

**Oracle® Retail MICROS Retail-J**

Inventory Management: Stock Counting

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Primary Author: David Nixon

Contributing Author: Tracy Gunston

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Note: The rebranding for the latest version of this documentation set is in development as part of post MICROS acquisition activities. References to former MICROS product names may exist throughout this existing documentation set.

## 1.0 Introduction

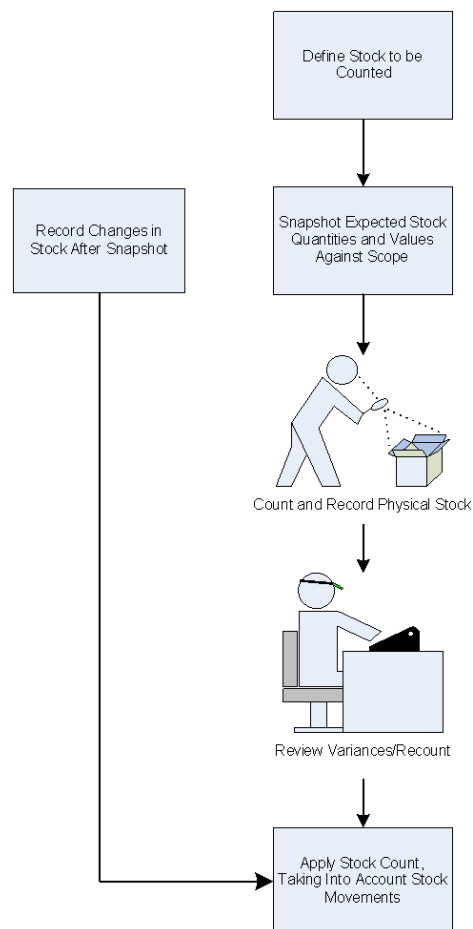
This document comprises:

- A context definition
- Supporting concepts
- XML message format definition
- Configuration details
- A workflow definition
- User interface map
- Worked example
- Comprehensive summary and break-out process diagrams including error conditions

## 2.0 Context

A generic overview of stock counting is shown below.

### Stock Counting Overview



Retail-J inventory management provides the following functions:

- Product Search
- Stock Enquiry
- Expected Deliveries by Item
- Expected Deliveries by Delivery
- Product Enquiry
- Product Exporter (optional)
- Goods In
- Goods Out
- Product Inventory Requests
- Purchase Orders
- Stock Adjustments
- Stock Counting
- Replenishment
- Inventory Reconciliation Reporting

This document describes stock counting.

### **3.0 Supporting Concepts**

Retail-J stock counting can be used for running perpetual inventory counts or performing bulk stocktaking within the store. Different parts of a store or sections/sub-sections of the store's merchandise can be scheduled for counting with physical counts taking place at the same time as trading.

A record of inventory is maintained at the store and at the estate manager.

The extent of a stock count is specified by a stock count scope.

Stock counts are controlled by session. The stock count session is associated with a stock count scope.

At the start of a stock count session, a snapshot of expected stock levels is taken for the stock count scope.

A warning of changes since the beginning of a stock count session is generated on completion of the count.

A configurable number of recounts are allowed.

Counts can be configured at the estate manager and sent to the store in advance of the count date.

Stock count scopes can be set up and stored as a template or created individually. Regular or repeating counts can be defined.

There is a Hand Held Terminal interface for stock counting.

Serial number tracked items are recorded individually and discrepancies highlighted.

A two-stage sign-off process allows head office or area managers control over the final acceptance of stock discrepancies.

Blind stock checks are available by setting a flag at the estate manager to hide the expected stock counts from the store staff.

Stock levels can either be adjusted or overwritten at count acceptance.

Store stock levels can be viewed from the estate manager, store or any remote location with browser access at any time.

### 3.1 Messaging

Retail-J internal communication around the estate takes the form of XML documents passed from mailbox to mailbox. For example, all stock movements at a store are recorded at the store and messaged to the head office estate manager using the appropriate XML document.

#### 3.1.1 Multi-part Documents

XML documents associated with inventory counts can be large. For efficiency and resilience, these documents are segmented at the source, transmitted and reassembled at their destination.

### 3.2 Processes

The following processes are associated with stock counting.

Process	Notes
Create count request job	The job creates a stock count session. A session includes a location, count scope, expected count start date and expected count end date.
Entity Updater	The Entity Updater process is part of the replication system and is responsible for applying changes received by the messaging system to the local database.
File exporter (Inventory Level)	<b>InventoryLevelProductByStoreFileExporter</b> exports product inventory level details to an XML file based on the specified mapping. Configuration check boxes are: "Include Date/Time in Filename" which generates the file name along with date and time and "Suppress Zero Stock Lines" which excludes the inventory type (<reserved >) tag if the inventory is zero. <b>InventoryLevelByStoreWithSerialNumberFileExporter</b> exports product serial number details to an XML file based on the specified mapping. If the configuration check box: "Include Date/Time in Filename" is checked the process generates the file name along with date and time. This process does not affect stock counting directly but may be used for export to a third party system.
HTTP Messenger Connector	The HTTP Messenger Connector process continually checks to see if there are any messages for the store or terminal to be collected from the Estate Manager or Store BackOffice server. It also sends any waiting data at the same time. It uses a listener servlet on the web server. It sends and receives messages in a single HTTP request/response call. There are a number of message connectors available, enhanced, HTTPS, file, email.
Messenger Document Transporter	The Messenger Document Transporter process sends or receives any documents to Documents In or from Documents Out using the Micros Retail-J messaging system. It reads documents from the configured import mailbox using the Micros Retail-J messaging system, and sends documents from Documents Out to the given export address. This is the most commonly used mechanism for feeding data to the XML Document Processor. In addition, there are alternative processes to optimise processing for incoming and outgoing messages.

Process	Notes
Queued Job Feeder	The Queued Job Feeder process runs queued jobs that accumulate as the result of fixed processes or user interaction.
Stock count snapshot	The stock count snapshot enables a stock count to be taken at a fixed point for a specified time while, for example, trading continues. This job can be scheduled using Administration > Processes > Process Configuration
XML Document Processor (Processing Options)	Tick the check box to <i>Write Daily Inventory History</i> and process <i>Product Movements</i> . If yours is a hospitality organisation, tick process <i>Product Wastage</i> .

### 3.3 Stock Taking Definitions

The following table defines stock counting terminology from a Retail-J perspective.

Term	Definition
Count Request	Used to generate a stock counting session for a nominated location and a particular count scope.
Count Scope	A count scope is a description of what items should be included in the count and criteria that should be applied to the results of a count. The scope holds the criteria that define the items within the scope.
Position	Calculation of stock levels at a known point in time. This might be represented by a snapshot at one instant or reported as a snapshot net of stock movements and adjustments at a later time.
Snapshot	The expected number of items within a count scope at a given instant at a specified stock holding location.

### 3.4 User Roles

Retail-J comprises a number of application packages, for example Stock Counting. Each application package comprises a number of functions, for example View Count. Roles are used to connect users to application package functions.

There are two ways of configuring user roles in Retail-J.

- Roles (Data Maintenance > Users > Roles)
- Easy Roles (Data Maintenance > Users > Easy Roles)

#### 3.4.1 Roles

Taking the highlighted elements of the diagram below, a role is associated with a Retail-J application (for example *Stock Counting*). The *Stock Counting* application comprises a number of pre-set functions (for example *Edit Counts*). All, or any selection of individual, application functions can be set against a role.

As an example, you might create two roles: Inventory Manager and Inventory Assistant. The Inventory Manager role possesses all the Stock Counting application functions. The Inventory Assistant role possesses all the Stock Counting application functions except Accept Counts.

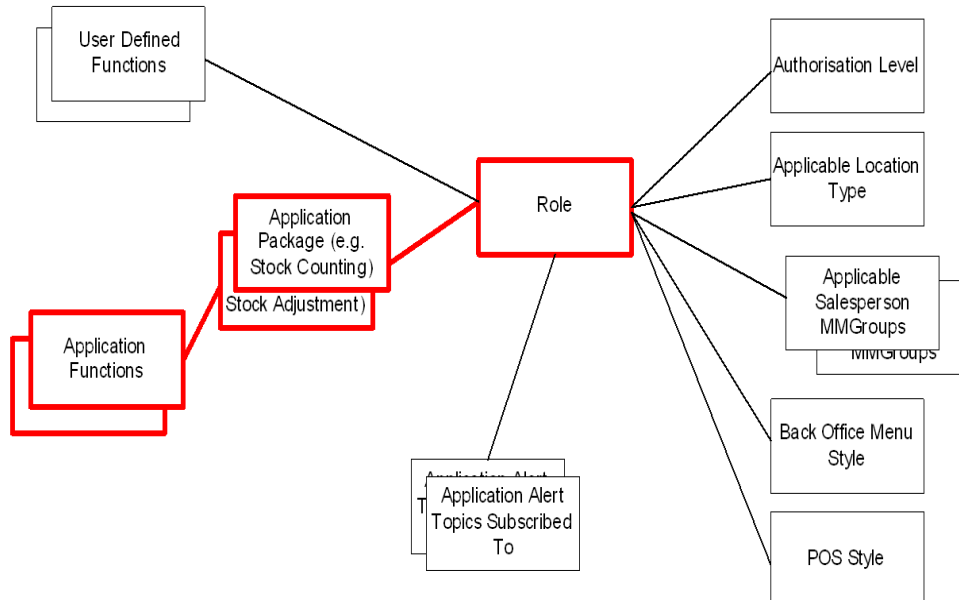
You could now add all or selected application functions from another application package to one or other or both of your new roles.

You can then create or modify a User and add one or other or both of the Inventory Manager and Inven-



tory Assistant roles.

### Roles in Retail-J



### 3.4.2 Easy Roles

Compared with Roles, Easy Roles provides a quicker alternative method of assigning functions to roles.

There is one easy role for each application package. The application functions are displayed in a check box matrix with the already defined roles. This allows you to quickly assign application functions to a given role.

### 3.4.3 Stock Counting Application Functions

Any number of the following Stock Counting application functions can be associated via a role to a particular user.

- View Counts
- Create Count From Request
- Create Ad hoc Count
- Change Count Location
- View Count
- Edit Count
- Remove Count
- Print Count
- Add Count
- Start Count
- Restart Count
- Finish Count
- Accept Count
- Reject Count
- Override Recount
- Count Items
- Add Sub-Counts
- Remove Sub-Counts
- Edit User
- Skip User Authorisation Check for Sub-Counts

- Import CSV
- Export CSV
- Re-Accept Count
- Take Snapshot
- Record Count
- Automatically Use Single Reason
- Automatically Accept Finished Stock Count
- Finish Count Without Counted Items
- View Count Scope
- Edit Count Scope
- Remove Count Scope
- Add Count Scope
- Copy Count Scope
- Create Count Request
- Remove Count Request
- Remove Count Request By Store

## 4.0 Messaged XML Documents Data Formats

For stock counting, the main XML documents messaged around the estate are:

- CountAction
- CountRequest
- CountScope
- ProductInventoryCount

Pseudo XML Schema Definitions (XSD) are available with the release. These list the content to be expected in the above, and the other, XML documents generated by the application. The stock counting document formats are described below.

### 4.1 CountAction

This details the count action XML which is produced when performing a stock count. It occurs when the data is input by the person performing the count and the totals for the count are updated.

Field	Definition	Comments
ID	String (40)	ID of the count action.
CountID	String	ID of the associated count.
SubCountID	String	ID of the sub count of the associated count.
DateCreated	ISO 8601 Date	Date on which the count action was created.
UserID	String	ID of the user who created the count action.
DeviceID	String	ID of the device on which the count action was created.
CountActionItem	See "CountActionItem" on page 9.	
SerialTrackedCountActionItem	See "SerialTrackedCountActionItem" on page 10.	
SequenceDeviceID	String	ID of the device for sequence number.

Field	Definition	Comments
SequenceNumber	Long	Sequence number of the device in the previous field, rolls over when it reaches 99999999.

#### 4.1.1 CountActionItem

Field	Definition	Comments
<b>CountActionItem</b>		Details on each item included in the count action.
ProductID	String	ID of the product being counted.
Type	Integer	Indicates the type of product inventory item, namely: 0 = product item 1 = serial tracked product item 2 = unexpected product 3 = unknown product
InventoryType	Integer	Inventory type of the item, namely: 0 = None 1 = Available 2 = Reserved 3 = Returned 4 = Damaged 5 = In transit 6 = Customer ordered 7 = Sold 8 = Sold pending (sold before goods in performed) 9 = In transit pending (transferred before goods in performed) 10 = Disposal 11 = Display 12 = Available for loan 13 = On loan 14 = Storage 15 = For Customer View 16 = Trade In
Description	String	Description of the count action item.
CountedQuantity	Float	The quantity of the item counted, range -99999.9999 to +99999.9999.
ItemUnits	Integer	Units in which the item is specified, e.g. 1 = unit 2 = weighed 3 = liquid 4 = length 5 = set 6 = gedec (place setting)
Zone	String	ID of the location zone where the count is taking place.
IgnoreItem	Boolean	Set if item to be ignored in count. Defaults to false.
DateCreated	ISO 8601 Date	Date on which the count action was created.

#### 4.1.2 SerialTrackedCountActionItem

Field	Definition	Comments
<b>SerialTrackedCountActionItem</b>		
"CountActionItem"	See "CountActionItem" on page 9.	
CountedSerialNumbers	String (40)	List of serial numbers of items which have been counted.

## 4.2 CountRequest

This details the count request XML which is produced when performing a stock count.

Field	Definition	Comments
<b>CountRequest</b>		
LastUpdated	ISO 8601 Date	The last time that any change was done to the count request. Date time that the details were created.
MajorVersion	String	Version of this XML.
MinorVersion	String	Minor version of this XML.
CountRequestID	String	ID of the count request.
ExpectedCountStartDate	ISO 8601 Date	Date and time on which the count is expected to start.
ExpectedCountEndDate	ISO 8601 Date	Date and time on which the count is expected to end.
LocationID	String	ID of the location where the count will take place.
LocationType	Integer	Type of location where the count will take place, i.e. 0 = None 1 = Warehouse 2 = Store 3 = Distribution Centre 4 = Office 5 = Supplier
CountScope	See "Count Scope" on page 11.	
CountCreated	Boolean	Set indicates that a count has been created. Defaults to false.
CountRequestStatus	Integer	Status of the count request, i.e. 0 = created 1 = submitted 2 = started 3 = finished

#### 4.2.1 ProductInventoryPosition

Field	Definition	Comments
<b>ProductInventoryPosition</b>		
ProductInventoryCount	See "ProductInventoryCount" on page 13.	

