

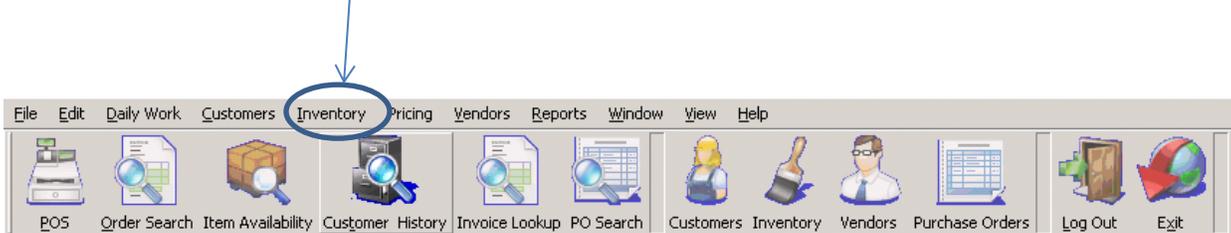
## Cycle Counts

Note: Cycle Counts are not used to correct receiving issues see receiving instructions to correct receiving errors.

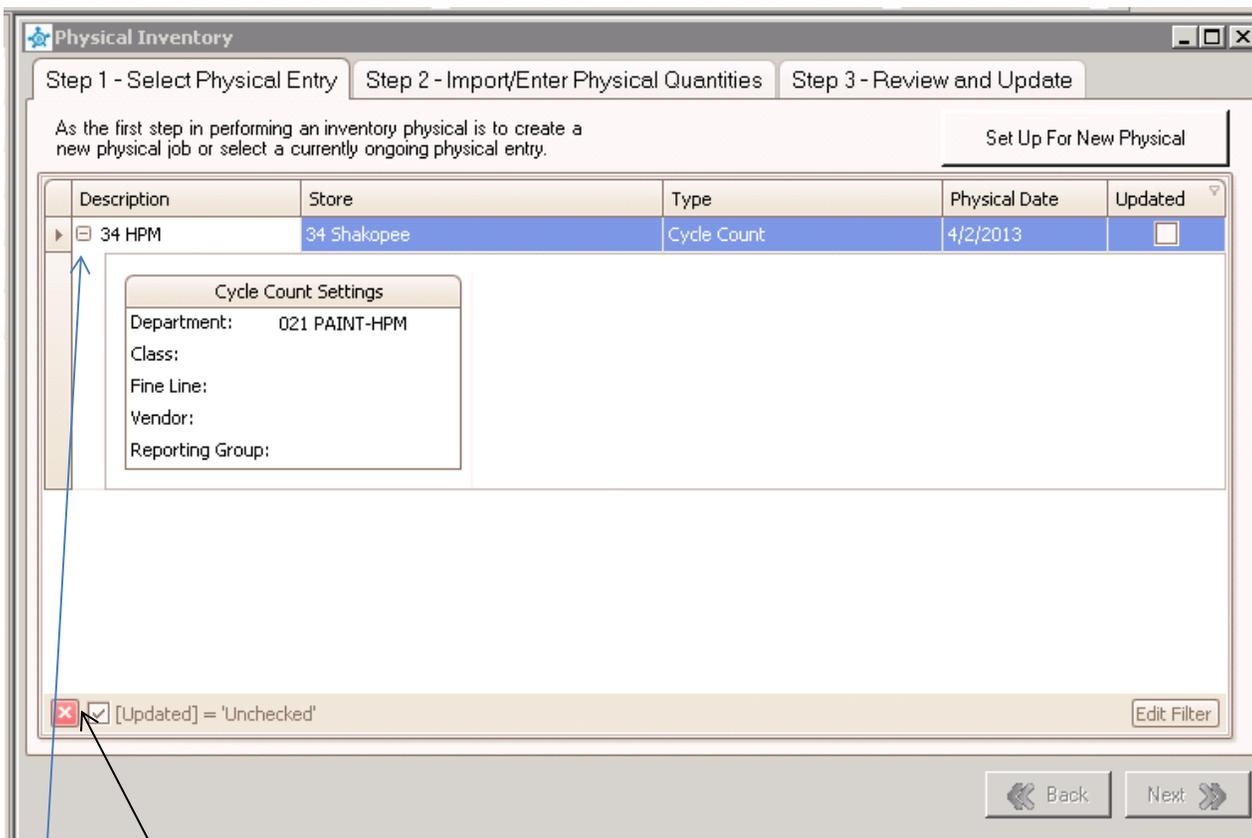
**Best Time to count** is before you open or during a slow time of day. Creating the cycle count and printing the count sheets can be done just before you start.

