

## **Physical Count**

process a physical count, you must first set up your count Types through the Physical Inventory Types screen. Here you will want to make sure the following two options are turned off in The ERP on the Inventory Preferences screen to perform a physical count on the handheld.

- 1. Add One Unit Per Barcode
- 2. Automatically Add Receipt Line for Barcode

Once you have configured your count classes you can go to the distribution\Inventory\Process\Prepare Physical Count screen to generate the count. Once generated you should be able to see the information in the Physical Count Inventory Review screen.

From the handheld, you can now scan/enter the count in the Physical Count Screen.

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You can flip the scanning options on the handheld by toggling the Count Entry Method Button which will allow you to flip between Enter Qty where you will have to enter in a quantity for each item scanned in OR Default Qty of 1 where each scan of an item will automatically default to 1. This can only be changed at the beginning of the session.

As items are loaded through the menu, they are sent back to the Physical Count Inventory Review screen in real-time to be reviewed. Complete the count and refer to your ERP processes for closing a count.





Revision Two	o HQ 👻 Physica	al Inventory Review					۵	NOTES	ACTIVITIES F
← SAVE & (	CLOSE 🔂 🖷	• <b>t</b> 🖉 • 🗉	к < >	FINISH COUNTIN					
Reference Nbr Warehouse: Status: Freeze Date: Description:	000006 RETAIL - Complete 5/11/2018 Full invent	P HQ Retail Warehouse d tory count	Total Physical Qty.: Total Variance Qty.: Total Variance Cost:	22,605.72 0.00 0.00					
C + X	ADD UPDAT	ADJUSTMENT INFO	Description	RO SET NOT ENTERED	D TO SKIPPED  ++  Lot/Serial	Expiration	Book P	hysical uantity	Variance Quantity
Constraints     Constrain	d 1 d 2 d 3	AACOMPUT01 AALEGO500 AALEGO500	Acer Laptop Lego 500 pie Lego 500 pie	* Type ID: * Description: * Warehouse:	FULLPIC Full inventory count	٩		2.00 2.00 2.00	0.00 0.00 0.00
Entere     Entere     Entere     Entere     Entere     Entere	d 4 d 5 d 6 d 7	AACOMPUT01 AALEGO500 AAPOWERAID AAPOWERAID	Acer Laptop Lego 500 pie Poweraid 32 Poweraid 32	Generation Method:	Full Physical Inventory	1/1/2020	CK CANCEL 6	40.00 46.00 00.00	0.00 0.00 0.00 0.00
Entere     Entere     Entere     Entere	d 8 d 9 d 10	CONBABY1 CONBABY2 CONBABY3	South Shore Little Tikes B Grac Pack N	STORAGE STORAGE STORAGE			5.00 3.00 4.00	5.00 3.00 4.00	0.00 0.00 0.00
Entere	d 11	CONGRILLT	Mr BBQ 18	STORAGE			5.00	5.00	0.00

Re	visio	on Two I	IQ + Physi	ical Inventory F	Reviev	W									NOTES	ACTIVITIES	FILES NO	TIFICATIONS	CUSTOMIZATION
÷	S	AVE & CL	OSE 🖥	• + Þ	Ť	к	<	>	> FINIS	SH COUNTI	NG COM	PLETE PI	CANCEL PI						
F V S F C	tefere Vareh Itatus Treeze Descri	ence Nbr.: iouse: : e Date: iption: CAL INVEN	ce Nbr::     000007     P     Total Physical Oty::     0.00       use::     Counting In Progress     Total Variance Oty::     0.00       Counting In Progress     Total Variance Cost:     0.00       Date::     5/14/2018     Full Inventory count																
с	-	+ ×	ADD UPD	ACTUAL COST	SE	ET NOT	ENTERE	D TO ZE	RO SET I	NOT ENTER	ED TO SKIPPE	ED  ⊷	×					All Reco	rds
B 0	D	Status	Line Nbr.	Tag Inventory II Nbr.	)		Descripti	on	Location			Lot/Serial Number	Expira Date	ation Boo Quanti	ok Physical ty Quantity	Variance Quantity	Unit Cost	Ext. Variance Cost	*Reason Code
> 0		Not E	1	AACOMP	<u>JT01</u>		Acer La	ptop	R10RACK1					2.0	0		247.07		PHYINVADJ
8		Not E	2	AALEGO5	00		Lego 50	0 pie	R10RACK2					2.0	0		50.00		PHYINVADJ
0		Not E	3	AALEGOS	00		Lego 50	0 pie	R11RACK1					2.0	0		50.00		PHYINVADJ
0		Not E	4	AACOMP	<u>JT01</u>		Acer La	ptop	STORAGE					36.0	0		247.07		PHYINVADJ
0		Not E	5	AALEGOS	00		Lego 50	0 pie	STORAGE					46.0	0		50.00		PHYINVADJ
0		Not E	6	AAPOWE	RAID		Powera	id 32	STORAGE			LREX0	1/1/2	019 2,600.0	0		0.45		PHYINVADJ
0		Not E	7	AAPOWE	RAID		Powera	d 32	STORAGE			LREX000	006 1/1/2	020 410.0	0		0.45		PHYINVADJ
0		Not E	8	CONBABY	(1		South S	hore	STORAGE					5.0	0		107.09		PHYINVADJ
0		Not E	9	CONBAB	(2		Little Til	es B	STORAGE					3.0	0		40.00		PHYINVADJ
0		Not E	10	CONBABY	(3		Grac Pa	ick N	STORAGE					4.0	0		112.70		PHYINVADJ
0		Not E	11	CONGRIL	LI		Mr BBQ	18	STORAGE					5.0	0		15.39		PHYINVADJ
0		Not E	12	ELE32LE0	2		Samsur	ig 40	STORAGE					63.0	0		286.29		PHYINVADJ
0	- m	Not F	13	FLEBOAR	n		I anton	amo	STORAGE					100 0	D		144 89		PHYINVAD.I

