





## STOCK TAKE APPROVAL

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### 1 READ THIS FIRST

- Select from dropdown list
  - Click on 
  - System will display dropdown list of authorize value
- Select for search help;
  - Click on  to view the list.
  - To select value; double click on the value or select value and click 
- For fields with multiple selections allowed;
  - you can click on  to select multiple value

## 2 STOCK TAKE APPROVAL/REJECTION

In this module, user able to:

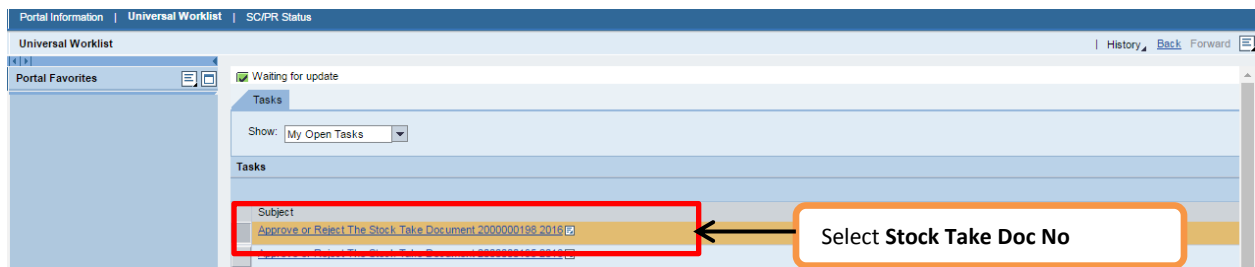
- View Stock Take Document
- Approve Stock Take Document
- Reject Stock Take Document

### USER CLICKS ON

- User needs to click on **Universal Worklist**

### 2.1 APPROVE STOCK TAKE DOCUMENT

- Select document to approve



- Stock Take Document will be displayed.

Plant: 102A TM ML Cheras

Storage location: M007 MLDC CHERAS

Stock Take Document No: 2000000198

Stock Take Document Date: 25.03.2016

Material Level Stock Take:

**Rejection Reason**

**Stock Take Document Summary:**

Material	Description	Book Qty	Scan Qty	Match Qty	Missing Qty	Additional Qty
1000000361	DECT PHONE	2	3	5	0	0

Approve Reject

**Stock Take Document Serial Number Status:**

Material	Serial Number	Plant	Storage location	Batch	ST mat status
1000000361	DECT0001121	102A TM ML Ch...	M007 MLDC CH...		Shortage to Matc...
1000000361	DECTP0000011	102A TM ML Ch...	M007 MLDC CH...		Shortage to Matc...
1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched
1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched
1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched

Plant: 102A TM ML Cheras  
 Storage location: M007 MLDC CHERAS  
 Stock Take Document No: 2000000198  
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1000000361	DECTP0000011	102A TM ML Ch...	M007 MLDC CH...		Shortage to Matc...
1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched
1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched
1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched

Approve Reject

- To approve the document:
  - Click
  - If document is **approved**, user will be notified as below:

Stock Take Document Approved

## 2.2 REJECT STOCK TAKE DOCUMENT

- Select document to approve

Portal Information | Universal Worklist | SC/PR Status

Universal Worklist | History | Back | Forward

Portal Favorites

Waiting for update

Tasks

Show: My Open Tasks

Tasks

Subject: Approve or Reject The Stock Take Document 2000000198 2016

Select Stock Take Doc No

- Stock Take Document will be displayed.

Plant: 102A TM ML Cheras  
 Storage location: M007 MLDC CHERAS  
 Stock Take Document No: 2000000198  
 Stock Take Document Date: 25.03.2016  
 Material Level Stock Take:


**Rejection Reason**

**Stock Take Document Summary:**

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1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched
1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched
1000000361	DECTTM0000...	102A TM ML Ch...	M007 MLDC CH...		Matched

- To reject the document:
  - Fill in reason in **Rejection Reason** box and click 
  - If document is **rejected**, user will be notified as below:

Stock Take Document Rejected