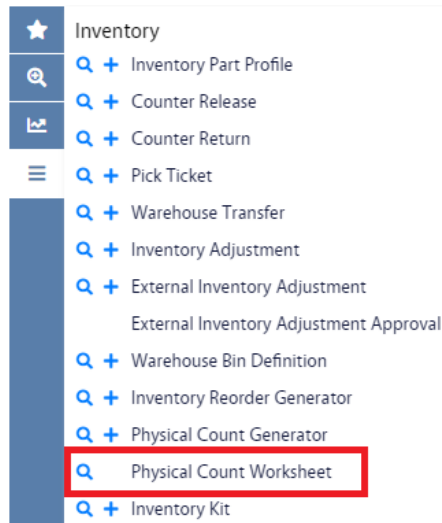
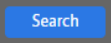



## Completing the Physical Count Worksheet








After the counts have been completed and entered on the Physical Count Worksheet they need to be reviewed and approved. This process consists of finalizing the sheet, review the counts, marking lines that need to be recounted and then approving all other lines.

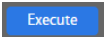
- From the menu, under **Inventory Management – Physical Count Worksheet**



- Click Physical Count Generator hyperlink and then click 
  - Alternatively, you can click  from the menu.
- This will bring you to the Physical Count Worksheet search screen.

### AiM Physical Count Worksheet

Execute		Basic Search		Reset	
★	Action	Display Order	Sort	Operator	
	<a href="#">New Query</a>	<input type="checkbox"/> Transaction	- ▾	= ▾	<input type="text"/>
		<input type="checkbox"/> Set	- ▾	= ▾	<input type="text"/>
	<b>View</b>	<input type="checkbox"/> Description	- ▾	contains ▾	<input type="text"/>
		<input type="checkbox"/> Status	- ▾	= ▾	<input type="text"/> 
		<input type="checkbox"/> Warehouse	- ▾	= ▾	<input type="text"/> 
		<input type="checkbox"/> Count Sequence	- ▾	= ▾	<input type="text"/>
		<input type="checkbox"/> Edit Date	- ▾	= ▾	<input type="text"/> 
		<input type="checkbox"/> Editor	- ▾	= ▾	<input type="text"/> 

- Enter the criteria needed to find the Physical Count Worksheet you are looking for and click 

AiM Physical Count Worksheet

Search

Action	Transaction #	Description	Status	Set	Count Sequence	Warehouse	Cycle Code	Class	Commodity	Item
Export	1001	ANNUAL INVENTORY	APPROVED	1	1	PAINT				
View	1001		APPROVED	1	2	PAINT				
	1002		COUNTING	1	1	PAINT				

5. Click the hyperlink for the Transaction you are looking for.

*Note: Be sure to check the Set if there is more than one set for the Transaction you are looking for.*

AiM Physical Count Worksheet

Edit Search Browse

Action	1	Created By DALLACE UNGER On 4/13/23 8:57 AM	Status	COUNTING
Email		Last Edited by DALLACE UNGER On 4/13/23 11:12 AM	Transaction	1003
Print			Warehouse	PAINT
View			Warehouse	PAINT WAREHOUSE
Notes Log			Count Sequence	1
Status History				

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Recount
Apr 13, 2023	J2.04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA	Apr 13, 2023	DAUN7166	15.0000	No
Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA	Apr 13, 2023	DAUN7166	8.0000	No
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA	Apr 13, 2023	DAUN7166	21.0000	No
Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	Apr 12, 2023	DAUN7166	6.0000	No
Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA	Apr 13, 2023	DAUN7166	17.0000	No
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	Apr 13, 2023	DAUN7166	45.0000	No

6. Click 


AiM Physical Count Worksheet

Save Cancel

Action	1	Created By DALLACE UNGER On 4/13/23 8:57 AM	Status	COUNTING
Notes Log		Last Edited by DALLACE UNGER On 4/13/23 11:12 AM	Transaction	1003
Status History			Warehouse	PAINT
			Warehouse	PAINT WAREHOUSE
			Count Sequence	1

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Recount
Apr 13, 2023	J2.04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA	Apr 13, 2023	DAUN7166	15.0000	<input type="checkbox"/>
Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA	Apr 13, 2023	DAUN7166	8.0000	<input type="checkbox"/>
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA	Apr 13, 2023	DAUN7166	21.0000	<input type="checkbox"/>
Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	Apr 12, 2023	DAUN7166	6.0000	<input type="checkbox"/>
Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA	Apr 13, 2023	DAUN7166	17.0000	<input type="checkbox"/>
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	Apr 13, 2023	DAUN7166	45.0000	<input type="checkbox"/>

7. Edit any of the fields you need to.

8. On the Status, click  to see the list of statuses. Click the hyperlink for the Finalized status.

AiM Physical Count Worksheet

Save Cancel

View

Notes Log

Status History

1

Created By DALLACE UNGER On 4/13/23 8:57 AM  
Last Edited by DALLACE UNGER On 4/13/23 11:12 AM

Status: FINALIZED Q

Transaction: 1003

Warehouse: PAINT  
PAINT WAREHOUSE

Count Sequence: 1

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Adjustment	Adjustment Value	Recount
Apr 13, 2023	J2 04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA	Apr 13, 2023	DAUN7166	15.0000	15.0000	0	<input type="checkbox"/>
Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA	Apr 13, 2023	DAUN7166	8.0000	6.0000	267.7116	<input type="checkbox"/>
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA	Apr 13, 2023	DAUN7166	21.0000	-92.0000	-2,612.9932	<input type="checkbox"/>
Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	Apr 12, 2023	DAUN7166	6.0000	2.0000	54.5564	<input type="checkbox"/>
Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA	Apr 13, 2023	DAUN7166	17.0000	12.0000	349.818	<input type="checkbox"/>
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	Apr 13, 2023	DAUN7166	45.0000	39.0000	1,577.901	<input type="checkbox"/>

9. You will be shown the **Adjustment** which tells you if the physical count found more parts (a positive number) or fewer parts (a negative number). The **Adjustment Value** tells you the change in value of those parts in inventory.

