

Stock Count Menu

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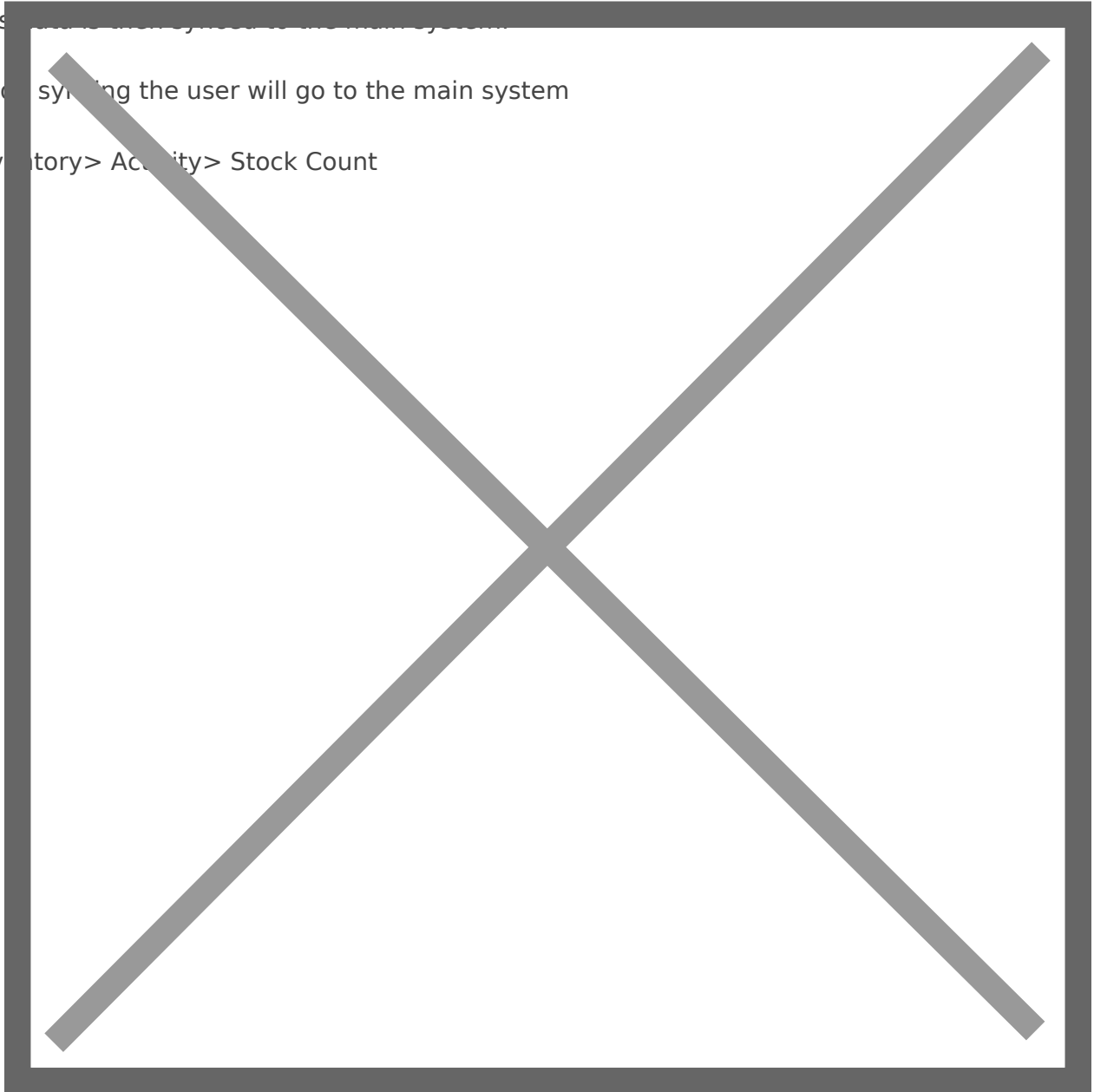
Stock Count

