





STOCK TAKE CREATION

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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

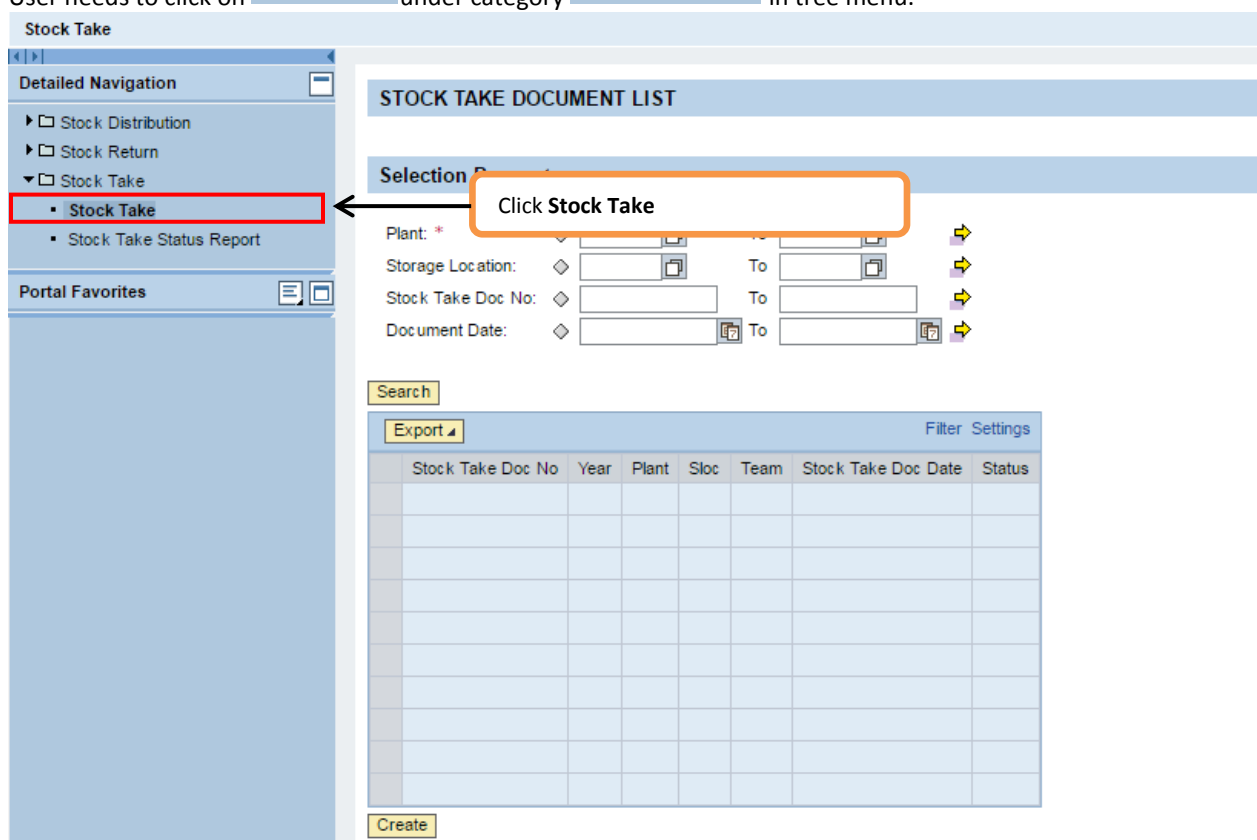
2 STOCK TAKE CREATION

In this module, user able to:

- Create and Save Stock Take Document for store
- Update Stock Take Document
- Submit Stock Take Document for approval
- Edit Stock Take Document upon rejection
- Delete Stock Take Document

USER CLICKS ON


- User needs to click on **Stock Take** under category **Stock Take** in tree menu.

