

## 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: You should do your physical inventory when you are closed and not selling or receiving any products. The physical inventory looks at what you have on hand at the time you put it on the physical inventory count, so if you do physical inventory over a period of several days when your store is open, your counts will be off based on what was sold and received while open. If you cannot do physical inventory when the store is closed, we recommend doing small sections at a time and committing them to ensure that no quantity changes are happening while counting.**

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. 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

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

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

Physical Inventory Details

Physical Inventory #

Description

- 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/Hide Fields

Item Code  Description  Department  PK Type  Show Cost

PK Qty  Qty On hand  Category  Last Count Date  Last Counted By

- 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: Select Department

Category: Select Category

Package Type: Select 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	<input type="text" value="4"/>	-16	09/10/2018	Beth DiGuardi

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- 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.

- Tips and Suggestions
  - 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

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

✔ Show Inactive

counted.

- When you’re done counting, before you commit, you can run the reconciliation report to review.
- If you do not count a product it will not change the qty on hand
- 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.
- Remember: No quantities will be updated or changed until you click the “Commit” button. This cannot be reversed once you commit.

Commit