

## STOCKTAKE PROCEDURES

- a) Select the option to "**Stock Take Prelist**", to hand out to the Stocktaking staff. You can specify whether the report is to show the current available stock or leave it blank. Best to run this for one location at a time.
  
- b) Select the option to "**Extract Pre Stock take Qty**". This option extracts the current **Available** stock quantity, which will be compared with the quantity counted from the stock take in c). This option can be run for all stock codes or for a selection of stock codes and groups. If it is run for a selection (eg one group) then procedures c), d) and e) must be completed before repeating this procedure for the next selection of groups. Note: If you run another extract before Creating the Stock Adjustments (e) from a previous extract you will clear all the stock take quantities previously entered.
  
- c) Once the stock take sheets have been completed select the option to "**Enter Stock Take Quantities**". For each item that has been counted enter the stock code and the quantity counted. It is possible to use column editing to speed up the entry of the count where there are multiple batches. The system will automatically calculate any discrepancy. If the quantity counted is the same as on the computer then it is NOT necessary to make an entry.
  
- d) "**Print Stock take Report**". This report can be printed which will list the details entered through procedure c). This may be used to compare with the stock take sheets if required. It is possible to print the report only showing those items that have a discrepancy. If any errors are detected then it is possible to go back into the "**Enter Stock Take Quantities**" and make the necessary amendments.
  
- e) "**Create Adjusts. From Stock take**". This option will automatically create stock adjustment transactions for any discrepancies entered in procedure d). Once this is run, it will not be possible to make amendments through the "**Enter Stock Take Quantities**" option.
  
- f) "**Update Stock Adjustments**". The batches created in e) will require updating through this option.