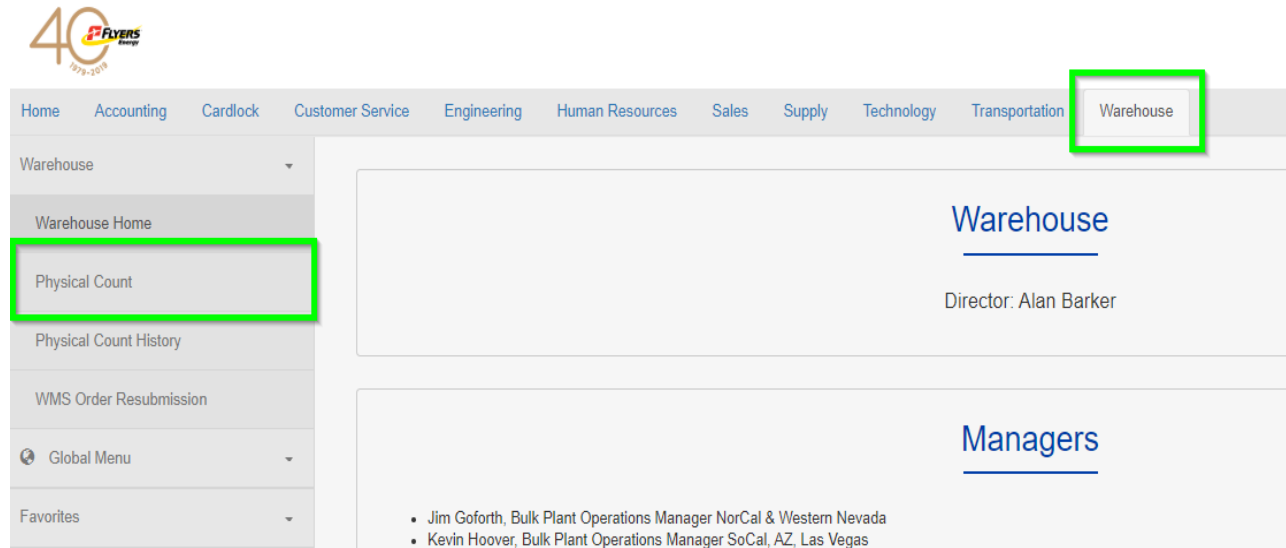


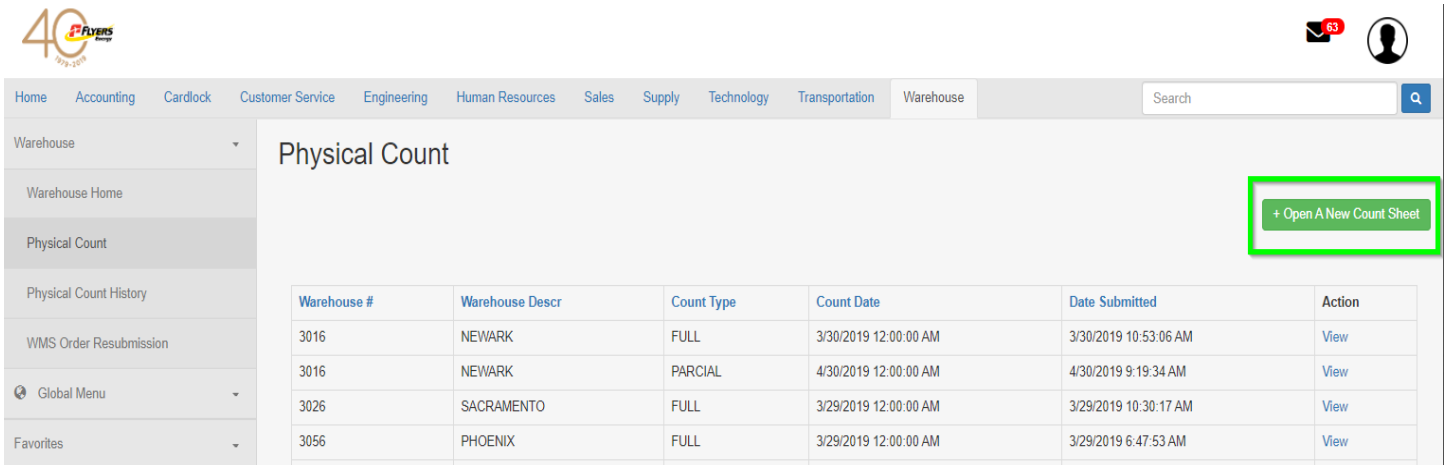
# WMS: End of Month Inventory

## Creating and Submitting a WMS Physical Count Sheet:

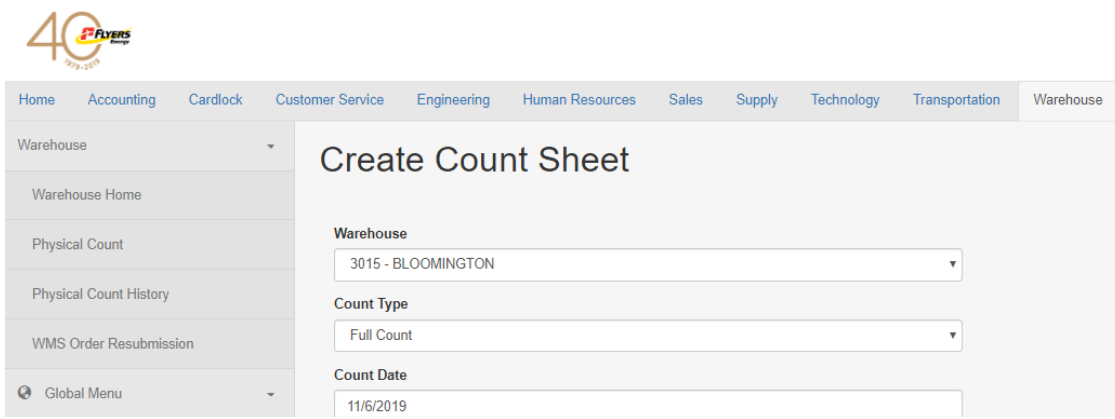
1. In WMS, under the Inventory Workcenter, check the Receiving, Working, and Staging bins. Be sure there is no product in them.
2. In WMS, under the Order Workcenter, process and pick all orders from the previous day. Harmonize all bulk from the previous day.
3. Login to the Intranet, navigate to the “Warehouse” tab and select “Physical Count” from the left side menu.




4. Select the “+ Open A New Count Sheet” button.



5. This will redirect to a “Create Count Sheet” page. Fill in the Warehouse, Count Type, and Count Date. Select “Create”.



- The Count Sheet will now be listed on the “Physical Count” page. Begin cycle counting the warehouse inventory. **Please note:** Inventory may not be counted until a Count Sheet has been created. Once all inventory has been counted, select “View” to open up the Count Sheet.



Home Accounting Cardlock Customer Service Engineering Human Resources Sales Supply Technology Transportation Warehouse

Warehouse

Warehouse Home

Physical Count

Physical Count History

WMS Order Resubmission

Global Menu


Favorites

### Physical Count

[+ Open A New Count Sheet](#)

Warehouse #	Warehouse Descr	Count Type	Count Date	Date Submitted	Action
3015	BLOOMINGTON	FULL	11/6/2019 12:00:00 AM	11/6/2019 2:42:36 PM	<a href="#">View</a>
3016	NEWARK	FULL	3/30/2019 12:00:00 AM	3/30/2019 10:53:06 AM	<a href="#">View</a>
3016	NEWARK	PARCIAL	4/30/2019 12:00:00 AM	4/30/2019 9:19:34 AM	<a href="#">View</a>
3026	SACRAMENTO	FULL	3/29/2019 12:00:00 AM	3/29/2019 10:30:17 AM	<a href="#">View</a>
