



## Notices

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# Inventory Stocktaking

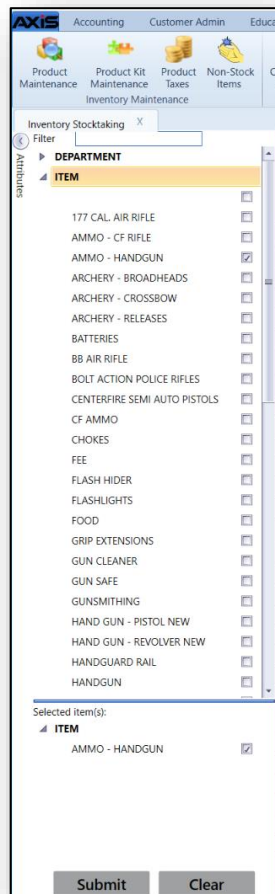
The Inventory Stocktaking function allows you to create/select an inventory count group, complete a count of items in the group, and view the Variance Report.

## Set up an Inventory Stocktaking Group

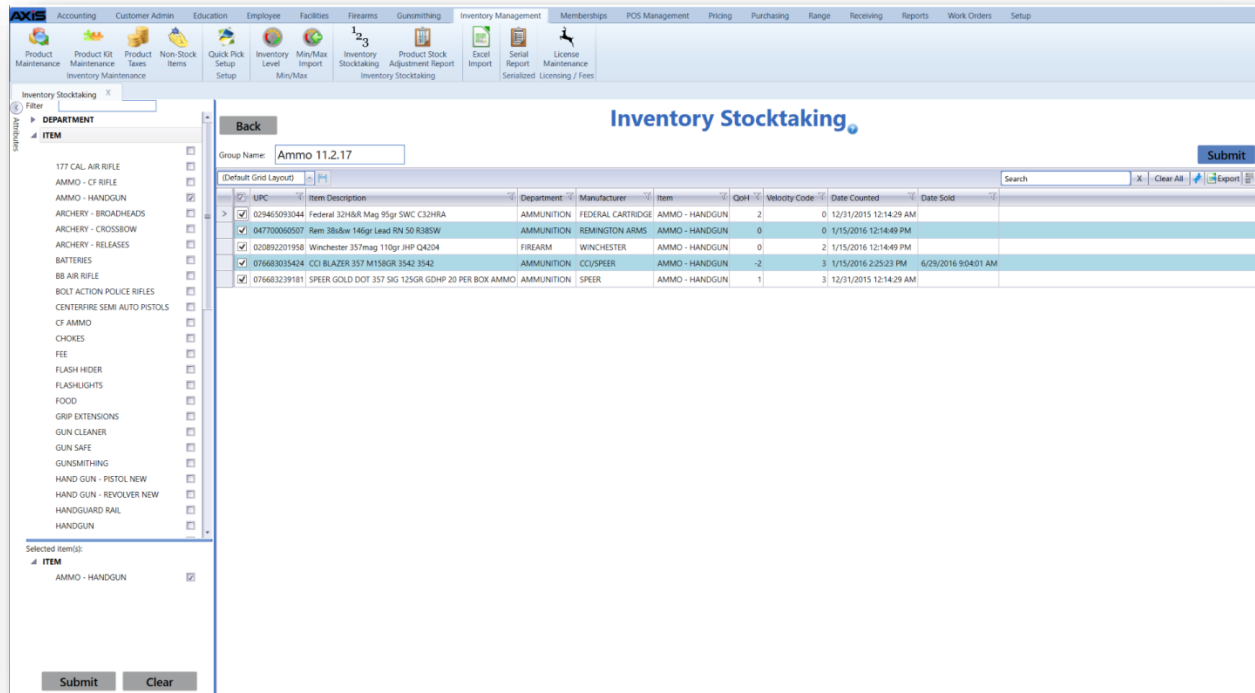
1. Log in to the Data Center to display the Data Center Ribbon Menu.
2. Click the **Inventory Management** tab to display the Inventory Management Ribbon Menu.
3. Click the **Inventory Stocktaking** button to display the Inventory Stocktaking screen.
4. Click the **Create New Group** button to create an Inventory Stocktaking Group.
5. Enter the Group name into the Group Name text box.

**Note:** It is best practice to include the date in your Group Name to maintain unique group names. For example, Ammo Count 11-12-17

6. On the left side of the screen, filter the products you want to include in your Inventory Stocktaking process, and click **Submit** in the lower-left corner of the screen.



- Check the box next to the items you want to include in the inventory stocktaking group in the list. You can check the box in the column header to mark all rows.



