



How to Guide Full Stock Take with PDT Scanners

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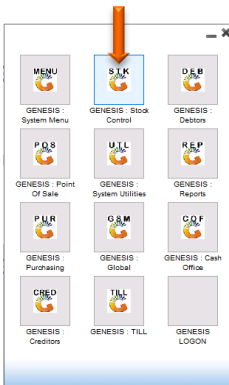
Mail: helpdesk@mrj.co.za



How to Complete a Stock Take with a PDT (Personal Data Terminal) Scanner

A. Stock Take Upload Preparation

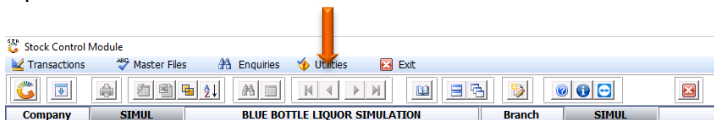
1. Before doing a stock take, please contact the support team at BBL Head Office
 - The Support Team will ensure that:
 - PDT Software correctly Installed on the Back Office PC/Laptop
 - The correct Stock File is loaded on your PDT
 - Settings on the Store Back Office are correct
2. Log into Genesis
3. Open **Stock Control** by clicking on the **Genesis: Stock Control** icon



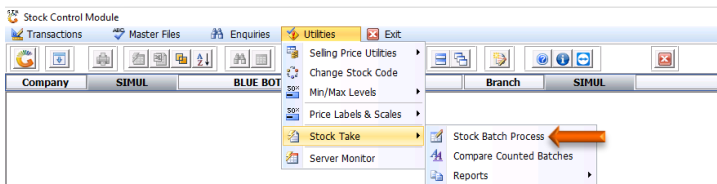
4. Capture your **User Name** and **Password** and click on the **OK** button



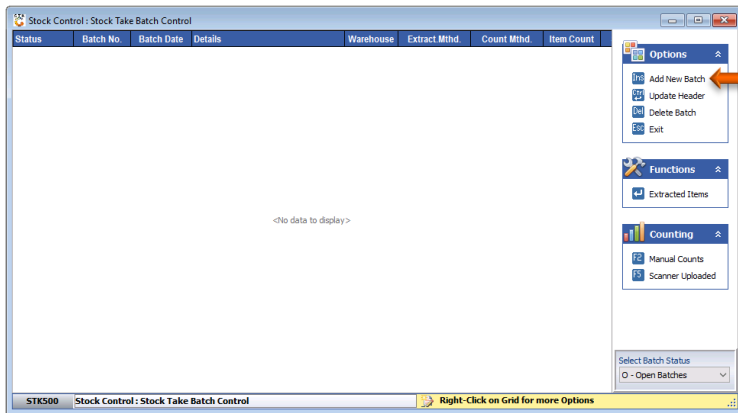
5. Open **Utilities**



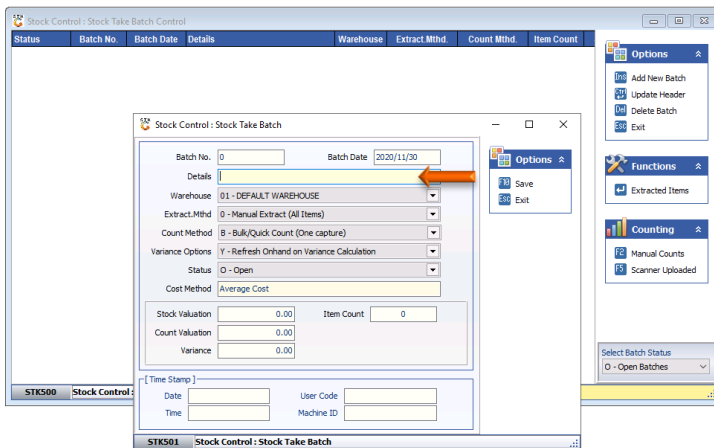
6. Select **Stock Take** from the drop-down menu and **Stock Batch Process** from the side menu.



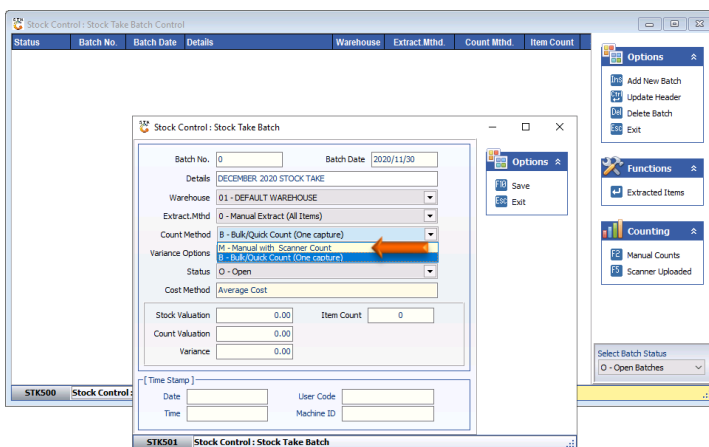
7. Press **Insert** on your keyboard or click on **Add New Batch** under the Options menu.



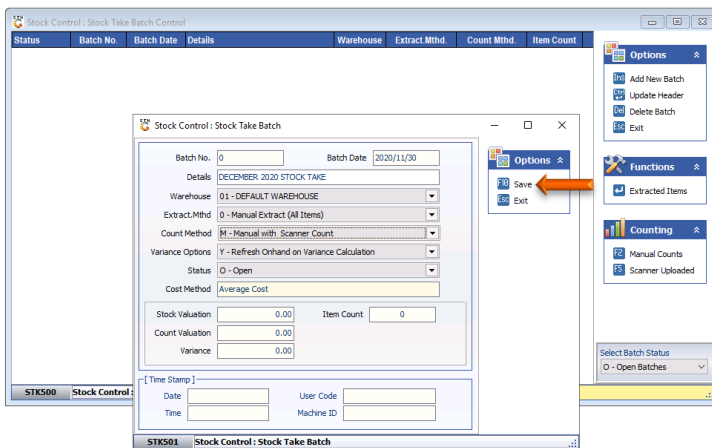
8. Capture a reference number for the stock take in the **Details** field, for example **DECEMBER 2020 STOCK TAKE**



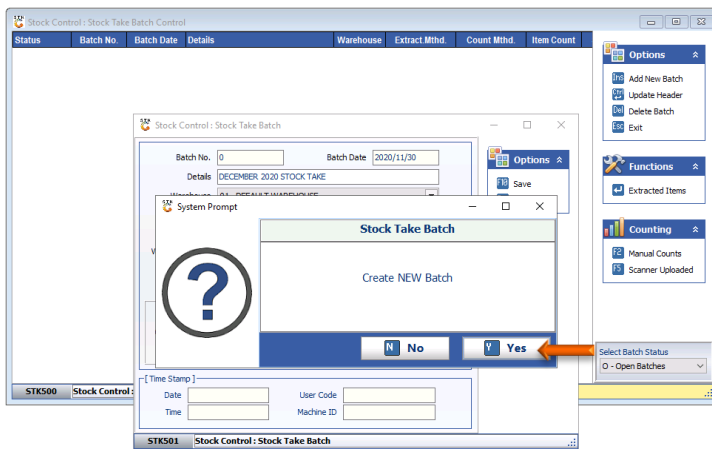
9. **Extract.Mthd** will default to **0 – Manual Extract (All Items)** which is correct
10. Select **M – Manual with Scanner Count** under the drop-down menu of **Count Method**



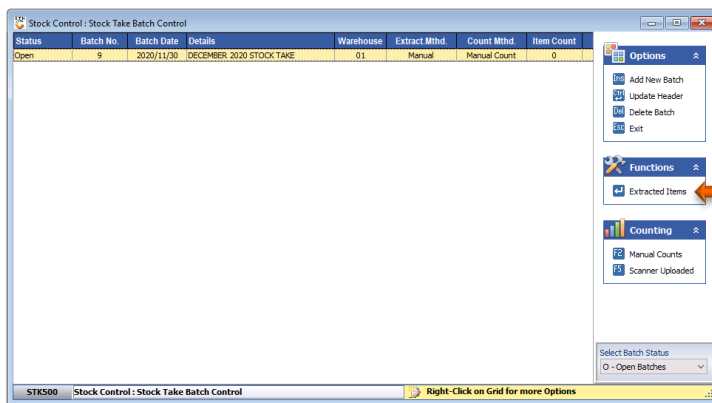
11. Press **F10** on your keyboard or click on **Save** under the Options menu.



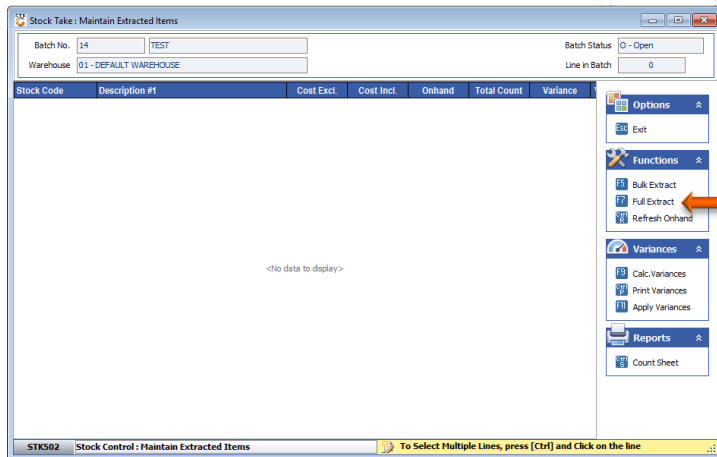
12. Press **Y** on your keyboard or click on the **Yes** button



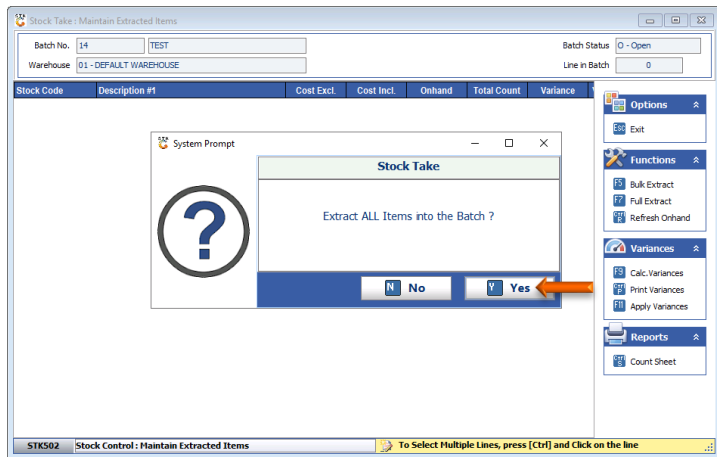
13. Press **Enter** on your keyboard or click on **Extracted Items** under the Functions menu.



