

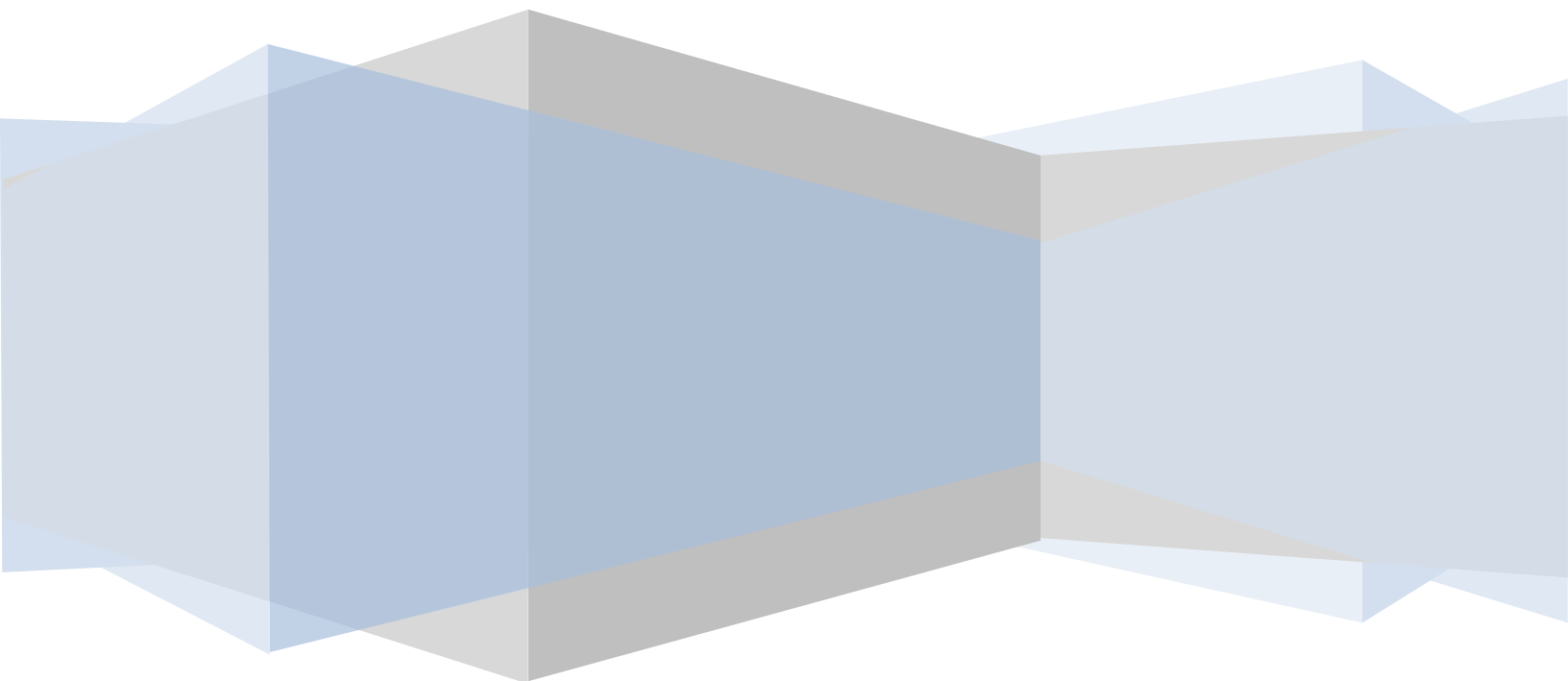


computer**KIT**  
NAMIBIA | PHARMACY - RETAIL  
& IT SOLUTIONS

# USER GUIDE

**UNISOLV v8 - FULL MANUAL STOCK TAKE**

February 2022



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## TERMINOLOGY

- **Bin:** A bin is the physical location of the stock in the store. It could be a single shelf or a gondola end. It is preferable to keep the bins in small manageable sizes. If the bin is too large, trying to fix any mistakes that may happen will then involve searching through reams of paper.
- **MSI:** Manual Stock Input. When the stock codes and quantities are entered onto the system, they are stored in an MSI file. These would be given the same number as the Bin. Should you wish the bin numbers to be updated while stock taking, contact CKN to activate this setting for you.
- **ID:** The Bin number is entered on the ID which, once the capturing has been completed, will create the MSI.

