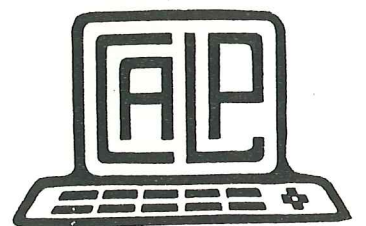


STOCKTAKING



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Developed during a two year pilot programme

Sponsored by

The Labour Department

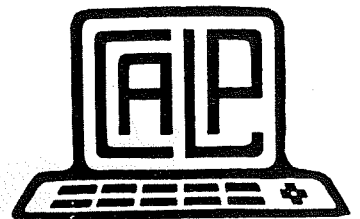
The Salvation Army (Otago) Employment Programme

The Department of Internal Affairs

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A I M S

1. To involve trainees in keeping an up to date inventory of equipment.
2. To give trainees an experience of using the computer to carry out an administrative task.

A C T I V I T I E S I N V O L V E D

All equipment is itemised and the quantity of each item is recorded. This information is typed into the computer and an "audit count" is established. As new items are bought these are recorded. When the next stocktake is carried out the current numbers are updated on the printout of the previous audit, and entered using the quick edit mode. These numbers can be compared with the previous stocktake (or audit) and the printout will give the numbers missing.

REQUIREMENTS

Preparation / Follow up

Manual count of all equipment used on the scheme. Record kept of all new items acquired.

Supervision

Supervision generally required during the stocktake and during the typing in of information. . Only the supervisor can do the audit.

Equipment

Pen and paper for stocktakes

Computer and printer for entering the information and giving printout.

Current order books for entering new items bought since the last stocktake.

Time

This will vary considerably depending on the number of items being recorded, and during the typing up stage, the ability of the person entering the information.

I N S T R U C T I O N S

Stage 1: Stocktake

As each stocktaking file holds a maximum of 400 items, it is advisable to split the stocktake into several sections e.g. Work-shop, office, kitchen, garden. Each of these will then form a file with its own name. The trainees should list all items and the number of each item.

e.g. saws	5
saw (circular)	1
hammers	10
screwdrivers	8

Stage 2: Entering The First Stocktake

At the computer the program "STOCKTAKING" will offer the following MAIN MENU.

LOAD	a file
SAVE	current file
CATALOGUE	disk
EDIT	current file
CREATE	new file
SORT	current file
PRINT	current file
DELETE	a file from disk
QUICK EDIT	
QUIT	

Choices are made by using the arrow keys $\uparrow \downarrow$ to move the highlighted line. When it covers the command you wish, press <ENTER>.

1. Choose CREATE a new file from the MAIN MENU. You will be immediately at the editing stage and can begin entering new items. There is a yellow line running across the screen. Press <ENTER> and you are asked for the "New item description". After typing it in e.g. saw, and pressing <ENTER>, the next line gives the audit count. Because there have been no previous stocktakes for this file that will be blank.

You are then asked for NEW ITEMS. Enter the number of that item present e.g. 5 (regardless of whether they are truly "new"). When you are asked for "NUMBER PRESENT" also enter that same number i.e. 5. (Note:- this instruction to enter the same number for both NEW and PRESENT NUMBER of any item only applies when it is a new file.) By treating all items present as new, you avoid discrepancies in the printout, of items unaccounted for.

There are three columns on the left side of the screen. 'A' is the audit count from the previous stocktake, 'N' is the number of New Items since the last stocktake and 'P' is the number of the item as counted during the present stocktake. e.g.

	A	N	P
SAW		5	5

Changes can be made to any item by using the arrow keys $\uparrow \downarrow$ to move the highlighted line over the line you wish to change and pressing <ENTER>. The information already entered will appear in the lower part of the screen, and can be typed over to change it, or if no change is needed press <ENTER>. When all items are entered, return to the MAIN MENU.

