



# Physical Count Guide

## for the **V6 System** Software

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November 2018

The Retail Technology Group (RTG) recommends completing the procedures in this guide to physically count inventory items and avoid inaccurate data.

Even a well-managed retail environment can create inventory discrepancies through unforeseen circumstances (shrinkage, counting errors, data entry mistakes, etc.) These discrepancies can adversely impact purchasing, reporting, and the availability of products for the customer to purchase.

Establishing a practice of routinely completing physical counts on regular basis can help prevent these types of problems.

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# Notices

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## Publication Information

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November 2018

# Overview

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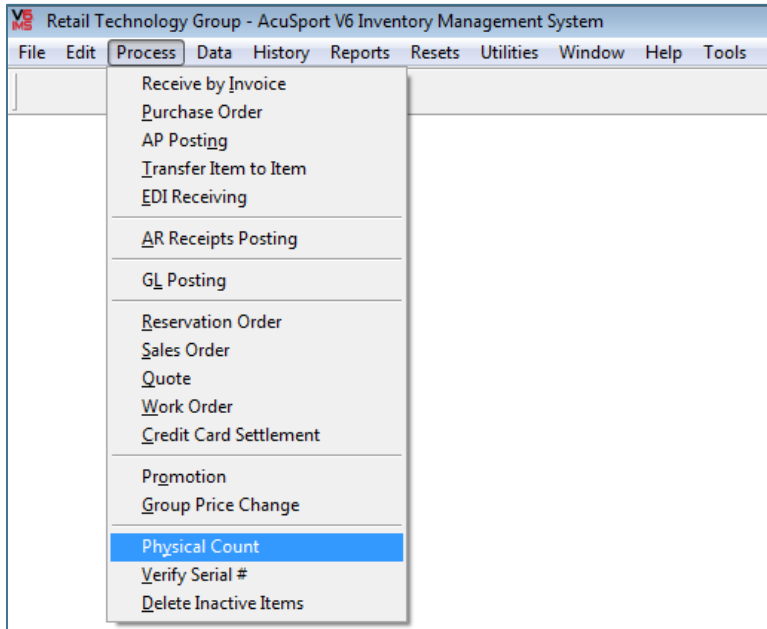
Rather than complete an annual physical count of all items, establish a schedule for counting specific groups of items throughout the year. Ideally, each inventory item will be included in a physical count at least twice a year.

Complete the following procedures for each of these physical counts:

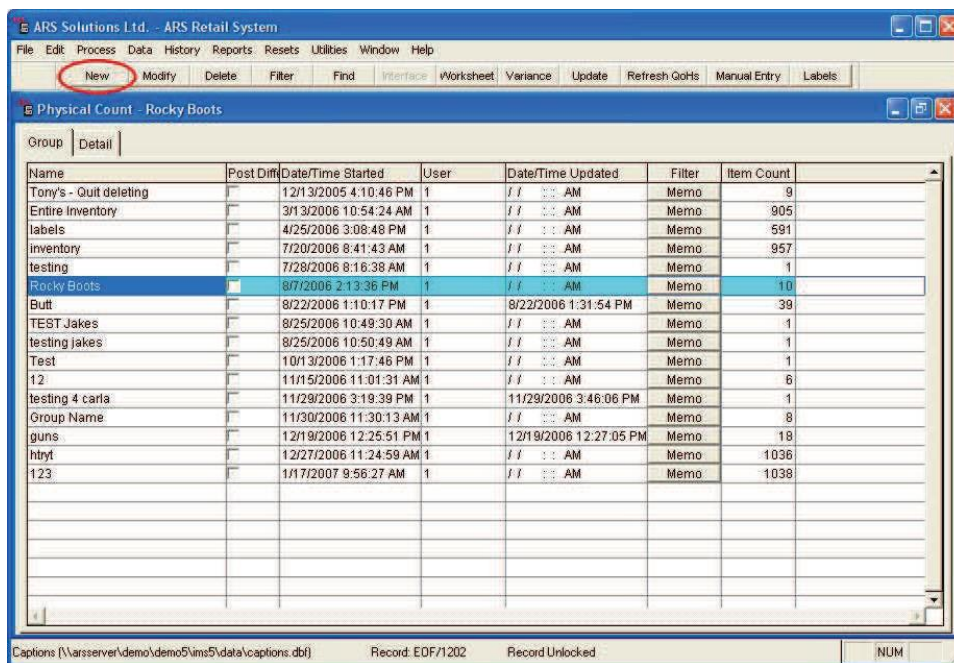
1. [Create a Physical Count](#)
2. [Generate a Physical Count Worksheet](#)
3. [Perform a Physical Count](#)  
Use either of the following methods:
  - [Complete a Count with a Count Worksheet](#)
  - [Complete a Count with a Handheld Device](#)
4. [Generate the Count Variance Report](#)
5. [Update the Inventory](#)

# Create a Physical Count

Complete the following procedure to define the group of items to be counted during a physical count.



