



Create a Count Journal for Physical Inventory– Enterprise Portal

Description

Use this task to create a Count journal to perform an inventory count.

Trigger

Perform this task when the need to perform a cycle count or physical inventory must be performed.

Prerequisites

Physical inventory needs to be counted.

URL Address

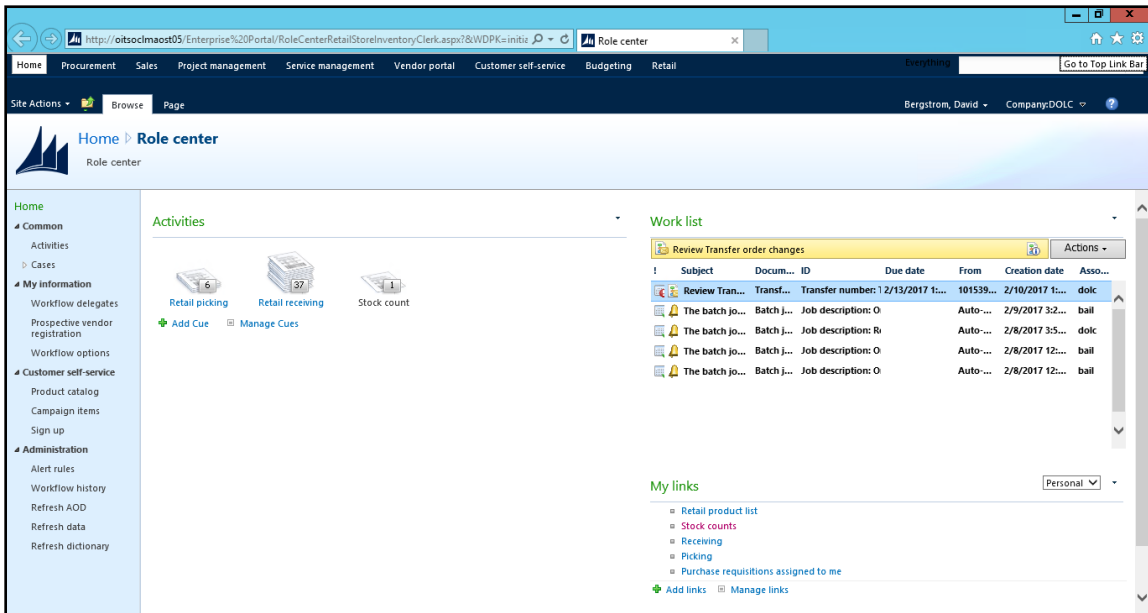
<https://impaxportal.ohio.gov>

Helpful Hints

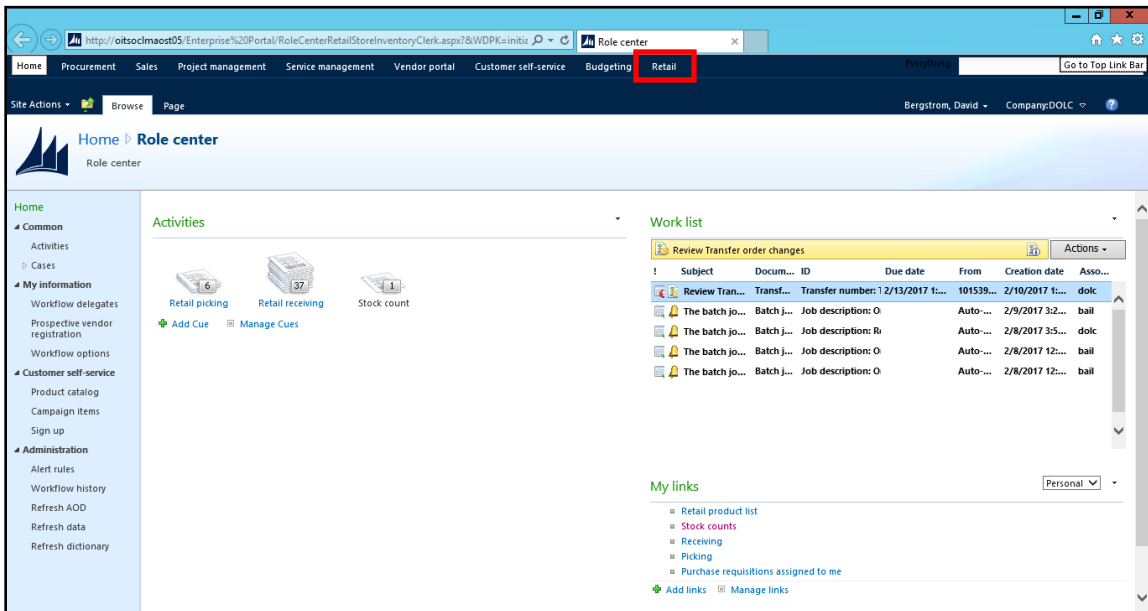
- **Based on your role, screens may differ in the system from the screens in this job aid.**
- Count journals will also be used to reduce inventory when the agency has caused the damage.