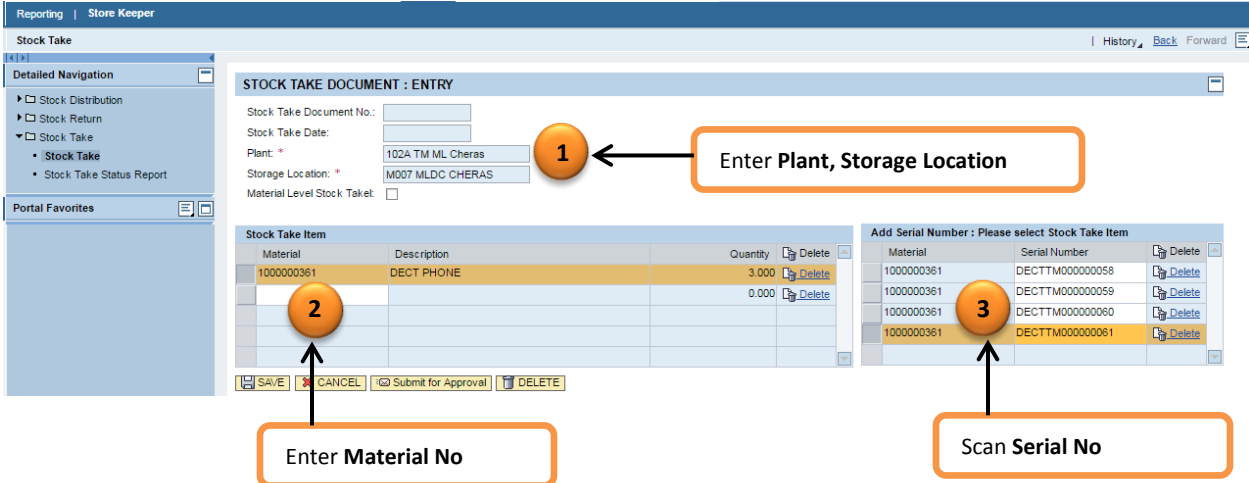


The screenshot displays the 'STOCK TAKE DOCUMENT LIST' interface. On the left, a 'Detailed Navigation' sidebar shows a tree structure where 'Stock Take' is highlighted with a red box. An orange callout box with an arrow points to this item, containing the text 'Click Stock Take'. The main area features search filters for 'Plant', 'Storage Location', 'Stock Take Doc No', and 'Document Date'. Below the filters are 'Search', 'Export', and 'Filter Settings' buttons. A table with columns 'Stock Take Doc No', 'Year', 'Plant', 'Sloc', 'Team', 'Stock Take Doc Date', and 'Status' is shown, currently empty. A 'Create' button is located at the bottom left of the table area.

- **Stock Take Document List** screen will be open upon it.

2.1 CREATE STOCK TAKE DOCUMENT

- Click 
- Enter the following values:
 - Plant
 - Storage Location
 - Tick Material Level stock take (*if stock take to be done at material level **ONLY***)
- Select **material** and scan **serial number**

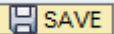
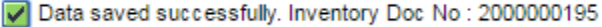


The screenshot shows the 'STOCK TAKE DOCUMENT : ENTRY' form. The form includes fields for 'Stock Take Document No.', 'Stock Take Date', 'Plant', 'Storage Location', and 'Material Level Stock Take'. A table titled 'Stock Take Item' is visible, with columns for 'Material', 'Description', and 'Quantity'. A second table titled 'Add Serial Number : Please select Stock Take Item' is also present, with columns for 'Material' and 'Serial Number'. Annotations with numbered circles (1, 2, 3) and callout boxes point to the 'Plant' field, the 'Material' field in the 'Stock Take Item' table, and the 'Serial Number' field in the 'Add Serial Number' table, respectively.

