



Title of document	6.6.2.0 How to create a Stock Audit
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### Purpose

This procedure has been created to detail the methods through which a user can create a stock audit in SQLWorks.

### Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment. The procedure is aimed at the end user, who will be operating the SQLWorks client for the first time.

## How to create a Stock Audit

### Procedure

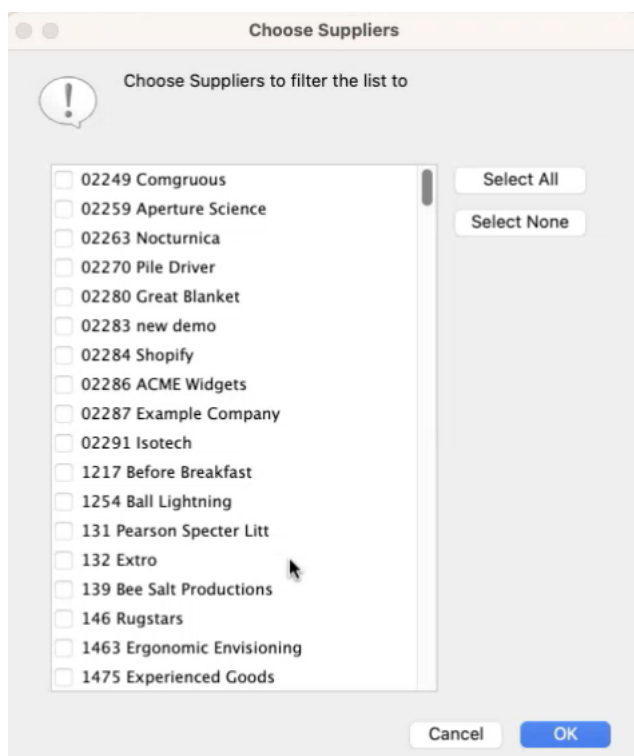
1. To create a stock audit in SQLWorks go to “Products”, and then “Stock Audit” in the main SQLWorks navigation bar.
2. Click on “Create New”, you will be presented with an “Enter Data” window where you must make your selections to setup stock take data. This will allow you to pick your own preferences for how you would like the data on your stock take sheets to be presented.

The screenshot shows a window titled "Enter Data" with a subtitle "Setup Stock Take". It contains several input fields and radio button options. The "Warehouse" field is set to "001". The "Reference" field is empty. The "Number of audits (These will be consolidated)" field is set to "1". Under "Save Mode", "Save Quantity" is selected. Under "One Sheet Per...", "Bin Number" is selected. The "Include out of stock Items" checkbox is unchecked. Under "Filter...", "None" is selected. The "Filter From" and "Filter To" fields are empty. At the bottom are "Cancel" and "OK" buttons.

Warehouse	001
Reference	
Number of audits (These will be consolidated)	1
Save Mode	<input checked="" type="radio"/> Save Quantity <input type="radio"/> Save Variance
One Sheet Per...	<input checked="" type="radio"/> Bin Number <input type="radio"/> Rack/Bay Combination <input type="radio"/> Bin Number/Supplier <input type="radio"/> Bin Number/Brand
Include out of stock Items	<input type="checkbox"/>
Filter...	<input checked="" type="radio"/> None <input type="radio"/> Stock Code
Filter From	
Filter To	

3. Select the “Warehouse”.
4. Type in the name you want to give this stock audit in the “Reference” field.
5. Input the amount of stock audits you require in the “Number of audits” field. If multiple users will be inputting the results of the stock audit at once, this can be used to avoid saving over each other's work by giving each user their own stock audit to complete. When finishing the stock audit, the results for each audit will be consolidated. If the same stock line has been checked on multiple audits only the most recent audit will be used.
6. Select “Save Mode”, you can choose between “Save Quantity (adjust the actual quantity to a fixed number established from the stock check)” or “Save Variance (adjust the actual quantity according to a variance from the theoretical quantity, incorporating quantity changes which may have taken place during the stock take)”
7. Select “One Sheet Per”, you can choose between “Bin Number”, “Rack/Bay Combination”, “Bin Number/Supplier”, “Bin No/Brand”, your selection will allow you to toggle through data of your choice in the main Stock Audit window.

