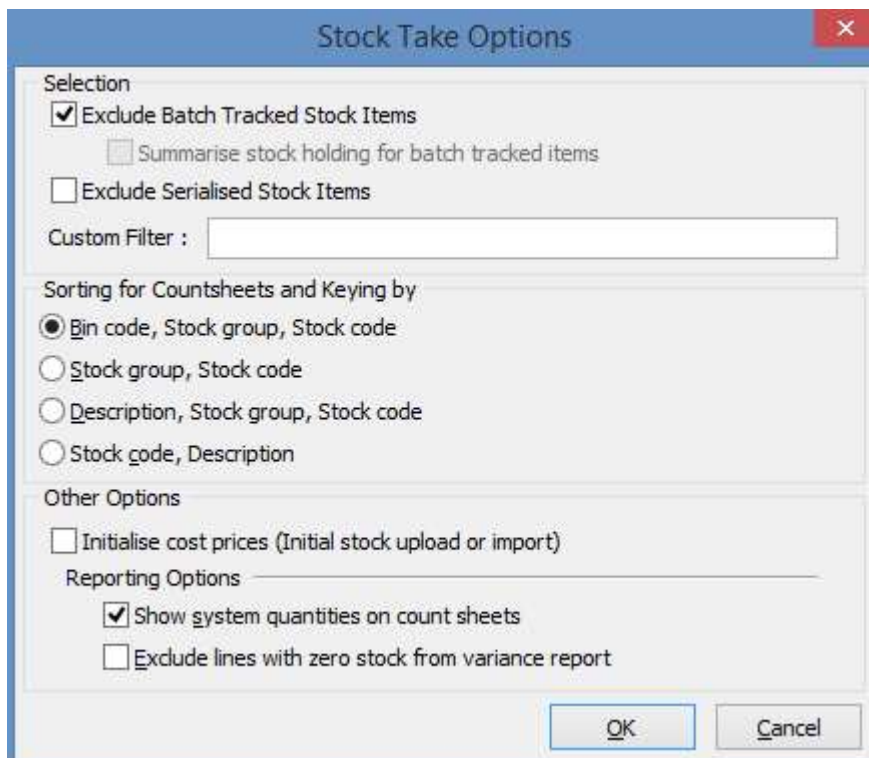## overview

Whether you run via calendar or financial year, stocktakes are an integral part of maintaining accurate data records.

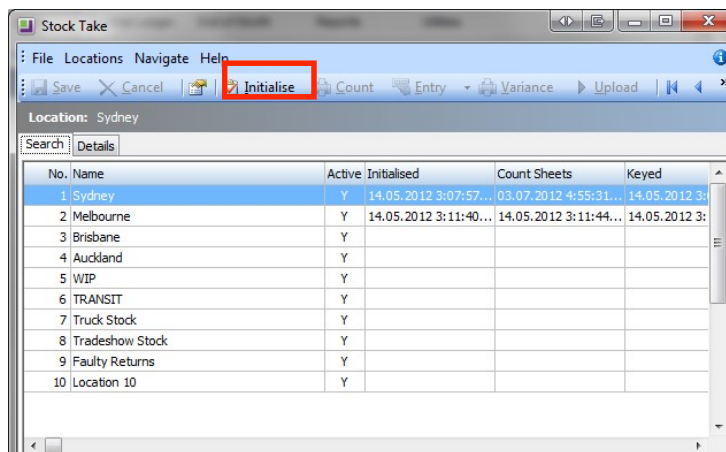The process you follow to do a stocktake is below.

1. Click on the **Stock Take** button
2. Click on locations
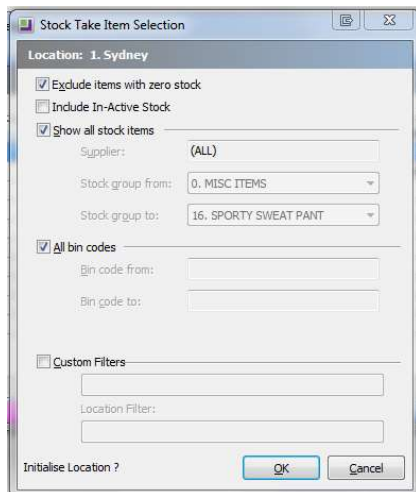3. Click on options which will display

- fill in as required then click OK.

