Stock Taking in Shoper 9 POS
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**Stock Taking in Shoper 9 POS**

The physical stock taking section in Shoper 9 is meant to record the physical stock available in a store. This can be compared with the computed stocks (equivalent to book stocks), generate necessary reports on discrepancy and update the discrepancies to correct the computed stocks. Stock Take can be done for all items or selected items. If you are doing a partial stock take, billing can be continued for the remaining items.

Stock Taking is required:

- To identify a mismatch between the Physical Stock and the stock recorded in the Books
- To check the stock position in a store at regular intervals
- To update the stock in the newly implemented software for Stock or Inventory Management
- To ascertain the loss after a theft by checking the difference between the Physical Stock and the stock in the books

> Merely recording the physical stocks does not affect the stock figures maintained in Shoper 9.

The physical stocks that are recorded in Shoper 9 can be reported using either a physical stock report or a comparison report of physical and computed stocks.

You can update the stock discrepancies as positive or negative adjustment to the existing physical stock figures.

The options in Physical Stock Management are

- History
- Commence/ Cancel Process
- Record
- Progress Summary
- Load Opening Stock/ Discrepancy Update
To do a physical stock take,

1. Generate relevant Reports before Physical Stock Take
   2. Generate a History Report
2. Commence the Physical Stock Take
3. Set the Stock Taking Scope
4. Record the Physical Stock
5. Generate relevant in-progress Reports
   1. Batchwise Physical Stock Report
   2. Generate a Physical Vs Computed Stock Report
   3. Generate a Progress Summary Report
6. Load the opening stock or update the discrepancy in stock
7. Generate the Current Stock Balance Normal Report after Physical Stock Take
Generate relevant Reports prior to Physical Stock Take

Current Stock Balance Normal Report

Take a Current **Stock Balance Normal Report** before starting off the Physical Stock Take process. This report provides information on quantity and value of the items currently in stock based on cost price or selling price.

Go to **Reports > Stock > Balance**

Select the required options/ items for which you plan a stock take and generate a report.

**History**

This option may be used to get a report that lists the previously conducted Stock Taking processes. Select the columns to be displayed in the grid based on the Code and/or Description. The grid also displays the computed stock, physical stock and the difference in stock of the items listed.

Go to **Stock > Stock Take > Physical Stock Management > History**

A sample of the **Physical Stock Taking** History is as shown.

![Physical Stock Taking - History](image)

Figure 1. Physical Stock Taking - History
Commence the Physical Stock Take

This option is used to start the process

Go to **Stock > Stock Take > Physical Stock Management > Commence**

  - Select the (Physical) Stock Taking Scope.

The entire **Physical Stock Taking Process** is based on the scope defined.

Set the Stock Taking Scope

The **Stock Taking Scope** is used to select/declare the items for which the stock taking is conducted. Scope selection (Item declaration) can be done for Super Classification1, Super Classification2, Class1, Class2, SubClass1, SubClass2 and UOM/Size/Pack.

The options of **Stock Taking Scope** are displayed.

```
<table>
<thead>
<tr>
<th>Stock Taking Scope</th>
<th>OK</th>
<th>Stock Take Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partial</td>
<td>OK</td>
<td>Annual Stock Take</td>
</tr>
</tbody>
</table>
```

Figure 2. Stock Taking Scope

1. Select **Full** or **Partial** as per your requirement. **Partial** is selected for illustration.
2. Select **Stock Take Period** to be displayed in reports.
3. Click **OK**.

*Billing can be continued for the items not selected in the Stock Taking Scope.*
A sample of the **Partial Stock Taking Scope** is displayed as shown.

![Partial Stock Taking Scope](image_url)

**Figure 3. Stock Taking Scope - Partial**

4. Select the items individually under the classifications allotted for a partial Physical Stock Take or click **Select All**.

5. Click **Refresh** to filter the items for the selected classification. Subsequently, the items in the next level of classification are cancelled.

