

# Stock take.

Jacqui Wilson

Sage



# Housekeeping.

The screenshot displays a Sage meeting interface. On the left, a black sidebar contains the text 'Stock take.' in white, 'Jacqui Wilson' in green, and the Sage logo in green. The main area shows a video of a woman in a white apron working at a laptop. On the right, a 'Questions' sidebar is open, featuring a vertical toolbar with icons for mute, hand raise, question mark, chat, and document. Below the toolbar, the sidebar contains the text 'Want answers?' with a dashed arrow pointing to a 'Send' button. A 'Send' button is also located at the bottom of the sidebar. The word 'Exit' is visible at the bottom left of the sidebar.

Automatically muted

Submit your questions

Download handouts

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# Why do a Stock take?

A stock take may be run periodically in your business to check how much you have in stock and to check the condition of your stock.

As a result of a physical stock take you may need to adjust your stock levels within your software to reflect your true stock figures.

Using the Stock take feature is optional but useful to ensure that your software reflects real life stock levels.

Stock take can be done manually through the stock take window or via a file import.

How do I  
enter a  
stock  
take?

# Reports.

Within **Products and services** > **Reports** > **Stock take reports.**

4 reports to help with the stock take process for comparison of actual stock against stock records within Sage Accounts.

A stock take import report to assist with importing stock take figures.

Date: 10/05/2023 Time: 20:58:23		Stationery & Computer Mart UK Stock Take Report (by Stock Code)			Page: 1	
Stock Code From: Stock Code To: ////////////////		Stock Category From: 1 Stock Category To: 999				
Stock Code	Description	Stock Cat.	Unit Of Sale	Location	Quantity In Stock (from System)	Actual Quantity In Stock
BOARD001	Whiteboard - Drywipe (900 x 1200)	6	Each	Warehouse	5.00	<input type="text"/>
BOARD002	Whiteboard - Drywipe (1000 x 1500)	6	Each	Warehouse	0.00	<input type="text"/>
BOOKS001	A4 Ledger Book - 5 Column	2	Each	Warehouse	73.00	<input type="text"/>
BOOKS002	A4 Carbon Copy Book - Triplicate	2	Each	Warehouse	0.00	<input type="text"/>
BOOKS003	Shorthand Notebook - 80 Sheets	1	Pack	Warehouse	64.00	<input type="text"/>
CALC004	Calculator - Printing Rolls	2	10 Pack	Warehouse	152.00	<input type="text"/>
CAS001	AT Mini Tower Case	10	Each	Workshop	9.00	<input type="text"/>
CAS002	ATX Mini Tower Case	10	Each	Workshop	6.00	<input type="text"/>
CAS003	ATX Desktop Case	10	Each	Workshop	1.00	<input type="text"/>
CDR001	CDR08432 Read/Write CD Drive	10	Each	Workshop	0.00	<input type="text"/>
CDR002	CDR10432 Read/Write CD Drive	10	Each	Workshop	1.00	<input type="text"/>
CDR003	CDR12432 Read/Write CD Drive	10	Each	Workshop	2.00	<input type="text"/>
COR001	Correction Fluid - White	4	5 Pack	Warehouse	61.00	<input type="text"/>
DISK001	Diskettes - Formatted (1.44MB)	8	10 Box	Warehouse	36.00	<input type="text"/>
DISK002	Disk - CDR (640MB)	8	10 Box	Warehouse	6.00	<input type="text"/>
ENV001	Envelope - White (110 x 220) Plain	3	1000 Box	Warehouse	0.00	<input type="text"/>
ENV002	Envelope - White (110 x 220) Window	3	1000 Box	Warehouse	49.00	<input type="text"/>
ENV003	Envelope - Brown (110 x 220) Plain	3	1000 Box	Warehouse	52.00	<input type="text"/>
ENV004	Envelope - Brown (110 x 220) Window	3	1000 Box	Warehouse	32.00	<input type="text"/>
FLIP001	Flip Chart - A1 Pad	6	Each	Warehouse	21.00	<input type="text"/>
FLIP002	Flip Chart - A1 Pad (Recycled)	6	Each	Warehouse	0.00	<input type="text"/>
HAR001	10gb Hard Drive	10	Each	Workshop	13.00	<input type="text"/>
HAR002	20gb Hard Drive	10	Each	Workshop	9.00	<input type="text"/>
HAR003	30gb Hard Drive	10	Each	Workshop	25.00	<input type="text"/>
KEY001	Standard Keyboard	8	Each	Workshop	41.00	<input type="text"/>

