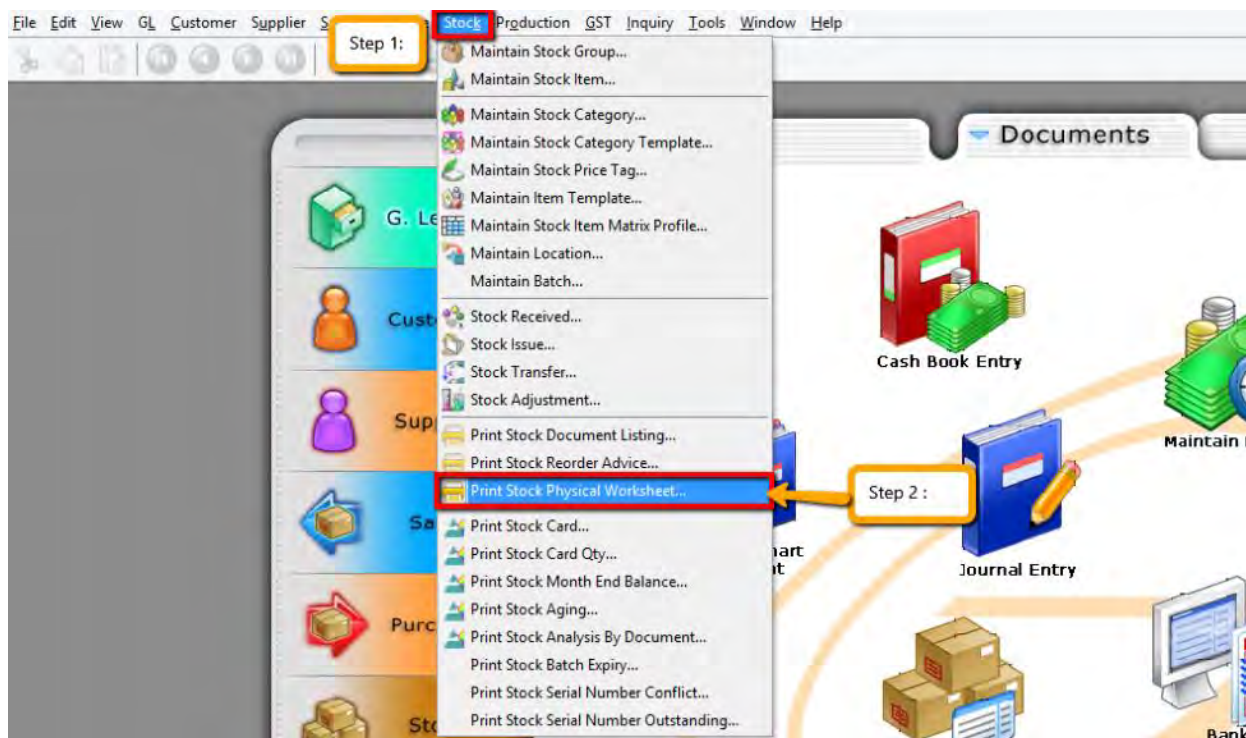


Stock Adjustment / Stock Take :

