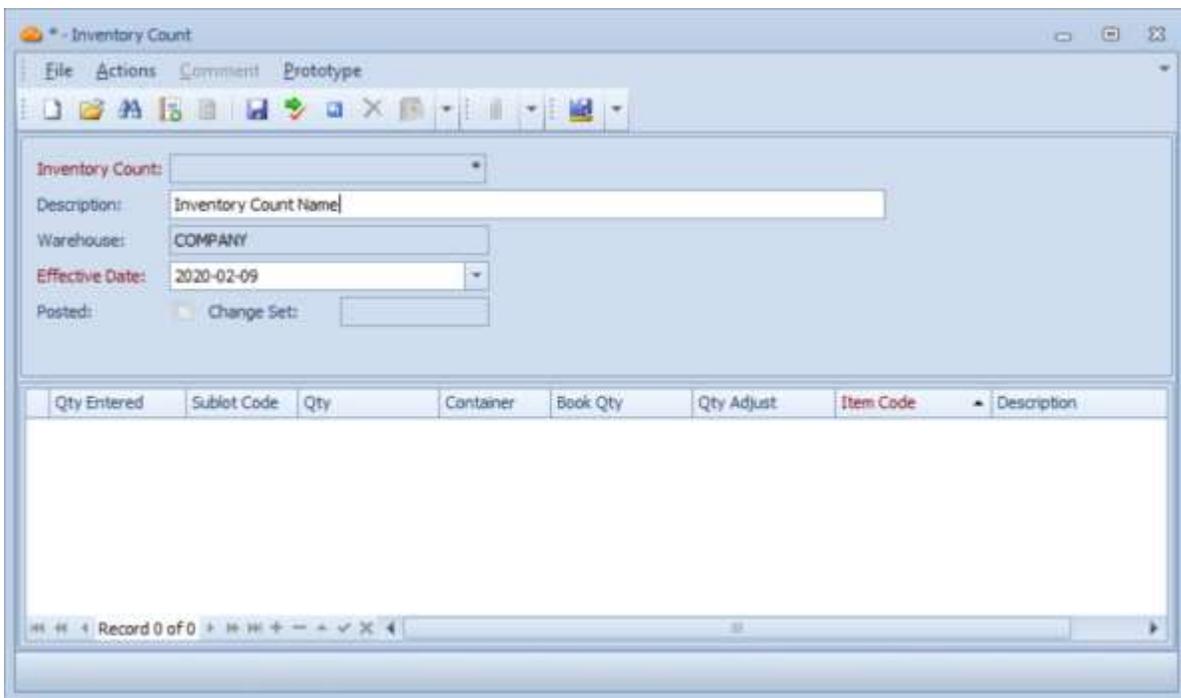


## How to do an Inventory Count

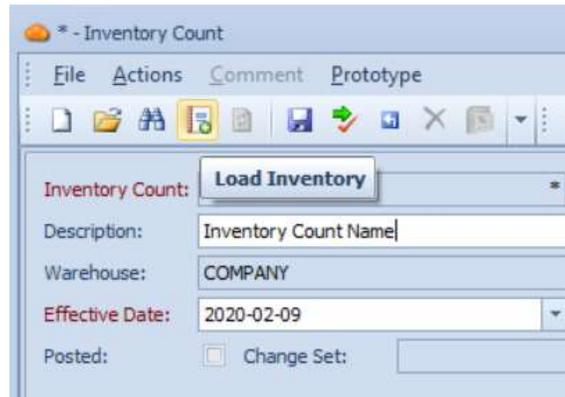
The inventory count program is a tool that allows for the mass adjustment of many inventory items at once.

To access the inventory count program, go to the Main Menu and select Transactions >> Inventory >> Inventory Count.