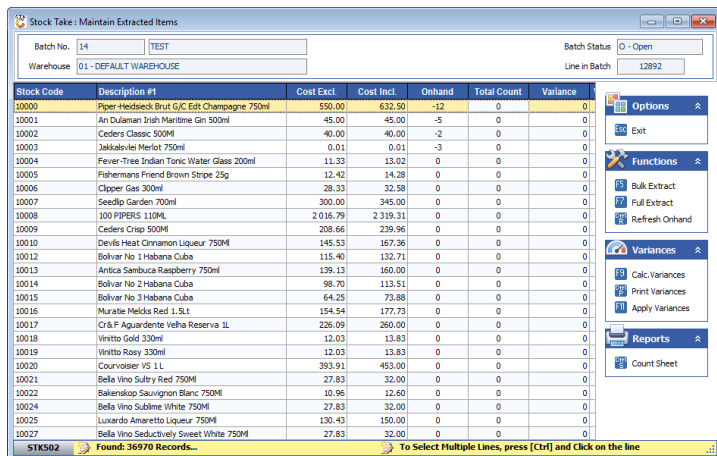
14. Press **F7** on your keyboard or click on **Full Extract** under the Functions menu.



15. Press **Y** on the keyboard or click on the **Yes** button.



16. The full extract of the stock items can take +/- 10 minutes. Please be patient until the stock items appear on the screen.



17. The following Section will guide you through the process of using the PDT Scanner to count the actual stock in the store.

B. Counting Stock with the PDT

1. Ensure that the PDT Scanner/s are fully charged.
2. If the menu below does not show on the PDT, press the **ESC** button until the options are available



3. Select the **Collect** function by using the up and down arrow keys



4. Point the front of the scanner towards the barcode and press the **Yellow** button



5. Enter the **Qty** counted of the stock Item scanned and press the **Blue** key





6. Continue scanning the other products in the same manner.

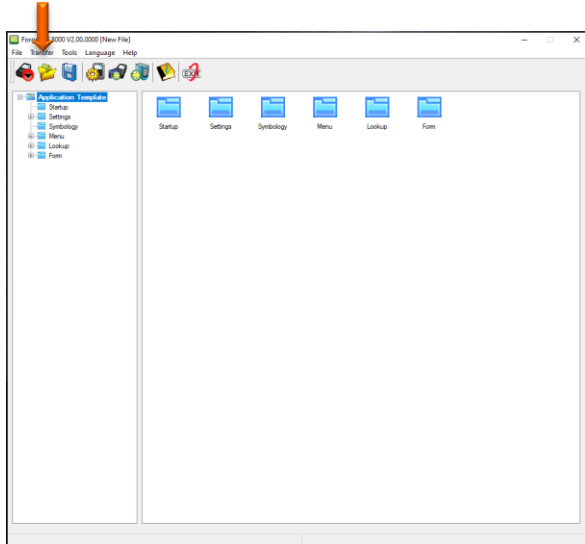


7. Once the counting with the PDT Scanner has been completed, the items must be uploaded.

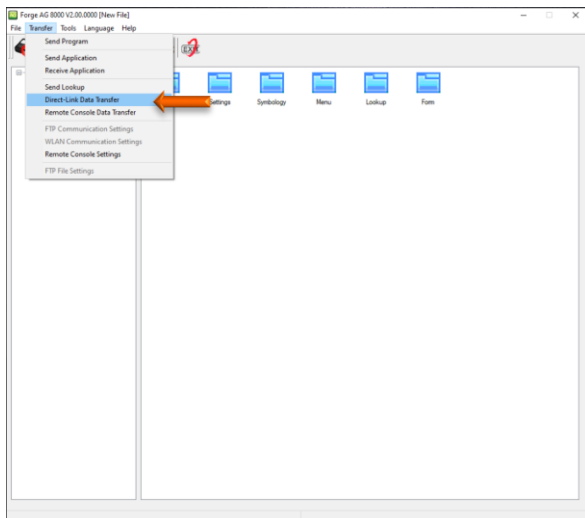
C. Uploading of Datafiles from the PDT

1. Open the Scanner menu on your Back Office PC/Laptop by double clicking on the  shortcut. If the shortcut is pinned to your taskbar, click on the AG icon  on the Taskbar.

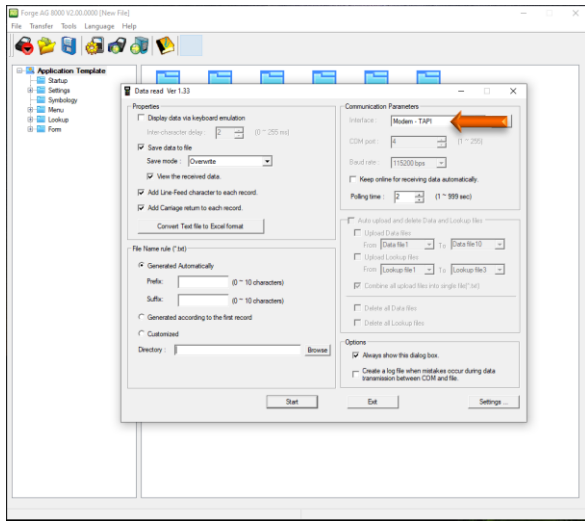
2. Click on **Transfer**



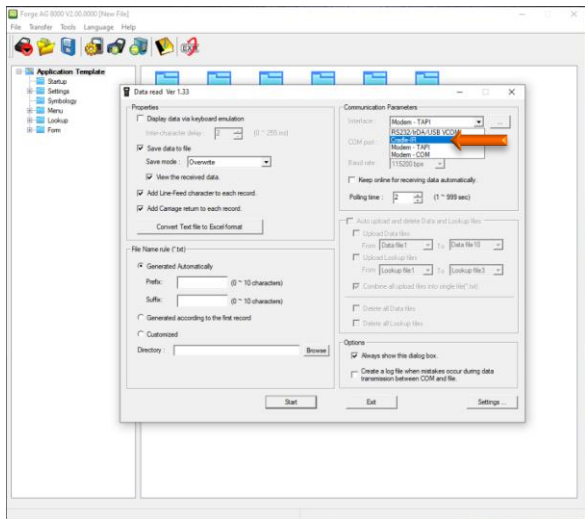
3. Click on **Direct Link Data Transfer** under the drop-down menu.



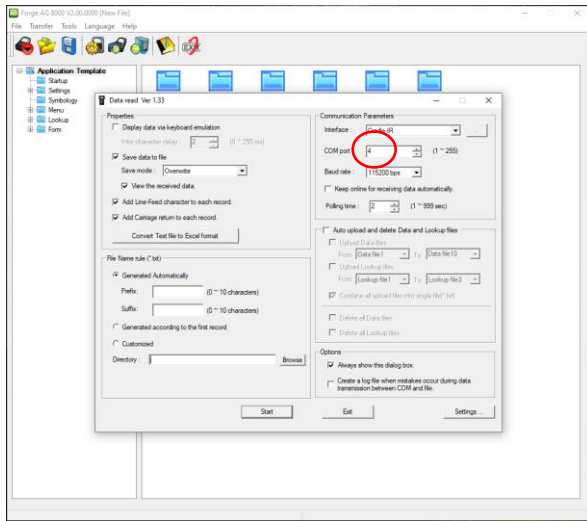
- Click on the drop-down menu of the **Interface** field on the right-hand side of the screen.



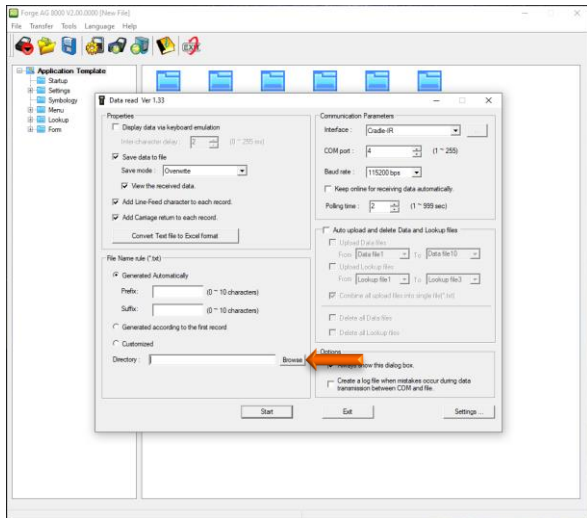
- Click on **Cradle-IR** under the drop-down menu.



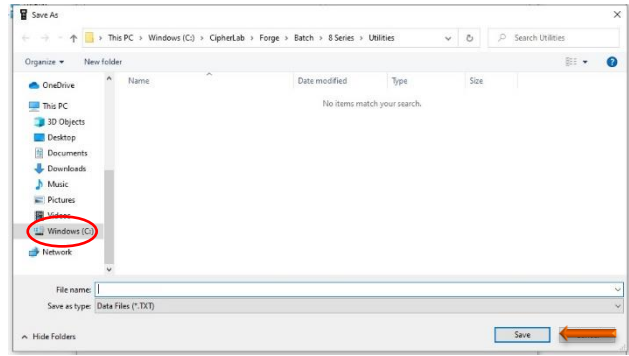
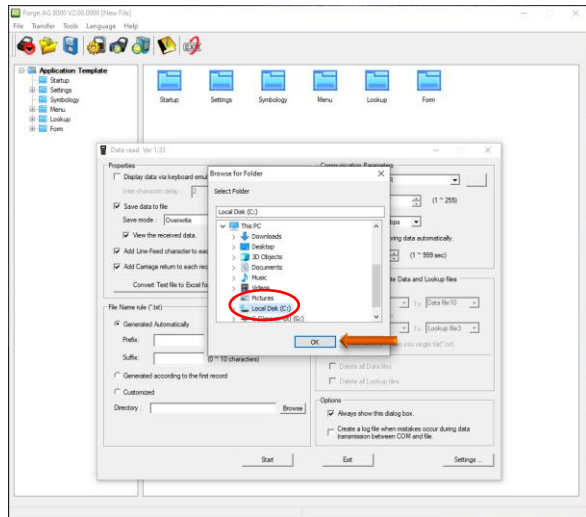
- Ensure that a number is displayed in the **Com port** field. Please contact BBL Head Office if not displayed or if you are unsure.



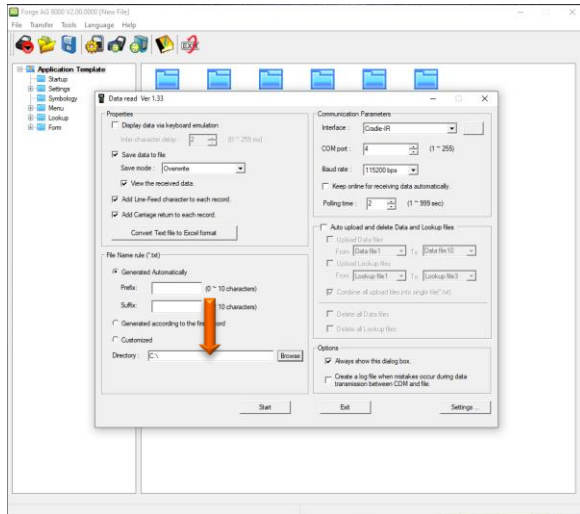
7. If this is your first stock take, the **Directory** field will be blank.
8. Click on the **Browse** button next to the **Directory** field.



