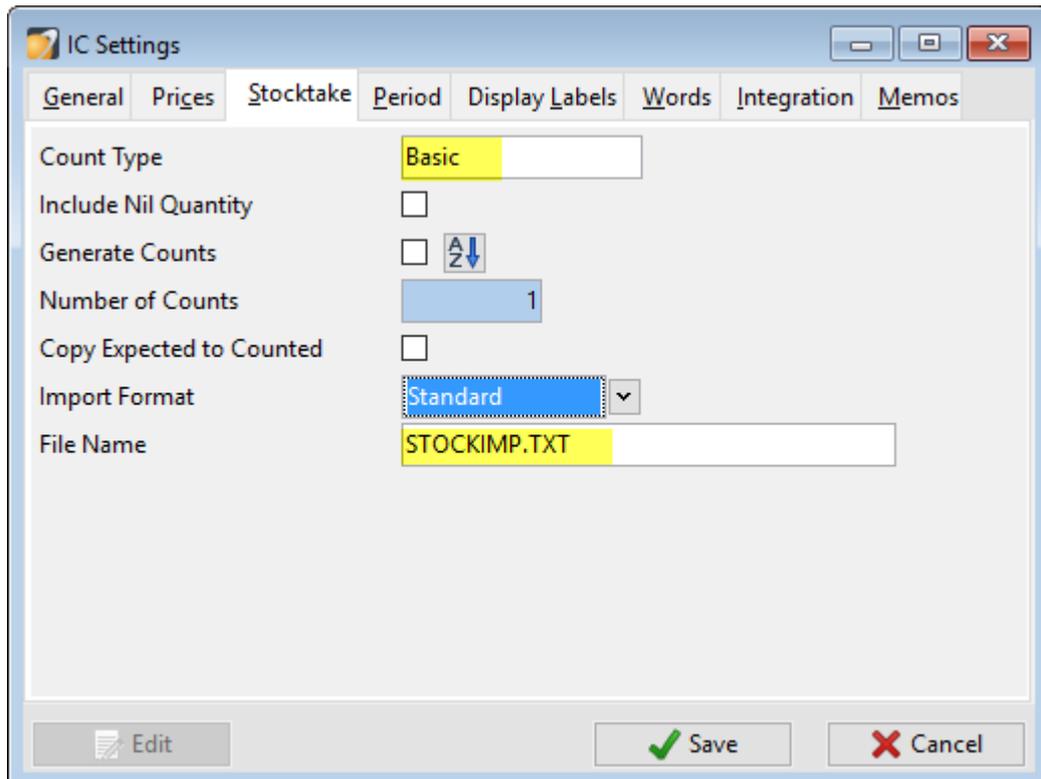# Importing Basic Stocktakes

You now have the option of importing **Basic** type Stocktakes. This type of Stocktake allows you to import the Counted Quantities and the Stocktake is then created for you.

To use this method of Stocktaking:

Set the Count Type to **Basic.** Go to: **Setup > Inventory Control > Settings > Stocktake** Press **Edit** and set the Count Type to **Basic** and select the Import format and File Name then press **Save.**
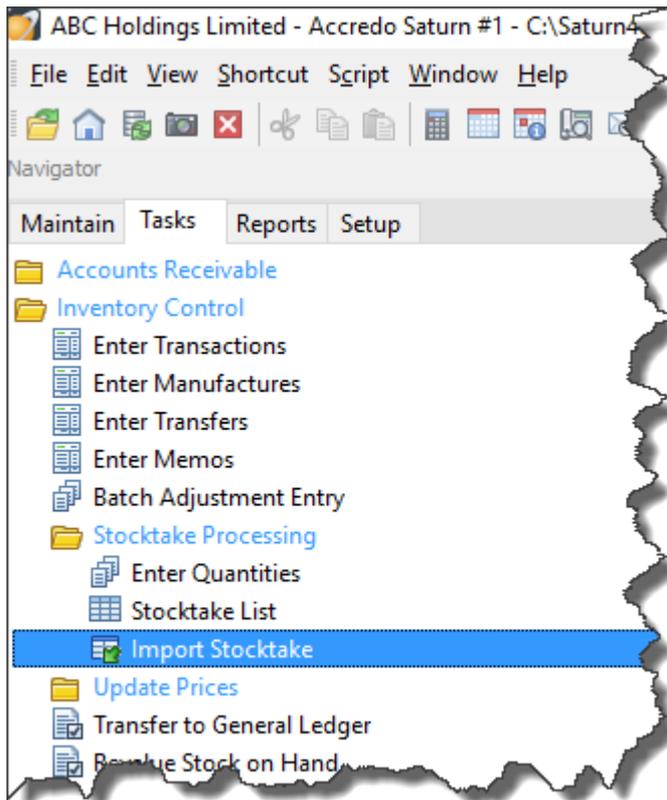

