

# Eclipse Parts Stocktake Procedure

## Introduction

This page is dedicated to showing you how to do a Parts stocktake within Eclipse Parts.

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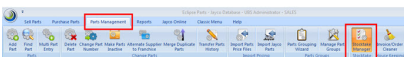
**Related pages:**

- [Eclipse Parts - Videos](#)
- [How to create a new Parts Franchise](#)
- [Suggested Duties - Parts Department](#)

## Starting the Stocktake

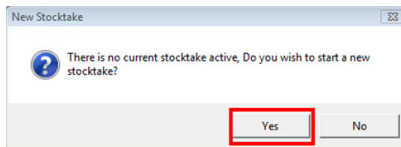
1.

To start a stock take in the Parts program, you need to go to the Parts Management tab and then click on the Stock Take Manager button.



2.

A pop-up will appear saying 'There is no current stock take active, Do you wish to start a new stock take? As this point you will need to click on 'Yes'



3.

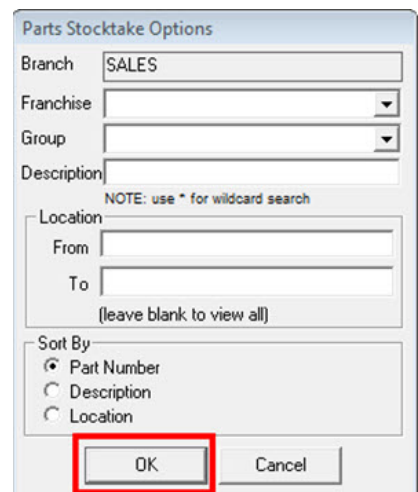
Now you can select your stocktake options:

Here you can select to do the stock take by franchise only, or by the parts group. These two options you'll be able to select using the drop down box. Or you may manually type in parts description to do a stock take on the parts that match the description.

Secondly you can type in, specific to and from location. For example you may have an area of an accessory shop, and each part has a location name. Here you could type in the location names and do a stocktake just on those areas.

Last is the sorting options, this will affect what order the parts sort by in the stock take screen. You can choose Part Number, Description or Location.

If you want to do your stocktake on every part in the system, leave all the fields blank and click on 'OK'

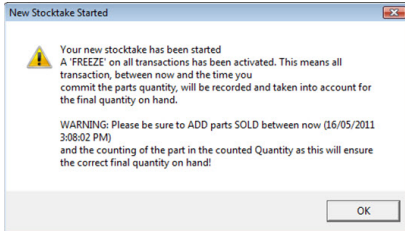


4.

Once you click on 'OK', another pop-up screen will appear saying that 'Your new

stocktake has been started'

This warning means you will need to make sure that you include in your count any parts that were sold during the stocktake period and not to count parts that were received on suppliers invoices during the stocktake.

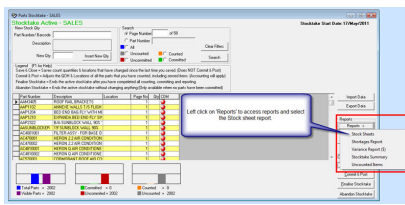


## Stocktake Screen Explained

1.

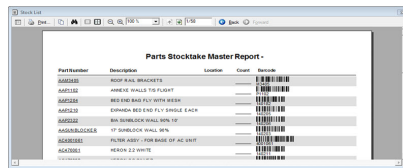
Report to run before the stocktake:

To get listing of your current/active parts go to the 'Reports' and 'Stocktake Sheets'.



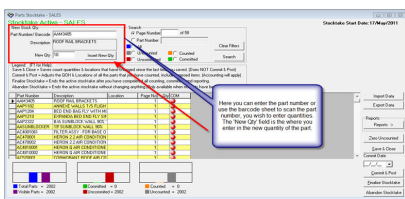
2.

This report will give you a list of the active parts, an area to write down their quantities after counting your stock and the parts barcode. That barcode can be used to scan part when entering in your quantities.



## Entering Counted Parts Quantities

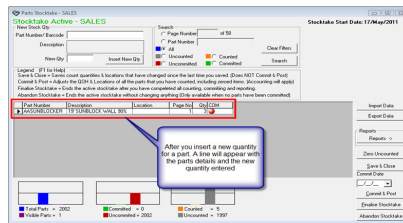
1.



