

## PHYSICAL INVENTORY

Once you have everything entered and are ready to go live, that is when you want to do a physical inventory. In order for your inventory to be accurate, you must enter the correct starting amount, do all receiving through purchase orders or transfers, and everything going out must be done through a sale or a transfer. Physical inventory can be done at any other time as well to check your inventory levels.

Before starting physical inventory

**Important: When possible, it's always better to do physical inventory when you are closed and do not have any open transfers, orders, or POs. However, the physical inventory feature does take purchase orders and sales into account, so if you have to do it when you are open, those should be taken into consideration and the inventory count will be adjusted accordingly based on what was completed when the physical inventory case was open.**

1. Check your configuration settings: Configuration→Product & Inventory Control→Physical Inventory

### Physical Inventory

Input Methods Allowed

- Print List
- Quick Scan
- On Screen Inventory List
- Show Message On Count Update

Locations

▲ If one or more locations are created, then all inventory items count must use a location.

2. Locations: If you will be having multiple people working on physical inventory in different sections of the store, you can set up your locations in configuration then each person can work within a location. All locations for a single item will be added up on a physical inventory. For example, if you have 2 locations, Floor and Back Room, and someone counts 5 of item ABC on the floor and someone else counts 6 of item ABC in the Back Room, the total inventory count will be 11 when committed.

**Important Note: You do not want to have multiple people doing physical inventory without locations, because if you have two people counting the same item without having a location set, the last person who updates the quantity will overwrite the other person. In the above scenario, if locations weren't set up, the person who put their count in last would be what shows in inventory. If the person in the back room who counted 6 of item ABC put that in after the person who counted 5 in the front, the total count will be 6 instead of 11.**

3. Create Inventory Snapshot (this can be skipped on first inventory count if you would like but it is nice to have going forward prior to doing a physical inventory. It shows you your inventory value by department. Inventory→Inventory Snapshot on left side menu→Create Snapshot

4. Start Physical Inventory:

Under Inventory, click on Physical Inventory in left side menu

- Click +Add to start a new physical inventory count.

### Physical Inventory

Click "Add" to create a new Physical Inventory

+ Add

- Enter a number and a description to identify your Inventory Case, and click "Open Physical Inventory Case"

Physical Inventory Details

Physical Inventory #

3

Description

March Inventory

Open Physical Inventory Case

Cancel

- The show/hide fields section controls what will be displayed on the Quick Scan section. Click update button to save any changes you make here.

Show Inactive

Show Non Inventory

Show/Hide Fields

✓ Item Code

✓ Description

✓ Department

✓ PK Type

✓ Show Cost

✓ PK Qty

✓ Qty On hand

✓ Category

✓ Last Count Date

✓ Last Counted By

Update

Close

- In the Quick Scan section, select your Physical Inventory Location if you have locations set up
- The Quick Scan section is where you can scan or type your item codes to find them and enter the counted quantity. Once a product is counted and saved, it will show in the "counted list".

^ Counted List ^

User: Beth DiGuardi

Search Product:

Department:

Category:

Package Type:

Show Only Not Counted Products
  Show Only Counted Products

ItemCode	Description	Department	Category	Pk Type	Pk Qty	Cost	Qty On Hand	Qty Counted	Difference	Last Count Date	Last Counted By
61047	Grip Rivets — 1000-Pc.	Tools	Hardware Kits	Each	1	10.14	20	4	-16	09/10/2018	Beth DiGuardi

Showing 1 - 1 of 1

- To see what products you have not counted yet, click the “show only not counted products” and click “Print List”. This will print a list of all products not counted. If both buttons are not checked, it will print all items, both counted and not counted.

Show Only Not Counted Products

Show Only Counted Products

- Tips and Suggestions

- o Commit your inventory in smaller groups of under 1000. Do not wait until the end to commit.
- o The filters will control what is printed on your list. You can set certain categories and do a physical inventory on only portions of your stock.

Search Product

Department

Category

Package Type

- o You may want to click and “update” Show Inactive Products to make sure that no products were marked inactive mistakenly and need to be counted.

- o When you’re done counting, before you commit, you can run the reconciliation report to review.
- o If you do not count a product it will not change the qty on hand
- o If you did an entire physical inventory of everything you have, and run the inventory snapshot, the inventory value should match on the physical inventory and the reconciliation report. Note: If you did not count everything or if you have inactive items that you didn’t update etc. these might not match.

- o Remember: No quantities will be updated or changed until you click the "Commit" button. This cannot be reversed once you commit.

Commit