

# Gold Parts App - Check

## Product Manual



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## 1. INTRODUCTION

The Stock Check feature lets you conduct inventory checks directly in the app, completely replacing the old manual process. No more printing lists or spending hours on administration — everything is digital and updates automatically in the software. This means your stock counts are faster, more accurate, and fully integrated, giving your team more time to focus on customers and operations. It's a simple, modern way to keep your inventory under control. Get started by following this guide - it only takes a few easy steps!

## 2. PERFORMING A STOCK CHECK FROM START TO FINISH

Learn how to use the app to carry out Stock Checks, reducing manual effort and improving accuracy.

### 2.1 Create a Stock Extract in Gold

A stock extract must be created in Gold each time you want to perform a Stock Check.

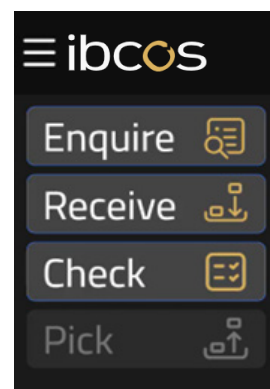
1. Navigate to **Parts Control > Stock Check > Stock Check Extract**
2. Use our **chart below** to fill in the details for your stock extract.
3. Press **F2** to complete the stock extract.
4. **Make a note** of the **stock check number** generated and sent to Parts App.

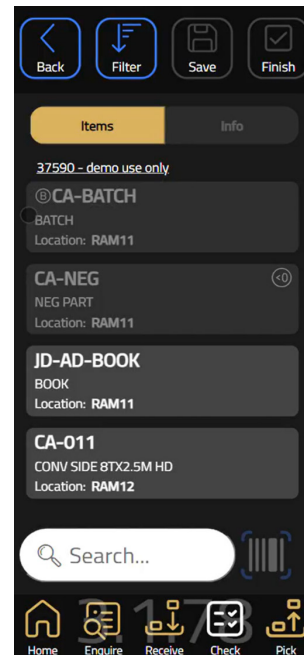
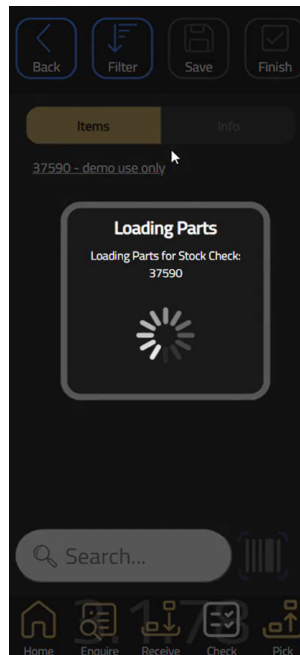
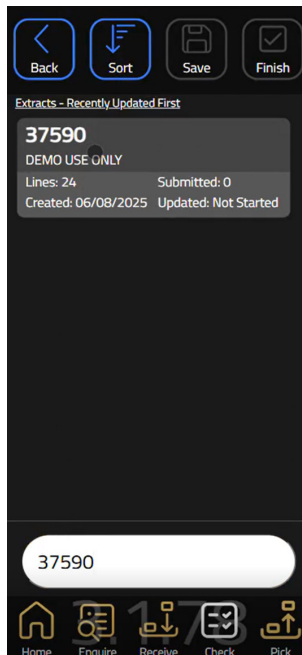
Field	Entry
Extract By	Bin Location
From Location	Enter a from bin location if required such as RAM11
To Location	Enter a to bin location if required such as RAM21
Stock Check Description	Enter a description

### 2.2 Execute the Stock Check in Parts App

Once a stock extract has been created in Gold, follow the steps below to begin the stock check.

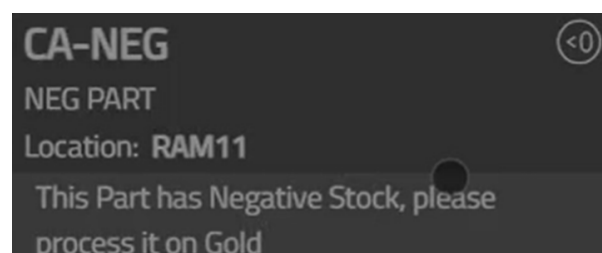
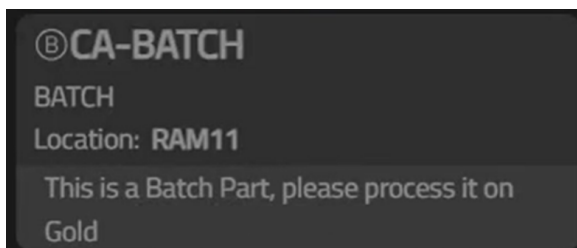
1. Open **Parts App** and **log in**.
2. Select **Check**.
3. A list of stock checks currently open in Gold will appear. Locate the **stock check reference number** or search for it in the **search bar**.
4. **Select** the **stock check** to open it.





### Did you know?

Some parts may be disabled. Selecting the part will display further details. Batch Parts and Negative Stock are not compatible with Parts App and will need to be processed in Gold.



