

## How do I perform a manual Stock Take?

You can adjust Stock on Hand by performing a Stock Take. A Stock Take allows you to realign the Stock on Hand numbers in Centaman with the actual numbers physically in your possession and on your shelves. Most organizations generate Stock Takes at least once a year, in order to maintain inventory integrity and to assess shrinkage through theft, breakages, or shortfalls in deliveries.

## Create a Stock Take in Centaman

Ideally, you would create a new stock take just before you want to count the stock (or at least after you have finished selling the stock, before the stock take is to take place). This allows Centaman to take a 'snap shot' of what stock you have on hand, at the time the counting begins.

To do this:

- Launch the **Stock and Inventory Module**
- Select **Stock Take**
- Select **New** to create a Stock Take
- Before you add any items, you need to give the stock take a **Code**. Usually this can be something like 'May 2002 End of Month', or you may just duplicate the actual date in this area. The code can basically be anything you like. You may need to search by Code at a later date, so you should make the code for each new stock take unique. This field is required before you can save the Stock Take.
- Select **Warehouse** to chose the warehouse you are counting in
- **Remarks** can be used to add specific comments regarding this stock take, ie you could input the staff member name who is doing the physical count.

*Note: When a new Stock Take is created, it is automatically given an ID number so that it can be referred to at a later date. You cannot modify this stock take ID number. The current date will also be entered in automatically; you cannot modify the stock take date.*

Stock Take
X

<< First

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New

Modify

Save Changes

Abort Changes

Delete

Stock Take ID  Code  Warehouse

Date  Remarks

Created On 10/01/2015 at 14:13
Processed On 02/11/2015 at 13:47

Item Description	Current			Actual			Variance			Barcode
	Packs	Unit	Stock	Packs	Unit	Stock	Packs	Unit	Stock	

Ignore Zero Stock Items
 Ignore Warehouse Filter

Add Item Group

Add Supplier

Add All Items

Add Item

Remove Item

Read From Scanner

Print Count Sheet

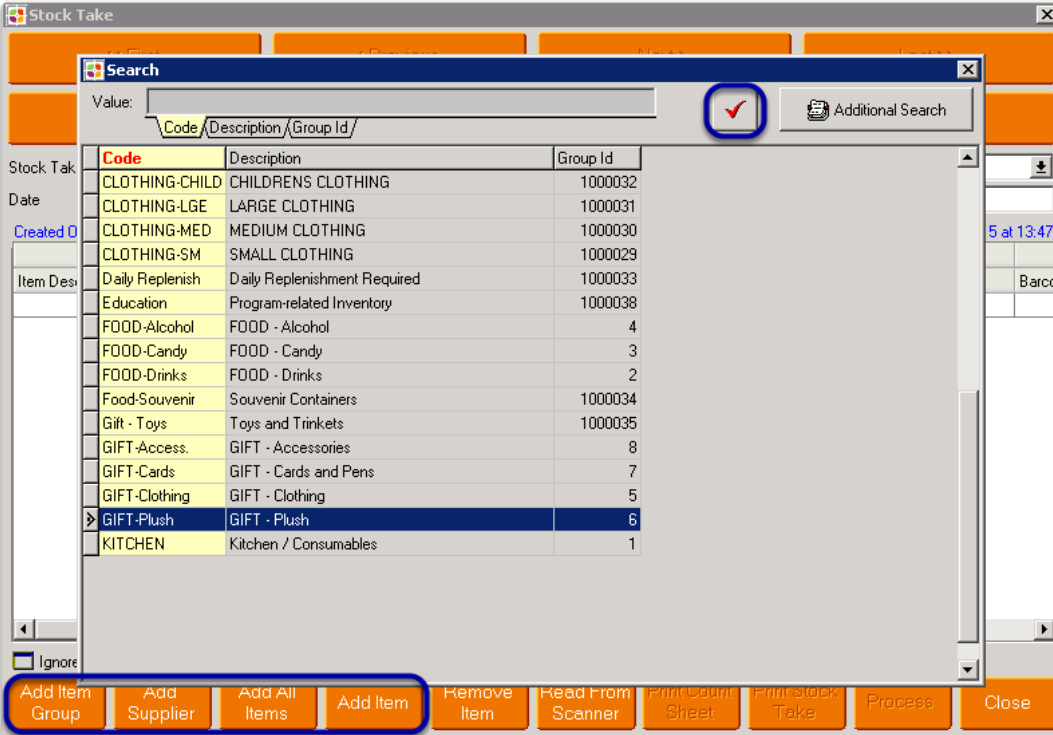
Print Stock Take

Process

Close

## Add Items to Stock Take

- Select **Add Item Group**, **Add Supplier**, **Add All Items**, or **Add Item** to select Items to add to your Stock Take.
- Hold the **Ctrl** key and highlight multiple line items to select multiple at once from the list.
- Select the **check mark** button to continue.
- To remove an Item from the Stock Take list, select **Remove Item**.



