Dynamics 365

INVENTORY CYCLE COUNT



OVERVIEW

This document shows how to conduct weekly cycle counts as well as monthly inventory.

Counting tips

- Receive all open PO's for your store
- Delete all existing counting sheets for your store before starting process
- Work through all back stock and fill shelves prior to taking inventory
- Organize back stock by item type for accurate counting
- Rotate products on display with shortest code date in front, when applicable

Inventory Guidelines – General:

- All store management should be trained to capture, input, and perform the inventory process.
- Two people (Customer Service Manager or above) must review and confirm all inventory items.
- Count all items by specific item number; do not group by price point or category.
- Count one supplier at a time. Start at one end of the display area and work systematically through all items shelf by shelf. This is important so that no merchandise is missed in the count.
- Do not forget to include back stock counts.

Monthly Inventory Guidelines:

- Include all new goods (mattresses, bed frames, sheets, pillows, rugs, soft drinks, water, and frozen snacks). Do not include Seasonal.
- Conduct inventory on the 4th Thursday of every month unless it falls on or near a holiday. Otherwise, follow the dates provided by your leadership. The hours to complete inventory are between 12:00 p.m. and close of business.
- Once inventory information is complete, both people (Customer Service Manager or above) must sign the On-hand Inventory report to ensure and acknowledge that information for submission is correct.



PURPOSE

This document shows how to conduct weekly cycle counts as well as monthly inventory.

 Dynamics 365 🗸		Finance and Operations	
Accounts payable Accounts receivable	^	▲ Inbound orders	
Audit workbench		Arrival overview	
Budgeting		Planned transfers	
Cash and bank management		Transfer order	*
Common		 Outbound orders 	
Consolidations		Shipments	
Cost accounting		Picking workbench	
Cost management		Picking list registration	
Credit and collections		Planned transfers	
Expense management		Transfer order	
Fixed assets			
General ledger	Ы	Output orders	
Human resources		 Journal entries 	
Inventory management		▶ Items	
Master planning			
Organization administration		Item arrival	
Payroll		▲ Item counting	
Procurement and sourcing		Counting	
Product information management		Counting Tag counting	*
Production control			
Project management and accounting		 Inquiries and reports 	
Questionnaire		On-hand inventory	*
Quesuonnaire		On-hand list	

COMPLETING AN INVENTORY CYCLE COUNT

To complete an inventory cycle count:

- 1. Login to Dynamics 365.
- 2. Navigate to this path: Inventory Management > Journal entries > Item counting > Counting.

Dynamics 365 $ \sim$	Finance and Operation	ן Inventory management > Journal entries > Item counting > Counting
🗟 Save 🛛 🕂 New 🧲	ete Validate Post Create	lines \checkmark Functions \checkmark Print \checkmark OPTIONS \checkmark
PERSONALIZE Always open for editing Personalize this form Add to workspace 🗸	PAGE OPTIONS Security diagnostics Record info Advanced Filter/Sort Change view ∽	EDIT SHARE Read mode Get a link ∨ Revert Image: Second se

3. Click New.



Create inventory journa	al		
Overview			^
IDENTIFICATION	Journal	STORE INVENTORY	
Name	INVADJ-000	Site	
CNT058		GWAZ 🗸	
	Description Store 058 09/12/2019	Warehouse	
	51016 028 09/12/2019	Store 058	
Counting by			^
FIXED VIEW	Site	License plate	
Configuration	Yes O	No •	
Yes 💽			
Size	Warehouse	Batch number	
No (•	No (•	No (•	
	Inventory status	Serial number	
Color	No 💽	No 💽	
No 💽	Location	Owner	
Style	No •	No •	
No •			
General			^
VOUCHER	Selection by	POSTING	
Voucher series	Posting ~	Detail level	
Inve_10 🗸		Details 🗸	
	New voucher by		
	Change date 🗸 🗸	Delete lines after posting	
		Offset account	
Setup			^
INVENTORY	COUNTING	EMPLOYEE	
Reservation	Counting status registration policy	Worker	
Manual	Disable counting status reg V	42524 ~	
		OK Car	ncel

- 4. This brings up the **Create inventory journal** screen. Under **Overview** > **Name** select your store's count journal from the drop-down menu.
- 5. Under **Description**, replace XX/XX/XXXX with today's date. Here is an example of how it should look: **Store 058 09/12/2019**
- 6. Under **Site**, choose **GWAZ**.
- 7. Under the **Warehouse** drop-down menu, select your store number.
- 8. Under **Setup**, scroll to the **Worker** drop-down field and then type your badge number or select an option from the drop-down menu and click **OK**.
- 9. Click **OK**.



