

# Generate a Cycle Count

Last Modified on 12/19/2023 4:25 pm EST

## Overview

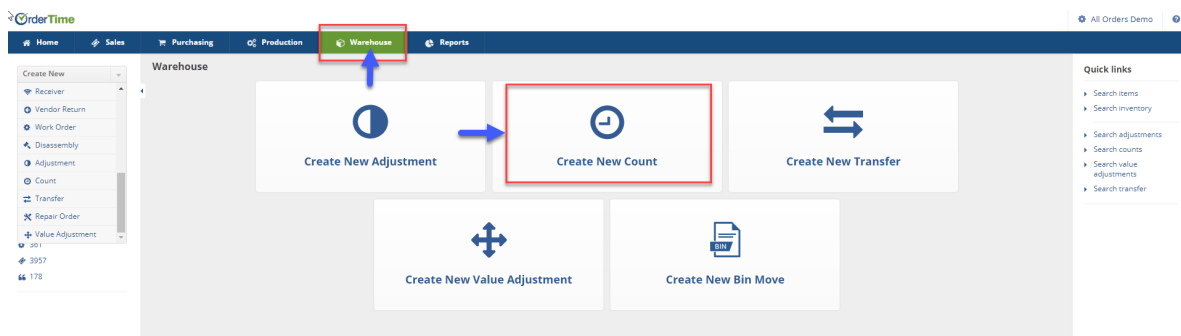
A **cycle count** is an inventory auditing procedure, which falls under inventory management, where a small subset of inventory, in a specific location, is **counted** on a specified day.

### Generate a Cycle Count

The Create New Count module is used for completing inventory cycle count to your 'OWNED' inventory. When you create a new count you are able to assign randomly a section of your inventory for an audit, review results, print reports and research miss counts.

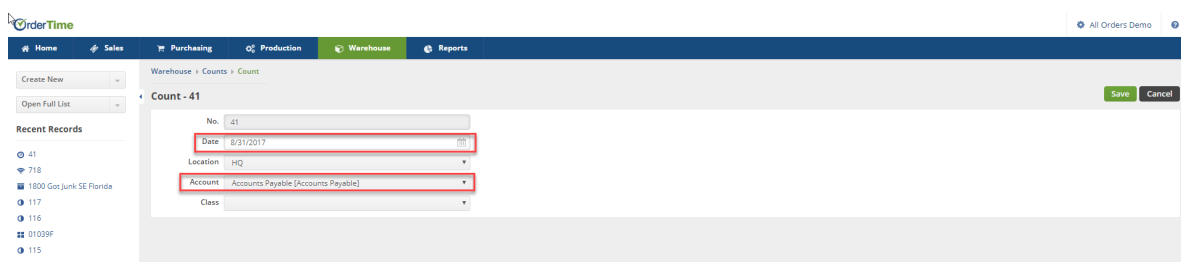
Complete the following steps to complete a New Count (Cycle Count):

On the OrderTime main page, click on the Warehouse module and select Create New Count section.



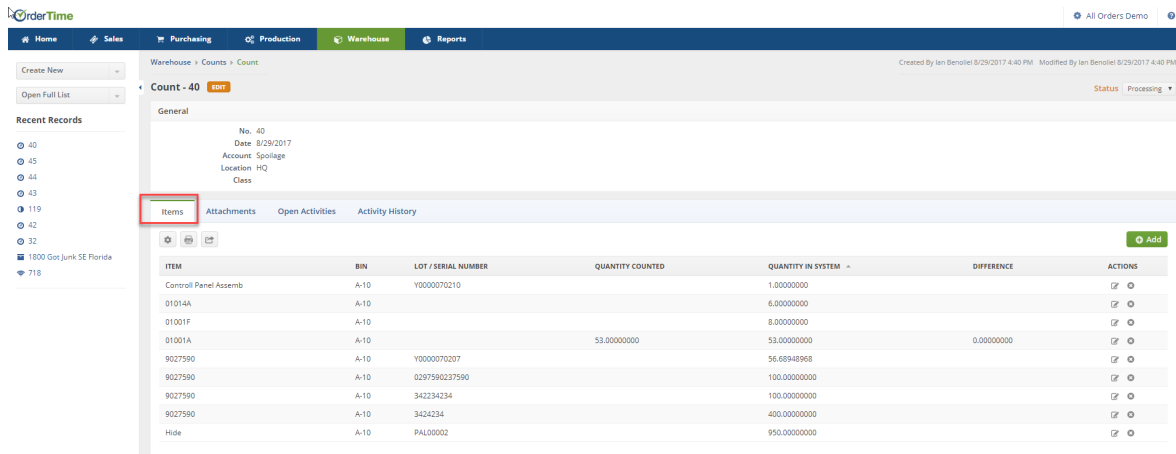
The Count screen will generate the next available count number. On this screen, you will choose the Date, Location, Account to be posted, Class.