Stocktake Process

1. Check IN Invoices and AP Shipments Receipts are posted.

2. Scan your stock \ create your file.

3. Import your Counted Quantities. **Tasks > Inventory Control > Stocktake Processing > Import Stocktake**

The IC Stocktake Import window appears. Saturn Users will need to select the Location they are importing for. Press **Run** to import your Stocktake.
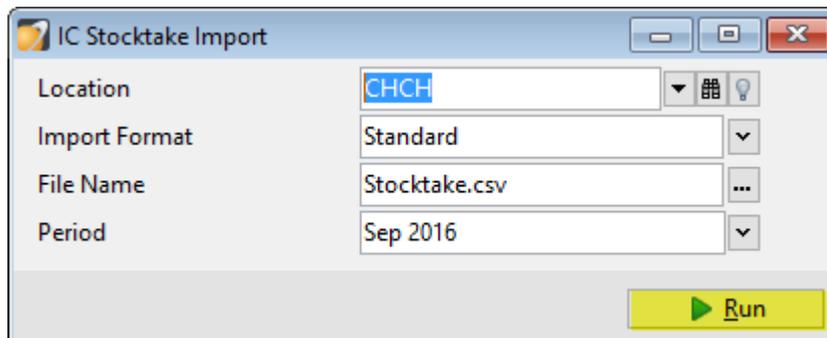
After the Stocktake has imported you can press **Run** to view a report of the results.
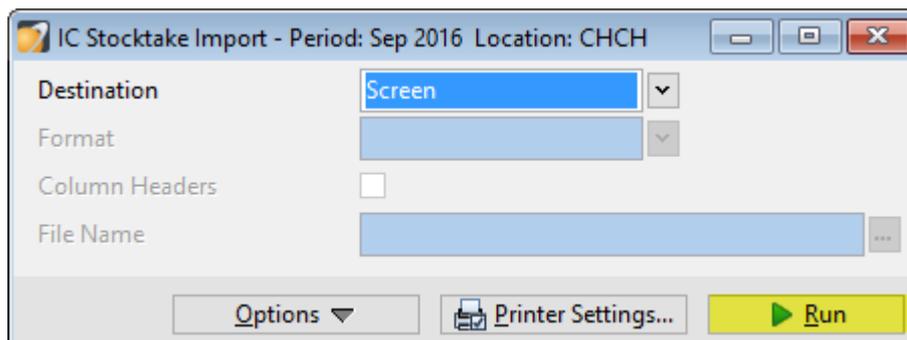
The Report will display

IC Stocktake Import - Period: Sep 2016 Location: CHCH
ABC Holdings Limited

Code	Quantity	Message
1.8MWARDROBE	5.000	
BCDRAW	10.000	
BEDCABINET	18.000	
BLANKBOX	30.000	
BRASS52LOCK	150.000	
CDRAW	43.000	
DDRAW	43.000	
DRESSTABLE	22.000	
LOWBOY	15.000	
OVALMIRROR	25.000	
P25MMDR	300.000	
P30MMRRK	305.000	
P45MMRRK	206.000	
QUEENBED	34.000	
SMLBOOKCASE	30.000	
STDBEDHEAD	31.000	
STDCHEST	60.000	
T10MMRD	296.000	
T140MMR	65.0	

4. Check your Variances. After you have imported your Stocktake, go to the Stocktake List.
   Tasks > Stocktake Processing > Stocktake List. All the records imported have been added to a Stocktake. **Double click the Stocktake** to open it.
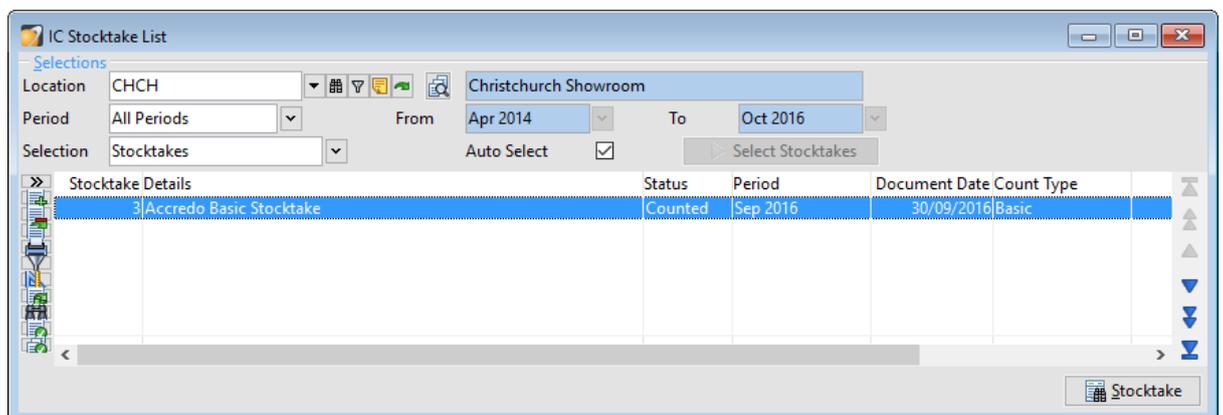
You may want to **Edit** the stocktake eg to record in the **Details Field** that the Stocktake was imported, and\or to add a **Reference** which will be used as the Adjustment Transaction Reference when the Stocktake is posted.

