Stock Take

Contents

1 Stock Take

1.1 Introduction

This document describes the required screens to be used in the stock take configuration and process. Other guides describe the set up of company, user, warehouse, stock codes etc.

This is a generic guide based on the version of the Calidus system at the time of writing.

It can also be used by clients to specify their specific data values to aid initial system set up as well as for future reference.

- Note that fields marked ?**? are mandatory and are needed to ensure correct set up of the system.

1.2 Overview

Before a stock take cycle can commence, it must be confirmed that all the products affected by the stock take comply with the following:

- GRN's must be completed. (If the GRN is at Pre-Advice status then the stock take cycle can be started.
- Orders are completed. **(If there is stock with status with status ?Allocated?, the stock take will fail. If orders have status ?1? Committed, the stock take cycle can be started).**
- No outstanding Movements.
- The stock selected is not already under a stock take cycle.
- No system holds

If any of these conditions are met, the stock take cycle will fail.

Supporting Reports

It is advisable that the following reports are run before a stock take cycle is generated.

- WHS1968 - GRN's Not Putaway Report
- SOS1170 - Order Status Report
- WHS1545 - Outstanding Movements Report
- WHS1970 - Unconfirmed Movements Report
- SOS1170 - Held Stock Status Report (Check for pallets on system holds such as 85 Down Date at despatch and 90 Awaiting Putaway)

Process Flow

- Stock Take Template (WHS0552)(Optional)
- Stock Take Cycle Generation (WHS0541)
- Stock Take Report (WHS0543) or Stock Take Error Report (WHS0541A)
- Stock Take Count Input (WHS0544)
- Stock Take Variance Report (WHS0546)
- Stock Take Update (WHS0544)
- Stock Take Cleardown (WHS0547)

1.3 Stock Take Template (WHS0552)

This screen allows entry of a complete Warehouse Stock Take Template. At each main prompt, you may choose **No**, or return to take the default value of **?ALL?** or you may choose **Yes**, this will allow entry of specified values.

Ready for **What's Next, Now**™

Field Name	Description	Options
Template Code **	Name of template - this name can be used for all future stock takes. A template name only needs to be created once and the details within that template can then be used for all future stock takes	4 character free text field
Description	Description of template	30 character free text field
Area	Allows selection by area - Y or N - N will default to ?All?	Must have been created in area codes maintenance - LOV available
Location	Allows selection by location code. If yes is selected then the option to choose location by Odd and Even as well as Range and Level is given	Must have been created in location codes maintenance - LOV available
Owner	Allows selection by Owner code - Y or N - N will default to ?All?	Must have been created in owner maintenance - LOV available
Product	Allows selection by Product code - Y or N - N will default to ?All?	Must have been created in stock maintenance - LOV available
Rotation	Allows selection by System Rotation - Y or N - N will default to ?All?	Must exist on the wms
Range	Allows selection by Product Range - Y or N - N will default to ?All?	Must have been set up in product class maintenance - LOV available
Class	Allows selection by Product Class - Y or N - N will default to ?All?	Must have been set up in product class maintenance - LOV available
Category	Allows selection by Product Category	Must have been set up in product class maintenance - LOV available
Group	Allows selection by Product Group	Must have been set up in product class maintenance - LOV available
Prod. Type	Allows selection by Product Type	Must have been set up in product type maintenance - LOV available
ABC	Allows selection by ABC code	The ABC flag must be set up in stock maintenance
Location Type	Allows selection by Location Type	Must have been created in location types maintenance - LOV available
Disp. Batch	Do you wish system rotation to be shown on the counting check sheet	Y or N - will default to N
Count Option	Full, Partial or Exception - The type of count will determine what information is required in the input screen.	Full = all information including batch and quantity Partial = only quantities will be prompted for Exception = the system will default all values including the system quantities. If no changes are made, the count will accept the qty on the wms.

