

# **Automatic Creation of Inventory/ Stock Take List**

## **Materials Control**

**micros® FIDELIO**

Copyright by:  
MICROS-FIDELIO GmbH  
Europadamm 2-6  
D - 41460 Neuss  
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This function was implemented, in order to have an automatic creation of Inventories and stock take lists for PDF.

## Settings / Configuration:

Please define in Masterdata > Costcenter/Store the following settings:

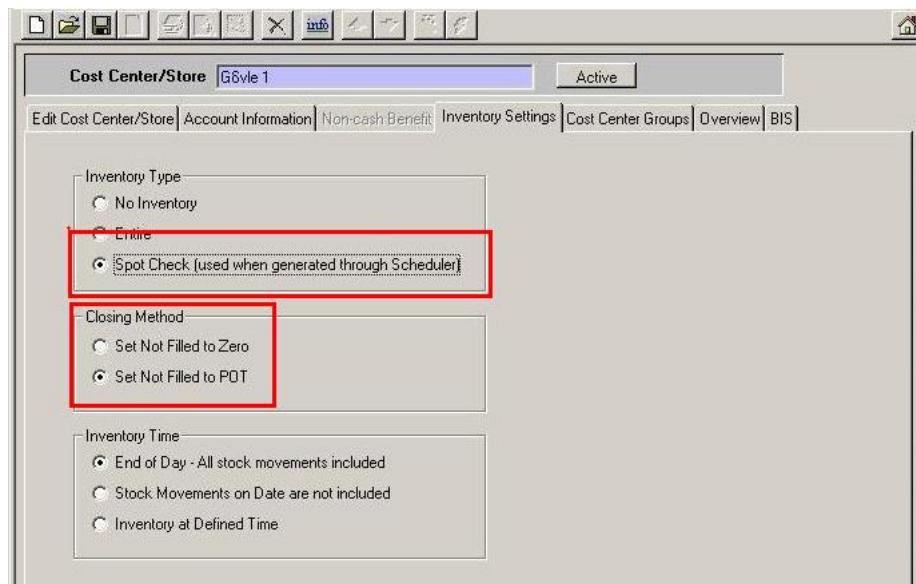
Spot check (used when generated through Scheduler).

The automatic inventory will only be generated for stores defined as Spot check.

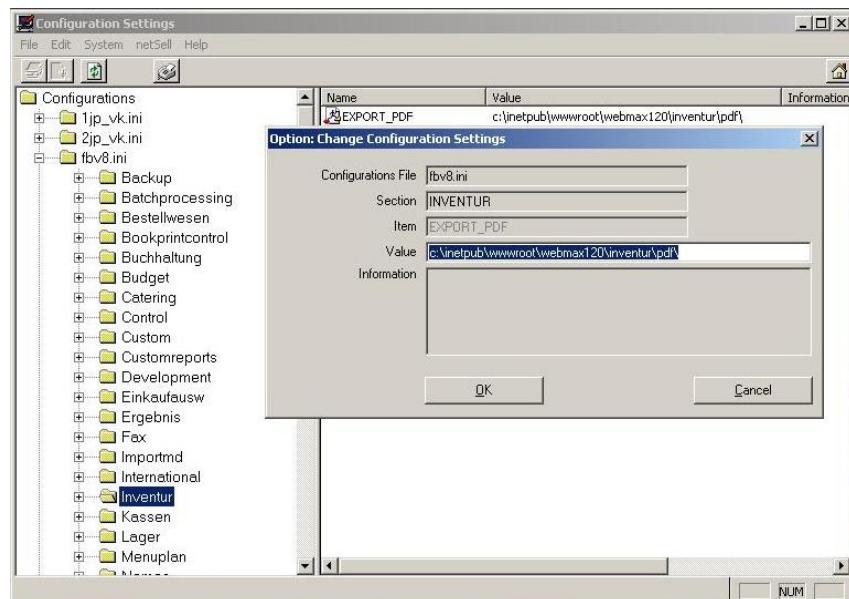
The closing method can be defined in the following ways:

