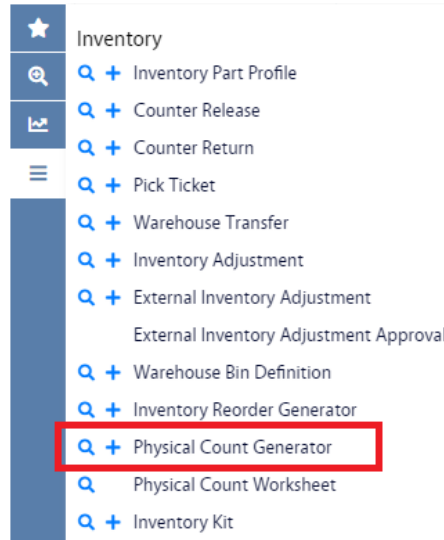


Executing the Physical Count Generator


The Physical Count Generator is used to create count sets to verify the quantities in the system a group of inventory parts based on the bins in the warehouse. After the physical counts have been done, the on-hand quantities can be adjusted, or marked for recount. This document demonstrates how to create those count sets.

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




2. Click Physical Count Generator hyperlink and then click

New

- a. Alternatively, you can click  from the menu.

3. This will bring you to the Physical Count Generator screen.

A screenshot of the 'Physical Count Generator' screen. The title bar shows 'AiM Physical Count Generator'. Below the title bar is a header area with a yellow background. It contains the text '1003' on the left, 'Created By DALLACE UNGER On 4/13/23 8:54 AM' and 'Last Edited by DALLACE UNGER On 4/13/23 8:54 AM' in the center, and 'Warehouse' with a search icon on the right. Below the header is a form with several input fields. On the left, there are fields for 'Start Bin', 'End Bin', and 'Cycle Code'. In the center, there are fields for 'Class', 'Commodity', and 'Item'. On the right, there are fields for 'End Date', 'Bins to Count', 'Bins per Set', and 'Sets Generated'. At the bottom of the form is a table with columns: 'Set', 'Count Sequence', 'Warehouse', 'Start Bin', 'End Bin', 'Total Bins', and 'Status'.

4. You will need to fill in the Warehouse. Click the  and select the warehouse.
5. The other fields can be used to narrow the number of parts/bins that are selected to be counted.

AssetWORKS Proprietary and Confidential | Page 2