WINDWARD
system5

The Physical Inventory Stock Count. Where you compare what the system thinks you have, to what you actually have.

This guide provides the Basic Steps to be performed in System Five, to perform periodic and annual physical stock counting, and related Quantity and Financial adjustments.

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Physical Inventory Counting

Step #1: Read the Tips, Tricks and Caveats Page

Please view before you start.

> **WARNING:** It is important that a backup of data is done prior to any stock adjustments including when Physical Stock Counts and Updating is performed.
>
> ➢ Perform an **Inventory Integrity Check** with *fix* errors **[checked]** before performing a physical count. If integrity errors are not fixed first, it will slow and make the count inaccurate.
>
> ➢ If you fix errors **AFTER** the completion of the inventory count, balances will be wrong.

➢ **Variance reporting** is also included in the Physical Inventory Count tool. This report will show the difference in inventory value, based on the old existing **Qty Reported** *vs* the **New Qty stock counted** even before the count is processed and updated.

➢ **General Ledger Asset Account value.** The Physical Inventory Count tool ***will not make any automatic adjustments*** to Inventory Asset Ledger Account values when the count is processed. A journal entry will need to be created by the bookkeeper based on the result shown in the variance report. **Consult your accountant for details on creating this journal entry.**

 The Physical Inventory Count function is used to validate or make corrections to inventory quantities in 'batches'. Physical Counts can create one large batch for the entire inventory, or many smaller batches using various filtering methods. There are basically 2 methods for entering inventory quantities: **Print & Count sheets & Enter Count Manually, or Create many smaller batches based on various filtering methods.** Counts can be entered either manually or by using the Scan Batch feature to import files from data collector devices or by scanning in items using scanners.

Advanced Inventory Control A.I.C:

 WARNING: The A.I.C. user needs to be aware of implications to a Physical Stock Count when your system has this feature of the System Five warehousing module installed. Discuss with your IS Person, or click or copy this link to your internet browser and read carefully.
What I need to know when doing a Physical Inventory Count on my AIC Data
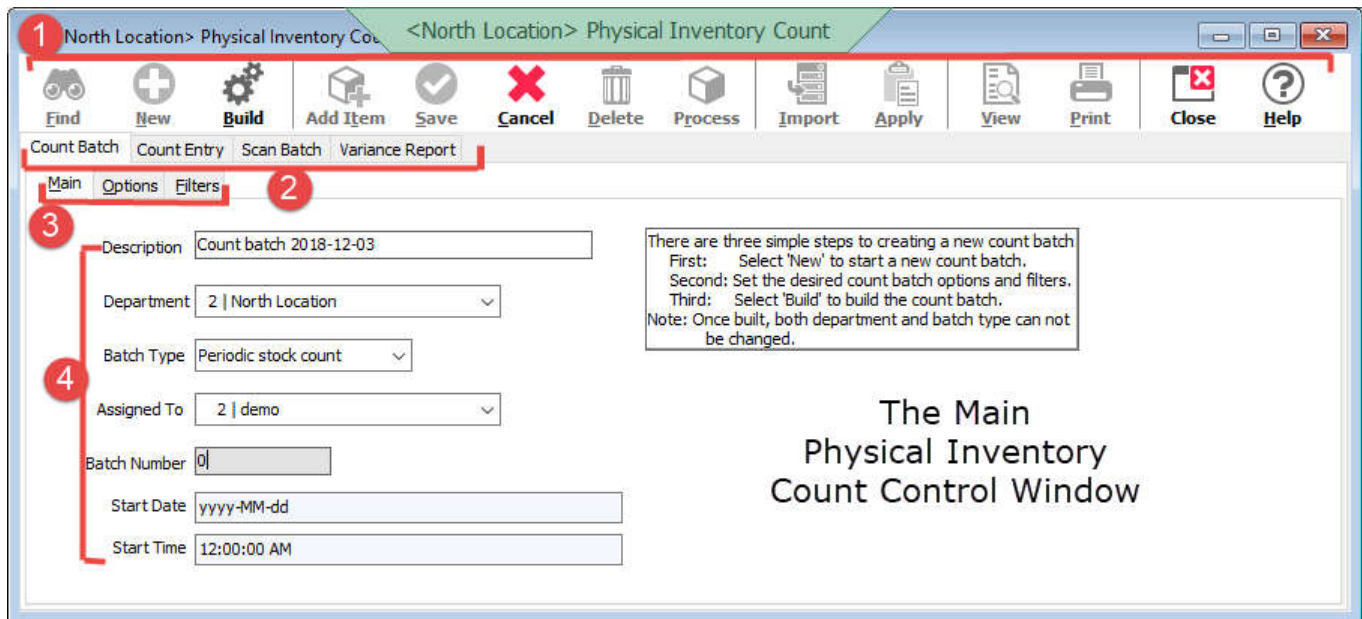
Copy link to browser:
http://wiki.wws5.com/doku.php?id=physical_inventory_count_strategy_aic_advanced_inventory_control

Where to start, the Main Menu

Image 1. The Physical Inventory Count menu

The typical physical count process is comprised of the following steps within System Five™ Most of the following steps will be performed by using the above noted selection option groups window, **Image 1**.

Step #2: Navigating the Main Control Window Groups.

1. **Main menu**   **2.** **Main Option Select Tabs**   **3.** **Selection Sub-Tabs**   **4.** **Count Batch Options**

Physical Inventory Stock Count workflow steps in brief

Basic Counting with Printed Sheets or Direct Entry on screen
1) On the **#1 Main Menu, click [New]** button to **Create a Count Batch** file
2) Set the **Batch Type** in the **#2 Main Batch Type sub-tab**
   a. On the **#3** Options **sub-tab [Main]**, set **Batch Name, Department, Batch Type, User** etc
   b. On the **#3** Options **sub-tab [Options]**, set **Inclusion or Exclusion options**
   c. On the **#3** Options **sub-tab [Filters]**, set **Suppliers, Locations, Brands, Categories to count**
3) Click **[Build]** button to create a count list including all the above. The focus then changes to the **Count Entry** window where you can optionally click **[Print]** to print a hard copy for staff or…
4) If entering count information manually on screen, enter collected information in the **Count Entry [New Count] Column** and clicking **[Save]** each time you update the list.

If using Scanners or data collectors:
5) Create a **Scan batch file** after choosing the **#2 Scan Batch tab**, and clicking **[New],** the Main Scan Batch window will appear, modify or accept **Desc, Dept, Date and Time** etc.
   a. Choose the **Scan Source in the Scan Batch sub-tab** choosing either **Data collector** or **Direct scan** tabs
   b. **For Data Collectors**, **in the Data Collector sub-tab**, click **[Import]** and select the correct data collector in the list, then click **[Save]**. You can repeat for as many data collector results files as you want. Data collectors will upload a special file which will be imported from the collector.
   c. **For Direct Scan scanners**, in the **Direct Scan sub-tab** start scanning barcodes to Add ONE for Each matching scan, when complete click **[Save].** You can repeat as often as you want.
6) Once a scan batch is saved at least once, it can be applied to a count batch to update the count list while in either the Data Collector sub-tab or Direct Scan sub-tab by clicking **[Apply]** and selecting the desired count batch file.

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7) After you are finished counting using any or all of the above methods, verify the results with the **#2** **Variance Report tab**, make adjustments and when done , click **#1** **[Process]** to commit the count to the inventory database.

See the following pages for the different methods of performing the Physical Inventory Stock Counts suitable for your business.

Print Out and Count Method

High level information:

- Can print out by Category and or by Location
- Can Count while business is open
- Work orders are staged and not being counted

1. Inventory and Purchases >
2. Physical Inventory Count

WARNING: It is important that a backup of data is done prior to any stock adjustments including Physical Stock Counts and Updating is performed. **Ensure that ALL USERS are Logged OUT from System Five before backup.**

Please perform an inventory integrity with fix options before performing a physical count.

