

Physical Count Guide for the V6 System Software

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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Publication Information

Physical Count Guide for the V6 System Software November 2018

Overview

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
- Perform a Physical Count Use either of the following methods:
 - <u>Complete a Count with a Count Worksheet</u>
 - 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.

🎦 Retail 1	Fechnology G	roup - Acu	Sport	t V6 Inven	tory Man	agement	System		
File Edit	Process D	ata Histo	ry	Reports	Resets	Utilities	Window	Help	Tools
	Receive Purchass AP Posti Iransfer EDI Receive AR Receive GL Posti Reservat Sales Orr Quote Work Or Credit C Promoti Group P Physical Verify Se Delete In	by Invoice e Order ing Item to Ite iving ipts Postin ng ion Order der ard Settlen on rice Chang Count erial #	m g eent e						
			-						

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

New Modify	Delete	Filter Find Interfac	Worksheet	Variance Update Re	fresh QoHs	Manual Entry	Labels
Physical Count - Rocky B	loots						
Broup Detail							
lame	Post	DiffeDate/Time Started	User	Date/Time Updated	Filter	Item Count	
'ony's - Quit deleting	T	12/13/2005 4:10:46 PM	1	// XX AM	Memo	9	
Entire Inventory	r	3/13/2006 10:54:24 AM	1	11 ::: AM	Memo	905	
abels	F	4/25/2006 3:08:48 PM	1	// :: AM	Memo	591	
nventory	Г	7/20/2006 8:41:43 AM	1	II :: AM	Memo	957	
esting	1	7/28/2006 8:16:38 AM	1	// ::: AM	Memo	1	
	1	8/7/2006 2:13:36 PM	1	11 TAM	Memo	10	2
Butt	T	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39	
'EST Jakes	1	8/25/2006 10:49:30 AM	1	II :: AM	Memo	1	
esting jakes	T	8/25/2006 10:50:49 AM	1	II :: AM	Memo	1	
Test	r	10/13/2006 1:17:46 PM	1	11 :: AM	Memo	1	
2	1	11/15/2006 11:01:31 AM	1	11 :: AM	Memo	6	
esting 4 carla	Г	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1	
Broup Name	1	11/30/2006 11:30:13 AM	1	// ::: AM	Memo	8	
juns	r	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 P	Memo	18	
ntryt	1	12/27/2006 11:24:59 AM	1	// :: AM	Memo	1036	
23	1	1/17/2007 9:56:27 AM	1	II :: AM	Memo	1038	
	_						
1927	-	-	-		-	-	

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

	iew Items		
Name	1	-	
User	1		
Started	2/19/2007 2:01:41 PM		
Filter		Filter	
Records			
1000100	1 0		

- 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.

₽ Filter	
	Î
	*
Add Delete Count	к
Edit Clear Ca	ncel

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

T Filter Condition		- ×
Table		
Serial Group	•	
Field	Operator	
Description	 equals 	-
Value Case sensitive		
ОК	Cancel	

- 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.

General Prev	il Count iew Items		8
Name			
User	1		
Started	2/19/2007 2:01:41 PM		
Filter		Fitter	
Records	0		
		Post Difference	>
		Add	<u>C</u> lose

- 5. 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.

tem#	UPC	Description 1	Description 2	QoH	Avg Cost	Price 1
01280045325	01280045325	Rayovac Maximum D Cell	4 Pack	24.00	2.7600	8.9900
4133344001	04133344001	Rayovac Maximum C Cell	4 Pack	132.00	3.7466	8.9900
5217796730	05217796730	Levi 501 Instant Old 29 X 30		26.00	21.2500	46.9900
5217796001	05217796001	Levi 501 Instant Old 29 X 31		72.00	21.2500	44,9900
5217796701	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
5217796704	05217796704	Levi 501 Instant Old 30 X 33		76.00	27.5000	44.9900
5217796708	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

- 6. If desired, click the **Preview Items** tab to display the individual items to be included in this physical count.
- 7. 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.

