



Training Manual

Stock take

Humint O

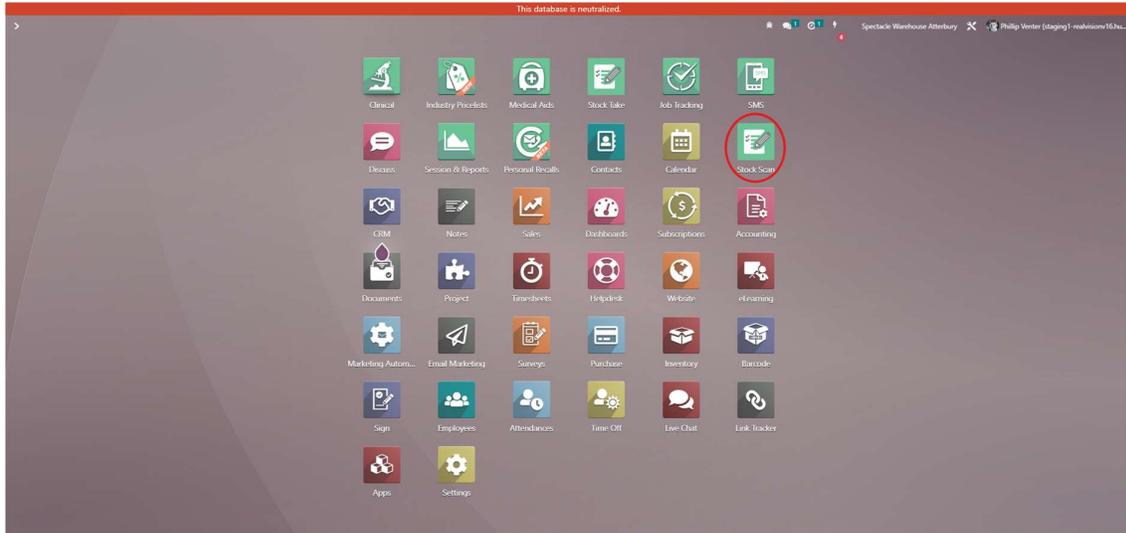
Version 16

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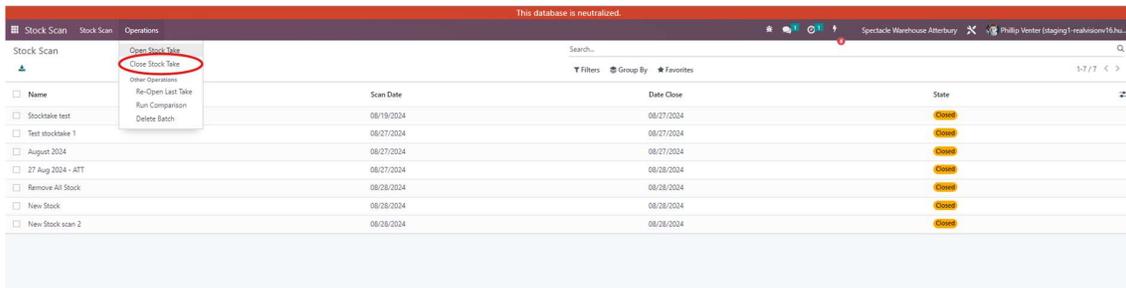
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How to open stocktake:

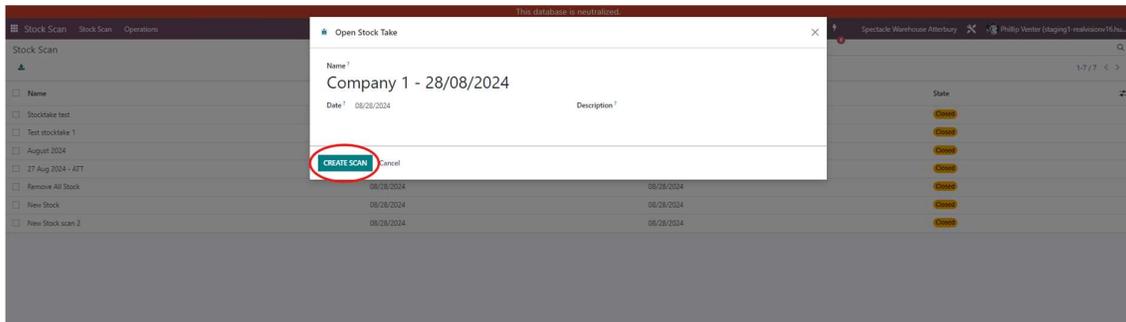
Click on Stock scan:



Click on: Open Stocktake

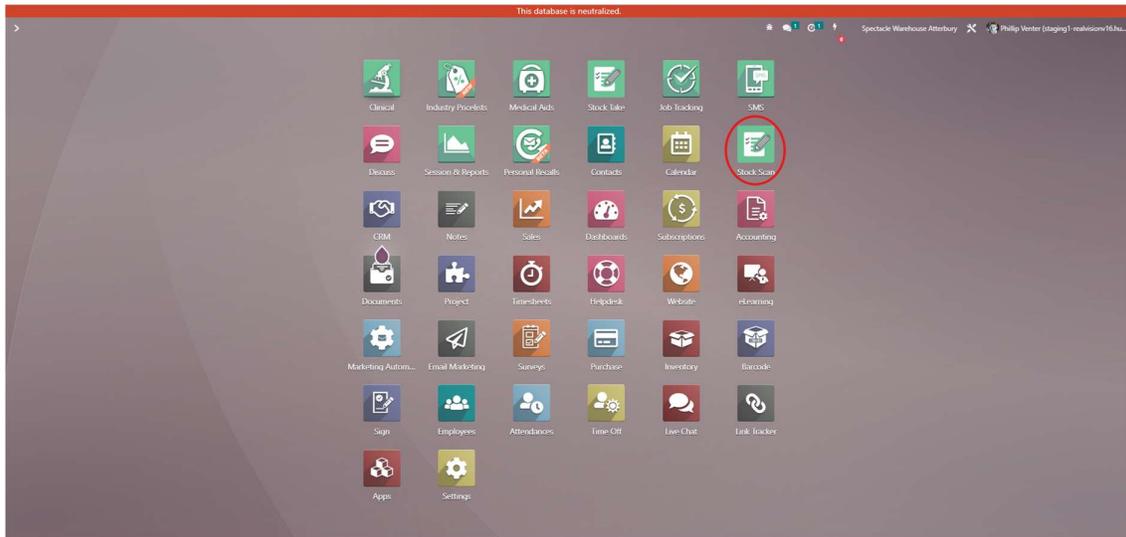


Fill In the name, then click on Create scan:

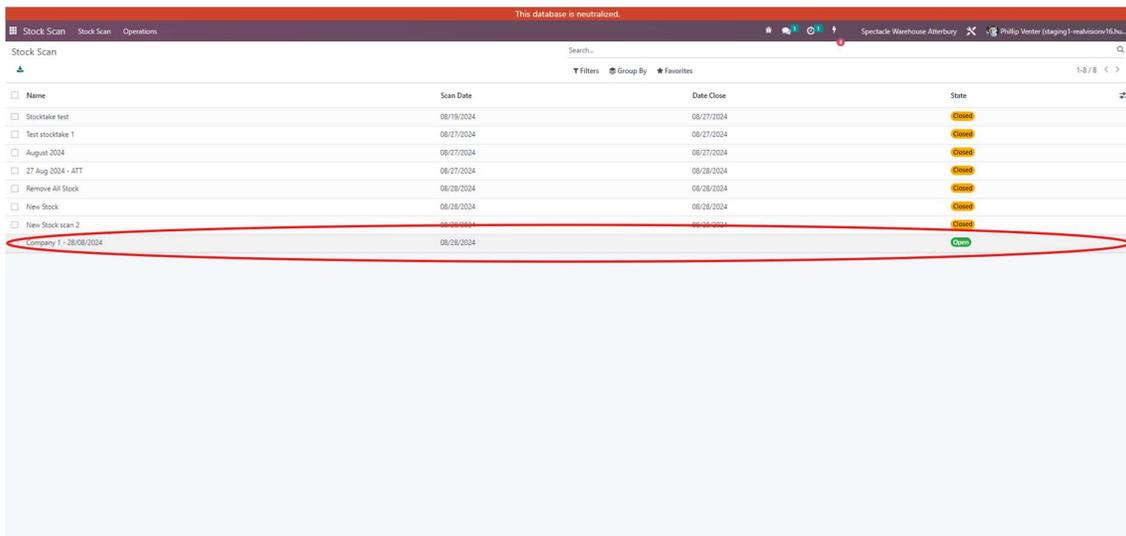


How to start scanning:

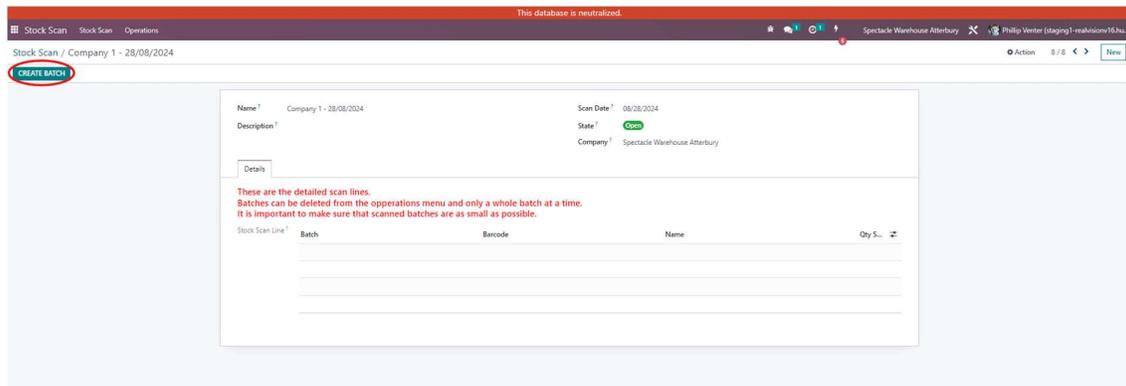
Click on Stock scan:



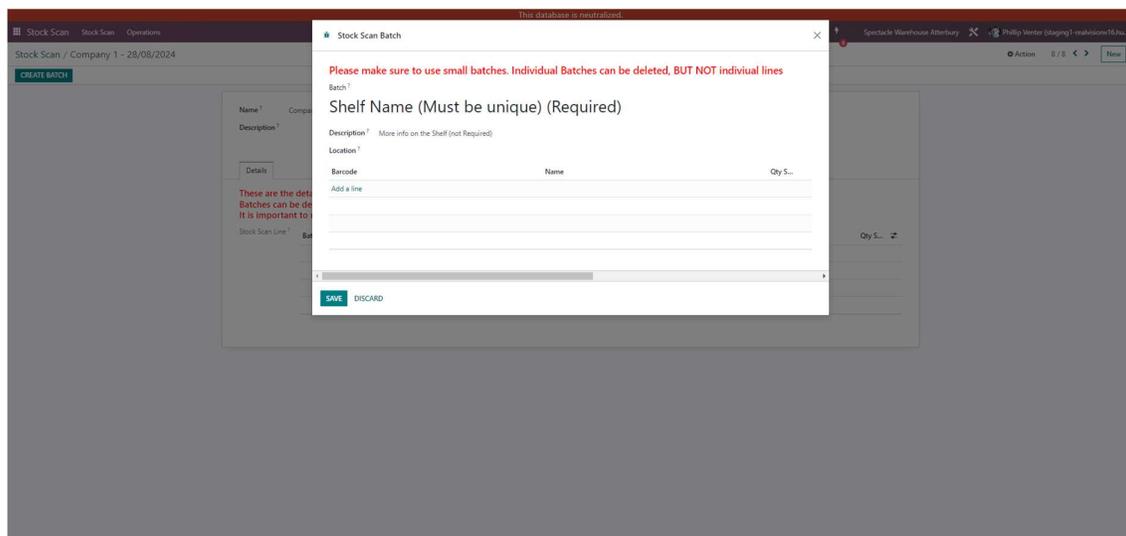
Click on open stocktake:



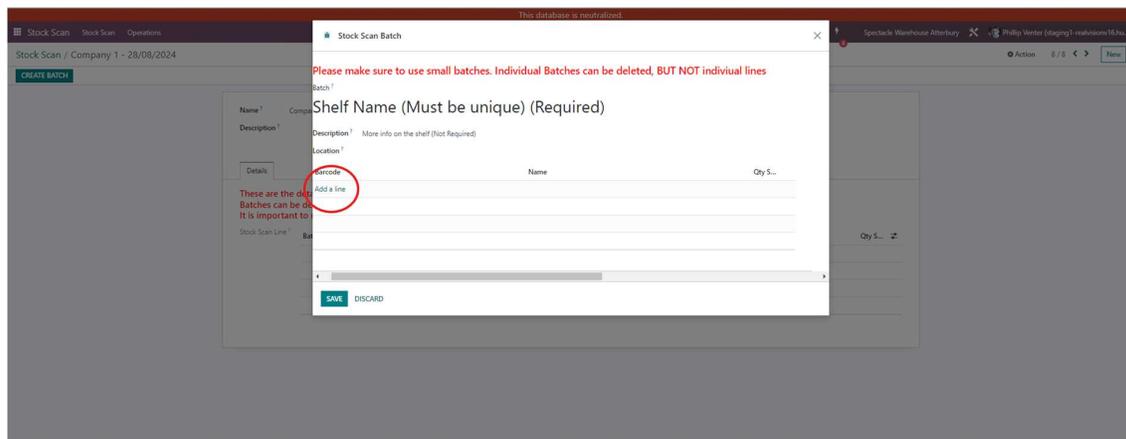
Click on Create Batch:



Enter the name of the Batch, this must be a short list of products, for example one side of a gondola, or a shelf section. This is a required field



Click add a line and start scanning the barcodes, here you can also read in the barcode manually:



You can also click on the QTY Scanned to edit the QTY:

This database is neutralized.

