



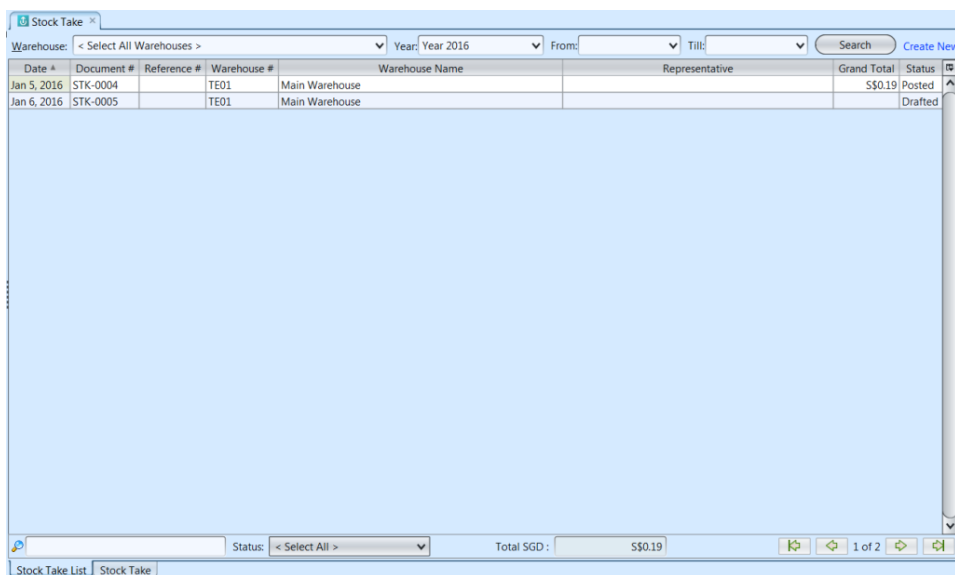


Stock Take

Stock Take view allows user to track stock take progress in a warehouse and update the inventory information (i.e. quantity, batch number, expiry date) based on the stock take report. Variance in the quantity and value can be viewed in the report after Stock Take process is completed.

Below are available actions for the user from **“Stock Take”** view:

-  Create new stock take
-  Update stock take details
-  Delete stock take
-  View and search for stock take details



The screenshot displays the 'Stock Take' application window. At the top, there is a header bar with a tab labeled 'Stock Take'. Below the header, a filter bar includes a 'Warehouse' dropdown set to '< Select All Warehouses >', a 'Year' dropdown set to 'Year 2016', and 'From' and 'Till' date pickers. A 'Search' button and a 'Create New' link are also present. The main area contains a table with the following data:

Date	Document #	Reference #	Warehouse #	Warehouse Name	Representative	Grand Total	Status
Jan 5, 2016	STK-0004		TE01	Main Warehouse		\$50.19	Posted
Jan 6, 2016	STK-0005		TE01	Main Warehouse			Drafted

Below the table is a large blue rectangular area, likely a placeholder for a chart or additional data. At the bottom of the window, a status bar shows 'Status: < Select All >', 'Total SGD: \$50.19', and navigation controls including '1 of 2' and several icons.

Stock Take

Document Date

13/01/2016

Document Number

<-AUTO-GENERATED->

Reference Number

Branch

HQ - Head Office

Stock Take Details

Warehouse

Representative

Stock Take Type

Selected Product Count

Analytical Group

Additional Info

Description / Comments

Items / Articles

Variance

Postings

Notes / Attachments

Product Brand:

< Select All >

Filter:

Select Locators

1

0

#

Locator

Product

Description

UOM

Counted Qty

Batch #

Mfg. Date

Expiry Date

Comments

Total Counted Qty : 0

Grand Total:

