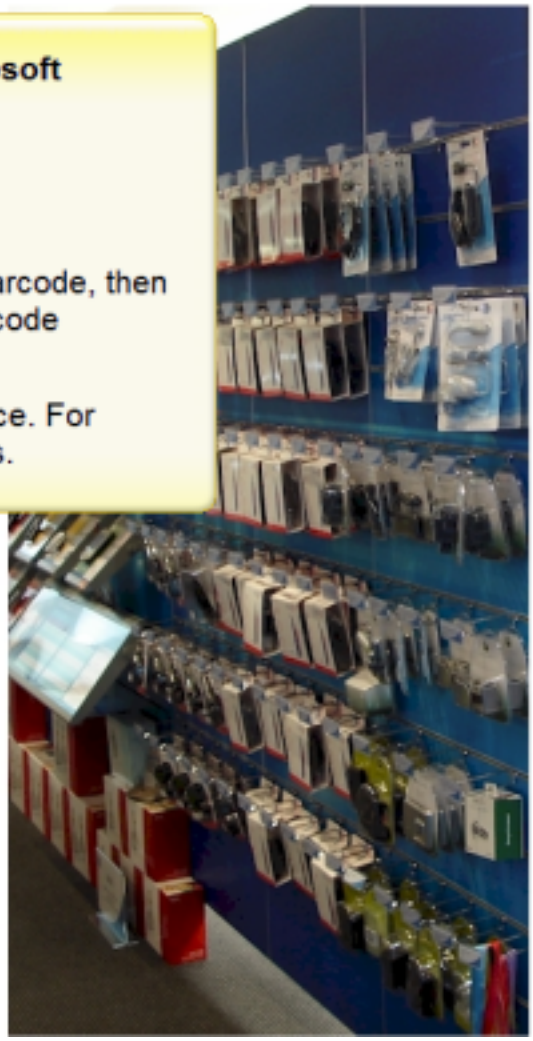
To start scanning for stocktake, Open **Microsoft WordPad** on your portable scanner

Start Scanning barcodes on the products.

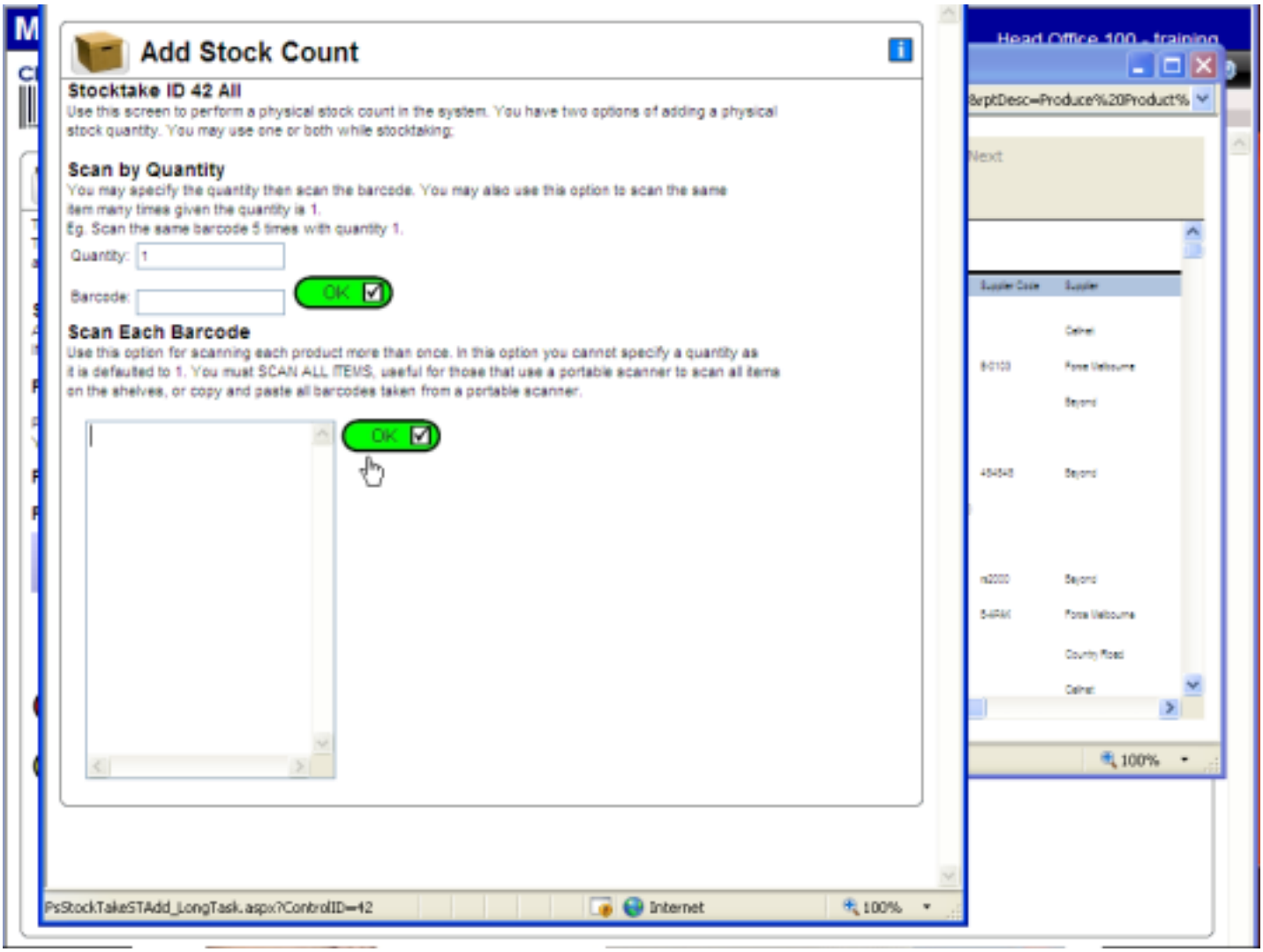
Please note, to scan ALL items.

