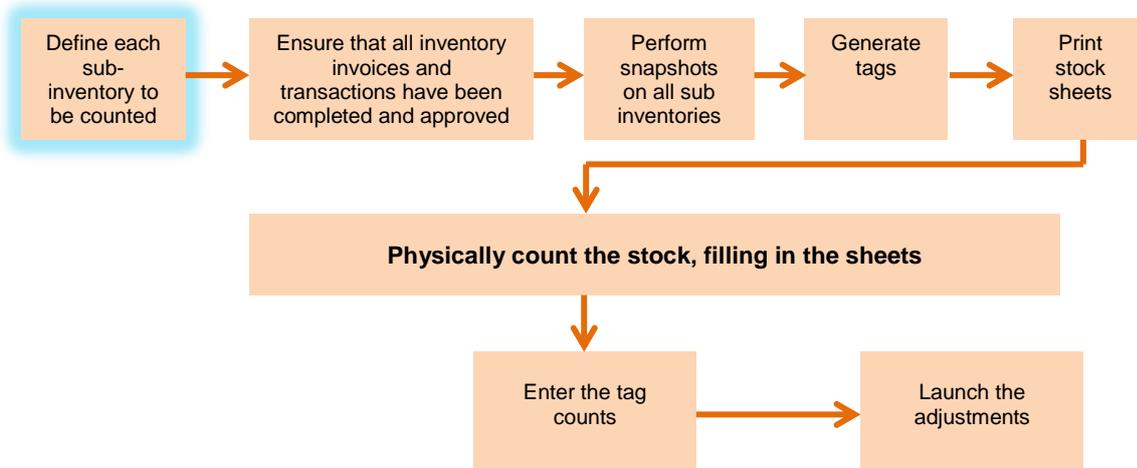




Recording Stock Takes: Step 1



Define each sub-inventory to be counted

Responsibility: CAPSA INV Senior Stores User Responsibility
Navigate: Counting → Physical Stock Take → Physical Inventories

1. Click on **View** menu and select **Find**.

Physical Inventory	Date	Description	Snapshot Comp
Main Stores Stock Take 2012	31-JUL-2012	Main Stores Stock Take 2012	<input checked="" type="checkbox"/>
KAA_STOCK TEST 20 BD	10-DEC-2013	KAA_STOCK TEST 20 BD	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

2. Click **New** and complete the Define Physical Inventory form (see overleaf).
3. Enter **Name** and **Description**, in the same format as last month.
4. Change the **Date** to the date to be counted (last day of month).
5. In the **Approvals** section, **Required** field, click on the drop down arrow and change to **Never**.
6. In Count Sub-inventories section click on **specific**.

7. Click on the **List of Values** in the first blank field and enter the Sub-inventory to be counted e.g. Asset and click **OK**.
8. **Save** your work.
9. Return to Physical Inventory Summary Form as above on and repeat step 1-8 for each sub-inventory to be counted.

Define Physical Inventory (KAA)

Name: KAA_STOCK TEST 20 BD
Description: KAA_STOCK TEST 20 BD
Date: 10-DEC-2013

Approvals
Required: Never

Tolerances
Qty: + [] - [] %
Value: [] []

Status
 Snapshot Complete
 Adjustments Posted
Snapshot Date: []

Count Subinventories
 All
 Specific
Subinventories: ASSET [] [] []

Allow Dynamic Tags
 Exclude Zero Balances

[]

Snapshot Tags