

## Physical Count

To 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.

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.





	ev	visio	on Two H	IQ - Physical	Inventory Review					[	NOTES	ACTIVITIE
-	•		AVE & CLO	ISE 🖬 🖍	+ 🖉 - 👘	к < >	H FINISH COUNT					
	Re	fere	nce Nbr.:	000006	A MA	Total Physical Qty.:	22,605.72					
	Wa	areh	ouse:	RETAIL - H	Q Retail Warehouse	Total Variance Qty.:	0.00					
	Sta	atus		Completed		Total Variance Cost	0.00					
	Fre	eeze	Date:	5/11/2018								
	De	scri	ption:	Full invento	ry count							
F	-	rsio		ADD UPDATE	ADJUSTMENT INFO			ED TO SKIPPED	X			
			Status	Line	Tag Inventory ID Nbr.	Description	Location Generate Physical Cou	Lot/Serial	Expiration	Book	Physical Quantity	Varian Quanti
	0		Entered	1	AACOMPUT01	Acer Laptop				~	2.00	0.0
	6		Entered	2	AALEGO500	Lego 500 pie	* Type ID:	FULLPIC	Q		2.00	0.0
	6		Entered	3	AALEGO500	Lego 500 pie	* Description: * Warehouse:	Full inventory count			2.00	0.0
	0		Entered	4	AACOMPUT01	Acer Laptop	* warehouse: Generation Method:	RETAIL Full Physical Inventory	Q		40.00	0.0
	6		Entered	5	AALEGO500	Lego 500 pie	Generation Method.	Full Physical Inventory			46.00	0.0
	6		Entered	6	AAPOWERAID	Poweraid 32				CK CANCEL	600.00	0.0
	6		Entered	7	AAPOWERAID	Poweraid 32	STURAGE	LREAUUU	1/1/2020	10.00	410.00	0.0
			Entered	8	CONBABY1	South Shore	STORAGE			5.00	5.00	0.0
	0		Entorou									
	0		Entered	9	CONBABY2	Little Tikes B	STORAGE			3.00	3.00	0.0
	0			9 10	CONBABY2 CONBABY3	Little Tikes B Grac Pack N	STORAGE			3.00	3.00 4.00	0.0

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÷	S	AVE & CL	OSE 🖬 📼	+ D• 🖬	к < >	> FINISH COU	NTING COMPLETE PI CA	NCEL PI						
R	efere	nce Nbr.:	000007	Q	Total Physical Qty.:	0.00								
		ouse:		Retail Warehouse	Total Variance Qty.:	0.00								
	atus		Counting In		Total Variance Cost									
Fr	eeze	Date:	5/14/2018											
D	escri	ption:	Full inventor	ry count										
PH	YSI	CAL INVEN	TORY DETAILS	ADJUSTMENT INFO										
с	-	ь×	ADD UPDATE	ACTUAL COST SET	NOT ENTERED TO ZE	ERO SET NOT ENT	ERED TO SKIPPED 🛛 🛏	A					All Records	
9	۵	Status		Tag Inventory ID Ibr.	Description	Location	Lot/Serial Number	Expiration Date	Book Quantity	Physical Quantity	Variance Quantity	Unit Cost	Ext. Variance Cost	
		Not E	1	AACOMPUT01	Acer Laptop	R10RACK1			2.00			247.07	PHYIM	INVA
6		Not E	2	AALEGO500	Lego 500 pie	R10RACK2			2.00			50.00	PHYIM	INVA
9		Not E	3	AALEGO500	Lego 500 pie	R11RACK1			2.00			50.00	PHYIM	'INVA
6		Not E	4	AACOMPUT01	Acer Laptop	STORAGE			36.00			247.07	PHYIM	'INVA
9		Not E	5	AALEGO500	Lego 500 pie	STORAGE			46.00			50.00	PHYIM	INVA
6		Not E	6	AAPOWERAID	Poweraid 32	STORAGE	LREX0	1/1/2019	2,600.00			0.45	PHYIM	INVA
8		Not E	7	AAPOWERAID	Poweraid 32	STORAGE	LREX000006	1/1/2020	410.00			0.45	PHYIM	INVA
6		Not E	8	CONBABY1	South Shore	STORAGE			5.00			107.09	PHYIM	INVA
9		Not E	9	CONBABY2	Little Tikes B	STORAGE			3.00			40.00	PHYIM	'INVA
8		Not E	10	CONBABY3	Grac Pack N	STORAGE			4.00			112.70	PHYIM	INVA
8		Not E	11	CONGRILLT	Mr BBQ 18	STORAGE			5.00			15.39	PHYIM	INVA
	D	Not E	12	ELE32LED	Samsung 40	STORAGE			63.00			286.29	PHYIM	'INVA
0														