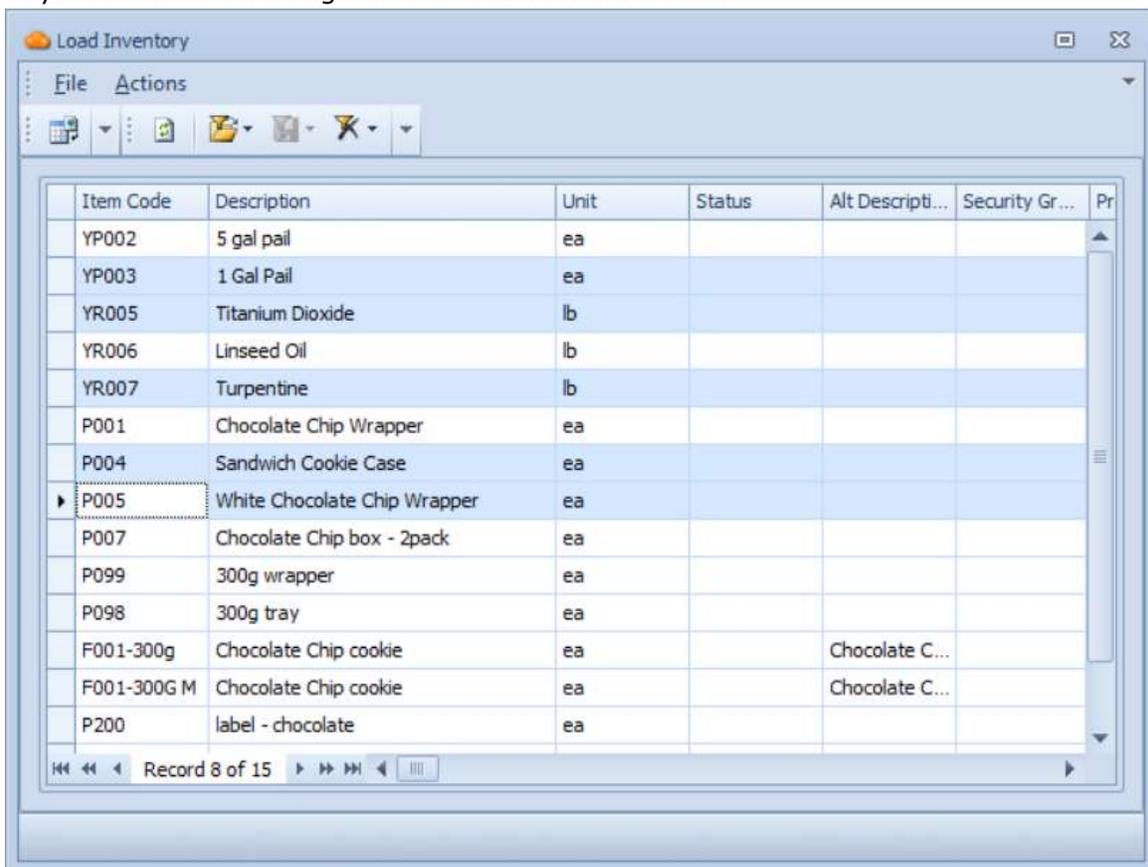
Select New, and enter a name in the **Description** Field.



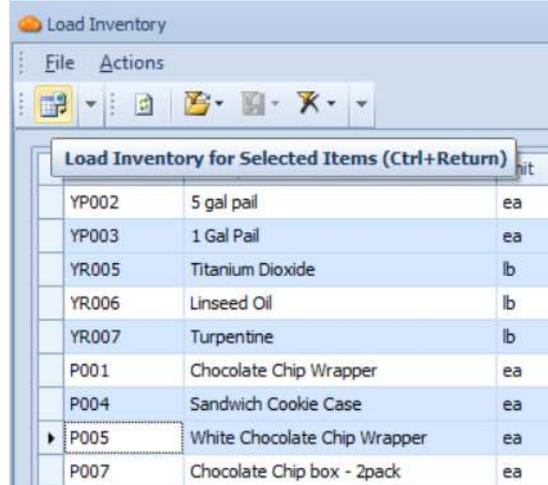
Select the **Load Inventory** button.