ame	Post	DiffeDate/Time Started	User	Date/Time Updated	Filter	Item Count	~
ony's - Quit deleting	17	12/13/2005 4:10:46 PM	1	II :: AM	Memo	9	
ntire Inventory	Г	3/13/2006 10:54:24 AM	1	11 :: AM	Memo	905	
abels	Г	4/25/2006 3:08:48 PM	1	// :: AM	Memo	591	
iventory	Г	7/20/2006 8:41:43 AM	1	// :: AM	Memo	957	
esting	E	7/28/2006 8:16:38 AM	1	II : AM	Memo	1	
locky Boots		8/7/2006 2:13:36 PM	1	J J : : AM	Memo	10	
utt	F	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39	-
EST Jakes	E.	8/25/2006 10:49:30 AM	1	// :: AM	Memo	1	
esting jakes	T.	8/25/2006 10:50:49 AM	1	// :: AM	Memo	1	
est	Г	10/13/2006 1:17:46 PM	1	11 :: AM	Memo	1	
2	Г	11/15/2006 11:01:31 AM	1	// :: AM	Memo	6	
esting 4 carla	Г	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1	
iroup Name	- E	11/30/2006 11:30:13 AM	1	11 :: AM	Memo	8	
uns	5	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18	
tryt	Г	12/27/2006 11:24:59 AM	1	// :: AM	Memo	1036	
23	F	1/17/2007 9:56:27 AM	1	// :: AM	Memo	1038	

2. Click a physical count to select it.

New Modify	Delete	Filter Find Interfac	Workshe	Variance Update Refr	esh QoHs	Manual Entry	Labels
Physical Count - Rocky Bo	oots						
roup Detail							
ame	Post)iff Date/Time Started	User	Date/Time Updated	Filter	Item Count	
ony's - Quit deleting	F	12/13/2005 4:10:46 PM	1	// TO AM	Memo	9	
ntire Inventory	1	3/13/2006 10:54:24 AM	1	11 ::: AM	Memo	905	
bels	1	4/25/2006 3:08:48 PM	1	J J I I AM	Memo	591	
ventory		7/20/2006 8:41:43 AM	1	11 :: AM	Memo	957	
sting	1	7/28/2006 8:16:38 AM	1	// CAM	Memo	1	
ocky Boots		8/7/2006 2:13:36 PM	1	11 :: AM	Memo	10	
utt	5	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39	
EST Jakes	12	8/25/2006 10:49:30 AM	1	II :: AM	Memo	1	
sting jakes	1	8/25/2006 10:50:49 AM	1	// AM	Memo	1	
est	r	10/13/2006 1:17:46 PM	1	11 CLAM	Memo	1	
2	r	11/15/2006 11:01:31 AM	1	// :: AM	Memo	6	
esting 4 carla		11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1	
roup Name	1	11/30/2006 11:30:13 AM	1	// CC AM	Memo	8	
uns	F	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18	
tryt		12/27/2006 11:24:59 AM	1	// :: AM	Memo	1036	
23	1	1/17/2007 9:56:27 AM	1	II :: AM	Memo	1038	
	_						
	_		-	-			
	_						

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

Count Works heet ARS Solutions Ltd.		State	Rocky Bo ed 8/7/2006 2		2/19/2007 212:17 PM Page 1		
tem# UPC	Description 1 Description 2	Style Class Deso	Size	Color Manufacturer	Price 1	QoH	Count Oty
44000 000088 44000 000088	Rocky Super Brut #8420 Thinsulate	8420 Footwear	SM	Rocky Shoes & Boots	144.00	9.00	
44000 000090 44000 000090	Rocky Super Brut #8420 Thinsulate	8420 Footwear	SIM	Rocky Shoes & Boots	144.00	8.00	
44000 00009 1 44000 00009 1	Rocky Super Brut #8420 Thinsulate	8420 Footwear	8.5M	Rocky Shoes & Boots	144.00	10.00	
14000 000092 44000 000092	Rocky Super Brut #8420 Thinsulate	8420 Footwear	8.5W	Rocky Shoes & Boots	144.00	4.00	
44000 000094 44000 000094	Rocky Super Brut #8420 Thinsulate	8420 Footwear	9100	Rocky Shoes & Boots	144.00	10.00	
44000 000093 44000 000093	Rocky Super Brut #8420 Thinsulate	8420 Footwear	964	Rocky Shoes & Boots	144.00	10.00	
44000 000096 44000 000096	Rocky Super Brut #8420 Thinsulate	8420 Footwear	10M	Rocky Shoes & Boots	144.00	10.00	
44000 000095 44000 000095	Rocky Super Brut #8420 Thinsulate	8420 Footwear	1010	Rocky Shoes & Boots	144.00	4.00	
44000000190	Rocky Super Brut #8435 Thinsulate	8435 Footwear	8147	Rocky Shoes & Boots	144.00	2.00	
44000 000 191	Rocky Super Brut #8435	8435	8.5M	12/10/25 10/25/0	144.00	-2.00	