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	
all a	





		<ul> <li>Physical</li> </ul>	I Inventory Review						NOTES	ACTIVITIES	FILES NO	TIFICATIONS	CUSTOMIZA
⊨ S	SAVE & CLOSE		+ ¢• 🕯	к < >	> FINISH COUNTIN	IG COMPLETE PI CAN	ICEL PI						
Refere	ence Nbr.:	000007	P	Total Physical Qty.:	0.00								
Wareh			Q Retail Warehouse	Total Variance Qty.:	0.00								
Status		Counting In		Total Variance Cost:									
Freeze	e Date:	5/14/2018											
Descri	iption:	Full invento	ory count										
PHYSIC	CAL INVENTOR	Y DETAILS	ADJUSTMENT INFO										
c +	+ X AD		ACTUAL COST SET	NOT ENTERED TO ZE	RO SET NOT ENTERE	D TO SKIPPED 🔲 🗵	a					All Reco	ords
<b>b</b>	Status		Tag Inventory ID Nbr.	Description	Local on	Lot/Serial Number	Expiration Date	Book Quantity	Physical Quantity	Variance Quantity	Unit Cost	Ext. Variance Cos	
0 0	Not E	1	AACOMPUT01	Acer Laptop	R10RACK1			2.00			247.07		PHYINV
8 0	Not E												
		2	AALEG0500	Lego 500 pie	R10RACK2			2.00			50.00		PHYINV
	Not E	3	AALEGO500 AALEGO500	Lego 500 pie	R10RACK2 R11RACK1			2.00			50.00 50.00		
0 0				· ·									PHYINV
8 D	Not E	3	AALEGO500	Lego 500 pie	R11RACK1			2.00			50.00		PHYINV
<ul> <li>b</li> <li>c</li> <li>d</li> <li>d&lt;</li></ul>	Not E	3 4	AALEGO500 AACOMPUT01	Lego 500 pie Acer Laptop	R11RACK1 STORAGE	LREX0	1/1/2019	2.00 36.00			50.00 247.07		PHYINV PHYINV PHYINV
<ul> <li>b</li> <li>b</li> <li>c</li> <li>d</li> <li>d&lt;</li></ul>	Not E Not E Not E	3 4 5	AALEGO500 AACOMPUT01 AALEGO500	Lego 500 pie Acer Laptop Lego 500 pie	R11RACK1 STORAGE STORAGE	LREX0 LREX000006	1/1/2019 1/1/2020	2.00 36.00 46.00			50.00 247.07 50.00		PHYINV PHYINV PHYINV PHYINV
