## 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。

🗠 Dashboard	Consignments	Receives	<ul> <li>Dispatches</li> </ul>	📄 Stock Management	J
i Planning	Release Orders <sup>1</sup>	2 Lost from Stock	👃 Release I	History 🗐 Inventory Coun	it

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。

Print Inventory Count Sheet	×
Location of Inventory Count Brindisi - UNHRD Warehouse 1 (Storage) Puglia - Brindisi	
Blind Count	
Close Dialog Print Inventory Count Shee	t

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。

<b>P</b> RITA	Inventory Count Sheet			https://rita.logcluster.org
Date Physical Inventory Conducted	Warehouse Location Norse			Project Name
	Brindiai - Salento Aimort			TRAINING (RITA2)
Remarks	Distant - Sarcias Aspect			TRAINERO (RETAL)
			Item Count	
		Good condition		
	ACTED			
Food Security - food parcel	BDS 1240-1			
General Operations - Motor	BDS-1240-2			
Loginics - MSU	BDS-1407-1			
Loginics - Prefab	BDS-1407-2			
Education - Shoes	BDS-1417-1			
Health - Mosquito Nets	BDS-1701-1			
WASH - Hygime kit	Action Against Hunger			
	Catholic Relief Services			
Logistics - DIESEL Fuel	BDS-1655-1			
Ford Security - ford baskets	BDS-1716-1			
	Christian Recovery and Developmen	t Agency		
Health - Amoxicillin PD	BOS-1648-1			
Protection - Mosquito Nets	BDS 1948 2			
Nutrition - Therapeutic Spreads	BDS-1648-3			
Nutrition - Therapeutic F-180	BDS-1548-4			
	International Organization for Mi	gration		
Sheltor - Rubber rope	BDS 1606-1	1		
Shelter - Plastic Sheet	BDS 1606-2			
Shelter - Illankets	IDS-1606-3			
Shelter - Mosquito nim	BDS-3654-1			
Shelter - Blankets	BOS-1854-2			
Count Conducted By	Courti Cortiflad By			
Contraction 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

Inventory Count	▼ Show filters	Prin	t Inventory Count Sheet
			Start Inventory Count

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。

Conduct Inventory Count		×
Location of Inventory Count	Start Date of Inventory Count	
	22/Jan/2025	
	Start Inventory Count	
Brindisi - UNHRD Warehouse 1 (Storage) Puglia - Brindisi		
Brindisi - Port of Brindisi (Sea Port) Puglia - Brindisi		
San Vito - UNHRD Warehouse 2 (Storage) Puglia - Brindisi		
Brindisi - Salento Airport (Airport) Puglia - Brindisi		

**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"。** 

曽 Planning 🏾 🍰 Relea	ase Orders October St	tock 🕹 Release History	Inventory Count	▼ Show filters	Print Inventory Count Sheet Start Inventory Count
		7 results found 🏚 Custo	omize Columns		
Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	∧ Status	Remarks	
22/Jan/2025		TNT Warehouse - Padova (Storage)	In Progress		Options

<b>PRITA</b>		Cluster Pro	duction	Project TRAINING (RITA2) 🔝	Location Group Brindisi	rita.global@wfp.c
Conduct Inve	ntory Count					×
Location of Inventory Cou	int	Sta	rt Date of Invento	ry Count		
-		22	2/Jan/2025			eet
	Close Dialog					
		7 results found 🐺 Cust	tomize Columns			
Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	R	emarks	
22/Jan/2025	22/Jan/2025	Brindisi - Port of Brindisi (Sea Port)	Completed	3		Options
27/Dec/2024	27/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	1 Completed	i		Options
18/Dec/2024	18/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	1 Completed	1		Options
17/Dec/2024	17/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	1 Completed	i		Options
12/Dec/2024	12/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	1 Completed	1		Options
03/Dec/2024	03/Dec/2024	Brindisi - Salento Airport (Airport)	Completed	i.		Options
03/Dec/2024	05/Dec/2024	Brindisi - UNHRD Warehouse (Storage)	1 Completed	i .		Options

## 步骤4:进行实物盘点后,操作员必须选择"完成库存盘点"。

🗋 Planning 🏼 🕹 Relea	ase Orders O Lost from St	tock 🍰 Release History	Inventory Count	Show filters     Print Inventory Count Shee     Start Inventory Court
Start Date of Inventory	Finish Date of Inventory	6 results found 🎄 Custo	mize Columns	
Count	Count	Location of Inventory Count	Status	Remarks
22/Jan/2025		Bologna Guglielmo Marconi Airport (Airport)	In Progress	Options
07/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna	Completed	Complete Inventory count

**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人员才能输入最终数字。

General Remarks on Inventory	/				
Warehouse is not maintained	d properly, next inventory county t	o be done in one month.			
Sender Organization	Consignment Line	Available Quantity	Counted In Good Condition	Counted In Damaged Condition	Line Item Comments
ACTED	VEN-0023 - 1: Nutrition - Plumpy Sup	Good Condition: 225000 Each	225000 7 Each	0 🔁 Each	
ACTED	VEN-0023 - 2: Nutrition - Amoxicillin 🏺	Good Condition: 1080 Each	1000 🤁 Each	0 🤁 Each	
ACTED	VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs 31/Dec/2022	Good Condition: 1000 Bulk (kg)	500	500 🤁 Bulk (kg)	Item is expired and needs to be removed
Reasons for Losses It seems there was a miscalo	ulation during the last dispatch; we	e need to check the dispatch way	bills 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	/ d properly, next inventory county t	o be done in one month.			
Sender Organization	Consignment Line	Available Quantity	Counted In Good Condition	Counted In Damaged Condition	Line Item Comments
ACTED	VEN-0023 - 1: Nutrition - Plumpy Sup	Good Condition: 225000 Each	225000 <b>≓</b> Each	0 <mark>ដ</mark> Each	
ACTED	VEN-0023 - 2: Nutrition - Amoxicillin 🥊	Good Condition: 1080 Each	1000 <b>ដ</b> Each	0 <b>≓</b> Each	
ACTED	VEN-0023 - 3: Food Security - Sorghum bags of 50 Kgs 31/Dec/2022	Good Condition: 1000 Bulk (kg)	500 🤁 Bulk (kg)	500 🔁 Bulk (kg)	Item is expired and needs to be removed
Reasons for Losses It seems there was a miscalo Print Loss Report	ulation during the last dispatch; we	need to check the dispatch way	bills and reconcile the stock.	]	

Z Dashboard 🔳 Co	nsignments •) Receives	Dispatches	ck Management 📰	Reporting	anna geodailigiwith
🎽 Planning 🏾 🍰 Relea	e Orders 🛛 🛛 Lost from St	ock 🍰 Release History 🚦	Inventory Count	<b>Y</b> Show filters	iventory Count Shee Start Inventory Coun
		6 results found 🏚 Custo	mize Columns		
Start Date of Inventory Count	Finish Date of Inventory Count	Location of Inventory Count	Status	Remarks	
2/Jan/2025		Bologna Guglielmo Marconi Airport (Airport)	In Progress		Coptions
07/Dec/2024	07/Dec/2024	UPS Warehouse - Bologna (Storage)	Completed	Complete Inventory count	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	
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	Print Final Inventory Count Repor	Options t
				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。