

The stock-taking function description

Users can log in to the website of OLSaaS, and operate in "Stock Management → Stock-taking" interface according to the following steps 1-6:

1. Click in turn to enter "Stock-taking" interface

2. Click "Stock-taking"

No.	Stock-taking List No.	Stock-taking Date	Stock-taking Object	Type	Stock-taking Items	Changed Items	Operation Time	Operator	Stock-taking Descrip...	Operation
1	IA-23051601	2023-05-16	长胜号	Spare Parts	8 Items	6 Items	2023-05-16 15:38	丑海科技-高限		Add Description Export
2	IA-23050501	2023-05-05	长胜号	Spare Parts	8 Items	7 Items	2023-05-05 10:21	丑海科技-高限		Add Description Export
3	IA-23042501	2023-04-25	长胜号	Spare Parts	8 Items	4 Items	2023-04-25 15:19	丑海科技-高限		Add Description Export
4		2022-11-23	长胜号	Spare Parts	4 Items	3 Items	2022-11-23 17:14	丑海科技-高限	明喻喻喻	Add Description Export

1. Select the stock-taking object and download the table.

2. Stock-taking Result Import

prompt When preparing to import the inventory list of Stock-taking, please confirm that all offline received purchase orders have completed online acceptance.

3. Select goods type,vessel/ashore,department,equipment name, in/out of stock, click "Download".

After clicking 'Download' in step 3, if there are related unaccepted documents, there will be a prompt on the interface. Users can click "Click to Check" according to actual needs, or click "Confirm", then select "Eqpt.Group"/Storage Location Group" to download the stock-taking table.

After clicking "Click to Check" at step 3, you will enter the interface of Purchase Management-Purchase Order, and the documents in the status of "Accepting" will be displayed. Users can accept the documents according to actual needs.

No.	长胜号	Order No.	Supplier Name	Inquiry Mode	Associated Appl.	Purchase Plan Type	Created Date	2 Items Selected	Operation
1	长胜号	PO-P22112301	一方通研科技公司	General Inquiry	长胜号20220917	Monthly Purchase	2022-11-23	Receiving	Download Documents
2	长胜号	PO-P22101201	高尔高科技有限公司	General Inquiry	船讯备件申请...	Urgent Purchase	2022-10-12	Receiving	Download Documents
3	长胜号	PO-P22091701	高尔高科技有限公司	direct purchase	备件申请单202...	Monthly Purchase	2022-09-17	Receiving	Download Documents

After clicking "Download", and select "Equipment Group". Enter the actual number of items in the exported stock-taking table or add comments, and then save it.

4. click "Select Files" in "Stock-taking" interface and then click "Select Import File" to import the stock-taking table into the system

← Stock-taking

- 1 Download Stock-taking Sheet 2 Import Preview 3 Import Results

1. Select the stock-taking object and download the table.

2. Stock-taking Result Import

prompt: When preparing to import the inventory list of Stock-taking, please confirm that all offline received purchase orders have completed online acceptance.

Spare+Parts+Inventory+Checklist()-20230523.xlsx × ← After the inventory table is successfully imported, it will be displayed here.

5. Click "Next"

← Stock-taking

- 1 Download Stock-taking Sheet 2 Import Preview 3 Import Results

Stock-taking Object: 长胜号

Stock-taking Date: 2023-05-23

Changed Items of Stock-taking (6) Stock-taking Items (8)

No.	Responsible De...	Spares Name	Spars Type	Location Number	Equipment Info.	Storage Location	Unit	Stock quantity ...	Current Stock	Physical Qty	Inventory Over...	Remarks	ErrWarning
1	Engine Dept.	安全阀总成	P91103-0018-01 1		泵/2C150 VIB2 / 汉姆沃斯	备件库	件	8	8	9	+1		
2	Engine Dept.	轴	P91103-0018-03 5		泵/2C150 VIB2 / 汉姆沃斯	备件库	件	19	19	16	-3		
3	Engine Dept.	大螺母	P91103-0018-06 6		泵/2C150 VIB2 / 汉姆沃斯	备件库	件	10	10	13	+3		
4	Engine Dept.	大号圆柱销	M68×	36	柴油缸/ M20 / M ak	备件库	件	16	16	18	+2		
5	Engine Dept.	大号O型圈	GB5788-M12×18		柴油缸/ M20 / M ak	备件库	个	30	30	35	+5		
6	Engine Dept.	圆柱销	M28		柴油缸/ M20 / M ak	备件库	个	27	27	25	-2		

6. You can switch to view changed items and stock-taking items, and you can clearly view the status of Inventory Over/Inventory Shortage (Green is for Inventory Over/Red is for Inventory Shortage), and then click "Confirm&Import"

Stock Management

Stock-taking

After the stock-taking table is imported at step 6, there will be a record in the interface of Stock Management → Stock-taking. Users can click "add description" on the right, it supports "Export".

No.	Stock-taking List No.	Stock-taking Date	Stock-taking Object	Type	Stock-taking Items	Changed Items	Operation Time	Operator	Stock-taking Descript...	Operation
1	IA-23052301	2023-05-23	长胜号	Spare Parts	8 Items	6 Items	2023-05-23 14:20	互海科技-高限		Add Description Export
2	IA-23051601	2023-05-16	长胜号	Spare Parts	8 Items	6 Items	2023-05-16 15:38	互海科技-高限		Add Description Export
3	IA-23050501	2023-05-05	长胜号	Spare Parts	8 Items	7 Items	2023-05-05 10:21	互海科技-高限		Add Description Export

Stock Management

Stock-in Management

After the stock-taking table is imported, for inventory over, there will be a stock-in record in the interface of Stock-in Management and the stock-taking record document will be associated.

No.	Stock-in No.	Stock Type	Stock-in Type	Stock-in Object...	Stock-in Dept...	Stock-in Items	Stock-in Place	Related Docum...	Operation Time	Operator	Status	Operation
1	SI-P23052301	Spare Parts	Inventory	长胜号	Engine Dept.	4		Stock-taking Rec-ord	2023-05-23 14:20:19	互海科技-高限	Finished	Export
2	SI-P23051601	Spare Parts	Inventory	长胜号	Engine Dept.	4		Stock-taking Rec-ord	2023-05-16 15:38:24	互海科技-高限	Finished	Export

Stock Management

Stock-out Management

After the stock-taking table is imported, for inventory shortage, there will be a stock-out record in the interface of Stock-out Management and the stock-taking record document will be associated.

No.	Stock-out No.	Stock Type	Stock-out Ty...	Stock-out Obj...	Stock-out De...	Stock-out Items	Recipient	Requisitioner ...	Related Docu...	Operation Time	Operator	Status	Operation
1	SO-P23052301	Spare Parts	Inventory	长胜号	Engine Dept.	2	长胜号	Engine Dept.	Stock-taking Re-ord	2023-05-23 14:20:19	互海科技-高限	Finished	Export
2	SO-P23051601	Spare Parts	Inventory	长胜号	Engine Dept.	2	长胜号	Engine Dept.	Stock-taking Re-ord	2023-05-16 15:38:24	互海科技-高限	Finished	Export
3	SO-P23050501	Spare Parts	Inventory	长胜号	Engine Dept.	2	长胜号	Engine Dept.	Stock-taking Re-ord	2023-05-05 10:21:09	互海科技-高限	Finished	Export