



# Post Final Count – Enterprise Portal

## Description

Use this task to post a count journal after conducting a physical inventory count.

## Trigger

Perform this task when posting the result of a physical inventory count in the Enterprise Portal.

## Prerequisites

Physical inventory count has been completed and reviewed.

## URL Address

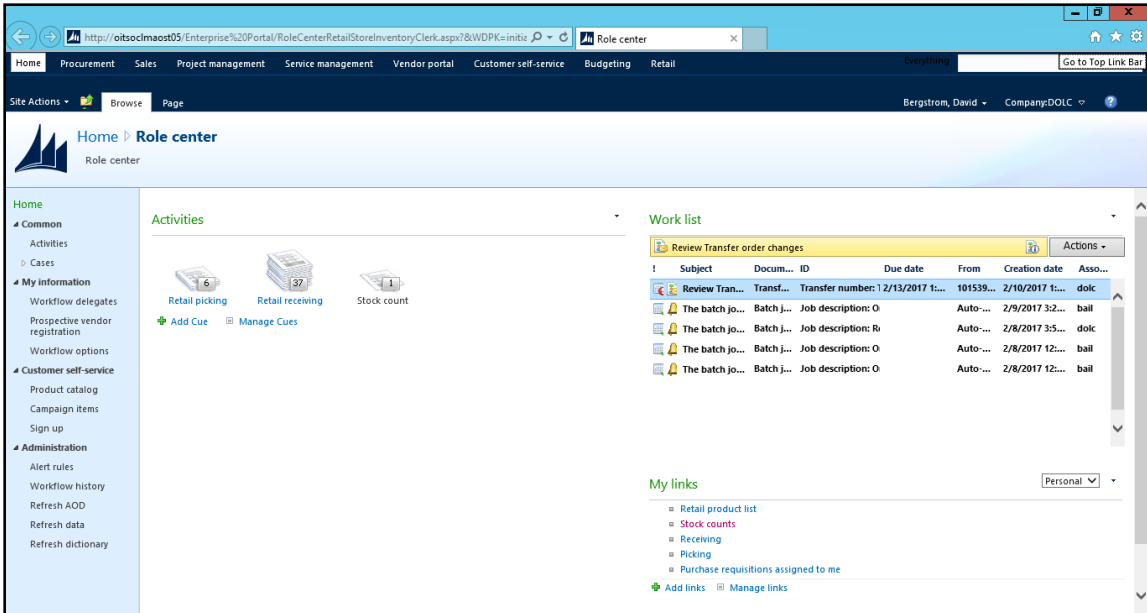
<https://impaxportal.ohio.gov>

## Helpful Hints

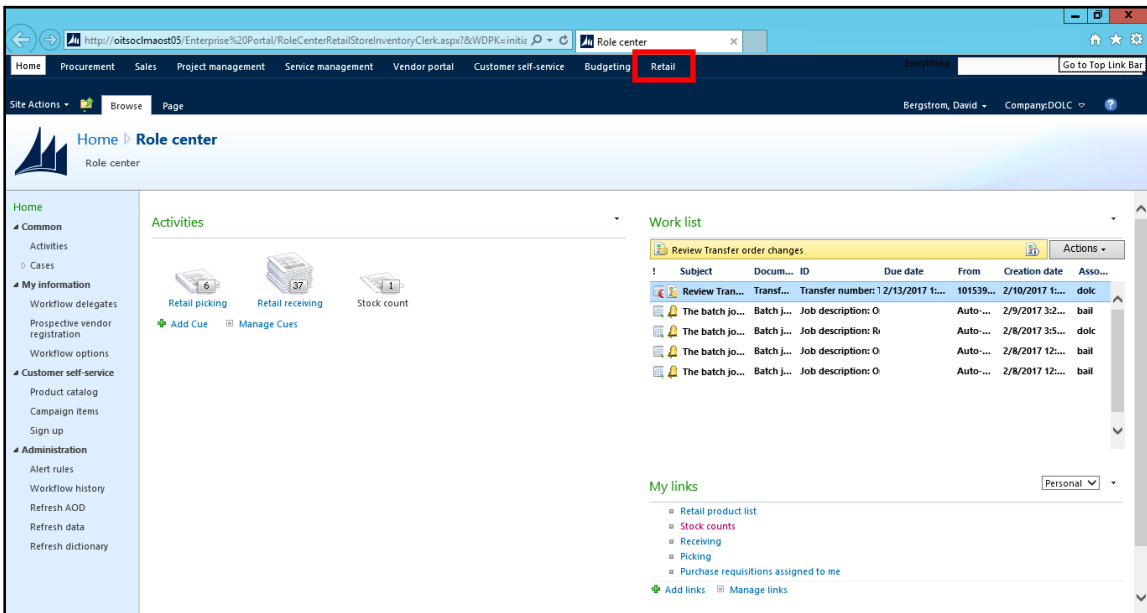
**Based on your role, screens may differ in the system from the screens in this job aid.**