For example, if you have 5 items of same barcode, then scan 5 times. You should see the same barcode repeated 5 times.

For serialised items, just scan each item once. For Mobile phone industry, scan IMEI for phones.



Once all items are scanned, **Copy the file** to your PC.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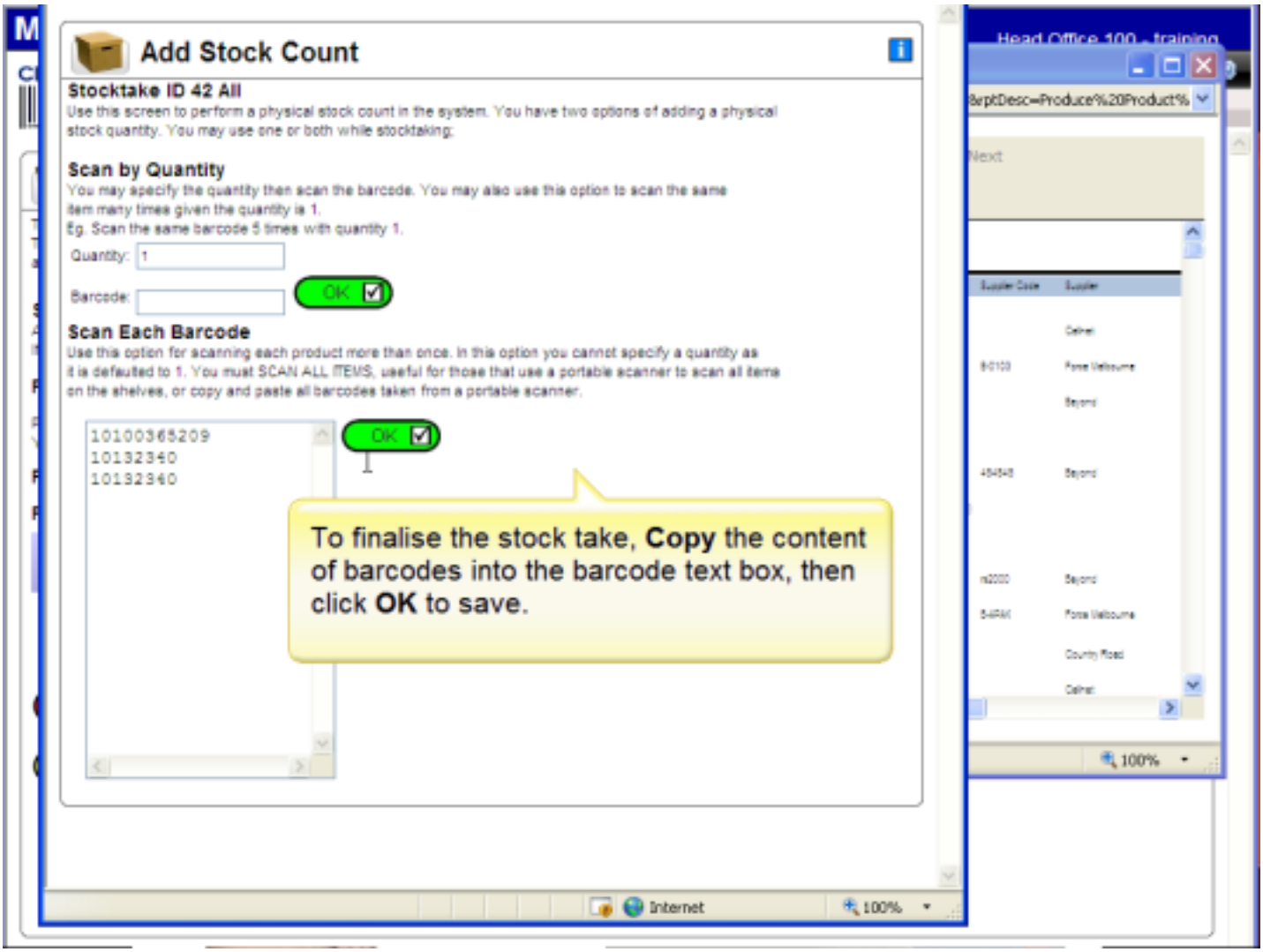
Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
OK
PsStockTakeSTAdd_LongTask.aspx?ControlID=42
Internet
100%
Head Office 100 - training
Next
100%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Eg. Scan the same barcode 5 times with quantity 1.
Quantity: 1
Barcode:
OK
Scan Each Barcode
Use this option for scanning each product more than once. In this option you cannot specify a quantity as it is defaulted to 1. You must SCAN ALL ITEMS, useful for those that use a portable scanner to scan all items on the shelves, or copy and paste all barcodes taken from a portable scanner.
10100365209
10132340
10132340
OK
To finalise the stock take, Copy the content of barcodes into the barcode text box, then click OK to save.
Internet
100%
Head Office 100 - training
Next
100%

