

Stocktake with Optomate

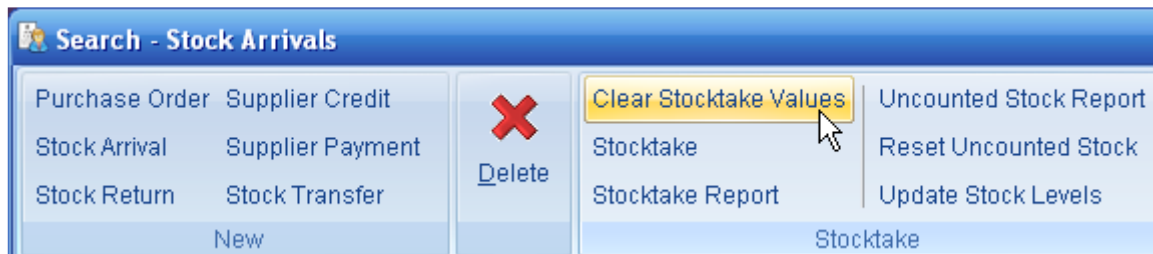
This document will help you prepare for Stocktaking with Optomate Premier. Stocktaking with Optomate can be performed with a Barcode Scanner for speed, or manually selecting a code within your stock lists.

Preparing Stocktaking



To access the Stocktake module, click on the 'Stock Control' icon at the bottom of the main screen.

In the Stock Control screen, select '**Clear Stocktake Values**', as shown below. Clearing the Stocktake values ensure that any previous counting is removed - i.e. your count has been set back to Zero.




Decide which sections will be included in the stock take – i.e. have a plan of the store drawn, so that you can tick each section/frame display/drawer once counted, or alternatively place post-it notes all around the store, and remove when that section is counted.

IMPORTANT:

- ▶ Don't count jobs in progress, where an Account has been created for the client. These stock items are considered sold, and the client is a Debtor.
- ▶ Count stock on Hold, where no decision has been made to purchase yet.
- ▶ Don't count stock on Appro, if not invoiced. If it has been invoiced, it has to be "Arrived" in Stock Arrivals as well as counted.
- ▶ New stock that has just arrived into the shop must be "Arrived" into Optomate, before counting.
- ▶ You may wish to print a Stock Listing report (under the Stock Control menu), ticking the Suppress Zero Level Stock (i.e. don't show stock items with Zero QOH) to get your current stock value prior to Stocktaking.
- ▶ If you have barcode scanners and extension cables, shut the computer down before connecting the extension cables. Test your scanner is still operational by creating a Cash Sale and Cancelling.

Performing the Stocktake

Once you have cleared your Stocktake Values, select '**Stocktake**'.

1. If you are barcode scanning, simply scan each item as you count and the '**Last Item Counted**' will show you what you've just scanned. The '**Total Items Counted**' amount will increment by one.
2. If manual counting, either key in your code or search for the item using the search box . Change the QTY and then click SAVE, or simply press [ENTER] after keying in the code. You are now ready to key in the next item's code.
3. If counting the same item more than once, manually key in the barcode and then tab down to the QTY and change to the correct QTY that will be counted, then save.
4. Optomate will automatically add stock together when you scan the same item but at different times during the Stocktake. If you over count an item, key the item in again and enter a negative QTY to reduce the count.

IMPORTANT: If you sell stock during the process of a Stocktake, then you will need to take those items out of the Stocktake count in order to get an accurate report. To do this, simply go back to the Stocktake screen and select the item that you have sold and type in the amount you have sold as a negative quantity in the quantity field. For example: If you sold 1 item, then type -1 in the QTY field.

Stocktake Reports

Stocktake Report

Once you have counted all of your stock, select '**Stocktake Report**'. This is a list of all the items you have counted, and shows any discrepancy between what Optomate expects for QOH and what you have counted.

Uncounted Stock Report

Select '**Uncounted Stock Report**'. This shows what items Optomate has recorded "In Stock", but you have not counted. These two reports identify shrinkage or errors in stock control in your practice.

NOTE: If you believe that you have missed counting some stock somewhere in the practice, go back to the Stocktake and continue the count, then run the two reports again.

Finalising the Stocktake

1. Once you are satisfied that your stock count is correct, select '**Reset Uncounted Stock**'. This will set a QOH of Zero against every stock item for which you made no count (i.e. there is none in your store).
2. Next select '**Update Stock Levels**'. This will set the QOH of each item, to the QOH you have just counted in the Stocktake.

NOTE: At any time you can print a Stock Listing report to get a current value of the stock you hold. You can also exit out of the Stocktake, and return to the Stocktake screen when ready to continue with the count, at any time during the Stocktake.