Stock Take Menu

Stock Take Excel Import

Stock take count import file

The file must be a semi-colon ; separated file.

The heading can be left in the import file.

The fields are as follows,

StockCode	Description	Quantity
Code1	Stock Item 1	20
Code2	Stock Item 2	3

Please Note : The import file must be for the applicable warehouse.

Barcode Count Import

Stock take count import file

The file must be a semi-colon ; separated file.

The heading can be left in the import file.

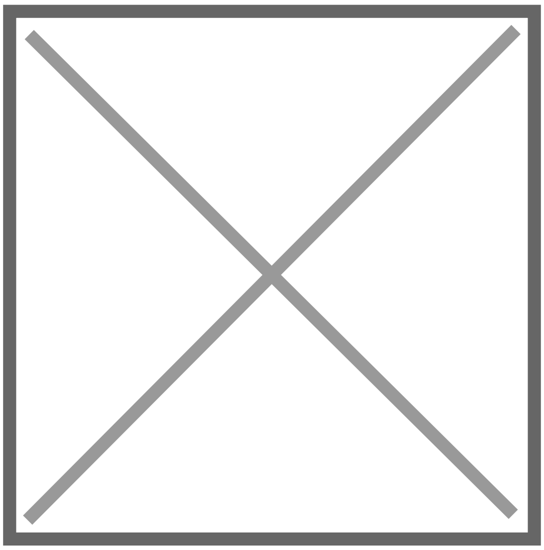
The fields are as follows,

Description column must exist but does not need to have a value

Bar Code	Description (Not required)	Quantity
6009802069776	Stock Item 1 description	20
6009802069813	Stock Item 2 description	3

Please Note : The import file must be for the applicable warehouse.

Once you have scanned your products using a scanner, and have the export file.

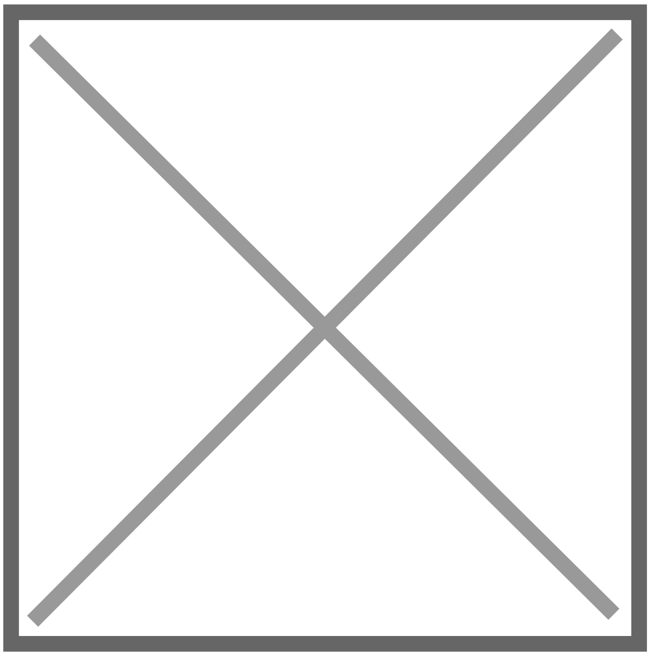


You will need to take the file to Excel and configure it in columns

Then add in a header and a column between the Barcode and quantity

Check that the file in Excel is correct, correct any problems

It may be easier to delete the line that is giving a problem as Excel looks at this as a large number



Format the Excel sheet so that it looks like this

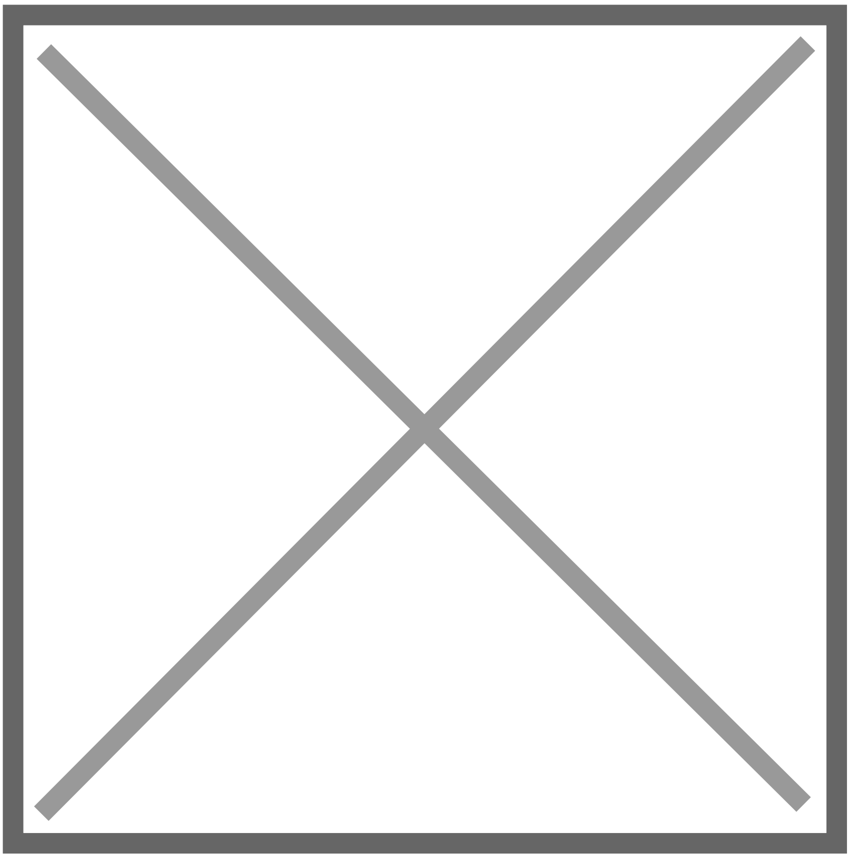
1.Using text to columns to separate fields