Physical Inventory Stock Counting Workflow Steps:

1. Perform tests in Training Data on small groups of items well in advance of performing the REAL LIVE count
2. At start of day perform a **manual backup**, **give it a good name, and save it somewhere safe**
3. Export **inventory Total Value report** to Microsoft Excel
4. Continue to process sales
5. Create a count batch for Category/Location being counted
6. Print out the sheets ASAP
7. Give sheets to crew performing count, and ensure they count and fill them out ASAP
8. Data enter to the count batch while other counts are happening
9. Export estimated variance report to Microsoft Excel
10. Move on to next category:

If needed, Repeat from step #5

11. At end of day (EOD) Perform a backup
12. Export inventory value report to Microsoft Excel – **Name 'Date-Counted Stock' or ?**
13. Process all physical counts handling any conflicts

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14. Export actual variance report to Microsoft Excel – **Name appropriately**
15. Export inventory value report to Microsoft Excel

Step #3: Export inventory value report to Excel

- Navigate to **1.** reports > **2.** Inventory Reports > **3.** Inventory Value

1. Check **all** Marked Boxes
2. Choose **Categories**
3. Choose **Dept.**
4. Click **[View]**

1. Right click on the grid
2. Click **Export to…**
3. Click **View in Microsoft Excel** or preferred spreadsheet

Save the file where you will be able to find it. **Rename this file with the Date and Time in the file name, just in case.** (You need this skill, the process is not described below)

Step #4. Continue to process Sales

Step #5-a: Create a [Count Batch] – Header Info.

1. Navigate to the Inventory Count **Main Menu** (See **Image 1**. above)
2. Select the **[Count Batch] tab**, and Click **[New]**
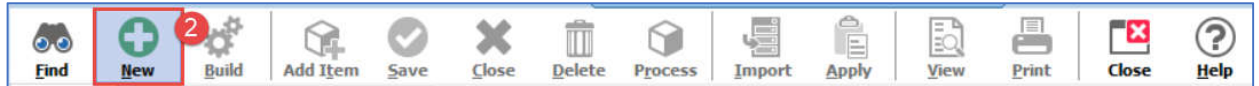
1. Enter a **description to identify this count sheet**
2. Select your **Dep't if applicable**
3. Use **Periodic Stock Count**
4. Optionally change the **assigned user**
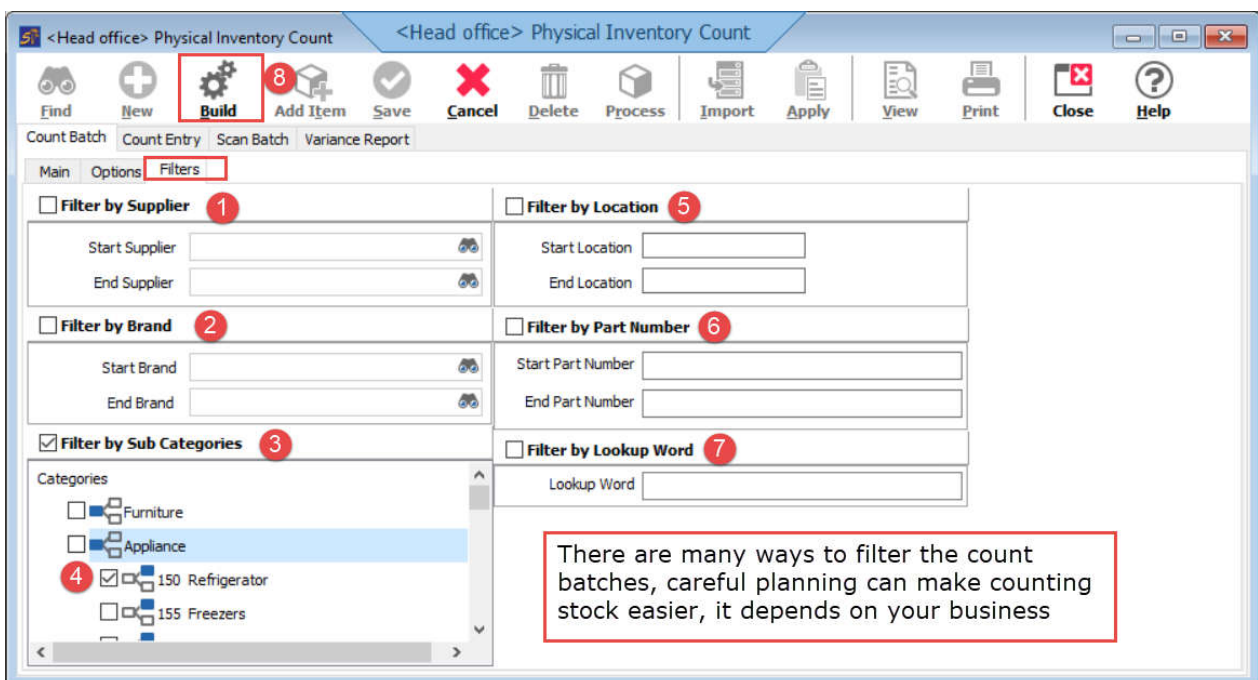5. Click to select **[Options] Sub-Tab**

Options Select sub-tabs:

1. If you need to exclude items from your count, please check the associated exclude options. The default settings for date should be fine
   Unless you are performing a customized process, the other remaining checkboxes should be unchecked. Discuss the options and implications with your IS or Support person, choices can help or hinder and are based on your needs.
2. Navigate to the **[Filters] Sub-Tab**

Proceed to Step #5-b to add Filters

Step #5-b: Create Count Batch [Filters] for category being counted

The **[Filters]** sub-tab:

1. Click **Filter by Supplier Name**
2. Filter by **Brand** if used
3. **Include One or More Categories**. Depending on your Inventory Mix. If selecting a sub category **double-click the main category icon to display the sub check boxes**
4. **Select a main category or one or more sub categories** (check the boxes)
5. **By Location in Warehouse/Storeroom/Showroom**
6. **By Part Number range**
7. **By Lookup Word – Example: Serialized, Chemicals, Layaway etc**
8. Click **[Build]** button.

There are many ways to filter the count batches, careful planning can make counting stock easier, it depends on your business
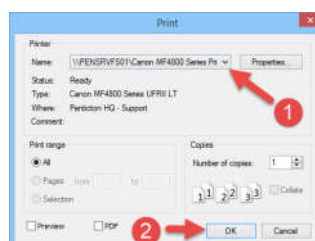
Step #6: Print out the sheets ASAP

Select the **[Count Entry]** Tab:

Consider printing settings
1. **Count Sheet Page Break** (Category)
2. Print Serial Numbers Horizontally (if counting serial numbers)
3. **Print** the Sheet(s)
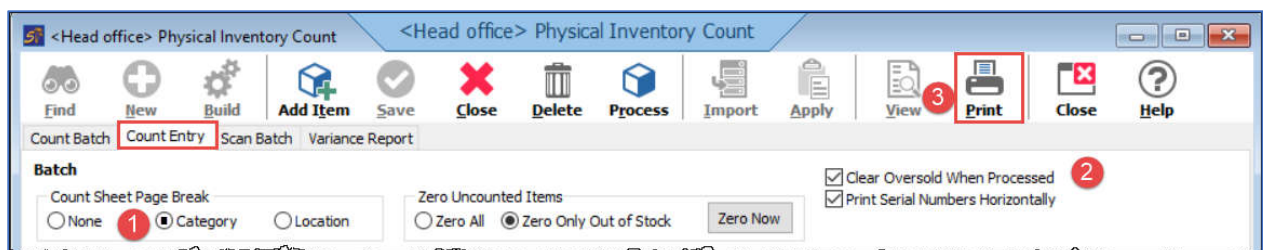
1. Choose a printer > **2.** Click OK

Step #7: Give out the printed sheets > Count & Fill in the [Counted] column

- **ASAP (no delays)**
- **Stress the Importance of Accuracy**
- **Physically Verify the Number of Items 1. Counted**
- **Report or Note Zero Qty items – <u>No Blank Values</u>**
- **Mark EACH ITEM as Counted – Highlighter or Color dot stickers, to prevent the same item being counted multiple times.**
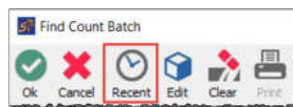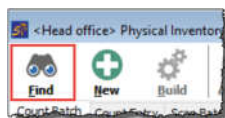

Step #8: Load Batch Data while other counts are happening

Click **[Find]**   and   **[Recent]** to display a list

When the **Find Count Batch** window displays, search for **Batch Number**, or pick the batch you want by **Description 1. Date**, **2. Assigned to Name,** etc. Click **3. [OK]** to return to **Re-Open the Batch**

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Select the [Count Entry] 1. Tab:

2. Copy the **Actual Count** from the printed sheets to the **2. [New Count]** column (fill in every line)
3. The **Difference or Variance** between the Actual & Computer is shown.
4. Click **[Save]**, and the Greyed Out **[Process]** button will become active **DO NOT CLICK yet**, **you need to print the Variance Report.** If this has not been done already, this message will appear. Respond with **[No]**
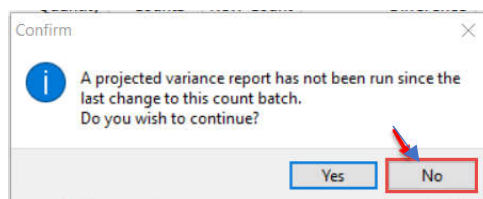
Navigate to the **[Variance Report]** tab

5. Go To **1.** "**Zero Uncounted Items**" check button **2.** "**Zero Only Out of Stock**" click **3. Zero Now**


Click **[Yes]** to proceed when prompted.