Field	Definition	Comments
SequenceDeviceID	String	ID of the device for sequence number.
SequenceNumber	Long	Sequence number of the device in the previous field, rolls over when it reaches 999999999.
Status	Integer	Current status of the product inventory count.
NumRecounts	Integer	Indicates the current number of recounts.
CountID	String	ID of the count.
CountLocationID	String	ID of the location where the count is performed.
CountLocationType	Integer	Type of location where the count is performed, i.e. 0 = None 1 = Warehouse 2 = Store 3 = Distribution Centre 4 = Office 5 = Supplier
KnownDate	ISO 8601 Date	The known date and time of the snapshot.
GeneratedAtID	String	ID of location where expected delivery was generated.
GeneratedAtType	Integer	Type of location where expected delivery was generated.

### 4.3 Count Scope

A count scope is a description of what items should be included in a stock count and criteria that should be applied to the results of a count. The scope holds the criteria that define the items within the scope.

Field	Definition	Comments
<b>Count Scope</b>		
LastUpdated	ISO 8601 Date	The last time that any change was done to the count scope detail. Date time that the details were created.
MajorVersion	String	Version of this XML.
MinorVersion	String	Minor version of this XML.
CountScopeID	String	ID of the count scope.
Description	String	Description of the count scope.
IsAdhocCount	Boolean	Set if the count scope is an ad hoc count. Defaults to false.
MaxNumberOfRecounts	Integer	Maximum number of recounts allowed for the count scope. Defaults to 5.
ManuallyStartSnapshot	Boolean	Set indicates that the snapshot can be started manually.
AllowCountingBeforeSnapshot	Boolean	Set indicates that counting is allowed before a snapshot is taken.
CountCriterion	See "CountCriterion" on page 12.	
CountDiscrepancy	See "CountDiscrepancy" on page 13.	

#### 4.3.1 CountCriterion

Field	Definition	Comments
<b>CountCriterion</b>		
CriterionID	String	ID of the count criterion.
Description	String	Description of the count criterion.
IncludedMMGroups	String	ID of the MM Group(s) to be included in the count.
ExcludedMMGroups	String	ID of the MM Group(s) to be excluded from the count.
IncludedItems	String	ID of the item(s) to be included in the count.
ExcludedItems	String	ID of the item(s) to be excluded from the count.
IncludedStatus	String	Inventory status of the item(s) to be included in the count.
IncludedBrands	String	Brand ID of the item(s) to be included in the count.
IncludedRanges	String	Range ID of the item(s) to be included in the count.
IncludedAttributes	String	Attributes included in the count criterion.
IncludedAttributeValue	String	Value of the attribute included in the count criterion.
CountDiscrepancy	See "CountDiscrepancy" on page 13.	
LastSaleDate	ISO 8601 Date	Date on which the item was last sold.
LastStockCountDate	ISO 8601 Date	Date on which the last stock count took place for the item.
StockLevelCriterion	Float	Quantity to which the stock level is to be compared, according to the stock level comparison type (see below), range 0 - 99999.9999.
SaleDateComparisonType	Integer	Indicates how the sale dates are to be compared, e.g. 0 = date before 1 = date on 2 = date after
StockCountDateComparisonType	Integer	Indicates how the stock count dates are to be compared, e.g. 0 = date before 1 = date on 2 = date after
StockLevelComparisonType	Integer	Indicates how the stock levels are to be compared, e.g. 0 = value less than 1 = value greater than
LastMovementDate	ISO 8601 Date	Date on which the last stock movement for the item took place, i.e. sales, goods in, goods out etc.
MovementDateComparisonType	Integer	Indicates how the movement dates are to be compared, e.g. 0 = date before 1 = date on 2 = date after
RetailPriceComparisonType	Integer	Indicates how the retail prices are to be compared, e.g. 0 = value less than 1 = value greater than
RetailPriceCriterion	Integer	Criterion for retail price. Can be more than one entry.

#### 4.3.2 CountDiscrepancy

Field	Definition	Comments
<b>CountDiscrepancy</b>		
DiscrepancyID	String	ID of the count discrepancy.
DiscrepancyType	Integer	Type of the count discrepancy, i.e. 0 = amount 1 = percentage
CostValueDiscrepancyLimit	Long	Discrepancy limit of the cost value of the item, range 0 - 999999999999.
QuantityDiscrepancyLimit	Float	Discrepancy limit of the quantity of the item, range 0 - 99999.9999.
CurrencyID	String	ID of the currency associated with the item.
RetailValueDiscrepancyLimit	Long	Discrepancy of the retail value of the item, range 0 - 99999.9999. Can be more than one.

#### 4.4 ProductInventoryCount

This details the XML produced when a stock count is carried out.

Field	Definition	Comments
<b>ProductInventoryCount</b>		
SequenceDeviceID	String	ID of the device for sequence number.
SequenceNumber	Long	Sequence number of the device in the previous field, rolls over when it reaches 99999999.
Status	Integer	Current status of the product inventory count.
NumRecounts	Integer	Indicates the current number of recounts.
CountID	String	ID of the count.
CountLocationID	String	ID of the location where the count is performed.
CountLocationType	Integer	Type of location where the count is performed, i.e. 0 = None 1 = Warehouse 2 = Store 3 = Distribution Centre 4 = Office 5 = Supplier
CountRequestID	String	ID of the associated count request.
DisplayCountRequestID	String	The ID of the display count request.
CountManagerID	String	ID of the manager responsible for the count.
CountStartDate	ISO 8601 Date	The time at which the count was started. Date time that the details were created.
CountEndDate	ISO 8601 Date	The time at which the count was completed (if applicable).

Field	Definition	Comments
CountByLocationZone	Boolean	Set if the count is to be performed by location zone. Defaults to false.
TotalQtyDiscrepancyUnder	Float	Value of the total quantity discrepancy under the specified level, range -9999999999 to 9999999999.
TotalCostValueDiscrepancyUnder	Long	Value of the total cost value discrepancy under the specified level.
TotalRetailValueDiscrepancyUnder	Long	Value of the total retail value discrepancy under the specified level.
TotalQtyDiscrepancyOver	Float	Value of the total quantity discrepancy over the specified level, range -9999999999 to 9999999999.
TotalCostValueDiscrepancyOver	Long	Value of the total cost value discrepancy over the specified level.
TotalRetailValueDiscrepancyOver	Float	Value of the total retail value discrepancy over the specified level, range -99999.9999 to 99999.9999.
TotalItemMovementsIn	Float	Indicates the total numbers in of the product, range -99999.9999 to 99999.9999.
TotalItemMovementsOut	Float	Indicates the total numbers out of the product, range -99999.9999 to 99999.9999.
MaxNumRecounts	Integer	Indicates the maximum number of recounts permitted for the count.
ShowExpectedStockValues	Boolean	Set if expected stock values are to be displayed. Defaults to false.
AdjustmentReasonID	String	The reason for the stock adjustment.
RecountReasonID	String	The reason for the recount.
QuantityMethod	Integer	Stock count quantity method, i.e. 0 = adjust 1 = overwrite 2 = adjust differences only
ProductInventorySubCount	See "ProductInventorySubCount" on page 14.	
CountScopeDescription	String	Description of the count scope.

#### 4.4.1 ProductInventorySubCount

Field	Definition	Comments
<b>ProductInventorySubCount</b>		
SequenceDeviceID	String (40)	ID of the device for sequence number.
SequenceNumber	Long (11)	Sequence number of the device in the previous field, rolls over when it reaches 999999999.
Status	Integer (4)	Current status of the product inventory count.
NumRecounts	Integer (4)	Indicates the current number of recounts.
LocationZoneID	String (20)	ID of the location zone.



Field	Definition	Comments
LocationZoneDescription	String (20)	Description of the location zone.
AllUsersFlag	Boolean	Set indicates all users. Defaults to false.
UserID	String (20)	ID of the User(s) performing the count.

## 5.0 Stock Counting Configuration

There are inventory configuration options at the following organisational levels:

- Organisation
- Location
- Product

The visibility of configuration options is governed by role and associated application function permissions.

### 5.1 Organisation Inventory Configuration

#### 5.1.1 Organisation Registration

The following organisation-wide options can be set using check boxes on the Organisation Registration page.

- Should all inventory levels to be held centrally?
- Does a receiving location own items in transit?

### 5.2 Location Inventory Configuration

The following inventory management details are set on each Location's maintenance page.

Field/Option	Description
Is Stock Holding Location	Select the <i>Is Stock Holding Location</i> check box if stock will be held at the location.
Show Expected Stock Values in Stock Count	Select the <i>Expected Stock Values in Stock Count</i> check box to show expected stock values in stock counts. For a blind stock take, that is where staff in store do not know the expected stock values, do not select this check box.
Perform Stock Count by Location Zone	Select the <i>Perform Stock Count by Location Zone</i> check box to perform stock counts by location zone. This enables you to split up a location into smaller virtual or physical sections, that is zones. This means that a stock count can be performed on a zone rather than at the whole location.
Treat Uncounted Values in Stock Count as Zeros	Select the <i>Treat Uncounted Values in Stock Count as Zeros</i> check box to exclude uncounted stock from stock counts.
Ignore Movements in Stock Count	Select the <i>Ignore Movements In Stock Count</i> check box to ignore stock movement in stock counts.
Maximum Number of Stock Count Items to Display	Enter the Maximum Number of Stock Count Items to Display. The default is 1000.

Field/Option	Description
Stock Count Quantity Method	Choose a Stock Count Quantity Method method from the drop-down menu. The available options are: Adjust; Adjust (Differences Only); Overwrite
Overwrite Stock Count During CSV Import	Select this check box if the stock count is to be overwritten when importing a CSV file.
Stock Count View MMGroup URL	Enter a URL in the Stock Count View MMGroup URL field.
Partially Accept Delivery Containers	Select the check box to partially accept delivery containers.
Use FIFO Costing	Select the Use FIFO Costing check box to force product inventory to use first in first out costing.
Goods Out Print Consignment URL	Enter a URL in the Goods Out Print Consignment URL field.
Inventory Server URL	Enter a URL in the Inventory Server URL field.
Product Lookup Web Service	Select a web service from the drop down list.
Process Inventory Transactions using Registered Device	Allow the inventory processors to use registered device ID instead of server device ID.
Stock Count Item Display Options	Click the required button to group stock count items by Department or Range.
Accept Stock Count	Enter a time to accept a stock count. This defaults to the end of trading. It is designed to optimise performance during the trading day.

### 5.3 Product Inventory Configuration

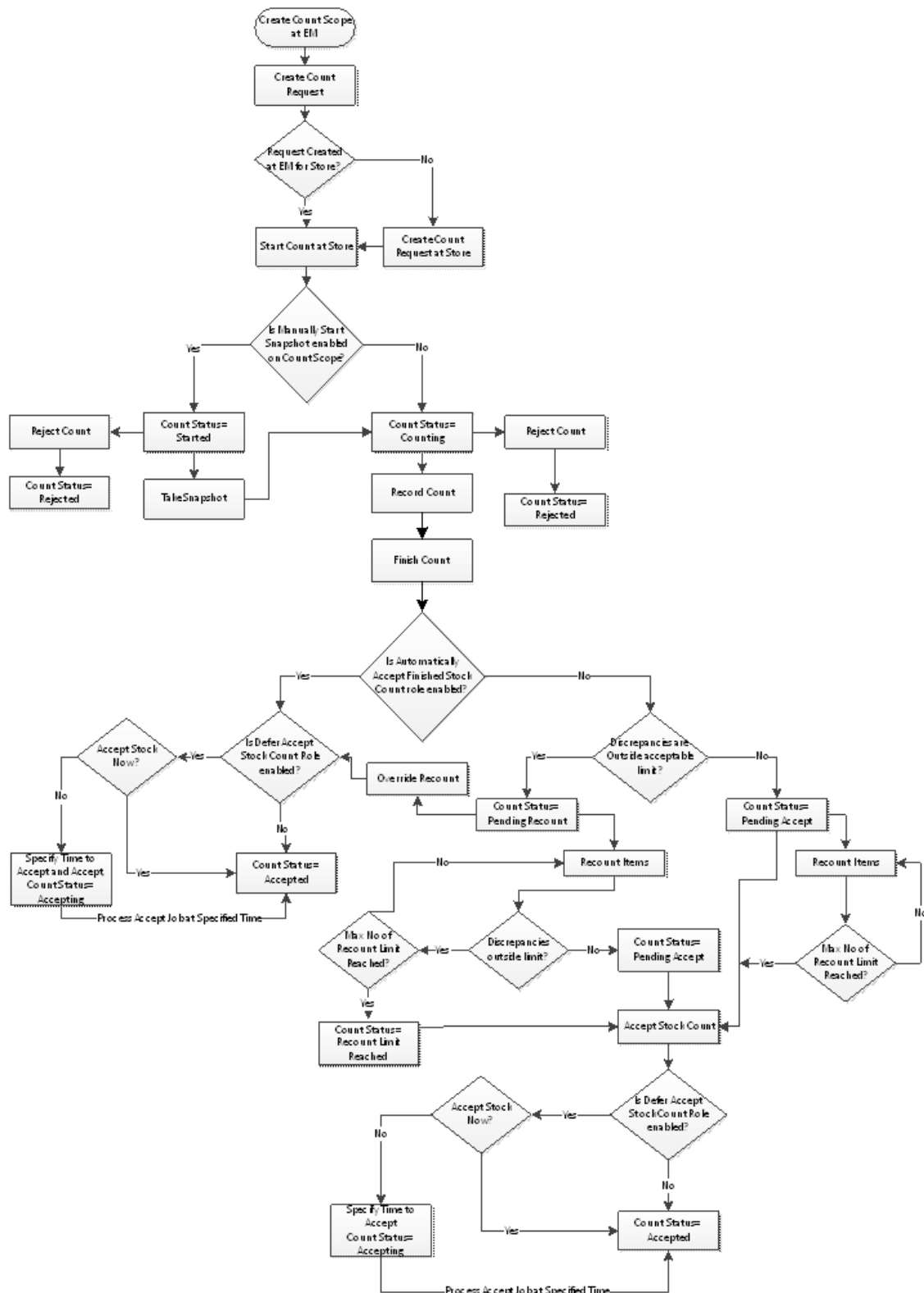
The following inventory management configuration is available for individual products.

