



ICE Business System

Inventory - Stocktake

(Version 1.1)

Learning Unit Guide

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Table of Contents

I : INTRODUCTION	4
II : OBJECTIVES	4
III : TARGET AUDIENCE	4
IV : PREREQUISITES.....	4
V : SCENARIOS.....	5
V.1 : Stocktake - Standard	5
V.2 : Using a Barcode Scanner	14
V.3 : Search for Item in Stocktake	19
V.4 : Write Off One Stock Item Only	21



I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

Compare a physical count of actual Stock On Hand against the Stock On Hand balances within the ICE Business System and update the ICE Business System balances to those that were physically counted to assist in the management of stock control.

III : Target Audience

Inventory controllers, administration or sales staff responsible for managing stock.

IV : Prerequisites

- Inventory Setup Activities
- Inventory Processing Activities

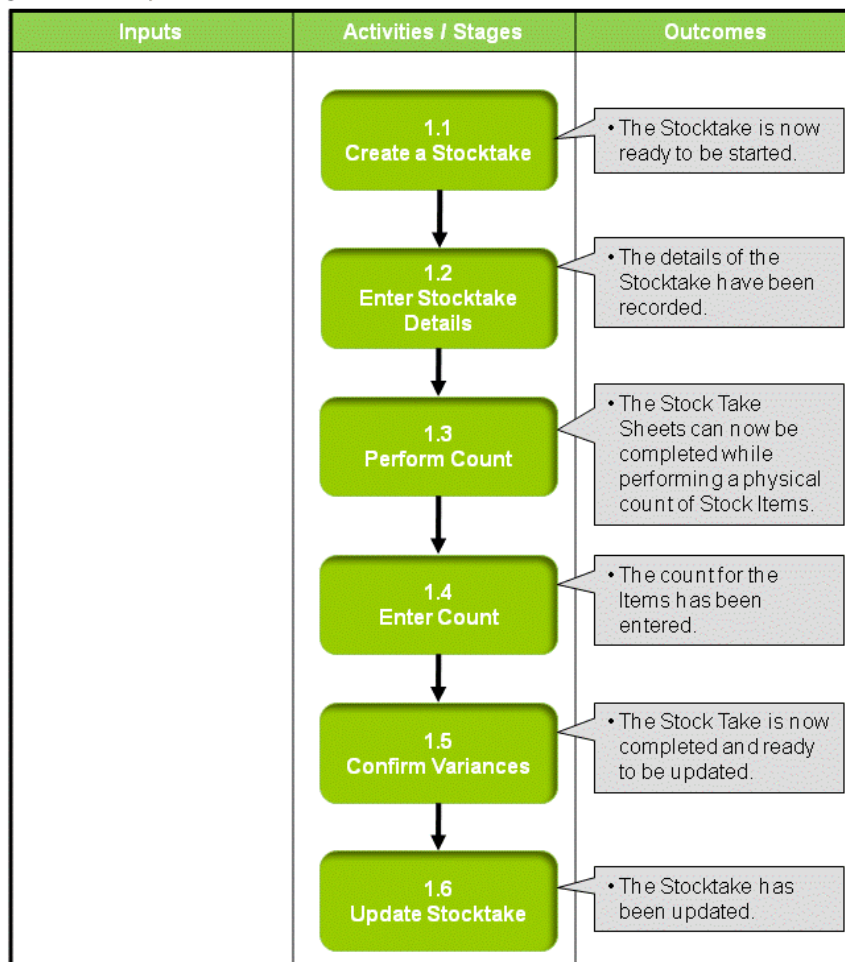
V : Scenarios

V.1 : Stocktake - Standard



Workflow

Workflow :	Stocktake - Standard
Scenario 1 :	An administrator wishes to conduct a Stocktake to reconcile the ICE Business System stock balances with the actual physical stock on hand.



Scenario 1: Stocktake - Standard

An administrator wishes to conduct a Stocktake to reconcile the ICE Business System stock balances with the actual physical stock on hand.

Note:

A Stocktake should be performed at least once a year in accordance with the financial year-end requirements.

However, to ensure accurate stock levels throughout the year, it is recommended that regular Stocktakes are performed.