**Remember Décor Fusion is real time so if counting during the day the system will automatically change your onhands as you sell. If you printed the count sheet and you had 2 OH and counted 2 OH, You sell 1 before you enter your count into Décor, Decor is going to adjust the item by 1 because your current OnHands is now 1 and you entered 2.**

Go To > Inventory>Physical Inventory Wizard



If a count has already been created and hasn't been updated you will see it in the list.



Uncheck (Updated) to see completed cycle counts. Sort, Filter by Store, Physical date etc.

Notice the plus(+) sign by the description. Click the plus sign to see parameters. You will need to know these settings to print the cycle count Sheets.

# 1. Create a New CycleCount

Physical Inventory

Step 1 - Select Physical Entry   Step 2 - Import/Enter Physical Quantities   Step 3 - Review and Update

As the first step in performing an inventory physical is to create a new physical job or select a currently ongoing physical entry.

Set Up For New Physical

Description: 34 HPM

Store: 34 Shakopee

Physical Date: 4/2/2013

Type of Count: Cycle Count

Department: 021 PAINT-HPM

Class: All

Fine Line: All

Vendor: All

Inventory Group: All

If you are uploading count from Excel Spreadsheet(s)

Create Excel Template for Entering Counts

If you are manually entering physical count

Check to pre-populate entry grid with Item Numbers

Check to default count values to system on hand (Control value)

Back   Next

**Description:** should start with Store # and include description  
(Example: 03 Colorant, 03 HPM or 03 HPM 1gal, be consistent with your naming)

**Physical Date:** Date you are counting

**Type of count** = Cycle Count,

**Department, Class, Fine Line** = Depends on what your counting (see cheat sheet at end)

**Check the boxes**   pre-populate entry grid with Items Number  
Default count values to system on hand "Next"

Once all parameters are entered Click "NEXT"

Your count has now been created you can close the window

**Note:** If you create a count with the wrong parameters highlight the line and hit the "delete" key and start over.

## Print Count Sheets

GoTo> Reports>Report Selector>Inventory>Inventory Count Sheets or

**Reports>saved reports>Inventory>Colorant Count Sheets this report already has the advanced filter.**

Check Show On Hand, Enter Parameters for Department, Class, fine line that you used to create the Cycle count.

Sort by Options: Item Number 'Ascending'

**Inventory Count Sheets\***

Selections | **Advanced Filter** | Memorized Reports

Criteria

Show On Hand

As Of 9/19/2012

Field	Field Value
Store	99 - Warehouse
Department	COLORANT
Class	All
Fine Line	All
Reporting Group	All
Vendor	All
Stocked	True
Inactive	False

Sorting and SubTotals

Sort By	Heading	Subtotal	Ascending
Item Number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preview Close

### Advanced Filter Tab:

Highlight On Hand, select <>(less than or greater than) 0 Click Add Filter

This will **only** show items you have onhands in Decor . Note this will exclude items you may carry but don't have any onhands at this time. Those items are still on the count and can be adjusted.

