

## 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**

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### 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>
  - <u>Complete a Count with a Handheld Device</u>
- 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.

	neccon ri	echnology Grou	ıp - AcuSpo	rt V6 Inven	tory Mar	nagement	System		
File	Edit	Process Data	a History	Reports	Resets	Utilities	Window	Help	Tools
1		Receive by	Invoice		1				
]		Purchase C	rder		-				
		AP Posti <u>ng</u>							
		<u>T</u> ransfer Ite	m to Item						
		<u>E</u> DI Receivi	ng		L				
		<u>A</u> R Receipt	s Posting						
		G <u>L</u> Posting							
		<u>R</u> eservation	n Order		L				
		Sales Order							
		<u>Q</u> uote							
		Work Orde	r						
		<u>C</u> redit Card	Settlement	t	L				
		Pr <u>o</u> motion							
		<u>G</u> roup Pric	e Change						
		Physical Co	ount						
		<u>V</u> erify Seria	#						
		<u>D</u> elete Inac	tive Items						

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

(New) Modify	Delete F	iter Find Interfac	Worksheet	Variance Update Refi	resh QoHs	Manual Entry	abels
Physical Count - Rocky F	Boots						
roup Detail							
lame	Post Diff	Date/Time Started	User	Date/Time Updated	Filter	Item Count	
'onv's - Quit deletina			1	// AM	Memo	9	
ntire Inventory	-		1	11 AM	Memo	905	
abels	m	4/25/2006 3:08:48 PM	1	// ::: AM	Memo	591	
nventory	1	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	
locky Boots	<b>1</b>	8/7/2006 2:13:36 PM	1	11 CLAM	Memo	10	
lutt	15	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39	
EST Jakes	17	8/25/2006 10:49:30 AM	1	// :: AM	Memo	1	
esting jakes	1	8/25/2006 10:50:49 AM	1	// .:: AM	Memo	1	
est	1-	10/13/2006 1:17:46 PM	1	11 ::: AM	Memo	1	
2	m	11/15/2006 11:01:31 AM	1	II DE AM	Memo	6	
esting 4 carla	17	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1	
roup Name	17	11/30/2006 11:30:13 AM	1	// 🖂 AM	Memo	8	
uns	T.	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18	
tryt	17	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	
				1			

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

	riew Items		
Name	1	-	
User	1		
Started	2/19/2007 2:01:41 PM		
Filter		Filter	
Records	0		
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	
	*
	ж
Edit Clear Ca	ncel

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

T Filter Condition		<b>-</b> ×
Table		
Serial Group	•	
Field	Operator	
Description	<ul> <li>equals</li> </ul>	-
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.

S Add Physica General Prev	il Count iew Items		
Name			
User			
Started	2/19/2007 2:01:41 PM		
Filter		Filter	
Records	0		
		Post Difference	
		Add <u>C</u> los	e

- 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.

ltem#	UPC	Description 1	Description 2	QoH	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	and the second	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

- 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.