Start Progress

Create New

Save

Revert

Delete

Stock Take List

Stock Take

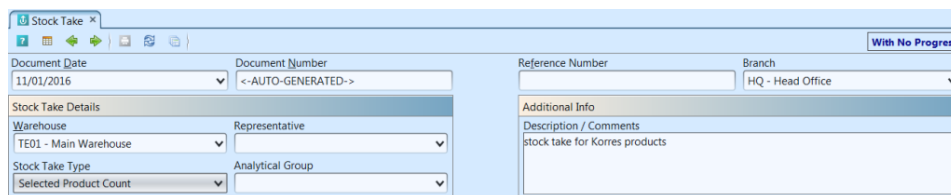
Field Name	Description	Mandatory Information
Document Date	Creation date of the document	Y
Document Number	Document number of the purchase order	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch	Y
Warehouse	The warehouse of which to do the stock take	Y
Representative	Name of staff assigned to process the stock take	N
Stock Take Type	Complete Locator Count or Selected Product Count	Y
Analytical Group		N
Description / comments	Additional information in regard to the stock take document	N
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Select Locators	Select which Locator(s) to do the stock take	Y
Locator	Locator of the product in the warehouse	Y
Product	Product code of the item	Y
Description	Product Description	Y
UOM	Type of the item (Unit of Measure)	Y
Counted Qty	Quantity as counted by stock take process for batch of items	Y
Batch #	Batch number of the counted item	N
Mfg. Date	Manufacturing date of the product batch	N
Expiry Date	Expiry date of the product batch	N
Comments	Comments on the counted line item, if any	N
Total Counted Qty	Total Counted Quantity for all the items listed in the stock take document lines items	Y
Variance Qty	Total Variance Quantity (difference between system total quantity vs total counted quantity) for all the items listed in the stock take document lines items	Y
Grand Total	Total variance in value for all the items listed in the stock take document	Y

Create New Stock Take:

1. Click on **“Create New”** at the top right of screen of **“Stock Take List”** tab, it will open **“Stock Take”** tab with empty form

2. Fill up stock take’s information on the top half of screen. For **“Stock Take Type”**:

- Complete Locator Count: all products in the selected locator(s) will be counted and have its batch information updated (if there is any variance)
- Selected Product Count: only products entered into the stock take document in the selected locator(s) will be counted and its batch information updated (if there is any variance)

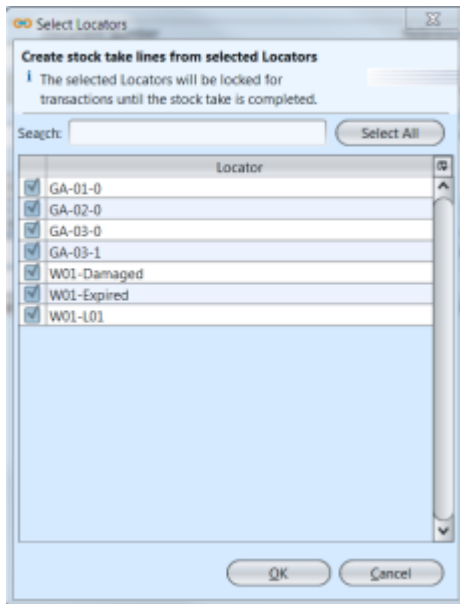


The screenshot shows the 'Stock Take' form. At the top, there's a title bar 'Stock Take' and a 'With No Progress' button. Below the title bar, there are two rows of input fields: 'Document Date' (11/01/2016) and 'Document Number' (<-AUTO-GENERATED->), followed by 'Reference Number' and 'Branch' (HQ - Head Office). Below these, there are two main sections: 'Stock Take Details' and 'Additional Info'. 'Stock Take Details' contains 'Warehouse' (TE01 - Main Warehouse), 'Representative', 'Stock Take Type' (Selected Product Count), and 'Analytical Group'. 'Additional Info' contains a 'Description / Comments' field with the text 'stock take for Korres products'.