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ClickPOS

Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices

Stocktake

This module provides the user with the facilities to reconcile the stock in the system with the physical stock.
To perform a stocktake, you are required to take a "Snapshot" of the existing stock in the system, then count and enter all items into the system to produce a comparison report.

SnapShot Created - Perform Step 2

A snapshot has been performed for this store today. Now you may add the physical stock count into the system by clicking OK under Step 2.
If you require cancelling the existing snapshot and starting a new snapshot, you must first delete the snapshot created today.

Product Catalogue List OK **Phone List** OK

Print a list of all the products in the system, to manually record the stock quantity. Then use the barcode on the list to scan in quantities when performing a physical stock count.
You do not need to produce this list if you are using a portable scanner or if you are manually scanning the actual product barcode directly into the system.

Produce Stocktake Report For All Branches OK

Perform Stocktake For Branch Head Office

	ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
	42	All	28/10/2008 10:20 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake
	41	All	13/10/2008 9:47 AM	Incomplete		OK	Edit			

Double-Click to edit

Delete

Back

Step 3. Now its time to **End the Stocktake.**
Simply, click end stocktake.
This records the **date and time** when stock take is completed.

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Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices | Faulty Replacement

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	ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
	42	All	28/10/2008 10:20 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake
	41	All	13/10/2008 9:47 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake

Delete

Back

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Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices | Faulty Replacement

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	ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
☐	42	All	28/10/2008 10:20 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake
☐	41	All	13/10/2008 9:47 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake

Delete

Back

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Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices | Faulty Replacement

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Produce Stocktake Report For All Branches OK

Perform Stocktake For Branch Head Office

	ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
☐	42	All	28/10/2008 10:20 AM	28/10/2008 4:11 PM		OK	Edit	Notes	Compare Report	N/A
☐	41	All	13/10/2008 9:47 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake

Delete

Back

System Message

Update Successful

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Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices | Faulty Replacement

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Produce Stocktake Report For All Branches OK

Perform Stocktake For Branch Head Office

	ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
	42	All	28/10/2008 10:20	Double-Click to edit		OK	Edit	Notes	Compare Report	N/A
	41	All	13/10/2008 9:47 AM	Incomplete		OK	Edit	Note	Compare Report	End Stocktake

Delete

Back

Stock take has ended.
You can **add notes.**

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Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices | Faulty Replacement

