

SERVICE - STOCKTAKE

What are Stocktakes?

A Stocktake involves counting and verifying all parts within a location to ensure that the recorded stock levels are accurate and match the expected inventory. This process helps in maintaining correct stock records and identifying discrepancies between physical stock and recorded quantities.

Restricted Access

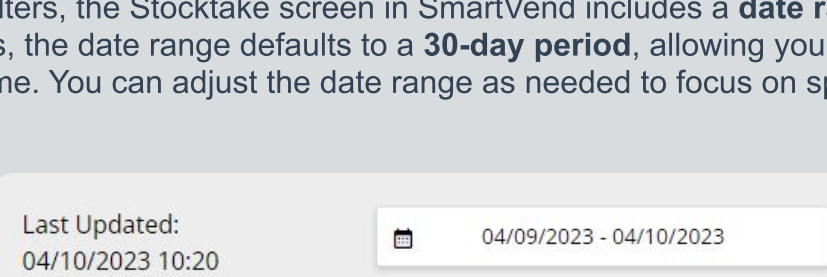
This area requires a **Service** or **Finance** license to access.

Users, Super Users, Owners and **Internal Users** can view and update the data within this area.

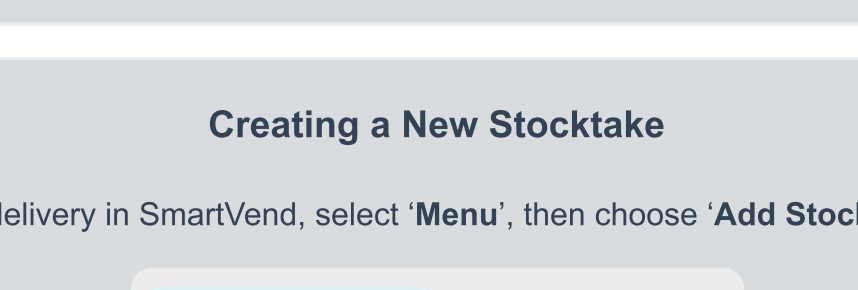
Navigating the Stocktake List

In SmartVend, under the **Service** header in the main menu, you can find the **Stocktake** section.

On this screen, a set of filters allows you to narrow down the list of stocktakes based on specific **locations** or **users**. After applying the relevant filters, the list of stocktakes will automatically update to show results that match your selections. This helps in easily managing and tracking stocktakes for particular locations or individuals.



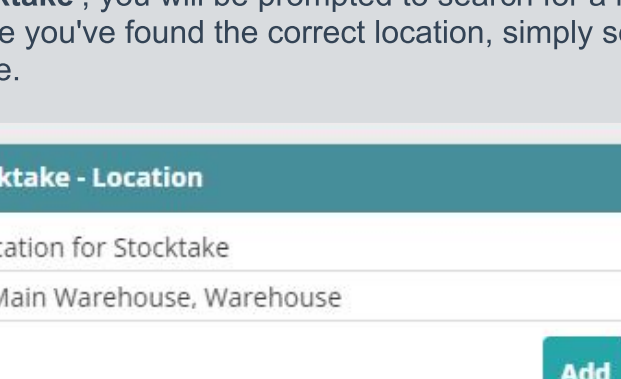
In addition to the filters, the Stocktake screen in SmartVend includes a **date range** option. When the page first loads, the date range defaults to a **30-day period**, allowing you to view stocktakes within that timeframe. You can adjust the date range as needed to focus on specific delivery periods.



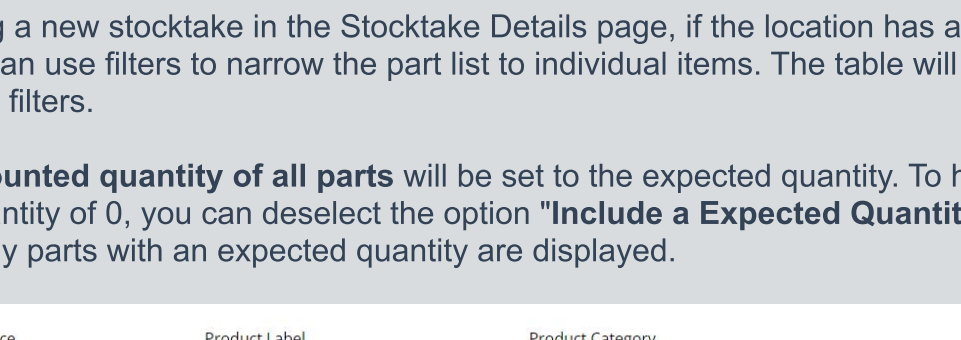
Underneath the date picker, you can choose to display stocktakes that were either **Created** or **Completed** within the selected date range. This allows you to filter the stocktakes based on when they were initiated or when they were finalised.

