

MYOB EXO BUSINESS WHITE PAPER

Stock Take



MYOB ENTERPRISE SOLUTIONS

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Stock Take

The Stock Take function in MYOB EXO Business uses a comparative stock take method and reports discrepancies between counted and computer stock levels. Adjustment transactions are applied via a stock take upload sub-function giving the user complete control over the timing.

Stock takes are separated by stock location. Multiple locations may have stock takes concurrently active. Within a location, partial or rolling stock takes are also accommodated using selection criteria applied to the stock take initialisation process (e.g. supplier, stock group, bin number range etc). Additional filters may be specified by custom SQL if required and these may be set differently for each location Full stock take is also supported.

Stock take data may be imported from CSV file (Comma Separated Value) rather than keyed. This provides for use of hand held scanning devices or for importing data during implementation of a new database (or new location for existing database). The CSV import file may optionally also specify the average cost of the stock being imported.

Full support for stock batch codes and limited support for serial numbers is also available.

The stock take window allows you to stock take all or individual locations. MYOB EXO Business uses an adjustment method rather than an overwrite method. Thus the result of a stock take is a positive or negative adjustment transaction to bring the levels back into line with a physical count.

Workflow Summary

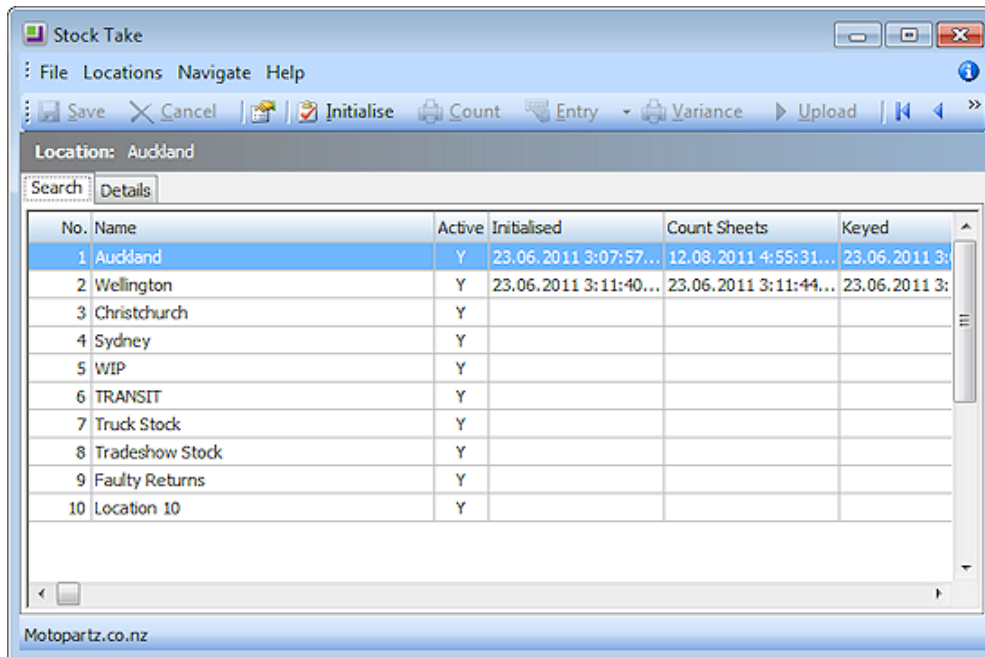
Performing a stock take involves the following steps:

1. Select a location in the locations grid (see page 4).
2. Click the **Initialise** button and set selection criteria if required. This initialises the stock location (see page 8), creating a snapshot of the present stock levels and sets the corresponding counted quantities to zero ready for keying.
3. Print count sheets for each location and perform physical count (see page 10).
4. Key in the counted quantities or import a CSV format file containing the count (see page 11).
5. Print variance reports (see page 14). Check any “suspicious” count figures and amend keyed quantities if required. If amending counted figures be sure to reprint the variance report.
6. When happy with the counted figures, run the stock take upload function (see page 15). This creates stock transactions for any items that have a variance. This is the first point in the workflow that any amendment to the “true” stock ledger occurs. Up to this point the stock take may be discarded and recounted by rerunning the initialisation at step 2.

Starting a New Stock Take

To start a new stock take, select **Utilities > Stock Utilities > Stock Take**.

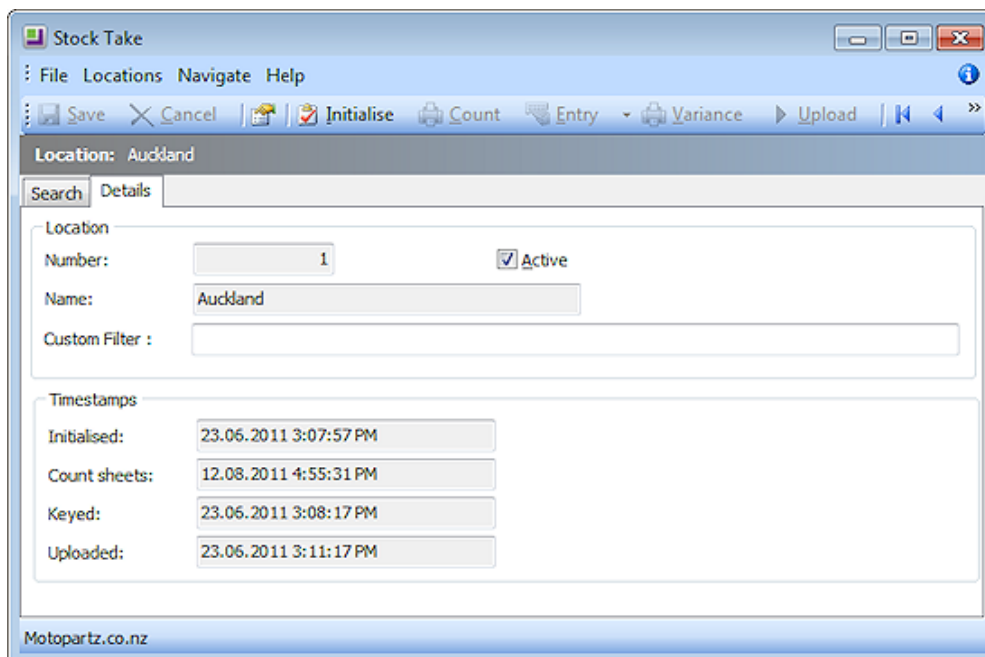
The Stock Take window is displayed showing a stock locations grid.




