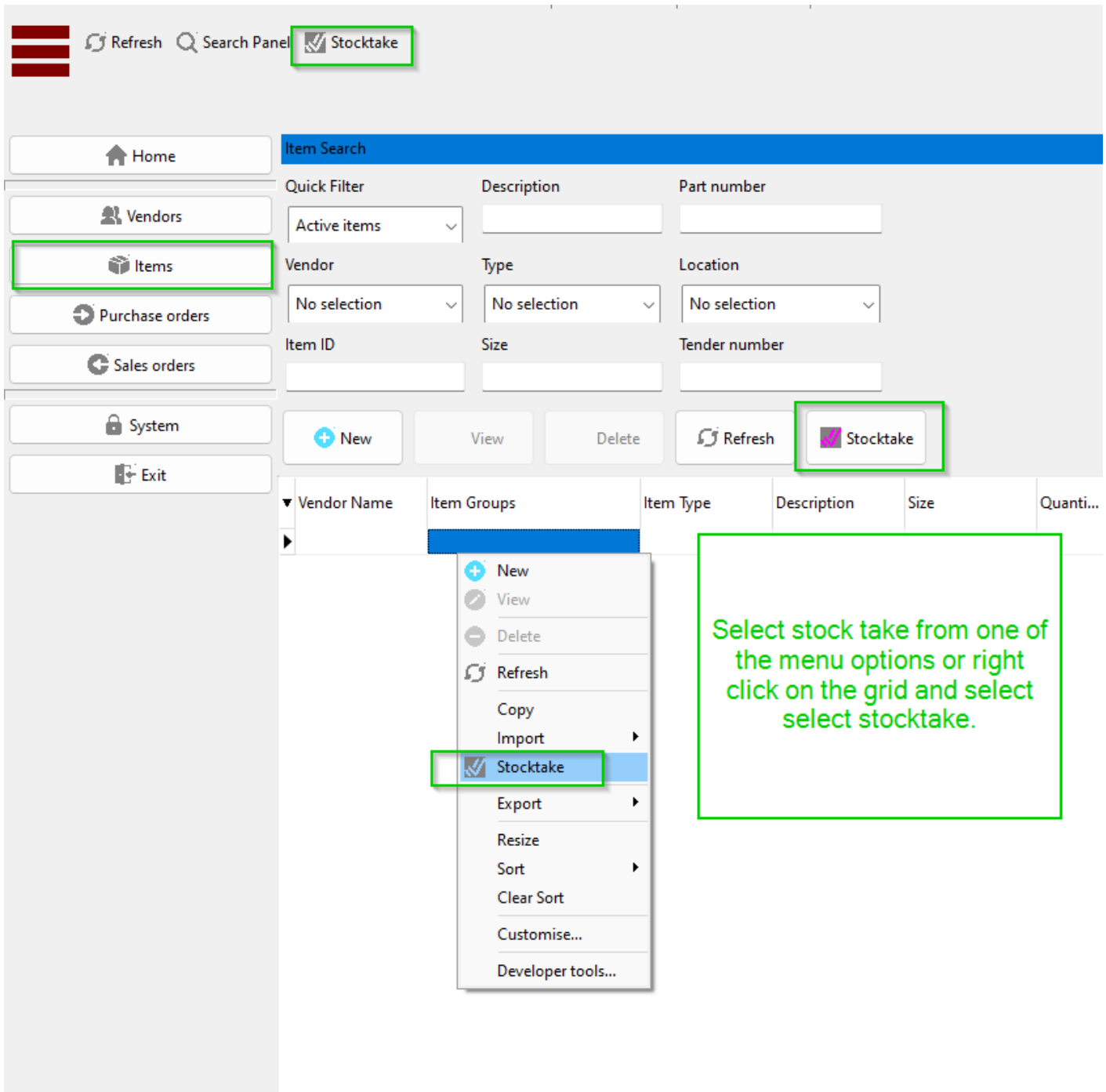


Performing a stocktake

To start or resume a stock take, navigate to Items and select one of the stocktake navigation options



The screenshot shows a software interface for managing items. On the left is a sidebar with navigation buttons: Home, Vendors, Items (highlighted with a green box), Purchase orders, Sales orders, System, and Exit. At the top, there is a 'Refresh' button, a 'Search Panel' icon, and a 'Stocktake' button (highlighted with a green box). The main area is titled 'Item Search' and contains several filter fields: 'Quick Filter' (set to 'Active items'), 'Description', 'Part number', 'Vendor' (set to 'No selection'), 'Type' (set to 'No selection'), 'Location' (set to 'No selection'), 'Item ID', 'Size', and 'Tender number'. Below the filters are buttons for '+ New', 'View', 'Delete', 'Refresh', and 'Stocktake' (highlighted with a green box). A table is displayed with columns: Vendor Name, Item Groups, Item Type, Description, Size, and Quanti... A context menu is open over the table, listing options: New, View, Delete, Refresh, Copy, Import, Stocktake (highlighted with a green box), Export, Resize, Sort, Clear Sort, Customise..., and Developer tools... A green callout box on the right contains the text: 'Select stock take from one of the menu options or right click on the grid and select select stocktake.'