Creating a New Stocktake

To create a new delivery in SmartVend, select **'Menu'**, then choose **'Add Stocktake'**.



After selecting **'Add Stocktake'**, you will be prompted to search for a location by either **Location Reference** or **Name**. Once you've found the correct location, simply select it and click **'Add'** to proceed with the stocktake.



Stocktake Details

When creating a new stocktake in the Stocktake Details page, if the location has a large number of parts, you can use filters to narrow the part list to individual items. The table will update based on the applied filters.

Initially, the **counted quantity of all parts** will be set to the expected quantity. To hide parts with a counted quantity of 0, you can deselect the option **"Include an Expected Quantity of 0"**. This will ensure only parts with an expected quantity are displayed.



You have the option to amend the **Stocktake Reference** to something more relevant to your organisation, or you can keep the automatically generated reference if it suits your needs. This allows for greater flexibility in tracking stocktakes based on your internal naming conventions.

Within the part table, each product will be listed with the **Delivered Quantity** defaulted to 0. You can enter the quantity counted in both **Cases** and **Singles**, and record any **Wastage** for each product.

When you enter wastage quantities in either cases or singles during a Stocktake, you must select a Wastage Reason in the dropdown menu. This dropdown will contain reasons that were previously set up in Administration under **Menu** → **Stock** → **Wastage Reasons**

This selection ensures that all wastage is recorded with a valid reason, which can be helpful for reporting and auditing purposes.

Part Reference	Part Name	Counted Quantity		Wasted Quantity		Wastage Reason	Expected Quantity	
		Cases	Singles	Cases	Singles		Cases	Singles
Part Reference 1	Part Name 1	4	0	1	0	Damaged	0	0

If you unsaved a field, the corresponding row will highlight in blue to indicate that there are unsaved changes.



Training Note

The **Expected Quantity** in a Stocktake reflects the current stock level of the part at the time the Stocktake is created. If any Stock Transfers, Stocktakes, or Visits are completed before the Stocktake is submitted, you should:

- 1. Save the Stocktake:** Ensure that any progress is saved to avoid losing data.
- 2. Refresh the Page:** After saving, refresh the page to update the Stocktake with the most current values.



This process ensures that the Stocktake reflects the latest stock levels and is accurate.

Cost and Retail Valuation

Within the Stocktake details, you can view both the Cost Valuation and Retail Valuation for each part.

Part Reference	Part Name	Counted Quantity		Wasted Quantity		Wastage Reason	Expected Quantity		Difference	Case Size	Layout Order	Part Category	Part Manufacturer / Brand	Cost	Retail	Cost	Retail
		Cases	Singles	Cases	Singles		Cases	Singles						Valuation	Valuation	Variance	Variance
Part Reference 1	Part Name 1	4	0	1	0	Damaged	0	0	4	0	5	6	Default	£500.00	£1,000.00	£500.00	£1,000.00

- Cost Valuation:** This represents the amount your organisation paid to acquire the part. It reflects the cost price of the part, including any purchase costs or expenses associated with obtaining it.
- Retail Valuation:** This represents the potential selling price of the part. It indicates how much you could sell the part for, based on its recommended retail price (RRP) or current selling price.

These valuations help in assessing both the investment in stock and the potential revenue that can be generated from it.

Part Reference	Part Name	Counted Quantity		Wasted Quantity		Wastage Reason	Expected Quantity		Difference	Case Size	Layout Order	Part Category	Part Manufacturer / Brand	Cost	Retail	Cost	Retail
		Cases	Singles	Cases	Singles		Cases	Singles						Valuation	Valuation	Variance	Variance
Part Reference 1	Part Name 1	4	0	1	0	Damaged	0	0	4	0	5	6	Default	£500.00	£1,000.00	£500.00	£1,000.00

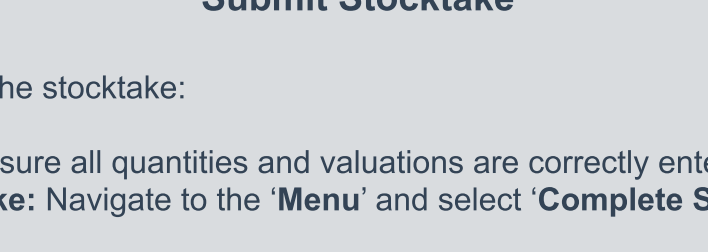
The **Cost Variance Valuation** and **Retail Variance Valuation** reflect the differences between the actual stock quantities counted and the expected quantities. Here's what each valuation represents:

- Cost Variance Valuation:** This shows the difference in cost valuation between the counted quantity and the expected quantity. It calculates the monetary impact of discrepancies in the stock levels based on the cost price of the parts.
- Retail Variance Valuation:** This displays the difference in retail valuation between the counted quantity and the expected quantity. It calculates the potential revenue impact of discrepancies in stock levels based on the retail price of the parts.