Step #9-a: View & Export Variance Report

Select the **above image [Variance Report]** Tab: **1.** Click the **[View]** button, then **Export to Excel** or Printer.

Save a copy of the Variance Report, this is important.

Step 9-b: Export Variance Report to Microsoft Excel and Save the file

1. Right click in the grid

2. Click **Export to…**

3. Click **View in Microsoft Excel** or using your preferred spreadsheet. A good idea is to also Print each Count Batch, to File or PDF, printing to PDF is quick and efficient.
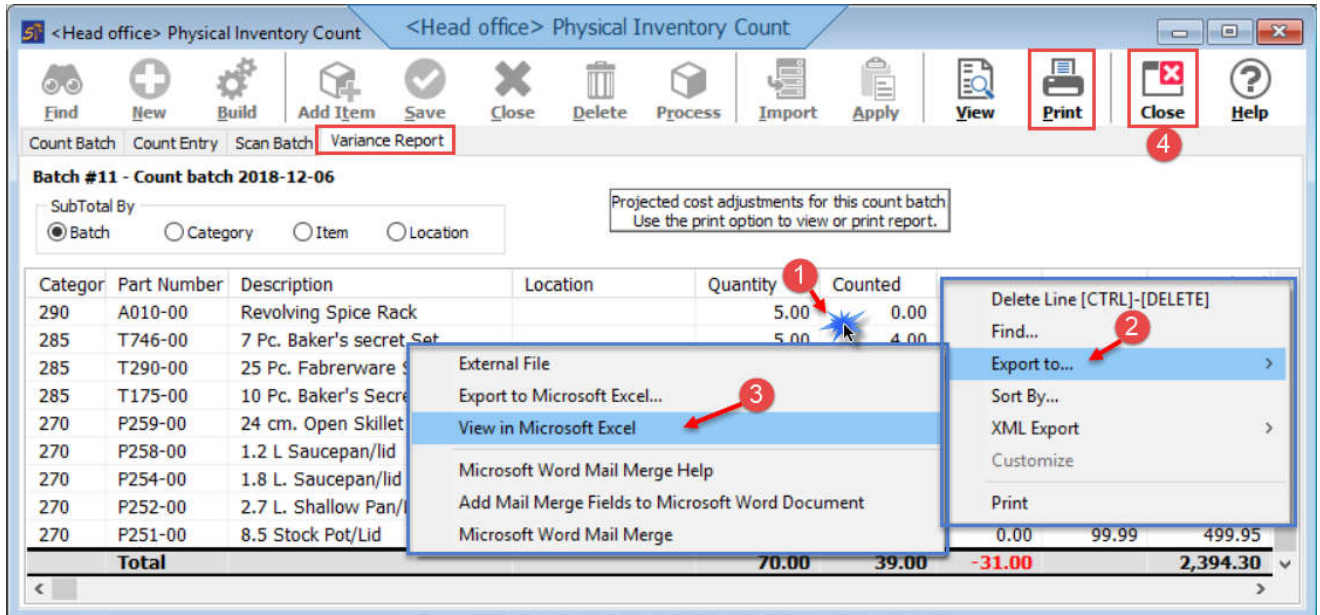
Save the Excel file somewhere you will be able to find it – Test the file(s) to _make sure you can_ find them, and that they are properly named and accurate.

Sample Excel Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K
1	Category	Part Numl	Descriptic	Location	Quantity	Counted	Variance	Unit Cost	Expected	Verified V:	Adjustment
2	290	66-00	Paper Towel Rack		5.00	0.00	- 5.00	8.99	44.95	0.00	- 44.95
3	290	A425-00	20 Pc. Bottle Spice Rac		5.00	0.00	- 5.00	19.99	99.95	0.00	- 99.95
4	290	A393-00	Bread Box		5.00	0.00	- 5.00	19.99	99.95	0.00	- 99.95
5	290	A262-00	25 Pc. Plastic Utensil S		5.00	0.00	- 5.00	8.99	44.95	0.00	- 44.95
6	290	A139-00	5 Lb Kitchen Scale		5.00	0.00	- 5.00	8.99	44.95	0.00	- 44.95
7	290	A010-00	Revolving Spice Rack		5.00	0.00	- 5.00	8.99	44.95	0.00	- 44.95
8	285	T746-00	7 Pc. Baker's secret Se		5.00	4.00	- 1.00	9.99	49.95	39.96	- 9.99
9	285	T290-00	25 Pc. Fabrerware Set		5.00	5.00	0.00	9.99	49.95	49.95	0.00
10	285	T175-00	10 Pc. Baker's Secret S		5.00	5.00	0.00	12.99	64.95	64.95	0.00
11	270	P259-00	24 cm. Open Skillet		5.00	5.00	0.00	69.99	349.95	349.95	0.00
12	270	P258-00	1.2 L Saucepan/lid		5.00	6.00	1.00	59.99	299.95	359.94	59.99
13	270	P254-00	1.8 L. Saucepan/lid		5.00	5.00	0.00	59.99	299.95	299.95	0.00
14	270	P252-00	2.7 L. Shallow Pan/Lid		5.00	4.00	- 1.00	79.99	399.95	319.96	- 79.99
15	270	P251-00	8.5 Stock Pot/Lid		5.00	5.00	0.00	99.99	499.95	499.95	0.00
16		Total			70.00	39.00	- 31.00		2,394.30	1,984.61	- 409.69

4. **[Close]** the **Variance Report Created** after viewing.

Step #10: If there is another category to count go to step #5, or at EOD go to step #11

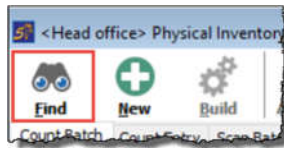### Step #11: Perform a backup (process not described, ensure users are out of System Five)

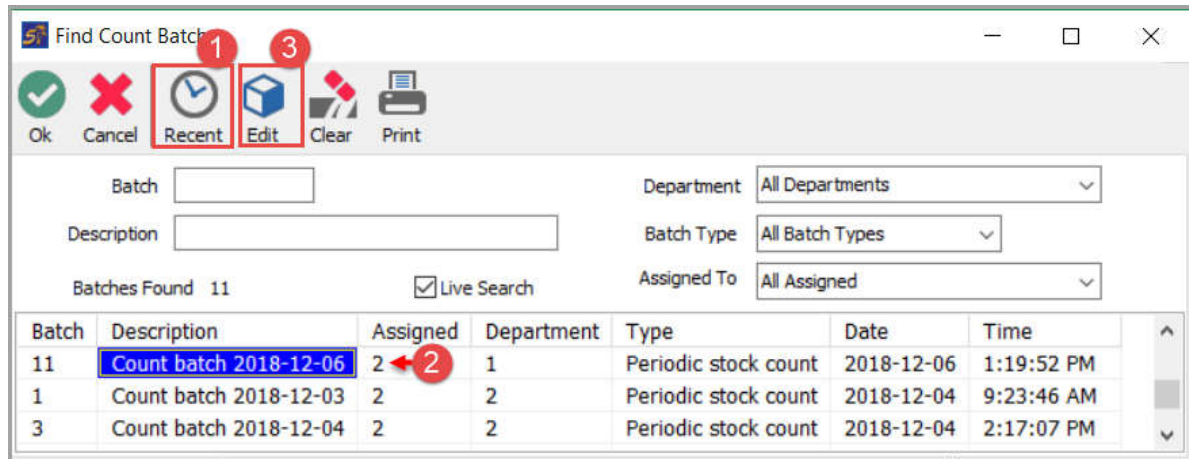### Step #12: Export inventory value report to Microsoft Excel (Perform Step #3 again)

