FinSuiteSA Stocktake

User Training Manual

Version: 1.0
Application: FinSuiteSA Stocktake
Related Application: FinSuiteSA Enterprise

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1. Introduction

1.1 About FinSuiteSA Stocktake

FinSuiteSA Stocktake is used to capture physical stock counts for products within a selected company and shop or department.

The application works together with **FinSuiteSA Enterprise**. User accounts, access rights and subscriptions for FinSuiteSA Stocktake are managed through FinSuiteSA Enterprise.

Before a user can work with FinSuiteSA Stocktake, the user's account must therefore be created and the required access rights and subscription must be processed through FinSuiteSA Enterprise.

1.2 Purpose of This Manual

This manual provides step-by-step instructions for using FinSuiteSA Stocktake to:

- Sign in to the application.
- Select an authorised company.
- Select a shop or department.
- Create a stocktake.
- Select the type of stocktake.
- Confirm the stocktake date.
- Search for products.
- Capture physical stock counts.
- Count stock located in different areas.
- Review counted products.
- Identify products that have not yet been counted.
- Save the stocktake as a draft.
- Continue the stocktake process in FinSuiteSA Enterprise.

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2. Accessing FinSuiteSA Stocktake

2.1 User Access

Users are created and managed through **FinSuiteSA Enterprise**.

The user's access rights and subscription to FinSuiteSA Stocktake are also processed through FinSuiteSA Enterprise.

Once the required access rights and subscription have been established, the user can sign in to FinSuiteSA Stocktake.

2.2 Signing In

To access FinSuiteSA Stocktake:

1. Open the FinSuiteSA Stocktake application.
2. Enter the email address associated with the user's FinSuiteSA Enterprise account.
3. Enter the corresponding password.
4. Sign in.

The application checks the database to confirm:

- The user's account is valid.
- The user's subscription status is valid.

If both checks are successful, access is granted and the user is redirected to the **Select a Company** page.

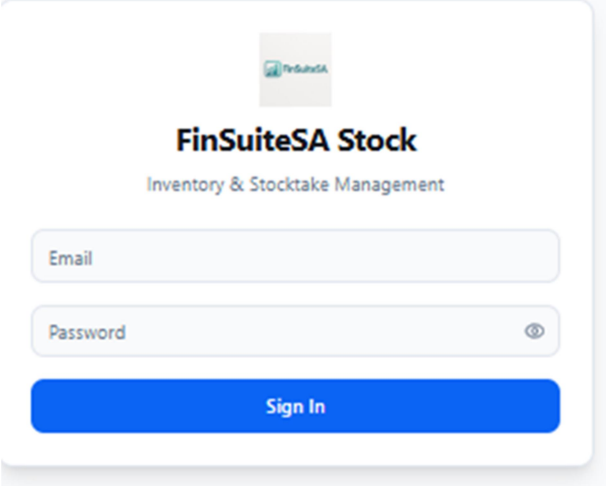


Figure 1 — FinSuiteSA Stocktake Sign-In Page

Insert the existing screenshot showing the FinSuiteSA Stocktake sign-in page.

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3. Selecting a Company

After successfully signing in, the user is taken to the **Select a Company** page.

3.1 Selecting the Company

The Select a Company page allows the user to choose the company or environment they wish to work on.

Only companies to which the user has been granted access will be displayed and available for selection.

To select a company:

1. Review the available companies.
2. Select the company or environment you wish to work on.
3. Continue to the next step.

The system will then direct the user to the **Select a Shop/Department** page.

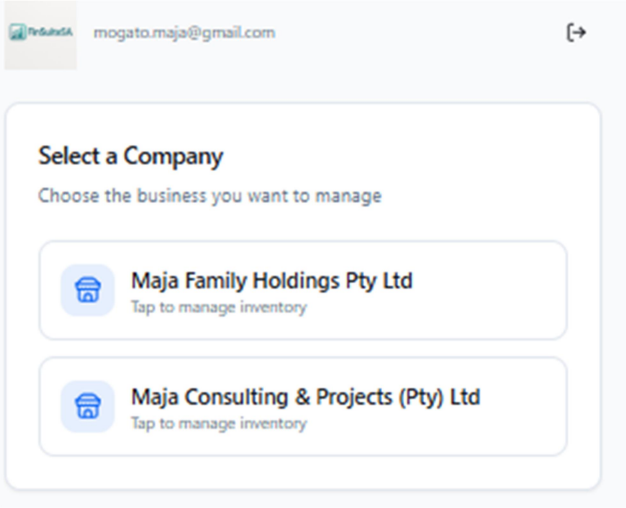


Figure 2 — Select a Company

Insert the existing screenshot showing the Select a Company page.