## STOCK TAKE PREPARATIONS

- Consult CKN Helpdesk for stock take training or fresh-up training a week to 3 days before doing your stock take.
- **Make sure that each and every terminal is logged out of UNISOLV before starting the stock take**
- Make sure that all stock items are linked to the correct BIN number, according to the shelves they are located in.
- Make sure all shelves are clearly marked with bin numbers.
- Log into UNISOLV with STOCK TAKE USER (either USER 50 or 100, depending on setup)
- Password: STOCK
- Select printer number 21 for report printer (Some Stock user might have printer 21 assigned by default)
- Menu should look like the one below, if not, please consult CKN Helpdesk to setup accordingly

```
Ver:8.18.08.a
***      MANUAL STOCK TAKE MENU      ***
1 -->CLEAR OLD MSI FILES !!!!
2.  BACKUP ALL LIVE DATA BEFORE STOCK TAKE
3.  PRINT STOCK VALUATION REPORT BEFORE
4.  PRINT STOCK TAKE LISTING
5.  STOCK TAKE PROCESS MENU
6.  PRINT STOCK VALUATION REPORT AFTER
7.  DELETE SINGLE MSI FILES !!!

Menu No: 295      Enter Selection Number 1-7      <Esc> to Exit.
User:STOCK TAKE USER      100 /1      Printer:0021
```

Figure 1: MANUAL STOCK TAKE MENU

- Select OPTION 1 on menu to clear all old MSI files before starting the count.
- Password is MSI
- The script will list all MSI Files located and request if you really want to delete these files.
- Enter Y/y to confirm deletion, or N/n to cancel the deletion operation.

## **STOP TRADING**

### **DO A BACKUP**

- **NB!!!** It is of **UTMOST IMPORTANCE** to do a full backup before starting your Stock Take
  - Select Option 2 in the Stock Take menu Figure 1

### **Printing Stock Valuation Report BEFORE Stock Take**

- When backup is done, print your stock valuation report. This report will give you the current value of your stock **BEFORE** stock take.
- From Stock Take Main Menu select Option 3 – Print Stock Valuation Report Before
  - Print by Department **D**
  - Department FROM **ENTER**
  - Department TO **ENTER**
  - Bin Number FROM **ENTER**
  - Bin Number TO **ENTER**
  - Condensed or Full **C**
  - Skip Zero on-hand quantity (Y/N) **Y**
  - Subtract committed from on-hand? **N**
  - Calculate from average or last cost? **L**
  - Press ENTER to print Report
- **File this Report**

## **START STOCK TAKE COUNT**

### **Printing Stock Take Listing**

- From Stock Take Main Menu select Option 4 - Print Stock Take Listing
  - Print by Bin No or Creditor (B/C/N) **B**
  - Print Items not Linked to a bin: **N**
  - Bin Number FROM **ENTER (relevant bin number or leave blank for all)**
  - Bin Number TO **ENTER (relevant bin number or leave blank for all)**
  - Choose Price (1/2/3/4) **1**
  - Print Quantity **N**
  - Print Barcode **Y / N (Whether you want it on the report or not)**
  - Print Bin per page **Y**

- Create MSI"s Y
- Print Cred Code N
- Choose what should print on the report A
- Print Other BIN Numbers? N
- Press **ENTER** to continue

```

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LISTING FOR STOCK-TAKE BY BIN-LOCATION

Print Items not Linked to a Bin (Y/N): N

Bin Number From.....: Start
Bin Number To.....: End

Choose Price (1/2/3/4)..: 1
Print Quantity (Y/N/O)..: N <O> = Only Items With Quantity on hand
Print Bar Code (Y/N)....: N
Print BIN Per Page (Y/N): Y
Create MSI's (Y/N).....: Y
Print Cred Code (Y/N)...: N
Enter Selection.....: A
All Stock Codes = "A" :
Zero Onhand = "Z" :
Positive Onhand = "P" :
Negative Onhand = "N" :
Without Barcodes= "W" :
Please Press <RET> to Continue : ( <A> to Amend )
    
```