COURTNO INVADJ-000004294 : Store 058 09/12/2019												Lines Header		
Journal header deta	ails													~
Journal lines														
+ New 🖲 Delete	Add products	s invento	ry ~ Functions ~											
✓ Date	Item number	Site	Warehouse	CW on-hand	CW counted	CW quantity C	Wunit	On-hand	Counted	Quantity	Worker	Log		

10. A blank inventory adjustment journal is generated. Click Add Products.

Add products			
FILTERS Filter the list of products by category Hierarchy		Add + Add variants Show	all products
Retail Hierarchy V	\checkmark	Product number 1	Product name
Retail Hierarchy	2	00366	Linens
Tag Color		00367	Linens
Donation Source		00368	Linens
Store Inventory - New Goods		00369	Linens
 Other (Other) 		00370	Linens
· Other (Other)		00371	Linens
		00372	Linens
		00373	Linens
		00374	Linens
		00375	Linens
		00376	Linens
		00377	Linens

11. From the **Hierarchy** drop-down menu, select **Store Inventory – New Goods**.

Add products								
FILTERS	AVAILABLE PRODUCTS							
Filter the list of products by category Hierarchy	+ Add + Add variants Show all products							
Store Inventory - New Goods \checkmark	\checkmark	Product num 1	Product name					
 All Store Types 	1	012000012754	Bev - Lipton Green Tea					
Clearance Centers Inventory (Clearance Center)		012000028458	Bev - Starbucks Mocha Double Shot					
Northern Stores Inventory (Northern Stores)		012000028496	Bev - Starbucks Double Shot Energy + Vanilla Coffee					
Regular Stores Inventory (Regular Stores)	Г	012000033186	Bev - Starbucks Double Shot Energy + Vanilla Light Coffee					
Regular Stores w/La Michoacana Inventory (Regular Stores w/La N		012000043000	Bev - Mountain Dew Kickstart Black Cherry					
Regular Stores w/La Michoacana Inventory (Regular Stores w/La iv		012000130274	Bev - Mountain Dew Baja Blast					
		012000150098	Bev - Sierra Mist Twist					
		012000151163	Bev - Mountain Dew Kickstart Grape					
:		012000161162	Bev - Lifewater					
		012000162152	Bev - Mountain Dew Kickstart Mango Lime					
		012000170799	Bev - Mountain Dew Kickstart Original Dew BS					
		012000170850	Bev - Mountain Dew Ice LL					
	-	012000180583	Bev - Mountain Dew Game Fuel Cherry Burst					

12. From the **All Store Types** list, select the appropriate new goods store type.

+	Add 🕂 Add variants	products	
~	Product number	Product name 1	
	849566036364	Bath - 14 pcs Fabric Shower Curtain Set	<u>^</u>
	849566036357	Bath - 15pc Bath Set	Product name
	849566036371	Bath - 2pc Ultra Soft Bathmat	Product name
	191409067050	Bath - Disney Beach Towel	1 Sort A to Z
	01215908	Bev - Aquafina Water 20oz	↓ Sort Z to A
	01236901	Bev - Brisk Lemon Iced Tea	
	01213405	Bev - Diet Mountain Dew 20oz	Product name
	01213007	Bev - Diet Pepsi 20oz	contains 🗸
	052000324815	Bev - Gatorade Cool Blue 20oz	
	05200032866	Bev - Gatorade Fruit Punch	
	052000328684	Bev - Gatorade Lemon-Lime 20oz	Apply Clear

- 13. From the **Available Products** section, click **Product Name** to expand.
- 14. Click Sort A to Z.
- 15. Click the top left checkbox to select all products.
- 16. Click **+ Add**.