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

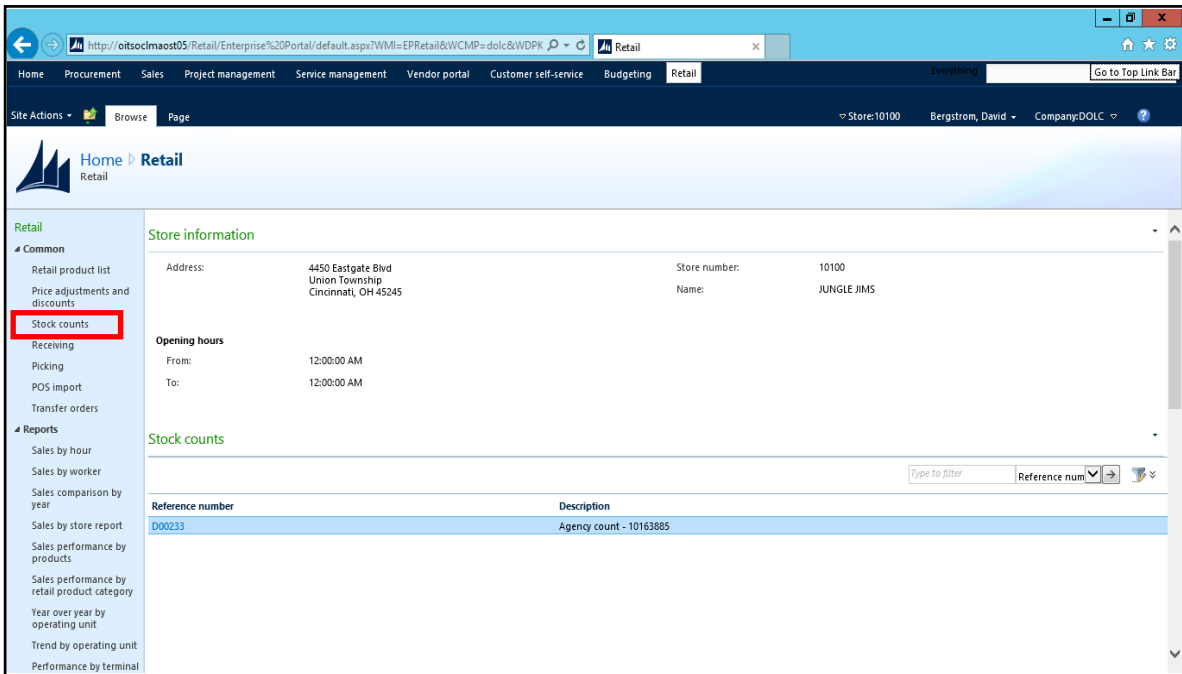
<https://Impaxportal.ohio.gov>



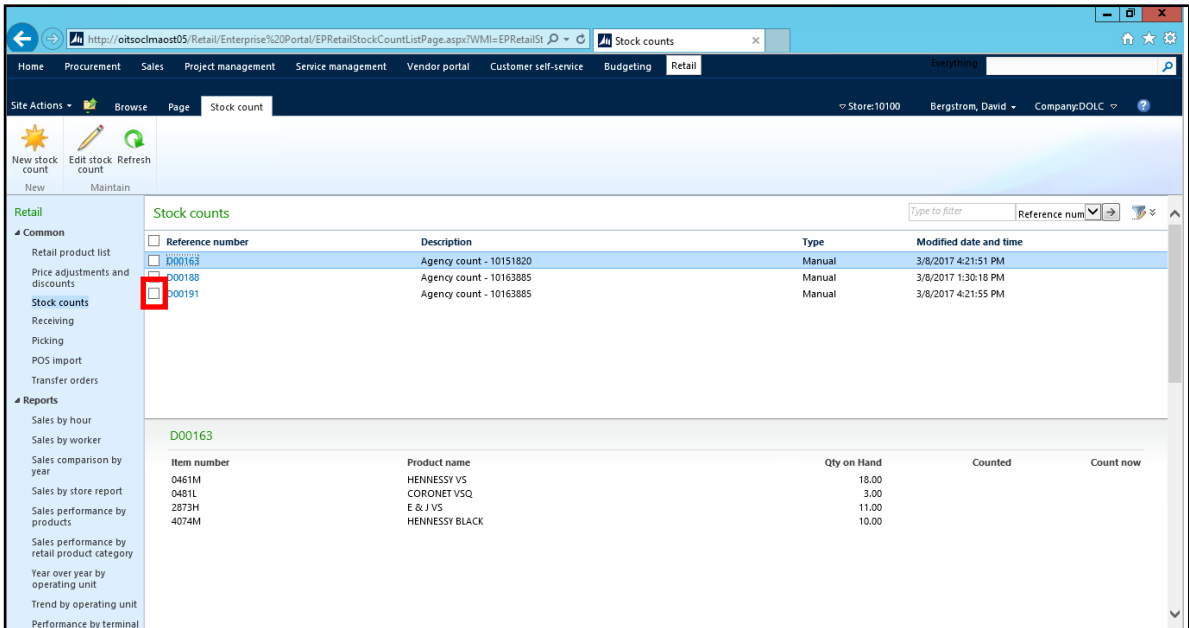
