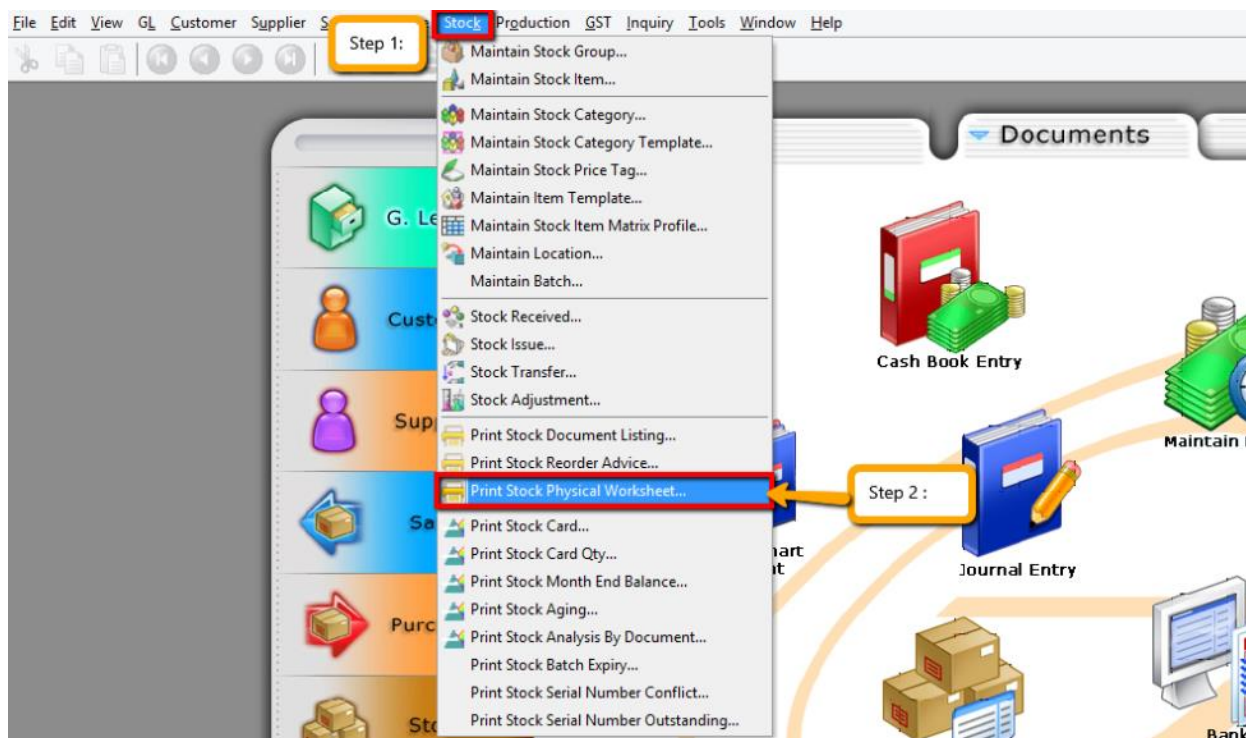


Stock Adjustment / Stock Take :

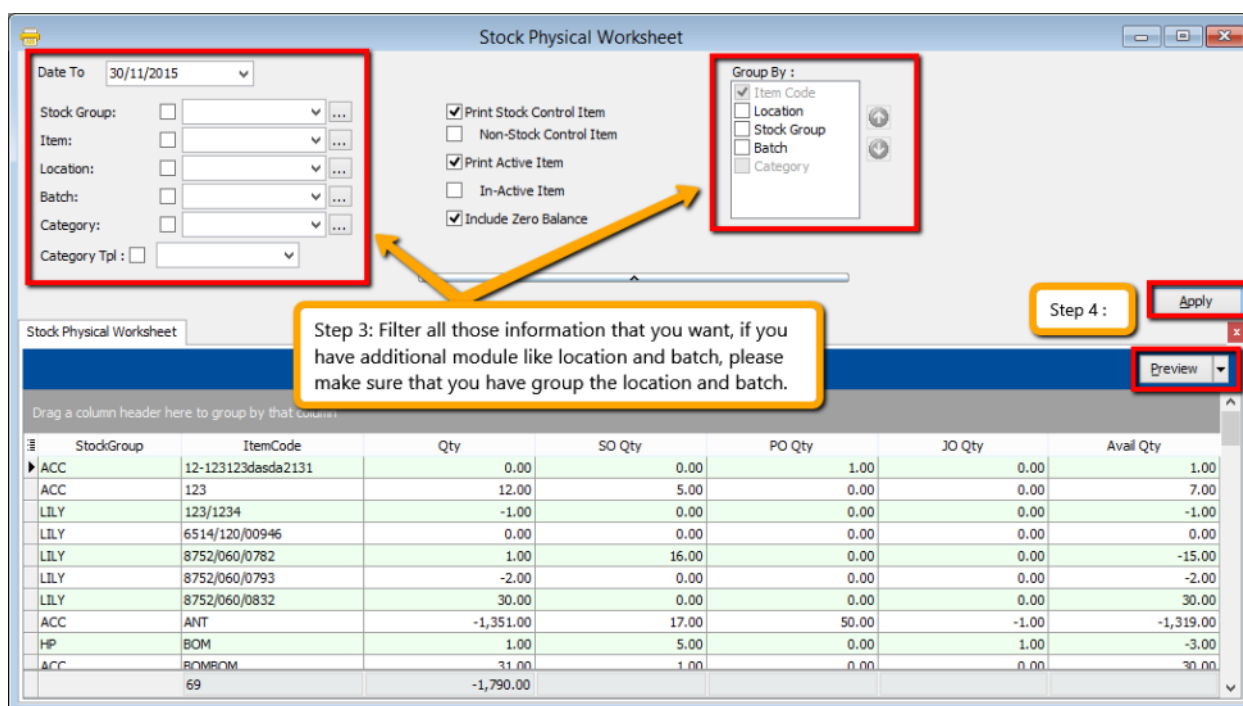
Allow user to key-in quantity in and out from the system, just like combination of stock received and stock issue, normally use it for stock take purpose. (Stock | Stock Adjustment | New)

