

# Add a Physical Inventory

Last Modified on 12/18/2025 7:00 pm EST

To begin a new Physical Inventory, navigate to Inventory > Warehouses.

The Warehouses list opens. Click on the hyperlink in the Warehouse Code column of the warehouse for which you are conducting a physical inventory.

### Warehouses

[+ Add Warehouse](#)

Custom Grid Layout

☐ NO Show Inactive Warehouses

Total  
\$112,491.50

Drag a column header and drop it here to group by that column

Warehouse Code	Warehouse Name	Warehouse Total	
<a href="#">*MI-Main</a>	Michigan Main Warehouse	\$0.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">*Ohio-Main</a>	Ohio Main Warehouse	\$10.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">MI-1001</a>	Michigan Tech 1001	\$0.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">MI-1002</a>	Michigan Tech 1002	\$0.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Ohio-Cincinnati</a>	Cincinnati Warehouse	\$0.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Ohio-CLE-Tech1</a>	Cleveland Warehouse- Technician 1	\$0.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Ohio-Cleveland</a>	Cleveland East	\$377.50	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Ohio-COL-Tech1</a>	Service Truck One	\$0.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Ohio-COL-Tech2</a>	Service Warehouse Two	\$5.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Ohio-Columbus</a>	Columbus Warehouse	\$515.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Ohio-Obsolete</a>	Ohio Obsolete Inventory	\$370.00	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Ohio-Subcontractor</a>	Subcontractor Parts	\$30.00	<a href="#">Edit</a> <a href="#">Delete</a>

1

1 - 15 of 15 items

[Refresh](#)

The Warehouse page opens. Click the Physical Inventory tab, and then click the **Create Physical Inventory** button.

Warehouse - \*MI-Main

Edit
History
Part Transfer
Delete

Warehouse Total  
\$1,055.83

Code\*MI-Main  
NameMichigan Main Warehouse  
Description

Address415 N Main Plymouth, MI 48170  
GL Account12800-Inventory-Michigan

Inventory13
Purchase Orders1
Physical Inventory0
Technicians0
Part Ledger5

+ Create Physical Inventory
Custom Grid Layout

Drag a column header and drop it here to group by that column

Phys. Inv. Date	Note
Tuesday, June 8, 2021	

0 - 0 of 0 items
Refresh

The Physical Inventory Count page opens. At the upper left of the page, the Physical Inventory Date auto-fills with today's date. If the actual count will not begin today, select the correct date.

The grid area fills with the list of parts and current in-stock quantities. Click the **Export to Excel** button, and then print the list. Use this to record the count quantities found in the warehouse.

Physical Inventory Count

Cancel
Later
Complete

Physical Inventory Date12/17/2025

Note
0/5000

Physical Inventory Parts

Export to Excel
Search Part Code or Descrip...
NO Show All Parts

Image	Code	Description	In Stock	On Hand	Variance	Cost	Row	Shelf	Bin	Detail Note
	GE-60-983	GE Concord ATP1000 Keypad	6 \$120.00	6 \$120.00	0 \$0.00	\$20.00				
	GE-60362N103195	GE Wireless Door Contact	3 \$0.00	3 \$0.00	0 \$0.00	\$0.00				
	GE-6080795R	GE Wireless Motion	2 \$0.00	2 \$0.00	0 \$0.00	\$0.00				
	GE-6067095R	GE Wireless Saw Door Contact	2 \$0.00	2 \$0.00	0 \$0.00	\$0.00				
	GE-600106495R	GE 4 Button Remote	2 \$0.00	2 \$0.00	0 \$0.00	\$0.00				
	AC-RP26	Alarm Control Remote Plate	7 (\$70.00)	7 (\$70.00)	0 \$0.00	(\$10.00)				

1 - 65 of 65 items
Refresh

Below is a sample of the exported warehouse parts list.

A physical inventory should be a "blind count", meaning the person counting should not know what quantity should be in stock. Before printing the spreadsheet for counting, hide the Quantity column and add a new column to the

right for the employee performing the count to write in the parts counted.

If your company is not using the Row, Shelf, and Bin locations, you can hide these columns prior to printing.

[illegible]