2. Click **Retail** on the menu bar.




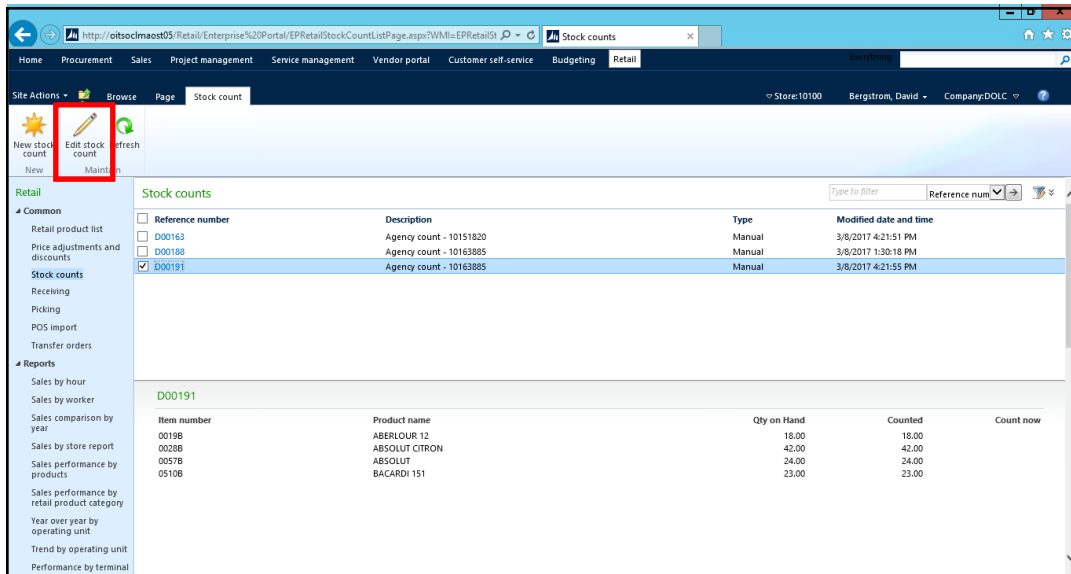
3. Click **Stock counts** on the **Retail** panel on the left.



