

Stock Count

Create a stock count for stock in and stock out

Video Training 202402 - [Stock_Count_InOut.mp4](#)

Create counts for

1. Stock Count
2. Stock Takes
3. Stock Receive - GRV incoming stock
4. Stock Return - Out going stock back to supplier
5. Invoice - Out going stock to a customer
6. Credit Note - Incoming stock from a customer

Stock Count Scan		Invoice – Outwards	
Doc Type:	Invoice – Outwards (3)	Scan Stock Item +SB	
Customer:	ABC Company		
Supplier:	Allied Suppliers USA		
WHS:	Master Warehouse		
Bin Location:			
Doc No:	None		
Description:			
Prod Code:			
Result:			
Date: 2026-02-26 13:55:59			
Next		Add (4) 6	

Line 1

RAM/DT/DDR3/1600/2GB

123456789

RAM Desktop Memory DDR3-1600 2Gig

MAST

✓ 1

Line 2

CAS/CS/HIGH

123456789

Case Black High End

MAST

✓ 2

Line 3

BOOK1

123454321

Book Red

MAST

✓ 3

1.1.15.1 (2026-02-03) Logged in as: Acck Support

Stock count with pricing

Stock count caters for pricing for

Video training 2023/12 - [Stock_Count_GRV_Pricing.mp4](#)

1. Invoice and credit note
2. GRV and stock return

Webatar

← Stock Count Scan

☑

☑

☑

☑

Stock Receive

Doc Type: Stock Receive (1)

Customer: NZ Metal

Supplier: Image Skin Supplier

WHS: Master Warehouse

Bin Location:

