

# Stocktake Guide

A practical, step-by-step guide to planning, executing, and finalising a stocktake using EM Cloud and EM Omnia. This documentation is designed to support all roles involved—from preparation through to validation and finalisation—using quick guides, checklists, and detailed instructions to ensure accurate and efficient stocktakes.

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# 3-Minute Overview

☐ **Time:** 3 minutes

☐ **Who:** Store Manager / New staff (first exposure) / Anyone needing a high-level understanding

## What is a Stocktake?

A stocktake ensures your system reflects the **actual physical stock in your store**. It directly impacts:

- Ordering accuracy
- Stock valuation
- Reporting reliability

## The 5 Phases of a Successful Stocktake

### 1. Preparation (Critical)

Before counting anything:

- Clean up stock data
- Fix errors (negative stock, false zero stock)
- Ensure store layout (sections) is clear
- Do not re-zero stock on hand!

“ Most stocktake failures happen here—not during counting.

### 2. Setup

- Create ONE stocktake
- Set the correct date
- Ensure structure is clean and consistent

### 3. Counting (Execution)

- Use PDE devices to scan and count
  - Each count is saved as an “input”
  - Inputs must be clearly named and assigned to sections
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### 4. Validation

- Run reports
  - Identify unusual values
  - Investigate discrepancies
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### 5. Finalisation

- Close stocktake
  - Set stock counts
  - Update system
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## Biggest Risks to Avoid

- Multiple stocktakes → reporting becomes unusable
  - Poor naming → investigations become impossible
  - Skipping preparation → inaccurate results
  - Not validating → major stock errors
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## Golden Rule

“ A smooth stocktake is built **before the first item is counted** ”

# Quick Guide (End-to-End)

🕒 **Time:** 5-10 minutes

👤 **Who:** Experienced users / Team leaders running stocktake / Anyone needing a quick refresher

## Step 1: Prepare

- Run Stock On Hand report
  - Fix:
    - Negative stock
    - False out-of-stocks
  - Create clear sections
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## Step 2: Create Stocktake

- Stocktakes → Create
  - Enter name + correct date
  - Save
- 

## Step 3: Count Stock

- Inventory → Stocktake (PDE)
  - Select stocktake
  - Create input:
    - Name (Dept + Person)
    - Assign section
  - Scan items and enter quantities
  - Press **Add on final item**
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## Step 4: Validate

- Input Report → check entries

- Valuation Summary → check totals
  - Valuation Detail → investigate issues
  - Variance Report → compare results
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## Step 5: Fix Errors

- Use Manual Inputs
  - Adjust incorrect quantities
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## Step 6: Finalise

- Close stocktake
- Set stock count

# Checklists

☐ **Time to Complete:** 15–90 minutes (varies by store condition)

☐ **Who this is for:**

- Store Managers
- Inventory Controllers
- Department Managers
- Team leader setting up stocktake
- All staff using PDE devices
- Casual/counting team

# Pre-Stocktake Checklist

- Sections created and clearly named
- Store mapped logically
- Stock On Hand report reviewed
- Negative stock investigated
- Out-of-stocks verified
- Departments checked for accuracy

# Setup Checklist

- Stocktake created
- Correct date set
- Only ONE stocktake exists
- Naming conventions agreed

# Counting Checklist (PDE)

- Correct stocktake selected
- Input named clearly (Dept + Person)
- Section selected correctly
- Products scanned accurately
- "Add" pressed on final item
- No duplicate counting

# Validation Checklist

- Input report reviewed
- Valuation summary checked
- High-value discrepancies flagged
- High/low quantity errors checked
- Reports filtered by department if needed

# Finalisation Checklist

- All inputs completed
- Manual corrections applied
- Reports reviewed for errors
- Stocktake closed
- Stock count set

# Execution

☐ **Time to Complete:** 1-4 weeks (done progressively)

☐ **Who this is for:**

- Store Manager
- Inventory Controller
- Department Managers
- All counting staff
- Casual workers

☐ This is not a single task—it's ongoing preparation work.

# Prepare for Stocktake

## . Why Preparation Matters

Preparation ensures your system is already close to correct before counting begins.

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### 1. Create Sections (Store Mapping)

- Go to: `Stocktakes → Sections`
- Create sections that reflect physical areas

**Good Example:**

- “Back Room - Drinks”
- “Front Aisle 1 - Grocery”

“ Clear section naming allows easy recounts and investigations.

