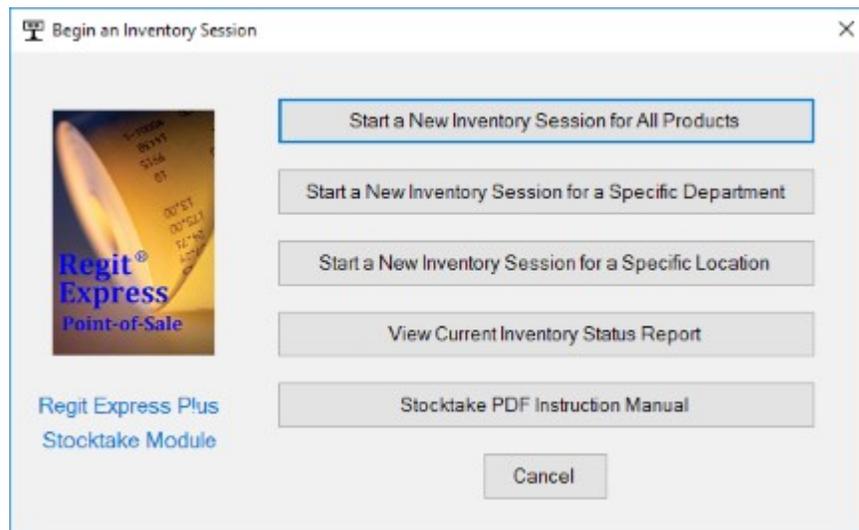


# Regit Express Plus Stocktake Module

The Stocktake Module works with the Regit Express EZInventory programs (either the Android version or the laptop (Windows) version) to facilitate stocktaking and updating. Select **stocktake.exe** from Register 1's \RegitExpressV4 folder to start. You may put a shortcut on your desktop if you like.



## Stocktake Sessions

The Stocktake Module breaks down the inventory checking into "Sessions". A session is a snapshot of the entire inventory, a specific department or specific location. The module captures the inventory quantities per the Regit Express Products database table and keeps them in a database container while you compare them to the physical quantities. At the end of the session, the module will update the Regit Express Product Database table to the physical.

### Start a New Inventory Session for All Products

This selection starts a session for the entire inventory. Generally, this is too large of a project and should be broken down into manageable departments.