Stocktake

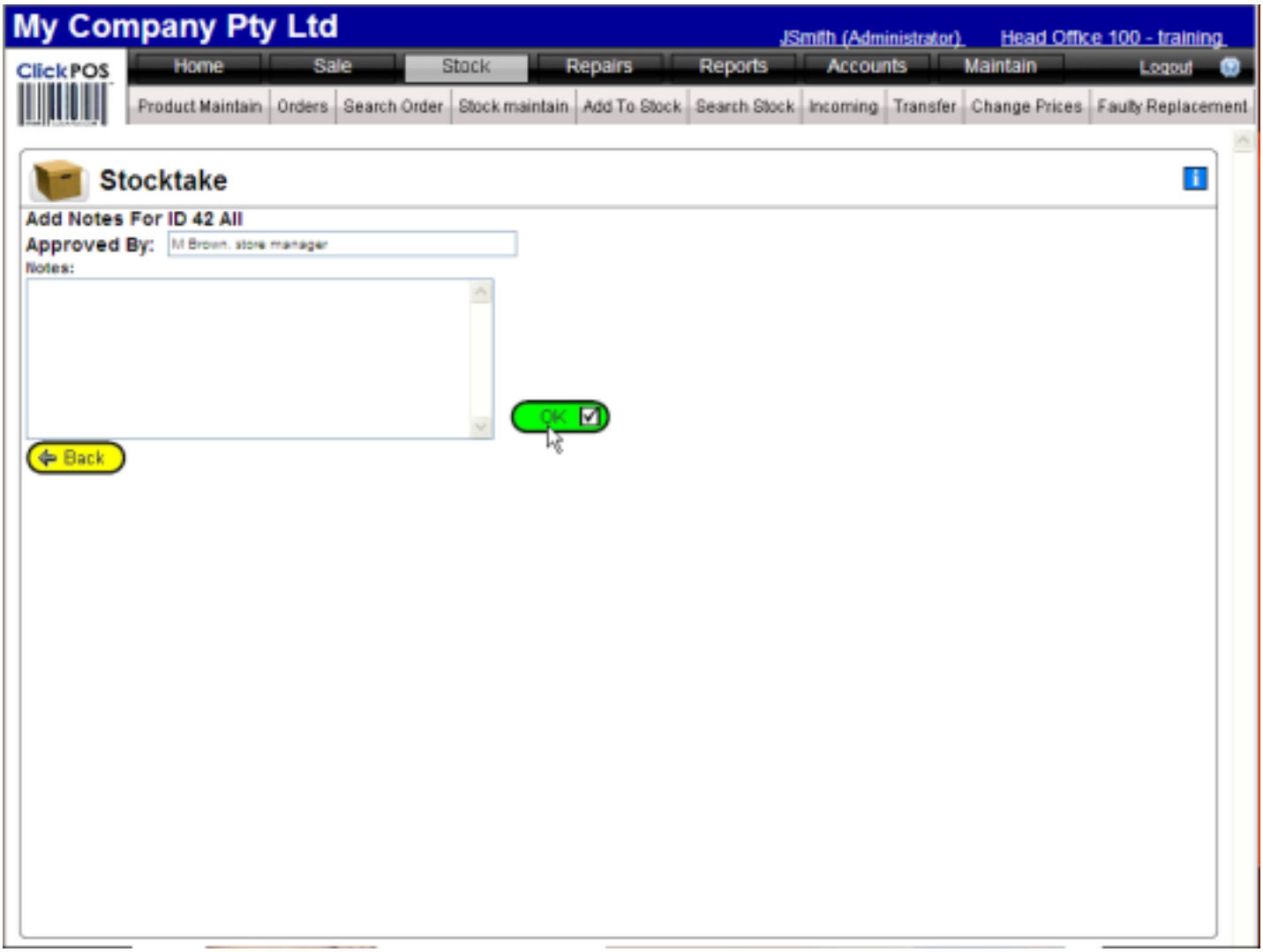
Add Notes For ID 42 All

Approved By: M Brown, store manager

Notes:

OK

Back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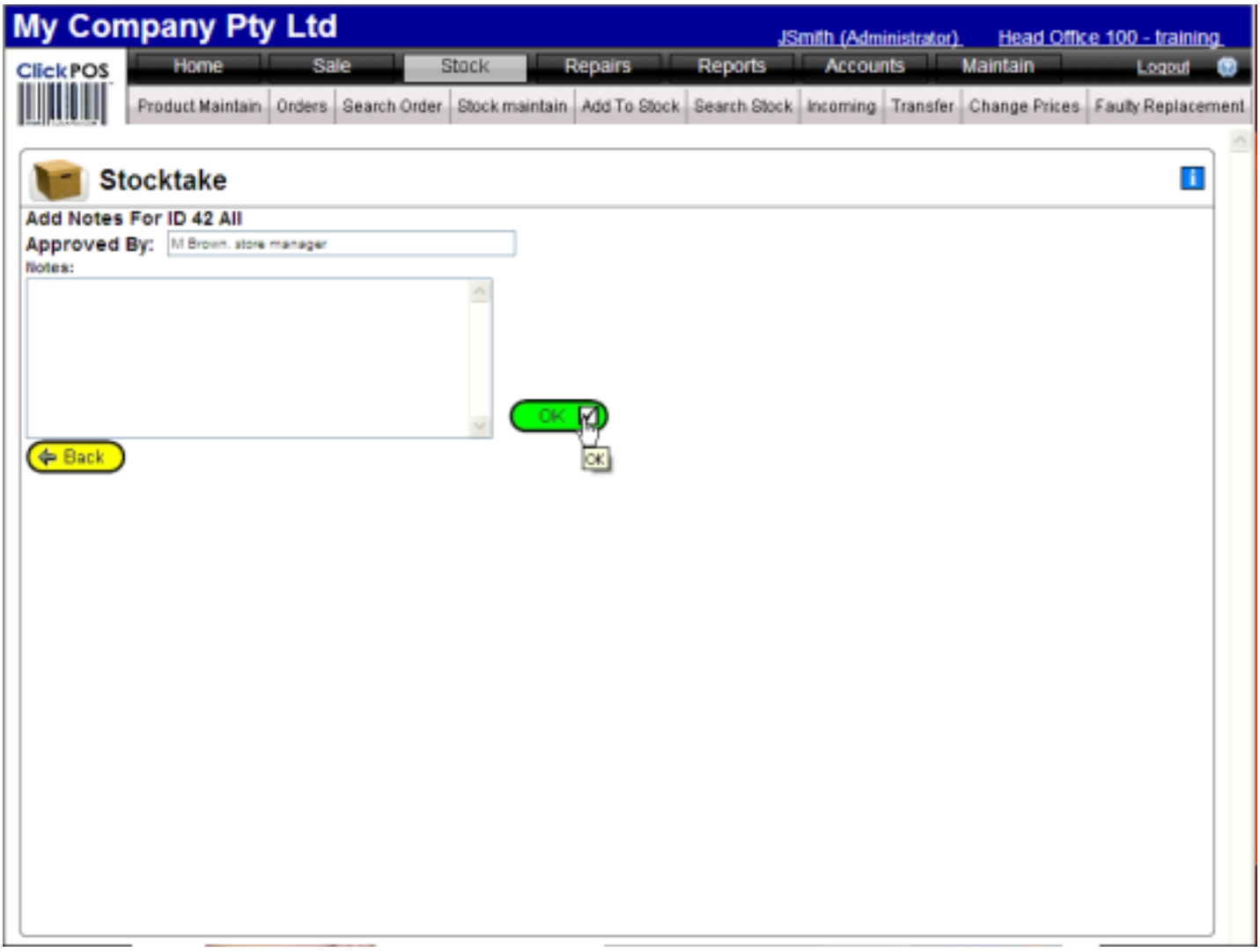
Sale
Stock
Repairs
Reports
Accounts
Maintain
Logout
Product Maintain
Orders
Search Order
Stock maintain
Add To Stock
Search Stock
Incoming
Transfer
Change Prices
Faulty Replacement
Stocktake
Add Notes For ID 42 All
Approved By:
M Brown, store manager
Notes:
OK
Back


My Company Pty Ltd
JSmith (Administrator)
Head Office 100 - training
ClickPOS
Home
Sale
Stock
Repairs
Reports
Accounts
Maintain
Logout
Product Maintain
Orders
Search Order
Stock maintain
Add To Stock
Search Stock
Incoming
Transfer
Change Prices
Faulty Replacement
Stocktake
Add Notes For ID 42 All
Approved By:
M Brown, store manager
Notes:
OK
Back
OK

My Company Pty Ltd

JSmith (Administrator) Head Office 100 - training

ClickPOS

Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices | Faulty Replacement

Stocktake

Add Notes For ID 42 All

Approved By: M Brown, store manager

Notes:

OK

Back

Back

My Company Pty Ltd

JSmith (Administrator) Head Office 100 - training

ClickPOS

Home | Sale | Stock | Repairs | Reports | Accounts | Maintain | Logout

Product Maintain | Orders | Search Order | Stock maintain | Add To Stock | Search Stock | Incoming | Transfer | Change Prices | Faulty Replacement

Stocktake

This module provides the user with the facilities to reconcile the stock in the system with the physical stock.
To perform a stocktake, you are required to take a "Snapshot" of the existing stock in the system, then count and enter all items into the system to produce a comparison report.

SnapShot Created - Perform Step 2

A snapshot has been performed for this store today. Now you may add the physical stock count into the system by clicking OK under Step 2.
If you require cancelling the existing snapshot and starting a new snapshot, you must first delete the snapshot created today.

Product Catalogue List OK **Phone List** OK

Print a list of all the products in the system, to manually record the stock quantity. Then use the barcode on the list to scan in quantities when performing a physical stock count.
You do not need to produce this list if you are using a portable scanner or if you are manually scanning the actual product barcode directly into the system.