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

Perform a Physical Count

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

- Complete a Count with a Count Worksheet
- <u>Complete a Count with a Handheld Device</u>

Complete a Count with a Count Worksheet

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

1. Print the required number of physical count worksheets.

► Refer to <u>Generate a Physical Count Worksheet</u> for more information.

- 2. Count items while recording counts and tabulating totals on the worksheet(s).
- 3. Select **Process > Physical Count** from the menu bar to display the **Physical Count** screen.
- 4. Complete either of the following procedures to enter count results in the system:
 - Enter Counts on the Detail Tab
 - Enter Counts with the Manual Count Entry Window

Enter Counts on the Detail Tab

1. Click the **Detail** tab to display it.

tem #	QoH	Count Qty	Description 1	Counte	d Style	Color	Size	Avg Cost Other
4400000088	9.00	5.00	Rocky Super Brut #8420	2	8420		8M	84.0000
44000000090	8.00	8.00	Rocky Super Brut #8420	F	8420		8VV	84.0000
44000000091	10.00	10.00	Rocky Super Brut #8420	F	8420		8.5M	84.0000
44000000092	4.00	4.00	Rocky Super Brut #8420	F	8420		8.5W	84.0000
44000000094	10.00	10.00	Rocky Super Brut #8420	F	8420		974	84.0000
4000000093	10.00	10.00	Rocky Super Brut #8420	F	8420		9M	84.0000
44000000096	10.00	10.00	Rocky Super Brut #8420	F	8420		10M	84.0000
4000000095	4.00	4.00	Rocky Super Brut #8420	F	8420		10W	84.0000
4000000190	2.00	2.00	Rocky Super Brut #8435	F	8435		874	84.0000
44000000191	-2.00	-2.00	Rocky Super Brut #8435	F	8435		8.5M	84.0000
					_			
								_
				_				
						-	-	
				-	-		-	
		-						
				_	-		-	

2. Enter each item's count in its Count Quantity cell.

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.

