

# INVENTORY

## STOCK TAKE – PROCEDURE

All bins within a stock take batch will be locked for editing (resulting in the system preventing any stock issues /returns to these locations until the stock take batch has been updated).

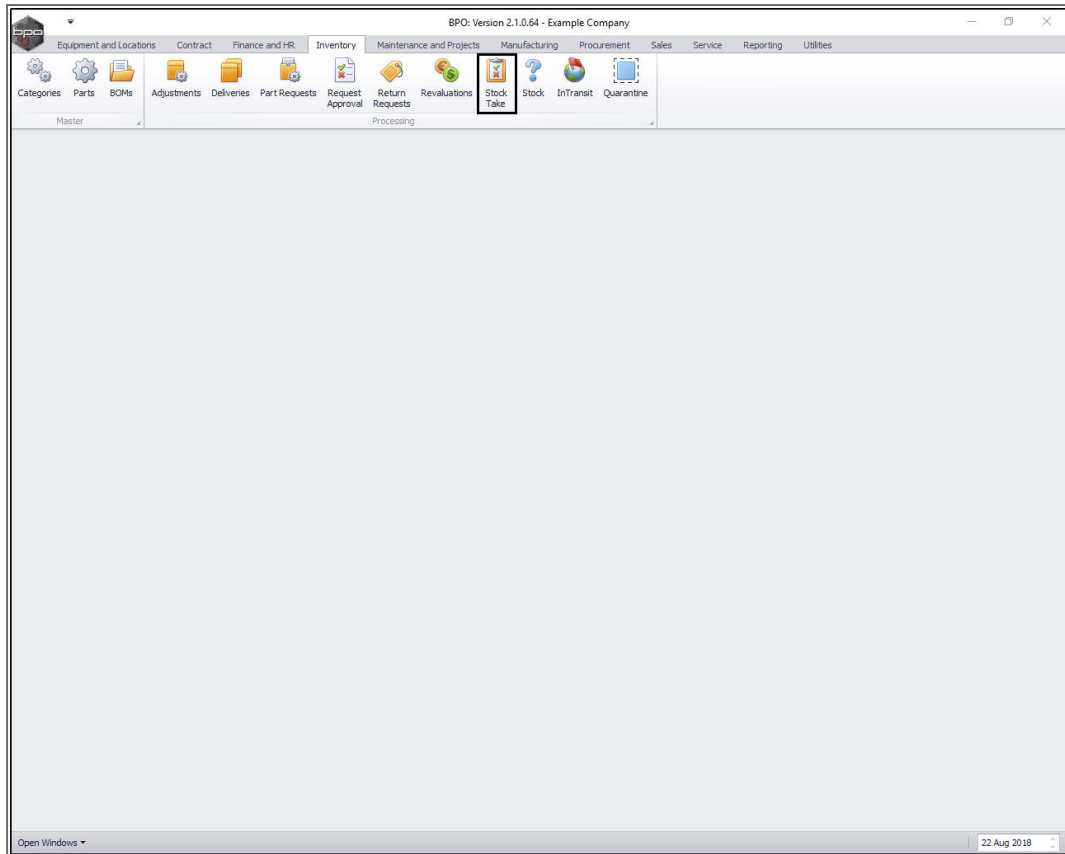
Only one person should update the Stock on Hand quantities in a stock take batch at a time. If two people open the same stock take batch for editing, only the first person's updates will be saved.

If you are using the Stock Batch Tracking option, make sure you take note of the Batch Number for C-Class (non-serialised) items when counting and updating stock quantities. For more details, refer to [Inventory: Stock Batches](#).

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**Ribbon Access:** *Inventory > Stock Take*

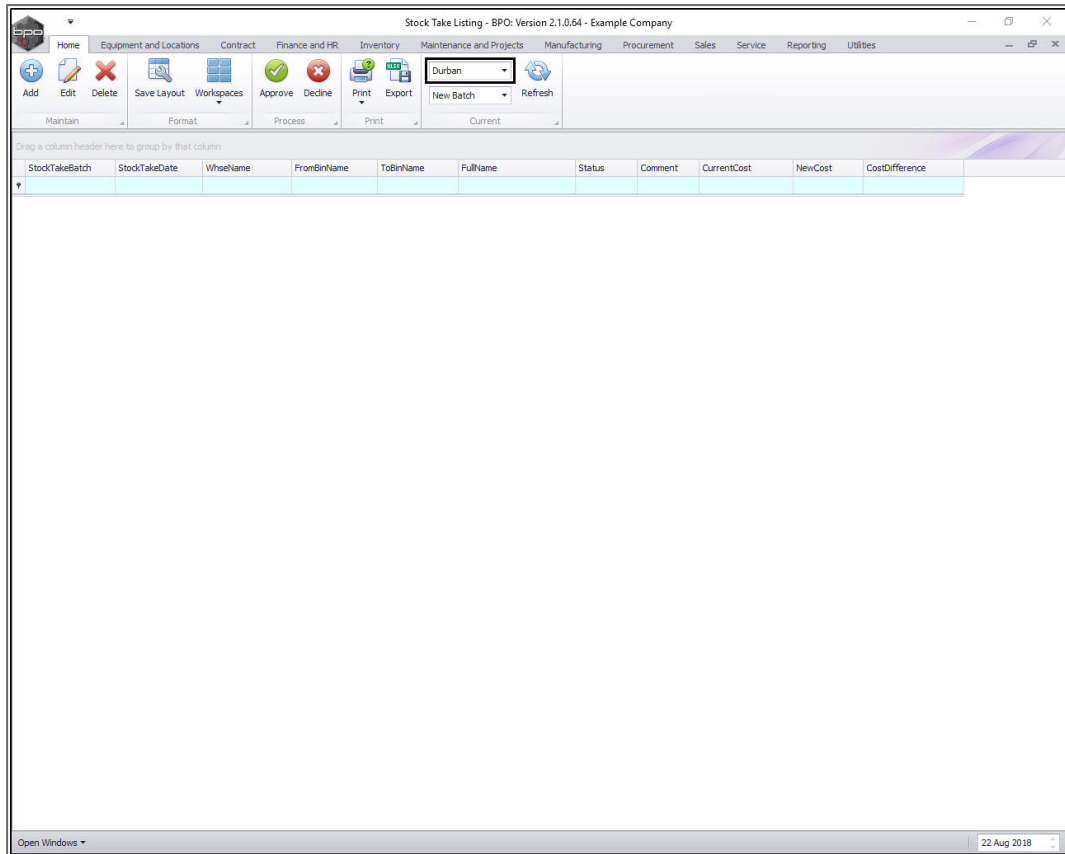
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The ***Stock Take Listing*** screen will be displayed.

## CREATE STOCK TAKE BATCH

- Select the ***site***.
  - In this image, ***Durban*** has been selected.



Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export New Batch Refresh

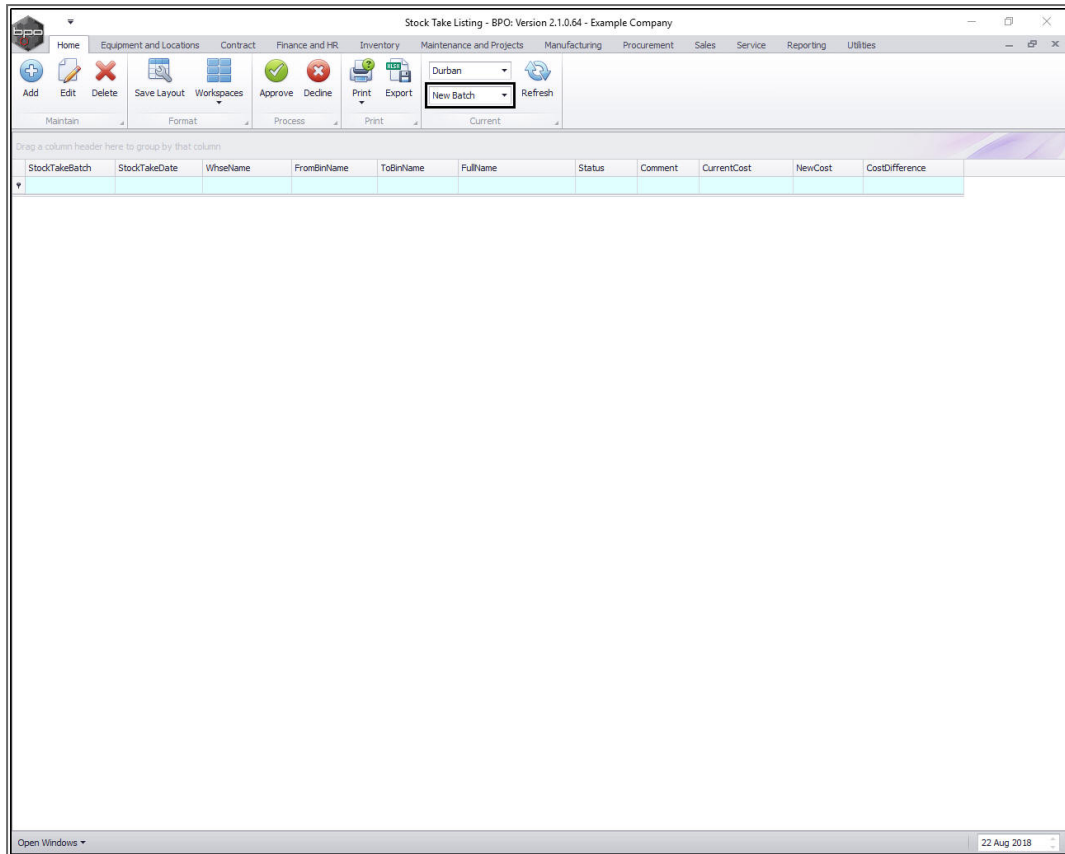
Maintain Format Process Print Current

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference

Open Windows 22 Aug 2018

- Select the **status**.
  - This should be set to **New Batch**.



Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export Refresh

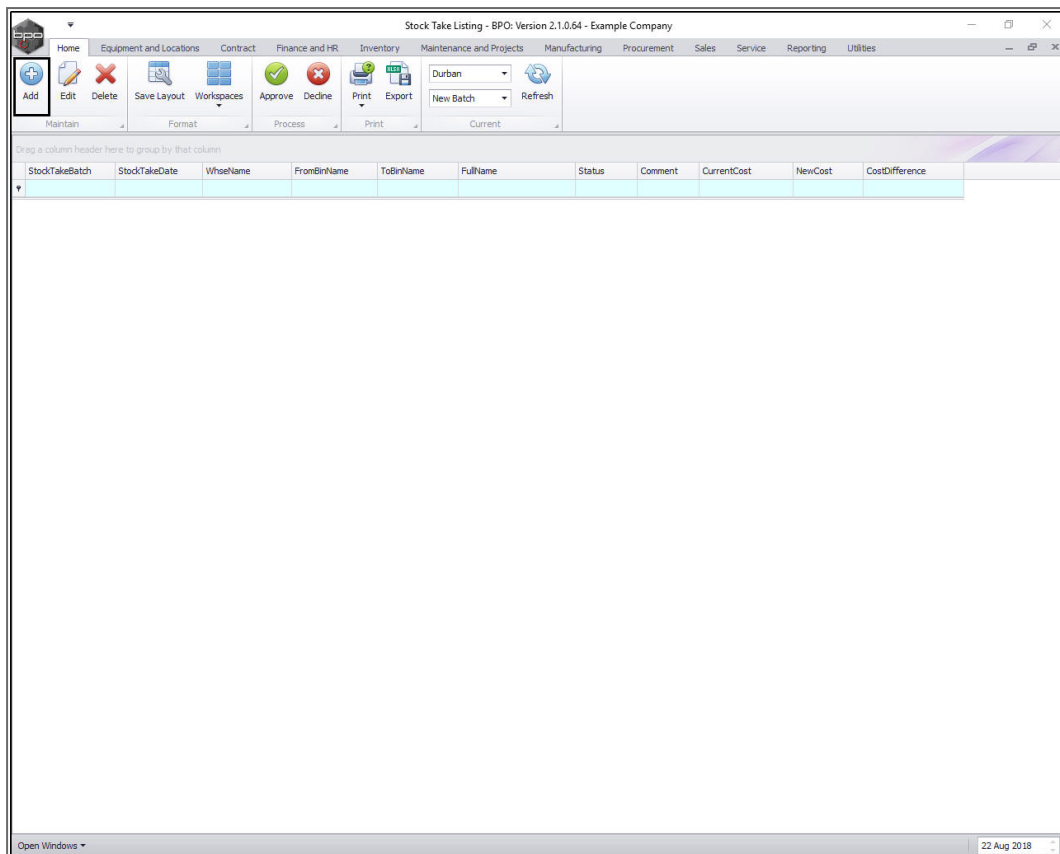
Maintain Format Process Print Current

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference

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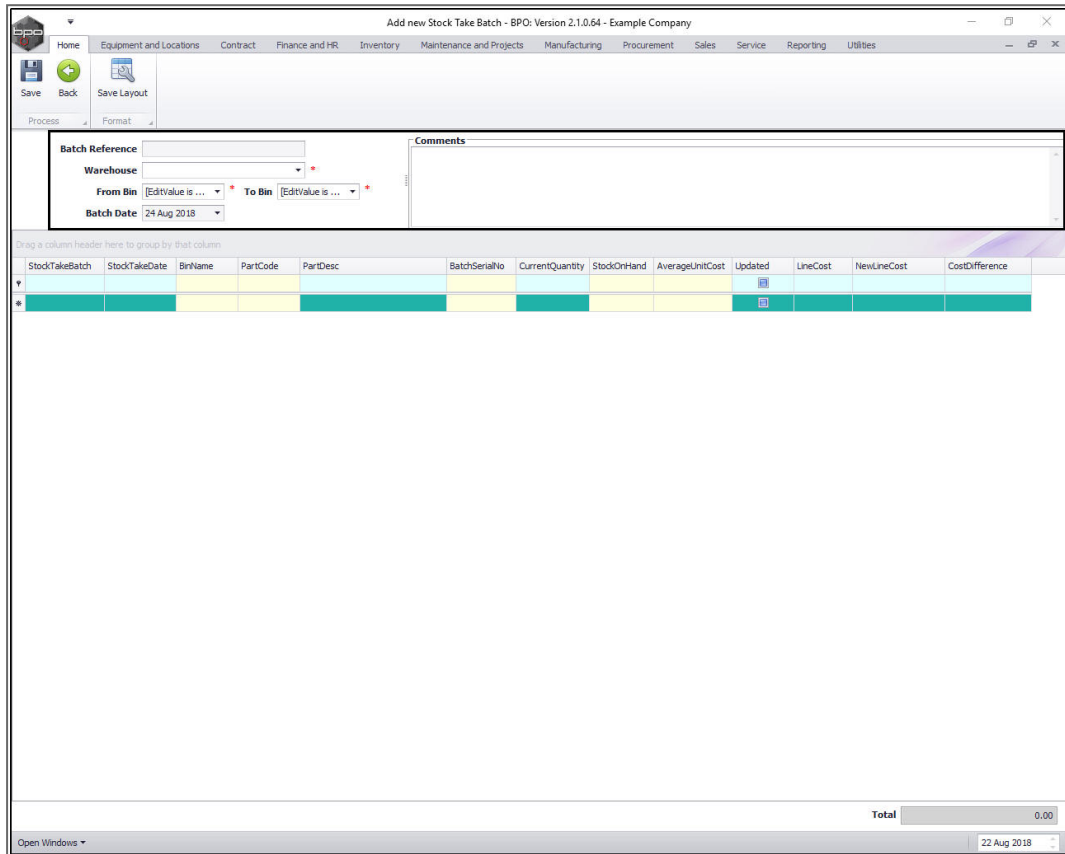
- Click on **Add**.



The **Add new Stock Take Batch** screen will be displayed.

- **Batch Reference:** The system will allocate a **batch reference number** when the stock take batch is **saved**.
- **Warehouse:** Click on the drop-down arrow and select the warehouse.
- **From Bin:** Select the bin with which you wish the stock take list to begin.
- **To Bin:** Select the bin with which you wish to end your stock take list (select the same bin if you are doing stock take one bin at a time).
  - **Note:** Doing the stock take **one bin at a time** may be useful, as all movement of the parts within that bin will be suspended until the stock take batch is updated.

- **Batch Date:** This will auto populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select alternative date if required.
- **Comments:** Type in a relevant comment concerning this stock take if required.



- The **Stock data grid** will now populate with a list of all the parts within the selected bin(s).

**Note:** A part will **not** be included in the stock take if it has no procurement history.

Add new Stock Take Batch - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Batch Reference:

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0	300.00	<input type="checkbox"/>	1 200.00	0.00	-1 200.00
	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	0	25.00	<input type="checkbox"/>	0.00	0.00	0.00
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	0	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	0	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0	45.00	<input type="checkbox"/>	180.00	0.00	-180.00
	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0	357.45	<input type="checkbox"/>	1 072.36	0.00	-1 072.36
	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0	450.00	<input type="checkbox"/>	1 800.00	0.00	-1 800.00
	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0	450.00	<input type="checkbox"/>	67 500.00	0.00	-67 500.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	0	450.00	<input type="checkbox"/>	90 000.00	0.00	-90 000.00
<b>Total</b>											-166 585.24	

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## SAVE STOCK TAKE BATCH

- Click on **Save**.

Add new Stock Take Batch - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Batch Reference

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0	300.00	<input type="checkbox"/>	1 200.00	0.00	-1 200.00
	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	0	25.00	<input type="checkbox"/>	0.00	0.00	0.00
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	0	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	0	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0	45.00	<input type="checkbox"/>	180.00	0.00	-180.00
	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0	357.45	<input type="checkbox"/>	1 072.36	0.00	-1 072.36
	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0	450.00	<input type="checkbox"/>	1 800.00	0.00	-1 800.00
	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0	450.00	<input type="checkbox"/>	67 500.00	0.00	-67 500.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	0	450.00	<input type="checkbox"/>	90 000.00	0.00	-90 000.00
										<b>Total</b>		-166 585.24

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- A **Stock Take Processing** message box will pop up informing you that;
- **Stock Take batch No. [ ] saved successfully.**

**Note:** In this image, you can see that the **system** has generated a **batch number**.

- Click on **OK**.

**Note:** Remember that stock cannot be **issued** or **transferred** until Stock Take is **completed**, in order to keep stock quantities correct.



Add new Stock Take Batch - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Batch Reference:

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0	300.00	<input type="checkbox"/>	1 200.00	0.00	-1 200.00
	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	0	25.00	<input type="checkbox"/>	0.00	0.00	0.00
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	0	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	0	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0	45.00	<input type="checkbox"/>	180.00	0.00	-180.00
	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0	357.45	<input type="checkbox"/>	1 072.36	0.00	-1 072.36
	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0	450.00	<input type="checkbox"/>	1 800.00	0.00	-1 800.00
	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0	450.00	<input type="checkbox"/>	67 500.00	0.00	-67 500.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	0	450.00	<input type="checkbox"/>	90 000.00	0.00	-90 000.00
<b>Total</b>											-166 585.24	

Open Windows 22 Aug 2018

- A **Report Generation** message box will pop up asking you;
  - **Do you want to print the Stock Take batch [ ]?**
- Click on **Yes**.

Add new Stock Take Batch - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Batch Reference:

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
24 Aug 2018	DBN-B1	147-888544	K147 Black toner			4.00	0	300.00	<input type="checkbox"/>	1 200.00	0.00	-1 200.00
24 Aug 2018	DBN-B1	123452N	2N Paper			0.00	0	25.00	<input type="checkbox"/>	0.00	0.00	0.00
24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919			4.00	0	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963		4.00	0	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736		4.00	0	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855		4.00	0	45.00	<input type="checkbox"/>	180.00	0.00	-180.00
24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919			3.00	0	357.45	<input type="checkbox"/>	1 072.36	0.00	-1 072.36
24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner			4.00	0	450.00	<input type="checkbox"/>	1 800.00	0.00	-1 800.00
24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444		4.00	0	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020			150.00	0	450.00	<input type="checkbox"/>	67 500.00	0.00	-67 500.00
24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606		200.00	0	450.00	<input type="checkbox"/>	90 000.00	0.00	-90 000.00

Report Generation

Do you want to print the Stock Take batch ST40?

Yes No

Total: -166 585.24

Open Windows: 22 Aug 2018

- The **Report Preview** screen will be displayed.
- From here you can **View, Print, Email** and **Export** the Stock Take Sheet.
- **Close** the report preview screen when you are done.

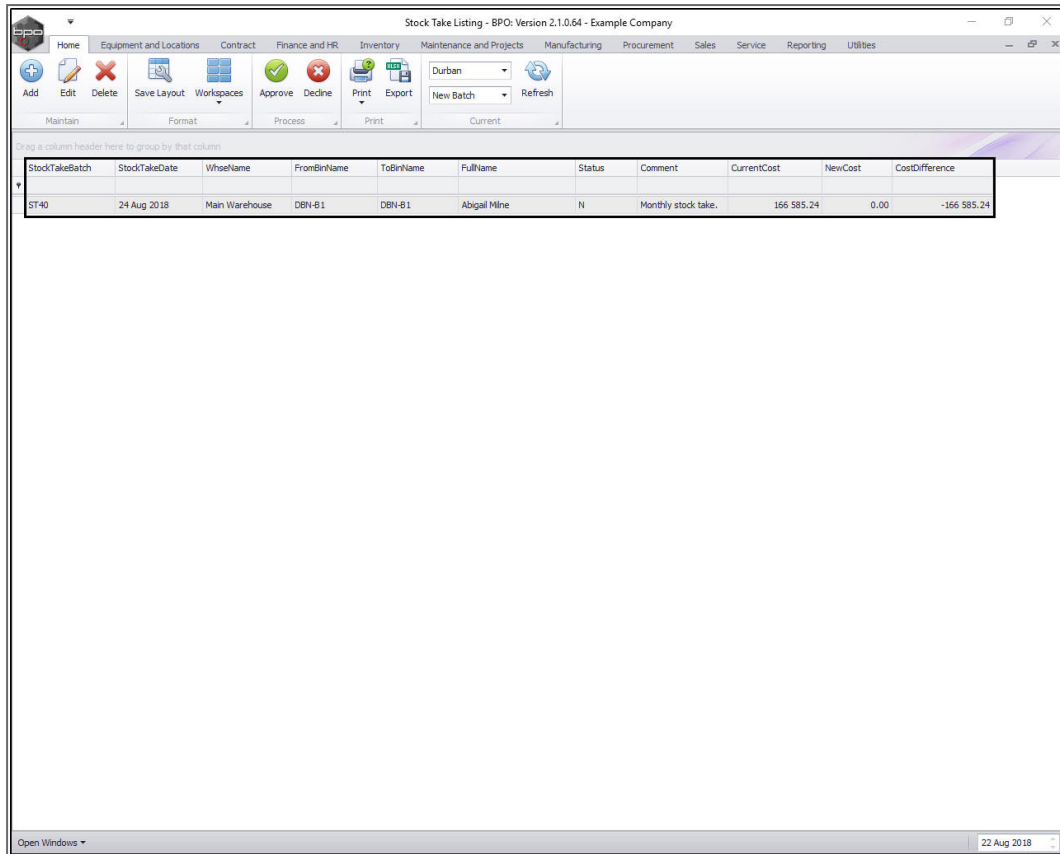
**Stock Take Sheet**

Stock Take Ref.: ST40  
 Date : 24 Aug 2018  
 Warehouse : Main Warehouse

Bin	Part Code	Part Description	Batch Number	Quantity
DBN-B1	2020-147K	Black toner SP2020		<input type="text"/>
DBN-B1	2020-147K	Black toner SP2020	147K-20170606	<input type="text"/>
DBN-B1	SP19-147K	Black Toner SP1919		<input type="text"/>
DBN-B1	SP19-147K	Black Toner SP1919	963	<input type="text"/>
DBN-B1	SP19-147Y	Yellow Toner - SP1919		<input type="text"/>
DBN-B1	2020-147M	Magenta toner SP2020	000191214736	<input type="text"/>
DBN-B1	147-888544	K147 Black toner		<input type="text"/>
DBN-B1	147-888741	K147 Yellow Toner		<input type="text"/>
DBN-B1	9835632	Air Freshner	4777-8855	<input type="text"/>
DBN-B1	1020-147C	Toner Cyan	1020-4444	<input type="text"/>

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- You will return to the **Stock Take Listing** screen.
- The **Stock Take data grid** will now be populated with the details of the new stock take batch.



StockTakeBatch	StockTakeDate	Warehouse	FromBinName	ToBinName	Full Name	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-81	DBN-81	Abigail Milne	N	Monthly stock take.	166 585.24	0.00	-166 585.24

## EXPORT STOCK TAKE BATCH

### Version Compatibility<sup>1</sup>

- On adding or editing the stock take batch, you can click on the Export button to export stock take batch items to an excel document.