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### 2. Check Stock On Hand

- Reports → Stock → Stock On Hand
- Run report

Look for:

- Departments with unrealistic totals
  - Obvious errors
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### 3. Check Out-of-Stocks

- Filter for stock = 0

Fix:

- Items that are actually in stock
  - Remove or deactivate unused lines
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## 4. Check Negative Stock

- Filter for stock < 0

Fix:

- Missing invoices
  - Incorrect tracking settings
  - Products stuck “on order”
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## Outcome of Preparation

You should now have:

- Clean data
- Clear store layout
- Confidence in starting stocktake

# Create & Structure Stocktake

## . Create Stocktake

- Go to: `Stocktakes → Create`
- Enter:
  - Name
  - Correct date

⚠ The date must match the actual stocktake date.

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## Structure Rules (Critical)

- Only ONE stocktake per store
- All inputs must exist inside it

Each input must:

- Represent one count
  - Have a section
  - Have a clear name
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## Naming Inputs Properly

Use:

**Department + Person**

Examples:

- Grocery - John
- Dairy - Sarah

“ This makes investigations fast and accurate.

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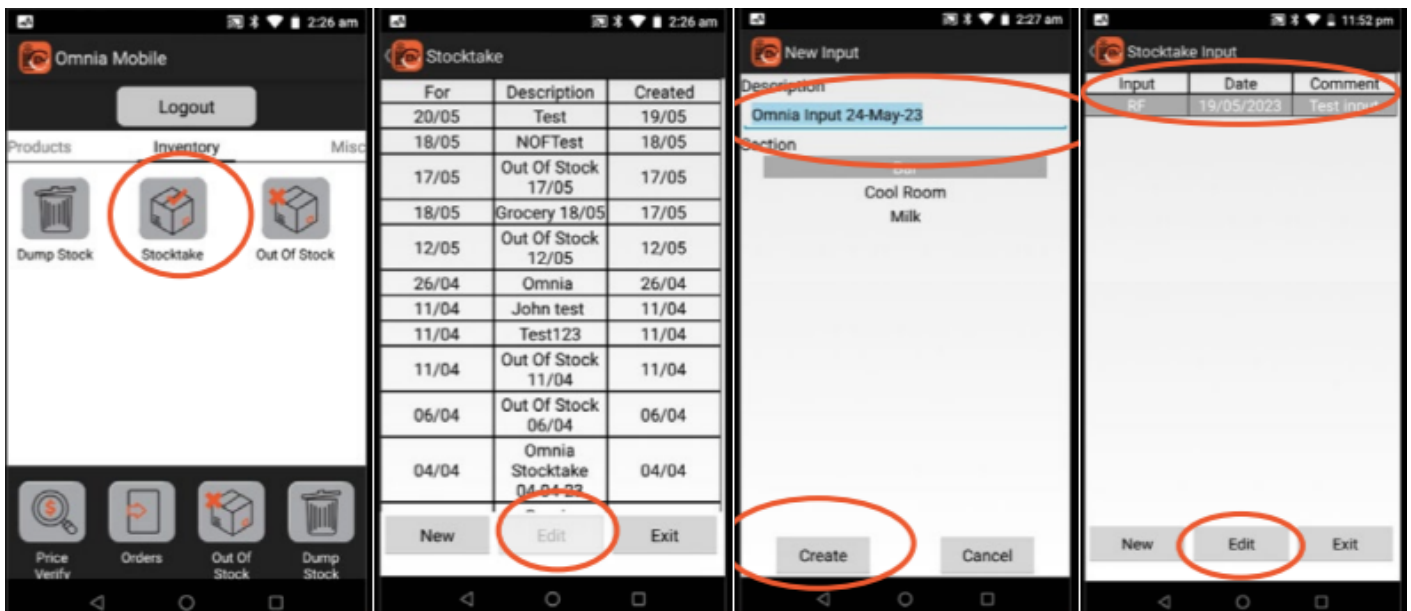
# Common Mistakes to Avoid

- Creating multiple stocktakes
- Using vague input names
- Mixing sections incorrectly

# Count Stock (PDE Guide)

## Create an Input

- Login → Inventory → Stocktake
- Select stocktake → Edit
- Create input:
  - Name
  - Section



## Counting Process

- Scan product
- Enter quantity
- Press **Add**

Optional:

- Scan location before product

# Important Rules

- Always press **Add on final item**
  - Do not double count areas
  - Ensure correct section is selected
- 

# Reviewing Counts

- Press back
  - Review scanned items
  - Edit if needed
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# Common Issues

- Missing last item (forgot to press Add)
- Incorrect quantities entered
- Wrong section used

# Validation & Adjustments

☐ **Time to Complete:** 30-120 minutes

☐ **Who this is for:**

- Store Manager
- Inventory Controller
- Senior staff only

☐ This requires experience and judgement.

# Validate Your Stocktake (Reports)

## Why Validation Matters

Even well-run stocktakes contain errors. Reports help you find and fix them.