1 → Enter Plant, Storage Location

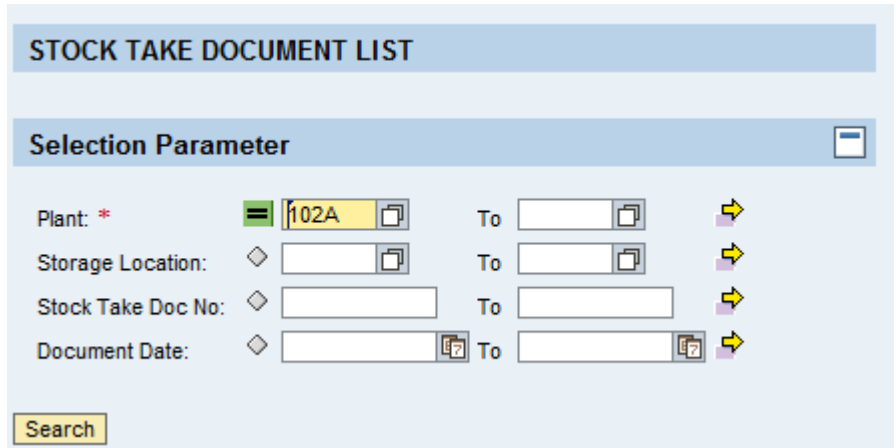
2 → Enter Material No

3 → Scan Serial No

- Click 
 - Notification with new document number will be prompted
 Data saved successfully. Inventory Doc No : 2000000195