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<sup>1</sup> BPO2 v2.5.0.8 or higher

Maintenance of Stock Take Batch ST47 - BPO: Version 2.5.0.9 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Export

Process Format Print

Batch Reference: ST47

Warehouse: Main Warehouse

From Bin: DBN-A1 To Bin: DBN-A1

Batch Date: 31/03/2022

Comments

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0	148.000	0.000	395.830		58,582.8
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 000191200005	0.000	0.000	395.830		0.0
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 147	446.000	0.000	395.830		176,540.3
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 147K-20170606	0.000	0.000	395.830		0.0
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 191220101025	0.000	0.000	395.830		0.0
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 20-9999	1.000	0.000	395.830		395.8
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 20160701	0.000	0.000	395.830		0.0
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 20170731	2.000	0.000	395.830		791.6
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 65478	2.000	0.000	395.830		791.6
ST47	31/03/2022	1 1 2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0	1.000	0.000	322.917		322.9
ST47	31/03/2022	1 1 2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0 000191214712	0.000	0.000	322.917		0.0
ST47	31/03/2022	1 1 2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0 191230501020	0.000	0.000	322.917		0.0
ST47	31/03/2022	1 1 2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0 20170728	11.000	0.000	322.917		3,552.0
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0	534.000	0.000	308.375		164,672.3
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 1234	0.000	0.000	308.375		0.0
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 147-12345	0.000	0.000	308.375		0.0
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 7845	13.000	0.000	308.375		4,008.8
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 963	475.000	0.000	308.375		146,478.2
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 987-14785	0.000	0.000	308.375		0.0
ST47	31/03/2022	1 1 2 DBN-A1	5 SP19-147C	Cyan Toner - SP1919	0	8.000	0.000	350.000		2,800.0
ST47	31/03/2022	1 1 2 DBN-A1	5 SP19-147C	Cyan Toner - SP1919	0 123456	0.000	0.000	350.000		0.0
Total										-1,261,213.29

Open Windows User: BiancaD 31/03/2022 Version: 2.5.0.9 Example Company

- The list will be exported and opened in a MS Excel document.

AutoSave Maintenance of Stock Take Batch ST47\_31-Mar-2022\_04-06-45 Search (Alt+F2)

File Home Insert Page Layout Formulas Data Review View Developer Add-ins Help BI Tools

Undo Clipboard Font Alignment Number Conditional Formatting Styles Cell Styles Insert Delete Sort & Find Filter Select Analyze Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0	148.000	0.000	395.830	FALSE	58,582.8						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 000191200005	0.000	0.000	395.830	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 147	446.000	0.000	395.830	FALSE	176,540.3						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 147K-20170606	0.000	0.000	395.830	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 191220101025	0.000	0.000	395.830	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 20-9999	1.000	0.000	395.830	FALSE	395.8						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 20160701	0.000	0.000	395.830	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 20170731	2.000	0.000	395.830	FALSE	791.6						
ST47	31/03/2022	1 1 2 DBN-A1	2 2020-147K	Black toner SP2020	0 65478	2.000	0.000	395.830	FALSE	791.6						
ST47	31/03/2022	1 1 2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0	1.000	0.000	322.917	FALSE	322.9						
ST47	31/03/2022	1 1 2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0 000191214712	0.000	0.000	322.917	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0 191230501020	0.000	0.000	322.917	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0 20170728	11.000	0.000	322.917	FALSE	3,552.0						
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0	534.000	0.000	308.375	FALSE	164,672.3						
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 1234	0.000	0.000	308.375	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 147-12345	0.000	0.000	308.375	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 7845	13.000	0.000	308.375	FALSE	4,008.8						
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 963	475.000	0.000	308.375	FALSE	146,478.2						
ST47	31/03/2022	1 1 2 DBN-A1	4 SP19-147K	Black Toner SP1919	0 987-14785	0.000	0.000	308.375	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	5 SP19-147C	Cyan Toner - SP1919	0	8.000	0.000	350.000	FALSE	2,800.0						
ST47	31/03/2022	1 1 2 DBN-A1	5 SP19-147C	Cyan Toner - SP1919	0 123456	0.000	0.000	350.000	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	11 CL-100-965	Cleaner	0	15.000	0.000	15.000	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	11 CL-100-965	Cleaner	0 789	17.000	0.000	15.000	FALSE	255.0						
ST47	31/03/2022	1 1 2 DBN-A1	16 12345Z	ZN Paper	0	9.000	0.000	17.214	FALSE	154.9						
ST47	31/03/2022	1 1 2 DBN-A1	16 12345Z	ZN Paper	0 20170913	0.000	0.000	17.214	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	16 12345Z	ZN Paper	0 5874-9633	0.000	0.000	17.214	FALSE	0.0						
ST47	31/03/2022	1 1 2 DBN-A1	16 12345Z	ZN Paper	0 7458	3.000	0.000	17.214	FALSE	51.6						
ST47	31/03/2022	1 1 2 DBN-A1	14 147-88854	K147 Black toner	0	7.000	0.000	310.294	FALSE	2,172.0						

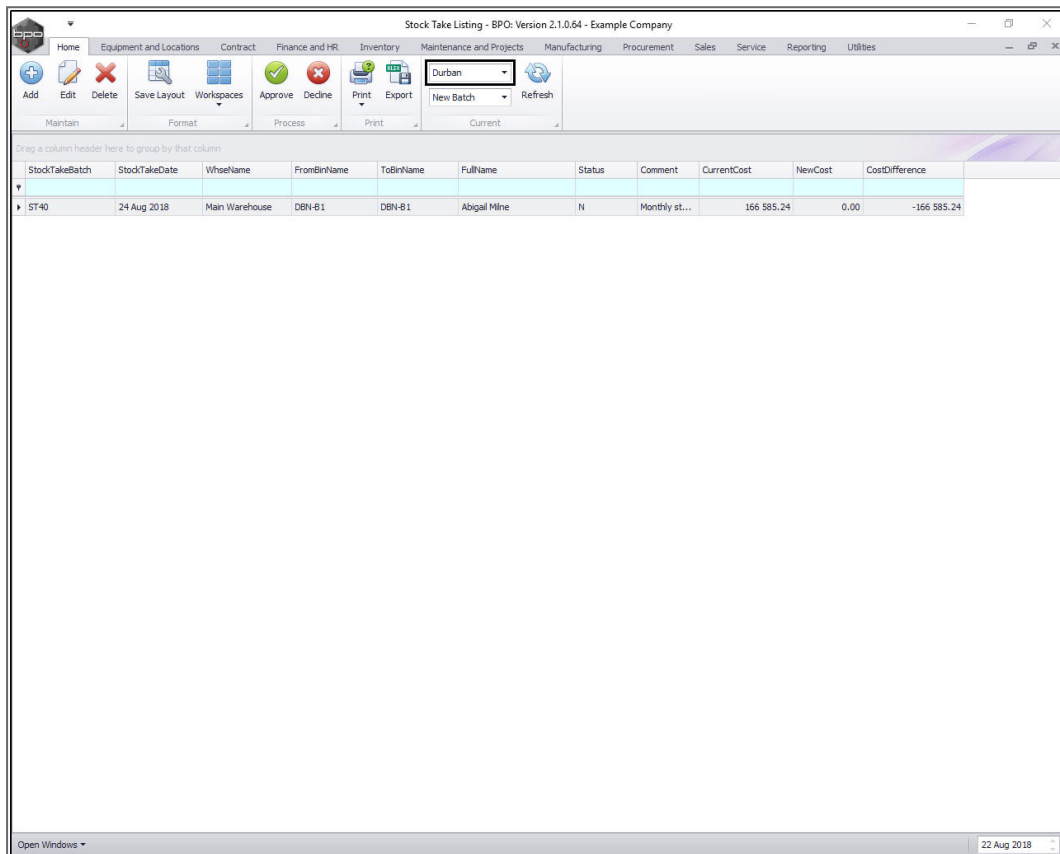
Ready Accessibility: Good to go

## PRINT ASSET VERIFICATION REPORT

(A-Class Items)

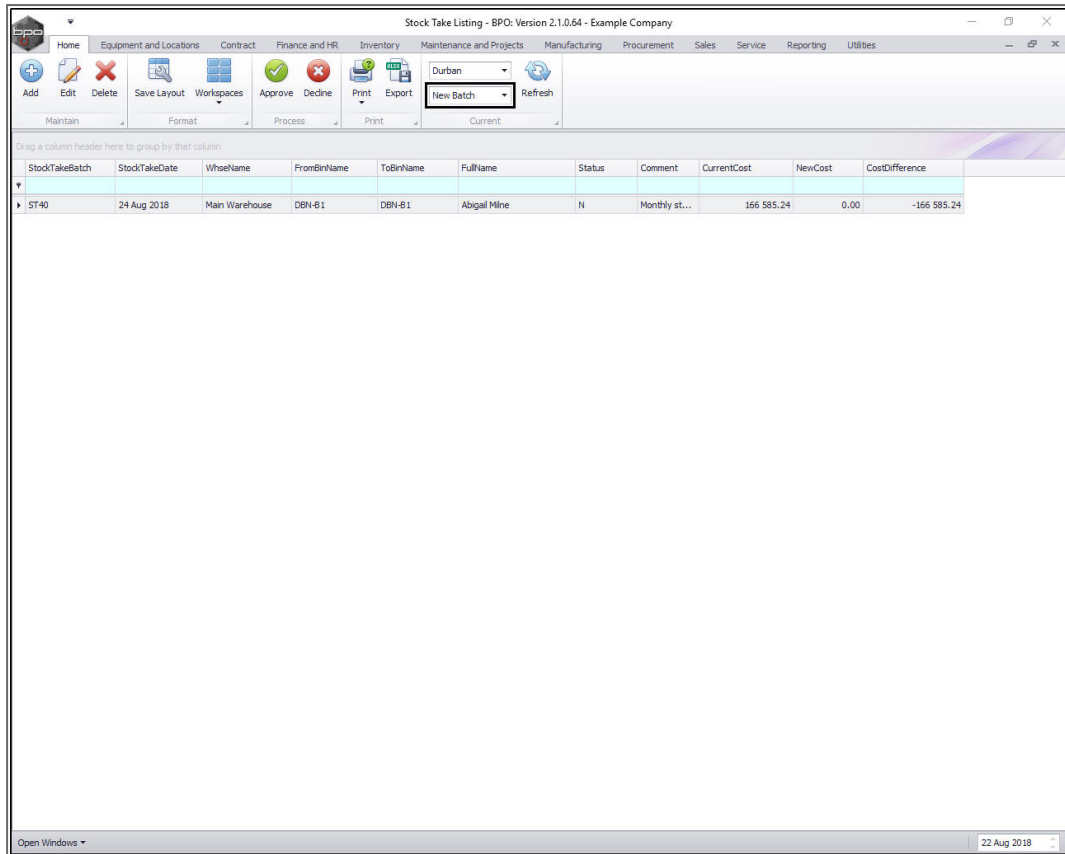
The **Asset Verification Report**, will give you a list of **serialised** items in the store (or per bin - depending on your selection), to print out and verify that those serialised items are physically in the store.

- In the **Stock Take Listing** screen, ensure that the correct **site** is selected.
- In this image, **Durban** has been selected.