Doc No: None

Description: Purchasing

Result: Successful

Date: 2023-12-24 07:57:55

Last Scan: GL9589

Scan stock item

Total Ex: 39.93

Total Inc: 45.92

Line 1

CHKFEN

GL9589

Chicken Fence

MAST C4a 22.96

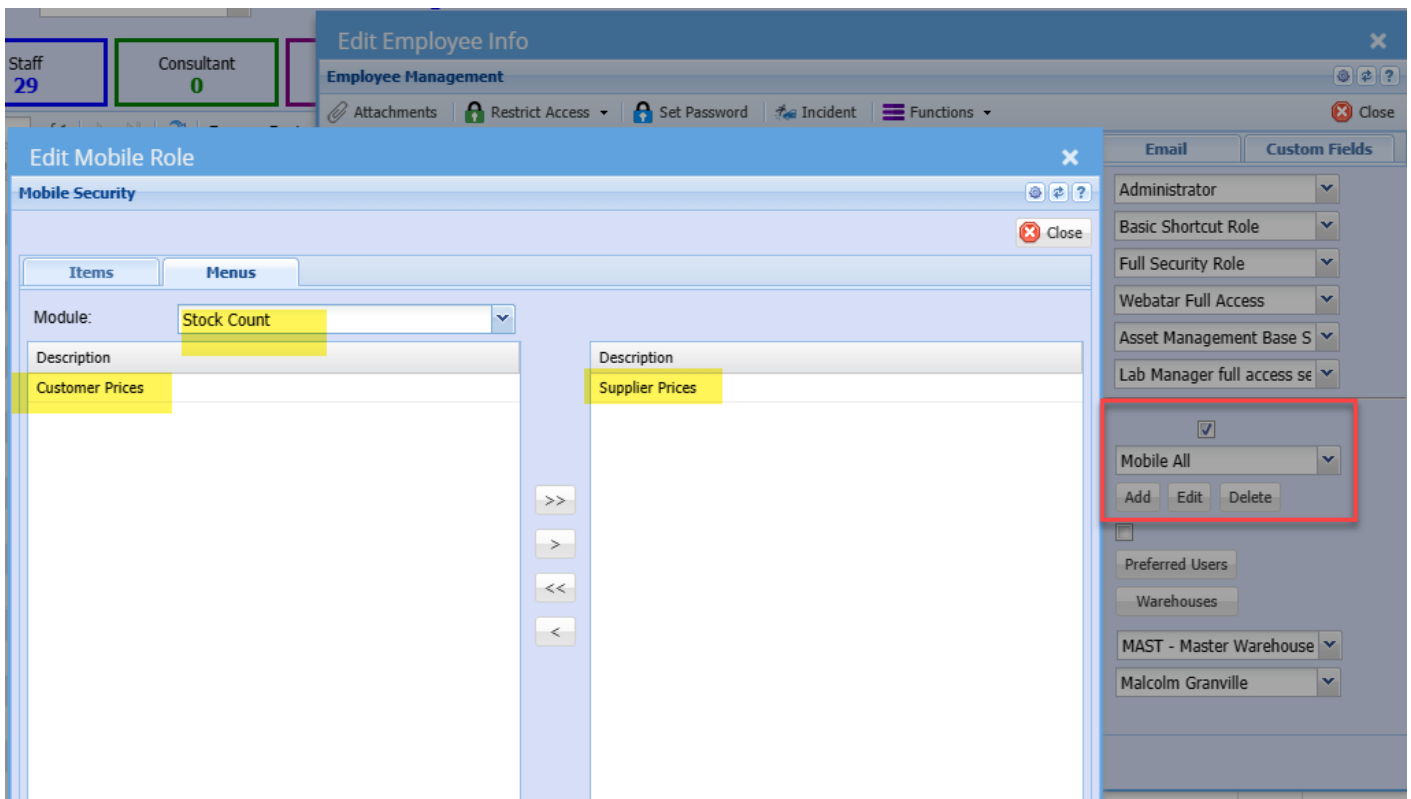
2

45.92

Add (1)

Logged in as: Malcolm Granville

In order to see pricing, set up the security in Webatar for customer pricing and supplier cost prices



Original Content - [Click Here](#)

Webatar App Stock Receive and GRV

Create a Stock Count and Receive Stock

There are two methods for Receiving stock, link to each video manual 202311 below

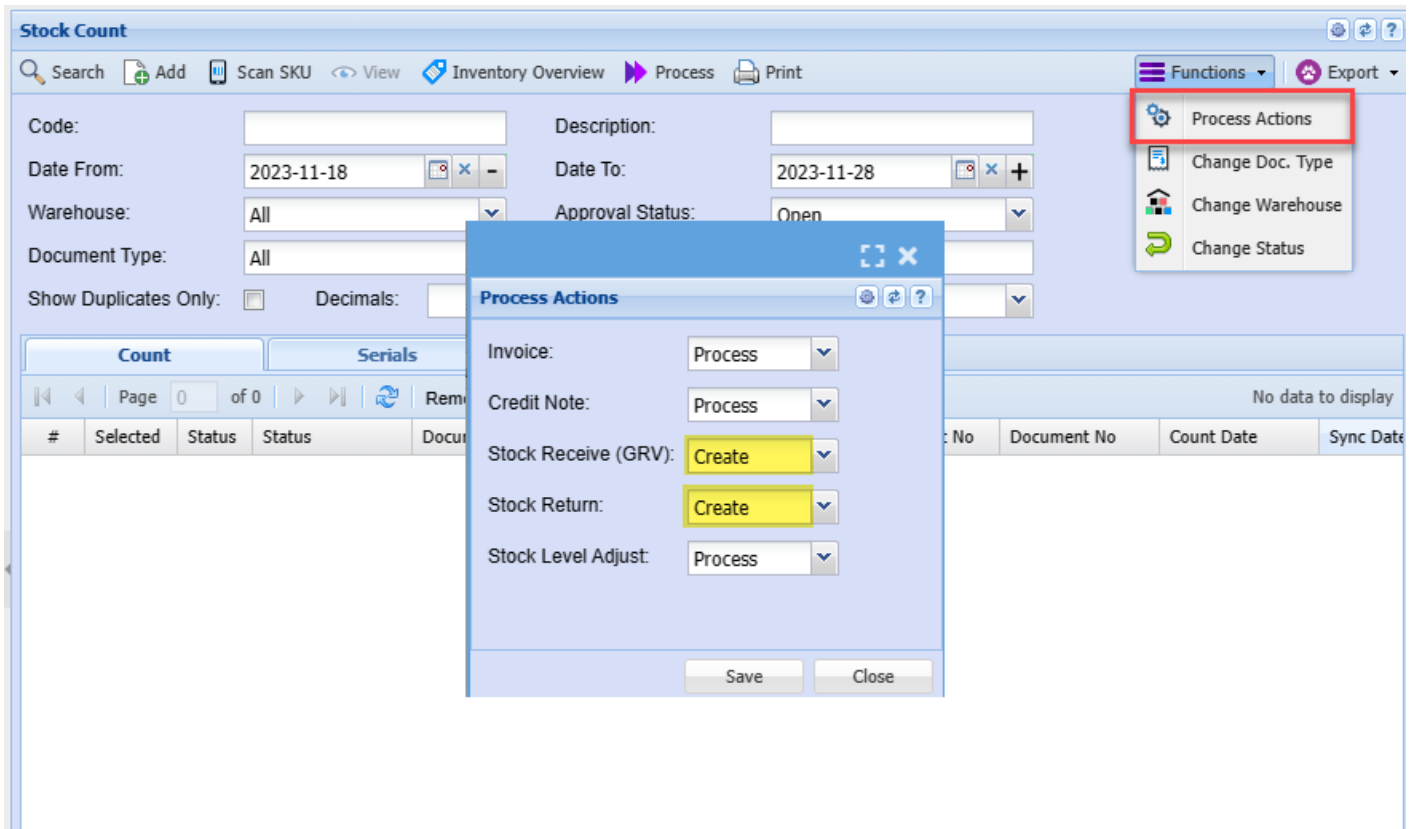
1. Receive stock (Quantity only) - [Stock_Count_Receive_Stock.mp4](#)
2. Receive stock and update prices (Quantity and price) - [Stock_Count_GRV_Price.mp4](#)

