



Driving Success Through Innovation

2016



Stocktake v11.1x Procedural Instructions

Revision History

Revision	Date	Comments
Original	June, 2013	
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Stocktake Frequently Asked Questions

Listed below are a number of frequently asked questions regarding the stocktake procedure when using NOVA. Click on any of the links to be taken directly to the question or scroll through the list.

- [Is stocktake branched?](#)
- [Can we trade i.e. sell parts, during stock-take?](#)
- [Can we purchase parts during stocktake?](#)
- [Does the system store the current quantities when the stocktake files are created?](#)
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- [When I try to update stock on hand I get the message "There is already another screen running update. Cannot continue". Why?](#)
- [Is there a reindex for stock take?](#)

1. **Is stocktake branched?**

ANSWER: Yes, stocktake is definitely branched and stocktake for each branch can be run completely independently of one another.

2. **Can we trade i.e. sell parts, during stock-take?**

ANSWER: Yes, it is quite ok to sell parts during a running stocktake. Steps must be taken to identify parts sold during the stocktake to ensure the count sheets and data entry are adjusted accordingly.

3. **Can we purchase parts during stocktake?**

ANSWER: Receipting stock is not recommended. Stocktakes are much easier to control with limited movement of parts during counting. Receipting 1 or 2 parts is easily handled but receipting a major stock order would increase the chance of counting errors immensely.

4. Does the system store the current quantities when the stocktake files are created?

ANSWER: No, the stocktake files only look at the part number and location at the time of creation. It doesn't look at the current quantity on hand (which remains unchanged until you accept the stocktake).

5. Can a parts purge be completed during stocktake?

ANSWER: *NO! Under no circumstances complete a purge during stocktake.* The count sheets have a full 'pre-purge' list of parts, locations and stocktake specific item numbers. The purge will remove part numbers stored in the count sheets causing a large amount of confusion when keying. The parts purge must be completed 'before' creating the stocktake files. This will also reduce the number of items to be keyed.

6. Do parts with 'in process qty' need to be inputted?

No the system will automatically count the 'in process' parts to the keyed in qty.

7. Can multiple stocktakes be run at the same time in the one branch?

ANSWER: No. Each stocktake must be started and completed before creating the next stocktake files. The creation of new stocktake files during a running stocktake will delete the previous files and any counts entered.

8. Is it necessary to key a quantity for each part number on the count sheets even if it is 0?

ANSWER: It is recommended that a quantity be keyed for every part number even if it is a zero. Not keying a quantity 'will' set the on-hand value to 0 when the stocktake is accepted but those items will appear in the Not Counted Items report making investigation of this report much more time consuming.

9. Does the system do an automatic journal for the stocktake variance?

ANSWER: No. Using the stock value validation report the true stocktake variance can be calculated. This variance can then be journaled to the appropriate account.

10. When creating a stock take it is asking to delete files. Why?

ANSWER: This means a stock take file has already been created. This could have been created the last time a stock take was done and it was accepted (at least not fully and properly); or it could mean someone created one 5 minutes ago. Consult the event log, [System Maintenance], Menu 37. If there are no current entries then it is likely the files are from an old stocktake, just say yes to delete.

11. What files control the stock take?

- HALSTAN<branch>.dat e.g. HALSTAN1.Dat for branch 1.
Contains the parts and counts.
- HALSCA<branch>.dat e.g. HALSCA1.Dat for branch 1.
Contains the configuration (categories).

12. When printing, some parts have a Z*Z*Z* location. What is this?

ANSWER: This means the part has no location. This makes it obvious in the print out.

13. I changed the location on the part but it still shows the old location when I reprint?

ANSWER: The stock take files contain a copy of the location at the time of creating the stock take, not at the time of printing. Do NOT create a new stock take if counting has begun. The locations should have been amended before the stock take.

14. I have accepted the stock take and now a lot of parts have zero quantity. Why?

ANSWER: Each part on the stock take needs to be counted before being accepted, UNLESS the user ticks the tick box that says “Only update on hand quantities of parts that have been counted”. A Disk-Back (Backup) should have been done before accepting stock take, so do a restore.

15. When I try to update stock on hand I get the message “There is already another screen running update. Cannot continue”. Why?