3. Click **“Save”** button at the bottom right side of screen

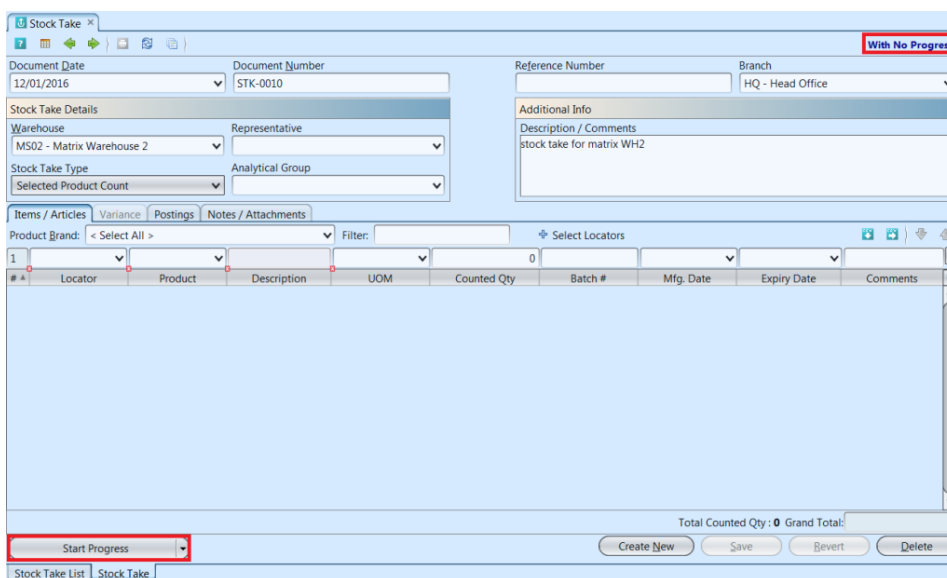
4. Select which locator(s) to do the stock take from by clicking on **+ Select Locators** in the middle of the screen. User to tick checkbox(es) of locator(s) in the pop up window. Alternatively, user may select all the locators by clicking on the **“Select All”** button. Click OK to confirm the selected locator(s)*

***Note:** Locators of staging type will not be included in the Stock Take process. Locator(s) selected will be reserved and thus unavailable for selection in other Stock Take document, until the former Stock Take document is posted.



5. Click on **“Start Progress”** button at the bottom left of screen to start the stock take process*.

***Note:** Starting a stock take process will lock all the products in the selected locator(s) from being use by other processes with inventory movement. User can stop / pause a stock take progress at any time and continue / start again another time. Stopping the stock take will unlock the selected locator(s) and make available the inventory inside these locators for other processes (**WARNING:** this may cause discrepancy in the stock take result)



6. Click on **“Count Sheet Report”** button at the bottom of screen and print the stock take count sheet

report

Stock Take

Document Date: 12/01/2016 | Document Number: STK-0010 | Reference Number: | Branch: HQ - Head Office

Stock Take Details: Warehouse: MS02 - Matrix Warehouse 2 | Representative: | Stock Take Type: | Analytical Group: |

Additional Info: Description / Comments: stock take for matrix WH2

Report Options: Print/export/preview the generated report. Select a Report Format: A4 Format. Buttons: Print, Export, Preview, Cancel.

Items / Articles: Product Brand: < Select All > | Locators: | Mfg. Date: | Expiry Date: | Comments: |

Total Counted Qty: 0 Grand Total: | Buttons: Complete Progress, Count Sheet Report, Create New, Save, Revert, Delete

- Locator Count Sheet: count sheet listing (selected) products in the selected locator(s), to be use for Stock Take process


Samoocha Demo Distribution Pte Ltd
Locator Count Sheet

Date : 11-Jan-2016 | Document # : STK-0008 | Warehouse : MS02 - Matrix Warehouse 2

Part Number	Product Name	Batch Number	Mfg Date	Expiry Date	UOM	Product Count	Comments
Tuan02-Default							
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160329		29-Mar-2016	Carton-12		
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	01-Nov-2015	29-Apr-2016	Carton-12		
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Loa-1510	01-Oct-2015	29-Mar-2016	Carton-12		
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1510	01-Oct-2015	29-Mar-2016	Each		
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	01-Nov-2015	29-Apr-2016	Each		
Tuan02-Default-AF							
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	01-Nov-2015	29-Apr-2016	Each		
Stock Take Date :							
Stock Taker :			Verified By :				
Signature :			Signature :				