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4. Selecting a Shop or Department

After selecting a company, the system redirects the user to the **Select a Shop/Department** page.

4.1 Select a Shop or Department

The user must select the shop or department where the stocktake will be performed.

To select a shop or department:

1. Review the available shops or departments.
2. Select the required shop or department.
3. Continue.

The selected shop or department becomes the working area for the stocktake process.

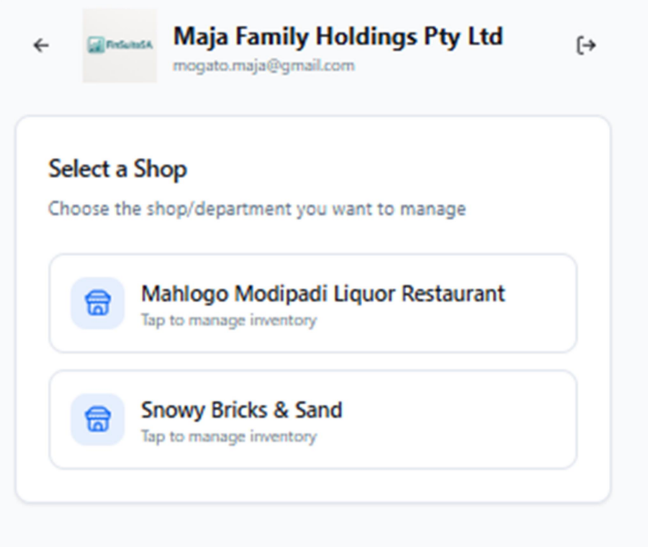


Figure 3 — Select a Shop/Department

Insert the existing screenshot showing the Select a Shop/Department page.

> **Note:** The original document labels this screenshot as "Figure 3 – Select a Company." For the professional version, the caption should be corrected to **Figure 3 — Select a Shop/Department**, as this is the function described on the page.

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5. Creating a Stocktake

After the user has selected the required company and shop or department, the system redirects to the **Create Stocktake** page.

The Create Stocktake page is the starting point for the physical stock-counting process.