Step #13: Process physical counts

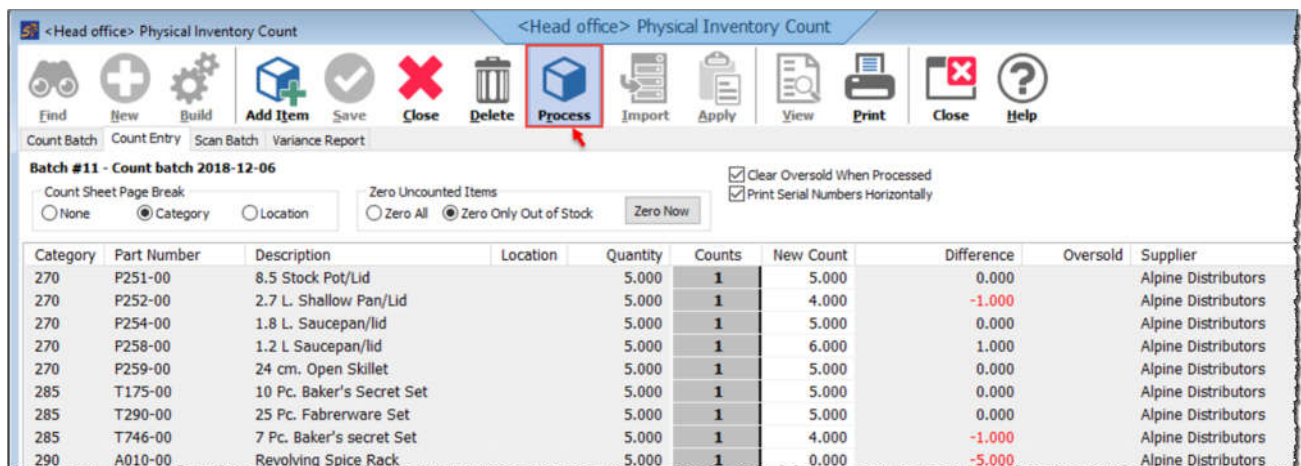Navigate to the **Physical Inventory Count** Main Menu bar as per **Image 1**.
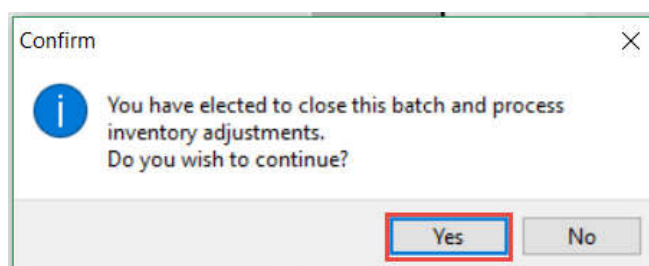
Click **[Find]**

Click **1. [Recent]** > click to select **2. [Batch] line** you are going to process > click **3. [Edit]**

Click **[Process]**

Click **[Yes]** to confirm that you want to close this batch and process inventory adjustments

Physical Inventory Stock Counting

Error Messages while Counting or Processing

See below to consider errors or conflicts

If conflicts show up, please click **1. [OK]** then **2.** deal with any conflicts that show up in yellow otherwise proceed to 7.

     a. Procedure for reconciling conflicts not described, as this can vary quite a bit, **it is best to discuss the specific issue with your IS Person.**

     b. Go back to 4. (Click Process)

     c. Click Save

     d. Perform **Step #9** again (Export estimated variance to Microsoft Excel) and return here

WARNING: You will not be able to retrieve or re-open this report once saved and closed, make sure to print or export it.
If you **DO** make a mistake and have **Saved** the report, the system will have processed this count batch and marked it as Completed.
A NEW batch will be required to fix the errors, or manual adjustments done.

You may print a copy of the report if you wish:

1. Choose a printer >
2. Click **[OK]**

Close the Batch.

If you have another count to process return to Step #8.

Physical Inventory Stock Counting

Serial Numbered Parts

The method for counting serialized stock is mostly the same as for normal un-serialized items. Create a new Count Batch as shown earlier, up to Step 5.

There are several settings under **[Count Batch]** - Sub-Tab **[Options]** that need to be set.

The most important setting on this last page is the **Include Serialized Items**, the others are subjective.

The **Filters Sub-Tab**

The **Filters Sub-Tab** has been described in the **Print Out and Coun**t method, with the exception of the necessary **Categories to Count**, all other setting explanations are valid. Refer to this section if needed.

Set as Needed, then **[Build]**

Serial Number Count Entry window

The Count Entry window now shows the **Serialized Stock items**, as **coloured buttons** on the **[Counts] column**. There are 3 different values and answers here. **1.** Qty Zero in Current Stock – None to be Verified, **2.** 5 In Stock – 5 Serial #'s to be Verified, **3.** Same as #2, **4.** Is showing as **5 Un-serialized Parts** that need to be counted, and so on…..

The next step Click on the Counts Button #**2**, which will show the actual Serial Numbers to be verified.

Serial Number Verification window.

Unverified

Verified

As the serial numbers are physically identified, the **X** is clicked and changed to a 🟢 green check mark, this is the verification process. **[OK]** when done.

The line now updates in the **New Count 1. column**, proceed to the other lines and **Verify** the counts

Category	Part Number	Description	Location	Quantity	Counts	New Count	Difference	Oversold	Supplier	Brand
150	CFE28USHSS	GE Cafe Series ENERGY STAR 27.8...		0.000	0		0.000		GE Appliance	GE Ap|
150	R212-12	Kenmore 12.1 Cubic Foot		5.000	5	5.000	0.000		Alpine Distributors	
150	R842-18	Whirlpool 18.1 Cubic Foot		5.000	5		-5.000		Alpine Distributors	

Continue on the Next Line, until all serial numbers found and Verified.

The number is <u>verified against the inventory record of that Part</u>:

If the number exists it is accepted, if the S# has been sold a warning dialog box appears and the number is not accepted.   And it could be missing or never added properly, but it is important to **CHECK**.

> **WHY IS IT MISSING?:** **If a serial number cannot be physically seen and counted, <u>Leave the Count Unchecked and Investigate the reason</u>. Serial number control is very accurate in S5, they do not just disappear! Is it on a Work Order? Out on RMA? In the Showroom? Taken to Show a Customer???**
>
> **There will always be a reason, it is important that this be resolved before processing this batch.**

If the **serial number was not previously recorded** on the part record it should be **Investigated** & **Added**.

To **Add a 'Discovered' Serial # to the part record**, **[Add]** with the button, this will also be accepted.

The Part Number record MUST already have the Serialized Part set to [ON].

> **NOTE:** In the above **Count Entry window, Part # R902-88** is showing a **Count of 5** in **[Quantity] column**, but **Zero Qty** in the **Serial# [Counts]**. The reason for this is that there **<u>ARE</u> 5 in stock, but the part is NOT set to Serialized.   Once a Part is Created, with Parts IN stock as Non-Serialized**, it **Cannot** be **Changed to Serialized, as there is history**. As this likely was a mistake, it would require a series of special actions to resolve the issue. ***Discuss this with an IS or Support Person.***

Physical Inventory Count Using a Barcode Scanner (Cloud & RDP)

WARNING: It is important that a backup of data is done prior to any stock adjustments including Physical Stock Counts and Updating is performed.

➢ Perform an **Inventory Integrity Check** with **_fix_** options before performing a physical count. If integrity errors are not fixed first, it will slow and make the count inaccurate.

➢ If you fix errors **_AFTER_** the completion of the inventory count, the counts that you just did, will likely be wrong.

EXPLANATION: If you are running **System Five On Cloud**, or if you are running **System Five over Terminal Services**, there is an easier way to do the Physical Inventory Count, even if you don't have a data collector.

- It will require a wireless internet connection, a laptop and a barcode scanner.
- A cart to move the laptop around would also be convenient.

EXPLANATION: This operation will require that several steps be done, in a specific order, so that all scans and counts will process properly.

WARNING: When using Spreadsheet Exports, Scanner or Data Collectors to create Import Files to update a batch, be aware of the following:

- Items Marked for Deletion will **NOT find a Part # Match**
- Review Items Marked for Deletion and **Un-Mark the Deleted setting**

Creating Your Scan Batches

1. Open Physical Inventory Count main window
2. Click on Scan Batch Tab
3. Click NEW button
4. Set Scan Source to Direct Scan
5. Click Build button

6. Once it takes you to the direct scan tab, go back to the main tab and give your batch a name in the Description field. Give your scan batch a meaningful name like "STORE FRONT JENNY"
7. Now go back to the **Direct Scan** Tab….

8. …and click on the first **Part Number** field.