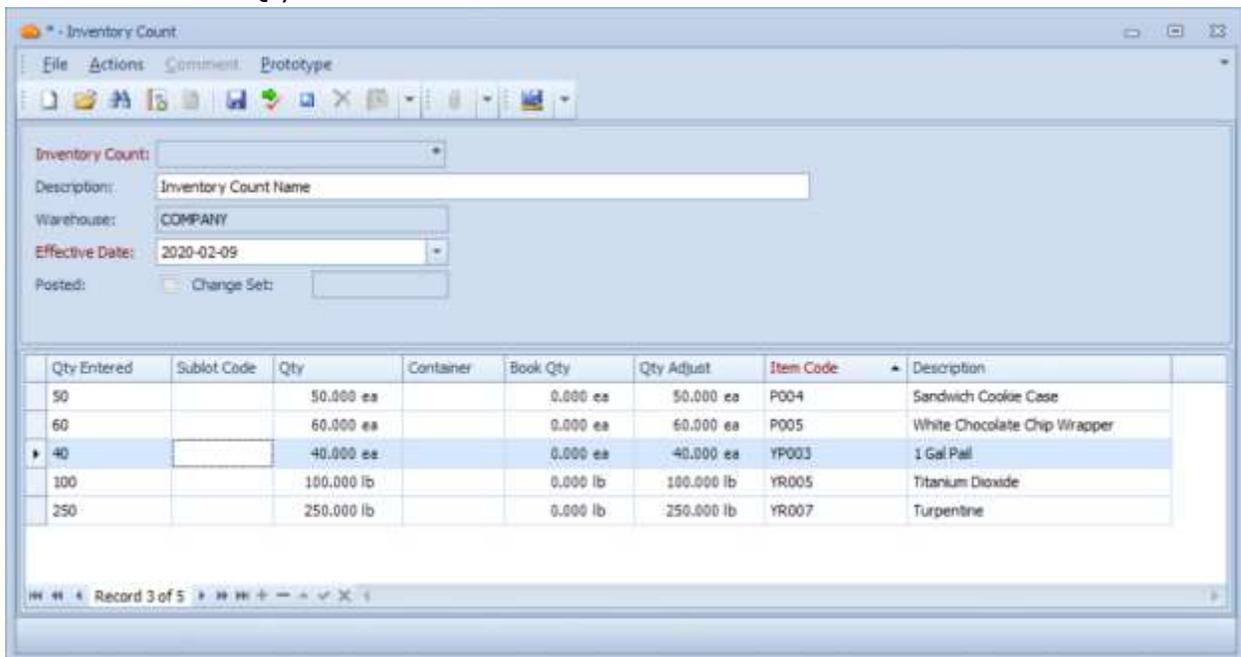
Select the items you wish to count in the Load Inventory window. You may hold down the Ctrl key on the keyboard while selecting items to enable multi-select.



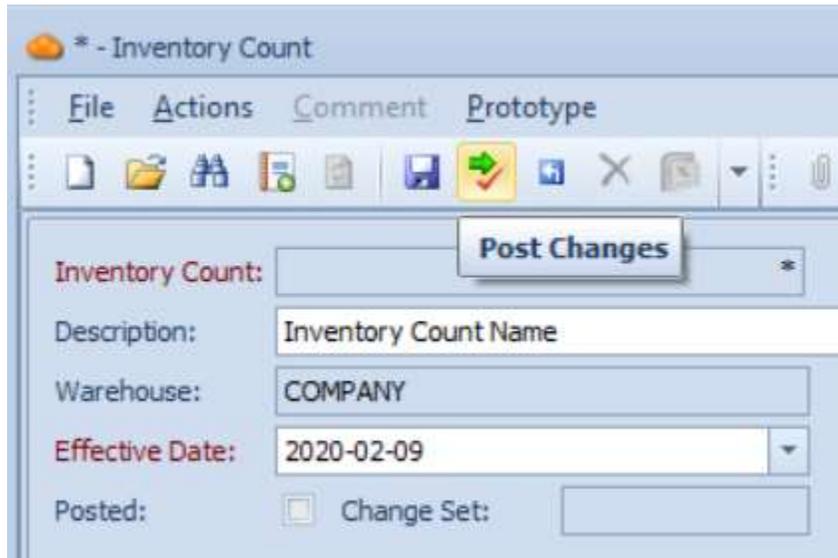
When you've selected the appropriate items, press the **Load Inventory for Selected Items** button.



In the Inventory Count form, you may enter the actual amount of counted inventory for a particular item in the Qty Entered field.



When you have entered a quantity for every row, **Save** the form and select the **Post Changes** button to apply the count to the inventory.



The screenshot shows a software window titled '\* - Inventory Count'. It features a menu bar with 'File', 'Actions', 'Comment', and 'Prototype'. Below the menu is a toolbar with various icons, including a green checkmark with a plus sign. The main form area contains the following fields and controls:

- Inventory Count:** A text input field with a 'Post Changes' button to its right.
- Description:** A text input field containing 'Inventory Count Name'.
- Warehouse:** A text input field containing 'COMPANY'.
- Effective Date:** A date selection field showing '2020-02-09' with a dropdown arrow.
- Posted:** A checkbox that is currently unchecked.
- Change Set:** A text input field.