Tony's - Quit deleting         T         12/13/2005 4:10:46 PM         I         // ::: AM         Memo         9           Entire inventory         T         3/13/2006 10:54:24 AM         1         // ::: AM         Memo         905           Inventory         T         3/2/2006 10:54:24 AM         1         // ::: AM         Memo         905           Inventory         T         3/2/2006 8:10:38 PM         1         / / ::: AM         Memo         957           testing         T         7/20/2006 8:10:38 PM         1         / / ::: AM         Memo         957           testing         T         7/20/2006 2:13:36 PM         1         / / ::: AM         Memo         1           Rocky Boots         T         8/7/2006 2:10:30 PM         1         / / ::: AM         Memo         10           Butt         C //2/2006 1:0:17 PM         1         8/2/2/2006 1:3:1:54 PM         Memo         1           testing jakes         T         8/2/2/2006 1:0:0:49 AM         1         / / ::: AM         Memo         1           testing jakes         T         10/13/2006 1:17:46 PM         1         / / ::: AM         Memo         1           12         T         11/15/2006 11:0:13 AM         1	me	Post	DiffeDate/Time Started	User	Date/Time Updated	Filter	Item Count	
Iabels         I         // :: AM         Memo         591           inventory         F         7/20/2006 8:14:3 AM         1         / / :: AM         Memo         957           testing         F         7/20/2006 8:16:38 AM         1         / / :: AM         Memo         957           testing         F         7/20/2006 8:16:38 AM         1         / / :: AM         Memo         1           Bocky Boots         I         8/27/2006 1:33 SPM         1         / / :: AM         Memo         10           Butt         C         8/22/2006 1:0:10:17 PM         1         8/22/2006 1:31:54 PM         Memo         10           Esting jakes         F         8/25/2006 10:50:49 AM         1         / / :: AM         Memo         1           Test         10/13/2006 11:01:7 AB PM         1         / / :: AM         Memo         1           12         F         11/15/2006 11:01:31 AM         1         / / :: AM         Memo         1           13/2         F         11/12/2006 3:9:39:39 PM         1         11/29/2006 3:46:08 PM         Memo         1           14/2         F         11/12/2006 3:1:03:1AM         1         / / :: AM         Memo         1 <t< th=""><th>ny's - Quit deleting</th><th>T.</th><th>12/13/2005 4:10:46 PM</th><th>1</th><th>II :: AM</th><th>Memo</th><th>9</th><th></th></t<>	ny's - Quit deleting	T.	12/13/2005 4:10:46 PM	1	II :: AM	Memo	9	
Inventory         T         7/20/2006 8:41:43 AM         1         / / : : AM         Memo         967           testing         T         7/20/2006 8:16:38 AM         1         / / : : AM         Memo         1           Rocky Boots         T         8/7/2006 2:13:36 PM         1         / / : : AM         Memo         10           Butt         C/2/2006 1:10:17 PM         1         8/22/2006 1:31:54 PM         Memo         39           TEST Jakes         S/25/2006 10:017 PM         1         8/22/2006 1:31:54 PM         Memo         1           testing Jakes         S/25/2006 10:05:048 AM         1         / / : : AM         Memo         1           Test         10/13/2006 11:7:46 PM         1         / / : : AM         Memo         1           12         11/15/2006 11:0:13 AM         1         / / : : AM         Memo         6           testing 4 carla         T         11/29/2006 3:19:39 PM         1         11/29/2006 3:46:06 PM         Memo         1           Group Name         T         11/30/2006 11:0:13 AM         1         / / : : AM         Memo         8           guns         12/19/2006 12:25:51 PM         1         1/19/2006 12:27:05 PM         18         14/19/2005 12:27:05 PM	tire Inventory	Г	3/13/2006 10:54:24 AM	1	II SEAM	Memo	905	
Image: Second	els	Г	4/25/2006 3:08:48 PM	1	// :: AM	Memo	591	
Rocky Boots         I         //         AM         Memo         10           Butt         6//2/2006 1:10:17 PM         1         8/2/2/2006 1:15:54 PM         Memo         39           Butt         6//2/2006 1:10:17 PM         1         8/2/2/2006 1:15:54 PM         Memo         39           TEST Jakes         7         8/2/2/2006 1:049:30 AM         1         /         :: AM         Memo         1           testing jakes         7         8/2/2/2006 1:05:049 AM         1         /         :: AM         Memo         1           Test         10//3/2006 1:17:46 PM         1         /         :: AM         Memo         1           Test         10//3/2006 1:17:46 PM         1         /         :: AM         Memo         1           T2         T         11/15/2006 1:10:13 AM         1         /         :: AM         Memo         6           testing 4 carla         T         11/29/2006 3:19:39 PM         1         11/29/2006 3:46:06 PM         Memo         1           Group Name         T         11/30/2006 11:30:13 AM         1         /         : AM         Memo         8           guns         T         12/19/2006 1:2:25:15 PM         1         12/19/2006 1:2:27	entory	Г	7/20/2006 8:41:43 AM	1	// :: AM	Memo	957	
Butt         Figure 1         8/22/2006 1:0:17 PM         1         8/22/2006 1:31:54 PM         Memo         39           TEST Jakes         R/25/2006 10:49:30 AM         1         / / :: AM         Memo         1           testing jakes         R/25/2006 10:50:49:3M         1         / / :: AM         Memo         1           Test         10/13/2006 11:7:46 PM         1         / / :: AM         Memo         1           12         11/15/2006 11:7:46 PM         1         / / :: AM         Memo         6           testing jakes         11/15/2006 11:7:46 PM         1         / / :: AM         Memo         1           12         11/15/2006 11:0:31 AM         1         / / :: AM         Memo         6           testing 4 carla         11/15/2006 11:3:31 AM         1         / / :: AM         Memo         8           orup Name         11/13/2006 11:3:0:13 AM         1         / / :: AM         Memo         8           guns         12/18/2006 12:25:51 PM         12/18/2006 12:25:50 PM         18         1036           httyt         12/27/2006 11:24:59 AM         / / :: : AM         Memo         1036	ting	E.	7/28/2006 8:16:38 AM	1	II : AM	Memo	1	
TEST Jakes         T         8/25/2006 10.49.30 AM         1         / / f         : AM         Memo         1           testing jakes         T         8/25/2006 10.50.49 AM         1         / / f         : AM         Memo         1           Test         T         10/13/2006 11.71.46 PM         1         / f         : AM         Memo         1           12         T         11/15/2006 11.01.31 AM         1         / / i         : AM         Memo         6           testing 4 carta         T         11/29/2006 319:39 PM         1         11/29/2006 346:06 PM         Memo         1           Group Name         T         11/30/2006 11:30.13 AM         1         / f         : AM         Memo         8           guns         T         12/19/2006 12:25:51 PM         1         12/19/2006 12:27:05 PM         Memo         18           thtyt         T         12/27/2006 11:24:59 AM         1         / f         : AM         Memo         18	cky Boots		8/7/2006 2:13:36 PM	1	J J : : AM	Memo	10	
Image: Second system         Image: Se	t	F	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39	
Test         T         10/13/2006 1:17:46 PM         1         / / / :: AM         Memo         1           12         T         11/15/2006 11:01:31 AM         1         / / :: AM         Memo         6           testing 4 carla         T         11/29/2006 3:19:39 PM         1         11/29/2006 3:46:06 PM         Memo         1           Group Name         T         11/30/2006 11:30:13 AM         1         / / :: AM         Memo         8           guns         T         12/19/2006 12:25:51 PM         1         12/19/2006 12:27:05 PM         Memo         18           htryt         T         12/27/2006 11:24:59 AM         1         / / :: AM         Memo         1036	ST Jakes		8/25/2006 10:49:30 AM	1	// :: AM	Memo	1	
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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         I         I         I         I         Memo         8           guns         □         12/19/2006 12:26:51 PM         1         2/19/2006 12:27:05 PM         Memo         18           http         □         12/27/2006 11:24:59 AM         I         I         I         I         I         Memo         18	st	E.	10/13/2006 1:17:46 PM	1	II : AM	Memo	1	
Group Name         T         11/30/2006 11:30.13 AM         I         I         I: AM         Memo         8           guns         T         12/19/2006 12:25:51 PM         1         12/19/2006 12:27:05 PM         Memo         18           http:         T         12/27/2006 11:24:59 AM         I         /         I: AM         Memo         1036		Г	11/15/2006 11:01:31 AM	1	// :: AM	Memo	6	
guns T 12/19/2006 12:25:51 PM 1 12/19/2006 12:27:05 PM Merno 18 http://	ting 4 carla	Г	11/29/2006 3:19:39 PM	1	11/29/2006 3:46:06 PM	Memo	1	
htryt T 12/27/2006 11:24:59 AM 1 / / :: AM Memo 1036	oup Name	17	11/30/2006 11:30:13 AM	1	// :: AM	Memo	8	
	ns	Г	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18	
123 T 1/17/2007 9:56:27 AM 1 // :: AM Memo 1038	A.	Π	12/27/2006 11:24:59 AM	1	// :: AM	Memo	1036	
	3	Г	1/17/2007 9:56:27 AM	1	// :: AM	Memo	1038	
		-		-	_			
		1						

