

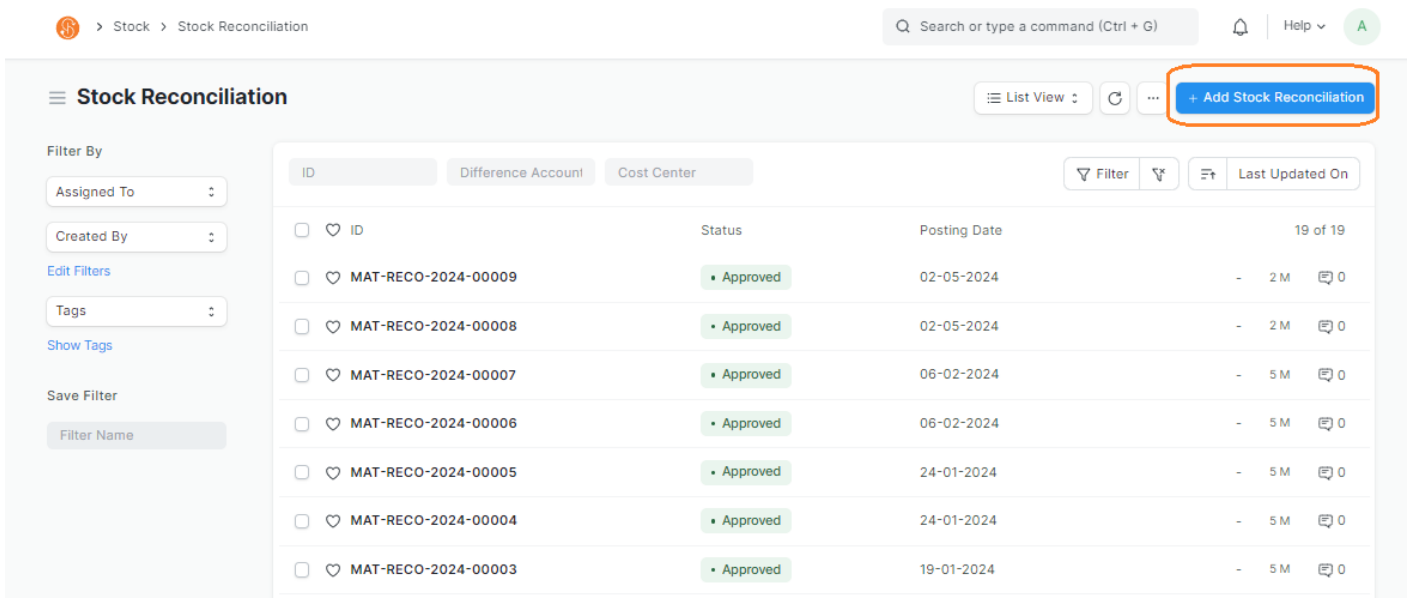
Stock Reconciliation

Stock Reconciliation is the process of counting and evaluation products or goods. The objective is to update the number of specific items in a warehouse as of a specific time, to ensure the actual physical stock count is tallied with the system's inventory.

Create New Stock Reconciliation

Document Path: Stock > Tools > Stock Reconciliation

1. Go to Stock Reconciliation List View and click **Add Stock Reconciliation**



The screenshot shows the 'Stock Reconciliation' list view interface. At the top right, there is a search bar and a '+ Add Stock Reconciliation' button, which is highlighted with a red box. The main area displays a table of reconciliation records. The table has columns for ID, Difference Account, Cost Center, Status, Posting Date, and Last Updated On. The table contains 19 records, with the first few visible. Each record has a checkbox, a heart icon, and a status of 'Approved'. The 'Posting Date' column shows dates ranging from 19-01-2024 to 02-05-2024. The 'Last Updated On' column shows the time taken to complete the reconciliation, such as '2 M' or '5 M'.

