Stock Count

Inventory · https://mountainstream.co/docs/inventory-stock-count/

Two Ways of Managing Stock Count:

1. Using the **Stock Count** window **Stock › Ingredients › List › Stock Count.**
2. **2.** Using the **Export** and **Import** functionality of Ingredients batch edit **Stock > Ingredients > List > Batch Edit.**
    - Navigate to **More › Export › Stock Take** download the latest **Stock Take** in CSV format.

[Screenshot of an inventory software interface with a purple oval highlighting “Click here to show all columns” and a purple speech bubble labeled “1. Select,” guiding users through the stock count process.]

[A dropdown menu displays More with options: Show all, Download, Import, Export (hovered), and a submenu with Ingredients and Stock count (circled in purple). A Save button and help icon are above.]

- Input the most recent stock count level in column H – **Count** according to the existing Lot numbers.
- In column F and G provide the **Date** and **Time** the stock count took place.
- Ensure that the **Unit of Measure** and **Use by** date are correct in column I and J.
- Save the file with an appropriate name.
- Navigate to **More › Import › Stock Take**, select the applicable file. You will get a **Successful Import** message if successful.

[A screenshot of an inventory management system with numbered purple arrows giving step-by-step instructions for editing, updating, and committing stock count data in the platform.]

Get Started