2.Format Barcode field to be a number field without decimals and comma separator

3.Insert column for Description

4.Insert Header

5.Save your file as a Excel sheet

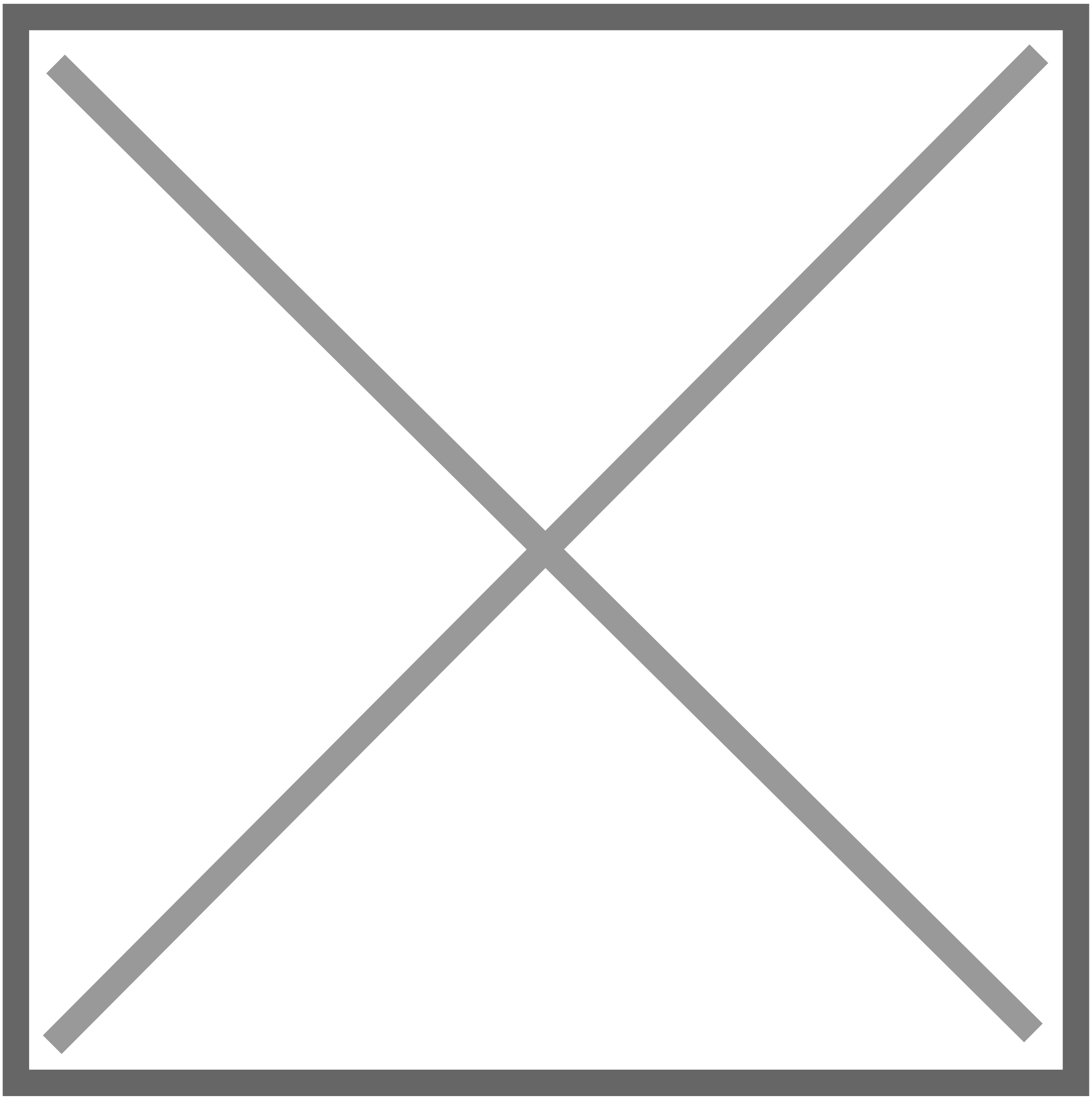


Now to create the CSV file

1.Rename your file with a _1 to show first attempt

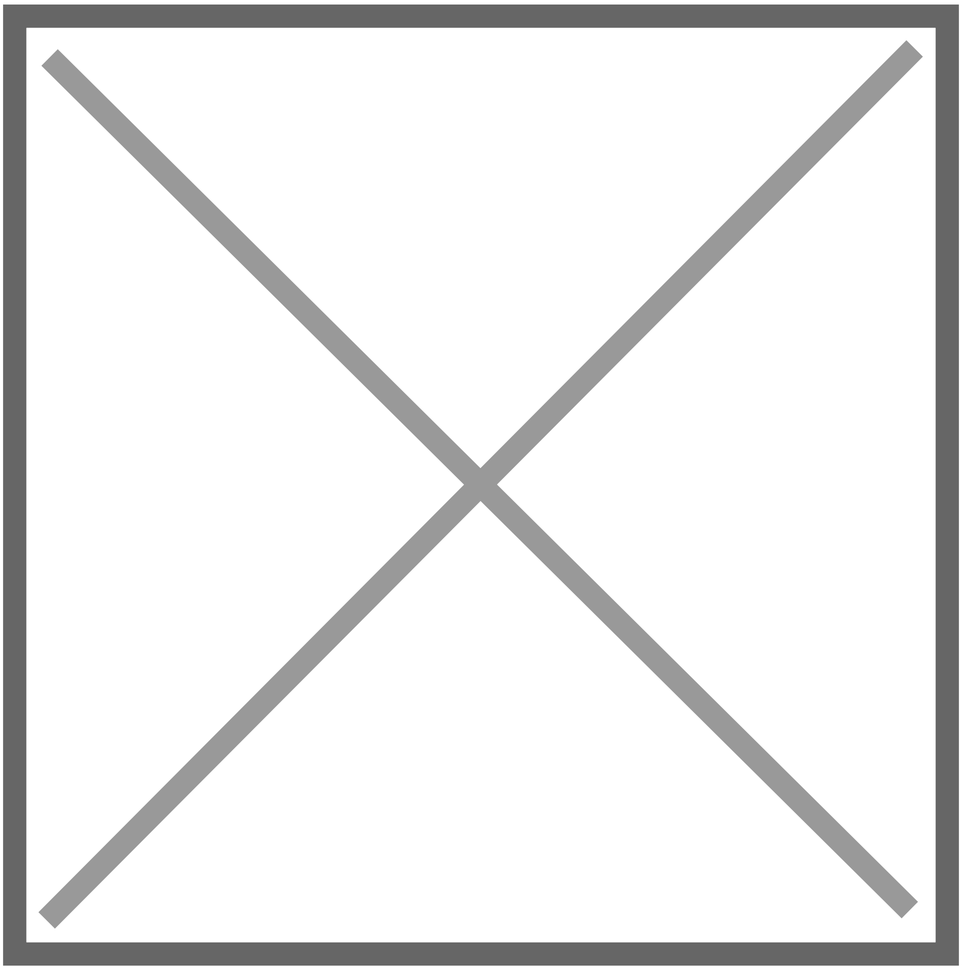
2.Click on save as to save as CSV file

3.Close the Excel sheet



There will be three files now

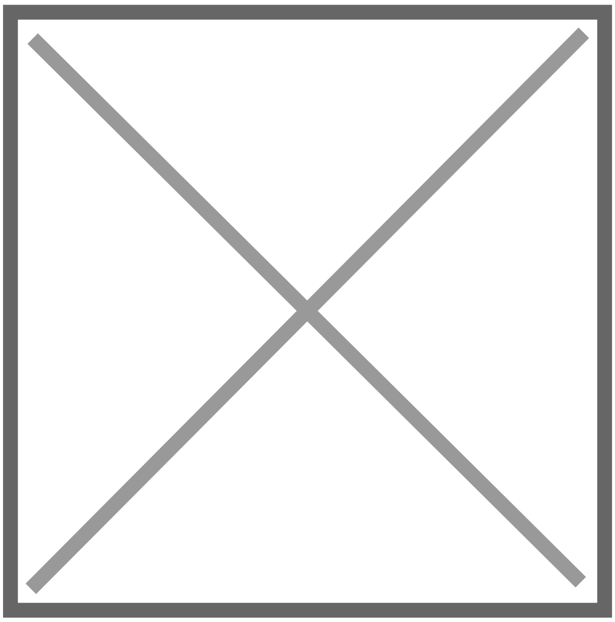
Open the csv file in notepad to check that the seperator is semi colon (;)