2. Choose SORT current file from the MAIN MENU. This will sort the items alphabetically and return you to the MAIN MENU.

3. Choose SAVE current file. It is important to save any material that is typed in before going to work on another file. The computer is like a typewriter. It can only hold one lot of work or one file at a time. To be able to refer to a file later it needs to be put into the filing cabinet. The disk in the disk drive acts as a filing cabinet, and can hold a number of files for reference.

When you ask to SAVE the file you need to give it a name so that it can be found later.

" Save as what file?"

Type in the name you wish (no more than 8 characters and no spaces - although you may wish to use a hyphen e.g. OFFICE-1. A number cannot be used as the first character.)

Occasionally you may accidentally choose a name that someone has used for another file. You will be told if there is another file of that name and you should change your file name to avoid wiping out the other person's file. (The only time you may wish to choose the same name is if you have merely been updating a previous file.)

4. Choose PRINT current file from the MAIN MENU.

There are two choices offered:

- i) Full printout (All columns) This is a full reference copy such as may be filed or sent to the auditor. See Appendix 1.
- ii) Short printout (Item + Audit number only. Spaces to write in current count.)

The latter printout is used when the next stocktake is about to be taken. The numbers of each item can be entered by the trainee in the stock count column. At this stage, before the audit has been obtained only i) full printout is feasible.

5. Choose QUIT from the MAIN MENU. This gives four options

- i) Open a new file
- ii) Load another file
- iii) Quit the program
- iv) Go into BASIC

Stage 3: Obtaining an Audit

(Note:- A printer is necessary to run the Audit Program.)

At regular intervals, usually on a specific day e.g. 30 June, a stocktake is required by the auditor of any business, or scheme.

Having entered the number of all items present during the stocktake, that number is fixed at the time of audit and becomes the baseline for the next stocktake. The present count column is transferred to the audit count column.

1. Choose QUIT on the stocktaking program MAIN MENU.
2. Choose RETURN to DISK MENU.
3. Choose GO INTO BASIC
4. When the cursor appears, type: Run " Service"
5. From the SERVICE MENU choose AUDIT.
6. You will be asked to type the password. (See the enclosed sheet with this manual for the current password.)
7. Next you will be asked if you have the printer connected. (The Audit Program requires a printer.)
8. The official audit date will be asked.
9. Every stocktaking file on the disk is named and you are asked to decide whether or not it should be audited. E.g. you are about to do the official audit for the file WORKSHOP.

" Do uou wish to audit this file ?"

Type "yes" or "no"

Normally you would say yes to every file. Occasionally a file is incomplete or the stocktaking has not been carried out for that area and you would have to say no. Later, when you come back to audit that file you will need to say no to all the files that have already been audited. If you say yes, you will be told that you cannot audit that file.

This is because they now have no numbers in the Present Count Stock Coulmn (they were transferred to the Audit Column during the audit.) If you were allowed to audit the file again at this stage, the zeros in the Present Count Column would be transferred to the AUDIT Column and the file would be wiped. (Any items with number 0 in the audit column will be erased ready for the next stocktake.)

10. Having typed yes, to a particular file, that file is then loaded and the Official Audit Copy is automatically printed out. This is a full printout of all columns (see Appendix 1 for a sample). Once explanations for missing items have been written in, it is ready for the auditor, and photocopies can be made.

11. At this point you can press NEXT or BACK. Press BACK if you want another printout of the Official Audit Copy, although it is generally easier to get a photocopy that includes the explanations for missing items.

12. Press NEXT and immediately afterwards a short printout will be done. On this the present stock count of the Official Audit Copy becomes the Last Audit Count, ready for the next stocktake. This can be used as a working copy between this audit and the next e.g. on which to note new items as they are bought, or note irretrievably damaged or missing items as they are lost.

Stage 4: Later Stocktakes

Between stocktakes or at the time of the next stocktake any NEW ITEMS acquired since the last audit date can be entered in the New column.

