VERSION 1.0

JULY 2, 2018

Apps for Greentree

AUTOMATED STOCKTAKE

APP NUMBER: 010132

Powered by:

MYOB Greentree

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FEATURES

1. **Auto Generate Stocktake**

   This app gives you the ability to have the system generate stocktake counts based on how often you want to count items within a specified period.

   Stocktake cycles are setup that determine the number of times an item should be counted within a cycle period. Each inventory item is then allocated to a tree which has branches that match the stocktake cycles.

   The generation of the counts can be scheduled, and an alert rule can populate new counts onto a user's desktop so they know they have been created.

IMPORTANT NOTES

- We recommend that you test the configuration of the App thoroughly in a test system prior to deploying the App in your live Greentree system.

OTHER REQUIREMENTS

Greentree Modules: Inventory, Workflow (optional), Alerts and Approvals (optional)

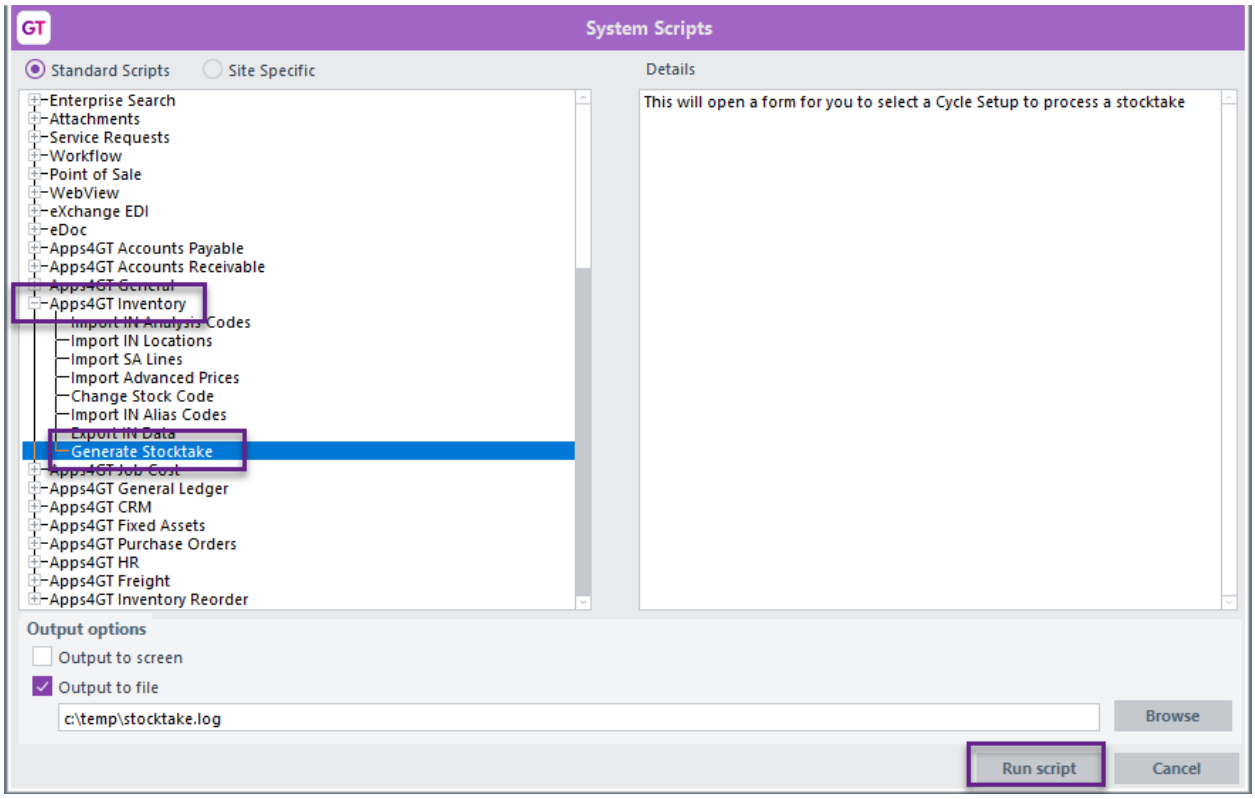
Associated Apps: None

MANUAL COUNT GENERATION

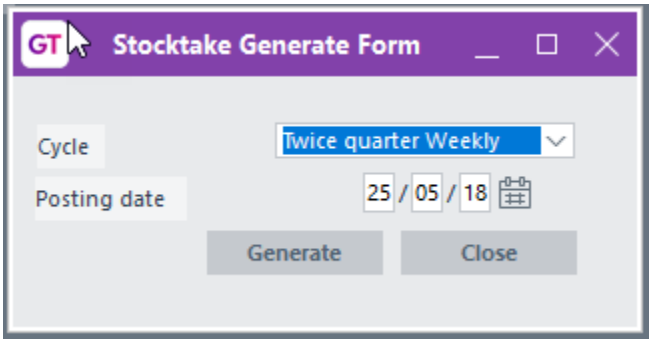
The user can select to generate the stocktakes as required. If these are done manually it is up to the user to ensure this happens on the required frequency e.g. weekly counts

The stocktakes are generated via a system script

System | Utilities | System Scripts



That then pops up this form.



Cycle Select the cycle to Generate

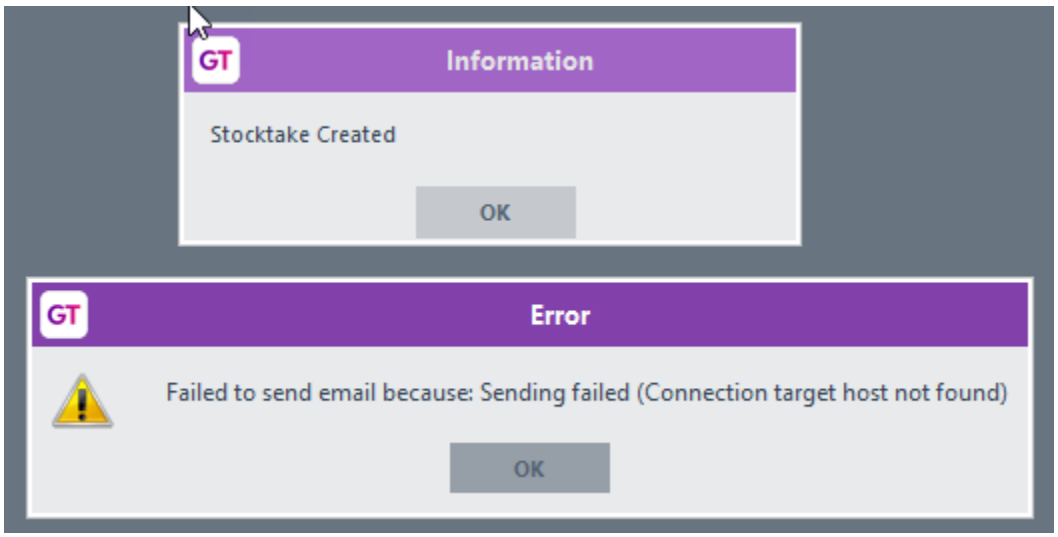
Posting date Select the posting date for any variances transactions created