Set Not Filled to Zero      all Articles that have no quantity entered in the inventory will be filled with zero, when booking the inventory

Set Not Filled to POT      all Articles, that have no quantity entered in the inventory will be filled with potential Stock on Hand



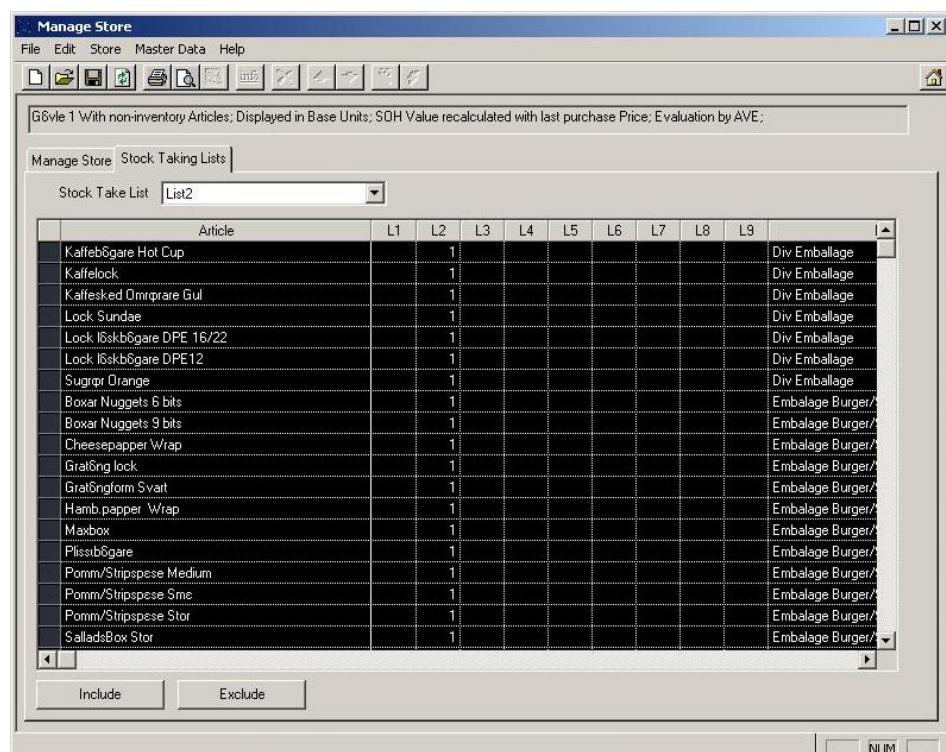
Go to System > Configurations > Inventur > and enter the EXPORT\_PDF path.  
 Please note, that the Standard directory on your Webserver  
 wwwroot\webclient\inventur\pdf has to be used. Also, make sure, that the directory is shared, so all Webclient can access it.



Next step is to define the needed stocktake list for your stores. Therefore go to Store > Manage store > Stock taking lists.

