

## Monthly or Ad-hoc Stocktake:

### Using Scan and Count

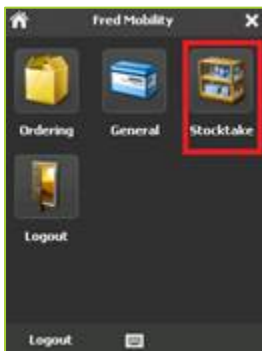
The **Scan & Count** feature allows you to perform an ad-hoc stocktake.

To use Scan & Count:

Login to Fred Mobility using the default login or your Fred Office username and password.

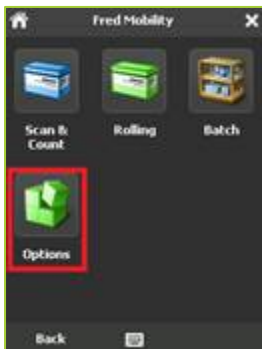
The Fred Mobility main screen appears.

Tap **Stocktake**.



The next screen appears.

Tap **Options**.

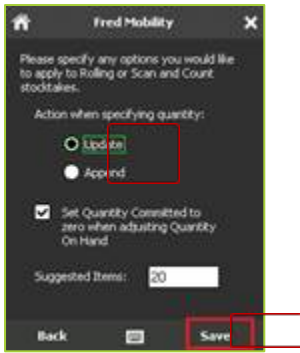



The next screen appears.

Select from one of the following options:

Select this option...	To...
<b>Update</b>	Overwrite the current <b>Quantity On Hand</b> .
<b>Append</b>	Add to the current <b>Quantity On Hand</b> .

Tap **[Save]**.



 For the purposes of this procedure the default setting of **Update** will be used.

The next screen appears.



The next screen appears.

Tap **Scan**.

The next screen appears.

Scan the item or enter a code for an item you wish to scan.



The next screen appears.

Enter the **Stock Count** and then press **[ENTER]** on your Fred Mobility device.



 Based on the options previously set in **step 4**, this will update or overwrite the existing item quantity.

Repeat the process for all items to be updated.

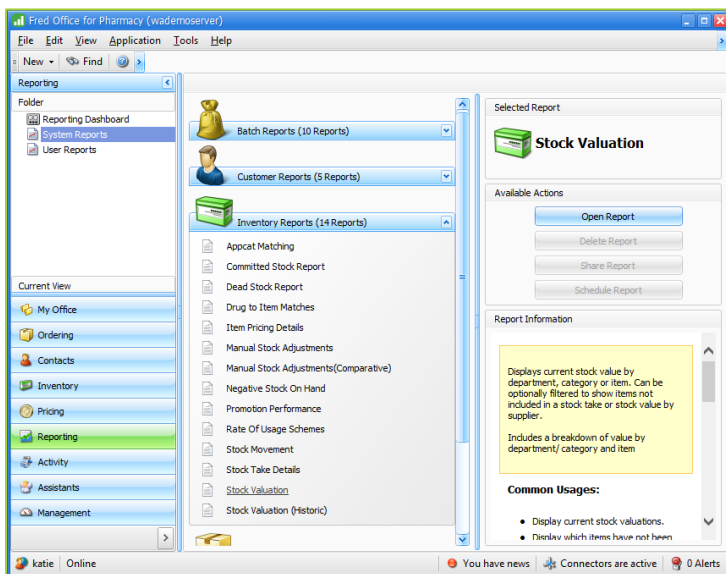
Once complete logout of Fred Mobility and return your device to the charger.

# Report on Not Stocktaked Items

Once the stocktake has been completed, either in full or particular departments you will need to check with items that have Stock On Hand have not been scanned and updated with the gun.

To do this you will need to run the Stock Valuation Report

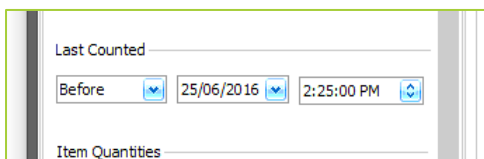
Reporting > Inventory Reports > Stock Valuation



Update the report filters to:

Either be the whole store (by NOT selecting any departments) or a department (such as Baby)

Change the Last Counted to be:



Change the time to be the approximate time that the stocktake was started, if you try and remember the time or even the 1<sup>st</sup> item that was scanned you should be able to find out the exact time.

