



computer**KIT**
NAMIBIA PHARMACY - RETAIL
& IT SOLUTIONS

USER GUIDE

**UNISOLV v8 – STOCK TAKE USING THE MOBILE
PRECISION COUNT APP**

FEBRUARY 2022

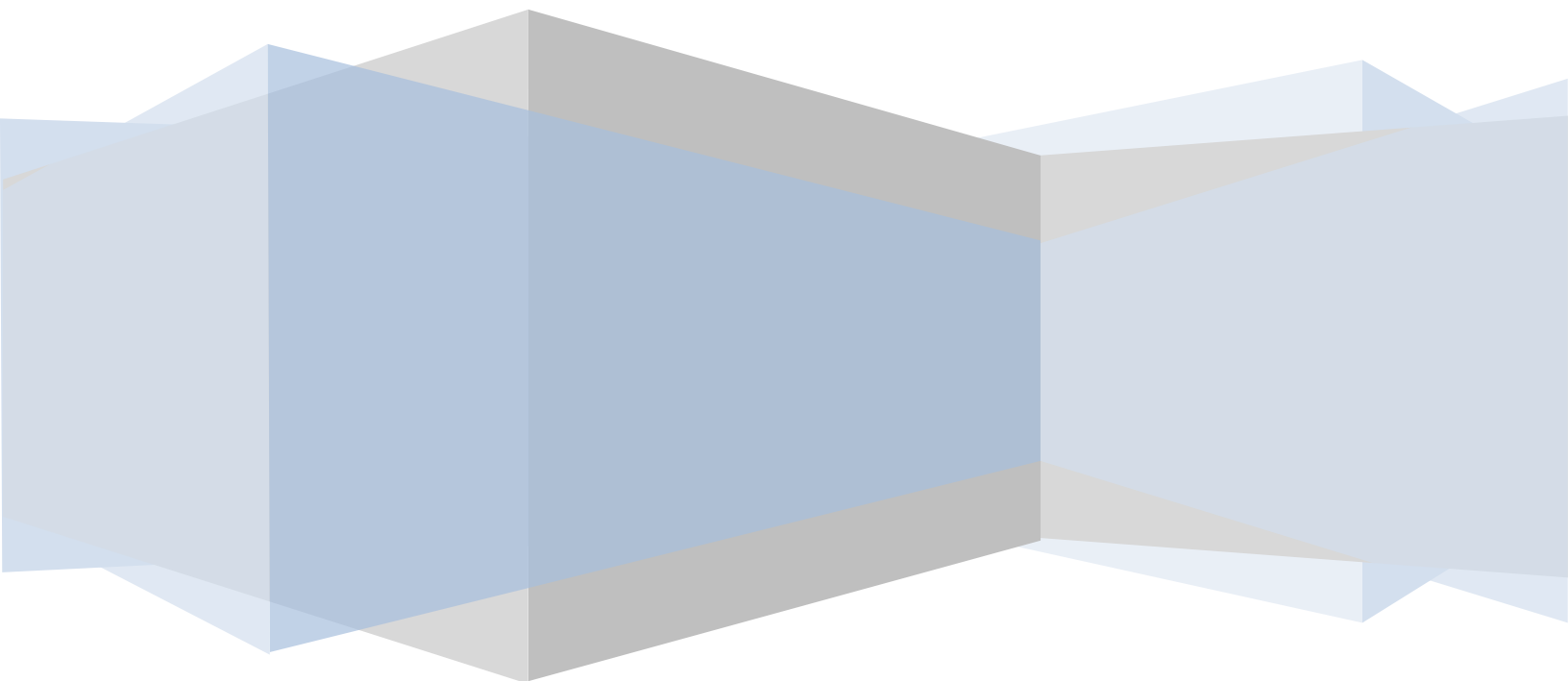


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Step 1: Do a BACKUP

- On UNISOLV log in with the **STOCK TAKE USER**, either USER number **100** or USER number **50**.
- PASSWORD **STOCK (or it may be BLANK or a password the user asked for)**
- On the STOCK TAKE MENU MOBILE APP as in Figure 1 (If Menu does not look like Figure 1, PLEASE consult with CKN Helpdesk to load correct menu)
 - **Select Option 1 – BACKUP ALL LIVE DATA BEFORE STOCK TAKE**
- When the backup is done, proceed to next step

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Ver:8.16.10.a
*** STOCK TAKE MENU MOBILE APP ***

1 -->Backup All Live Data Before Stock Take
2. Print Stock Valuation Report
3. Note: Start Stock Take On App
4. Print Stock Movements - Stock Take Adj.
5. Clear Stock Not Processed - Step 8
6. Print Stock Valuation After Count

Menu No: 297          Enter Selection Number 1-6          <Esc> to Exit.
User:STOCK TAKE USER          100 /1          Printer:0021

