Stocktake – Whitepaper
Jim2® Business Engine

Fact Sheet

Introducing Jim2 Stocktake – World class Stocktake functionality

The Jim2 Stocktake feature makes easy work of the complex task of both major or rolling Stocktakes. Features include:

- Unique Stocktake sessions with workflow and comments
- Full or rolling Stocktakes
- Three distinct methods of counting stock
- Blind or informed count mode
- Automatic locking of stock involved whilst Stocktake session is in progress
- Handles all Jim2 stock types including serialised, special, attributed and consignment
- Handles multiple stock unit measures
- Full audit trail and traceability as to who counted what and where
- Automatic generation of Stock Adjustments
- Allows for 'back order' sessions for handling unresolved count issues
- Full security over creating sessions, adding and editing counts and completion
- Full drill down to related stock and stock adjustment
- Real time estimate of the value of stock discrepancies
- Allows multiple Stocktake sessions at the same time
- Allows for multiple counts per stock within the same session
- Filter session by unconfirmed counts and discrepancies
- Strict serial scan option
- Automatic count confirmation
- New Stocktake reports

Stocktake Sessions

Like most other functions in Jim2, Stocktake has a Stocktake session list. This is accessible from the Side Bar under Stock or from the main menu Jim2 > Stock > Stocktake. From the Stocktake List you generate a list of active and completed Stocktake sessions based on your selection criteria, add new sessions or view/edit existing sessions.

The purpose of the Stocktake session is to generate a list of stock you wish to count for a specific stock location. Additionally you can restrict the list to a specific Stock Code or Stock within a specific Stock Group(s). Clicking the 'Generate Stock List' will populate the session with the stock that is known to be in that location, filtered by your additional selection criteria (if applicable).

Once the Stocktake session has been generated, you can produce count sheets and commence adding stock counts. Once all the stock counts have been added and confirmed, the session can move along the workflow and its status changed to FINISH. This then generates a Stock Adjustment and gives the option of creating a 'back order' session for any unconfirmed counts, allowing these to be resolved at a later stage and free up all resolved stock for use.

Stocktake Count Modes

Jim2 allows you to count stock in three distinct ways depending on the type of stock you are counting and what type of organisation you are. The default count method is specified in Options but can be overridden at any time within a session.

List Mode
List mode is the traditional way of doing a Stocktake. Generate a Stocktake list, hand out the count sheets and then enter the counts straight off the hand written stock count sheets.

Clicking the 'Add Count' button pops up the stock count form, defaulting to the currently focused stock code in the session. Simply type in the count and click 'Enter'. The count will be added to the session, and then continue this process until all stock is counted.

Scan and Count
Scan and Count mode makes use of the stock barcoding features in Jim2. Clicking on 'Add Count' displays the stock count form. The important difference here is that the cursor is on the Stock Code field ready for you to type or scan either the stock code or a barcode. The focus then automatically moves to the 'Counted Now' field ready for you to type in the count quantity and hit 'Enter', ready for the next count.

Auto Scan
Auto Scan mode allows for full scanning of stock straight into the Stocktake session. For example, in a retail environment you could simply walk around the store scanning barcodes and the count will automatically increment by one. This allows for complete scanning of stock with little or no keyboard interaction.

Remote counting

The physical counting using all three of the above modes can be improved using wireless notebooks or tablet PCs with an attached barcode scanner.

Editing, Viewing and Deleting counts

A stocktake session is simply a list of stock and their related counts. Each stock can have one or more counts added by one or more people. To edit/view/delete a count expand the stock by clicking the '+' sign and focus the count in question. The 'Edit Count' and 'View Count' buttons will become active allowing you to edit/view the count. You can also right click and select either 'Edit Count', View Count' or 'Delete Count'.

Note: This is only allowed whilst the session is in View mode.

Deleting Stock from the session

To remove stock from a Stocktake session, edit the Stocktake session and right click and select 'Delete Stock' on the stock you wish to remove.

Informed vs. Blind Stocktakes

There are two basic trains of thought as to how to do Stocktakes...

