2icpallets

Step		Comments
1.	From the Main form, select the Operations tab, then click Stocktakes.	
2.	Click on the empty row at the bottom of the data grid, type today's date in the Date field, then press Tab.	
3.	In the Trading Partner field, select the name of the location from the drop-down list.	Stocktakes can also be recorded for 3rd Parties.
4.	In the Equipment field, select the equipment from the drop-down list.	2ic Pallets displays the Book Stock, which is the last physical stock plus or minus all movements since.
5.	In the Physical Stock field, type in the pallet count. 2ic Pallets automatically displays the shrinkage and sets the Receiving TP to 'Lost Pallets' by default.	You can enter a breakdown of physical stock in the Counts tab in the sub-form in the lower half of the form. For example, record separate counts for 'Empty pallets', 'Loaded pallets' and 'In transit'.

About Physical Stocktakes

- You do not have to have all movements keyed up to date before entering stocktakes. If a movement dated earlier than the last stocktake is added, book stocks and shrinkages are automatically updated.

- Entering a detailed breakdown of physical stock in the the Counts tab encourages accurate recording. Transport companies in particular need to include equipment 'in transit' in their physical stock quantities.

- Don't worry about an inaccurate physical count or in transit quantity, as it will be adjusted with in the next stocktake.

- Two or more stocktakes in a row with a positive shrinkage may indicate a problem at the location.

- 'In transit' pallets can be estimated with reasonable accuracy, as follows:

    1. Enter movements to date.

    2. Enter the stocktake without the 'in transit' pallets.

    3. In the Equipment Received tab of the sub-form, scroll to the bottom of the list to review records in the few days leading up to the stocktake. Based on the Date and Sending TP, identify loads that would not have arrived at your location in time for the stocktake.

    4. Total these 'in transit' quantities and add to the stocktake Physical Stock, keying over the previously entered value. Alternatively, you can add the 'in transit' record to the Counts tab.