It is a function available on our webatlar app that allows the user to count inventory using their mobile devices

this process is used to count the inventory

Upon syncing the user will go to the main system

Inventory> Activity> Stock Count



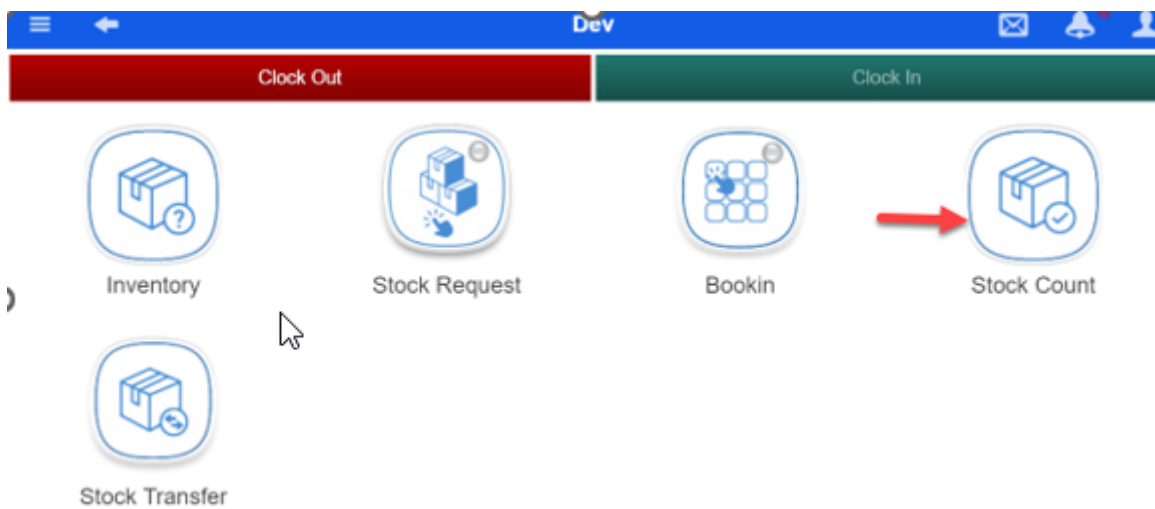
Stock count process to stock take



Stock Count Process

The stock count function is a feature on the Webatar App that allows one to do stock takes or cycle counts. These counts can then be processed to various documents including stock takes.

On the Webatar App, go to Inventory, Stock Counts



There are Multiple ways to add items to the count

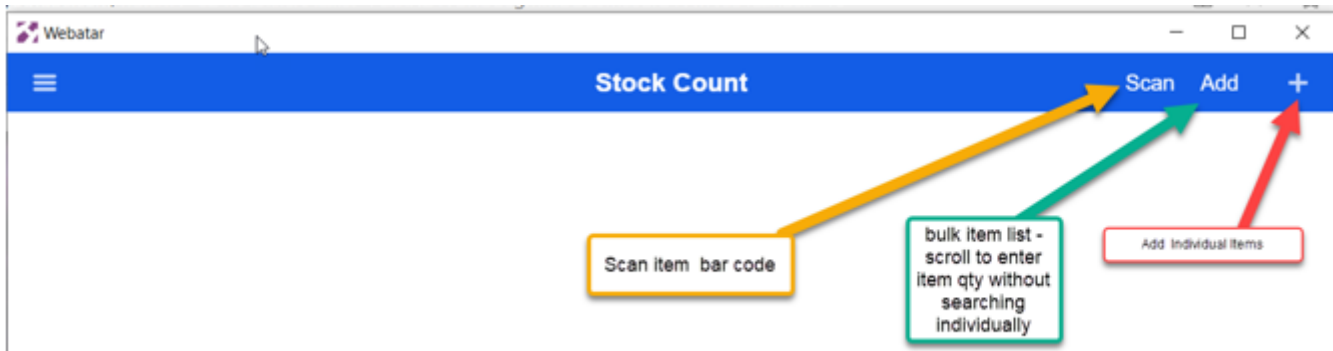
Add items to the count individually by filtering on Brand categorisation.

Quick Add: Call up multiple items and enter counts simply by scrolling to the required item

Search count item by bar code

Search items product code or description

Scan item bar code



Once the item is searched and returned on screen

Simply enter the actual count quantity

Warehouse is set to default to the user, thus saves time on having to select the warehouse on each count.