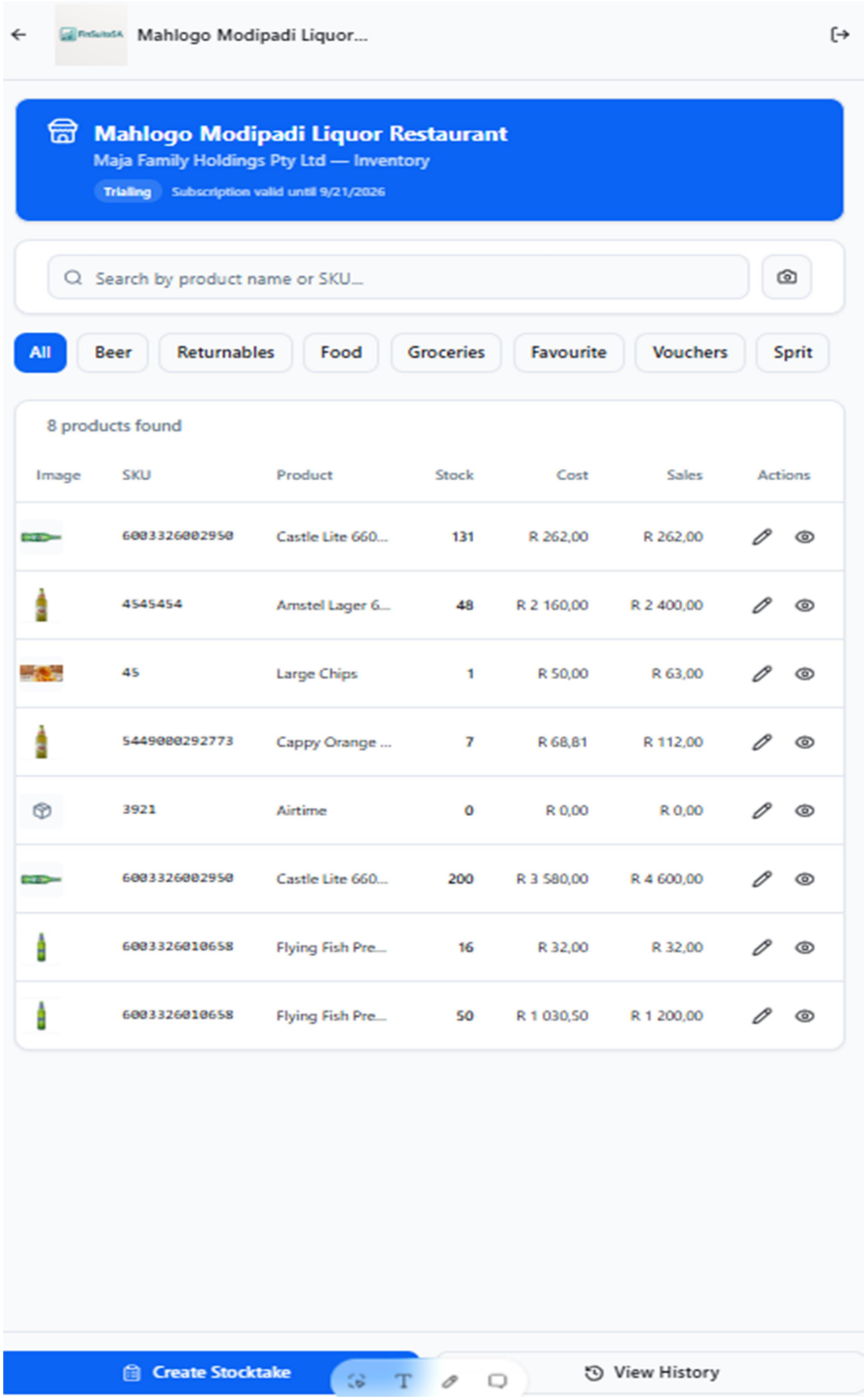


Figure 4 — Create Stocktake

Insert the existing screenshot showing the Stocktake/Create Stocktake page.

6. Selecting the Stocktake Type

6.1 Starting the Stocktake

To begin creating a stocktake:

1. Navigate to the Create Stocktake page.
2. Select **Create Stocktake**.
3. The system will open the **Select Stocktake Type** page.

The user must select the type of stocktake that they wish to process.

6.2 Available Stocktake Types

FinSuiteSA Stocktake provides two stocktake types:

Stocktake: Trade Inventory

Used when performing a physical count of trade inventory.

Stocktake: Raw Materials

Used when performing a physical count of raw materials.

The appropriate stocktake type should be selected according to the stock being counted.

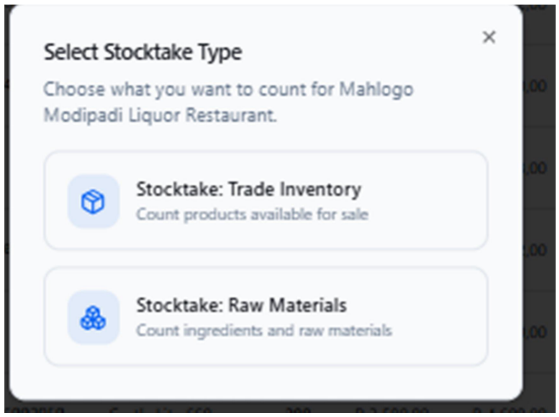


Figure 5 — Select Stocktake Type

Insert the existing screenshot showing the Select Stocktake Type page.

6.3 Confirming the Stocktake Date

After selecting the stocktake type, the user must confirm the date of the stocktake.

