Title of document	6.6.2.0 How to create a Stock Audit
Author	Huma Mahmood-Khan
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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.

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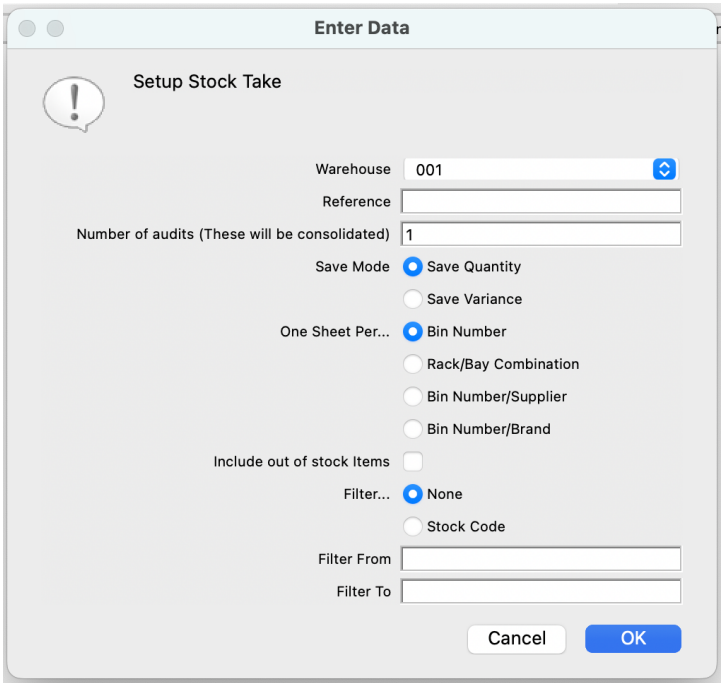
How to create a Stock Audit

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.

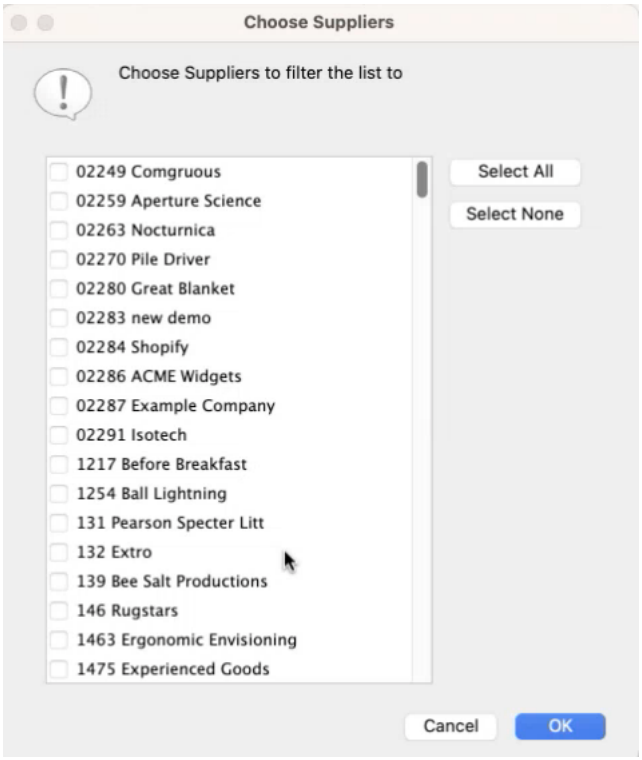


3. Select the “Warehouse”.
4. Type in the name you want to give this stock audit in the “Reference” field.
5. Input the amount of stock audits you require in the “Number of audits” field. If multiple users will be inputting the results of the stock audit at once, this can be used to avoid saving over 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.

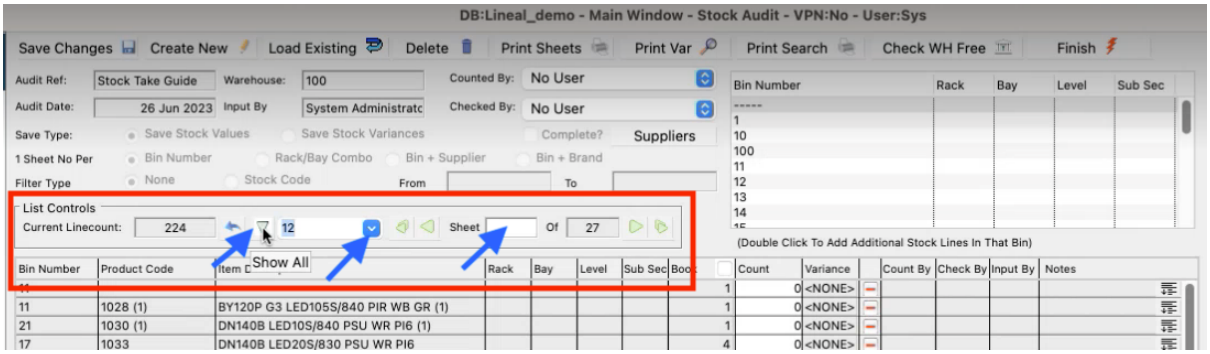
10. Click “OK” once you have reviewed your selection.

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.

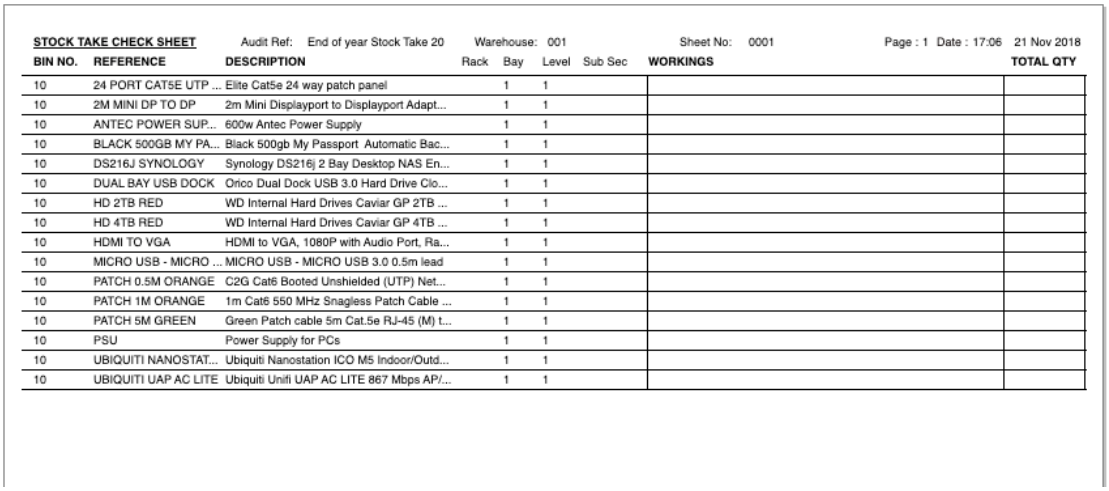


12. The Stock Audit window will now be populated with your selections, all the data which is then presented on your Stock Audit Sheets will be structured as you have organised it in the Stock Audit Window.

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.



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) t...	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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