2.2 UPDATE STOCK TAKE DOCUMENT

- Select **Plant** and click



STOCK TAKE DOCUMENT LIST

Selection Parameter

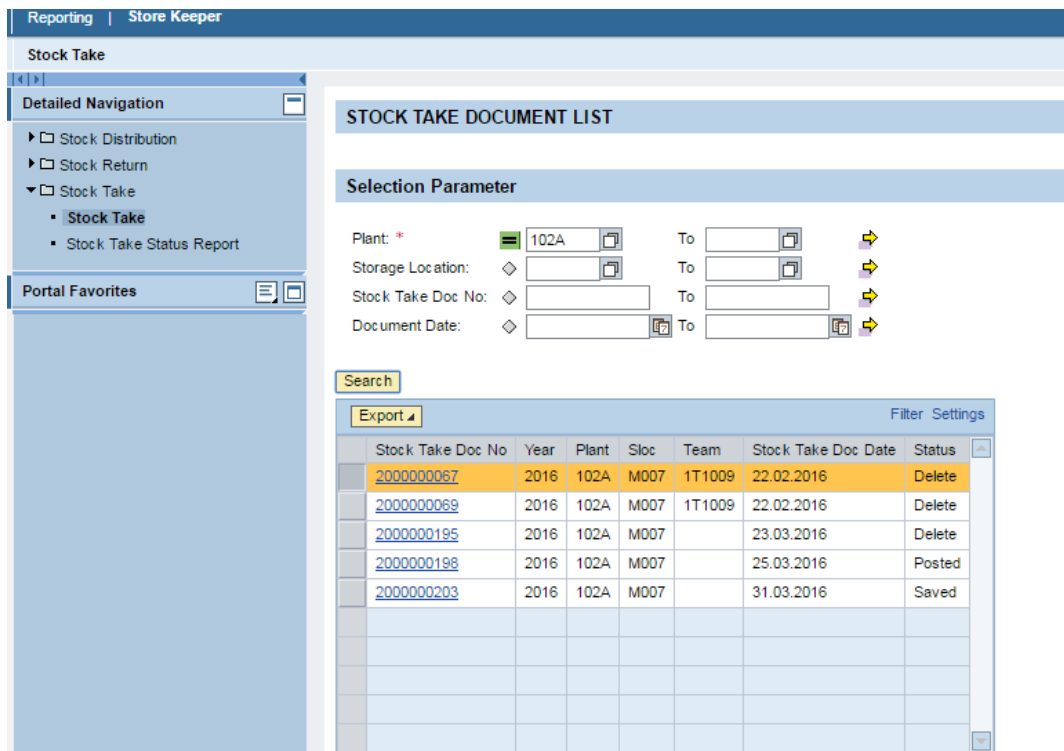
Plant: * To

Storage Location: To

Stock Take Doc No: To

Document Date: To

- Stock take document list will be displayed



Reporting | Store Keeper

Stock Take

STOCK TAKE DOCUMENT LIST

Selection Parameter

Plant: * To

Storage Location: To

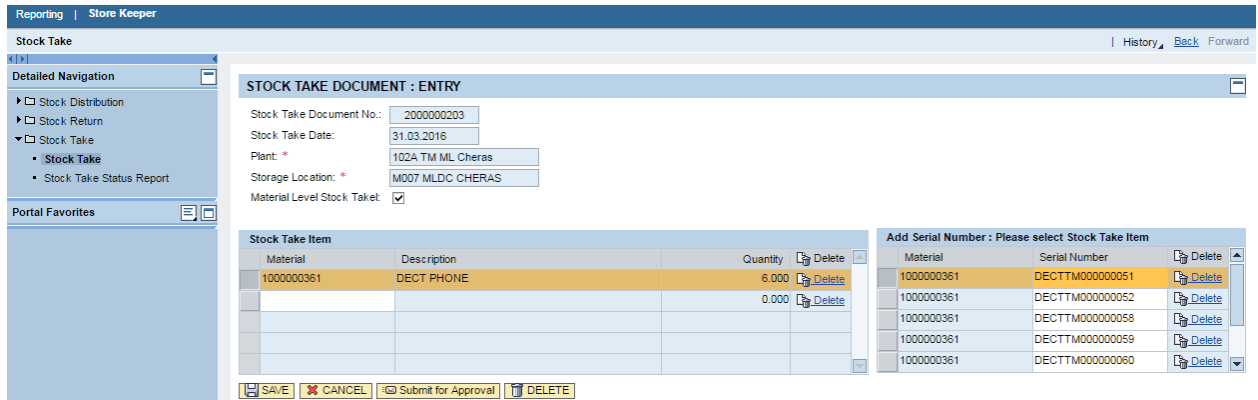
Stock Take Doc No: To

Document Date: To

Filter Settings

| Stock Take Doc No | Year | Plant | Sloc | Team | Stock Take Doc Date | Status |
|----------------------------|------|-------|------|--------|---------------------|--------|
| 2000000067 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000069 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000195 | 2016 | 102A | M007 | | 23.03.2016 | Delete |
| 2000000198 | 2016 | 102A | M007 | | 25.03.2016 | Posted |
| 2000000203 | 2016 | 102A | M007 | | 31.03.2016 | Saved |

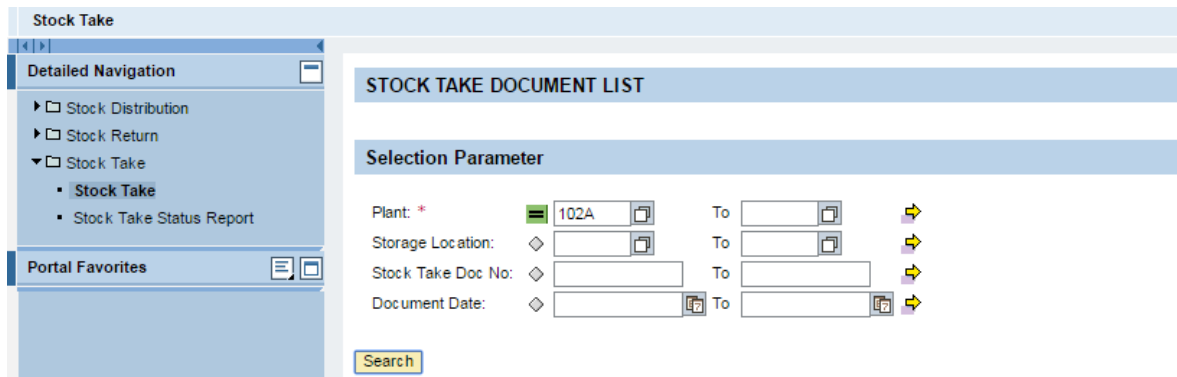
- Select stock take document number to be edited.
- Stock take document entry screen will be displayed.



