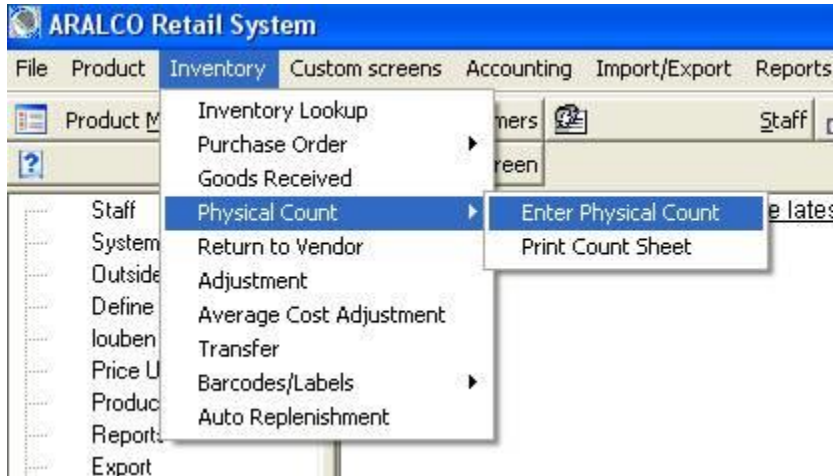


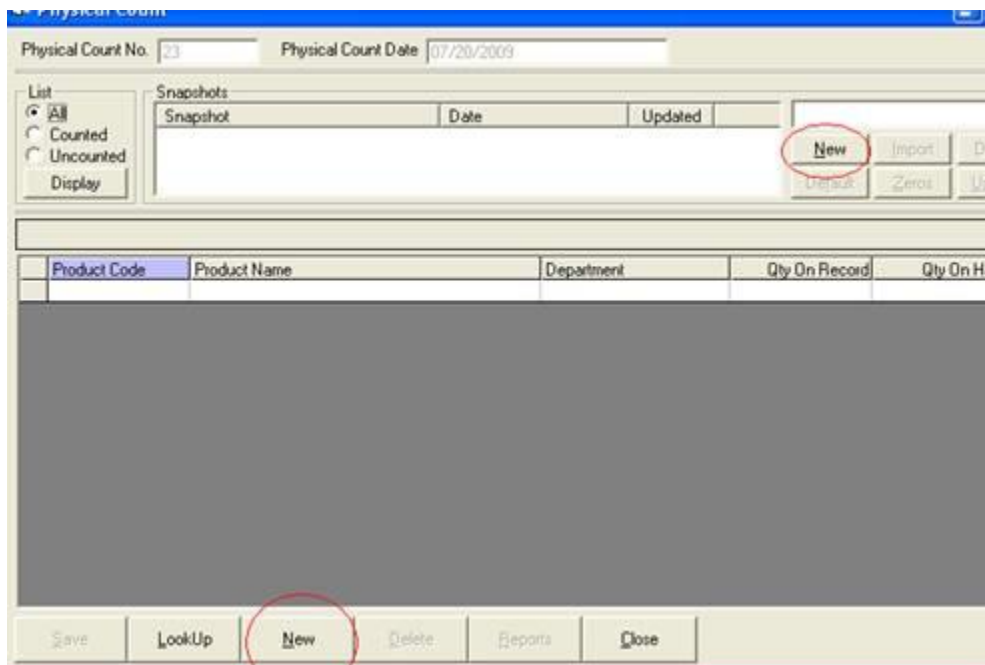
Physical Count Step-by-Step

Below are step-by-step instructions for processing a periodic or cyclical physical inventory within the Aralco Back Office system.

