## Stock Take Module

[1.0]

Roseanne Lee [13/8/2021]



REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Roseanne Lee	13/8/2021	

Doc No : 1

**Amendment Record** 



Product : QNE Optimum

Version: 1.00

## SCENARIO

Let's says user has 10 QTY for this item AMD-XP/1800 in location KL, after stock take user find out that they suppose has 8 QTY in this KL, how to adjust it?

## System QTY = 10 (Current Balance) Stock Take QTY = 8

Ĺ	🔏 Stock	Inquiry		👌 Stock Inquiry										
F	ilters													
s	itock	AMD-XP/1800	Ť	AMD XP 1800										
0	ate From	01/08/2021		То	12/08/2021				Ŧ					
L	ocation			Include	Stock Transfer	Use Stock Tran	nsfer Cost(WA Only)							
Le	edger Costing QtyI	fo Location Qty												
	Date	Transaction Code	Description		In	Out	Balance	Cost Price	Sell Price					
Þ			BALANCE B/F				10							

## SOLUTION

1. File > Module > tick "Stock Take"

Module Manager			- 0	$\times$
Modules & Features			🔽 Tasks	^
General Ledger	GST Margin Scheme	Customer / Supplier Item	Apply Changes	
✓ Account Receivable	✓ GST Group Registration	Stock Take	Save & Close	
Account Payable	Finance Charge	✓ Cash Register Integration		
✓ Stocks	Deposit	Maybank2e	Close	
✓ Sales	Advance Currency	Credit Control		
✓ Purchases	<ul> <li>Layout Customization</li> </ul>	QNE BizPay		
✓ Multi-Location	Batch Email Distribution	QNE BizPay Plus		
✓ Multi-Currency	Landing Cost	E-Commerce		
✓ Project	Packing Lists	Apply Pricing Rule		
GST/VAT/SST	WTax	Packing UOM		
Partial Delivery	Stock Commission Group	Property Management		
Manufacturing	Batch Number	Post as Accrued AP		
Price Group	Starter Pack Plus	Meter Billing		
✓ Audit Trail	Starter Pack	Advance Manufacturing		
Report Suite	Free Edition	Cash Flow Forecast Advisor		
Cost Centre	Itemized Project Knock-Off	Finished Goods Produce		
Serial Number	User Default Setting	Amoeba		
POS	Partial Exemption	Fixed Commission Rates		
✓ Validation Manager	Recurring			
Points Management	Progress Invoicing			
User Defined Fields	Billing Approvals Control			
4				
		P		



Doc No : 1

Version: 1.00

2. Stock > Stock Take

File Home Edit Task	:	Info View	Tools I	Inquiry	Maintenance	2												
			Ê	2	$\overline{\mathfrak{S}}$	*		8	$\bigcirc$	0	6	J						
New Save Sa	Close	ind Save and N	and New ~	And New	<ul> <li>Audit</li> <li>Trail</li> </ul>	Settings	View Variants	Print Previe	Record	lext Record Sea	rch Clos	e						
Records Creation		Sav	/e				View		Reco	rds Navigation	Clos	e						^
Navigation 🕒 🗄 🕂 🗙	9	* - Stock Ta	ce ×															•
Stocks	1	🥬 Sto	ock Tał	ke														
🖏 Locations 🔶	6	etais Othere	Files Info															
🐴 Account Preset					······									Charle Tables #	CT2100	001		
背 Stock Opening Balance		Location	L		•	roject							Ŧ	Stock Take #	12/08/20	121		
Stock Adjustments		Description											¥	Ref #	12/00/20			
🍞 Stock Ins																		
🁙 Stock Outs	1	Scan Iter	l	<b>X</b>	♦ ♦	<b>(</b>	9 🚽 🗖	View Variants	· 💿 🙆 🌢	6 🖪 - 🕻	3							
		Stock		C	Description		UON	М			Qty	Current	Balance	2	Variance		Prev Balance	Prev Variance
Stock Take		·		-														
Stock Take Adjustment																		
🖉 Discount Items																		
😨 Subtotal Items 👻																		
I Dashboard																		
🕌 General Ledger																		
🚨 Customer																		
🛹 Supplier																		
🎨 Sales																		
🤫 Purchases																		
Stocks																		

3. Choose Location > Stock, system will display the Current Balance as 10

QTY = Default Value as 1, stocktake QTY / Actual warehouse QTY Current Balance = Current balance in the system Variance = QTY to be adjusted

Prev Balance = Balance before adjust Prev Variance = QTY after adjust

ジ Stock Take							
Details Others Files Info							
Location KL • Project			Ŧ	Stock Take #	ST2108/0	01	• …
Description			+	Date	12/08/20	21	*
				Ref #			
🚺 Scan Item 🔳 🗙 🗇 🍲 🚛 🐻 😁 🔐	📄 View Variants 🕶 🎯 🙆	🖬 🔹 😡					
Description	UOM	Qty	Current Balance	Variance		Prev Balance	Prev Variance
AMD-XP/1800 AMD XP 1800	UNITS	1	10		-9	10	-9



