

Performing a stocktake

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

The screenshot shows the 'Items' section of a software interface. The left sidebar contains navigation options: Home, Vendors, Items (highlighted with a green box), Purchase orders, Sales orders, System, and Exit. The top bar includes a 'Stocktake' button (highlighted with a green box). The main area features an 'Item Search' section with filters for Quick Filter (Active items), Description, Part number, Vendor (No selection), Type (No selection), Location (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 context menu is open over the grid, showing options: New, View, Delete, Refresh, Copy, Import, Stocktake (highlighted with a green box), Export, Resize, Sort, Clear Sort, Customise..., and Developer tools... A green text box on the right states: 'Select stock take from one of the menu options or right click on the grid and select select stocktake.'

Vendor Name	Item Groups	Item Type	Description	Size	Quantity

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' window. On the left is a sidebar with 'Audit log', 'Close stocktake', 'Cancel stocktake', and 'Add items'. The main area has fields for 'Stocktake ID' (3), 'Stocktake date' (20/01/), 'Closed date', and 'Cancelled date'. Below these is an 'Items' section with a table. The table has columns 'Item ID', 'Quantity reported', and 'Quantity on hand'. The first row shows '1005357H' with '1' in the 'Quantity reported' column. A green box with an arrow points from the 'Quantity on hand' column to the 'Quantity reported' column, containing the text 'Copy the value from item quantity on hand to quantity reported'. Another green box with an arrow points to the 'Quantity on hand' column, containing the text 'Current item quantity on hand'. A third green box with an arrow points to the 'Add items' button, containing the text 'Add items to the stocktake, and update the quantity reported'. The 'Add items' button is a blue button with a plus icon. Below the table is a list of 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'. At the bottom right are buttons for '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:

Items

Item ID	Quantity reported	Quantity on hand
1005357H	1	

Copy the value from item quantity on hand to quantity reported

Current item quantity on hand

Add items to the stocktake, and update the quantity reported

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

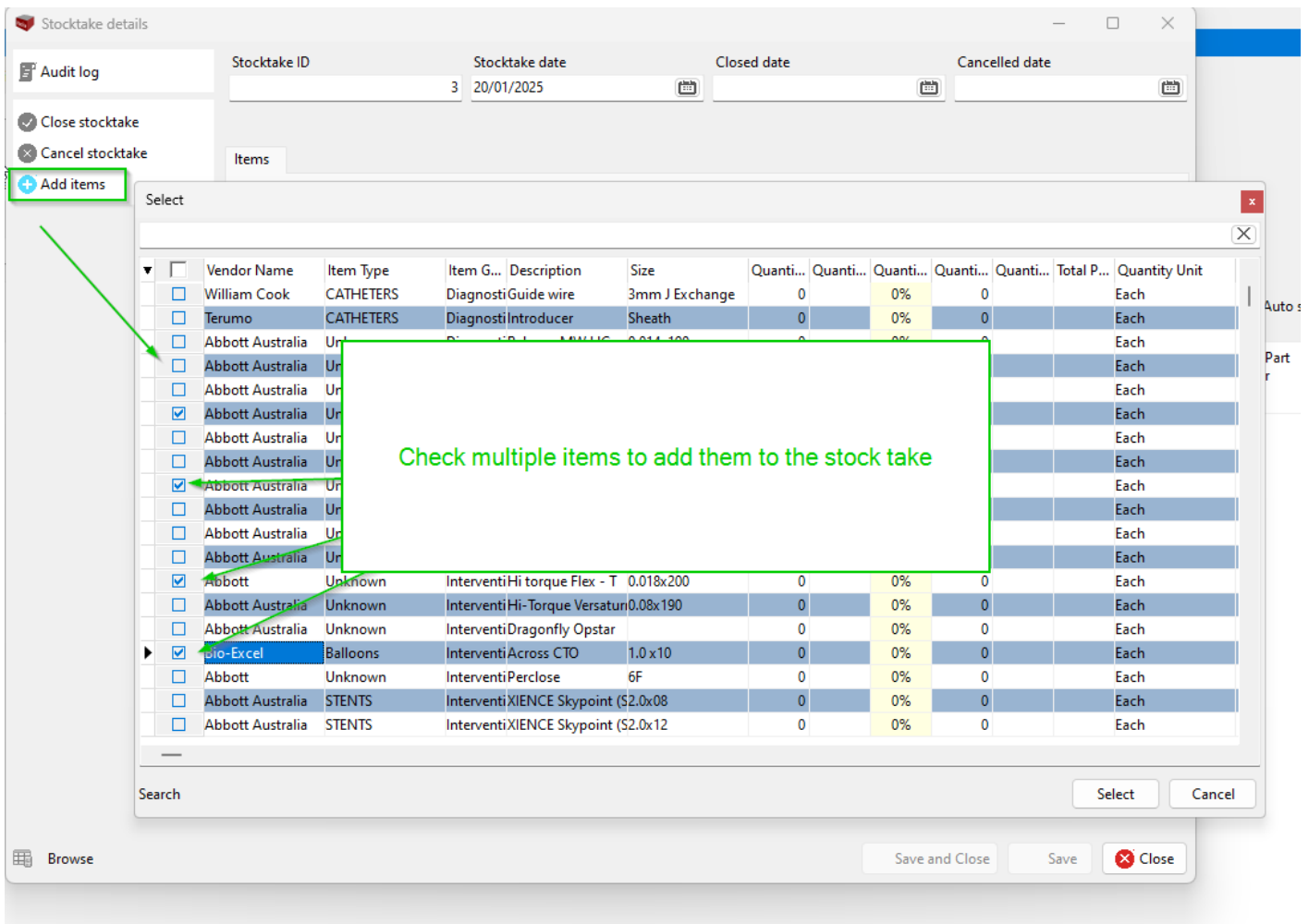
Insert

Save and Close

Save

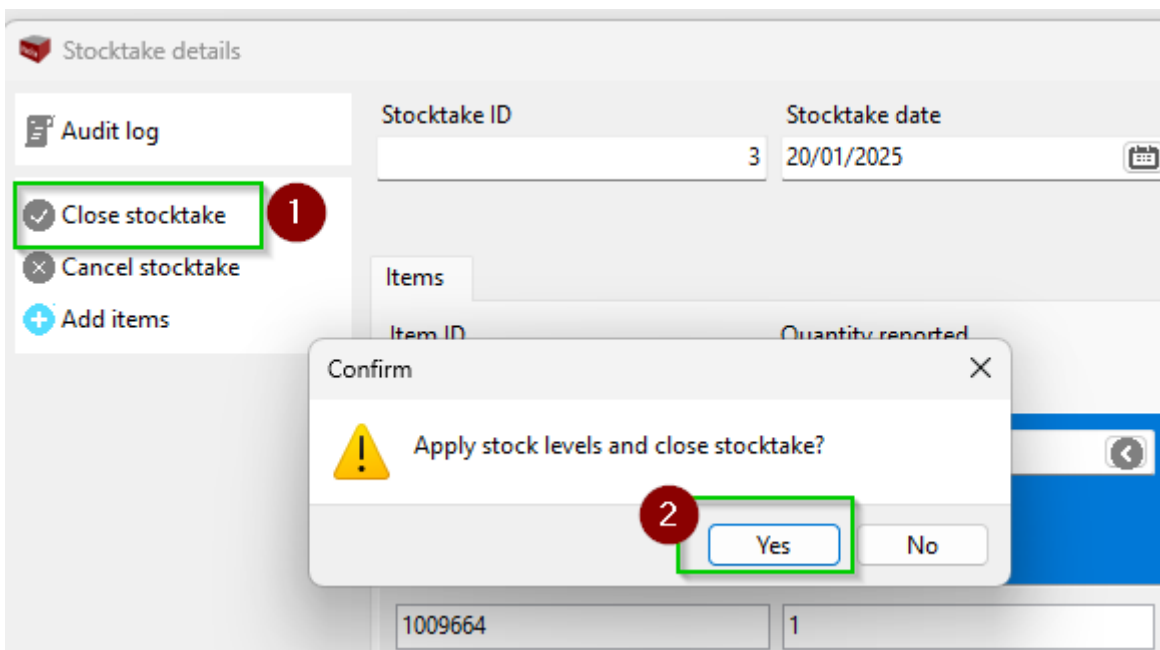
Cancel

Option to bulk add items



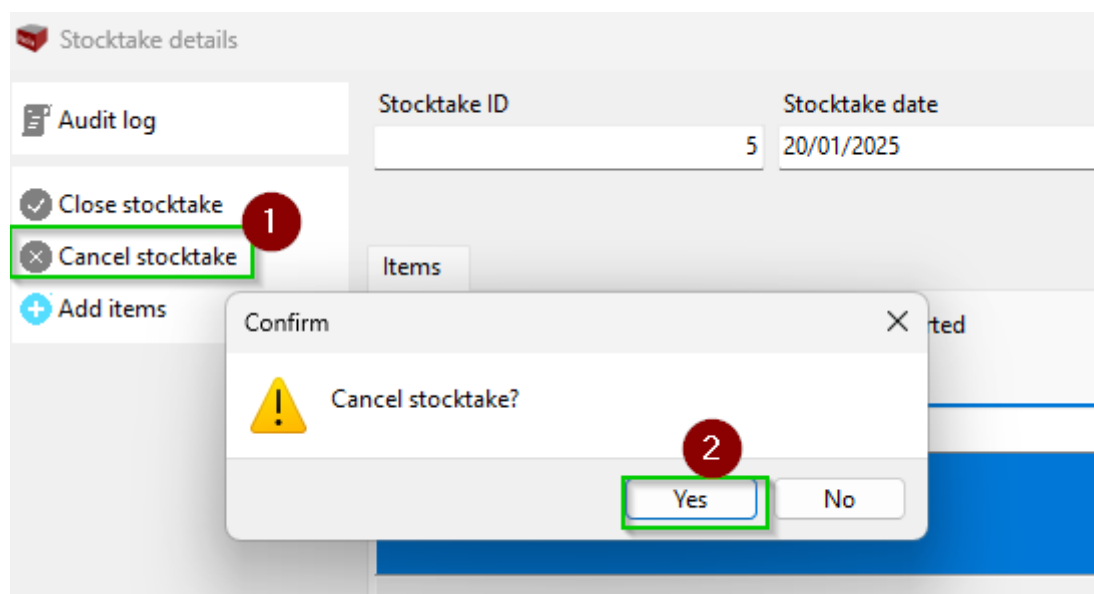
Close a stocktake

Closing a stocktake will apply the new stock levels and close the stocktake.



Cancel a stocktake

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



Revision #2

Created 20 January 2025 03:10:52 by Tristan Marlow

Updated 11 February 2025 07:30:20 by Tristan Marlow