Generate Click this button to have the system determine which items to include and put them into the generated stocktake

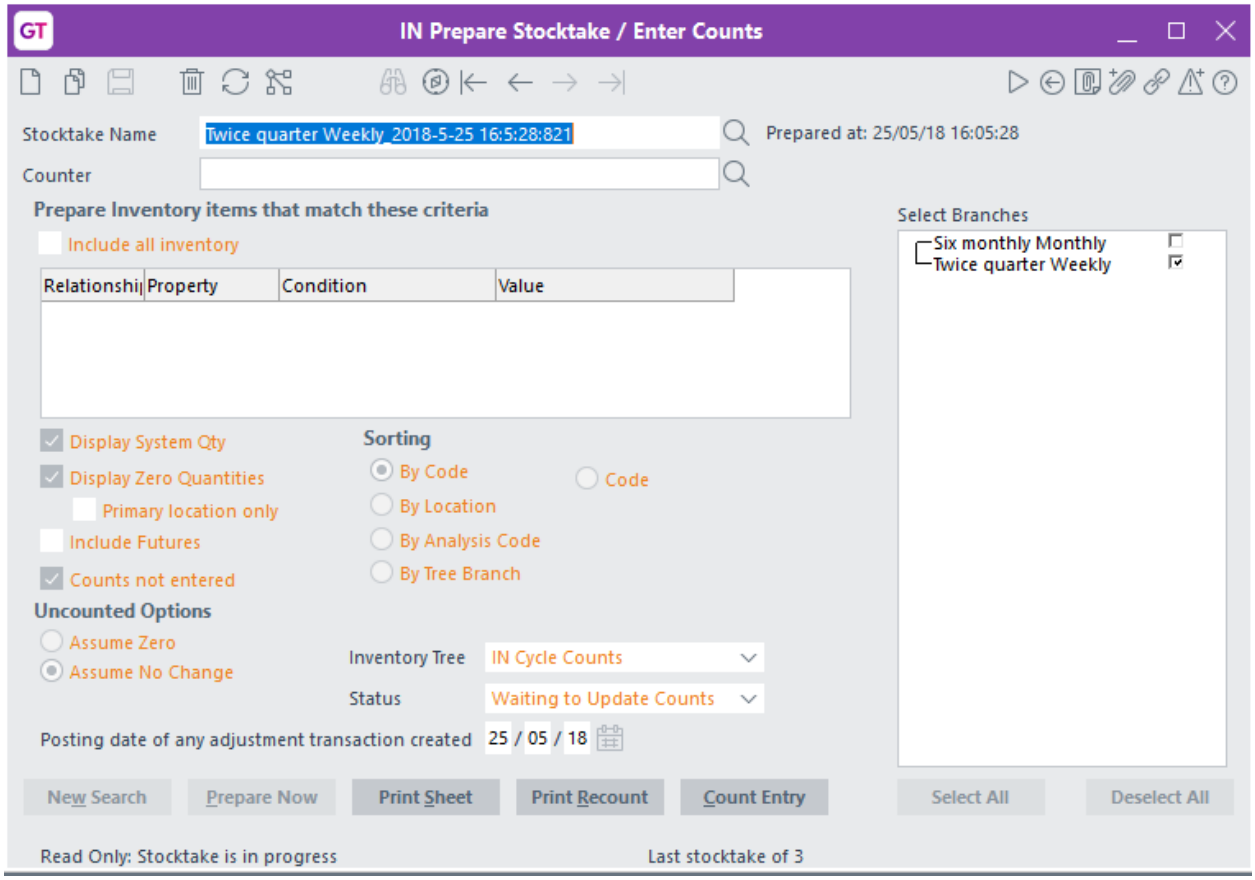
The number of items generated depends on how many items in the tree branch, and the frequency. It uses a rolling 12 months so not related to the financial calendar.

If the cycle period is a quarter then on average there is 90 days in a quarter. If your count frequency is daily then it will divide the number of items assigned to that count tree branch by 90 to determine how many items it needs to count each time a count is generated. The sorting option on the App cycle count determines which items it will pick. So if in code order it will start with the first one, check if it has had a count in the last quarter, if it has it skips it and moves to the next item, if no count it will be added. This is done until we have the desired number of items in the count.

With a frequency of daily it will generate one each day if there is not one already with that date on it.



You will get a message indicating the stocktake has been generated, you will also get an error if the email address specified in the App control is invalid or could not be sent for any other reason.

