Option > *Documents*

Stock count

Procedure

1. Initiate a stock count
    - Print inventory list
2. Enter stock count data
    - Print stock count surpluses and deficits
3. Approve stock count

Initiate a stock count

A stock count is initiated with the  icon.
The dialogue enables selecting only certain items for a stock count.

Marking the *[ ] Copy Qty from Stocks* checkbox will simplify stock count data entry as only items with differing quantities need to be entered. All matchng stocks will already be in the form.

Use the *{Description}* field to describe the stock count, for example “Annual stock count”, “Stock count after break in”…

The **[ADD]** button:

- Initiates a stock count with items selected by the dialogue
- Puts a lock on all selected items disabling all stock changes on those items. Documents with such items can't be approved. The lock is on until the stock count is approved or voided.

Upon initiaton, the stock count is visible in the list. After selection, the item list can be reviewed and ammended in the ~ITEM~ tab.

The [LAUNCH] button will activate the stock count and the print icon will become visible.

Note

- Multiple stock counts can be active at the same time, enabling multiple teams to take stock on different sets of items.

Print inventory list

The print icon is visible only after the stock count has been launched. The printed form enables manual entry of the stock take and eases entry back into Brix as the items are listed in the same order.

Enter stock count data

Once the stock has been taken, the count is entered in the ~ITEMS~ tab.

Print stock count surpluses and deficits

After the count is enterd into Brix, the surpluses and deficits list will show the differences.

Approve stock count

The **[APPROVE]** button will:

- Update stock levels in Brix to actual count
- Calculate VAT on any items with excess deficits. This rule differs from country to country. In Croatia the rule is any deficit over 1% of the actual received quantity of a the item into stocks within the last year or since the last stock take (whichever is shorter) is excess deficit.
- Unlock items in the count enabling the entry of those items in onvoice, goods in, etc.
- If necessary, create up to three separate stock count documents:
  - MAN - Deficits
  - VIS - Surpluses
  - MAP - Excess deficits

From:
https://wiki.micro-process.hr/ - **Brix - MICRO PROCESS**

Permanent link:
https://wiki.micro-process.hr/brix/en/stocktakes

Last update: **13/12/2024 05:24**