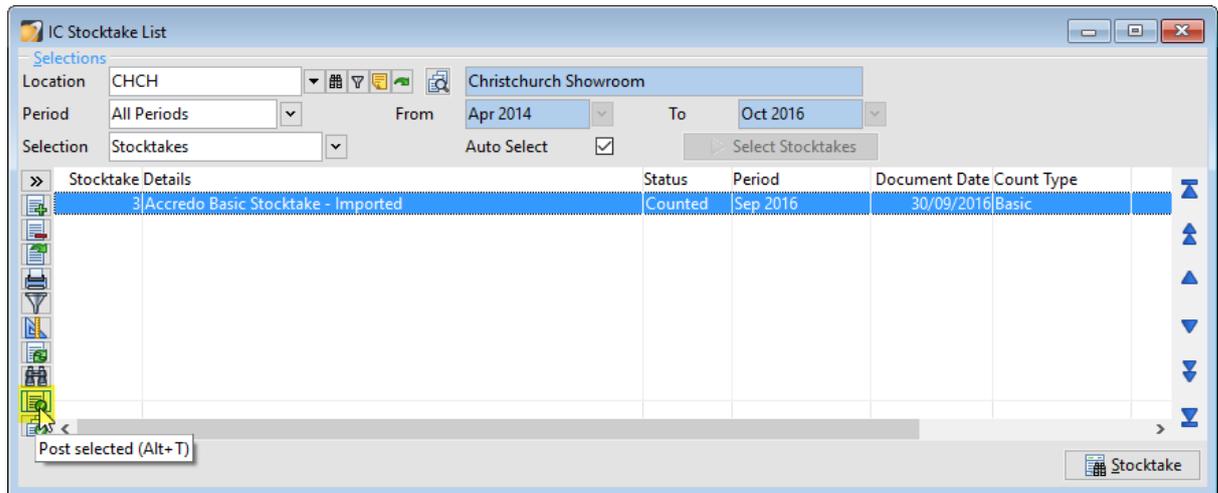Click the **Print** button to print your Variances. You can sort this by Variance Amount.
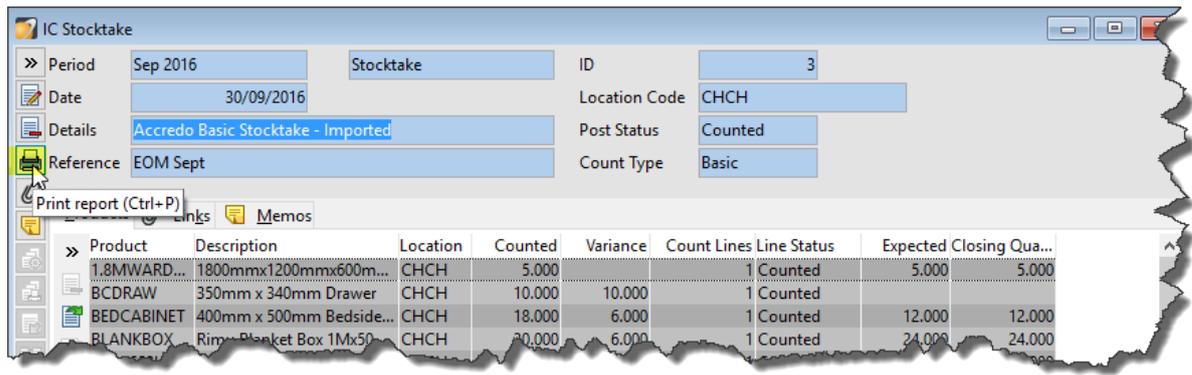
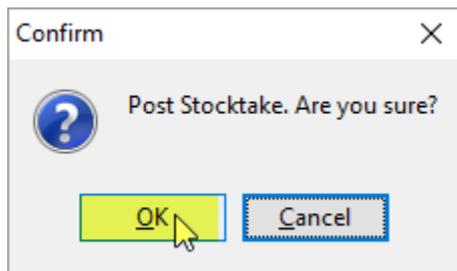The Stocktake Report will print showing your Variances.

If you need to fix any errors, go back to Tasks > IC > Stocktake Processing > Enter Quantities.

5. Post your Stocktake to create the stock adjustments. **Tasks > Stocktake Processing > Stocktake List.** Select the stocktake and click **Post**

Click Ok

The Stocktake is changed to **Posted** and any adjustments entered.