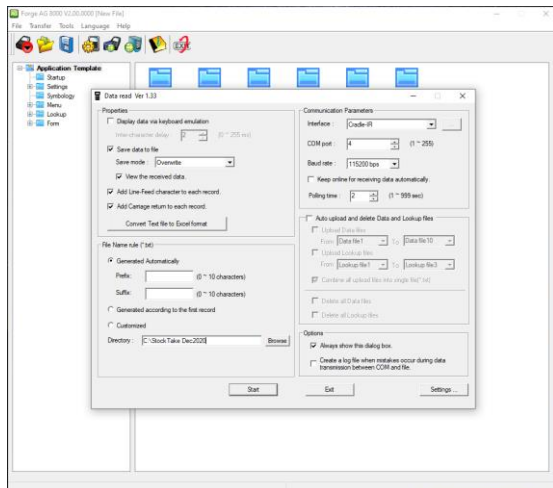
9. This screen may vary depending on the Settings or the Windows version installed on you PC/Laptop.
10. Ensure that the local **C** drive is selected and click on the **OK** or **Save** button



11. Click in the field at the end of the populated data after the \



12. Type the name of the folder you would like to save the scanner files to. E.g. **StockTake Dec2020**



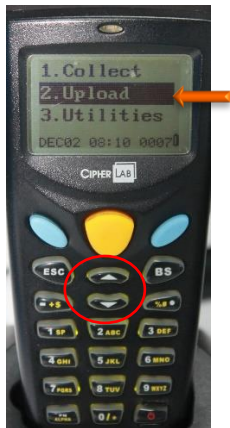
13. Do not close the screen

14. Ensure that the **USB** cable of the PDT Scanner Cradle is plugged into the Back Office PC/Laptop

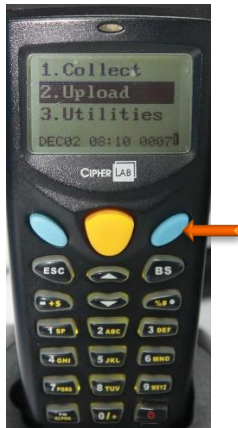
15. If the menu below does not show on the PDT, press the **ESC** button until the options are available.



16. Select the **Upload** function by using the up and down arrow keys



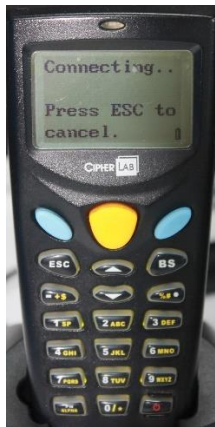
17. Press any one of the **Blue** keys



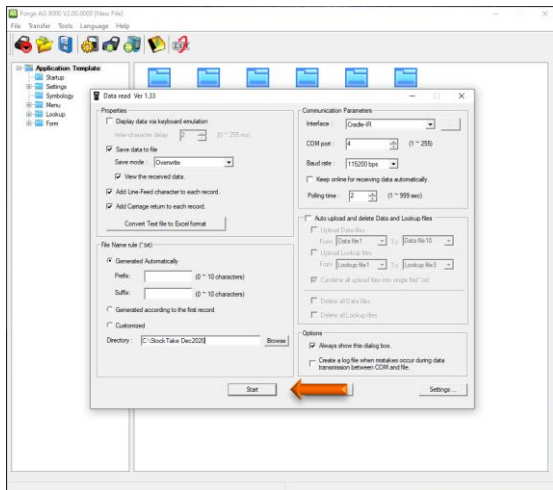
18. Ensure that **Data File** is selected and press the **Blue** keys



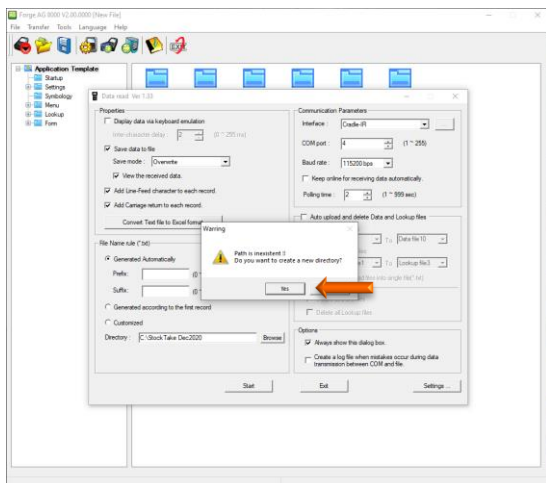
19. Place the PDT back into the cradle.



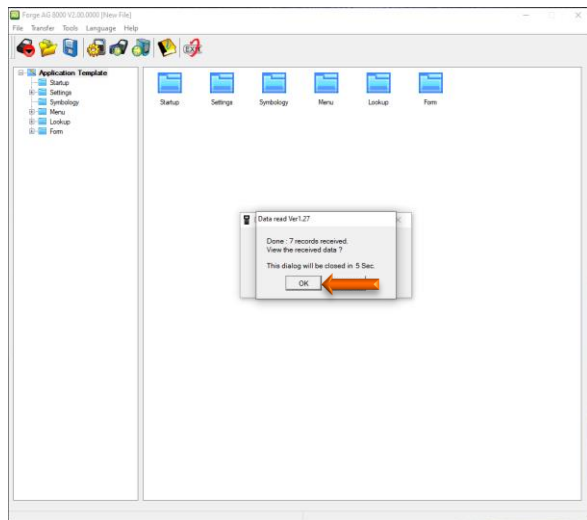
20. Go to the open AG screen on your Back Office PC/Laptop and press the **Start** button.



21. Click on **Yes**



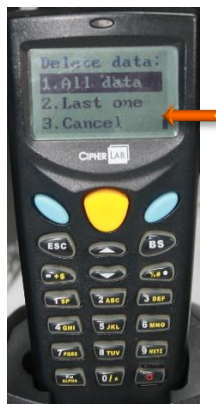
22. This may take a few minutes depending on the size of the file to be uploaded
23. Once the file upload was completed, click on **OK** button.



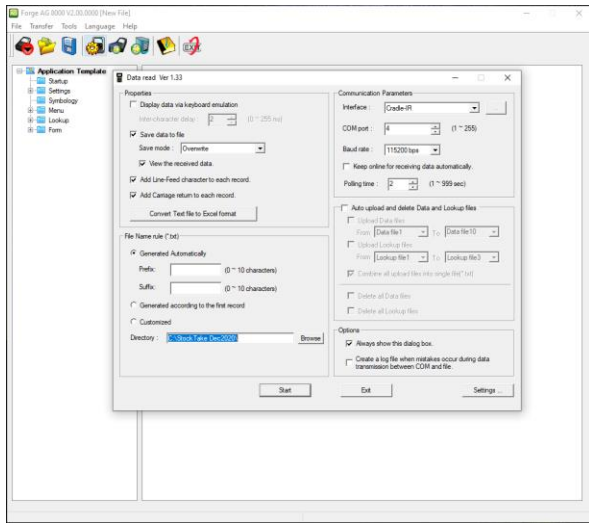
24. The uploaded stock file will now open. To close the screen, click the **X** in the top right-hand corner of the screen.



25. Should the same PDT scanner be used again to scan stock, you need to clear the data from the PDT first. Select **All Data** and press the **Blue Key**.



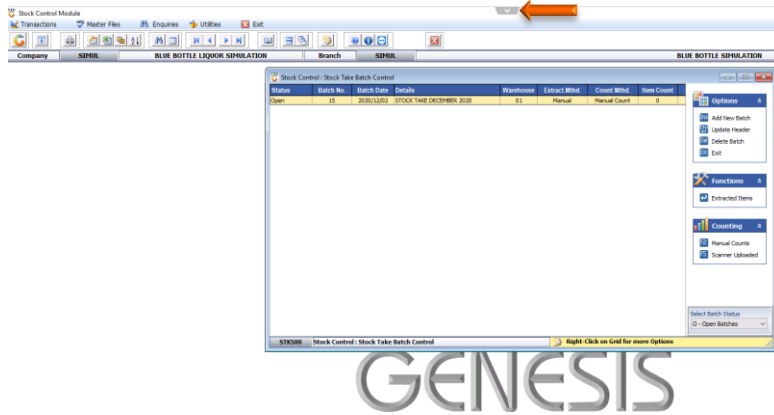
26. If there is more than one file to be uploaded, repeat steps 15 to 24 for each upload.




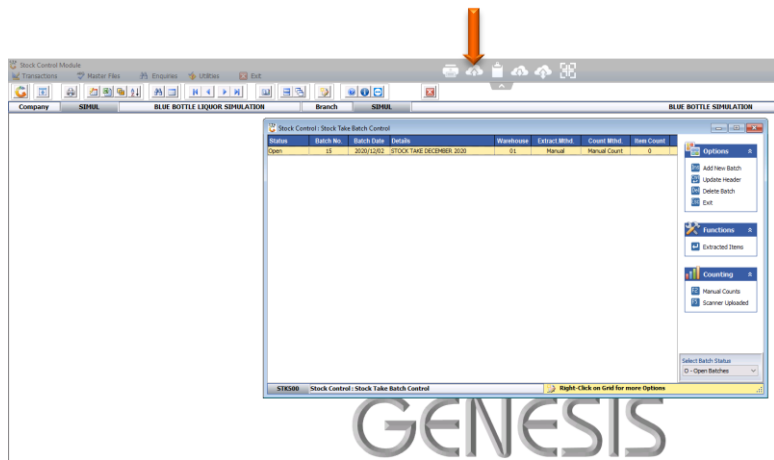
27. Once all the files have been uploaded, you may exit from the AG software.