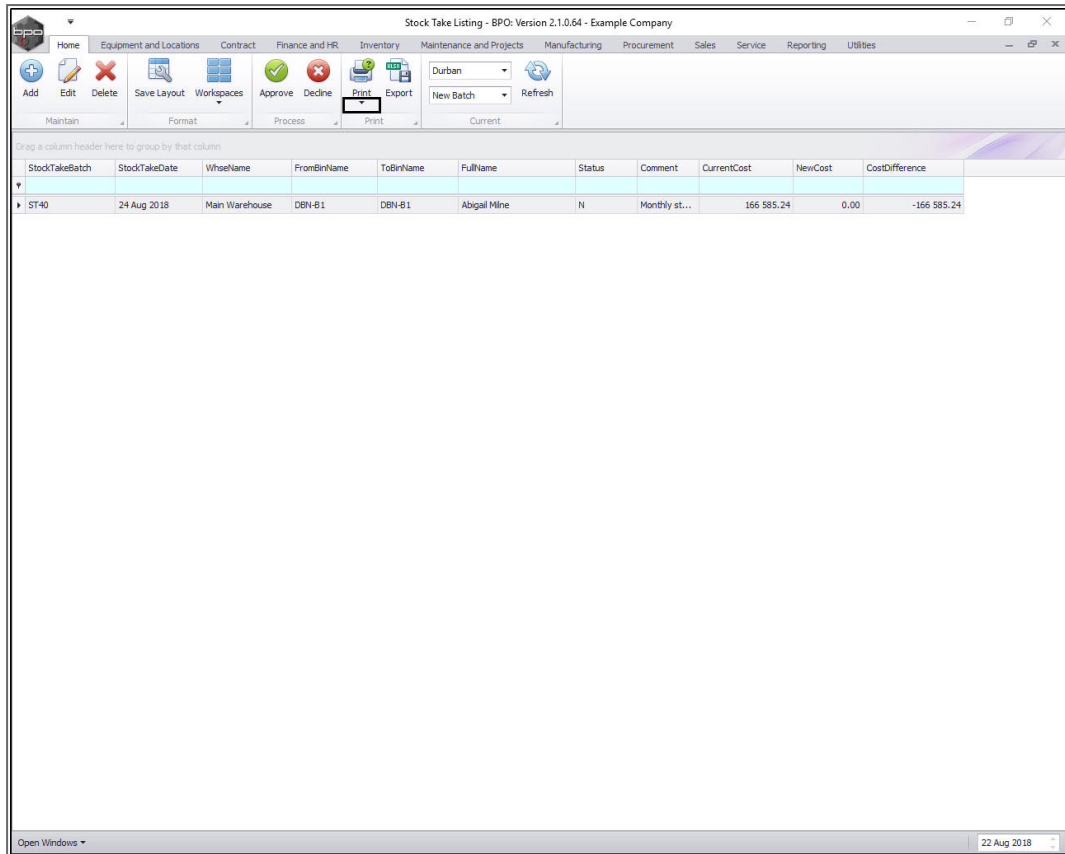
StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Milne	N	Monthly st...	166 585.24	0.00	-166 585.24

- The **status** must be set to **New Batch**.



StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-81	DBN-81	Abigail Milne	N	Monthly st...	166 585.24	0.00	-166 585.24

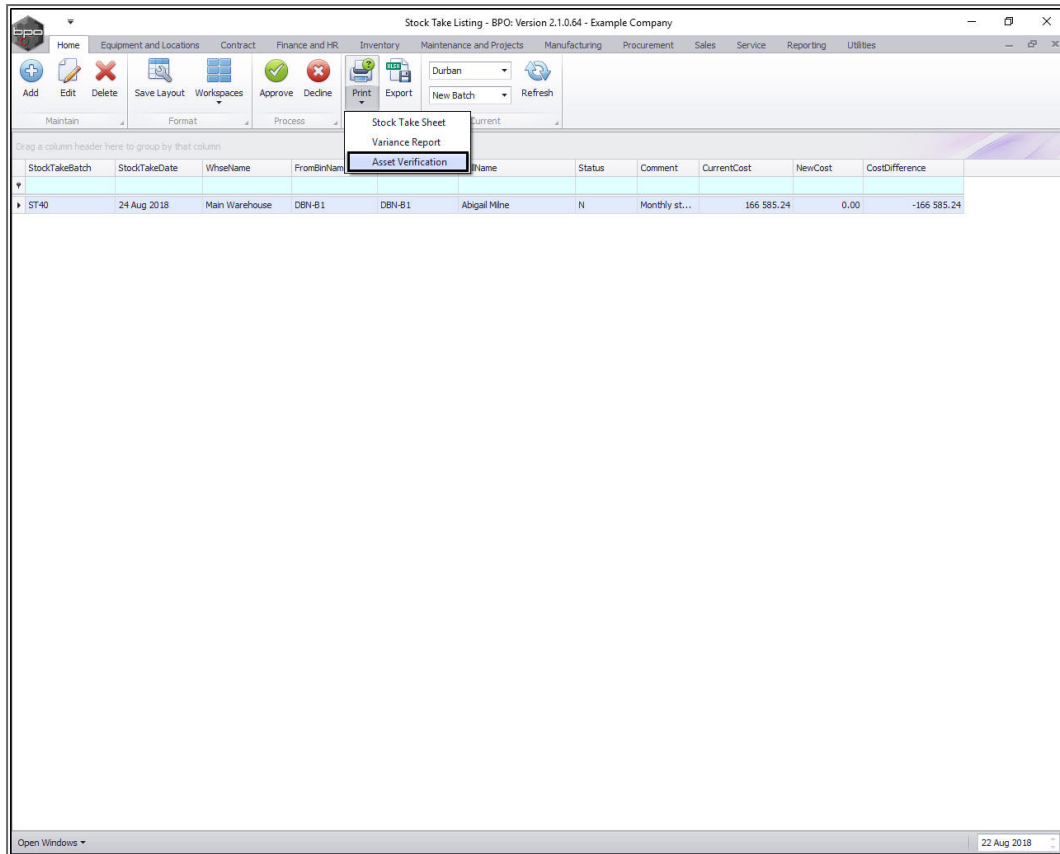
- Click on the drop-down arrow on the **Print** button.



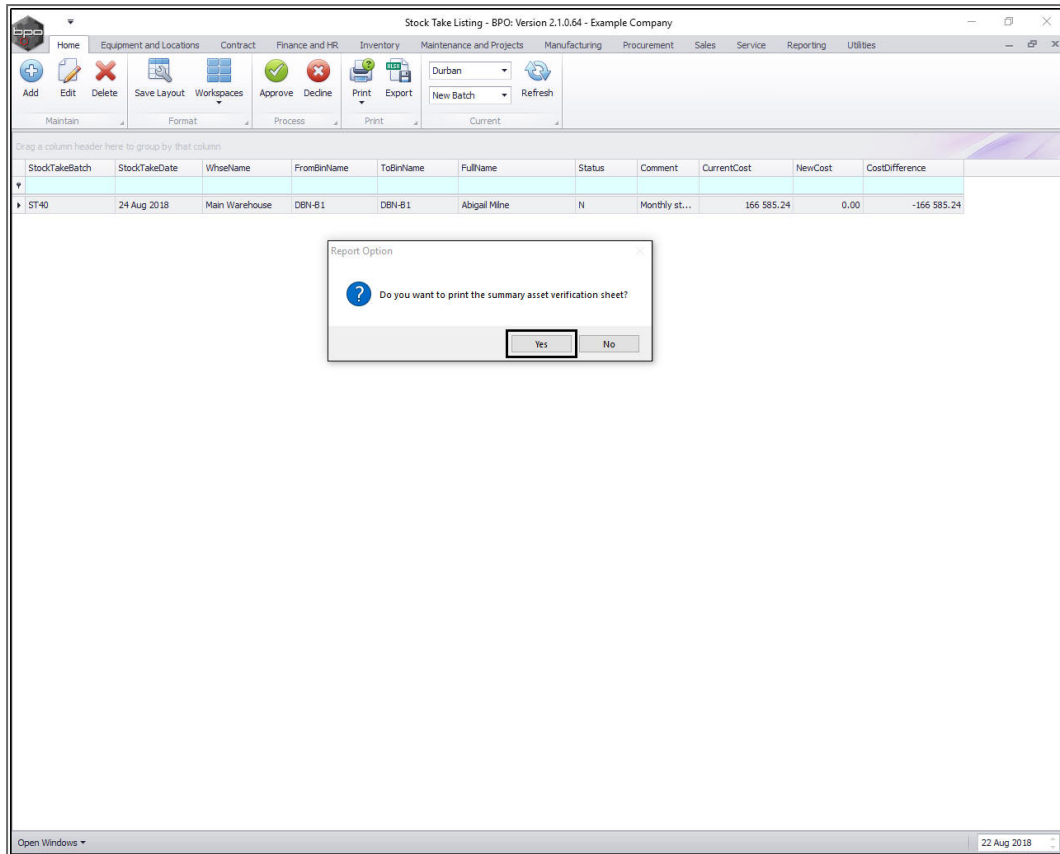
StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-81	DBN-81	Abigail Milne	N	Monthly st...	166 585.24	0.00	-166 585.24

- A Print drop-down menu will appear.
- Click on **Asset Verification**.





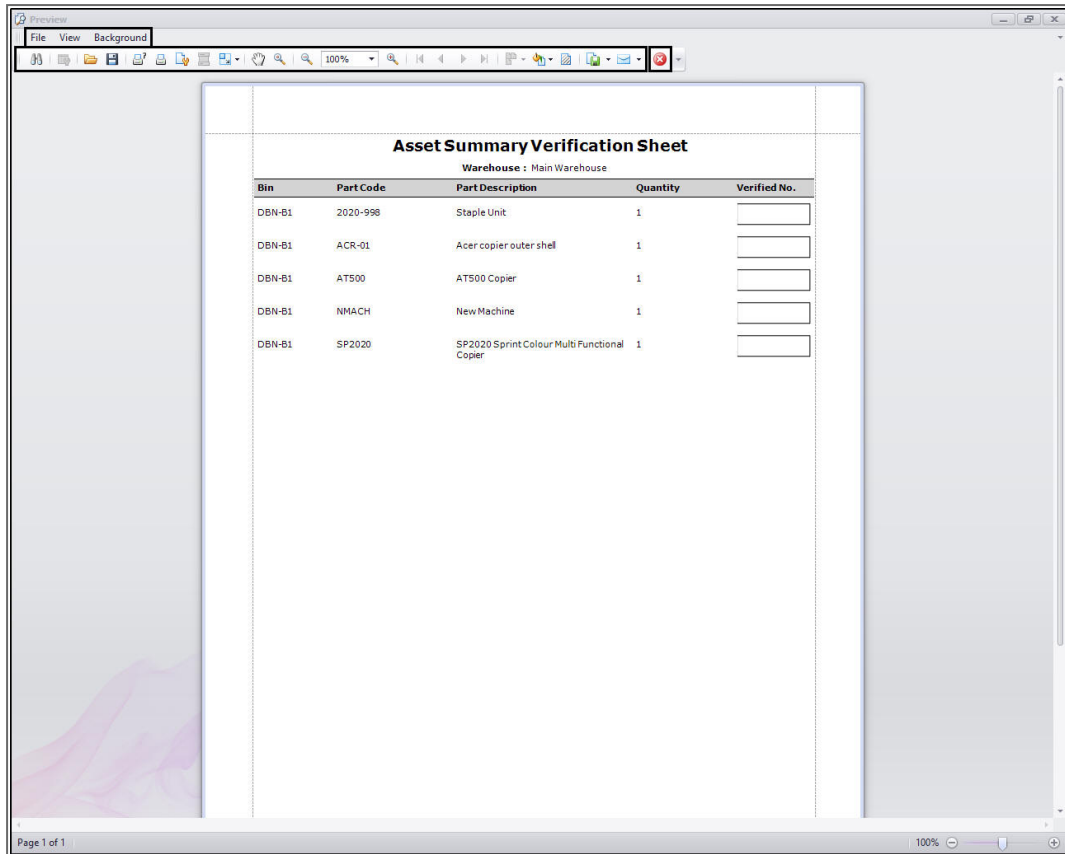
- A **Report Option** message box will pop up asking;
  - **Do you want to print the summary asset verification sheet?**
- Click on **Yes**.



- The **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Email** and **Export** the Asset Summary Verification Sheet.

**Note:** This report can be printed, and used to count and verify the serialised items in store if you find discrepancies with the asset quantities or serial numbers, or a stock adjustment is required.

- **Close** the report preview screen when you are done.