Field/Option	Description
Stock Details	
No Inventory Tracking	When this check box is selected there will be no inventory tracking on the selected product, that is stock levels will not update when the item is sold.
Allow Negative Stock	When this check box is selected negative stock values are allowed for the selected product. This means that sales of the product will be allowed at the POS regardless of the stock level.
Track Serial Numbers	When this check box is selected the product will be tracked by its serial number.
Force Check of Inventory Level	When this check box is selected a check of inventory level will be carried out when the selected product is sold, and it cannot be sold if there is insufficient stock. When this is set, the Allow Negative Stock flag becomes active.

## 6.0 Stock Counting Functional Flow

The following flowchart represents a typical implementation of Retail-J stock counting.

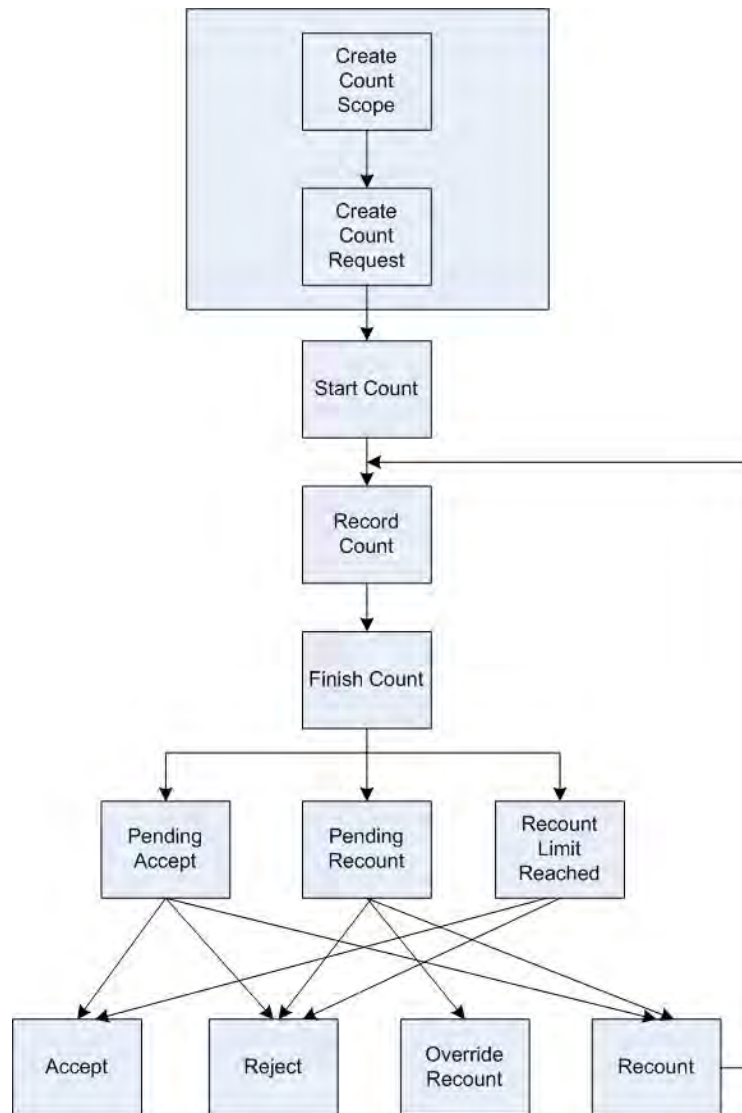
### Retail-J Stock Counting Functional Flow



## 7.0 Stock Counting Workflow

The following diagram summarises the progress of a stock count from the count scope creation to stock count acceptance.

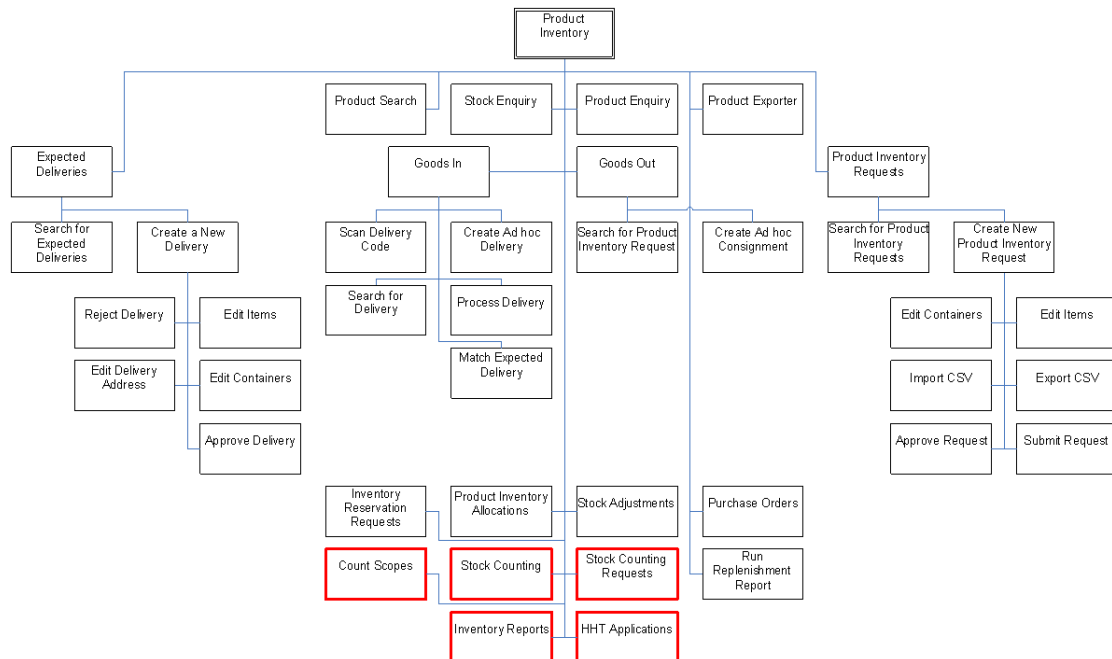
### Stock Counting Workflow Summary



## 8.0 Product Inventory User Interface

The Product Inventory user interface is mapped in the diagram below. The elements of the user interface used in stock counting are highlighted in the diagram.

### Product Inventory User Interface Map



### 8.1 Create Count Scopes

Count Scopes can be created by using various item grouping methods, for example departments, product groups or product attributes.

A count scope is a description of what items should be included in the count and criteria that should be applied to the results of a count. The scope holds the criteria that define the items within the scope.

Usually, count scopes are created at the estate manager and used to create stock counting sessions at individual stock holding locations around the estate.

### Count Scope Maintenance

This screen shows the discrepancy limits for the count scope, the maximum number of recounts and the criteria associated with the count scope. The criteria define the items that will be included in the stock count.

You are editing count scope: WEEKLYSCOPE

Options	Field	Value
	Count Scope ID	WEEKLYSCOPE
	Description	Weekly count scope

Discrepancy Limits	Discrepancy Types	Percent
Quantity Discrepancy Limit	2	%
Cost Value Discrepancy Limit	2	%
Currency	UK Sterling	
Retail Value Discrepancy Limit	2	%
Maximum Number of Recounts	5	
Manually Start Snapshot	<input type="checkbox"/>	
Allow Counting Before Snapshot	<input type="checkbox"/>	
Allow HHT Counts for Out of Scope Products	<input type="checkbox"/>	

#### Criteria

1

From here you can add count criteria

If you select the Allow HHT Counts for Out of Scope Products check box you do not define count criteria.

Discrepancy limits determine whether a recount or override recount is required. Counts within the discrepancy limits can be finished and accepted.

### 8.1.1 Count Criteria

This screen shows the count criteria used to select products in a stock count. Each criterion is used to include and exclude MM Groups, product groups and individual items. You can also set discrepancy limits for a count criterion. These override the discrepancy limits set in the count scope.

**Count Criteria Maintenance**

This screen shows a count criterion, which is used to describe the search criteria used to include products in a stock count. You can also set discrepancy limits for a count criterion - these override the discrepancy limits set in the count scope.

**You are viewing count criterion: 1**

Options	Field	Value
	Count Criterion ID	1
	Description	
<b>Discrepancy Limits</b>	<b>Discrepancy Types</b>	Amount
	Quantity Discrepancy Limit	
	Cost Value Discrepancy Limit	
	Currency	USD - Sterling
	Retail Value Discrepancy Limit	
<b>General Criteria</b>		
	Last Stock Count Date (dd/mm/yy)	Before 09/05/13
	Last Sale Date (dd/mm/yy)	Before 09/05/13
	Last Movement Date (dd/mm/yy)	Before 09/05/13
	Stock Level	Less than
	Retail Price	Greater than £10.00
<b>Included inventory types</b>		
	All Types	-
<b>Included Merchandise Management Groups</b>		
		-
<b>Excluded Merchandise Management Groups</b>		
		-
<b>Included Products</b>		
		-
<b>Excluded Products</b>		
		-
<b>Brands</b>		
		-
<b>Ranges</b>		
		-
<b>Attributes</b>		
		-
<b>View Potential Items</b>	→	
↶		

From here you can view potential count items.

### 8.1.2 View Potential Items

This screen enables you to view the items which satisfy the criteria and will be included in the Count Scope. This list may differ from the actual list at a given store, when the count is executed, because the results of the criteria can depend on local sales, stock levels and stock movements.

### 8.1.3 Messaging the Count Scope

When you save the count scope, it is messaged to all connected devices.

## Message Maintenance

Message Maintenance will allow you to view bundles and individual messages and allow you to resend failed broadcasts.  
All messages details are shown below.

Field	Value
Message ID	9069ca78e7450a28-6750aad8-13da0f0e36e-2838
Sender	ALL TEST.LER
Recipient	ALL TEST.*.LER
Recipient	ALL TEST.*.LER
Collected From	
Bundle ID	CountScope - May 9, 2013
Compressed	false
Time To Live	168 hours (7 days)
Time Posted	May 9, 2013 1:48:08 PM
Time Elapsed	0 hours (0 days)
Percent Complete	66%
Message Length	2062 bytes (2 kb)
Message	<pre>&lt;Envelope&gt;&lt;UID&gt;&lt;/UID&gt;&lt;PMD&gt;&lt;/PMD&gt;&lt;ContentClass&gt;CountScope&lt;/ContentClass&gt; &lt;ServerClass&gt;CountScope&lt;/ServerClass&gt;&lt;ContentID&gt;WEEKLYSCOPE&lt;/ContentID&gt; &lt;DeviceID&gt;&lt;/DeviceID&gt;&lt;BroadcastAddress&gt;&lt;/BroadcastAddress&gt;&lt;ContentXML&gt; &lt;CountScope&gt;&lt;XMLSchemaVersion&gt;1&lt;/XMLSchemaVersion&gt; &lt;LastUpdated&gt;2013-05-09T13:48:08+01:00&lt;/LastUpdated&gt; &lt;MajorVersion&gt;1&lt;/MajorVersion&gt;&lt;MinorVersion&gt;0&lt;/MinorVersion&gt; &lt;CountScopeID&gt;WEEKLYSCOPE&lt;/CountScopeID&gt;&lt;Description&gt;Weekly count scope&lt;/Description&gt;&lt;IsAdhocCount&gt;0&lt;/IsAdhocCount&gt; &lt;MaxNumberOfRecounts&gt;5&lt;/MaxNumberOfRecounts&gt; &lt;ManuallyStartSnapshot&gt;0&lt;/ManuallyStartSnapshot&gt; &lt;AllowCountingBeforeSnapshot&gt;0&lt;/AllowCountingBeforeSnapshot&gt;</pre>
Mailbox	Status
ALL TEST.S01	Unsent
ALL TEST.S04	Acknowledged
ALL TEST.S05	Acknowledged

### 8.1.4 Count Scope Options












You can view, edit and delete count scopes or create new scopes. The Count Scope Maintenance screen also allows you to:

- Create Count Requests
- Create Position Request
- Create Position Query Request

## Count Scope Maintenance

Count Scope Maintenance will allow you to view, edit, remove and create count scopes. Count scopes describe the items that are included in a stock count, position snapshot, and position query.

All existing count scopes are shown below.

Options	ID	Description
    	COUNT1	Weekly count
    	WEEKLYSCOPE	Weekly count scope
		



#### 8.1.4.1 Create Count Request

This option is available from the list of already defined count scopes. The screen enables you create a count request from a count scope. You must select one or more locations where the stock count is to be performed, and enter the expected start and end dates for the stock count.

**Count Request Maintenance**

This screen allows you to create a count request from a count scope. You must select a location, or locations, where the stock count is to be performed, and enter the expected start and end dates for the stock count.

You are editing count request: 12

Field	Value
Count Request ID	11
Count Scope ID	WEEKLY SCOPE
Location Region	All Regions
Location Type	All Types
Location Name	UK Store 5
Expected Count Start Date (dd/mm/yy)	09/05/13
Expected Count End Date (dd/mm/yy)	15/05/13

A count request creates a stock count session for the nominated locations.

You can view already defined count requests from Operations > Product Inventory > Stock Counting Requests

You can select from the list of stock counts meeting the criteria or create an ad hoc count.

**Stock Counting Requests**

Stock Counting will allow you to view stock counting requests.

Select Location Region	All
Select Location Type	All
Select a location:	Type Store Name All
Status	(All)
Count Start Date	03/05/13 (dd/mm/yy)
Count End date	09/05/13 (dd/mm/yy)
Days Count Started Late	
Days Count is Currently Late	
Apply Filter	

All outstanding count requests are shown below.

Options	Request ID	Description	Expected Count Start Date	Status
	10	handset count	08/05/13	Started
	11	Weekly count scope	09/05/13	Created

##### 8.1.4.1.1 Create Count Request Message

Once the count request is created it is messaged to the nominated locations.