The columns Initialised, Count sheets, Keyed, and Uploaded show date-time stamps of those steps in the process. Custom filter is an additional filter as a partial SQL statement that may be applied to each location.

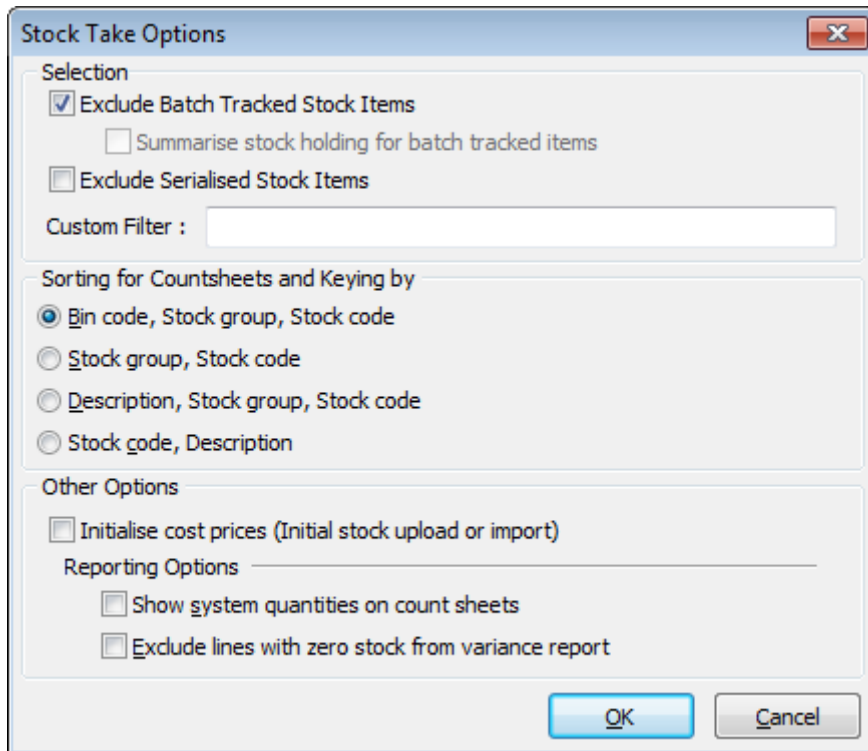
Select the location where you want to carry out the stock take.

Double click a location row (or click the **Details** tab) to show the location detail and edit its custom SQL filter if required.



Options

Several options global to all locations may be set. This is usually performed once only when the database is set up. From the toolbar, click the Options button ().



Selection

Exclude Batch Tracked Stock Items – Condition 1. Check this item to exclude batch tracked stock items from stock take.

Note: This option will only appear if profile **Enable stock batch codes** is set to true. It is disabled if excluding batch-tracked items.

Summarise stock holding for batch tracked items: Condition 1 & 2. If unchecked the system will create a separate stock take row for each batch number within the item (i.e. the count of batch tracked items will be at a stock batch code level). Check this item to create a single row per stock item for batch-tracked items. This allows consolidated counting of the item ignoring the batch breakdown. If a discrepancy is found then a single batch code is then keyed to receive the variance posting.

Exclude Serialised Stock Items – Condition 3. Check this item to exclude any serialised stock items from the stock take.

Note: This option will only appear if profile **Enable serial numbers tracking** is set to true.

Custom Filter – A custom SQL statement may be entered here. It applies to all stock locations. There is also an additional Custom filter per each stock location. The entry here should form an extension to the WHERE clause used by stock take initialisation. (e.g. STOCKGROUP2 <> 37 would always omit items for group 37)

Sorting for Countsheets and Keying by

This option controls the native sequence that rows are added to the stock take count grid. The selected option becomes the default for the key entry grid and the stock take reports. The options here are:

- BinCode, Stock group, Stock code
- Stock group, Stock code
- Description, Stock group, Stock code
- Stock code, Description

Other Options

Initialise cost prices (initial stock upload or import) – This is normally only used when importing stock such as when first creating the database or when creating a new location. Check this box to make an additional column for unit cost available to the count sheet keying or CSV import processes. When this option is checked then the stock transactions written for variances during the upload process take this keyed cost rather than defaulting to the average cost already on the stock item master.

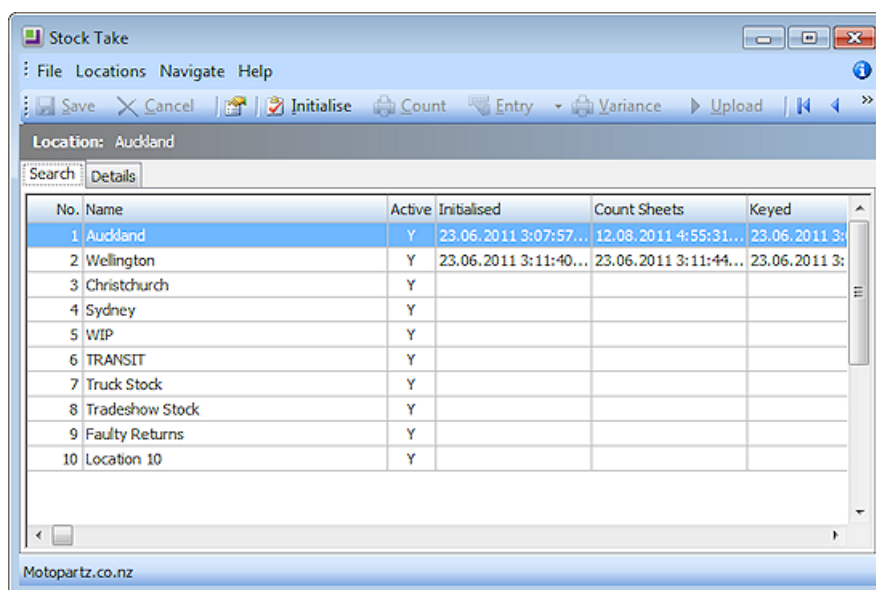
Reporting Options

Show system quantities on count sheets – Check this option if you want to show the computer system quantities on the count sheets. When uncheck the system quantities do not print (blind stock take).

