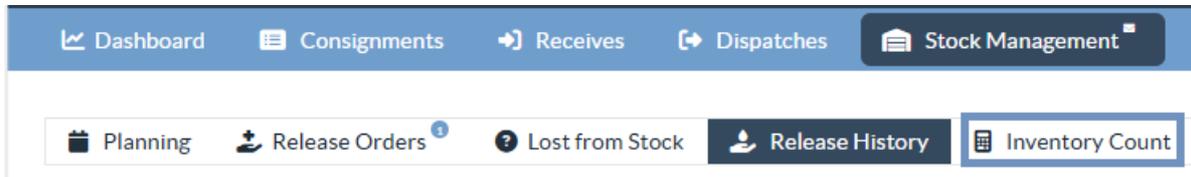


库存清点

该功能使 RITA 用户能够通过 RITA 直接进行和管理实物盘点。只需点击 "库存管理选项卡" 中的 "库存盘点" 即可。



在 "库存盘点" 选项卡中，操作员默认将看到过去进行的所有盘点的列表，并能打印这些盘点的结果。显示筛选器"选项可帮助 RITA 操作员轻松搜索过去的库存，并使用寄售编号、库存盘点日期和其他相关属性生成历史记录。

打印库存盘点表

该选项使 RITA 操作员能够打印库存盘点表，其中包含需要进行实物盘点的任何仓库位置的物品清单。打印库存盘点表可使仓库或项目经理使用打印的盘点表直接进行 "离线" 盘点。



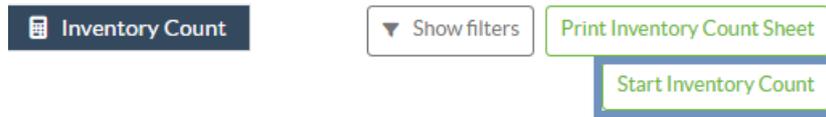
打印的库存盘点表具有 "盲点" 功能，点击该功能，管理人员只能打印存储在仓库中的寄售项目清单，而无需进行项目盘点。

Description		Consignment	Good condition	Damaged Condition	Item Count	Comments
ACTED						
Food Security - food parcel		805-1240-1				
General Operations - Motor		805-1240-2				
Logistics - MSU		805-1407-1				
Logistics - Prefab		805-1407-2				
Education - Shoes		805-1417-1				
Health - Mosquito Nets		805-1701-1				
Action Against Hunger						
WASH - Hygiene kit		805-1256-1				
Catholic Relief Services						
Logistics - DHE3EL Fuel		805-1853-1				
Food Security - food baskets		805-1716-1				
Christian Recovery and Development Agency						
Health - Amoxicillin PD		805-1648-1				
Protection - Mosquito Nets		805-1648-2				
Medicines - Therapeutic Sprays		805-1648-3				
Medicines - Therapeutic P-100		805-1648-4				
International Organization for Migration						
Shelter - Rubber rope		805-1606-1				
Shelter - Plastic Sheet		805-1606-2				
Shelter - Blankets		805-1606-3				
Shelter - Mosquito net		805-1654-1				
Shelter - Blankets		805-1654-2				
Count Conducted By		Count Certified By				
Date		Date				

