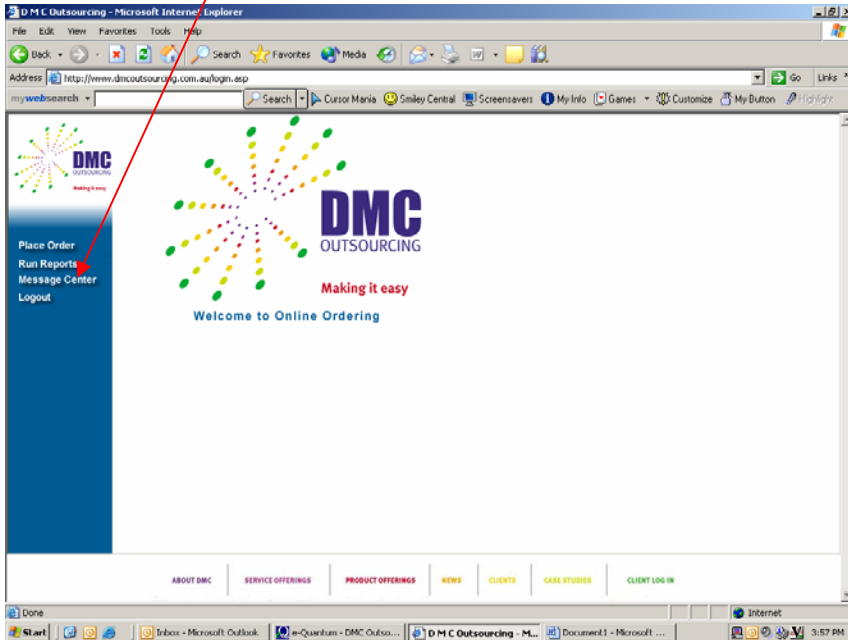


# ON-LINE STOCKTAKE PROCESS

## Stock Take:

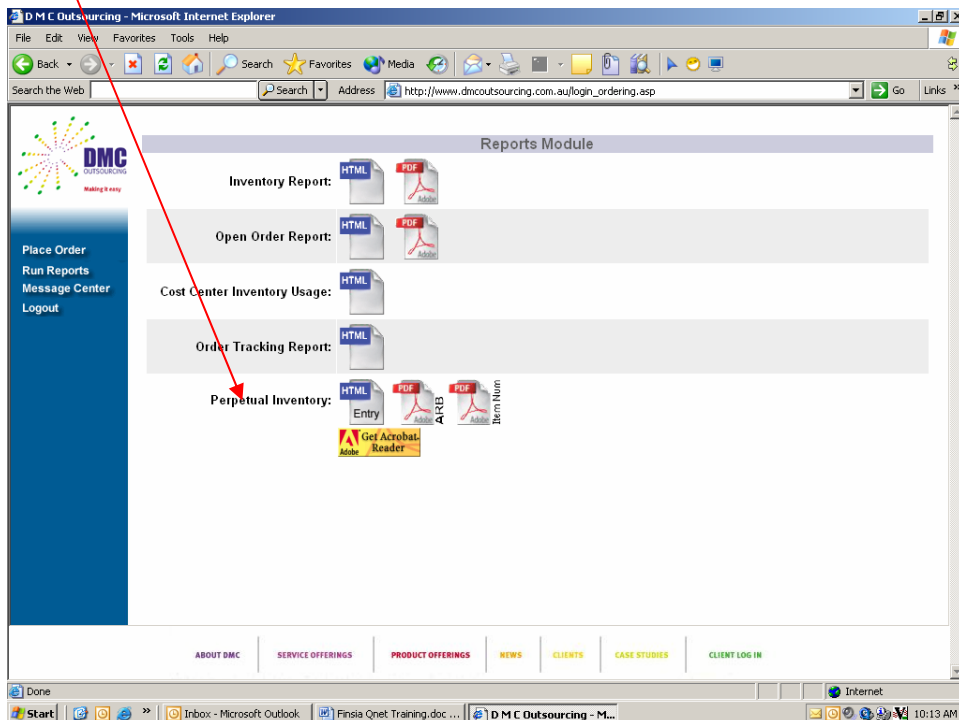
### Step 1:

Select the "Run Reports" option from within the blue banner on your screen (any screen where it is visible).