ID	Difference Account	Cost Center	Status	Posting Date	Last Updated On
<input type="checkbox"/> MAT-RECO-2024-00009			Approved	02-05-2024	- 2 M 0
<input type="checkbox"/> MAT-RECO-2024-00008			Approved	02-05-2024	- 2 M 0
<input type="checkbox"/> MAT-RECO-2024-00007			Approved	06-02-2024	- 5 M 0
<input type="checkbox"/> MAT-RECO-2024-00006			Approved	06-02-2024	- 5 M 0
<input type="checkbox"/> MAT-RECO-2024-00005			Approved	24-01-2024	- 5 M 0
<input type="checkbox"/> MAT-RECO-2024-00004			Approved	24-01-2024	- 5 M 0
<input type="checkbox"/> MAT-RECO-2024-00003			Approved	19-01-2024	- 5 M 0

Stock Reconciliation can be adjusted using 2 methods:

- By Item
- By Warehouse

2. In the Stock Reconciliation, choose the following

- Series: Defaulted
- Purpose: Stock Reconciliation
- Posting Date: Set to current date
- Posting Time: Set to current time
- Edit Posting Date and Time: To edit the Posting Date and Time, tick this checkbox

☰ **New Stock Reconciliation** • Not Saved
Fetch Items from Warehouse ⋮ Save

Series * ⌵
 Posting Date *

Company *
 Posting Time *

Purpose * ⌵
 Edit Posting Date and Time

Stock Reconciliation By Item

- In the Stock Reconciliation Items table, choose the following

Note: Fields with a red asterisk indicates that it is Mandatory

- Item Code
- Warehouse: Storage Location of the Items being adjusted
 - When Item Code and Warehouse are selected, the system will fetch the current Quantity as per the Posting Date and Posting Time
- Quantity: Enter the updated quantity. For example, if your physical stock is 10 Nos, set Quantity as 10
- Valuation Rate: Cost of Items. If you would not like to keep track of the Valuation Cost, you can just set as '1'.

☰ **New Stock Reconciliation** • Not Saved
Fetch Items from Warehouse ⋮ Save

Series * ⌵
 Posting Date *

Company *
 Posting Time *

Purpose * ⌵
 Edit Posting Date and Time

Default Warehouse

Scan Barcode ⌵
 Scan Mode
Disables auto-fetching of existing quantity

Items						
<input type="checkbox"/>	No.	Item Code *	Warehouse *	Quantity	Valuation Rate	⚙
<input type="checkbox"/>	1	BE001	20A - TRP	10	RM 1.00	✎ Edit
<input type="checkbox"/>	2	BE002	20A - TRP	12	RM 0.00	✎ Edit
<input type="checkbox"/>	3	BE009	20A - TRP	122.000	0.00	✎ Edit

Add Row
Download Upload

- Scan Barcode: You may select the Items to be brought in, by Scanning The Item Code QR Code

Note: Item's Item Code must be maintained in the Item's Barcode field

- To delete rows, check the checkbox on the left and a **Delete** button will appear. Click on the button to delete the row

Items						
<input type="checkbox"/>	No.	Item Code *	Warehouse *	Quantity	Valuation Rate	
<input type="checkbox"/>	1	BE002	20A - TRP	12	RM 0.00	Edit
<input type="checkbox"/>	2	BE009	20A - TRP	122	RM 0.00	Edit
<input checked="" type="checkbox"/>	3	BE001	20A - TRP	14.000	1.00	Edit

Delete Add Row Download Upload

Stock Reconciliation by Warehouse

- In the Stock Reconciliation, you may also process by Warehouse, i.e select all Items that are currently in the Warehouse. To do so, click on **Fetch Items from Warehouse**

