Count Item

Module Guide: Stock Count Sheet

Module Location

Inventory > Item/Service > Stock Count Sheet

Module Objective

The **Stock Count Sheet** module functions as a **digital count sheet** for the **Stocktake** or physical inventory process. This module displays a list of items along with their stock balance according to the system and provides a special column for inputting the results of the actual physical count in the warehouse.

1. Main View (Count Sheet)

The main page of this module is a list of items that has been formatted for a stocktake activity.

View Explanation & Filters

- **Filters**: You can filter the list of items to be counted by **Item/Service Category Type**, **Category**, and **Status**.
- **Month Period**: Select the month and year of the stocktake period to be performed.

Key Column Explanation

- **Qty in Warehouse**: Shows the stock quantity for each item according to the system's records before the physical count.

- **Stocktake**: This is the main input column. This is where you enter the quantity that you physically counted in the warehouse.

- **Stocktake Balance**: This column will automatically calculate the difference between the **Qty in Warehouse** (system) and the **Stocktake** (physical).

2. Steps to Perform a Stocktake

1. **Prepare the Count Sheet**:

   - Use the filters to display the items that will be counted (for example, all **Active FINISHED GOODS**).

   - You can print this page or export it to Excel to be brought to the warehouse as a checklist.

2. **Perform the Physical Count**: The warehouse team conducts the physical count for each item on the list.

3. **Input the Count Results**: Return to this module and enter the physical count results for each item into the corresponding **Stocktake** column.

4. **Review the Difference**: After all data is input, check the **Stocktake Balance** column. A non-zero number in this column indicates a stock discrepancy (a shortage or surplus) that requires investigation.

5. **Adjustment Process**: After the discrepancy is investigated and validated, the next step is to create an **Inventory**

Adjustment transaction in another module to align the stock quantity in the system with the physical count results.

Tips & Important Notes

- This module is for the **preparation and recording** step in the stocktake process. The action to adjust the stock in the system is done in a separate module.
- To get an accurate **Qty in Warehouse**, ensure all goods movement transactions (receipts, shipments) have been fully recorded before starting the stocktake.
- This is a fundamental work tool for the **Warehouse and Inventory Accountant** teams, performed periodically.

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