Actual Count of Inventory

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

Note: Be sure sales are coming in before beginning this process. Go to List Worksheets, open the current worksheet and click on the Transactions tab. You should see current transactions. If not, call support.

Count Inventory
Receive Product
Create PO
Item Maintenance
Promotions
Utilities

Click **Count Inventory**

Logout

Scan/Enter Product

Scan the Item

or Description

Select
Finish

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							

Product
No: 0052000338775
Product Description:
GATORADE LEMON LIME
Current
Quantity: -95
Actual Count:

| |

Enter

Cancel

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**.
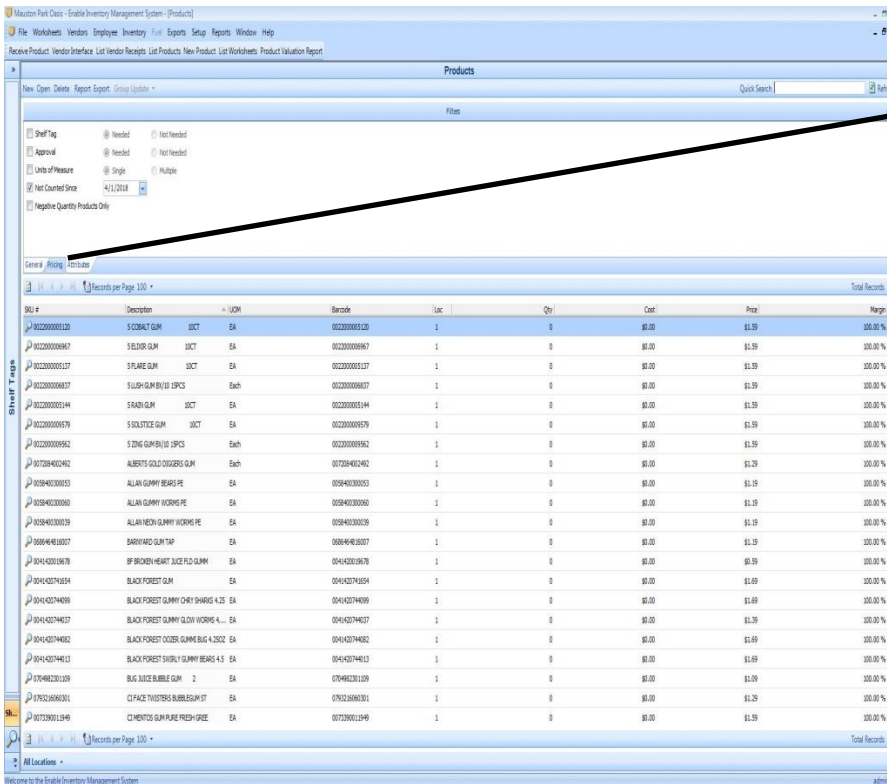
1. Filter your list by selecting category or other selection criteria.
2. Use above step to filter Items Not Counted.
3. Use above step to filter Items with Quantity on Hand that is not Zero.
4. Look thru list to be sure items were not missed.
5. Click on Group Update.
6. Select "Zero Quantity on Hand".
7. <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.

Inventory Long/Short

SKU	Description	Unit	QOH	Actual Count	L/S Qty	L/S Cost	L/S Retail
Candy > Chocolate Bars/Packs > Chocolate Bars King							
0040000006039	3 MUSKETEERS KING SZ	Each	29	27	-2	-$1.48	-$2.98
Cigarettes > Premium > Filter							
0028200003577	MARLBORO RED BOX	Each	27	30	3	$11.40	$11.97
					Total Long/Short:	$9.92	$8.99

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

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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**.

Post Actual Counts

2 product records were updated.

[Close]

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 31st. 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.