If a Stock Take cycle fails (i.e. status ?Cannot Complete?), this report provides the user with an explanation of why it happened. It can be used to correct those items that have caused the stock take to fail. Displayed details include allocated quantities, outstanding movements, system holds and overlapping stock take cycles. The stock take cycle will then have to be cancelled in the Stock Take Cleardown screen.
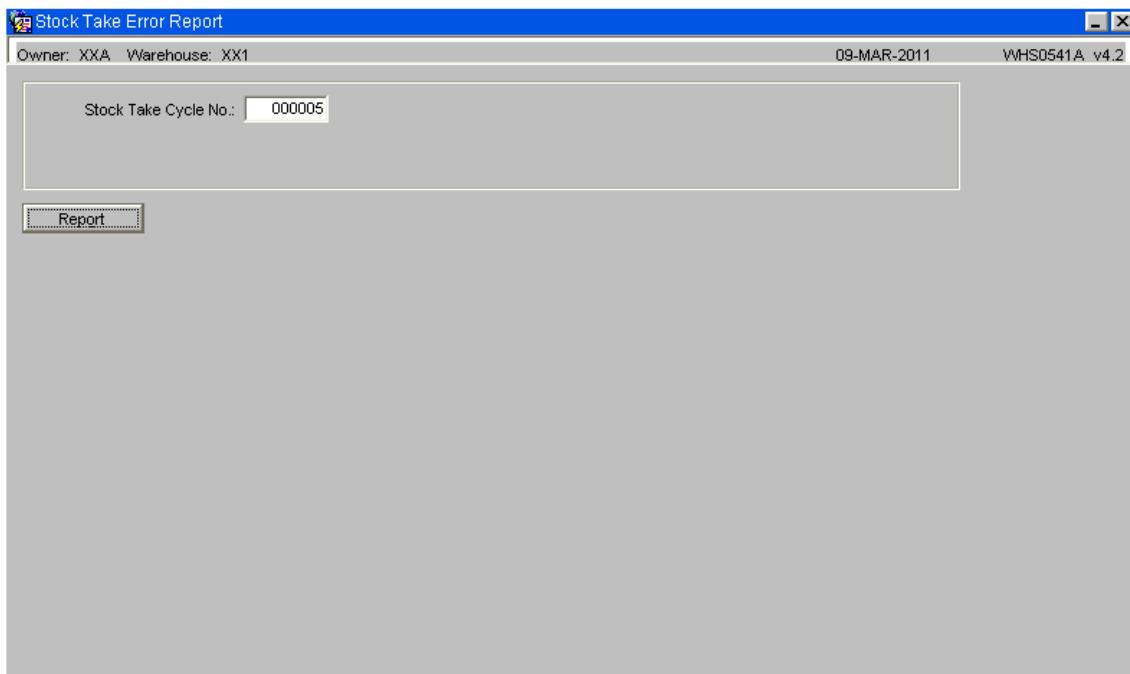


| Field Name | Description | Options |
|---|---|---|
| *Stock Take Cycle No.* | The stock take cycle number that is to be reported on | Must be a valid cycle - LOV available - note, the status of each cycle will be displayed |
| **Buttons** | | |
| **Report** | Generates the report | |

# Contents

# 1 WHS0543 Warehouse Stock Take Report

This screen generates the stock take report print, for the manual count and input. If RF is being utilised then the stock take cycle will have been sent to the WCS ready to be accessed by an RF device.
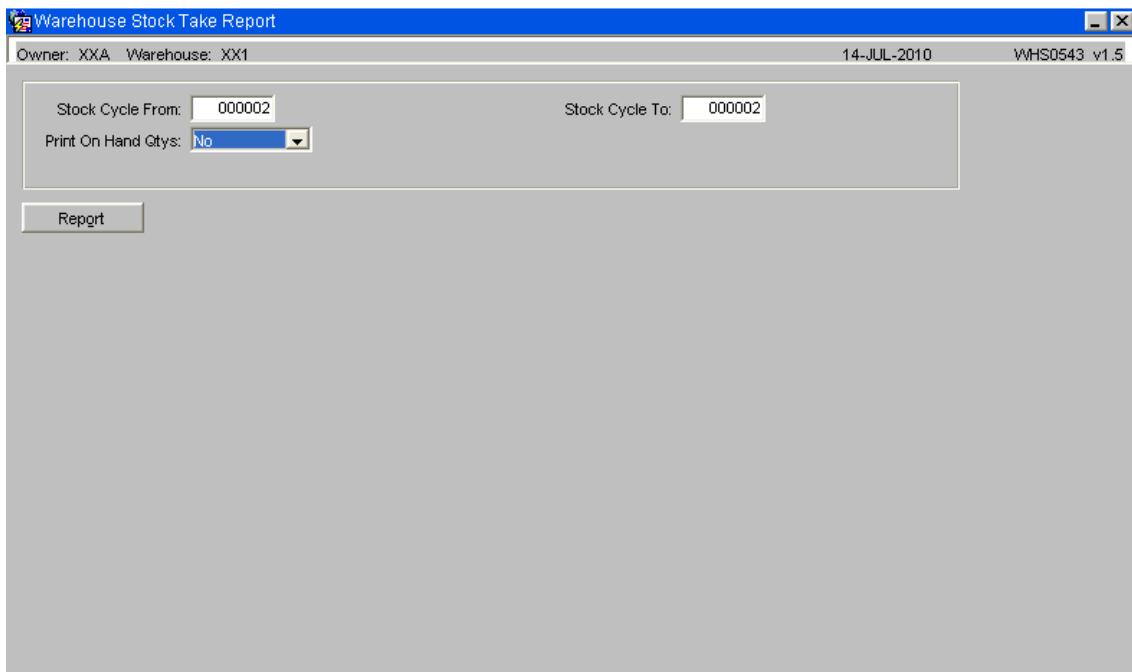


