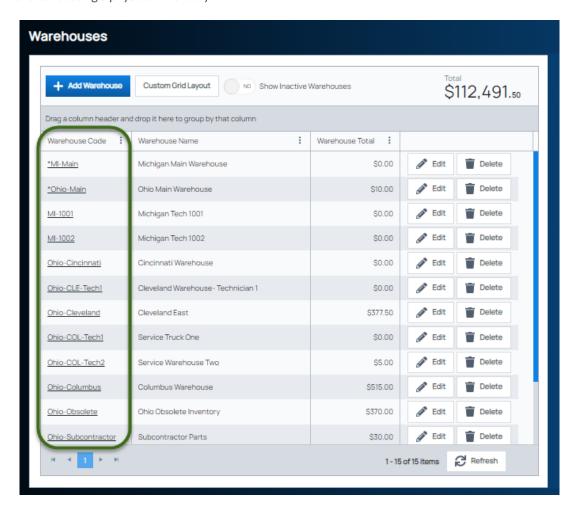
Add a Physical Inventory

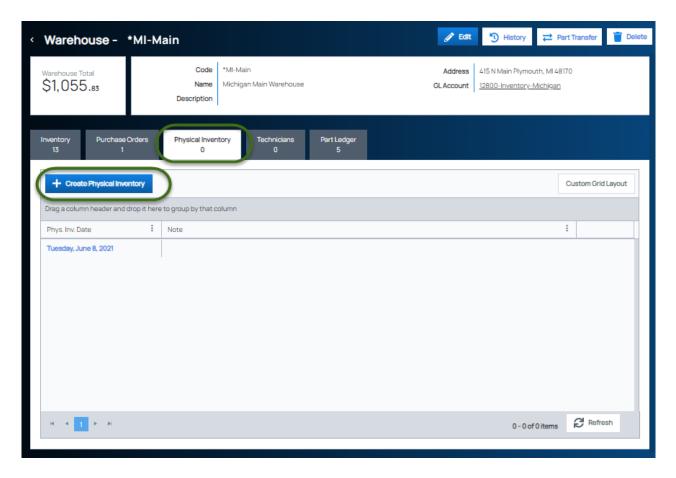
Last Modified on 12/18/2025 7:00 pm EST

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.

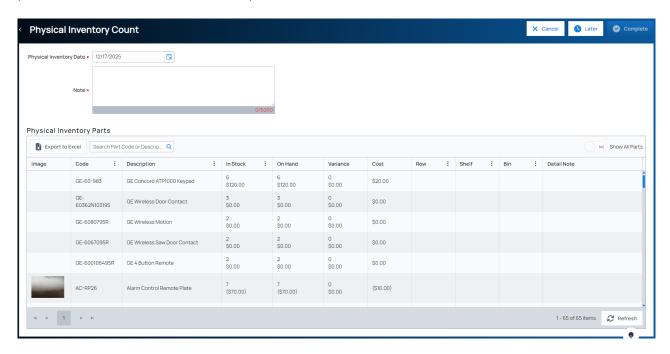


The Warehouse page opens. Click the Physical Inventory tab, and then click the Create Physical Inventory button.



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.



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.

1	А	В	С	D	E	F	G	Н	I
1	Image	Code	Name	Row	Shelf	Bin	Quantity	Value	Count Quantity
2		5804	4 Button Remote				5	56.01	
3		AC-RP44	Alarm Control Remo	te Plate			1	5.00	
4		AC-RP26	Alarm Control Remo	te Plate			1	5.00	
5		WAVE2	Honeywell 2 Tone Si	ren			4	26.95	
6		HW-GSMV	Honeywell Cell				1	90.00	
7		HW-GSMX	Honeywell GSMX Ce	II			1	-	
8		HW-IGSMV	Honeywell Internet	Cell			1	125.00	
9		HW-Aura	Honeywell Motion				1	12.00	
10		HW-IS2535	Honeywell Pet Imm	une Motion			1	15.00	
11		HW-5808W3	Honeywell Wireless	Smoke			1	35.00	
12		REV-RSTIG-C	Revere Single Gang	Flush Mount	Strobe		1	48.00	
13		Vista 100	Vista 100 Control Par	nel			1	300.00	
14		41935N	Vplex 2 Zone Expand	ler			5	50.00	
15									