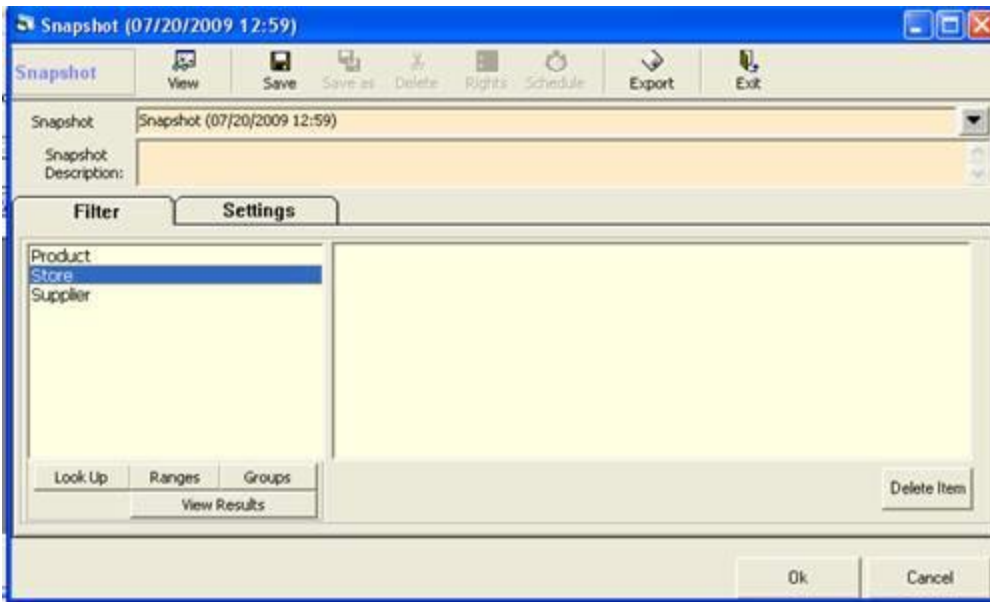
Step 1: From the Back Office main menu select **Inventory » Physical Count » Enter Physical Count**



Step 2: From the **Physical Count** window click on **New** at the bottom to create a new physical count ID number, and then **New** at the top right to start a snapshot of the inventory.



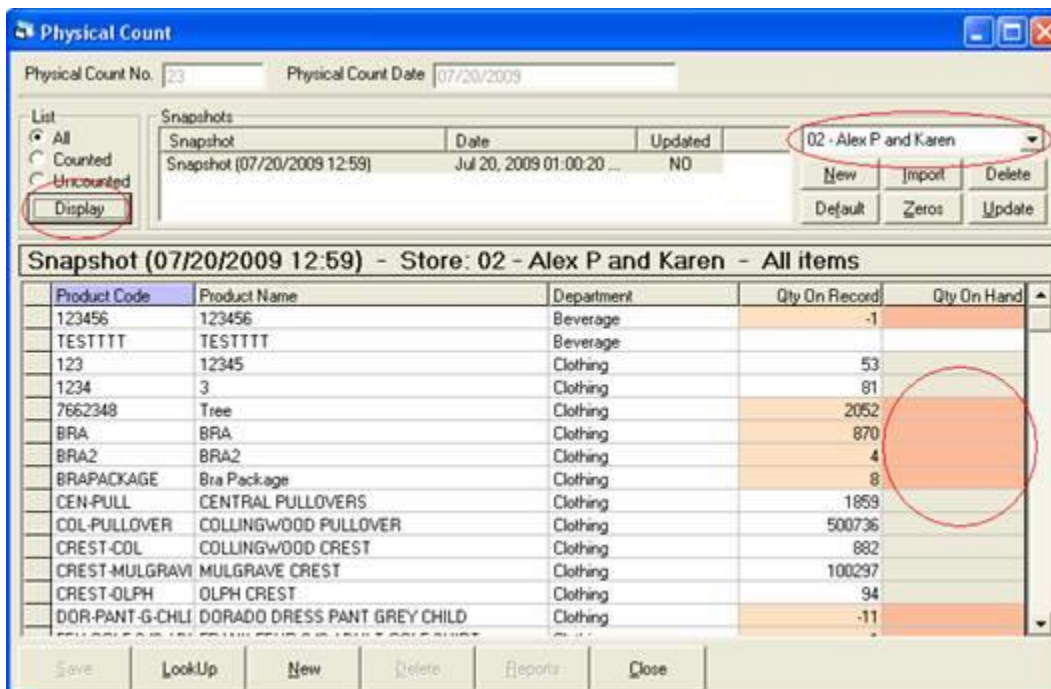
Step 3: A Snapshot window will appear. Use the filter to select products for a single store, a range of groups or departments, one or more suppliers, a range of products, etc. This will limit the products that are affected by the physical count. If you don't enter any filters, a snapshot of all items for all warehouses will be taken. Press **View** to generate a report to use for counting, or press **OK** to save the snapshot.