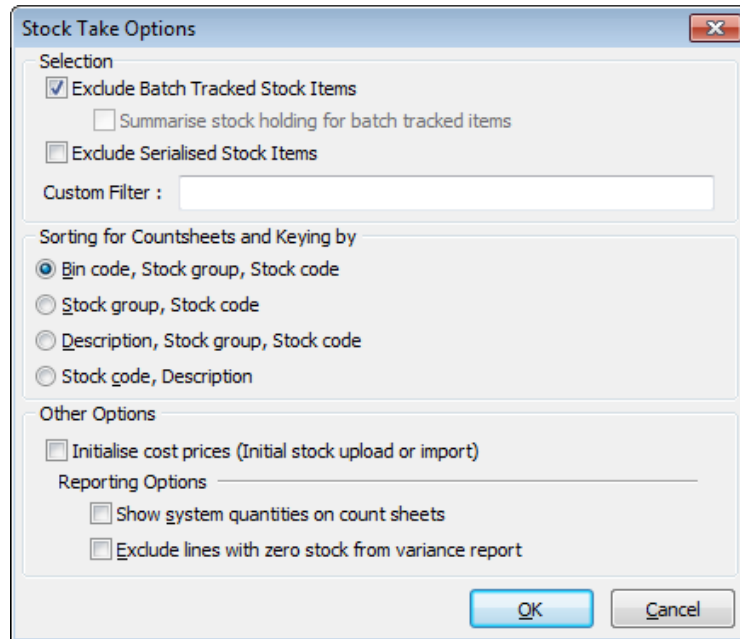
Exclude lines with zero stock from variance report – Check this item to exclude items with no stock variance from the variance report.

Stock Take

The stock take window assists in the stock take of all or individual stock locations. MYOB EXO Business uses an adjustment rather than an absolute value, so the result of a stock take is a positive or negative adjustment transaction to bring the levels back into line with the physical count.



1. Set Stock Take options for the item selection, sorting of count sheets, cost price initialisation and reporting options.



Note: MYOB recommends that you tick the **Initialise Cost Prices** option for initial stock upload or import for a new implementation.

2. Select a location from the list, and click **Initialise** to initialise a new stock take on the currently selected location. This takes a 'snapshot' in time, to allow stock take variances to be calculated.
3. Print count sheets for each location.
4. Key in the count quantities or import count.
5. Print variance reports for each location, to allow rechecking of any 'suspicious' count figures.

Note: Potential reasons for variance could include incorrect counting or errors during keying (rather than actual stock issues). It is often valuable to recheck the *Count Qty* against the physical count sheets.

6. Upload the stock variation for each location to the ledger, specifying a time and period that the transactions should be entered at.
7. An optional stock take import text file can be used to import stock take figures from another source, such as a stock taking device.

Initialise a Stock Location

When you initialise a stock location the current system quantities for stock levels are copied into the temporary stock take table created when you clicked on the New button. This gives MYOB EXO Business the system quantities for comparison against the actual physical stock count.


If you continue to perform stock transactions (for example, receive stock or invoice stock), it is important that you still count your stock at the levels when the initialisation was performed. That is, if you invoice stock and physically move it from the stock location, you must still count it in your stock take.

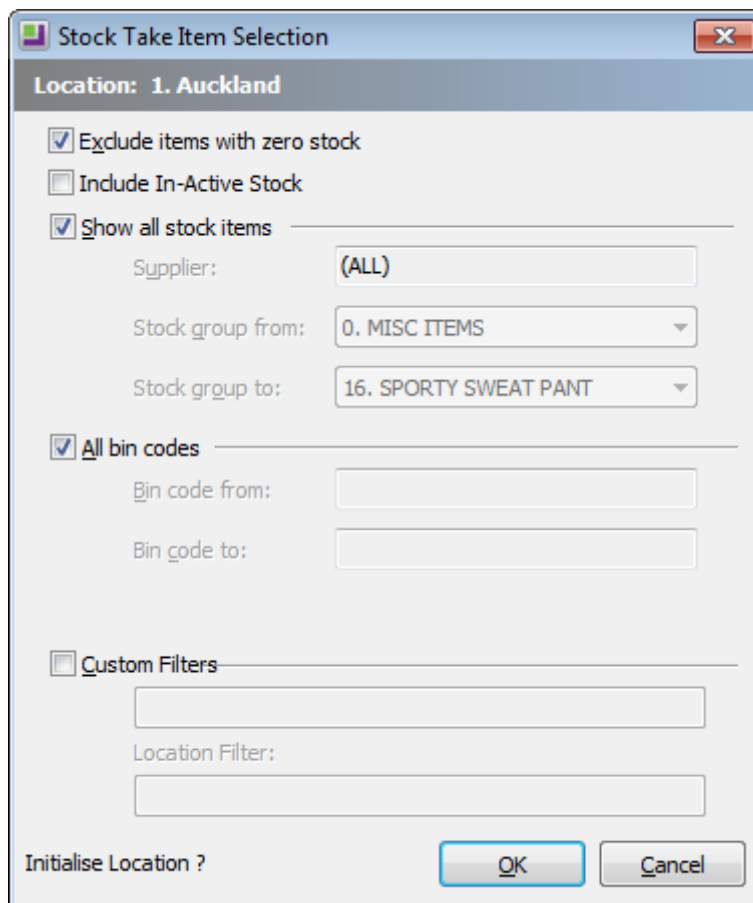
Therefore, to avoid any confusion and errors, it is best to restrict transactions and physical stock movements until you are ready to upload your stock take results.