Produce Stocktake Report For All Branches OK

Perform Stocktake For Branch Head Office

	ID	Type	Date/Time Begin	Date/Time End	Approved By	Step 2 Add Stock Count	Edit Count	Enter Notes	Compare & Print	Step 3 End Stocktake
☐	42	All	28/10/2008 10:20 AM	28/10/2008 4:11 PM	M Brown, store manager	OK	Edit	Notes	Compare Report	N/A
☐	41	All	13/10/2008 9:47 AM	Incomplete		OK	Edit	Notes	Compare Report	End Stocktake

Delete

Back

Step 4. Compare Report.

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

Page Tools

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Maintain Logout

Change Prices Faulty Replacement

Stocktake - Comparison Report

This report displays the variance between the system and the physical stock count.
Use this report to identify the differences, and then manually adjust stock levels for this branch.
- If the Variance column displays "Blank" then the system count matches the physical count. ACTION: None
- If the Variance column displays a "Negative Value" (Red), then the physical count is less than the system count. ACTION : You must delete excess stock.
- If the Variance column displays a "Positive Value" (Blue), then the physical count is more than the system count. ACTION : Add quantity displayed into the system for this branch.

Click here to only view Variances

Click here to view the full Report

Snapshot Details

Stocktake

Bran

Date Time Beg

You can view the variance stock and cost price to adjust your financial systems stock values for this branch.

Date Time End 28 Oct 2008 16:11:00

Approved By M Brown. store manager

Stocktake Details

Barcode	Description	User	Stocktake Date and Time	Qty Stocktake	Qty	Variance	Total Cost Price
9318018933731	BATT ERIC 788 SLIM 680MAH	JSmith	28/10/2008 4:07 PM	9	9	0	$0.00
9143338586659	Jabra Bluetooth Headset PHF	JSmith	28/10/2008 4:06 PM	14	13	1	$22.30
9300605247970	Nok 3100 Batt Genuine	JSmith	28/10/2008 4:06	2	2	0	$0.00

Done Internet 100%

rforming a physical stock count.
the system.

Step 3
End
Stocktake

Report N/A

Report End Stocktake

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

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Maintain Logout

Change Prices Faulty Replacement

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- If the Variance column displays a "Positive Value" (Blue), then the physical count is more than the system count. ACTION : Add quantity displayed into the system for this branch.

Click here to only view Variances

Click here to view the full Report

Snapshot Details

Stocktake ID 42 All

Branch Head Office

Date Time Begin 28 Oct 2008 10:20:00

Date Time End 28 Oct 2008 16:11:00

Approved By M Brown. store manager

Stocktake Details

Barcode	Description	User	Stocktake Date and Time	Qty Stocktake	Qty	Variance	Total Cost Price
9318018933731	BATT ERIC 788 SLIM 680MAH	JSmith	28/10/2008 4:07 PM	9	9	0	$0.00
9143338586659	Jabra Bluetooth Headset PHF	JSmith	28/10/2008 4:06 PM	14	13	1	$22.30
9300605247970	Nok 3100 Batt Genuine	JSmith	28/10/2008 4:06	2	2	0	$0.00

Internet 100%

rforming a physical stock count.
the system.

Step 3
End
Stocktake

Report N/A

Report End Stocktake

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

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Maintain Logout

Change Prices Faulty Replacement

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- If the Variance column displays a "Positive Value" (Blue), then the physical count is more than the system count. ACTION : Add quantity displayed into the system for this branch.

Click here to only view Variances

Click here to view the full Report

Snapshot Details

Stocktake ID 42 All

Branch Head Office

Date Time Begin 28 Oct 2008 10:20:00

Date Time End 28 Oct 2008 16:11:00

Approved By M Brown. store manager

Stocktake Details

Barcode	Description	User	Stocktake Date and Time	Qty Stocktake	Qty	Variance	Total Cost Price
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9300605247970	Nok 3100 Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00

Internet 100%

Step 3 End Stocktake

Report N/A

Report End Stocktake

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

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Maintain Logout

Change Prices Faulty Replacement

Stocktake Details

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9143338586659	Jabra Bluetooth Headset PHF	JSmith	28/10/2008 4:06 PM	14	13	1	$22.30
9300605247970	Nok 3100 Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
9311222243	Nokia 88xx Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
				2	2	0	$0.00
				3	3	0	$0.00
				1	1	0	$0.00
				1	[illegible]	[illegible]	[illegible]
				1	1	0	$0.00
				4	4	0	$0.00
-041778668672	Motorola V Series			0	1	-1	-$486.95
00000006	Motorola V Series			0	1	-1	-$870.00
0012345678	Ericsson T28			0	1	-1	$0.00
0035545121	Nokia 6225			0	1	-1	-$250.00
01234567890	Ericsson T28			0	1	-1	$0.00
017768	Nokia 8850			0	1	-1	-$850.00
04103208932	Nokia 8210			0	1	-1	$0.00
04103208933	Nokia 8210			0	1	-1	$0.00
04103208934	Nokia 8850			0	1	-1	$0.00
041778668672	Nokia 8850			0	1	-1	-$600.00
0491234567890	Ericsson T28			0	1	-1	-$255.00
04988775544	Alcatel Easy HF			0	1	-1	-$455.00

This page displays the **variances** between the **System** and **physical** stock count.
Use this report to identify differences, and then manually adjust the stock levels for this branch.

