



# **ICE Business System**

## **Inventory – Portable Stocktake**

(Version – V1.4)

### **Learning Unit Guide**

**Legal Notice:**

*The information herein (intellectual property) has been compiled by and is owned by Signature Software for the explicit use by clients and staff of Signature Software.*

*No part of this information may be re-sold, re-used in a professional capacity by a third party or reproduced in any way without written permission from an authorised representative of Signature Software.*

*While the information contained herein has been formulated with all due care, Signature Software does not warrant or represent that the information is free from errors or omission, or that it is exhaustive and fit for specific purpose other than general information.*

*Modifications to this material may also occur without notice.*

## Table of Contents

<b>I : INTRODUCTION</b> .....	<b>4</b>
<b>II : OBJECTIVES</b> .....	<b>4</b>
<b>III : TARGET AUDIENCE</b> .....	<b>4</b>
<b>IV : PREREQUISITES</b> .....	<b>4</b>
<b>V : SCENARIOS</b> .....	<b>5</b>
<b>Scenario 1: Portable Stocktake Process – Start to End</b> .....	<b>5</b>
<b>Scenario 2: Stocktake Count for Serialised Products</b> .....	<b>14</b>
<b>Scenario 3: Stocktake Count for Non-Serialised Products</b> .....	<b>17</b>



## I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning. It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

## II : Objectives

To understand and appropriately process Stocktake Counts with the use of the portable scanning device.

## III : Target Audience

Sales staff responsible for completing a stocktake through the ICE Business System.

## IV : Prerequisites

- **Inventory Stocktake Processing Activities**
- **Inventory Portable Stocktake Setup Slideshow**
  - Install ActiveSync
  - Install Stocktake Manager Scanner
  - Install Stock Manager Server
  - Configure Stock Manager Server
  - Install Scanning Device Drivers
  - Set Up Partnership and Synchronize for First Time
- **Inventory Portable Stocktake Processing Slideshow**
  - Key Drivers for Effective Stocktake
  - Prepare Stocktake Snapshot
  - Export Stocktake Snapshot from ICE to PC
  - Import Stocktake Snapshot into Scanning Device from PC
  - Enter Stocktake Count for Serialised Products
  - Enter Stocktake Count for Serialised Products
  - Search for Products
  - Edit Serialised Product Entry
  - Edit Non-Serialised Product Entry
  - Export Stocktake Count
    - from Scanning Device to PC
  - Import Stocktake Count into ICE from PC

**V : Scenarios**

**Scenario 1: Portable Stocktake Process – Start to End**



**Workflow**

<b>Workflow :</b>	<b>Portable Stocktake Process – Start to End</b>
<b>Scenario 1:</b>	A staff member processes a stocktake count of products by capturing the details with a portable scanning device. This scenario starts with creating the Stocktake Snapshot in ICE, and ends with the importing back into ICE after the count has been carried out on the scanning device.

Inputs	Activities / Stages	Outcomes
	<p>1.1 Create Stocktake Snapshot in ICE</p>	<ul style="list-style-type: none"> <li>The Stocktake Snapshot has been created in ICE.</li> </ul>
	<p>1.2 Export Stocktake Snapshot from ICE to PC</p>	<ul style="list-style-type: none"> <li>The Stocktake Snapshot has been exported to the PC.</li> </ul>
	<p>1.3 Import Stocktake Snapshot into Scanning Device from PC</p>	<ul style="list-style-type: none"> <li>The Stocktake Snapshot has been imported to the Scanning Device.</li> </ul>
	<p>1.4 Enter Stocktake Count in Scanning Device</p>	<ul style="list-style-type: none"> <li>The Stocktake Count has been entered to the Scanning Device.</li> </ul>
	<p>1.5 Export Stocktake Count from Scanning Device to PC</p>	<ul style="list-style-type: none"> <li>The Stocktake Count has been exported from the Scanning Device to the PC.</li> </ul>
	<p>1.6 Import Stocktake Count into ICE from PC</p>	<ul style="list-style-type: none"> <li>The Stocktake Count has been imported into ICE from the PC.</li> </ul>

**Scenario 1: Portable Stocktake Process – Start to End**

A staff member processes a stocktake count of products by capturing the details with a portable scanning device.