\$ > Stock > Stock Reconciliation > New Stock Reconciliation

 Q Search or type a command (Ctrl + G)
 🔔
Help
A

New Stock Reconciliation • Not Saved
Fetch Items from Warehouse
Save

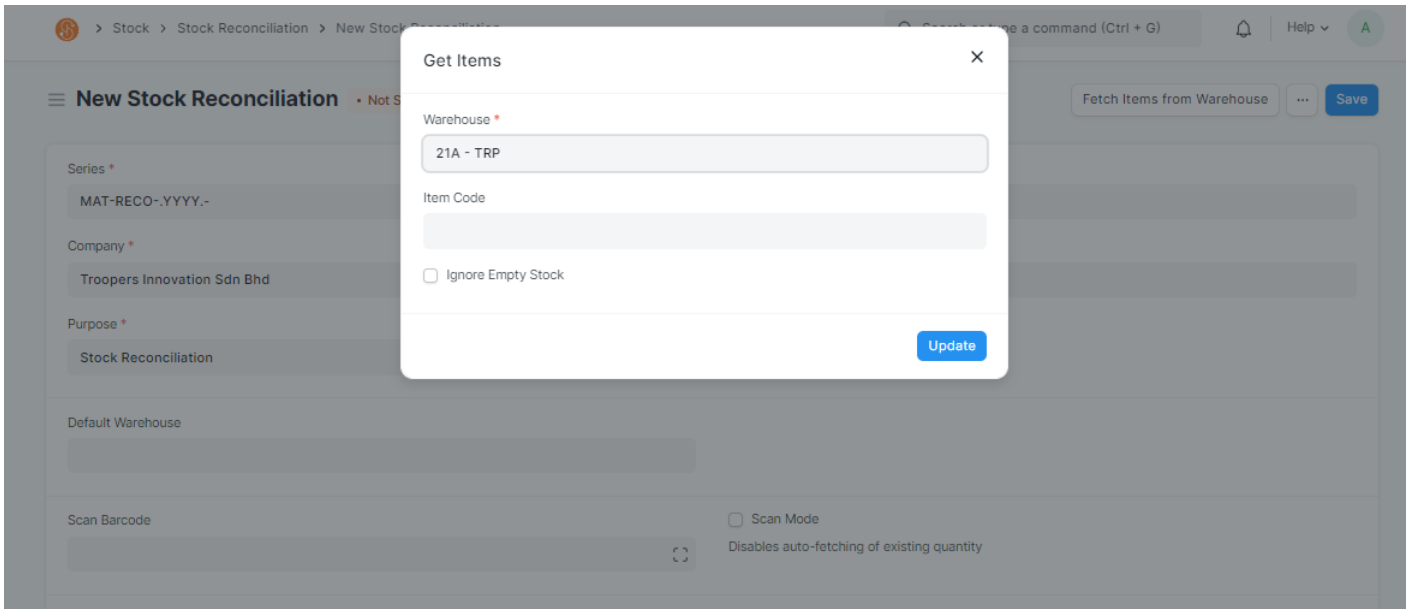
Series * Posting Date *
 MAT-RECO-.YYYY.- 08-07-2024

