

Step 6. Stocktake



Stocktake

Stock-taking or "inventory checking" is the physical verification of the quantities and condition of items held in an inventory or warehouse. This may be done to provide an audit of existing stock. It is also the source of stock discrepancy information.

Within BUZ, stock holding is reduced either directly by a customer purchase or by it being consumed by manufacturing. In both instances the stock is reserved when the order is initially processed

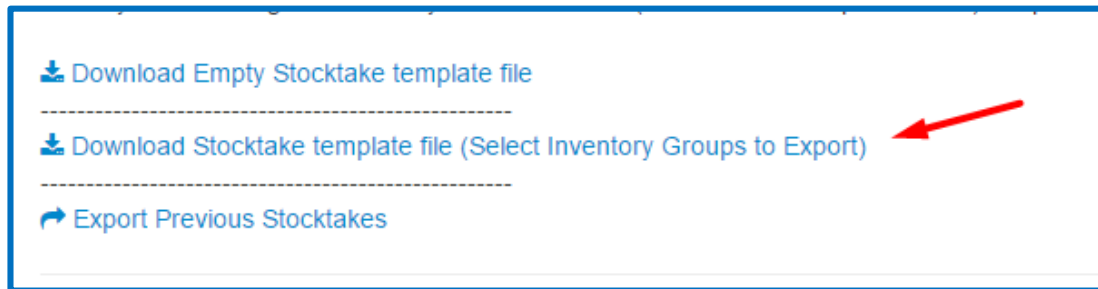
It is not until that order is Invoiced/Completed that the stock is deducted from your current stock levels.



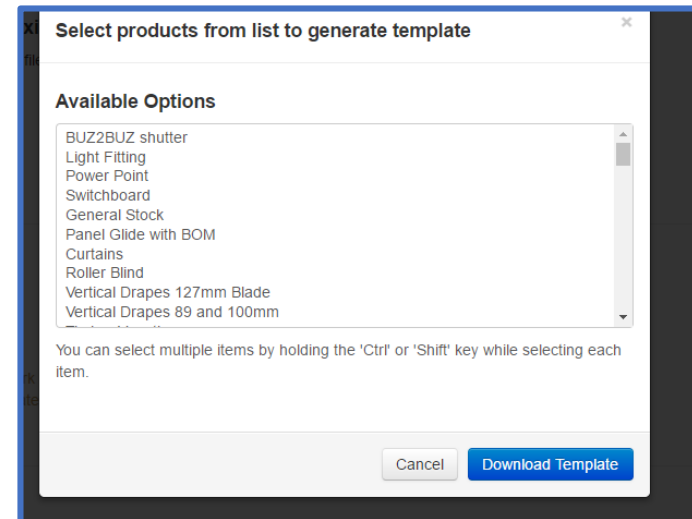
Inventory Stocktake Import

Settings > Inventory Items > Inventory Stocktake

Step 1: Download our inventory "Stocktake template file" or Export to modify existing stocktakes. Start by downloading our inventory stocktake XLSX (Microsoft Excel Spreadsheet) template file.



Select the Inventory group you wish to record stock for



Inventory Stocktake Import

Step 2: Modify the template

Using Excel Modify the BUZ template to fit your requirements, Here is a list of fields and descriptions

PKID	Primary Unique Identifier for the row in the database so this should not be changed or deleted (system generated)
Inventory Code*	Inventory Code (system generated)
Description	Inventory Description (system generated)
Date	Last Edited Date
Time	Time of Stocktake count
Stocktake Ref No	Reference No (E.g Stocktake 1, or Month and Year)
Qty Count	Stocktake count in QTY
Qty Weight	QTY in weight
Qty Stocktake	Current Stock Level
Unit Cost	Last Purchase Price @ Average cost method
Location Code	Where this item was located in warehouse
Operation	The Operation should be Blank, A(Add item), E(Edit item) or D(Set item Inactive)

Inventory Stocktake Import

When modifying your template fill in the below fields accordingly

- Date
- Stocktake Ref No
- QTY Count
- Location Code
- Operation

A	B	C	D	E	F	G	H	I	J	K
PkId	Inventory Code*	Description	Date	Stocktake Ref No	Qty Count	Qty Weight	Qty Stocktake	Unit Cost	Location Code	Operation
	CPPGV15-E-2ZC10	100MM FLAT BRACKET Z/P, + METAL CLIP VIR, Z/P SPECIAL ORDER SILVER	1/01/2017	Stocktake 1 Jan 17	1000		0	0	Warehouse level A	A
	CPPGPT3CHBL	3 TRACK PANEL - 5.5M LENGTH BLACK					11000	0		
	CPPGPT3CHCL	3 TRACK PANEL - 5.5M LENGTH CLEAR ANODISED/SPECIAL ORDER					0	0		

NB

- If you have not previously done a stock take your Qty Stocktake will be 0, until you import your first stocktake.
- If you have already done a stocktake the Qty Stocktake should be your current stock level for that item.