**Inventory Count Sheets**

Selections | **Advanced Filter** | Memorized Reports

Choose Filter

Field

- GL Inventory
- GL Inventory Adjustments
- GL Returns
- Hazard
- In Transit
- Inactive
- Item Number
- Last Cost
- Last Purchase
- Last Sale
- Net Price
- On Hand

On Hand

<> 0.00

Add Filter

Current Filter Choices

Filter	Set to
On Hand	<> 0.00

Remove Selected Filter

Preview Close

## 2. Entering Counts

Go To > Inventory>Physical Inventory Wizard

Select and Double click the count or highlight and click "Next"

**Before changing any of the onhand counts click next to Review and Update. If items show up under the variance tab, you have sold something in the time the count was created and entering the onhands. Double check your counts for those items. Click Back to enter counted OnHands.**

- Filter screen to only show OnHands if that's how you printed your count sheets.  
Top right corner of Quantity select filter Type equation here. > Custom

Step 1 - Select Physical Entry | Step 2 - Import/Enter Physical Quantities | Step 3 - Review and Update

As the second step you need to record your physical counts. You can do this by either entering your counts in the grid below or using the 'Insert New Spreadsheet' button to upload your counts from a series of Excel Spreadsheets.

Import  Automate manual count entry  Default count to current on hand

Item	Description	U/M	Raw Data/UPC	Quantity	Spreadsheet	Row
1860006	Little Dove BC A5	EACH	1860006	4.0	(Custom)	0
1860007	Cotton Ball BC A1	EACH	1860007	4.0	(Non blanks)	0
1860008	Casa Blanca BC A4	EACH	1860008	4.0	-1.00	0
1860011	Sugar Dust BC A2	EACH	1860011	3.0	0.00	0
1860143	Connoisseur BC C15	EACH	1860143	3.0	1.00	0
1860157	Dodge Pole BC C29	EACH	1860157	3.0	2.00	0
1860158	Mover and Shaker BC C30	EACH	1860158	3.0	3.00	0
1860174	Maple Pecan BC A14	EACH	1860174	2.0	4.00	0
1860175	3am Latte BC A49	EACH	1860175	5.0	5.00	0
1860176	Country Dweller BC A48	EACH	1860176	4.0	6.00	0
1860177	Weaver's Tool BC C8	EACH	1860177	6.0	7.00	0
1860183	Moth Wing BC A27	EACH	1860183	1.0	8.00	0
1860184	Macadamia Brown BC A28	EACH	1860184	2.0	9.00	0
				0.0	10.00	0
					11.00	0
					12.00	0
					13.00	0
					14.00	0
					15.00	0

Custom AutoFilter

Show rows where:

Quantity

does not equal 0.00

And  Or

(Select an operator) (Enter a value)

OK Cancel

Sort by Item and enter your counts. By adding this filter the items should be in the same order as your printouts.

- **Note: When entering qty's "use the down arrow to get to the next qty for easier entry"** Enter will move the cursor to the Item column.

### 3. Review & Update

When done entering counts Click "NEXT" to Review and Update Counts.

Variance tab: Shows all items that have been changed.

Verify counts and click Update.

**Report for Adjustments:** Reports>Inventory Reports>Inventory Transactions

- Transaction type: physical

Physical Inventory

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 Store: 34 Shakopee  
 Physical Date: 4/2/2013  
 Type of Count: Cycle Count

Department: 021 PAINT-HPM  
 Class: All  
 Fine Line: All  
 Vendor: All  
 Inventory Group: All

If you are uploading count from Excel Spreadsheet(s)  
 Create Excel Template for Entering Counts

If you are manually entering physical count  
 Check to pre-populate entry grid with Item Numbers  
 Check to default count values to system on hand (Control value)

Back Next

Cycle Counts: Using the drop down arrows select by Department, Class, Fine Line, Vendor or Inventory Group

**HPM**

Coming soon

Select **Inventory Group**: HPM Interior or HPM Exterior

**Benjamin Moore**

Coming soon

**Pittsburgh**

Coming soon