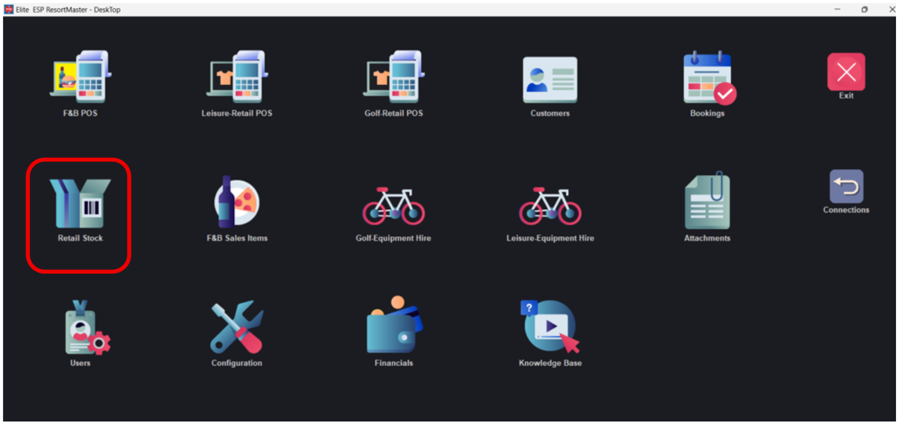
Retail Stock Count & Period End

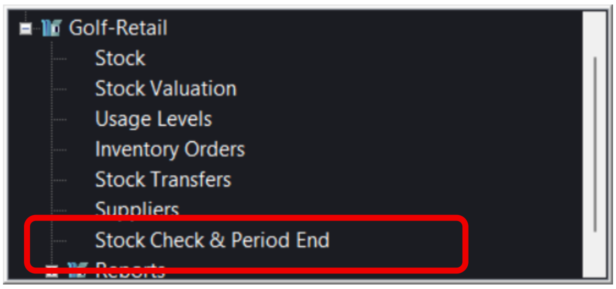
A stock check should be carried out on a regular basis to confirm that the amount of stock the Elite system thinks you have is the actual amount you have in stock. We would recommend that the stock check is carried out at the end of each month, prior to completing the Period End Routine.

Starting The Stock Check

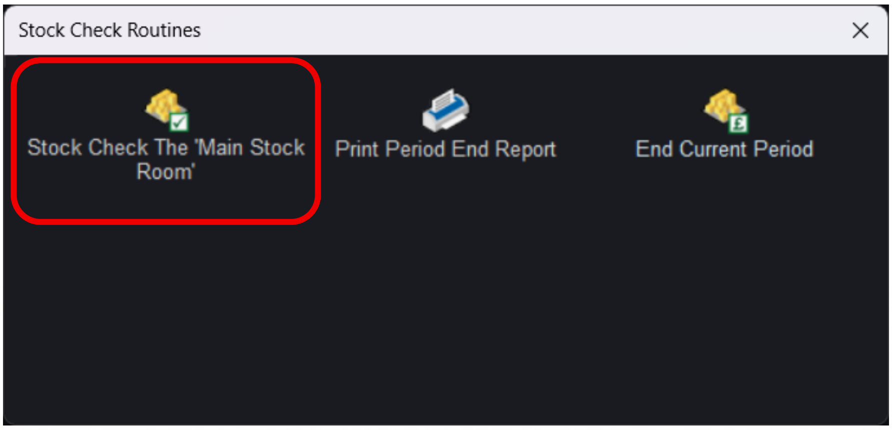
1. From the Desktop select **Retail Stock**.



2. From the menu tree, select **Stock Check/Period End Routines**



3. From the menu, select **Stock Check the 'Main Stock Room'.**



Note: It is possible that your site can be configured with multiple stock rooms or areas to transfer **Wastage etc.** All these stock rooms will need to be stock counted before the period