Ready for **What's Next, Now**™

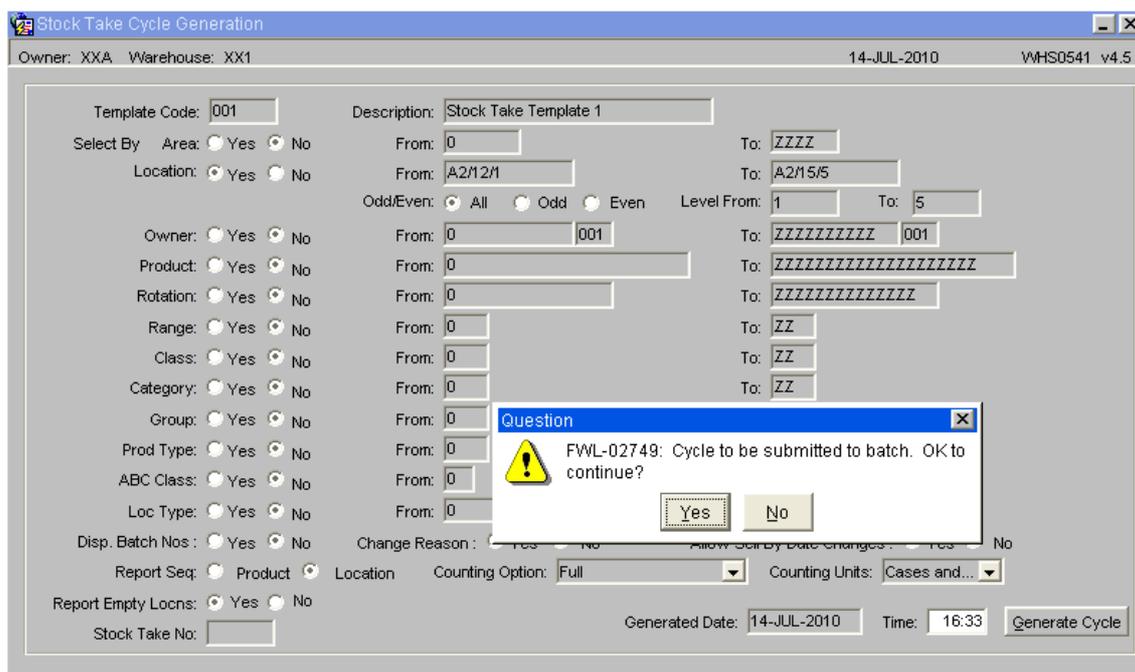| Field Name	Description	Options
Count Units	Which UOM to count the stock in	Cases only Units only Cases and Units (normal option)
Rep. Empty Locns	Do you wish the check sheet to report empty locations as well as those occupied	Y or N
Rep. Seq.	The sequence in which the check sheet will report the products to be counted	Location sequence or Product code sequence
Change Reason	If a qty is changed, do you wish a reason code to be entered (this will put the product on hold)	Y or N
Allow Sell by Date Changes.	Allows sell by dates to be changed	Y or N

1.4 Stock Take Cycle Generation (WHS0541)

On entry to this screen the cursor will be in the Stock Take No field and the screen will be in enquiry mode. This allows previous generated stock take cycles to be viewed.

If the user stops the enquiry mode then a message ?All movements must be completed before running stock take cycle generation? is given.

The user can then enter either a template code, which will bring up the stock take details of that code, or start a new definition using the same fields as the template program (details below)

See details of stock take template (WHS0552) for field information.

On entry of the stock take details and date/time the Generate Cycle button can be used to start the stock take. A message ?Cycle to be submitted to batch. OK to continue?? is given and the user can select yes or no, if no is selected then nothing happens.

If yes is selected then a new stock take number will be automatically generated and displayed. The generate cycle procedure will take a precise snapshot record of the status of the selected stock in the warehouse, as known to the system at the specified date and time as entered on the screen.

Please note, all selected stock is ?held? when the snapshot is taken and only released after the completion of the stock take. This completion is done when either the stock take is confirmed, or rejected at Stock Take Update.

Ready for **What's Next, Now**™

1.5 Stock Take Report (WHS0543)

This screen generates the stock take report print, for the manual count and input. If RF is being utilised then the stock take cycle will have been sent to the WCS ready to be accessed by an RF device.

Field Name	Description	Options
Stock Take Cycle From	Start Cycle for the report	Must be a valid stock take cycle - LOV available
Stock Take Cycle To	End Cycle for the report	Must be a valid stock take cycle - LOV available
Print On-Hand Quantities	Do you wish the system quantities to be printed on the report	Y or N
Buttons		
Report	Generates the counting check sheet	

The stock take sheets will print differently depending on which type of stock take is run, e.g. Full, Check, Partial or Exception. The type selected will be in the header of the report and the example below is of a 'Full' stock take.

