



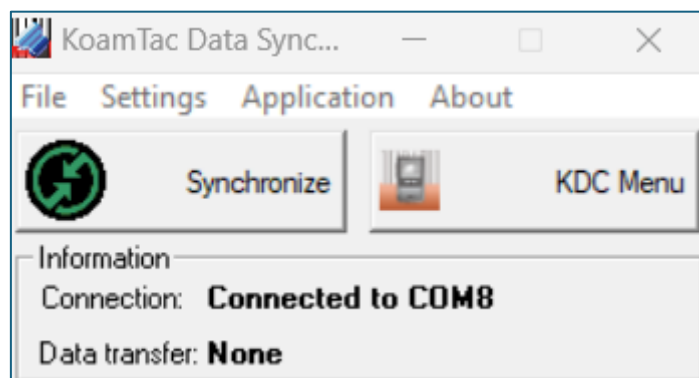
Stock Take Instructions for v5.3 onwards

Stock Take Checklist

Setup

1. Make sure all returns have been removed from stock. If returns are not processed prior to the stock take, a negative stock situation can happen if they are subsequent processed. The best option is to move anything that is not being scanned to the 'Books Sent' tab https://www.batch.co.uk/web/images/PDFs/Quick_Guide_-_2_Creating_Returns_on_BatchLine.pdf
2. Prior to starting the stock take it is the norm to do a backup and rename the backup file PreStktake.bck.
3. If using Koamtac Scanners (available for hire from Batch) make sure KTSync.exe is installed and configured on your PC, and scanners are charged and emptied. https://www.batch.co.uk/web/images/PDFs/Koamtac_KT_Synch_Setup.pdf

If you have any problems or need help with Setup, contact mail@batch.co.uk.

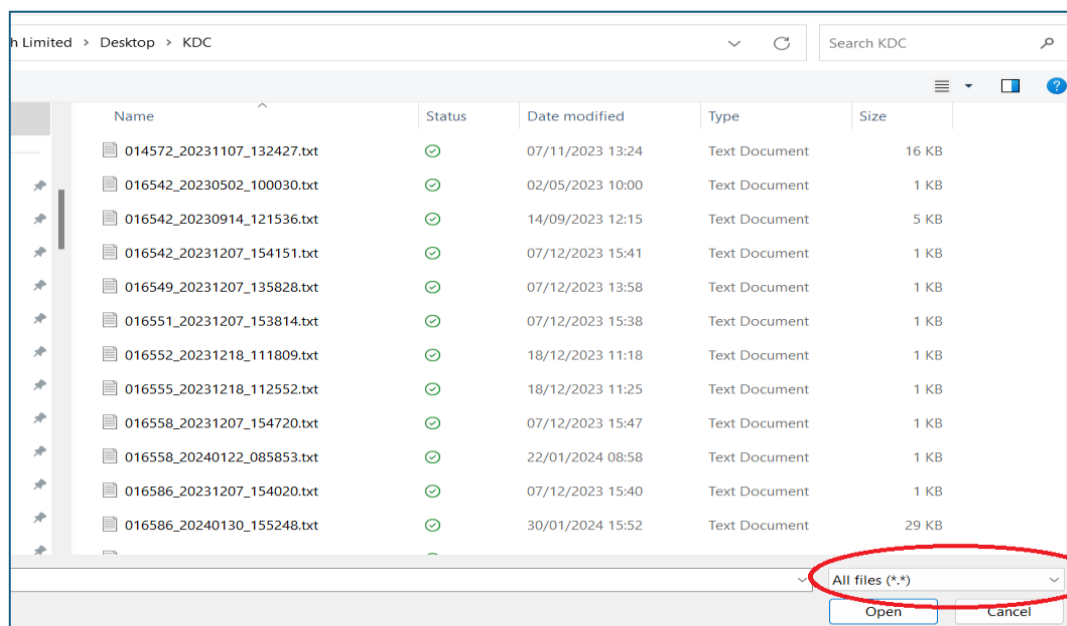


4. With non-Koamtac scanners, scan each category to a Notepad file and save as 'categoryname.txt' or scan directly into the ISBN List.
5. Check that all required categories are recorded in Back Office/Maintenance/Batchline Categories. This will ensure that the ISBN Lists created in step 7 below contain all your required Shop Categories.
6. Print a copy of Summary Stock Valuation if a record of the pre-stock take value is required. Go to Back Office/Reports/Stock Tab and 'Summary stock Valuation'.
7. In ISBN Lists click the 'New Stocktake' button. This will create an ISBN List for each category in Batchline with the name in the format as below. **Please do not change the name.** There may be Category Lists that are either unused or will not be used as part of the stock take. Please ignore those lists they will not affect the overall result.

