



How to Guide: Stock Take

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1. --**CHECK 1**: Check if any Parent item has units <> 1.

```
SELECT * FROM STKMASTER WHERE STOCKTYPE='P' AND UNITS<>1;
```

2. --**CHECK 2** AND FIX: STKBalance for Child Items.

```
SELECT * FROM STKBalance WHERE LINKCODE <> "
```

```
DELETE FROM STKBalance WHERE LINKCODE <> "
```

3. --**CHECK 3** AND FIX: STKBalHist for Child Items.

```
SELECT * FROM STKBalHist WHERE LINKCODE <> "
```

```
DELETE FROM STKBalHist WHERE LINKCODE <> "
```

4. --**CHECK 4** and FIX: STKBalHist for Duplicates

- WITH cte AS (SELECT [STOCKCODE],AP,[WH],row_number() OVER(PARTITION BY [STOCKCODE], AP, [WH] ORDER BY STOCKCODE) AS [rn] FROM STKBALHIST)

```
SELECT * FROM cte WHERE [rn] > 1 ORDER BY AP
```

- WITH cte AS (SELECT [STOCKCODE],AP,[WH],row_number() OVER(PARTITION BY [STOCKCODE], AP, [WH] ORDER BY STOCKCODE) AS [rn] FROM STKBALHIST)

```
DELETE cte WHERE [rn] > 1
```

5. --**CHECK 5** AND FIX: STKBalance for Duplicates

- WITH cte AS (SELECT [STOCKCODE],[WH],row_number() OVER(PARTITION BY [STOCKCODE], [WH] ORDER BY STOCKCODE) AS [rn] FROM STKBalance)

```
SELECT * FROM cte WHERE [rn] > 1 ORDER BY WH
```

- WITH cte AS (SELECT [STOCKCODE],[WH],row_number() OVER(PARTITION BY [STOCKCODE], [WH] ORDER BY STOCKCODE) AS [rn] FROM STKBalance)

```
DELETE cte WHERE [rn] > 1
```

6. --CHECK 6 AND FIX: STKMaster for Duplicates

- WITH cte AS (SELECT CO, BRANCH, STOCKCODE, LINKCODE,row_number()
OVER(PARTITION BY CO, BRANCH, STOCKCODE, LINKCODE ORDER BY STOCKCODE) AS
[rn] FROM STKMASTER)

SELECT * from cte WHERE [rn] > 1 ORDER BY STOCKCODE

- WITH cte AS (SELECT CO, BRANCH, STOCKCODE, LINKCODE,row_number()
OVER(PARTITION BY CO, BRANCH, STOCKCODE, LINKCODE ORDER BY STOCKCODE) AS
[rn] FROM STKMASTER)

DELETE cte WHERE [rn] > 1

7. --CHECK 7: If Onhands are balancing, fix through genFIX if not:

- EXEC CheckOnhandBalance CO BRANCH

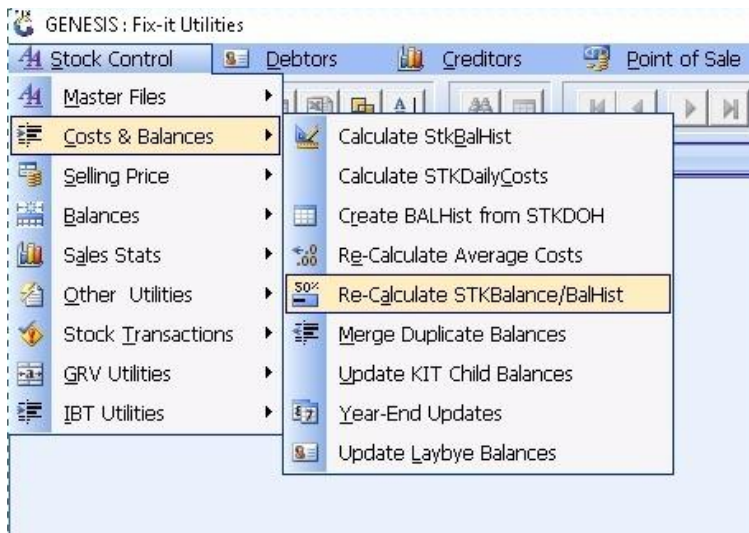
This will give you a report of all items that is not balancing