1. Begin this task by going to the DOLC Enterprise Portal:

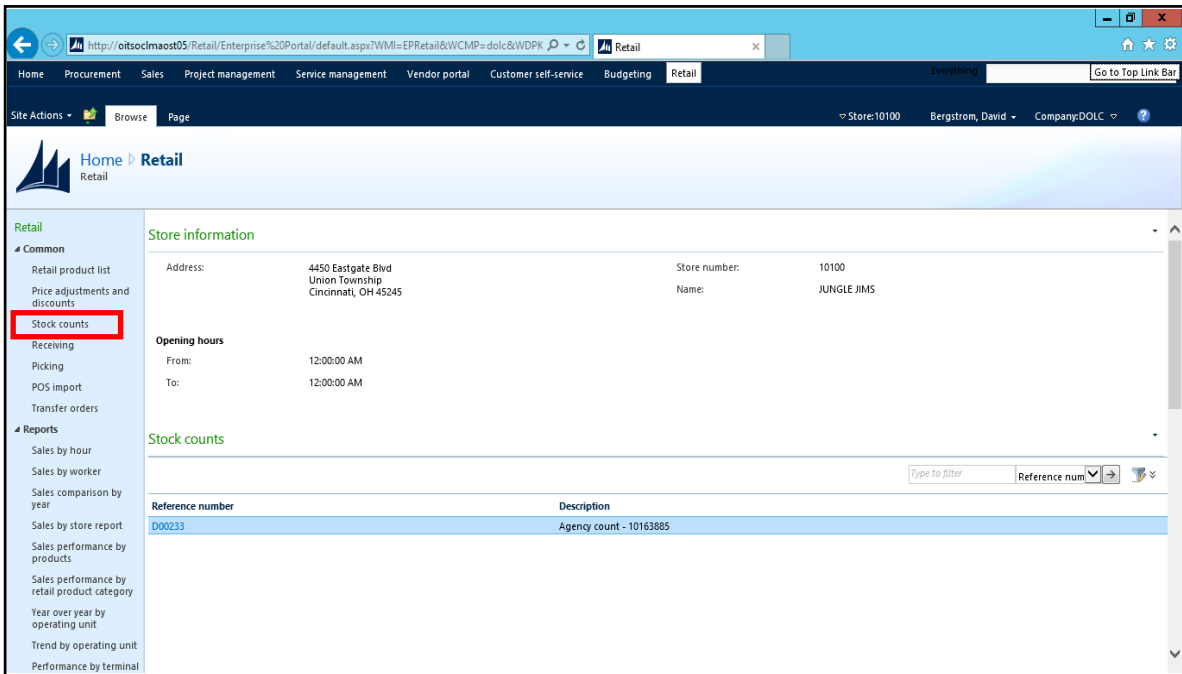
<https://Impaxportal.ohio.gov>




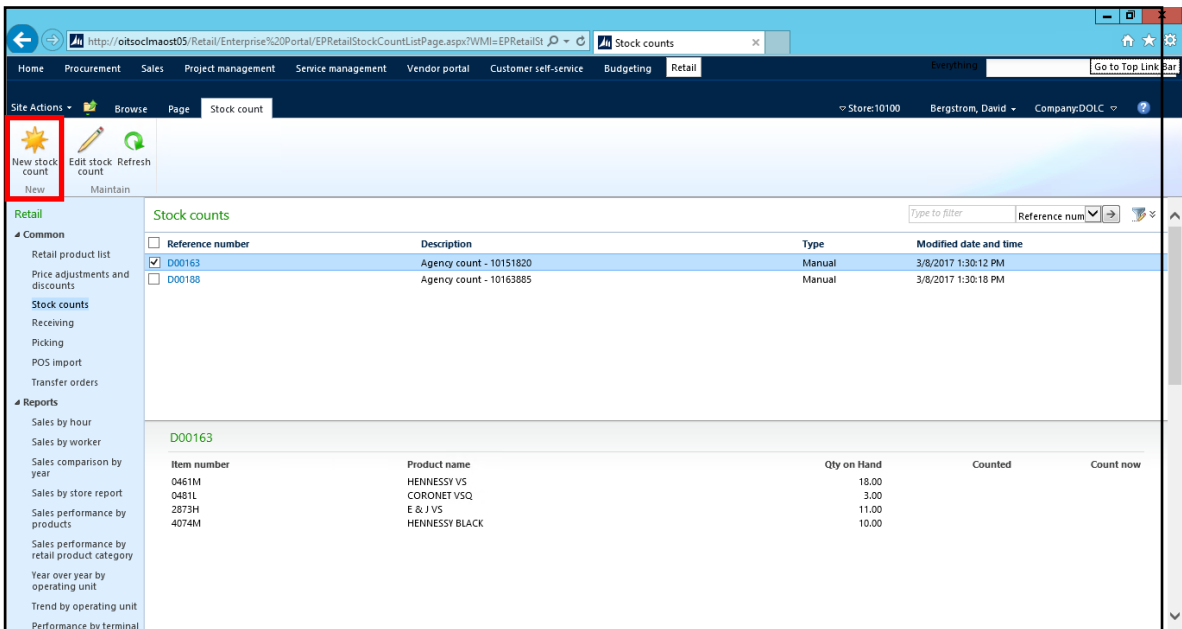
