

# *PLATINUM*

## SOLUTIONS

### Platinum Control Software Point of Sale

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- **Stock Take Procedure**

## Stock Takes

In inventory module, select “Stock Take” at the top right of the page. This will open up a screen with all the items on the left of the screen and columns of the store locations. The stock items on the page will be in the same order as on the sheet so do not try to arrange them for any reason.

1. Choose the appropriate stock location and enter the stock in the same units as when you GRV'd so that it shows a true reflection and there are no deviations. Start at the top of the page, entering the stock figures, working your way down. If you have no stock on certain lines fill in “0” to show the variance. Once all the stock has been entered go back up to the top and investigate variances
2. If you are happy with the figures, press “Accept” at the top left of the page. (**PLEASE ENSURE YOUR CLOSING DATE FOR YOUR STOCK TAKE IS CORRECT**)

**NB: if you are doing stock take on the 1<sup>st</sup> of the month you need to back date that stock take to the last day of the month i.e. 31<sup>st</sup> or 30<sup>th</sup>. That way the figures that you input will be the closing stock take for previous month and the opening stock take for the new month.**

Accept the stock take

Products Departments Locations Suppliers Orders Goods Receiving Transfers **Stock Takes** Wastages

Please Enter Closing Stock Figures and Date of Stock Take 2017/12/01 Sort by 1. Open Stock Take

| Product                  | Unit of Measure | Department | 1 - RETAIL | Variance | 2 - Store | Variance |
|--------------------------|-----------------|------------|------------|----------|-----------|----------|
| DIESEL                   | lit             | FUEL       |            |          |           |          |
| UNLEADED 93              | lit             | FUEL       |            |          |           |          |
| UNLEADED 95              | lit             | FUEL       |            |          |           |          |
| ASPEN FILTER HARD BOX    | each            | KIOSK      | 5          | 0        |           |          |
| ASPEN FILTER SOFT PACK   | each            | KIOSK      | 9          | 0        |           |          |
| ASPEN LIGHT HARD BOX     | each            | KIOSK      | 11         | 0        |           |          |
| CAMEL BLACK              | each            | KIOSK      | 10         | 0        |           |          |
| CAMEL CRUSH PROOF        | each            | KIOSK      | 9          | 0        |           |          |
| CAMEL FILTER SOFT PACK   | each            | KIOSK      | 13         | 0        |           |          |
| CAMEL FULL FLV HARD BOX  | each            | KIOSK      | 1          | -9       |           |          |
| CAMEL FULL FLV MILD 10'S | each            | KIOSK      |            |          |           |          |
| CAMEL FULL FLV SOFT PACK | each            | KIOSK      |            |          |           |          |
| CAMEL LIGHT SOFT PACK    | each            | KIOSK      |            |          |           |          |
| CAMEL LIGHTS HARD BOX    | each            | KIOSK      |            |          |           |          |
| CAMEL NATURAL BLUE       | each            | KIOSK      |            |          |           |          |
| CAMEL NATURAL BROWN      | each            | KIOSK      |            |          |           |          |

2. Enter Count, by location, investigate any variance.



## Generating Stock Movement Report

The stock movement report by value will give you the TOTAL CLOSING AND OPENING VALUE of stock for the month.

NB – You need to ensure you generate this report for the correct dates, this report builds the figures based on the transactions for that period. If you performed a stock take on the 2<sup>nd</sup> of the previous month and didn't back date it and you then pull the report from the 1<sup>st</sup> to the end of the current month your stock value will not be correct. You cannot submit figures based on the 2<sup>nd</sup> of the month and then generate a report from the 1<sup>st</sup>.

To make things easy ensure stock takes are done on the same date that you close your books, so if your month end runs from the 1<sup>st</sup> to the 1<sup>st</sup>, then stock take needs to take place accordingly. If your opening figures don't balance to the closing figure of the previous month then 99% of the time the date range is incorrect.

The user is inputting the stock take and telling the system what SOH is in the shop. The system is then taking those figures as the closing stock figures for the month.

Below is a stock movement report generated from the 1<sup>st</sup> May – 1<sup>st</sup> June. According to the system the opening stock value for the KITCHEN on the 1<sup>st</sup> May was R 48 923.33 then the closing stock according to what has been inputted was R 46 081.33. That opening stock that was done on the 1<sup>st</sup> May will not change unless there is a major change in average cost price. If you do not agree with that figure then request the original stock sheets and compare the items that were counted.