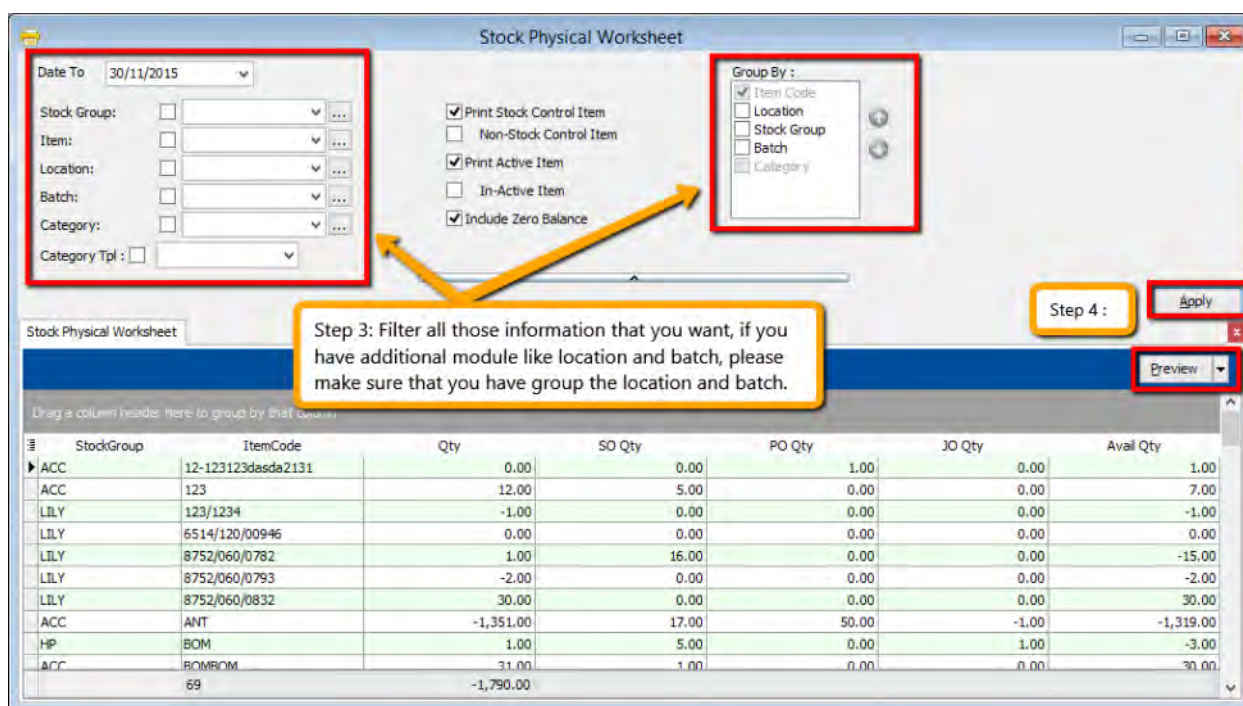
Allow user to key-in quantity in and out from the system, just like combination of stock received and stock issue, normally use it for stock take purpose. (Stock | Stock Adjustment | New)

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-03_StockTax.mp4

How SQL System can help during Stock Take ?



Step 1 & 2 : Click on **Stock** then choose **Print Stock Physical Worksheet**.



Step 3 : **Filter** the date, stock group or others **information** that you want to do for the stock take, please **make sure** that you have **choose** the correct location and batch if you have this 2 modules.

Step 4 : Click on **Apply and Preview**.

Report Builder

Location : All
Item Group : All
Item Code : All
Print Active : Yes
Print InActive : No
Print Stk Ctrl : Yes
Print Non Stk Ctrl : No
Incl Zero Balance : Yes
Group By : Item Code
Sort By : ItemCode;Location;StockGroup;Batch;Category

17/11/15 10:04 AM
ADMIN

Stock Take Sheet

As At 16/11/2015

Testing Company ()

Page 1 of 3

Item Code	Description	UOM	Book Qty	Physical Qty	Remarks
12-123123dasda2131	12-dasda2131	UNIT	0.00		
123	123	UNIT	12.00		
123/1234	123/1234	UNIT	-1.00		
6514/120/00946	6514/120/00946	UNIT	0.00		
8752/060/0782	8752/060/0782	UNIT	1.00		
8752/060/0793	8752/060/0793	UNIT	-2.00		
8752/060/0832	8752/060/0832	UNIT	30.00		
ANT	ANTENNA	UNIT	-1,351.00		

Page 1 of 3 17.11.2015 10:04:56 Stock Physical Worksheet - Level 1.rtm

Step 5 : **Print out this stock physical worksheet -stock take sheet** for stock keeper to manually fill in the actual stock physical quantity at warehouse, so stock keeper just have to **fill in the actual quantity into the physical qty column.**