Importance should be placed on items of high turnover, reasonable to high cost items and those items that are of concern due to theft or misplacement. These items should be included in either weekly or monthly Stocktakes.

To ensure an accurate count, it is recommended when performing a Stocktake, trading is suspended until the count is complete. For serialised stock it is recommended that trading be suspended until the entry of the correct serial numbers has been completed.



1.1: Create a Stocktake

Objectives:
<ul style="list-style-type: none"> • Create a new Stocktake.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Inventory > Processing Activities

Work Instructions

Screen: ICE Main
<p>1. Access Stocktake.</p> <p>Select menu path: Operations > Inventory > Transactions > Stocktake or The [Stocktake] icon.</p>
Screen: Stocktake Entry
<p>2. Insert a new Stocktake.</p> <p>Press F9 or the Green “+” speed button to insert a new Stocktake.</p>

Outcomes:
<ul style="list-style-type: none"> • The Stocktake is now ready to be started.
Notes:
<ul style="list-style-type: none"> • N/A



1.2: Enter Stocktake Details

Objectives:

- Record the details of the Stocktake.

SLC Reference:

- ICE Business Systems > Inventory > Processing Activities

Work Instructions

Screen: Stocktake Entry

- Enter a **reference** for the Stocktake in the **Ref No** field.
- Select the **Date** of the Stocktake.
- Enter a **Comment** for the Stocktake.
- Select the **Display** options required.

Note:

Selecting 'Exclude Zero Quantities in lines' will create an entry on the Stocktake for every active Item in the Inventory Master File.

- Select the **Default Location** search arrow.

Screen: Location Search

- Search for the **Location** to be used as a default when new Stock Items are added, or if using a Barcode scanner, by typing in any of the searchable fields.
- Press **F12** to retrieve the search results.
- Select the **Location** required.
- Press **OK** to select the **Location** and close the Location search.

Screen: Stocktake Entry

- Press **F10** or the **Green "✓"** speed button to save the transaction.

Outcomes:

- The details of the Stocktake have been recorded.

Notes:

- N/A

1.3: Perform Count

Objectives:

- To prepare and perform a count of physical Stock Items on hand.

SLC Reference:

- ICE Business Systems > Inventory > Processing Activities



Work Instructions

Screen: Stocktake Entry
1. Select the Stock Snapshot button.
Screen: Stocktake Snapshot
2. Enter the Stock Selection Criteria to indicate which Stocks Items are to be counted.
<p>Note: <i>If all Stock is to be counted, do not enter a Stock Selection Criteria. The Stock Snapshot button can be used multiple times to combine selections onto one Stocktake.</i></p>
3. Select the Line Creation Options required.
<p>Note: <i>Selecting 'Stock on Hand <=> Zero for Locations' selects only those stock items that have a Stock On Hand quantity not equal to zero. Selecting 'All Stock Items (include zero qty) for locations' selects all stock for all Locations in conjunction with the selection criteria entered, regardless of the Stock On Hand quantity.</i></p>
4. Select the ...populate count using options as required.
<p>Note: <i>Selecting 'Current Location Quantity (Stock on Hand)' results in all new lines created with a count equal to the Current Location Stock On Hand quantity and therefore a Variance of zero will be calculated. 'Zero quantity' results in all new lines created with a count of Zero and a Variance based upon the quantity of Stock On Hand in the location calculated.</i></p>
5. Select the Create Stock Snapshot button.
Screen: Stocktake Entry
6. All Stock Items within the selected Stock Snapshot will be automatically populated and displayed in red to indicate they have not yet been verified with a count entry.
7. Print Stocktake Sheets to record the count results of the stocktake, by right-clicking on the blue title bar and selecting Reports > Stock Take Sheet Report (WYSIWYG) .
<p>Note: <i>As a default, the Stocktake Sheets are printed in Product Code order. To change this, before selecting to print the report, click on the heading within the Stocktake tab that the sheets are to be sorted by. This will sort the lines by the column order and be printed on the Stocktake Sheets in the same order.</i></p>
Screen: Confirm
8. Select whether to Print this report showing Serial Numbers?
Screen: Stock Take Sheet Report
9. Print the report, count the stock and record the result on the sheets.



