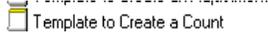


Item Count Transaction

How to Enter a Count Transaction

1. Double-click the **Template to Create a Count** icon

2. Enter the **Item** number or find it using the cabinet search button to the right.
3. Enter the quantity remaining on the shelf as the **Count quantity**
4. The **Counted by** defaults to the person logged on and can be changed.
5. The **Counted on** defaults to the current date and can be changed.
6. You have the option to change the bin location by checking the box and entering the new location in the **Primary location** field.
7. The **G/L account** can also be changed if the defaulted value is not correct.
8. To post the transaction click the **Post** icon or click the **X** in top right corner and answer **Yes** to Post.