2.

This how the screen will appear after you count and insert a parts new quantity.

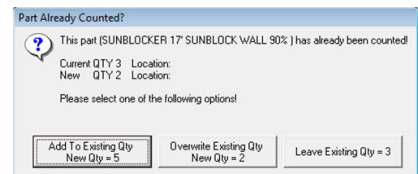
As you count the parts, you will notice that amount of 'Counted' parts will change. As indicated by the bar graph in the picture below.



3.

If you happen to count a part twice, the system will ask what you would like to do with that new quantity.

Here you have three options on what you would like to do the new quantity counted.



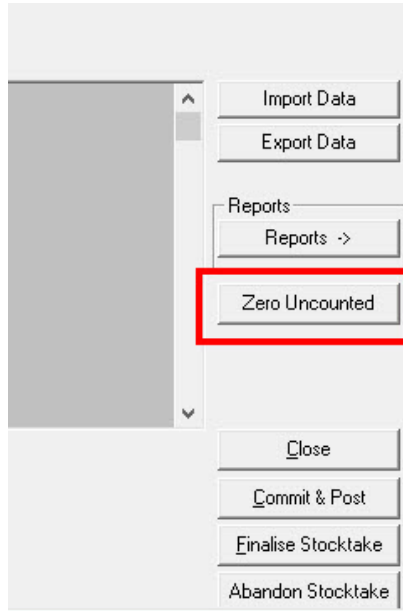
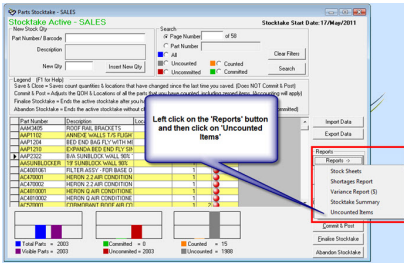
4.

Once you're happy you have counted all your parts in stock, you now need to zero your uncounted parts. Before you do this, its recommended that you run the 'Uncounted Items' report.

This will produce a report of all the parts you haven't counted yet.

5.

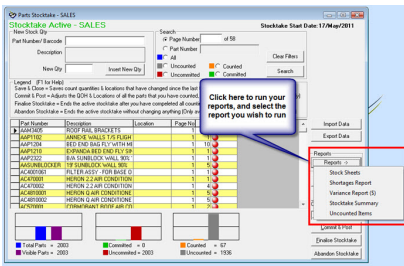
If you're happy that the parts appearing on that report all need to have a zero quantity. It's a matter of clicking the button just once to zero all the uncounted parts.



## Stocktake Reports

1.

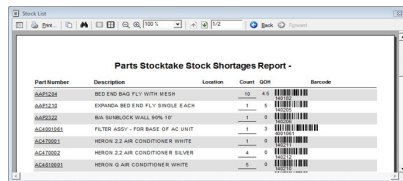
Once you have counted your parts, you will need to run the reports. There are three reports to run that gives you information on the changes to your parts quantities and inventory.



2.

### Shortages Report

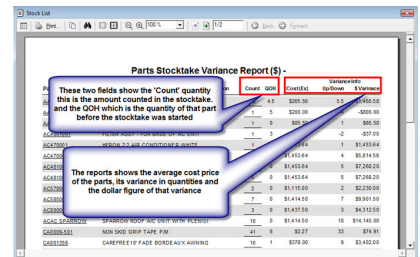
This report gives you a summary of what parts have changed. It will only show parts where the quantity has changed from the quantity on hand before you started the stocktake



3.

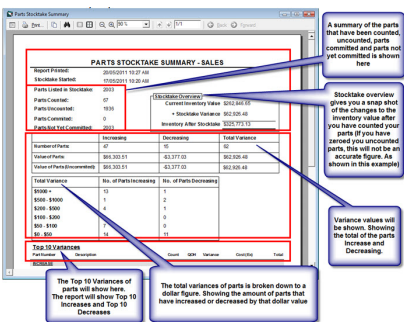
### Variance Report (\$)

This report gives you a summary of the parts, where the quantity counted in the stocktake is different to the quantity on hand before the stocktake was started, with a dollar value displaying the difference.