Company * Posting Time *
 Troopers Innovation Sdn Bhd 23:40:42

Purpose * Edit Posting Date and Time
 Stock Reconciliation

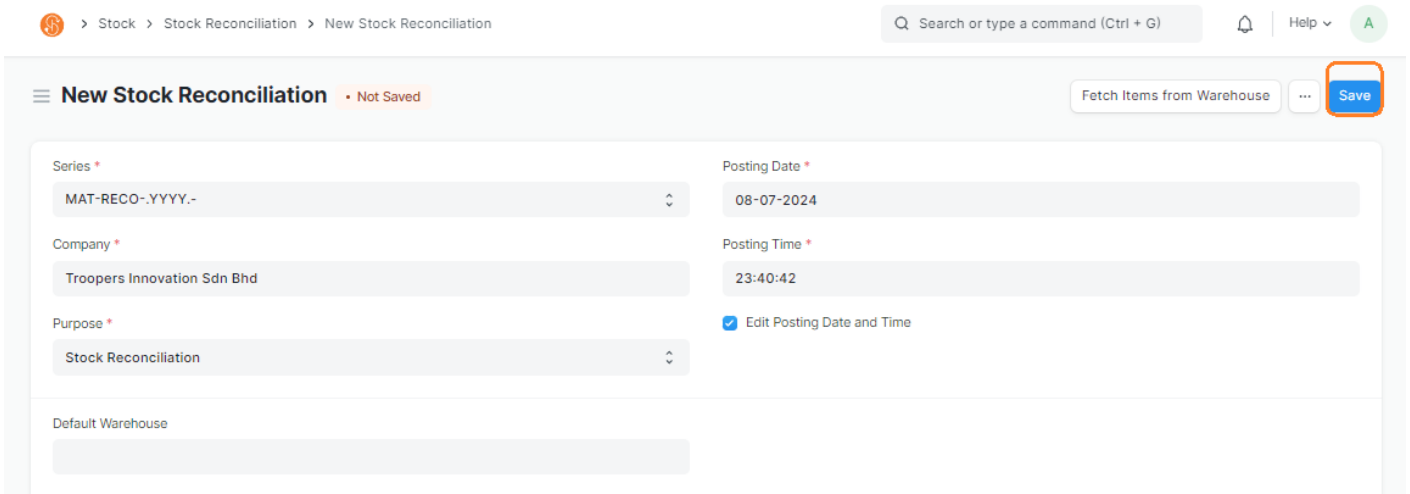
Default Warehouse

- Once clicked, a pop-up as below will appear, allowing you to choose:
 - Warehouse: This allows you to select which Warehouse to process the Stock Reconciliation
 - Item Code: If you'd like to process Stock Reconciliation for a specific Item, you may select it in this field. This is optional
 - Ignore Empty Stock: If this checkbox is ticked, it will exclude all Items that have zero stock in the Warehouse selected
- Once selected, click on **Update**



- Items will be updated accordingly in the Items table, you may adjust the table accordingly and delete rows that are not necessary

3. Save Stock Reconciliation by clicking on **Save**



4. If Stock Reconciliation is successfully saved, the Stock Reconciliation status will be changed to **Draft** and Stock Reconciliation Document ID is created

Stock > Stock Reconciliation > MAT-RECO-2024-00010

Search or type a command (Ctrl + G) | Help

MAT-RECO-2024-00010 - Draft

Fetch Items from Warehouse

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this just now

Company: Troopers Innovation Sdn Bhd

Posting Date: 08-07-2024

Purpose: Stock Reconciliation

Posting Time: 23:40:42

Edit Posting Date and Time

Default Warehouse

Scan Barcode

Scan Mode
Disables auto-fetching of existing quantity

No.	Item Code *	Warehouse *	Quantity	Valuation Rate	
1	BE002	20A - TRP	12	RM 0.00	Edit
2	BE009	20A - TRP	122	RM 0.00	Edit
3	BE001	20A - TRP	14	RM 1.00	Edit

Add Row

Download Upload

5. There is a 1-level Approval Workflow in the Stock Reconciliation, which will require an approval from the manager. Once the user saves the Stock Reconciliation for the first time, they will have to **Submit for Approval**

- Once user clicks on **Submit for Approval**, document status will change to **Pending Approval**

Stock > Stock Reconciliation > MAT-RECO-2024-00010

Search or type a command (Ctrl + G) | Help

MAT-RECO-2024-00010 - Draft

Fetch Items from Warehouse

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 · 0 FOLLOW

Company: Troopers Innovation Sdn Bhd

Posting Date: 08-07-2024

Purpose: Stock Reconciliation

Posting Time: 23:40:42

Edit Posting Date and Time

Default Warehouse

Scan Barcode

Scan Mode
Disables auto-fetching of existing quantity

Submit for Approval

Help

Stock > Stock Reconciliation > MAT-RECO-2024-00010

Search or type a command (Ctrl + G) | Help | A

MAT-RECO-2024-00010 Pending Approval Fetch Items from Warehouse < > ⌂ ... **Actions**

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this 3 minutes ago

Company * Troopers Innovation Sdn Bhd

Posting Date * 08-07-2024

Purpose * Stock Reconciliation

Posting Time * 23:40:42

Edit Posting Date and Time

Default Warehouse

Scan Barcode Scan Mode
Disables auto-fetching of existing quantity

Items	No.	Item Code *	Warehouse *	Quantity	Valuation Rate	
<input type="checkbox"/>	1	BE002	20A - TRP	12	RM 0.00	<input type="checkbox"/> Edit
<input type="checkbox"/>	2	BE009	20A - TRP	122	RM 0.00	<input type="checkbox"/> Edit
<input type="checkbox"/>	3	BE001	20A - TRP	14	RM 1.00	<input type="checkbox"/> Edit

Add Row Download Upload

6. Managers will then have to **Approve** or **Reject** the document. To do so, they may search Stock Reconciliations that are in the **Pending Approval** Workflow State. To filter, they may click on the Status column (as per image), or filter manually using the filter function