Add + Add variants	Show all products	6	Remove Dimensions			
Product number 1	Product name	~	Product number	Product name	Quantity	Configuration
012000012754	Bev - Lipton Green Tea		012000012754	Bev - Lipton Green Tea	0.00	
012000018800	Bev - Pepsi Max		012000018800	Bev - Pepsi Max	0.00	
012000028458	Bev - Starbucks Mocha Double Shot		012000028458	Bev - Starbucks Mocha	0.00	
012000028496	Bev - Starbucks Double Shot Energy + Vanilla Coffee		012000028496	Bev - Starbucks Double	0.00	
012000033186	Bev - Starbucks Double Shot Energy + Vanilla Light Coffee		012000033186	Bev - Starbucks Double	0.00	
012000043000	Bev - Mountain Dew Kickstart Black Cherry		012000043000	Bev - Mountain Dew Kic	0.00	
012000110221	Bev - Brisk Tea Mango		012000110221	Bev - Brisk Tea Mango	0.00	
012000110443	Bev - Mountain Dew Kickstart Orange		012000110443	Bev - Mountain Dew Kic	0.00	
012000130274	Bev - Mountain Dew Baja Blast		012000130274	Bev - Mountain Dew Baj	0.00	
012000141980	Bev - Sangrita Blast		012000141980	Bev - Sangrita Blast	0.00	
012000150098	Bev - Sierra Mist Twist		012000150098	Bev - Sierra Mist Twist	0.00	
012000151163	Bev - Mountain Dew Kickstart Grape		012000151163	Bev - Mountain Dew Kic	0.00	
012000161162	Bev - Lifewater		012000161162	Bev - Lifewater	0.00	
012000162152	Bev - Mountain Dew Kickstart Mango Lime		012000162152	Bev - Mountain Dew Kic	0.00	
012000170799	Bev - Mountain Dew Kickstart Original Dew BS		012000170799	Bev - Mountain Dew Kic	0.00	
012000170850	Bev - Mountain Dew Ice LL		012000170850	Bev - Mountain Dew Ice	0.00	
012000180583	Bev - Mountain Dew Game Fuel Cherry Burst		012000180583	Bev - Mountain Dew Ga	0.00	
012000180590	Bev - Mountain Dew Game Fuel Berry Blast		012000180590	Bev - Mountain Dew Ga	0.00	
01212901	Bev - Pepsi 20oz		01212901	Bev - Pepsi 20oz	0.00	
01213007	Bev - Diet Pepsi 20oz		01213007	Bev - Diet Pepsi 20oz	0.00	
01213104	Bev - Mountain Dew 20oz		01213104	Bev - Mountain Dew 20	0.00	
01213405	Bev - Diet Mountain Dew 20oz		01213405	Bev - Diet Mountain De	0.00	
01215908	Bev - Aquafina Water 20oz		01215908	Bev - Aquafina Water 2	0.00	2
01236901	Bev - Brisk Lemon Iced Tea		01236901	Bev - Brisk Lemon Iced	0.00	
01255906	Bev - Wild Cherry Pepsi 20oz		01255906	Bev - Wild Cherry Pepsi	0.00	
028000065812	Ice - Nestle Ice Cream Strawberry Shortcake		028000065812	ice - Nestle ice Cream S	0.00	
028300904101	Ice - Shamrock Farms Red White & Blue Popsicle		028300904101	Ice - Shamrock Farms R	0.00	
028300911062	Ice - Shamrock Farms Root-beer Float		028300911062	Ice - Shamrock Farms R	0.00	
028300911468	Ice - Shamrock Farms Vanilla Sandwich		028300911468	Ice - Shamrock Farms V	0.00	
028300915961	Ice - Shamrock Farms Bullet Bars		028300915961	Ice - Shamrock Farms B	0.00	
0.445 405 50000	···· · · · · · · · · · · · · · · · · ·					131 B