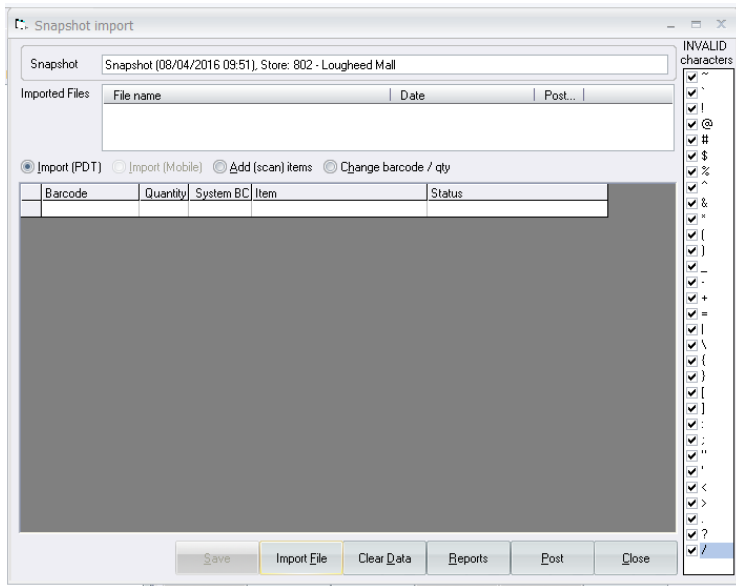
TIP: Once the report is viewed you can export it to Excel where you can manipulate the data, sort and group any way you want, review quantities on hand, evaluate what is being counted, and even create a column with underlines for counts to be entered. The options are limited only by your imagination.

Step 4: Select a store in the drop down on the right to view. Click on **Display** to show the count information for the products you filtered in step 3 for that store. From here you can manually enter your counts into the “Qty on Hand” column, or if you have an import file(s) created by a data collector or even a spreadsheet exported to a comma delimited CSV format file, click **Import** (see Step 5 below for instructions on importing from a file).

Note that if your products have pink cells they are grid items. Double click on the cell to display a grid to enter count information.



Step 5 (Optional): If you are importing your physical counts from one or more files, select **Import** from the **Physical Count** snapshot window.