This screen creates a reference number to be checked, which can be reviewed in the WMS from Android, in the physical count feature.







The user should be able to enter a reference # of the physical inventory review created previously in Acumatica, after entering this #, the user will have an option to enter manual quantity, by default this option is not checked and the user can scan/enter each item one by one.

Physical Count	(
Enter Reference #: 000007 Enter manual quantity START COUNT	





F	Rev	isio	on Two H	IQ - Physica	al Inventory Review							NOTES	ACTIVITIES	FILES N	OTIFICATIONS	CUSTOMIZATION
•	h	Sł	AVE & CLO	SE 🖬 🖬	• + D• ∎	к < >	> FINIS	H COUNTING	COMPLETE PI	CANCEL PI						
	Re	eferer	nce Nbr.:	000007	Q	Total Physical Qty.		0.00								
	Wa	areho	ouse:	RETAIL -	HQ Retail Warehouse	Total Variance Qty.		0.00								
	Sta	atus:		Counting	In Progress	Total Variance Cos	t	0.00								
	Fre	eeze	Date:	5/14/2018	1											
	De	escrip	ption:	Full inven	tory count											
_	PH	YSIC	AL INVENT	ORY DETAILS	ADJUSTMENT INFO		_									
-	С	+	• ×	ADD UPDAT	E ACTUAL COST SET	NOT ENTERED TO 2	ERO SET N	OT ENTERED T		× 🛊					All Rec	cords
8	6	۵	Status	Line Nbr.	Tag Inventory ID Nbr.	Description	Location		Lot/Seria Number	Expirat Date	tion Book Quantity	Physical Quantity	Variance Quantity	Unit Co	st Ext. Varian Co	ce *Reason st Code
>	6		Not E	1	AACOMPUT01	Acer Laptop	R10RACK1				2.00			247.07	r j	PHYINVADJ
-	8	0	Not E	2	AALEGO500	Lego 500 pie	R10RACK2				2.00			50.00	,	PHYINVADJ
	6		Not E	3	AALEGO500	Lego 500 pie	R11RACK1				2.00			50.00	)	PHYINVADJ
	6		Not E	4	AACOMPUT01	Acer Laptop	STORAGE				36.00			247.07	7	PHYINVADJ
	9		Not E	5	AALEGO500	Lego 500 pie	STORAGE				46.00			50.00	)	PHYINVADJ
	6		Not E	6	AAPOWERAID	Poweraid 32	STORAGE		LREX0	1/1/20	2,600.00			0.45	5	PHYINVADJ
	6		Not E	7	AAPOWERAID	Poweraid 32	STORAGE		LREX0	00006 1/1/20	20 410.00			0.45	5	PHYINVADJ
	6		Not E	8	CONBABY1	South Shore	STORAGE				5.00			107.09	)	PHYINVADJ
	6		Not E	9	CONBABY2	Little Tikes B	STORAGE				3.00			40.00	)	PHYINVADJ
	6		Not E	10	CONBABY3	Grac Pack N	STORAGE				4.00			112.70	)	PHYINVADJ
	8		Not E	11	CONGRILLT	Mr BBQ 18	STORAGE				5.00			15.35	)	PHYINVADJ
	6		Not E	12	ELE32LED	Samsung 40	STORAGE				63.00			286.29	)	PHYINVADJ
	0.	D	Not F	13	ELEBOARD	Laptop comp	STORAGE				100.00			144.85	9	PHYINVAD.I

When pressing the button to start an account, if the reference # exists in Acumatica, then a new screen will be shown asking the user for the BIN ID, the user should enter an existing BIN ID, and press on next button.