Ready for **What's Next, Now**™

```
                    W A R E H O U S E   F U L L   S T O C K   T A K E   S H E E T          Date:     14-JUL-10

Warehouse    XX1 Standard Warehouse                                      Stock Take Cycle Number            000002
Count by Cases                                                                        Count Number              1

Area    MAIN                                                            Stock Take Date     14-JUL-10    Time  16:63

                                                                       Employee        _____

Location            Owner/Stock   Description         Pallet  Rotation No        Quantity              Weight       Check
                                                      Id   Customer No.        Case     Unit          (kgm)
                    _____

A2/12/1               +                                _____   _____
                      +
                                                                             _____   _____   _____.__    ____
A2/12/2               +                                _____   _____
                      +
                                                                             _____   _____   _____.__    ____
A2/12/3               +                                _____   _____
                      +
                                                                             _____   _____   _____.__    ____
A2/12/4               +                                _____   _____
                      +
                                                                             _____   _____   _____.__    ____
A2/12/5               +                                _____   _____
                      +
                                                                             _____   _____   _____.__    ____
A2/13/1               +                                _____   _____
                      +
                                                                             _____   _____   _____.__    ____
A2/13/2               +                                _____   _____
                      +
```
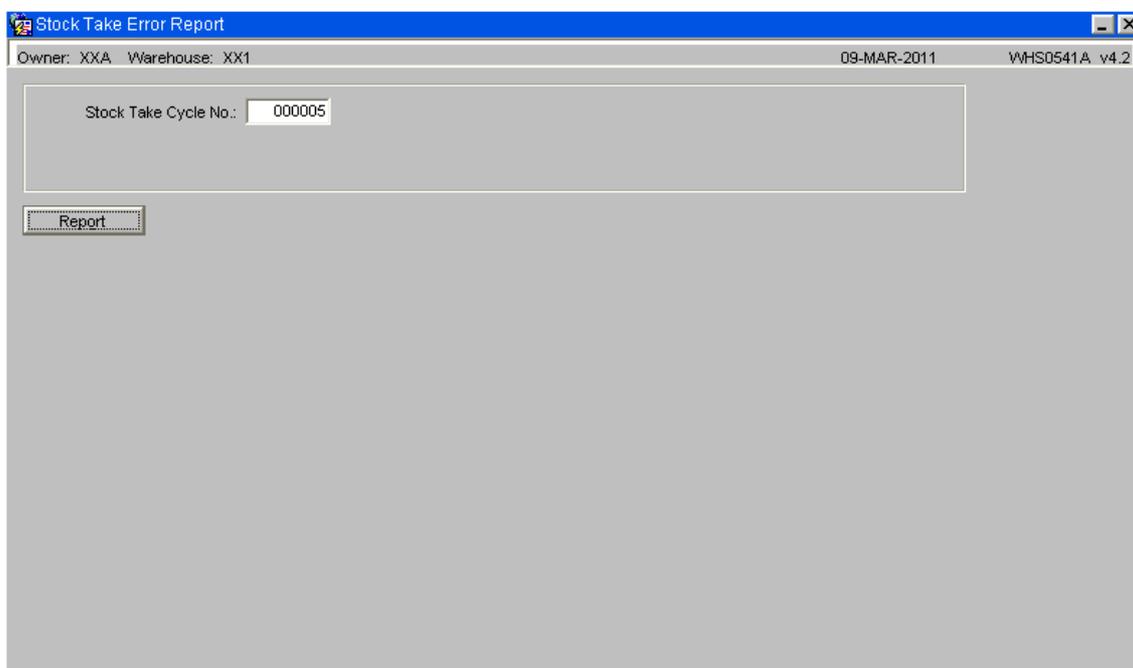
If the cycle number is not present in the drop down list then the cycle has failed and the error report (WHS0541A) should be run instead.

1.6 Stock Take Error Report (WHS0541A)

If a Stock Take cycle fails (i.e. status ?Cannot Complete?), this report provides the user with an explanation of why it happened. It can be used to correct those items that have caused the stock take to fail. Displayed details include allocated quantities, outstanding movements, system holds and overlapping stock take cycles. The stock take cycle will then have to be cancelled in the Stock Take Cleardown screen.

Field Name	Description	Options
Stock Take Cycle No.	The stock take cycle number that is to be reported on	Must be a valid cycle - LOV available - note, the status of each cycle will be displayed
Buttons		