MYOB EXO Business gives you the option to initialise all the stock locations at the time of starting the stock take or you can initialise stock locations individually. This gives you the ability to stock take different stock locations separately.

For example, you could stock take the main warehouse one weekend and a store/showroom stock location on the following weekend.

Initialise One Location

To initialise one location, highlight a location in the locations grid and press the **Initialise the current location** button (). The Stock Take Item Selection window appears:



Stock Take Item Selection

Location: 1. Auckland

Exclude items with zero stock

Include In-Active Stock

Show all stock items

Supplier: (ALL)

Stock group from: 0. MISC ITEMS

Stock group to: 16. SPORTY SWEAT PANT

All bin codes

Bin code from:

Bin code to:

Custom Filters

Location Filter:

Initialise Location ?

OK Cancel

Exclude items with zero stock - Checking this checkbox will inhibit creation of stock take rows where the computer stock is zero. This is useful in reducing report sizes where there are a large number of items that are out of stock.

Note: The danger with using this option is that there may be items that have zero computer stock but have physical stock in the warehouse. Omitting items with zero computer stock also means they will not print on the count sheets and may be missed by the counting staff.

If you require selection by either supplier or a single stock group range then uncheck **Show all Stock items**.

- The supplier code may then be keyed or searched (? > Tab) for.
- The stock groups will be preset to lowest and highest stock group numbers (i.e. equivalent to All)

If you require a single range of bin codes then uncheck **All bin codes**.

- Enter low and high bin codes to define the range.

Check the **Custom Filers** if you wish to use these.

The first row defaults to the custom filter from the Options window. The second rows defaults to the filter from the corresponding location. These may be over written here if desired. This will change them for this run only, they will not be saved back to the options.

- STOCK_ITEMS=S
- STOCK_LOC_INFO=L
- BATCH_QUANTITIES=B


Click **OK** to initialise this stock take.

The initialisation process may be repeated for other locations if required. Concurrent stock takes of different locations are supported.

Note: Only one stock take per location can be active at any given time therefore the initialisation process cannot be repeated for the same location but using different parameters. Doing this will firstly erase the previous stock take for that location. Stock take initialisations can therefore not be cumulatively used for a location with differing selection criteria. Use the custom filters to achieve this.

Print Count Sheets for Each Location

Count sheets are used for the warehouse staff to record counted quantities.

Select the required location in the grid before launching the report then press the print count sheets button (). The report prints with no further intervention.

Stocktake Count Sheet						
Sort order = Location/Bincode/Stockgroup/Stockcode						
Stockcode	Description	Batch Code	Bincode	System Qty	Count Qty	
<u>Location: 1 Auckland</u>				<u>Stocktake Initialised on: 29/04/2008 1:32:58 PM</u>		
AIRFIL01	OVALCHROME AIR FILTER			56		<input type="text"/>
AIRFIL05	PRO-STLYE AIR FILTER			8		<input type="text"/>
CYLNDRH01	CAST IRON CYLINDER HEAD			3		<input type="text"/>
OILFILCD29A4	OIL FILTER - PETROL - CD29A4			22		<input type="text"/>
OILFIL				9		<input type="text"/>
FLOWMASTER01	FLOW MASTER 80 SERIES CROSSFLOW					
EXHSTMANFL001	BUSCHUR RACING EXHAUST MANIFOLD			14		<input type="text"/>
FLANGEB01	FLANGE KIT			3		<input type="text"/>
JASMA2.5EX	JASMA 2.5 CAT BACK EXHAUST WITH MUFFLER			6		<input type="text"/>
MANFLDHOSESET	MANIFOLD HOSE SET			10		<input type="text"/>

Stk Count Sheet .CLF
Motopartz.co.nz

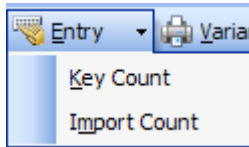
Page 1 of 2
Printed 29/04/2008 2:11:52 PM

Use the count sheets to perform the physical count.

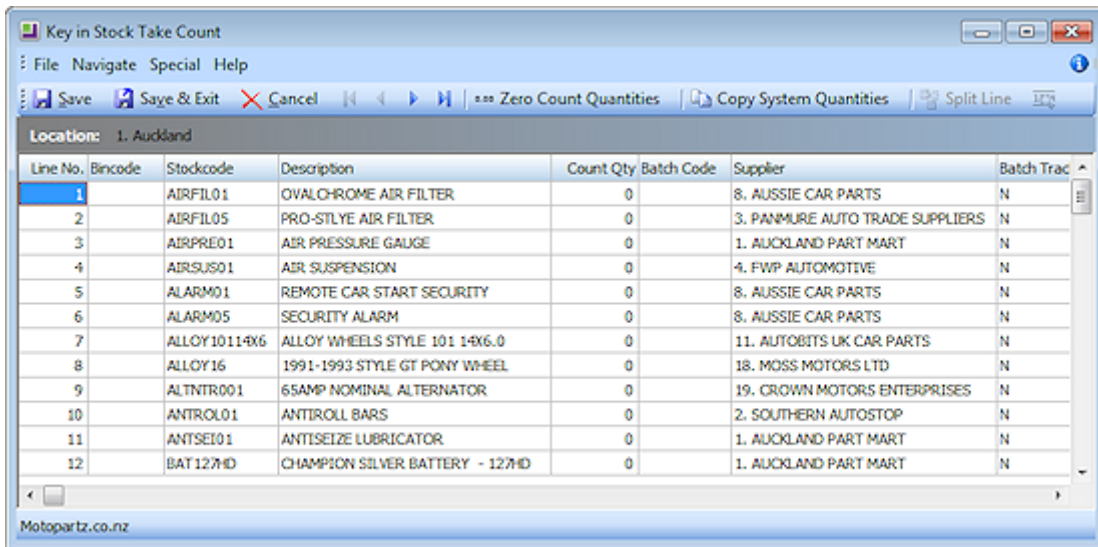
Key in Quantities

After the physical count has been performed, the hand written count quantities are keyed to the system.

To import a stock take, use the drop down next to the **Entry** button and choose **Key Count**.