Informed

Tell the person how many there should be and allow them to simply verify this. This is helpful when, for instance, Jim2 says there should be 10 of this stock in this location but when they look on the shelf there is only 9. With a bit of luck the counter takes the initiative to recount and find the missing stock. The downside is that sloppy counters simply type in 10 and move on, or worse, find 11 and 'lose' one.

This is the normal and recommended way to count stock but it is up to you which mode suits your staff and your business.

Blind

In a blind Stocktake no quantities are displayed or given to the counter. They should simply count what they found and move onto the next stock. In the case of serialised stock, serial numbers are only shown once they have been scanned. The upside to using a blind Stocktake is that you are telling Jim2 what stock you found rather than confirming it. The downside is there will probably be more work at the end of the Stocktake session resolving miscounts etc.

Many companies, especially audited and public companies are required to do blind Stocktakes at least once per year.

Regardless of whether you do an informed or blind Stocktake, the job is a whole lot easier if you use good stock control practices and weekly or monthly spot counts. Of course the accuracy of your counts is paramount to your Stocktake's success. The stock you have is the same as money in the bank and should be treated in a similar manner.

Jim2 is extremely powerful in maintaining and controlling stock, but with stock control in general you are either doing it properly or not doing it. Half doing it is not doing it! Once your stock is accurate it is very easy to manage and maintain.

Confirming and Finishing your Stocktake

As you count a stock it will automatically be marked as confirmed once the correct count has been entered; that is the count (or total of the counts) entered matches the stock on hand figure for that location.

If the count does not equal the stock on hand figure the text for that line will appear in red and the line will not be automatically confirmed.

In the case of serialised, attributed or special stock the exact serial numbers, attributes or special stock must be specified if the count does not match.

For example, you have 10 serialised stock on hand but only counted 9. Obviously you need to tell Jim2 which one is missing by specifying the nine serial numbers that you have.

In this case you need to edit the Stocktake session and manually confirm this line of stock.

Once you have confirmed all the stock that you can, change the status of the session to FINISH and click save. A linked Stock Adjustment will be automatically created for any discrepancies. If any stock is not confirmed you are given the option at that point to create a 'Backorder' Stocktake session for the unconfirmed stock.

Note: If allowed via Security, you can right click on the Stocktake session and select 'Auto Add Count and Confirm' to automatically make all counts match the Stock On Hand Qty and then mark as Confirmed. You would typically use this feature if you are positive the counts match the session and saves you from having to confirm each Stock individually. Whilst you could simply mark the session as 'CANCEL' as no Stock Adjustment will be created, it is best practice to complete the session by changing the session status to 'FINISH' so that there is an audit trail of the Stocktake session.

Colour coding of the Stocktake Session

Text colour	Background	Meaning	Included in Stock Adjustment
Black	White/Beige	Untouched. No count recorded	n/a
Black	Green	Count confirmed. Count matches	No
Red	White/Beige	Count unconfirmed. Count does not match	No. Will be excluded from current session and transferred to 'back order' Stocktake session (basically unresolved)
Red	Green	Count confirmed. Count does not match	Positive count will create a Stock Adjustment Qty+. Negative count will create a Stock Adjustment Qty-.

General Stocktake Rules

For All Stock Types.
If Qty counted is less than Qty on Hand will be marked in red text and final confirmation is required.

Blank counts are not allowed, eg. something has to be entered to Qty Counted field.

If Qty counted is 0 (zero), it is a valid count and confirmation is required.

If Qty counted is more than Qty on Hand confirmation is required.

If Qty counted equals Qty on Hand it will confirm automatically upon saving count, except in situation for serial, special or stock with attributes when Qty counted of on hand stock equals new stock found, eg.

> Stock On Hand = 2, Qty Counted = 1 and New Stock found = 1

> Total counted would be 2 and equal to Qty on hand, but Jim2 should create A Stock Adjustment Qty+ for 1 and Qty- for 1 as well.

In this case, stock will not be confirmed and will be displayed in red colour even if Adjust Qty = 0.

Serial and Special stock, when Qty- in Stock Adjustment should have PO# assigned which means that Qty should be taken from exact PO, no FIFO will be applied.

Depleting Stock
No specific rules, just check if Qty on hand is calculated properly when generating list.