Scan the first item's barcode

WARNING: As you will be using **Barcode Scanners**, it is important that the scanner you are using, has been properly programmed with the **Prefix or Preamble required and set in System Five Setup Wizar**d. Your **IS or Support person will do this or assist you**. If you do NOT have this done, the scanner may not work when scanning the same barcode multiple times.

Physical Inventory Stock Counting

Scanning the Barcode

If you only want a quantity of 1, you can scan the next barcode because the quantity will always be 1.

If you need a different quantity, you need to click on the quantity to change it

or scan the barcode multiple times. However, this will create additional lines with quantities of 1

- If you make a mistake and need to delete a line, just highlight the **Part Number** line, and press **Ctrl + Delete** on your keyboard.
- If you enter a **wrong quantity**, just **highlight the quantity you want to change and type the new quantity on the keyboard.**

Physical Inventory Stock Counting

Once you have scanned all the items in your area, you need to save your scan batch.
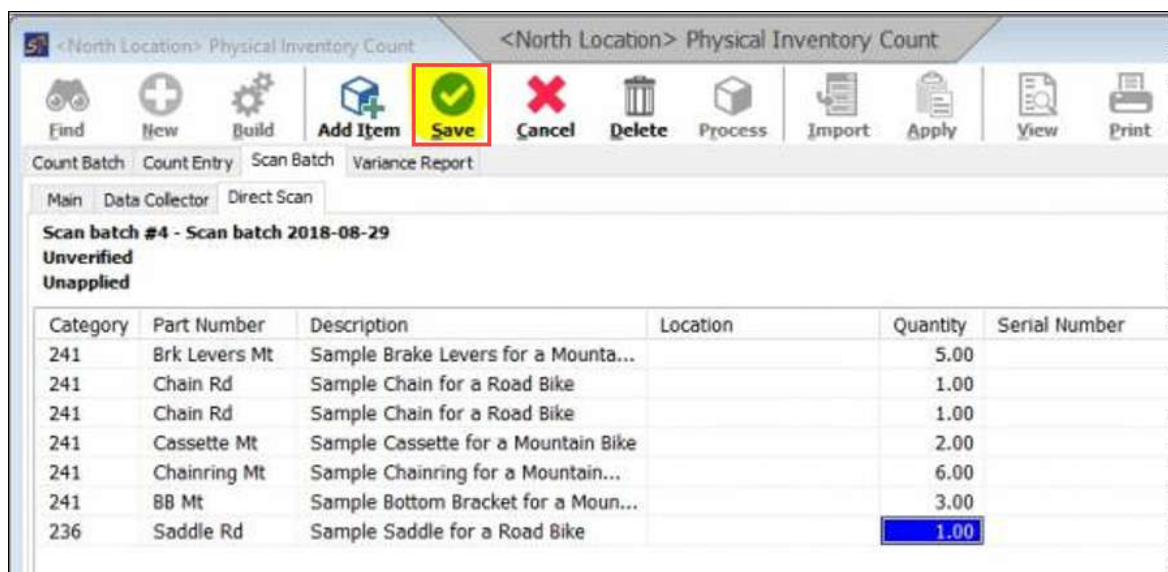
Now you can close the batch and continue to your next area.

1. The new batch will show if you click on the **Find** button
2. **Recent** which will show
3. **All existing scan batches**.
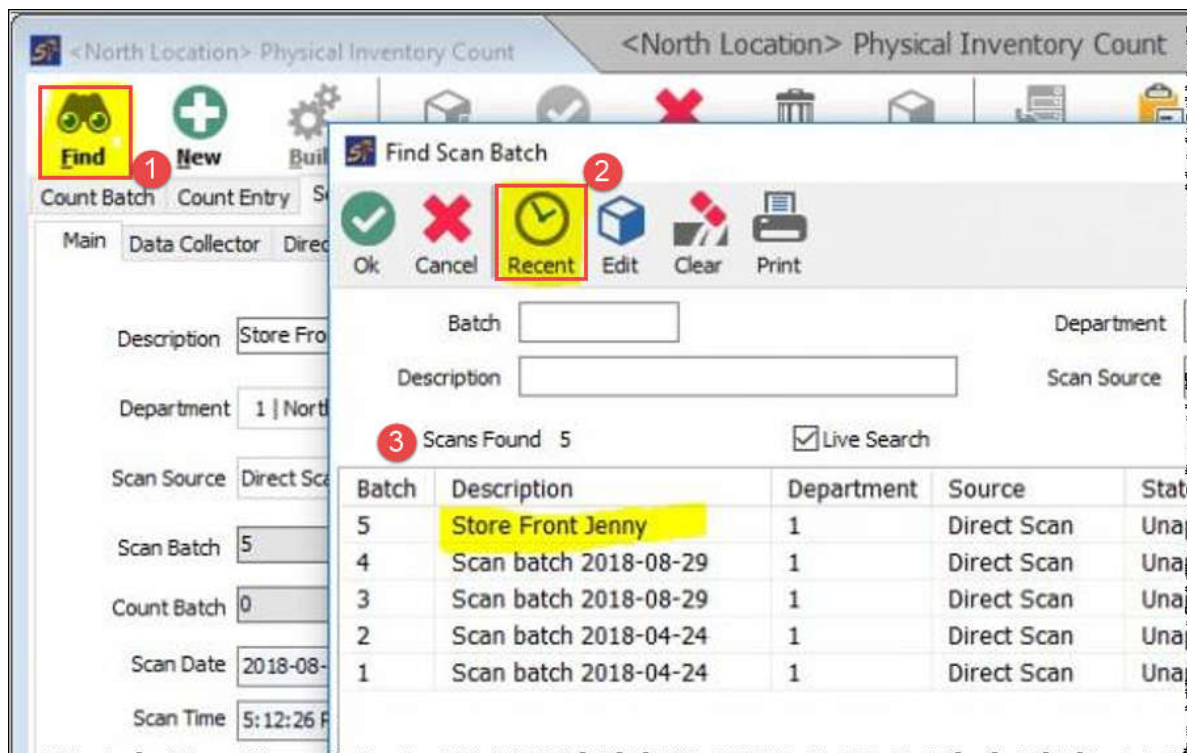
Repeat this process to create additional **_Scan_ batches**.

Once all scan batches have been created you can move on to Creating the **_Count_ batches**.

Creating the <u>Count</u> Batches

You will create three counts in this stage

1. Scanned Counts
2. Non-Counted
3. Clean Up

> ***i*** **WARNING:** It is important that a backup of data is done prior to any stock adjustments including Physical Stock Counts and Updating is performed.
>
> **ALL USERS MUST BE LOGGED OUT FROM SYSTEM FIVE BEFORE THE BACKUP IS DONE!**

Adding Scanned Counts to a Count Batch

1. The **First Batch** is an uninitialized stock count that you will attach all the scan batches to.
2. **Make sure that all check boxes in the options tab are UN-checked.**
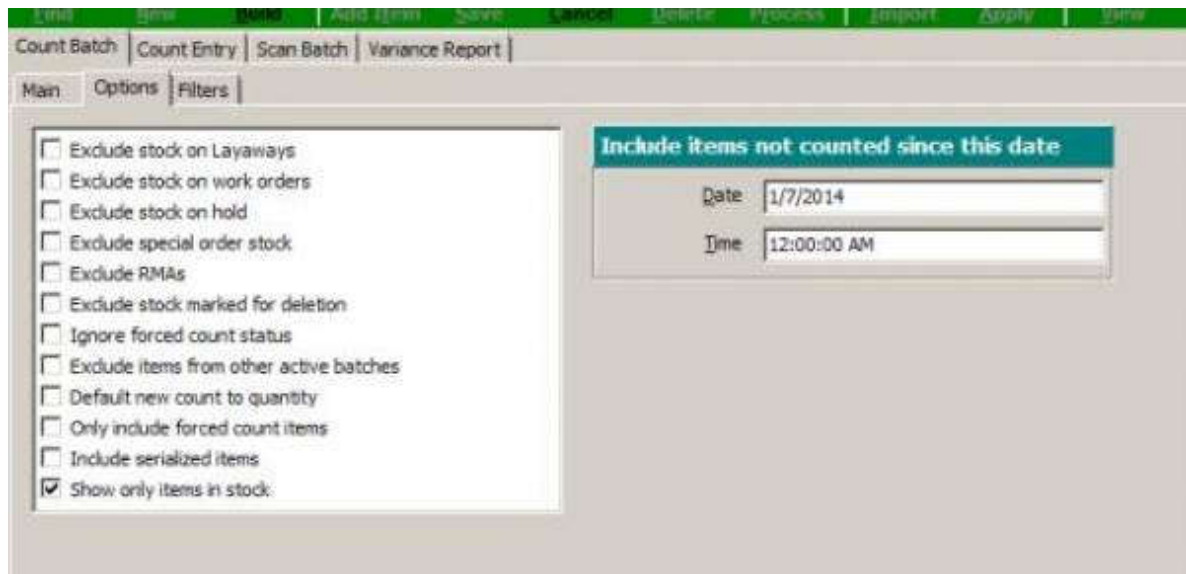
- Create the count batch, give it a recognizable name such as SSALimited Scanned Items, then Build and close it.
- **Note the name or batch number**.
- Open each scan batch and **attach them to this count batch**.
- Make any changes to the counts as needed, and run the variance report.
- Export to Excel and print
- Spot Check Items that count looks incorrect.
- A staff member will verify the counts before processing, and again adjust any counts as needed.
- Ensure that "Clear Oversold When Processed" is checked, and now you can process the batch.

