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

# **USER INSTRUCTIONS**

#### 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	System	Utilities	System Scripts
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GT	System Scripts	
● Standard Scripts ○ Site Specific	Details	
Enterprise Search     Attachments     Service Requests     Workflow     Point of Sale     WebView     eXchange EDI     eDoc     Apps4GT Accounts Payable     Apps4GT Accounts Receivable     Apps4GT Inventory     Import IN Locations     Import SA Lines     Import IN Lines     Import IN Lines     Import IN Lines     Change Stock Code     Apps4GT General Ledger     Apps4GT Fixed Assets     Apps4GT Fixed Assets     Apps4GT Freight     Apps4GT Freight     Apps4GT Freight     Apps4GT Freight     Apps4GT Inventory Reorder	This will open a form for you to select a Cycle	Setup to process a stocktake
Output options Output to screen		
✓ Output to file		
c:\temp\stocktake.log		Browse
	[	Run script Cancel

That then pops up this form.

GT Stockta	ake Generate Fo	rm _ 🗆	×
Cycle	Twice quar	ter Weekly 🗸 🗸	]
Posting date	25	/ 05 / 18 🛱	
	Generate	Close	

#### 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.

ਯ	IN Prepa	re Stocktake / Ente	r Counts		_
	; #@⊬	$\leftarrow$ $\rightarrow$ $\rightarrow$		$\triangleright \odot \square$	₱₽₫.
Stocktake Name Twice qu	arter Weekly_2018-5-25	6:5:28:821	Q Prepare	ed at: 25/05/18 16:05:28	
Counter			Q		
Prepare Inventory items th	at match these criteria	1		Select Branches	
Include all inventory				Six monthly Monthly Twice guarter Weekly	
Relationshi <sub>l</sub> Property	Condition	Value			1.
	Sorting				
<ul> <li>Display System Qty</li> </ul>	By Code				
Display Zero Quantities		O Code			
Primary location only Include Futures	By Analysi				
	By Tree Bra				
Counts not entered	U by live bia	men			
O Assume Zero					
Assume No Change	Inventory Tree	IN Cycle Counts	$\sim$		
0	Status	Waiting to Update Co	unts 🗸		
Posting date of any adjustme	ent transaction created	25 / 05 / 18 🛗			
New Search Prepare	Now Print Sheet	Print <u>R</u> ecount	Count Entry	Select All	Deselect All
Read Only: Stocktake is in pr	rogress	Last	stocktake of 3		

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.

бТ		Alert Collection Maintenance	_
C C		$\mathbb{A} \otimes \vdash \leftarrow \rightarrow \rightarrow \vdash$	$\triangleright \odot \blacksquare \not \supset \mathscr{C} \land \textcircled{?}$
Name	IN Stocktake Cycle Counts	Q	
Record	Make this collection available Type to collect Show form driven Record Include supplementary Re	Types only	
Record T	ivpe INStockTake	Q Description Inventory Stocktak	(e Q
	Use predefined Company	myINControl:myCompany	
Adding	a new Alert Collection	There are 16 Alert Co	ollections

# Setup an alert collection per above

GT		Rule Ma	intenance		_ 🗆 X
		$@ \vdash \leftarrow \rightarrow \rightarrow \mid$		$\triangleright \odot$	₽ <i>₽₽</i> ₽₫?
Number 1060	O Description IN Update	Stocktake Collection	Q Record type Inventory Sto	cktake	
Wh	ien to run	What to do	Companies	Notes	ACTIVE
Operates Priority 0	au form driven Decord Types	only 🗌 Include supplementary Re	sourd Tunor	Inactive	Import E <u>x</u> port
On INSto When Fo	ckTake rm Driven Include Browse On New On Change tant Alert Ignore suppression flag neduled D (Daily)	Description Inventory St     Client forms Not applicable t     On Delete	ocktake	Q	
	Use predefined collection Use predefined Company ogrammatic  Apps UDF Form Change Apps UDF Form New Called by another rule On Assigning of Appro On Autoscan Attachme On Data Import On Final Approval On Final Rejection On Escalation	myINControl:alistocklakes myINControl:myCompany			
Ready			Document Rule 54 of 59		

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

<b>T</b>	Rule Maintenance							_ □ >
1 6 🗆		H @	$  \leftarrow \leftarrow$	$\rightarrow \rightarrow \mid$			$\triangleright \oplus$	▣ ∅ ℰ ℰ (
lumber 1060	O Description IN U	pdate Stoc	ktake Collect	ion	Q Record t	pe Inventory Stocktake	e	
When	n to run		What to	do	Com	panies	Notes	ACTIVE
Conditions	Preliminary Proce	essing	Actions	If Approved	If Rejected	Schedule Output	If Conditions Not Met	Import E <u>x</u> port
					✓ Add	And      Or		
Description							\$	
	Stocktake is NOT in th		llection : IN S	tocktake Cycle Co	unts		^	
Status equais	Waiting to Update Co	ounts					v	
							$\mathbf{i}$	

