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.

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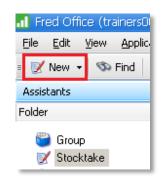


CREATE A STOCKTAKE IN FRED OFFICE

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.

New S	Stocktake	°&* ↓		
🌮	You must choose a friendly name that will identify this Stocktake. You can also enter a description which can describe it in more detail.			
	Name	MyStocktake-July2015		
	Description	Full store stocktake for end of FY.		
		Ý.		
٩	Perform a full store	re stocktake making all items appear in this stocktake tocktake		
-		od used during this stocktake		
A	Adjust stor	k on hand by difference when stock count was performed		
B	Set stock o	n hand to point stock count was performed		
	Append sto	ock to current stock on hand		
	The following is the SatScan gun.	ne Satscan Code that can be used to perform Stocktake via		
	SatScan Code	0284		
ිා		OK Cancel		

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 systems 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: <u>http://help.fredhealth.com.au/media/p/1097.aspx</u>
- 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 <u>without</u> 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: <u>http://help.fredhealth.com.au/media/p/1102.aspx</u>

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.

Stocktake Export				
Export Details				
Export allows stocktake information on items to be exported for Lotons company group that perform stocktakes.				
Click on the export button to begin the export process once preparation of the export data is complete.				
Total Items to be Exported 11122				
Export OK Cancel				

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.

Save As					? ×
Save in:	🞯 Desktop		•	G 🕸 📂 📰	
My Recent Documents	Hy Documents My Computer My Network Pla				
Desktop My Documents					
My Computer					
My Network	File name:	Stock take Export		•	Save
Places	Save as type:	[*.csv]			Cancel



6. Click Save, then OK (twice).

Stocktake Export
Export Details
Export allows stocktake information on items to be exported for Lotons company group that performed Export Completed
Click on the exp export data is c Export file was generated successfuly.
Тота
Export OK Cancel

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.

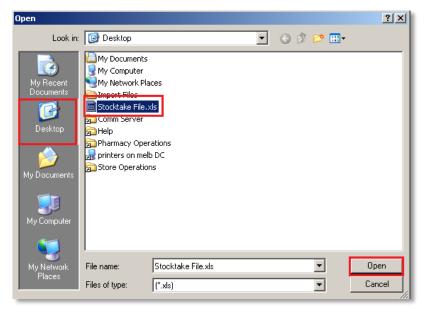
📊 Fred Office (trainers002)				
Eile Edit View Application Tools Help				
= 📝 New 👻 😵 Find 🛛 😂 Print 🛛 🕹 Export 👻 🥘 🕨				
Assistants Stock Takes				
Folder	Name			
🐃 Group	📝 End of Financial Year Stocktake			
📝 Stocktake	📝 December Shop			
197 Promotion	📝 Analgesics Department			

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

<u>Eile E</u> dit <u>V</u> ie	w <u>T</u> ools <u>H</u> elp	
= 🔛 Save and I	Close Save 🍃 Print Stock Take 🔓 Protect 🍐 Unprotect 🌖 Calculate via Adjust 👻 🍣 Refresh 👂 🗉	📁 Add Item 🔽 🎭 Search E
Data Assistant (Details	Add Items
Name	opened Wed 18/02/200	👶 🛛 Data Import Wizard
Description	sds Mon 1/01/0001	Data Import Templates 🜖



- 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, the click Open.

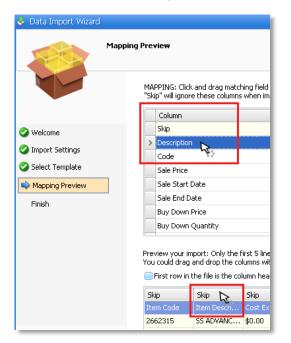


6. Click Next to move to the next screen and select Let me map columns manually, then click Next again.

Let me map columns manually	
Allow me to map the columns manua completion	ly which I can save as a template on

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

k.