Adding Non-Counted Items to a Count Batch
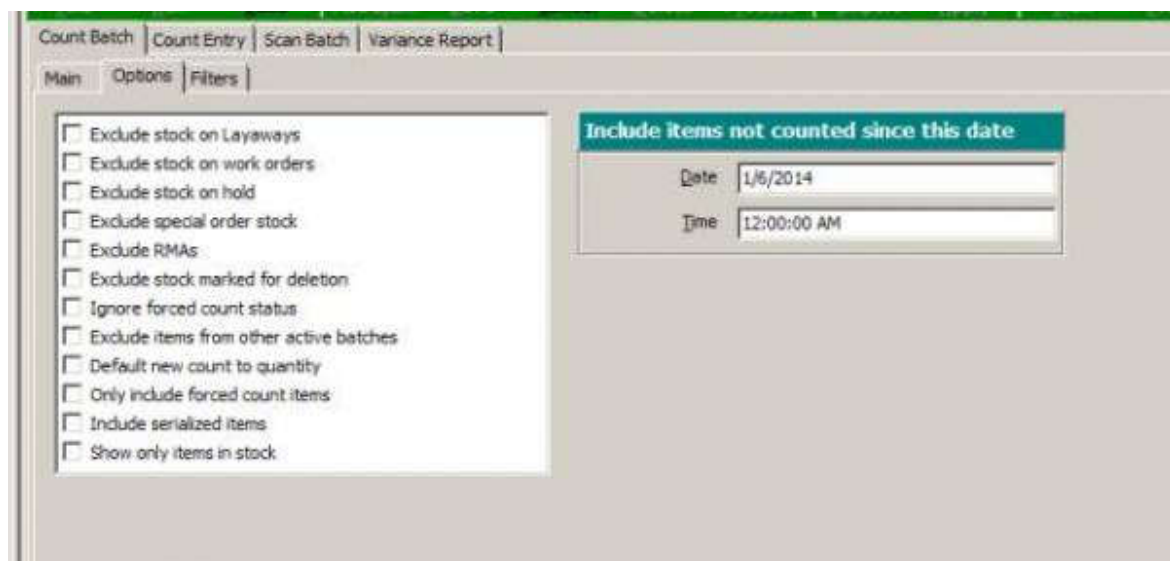
- Run a second count batch, and this time it will be a periodic stock count, only showing items that System Five is showing as being in stock. **DO NOT exclude items that are marked for deletion**.
- Set the date or time to be prior to when the previous count was done.

- This will show all remaining stock items that are showing a quantity, but were not counted (scanned).
- Essentially this is all missing stock, or mis-entered stock quantities.
- Zero all counts, run the variance report, and ensure that "Clear Oversold When Processed" is checked.
- A staff member will verify the counts again (spot Check), and once that is done, you can process this batch.

A Count Batch for Clean-Up

- Run a third count batch. This time we want to see all remaining inventory, including items marked for deletion.
- This batch will show everything with a zero count that has not been counted in the previous batches.
- Again… set the date or time to be prior to when the previous count was done.

Zero all counts, Run the Variance Report, and Process that batch.

Manually Creating Data & Quantity Lists

WARNING ERRORS MAY OCCUR: When using Physical Inventory Batches to Create Spreadsheet Exports, or Scanner or Data Collectors to create Import Files to update a batch, be aware of the following:
- Items Marked for Deletion will **NOT find a Part # Match**
- Review Items Marked for Deletion and **Un-Mark the Deleted setting**

Importing Spreadsheet Counts to a Scan Batch

When you Create a Count Batch, and Export the result to Excel or similar spreadsheet, it is easy to take the counted quantities from the spreadsheet, and Import the Part Number and Counted Quantity to a new Count Batch. This is a similar procedure to that of Importing a Data Collector or Scanner File.

Preparing the Spreadsheet

The file being imported needs to be in a specific format. If you are using a Data Collector, it will usually be pre-programmed in a **Part Number,Qty** or *Comma Separated Value* (CSV) format. Only these two columns are needed at this time.

Example Spreadsheet

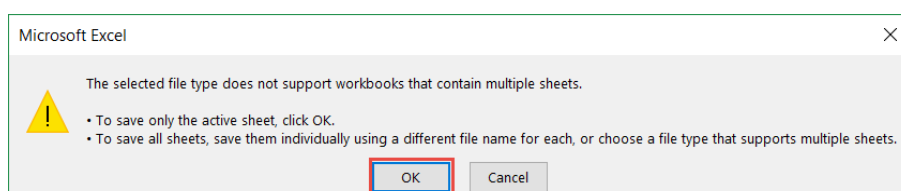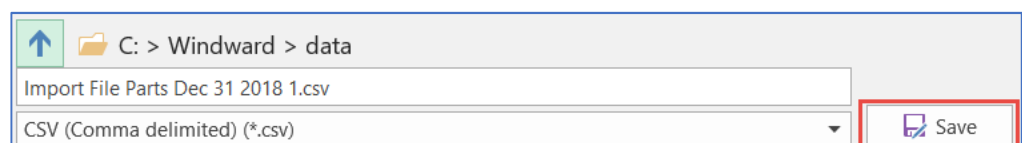|	A	B	C	D	E	F	G	H	I
1	Part Number	Description	Location	Quantit	New Coun	Differen	Oversol	COST	EXTENDED DIFFEREN(
2	FIM301G	300 Series Flange Gasket	R3B5S5	190	115	- 75.000		$1.18	-$88.50
3	FIMFC300	Flange-300 Series Clamp	R3B5S6	111	48	- 63.000		$8.94	-$563.22
4	FIM221G	220 Series Flange Gasket	R3B5S5	51	1	- 50.000		$0.74	-$37.00
5	FIM201G	200 Series Flange Gasket	R3B5S5	119	95	- 24.000		$1.00	-$24.00
6	25HBF07590	3/4"FPT x 3/4" Hose Barb - 90 De...	R3B2S3	37	17	- 20.000		$2.39	-$47.80
7	25RC150100	Red Coupler 11/2" x 1"	R3B1S4	22	4	- 18.000		$4.77	-$85.86
8	25SL02590	1/4" Street Elbow 90 Degree	R3B1S6	19	1	- 18.000		$1.61	-$28.98
9	25HB050038	1/2" MPT x 3/8" HB	R3B2S4	22	7	- 15.000		$0.55	-$8.25

As shown in this example, **Columns A and E** have been selected, by clicking on the **'A'** and **'E'** top row while holding the **Ctrl** key down. You can then right click and **[Copy]** both columns together.