Bin	Part Code	Part Description	Quantity	Verified No.
DBN-B1	2020-998	Staple Unit	1	<input type="text"/>
DBN-B1	ACR-01	Acer copier outer shell	1	<input type="text"/>
DBN-B1	AT500	AT500 Copier	1	<input type="text"/>
DBN-B1	NMACH	New Machine	1	<input type="text"/>
DBN-B1	SP2020	SP2020 Sprint Colour Multi Functional Copier	1	<input type="text"/>

## PRINT STOCK TAKE SHEET

### (C-Class Items)

- In the **Stock Take Listing** screen, ensure that the correct **site** is selected.
  - In this image, **Durban** has been selected.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export New Batch Refresh

Maintain Format Process Print Current

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Milne	N	Monthly stock take.	166 585.24	0.00	-166 585.24
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Milne	N		41 116.84	0.00	-41 116.84

Open Windows 22 Aug 2018

- The **status** must be set to **New Batch**.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export New Batch Refresh

Maintain Format Process Print Current

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Mine	N	Monthly stock take.	166 585.24	0.00	-166 585.24
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Mine	N		41 116.84	0.00	-41 116.84

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- Ensure that the **row selector** is in front of the correct **batch number**.
- Click on the drop-down arrow on the **Print** button.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export Durban New Batch Refresh

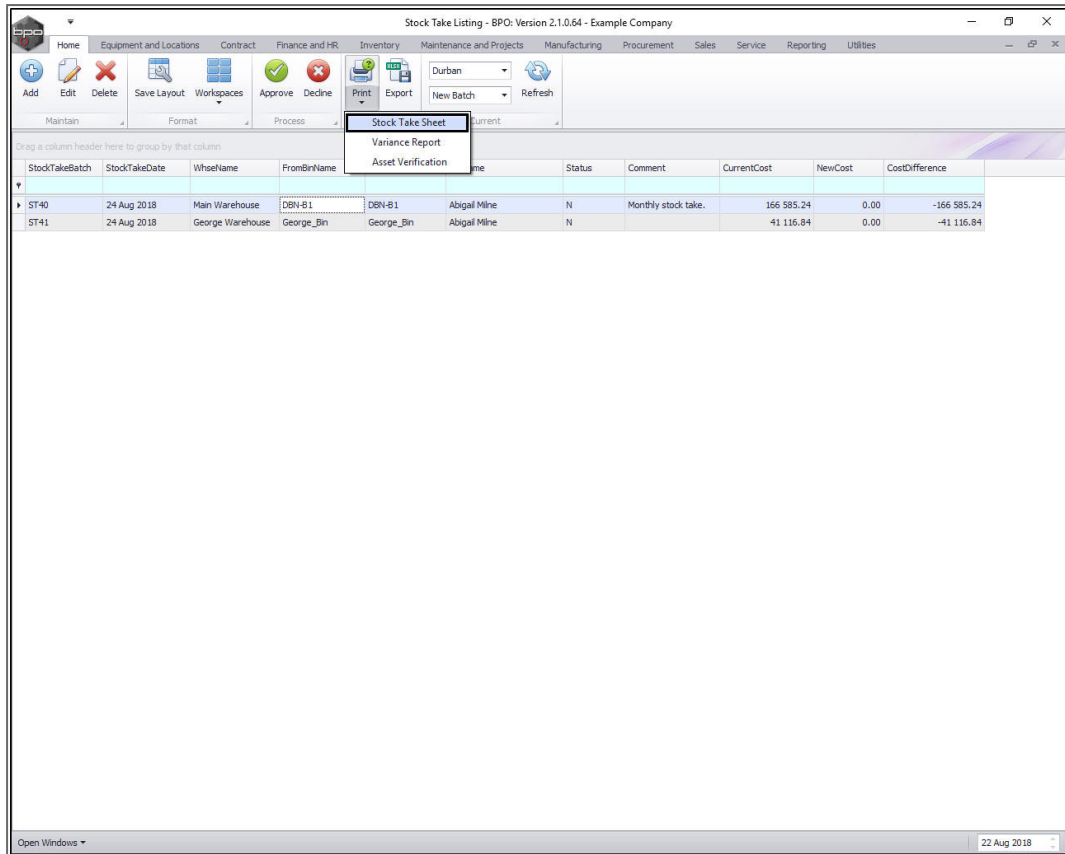
Maintain Format Process Print Current

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Milne	N	Monthly stock take.	166 585.24	0.00	-166 585.24
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Milne	N		41 116.84	0.00	-41 116.84

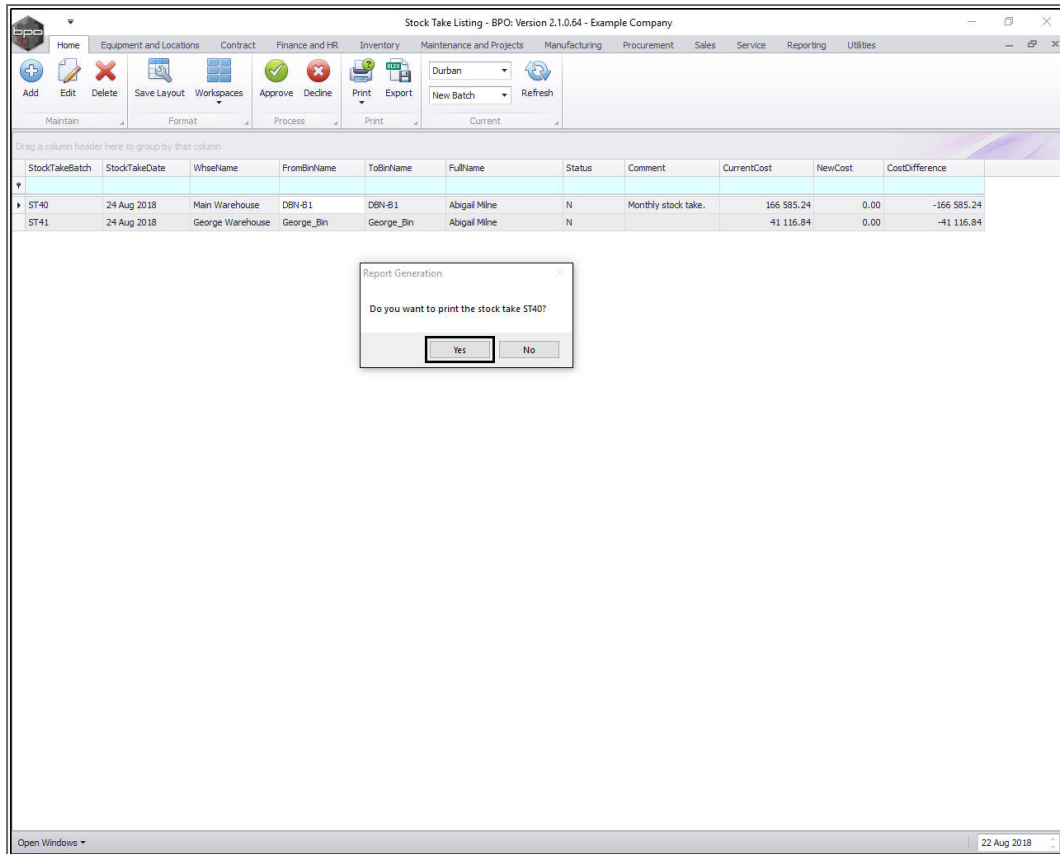
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- The Print drop-down menu will appear.
- Click on **Stock Take Sheet**.



StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	Name	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Mine	N	Monthly stock take.	166 585.24	0.00	-166 585.24
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Mine	N		41 116.84	0.00	-41 116.84

- A **Report Generation** message box will pop up asking;
  - **Do you want to print the stock take [ ]?**
- Click on **Yes**.

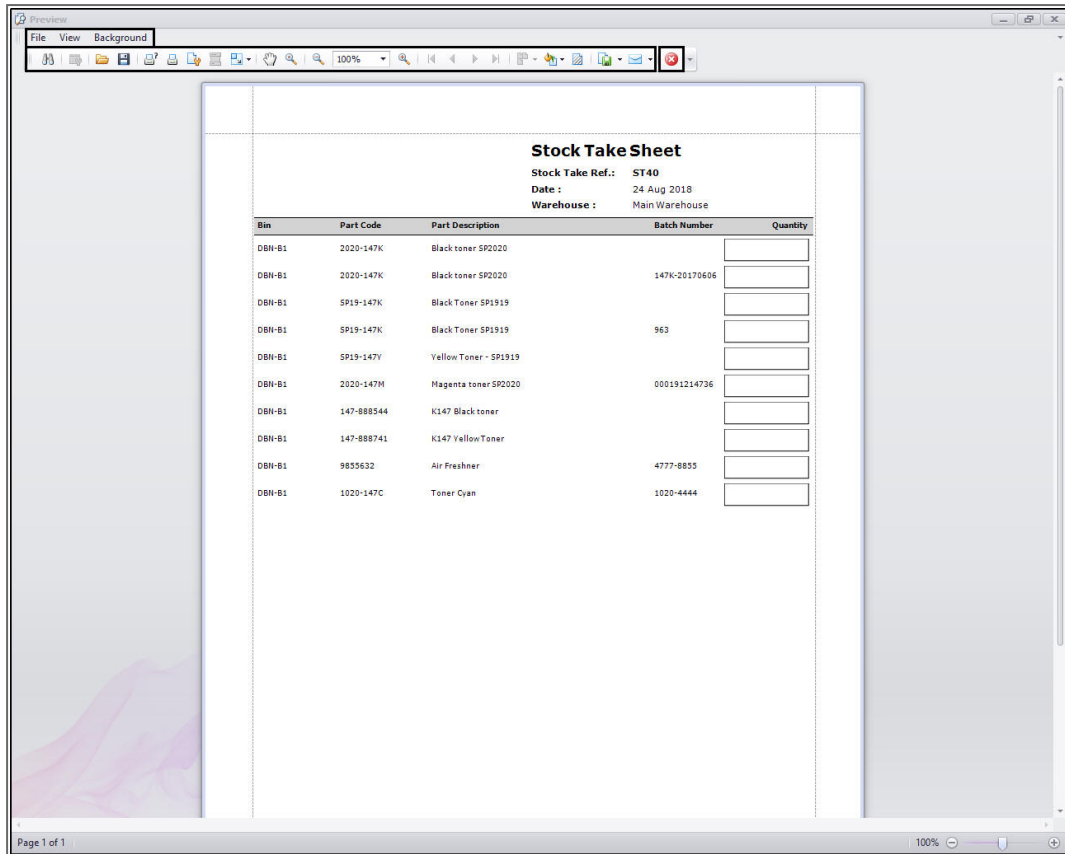


- The **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Email** and **Export** the Stock Take Sheet.

**Note:** This Stock Take Sheet can be printed and used in the count.

- **Close** the report preview screen when you are done.





Bin	Part Code	Part Description	Batch Number	Quantity
DBN-B1	2020-147K	Black toner SP2020		<input type="text"/>
DBN-B1	2020-147K	Black toner SP2020	147K-20170606	<input type="text"/>
DBN-B1	SP19-147K	Black Toner SP1919		<input type="text"/>
DBN-B1	SP19-147K	Black Toner SP1919	963	<input type="text"/>
DBN-B1	SP19-147Y	Yellow Toner - SP1919		<input type="text"/>
DBN-B1	2020-147M	Magenta toner SP2020	000191214736	<input type="text"/>
DBN-B1	147-888544	K147 Black toner		<input type="text"/>
DBN-B1	147-888741	K147 Yellow Toner		<input type="text"/>
DBN-B1	9855632	Air Freshner	4777-8855	<input type="text"/>
DBN-B1	1020-147C	Toner Cyan	1020-4444	<input type="text"/>

## RE-OPEN SAVED STOCK TAKE BATCH

- In the *Stock Take Listing* screen,
- Select the *site*.
- Ensure that the *status* is set to *New Batch*.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export Durbani New Batch Refresh

Maintain Format Process Print Current

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Milne	N	Monthly stock take.	166 585.24	0.00	-166 585.24
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Milne	N		41 116.84	0.00	-41 116.84

Open Windows 22 Aug 2018

- Click on the **row selector** in front of the **batch** you wish to re-open.
- Click on **Edit**.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export New Batch Refresh

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Mine	N	Monthly stock take.	166 585.24	0.00	-166 585.24
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Mine	N		41 116.84	0.00	-41 116.84

Open Windows 22 Aug 2018

- The ***Maintenance of Stock Take Batch [ ]*** screen will be displayed.

Maintenance of Stock Take Batch ST40 - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Batch Reference: ST40

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0.00	300.00	<input type="checkbox"/>	1 200.00	0.00	-1 200.00
ST40	24 Aug 2018	DBN-B1	123452N	ZN Paper		0.00	0.00	25.00	<input type="checkbox"/>	0.00	0.00	0.00
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	0.00	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	0.00	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0.00	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0.00	45.00	<input type="checkbox"/>	180.00	0.00	-180.00
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0.00	357.45	<input type="checkbox"/>	1 072.36	0.00	-1 072.36
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0.00	450.00	<input type="checkbox"/>	1 800.00	0.00	-1 800.00
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0.00	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0.00	450.00	<input type="checkbox"/>	67 500.00	0.00	-67 500.00
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	0.00	450.00	<input type="checkbox"/>	90 000.00	0.00	-90 000.00
<b>Total</b>												-166 585.24

Open Windows 22 Aug 2018

## UPDATE/EDIT STOCK QUANTITIES (C CLASS ITEMS)

- In the **Stock on Hand** column, click in the text box of the **item** that you wish to update.
- Directional arrows** will appear in the text box.

