

CREATE A STOCKTAKE FILE FOR AN EXTERNAL PROVIDER

This quick reference sheet outlines how create a store-wide stocktake file for an external stocktake provider such as RGIS (previously Lotons) or similar. It also describe how to re-import and commit the stocktake in Fred Office.

In this topic:

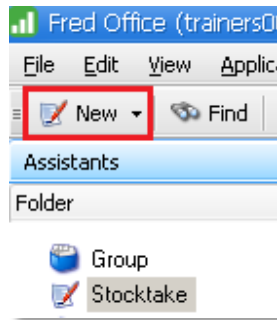
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CREATE A STOCKTAKE IN FRED OFFICE

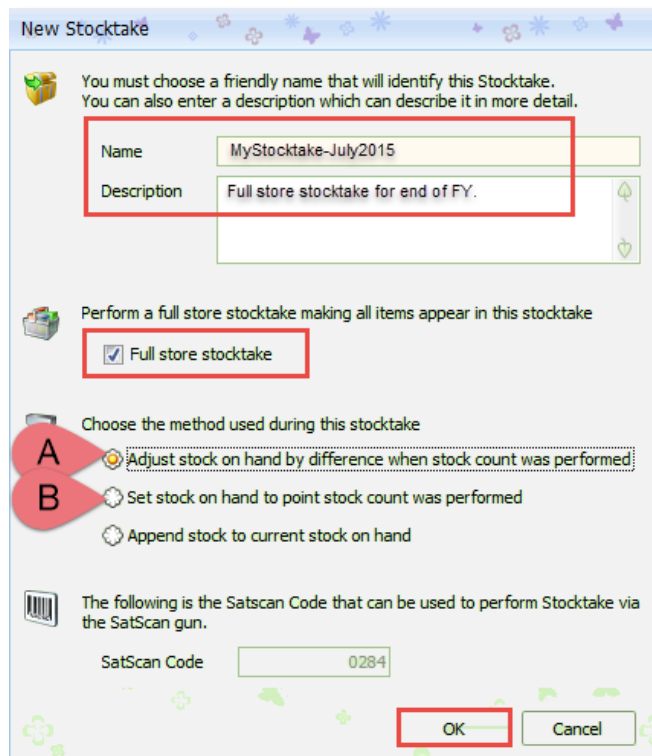
You must create the stocktake file in Fred Office first to ensure the date and time stamp of this stocktake file is earlier than that of the counted file which will be re-imported after processing by the external provider.

Create the stocktake file:

1. Go to **Assistants**, then **Stocktake** and click **New**.



2. Enter a name and description for your stocktake.
3. Click **Full store stocktake**.
4. Select the stocktake method:
 - a. If you are creating this stocktake file *while trading*, select **A**.
 - b. If the store is closed, select **B**.
5. Click **OK** to start the file creation process.



The three stocktake methods are described on page 3.

a. Adjust stock on hand by difference when stock count was performed

This is the recommended default option that enables you to count the stock **while the store is still trading**.

- This option adjusts the stock on hand only by the difference in quantity between what the system thinks you have (the **Expected** value) and what you counted (the **Current Count**) — this means the system takes into account what has happened to the item since you last counted it (sales, orders etc ...).
- If performing a *full store stocktake* it is recommended to also tick **Full Store Stocktake**, so that any items not counted have their SOH figure reset when the stocktake file is committed. Additionally, when using this option, your count must include all stock in your shop — including stock on shelves, in your storeroom and any committed stock awaiting collection.
- If an order arrives during your stocktake, **receive** the stock via **Fred Office Ordering** (as per regular procedure). Do not count this stock as part of the stocktake, as the system will automatically adjust for this when the stocktake is committed.
- **Tutorial:** Create Full Store Stocktake - Count While Trading:
<http://help.fredhealth.com.au/media/p/1097.aspx>

b. Set stock on hand to point stock was performed

This option changes the quantity in your system to the quantity counted when the stocktake is committed. It does not take into account what has happened to the item since you counted it. This is the most appropriate option to use when the stocktake will be counted and **committed while the store is closed**.