### Message Maintenance

Message Maintenance will allow you to view bundles and individual messages and allow you to resend failed broadcasts.  
All messages details are shown below.

Field	Value
Message ID	9069ca78e7450a28-6750aad8.13da0f0e36e-.2634
Sender	ALL.TEST
Recipient	ALL.TEST.S05.XMLPROCESSING
Collected From	
Bundle ID	Count Request - May 9, 2013
Compressed	false
Time To Live	168 hours (7 days)
Time Posted	May 9, 2013 2:02:42 PM
Time Elapsed	0 hours (0 days)
Percent Complete	50%
Message Length	2274 bytes (2 kb)
Message	<pre>&lt;CountRequest&gt;&lt;XMLSchemaVersion&gt;1&lt;/XMLSchemaVersion&gt; &lt;LastUpdated&gt;2013-05-09T14:02:42+01:00&lt;/LastUpdated&gt; &lt;MajorVersion&gt;1&lt;/MajorVersion&gt;&lt;MinorVersion&gt;0&lt;/MinorVersion&gt; &lt;CountRequestID&gt;11&lt;/CountRequestID&gt; &lt;ExpectedCountStartDate&gt;2013-05-09T00:00:00+01:00&lt;/ExpectedCountStartDate&gt; &lt;ExpectedCountEndDate&gt;2013-05-15T00:00:00+01:00&lt;/ExpectedCountEndDate&gt; &lt;LocationID&gt;5&lt;/LocationID&gt;&lt;LocationType&gt;2&lt;/LocationType&gt;&lt;CountScope&gt; &lt;XMLSchemaVersion&gt;1&lt;/XMLSchemaVersion&gt; &lt;LastUpdated&gt;2013-05-09T13:48:08+01:00&lt;/LastUpdated&gt; &lt;MajorVersion&gt;1&lt;/MajorVersion&gt;&lt;MinorVersion&gt;0&lt;/MinorVersion&gt; &lt;CountScopeID&gt;WEEKLYSCOPE&lt;/CountScopeID&gt;&lt;Description&gt;Weekly count</pre>
Mailbox	Status
ALL.TEST.S05	Sent

#### 8.1.4.2 Create Position Request

This option is available from the list of already defined count scopes. The screen allows you to create a Product Inventory Position request from a count scope. You must select a location, or locations, where the position adjustment is to be performed, and enter the expected run date for the adjustment.

This schedules a product inventory position adjustment request job.

This feature is not used during the standard stock counting process.

#### 8.1.4.3 Create Position Query Request

This option is available from the list of already defined count scopes. The screen allows you to create a Product Inventory Position Query request from a count scope. You must select a location, or locations, where the position query is to be performed, and enter the expected run date for the query.

This schedules a product inventory position query request job.

This feature is not used during the standard stock counting process.

#### 8.1.5 Creating a Stock Count Request Automatically

A count request can be created automatically from a nominated count scope using a Regional Diary Entry from Operations > Time and Attendance Maintenance > Regional Diary Entries > Queued Job

The types of job that can be scheduled are:

- Calculate Replenishment Job (not relevant for stock counting)

- Create Count Request Job
- Inventory Level File Exporter

See “Processes” on page 5.

## 8.2 Stock Count Management

Moving from the Estate Manager to the store; from the Operations > Product Inventory > Stock Counting screen you can:

- Select outstanding an outstanding count request for a given location
- Select a stock count with a given status
- Create an ad hoc count

### Stock Counting

Stock Counting will allow you to perform stock counting tasks.

Select a location:


Type Store

Name

UK Store 5

All outstanding count requests are shown below.

Select a count request from the list below.

Options	Request ID	Description	Expected Count Start Date
	11	Weekly count scope	09/05/13

Status

(All)

Start Date

03/05/13


(dd/mm/yy)

End Date

09/05/13


(dd/mm/yy)

Apply Filter



All counts which meet the criteria are listed below.

Options	Count ID	Location Name	Status	Request ID	Description	Count Start Date
-	-	-	-	-	-	-

Create an ad-hoc count 



Fields and options on the screen include the following:

Field/Option	Description
Status	<ul style="list-style-type: none"> <li>• <b>New</b> This means that the count scope and criterion have been set, but the count has not yet been started.</li> <li>• <b>Starting</b> This means that the count action has been submitted as a background task.</li> <li>• <b>Counting</b> This means the count is in progress. Different users can be entering data on the same count at the same time from different terminals.</li> <li>• <b>Pending Accept</b> This means the count has finished, but the data has not yet been accepted.</li> <li>• <b>Pending Recount</b> This means the count has finished, but a recount is pending.</li> <li>• <b>Recounting</b> This means that a recount is in operation.</li> <li>• <b>Recount Limit Reached</b> This means that the number of recounts have reached a predefined limit.</li> <li>• <b>Accepted</b> This means that the count has been completed and you have accepted the results of the count.</li> <li>• <b>Rejected</b> This means that the count has been completed and you have rejected the results of the count.</li> </ul>
Create ad hoc count	This option takes you to the ad hoc stock count screen. The ad hoc count screen shows the discrepancy limits for the count scope, the maximum number of recounts and the criteria associated with the count scope. The criteria define the items that will be included in the stock count

Select an outstanding stock request.

## Stock Counting

The following details apply to count SC0051 started on 09/05/13 19:01.

Field	Value
Count ID	SC0051
Count Description	Weekly count scope
Manager ID	
Location Type	Store
Location Name	111 Store 5
Count Start Date	09/05/13 19:01
Count End Date	
Status	New
<b>View Items</b>	→
<b>Start Count</b>	→
 	
<b>Stock Count History</b>	
Date/Time	Message
-	

Fields and options on the screen include the following:

Field/Option	Description
View Items	The resulting screen displays all items contained in the specified count scope.
Start Count	This is the screen displayed when the count is started. This means that a start stock count job will be initiated in Retail-J

Returning to the Stock Counting screen, the count is displayed with a status of counting.

## Stock Counting

Stock Counting will allow you to perform stock counting tasks.

Select a location: Type  Name

All outstanding count requests are shown below.

Select a count request from the list below.

Options	Request ID	Description	Expected Count Start Date
---------	------------	-------------	---------------------------

Status

Start Date  (dd/mm/yy)

End Date  (dd/mm/yy)

Apply Filter

All counts which meet the criteria are listed below.

Options	Count ID	Location Name	Status	Request ID	Description	Count Start Date
	SC0053	UK Store 5	Counting	11	Weekly count scope	09/05/13 19:55
	SC0052	UK Store 5	Counting	8	handset count	08/05/13 20:21

Create an ad-hoc count

Edit a stock count.

### 8.2.1 Edit Count (Status Counting)

This screen is displayed when you wish to view (read-only) or edit a count which has a status of counting. This means that the start count job has been submitted and you can enter stock details as required.



## Stock Counting

The following details apply to count SC0052 started on 08/05/13 20:21.

Field	Value
Count ID	SC0052
Count Description	handset count
Manager ID	ADMIN
Location Type	Store
Location Name	UK Store 6
Count Start Date	08/05/13 20:21
Count End Date	
Status	Counting
View Items	→
Record Count	→
Export CSV	→
Import CSV	→
Finish Count	→
Reject Count	→
	↶

Stock Count History	
Date/Time	Message
08/05/13 20:21	Start Stock Count
08/05/13 20:21	Start Stock Count job completed successfully

From here you can:

- View Items
- Record Count
- Export CSV/Import CSV
- Finish Count
- Reject Count

### 8.2.2 View Items

The report selection criteria are:



- Show items with a zero count
- Minimum discrepancy (under)
- Minimum discrepancy (over)
- Item unit price comparison (less than, equal to, greater than)
- Brand
- Range

- Grouping options (department, brand, range)
- Sort by (default, value difference, unit difference)

### Stock Counting

The following criteria are required for the selected report.

Show items with a zero count	<input checked="" type="checkbox"/>
Minimum Discrepancy (under)	<input type="text"/>
Minimum Discrepancy (over)	<input type="text"/>
Enter Item Unit Price	<input type="text"/>
Unit Price Comparison	Less than ▾
Select Brand	All ▾
Select Range	All ▾
Group By	Department ▾
Sort By	Default ▾

The view icon takes you to the report itself.



# Stock Counting

You are viewing items for count SC0052 started on 08/05/13 20:21.


The items are grouped by Department.

The items are filtered by the following criteria:

Items with a zero count are included

	Retail Price			Units								
	Counted	Expected	Diff	Counted	Expected	Diff	% Diff	# Products Counted	# Products Diff	% Products Diff	# Products +ve Diff	# Products -ve Diff
 All MMGroups	£0.00	£0.00	£0.00	0	-4	4	-100%	0	0	0%	0	0
 - 3 Phones	£0.00	£0.00	£0.00	0	-4	4	-100%	0	0	0%	0	0

Notes



This report is available when the count is underway and when the count is completed and authorised. At which point the notes section may contain a comment about stock adjustments which will have been

added by the authorising user.

This screen enables you to view all items to be included in the selected count.

### 8.2.3 Record Count

This screen enables you to enter the details of a specific item during a stock count.

You can enter the count in two ways:

1. By entering the amount in the field adjacent to the product ID.
2. By entering the product ID and amount and clicking on the add icon.

Some products may have serial numbers associated with them. In this case you enter/scan the associated serial numbers using the edit serial numbers icon. The amount is then automatically entered by Retail-J, according to the range of serial numbers.

You then have the following options:

1. Convert blank counts to zeroes

The next icon will convert any blank counts on the displayed screen to be zero.

2. Submit Count Action

The next icon will action the data input by you, and update the Total Counted Quantity fields. The current screen will be refreshed with the new totals indicated.

3. Refresh Quantities

The next icon will clear the Product ID and Counted Quantity fields if you have made a mistake.

The back icon will return you to the previous screen.

### 8.2.4 Export CSV

Use this option to export the items included in Stock Count to a CSV file. After export, the CSV file is stored in the `Org_Home\Org_ID\StockCount\Export` folder with a file name of:

**YYYEXPECTEDSCXXXX.csv**

where YYY is Location Code and XXXX is Stock Count ID

The format of the CSV file should be: **Stock Count ID, Product ID, Description, Price, Inventory Type, Qty**

### 8.2.5 Import CSV

You need to place a CSV file in the path `Org_Home\Org_ID\StockCount\Import\xxxCOUNTED-SCXXXX.csv` where YYY is Location Code and XXXX is Stock Count ID. For example: `c:\RetailJ_USEFT\TEST\StockCount\Import\005COUNTEDSC0054.csv`

After a successful import, the CSV file is moved to the processed folder in the import directory.

If the CSV file contains any items not included in the Count Scope, they are ignored.

If the CSV file contains any already counted items, the imported quantities are added to the already counted quantities.



### 8.2.6 Finish and Accept Count

Finishing a count depends on the role of the user and whether a recount is required. Recounts are described in the next section. Where the user has a role which includes the Automatically Accept Finished Stock Count function. The status of the count is changed to accepted; otherwise the status is changed to Pending Accept.

When the stock count is accepted and an adjustment is required (that is the counted stock does not match the expected stock) the following screen is displayed.

The screenshot shows a window titled "Stock Counting". Below the title bar, it says "Please enter notes for the stock count adjustment". There is a large text area with a blue header bar. The text area contains the text: "These are the notes on finishing the count where there is a stock count adjustment." At the bottom of the text area, there is a small icon of a yellow arrow pointing right.

The next screen asks you whether you wish to process the finish and accept stock count job or defer it to a specified time. The default time is set in Location Profile.

The screenshot shows a window titled "Stock Counting". Below the title bar, it says "Please enter the time to start accepting the stock count and click Next, or click Start Now to accept the stock count now." There are two options: "Start Time (hh:mm)" with a text box containing "22:00" and a yellow arrow pointing right, and "Start Now" with a yellow arrow pointing right.

### 8.2.7 Recounting

Where the discrepancy limits set in the count scope have been breached, a recount is indicated. If the status of the Stock Count is Pending Recount then you have to perform either a Recount or Override Recount.

#### 8.2.7.1 Edit Count (Pending Accept)

The options are

- View Items.
- Accept Count
- Recount Items
- Reject Count

#### 8.2.8 Recount Items

This screen enables you to initiate a recount.

You must select a reason for the recount from a drop down menu which is maintained in Reason Maintenance.

You can either manually select the products to be included in the recount or use one of the following options:

- Select discrepancy items

The next icon will automatically select the check box for all products which have been identified as having a stock discrepancy.

- Unselect discrepancy items

The next icon will automatically deselect the check box for all products which have been identified as having a stock discrepancy.

- Select All

The next icon will automatically select the check box for every product contained in the count, regardless of discrepancy.

- Unselect All

The next icon will automatically deselect the check box for every product contained in the count, regardless of discrepancy.

The next icon will take you to the Record Count screen.

### **8.2.9 Edit Count (Pending Recount)**

The screen displayed will be the same as the Finish Count screen except the options at the bottom will be as follows:

- View Items

The next icon will take you to the View Items screen.

- Recount Items

The next icon will take you to the Recount Items screen.

- Override Recount

The next icon will enable you to override the recount option. You will be prompted for a reason from a drop down menu which is maintained in Reason Maintenance. The status will be changed to Accepted and you will be returned to the Stock Counting screen.

- Reject Count

The next icon indicates that you are not satisfied with the count and would like to reject it. You are returned to the Stock Counting screen and the status of the count is changed to rejected.

### **8.2.10 Edit Count (Recount Limit Reached)**

Once the recount limit is reached, you have to accept or reject the count. The options on the Edit Count screen are:

- View Items.
- Accept Count

- Reject Count

The next icon indicates that you are not satisfied with the count and would like to reject it. You are returned to the Stock Counting screen and the status of the count is changed to rejected.

### 8.3 Stock Difference Report

At the conclusion of a stock count, the status is either accepted or rejected. A Stock Difference report can be generated from an accepted stock count.

Choose an accepted count from the Stock Counting screen.

#### Stock Counting

Stock Counting will allow you to perform stock counting tasks.

Select a location: Type  Name

All outstanding count requests are shown below.

Select a count request from the list below.

Options	Request ID	Description	Expected Count Start Date

Status:

Start Date:  (dd/mm/yy)

End Date:  (dd/mm/yy)

Apply Filter:

All counts which meet the criteria are listed below.