2. Click a physical count to select it.

New Modify	Delete	Filter Find Interfac	Worksh	eet Variance Update Refre	esh QoHs	Manual Entry L	abels
Physical Count - Rocky I	Boots						
Group Detail							
Name	Post	)iff Date/Time Started	User	Date/Time Updated	Filter	Item Count	
Tony's - Quit deleting	F	12/13/2005 4:10:46 PM	1	// Cale AM	Memo	9	
Entire Inventory	-	3/13/2006 10:54:24 AM	1	// AM	Memo	905	
labels	1	4/25/2006 3:08:48 PM	1	// :: AM	Memo	591	
inventory	<b>F</b>	7/20/2006 8:41:43 AM	1	// ::: AM	Memo	957	
testing	1	7/28/2006 8:16:38 AM	1	II CAM	Memo	1	
Rocky Boots	1	8/7/2006 2:13:36 PM	1	11 TAM	Memo	10	
Butt	T	8/22/2006 1:10:17 PM	1	8/22/2006 1:31:54 PM	Memo	39	
TEST Jakes	17	8/25/2006 10:49:30 AM	1	II :: AM	Memo	4	
testing jakes	The second secon	8/25/2006 10:50:49 AM	1	// :: AM	Memo	1	
Test	T	10/13/2006 1:17:46 PM	1	// ::: AM	Memo	1	
12	F	11/15/2006 11:01:31 AM	1	II :: AM	Memo	6	
testing 4 carla		11/29/2006 3:19:39 PM	4.00	11/29/2006 3:46:06 PM	Memo	1	
Group Name	1	11/30/2006 11:30:13 AM	1	// CC AM	Memo	8	
guns	T	12/19/2006 12:25:51 PM	1	12/19/2006 12:27:05 PM	Memo	18	
htryt	1	12/27/2006 11:24:59 AM	1	II :: AM	Memo	1036	
123	12	1/17/2007 9:56:27 AM	1	II :: AM	Memo	1038	
8.00	-			100/02			
		-					