Outcomes:
<ul style="list-style-type: none"> The Stock Take Sheets can now be completed while performing a physical count of Stock Items.
Notes:
<ul style="list-style-type: none"> N/A



1.4: Enter Count

Objectives:
<ul style="list-style-type: none"> To record the physical count of Stock Items on hand.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Processing Activities



Work Instructions

Screen: Stocktake Entry> Stocktake tab
<ol style="list-style-type: none"> For non-serialised stock, enter the count recorded in the Count column and proceed to step 8. For serialised stock select the Serial No tab.
Screen: Stocktake Entry > Serial No tab
<ol style="list-style-type: none"> Where the Stock Snapshot was populated with current quantities, the Serial Numbers on hand will be displayed. Where a Serial Number has been entered incorrectly, click in the Serial Number field, modify the Serial Number and select F10 to save the modification. Where Serial Numbers are no longer on hand, select the Serial Number and press F4 to delete and F10 to save the deletion. Where a Serial Number is required to be added, click in the Serial Number field, select F9 to insert a new entry, enter the missing Serial Number and select F10 to save the new addition. Select the Stocktake tab.
Screen: Stocktake Entry
<ol style="list-style-type: none"> Ensure the Master Cost for the item is correct. <p>Note: <i>This reads from the Master Cost within the Inventory Master File. If incorrect, ensure you also modify the Master Cost within the Inventory Master File, so that the correct cost is used for future transactions.</i></p> <ol style="list-style-type: none"> Press F10 or Apply to save the count. The counted Stock Items will be displayed in black, to indicate a count has been entered. Repeat steps 1 – 10 to enter the count for all items displayed in red. Any Items still displayed in red should be investigated, as this indicates no count has been entered.

If they are correctly displaying in red because they are no longer in stock, then a count of zero should be entered to remove them from stock.

13. Where stock has been counted but does not appear within the Stocktake Lines, press **F9** to insert a new line.
14. Select the **Product Code** search arrow.

Screen: Product Search

15. Search for the **Product** counted, by typing in any of the searchable fields.
16. Press **F12** to retrieve the search results.
17. Select the **Product** required.
18. Press **OK** to select the **Product** and close the Product search.

Screen: Stocktake Entry

19. For non-serialised stock, enter the count recorded in the **Count** column.
20. Press **F10** or **Apply** to save the count.
21. For non-serialised stock, proceed to step 29.

Screen: Stocktake Entry > Serial No tab

22. For serialised stock, the **Serial No tab** will be displayed.
23. **Add** a Serial Number, by clicking in the Serial Number field.
24. Select **F9** to insert a new entry.
25. Enter the **Serial Number**.
26. Confirm the **Cost** of the item is correct.
27. Select **F10** to save the new addition.
28. Select the **Stocktake** tab.

Screen: Stocktake Entry

29. For non-serialised stock, ensure the **Master Cost** for the item is correct.

Note:

This reads from the Master Cost within the Inventory Master File. If incorrect, ensure you also modify the Master Cost within the Inventory Master File so that the correct cost is used for future transactions.

Outcomes:

- *The count for the Items has been entered.*

Notes:

- *N/A*





1.5: Confirm Variances

Objectives:
<ul style="list-style-type: none"> To confirm the variances between the current stock on hand balances within the ICE Business System and the physical Stock Items counted.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Processing Activities

Work Instructions

Screen: Stocktake Entry
<ol style="list-style-type: none"> Print the Stocktake Variance Report by right-clicking on the blue title bar and selecting Reports > Stock Take Variance Report (WYSIWYG). Note: As a default, the Stocktake Variance Report is printed in Product Code order. To change this, before selecting to print the report, click on the heading within the Stocktake tab that the report is to be sorted by. It may be useful to sort the report by Variance order as this will sort the lines by that column order and be printed on the Stocktake Variance Report in the same order.
Screen: Confirm
<ol style="list-style-type: none"> Select whether to Print this report showing Serial Numbers?
Screen: Stock Take Sheet Report
<ol style="list-style-type: none"> Ensure all variances displayed are correct, as any reductions will be removed from stock and increases added to stock and the required general ledger accounting entries made to write off or add the stock items. Return to the Stocktake screen and amend any counts as necessary.