2. Click **Retail** on the menu bar.




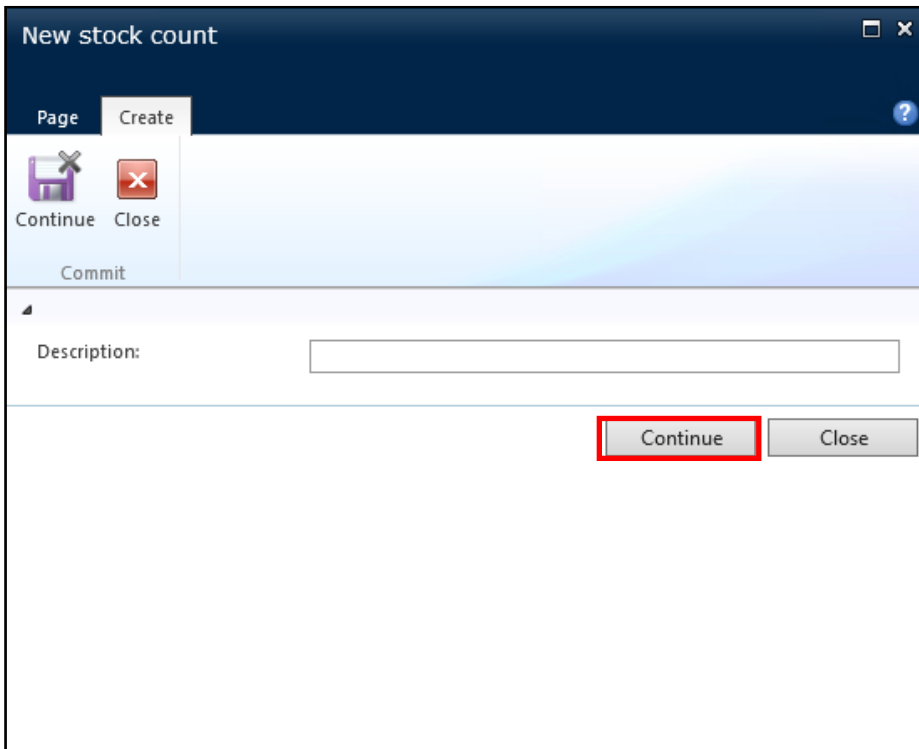
3. Click **Stock counts** from the **Retail** panel on the left.