4. Click  to the left of the appropriate count journal to post. For this example, select "D00191".



5. Click  to edit the count journal.



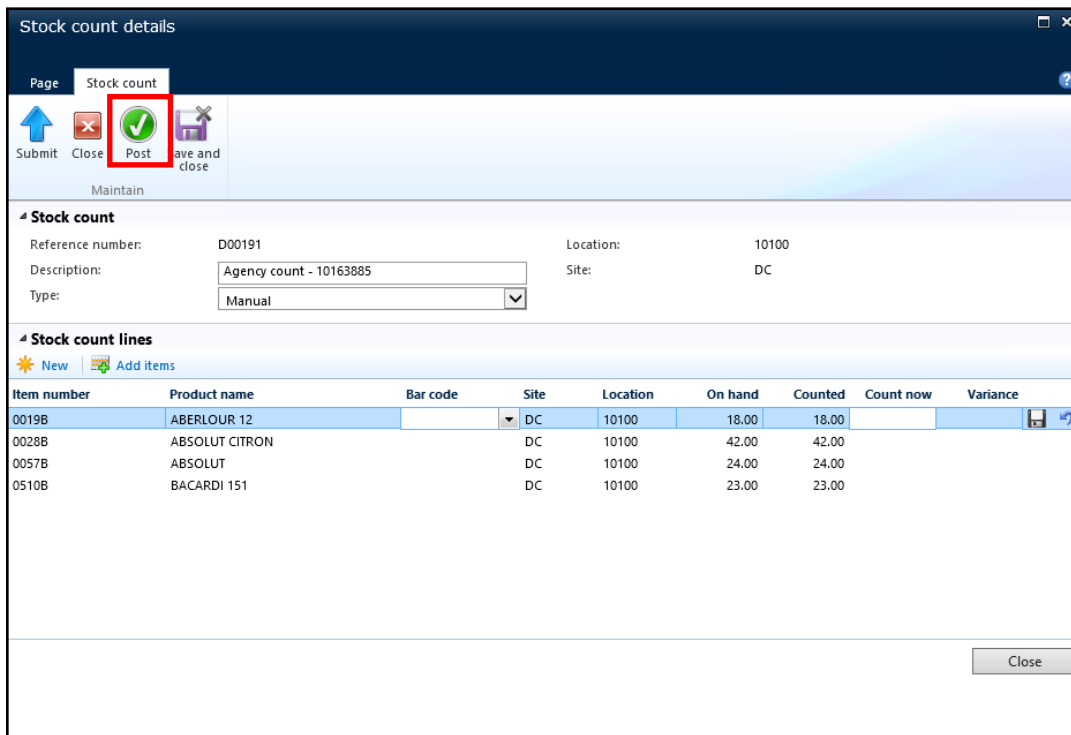
The screenshot shows the 'Stock counts' page in Microsoft Dynamics AX. The 'Edit stock count' button in the Site Actions menu is highlighted with a red box. Below, a table shows stock count details for reference number D00191.

Reference number	Description	Type	Modified date and time
<input type="checkbox"/> D00163	Agency count - 10151820	Manual	3/8/2017 4:21:51 PM
<input type="checkbox"/> D00188	Agency count - 10163885	Manual	3/8/2017 1:30:18 PM
<input checked="" type="checkbox"/> D00191	Agency count - 10163885	Manual	3/8/2017 4:21:55 PM


Item number	Product name	Qty on Hand	Counted	Count now
0019B	ABERLOUR 12	18.00	18.00	
0028B	ABSOLUT CITRON	42.00	42.00	
0057B	ABSOLUT	24.00	24.00	
0510B	BACARDI 151	23.00	23.00	

6. Click  to post the count journal in AX and update the inventory.



The screenshot shows the 'Stock count details' dialog box. The 'Post' button is highlighted with a red box. Below, a table shows stock count lines with columns for Item number, Product name, Bar code, Site, Location, On hand, Counted, Count now, and Variance.

Item number	Product name	Bar code	Site	Location	On hand	Counted	Count now	Variance
0019B	ABERLOUR 12		DC	10100	18.00	18.00		
0028B	ABSOLUT CITRON		DC	10100	42.00	42.00		
0057B	ABSOLUT		DC	10100	24.00	24.00		
0510B	BACARDI 151		DC	10100	23.00	23.00		

 Prior to posting the journal, a recount may be needed. The recount quantities can be entered in the "Count Now" column.

## Results

The count journal has been posted to AX and the inventory has been updated.