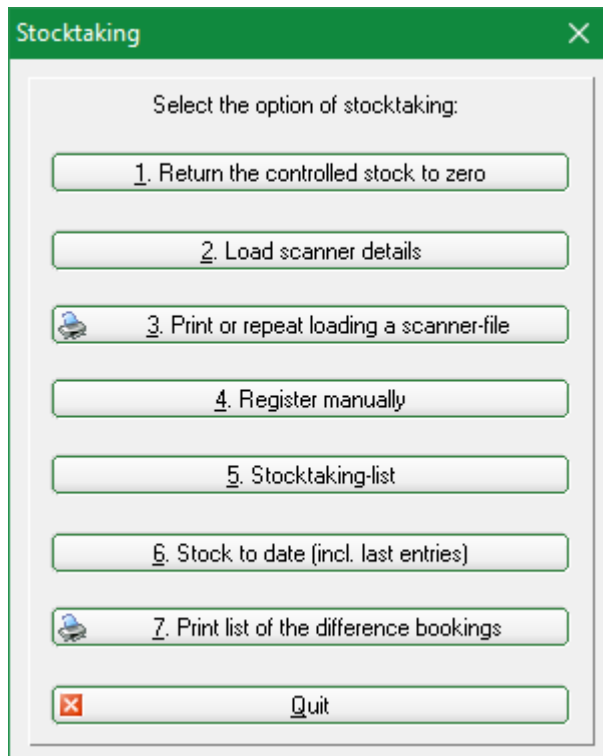# Stocktaking

This feature can be activated with the module *Inventory management system.*

The procedure of stocktaking differs mainly by whether you take the inventory manually, that is to note the counted quantity per item on a list, or work with the help of an inventory scanner. Steps 1, 4, 5, 6 and 7 are important for the manual stocktaking. When taking stock using the scanner you will need step 1, 2, 3, 5, 6, 7.

To start the process of inventory in PC CADDIE, select in the main menu ***Articles/Stocktaking:***

The individual steps of the inventory are easy to see in this input window.

1. Return the controlled stock to zero

Before taking stock you have to reset your stock numbers to zero. This is necessary for the manual stocktaking as well as the one using the scanner. Click the button **1. Reset controlled stock to zero** to launch the reset.

This step is needed, as it ensures that the new stocktaking numbers will not be mixed up with the old previously saved ones.
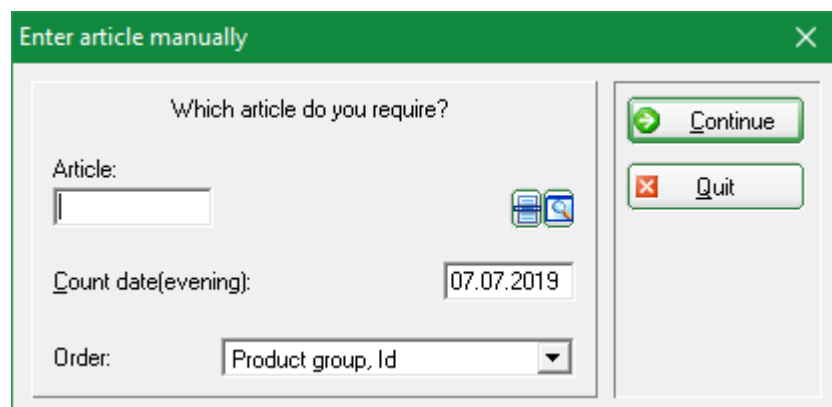
2. Load scanner details
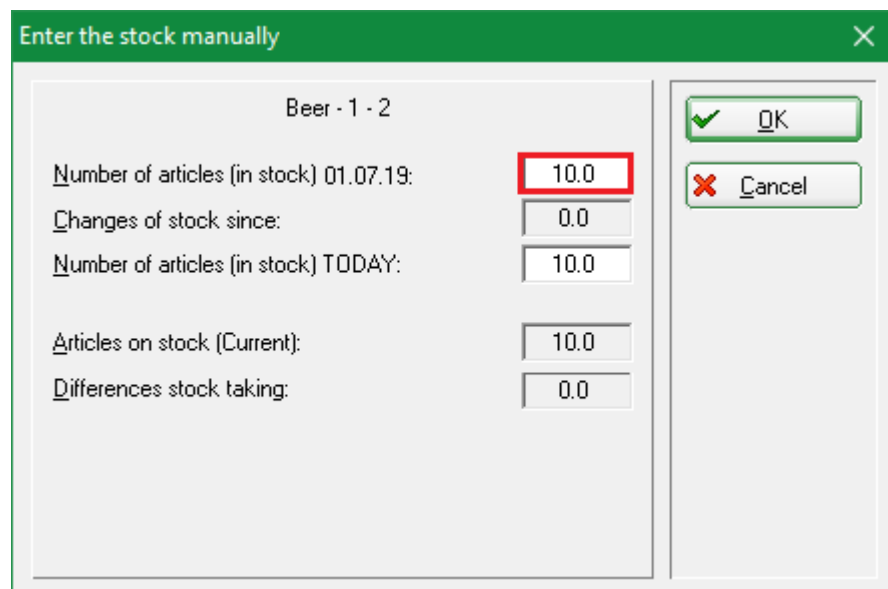
3. Print or repeat loading a scanner-file

