

How to correct Stock Take results and return items for Re-Counting

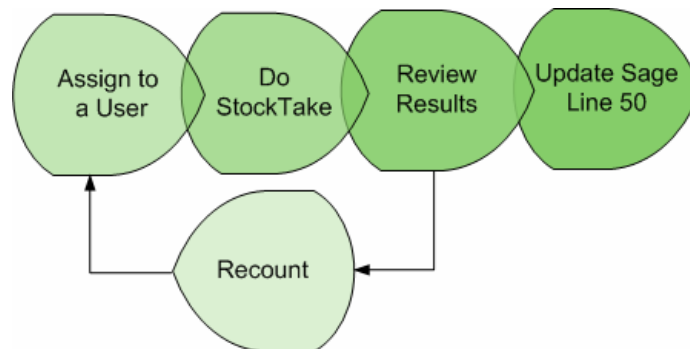
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Objective:

As part of the review process, the system administrator may have reason to question the physical stock holding compared to the expected value.

There are 2 ways to resolve miscounts. You, the system administrator, can overtype the 'New Total' column if you wish to correct any mistakes immediately.

Or, alternatively, the system provides a 'Recount' facility. This follows the following process:



Description:

1. Start Barcode Admin. Open the Stock Take results in the normal manner.
2. Select the products to be re-counted. The rows will be highlighted.
3. Press the 'Recount' button.
4. Press 'Save'. The selected Stock Items will be added to a new Stock List named 'Re-counts'. This is a new temporary Stock List.
5. Select the 'Assign to Users' Tab. You can now re-assign this list to an operator for re-counting – either the same person or someone else.

The cycle is repeated when this new stock-list is completed on the terminal.

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