| Field Name | Description | Options |
|---|---|---|
| *Stock Take Cycle From* | Start Cycle for the report | Must be a valid stock take cycle - LOV available |
| *Stock Take Cycle To* | End Cycle for the report | Must be a valid stock take cycle - LOV available |
| *Print On-Hand Quantities* | Do you wish the system quantities to be printed on the report | Y or N |
| **Buttons** | | |
| **Report** | Generates the counting check sheet | |

The stock take sheets will print differently depending on which type of stock take is run, e.g. Full, Check, Partial or Exception. The type selected will be in the header of the report and the example below is of a 'Full' stock take.

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```
              W A R E H O U S E   F U L L   S T O C K   T A K E   S H E E T          Date:      14-JUL-10

Warehouse      XX1 Standard Warehouse                                    Stock Take Cycle Number              000002
Count by Cases                                                                       Count Number                  1

Area    MAIN                                                             Stock Take Date     14-JUL-10    Time   16:63

                                                                         Employee        _____

Location          Owner/Stock    Description        Pallet  Rotation No    Quantity              Weight        Check
                                                     Id   Customer No.      Case     Unit         (kgm)

A2/12/1               +                              _____   _____
                      +                                                    _____   _____   _____.__     _____
A2/12/2               +                              _____   _____
                      +                                                    _____   _____   _____.__     _____
A2/12/3               +                              _____   _____
                      +                                                    _____   _____   _____.__     _____
A2/12/4               +                              _____   _____
                      +                                                    _____   _____   _____.__     _____
A2/12/5               +                              _____   _____
                      +                                                    _____   _____   _____.__     _____
A2/13/1               +                              _____   _____
                      +                                                    _____   _____   _____.__     _____
A2/13/2               +                              _____   _____
                      +
```

If the cycle number is not present in the drop down list then the cycle has failed and the error report (WHS0541A) should be run instead.

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# 2 WHS0546 Warehouse Stock Take Variance Reports

This is also called the ?Discrepancy report? and will show the details of all locations for a specific stock take cycle. In particular it will show ?on hand? quantities (as recorded by the ?snapshot? taken in the ?Stock Take Cycle Generation? Procedure), the stock take quantities, quantity variances, the checker?s ID and date/time that the location was checked. Grand totals by owner and for each stock code are also printed.

💡 **Note: The On-Hand, Entered and Variance quantities will not be shown if the Counting units option for the stock take is set to Units only.**



| Field Name | Description | Options |
|---|---|---|
| *Stock Cycle From No. \*\** | The starting stock take cycle number to report from | Must be a valid cycle - LOV available - note, the status of each cycle will be displayed |
| *Stock Cycle To No. \*\** | The end stock take cycle number to report from | Must be a valid cycle - LOV available - note, the status of each cycle will be displayed |
| *Print Detail, Summary or Both* | Enables the printing of a detail report or just summary | Detail, Summary, Both |
| *Select Owner* | Allows printing to be by specific owner (takes current) | Y or N |
| **Buttons** | | |
| **Report** | Generates the report | |

**Examples of Variance Reports**

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```
Report: WHR0546 v4.8                        New Test Company                                      Page 1 of 1
  Run by:LEN                        S T O C K   D I S C R E P A N C Y   R E P O R T              Date :09-Mar-11 15:17
Warehouse  XX1   Standard Warehouse                                               Stock Take Cycle Number   000007
Area    MAIN                                                                      Stock Take Date  24-Sep-2010 Time 15:14
                                     ----- On Hand ----     ---- Entered ----     ----- Variance ----    Stock
Owner/ Stock       Held Rotation     Ly   Case  Unit C. Wgt Ly  Case  Unit C. Wgt Ly   Case  Unit C. Wgt  Value
                                                      (kgm)               (kgm)               (kgm)
Location     A3/04/2
XXA/STK-001         N  DFD                    9       0.00       12       0.00        3       0.00
Stock Take
Rotation   DFD              Pallet 1029    Cust.Rotation DFD

         Totals For: XXA/STK-001             9       0.00       12                   3
```

```
Report: WHR0546B v4.5                       New Test Company                                      Page 1 of 1
Run by:LEN                      Stock Discrepancies - Product Variance Summary          Date : 09-Mar-11   15:27
Warehouse XX1    Standard Warehouse                                       Stock Take Cycle No Range    000007 to  000007
                                     ----- On Hand -----      ----- Entered -----    ----- Variance -----   Stock
Owner/ Stock               Qty   Cases   Units  C. Wgt    Cases  Units   C. Wgt  Cases Units   C. Wgt     Value
                                                 (kgm)                    (kgm)                 (kgm)
XXA        STK-001          108      9/       0.00         12/      0.00      3/       0.00
              --- Grand Total ---
              Total On Hand Cases           9 /          Weight      0.00
              Total Current Cases          12 /          Weight      0.00
              Total Variance Cases          3 /          Weight       .00
                 %    Variance Cases/Units        33.33 /        .00
                 %  Inventory Accuracy Cases/Units  66.67 /
                 Total Variance Value                     .00
              Total For Owner: XXA
              Total On Hand Cases           9 /          Weight      0.00
              Total Current Cases          12 /          Weight      0.00
              Total Variance Cases          3 /          Weight      0.00
```

