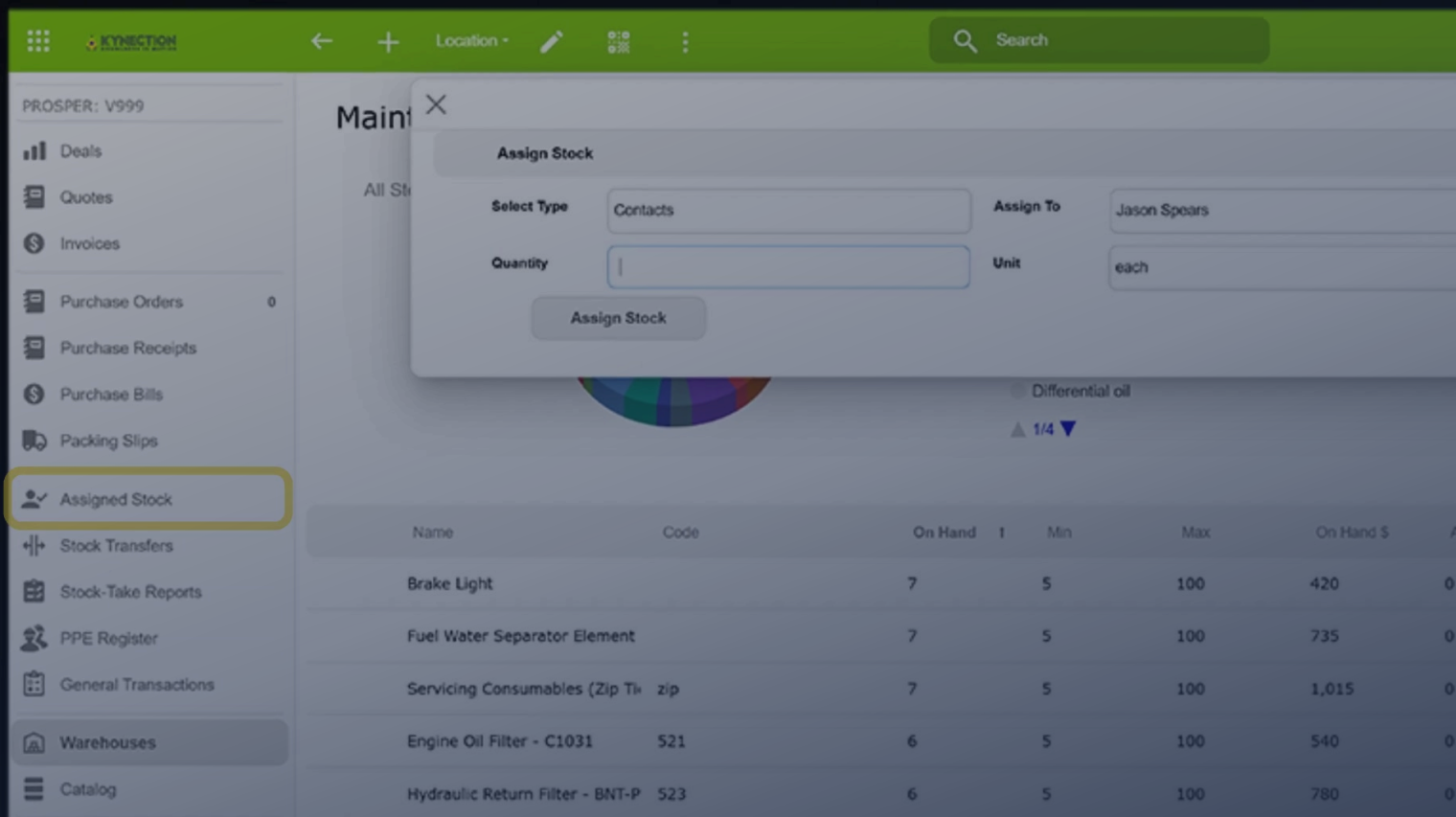




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • INVENTORY • PART 4

Run Stocktakes and *Assign Warehouse Stock*

The movements that keep inventory honest: assigning stock to jobs, projects and staff, transferring between warehouses, running an accurate stocktake, and tracking packing slips.

