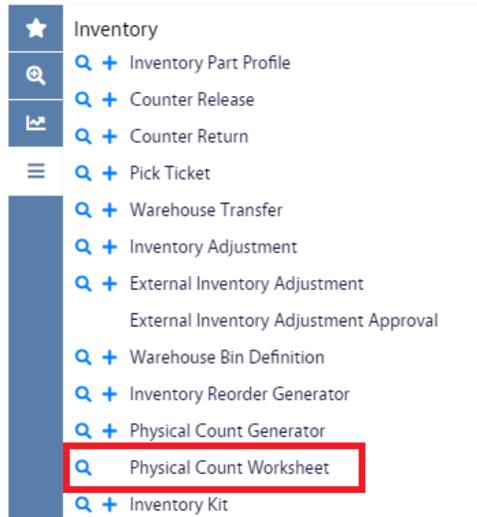
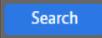


Doing Physical Counts

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.

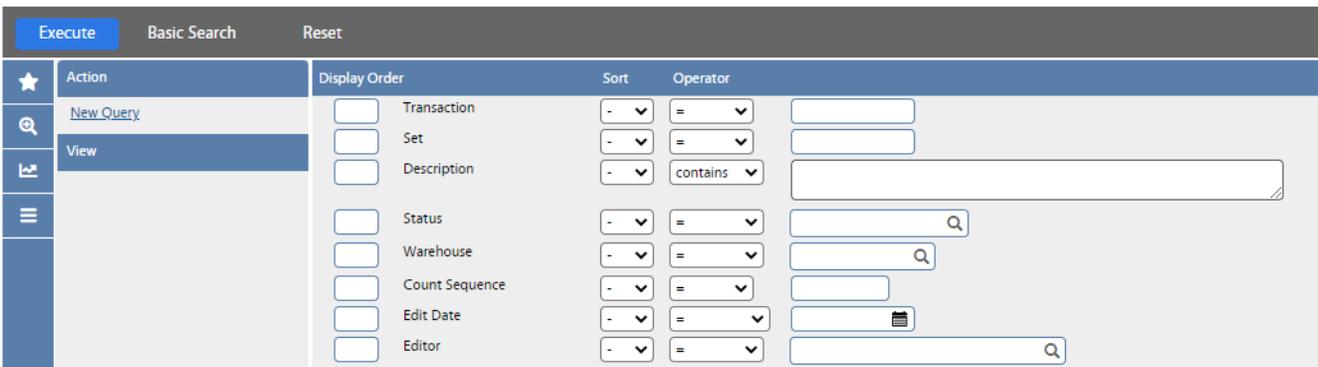
- From the menu, under **Inventory Management – Physical Count Worksheet**



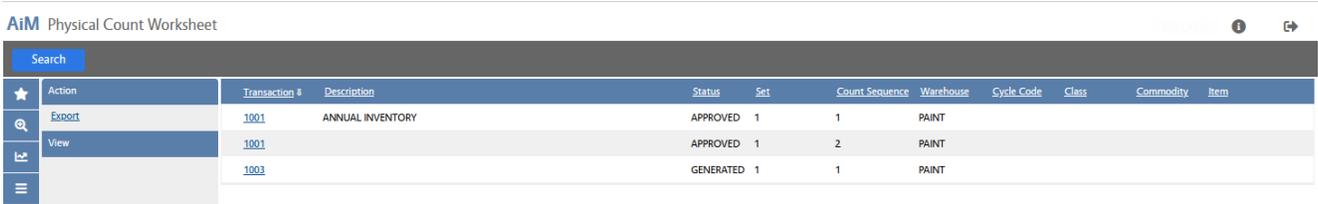
- Click Physical Count Generator hyperlink and then click 
 - Alternatively, you can click  from the menu.

- This will bring you to the Physical Count Worksheet search screen.