If the file is separated with a comma then replace all with semi colon

Once the file is with semi colon separated then it is ready for import

Save and close file



Go back to your stock take and open up

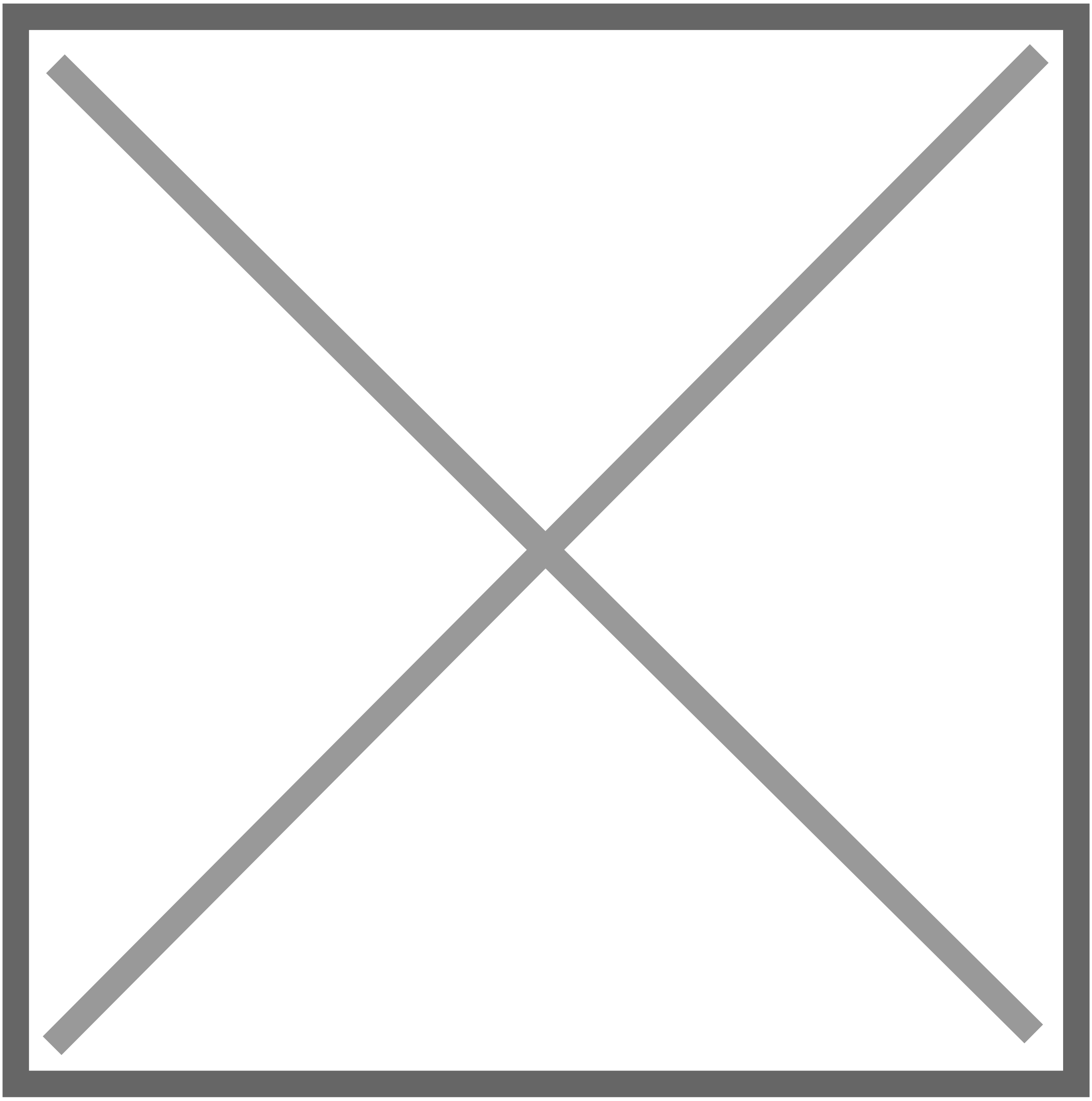
1.Click on Import stock count

2.Make sure you tick By Barcode

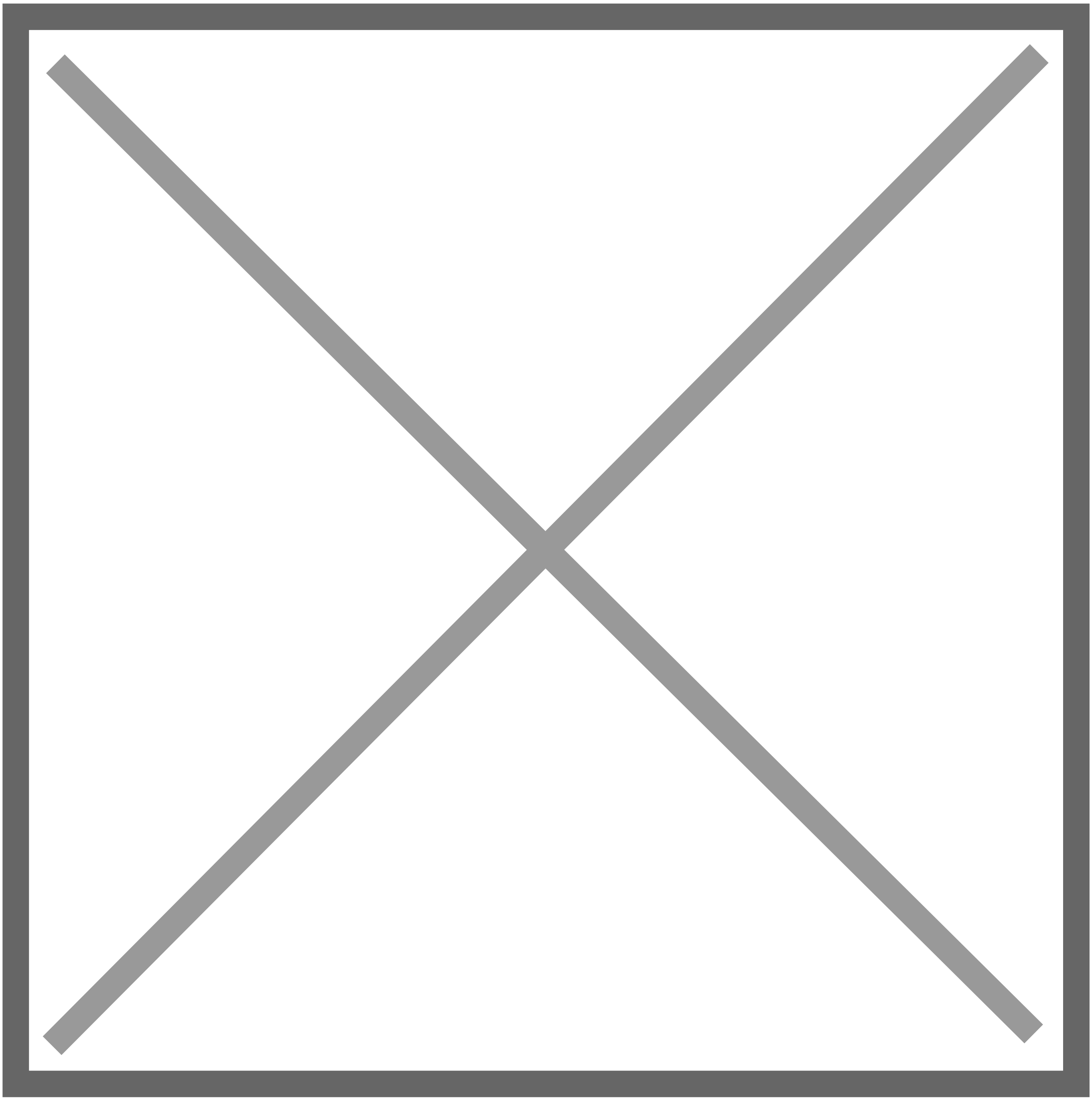
3.Select the csv file

4.Click on Upload

5.Click on import

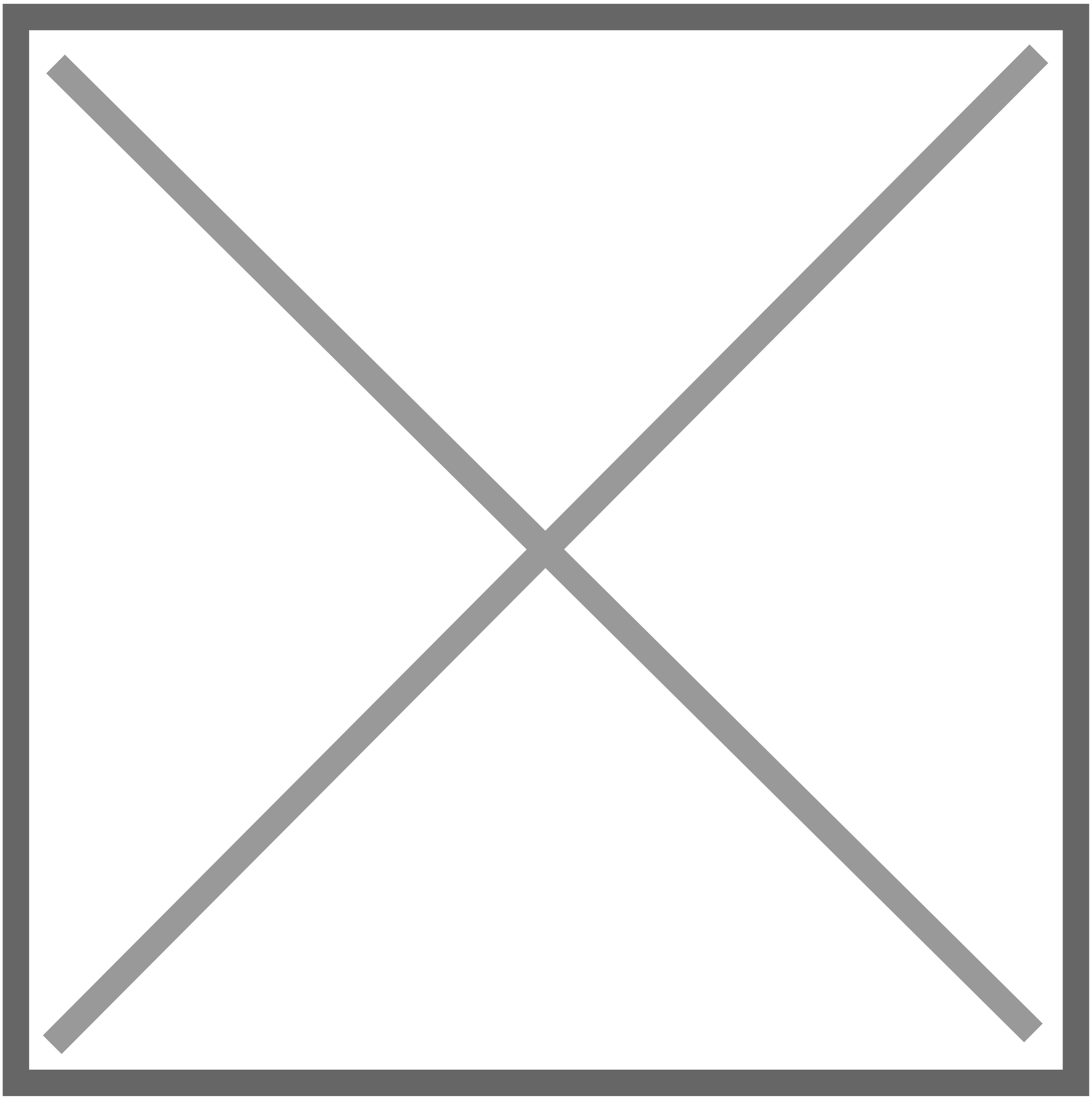


After import the file will show any errors



You can do some random checks

Save your stock take and then continue to complete



Stock Take Process

When doing stock takes the user must always remember that you cannot process stock in or out of the system while doing a stock take.