- The date will be very important. Whatever counts are completed for the chosen date, process will be marked in your books as of that date.
- Select the Account type you will be making the adjustment to. This selection will depend on the type of inventory adjustment.
  - If you are opening a transaction pick an Equity Account.
  - If you are doing write offs, select a Cost of Goods or an Expense Account (i.e. Spoilage)
- Select class if needed.

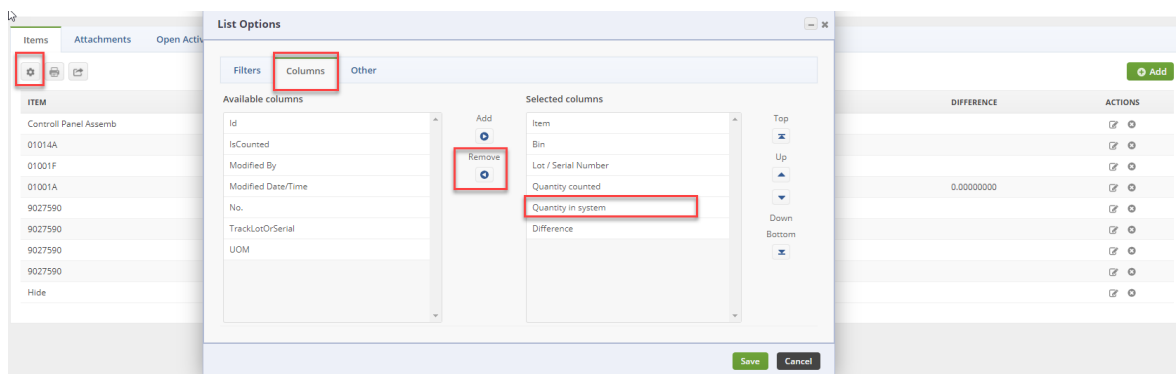


Click on **Save** when done.

The Count screen will display a list of Items, Bin location, Lot/Serial Number, Quantity Counted, Quantity in System, Difference and an Action Column.

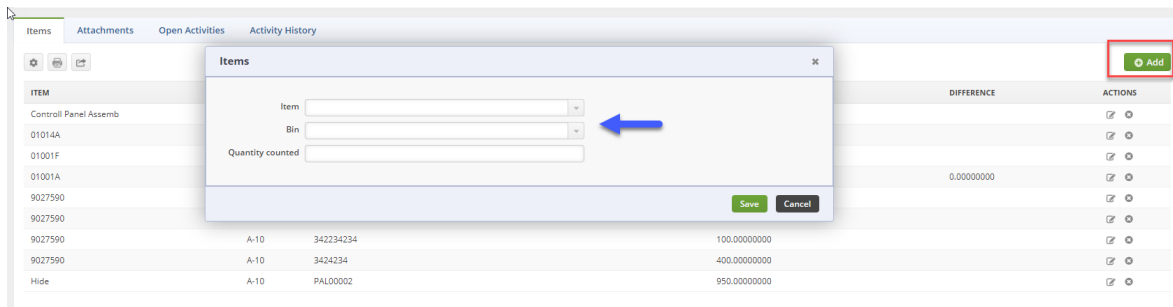


- You can print a cycle count list and hand out to your inventory associates.
  - You can remove the Quantity in System column prior to generating a print out.
  - Click on the Gear icon under the Items tab.
    - Click on the Columns tab
    - Select 'Quantity in the System'
    - Click on the 'Remove' icon
  - Once the print out is give out, you can restore the "Quantity in the System" setting in the system.
    - Click on the Columns tab
    - Select 'Quantity in the System' under **Available columns**
    - Click on the 'Add' icon
  - Click on Save when done.



