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Support Bulletin # 49 Entering Stocktake using Barcode Readers (PDE)

Entering Stocktake using Barcode Readers

If you have a barcode reader for counting stock the PDE Text file can be read into ABM to update your stock.

If you're not using barcode readers please note:

You can also use this facility by creating your own Text input file. Utilizing the ABM product export facility is an excellent way to generate a file of all of your existing products. You could then modify this file and use it as an import to the stocktake facility.

The PDE stocktake import facility uses the barcode number (product code and barcode in ver. 2.57+) in the products file to link back to the product master table. If you are not using barcodes or only some fields contain barcodes, you can use this facility by running a simple SQL script that updates the barcode field with the product code, thus creating a link to all products. Sample SQL that will update the barcode field with the product code value:

```
Update products  
Set barcode = productcode
```

Or update only products where there is no barcode.

```
Update products  
Set barcode = productcode  
Where barcode = ""
```

Once you updated your barcode numbers, export a product list containing Barcode number, Quantity on Hand, and Value on hand at Cost. The Quantity on Hand and Value on Hand at Cost can be used to determine the Unit Cost for the stock take. This file can then be updated in Excel with correct values and used as an import file for the PDE Stocktake import facility.

Using the Stocktake Import Facility

From the ABM main menu select *Products* in the Folders list (left of screen).

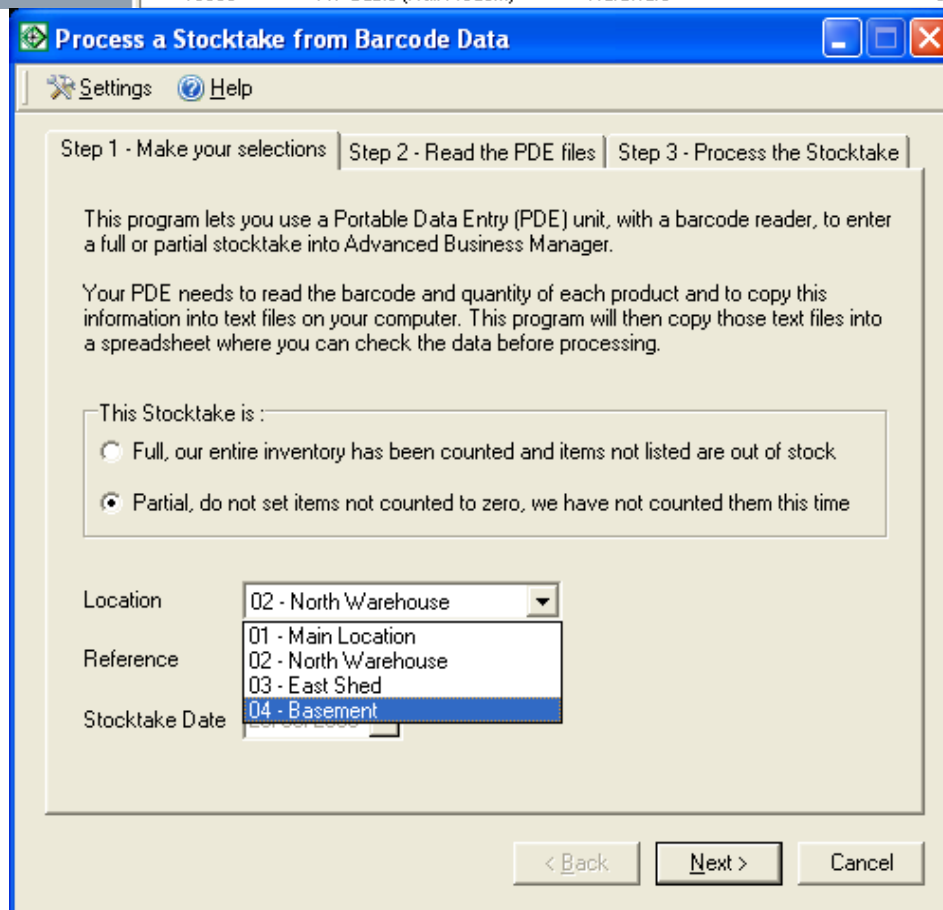
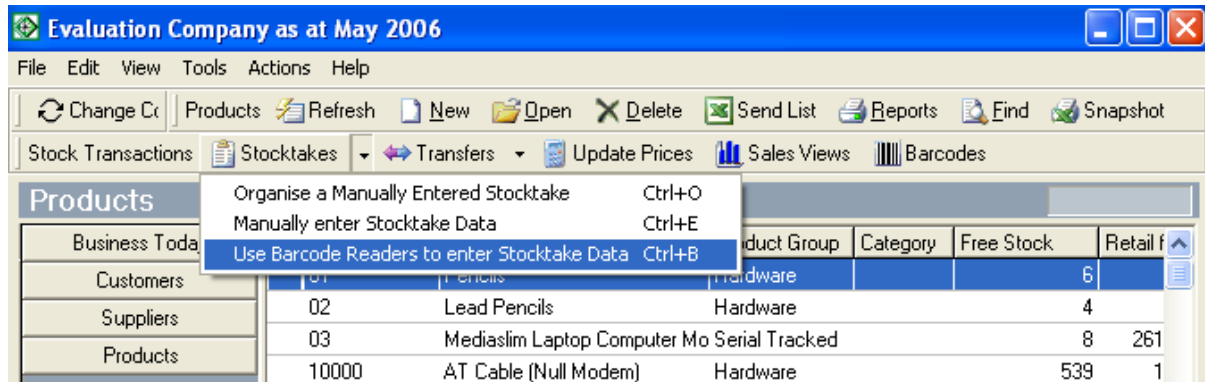
Select *Use Barcode Readers to enter Stocktake data* from the drop down list under Stocktakes.