Outcomes:
<ul style="list-style-type: none"> The Stock Take is now completed and ready to be updated.
Notes:
<ul style="list-style-type: none"> N/A

1.6: Update Stocktake

Objectives:
<ul style="list-style-type: none"> To update the Stocktake to the General Ledger.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Processing Activities



Work Instructions

Screen: Stocktake Entry

1. Tick the **Ready** checkbox.
2. Update the Stocktake by selecting the **Update Stocktake** button.

Screen: Confirm

3. If some uncounted items are still displayed in red confirm whether they are to be **marked as counted**.

Note:

System Default settings may prohibit a stocktake from being updated when stock items are yet to be flagged (changed to black) as counted.

Screen: Confirm

4. Confirm whether you have validated and **agree with the Variance Cost total**.

Note:

System Default settings determine whether this confirmation is displayed and another default may provide a warning if a stocktake variance amount exceeds the default set.

Screen: Confirm

5. Confirm whether you **wish to proceed with the update of the Stocktake**.

Screen: Print Preview

6. **Review** the Checklist.
7. If required select the **Print** icon.

Note:

Either the Checklist or Audit Trail are required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.

8. Select the **Close** button to proceed with the update.

Screen: Confirm

9. After reviewing the **Checklist**, if no further changes are required, select the **Yes** button to continue with the update.

If changes are required, select the **No** button to not continue with the update.

Screen: Print

10. If a copy of the Audit Trail is required, select the **Print** button.

Note:

If a copy of the Audit Trail is not required, select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.



Screen: Stocktake Entry

11. Select the **OK** button to close the Window.

Outcomes:

- *The Stocktake has been updated.*

Notes:

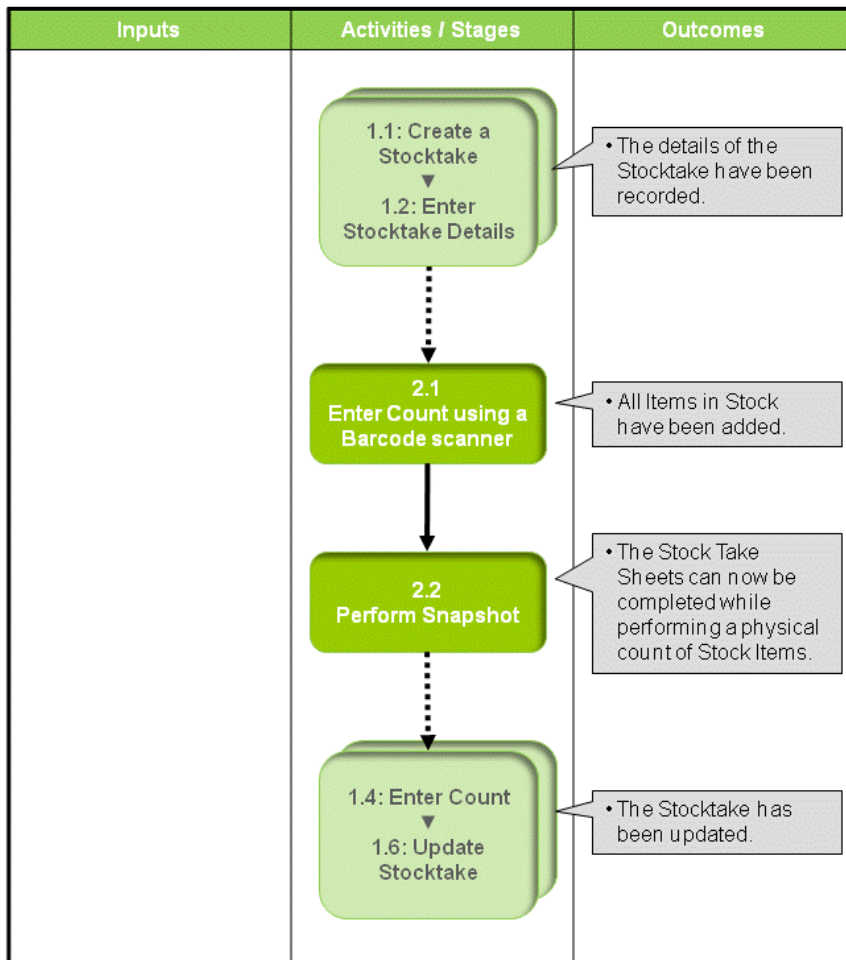
- *N/A*



V.2 : Using a Barcode Scanner

Workflow

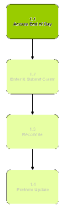
Workflow :	Using a Barcode Scanner
Scenario 2:	A barcode scanner can be used to perform a Stocktake the ICE Business System. As the count is conducted each Stock Item's barcode is scanned with the quantity counted in stock entered.



Scenario 2: Using a Barcode Scanner

A barcode scanner can be used to perform a Stocktake the ICE Business System.

As the count is conducted each Stock Item's barcode is scanned with the quantity counted in stock entered.



1.1: Create a Stocktake



1.2: Enter Stocktake Details

Objectives:
<ul style="list-style-type: none"> Record the details of the Stocktake.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Processing Activities



Work Instructions

Screen: Stocktake Entry
<ol style="list-style-type: none"> Complete Scenario "Stocktake – Standard" from Stage 1.1 to 1.2.



Outcomes:
<ul style="list-style-type: none"> The details of the Stocktake have been recorded.
Notes:
<ul style="list-style-type: none"> N/A



2.1: Enter Count using a Barcode scanner

Objectives:
<ul style="list-style-type: none"> Perform a Stocktake by using a Barcode scanner.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Processing Activities



Work Instructions

Screen: Stocktake Entry
<ol style="list-style-type: none"> Tick the Use Barcode checkbox. Click within the Barcode field to place the cursor there. Locate the first Stock Item to be counted and scan the barcode of the Item.

4. For serialised stock, proceed to step 7.
5. For non-serialised stock, enter the number of this Item in stock in the **Count** column

Note:

Rather than entering a Count, the barcode for each Item in stock can be scanned without a quantity required to be entered. Save each line after the barcode has been scanned and where the same Item is scanned more than once, an accumulative total will be automatically calculated within the Count field.

6. Ensure the **Master Cost** for the item is correct.

Note:

This reads from the Master Cost within the Inventory Master File. If incorrect, ensure you also modify the Master Cost within the Inventory Master File so that the correct cost is used for future transactions.

7. Press **F10** or **Apply** to save the count.

Screen: Stocktake Entry > Serial No tab

8. For serialised stock the **Serial No** tab will be displayed.
9. **Scan** the **Serial Number** of the first Item.
10. Confirm the **Cost** of the item is correct.
11. Repeat steps 9 – 10, until all Serial Numbers in stock have been scanned.
12. **Add** a Serial Number not found, by clicking in the Serial Number field.
13. Select **F9** to insert a new entry.
14. Enter the **Serial Number**.
15. Confirm the **Cost** of the item is correct.
16. Select **F10** to save the new addition.
17. Repeat steps 12– 16, to enter all new Serial Numbers.
18. Select the **Stocktake** tab.

Screen: Stocktake Entry

19. Repeat steps 3 – 18, until all items counted have been entered



Outcomes:

- All Items in Stock have been added.

Notes:

- N/A



2.2: Perform Snapshot

Objectives:

- To create a Snapshot of stock displayed on hand within the ICE Business System, to ensure a count has been entered for all Items in stock.

SLC Reference:

- ICE Business Systems > Inventory > Processing Activities

Work Instructions

Screen: Stocktake Entry

- Select the **Stock Snapshot** button.

Screen: Stocktake Snapshot

- Enter the **Stock Selection Criteria**, to indicate which Stocks Items have been counted.

Note:

This must reflect exactly the Stock that was chosen to be counted already. If all Stock has been counted, do not enter a Stock Selection Criteria. The Stock Snapshot button can be used multiple times to combine selections onto one Stocktake.

- Select the **Line Creation Options** required.

