

GUIDE NOTES ON STOCKTAKE ROUTINES

INTRODUCTION

The method of performing stocktakes, analysing and recording discrepancies, and correcting stock figures is based on using a Hand Held Terminal (HHT) to check stock. The HHT data is then downloaded to Rapidstock so that discrepancies are reported and recorded.

SECTION A: OVERVIEW OF PROCEDURES

1. Stocktake

The first part of the process is to use the HHT to count the stock. Depending on the size of the stocktake, you may be using a single HHT unit, you may download a file from the HHT, clear the HHT to scan more stock and add the new file to the first one, or you can assimilate several files from several HHT devices for a large stocktake.

Instructions on the various models of HHT device are provided in a separate paper.

When deciding exactly which products to stocktake, you must bear in mind that the minimum number of stock records that can be checked is one whole Department. If you want to check specific Departments in specific Groups the fact that there are several Departments' stock checked in the same file will not matter when selecting specific Departments one at a time. The same HHT file can be used as many times as required, provided it is not deleted from the HHT device.

If you need to stock-check only a specific Record or selected Records from a larger Department, then the way to do this would be to transfer those selected Records to a temporary 'Stocktake' Department with the same size scale as the source Department. When the stock check is completed, the Records can be transferred back from the Stocktake Department to the source Department.

2. Download data

The stocktake data for the products scanned is downloaded from the HHT to the Rapidstock system on the PC, or to the clipboard for Hosted systems – see instructions below for both options. Any unrecognised barcode numbers scanned by the HHT will be displayed at this stage. The file downloaded will be allocated a reference name, and put in the correct folder.

3. Check stock discrepancies

Once the data has been downloaded, you will run the Stock Check procedure for the appropriate branch and stock Groups/Departments. You can verify what the downloaded stock figures look like for the selected Groups/Departments prior to running the Stock Check. A report of the HHT stock-take file (stock actually scanned) can be printed for future reference.

Once you have run the Stock Check report, the discrepancies will be shown in the form of a Discrepancy (Comparison) Report. It is important to understand these figures: a minus quantity indicates that the actual stock counted in the HHT is LESS than the figure on your Rapidstock system by the quantity shown. So if you have counted 3 of a record/size in the stocktake, and your Rapidstock system has a figure of 5 for the same record/size, the Comparison report will show -2.

Similarly, a positive figure in the Comparison report indicates that you have counted more in the stocktake than currently in Rapidstock for that colour/size.

4. Post stock discrepancies

Having identified the Stock Discrepancies, these can be posted to a Discrepancies Branch which is set up on your Rapidstock system solely for this purpose. This posting takes the form of a stock transfer – once you select the 'Move Losses to...' option (see below) this will automatically adjust the Stock branch to the stocktake figures, and transfer the Stock Discrepancies to the selected Discrepancies (or Losses) branch. This enables you to have a record of the Stock Discrepancies for further investigation, while being able to continue with the corrected stock figures in the Stock branch.

NOTE:

When the Discrepancies have been posted to the Losses branch, it acts as a temporary transfer of stock from the Stock branch to the Losses branch. Therefore, the total stock on the system remains unchanged – the Stock branch however now has the correct figures, while the stock figures showing in the Losses branch are a mirror image of the Stock branch discrepancies. So a -2 quantity Discrepancy becomes a quantity of 2 in the Losses branch. This enables you to investigate and re-check products. If the -2 are subsequently found in the Stock branch, they can easily be transferred from Losses to Stock. In addition, when the stock re-checks are finalised, the total stock figure in Losses branch will be the figure to record as Stocktake Losses Recorded for book-keeping and audit purposes.

Following this the Losses branch may be cleared down (contact Touchretail Support) and another stocktake may be carried out.

SECTION B: USE AND OPERATIONS

1. Use of the HHT

a) Denso BHT range of terminals

Key functions

The Denso BHT range of terminals (3041, 3049, 8041 etc) are all used with the same software and Menu installed. The main Menu options and keys you will need to know to use these terminals are:

PWR – turn the terminal power on or off

Scan key – the large key beneath the display, press to activate the laser scanner

F1 key – display the Menu

F3 key – Yes

F4 key – No

F5/F6 keys – navigate up or down the list of barcode numbers in the scanned file

F7/F8 keys – navigate left or right to edit a barcode number or quantity

CLR – to clear a quantity value

. key – when pressed while the cursor is at the left hand side of the barcode number field the quantity of items scanned in the current stocktake file will be displayed. If the file is quite large the number count may take a minute or two to complete

Menu option 1 – Data Capture

Menu option 2 – Send Data (to PC)

Menu option 3 – Delete Data (deletes the terminal's current data file)

Batteries

The Denso terminals supplied for use with Rapidstock are usually installed with standard AA batteries. It is good practice to check that the battery strength is High before starting a stocktake. To test battery strength, hold down the Scan key while turning on the power – the lower bar on the Menu display shows how High the battery strength is. If the batteries need replacing, be sure to have the new batteries ready before removing the old batteries. The terminal will retain the program without batteries for up to two minutes – longer than this and the software on the terminal will be lost. If this happens, the unit will have to be returned to Touchretail for re-programming.

