

Catching up

Fallen behind in CB? Follow our 6 easy steps to get back on track with your real time inventory!

When did you fall behind?

My Last Tracked Date is:

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When was the last time in Craftybase that your CB numbers represented your actual stock on the shelf? This is your Last Tracked Date (LTD).

If there is a significant amount of time between now and your LTD, and/or you cannot recreate your purchase & manufacture records, consider resetting your account and following our [Getting Started Guide](#) instead.

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Enter missing purchases

From your LTD up to today, ensure that all historical purchases of materials are entered and marked as received.

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Create missing manufactures

From your LTD up to today, ensure that all batches of products made have been entered as manufactures.

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Stocktake your materials

Perform a manual stocktake of all materials you have on hand by creating a [Material Stocktake](#) or printing out your [Physical Material Worksheet](#). Account for any differences via adding [adjustments](#), if necessary.

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Review orders

Review your imported orders to ensure that they are all accounted for correctly. Enter any missing sales from offline or unsupported channels.

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Stocktake your products

Generate your [Physical Product Worksheet](#) and then perform a manual stocktake of all on hand product to compare numbers. Account for any differences via adding [adjustments](#), if necessary.

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Do a happy dance

You're now all caught up and ready to start your real-time tracking again with Craftybase. Just remember to keep updating your stock changes as they happen to ensure you don't need to repeat these steps again!