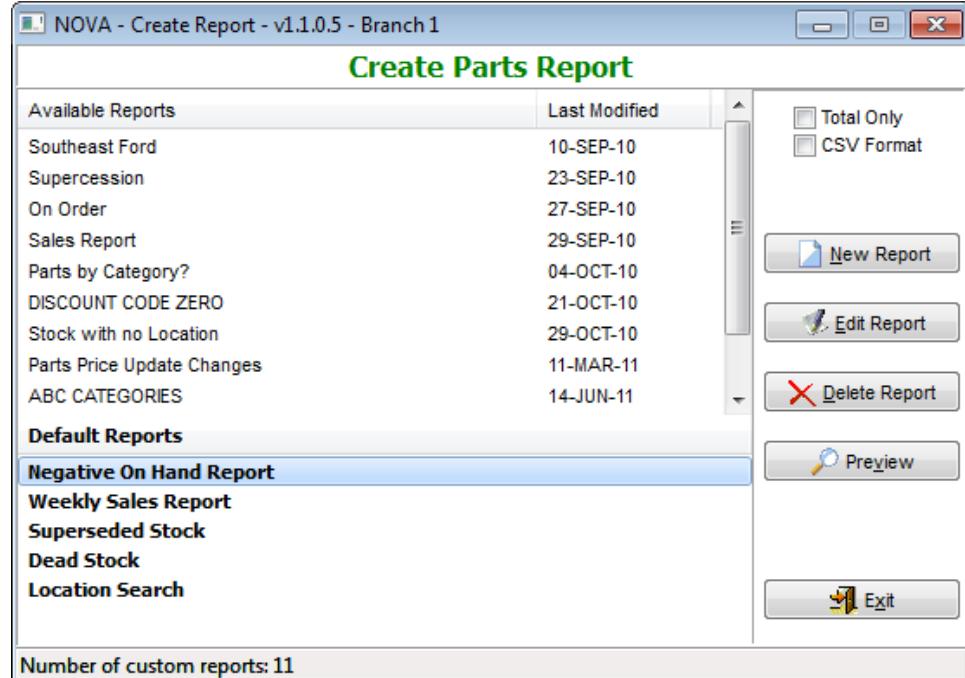
This message is displayed while a branch is updating its stock on hand. If the user is sure that no one is doing this then someone must have had an error during an update. The update will take some time for larger stock take because it is writing parts adjustment ledgers. If the user had an error then a restore should be done to the pre-update state if possible, but it is not critical. Even if you do a restore, to get the stock take to update someone will need to delete TEMPSTK.<branch> e.g. branch 1 would be TEMPSTK.1

16. Is there a reindex for stock take?

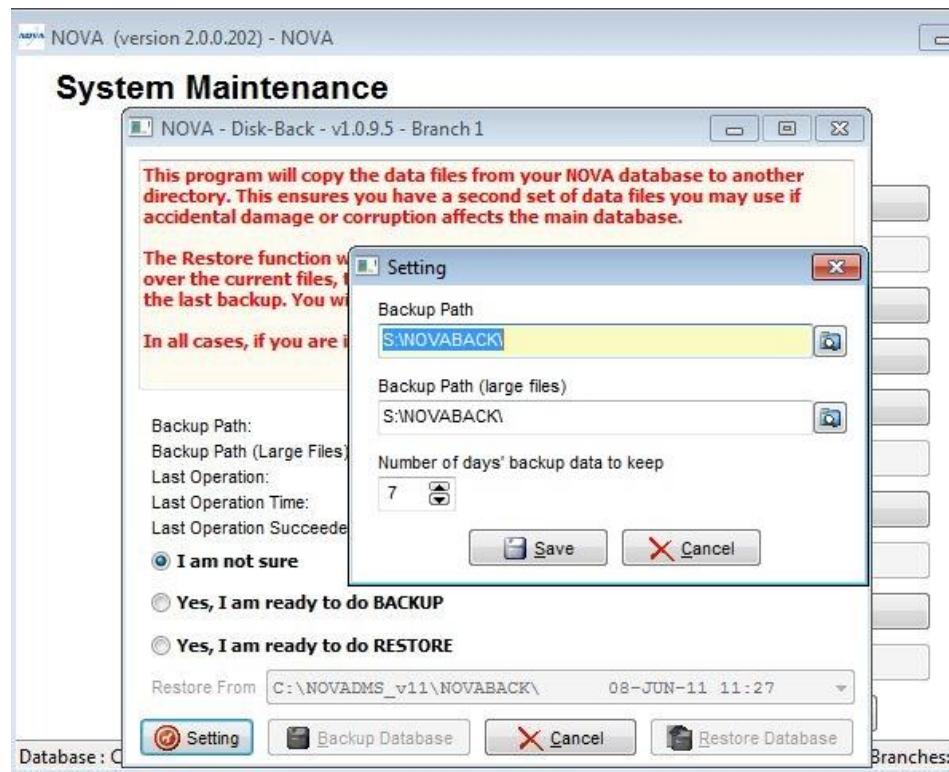
Answer: No.

