

**INV-7c** Page | 1 of 2

# Capture Stock Counts

Category	Inventory
Course	Stocktake
Version	1.0
Client	Generic
Software	2.13.104.3

Use a mobile scanning device to capture the amount of physical stock on hand (SOH) of each product included in the stocktake.

## Procedure to Capture Stocktake Counts

### Hints and Tips

- ✓ You must start and end the full or partial stocktake in the BOS.
- ✓ If your store has more than one scanning device, you can have them all performing stocktake.
- ✓ **Count Mode:**
  - Only select **Cases.Unit** if counting cases of stock in the stockroom; if you want to enter a quantity as units, you must press the decimal place key first, so that the system doesn't think you entered cases.
  - If you select **Units**, you're recording the physical number of selling units on the shelf.
- ✓ Remember to count the stock located at the registers and in storage areas!
- ✓ You can enter a count for the same product more than once; each instance will display on a separate line, and adds to (doesn't override) the previous count.
- ✓ If you count a product that isn't in the department that you're performing a full stocktake for, it's still reported and sets a new SOH.
- ✓ If you finalise a stock receipt or an invoice in SUREfire **before** you start the stocktake, make sure that you count this stock during the stocktake.
- ✓ If you receipt stock or finalise an invoice in SUREfire **during** the stocktake, don't count it; the quantity will be added to the new SOH when you end the stocktake.

1.	From the main screen on the device, double-tap the <b>SUREfire Internet</b> program.	
2.	Enter your <b>Operator ID &amp; PIN</b> , & press <b>Login</b> . <i>*The functions displayed are determined by the PDA Staff Type set in the BOS Operator Details function.*</i>	
3.	Press <b>Stock Task</b> .	
4.	Press <b>Stocktake</b> .	
5.	Enter the <b>Stocktake Identifier</b> . <i>* This is a unique number that helps you identify your own counts e.g. your operator ID or name.*</i> <i>*If the ID has previously been used during this stocktake, a list of the last seven products and quantities counted by this ID is displayed at the bottom of the screen.*</i>	
6.	Select the format to count in; either <b>Cases.Units</b> or <b>Units</b> . <i>*See Hints and Tips; defaults to Units.*</i>	
7.	Press <b>Next &gt;</b> or <b>Ent</b> .	
8.	Scan the EAN barcode or stock code on the product or ticket. <i>*Alternatively, key the code (or TUN or Manufacturer Code) and press [&gt;&gt;] or Ent.*</i> <i>*If you're counting in Units mode, and enter a stock code or a manufacturer's code that has multiple UPP EANS linked to it, the system prompts you to enter the specific EAN required.*</i> <i>*If you scanned the wrong product, click the cursor in the EAN field and scan the next product.*</i>	

# INV-7c Page | 2 of 2

## Hints and Tips

### Field definitions:

<b>EAN</b>	barcode on product
<b>S/Code</b>	ordering code for the default Supplier
<b>Supp</b>	default supplier's code
<b>UPP</b>	Units per selling pack
<b>C.Qty</b>	units per order case

- When counting in **units mode**, if **UPP** is more than [1] the SOH saved will be **UPP** multiplied by the **Qty** entered; e.g. UPP [5], qty counted [3] = 15 units SOH.
- If you scan the **TUN (outer barcode)**, count a whole box as [1] qty (1 case); UPP will be the C.Qty, so will multiply SOH correctly.
- If you count **weighted products** (e.g. loose fruit or deli lines), you enter the weight in kilos.grams even if you didn't select the cases.unit count format in step 6; e.g. [1.1] or [0.1] or [.1].
- Counting Pre-packs**
  - Products such as meat or fruit that are sold pre-packaged in a nominated weight.
  - The system prompts you to count these products by weight, not by qty of units.
  - The system automatically reverse calculates the weight of the pre-pack based on the price is embedded in the barcode. E.g. if current retail price per kg is \$2.00 and the embedded price is \$2.22, (EAN 0206006002220) the weight populated is 1.1156kgs.
  - However, if price is \$0 you'll be prompted to enter the weight (as without a price the system can't calculate it).
- Exceed Maximum Quantity xx:** your system is configured to prompt the user to confirm changes greater than a certain quantity (default set is 999).
  - Press **Yes** or **Ent** to accept the quantity, or **No** to return and reduce the quantity.



9.	<b>If the item is:</b> not weighted	<b>then:</b> in the <b>Qty</b> field, enter the number of selling units or cases.units you've counted (according to the <b>Count Mode</b> ).  <i>*If you enter [0], SOH will be adjusted to [0] when you end the stocktake (unless you re-scan add to the count).*</i>
	weighted (e.g. fruit and veg)	in the <b>Kgs</b> field, enter the weight of all the units you've 'counted'.  <i>*If you enter [0], SOH will be adjusted to [0] when you end the stocktake (unless you re-scan and add to the count).*</i>
	a weighted pre-pack product with price embedded in barcode	the <b>Kgs</b> field is automatically populated from the barcode.  <i>*See Hints and Tips.*</i>
10.	Press <b>Save</b> or <b>Ent</b> .  <i>*The saved Qty is the quantity counted as per the Count Mode selected, and weighted products in kilo.grams.*</i>  <i>*If you counted a weighted pre-pack, you can use a scan-scan-scan technique to count each pre-pack (that has a price), without pressing Save; the system saves the populated Kgs value.</i>  <i>*The saved list displays the last [7] products saved; the last scanned product is at the top.*</i>	
11.	<b>To:</b> add to the stocktake	<b>then:</b> repeat from step 8.
	correct a wrong count	If you entered a <b>wrong quantity</b> that's greater than you meant to enter, inform your Supervisor.  If you entered <b>less</b> than intended, you can simply scan the product again and record the extra quantity.
	finish	if necessary, press <b>Save</b> to save the last product added to the stocktake. Press another function or <b>Logout</b> .

