

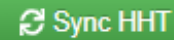
Stock Checking.

This guide details how to count stock and record the discrepancies using the Hand Held Terminal (HHT)

In evoBackOffice the stock inventory is real time, so as each item is added to the stock check the sales of the product are held, therefore it is suggested that just small sections of the store are counted and entered into the evoBackOffice at a time.

The HHT contains a copy of the stores stock file, which should be updated regularly to include any recent barcode changes and new stock items.

From the Menu Bar, Select -> Stock -> Stock Item Search

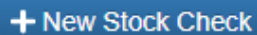
 Sync HHT

1 On the HHT select **stock check**

- **In the stock room first** scan the item, and enter the counted quantity.
- Scan the item on the **sales floor** and enter quantity counted The HHT will add together the quantities entered of the same barcode.
- once scanning complete return the HHT to its cradle.

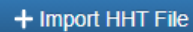
From the Menu Bar, Select -> Stock -> Stock Checks

2 Select **New Stock Check**

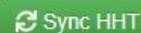


- Select the **Type Adhoc**
- Enter a suitable **Reference**
- Select **Create New Stock Check**

3 Select **Import HHT**




• **Sync HHT**



When file from the HHT displays

• Select **import**

Filename	Imported	Lines	
_20210414161116.TXT	14/04/2021 16:11	12	

The Stock Check screen will open up.

PLU Code	Description	Cost Price	Retail Price	Unit	Quantity	Stock Level	Adjustment
101046	MARLBORO GREEN K/S TPD 20'S	£9.097	£14.96	-	16	16	0
101048	MARLBORO GOLD TPD 20'S	£9.450	£14.96	-	36	37	-1
101053	MARLBORO RED TPD 20'S	£9.450	£14.96	-	26	25	1

Unit Quantity – Will be populated with the quantities entered on the HHT – this can be amended if required

Stock level - Displays the current expected stock level (book stock)


Adjustment – This column shows the differences (losses and gains) once posted this is applied to the stock item to correct the stock level.

4 Select **Finalise and Post Stock Check**

To finish the Stock Check and update the stock items with the adjustments.



Display Stock Check Report



Remember to delete the stock check file from the HHT once the items have been imported.

- On the HHT screen **Select Utilities / Delete Result.**
- Select stock check file to delete from the list.