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Figure 1: Stock Take Mobile App Menu

Step 2: Print Stock Valuation Report

- When backup is done, print your stock valuation report. This report will give you the current value of your stock **BEFORE** stock take.
- From Stock Take Main Menu select Option 2 – Print Stock Valuation Report
 - Print by Department **D**
 - Department FROM **ENTER**
 - Department TO **ENTER**
 - Bin Number FROM **ENTER**
 - Bin Number TO **ENTER**
 - Condensed or Full **C**
 - Skip Zero on-hand quantity (Y/N) **Y**
 - Subtract committed from on-hand? **N**
 - Calculate from average or last cost? **L**
 - Press ENTER to print Report
- **File this Report**

Step 3: Start Counting With Mobile APP

- On the cell phones (Those on which the Precision Count App are installed)
- Make sure that the two apps, as indicated in Figure 2, are installed.
- For the count, only the Precision Count App will be physically used.



Figure 2: Precision Count App and Barcode Reader icons

- When you open the Precision Count App, you will see the screen as in Figure 3. Under the Settings tab CKN will usually pre-configure the settings as seen in Figure 4. In a case that the fields are un-filled, consult CKN Helpdesk.

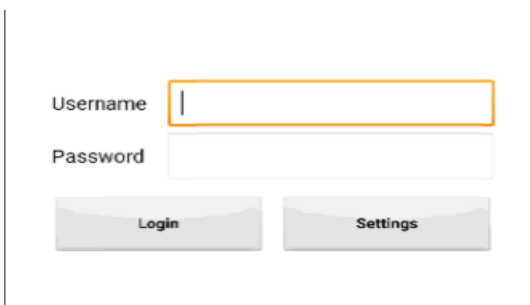


Figure 3: Precision Count App Login

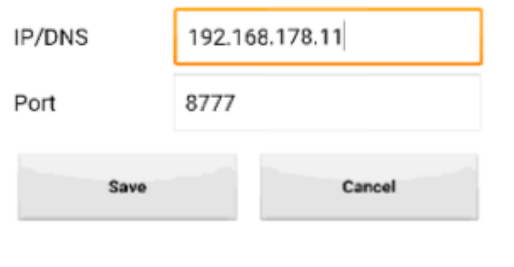


Figure 4: Precision Count App Settings

- Username you can log in with your Stock Take User. Usually it will be User 100.
- Password. Use the password assigned to Stock Take User in UNISOLV - STOCK
- Click on Login and you will get this message.
- Click OK.

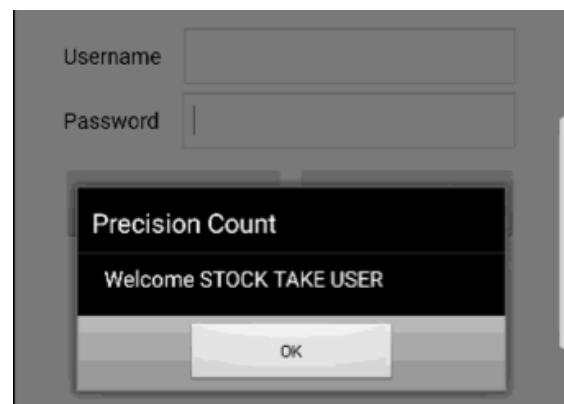


Figure 5: Login Confirmation

- Once logged in the barcode input field pops up, Figure 6.
- The Barcode can either be typed in the field or
- Click on the camera icon and scan the products barcode.



Figure 6: Barcode Field

- When scanning the Barcode, Figure 7
- The Barcode is entered into the barcode field Figure 8.
- Click Find button to search for product



Figure 7: Reading barcode for scanning



Figure 8: Barcode scanned and visible in field

- Pressing Find, Figure 8, will take you to the menu as seen in Figure 9.
- Here you can confirm that the scanned barcode links to the correct product
- Enter the counted quantity into the counted quantity field
 - **If there are 2 On-Hand quantities and you counted also 2 items you must still put in the quantity and update (Save) otherwise this stock will not be flagged as counted.**
 - The **convert button option** is for **broken bulk**. Example: If you have 1 full box with 30 tablets and a box with only 20 tablets out of the 30, add all the tablets together and type the total of tablets you have, $30 + 20 = 50$, into to Counted quantity field. Press the convert button to convert the 50 tablets into the decimal pack size before clicking the Save button to update the stock.
- **Once the Save button is used, the stock is updated in real-time and will reflect directly under your Stock in UNISOLV. This cannot be reversed.**

The screenshot shows a mobile application interface for updating stock counts. At the top, a grey header reads "Precision Count - Details". Below this, the following information is displayed:

Stock Code	0000000000036223
Description	GEEL HIGHLIGHTER
Selling Price	17.25
Cost Price	20.000
On Hand QTY	2.000

Below the table, there is a "Counted QTY" field with the number "2" entered and highlighted by an orange border. To the right of this field is a "Convert" button. Below the "Counted QTY" field are two buttons: "Save" and "Cancel". At the bottom of the screen is a numeric keypad with buttons for digits 1-9, 0, a backspace key (X), and a "Done" button.

