




Stock Take (Alt + T)

Stock Take Module enables user to reconcile physical quantity and quantity in books of stock.



On clicking the  option or on pressing the shortcut (Alt + T), a popup will be displayed to user as shown below:

Stock Take Module.

Godown : Item Barcode : Item Name :

$\text{Difference Quantity} = \text{Stock Quantity} - \text{Physical Quantity}$

Barcode	Item Name	Base Unit	Alternate Unit	Stock Group	Stock Quantity	Physical Quantity	Difference Quantity	Remarks
<No data to display>								

☒ Save
 ☐ Cancel
 ☐ Export

Press F3 to set focus on "Physical Qty".

User has to select Godown, item barcode, item name from all the drop-down option respectively.



The screen will appear as below:

Stock Take Module.

Godown : Cygnnet Biztech Private Limited Item Barcode : 00000002 Item Name : ITEM1

Difference Quantity = Stock Quantity - Physical Quantity

Barcode	Item Name	Base Unit	Alternate Unit	Stock Group	Stock Quantity	Physical Quantity	Difference Quantity	Remarks
00000002	ITEM1	BAG	BAG	ALL	71.00	1.00	70.00	

Save Cancel Export Help Close Press F3 to set focus on "Physical Qty".

By pressing F3 physical quantity can be edited and difference in books and actual can be arrived.

Close (Alt + S)

On clicking the Close (Alt + S) button, Audit Trail tab will get closed.

Help (Alt + H)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Audit Trail Tab.

Save (Alt+ V)

On clicking Save (Alt + V) button, the changes will be saved.

Cancel (Alt + C)

On clicking Cancel (Alt + C) button, the changes will be discarded.

Export (Alt + X)

On clicking Export (Alt + X) report can be exported in excel format

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