Options	Count ID	Location Name	Status	Request ID	Description	Count Start Date
	SC0053	UK Store 5	Rejected	11	Weekly count scope	09/05/13 19:55
	SC0052	UK Store 5	Accepted	8	handset count	08/05/13 20:21

Create an ad-hoc count →

View is the only option available at this stage.

The Stock Count Details screen for the selected stock count is displayed.

## Stock Counting

The following details apply to count SC0052 started on 08/05/13 20:21.

Field	Value
Count ID	SC0052
Count Description	handset count
Manager ID	ADMIN
Location Type	Store
Location Name	UK Store 5
Count Start Date	08/05/13 20:21
Count End Date	08/05/13 20:19
Status	Accepted
View Items	

Stock Count History	
Date/Time	Message
08/05/13 20:21	Start Stock Count
08/05/13 20:21	Start Stock Count job completed successfully
09/05/13 20:12	Export Stock Count CSV
09/05/13 20:12	Export Stock Count CSV job completed successfully
09/05/13 20:12	Successfully written to file c:\Retail\USEFT\TEST\StockCount\Export\005EXPECTEDSC0052.csv.
09/05/13 20:19	Finish And Accept Stock Count
09/05/13 20:19	Finish And Accept Stock Count job completed successfully

There are two reports available from this screen, namely View Items and Stock Difference Report (selected from the Print Stock Difference Report icon).

Select the Stock Difference Report.

A report criteria screen is displayed.

## Stock Counting

The following criteria are required for the selected report.

Discrepancy	Over and Under

The choices for the discrepancy criterion are: over, under or over and under.

Make your choice for the discrepancy criterion and click the Next icon.

The Stock Difference report is displayed.

## Stock Counting

### STOCK DIFFERENCE REPORT

STOCK COUNT ID : SC0052

STOCK COUNT ACCEPTED : 09/05/13 20:19

DISCREPANCY: WITH DISCREPANCIES

PRODUCT ID	COUNTED	EXPECTED	DIFF
Inventory Type: Available:			
MM GROUP 3 Phones			
x4	68	-4	72
£	0.00	0.00	0.00
TOTALS	68	-4	72
£	0.00	0.00	0.00
GRAND TOTALS	68	-4	72
£	0.00	0.00	0.00

OPERATOR: Admin

SHOP: 5 UK Store 5

PRINTED: 10/05/13 10:55

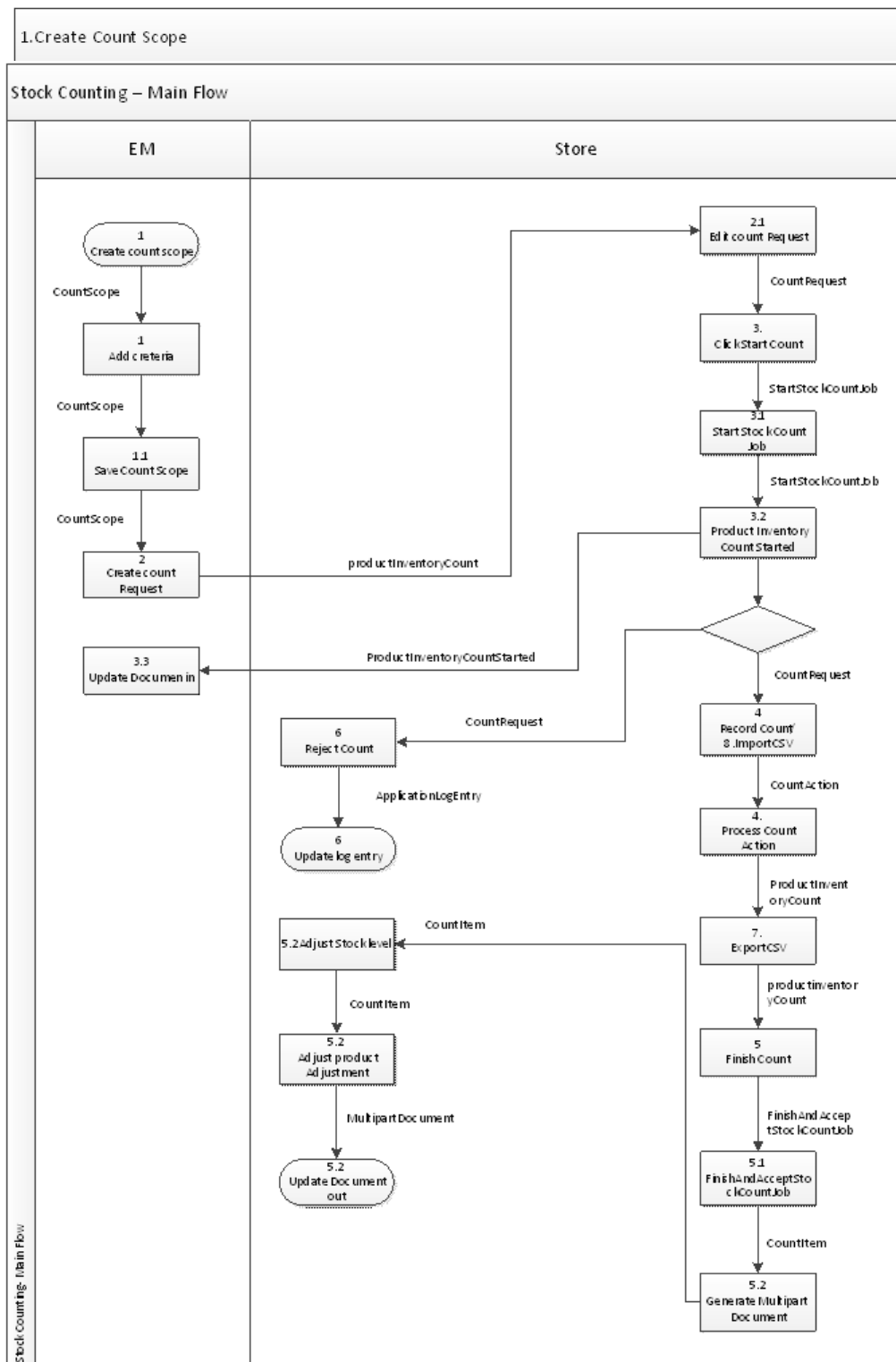


In the example implementation, the report can be printed on the receipt printer if required.