4. Click  **New stock count** to create a new Count journal.

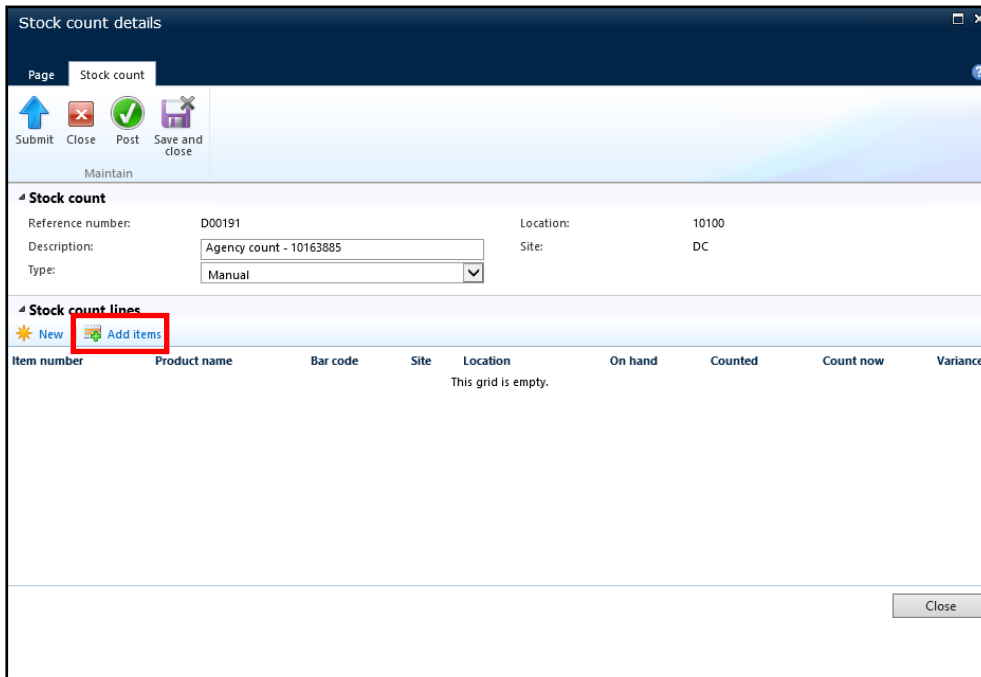


5. Click  .



Leaving the **Description** field blank will enable the system to auto-populate the **Description** field with “Audit Count – User ID.”

