

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

Code:

Date From:

2024-12-30

Warehouse:

All

Document Type:

All

Show Duplicates Only:

☐

Decimals:

Description:

Date To:

2025-01-09

Approval Status:

Open and Document

Document No:

User:

Customer:

Functions

Process Actions

Change Doc. Type

Change Warehouse

Change Status

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

1

Select Item

Approval Status:

Cancelled

5

Select

Cancel

Revision #2

Created 23 October 2024 09:05:52 by Paige

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