Stock Take Procedure

- Run the default ‘Negative On Hand’ report for each branch [Parts], Menu (43); *Print the Report*. Once the report is run, check the report and confirm as much detail as possible.



- Ensure all stock receipting is completed.
- Finalise as many Service Repair orders as possible.
- If possible, it is advisable to copy the complete database “S:\NOVA” or “S:\MISS” to an external drive, USB or CD/DVD.
- Go to the Disk-Back Menu, [System Maintenance], Menu (39). Ensure the “Settings” menu is set to store at least 5 days backup and the Disk-Back path is correct.



6. Then carry out a Disk-Back (Backup Database).
7. Carry out an End of Day process, [System Maintenance], Menu (1).
8. Print the Stock Value Validation report, [Parts], Menu (17).
 - a. It is recommended that you tick the **Report on parts with suspect inventory accounts** box and investigate any results as well.
 - b. This report be reconciled and returned to \$0.00 variance (if you are unable to identify the source of any variance, possibly an error in receipting, incorrect quantities entered etc. Then your simplest option will be to Journal any variances to your Parts Variance Account found in GL, [Default System Accounts], Item (4), before starting the stocktake.
 - c. The variance at the end of stocktake will be your 'true' financial stocktake variance.
9. Print the Parts in Process variance report. [Parts], Menu (24).
 - a. Make sure that any variances here are investigated and rectified.
 - b. Rectification may be done by cancelling invalid picks or modifying the 'In Process' figure in Display/Edit Stock Item. [Parts], Menu (2).

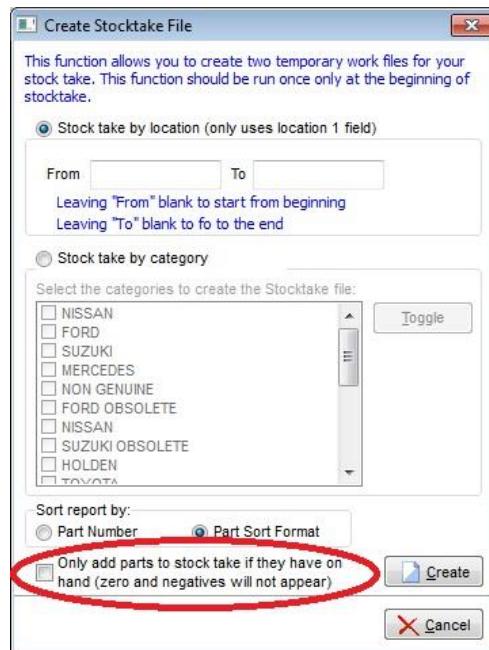
Note: Purge is optional – the purge is normally done to reduce the number of items in the stocktake file which will speed up the keying process.

10. Perform a Parts Purge if not recently completed.
11. Complete another Disk-Back, [System Maintenance], Menu (39).
12. Go to [System Maintenance], Menu (22), Reindex '7 Parts/Stocks', '9 Parts Orders' and '8 Parts Ledgers'.
13. Complete another Disk-Back, [System Maintenance], Menu (39). "THIS IS IMPORTANT".
14. Carry out an "End Of Day" Procedure. [System Maintenance], Menu 1.
15. Purge the parts file, [System Maintenance], Menu (8). Purge can be completed by 'Date of Sale' or by 'Location'. Parts with the delete flag set will be purged with either selection.
16. Go to [System Maintenance], Menu (22), Reindex '7 Parts/Stocks' and '9 Parts Orders'.
17. Complete another Disk-Back, [System Maintenance], Menu (39). "THIS IS IMPORTANT".
18. If doing **multiple** purges make sure these files are reindexed between each purge.
19. Begin the actual stock take adhering to the following rules:
 - Each stocktake MUST be completed before beginning the next.
 - Parts added after stocktake file has been created will not appear in count sheets.
 - DO NOT carry out parts purge AFTER stocktake file has been created.
 - Selling of parts can continue during stocktake as long as quantities are adjusted accordingly.
 - DO NOT complete stock receipts during stocktake.

NOTE: In the following step if the delete files option appears ensure that there is no stocktake currently in process, if not, say 'Yes' to delete files.

In addition, a new option has been added which will prevent adding parts to the stocktake if they are showing Zero On Hand. It is important that you are certain that all parts showing zero 'On Hand' definitely are zero.