Click save

Search the next item and enter the count quantity.

Brand	⊗ ↓ ^A / _Z Results ↻ ✓
Hats	bend
Sunglasses	
Catalyst	02-01/3220931 Bend 80mm Grey Friars 90deg test 1234567 Total Qty - 16 Quote - 0 (Current) Bend 80mm Grey Friars 90deg
Ford Co.	
Honda	
Hyundai	- 0 + ✓
Inovyn	02-01/3220933 Bend 80mm Karaka 90deg 6009188002176 Total Qty - 14 Quote - 0 (Current) Bend 80mm Karaka 90deg
Kia	
light emitting diode	
Lenovo	- 2 + ✓

Enter any relevant notes related to queries/ discrepancies.

Brand	Results
Hats	bend
Sunglasses	
Catalyst	02-01/3220931 Bend 80mm Grey Friars 90deg test 1234567 Total Qty - 16 Quote - 0 (Current) Bend 80mm Grey Friars 90deg
Ford Co.	
Honda	
Hyundai	- 0 + ✓
Inovyn	02-01/3220933 Bend 80mm Karaka 90deg 6009188002176 Total Qty - 14 Quote - 0 (Current) Bend 80mm Karaka 90deg
Kia	
light emitting diode	
Lenovo	- 2 + ✓

Counts not sync'd to server can be deleted or edited in the event of errors

Stock Count		Scan	Add	+
Line 1 1414520 [NO BARCODE] Below Zero Peach 12x150ml Count - 1	Click item count to edit			Click to remove count if mistkanly entered

once items are counted and ready to sync, click the sync bar to push counts to the server

Stock Count		Scan	Add	+
Line 1 1414520 [NO BARCODE] Below Zero Peach 12x150ml Count - 1				
Line 2 GLA001 [NO BARCODE] Glass Tubes Count - 4				
Line 3 03-02/3107148 3107148 Clip Etray 32mm Sliding Dimond Count - 10				

Items successfully sync'd from Webatar will be displayed on the main system as follows

Go to Inventory Module > Activity > Stock Count

Enter the required date range and warehouse.

Click Search

Active Stock Take - MONT

Link

Unread Messages : 0

Reminders Due : 19 | 0

Calcula

Inventory Module

Configuration

Activity

Stock Forecast

Repackage

Barcode Count

Stock Count

Stock Requests

Stock Request - Stores

Stock Level Adjustment

Stock Count

SearchAddScan SKUVIEWInventory OverviewProcessPrint

Code:

Description:

Date From:

2023-09-13

Date To:

2023-09-13

Warehouse:

All

Approval Status:

Open

Document Type:

All

Document No:

Show Duplicates Only:

☐

Decimals:

User:

CountSerials

Page 0 of 0Remove Paging:Select AllUnselect All

#	Select	Status	Document Type	Customer	Supplier	Count No	Document No	User	Sync Date Time	Count Qty
---	--------	--------	---------------	----------	----------	----------	-------------	------	----------------	-----------

See variance as soon as counts are sync'd, resulting in fewer delays in resolving discrepancies.

Stock Count

SearchAddScan SKUVIEWInventory OverviewProcessPrint

Code:

Description:

Date From:

2023-09-03

Date To:

2023-09-13

Warehouse:

All

Approval Status:

Open

Document Type:

All

Document No:

Show Duplicates Only:

☐

Decimals:

User:

CountSerials

Page 1 of 1Remove Paging:Select AllUnselect All

#	Select	Status	Document Type	Count No	User	Count Date	Sync Date Time	Stock Code	Stock Description	Count Qty	On Hand Qty	Difference	Do
1	☐	●	Stock Take	SC1043	Imraan Saljee	2023-09-13	2023-09-13 15:...	02-01/3220933	Bend 80mm Karaka 90deg	2	14	-12	
2	☐	●	Stock Take	SC1044	Imraan Saljee	2023-09-13	2023-09-13 15:...	1414520	Below Zero Peach 12x150ml	1	0	1	
3	☐	●	Stock Take	SC1046	Imraan Saljee	2023-09-13	2023-09-13 15:...	03-02/3107148	Clip Etray 32mm Sliding D...	10	25	-15	

You will notice the synced items are listed in the grid with the system quantity, counted quantity and variance or difference.