3 CHAPTERS

1 MIN 21 SEC

INVENTORY

WEB USERS • STORES & OPERATIONS

What this feature covers

Three stages, five steps: assigning stock, transferring it, then stocktakes and packing slips.

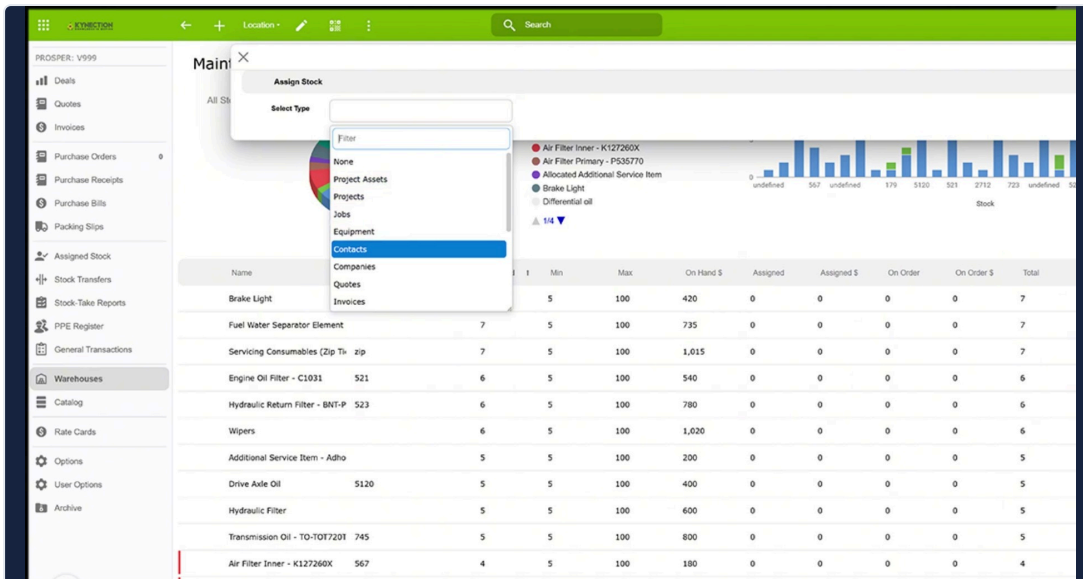
CH 01	Assign stock Issuing stock to the work or the person consuming it.	00:00–00:31
CH 02	Transfer between warehouses Moving stock without losing track of it.	00:31–00:44
CH 03	Stocktakes and packing slips Counting what is there, and recording what leaves.	00:44–01:20

- **Assignment is the audit trail.** Stock issued to a job or a person is traceable; stock that simply leaves is not.
- **Transfers keep both ends right.** Moving stock between warehouses adjusts the origin and destination together.
- **Stocktake records the variance.** The point is not just the count but the difference from the system figure.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Company names, policy numbers and dollar values are demonstration data.

Assign stock

Issuing stock to the work or the person consuming it.

