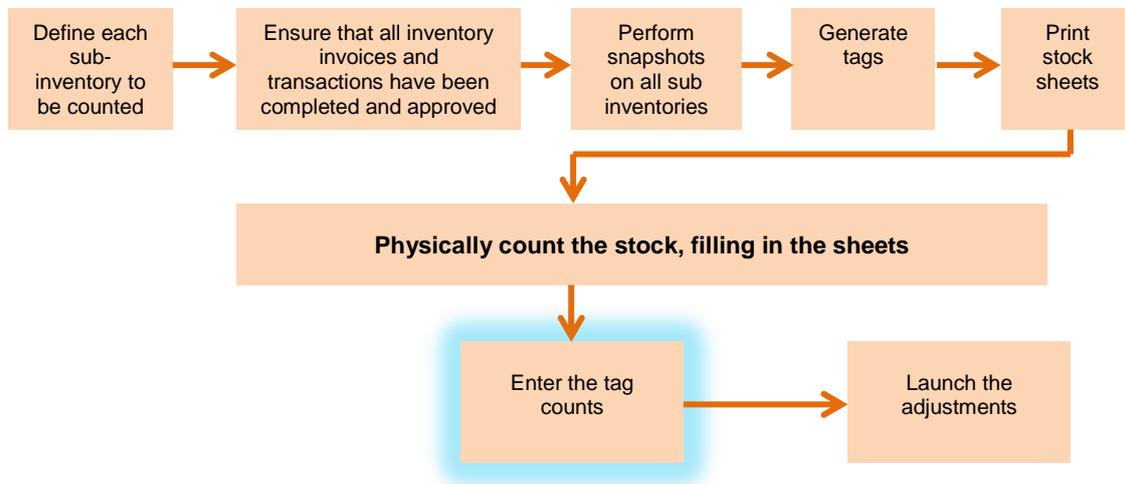




Recording Stock Takes : Step 7



Entering Tags Counts

Once you have completed your stock sheets then you can enter the items on the system.

Responsibility: CAPSA INV Senior Stores User Responsibility
Navigate: Tag Counts

1. You may need to select your departments FIFO organisation and click **OK**.
2. Select the physical inventory for which you wish to record the results of the count by clicking on the **List of Values** in the **Name** field and click **OK**.
3. Click on **Find** button and click on **Yes** when asked, "Query all existing tags?"
4. Start entering quantities for the relevant items and click on the down arrow ↓ after each entry.
5. Alternatively, go straight to the tag field on the first row and query an individual tag number.

Physical Inventory Tag Counts (KAA)

Name: KAA_STOCK TEST 20 BD | KAA_STOCK TEST 20 BD

Snapshot Date: 10-DEC-2013 | Find

Default Counter: PARKER, Mrs Helen

Main | Detail

Tag	Item	Rev	Subinventory	Locator	UOM	Qty	[]
1000	<input type="checkbox"/> AJBA0002		ASSET		Ea		
1001	<input type="checkbox"/> CK0003		ASSET		Ea		
1002	<input type="checkbox"/> HA0003		ASSET		Ea		
1003	<input type="checkbox"/> HBA0011		ASSET		Ea		
1004	<input type="checkbox"/> HBB0002		ASSET		Ea		
1005	<input type="checkbox"/> HBB0003		ASSET		Ea		
1006	<input type="checkbox"/> HBB0007		ASSET		Ea		

Item Description: SCOTCH VIDEO CASSETTES VHS E180

Void All | Unvoid All

- 6. Any additional items found during the count can be manually entered at the end (Similar to entering Transfers) with a new tag number for each line.
- 7. When all have been entered **Save** your work.