

Non-Slab Physical Counts

This document demonstrates how to undergo the process of physical inventory counts for Non-Slab inventory in Stone Profits.

Creating a Non-Slab Physical Count Session

On the Inventory Home page in Stone Profits, find the Physical Count section to the lower right. Click the plus sign next to “Physical Count” to begin creating a new session.

The screenshot shows the 'New Session' form in the Stone Profit Systems application. The form is titled 'New Session' and is part of the 'Physical Count' section. It includes the following fields and options:

- Start Date:** A date picker set to 04/27/2016.
- Title:** A text input field containing 'Atlanta Non Slab'.
- Location:** A dropdown menu set to 'Seven Stone - ATLANTA'.
- Item Type Selection:** Three radio button options:
 - Slab (Includes only Items where Type = Slab)
 - Non Slab Serialized (Includes Items other than the type Slab and which are serialized in Inventory)
 - Non Serialized (Includes Items which are setup as Non Serial)
- Internal Notes:** A large text area for additional information.
- Buttons:** 'Cancel' and 'Goto next step to Add Products'.

Select the Start Date of the count, choose a title for the session, and select the appropriate location for the count. Of the three options below, choose the one in the middle titled “Non Slab Serialized” and then click “Goto next step to Add Products.”

Choosing Inventory for a Session

Step2 - Add Inventory to Non-Serial Physical Count Session Go to Session page

Atlanta Non Slab

Apr 27, 2016
Location: ATLANTA

Type: Category: Item:
Bin: Bin Like: (OR)

Inventory by Status	Count
Total Session Count	0
Unreconciled (Yet to be SCANNED):	0
Reconciled (SCANNED Present at this location):	0
Unidentified (SCANNED could not find in system):	0

Physical Inventory: 1 - 50 (210) Prev - Next - Page 1 Go of 5

Serial Num	Desc	Slab/Lot	Supplier	Bin#	Product Name	Type	Category	Quantity	Inv Status
SS69102	485031-2	C1-60/40			C1 60/40 Ss Sink	Sink	Sink	13.00 EA	INSTOCK
SS69103	485031-3	C2 50/50			C2 50/50 Ss Sink	Sink	Sink	8.00 EA	INSTOCK
SS100230	485256-1	C4 SINKS			C4 D Shaped Bar Sink	Sink	Sink	8.00 EA	INSTOCK

You will need to select which non-slab inventory you want to count before moving forward. By default, all “non-slab” inventory found in Stone Profits will be populated below. If you want to count everything in the list, simply click the “Add xxx Inventory lines to Session” button location on the middle left of the page.

To count a specific type or category of inventory (such as sinks), use the **dropdown boxes** ¹ to select the criteria for inventory search, and then click **Search Inventory** ².

ATLANTA

Type: Category: Item:
Bin Like: (OR)

Physical Inventory: 1 - 50 (210)

Serial Num	Desc	Slab/Lot	Supplier	Bin#	Product
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All inventory categorized under the specified criteria will populate below. In the case of these picture examples, there is 208 inventory items labeled with the “Sink” type in Stone Profits. Click **Add xxx Inventory lines to Session** ³ to add all of the items listed below to your physical count.

ATLANTA

Type: Category: Item:

Bin: Bin Like: (OR)

[Show All](#) [Search Inventory](#)

Add 208 Inventory lines to Session ³

Physical Inventory: 1 - 50 (208)

	Serial Num	Desc	Slab/Lot	Supplier	Bin#	Product Name
SS69102	485031-2	C1-60/40				C1 60/40 Ss Sin
SS69103	485031-3	C2 50/50				C2 50/50 Ss Sin
SS100230	485256-1	C4 SINKS				C4 D Shaped Ba

When you are finished adding all materials you wish to scan to the session, click **Go to Session page** ⁴

⁴ [Go to Session page](#)

Inventory by Status	Count
Total Session Count	208
Unreconciled (Yet to be SCANNED):	208
Reconciled (SCANNED Present at this location):	0
Unidentified (SCANNED could not find in system):	0

Counting Inventory

You will start at the session detail page when you are ready to start scanning inventory items into the physical count session. Here, there are tabs which inventory items will be listed after they are scanned. You will need to return to this page to see the end-results of your counts and to help determine the cause of any “Unreconciled” inventory after you’re done.