These valuations help in assessing the financial impact of stock discrepancies and are useful for inventory management and financial reporting.

Save Stocktake

If you need to navigate away from the stocktake page while entering values, make sure to select **"Save Changes"** to ensure your updates are preserved.



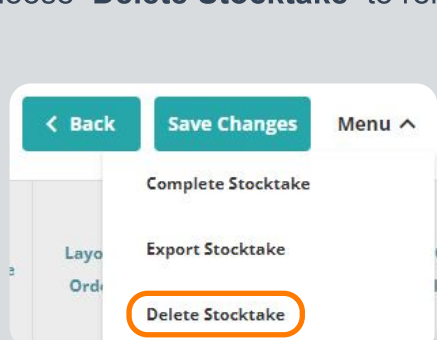
Saving your changes ensures that your entered details are retained, allowing you to pick up right where you left off when you return to complete the stocktake.

Submit Stocktake

To finalise and submit the stocktake:

- 1. Review Values:** Ensure all quantities and valuations are correctly entered.
- 2. Complete Stocktake:** Navigate to the **'Menu'** and select **'Complete Stocktake'**.

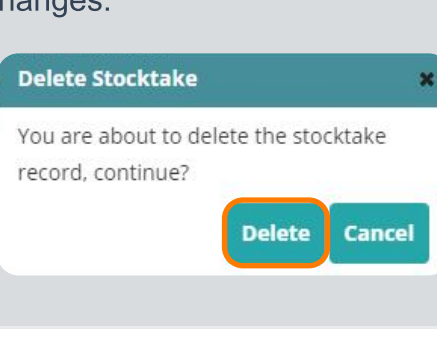
This action will submit the stocktake and update the system accordingly.



Delete Stocktake

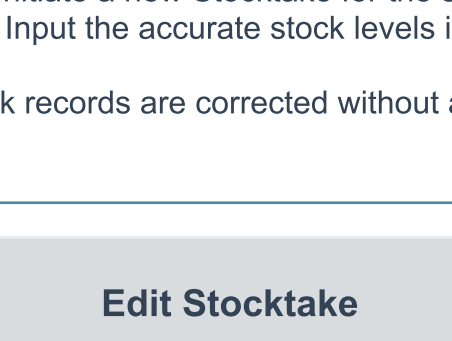
If you need to cancel and remove a stocktake that you no longer wish to submit:

- 1. Navigate to Menu:** Click on the **'Menu'** option.
- 2. Select Delete Stocktake:** Choose **'Delete Stocktake'** to remove the stocktake from the system.



When you select **Delete Stocktake:**

- 1. Confirm Deletion:** A prompt will appear asking you to confirm that you are about to delete the stocktake.
- 2. Select 'Yes':** Confirm your decision by selecting **'Yes'**. This will permanently delete the stocktake and any unsaved changes.



Training Note

Once a Stocktake is marked as **"Completed,"** it's finalised, and you cannot make any changes to the values entered. If you discover errors or discrepancies after submission, you should:

- 1. Create a New Stocktake:** Initiate a new Stocktake for the same location.
- 2. Enter the Correct Values:** Input the accurate stock levels in the new Stocktake.

This process ensures that stock records are corrected without altering the historical data of completed Stocktakes.

Edit Stocktake

If you need to edit an uncompleted Stocktake:

- 1. Select 'Edit':** Locate the Stocktake you wish to amend and click on the 'Edit' option.
- 2. Modify Values:** Make the necessary changes to the quantities or other details.
- 3. Save Changes:** Ensure to save any updates to keep the Stocktake accurate.

This allows you to make adjustments before the Stocktake is finalised.

Stocktake Reference	Created By	Date Created	Location	Location Type	Status	Completed By	Date Completed	Cost Valuation	Retail Valuation	Cost Variance Valuation	Retail Variance Valuation
STRTTC3	Aligail Thompson	05/10/2023 15:17:12	Operator 1 Van	Van	Created			£778.59	£928.00	£0.00	£0.00
STRTTC2	Aligail Thompson	04/10/2023 11:06:53	Main Warehouse	Warehouse	Incomplete			£1,708.68	£1,996.00	£1,150.00	£184.80

After marking the Stocktake as completed, the **Completed By** and **Date Completed** fields will update with the user who finalised the Stocktake and the date it was completed.

Stocktake Reference	Created By	Date Created	Location	Location Type	Status	Completed By	Date Completed	Cost Valuation	Retail Valuation	Cost Variance Valuation	Retail Variance Valuation
STRTTC1	Training Mobile User	19/01/2024 11:52:05	Operator 1	Van	Completed	Aligail Thompson	19/01/2024 11:52:07	£370.00	£1,250.00	£0.00	£0.00