

# Physical Inventory Counts

Inventory reconciliation is vital for keeping an up-to-date account of how much inventory your company has in stock at any given time. By performing a physical inventory count in Stone Profits, you can compare what you actually have at your facility to what has been moved in or out of your system by users. Various features in Stone Profits' physical inventory count can assist in investigating what may need to be adjusted or updated in your system to keep an accurate report of inventory for all users.

## Creating a Physical Count Session

Go to your **Inventory Home**<sup>1</sup> and click the plus sign near **Physical Count**<sup>2</sup> to get started.

The screenshot shows the 'INVENTORY HOME' dashboard. At the top, a navigation bar includes 'Setup', 'Lists', 'Pre Sales', 'Purchases', 'Block', 'Product', 'Inventory', 'Sales', 'Accounting', and 'Reports'. The 'Inventory' tab is selected and highlighted with a red circle and a '1' callout. Below the navigation bar, the dashboard features several sections:

- Product Catalog:** A search bar and a list of options: Stock, Non Stock, Custom, Price List, and Customer Prices.
- Inventory in Transit:** A section with a ship icon and options for 'List' and 'Calendar'.
- All Inventory:** A central section with a folder icon, 'Current Inventory Search', and 'Inventory Walkthrough (Archive)'.
- Inventory by Location:** A section with a building icon and a list of locations: CH, AUS, NJ, KY, OKC, and a 'Consignment Locations' dropdown.
- Inventory by Type:** A section with a folder icon and a list of types: Selection Box, SLAB, Tile, Strainers, Liners, and a 'More Product Types' dropdown.
- Inventory Adjustments:** A section with a folder icon and a list of options: 'Inventory Adjustments', 'Physical Count', and 'Showroom Count'. The 'Physical Count' option is highlighted with a red circle and a '2' callout.

Active Sessions   **New Session**   Completed Sessions

Start Date: 05/05/2016  Title: Chicagos Count Location: Stone Profit Systems - Chicago

Slab (Includes only Items where Type = Slab)

Non Slab Serialized (Includes Items other than the type Slab and which are serialized in Inveontory)

Non Serialized (Includes Items which are setup as Non Serial)

Auto Update Bin Numbers without prompting.

1. Select the start date for your physical count, give it a distinguishable title, and select the location for which you are performing your physical count.
2. Select the “Slab” session for a typical inventory count of your stone slabs. This is for all items you have designated as type “SLAB” in your system. For a walk-through of counting Non-Slab inventory, please visit [this web page](#).
3. If you would like to automatically change the bin numbers assigned to your items as you scan your inventory into the session, check the box for “Auto Update Bin Numbers.” This may come in handy if slabs have been moved around and do not have the correct bin locations listed in Stone Profits.

Click “Goto next step to Add Products” to begin selecting inventory for the count.

**Goto next step to Update Products**

## Adding Inventory to a Count Session

**Step2 - Add Inventory to Non-Serial Physical Count Session**

### Chicagos Count

May 05, 2016

Location:  
CH

Category:

Item:

Bin:  Bin Like:   Exclude Remnants

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

[Add 6737 Inventory lines to Session](#)

At this stage, you will search for which inventory you want to count and add them to the session. You have the option to search by category, item name, and bin locator. If you would like to add all SLAB inventory to the session, simply click “Add XXXX Inventory Lines to Session.”

If you are breaking your physical count into multiple sessions, choose your search criteria, and then click “Search Inventory.” A list of all inventory in your system matching that search criteria will populate below. If the list accurately displays what you are intending to count, click “Add XXXX Inventory Lines to Session” to add them to the session.

[Add 2518 Inventory lines to Session](#)

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

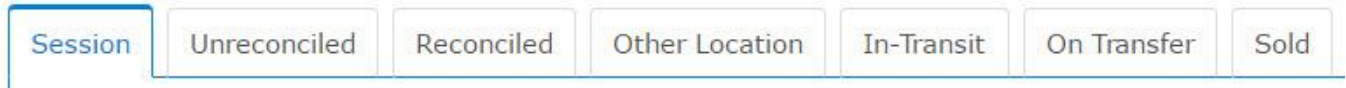
Inventory by Status	Count
<b>Total Session Count</b>	2518
<b>Unreconciled</b> (Yet to be SCANNED):	2518
<b>Reconciled</b> (SCANNED Present at this location):	0
<b>Unidentified</b> (SCANNED could not find in system):	0

If you have added all inventory lines to the session that you intend to count, you can click “Go to Session Page” at the top right of the current page

[Go to Session page](#)

## Session Detail Page

You will begin and end each session at this page. Inventory lines will distribute amongst the appropriate tabs on this page as you scan your inventory. After you are finished scanning, this page will help you determine whether the inventory in your system matches the physical inventory at our facility.



