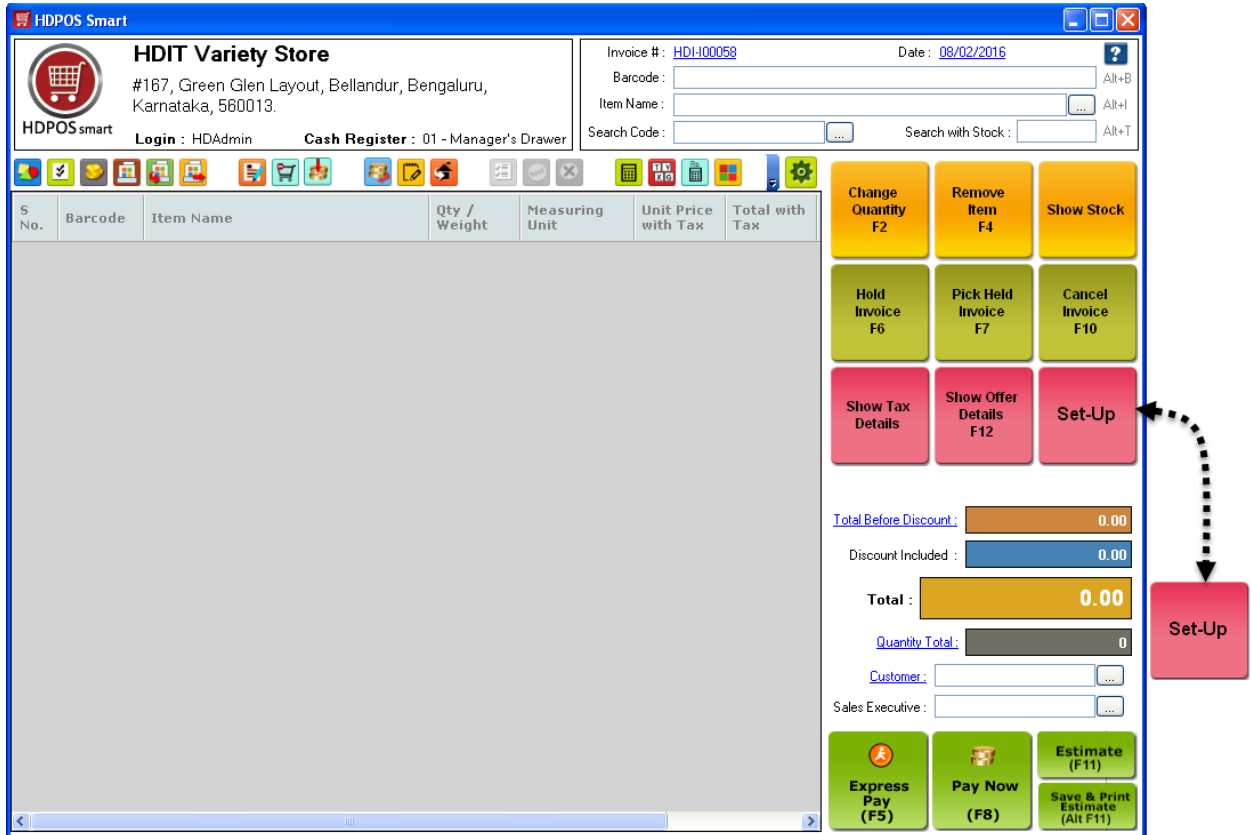


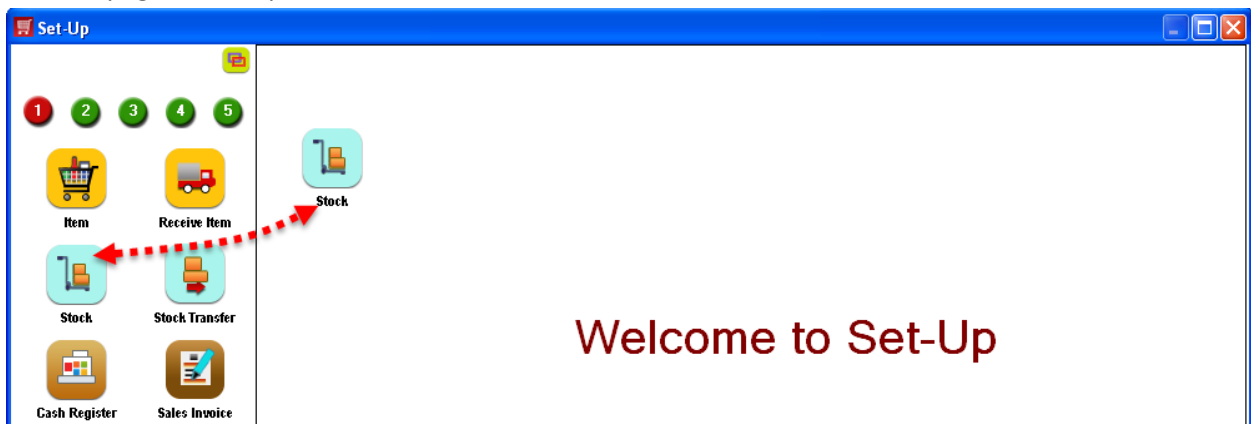
# How to check Actual Stock with System Stock for Stock Correction?