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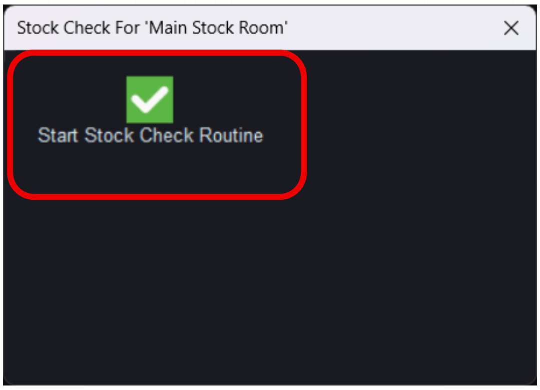
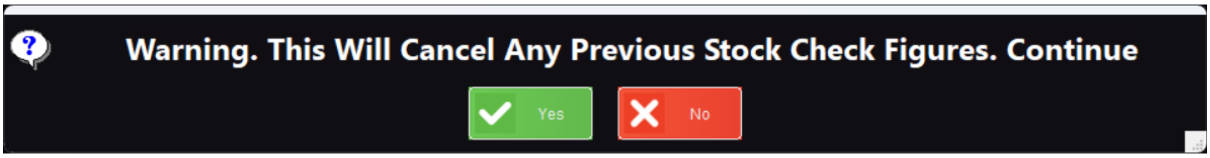
end routine is completed. If you would like to discuss the benefits of have extra stock rooms set up, please contact your ESP Account Manager.

4. Select **Start Stock Check Routine**



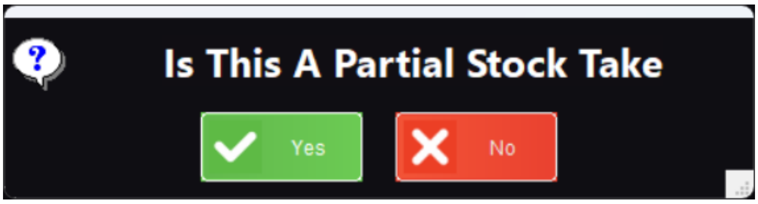
You will then receive a warning message as below.



Please Note: You can only have one stock check open at any time. If you or another member of staff have previously started a stock check, if you select **Yes** this will cancel their stock check details.

When you are sure that you wish to continue, select **Yes**

5. You will then receive the following message.



For a full stock check, select **No**.

A **Partial Stock Take** will allow you to check a subset of stock rather than all items in the stock database.

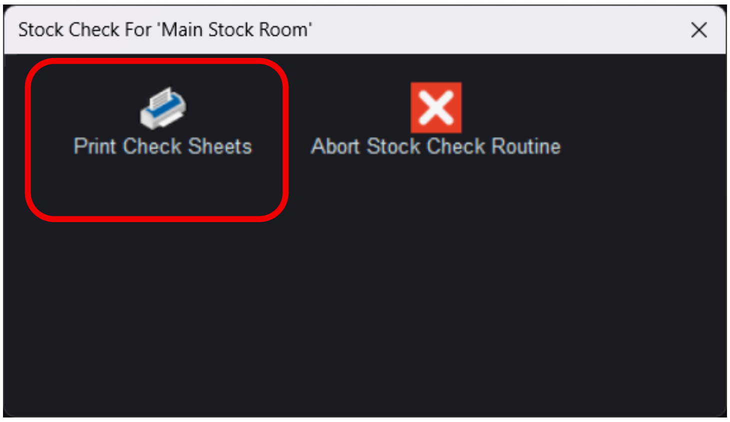
You will now be returned to the Stock Check Menu.

Printing/ Exporting the Stock Check Sheets.

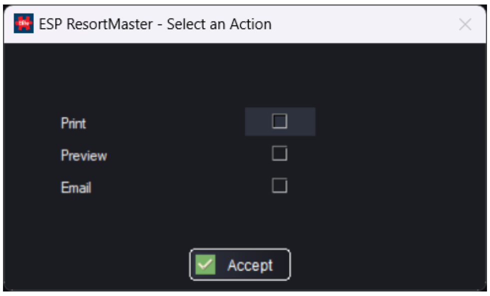
Retail Stock Count & Period End

Stock check sheets will now need to be printed. It is also possible to configure the system to export the stock check sheet into a Microsoft Excel spreadsheet for future import. If you are interested in this feature, please contact ESP.