Figure 2: Listing for Stock Take by BIN

- Do a quick check through the bins printed and the bins marked in store and make sure a report was printed for each of the bins.
- Cross check to ensure that stock items are on the stock sheets.
- Keep a log sheet so that it is possible to ensure that all areas are counted during the stock take.
- When all the reports have been printed for all the bins, the counting process can begin
- Below Figure 3 shows an example of how the Stock Take Listing Report will look like per BIN

LISTING FOR STOCK-TAKE						
Stock-Code	Shelf-Qty	Comp-Qty	<----- Description ----->	Measure Bin	(Incl) Price1-In	Cost To Foll.
000000000002220 BAR-CODE: ?	_____		AMOXIL 250MG CAP 250MG - 100	00000010	514.10	342.73
0000000000010918 BAR-CODE: 6005242020384	_____		CATAFLAM 50MG SAC 50MG - 9	UNIT 00000010	38.70	25.53
0000000000015407 BAR-CODE: 696969696969	_____		DISPRIN TAB 300MG - 1000	UNIT 00000010	141.60	177.02
END OF LISTING						

Figure 3: Stock Take Listing Report result

## START PHYSICAL STOCK COUNT

- Hand-out the printed BIN sheets to the counters
- Have them sign their name on all their respective BIN Sheets
- All the stock in the shop should be counted and the quantity counted written on the printed page for capturing later
- When counting items in a specific bin, work from top to bottom and left to right on the shelves in the bin.
- Work from the shelf to the count sheet – check the item, count the item, write the quantity on the sheet
- If there is an item on the shelf that is not on the sheet – write the stock code / barcode / description and quantity counted on the count sheet for capturing.
- Capture stock in units or portions of a unit – not quantity of capsules/tablets.
  - Work out broken bulk by counting how many pills are there against the pack size of the product  
Example: 12 pills out of 30 package = 0.4 therefore when you are left with 4 full boxes and 12 pills, write down 4.4 into Shelf quantity field next to the respective product.

## STOCK TAKE PROCESSING

From now on we will be working in the stock take processing section on the Stock Take Utility Menu.

- Select Option 5 from main Stock Take Menu Figure 1 (STOCK TAKE PROCESS MENU)
- This will open the Stock Take Utility Menu
- USE LOGGED VALUES Y/N?

- **ALWAYS SELECT “N”  
(VERY IMPORTANT)**
- **MAKE SURE THAT  
LOGGED VALUES IS “N”  
IN THE TOP RIGHT HAND  
CORNER OF THE PAGE AS  
INDICATED IN RED IN  
FIGURE 4**

```

Unisolv: Authorized and Developed by BCX (Pty) Ltd (STK012)
STOCK-TAKE UTILITIES LOGGED VALUES: N
1. Log Current Stock on Hand Values for Stock Take
2. Transmit Stock Codes to Hand-Held Terminal
3. Read From Hand-Held Terminal to MSI Files
4. Enter from Keyboard to MSI Files
5. Listing of Stock Captured in MSI Files
6. Consolidate and Process MSI Files
7. Enter from Keyboard and Process Data
8. Listing of Stock NOT Processed
█ Please Specify Selection
  
```

Figure 4: Stock Take Utility Menu

## Capturing of Counted Stock

From the Stock Take Utility Menu, Figure 4

- Select Option 4 – Enter from keyboard to MSI file
  - ID Number (MSI number)                      **The MSI number will be the bin number printed on the capture sheet.**
  - Limit line number for MSI file              **ENTER**
  - New File    **N**
  - Select the line to edit                         **Start with Line 1, top of your counted BIN listing report**
  - **Delete this line**                                 **N \*\*\*VERY IMPORTANT\*\*\***
  - Stock Code                                         **Type in the stock code or press ENTER to search, using the description. (Only if it is a new Line for stock not listed on the BIN Listing Report)**
  - Quantity     **Type in the quantity and ENTER**
  - **Press ESC** twice to exit to the Stock Take Utilities menu as in Figure 4.