This scenario starts with creating the Stocktake Snapshot in ICE, and ends with the importing back into ICE after the count has been carried out on the scanning device.

**1.1: Create Stocktake Snapshot in ICE****Objectives:**

Create the Stocktake Snapshot in ICE.

**SLC Reference:**

ICE Business Systems > Inventory

**Work Instructions – In ICE****Screen: ICE Main**

1. Access Stocktake Screen.

**Note:**

- Select menu path:  
**Operations > Inventory > Transactions > Stocktake**  
or
- Click **Stocktake** icon.

**Screen: Stocktake Entry**

2. Insert a new **Stocktake**.

Press **F9** or the **Green “+”** speed button to insert a new Stocktake.

3. Enter a reference for the Stocktake in the **Ref No** field.
4. Select the **Date** of the Stocktake.
5. Enter a **Comment** for the Stocktake.
6. Select the **Display** options required.

**Note:**

Selecting ‘Exclude Zero Quantities in lines’ will create an entry on the Stocktake for every active Item in the Inventory Master File.

7. Select the **Default Location** search arrow.

**Screen: Location Search**

8. Search for the Location to be used as a default when new Stock Items are added or if using a Barcode scanner by typing in any of the searchable fields.
9. Press **F12** to retrieve the search results.
10. Select the Location required.
11. Press **OK** to select the Location and close the Location search.

**Screen: Stocktake Entry**

12. Press **F10** or the **Green “✓”** speed button to save the transaction.
13. Select the **Stock Snapshot** button.

**Note:**

*It is also possible to select items for the Stock Snapshot by:*

- *Pressing **F9** to insert a row in the grid*
- *Selecting a Product*
- *Pressing **F10** to save row.*

**Screen: Stocktake Snapshot**

14. Enter the **Stock Selection Criteria** to indicate which Stocks Items are to be counted.

**Note:**

*If all Stock is to be counted, do not enter a Stock Selection Criteria. The Stock Snapshot button can be used multiple times to combine selections onto one Stocktake.*

15. Select the **Line Creation Options** required.

**Note:**

*Selecting ‘Stock on Hand <> Zero for Locations’ selects only those stock items that have a Stock On Hand quantity not equal to zero. Selecting ‘All Stock Items (include zero qty) for locations’ selects all stock for all Locations in conjunction with the selection criteria entered, regardless of the Stock On Hand quantity.*

16. Select the **Populate Count using** options as required.

**Note:**

*Selecting ‘Current Location Quantity (Stock on Hand)’ results in all new lines created with a count equal to the Current Location Stock On Hand quantity and therefore a Variance of zero will be calculated. ‘Zero quantity’ results in all new lines created with a count of Zero and a Variance based upon the quantity of Stock On Hand in the location calculated.*

17. Select the **Create Stock Snapshot** button.

**Screen: Stocktake Entry**

18. All Stock Items within the selected Stock Snapshot will be automatically populated and displayed in red to indicate they have not yet been verified with a count entry.



**Outcomes:**

The Stocktake Snapshot has been created in ICE.

**Notes:**

N/A



### 1.2: Export Stocktake Snapshot from ICE to PC

**Objectives:**

Export the Stocktake Snapshot from ICE to PC.

**SLC Reference:**

ICE Business Systems > Inventory

**Work Instructions – In ICE**

**Screen: ICE Main**

1. Access Stocktake Screen.

**Note:**

- Select menu path:  
**Operations > Inventory > Transactions > Stocktake**  
or
- Click **Stocktake** icon.

**Screen: Stocktake Entry**

2. Right-click on the title bar of the **Stocktake Entry** window.
3. Select following option:

**Processes > Export this Stocktake > Stocktake Lines**

4. Browse and select the required Export Folder.

**Note:**

*This is the folder that was setup when the Stock Manager Server application was configured.*

5. Click **Save** to save export file to nominated folder.
6. Click OK to exit the Stocktake Entry screen.

**Outcomes:**

The Stocktake Snapshot has been exported to the PC.