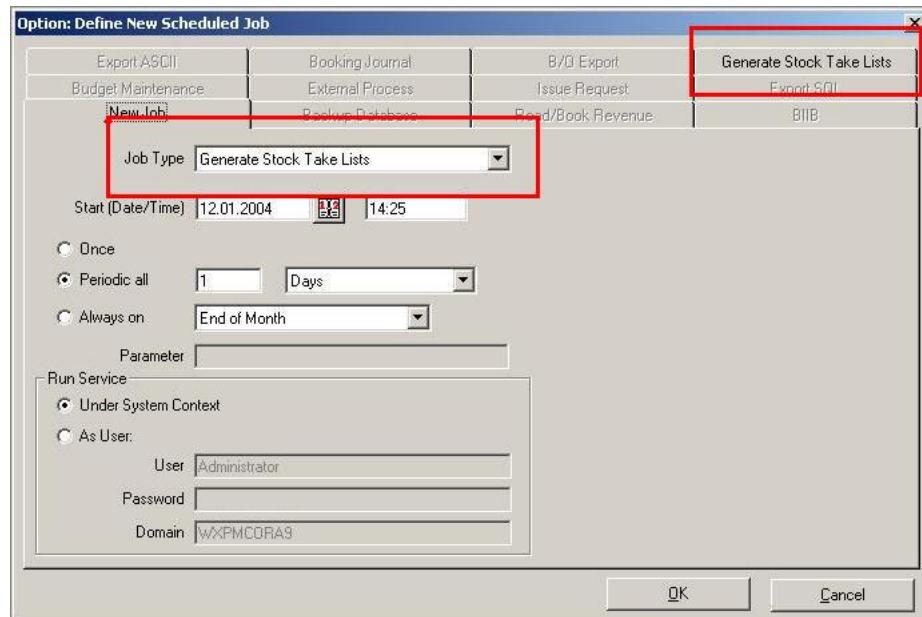
The name of the lists can be edited through Edit > Options (user right "Change name of stock take lists" in section store options needs to be set).

Pick the needed list, highlight the wanted articles and klick on Include and save. Of course, the store can have differing stock take lists.



Go to System > Scheduler > New Job and generate one job per Stock take list. Per store is not needed. The system will call the inventory per stock take list.

Depending on how often the Inventory should be created (daily, weekly, monthly) the job has to be scheduled.



Now go to "Generate Stock Take Lists" for further settings.

Pick the needed list and define the Inventory Time. The inventory time should be the same as in masterdata > Costcenter/Store of course.

#### Open Inventory Handling

Set Status "Not Counted":

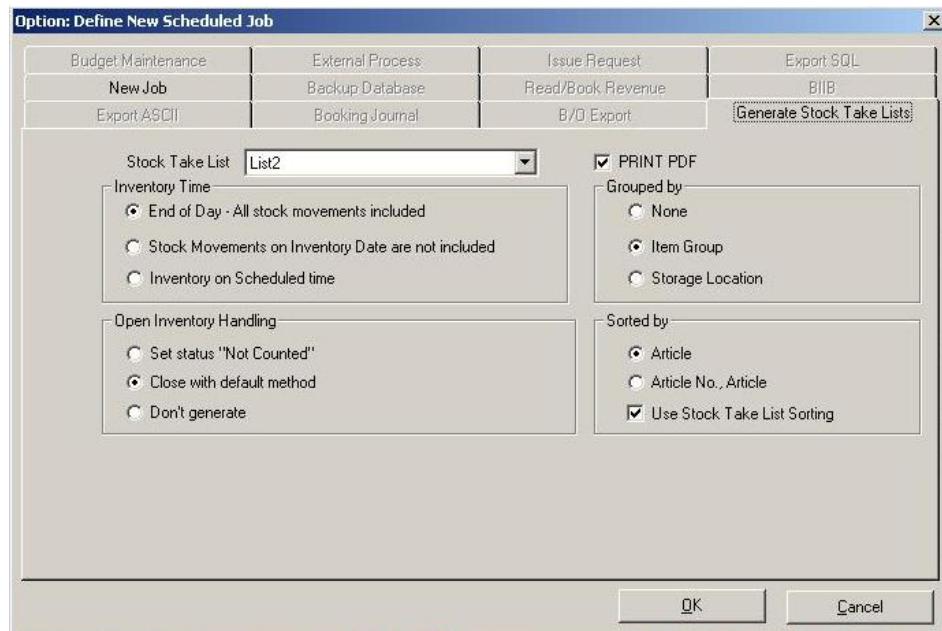
when running the job the second time (following day after creation for example) the inventory will be closed with Status "Not Counted"

Close with Default Method:

when running the job the second time (following day after creation for example) the inventory will be closed with Default closing method (set not filled to Zero or set not filled to POT).