To confirm the stocktake date:

1. Review the displayed stocktake date.
2. Confirm that the date is correct.
3. Proceed with the stocktake.

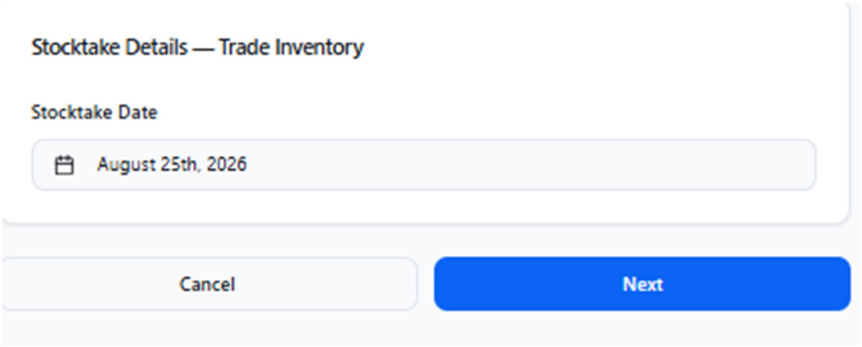


Figure 6 — Confirm Stocktake Date

Insert the existing screenshot showing the stocktake date selection or confirmation page.

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7. Adding Products to the Stocktake

After the stocktake has been created, the user can begin adding products to the stocktake.

FinSuiteSA Stocktake provides **three product-search methods**:

1. Search by Product Name or SKU.
2. Barcode Scanning.
3. All Products.

7.1 Search by Product Name or SKU

The search input field allows the user to locate a product by entering either:

- Product Name; or
- SKU.

To search for a product:

1. Select the product search field.
2. Enter the product name or SKU.
3. Review the search results.
4. Select the required product.

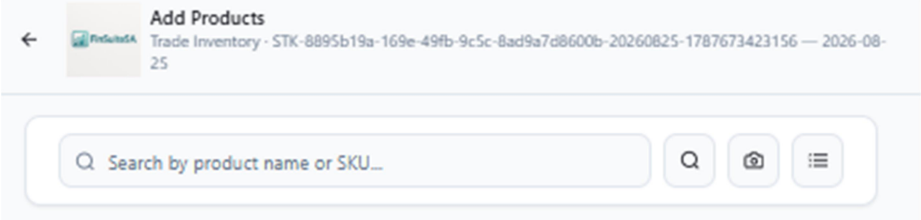


Figure 7.1 — Product Search by Name or SKU

Insert the existing screenshot showing the product input search facility.

7.2 Search Using Barcode Scanning

FinSuiteSA Stocktake also provides a barcode-scanning facility.

The barcode scanner uses the device's camera to scan the product barcode.

To search using the barcode scanner:

1. Open the barcode-scanning facility.
2. Allow the application to use the device camera if requested.
3. Position the camera over the product barcode.
4. Scan the barcode.
5. Select the identified product.

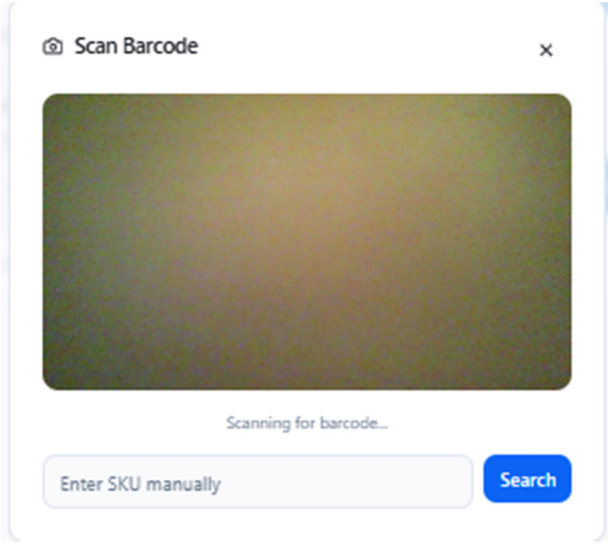


Figure 7.2 — Product Search Using Barcode Scanning

Insert the existing screenshot showing the barcode scanning facility.

7.3 Browse All Products

The **All Products** option allows the user to browse through the available product list.

This option can be useful when the user does not want to search by product name, SKU or barcode.

To select a product from the product list:

1. Open **All Products**.
2. Scroll through the available products.
3. Locate the required product.
4. Select the product to begin counting.