- This option changes the quantity in the system to the quantity counted. This change is applied at the time the stocktake file is committed. For this reason this entire process must be completed after hours (including committing the stocktake file).
- If performing a *full store stocktake* it is recommended to also tick **Full Store Stocktake** so that any items not counted will have their SOH figure reset to zero when the stocktake file is committed. Additionally, when using this option your count must include all stock in your shop — including stock on shelves, in your storeroom and any committed stock awaiting collection.
- **WARNING!** If the stocktake is committed after the store begins trading once more, then your SOH figures may no longer be accurate. The figures entered will overwrite what is in your database without taking into account any changes to the item (sales, orders etc ...).
- **Tutorial:** Create Full Store Stocktake – After Hours Count:
<http://help.fredhealth.com.au/media/p/1098.aspx>

c. Append stock to current stock on hand

This option adds the quantity counted in the stocktake to the stock on hand quantity already in the system. This option is commonly chosen when **counting stock in a storeroom** which has not previously been counted.

- This option is useful if you have already completed a stocktake for all items in the front of shop, but have not counted items in another location (for example, the storeroom). This option also enables you to report on the items (and stock value of

items) in the storeroom (or other location) separately to the items in the rest of the shop.

- **WARNING!** If your storeroom has previously been counted as part of the full store stocktake, this option is not appropriate as items will be counted twice.
- **Tutorial:** Create Storeroom Stocktake using Append Feature:
<http://help.fredhealth.com.au/media/p/1102.aspx>

EXPORT THE STOCKTAKE FILE

This example assume the newly created stocktake file is saved to your desktop as a .CSV file.

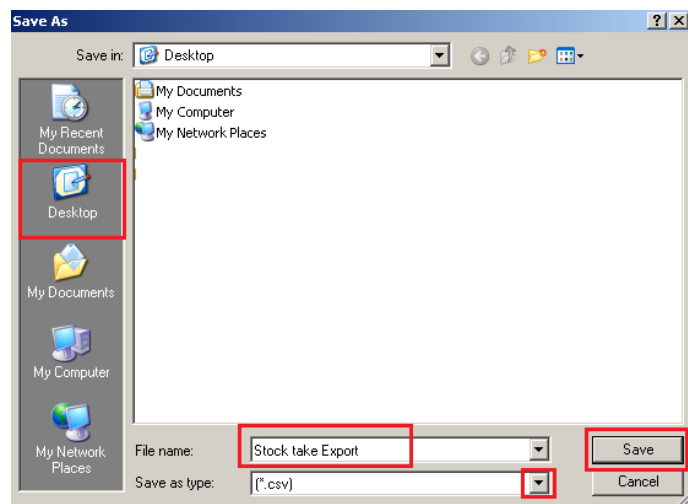
Export the stocktake file:

1. From the **Tools** menu, click **Item** then **Stocktake Export**.
2. In the **Stocktake Export** dialog, click **Export**.

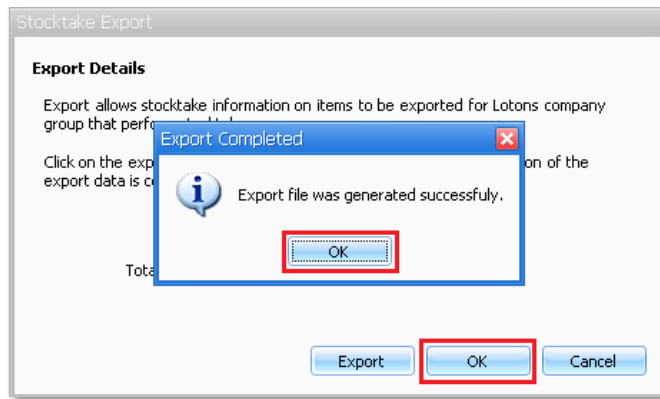


The **Export** button becomes available once the **Total Items to be Exported** has been calculated. This might take a few seconds.

3. When prompted to save the file, click **Desktop** (or another destination of your choice).
4. Enter a name for your file.
5. Set the **Save as type** to .CSV.