Step 3: Upload an excel document

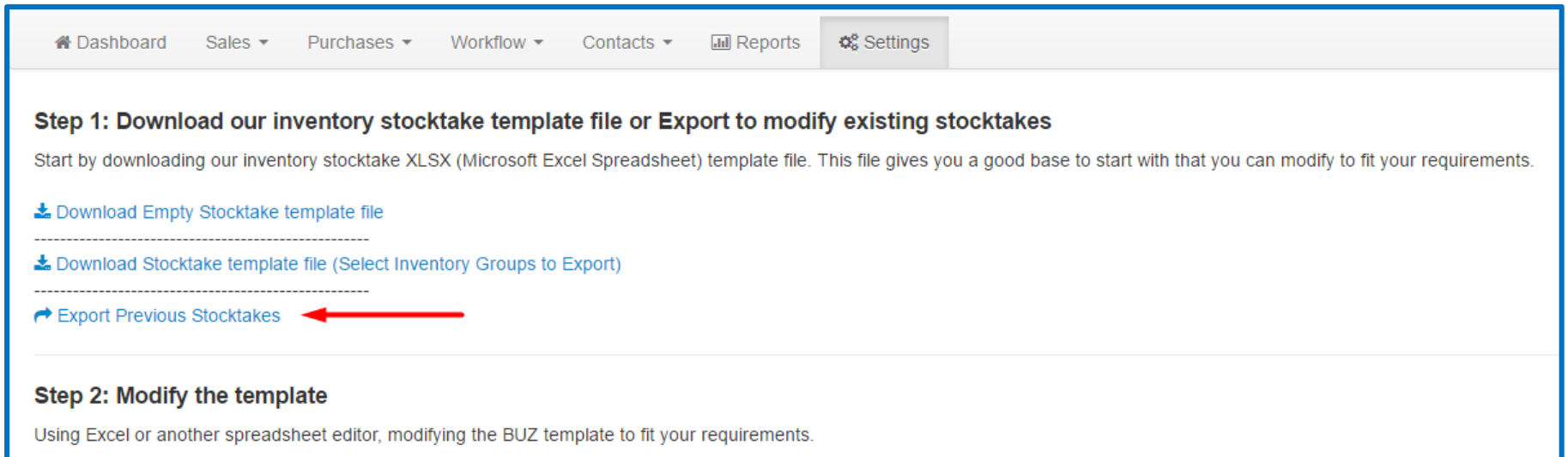
Choose an excel document to import and then upload it to server

Step 4: Import the updated template file

Here are the list of worksheets that available to be imported :

Note: Please select maximum 4 Sheets at a time

Once imported you can view previous stocktakes > Export this sheet under "Previous Stocktakes"



The screenshot shows the BUZ SOFTWARE interface with a navigation menu at the top. The 'Settings' menu is open, displaying three options: 'Download Empty Stocktake template file', 'Download Stocktake template file (Select Inventory Groups to Export)', and 'Export Previous Stocktakes'. A red arrow points to the 'Export Previous Stocktakes' option. Below the menu, the 'Step 1: Download our inventory stocktake template file or Export to modify existing stocktakes' section is visible, followed by the 'Step 2: Modify the template' section.

Dashboard Sales Purchases Workflow Contacts Reports Settings

Step 1: Download our inventory stocktake template file or Export to modify existing stocktakes

Start by downloading our inventory stocktake XLSX (Microsoft Excel Spreadsheet) template file. This file gives you a good base to start with that you can modify to fit your requirements.

- Download Empty Stocktake template file
- Download Stocktake template file (Select Inventory Groups to Export)
- Export Previous Stocktakes

Step 2: Modify the template

Using Excel or another spreadsheet editor, modifying the BUZ template to fit your requirements.

The Previous stocktake export will show you

- Dates of previous stocktakes
- Qty count which is your Count for that date
- Qty Stocktake which is what you have used since the stocktake date

	A	B	C	D	E	F	G	H	I	J	K
1	PkId	Inventory Code*	Description	Date	Stocktake Ref No	Qty Count	Qty Weight	Qty Stocktake	Unit Cost	Location Code	Operation
2	5dc36cf8-cb68-43f	CPALSLAT1.5	Slat 1.5	02/02/2017	Feb Stocktake	22	0	-2	0.07	Warehouse Sec A	

To Modify your Stocktake

Once your stock is added for the first time it is just a matter of editing the stock when completing a stock take.

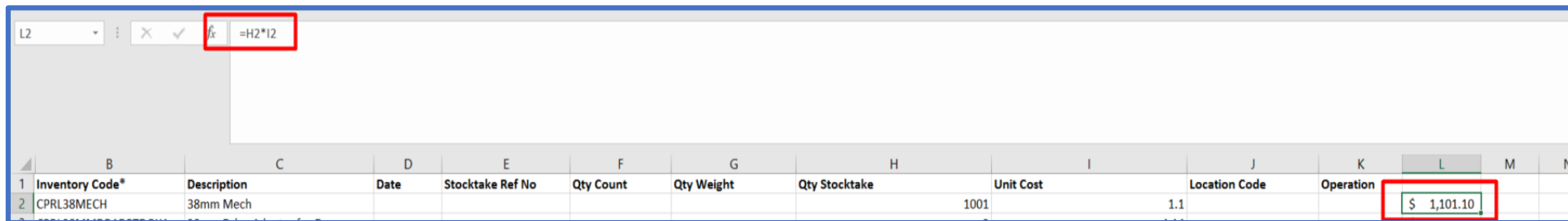
Export This sheet under "Stocktake Template File"

Stock Reporting

To report on your current stock level and the value of that stock you should export your “Stocktake Template file”

As note in the previous slide If you have already done a stocktake the Qty Stocktake will be your current stock level for that item.

The Unit cost will show your last purchase price, you can then calculate your stock value in a column out to the RHS



	B	C	D	E	F	G	H	I	J	K	L	M	N
	Inventory Code*	Description	Date	Stocktake Ref No	Qty Count	Qty Weight	Qty Stocktake	Unit Cost	Location Code	Operation			
1	CPRL38MECH	38mm Mech						1001	1.1		\$ 1,101.10		

If you cant find what your looking for in the help documentation let us know!

We will point you in the right direction or get something added to the documentation for you.

Email: support@buzsoftware.com.au



A background image of a sunset or sunrise with a warm orange and yellow sky and white, fluffy clouds along the horizon.

Thank you

Any further questions please contact us at support@buzsoftware.com.au