**Notes:**

N/A



### 1.3: Import Stocktake Snapshot into Scanning Device from PC

**Objectives:**

Import the Stocktake Snapshot into Scanning Device from PC.

**SLC Reference:**

ICE Business Systems > Inventory






### Work Instructions – In Scanning Device

#### Screen: Stocktake Manager

1. Select “**Clear Stocktake**” option.

**Note:**

- Use the “▲” or “▼” buttons to move selection up or down.
- Use the  button to select highlighted option.  
or
- Click “4” on device keypad.

#### Screen: Clear Stocktake

2. Select “**Delete**” option to clear any existing stocktake data on device.


**Note:**

- Use the “▼” button.

#### Screen: Stocktake Manager

3. Select “**Receive Stocktake**” option.


**Note:**

- Use the “▲” or “▼” buttons to move selection up or down.
- Use the  button to select highlighted option.  
or
- Click “1” on device keypad.

#### Screen: Receive Stocktake

4. Select “**Receive**”.

**Note:**

- Use the  button.
- The following applications needs to be running on the PC:
  - Stock Manager Server
  - ActiveSync

5. The **Stocktake Received** Summary details are displayed.
6. Select “**Back**” option to return to the Stocktake Manager Menu screen.

**Note:**

- Use the “▲” button.

#### Outcomes:

The Stocktake Snapshot has been imported to the Scanning Device.

#### Notes:

N/A





## 1.4: Enter Stocktake Count in Scanning Device

### Objectives:

Process Stocktake Count in the Scanning Device.

### SLC Reference:

ICE Business Systems > Inventory

### Work Instructions – In Scanning Device

#### Screen: Stocktake Manager

1. Select “**Count Stocktake**” option.

#### Note:

- Use the “▲” or “▼” buttons to move selection up or down.
- Use the **O** button to select highlighted option.  
or
- Click “2” on device keypad.

#### Screen: Select Location

2. Select required **location**.

#### Note:

- Use the “▲” or “▼” buttons to move selection up or down.
- Use the **O** button to select highlighted option.
- Locations that were included in the Stocktake Snapshot

#### Screen: Count Stocktake

3. Complete Stocktake Count

#### Note:

- For detail of the Stocktake Count process see:
  - Scenario 2 - Stocktake Count for Serialised Products
  - Scenario 3 - Stocktake Count for Non-Serialised Products

4. When entry of Stocktake Count is complete, Click “**Back**” option to return to the **Select Location** screen.

#### Note:

- Use the “▲” button.

#### Screen: Count Stocktake

5. Click “**Back**” option to return to **Stocktake Manager** Menu screen.

#### Note:

- Use the “**F1**” (**Red**) button.

### Outcomes:

The Stocktake Count has been entered to the Scanning Device.



**Notes:**

N/A

**1.5: Export Stocktake Snapshot from Scanning Device to PC****Objectives:**

Export the Stocktake Count from Scanning Device to PC.


**SLC Reference:**

ICE Business Systems &gt; Inventory

**Work Instructions – In Scanning Device****Screen: Stocktake Manager**

1. Select "**Send Stocktake**" option.


**Note:**

- Use the "▲" or "▼" buttons to move selection up or down.
- Use the  button to select highlighted option.  
or
- Click "3" on device keypad.

**Screen: Send Stocktake**

2. Select "**Send**".

**Note:**

- Use the  button.
- The following applications needs to be running on the PC:
  - Stock Manager Server
  - ActiveSync

3. The **Stocktake Sent** Summary details are displayed.
4. Select "**Back**" option to return to the Stocktake Manager Menu screen.

**Note:**

- Use the "▲" button.

**Outcomes:**

The Stocktake Count has been exported from the Scanning Device to the PC.

**Notes:**

N/A





## 1.6: Import Stocktake Count into ICE from PC

### Objectives:

Import the Stocktake Count into ICE from PC.