NOTE: Only stocktake can be active but you can close and resume the stocktake until it is closed or cancelled.

Add items to stocktake

Add items to the stocktake and update stock values

The screenshot shows the 'Stocktake details' application window. The window title is 'Stocktake details'. On the left, there is a sidebar with the following options: 'Audit log', 'Close stocktake', 'Cancel stocktake', and 'Add items'. The main area contains a form with the following fields: 'Stocktake ID' (value: 3), 'Stocktake date' (value: 20/01/), 'Closed date', and 'Cancelled date'. Below this is a table with the following columns: 'Item ID', 'Quantity reported', and 'Quantity on hand'. The table has one row with the following values: '1005357H', '1', and '0'. Below the table is a list of items with a search bar and a 'Save' button. The list contains the following items: '10.0Fx10CM', '1001780-HC', '1001782-HC', '1005357H', '1009664', '1010480-H', '1010481-H', '1010482-H', '1011834H', '1011842', '1011880J', '1012067-03', '1013319', '1014652', '110100483', and '12673'. There are three annotations in green boxes: 1. 'Copy the value from item quantity on hand to quantity reported' pointing to the 'Quantity on hand' field of the first row. 2. 'Current item quantity on hand' pointing to the 'Quantity on hand' field of the first row. 3. 'Add items to the stocktake, and update the quantity reported' pointing to the 'Quantity reported' field of the first row. At the bottom of the window, there are buttons for 'Insert', 'Save and Close', 'Save', and 'Cancel'.

Stocktake details

Audit log

Close stocktake

Cancel stocktake

Add items

Stocktake ID: 3

Stocktake date: 20/01/

Closed date

Cancelled date

Item ID	Quantity reported	Quantity on hand
1005357H	1	0

10.0Fx10CM

1001780-HC

1001782-HC

1005357H

1009664

1010480-H

1010481-H

1010482-H

1011834H

1011842

1011880J

1012067-03

1013319

1014652

110100483

12673

Save

Cancel

Delete

Save and Close

Save

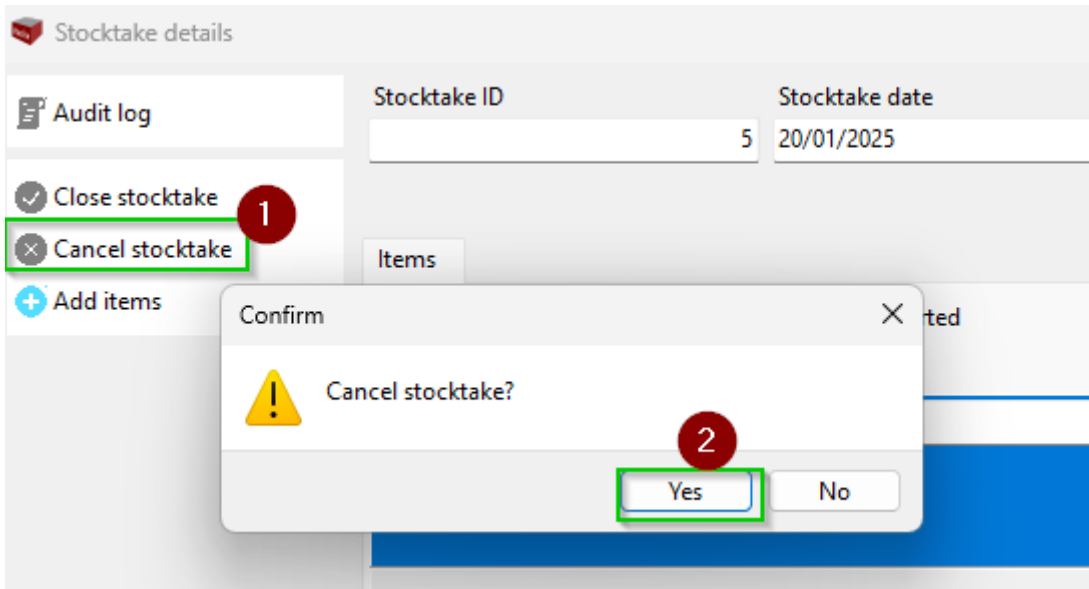
Cancel

Insert

Option to bulk add items

Cancel a stocktake

Cancelling a stock take will not apply any stock levels and close the stocktake so it is no longer available.



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