How to Enter a Count Transaction

1. Double-click the Template to Create a Count icon.

2. Enter the Item number or find it using the cabinet search button to the right.

3. Enter the quantity remaining on the shelf as the Count quantity.

4. The Counted by defaults to the person logged on and can be changed.

5. The Counted on defaults to the current date and can be changed.

6. You have the option to change the bin location by checking the box and entering the new location in the Primary location field.

7. The G/L account can also be changed if the defaulted value is not correct.

8. To post the transaction click the Post icon or click the X in top right corner and answer Yes to Post.