

Streamlined Physical Inventory Process

A streamlined physical inventory process is a structured approach to tracking your inventory. This clearly defined method effectively reduces errors and rework.

This course will show you how to count items using count sheets. We will also show you how to post and finalize item counts using reports.

Objectives

- Counting Items
- Post and Finalize

Counting Items

Periodic inventory counting is vital to know the accurate value of items in your store.

To count the items in your store, you should create a count file and produce count sheets.

Open **Physical Inventory Posting**. To add individual items, click **Add**.

Enter the SKU of the item you want to add for counting.

You can add three different counts for three different locations for this item. The number of locations shown depends on option 1136 - *Number of Locations Per Item*.

In this case, the current value is 3. So, three location counts are displayed.

You can change the value to the number of locations you want. Select **OK**.

The system adds the item to the table.

A quicker method of adding items to count is using lists.

To use this feature, set option 9585 - *Inventory Item Lists Enabled* to Yes.

In the Physical Inventory Posting screen, the **List Name** drop-down menu displays all existing lists.

Choose **Count** to create a new list. Select **Create Count List from Viewer**.

Choose the items you want to count and click **Select**.

Enter a name for the list and click **OK**.

The new list name appears in the **List Name** drop-down menu.

Select the list.

The system adds the items in the list for counting.

The next step is to load the items and print the count sheets.

Click **Count**.

Select **Print Count Sheets**.

This launches the **Physical Inventory Report** screen.

In the **Print To** drop-down menu, select **A - Spool and then print** to retain a copy of the count sheet in the system.

In the **Options** sub-menu, ensure the **Load Items to Count** option is checked.

In **Count Sheet Options**, select either **Show Detail** or **Exclude Detail**.

Click **Run** when you finish.

Use the printed count sheets to enter your inventory count.

Click the **Misc.** button to assign users to the count list and distribute it to different stores.

Post and Finalize

When you finish counting items, post the item count to the system.

In Physical Inventory Posting, enter the count of each item in the **Qty Counted** column.

Shrinkage is the difference between *the inventory count in records* and *the actual inventory present*.

For shrinkage type, you select the most credible reason for the observed difference.

The default shrinkage type is S - *Store Use*.

You can change it to the shrinkage type you observe.

Select **Change** to save the changes.

Click **Finalize** to finalize the item count. Select **Finalize Counting**.

The system redirects to the **Physical Inventory Report** screen.

In **Reconcile Options**, select **Finalize Counting**.

You should also choose option S or X.

Option S is *Show Detail* and option X is *Exclude Detail*.

Select **Run**.

Recap

Physical inventory is a tedious process when done unplanned. The best practice is to perform the streamlined physical inventory process periodically.

In this course, we added items to the count list and printed count sheets. We also posted and finalized item counts in Physical Inventory Reports.

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2021 Epicor Software Corporation. All rights reserved.

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit www.epicor.com.



Corporate Office

804 Las Cimas Parkway
Austin, TX 78746
USA

Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico

Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa

No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom

Phone: +44.1344.468468
Fax: +44.1344.468010

Asia

238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684

Singapore
Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand

Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia

Phone: +61.2.9927.6200
Fax: +61.2.9927.6298