

INVENTORY

STOCK TAKE - PROCEDURE

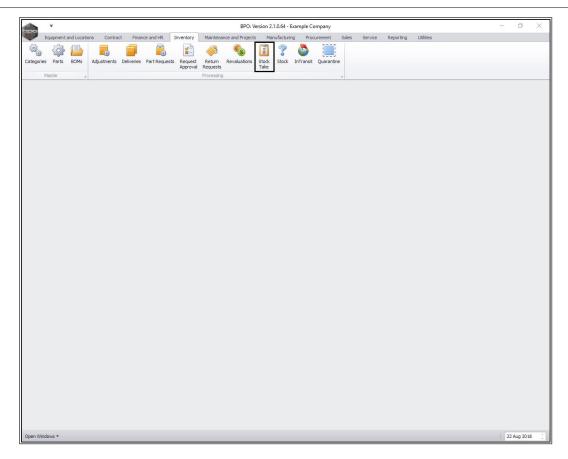
All bins within a stock take batch will be locked for editing (resulting in the system preventing any stock issues /returns to these locations until the stock take batch has been updated).

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.

Ribbon Access: *Inventory > Stock Take*



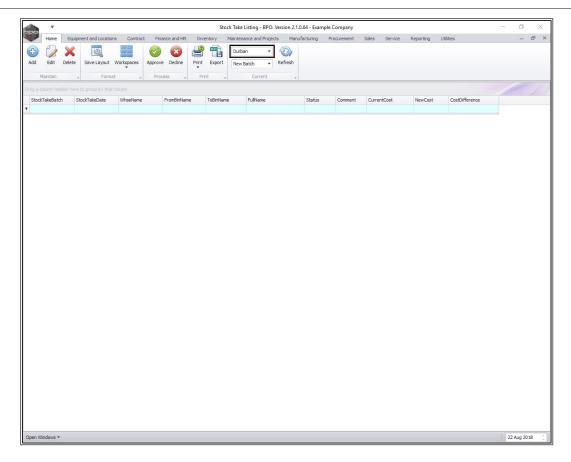


The *Stock Take Listing* screen will be displayed.

CREATE STOCK TAKE BATCH

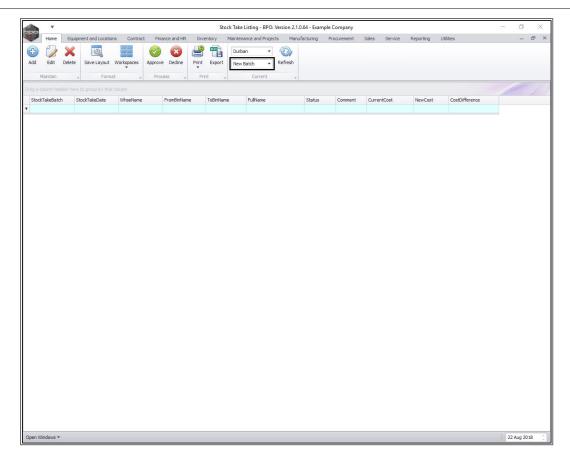
- Select the *site*.
 - In this image, *Durban* has been selected.





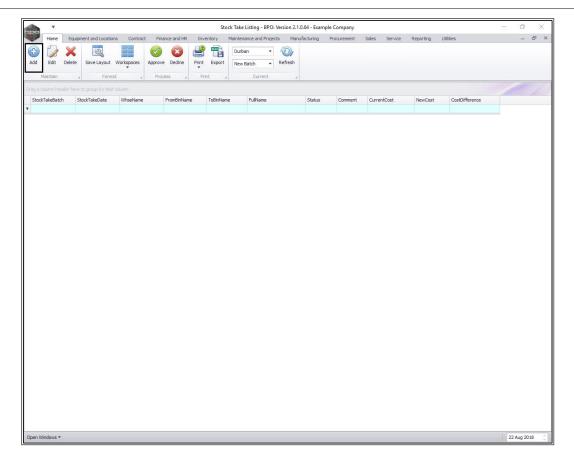
- Select the *status*.
 - This should be set to *New Batch*.





• Click on **Add**.



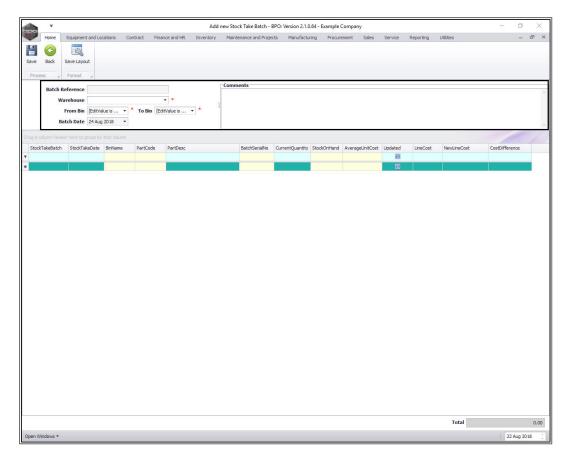


The Add new Stock Take Batch screen will be displayed.

- 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.



W.	eference arehouse Main 1 From Bin DBN-E atch Date 24 Au	91 • g 2018 •	* To Bin DBN	• • 81 • *	Comments Monthly stock take.							
o column head ockTakeBatch	er here to group b StockTakeDate		PartCode	PartDesc	BatchSerialNo	Committee and the	Charlon Unad	AverageUnitCost		LineCost	NewLineCost	CostDifference
ALK I AKEDA (CN	stockrakeDate	ormanie	FartCode	rai west	batunsenalNo	currentQuantity	stockunnand	Averageunitcost	Updated	LineCost	newbnecost	CostDimerence
	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0	300.00		1 200.00	0.0	00 -1 200.00
	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1	147-888544 12345ZN	ZN Paper		0.00	0			0.00		
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 1919		4.00	0			1 016.44		
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 1919	963	4.00	0			1 0 16.44		
	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0			1 400.00		
	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0			180.00		
	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0			1072.36		
	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0			1 800.00		
	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0			1 400.00		
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0			67 500.00		
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	0			90 000.00		

SAVE STOCK TAKE BATCH

• Click on *Save*.



	Equipment and Lo	ocations Co	ntract Finan	ice and HR Inventory	Maintenance and Project	ts Manufactur	ing Procure	ment Sales	Service	Reporting	Utilities	
	23											
	Save Layout											
rocess "	Format 4				Comments							
Batch R	eference				Monthly stock take.							
Wa	rehouse Main V			• •								
	From Bin DBN-B	1 🔻	To Bin DBN	-81 🔻 *								
Ba	tch Date 24 Aug	g 2018 🔻										
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			1 200.00		.00 -1 200.00
	24 Aug 2018	DBN-B1	12345ZN	ZN Paper		0.00	0	25.00		0.00		.00 0.00
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	000	4.00	0	254.11		1 0 16.44		.00 -1 016.44
	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1	SP19-147K 2020-147M	Black Toner SP1919 Magenta toner SP2020	963 000191214736	4.00	0	254.11 350.00		1 016.44		.00 -1 016.44
	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1	9855632	Air Freshner	4777-8855	4.00	0	45.00		1400.00		.00 -1400.00
	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0	357.45		1 072.36		.00 -1072.36
	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0	450.00		1 800.00		.00 -1 800.00
	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0	350.00		1 400.00	0.0.	.00 -1 400.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0	450.00		67 500.00		.00 -67 500.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	0	450.00		90 000.00	0.	.00 -90 000.00
											2	
											Total	-166 !

- 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.



	leference				Comments Monthly stock take.							
	From Bin DBN-B	1 •	* To Bin DBN	• • •								
	atch Date 24 Aug											
StockTakeBatch			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		1 200.00	0.0	-1 200.00
	24 Aug 2018	DBN-B1	12345ZN	ZN Paper		0.00	0	25.00		0.00	0.0	0.00
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 19 19		4.00	0	254.11		1 0 16.44	0.0	-1 0 16.44
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 19 19	963	4.00	0	254.11		1 0 16.44	0.0	-1 0 16.44
	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0	350.00		1 400.00	0.0	-1 400.00
	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0	45.00		180.00	0.0	-180.00
	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP 1919		3.00	0	357.45		1 072.36	0.0	-1 072.36
	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0	450.00		1 800.00	0.0	-1 800.00
	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0	350.00		1 400.00	0.0	-1 400.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0	450.00		67 500.00	0.0	-67 500.00
	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	0	450.00		90 000.00	0.0	-90 000.00
					Stock Take batch No. 3		ok					