The Key in Stock Take Count window appears:



Line No.	Bincode	Stockcode	Description	Count Qty	Batch Code	Supplier	Batch Trac
1		AIRFIL01	OVALCHROME AIR FILTER	0		8. AUSSIE CAR PARTS	N
2		AIRFIL05	PRO-STLYE AIR FILTER	0		3. PANMURE AUTO TRADE SUPPLIERS	N
3		AIRPRE01	AIR PRESSURE GAUGE	0		1. AUCKLAND PART MART	N
4		AIRSUS01	AIR SUSPENSION	0		4. FWP AUTOMOTIVE	N
5		ALARM01	REMOTE CAR START SECURITY	0		8. AUSSIE CAR PARTS	N
6		ALARM05	SECURITY ALARM	0		8. AUSSIE CAR PARTS	N
7		ALLOY10114X6	ALLOY WHEELS STYLE 101 14X6.0	0		11. AUTOBITS UK CAR PARTS	N
8		ALLOY16	1991-1993 STYLE GT PONY WHEEL	0		18. MOSS MOTORS LTD	N
9		ALTNTR001	65AMP NOMINAL ALTERNATOR	0		19. CROWN MOTORS ENTERPRISES	N
10		ANTROL01	ANTIROLL BARS	0		2. SOUTHERN AUTOSTOP	N
11		ANTSEI01	ANTISEIZE LUBRICATOR	0		1. AUCKLAND PART MART	N
12		BAT127HD	CHAMPION SILVER BATTERY - 127HD	0		1. AUCKLAND PART MART	N

The grid is pre-populated with the stock items complying with the selection criteria used in the initialisation process. The system quantities are the computer stock figures as at time of the stock take initialisation (i.e. a cloned copy).

Some columns and buttons, especially for batch codes and serial numbers, only appear if the relevant profile settings are active. There are also additional read-only columns that may be selected from the Visible Columns list.

Note: If there have been additional stock transactions since the stock take initialisation then the current stock figures as visible in the stock levels grid may differ from the system quantities in the stock take window. Only the stock take variance between system quantities (snapshot) and the counted quantities will be posted (adjustment transaction) there for once the physical count has been completed, other processing (e.g. sales and receipts) may continue even though the count quantities are not yet entered. This is therefore a comparative stock take where the count is matched to a snapshot of computer stock taken at a specific time.

Key the quantities from the count sheet into the Count Qty column. There are two toolbar buttons that may optionally be used the assist this.

- **Zero Count Quantities** – Use this button to set all counts quantities in the grid to zero. This returns the count grid to the point following initialisation without reinitialising the stock take (i.e. system quantities are not reset). This option is useful if the keying process is suspect and needs to be re-done.

- **Copy System Quantities** – Use this button to set all counted quantities equal to the system quantities (i.e. no variances). If a visual check of the count sheets indicates that only a few items have variations it may be faster to use this button and then amend counted quantities which differ.

Press the **Save** button at any time to commit your keyed work to the database. This does not exit the window. Saving does not post the stock variance transactions or affect the live stock ledger - this happens when stock is uploaded to the ledger.

When keying is completed use the window close button (windows X) to close the window. Clicking the **Cancel** button will also close the window but without saving any changes made since the last **Save**.

You can return to the window for further keying or to amend previously keyed figures.

Import Stock Take

If the stock take has been prepared outside the MYOB EXO Business (e.g. via spreadsheet or from a portable scanning device) then the counted figures may be imported. This is a substitute for keying and the usual initialisation must be performed.

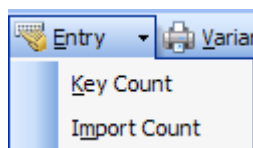
Any rows in the import file for stock items that were not initialised will be rejected. If using selection criteria in the stock take initialisation then please be sure the criteria will initialise all items that will be imported.

When importing the quantity in the CSV file is added to any quantity for the item that may have been previously imported or entered to the stock take.

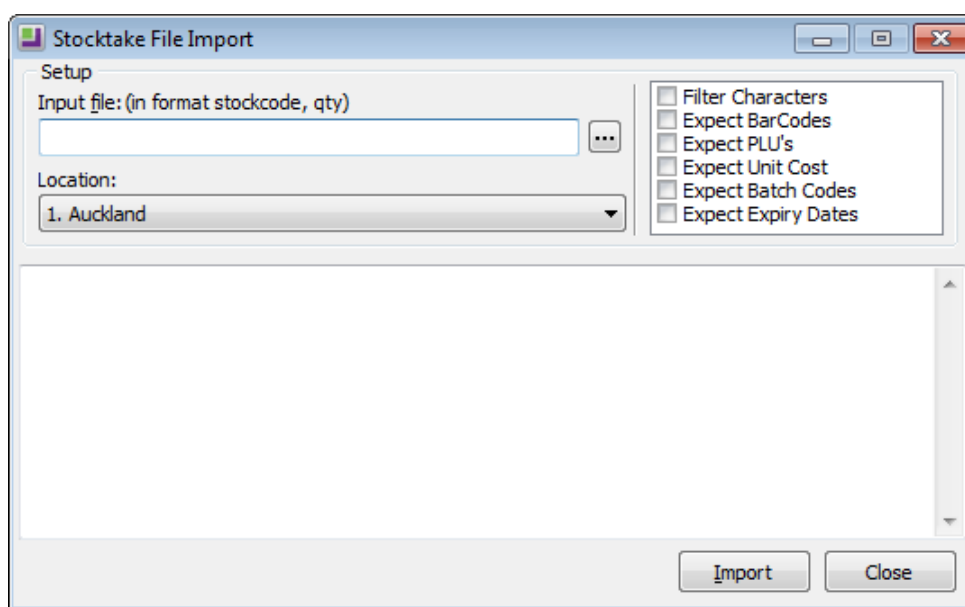
The file to be imported should be a CSV (comma separated variable) file containing fields Stockcode and Quantity (in that order). Stockcode can be replaced by Barcode and is resolved to Stockcode during the import.