Product : QNE Optimum

Doc No : 1

Version: 1.00

4. Change QTY to 8 as the Stock Take QTY. Notice that Variance become -2, which system will adjust this QTY later

	(	Stock Take								
	De	tails Others Files Info								
	Lo	cation KL	<ul> <li>Project</li> </ul>			-	Stock Take #	ST2108/	001	· ···
	De	escription				÷	Date	12/08/20	21	•
							Ref #			
		Scan Item	< 🕹 🖕 💼 🗟 🗃	🖻 View Variants 🗸 🗿 🔮 🛝	🖬 🔹 😡					
		Stock	Description	UOM	Qty	Current Balance	Variance		Prev Balance	Prev Variance
1		AMD-XP/1800	AMD XP 1800	UNITS	8	10		-2	10	-2
_										
	×									

Note: Once you save Stock take, system still not yet adjust QTY in Stock Take Screen

诸 Stock	Inquiry							
Filters								
Stock	AMD-XP/1800		AMD XP 1800					
Date From	01/08/2021		То	12/08/2021				*
Location	KL.	Indude GST			Include	Stock Transfer	Use Stock Tra	nsfer Cost(WA Only)
Ledger Costing Qtyl	info Location Qty							
Date	Transaction Code	Description		In	Out	Balance	Cost Price	Sell Price
•		BALANCE B/F				10		

5. Stock > Stock Take Adjustment, click Transer From, system will display the stock take that we create just now. Tick it and click ok

Stocks	🦸 Stock Take Adjustr	nent			
S Locations	Details Others Files Info				
Account Preset     Stock Opening Balance     Stock Adjustments	Location Description	* Project	Ψ Ψ	Stock Take Adjustm Date Transfer From	ent # STA2108/001 • • • • • • • • • • • • • • • • • •
Stock Ins	🖗 🛆 🖪 🦃 🖻 🗖 View Va				
Stock Outs Stock Transfers	Stock	erence Stock Take	-		Unit Price Amount 🔺
Stock Take Adjustment Discount Items Subtotal Items Dashboard General Ledger Customer Suppler Sales Purchases		anfer Stock Tale ≠ Date Description Ref ∉ 572109/001 12/08/2021	Location Project		
Stocks GST/SST					



Product : QNE Optimum

Doc No : 1

Version: 1.00

 System display "Adj. QTY" as -2 and "Stock Take QTY" = 8 Save it

9	Stock Tal	ke A	djustment	[							
De	tails Others Files Info										
Lo	cation	KL	Ŧ	Project			v	Stock Tal	ke Adjustment # STA	2108/001	· ···
D	escription						· ···	Date	12/	08/2021	*
								Transfer	From ST2	2108/001	
•	<b>}</b>   <b>5</b>   <del>0</del> <b>∂ c</b>	View Va	riants 🕶 🔗 📳	-							
	Stock		Description	UOM	Adj. Qty	Current Balance	Stock	Take Qty	Unit Price		Amount 🔺
÷	AMD-XP/1800		AMD XP 1800	UNITS	-2	10		8	595.00		(1,190.00)

7. If you check Stock inquiry, system has adjusted balance to 8 QTY

J	1	Stock 3	Inquiry							
Filt	ers									
Ste	ock		AMD-XP/1800		- AMD XP 1800					
Da	te Fr	om	01/08/2021		то	12/08/2021				*
Lo	Location KL			- Indude	GST		Include	e Stock Transfer	Use Stock Tra	nsfer Cost(WA Only)
Led	ger	Costing QtyIn	fo Location Qty							
	Date		Transaction Code	Description		In	Out	Balance	Cost Price	Sell Price
				RALANCE R/F				10		
×	12/08	3/2021	STA2108/001				2	. 8		-595.00
i.										

8. Go back to Stock Take form that we create just now, notice that system display QTY & Current Balance
 = 8, since system already proceed the adjustment in "Stock Take Adjustment" form, so Variance = 0

System remain the record before adjust Pre Balance = 10 Pre Variance = -2

🧊 Stock Take 🗤	ransferred)								
Details Others Files Info									
Location	Project			Ψ	Stock Take #	ST2108/0	01		·
Description				÷	Date	12/08/203	21		Ŧ
					Ref #				
Scan Item 🔳 🔮 👙	🛉 🧃 📑 🥹 💾 📼 View	Variants • 💿 💿 🚳 📑 •	14						_
Stock	Description	UOM	Qty	Current Balance	Variance		Prev Balance	Prev Variance	
AMD-XP/1800	AMD XP 1800	UNITS	8	8 8			10		-2