<ul> <li>a</li> <li>b</li> <li>a</li> <li>a&lt;</li></ul>	Not E Not E Not E	3 4 5 6	AALEGO500 AACOMPUT01 AALEGO500 AAPOWERAID	Lego 500 pie Acer Laptop Lego 500 pie Poweraid 32	R11RACK1 STORAGE STORAGE STORAGE			2.00 36.00 46.00 2,600.00			50.00 247.07 50.00 0.45		PHYINV PHYINV PHYINV PHYINV PHYINV
<ul> <li>a</li> <li>b</li> <li>a</li> <li>a&lt;</li></ul>	Not E Not E Not E Not E	3 4 5 6 7	AALEGO500 AACOMPUT01 AALEGO500 AAPOWERAID AAPOWERAID	Lego 500 pie Acer Laptop Lego 500 pie Poweraid 32 Poweraid 32	R11RACK1 STORAGE STORAGE STORAGE STORAGE STORAGE			2.00 36.00 46.00 2,600.00 410.00			50.00 247.07 50.00 0.45 0.45		PHYINV PHYINV PHYINV PHYINV PHYINV PHYINV
	Not E Not E Not E Not E Not E	3 4 5 6 7 8	AALEGO500 AACOMPUT01 AALEGO500 AAPOWERAID AAPOWERAID CONBABY1	Lego 500 pie Acer Laptop Lego 500 pie Poweraid 32 Poweraid 32 South Shore	R11RACK1 STORAGE STORAGE STORAGE STORAGE STORAGE			2.00 36.00 46.00 2,600.00 410.00 5.00			50.00 247.07 50.00 0.45 0.45 107.09		PHYINV PHYINV PHYINV PHYINV PHYINV PHYINV
	Not E Not E Not E Not E Not E Not E	3 4 5 6 7 8 9	AALEGO500 AACOMPUT01 AALEGO500 AAPOWERAID AAPOWERAID CONBABY1 CONBABY2	Lego 500 pie Acer Laptop Lego 500 pie Poweraid 32 Poweraid 32 South Shore Little Tikes B	R11RACK1 STORAGE STORAGE STORAGE STORAGE STORAGE STORAGE			2.00 36.00 46.00 2,600.00 410.00 5.00 3.00			50.00 247.07 50.00 0.45 0.45 107.09 40.00		PHYINV PHYINV PHYINV PHYINV PHYINV PHYINV PHYINV
	Not E Not E Not E Not E Not E Not E	3 4 5 6 7 8 9 10	AALEGOSOQ AACOMPUTO1 AALEGOSOQ AAPOWERAID CONBABY1 CONBABY2 CONBABY3	Lego 500 pie Acer Laptop Lego 500 pie Poweraid 32 South Shore Little Tikes B Grac Pack N	R11RACK1 STORAGE STORAGE STORAGE STORAGE STORAGE STORAGE STORAGE			2.00 36.00 46.00 2,600.00 410.00 5.00 3.00 4.00			50.00 247.07 50.00 0.45 107.09 40.00 112.70		РНҮІNV/ РНҮІNV/ РНҮІNV/ РНҮІNV/ РНҮІNV/ РНҮІNV/ РНҮІNV/ РНҮІNV/ РНҮІNV/ РНҮІNV/