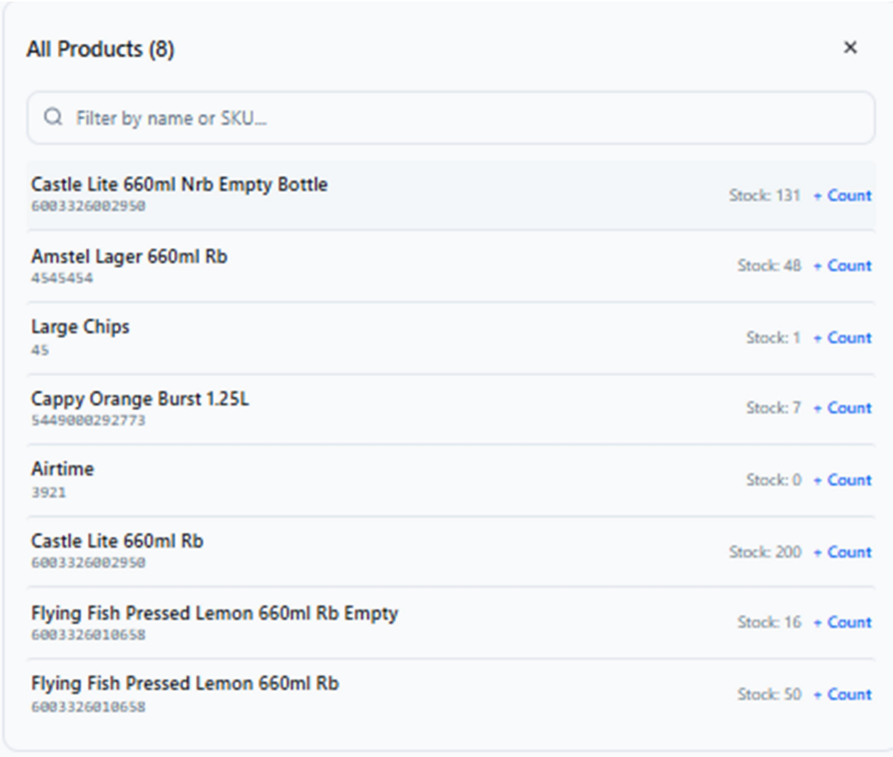


Figure 7.3 — All Products List

Insert the existing screenshot showing the All Products search facility.

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8. Capturing Stock Counts

After selecting a product, the user can capture the physical quantity counted.

8.1 Entering the Count

Once a product has been selected:

1. Review the product displayed on the screen.
2. Enter or add the physical quantity counted.
3. Continue counting the product as required.

The system automatically displays the applicable stock difference based on the count.

