

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

The screenshot displays the Webatar app interface, split into two main sections: 'Stock Count Scan' on the left and 'Stock Take' on the right.

Stock Count Scan Section:

- Doc Type:** Stock Take
- Customer:** NZ Metal
- Supplier:** Internal Growth Move
- WHS:** Master Warehouse
- Bin Location:**
- Doc Type:**
- Description:** Take on stock
- Result:** Successful
- Message:** Doc No missing for Stock Take
- Date:** 2023-11-24 07:15:59

Stock Take Section:

- Scan stock item** (with barcode and search icons)
- Line 1:**
 - Item: HAR/LT/SSD/1000
 - Barcode: GL9586
 - Description: Harddrive SSD 2.5 1000Gig
 - Location: MAST C56
 - Status: ✓ 53
- Line 2:**
 - Item: MB/1150/GB/H081
 - Barcode: GL9587
 - Description: Motherboard Gigabyte H81 1150 4th 5th Gen
 - Location: MAST
 - Status: ✓ 43
- Line 3:**
 - Item: CHKFEN
 - Barcode: GL9589
 - Description: Chicken Fence
 - Location: MAST C4a
 - Status: ✓ 1
- Add 3** (button)

Footer: Logged in as: Malcolm Granville

Create and activate a stock take

Go to main system to activate stock take

Inventory Module

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.: Captured Date: 2024-08-15 Activated Date:

Warehouse: Master Warehouse Description: Stock take

Ledger COS: 2000/4000 - Cost of Sales Stock Adjustm Reference:

Priority Level: Long Description:

Brand: Division:

Make: Region:

Model: Zero Actual Qty: ☒

Available

Page 1 of 1

Description

ADMIN - Administration

BRICK - Bricks

Con - Consumables

CONS - Consulting

FIL - Filter

HWARE - Hardware

LUB - Lubricants

MAC - Macacrons

All Items In Warehouse

All Group Code

Selected Group Code

Item Not Associated With Group Codes

Selected

Page 0 of 0

Description

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

Attachment Memo

Stock Take No.: Captured Date: 2024-08-15 Activated Date:

Warehouse: Master Warehouse Description: Stock take

Ledger COS: 2000/4000 - Cost of Sales Stock Adjustm Reference:

Priority Level: Long Description:

Brand: Division:

Make: Region:

Model: Zero Actual Qty: ☒

Available

Selected

Activate the stock take

Active Stock Take

Search

Add

Edit

Delete

Activate

Variance

Cancel

Verify

Complete

Post Status

Print

Basic Search

Description:

Warehouse:

Date From:

2024-07-15

Reference:

Status:

All

Date To:

2024-08-15

Page 1 of 1

Remove 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

CAS/CS/HIGH
123456789
Case Black High End
MAST
83

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

VarianceMemoPrintAttachmentsExportImportImport Stock CountInventory OverviewSaveClose

DetailsQuick CaptureScan

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

Qty On Shelf:

83.0000

Reserved:

3.0000

Qty On Hand:

86.0000

Actual:

83

Variance:

0.0000

Serials

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:

STKTK

Description:

Stock take

Reference:

Long Description:

Print Stock Take

Sort By:

Code

Show Zero:

☐

Show Serials:

☐

Show WIP:

☐

Decimal:

0

Generate Report

Print

Email

Export

Copy

2024-08-15 08:15:29

Reference:

Long Description:

Short Description: Stor

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 1
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 483kg	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 483kg	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:

Warehouse:

Date From:

Reference:

Status:

Date To:

All

2024-07-15

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:

Barcode:

Warehouse:

Date From:

Source Document Type:

Serial No:

Suppliers Name:

Date To:

All

2024-08-10

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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