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 Warehouse Bin	)	
	Current Item		
	Scan/enter bin ID:	EW	





Count 000007 🗸	′ ×
Warehouse RETAIL - HQ Retail Warehouse Bin	
Current Item	
	v

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.





Cou	int 000007	~	×
	Varehouse RETAIL - HQ Retail Warehous in R10RACK1 - Row 10 Rack 1	e	
	Can/enter item ID: AACOMPUT01	1EW	

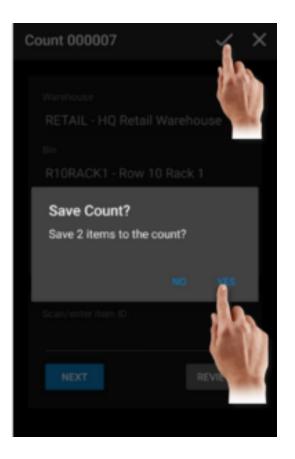




0	,	$\sim$
O Counted 1 of item AACOMPUT01.	)	
R10RACK1 - Row 10 Rack 1		
Counter: 2		
Scan/enter item ID:		
1 2 3 4 5 6 7 8	9	0
qwertyui	0	р
asdfghj		I
↑ z x c v b n n	n	Ø
Sym as cogram(co)	2	Done







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.





	HQ - Physic	al Inventory Review	V					NOTES	ACTIVITIES	FILES NOT	IFICATIONS	CUSTOMIZATION
SAVE & CLO	ose 🖬 🗖	+ p- 🖬	к < >	FINISH COUNTIN	NG COMPLETE PI CANO	EL PI						
Reference Nbr.:	Cance	l (Esc)	Total Physical Qty.:	2.00								
Warehouse:	RETAIL -	HQ Retail Warehouse	Total Variance Qty.:	0.00								
Status:	Counting	In Progress	Total Variance Cost	0.00								
Freeze Date:	5/14/201	8										
Description:	Full inver	tory count										
PHYSICAL INVENT	TORY DETAILS	ADJUSTMENT INFO										
; + ×	ADD UPDA	TE ACTUAL COST SET	T NOT ENTERED TO ZE	RO SET NOT ENTERE	D TO SKIPPED	A state					All Reco	rds
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
			Description Acer Laptop	Location R10RACK1				Physical Quantity 2.00		Unit Cost 247.07	Cos	
8 D Entered	Nbr.	Nor.					Quantity	Quantity	Quantity		Cos	Code
<ul> <li>Entered</li> <li>Not E</li> </ul>	Nbr. 1	AACOMPUT01	Acer Laptop	R10RACK1			Quantity 2.00	Quantity	Quantity	247.07	Cos	Code PHYINVADJ
Image: Constraint of the second sec	Nbr. 1 2	AACOMPUT01 AALEGO500	Acer Laptop Lego 500 pie	R10RACK1 R10RACK2			Quantity 2.00 2.00	Quantity	Quantity	247.07 50.00	Cos	Code PHYINVADJ PHYINVADJ
Image: Second	Nbr. 1 2 3	AACOMPUT01 AALEG0500 AALEG0500	Acer Laptop Lego 500 pie Lego 500 pie	R10RACK1 R10RACK2 R11RACK1			Quantity 2.00 2.00 2.00	Quantity	Quantity	247.07 50.00 50.00	Cos	Code PHYINVADJ PHYINVADJ PHYINVADJ
Image: Constraint of the sector of	Nbr. 1 2 3 4	AALEGO500 AALEGO500 AACOMPUT01	Acer Laptop Lego 500 pie Lego 500 pie Acer Laptop	R10RACK1 R10RACK2 R11RACK1 STORAGE			Quantity 2.00 2.00 2.00 36.00	Quantity	Quantity	247.07 50.00 50.00 247.07	Cos	Code PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ
Image: Constraint of the state of	Nbr. 1 2 3 4 5	AALEGO500 AALEGO500 AALEGO500 AALEGO500	Acer Laptop Lego 500 pie Lego 500 pie Acer Laptop Lego 500 pie	R10RACK1 R10RACK2 R11RACK1 STORAGE STORAGE	Number	Date	Quantity 2.00 2.00 2.00 36.00 46.00	Quantity	Quantity	247.07 50.00 50.00 247.07 50.00	Cos	Code PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ
Image: Constraint of the	Nbr. 1 2 3 4 5 6	AACOMPUT01 AALEG0500 AALEG0500 AACOMPUT01 AALEG0500 AAPOWERAID	Acer Laptop Lego 500 pie Lego 500 pie Acer Laptop Lego 500 pie Poweraid 32	R10RACK1 R10RACK2 R11RACK1 STORAGE STORAGE STORAGE	Number	Date 1/1/2019	Quantity 2.00 2.00 36.00 46.00 2.600.00	Quantity	Quantity	247.07 50.00 50.00 247.07 50.00 0.45	Cos	Code PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ
Status           Status           Entered           Not E           Not E           Not E           Not E           Not E	Nbr. 1 2 3 4 5 6 7	AACOMPUT01 AALEG0500 AALEG0500 AACOMPUT01 AALEG0500 AAPOWERAID AAPOWERAID	Acer Laptop Lego 500 pie Lego 500 pie Acer Laptop Lego 500 pie Poweraid 32 Poweraid 32	R10RACK1 R10RACK2 R11RACK1 STORAGE STORAGE STORAGE STORAGE	Number	Date 1/1/2019	Quantity 2.00 2.00 36.00 46.00 2.600.00 410.00	Quantity	Quantity	247.07 50.00 50.00 247.07 50.00 0.45	Cos	Code PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ PHYINVADJ

