

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.

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arehouse:	COMPANY								
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Select the Load Inventory button.

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Inventory Count:	Load Inven	tory				*
Description:	Inventory Cou	nt Name				
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Effective Date:	2020-02-09					*
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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.

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	Item Code	Description	Unit	Status	Alt Descripti	Security Gr	F
	YP002	5 gal pail	ea				-
	YP003	1 Gal Pail	ea				
	YR005	Titanium Dioxide	lb				
	YR006	Linseed Oil	lb				
	YR007	Turpentine	lb				
	P001	Chocolate Chip Wrapper	ea				
	P004	Sandwich Cookie Case	ea				-
٠	P005	White Chocolate Chip Wrapper	ea				
	P007	Chocolate Chip box - 2pack	ea				
	P099	300g wrapper	ea				
	P098	300g tray	ea				
	F001-300g	Chocolate Chip cookie	ea		Chocolate C		
	F001-300G M	Chocolate Chip cookie	ea		Chocolate C		
	P200	label - chocolate	ea				
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When you've selected the appropriate items, press the **Load Inventory for Selected Items** button.



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٦ſ	Load Inve	ntory for Selected Items (Ctrl+Re	turn)
-	YP002	5 gal pail	ea
	YP003	1 Gal Pail	ea
	YR005	Titanium Dioxide	lb
	YR006	Linseed Oil	lb
	YR007	Turpentine	lb
	P001	Chocolate Chip Wrapper	ea
	P004	Sandwich Cookie Case	ea
٠	P005	White Chocolate Chip Wrapper	ea
	P007	Chocolate Chip box - 2pack	ea

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

INSERT.	tory Count:			•					
escri	pton:	Inventory Count	t Name				1		
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ffect	Ive Date:	2020-02-09							
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Qty	Entered	Sublot Code	Qty	Container	Book Qty	Qty Adjust	Item Code	Description	
Qty 50	Entered	Sublot Code	Qty 50.000 es	Container	Book Qty 0.000 es	Qty Adjust 50.000 co	Item Code P004	Description Sandwich Cookie Case	
Qty 50	r Entered	Sublot Code	Qty 50.000 es 60.000 es	Container	Book Qty 0.000 es 0.000 es	Qty Adjust 50.000 cs 60.000 cs	Item Code P004 P005	Description Sandwich Coolee Case White Chocolate Chip Wrapper	
Qty 50 60 40	Entered	Sublot Code	Qty 50.000 es 60.000 es 40.000 es	Container	Book Qty 0.000 es 0.000 es 0.000 es	Qty Adjust 50.000 es 60.000 es 40.000 es	Item Code P004 P005 YP003	Description Sandwich Coolee Case White Chocolate Chip Wrapper 1 Gal Pail	
Qty 50 60 40	r Entered	Sublot Code	Qty 50.000 es 60.000 es 40.000 es 100.000 lb	Container	Book Qty 0.000 es 0.000 es 0.000 ea 0.000 b	Qty Adjunt 50.000 co 60.000 ca 40.000 ca 100.000 lb	Item Code P004 P005 YP003 YR005	Description Sandwich Cookie Case White Chocolate Chip Wrapper I Gal Pail Titanium Dioxide	

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.



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