Figure 9: Stock Details and Updating stock count

Step 4: Print Stock Movement Report

After your stock take is done

- Select Option 4 – Print Stock Movements – Stock Take Adj.
- Follow steps as in Figure 10.

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Unisolv: Authorized and Developed by UCS-Technology Services (Pty) Ltd (STK003)

STOCK TRANSACTION AUDIT TRAIL

Print Summary Only ?      (Y/N) :      N
From Beginning of File   (Y/N) :      N      Date From (CCYYMMDD) : 20190213
                               Date To   (CCYYMMDD) : 20190213
Use Selling/Cost Price (S/C) ? :      S      For Sales Only!!!
Print Remarks ..... (Y/N) ? :      N      MAX GP % to Select : ALL
Transaction Type <A> for All :      NEGATIVE BALANCES ONLY: N

Stock Receipts.....(Y/N) :      N
Stock Reversals.....(Y/N) :      N
Stock Sold.....(Y/N) :      N
Stock Returned.....(Y/N) :      N
Price Changes.....(Y/N) :      N
Cost Price Changes.....(Y/N) :      N Adjustment Type:  S  <Enter> for All
Comments.....(Y/N) :      N      <I>nter Branch
Stock Adjustments.....(Y/N) :      Y      <A>djust Stock
Stock Transfers.....(Y/N) :      N      <S>tock Takes
                               <C>apitation Rx
  
```

Figure 10: Print Stock Movements - Stock Take Adjustments

- This Report will display the stock variances after doing the Stock Take

Step 5: Clear Stock Not Processed – STEP 8

Saying yes to zero not captured quantities will adjust all Stock with quantities NOT COUNTED to zero. Should you decide to say no then all stock that is not in the store will have to be adjusted manually.

From the menu, Figure 1, select Option 5

- Use Logged Values N
- Select Option 8 – Listing of stock not PROCESSED
 - **MAKE SURE THAT IN TOP RIGHT CORNER STILL STANDS – Logged values N**
 - Print by bin B
 - From bin number START
 - To bin number END
 - Skip zero on-hand N
 - **Zero not captured quantities** **N – First print the list and check that it is correct. Only after variances have been investigated, go back into the option and say “Y” to clear.**
 - PASSWORD TYUIOP

Step 6: Print Stock Valuation Report After Count

- This report will give you the current value of your stock **AFTER** stock take.
- From Stock Take Main Menu Figure 1 select Option 8
 - Print by Department D
 - Department FROM ENTER
 - Department TO ENTER
 - Bin Number FROM ENTER
 - Bin Number TO ENTER
 - Condensed or Full C
 - Skip Zero on-hand quantity (Y/N) Y
 - Subtract committed from on-hand? N
 - Calculate from average or last cost? L
 - Press ENTER to print Report
- **File this Report**
- **NB!!! CALL CKN FOR SUPPORT IF ANYTHING LOOKS INCORRECT ON THIS REPORT BEFORE STARTING TRADING. AFTER TRADING HAS STARTED AND PROBLEMS ARISE, CKN CANNOT RE-INSTATE THE BACKUP DONE BEFORE THE STOCK TAKE BEGAN.**

THE FINAL REPORTS THAT YOU SHOULD HAVE AT THE END OF YOUR STOCK TAKE

- The first Stock Valuation Report (Before)
- The Stock Movement Report showing variances
- The adjusted Not Processed Report
- The Stock Valuation Report (After)

FINAL WORDS OF IMPORTANCE

- DO BACKUP
- PRINT STOCK VALUATION BEFORE AND AFTER STOCK TAKE
- LOGGED VALUES N
- HAVE ALL CELL PHONES, WITH PRECISION COUNT APP INSTALLED, CONNECTED TO PHARMACY WIFI
- CLEAR STOCK NOT PROCESSED
- **STOCK TAKE MUST BE DONE BEFORE OR AFTER MONTH END AND NOT IN BETWEEN. THIS WILL CAUSE CLEARANCE OF THE STOCK TAKE FLAGS AND RESULTING IN ZEROISATION OF ALL STOCK WHEN RUNNING THE ZERO NOT CAPTURED QUANTITIES DURING STOCK TAKE.**
- **CKN HELPDESK IS ALWAYS AVAILABLE FOR ANY QUERIES AND/OR PROBLEMS**

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