## Print all Stock captured in MSI File

- This should be done as soon as all the stock from that bin has been captured
- Check immediately for any capturing errors and this must be corrected and the report reprinted.
- The MSI reports must then be filed numerically for easy reference purposes.
- These reports should be attached to the count sheets as well.
- Ensure the counters “ and capturers” names are on the count sheet to make queries easier.

From the Stock Take Utility Menu

- Option 5 – Listing of all stock captured in MSI
  - Start MSI    **Type in your bin number**
  - End MSI    **Type in your bin number**
  - Single columns only (Y/N)                    **N**

## Should you need to do corrections on your MSI Files

From the Stock Take Utility Menu

- Option 4 – Enter from keyboard to MSI file
  - MSI number                                         **Your bin number**
  - Limit line number for MSI file              **ENTER**
  - New File    **N (IF YOU ENTER Y YOU WILL DELETE ALL YOUR PREVIOUSLY CAPTURED ITEMS)**
  - Stock Code                                         **Type in the stock code or press ENTER to search, using the description.**
  - Quantity     **Put in the quantity**  
To deduct a quantity put in a minus e.g: -6

**NB!! Never amend a line that has already been captured in an MSI file – rather input another line with a positive or negative figure which will adjust the incorrectly captured item.**

- Remember that if a mistake is found during stock take, you have to fix the mistake in the MSI file. No adjustments can be done in 'Stock-adjustment' before the stock take is completed because your stock on hand will be adjusted and NOT the stock that was counted during stock take, which is currently in your MSI files.
- Remember if you need to change a previously entered quantity, start a new line and either put in the quantity you want to add or put in a negative figure. **Do not change on the existing line.**
- When you are completely satisfied that everything is correct, print out the variances report.

## DO ANOTHER BACKUP

- **NB!!!** It is of **UTMOST IMPORTANCE** to do a full backup to secure all your MSI Files at this stage.
  - Select Option 2 in the Stock Take menu Figure 1

## Consolidate and process MSI Files

This process will read the stock info captured under the different ID / MSI numbers and consolidate all MSI files into one file. A report with variances will be printed.

This step will be done a minimum of 2 times. For the first time this step is used to identify all variances in the MSI File **(NO COMPUTER ADJUSTMENT WILL BE DONE)**

From the Stock Take Utility Menu

- Select Option 6 – Consolidate and Process MSI Files
  - Start MSI Bin number
  - End MSI Bin number
  - Print variances Y/N Y
  - Sort variances N (Select Y when you print START to END when selecting MSI/BIN number – Sort by BIN number)
  - Process MSI separately N
  - Print zero variances N
  - **ADJUST COMPUTER N**
  - Add committed Stock N
  - **Clear hand held work files (Y/N) N \*\*\*VERY IMPORTANT\*\*\***

Check for any abnormal variances and investigate. Should you find any abnormal variances investigate these and correct. Ensure that once all the incorrect variances have been rectified that a hard copy is then printed.



## Should you need to do corrections after variance report

From the Stock Take Utility Menu

- Option 4 – Enter from keyboard to MSI file
  - MSI number **Your bin number**
  - Limit line number for MSI file **ENTER**
  - New File **N (IF YOU ENTER Y YOU WILL DELETE ALL YOUR PREVIOUSLY CAPTURED ITEMS)**
  - Quantity **Put in the quantity**  
To deduct a quantity put in a minus e.g: -6

Remember if you need to change a previously entered quantity, start a new line and either put in the quantity you want to add, or put in a negative figure. **Do not change on the existing line!**

If you are satisfied with the variance, you may process to the next step “TO UPDATE THE STOCK ON THE SYSTEM”

## Print the variation report again, DO NOT adjust Computer

From the Stock Take Utility Menu

- Select Option 6 – Consolidate and Process MSI Files
  - Start MSI **Bin number**
  - End MSI **Bin number**
  - Print variances Y/N **Y**
  - Sort variances **N**
  - Process MSI separately **N**
  - Print zero variances **N**
  - **ADJUST COMPUTER** **N**
  - Add committed Stock **N**
  - **Clear hand held work files (Y/N)** **N \*\*\*VERY IMPORTANT\*\*\***

Proceed to the next step only if you are happy with the variance.