The supervisor can then opt to do second counts on items where necessary.

Any duplicated counts can be deleted / marked compete from the grid.

Once the counts have been completed, these can be processed to the stock take

The process to stock take

When clicking on the process, bring up a window

This window will have the option for document type.

Currently only Stock Take

Select stock take and then there is another option which looks at open stock takes.

Select on the stock take.

This stock take defines the warehouse and items

When clicking on next the following will happen

Filter all stock counts by the warehouse, meaning that if the count is of another warehouse, ignore it

If an item was counted multiple times, take the last count for the stock take

On the status, only look at Open status, ignore other statuses

If Document Type was not specified as StockTake but user selected it, use it for the stock take.

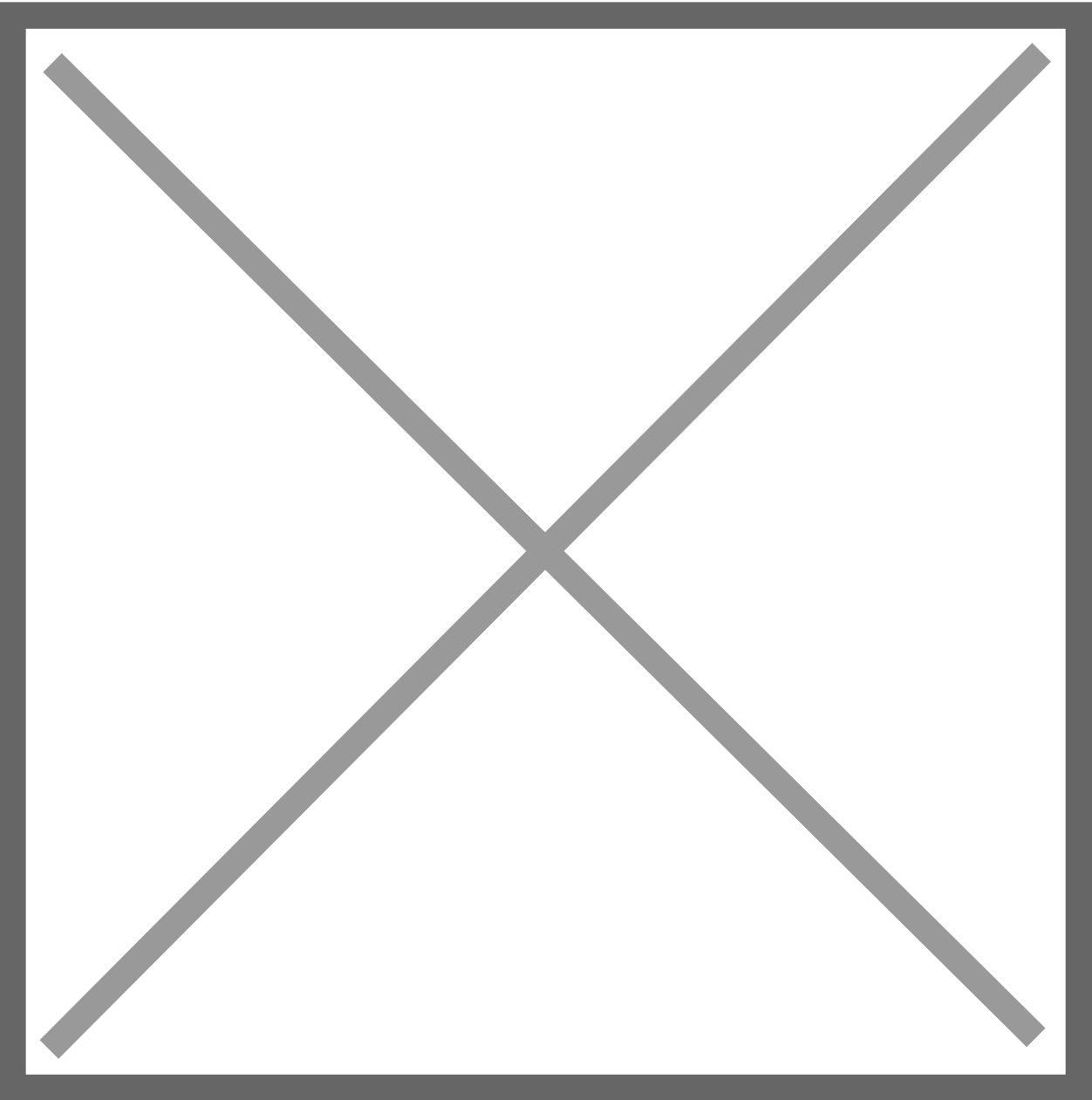
If a stock item was counted but the stock take does not have this item, ignore it.