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Settings

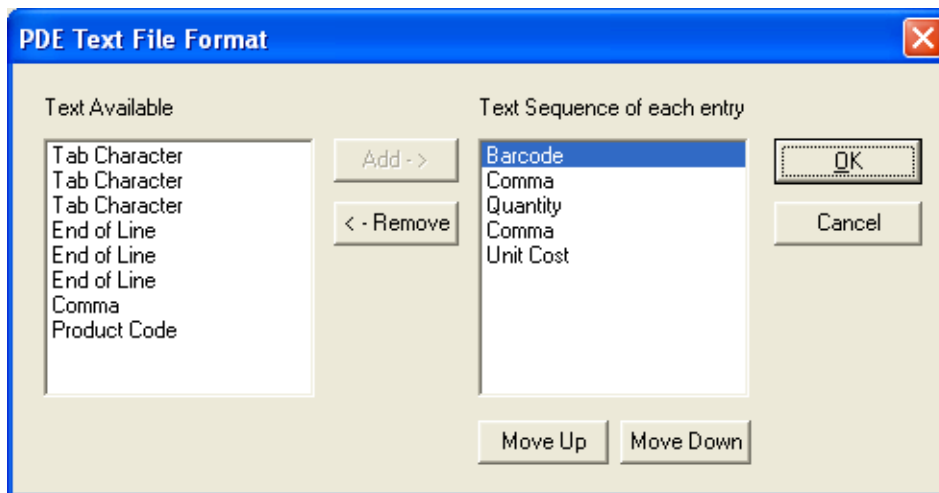
You can set the format of the PDE file to be imported by selecting settings and then selecting the format.

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The file should contain the barcode together with the quantity, and each field should be separated by an End of Line, Tab Character or Comma. If the unit cost is available on the PDE file, then this can be added, otherwise, ABM will assign the cost based on the current costing method set for the company.

Step 1 - Full or Partial Stocktake

If you are entering a stocktake containing all products then select the first option. Any stock items not listed in the PDE file will be treated as being zero in that location. If you are only performing a partial stocktake, then select the second option and only the products on the PDE file will be updated.