1. Select **Process > Physical Count** from the menu bar to display the **Physical Count** screen.



2. Click the **New** button on the toolbar to display the **Add Physical Count** window.

3. Enter a name for the physical count in the **Name** field.
4. Complete the following procedure to limit the items in this physical count:
  1. Click the **Filter** button to display the **Filter** window.

2. Click the **Add** button to display the **Filter Conditions** window.

3. Enter filter criteria.
4. Click the **OK** button to close the **Filter Conditions** window.
5. Repeat steps as needed to add additional filter criteria.
6. Click the **OK** button to close the **Filter** window and display the number of filtered items in the **Records** field.

**Add Physical Count**

General | Preview Items

Name:

User:

Started:

Filter:

Records:

☒ Post Difference

- If desired, check the **Post Difference** checkbox to activate this feature.

► The **Post Difference** feature tracks physical count items that are sold or received while the physical count is being performed and automatically adjusts count results to reflect these changes.

**Add Physical Count**

General | Preview Items

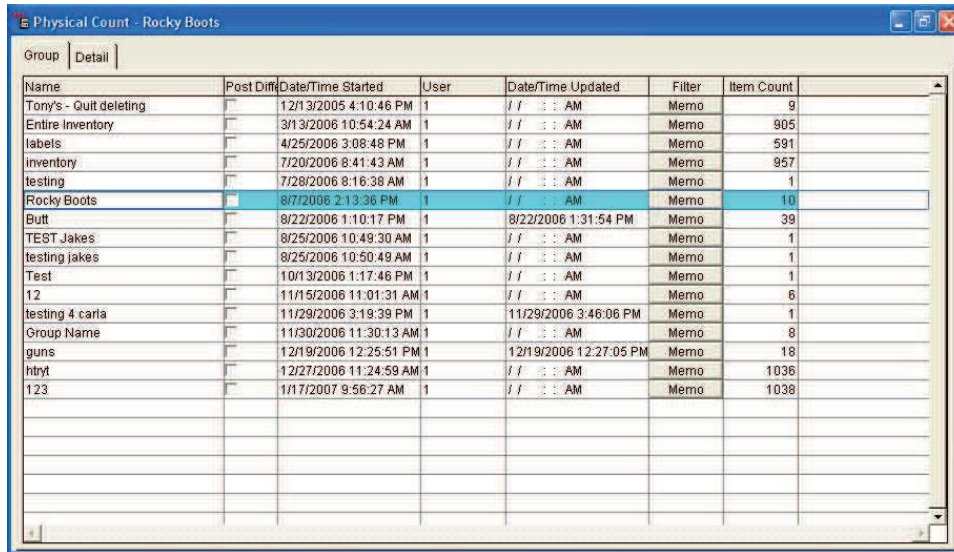
Item #	UPC	Description 1	Description 2	GoH	Avg Cost	Price 1
01280045325	01280045325	Rayovac Maximum D Cell	4 Pack	24.00	2.7600	8.9900
04133344001	04133344001	Rayovac Maximum C Cell	4 Pack	132.00	3.7466	8.9900
05217796730	05217796730	Levi 501 Instant Old 29 X 30		26.00	21.2500	46.9900
05217796001	05217796001	Levi 501 Instant Old 29 X 31		72.00	21.2500	44.9900
05217796701	05217796701	Levi 501 Instant Old 30 X 30		12.00	27.5000	44.9900
05217797012	05217797012	Levi 501 Instant Old 30 X 31		21.00	27.5000	44.9900
05217796704	05217796704	Levi 501 Instant Old 30 X 33		76.00	27.5000	44.9900
05217796708	05217796708	Levi 501 Instant Old 30 X 34		60.00	21.2500	44.9900
05217796721	05217796721	Levi 501 Instant Old 31 X 30		50.00	26.6667	44.9900
05217796756	05217796756	Levi 501 Instant Old 31 X 32		40.00	21.2500	44.9900
05217796753	05217796753	Levi 501 Instant Old 32 X 32		0.00	21.2500	44.9900
05217796754	05217796754	Levi 501 Instant Old 32 X 33		81.00	30.0000	44.9900
05217796755	05217796755	Levi 501 Instant Old 32 X 34		77.00	21.2500	44.9900
05217796757	05217796757	Levi 501 Instant Old 33 X 32		29.00	21.2500	44.9900
05217796758	05217796758	Levi 501 Instant Old 33 X 33		50.00	30.0000	44.9900
05217796781	05217796781	Levi 501 Instant Old 33 X 34		72.00	21.2500	44.9900