The first thing to check when starting a stocktake is to delete any file from a previous stocktake. To do this key F1 then 3-Delete Data, then F3 to confirm. The message Data File Deleted will be displayed. When you return to F1 Menu – 1-Data Capture, there will be two numbers listed: the end-of-file marker which is the last item scanned in the previous stocktake (although the file has been deleted the number will still show as a marker) and if you key F5 up, you will see the start-of-file marker, which is always BHT2000.

Scanning barcodes

The start of a stocktake file will need to have two barcodes scanned from the Rapidstock BHT Data Sheet – firstly scan the 'Stocktake' barcode, then scan the barcode that identifies the branch number you are checking stock at (e.g. Branch 1). If you do not have a BHT Data Sheet, you can print one from Rapidstock (Ticket Manager -> Setup -> scroll down to select BHT Data Sheet).

When a barcode is scanned, the quantity is left blank. When the next barcode is scanned, a quantity of 1 is automatically put in for the previous barcode – this is the usual method of use, simply scanning each individual item. For products where there are several of the same colour and size, you can enter the quantity after scanning one barcode (the quantity entered will include the barcode scanned).

To edit an incorrectly entered quantity, use the F5 up arrow key to find the barcode number, then press CLR to clear the incorrect quantity, and enter the correct 2-digit quantity.

2. Rapid Stock – Importing and processing stock check

Once the data has been scanned there are two steps for completing your stock check. These are described below

2.1 Importing Data

Create a back up of your data

Attach a BHT scanner

Turn on BHT scanner

From the Rapid Stock utilities menu select "Stock Checking"

Select Step 1 "Download BHT Scanner"

If a stock check file is found you will be asked if you want to add to this download, select "NO" a message will instruct you that the old data has been deleted, select "OK"

When the white window appears select "File" – "Receive" – "OK"

On the BHT scanner press "F1" to open the menu

On the BHT scanner press "2" send data

On the BHT scanner press "F3" which means yes

On your computer screen you will see the data being transferred, once complete close the white window with the "X" in the top right hand corner.

If you have more than one scanner to download, attach the next scanner and restart from "Select Step 1 "Download BHT Scanner" click "YES" when told that an existing download exists. Repeat until each scanner has been downloaded.

2.2 Running the stock check (local PC or server-PC systems)

Select Step 2 "Run Stock Check"

If you are running a complete stock check select "Complete Stock Check" (selected as default) otherwise select "Specify/Groups Department" If specifying groups and departments another list will show. Select the Groups/Departments that you have scanned by placing a tick in the boxes next to the names.

The Branches available will be displayed in a list on the left, click the branch you wish to Stock Check

Once a branch has been selected click the bottom which will be saying "Stock Check for ??"
??= the branch that you have selected in the list.

Wait for the progress bar to finish.

You will be shown a list of what you scanned, called "Actual Scan Results". You may wish to Print the Actual Scan Results report. Then click "Next". This will run the Comparison Report.

Wait for the progress bar to finish.

A message will explain what you will see in the comparison report. Click "OK".

You can view the comparison report on screen and also print the report with the "Print Report" button. Click "Next" to continue.

Choose your losses branch from the branches listed then click "Move Losses in ??"
?? = the branch that you have selected in the list.

Wait for the progress bar to finish.

Your stock check for the selected Branch/Groups & Departments is now complete.

RAPIDSTOCK HOSTED HHT STOCK-CHECKS & TRANSFERS

Overview

When using a Hand Held Terminal (HHT) and Rapidstock within the Touchretail hosted environment, you need a way of transferring the data from the terminal to the remote server in order to process it.

This is achieved by downloading the HHT to your local computer and then placing the file that you downloaded into the computers clipboard. This will make the file available when you are logged into your hosted system.

This guide assumes you already have knowledge of Stock Checks & Transfers within Rapidstock.

Steps

1. Download the file from your HHT to your local PC.
On the desktop, go into the scanner folder and run the program called 'TU3w.exe'. Download the file from your scanner as per usual, when the download is complete, close the TU3w program.
2. Place the file Stock.tak in your computers clipboard.
In the scanner folder on your desktop right click on the file called 'Stock.Tak' and select 'copy' from your menu. This places the file in your clipboard.
3. Run 'Stock Check' (a) or 'Transfers' (b).
Login to your hosted Rapidstock system.
 - a. STOCK CHECK. When running a Stock Check, select 'step 1' in the Stock Check screen, this will display your clipboard content. Double click on the 'Stock.tak' file and agree to upload the file. Once complete proceed to 'step 2' as per usual.
 - b. TRANSFERS. Click 'Import transfers' in the transfer screen, this will display the clipboard content. Double click on the 'Stock.tak' file and agree to upload the file. Continue to process your transfers as per usual.

The key principles explained here are similar for many Rapidstock Hosted processes that require external data. The file you wish to make available on the Hosted System needs to be placed into your local computers clipboard.