Ready for **What's Next, Now**™

Field Name	Description	Options
Report	Generates the report	

```
Report: WHR0541 v1.3                    New Test Company              Page : 1    of 1
                                Warehouse Stock Take Error Report      Date : 14-Jul-10 17:22

Location       Owner      Stock           Pallet    - Allocated -    ----- Transfers -----    Hold    Already on
_____

A1/59/5        XXA        B001002         00000715     10/    0       0/    0      0/    0      0       No



                                       End of Report WHR0541
```
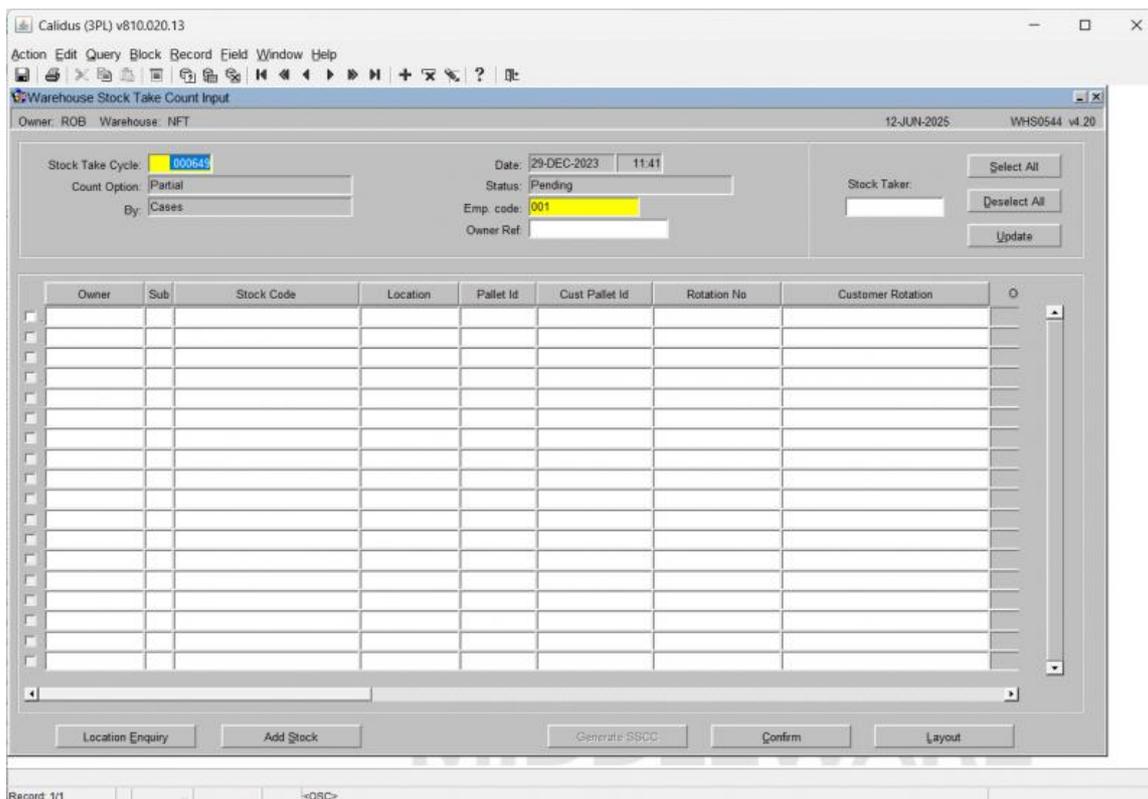
Ready for **What's Next, Now**™

2 Stock Take Updates

The stock take updates comprise of inputting the stock details, updating these to the system and then clearing down the stock take.

2.1 Stock Take Count Input (WHS0544)

This screen allows the manually counted stock to be input against the locations of the stock take. If the stock take type is by Exception then the figures in the Cases/Units field will be automatically set to the system generated figures, these can then be changed as and when needed.