6. From the Stock Check Menu: Select **Print Check Sheets.**



7. You will then be given the following options



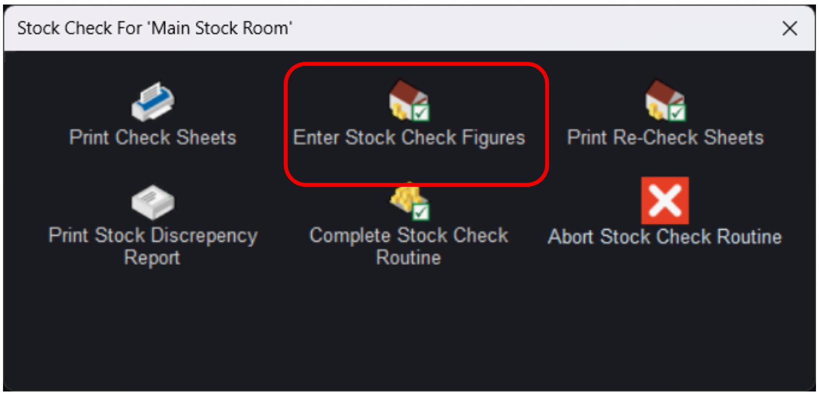
The items on the stock check sheets will be in order by group followed by PLU Number.

Please Note: The Stock Check Sheets do not include the theoretical amount that the Elite system believes to be in stock, the stock check will be a blind count.

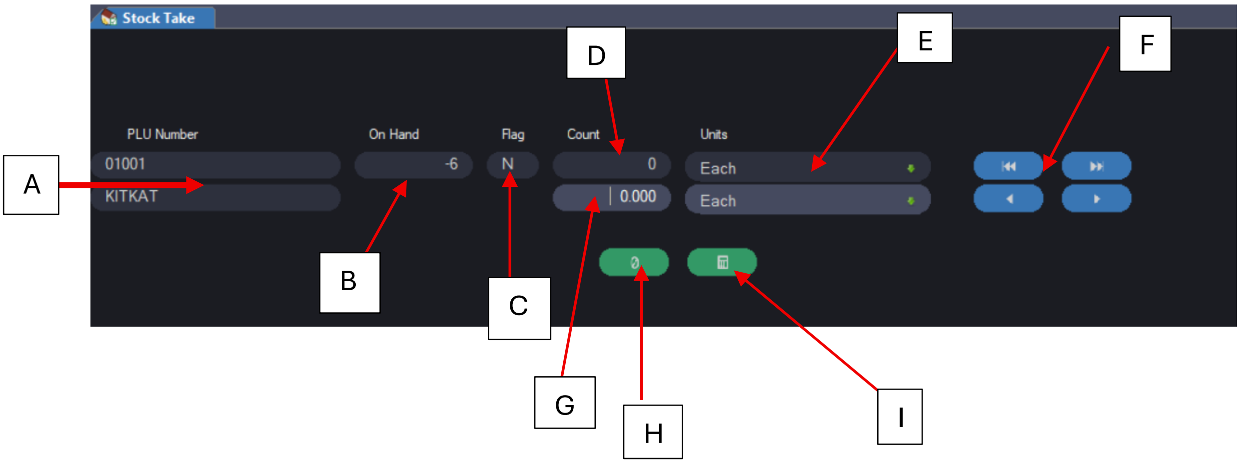
You can now count your stock and enter it onto the stock check sheets.

Entering Stock Check Figures

8. When all stock has been counted, return to the Stock Check Menu: Select **Enter Stock Check Figures**.



The stock check figures window will appear as below.



Understanding the screen:

A – PLU Number – The stock PLU number and stock item description pulled from the stock record.

B – On Hand – The theoretical stock on hand based on sales, previous counts, returns and stock orders booked in.

C – Flag – Stock Flag – denotes whether the stock item has been counted or not. **N means no stock counted entered and Y Yes, stock entered**. This will prevent stock items from being missed and a potential error in the final stock count result. A stock record will need to flagged as intentionally being counted as zero using the options detailed below using **H** and **I**.

D – Count - Shows any units previous counted in this current stock check. This should show 0 unless you are rechecking stock items in which case the previous figure entered should be displayed.

E - Unit - Is the count unit. For Retail, this is always **Each** which is a single unit.

F – Navigates forward or backward to the next/previous stock items or to the beginning or end of the whole stock check.

G - Is where the stock count figure is entered. If doing a recheck, the positive or negative count to the figure in **D** should be added.