6. Click **OK** to display the information related to the defined **Scope**.

7. Click **OK** in the **Partial Scope Defined** window to continue.

![Refresh Icon](image_url)

**Refresh**: Click to filter items for a selected classification.
The **Commence** button changes to **Cancel Process**.

To clear the physical stock recorded, click on **Cancel Process** and a new **Physical Stock Taking Scope** can be entered. But this has to be done before executing any other processes in Physical Stock Take. Once the **Stock Taking Scope** is cancelled, it does not appear in the **History**.

The items that are defined in the Stock Taking Scope can be used for **Billing** only after the Stock Take process is done. Items which are not under the defined scope can be used for any sort of transaction.

### Record the Physical Stock

This is the actual process of entering the physical stock values to the system.

You can record the Physical Stock through any of the **Physical Recording Type** - **Manual Entries**, **Prefill Items** or **Scan**.

Go to **Stock > Stock Take > Physical Stock Management > Record**

1. Click **Record**.

The options in **Physical Recording Type** are displayed.

![Physical Recording Type](image)

Figure 4. Physical Recording Type

2. Select **Manual Entries** in **Physical Recording Type** to enter the stock numbers of the Physical Stocks manually using keyboard.

3. Click **Recording Scope**.
Stock Taking Scope is used to either take the full range of items or partial, to record stock.

Recording Scope is used to set the recording of stock based on the user permission.

A sample of items under Product and Brand classification is as shown.

4. Click Select All or select specific Items from Department and Buyer to Take Stock.
5. To filter further, click Refresh under Product to display the list of brands.
6. Click Select All or select the Items from the list.
Continue the same for the remaining SKU.
7. Click OK to register the Recording Scope.
8. Click OK in the Physical Recording Type window to start the recording.
A screen to record the Physical Stock Take based on the **Physical Recording Type** selected is displayed.

**Refresh**: Click to filter items for a selected classification.

9. Enter the stock number as given in the manual stock sheet or scan the barcode on the item. Shoper 9 must exist in the computer connected to the barcode scanner.

A sample Physical Stock Take list prepared through manual entries is as shown.

![Physical Stock Take - Manual Entry.](image)

10. Enter the **Physical Batch No.** or press **F2** to open a window and select the required batch number or the rack number for which the stock take is being done.

11. Press **Tab** to move to the next field.

12. Enter the current date and time.

13. Select the **Entry Type**. Multiple Entry Types are supported on one screen. Changing of the **Entry Type** can be done at any time during stock recording.
- **Stock No.**: Enter/scan the Stock Number. The quantity displayed is based on the Least Saleable Quantity defined in the Item Master. Enter the Stock Number or use the F2 option to browse from the Stock Items listed.

- **Item Class**: Classification wise entry of Items. Select the product, brand, style, shade or size, and then enter the quantity. You can use the F2 option to browse for item classification.

- **Size-wise**: Size wise entry of details. Enter the product, brand, style, shade and all the sizes under the given filter will be displayed. The physical stock quantity for each size can be entered and saved. You can use the F2 option to browse for item classification.

The saved values are highlighted in pink.

*The Entry Type options are available only when Manual Entries is selected.*

- To scan the stock numbers either by using Barcode scanner or by using a hand-held Data Capture Unit (DCU), select **Scan**.

- To populate all the items available in Shoper Item Master, select **Prefill Items**.

- To import items from an existing file, click **Import**.

Refer **Appendix** for details of **Scan**, **Prefill Items** and **Import**.
Generate relevant in-progress Reports

**Physical Stock Report - Batch wise**

A batch number is assigned to items scanned together. This option gives a batch wise report of the items for which the Physical Stock is recorded during Physical Stock Taking.

Go to **Stock > Stock Take > Physical Stock Report - Batch wise**

**Physical Vs Computed Stock Report**

The report shows the difference in value of the physical and computed stocks available. This report is generated after the physical stock is recorded for all the items.