### Start a New Inventory Session for a Specific Department

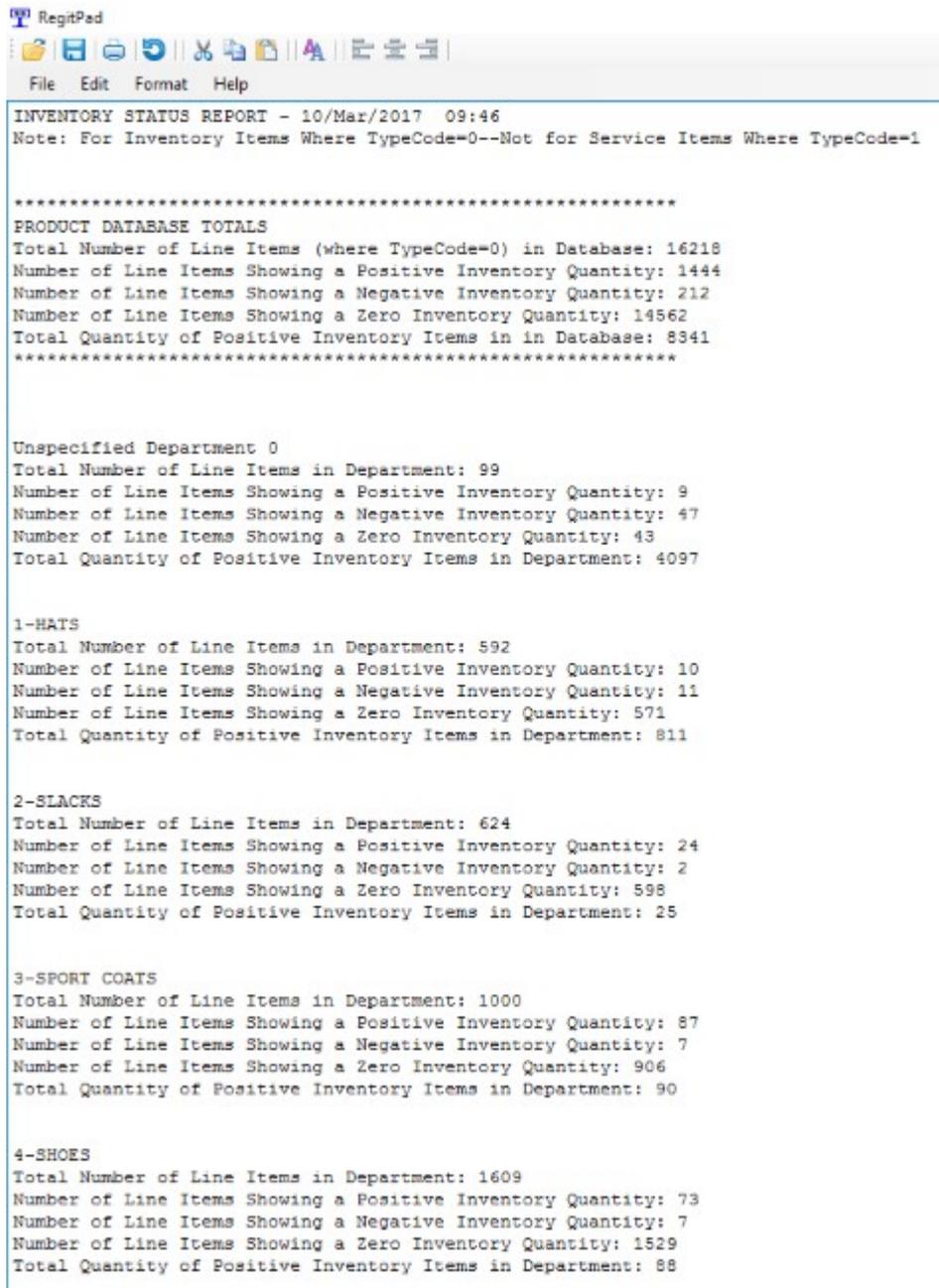
These sessions are broken into segments by department to better control the amount of inventory that needs to be counted within a certain time span. You are prompted for the department number. Note that a zero (0) is used to start a session for items that have not been assigned to a department.

## Start a New Inventory Session for a Specific Location

The Session is based on the Regit Express Database Table's Location field selected. Fields are not case sensitive.

## View Current Inventory Status Report

Provides a detailed listing of departments and an inventory breakdown for each one.



```
RegitPad
File Edit Format Help
INVENTORY STATUS REPORT - 10/Mar/2017 09:46
Note: For Inventory Items Where TypeCode=0--Not for Service Items Where TypeCode=1

*****
PRODUCT DATABASE TOTALS
Total Number of Line Items (where TypeCode=0) in Database: 16218
Number of Line Items Showing a Positive Inventory Quantity: 1444
Number of Line Items Showing a Negative Inventory Quantity: 212
Number of Line Items Showing a Zero Inventory Quantity: 14562
Total Quantity of Positive Inventory Items in in Database: 8341
*****

Unspecified Department 0
Total Number of Line Items in Department: 99
Number of Line Items Showing a Positive Inventory Quantity: 9
Number of Line Items Showing a Negative Inventory Quantity: 47
Number of Line Items Showing a Zero Inventory Quantity: 43
Total Quantity of Positive Inventory Items in Department: 4097

1-HATS
Total Number of Line Items in Department: 592
Number of Line Items Showing a Positive Inventory Quantity: 10
Number of Line Items Showing a Negative Inventory Quantity: 11
Number of Line Items Showing a Zero Inventory Quantity: 571
Total Quantity of Positive Inventory Items in Department: 811

2-SLACKS
Total Number of Line Items in Department: 624
Number of Line Items Showing a Positive Inventory Quantity: 24
Number of Line Items Showing a Negative Inventory Quantity: 2
Number of Line Items Showing a Zero Inventory Quantity: 598
Total Quantity of Positive Inventory Items in Department: 25

3-SPORT COATS
Total Number of Line Items in Department: 1000
Number of Line Items Showing a Positive Inventory Quantity: 87
Number of Line Items Showing a Negative Inventory Quantity: 7
Number of Line Items Showing a Zero Inventory Quantity: 906
Total Quantity of Positive Inventory Items in Department: 90

4-SHOES
Total Number of Line Items in Department: 1609
Number of Line Items Showing a Positive Inventory Quantity: 73
Number of Line Items Showing a Negative Inventory Quantity: 7
Number of Line Items Showing a Zero Inventory Quantity: 1529
Total Quantity of Positive Inventory Items in Department: 88
```