17. All products are moved to the Add Selected Products section. Click OK.



	Finance	e and Op	perations				O counting	1				
=	🔚 Save	e +Ne	ew 🗎 Delete Valida	te Post Create lines	Functions Print	ptions ,0						
a ☆ D	Always Persona	Personalize s open for halize this f o workspace	r editing Security diag form Advanced filt		Edit Journal Read mode Revert Counting list	Share Create a custom alert ~ Manage my alerts						
F	8	Counti	-									
	=	Journa	ADJ-000004!	593 : Store 05	8 09/12/2019							
	=	Journa	nal header details nal lines		ons Inventory ~ Functions ~	· · · · · · · · · · · · · · · · · · ·						
	=	Journa	nal header details nal lines ew 🗊 Delete 🛛 Add pro			Site	Warehouse	CW on-hand	CW counted	CW quantity	CW unit	On-hand
	=	Journa Journa + Ne V D	hal header details hal lines ew 🗊 Delete Add pro Date	oducts Display dimensi	ons Inventory ∽ Functions ∽	Site	Warehouse Store 058 V	CW on-hand	CW counted	CW quantity	CW unit	On-hand
	=	Journa Journa + Ne V D	hal header details hal lines ew Delete Add pro Date 10/31/2019	oducts Display dimensi Item number	ons Inventory∨ Functions∨ Product name	Site		CW on-hand	CW counted	CW quantity	CW unit	On-hand
	=	Journa Journa + Ne 2 D	hal header details hal lines ew Delete Add pro Date 10/31/2019 10/31/2019	oducts Display dimensi Item number 849566036364	ons Inventory ✓ Functions ✓ Product name Bath - 14 pcs Fabric Shower	Site GWAZ V	Store 058 V	CW on-hand	CW counted	CW quantity	CW unit	On-hand
	=	Journa Journa + Ne V D 1 1 1	hal header details	oducts Display dimensi Item number 849566036364 849566036357	ons Inventory Y Functions Y Product name Bath - 14 pcs Fabric Shower Bath - 15pc Bath Set	Site GWAZ V GWAZ	Store 058 V Store 058	CW on-hand	CW counted	CW quantity	CW unit	On-hand 133.00

18. Items have been added to the store's counting journal and it is ready to print. Navigate to this path on the top navigation to print the counting journal:Print > Counting List.

Counting list	
Parameters	^
Print on-hand Yes	

19. The **Counting list** pop up displays. Change **Print on hand** to **Yes** and click **OK**.

Go to ∽ I⊲ ⊲	▷ ▷I Find ➤ Zo	om 🗸 🖒 Export						
Counting li	st And Northern Arizona							Page 1 of 5 10/31/2019 12:37 PM
Journal Site	INVADJ-000004593 GWAZ							
Line number	Item number	Product name	Configuration	Unit	On-hand	Counted	Now counted	
1.000000000	849566036364	Bath - 14 pcs Fabric Shower Curtain Set		ea		_		
	License plate:							
2.0000000000	849566036357	Bath - 15pc Bath Set		ea				
	License plate:					-		
3.0000000000	849566036371 License plate:	Bath - 2pc Ultra Soft Bathmat		ea				
4.0000000000		Bev - Aquafina Water 20oz		ea	133			

20. Under Export, click PDF.

Do you want to open or save Show copy.pdf from goodwillaz-prod.operations.dynamics.com?	Î	Open	Save 🔻	Cancel	×

- 21. Click **Open** and then print.
- 22. Click the X in the top, right corner to close the counting list.



23. Click **Save** and then close page.



24. Take the printed counting list; proceed to count the inventory.

Inventory management	> Items
Master planning	,
Organization administration	Item arrival
Payroll	
Procurement and sourcing	Item counting Counting
Product information	Counting 🖌 🚽

25. Once inventory has been counted, enter the counts in the counting journal. Navigate to this path: Inventory Management > Journal Entries > Item Counting > Counting.

Cou	unting				
0	Filter				
~	Journal 1	Name	Description	Lines	Posted 7
	INVADJ-000004593	CNT058	Store 058 09/12/2019	104	

26. Click the link name to select a counting journal. To verify you are selecting the right counting journal, look at your paper copy and make sure it matches the journal name. There should only be one open journal per store at any time. If more than one displays, delete the extra open journal. If unsure or have questions, contact newgoods@goodwillaz.org.