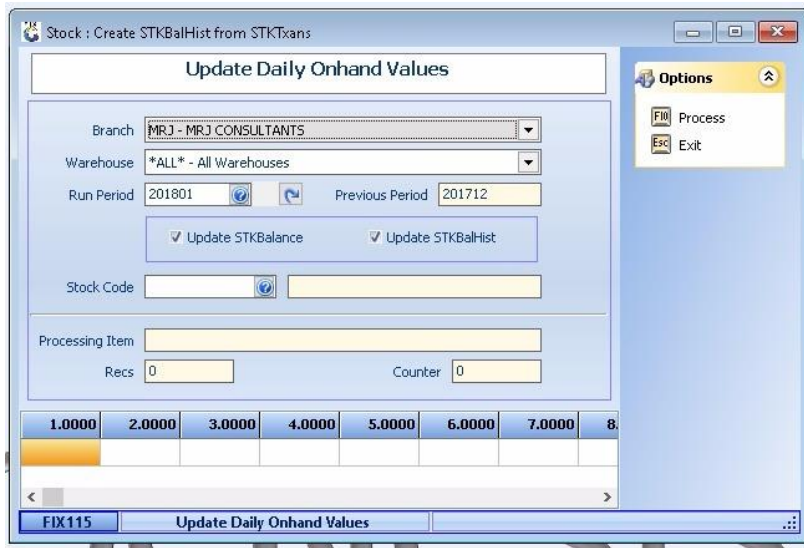
StockCode	AP	WH	OPENINGBAL	TXAN	CALCONHAND	ONHAND	DIFF	DESCRIPTION1
13286	202102	1	194518.00	-155330.00	39188.00	39413.00	225.00	LION MATCHES

8. Run the GENFIX.EXE

9. Select menu option Stock Control and run re-calculate STKBALANCE/BALHIST for the months and warehouses that CHECK BALANCE STORES PROCEDURE resulted in

10. Makes sure to run for each month and warehouse that was the result of the check balance SP





11. --CHECK 8: If any Archives item have Onhand
12. SELECT T0.STOCKCODE, T0.DESCRPTION1, SUM(T1.ONHAND) FROM STKMASTER T0
13. LEFT JOIN STKBALANCE T1 ON T0.CO=T1.CO AND T0.BRANCH=T1.BRANCH AND T0.STOCKCODE=T1.STOCKCODE
 - WHERE T0.STATUS<>'A' AND T0.STOCKTYPE<>'C' GROUP BY T0.STOCKCODE, T0.DESCRPTION1 HAVING SUM(T1.ONHAND) <>0
14. UPDATE STKMaster SET STATUS='A' WHERE STOCKCODE IN (SELECT T0.STOCKCODE FROM STKMASTER T0
15. LEFT JOIN STKBALANCE T1 ON T0.CO=T1.CO AND T0.BRANCH=T1.BRANCH AND T0.STOCKCODE=T1.STOCKCODE

WHERE T0.STATUS<>'A' AND T0.STOCKTYPE<>'C' GROUP BY T0.STOCKCODE, T0.DESCRPTION1 HAVING SUM(T1.ONHAND) <>0)
16. --CHECK 9: If any Kit items have Onhand, The fix is only done by Ursula
17. SELECT T0.STOCKCODE, T0.DESCRPTION1, SUM(T1.ONHAND) FROM STKMASTER T0
18. LEFT JOIN STKBALANCE T1 ON T0.CO=T1.CO AND T0.BRANCH=T1.BRANCH AND T0.STOCKCODE=T1.STOCKCODE
 - WHERE T0.STOCKTYPE='K' GROUP BY T0.STOCKCODE, T0.DESCRPTION1 HAVING SUM(T1.ONHAND) <>0