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# 3 WHS3050 Stock Check Report

This is the *Stock Check Report* screen (*WHS3050*).
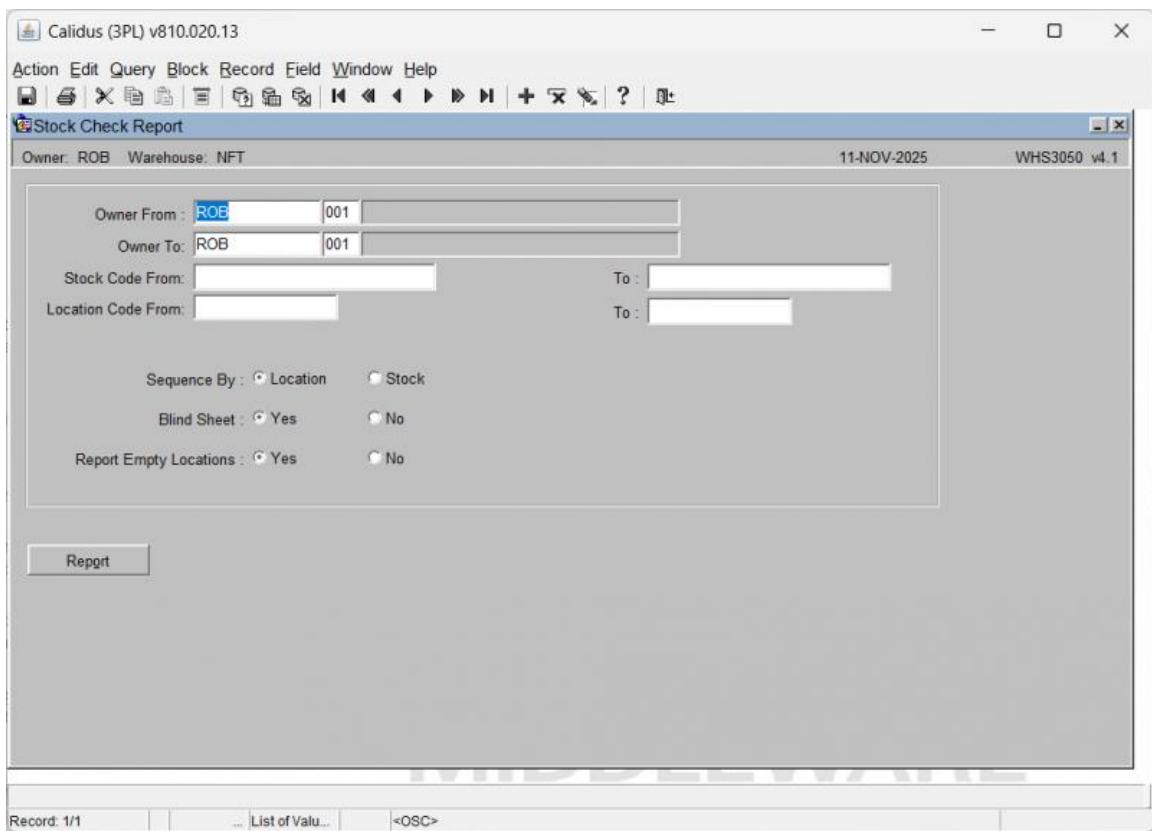


