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

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