You will also need to select the location that the stocktake is to update as this process can only update one location at a time.

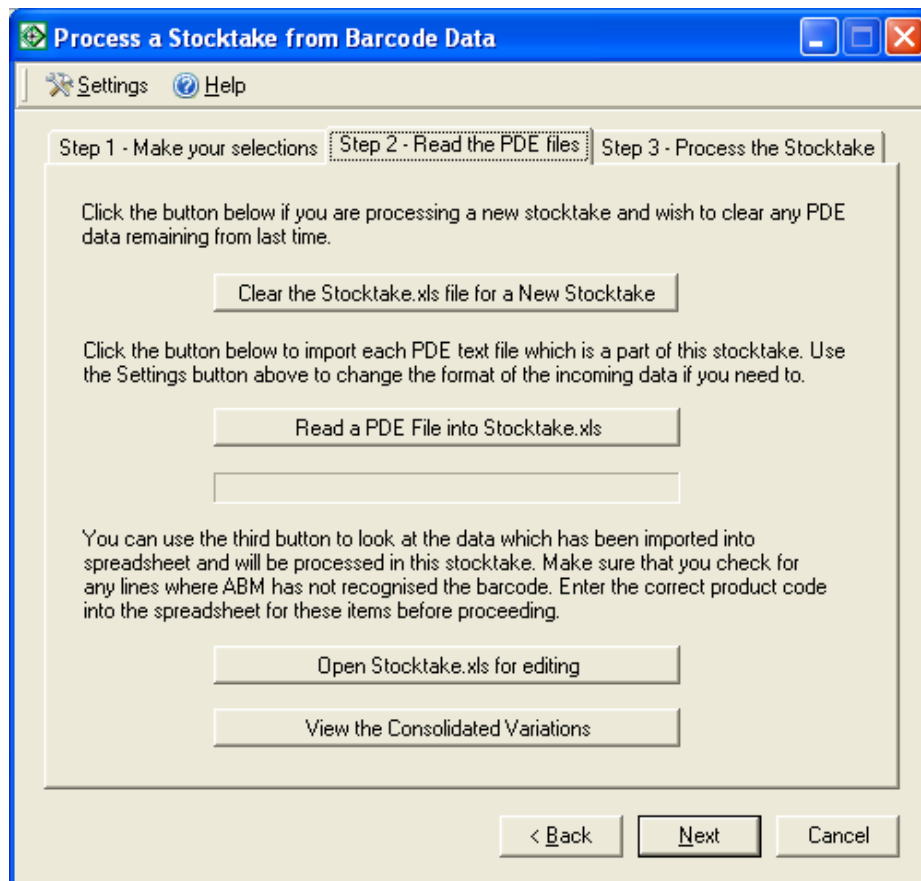
Step 2 - Reading the PDE File

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- Clear the Stocktake.xls file

When the PDE file is read into ABM it creates an Excel file called Stocktake.xls. Therefore, before commencing a new stocktake you will need to clear this file. Note: if you have more than one PDE file to read, do not clear the Stocktake.xls file each time, you should only clear it once.

- Read a PDE file into Stocktake.xls

Read each PDE file created from the barcode readers into ABM. The information will be placed in the Stocktake.xls for editing when finished. Continue selecting this option for each PDE, and all the stocktake information will be consolidated into the stocktake.xls file.

- Open Stocktake.xls for editing

You can open the Stocktake.xls to edit the information that has been read. It is possible that you may find some barcode entries without corresponding product codes, in this case, add the new product code in ABM, and enter the code in the Excel file.

- View the Consolidated Variations

When you have completed reading all the PDE files, you can view the consolidated Excel file which will show the quantity counted, quantity on hand and the variance.

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Step 3 - Process the Stocktake

When you are satisfied that the information is correct, proceed to step 3 and select finish. This will read the consolidated information from the Stocktake.xls file and process the stocktake.

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