The following fields document the report parameters:

| Field Name | Description |
|---|---|
| *Owner From* | The starting identifier for the owner of the stock. |
| *Owner To* | The ending identifier for the owner of the stock. |
| *Stock Code From* | The starting stock code for the report range. |
| *To* | The ending stock code for the report range. |
| *Location Code From* | The starting location code for the report range. |
| *To* | The ending location code for the report range. |
| *Sequence By* | Radio buttons to select the primary sort order: *Location* or *Stock.* |
| *Blind Sheet* | Radio button selection (Yes/No) to indicate if the report should be generated as a blind stock take sheet. |
| *Report Empty Locations* | Radio button selection (Yes/No) to determine if locations with zero stock should be included in the report. |

*Action Buttons*:

- **Report**: Executes the generation and display of the Stock Check Report.

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# 4 WHS7851 Ad Hoc Stock Take Report

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

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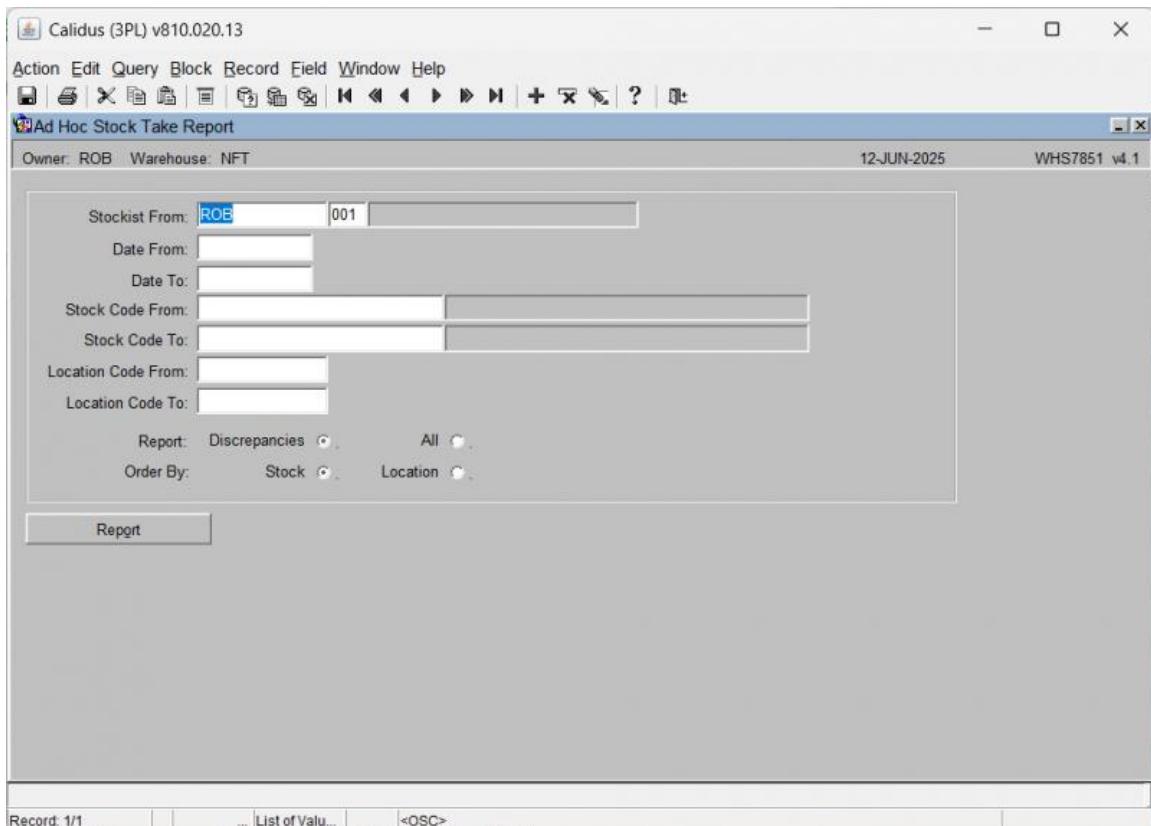


You may enter the following criteria to select checks that have been made:

- *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.

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