



Post Final Cycle Count – Enterprise Portal

Description

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

Trigger

Perform this task when posting the result of an inventory cycle count in the Enterprise Portal.

Prerequisites

A cycle count has been completed and reviewed.

URL Address

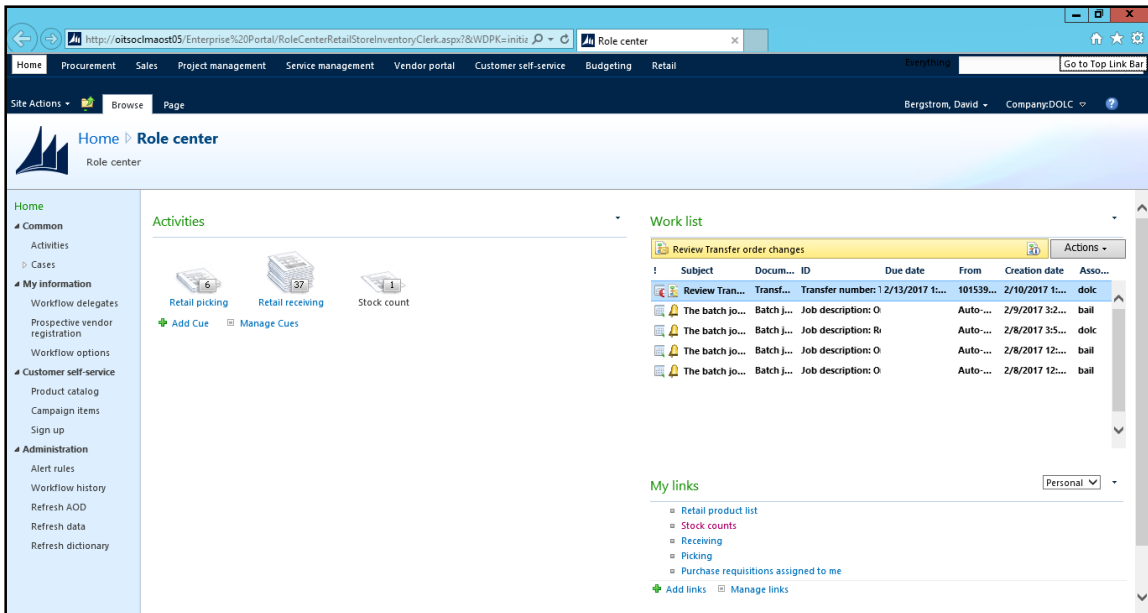
<https://Impaxportal.ohio.gov>

Helpful Hints

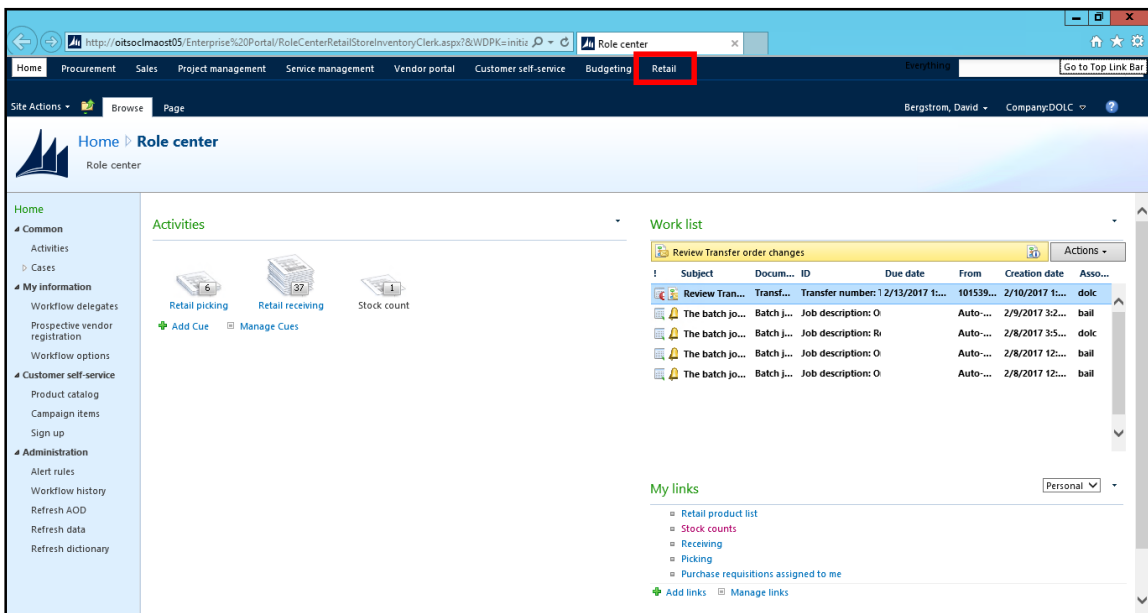
Based on your role, screens may differ in the system from the screens in this job aid.