After doing this, if the bin exists in the warehouse, then the user will be able to start counting the items, the user can scan/enter an item code and then press the next button.





C	ount 000007	~	×
(	Warehouse RETAIL - HQ Retail Warehou Bin Current Item	ise	
ŀ	Scan/enter bin ID:		
	NEXT	EVIEW	





Count 000007	$\checkmark$	×
Warehouse RETAIL - HQ Retail Warehou Bin	58	
Current Item		
R10RACK1	VIEW	

If the item is correct then a message in green will be shown on the top of the screen, let them know to the users that the item has already been counted, and then we press the next button until we finish counting each item.





6	ount 000007 🗸 🗸	1	×
(	Warehouse RETAIL - HQ Retail Warehouse Bin R10RACK1 - Row 10 Rack 1 Current Item	)	
	Scan/enter item ID: AACOMPUT01 NEXT REVIE		





A	,	$\sim$								
O Counted 1 of item AACOMPUT01.	)									
R10RACK1 - Row 10 Rack 1										
Counter: 2										
Scari/enter item ID:										
1 2 3 4 5 6 7 8	9	0								
qwertyui	0	р								
asdfghjl		I								
<b>†</b> z x c v b n n	n	Ø								
Sym	7	Done								







If the user presses the check mark at the top/right of the screen a new window asking the user will be shown, confirming if the user wants to save the X number of items to the count, if user press YES then the count will be done and we return to the WMS menu(refers point 4) We can see all these changes reflected in Acumatica, by selecting the Reference number in the physical inventory review screen, as you can see in the image below the physical count is done.





Re	visio	on Two H	IQ - Physica	al Inventory Review						NOTES	ACTIVITIES F	ILES NOT	IFICATIONS (	CUSTOMIZATION	1
4		AVE & CLO	DSE 🖬 🔽	+ 0- 🕯	к < >	FINISH COUNTING	COMPLETE PI CAN	CEL PI							
R	efere	nce Nbr.:	Cancel	(Esc)	Total Physical Qty.:	2.00									
W	/areh	ouse:	RETAIL -	HQ Retail Warehouse	Total Variance Qty.:	0.00									
S	tatus:		Counting	In Progress	Total Variance Cost:	0.00									
F	reeze	Date:	5/14/2018												
D	escrip	ption:	Full invent	tory count											
PH	rysic	AL INVENT	ORY DETAILS	ADJUSTMENT INFO											
								~							
с	-	- ×	ADD UPDAT	'E ACTUAL COST SET I	NOT ENTERED TO ZE	RO SET NOT ENTERED TO S	SKIPPED 🛏 🗵	<b></b>					All Record	ds	
B 6		Status	Line Nbr.	Tag Inventory ID Nor.	Description	Location	Lot/Serial Number	Expiration Date	Book Quantity	Physical Quantity	Variance Quantity	Unit Cost	Ext. Variance Cost	*Reason Code	
> 0		Entered	1	AACOMPUT01	Acer Laptop	R10RACK1			2.00	2.00	0.00	247.07	0.00	PHYINVADJ	
9		Not E	2	AALEGO500	Lego 500 pie	R10RACK2			2.00			50.00		PHYINVADJ	
9		Not E	3	AALEGO500	Lego 500 pie	R11RACK1			2.00			50.00		PHYINVADJ	
0		Not E	4	AACOMPUT01	Acer Laptop	STORAGE			36.00			247.07		PHYINVADJ	
9		Not E	5	AALEGO500	Lego 500 pie	STORAGE			46.00			50.00		PHYINVADJ	
0		Not E	6	AAPOWERAID	Poweraid 32	STORAGE	LREX0	1/1/2019	2,600.00			0.45		PHYINVADJ	
9		Not E	7	AAPOWERAID	Poweraid 32	STORAGE	LREX000006	1/1/2020	410.00			0.45		PHYINVADJ	
6		Not E	8	CONBABY1	South Shore	STORAGE			5.00			107.09		PHYINVADJ	
0		Not E	9	CONBABY2	Little Tikes B	STORAGE			3.00			40.00		PHYINVADJ	
0		Not E	10	CONBABY3	Grac Pack N	STORAGE			4.00			112.70		PHYINVADJ	