# Adjustments in/out.





# Manual Stock take.







# Stock take import



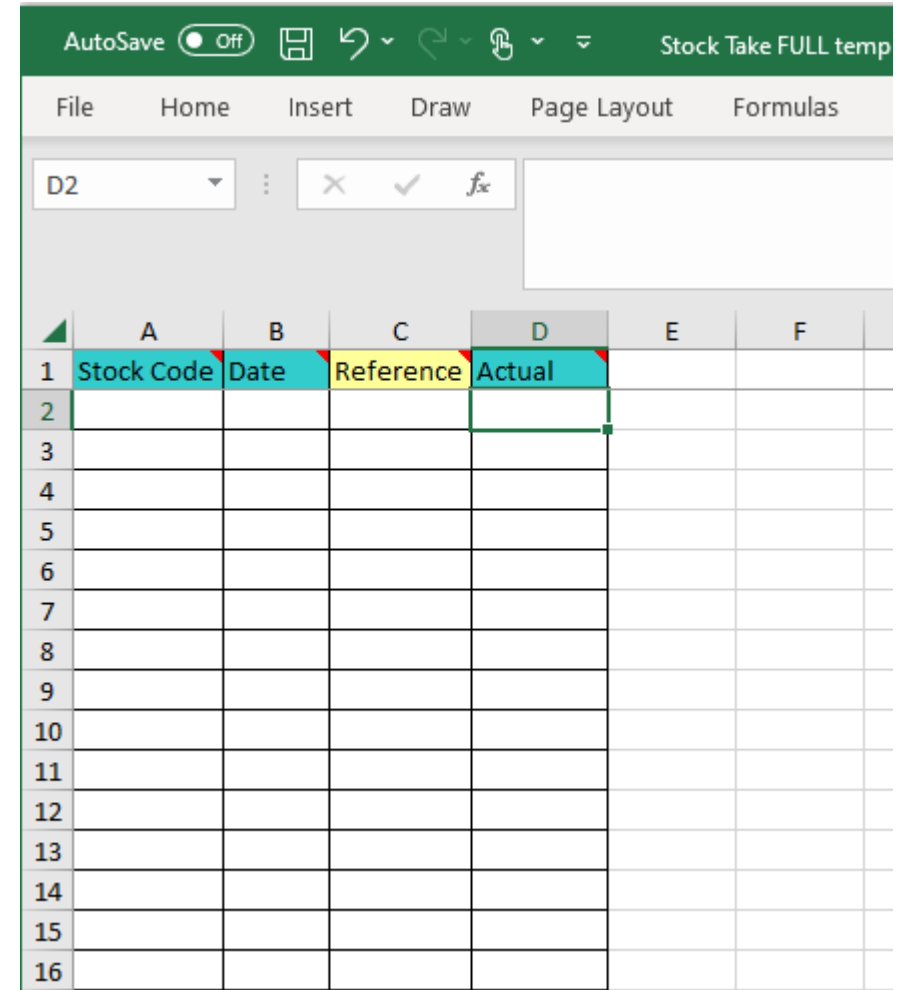
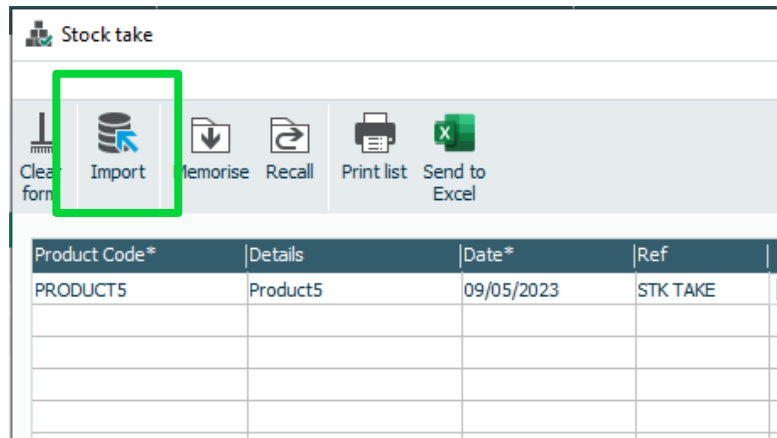
# Stock take import.

Stock take figures can be imported.

Import template available

- Help > About > Program Directory > Import Templates > Stock Take FULL template.xls

This can be imported via file> import or within import stock take>import.



