Stock Counting Overview

Carefully planned and executed stock counts improve your business by ensuring that you have the inventory needed to meet your customer's needs. It also reduces the need for safety stock levels, improves productivity, helps to reduce loss, and assures accurate financial reporting

This course describes how to prepare for a stock count, the four steps needed to complete a stock count, and provides an introduction to the Stock Count Browser.

There are a number of activities in BisTrack that are important to complete in preparation for doing a Stock Count.

The first step is to enter stock receipts for any new merchandise that has arrived but has not yet been received into the BisTrack system.

This eliminates any accidental doubling of quantities.

Next, receive any transfers delivered from other branches.

Like Stock Receipts, this ensures that inventory will not be doubled when it is counted.

It is important to issue stock for sales orders that have been picked up or delivered, but have not been invoiced.

Doing this avoids variances with stock that is no longer available for counting.

Use the 'Order Monitor' function to complete this task.

Lastly, you should complete the handling of any Customer Credit Notes for merchandise returned and Supplier Returns for products that have been picked up or delivered back to the Supplier.

Any of these tasks can be done after the count has been created but MUST be done before the count is activated.

There are four steps to stock counting.

The first is to Create the Count.

Here, you are selecting the products that will be physically counted.

You can do this the day before.

BisTrack allows you to save the criteria for use with future counts of the same products.

In the second step, you Activate the Count.

It is important to do this step immediately before directing staff to count as it sets the system quantities that the counted quantities will be compared to.

You can print 'Count Sheets' right after Activating the count.

The third step is to Enter the Count.

This involves the actual counting, entering the figures, verifying variances and printing count reports.

Finally, you Complete the Count.

In this step, you mark the count as 'Complete' in BisTrack.

The system updates any products with a count variance, and completes appropriate stock adjustments.

The Stock Count Browser is used to Create a new count or to view the details of existing counts.

Access it from the 'Inventory' tab.

From the toolbar or the right click menu, you can create a new count, view the properties of a count, or copy the properties of a count to create a new one.

Use the 'View' dropdown list to choose the type of Counts that you want to appear in the Browser area.

'Stock Counts' are saved Count data. These are not yet activated.

'Active Stock Counts' are counts in-progress.

'Completed Stock Counts' are those that have been updated and now provide historical information.

Choose 'Templates' when you want to set up standard count data that can be reused.

The 'Branch' setting allows you to select counts from a specific Branch or All Branches.

The system displays the stock counts that match your selected 'View' and 'Branch' options in the Browser area.

Planning and preparation are essential to the effectiveness of the stock counting process.

Now that you are familiar with stock counting preparations and steps, and the Stock Count Browser, you are ready to proceed to the Training on Demand video Using Stock Counts.
To review inventory information for a particular item, just scan the barcode, enter the UPC or type in the SKU.

Inventory Maintenance is also where you can access the Price Check function.

Here you can share retail and promotional pricing as well as location data with customers.

It does not include any cost information that you would not want customers to view.

Location Maintenance is used to verify or update up to six locations for each SKU.

You can also print labels here or select Print Labels from the menu.

You can choose the label format along with the number of labels to print and send them to any network printer on your Eagle system.

The Physical Inventory app makes it a breeze to count your items and update the corresponding inventory records.

Instead of writing down counts using paper and pencil, you'll log into this app and scan the items.

The counts can be sent to a Physical Inventory Posting file to review or you can set Inventory Maintenance to update immediately.

The 'From List' option takes advantage of the 'Directed Counts' workflow.

This is a great way to delegate physical inventory within your workforce. After viewing this video you should have a good understanding of the capabilities that you have available with this powerful mobile app. Remember to set the options and security to fit your business' needs as well as your employees' job requirements.

With the familiar and intuitive interface your team should be able to hit the ground running to manage your businesses inventory.

About Epicor

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