

## 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.

### Planning for 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.

#### Using counts sheets (inventory on paper):

If you are planning on doing the physical inventory on paper and then entering all of the amounts in off of the paper, it has to be done after you close your old system / register for the last time, and BEFORE you start using Pomodo/BeerModo /Pomodo POS for the first time.

**If you want to do physical inventory over a period of time while being live** with Pomodo/ BeerModo /Pomodo POS you can do that, but it has to be done using a computer and the physical inventory feature (NOT on paper to add later).

When you sell/receive items, your inventory will be adjusted in the software even if you start at zero (i.e. if you have 0 and sell 5 your QTY OH will show -5).

If you go in to your open physical inventory case and enter your count for that product, from the time stamp when you entering that product's count, to when it is committed it will take into consideration all sales and POs done between that time and when the physical inventory case is committed. So, you will want to update (add your counted product(s)) to your physical inventory case as soon as they are counted.

ItemCode	Description	Pk Type	Pk Qty	Qty On Hand	Qty Counted	Difference	Last Count Date/Time	Last Counted By
Natural Light 25oz AL 3PK	Natural Light 25oz AL 3PK	3-PK	3	0	9	9	08/24/2020 12:06:48 pm	Tech Support

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#### RECONCILIATION REPORT

Physical Inventory #: test  
 Status: Closed  
 Opened By: Tech Support

Description:  
 Date Open: 8/24/2020  
 Date Close: 10/1/2020

Changes Committed: Yes

	Expected	Over	Under
QTY On Hand	0	9.00	0.00%
Value	\$0.00	\$0.00	0.00%

Number of Products Counted: 1  
 New Inventory Value: \$0.00

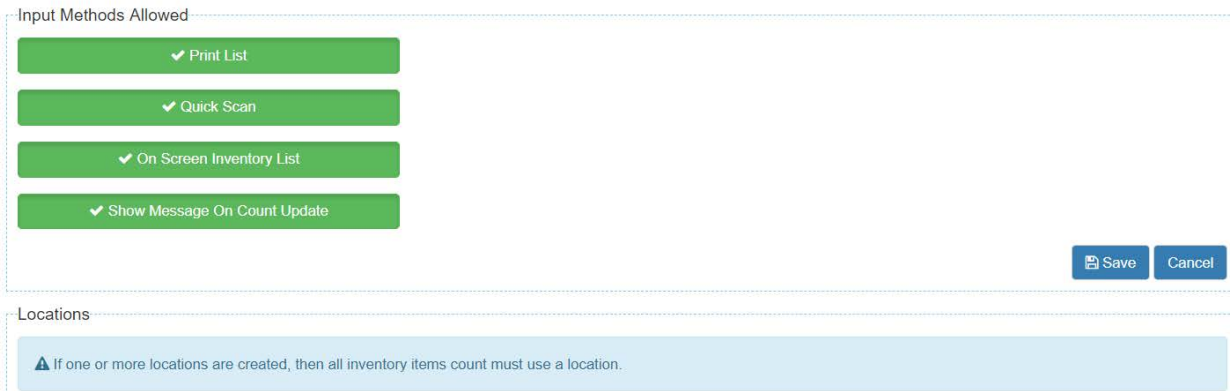
Item Code	Description	Department Name	Category Name	PK Type	PK Qty	Cost	Qty On Hand	Qty Counted	Difference	Last Count Date	Last Counted By
Natural Light 25oz AL 3PK	Natural Light 25oz AL 3PK	Beer	Natural Light	3-PK	3	\$0.00	0	9	9	08/24/2020 12:06:48 PM	Tech Support

Product- Natural Light 25oz AL 3PK - Natural Light 25oz AL 3PK with an initial Quantity on Hand of 0 was counted at 8/24/2020 12:06:48 PM with a value of 9. Due to order/purchase changes made during the Physical Inventory, the Qty on Hand was saved to 7

# Getting Ready to do Physical Inventory

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

Save Cancel

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. **Consider Running “Wizards” prior to starting your count**

Configuration→Product & Inventory Control→Product Wizards→Product Quantities Wizard

- Set all Products' Quantity on Hand to 0 where Quantity on Hand is less than 0
  - Running this wizard will take all products that have a quantity on hand less than 0 and set it to 0.
  - Warning: There should be no open orders, purchase orders, or transfers when running this
  - Warning: Cannot be reversed
  - Warning: This should not be done during business hours if using the POS

because it will sync all affected products and could slow down the POS

- Set All Products' Quantity on Hand to 0 –This wizard can only be run by tech support so contact them if you would like this done \*\*\***This cannot be done when physical inventory case is already open. Needs done prior to opening case\*\*\***
  - Running this wizard will set quantity on hand to 0 for all products
  - Warning: There should be no open orders, purchase orders, or transfers when running this
  - Warning: Cannot be reversed
  - Warning: This should not be done during business hours if using the POS because it will sync all affected products and cloud slow down the POS

## 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: 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	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
  - Commit your inventory in smaller groups of under 1000. Do not wait until the end to commit.
  - 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: Select Department ▼    Category: Select Category ▼    Package Type: Select 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 counted.
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- 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