# Summary.

- Stock take is an optional task however using this ensures stock levels are accurately reflected in your accounts.
- If there is a difference between the stock take figure, an adjustment is posted.
- Manual stock take can be carried out at anytime and you can apply this to which ever records you wish.
- Stock take can also be imported.

**How do I  
enter a  
stock  
take?**

# Upcoming webinars.

## Upcoming

Bank payments and bank receipts

Custom fields

Stock journals

Stock take

What's new in V29

Batch supplier payments

## Key Topics

### **Stock Valuation and reports**

**Fri 19 May 11am**

Join us for a webinar stock valuation reports and how these figures are calculated

### **Bill of materials**

**Wed 24 May 2pm**

Join us for a demonstration of the bill of materials feature.

# What's included as a Sage member?



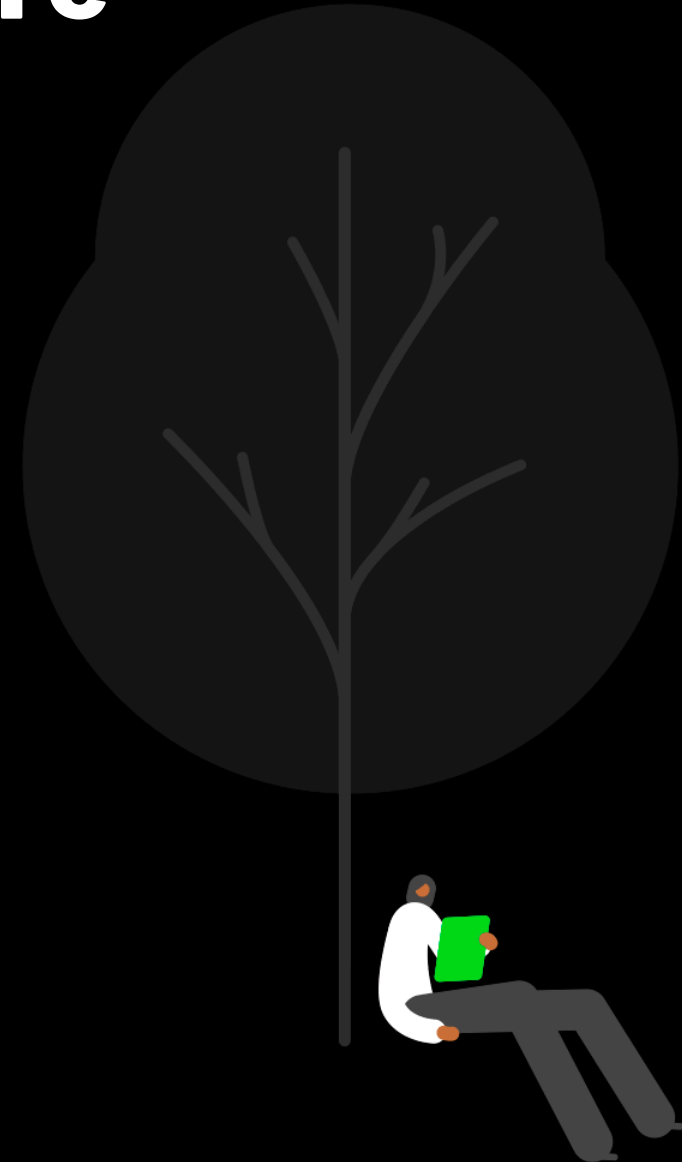
# More than just great software

We know that running a business can be tough and at Sage we want to help you and your business with the many challenges you face.

## That's why Sage goes beyond great software solutions

As a valued Sage customer and member of the Sage community, you'll enjoy benefits that help you and your business by connecting with brilliant experts and industry peers.

