

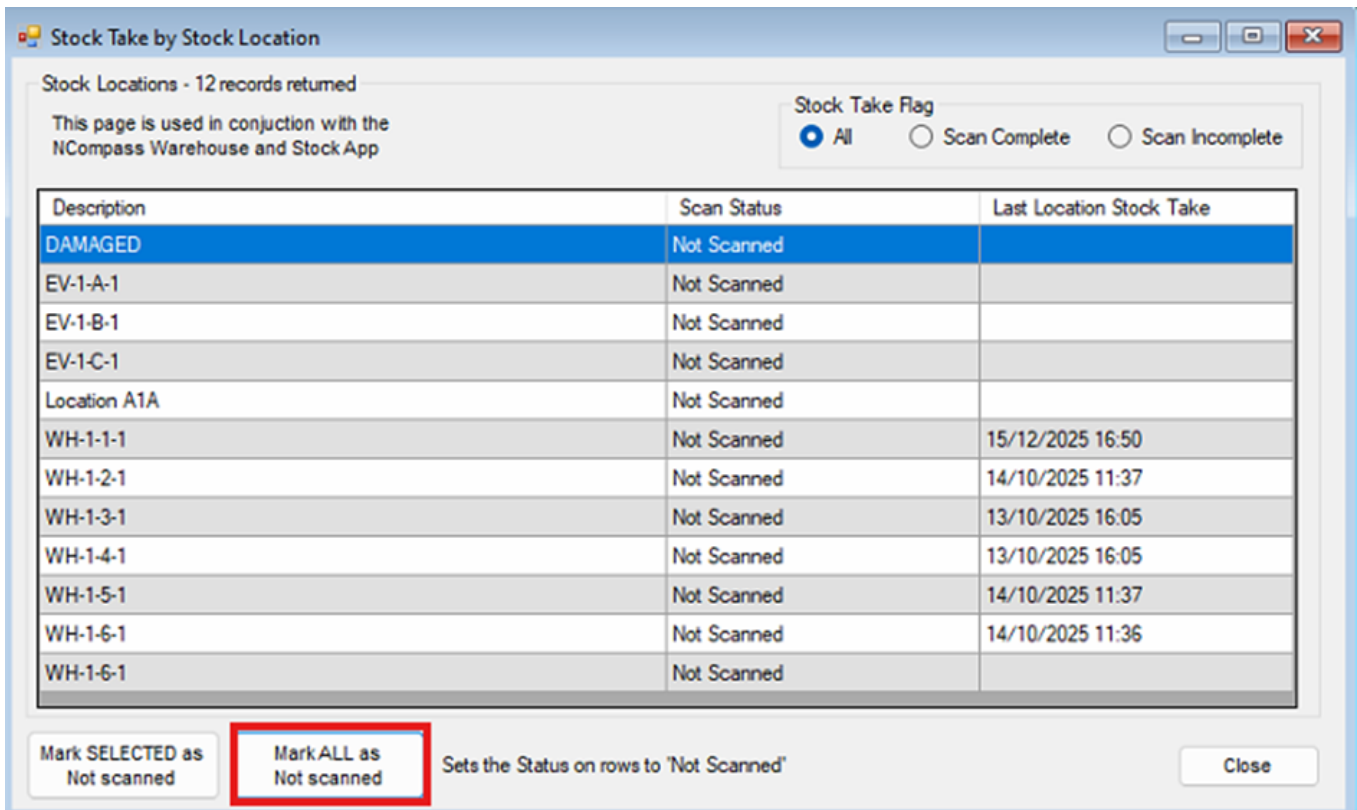
# Stock Take

## Stock Take By Location

Inside the desktop version of NCompass, navigate to **Products > Stock Count > Stock Take by Location**.

This will bring up a list of all stock locations that you currently have set up in your system, along with the last time they were stock checked.

Click the **Mark ALL as Not Scanned** button to set the scan status of all locations to *Not Scanned*. This will help you track which stock locations still need to be scanned as you undertake your stock take.