Important! When doing a Stock Adjustment with 'Qty-', linked stock is skipped when using FIFO (if any).

Serialised stock (might be with or without Attributes and/or Special stock)
There are two ways to count Serialised stock in a Stocktake depending on the setting of 'Strict Serial scan' (Tools > Options... > Stock)

1. If the option is not enabled then the user can skip counting if the Qty on Hand matches Qty counted.
2. If enabled, the user must scan all serial numbers regardless of the Qty counted.

On a Stock Adjustment with 'Qty-' and stock on PO is linked, a warning message will be displayed and the Adjustment will not be allowed to be finished.

Special Stock
Special can be counted in two ways as serial – exact match or scan individual.

On a Stock Adjustment with 'Qty-' and stock linked to a PO, a warning message will be displayed and the Adjustment will not be allowed to be finished.

Packages
Packages can only be counted but not adjusted. Stocktake for packages is only for informational purposes.

To adjust you must create a Package or unpack one. The individual stock items that make up the Package are not included in the Stocktake session as they are considered part of the Package (as per its Stock record).

Consignment Stock
Stock that has been purchased on a 'Consign. In' Purchase Order is included in the Stocktake session for counting purposes. When finishing a Stock Adjustment for Consignment stock on Qty- Jim2 will check if there is enough 'real' stock to do the adjustment. If there is not enough, a message is displayed suggesting that you first purchase some of the stock on a 'Consign. Buy' to allow for the adjustment.

'Qty+' is simply a 'Qty+' adjustment and is not related to any specific 'Consign. In' Purchase Order.

Reserve and Linked Stock
Reserve and Linked stock (stock linked to a Job via a PO) are included in Qty On Hand figures but the resulting Stock Adjustment will fail, in which case the stock will be required to be unreserved or unlinked.

Stocktake Options

Before starting a new Stocktake session you should take a moment to configure the default options for both the Stocktake session and the Stock Adjustment it will eventually generate.

From Tools > Options configure the options (under the Stock node).
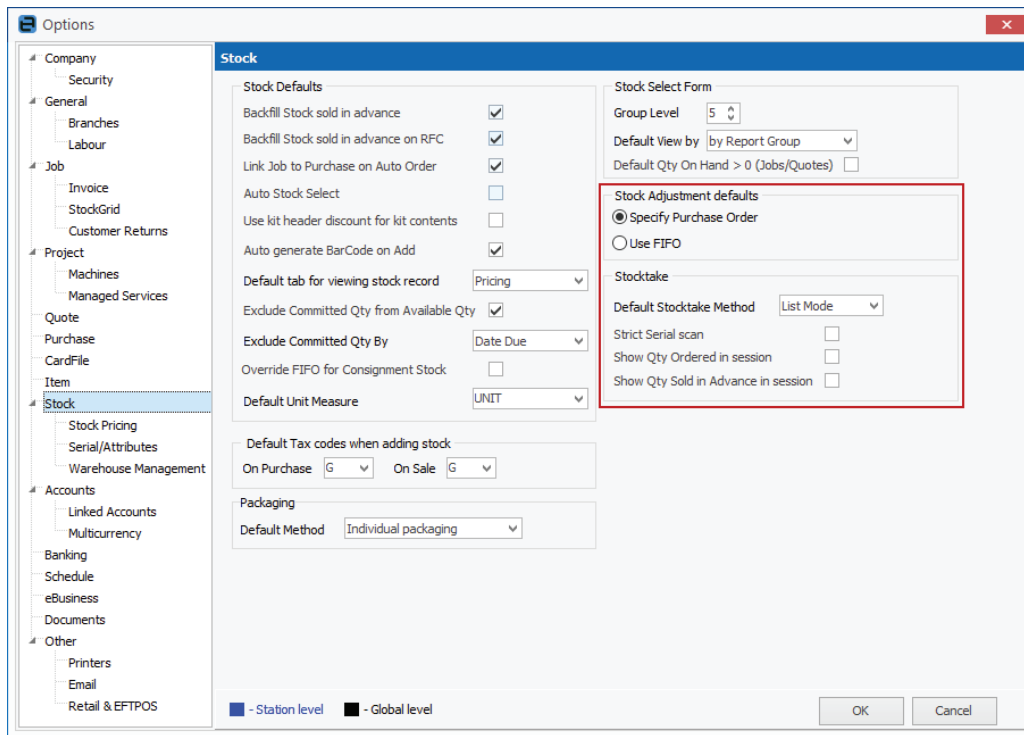
Stock Adjustment Options