To check actual stock that is present in your store with System Stock that is recorded in HDPOS smart, follow the steps below:

1. Run **HDPOS smart**. Click on the **Set-Up** button on the main screen.



2. From 1<sup>st</sup> page of Set-Up screen, click on the **Stock** button.

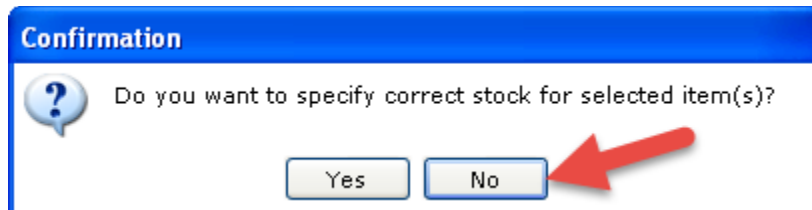




- 3. In the **Manage Stock** screen:
  - a. Select the **godown** whose stock you want to correct/check.
  - b. Click on **Stock Correction** button from the toolbar.



- 4. After clicking on stock correction button you will see a message asking you if you want to correct the stock of the selected item. Click on **“No”**.



- 5. You will see Stock Correction Document window:
  - a. In this window, select the appropriate **Stock Correction godown** name
  - b. Click on **Create Excel Template** button on the tool bar.



S No.	Barcode	SearchCode	Item Name	Sales Measuri Unit	System Stock	Actual Stock	Missin Stock
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6. You will see following screen.
  - a. Select the radio button **Simple Item Template** if you want to do stock correction for simple items.
  - b. Select the radio button **Item Template with Batch** if you want to do stock correction for batch items.
  - c. Click on **OK**.

Please Select the Item Template, which you want to Create.

**Simple Item Template**  
[Barcode, ItemName, SearchCode, ActualStock]

**ItemTemplate with Batch**  
[Barcode, ItemName, SearchCode, ActualStock, BatchNumber, ExpiryDate]


OK

7. You will see following message showing the location and name of the excel template that gets created. Click on **OK**.