These two steps are only relevant for taking stock with the scanner. For instance, when you scan all goods of one shelf you load the data from scanner to PC CADDIE. Detailed instructions to this process can be read further below (depending on the scanner you are using).

4. Register manually

This step is used for the manual stocktaking. Count the number of articles according to the previously printed article list and enter the results in your list. After that you enter all counted articles in PC CADDIE using **4. Register manually**

Now select your first article by entering the abbreviation or using the list function (F2). Click **Continue** and you will get to the next window:
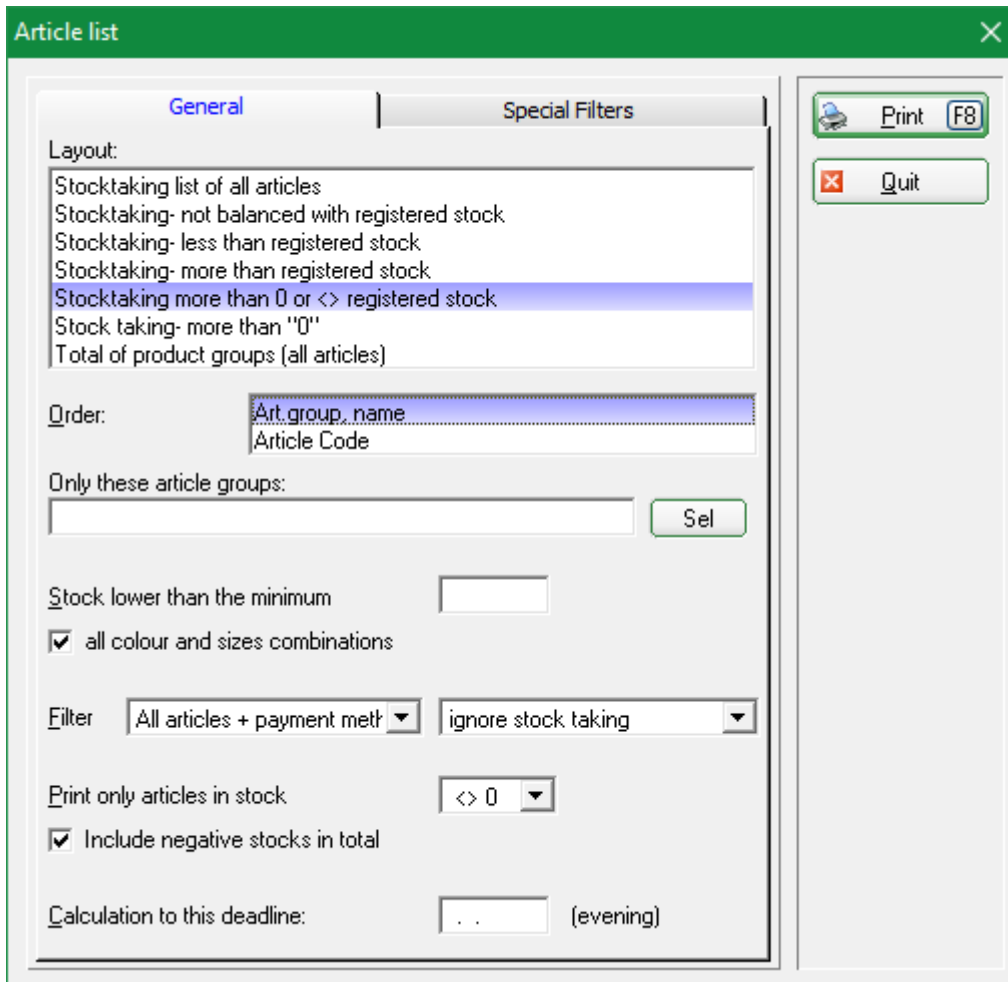

The counted amount of this article should be entered in the first field, a possible deviation will immediately be displayed next to „Inventory difference". After **OK** and **Continue** you will get the next article.