## TO UPDATE THE STOCK ON THE SYSTEM

### Consolidate and process MSI Files, ADJUSTING COMPUTER

This process will adjust the computer with final stock on hand quantities and values. ***This process cannot be reversed!***

From the Stock Take Utility Menu

- Select Option 6 – Consolidate and Process MSI Files
  - Start MSI **Bin number**
  - End MSI **Bin number**
  - Print variances Y/N **Y**
  - Sort variances **N**
  - Process MSI separately **N**
  - Print zero variances **N**
  - **ADJUST COMPUTER** **Y**
  - Add committed Stock **N**
  - **Clear hand held work files (Y/N)** **N \*\*\*VERY IMPORTANT\*\*\***

This will print out your final variance report. **Make sure that this is a hard copy.**

### Listing of Stock not processed

Saying yes to zero not captured quantities will adjust all Stock with quantities NOT COUNTED to zero. Should you decide to say no then all stock that is not in the store will have to be adjusted manually.

From the Stock Take Utility Menu

- Select Option 8 – Listing of stock not PROCESSED
  - **MAKE SURE THAT IN TOP RIGHT CORNER STILL STANDS – Logged values N**
  - Print by bin **B**
  - From bin number **START**
  - To bin number **END**
  - Skip zero on-hand **N**
  - **Zero not captured quantities** **N – First print the list and check that it is correct. Only after variances have been investigated, go back into the option and say “Y” to clear.**
  - **PASSWORD** **TYUIOP**

**Please identify the items that have not yet been processed and adjust accordingly. This will need to be done in the stock module under stock adjustments.**

## Printing Stock Valuation Report AFTER Stock Take

- This report will give you the current value of your stock **AFTER** stock take.
- From Stock Take Main Menu Figure 1 select Option 8
  - Print by Department **D**
  - Department FROM **ENTER**
  - Department TO **ENTER**
  - Bin Number FROM **ENTER**
  - Bin Number TO **ENTER**
  - Condensed or Full **C**
  - Skip Zero on-hand quantity (Y/N) **Y**
  - Subtract committed from on-hand? **N**
  - Calculate from average or last cost? **L**
  - Press ENTER to print Report
- **File this Report**
- **NB!!! CALL CKN FOR SUPPORT IF ANYTHING LOOKS INCORRECT ON THIS REPORT BEFORE STARTING TRADING. AFTER TRADING HAS STARTED AND PROBLEMS ARISE, CKN CANNOT RE-INSTATE THE BACKUP DONE BEFORE THE STOCK TAKE BEGAN.**

## THE FINAL REPORTS THAT YOU SHOULD HAVE AT THE END OF YOUR STOCK TAKE

- The first Stock Valuation Report (Before)
- The adjusted Variance Report
- The adjusted Not Processed Report
- The Stock Adjustment Report
- The Stock Valuation Report (After)

**START TRADING**

## FINAL WORDS OF IMPORTANCE

- CLEAR ALL OLD MSI FILES
- DO BACKUP
- PRINT STOCK VALUATION BEFORE AND AFTER STOCK TAKE
- LOGGED VALUES **N**
- CHECK CORRECTNESS OF MSI FILES
- CHECK CORRECTNESS OF VARIANCES
- CLEAR STOCK NOT PROCESSED
- **STOCK TAKE MUST BE DONE BEFORE OR AFTER MONTH END AND NOT IN BETWEEN. THIS WILL CAUSE CLEARANCE OF THE STOCK TAKE FLAGS AND RESULTING IN ZEROISATION OF ALL STOCK WHEN RUNNING THE ZERO NOT CAPTURED QUANTITIES DURING STOCK TAKE.**
- **CKN HELPDESK IS ALWAYS AVAILABLE FOR ANY QUERIES AND/OR PROBLEMS**

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