4. Now click on the Stock Location you wish to complete a stock take for and then click **Initialise**
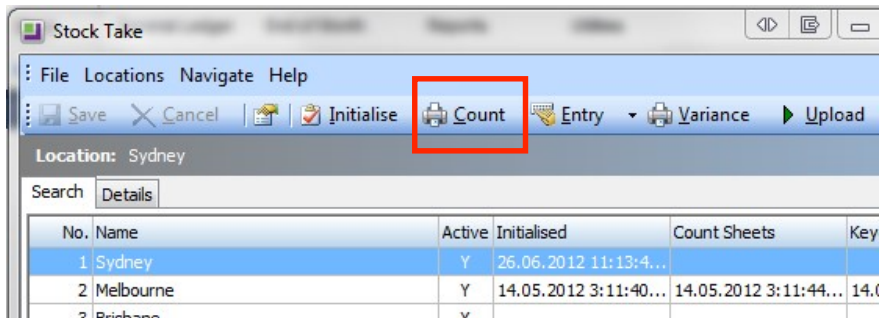
The screen below will appear:

5. If you tick the first box the system will not list any items that have 0 stock. You may need to uncheck this though as there could be items on the shelf that EXO thinks don't exist.

6. You can then choose to show all items or do it by a particular stock group or bin codes etc.

7. Then once you click **OK**, the system will take a snapshot of the stock as at that moment. If you then create orders or assign stock or do any other stock transactions the stocktake will not take it into account.

8. Now you need to print the **count** sheet and go and count the stock.
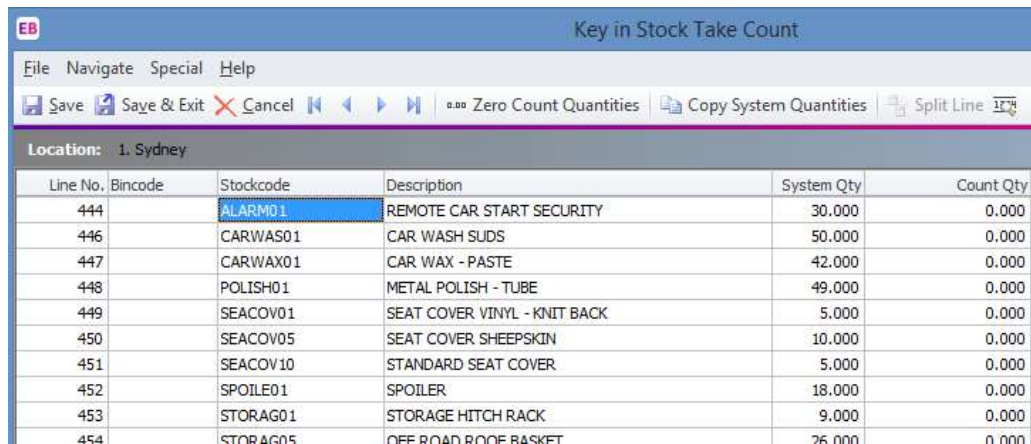
9. Once counted the counted quantities need to be entered via the **Entry**, **Key Count** area

NB: It is **not recommended** is to press the Zero Count Quantities button. This will make all of the stock you are doing the stocktake for in the systems QTY's to 0

()
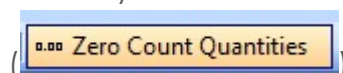
10. In the Count Qty field you enter the physical amount that you have counted. You could click on copy the 'System Quantities' this will copy the system count into the Count Qty Column. You can then overwrite only the Quantities that have changes as per stock take sheets

11. When finished making your changes in this screen click **save** and **exit**. 12.Click on **Variance** to print a report reflecting any variances

NB: It is important that you print out a Variance Report as this cannot be reprinted once you have uploaded your stocktake.

13. At this point we recommend you **BACK UP** the system first before uploading your stock take in case you have made a mistake we can revert back to the backup.
14. Once variances are sorted click the **UPLOAD** button.
15. When you click upload to upload the stock take the system will then apply a stock transaction on each item stating what the count was along with an adjustment depending on what the count was. *This is difficult to reverse if you make a mistake so that is why a backup is important and also making sure your count QTY is correct before clicking upload.*
16. Do the same process for other Stock Locations.