



## The Year Ends and Inventory Counting Starts

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Whether you count your inventory once a month or once a year, it usually consists of two main steps: counting the actual inventory and creating the respective transactions in case inconsistencies are found.

SAP Business One enables you to perform these tasks using the dedicated inventory counting transactions (under: Inventory > Inventory Transactions > Inventory Counting Transactions).

The Inventory Counting window allows you to initiate a dynamic inventory counting process performed by single or multiple counters. The option of multiple counters allows you to validate results by comparing between different counters, or sum up counting results of several counters.

You can conduct the counting for selected range of items – either by choosing items recorded in SAP Business One or import items from pre-prepared Excel file , adjust counted quantities, and much more.

**Inventory Counting**

Count Date: 11/10/2015 Time: 10:53 No. Primary: 1  
 Counting Type: Single Counter Status: Open  
 Inventory Counter: User Jayson Butler Ref. 2

General

Find: Item No. Warehouses

#	Item No.	Item Description	Freeze	Whse	In-Whse Qty ...	Counted	Counted Qty	Variance
1	A00002	J.B. Officeprint 1111	<input type="checkbox"/>	01	965.000	<input checked="" type="checkbox"/>	965.000	0.000
2	A00003	J.B. Officeprint 1186	<input type="checkbox"/>	01	1,091.000	<input checked="" type="checkbox"/>	1,100.000	9.000
3	A00001	J.B. Officeprint 1420	<input type="checkbox"/>	01	971.000	<input checked="" type="checkbox"/>	800.000	-171.000
4			<input type="checkbox"/>		0.000	<input type="checkbox"/>	0.000	0.000
					3,027.000		2,865.000	180.000

Remarks

OK Cancel Add Items Adjust Counted Quantities Copy to Inventory Posting

In case gaps were found in the inventory counting, an inventory posting is required, open the Inventory Posting window. Here you can either create manually an inventory posting to the relevant items (by choosing items recorded in SAP Business One or import items from pre-prepared Excel file), or copy the details from existing inventory counting document.

**Inventory Posting**

Price Source: Item Lost

Find: Item No. Warehouses

#	Item ...	Item Description	W...	In-Whse Qty on ...	Counted Qty	Variance	Variance %	Price	Total
1	A00003	J.B. Officeprint 1186	01	1,091.000	1,100.000	9.000	0.825	220.76 \$	1,986.84 \$
2	A00001	J.B. Officeprint 1420	01	971.000	800.000	-171.000	17.611	296.82 \$	-51,096.22 \$
3				0.000	0.000	0.000	0.000		
				2,062.000	1,900.000	180.000	8.729		-49,111.38 \$

Remarks: Based On Inventory Counting 1

Journal Remark: Inventory Posting

Add Cancel Add Items Copy from Inventory Counting

Available since SAP Business One 9.0, version for SAP HANA and SAP Business One 9.0



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**Frans van Beurden**

Managing Partner

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CountIT - <http://www.count-inventory.com/>

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