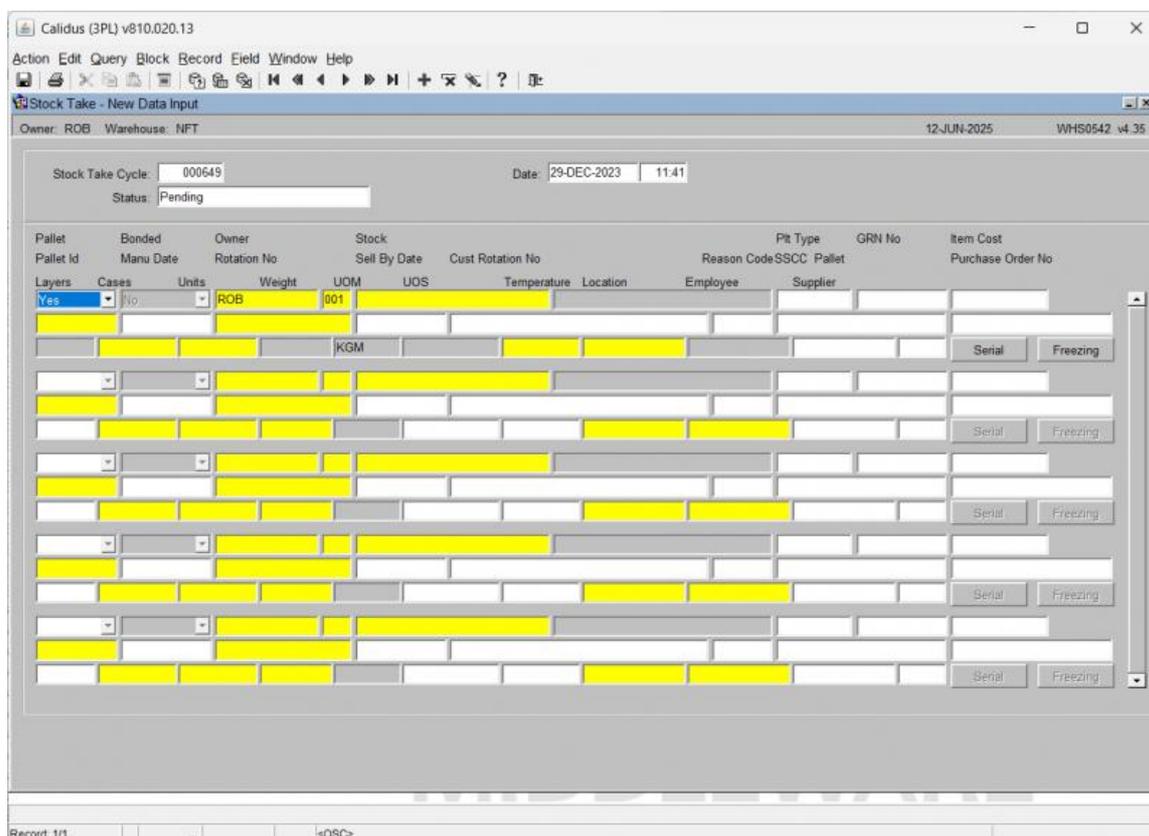| Field Name	Description	Options
Stock Take Cycle **	Allows the user to enter the cycle to be entered into the system	Must be a valid cycle - LOV available - note, the status of each cycle will be displayed
Date	Date and time of the stock take	Display Only
Count Option	Count option of the stock take	Display Only
Status	Status of the Stock take	Display Only
By	Count units of the stock take	Display Only
First Location	A start location to input from	Must be a valid location - leaving the field blank will default to ?All?
Emp Code	Enables the entry of an employee code	Must have been created in employee maintenance - LOV available
Owner Ref		
Buttons		
Location Enquiry	Allows the enquiry of a specific location	
Add Stock	Allows the addition of stock. This will take you to the Stock Take - New Data Input screen WHS0542.	
Confirm	Confirms the input details for the given stock take.	
Generate SSCC	Generate a new SSCC ID if required.	
Layout	Change the layout of the results table. You will be taken to WHS0909.	

Ready for **What's Next, Now**™

The screen will display all of the count information in a results table, where you can enter the actual counts.

The information in this table is configurable (through the **Layout** button) and the table can be scrolled horizontally to see more information if required.

2.2 New Data Input (WHS0542)

This screen allows the addition of new stock within a given location and for a given owner and stock code. In addition to the ?normal? data required for new stock a valid Reason Code and Employee Code must also be entered for auditing purposes.