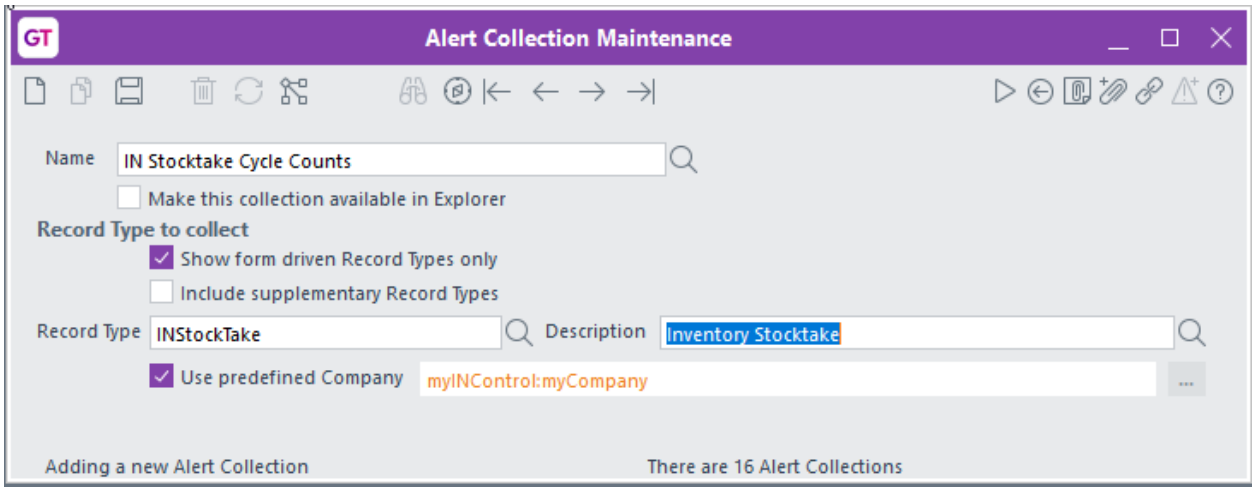


The count can then be completed per standard inventory stocktakes from the Process menu.

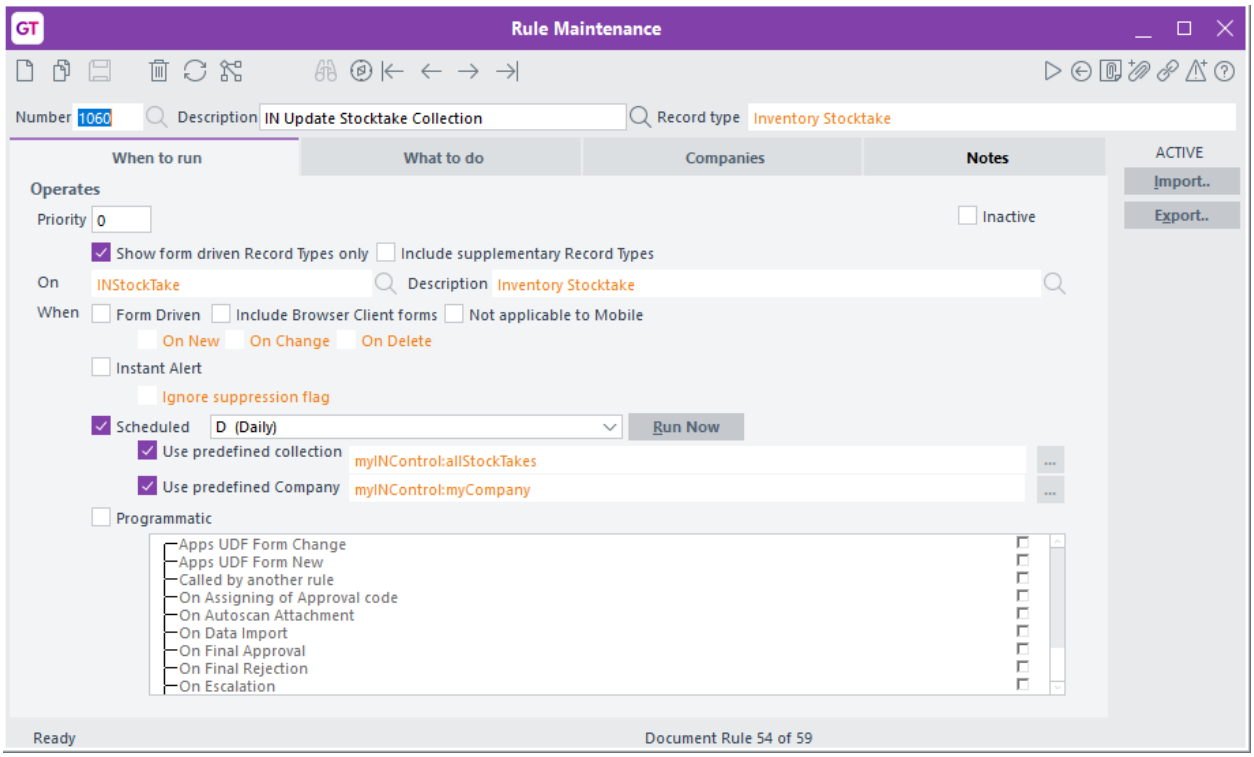
DESKTOP ALERT FOR NEW AUTOMATED COUNTS

It is possible to setup an alert collection that is updated when these automated counts are generated.

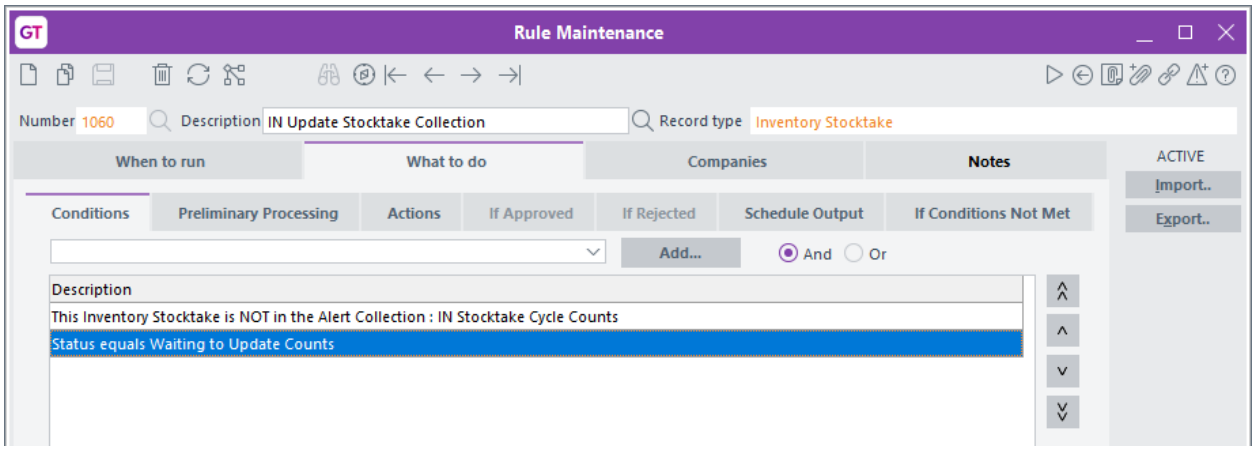
The collection can then be displayed on a desktop to advise the user there are new counts to complete.