Destaut								
Rocky	Boots						1	_ 6
QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost	Other
9.00	5.00	Rocky Super Brut #8420	V	8420		SM	84.0000	
8.00	8.00	Rocky Super Brut #8420	Г	8420		SW	84.0000	1
10.00	10.00	Rocky Super Brut #8420	Г	8420		8.5M	84.0000	
4.00	4.00	Rocky Super Brut #8420	1	8420		8.5W	84.0000	
10.00	10.00	Rocky Super Brut #8420	1	8420		900	84.0000	
10.00	10.00	Rocky Super Brut #8420	T	8420		9M	84.0000	
10.00	10.00	Rocky Super Brut #8420	E	8420		10M	84.0000	
4.00	4.00	Rocky Super Brut #8420	E	8420		10//	84.0000	
2.00	2.00	Rocky Super Brut #8435	E	8435		SW	84.0000	
-2.00	-2.00	Rocky Super Brut #8435	F	8435		8.5M	84.0000	1
			1				1	
		1				_		
					1	1		
		1						
				-				
			-					_
	QoH 9.00 8.00 10.00 10.00 10.00 10.00 2.00 -2.00	QoH: Count Qty 9 00 6.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 2.00 2.00 -2.00 -2.00	Optimized Count Of Posciption 1 0.00 6.00 Rocky Super Enut #8420 0.00 0.00 Rocky Super Enut #8420 0.00 10.00 Rocky Super Enut #8420 0.00 10.00 Rocky Super Enut #8420 0.00 10.00 Rocky Super Enut #8420 10.00 10.00 Rocky Super Enut #8420 2.00 2.00 Rocky Super Enut #8420 -2.00 -2.00 Rocky Super Enut #8435	Optimized Count Of 0 (0) 6 (0) Receiption 1 Counted 0 (0) 6 (0) Receiption 1 > > 0 (0) 6 (0) Receiption 1 8420 > > 10 (0) 10 (0) Receiption 1 8420 >	Open Control Of Description 1 Counted Style 0.00 5.00 Ready Super Brut #84.20 ✓ 84.20 0.00 10.00 Ready Super Brut #84.20 厂 84.20 10.00 Ready Super Brut #84.25 厂 84.25 -2.00 Ready Super Brut #84.35 厂 84.35 -2.00 Ready Super Brut #84.35 厂 84.35	Open Coll Count Of Description 1 Counted Style Color 0.00 6.00 Rocky Super Brut #8420 ✓ 8420 10.00 10.00 Rocky Super Brut #8420 ✓ 8420 10.00 Rocky Super Brut #8435 ✓ 8435 -2.00 Rocky Super Brut #8435 ✓ 8435	Open Coll Count Of Description 1 Counted Style Color Size 0.00 6.00 Rocky Super Brut #8420 ✓ 8420 BM 0.00 0.00 Rocky Super Brut #8420 ✓ 8420 BW 10.00 10.00 Rocky Super Brut #8420 ✓ 8420 BW 10.00 Rocky Super Brut #8420 ✓ 8420 B/W 10.00 Rocky Super Brut #8420 ✓ 8420 B/W 10.00 Rocky Super Brut #8420 ✓ 8420 B/W 10.00 Rocky Super Brut #8420 ✓ 8420 B/M 10.00 Rocky Super Brut #8420 ✓ 8420 B/M 10.00 Rocky Super Brut #8420 ✓ 8420 B/M 2.00 Rocky Super Brut #8420 ✓ 8420 10/M 4.00 Rocky Super Brut #8435 ✓ 8435 B/W -2.00 Rocky Super Brut #8435 ✓ 8435 B/M	Open Count Of Description 1 Counted Style Color Size Avg Cost 0.00 6.00 Rocky Super Brut #8420 ✓ 8420 BM 84.0000 0.00 0.00 Rocky Super Brut #8420 ✓ 8420 BW 84.0000 0.00 10.00 Rocky Super Brut #8420 ✓ 8420 BW 84.0000 0.00 10.00 Rocky Super Brut #8420 ✓ 8420 8.5W 84.0000 0.00 10.00 Rocky Super Brut #8420 ✓ 8420 8.5W 84.0000 0.000 10.00 Rocky Super Brut #8420 ✓ 8420 9W 84.0000 0.000 10.00 Rocky Super Brut #8420 ✓ 8420 9M 84.0000 10.00 Rocky Super Brut #8420 ✓ 8420 10M 84.0000 2.00 2.00 Rocky Super Brut #8420 ✓ 8420 10M 84.0000 -2.00 Rocky Super Brut #8435 ✓ 8435 8W 84.0000 -2.00 Rocky Super Brut #8435 ✓ 8435 84.3000 44.00

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

	Item #		-	
Co	untaty	1		

- 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:
 - Select Process > Physical Count from the menu bar to display the Physical Count screen.

New	Modify	Delete	Filter	Find	Interface Wo	rksheet	Variance Update	Refresh GoHs	Manual Entry La	bels	
Physical Coun	it - Rocky	Boots									
roup Detail											
em #	QoH	Count Qty	Description		STR 2	Counted	Style	Color	Size	Avg Cost	Other
4000000088	9.00	5.00	Rocky Super	Brut#8#	420	V	8420		SM	84.0000	-
4000000090	8.00	8.00	Rocky Super	Brut #84	120	Г	8420	-	SW	84.0000	
4000000091	10.00	10.00	Rocky Super	Brut #84	120	F	8420		8.5M	84.0000	
400000092	4.00	4.00	Rocky Super	Brut #84	120	17	8420		8.5W	84.0000	
4000000094	10.00	10.00	Rocky Super	Brut#84	120	-	8420		9WV	84.0000	
4000000093	10.00	10.00	Rocky Super	Brut #84	420	1	8420		9M	84.0000	
400000096	10.00	10.00	Rocky Super	Brut #84	120	F	8420	£	10M	84.0000	
400000095	4.00	4.00	Rocky Super	Brut #84	\$20	F	8420		10W	84.0000	1
4000000190	2.00	2.00	Rocky Super	Brut #84	435	E.	8435		SW	84.0000	
4000000191	-2.00	-2.00	Rocky Super	Brut #84	135	r	8435		8.5M	84.0000	
						1	1.01		100		1
						1				2	
						1					
						11					
	1					1	1	1	1		1

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.

