

Item Count Transaction

How to Enter a Count Transaction

 Double-click the Template to Create a Count icon

Template to Create a Count

- 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.
- To post the transaction click the **Post** icon or click the x in top right corner and answer Yes to Post.



🖼 Count Form - General Information	
<u>File E</u> dit <u>V</u> iew <u>W</u> indow	<u>H</u> elp 8
General Information	General Serial Numbers Costs Description Item information Storeroom: SH Warehouse Classification: On-Hand Item: 2 Name: Image: Counted on: Counted by: 4 Wilson, Bruce Counted by: 4 Wilson, Bruce Counted on: 5 2008-02-25 Image: Counted on: Counted on: 5 2008-02-25 Image: Counted on: Change storage information Primary location: Area number: Charging information G/L account: 7
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For Help, press F1	

