

# Actual Count of Inventory

This document will describe the process for doing a Physical Count of your Inventory.

<b>Count Inventory</b>
<b>Receive Product</b>
<b>Create PO</b>
<b>Item Maintenance</b>
<b>Promotions</b>
<b>Utilities</b>

Click **Count Inventory**

<b>Logout</b>
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Scan/Enter Product

or Description

Scan the Item

<b>Select</b>
<b>Finish</b>

1	2	3	4	5	6	7	8	9	0	-	Bks
Tab	q	w	e	r	t	y	u	i	o	p	\
a	s	d	f	g	h	j	k	l	'	Enter	
Shift	z	x	c	v	b	n	m	.	/	Hide	
	Num		Space					Clear			

<b>Product</b>
<b>No:</b> 0052000338775
<b>Product Description:</b> GATORADE LEMON LIME
<b>Current</b>
<b>Quantity:</b> -95
<b>Actual Count:</b>
<input type="text"/>
<b>Enter</b>
<b>Cancel</b>

Enter the **quantity** of the Item.  
Click **Enter** (or press the Enter button on the scanner)

The screen will return to the Scan/Enter Product. Repeat this process for all items that you want to count.

If an item was counted once already and then gets scanned in a different part of your store a message will come up asking what you want to do:

This product was last counted on 9/17/2012 at  
9:43 AM

Replace the previous count or add to it?

Current Count: 10

New Count: 5

Replace	Add
Cancel	

**Replace:** This will overwrite the count that is already there with the number entered.

**Add:** This will add the number counted to the number that was counted previously.

NOTE: This will continue to ask this question for 24 hours. After 24 hours the program will assume you are doing a new count and will no longer ask what you want to do.

After counting a group or all products, you can zero out the items not counted by going to: **List Products.**

SKU #	Description	UOM	Barcode	Loc	Qty	Cost	Price	Margin	
002200009120	S CONTACT GUM	SOCT	EA	002200009120	1	0	\$0.00	\$1.59	100.00 %
002200009067	S ELDER GUM	SOCT	EA	002200009067	1	0	\$0.00	\$1.59	100.00 %
002200009137	S FLARE GUM	SOCT	EA	002200009137	1	0	\$0.00	\$1.59	100.00 %
002200009057	S LUSH GUM BN 10 1PCS	EAth	EAth	002200009057	1	0	\$0.00	\$1.59	100.00 %
002200009144	S BABY GUM	SOCT	EA	002200009144	1	0	\$0.00	\$1.59	100.00 %
002200009079	S SOLITICE GUM	SOCT	EA	002200009079	1	0	\$0.00	\$1.59	100.00 %
002200009062	S ZING GUM BN 10 1PCS	EAth	EAth	002200009062	1	0	\$0.00	\$1.59	100.00 %
007030402462	ALBERTS GOLD COLOGERS GUM	EAth	EAth	007030402462	1	0	\$0.00	\$1.20	100.00 %
003040200053	ALLAN GUMMY BEARS PE	EA	EA	003040200053	1	0	\$0.00	\$1.19	100.00 %
003040200060	ALLAN GUMMY WORKS PE	EA	EA	003040200060	1	0	\$0.00	\$1.19	100.00 %
003040200039	ALLAN HEEN GUMMY WORKS PE	EA	EA	003040200039	1	0	\$0.00	\$1.19	100.00 %
008040200027	BARRY HAD GUM TAP	EA	EA	008040200027	1	0	\$0.00	\$1.19	100.00 %
004420201978	BF BROWN HEART JUICE FLD GUM	EA	EA	004420201978	1	0	\$0.00	\$0.59	100.00 %
004420201854	BLACK FOREST GUM	EA	EA	004420201854	1	0	\$0.00	\$1.69	100.00 %
004420201409	BLACK FOREST GUMMY OHY SHARIS 4.5	EA	EA	004420201409	1	0	\$0.00	\$1.69	100.00 %
004420201427	BLACK FOREST GUMMY GLOW HORNS 4.5	EA	EA	004420201427	1	0	\$0.00	\$1.39	100.00 %
004420201482	BLACK FOREST COOLZ GUMS BUG 4.5	EA	EA	004420201482	1	0	\$0.00	\$1.69	100.00 %
004420201413	BLACK FOREST SHIRTY GUMMY BEARS 4.5	EA	EA	004420201413	1	0	\$0.00	\$1.69	100.00 %
070490200129	BUG JUICE BUBBLE GUM 2	EA	EA	070490200129	1	0	\$0.00	\$1.09	100.00 %
070520200001	CF FACE TWISTERS BUBBLESUMST	EA	EA	070520200001	1	0	\$0.00	\$1.20	100.00 %
007030001949	CLEMENTS GUM PURE FRESH GREEN	EA	EA	007030001949	1	0	\$0.00	\$1.59	100.00 %

**Filter:** Select filters. Under Categories select **Attributes** and you can select "Not Counted Since". Enter one day before you started counting. Click <Refresh>.

1. Filter your list by selecting category or other selection criteria.
2. Use above step to filter Items Not Counted.
3. Look thru list to be sure items were not missed.
4. Click on Group Update.
5. Select "Zero Quantity on Hand".
6. <Update> to zero the list of items. Be sure you have verified numbers before continuing.