7. User may filter the products list by selecting a brand from **“Product Brand”** drop-down list.

8. Add locator into the stock take by searching for the locator from the “Locator” drop-down list in the table on **“Items / Articles”** tab

9. Select product to add into the stock take from the “Product” drop-down list in the table on **“Items / Articles”** tab. Enter the product’s UOM, counted quantity, and batch information for the selected locator, and click  button to add the product info into the stock take document. If there is no changes to the batch information, user may leave the batch number textfield empty

10. Repeat steps 8-9 to add more products into

the stock take*

***Note:** User can stop / pause a stock take progress at any time and continue (start) again another time. Stopping the stock take will unlock the selected locator(s) and allow inventory inside these locators for other processes (**WARNING:** this may cause discrepancy in the stock take result)

The screenshot shows the 'Stock Take Progress' screen. At the top, there are tabs for 'Items / Articles', 'Variance', 'Postings', and 'Notes / Attachments'. Below these, there's a 'Product Brand' dropdown set to 'LOA - Locker' and a 'Filter' field. A 'Select Locators' button is also present. The main area contains a table with the following columns: #, Locator, Product, Description, UOM, Counted Qty, Batch #, Mfg. Date, Expiry Date, and Comments. The table lists six rows of 'LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS' with various locators (Loa10, Carton-12) and batch numbers. At the bottom, there's a 'Total Counted Qty: 0 Grand Total:' label and a row of buttons: 'Complete Progress', 'Count Sheet Report', 'Create New', 'Save', 'Revert', and 'Delete'. A 'Stock Take List' link is also visible.

#	Locator	Product	Description	UOM	Counted Qty	Batch #	Mfg. Date	Expiry Date	Comments
1	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each		PI-1511	Nov 1, 2015	Apr 29, 2016	
2	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each		PI-1511	Nov 1, 2015	Apr 29, 2016	
3	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each		PI-1510	Oct 1, 2015	Mar 29, 2016	
4	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12		Loa-1510	Oct 1, 2015	Mar 29, 2016	
5	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12		PI-1511	Nov 1, 2015	Apr 29, 2016	
6	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12		20160329		Mar 29, 2016	

This is a close-up of the 'Complete Progress' button. It has a dropdown arrow on its right side. Below the button, a red box highlights the text 'Stop Progress', which is the option selected from the dropdown menu.

11. Click on **"Complete Progress"** button at the bottom left of screen to confirm completion of the stock take process. Click on arrow on **"Complete Progress"** button and select **"Stop Progress"** to stop/pause the stock take progress

12. Click on **"Post To Accounts"** button at the bottom left of screen to post the stock take to accounts. If there is any variance in quantity or batch info, the system will create:

- Differences in the product batch information / quantity / total cost for the stock take variance under **"Variance"** tab
- Journal entries for the stock take variance under **"Posting"** tab

Stock Take x

Document Date: 11/01/2016 Document Number: STK-0008 Reference Number: Branch: HQ - Head Office

Stock Take Details

Warehouse: MS02 - Matrix Warehouse 2 Representative: EM01 - Christopher

Stock Take Type: Selected Product Count Analytical Group:

Additional Info

Description / Comments: stock take for Matrix WH2

Items / Articles Variance Postings Notes / Attachments

Product Brand: LOA - Loacker Filter: Select Locators

#	Locator	Product	Description	UOM	Counted Qty	Batch #	Mfg. Date	Expiry Date	Comments
1	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	ch - Each	2	20160429	/11/2015	29/04/2016	change batch#
1	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	2	20160429	Nov 1, 2015	Apr 29, 2016	change batch#
2	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	2	20160429	Nov 1, 2015	Apr 29, 2016	change batch#
3	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	1	20160329	Oct 1, 2015	Mar 29, 2016	change batch#
4	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12	1	Loa-1510	Oct 1, 2015	Mar 29, 2016	
5	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12	1	20160429	Nov 1, 2015	Apr 29, 2016	change batch#
6	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12	1	20160329	Oct 1, 2015	Mar 29, 2016	