Stock Scan Batch ✕

Please make sure to use small batches. Individual Batches can be deleted, BUT NOT individual lines

Batch ?

Shelf Name (Must be unique) (Required)

Description ? More info on the shelf (Not Required)

Location ?

Barcode	Name	Qty S...
313224	Eyeconic EC151 C2 Blk 54-16	1
313474	Eyeconic EC155 C4 Navy 53-16	1
90373	Eyeconic EC021 C3 Blk 53-16/135	1
109125	Eyeconic EC094 C3 Blk 54-16	1
313459	Eyeconic EC154 C3 Navy 53-17	1
114373	Eyeconic EC091 C4 Blk 54-17	1
313464	Eyeconic EC139 C3 Blk 53-16	1
112755	Eyeconic EC020 C3 Blk 53-16	1
109118	Eyeconic EC092 C3 Blk 52-17	1
112757	Eyeconic EC083 C3 Blk/Org 53-17	1
114475	Eyeconic EC089 C3 Blk 52-17	1
114033	Eyeconic EC082 C3 Blk 53-17	1
112757	Eyeconic EC083 C3 Blk/Org 53-17	1
114024	Eyeconic EC093 C6 Blk 53-17	1
109125	Eyeconic EC094 C3 Blk 54-16	1
114034	Eyeconic EC082 C5 Blk 53-17	99
		0

Add a line

SAVE DISCARD

You will also be able to see how many items you have scanned (to ensure that your QTY's match up with the shelf/gondola)

This database is neutralized.

Stock Scan Batch ✕

Shelf Name (Must be unique) (Required)

Description? More info on the shelf (Not Required)

Location?

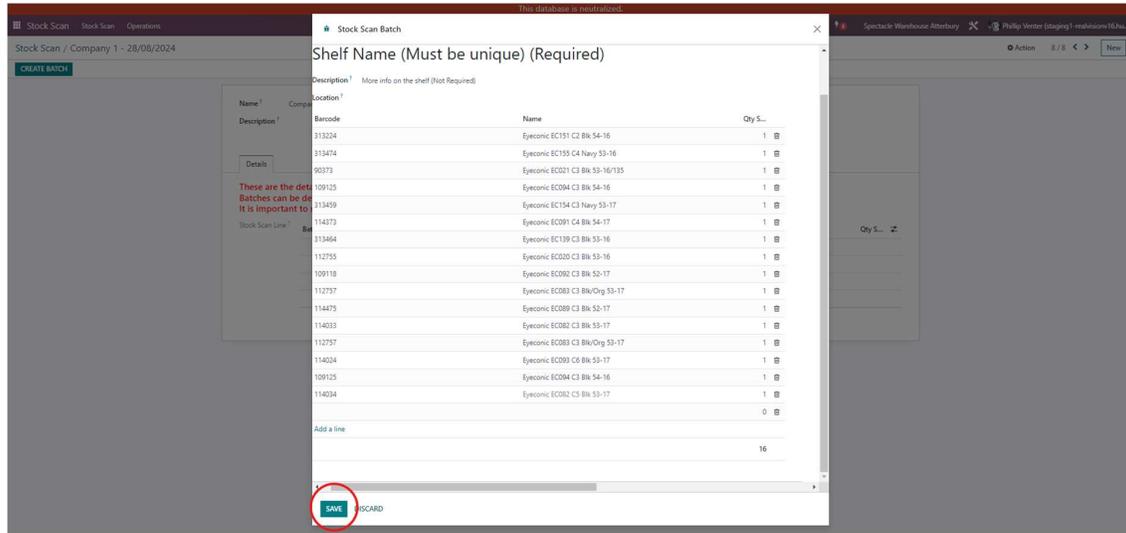
Barcode	Name	Qty S...
313224	Eyeconic EC151 C2 Blk 54-16	1
313474	Eyeconic EC155 C4 Navy 53-16	1
90373	Eyeconic EC021 C3 Blk 53-16/135	1
109125	Eyeconic EC094 C3 Blk 54-16	1
313459	Eyeconic EC154 C3 Navy 53-17	1
114373	Eyeconic EC091 C4 Blk 54-17	1
313464	Eyeconic EC139 C3 Blk 53-16	1
112755	Eyeconic EC020 C3 Blk 53-16	1
109118	Eyeconic EC092 C3 Blk 52-17	1
112757	Eyeconic EC083 C3 Blk/Org 53-17	1
114475	Eyeconic EC089 C3 Blk 52-17	1
114033	Eyeconic EC082 C3 Blk 53-17	1
112757	Eyeconic EC083 C3 Blk/Org 53-17	1
114024	Eyeconic EC093 C6 Blk 53-17	1
109125	Eyeconic EC094 C3 Blk 54-16	1
114034	Eyeconic EC082 C5 Blk 53-17	
		0

Add a line

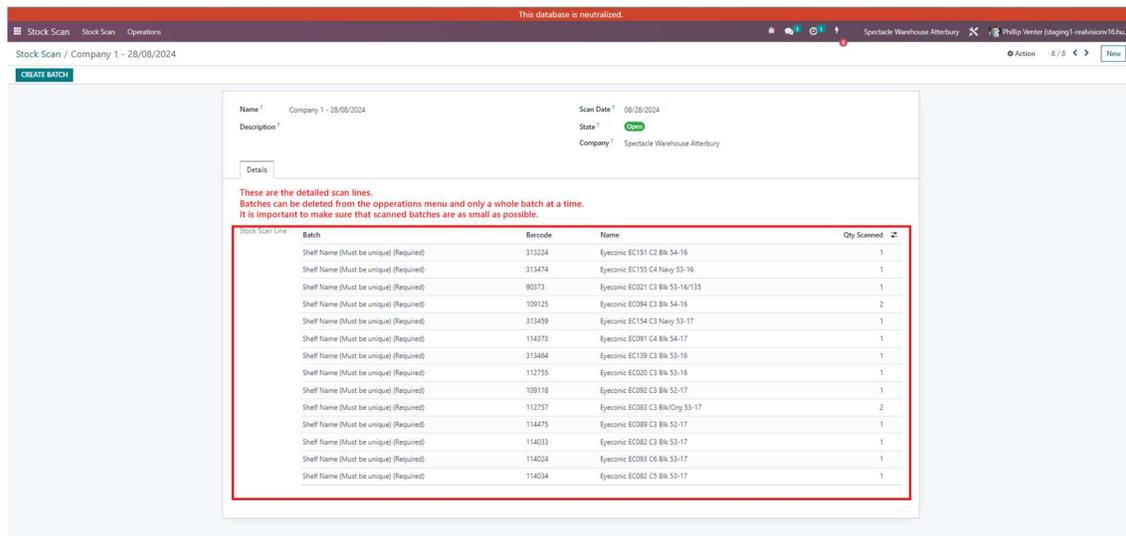
16

SAVE
DISCARD

If you are done with this batch you can press save:



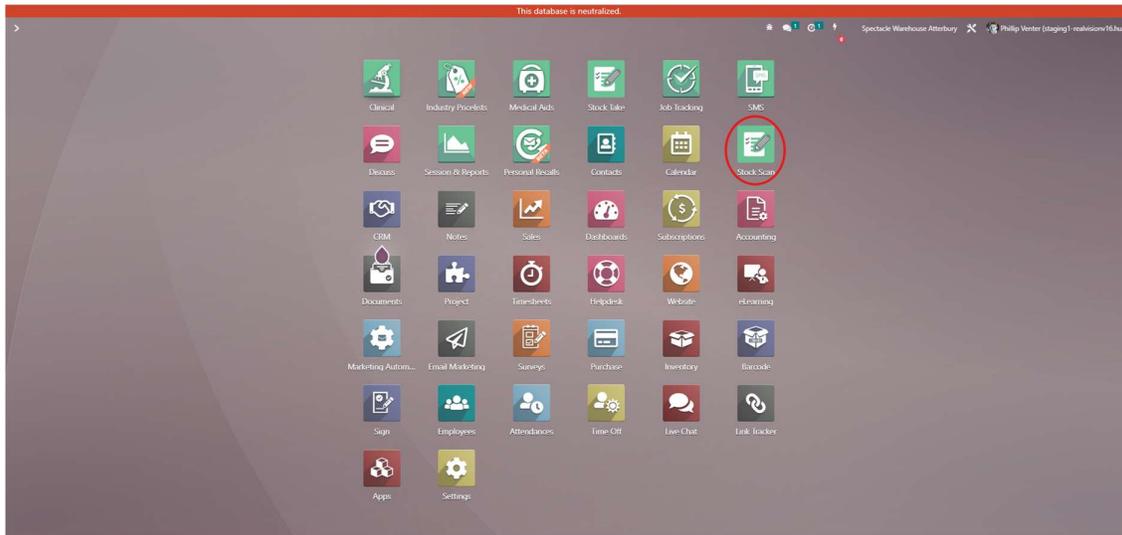
If you have saved, your batch should be displaying here.



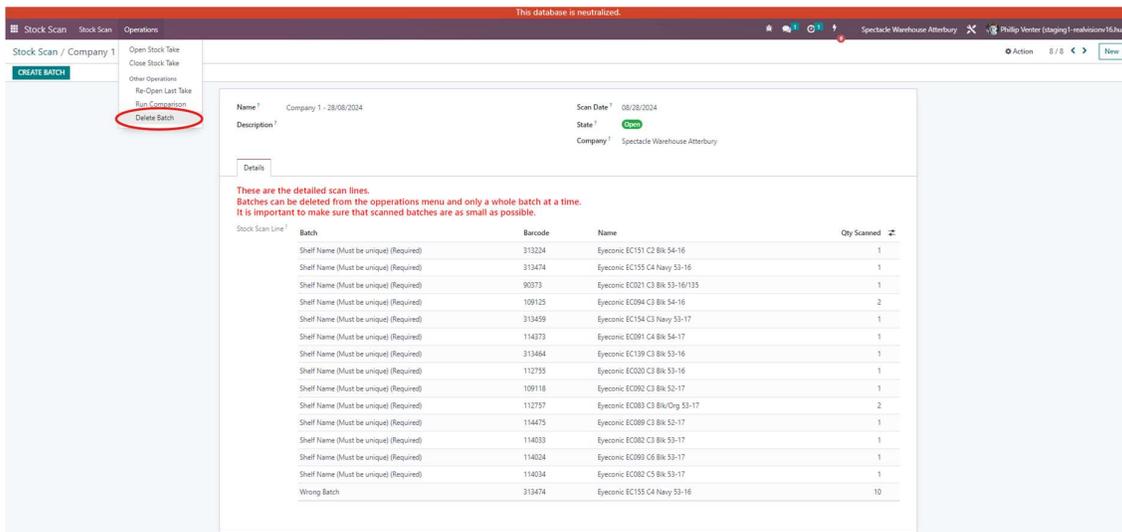
Repeat these steps until all stock has been scanned/counted.

How to remove a batch:

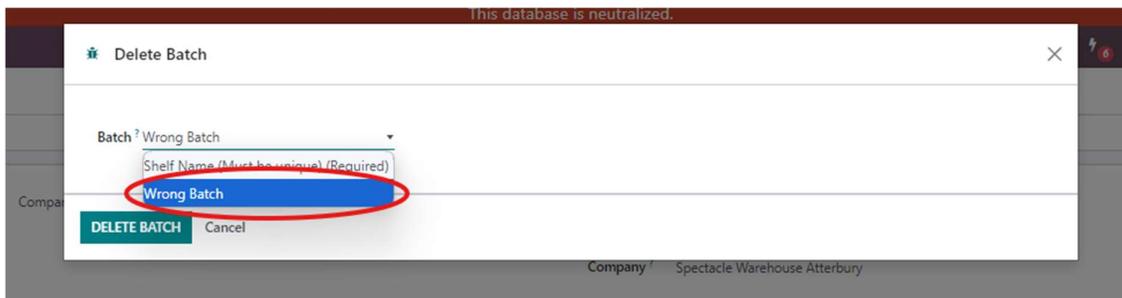
Click on Stock scan:



Click on Operations then delete batch:



You will then select the batch you want to delete:



Then you will click on delete batch:

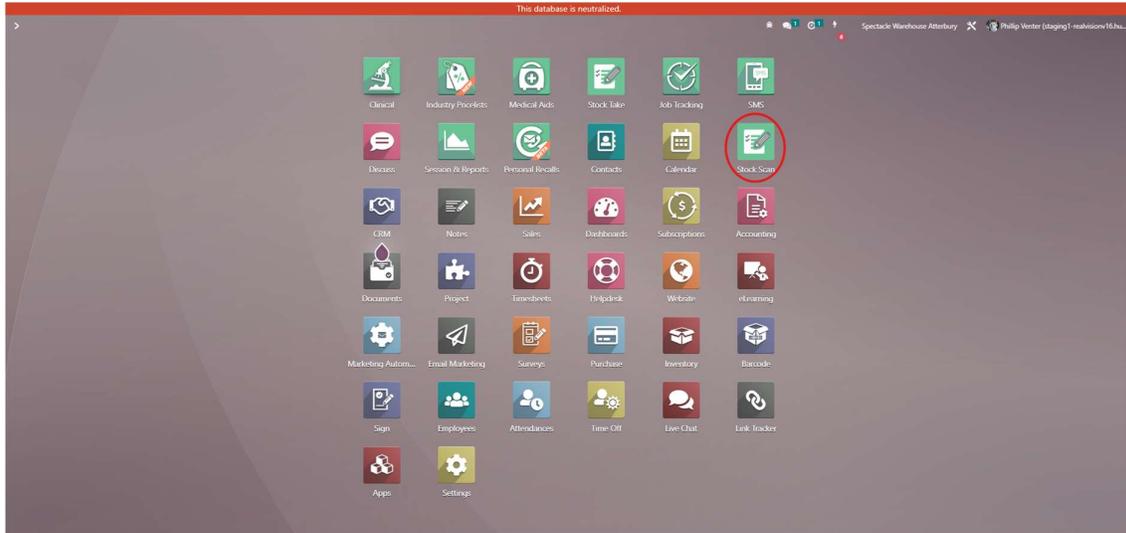


Important: YOU WILL NOT BE ABLE TO RETRIEVE THE BATCH IF YOU HAVE DELETED IT. YOU WILL NEED TO RESCAN THE BATCH.