Importing a stock take

To import a stock take, use the drop down next to the **Entry** button and choose **Import Count**.



The Stocktake File Import dialog appears:



The name of the CSV file to be imported should be keyed in the field Input File. Alternatively use the ellipses button to locate the file.

The dialogue allows selection of the location that will be imported into therefore the location does not have to be hi-lighted before launching the import process.

A number of checkbox options also appear.

Filter characters – Set this option to filter out from the import file any characters that are not permitted within a stock code (such as the \ character).

Expect Barcodes – Set this option to signal that the first field of an imported row may be a Barcode that must be resolved to a stock code.

Expect PLU's – Set this option to indicate that some rows may contain PLU codes. These are Stockcodes or Barcodes for lookup items that link to a stocked item.

Expect Unit Cost – Set this option if unit costs will also be submitted. This requires a column in the input file containing the unit cost.

Expect Batch Codes –Set this option to indicate that separate rows will exist in the import file for stock batch codes. The file will be expected to have a third column for the batch codes. For non-batched items this column should be blank.

Expect Expiry Dates – Set this option if expiry dates will also be submitted for batch-tracked items. This requires a column in the input file containing the expiry date.

The batch codes and expiry date check boxes only appear if those profiles are active. There is no facility to import serialised stock.

Note: If the **Expect Batch Codes** or **Expect Expiry Dates** options are checked then the file format caption above the input file name changes to indicate the appropriate format. **Input file: (in format stockcode, qty, batch code, expiry date)**

To import the file, click the **Upload** button.

Progress messages will be displayed in the notepad area at the bottom of the window.

After import proceed with printing a variance report and performing an upload as would occur for a keyed stock take. Prior to uploading, The **Key quantities** function may be used to correct any imported quantities if required.

Print Variance Report

Once [keying](#) and/or [importing](#) of count quantities is complete, print the variance reports.

Hi-light the required location and press the Print Variance Report button.

After printing, check any “suspicious” count figures and amend keyed quantities if required. If amending counted figures be sure to reprint the variance report afterwards and re-check.

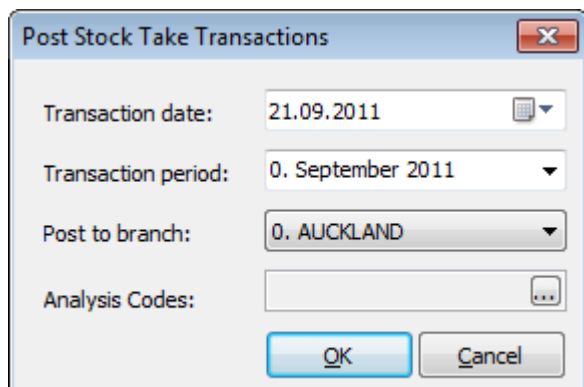
Stocktake Variance Report							
Stockcode	Description	System Qty	System Value	Count Qty	Count Value	Variance Qty	Variance Value
Location: 1 . Auckland							
1 . ENGINE							
AIRFLD1	OVALCHROME AIR FILTER	56	2,799.41	55	2,749.42	-1	-49.99
AIRFL05	PRO-STLYE AIR FILTER	8	148.32	7	129.78	-1	-18.54
OILFILCD29A	OIL FILTER - PETROL - CD29A4	22	490.63	25	557.54	3	66.90
OILPUMP01	OIL PUMP	9	2,999.00	8	2,665.78	-1	-333.22
THERMO01	THERMOSTAT	10	399.50	14	559.30	4	159.80
ENGINE totals		105	\$6,836.86	109	\$6,661.82	4	-\$175.05
2 . ELECTRICAL							
ALTNTR001	65AMP NOMINAL ALTERNATOR	7	1,061.83	5	758.45	-2	-303.38
			730.25	0	0.00	-16	-730.25

Upload Stock Load to Ledger

When you are happy with the counted figures on the variance report, run the stock take upload function. This posts stock transactions to the live stock ledger for the variance quantities and signals conclusion of the stock take for that location.

To upload variances press the **Upload** Counted Quantities button.

A window appears requesting date and period information to apply the variance stock posting.



Posting to past periods is supported as a stock take can commonly be aligned with an end of period process already performed.

Once these fields are set correctly, click the **OK** button to proceed. The system will confirm completion of the post.

Advanced Features

Keying Stock Batch Codes

If the **Enable stock batch codes** Company-level profile setting is set then batch codes may optionally be processed in the stock take.

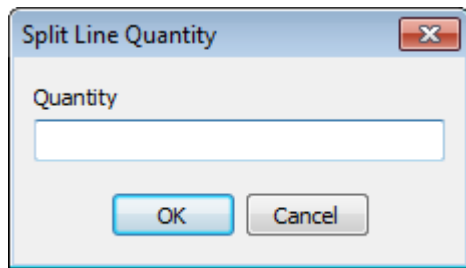
If batch codes are active then the Key Counted Quantities grid has an additional **Batch Code** column.

When summarising batch-tracked items, only a single row per stock item is initially present. The row will initially have a blank batch code. A total for the item /location may therefore be keyed without performing a batch breakdown. If the System quantity does not match the counted quantity then a batch code must be entered to which the variance will be posted. This batch code may be an existing batch code for the item or a new batch code may be created. Existing batch codes may be searched for using the usual '?' character.

If not summarising batch tracked items then a row will be present for each batch code of the item/location. The system will expect that a count by individual batch code has been performed and keyed (or imported). Variations will be created per individual batch code where quantities do not match.

When on a row for a batch tracked item the **Split Line** button becomes active.

Use this button to perform a split. The focused row will split into two rows so that different batch numbers may be applied to each. When clicked a dialog appears:



Enter the quantity for the new line. The remainder will be left on the original line. The maximum quantity that may be entered is 1 less than on the original line. Enter a new or an existing batch code (different from the original) on the new row.

Note: A batch number can be “corrected” by splitting a line and entering a new batch code to the new row. Key the required quantity to the new row and zero the counted quantity on the old row.


Note: If the profile **Blank batch code warning** is set, batch codes will be verified both on saving within the keying window and again when uploading.