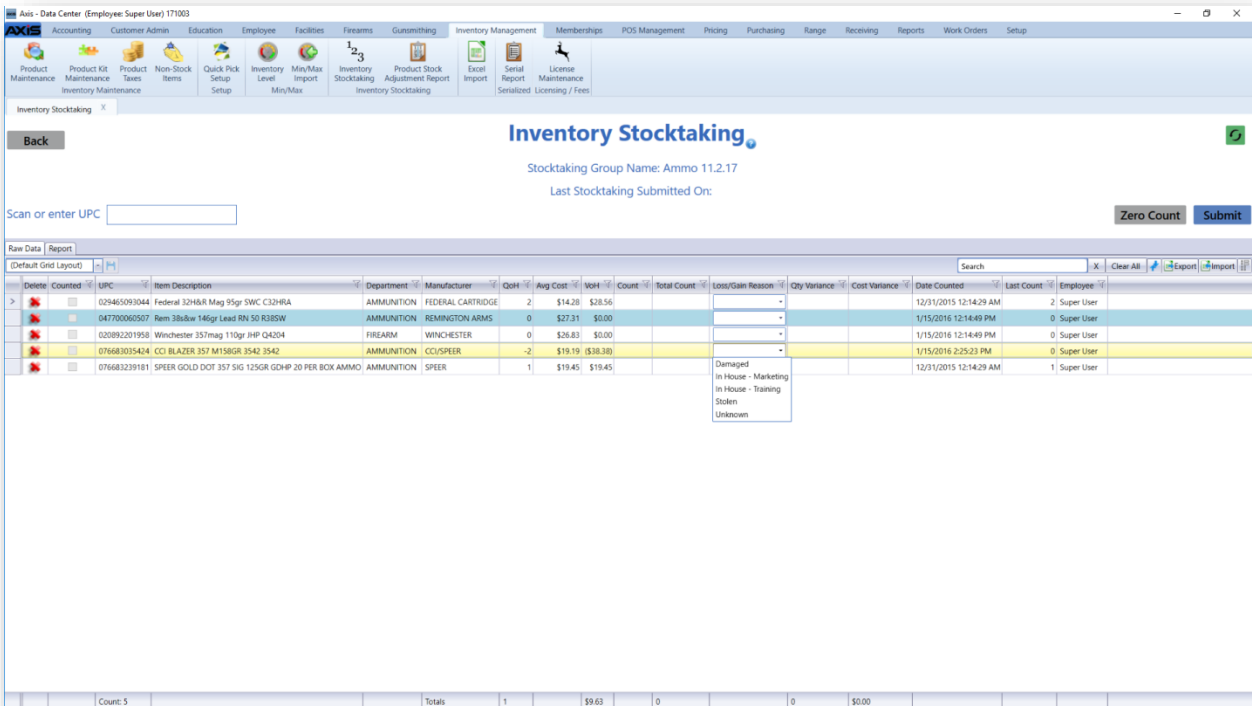
- Click the **Submit** button in the upper-right corner of the screen to create an Inventory Stocktaking group with the selected items.
- The next screen that appears will allow you to scan or enter the item UPC. Or, if you prefer, you can type the count value directly into the Count column for each item.

**Note:** By scanning, entering a UPC, or manually entering a count, AXIS will automatically update the total count and variance information for that item.

**Note:** You can click the **Back** button to leave this stocktaking group and return later to enter additional information.

**Note:** In previous versions of AXIS the cursor would highlight the item being scanned; with the 2.13 update it no longer highlights the counted item. Instead the screen remains as you see it and increments the count within the grid wherever the UPC is located in the list.

10. To view the Variance Report, click on the **Report** Tab located next the **Raw Data** Tab on the top left of the grid.



11. Select a Loss/Gain Reason for each item with a variance as needed. (Loss/Gain Reasons can be setup under the Data Center > Setup > Loss/Gain Reasons)

12. Once you are done counting, click the **Submit** button to update your inventory quantities on hand with the counted values.

**Note:** Any items not counted will remain in the group until they are counted or when the group is deleted.

13. After all items are counted there may be items left in the count screen without a count value. These are items that were not found in the store during inventory counting. These items will show a QoH but you will not find them during inventory. In this case, you would want to use the zero count button on the top right to zero the rest of the inventory remaining and then submit the group in its entirety.

**Note:** You can use the zero count with your other counted items still in the count screen or submit your counted items and then use the zero count.

- A pop up message will appear stating all products in your [Group Name] have been updated. You will now return to the Inventory Count Group Setup screen. Click **OK**.

All products in the Ammo 11.2.17 group have been updated. You will now return to the Inventory Count Group Setup screen.

OK

## View or Print Product Stock Adjustment Report

In version 2.13, the Group History Report functionality has been included in the Product Stock Adjustment Report. As a result, the Group History button has been removed.

- To view the revised **Product Stock Adjustment Report**, click on the **Product Stock Adjustment** button at the top of the screen.
- Enter date range, click **Submit**.
- You can use the column header controls to sort, filter, or group the results as desired.

Date Counted	Time Counted	Group Name	Item Description	Department	Manufacturer	MFG #	Item	UIC	Qty	Count	Qty Variance	Avg Cost	Cost Variance	Loss/Gain Reason	Employee	Submitted By
11/2/2017	9:08 AM	Ammo 11.2.17	SPEER GOLD DOT 357 SIG 125GR GDHP 20 PER BOX AMMO	AMMUNITION	SPEER	H26722	AMMO - HANDGUN	076683239181	1	1	0	\$19.45	\$0.00		Super User	Super User
11/2/2017	9:08 AM	Ammo 11.2.17	Rem 308Win 146gr Lead RN 50 R305W	AMMUNITION	REMINGTON ARMS	R305W	AMMO - HANDGUN	047700060597	0	0	0	\$27.31	\$0.00		Super User	Super User
11/2/2017	9:08 AM	Ammo 11.2.17	Winchester 357mag 110gr JHP Q4204	FIREARM	WINCHESTER	Q4204	AMMO - HANDGUN	008992201956	0	0	0	\$26.83	\$0.00		Super User	Super User
11/2/2017	9:08 AM	Ammo 11.2.17	CG ELAZER 357 M156GR 3542 3542	AMMUNITION	CG/SPEER	3542	AMMO - HANDGUN	076683025424	-2	0	2	\$19.19	\$38.38	In House - Marketing	Super User	Super User
11/2/2017	9:08 AM	Ammo 11.2.17	Federal 3048R Mag 95gr SWC C32HRA	AMMUNITION	FEDERAL CARTRIDGE	C32HRA	AMMO - HANDGUN	029465093044	2	2	0	\$14.28	\$0.00		Super User	Super User
Count: 5									Totals							
									1	3	2		\$38.38			

- Click the **Report** Tab to display or print the report.