ournal header details												
ournal lines												
+New 🖲 Delete 🛛 A	dd products Display dim	ensions Inventory V Functions V										
✓ Date	Item number	Product name	Site	Warehouse	CW on-hand	CW counted	CW quantity	CW unit	On-hand	Counted	Quantity	Worker
10/31/2019	849566036364	Bath - 14 pcs Fabric Shower	GWAZ	Store 058								42524
10/31/2019	849566036357	Bath - 15pc Bath Set	GWAZ	Store 058								42524
10/31/2019	849566036371	Bath - 2pc Ultra Soft Bathmat	GWAZ	Store 058								42524
10/31/2019	01215908	Bev - Aquafina Water 20oz	GWAZ	Store 058					133.00	131.00	-2.00	42524
10/31/2019	01236901	Bev - Brisk Lemon Iced Tea	GWAZ	Store 058					44.00	44.00		42524
10/31/2019	01213405	Bev - Diet Mountain Dew 20oz	GWAZ	Store 058								42524
10/31/2019	01213007	Bev - Diet Pepsi 20oz	GWAZ	Store 058					102.00	100.00	-2.00	42524
10/31/2019	052000324815	Bev - Gatorade Cool Blue 20oz	GWAZ	Store 058					57.00	57.00		42524
10/31/2019	05200032866	Bev - Gatorade Fruit Punch	GWAZ	Store 058					67.00	68.00	1.00	42524
10/31/2019	052000328684	Bev - Gatorade Lemon-Lime	GWAZ	Store 058					74.00	70.00	-4.00	42524
10/31/2019	052000013702	Bev - Gatorade Strawberry Kiwi	GWAZ	Store 058								42524
/ 10/31/2019	5200004214	Bey - Gatorade Zero Glacier	GWA7	Store 058					46.00			42524

- 27. Once selected, you will see your counting list. Add your counts to the items **Counted** column. If you have any adjustments, it will show on the Quantity field. If you have no adjustments, it will leave the **Quantity** field blank. *The counting list includes products that have a transaction since last activity and may include items with a negative number or zero quantity on hand. If the field is blank, the system sees the count as zero.*
- 28. Click Save.





			Blan - Disney Twin Blanket Foun - Jackie Full Foundation	Store 048 Store 048	68985 68985	~
<						>
Line deta	ls					^
General	Financial dimension	Inventory dimens	sions			

29. Under Line Details, click the arrow to expand the counting journal lines.

/	Date	Item number	Product name	Site	Warehouse	
/	11/7/2019 📖	~		GWAZ	Store 058	
	11/7/2019	ltem number ↑	Search name	Product name	× 1	
	11/7/2019	012000005596	old item pepsi	↑ Sort A to Z		
	11/7/2019	012000018800	BevPepsiMax20oz	↓ Sort Z to A		
	11/7/2019	012000030659	Bev Pepsi Sugar			
	11/7/2019	01212901	BevPepsi20oz	Product name		
	11/7/2019	01213007	BevDietPepsi20oz	contains ∨		
	11/7/2019	01255906	BevWildCherryPepsi20	pepsi		
-	11/7/2019			Apply Clear		

If an item is missing from your count, add an item manually before validating, otherwise, proceed to Step 28.

To add an item manually:

- a) Under Journal Lines, click + New.
- b) Click the drop-down menu to locate the item.
- c) Type an item number or select the Product Name drop-down menu to search for an item.
- d) Click Save.



- 30. Once complete, click the Validate tab.
- 31. Click **OK**. The system notifies if anything needs to be corrected. For troubleshooting tips, reference the Cycle Count Warning Message Error section on the last page of this guide. If everything is filled in, the message *Journal is ok* displays.



32. To export the file, click **Print** > **Journal**.



Print		r			
Parameters		^			
Print log No	Warehouse Yes 💽				
VIEW Configuration No	Inventory status Yes				
Size No	Owner No •				
Color No •	No License plate				
Style No •	No Batch number				
Site No	No Serial number No		Print destination		
Destination			Print archive Screen	Save in print archive?	
≓ Change			Printer File	_	
Screen			Email		OK

33. The **Print** pop-up displays. Under Destination, ensure **Screen** shows. If not, click **Change** to select. Click **OK**.