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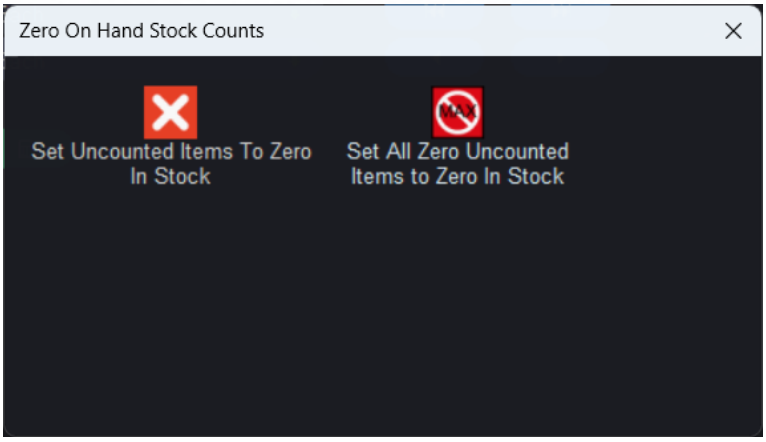
H – Zero – This should be used to flag a stock item where no stock is present and the count is intentionally left at zero. This will change the **Flag** field from **N to Y**.

I – Uncount – Pressing this option will present the following menu and will perform the selected action to all affected stock records that do not contain a stock count entry from the current count. Using this option negates the need to use H for each record that is intentionally left as a zero count.

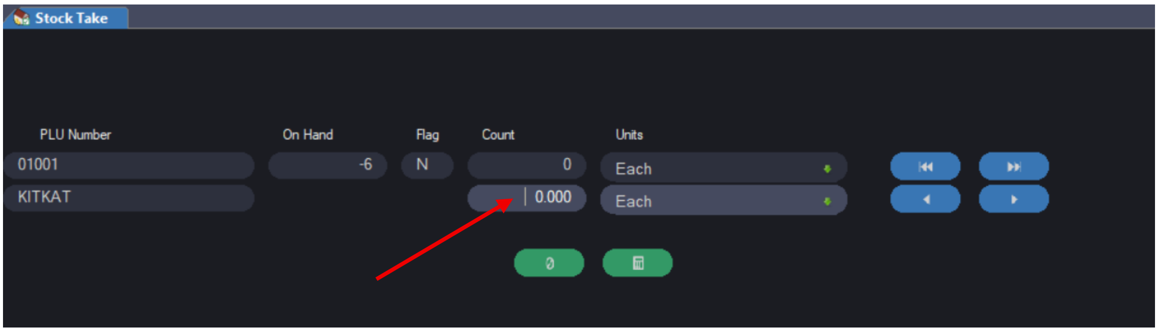


Set Uncounted Items to Zero In Stock: Will set ALL stock records that have not been counted to zero and amend the stock flag to 'Y'.

Set All Zero Uncounted Items to Zero In Stock: Will only set those that the system agrees are at Zero to be Zero. Then others that the system thinks you have some of will need to be counted individually

The items will appear in the same order as they printed on the check sheets.

9. For each item, the amount you counted must now be entered into the **Count (D)** field. If you do not have any of a particular item in stock, you must select Zero to record a 0 value.



When you have entered the amount for the item, select **Next (F)**.

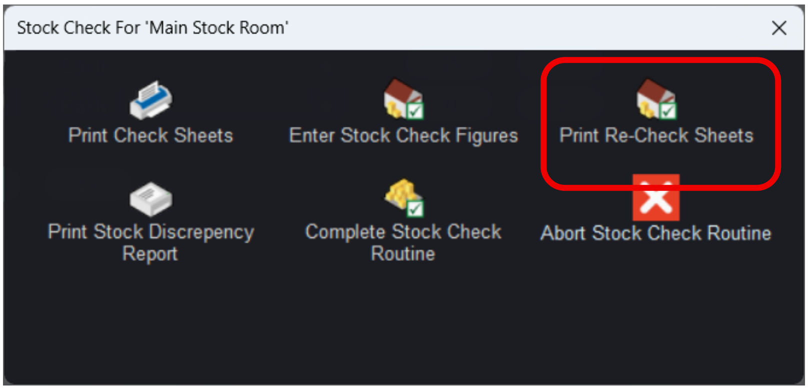
Enter the stock check figures for all items. Once you reach the end of entering the stock check figures, there may be an option called **'No Stock Control'**. This should be balanced using **Zero (H) or Uncount (I)**.