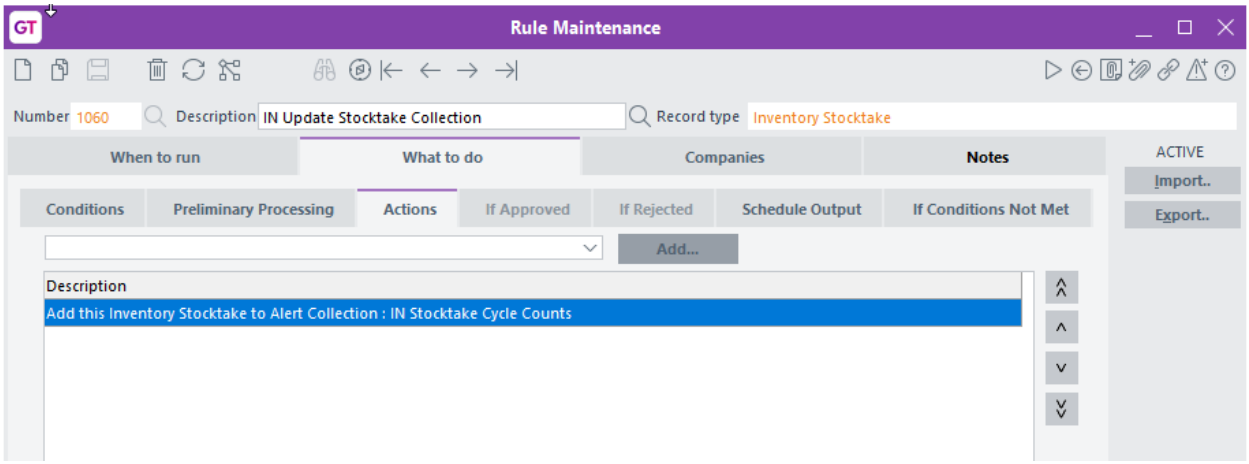
Setup an alert collection per above



Setup a rule that runs on a scheduled basis – the frequency should be based on how often you will be generating counts.

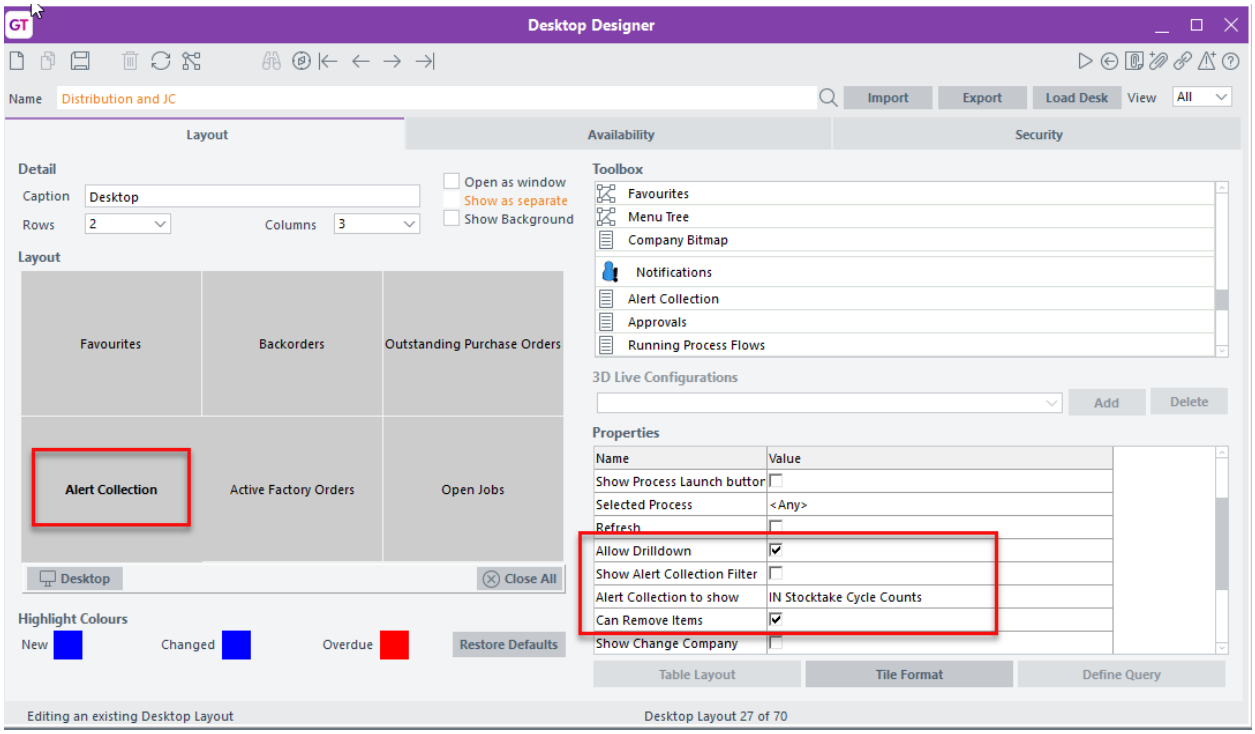


The rule should select stocktakes based on them not already being in the collection and being on a Waiting for Entry status

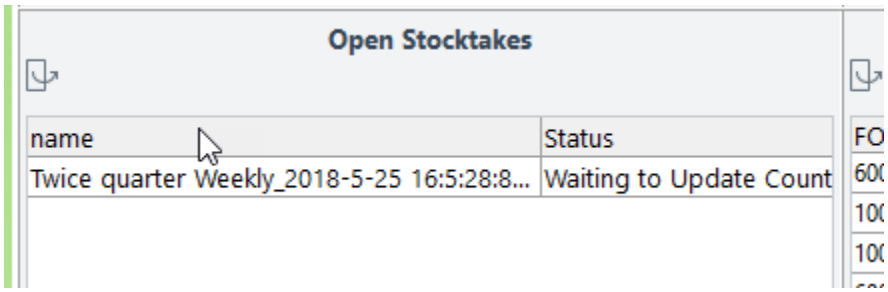


If the criteria are met the stocktakes should be added to collection.

The above is only an example and other criteria may be more appropriate for other organisations.