When clicking on continue, produce an exception report with various headers

Successful	Showing Items successfully updated to the stock take file
Duplicate items	Show items that were duplicated but was not taken to stock take
Items not in stock take	Show items that were in stock count but not in stock take

After you have successfully updated the stock take file, do the following to the stock count items

1	Change the status to completed
2	Insert the stock take document number into the Document no column.
3	For those items that did not have a Document type StockTake marked which was blank, mark it as StockTake



ScanSKU Count

Video training manual 2021 - [Click Here](#)

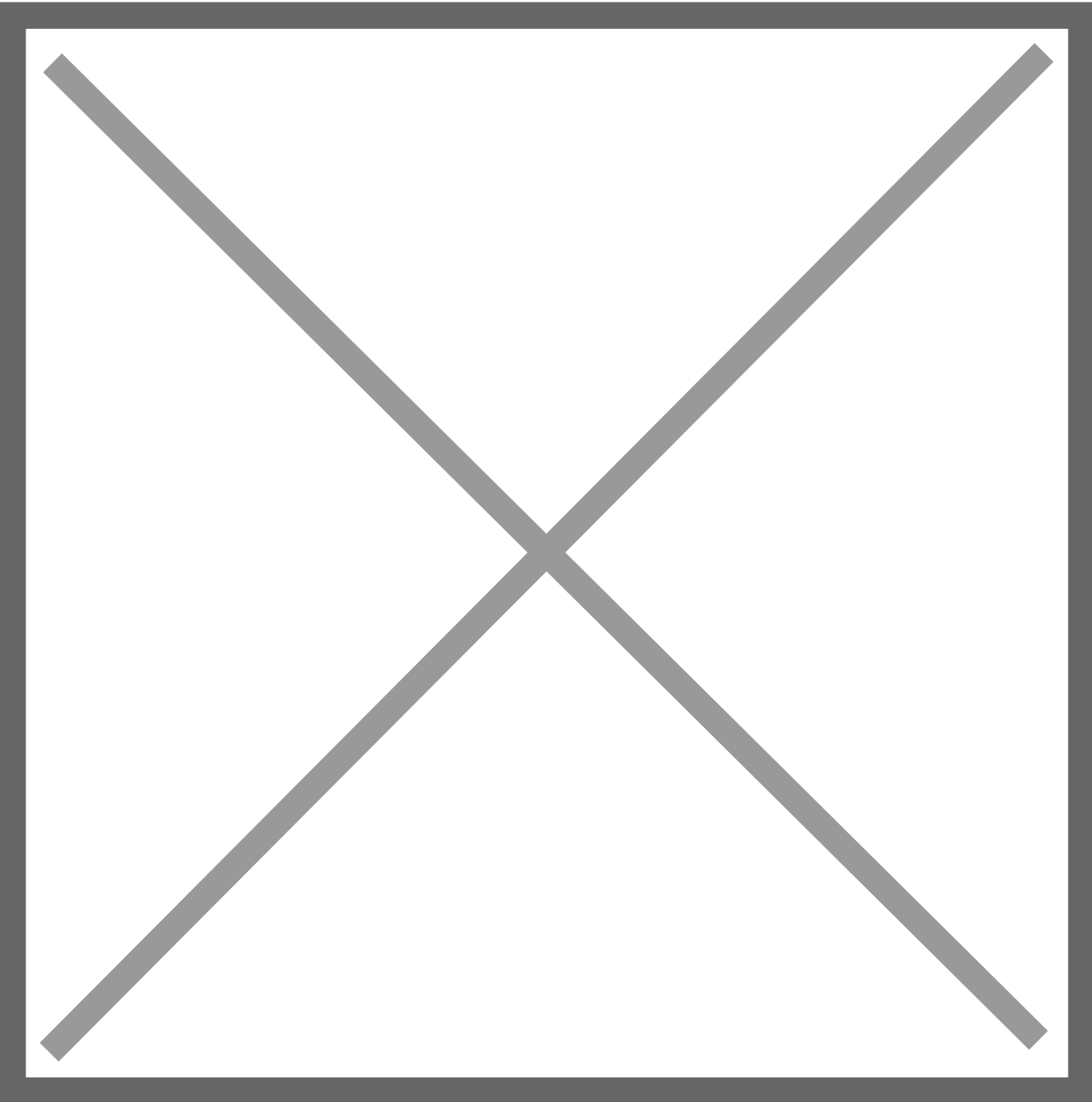
This section of the system uses the ScanSKU device to scan for stock take and stock count and import into the stock count.

