



Summary

This article goes over how to exclude Inactive items from your Inventory Counting documents.

Step by Step Guide

1. Navigate to **Administration > System Initialization > Document Settings**
2. Switch to the *Per Document* tab and select *Inventory Counting* from the drop-down at the top
3. Uncheck the box for Allow Inclusion of Inactive Items in Document
4. Click Update to save the change

The screenshot shows the 'Document Settings' window with the 'Per Document' tab selected. The 'Document' dropdown is set to 'Inventory Counting'. The settings are as follows:

- Counting Type Is Single Counter**
 - Highlight Rows with Variance Greater Than: 5.00 %
- Counting Type Is Multiple Counters**
 - Highlight Rows Where Counters Variance is Greater Than: 0.00 %
 - Highlight Rows with Counters' Difference Greater Than: 5.00 %
- When Changing from Single to Multiple Counters, Set Selected Counter As**
 - Individual Counter
 - Team Counter
- When Copying Inventory Counting to Inventory Posting, Close Counted Rows with Zero Diff.
 - Without User Confirmation
- Calculate In-Warehouse Qty on Count Date Based On**
 - Transactions' Creation Dates
 - Transactions' Posting Dates
 - Refresh In-Warehouse Quantity in DI API
- Allow Inclusion of Inactive Items in Document

Buttons: Update, Cancel

Inactive items will no longer show up on your Inventory Counting documents.