The collection can be added to a desktop



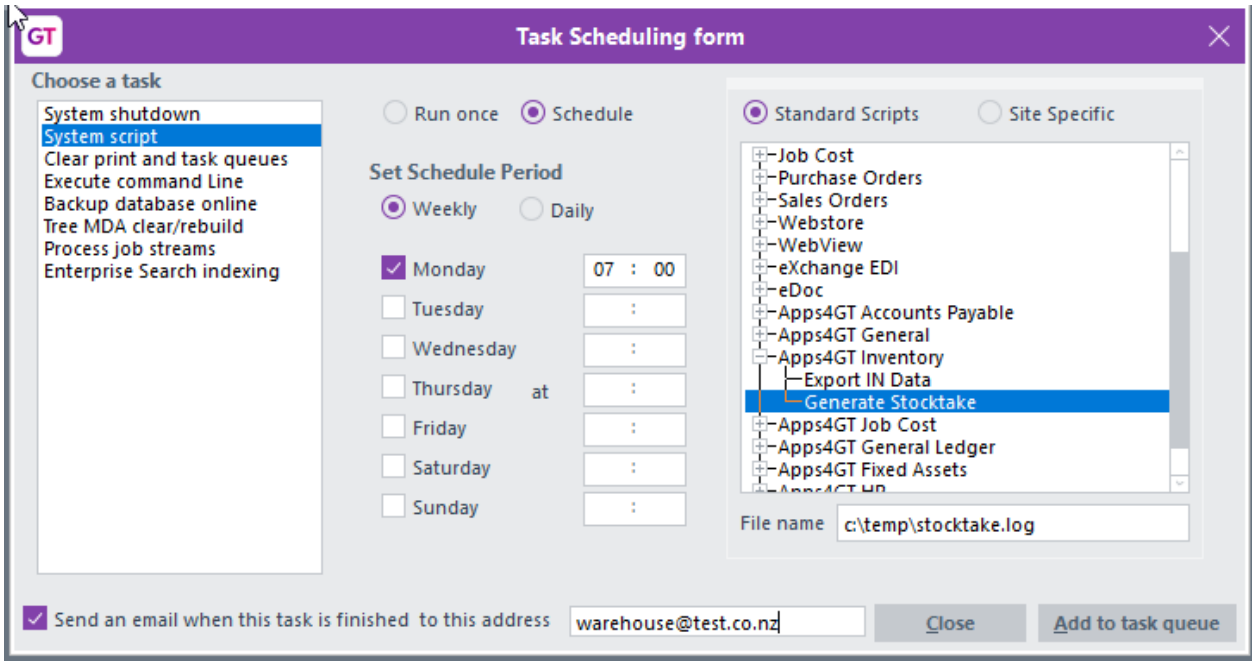
As stocktake cycles are generated and the alert rule run, the stocktakes will appear on the desktop.

SCHEDULED COUNT GENERATION

Alternatively, the generation of counts can be scheduled. How often you schedule the generation depends on the frequencies you have setup. If any of your stocktake count cycles are set to daily then the script should be run Daily, if the most frequent duration is weekly then schedule for Weekly generation.

When the Generation is scheduled, the system will run through all stocktake cycles and determine if they have been run within their frequency period. E.g. if the frequency is Monthly and there has already been a count done this month it will not generate. If the frequency is quarterly and the last count was done more than 3 months ago then it will be included.

Process | Task scheduler



Select System script

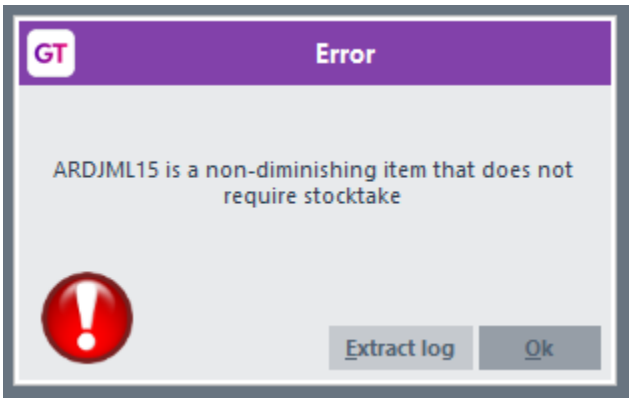
Select Apps4GT Inventory on the right, click the +, then select Generate Stocktake

In the middle set the schedule as required.

Click add to task queue

NOTES

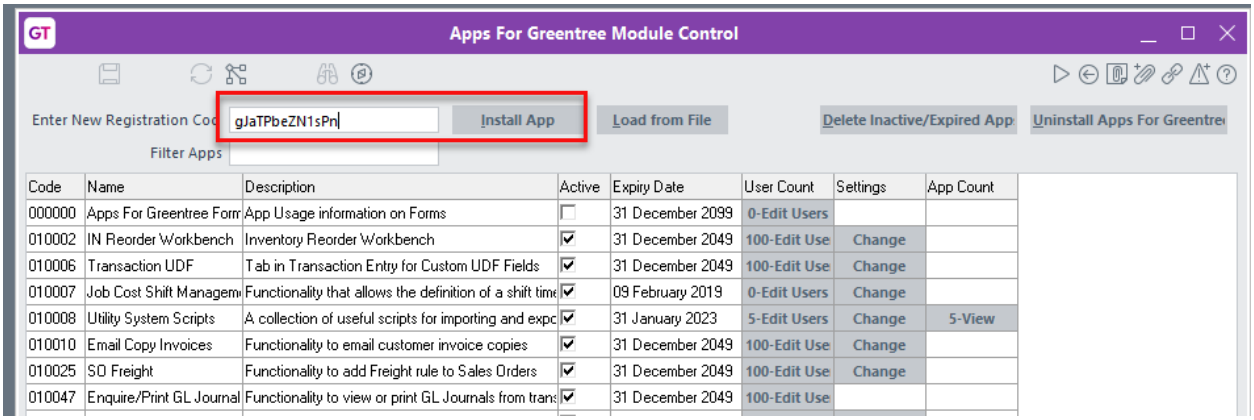
- The first time any count cycle is generated it may take quite a while. It is recommended that the first counts are done when little other processing is happening. The system is building collections and updating last counts on all items.
- If you assign a non-diminishing stock item to a cycle count the generation will fail. If it was scheduled, then the task will go in error.