- If desired, click the **Preview Items** tab to display the individual items to be included in this physical count.
- Click the **Add** button to display the new physical count on the **Physical Count** screen.

# Generate a Physical Count Worksheet

Complete the following procedure to create a worksheet for the physical count.

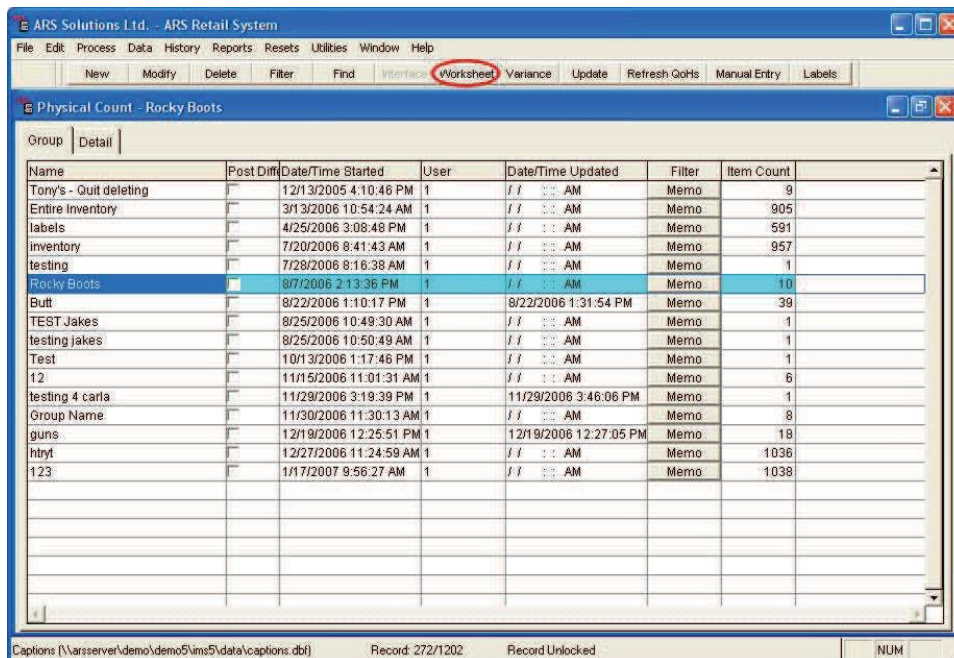
1. Select **Process > Physical Count** from the menu bar to display the **Physical Count** screen.



The screenshot shows the 'Physical Count - Rocky Boots' window. It has a 'Group' tab selected. The table below is the data displayed in the window.

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting		12/13/2005 4:10:46 PM	1	11/11/2006 11:01:31 AM	Memo	9
Entire Inventory		3/13/2006 10:54:24 AM	1	11/11/2006 11:01:31 AM	Memo	905
labels		4/25/2006 3:08:48 PM	1	11/11/2006 11:01:31 AM	Memo	591
inventory		7/20/2006 8:41:43 AM	1	11/11/2006 11:01:31 AM	Memo	957
testing		7/28/2006 8:16:38 AM	1	11/11/2006 11:01:31 AM	Memo	1
Rocky Boots		8/7/2006 2:13:36 PM	1	11/11/2006 11:01:31 AM	Memo	10
Butt		8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes		8/25/2006 10:49:30 AM	1	11/11/2006 11:01:31 AM	Memo	1
testing jakes		8/25/2006 10:50:49 AM	1	11/11/2006 11:01:31 AM	Memo	1
Test		10/13/2006 1:17:46 PM	1	11/11/2006 11:01:31 AM	Memo	1
12		11/15/2006 11:01:31 AM	1	11/15/2006 11:01:31 AM	Memo	6
testing 4 carla		11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name		11/30/2006 11:30:13 AM	1	11/30/2006 11:30:13 AM	Memo	8
guns		12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htyrt		12/27/2006 11:24:59 AM	1	11/11/2006 11:01:31 AM	Memo	1036
123		1/17/2007 9:56:27 AM	1	11/11/2006 11:01:31 AM	Memo	1038