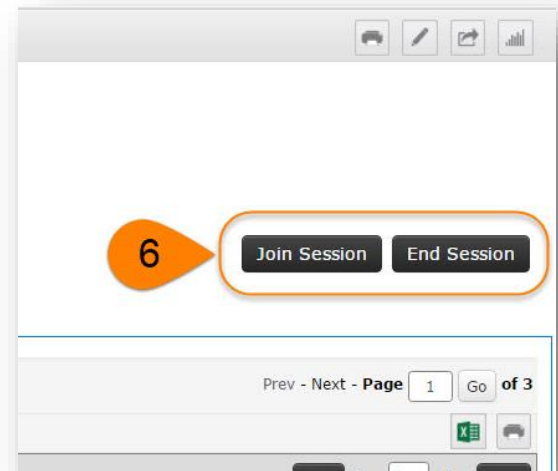
The screenshot shows a web interface for a physical count session. At the top, it says "Physical Count Session - Non Slab Serialized Inventory". Below that, the session name is "Atlanta Non Slab" and the date is "Apr 27, 2016". The location is listed as "ATLANTA". At the bottom, there is a horizontal navigation bar with five tabs: "Session", "Reconciled", "Unreconciled", "Unidentified", and "Not in Session". Each tab is marked with a numbered orange circle (1 through 5) above it.

1. **Session:** This tab is simply a list of all inventory items you added to the current physical count session. This will stay the same unless you edit the session to add more items to it.
2. **Reconciled:** Before you start your count, this tab will be completely empty. As you count (reconcile) the inventory, the items will simultaneously appear in this tab.
3. **Unreconciled:** All inventory lines added to the session will be here before you begin counting. As you count each item, it will be removed from this list and move over the “Reconciled” tab.
4. **Unidentified:** An item landing in this tab signifies that you scanned a barcode ID which is not in your Stone Profits system. This would occur if you scanned something such as a supplier’s barcode tag, or if you scanned a completely irrelevant barcode such as the barcode on a water bottle. The only barcodes recognized by Stone Profits are the ones listed in your company’s Stone Profits database.
5. **Not in Session:** Items listed here are recognized as existing in your Stone Profits system, but the item associated with the barcode was not added to this particular physical count session. If there is an instance when you believe an item should have been part of the “Type” you added to the session (ex: Sink), check to see if the product is truly categorized correctly in Stone Profits by visiting the Product’s detail page.

In the upper right part of the session detail page, find the **Join Session** and **End Session** ⁶ buttons.

Joining the session will take you to the page to begin your actual counting/scanning.

Ending the session will remove the session from your list of active physical count sessions in Stone Profits.



Join Session:

Atlanta Non Slab: Apr 27, 2016 @ Seven Stone - ATLANTA

Scan Bin Barcode: Scan Product Barcode: Quantity: Scan 1 unit at a time automatically

Item / SKU	Serial Num	Barcode	Desc	Lot	Supplier	Expected	Counted	Diff
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1. **Scan Bin Barcode:** Scan or type in the correct bin location for the items you wish to scan.
2. **Scan Product Barcode:** With your cursor in this box, enter the barcode for the inventory using the connected scanner or by typing the applicable barcode ID into the box.
3. **Quantity:** Press tab or click out of the “Scan Product Barcode” text box for the “Quantity” box to appear. Type the amount you physically count.
4. **Count:** Press this button to complete the entry.

Scanned items will appear listed below, as well as on the right side of the page.

Atlanta Non Slab: Apr 27, 2016 @ Seven Stone - ATLANTA

Scan Bin Barcode: Scan Product Barcode: **Count** Scan 1 unit at a time automatically

Item / SKU	Serial Num	Barcode	Desc	Lot	Supplier	Expected	Counted	Diff
C1 60/40 Ss Sink	485031-2	SS69102	C1-60/40			13.00 EA	12.00 EA	1.00 EA
C2 50/50 Ss Sink	485031-3	SS69103	C2.50/50			8.00 EA	5.00 EA	3.00 EA

C2 50/50 Ss Sink

Bin	EA	
		8.00
Expected		8.00
Bin	EA	
--None--		5.00 ✕
<small>Apr 27, 14:04 PM by admin</small>		
Counted		5.00
Difference		3.00

3 [Go to Session page](#)

1. The list below gives an overview of each item scanned; listing how many should be “Expected” (A.K.A. how many are added to the session), how many have been “Counted” so far, and the difference between what is expected and counted.
2. The box on the right will show an expanded view of the most recently scanned item. You can use the red “X” next to scans to remove previous scans at any point. If you need to go back and delete a scan on a different item scanned, simply click the item on the list (#1 in the picture above) and the expanded view will show up again.
3. This button will take you back to the session’s detail page (depicted on page 4 of this document).