ORCHESTRATED

Inventory Counting and Posting

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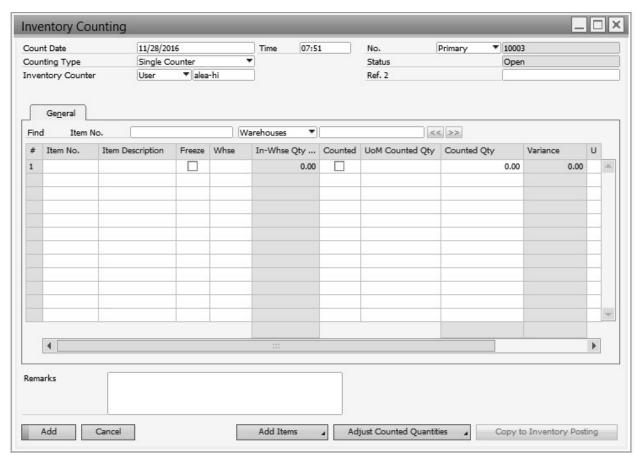
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Overview

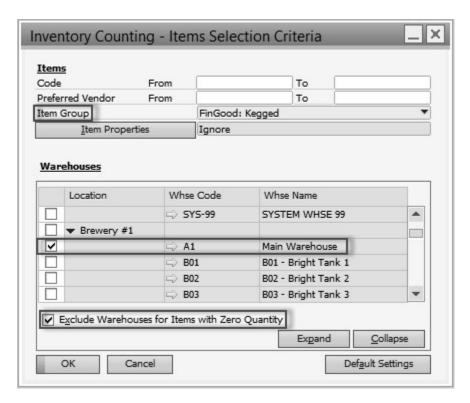
This document covers Inventory Counting and Posting inside of Orchestrated. The example is done in an OBeer Environment. More resources and information can be found at http://support.orchestrated.com/hc/en-us/articles/206418828-Inventory-Counting-Posting

Inventory Count

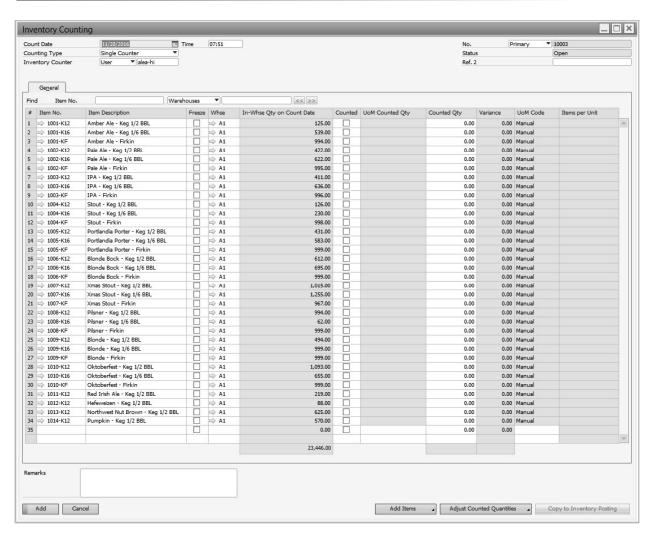
1. Navigate to Inventory > Inventory Transactions > Inventory Counting Transactions > Inventory Counting.



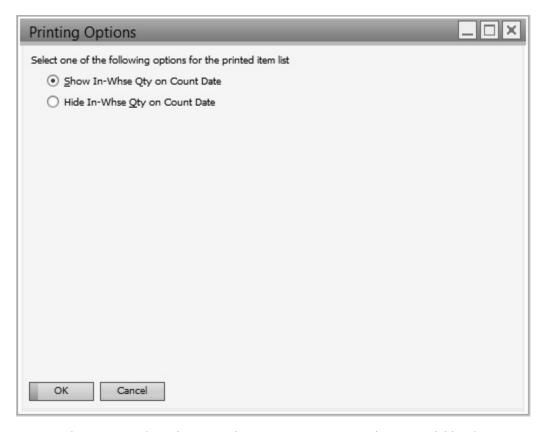
- 2. The Count Date (top left of the form) and the posting date (shown on the posting form later) should be the same. Inventory is always changing so a day or two between the count date and posting date can create unwated discrepancies.
- 3. Add items into the grid one line at a time, or add multiple items by clicking the button Add Items > Select Items. The Add Items button opens the Inventory Counting Items Selection Criteria form.