2. Click a physical count to select it.



The screenshot shows the 'Physical Count - Rocky Boots' window with the 'Worksheet' button on the toolbar highlighted with a red circle. The table below is the data displayed in the window.

Name	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count
Tony's - Quit deleting		12/13/2005 4:10:46 PM	1	11/11/2006 11:01:31 AM	Memo	9
Entire Inventory		3/13/2006 10:54:24 AM	1	11/11/2006 11:01:31 AM	Memo	905
labels		4/25/2006 3:08:48 PM	1	11/11/2006 11:01:31 AM	Memo	591
inventory		7/20/2006 8:41:43 AM	1	11/11/2006 11:01:31 AM	Memo	957
testing		7/28/2006 8:16:38 AM	1	11/11/2006 11:01:31 AM	Memo	1
Rocky Boots		8/7/2006 2:13:36 PM	1	11/11/2006 11:01:31 AM	Memo	10
Butt		8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39
TEST Jakes		8/25/2006 10:49:30 AM	1	11/11/2006 11:01:31 AM	Memo	1
testing jakes		8/25/2006 10:50:49 AM	1	11/11/2006 11:01:31 AM	Memo	1
Test		10/13/2006 1:17:46 PM	1	11/11/2006 11:01:31 AM	Memo	1
12		11/15/2006 11:01:31 AM	1	11/15/2006 11:01:31 AM	Memo	6
testing 4 carla		11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1
Group Name		11/30/2006 11:30:13 AM	1	11/30/2006 11:30:13 AM	Memo	8
guns		12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18
htyrt		12/27/2006 11:24:59 AM	1	11/11/2006 11:01:31 AM	Memo	1036
123		1/17/2007 9:56:27 AM	1	11/11/2006 11:01:31 AM	Memo	1038

3. Click the **Worksheet** button on the toolbar to display the **Count Worksheet**.

Count Worksheet  
ARS Solutions Ltd.

Rocky Boots  
Started 8/7/2006 2:13:36 PM

2/19/2007 2:12:17 PM  
Page 1

Item # UPC	Description 1 Description 2	Style Class Desc	Size	Color Manufacturer	Price 1	On H	Count Qty
44000000088	Rocky Super Boot #8420	8420	8M	Rocky Shoes & Boots	144.00	9.00	
44000000088	Thinsulate	Footwear					
44000000090	Rocky Super Boot #8420	8420	8W	Rocky Shoes & Boots	144.00	8.00	
44000000090	Thinsulate	Footwear					
44000000091	Rocky Super Boot #8420	8420	8.5M	Rocky Shoes & Boots	144.00	10.00	
44000000091	Thinsulate	Footwear					
44000000092	Rocky Super Boot #8420	8420	8.5W	Rocky Shoes & Boots	144.00	4.00	
44000000092	Thinsulate	Footwear					
44000000094	Rocky Super Boot #8420	8420	9W	Rocky Shoes & Boots	144.00	10.00	
44000000094	Thinsulate	Footwear					
44000000093	Rocky Super Boot #8420	8420	9M	Rocky Shoes & Boots	144.00	10.00	
44000000093	Thinsulate	Footwear					
44000000096	Rocky Super Boot #8420	8420	10M	Rocky Shoes & Boots	144.00	10.00	
44000000096	Thinsulate	Footwear					
44000000095	Rocky Super Boot #8420	8420	10W	Rocky Shoes & Boots	144.00	4.00	
44000000095	Thinsulate	Footwear					
44000000190	Rocky Super Boot #8435	8435	8W	Rocky Shoes & Boots	144.00	2.00	
44000000190	Thinsulate	Footwear					
44000000191	Rocky Super Boot #8435	8435	8.5M	Rocky Shoes & Boots	144.00	-2.00	
44000000191	Thinsulate	Footwear					

- If desired, click the **Print** button to print the worksheet for a manual count.