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



Proces Formation Statistication Station Station<	Prene Image: Second Secon	2018 2018 2018 Common service of the servi	To Bin DBN PartCode 147-888544 123452N 5P19-147X 2020-147M 2020-147M 9855632 5P19-147Y 147-888741 1020-147C 1020-147K 2020-147M	Re1 PartDesc K147 Black toner ZN Paper Black Toner 591919 Black Toner 591919 Black Toner 591919 K147 Yellow Toner - 591913 K147 Yellow Toner Toner Cyan	Penithy stock take.	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36				
Batch Reference Menihys stock take: Warchouse Menihys stock take: Batch Dete 24 Aug 2018 PartCode	bouse Main W. m Bin DBN-91 Date 24 Aug 10 Date 24 Aug 14 Aug 2018 14 Aug 2018	2018 2018 2018 Common service of the servi	To Bin DBN PartCode 147-888544 123452N 5P19-147X 2020-147M 2020-147M 9855632 5P19-147Y 147-888741 1020-147C 1020-147K 2020-147M	Re1 PartDesc K147 Black toner ZN Paper Black Toner 591919 Black Toner 591919 Black Toner 591919 K147 Yellow Toner - 591913 K147 Yellow Toner Toner Cyan	Penithy stock take.	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36				
Warebooks	bouse Main W. m Bin DBN-91 Date 24 Aug 10 Date 24 Aug 14 Aug 2018 14 Aug 2018	2018 2018 2018 Common service of the servi	To Bin DBN PartCode 147-888544 123452N 5P19-147X 2020-147M 2020-147M 9855632 5P19-147Y 147-888741 1020-147C 1020-147K 2020-147M	Re1 PartDesc K147 Black toner ZN Paper Black Toner 591919 Black Toner 591919 Black Toner 591919 K147 Yellow Toner - 591913 K147 Yellow Toner Toner Cyan	BatchSenaNo 963 000191214736 4777-0855	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36				
To Bin DEH-1 * To Bin DEH-1 * Batch Date Adag 2018 * <th *<="" <="" colspan="4" td=""><td>m Bin DBN-91 Date 24 Aug Date 24 Aug Haug 2018 H4 Aug 2018 H4 Aug<td>2018 2018 2018 Common service of the servi</td><td>To Bin DBN PartCode 147-888544 123452N 5P19-147X 2020-147M 2020-147M 9855632 5P19-147Y 147-888741 1020-147X 1020-147X 2020-147M</td><td>Re1 PartDesc K147 Black toner ZN Paper Black Toner 591919 Black Toner 591919 Black Toner 591919 K147 Yellow Toner - 591913 K147 Yellow Toner Toner Cyan</td><td>963 000 19 12 14736 4777-8855</td><td>4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00</td><td>0 0 0 0 0 0 0 0</td><td>300.00 25.00 254.11 254.11 350.00 45.00 357.45</td><td></td><td>1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36</td><td>0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0</td><td>0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36</td></td></th>	<td>m Bin DBN-91 Date 24 Aug Date 24 Aug Haug 2018 H4 Aug 2018 H4 Aug<td>2018 2018 2018 Common service of the servi</td><td>To Bin DBN PartCode 147-888544 123452N 5P19-147X 2020-147M 2020-147M 9855632 5P19-147Y 147-888741 1020-147X 1020-147X 2020-147M</td><td>Re1 PartDesc K147 Black toner ZN Paper Black Toner 591919 Black Toner 591919 Black Toner 591919 K147 Yellow Toner - 591913 K147 Yellow Toner Toner Cyan</td><td>963 000 19 12 14736 4777-8855</td><td>4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00</td><td>0 0 0 0 0 0 0 0</td><td>300.00 25.00 254.11 254.11 350.00 45.00 357.45</td><td></td><td>1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36</td><td>0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0</td><td>0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36</td></td>				m Bin DBN-91 Date 24 Aug Date 24 Aug Haug 2018 H4 Aug 2018 H4 Aug <td>2018 2018 2018 Common service of the servi</td> <td>To Bin DBN PartCode 147-888544 123452N 5P19-147X 2020-147M 2020-147M 9855632 5P19-147Y 147-888741 1020-147X 1020-147X 2020-147M</td> <td>Re1 PartDesc K147 Black toner ZN Paper Black Toner 591919 Black Toner 591919 Black Toner 591919 K147 Yellow Toner - 591913 K147 Yellow Toner Toner Cyan</td> <td>963 000 19 12 14736 4777-8855</td> <td>4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00</td> <td>0 0 0 0 0 0 0 0</td> <td>300.00 25.00 254.11 254.11 350.00 45.00 357.45</td> <td></td> <td>1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36</td> <td>0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0</td> <td>0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36</td>	2018 2018 2018 Common service of the servi	To Bin DBN PartCode 147-888544 123452N 5P19-147X 2020-147M 2020-147M 9855632 5P19-147Y 147-888741 1020-147X 1020-147X 2020-147M	Re1 PartDesc K147 Black toner ZN Paper Black Toner 591919 Black Toner 591919 Black Toner 591919 K147 Yellow Toner - 591913 K147 Yellow Toner Toner Cyan	963 000 19 12 14736 4777-8855	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36
Batch Ber Berz Colsm StockTakeBatz Bothame PartCole ColsDifference 24 Aug 2018 DeVe161 12748204 K147 Black taner 4.00 0 255.01 0.00 0.00 -1200.00 24 Aug 2018 DeVe161 1274820 XIPager 0.00 0 254.11 0 1054.4 0.00 -100.00 0.00 -1400.00	Date 24 Aug ere to group by itock/TakeDate itock/TakeDate 14 Aug 2018 ital aug 2018	2018 that column BinName BinName DBN-B1 DB	PartCode 147-88544 123452N 5P19-147X 5P19-147X 2020-147X 9855532 5P19-147Y 147-888741 1020-147X 2020-147X	PartDesc K147 Black toner Black Toner SP1919 Black Toner SP1919 Black Toner SP1919 Air Freihner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	963 000 19 12 14736 4777-8855	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36				
ga column header here to group by flat column PartDade PartDade </td <td>tockTakeDate t4 Aug 2018 t4 Aug 2018</td> <td>BinName BinName DBN-B1 DBN-B1</td> <td>147-888544 123452N SP19-147K SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K</td> <td>K147 Black toner ZN Paper Black Toner SP1919 Black Toner SP1919 Magenta toner SP2020 Air Freishner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan</td> <td>963 000 19 12 14736 4777-8855</td> <td>4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00</td> <td>0 0 0 0 0 0 0 0</td> <td>300.00 25.00 254.11 254.11 350.00 45.00 357.45</td> <td></td> <td>1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36</td> <td>0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0</td> <td>0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36</td>	tockTakeDate t4 Aug 2018 t4 Aug 2018	BinName BinName DBN-B1	147-888544 123452N SP19-147K SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K	K147 Black toner ZN Paper Black Toner SP1919 Black Toner SP1919 Magenta toner SP2020 Air Freishner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	963 000 19 12 14736 4777-8855	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36				
StockTakeBath StockTak	thockTakeDate 44 Aug 2018 44 Aug 2018	BinName DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1	147-888544 123452N SP19-147K SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K	K147 Black toner ZN Paper Black Toner SP1919 Black Toner SP1919 Magenta toner SP2020 Air Freishner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	963 000 19 12 14736 4777-8855	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36				
24 Aug 2018 Devel 1 147-888-14 K147 Black tomer 4.00 0 300.00 1200.00 0.00	14 Aug 2018 14 Aug 2018	DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1	147-888544 123452N SP19-147K SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K	K147 Black toner ZN Paper Black Toner SP1919 Black Toner SP1919 Magenta toner SP2020 Air Freishner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	963 000 19 12 14736 4777-8855	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		1 200.00 0.00 1 0 16.44 1 0 16.44 1 400.00 1 80.00 1 0 72.36	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	0 -1 200.00 0 0.00 0 -1 0 16.44 0 -1 0 16.44 0 -1 400.00 0 -1 80.00 0 -1 0 72.36				
Part of the second se	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1	123452N SP19-147K SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K	ZN Paper Black Toner SP1919 Black Toner SP1919 Magenta toner SP2020 Air Freshner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	000 19 12 14736 4777-8855	4,00 0,00 4,00 4,00 4,00 4,00 3,00 4,00	0 0 0 0 0 0 0 0	300.00 25.00 254.11 254.11 350.00 45.00 357.45		0.00 1 016.44 1 016.44 1 400.00 180.00 1 072.36	0.0 0.0 0.0 0.0 0.0 0.0	0 0.00 0 -1016.44 0 -1016.44 0 -1400.00 0 -180.00 0 -1072.36				
24 Aug 2019 D6N-61 123452N 2N Paper 0.00 0.00 25.00 0.00 0.00 0.00 24 Aug 2018 D6N-61 SP19-147X Bok Tomer SP1919 63 4.00 0 224.11 0.1015.44 0.00 1-016.44 24 Aug 2018 D6N-61 2020-147M Back Tomer SP1919 653 4.00 0 254.11 0 105.44 0.00 1-016.44 24 Aug 2018 D6N-61 2020-147M Back Tomer SP1919 653 4.00 0 254.11 0 105.44 0.00 -1400.00 24 Aug 2018 D6N-61 2020-147M Magenta tomer SP2020 000191214736 4.00 0 350.00 100.00 0.00 -1400.00 24 Aug 2018 D6N-61 147-58074 K147 Yellow Tomer 4.00 0 350.00 100.00 0.00 -1400.00 24 Aug 2018 D6N-61 147-58074 Tomer Cyan 1020-444 4.00 0 350.00 160.00 0.00 -1400.00 24 Aug 2018 D6N-61 1020-44X Back tomer SP2020 147K-20170566 <	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1	123452N SP19-147K SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K	ZN Paper Black Toner SP1919 Black Toner SP1919 Magenta toner SP2020 Air Freshner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	000 19 12 14736 4777-8855	0.00 4.00 4.00 4.00 4.00 3.00 4.00	0 0 0 0 0 0	25.00 254.11 254.11 350.00 45.00 357.45		0.00 1 016.44 1 016.44 1 400.00 180.00 1 072.36	0.0 0.0 0.0 0.0 0.0 0.0	0 0.00 0 -1016.44 0 -1016.44 0 -1400.00 0 -180.00 0 -1072.36				
24 Aug 2019 D6N-61 123452N 2N Paper 0.00 0.00 25.00 0.00 0.00 0.00 24 Aug 2018 D6N-61 5919-147X Bok Tomer 591919 653 4.00 0 254.11 0 1016.44 0.00 -1016.44 24 Aug 2018 D6N-61 2020-147M Bok Tomer 591919 653 4.00 0 254.11 0 1016.44 0.00 -1016.44 24 Aug 2018 D6N-61 2020-147M Bok Tomer 591919 653 4.00 0 350.00 1 100.00 0.00 -1400.00 24 Aug 2018 D6N-61 995632 AF Feather 4777-855 4.00 0 455.00 1072.26 0.00 -1400.00 24 Aug 2018 D6N-61 1972-867 1002-444 4.00 0 550.00 1000.00 -1400.00 -1400.00 24 Aug 2018 D6N-61 102-147K Tomer Cyan 1020-4444 4.00 0 550.00 1000.00 -1400.00 -1400.00 -1400.00 -1400.00 -1400.00 -1400.00 -1400.00 -1400.00 -1400.00<	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1	123452N SP19-147K SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K	Black Toner SP 1919 Black Toner SP 1919 Magenta toner SP 2020 Air Freshner Yellow Toner - SP 1919 K147 Yellow Toner Toner Cyan	000 19 12 14736 4777-8855	0.00 4.00 4.00 4.00 4.00 3.00 4.00	0 0 0 0 0 0	25.00 254.11 254.11 350.00 45.00 357.45		1 016.44 1 016.44 1 400.00 180.00 1 072.36	0.00 0.00 0.00 0.00 0.00	0 0.00 0 -1016.44 0 -1016.44 0 -1400.00 0 -180.00 0 -1072.36				
24 Aug 2018 DBN-B1 SP19-147K Back Toner SP1919 963 4.00 0 254.11 1 1015.44 0.00 -1015.44 24 Aug 2018 DBN-B1 3023-147M Magenta tomer SP2020 000191214736 4.00 0 130.00 1 1015.04 0.00 -1400.00 24 Aug 2018 DBN-B1 SP19-147V Yelow Toner - SP1919 -0 3.00 0 357.45 1 1072.36 0.00 -11072.36 24 Aug 2018 DBN-B1 107470 Toner - SP1919 -0 4.00 0 350.00 1 1000.00 0 -1072.35 24 Aug 2018 DBN-B1 107470 Toner - SP1919 -0 4.00 0 350.00 1 1000.00 0.00 -1072.35 24 Aug 2018 DBN-B1 107470 Toner - SP1919 -00 4.00 0 150.00 1 1000.00 0.00 -1072.35 24 Aug 2018 DBN-B1 2020-147K Back toner SP2020 150.00 0 450.00 67 500.00 -0 -90 000.00 -90 000.00 -90 000.00 -90 000.00 -90 000.00 <td< td=""><td>24 Aug 2018 24 Aug 2018</td><td>DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1</td><td>SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K</td><td>Black Toner SP1919 Magenta toner SP2020 Air Freshner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan</td><td>000 19 12 14736 4777-8855</td><td>4.00 4.00 4.00 3.00 4.00</td><td>0</td><td>254.11 350.00 45.00 357.45</td><td></td><td>1 016.44 1 400.00 180.00 1 072.36</td><td>0.0</td><td>0 -1 016.44 0 -1 400.00 0 -180.00 0 -1072.36</td></td<>	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1	SP19-147K 2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K	Black Toner SP1919 Magenta toner SP2020 Air Freshner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	000 19 12 14736 4777-8855	4.00 4.00 4.00 3.00 4.00	0	254.11 350.00 45.00 357.45		1 016.44 1 400.00 180.00 1 072.36	0.0	0 -1 016.44 0 -1 400.00 0 -180.00 0 -1072.36				
24 Aug 2018 0691-81 2020-147M Magenta tomer \$92020 000191214736 4.00 0 3550.00 1 1400.00 0.00 -1400.00 24 Aug 2018 D691-81 995552 AF Freehrer 4777-655 4.00 0 455.00 100.00 0.00 -1400.00 24 Aug 2018 D691-81 995-971 Yelow Tomer - 91919 3.00 0 937.474 0 1072.36 0.00 -11072.36 24 Aug 2018 D691-81 197-4871 K147 Yelow Tomer 4.00 0 357.00 100.00 0.00 -1400.00 24 Aug 2018 D691-81 1020-474 4.00 0 350.00 1400.00 0.00 -1400.00 24 Aug 2018 D691-81 2020-147K Back tomer \$92020 150.00 0 450.00 1400.00 0.00 -1400.00 24 Aug 2018 D691-81 2020-147K Back tomer \$92020 147K-20170606 200.00 0 450.00 190.000.00 0.00 -90.000.00 24 Aug 2018 D691-81 2020-147K Back tomer \$92020 147K-20170606 200.00 0<	24 Aug 2018 24 Aug 2018 24 Aug 2018 24 Aug 2018 24 Aug 2018 24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1	2020-147M 9855632 SP19-147Y 147-888741 1020-147C 2020-147K	Magenta toner SP2020 Air Freshner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	000 19 12 14736 4777-8855	4.00 4.00 3.00 4.00	0	350.00 45.00 357.45		1 400.00 180.00 1 072.36	0.0 0.0 0.0	0 -1 400.00 0 -180.00 0 -1 072.36				
24 Aug 2019 D6N+01 985552 Ar Freshner 4777-6855 4.00 0 45.00 180.00 0.00 -180.00 24 Aug 2018 D6N+01 985552 Ar Freshner 4777-6855 4.00 0 45.00 1072.36 0.00 -1072.35 24 Aug 2018 D6N+01 1930.00 1000.00 0 1600.00 0.00 -1670.00 24 Aug 2018 D6N+01 1030-147C Tore Cyon 1020-4444 4.00 0 450.00 1 490.00 0.00 -1690.00 24 Aug 2018 D6N+01 2030-147C Back toner SP2020 150.00 0 450.00 67500.00 0.00 -1990.00 24 Aug 2018 D6N+01 2020-147C Back toner SP2020 150.00 0 450.00 67500.00 0.00 -90000.00 24 Aug 2018 D6N+01 2020-147C Back toner SP2020 150.00 0 450.00 67500.00 -90000.00 24 Aug 2018 D6N+01 2020-147C Back toner SP2020 197C-2017066 200.00 190 90000.00 -90000.00 Do you want to print the	24 Aug 2018 24 Aug 2018 24 Aug 2018 24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1	9855632 SP19-147Y 147-888741 1020-147C 2020-147K	Air Freshner Yellow Toner - SP1919 K147 Yellow Toner Toner Cyan	4777-8855	4.00 3.00 4.00	0	45.00 357.45		180.00 1 072.36	0.0	0 -180.00 0 -1 072.36				
24 Aug 2018 D6N-81 SP-9-147Y Yellow Toner - SP-1919 3.00 0 357.45 1 1072.36 0.00 -1072.36 24 Aug 2018 D6N-81 117488741 K147 Yellow Toner 4.00 0 450.00 1 1800.00 0.00 -1800.00 24 Aug 2018 D6N-81 1020-177 Toner Cycin 1020-4444 4.00 0 550.00 1 1000.0 0.00 -1800.00 24 Aug 2018 D6N-81 1020-177C Toner Cycin 1020-4444 4.00 0 450.00 1 67.500.00 0.00 -1800.00 0.00 -1600.00 0.00 -1600.00 0.00 -1600.00 0.00 -1600.00 0.00 -1600.00 0.00 -1600.00 0.00 -1600.00 0.00 -67.500.00 0.00 -67.500.00 0.00 90.000.00 90.000.00 90.000.00 90.000.00 90.000.00 90.000.00 90.000.00 90.000.00 -0.00 -90.000.00 -0.00 -90.000.00 -0.00 -0.00 -0.00 -0.00 -0.00 -0.00 -0.00 -0.00 -0.00 -0.00	24 Aug 2018 24 Aug 2018 24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1 DBN-B1 DBN-B1	SP19-147Y 147-888741 1020-147C 2020-147K	Yellow Toner - SP 1919 K147 Yellow Toner Toner Cyan		3.00 4.00	0	357.45		1 072.36	0.0	0 -1 072.36				
24 Aug 2018 DBN-B1 147-488/71 K147 Yellow Toner 4.00 0 450.00 1 1800.00 0.00 -1800.00 24 Aug 2018 DBN-B1 1003-1470 Toner (Yen 1000-444 4.00 0 550.00 0 1400.00 0.00 -1400.00 24 Aug 2018 DBN-B1 2020-147K Back toner SP2020 150.00 0 450.00 0 90 000.00 -67 590.00 24 Aug 2018 DBN-B1 2020-147K Back toner SP2020 147K-20170606 200.00 0 450.00 0 90 000.00 -0 -90 000.00 24 Aug 2018 DBN-B1 2020-147K Back toner SP2020 147K-20170606 200.00 0 450.00 0 90 000.00 -0 -90 000.00 24 Aug 2018 DBN-B1 2020-147K Back toner SP2020 147K-20170606 200.00 0 450.00 0 90 000.00 -90 000.00 20 Do you want to print He Stock Take batch ST407 Tone Full Tone Full -1 -1 -1 -1 -1 -1 0 0 0 0 0	24 Aug 2018 24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1 DBN-B1	147-888741 1020-147C 2020-147K	K147 Yellow Toner Toner Cyan	1020-4444	4.00										
24 Aug 2018 DBN-B1 1020-147K Tomer Cyan 1020-147K	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1	1020-147C 2020-147K	Toner Cyan	1020-4444		0	450.00	100		0.00	0 -1 800.00				
24 Aug 2018 D8N-61 2020-147K Black toner SP2020 150.00 0 450.00 0 67 500.00 0.00 -67 500.00 24 Aug 2018 D8N-61 2020-147K Black toner SP2020 147K-20170566 200.00 0 450.00 90 000.00 0.00 -90 000.00 24 Aug 2018 D8N-61 2020-147K Black toner SP2020 147K-20170566 200.00 0 450.00 90 000.00 0.00 -90 000.00 Report Generation Set to print the Stock Take batch ST407 Do you want to print the Stock Take batch ST407	4 Aug 2018	DBN-B1	2020-147K		1020-4444	4.00				1 800.00	0.0					
24 Aug 2018 D6H-81 2020-147K Black toner 5F2020 147K-20170605 200.00 0 450.00 1 90 000.00 0.00 -90 000.00 Image: Specific Constraints Do you want to primt the Stock Take batch 5T407				Plack topor \$22020												
Report Generation	14 Aug 2018	DBN-B1														
Report Generation Since The Do you want to print the Stock Take batch ST40?			2020-147K	Black toner SP2020	147K-20170606	200.00	0	450.00		90 000.00	0.0	0.000 00-00				
Do you want to print the Stock Take batch ST40?																
					ou want to print the Stock	_										
						De you want to print the Stock	Do you want to print the Stock Take batch ST40?	Do you want to print the Stock Take batch ST40?	Do you want to print the Stock Take batch ST40?	Do you want to print the Stock Take batch ST40?	Do you want to print the Stock Take batch ST40?	Do you want to print the Stock Take batch ST40?				