6. Click **Save**, then **OK** (twice).



The save .CSV file can now be supplied to your external stocktake representative.

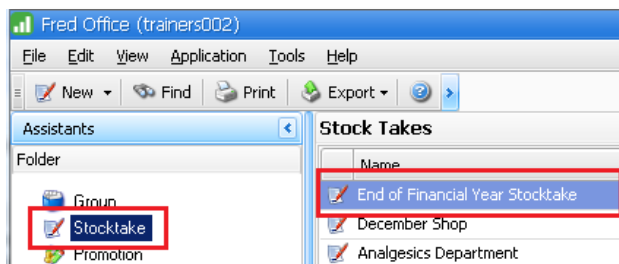
RE-IMPORT THE COMPLETED STOCKTAKE FILE

Once the stocktake has been completed by the external stocktake, the returned stocktake file must be imported into Fred Office.

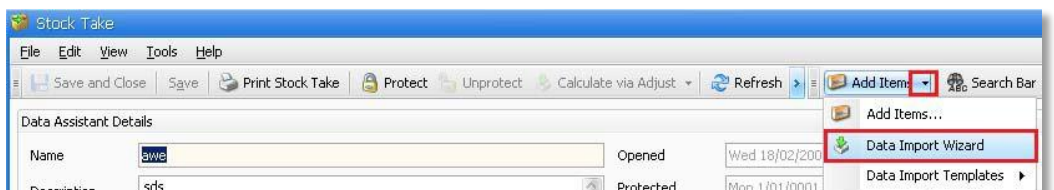
- If you have not previously used the Data Import Wizard, refer to **Option A: Import via Data Import Wizard**.
- If you have already set up a template for external stocktake files, refer to **Option B: Import via Template**.

Option A: Import with the Data Import Wizard

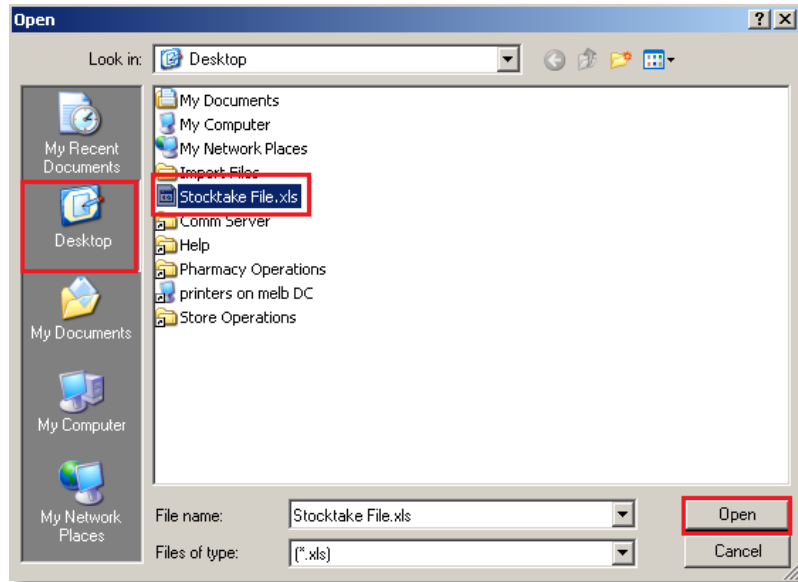
1. From the **Assistants** section, click **Stock take** and open the stocktake file previously created.



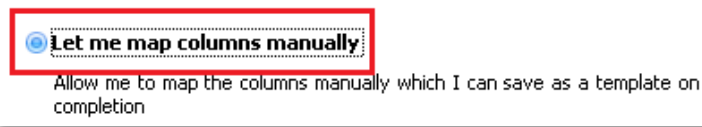
2. In the menu bar, click the arrow next to **Add Items** and select **Data Import Wizard**.