Click on the bottom left of the spreadsheet, and the **[1]** to Add a Page, **[2]** naming as you require. When copied, click on the **[3]** 'A' and Paste. The content of the columns will now be in columns A and B. Save the spreadsheet.
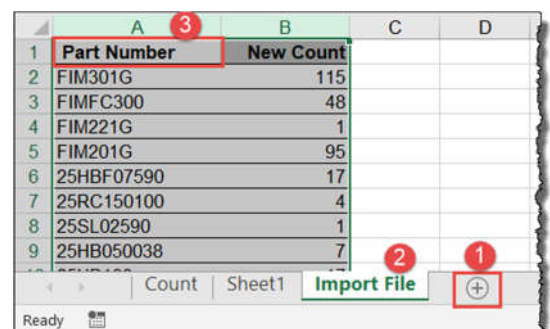
The next step is to click to select the **[Import File]** tab, and then *File, Save As*, from the Type drop down, choose **CSV (Comma Delimited (CSV)…… Remember WHERE you save the file.**

Save the File: You will need to confirm it is OK to ONLY SAVE this one page, this is normal… OK

C: > Windward > data

Import File Parts Dec 31 2018 1.csv

CSV (Comma delimited) (*.csv)　　Save

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK　　Cancel

Creating Your Scan Batches

1. Open Physical Inventory Count main window
2. Click on **[Scan Batch]** Tab
3. Click **[NEW]** button
4. Set Scan Source to **[Data Collector]**
5. Click **[Build]** button
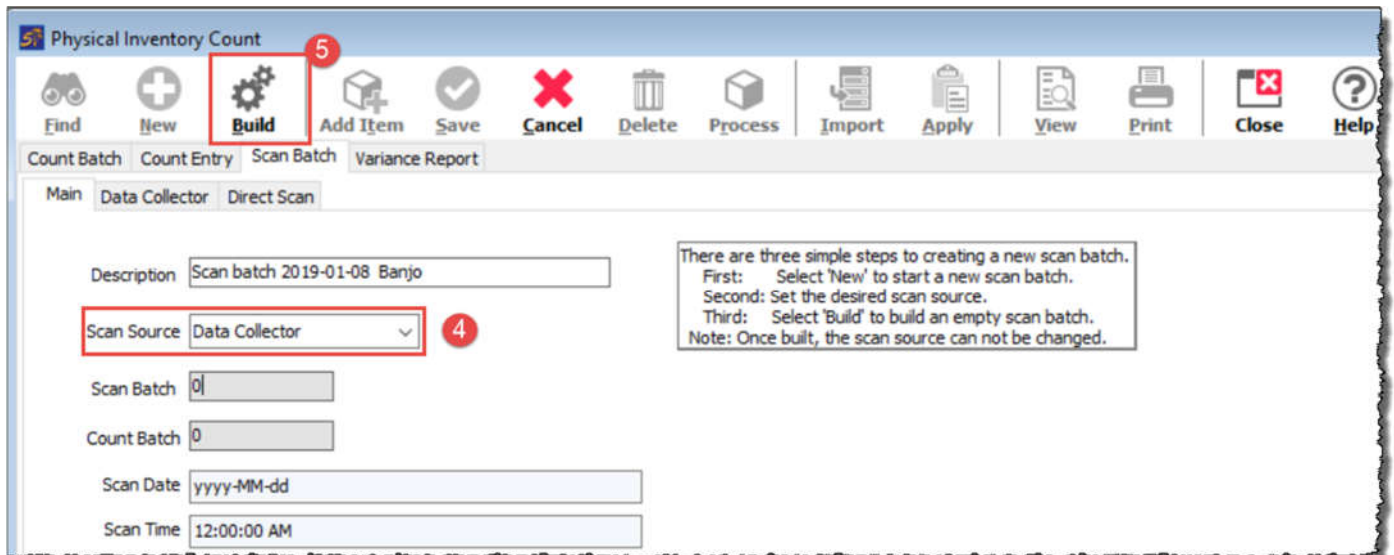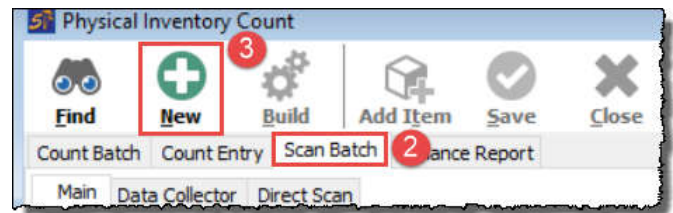
Importing the CSV Import File
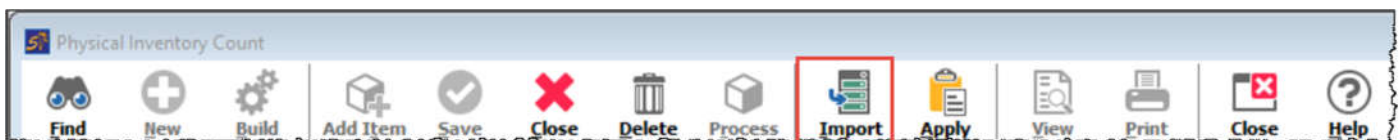
Click the **[Import]** Icon which is now **Active**

From the selection window, choose the **Scanner Import File**
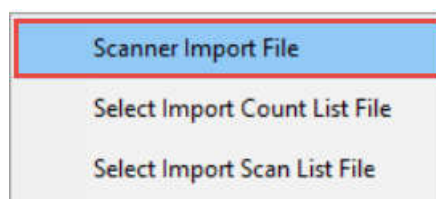
A prompt will appear, if you delete the CSV file, you will need to create a new on if the load does not work as expected
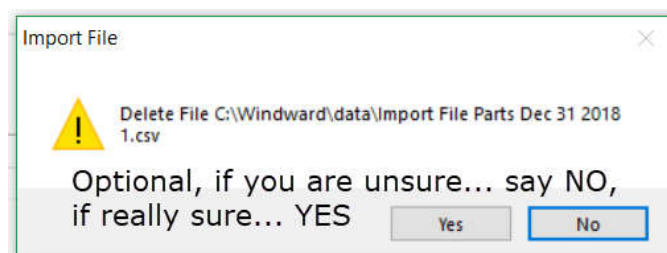
You will now be presented with the loaded batch, all the parts from the spreadsheet have populated the grid, and include the details matching the Part Number, along with the Counted Quantity.

View carefully, start to finish to check for errors, these will not update.

The Scan Batch – Ready to Save, Verify and Apply

All OK? [Save] and Continue
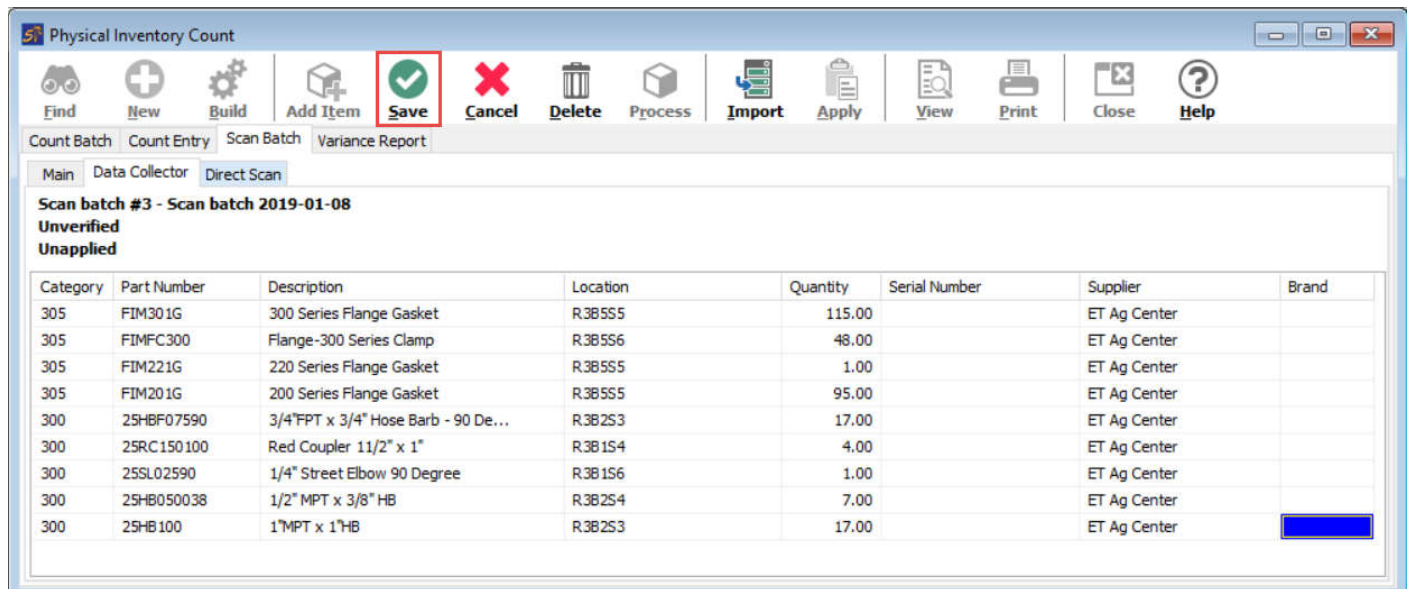

WARNING: When using Physical Inventory to Create Spreadsheet Exports, or Scanner or Data Collectors to create Import Files to update a batch, be aware of the following errors that may appear, they include:

- Parts in the Import List that do **Not Exist** or are **Mis-Typed** – **Edit or Add New**
- Items Marked for Deletion will **NOT find a Part # Match**
- **Review** Items Marked for Deletion and **Un-Mark the Deleted setting**

(If there are any errors or problems, see the section below on resolving these)

Apply Verified Scan Batch

1. As noted, the batch is **Verified** (and errors corrected) but is **Unapplied**, the Scan Batch will need to be attached to a Count Batch which may or may not exist.
2. Close the Scan Batch and either Edit an Existing Count Batch to match the Scan Batch to apply, or Create a New Count Batch.