- 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.: Date : Warehouse :	ST40 24 Aug 2018 Main Warehouse			
	Bin	Part Code	Part Description		Batch Number	Quantity		
	DBN-B1	2020-147K	Black toner SP2020					
	DBN-B1	2020-147K	Black toner SP2020		147K-20170606			
	DBN-B1	SP19-147K	Black Toner SP1919					
	DBN-B1	SP19-147K	Black Toner SP1919		963			
	DBN-B1	SP19-147V	Vellow Toner - SP1919					
	DBN-B1	2020-147M	Magenta toner SP2020		000191214736			
	DBN-B1	147-888544	K147 Black toner					
	DBN-B1	147-888741	K147 Yellow Toner					
	DBN-B1	9855632	Air Freshner		4777-8855			
	DBN-B1	1020-147C	Toner Cyan		1020-4444			
					,			
1 and								
- / /								

- 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.



							Stock Take	e Listing - BPO: Version 2.1.0).64 - Exampl	e Company				0
Home	Equipm	ent and Location	s Contract	t Fina	nce and HR	Inve	entory Mainter	nance and Projects Manu	facturing	Procurement Sales	Service Reportin	ng Utilities		- 8
Ð 🌽	×	2		\bigcirc	8		Durb							
dd Edit	Delete	Save Layout	workspaces •	Approve	Dedine	Print	Export New	Batch - Refresh						
Maintain		Forma	t u	Proc	ess "	Prir	nt "	Current 4						
ig a column hei	ader here t	o group by that	column											
StockTakeBatc	h Sto	ockTakeDate	WhseName		FromBinNam	e	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference	
ST40	24	Aug 2018	Main Wareh	ouse	DBN-B1		DBN-B1	Abigail Milne	N	Monthly stock take.	166 585.24	0.00	-166 585.24	
		Aug 2010	Planting co	ouse	CONDI		DON'DI	Horgan Printe	18	Planting stock date.	100 303.21	0.00	100 505.21	

EXPORT STOCK TAKE BATCH

Version Compatibility¹

• 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.

1 BPO2 v2.5.0.8 or higher



Home Back Sa	Equipment / Locations Cont	tract Finar	nce / HR Inve	ntory Maintenan	ce / Projects Manufacturin	g Procurement Sales	Reporting	Utilities			- 8
Process _ F	Format _ Print _										
Ware	huse ST47 Main Warehouse DBN-A1 • *	To Bin DBN	• • -A1 •	Comme	nts						
				Į							
StockTakeBatch	StockTakeDate		BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost
P 10:	-		-Q:	10:	• • •	·B:	-	-	-		-
ST47	31/03/2022	1 1	2 DBN-A1	2 2020-147K	Black toner SP2020	0	148.000	0.000	395.830		58,582
ST47	31/03/2022	1 1	2 DBN-A1	2 2020-147K	Black toner SP2020	0 000191200005	0.000	0.000	395.830		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
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
ST47	31/03/2022	1 1	2 DBN-A1	2 2020-147K	Black toner SP2020	0 191220101025	0.000	0.000	395.830		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
ST47	31/03/2022	1 1	2 DBN-A1	2 2020-147K	Black toner SP2020	0 20160701	0.000	0.000	395.830		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
ST47	31/03/2022	1 1	2 DBN-A1	2 2020-147K	Black toner SP2020	0 65478	2.000	0.000	395.830		791
ST47	31/03/2022	1 1	2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0	1.000	0.000	322.917		322
ST47	31/03/2022	1 1	2 DBN-A1	10 2020-147Y	Yellow toner SP2020	0 000191214712	0.000	0.000	322.917		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
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
ST47	31/03/2022	1 1	2 DBN-A1	4 SP19-147K	Black Toner SP 19 19	0	534.000	0.000	308.375		164,672
ST47	31/03/2022	1 1	2 DBN-A1	4 SP19-147K	Black Toner SP 19 19	0 1234	0.000	0.000	308.375		0
ST47	31/03/2022	1 1	2 DBN-A1	4 SP19-147K	Black Toner SP 19 19	0 147-12345	0.000	0.000	308.375		0
ST47	31/03/2022	1 1	2 DBN-A1	4 SP19-147K	Black Toner SP 19 19	0 7845	13.000	0.000	308.375		4,008
ST47	31/03/2022	1 1	2 DBN-A1	4 SP19-147K	Black Toner SP 19 19	0 963	475.000	0.000	308.375		146,478
ST47	31/03/2022	1 1	2 DBN-A1	4 SP19-147K	Black Toner SP 19 19	0 987-14785	0.000	0.000	308.375		0
ST47	31/03/2022	1 1	2 DBN-A1	5 SP19-147C	Cyan Toner - SP 19 19	0	8.000	0.000	350.000		2,800
ST47	31/03/2022		2 DBN-A1	5 SP19-147C	Cyan Toner - SP 19 19	0 123456	0.000	0.000	350.000		0.
CT47	21.02/2022		D DDN A1	11 (1 100 065	Classer	0	0.000	0.000	15 000		0
									Total		-1,261,213.

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

AutoSave	M E THO	aintenance of Stock Ta	ake Bi	atch ST47_31-M	ar-2022	_04-06-45 •	P	Search (Alt+	Q)							<i>lä</i> –	0	×
File Home	e Insert Page L	ayout Formulas	Da	ita Review	View	Develop	er Add-in	s Help Bi	Tools							🖓 Commer	ts 🖻 Sh	nare
Pas		•]11 ⊻ • ⊞ • ₫						eneral ≅ ~ % 9			al Forma		🔠 Insert 👻 😿 Delete 👻 🔛 Format ~	Σ.	Sort & Find & Filter ~ Select ~	Analyze Data		
	oboard 🕞			5			5	Number		Formatting	Styles	e * styles *	E Format ~ Cells	¢ ۰	Editing	Analysis		~
	$r : X \checkmark f_X$				741	grinterit		Humber			Signes		cens		coning	Salary Sta		
A1 \																		
A	B		E												0		Q	
	atch 💌 💌 StockT			▼ BinName					Y Y	BatchSerialN					AverageUnitCos			
2 ST47 3 ST47	##	31/03/2022 1 31/03/2022 1					Black toner Black toner		0	00019120000			.000	0.000			58 5	0.0
ST47	##	31/03/2022 1					Black toner			147	,		.000	0.000			176 5	
5 ST47	##	31/03/2022 1			_		Black toner			147K-2017060	16		.000	0.000		-		0.0
5 ST47	##	31/03/2022 1					Black toner			19122010102			.000	0.000				0.
ST47	##	31/03/2022 1			_		Black toner			20-9999	·		.000	0.000				95.
ST47	##	31/03/2022 1	-		_		Black toner			20160701			.000	0.000				0.
9 ST47	##	31/03/2022 1	1 1	2 DBN-A1	22		Black toner		0	20170731			.000	0.000	395.8	60 FALSE	7	91.
0 ST47	##	31/03/2022 1	1 1	2 DBN-A1	2 2	2020-147K	Black toner	SP2020	0	65478			.000	0.000	395.8	FALSE	7	91.
1 ST47	##	31/03/2022 1	1 1	2 DBN-A1	10 2	2020-147Y	Yellow tone		0				.000	0.000	322.9	7 FALSE	3	22.
2 ST47	##	31/03/2022 1	1 1	2 DBN-A1	10 2	2020-147Y	Yellow tone	er SP2020	0	00019121471	2		.000	0.000	322.9	7 FALSE		0.0
3 ST47	##	31/03/2022 1	1 1	2 DBN-A1	10 2	2020-147Y	Yellow tone	er SP2020	0	19123050102	D		.000	0.000	322.9	17 FALSE		0.
4 ST47	##	31/03/2022 1	1 1	2 DBN-A1	10 2	2020-147Y	Yellow tone	er SP2020	0	20170728		1	.000	0.000	322.93	17 FALSE	3 5	52.
5 ST47	##	31/03/2022 1	1 1	2 DBN-A1	4 9	SP19-147K	Black Toner	SP1919	0	D		534	.000	0.000	308.3	5 FALSE	164 6	72.
6 ST47	##	31/03/2022 1					Black Toner			1234			.000	0.000				0.
7 ST47	##			2 DBN-A1			Black Toner			147-12345			.000	0.000	308.3			0.
8 ST47	##	31/03/2022 1					Black Toner			7845		-	.000	0.000			4.0	
9 ST47	##	31/03/2022 1					Black Toner			963	_		.000	0.000			146 4	
0 ST47	##	31/03/2022 1					Black Toner		_	987-14785	_		.000	0.000				0.
1 ST47	##	31/03/2022 1				SP19-147C	Cyan Toner		0		_		.000	0.000			2.8	
2 ST47 3 ST47	##	31/03/2022 1 31/03/2022 1		2 DBN-A1 2 DBN-A1		SP19-147C	Cyan Toner Cleaner	- 261313	0	123456			0.000	0.000	350.0			0.
3 S147 4 ST47	##	31/03/2022 1 31/03/2022 1				CL-100-965	Cleaner			789			.000	0.000		-	_	0.
5 ST47	##			2 DBN-A1		L2345ZN	ZN Paper			103			.000	0.000	15.0			54.
6 ST47	##			2 DBN-A1		12345ZN	ZN Paper ZN Paper			20170913			.000	0.000	17.2			0.
7 ST47	##	31/03/2022 1	-			12345ZN	ZN Paper		_	5874-9633			.000	0.000				0.0
8 ST47	##	31/03/2022 1				12345ZN	ZN Paper			7458			.000	0.000	17.2		-	51.
9 ST47	##	31/03/2022 1					K147 Black 1	toner	0				.000	0.000			21	
	Sheet (+)		1							-	1.40		1		1			
eady 🐻 🕅	Accessibility: Good to	go														+	- + -	1009

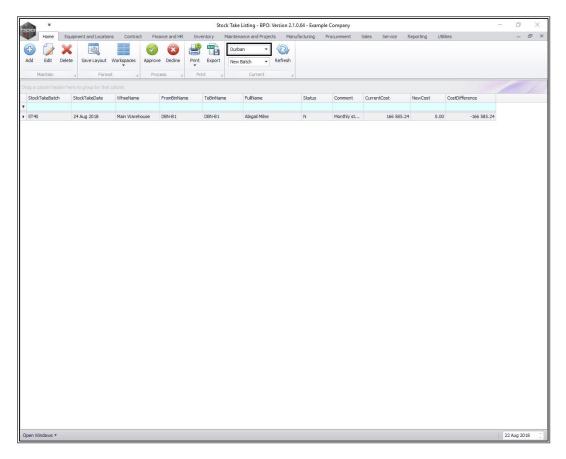
PRINT ASSET VERIFICATION REPORT

(A-Class Items)



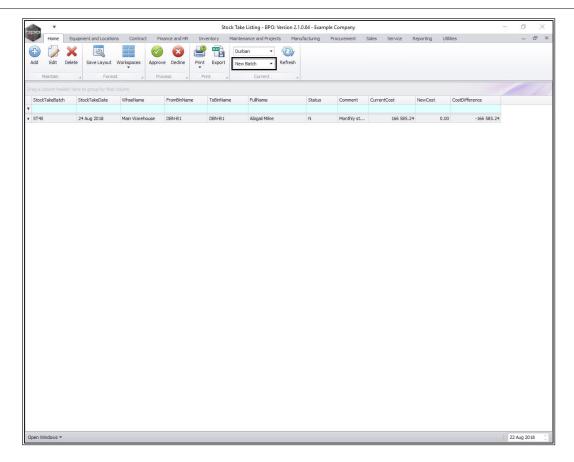
The *Asset Verification Report*, will give you a list of *serialised* items in the store (or per bin - depending on your selection), to print out and verify that those serialised items are physically in the store.