6. Click  **Add items** to add a product to the Count journal.



The screenshot shows the 'Stock count details' window. The 'Stock count' section contains the following fields:

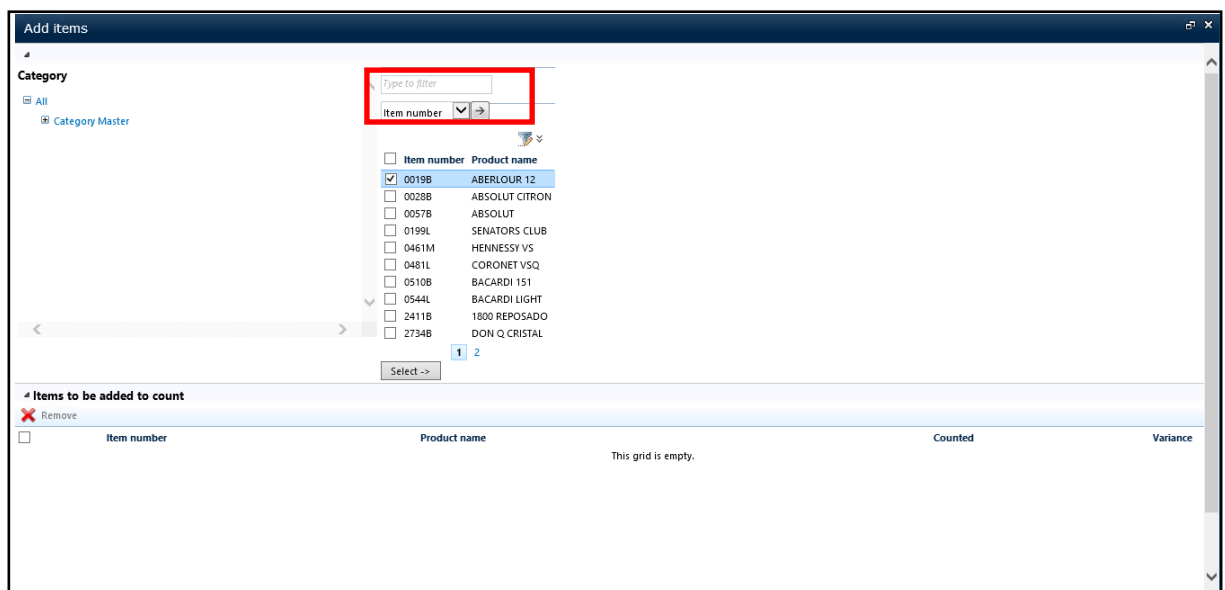
- Reference number: D00191
- Location: 10100
- Description: Agency count - 10163885
- Site: DC
- Type: Manual

The 'Stock count lines' section has a red box around the 'Add items' button. Below it is a table with the following columns: Item number, Product name, Bar code, Site, Location, On hand, Counted, Count now, and Variance. The table is currently empty, with the text 'This grid is empty.' displayed below the headers.

7. Select to the left of the item number(s) to add to the Count journal. In this example, select to the left of "0006B, 0028B, 0057B and 0510B."



If the item number is known, search functionality can be used at the top of the list.



The screenshot shows the 'Add items' window. The 'Category' section is set to 'All' and 'Category Master'. A search bar with the placeholder 'Type to filter' and an 'Item number' dropdown are highlighted with a red box. Below the search bar is a list of items with checkboxes:

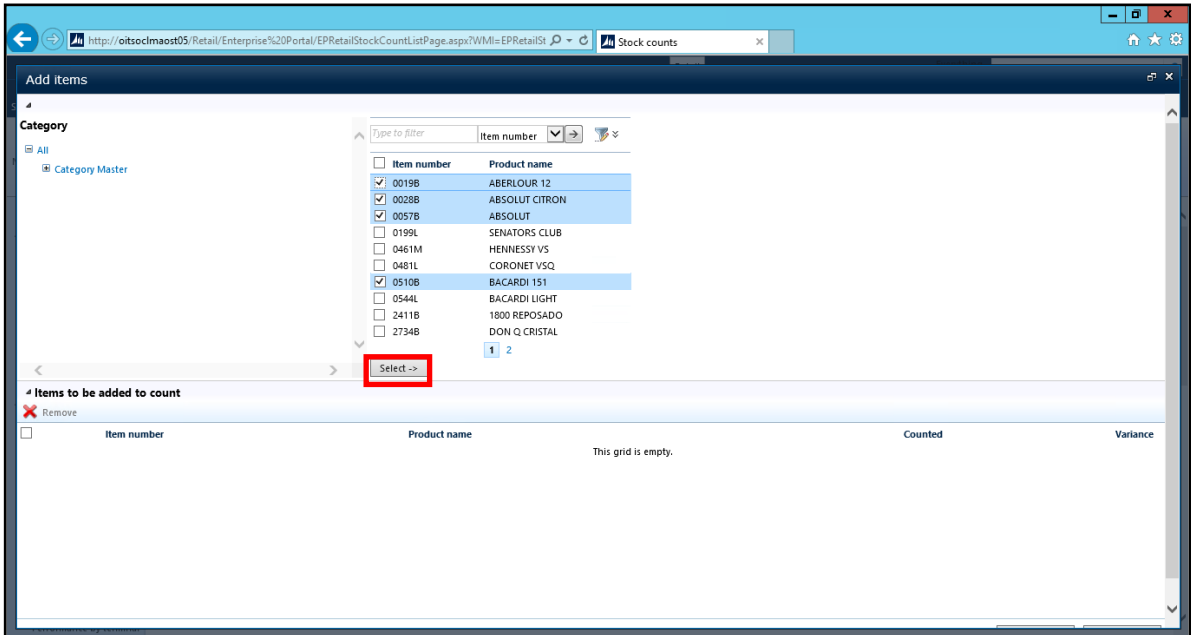
| Item number | Product name |
|-------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | 0019B ABERLOUR 12 |
| <input type="checkbox"/> | 0028B ABSOLUT CITRON |
| <input type="checkbox"/> | 0057B ABSOLUT |
| <input type="checkbox"/> | 0199L SENATORS CLUB |
| <input type="checkbox"/> | 0461M HENNESSY VS |
| <input type="checkbox"/> | 0481L CORONNET VSQ |
| <input type="checkbox"/> | 0510B BACARDI 151 |
| <input type="checkbox"/> | 0544L BACARDI LIGHT |
| <input type="checkbox"/> | 2411B 1800 REPOSADO |
| <input type="checkbox"/> | 2734B DON Q CRISTAL |

At the bottom of the list, there is a 'Select ->' button. Below the list is a section titled 'Items to be added to count' with a 'Remove' button and a table with the following columns: Item number, Product name, Counted, and Variance. The table is currently empty, with the text 'This grid is empty.' displayed below the headers.

