

## How Stock Takes update Sage

*Issue 1: April 2012*

### Objective:

Stock taking with the handheld terminals doesn't have an immediate impact upon the inventory within Sage, instead it updates the inventory by location within Barcode Admin, and it is this information that is used to update Sage.

How this is achieved depends upon whether you have the 'multiple locations' module installed.

### With 'Multiple Locations'

If you have multiple locations enabled on your system the objective is to get the stock levels correct at each location first. The totals for each product are the sum of stock held across all locations.

### Without 'Multiple Locations'

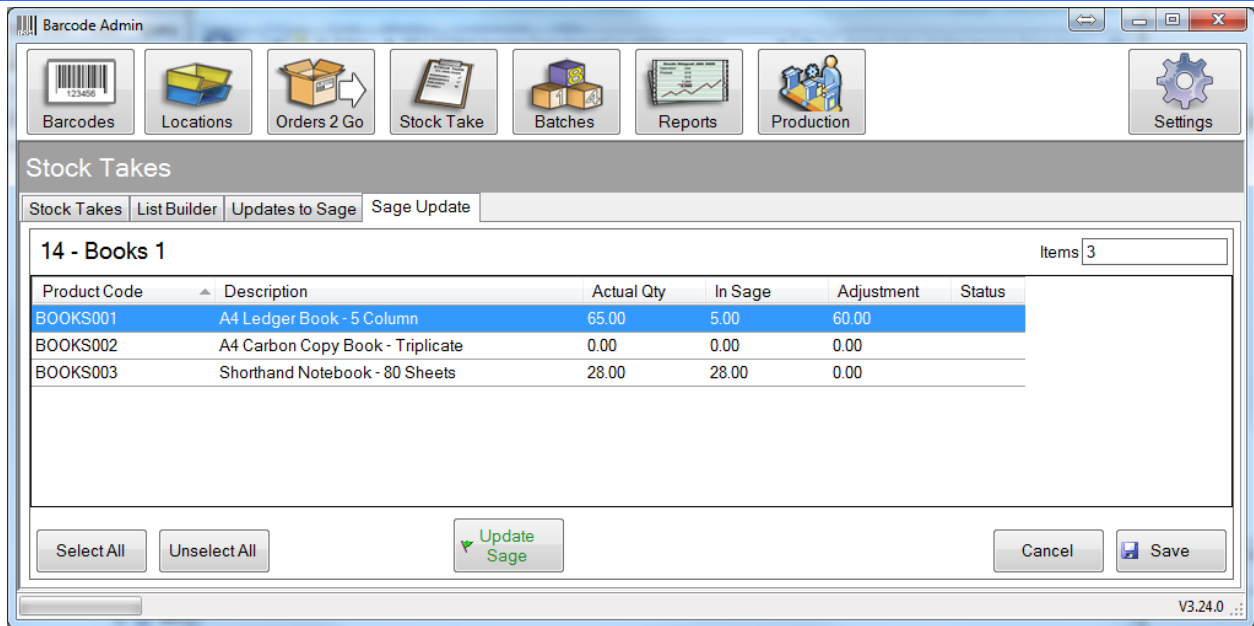
Without multiple locations, a stock-take will only have counted a single quantity per product. In this case the file to update Sage is automatically created and processed through to Sage. You don't need to manually perform this step.

### The Process

Click **New** to start.

Select the stock-list which encompasses that products that you wish to update in Sage. The stock list could be for all products, or just a subset of products.

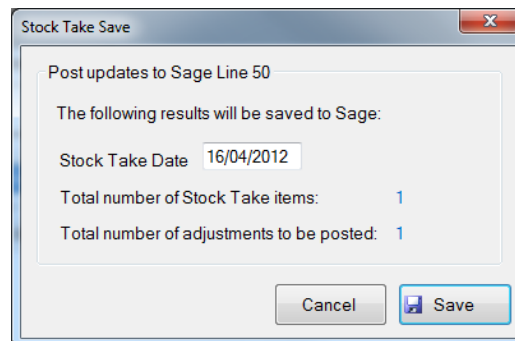
<b>Actual Qty In Sage Adjustment Status</b>	This is the sum of the stock across all locations. The current quantity in-stock from Sage. Difference, leading to an Adjustment In/Out as appropriate. Ticked when completed in Sage.
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Press **'Select All'**

Press **'Update Sage'**

You will be prompted to confirm the number of items that are being written to Sage and the Stock Take Date to be applied.



Press **'Save'**.

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