- **Update** stock take document.
- Click .

2.3 SUBMIT STOCK TAKE DOCUMENT FOR APPROVAL

- Select **Plant** and click .



- Stock take document list will be displayed

Reporting | Store Keeper

Stock Take

Detailed Navigation

- ▶ Stock Distribution
- ▶ Stock Return
- ▼ Stock Take
 - **Stock Take**
 - Stock Take Status Report

Portal Favorites

STOCK TAKE DOCUMENT LIST

Selection Parameter

Plant: * To

Storage Location: To

Stock Take Doc No: To

Document Date: To


Search

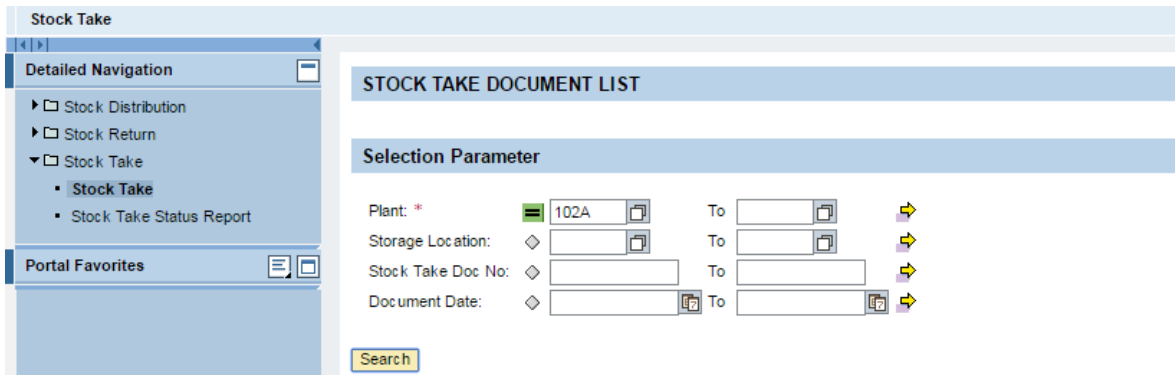
Export Filter Settings

| Stock Take Doc No | Year | Plant | Sloc | Team | Stock Take Doc Date | Status |
|----------------------------|------|-------|------|--------|---------------------|--------|
| 2000000067 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000069 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000195 | 2016 | 102A | M007 | | 23.03.2016 | Delete |
| 2000000198 | 2016 | 102A | M007 | | 25.03.2016 | Posted |
| 2000000203 | 2016 | 102A | M007 | | 31.03.2016 | Saved |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