Total Counted Qty : 8, System Qty : 8, Variance Qty : 0 Grand Total: \$50.15

Post To Accounts Create New Save Revert Delete

Stock Take List Stock Take

Items / Articles Variance Postings Notes / Attachments

Product Brand: < Select All > Filter:

#	Locator	Product	Description	UOM	Batch #	Mfg Date	Expiry Date	Add Qty	Remove Qty	Total Cost
1	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	20160429	Nov 1, 2015	Apr 29, 2016	2		\$51.52
2	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	20160429	Nov 1, 2015	Apr 29, 2016	2		\$51.52
3	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	20160329	Oct 1, 2015	Mar 29, 2016	1		\$50.76
5	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12	20160429	Nov 1, 2015	Apr 29, 2016	1		\$59.10
7	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	PI-1511	Nov 1, 2015	Apr 29, 2016		2	(\$51.50)
8	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	PI-1511	Nov 1, 2015	Apr 29, 2016		2	(\$51.50)
9	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	PI-1510	Oct 1, 2015	Mar 29, 2016		1	(\$50.75)
10	Tuas02-Default	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12	PI-1511	Nov 1, 2015	Apr 29, 2016		1	(\$59.00)

Total : 6 6 \$50.15

Total Counted Qty : 8, System Qty : 8, Variance Qty : 0 Grand Total: \$50.15

Variance Report Create New Save Revert Delete

Stock Take List Stock Take

Items / Articles Variance Postings Notes / Attachments

Journal: Inventory Journal Date: 11/01/2016 Document #: STK-0008 Reference #:

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
2140.01	Stock Write off / Loss	Commercial	stock take for Matrix WH2			\$512.90	\$512.90 Cr
2140.01	Stock Write off / Loss	Commercial	stock take for Matrix WH2		\$512.75		\$512.75 Dr
4230.001	Finished Goods - Third Party (Gross)	Commercial	stock take for Matrix WH2			\$512.75	\$512.75 Cr
4230.001	Finished Goods - Third Party (Gross)	Commercial	stock take for Matrix WH2		\$512.90		\$512.90 Dr

Total Counted Qty : 8, System Qty : 8, Variance Qty : 0 Grand Total: \$50.15

Variance Report Create New Save Revert Delete

Stock Take List Stock Take

13. Click on **"Variance Report"** button at the bottom left of screen to print the Stock Variance Report (by quantity or value). The Variance Report will only print list of items where there are any changes / differences in the quantity, batch info, and / or cost value

Stock Take x

Document Date: 11/01/2016 Document Number: STK-0008 Reference Number: Branch: HQ - Head Office

Stock Take Details

Warehouse: MS02 - Matrix Warehouse 2 Representative: EM01 - Christopher

Stock Take Type: Analytical Group

Additional Info

Description / Comments: stock take for Matrix WH2

Items / Articles Variance Postings Notes / Attachments

Product Brand: LOA - Loader Filter: Select Locators

#	Locator	Product	Description	UOM	Counted Qty	Batch #	Mfg. Date	Expiry Date	Comments
1	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	ch - Each	2	20160429	/11/2015	29/04/2016	change batch#
2	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	2	20160429	Nov 1, 2015	Apr 29, 2016	change batch#
3	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	1	20160329	Oct 1, 2015	Mar 29, 2016	change batch#
4	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12	1	Loa-1510	Oct 1, 2015	Mar 29, 2016	change batch#
5	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12	1	20160429	Nov 1, 2015	Apr 29, 2016	change batch#
6	Tuas02-Default-AF	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Carton-12	1	20160329	Oct 1, 2015	Mar 29, 2016	change batch#

Total Counted Qty: 8, System Qty: 8, Variance Qty: 0 Grand Total: S\$0.15

Variance Report Create New Save Revert Delete

Stock Take List Stock Take

Report Options

Report Options

Print/export/preview the generated report.