Go to the section in this document titled: **Adding Scanned Counts to a Count Batch**
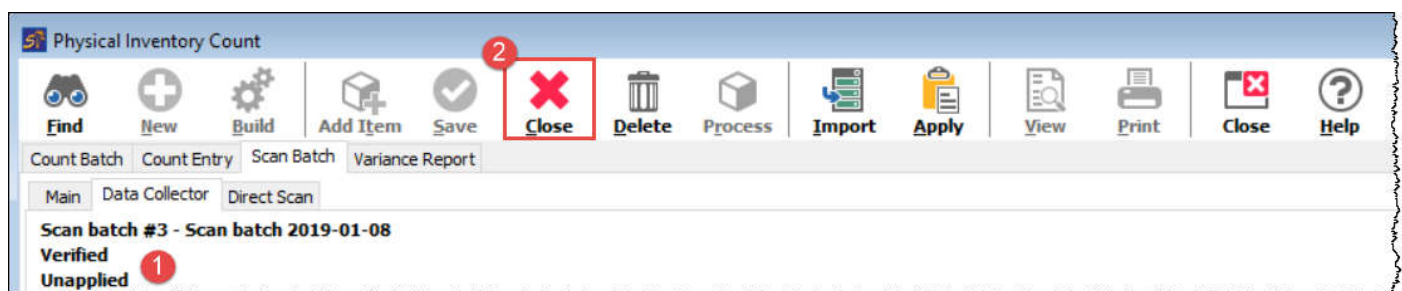
Physical Inventory Stock Counting

WARNING: When using Physical Inventory to Create Spreadsheet Exports, or Scanner or Data Collectors to create Import Files to update a batch, be aware of the following errors that may appear, they include:
- Parts in the Import List that do **Not Exist** or are **Mis-Typed** – **Edit or Add New**
- Items Marked for Deletion will **NOT find a Part # Match**
- **Review** Items Marked for Deletion and **Un-Mark the Deleted setting** Un-Mark Deleted

What to do when ERRORS show up

From time to time an import to the Count or Scan Batches can show errors. Usually they will show the error as being an imported number that cannot find a match, due to a typo or the fact that the part number in the list being imported does not exist for some reason.

Another issue that can occur, is when the part **DOES EXIST but is Marked for Deletion**.

These errors must be fixed before the import is Saved and Processed. Review by **Double Clicking on each Part Number**.

Error Examples:

Correcting Errors

After double clicking on the Part Number of the Error Line, you will have options to Edit the Part and correct the problem, such as Un-Mark the Deleted flag, or Add, Edit an existing part that simply needs to be corrected. Saving the part will return you to the batch and you can proceed to **[Save]**.

If the above steps do not correct the problem, click **[3] [Cancel]** and Re-Import the CSV file.

If errors persist, check with your IS Person or call Support for assistance.

Big Count Method for Physical Counts

Introductory information:
- Big Count primarily done using handheld data collectors
- Count while business is open
- Work orders are staged and not being counted
  What you MUST Consider before starting

NOTE: This article describes, at a high level, the strategies used in the **Big Count** and or **Year End** method.
  ➤ **Serial numbered parts are not included** as part of this process, **please verify your serial numbers separately.**
  ➤ **This article describes doing year end inventory counts**. Adjustments would have to be made to the processes described to use it for cycle counts.

NOTE: The Big Count method is used when you have a data collector like the HT630 or another type. The HT630 would be a good choice for a data collector to purchase. A handheld scanner is a device where we generally load a small program that allows you to scan a product and then enter a quantity. The program allows you to go around and scan your parts into the device, dock it to your PC, and then load it to an invoice, physical count, or purchase order (limited functionality on PO's). This can greatly speed up the counting of inventory because you can go out into the yard and scan products

WARNING: It is very important that a backup of data is done prior to any stock adjustments including Physical Stock Counts and where Updating is performed.

Please perform an inventory integrity with *fix* options before performing a physical count. Errors that exist when the stock is counted, and fixed later, will cause errors in counts to be restored.

Why do a Big Count

There are 3 main reasons for doing a Big Count, they are…….

1. **A big uninitialized count that we attach all scan batches to**. **(COUNT EVERYTHING YOU CAN SEE)** <u>Commonly used for Financial Year End Stock Counts.</u>
2. *A periodic stock count of all items in stock that may not have been counted. These are the items that System Five tells us that we missed with the scanners.* **(WE DIDN'T SEE IT BUT THE SYSTEM SAYS IT IS IN STOCK)**
3. *(SYSTEM SAYS WE DON'T HAVE IT, AND WE STILL HAVE NOT FOUND IT)*

> **WARNING:** **Each step must be completed entirely before the next step is started**
> ➢ **Unique Parts** For you to be able to count using a handheld data collector using the Big Count method you **must have barcodes that uniquely identify the parts you are scanning**. They must also correspond to **regular stocked inventory items.**
> ➢ You cannot for example, use a **Matrix Header part as your barcode** because it does not follow the rules above. **Each part in the matrix would need it's OWN Barcode**
> ➢ **You don't want to have to re-count or not be able to use your data collector** so *TEST TEST TEST* to make sure you know for sure that your parts have unique values. This can cause major headaches during your count process if a part or product is not uniquely identified.

The workflow steps below, are an outline… details on these tasks are included earlier.

Big Count Inventory Stock Count workflow steps in brief

Overall process for Big Count Method Preparation and Step #1:
Counting *what you can see*, Normal parts

1. Perform tests in training on small groups of items well in advance of performing the count
2. Break down the inventory/store into sections that can be counted/scanned in 30 – 60 minutes
3. At start of day perform a manual backup, give it a good name, and save it somewhere safe
4. Export inventory value report to Microsoft Excel
5. Continue to process sales
6. Create an uninitialized count batch to be the Big Count
7. Give each individual or team a scanner and assign them a section to count (document)
8. ASAP after section counted: create a new scan batch for a section that has been scanned
9. Add the scan batch number to the document of inventory/store sections
10. Attach the scan batch to your Big Count
11. If there are more sections to count move on to next section (return to step 7.), or continue on
12. Perform a backup
13. Export an estimated variance to excel
14. Process the "Big Count" count batch handling any conflicts
15. Export actual variance report to Microsoft Excel
16. Export inventory value report to Microsoft Excel

Overall process for Big Count Method Step #2:
Counting *what System Five shows as In stock and not counted*, normal parts

1. Create a periodic count batch: filter to only show items in stock, and items not counted during previous counts
2. Print the batch and hand out the sheets to be counted
a. If there is somehow a large number of items, consider filtering as per Print Out Method
3. Count sheets must be filled in ASAP
4. Data enter counts into the count batch
5. Export estimated variance report into Microsoft Excel
6. Backup System Five
7. Process count batch resolving any conflicts
8. Export actual variance report into Microsoft Excel
9. Export inventory value report into Microsoft Excel

Overall process for Big Count Method Step #3:
Count *items Not in stock*, Normal parts

1. Create a periodic count batch: remove filter to only show items in stock. Include items not counted during previous counts

Physical Inventory Stock Counting

2. Do a cursory review of the items shown in the count batch
3. Enter counts for anything you notice
4. Zero the counts
5. Export estimated variance report into Microsoft Excel
6. Backup System Five
7. Process count batch resolving any conflicts
8. Export actual variance report into Microsoft Excel
9. Export inventory value report into Microsoft Excel
10. Consider marking the items for deletion from variance reports created during Step #3

Overall process for Big Count Method Step #4: **Count items in stock, serial numbered parts**
Overall process for Big Count Method Step #5: **Count items not in stock, serial parts**

Overall process for Big Count Method Preparation and Step #1: Counting what you can see, normal parts

Step #1-1. Perform tests in training on small groups of items will in advance of performing the count