10. Once all stock item counts have been entered into Elite, exit back to the menu.

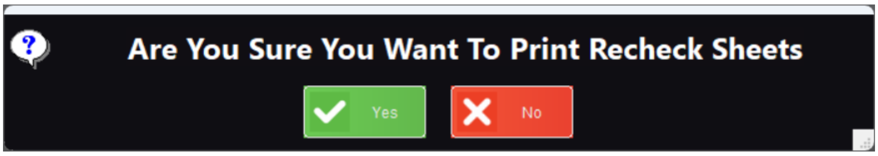
Print Re-Check Sheets (Optional)

It is possible for Elite to automatically produce a list of stock items to recount based on the monetary value of the discrepancy set in the system. This is typically set at 5.00 but this can be configured by site. This is an optional step and doesn't need to be completed if the initial count is accurate.

11. From the Stock Check Menu, select **Print Re-Check Sheets**



The following message will appear:

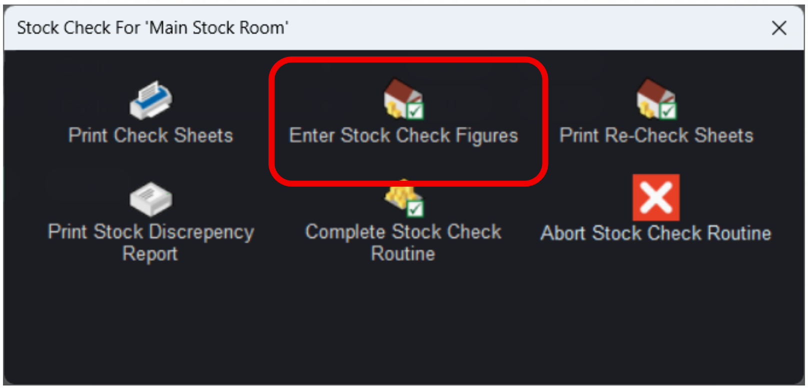


12. Select **Yes** to Print the Re-Check Sheets.

Stock Check Sheets will now print for items which have a discrepancy. These items should now be double-checked to ensure the correct figures have been counted and entered.

Enter Stock Recheck Figures

13. From the Stock Check Menu: Select **Enter Stock Check Figures** again**.**



The items shown on your re-check sheets will now be shown in the Enter Stock Check Figures screen. The initial value entered will be shown in the **Count (D)** field. Enter the adjustment to correct the figure in the field below where the initial count is displayed. For example:

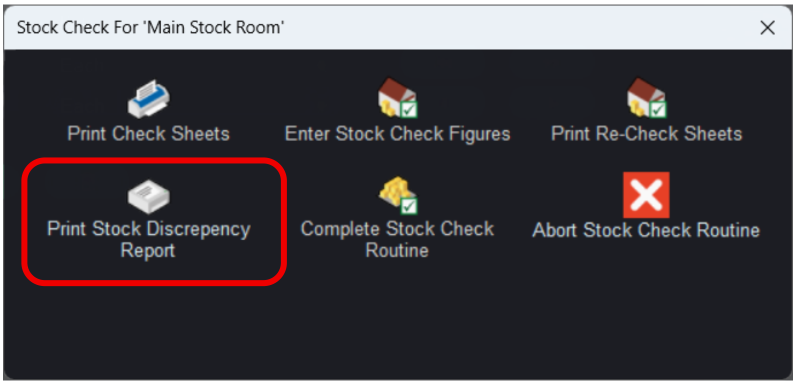
A) The initial stock item was entered at 11 units, and you have recounted 17 units. You will need to add 6 to the recheck count to make 17 as 11 have already been counted initially.
B) A stock item was counted at 32 units and a further recheck shows only 20 in stock. You will need to add -12 to the count to adjust the units to 20 from the initial 32 entered.

14. Exit back to the stock check menu when complete.

Print Stock Discrepancy Report

This report will detail all discrepancies for stock items on this count. The Discrepancy Report can be used to check stock figures and adjust again if needed.

