

COPY ACTUAL TO VARIANCE STOCK

1. Enter and SAVE the actual stock take

2. Select all the items on the stock sheet from the 1st SKU code to the bottom right of the last stock item on the stock sheet. Right click and COPY

SKU	STOCK ITEM	BIN	PREVIOUS STOCK	PURCHASES	CREDIT NOTES	STOCK ON HAND	BEFORE SAVE	NEW STOCK	USAGE
462	BAR SNACKS - BILTONG STICKS		17 each	0 each	0 each	17,000 each	16	16 each	1,000 each
1703	BAR SNACKS - BILTONG STICKS LONG		165 each	0 each	0 each	165,000 each	100	100 each	55,000 each
659	BAR SNACKS - Biltong Packets		24 each	46 each	0 each	70,000 each	70	70 each	0,000 each
1702	BAR SNACKS - CABANOSSI		24 each	0 each	0 each	24,000 each	12	12 each	12,000 each
188	BAR SNACKS - DROEWORS		1 each	0 each	0 each	1,000 each	0	0 each	1,000 each
1318	BAR SNACKS - HOUT/WOOD		100 each	0 each	0 each	100,000 each	90	90 each	10,000 each

3. Go to the VARIANCE stock take



4. Select the applicable COST CENTER



5. Select the applicable stock take date on the calendar and click on CLOSING STOCK.

**** All stock takes must always be entered as the CLOSING STOCK**



6. Click UNIVERSAL IMPORT

Universal Import

7. Paste the Actual stock into the block under the yellow header and click GO.

Paste copied data from Excel or CSV and click "go" button:

Pasting from: Spreadsheet or Web Page (TAB delimited) *Note: First line must not be a header.*

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12.000 each
188 BAR SNACKS - DROEWORS 1 each 0 each 0 each 1.000 each 0
each
1.000 each
1318 BAR SNACKS - HOUT/WOOD 100 each 0 each 0 each 100.000 each
each
10.000 each
1760 BAR SNACKS - KWV BRANDY 0 each 360 each 0 each 360
each
236.000 each
    
```

go

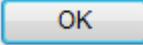
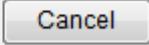
8. Select the 1st column as the SKU code and the 2nd last one as the STOCK COUNT

Step 1

Specify Columns to use and press "Continue" below

Columns: 9, rows: 21

SKU Code	Don't use	Don't use	Don't use	Don't use	Don't use	Don't use	Stock Count	Don't use
462	BAR SNACKS - BILTONG STICKS	each	17 each	0 each	0 each	0 each	17,000 each	16
		1,000 each						
1703	BAR SNACKS - BILTONG STICKS LONG	each	165 each	0 each	0 each	0 each	165,000 each	100

9. Click on CONTINUE	
10. Scroll to the bottom of the screen and click IMPORT	
11. Select OK	<p style="text-align: center;">Are you sure?</p> <div style="text-align: center;">   </div>
12. Import is complete	<p style="text-align: center;">Importing Complete.</p> <p style="text-align: center;"><u>Go back</u></p>
<p>To view the Variance report navigate to PERIOD VARIANCE REPORT.</p>	
13. Once all variances are check any all necessary adjustments have been made, navigate to the Variance Closing stock and click on FINALIZE / ACCEPT STOCK.	<p style="text-align: center;">  <u>Finalize / Accept Stock</u> </p>