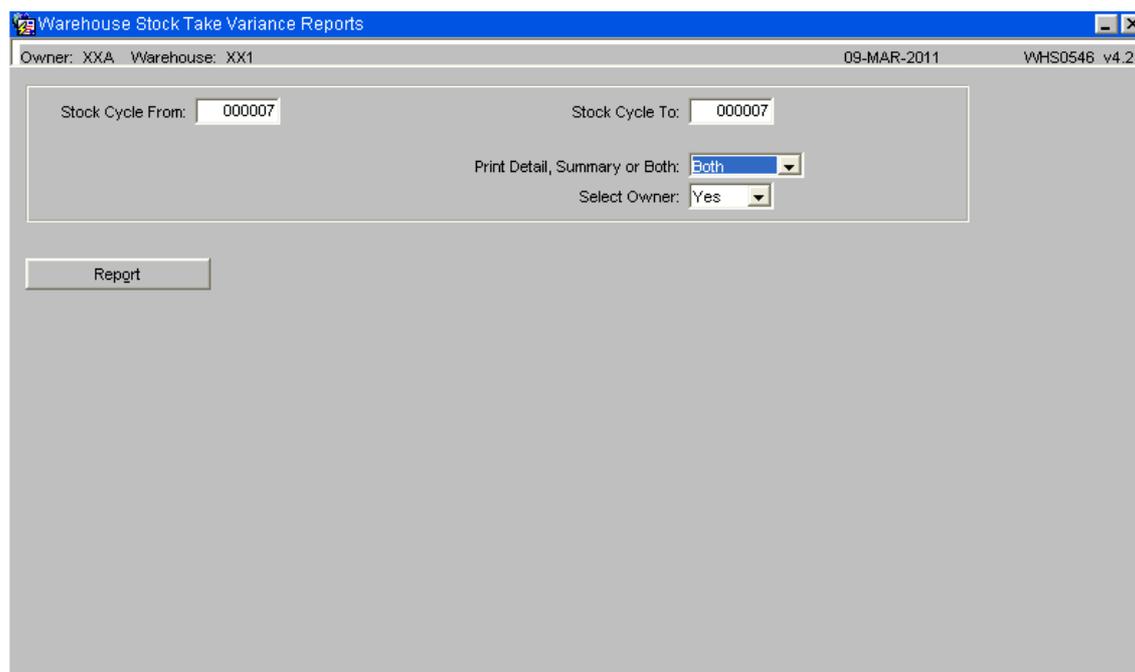| Field Name	Description	Options
Stock Take Cycle **	The stock take cycle number the stock is to be added to	Must be a valid cycle - LOV available - note, the status of each cycle will be displayed
Date **	The date the stock has been added	Must be a valid date/time
Status	The status of the cycle	Display only
Pallet	Is the stock to be stored on a pallet	Y or N - default is Y
Bonded	Is the product bonded	Y or N - default is N
Location **	The location code the stock is to be added into	Must have been created in location codes maintenance - LOV available
Owner **	The owner code of the stock to be added	Will default to current
Stock **	The stock code to be added	Must exist in stock code maintenance - LOV available
Type	The location type	Must exist in location types maintenance - LOV available
Pallet Id	Pallet Id of the line being added	If left blank the system will generate a pallet id
Manu Date	Manufacture date of the pallet	If required must be a valid date
Rotation No	System rotation number for the pallet	Only required if set against the stock code
Sell by Date	The sell by date of the product	Must be a valid date
Cust Rotation No	The customer rotation (batch) of the product	

Ready for **What's Next, Now**™

Field Name	Description	Options
		Only required if set against the owner and stock code
Reason Code	If required, the reason code of the entry - will put the stock on hold	Must exist in reason codes maintenance - LOV available
Layers	The no of layers entered (not migrated)	N/A
Cases	The quantity of cases to be added	0 -99999
Units	The quantity of units to be added	0 - 99999
Weight	The weight of the product to be added	0 - 99999.99
UOM	The unit of measure the product is held in	Dependant on the available stock UOM
UOS	The unit of sale of the product	i.e. weight, volume = set in stock UOM in stock maintenance
Buttons		
Serial	Update serial numbers if applicable	
Freezing	Update Freeze information if applicable.	

2.3 Stock Take Variance Report (WHS0546)

This is also called the ?Discrepancy report? and will show the details of all locations for a specific stock take cycle. In particular it will show ?on hand? quantities (as recorded by the ?snapshot? taken in the ?Stock Take Cycle Generation? Procedure), the stock take quantities, quantity variances, the checker?s ID and date/time that the location was checked. Grand totals by owner and for each stock code are also printed.

💡 **Note: The On-Hand, Entered and Variance quantities will not be shown if the Counting units option for the stock take is set to Units only.**

Field Name	Description	Options
Stock Cycle From No. **	The starting stock take cycle number to report from	Must be a valid cycle - LOV available - note, the status of each cycle will be displayed
Stock Cycle To No. **	The end stock take cycle number to report from	Must be a valid cycle - LOV available - note, the status of each cycle will be displayed
Print Detail, Summary or Both	Enables the printing of a detail report or just summary	Detail, Summary, Both
Select Owner	Allows printing to be by specific owner	Y or N

Ready for **What's Next, Now**™

Field Name	Description	Options
	(takes current)	
Buttons		
Report	Generates the report	