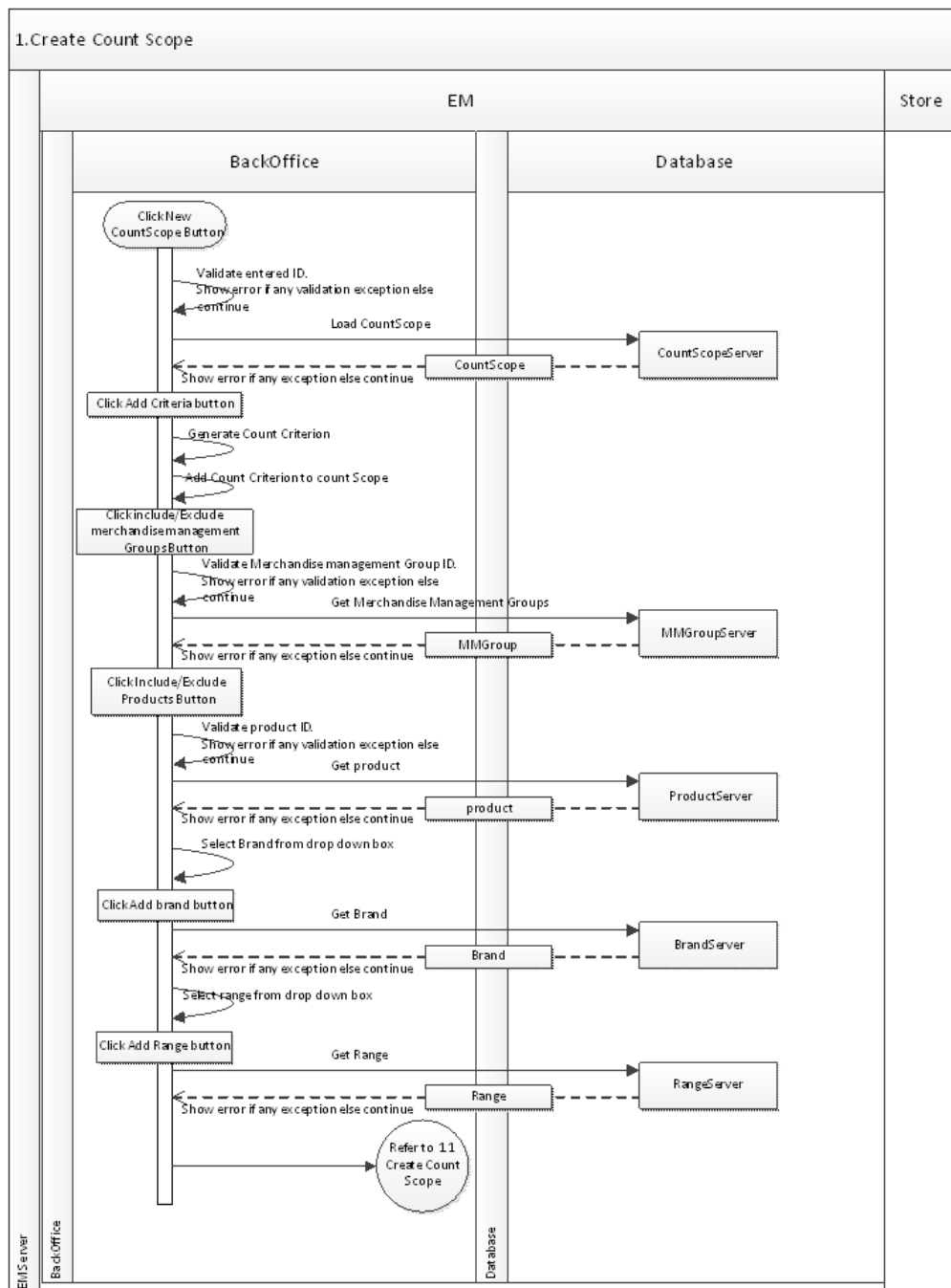
## **9.0 Process and Data Flows**

### **9.1 Main Flow**

## 9.2 1. Create Count Scope

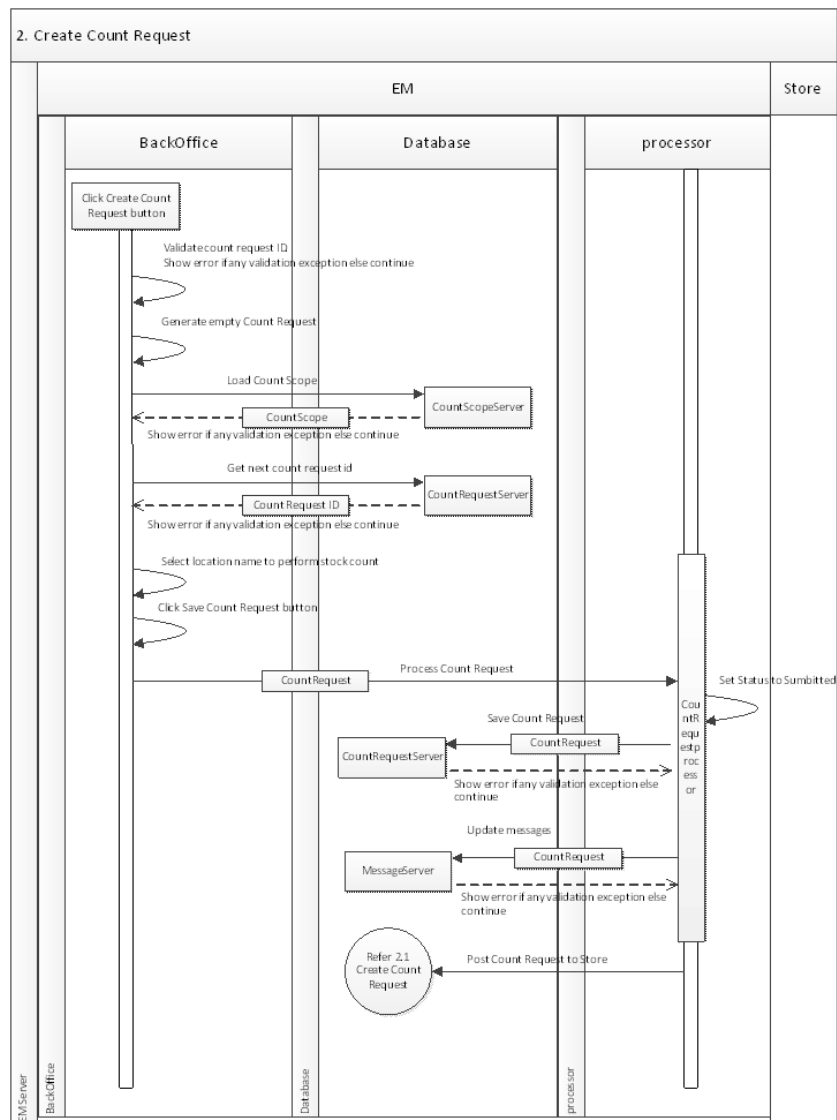


## 9.3 1.1 Create Count Scope

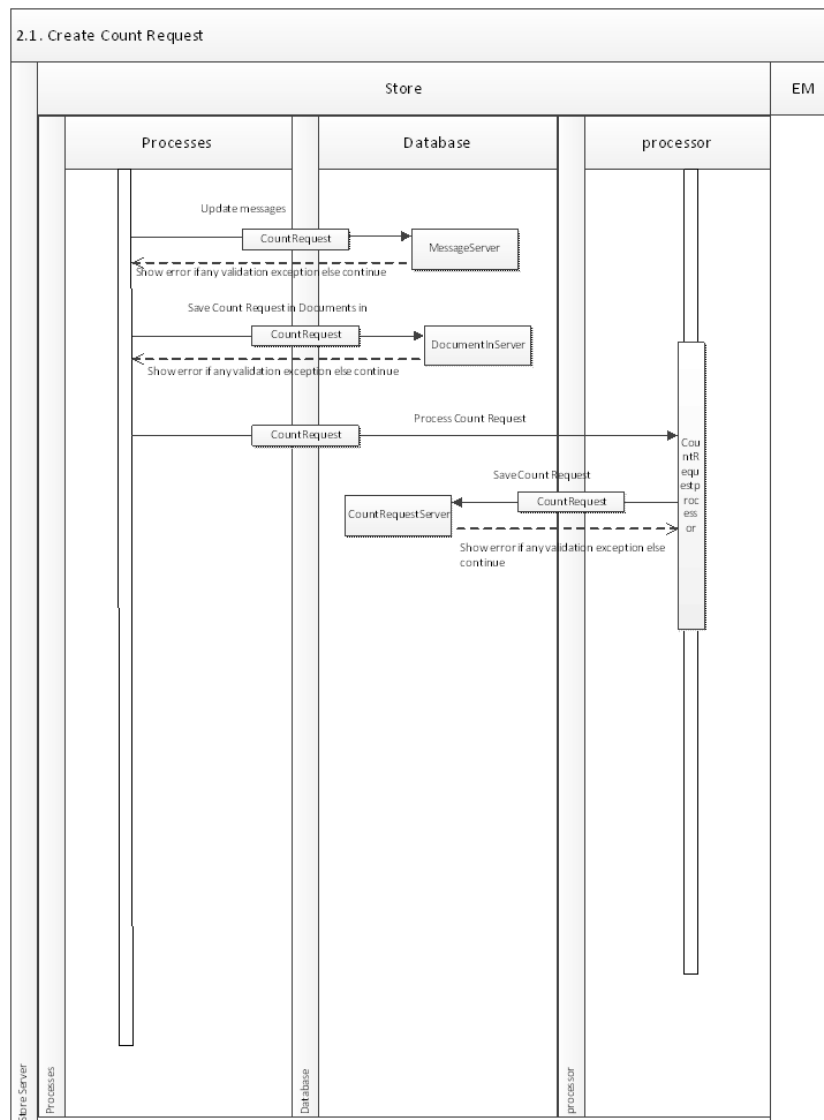




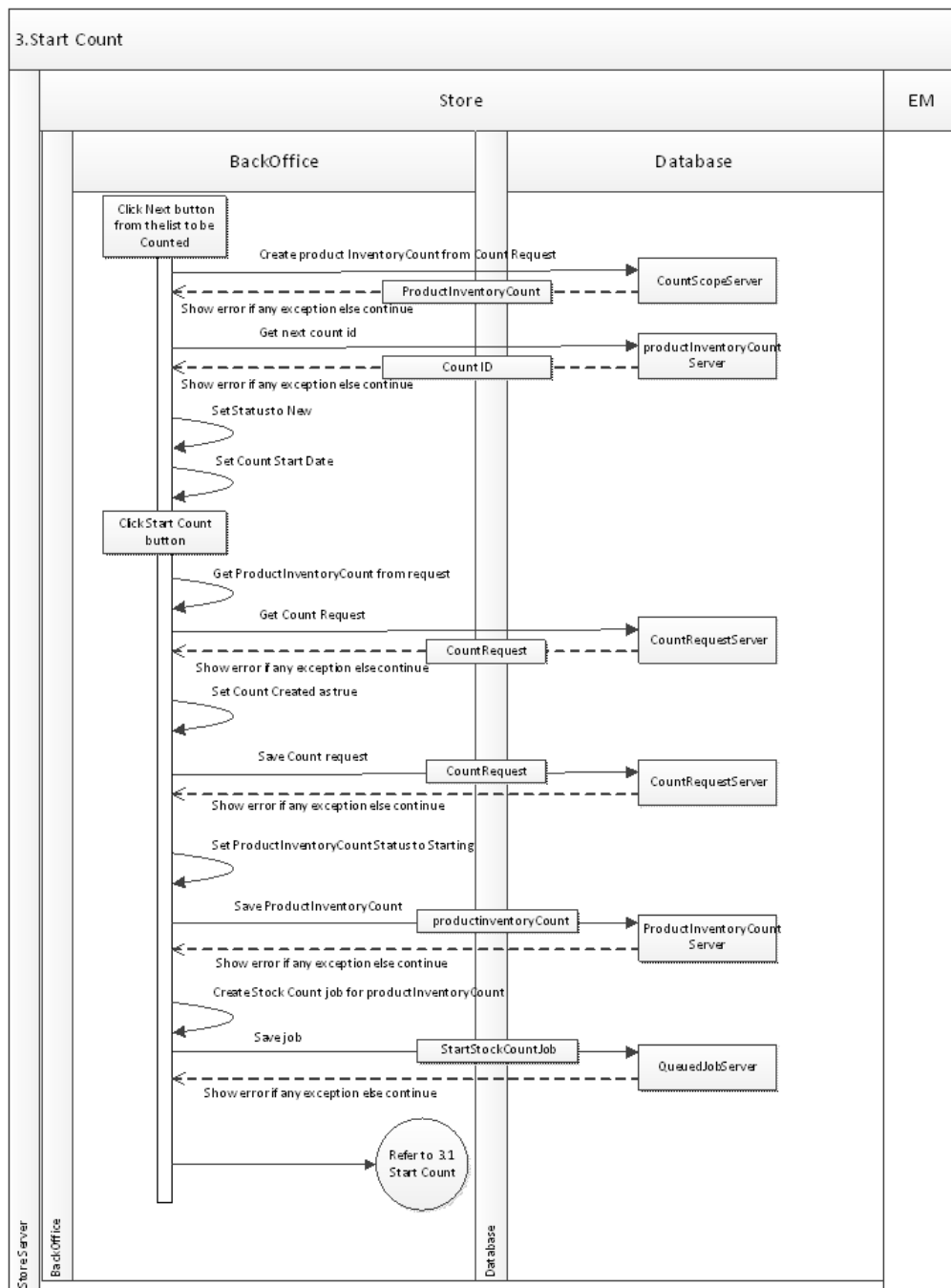
## 9.4 2. Create Count Request



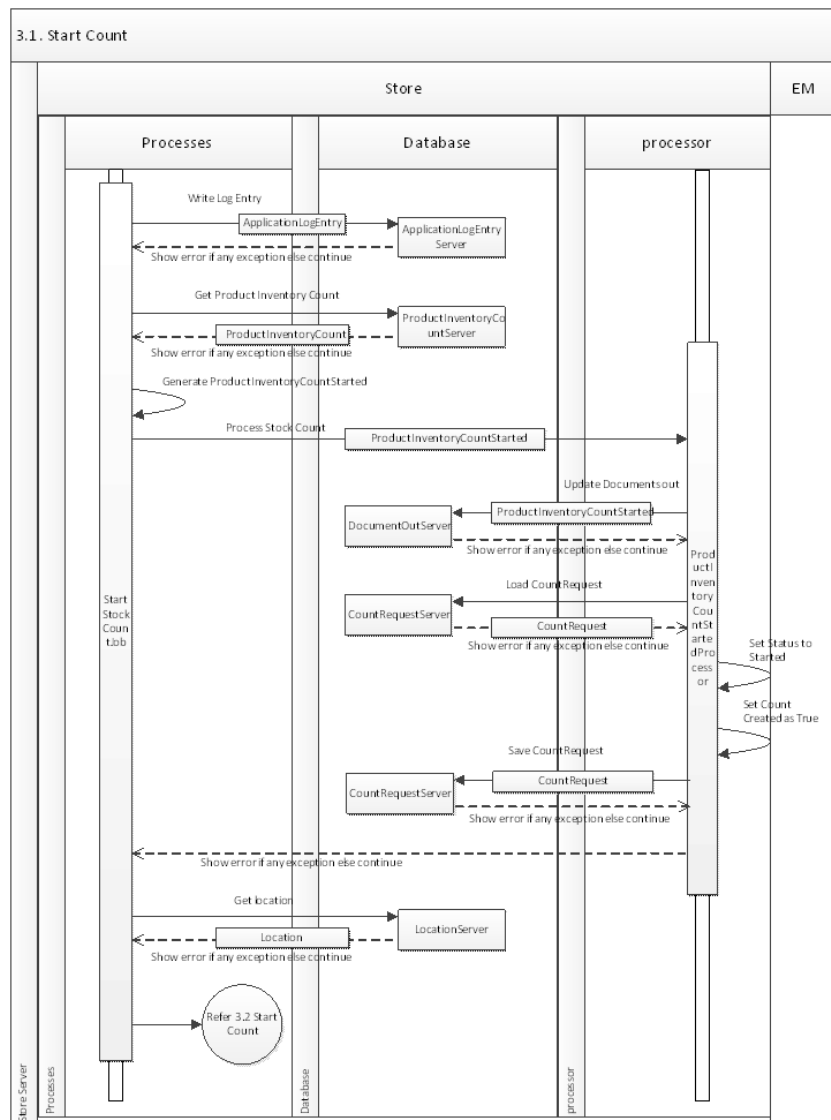