D. Import Stock Take data to Genesis

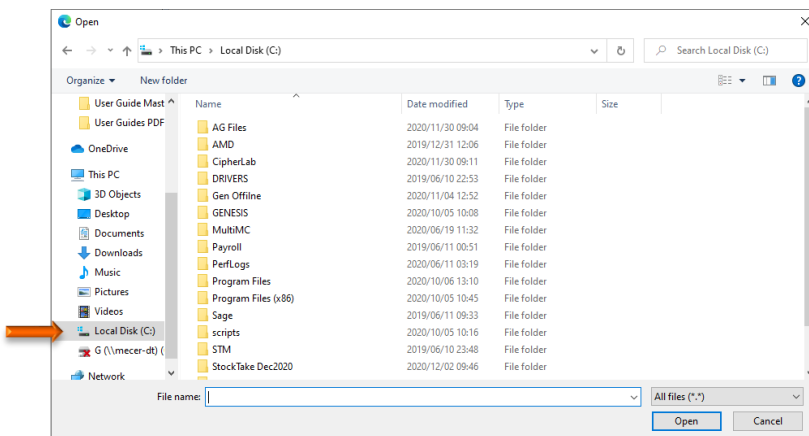
1. Return to the Genesis Stock Take Batch you created on the Back Office.
2. Click on the **Down-Arrow** at the top of the screen



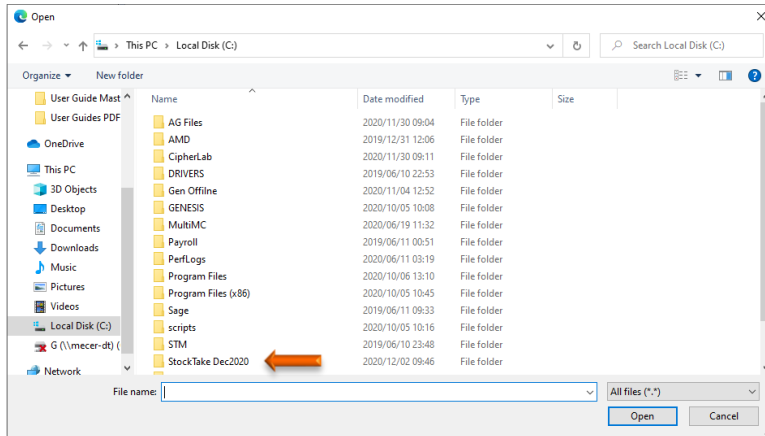
3. Click on the  icon (From PC to Server)



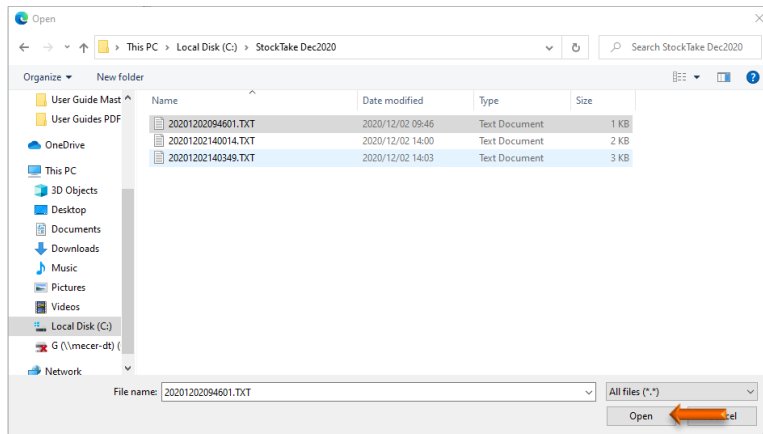
4. This screen may vary depending on the Windows version installed on you PC/Laptop
5. Click on **Local Disk (C:)**



6. Double click on the Stock Take Folder that was created



7. Click on the text file you wish to upload and click on the **Open** button.
8. You can also select multiple files to upload at once.
9. Continue the process until all files has been uploaded.



10. Press **F2** on your keyboard or click on **Manual Count** under the Counting Menu

Stock Control: Stock Take Batch Control

Status	Batch No.	Batch Date	Details	Warehouse	Extract Mthd.	Count Mthd.	Item Count
Open	9	2020/11/30	DECEMBER 2020 STOCK TAKE	01	Manual	Manual Count	0

Options

- Add New Batch
- Update Header
- Delete Batch
- Exit

Functions

- Extracted Items

Counting

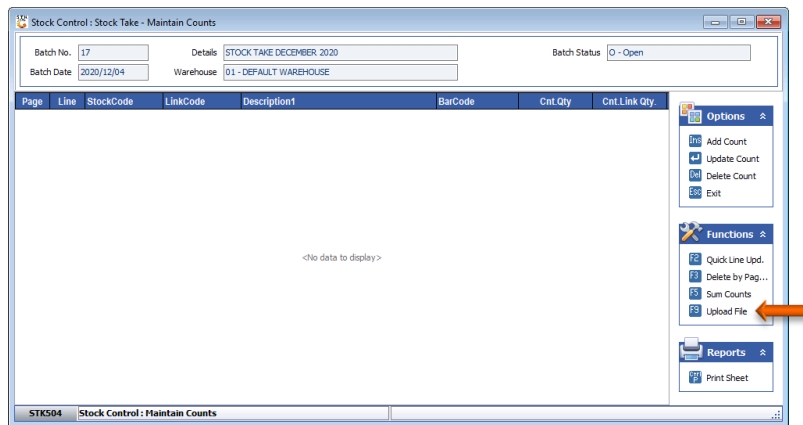
- Manual Counts
- Scanner Uploaded


Select Batch Status

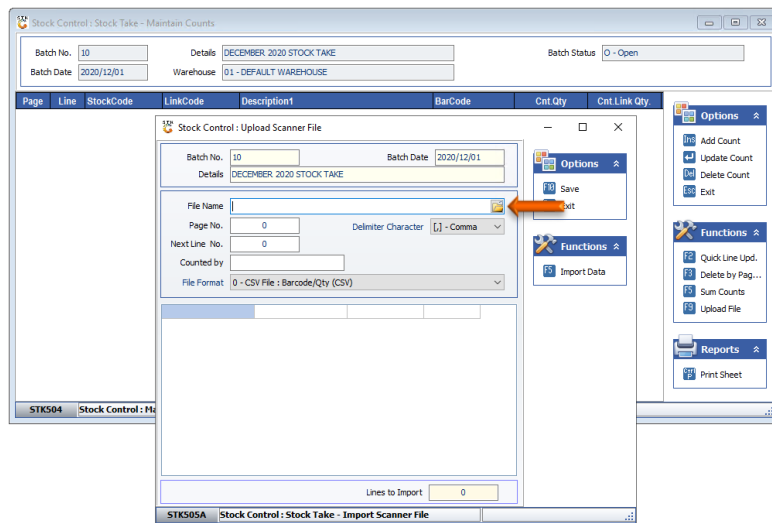
Open Batches

STK500 Stock Control: Stock Take Batch Control Right-Click on Grid for more Options

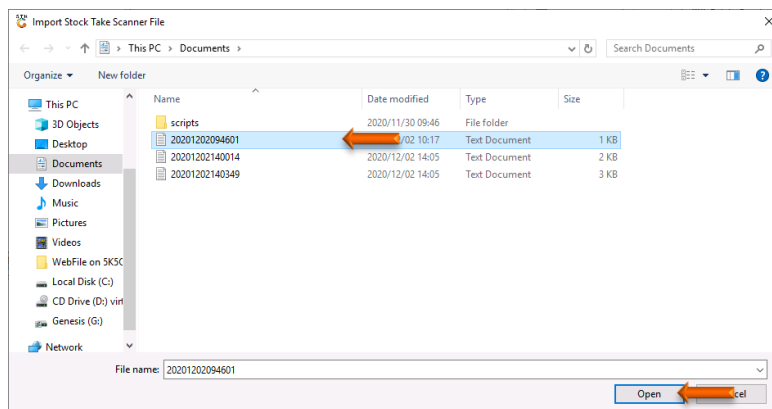
11. Press **F9** on your keyboard or click **Upload File** under the Function Menu



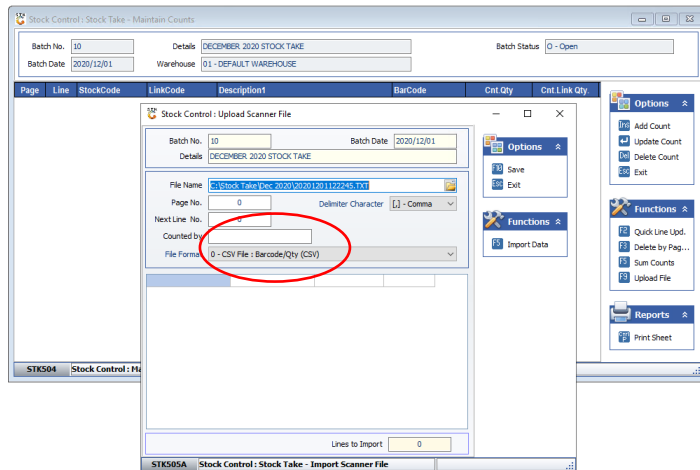
12. Click on the  icon next to the **File Name** field.



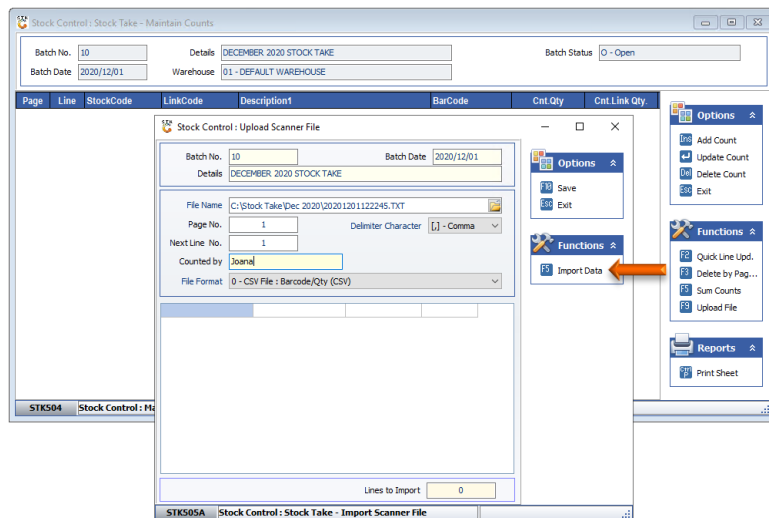
13. Click on the text document and click on the **Open** button



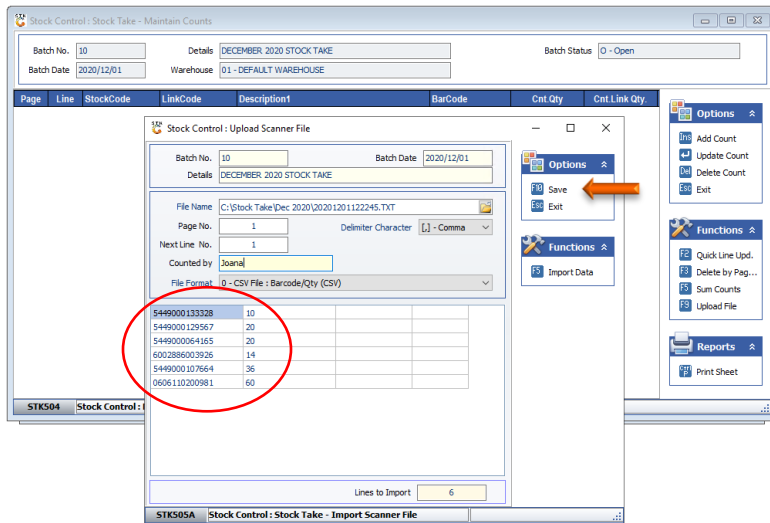
14. The **Page No.** field must be unique for each upload. Use sequential numbering from **1** onwards.
15. Enter **1** in the **Next Line No.** field as the upload file have no headers.
16. Enter the person who counted the stock's name in **Counted By** field.