4.

### Stocktake Summary Report



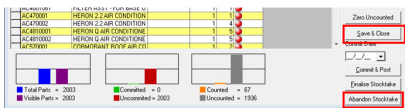
## During the Stocktake

1.

At anytime during the stocktake, if you

want to close out of the screen and come back to work on the stock at a later time, you can click on the 'Save & Close' button. This will save whatever you have done in the stocktake screen.

If you decide you don't want to do that stocktake, you can Abandon the stocktake by clicking on the 'Abandon Stocktake' button. Note this can only be done if you HAVEN'T committed any of your counted parts. This will take the parts QOH back to the value before you start the stocktake.



## Commit & Post the Stocktake

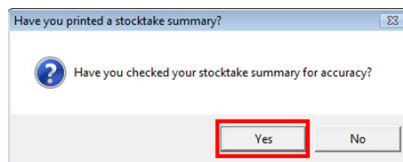
1.

Once you are happy you have counted your parts, you now need to commit and post the parts quantities. This process will commit the new quantities and commit to the ledger the stock adjustments.



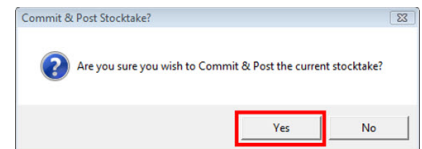
2.

After you have clicked on the 'Commit & Post' button, a pop up window come up asking 'Have you checked your stocktake summary for accuracy?' If that is correct then click on 'Yes'



3.

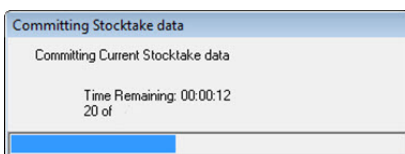
If you click 'Yes' to that question. Another pop up will come up asking 'Are you sure you wish to Commit & Post' the current stocktake?' if you do, then click on 'Yes'.



4.

Once you have clicked yes to commit and post the stocktake, the system will commit the current stocktake data and a progress bar will display, showing the progress. This process will vary in time depending on the amount of parts counted and being committed.

Once that has finished, another window will pop up saying that the commit was successful and will tell you how many parts were committed. Just click on OK to that message.



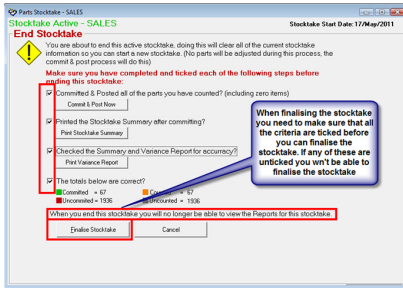
## Finalising The Stocktake

1.

Before you finalise the stocktake, there are some procedures you need to make sure you have performed. They are all shown on the screen when you go to finalise the stocktake.

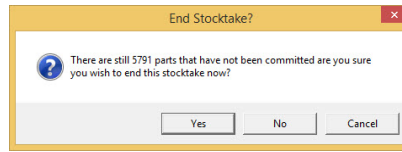
2.

If you have any parts that haven't been committed, a warning will come up. Saying 'There are still part that have not being committed, are you sure you wish to end



this stocktake now?' if you do, then click on 'YES' if not click on 'NO' and go back and complete the stocktake.

If you click on 'Yes' then the stocktake is finalised and finished.

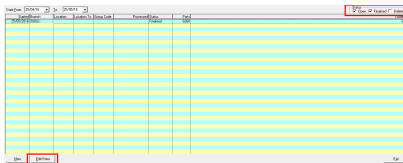


## Editing / Viewing a Finalised Stocktake

1.

To Edit or View a finalised stocktake navigate back to the "Stocktake Manager" screen & tick the "Finalised" tickbox in the top right corner of this screen.

Your finalised stocktake will appear in the list for you to highlight & hit the Edit/View button to get back into that stocktake.



## Downloadable Document

This page in a downloadable document format - [Eclipse Parts Stocktake Procedure.pdf](#)