List No	Created On	Description	Lines	Items	In Stk Take	In use by
1635	04/02/2025	STOCK TAKE Accessories #66	0	0	N	
1632	04/02/2025	STOCK TAKE Cards #63	0	0	N	
1631	04/02/2025	STOCK TAKE CH RELATED PRODUCT #39	0	0	N	
1630	04/02/2025	STOCK TAKE WBD & Quick Reads #35	0	0	N	
1629	04/02/2025	STOCK TAKE RELATED PRODUCT #32	0	0	N	
1628	04/02/2025	STOCK TAKE CLASSICS #31	0	0	N	
1627	04/02/2025	STOCK TAKE TRAVEL #28	0	0	N	
1626	04/02/2025	STOCK TAKE TEENAGE #27	0	0	N	
1625	04/02/2025	STOCK TAKE SPORT #26	0	0	N	
1624	04/02/2025	STOCK TAKE SCIENCE FICTION #25	0	0	N	
1623	04/02/2025	STOCK TAKE CH PICTURE BOOKS #22	0	0	N	
1622	04/02/2025	STOCK TAKE NON FICTION OTHER #21	0	0	N	
1621	04/02/2025	STOCK TAKE NATURAL HISTORY #20	0	0	N	
1620	04/02/2025	STOCK TAKE LOCAL #19	0	0	N	
1619	04/02/2025	STOCK TAKE HISTORY #17	0	0	N	
1618	04/02/2025	STOCK TAKE GARDENING #15	0	0	N	

Scanning

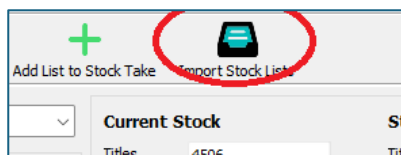
1. Before scanning a category, ensure the stock take scanner is empty. On KT Synch App click on 'File' then 'Erase KDC Memory'.
2. Scan the required category and synchronise with KT Synch App. Click on 'Synchronise'.
3. Go to the related category's ISBN List and click on 'List Details'. Select 'Import File' and import the new file into the list. The file location is normally going to be a folder on your Desktop called KDC. On the 'Files of Type' field highlighted below make sure 'All Files (*.*)' is selected. If required, the imported file can be renamed to the category name.



4. Empty the scanner and repeat steps 1 to 3 above for each category.

Processing

1. Check that each ISBN List is populated (unused ones can remain empty).
2. Click on the Stock Take button in Back Office\Maintenance.
3. Click on 'Import Stock Lists'. This process imports all ISBN Lists that have a name formatted 'Stock Take Category Name #nn'. All other lists are ignored.



4. Check that the 'Current Stock' and 'Stock Take Values' shown on the form are within expected boundaries. If not, check whether a category might have been missed, etc.
 - a. If a category has been missed, click on 'Clear' stock take and 'Import Stock Lists' when the problem has been fixed.
 - b. If a separate ISBN List that is not in the preformatted list needs to be added, click on the 'Add List To Stocktake' button and follow prompts to add the list to a category. (Location is not normally required.)
5. Process the stock take by clicking on the 'Process Stock Take' button.
6. Click on 'Full Stock Take', then 'Update Stock'.
7. A number of spreadsheets will be produced that provide valuable information on differences between the 'before' and 'after' values. These can be viewed at this time but can also be opened at any time from the following location: C:\Bertrams\Bertline 401\StockTakes

Post Stocktake

1. Print out the 'Summary Stock Valuation' report if a record of value is required.
2. Do a second Backup and rename it 'PostStocktake.bck'.

Contact: www.batch.co.uk * mail@batch.co.uk

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