Go to **Stock > Stock Take > Physical Vs Computed Stock Report**

**Progress Summary**

This option provides you with information on the current physical stock taking in process. Reports can be generated on the basis of the Physical Stock Taking Scope defined.

Go to **Stock > Stock Take > Physical Stock Management > Progress Summary**
A sample of **Progress Summary** is as shown.

**Figure 7. Progress Summary**

Reports are generated on the basis of the criteria selected in the column **Show**, such as **Stock No.**, **Department**, **Buyer**, **Product**, **Brand**, **Style**, **Shade** or **Size**.

1. Select the **Code** and **Desc** under **Display**.
2. Select the items required to be displayed in the report for each classification column from the **Classification Filter**.
3. Select **Show All** to list items belonging to all the classifications under the defined Scope. If this option is unchecked, then the items get listed only for the selected values in the **Classification Filter**.
4. Select **All Batches** to generate a Physical Stock Taking Report for all the Batch Reference Numbers at a time or select the specific Batch Reference.

The **Computed Stock** column is displayed to view the total stock presently available for the item selected. To enable this column, select the system parameter **Display Computed Stock While Stock Recording** under the category **Physical Stock**.

To display the **Cost Price & Selling Price**, select the **Stock Number** from **Display** and set the system parameter **Display Retail Price & Current Cost** to **YY** under the **Physical Stock** category.
Load the opening stock or Open Stock Loading

Use this option to load the existing stocks into Shoper 9.

The **Open Stock Loading** option gets activated only when:

- Physical Stock Taking is done for the first time
- There are no Transactions done
- The physical Stock Taking Scope is **FULL**

Take a backup of the Shoper 9 database before activating the option **Open Stock Loading**.

Generation of **Current Stock Balance Normal** is not viable before executing Open Stock Loading because there are no stock available.

Go to **Stock > Stock Take > Physical Stock Management > Record**

A sample of **Open Stock Loading** is as shown.

![Open Stock Loading](image)

**Figure 8. Open Stock Loading**
Both, the Computed and Physical Stock for each Classification 1 (Product)/Classification 2 (Brand) combination are displayed.

It also displays the total **Computed Stock** and total **Physical Stock** for the defined **Scope** at the bottom of the display grid.

Select **Start** to update the current stock. This is done internally by generating Miscellaneous Receipts transactions for items for which physical stocks are recorded. The Physical Stock is updated as the Opening Stock in the database.

**Update the discrepancy in stock**

The **Items with discrepancy in stock** window displays the summarised format of the items present in the scope of the current stock take.

The stock-in adjustments are recorded as Miscellaneous Receipts (i.e., where the physical stock is more than the computed stock). The stock-out adjustments give rise to Miscellaneous Issues (i.e., where the physical stock is less than the computed stocks).

The Miscellaneous Issues and Receipts are generated for all the items with discrepancies in stock.

*Take a backup of the Shoper 9 database before activating the Discrepancy Update.*
The **Items with discrepancy in stock** is displayed in the **Physical Stock Taking** window.

![Image of Physical Stock Taking window]

The difference between **Computed Stock** and **Physical Stock** is displayed under **Difference Stock**.

The **Status** of the physical stock is categorised as

- **Negative Stock**: Refers to the stock items billed but do not have any existing physically stock
- **NonRecorded Stock**: Refers to the stock physically unavailable but displayed under Computed Stock
- **Recorded Stock**: Refers to the physically available stock

**NonRecorded Stocks are the stocks existing in the Item master but have not been scanned/recorded.**

Click **Start** to update the physical stock recorded.

A Stock taking activity is said to be complete when all the above options are carried out one by one in the order in which they appear.
Generate a **Current Stock Balance Normal Report** to check the quantity and value of the items currently in stock based on cost price or selling price.

**Appendix**

**Physical Stock Take through Import**

This facility is available for the Entry Types – **Stock No.** and **Item Class**.