The methods above require a system change in order to run processes.

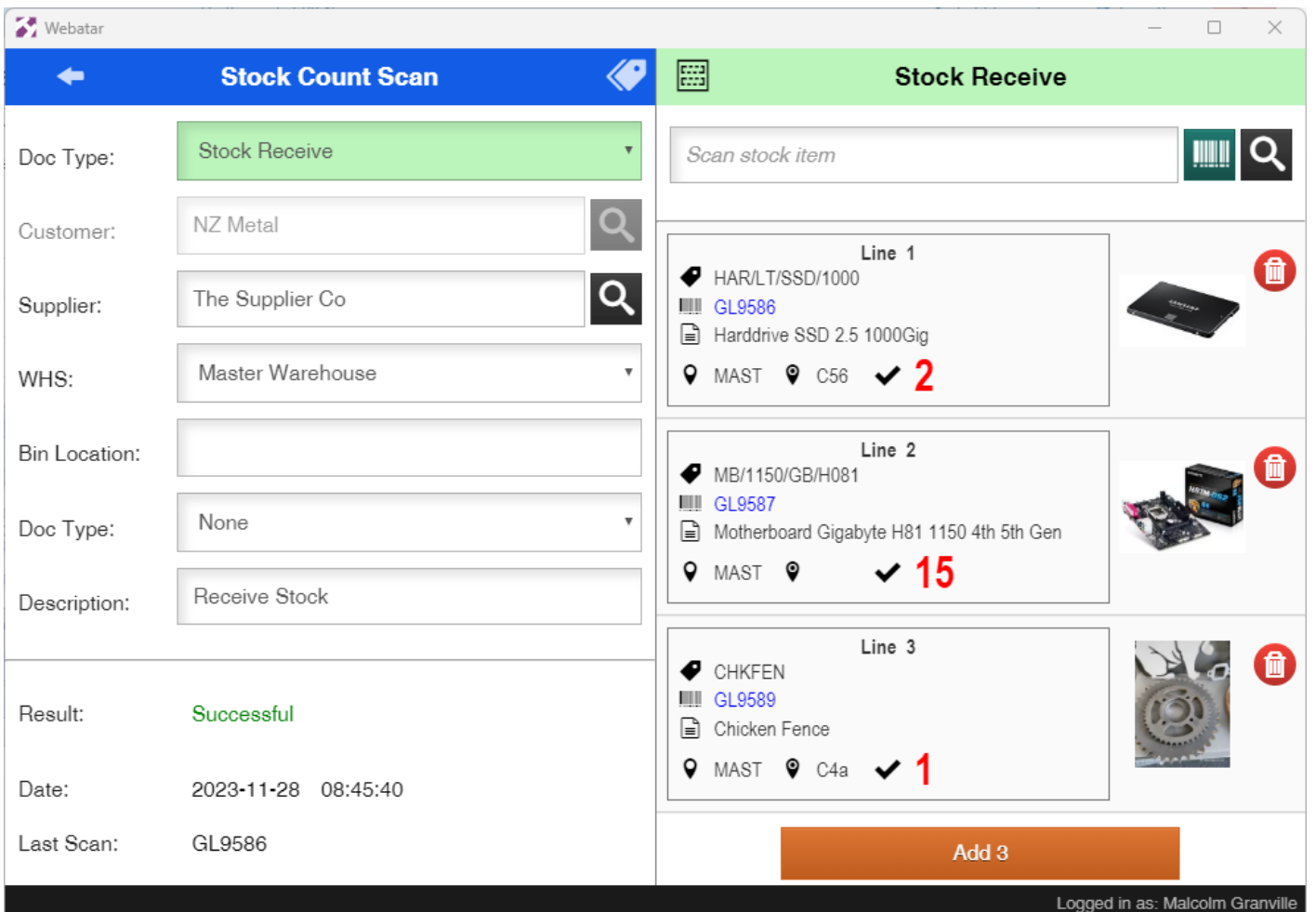
Receive stock and update prices require two steps