Stock Take by Stock Location

Stock Locations - 12 records returned

This page is used in conjunction with the NCompass Warehouse and Stock App


Stock Take Flag  
 All  Scan Complete  Scan Incomplete







Description	Scan Status	Last Location Stock Take
DAMAGED	Not Scanned	
EV-1-A-1	Not Scanned	
EV-1-B-1	Not Scanned	
EV-1-C-1	Not Scanned	
Location A1A	Not Scanned	
WH-1-1-1	Not Scanned	15/12/2025 16:50
WH-1-2-1	Not Scanned	14/10/2025 11:37
WH-1-3-1	Not Scanned	13/10/2025 16:05
WH-1-4-1	Not Scanned	13/10/2025 16:05
WH-1-5-1	Not Scanned	14/10/2025 11:37
WH-1-6-1	Not Scanned	14/10/2025 11:36
WH-1-6-1	Not Scanned	

Mark SELECTED as Not scanned **Mark ALL as Not scanned** Sets the Status on rows to 'Not Scanned' Close



## Stock Take Detailed Mode

On the warehouse scanner, click the burger menu in the top right of the screen to open the menu. Then click the **Stock Take** option to start undertaking your stock take.


**NCompass** 

-  Home
-  Goods in
-  Manual store
-  Bulk move
-  Stock bins
-  **Stock take**

You will now need to scan the stock location that you wish to undertake a stock take on. This will populate all the stock numbers that are currently stored in this location and that you would expect to find.

 **Stock take** 

Scan stock number or pallet...

**WH-1-1-1** 

Bosch DWK67EM60B 60cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights. Stock number: 5103100001	<input type="checkbox"/>
Bosch DWK67EM60B 60cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights. Stock number: 5103100002	<input type="checkbox"/>
Bosch DWK67EM60B 60cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights. Stock number: 5103100003	<input type="checkbox"/>
Bosch DWK67EM60B 60cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights. Stock number: 5103100004	<input type="checkbox"/>
Bosch DWK87EM60B 80cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights. Stock number: 5108100002	<input type="checkbox"/>

**SUMMARY MODE** **CANCEL** **SAVE**

You will now need to start scanning the stock numbers that are physically sitting inside that location in the warehouse.

Once you have started a stock take, you must ensure that you scan all items in that location. If you complete a stock take halfway through scanning, you will need to restart the stock take and scan all items inside the physical location again.

As you scan the stock numbers, the warehouse app will tick off the stock numbers as they are scanned. You will be able to see how many stock numbers have been scanned in this location by the number next to the small barcode icon.

Any items that remain unticked are items that the system expects to be in this location but are not physically there.

Once all stock numbers that are physically in that location have been scanned, click **Save** to complete the stock take.

Stock take

Scan stock number or pallet...

WH-1-1-1 15

Bosch DWK87EM60B 80cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights.  
Stock number: 5108100002

Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4  
Stock number: 5147100001

Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4  
Stock number: 5147100002

Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4  
Stock number: 5147100003


Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4  
Stock number: 5147100004

CANCEL SAVE


Any items that were expected in that stock location but were not scanned during the stock take will be moved to a temporary **\*\*Missed During Stock Take\*\*** location to be dealt with at

a later point.

Any items that are stored in another location but are scanned during the stock take are automatically moved to the location where the stock take is being conducted.

☰ Stock take 

Scan stock number or pallet...

**WH-1-1-1**  15

Bosch DWK87EM60B 80cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights.   
Stock number: 5108100002

Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4   
Stock number: 5147100001

Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4   
Stock number: 5147100002

Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4   
Stock number: 5147100003

Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4   
Stock number: 5147100004

[CANCEL](#) [SAVE](#)

## Stock Errors

During your stock take, you may encounter a stock error. This occurs when a stock number that has been scanned is marked as not physically in stock in the warehouse. This is most likely due to the wrong stock number being marked as delivered to a customer.

Errors storing items ×

Items not in stock:

Bosch BBH3230GB Flexxo BBH3230GB 2in1  
Cordless Upright Vacuum Cleaner - 50 Minute  
Run Time  
Stock number: 1143100012  
**Item is not in stock**

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[PRINT LABELS](#)

We suggest that you print two stock error labels for each stock error and physically remove the item with the stock error from the bay. You will then need to stick one of the stock error labels directly over the existing stock number to indicate that the stock number for this product needs to be amended.