Stock Adjustment Entry

Stock Adjustment

Cancelled |

Stk Adj No : <<New>>
Next No: A3-00004
Date : 16/11/2015

Description : Stock Adjustment

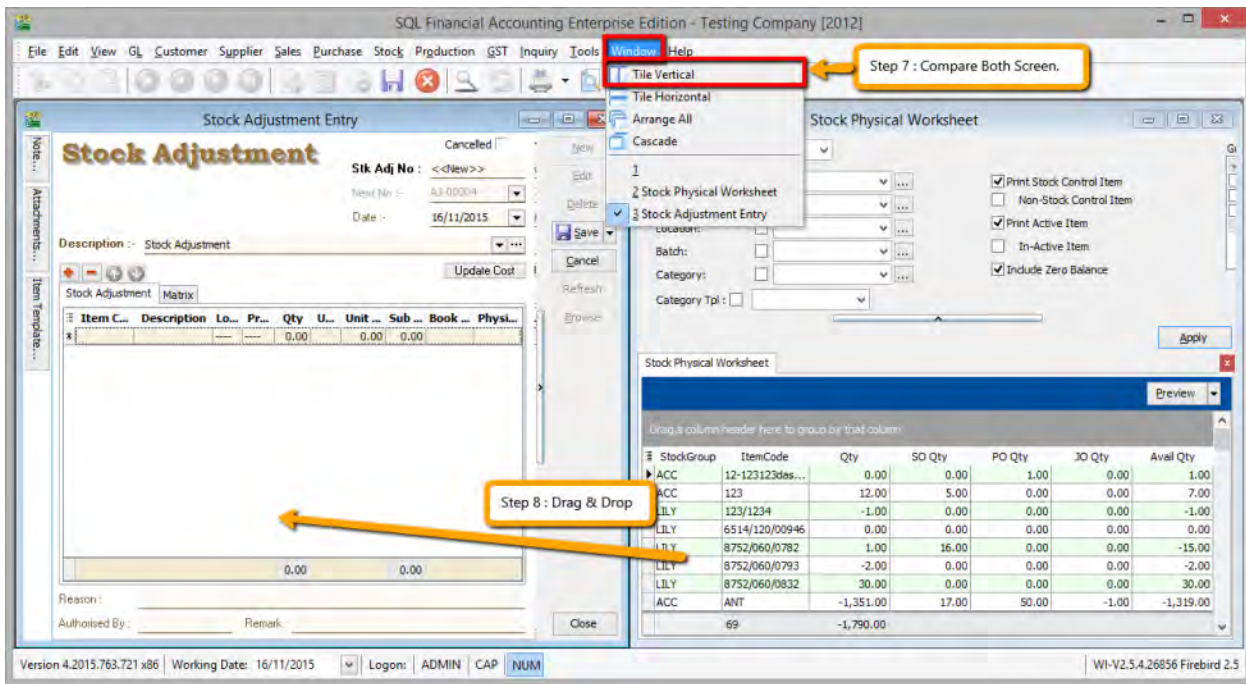
Stock Adjustment Matrix

Item Code	Description	Locati...	Project	Qty	UOM	Unit Cost	Sub Total	Book Qty	Physical Qty
#				0.00		0.00	0.00		
Style No.									
<input checked="" type="checkbox"/> Item Code									
<input checked="" type="checkbox"/> Description									
<input type="checkbox"/> 2nd Description									
<input type="checkbox"/> More Description									
<input type="checkbox"/> Location									
<input type="checkbox"/> Remark 1									
<input type="checkbox"/> Remark 2									
<input checked="" type="checkbox"/> Project									
<input checked="" type="checkbox"/> Qty									
<input checked="" type="checkbox"/> UOM									
<input type="checkbox"/> S/U Qty									
<input checked="" type="checkbox"/> Unit Cost									
<input checked="" type="checkbox"/> Sub Total				0.00			0.00		
<input type="checkbox"/> Rate									
<input type="checkbox"/> Base Qty									
<input type="checkbox"/> Printable									
<input checked="" type="checkbox"/> Book Qty									
<input checked="" type="checkbox"/> Physical Qty									
<input type="checkbox"/> Shelf									
<input type="checkbox"/> Batch									