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



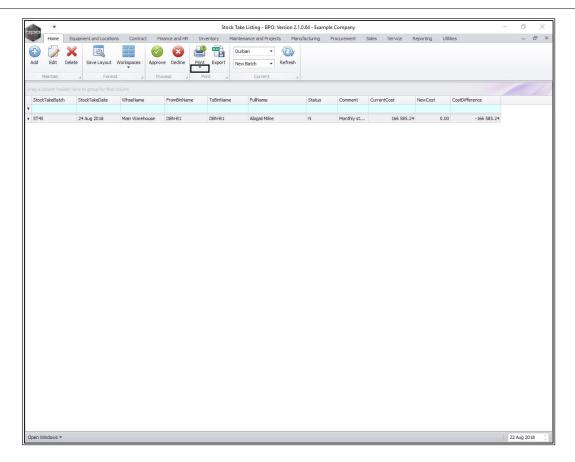
• The *status* must be set to *New Batch*.





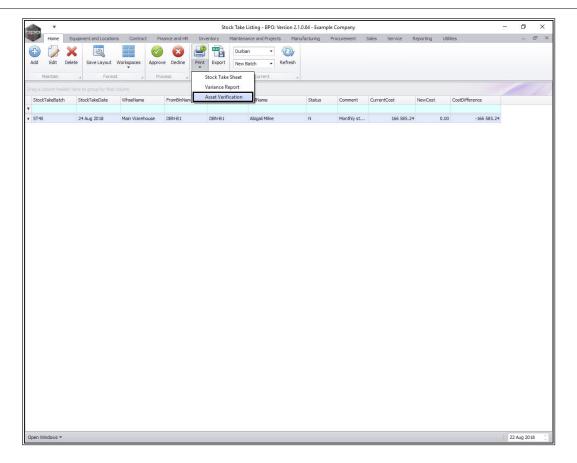
• Click on the drop-down arrow on the *Print* button.





- 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.



	Ψ							Stock	c Take Lis	ing - BPO:	Version 2.1.	0.64 - Exampl	e Company						- 6	1	×
	me	Equipme	ent and Locations	s Contrac	t Fina	nce and HR	Inve	entory Ma	laintenanc	e and Proje	cts Manu	Ifacturing	Procurement	Sales Se	ervice i	Reporting	Utilt	les		. 8	×
C		×	23		\checkmark	×	4		Durban	•	2										
		elete	Save Layout	Workspaces	Approve	Dedine	Print		New Bat	th 🔹	Refresh										
Maint	tain	4	Format		Proc	ess 🦼	Prir	nt "		Current	4										
StockTake	eBatch	Sto	ckTakeDate	WhseName		FromBinNar	me	ToBinName	F	ullName		Status	Comment	CurrentCos	st	NewCost		CostDifference			
 ♥ ▶ ST40 		24	Aug 2018	Main Wareh	nouse	DBN-B1		DBN-B1	A	bigail Milne		N	Monthly st		166 585.24		0.00	-166 585.24			
								Do you want	nt to prim	(Yes	No No									

- 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.



		As	set Summary Verification	1 Sheet		
	Bin	Part Code	Warehouse : Main Warehouse Part Description	Quantity	Verified No.	
	DBN-B1	2020-998	Staple Unit	1		
		2020 550				
	DBN-B1	ACR-01	Acer copier outer shell	1		
	DBN-B1	AT500	AT500 Copier	1		
	DBN-B1	NMACH	New Machine	1		
		NACT -				
	DBN-B1	SP2020	SP2020 Sprint Colour Multi Functional Copier	1		
and a second second						

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 - Procedure

	Ŧ													\times
	Home	Equipm	ent and Locati	ons Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement Sale	s Service Repor	ting Utilities		- 6	8)
4		×	2		2 🔞	2	Durban 🔹 👸	>						
Add	Edit	Delete	0		prove Dedine	Print Expor								
Ма	aintain		Form	• at	Process 4	Print								
		der bere t	o group by the		-									
			TakeDate	WhseName	FromBinName	ToBinNam	e FullName	Status	Comment	CurrentCost	NewCost	CostDifference	/	/
ST40			ig 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Milne	N	Monthly stock take.	166 585.24				
ST41		24 Au	g 2018	George Warehouse	George_Bin	George_B	in Abigail Milne	N		41 116.84	0.00	-41 116.84		
	adows ▼												2 Aug 2018	

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



							1.1	STOCK 18	ake Listing - Dr	PO: Version 2.	1.0.04 - EXAIII	iple company				Ø	
Home	Equipment a	nd Location	is Contract	Finan	ice and HR	In	ventory	Main	ntenance and Pro	ojects Ma	nufacturing	Procurement Sale	s Service Repor	rting Utilities		-	8 x
e 🏳	¥ [21	88			2		D	Durban	• 🚯							
		0	Workspaces A	oprove	Dedine	Print			1 2016.3	- Refresh							
			+			*											
Maintain	4	Format	t a	Proces	SS 4	P	rint	*	Current		4						
StockTakeBatch	StockTakeD)ate	WhseName	From	mBinName	3	ToBinNam	e	FullName		Status	Comment	CurrentCost	NewCost	CostDifference		
۲																	
 ST40 ST41 	24 Aug 201 24 Aug 201		Main Warehouse George Warehous	DBN			DBN-81 George_B	6m	Abigail Milne Abigail Milne		N N	Monthly stock take.	166 585.24 41 116.84				
5141	24 AUg 201	.0	George Warehous	e Geo	rge_pin	4	George_b	an -	Abigal Mille		N		41 110.04	F 0.00	-41 110.04		

- 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 - Procedure

Note: Representational control of the original production of the origina		Ψ											- BPO: Ve												
dd Edt Delete Save Layout Worksaces Approve Dedee Print Refresh Mantan - - Format - - - - - Mantan - - Format - - - - - Stadt SaleStath StodTakeBath StodTakeBath StodTakeBath StodTakeBath StodTakeBath StodTakeBath StodTakeBath StodTakeBath Comment CurrentCost NevCost CostDifference Std4 2018 Mam Warehouse CBN-E1 DBN-E1 DBN-E1 N Monthly stodt take. 166 585.24 0.00 -165 585.24		Home	Equip	pment a	nd Locatio	ns Cont	act	Finance a	nd HR	Inventory	Mair	ntenance an	d Projects	Man	ufacturing	Procuremen	t Sales	Service R	eportir	g Utiliti	les			-	8
Maintain Format Process Print Current g a column header here to group by that column FromBinName FollName Status Comment CurrentCost NewCost CostDifference Stod/TakeBatch Stod/TakeDate WheeName FromBinName FollName Status Comment CurrentCost NewCost CostDifference St40 24 Aug 2018 Man Warehouse DBN-E1 DBN-E1 DBN-E1 N Monthly stod: take. 166 585.24 0.00 -165 585.24	3 dd	Edit			0	السرائي ا																			
g a column header here to group by that column StockTakeBatch StockTakeDate WheeName FromBinName ToBrnName FullName Status Comment CurrentCost NewCost CostDifference S140 24 Aug 2018 Main Warehouse D8N-81 DBN-81 Abigai Mine N Monthly stock take. 166 585.24 0.00 -165 585.24						•				•															
StockTakeBatch NewCost CostDifference ST40 24 Aug 2018 Main Warehouse DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 DBN-B1 N Monthly stock take. 166 585.24 0.00 -166 585.24	N	laintain		4	Form	it	4	Process	*	Print	×	Cun	rent												
ST40 24 Aug 2018 Main Warehouse DBN-B1 DBN-B1 Abgal Mine N Monthly stock take. 166 585.24 0.00 -166 585.24																									
	Stock	TakeBatd	h Stoc	ockTakeD	ate	WhseName		FromBin	Name	ToBinNar	me	FullName			Status	Comment		CurrentCost	1	lewCost	0	CostDiffere	ence		
ST41 24 Aug 2018 George Warehouse George_Bin Abgal Mine N 41116.84 0.00 -1116.34																Monthly st	ock take.								
	3T41		24 A	Aug 201	8	George Wa	ehouse	George_	Bin	George_	Bin	Abigail Mi	ine		N			41 11	6.84	0	0.00		-41 116.8	84	

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



Home				Stock Take	Listing - BPO: Version 2.1	.0.64 - Exam	nple Company				٥	×
	Equipment and Locatio	ons Contract	Finance and HR	Inventory Mainter	ance and Projects Man	ufacturing	Procurement Sales	Service Repor	ting Utilities			9 X
Add Edit D	elete Save Layout	Workspaces App	rove Dedine	Print Export New	an 🔹 🍪 Batch 🔹 Refresh							
Maintain	Form	at	Process	Stock Take Sheet	Eurrent							
	r here to group by that			Variance Report	_							
StockTakeBatch		WhseName	FromBinName	Asset Verification	me	Status	Comment	CurrentCost	NewCost	CostDifference	1	
•	Stockrokebole	THIS CHAINS	Tonoritane			510105	Commerce	carrencest		costonnerence		
 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		

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



·				Stock T	ake Listing - BPO: Version 2	.1.0.64 - Exan	nple Company				0	×
Hom C Add Edit	× 🔍			9 🛍 🛛	ntenance and Projects Ma Durban • New Batch • Refresh	nufacturing	Procurement Sales	s Service Repor	ting Utilities		-	₽ X
Maintai	n a For	mat "	Process _	Print "	Current	4						
StockTakeB	atch StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference		
 \$T40 	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	Abigail Milne	N		41 116.84				
				Do you want to	yrint the stock take ST40? Yes No	1						
Open Window	s *										22 Aug 201	18

- 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.



			Stock Take					
			Stock Take Ref.:	ST40				
			Date :	24 Aug 2018				
Bin	Part Code	Part Description	Warehouse :	Main Warehouse Batch Number	Quantity			
-	Not search a fear			batch Number	Quantity			
DBN-B1	2020-147K	Black toner SP2020		147K-20170606				
DBN-B1	5P19-147K	Black Toner SP1919						
DBN-B1	SP19-147K	Black Toner SP1919		963				
DBN-B1	SP19-147V	Vellow Toner - SP1919						
DBN-B1	2020-147M	Magenta toner SP2020		000191214736				
				Chief and an an and a state of the state of				
				1				
DBN-B1	147-888741	K147 Vellow Toner						
DBN-B1	9855632	Air Freshner		4777-8855				
DBN-B1	1020-147C	Toner Cyan		1020-4444				
					·			
	DBN-61 DBN-61 DBN-61 DBN-61 DBN-61 DBN-61 DBN-61 DBN-61	DBH-61 2020-147K DBH-61 2020-147K DBH-61 SP19-147K DBH-61 SP19-147K DBH-61 SP19-147K DBH-61 SP19-147K DBH-61 SP19-147K DBH-61 SP19-147K DBH-61 147-88544 DBH-61 147-88544 DBH-61 147-88741 DBH-61 955532	DBIr-B1 2020-147K Blacktoner 5F2020 DBIr-B1 2020-147K Blacktoner 5F2020 DBIr-B1 5F19-147K Blacktoner 5F1919 DBIr-B1 5F19-147K Blacktoner 5F1919 DBIr-B1 5F19-147K Blacktoner 5F1919 DBIr-B1 5F19-147K Blacktoner 5F1919 DBIr-B1 2020-147M Magentationer 5F2020 DBIr-B1 2020-147M Magentationer 5F2020 DBIr-B1 147-88544 K147 Blacktoner DBIr-B1 147-88541 K147 YellowToner DBIr-B1 985532 Air freshner	DBI-B1 2020-147K Black toner SP2020 DBI-B1 2020-147K Black toner SP2020 DBI-B1 SP19-147K Black Toner SP1939 DBI-B1 SP19-147K Black Toner SP1939 DBI-B1 SP19-147K Black Toner SP1939 DBI-B1 SP19-147Y Vellow Toner - SP1919 DBI-B1 2020-147M Magenta toner SP2020 DBI-B1 147-888344 K147 Black toner DBI-B1 147-888741 K147 Vellow Toner DBI-B1 9835632 Air Freishner	DBH-B1 2020-147K Black toner SP2020 DBH-B1 2020-147K Black toner SP2020 147K-2017666 DBH-B1 SP13-147K Black Toner SP1519 963 DBH-B1 SP13-147K Black Toner SP1519 963 DBH-B1 SP13-147K Vallow Toner - SP1519 963 DBH-B1 2020-147M Magenta toner SP2020 000191214736 DBH-B1 147-88544 K147 Black toner 000191214736 DBH-B1 147-88741 K147 Vallow Toner 00191214736 DBH-B1 9835632 Air Freihner 4777-8855	DBI+B1 2020-147K Black toner \$F2020 147K-20170666 DBI+B1 2020-147K Black toner \$F2020 147K-20170666 DBI+B1 \$F19-147K Black toner \$F1919 963 DBI+B1 \$F19-147K Black toner \$F1919 963 DBI+B1 \$F19-147K Black toner \$F1919 963 DBI+B1 \$F19-147K Wagenta toner \$F2020 000191214736 DBI+B2 2020-147H Magenta toner \$F2020 000191214736 DBI+B1 147-888544 K147 Yellow Toner	DBIr-B1 2020-147K Black toner \$92020 Image: Constraint of the system	DBI+B1 2020-147/K Black tones 592020

