

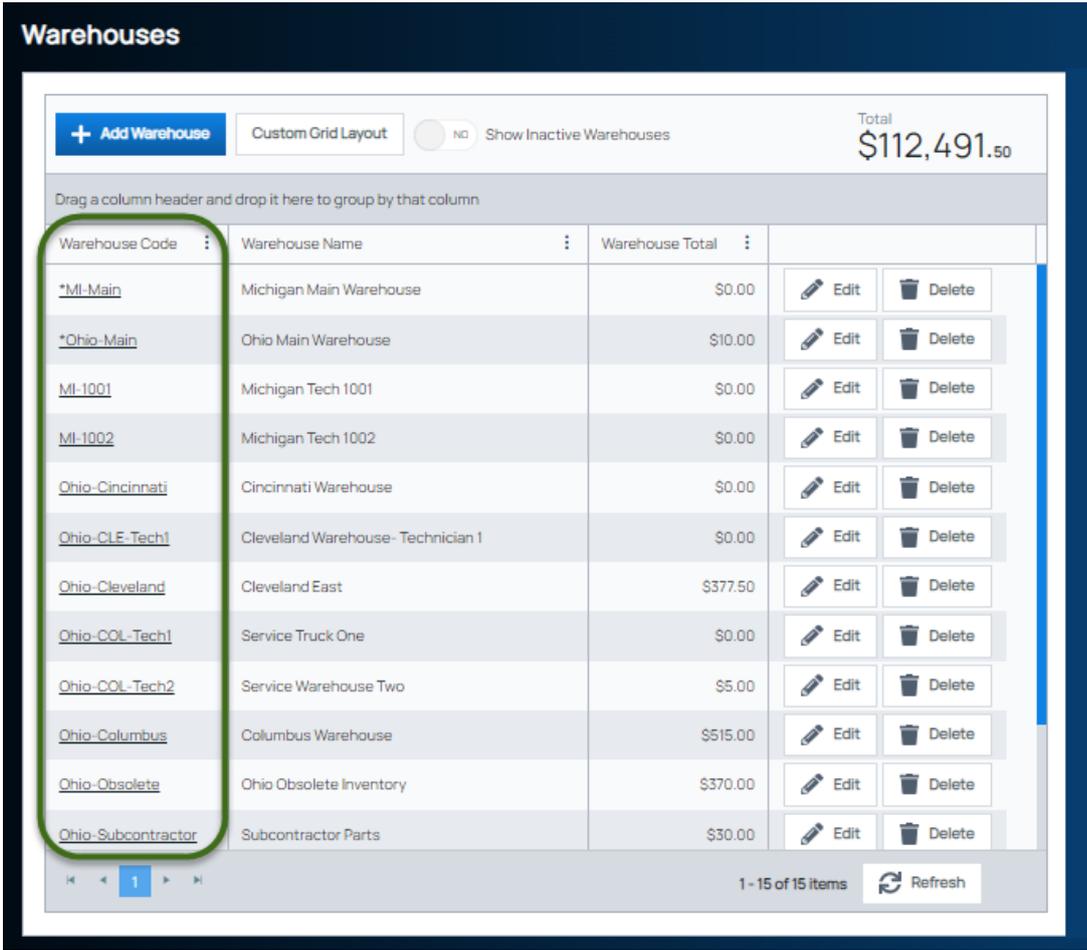
# Enter Part Counts and Complete the Physical Inventory

Last Modified on 04/27/2022 11:16 am EDT

Once the physical count has been completed, users may enter the quantities of parts recorded on the printed count sheets.

To enter the physical inventory counts, navigate to Inventory > Warehouses.

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

1 - 15 of 15 items Refresh

The Warehouse page will be displayed. Click on the Physical Inventory tab. Locate the physical inventory record, and then click on the Edit button.

**Warehouse - 18** Edit History Part Transfer Delete

Warehouse Total <b>\$324.67</b>	Code: MI-1005 Name: Michigan Tech 1005 Description: Transit van VIN GU841K36485P	Address: 415 N Main Plymouth, MI 48170 GL Account: <a href="#">12800-Inventory-Michigan</a>
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Inventory: 3 | Purchase Orders: 0 | **Physical Inventory: 1** | Technicians: 0 | Part Ledger: 1

[+ Create Physical Inventory](#) Custom Grid Layout

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

Phys. Inv. Date	Note	
Tuesday, April 26, 2022	Monthly inventory	<a href="#">Edit</a>

1 - 1 of 1 items Refresh

The Physical Inventory Count page will be displayed. Enter the part counts in the On-Hand column. Users may type in the quantity or use the up/down arrows to set the quantity. If there is a long list of counts to be entered, click the Later button at the upper right of the page to save the counts that have been entered. The remainder of counts may be entered by returning to the Physical Inventory page.

If the quantity entered into the On-Hand column is different from what is displayed in the In-Stock column, a variance will be displayed.

**Physical Inventory Count** Cancel Abandon Later Complete

Physical Inventory Date: 4/9/2022

Note: Quarterly physical. 19/1000

**Physical Inventory Parts** Export to Excel YES Show All Parts

Code	Description	In Stock	On Hand	Variance	Row	Shelf	Bin	Detail Note
5804	4 Button Remote	5 \$56.01	<input type="text" value="5"/>					
AC-RP44	Alarm Control Remote Plate	1 \$5.00						
AC-RP26	Alarm Control Remote Plate	1 \$5.00						
WAVE2	Honeywell 2 Tone Siren	5 \$26.95						
HW-GSMV	Honeywell Cell	1 \$90.00						
HW-GSMX	Honeywell GSMX Cell	1 \$0.00						

1 - 59 of 59 items Refresh

When finished entering counts, export the list to Excel to review the variances. If you believe the count quantity entered is incorrect, perform a re-count to confirm. If the re-count quantity is different, update the On-Hand quantity for the part(s).

Once satisfied with the count, click on the Complete button at the upper right of the page.

**Physical Inventory Count** Cancel Abandon Later Complete

Physical Inventory Date: 4/9/2022

Note: Quarterly physical. 19/1000

**Physical Inventory Parts** Export to Excel YES Show All Parts

Code	Description	In Stock	On Hand	Variance	Row	Shelf	Bin	Detail Note
5804	4 Button Remote	5 \$56.01	5 \$56.01	0 \$0.00				
AC-RP44	Alarm Control Remote Plate	1 \$5.00	2 \$10.00	1 \$5.00				
AC-RP26	Alarm Control Remote Plate	1 \$5.00	1 \$5.00	0 \$0.00				
WAVE2	Honeywell 2 Tone Siren	5 \$26.95	5 \$26.95	0 \$0.00				
HW-GSMV	Honeywell Cell	1 \$90.00	1 \$90.00	0 \$0.00				
HW-GSMX	Honeywell GSMX Cell	1 \$0.00	1 \$0.00	0 \$0.00				

1 - 59 of 59 items Refresh

A confirmation message will be displayed to the User. If you are certain you want to complete the physical inventory, click the Yes button.

Selecting the Yes option, will update the on-hand quantities and inventory values associated with any parts where

there was a variance. All variances will be recorded to the general ledger.

Please confirm ✕

Are you sure you want to complete this physical inventory count?