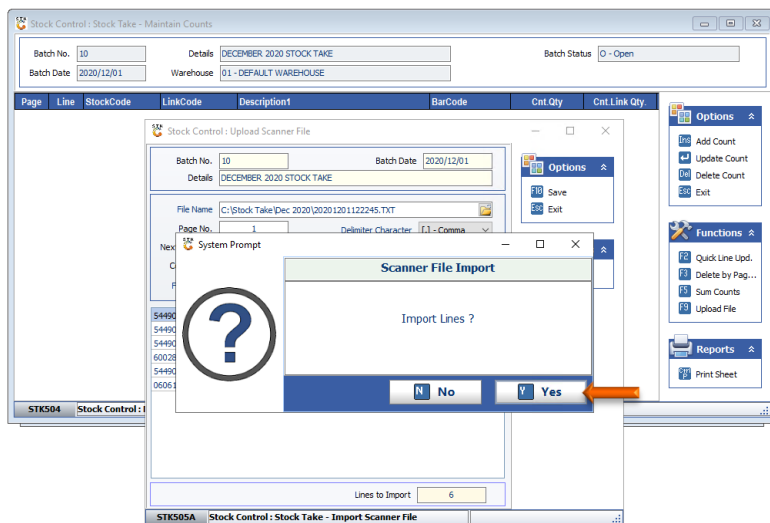
17. Press **F5** on your keyboard or click on **Import Data** under the Functions menu



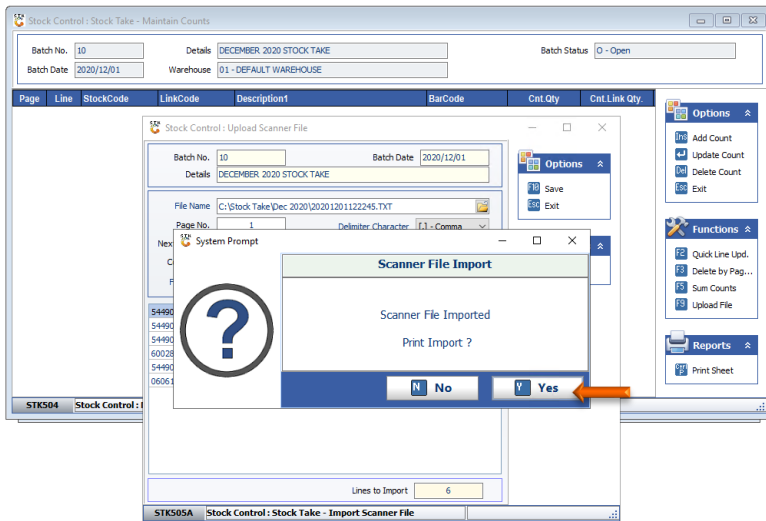
18. The content of the uploaded file will be displayed. Press **F10** on your keyboard or click on **Save** under the Options menu.



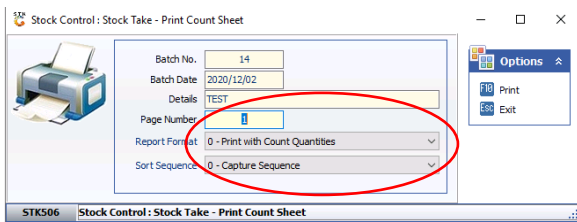
19. Press Y on your keyboard or click on the Yes button.



20. Press Y on your keyboard or click on the Yes button.



21. Amend the details as required and press **F10** or click on **Print** under the Option menu



22. The printed document must now be used to verify the stock count.

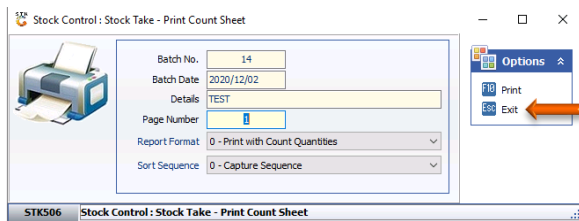
Branch : SMUL-BLUE BOTTLE SIMULATION
 Report : (STK506) - Stock Take Batch : Count Sheet
 User : [JOANA]- JOANA OGRADY
 Date/Time : 2020/12/01 14:20:55
 Version : 9.49.21
 Page : 1 of 1

Batch No.....: 10
 Batch Date.....: 2020/12/01
 Details.....: DECEMBER 2020 STOCK TAKE
 Page No.....: 1

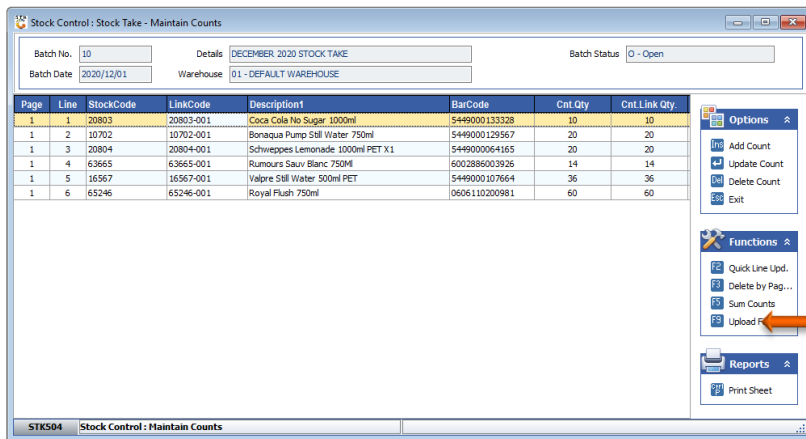
Line	Barcode	Description	Pack Size	1st Count	2nd Count	Cost Excl.	Value Excl.
1	5449000133328	Coca Cola No Sugar 1000ml	1X1X1000ML	10		9.97	99.70
2	5449000129567	Bonaqua Pump Still Water 750ml	1X1X750ML	20		6.46	129.10
3	5449000064165	Schwepes Lemonade 1000ml PET X1	1X1X1000ML	20		10.29	205.80
4	6002886003926	Rumours Sauv Blanc 750ml	1X1X750ML	14		33.33	466.62
5	5449000107664	Valpre Still Water 500ml PET	1X1X500ML	36		5.46	196.63
6	0606110200981	Royal Flush 750ml	1X1X750ML	60		184.35	11 060.87
Number of Lines Printed : 6						Total Value : 12 158.72	

* End Of Report *

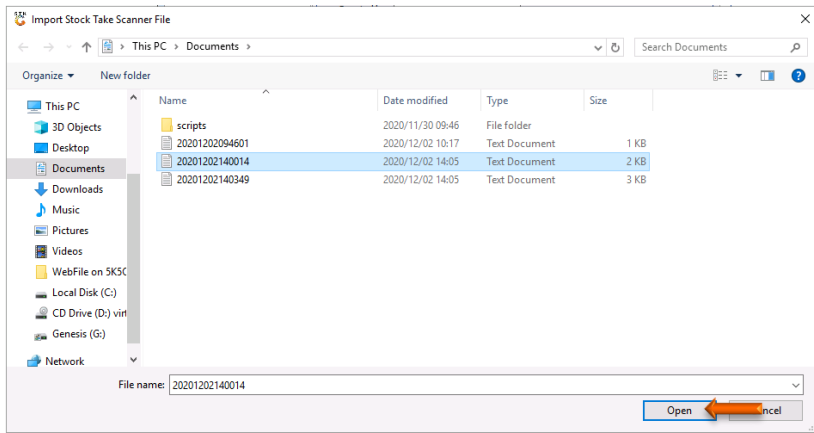
23. Once document has been printed, press **Esc** on your keyboard or click on **Exit** under the options menu.



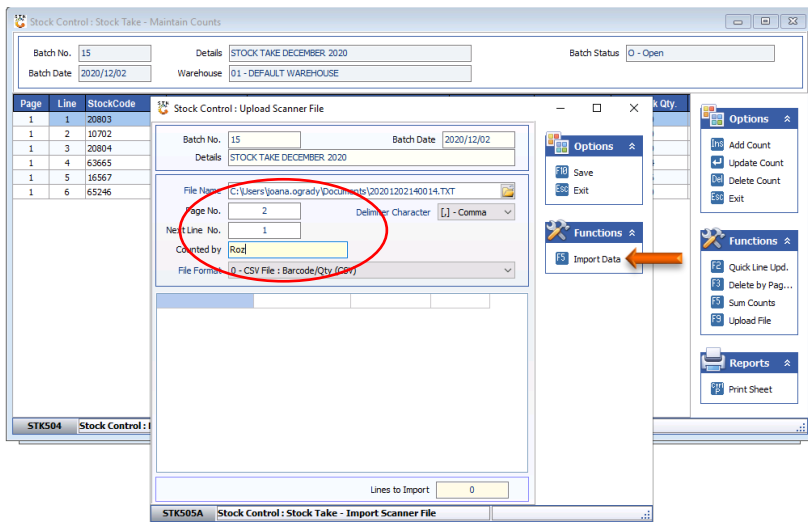
24. To upload the next file, press **F9** on your keyboard or click on **Upload File** again.



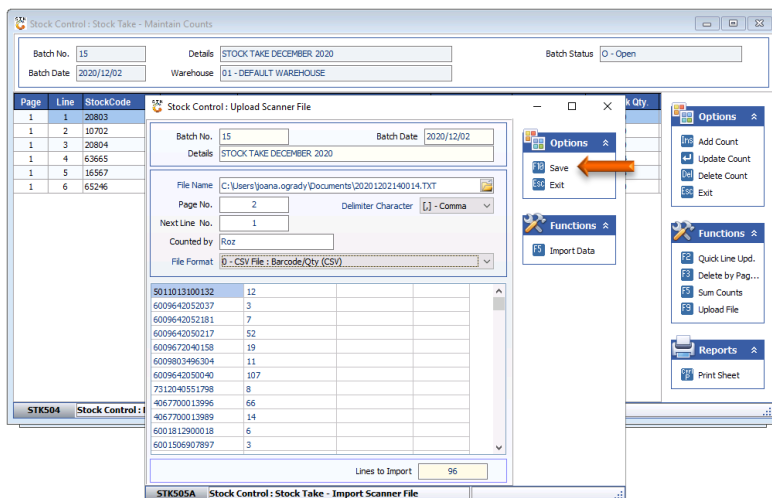
25. Click on the next file to be uploaded and click on the **Open** button