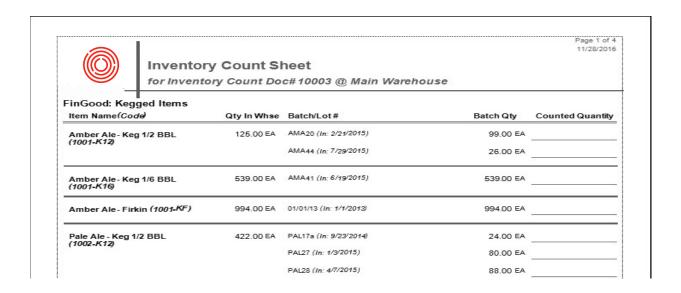
- 4. This filters the items that will populate into the Inventory Counting sheet. The top of the form allows items to be filtered by Item Code, Preferred Vendor, and Item Group. The grid allows items to be limited by Warehouse.
- 5. Lastly, if the 'Exclude Warehouses for Items with Zero Quantity' is checked, items with zero inventory quantity will not be shown in the Inventory Counting sheet.
 - a. The example above shows criteria for Finished Goods: Kegged in warehouse A1 and it will not show items with zero quantitiy.
- 6. Click OK, and return to the Inventory Counting sheet.



- 7. The <u>Freeze</u> column, if checked, will stop all sales, purchasing or production for that item to help with counting accuracy. It is optional and defaults as not checked.
- 8. If the item list is complete, click the *Add* button.
- Use the green Last Data Record arrow to find the newly created document.
- 10. Go to File > Preview Layouts to bring up the Printing Options window.



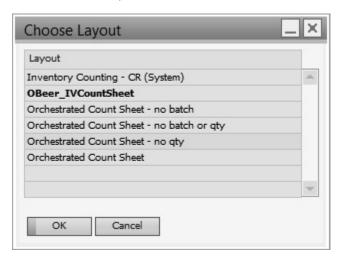
- 11. The option to show the in-warehouse quantity or not to show is available. The concept relates to blind counts; who conducts the count may be swayed by the expected count they see. This decision is entirely up to you. Click *OK*, the Choose Layout window opens.
- 12. Choose the layout (there are two options that are exampled below).
 - a. If 'Show In-Whse Qty on Count Date' was selected before, select the **OBeer_IVCountSheet** layout, click *OK*. Here is the count sheet that can be sent to the floor:



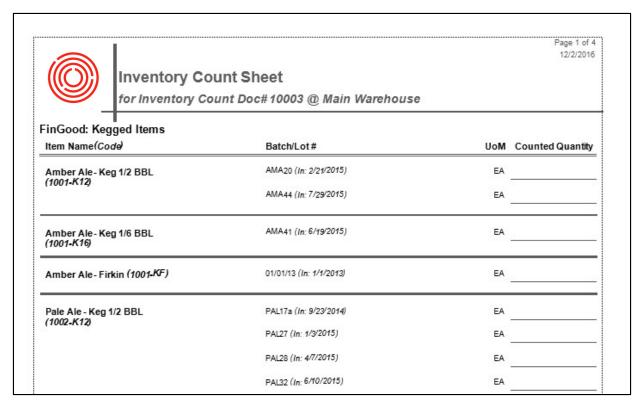


Notice that the quantity for each batch on the item is listed. Once the form is complete, the Counted Quantity can be inputted into Orchestrated.

b. If 'Hide In-Whse Qty on Count Date' was selected before, select the Orchestrated Count Sheet – no qty layout, click *OK*.

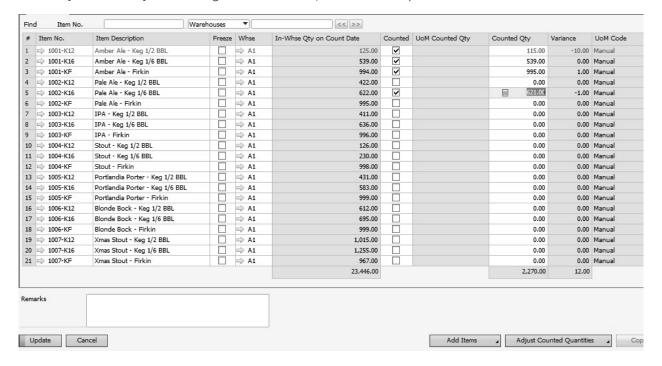


Here is the count sheet that can be sent to the floor:

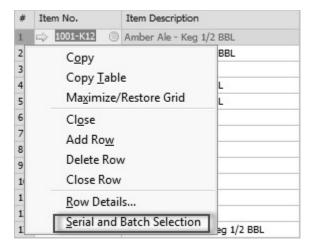


Notice that there are not expected quantities next to the Counted Quantity column.

13. Return to the Inventory Counting sheet in Orchestrated. As numbers are entered into the <u>Counted Qty</u> column, the <u>Counted</u> check box is marked. This means that the line will be brought into the posting sheet when it is created. [counted on 0] Work through the whole sheet, and then click *Update*.

