

How to Stock Take (Stand Alone Systems)

1. Z the till
2. Log on to the back office
3. Select 'Stock adjustments'
4. Find the option 'Download stock sales from tills' and press 'Select Item'
5. When complete click on the option 'Reports'
6. Find the report 'Stock quantities' and press select item. Print the report for all items
7. Select Step 1 - Take Snapshot, answer yes to all questions
8. Select Step 2 - Enter Stock Take, select the icon 'print List' and select 'List all uncounted PLUs'
9. Go and do the physical count, enter the count on the print out
10. Select Step 2 - Enter Stock Take, enter quantities and reprint lists as required
11. Select Step 3 - Report on changes --- This will be differences between the system and what you have counted, this should be investigated where there is a difference
12. Select Step 4 - Update Items, tick the box 'update unmarked quantities as zero' and press Update. This will send the new counts back and also zeroise any uncounted items. **DO NOT** tick this box if you have just not counted some items.

Note:

If your report printer is not setup to print from the LPT (Parallel) port you will need to change the settings in the back office under 'System setup' and then 'System configuration' and then 'Printer output'. Click on 'Modify local' and then on the change button next to 'Reports 2' - change this to be the new printer, and make sure the page size is A4 and click OK.