To enter new items choose:

- 1) Load the desired file (check out the name by using the catalogue of files.)
- 2) A.EDIT the file. Move the list up using the arrow keys $\uparrow \downarrow$ until the item is highlighted and press <ENTER>.B. Press <ENTER> until "NEW ITEMS?" are requested. Enter the number of new ones that have been bought. e.g. HAMMER
Item description: Hammer press <ENTER>
Audit number : 4 n.b. this number cannot be altered.
New Items : type 2 press <ENTER>
Present number : 4 delete if wished by typing 6 and pressing <ENTER>
- C. Repeat A. and B. until all new quantities of existing items have been entered.
- D. For any items that have not been previously on the list press 'N' to fill in all the details.
- 3) Press HELP to return to the MAIN MENU.
- 4) SORT the file if any new names have been added.
- 5) SAVE the file.
- 6) QUIT - from quit you can LOAD another file and add more new items if wished.

Sometimes, particularly if the computers are not continually accessible, it may be preferable to add the numbers of new items at the time of the next stocktake. If adding NEW ITEMS the EDIT command must be chosen from the MAIN MENU. However, if no NEW ITEMS are being entered, the QUICK EDIT may be used to enter only the current number of items present at stocktaking.

To do a stocktake, from the MAIN MENU choose

- 1) LOAD the file
- 2) PRINT the current file - choose a SHORT PRINTOUT which will only list the Audit count (as at the previous stocktake) and the new items acquired since then. (See appendix 2)

The actual stocktake can then be done on this printout as the trainee moves from room to room counting how many there are of each item. There is also space to write explanations for missing items or items surplus to the number recorded.

Having completed the physical stocktake the present numbers can be entered on to the computer.

- 1) LOAD the file
- 2) QUICK EDIT (only the present number of any one item can be altered. Thus one moves through the items rapidly.)
- 3) SAVE
- 4) PRINT choose the full printout to show the discrepancies in the expected numbers.

e.g.	Audit	New	Present	Comment
HAMMER	4	2	5*	-1

Audit the file to fix the numbers as a base line for the next stocktake. (See Stage 3 : Obtaining an audit.)

NOTES

1. Once audited , you cannot remove an item when editing, except when creating it for the first time. This is to ensure that all items that disappear have an explanation given. However when an audit takes place if there are none of that item present during the Present Stock Count, the item will be deleted on the list, ready for the next stock take.

2. If you want to shift an item from one place to another, and this means moving from one file to another, put down 0 in the Present Stock Count Column on past file. In the file to which you want to shift it put down 1 in Present Count Column. In both cases, you can place a comment on the printout e.g. on file : Clair-0 put " Desk moved to Jim's office." On file Jim-0 put " Desk moved from Clair's Office. Avoid putting it in the new column.

Appendix 1 : Full print out (Official Audit Copy)

*** OFFICIAL AUDIT COPY *** SIGNED:

DEPOT:.....STOCKLIST : SHED CURRENT DATE : 1-NOV-85
LAST AUDIT DATE: 31-JUL-85

.....				
ITEM DESCRIPTION	LAST	NEW	STOCK	ADJUSTMENTS AND COMMENTS
	AUDIT COUNT		COUNT	
.....				
FORKS	4	1	4	* -1
HEDGECLIPPERS	2	0	2	*
HOES	5	0	5	*
LAWNMOWERS	5	0	5	*
RAKES	2	1	3	*
ROTARY HOE	1	0	1	*
SECATEURS	1	2	3	*
SPADES	5	0	4	* -1
WHEELBARROWS	3	0	3	*
.....				

S T O C K T A K I N G

Password

Needed for Stage 3 : Obtaining an Audit.

When the program was supplied the current password was FRED.

To change the password ...

- 1) Insert the disk containing the STOCKTAKING program.
- 2) From the MAIN MENU choose QUIT
- 3) Choose GO INTO BASIC. Type run " STOCKPASS.BAC"
then press <ENTER>.

NB This program is not listed on the catalogue. To ensure the STOCKTAKING AUDIT program is not abused,

This paper should be kept in a secure place, separate from the manual and be available only to supervisors.

If at any time you change the password, make sure you note it on here.

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