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## Input Report

Use to:

- Review what was entered
  - Verify individual counts
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## Stock Valuation Summary

Use to:

- Check totals by department
  - Identify major discrepancies
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## Stock Valuation Detail

Use to:

- Investigate individual products
  - Identify incorrect quantities or pricing
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## Variance Report

Use to:

- Compare system vs counted stock
  - Highlight differences
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## How to Validate Effectively

1. Start with valuation summary
2. Identify unusual departments
3. Drill into detail report
4. Confirm errors

# Fix Errors (Manual Inputs & Adjustments)

## When to Fix Errors

After validation highlights issues:

- Incorrect totals
  - Missing stock
  - Keying mistakes
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## Adding Manual Inputs

- Open stocktake
  - Select **Add Input**
  - Assign section and comment
  - Add product and quantity
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## Adjusting Existing Totals

- Go to products tab
  - Search item
  - Edit quantity
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## Tips for Accuracy

- Use product codes (APN) when searching
  - Double-check final totals
  - Avoid unnecessary manual changes
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# Common Errors

- Large incorrect quantities (e.g. 99999)
- Small keying mistakes (1 vs 11)

# Finalise Stocktake

**Time:** 10-15 minutes

**Who:** Store Manager only / Authorised personnel only

## Step 1: Close Stocktake

- Stops further input
  - Must be done before finalising
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## Step 2: Review Before Finalising

Ensure:

- All inputs complete
  - Reports reviewed
  - Errors corrected
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## Step 3: Set Stock Count

- Applies final counts to system

Options:

- Leave inventory unchanged
  - Turn inventory on
  - Turn inventory + auto order on
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## Important Notes

- This step updates your system permanently
  - Errors at this stage will impact stock and ordering
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# Best Practice

“ Only set stock count when you are confident in your results

# Stocktake Best Practices

☐ **Time:** 5-10 minutes

☐ **Who:** All staff involved in stocktake / Especially useful for training

## Naming Matters

- Always use clear, consistent naming
  - Include department and person
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## Section Quality

- Sections should reflect real store layout
  - Must allow easy re-checking
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## High-Low Investigation Method

- Run valuation detail report
- Sort by quantity

Check:

- Highest values → detect major errors
  - Lowest values → detect small mistakes
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## Ongoing Improvement

- Run reports regularly (not just at stocktake)
- Keep stock clean throughout the year

# Troubleshooting & Common Mistakes

## Most Common Issues

- Multiple stocktakes created
  - Poor section naming
  - Forgotten “Add” on last item
  - Large incorrect quantities
  - Skipping validation
  - Poor preparation
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## How to Avoid Them

- Follow checklists
- Use consistent naming
- Validate thoroughly
- Train users before stocktake

# Reset Uncounted Items to 0

Sometimes you will want to set uncounted products in a department, shelf location or even the whole store to 0. This can be done using Global Update AFTER setting your counts from the Stock Take.

1. Go to **Global Update** from the main menu
2. Click the **Stores** button and select your store from the list.
3. Click on the Product Filter tab and set your filters
  1. Make sure to include the the "Last Counted Date" + "Before" + [Date Of Stocktake] filter
  2. You can set additional filters like "Department", "Shelf Location", "Supplier"
4. Click on the Product Selection Tab and then click the search button. This will show you all products that will be affected by the update. Review the list carefully
5. Click on the **Fields to Update** button and then select "Inventory - Quantity on hand"
6. Close the Fields to update menu and you will see the Quantity on hand on the screen. set the value to 0
7. Click the Update button to begin the global update.

Maintenance > Global Updates > Global Update ✎

The screenshot shows the 'Global Update' interface. At the top, there are three tabs: 'Selection' (2,245 items), 'Product Filter' (2 filters), and 'Fields' (1 field). A 'Saved Filters' button is visible on the right. Below the tabs is a table with two columns: 'Filter' and 'Value'. The first row shows 'Last Counted Date' with a dropdown menu, 'Before' with a dropdown menu, and '10/06/2026' with a calendar icon. The second row shows 'Department' with a dropdown menu, 'IN' with a dropdown menu, and 'LIQUOR' with a tag icon. There are red minus buttons to the right of each row. A green plus button is located at the bottom left of the filter area.

Filter	Value
Last Counted Date	Before 10/06/2026
Department	IN LIQUOR

# Maintenance > Global Updates > Global Update ✦

🛒 Selection 2,245

🔍 Product Filter 2

📄 Fields 1

🏪 Stores 1

⋮ Fields to Update 1

➡ Send to Electronic Shelf Label Provider

➡ Send to Online Sale Provider

Field	Operator	Value
Quantity on hand	Equal to	0 <span>⊖</span>

Include Master Items in this Global Update?

➡ Update

🗑️ Clear All