### Step 2:

Select the "Perpetual Inventory" option. (Click on the HTML box)



### Step 3:

Firstly you need to print the “Perpetual Inventory Report – By Item Number”. This will give you a sheet with all the items you are required to enter a stock level on, in the same sequence as the items will appear for the data entry side of this process.

Print this sheet and use it to manually conduct your stock count, then as your reference sheet to enter the count.

When you have printed this, close the window and then select the “Perpetual Inventory Data Entry – By Item Number” option to see the following screen.

The screenshot shows a web browser window titled "DMC Outsourcing - Microsoft Internet Explorer". The address bar shows "http://www.dmcoutsourcing.com.au/login\_ordering.asp". The main content area is titled "Perpetual Inventory Entry Screen (All Fields Are Required)". Below the title is a "Select Cost Center:" dropdown menu. The main part of the screen is a table with the following columns: Qty, Item #, Units, Description, Aisle-Row-Bin, Last Input Date, and Qty. The table contains 11 rows of items, each with a checkbox in the Qty column and a text input box in the Aisle-Row-Bin column. A red arrow points to the Qty input box for the first item, BRSEIN000. Below the table are two buttons: "Submit Perpetual Count" and "Report List". At the bottom of the browser window, there are several tabs and a taskbar showing the time as 10:51 AM.

Qty	Item #	Units	Description	Aisle-Row-Bin	Last Input Date	Qty
<input type="checkbox"/>	BRSEIN000	M/1000	MIP Booklet - 36pp	<input type="text" value="0"/>		0
<input type="checkbox"/>	BRSEIN001	M/1000	Finance&Investment	<input type="text" value="0"/>		0
<input type="checkbox"/>	BRSEIN002	M/1000	EM Booklet -28pp Self Cov	<input type="text" value="0"/>		0
<input type="checkbox"/>	BRSEIN003	M/1000	AIBF Booklet - 28pp	<input type="text" value="0"/>		0
<input type="checkbox"/>	BRSEIN004	M/1000	Itinerary Brochure	<input type="text" value="0"/>		0
<input type="checkbox"/>	BRSEIN006	M/1000	DFS Course Brochure	<input type="text" value="0"/>		0
<input type="checkbox"/>	BRSEIN007	M/1000	Securities Institute	<input type="text" value="0"/>		0
<input type="checkbox"/>	BRSEIN005	M/1000	Brochures	<input type="text" value="0"/>		0
<input type="checkbox"/>	CASEIN000	M/1000	Postcards	<input type="text" value="0"/>		0
<input type="checkbox"/>	CASEIN001	M/1000	Job Ready Postcard	<input type="text" value="0"/>		0

Here you are required to enter the quantity of the item you have on hand in the “Qty” box.

Continue down the list entering the quantities of **every** item, as a blank box will prompt a message and require you to key it all again. Remember to use the scroll button at the right of the list so you don’t miss any items.

**Note:** enter quantities according to the “Units” in these boxes. Example: if the unit is BX/200, then you need to enter the amount of **entire** boxes you have, similarly a unit of M/1000, is how many thousands of that item you have.

Please ignore the column “Aisle-Row-Bin”, as we do not record the precise physical location of the goods within the client locations.

**Note:** once you have entered a month’s stock levels, the system will update, and in subsequent months, you will see the date of your last stock count and the quantity you recorded at that time. This will allow you to do a quick calculation of what you’ve used in the month.

To finish – Click on “Submit Perpetual Count”. When you do this, you will see a “pop-up” box asking you to enter your email address. Enter your email address and click on yes. This will generate a confirmation list of what you’ve just entered and send it directly to your email inbox.

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## Other Reports of Interest:

**Backorder Report** - this report shows any items which were previously ordered by not delivered with the original order.

**Inventory Report** – this report gives an overall listing of stock available in the warehouse, including last time order quantities & dates.

**Open Order Report** – this report shows each line item for each order which has been placed but not yet invoiced. You will note there is a “Ship” date showing the expected delivery date for each item. This report is prepared in “purchase order number”.

**Cost Centre Inventory Usage** – this report list all items with the inventory quantity, and based on the stock figures entered on a monthly basis, updated the actual usages as well as projecting YTD usages both in quantities and \$.

**Order Tracking Report** – this report details orders placed electronically, including the order date, the release reference (internal tracking), the quantity, the ship to location, and more.

**Pending Orders Report** – this report allows you to check any orders which are still pending manager approval, and subsequently chase the approval.