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-03_StockTax.mp4

How SQL System can help during Stock Take ?

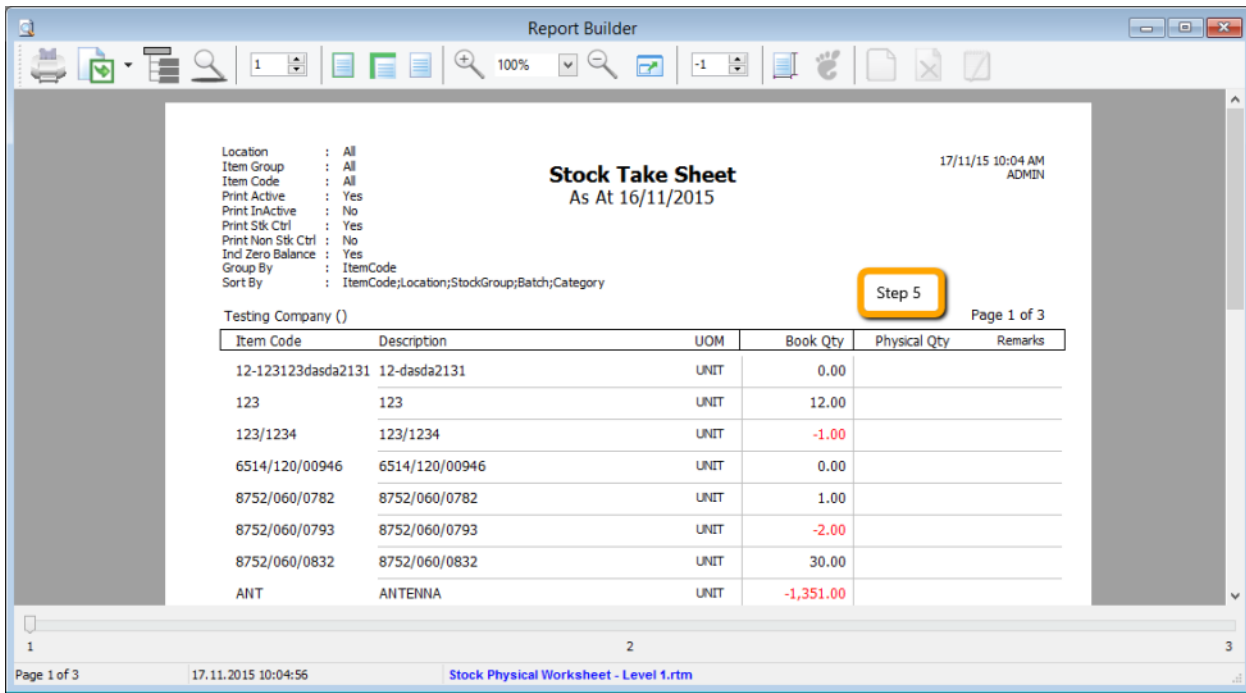


Step 1 & 2 : Click on **Stock** then choose **Print Stock Physical Worksheet**.