Examples of Variance Reports

```
Report: WHR0546 v4.8                          New Test Company                                 Page 1 of 1
 Run by:LEN                       S T O C K   D I S C R E P A N C Y   R E P O R T        Date :09-Mar-11  15:17
Warehouse   XX1   Standard Warehouse                                              Stock Take Cycle Number   000007
Area        MAIN                                                            Stock Take Date   24-Sep-2010 Time  15:14

                                      ----- On Hand ----     ---- Entered ----    ----- Variance ----    Stock
Owner/ Stock         Held Rotation    Ly   Case   Unit C. Wgt Ly  Case  Unit C. Wgt Ly  Case  Unit C. Wgt Value
                                                      (kgm)                (kgm)                 (kgm)

Location    A3/04/2
XXA/STK-001          N  DFD                  9      0.00          12      0.00          3      0.00
Stock Take
Rotation   DFD                    Pallet 1029       Cust.Rotation DFD


        Totals For: XXA/STK-001              9      0.00          12                    3
```

```
Report  WHR0546B v4.5                         New Test Company                                 Page 1 of 1
Run by  LEN                       Stock Discrepancies - Product Variance Summary        Date : 09-Mar-11  15:27

Warehouse XX1   Standard Warehouse                                          Stock Take Cycle No Range   000007 to  000007

                                    ----- On Hand -----    ----- Entered -----   ----- Variance -----   Stock
Owner/ Stock                   Qty  Cases    Units  C. Wgt  Cases  Units  C. Wgt  Cases  Units  C. Wgt   Value
                                                    (kgm)                 (kgm)                 (kgm)

XXA        STK-001             108    9/      0.00   12/     0.00   3/     0.00

            --- Grand Total ---
        Total On Hand Cases            9 /            Weight        0.00
        Total Current Cases           12 /            Weight        0.00
        Total Variance Cases           3 /            Weight         .00

            %   Variance Cases/Units            33.33 /          .00
            %   Inventory Accuracy Cases/Units  66.67 /
            Total Variance Value                 .00

        Total For Owner: XXA
        Total On Hand Cases            9 /            Weight        0.00
        Total Current Cases           12 /            Weight        0.00
        Total Variance Cases           3 /            Weight        0.00
```
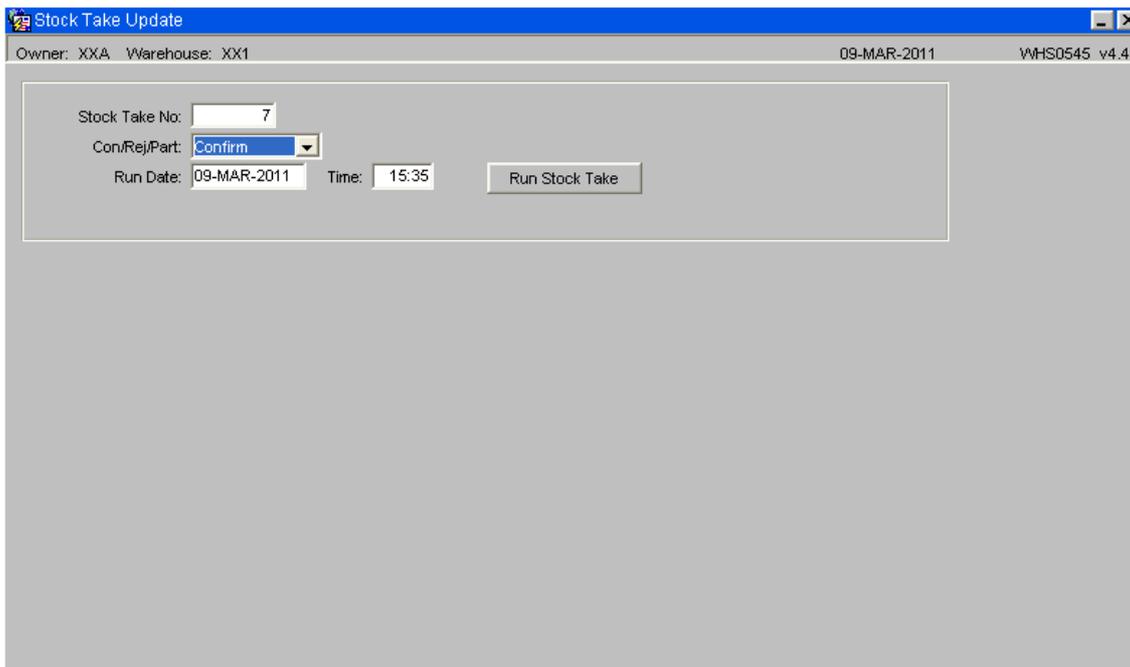
2.4 Stock Take Update (WHS0545)

Each stock take cycle can be rechecked until the stock take supervisor is satisfied that the stock take is correct. At this time, the update screen can be used to accept or reject the stock take and revise the system details accordingly.