The screenshot shows the 'Stock Take' application window. At the top, there is a search bar with a 'Value:' field and a search button (a red checkmark in a blue circle). Below the search bar is a table with three columns: 'Code', 'Description', and 'Group Id'. The table contains various items, with 'GIFT-Plush' selected. At the bottom of the window, there is a toolbar with several buttons: 'Add Item Group', 'Add Supplier', 'Add All Items', 'Add Item', 'Remove Item', 'Read From Scanner', 'Print Count Sheet', 'Print Stock Take', 'Process', and 'Close'. The 'Add Item' button is highlighted with a blue circle.

Code	Description	Group Id
CLOTHING-CHILD	CHILDRENS CLOTHING	1000032
CLOTHING-LGE	LARGE CLOTHING	1000031
CLOTHING-MED	MEDIUM CLOTHING	1000030
CLOTHING-SM	SMALL CLOTHING	1000029
Daily Replenish	Daily Replenishment Required	1000033
Education	Program-related Inventory	1000038
FOOD-Alcohol	FOOD - Alcohol	4
FOOD-Candy	FOOD - Candy	3
FOOD-Drinks	FOOD - Drinks	2
Food-Souvenir	Souvenir Containers	1000034
Gift - Toys	Toys and Trinkets	1000035
GIFT-Access.	GIFT - Accessories	8
GIFT-Cards	GIFT - Cards and Pens	7
GIFT-Clothing	GIFT - Clothing	5
GIFT-Plush	GIFT - Plush	6
KITCHEN	Kitchen / Consumables	1

# Print Count List

Select **Print Count Sheet** to print a physical list to perform the Stock Take with.

Stock Take ✕

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New

Modify

Save Changes

Abort Changes

Delete

Stock Take ID  Code  Warehouse

Date  Remarks

Created On 10/01/2015 at 14:13

Item Description	Current			Actual			Variance			Bs
	Packs	Unit	Stock	Packs	Unit	Stock	Packs	Unit	Stock	
Plush - Beluga	299	299	299	299	299	299	0	0	0	10
Plush - Kangaroo	134	134	134	134	134	134	0	0	0	89
Plush - Koala	164	164	164	164	164	164	0	0	0	89
Plush - Koala Lrg	0	0	0	0	0	0	0	0	0	10
Plush - Polar Bear	627	627	627	627	627	627	0	0	0	89
Plush - Shark 12" purple	495	495	495	495	495	495	0	0	0	10
Plush - Shark 12" purple large	24	24	24	24	24	24	0	0	0	10
Plush - Shark 12" purple medium	21	21	21	21	21	21	0	0	0	10
Plush - Shark 12" purple small	22	22	22	22	22	22	0	0	0	10
Plush - Shark 12" Black	20	20	20	20	20	20	0	0	0	99
Plush - Shark 12" Green	24	24	24	24	24	24	0	0	0	99
Plush - Shark 12" Orange	9	9	9	9	9	9	0	0	0	99
Plush - Shark 12" purple	48	48	48	48	48	48	0	0	0	10
Plush - Shark 10"	cn	cn	cn	cn	cn	cn	0	0	0	10

Ignore Zero Stock Items     Ignore Warehouse Filter

Add Item Group

Add Supplier

Add All Items

Add Item

Remove Item

Read From Scanner


Print Count Sheet

Print Stock Take

Process

Close

# Perform Counts



CENTAMAN demo system

**Stock Take Count List**

Printed 10/01/2015 14:15:48

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Stock Take ID 1000037 Code Flush Count Oct 2015 Warehouse 001Default