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

Rule Maintenance _							
00			$\rightarrow \rightarrow$			$\triangleright \odot$ [	⊡ <i>⊅ 8 ∆</i> (
umber 1060	O Description IN Update St	ocktake Collec	tion	Q Record t	ype Inventory Stocktake	e	
Whe	n to run	What to	o do	Com	ipanies	Notes	ACTIVE
Conditions	Preliminary Processing	Actions	If Approved	If Rejected	Schedule Output	If Conditions Not Met	<u>I</u> mport E <u>x</u> port
				✓ Add			
Description	Anne Charlet Ive An Alast Callest	ing a INI Charabh	ales Cuela Caunta			\$	
Add this inven	itory Stocktake to Alert Collect	ion : IN Stockt	ake Cycle Counts			^	
						v	
						$\mathbf{i}$	

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.

GT Desktop Designer _ 🗆 🗙								
	$\mathbb{A} \circledcirc \gets \leftarrow$	$\rightarrow \rightarrow \mid$					$\triangleright \in$	✐ፇፇዾ₫ᢀ
Name Distribution and JC				Q	Import	Export	Load Desk	View All 🗸
Lay	yout		Availability				Security	
Detail Caption Desktop Rows 2 V	Columns 3	Open as window Show as separate	Toolbox       Favourites       Henu Tree       Company Bitmap					<u> </u>
Favourites	Backorders	Outstanding Purchase Orders	Notifications Alert Collection Approvals Running Process Flows DLive Configurations	:			~ Adi	d Delete
Alert Collection	Active Factory Orders	Open Jobs	Properties Name Show Process Launch buttor Selected Process Refresh Allow Drilldown	Value <any></any>				<u>^</u>
Desktop  Highlight Colours  New Change	ed Overdue	Restore Defaults	Show Alert Collection Filter Alert Collection to show Can Remove Items Show Change Company	IN Stocktak	e Cycle Counts			w
Editing an existing Desktop La	ayout		Table Layout Desktop Layout 27 o	ıf 70	Tile Forn	nat	Defin	ne Query

The collection can be added to a desktop

Open Stocktakes	
	P
name Status	FO
Twice quarter Weekly_2018-5-25 16:5:28:8 Waiting to Update Cou	int 600
	10
	10

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

GT Task Scheduling form							
Choose a task System shutdown System script Clear print and task queues Execute command Line Backup database online Tree MDA clear/rebuild Process job streams Enterprise Search indexing	Run once Schedule   Set Schedule Period <ul> <li>Weekly</li> <li>Daily</li> </ul> Monday <li>07 : 00</li> <li>Tuesday</li> <li>Cuesday</li> <l< td=""><td><ul> <li>Standard Scripts</li> <li>Site Specific</li> <li>Job Cost</li> <li>Purchase Orders</li> <li>Sales Orders</li> <li>Webstore</li> <li>WebView</li> <li>eDoc</li> <li>Apps4GT Accounts Payable</li> <li>Apps4GT Inventory</li> <li>Export IN Data</li> <li>Generate Stocktake</li> <li>Apps4GT General Ledger</li> <li>Apps4GT Fixed Assets</li> <li>Apps4GT Lup</li> </ul> File name c:\temp\stocktake.log</td><td></td></l<>	<ul> <li>Standard Scripts</li> <li>Site Specific</li> <li>Job Cost</li> <li>Purchase Orders</li> <li>Sales Orders</li> <li>Webstore</li> <li>WebView</li> <li>eDoc</li> <li>Apps4GT Accounts Payable</li> <li>Apps4GT Inventory</li> <li>Export IN Data</li> <li>Generate Stocktake</li> <li>Apps4GT General Ledger</li> <li>Apps4GT Fixed Assets</li> <li>Apps4GT Lup</li> </ul> File name c:\temp\stocktake.log					
Send an email when this task is	finished to this address warehouse@	test.co.nz <u>C</u> lose <u>A</u> dd to task	queue				