Keying Stock Serial Numbers

Partial facility exists for keying serial numbers at stock take time.

Within stock take the system does not enforce the relationship between the location total quantity and the list of serial numbers. In other areas of the software this constraint only applies to serials that are Fully Tracked. The stock take also applies identical logic for all serial number types. This means that stock take applies to Debtor only and Creditor only serial types even though logically stock take could be considered an internal process. Taking this “loose” approach overcomes otherwise unnecessary complications and simplifies the process. The serial type is displayed in the Key count quantities grid for informational purposes only.

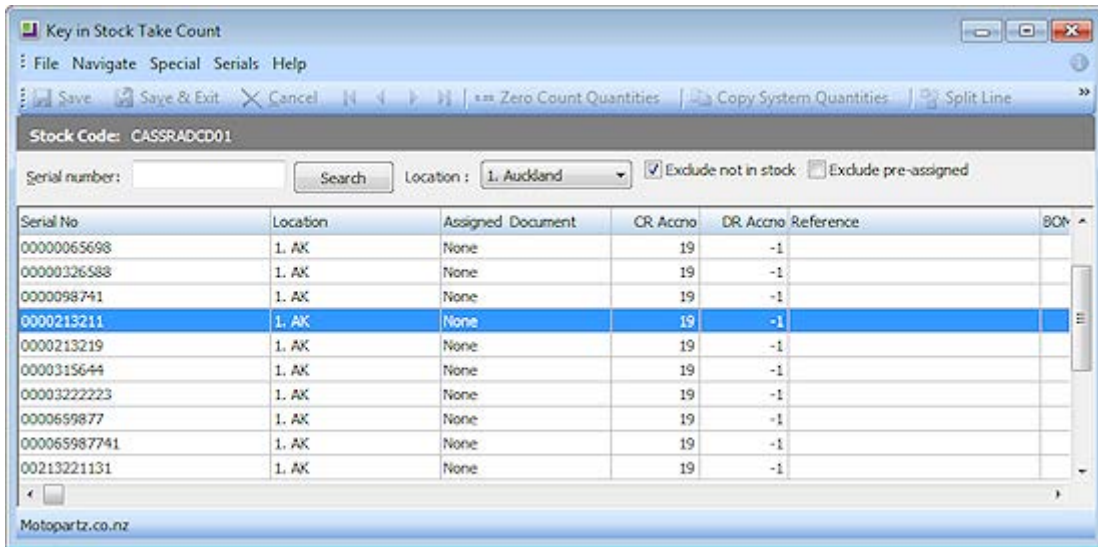
There is no provision to import serialised stock take information.

In the Key count quantities grid a row for a serialised item will enable the Setup stock serial numbers button ().

Clicking this button navigates to a window where serial numbers can be added, deleted or edited.





Note: Because of the timing differences below the controls are “loose” and under user control. Changes to serial numbers are immediate. They occur when each of the 3 functions available for serials are processed. For each the location, total stock will not be altered (by variation) until the stock take update is performed. The intermediate situation, prior to upload, can be that the serial list mismatches the location total yet reflects the true stock situation.

The existing in-stock serials are presented in a grid similar to the serials grid in the stock account window:



Note: These are only the in-stock serials and only for the location being keyed.

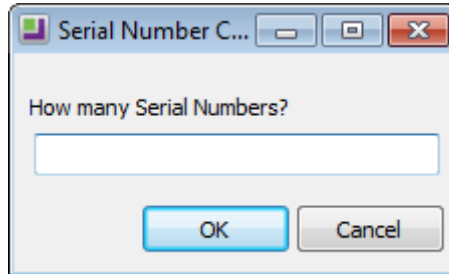
Buttons at the right of the toolbar allow modification of this list. Another button closes the serials window and returns to the usual stock take count window.

- **Back to Stock Take** - Use this button to return to the main stock take count window.
-  **Add new serial numbers** - Use this button to add more serial numbers to the list.
-  **Edit the selected serial number** - Use this button to change the properties of the highlighted serial number (including the serial number itself).
-  **Remove the selected serial number** - Use this button to delete the highlighted serial number.
-  **De-assign the select serial number** - Use this button to remove the selected number from its assigned document.

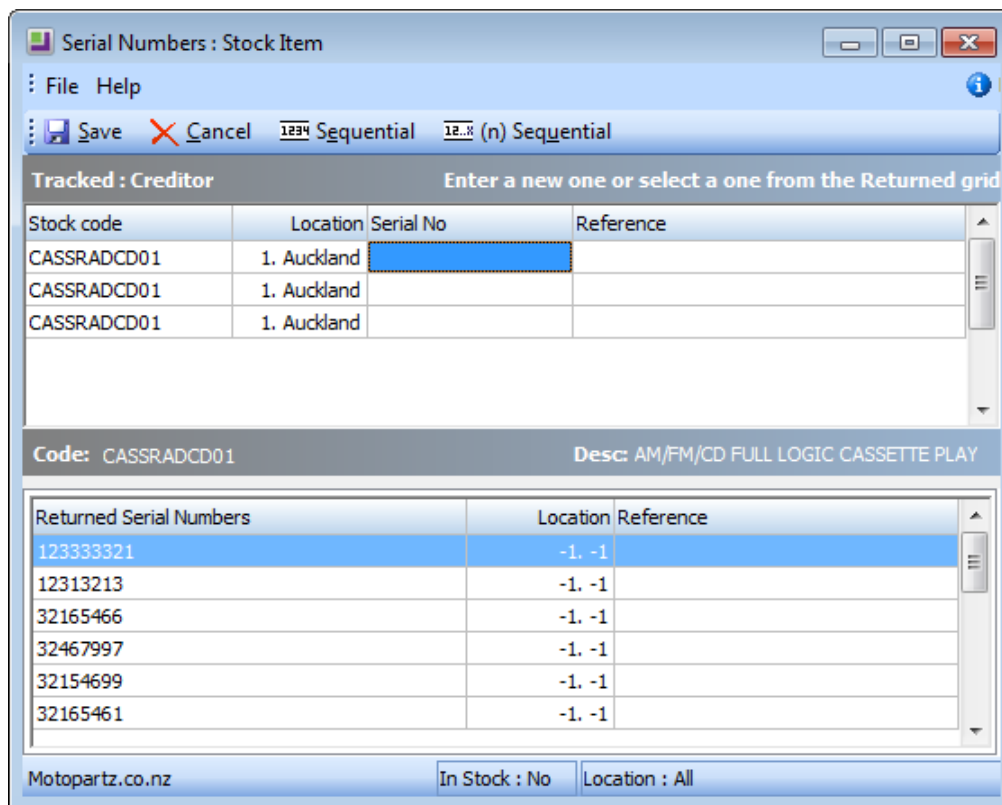
Note: The availability of the serial number editing buttons depends on the **Allow serial number override** User-level profile setting. If this is set to "N", only the **Back to Stock Take** button is available.