开始盘点

通过该选项，RITA 操作员可以按照步骤使用 RITA 实物盘存进行库存盘点。库存盘点的简要步骤如下：

步骤 1： 点击 RITA 右上方的 "开始库存盘点"选项



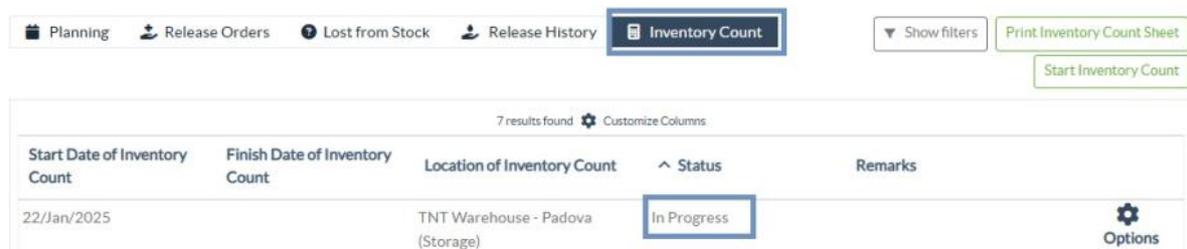
第 2 步： 选择库存盘点的仓库，并选择实物盘点的开始日期。

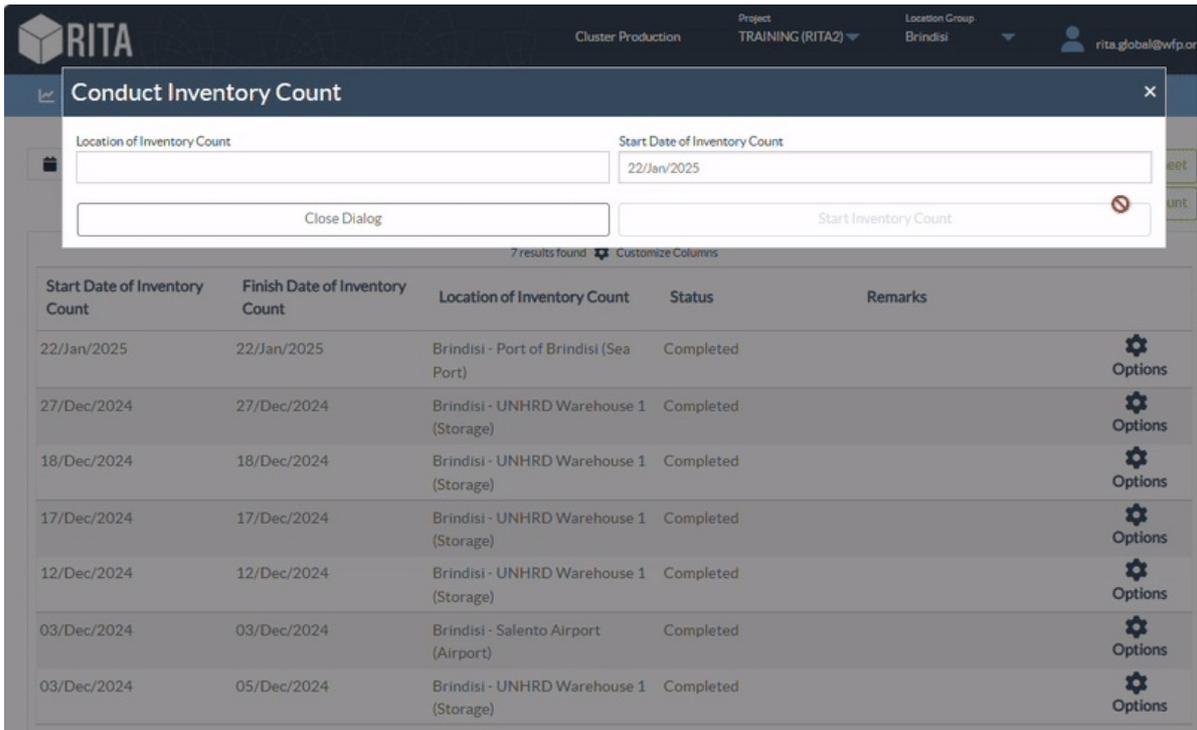
选择库存盘点的仓库后，该仓库的所有交易都将暂停。这样仓库团队就可以进行完整的盘点。如果仓库中存在计划转移或承诺库存，则无法进行库存盘点。

RITA 操作员在库存盘点当天不能在 RITA 中执行任何交易，即使在盘点结束后也是如此。他们必须等到第二天才能在 RITA 中进行更新。此外，RITA 操作员不能对库存盘点前发生的交易进行对账。不允许在盘点日期之前在存储位置发送或接收任何货物。