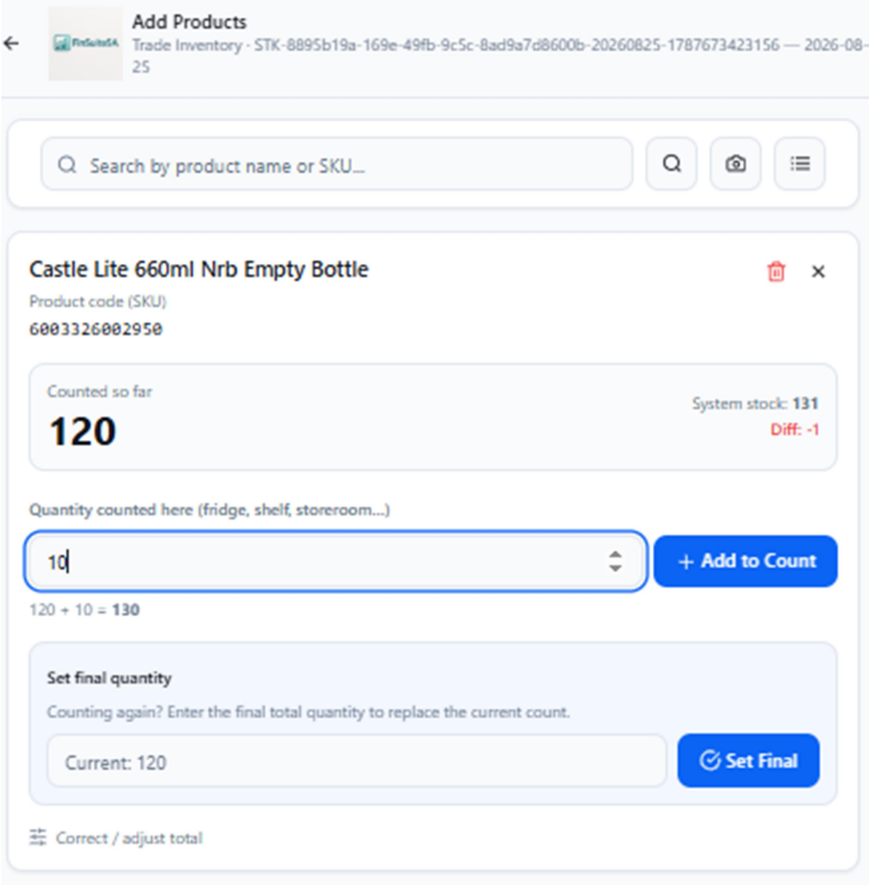


Figure 8 — Capturing the Physical Stock Count

Insert the existing screenshot showing the Add Count page.

8.2 Counting Stock in Multiple Locations

FinSuiteSA Stocktake supports situations where the same product is stored in different physical locations.

For example, stock may be located:

- In a refrigerator or fridge.
- On shelves.
- In a storeroom.

The user can count the stock in each location and add the quantities together as part of the product count.

Example

A product may be physically located as follows:

Location	Quantity Counted
Shelves	Physical count
Fridge	Physical count
Storeroom	Physical count
Total	**Combined count**

The user can therefore move from one physical location to another while performing the stocktake and continue adding the counted quantities for the product.

> **Important:** The purpose of this process is to ensure that stock stored in different locations is included in the overall physical count.

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9. Reviewing Counted Products

FinSuiteSA Stocktake provides an option to review products that have already been counted.

9.1 Review Count

After products have been counted, the user can select the **eye icon** at the bottom of the screen to view items that have already been counted.

To review counted products:

1. Select the eye icon.
2. Review the products already counted.
3. Confirm that the required products have been captured.

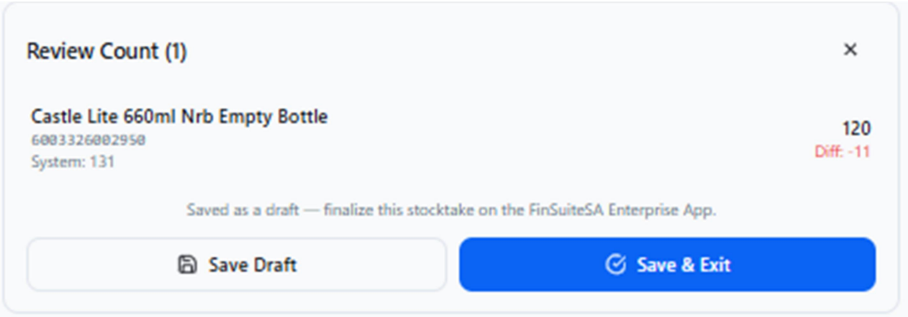


Figure 10 — Review Counted Products

Insert the existing screenshot showing the Review Count function.

10. Saving the Stocktake as a Draft

Once the user has completed the counting process, the stocktake can be saved as a draft.

10.1 Save Draft

Select **Save Draft** at the bottom of the screen.

Saving the stocktake as a draft preserves the captured stock count and allows the stocktake to be reviewed and finalised through **FinSuiteSA Enterprise**.

To save the stocktake:

1. Complete the required stock counts.
2. Review the counted products.
3. Select **Save Draft**.
4. The stocktake will be saved as a draft.
5. Continue the preview and finalisation process through FinSuiteSA Enterprise.



Figure 9 — Save Stocktake as Draft

Insert the existing screenshot showing the Save Draft button/function.

11. Identifying Uncounted Products

During the stocktake, the application provides an indication of how many products have not yet been counted.

This information is displayed at the bottom of the screen and includes an option to view the uncounted products.

11.1 Reviewing Uncounted Products

Before saving the stocktake as a draft, users should review the uncounted-product indicator.

To review uncounted products:

1. Look at the notification displayed at the bottom of the screen.
2. Check the number of products that remain uncounted.
3. Select the available option to view the uncounted products.
4. Return to the product-counting process.