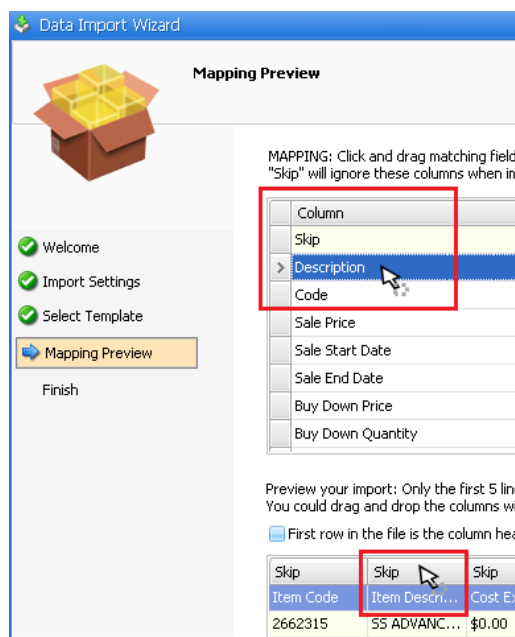
3. Click **Next** to move past the **Welcome** screen (if it displays).
4. On the following screen, Click **Browse** and navigate to the **Desktop** (or the location where you saved Stocktake file returned by the external provider).
5. Click the file you wish to import, then click **Open**.



6. Click **Next** to move to the next screen and select **Let me map columns manually**, then click **Next** again.



7. In the **Mapping Preview** screen, click and hold your mouse on a field from the **Column** selection at the top of the screen.



- While still holding, drag your mouse onto the header line of the appropriate column in your data preview displayed below. When your mouse is over the correct column heading, release the mouse button

The selected field name display in the column heading.

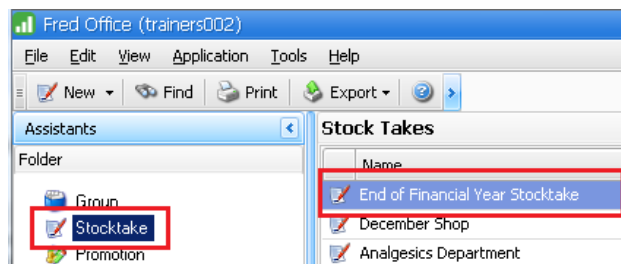
Skip	Description	Skip
Item Code	Item Descri...	Cost Ex
2662315	SS ADVANC...	\$0.00
01784	CC LS MET...	\$5.56

- Match all fields appropriate to your data. It is recommended to include **Item Description** and **Item Code** as a minimum.
- Click **Next** when done.
- Click **Finish**.

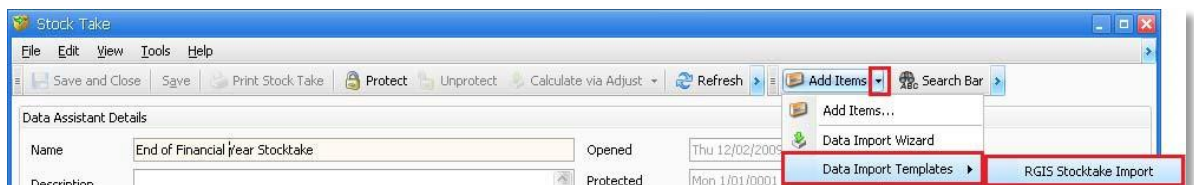
If the file you imported is typical of the format you would use in future, click **check this box to allow saving of this template** and type a **Template Name**.

Option B: Import using a Template

- From the **Assistants** section, click **Stock take** and open the stocktake file previously created.



- Click the arrow next to **Add Items**, select **Data Import Template** then the template you wish to use **RGIS Stocktake Import** (for instance).



- On the following screen, Click **Browse** and navigate to the **Desktop** (or the location where you saved Stocktake file returned by the external provider).
- Click the file you wish to import, the click **Open**.
- Click **OK**.

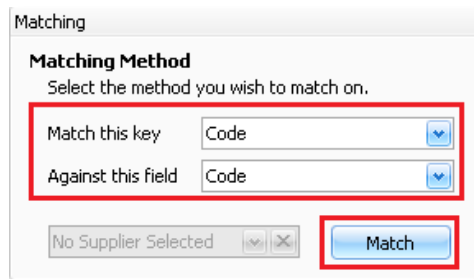
RESOLVE IMPORT ERRORS

Note: This section is relevant only if items remain in the **Imported** tab after running the process described above.