Add new serial numbers

Clicking the **Add new serial numbers** button will open another window to permit one or more serial numbers to be specified and added to the list. Before it can offer a grid with the appropriate number of rows to be filled, the system needs to know how many additional serials are required.



Enter the required number of new serials and click **OK**. The new serials grid will then be displayed.



Complete the serial numbers (and expiry dates or references if applicable) and then click Save to create these serials. The system will ensure that duplicate serial numbers are not created within a stock item (any location).

Note: See the White Paper “Stock Serial Numbers” for more information on the usual assisted processes (buttons) for sequential serial numbers. This White Paper is available on the MYOB EXO Business partner site (login required).

Edit the selected serial number

Highlight the serial number row you wish to edit then click the **Edit the selected serial number** button. Another window will open showing the serial number properties in edit mode. This is the same window as available via the menu item Setup Stock serial Numbers.

The serial number, reference and expiry date may be changed.

The location may not be changed, as this requires a stock transfer.

Note: Expiry dates require the profile **Use expiry dates for Batch and Serial numbers** to be active. The item must also be enabled for expiry dates.

Remove the selected serial number

To remove a serial number from the list, highlight the unwanted serial and press the **Remove the selected serial number** button. A confirmation message appears.

Taking on Stock with Unit Costs

Normally costs are not keyed with a stock take. Any adjustments for variations are costed automatically and as applies with other stock transactions such as sales.

Note: Adjustments to stock value (rather than stock quantities) are accommodated separately from stock take under the menu item **Transactions > Stock > Manual Stock Movements > New > Average Cost Adjustment**.

When taking on stock such as during initial database setup or creating a new stock location after a company acquisition (or similar) the database will not have an existing unit cost to apply to the stock being taken on. It is therefore convenient to key or import a unit cost along with the quantities.

To do this you must first check the **Initialise cost prices** checkbox from **Stock take > Options**.

When keying stock take count quantities, an additional Unit Cost column will be present and the cost for each item may be entered.

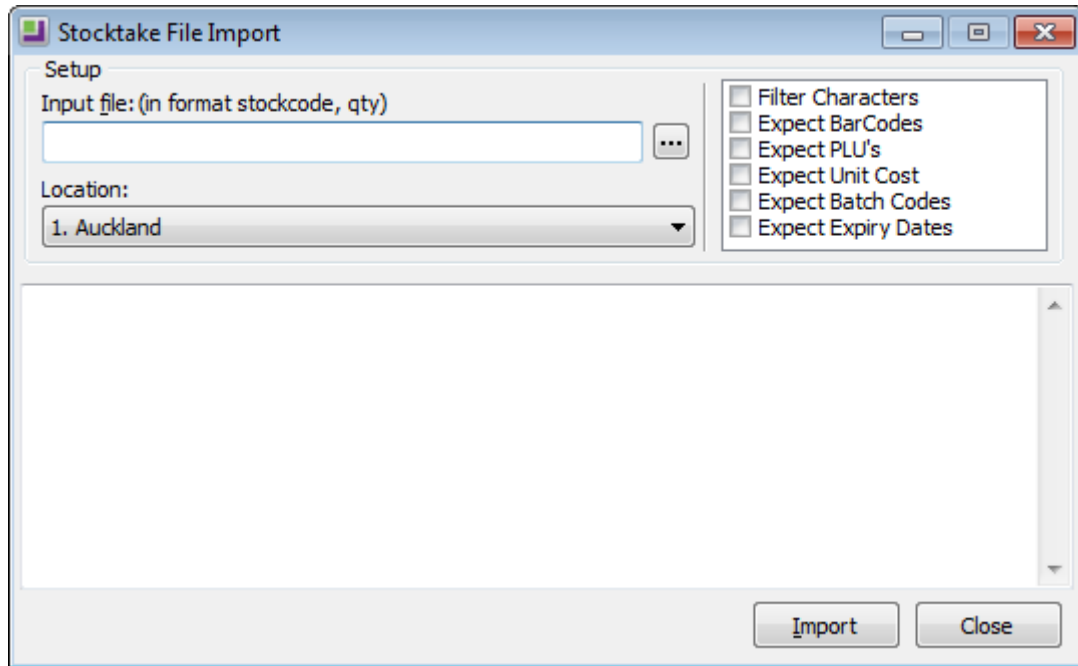
This cost is stored with the stock take data and will be used as the unit cost of the variance stock transaction when the stock take upload is performed.

The uploaded variance transaction performs the usual average stock calculation.

When posting to an item for which no stock exists for any location the existing value of stock is zero, therefore the average stock calculation will return the same value to STOCK-ITEMS.AVECOST as keyed in the stock take.

When posting to an item that already has stock (e.g. from pre-existing stock or an upload from another counted location) the average cost will be calculated taking the stock value for the variance posting at the keyed unit cost and averaging it with the pre-existing stock at STOCK-ITEMS.AVECOST.

Unit costs may also be used with the stock take import. In the stock take import window check the **Expect Unit Cost** option to indicate that the import file contains this extra column.



When previous quantities for an item exist in the stock take (e.g. from a previous import file or multiple rows for the same item in the current import file) then the unit cost in the stock take for the item will be averaged from the multiple imported entries.