

HOW TO PROCESS EQUIPMENT STOCKTAKE

This document aims at assisting branch controllers, branch managers and asset managers with the process of performing a stocktake of equipment items using Baseplan Enterprise.

Typically, a stocktake can be performed using either of the methods below:

- At regular intervals - For instance, a complete stocktake of all equipment items in all the branches every six months
- Cycle counting – A mini stocktake on a range of equipment types or models in a branch for a defined period and thereafter, rotating the next period to a different range of equipment types or models

The preparation and posting of the equipment stocktake is a multi-stage process which involves:

1. Preparing the stocktake and printing the count sheets

Equipment items are then physically counted and the count is recorded on the printed count sheets.

2. Entering the stocktake by keying in the count into the system
3. Checking variances with the booked stock figures, possibly recounting some items and accepting the stocktake

Accepting the stocktake will generate a GL journal adjusting the variances (gain/loss) for bulk assets (non-serialised equipment items linked to bulk assets) and update the Equipment Ledger quantities.

Software Version: 1702

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PREPARING THE EQUIPMENT STOCKTAKE

The first step in the Equipment Stocktake is identifying the equipment to be counted and preparing the count sheets.

1. From the Menu, select **Equipment Management > Procedures > Prepare Equipment Stocktake**
2. Click ADD NEW
3. Select the **Branch** that the equipment stocktake will be generated for
4. Click the *Entry/Edit Details (Alt E)* tab on the *Details* panel

This will default a system-generated number in the **Stocktake No.** field.

The **Generate Status** will be 'OPEN'.

A stocktake can be generated for a range of equipment items, based on category, type, model and/or sub location using the selection criteria in *the Auto Add Equipment* panel.

Checking the **Include Serialised** checkbox will include serialised equipment items in the stocktake.

5. Once the required selection has been made, click AUTO ADD

This will display all the equipment items within the selected range in the *View Details (Alt V)* tab on the *Details* panel.

Individual equipment items not included in the selected range can also be added manually to the stocktake by selecting the relevant **Equipment** number from the *Entry/Edit Details (Alt E)* tab on the *Details* panel, and clicking SAVE.

6. Once all the required equipment items have been added, click SAVE in the toolbar
7. Select how the count sheets will be printed in the *Print Count Sheet Options* panel;

Count sheets can be printed by **Sub Location** or **Equipment**.

Sub location and equipment (Equipment No.) details are displayed on the *Equipment Ledger* screen.

8. Check the **Group By Equipment Type and Category** checkbox, if required

9. Click GENERATE in the toolbar 

Info: "Stocktake generated successfully."

10. Click OK

The **Generate Status** will be updated from 'OPEN' to 'GENERATED'.

The user ID of the user generating the stocktake and the date it was generated will be displayed in the **Generated By** and **Generated On** fields, respectively.

11. Click PRINT

This will preview and print the Stocktake report (count sheet).

This report is used to record the quantities physically counted or identified during the stocktake process.

Note: The Stocktake report can be reprinted for each stocktake.

The count recorded is then entered into Baseplan Enterprise on the *Stocktake Entry* screen. When the **Generate Status** of the stocktake is 'GENERATED', it will be available for editing with a **Completion Status** of 'OPEN' on the *Stocktake Entry* screen.

It is also recommended to start counting immediately after the stocktake is generated, and stop processing any equipment movements until the count has been completed.

ENTERING THE EQUIPMENT STOCKTAKE

1. From the Menu, select **Equipment Management > Procedures > Equipment Stocktake Entry**
2. Display the relevant stocktake using the **Stocktake No.** field
3. Click EDIT
4. Enter the total number of equipment models that should be counted in the yard, in the **To be Counted (Model)** field
5. Enter the total number of equipment items that should be counted in the yard, in the **To be Counted (Equipment)** field

Note: It is recommended to enter the **To be Counted** fields with the expected quantities before the physical counting is started.

The **New Qty** and **Recount** fields will be editable in the *View Details (Alt V)* tab of the *Details* panel.

6. Enter the new (counted) quantity for each item, as recorded in the count sheets, in the **New Qty** field

If the count sheet has any additional equipment items that have been counted but not included in the generated stocktake, these items can be added to the stocktake from the *Entry/Edit Details (Alt E)* tab.

7. Select the relevant equipment number from the **Equipment Code** drop down list

This will default the **Description**, **Sub Location** (if applicable), **Yard Qty** and **Unactioned Qty** fields.

8. Enter the counted quantity in the **New Qty** field
9. If there is an unexpected variance between the yard quantity and the counted quantity, check the **Recount** checkbox

Note: Typically, the entire count is completed and variance reports are printed before editing the stocktake and checking the **Recount** checkbox.

10. Click SAVE

The added equipment item will now appear in the *View Details (Alt V)* tab with the rest of the entries.

11. Click SAVE in the toolbar

CHECKING VARIANCES

After all the count values have been entered and saved, the Stocktake Variance report is printed by clicking VARIANCE REPORT in the *Stocktake Entry* screen. This report shows all the variances between the yard quantities and the new quantities (physically counted quantities) of the relevant equipment items.

Note: It is recommended that this report be saved as a PDF for future reference. Review the report and if there are items to be recounted, edit the stocktake from the *Stocktake Entry* screen.

RECOUNT

After the Variance report has been reviewed, equipment items can be marked as recount required and new count reports can be generated.

1. From the Menu, select **Equipment Management > Procedures > Equipment Stocktake Entry**
2. Display the relevant stocktake
3. Click EDIT
4. Check the **Recount** checkbox against all the required equipment items
5. Click SAVE
6. Click PRINT RECOUNT

Only items with the **Recount** checkbox checked will display on the count sheet report.

7. Physically recount the items listed in the report and record the counted values
8. To update the counted values in Baseplan Enterprise, display the relevant stocktake in the *Stocktake Entry* screen
9. Click EDIT
10. Enter the **New Qty** for each recounted equipment item

This replaces the original **New Qty** and variances will be recalculated.

11. Click SAVE
12. Print, save and review the [Variance report](#). If required, additional recounts can be completed.

ACCEPTING THE EQUIPMENT STOCKTAKE

Processing of equipment movements can be resumed before accepting the stocktake after the final count has been completed.

Stocktake can be accepted only when quantities in the **Counted** and **To be Counted** fields are equal;

For Model: **To be Counted** = (Model) **Counted**

For Equipment: **To be Counted** = (Equipment) **Counted**

1. From the Menu, select **Equipment Management > Procedures > Equipment Stocktake Entry**
2. Display the relevant stocktake
3. Click ACCEPT STOCKTAKE

Info: "Accept Stocktake?"

4. Click YES

Info: "Stocktake has been successfully accepted!"

Note: In case of missing serialised equipment items, the following message will display:

"Stocktake has been successfully accepted! See below for warnings.

Details:

[Number of items] serialised equipment item(s) [Asset Code] need to be disposed of manually, these equipment items will remain unchanged."

The action required to this message will depend on your company procedures.

5. Click OK

Completion Date will default to the date the stocktake was accepted.

Completed By will default to the user ID of the user who accepted the stocktake.

Completion Status will be updated from 'OPEN' to 'CLOSED'.

For non-serialised numbered equipment items, accepting the stocktake will update the quantities on the equipment location record. It will also be recorded in the *Equipment Movements* screen, which can be viewed by displaying the relevant equipment record and selecting **Views > Movements** from the *Equipment Ledger* screen.

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