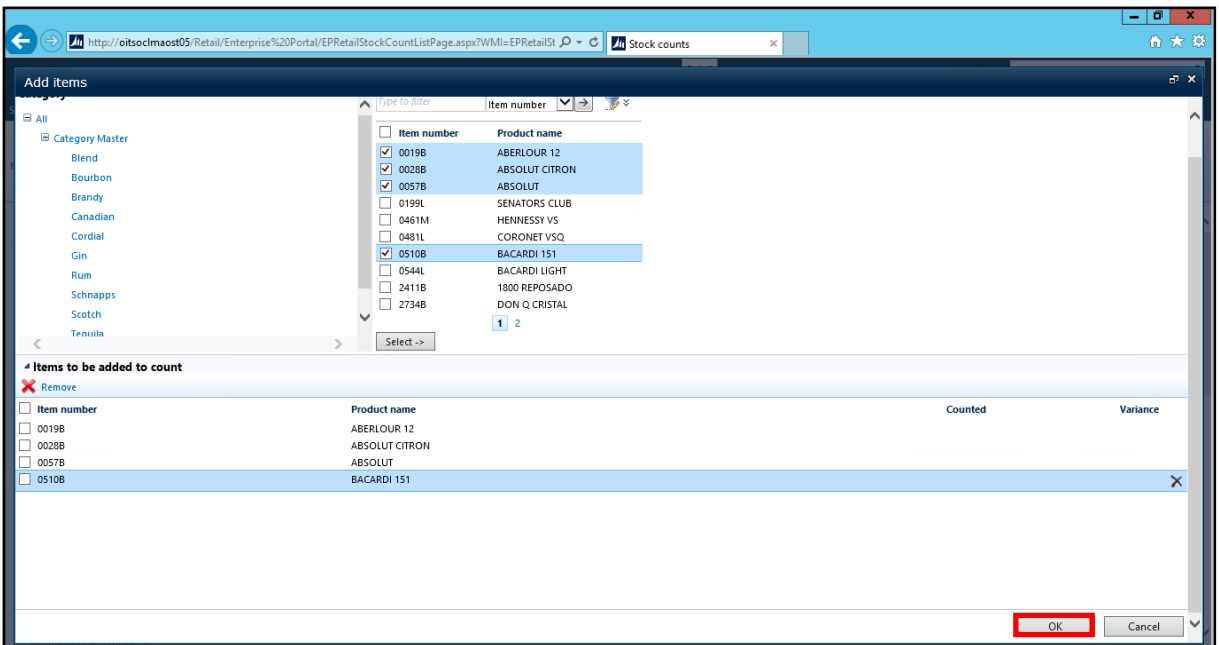
8. Click **Select ->** to add the item to the Count journal.

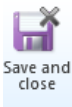


To count a specific category of liquor, select Category Master on the left panel and choose the category to count.

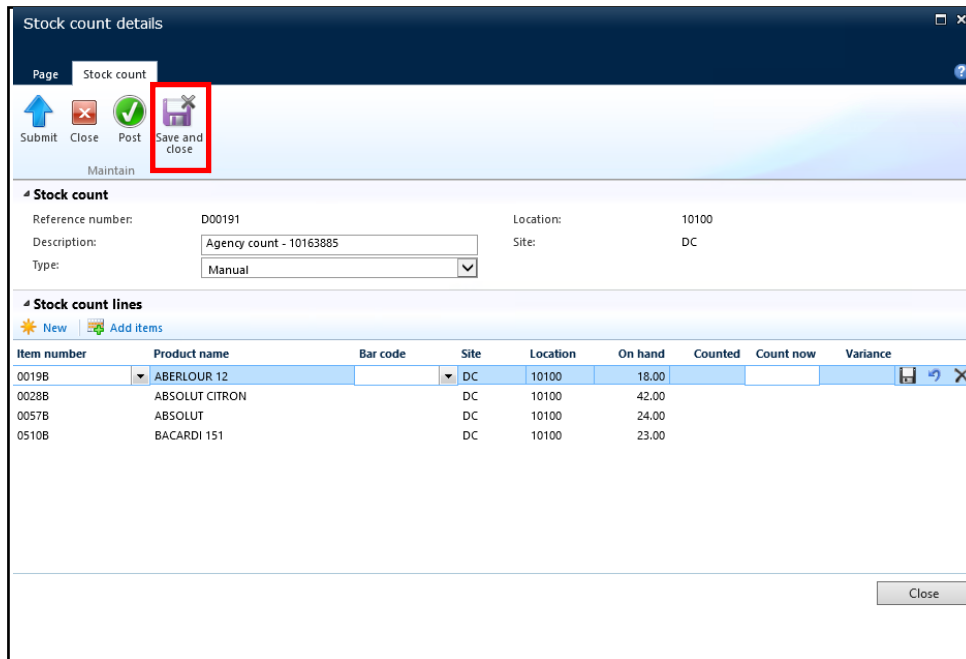


9. Click **OK** when all line items have been added to the Count journal.





10. Click to save the Count journal and send it to the RF Scanner.



Results

You have created a Count journal to perform a physical inventory.