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## Summary Stock Take Mode

If you store multiple units of the same item within a stock location, you can undertake a stock take using summary mode. To enter summary mode, click the **Summary Mode** button at the bottom left of the screen after selecting a location to undertake your stock take on.

 **Stock take** 

Scan stock number or pallet...

**WH-1-1-1**  0

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Bosch DWK67EM60B 60cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights.   
Stock number: 5103100001

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Bosch DWK67EM60B 60cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights.   
Stock number: 5103100002

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Bosch DWK67EM60B 60cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights.   
Stock number: 5103100003

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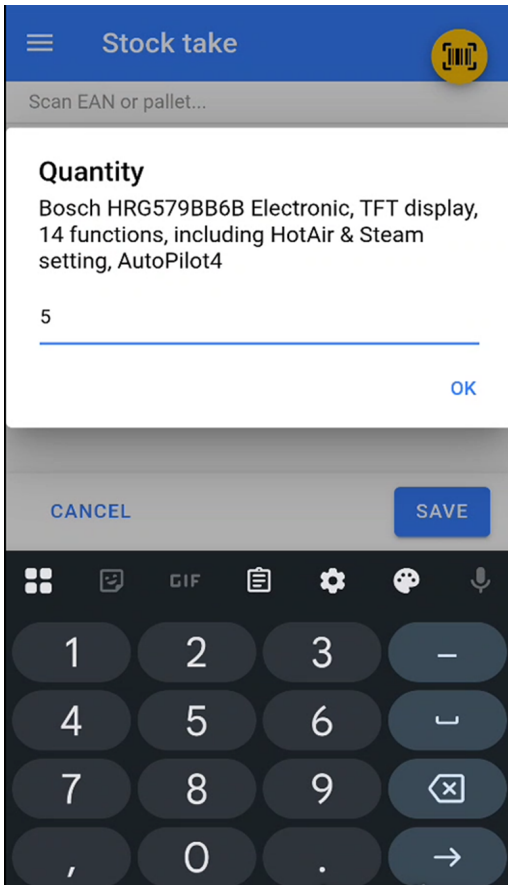
Bosch DWK67EM60B 60cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights.   
Stock number: 5103100004

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Bosch DWK87EM60B 80cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights.   
Stock number: 5108100003

**SUMMARY MODE** CANCEL SAVE


This will display a blank list ready for you to populate. During the summary stock take, you will need to scan the EAN of the product you wish to count. Once the EAN has been scanned, enter the quantity of the item that has been counted in the physical location.



Once you have scanned and entered the quantity for all items within the location, click **Save** to complete the stock take.

 **Stock take** 

Scan EAN or pallet...

**WH-1-1-1**  0

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Bosch HRG579BB6B Electronic, TFT display, 14 functions, including HotAir & Steam setting, AutoPilot4

Short code: 18471  
EAN: 4242005332151  
Quantity: 5

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Bosch DWK87EM60B 80cm, Single Glass Pane Design, Angled Glass Wall Hood, Touch Control, LED Lights.

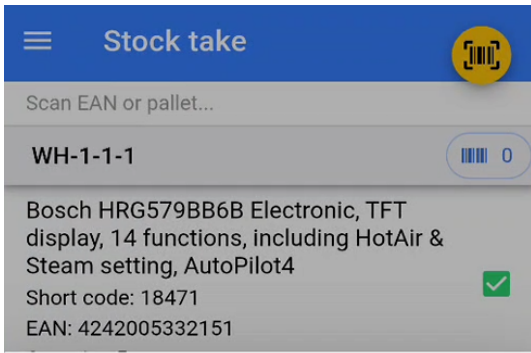
Short code: 18081  
EAN: 4242005199730  
Quantity: 4

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**CANCEL** **SAVE**

If the items and quantities entered match what is already stored in that location, the stock take will be completed.