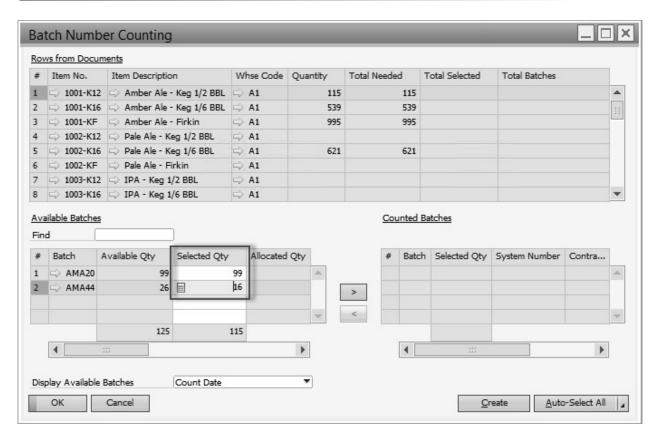


14. Now you can select the batches for each item. Right click on any row and select Serial and Batch Selection.



15. The Batch Number Counting form opens. Here, you can go through item rows on your document and input the quantities counted from each batch.

^{**}Note - do not use the Auto-Select All button. Always manually input the counted quantities.



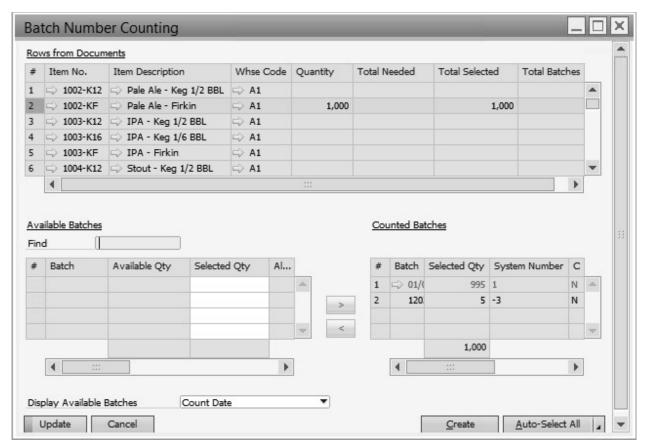
- 16. (optional) The counted quantity is **more** than the available batch quantities.
 - a. The value for the Available Qty will be colored red. Enter that value in the Selected Qty column, and add the batch to the <u>Counted Batches</u> grid. The <u>Total Needed</u> will adjust, and in this case 5 more are needed.



- b. Click Create.
- c. The standard Batches Setup form opens. Add the Batch number and the Qty.

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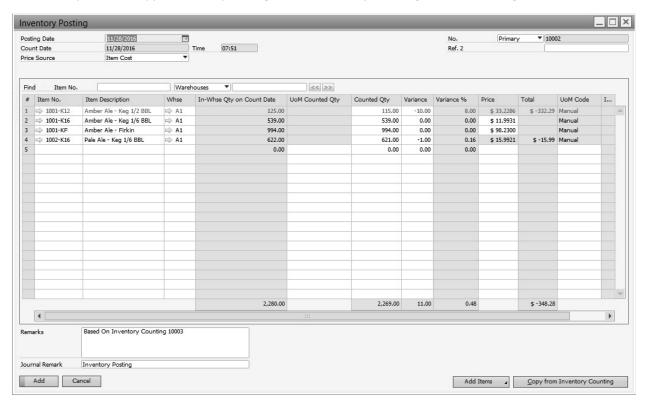
- d. Click Update.
- e. Click Ok.
- f. The new batch and qty are automatically added to the Counted Batches grid.



- g. Click Update.
- h. Click Ok. You are returned to the Inventory Counting form.
- 17. Click *Update* and *OK*. On the Inventory Counting form, click *Update* to solidify the batch selection. This part of the Inventory Count is now complete!

Inventory Posting

1. To post, click Copy to Inventory Posting (on the Inventory Counting sheet, bottom right).



- 2. There should be little if any work to do on this sheet. Check the Posting Date.
- 3. The Price can be changed on this form this will revalue the inventory once the documented is added.
 - a. The Price cannot be \$0! This can happen if the item has not been stocked before.
 - b. Keg Shell items should not be on the count/posting sheet since they are handled with \$0 cost.
- 4. If all looks good, click Add, and click Yes.

Closing the Inventory Count

- 1. Now go back into the Inventory Counting sheet to continue or close it. It is a working document, so edits may still be made to open lines. The lines that have been posted are greyed out and cannot be edited or posted again. Any open (un-counted) line items cannot not be added to a new Inventory Counting sheet until they are removed or the document is closed.
- 2. When you are finished, right click > Close.