5. Count the remaining products as required.

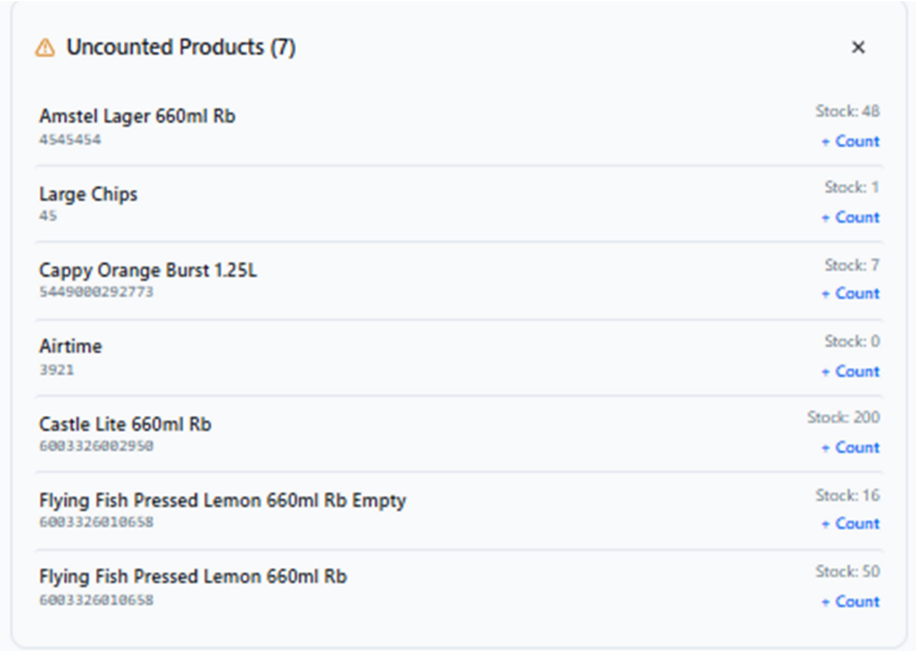


Figure 11 — Uncounted Products Indicator

Insert the existing screenshot showing the uncounted-products notification and viewing option.

> **Recommended training practice:** Users should review the uncounted-product indicator before saving the stocktake to ensure that all required products have been considered.

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12. Completing the Stocktake

12.1 Final Review

Before saving the stocktake as a draft, the user should:

1. Review the products already counted.
2. Check the uncounted-product indicator.
3. Complete any remaining counts.
4. Confirm that the physical stocktake has been completed.

12.2 Save the Stocktake

Once the physical counting process has been completed:

1. Select **Save Draft**.
2. The captured stock count is saved as a draft.
3. The stocktake can then be previewed and finalised through **FinSuiteSA Enterprise**.

13. Stocktake Workflow

The complete FinSuiteSA Stocktake process can be summarised as follows:

1. Sign In
↓
2. Validate User and Subscription
↓
3. Select Company
↓
4. Select Shop/Department
↓
5. Create Stocktake
↓
6. Select Stocktake Type
↓
7. Confirm Stocktake Date
↓
8. Search and Select Products
↓
9. Capture Physical Stock Counts
↓
10. Review Counted Products
↓
11. Review Uncounted Products
↓
12. Complete Remaining Counts
↓
13. Save Stocktake as Draft
↓
14. Preview and Finalise in FinSuiteSA Enterprise

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14. Quick Reference

Access

FinSuiteSA Enterprise → User Account → Access Rights & Subscription → FinSuiteSA Stocktake

Stocktake Process

Sign In → Select Company → Select Shop/Department → Create Stocktake → Select Type → Confirm Date

Product Search

Search by Name/SKU | Barcode Scanner | All Products

Counting

Select Product → Capture Count → Review Difference → Continue

Completion

Review Counted Products → Check Uncounted Products → Complete Counts → Save Draft

Finalisation

FinSuiteSA Enterprise → Preview → Finalise

Appendix A — Screenshot Reference

Figure	Screenshot	Where It Is Used
Figure 1	Sign-In Page	Chapter 2
Figure 2	Select a Company	Chapter 3
Figure 3	Select a Shop/Department	Chapter 4
Figure 4	Create Stocktake	Chapter 5
Figure 5	Select Stocktake Type	Chapter 6
Figure 6	Stocktake Date	Chapter 6
Figure 7.1	Product Search Input	Chapter 7
Figure 7.2	Barcode Scanner	Chapter 7
Figure 7.3	All Products	Chapter 7
Figure 8	Add Count	Chapter 8
Figure 9	Save Draft	Chapter 10
Figure 10	Review Count	Chapter 9
Figure 11	Uncounted Products	Chapter 11

End of Manual

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