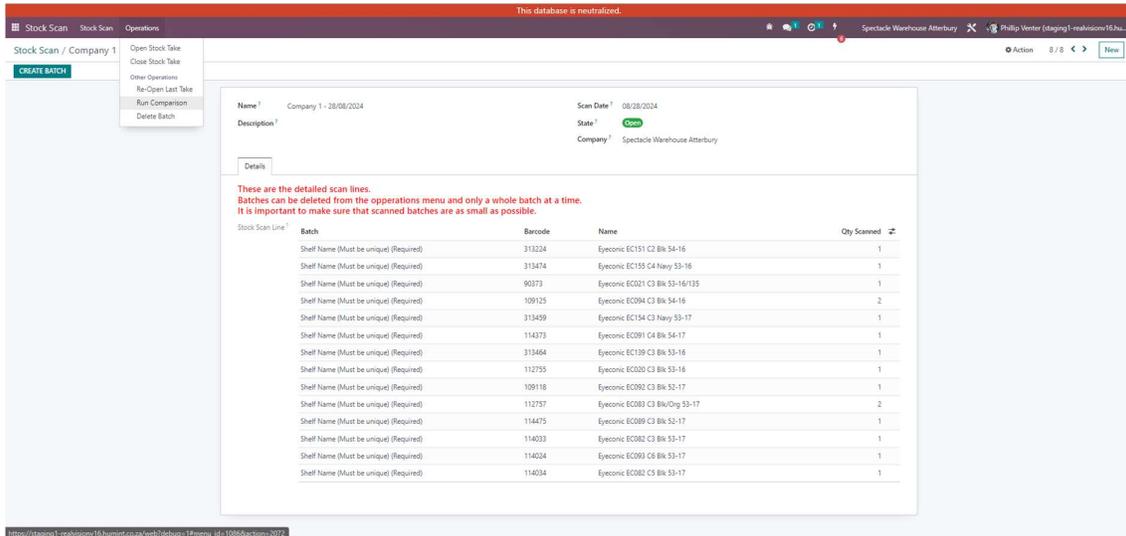
How to run a variance report:

NOTE: YOU CAN RUN A VARIANCE REPORT AS MUCH AS YOU NEED.

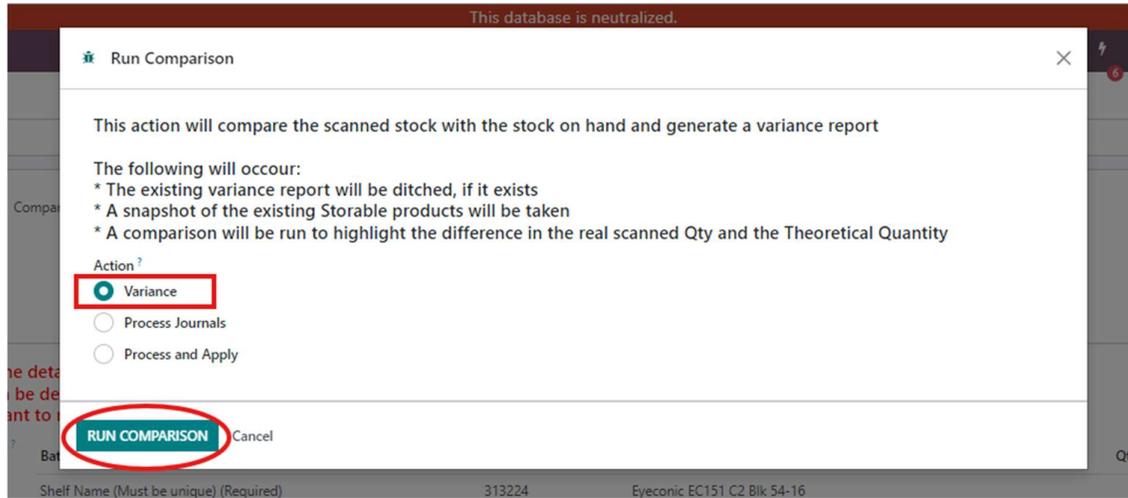
Click on Stock scan:



Click on Operations and then run comparison:

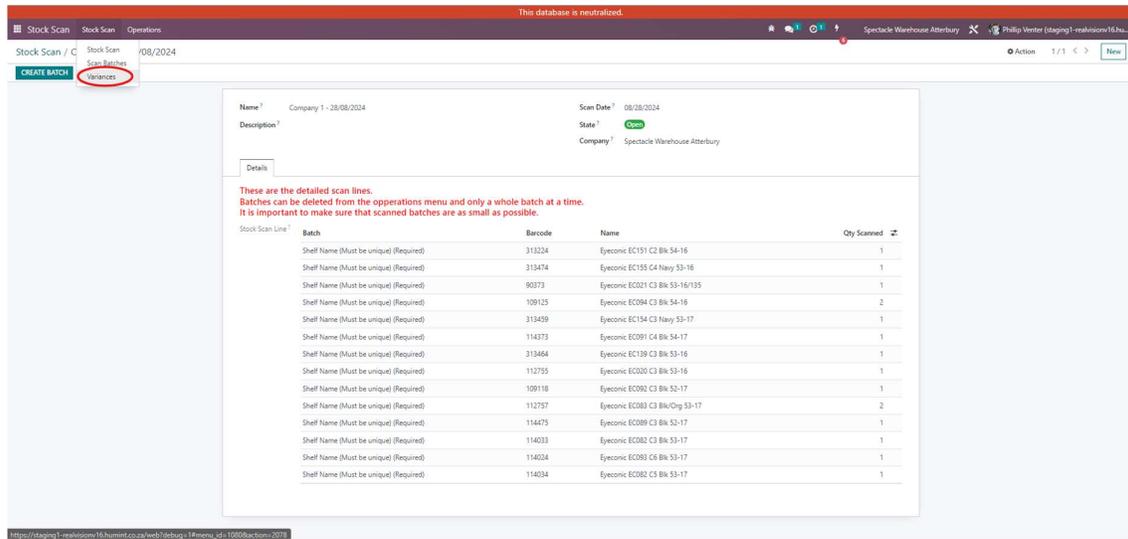


Select Option “Variance” and then Run Comparison



Please note, when pressing run comparison, it will seem as if it only reloads but it does not, please follow the next steps to access the Variance Report