Double-Click to edit

Internet 100%

Step 3 End Stocktake

Report N/A

Report End Stocktake

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

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Maintain Logout

Change Prices Faulty Replacement

Stocktake Details

Barcode	Description	User	Stocktake Date and Time	Qty Stocktake	Qty	Variance	Total Cost Price
9318018933731	BATT ERIC 788 SLIM 680MAH	JSmith	28/10/2008 4:07 PM	9	9	0	$0.00
9143338586659	Jabra Bluetooth He						30
9300605247970	Nok 3100 Batt Gen			2	2	0	$0.00
9311222243	Nokia 88xx Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
9318018046394	A/C ADAPT WITH FEMALE CIG	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
9318018049999	ERIC GH318 H/FREE KIT	JSmith	28/10/2008 4:06 PM	3	3	0	$0.00
00000003	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
00000004	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
00000005	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
9100000000	Nokia 62xx Battery	JSmith	28/10/2008 4:05 PM	4	4	0	$0.00
-041778668672	Motorola V Series			0	1	-1	-$486.95
00000008	Motorola V Series			0	1	-1	-$870.00
00123456789	Ericsson T28			0	1	-1	$0.00
00355485121	Nokia 6225			0	1	-1	-$250.00
01234567890	Ericsson T28			0	1	-1	$0.00
017768	Nokia 8850			0	1	-1	-$850.00
04103208932	Nokia 8210			0	1	-1	$0.00
04103208933	Nokia 8210			0	1	-1	$0.00
04103208934	Nokia 8850			0	1	-1	$0.00
041778668672	Nokia 8850			0	1	-1	-$800.00
049123456789098	Ericsson T28			0	1	-1	-$255.00
04988775544	Alcatel Easy HF			0	1	-1	-$455.00

The variance quantity is made up of **Stock take**

Double Click to edit

Internet 100%

Change Prices Faulty Replacement

Step 3 End Stocktake

Report N/A

Report End Stocktake

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

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Maintain Logout

Change Prices Faulty Replacement

Stocktake Details

Barcode	Description	User	Stocktake Date and Time	Qty Stocktake	Qty	Variance	Total Cost Price
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9143338586659	Jabra Bluetooth He						30
9300605247970	Nok 3100 Batt Gen			2	2	0	$0.00
9311222243	Nokia 88xx Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
9318018046394	A/C ADAPT WITH FEMALE CIG	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
9318018049999	ERIC GH318 H/FREE KIT	JSmith	28/10/2008 4:06 PM	3	3	0	$0.00
00000003	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
00000004	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
00000005	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
9100000000	Nokia 62xx Battery	JSmith	28/10/2008 4:05 PM	4	4	0	$0.00
-041778668672	Motorola V Series			0	1	-1	-$486.95
00000008	Motorola V Series			0	1	-1	-$870.00
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01234567890	Ericsson T28			0	1	-1	$0.00
017768	Nokia 8850			0	1	-1	-$850.00
04103208932	Nokia 8210			0	1	-1	$0.00
04103208933	Nokia 8210			0	1	-1	$0.00
04103208934	Nokia 8850			0	1	-1	$0.00
041778668672	Nokia 8850			0	1	-1	-$800.00
049123456789098	Ericsson T28			0	1	-1	-$255.00
04988775544	Alcatel Easy HF			0	1	-1	-$455.00