## Basic Procedure

There are basically three steps to complete:

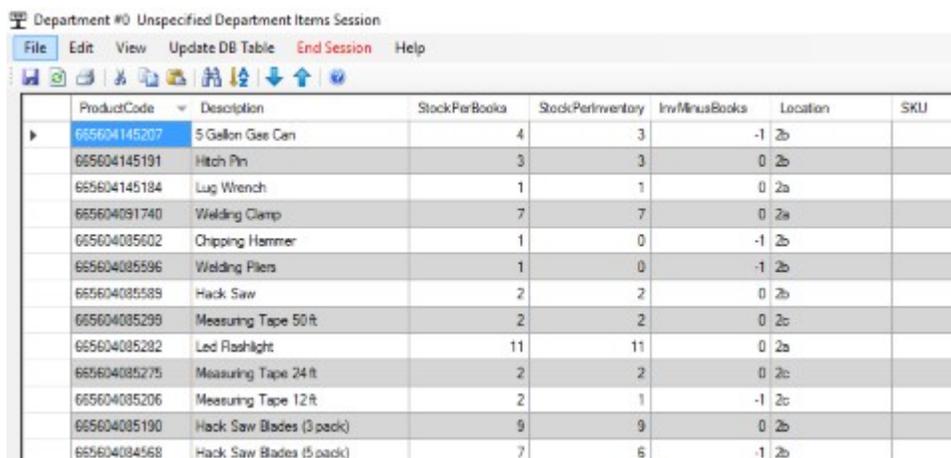
1. Take a snapshot of the Inventory Quantities per your books (Regit Express Product Database quantities) by beginning a session.
2. Take a physical inventory of your merchandize, preferably with an EZInventory Application so results can be easily transferred.
3. Update the Regit Express Inventory Quantities with the results from the physical inventory.

## The Grid

**StockPerBooks** column is the quantity from the InventoryQuantity field in the Regit Express Product database table.

**StockPerInventory** is the quantity imported with the EZInventory program or entered manually from the results of the physical inventory.

**InvMinusBooks** is a calculated column (StockPerInventory – StockPerBooks).

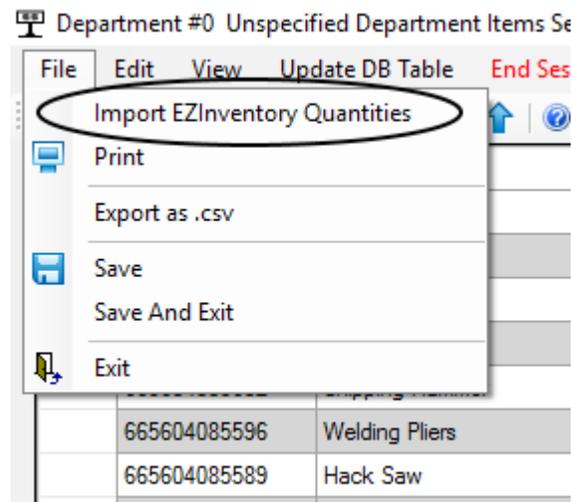


ProductCode	Description	StockPerBooks	StockPerInventory	InvMinusBooks	Location	SKU
665604145207	5 Gallon Gas Can	4	3	-1	2b	
665604145191	Hitch Pin	3	3	0	2b	
665604145184	Lug Wrench	1	1	0	2a	
665604091740	Welding Clamp	7	7	0	2a	
665604035602	Chipping Hammer	1	0	-1	2b	
665604085596	Welding Pliers	1	0	-1	2b	
665604085589	Hack Saw	2	2	0	2b	
665604085299	Measuring Tape 50 ft	2	2	0	2c	
665604085282	Led Flashlight	11	11	0	2a	
665604085275	Measuring Tape 24 ft	2	2	0	2c	
665604035206	Measuring Tape 12 ft	2	1	-1	2c	
665604085190	Hack Saw Blades (3 pack)	9	9	0	2b	
665604084568	Hack Saw Blades (5 pack)	7	6	-1	2b	

*The Grid*

When you start a session, the grid is automatically populated with the ProductCode, Description, StockPerBooks, Location, and SKU fields. When you import the EZInventory quantities, they will populate the StockPerInventory column. If you are not using an EZInventory application, you can manually enter

the quantities.