- **Session:** This tab will list all inventory added to the session on the previous page. You can click on the Serial Numbers of items to view an inventory walkthrough for each item.
- **Unreconciled:** All inventory lines added to the session will start off in this tab. As you scan items into the count, they will be removed from this tab and move to the “Reconciled” tab. At the end of a count, items left in the “Unreconciled” tab need to be adjusted appropriately (write-offs, sale orders, transfers). Items would remain in this tab if they are missing or were broken and it was never rectified in Stone Profits, or if items were somehow sold/transferred without creating the sale/transfer in Stone Profits.
- **Reconciled:** Items scanned into your physical count will be added to this tab. The most ideal situation possible in a count is for all inventory items to be listed in the reconciled tab after finishing all scans. However, it is not typical for ALL inventory items become reconciled after a session.
- **Other Location:** Items listed in this tab are accounted for in Stone Profits, but the location picked for the physical count does not match the location which the item is listed under in the system. This item could have been transferred to your location without a transfer being created in Stone Profits. Or, it was transferred from your location in Stone Profits and “received” by the other location before it had physically moved. Clicking the item’s serial number to view the walkthrough may help you find out what happened.
- **In-Transit:** These items are physically present but have not been “received” into your Stone Profits inventory. To fix these, click the serial number to view the inventory walkthrough, then click the supplier invoice which they are attached to. If the packing list sizes and actual received sizes have been entered, click the link on the left side of the page to “Receive Inventory.”
- **On Transfer:** Inventory which is currently “In-Transit” between two of your company’s locations will be listed as “On Transfer.” These items are placed here for one of two reasons: they are marked in Stone Profits as being moved to another location but have not left your facility, or they have been moved to your facility from another location but the transfer has not been “received.” Click the items’ serial number to view walkthrough and see more details about the transfer they’re on.
- **Sold:** These items have been invoiced out of Stone Profits inventory. You will want to view the walkthrough and click into the invoice, then investigate why they have not physically left your facility.



- **Adjusted:** When an item lands into this tab, it means the barcode scanned has not been replaced with the new barcode provided after an adjustment. An example of this is when a slab breaks in half, and you do an adjustment to split it into two smaller slabs. The new smaller slabs will need new barcodes printed, because they are essentially two completely new inventory items. If you failed to print out the new barcodes and scanned the old one, the item will fall into this tab.
- **Not in Session:** These items are accounted for in your Stone Profits inventory, but you did not add them to your physical count session on the previous page. If you see an item you intended to add, you can press the edit “pencil” button on the top right of the page to edit which inventory you are counting.
- **Unidentified:** If a barcode ID is scanned which Stone Profits does not recognize, the barcode will be listed in the “Unidentified” tab. For example, if you scan the barcode on a water bottle or candy bar, Stone Profits will have no way of recognizing this barcode because no such barcode ID would have ever been created in the system. There is no connection in any way from Stone Profits to an outside library of barcodes. If the unidentified barcode is on a slab and appears to be printed from Stone Profits, make sure it is readable by the scanner. Also, keep in mind that most stone suppliers in the United States use Stone Profits and print barcodes that may be similar in appearance to yours. Make sure the barcode is printed from your company’s system.
- **Duplicate Scan:** When you scan a barcode more than once, all scans following the first scan will add to the list of duplicate scans. So, you can scan an item twice and only the first scan will be “Reconciled,” while the second scan will be a “Duplicate Scan.” Having a large amount of duplicate scans will not affect the end-result of your physical count. It is better to scan an item twice and cause a duplicate scan than accidentally miss a scan and have to go back to find the slab.



When you are ready to begin scanning, click “Join Session.” If you would like to remove the session from your list of active physical count sessions, click “End Session.”

NOTE: Physical Inventory Counts in Stone Profits DO NOT make automatic inventory adjustments for you. You will need to manually update your inventory according to the results of the physical count and your own due diligence.

# Scanning Inventory

**Session**

**Chicagos Count** 1

May 05, 2016

Location:  
Stone Profit Systems - Chicago

Inventory by Status		Count
<b>Total Session Count</b>		2518
<b>Unreconciled</b> <small>(Yet to be SCANNED):</small>		2513
<b>Reconciled</b> <small>(SCANNED Present at this location):</small>		5
<b>Unidentified</b> <small>(SCANNED - NON SPS Barcode / Not found in system):</small>		0
<b>Not in Session</b> <small>(SCANNED - Not included in this session but found in system):</small>		0

Slab Barcode ID's (one per line)

3

Process

**Please Note:**  
If using an Apple device with a Bluetooth connected barcode scanner please install and use the Google Chrome browser from the App Store. The latest version of Mobile Safari does not work properly with Bluetooth scanners.

Current Bin #: [Change](#)

Scanned by all users.  Scanned by administrator

**Recent Scans:** 1 - 5 (5) 4

Scan Date	Scan#	Error	Product Name	SKU	Type	Serial #	Sup Ref	Block/Shade	Old Bin#	Bin#	(L X W)	Quantity
May 6 2016 7:27AM	DT105811		Storm Cloud 2cm	TS	SLAB	10000550-25			Bin Tarun	Bin Tarun	160" x 72"	80.00 SF

1. The title of your session at the top of the page can be clicked to bring you back to your session detail page. It may be helpful to keep the session detail page up in another tab and refresh it periodically as you complete your count.
2. The output of your scan will be listed in the Inventory by Status box. Your reconciled number will increase and your unreconciled number will decrease as you scan. If the output of a scan is "Sold" or "Duplicate Scan," new rows will appear and list the number accordingly.
3. Place your cursor into this box when you scan your items. One barcode ID can be placed per line. After you enter around 10-15 scans, click "Process" to enter those scans into the count.
4. Your scans will be listed in the table below. Error scans will have descriptions of the error listed under the scan in red text.

When you are done scanning, visit the session detail page to see which tabs your inventory items have been placed and adjust them appropriately to align your Stone Profits inventory with your physical (actual) inventory.