minus **Snapshot**

Double Click to edit

Internet 100%

Change Prices Faulty Replacement

Step 3 End Stocktake

Report N/A

Report End Stocktake

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

Page Tools

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Maintain Logout

Change Prices Faulty Replacement

Stocktake Details

Barcode	Description	User	Stocktake Date and Time	Qty Stocktake	Qty	Variance	Total Cost Price
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9143338586659	Jabra Bluetooth Headset PHF	JSmith	28/10/2008 4:06 PM	14	13	1	$22.30
9300605247970	Nok 3100 Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
9311222243	Nokia 88xx Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
			28/10/2008 4:06 PM	2	2	0	$0.00
			28/10/2008 4:06 PM	3	3	0	$0.00
			28/10/2008 4:05 PM	1	1	0	$0.00
			28/10/2008 4:05 PM	1	1	0	$0.00
			28/10/2008 4:05 PM	1	1	0	$0.00
			28/10/2008 4:05 PM	4	4	0	$0.00
				0	1	-1	-$486.95
				0	1	-1	-$870.00
				0	1	-1	$0.00
				0	1	-1	-$250.00
				0	1	-1	$0.00
				0	1	-1	-$850.00
	Nokia 8210			0	1	-1	$0.00
04103208933	Nokia 8210			0	1	-1	$0.00
04103208934	Nokia 8850			0	1	-1	$0.00
041778668672	Nokia 8850			0	1	-1	-$600.00
049123456789098	Ericsson T28			0	1	-1	-$255.00
04988775544	Alcatel Easy HF			0	1	-1	-$455.00

Step 5. Adjusting the System is the last step.

To finalise the stock take process you must adjust the level of stock into the system to match against the physical count.

Performing a physical stock count. the system.

Step 3 End Stocktake

Report N/A

Report End Stocktake

Internet 100%

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http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

Page Tools

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Maintain Logout

Change Prices Faulty Replacement

Stocktake Details

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9300605247970							$0.00
931122243							$0.00
9318018046394							$0.00
9318018049999							$0.00
00000003							$0.00
00000004							$0.00
00000005	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
9100000000	Nokia 62xx Battery	JSmith	28/10/2008 4:05 PM	4	4	0	$0.00
-041778868672	Motorola V Series			0	1	-1	-$486.95
00000008	Motorola V Series			0	1	-1	-$870.00
00123456789	Ericsson T28			0	1	-1	$0.00
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04103208933	Nokia 8210			0	1	-1	$0.00
04103208934	Nokia 8850			0	1	-1	$0.00
041778868672	Nokia 8850			0	1	-1	-$800.00
049123456789098	Ericsson T28			0	1	-1	-$255.00
04988775544	Alcatel Easy HF			0	1	-1	-$455.00

Double-Click to edit

If the variance displays **Zero**, then the **physical** count **equals** the **system** count.

Step 3 End Stocktake

Report N/A

Report End Stocktake

Internet 100%

ClickPOS Online - Windows Internet Explorer

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Change Prices Faulty Replacement

Stocktake Details

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9300605247970	Nok 3100 Batt Genuine	JSmith	28/10/2008 4:06	2	2	0	$0.00
931122243						0	$0.00
9318018046						0	$0.00
9318018049						0	$0.00
00000003						0	$0.00
00000004						0	$0.00
00000005						0	$0.00
9100000000						0	$0.00
-041778868672	Motorola V Series			0	1	-1	-$486.95
00000008	Motorola V Series			0	1	-1	-$870.00
00123456789	Ericsson T28			0	1	-1	$0.00
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01234567890	Ericsson T28			0	1	-1	$0.00
017768	Nokia 8850			0	1	-1	-$850.00
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04103208934	Nokia 8850			0	1	-1	$0.00
041778868672	Nokia 8850			0	1	-1	-$800.00
049123456789098	Ericsson T28			0	1	-1	-$255.00
04988775544	Alcatel Easy HF			0	1	-1	-$455.00

Double-Click to edit

If the variance displays Positive quantity, then the physical count is greater than the system.

Action. You need to add the quantity of this item to stock

Step 3 End Stocktake

Report N/A

Report End Stocktake

Internet 100%

ClickPOS Online - Windows Internet Explorer

http://216.14.207.186/pstestnet/Stock/PsStockTakeSTReport.aspx?ControlID=42

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Change Prices Faulty Replacement

Stocktake Details

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9300605247970	Nok 3100 Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
931222243	Nokia 88xx Batt Genuine	JSmith	28/10/2008 4:06 PM	2	2	0	$0.00
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00000003	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
00000004	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
00000005	Motorola V Series	JSmith	28/10/2008 4:05 PM	1	1	0	$0.00
9100000000	Nokia 62xx Battery	JSmith	28/10/2008 4:05 PM	4	4	0	$0.00
-041778868672	Motorola V Series			0			
00000008	Motorola V Series			0		1	-$870.00
00123456789						1	$0.00
00355485121							-$250.00
01234567890							$0.00
017766							-$850.00
04103208932							$0.00
04103208933							$0.00
04103208934							$0.00
041778868672							-$800.00
049123456789098							-$255.00
04988775544							-$455.00

Double-Click to edit

If the variance displays **Negative value**, then the system count is greater the physical count.

Action : **Delete the quantity specified** out of ClickPOS stock.

Step 3 End Stocktake

Report N/A

Report End Stocktake

100%

Tutorial Complete

Click to edit

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www.clickpos.com
Modified : Oct 2008