#### 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.



# **IMPLEMENTATION GUIDE**

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

								_ □ >	
GT	GT Apps For Greentree Module Control								
Enter N	ew Registration Coc g	JaTPbeZN1sPn Install App		Load from File	[	<u>)</u> elete Inactive	/Expired App	Uninstall Apps For Greentre	
	Filter Apps								
Code	Name	Description	Active	Expiry Date	User Count	Settings	App Count		
000000	Apps For Greentree Form	App Usage information on Forms		31 December 2099	0-Edit Users				
010002	IN Reorder Workbench	Inventory Reorder Workbench	<b>V</b>	31 December 2049	100-Edit Use	Change			
010006	Transaction UDF	Tab in Transaction Entry for Custom UDF Fields	~	31 December 2049	100-Edit Use	Change			
010007	Job Cost Shift Managem	Functionality that allows the definition of a shift time	e 🔽	09 February 2019	0-Edit Users	Change			
010008	Utility System Scripts	A collection of useful scripts for importing and expo		31 January 2023	5-Edit Users	Change	5-View		
010010	Email Copy Invoices	Functionality to email customer invoice copies	<b>v</b>	31 December 2049	100-Edit Use	Change			
010025	SO Freight	Functionality to add Freight rule to Sales Orders	<b>v</b>	31 December 2049	100-Edit Use	Change			
010047	Enquire/Print GL Journal	Functionality to view or print GL Journals from trans		31 December 2049	100-Edit Use	5			

4. Select/Highlight the Stocktake App.

ú	010002	osor rincout	r anotonality to automatically logout a user after a -		31 December 20 <del>4</del> 3	TOU LUIL USU			
L	010075	Custom Script Property	Functionality to allow Custom scripts to become Plu	✓	31 December 2049	100-Edit Llee			
L	010132	Stocktake	This App will add advanced Stocktake options		31 December 2043	100-Edit Use	Change		
L	01900රි	eDocs Scraping AP Invo	eDocs Scraping for Supplier Invoices/Credits	•	31 December 2049	100-Edit Use		_	

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

<b>T</b>	Apps For Greentree Manager App User Access 🗆 🗙							
	C #	A @					$\triangleright \oplus \square \not                                 $	
User Count Limit	100							
User	***** e-Computers - Au	***** e-Computers - Ca	***** e-Computers - US	***** e-Computers - NZ	***** e-Computers - UK	***** e-Computers - Ire	***** e-Consolidations	
All Users								
ADMIN								
Amanda				<b>v</b>				
Angela Allen				~				
April Aston								
cameron				~				
Chelsea Cork								
Craig				~				
CRM SERVICE								
EDIUser				~				
HR Monthly								
HR Weekly								

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

б	Tree Maintenance Form	_ 🗆 X
	$\mathbb{A} \oslash \vdash \leftarrow \to \to$	$\rhd \odot \blacksquare \not ? ? \land ?$
Tree name IN Cycle Counts	Q Rename Tree	Load from file
Tree structure	Use this tree in the followin	ig zones
- <root> —Six monthly Monthly</root>	Company (06) ***** e-Compu	uters - NZ 🗸 🗸
Twice quarter Weekly	Zone	Use
	AP Suppliers	
	AR Customers	
	GL Accounts	
	CM Bank Accounts	
	IN Stock Items	
	IN Serial Lots	
	IN Analysis Codes	
	FA Assets	
	JC Jobs	
	JC Employees	
	Transactions	
Editing an existing Tree	Tree 22 of 55	

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

Stockt	ake Control Form	_ □ ×
C 19	47 @	$\triangleright \odot \blacksquare \not ? ? \land ? ?$
IN Cycle Counts	~	
inventory@test.	co.nz	
tocktake Control		
	IN Cycle Counts	IN Cycle Counts   Inventory@test.co.nz

- 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

<b>5</b>	Apps	Stocktake Cycle Ma	intenance	_ □ ×
	i C %	#@⊬ ← -	$\rightarrow \rightarrow \mid$	$\triangleright \odot \textcircled{0} \checkmark \mathscr{O} \checkmark \textcircled{0}$
Name	Monthly	Q		
Count cycle	Monthly	$\sim$		
Count per cycle	1			
Frequency of counts	Monthly	$\sim$		
Sorting	Stock item code	$\sim$		
Cycle branch	Monthly Monthly	$\sim$		
🗹 Display System Q	ty in Count Entry			
Display Zero Qua				
Primary locati	ion only			
Counts not ente	red			
Uncounted optio	ns			
Assume zero Assume no cha	ange			
	-			
Adding a new App	ps Stocktake Cycle	IT	here are 2 Apps Stocktake Cy	cles'

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
- Assign inventory items to the appropriate tree branch you do not have to assign all items.

	Inventory Item T	ree Assignment		_
	$\rightarrow \rightarrow$			$\triangleright \oplus \blacksquare \not ? ? \land ? ?$
Tree name IN Cycle Counts Q				
Tree structure				
All Inventory Items>	Item Code	Description	Analysis Code	·
All Unallocated Inventory Items>	7648	Pipe 800 Diameter	MISC	
i - <root> → Six monthly Monthly</root>	800mm	APD-RT-0800	MISC	
Twice guarter Weekly	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	
	100 07 04000		1.000	
	Select <u>R</u> ange	Select <u>A</u> ll		22 Inventory Items
Tree/zone settings This is a mandatory tree Include in cat	alogue			
Ready		First Tree of 7		