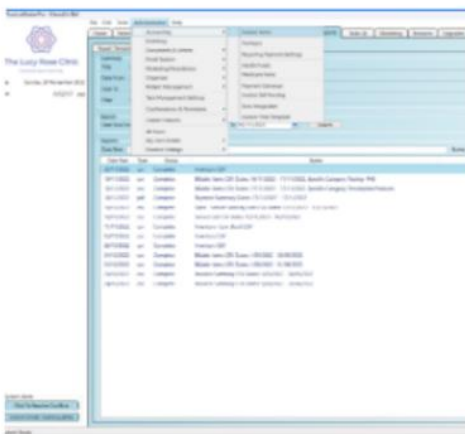
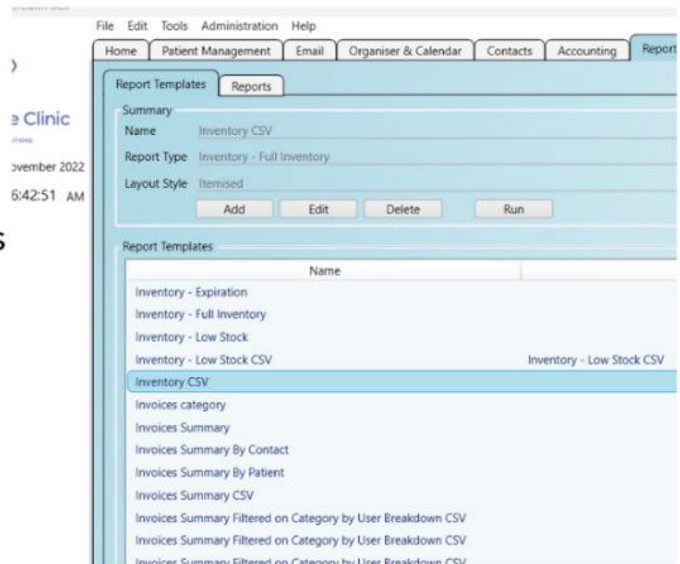


Stocktake

Step 1- pull Inventory CSV report from PM. Copy this into new tab, named the month starting, onto the Stocktake google sheet document. There is no criteria to select for this as it is always pulling the report for the day generated. Add a heading for column L ACTUAL, then head back to PM.



Stock is entered the same way it is updated when it arrives.

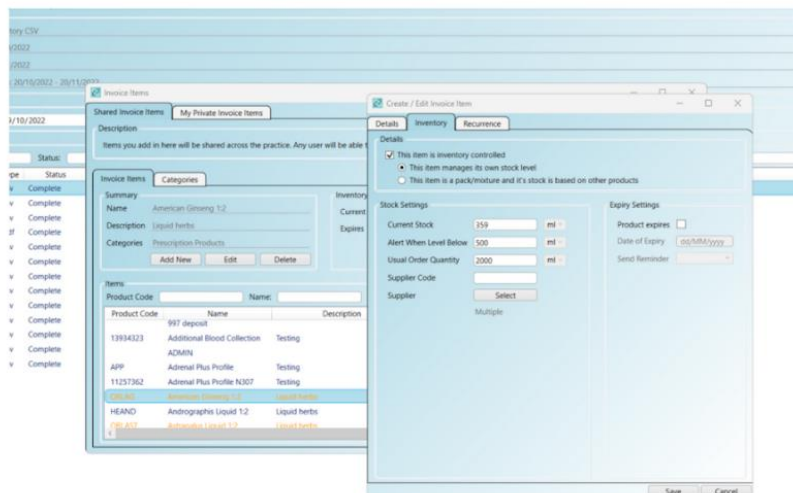
- Administration
- Accounting
- Invoice items.

Stocktake

This will open a pop up box with all invoice items in here

Go through each dispensary item and update with actual stock.

Do this by double clicking on a dispensary product, selecting the Inventory tab and updating the current stock quantity



Stocktake

Make sure to keep note of any excess stock that may not be on the shelves and ensure these are recorded too- the team member adding the update into PM is good for assisting with this if any notable discrepancies arise.

- For liquid herbs, count the number of full bottles first, then add the partial quantity, then minus weight of bottle
- 500ml glass bottles weigh 270
- 2.5L plastic bottles weigh 150
- 5L plastic bottles weigh 210

Once all physical count is completed rerun the inventory csv report and copy column K- the current stock level and paste this into the google sheet under column L- actual.

Finished!