Performing regular physical inventory counts is vital to ensuring accurate quantity-on-hand figures. It also gives you an opportunity to determine the true value of the inventory in your store.

Eagle Streamlined Physical Inventory requires only a few simple steps to complete this important process.

During this session, you’ll learn how to ‘Prepare for Physical Inventory’; How to create the ‘Count File’ and produce ‘Count Sheets; How to ‘Enter the Counts’ and How to ‘Finalize’ them.

In the previous course we discussed the advantages of using Cycle Counts versus a single Year-End Count.

Cycle Counting can be even easier with a little planning.

Best Practice suggests counting a group of Location Coded items that reside in a space approximately 4 foot long. This typically takes about 20 to 30 minutes for an employee to count.

Estimate how long it will take to fully count the total square footage of your store.

Once you have identified the sections that will be counted each day you need to make sure that the employees responsible understand the importance of their task.

They should be familiar with the ‘Count Sheets’ and made aware of alternate locations for merchandise in that days’ section.

Once you have these logistics ironed out, you are ready to create the ‘Count File’ that will contain the skus that need to be tallied.

Eagle Streamlined Physical Inventory makes this an easy process with the use of ‘Lists’.

Saved ‘P’ or ‘Physical Inventory’ type Lists are available from this drop down box. [pause] Select one [pause] and it will populate the grid.

Be sure to review all of the Eagle Help documents on ‘Item Lists’.

You can also add items to the ‘Count File’ that do not exist on a ‘List’.

In the PIP function, press the ‘Count’ button and the ‘Count Sheets’ dialog box opens.

Select the option to ‘Create Count Lists from Viewer’.

This will produce a familiar grid with a ‘Change Look Up’ link on the top left.

You can sort and filter as you would in any grid perhaps identifying those skus within this group that have a negative quantity-on-hand.

You could also modify your output based on the ‘Date of the Last Physical Count’.

Use the checkboxes to narrow your selection even further.

Once the data is refined and selected by pressing the ‘Select’ button, [pause] you will be prompted to ‘Add New Item List’.

Assign your list a relevant title perhaps including the date that it is being created. [pause] Press ‘OK’. This is now saved as a ‘P’ type list.

You can press either the ‘Add’ or the ‘Count’ button to add additional skus to your list.

Continue to adjust your list of items to be counted until you are satisfied with the data contained in the grid.

The next step is to ‘Load’ the items in your list so they are identified as ready to count.

You can print out your ‘Count Sheets’ at the same time.

Press the ‘Count’ button on the ribbon menu and select ‘Print Count Sheets’.

This will launch the Physical Inventory Report also known as RPI.

When selecting a printer, you may want to choose ‘Spool and Print’ to retain a copy in Eagle. This is helpful in case a count sheet is misplaced or damaged.

On the Options page, ‘L’ should be selected in ‘Load Options’ section.

Also, verify the entries in the ‘Count Sheet Options’ section. This will determine what prints out on the paper copy that you will give to the employees who are counting merchandise.

You will want to review the ‘Options and Security’ document located in the Training on Demand Course Materials section for this class.

This reviews the Options Configuration settings that determine how the RPI Loads skus and prints Count Sheets.

The ‘Item List’ Number automatically populates on the From/To page.

You can click the drop down arrow to display the List Name.

Enter any other criteria needed and press ‘Run’.

You can distribute these saved lists to the other stores required to do the count and even assign the list to a specific user.

After the list is created, click the ‘Miscellaneous’ button.

Choose ‘Distribute Count List to Stores’. Identify the store or stores and press ‘Ok’. Confirm your selection and press ‘Ok’ again.

Once the list is distributed, assign the users that will be conducting the actual inventory. From the ‘Miscellaneous’ menu choose ‘Assign Users to Inventory Count List’. Here you can add and delete users or even assign all users at once.

Employees can also receive an Alert regarding these actions. Refer to the Options and Security documentation in the Course Materials section.

After you’ve printed the ‘Count Sheets’, distribute them to your to the employees.

The counting team enters the number in the blank column, here. [pause]

If an item is in more than one location the report can print spaces for those figures to be entered.

A zero should be recorded if the employee cannot locate a particular item so you will know it was not overlooked.

Once a section has been completed, the count sheets are handed in.

You can post the counting results directly into Physical Inventory Posting or PIP.

Enter the value in the ‘Counted Quantity’ box 1, 2 or 3.

The ‘Average Cost Variance’ field will update with the amount of the discrepancy between the ‘Beginning Quantity’ and the current total count.

Continue adding counts until all updates are entered.

Then press ‘Change’ to save your work.

You can also enter the ‘Shrinkage Type’ here if an item was found to be missing or damaged.

Clicking in the ‘Shrink Type’ field creates a drop down arrow that allows you to select the desired entry.

The variance amount can be automatically reported to that type of shrinkage in your General Ledger.

For more information on setting up Shrink Types, see the Online Help documents titled, ‘Setting Up Shrinkage Types’ and ‘Setting Up for GL Passoff of ITR Records’.

The last step in your physical inventory is to ‘Finalize’ the count.

Click the ‘Finalize’ button at the top of the screen.

Then ‘Finalize All Counts’ or only those with a Zero Variance.

The report settings saved in your system will be populated. You may want to spool this report for later viewing.

Option ‘F’, ‘Finalize Counting’ must be selected.

Check the ‘From/To’ options if you want to limit the results and do not want to ‘Finalize’ all of the items in the grid.

Press ‘Run’ to initiate the report.

Physical Inventory is a pretty big endeavor when done only once a year.

Cycle Counting a small section each day saves time and resources.

With a bit of preplanning it becomes a relatively simple process.

Be sure to review the entire data flow with your staff so that they are fully engaged when counting and understand the importance of their role in Streamlined Physical Inventory.