Open up the Scan SKU window from Scan SKU button.

Once window is open, drag your scanned CSV file from your email onto the window.

The system will automatically upload the file and import the data.

If there are any errors, a button will appear which you can print, that shows you all the errors.



Count to Stock Take

Video training manual 2021 - [Click Here](#)

Processing of stock counts to a stock take

Stock Count

Search

Add

Scan SKU

View

Inventory Overview

Process

Print

Code:

Description:

Date From:

2024-10-13

Date To:

2024-10-23

Warehouse:

All

Approval Status:

Open and Document

Document Type:

All

Document No:

Show Duplicates Only:

☐

Decimals:

User:

Customer:

Count

Serials

Print

Stock Count Print Options

Difference:

All

Show Comment:

☐

Count Only:

☐

Show Count By:

☐

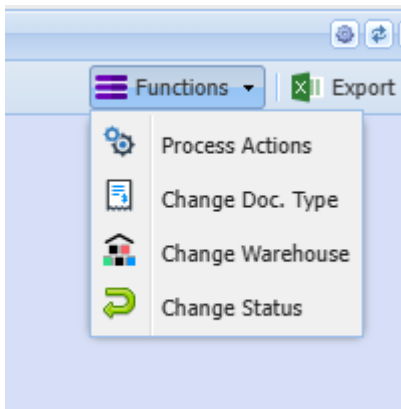
Decimals:

2

Continue

Close

Functions



Process Actions

A screenshot of a dialog box titled 'Process Actions'. It contains five rows, each with a label and a dropdown menu set to 'Process':

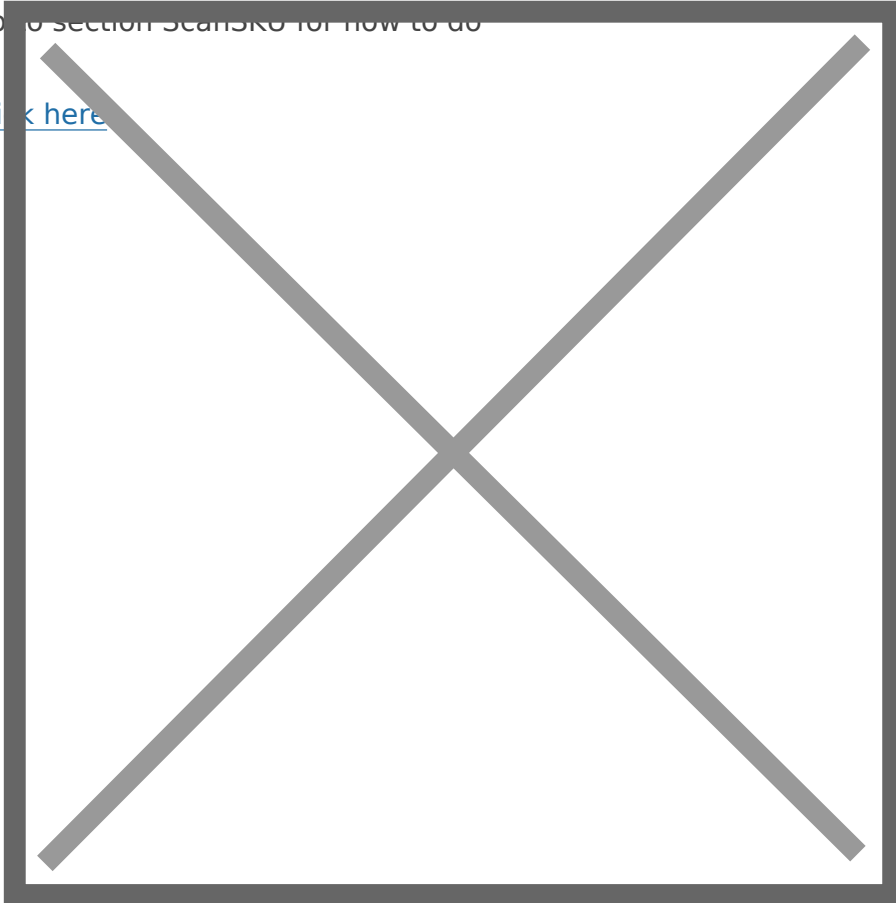
- Invoice: Process
- Credit Note: Process
- Stock Receive (GRV): Process
- Return to Supplier (RTS): Process
- Stock Level Adjust: Process