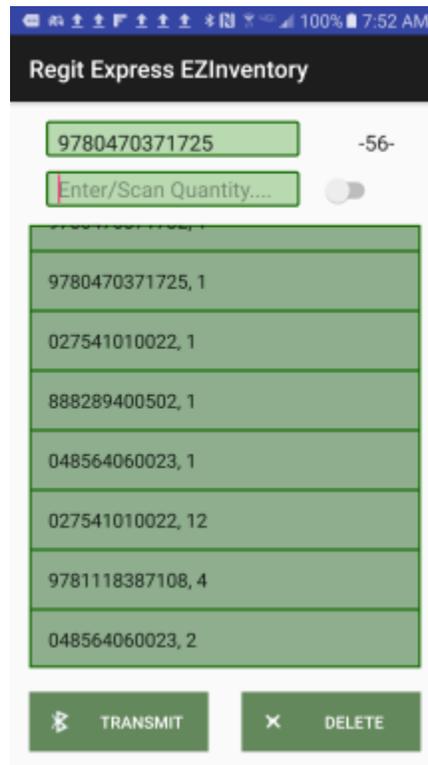


*FILE Menu*

The **FILE** menu has the selection for **Importing the EZInventory File Quantities**. As you can see from the above screen shot, there is also Printing and Exporting capabilities on the FILE menu. Both let you select the columns you wish to print or export. Dragging column widths larger or smaller will also be reflected in the printed column widths.

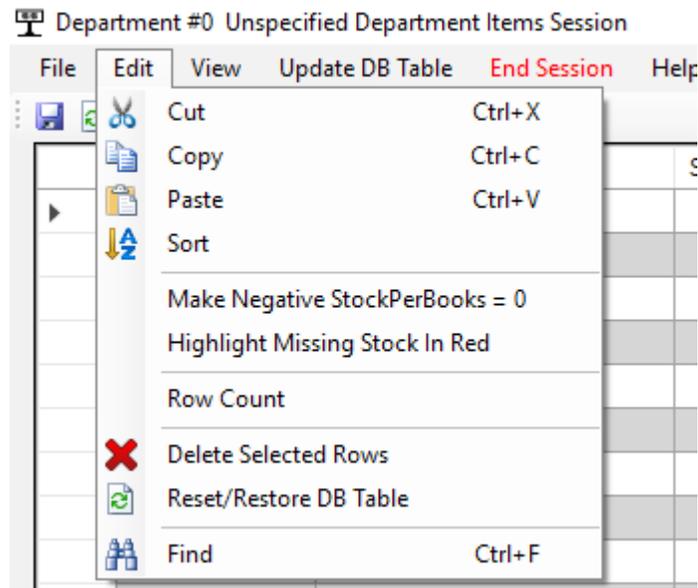
You do not have to have all your EZInventory in the same file. The program adds to your any StockPerInventory totals already in the session. So it often makes more sense to have several smaller EZInventory files, than a single large one. This also lets several people take the physical inventory concurrently.

See the EZInventory Android and laptop manuals for instructions on using those applications.