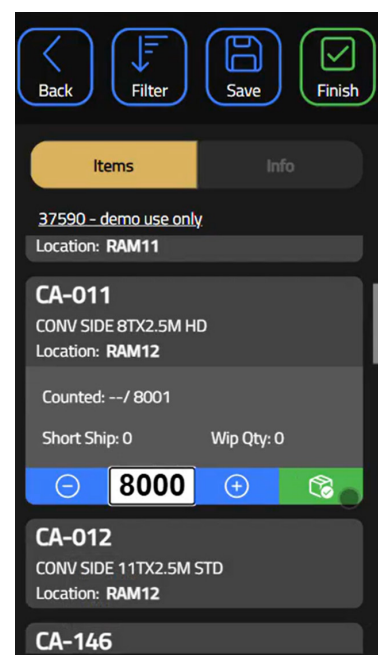
5. You will be able to view a list of parts with Part Number, Description and Location information.

6. Select the **first part** you'd like to perform the stock check for.

7. Variation Information is shown next to Counted field as well as Short Ship and Wip Quantities.

8. Use the **plus** and **minus** buttons to record stock count or enter the quantity in the number field.

9. Select the **green confirmation** button to save the updated stock count.



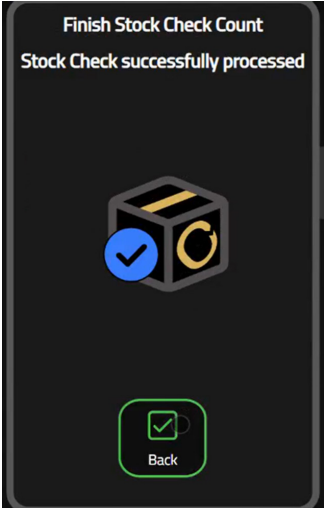
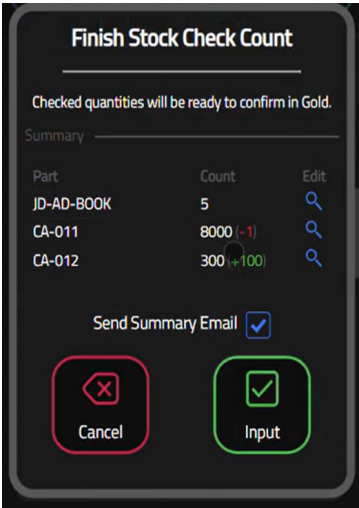
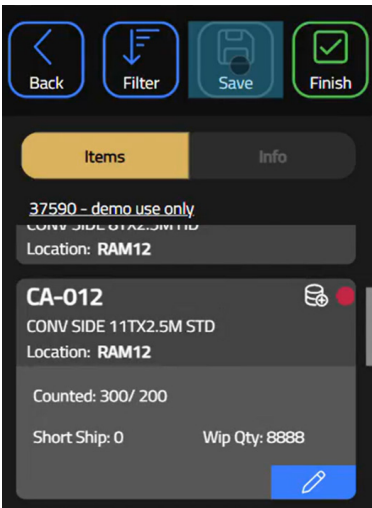
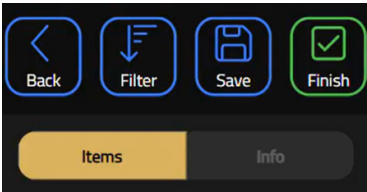
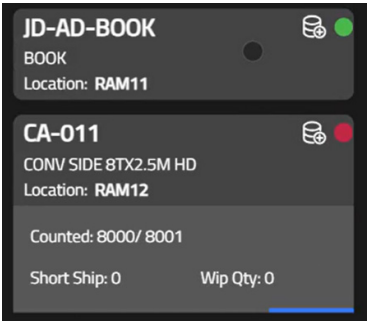
10. A counted icon will appear on the top right of each part. Red indicates a variance from Gold. Green indicates the count matches Gold.

11. Proceed through the list, verifying the stock for each item.

12. Select **Save** to **record your progress at any time**. Once saved, you can return to the same point on this device to continue or review the stock check.

13. Once you've finished counting all items, select the **Finish** icon to submit the stock check to Gold.

14. A new window will appear — review the count lines and variance information.



15. Select **Input** to submit the values to Gold.

16. A **confirmation screen** will appear, showing that the stock check has been successfully processed.



#### Did you know?

If **Stock Check Summary Email** is selected, two emails are sent when a stock check is submitted — one to the user and one to the Parts email in Gold. It includes the user, lines counted, part numbers, and other key details.

### StockCheck 37590 (demo use only) Updated

PartsApp User [test.email@ibcos.co.uk](mailto:test.email@ibcos.co.uk) associated with Gold operator [TW](#) submitted counts on 3 lines.

Part Number	Part Description	Bin	On Hand	Counted	Variance
JD-AD-BOOK	BOOK	RAM11	5	5	0
CA-011	CONV SIDE 8TX2.5M HD	RAM12	8001	8000	-1
CA-012	CONV SIDE 11TX2.5M STD	RAM12	200	300	+100

## 2.3 Complete the Stock Check in Gold

Once the check has been submitted, you can return to Gold and open the Stock Check to finalise it.

1. Open **Stock Check Input Summary Screen** in Gold.
2. Search for the **Stock Check Reference Number**.
3. Select **Print**.
4. **Review** the pre-populated values from Parts App.
5. Select **Check Completed**.
6. View the **Nominals** recorded in Gold
7. **Review** updates caused by the stock check changes.

Once finalised, the stock check will be removed from both Gold and Parts App. This means it can no longer be edited or updated, ensuring that all submitted counts are final and accurate.

## 3. USEFUL INFORMATION



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