# Perform a Physical Count

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Complete either of these procedures as appropriate to perform a physical count:

- [Complete a Count with a Count Worksheet](#)
- [Complete a Count with a Handheld Device](#)



## Enter Counts with the Manual Count Entry Window

- This procedure allows an item count to be entered without having to locate the item on the **Detail** tab.

Item #	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brnt #8420	<input checked="" type="checkbox"/>	8420		9W	\$4.0000	
44000000089	8.00	8.00	Rocky Super Brnt #8420	<input type="checkbox"/>	8420		9W	\$4.0000	
44000000091	10.00	10.00	Rocky Super Brnt #8420	<input type="checkbox"/>	8420		8.5W	\$4.0000	
44000000092	4.00	4.00	Rocky Super Brnt #8420	<input type="checkbox"/>	8420		8.5W	\$4.0000	
44000000094	10.00	10.00	Rocky Super Brnt #8420	<input type="checkbox"/>	8420		9W	\$4.0000	
44000000093	10.00	10.00	Rocky Super Brnt #8420	<input type="checkbox"/>	8420		9M	\$4.0000	
44000000096	10.00	10.00	Rocky Super Brnt #8420	<input type="checkbox"/>	8420		10M	\$4.0000	
44000000095	4.00	4.00	Rocky Super Brnt #8420	<input type="checkbox"/>	8420		10W	\$4.0000	
44000000190	2.00	2.00	Rocky Super Brnt #8435	<input type="checkbox"/>	8435		8W	\$4.0000	
44000000191	-2.00	-2.00	Rocky Super Brnt #8435	<input type="checkbox"/>	8435		8.5M	\$4.0000	

1. Click the **Manual Entry** button on the toolbar to display the **Manual Count Entry** window.

Item #

Countqty

2. Enter the item's number in the **Item #** field.
3. Enter the counted quantity in the **Countqty** field.
4. Click the **OK** button to add the item count to the record and clear the window.

# Complete a Count with a Handheld Device

Complete the following procedure to complete a physical count and enter count results in the system with a handheld device.

1. Count the items with the device.
2. Follow steps in the handheld manual to download the counts to the physical count worksheet.

► Refer to [Generate a Physical Count Worksheet](#) for more information.

3. If desired, complete the following procedure to refresh item quantities that have changed since the physical count was created:

1. Select **Process > Physical Count** from the menu bar to display the **Physical Count** screen.

Item #	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
44000000088	9.00	5.00	Rocky Super Brut #8420	<input checked="" type="checkbox"/>	8420		8M	84.0000	
44000000090	8.00	8.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8W	84.0000	
44000000091	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5M	84.0000	
44000000092	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		8.5W	84.0000	
44000000094	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9W	84.0000	
44000000093	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		9M	84.0000	
44000000096	10.00	10.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10M	84.0000	
44000000095	4.00	4.00	Rocky Super Brut #8420	<input type="checkbox"/>	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8W	84.0000	
44000000191	-2.00	-2.00	Rocky Super Brut #8435	<input type="checkbox"/>	8435		8.5M	84.0000	

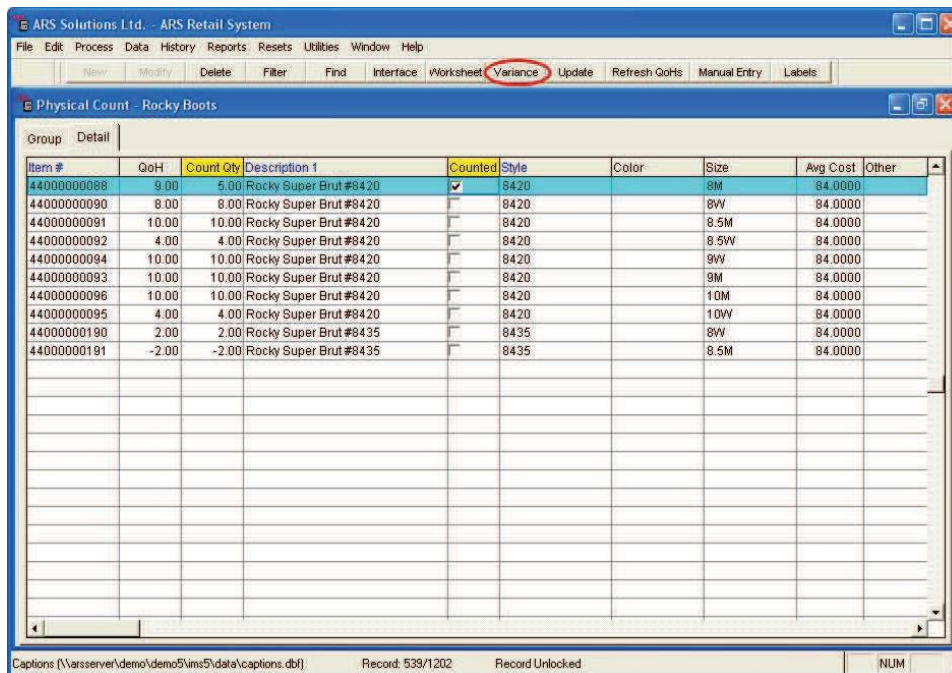
2. Click the **Refresh QoHs** button to refresh item quantities.