If a stock take count number is entered, only those discrepancies accepted by that stock count number would then be updated. This then allows a phased update of remaining discrepancies over several re-counts. Those pallets that are accepted are released for further processing within the warehouse operation.
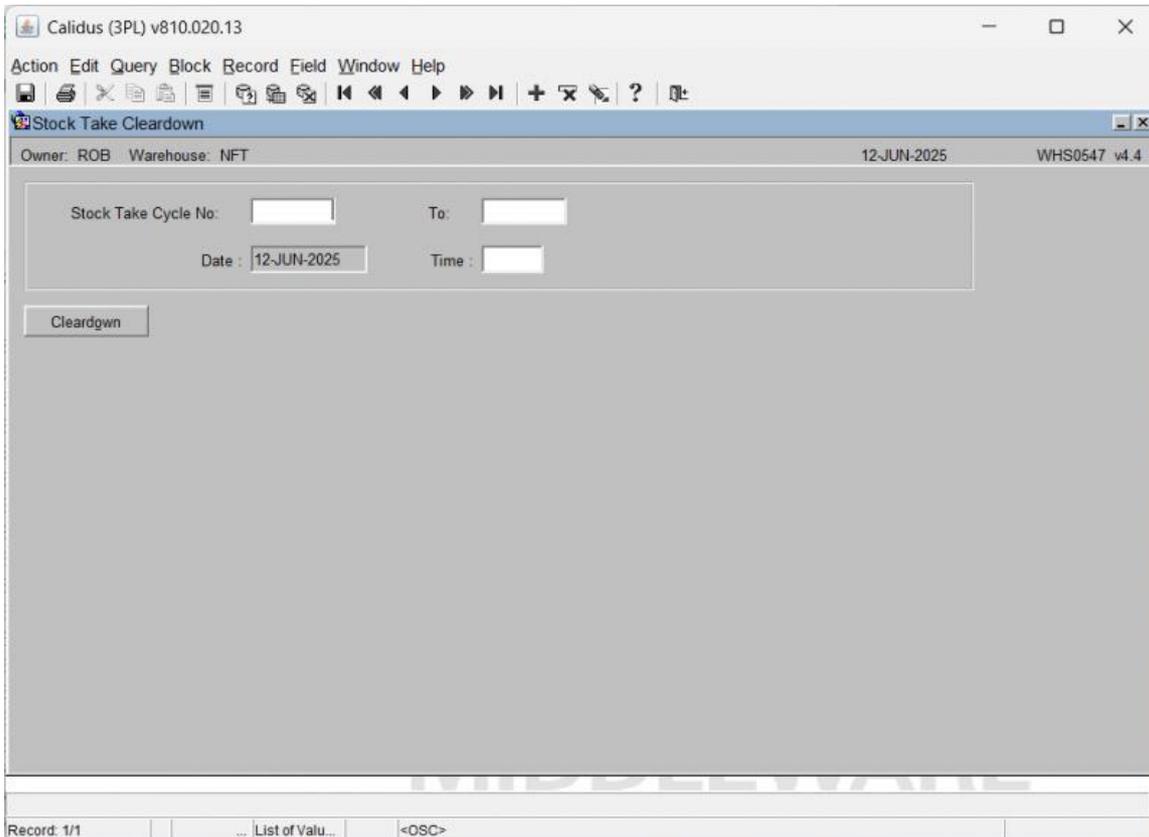
Ready for **What's Next, Now**™

Field Name	Description	Options
Stock Take No.	Stock Take Number	Must be a valid cycle - LOV available - note, the status of each cycle will be displayed
Con/Rej/Part	Type of Stock Take update	?Con? - This is used for a full and final confirmation of all stock take amendments made on this cycle number. When ?Run Stock Take? is pressed the updates are committed and audit records of type STTK are created to reflect the quantities , plus or minus, of each pallet of each stock item that has been altered or added This will always produce a Stock take variance report

?Rej? - This is used to totally reject the selected stock take cycle; no change will be made to the stock amounts. No audits records produced

?Part? - This removes the temporary stock take records that have both old and new values that are equal. It leaves just the records that have been altered / added to be processed. If further stock checks are required, return to the Stock Take Count Input screen for further adjustments. *** The user must eventually either Confirm or Reject the stock take cycle. Confirm is the only option that finally updates/adds location records and audit records |
Run Date	Date that the update is run	Must be a valid date
Time	Time that the update is run	Must be a valid time HH:MM
Buttons		
Run Stock Take	Runs the Stock Take Update	

2.5 Stock Take Cleardown (WHS0547)

The stock take Cleardown is completed after the stock take cycle has been updated.

Ready for **What's Next, Now**™

Field Name	Description	Options
Stock Take Cycle No/To	The range of stock take cycle numbers to be cleared down	Must be a valid cycle - LOV available - note, the status of each cycle will be displayed
Run Date	Date that the update is run.	Must be a valid date - will default to today
Time	Time that the update is run.	Must be a valid time HH:MM
Buttons		
Cleardown	Initiates the stock take Cleardown.	

 Note: The Cleardown can be done on a range of Stock Take Cycles. Entry of the number of the highest cycle that is not at status pending, and all cycles at status rejected, confirmed and cannot complete will be deleted. Any cycles at status pending will be unaffected by the Cleardown.

Ready for **What's Next, Now**™