--Variance Report when all counts are in

19. SELECT T2.CATEGORY1, T1.STOCKCODE, T1.DESCRPTION1, T2.AVGCOSTEXCL,
SUM(T1.ONHAND) AS ONHAND, SUM(T1.TOTALCOUNT) AS TOTALCOUNT,
 - SUM(T1.ADJUSTQTY) AS ADJUSTQTY, T2.AVGCOSTEXCL * SUM(T1.ONHAND) AS VAL_ONHAND, T2.AVGCOSTEXCL*SUM(T1.TOTALCOUNT) AS VAL_COUNT,
 - T2.AVGCOSTEXCL * SUM(T1.ADJUSTQTY) AS VAL_ADJUST
 - FROM STKSTakeSummary T1

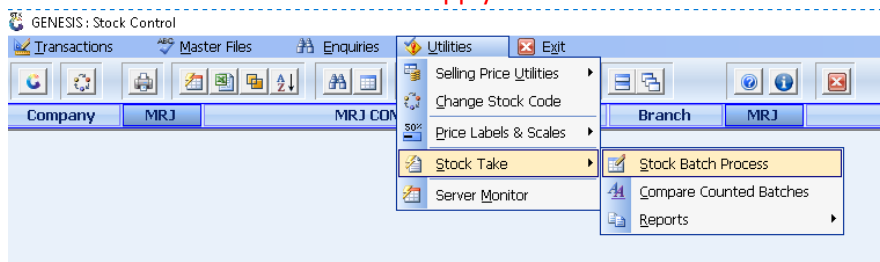
20. LEFT JOIN STKMASTER T2
 - ON T1.CO=T2.CO
 - AND T1.BRANCH=T2.BRANCH
 - AND T1.STOCKCODE=T2.STOCKCODE

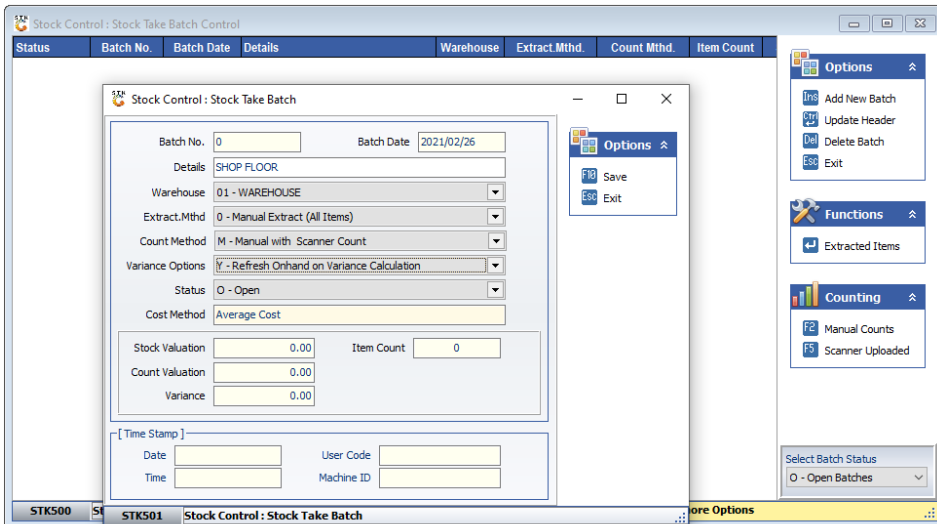
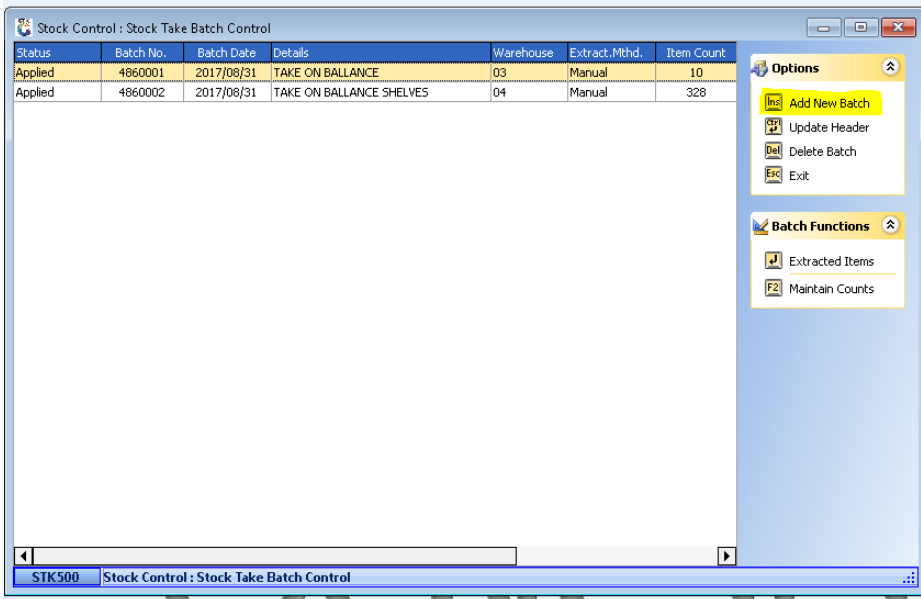
21. WHERE
 - T1.CO='01' AND
 - T1.BRANCH='01' AND
 - T1.BATCHNO IN ('8', '9', '10', '11') AND
 - T2.STOCKTYPE<>'C'