Some checks to consider when doing a stock take.

To do

Inform all staff that a stock take will take place on a set date

create a backup of your company before starting a stock take9see manual under backups on how this is done)

run the inventory valuation recalculation report

create a stock take

print out a stock count sheet

count the stock

input the stock count or import the count

print variance report and verify variances

complete the stock take

    Post transactions as of the creation date of stock take

    Post transactions as of today's date

Print out the stock variance report and export to excel

Print out the new Inventory evaluation report

Create another backup after stock take is complete

Things to remember
Create the stock take procedure prior to the month end or year end
Ensure no stock is invoiced or GRVed while doing the stock take

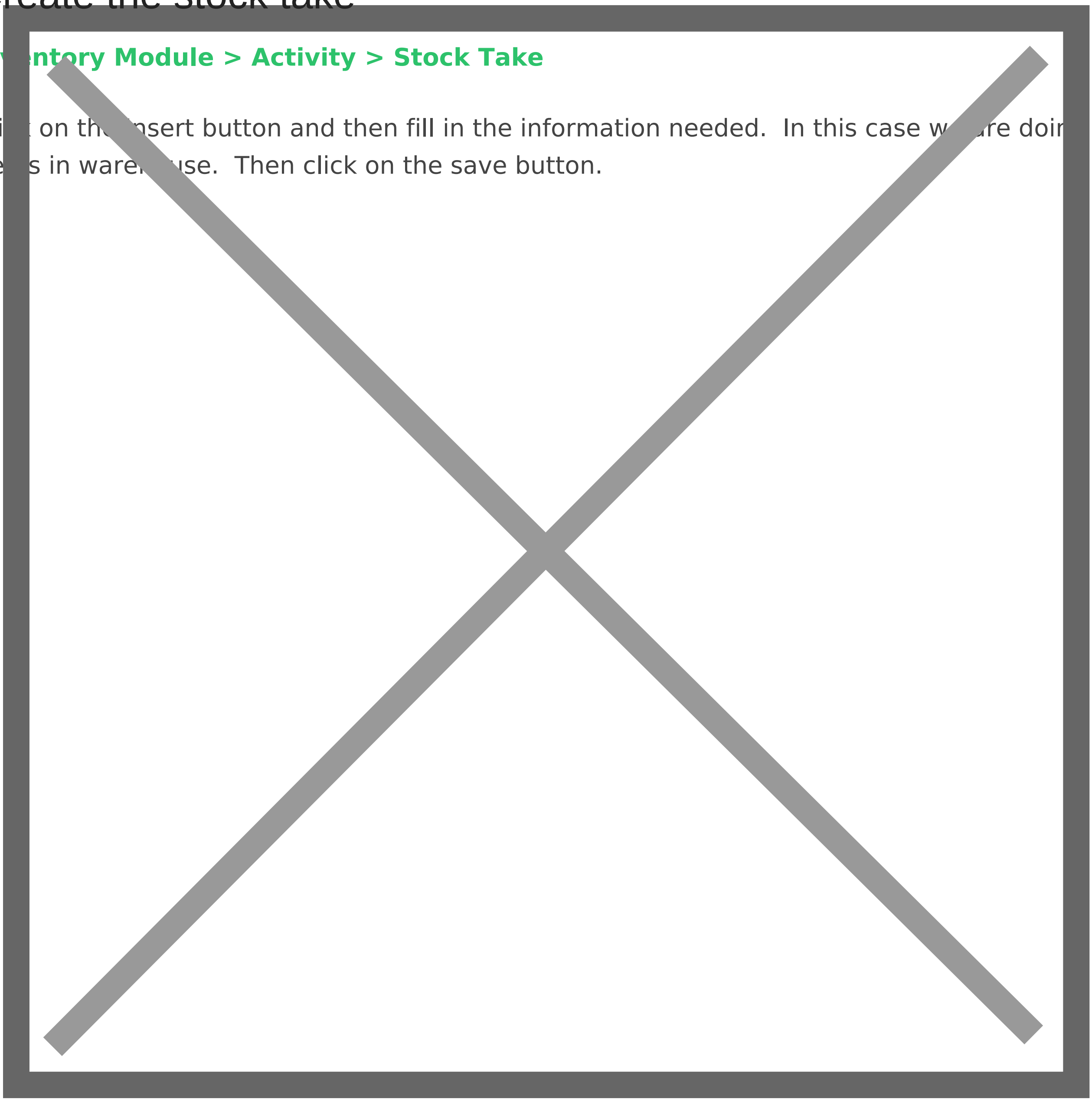
If the stock takes overlaps the month end or year-end make sure no transactions are posted for the new month until you have completed the stock take prior month end or financial year end.
Make sure you Activate the stock take prior to the month end to freeze stock
The Inventory count sheet which is printed out is given to staff to manually write on while stock counting
It is easier to export a file to Excel from the activated stock take and capture the stock values in this file and then import back into the stock take batch then capturing manually on the stock take batch
Remember that the exported file is NOT sorting by stock code or description, it is easier to sort by stock code and then once capturing has completed to sort BACK by ID code, as this is what the import file will look at

Create Stock Take Batch

Create the stock take

Inventory Module > Activity > Stock Take

Click on the insert button and then fill in the information needed. In this case we are doing all items in warehouse. Then click on the save button.



Note: Stock Takes are done per Warehouse, you will have create stock take batches per warehouse. Make sure that the stock take is activated before month end.

Activate Stock Take

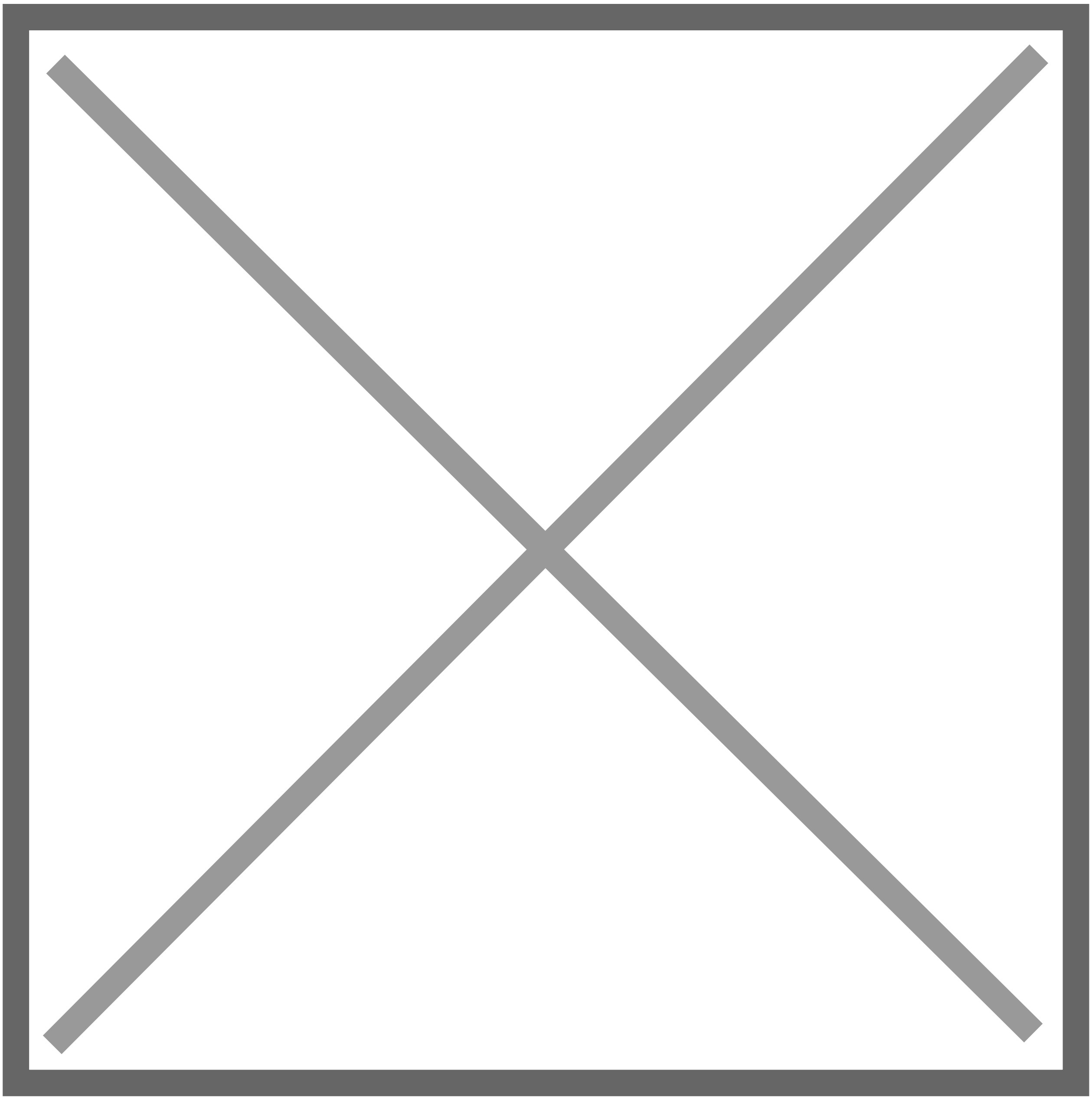
Inventory Module > Activity > Stock Take

High light the stock take line and then click on the Functions tab and click on Activate. This ensures that the system now locks down the quantities of the stock take.