Stock > Stock Reconciliation

Search or type a command (Ctrl + G) | Help | A

Stock Reconciliation List View ⌂ ... + Add Stock Reconciliation

Filter By

Assigned To: ⌵

Created By: ⌵

Edit Filters

Tags: ⌵

Show Tags

Save Filter

Filter Name

ID Difference Account Cost Center

1 filter ⌵ ⌵ ⌵ Last Updated On

ID	Status	Posting Date	
<input type="checkbox"/> ID			5 of 5
<input type="checkbox"/> MAT-RECO-2024-00010	Pending Approval	08-07-2024	- 1m 0
<input type="checkbox"/> MAT-RECO-2023-00009	Pending Approval	27-10-2023	- 7M 0
<input type="checkbox"/> MAT-RECO-2023-00008	Pending Approval	26-10-2023	- 7M 0
<input type="checkbox"/> MAT-RECO-2023-00007	Pending Approval	24-11-2023	- 7M 0
<input type="checkbox"/> MAT-RECO-2023-00005-1	Pending Approval	11-10-2023	- 7M 0

Stock Reconciliation

Filter By: Assigned To, Created By, Tags

Workflow State: Pending Approval

ID	Difference Account	Cost Center	Status	Last Updated On
MAT-RECO-2024-00010			Pending Approval	1m
MAT-RECO-2023-00009			Pending Approval	7 M
MAT-RECO-2023-00008			Pending Approval	26-10-2023
MAT-RECO-2023-00007			Pending Approval	24-11-2023
MAT-RECO-2023-00005-1			Pending Approval	11-10-2023

7. Once a Stock Reconciliation with **Pending Approval** status is selected, user must either **Approve** or **Reject**

- If manager clicks on **Reject**, Stock Reconciliation status will change to **Rejected** and Stock will not be updated. No Stock Ledger will be posted. User will then have the option to adjust and resubmit or leave it as Rejected
- If manager clicks on **Approve**, Stock Reconciliation status will change to **Approved** and Stock will be updated, i.e. document is submitted. Stock Ledger will also be posted.

MAT-RECO-2024-00010 - Pending Approval

Company: Troopers Innovation Sdn Bhd

Purpose: Stock Reconciliation

Posting Date: 08-07-2024

Posting Time: 23:40:42

Default Warehouse: [Empty]

Scan Barcode: [Empty]

No.	Item Code *	Warehouse *	Quantity	Valuation Rate
1	BE002	20A - TRP	12	RM 0.00
2	BE009	20A - TRP	122	RM 0.00
3	BE001	20A - TRP	14	RM 1.00

Actions: Approve, Reject, Help

8. For **Approved** Stock Reconciliations, users can **View > Stock Ledger** to view the updated stock.

Stock > Stock Reconciliation > MAT-RECO-2024-00009

Search or type a command (Ctrl + G) | Help | A

MAT-RECO-2024-00009 • Approved

View | < | > | ⌂ | ... | Actions

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

0 | 0 | FOLLOW

You edited this 2 months ago

Company * Troopers Innovation Sdn Bhd Posting Date * 02-05-2024

Purpose * Stock Reconciliation Posting Time * 15:36:26

Edit Posting Date and Time

Stock Ledger (highlighted)

Accounting Ledger

Items						
<input type="checkbox"/>	No.	Item Code *	Warehouse *	Quantity	Valuation Rate	⚙
<input type="checkbox"/>	1	Asus Vivobook 15 (Intel)	20D - TRP	10	RM 2,999.00	Edit

Download

Difference Account 5119 - Stock Adjustment - TRP Difference Amount RM 29,990.00

9. To cancel an Approved Stock Reconciliation, you may do so by clicking on **Cancel**. The process of cancelling and amending the Stock Reconciliation is similar to cancelling and amending a Stock Entry, where a revision number will be generated as per the number of revisions made from the original Stock Reconciliation. The original and amended Stock Reconciliation will also be linked to each other for reference.

Revision #1

Created 2024-07-08 15:37:21 UTC by Admin

Updated 2024-07-08 17:15:00 UTC by Admin