GROUP BY T2.CATEGORY1, T1.STOCKCODE, T1.DESCRPTION1, T2.AVGCOSTEXCL

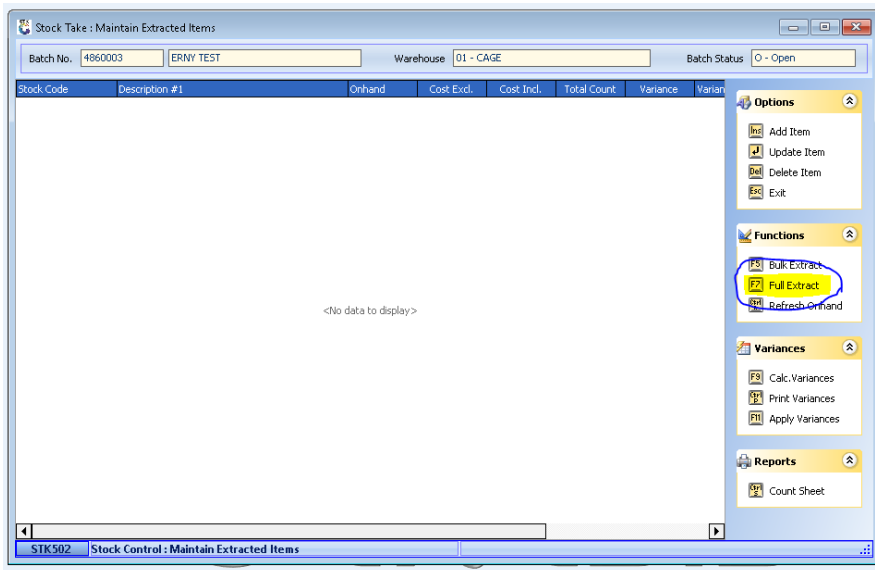
1. Create a batch for each Warehouse you are doing Stocktake on

Make sure that the **batch date** and **apply date** are the same.