## 9.5 2.1 Create Count Request



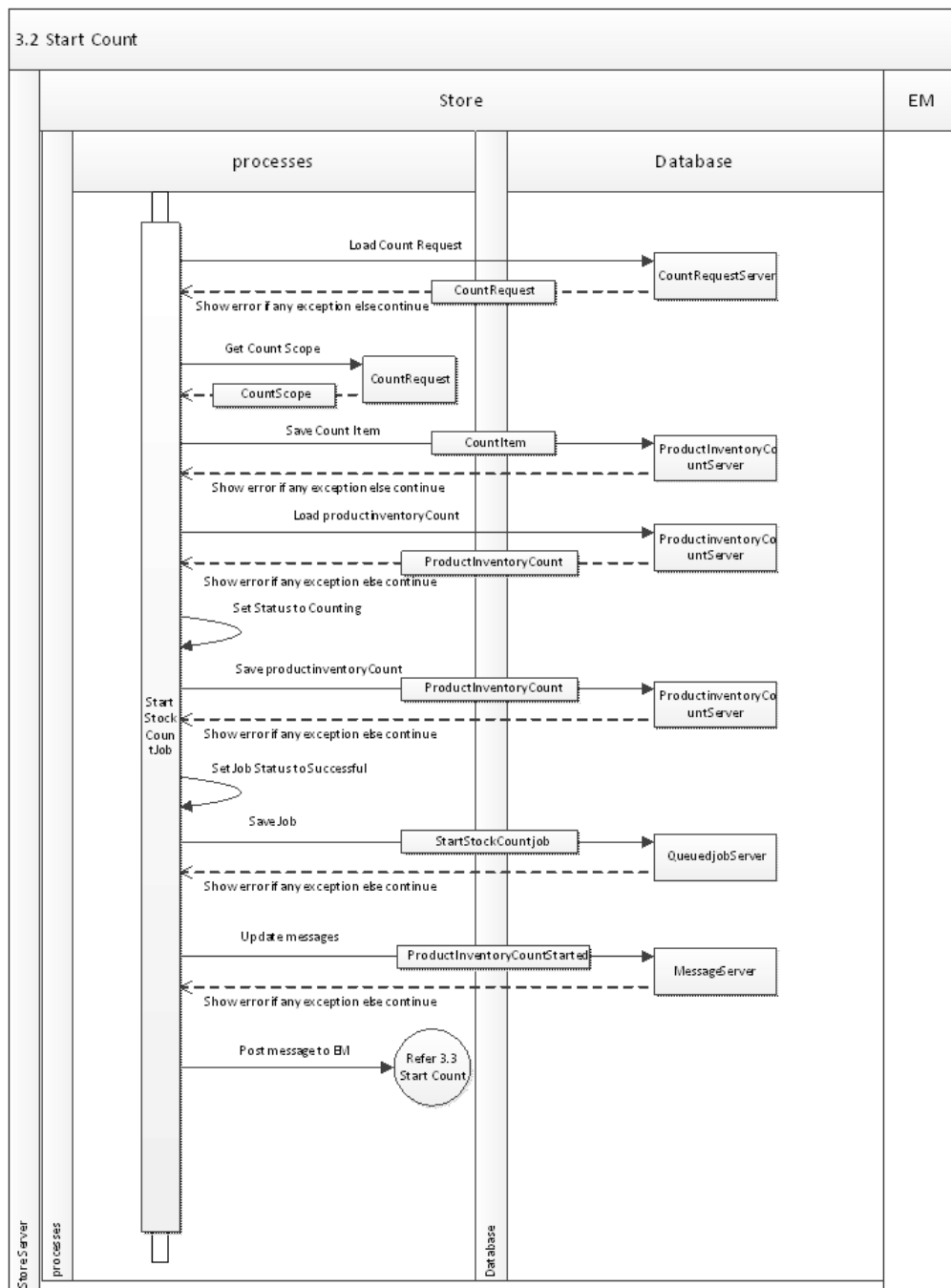
## 9.6 3. Start Count



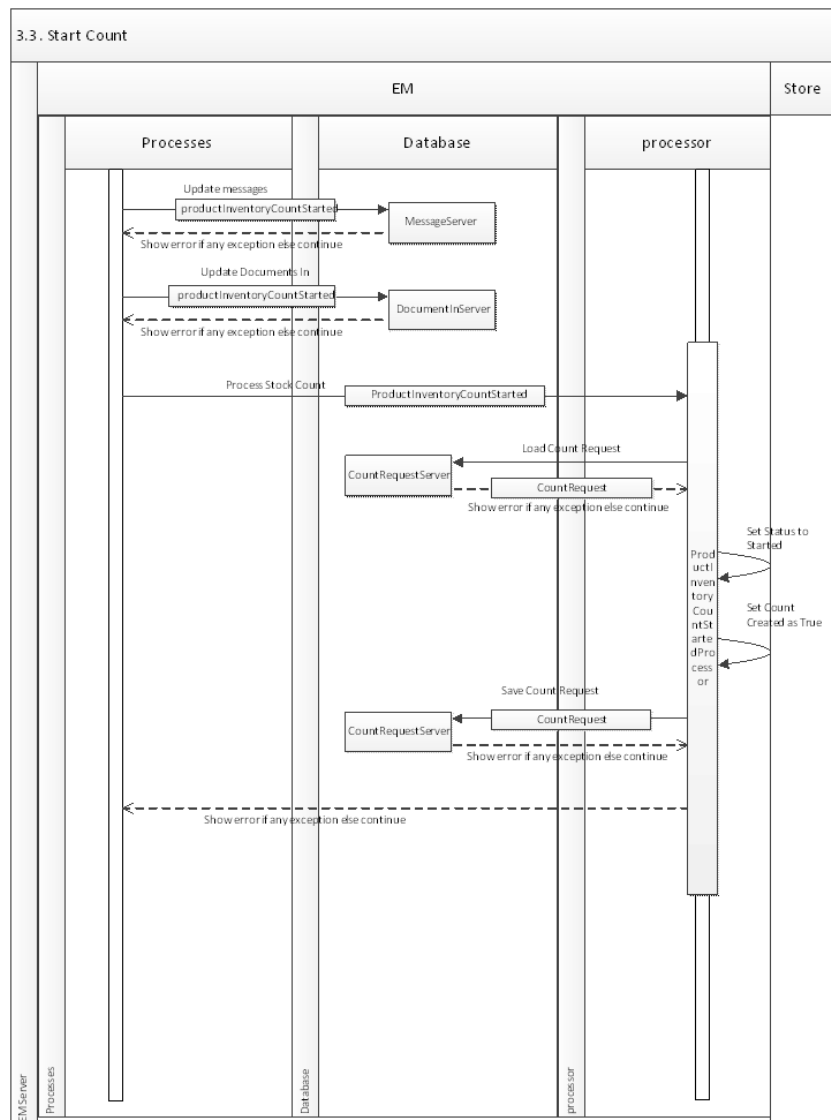
## 9.7 3.1 Start Count



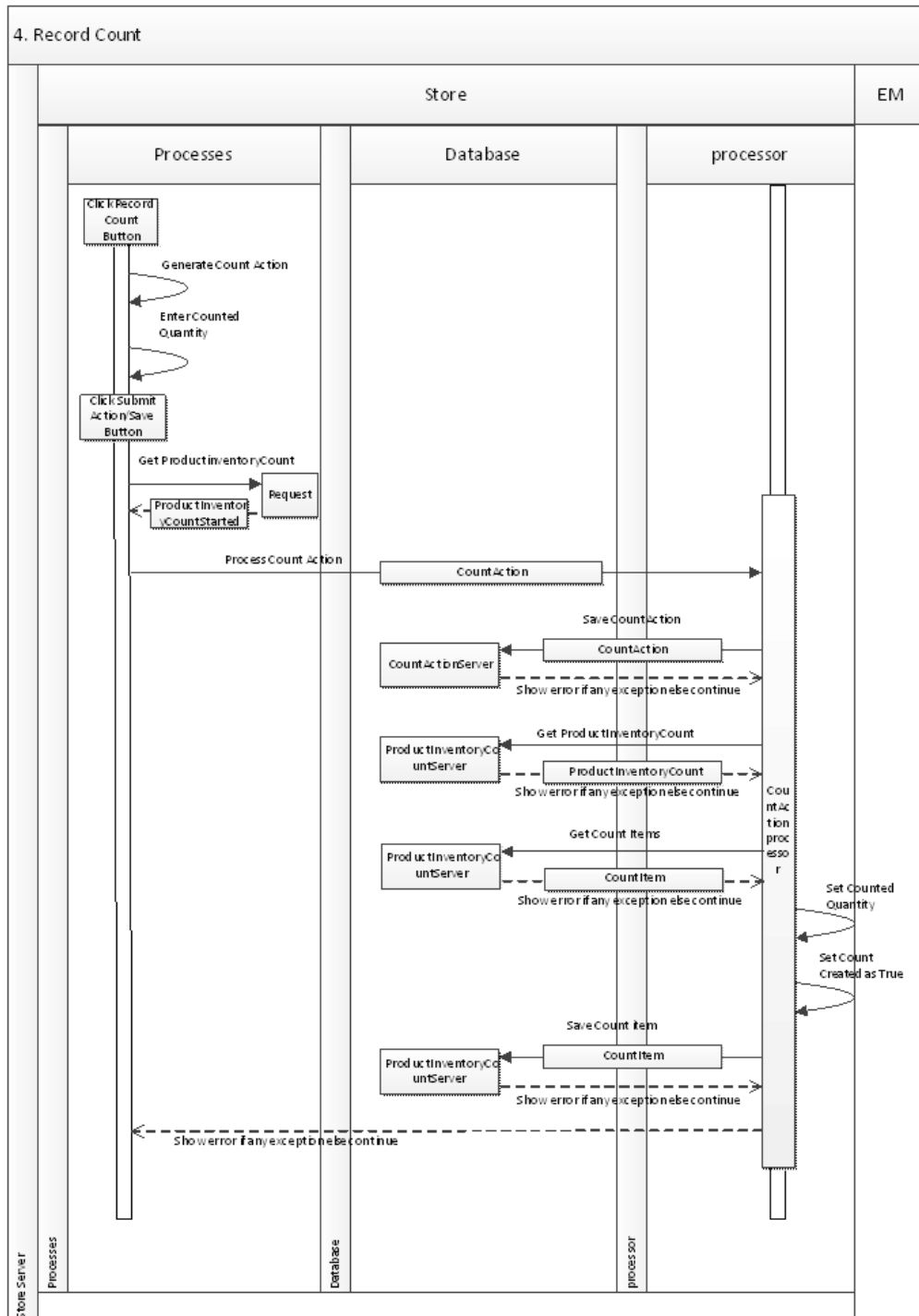
## 9.8 3.2 Start Count



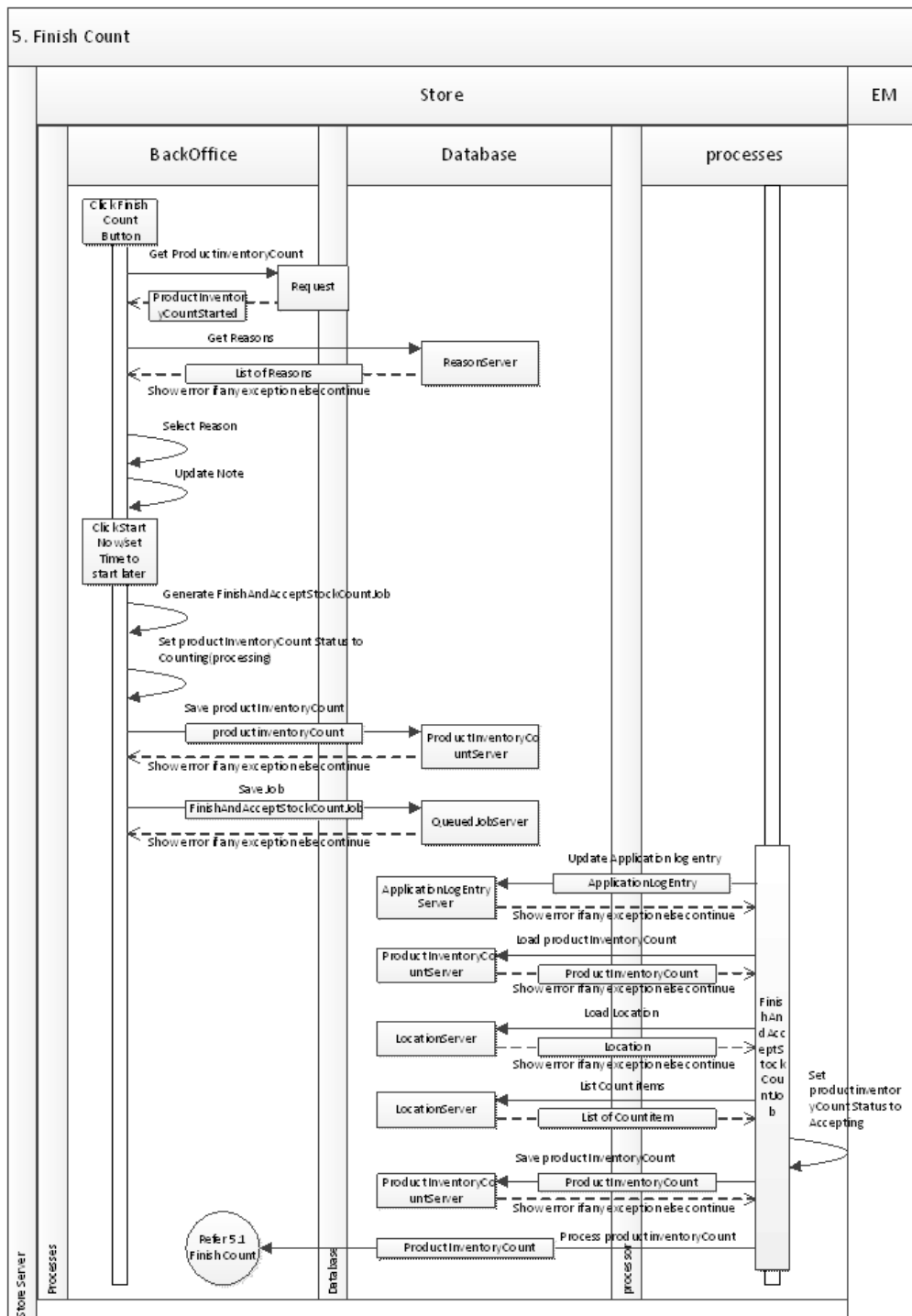
## 9.9 3.3 Start Count



## 9.10 4. Record Count

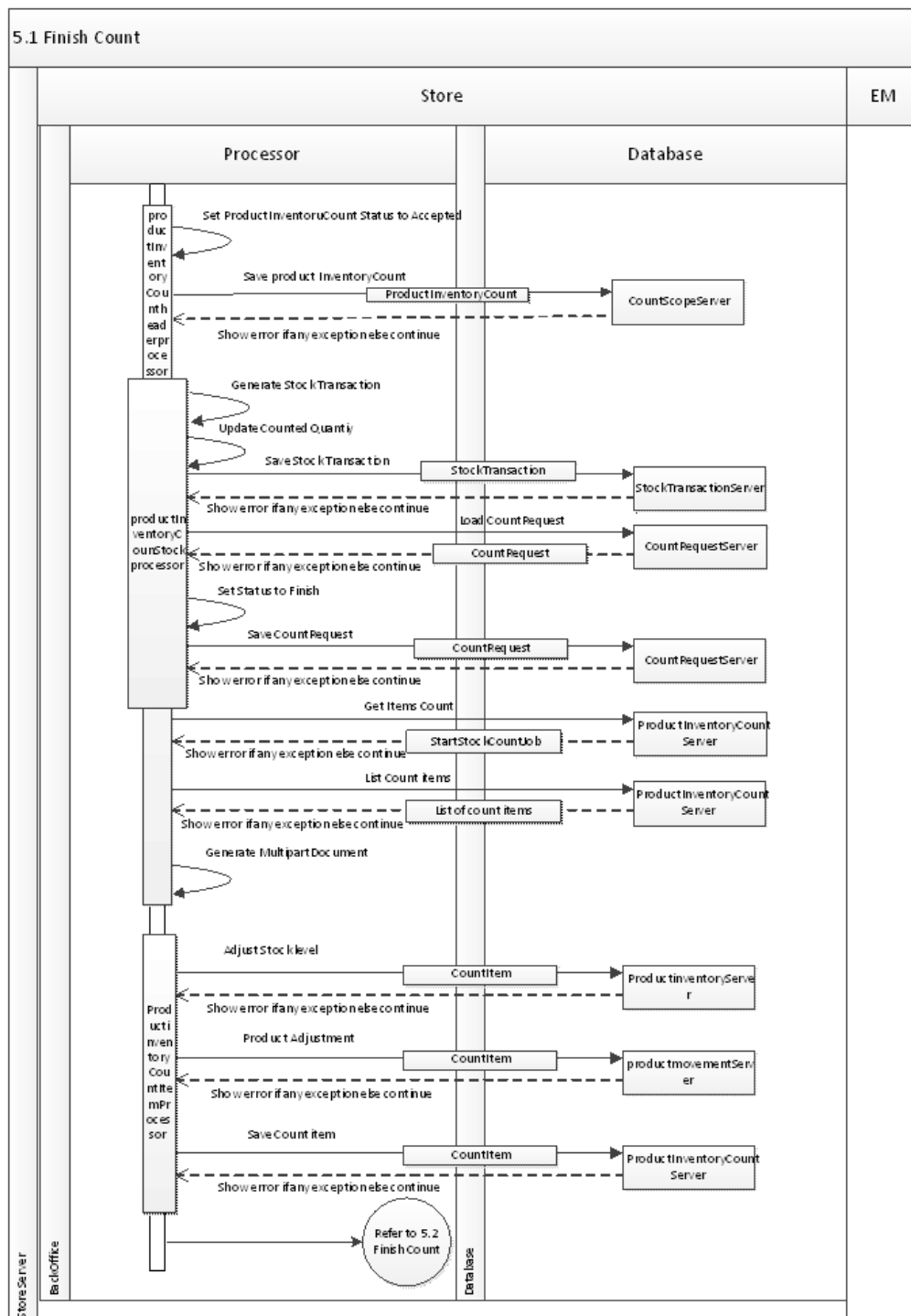