Only items on the **Ready** tab are processed once **Protect** or **Commit** are selected — these items must be dealt with as appropriate.

Step 1: Match Code to Code

1. In the **Matching Method** section, set **Match this key** and **Against this field** to **Code**.



Matching

Matching Method
Select the method you wish to match on.

Match this key Code

Against this field Code

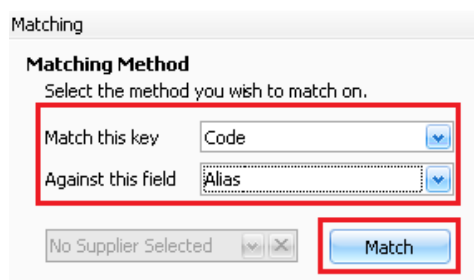
No Supplier Selected

Match

2. Click **Match** then **OK**.
Items from your import file already matched to items in your database display a tick ✓ in the first column of the **Imported** tab.
3. Click **Validate** under **Import Validation**.
Any matched items are moved to the **Ready** tab.

Step 2: Match Code to Alias

1. In the **Matching Method** section, set **Against this field** to **Alias**.



Matching

Matching Method
Select the method you wish to match on.

Match this key Code

Against this field Alias

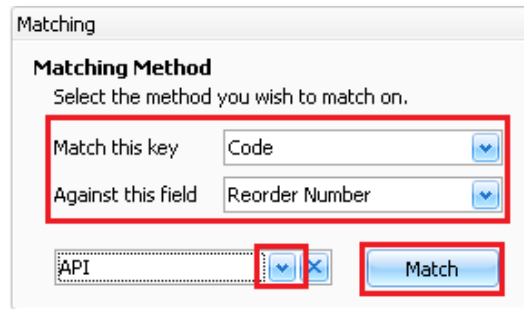
No Supplier Selected

Match

2. Click **Match**, then **OK**.
3. Click **Validate** under **Import Validation**.

Step 3: Match Code to Reorder Number

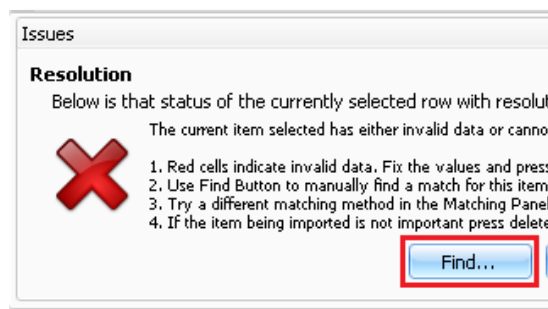
1. In the **Matching Method** section, **Against this field** to **Reorder Number**.



2. Select your primary supplier using the pull down arrow .
3. Click **Match**, then **OK**.
4. Click **Validate** under **Import Validation**.

Step 4: Match Items Manually

1. Select the item you wish to manually match to an item in your database.



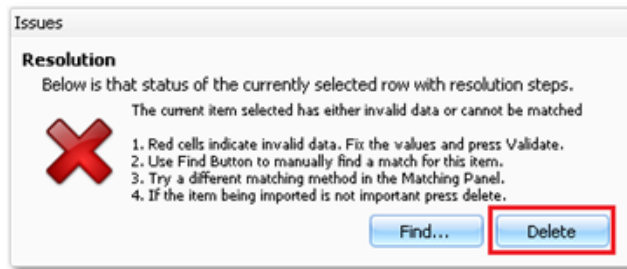
2. Click **Find ...** under **Issues**.

For further details on how to perform this function, refer to the section **Other Details** (below).

3. Click **Validate** under **Import Validation**.

Step 5. Delete Unmatched Items

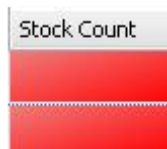
1. Select the item you wish to remove.



