

# **Ad Hoc Stock Take**

Aptean Ltd  
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# 1 Ad Hoc Stock Take

**Warning:** This is an incomplete guide.

This document is intended to show the process of ad hoc stock take. This is intrinsically linked to WCS processing.

The WCS has functionality to allow a user the ability to check and note adjustments to any pallet in any location in the warehouse. This process also allows them to note pallets to be added to empty locations.

This information is passed back to WMS, where it may be reported on. This can then be used to perform adjustments or complete a normal **Stock Take** to double-check and adjust.

## 1.1 Ad Hoc Stock Take Report WHS7851

**Warning:** This is an incomplete guide.

The Ad Hoc Stock Take Report reports on the checks that have been completed by the WCS users.

You may enter the following criteria to select checks that have been made:

- *Stockist From*
- *Date From/To*
- *Stock Code From/To*
- *Location Code From/To*

You can choose to report only *Discrepancies*, or *All* checks matching the criteria.

You can sort the report in *Stock* or *Location* sequence.

You can then click **Report** to run the report.



### 1.1.1 Ad Hoc Stock Take Cleardown WHS7852

The Ad Hoc Stock Take Cleardown removes the checks that have been completed by the WCS users.

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Ad Hoc Stock Take Data Cleardown

Owner: ROB Warehouse: NFT 12-JUN-2025 WHS7852 v4.1

Stockist From: ROE 001

Date From:

Date To:

Stock Code From:

Stock Code To:

Location Code From:

Location Code To:

Cleardown

Record: 1/1 ... List of Valu... <OSC>

You may enter the following criteria to select checks that have been made:

- *Stockist From*
- *Date From/To*
- *Stock Code From/To*
- *Location Code From/To*

You can then click **Cleardown** to clear out the data. This will prevent it being shown on the Ad Hoc Stock Take Report [WHS7851](#).