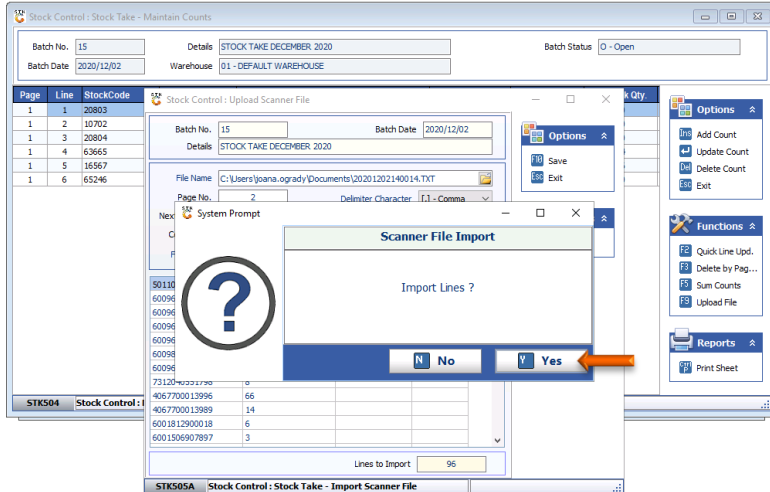
26. The **Page No.** field must now be the next sequential number. In the example, **2** will be the next number.
27. Enter **1** in the **Next Line No.** field as the upload file have no headers.
28. Enter the person who counted the stock's name in **Counted By** field.
29. Press **F5** on your keyboard or click on **Import Data** under the Function menu



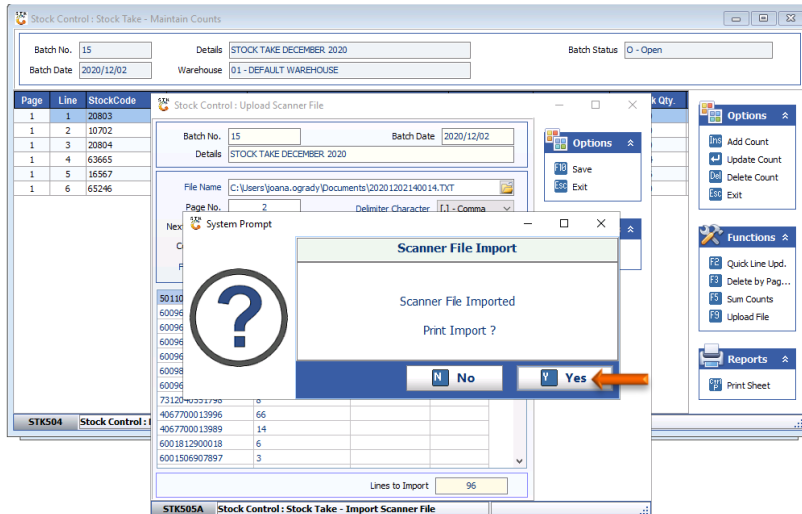
30. Press **F10** on the keyboard or click on **Save** under the Options menu.



31. Press Y on your keyboard or click the Yes button



32. Press Y on your keyboard or click the Yes button to print the uploaded file



33. As before, use the document to verify the stock count

Batch No.	Line	StockCode	Qty	Unit	Batch Date	Warehouse	Batch Status	Batch No.	Line	StockCode	Qty	Unit	Batch Date	Warehouse	Batch Status
15	1	20803	66	EA	2020/12/02	01 - DEFAULT WAREHOUSE	Open	15	2	10702	14	EA	2020/12/02	01 - DEFAULT WAREHOUSE	Open
15	3	20804	6	EA	2020/12/02	01 - DEFAULT WAREHOUSE	Open	15	4	63665	6	EA	2020/12/02	01 - DEFAULT WAREHOUSE	Open
15	5	16567	3	EA	2020/12/02	01 - DEFAULT WAREHOUSE	Open	15	6	65246	3	EA	2020/12/02	01 - DEFAULT WAREHOUSE	Open

34. The stock information has now been added to the grid.

Stock Control : Stock Take - Maintain Counts

Batch No. 15 Details STOCK TAKE DECEMBER 2020 Batch Status Open

Batch Date 2020/12/02 Warehouse 01 - DEFAULT WAREHOUSE

Page	Line	StockCode	LinkCode	Description1	BarCode	Cnt Qty	Cnt Link Qty
1	1	20803	20803-001	Coca Cola No Sugar 1000ml	5449000133328	10	10
1	2	10702	10702-001	Bonaqua Pump Still Water 750ml	5449000129567	20	20
1	3	20804	20804-001	Schweppes Lemonade 1000ml PET X.1	5449000064165	20	20
1	4	63665	63665-001	Rumours Sauv Blanc 750ml	6002886003926	14	14
1	5	16567	16567-001	Valpre Still Water 500ml PET	5449000107664	36	36
1	6	65246	65246-001	Royal Flush 750ml	060610200981	60	60
2	1	18666	18666-001	Bakery 750ml	5011013100132	12	12
2	2	10162	10162-001	Magma Blue Wave Liqueur 750ml	6009642052037	3	3
2	3	10173	10173-001	Magma Shock Cream Soda 750ml	6009642052181	7	7
2	4	12500	12500-001	Magma Cinnamon Liqueur 750ml	6009642050217	52	52
2	5	28426	28426-001	Elandzcht Nitro Cinnamon 750ml	6009672040158	19	19
2	6	11919	11919-001	Red Hog Energy Liqueur 750ml	6009803496304	11	11
2	7	10010	10010-001	Devils Heat Cinnamon Liqueur 750ml	6009642050946	107	107
2	8	60363	60363-001	Absolut Extract 750ml	7112040515198	8	8
2	9	17776	17776-001	Jagermeister 750ml	4067700013966	66	66
2	10	17774	17774-001	NW Jagermeister Liqueur 1000ml	4067700011008	14	14
2	11	18153	18153-001	Po-10-C 750ml	6001812900018	6	6
2	12	12002	12002-001	Icon Orange & Chocolate Cacao 750ml	6001506907897	3	3
2	13	64921	64921-001	Black Widow 750ml	6009638709396	9	9
2	14	10653	10653-001	Grundhem Wibbels 750ml	6006912000316	1	1
2	15	17817	17817-001	Kahlua 375ml	7610594252254	5	5

Options: Add Count, Update Count, Delete Count, Exit

Functions: Quick Line Upd., Delete by Pag..., Sum Counts, Upload File

Reports: Print Sheet

STK504 Stock Control : Maintain Counts

35. Continue the process until **all files** have been uploaded and printed.

E. Amend Counted Quantities

- To amend an item that may have been scanned incorrectly, select the item on the grid and press **F2** on your keyboard or click on **Quick Line Upd.**

Page	Line	StockCode	LinkCode	Description1	BarCode	Cnt Qty	Cnt Link Qty
1	1	20803	20803-001	Coca Cola No Sugar 1000ml	5449000133328	10	10
1	2	10702	10702-001	Bonaqua Pump Still Water 750ml	5449000129567	20	20
1	3	20804	20804-001	Schwepes Lemonade 1000ml PET X1	5449000064165	20	20
1	4	63665	63665-001	Rumours Sauv Blanc 750ml	6002886003926	14	14
1	5	16567	16567-001	Vajpre Still Water 500ml PET	5449000107664	36	36
1	6	65246	65246-001	Royal Flush 750ml	0606110200981	60	60
2	1	18666	18666-001	Balleys 750ml	501101100132	3	3
2	2	10162	10162-001	Magma Blue Wave Liqueur 750ml	6009642052037	12	12
2	3	10173	10173-001	Magma Shock Cream Soda 750ml	6009642052181	7	7
2	4	12500	12500-001	Magma Cinnamon Liqueur 750ml	6009642050217	52	52
2	5	28426	28426-001	Elandacht Nitro Cinnamon 750ml	6009672040158	19	19
2	6	11919	11919-001	Red Hog Energy Liqueur 750ml	6009803496304	11	11
2	7	10010	10010-001	Devils Heat Cinnamon Liqueur 750ml	6009642050040	107	107
2	8	60363	60363-001	Abolut Evertakt 750ml	73120403511798	8	8
2	9	17776	17776-001	Jagermeister 750ml	4067700013996	66	66
2	10	17774	17774-001	NW Jagermeister Liqueur 1000ml	4067700011008	14	14
2	11	18153	18153-001	Po-10-C 750ml	6001812900018	6	6
2	12	12002	12002-001	Icon Orange & Chocolate Cacao 750ml	6001506907897	3	3
2	13	64921	64921-001	Black Widow 750ml	6009638709396	9	9
2	14	10853	10853-001	Grundheim Wilblets 750ml	6006912000316	1	1
2	15	17817	17817-001	Kahua 375ml	7610594252254	5	5

- Enter the **Page No.** and **Line No.** that correspond with the item on the grid that you wish to amend and press **Enter** on your keyboard

Stock Control: Maintain Counted Lines

Batch No. 15 Details STOCK TAKE DECEMBER 2020 Batch Date 2020/12/02 Warehouse 01 - DEFAULT WAREHOUSE

Page No. 1 Line No. 4 Counted by: Stock Code: Link Code: Description: Rumours Sauv Blanc 750ml Pack Size: Units: 0

Current 1st Count: 0.00 Current 2nd Count: 0.00
 New 1st Count: 0.00 New 2nd Count: 0.00

- Enter the new value in the **New 1st Count** field. Press **Tab** on your keyboard and enter the new value in the **New 2nd Count** field.

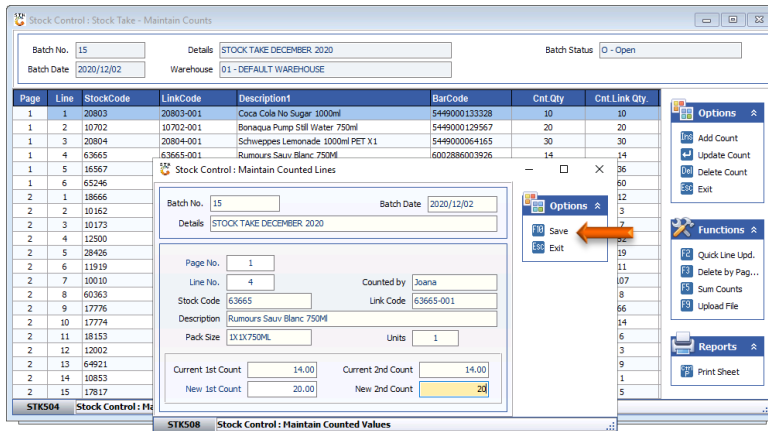
Stock Control: Maintain Counted Lines

Batch No. 15 Details STOCK TAKE DECEMBER 2020 Batch Date 2020/12/02 Warehouse 01 - DEFAULT WAREHOUSE