2. You can highlight multiple items at once for deletion by using the <CTRL> and <SHIFT> keys.
3. Click **Delete** under **Issues**.

Step 6. Fill Red Field

1. Click in the red field displayed and type the appropriate required value.



For instance if **Stock Count** as displayed here, enter the missing quantity.

2. Click **Validate** under **Import Validation**.

PROTECT AND COMMIT THE STOCKTAKE

Step 1: Protect

1. Click **Protect** to prevent any further changes being made to the stocktake file.



2. Click **Calculate via Adjust**.

The **Data Assistant Stock Take Discrepancy** opens.



Step 2: Check Data Assistant Stocktake Discrepancy

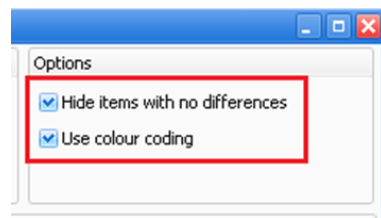
Before **committing** the stocktake, it is highly recommended that you check the **Data Assistant Stock Take Discrepancy**. Committing cannot be undone.

1. Click **Hide items with no differences**.
2. Click **Use colour coding**.

Summary				
	Expected	Over	%	Under
Quantity	354.00	34.00	9.60 %	19.
Value	\$594.40	\$82.88	13.94 %	\$20.

Stock Take Details		
Code	Description	Current Count
01217	CC LP KUNGURA BERRY	0
01872	CC LS MATTE SERENITY	1

3. Click the **Current Count** column heading to sort the data.



Sorting the **Current Count** allows you to quickly see any items with a count of "0" where a figure was expected.

The colour coding is use to denote the difference between positive and negative differences between the figure counted and your expected total.

Step 3: Commit

1. Once your check is complete, click **Commit** to proceed.

Important! Committing the stocktake cannot be undone.

2. At the prompt, click **Yes** to confirm.

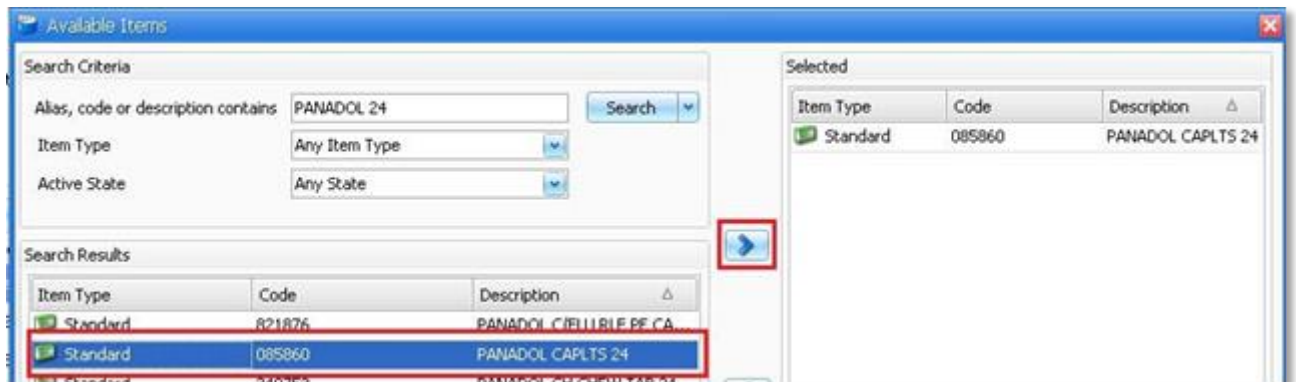
— or —

Click **No** to stop the process, then click **Cancel** and **Uncommit** to return to the main stocktake screen and edit the quantities.

OTHER DETAILS

This procedure is relevant if you have clicked **Find...** in the **Imported** tab to manually match an item from the completed external stocktake file to the item your store.

1. Enter the item description (all or part), barcode or look up code into the search field.
2. Click **Search**.
3. Highlight the item you wish to match to from the **Search Results**.
4. Click the single arrow to move the item to **Selected**.



The single back arrow can be used to remove an item from **Selected**.

5. Click **OK**.



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