Process actions

None	Logs stock count only
Create	Logs stock count and creates document
Process	Logs stock count and creates document and processes document



Webatar App Stock Receive



Outwards Stock - Invoice

Stock Count invoice stock out

Training video - [Stock Count Invoice Stock.mp4](#)

Webatar App Stock Count - Invoice

Webatar

←

Stock Count Scan

🏠

Doc Type:

Invoice

▼

Customer:

NZ Metal

🔍

Supplier:

The Supplier Co

🔍

WHS:

Master Warehouse

▼

Bin Location:

Doc Type:

None

▼

Description:

Stock out

Result:

Successful

Date:

2023-11-28 08:51:35

Last Scan:

GL9586

🏠

Invoice

🔍

Scan stock item



Line 1

🏠 HAR/LT/SSD/1000

📄 GL9586

📄 Harddrive SSD 2.5 1000Gig

📍 MAST 📍 C56 ✓ 1



Line 2

🏠 MB/1150/GB/H081

📄 GL9587

📄 Motherboard Gigabyte H81 1150 4th 5th Gen

📍 MAST 📍 ✓ 2



Line 3

🏠 CHKFEN

📄 GL9589

📄 Chicken Fence

📍 MAST 📍 C4a ✓ 1



Add 3

Logged in as: Malcolm Granville

Outwards Stock - Back to Supplier - RTS

Inwards Stock - Return from Customer - CN

Stock Take

Running a Stock Take with the Webatar app

Video training manual 202311 - [Stock Take Webatar.mp4](#)

Some basic steps are required

1. Create and activate a stock take
2. Open up the Webatar app and sync
3. Scan and count stock
4. Complete stock take
5. Close and Open the Webatar app and sync

Webatar

←

Stock Count Scan

🔍

Doc Type:

Stock Take

Customer:

NZ Metal

🔍

Supplier:

Internal Growth Move

🔍

WHS:

Master Warehouse

▼

Bin Location:

Doc Type:

▼

Description:

Take on stock

Result:

Successful

Doc No missing for Stock Take

Date:

2023-11-24 07:15:52

Stock Take

Scan stock item

📷

🔍

Line 1

📍 HAR/LT/SSD/1000

📄 GL9586

📄 Harddrive SSD 2.5 1000Gig

📍 MAST 📍 C56 ✓ 53



🗑️

Line 2

📍 MB/1150/GB/H081

📄 GL9587

📄 Motherboard Gigabyte H81 1150 4th 5th Gen

📍 MAST 📍 ✓ 43



🗑️

Line 3

📍 CHKFEN

📄 GL9589

📄 Chicken Fence

📍 MAST 📍 C4a ✓ 1



🗑️

Add 3

Logged in as: Malcolm Granville

Create and activate a stock take

Go to main system to activate stock take

Inventory Module

Configuration

Activity

Stock Forecast

Repackage

Barcode Count

Stock Count

Stock Request

Stock Request - Stores

Stock Level Adjustment

Fixed Asset Audit

Stock Value Adjustment

Stock Take

Warehouse Transfer

Warehouse Receive

Bill of Materials Manufacture

Change Control

Selling Price Update

Active Stock Take

Search

Add

Edit

Delete

Activate

Variance

Cancel

Verify

Complete

Post St

Basic Search

Description:

Reference:

Stock Take Line Management

Attachment

Memo

Stock Take No.:

Warehouse:

Ledger COS:

Priority Level:

Brand:

Make:

Model:

Captured Date:

2024-08-15

Activated Date:

Description:

Reference:

Long Description:

Division:

Region:

Zero Actual Qty:

Available

Selected

Completed Date:

Cancelled Date:

Save

Close

When activating the stock take in main system, it is recommended to tick the zero actual Qty.