Maintenance of Stock Take Batch ST40 - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Batch Reference: ST40

Warehouse: Main Warehouse

From Bin: DBN-B1 | To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0.00	300.00	<input type="checkbox"/>	1 200.00	0.00	-1 200.00
ST40	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	0.00	25.00	<input type="checkbox"/>	0.00	0.00	0.00
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	0.00	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	0.00	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0.00	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0.00	45.00	<input type="checkbox"/>	180.00	0.00	-180.00
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0.00	357.45	<input type="checkbox"/>	1 072.36	0.00	-1 072.36
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0.00	450.00	<input type="checkbox"/>	1 800.00	0.00	-1 800.00
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0.00	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0.00	450.00	<input type="checkbox"/>	67 500.00	0.00	-67 500.00
I ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00		450.00	<input type="checkbox"/>	90 000.00	0.00	-90 000.00
										Total		-166 585.24

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1. Either type in or use the directional arrows to select the current Stock On Hand quantity.
2. Continue using this procedure to update all items in the batch.

Maintenance of Stock Take Batch ST40 - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Batch Reference: ST40

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference	
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0.00	300.00	<input type="checkbox"/>	1 200.00	0.00	-1 200.00	
ST40	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	0.00	25.00	<input type="checkbox"/>	0.00	0.00	0.00	
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	0.00	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44	
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	0.00	254.11	<input type="checkbox"/>	1 016.44	0.00	-1 016.44	
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0.00	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00	
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0.00	45.00	<input type="checkbox"/>	180.00	0.00	-180.00	
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0.00	357.45	<input type="checkbox"/>	1 072.36	0.00	-1 072.36	
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0.00	450.00	<input type="checkbox"/>	1 800.00	0.00	-1 800.00	
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0.00	350.00	<input type="checkbox"/>	1 400.00	0.00	-1 400.00	
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0.00	450.00	<input type="checkbox"/>	67 500.00	0.00	-67 500.00	
I ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	5.00	450.00	<input type="checkbox"/>	90 000.00	0.00	-90 000.00	
										Total	-166 585.24		

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You may find a discrepancy between the current quantity and stock on hand quantity, record the stock on hand figure. (This will be addressed in the **Print Variance Report** section of this manual).

- In this image, the **current** quantity is **0** but the **stock on hand** quantity is actually **5**. Record this figure in the Stock on Hand column.

Maintenance of Stock Take Batch ST40 - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Batch Reference: ST40

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	4.00	300.00	<input type="checkbox"/>	1 200.00	1 200.00	0.00
ST40	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	5.00	25.00	<input type="checkbox"/>	0.00	125.00	125.00
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	4.00	254.11	<input type="checkbox"/>	1 016.44	1 016.44	0.00
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	4.00	254.11	<input type="checkbox"/>	1 016.44	1 016.44	0.00
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	4.00	350.00	<input type="checkbox"/>	1 400.00	1 400.00	0.00
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	4.00	45.00	<input type="checkbox"/>	180.00	180.00	0.00
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	3.00	357.45	<input type="checkbox"/>	1 072.36	1 072.36	0.00
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	4.00	450.00	<input type="checkbox"/>	1 800.00	1 800.00	0.00
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	4.00	350.00	<input type="checkbox"/>	1 400.00	1 400.00	0.00
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	150.00	450.00	<input type="checkbox"/>	67 500.00	67 500.00	0.00
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00	<input type="checkbox"/>	90 000.00	90 000.00	0.00
										<b>Total</b>	125.00	

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- When you have finished updating the **Stock on Hand** column, click on **Save**.

## Note:

- If you do not type in a quantity, the Stock on Hand will be set to **0**.
- You can click on the **Save** button at any time to save the quantities you have already entered, in case you need to close this screen and come back to it later.

Maintenance of Stock Take Batch ST40 - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Batch Reference: ST40

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	4.00	300.00	<input type="checkbox"/>	1 200.00	1 200.00	0.00
ST40	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	5.00	25.00	<input type="checkbox"/>	0.00	125.00	125.00
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	4.00	254.11	<input type="checkbox"/>	1 016.44	1 016.44	0.00
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	4.00	254.11	<input type="checkbox"/>	1 016.44	1 016.44	0.00
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	4.00	350.00	<input type="checkbox"/>	1 400.00	1 400.00	0.00
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	4.00	45.00	<input type="checkbox"/>	180.00	180.00	0.00
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	3.00	357.45	<input type="checkbox"/>	1 072.36	1 072.36	0.00
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	4.00	450.00	<input type="checkbox"/>	1 800.00	1 800.00	0.00
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	4.00	350.00	<input type="checkbox"/>	1 400.00	1 400.00	0.00
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	150.00	450.00	<input type="checkbox"/>	67 500.00	67 500.00	0.00
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00	<input type="checkbox"/>	90 000.00	90 000.00	0.00
										<b>Total</b>	125.00	

Open Windows

27 Aug 2018

- A **Stock Take Processing** message box will pop up informing you that;
- **Stock Take batch [ ] saved successfully.**
- Click on **OK**.



Maintenance of Stock Take Batch ST40 - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Batch Reference: ST40

Warehouse: Main Warehouse

From Bin: DBN-B1 To Bin: DBN-B1

Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference	
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	4.00	300.00	<input type="checkbox"/>	1 200.00	1 200.00	0.00	
ST40	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	5.00	25.00	<input type="checkbox"/>	0.00	125.00	125.00	
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	4.00	254.11	<input type="checkbox"/>	1 016.44	1 016.44	0.00	
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	4.00	254.11	<input type="checkbox"/>	1 016.44	1 016.44	0.00	
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	4.00	350.00	<input type="checkbox"/>	1 400.00	1 400.00	0.00	
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	4.00	45.00	<input type="checkbox"/>	180.00	180.00	0.00	
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	3.00	357.45	<input type="checkbox"/>	1 072.36	1 072.36	0.00	
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	4.00	450.00	<input type="checkbox"/>	1 800.00	1 800.00	0.00	
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	4.00	350.00	<input type="checkbox"/>	1 400.00	1 400.00	0.00	
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	150.00	450.00	<input type="checkbox"/>	67 500.00	67 500.00	0.00	
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00	<input type="checkbox"/>	90 000.00	90 000.00	0.00	
										<b>Total</b>	125.00		

Stock Take Processing

Stock Take batch No. ST40 saved successfully.

OK

Open Windows

27 Aug 2018

- A **Report Generation** message box will pop up asking;
  - **Do you want to print the Stock Take batch [ ]**
- If you click on **No**, you will return to the Stock Take Listing screen.
- Click on **Yes**.

Maintenance of Stock Take Batch ST40 - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Batch Reference: ST40  
 Warehouse: Main Warehouse  
 From Bin: DBN-B1 | To Bin: DBN-B1  
 Batch Date: 24 Aug 2018

Comments: Monthly stock take.

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference	
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	4.00	300.00	<input type="checkbox"/>	1 200.00	1 200.00	0.00	
ST40	24 Aug 2018	DBN-B1	123452N	2N Paper		0.00	5.00	25.00	<input type="checkbox"/>	0.00	125.00	125.00	
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919		4.00	4.00	254.11	<input type="checkbox"/>	1 016.44	1 016.44	0.00	
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	4.00	254.11	<input type="checkbox"/>	1 016.44	1 016.44	0.00	
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	4.00	350.00	<input type="checkbox"/>	1 400.00	1 400.00	0.00	
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	4.00	45.00	<input type="checkbox"/>	180.00	180.00	0.00	
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	3.00	357.45	<input type="checkbox"/>	1 072.36	1 072.36	0.00	
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	4.00	450.00	<input type="checkbox"/>	1 800.00	1 800.00	0.00	
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	4.00	350.00	<input type="checkbox"/>	1 400.00	1 400.00	0.00	
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	150.00	450.00	<input type="checkbox"/>	67 500.00	67 500.00	0.00	
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00	<input type="checkbox"/>	90 000.00	90 000.00	0.00	
										<b>Total</b>	125.00		

Report Generation

Do you want to print the Stock Take batch ST40?

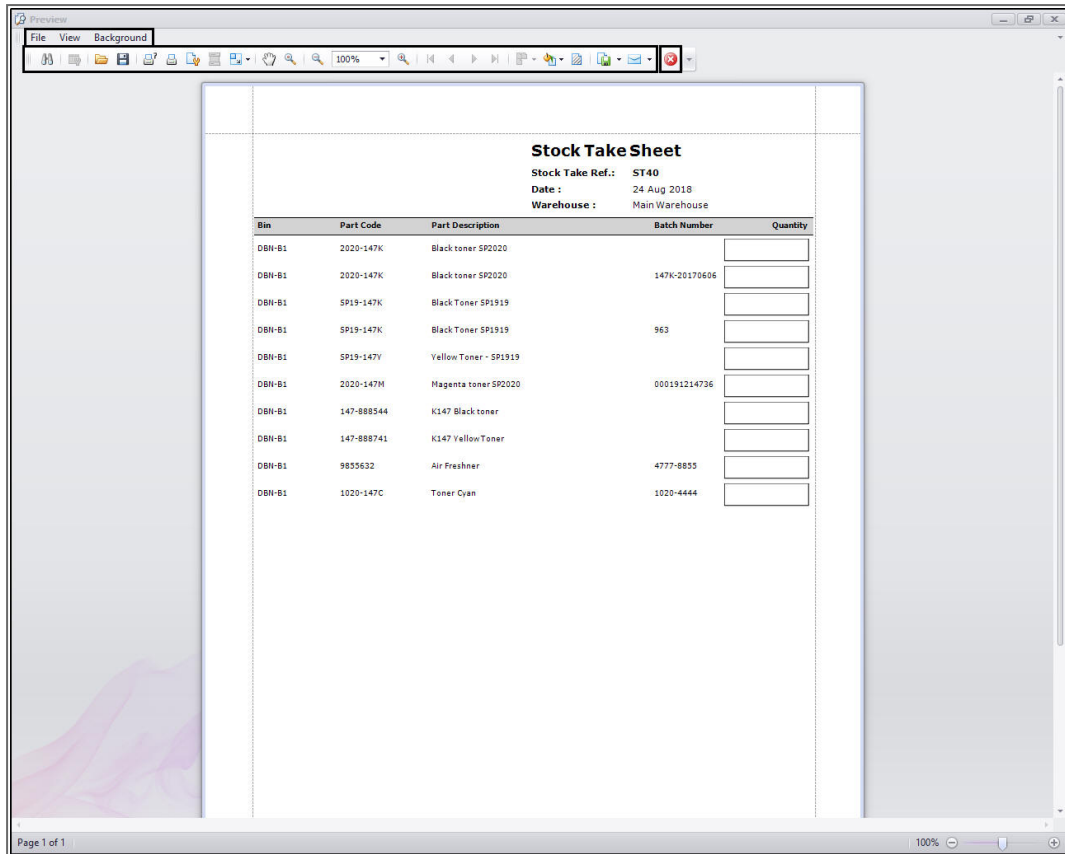
Yes No

Open Windows | 27 Aug 2018

The **Report Preview** screen will be displayed.

From here you can **View**, **Print**, **Email** and **Export** the Stock Take Sheet.

- **Note:** This report can be printed, and used to count and verify the items in store if you find discrepancies with the item quantities or batch/serial numbers, or a stock adjustment is required.
- **Close** the report preview screen when you are done.



**Stock Take Sheet**  
 Stock Take Ref.: ST40  
 Date: 24 Aug 2018  
 Warehouse: Main Warehouse

Bin	Part Code	Part Description	Batch Number	Quantity
DBN-B1	2020-147K	Black toner SP2020		<input type="text"/>
DBN-B1	2020-147K	Black toner SP2020	147K-20170606	<input type="text"/>
DBN-B1	SP19-147K	Black Toner SP1919		<input type="text"/>
DBN-B1	SP19-147K	Black Toner SP1919	963	<input type="text"/>
DBN-B1	SP19-147Y	Yellow Toner - SP1919		<input type="text"/>
DBN-B1	2020-147M	Magenta toner SP2020	000191214736	<input type="text"/>
DBN-B1	147-888544	K147 Black toner		<input type="text"/>
DBN-B1	147-888741	K147 Yellow Toner		<input type="text"/>
DBN-B1	9855632	Air Freshner	4777-8855	<input type="text"/>
DBN-B1	1020-147C	Toner Cyan	1020-4444	<input type="text"/>

- You will return to the *Stock Take Listing* screen.

