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 you 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 you 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

 nput Methods Allowed		
✓ Print List		
✓ Quick Scan		
✓ On Screen Inventory List		
✓ Show Message On Count Update		
	B Save	Cancel
ocations		
▲ 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 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	d" to create a new	Physical Inventory	
+ Add			

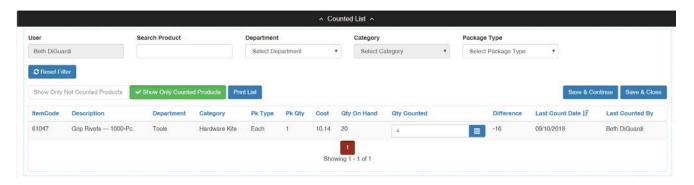
 Enter a number and a description to identify your Inventory Case, and click "Open Physical Inventory Case"

ysical Inventory Details Physical Inventory #	Description			
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		Open Physical	Inventory Case	Cencel

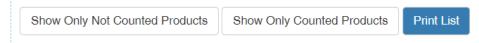
 The show/hide fields section controls what will be displayed on the Quick Scan section. Click update button to save any changes you make here.



 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".



 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
 - 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.



 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 gty 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