

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.

Stock Takes - Read Only

Variance

Memo

Print

Attachments

Export

Import

Import Stock Count

Inventory Overview

Save

Close

Details

Quick Capture

Scan

Stock Take Number: STKTK89

Captured Date: 2024-10-11

Description: tet

Date Activated: 2024-10-23

Reference:

Date Completed:

Long Description:

Date Cancelled:

Warehouse: Master Warehouse

Division:

Priority Level:

Region:

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Remove Paging:

Show Counted:

Show All Variance:

Show Negative Variance:

Show Positive

#	Code	Description	Counted	Serial No	Bin Location	Qty On Hand	Actual	Variance	Reserved	On Shelf	Barcode
1	000_UOM2	000_UOM'2				0	0			0	000101
2	000_UOM3	000_UOM'3				0	0			0	000101
3	000_UOM4	000_UOM'4				0	0			0	000101
4	000_UOM5	000_UOM'5				0	0			0	000101
5	000_UOM6	000_UOM'6				0	0			0	000101
6	000_Wast...	Wastage ...				0	0			0	
7	02-01/322...	Bend 80m...			AA5	629.94322	504.74322			504.74322	6001087364751
8	02-01/322...	Bend 80m...				0	0			0	02-01/3220930
9	02-01/322...	Bend 80m...				63	11			11	6009188002176
1.	03-01/344...	Coil .95 9...				26	21			21	929114247
1.	03-01/348...	Coil .55 1...				163.77	148.77			148.77	3220930
1.	03-02/310...	Clip Etray ...			B2	398.2	21			21	3107148
1.	04-01/322...	Downpipe...				782.123	750.123			750.123	3220931258
1.	04-01/322...	Downpipe...				0	0			0	04-01/3220930

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.

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Details

Quick Capture

Scan

Stock Code:

Search And Edit

Search

Description:

Clear Search

Bin Location:

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Remove Paging:

Show Counted:

Show All Variance:

Show Negative Variance:

Show Positive

#	Code	Description	Counted	Serial No	Bin Location	Qty On Hand	Actual	Variance	Reserved	On Shelf	Barcode
1	000_UOM2	000_UOM'2				0	0			0	000101
2	000_UOM3	000_UOM'3				0	0			0	000101
3	000_UOM4	000_UOM'4				0	0			0	000101
4	000_UOM5	000_UOM'5				0	0			0	000101
5	000_UOM6	000_UOM'6				0	0			0	000101
6	000_Wast...	Wastage ...				0	0			0	
7	02-01/322...	Bend 80m...			AA5	629.94322	504.74322			504.74322	6001087364751
8	02-01/322...	Bend 80m...				0	0			0	02-01/3220930
9	02-01/322...	Bend 80m...				63	11			11	6009188002176
1..	03-01/344...	Coil .95 9...				26	21			21	929114247
1..	03-01/348...	Coil .55 1...				163.77	148.77			148.77	3220930
1..	03-02/310...	Clip Etray ...			B2	398.2	21			21	3107148
1..	04-01/322...	Downpipe...				782.123	750.123			750.123	3220931258
1..	04-01/322...	Downpipe...				0	0			0	04-01/3220000

Scan Tab

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

The more you scan the item, the quantity will increase

Stock Takes - Read Only

Variance Memo Print Attachments Export Import Import Stock Count Inventory Overview Save Close

Details Quick Capture **Scan**

Barcode:

Last Item:

Last Result:

Serial No Scan:

Serial No last result:

Scan Log:

Page 1 of 7 Remove Paging: ☐ Show Counted: ☐ Show All Variance: ☐ Show Negative Variance: ☐ Show Positive

#	Code	Description	Counted	Serial No	Bin Location	Qty On Hand	Actual	Variance	Reserved	On Shelf	Barcode
1	000_UOM2	000_UOM'2				0	0			0	000101
2	000_UOM3	000_UOM'3				0	0			0	000101
3	000_UOM4	000_UOM'4				0	0			0	000101
4	000_UOM5	000_UOM'5				0	0			0	000101
5	000_UOM6	000_UOM'6				0	0			0	000101
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1..	04-01/322...	Downpipe...				782.123	750.123			750.123	3220931258

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.

Stock Takes - Read Only

Variance Memo Print Attachments Export Import Import Stock Count Inventory Overview Save Close

Details Quick Capture Scan

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

Click save and close to update

Stock Take Variance

Stock Code: 0001_UOM Group Code: Solar Lights

Stock Description: UOM

Qty On Shelf: 0.00 Reserved: 0.00

Qty On Hand: 0.00 Actual: 0

Variance: 0.00

Serials

Inventory Overview

Save And Previous Save And Next Save And Close

Print Button

Printing the variance report to check count

Stock Takes - Read Only

Variance Memo **Print** Attachments Export Import Import Stock Count Inventory Overview Save Close

Details Quick Capture Scan

Select options before printing

Print Stock Take

Close

Sort By: Code

Show Zero: ☐

Show Serials: ☐

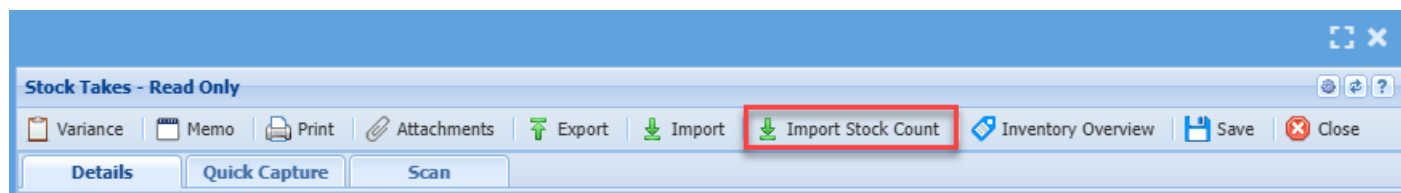
Show WIP: ☐

Decimal: 0

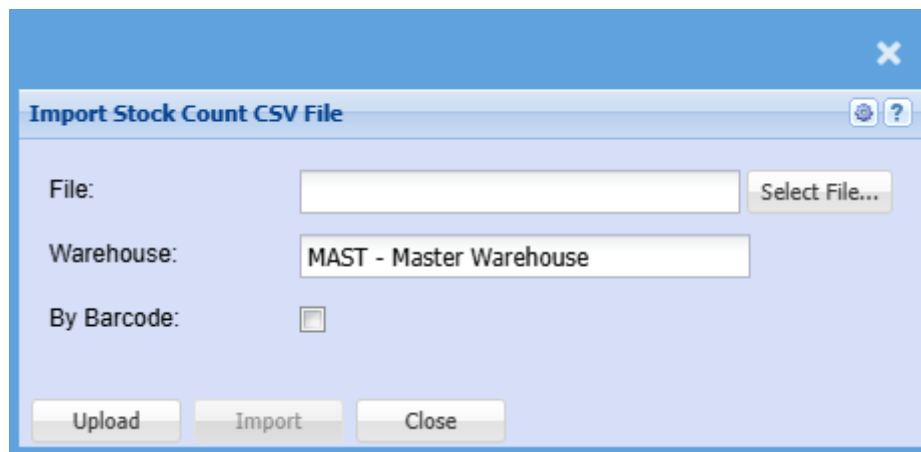
Generate Report

Import Stock Count

Importing a stock count from Webatar stock count



When the format is correct, import the count



Revision #3

Created 26 July 2023 21:56:27 by Paige

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