Option	Option description
Specify Purchase Order	This option forces users to specify the exact Purchase Order that any Stock Adjustment Downs (Qty-) will use.
Use FIFO	This option allows Jim2 to automatically select the Purchase Order(s) used for Stock Adjustment Downs using FIFO (First In First Out). That is the stock on the oldest Purchase Orders will be used (excluding stock specifically purchased for Jobs)

Stocktake Options

Option	Option description
Default Stocktake Method	Stocktake allows three unique methods to count stock. The method selected here is the default method that will be selected whenever a new Stocktake session is created. Note: This is only the default method and can be overridden on the session once it has been created. Please see 'Stocktake Count Methods' for more details.
Strict Serial Scan	This option forces counters to not only specify the number of stock counted, but to verify the serial numbers of the stock counted. This option is only applicable to stock that is marked as 'Serial On Purchase'.
Show Qty Ordered in session	This option displays an additional column in the Stocktake session list that displays the Qty of stock on order for that location for reference purposes only. This figure is calculated whenever a session is opened and the session is still active.

Stocktake Security

Before starting a new Stocktake session it is advisable to configure who's allowed to
do what. From Jim2> Tools > Security configure Stocktake security (under the Stock
node) for each security level.

Typically you would configure the security for 3 types of users.

User type	Security settings
Complete control (Jim2administrators)	All checked
Counting control	Add Stock Count Edit Stock Count Edit Other Users Stock Counts Delete Stock Counts Delete Other Users Stock Counts
Counters	Add Stock Count Edit Stock Count
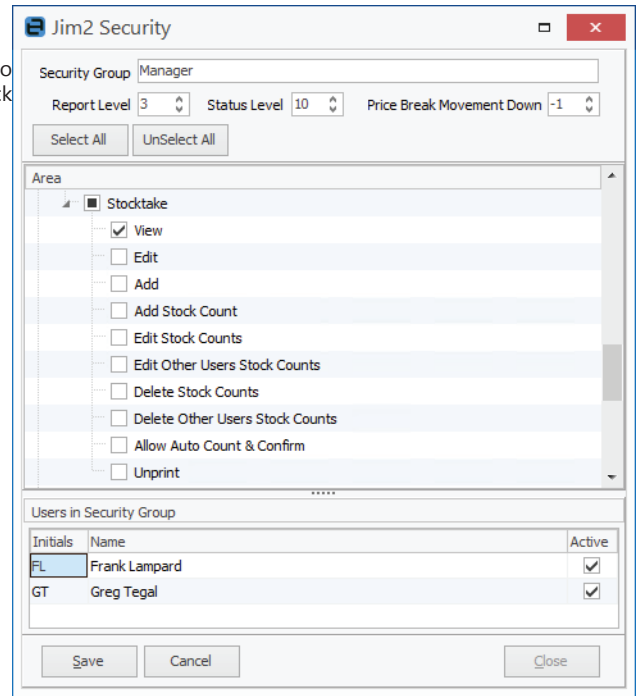
Sample Stocktake Session - List Mode Stocktake method