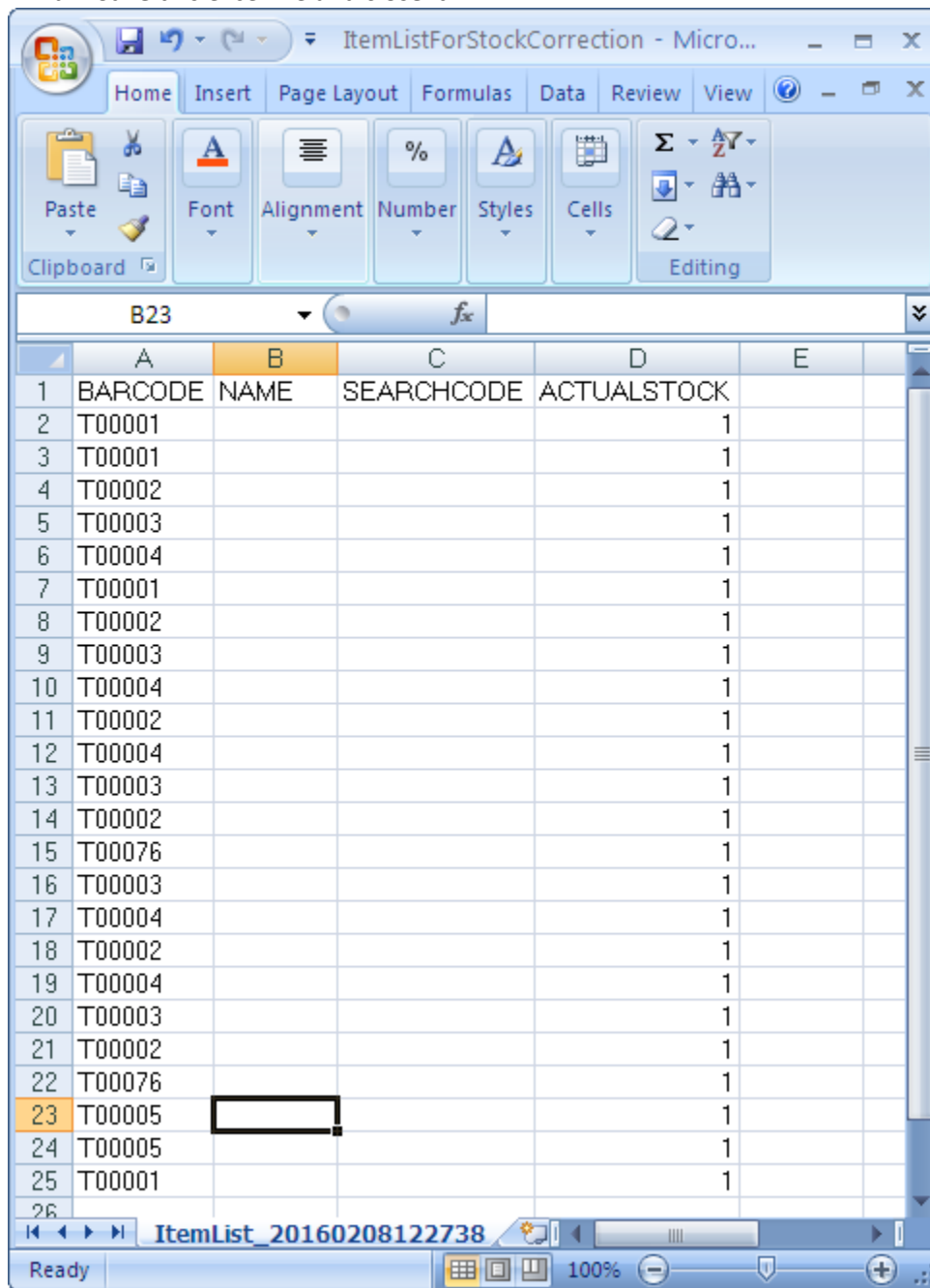


**Information**

Your start up Import data file is created as "C:\Documents and Settings\SRUJANA\My Documents\HDPOS\ItemListForStockCorrection.XLSX".



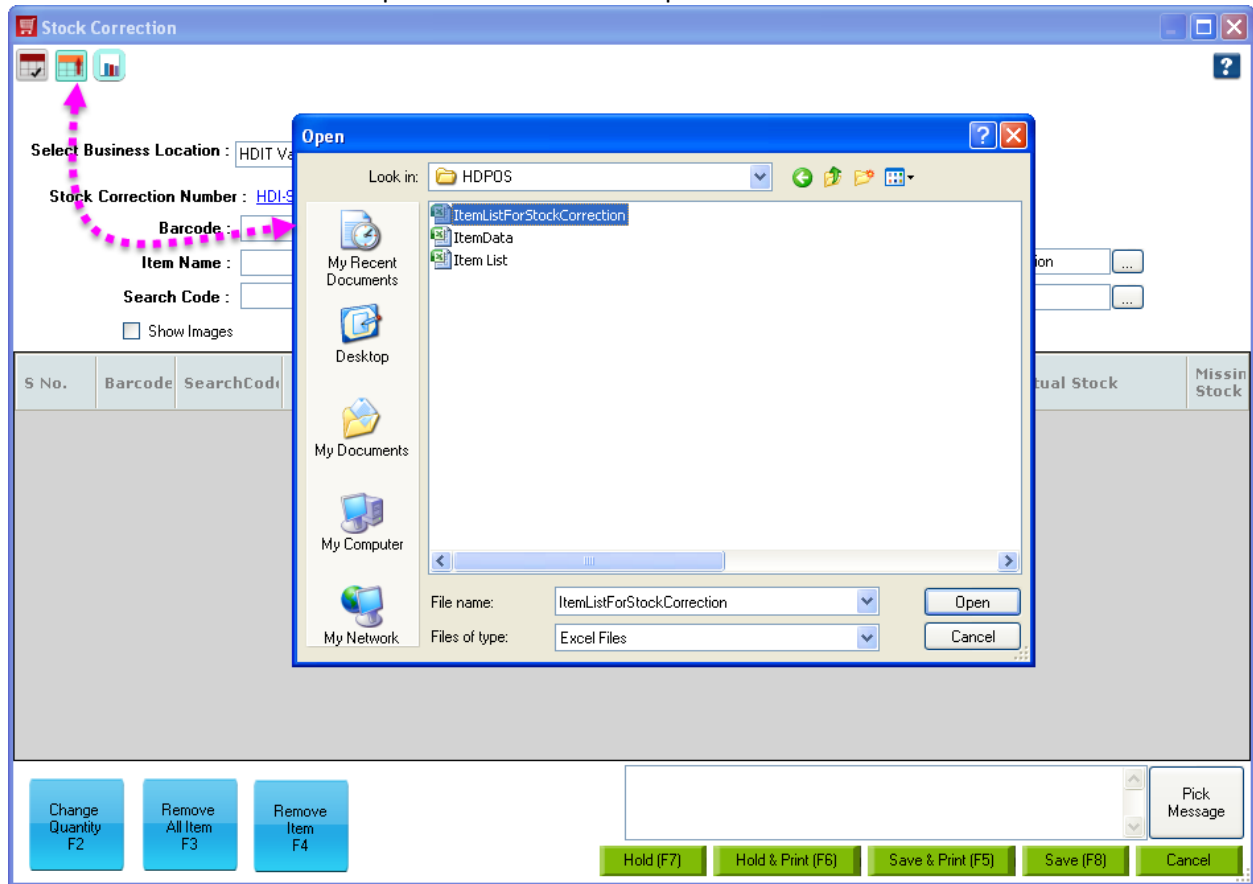
8. You will see an excel file opened with respective columns as per the selected template.
  - a. Enter all items in your stock one by one by scanning the barcode and enter **1** as **actual stock** for all items.
  - b. **Save** this excel file and **close** it.