15. From the Stock Check Menu, select **Print Stock Discrepancy Report**.

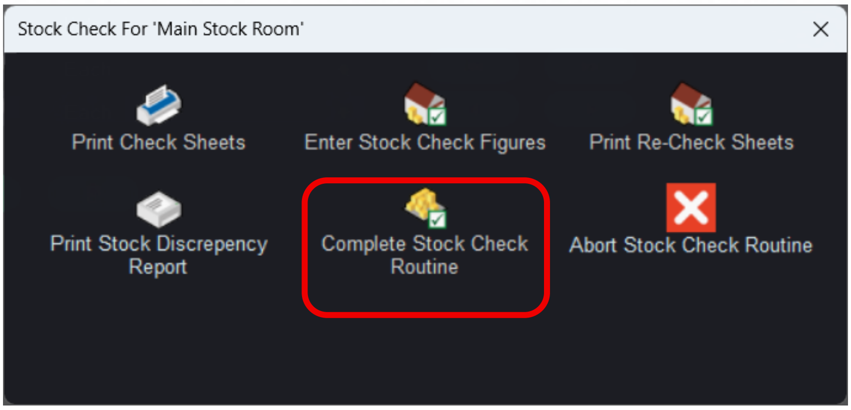


Important Note: This is the ONLY opportunity to produce this report. We highly recommend printing and/or storing this PDF on your PC for future review.

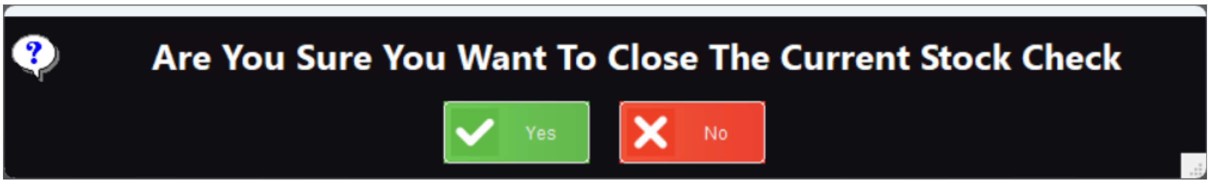
This report will then print to your Report Printer. This report will show the discrepancy amount between the amount the Elite system recorded was in stock and the amount you have counted in stock.

Complete Stock Check Routine

16. From the Stock Check Menu: Select **Complete Stock Check Routine**.

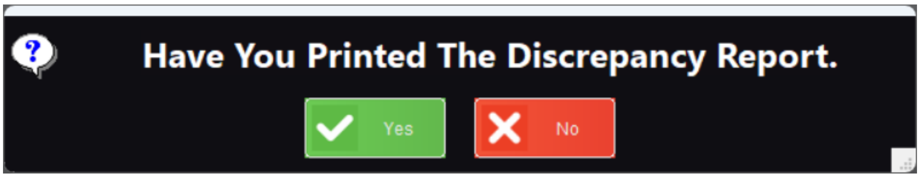


The following message will appear.



17. Select **Yes**, a screen will now appear showing a summary of the stock check figures. Select **Accept**.

18. You will then be prompted to confirm if you have printed the Stock Discrepancy Report. Select **Yes** if you have done this.



The Stock Check is now complete.

Period End Routine.

The period end routine will close off the current stock period and consolidate all stock counts and inventory routines completed since the previous period end routine was run. This allows an accurate period report of stock and GP to be produced. Once this process is completed, you will then be able to delete any obsolete stock records that have been counted to zero in the system and are no longer used.

To complete the period end routine:

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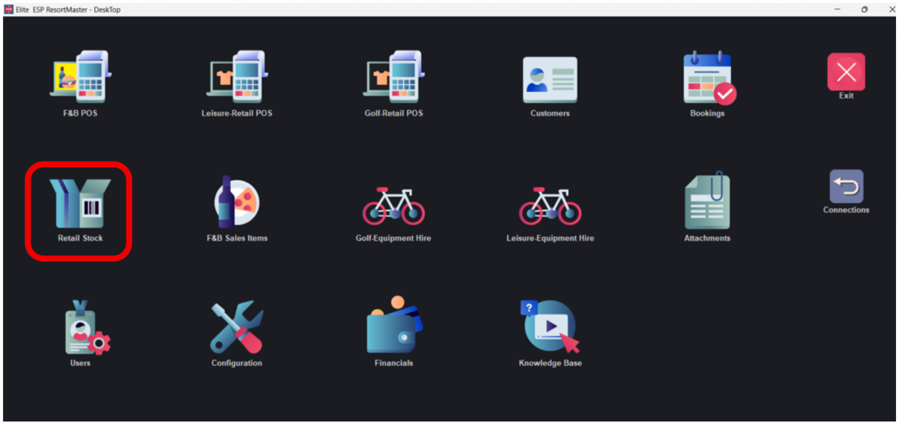
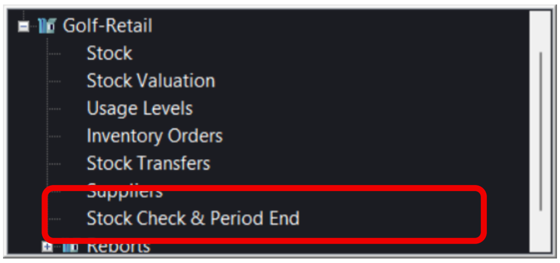
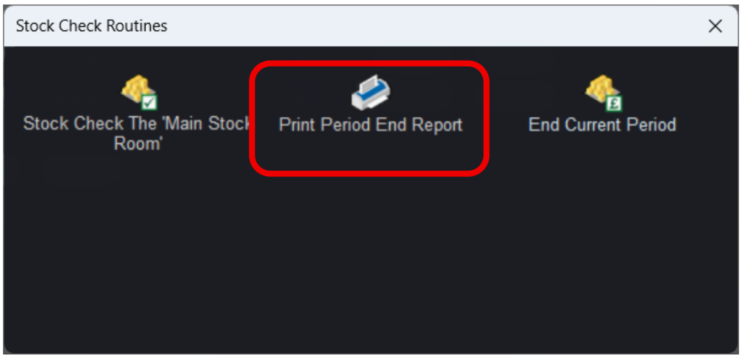
19. From the Desktop select **Retail Stock**.



20. From the menu tree, select **Stock Check/Period End Routines**

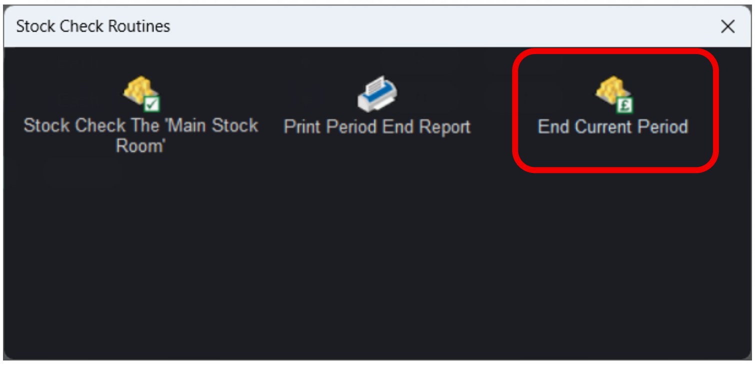


21. Select **Print Period End Report.**

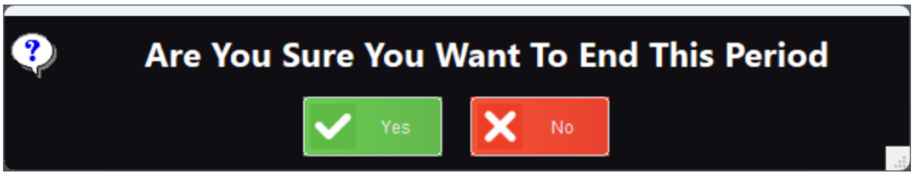


The Period End Report will then automatically print to your system printer. The report will detail a line by line analysis of all stock movement, stock count, theoretical stock on hand, discrepancy and GP for all stock items. It is recommended that this is kept safe.

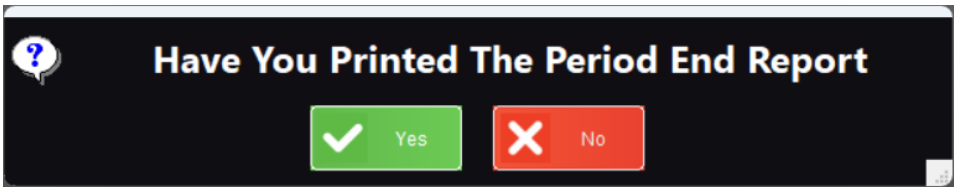
22. Select **End Current Period.**



23. Select **Yes** to the below message.



24. Select **Yes** to the below message if you have already printed the report. If not, print and complete steps 22-24 again.



Period End is now Complete.

Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.

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