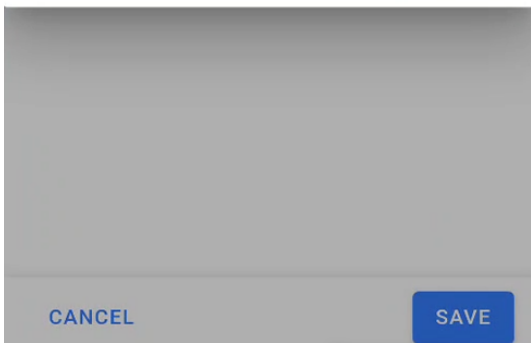
If the items and quantities differ from what is already stored in that location, the warehouse scanner will warn you and prompt you to undertake a detailed stock take to identify where the discrepancies lie.



### Switch to detailed mode?

The quantities scanned don't match what was expected. Please perform a detailed stock take to identify the error(s).

[CANCEL](#) [DETAILED MODE](#)



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# Stock Reports by location

In NCompass navigate to Reports > Stock > Current Stock.

### Stock Report

**Report Style**

Detailed by Branch, Stock Location, Product

Preview

Print

Close

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**Options**

Items from group: [All Items]

Only this Manufacturer:

Include Main Stock

Include Second-Hand Stock

Include Stock Sold But Not Delivered to Customer

Include Fully-Tracked Items

Count-only items: [Include All]

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Only Branches in the range...

From: To:

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**Other Filters**

Department: [Service]  Include children

Stock Room:

Date received: is on or after [01/01/1980] and on or before [11/08/2021]

Stock Location: [Items Missing during Scanner StockTake]

Show Expired

Then select one of the report styles that include location. You can also limit the report to just a single location.

There is a missing location **\*\*'Items missing during scanner stock take'.** This location will show all items which were missing during a details stock take.

Limited		<i>Stock Detailed by Branch, Stock Location, Product</i>						
NCompass Advanced Retail		11 August 2021						
Amazon FBA Stock Location	Product	Main Stock	Amazon FBA	Invoice Cost Ex	Quantity	Cost Ex	Unit Retail Inc	Expired?
	Samsung UE65AU8000KXXU 65" Crystal UHD 4K HDR Smart TV							
[Goods In Holding]	5185700005	OH5Y3HWR400085	28/04/2021 28042021	£611.19	1.00	£ 611.19	£839.00	
[Goods In Holding]	5185700006	OH5Y3HWR400084	28/04/2021 28042021	£611.19	1.00	£ 611.19	£839.00	
[Goods In Holding]	5185700007	OH5Y3HWR400079	28/04/2021 28042021	£611.19	1.00	£ 611.19	£839.00	
[Goods In Holding]	5185700008	OH5Y3HWR400086	28/04/2021 28042021	£611.19	1.00	£ 611.19	£839.00	
	Samsung UE65TU7020 65" Hdr 4K Smart TV With Apple TV							
[Goods In Holding]	5126300033	OGY23HDR400722	05/05/2021 .	£464.49	1.00	£ 464.49	£629.00	
[Goods In Holding]	5126300041	OGY23HIR401961	12/05/2021 12052021	£428.49	1.00	£ 428.49	£629.00	
	Samsung UE75TU8000 4K Smart HDR Voice Assist TV Plus, Smart Things App							
[Goods In Holding]	5151200030	OF4S3HKN901500	14/10/2020 14102020	£622.28	1.00	£ 622.28	£978.00	
[Goods In Holding]	5151200035	OF4S3HKN901471	14/10/2020 14102020	£622.28	1.00	£ 622.28	£978.00	

# Scan History

If you need to check where an item has been stored, you can search for the item via product enquiry, then click on item history.

Date	Assignment	Details
24/06/2021	Stock	Winsford: Stock
24/06/2021	Supplier Invoice	Invoice Number: 48823 at €842.31
24/06/2021	Goods In	Delivered from Soloco with reference 24062021
11/05/2021	Purchase Order	Purchase Order 103250 (not requested) - Delivered

Its current location is shown along with the date it was scanned at that location

If you click the location history button, you will get a history of the locations the item has been stored in.

The initial location 'Goods in holding' may not have been scanned, it's the default location, item are placed in this location if none has been specified at goods in or since.

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Updated 2025-12-23 15:03:58 UTC by Ben Barter