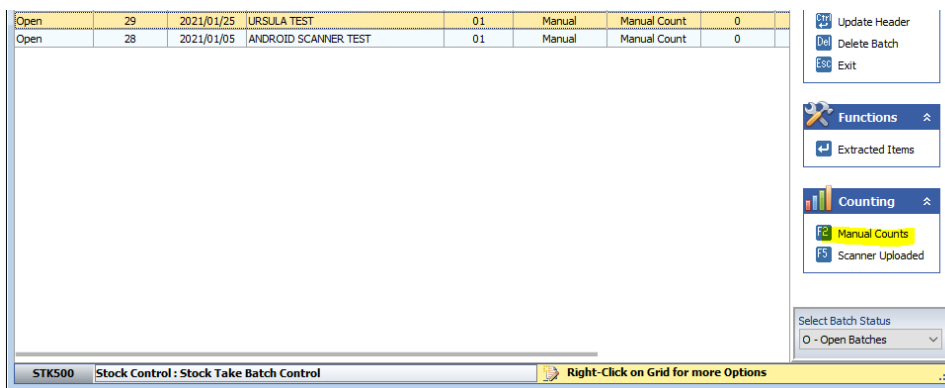




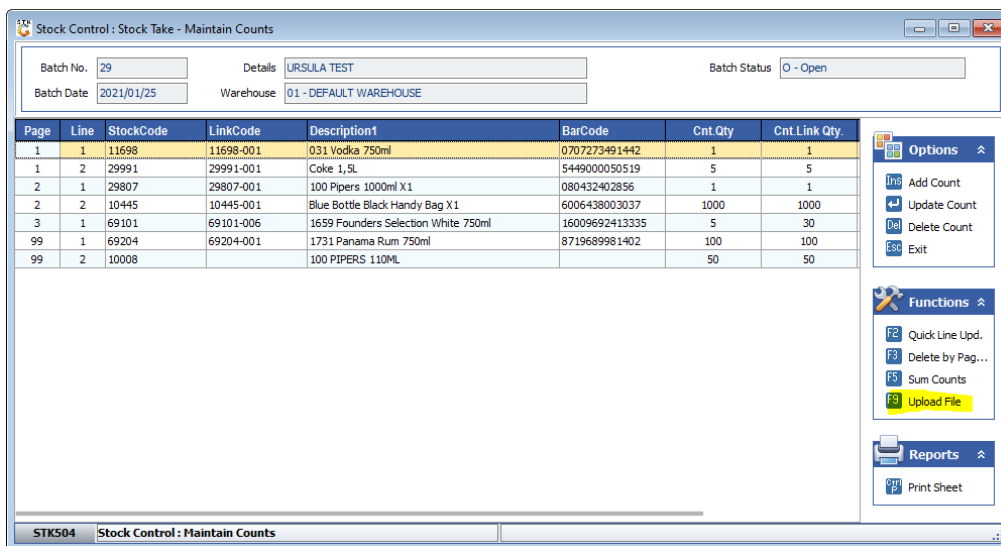
2. Run a full extract , this will bring all the items with onhands and values into the stocktake batch.



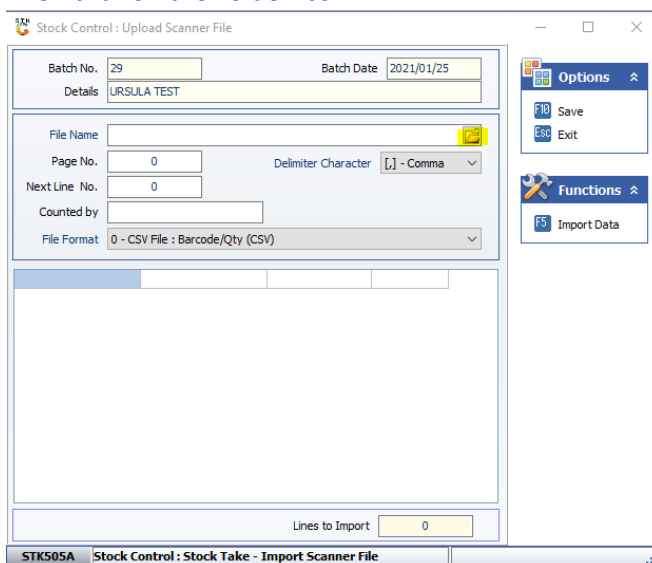
- To upload a text file from your pc to the stocktake batch click on manual counts.