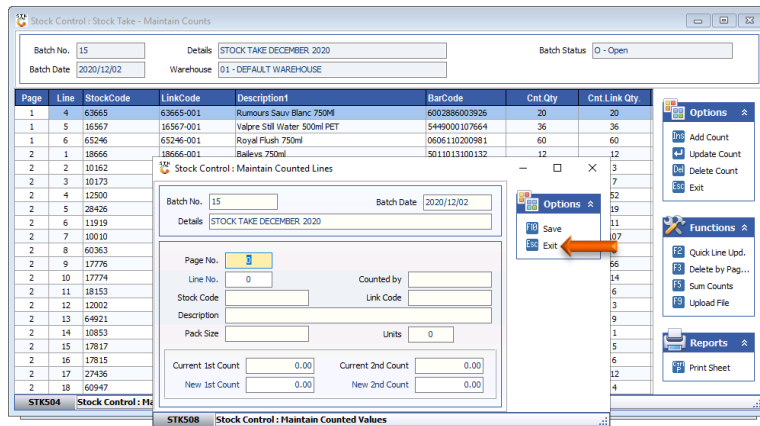
Page No. 1 Line No. 4 Counted by: Joana Stock Code: 63665 Link Code: 63665-001 Description: Rumours Sauv Blanc 750ml Pack Size: 1X1X750ML Units: 1

Current 1st Count: 14.00 Current 2nd Count: 14.00
 New 1st Count: 20.00 New 2nd Count: 20.00

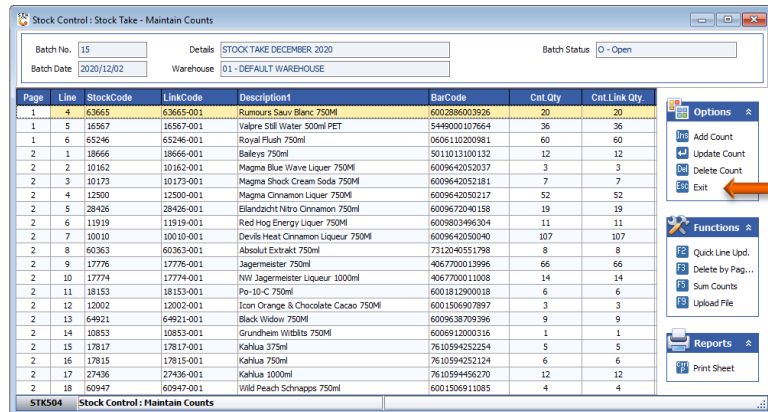
4. Press **F10** on your keyboard or click on **Save** under the Options Menu



- Continue to change other lines if necessary.
- Once all amendments completed, press **Esc** on your keyboard or click on **Exit** under the Options Menu.

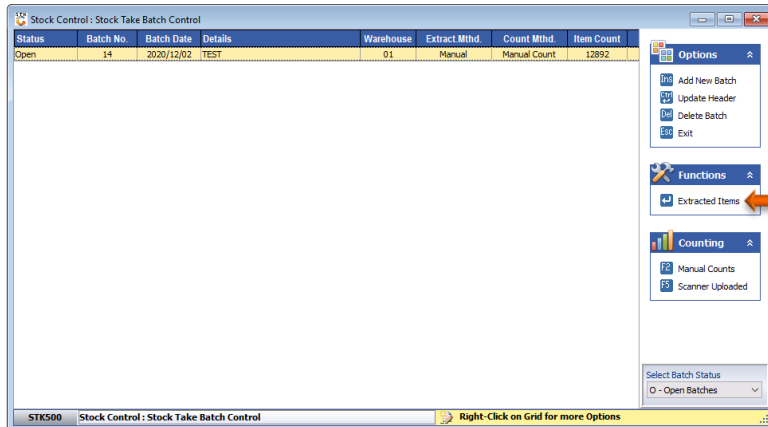


7. Press **Esc** on your keyboard or click on **Exit** under the Function menu



F. Apply Stock Variances to the Stock Master

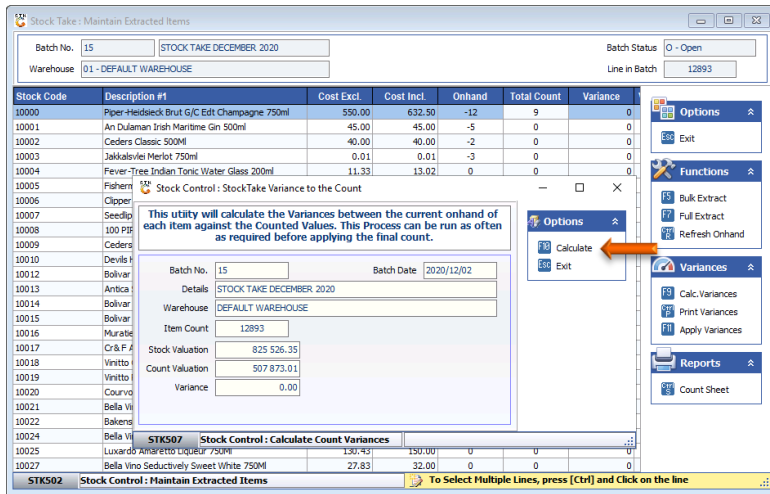
1. To be able to apply the new stock on hand figures to the Stock Master, you need to Calculate the variances between your current Stock on Hand and the counted figures.
2. Press **Enter** on your keyboard or click on **Extracted Items** under the Function Menu.



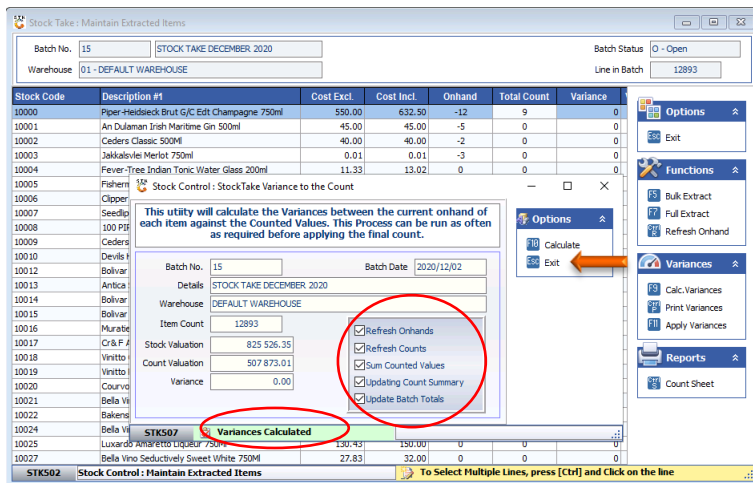
3. Press **F9** on your keyboard or click on **Calc. Variances** under the Variances Option menu.

Stock Code	Description #1	Cost Excl	Cost Incl	Onhand	Total Count	Variance
10000	Piper-Heddebeck Brut G/C Edt Champagne 750ml	50.00	632.50	-12	0	12
10001	An Dufaman Irish Maritime Gm 500ml	45.00	45.00	-5	0	5
10002	Ceders Classic 500ml	40.00	40.00	-2	0	2
10003	Jakkalvelei Merlot 750ml	0.01	0.01	-3	0	3
10004	Fever-Tree Indian Tonic Water Glass 200ml	11.33	13.02	0	0	0
10005	Fishermans Friend Brown Stripe 25g	12.42	14.28	0	0	0
10006	Clipper Gas 300ml	28.33	32.58	0	0	0
10007	Seedlip Garden 700ml	300.00	345.00	0	0	0
10008	100 PIPERS 110ML	2 016.79	2 919.31	0	0	0
10009	Ceders Crisp 500ML	208.66	239.96	0	0	0
10010	Devils Heat Cinnamon Liqueur 750ML	145.53	167.36	0	0	0
10012	Bolivar No 1 Habana Cuba	115.40	132.71	0	0	0
10013	Antica Sambuca Raspberry 750ml	139.13	160.00	0	0	0
10014	Bolivar No 2 Habana Cuba	98.70	113.51	0	0	0
10015	Bolivar No 3 Habana Cuba	64.25	73.88	0	0	0
10016	Muratie Meldo Red 1.5L	154.54	177.73	0	0	0
10017	Cr&F Aguardente Velha Reserva 1L	226.09	260.00	0	0	0
10018	Vinitto Gold 330ml	12.03	13.83	0	0	0
10019	Vinitto Rosy 330ml	12.03	13.83	0	0	0
10020	Courvoisier VS 1 L	393.91	453.00	0	0	0
10021	Bella Vino Sultry Red 750ML	27.83	32.00	0	0	0
10022	Bakenslop Sauvignon Blanc 750ML	10.96	12.60	0	0	0
10024	Bella Vino Sublime White 750ml	27.83	32.00	0	0	0
10025	Luovardo Amaretto Liqueur 750ML	130.43	150.00	0	0	0
10027	Bella Vino Seductively Sweet White 750ML	27.83	32.00	0	0	0

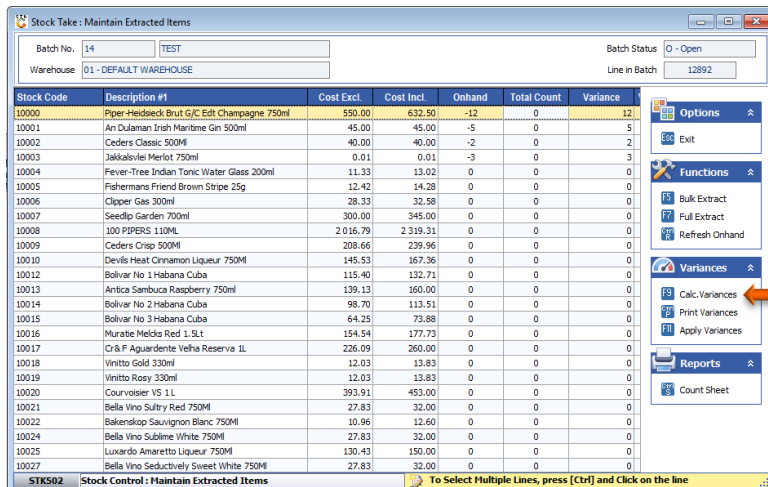
4. Press **F10** on your keyboard or click on **Calculate** under the Options menu.



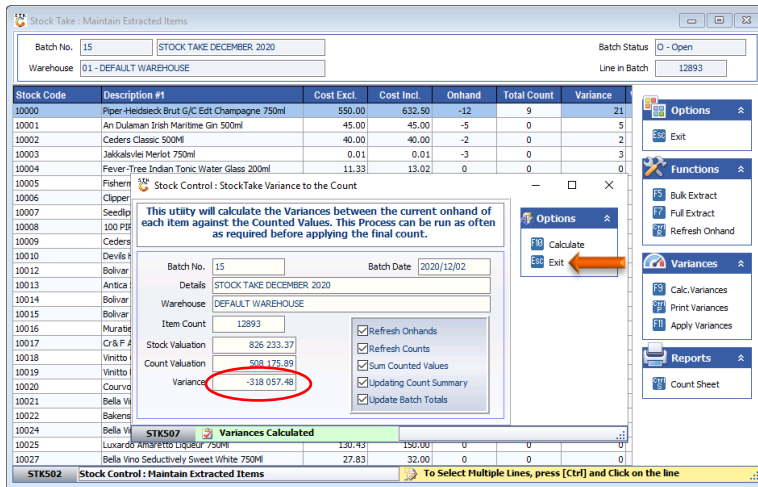
5. This process will take +/- 10 minutes complete all the functions indicated below. Please do not Press any keys
6. Once the system performed all the task and the **Variance Calculated** appears at the bottom the screen, you may exit the screen by pressing **Esc** on your keyboard or click on **Exit** under the Options Menu.