**Sage is here to help you grow and your business flow.**



# A member of the Sage community

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**Member  
Masterclass**

**Learning**

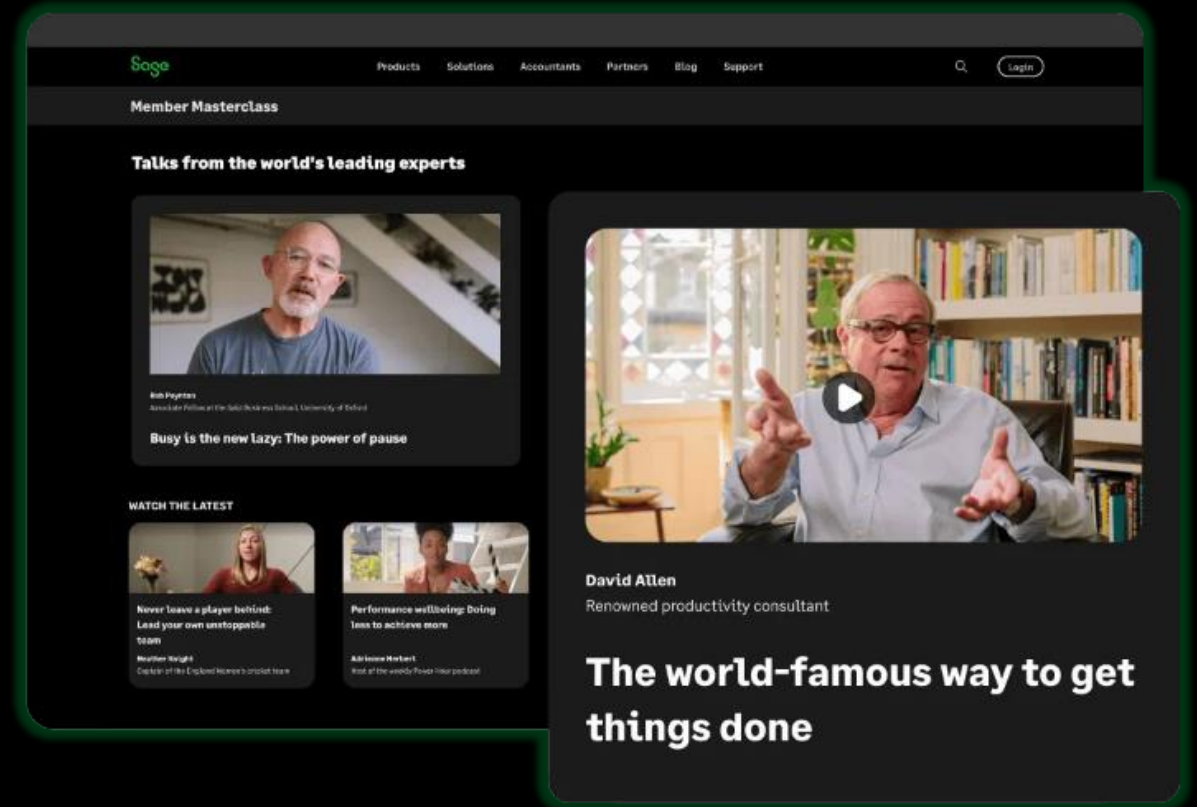
**Community  
Forums**

**Award winning  
support**

**Business Advice**

**Software  
Certification**

Find out more about these [exclusive benefits](#).





# Member Masterclass

As a Sage customer or partner you have automatic access to exclusive benefits, which includes expert advice and insights with Member Masterclass.

*We asked customers what the most pressing issues and problems are that they face in their business and have built [Member Masterclass](#) to support you with those challenges and help your businesses grow.*

Season 1 looks at finding and keeping great people, while season 2 focuses on unlocking productivity and season 3 is all about building business resilience.

*Each season includes a keynote talk, plus new talks published each week alongside short articles providing a range of insights, advice and inspiration. Talks are around 15 minutes long and bitesize articles are only a 5-minute read.*

## Season 3 – Building business resilience

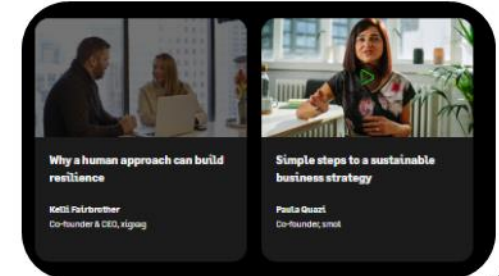
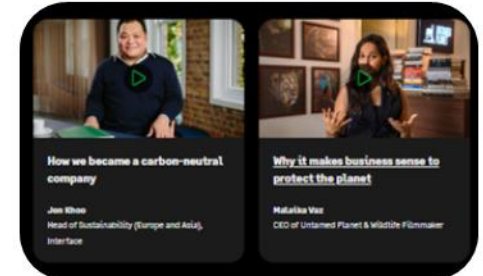
### Why sustainability is your superpower



#### Kelli Fairbrother

Co-founder & CEO, xigzag

Kelli is the co-founder and CEO of audiobook platform, xigzag. A London-based mum of two, she has an eclectic background that includes the US Army, McKinsey and sustainable print startup Gelato.



*If you want to keep up to date with Member Masterclass, why not have the latest talks and articles delivered to your inbox by subscribing to the [magazine](#).*

# Thank you!

