

AP-ISU: Physical Inventory Count

To ensure that all inventory adjustments have been accounted for, it is best practice to have warehouse employees perform periodic physical inventory counts. This document will walk through scanning inventory during a physical inventory count.

Step 1: Clearing Current Inventory Counts

1. Navigate to the “Scan Sessions” Page
2. Create a New Scan Session
3. On the new Scan Session, Input:
 - a. Scan Session Code
 - b. Scan Session Description- in this case Physical Inventory Count or something to that effect
 - c. Scan Session Type: PHYSINVJNL
 - d. Target Batch Name
 - e. Target Location Code: the store or warehouse where you are counting

The screenshot shows the 'Edit - Scan Session - SCAN-002' window. The interface includes a top navigation bar with 'HOME', 'ACTIONS', and 'NAVIGATE' tabs. Below this is a toolbar with various icons for actions like 'Start Scanning', 'View', 'New', 'Delete', 'Apply Scan Data', 'Show Target', 'Clear Target', 'Clear Scans', 'Reset Scans', 'Notes', 'Links', 'Refresh', 'Clear Filter', 'Go to', 'Previous', and 'Next'. The main content area is titled 'SCAN-002' and contains several sections:

- General:** Scan Session Code: SCAN-002, Scan Session Type: PHYSINVJNL, Scan Session Description: Physical Inventory Periodic Count, Scan Session Status: Planning.
- Scan Target Data:** Target Batch Name: ENERGYBAR, Entry Type: Purchase, Target Document No., Target Posting Date, Target Description, Target Location Code: S0001, Location: Sales Tax - Hyper Supermarket.
- Scan Session Data:** A table with columns: Status, Scanned Input, Item No., Variant Code, Item Description, UOM, Quantity, Qty. per Unit of Measure, Quantity (Base), Bin, Scan Session, and Er. The table shows one row with Status 'InProgress', Quantity '0.00', and Scan Session 'SCAN-002'.

An 'OK' button is located at the bottom right of the window.

4. Click 'Show Target'
 - a. Then click 'Calculate Inventory'

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Salespers./... Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity
7/6/2017	Positive Adj...	SC001	BAR001	LUNA Berry Greek Yogurt	S0001		36	36	0
7/6/2017	Positive Adj...	SC001	BAR002	LUNA Mint Choc Chip	S0001		12	12	0
7/6/2017	Positive Adj...	SC001	BAR003	LUNA Dark Choc Hazelnut	S0001		12	12	0
7/6/2017	Positive Adj...	SC001					0	0	0

- b. Close the Target ('OK')
- c. Click 'Clear Target'

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Salespers./... Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity
7/6/2017	Positive Adj...	SC001	BAR001	LUNA Berry Greek Yogurt	S0001		36	0	0
7/6/2017	Positive Adj...	SC001	BAR002	LUNA Mint Choc Chip	S0001		12	0	0
7/6/2017	Positive Adj...	SC001	BAR003	LUNA Dark Choc Hazelnut	S0001		12	0	0

- d. Note Qty. (Phy. Inventory) has been cleared
- e. Click 'OK' to close Target

Step 2: Scanning All Inventory

5. Click 'Start Scanning'
 - a. Scan Remaining Inventory in location

Edit - AP Item Scanner CRONUS LS 100 NA Test - IP Retail - Isretailvm

HOME

View Notes Links Refresh Clear Filter Page Go to

AP Item Scanner

Scanner Transaction

Input:

Type:

Information Line 1:

Status:

Counts (In Process):	All SKUs	This SKU
	18.00	1.00

Statistics

Base Qty In-process:	29.00	12.00
Qty Applied:	0.00	0.00
Base Qty Applied:	0.00	0.00

Connection Information

OK

- b. Note items can be scanned as individual ("Each") or grouped ("Box")
 - c. Click 'OK' to close AP Item Scanner
6. Review Scan Session Data

SCAN-002

General

Scan Session Code: SCAN-002
Scan Session Description: Physical Inventory Periodic Count

Scan Session Type: PHYSINVJNL
Scan Session Status: In Progress

Scan Target Data

Scan Session Data

Status	Scanned Input	Item No.	Variant Code	Item Description	UOM	Quantity	Qty. per Unit of Measure	Quantity (Base)	Bin	Scan Session
InProcess	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-002
InProcess	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-002
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
InProcess	722252310026	BAR003		LUNA Dark Choc Hazelnut	BOX	1.00	12	12.00		SCAN-002
InProcess						0.00	0	0.00		SCAN-002

Step 3: Posting the Scan Data
7. Click 'Apply Scan Data'

SCAN-002

General

Scan Session Code: SCAN-002
Scan Session Description: Physical Inventory Periodic Count

Scan Session Type: PHYSINVJNL
Scan Session Status: Applied

Scan Target Data

Scan Session Data

Status	Scanned Input	Item No.	Variant Code	Item Description	UOM	Quantity	Qty. per Unit of Measure	Quantity (Base)	Bin	Scan Session
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-002
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-002
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-002
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-002
Applied	722252310026	BAR003		LUNA Dark Choc Hazelnut	BOX	1.00	12	12.00		SCAN-002
InProcess						0.00	0	0.00		SCAN-002

8. Click 'Show Target'

Batch Name: ENERGYBAR

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Salespers./... Code	Qty. (Calculated)	Qty. (Phys. Inventory)	Quantity
7/6/2017	Negative Adj...	SC001	BAR001	LUNA Berry Greek Yogurt	S0001		36	10	26
7/6/2017	Negative Adj...	SC001	BAR002	LUNA Mint Choc Chip	S0001		12	7	5
7/6/2017	Positive Adj...	SC001	BAR003	LUNA Dark Choc Hazelnut	S0001		12	12	0

- a. Note
 - i. Entry Type: Negative Adjustment
 - ii. "Quantity" on right shows the number for each item to negatively adjust
 - b. Click 'Post' to post the Journal Lines
9. Physical Inventory Count has been completed
- a. To confirm that adjustments have posted, view item quantity within each Item Card
 - i. Then Navigate → Journal Entries

Item Ledger Entries

Filter: BAR001

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Cost (No
7/6/2017	Negative A...		SC001	BAR001		S0001	-26	-26	0	0.00	-13.00	
7/19/2017	Purchase	Purchase R...	107103	BAR001		S0001	36	36	10	0.00	18.00	

- ii. Note Purchase and Negative Adj. both show respective activity