

Validation & Adjustments

☐ **Time to Complete:** 30-120 minutes

☐ **Who this is for:**

- Store Manager
- Inventory Controller
- Senior staff only

☐ This requires experience and judgement.

- Validate Your Stocktake (Reports)
- Fix Errors (Manual Inputs & Adjustments)

Validate Your Stocktake (Reports)

Why Validation Matters

Even well-run stocktakes contain errors. Reports help you find and fix them.

Input Report

Use to:

- Review what was entered
 - Verify individual counts
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Stock Valuation Summary

Use to:

- Check totals by department
 - Identify major discrepancies
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Stock Valuation Detail

Use to:

- Investigate individual products
 - Identify incorrect quantities or pricing
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Variance Report

Use to:

- Compare system vs counted stock
 - Highlight differences
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How to Validate Effectively

1. Start with valuation summary
2. Identify unusual departments
3. Drill into detail report
4. Confirm errors

Fix Errors (Manual Inputs & Adjustments)

When to Fix Errors

After validation highlights issues:

- Incorrect totals
 - Missing stock
 - Keying mistakes
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Adding Manual Inputs

- Open stocktake
 - Select **Add Input**
 - Assign section and comment
 - Add product and quantity
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Adjusting Existing Totals

- Go to products tab
 - Search item
 - Edit quantity
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Tips for Accuracy

- Use product codes (APN) when searching
 - Double-check final totals
 - Avoid unnecessary manual changes
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Common Errors

- Large incorrect quantities (e.g. 99999)
- Small keying mistakes (1 vs 11)