

Stocktake Setting

Module Guide: Stocktake Setting

Module Location

Part of the Inventory > Inventory Adjustment > Stocktake workflow

Module Objective

The **Stocktake Setting** screen is a crucial preparatory step in the stocktake process. Its purpose is to define the scope of the count by selecting the specific items to be included in one physical counting session. This allows for a partial stocktake (**cycle count**) or a more organized full stocktake.

1. Main View (Item Selection)

After you start creating a new Stocktake document from the **Stocktake** module, you will be directed to this page to select which items will be counted.

View Explanation

- **Filters:** Use the filters at the top to search for and display relevant items, for example, by **Item/Service Category Type** (e.g., RAW MATERIALS).
- **Item List:** The system will display all items that match the filters. Your task is to select items from this list.

2. Steps to Set the Stocktake Scope

This process is a continuation of the creation of a Stocktake document.

1. **Start from the Stocktake Module:** Open the **Stocktake** module and click the **[New]** button. You will likely be asked to select a location/Bin first.
2. **Filter Items:** After that, you will be taken to the **Stocktake Setting** screen. Use the filters to display the items you want to count.
3. **Select Items:** Check the box on the left for each item that you will include in this stocktake session.
4. **Save Selection:** After all desired items are selected, click the **[Save]** button in the bottom-left corner.

Workflow & Integrated Business Process

- This step is the bridge between the creation of the Stocktake document and the actual physical counting process.
- After you save the item selection here, the system will generate a formal **count sheet** (similar to the **Stock Count Sheet** module) that contains **only the items you have selected**.
- The next step is to use that count sheet to enter the physical count results, which will then be processed for a stock adjustment.

Tips & Important Notes

- By selecting items beforehand, the stocktake process becomes more focused and organized, especially in a warehouse with thousands of items.
- This feature is very useful for performing **cycle counting**, where you only count a small portion of items (for example, fast-moving items) on a routine basis, without having to count the entire warehouse.

Revision #1

Created 14 October 2025 14:45:50 by Sayu

Updated 14 October 2025 14:47:09 by Sayu