1. In Sidebar click 'Stock' then 'Stocktake'. The Stocktake session list will appear.
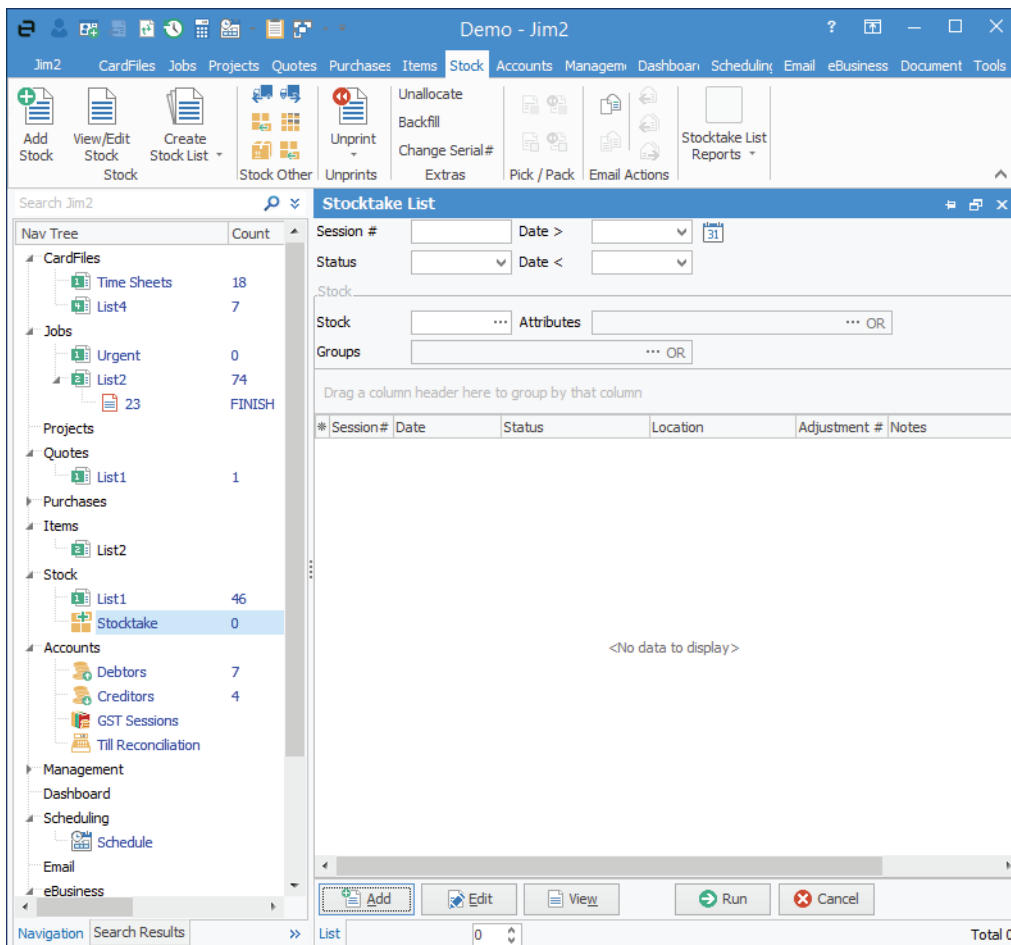
2. Click 'Add' to create a new Stocktake session. A new Stocktake session will be created defaulting to your current stock location. Confirm location and date and enter any additional selection criteria (Stock Code, Stock Groups etc). Select Blind Stocktake if required and click 'Generate Stock List'. Click 'Save'.

3. From the Report Toolbar select the 'Stocktake Count List' report and print. Hand out printed report and complete manual counts.

Note: Make sure that zero quantities (none in stock) are entered as zero (0). Additional stock found that is not on the count sheet should be added manually to the count sheet including Stockcode and quantity.

4. Once sheets are returned with counts, return to the Stocktake session. Click 'Add Count' and enter counted quantity into the counted now field. Press 'Enter' to add count and enter next counted quantity.

Note: Stock added manually to the count sheets can be added on-the-fly to the session by simply overriding the Stock Code on the Stock Count form and adding the counted quantity. Stock not found but on the count sheet should be entered as Qty Counted zero (0).

If serialised stock is included in the session and the 'Strict Serial scan' is enabled serial number will be required to be confirmed on the serial tab of the stock count form.

5. Once the quantities have been entered, edit the Stocktake session by clicking 'Edit' (or pressing F9) and confirm any stock that was not automatically confirmed via the 'Add Count' process.

Note: You can leave stock as unconfirmed and resolve at a later time once the Session is completed by creating a 'Back order' Stocktake session.

6. Change the Status of the Session to 'FINISH' and click 'Save' and the session is now complete. A linked Stock Adjustment will be automatically created if required.

Note: This Stock Adjustment will need to be finished by selecting the Stock Adjustment (click 'Adj#' in the Session header) and mark as 'FINISH'.