Click on Stock Scan and then Variances:



Your screen should look something like this:

Barcode	Name	Batches	Cost Price	List Price	Qty Scanned	Real Qty	Variance	Value
313224	Eyeconic EC151 C2 Blk 54-16		139.00	700.00	1	0	1	139.00
313474	Eyeconic EC155 C4 Navy 53-16		139.00	700.00	1	0	1	139.00
90373	Eyeconic EC021 C3 Blk 53-16/135		139.00	700.00	1	0	1	139.00
109125	Eyeconic EC094 C3 Blk 54-16		139.00	700.00	2	0	2	278.00
313459	Eyeconic EC154 C3 Navy 53-17		139.00	700.00	1	0	1	139.00
114373	Eyeconic EC091 C4 Blk 54-17		139.00	700.00	1	0	1	139.00
313464	Eyeconic EC139 C3 Blk 53-16		139.00	700.00	1	0	1	139.00
112755	Eyeconic EC020 C3 Blk 53-16		139.00	700.00	1	0	1	139.00
109118	Eyeconic EC092 C3 Blk 53-17		139.00	700.00	1	0	1	139.00
112757	Eyeconic EC083 C3 Blk/Org 53-17		139.00	700.00	2	0	2	278.00
114475	Eyeconic EC089 C3 Blk 50-17		139.00	700.00	1	0	1	139.00
114033	Eyeconic EC082 C3 Blk 53-17		139.00	700.00	1	0	1	139.00
114034	Eyeconic EC093 C6 Blk 53-17		139.00	700.00	1	0	1	139.00
114034	Eyeconic EC082 C5 Blk 53-17		139.00	700.00	1	0	1	139.00
109952	Eyeconic EC040 C6 Cry 53-16		139.00	700.00	0	1	-1	-139.00
11791	Eyeconic EC078 C6 Cry 51-16		139.00	700.00	0	1	-1	-139.00
			2,224.00	11,200.00				1,946.00

On the filters tab you can filter by the different type of reports:

Barcode	Name	Batches	Cost Price	List Price	Qty Scanned	Real Qty	Variance	Value
313224	Eyeconic EC151 C2 Blk 54-16		139.00	700.00	1	0	1	139.00
313474	Eyeconic EC155 C4 Navy 53-16		139.00	700.00	1	0	1	139.00
90373	Eyeconic EC021 C3 Blk 53-16/135		139.00	700.00	1	0	1	139.00
109125	Eyeconic EC094 C3 Blk 54-16		139.00	700.00	2	0	2	278.00
313459	Eyeconic EC154 C3 Navy 53-17		139.00	700.00	1	0	1	139.00
114373	Eyeconic EC091 C4 Blk 54-17		139.00	700.00	1	0	1	139.00
313464	Eyeconic EC139 C3 Blk 53-16		139.00	700.00	1	0	1	139.00
112755	Eyeconic EC020 C3 Blk 53-16		139.00	700.00	1	0	1	139.00
109118	Eyeconic EC092 C3 Blk 53-17		139.00	700.00	1	0	1	139.00
112757	Eyeconic EC083 C3 Blk/Org 53-17		139.00	700.00	2	0	2	278.00
114475	Eyeconic EC089 C3 Blk 50-17		139.00	700.00	1	0	1	139.00
114033	Eyeconic EC082 C3 Blk 53-17		139.00	700.00	1	0	1	139.00
114034	Eyeconic EC093 C6 Blk 53-17		139.00	700.00	1	0	1	139.00
114034	Eyeconic EC082 C5 Blk 53-17		139.00	700.00	1	0	1	139.00
109952	Eyeconic EC040 C6 Cry 53-16		139.00	700.00	0	1	-1	-139.00
11791	Eyeconic EC078 C6 Cry 51-16		139.00	700.00	0	1	-1	-139.00
			2,224.00	11,200.00				1,946.00

Overs: Scanned products are more than what is QTY on hand.

Unders: Scanned products that are more QTY on hand than QTY scanned.

Unscanned: Products that have no Scanned QTY but does have QTY on hand.

Matched: Scanned QTY that matches with stock on hand

If you need to add product that has been missed, please follow steps on how to create another batch and scan in the products.

You cannot remove any items individually, you will need to delete the batch and rescan it to ensure that the product QTY is correct:

Click on this button to export your variance report:

This database is neutralized.

Stock Scan
Stock Scan
Operations
Spectacle Warehouse Altherbury
Philip Venter (Gauging) - realisation/16...

