INVENTORY – WMS

Count your stock

Freeze a count, print blind count sheets, enter what was counted, review the differences and post them.

A physical count compares what is really on your shelves with what BeanDish believes, and corrects stock and the ledger together. You can count a whole warehouse or just part of it, such as your most important (class A) items.

Steps

1. Open **Inventory – WMS** › **Physical counts** and click **New count**.
2. Choose the warehouse, add a description, and narrow the count if you want to, for example to class A items. Click **Add count**.
3. Click **Freeze**, then **Freeze count**. BeanDish records what it believes is in every bin at that moment.
4. Print the count sheets. They list every bin and item with its barcode, but no quantities, so people count what is really there.
5. Open the **Enter counts** tab and type what was counted on each line. Click **Save counts** as you go.
6. If a bin could not be counted, click **Exclude** on its line and give the reason, rather than entering zero.
7. Open the **Variance** tab. Every difference is listed and valued at cost.
8. When every line is counted or excluded, click **Finish**, then **Finish and post**. Stock and your ledger are corrected together, in one entry.

Good to know

- **Blank, zero and excluded mean different things.** A blank line has not been counted yet; zero means counted and none found; excluded means it was skipped on purpose, with a reason.

- **Only the difference posts.** If stock moves after you freeze (a delivery or a shipment), BeanDish posts only what the count found different from the frozen figure, so the movement is never undone. Lines that moved are marked so you can recount them before finishing.
- **One open count per warehouse** at a time.