Nevy	Medity	Delete	Filter	Find	Interface	Worksheet	/ariance) Update	Refresh QoHs	Manual Entry	Labels	
Physical Cour	nt - Rocky	Boots									
roup Detail											
em#	QoH	Count Qty	Description	1		Counted	Style	Color	Size	Avg Cost Oth	er
4000000088	9.00	5.00	Rocky Sup	er Brut #84	20	V	8420		810	84.0000	
4000000090	8.00	8.00	Rocky Sup	er Brut #84	20	E	8420		8W	84.0000	
4000000091	10.00	10.00	Rocky Sup	er Brut #84	20	Г	8420		8.5M	84.0000	
4000000092	4.00	4.00	Rocky Supi	er Brut #84	20	5	8420		8.5W	84.0000	
400000094	10.00	10.00	Rocky Sup	er Brut #84	20	T	8420		977	84.0000	
4000000093	10.00	10.00	Rocky Sup	er Brut #84	20	T	8420		9M	84.0000	-
400000096	10.00	10.00	Rocky Supr	er Brut #84	20	F	8420		10M	84.0000	
400000095	4.00	4.00	Rocky Sup	er Brut #84	20	F	8420		10W	84.0000	
44000000190	2.00	2.00	Rocky Sup	er Brut #84	35	F	8435		8W	84.0000	
4000000191	-2.00	-2.00	Rocky Sup	er Brut #84	35	F	8435		8.5M	84.0000	
									100.000		
			1			1			1		_
			1			-		(
									1		
											-
						12					
1			1								
									-		_
			1					1			
							-	1.	1		_
							11				
4						Area -	A	Α	1	Also Also	

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

Count Varia ARS Solutions L	nce Report .td.		Roc	ky Boots			2/19/2007 4:00. P	37 PM 'age 1
tem#	Description 1	H Count Oty	escription 2 Oty Dif	Avg Cost	Class Desc OoH Diff	Cost Dif	Retail Dif	-
44000 000088	Rocky Super Brut #8420 9.	00 5.00	hinsulate 1.00	84.00	Footwear -336.00	-336.00	-576.00	
Total 1	9.	90 5.00	-4.00	84.09	-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.

Nevy	Medity	Delete	Filter Find Ir	iterface Works	heet Variance Up	date Refresh Qol	Hs Manual Entry	Labels	
Physical Cour	it - Rocky	Boots						[)(7
roup Detail									
em #	QoH	Count Qty	Description 1	C	ounted Style	Color	Size	Avg Cost Other	
4000000088	9.00	5.00	Rocky Super Brut #8420	~	8420		814	84,0000	
4000000090	8.00	8.00	Rocky Super Brut #8420	F	8420		81/1	84.0000	_
4000000091	10.00	10.00	Rocky Super Brut #8420	Г	8420		8.5M	84.0000	
4000000092	4.00	4.00	Rocky Super Brut #8420	F	8420		8.5W	84.0000	_
4000000094	10.00	10.00	Rocky Super Brut #8420	Ē	8420		9W	84.0000	
4000000093	10.00	10.00	Rocky Super Brut #8420	F	8420		9M	84.0000	
4000000096	10.00	10.00	Rocky Super Brut #8420	E.	8420	6	10M	84.0000	
4000000095	4.00	4.00	Rocky Super Brut #8420	F	8420		10W	84.0000	_
4000000190	2.00	2.00	Rocky Super Brut #8435	Г	8435		8W	84.0000	
4000000191	-2.00	-2.00	Rocky Super Brut #8435	F	8435		8.5M	84.0000	
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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.