Note:

Stock Takes are done per warehouse, you will have create stock take batches per warehouse.

Make sure that the stock take is activated before month end.

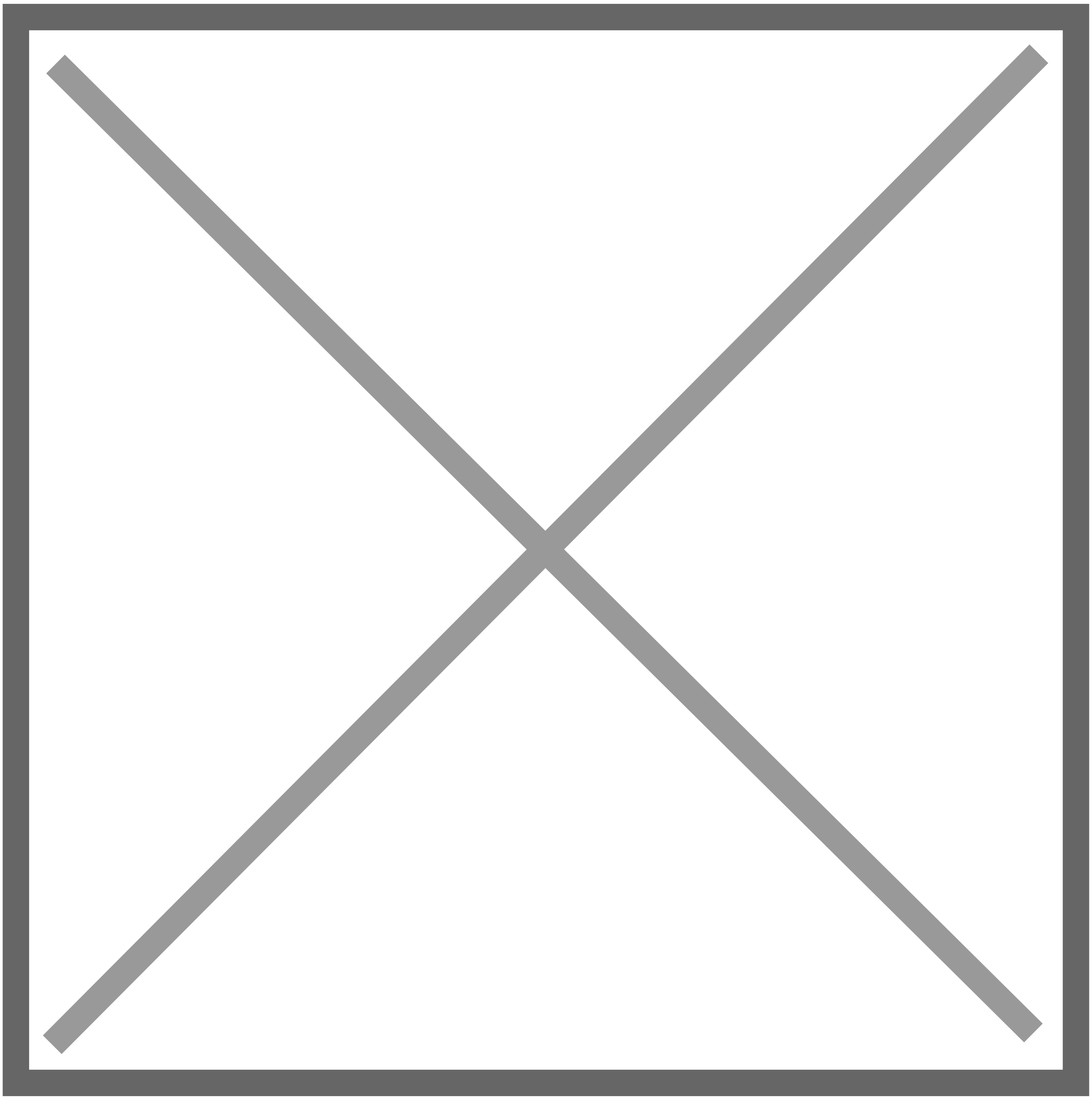


Print out stock count sheet

Go to Inventory Module > Reports > Report List > Inventory Count.

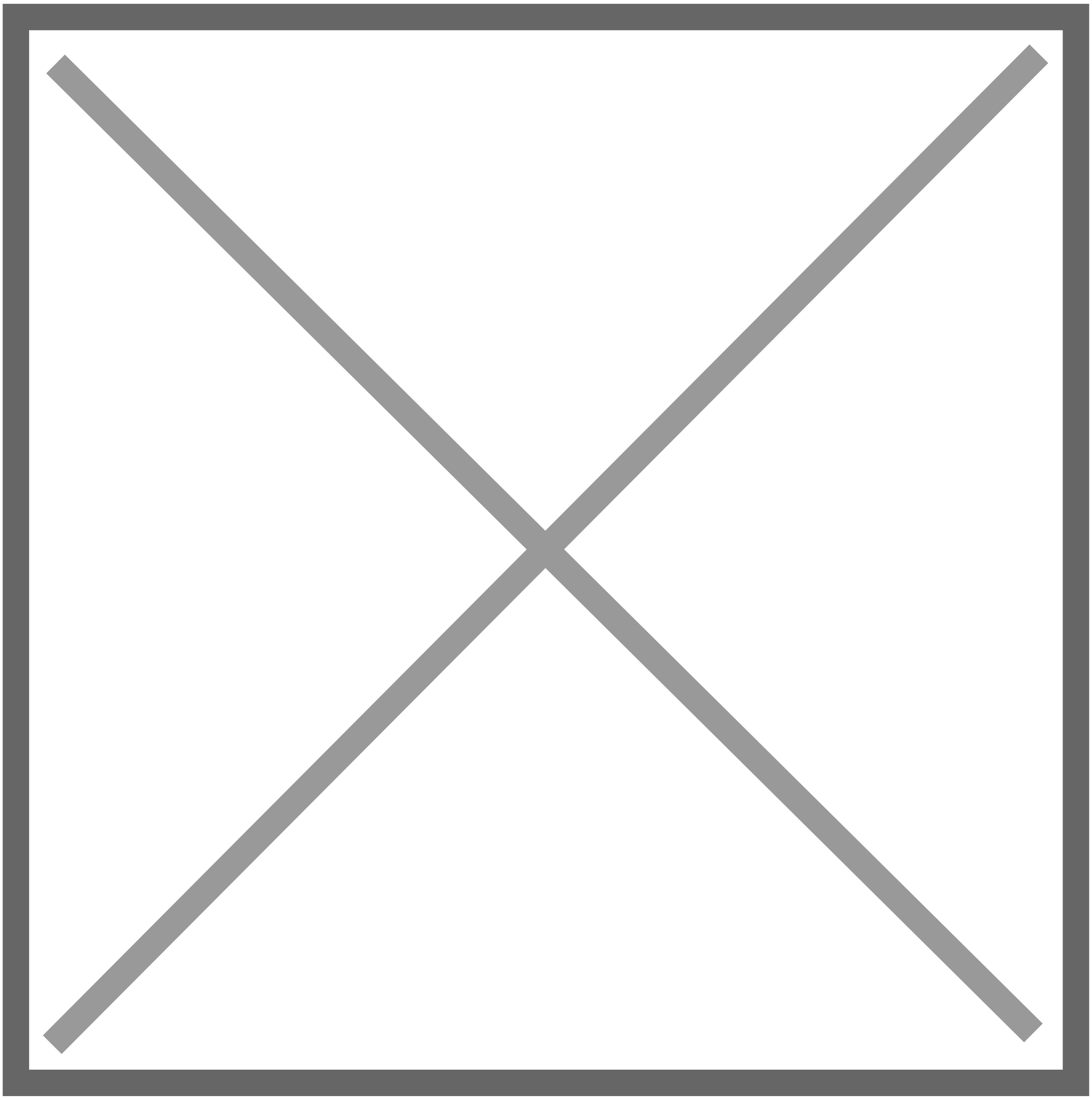
Print out the report for Stock Take quantities.