The **Import** button is deactivated by default when the **Manual** screen or **Scan** screen is first opened. This gets activated only when the new **Physical Batch No.** is entered.

This option is used when pre-recorded physical stock entries are brought into Shoper 9, especially when you deploy a hand-held Data Capture unit (DCU) with a bar-code scanner to take the physical stocks. The scanned data is then downloaded to a computer.

1. Click **Import** to view the files containing the stock items for import and to populate the grid by importing a .txt file containing the item details.

The **Import Physical Stock** window is displayed.

![Import Physical Stock](image)

Figure 10. Import Physical Stock
2. Select the required file and click **Import**.

The contents of the imported file along with **Import Log View** popup window is displayed.

![Import Log View](image)

Figure 11. Import Log View

3. Click **Preview** to display the **Import Log View** window where all the stock numbers imported from the file, whether valid or invalid (in red), are listed.

If there are any invalid items in the imported file, the error message **Import file contains invalid stock numbers, please view import log** is displayed and the **Preview** button, which by default is in disabled state, gets enabled.

The **Preview** option helps in identifying the invalid stock numbers in the imported file and taking corrective actions before the physical stock can be recorded.
Physical Stock Take through Scan

Scan the stock numbers either by using the Barcode scanner connected to the computer where Shoper 9 is installed or by using the hand-held Data Capture Unit (DCU). In the case of DCUs, the data is imported from the DCU to the computer where Shoper 9 is installed.

1. Select **Scan** under Physical Recording Type.
2. Enter the **Physical Batch No.** or press **F2** to display a window and select the required batch number from the list.
3. Press **Tab** to move to the next field.
4. Edit the **Record Date** and **Record Time**, (the Shoper date), if required.
5. Scan the barcode, enter the stock number or use the **F2** option to browse.
6. Select **Save** to accept the quantity of the physical stock. The saved items are highlighted in a different colour.

Deleting a page

In case of any confusion or problem during scan, it is possible to delete a scanned and saved page during physical stock recording. Only a recently saved page (previous page) can be deleted.

1. Exit **Record** and start recording again.

If a page has been saved during recording, a message window prompts whether you want to commence in a new page or continue with the previous page as shown.

![Figure 12. New page selection](image)

2. Click **No**.
The previously saved page is displayed.
3. Click **Delete**.

A window with the options to delete all pages or the current page is displayed.

![Physical Stock Take Window](image)

Figure 13. Deleting pages

4. Click **No** to delete the current page.

**Physical Stock Take through Prefill Items**

Use this option to fill the grid with item details using a filter criterion. Populate all the items available in Shoper 9 Item Master and enter the stock quantity for each by referring to the manually prepared stock details.

1. Select **Prefill Items** under Physical Recording Type.

A sample of a Physical Stock Take through Prefill Items is as shown.

![Physical Stock Take - Prefill Items](image)

Figure 14. Physical Stock Take - Prefill Items
2. Enter the **Physical Batch No.** or press **F2** to open a new window and select the required batch number from the list.

3. Press **Tab** to move to the next field.

4. Edit the **Record Date** and **Record Time** displaying the Shoper date, if required.

All Item classification1 (Product) and Item classification 2 (Brand) available in the defined **Recording Scope** is displayed in the upper grid/ table. The SKUs and the computed stock for each combination is also displayed.

5. Select any row in the upper grid to enter the physical stock quantity of all the SKUs of the selected item classification and press **Enter** or double click. The items related to the selected classification are displayed in the lower grid. Physical Stock can be recorded for the displayed items.

   The physical stocks of the items which have already been recorded using the **Manual Entry/ Scan/ Import** options are not displayed.

6. Use **Select All** to display all the stock items under the SKU displayed in the upper grid or select any option from the combo box to apply a filter on the items to be displayed.

7. Enter the physical stock for each stock number using the manually prepared Stock Sheets.