Note:

Selecting 'Stock on Hand <> Zero for Locations', selects only those stock items that have a Stock On Hand quantity not equal to zero. Selecting 'All Stock Items (include zero qty) for locations', selects all stock for all Locations in conjunction with the selection criteria entered, regardless of the Stock On Hand quantity.

- Select the **Populate Count using...** options as required

Note:

Selecting 'Current Location Quantity (Stock on Hand)' results in all new lines created with a count equal to the Current Location Stock On Hand quantity and therefore a Variance of zero will be calculated. 'Zero quantity' results in all new lines created with a count of Zero and a Variance based upon the quantity of Stock On Hand in the location calculated.

- Select the **Create Stock Snapshot** button.

Screen: Stocktake Entry

- All Stock Items within the selected Stock Snapshot, that have not already had a Count entered, will be displayed in red to indicate they have not yet been verified with a count entry.
- Any Items still displayed in red should be investigated, as this indicates no count has been entered. If they are correctly displaying in red because they are no longer in stock, then a count of zero should be entered to remove them from stock.



Outcomes:
<ul style="list-style-type: none"> The Stock Take Sheets can now be completed while performing a physical count of Stock Items.
Notes:
<ul style="list-style-type: none"> N/A



1.4: Enter Count



1.6: Update Stocktake

Objectives:
<ul style="list-style-type: none"> To update the Stocktake to the General Ledger.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Processing Activities



Work Instructions

Screen: Stocktake Entry
<ol style="list-style-type: none"> Complete Scenario "Stocktake – Standard" from Stage 1.4 to end.



Outcomes:
<ul style="list-style-type: none"> The Stocktake has been updated.
Notes:
<ul style="list-style-type: none"> N/A



V.3 : Search for Item in Stocktake

Workflow

Workflow :	Search for Item in Stocktake
Scenario 3:	When completing a Stocktake, Stock Items can be located within the Stocktake screen for easy identification .

Inputs	Activities / Stages	Outcomes
	<div style="border: 1px solid black; background-color: #92d050; padding: 5px; display: inline-block;"> 3.1 Search Stocktake Lines </div>	<div style="border: 1px solid gray; background-color: #d3d3d3; padding: 5px; display: inline-block;"> <ul style="list-style-type: none"> • The details of how to search the Stocktake lines has been identified. </div>

Scenario 3: Search for Item in Stocktake

When completing a Stocktake, Stock Items can be located within the Stocktake screen for easy identification.

3.1: Search Stocktake Lines



Objectives:
<ul style="list-style-type: none"> Search the lines of a Stocktake.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Processing Activities

Work Instructions

Screen: Stocktake Entry
<ol style="list-style-type: none"> Click on a Product within the Stocktake lines. Press F3 to begin the search.
Screen: Stocktake Entry > Search tab
<ol style="list-style-type: none"> The Search tab will be displayed. Enter the details of the Item to be located within any of the searchable fields. Press F12 to retrieve the search results.
Screen: Stocktake Entry
<ol style="list-style-type: none"> The results of the search will be displayed. To return to viewing all Lines, press F3 and F12 without entering a search criteria.

Outcomes:
<ul style="list-style-type: none"> The details of how to search the Stocktake lines has been identified.
Notes:
<ul style="list-style-type: none"> N/A



V.4 : Write Off One Stock Item Only

Workflow

Workflow :	Write Off One Stock Item Only
Scenario 4:	When completing a Stocktake, Stock Items can be located within the Stocktake screen for easy identification .

Inputs	Activities / Stages	Outcomes
	<div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;">4.1 Create a Write Off</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;">4.2 Enter Write Off Details</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;">4.3 Enter Write Off Items</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; width: fit-content; margin: 0 auto;">4.4 Update Write Off</div> </div>	<ul style="list-style-type: none"> <li style="border: 1px solid gray; background-color: #d3d3d3; padding: 5px; margin-bottom: 10px;">• The Write Off is now ready to be started. <li style="border: 1px solid gray; background-color: #d3d3d3; padding: 5px; margin-bottom: 10px;">• The details of the Write Off have been recorded. <li style="border: 1px solid gray; background-color: #d3d3d3; padding: 5px; margin-bottom: 10px;">• The Items to be written off have been entered. <li style="border: 1px solid gray; background-color: #d3d3d3; padding: 5px;">• The Write Off has been updated.