RE-OPEN SAVED STOCK TAKE BATCH

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



	Ŧ							510		Listing - BPO:	VEISION 2.1						Ø	
0	Home	Equipm	nent and Locatio	ns Contract	Financ	e and HR	Inve	entory	Mainten	ance and Projec	cts Man	ufacturing	Procurement Sale	s Service Repor	ting Utilities		-	8 x
4	1	~	2			8			Durb	an 🔻	2							
Add	Edit	Delete	Save Layout	Workspaces A	pprove	-	Print	Export	-	Batch 🔻	Refresh							
	aintain		Forma	*	Process		• Pri			Current								
		4			Process		. 60	10 A		current								
			to group by that					2 11								a 1917		1
9 Stocki	akebatch	STOCK	TakeDate	WhseName	From	BinName	10	BinName	F	FullName		Status	Comment	CurrentCost	NewCost	CostDifference		
▶ ST40		24 Au	ıg 2018	Main Warehouse	DBN-	B1	DE	3N-81	A	Abigail Milne		N	Monthly stock take.	166 585.24	0.00	-166 585.24		
ST41		24 Au	ug 2018	George Warehous	e Georg	ge_Bin	Ge	eorge_Bin	A	Abigail Milne		N		41 116.84	0.00	-41 116.84		

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



Martin Normation Approx Date Date Process Process Process Date	· ·				Stock T	ake Listing - BPO: Version 2.1	0.64 - Examp	le Company			_	٥	×
Image: Designer	Home	Equipment and Locatio	ns Contract	Finance and HR	Inventory Mair	ntenance and Projects Man	ufacturing	Procurement Sales	Service Repor	ting Utilities		-	8 ×
Nature Part Outer	G 💋) 🙁 🛓	9 💼 🛛	Durban 🔹 🏠							
In a scalan holder her is group by Part claim Social social scalar in Auder here is a scalar in Audre	Add Edit De	elete Save Layout	Workspaces Appr	rove Dedine Pr	int Export N	lew Batch 👻 Refresh							
StachTeleCable WheeNeame FromEinVierne CellorAlame Public Statue Comment CurrentCoot NewCoot CootDifference ST40 24 Aug 2018 Man Warehouse DBN E1 Abgal Mine N Monthly attod take. 165 553.24 0.00 -165 553.24 ST41 24 Aug 2018 George Warehouse George_Bin Abgal Mine N Monthly attod take. 165 553.24 0.00 -165 535.24 ST41 24 Aug 2018 George Warehouse George_Bin Abgal Mine N Monthly attod take. 161 0.00 -165 535.24 ST41 24 Aug 2018 George Warehouse George_Bin Abgal Mine N Monthly attod take. 1110.84 0.00 -141 110.84	Maintain	.a Formi	at 🖌 A	Process "	Print 4	Current 4							
Vision Vision Vision DBH-B1 Abgal Mine N Monthly slock take. 106 335.24 0.00 -166 335.24 5741 24 Aug 2018 George Wierhouse George_Bn Abgal Mine N Monthly slock take. 106 335.24 0.00 -166 335.24 5741 24 Aug 2018 George Wierhouse George_Bn Abgal Mine N Monthly slock take. 106 335.24 0.00 -166 335.24 5741 24 Aug 2018 George Wierhouse George_Bn Abgal Mine N Monthly slock take. 106 335.24 -116 335.24 5741 24 Aug 2018 George Wierhouse George_Bn Abgal Mine N Monthly slock take. 106 335.24 -111 16.34													
211 24 Aug 2018 George, Bin Abgal Mine N 41 116.84 0.00 -41 116.84	StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference		
211 24 Aug 2018 George, Bin Abgal Mine N 41 116.84 0.00 -41 116.84	¥												
	▶ ST40							Monthly stock take.					
	ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Milne	N		41 116.84	0.00	-41 116.84		
pen Windows * 22 Aug 2018													

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



Process _	Format 4			_	Comments							
	eference ST40	larebouse		•	Monthly stock take.							
	From Bin DBN-B		* To Bin DBN									
	tch Date 24 Aug											
												1/
	er here to group by			lene .	le ree ree						in the second second	
StockTakeBatch	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference
5740	24.4	DBN-B1	147-888544	K147 Black toner		4.00	0.00	300.00		1 200.00	0.00	-1 200.0
iT40	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1	147-888544 12345ZN	ZN Paper			0.00	25.00		1 200.00	0.00	
1740 1740	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1	123452N SP19-147K	ZN Paper Black Toner SP1919		0.00	0.00	25.00		1 0 16.44	0.00	
1140 1740	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1	SP19-147K SP19-147K	Black Toner SP 19 19 Black Toner SP 19 19	963	4.00	0.00	254.11		1 0 16.44	0.00	
1740 1740	24 Aug 2018 24 Aug 2018	DBN-B1 DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0.00	350.00		1 400.00	0.00	
1740	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0.00	45.00		180.00	0.00	
T40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919	4777-0003	3.00	0.00	357.45		1072.36	0.00	
T40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0.00	450.00		1 800.00	0.00	
iT 40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0.00	350.00		1 400.00	0.00	
5T40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0.00	450.00		67 500.00	0.00	
5T40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	0.00	450.00		90 000.00	0.00	
				1								

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.



Home	Equipment and Lo	cations Cr	ontract Finar	nce and HR Inventory	Maintenance and Projec	ts Manufactur	ing Procure	ement Sales	Service	Reporting L	Julities		-	8
	2													
	Save Layout													
Process "	Format 🦼													
Batch Re	eference ST40				Comments Monthly stock take.									
	rehouse Main W	Israhoura		• •	Monthly stock take.									
	From Bin DBN-B		* To Bin DBN											
		•	TO BIN DBIN	(-B1 ·										
Ba	tch Date 24 Aug	2018 •												
StockTakeBatch	StockTakeDate		PartCode	PartDesc	BatchSerialNo	OurrentOurantitu	StockOoHand	AverageUnitCost	Undated	LineCost	NewLineCost	CostDiffe		1
StockTakebatch	StockTakeDate	Dirivanie	PartCode	Partulesc	batchSenaivo	currentQuanuty	Stockormand	AverageUnitCost	opdated	Unecost	NewLneCost	COSID/ITE	rence	
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0.00	300.00		1 200.00		0.00	-1 200.0	2
5140 ST40	24 Aug 2018 24 Aug 2018	DBN-B1	12345ZN	ZN Paper		0.00	0.00	25.00		0.00		0.00	0.0	
5T40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 19 19		4.00	0.00	254.11		1 016.44		0.00	-1016.4	
ST 40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 19 19	963	4.00	0.00	254.11		1 0 16.44		0.00	-1016.4	
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	0.00	350.00		1 400.00		0.00	-1 400.0	
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	0.00	45.00		180.00		0.00	-180.0	0
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP1919		3.00	0.00	357.45		1 072.36		0.00	-1072.3	5
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	0.00	450.00		1 800.00		0.00	-1 800.0	D
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	0.00	350.00		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		67 500.00			-67 500.0	
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00		450.00		90 000.00		0.00	-90 000.01	D
												1		
											Total		-166	

- 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.



Home	Equipment and	Locations Co	ntract Fina	nce and HR Inventory	Maintenance and Project	ts Manufactur	ng Procure	ment Sales	Service	Reporting L	Jtilities	-	8
we Back :	Save Layout												
Process 🦼	Format 🦼												_
Batch Re	eference ST4	0			Comments Monthly stock take.								
	rehouse Mair				Monthly stock take.								
							2						
	From Bin DBN		To Bin DBM	-61 +			T						
Bat	tch Date 24/	Aug 2018 🔹											
StockTakeBatch	StockTakeDa		PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Undated	LineCost	NewLineCost	CostDifference	4
Diocritaneouter	Stockforcou	a. Deetaine	T GI LEOGE	Turbese	Contra Politica No.	currentquartery	-	Averageoniteost		CIRCOUT	The method of the second	cosonicicite	
ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	0.00	300.00		1 200.00	0	.00 -1 200.0	0
5140 ST40	24 Aug 2018		12345ZN	ZN Paper		0.00	0.00	25.00		0.00		.00 -1 200.0	
ST40	24 Aug 2018		SP19-147K	Black Toner SP1919		4.00	0.00	254.11		1 016.44		.00 -1016.4	
ST40	24 Aug 2018		SP19-147K	Black Toner SP1919	963	4.00	0.00	254.11		1 0 16.44		.00 -1 016.4	
ST40	24 Aug 2018		2020-147M	Magenta toner SP2020	000191214736	4.00	0.00	350.00		1 400.00		.00 -1 400.0	
ST40	24 Aug 2018		9855632	Air Freshner	4777-8855	4.00	0.00	45.00		180.00		.00 -180.0	
ST40	24 Aug 2018		SP19-147Y	Yellow Toner - SP1919		3.00	0.00	357.45		1 072.36		.00 -1 072.3	6
ST40	24 Aug 2018		147-888741	K147 Yellow Toner		4.00	0.00	450.00		1 800.00	0.	.00 -1 800.0	o
ST40	24 Aug 2018		1020-147C	Toner Cyan	1020-4444	4.00	0.00	350.00		1 400.00		.00 -1 400.0	0
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	0.00	450.00		67 500.00	0.	.00 -67 500.0	0
ST40	24 Aug 2018	DBN-81	2020-147K	Black toner SP2020	147K-20170606	200.00	A 200. ÷	450.00		90 000.00	0.	.00 -90 000.0	o

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.



ave Back Save Process For	ve Layout			nce and HR Inventory	Maintenance and Project	ts Manufactur	ing Procure	ment Sales	Service	Reporting L	Jtilties	-	8
re Back Save	ve Layout												
tracess _ For													
	ormat 🔐												
Batch Refer													
	rence ST40				Comments Monthly stock take.								
Wareh	house Main W	/arehouse		•									
	m Bin DBN-B:		To Bin DEN	-81 -									
	Date 24 Aug		TO DIT DON										
Batch	Date 24 Aug	2018 •											
StockTakeBatch St	StockTakeDate	BinName	PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	AverageUnitCost	Updated	LineCost	NewLineCost	CostDifference	1
						-		-					
ST40 24	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	4.00	300.00		1 200.00	1 200.00	0.0	0
	24 Aug 2018	DBN-B1	12345ZN	ZN Paper		0.00	5.00	25.00		0.00			
ST-40 24	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 19 19		4.00	4.00	254.11		1 0 16.44	1 0 16.44	0.0	0
	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	4.00	254.11		1 0 16.44	1 0 16.44	0.0	0
ST40 24	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	4.00	350.00		1 400.00	1 400.00	0.0	0
ST40 24	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	4.00	45.00		180.00	180.00	0.0	0
ST40 24	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP 19 19		3.00	3.00	357.45		1 072.36	1 072.36	0.0	0
ST40 24	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	4.00	450.00		1 800.00	1 800.00	0.0	0
ST40 24	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	4.00	350.00		1 400.00	1 400.00	0.0	0
ST40 24	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	150.00	450.00		67 500.00	67 500.00	0.0	0
ST40 24	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00		90 000.00	90 000.00	0.0	0
5140 24	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00		90 000.00	90 000.00	0.0	0

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

Note:

- If you do <u>not</u> 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.



e Back S	ave Layout												
rocess "	Format 4												
Batch Re	ference ST40				Comments Monthly stock take.								
War	rehouse Main W	/arehouse		•									
F	rom Bin DBN-B	1 🔻	To Bin DBN	I-B1 🔻 *	2								
Bat	ch Date 24 Aug	2018 -											
												17	
	here to group by StockTakeDate		PartCode	PartDesc	BatchSerialNo	0	Charles and	AverageUnitCost		LineCost	NewLineCost	CostDifference	1
lock rakebalteri	StockTakeDate	Diriname	Partcode	PartDesc	battriseriaivo	CurrentQuanuty	Stockonnand	Averageunitcost	opdated	LineCost	NewLineCost	CostDimerence	
T40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	4.00	300.00		1 200.00	1 200.00	0.00	0
T40	24 Aug 2018	DBN-B1	12345ZN	ZN Paper		0.00				0.00			
T40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 1919		4.00				1 0 16.44			
T40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 19 19	963	4.00	4.00	254.11		1 0 16.44	1 0 16.44	0.00	0
T40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	4.00	350.00		1 400.00	1 400.00	0.00	0
T40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	4.00	45.00		180.00	180.00	0.00	0
T40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP 1919		3.00	3.00	357.45		1 072.36	1 072.36	0.00	0
T40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	4.00	450.00		1 800.00	1 800.00	0.00	0
T40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	4.00	350.00		1 400.00	1 400.00	0.00	0
T40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	150.00	450.00		67 500.00	67 500.00	0.00	0
T40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00		90 000.00	90 000.00	0.00	0

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



Home B	Equipment and Lo	cations Co	intract Finar	nce and HR Inventory	Maintenance and Project	ts Manufactur	ing Procure	ment Sales	Service	Reporting L	Jtilties	-	8
	2												
ve Back S	lave Layout												
Process 4	Format 4												
Process a	Format a				Comments								
Batch Re	ference ST40				Monthly stock take.								
War	rehouse Main W	/arehouse		• •									
F	rom Bin DBN-B	1 -	To Bin DBN	I-81 + *									
Bat	ch Date 24 Aug	2018 -											
	cirbute zinos	2010											
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		1 200.00	1 200.00	0.0	00
ST40	24 Aug 2018	DBN-B1	12345ZN	ZN Paper		0.00	5.00	25.00		0.00	125.00	125.0	00
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 19 19		4.00	4.00	254.11		1 0 16.44	1 0 16.44	0.0	00
ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP1919	963	4.00	4.00	254.11		1 016.44	1016.44	0.0	00
ST40	24 Aug 2018	DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	4.00	350.00		1 400.00	1 400.00		
ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	4.00	45.00		180.00			00
ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP 19 19		3.00	3.00	357.45		1 072.36			00
ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	4.00	450.00		1 800.00	1 800.00	0.0	
ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	4.00	350.00		1 400.00			
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	150.00	450.00		67 500.00			00
ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00		90 000.00	90 000.00	0.1	00
					Stock Take batch No. S		× fully.						