| Reports - Stock Movement (Values)   |                 |                            |                |                         |                    |                    |            |                     |                   |                 |                 |          |
|-------------------------------------|-----------------|----------------------------|----------------|-------------------------|--------------------|--------------------|------------|---------------------|-------------------|-----------------|-----------------|----------|
|                                     |                 | 01 May 2016 to 01 Jun 2016 |                | Stock Movement (Values) |                    | 4 - Kitchen        |            | S - Global Food Sto |                   |                 |                 |          |
| Description                         | Opening Stock   | Goods Received             | Goods Returned | Wastage                 | Outgoing Transfers | Incoming Transfers | Production | Sales Consumption   | Theoretical Close | Variance        | Closing Stock   | Ave Cost |
| Syrup Lime M/S 1lt 1lt              | 97.99           | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 97.99             | -18.43          | 79.56           | 22.73    |
| Tabasco - Green 60ml 1ml            | 15.17           | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 15.17             | 118.03          | 133.2           | 0.37     |
| Tabasco - Red 60ml 1ml              | 13.12           | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 13.12             | 159.08          | 172.2           | 0.41     |
| Tea - Ceylon 200s each              | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 19.8            | 19.8            | 0.3      |
| Tea - Chai 25s each                 | 19.2            | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 19.2              | 0               | 19.2            | 2.4      |
| Tea - Green 20x1.5g each            | 61.44           | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 61.44             | 40.96           | 102.4           | 2.56     |
| Tea - Staff 100s each               | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 14.4            | 14.4            | 0.16     |
| Tenderiser - Meat 1kg               | 31.13           | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 31.13             | -0.12           | 31.01           | 31.01    |
| Thyme - Dried 300g 1kg              | 0.45            | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0.42                | 0.03              | 0.8             | 0.82            | 6.99     |
| Thyme - Fresh each each             | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 0               | 0               | 8.7      |
| Toffee Apple x 24 each              | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 0               | 0               | 14.64    |
| Tomato - Cherry 250g 1kg            | 279.8           | 166.12                     | 0              | 0                       | 0                  | 0                  | 0          | 38.71               | 407.2             | -320.53         | 86.67           | 28.89    |
| Tomato - Fresh p/kg 1kg             | 162.3           | 65.4                       | 0              | 0                       | 0                  | 0                  | 0          | 13.6                | 214.09            | -185.61         | 28.49           | 13.08    |
| Tomato - Sundried 1kg 1kg           | 529.96          | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 25.7                | 504.26            | 6.03            | 510.29          | 92.78    |
| Tomato - Whole Peeled 2.92kg 1kg    | 4.34            | 69.4                       | 0              | 0                       | 0                  | 0                  | 0          | 49.45               | 24.29             | 16.24           | 40.53           | 13.88    |
| Tomato Sauce 4.5lt 1lt              | 221.63          | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 61.12               | 160.51            | 100.24          | 260.75          | 33.58    |
| Tortilla Wraps 20cm 12x10 each      | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 0               | 0               | 3.15     |
| Tumeric 800g 1kg                    | 5.73            | 93.6                       | 0              | 0                       | 0                  | 0                  | 0          | 11.7                | 87.63             | -2.93           | 84.71           | 117      |
| Turkey - Whole-SADIA-4-5kg(3xEach6) | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 0               | 0               | 46.69    |
| Turkey Roll - Gastro Foods 1kg      | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 0               | 0               | 146.33   |
| Vanilla Essence 500ml 1ml           | 6.96            | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 6.96              | -6.89           | 0.07            | 0.06     |
| Vinegar - Balsamic 5lt 1lt          | 12.92           | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0.75                | 12.17             | 172.09          | 184.26          | 37.33    |
| Vinegar - Brown 5lt 1lt             | 3.55            | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 3.55              | 36.84           | 40.39           | 4.35     |
| Vinegar - Red Wine 1lt 1lt          | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 49.5            | 49.5            | 24.75    |
| Vinegar - White 5lt 1lt             | -0.5            | 27.05                      | 0              | 0                       | 0                  | 0                  | 0          | 0.5                 | 26.05             | 1               | 27.05           | 5.41     |
| Wasabi - Powder 1kg 1kg             | 136.45          | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 136.45            | 0.27            | 136.72          | 136.45   |
| Water - Municipal 1lt               | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 0               | 0               | 0        |
| White Bread - Staff each            | 0               | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 0                   | 0                 | 0               | 0               | 6.13     |
| White Wine 5l 1lt                   | 55.68           | 0                          | 0              | 0                       | 0                  | 0                  | 0          | 49.63               | 6.05              | 21.64           | 27.7            | 24.21    |
| <b>Products = 292</b>               | <b>48923.33</b> | <b>28713.05</b>            |                |                         | <b>0</b>           | <b>1693.88</b>     | <b>0</b>   | <b>23590.58</b>     | <b>55739.66</b>   | <b>-9658.34</b> | <b>46081.33</b> |          |



## Important Stock Takes TIPS

1. Always keep original stock take documents and ensure they are dated correctly.
2. If there is a discrepancy then generate the stock movement quantities report and ensure the OPENING QUANTITIES match exactly what is counted on the physical stock sheets. If they don't, then there lies the problem.
3. Always enter in a 0 for items that you don't have in stock
4. Remember to generate your value report per required location and department