If you have a bar code scanner for the cash register you can now use it to scan the printed bar codes of the article list. Otherwise you select the articles manually one by one.

Once you have entered all inventory counts you can exit the mask with **End.**

5. Stocktaking-list

With this option you can print various analysis and control lists to check any differences. This window will open:

The list with differences is already preset: „Stocktaking greater than 0 or <> registered stock"

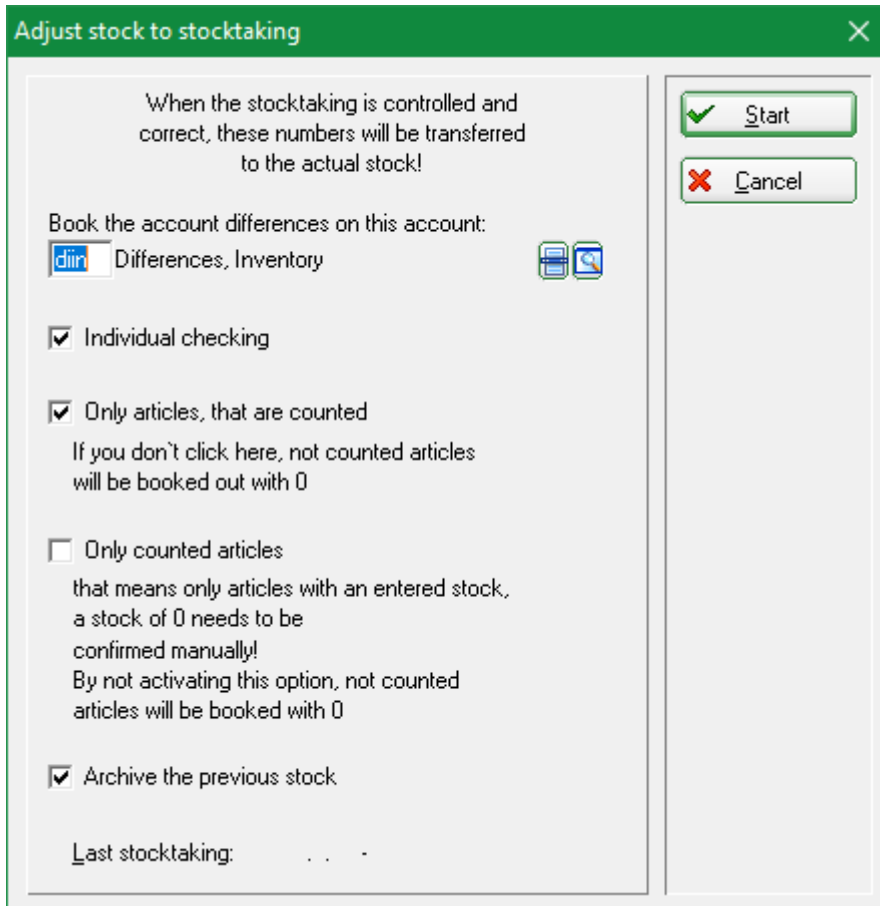The relevant columns are marked with 1 to 4.

1. Current stock in PC CADDIE
2. Stock according to count
3. Difference between current and counted stock
4. Difference between both stocks with the value of the purchase price

Click **End** to exit this function.

After having checked and maybe corrected the lists (e.g., there should not be any negative stock) you can apply the stocktaking numbers.

6. Stock to date (incl. last entries)

This step will change the whole stock of your articles in the restaurant to the new, counted and entered stock. To record possible differences you need to create a new person via **Persons/…new, change, delete** with a name like „Inventory, Differences" and a search abbreviation „din". After that, select step 6 of the stocktaking process **Set stock to counted stock.**

The newly created inventory-„person" will automatically be selected, so all stocktaking differences can be recorded in this person's account. The further options can be activated or deactivated - depending on the articles you want to adjust to the counted stock. The suggested selection settings are consistent to the usual procedure. Please read the selection options carefully and contact our PC CADDIE support in case you have any questions. Activate the required options and confirm with **Start.**