# Generate the Count Variance Report

Complete the following procedure to print the **Count Variance Report**.

- ▶ The **Count Variance Report** displays every physical count item with a count quantity that does not match its quantity on hand (QOH).
- ▶ This report must be printed before the count is updated.

1. Select **Process > Physical Count** from the menu bar to display the **Physical Count** screen.



2. Click the **Variance** button on the toolbar to display the **Count Variance Report** window.

The screenshot shows the 'Count Variance Report' window for 'Rocky Boots'. The report is dated 2/19/2007 4:00:37 PM, Page 1. The table below summarizes the variance data.

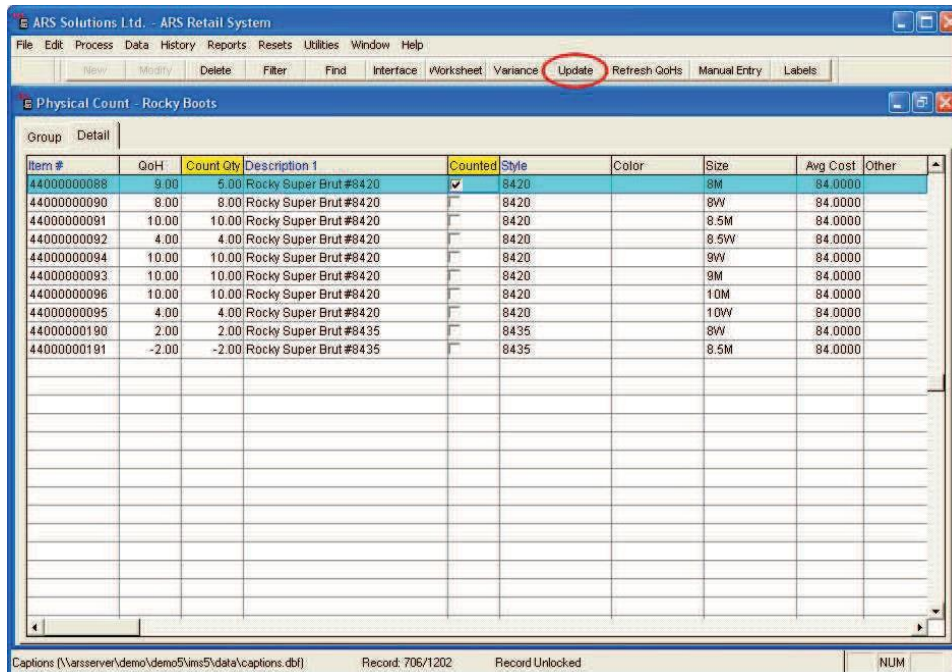
Item #	Description 1	QOH	Count Qty	Description 2	Qty Dif	Avg Cost	QOH Dif	Cost Dif	Retail Dif
44000000088	Rocky Super Brut #8420	9.00	5.00	Thinsulate	-4.00	84.00	-336.00	-336.00	-576.00
Total 1		9.00	5.00		-4.00	84.00	-336.00	-336.00	-576.00

3. Click the **Print** button to print the report.

# Update the Inventory

Complete the following procedure to update the inventory count for each item on the report and record each item's variance to its item record.

1. Select **Process > Physical Count** from the menu bar to display the **Physical Count** screen.



2. Click the **Update** button on the toolbar to update the inventory count for each item on the report and record each item's variance to its item record.