Date 10/01/2015 Remarks

Description	Code	Cost P	Sale P	Stock	Reorder	Actual	Last Sale	Signed
Rush- Btluga	100118	10.1600	34.99	299.000	200		09/29/2015	
Rush- Kangaroo	888899	7.0104	45.95	134.000	200		09/12/2015	
Rush- Kota	888891	102.1343	22.95	164.000	2000		11/29/2013	
Rush- Kota Lrg	100117	0.0000	22.95	0.000	2000		11/29/2013	
Rush- Rbr Bar	888892	2.9911	17.50	627.000	1000		05/15/2015	
Rush- Shark 12' purple	100050	7.2900	37.00	496.000	200		05/22/2015	
Rush- Shark 12' purple large	100161	0.0000	35.00	24.000	200		11/25/2014	
Rush- Shark 12' purple medium	100160	0.0000	35.00	21.000	200		09/12/2015	
Rush- Shark 12' purple small	100159	0.0000	35.00	22.000	200		05/22/2015	
Rush- Shark 12' Back	9914	0.0000	35.00	20.000	200		05/22/2015	
Rush- Shark 12' Green	9916	0.0000	35.00	24.000	200		09/12/2015	
Rush- Shark 12' Orange	9915	0.0000	35.00	9.000	200		05/01/2015	
Rush- Shark 12' purple	100062	0.0000	35.00	48.000	200		09/12/2015	
Rush- Shark 18'	100096	0.5428	40.00	60.000	200		09/09/2015	
Rush- Shark 18' Ruszha	101331	45.3005	40.00	24.000	200			
Rush- Shark 24'	100037	4.8544	45.00	25.000	200		09/12/2015	
Rush- Wilkus	100119	9.3705	42.99	98.000	200		09/29/2015	
Rush Dog	100168	-4.7619	10.00	38.000	2		09/29/2015	
Stuffed- Dolphin	012789	0.2480	4.99	40.000	0		09/09/2015	
Stuffed- Otter	012788	25.4705	4.99	80.000	0		02/02/2013	
<b>Total</b>		211.5937	614.31	2252.000				
<b>Total</b>		211.5937	614.31	2252.000				

# Enter counts into Stock Take

Enter the current counts into the **Actual** columns.

Stock Take
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New
Modify
Save Changes
Abort Changes
Delete

Stock Take ID  Code  Warehouse

Date  Remarks

Created On 10/01/2015 at 14:13

Item Description	Current			Actual			Variance			Bal
	Packs	Unit	Stock	Packs	Unit	Stock	Packs	Unit	Stock	
Plush - Beluga	299	299	299	250	250	250	-49	-49	-49	10
Plush - Kangaroo	134	134	134	134	134	134	0	0	0	89
Plush - Koala	164	164	164	164	164	164	0	0	0	89
Plush - Koala Lrg	0	0	0	0	0	0	0	0	0	10
Plush - Polar Bear	627	627	627	600	600	600	-27	-27	-27	89
Plush - Shark 12" purple	495	495	495	495	495	495	0	0	0	10
Plush - Shark 12" purple large	24	24	24	25	25	25	1	1	1	10
Plush - Shark 12" purple medium	21	21	21	21	21	21	0	0	0	10
Plush - Shark 12" purple small	22	22	22	25	25	25	3	3	3	10
Plush - Shark 12" Black	20	20	20	20	20	20	0	0	0	99
Plush - Shark 12" Green	24	24	24	24	24	24	0	0	0	99
Plush - Shark 12" Orange	9	9	9	9	9	9	0	0	0	99
Plush - Shark 12" purple	48	48	48	48	48	48	0	0	0	10
Plush - Shark 10"	en	en	en	en	en	en	0	0	0	10

Ignore Zero Stock Items     Ignore Warehouse Filter

Add Item Group
Add Supplier
Add All Items
Add Item
Remove Item
Read From Scanner
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# Save Stock Take

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Delete

Stock Take ID:  Code:  Warehouse:

Date:  Remarks:

Created On 10/01/2015 at 14:13

Item Description	Current			Actual			Variance			Bal
	Packs	Unit	Stock	Packs	Unit	Stock	Packs	Unit	Stock	
Plush - Beluga	299	299	299	250	250	250	-49	-49	-49	10
Plush - Kangaroo	134	134	134	134	134	134	0	0	0	89
Plush - Koala	164	164	164	164	164	164	0	0	0	89
Plush - Koala Lrg	0	0	0	0	0	0	0	0	0	10
Plush - Polar Bear	627	627	627	600	600	600	-27	-27	-27	89
Plush - Shark 12" purple	495	495	495	495	495	495	0	0	0	10
Plush - Shark 12" purple large	24	24	24	25	25	25	1	1	1	10
Plush - Shark 12" purple medium	21	21	21	21	21	21	0	0	0	10
Plush - Shark 12" purple small	22	22	22	25	25	25	3	3	3	10
Plush - Shark 12" Black	20	20	20	20	20	20	0	0	0	99
Plush - Shark 12" Green	24	24	24	24	24	24	0	0	0	99
Plush - Shark 12" Orange	9	9	9	9	9	9	0	0	0	99
Plush - Shark 12" purple	48	48	48	48	48	48	0	0	0	10
Plush - Shark 10"	0	0	0	0	0	0	0	0	0	10

Ignore Zero Stock Items     Ignore Warehouse Filter

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## Review Variances

Double check variances, recount as needed.

Do not process a stock take until you are sure the numbers entered are accurate.

Once a stock take has been processed, it will update the stock on hand levels for the items in the stock take. Processing can not be reversed.