The Inventory count sheet that is printed out is given to staff to manually write on while stock counting.



Count the Stock

Count the Stock (Manual Stock Count)



Capturing the quantities of the stock take

High light the stock take line and click on the Variance button.

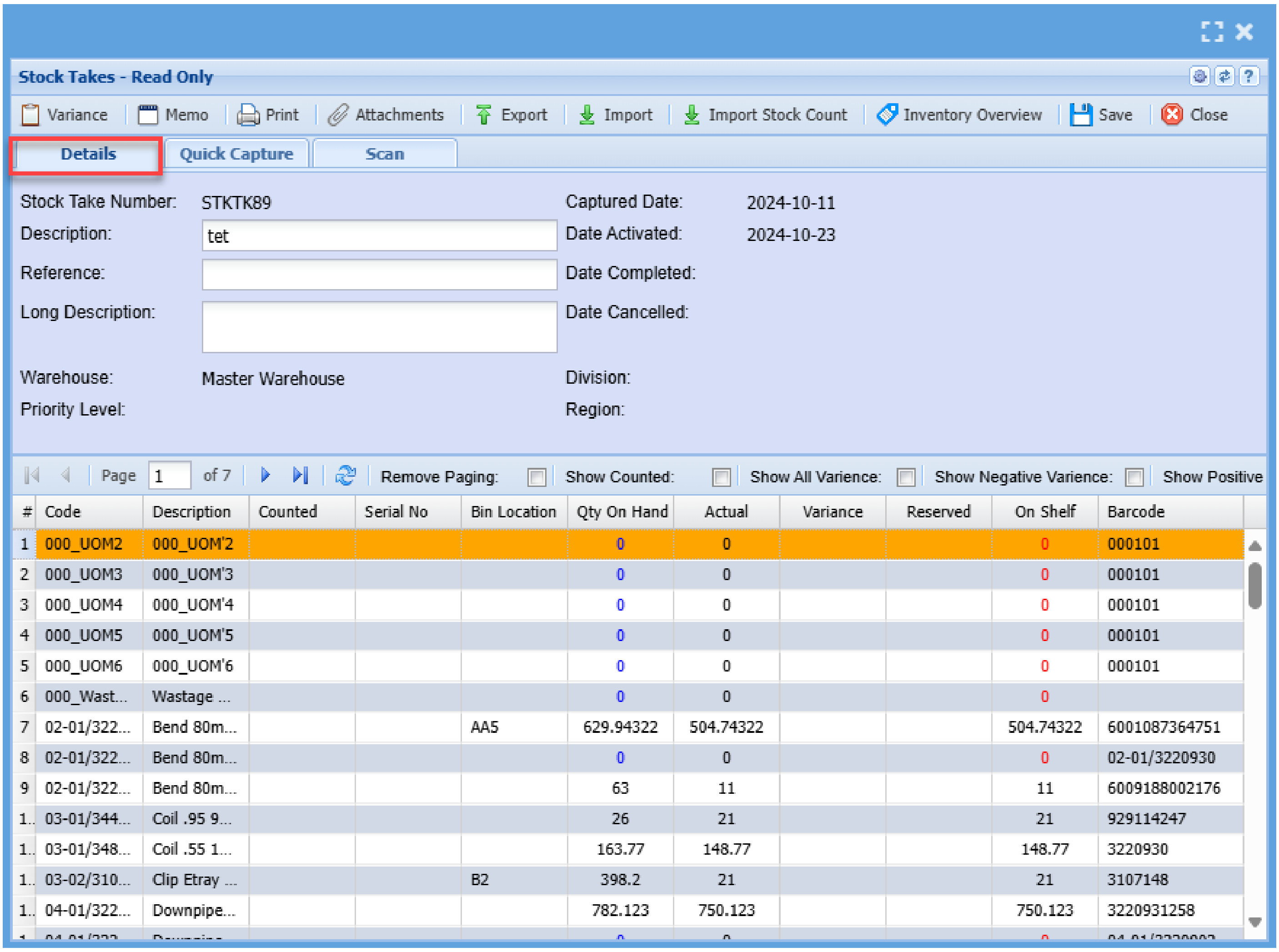
Details Tab

There are various ways of inputting the stock variance

1. Find the item and click on the variance button and enter the amount.
    1. Multiple people can capture in one stock take batch

> If the person overrides the same stock code with a new value, this means the quantity entered by the last person who made the change on that stock code will be kept.

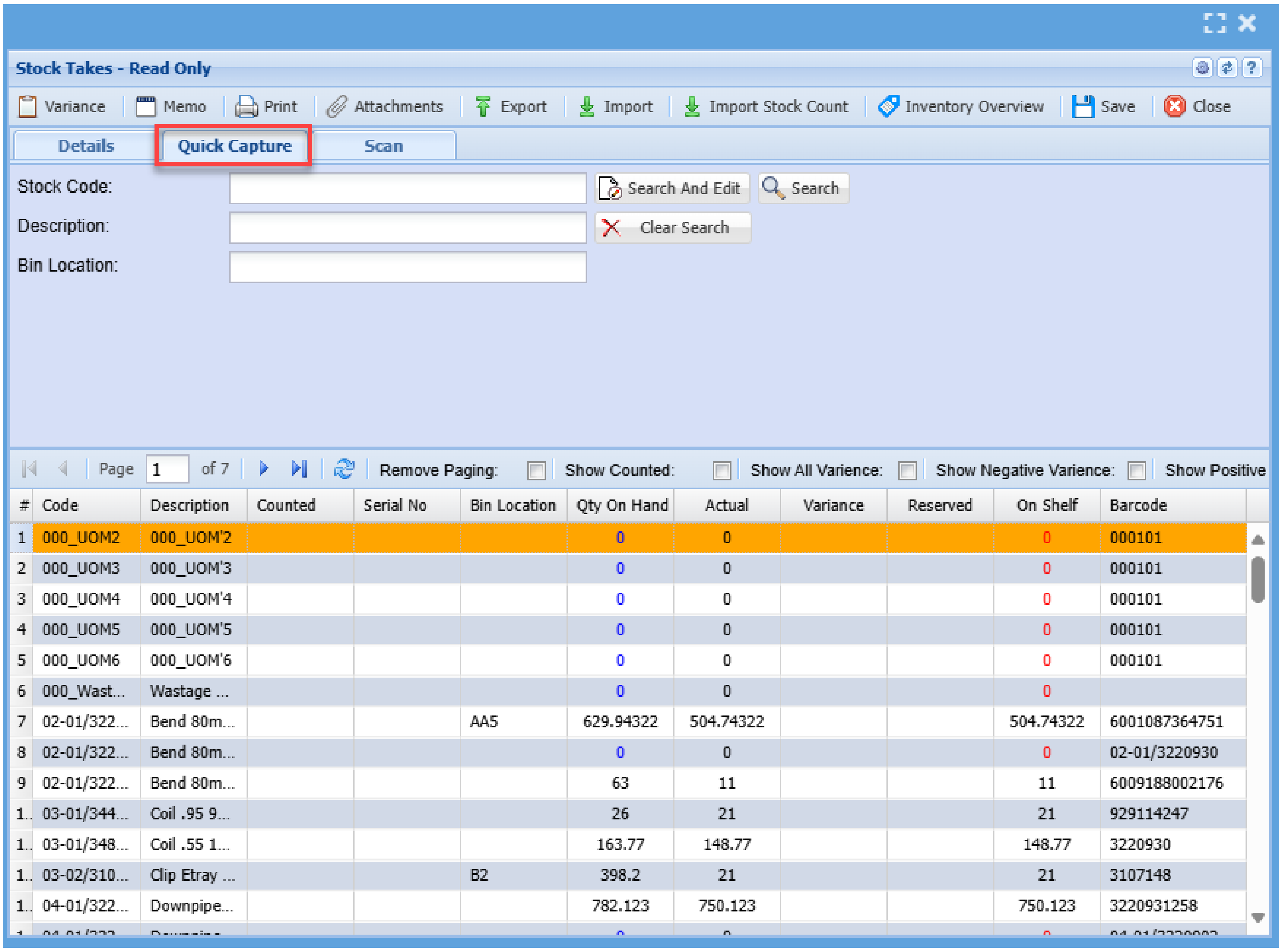
1. Go to the Quick Capture tab, enter the matching stock code (must be the exact number not part) and enter the amount.
2. Export the stock take batch to Excel using the export button, capture in Excel and Import the variance changes. (important note to take into account is that the export file is only relevant to the stock take batch you exported from) Should you cancel the stock take and create a new one you will have to export a new Excel file.