Type: Quantity

Print Export Preview Cancel

- Stock Variance Report: below is sample report (type: Quantity) without variance in the counted quantity & value

Samoooha Demo Distribution Pte Ltd
Stock Variance Report

Date : 06-Jan-2016 Doc No : STK-0005 Warehouse : TE01 - Main Warehouse Type : Quantity

Part Number	Product Name	Batch Number	UOM	System Qty	Counted Qty	Variance Qty
				0	0	0
Grand Total :				0	0	0

Stock Take Date :

Stock Taker :

Verified By :

Signature :

Signature :

- Stock Variance Report: below is sample report (type: Quantity) without variance in the counted quantity but have variance in total cost value

Samooaha Demo Distribution Pte Ltd

Stock Variance Report

Date : 11-Jan-2016 Doc No : STK-0008 Warehouse : MS02 - Matrix Warehouse 2 Type : Quantity

Part Number	Product Name	Batch Number	UOM	System Qty	Counted Qty	Variance Qty
Locator: Tuas02-Default						
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160329	Each	0	1	1
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160429	Ct12	0	1	1
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160429	Each	0	2	2
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1510	Each	1	0	(1)
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	Ct12	1	0	(1)
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	Each	2	0	(2)
				15	15	0
Locator: Tuas02-Default-AF						
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160429	Each	0	2	2
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	Each	2	0	(2)
				2	2	0
Grand Total :				17	17	0

Stock Take Date :

Stock Taker :

Signature :

Verified By :

Signature :

- Stock Variance Report: below is sample report (type: Value) without variance in the counted quantity but have variance in total cost value

Samooaha Demo Distribution Pte Ltd

Stock Variance Report

Date : 11-Jan-2016 Doc No : STK-0008 Warehouse : MS02 - Matrix Warehouse 2 Type : Value Currency : SGD

Part Number	Product Name	Batch Number	UOM	System Cost	Counted Cost	Variance Cost
Locator: Tuas02-Default						
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160329	Each	0.00	0.76	0.76
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160429	Ct12	0.00	9.10	9.10
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160429	Each	0.00	1.52	1.52
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1510	Each	0.75	0.00	(0.75)
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	Ct12	9.00	0.00	(9.00)
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	Each	1.50	0.00	(1.50)
				11.25	11.38	0.13
Locator: Tuas02-Default-AF						
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	20160429	Each	0.00	1.52	1.52
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	PI-1511	Each	1.50	0.00	(1.50)
				1.50	1.52	0.02
Grand Total :				12.75	12.90	0.15

Stock Take Date :

Stock Taker :

Signature :

Verified By :

Signature :

- Locator Stock List Report: sample report. Quantity is in Stock UOM, Grand Total Quantity is in base UOM (Each)

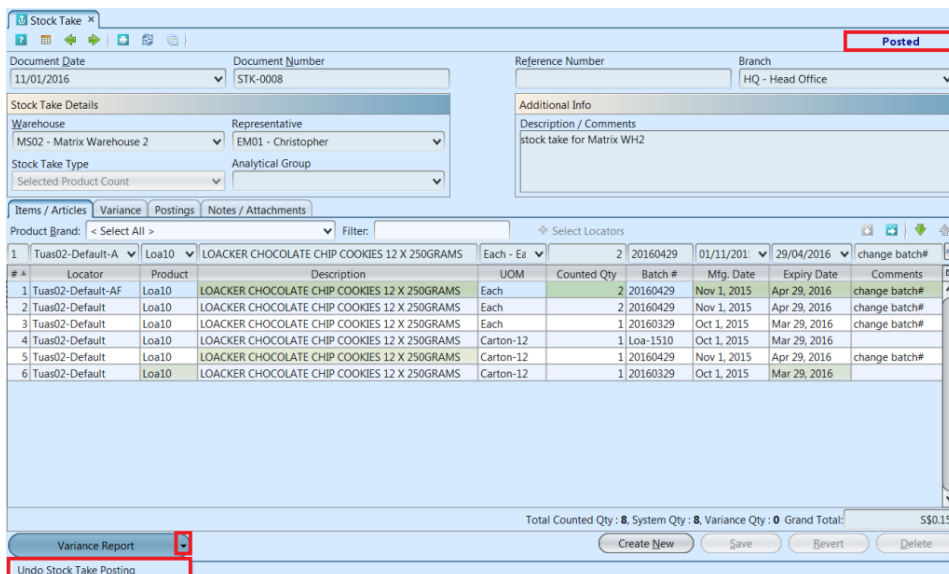
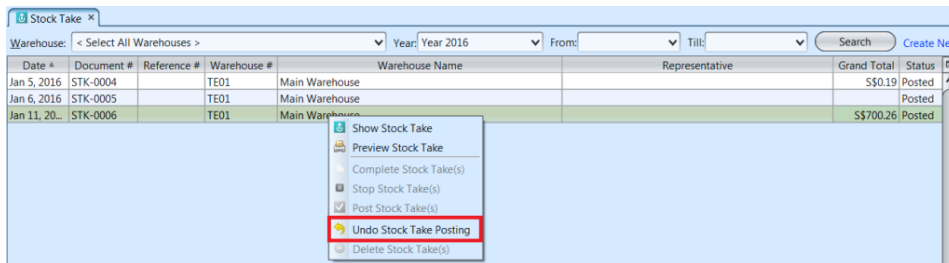
Samoooha Demo Distribution Pte Ltd
Locator Stock List