## PRINT STOCK VARIANCE REPORT

- Click on the *row selector* in front of the *Stock Take batch* that you wish to print the Variance Report of.
- Click on the drop-down arrow on the *Print* button.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export Durban New Batch Refresh

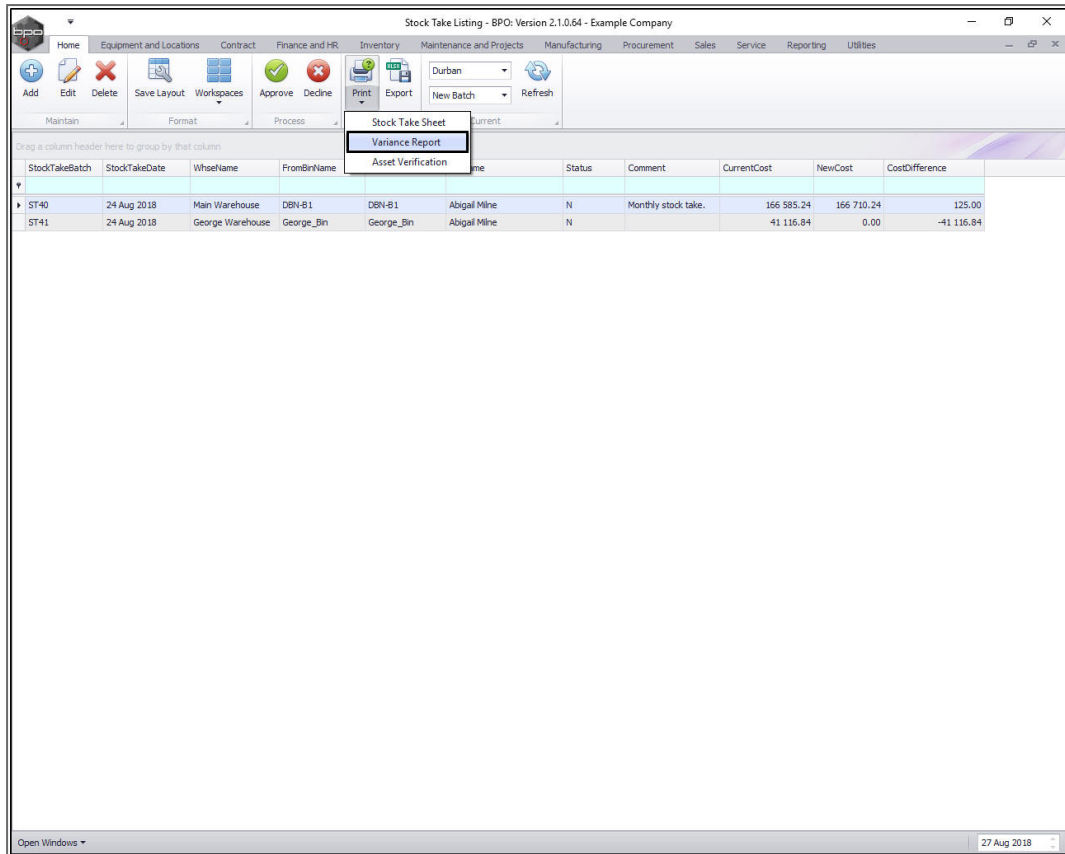
Maintain Format Process Print Current

Drag a column header here to group by that column

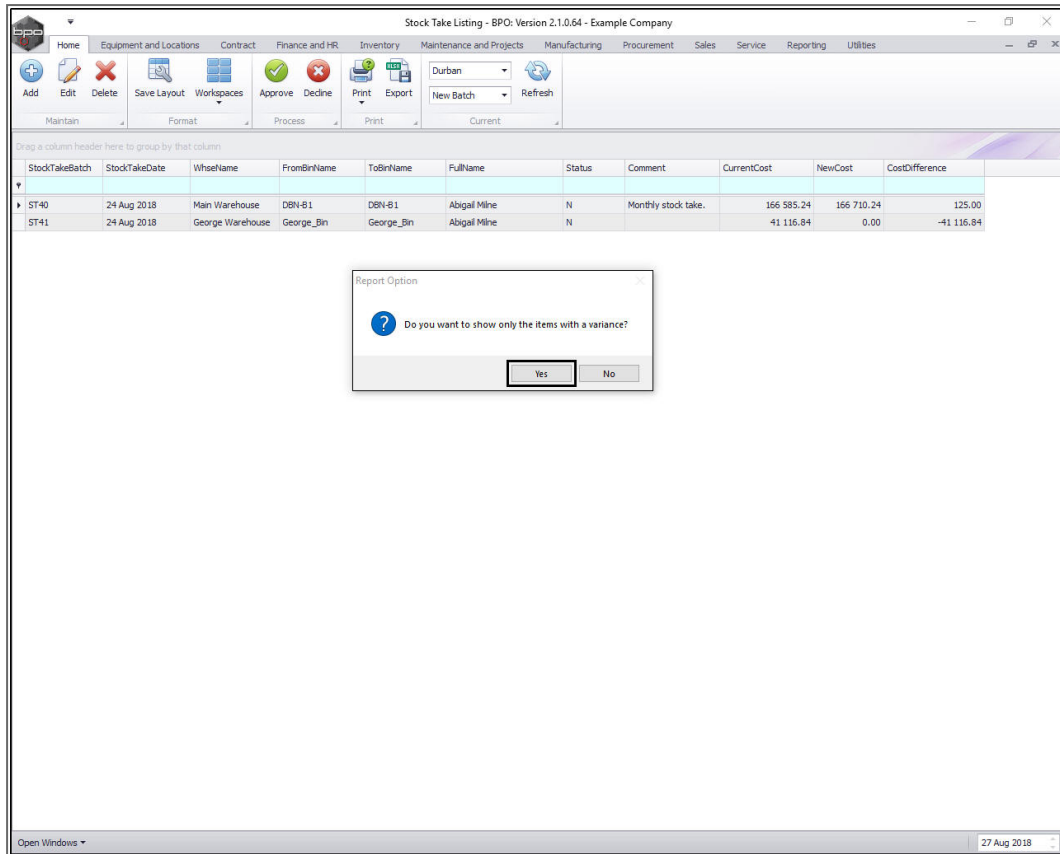
StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Mine	N	Monthly stock take.	166 585.24	166 710.24	125.00
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Mine	N		41 116.84	0.00	-41 116.84

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- The Print menu will be displayed.
- Click on **Variance Report**.



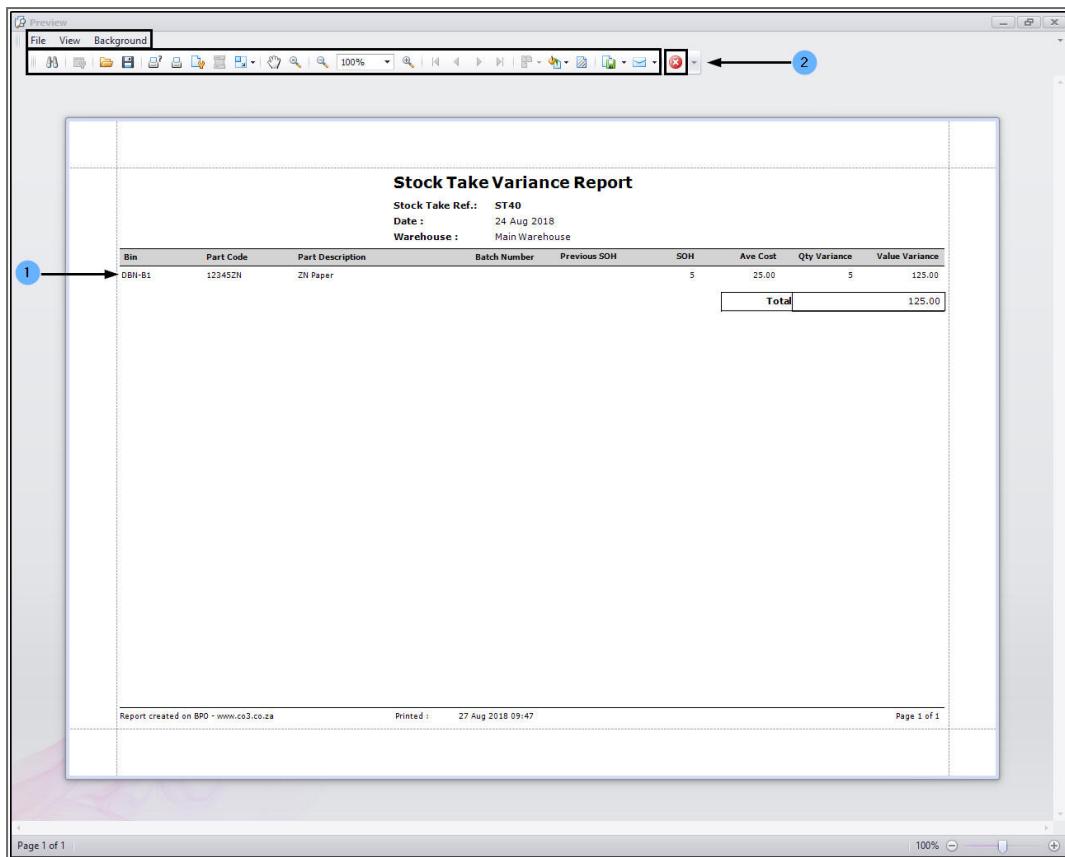
- A **Report Option** message box will pop up asking;
  - **Do you want to show only the items with a variance?**
- Click on **Yes**.



The **Report Preview** screen will be displayed.

1. In this image, you can see that the Variance Report only contains the details of the items with a **variance** (discrepancy).
2. From here you can **View, Print, Email** and **Export** the Stock Variance Report.

**Close** the report preview screen when you are done.



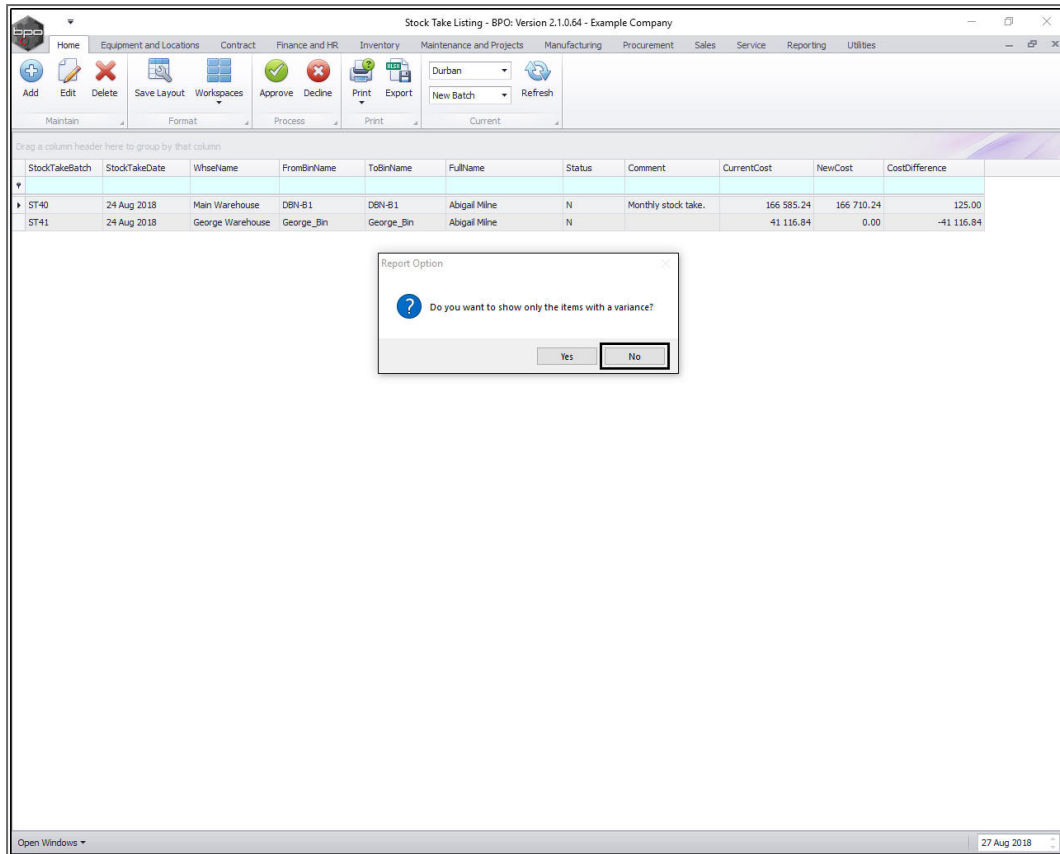
**Stock Take Variance Report**

Stock Take Ref.: ST40  
 Date : 24 Aug 2018  
 Warehouse : Main Warehouse

Bin	Part Code	Part Description	Batch Number	Previous SOH	SOH	Ave Cost	Qty Variance	Value Variance
DEN-81	123452N	ZN Paper			5	25.00	5	125.00
<b>Total</b>								125.00

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- If, when the Report Option message box popped up, you selected **No**,



- The **Variance Report** displayed, will contain all part numbers listed in the stock take batch.
  1. In this image, the item with the variance has been highlighted.
  2. (From here you can **View**, **Print**, **Email** and **Export** the Stock Variance Report.
- **Close** the report preview screen when you are done.



