**Recording Stock Takes: Step 2**

- Define each sub-inventory to be counted
- Ensure that all inventory invoices and transactions have been completed and approved
- Perform snapshots on all sub-inventories
- Generate tags
- Print stock sheets

**Physically count the stock, filling in the sheets**

- Enter the tag counts
- Launch the adjustments

**Complete and approve all inventory transactions & invoices**

The system does not stop inventory processing during a physical inventory.

Therefore, you must procedurally ensure that no transaction activity occurs in a particular location whilst the count is being undertaken.

It is also recommended that you clear the Pending Transactions and Transactions Open Interface, before taking a snapshot of a particular sub-inventory.