### SLC Reference:

ICE Business Systems > Inventory

### Work Instructions – In ICE

#### Screen: ICE Main

1. Access **Stocktake** Screen.

#### Note:

- Select menu path:  
**Operations > Inventory > Transactions > Stocktake**  
or
- Click **Stocktake** icon.

#### Screen: Stocktake Entry

2. Right-click on the title bar of the **Stocktake Entry** window.
3. Select following option:

**Processes > Import Stock Take**

4. Browse and select the required **Stocktake Import Filename**.

#### Note:

*The file is in the folder that was setup when the Stock Manager Server application was configured.*

5. Click **Import** to import file to nominated folder.
6. If there are no Import Exceptions there is a return to the Stocktake Entry window and normal Stocktake processes can continue.

e.g. **Ready** and **Update Stocktake** can be selected.

See **SLC – Inventory > Stocktake Slideshow and Learning Unit**

#### Screen: Confirm (Only with Import Exceptions)

7. If there are some Import Exceptions the following prompt is displayed:

***This Stocktake has already some variance quantities added. Do you want to zero these variance quantities before importing this file?***

#### Note:

- Selecting **“Yes”** will zero the current count for a product and then add the count from the Scanning Device
- Selecting **“No”** will keep the current count for a product and then add the count from the Scanning Device



**Screen: Error (Only with Import Exceptions)**

8. If there are some Import Exceptions the following warning is displayed:

*There are import exceptions for this stocktake*

**Screen: Stocktake Import Exceptions (Only with Import Exceptions)**

9. If there are some Import Exceptions, a list of the products producing the exceptions is displayed.
10. Click **Print** if a printout is required.
11. Click **Close** to return to the **Stocktake Entry** window and then normal Stocktake processes can continue.

**Outcomes:**

The Stocktake Count has been imported into ICE from the PC.

**Notes:**

N/A



## Scenario 2: Stocktake Count for Serialised Products

### Workflow

<b>Workflow :</b>	<b>Stocktake Count for Serialised Products</b>	
<b>Scenario 2:</b>	A staff member processes a stocktake count of products with serial numbers by capturing the details with a portable scanning device. The Stocktake Snapshot has been created in ICE, exported to the PC and then imported into the scanning device. This activity is carried out on the scanning device.	
Inputs	Activities / Stages	Outcomes
	<div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;"> <b>1.1 Access Stocktake Count</b> </div> <div style="text-align: center; margin: 10px 0;">↓</div> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;"> <b>1.2 Enter Product Barcodes and IMEI/Serial Numbers</b> </div> </div>	<div style="border: 1px solid gray; background-color: #e0e0e0; padding: 5px; margin-bottom: 20px;"> <ul style="list-style-type: none"> <li>• The Stocktake Count screen has been accessed for entry.</li> </ul> </div> <div style="border: 1px solid gray; background-color: #e0e0e0; padding: 5px;"> <ul style="list-style-type: none"> <li>• The details of serialised items have been entered.</li> </ul> </div>

**Scenario 2: Stocktake Count for Serialised Products**

A staff member processes a stocktake count of products with serial numbers by capturing the details with a portable scanning device.

The Stocktake Snapshot has been created in ICE, exported to the PC and then imported into the scanning device.

This activity is carried out on the scanning device.



**1.1: Access Stocktake Count**

<b>Objectives:</b>
Access the Stocktake Count screen.
<b>SLC Reference:</b>
ICE Business Systems > Inventory

**Work Instructions**

<b>Screen: Stocktake Manager</b>
<ol style="list-style-type: none"> <li>1. Access <b>Count Stocktake</b> Screen.</li> </ol> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>▪ Use the “▲” or “▼” buttons to move selection up or down then</li> <li>Use the <b>O (Select)</b> button to select highlighted option.</li> <li>or</li> <li>▪ Press “2” on the keypad.</li> </ul>
<b>Screen: Select Location</b>
<ol style="list-style-type: none"> <li>2. Select required <b>location</b>.</li> </ol>

<b>Outcomes:</b>
The Stocktake Count screen has been accessed for entry.
<b>Notes:</b>
N/A

**1.2: Enter Product Barcodes and IMEI/Serial Numbers**

<b>Objectives:</b>
Enter item details.
<b>SLC Reference:</b>
ICE Business Systems > Inventory



**Work Instructions**

**Screen: Count Stocktake**

1. Scan item's **Product Barcode**.

**Note:**

- To start scan:

Press the  (**Select**) button.

or

Press either button on sides of scanning device

- The last item scanned and the current count for that item, are listed on the screen.