At the bottom of the dialog are two buttons: 'Save' and 'Close'.

Barcode scanning using ScanSKU

Go to section ScanSKU for how to do

[Click here](#)



Add Stock Count

Adding a manual entry into stock count

Click on the Add button to add in an entry manually

Inventory Module

Configuration +

Activity -

- Stock Forecast
- Repackage
- Barcode Count
- Stock Count**
- Stock Request
- Stock Request - Stores
- Stock Level Adjustment
- Fixed Asset Audit

Stock Count

Search **Add** Scan SKU View Inventory Overview Process Print

Code: Description:

Date From: 2024-12-30 Date To: 2025-01-09

Warehouse: All Approval Status: Open and Document

Document Type: All Document No:

Show Duplicates Only: ☐ Decimals: User:

Customer:

Count **Serials**

Page 1 of 1 Remove Paging: ☐ Select All Unselect All

#	Selected	Status	Used Stock Description	Document Type	Document No	Stock Code
1	☒		PE35/8.795 coated paper ...	Stock Take		22249800102

Clicking Add

Add Stock Count

Item Code:

PEN506 - Pen Green

Item Description:

Pen Green

Warehouse:

MAST - Master Warehouse

Document Type:

Stock Take

Count:

5

Debtors:

Expiry Date:

Manager Check:

☐

Save & New

Save & Close

Save

Close

Item Code	Search for the item by code or description
Item Description	Shows the description of the selected item
Warehouse	The default warehouse will appear
Document Type	Specify the type of count Stock take, Stock Level, invoice, credit note, stock receive, stock return
Count	Add in the count
Debtors	Select the associated customer
Expiry Date	Enter the expiry date of the product
Manager Check	Activate tick if the product was checked by a manager

Cancel a Count entry

Adding in a count but made a mistake.

One cannot edit or delete the loaded item, but you can cancel the entry.

Follow the steps below

Stock Count

Search Add Scan SKU View Inventory Overview Process Print

2

Functions Export

Code:		Description:	
Date From:	2024-12-30	Date To:	2025-01-09
Warehouse:	All	Approval Status:	Open and Document
Document Type:	All	Document No:	
Show Duplicates Only:	☐	User:	
Decimals:		Customer:	

3

- Process Actions
- Change Doc. Type
- Change Warehouse
- Change Status

1

Count		Serials							
Page 1 of 1		Remove Paging:		☐ Select All		☒ Unselect All		Displaying 1 - 1 of 1	
#	Selected	Status	Used Stock Description	Document Type	Document No	Stock Code	Debtors	Stock Description	Status
1	☒		PE35/8.795 coated paper ...	Stock Take		22249800102		PE35/8.795 coated paper ...	Open

Select Item

Approval Status: Cancelled

5 Select Cancel

4