Quick Capture Tab

Enter the stock code and click on Search and Edit button to find the item and edit.

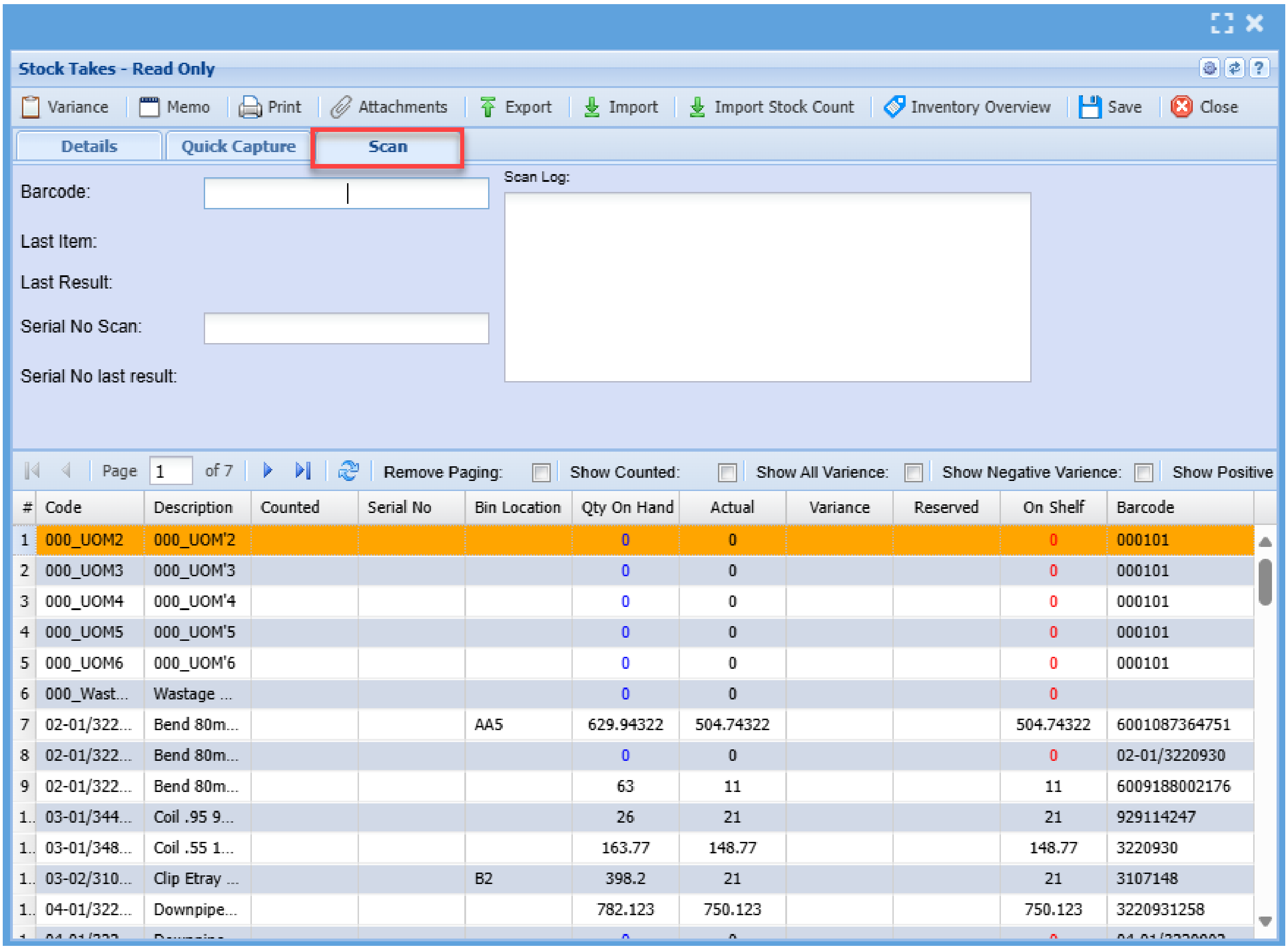
Otherwise click on the search button to find the item and double click to open the item to edit the stock line.



Scan Tab

Scanning the barcode of the item will find the item and count.

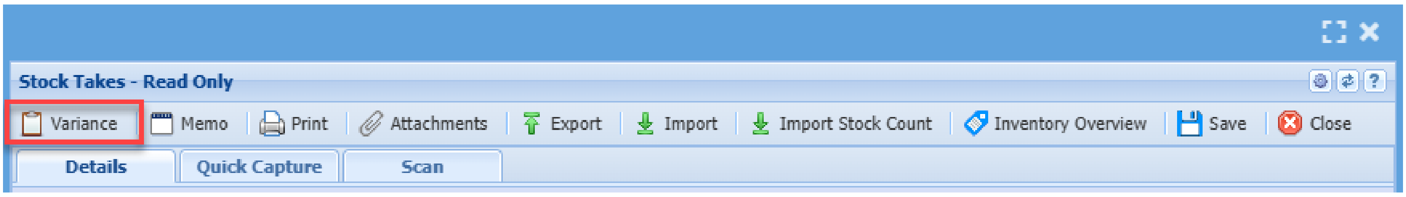
The more you scan the item, the quantity will increase



Variance Button

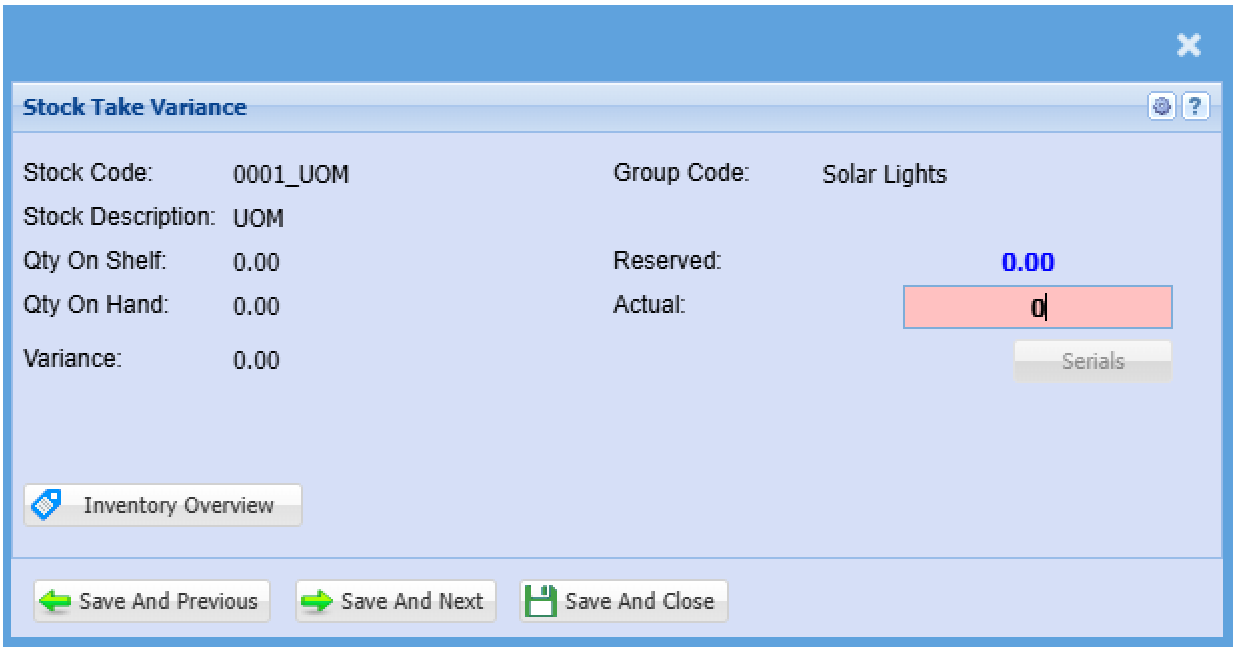
Highlighting the line and then clicking on variance will do the same as double clicking on the item.

This is where one changes the count.