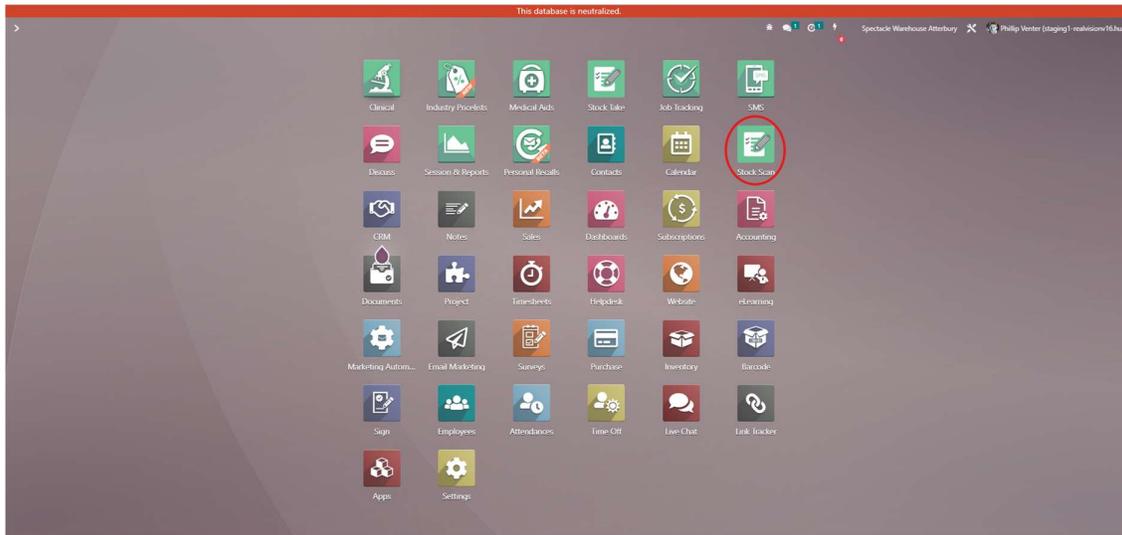
Stock Variances
Search...
1-16 / 16 < >

NEW
Filters
Group By
Favorites

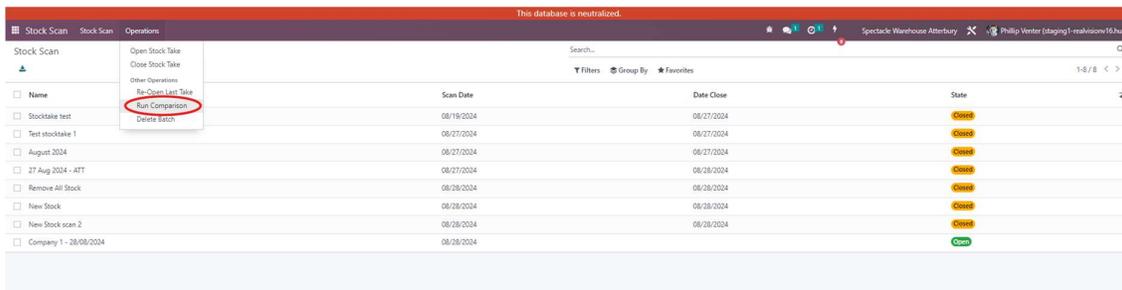
<input type="checkbox"/>	Barcode	Name	Batches	Cost Price	List Price	Qty Scanned	Real Qty	Variance	Value
<input type="checkbox"/>	313224	Eyeconic EC151 C2 Blk 54-16		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	313474	Eyeconic EC155 C4 Navy 53-16		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	90373	Eyeconic EC021 C3 Blk 53-16/135		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	109125	Eyeconic EC094 C3 Blk 54-16		139.00	700.00	2	0	2	278.00
<input type="checkbox"/>	313459	Eyeconic EC154 C3 Navy 53-17		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	114373	Eyeconic EC091 C4 Blk 54-17		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	313464	Eyeconic EC139 C3 Blk 53-16		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	112755	Eyeconic EC020 C3 Blk 53-16		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	109118	Eyeconic EC092 C3 Blk 52-17		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	112757	Eyeconic EC081 C3 Blk/Org 53-17		139.00	700.00	2	0	2	278.00
<input type="checkbox"/>	114475	Eyeconic EC089 C3 Blk 52-17		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	114033	Eyeconic EC082 C3 Blk 53-17		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	114024	Eyeconic EC093 C6 Blk 53-17		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	114034	Eyeconic EC082 C5 Blk 53-17		139.00	700.00	1	0	1	139.00
<input type="checkbox"/>	109932	Eyeconic EC040 C6 Cry 53-16		139.00	700.00	0	1	-1	-139.00
<input type="checkbox"/>	11791	Eyeconic EC078 C6 Cry 53-16		139.00	700.00	0	1	-1	-139.00
				2,224.00	11,200.00				1,946.00

How to validate stocktake:

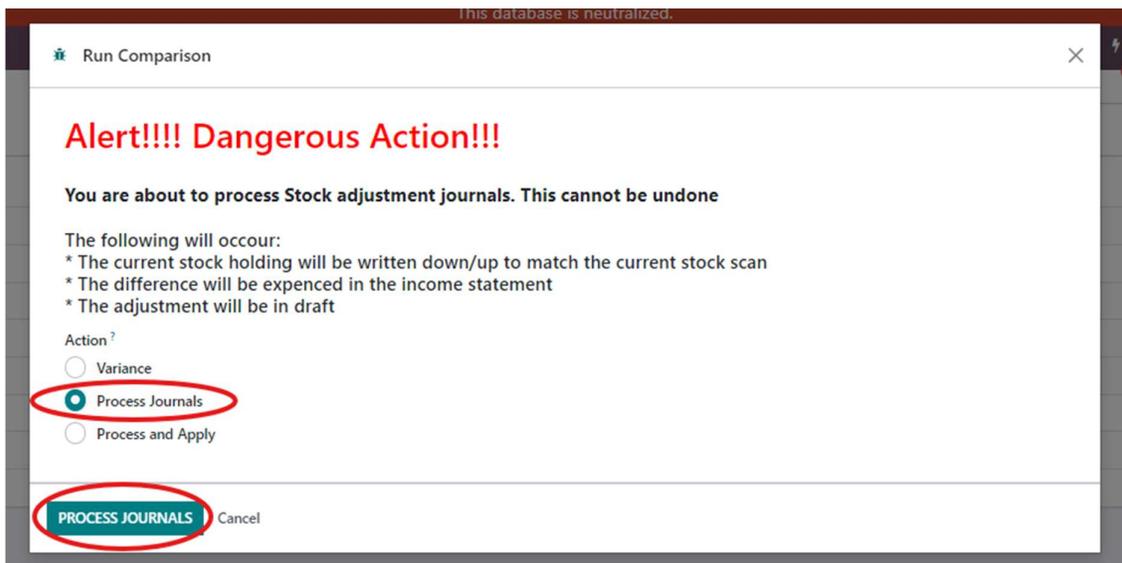
Click on Stock scan:



Click on Operations then on Run comparison:



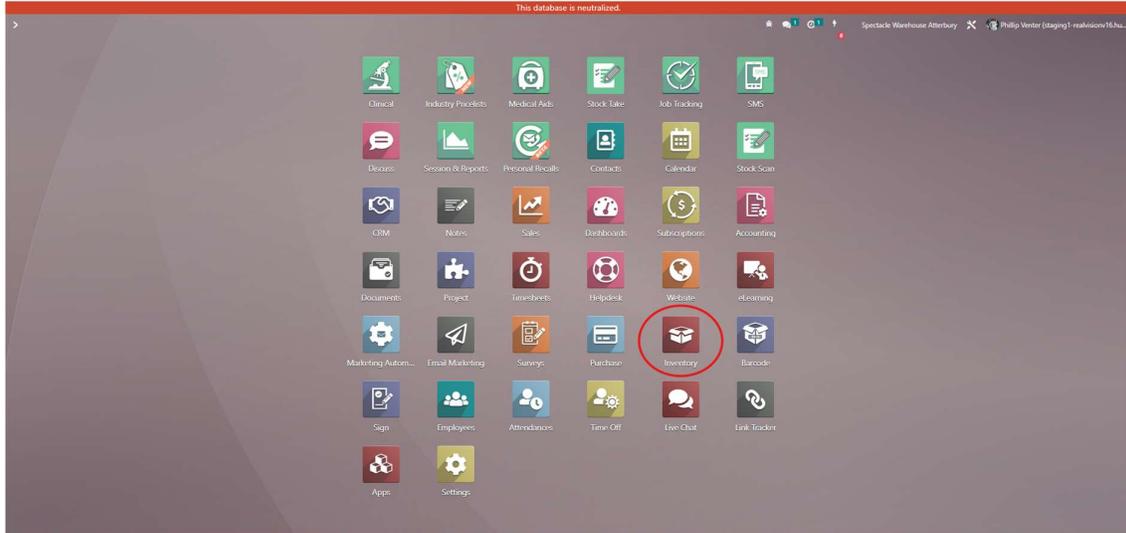
Then click on "Process Journals" and then "Process Journals" in blue