Zero actual quantity sets all stock to zero quantity forcing one to count all stock

Stock Take Line Management

AttachmentMemo

Stock Take No.:

Captured Date:2024-08-15Activated Date:

Warehouse:Master WarehouseDescription:Stock take

Ledger COS:2000/4000 - Cost of Sales Stock AdjustmReference:

Priority Level:Long Description:

Brand:Division:

Make:Region:

Model:Zero Actual Qty:☒

AvailableSelected

Activate the stock take

Active Stock Take

SearchAddEditDeleteActivateVarianceCancelVerifyCompletePost StatusPrint

Basic Search

Description:Reference:

Warehouse:Status:All

Date From:2024-07-15Date To:2024-08-15

Page 1 of 1Remove Paging:

#	Att	Memo	Stock Take No	Warehouse Code	Warehouse Name	Short Description
1				MAST	Master Warehouse	Stock take

On the Webatar app, sync to server to retrieve the stock take active number

Setting a document number for stock take allows the count to update the stock take directly after sync.

stock take counts will always increment quantities on the stock take.

Webatar

← Stock Count Scan

Doc Type: Stock Take (2)

Customer: NZ Metal

Supplier: Rectron

WHS: Master Warehouse

Bin Location:

Doc No: STKTK12

Description: Stock out

Result: Successful

Date: 2024-08-15 08:10:19

Last Scan: CAS/CS/HIGH

Stock Take

Scan stock item

Line 1

CAS/CS/HIGH

123456789

Case Black High End

MAST

✓ 83

Line 2

HAR/DT/7200/0500

GL9583

Harddrive Seagate 35 500Gig 7200rpm 1

MAST Bin7

✓ 30

Add (2)

Logged in as: Malcolm Granville

View counts in stock take

To view counts, click on show countered tick box.

By default counted items will disappear off the list.

If a count is incorrect corrected in the stock take by double clicking on the line.

Stock Takes - Read Only

Variance

Memo

Print

Attachments

Export

Import

Import Stock Count

Inventory Overview

Save

Close

Details

Quick Capture

Scan

Stock Take Number: STKTK12

Captured Date: 2024-08-15

Description: Stock take

Date Activated: 2024-08-15

Reference:

Date Completed:

Long Description:

Date Cancelled:

Warehouse: Master Warehouse

Division:

Priority Level:

Region:

Page 1 of 1

Remove Paging:

Show Counted: ☒

Show All Variance: ☐

Show Negative Variance: ☐

Show Positive Variance: ☐

Displaying 1 - 1

#	Code	Description	Barcode	Counted	Serial No	Bin Location	Qty On Hand	Actual	Variance	Reserved	On Shelf
1	CAS/CS/HIGH	Case Black High End	123456789	✓			86	83			83
2	HAR/DT/7200/0500	Harddrive Seagate ...	GL9583	✓		Bin7	31	30	1		29
3	00-1000	African Daisy Seed	00-1000				24	0	-22		22
4	00-1005	Balloon Flowers Seed	00-1005				396	0	-396		396
5	0852738006003	flash					12	0	-12		12
6	10-1000	African Daisy 10cm...	10-1000				984	0	-984		984
7	10-1005	Balloon Flowers 10...	10-1005				3	0	-1		1
8	22249800101	PE35/8.795 coated ...	22249800101				0	0			0
9	22249800102	PE35/8.795 coated ...	22249800102				12	0	-10		10
1..	22249800103	PE35/8.795 coated ...	22249800103				12	0	-11		11
1..	22249800201	PE35/8.795 coated ...	22249800201				8	0	-8		8
1..	22249800202	PE35/8.795 coated ...	22249800202				12	0	-10		10
1..	22249800203	PE35/8.795 coated ...	22249800203				10	0	-10		10