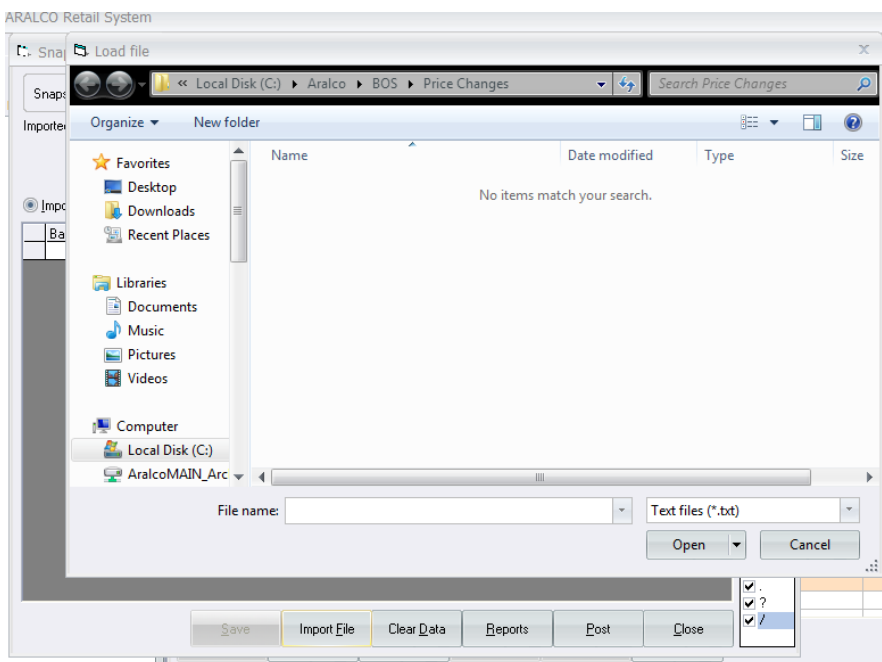


From the window displayed you can:

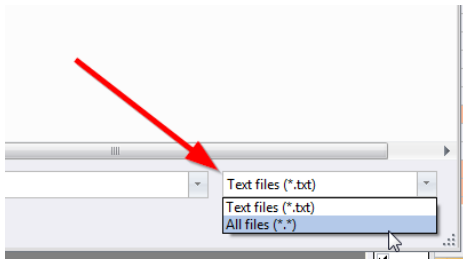
1. Import a file;
2. Add items individually by scanning them;
3. Change the barcode and quantity for items already imported into a list.

You'll also notice that there is a list of "INVALID characters" on the right hand side of the window. If you have product codes that use any of these special characters, be sure to unselect them from the list.

With the "Import (PDT)" radio button selected click on **Import File**. A Window's file dialog window appears for you to select the file to import.



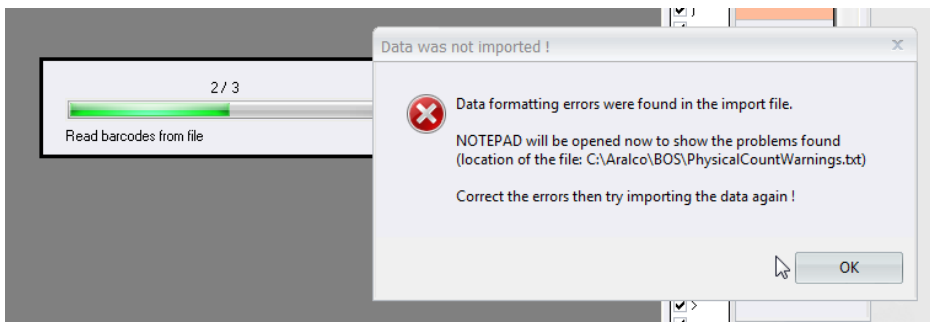
Find the file to import and select **Open**. By default the file window is looking for files with the extension .TXT, however, if you change the dialog box above **Open** to “All files (*.*)” it will display any file type. This is particularly useful when importing files created by Excel.



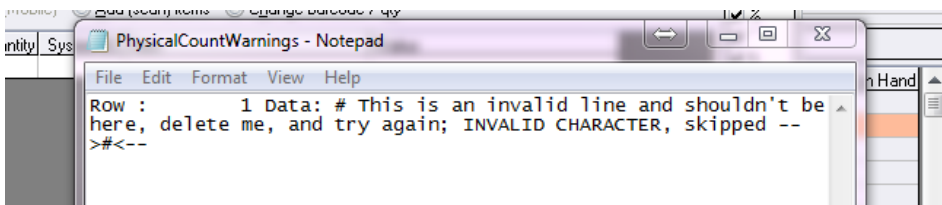
The file needs to be a text file a comma delimited format:

<PRODUCT>, **<QUANTITY>** - replace **<PRODUCT>** with a product code, system barcode, manufacturer’s barcode, or a custom barcode, and **<QUANTITY>** with the count. For decimal quantity items, the number of decimal places should be no more than the number of decimals for the item; i.e. if the item is set to 3 decimal places then 12.044, 12, 12.2, and 704.98 are all valid quantities.