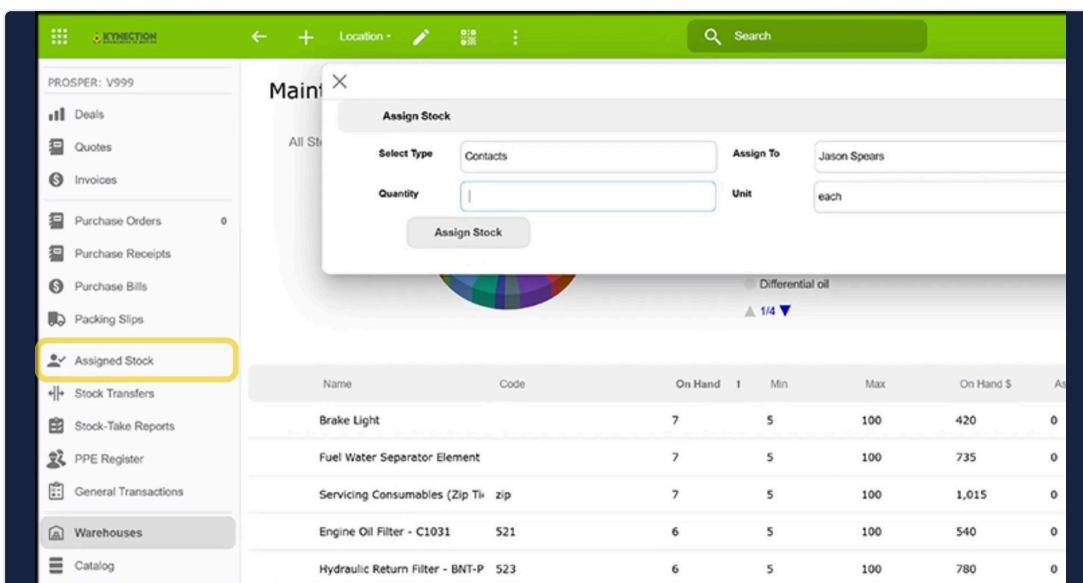


STEP 1 • 00:12 IN THE VIDEO

Assign to jobs, projects and staff

Stock is assigned out to a job, a project or a staff member, which is what keeps consumption traceable.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:27 IN THE VIDEO

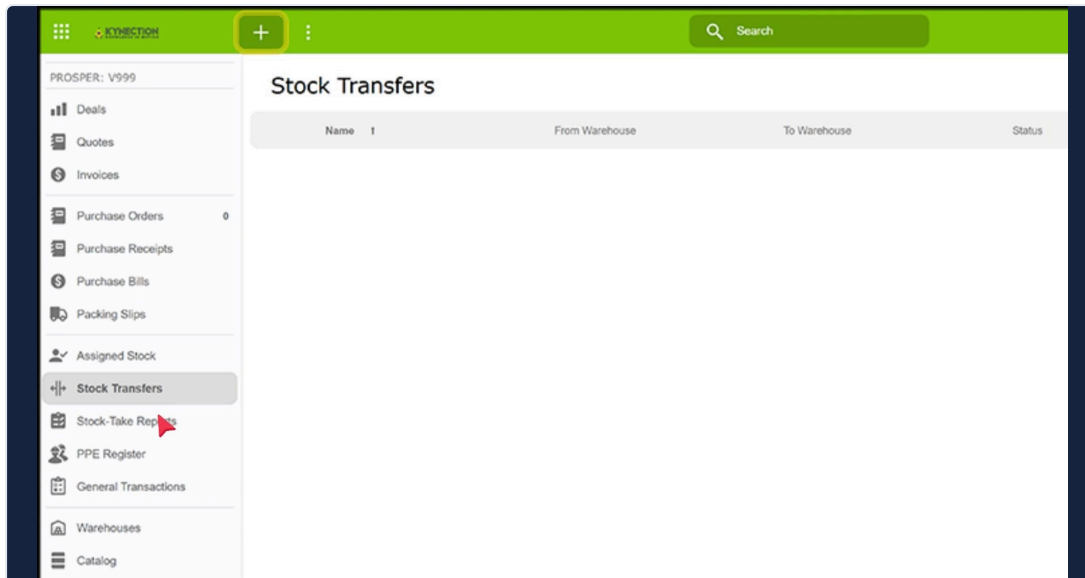
Review what is assigned

The assigned stock view shows every item currently issued out and to whom.

CHAPTER 01 • STEP 2 OF 2

Transfer between warehouses

Moving stock without losing track of it.



