
Physical Inventory Summary of Steps using Multi-Count Worksheets

1. Print Count Sheets prior to the day you will be taking the physical count if extra time is needed for printing/copying. Select **Multi Count Worksheet** from the INVENTORY COUNT MENU and respond to the dialog questions. This program prints the count sheets. This program also creates a file with the items that qualify and each item's QOH (a "snap-shot" of your inventory). On the day of the count, you will be able to "refresh" the starting quantity. The refresh quantity option is available only if you are printing more than one set of count sheets.
2. In preparation for taking a physical inventory, verify that all billing and receiving activities have been completed. For example, be sure to close customer orders that have been shipped, receive purchase orders in the computer if the merchandise has been physically received, complete all steps of Store Transfers for items that have been transferred.
3. On the day you will be taking the physical count, refresh the quantities in the physical inventory count file with the "**refresh Qty**" option IF YOU PRINTED THE COUNT SHEETS AHEAD OF TIME. To use the refresh Qty option, select **Multi Count Worksheet** again. At "Specify Output Device," press [F12] and Q for "refresh **Qty**." Respond 'Y' to the "Ready?" prompt. After the refresh is complete, you'll be prompted to 'press any key.' When you return to the Multi Count Worksheet Report screen, press [F12] and exit. **Note:** At release level 4.03.000 or lower, the "refresh Qty" must be run *before* you begin entering count quantities. At release 4.05.000 or higher, "refresh Qty" may be run after you begin entering count quantities.
4. Physically count your inventory. Identify/tag items that have been counted. (For example, "colored dot stickers" can be used to indicate items that have been counted.) If your company will be "open for business" during the physical count, you must keep a record of items you take off the shelf to sell ***if you have not yet counted them***. You would need to "add" the quantity of these items to the "count quantity." You do not need to keep track of items you take off the shelf IF you have already physically counted them.
5. Select **Multi Count Adjustment** to enter the counts. Be sure the correct Page # and Set # are displayed when entering counts. Note: to "save" a page that has "no counts," press Enter to move the cursor to the first item field and then press [F10].
6. Select the **Multi Count Difference Report** to print "Sets Not Edited." This will identify any count sheet pages that have not been saved. This program also can be used to print items in which the counted quantity is different than the QOH in the item master file (Item Difference option).
7. After all count quantities have been entered, run the final step **Multi Count Update**. This is the step that actually adjusts the quantity on hand in the item master records. When using the multi count "difference" method, a response of 'N' for No is entered at the "Post Actual Quantity Entered?" prompt. The Qty-on-Hand in the item master is either increased or decreased by the difference between the starting quantity and the physical count. When there is no difference between the starting quantity and the physical count, the QOH in the item master is correct and no change to the QOH is necessary.