## 9.11 5. Finish Count

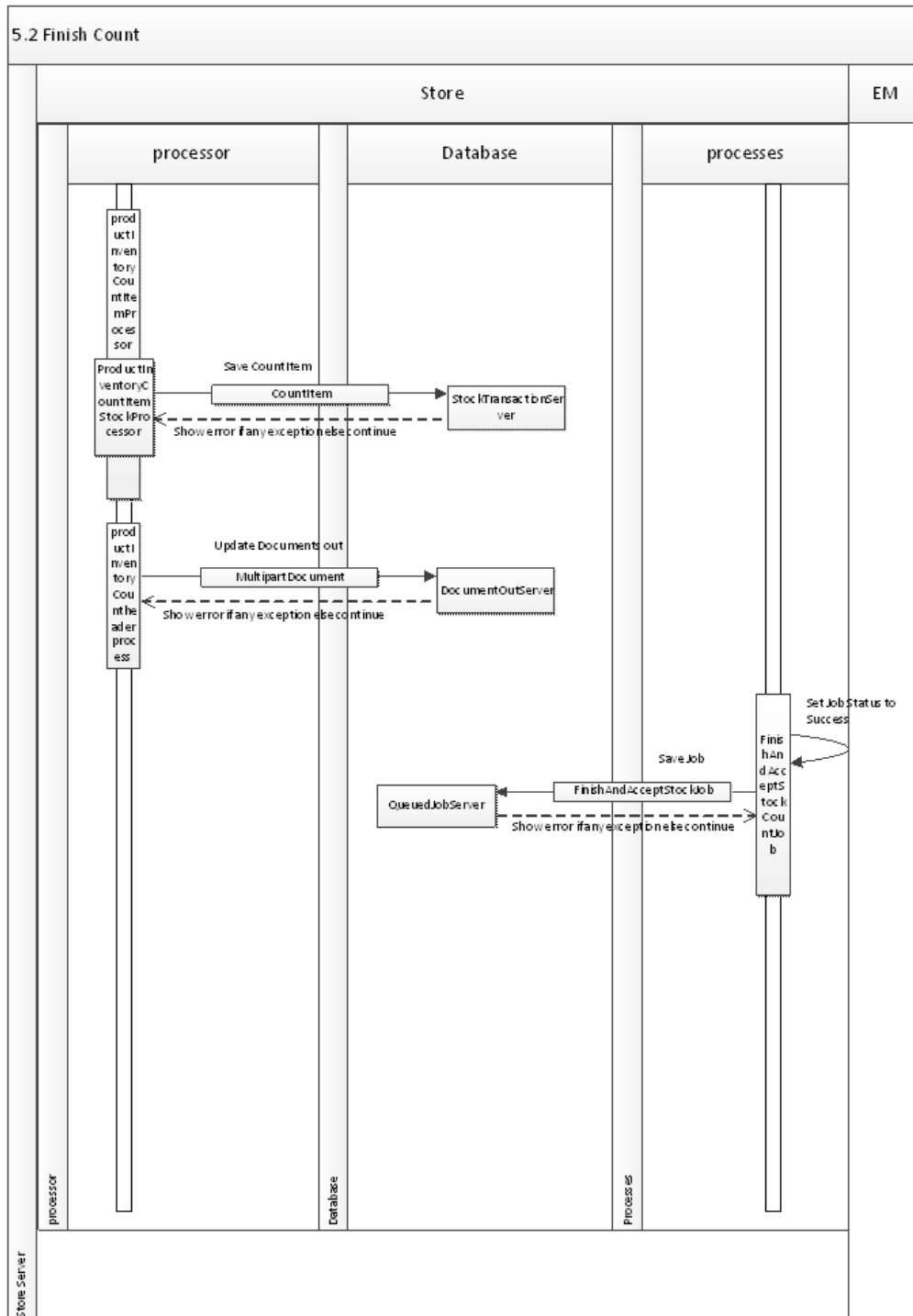




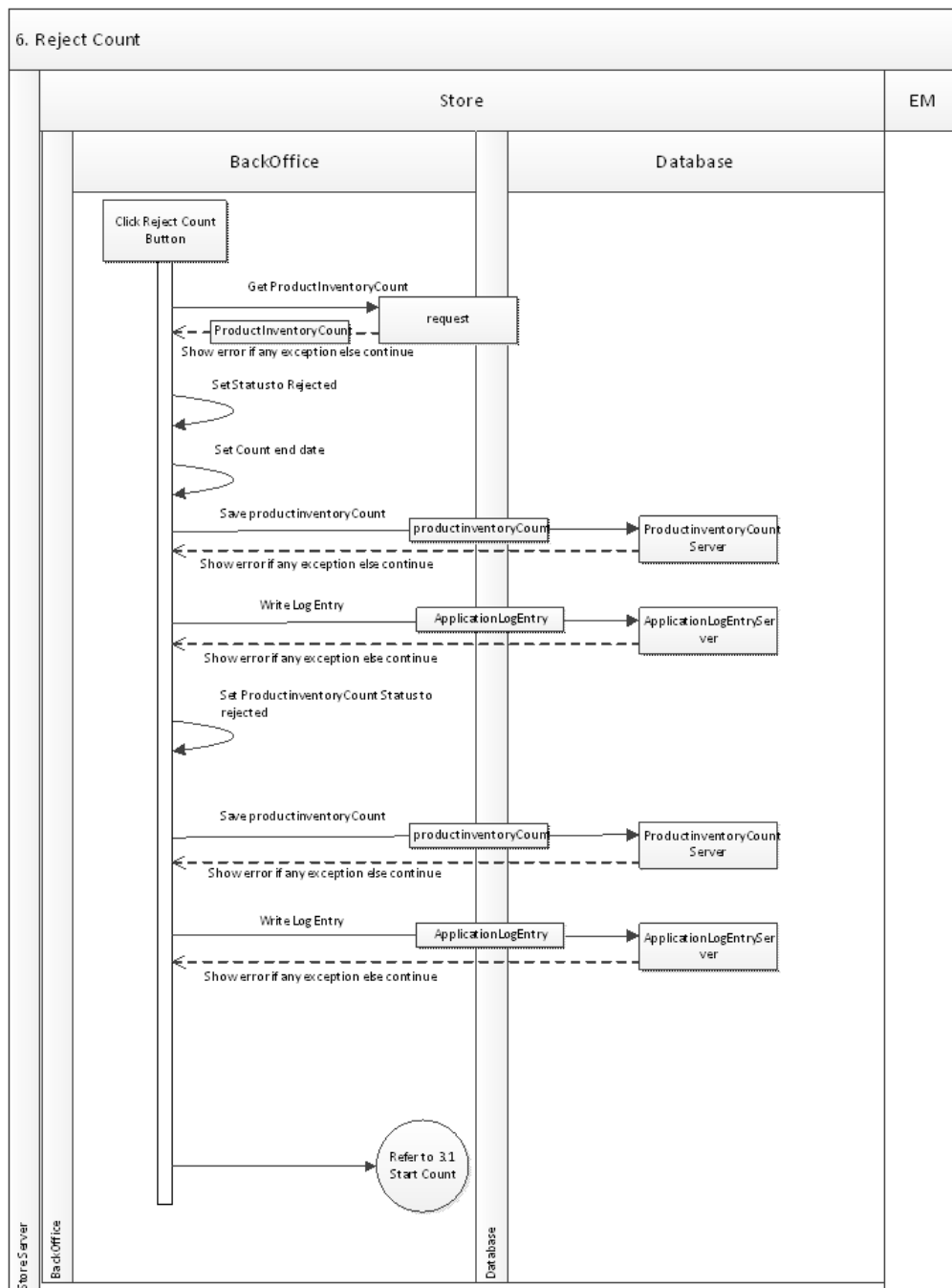
## 9.12 5.1 Finish Count



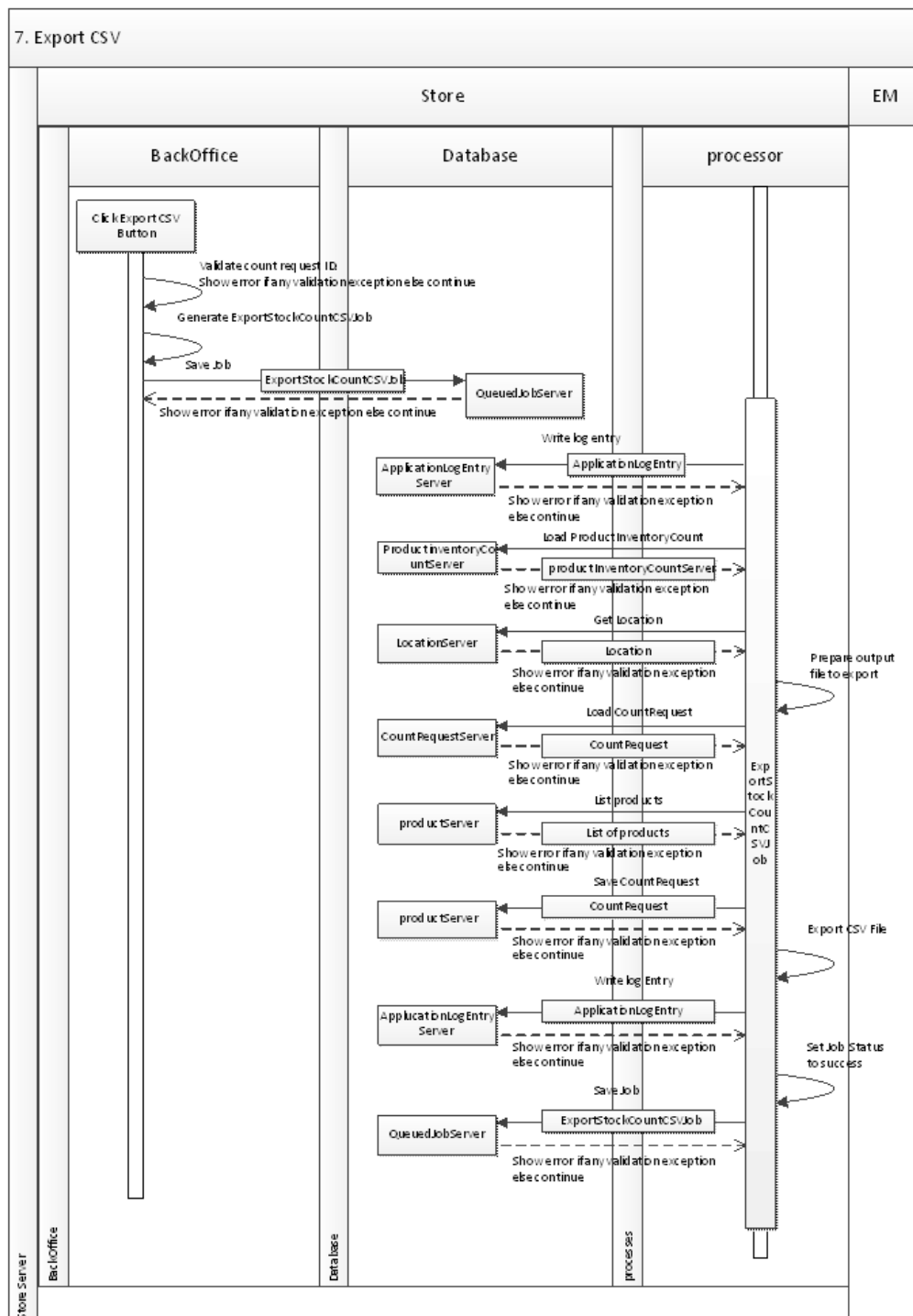
## 9.13 5.2 Finish Count



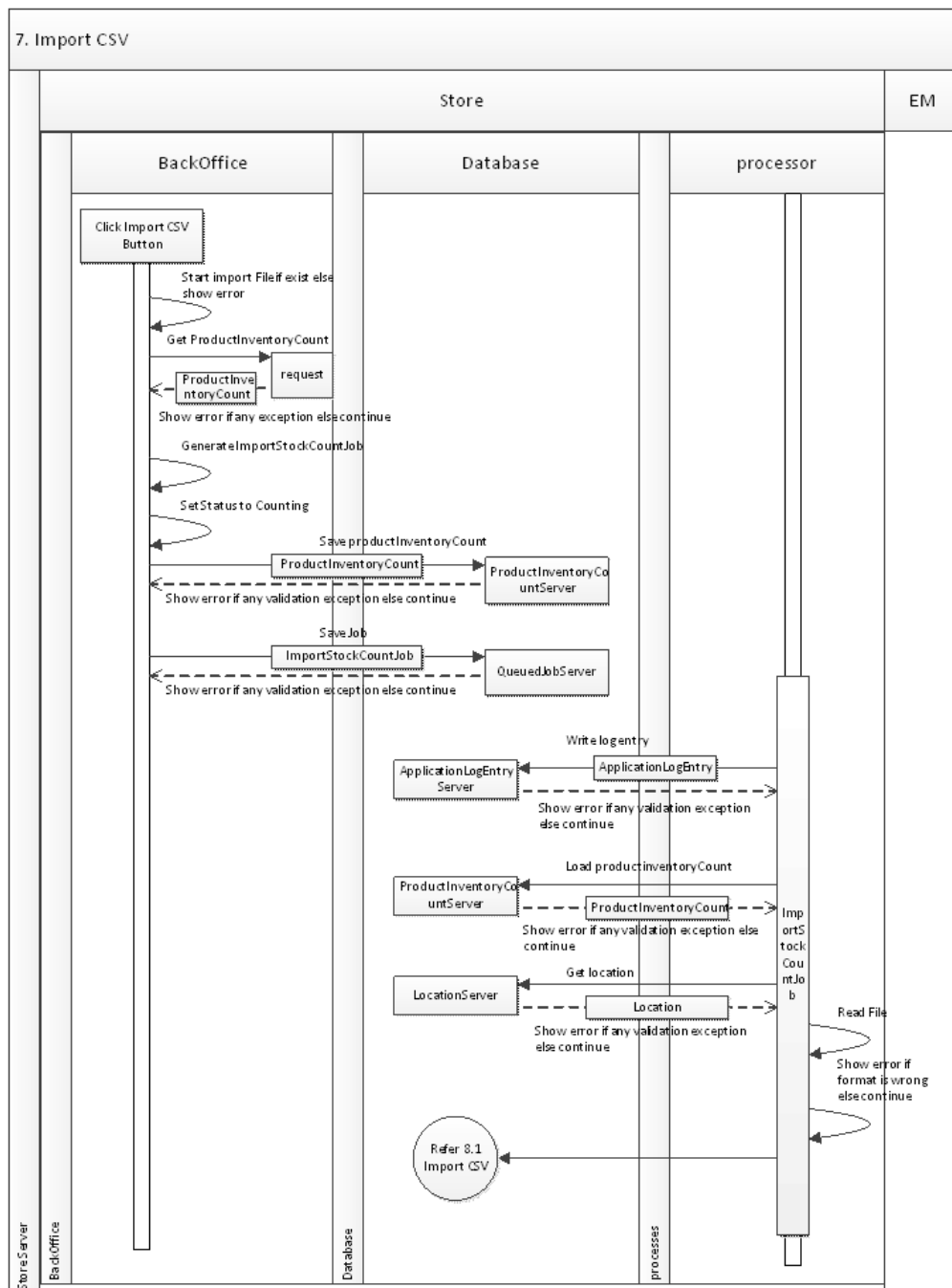
## 9.14 6. Reject Count



## 9.15 7. Export CSV



## 9.16 8. Import CSV



## 9.17 8.1 Import CSV