After zeroing out products not counted you can print a Long / Short Report. **NOTE:** The Long / Short report is **ONLY** available after counting and **BEFORE** posting the actual count.

Click on **Reports → Inventory Reports → Long / Short Report**

Selection Options:

Select Location: Choose your location (if more than one location)

Select Categories: Choose specific categories if you only counted certain categories

Click **OK** to generate the report.

<b>Inventory Long/Short</b>								
Generated by Admin on 01/02/2012 03:14 PM							Page: 1	
SKU	Description	Unit	QOH	Actual Count	L/S Qty	L/S Cost	L/S Retail	
<b>Candy &gt; Chocolate Bars/Packs &gt; Chocolate Bars King</b>								
0040000006039	3 MUSKETEERS KING SZ	Each	29	27	-2	-\$1.48	-\$2.98	
<b>Cigarettes &gt; Premium &gt; Filter</b>								
0028200003577	MARLBORO RED BOX	Each	27	30	3	\$11.40	\$11.97	
<b>Total Long/Short:</b>						<b>\$9.92</b>	<b>\$8.99</b>	

After reviewing the Long / Short Report then the Actual Count needs to be posted.

Click on **Inventory → Post Actual Counts**

Post Actual Counts

This process updates the quantity on hand for all products with pending quantity adjustments.

Select Location  
Mauston Park Oasis

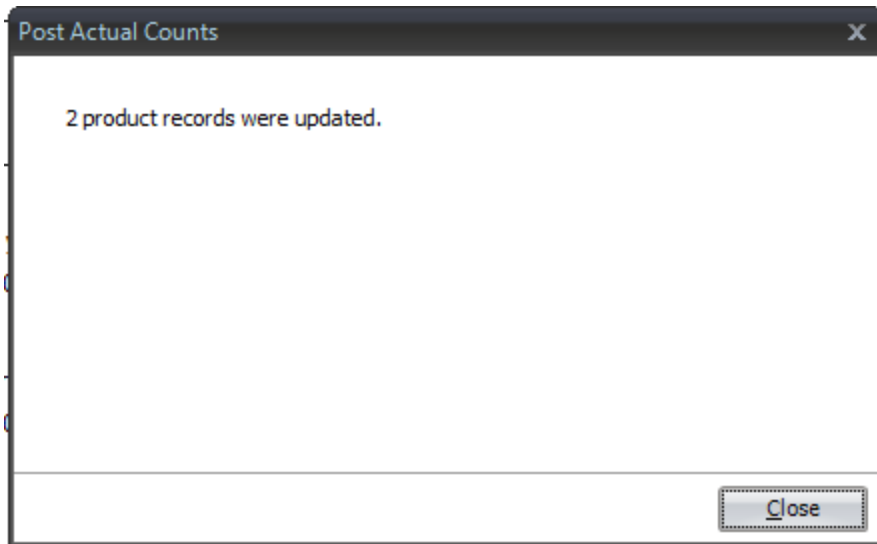
Select Categories

**Select All** **Unselect All**

- AUTO
- BEER
- CANDY
- CHEESE
- CIGS
- COFFEE
- COFFEE/REST
- Department

Next >> Cancel

Select the location you are working on and click **Next**.



The program will update all of the Quantities. Click Close to finish the process.

Generating the Valuation Report is the last step to this process.

Click on **Reports → Inventory → Current Valuation Report**

**Report Options**

Detail – Generates all UPCs and then summaries at the end

Summary –Generates just the summary pages

**Print Options**

Include Zero Quantity Items – The report will include ALL inventory items including those with zero quantity on hand.

Use G/L Conversion Factors – When the report generates it will use the G/L Conversion Factor to calculate quantities when appropriate.

**Select Location**

Choose the location the report is being generated for

**Select Category**

This allows you to choose specific categories to generate the report for. If you want all categories do nothing with this option.

**Select Product Group**

This allows you to choose specific product group to generate the report for. If you want all product groups do nothing with this option.

**Enter as of date**

This allows you to print the report back a few days. If you haven't finished your actual counts until April 3, you can put in March 31 and report will include those counts and back off sales, receipts, and transfers to get your inventory as of the end of March 31<sup>st</sup>. If you want the report to show your valuation as of the current time skip this field.

**Enter Last Counted Date**

Select the date to flag items that have not been counted since this date. They will be marked with an \* on the report. This will show you what items that were not counted when you did your count.

Click **OK** to generate the report.

The generated report will have 3 parts

**SKU Detail:** This will list the SKU, Description, Category Code, G/L Code, Quantity on Hand, Cost Retail, and Extended Cost, as well as an asterisk on any item that has not been counted since the date specified. NOTE: This will only print if the Detail option is chosen.

**Category Summary:** This will show a summary by category listing Quantity, Total Cost, and Total Retail, as well as a Grand Total.

**GL Code Summary:** This will show a summary by GL Code listing Quantity, Total Cost and Total Retail, as well as a Grand Total.

**Notes:**

- Be sure when doing actual counts: If product has been delivered to the store and put on the shelf, enter receipt before counting. If product has not been put on the shelf, do not count and enter the receipt after counting (so it is not doubled-up).
- When counting cooler items, count a door at a time. Count the same products that are in storage after finishing one door so all of those items for that door are counted inside a 24-hour window.
- Counts are Real-Time so as soon as you count quantities are updated in Enable.