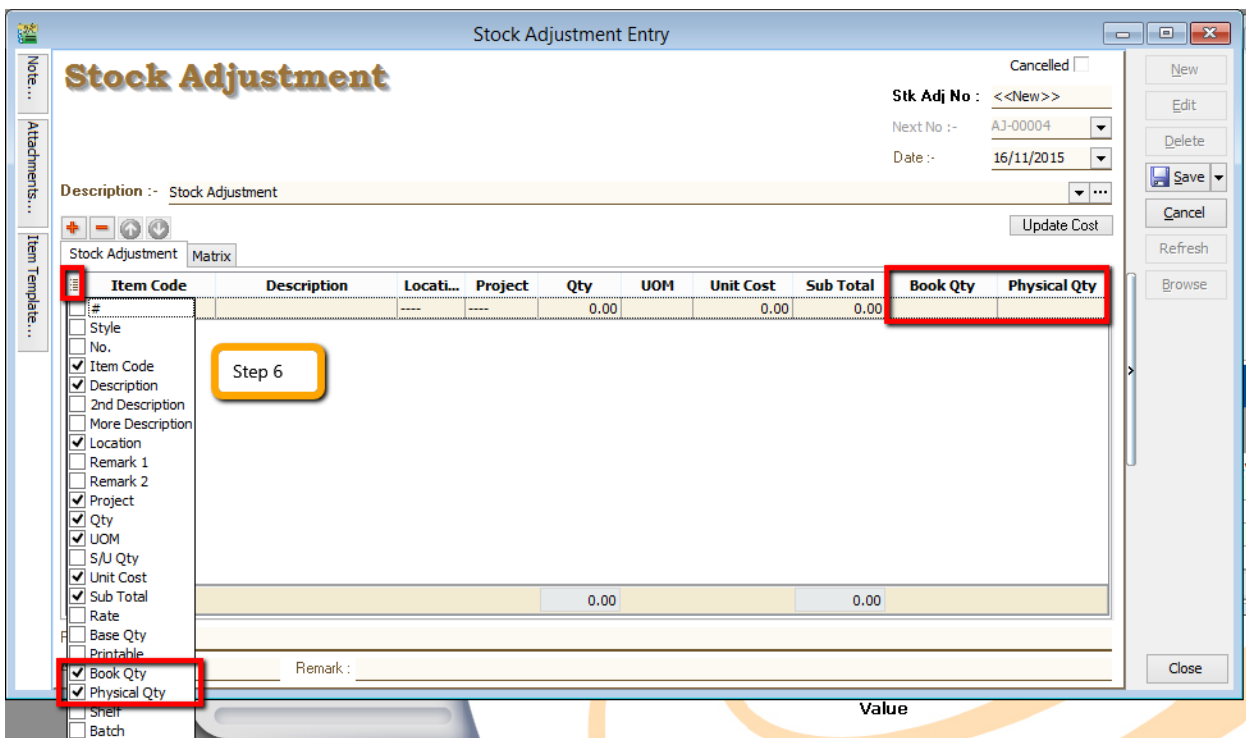


Step 3 : **Filter** the date, stock group or others **information** that you want to do for the stock take, please **make sure** that you have **choose** the correct location and batch if you have this 2 modules.

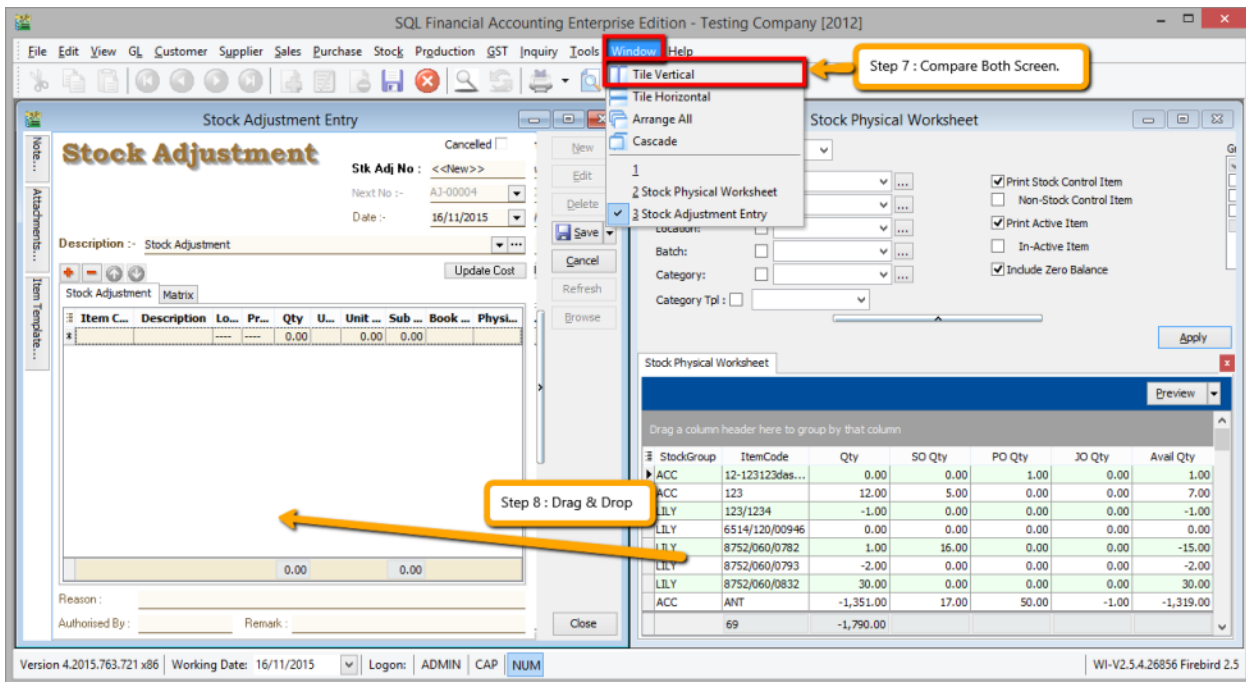
Step 4 : Click on **Apply and Preview**.