**Screen: SERIALISED STOCK**

2. Scan item's **IMEI/Serial Barcode**.

**Note:**


- To start scan:

Press the  (**Select**) button.

or


Press either button on sides of scanning device.

**Note:**

- IMEI/Serial numbers can be added manually by using the device keypad and pressing the  button.
- Further items with the same product code can have their IMEI/Serial numbers scanned at this stage.
- With each scan the Total Counted will increase by 1.

3. Select **Back** option after the last IMEI/Serial number has been scanned

**Note:**

- Use the "" button to select "**Back**" option.

**Screen: Count Stocktake**

4. Repeat steps 1 – 3 until all Products and their IMEI/Serial Numbers have been added.
5. After all products have been added, select **Back** option to exit the Count Stocktake area.



**Outcomes:**

The details of serialised items have been entered.

**Notes:**

N/A





### Scenario 3: Stocktake Count for Non-Serialised Products

#### Workflow

<b>Workflow :</b>	<b>Stocktake Count for Non-Serialised Products</b>	
<b>Scenario 3:</b>	<p>A staff member processes a stocktake count of products with out serial numbers by capturing the details with a portable scanning device.</p> <p>The Stocktake Snapshot has been created in ICE, exported to the PC and then imported into the scanning device.</p> <p>This activity is carried out on the scanning device.</p>	
Inputs	Activities / Stages	Outcomes
	<p>1.1 Access Stocktake Count</p> <p>2.2 Enter Product Barcodes and Quantities</p>	<ul style="list-style-type: none"> <li>The Stocktake Count screen has been accessed for entry.</li> <li>The details of non-serialised items have been entered.</li> </ul>

**Scenario 3: Stocktake Count for Non-Serialised Products**

A staff member processes a stocktake count of products without serial numbers by capturing the details with a portable scanning device.

The Stocktake Snapshot has been created in ICE, exported to the PC and then imported into the scanning device.

This activity is carried out on the scanning device.



**1.1: Access Stocktake Count**

**Objectives:**

Access the Stocktake Count screen.

**SLC Reference:**

ICE Business Systems > Inventory

**Work Instructions**

**Screen: Stocktake Manager**

1. Access **Count Stocktake** Screen.

*Note:*

- Use the “▲” or “▼” buttons to move selection up or down then  
Use the **O (Select)** button to select highlighted option.  
or
- Press “2” on the keypad.

**Screen: Select Location**

2. Select required **location**.

**Outcomes:**

The Stocktake Count screen has been accessed for entry.

**Notes:**

N/A

**1.2: Enter Product Barcodes and Quantities**

**Objectives:**

Enter item details.

**SLC Reference:**

ICE Business Systems > Inventory



### Work Instructions

#### Screen: Count Stocktake

1. Scan item's **Product Barcode**.

**Note:**

- To start scan:

Press the **O** (**Select**) button.

or

Press either button on sides of scanning device

- The last item scanned and the current count for that item, are listed on the screen.
- Further scans can be carried out on the same items or new items. This will increase the quantity by 1 for each scan.
- If quantities changes other than 1 are required, search for the product and either "Add" or "Set" quantities on the Non-Serialised Stock Summary screen:
  - **Green** is "Add" mode where any quantity stored will add to the Current Quantity for this product.
  - **Yellow** is "Set" mode where any quantity stored will overwrite the Current Quantity for this product.
  - Use the "F3" (**Green**) and "F4" (**Yellow**) buttons to toggle between "Add" and "Set" modes.

2. Repeat step 1 until all Products have been added with the correct quantities.

- After all products have been added, select **Back** option to exit the Count Stocktake area.

#### Outcomes:

The details of non-serialised items have been entered.

#### Notes:

N/A