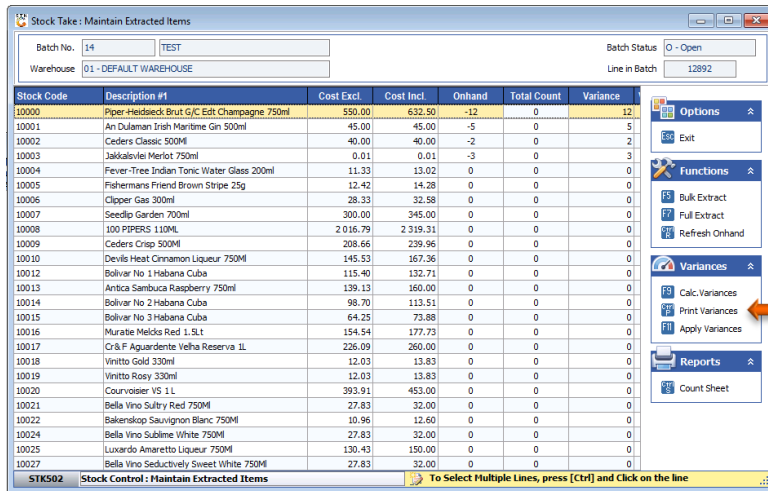
7. Should the **Variance Calculated** not be displayed on the above screen, press **F9** on your keyboard or click on **Calc.** **Variances** under the Variances Option menu again.



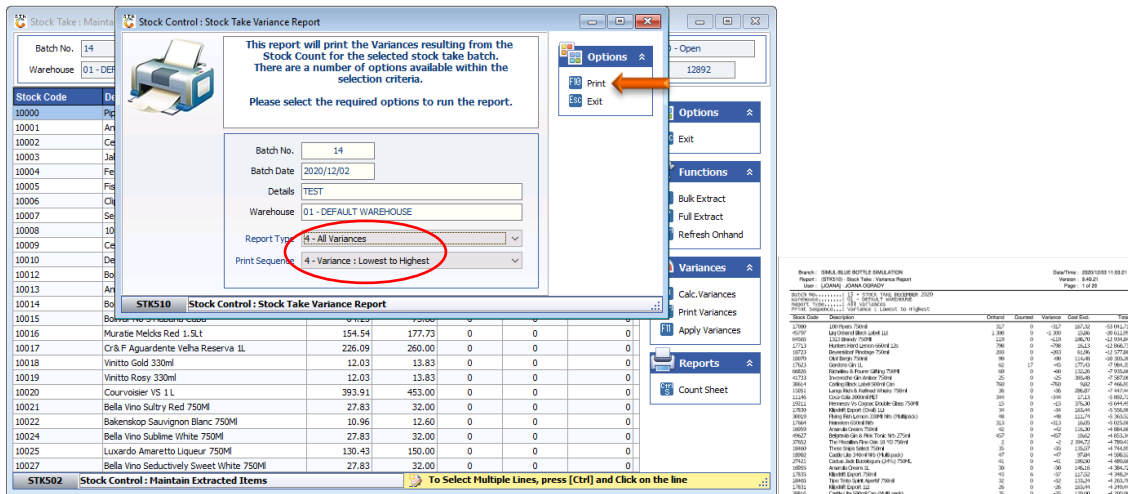
- To exit the screen press **Esc** on your keyboard or click on **Exit** under the Options Menu.



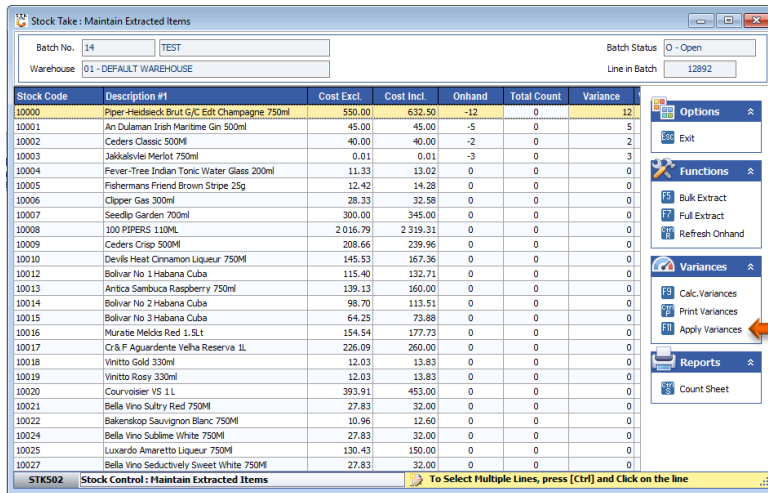
- It is advisable to **Print** and **Peruse** the Variance Report prior to applying the variances to the stock master in order to verify stock counts and make the necessary amendments.
- Press **Ctrl** and **P** together on your keyboard or click on **Print Variances** under the Variances menu.



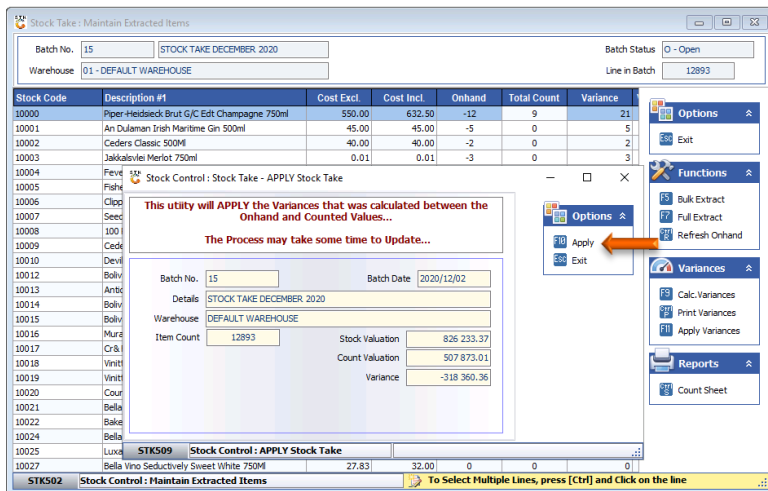
- Amend the **Report Type** and **Print Sequence** if required
- Press **F10** on your keyboard or click on **Print** under the Options Menu



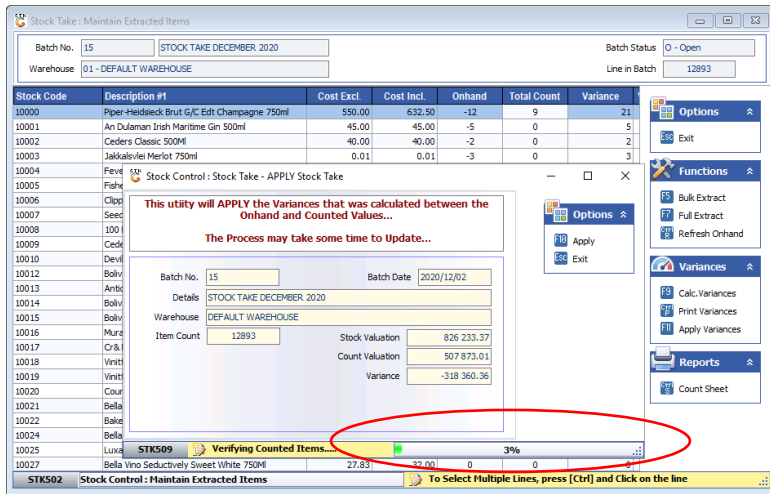
- Once the process has been completed you can apply the variances to the Stock file.
- Press **F11** on your keyboard or click on **Apply Variances**



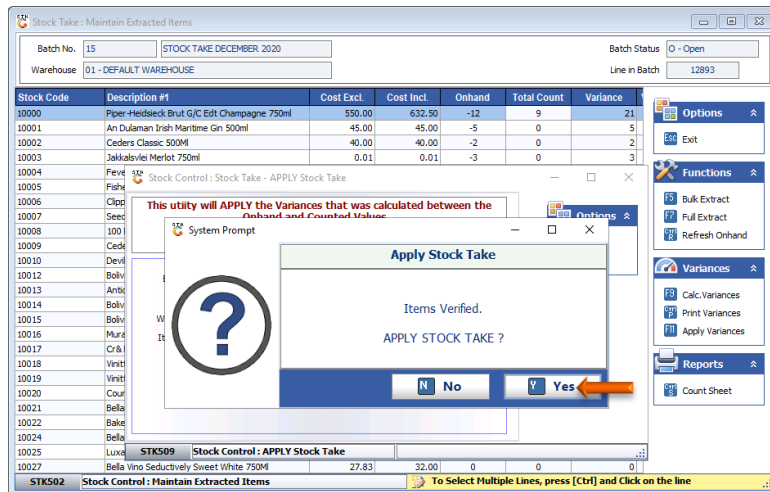
- Press **F10** on your keyboard or click on **Apply** under the Options menu



- Please wait until the process has been completed 100%.

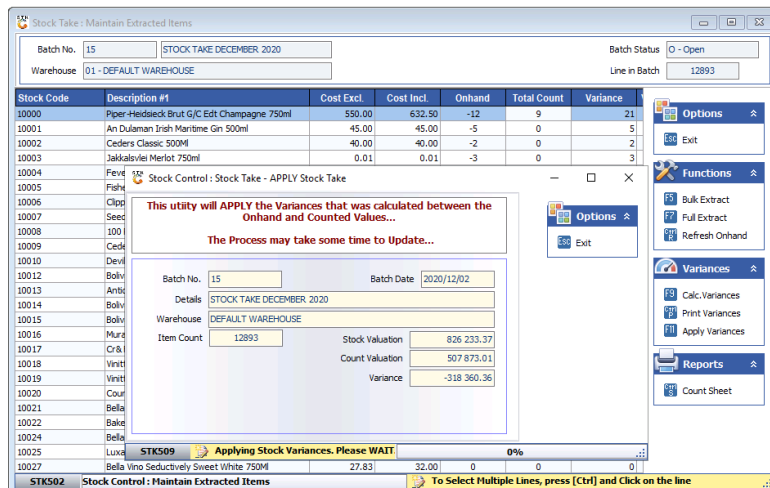


17. Press Y on your keyboard or click on the Yes button



18. This process can take up to +/- 30 minutes to complete depending on your Internet connection and the size of your stock the file.

19. Please do not press or click on any keys or menu items until completed.



20. The message at the bottom of the screen will say **Variances Applied Successfully** when the process has been completed. You may now exit the screens.

And that concludes the User Guide 