Warehouse : MS02 - Matrix Warehouse 2

Part Number	Product Name	Locator	Batch Number	Mfg Date	Expiry Date	UOM	Quantity
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Tuas02-Default	20160329	01-Oct-2015	29-Mar-2016	Ct12	1
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Tuas02-Default	20160329	01-Oct-2015	29-Mar-2016	Each	1
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Tuas02-Default	20160429	01-Nov-2015	29-Apr-2016	Ct12	1
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Tuas02-Default	20160429	01-Nov-2015	29-Apr-2016	Each	2
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Tuas02-Default	Loa-1510	01-Oct-2015	29-Mar-2016	Ct12	1
Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Tuas02-Default-AF	20160429	01-Nov-2015	29-Apr-2016	Each	2
Loa11	LOACKER MINI DARK CHOCOLATE BITES 10 X 20 X 25GRAMS	Tuas02-Default	UOM-0013			Each	10
Grand Total :							51

Update Stock Take Details:

1. Click on **"Stock Take List"** tab at the bottom of screen
2. Double click on stock take to be updated, it will bring up the details on **"Stock Take"** tab for the selected stock take. If a stock take's status is **"Confirmed"** or **"Posted"**, right click on the document in the list view and undo posting of the document first. Alternatively, open the posted document, click the arrow on **"Variance Report"** button, then click on **"Undo Stock Take Posting"**



3. Make change(s) on the stock take information
4. Click on **“Save”** button at the bottom right of screen to save
5. Click on **“Revert”** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes
6. Click on **“Start Progress”** button at the bottom left of screen to start the stock take process*.
7. Click on **“Complete Progress”** button at the bottom left of screen to confirm completion of the stock take process.
8. Click on **“Post To Accounts”** button at the bottom left of screen to post the stock take to accounts. If there is any variance in quantity or batch info, the system will create:
 - Differences in the product batch information / quantity / total cost for the stock take variance under **“Variance”** tab
 - Journal entries for the stock take variance under **“Posting”** tab

Delete Stock Take:

1. Click on **“Stock Take List”** tab at the bottom of screen
2. Double click on stock take to be deleted, it will bring up the details on **“Stock Take”** tab for the selected stock take. If a stock take’s status is **“Confirmed”** or **“Posted”**, right click on the document in the list view and undo posting of the document first. Alternatively, open the posted document, click the arrow on **“Variance Report”** button, then click on **“Undo Stock Take Posting”**
3. Click on **“Delete”** button at the bottom right side

of screen

4. Click on **“Yes”** button on the pop-up window to confirm stock take deletion

View and Search for Stock Take Details:

1. Click on **“Stock Take List”** tab at the bottom of screen
 2. Enter search parameter to filter the result, i.e. type in which warehouse to search for in the **“Warehouse”** text field box or select from drop-down list
 3. Result can be sorted alphabetically by clicking the fields' columns
 4. Double click on stock take to view full details of the document, it will bring up the details on **“Stock Take”** tab for the selected document
-