AiM Physical Count Worksheet



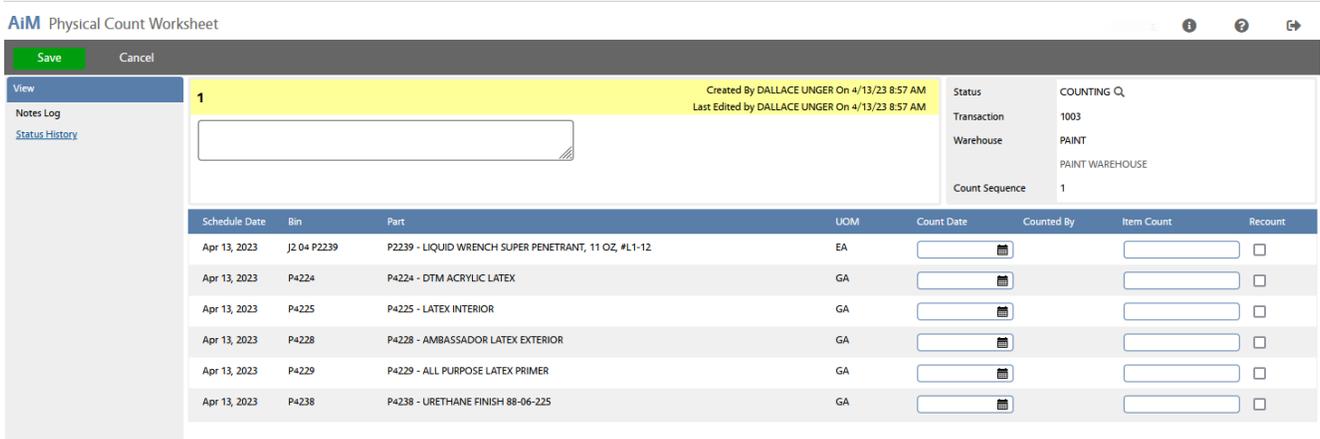
- Enter the criteria needed to find the Physical Count WorkSheet you are looking for and click 



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

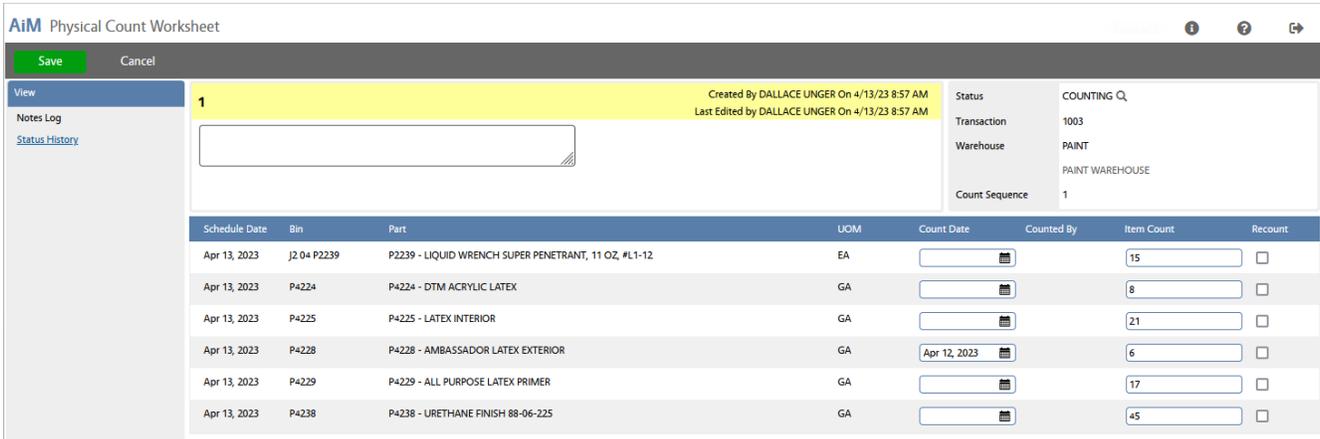
Note: Be sure to check the Set if there is more than one set for the Transaction you are looking for.

6. Click 



Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Recount
Apr 13, 2023	J2 04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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.



Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Recount
Apr 13, 2023	J2 04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA	<input type="text"/>	<input type="text"/>	15	<input type="checkbox"/>
Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA	<input type="text"/>	<input type="text"/>	8	<input type="checkbox"/>
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA	<input type="text"/>	<input type="text"/>	21	<input type="checkbox"/>
Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	Apr 12, 2023	<input type="text"/>	6	<input type="checkbox"/>
Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA	<input type="text"/>	<input type="text"/>	17	<input type="checkbox"/>
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	<input type="text"/>	<input type="text"/>	45	<input type="checkbox"/>

8. Click 