3056	PHOENIX	FULL	3/29/2019 12:00:00 AM	3/29/2019 6:47:53 AM	<a href="#">View</a>

- Once cycle counting is complete, select “Get Post Count”. This will bring in all the totals for the inventory that was counted and place them under the “PostCount” column. Users are now able to make adjustments and add notes. Each time an adjustment is made, click “Save” to update the count.



Home Accounting Cardlock Customer Service Engineering Human Resources Sales Supply Technology Transportation Warehouse

Warehouse

Warehouse Home

Physical Count

Physical Count History

WMS Order Resubmission

Global Menu

Favorites

### Physical Count Detail

Count Sheet: 3015-247


[Back](#) [Delete](#)

[Get Post Count](#)

[Save](#) [Complete](#)

Bin Info	Product ID	Package	WMS ID	Product Description	PreCount	PostCount	Variance	Adjustment	Adjustment Notes
Bin	232327	55	23232755	CHV GEO HDAX LOW ASH 30	0.00	1.00	1.00		

- To submit the Count Sheet, click on “Complete”. This will notify Procurement the inventory for the warehouse has been completed. **Please note:** Once a count sheet is completed it cannot be undone.



Home Accounting Cardlock Customer Service Engineering Human Resources Sales Supply Technology Transportation Warehouse

Warehouse

Warehouse Home

Physical Count

Physical Count History

WMS Order Resubmission

Global Menu

Favorites

### Physical Count Detail

Count Sheet: 3015-247

[Back](#) [Delete](#)

[Get Post Count](#)

[Save](#) [Complete](#)

Bin Info	Product ID	Package	WMS ID	Product Description	PreCount	PostCount	Variance	Adjustment	Adjustment Notes
Bin	232327	55	23232755	CHV GEO HDAX LOW ASH 30	0.00	1.00	1.00		
Bin	232328	55	23232855	CHV HDAX GEO L ASH 40	0.00	1.00	1.00		