Don't generate:

when running the job with this setting the first time, no inventory will be generated. This option is only affective for running the job the second time and not wanting the open inventory to be closed.



## Handling:

With the above explained settings, the system will now generate the inventory automatically (after creating the Scheduler service).

In order to also automatically create a stock take list as PDF, the PRINT PDF option has to be enabled. Please define here

### Grouped by:

None:

no grouping will be done

Item Group:

Stock take list will be grouped by Item Group

Storage Location.

Stock take list will be grouped by storage location

### Sorted by:

Article:

Stock take list will be sorted in alphabetical order

Article No., Article

Stock take list will be sorted by article number and afterwards by article name

Use Stock Take List Sorting

Stock take list will be sorted by defined sorting in stock take list

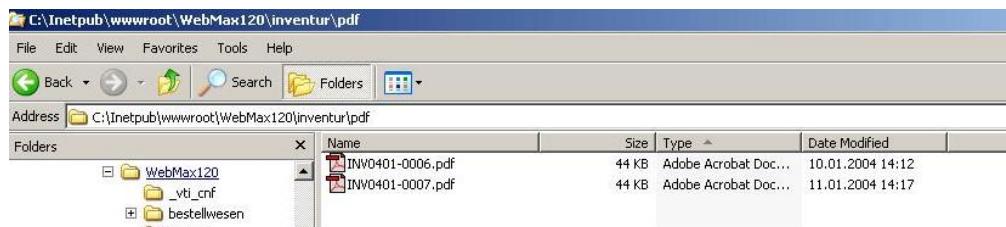
Last step is to now to either :

- Create the service for each job, if not existing
- Stop and start each service if existing.

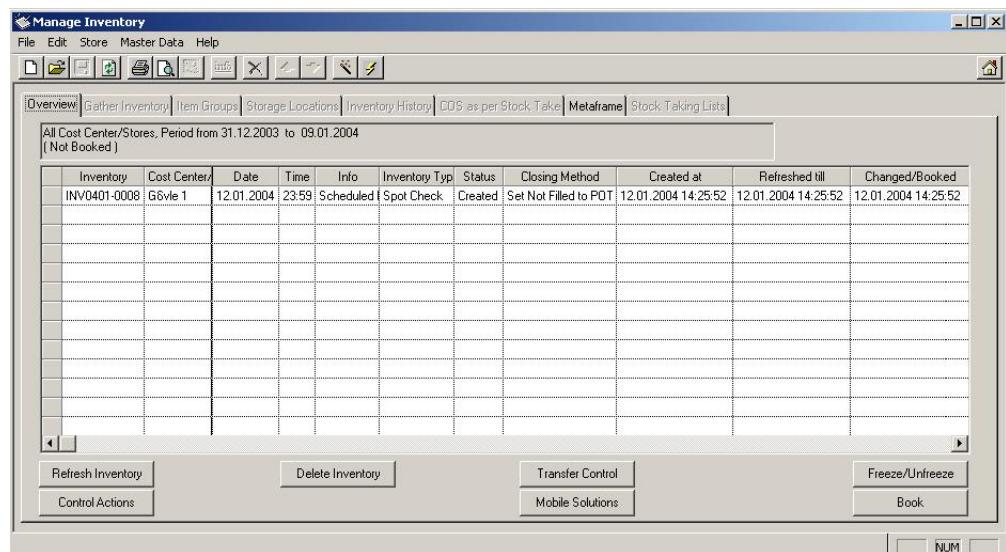
After following the above configuration steps, the system will now create the inventory per Stock take list and the Stock take list itself as a PDF on your Webserver.



After the service ran successfully, it now created you the stock take lists as PDF files in on your Webserver.



The inventories are now accessible for the Web users and also for Thickclient users.



**Please keep in mind, that when running the job the second time Inventory handling as defined in the job will take place.**

In that case, open inventories will be either left untouched or will be closed by default method. (see section Scheduler Job definition “Open Inventory handling”).