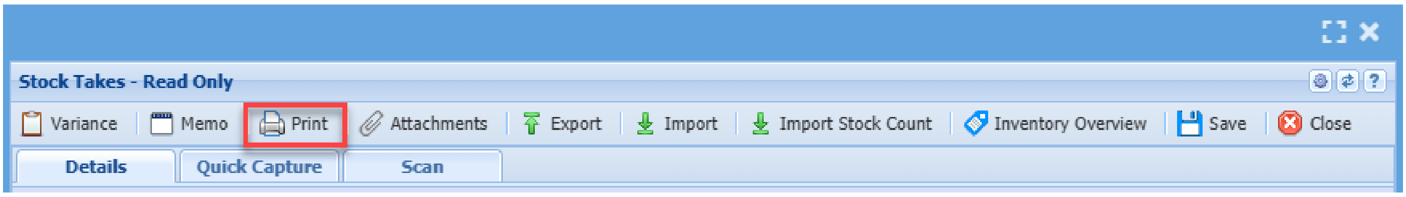
Once the item is found, change the quantity in the actual field

Click save and close to update

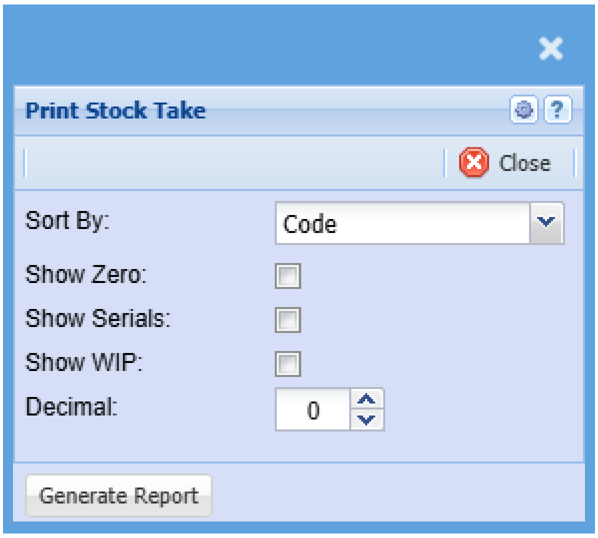


Print Button

Printing the variance report to check count

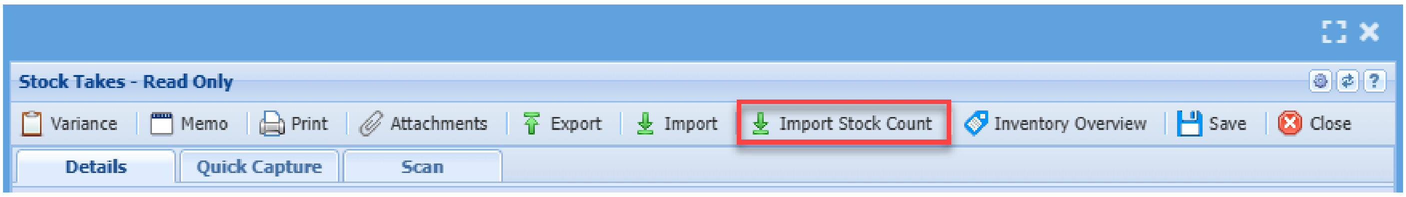


Select options before printing

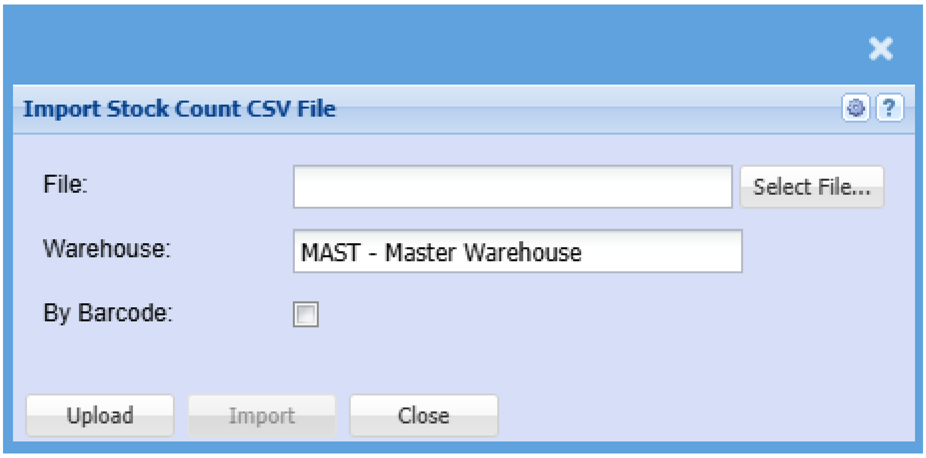


Import Stock Count

Importing a stock count from Webatar stock count



When the format is correct, import the count



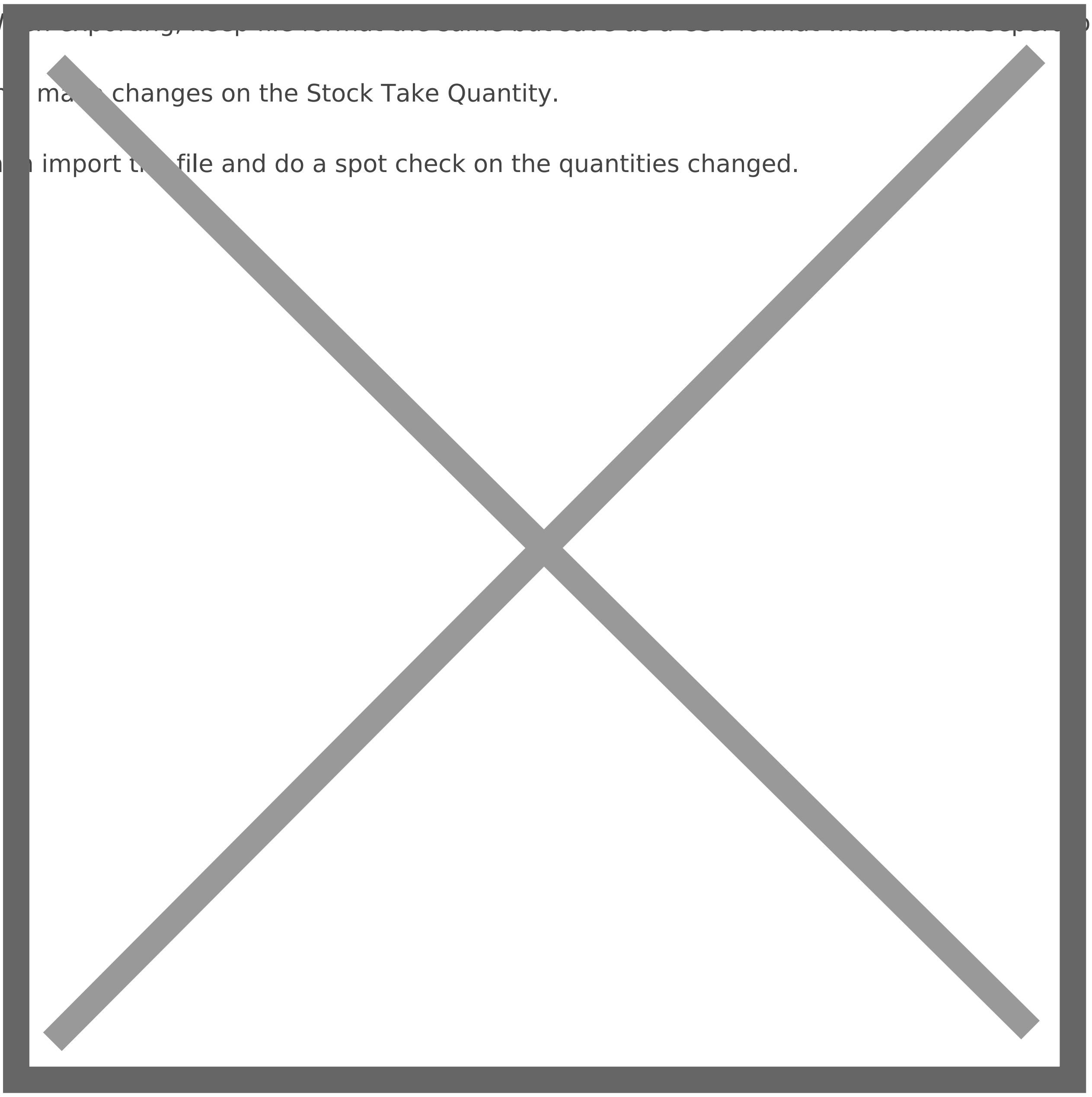
Export file

Video manual 2020 - [Click Here]

When exporting, keep file format the same but save as a CSV format with comma separator.

Only make changes on the Stock Take Quantity.

Then import the file and do a spot check on the quantities changed.



Note:

Remember that the exported file is NOT sorting by stock code or description, it is easier to sort by stock code and then once capturing has completed to sort BACK by ID code, as this is what the import file will look at.