



A guide to Stock Taking in FLEX from Optinet.

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To do a Stock Take in FLEX, head to Stock - Stock Take. Shown below is the screen you will see, with a list of previous stock takes shown.

🕂 New 🗲 I	Update							Print
Stock Take								
Branches								
DefaultSCOTT								
Stock Takes								
\$	Branch	٩	Start Date 🤍	Start Time 🍳 🕈	End Date 🤍	End Time 🤦	•	
DefaultSCOTT			26/05/2015	14:58	26/05/2015	14:59		
DefaultSCOTT			26/05/2015	15:02	26/05/2015	15:02		

Press **New** to start a new Stock Take, or **Update** to continue an existing one. The following screen will appear:

Close	<b> </b>	Barco	de Ent	ry	New Stock Take							1:	Chec	k for Er	ro
ems Counted															
Barcode ۹	Supplier 4	۹.*	Brand	٩.	Description	٩	Colour	Q.¢	Size	Counted Qt	y <b>q</b> <sup>‡</sup> I	rror	٩	Verified	
	_												-		+
Items	0														
otor															
otes															

Press Barcode Entry to start the Stock Take. A box will come up asking you to Scan or Enter Barcode.

i) If you are using a barcode scanner, simply scan the barcode, FLEX will enter the barcode just scanned and bring up the same window again.

ii) If you do not have a barcode scanner, simply type in the barcode and press **Confirm** (or ENTER on your keyboard), FLEX will enter the barcode just scanned and bring up the same window again.

IMPORTANT: If you have 4 units of 1 item, scan it 4 times!

When you have finished (for now or overall), press **Quit Scanning.** The original window will be back, but with the data you entered.

C C	lose 📗	Barcode Entr	y New Stock	Take		1	Check for Errc
ems Co	unted						
Barco	ode 🔍 🕈 Supplie	r 🔍 🕈 Brand	<b>q</b> <sup>‡</sup> Description	<b>۹<sup>‡</sup></b> Colour	<b>q</b> <sup>‡</sup> Size <b>q</b> <sup>‡</sup> Cour	nted Qty 🤍 🍧 Erro	or <b>q<sup>‡</sup></b> Verified
🗉 Sun	ndries						
10			DVLA			1	Г
5			Solutions			1	Г
🗏 Fran	me Stock						
1	Allison	Blumarine	Test frame	25138894	48x16x130	1	Г
2	Allison	Blumarine	Test frame	red	48x16x138	1	Г
EX						1	Г
							8
Items	5						
lotes							
can or F	nter Barcodes 2) Reco	oncile to correct Frre	rs and update stock records				

Press Check for Errors. FLEX will ask Have you counted and entered every item of stock? Click either Yes, Check for Errors if complete or No, Cancel if you pressed this by mistake. The example for this page from FLEX is shown below

$\checkmark$	Close	Barcode Entr	y New Stock Take			/ Check f	or Errors
-Items (	Counted						
* Ba	rcode 🔍 🗘 S	upplier 🔍 🕈 Brand	<b>q</b> <sup>‡</sup> Description	q <sup>€</sup> Colour	<b>q</b> <sup>‡</sup> Size <b>q</b> <sup>‡</sup> Count	ed Qty <b>q</b> <sup>‡</sup> Error <b>q</b> <sup>‡</sup> Ve	rified •
= s	undries						
10			DVLA			1 Over Stock (1)	
5			Solutions			1 Over Stock (1)	
⊟ F	rame Stock	n Plumarine	Test frame	25129904	49v16v120	1 Linder Stock (2)	
10	Alliso	n blumarine	Test from a	23130094	40x10x150	1 Under Stock (S)	
LEX		Ì	Please check the highlighted error	s and adjust the	Counted Qty if necess	I Over Stock (1)	
# Iten	ns 5						Ø
Notes	s or Enter Barcodes	2) Reconcile to correct Erro	rs and update stock records				~

The **Counted Qty** can be manually over-written. If it then corresponds with the Stock count on FLEX, the red illumination will go out. If there is still an **Error** but you have ticked the **Verified** box, the light will also go out. This is shown in the example below.

🖊 Clo	se 🛄	Barcode Ent	ry <b>New Sto</b>	ock Take				/*	Update Sto
tems Coun	ted	¢	¢			6	*	¢	
Barcod	le 🤇 Supplier	<b>Q</b> Brand	Q Description	on 🤍	Colour	Size C	Counted Qty	Error	A Verified
Sundi	ries								
10			DVLA				0		Г
5			Solutions				2	Over Stock (2)	<b>v</b>
🗉 Frame	e Stock								
11	Allison	Blumarine	Test frame	25	138894	48x16x130	4		Г
12	Allison	Blumarine	Test frame	rec	ł	48x16x138	1	Under Stock (2	2)

Press **Update Stock**. The message below is shown. If you are happy with the message, press **Yes**, **Update Stock**. Note, before you do this, you should tick that each item has been **Verified**.



The Stock Take can then be closed, and the final message below will be asked:

	Flex	×
?	Would you like to complete this Stock Take?	
C	Yes, It's finished No, I'm coming back to it No, I want to carry on	

This completes the Stock Take process. It can then be **Print**ed if needed.

Separate paper reports of Takes and Valuations are also available under <u>Business</u> <u>Intelligence</u> - <u>General Reports</u> - Stock.

We recommend remote training for this - call us on **0845 313 0233**