*EZInventory Android Version*

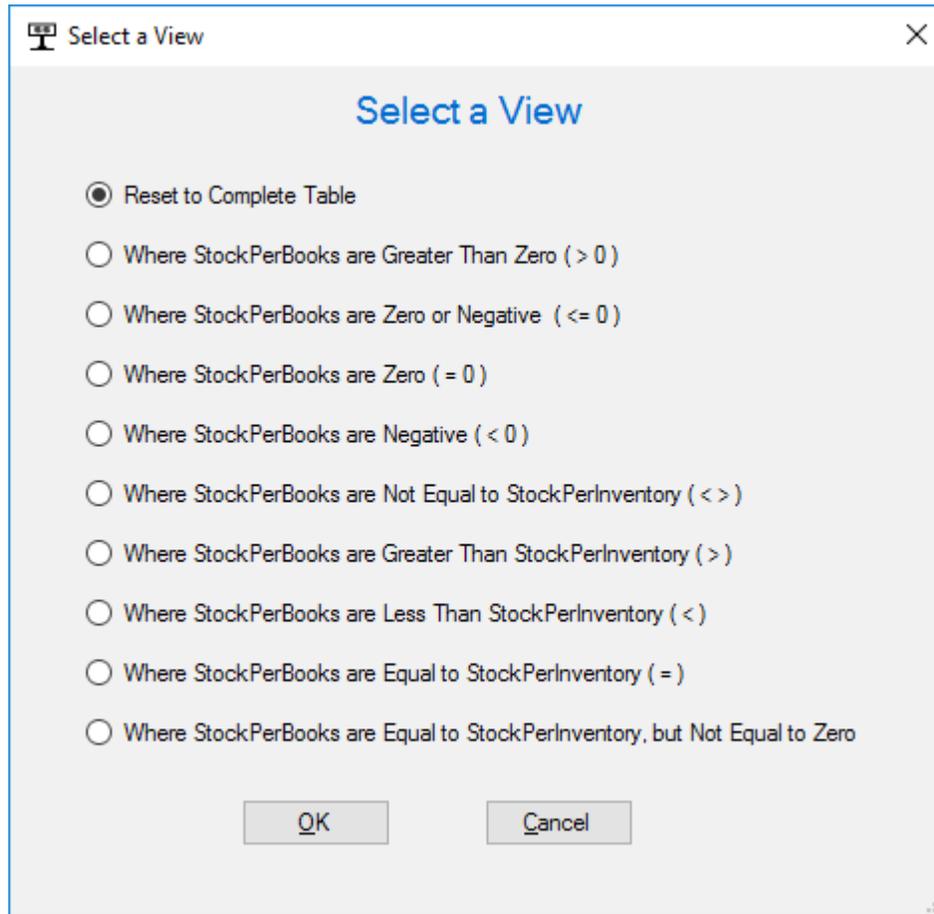
The **EDIT** menu is self explanatory.



Edit Menu

The **View** meun brings up the following selections to that allow you look at your data from different perspectives. These different views do not change any

underlying data or delete any rows, they just change what is showing. Select Reset to bring back the entire session.



*View Menu*

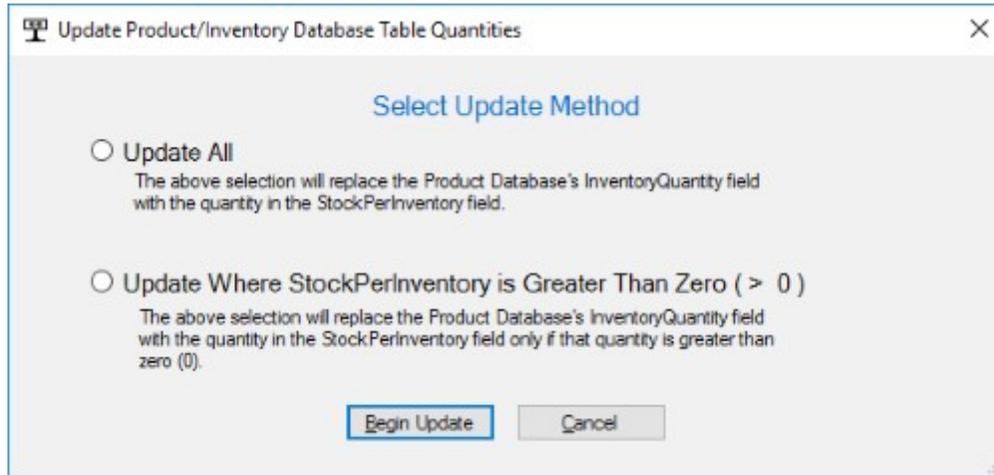
## Updating the DB Table

After completing the physical inventory and updating the session, you will want to update the Regit Express Database Table's Inventory Quantities.

There are two options for updating the database table quantities. One is to update everything in the session including any zero quantities. The other option will only update those items that have a quantity in the StockPerInventory column. This option may be used if only a partial physical inventory was accomplished.

The update replaces the InventoryQuantity field in the Regit Express Products DB table. So you could run the update multiple times without any problem. If you find some inventory you missed after the update, you can simply re-run the update.

If you need to add or subtract from existing inventories, there are utilities for that in the Regit Express Office.



*DB Table Update Method*

## Ending The Session

Selecting **End Session** permanently ends the ongoing session and clears the associated database table readying it for a new session.

So if you need to update the Regit Express Inventory Quantities, printout a hard copy, or export the data, you need to do so before selecting "End Session".

We made it **RED** and make you say you want to end the session twice to reduce the chance of accidental deletion.