Stocktake inbox

Module Guide: Stocktake Inbox

Module Location

Inventory > Inventory Adjustment > Stocktake Inbox

Module Objective

The **Stocktake Inbox** module serves as the approval center for all **Stocktake** adjustment documents that have been submitted. This is a crucial internal control step where managers from relevant departments (e.g., Warehouse and Accounting) must review and approve the physical count results before the system permanently changes the inventory quantity and value data.

1. Main View (Document List)

The main page of this module displays a list of all Stocktake documents awaiting your approval or that have already been processed.

- **View**: This page displays a list of Stocktake documents, complete with **Document Number, Date,** and the current **Approval Status**.
- **Usage**: Find and click the **Document Number** that you want to review.

2. Approval Process Steps

Step 1: Access and Open the Document

Open the Inbox module, then click on the **Document Number** you wish to review to open its detail page.

Step 2: Review the Stocktake Results

On the detail page, check the table to perform verification. Compare the system stock quantity (**Qty Stock**) with the physical count quantity (**Qty SO**) and note the figure in the **Difference** column. In the example above, there is no difference.

Step 3: Provide Approval

1. At the bottom of the page, find the row with your name in the **"Manager / Superior concerned"** section.
2. Change the **Status** to "Accepted" or "Approved".
3. You can provide a note or reason for the approval in the **Reason** column.
4. Click the save button to record your approval.

Workflow & Integrated Business Process

1. A Stocktake document is created in the **Stocktake** module to record the count results.
2. The document then enters this **Inbox** for validation.
3. After all authorized parties have approved (for example, the Head of Production/Warehouse and the Head of Accounting), the system will finally:
    - Adjust the stock quantity in the system.

- Post the accounting journal to record the value of the stock difference (if any).

Tips & Important Notes

- **Multi-level approval** ensures that the stock adjustment is valid both physically (by the warehouse/production party) and financially (by the accounting party).
- This is a crucial internal control step to prevent unauthorized stock adjustments and to maintain the integrity of inventory data.

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