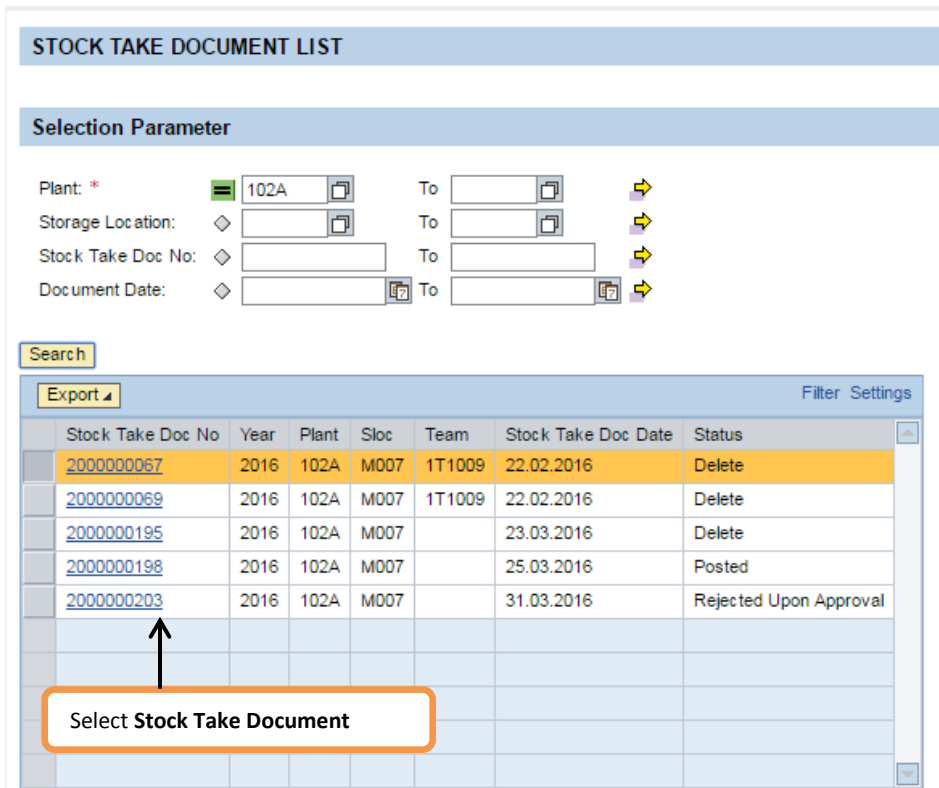
- Select stock take document number to be approved.
- Click
 - Notification that the document has been submitted will be prompted.
 - Stock Take Document submitted for Approval

2.4 EDIT STOCK TAKE DOCUMENT UPON REJECTION

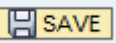
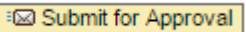
- Select **Plant** and click 




- Stock take document list will be displayed
- Select stock take document number to be edited



| Stock Take Doc No | Year | Plant | Sloc | Team | Stock Take Doc Date | Status |
|----------------------------|------|-------|------|--------|---------------------|------------------------|
| 2000000067 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000069 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000195 | 2016 | 102A | M007 | | 23.03.2016 | Delete |
| 2000000198 | 2016 | 102A | M007 | | 25.03.2016 | Posted |
| 2000000203 | 2016 | 102A | M007 | | 31.03.2016 | Rejected Upon Approval |

- Edit stock take document and click 
- Click 
 - Notification that the document has been submitted will be prompted.

 Stock Take Document submitted for Approval

2.5 DELETE STOCK TAKE DOCUMENT

- Select **Plant** and click **Search**

- Stock take document list will be displayed
- Select stock take document number to be deleted

| Stock Take Doc No | Year | Plant | Sloc | Team | Stock Take Doc Date | Status |
|----------------------------|------|-------|------|--------|---------------------|------------------------|
| 2000000067 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000069 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000195 | 2016 | 102A | M007 | | 23.03.2016 | Delete |
| 2000000198 | 2016 | 102A | M007 | | 25.03.2016 | Posted |
| 2000000203 | 2016 | 102A | M007 | | 31.03.2016 | Rejected Upon Approval |

- Select stock take document number to be deleted
- Click **DELETE**
 - Notification document has been deleted will be prompted.

Document was deleted

- Status of stock take document changed as below:

STOCK TAKE DOCUMENT LIST

Selection Parameter

Plant: * 102A To
Storage Location: To
Stock Take Doc No: To
Document Date: To

Search

Export Filter Settings

| Stock Take Doc No | Year | Plant | Sloc | Team | Stock Take Doc Date | Status |
|----------------------------|------|-------|------|--------|---------------------|--------|
| 2000000067 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000069 | 2016 | 102A | M007 | 1T1009 | 22.02.2016 | Delete |
| 2000000195 | 2016 | 102A | M007 | | 23.03.2016 | Delete |
| 2000000198 | 2016 | 102A | M007 | | 25.03.2016 | Posted |
| 2000000203 | 2016 | 102A | M007 | | 31.03.2016 | Delete |

Status Stock Take Document changed from **Reject upon Approval** to **Delete**.