Quickstore: Physical Inventory/Cycle Count process

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The Physical Inventory function updates the inventory counts of all items in Quickstore. Any item counted updates to the count value, while any item that does not have a quantity entered is set to zero quantity. This can be used when there are not many different items to be counted, and/or when the counting process will not be interrupted. The Standard edition of Quickstore can only use Physical Inventory (not Cycle Count). Standard edition users who need Cycle Count can upgrade (keeping the existing database) by calling in a speaking to a Sales rep.

The Cycle Count function is essentially the same as Physical Inventory, with these changed features: Cycle Count can be paused or stopped at any time, and only the counted items will update quantity. (Uncounted item quantities do not get set to zero.) Cycle Count is

available in the Professional and Enterprise editions of Quickstore.

Process:

1. Activities menu, Physical Inventory
2. At the upper left corner of the window, set Operation to Cycle Count or Physical Inventory, as desired.
3. Press F2 or click the button "F2-Clear List" to clear the list of existing entries.
4. Scan or look up items that you are currently counting. Increment quantity by repeatedly scanning the item, or enter the desired quantity.
5. When you have completed this batch, or if you get interrupted, be sure to press F5 or click the button "F5-Update" so that the work you have done gets recorded. Remember that for the Physical Inventory function, any item not counted will have its quantity set back to zero.
6. For Cycle Count, when starting another batch, go back to Step 3 (Clear List), or back to Step 1 (Activities, Physical Inventory) if you've closed out the window.