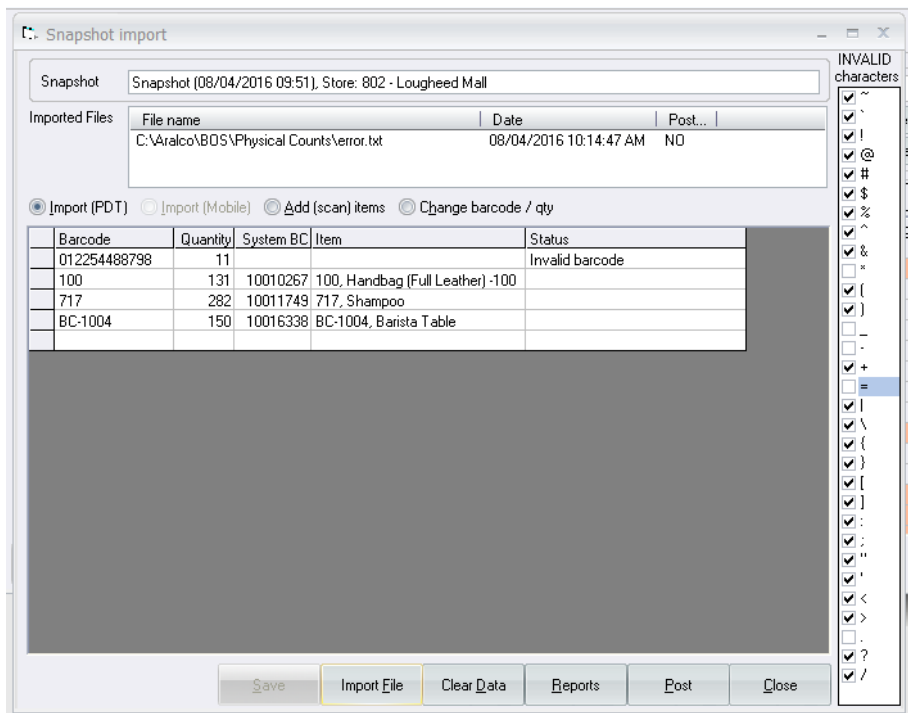
After you open the file, the import function will begin processing each record in the file. If it comes across a record it cannot import, the following error will appear:



The Window’s Notepad program will then open both a file showing you the row(s) with the errors, and the count file for you to make the changes. If there were no errors the program will skip straight to importing the records.



Once all of the invalid lines are corrected, and the import restarted, the system will process the records. When completed, the counts will be displayed in the Snapshot Window:

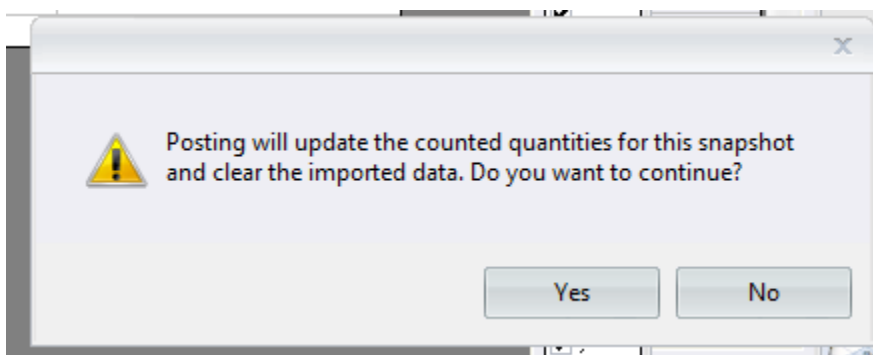


In the example above, you'll notice the first line has a status of "Invalid barcode". You have the option at this point to edit invalid barcode / product codes, and any quantities by simply double clicking a barcode or quantity field.

