

Gearbox lets you print a report to conduct a stocktake, or you can enter stock adjustments directly into Gearbox. To print a hard copy of the Stocktake Report, navigate to Parts, then click on [Reports](#) to locate the StockTake Report. The report has a blank column at the far right hand side for recording physical stock level counts.

**Stocktake Report**

Groups: All Groups  
SubGroups: All SubGroups

Part Number	Description	Supplier	Bin #	Stock Level	Count
1187	Oil - engine CJ4	Fleetguard		1023	
123ABCd	Mudflaps	Brown & Hurley		278	
20972915	Volvo Air Dryer Filter	Volvo Truck & Bus	A1A1	5	
8597GO56	Safety Vests Large	AIT		5	
9318690004538	Super Greens	Action Communication		1	
AS2474	Filter - Adblue Air	Fleetguard		0	

Stock levels can be updated on the Stock Levels screen by clicking on the Add Adjustment button on the relevant part row.

**Current Stock**

Groups: All Groups | Sub Groups: All Sub Groups

New Part
All Parts: 109
Stocktake Parts: 26
Reorder Parts: 6
Non-Stocktake: 83
Consumables: 9
Labour Codes: 4
Print

Part Number	Description	Price	Supplier	Bin	Stocktake	StockLevel	Update
1187	Oil - engine CJ4	\$5.75	Fleetguard		✓	1023	+ Add Adjustment
123ABCd	Mudflaps	\$25.00	Brown & Hurley		✓	278	+ Add Adjustment
20972915	Volvo Air Dryer Filter	\$50.00	Volvo Truck & Bus	A1A1	✓	5	+ Add Adjustment
8597GO56	Safety Vests Large	\$12.50	AIT		✓	5	+ Add Adjustment
9318690004538	Super Greens	\$45.00	Action Communication		✓	1	+ Add Adjustment