Remark : _____

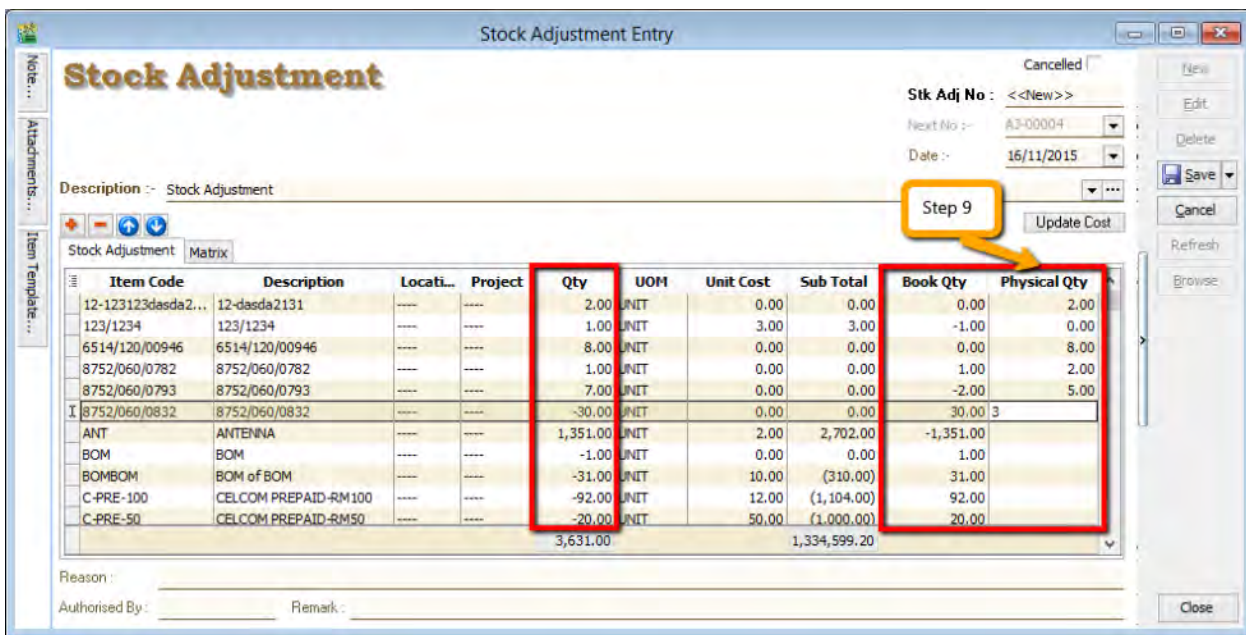
Value

Step 6 : After complete update the stock take report, click on **Stock | Stock Adjustment | Drag Out Book Qty and Physical Qty.**



Step 7 : Repeat the Step 1 & 2 to call out the Stock Physical Worksheet again, at the same time open 2 screen, one is stock adjustment another is stock physical worksheet, then click on **Window | Tile Vertical**.

Step 8 : Click on the first item in **Stock Physical Worksheet**, press on **Ctrl + A** on keyboard to select all items. Then **Drag & Drop** into **Stock Adjustment**.



Step 9 : Base on the stock keeper's Stock Take Report then **fill in the actual physical quantity** on your warehouse into the Stock Adjustment **Physical Qty** column, then system will base on Book Qty and calculate the variant then apply at Qty column.

Book Qty = Quantity that record in system.

Physical Qty = Actual Quantity at your warehouse.

Qty = Variant between Physical and Book Quantity, system will auto adjust then update accordingly. (Physical Qty – Book Qty)