Scenario 4: Write Off One Stock Item Only

A Stocktake is not compulsory when it has been noticed the stock on hand quantity within the ICE Business System is incorrect and one or more Items are required to be written off. Instead the Item(s) can be removed through the Write Off facility.



4.1: Create a Write Off

Objectives:

- Create a new Write Off.

SLC Reference:

- ICE Business Systems > Inventory > Processing Activities

Work Instructions

Screen: ICE Main

1. Access **Write Off**.

Select menu path:

Operations > Inventory > Transactions > Write Off

Screen: Enter Stock Write Off

2. Insert a new **Write Off**.

Press **F9** or the **Green “+”** speed button to insert a new Write Off.

Outcomes:

- The Write Off is now ready to be started.

Notes:

- N/A



4.2: Enter Write Off Details

Objectives:

- Record the details of the Write Off.

SLC Reference:

- ICE Business Systems > Inventory > Processing Activities

Work Instructions

Screen: Enter Stock Write Off

1. Enter a **Reference** for the Write Off.
2. Select the **Date** of the Write Off.



3. Select the applicable **Branch**.
4. Select the **Default Location**.
5. Select whether **Tax Exempt**.
6. Press **F10** or the **Green “✓”** speed button to save the transaction.

Outcomes:

- *The details of the Write Off have been recorded.*

Notes:

- *N/A*



4.3: Enter Write Off Items

Objectives:

- *To record the Stock Items no longer on hand and requiring to be written off.*

SLC Reference:

- *ICE Business Systems > Inventory > Processing Activities*



Work Instructions

Screen: Enter Stock Write Off

1. Click within **Stock Code** field to place the cursor here.
2. Press **F9** to insert a new line.
3. For serialised stock, enter the **Qty** to be written off.

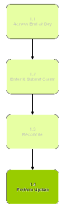
Note:

Negative quantities are not required, instead enter the quantity of items to be written off as a positive figure.

4. Press **F10** to save the line.

Screen: Stock Location

5. For serialised stock where barcode scanner available, select **Use Barcode reader**, click within the **Barcode** Entry field, scan the Serial Number if still on hand and proceed to step 11.
6. If barcode scanner or Serial Number not available to be scanned click within the Serial Number field and press **F9**.
7. Select the **Serial Number** search button.
8. Select the **Serial Number** no longer in stock.
9. Press **F10** to save the line.
10. Repeat steps 6 – 9 until all required Serial Number have been entered.
11. Select the **OK** button.



Screen: Enter Stock Write Off

12. Repeat steps 2 – 11 until all items required to be written off have been entered.

Outcomes:

- *The Items to be written off have been entered.*

Notes:

- *N/A*

4.4: Update Write Off

Objectives:

- *To update the Write Off to the General Ledger.*

SLC Reference:

- *ICE Business Systems > Inventory > Processing Activities*

Work Instructions

Screen: Enter Stock Write Off

1. Select the Trans Status of **Ready**.
2. Update the Write Off, by right-clicking on the blue title bar.
3. Select the menu option of **Processes > Update this reference**.

Screen: Print Preview

4. **Review** the Checklist.
5. If required, select the **Print** icon.

Note:

Either the Checklist or Audit Trail are required to be printed, as they contain the same information. It is recommended that the Audit Trail be printed, as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed, if the transactions entered need to be reviewed further than can be done on the screen.

6. Select the **Close** button to proceed with the update.

Screen: Confirm

7. After reviewing the **Checklist**, if no further changes are required, select the **Yes** button to continue with the update.

If changes are required, select the **No** button to not continue with the update.

Screen: Print

8. If a copy of the Audit Trail is required, select the **Print** button.

Note:

If a copy of the Audit Trail is not required, select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trails can be reprinted at any time.



Screen: Enter Stock Write Off

9. Select the **OK** button to close the Window.

Outcomes:

- *The Write Off has been updated.*

Notes:

- *N/A*