8. Select whether you would like to “Include out of Stock Items” on your stock take print outs.
9. Select your Filter options, you can choose between “None”, “Stock Code” which allows you to populate the “From” and “To” fields for a customised selection.
10. Click “OK” once you have reviewed your selection.
11. Dependant on your “One Sheet Per” selection you may be presented with a window which prompts you to “Choose Suppliers/Brand” options, make your selection and click “OK” to choose the data which will go through to your main Stock Audit list.



12. The Stock Audit window will now be populated with your selections, all the data which is then presented on your Stock Audit Sheets will be structured as you have organised it in the Stock Audit Window.
13. You can organise the data in the Stock Audit Window under “List Controls” by either toggling through your “Supplier/Bin/Rack” drop down, “Sheet” number, or you can select “Show All” to look at all the data from your selections.

DB:Lineal\_demo - Main Window - Stock Audit - VPN:No - User:Sys

Save Changes Create New Load Existing Delete Print Sheets Print Var Print Search Check WH Free Finish

Audit Ref: Stock Take Guide Warehouse: 100 Counted By: No User  
 Audit Date: 26 Jun 2023 Input By: System Administratrc Checked By: No User

Save Type: Save Stock Values Save Stock Variances Complete? Suppliers  
 1 Sheet No Per Bin Number Rack/Bay Combo Bin + Supplier Bin + Brand

Filter Type: None Stock Code From To

List Controls  
 Current Linecount: 224 12 Sheet Of 27

Bin Number Product Code Item Show All Rack Bay Level Sub Sec Book Count Variance Count By Check By Input By Notes

11	1028 (1)	BY120P G3 LED105S/840 PIR WB GR (1)						1	0	<NONE>				
21	1030 (1)	DN140B LED105S/840 PSU WR PI6 (1)						1	0	<NONE>				
17	1033	DN140B LED20S/830 PSU WR PI6						4	0	<NONE>				

(Double Click To Add Additional Stock Lines In That Bin)

14. Select “Print Sheets” to view your data to generate a series of stock take forms, listing the stock items and locations under review, which can be printed and assigned to stock counters for counting. Printed stock take sheets include a notes field for stock counters to record additional information, but do not list the theoretical quantity, so as not to prejudice the accuracy of the stock take.

STOCK TAKE CHECK SHEET			Audit Ref: End of year Stock Take 20		Warehouse: 001		Sheet No: 0001		Page : 1 Date : 17:06 21 Nov 2018	
BIN NO.	REFERENCE	DESCRIPTION	Rack	Bay	Level	Sub Sec	WORKINGS	TOTAL QTY		
10	24 PORT CAT5E UTP ...	Elite Cat5e 24 way patch panel	1	1						
10	2M MINI DP TO DP	2m Mini Displayport to Displayport Adapt...	1	1						
10	ANTEC POWER SUP...	600w Antec Power Supply	1	1						
10	BLACK 500GB MY PA...	Black 500gb My Passport Automatic Bac...	1	1						
10	DS216J SYNOLOGY	Synology DS216j 2 Bay Desktop NAS En...	1	1						
10	DUAL BAY USB DOCK	Orico Dual Dock USB 3.0 Hard Drive Clo...	1	1						
10	HD 2TB RED	WD Internal Hard Drives Caviar GP 2TB ...	1	1						
10	HD 4TB RED	WD Internal Hard Drives Caviar GP 4TB ...	1	1						
10	HDMI TO VGA	HDMI to VGA, 1080P with Audio Port, Ra...	1	1						
10	MICRO USB - MICRO ...	MICRO USB - MICRO USB 3.0 0.5m lead	1	1						
10	PATCH 0.5M ORANGE	C2G Cat6 Booted Unshielded (UTP) Net...	1	1						
10	PATCH 1M ORANGE	1m Cat6 550 MHz Snagless Patch Cable ...	1	1						
10	PATCH 5M GREEN	Green Patch cable 5m Cat.5e RJ-45 (M) L...	1	1						
10	PSU	Power Supply for PCs	1	1						
10	UBIQUITI NANOSTAT...	Ubiquiti Nanostation ICO M5 Indoor/Outd...	1	1						
10	UBIQUITI UAP AC LITE	Ubiquiti Unifi UAP AC LITE 867 Mbps AP/...	1	1						

Once stock counters have returned their stock take sheets, stock controllers can enter counted values in the “Count” column next to each item by entering the name of the counter in the “Counted By” dropdown at the top of the window. The “Variance” Column automatically calculates the variance, and a note of the counter’s name is recorded in the “Count By” column.



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