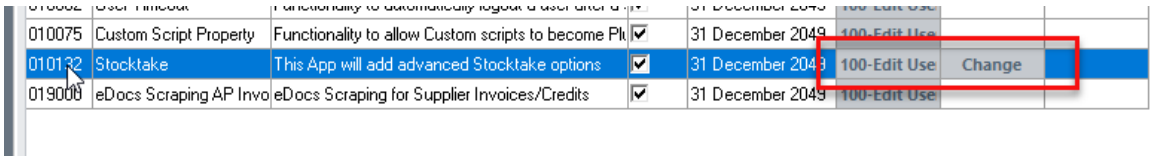
Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

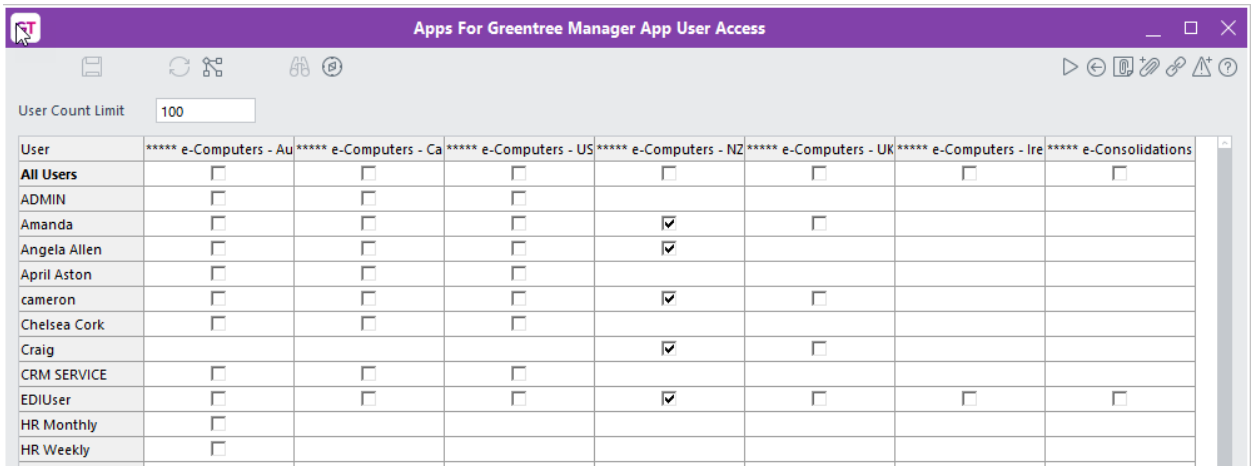
1. Log into Greentree as the Super user
2. Select the menu item | System | Apps for Greentree | Apps Module Control |
3. Enter the New Registration Codes supplied and click Install App



4. Select/Highlight the Stocktake App.



5. Click on the Edit Users button and select the users who will be configured to use Active Directory Integration, for which companies.



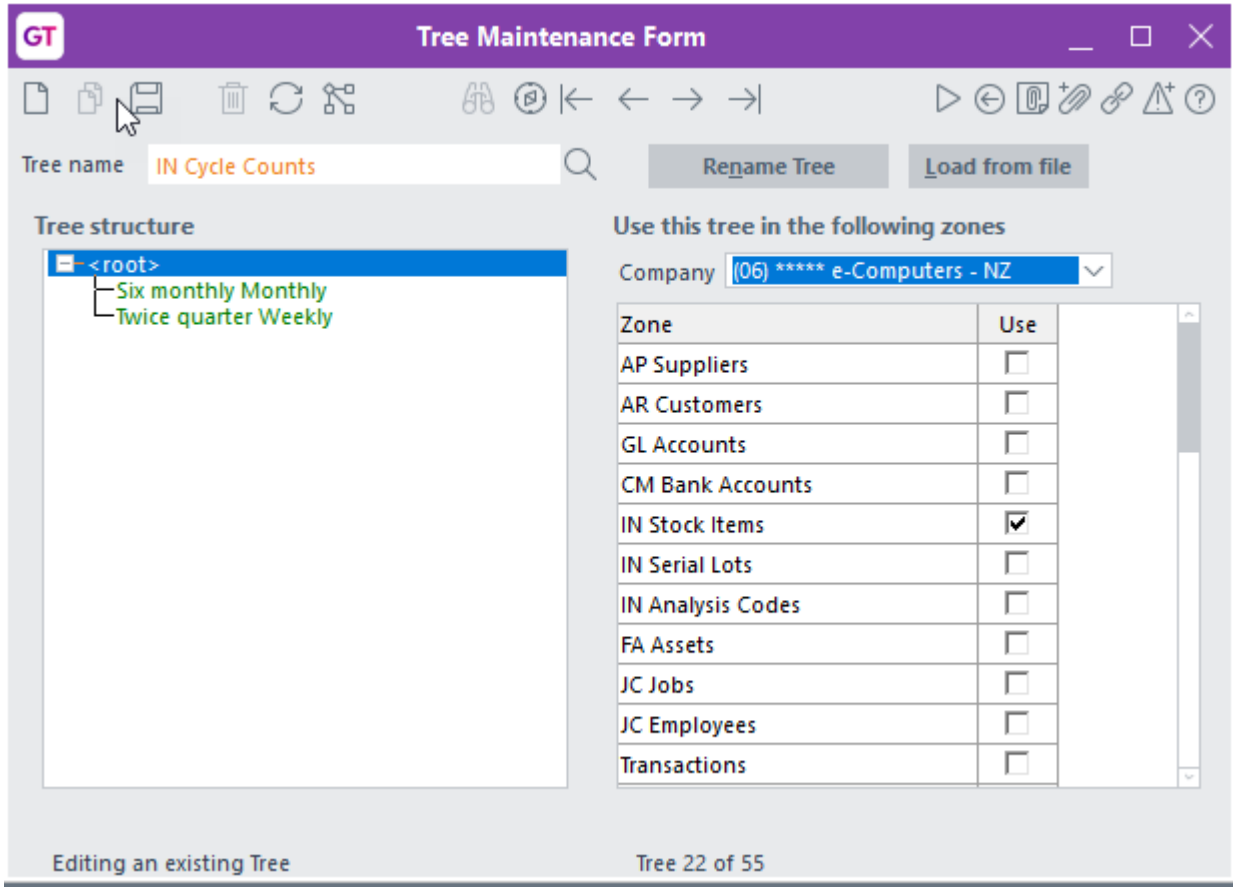
6. Once you have selected the users, Save the settings using the save icon in the header and Close the window.