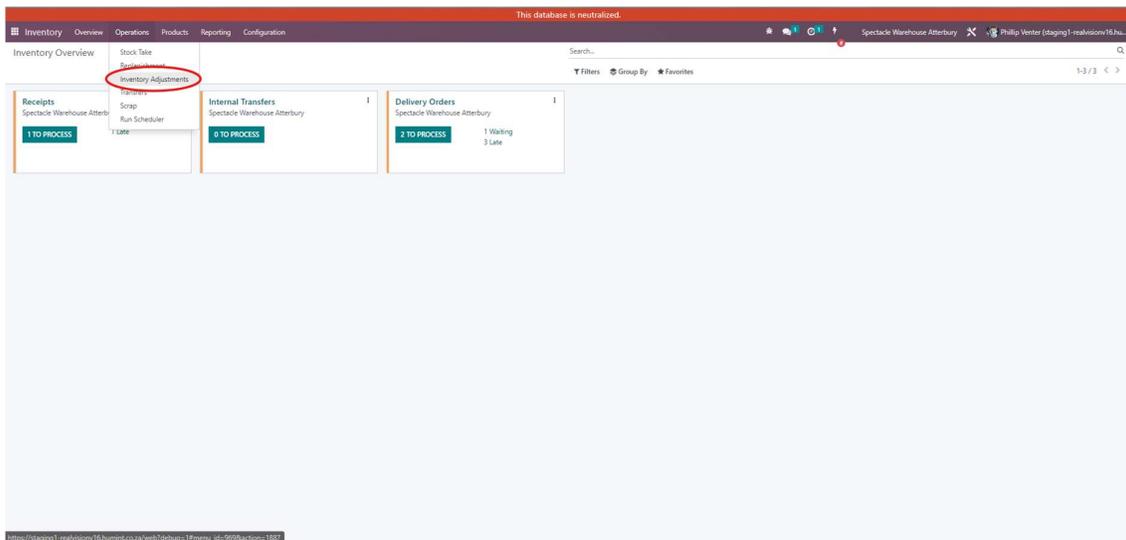
Note: This will not validate your stocktake. This will create a draft validation in Inventory > Inventory Valuation (Automated feature still in development)

Follow the next steps to validate your Stocktake:

Click on Inventory:



Click on Operations and then Inventory Adjustments



https://staging1-realisation1@humint.co.za/web/DEBUG-1?menu_id=999&action=1687

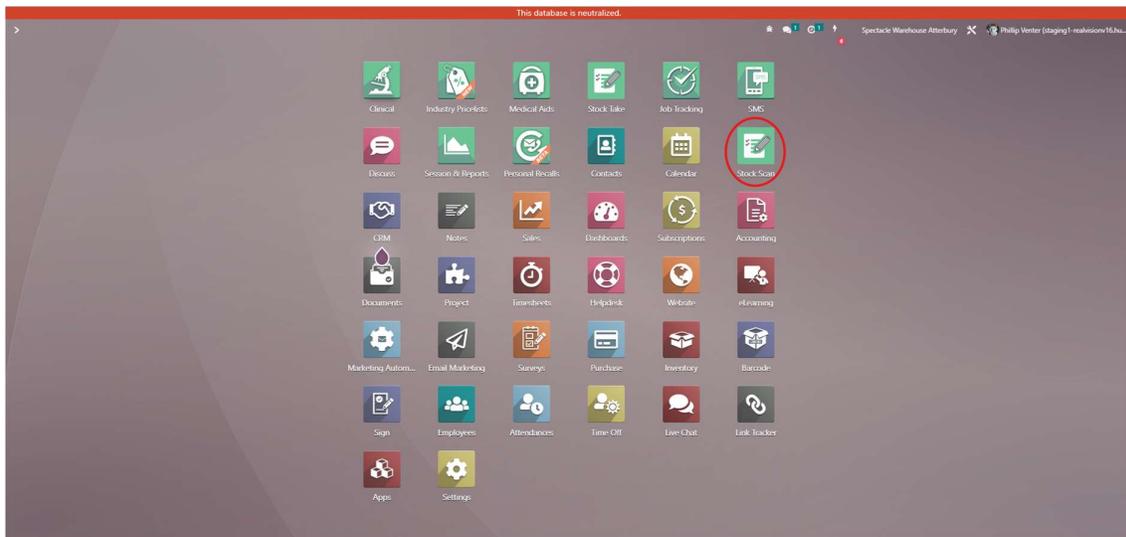
Fill in your stocktake name here by Inventory Reference/ Reason and then press apply:



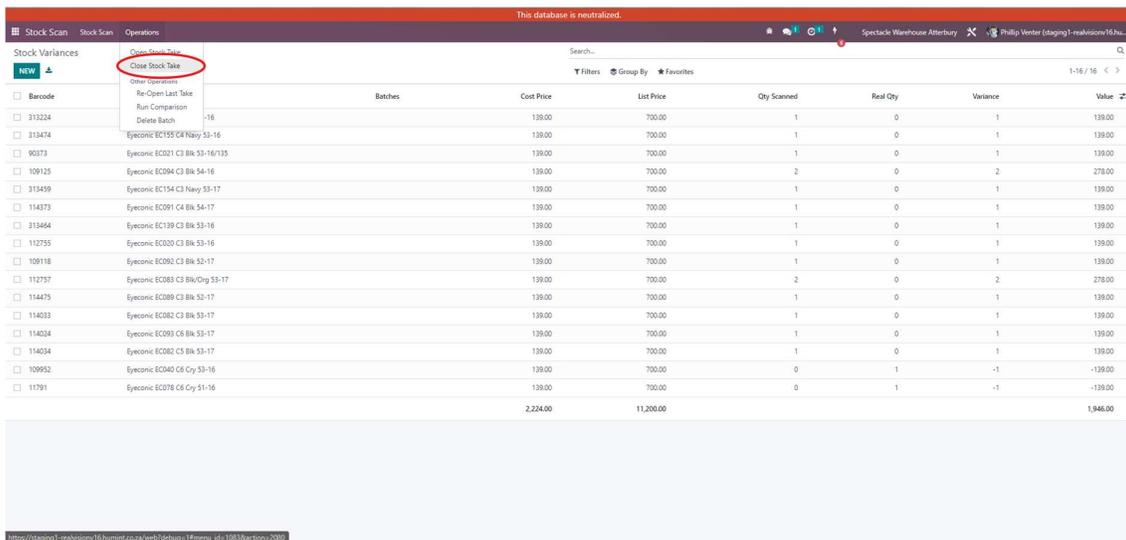
It will load a while depending on how much stock you are validating:

Not much will change in the view, except your On Hand Quantity will be the same as what your Counted Quantity was, and your counted quantity will be empty.

Then Click on Stock Scan again:



Click on Operations and then Close Stock Take:



Then your screen will look like this then you'll just click on Close Scan.