Step 5 : **Print out this stock physical worksheet -stock take sheet** for stock keeper to manually fill in the actual stock physical quantity at warehouse, so stock keeper just have to **fill in the actual quantity into the physical qty column.**

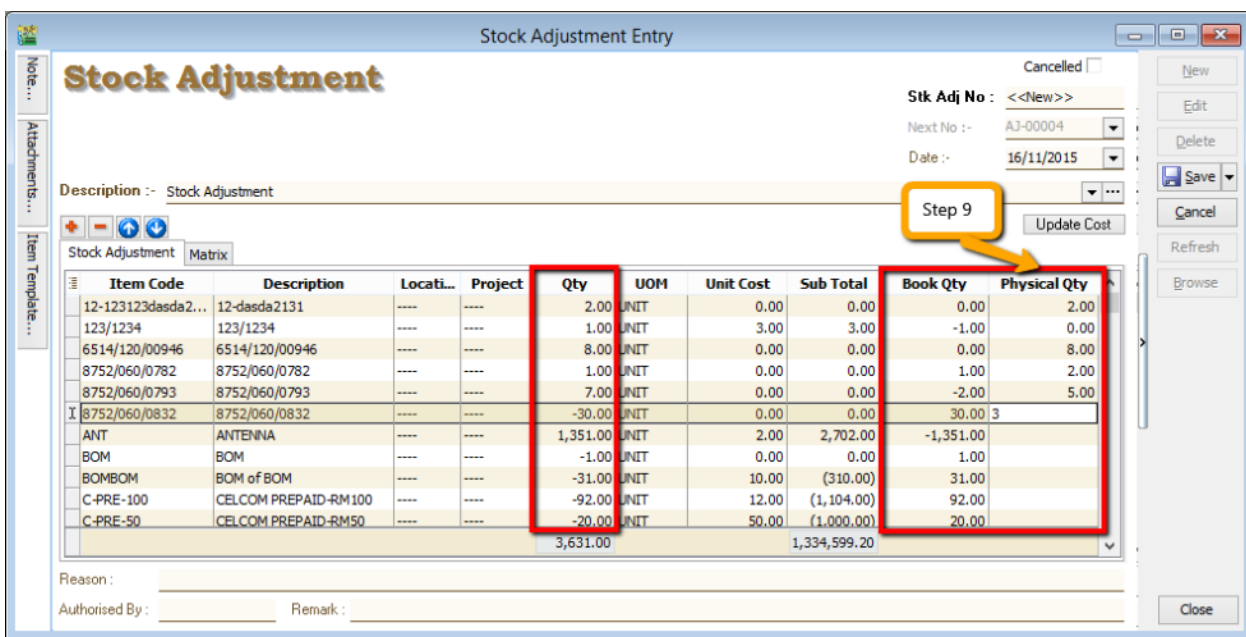


Step 6 : After complete update the stock take report, click on **Stock | Stock Adjustment | Drag Out Book Qty and Physical Qty.**



Step 7 : Repeat the Step 1 & 2 to call out the Stock Physical Worksheet again, at the same time open 2 screen, one is stock adjustment another is stock physical worksheet, then click on **Window | Tile Vertical**.

Step 8 : Click on the first item in **Stock Physical Worksheet**, press on **Ctrl + A** on keyboard to select all items. Then **Drag & Drop** into **Stock Adjustment**.



Step 9 : Base on the stock keeper's Stock Take Report then **fill in the actual physical quantity** on your warehouse into the Stock Adjustment **Physical Qty** column, then system will base on Book Qty and calculate the variant then apply at Qty column.

Book Qty = Quantity that record in system.

Physical Qty = Actual Quantity at your warehouse.

Qty = Variant between Physical and Book Quantity, system will auto adjust then update accordingly. (Physical Qty – Book Qty)