Recording Stock Takes: Step 3

```
┌──────────────┐    ┌──────────────────┐    ┌──────────────┐    ┌──────────────┐    ┌──────────┐
│ Define each  │    │ Ensure that all  │    │   Perform    │    │   Generate   │    │  Print   │
│    sub-      │──▶ │ inventory        │──▶ │  snapshots   │──▶ │     tags     │──▶ │  stock   │
│ inventory to │    │ invoices and     │    │  on all sub  │    │              │    │  sheets  │
│  be counted  │    │ transactions have│    │  inventories │    │              │    │          │
│              │    │ been completed   │    │              │    │              │    │          │
│              │    │ and approved     │    │              │    │              │    │          │
└──────────────┘    └──────────────────┘    └──────────────┘    └──────────────┘    └──────────┘
```

Physically count the stock, filling in the sheets

```
┌──────────────┐                    ┌──────────────┐
│ Enter the tag│                    │  Launch the  │
│    counts    │──────────────────▶ │  adjustments │
└──────────────┘                    └──────────────┘
```
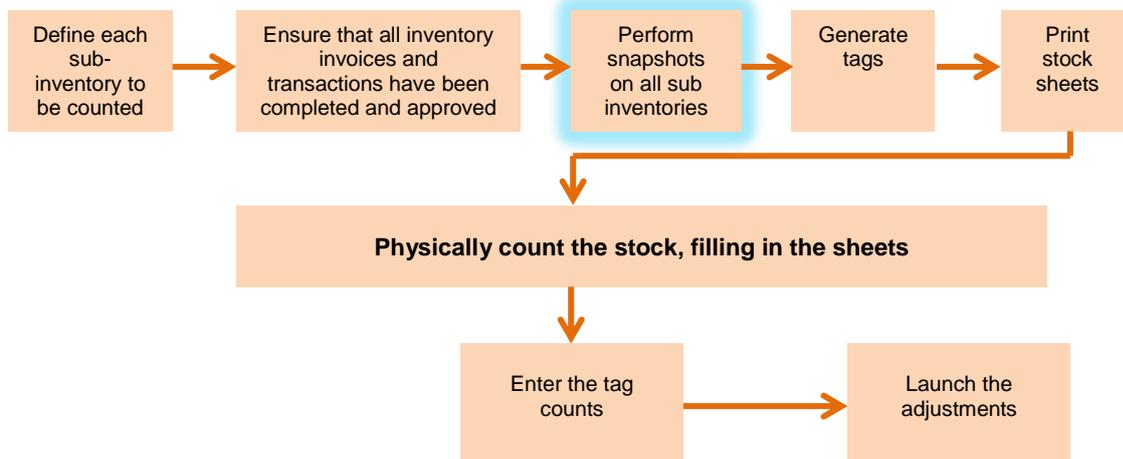
Perform Snapshot

Before you can generate tags for a physical inventory, you must take a snapshot of all system on-hand quantities for your items. The snapshot saves all current item on-hand quantities and costs. The system then uses this information as the basis for all physical inventory adjustments later on. All tag counts you enter for this physical inventory are compared with these static quantities.

This allows you to resume normal inventory operations after you have entered your counts but before you have authorized all final physical inventory adjustments. Therefore, you can perform your recounts or investigate certain results without holding up transaction processing.

1. Return to **Physical Inventories** on the Navigator.

2. Click on **View** and select **Find**.

3. Select the first Sub-inventory for Snapshot to be performed and click **OK**.

4. Click on **Open**

5. Click on **Snapshot**.

6. Click **OK** to the confirmation pop-up note.

7. Do this for all Sub-inventories