Preview

File View Background

100%

2

### Stock Take Variance Report

Stock Take Ref.: ST40  
Date: 24 Aug 2018  
Warehouse: Main Warehouse

Bin	Part Code	Part Description	Batch Number	Previous SOH	SOH	Ave Cost	Qty Variance	Value Variance
DBN-81	2020-147K	Black toner SP2020		150	150	450.00		.00
DBN-81	2020-147K	Black toner SP2020	147K-20170606	200	200	450.00		.00
DBN-81	SP19-147K	Black Toner SP1919		4	4	254.11		.00
DBN-81	SP19-147K	Black Toner SP1919	963	4	4	254.11		.00
DBN-81	SP19-147V	Yellow Toner - SP1919		3	3	357.45		.00
DBN-81	2020-147H	Magenta toner SP2020	000191214736	4	4	350.00		.00
DBN-81	147-888544	K147 Black toner		4	4	300.00		.00
DBN-81	123432N	ZN Paper		5	5	25.00	5	125.00
DBN-81	147-888741	K147 Yellow Toner		4	4	45.00		.00
DBN-81	9855632	Air Freshner	4777-8855	4	4	45.00		.00
DBN-81	1020-147C	Toner Cyan	1020-4444	4	4	350.00		.00
Total								125.00

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## UPDATE / APPROVE THE STOCK BATCH

- In the **Stock Take Listing** screen, click on the **row selector** in front of the **batch** that you wish to update or approve.
- Click on **Approve**.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces **Approve** Decline Print Export Durban New Batch Refresh

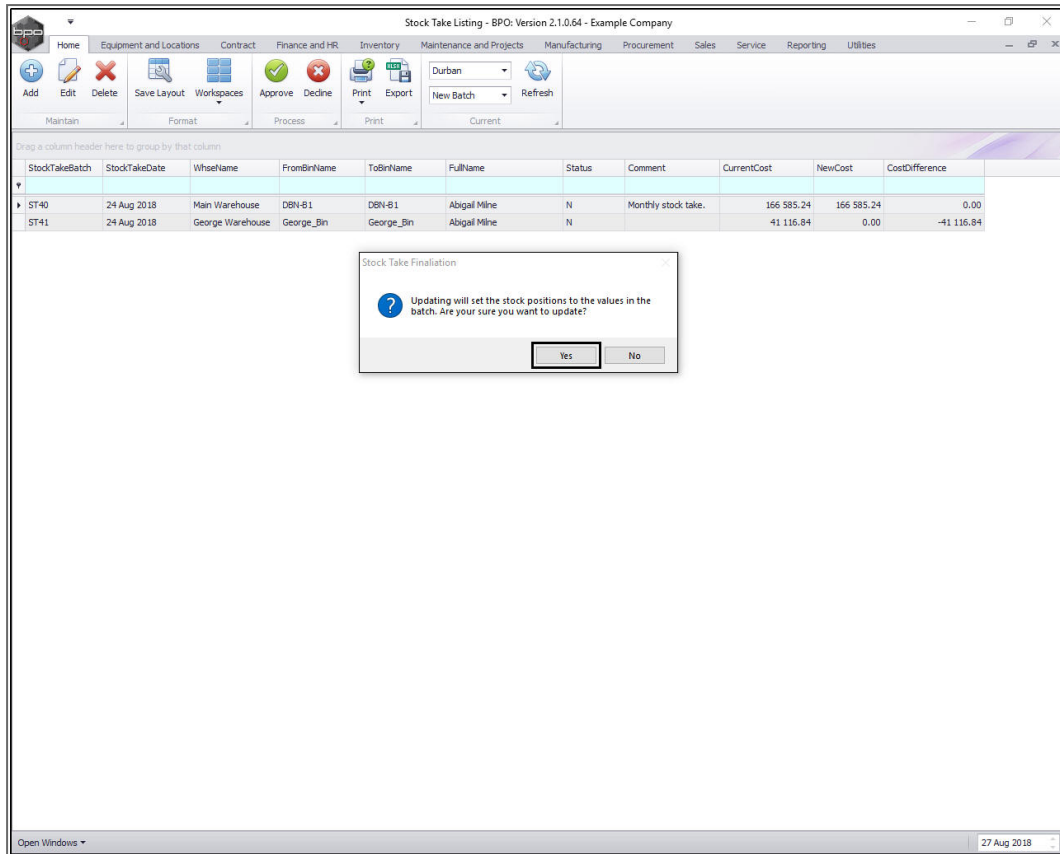
Maintain Format Process Print Current

Drag a column header here to group by that column

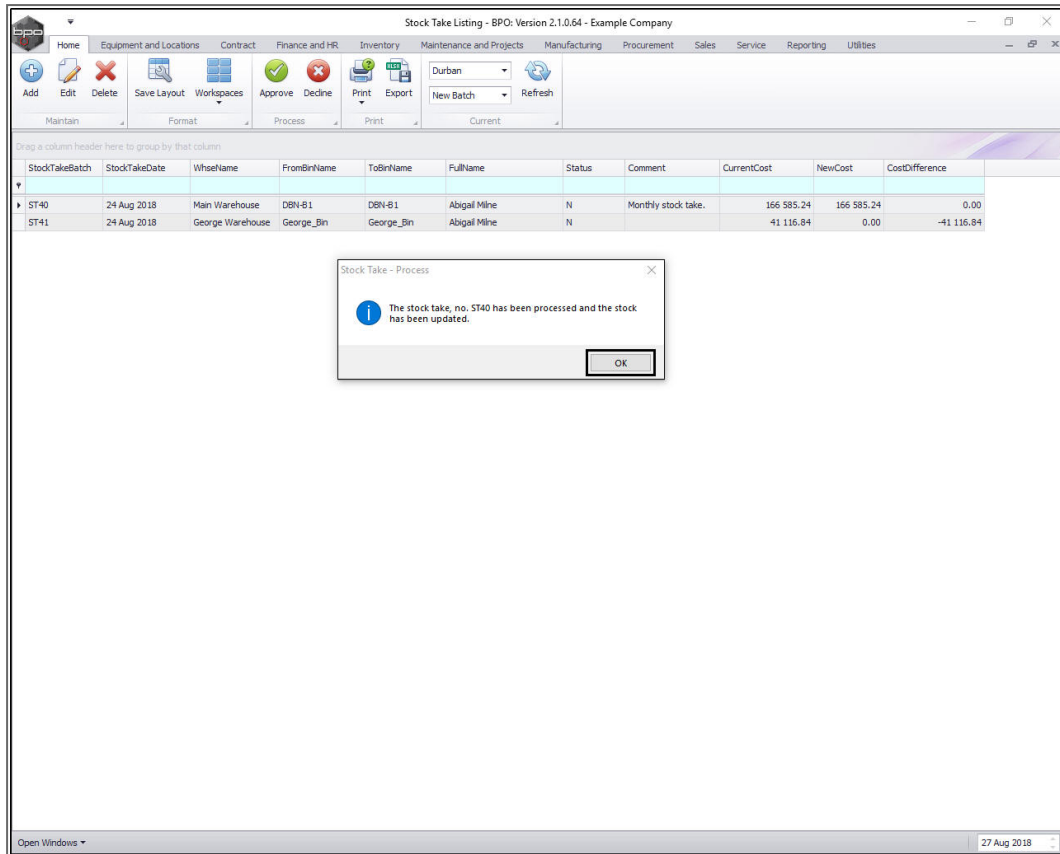
StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Milne	N	Monthly stock take.	166 585.24	166 710.24	125.00
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Milne	N		41 116.84	0.00	-41 116.84

Open Windows 27 Aug 2018

- A **Stock Take Finalisation** message will come up:
  - **Updating will set the stock positions to the values in the batch. Are you sure you want to update?**
- If you are **not sure** that all details are correct,
  - Select **No** then go back to the **Maintenance of Stock Take Batch [ ]** screen and check that all stock quantities have been typed in and are correct.
- Once you are sure, click on **Yes**.



- A **Stock Take - Process** message box will pop up informing you that;
  - **The stock take, no. [] has been processed and the stock has been updated.**
- Click on **OK**.



- You will return to the **Stock Take Listing** screen.
- The approved stock take batch has now been **removed** from this screen where the status is set to **New Batch**.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Save Layout Workspaces Approve Decline Print Export New Batch Refresh

Maintain Format Process Print Current

Drag a column header here to group by that column

StockTakeBatch	StockTakeDate	Warehouse	FromBinName	ToBinName	Full Name	Status	Comment	CurrentCost	NewCost	CostDifference
ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Mine	N		41 116.84	0.00	-41 116.84

Open Windows 27 Aug 2018

- It can now be found in the **Stock Take Listing** screen where the status is set to **Updated**.

Stock Take Listing - BPO, Version 2.1.0.64 - Example Company

Durban

Updated

Status

N New Batch

U Updated

X Deleted

Comment

CurrentCost

NewCost

CostDifference

StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	Status	Comment	CurrentCost	NewCost	CostDifference
ST30	02 Aug 2017	Main Warehouse	DBN-B1	DBN-B1		Test stock take fin ...	3 740.00	11 928.37	8 188.37
ST32	02 Aug 2017	Main Warehouse	DBN-B1	DBN-B1			11 928.37	9 542.69	-2 385.67
ST3	02 Jun 2014	Main Warehouse	DBN-A1	DBN-A1	Belinda Sharman U		71 690.41	72 169.82	479.41
ST14	03 Mar 2015	Main Warehouse	DBN-A1	DBN-A1	Belinda Sharman U		530 604.01	530 954.01	350.00
ST33	07 Aug 2017	George Warehouse	George_Bin	George_Bin	Bianca Du Toit U		39 463.56	41 328.34	1 864.78
ST9	08 Jan 2015	George Warehouse	George_Bin	George_Bin	Belinda Sharman U		3 376.85	3 419.21	42.36
ST11	12 Feb 2015	Main Warehouse	DBN-A1	DBN-B1	Belinda Sharman U		534 775.81	534 775.81	0.00
ST1	13 May 2014	George Warehouse	George_Bin	George_Bin	Belinda Sharman U		1 268.04	1 534.71	266.67
ST2	13 May 2014	Carl Warehouse	Carl_Bin	Carl_Bin	Belinda Sharman U		1 475.00	1 025.00	-450.00
ST12	17 Feb 2015	Carl Warehouse	Carl_Bin	Carl_Bin	Belinda Sharman U		5 329.55	6 012.50	682.95
ST13	18 Feb 2015	Carl Warehouse	Carl_Bin	Carl_Bin	Belinda Sharman U		6 012.50	5 669.55	-342.95
ST17	20 Sep 2016	Main Warehouse	DBN-A1	DBN-B1	Belinda Sharman U		401 244.13	401 306.59	62.46
ST10	21 Jan 2015	George Warehouse	George_Bin	George_Bin	Belinda Sharman U		3 419.21	3 394.21	-25.00
ST37	21 Nov 2017	Carl Warehouse	Carl_Bin	Carl_Bin	Bianca Du Toit U	test	5 203.64	0.00	-5 203.64
ST19	21 Sep 2016	Main Warehouse	DBN-A1	DBN-A1	Belinda Sharman U		407 747.06	408 695.74	948.68
ST15	23 Jul 2015	George Warehouse	George_Bin	George_Bin	Belinda Sharman U		3 135.78	3 503.14	367.36
ST16	23 Jul 2015	Main Warehouse	DBN-A1	DBN-B1	Belinda Sharman U		529 396.50	529 396.50	0.00
ST5	23 Sep 2014	Carl Warehouse	Carl_Bin	Carl_Bin	Belinda Sharman U		4 420.45	4 087.50	-332.95
ST35	24 Aug 2017	Carl Warehouse	Carl_Bin	Carl_Bin	Bianca Du Toit U	test	5 203.64	4 095.68	-1 107.95
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Mine U	Monthly stock take.	166 585.24	166 585.24	0.00
ST6	26 Sep 2014	Carl Warehouse	Carl_Bin	Carl_Bin	Belinda Sharman U		5 587.50	5 254.55	-332.95
ST7	27 Oct 2014	Main Warehouse	DBN-A1	DBN-B1	Belinda Sharman U		114 623.61	126 966.11	12 342.50
ST8	27 Oct 2014	Main Warehouse	DBN-A1	DBN-B1	Belinda Sharman U		126 966.11	45 013.27	-81 952.85
ST36	29 Sep 2017	George Warehouse	George_Bin	George_Bin	Bianca Du Toit U		40 886.76	4 500.00	-36 386.76

Open Windows

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