





STOCK TAKE REPORTS

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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 STATUS REPORT

In this module, user able to:

- Display Stock Take Status Report based on selection parameter
- Display Stock Take Document
- Download Stock Take Status Report to Excel

USER CLICKS ON

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

- Mandatory fields;
 - ⊕ Plant
 - Optional fields;
 - ⊕ Storage Location
 - ⊕ Material No
 - ⊕ Stock Take Document Number
 - ⊕ Document Date
- Click
 - System will display list of Item Data applicable for the search parameter

2.2 DISPLAY STOCK TAKE DOCUMENT

Follow the following steps:

- Click on Stock Take Document No
- System will display Stock Take Document: Display View

Stock Take Document : Display View

Plant:

Storage location:

Team ID:

Stock Take Document No:

Stock Take Document Date:

Material Level Stock Take:

Stock Take Document Summary:

Material	Description	Book Qty	Scan Qty	Match Qty	Missing Qty	Additional Qty
1000000355	SLT ASTERIA	0	7	7	0	0
1000000356	MODEM WIRELESS ADSL2 4 PORT	5	0	5	0	0
1000000362	ATA 4Ports	0	5	5	0	0

Stock Take Document Serial Number Status:

Material	Serial Number	Plant	Storage locat
1000000355	SLTTM000000000000031	V002 BIT GROUP SDN BHD	BX11 BIT HQ
1000000355	SLTTM000000000000032	V002 BIT GROUP SDN BHD	BX11 BIT HQ
1000000355	SLTTM000000000000033	V002 BIT GROUP SDN BHD	BX11 BIT HQ
1000000355	SLTTM000000000000034	V002 BIT GROUP SDN BHD	BX11 BIT HQ
1000000355	SLTTM000000000000035	V002 BIT GROUP SDN BHD	BX11 BIT HQ

- Click to go to previous screen

2.3 EXPORT REPORT TO EXCEL

Follow the following steps:

- At 'EXPORT' , go to **Export-> Table View**

- A popup window will display.

- You may opt to 'OPEN' or 'SAVE' the document

A	B	C	D	E	F	G	H	I	J
No	Plant	Storage Loc	Batch	Material No	Description	Object number	Serial No	Manufacturer	Manufacturer Guarantee Start Date
1	102A TM ML Cheras	M007 MLDC CHERAS	G102AM007	1000001365	RESIDENTIAL GATEWAY	IE000000300000000138	PHONEK00000000011		3/23/2016
2	102A TM ML Cheras	M007 MLDC CHERAS	G102AM007	1000001365	RESIDENTIAL GATEWAY	IE000000300000000139	PHONEK00000000012		3/23/2016