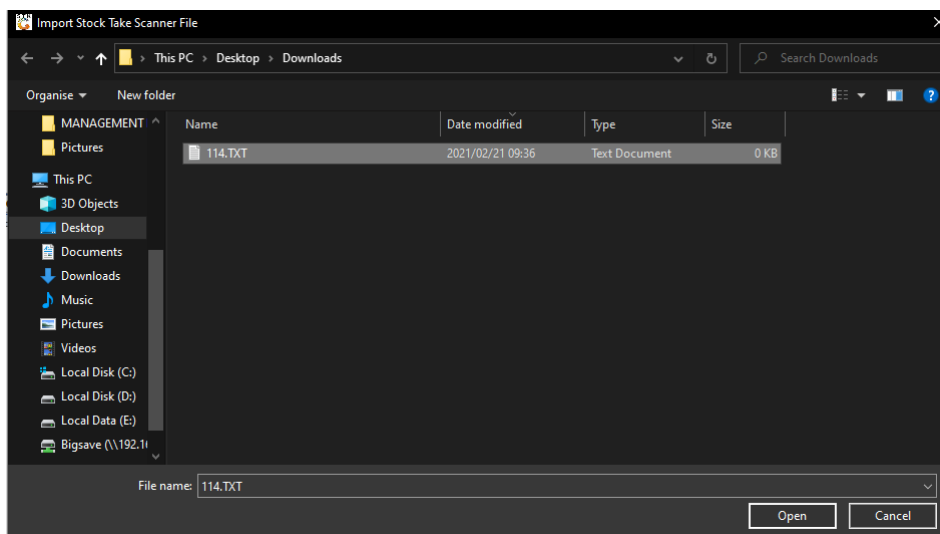
- Then click on upload file



- Then click on the Folder Icon



6. Now you select your file from your PC.

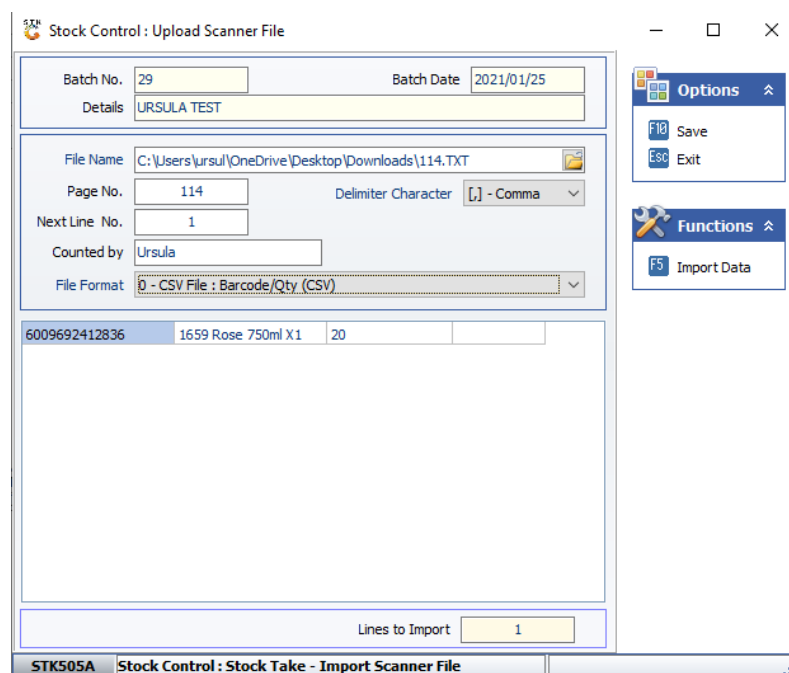


7. 'Page No' is a section number

Next line number will always start at 1 unless you have used two scanners in one section then the next line number will be calculated from the 1st scanner that you have already imported.

