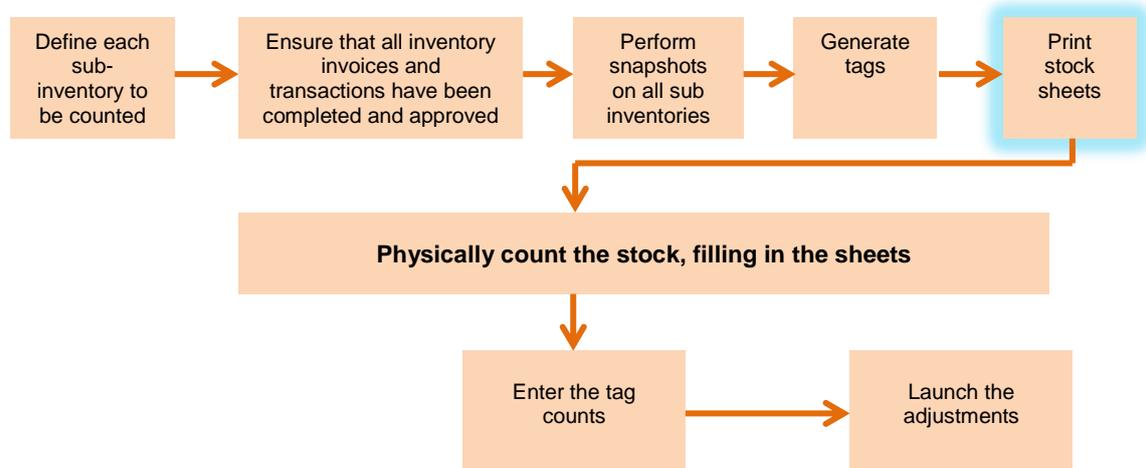




Recording Stock Takes: Step 5



Printing Stock Sheets

Responsibility: CAPSA INV Senior Stores User Responsibility
Navigate: Reports → Run

1. Click **OK** to Single Request.
2. In the **Name** field, click on the **List of Values** and select the request **Physical Inventory tag listing** and click **OK**.
3. In the **Parameters** screen click on the **List of Values**, choose the relevant Physical Inventory to be printed and click **OK** and click **OK**.
4. In the **Upon Completion** section click on **Options** and ensure the number of copies is set to 1 and that the relevant printer is in the Printer name field
5. Click **OK**.
6. Click **Submit**.
7. The request screen will display, click on **Refresh Data** to update the phase of your request.
8. The stock sheet should have printed off.

If your department has more than one sub-inventory, click on the “Submit New Request” button and complete steps 1 – 8 until all sub-inventory details have been printed.



Exporting

If you wish you could export this report into excel and manipulate it to include item descriptions and re-order to make the actual counting easier.