8. 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

- 9. Match all fields appropriate to your data. It is recommended to include **Item Description** and **Item Code** as a minimum.
- 10. Click Next when done.
- 11. 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

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

📶 Fred Office (trainers002)				
Eile Edit View Application Tools Help				
= 📝 New 🔻 🧠 Find 😂 Print 🔌 Export 🕶 🥹 🤉				
Assistants Stock Takes				
Folder	Name			
🚰 Group	📝 End of Financial Year Stocktake			
📝 Stocktake	📝 December Shop			
87 Promotion	📝 Analgesics Department			

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

🞯 Stock Take						🔀
<u>File E</u> dit <u>V</u> ie	w <u>T</u> ools <u>H</u> elp					>
= 📙 Save and	Close 🛛 Save 🛛 🍏 Print Stock Take 🛛 🚳 Protect 🍗 Unprotect 🎐 Calculat	e via Adjust 👻	<i>2</i> Refresh 🔉 =	P A	dd Items 🔹 🏚 Search Bar	>
Data Assistant I	Details				Add Items	
Name	End of Financial vear Stocktake	Opened	Thu 12/02/2009	3	Data Import Wizard	
Description		Protected	Mon 1/01/0001		Data Import Templates 🔸	RGIS Stocktake Import

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



RESOLVE IMPORT ERRORS

Note: This section is relevant only if item 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.

atching Matching Method Select the method	you wish to match on.
Match this key Against this field	Code 💌 Code 💌
No Supplier Select	ed 💌 🗶 Match

2. Click Match then OK.

Items from your import file already matched to items in your database display a tick \checkmark 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, Against this field to Alias.

Mat	ching .	
M	latching Method Select the method y	you wish to match on.
	Match this key Against this field	Code 💌 Alias 💌
	No Supplier Selecte	ed 💌 🗶 Match

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



Step 3: Match Code to Reorder Number

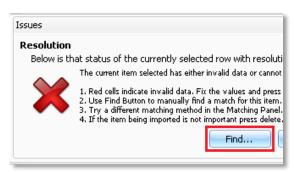
1. In the Matching Method section, Against this field to Reorder Number.

tching 1atching Method Select the method	you wish to match on.
Match this key Against this field	Code 💌 Reorder Number 💌
API	Match

- 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.

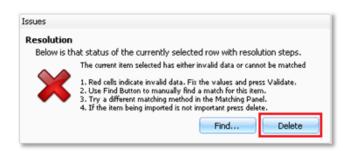
For further details on how to perform this function, refer to the section **Other Details** (below).

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.

IN IN	ew su	ocktake					
Eile	Edit	⊻iew	Too	s	He	elp	
-	Save	and Clos	e	Sa	ve	🍰 Print Stock Take	3 Protect

2. Click Calculate via Adjust.

The Data Assistant Stock Take Discrepancy opens.

💝 New Stocktake		
Eile Edit ⊻iew <u>T</u> ools <u>H</u> el;)	
E Save and Close Save	🍛 Print Stock Take 🛛 🧂 Protect 🔓 Unpro	otect 臱 Calculate via Adjust 👻



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.

Data Assistar Summary	nt Stock Ta	ike Disc	repancy		
Saminary	Expecte	:d	Over	%	Under
· ·		4.00 34.00		9.60 % 13.94 %	19 \$20
Stock Take Detail	s				
Code		Descript	tion	Current Count	Δ
01217		CC LP KI	JNGURA BERRY		0
01872		CC LS M	ATTE 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**.

🍟 Avalable Items							Ē
Search Criteria					Selected		
Alias, code or description contain	PANADOL 24		Search	~	Item Type	Code	Description 🛆
Item Type	Any Item Type				Standard	085860	PANADOL CAPLTS 24
Active State	Any State						
Search Results				>			
Item Type C	ode	Description	4				
Standard 8	21876	PANADOL CIP	ULRIE PE CA				
🔛 Standard 🛛 0	15860	PANADOL CAP					
I Chandland 2	0.969	DAMAGE AND A DESCRIPTION OF A DESCRIPTIO	FUETO TAD S	_	×		

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

5. Click OK.





1300 731 888 (Local Call Cost) **Fred Help Centre:** http://help.fred.com.au **Email:** help@fred.com.au

8.30am - 9.00pm (EST) Mon – Fri 8.30am - 5.00pm (EST) Sat, Sun & Public Holidays

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