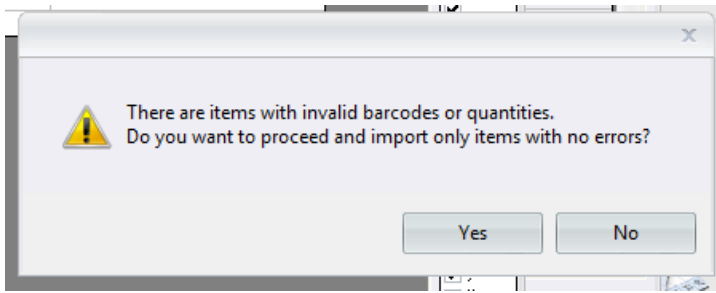
NOTE: Editing invalid entries is optional, as you can **Post** the imported counts to the Snapshot and it will simply import only those items with a blank status and discard any invalid records.

The system also allows you to import as many files as you want. Simply repeat the **Import File** function again for each file you want to import.

Once you've completed importing counts, and made any edits, click on **Post**:



Answer **Yes** to continue, otherwise **No** will bring you back to the Import list. If there are any invalid barcodes or quantities, the following window will appear. Answer **Yes** to proceed and only those items with no errors will be imported – all others will be discarded.



Once the counts are transferred to the Snapshot, you're returned to the **Snapshot Import** window. You'll notice that the list of **Import Files** updates the **Post...** column to **YES** for each imported file processed.

A few other things you can do from the **Snapshot Import** window include:

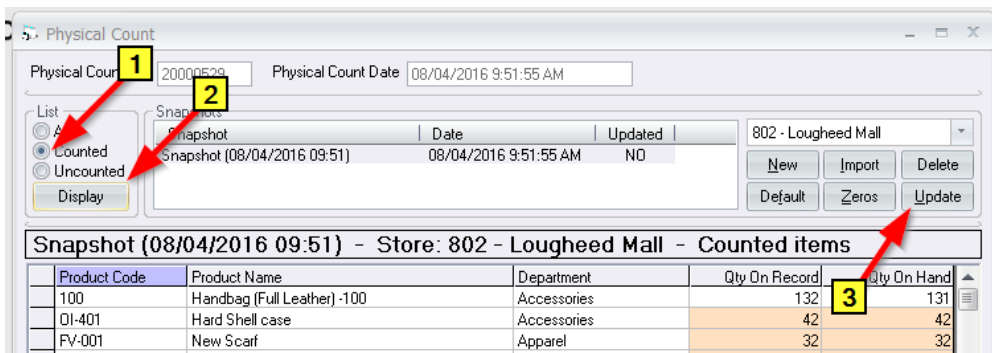
- Manually adding counts to the list by double clicking on the blank barcode / product code field and entering the code and quantity counted;
- Click on **Clear Data** to remove all of the imported counts and start over again;
- If you're not ready to **Post** the imported counts to the Snapshot, you can click on **Close** and come back later to finish them off. You'll be advised that the data has changed, click **Yes** to save, **No** to clear all manual changes, or **Cancel** to return to the Snapshot Import window.

Step 6: Once you've completed your counts, you may want to run a discrepancy report. This is an excellent opportunity to see items that weren't counted but have a quantity on hand, or even counts that don't make sense (too big or too much of swing). If you have a large discrepancy this is a good time to go back and check items and their quantities.

Step 7: Once you have made any final changes, click on **Zeros** - this will set the count to zero for any product that had a positive or negative quantity. The screen will then clear all entries (*this is normal behavior*).

TIP: Products which were blank in the **Qty on Record** column will remain blank – DO NOT enter a 0 count as that is unnecessary.

Step 8: Under List, click the **Counted** radio button, then **Display**, and **Update** to process the counts and update your inventory.



Step 9: You can now run a final count report by clicking **Reports**, and selecting the appropriate report. Be sure to **Save** before exiting.