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

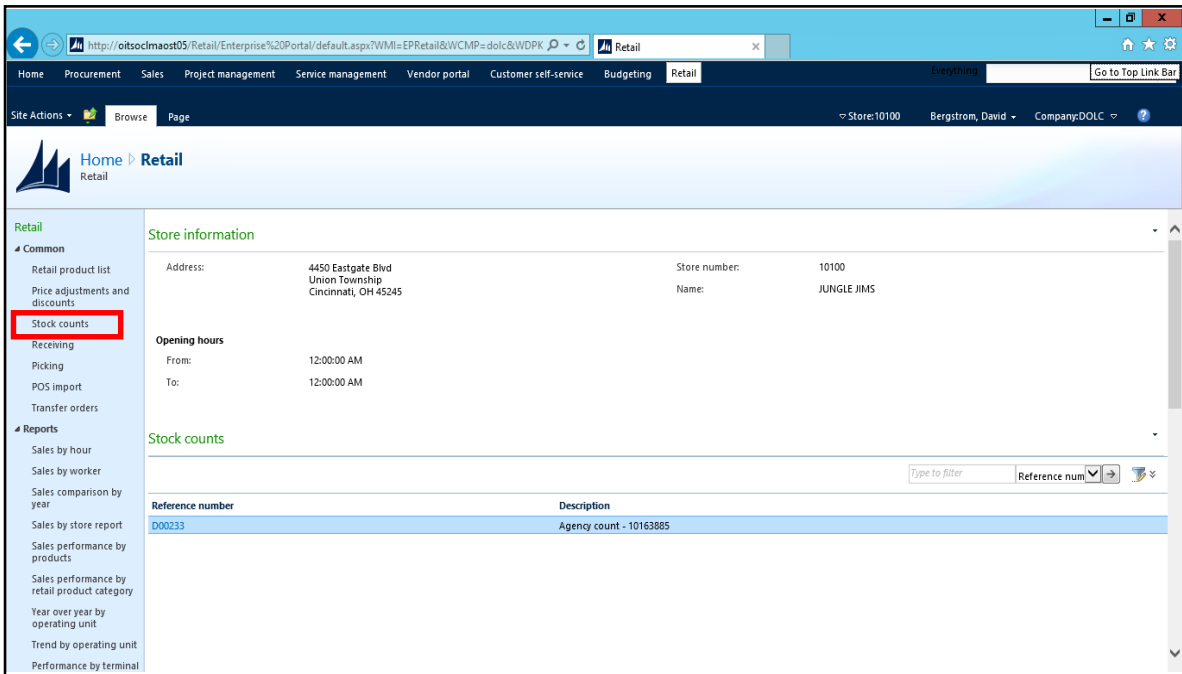
<https://Impaxportal.ohio.gov>



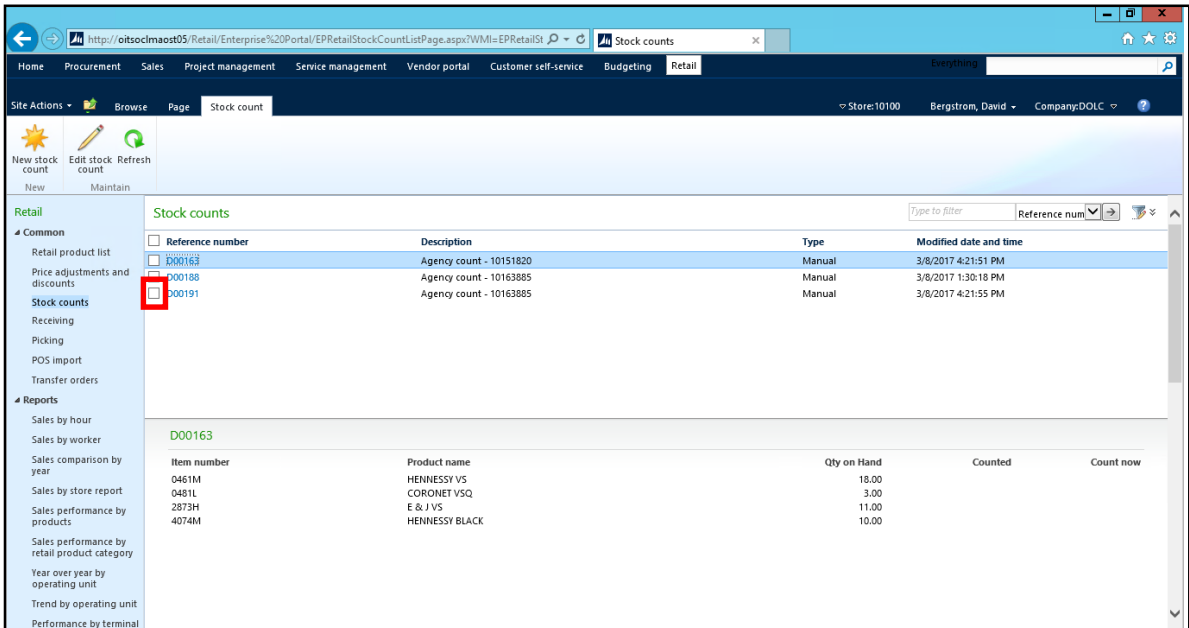
2. Click **Retail** on the menu bar.