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

Count Worksheet ARS Solutions Ltd.		State	Rocky Bo ed 8/7/2006 2		2/19/2007 212:17 PM Page 1		
m# ₽C	Description 1 Description 2	Style Class De so	Size	Color Manufacturer	Price 1	QoH	Count Qty
000000088	Rocky Super Brut #8420 Thinsulate	8420 Footwear	SM	Rocky Shoes & Boots	144.00	9.00	
000 000090 000 000090	Rocky Super Brut #8420 Thinsulate	8420 Footwear	8107	Rocky Shoes & Boots	144.00	8.00	20 20
000 00009 1 000 00009 1	Rocky Super Brut #8420 Thinsulate	8420 Footwear	8.5M	Rocky Shoes & Boots	144.00	10.00	
000000092	Rocky Super Brut #8420 Thinsulate	8420 Footwear	8.511	Rocky Shoes & Boots	144.00	4.00	
000000094 000000094	Rocky Super Brut #8420 Thinsulate	8420 Footwear	9107	Rocky Shoes & Boots	144.00	10.00	
000000093 000000093	Rocky Super Brut #8420 Thinsulate	8420 Footwear	MI	Rocky Shoes & Boots	144.00	10.00	
000 000096 000 000096	Rocky Super Brut #8420 Thinsulate	8420 Footwear	10M	Rocky Shoes & Boots	144.00	10.00	
000 000095 000 000095	Rocky Super Brut #8420 Thinsulate	8420 Footwear	1010	Rocky Shoes & Boots	144.00	4.00	
000000190	Rocky Super Brut #8435 Thinsulate	8435 Footwear	8107	Rocky Shoes & Boots	144.00	2.00	
000000191	Rocky Super Brut #8435 Thinsulate	8435 Footwear	8.5M	Rocky Shoes & Boots	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.

ltem #	QoH	Count Qty Description 1	Counter	Style	Color	Size	Avg Cost Other
4400000088	9.00	5.00 Rocky Super Brut #8420	V	8420		814	84.0000
44000000090	8.00	8.00 Rocky Super Brut #8420	E.	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		9VV	84.0000
44000000093	10.00	10.00 Rocky Super Brut #8420	F	8420		9M	84.0000
4400000096	10.00	10.00 Rocky Super Brut #8420	F	8420		10M	84.0000
44000000095	4.00	4.00 Rocky Super Brut #8420	F	8420		10VV	84.0000
44000000190	2.00	2.00 Rocky Super Brut #8435	F	8435		899	84.0000
44000000191	-2.00	-2.00 Rocky Super Brut #8435	F	8435		8.5M	84.0000
				l.l.			
				6		-	
					1		
					4		

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.

New/	Modify	Delete	Filter Find Int	erface Worksheet	Variance Update	Refresh GoHs	Manual Entry	Labels
Physical Coun	it - Rocky I	Boots						
roup Detail								
em 🖸	QoH	Count Qty	Description 1	Counted	Style	Color	Size	Avg Cost Other
4000000088	9.00	5.00	Rocky Super Brut #8420	1	8420		SM	84.0000
4000000090	8.00	8.00	Rocky Super Brut #8420	Г	8420	1	SW	84.0000
4000000091	10.00	10.00	Rocky Super Brut #8420	F	8420		8.5M	84.0000
4000000092	4.00	4.00	Rocky Super Brut #8420	Г	8420		8.5W	84.0000
4000000094	10.00	10.00	Rocky Super Brut #8420	T.	8420		9WV	84.0000
4000000093	10.00	10.00	Rocky Super Brut #8420	T	8420		9M	84.0000
400000096	10.00	10.00	Rocky Super Brut #8420	T I	8420		10M	84.0000
4000000095	4.00	4.00	Rocky Super Brut #8420	F	8420		10W	B4.0000
4000000190	2.00	2.00	Rocky Super Brut #8435	F	8435		SW	84.0000
4000000191	-2.00	-2.00	Rocky Super Brut #8435	F	8435		8.5M	84.0000
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1. Click the **Manual Entry** button on the toolbar to display the **Manual Count Entry** window.