• 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.



Process Process <t< th=""><th>Process Format Back BeFeress \$149 Warehouse Ma Warehouse From Bin 060+81 24 Aug 2018 To Bin 080+81 24 Aug 2018 Bokt Bit 24 Aug 2018 Bokt Toner SP1919 400 400 24 Aug 2018 Bokt Toner SP1919 24 Aug 2018 Bokt Sit 24 Aug 2018 <</th><th>ave Back</th><th>Save Layout</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	Process Format Back BeFeress \$149 Warehouse Ma Warehouse From Bin 060+81 24 Aug 2018 To Bin 080+81 24 Aug 2018 Bokt Bit 24 Aug 2018 Bokt Toner SP1919 400 400 24 Aug 2018 Bokt Toner SP1919 24 Aug 2018 Bokt Sit 24 Aug 2018 <	ave Back	Save Layout														
Batch Reference 540 Warehouse Man Warehouse Man Warehouse From Bin DBH-81 To Bin DBH-81 StackTaileBack Note Cost DBH-81 DBH-81 DBH-81 <th>Batch Reference Warehouse Image: Stack TakeBatch Man Warehouse To Bin DBN-81 CurrentQuantity StackTakeBatch StackTakeBatch StackTakeBatch StackTakeBatch StackTa</th> <th></th>	Batch Reference Warehouse Image: Stack TakeBatch Man Warehouse To Bin DBN-81 CurrentQuantity StackTakeBatch StackTakeBatch StackTakeBatch StackTakeBatch StackTa																
Warehouse Man Warehouse Man Warehouse Man Warehouse From Bin DBH81 To Bin DBH81	Warehouse Main Warehouse To Bin Description Description <thdescription< th=""> <thdescription< th=""> <th< td=""><td>1.</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<></thdescription<></thdescription<>	1.				-											
Normalian Normalian <th colspan="2" normal<="" td=""><td>Norm Bin DB142 T T DB100 T Batch Det 24 Aug 2018 T T Batch Det PartCode PartCode<td></td><td></td><td></td><td></td><td></td><td>Monthly stock take.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td></th>	<td>Norm Bin DB142 T T DB100 T Batch Det 24 Aug 2018 T T Batch Det PartCode PartCode<td></td><td></td><td></td><td></td><td></td><td>Monthly stock take.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td>		Norm Bin DB142 T T DB100 T Batch Det 24 Aug 2018 T T Batch Det PartCode PartCode <td></td> <td></td> <td></td> <td></td> <td></td> <td>Monthly stock take.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						Monthly stock take.								
Batch Date 24 Aug 2018 • extrame headed here to grade by that column Stad/TaleBatch Stad/TaleBa	Batch Date 24 Aug 2018 Tech Batch Series Construction Stod/TakeBatch Stod/TakeDatch Stod/TakeBatch Stod/Take																
ga cikamiester bere is grad på Britane 504/14e8/steh 500/12e8/steh 500/12e8/s	go ackame header bare to grad by blat claum StackTakeBath StockTakeBath BerName PartCode PartDesc BathSeriaNo CurrenQuantity StockToHard AverageUniCost Updated LineCost NewLineCost CostDifference ST40 24 Aug 2018 DBN-81 1245837N 2/P Roer 0.00 5.00 2.500 0.00 1200.00 1000.00 0.00 ST40 24 Aug 2018 DBN-81 5919-147K Black Toner 971919 653 4.00 4.00 2254.11 0.1016.44 1016.64 100.00 ST40 24 Aug 2018 DBN-81 5919-147K Black Toner 971919 653 4.00 4.00 2554.11 0.1016.44 1016.64 0.00 ST40 24 Aug 2018 DBN-81 200-147K Black Toner 971919 653 4.00 4.00 2554.11 0.1016.44 1016.64 0.00 ST40 24 Aug 2018 DBN-81 200-147K Megents Inter 97202 00019121477S 4.00 4.00 1400.0 0.01 1400.00 0.00 ST40 24 Aug 2018 DBN-81 1935532 Ar Freihrer 4777-855 4.00 4.00 4.00 1400.0 1100.00 1000 0.00 ST40 24 Aug 2018 DBN-81 1935532 Ar Freihrer 4777-855 4.00 4.00 4.00 10.00 1810.00 100.00 0.00 ST40 24 Aug 2018 DBN-81 147-883741 K147 Yellow Toner 40.00 4.00 4.00 1300.0 1100.00 11800.00 0.00 ST40 24 Aug 2018 DBN-81 147-883741 K147 Yellow Toner 40.00 4.00 4.00 100.00 11800.00 100.00 ST40 24 Aug 2018 DBN-81 147-883741 K147 Yellow Toner 40.00 4.00 4.00 100.00 100 11800.00 0.00 ST40 24 Aug 2018 DBN-81 147-883741 K147 Yellow Toner 40.00 4.00 4.00 100.00 16 0.00 11800.00 0.00 ST40 24 Aug 2018 DBN-81 147-883741 K147 Yellow Toner 40.00 4.00 4.00 100.00 16 0.00 11800.00 0.00 ST40 24 Aug 2018 DBN-81 1200-147C Toner Cyan 1020-444 4.00 4.00 4.00 100.00 16 0.00 1800.00 0.00 ST40 24 Aug 2018 DBN-81 2020-147K Black toner 92020 1950.00 150.00 490.00 1990.00.00 990.00.00 900.00 0.00 ST40 24 Aug 2018 DBN-81 2020-147K Black toner 92020 197.00 1000 490.00 190.00 990.00.00 990.00.00 900.00 0.00 ST40 24 Aug 2018 DBN-81 2020-147K Black toner 92020 197.00 190.00 490.00 1990.00.00 990.00.00 990.00.00 900.00 0.00 ST40 24 Aug 2018 DBN-81 2020-147K Black toner 92020 197.00 200.00 200.00 490.00 1990.00.00 990.00.00 990.00.00 900.00 0.00 ST40 24 Aug 2018 DBN-81 2020-147K Black toner 92020 197.00 200.00 200.00 200.00 990.00.00 990.00.00 900.00 0.00 ST40 24 Aug 2018				To Bin DBN	N-B1 -											
Stod/TakeBabbh Stod/TakeBabbh BinName PartCode PartDesc BathSerialito CurrentQuantity Stod/TakeBabbh AverageLintCost Updated LineCost NewLineCost CoDIfference ST40 24 Aug 2018 DBH-81 123452M K179 Black tomer 0 4.00 4.00 300.00 0 12.00.00 10.00.00 10.00.	Stod/TakeBabh Stod/Tak	Ba	tch Date 24 Au	ig 2018 🔻													
Stod/TakeBath BitName PartCode PartDade	Stod/TakeBath Stod/TakeBath Stod/TakeBath Stod/TakeBath Stod/TakeBath Stod/TakeBath Stod/TakeBath AverageUniCost Updated LineCost Net/IneCost Cost/Ifference ST40 24 Aug 2018 D8H-61 127482x Zi Pager 0.00 4.00 300.00 0 1200.00 0.00 1200.00 0.00 125.00 1200.00 1200.00 0.00 125.00 1200.00 0.00 125.00 1200.00 0.00 125.00 1200.00 0.00 125.00 1200.00 0.00 125.00 1200.00 0.00 125.00 1200.00 1200.00 1200.00 1200.00 1200.00 1200.00 1200.00 1200.00 125.00 100.00 100.00 100.00 100.00 100.00													11			
ST40 24 Aug 2018 DBH-81 12488544 K147 Black tomer 4.00 4.00 500.00 1 1200.00 1200.00 0 0 ST40 24 Aug 2018 DBH-81 12488544 K147 Black tomer 0.00 5.00 25.00 1 0.000 1200.00 1020.00 1020.00 1020.00 1020.00 1200.00 1220.00 1200.00 1220.00 1220.00 1220.00 1220.00 1220.00 1220.00 1220.00 1220.00 1220.00 1200.00	ST40 24 Aug 2018 DRH-81 147-885 K 147 Black tomer 4.00 4.00 4.00 300.00 1 200.00 1.200.00 1.200.00 1.200.00 1.200.00 1.200.00 0.00 0.250.00 0.250.00 1.200.00 1.200.00 0.00 0.250.00 0.00 0.250.00 0.00 0.250.00 0.00 0.250.00 0.00 0.250.00 0.00 0.250.00 0.00 0.250.00 0.00 0.250.00 0.00 0.250.00 0.00 </td <td></td> <td></td> <td></td> <td>PartCode</td> <td>PartDesc</td> <td>BatchSerialNo</td> <td>CurrentQuantity</td> <td>StockOnHand</td> <td>Averagel InitCost</td> <td>Undated</td> <td>LineCost</td> <td>NewlineCost</td> <td>CostDifference</td> <td>1</td>				PartCode	PartDesc	BatchSerialNo	CurrentQuantity	StockOnHand	Averagel InitCost	Undated	LineCost	NewlineCost	CostDifference	1		
ST40 24 Aug 2018 DBH-81 147-889544 K147 Black tomer 4.00 4.00 300.00 1 1200.00 1200.00 0 ST40 24 Aug 2018 DBH-81 1234524 ZPaper 0.00 5.00 225.00 0 0.00 1200.00	ST40 24 Aug 2018 DBN81 147888544 K147 Black toner 4.00 4.00 300.00 1200.00 1200.00 0.00 ST40 24 Aug 2018 DBN81 123452N ZPAper 0.00 5.00 25.00 0 0.00 1220.00 1200.00 0.00 ST40 24 Aug 2018 DBN81 SP19-147K Back Toner SP1919 4.00 0.400 254.11 1016.44 1016.44 0.00 ST40 24 Aug 2018 DBN81 SP19-147K Back Toner SP1919 653 4.00 4.00 254.11 1016.44 1016.44 0.00 ST40 24 Aug 2018 DBN81 S209-147K Back Toner SP1919 503 4.00 4.00 350.00 1400.00 1400.00 0.00 ST40 24 Aug 2018 DBN81 SP19-147K Yelson Toner -SP1919 3.00 3.00 357.45 161.072.35 1072.35 0.00 ST40 24 Aug 2018 DBN81 147.888744 K147 Yelson Toner 4.00 4.00 450.00 180.00 1.000.00 0.00 ST40 24 Aug 2018																
5740 24 Aug 2018 DBN-B1 12452N 2N Paper 0.00 5.00 25.00 0 0.00 125.00	ST40 24 Aug 2018 DBN81 129452M 2N Page 0.00 5.00 25.00 0.00 125.00 125.00 ST40 24 Aug 2018 DBN81 919-147X Back Tomer 5P 1919 4.00 4.00 254.11 1016.44 1016.44 0.00 ST40 24 Aug 2018 DBN81 919-147X Back Tomer 5P 1919 653 4.00 4.00 254.11 1016.44 1016.44 0.00 ST40 24 Aug 2018 DBN81 920-147X Back Tomer 5P 1919 653 4.00 4.00 254.11 1016.44 1016.44 0.00 ST40 24 Aug 2018 DBN81 920-147X Back Tomer 5P 1919 630 4.00 450.00 1490.00 1490.00 0.00 ST40 24 Aug 2018 DBN81 925632 AF Freshmer 477.485 4.00 4.00 450.00 180.00 1000.00 0.00 ST40 24 Aug 2018 DBN81 147.88374 K147 Velow Tomer 4.00 4.00 4.00 180.00 1072.35 0.00 ST40 24 Aug 2018 DBN81 1202-147X Tomer Cyan 1020-4444 4.00 4.00 4.00.0 160.00 160.00 0.00 ST40	ST40	24 Aug 2018	DBN-B1	147-888544	K147 Black toner		4.00	4.00	300.00		1 200.00	1 200.00	0.0	00		
ST40 24 Aug 2018 DBH-B1 SP19-147X Back Tomer SP1919 963 4.00 4.00 254.11 I 1015.44	ST40 24 Aug 2018 D6H-01 SP19-147K Badc Toner SP1919 963 4.00 254.11 1 1016.44 1016.44 0.00 ST40 24 Aug 2018 D6H-01 S919-147K Badc Toner SP1919 963 4.00 4.00 254.11 1 1016.44 1016.44 0.00 ST40 24 Aug 2018 D6H-01 3955.00 1 1016.44 1016.44 0.00 ST40 24 Aug 2018 D6H-01 3955.00 1 1016.44 0.00 0.00 ST40 24 Aug 2018 D6H-01 3955.02 AF Freihner 4777-6855 4.00 4.00 450.00 180.00 180.00 0.00 ST40 24 Aug 2018 D6H-01 1973-857 1000-444.0 4.00 4.00 450.00 180.00 1600.00 0.00 ST40 24 Aug 2018 D6H-01 1020-447 Toner Cyan 1020-444 4.00 1000 1600.00 1600.00 0.00 ST40 24 Aug 2018 D6H-01 1020-447 Back toner SP2020 150.00 150.00 150.00 1600.00																
ST40 24 Aug 2018 DBH-81 SP19-147K Back Tomer SP1919 963 4.00 4.00 254.11 Image: Control Contrect Control Contrect Control Control Contro	ST40 24 Aug 2018 DBN-B1 SP 19-14% Black Tomer SP 1919 963 4.00 24.00 254.11 1 1016.44 1016.44 0.00 ST40 24 Aug 2018 DBN-B1 S20-147M Magenta tomer SP 2020 000191214736 4.00 4.00 150.00 1 1400.00 1400.00 0.00 ST40 24 Aug 2018 DBN-B1 SS20-147M Magenta tomer SP 2020 4.00 4.00 4.00 1016.44 1015.04 0.00 ST40 24 Aug 2018 DBN-B1 SP 19-147Y Valor Tomer SP 1919 3.00 3.00 357.45 1 1072.35 1072.35 0.00 ST40 24 Aug 2018 DBN-B1 1974 Yellow Tomer SP 1919 4.00 4.00 450.00 1 1000.0 100.00 0.00 ST40 24 Aug 2018 DBN-B1 1072.477 Tomer Cynn 1020-4444 4.00 4.00 450.00 1 1000.00 100.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Black tomer SP2020 150.00 150.00 450.00 590.000.00 90.000.00 </td <td></td> <td>1016.44</td> <td></td> <td></td>												1016.44				
ST40 24 Aug 2018 DBH-B1 9855632 Air Freichner 4777,8855 4.00 4.00 4500 Image: Control of the co	ST40 24 Aug 2018 DBN-B1 9855532 Air Freshmer 4777-6855 4.00 4.00 45.00 180.00 180.00 0.00 ST40 24 Aug 2018 DBN-B1 9919-147V Yelow Toner - SP1919 3.00 3.00 357.45 1 1072.36 1072.36 0.00 ST40 24 Aug 2018 DBN-B1 1020-147C Toner Cyan 1020-147H 4.00 4.00 450.00 1 100.00 180.00 0.00 ST40 24 Aug 2018 DBN-B1 1020-147C Toner Cyan 1020-147H 4.00 4.00 450.00 1 1400.00 0.00 ST40 24 Aug 2018 DBN-B1 1202-147K Back toner SP2020 147K-2017066 200.00 450.00 67 500.00 67 500.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back toner SP2020 147K-2017060 200.00 450.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back toner SP2020 147K-2017060 200.00 450.00 90 000.00 90 000.00 0.00	ST40	24 Aug 2018	DBN-B1	SP19-147K	Black Toner SP 19 19	963	4.00	4.00	254.11		1 0 16.44	1016.44	0.0	00		
ST40 24 Aug 2018 DBH-81 919-1477 Yellow Toner - SP 1919 3.00 3.00 257.45 1072.36 1072.36 0 ST40 24 Aug 2018 DBH-81 147-889741 K147 Yellow Toner 4.00 4.00 4.50.0 1800.00 0 1800.00 0 ST40 24 Aug 2018 DBH-81 127-2874 K147 Yellow Toner 4.00 4.00 450.00 1800.00 1800.00 0 ST40 24 Aug 2018 DBH-81 2020-147K Back toner SP2020 150.00 150.00 150.00 67 500.00 67 500.00 67 500.00 0 ST40 24 Aug 2018 DBH-81 2020-147K Back toner SP2020 147%-20170605 200.00 200.00 450.00 59 000.00 90 000.00 0 ST40 24 Aug 2018 DBH-81 2020-147K Back toner SP2020 147%-20170605 200.00 200.00 90 000.00 90 000.00 0 ST40 24 Aug 2018 DBH-81 2020-147K Back toner SP2020 147%-20170605 200.00 200.00 90 000.00 90 000.00 0 <	ST40 24 Aug 2018 DBH-B1 SP 19-1477 Yellow Toner - SP 1919 3.00 3.00 257.45 1072.36 1072.36 0.00 ST40 24 Aug 2018 DBH-B1 147488711 K147 Yellow Toner 4.00 4.00 450.00 1800.00 1800.00 0.00 ST40 24 Aug 2018 DBH-B1 2020-147K Black toner SP2020 4.00 4.00 450.00 1070.26 1900.00 1000.00 0.00 ST40 24 Aug 2018 DBH-B1 2020-147K Black toner SP2020 150.00 450.00 67 500.00 67 500.00 0.00 ST40 24 Aug 2018 DBH-B1 2020-147K Black toner SP2020 150.00 450.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBH-B1 2020-147K Black toner SP2020 147K-20170665 200.00 200.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBH-B1 2020-147K Black toner SP2020 147K-20170665 200.00 200.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBH-B1	ST40		DBN-B1	2020-147M	Magenta toner SP2020	000191214736	4.00	4.00	350.00		1 400.00	1 400.00				
ST40 24 Aug 2018 DBH 81 147-888741 K147 Yellow Tomer 4.00 4.00 450.00 1800.00 1800.00 0 ST40 24 Aug 2018 DBH 81 1020-147C Tomer Cyan 1020-4444 4.00 4.00 450.00 1800.00 1400.00 0 ST40 24 Aug 2018 DBH 81 202-147K Back toner SP2020 150.00 150.00 500.00 67 550.00 0 67 550.00 0 <td>ST40 24 Aug 2018 DBK-B1 147-8887.41 K147 Yelow Tomer 4.00 4.00 450.00 1800.00 1800.00 0.00 ST40 24 Aug 2018 DBK-B1 1020-147K Tomer Cyan 1020-444H 4.00 4.00 4.00 1 1400.00 1.00.00 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP220 150.00 150.00 1 90.000.00 90.000.00 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP220 147K-20170506 200.00 450.00 0 90.000.00 90.000.00 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP2202 147K-20170506 200.00 450.00 0 90.000.00 90.000.00 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP2202 147K-20170506 200.00 200.00 1000 0 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP2202 147K-20170506 200.00 200.00 1000.00 90.000.00 90.000.00 0.00 Do you want to print the Stock Take batch ST407 Tomer SP220 147K-20170505 200.00 1000.00 1000.00<td>ST40</td><td>24 Aug 2018</td><td>DBN-B1</td><td>9855632</td><td>Air Freshner</td><td>4777-8855</td><td>4.00</td><td>4.00</td><td>45.00</td><td></td><td>180.00</td><td>180.00</td><td>0.0</td><td>00</td></td>	ST40 24 Aug 2018 DBK-B1 147-8887.41 K147 Yelow Tomer 4.00 4.00 450.00 1800.00 1800.00 0.00 ST40 24 Aug 2018 DBK-B1 1020-147K Tomer Cyan 1020-444H 4.00 4.00 4.00 1 1400.00 1.00.00 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP220 150.00 150.00 1 90.000.00 90.000.00 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP220 147K-20170506 200.00 450.00 0 90.000.00 90.000.00 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP2202 147K-20170506 200.00 450.00 0 90.000.00 90.000.00 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP2202 147K-20170506 200.00 200.00 1000 0 0.00 ST40 24 Aug 2018 DBK-B1 2020-147K Back tomer SP2202 147K-20170506 200.00 200.00 1000.00 90.000.00 90.000.00 0.00 Do you want to print the Stock Take batch ST407 Tomer SP220 147K-20170505 200.00 1000.00 1000.00 <td>ST40</td> <td>24 Aug 2018</td> <td>DBN-B1</td> <td>9855632</td> <td>Air Freshner</td> <td>4777-8855</td> <td>4.00</td> <td>4.00</td> <td>45.00</td> <td></td> <td>180.00</td> <td>180.00</td> <td>0.0</td> <td>00</td>	ST40	24 Aug 2018	DBN-B1	9855632	Air Freshner	4777-8855	4.00	4.00	45.00		180.00	180.00	0.0	00		
ST40 24 Aug 2018 DBH-B1 1020-147C Toner Cyan 1020-4444 4.00 4.00 350.00 1 1400.00 1400.00 0 ST40 24 Aug 2018 DBH-B1 2020-147C Black timer SP2020 150.00 150.00 150.00 67 500.00 0 0 ST40 24 Aug 2018 DBH-B1 2020-147C Black timer SP2020 147C-2017606 200.00 200.00 450.00 67 500.00 0 ST40 24 Aug 2018 DBH-B1 2020-147C Black timer SP2020 147C-2017606 200.00 200.00 450.00 90 000.00 90 000.00 0 ST40 Destet1 Destet1 <t< td=""><td>ST40 24 Aug 2018 DBN-B1 1020-147K Tomer Cyan 1020-147K 4.00 4.00 350.00 1 1400.00 1400.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back tomer SP2020 150.00 150.00 450.00 67 500.00 67 500.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back tomer SP2020 147K-20170505 200.00 200.00 450.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back tomer SP2020 147K-20170505 200.00 450.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back tomer SP2020 147K-20170505 200.00 450.00 90 000.00 90 000.00 0.00 ST40 DBN-B1 2020-147K Back tomer SP2020 147K-20170505 200.00 450.00 90 000.00 90 000.00 0.00 ST40 Do you want to print the Stock Take batch ST407 Up you want to print the Stock Take batch ST407 Up you want to print the Stock Take batch ST407 Up you you you you you you you you you you</td><td>ST40</td><td>24 Aug 2018</td><td>DBN-B1</td><td>SP19-147Y</td><td>Yellow Toner - SP 19 19</td><td></td><td>3.00</td><td>3.00</td><td>357.45</td><td></td><td>1 072.36</td><td>1 072.36</td><td>0.0</td><td>00</td></t<>	ST40 24 Aug 2018 DBN-B1 1020-147K Tomer Cyan 1020-147K 4.00 4.00 350.00 1 1400.00 1400.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back tomer SP2020 150.00 150.00 450.00 67 500.00 67 500.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back tomer SP2020 147K-20170505 200.00 200.00 450.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back tomer SP2020 147K-20170505 200.00 450.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147K Back tomer SP2020 147K-20170505 200.00 450.00 90 000.00 90 000.00 0.00 ST40 DBN-B1 2020-147K Back tomer SP2020 147K-20170505 200.00 450.00 90 000.00 90 000.00 0.00 ST40 Do you want to print the Stock Take batch ST407 Up you want to print the Stock Take batch ST407 Up you want to print the Stock Take batch ST407 Up you	ST40	24 Aug 2018	DBN-B1	SP19-147Y	Yellow Toner - SP 19 19		3.00	3.00	357.45		1 072.36	1 072.36	0.0	00		
ST40 24 Aug 2018 DBN-B1 2020-147K Black tomer SP2020 150.00 150.00 450.00 G7 500.00 67 500.00 0 ST40 24 Aug 2018 DBN-B1 2020-147K Black tomer SP2020 147K-20170606 200.00 200.00 450.00 G7 500.00 67 500.00 0 ST40 24 Aug 2018 DBN-B1 2020-147K Black tomer SP2020 147R-20170606 200.00 200.00 450.00 G7 500.00 59 000.00 0 Report Generation V Do you want to print the Stock Take batch 5740?	ST40 24 Aug 2018 DBN-B1 2020-147X Black tomer SP2020 150.00 150.00 450.00 67 500.00 67 500.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147X Black tomer SP2020 147K-20170605 200.00 200.00 450.00 90 000.00 90 000.00 0.00 ST40 24 Aug 2018 DBN-B1 2020-147X Black tomer SP2020 147K-20170605 200.00 200.00 450.00 90 000.00 90 000.00 0.00 Report Generation Do you want to print the Stock Take batch 57407 Do you want to print the Stock Take batch 57407 X <	ST40	24 Aug 2018	DBN-B1	147-888741	K147 Yellow Toner		4.00	4.00	450.00		1 800.00	1 800.00	0.0	00		
ST40 24 Aug 2018 DBN-B1 2020-147K Black toner SP2020 147K-20170606 200.00 450.00 90 000.00 90 000.00 0	ST40 24 Aug 2018 DBN-B1 2020-147K Black tomer SP2020 147K-20170666 200.00 200.00 450.00 90 000.00 90 000.00 0.00 Report Generation Do you want to print the Stock Take batch 5T40?	ST40	24 Aug 2018	DBN-B1	1020-147C	Toner Cyan	1020-4444	4.00	4.00	350.00		1 400.00	1 400.00	0.0	00		
Report Generation X Do you want to print the Slock Take batch 5140?	Report Generation Do you want to print the Stock Take batch 5740?	ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020		150.00	150.00	450.00		67 500.00	67 500.00	0.0	00		
Report Generation × Do you want to print the Stock Take batch 5140?	Report Generation	ST40	24 Aug 2018	DBN-B1	2020-147K	Black toner SP2020	147K-20170606	200.00	200.00	450.00		90 000.00	90 000.00	0.0	00		
Do you want to print the Stock Take batch 5740?	Do you want to print the Stock Take batch 5740?																
							u want to print the Stock	_]								