Inven	tory jou		Zoom ∨ ひ es - Cour ona	PDF Word Excel	8							
Journal Project ID	INVADJ-000	004593 Date	Product number	CSV MHTML	me	Warehouse	Inventory status	On-hand	Counted	Quantity Unit	Cost price	Cost amount Worker
		10/31/2019	849566036364	TIFF Curtain Se	s Fabric Shower	Store 058		0.00	0.00	0.00 ea	4.75	42524
		10/31/2019	849566036357	Bath - 15p	c Bath Set	Store 058		0.00	0.00	0.00 ea	8.05	42524
		10/31/2019	849566036371	Bath - 2pc	Ultra Soft Bathmat	Store 058		0.00	0.00	0.00 ea	6.75	42524
		10/31/2019	01215908	Bev - Aqua	ifina Water 20oz	Store 058		133.00	131.00	-2.00 ea	0.69	-1.38 42524
		10/31/2019	01236901	Bev - Brisk	Lemon Iced Tea	Store 058		44.00	44.00	0.00 ea	1.02	42524
		10/31/2019	01213405	Bev - Diet	Mountain Dew 20oz	Store 058		0.00	0.00	0.00 ea	1.02	42524
		10/31/2019	01213007	Bev - Diet	Pepsi 20oz	Store 058		102.00	100.00	-2.00 ea	1.02	-2.04 42524
		10/31/2019	052000324815	Bev - Gato	rade Cool Blue 20oz	Store 058		57.00	57.00	0.00 ea	0.99	42524
		10/31/2019	05200032866	Bev - Gato	rade Fruit Punch	Store 058		67.00	68.00	1.00 ea	0.99	0.99 42524
		10/31/2019	052000328684	Bev - Gato	rade Lemon-Lime 20oz	Store 058		74.00	70.00	-4.00 ea	0.99	-3.96 42524

- 34. The onscreen journal displays. Click **Export** > **PDF** and save the file.
- 35. Send file to your District Manager for review. Click the X in the top, right corner to close the print preview.



	🔚 Save	$+\mathrm{New}$	🗊 Delete	Validate	Post	-
post the inventory 36. Click Post						
					?	
Post journal INVAD	J-0000045	93.				
Parameters Transfer all posting errors	to a				^	
No	i0 a					
Run in the background				``	~	OK Cancel

37. The **Post journal** screen displays. Leave the parameters as the default, which is **No**. DO NOT SWITCH TO YES, OTHERWISE IT WILL CREATE AN ERROR AND WILL NOT POST THE INVENTORY! Click **OK**. The message "Journal is ok" displays.

dit 🕂 New 🗊 De	elete Validate Pos									
ays open for editing A conalize this form R			e a custom alert ~ age my alerts							
Posting - Journal Journal:	INVADJ-000004294 Journa	I has been posted.								
OUNTING										
NVADJ-000004	294 : Store 058	09/12/2019								
Journal header details	5									
Journal header details Journal lines	s									
	-	play dimensions	Inventory ~	Functions ~						
Journal lines	-		Inventory ~ CW on-hand	Functions ~ CW counted	CW quantity CW unit	On-hand	Counted	Quantity	Worker	Log
Journal lines + New 🗎 Delete	Add products Dis				CW quantity CW unit	On-hand	Counted		Worker 42524	Log
Journal lines + New 👜 Delete 🗸 Date	Add products Dis Item number	54			CW quantity CW unit	On-hand 30.00	Counted			Log
Journal lines + New Delete V Date 9/12/2019	Add products Dis Item number 0120000127	54			CW quantity CW unit			1.00	42524	Log
Journal lines + New ⓐ Delete ✓ Date 9/12/2019 9/12/2019	Add products Dis Item number 0120000127 0120000284	54 58 96			CW quantity CW unit			1.00	42524 42524	Log

38. A confirmation displays stating the journal has been posted. Notice **Validate** and **Post** in the top ribbon are greyed out. The conducting inventory process is complete. Proceed to download the On-Hand list.