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- 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	Worksheet	Variance	Update	Refresh GoHs	Manual Entry	Labels	
Physi	cal Coun	it - Rocky	Boots									1	.F
Group	Detail												
tem #	in the second second	QoH	Count Qty	Description 1			Counte	d Style		Color	Size	Avg Cost	Other -
440000	00088	9.00	5.00	Rocky Super	Brut#8	420	V	8420			8M	84.0000	
440000	00090	8.00	8.00	Rocky Super	Brut#8	420	F	8420			SW	84.0000	-
440000	00091	10.00	10.00	Rocky Super	Brut #8	420	F	8420			8.5M	84.0000	
440000	00092	4.00	4.00	Rocky Super	Brut #8	420	1	8420			8.5W	84.0000	
440000	00094	10.00	10.00	Rocky Super	Brut#8	420	1	8420			9WV	84.0000	
440000	00093	10.00	10.00	Rocky Super	Brut#8	420	T	8420			9M	84.0000	
440000	00096	10.00	10.00	Rocky Super	Brut #8	420	E	8420			10M	84.0000	
440000	00095	4.00	4 00	Rocky Super	Brut #8	420	1	8420			10W	84.0000	
440000	00190	2.00	2.00	Rocky Super	Brut#8	435	F	8435			SW	84.0000	
440000	00191	-2.00	-2.00	Rocky Super	Brut #8	435	F	8435			8.5M	84.0000	
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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.

				Variance Update	Refresh QoHs	Manual Entry L	abels
Physical Cour	nt - Rocky	Boots					. 6
roup Detail							
ern #	QoH	Count Qty Description 1	Counted	Style	Color	Size	Avg Cost Other
4000000088	9.00	5.00 Rocky Super Brut #8420	V	8420		810	84.0000
4000000090	8.00	8.00 Rocky Super Brut #8420	Г	8420	1	811	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	Г	8420		8.5W	84.0000
4000000094	10.00	10.00 Rocky Super Brut #8420	1	8420		9W	84.0000
4000000093	10.00	10.00 Rocky Super Brut #8420	T	8420		9M	84.0000
4000000096	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	1	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 **Variance** button on the toolbar to display the **Count Variance Report** window.

Count Varia ARS Solutions L				Roc	ky Boots			2/19/2007 4:00:37 PM Page 1	
tem#	Description 1	QoH	De: Count Oty	cription 2 Oty Dif	Avg Cost	Class Desc OoH Diff	Cost Dif	Retail Dif	
44000.000088	Rocky Super Brut #	8420 <b>9.00</b>	Thi 5.00	nsulate -4.00	84.00	Footwear -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.

Nevy	Medity	Delete	Filter	Find	Interface	Worksheet	Variance Update	Refresh QoHs	Manual Entry	Labels	
Physical Cou	nt - Rocky	Boots									
roup Detail											
em #	QoH	Count Qty	Description 1		(11)	Counter	Style	Color	Size	Avg Cost	Other
4000000088	9.00	5.00	Rocky Super	Brut#84	20	V	8420		814	84.0000	-
4000000090	8.00	8.00	Rocky Super	Brut#84	20	Г	8420	1	8W	84.0000	
4000000091	10.00	10.00	Rocky Super	Brut #84	20	F	8420		8.5M	84.0000	
400000092	4.00	4.00	Rocky Super	Brut #84	20	F	8420		8.5W	84.0000	
4000000094	10.00	10.00	Rocky Super	Brut#84	20	1	8420		91/1	84.0000	
4000000093	10.00	10.00	Rocky Super	Brut#84	20	T	8420		9M	84.0000	
400000096	10.00	10.00	Rocky Super	Brut #84	20	F	8420		10M	84.0000	
4000000095	4.00	4.00	Rocky Super	Brut #84	20	F	8420		10W	84.0000	
4000000190	2.00	2.00	Rocky Super	Brut#84	35	F.	8435		81/1	84.0000	
4000000191	-2.00	-2.00	Rocky Super	Brut #84	35	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.