Doing Physical Counts

The results of the actual physical counts will need to be recorded on the Physical Count Worksheets to get them into the system and verify the accuracy of the data in the system.

1. From the menu, under Inventory Management – Physical Count Worksheet



- 2. Click Physical Count Generator hyperlink and then click
 - a. Alternatively, you can click \bigcirc from the menu.
- 3. This will bring you to the Physical Count Worksheet search screen.

AiM	Physical	Count	Worksheet
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Б	Execute Basic Search Reset								
*	Action	Display Order	Sort	Operator					
ତ୍	New Query	Transaction	- •						
M	View	Description	- v						
≡		Status	- •						
		Warehouse	- •						
		Count Sequence	- 🗸						
		Edit Date	- 🗸						
		Editor	- 🗸	= v Q					

4. Enter the criteria needed to find the Physical Count WorkSheet you are looking for and click

AiM Physical Count Worksheet										0	•	
Search												
*	Action	Transaction #	Description	<u>Status</u>	<u>Set</u>	Count Sequence	<u>Warehouse</u>	<u>Cycle Code</u>	<u>Class</u>	<u>Commodity</u>	<u>ltem</u>	
Q	Export	<u>1001</u>	ANNUAL INVENTORY	APPROVED	1	1	PAINT					
1.1	View	<u>1001</u>		APPROVED	1	2	PAINT					
<u></u>		<u>1003</u>		GENERATED	1	1	PAINT					

5. Click the hyperlink for the Transactioin you are looking for.

Note: Be sure to check the Set if there is more than one set for the Transaction you are looking for.

6.	Click	Edit					
AiM Physic	al Count Works	heet					
Save	Cancel						
View Notes Log <u>Status History</u>		1		ji.	Created By DALLACE UNGER On 4/13/23 8:57 AM Last Edited by DALLACE UNGER On 4/13/23 8:57 AM	Status Transaction Warehouse Count Sequence	COUNTING Q. 1003 PAINT PAINT WAREHOUSE 1
		Schedule Date	Bin	Part	UOM Co	unt Date Coun	ted By Item Count Recount
		Apr 13, 2023	J2 04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA		
		Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA		
		Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA		
		Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA		
		Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA		
		Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	m	

7. Enter the Item Counts for each bin. Leave the Count Date blank if the date is today and the system will fill in the date. Otherwise enter the date the count was done.

AiM Physical Count Worksheet								0	0	•
Save Cancel										
View Notes Log <u>Status History</u>	1		<u>i</u> ž	Created By DALLACE UNGER On 4/13/23 8:57 Last Edited by DALLACE UNGER On 4/13/23 8:57	AM Statu AM Tran Ware Court	tus COUNTING Q, ansaction 1003 arehouse PAINT PAINT WAREHOUSE punt Sequence 1				
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	Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA			8			
	Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA			21			
	Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	Apr 12, 202	23 🛗	6			
	Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA		m	17			
	Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA		Ē	45			