If you wish to add an additional location to your count, click on the **+Add** icon to the right of the screen.

- Enter the Item Number, Bin Location

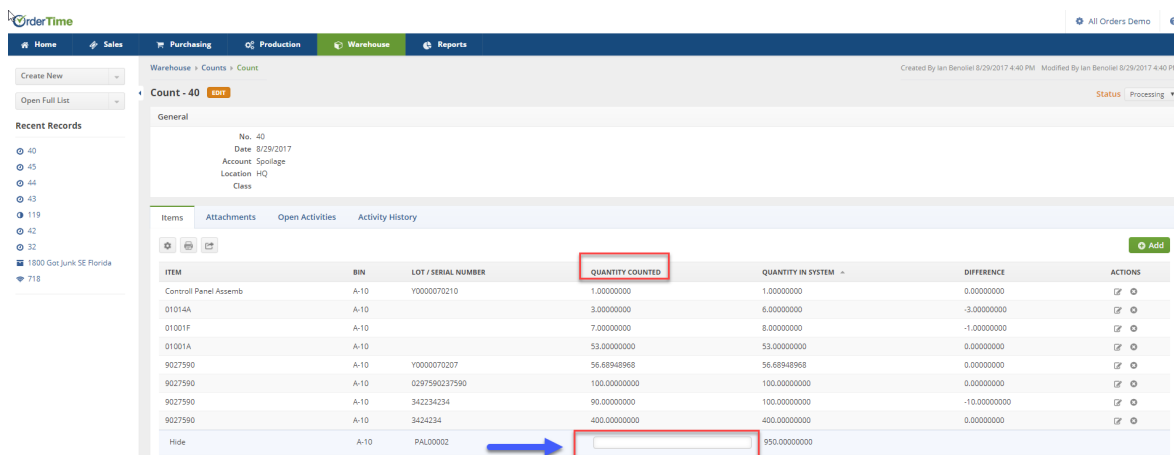


- Click on **Save** when done.

## Enter Quantity Counted

Once you have counted your your bin quantities, enter the count for each item line.

- Click on the line item under the 'QUANTITY COUNTED'
  - You can also click on the Note icon under ACTIONS column
    - Enter the Quantity counted, press Enter
    - Click on **Save**
- Enter the Quantity counted, press Enter
  - You must enter a quantity when processing a count. If there is no items in the Bin, type '0' under the quantities counted.
- Proceed to the next line on the list



When all the have been entered, change the Status from processing to Approved.

- Once you have approved the cycle count, you can not change the report under the Quantity Counted.

Warehouse > Counts > Count

Count - 40 **Processing**

General

No. 40  
Date: 8/29/2017  
Account: Spoilage  
Location: HQ  
Class

ITEM	BIN	LOT / SERIAL NUMBER	QUANTITY COUNTED	QUANTITY IN SYSTEM	DIFFERENCE	ACTIONS
Control Panel Assemb	A-10	Y0000070210	1.00000000	1.00000000	0.00000000	🔍 🗑️
01014A	A-10		3.00000000	6.00000000	-3.00000000	🔍 🗑️
01001F	A-10		7.00000000	8.00000000	-1.00000000	🔍 🗑️
01001A	A-10		60.00000000	53.00000000	7.00000000	🔍 🗑️
9027590	A-10	Y0000070207	56.68948968	56.68948968	0.00000000	🔍 🗑️
9027590	A-10	0297590237590	100.00000000	100.00000000	0.00000000	🔍 🗑️
9027590	A-10	342234234	90.00000000	100.00000000	-10.00000000	🔍 🗑️
9027590	A-10	3424234	400.00000000	400.00000000	0.00000000	🔍 🗑️
Hide	A-10	PAL00002	950.00000000	950.00000000	0.00000000	🔍 🗑️

## Finalize Cycle Count

Complete the cycle count by clicking on the Finalize icon.

