## Cin7 Core Pre-Stocktake Checklist

- Before the Stocktake:

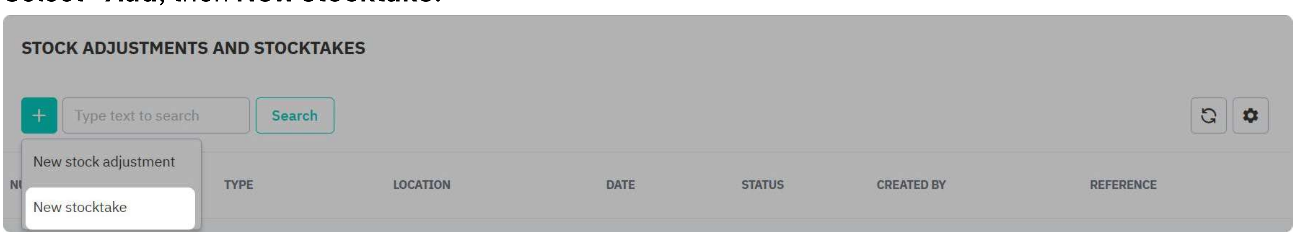
☐ Complete all outstanding Purchase Orders (receive stock into system).
☐ Complete all outstanding Sales Orders (dispatch/ship all stock).
☐ Finalise any open Stock Transfers (in and out of warehouses).
☐ Finalise or delete any Draft Stock Adjustments.
☐ Run a Manual Sync with external platforms (Shopify, WooCommerce, etc.).
☐ Decide Stocktake Type: Full stocktake OR Partial stocktake (select warehouse/location/products).
☐ Create a Pre-Stocktake Inventory Backup (export Product Inventory Report).
☐ Communicate to All Staff about the stock freeze and counting process.
☐ Prepare Stocktake Equipment (download & login to the WMS App, barcode scanners, etc).

## Create the Stocktake Record

**Important:**

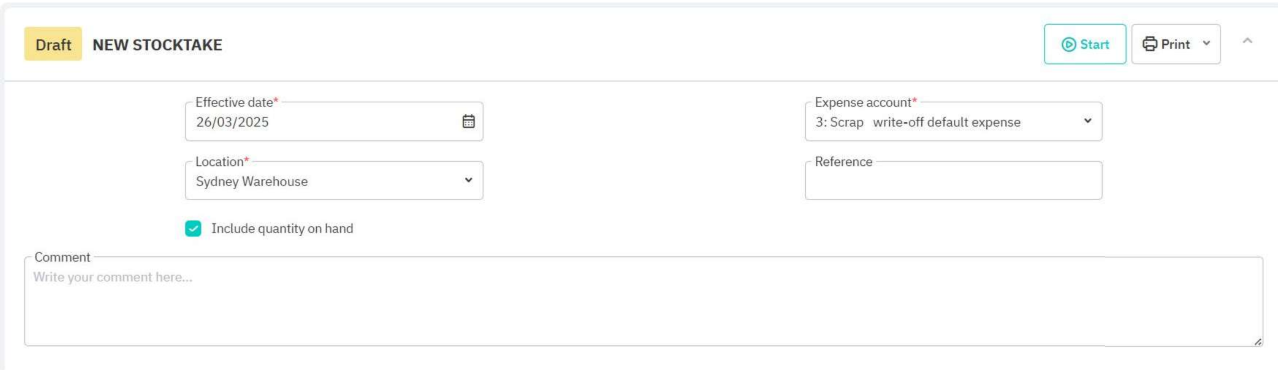
Stocktake locations are locked while stocktake is in progress; inventory cannot be used, sold, or moved. You should be able to proceed normally with your operations, for example, if you have Shopify integration enabled, you can still load sales from Shopify but they will remain Pending to ensure that stock is unaffected until the stocktake has been completed.

1. Select **Inventory** from the main menu, then **Stocktake/adjustments**.
2. Select**+ Add**, then **New stocktake**.

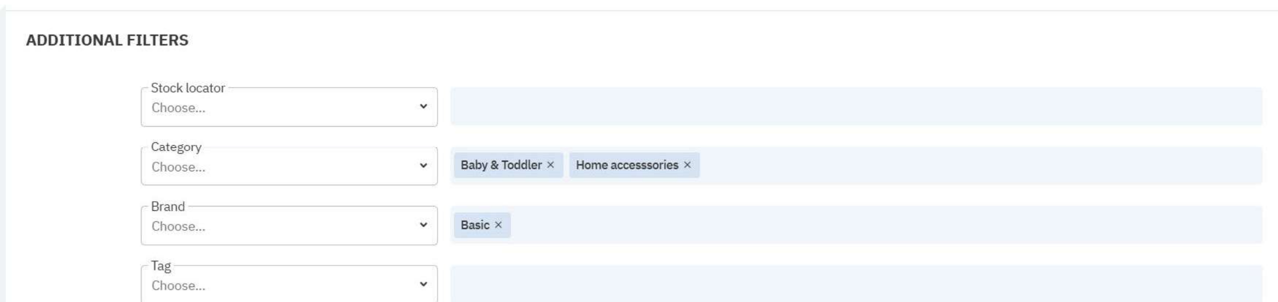



3. Enter an **Effective date**. This is used as the date for the journal entries that will be triggered by the stocktake.
4. Choose a **Location** and an **Expense account** for the operation.
5. Optionally enter a **Reference**.