7. Save and Close the form.

TREE MAINTENANCE

You need to configure an Inventory tree that has represents the automated stocktake cycles and assign inventory to the relevant branches

1. Select the menu item | System | Trees | Tree Maintenance

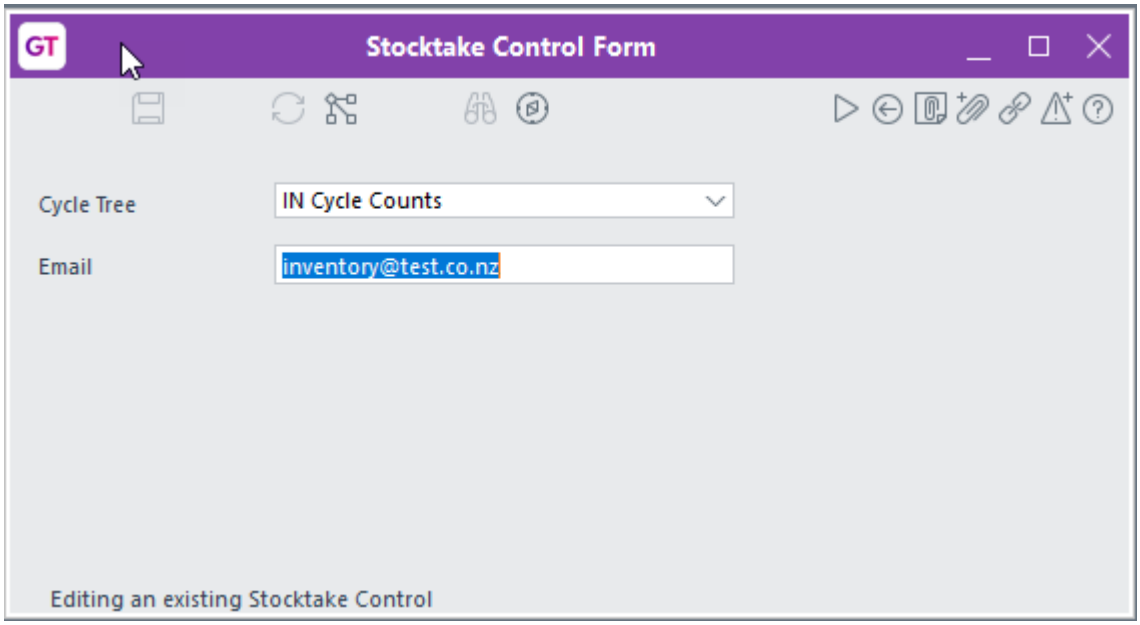


2. You need to create a tree and add a tree branch for each different cycle you want to use. See below for explanation of cycle configuration.
3. Assign the tree to the IN Stock Items Zone and relevant companies.

APP CONFIGURATION

1. Log into Greentree as the Super user

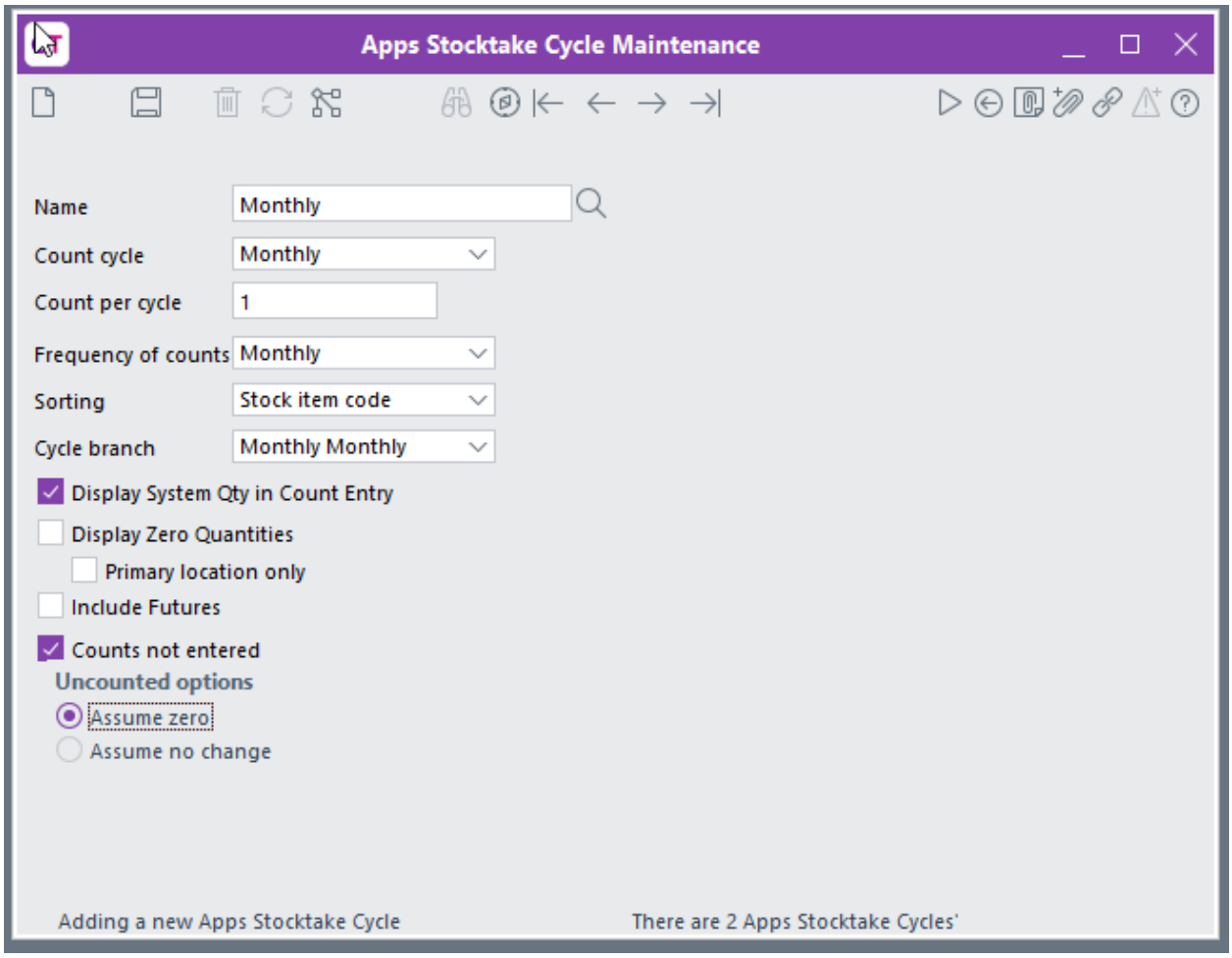
2. Select the menu item | System | Apps for Greentree | Apps Module Control |
3. Select/Highlight the Stocktake App
4. Click the Change button



5. Click the Change button
6. Select the tree you created above for stocktake cycles
7. Enter the email address of the person who should receive an email when a new count has been prepared
8. Save and Exit

APP STOCKTAKE CYCLE MAINTENANCE

Select the menu item | System | Inventory | Apps Stocktake Cycle Maintenance



Count cycle, Count per cycle and Frequency of counts work together to determine how often items belonging to this cycle are counted.