**i** The more accurate this time is the better results you will get from the report.

Ensure that “item Quantiles – Only show items with Stock” is ticked

If the items has zero stock on hand and has not been counted then you will not have any of that item in the store and therefore the stock on hand should be correct.

Run the report

It will show only items that have NOT been counted.

If you run this report while the stocktake is happening, you will see items disappear once you rerun and the item that has been stocktaked.

You can also use Column Chooser to add the “Last Stocktake” Colum which will give you a date of the last time the item was counted. It may also be useful to add “Last Sold Date”

Department	Category	Item Description	Last Stocktake	Last Sold Date	Cost Ex	Retail	SOH	SOH \$	Δ
Analgesic/Antipyretic	OTC Open	PANADOL GEL TAB 12		1/01/1800	\$0.00	\$0.00	2.00	\$0.00	
Analgesic/Antipyretic	OTC Open	PANADOL EASY DOSE DROPS 20ML		1/01/1800	\$0.00	\$0.00	5.00	\$0.00	
Analgesic/Antipyretic	OTC Open	PANADOL COLD/FLU MAX HOT LEMON		1/01/1800	\$0.00	\$0.00	2.00	\$0.00	

Review the items that display on the report

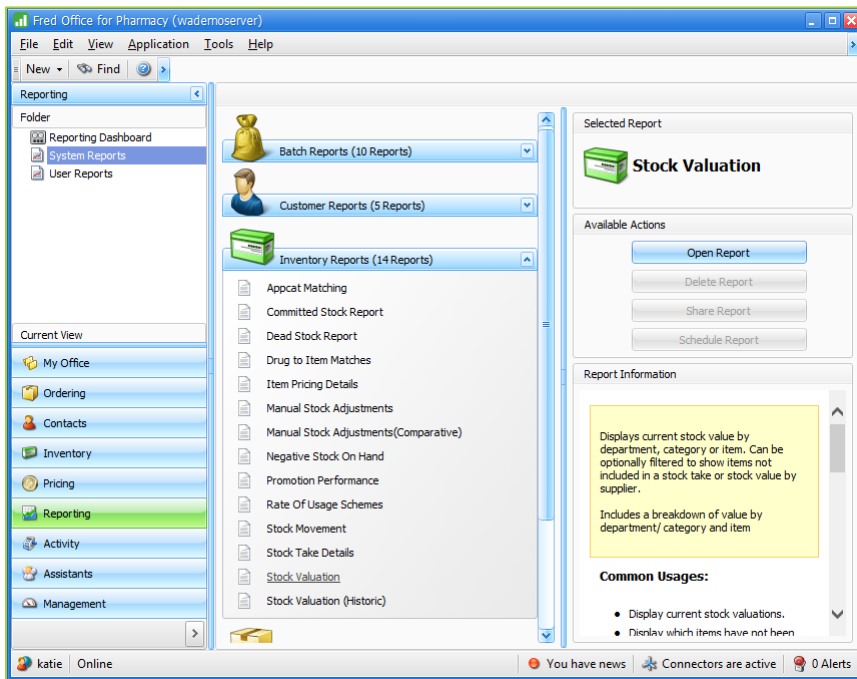
Update by bulk zero these items using item Quick action or manually update the stockcard.

# Report on Counted Items

Once the stocktake has been completed, either in full or particular departments you can review item that have been counted during the stocktake.

To do this you will need to run the Stock Valuation Report

Reporting > Inventory Reports > Stock Valuation



Update the report filters to:


Either be the whole store (by NOT selecting any departments) or a department (such as Baby)

Change the Last Counted to be:

**Last Counted**

On or after

Change the time to be the approximate time that the stocktake was started, if you try and remember the time or even the 1<sup>st</sup> item that was scanned you should be able to find out the exact time.

 The more accurate this time is the better results you will get from the report.

Ensure that "Item Quantiles – Only show items with Stock" is un ticked

Run the report

It will show only items that have been counted.

If you run this report while the stocktake is happening, you will see items added to the list once you rerun and the item that has been stocktaked.

