

Stocktake Process using a KDC Scanner

(Applicable from v4.24 onwards)

(if there is a 'In stk take' column in an ISBN List this indicates v.4.24)

On receipt call the Batchline Help Desk to ensure 'KTSync' Software is properly installed and setup

Overview

The stocktake process is in essence is to scan all books in the shop by category and then replace current stock with the scanning results. Using the KDC scanner each category is scanned. Once a category is scanned the titles are uploaded into individual ISBN Lists that are given the same name as the category. The scanner is emptied, further categories are scanned resulting in each category having their own ISBN list.

The lists once complete must be 'sent' to 'stocktake' where 'stocktake' is a list that will contain all the category lists. The 'stocktake' list once complete is processed and overwrites the current stock.

Since Batchline 4.24 there are several new checks and braces:

- Confirmation that an ISBN List has been sent to stocktake
- An ability to remove an ISBN List from stocktake (in case of further editing or addition)
- View the Stocktake List and check for presence and quantity of a given ean
- Compare the entire Stocktake List with current stock value and quantity before processing
- Copy the Stocktake List with Current Stock Values to a spreadsheet prior to processing

Please make sure you have read and understand these instructions, especially if you intend to do your stock take on a Sunday as we do not provide support on a Sunday. If you are not sure please call and we will take you through a dry run Initial setup

Backup

- Before you perform a stock take you should backup your Bertline database. Name this backup preStocktakeBertline.bck instead of the normal Bertline.bck This will protect you against errors that could occur during the process.

List of Categories

- In order to get a list of categories which can be used as a checklist go to:
 - Back Office
 - Reports
 - Custom Reports
 - Category Report and Print

Value of stock before the stocktake

To get a stock valuation prior to the stocktake go to:

- Back Office
- Reports
- Stock Reports
- Summary Stock Valuation
- Preview and Print. (It maybe worth printing a copy to PDF as digital copy)

Preparing the KDC Scanner

- **Charge:** Plug the KDC scanner into a USB port and charge until the two LEDs go green and then unplug. The green lights indicate the scanner is fully charged. Do not leave the scanner plugged in continuously as this may damage the batteries
- **Clear the scanner memory:**
 - With scanner attached, open KTSynch.exe
 - Click on Settings
 - Click on clear memory.

Scanning Stock

- The scanner works by pressing the button just below the window. Pressing this button whilst pointing at a barcode will cause the scanner to beep. The ISBN/EAN scanned will appear in the window
- Scan the contents of the allocated category

Downloading a scanner contents

- Plug the KDC Scanner into a USB port using either the fold out plug or the supplied lead
- Open KTSynch.exe
- There should be a message on the form saying 'connected'
- Click on the Synchronize button
- Once synchronised a message will appear saying 'barcodes synchronised' as well as the number of records that have been imported.

Importing into an ISBN List

- Create an ISBN list and give it the same name as the category that has just been uploaded
- Click on the 'Details' button of the ISBN List to go into the details page of the list
- Click on the 'Import File' button
- The file location will normally be \Desktop\KDC. Click on this folder
 - a. In order to see the file you will have to change the 'Files of Type' drop down at the bottom of that window to 'All Files'
 - b. **Filenames:** KDC Files are named in the following format 004504_20150308_123138.txt where the 20150308 is the date 2015 March 8th and time is 12:31:38
 - c. **Optional** (By right clicking on the new file it is possible to rename it to a category name. This may help in subsequent identification if required)
 - d. Click on the new file and select 'Open'
 - e. The file will be imported into the ISBN List
- Repeat this process until all categories have been imported into individual isbn lists

Send each ISBN List to stocktake

Please Read. The process of sending to stocktake sends each list in turn to the 'Stocktake List'. When the first list is sent to stocktake, it is essential that the 'Stocktake List' is cleared using the option available in the 'Send' Process. Subsequent sends are then added to the list and therefore there is no need continue to 'clear' the list. The list that is being compiled can be viewed by going to:

- Back Office

- Maintenance
- Stocktaking and the following can be checked
 - The contents of the list can be viewed
 - The value of the list against the current stock value
 - The quantity of the list against the current stock quantity
 - Search for a given isbn that might be missing
 - Adding and deleting items from the list

Sending to stocktake

- From the ISBN List summary screen right click on the first ISBN list and select 'Send To'
- Select 'Stock take'
- The 'Send To Stock Take Wizard' form appears
 - Click on 'Yes' to clear the stock take if this is the first list
 - Click on 'No' if this is a subsequent list
 - Click on 'Next'
 - Select the category that this ISBN list should be allocated to.
 - It is possible to create a new category at this point if required
 - Click on 'Next'
 - For Location leave as 'undefined'
 - Click on 'Next'
 - Process Stocktake, select 'No'
 - Click on 'Finish'
- Repeat the above until all ISBN Lists are processed
- As a check the field on the ISBN 'In Stk Take' will now show 'Y' to indicate the list has been processed
- **Problems.** If the list was sent to 'Stocktake' in error, it can now be removed by right-clicking on the relevant ISBN List and selecting 'Remove From'. This might be useful if a list was incomplete or sent with wrong details

Backup

At this point it might be worth doing another backup and calling this batchlineISBNList if there is any chance we might need to redo the stocktake

Stock Update

The final part of the stock take is to update the shop stock to be the same as the 'stock take' list which almost without fail will give a different quantity and value to that of before. To go to the 'Stocktake Processing' screen go to:

- Back Office
- Maintenance
- Stocktaking

Checks and Braces

Prior to processing stock view the 'Stocktake' List and check that there is not a great discrepancy between the Stock (current value) and Stock Take (value of stock scanned). If there is it might mean a category has been missed. This could be checked by sorting the list by category and checking that each category exists. It is also possible to check big differences in quantity by clicking on the 'Diff' header to sort by differences. Any big difference will appear at top or bottom of the list

Search for an EAN

It is possible to verify if an EAN exists on the list by entering the ean in the ISBN13 field and clicking on search

Changing Quantity or Category Of An EAN

If an ean has the wrong quantity or category:

- Highlight the relevant line
- In the Qty Field at top of screen enter the new Qty
- Select the correct Category from the drop down at the top of the screen
- Click on Update and confirm on the next prompt

Optional save to spreadsheet -Discrepancy Report

The stocktake list is 'the' discrepancy report. To save this to an Excel Spreadsheet

- Right click anywhere on the grid
- Select 'Copy Grid'
- Open Microsoft Excel (this will probably work with other spreadsheets but only Excel has been tested)
- Open a blank sheet
- Right Click on the spread sheet and select paste
- The grid will be pasted into the sheet
- No headers will be copied across so it may be necessary to 'insert' a line at the top of the sheet and key in the relevant heades

To Complete the Stocktake

- Click on the 'Stock Update' button
- The 'Stock Update from Stock File' Screen will be displayed
 - **Note.** These instructions are for a 'Full' Stocktake. If you are only doing a 'Category' update, click on 'Category'
- Click on Full Stocktake
- Click on Update Stock
- A form will appear that will warn of a large difference between stocktake and current stock. At this point if you have checked the discrepancies in the previous step you should be aware of any discrepancies and therefore it should be safe to continue. If so click 'Yes'

Stock Valuation

To get a value of the stock post stocktake go to:

- Back Office
- Reports
- Stock
- Summary Stock Valuation
- Preview and print (printing to PDF as a digital copy is probably a good step)

And Finally

It is probably worth doing yet another backup at this point so that there is a record of what the quantity and value of stock is at the point it was completed. Probably name the file BatchlineYYMMDDStocktake.