In the above example all items set to this tree branch\cycle will be counted twice within a quarter and a count of some items is performed every week.

Name Set a name that indicates how often items are counted and the frequency of counts for this cycle

Count cycle The period during which all items in the cycle should be counted e.g. Quarterly means all items are counted within a quarter.

Count per cycle The number of times within the cycle an item should be counted e.g. Above is twice within a quarter

Frequency of counts How often you want to count some items from this cycle e.g. some items are counted every week

The above configuration would mean that all items assigned to this cycle would be counted twice within a quarter.

Sorting The system uses this to assign the next group of items to a particular generated count

Cycle branch This matches to the tree so the count cycle knows which items to include overall

Display system Qty in Count Entry Tick if you want to show system quantities in the Count Entry screen

Display Zero Quantities Tick if you want items that have a zero quantity on hand to display

Primary location only Tick this if they should only display under their primary location

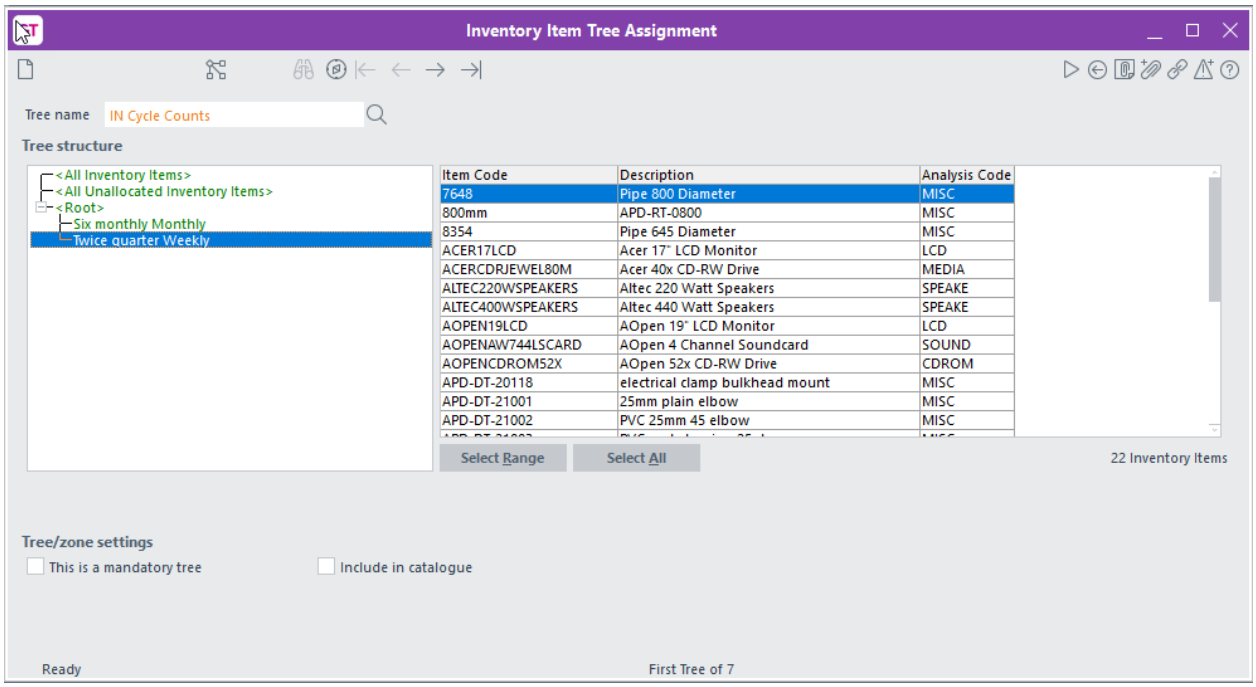
Include Futures Tick to include future dated transactions in the system quantity compared to

Counts not entered Tick to set the action that should be done for Uncounted items – default is Assume No Change

Save and enter other cycles as required.

INVENTORY ITEM TREE MAINTENANCE

1. Select the menu item | System | Inventory | Inventory Item Tree Maintenance
2. Select the tree you created for the automated stocktake cycles
3. Assign inventory items to the appropriate tree branch – you do not have to assign all items.


Inventory Item Tree Assignment
Tree name
IN Cycle Counts
Tree structure
<All Inventory Items>
<All Unallocated Inventory Items>
<Root>
Six monthly Monthly
Twice quarter Weekly
Item Code
Description
Analysis Code
7648
Pipe 800 Diameter
MISC
800mm
APD-RT-0800
MISC
8354
Pipe 645 Diameter
MISC
ACER17LCD
Acer 17" LCD Monitor
LCD
ACERCDRJEWEL80M
Acer 40x CD-RW Drive
MEDIA
ALTEC220WSPEAKERS
Altec 220 Watt Speakers
SPEAKE
ALTEC400WSPEAKERS
Altec 440 Watt Speakers
SPEAKE
AOPEN19LCD
AOpen 19" LCD Monitor
LCD
AOPENAW744LSCARD
AOpen 4 Channel Soundcard
SOUND
AOPENCDROM52X
AOpen 52x CD-RW Drive
CDROM
APD-DT-20118
electrical clamp bulkhead mount
MISC
APD-DT-21001
25mm plain elbow
MISC
APD-DT-21002
PVC 25mm 45 elbow
MISC
Select Range
Select All
22 Inventory Items
Tree/zone settings
This is a mandatory tree
Include in catalogue
Ready
First Tree of 7