	A	B	C	D	E
1	BARCODE	NAME	SEARCHCODE	ACTUALSTOCK	
2	T00001			1	
3	T00001			1	
4	T00002			1	
5	T00003			1	
6	T00004			1	
7	T00001			1	
8	T00002			1	
9	T00003			1	
10	T00004			1	
11	T00002			1	
12	T00004			1	
13	T00003			1	
14	T00002			1	
15	T00076			1	
16	T00003			1	
17	T00004			1	
18	T00002			1	
19	T00004			1	
20	T00003			1	
21	T00002			1	
22	T00076			1	
23	T00005			1	
24	T00005			1	
25	T00001			1	
26					



9. Come back to HDPOS smart. From **Stock Correction** screen, click on the **Import Items** button.
10. Select the excel file saved in Step8 above and click on Open.



11. You will see the file import dialog box like below:
  - a. Once you see the message **“Done Processing Excel file”**. Click on **Close**.
  - b. You can see the stock of items that have same barcode are added up and showed together as **Actual Stock**.
    - i. In the excel sheet, I scanned the item with Barcode T00001-four times for which you can see four entries with actual stock as 1.
    - ii. All these 4 records are shown as single column in the grid of Stock Correction.
  - c. You can see the **System Stock** also here which is the stock recorded in HDPOS smart.
  - d. You can also see the **Missing Stock** column that shows **System Stock-Actual Stock**.



Stock Correction

Select Business Location : HDIT Variety Store

Stock Correction Number : HDI-SC00004 Date : 08/02/2016

Barcode : Godown : HDIT Variety Store

Item Name : HDIT Variety Store-Stock Correction

Search Code : Show Im

Processing Excel File

Done processing Excel file.

S No.	Barcode	System Stock	Actual Stock	Missin Stock
1	T00001	10	4	6
2	T00002	0	6	-6
3	T00003	-2	5	-7
4	T00004	0	5	-5
5	T00076	10	1	9
6	T00005	15	2	13

Change Quantity F2 Remove All Item F3 Remove Item F4

Hold (F7) Hold & Print (F6) Save & Print (F5) Save (F8) Cancel

Pick Message

12. You may see that some of the items are not matching with system stock.
13. At this point you may not yet want to correct your system stock with missing quantity. You may want to hold this correction and look for the missing items before really calling them as "missing".
14. Add a note to this stock correction and click on the **Hold** button.
15. This will create your stock correction document but will not yet make changes to your stock.
17. Once you are done with re-verification and want to update the stock:
  - a. Go back to Set -Up window
  - b. Go to Stock.
  - c. Select **Pick held Stock Corrections** button.
  - d. Pick the correct "held" stock correction based on your comments.
18. Once the stock correction is re loaded, you can again adjust the quantities, based on what you found and finally "save" it to adjust your system stock to match your physical stock.