7. Print list of the difference bookings

Finally, you can print all adjustment postings, if you wish. The stocktaking process is now completed. The article stocks were set to the counted stocks. To check the new opening stock you can print different lists via **Articles/Print…/Article list.**
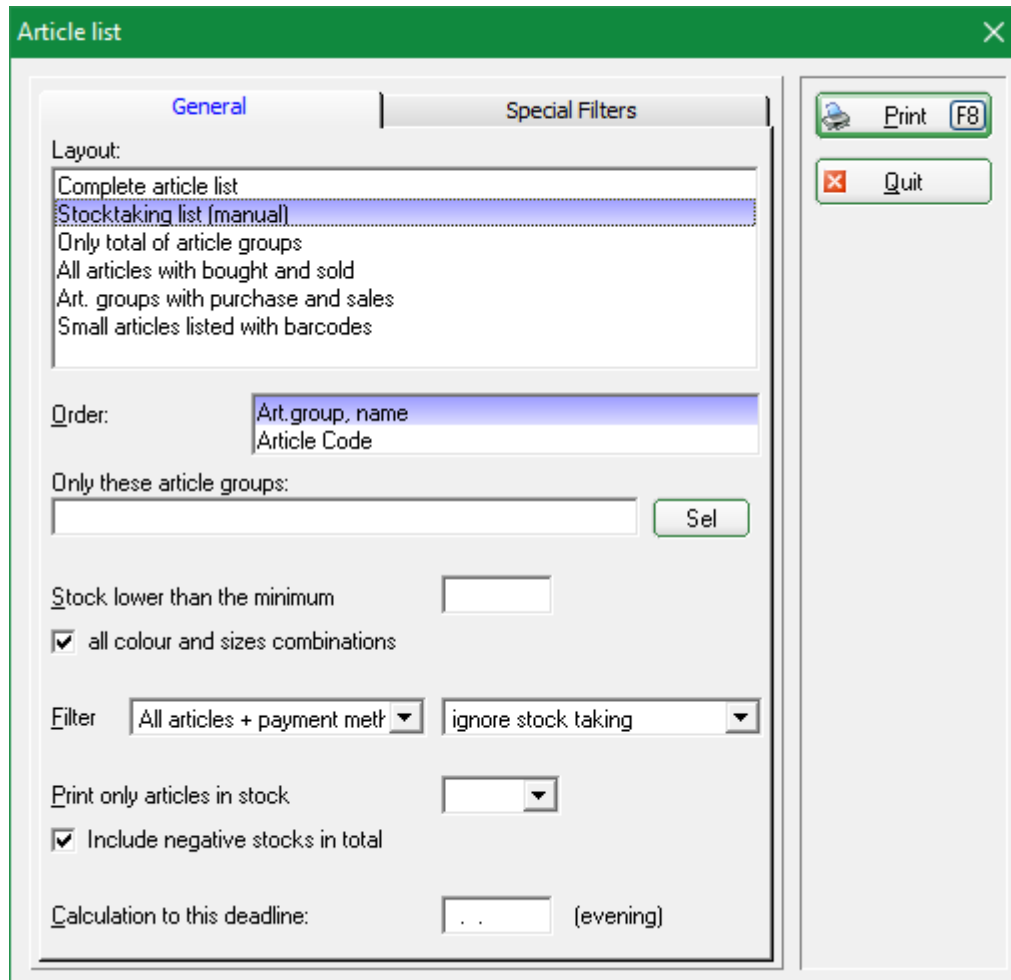
⚠️ Note: Possible sales during stocktaking will be considered automatically, i.e., a sold article will

also be subtracted from the stocktaking. That is why it is not necessary to complete the stocktaking in one single day.

Manual stocktaking

For the manual stocktaking you will need to print a „stocktaking list (manual)" via
Articles/Print…/Article list:

If necessary you can set different options (specific article groups, sorting), but preferably only select „All active articles" with „<> 0" in stock. This list includes a column „quantity of stock counted" to enter the inventory:

Article list

GASTRO

Layout:	Stocktaking list (manual)
Sorted by:	Art.group, name
Article-Gr.:	SWEETS
Stock:	<> 0

All articles + payment methods

No.	Barcode	StockCoun	Art.Code	Group	Name	SP	S	K
1	‖‖‖‖‖‖‖‖		00000300	SWEETS	Chocolate- Bounty	2.00	N	
2	‖‖‖‖‖‖‖‖		00000100	SWEETS	Chocolate- Mars	2.00	N	
3	‖‖‖‖‖‖‖‖		00000200	SWEETS	Chocolate- Snickers	2.00	N	

PC CADDIE 2019 © 1988-2019 PC CADDIE AG, Horw, Switzerland

PROBEINSTALLATION: Testclub AG, TestCity

Stocktaking with inventory laser scanner

The stocktaking in a restaurant is usually done manually instead of using a scanner. In case you do work with a scanner, please read the correct usage description: Stocktaking with scanner.