- The screen will prompt you to complete your adjustment
  - Click on the 'To Adjustment ###' icon to complete adjustment to your cycle count

Warehouse > Counts > Count

Count - 40 **Approved**

General

No. 40  
Date: 8/29/2017  
Account: Spoilage  
Location: HQ  
Class

ITEM	BIN	LOT / SERIAL NUMBER	QUANTITY COUNTED	QUANTITY IN SYSTEM	DIFFERENCE	ACTIONS
Control Panel Assemb	A-10	Y0000070210	1.00000000	1.00000000	0.00000000	🔍 🗑️
01014A	A-10		3.00000000	6.00000000	-3.00000000	🔍 🗑️
01001F	A-10		7.00000000	8.00000000	-1.00000000	🔍 🗑️
01001A	A-10		60.00000000	53.00000000	7.00000000	🔍 🗑️
9027590	A-10	Y0000070207	56.68948968	56.68948968	0.00000000	🔍 🗑️
9027590	A-10	0297590237590	100.00000000	100.00000000	0.00000000	🔍 🗑️
9027590	A-10	342234234	90.00000000	100.00000000	-10.00000000	🔍 🗑️
9027590	A-10	3424234	400.00000000	400.00000000	0.00000000	🔍 🗑️
Hide	A-10	PAL00002	950.00000000	950.00000000	0.00000000	🔍 🗑️

An adjustment screen will display a variance report with the items that need to be adjusted. Complete adjustments with the 'Create New Adjustment' module. (See Complete Inventory Adjustments article for more information)

- Close the status when done.
- Print the Variance Report by clicking on the Create PDF

Warehouse > Adjustments > Adjustment

Adjustment - 122 **Processing**

General

No. 122  
Date: 8/29/2017  
Account: Spoilage  
Location: HQ  
Class

Summary Revision: 1

Total Amount: 1,955.98

ITEM	QUANTITY	UOM	COST	EXT.
01001A	5	EA	400	2000
01001F	-1	EA	3.273	-3.273
01014A	-3	EA	5.25	-15.75
9027590	-10	lbs	2.5	-25.0
01001A:001001	-3	EA	0	0

## Reload Count:

If there are any pending or new transactions created that you want included in the count but weren't, and that affected the number in inventory that you would like included in your count, the recalculate button will apply any changes made to inventory from the point the count was originally made to the moment you want to update.

The screenshot displays the OrderTime software interface for managing warehouse counts. The top navigation bar includes Home, Sales, Purchasing, Production, Repairs, Warehouse, and Reports. The current view is 'Warehouse > Counts > Count'. A search bar is located at the top left, and user information 'Compu-Center' and 'Logout' are at the top right. The main content area shows a 'Count - 2' record with a 'RELOAD COUNT' button highlighted in red. Below this, there is a 'General' section with fields for No. 2, Date 12/19/2023, Account Inventory, Location HQ, and Class. A table of items is displayed with columns for ITEM, DESCRIPTION, BIN, LOT / SERIAL NUMBER, QUANTITY COUNTED, QUANTITY IN SYSTEM, UOM, and ACTIONS. The table contains 10 rows of item data. At the bottom, there is a pagination control showing '1 of 4' and 'Total Records: 37'.

ITEM	DESCRIPTION	BIN	LOT / SERIAL NUMBER	QUANTITY COUNTED	QUANTITY IN SYSTEM	UOM	ACTIONS
05-GRN-COINC-65(C6G)	potion	Default			500.00	EA	🔍 🗑️
09155-BRMPH-24BR-ASS	Mithril plate	Default			299.00	EA	🔍 🗑️
09360-00-BRUGR	Iron Helmet	Default			899.00	EA	🔍 🗑️
09555-SCUTH-ASS	Ore	Default			599.00	EA	🔍 🗑️
09820-00-BUCMO	Silk Vest	Default			649.00	EA	🔍 🗑️
09940-00-MORPO	glass armet	Default			999.00	EA	🔍 🗑️
17250-20-TECAS	echo screen	Default			450.00	EA	🔍 🗑️
17348-20-TCARB	phoenix down	Default			300.00	EA	🔍 🗑️
17350-20-CARBC	phoenix pinion	Default			149.00	EA	🔍 🗑️
17450-20-POWCA	Partisan	Default			98.00	EA	🔍 🗑️

[More about Inventory Control with Order Time](#)