ON HAND INVENTORY AUDIT

다	
Favorites	Expand all Collapse all
Recent	Inbound orders
Workspaces	
Modules	Outbound orders
Accounts payable	Journal entries
Accounts receivable	Inquiries and reports
Budgeting	On-hand list 🔸
Cash and bank management	Counting history
Common	Operations infrastructure
Cost management	Tracking dimensions
Fixed assets	P Hacking amensions
General ledger	Quality management
Human resources	Transfer orders
Inventory management	, maister orders
Master planning	Batches
Organization administration	Packing material reports
Payroll	, rading international
Procurement and sourcing	Location reports
Product information management Production control	On-hand reports
Project management and accounting	Physical inventory reports
Questionnaire	Inventory value reports
Retail	
Sales and marketing	Periodic tasks
Tax	Setup
Time and attendance	
Transportation management	
Warehouse management	

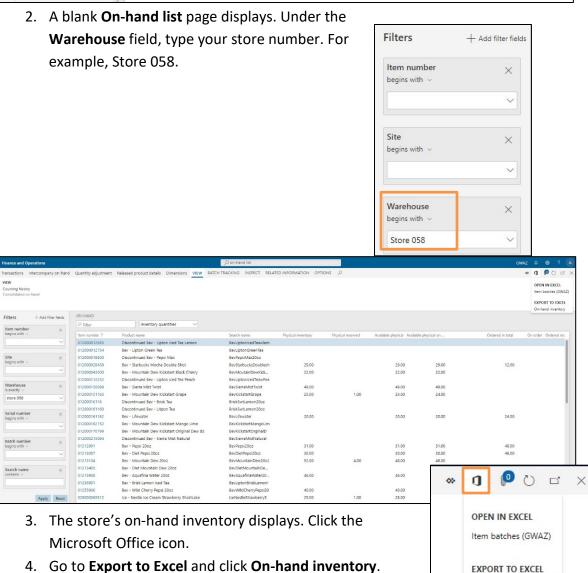
To download the On-hand list:

1. Navigate to Inventory management > Inquiries and reports > On-hand list.



ON HAND INVENTORY AUDIT, CONTINUED

=	Transactions	Intercompany on-hand	Released product details	Dimensions VIEW	BATCH TRACK	ING INSPECT	RELATED INFORMATION	OPTIONS P		
	VIEW									
	Counting history									
	Consolidated on-									
	(i) Enter filter cr	iteria to find records								
V	Filters	+ Add filter fields	ON-HAND							
U			,⊂ Filter	Invent	ory quantities	\sim				
	Item number begins with ~	×								225 2
	begins with \lor		Item number	Product name		Search name	Physical inventory	Physical reserved Available physical Available physic	Ordered in total	On order
	Site	~ ×								
	begins with ~	~						We didn't find anything to show here.		
		~								
	Warehouse	×								
	begins with ~	^								
		~								



4. Go to Export to Excel and click On-hand inventory.

On-hand inventory



ON HAND INVENTORY AUDIT, CONTINUED

Internet Explorer	×
What do you want to do with On-hand inventory_636565555117203844.xlsx?	
Size: 7.95 KB Type: Microsoft Excel 12 From: goodwillazprodb6aa3a1588.blob.core.windows.net	
→ Open The file won't be saved automatically.	
\rightarrow Save	
\rightarrow Save as	

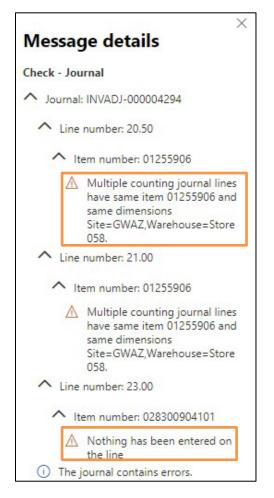
- 5. Click **Download** and save the file to the designated folder.
- 6. Both people (store management) need to sign and date each sheet. Provide explanations of variances, if needed.
- 7. Send an email to <u>newgoods@goodwillaz.org</u> and include the following:
 - Store number
 - Names of people that verified and/or entered the data
 - On-hand Inventory Excel file

The process is complete.



CYCLE COUNT WARNING MESSAGE ERROR

A cycle count warning message error with a caution symbol displays when nothing has been entered and/or there are multiple items entered in a counting journal.



If the error "Nothing has been entered on the line" displays it means the journal is missing a count. To fix:

- 1. Locate the missing entry.
- 2. Type a number.
- 3. Click Save.

If the error "Multiple counting journal lines have same item..." displays it means there are duplicate items entered in the journal. To fix:

- 1. Highlight and copy the item number.
- 2. Click the Item number drop-down menu and past the copied item number in the field.
- 3. Click **Apply**. This shows all lines where the duplicate items were entered. Remove the duplicate entry.