STEP 1 • 00:37 IN THE VIDEO

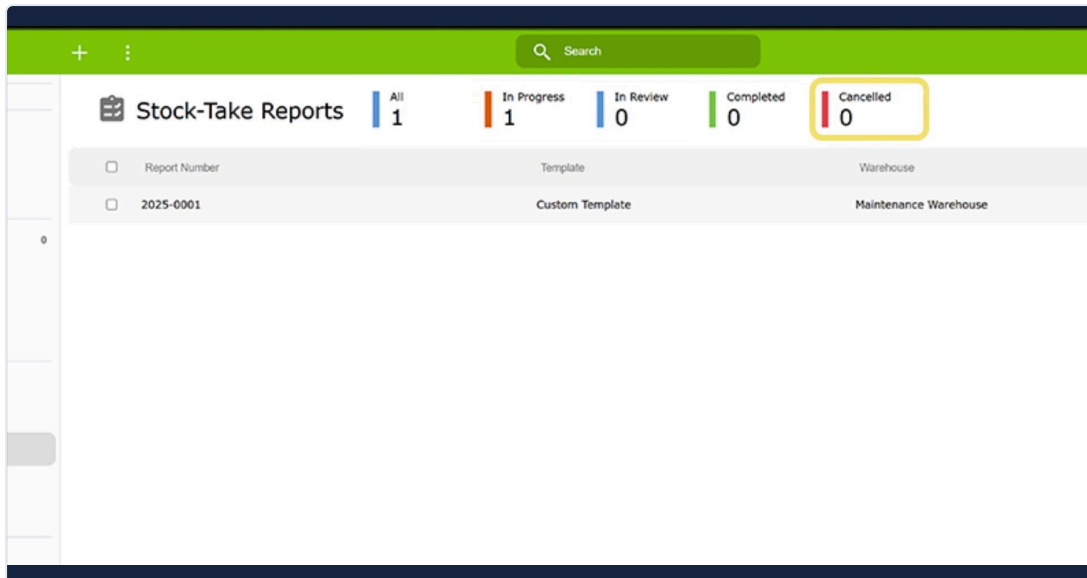
Run a transfer

A transfer moves quantities between warehouses, adjusting both locations together.

CHAPTER 02 • STEP 1 OF 1

Stocktakes and packing slips

Counting what is there, and recording what leaves.

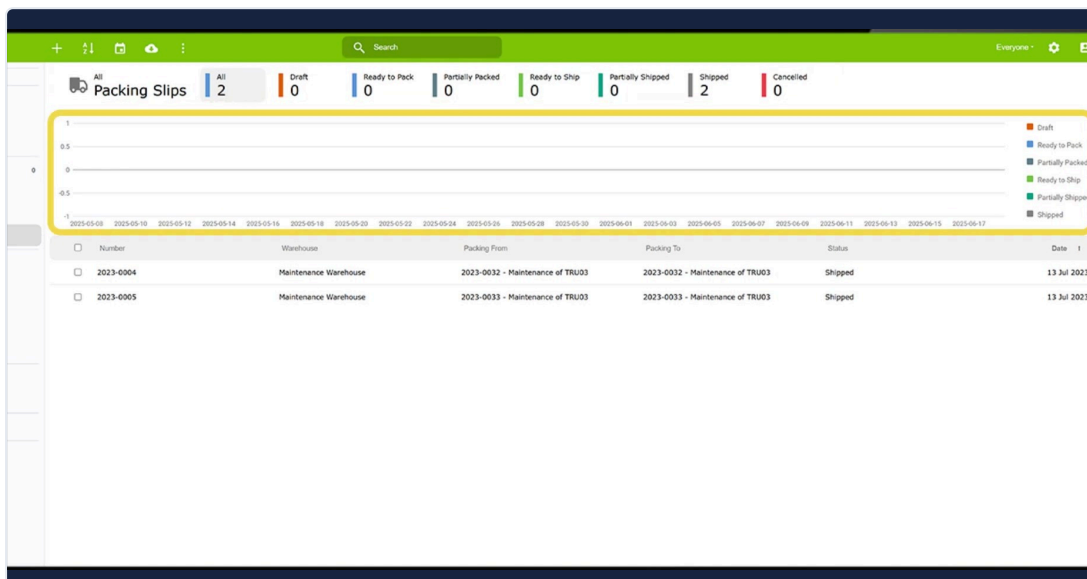


STEP 1 • 00:53 IN THE VIDEO

Run a stocktake

Stocktake reports drive a physical count and record the variance against the system figure.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 01:11 IN THE VIDEO

Track packing slips

Packing slips record what has been picked and despatched, and can be customised to your process.

CHAPTER 03 • STEP 2 OF 2

Where to go next

This guide covers one part of the module. The rest of the series covers it end to end.

BACK TO Inventory Web 03

Track warehouse stock levels and print QR codes

THE REST OF THE INVENTORY MODULE

Ask your Kynection account manager for the other guides in this series

MORE IN THIS MODULE

Inventory Web 01	Optimise your inventory and stop losing stock (module overview)
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Inventory Web 02	Set up your catalogue and warehouses
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Inventory Web 03	Track warehouse stock levels and print QR codes
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