# **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.





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:



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.

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veive Product. Vendor Interface. L	List Vendor Receipts List Products New Product L	ist Worksheets Product V	aluation Report					
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Q 0022000005120	S COBALT GUM 10CT	EA	0022000015120	1	1	\$0.00	\$1.59	100.00 %
P 0022000006967	SELDIR GUM INCT	EA	002200006967	1	8	\$1.00	\$1.59	100.00 %
0022000005137	SFLATE GUM SICT	EA	0022000005137	1		\$0.00	\$1.59	100.00 %
0022000006837	5 LUSH QUM BI(/10 15PCS	Each	0022000006837	1	0	\$3.00	\$1.59	100.00 %
0022000005144	SRADI GUM SICT	EA	0022900005144	1		\$0.00	\$1.59	100.00 %
P 0022000009579	5 SOLSTICE GUM 10CT	EA	002200009579	1	1	93.00	\$1.59	100.00 %
P 002200009562	5 ZING GUM BI(10 15PCS	Each	002200009562	1	1	\$3.00	\$1.59	100.00 %
P 0072084002492	ALBERTS GOLD DIGGERS GUM	Each	0072384002492	1	0	\$3.00	\$1.29	100.00 %
0058400300053	ALLAN GUMMY BEARS PE	EA	0058400300053	1	0	\$2.00	\$1.19	100.00 %
0058400300060	ALLAN GUMMY WORMS PE	EA	0058400300060	1	8	\$0.00	\$1.19	100.00 %
P 0058400300039	ALLAN NEON GUMMY WORKS PE	EA	0058400300039	1	0	\$0.00	\$1.19	100.00 %
P 0686464816007	BARNIARD GUM TAP	EA	0586464815007	1	1	\$3.00	\$1.19	100.00 %
P 0041400019678	BF BROKEN HEART JUCE R.D. GUMM	EA	0041420029678	1	1	\$3.00	\$0.59	100.00 %
0041420741654	BLACK FOREST GLM	EA	0041420741654	1	0	\$3.00	\$1.69	100.00 %
D 0041400744099	BLACK FOREST GLMMY CHRY SHARKS 4.2	S EA	0041420744099	1	0	\$2.00	\$1.69	100.00 %
P 0041420744037	BLACK FOREST GUMMY GLOW WORKS 4.	EA	0041420744037	1	8	\$0.00	\$1.39	100.00 %
0041420744082	BLACK FOREST COZER GUMME BUG 4.250	Z EA	0041420744082	1	1	\$0.00	\$1.69	100.00 %
0041420744013	BLACK FOREST SHIFLY GUMMY BEARS 4.	5 EA	0041420744013	1	0	\$3.00	\$1.69	100.00 %
P 0704982301309	BUG JUICE BUBBLE GUM 2	EA	0704982301109	1	8	\$1.00	\$1.09	100.00 %
P 0793236060301	CLEFACE TWISTERS BUBBLEGUM ST	EA	0793215060301	1	0	\$3.00	\$1.29	100.00 %
P 0073390011949	CLIMENTOS GUN PURE FRESH GREE	EA	0071390011949	1	1	\$0.00	\$1.59	100.00 %
B R C F H MAR	cords per Page 100 +							Total Records 9

Filter: Select filters. Under Categories select Attributes and you can select "Not Counted Since". Enter one day before you started counting. Now, click Price/Quantity tab next to Attributes and put in -1 and 1 so you only see items with a quantity. Click <Refresh>.

- 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

Generated by Admin on 01/02/2012 03:14 PM							
				Actual	L/S	L/S	L/S
SKU	Description	Unit	QOH	Count	Qty	Cost	Retail
Candy > Choco 0040000006039	late Bars/Packs > Chocolate Bars 3 MUSKETEERS KING SZ	<b>King</b> Each	29	27	-2	-\$1.48	-\$2.98
Cigarettes > Pre 0028200003577	emium > Filter MARLBORO RED BOX	Each	27	30	3	\$11.40	\$11.97
				Total	_ong/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	X
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	*
COFFEE COFFEE/REST Department	÷
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1	Post Actual Counts	x
	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

Summary –Generates just the

#### **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.