Correcting a count

Stock Take Variance

Stock Code: CAS/CS/HIGH

Group Code: Hardware

Stock Description: Case Black High End

Reserved: 3.0000

Qty On Shelf: 83.0000

Actual: 83

Qty On Hand: 86.0000

Serials

Variance: 0.0000

Inventory Overview

Save and Previous

Save and Next

Save and Close

Print out the count to view what has changed

Stock Takes - Read Only

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

Details Quick Capture Scan

Stock Take Number: STKTK12
Description: Stock take
Reference:
Long Description:

Print Stock Take

Sort By: Code
Show Zero: ☐
Show Serials: ☐
Show WIP: ☐
Decimal: 0
Generate Report

Stock Take Report

2024-08-15 08:15:29
Reference:
Long Description:
If you want to print on one page landscape - select the shrink to fit setting on your browser print setup.

Item Code	Item Description	WHS	Group Code	Bin	Shelf Qty	Total Qty	Stock T
00-1000	African Daisy Seed	MAST			22	24	
00-1005	Balloon Flowers Seed	MAST			396	396	
0852738006003	flash	MAST			12	12	
10-1000	African Daisy 10cm High Plant	MAST			984	984	
10-1005	Balloon Flowers 10cm High Plant	MAST			1	3	
22249800102	PE35/8.795 coated paper 35/8 gsm 481kg	MAST	PAPER		10	12	
22249800103	PE35/8.795 coated paper 35/8 gsm 482kg	MAST	PAPER		11	12	
22249800201	PE35/8.795 coated paper 35/8 gsm 488kg	MAST	PAPER		8	8	
22249800202	PE35/8.795 coated paper 35/8 gsm 489kg	MAST	PAPER		10	12	
22249800203	PE35/8.795 coated paper 35/8 gsm 488kg	MAST	PAPER		10	10	
22249800302	PE35/8.795 coated paper 35/8 gsm 490kg	MAST	PAPER		302	302	
23019100101	PE35/8.795 coated paper 35/8 gsm 490kg	MAST	PAPER		2	2	
23019100102	PE35/8.795 coated paper 35/8 gsm 485kg	MAST	PAPER		2	2	
23019100103	PE35/8.795 coated paper 35/8 gsm 489kg	MAST	PAPER		2	2	
23019100201	PE35/8.795 coated paper 35/8 gsm 490kg	MAST	PAPER		2	2	
23019100202	PE35/8.795 coated paper 35/8 gsm 486kg	MAST	PAPER		2	2	
23019100203	PE35/8.795 coated paper 35/8 gsm 488kg	MAST	PAPER		2	2	
23022001201	PE35/8.795 coated paper 35/8 gsm 487kg	MAST	PAPER		2	2	
23022001402	PE35/8.795 coated paper 35/8 gsm 482kg	MAST	PAPER		2	2	

Complete the stock take by clicking on process

Active Stock Take

Search Add Edit Delete Activate Variance Cancel Verify **Complete** Post Status Print

Basic Search

Description: Reference:
Warehouse: Status: All
Date From: 2024-07-15 Date To: 2024-08-15

Page 1 of 1 Remove Paging: ☐

#	Att	Memo	Stock Take No	Warehouse Code	Warehouse Name	Short Description
1			STKTK12	MAST	Master Warehouse	Stock take

View all movement taken place

Inventory Module

Configuration

Activity

Analysis

Stock Enquiry

Inventory Movement

Margin Of Error

Serial Number Search

Stock Journal Batches

Stock Take History

Warehouse Transfer History

Inventory Movement

Search

View

Related Transactions

Inventory Overview

Print

Item:

Source Document Type: All

Barcode:

Serial No:

Warehouse: All

Suppliers Name:

Date From: 2024-08-10

Date To: 2024-08-15

Page 1 of 1

Remove Paging:

Total In: 9.00

Total Out: 5.00

Difference:

#	Transaction Date	Document Num	Source Document T	Captured Date Time	Stock Code	Short Descript
1	2024-08-15	GRV178	Goods Received...	2024-08-15 05:59:52	POW/CS/650W	Power Supply
2	2024-08-15	GRV178	Goods Received...	2024-08-15 05:59:52	PEN001a	Pen MG Stock
3	2024-08-15	INV420	Invoice	2024-08-15 05:58:08	PEN001	Pen MG Stock
4	2024-08-15	INV420	Invoice	2024-08-15 05:58:07	HAR/DT/7200/0500	Harddrive Sea

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