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Stock Take ID  Code  Warehouse

Date  Remarks

Created On 10/01/2015 at 14:13

Item Description	Current			Actual			Variance			Balance
	Packs	Unit	Stock	Packs	Unit	Stock	Packs	Unit	Stock	
Plush - Beluga	299	299	299	250	250	250	-49	-49	-49	10
Plush - Kangaroo	134	134	134	134	134	134	0	0	0	99
Plush - Koala	164	164	164	164	164	164	0	0	0	99
Plush - Koala Lrg	0	0	0	0	0	0	0	0	0	10
Plush - Polar Bear	627	627	627	600	600	600	-27	-27	-27	99
Plush - Shark 12" purple	495	495	495	495	495	495	0	0	0	10
Plush - Shark 12" purple large	24	24	24	25	25	25	1	1	1	10
Plush - Shark 12" purple medium	21	21	21	21	21	21	0	0	0	10
Plush - Shark 12" purple small	22	22	22	25	25	25	3	3	3	10
Plush - Shark 12" Black	20	20	20	20	20	20	0	0	0	99
Plush - Shark 12" Green	24	24	24	24	24	24	0	0	0	99
Plush - Shark 12" Orange	9	9	9	9	9	9	0	0	0	99
Plush - Shark 12" purple	48	48	48	48	48	48	0	0	0	10
Plush - Shark 12"	60	60	60	60	60	60	0	0	0	10

Ignore Zero Stock Items     Ignore Warehouse Filter

Add Item Group
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# Process Stock Take

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New
Modify
Save Changes
Abort Changes
Delete

Stock Take ID:  Code:  Warehouse:

Date:  Remarks:

Created On 10/01/2015 at 14:13


Item Description	Current			Actual			Variance			Bz
	Packs	Unit	Stock	Packs	Unit	Stock	Packs	Unit	Stock	
Plush - Beluga	299	299	299	250	250	250	-49	-49	-49	10
Plush - Kangaroo	134	134	134	134	134	134	0	0	0	89
Plush - Koala	164	164	164	164	164	164	0	0	0	89
Plush - Koala Lrg	0	0	0	0	0	0	0	0	0	10
Plush - Polar Bear	627	627	627	600	600	600	-27	-27	-27	89
Plush - Shark 12" purple	495	495	495	495	495	495	0	0	0	10
Plush - Shark 12" purple large	24	24	24	25	25	25	1	1	1	10
Plush - Shark 12" purple medium	21	21	21	21	21	21	0	0	0	10
Plush - Shark 12" purple small	22	22	22	25	25	25	3	3	3	10
Plush - Shark 12" Black	20	20	20	20	20	20	0	0	0	99
Plush - Shark 12" Green	24	24	24	24	24	24	0	0	0	99
Plush - Shark 12" Orange	9	9	9	9	9	9	0	0	0	99
Plush - Shark 12" purple	48	48	48	48	48	48	0	0	0	10
Plush - Shark 12"	cn	cn	cn	cn	cn	cn	0	0	0	10

Ignore Zero Stock Items     Ignore Warehouse Filter

Add Item Group
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Read From Scanner
Print Count Sheet
Print Stock Take
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## Confirm changes

Confirmation Required


WARNING !

**This will physically modify the stock levels by the quantity of variance in the primary cell of the selected warehouse.**

Once this stock take is processed you cannot modify it later on. Are you sure you want to process this stock take ?

Tick this box to indicate that you understand what effects this can have , then press Yes

✔ Yes

✘ No

# Stock on Hand is permanently updated

Once processed, the new **Stock on Hand** figure will be reflected.

Items
✕

Modify
Save Changes
Abort Changes
Delete

<b>(Bar) Code</b>	<b>Description</b>	<b>Sale Price</b>	<b>Avg Cost / Unit</b>
100118	Plush - Beluga	\$34.99	\$10.1650

Purc Price / Unit	Purc Disc / Unit (%)	Wholesale Tax (%)	Cost Tax (%)	RRP	No Return <input type="checkbox"/>
\$11.0000	0.00	0	0	\$0.0000	

<b>Current Stock (Pack)</b>	<b>Current Stock (Unit)</b>	<b>Current Stock (Qty)</b>	
250	250	250	

<b>Multiplier</b>	<b>Purchase Unit</b>	<b>Units per Pack</b>	
1		1	

Supplier	Price / Unit	Disc / Unit	↓	🗑
ABC Wholesalers	\$10.0000	0.00		

**Primary Supplier**

Supplier: Soft Toys R' Us

To view or modify the Re-Order Level or Re-Order Qty, click on the Ware House Stock Distribution button

Price / Unit: \$11.0000    Disc / Unit (%): 0.00

Group	↓	🗑
GIFT-Plush		

View Sales History

Print Bar Code
Ware House Stock Distribution
Cost History
Order / Delivery History
Close