



**“HOW TO”
COMPLETE
A
STOCKTAKE**



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Completing stocktakes in BOSSII compares the stock level that BOSSII calculates should be present compared with the stock levels that the user counts and records actually is present. The variance is the difference between the two amounts.

The key to getting low stock variances will always be that:

- Your staff correctly press the right buttons on the POS to decrement the right stock
- The setup of all your coupons, void reasons are all set up correctly to decrement the stock when they should be decremented
- The supplier invoices have been inputted into BOSSII Admin as soon as the stock comes into the venue
- The supplier invoices are inputted correctly and all the setup has been completed correctly
- The stock is counted correctly when doing the stocktake count
- All giveaways, promos and discounted stock gets entered into the POS correctly

If all this is done, your variance report will read true and you will have more of a considered chance to work out where the variances are coming from.

This is a 3 step process:

1. Count the Stock & Lock the stock levels in BOSSII Admin
2. Enter the stocktake into BOSSII Admin
3. Complete the variance report

Step 1: Count the Stock

1. Before you start counting the stock you need to have printed the stocktake report
2. Click on MANAGEMENT
3. Click on REPORTS
4. Choose PRODUCT REPORTS
5. Click on COUNT SHEET
6. Double Click on the major category group that you want to Stocktake
7. Double Click on the location group that you want to Stocktake
8. Choose to print the report in Portrait or Landscape format
9. Click OK
10. Click Print Report file

All we have done so far is print a count sheet.

11. Now its time to lock the stock levels at this point in time. If you are going to do the stocktake while the shift is open, then you must ensure that you start the stock take before the shift starts & Click on SAVE. This will allow you to do the stocktake while the business is open for business. It is prudent practice to lock the stock levels when completing a stocktake.
12. Click PRODUCTS
13. Click STOCKTAKE
14. Click NEW



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15. Click the major category that you are stocktaking
16. Click the location that you are stocktaking (if any)
17. Click SAVE
18. Now you can go count the stock



Step 2: Enter the Stocktake

1. Before you start entering the stocktake you need to have counted the stock on hand
2. Click on PRODUCTS
3. Click on STOCKTAKE
4. Choose the stocktake that you started previously and double click
5. Click on the box directly under Package Qty, this is the number of cartons that you have counted.

Nb:

- **-1 means unchanged, (if you do not wish to update the stock level from last time then leave this field blank)**
- **If you have found from your count that you have Zero stock on hand of a particular item you must enter a 0.**
- **If you are counting in single units you only need to enter a Zero in the Unit Qty Column.**

Complete this process until you have done all the stock to the bottom

6. If you want to save where you are up to & come back to it later click on SAVE.
7. If you have finished the stocktake and wish to view the Variance report then Click SAVE and view the variance report by using the steps in Step 3 below.

Nb: It is prudent to never press SAVE & PROCESS until you are entirely satisfied that the stocktake has been counted correctly and that the variances that exist are actual variances and not counting errors.

8. If you have further changes to the stocktake prior to pressing SAVE & PROCESS then find your saved stocktake and make those changes. If you want to view the Variance report again once these subsequent changes have been made then Click SAVE and view the Variance Report by using the steps in Step 3 below.
9. If you are finally content that the stocktake is correct, then at this point you can process the stocktake by Clicking on SAVE & PROCESS.

Nb: It is also critical that a valid stocktake must be processed on the day of creation not days or weeks later. Processing a stocktake days or weeks later will only create confusion when looking at the Variance report and will create incorrect on hand quantity amounts for your next stocktake.

10. If after processing the stocktake you wish to make further corrections to the stock levels of a particular product or a number of products, you must redo a new stocktake and only change the products that you require updated stock levels for, leaving all other items blank and unchanged. Completing a stocktake variance report after this will redo the variance report based on the unchanged stock levels and also the newly changed product stock levels.

Nb: Also note that if you purchase an item in multiple ways and that is the item you wish to correct within your stocktake then you MUST amend not only the corrected way that you buy this item but also every other way



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you buy that item. For example: Midori is purchased 4 ways and the following quantities are your initial stock count findings:

By 700ml Bottle	4 bottles
By 1000ml Bottle	2 bottles
By Carton of 12 700ml Bottles	1 carton
By Carton of 12 1000ml Bottles	2 cartons

If your initial count of 700 ml bottles was incorrect and you find you now have 6 bottles of 700ml Midori, then to correct this mistake, start a new stocktake and find Midori in the new stocktake and enter 6 bottles for the 700ml field. BUT ALSO enter your other 3 quantities for Midori, even though the quantities are still correct.

Step 3: Viewing Stocktake Variances

1. Click on PRODUCTS
2. Click on STOCKTAKE
3. Double Click on the stocktake that you want to have a look at to see the variances
4. Click on REPORTS
5. Double Click on STOCKTAKE VARIANCE
6. Click on either DETAIL or SUMMARY to select report type
7. Click on down arrow next to All major categories
8. Click on the required category
9. Click on OK
10. Click on GO to print the report

Periodic Stocktake Variance Report

If you have completed and processed a number of stocktakes on the shift day due to count errors, you can view an all encompassing variance report that aggregates all stocktakes to give you a final variance quantity and value between all stocktakes completed on the day. This should only be used when you have multiple stocktakes on the one shift date.

1. Click MANAGEMENT
2. Click REPORTS
3. Click PRODUCT REPORTS
4. Double Click PERIODIC STOCKTAKE VARIANCE REPORT
5. Make the start and finish dates the day you processed your stocktake (usually the same day)
6. Choose in DETAIL or in SUMMARY and Choose to view items above their allocated variance percentage
7. Click on GO to print the report