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.:				
			Date : Warehouse :	24 Aug 2018 Main Warehouse			
Bin	Part Code	Part Description	warehouse :	Batch Number	Quantity		
DBN-B1	2020-147K	Black toner SP2020					
DBN-B1	2020-147K	Black toner SP2020		147K-20170606			
				1478 20170000			
DBN-B1	SP19-147K	Black Toner SP1919					
DBN-B1	SP19-147K	Black Toner 5P1919		963			
DBN-B1	SP19-147V	Vellow Toner - SP1919					
DBN-B1	2020-147M	Magenta toner SP2020		000191214736			
DBN-B1	147-888544	K147 Black toner					
DBN-B1	147-888741	K147 Vellow Toner					
DBN-B1	9855632	Air Freshner		4777-8855			
DBN-B1	1020-147C	Toner Cyan		1020-4444			
ODN-D1	1020*1470	Toner Cyan		1020*****			

• 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 - Procedure

						Stoc	k Take Listing - BPO: Version 2.1	1.0.64 - Exam	nple Company			200	Ø	×
-	Home	Equipme	ent and Locatio	ns Contract	Finance and HR	Inventory M	Maintenance and Projects Man	nufacturing	Procurement Sale	s Service Report	ting Utilities			8
3		×	2			2 🖷	Durban 🔹 💫							
Id	Edit		Save Layout			Print_Export	New Batch + Refresh							
				*		Ŧ								
P	Maintain		Form	at 🦼	Process "	Print 🔒	Current 4							
Stock	TakeBatch	StockT	akeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference		
ST40		24 Aug		Main Warehouse	DBN-B1	DBN-B1	Abigail Milne	N	Monthly stock take.	166 585.24	166 710.24			
ST41		24 Aug	2018	George Warehouse	George_Bin	George_Bin	Abigail Milne	N		41 116.84	0.00	-41 116.84		