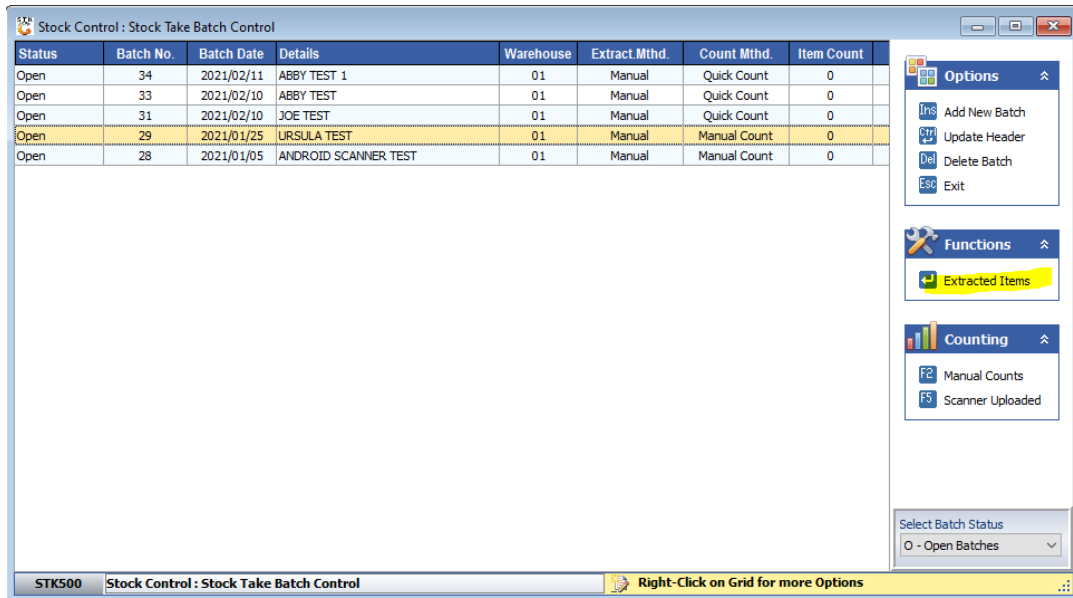
Counted by – person's name who counted the section.

Then you click on 'Import Data' and then on 'Save'.



When you have uploaded all counts, do the following:

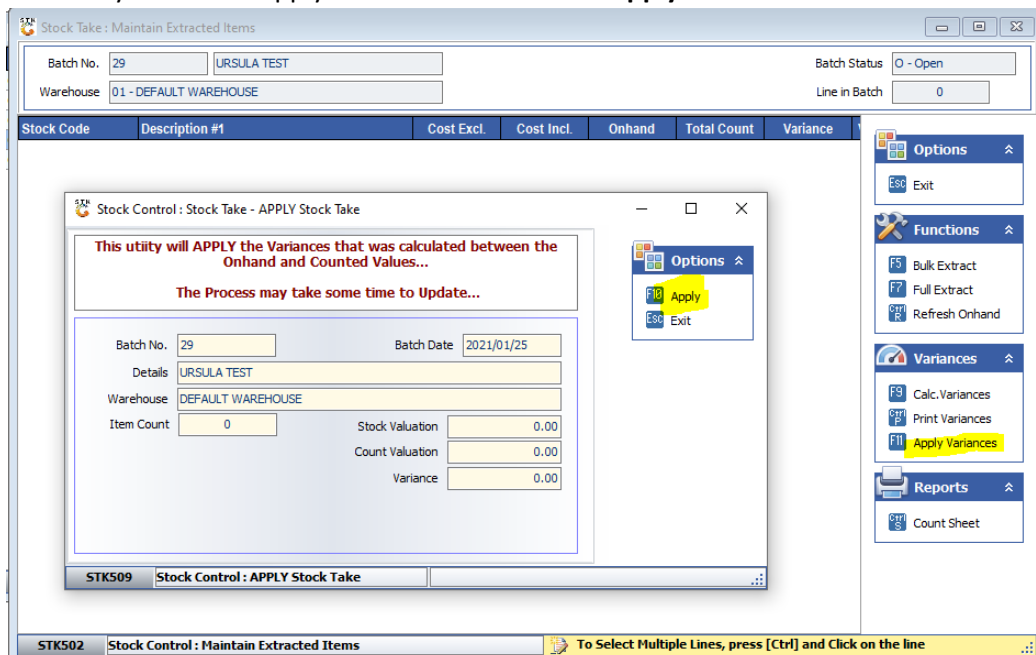
8. -Run Valuation summary and detail on all warehouse and save as pdf. So that you can have a before valuation report
9. To apply stock take: Go to extracted items again.



10. Then click on calc Variances, when that is done you run your variance report.

After the calculate variances you can apply stock take.

11. To do so you click on apply variances and then on 'Apply'.



This concludes the User Guide.