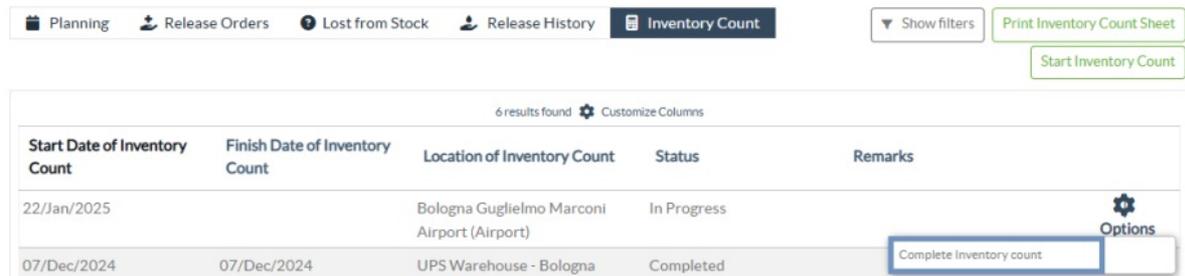


第 3 步： RITA 将显示仓库中所有物品的清单及其在系统中的现有库存。操作员可点击"开始库存盘点"开始实物盘点。库存盘点的状态将变为"进行中"。





步骤 4： 进行实物盘点后，操作员必须选择 "完成库存盘点"。



注意： 完成库存盘点需要输入盘点结果。在小型仓库或有可靠互联网连接的仓库，通常可以直接通过网络界面进行盘点。不过，在大多数情况下，库存盘点将基于 "离线" 纸质库存盘点表的结果。根据存储地点的规模和存储的独特物品数量，更新实际库存数量可能需要相当长的时间。理想情况下，只有获得授权的管理员才能输入最终数字。

General Remarks on Inventory
Warehouse is not maintained properly, next inventory county to be done in one month.

Sender Organization	Consignment Line	Available Quantity	Counted In Good Condition <small>x reset quantities</small>	Counted In Damaged Condition	Line Item Comments
ACTED	VEN-0023 - 1: Nutrition - Plumpy Sup	Good Condition: 225000 Each	225000 <small>↔ Each</small>	0 <small>↔ Each</small>	
ACTED	VEN-0023 - 2: Nutrition - Amoxicillin <small>💡</small>	Good Condition: 1080 Each	1000 <small>↔ Each</small>	0 <small>↔ Each</small>	
ACTED	VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs <small>📅 31/Dec/2022</small>	Good Condition: 1000 Bulk (kg)	500 <small>↔ Bulk (kg)</small>	500 <small>↔ Bulk (kg)</small>	Item is expired and needs to be removed

Reasons for Losses
It seems there was a miscalculation during the last dispatch; we need to check the dispatch waybills and reconcile the stock.

Print Loss Report

步骤 5：弹出框允许 RITA 操作员输入物品的实物清点数量。用户可以输入完好和损坏物品的数量以及任何注释。RITA 系统将自动计算剩余物品的损失。操作员还可以输入库存的整体备注。此外，在报告损失时，会出现一个注释框，允许用户提供损失的原因。再点击损失报告，系统会自动生成一份损失报告。

最后，点击"完成盘点"，将实物盘点状态更改为"已完成"。

General Remarks on Inventory
Warehouse is not maintained properly, next inventory county to be done in one month.

Sender Organization	Consignment Line	Available Quantity	Counted In Good Condition <small>x reset quantities</small>	Counted In Damaged Condition	Line Item Comments
ACTED	VEN-0023 - 1: Nutrition - Plumpy Sup	Good Condition: 225000 Each	225000 <small>↔ Each</small>	0 <small>↔ Each</small>	
ACTED	VEN-0023 - 2: Nutrition - Amoxicillin <small>💡</small>	Good Condition: 1080 Each	1000 <small>↔ Each</small>	0 <small>↔ Each</small>	
ACTED	VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs <small>📅 31/Dec/2022</small>	Good Condition: 1000 Bulk (kg)	500 <small>↔ Bulk (kg)</small>	500 <small>↔ Bulk (kg)</small>	Item is expired and needs to be removed

Reasons for Losses
It seems there was a miscalculation during the last dispatch; we need to check the dispatch waybills and reconcile the stock.

Print Loss Report

6 results found [Customize Columns](#)

Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks	Options
22/Jan/2025		Bologna Guglielmo Marconi Airport (Airport)	In Progress		Options
07/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna (Storage)	Completed		Options
07/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna (Storage)	Completed		Options
03/Dec/2024	03/Dec/2024	TNT Warehouse - Padova (Storage)	Completed		Options
29/Nov/2024	03/Dec/2024	TNT Warehouse - Padova (Storage)	Completed		Options
03/Oct/2024	29/Nov/2024	TNT Warehouse - Padova (Storage)	Completed		Options

步骤 6：系统将保留所有先前盘点的记录，用户可以生成报告，以备将来之需。

Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks	Options
22/Jan/2025	22/Jan/2025	Brindisi - Port of Brindisi (Sea Port)	Completed		Options
22/Jan/2025	22/Jan/2025	San Vito - UNHRD Warehouse 2 (Storage)	Completed		Options

Print Final Inventory Count Report
Print Total Loss Report
Print Owner Loss Report



选择一个仓库进行实物盘点时，该仓库的所有交易都将暂停，以便仓库团队进行全面盘点。如果仓库中存在计划转移或承诺库存，则无法进行库存盘点。