20. Create Stocktake Files. It is recommended that Stocktake be carried out by Location, however it is still possible to do it by category (or categories), [Parts], Menu (18), option 1.



21. Print Count Sheet, [Parts], Menu (18), option 2 (select options as required).

NOTE: Remember to key the negative quantities (if required) when keying the count sheets.

22. Start count. Steps 21/22 can be carried out at the same time.
23. Key count quantities (3 options for this are available) Menu 5, [Key Multiple Items], is the most time efficient method of keying count sheets. Menu 3, [Key Item #] and Menu 4, [Key Part #] are used primarily for adjustments.

NOTE: The Number of Items to Edit (50) is edited to reflect the number of lines per page on the printed Count Sheets.

NOTE: In Process Quantities will be automatically added to your count quantity to reflect the correct On Hand.

Menu 5: Key Multiple Items

This is the quickest way to key entries from the count sheets. A starting 'item' number and the number of items to load is entered (from the count sheet). The items are listed as they appear on the count sheets. Quantities are entered by simply typing the quantity from the count sheet and hitting {Enter}. Items with a zero count must also be entered or they will appear on the not counted items report.

Enter Multiple Items

Location #1	Part Number	Description	Item Number	Count Qty	In Process Qty	On Hand
BIN B	00431U8900	ANTENNA	146	20	0	20
BIN B	00438U8900	NUT-ROAD WHEEL	157	15	1	16
BIN B	0044200120	REAR BRAKE PADS	62742	0	0	
BIN B	00444613	PLUGA/TRNS FLUID PRESS	1134363	0	0	
BIN B	00444777	PLUGCYL HD OIL GAL	134370	0	0	
BIN B	00454512	PIN1ST & 2ND SHFT FORK	134386	0	0	
BIN B	00454869	BOLT-CR/SHF PUL	134392	0	0	
BIN B	00463061	DISCFRT L/SLIP DIFF CLU (E)	134408	0	0	
BIN B	0046520	SCREW	62755	0	0	

Menu 3: Key Item Number

Each part number on the count sheets has an ‘item’ number assigned to them. Key the item number and input the count quantity.

Menu 4: Key Part Number

This option is mostly used for add sheets where the quantity is directly attributed to the part number. For example, a carton of parts found under the counter that hadn’t been put away, after the count has been entered from the Location.

24. Print **Not Counted Items** report menu 4/(18) option 6. This will produce a report of any items that have not had a quantity keyed against them even if it is zero. This may indicate a keying error or misplaced count sheet.
25. Print **Variance Report** and check variances. Re-key quantities if necessary and then re-run the variance report until satisfied. The minimum and maximum figures relate to variance by \$\$\$\$ value. Stocktake, item 7. Before accepting stocktake run a maximum value variance report, this can be used to verify the stock value validation figures after stocktake is accepted.
26. Print **Stock Value Validation** report, Menu 17. This will provide you with your actual stock value prior to accepting your stock count. It is important this is printed just prior to the update to get the most current figures.
27. Complete another Disk-Back, [System Maintenance], Menu (39). “THIS IS IMPORTANT”.
28. Next, **Update Stock on Hand**, Parts, Stock Take Suite, item 8. Once you are ready to accept your stocktake tick that you have printed the stock value validation (step 28) and completed a Disk-Back (step 29).
29. Once you click continue you will be asked to confirm that you wish to update your stock. To abort the update click ‘Yes’ to exit the update process. If you click ‘No’ your parts quantities will be updated as per the quantities entered from the count sheets.

30. From this point do not trade until spot checks have been completed below. As the Disk-Back, in step 29, will still allow a rollback prior to the acceptance of the count, if undiscovered items are suddenly presented as uncounted. If there is any question over the success of update DO NOT allow users into system until NOVA Support is contacted.
31. Print **Stock Value Validation** report, Menu 17. This is the final stock value report showing the updated Stock Value figures (reported in the first column).
32. Compare the first validation with this one to determine the variance for the count. The difference between this figure and the figure reported in step 28 is your actual stock variance for the stocktake. This figure will need to be journaled from or to your parts inventory account to a general ledger expense account. Consult with your financial controller or accountant to ensure this journal is completed to the correct expense accounts. *NOVA Support cannot advise you which accounts to use.*
33. Print **Stock File**, Menu 7, if necessary. (Print to file and check).
34. Check some high usage parts for general validation of count.
35. Stocktake complete, users can go back into the system.

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