Department	Category	Item Description	Last Stocktake	Last Sold Date	Cost Ex	Retail	SOH	SOH \$	Δ
Analgesic/Antipyretic	OTC Open	PANADOL GEL TAB 12		1/01/1800	\$0.00	\$0.00	2.00	\$0.00	
Analgesic/Antipyretic	OTC Open	PANADOL EASY DOSE DROPS 20ML		1/01/1800	\$0.00	\$0.00	5.00	\$0.00	
Analgesic/Antipyretic	OTC Open	PANADOL COLD/FLU MAX HOT LEMON		1/01/1800	\$0.00	\$0.00	2.00	\$0.00	
Analgesic/Antipyretic	OTC Open	PANADEINE 500MG/8MG TAB 40		10/09/2012	\$0.00	\$0.00	3.00	\$0.00	
Analgesic/Antipyretic	OTC Open	PANADOL 5-12YR C/FREE 200ML		1/01/1800	\$0.00	\$18.95	10.00	\$0.00	

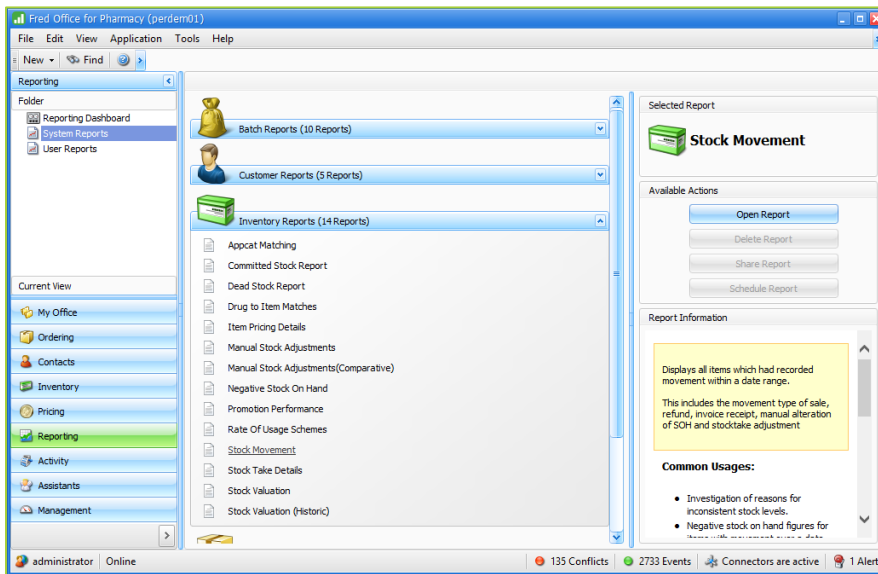
Review the items that display on the report.

# Report on Stocktake Movement

Once the stocktake has been completed, either in full or particular departments you will need to check with items that have Stock On Hand have not been scanned and updated with the gun.

To do this you will need to run the Stock Valuation Report

Reporting > Inventory Reports > Stock Movement



Update the report filters to:

Date range the stocktake was performed.

**Item Movement Between**

Select the range activity should be filtered on

Start: 25/06/2016 12:00:00 AM

End: 30/06/2019 11:59:59 PM

Predefined: Custom

Run the report

Customise this report using Column Chooser.

Filter the Movement Type column to Stocktake

Add the Column **ADJ.\$**

Department	Category	Item Code	Item Description	Movement T...	Adj. Qty	Adj. \$	SOH	Reason	Source	Movement Date
BABY	Teats & Soothers	Y441	ACTIVITY FUN ...	Stocktake	1.00	\$5.60	0.00		Administrator	23/06/2017
BABY	Teats & Soothers	753830	TT 3079 PUR TE...	Stocktake	-1.00	-\$4.92	0.00		Administrator	23/06/2017
BABY	Teats & Soothers	y925	SBROWN WATE...	Stocktake	-2.00	-\$6.04	0.00		Administrator	23/06/2017
BABY	Teats & Soothers	076082	BONJELA A/SEP...	Stocktake	-2.00	-\$13.32	0.00		Administrator	23/06/2017

Review the item movement that display on the report.