6. Optionally **Include quantity on hand**. This displays the Cin7 Core quantity for each item in the stocktake list.




7. If required, select additional filters. Filters limit the stocktake to products found in one or more stock locators, categories, brands, tags, bins, and pick zones. You can select as many filters as you need.




8. All filters define list of products that will be in the stocktake. For example, **Bin** filter will look up products in that bin, then stocktake all instances of those products across the stock in the selected location. If you have the same product in multiple bins, all instances of the product will be included in the stocktake, not just the products found in the filtered bin.
9. Click **Start**. This lists stock items relevant to the filters and location, split into two sections: **Non-zero stock on hand** and **Zero stock on hand**.

> ONCE YOU START THE STOCKTAKE, THE LOCATION IS LOCKED AND NO OPERATIONS WILL BE ABLE TO ADD OR REMOVE STOCK. DRAFT STOCKTAKES ARE CONTINUOUSLY UPDATED WITH THE MOST RECENT STOCK AVAILABILITY INFORMATION.

## Conduct the Physical Count

1. Enter actual **Stocktake quantity** for each **Non-zero stock on hand** item. You can enter stock quantities in the following ways:
    a) Manually: Enter stock quantities directly into Cin7 Core.
    b) Scan items: **Scan barcode** to scan item barcodes or manually enter the barcode number. Scanning multiple units of an item will automatically calculate the total stocktake quantity. The item will automatically be entered into the correct section (zero or non-zero stock on hand).
    c) Import: Click **Export** to download the stock details as a CSV file, edit the stocktake quantities in the spreadsheet, then upload by clicking **Import**.
    d) Using the the Cin7 Core WMS App on your device.

**Using the Cin7 Core WMS app on your device:**

1. Install Cin7 Core WMS
    a. Go to either Play Store or App Store on your device.
    b. Search for Cin7 Core WMS and tap Install.
    c. Once the app is installed, tap Open.
    d. Log in to the app using your Cin7 Core account credentials. You will now be able to use the Cin7 Core WMS mobile app.
2. Changing the working area
    a. Working area is the first screen you see when you log in to WMS. You must select a specific Cin7 Core store and location as your Working area, meaning you can use the inventory from that organization and location for picking, packing, and other WMS functions.
    b. Select the required Organization.
    c. Select the Location you will be picking from.
    i. If you have several pick zones set up, select a pick zone for the selected location, otherwise proceed to Step d. For more information, see Pick zones.
    ii. If you have directed pick enabled for this location, select bin groups to pick from. For more information see Directed pick and bin groups.
    d. Tap Next.
3. You can change your Working area at any time from the Main menu.

2. Next, stocktake **Zero stock on hand** items, for example, items in your stocktake location that have not been entered into Cin7 Core.
    a) Scan items: **Scan barcode** to scan item barcodes or manually enter the barcode number. Scanning multiple units of an item will automatically calculate the total stocktake quantity. The item will automatically be entered into the correct section (zero or non-zero stock on hand).
    b) Manually: Click **+ Add** and enter product name, quantity, cost, and batch/serial number if applicable. Unit cost is generated automatically, but can be manually entered if required.

c) Import: Click **Export** to download the stock details as a CSV file, edit the stocktake quantities in the spreadsheet, then upload by clicking **Import**.


3. Click **Save** to save as draft or **Complete** to finish the stocktake. The location will now be unlocked and ready to be used for transactions and operations.

## Print stocktake

Print stocktake details or save as a PDF.

1. Select **Inventory** from the main menu, then **Stocktake/Adjustments**.
2. Open a stocktake.
3. Click **Print**, then **Stocktake**.

## View stocktake list

View historical stocktakes and stock adjustments.

1. Select **Inventory** from the main menu, then **Stocktake/adjustments**.
2. See the details of previous stocktakes by clicking on each line.

## View stocktake activity log

View all actions taken for a stocktake with username and timestamp with the Activity log.

1. Select **Inventory** from the main menu, then **Stocktake/adjustments**.
2. Open a stocktake.
3. Go to the **Activity** log tab.

## Attach documents

Documents up to 10MB can be attached to the stocktake for future reference. Any PDF documents generated by the print or email functions will be added to this tab automatically.

1. Select **Inventory** from the main menu, then **Stocktake/adjustments.**
2. Open a stocktake.
3. Go to the **Attachments** tab.
4. Drag and drop, or select, a file to upload.