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



· ·				SLUCK	Take Listing - BPO: Versio	11 2.1.0.04 - EXAIII	pie Company				Ø	
Home	Equipment and Location	ns Contract	Finance and HR	Inventory Ma	aintenance and Projects	Manufacturing	Procurement Sales	Service Report	ing Utilities		- 4	9 ×
Add Edit De	elete Save Layout	Workspaces App	rove Dedine		Durban • 🔏 New Batch • Refr	PV .						
Maintain	a Forma	at "I	Process "	Stock Take Sh		4						
				Variance Repo								
StockTakeBatch	StockTakeDate	WhseName	FromBinName	Asset Verificat	me	Status	Comment	CurrentCost	NewCost	CostDifference		
 \$T40 	24 Aug 2018	Main Warehouse	DBN-B1	DBN-81	Abigail Milne	N	Monthly stock take.	166 585.24	166 710.24	125.00		
\$T40 \$T41		George Warehouse		George_Bin	Abigail Milne	N	Monthly stock take.	41 116.84	0.00			

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



	Ŧ				Stock	Take Listing - BPO: Version 2.1	1.0.64 - Exam	iple Company			-	Ø	\times
0	Home	Equipment and Locati	ions Contract	Finance and HR		aintenance and Projects Man	nufacturing	Procurement Sales	Service Repor	ting Utilities		-	8 x
3		X		2 😢 👔	😫 💼	Durban 🔹 🏠							
Add	Edit	Delete Save Layout	Workspaces App		Print Export	New Batch 👻 Refresh							
	Maintain	_ Form	nat 🖌	Process 4	Print "	Current a							
Drag a (1
Stoc	<pre>KTakeBatch</pre>	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference		
 ♥ ▶ ST40 				DBN-B1	0.001 0.4	attro staat 10					100.00		
► ST40		24 Aug 2018 24 Aug 2018	Main Warehouse George Warehouse		DBN-B1 George_Bin	Abigail Milne Abigail Milne	N N	Monthly stock take.	166 585.24 41 116.84	166 710.24			
					2 Doyo	u want to show only the items	No.						
Open W	/indows *										1	27 Aug 20	18

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).
- From here you can *View*, *Print*, *Email* and *Export* the Stock Variance Report.

Close the report preview screen when you are done.



			Stock Ta Stock Take Re Date : Warehouse :	ke Variance Repo f.: 5T40 24 Aug 2018 Main Warehouse	rt			
Bin	Part Code	Part Description		Batch Number Previous SOH		Ave Cost Qty Varian		
DBN-B1	12345ZN	ZN Paper			5	25.00	5 125.00	
						Total	125.00	
Report created	on BPO - www.co3.co.za		Printed : 27	' Aug 2018 09:47			Page 1 of 1	

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



· ·				Stock	Take Listing - BPO: Version 2.1	0.64 - Examp	e Company			200	o x
Home	Equipment and Location	ons Contract			intenance and Projects Mani	ufacturing	Procurement Sales	Service Report	ting Utilities		- & ×
🔁 🦢			🥖 🔞 🛓	🖁 💼 [Durban 🔹 💫						
Add Edit C	elete Save Layout	Workspaces App	prove Decline Prin		New Batch 👻 Refresh						
Maintain		nat 🦼	Process "	Print "	Current 🦼						
Drag a column head											
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	100 B 100 B 100 B	N	Honday stock take.	41 116.84	0.00	-41 116.84	
Open Windows =				Report Optio	Do you want to show only the i	tens with a v	xariance?			2	7 Aug 2018

- The *Variance Report* displayed, will contain <u>all</u> 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.



			Stock Ta Stock Take Re Date : Warehouse :	f.: ST40 24 Aug 201 Main Wareh	nouse				
Bin DBN-B1	Part Code 2020-147K	Part Description Black toner SP2020		Batch Number	Previous SOH	50H 150	Ave Cost 450.00	Qty Variance	Value Variance
DBN-B1	2020-147K	Black toner SP2020		147K-20170606	200	200	450.00		.00
DBN-B1	SP19-147K	Black Toner SP1919			4	4	254.11		.00
DBN-B1	SP19-147K	Black Toner SP1919		963	4	4	254.11		.00
DBN-B1	SP19-147V	Vellow Toner - SP1919			3	3	357.45		.00
DBN-B1	2020-147M	Magenta toner SP2020		000191214736	4	4	350.00		.00
DBN-B1	147-888544	K147 Black toner			4	4	300.00		.00
DBN-B1	12345ZN	ZN Paper				5	25.00	5	125.00
DBN-B1	147-888741	K147 VellowToner			4	4	450.00		.00
DBN-B1	9855632	Air Freshner		4777-8855	4	4	45.00		.00
DBN-B1	1020-147C	Toner Cyan		1020-4444	4	4	350.00		.00
							Tota		125.00
							đ		
Report creat	ed on BPO - www.co3.co.za		Printed : 27	Aug 2018 11:19					Page 1 of 1

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.



Natan Pert Caret					Stock	Take Listing - BPO: Version 2.	1.0.64 - Exam	ple Company				Ø	\times
dist Beit	Home	Equipment and Locatio	ns Contract	Finance and HR	Inventory M	aintenance and Projects Ma	nufacturing	Procurement Sales	Service Repor	ting Utilities		- 8	p ×
Retard Retard Retard	🔂 🍃	× 🔍		0 😢 🔮	2 💼	Durban 🔻 💫							
Age of schem heider here is group by heir claim Stadiar lakelah here is group by here is g	Add Edit D	Delete Save Layout	Workspaces App	rove Dedine P	rint Export	New Batch + Refresh							
Stud?TakeBabb Methame FondBritame ToldBritame Fulleme Status Comment CurrentCost NexCost CostDifference ST40 24 Aug 2018 Men Vitambuse CBV-B1 DBV-B1 Abgal Mine N Montify stock take. 165 955 24 105 710. 24 115.00 ST41 24 Aug 2018 George Warboxes George_Bin Abgal Mine N Montify stock take. 165 955 24 105 710. 24 115.00 ST41 24 Aug 2018 George Warboxes George_Bin Abgal Mine N Montify stock take. 165 955 24 105 710. 24 115.00 ST41 24 Aug 2018 George Warboxes George_Bin Abgal Mine N Montify stock take. 165 710. 24 115.00	Maintain		at 🦼 I	Process 🔒	Print 🔒	Current							
VII 24 Aug 2013 Man Warthouse DBV-B1 DBV-B1 Abgal Mine N Monthly stock take. 166 355.24 166 720.24 115.30 5741 24 Aug 2013 George Warthouse George Jin George Jin Abgal Mine N Monthly stock take. 106 355.24 105 720.24 115.30 5741 24 Aug 2013 George Warthouse George Jin Rouge Jin Abgal Mine N Monthly stock take. 106 355.24 0.00 -41 116.34													
24 Aug 2018 George Warehouse George_Bin George_Bin Abgal Mine N 41116.84 0.00 -41116.84	StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference		
24 Aug 2018 George Warehouse George_Bin George_Bin Abgal Mine N 41116.84 0.00 -41116.84	·												
	ST40							Monthly stock take.					
	ST41	24 Aug 2018	George Warehouse	George_Bin	George_Bin	Abigail Milne	N		41 116.84	0.00	-41 116.84		
ven 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**.



	Ŧ				Stock 1	ake Listing - BPO: Version 2.	1.0.64 - Exam	nple Company			100	o ×
	Home	Equipment and Locati	ons Contract			ntenance and Projects Mar	nufacturing	Procurement Sales	Service Repor	ting Utilities		- @ ×
4		× 🖾		u 😮 👔	🤗 💼 🛛	Durban 🔹 🏠						
Add	Edit D	lelete Save Layout	Workspaces App			lew Batch 👻 Refresh						
P	laintain	_ Form	nat 🦼	Process "	Print _	Current						
Drag a c												- /
Stock	TakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference	
۴		Taxan and taxan	-			Care of the second	1997					
 ST40 ST41 		24 Aug 2018 24 Aug 2018	Main Warehouse George Warehouse	DBN-B1 George Bin	DBN-B1 George_Bin	Abigal Milne Abigal Milne	N N	Monthly stock take.	166 585.24 41 116.84	166 585.24		
0.11				1 10.94 10.1					110.01	5.00	1110.01	
Open W	indows •				(?) batch	ing will at the stock position Are your sure you want to u	Nez	No No			2	7 Aug 2018

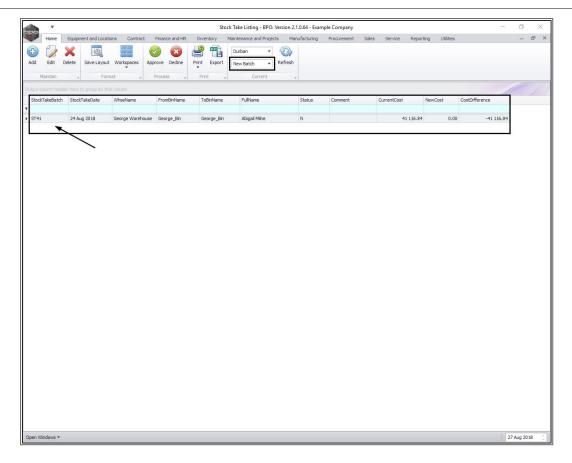
- A *Stock Take Process* message box will pop up informing you that;
 - The stock take, no. [] has been processed and the stock has been updated.
- Click on OK.



•				Stock 1	Take Listing - BPO: Version 2.1	.0.64 - Exam	iple Company			=	٥	\times
Home	Equipment and Locat	ions Contract	Finance and HR		ntenance and Projects Man	ufacturing	Procurement Sales	s Service Repor	ting Utilities		-	8 ×
C			🖉 🔞 👔	🤗 💼 🛛	Durban 🔹 💫							
Add Edit (Delete Save Layout	Workspaces App	prove Dedine F		New Batch 👻 Refresh							
Maintain	. For	nat "	Process "	Print "	Current a							
Drag a column head												
StockTakeBatch	StockTakeDate	WhseName	FromBinName	ToBinName	FullName	Status	Comment	CurrentCost	NewCost	CostDifference		
9			0.001 0.4	001104	have compared to							
 ST40 ST41 	24 Aug 2018 24 Aug 2018	Main Warehouse George Warehouse	DBN-81 George Bin	DBN-B1 George_Bin	Abigail Milne Abigail Milne	N N	Monthly stock take.	166 585.24 41 116.84				
	2.1109 2010	ocorge more mouse	ocorge_pin	000.92_011	- angue - an e			1110.01	0.00	1110.01		
							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*.





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



	Nelete Save Layout	Workspaces App	rove Dedine	Print Export	Durban • Co	sh					
					Status 🗰 StatusDe	sc					
Maintain	a Form	at a	Process	Print "	N New Batch						
					V Updated X Deleted						
StockTakeBatch	StockTakeDate +	WhseName	FromBinName	ToBinName	A DOCTO		Comment	CurrentCost	NewCost	CostDifference	
ST30	02 Aug 2017	Main Warehouse	DBN-B1	DBN-81			Test stock take fin	3 740.00	11 928.37	8 188.37	
ST32	02 Aug 2017	Main Warehouse	DBN-B1	DBN-B1	×	1		11 928.37		-2 385.67	
ST3	02 Jun 2014	Main Warehouse	DBN-A1	DBN-A1	Belinda Sharman	U		71 690.41		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	Cari Warehouse	Cari_Bin	Cari_Bin	Belinda Sharman	U		1 475.00	1 025.00	-450.00	
ST12	17 Feb 2015	Cari Warehouse	Cari_Bin	Cari_Bin	Belinda Sharman	U		5 329.55	6 0 1 2.50	682.95	
ST13	18 Feb 2015	Cari Warehouse	Cari_Bin	Cari_Bin	Belinda Sharman	U		6 0 12.50	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		-25.00	
ST37	21 Nov 2017	Cari Warehouse	Cari_Bin	Cari_Bin	Bianca Du Toit	U	test	5 203.64		-5 203.64	
ST 19	21 Sep 2016	Main Warehouse	DBN-A1	DBN-A1	Belinda Sharman	U		407 747.06		948.68	
ST15	23 Jul 2015	George Warehouse	George_Bin	George_Bin	Belinda Sharman	U		3 135.78		367.36	
ST16	23 Jul 2015	Main Warehouse	DBN-A1	DBN-B1	Belinda Sharman	U		529 396.50		0.00	
ST5	23 Sep 2014	Cari Warehouse	Cari_Bin	Cari_Bin	Belinda Sharman	U		4 420.45		-332.95	
ST35	24 Aug 2017	Cari Warehouse	Cari_Bin	Cari_Bin	Bianca Du Toit	U	test	5 203.64		-1 107.95	
ST40	24 Aug 2018	Main Warehouse	DBN-B1	DBN-B1	Abigail Milne Belinda Sharman	U	Monthly stock take.	166 585.24 5 587.50	1		
ST6 ST7	26 Sep 2014 27 Oct 2014	Cari Warehouse Main Warehouse	Cari_Bin DBN-A1	Cari_Bin DBN-81	Belinda Sharman Belinda Sharman	U		114 623.61		-332.95	
ST8	27 Oct 2014	Main Warehouse	DBN-A1 DBN-A1	DBN-B1 DBN-B1	Belinda Sharman	U		114 623.61		-81 952.85	
ST36	27 Oct 2014 29 Sep 2017	George Warehouse	George Bin	George Bin	Bianca Du Toit	U		40 886.76	45 013.27	-81 952.85	
5150	29 Sep 2017	George warehouse	George_bri	George_bri	biarica Du Toit	U		40 000.70	4 500.00	-30 300.70	

MNU.036.003