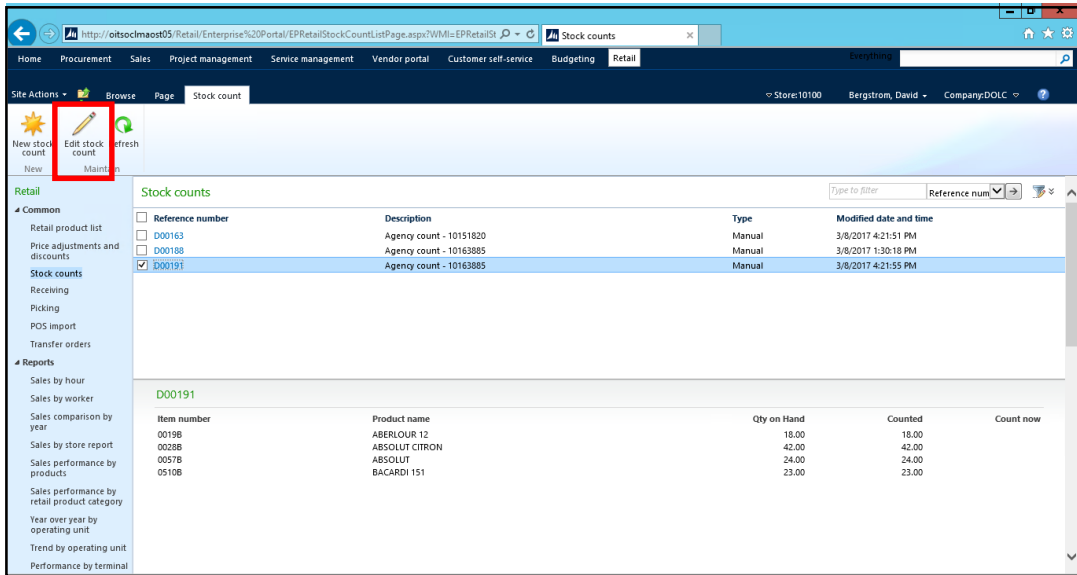
3. Click **Stock counts** on the **Retail** panel on the left.



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



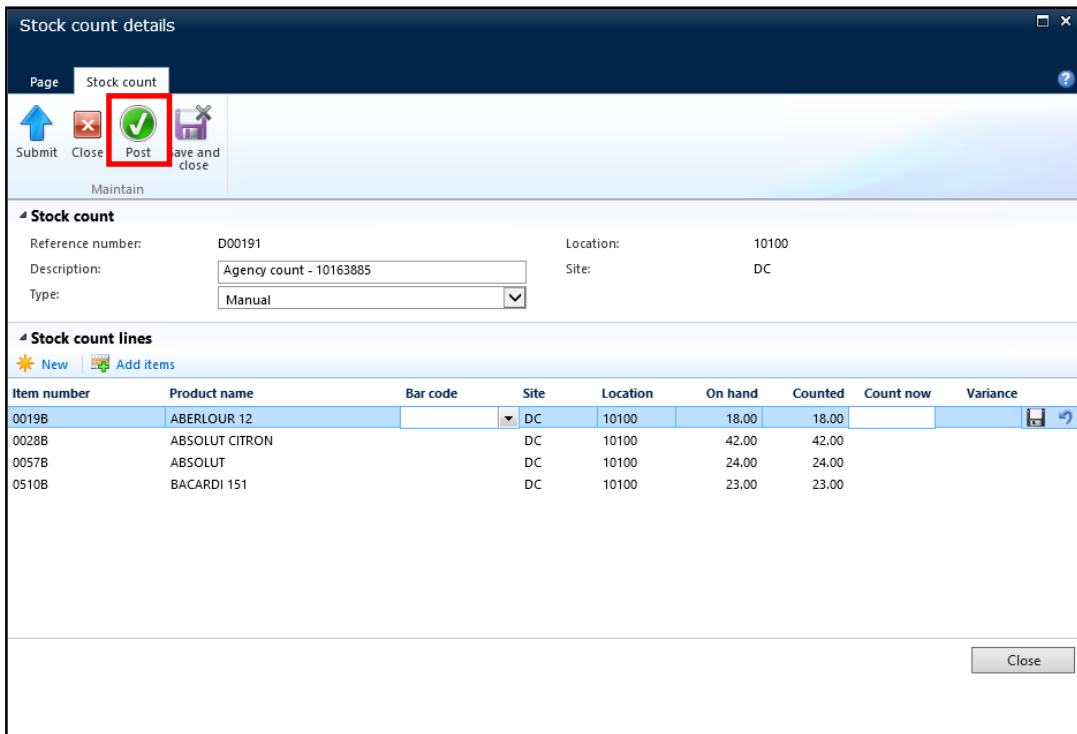
5. Click  Edit stock count to edit the count journal.



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  Post to post the count journal in AX and update the inventory.



Stock count details

Page: Stock count


Submit Close **Post** Save and close

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

Stock count lines

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		

Close

 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.