10. Click in the Recount checkbox for any line that needs to be recounted.

11. Click 

AiM Physical Count Worksheet

Edit Search Browse

Action

Email

Print

View

Notes Log

Status History

1

Created By DALLACE UNGER On 4/13/23 8:57 AM  
Last Edited by DALLACE UNGER On 4/13/23 11:29 AM

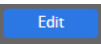
Status: FINALIZED

Transaction: 1003

Warehouse: [PAINT](#)  
PAINT WAREHOUSE

Count Sequence: 1

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Adjustment	Adjustment Value	Recount
Apr 13, 2023	J2 04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA	Apr 13, 2023	DAUN7166	15.0000	15.0000	\$0.00	Yes
Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA	Apr 13, 2023	DAUN7166	8.0000	6.0000	\$267.71	No
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA	Apr 13, 2023	DAUN7166	21.0000	-92.0000	\$(2,612.99)	Yes
Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	Apr 12, 2023	DAUN7166	6.0000	2.0000	\$54.56	No
Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA	Apr 13, 2023	DAUN7166	17.0000	12.0000	\$349.82	No
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	Apr 13, 2023	DAUN7166	45.0000	39.0000	\$1,577.90	Yes

12. When there are no updates and you are ready to approve the accepted counts, click 

13. On the Status, click  to see the list of statuses. Click the hyperlink for the Approved status.

**AiM Physical Count Worksheet**

Save Cancel

1

Created By DALLACE UNGER On 4/13/23 8:57 AM  
Last Edited by DALLACE UNGER On 4/13/23 11:29 AM

Status: APPROVED Q  
Transaction: 1003  
Warehouse: PAINT  
PAINT WAREHOUSE  
Count Sequence: 1

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Adjustment	Adjustment Value	Recount
Apr 13, 2023	J2 04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA	Apr 13, 2023	DAUN7166	15.0000	15.0000	0	<input checked="" type="checkbox"/>
Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA	Apr 13, 2023	DAUN7166	8.0000	6.0000	267.7116	<input type="checkbox"/>
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA	Apr 13, 2023	DAUN7166	21.0000	-92.0000	-2,612.9932	<input checked="" type="checkbox"/>
Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	Apr 12, 2023	DAUN7166	6.0000	2.0000	54.5564	<input type="checkbox"/>
Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA	Apr 13, 2023	DAUN7166	17.0000	12.0000	349.818	<input type="checkbox"/>
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	Apr 13, 2023	DAUN7166	45.0000	39.0000	1,577.901	<input checked="" type="checkbox"/>

14. Click 

**AiM Physical Count Worksheet**

Search

1

Created By DALLACE UNGER On 4/13/23 8:57 AM  
Last Edited by DALLACE UNGER On 4/13/23 1:36 PM

Status: APPROVED  
Transaction: 1003  
Warehouse: PAINT  
PAINT WAREHOUSE  
Count Sequence: 1

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Adjustment	Adjustment Value	Recount
Apr 13, 2023	J2 04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA	Apr 13, 2023	DALUN7166	15.0000	15.0000	\$0.00	Yes
Apr 13, 2023	P4224	P4224 - DTM ACRYLIC LATEX	GA	Apr 13, 2023	DALUN7166	8.0000	6.0000	\$267.71	No
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA	Apr 13, 2023	DALUN7166	21.0000	-92.0000	\$12,612.99	Yes
Apr 13, 2023	P4228	P4228 - AMBASSADOR LATEX EXTERIOR	GA	Apr 12, 2023	DALUN7166	6.0000	2.0000	\$54.56	No
Apr 13, 2023	P4229	P4229 - ALL PURPOSE LATEX PRIMER	GA	Apr 13, 2023	DALUN7166	17.0000	12.0000	\$349.82	No
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA	Apr 13, 2023	DALUN7166	45.0000	39.0000	\$1,577.90	Yes

15. The adjustments will be made to the Bins and a new Physical Count Worksheet will be created with just the lines to be recounted in a **Status** of Generated. The Count Sequence will be incremented by one.

**AiM Physical Count Worksheet**

Search

Action	Transaction #	Description	Status	Set	Count Sequence	Warehouse	Cycle Code	Class	Commodity	Item
Export	1003		APPROVED	1	1	PAINT				
View	1003		GENERATED	1	2	PAINT				

16. The process will start over with the new Physical Count Set.

**AiM Physical Count Worksheet**

Edit Search Browse

1

Created By DALLACE UNGER On 4/13/23 1:36 PM  
Last Edited by DALLACE UNGER On 4/13/23 1:36 PM

Status: GENERATED  
Transaction: 1003  
Warehouse: PAINT  
PAINT WAREHOUSE  
Count Sequence: 2

Schedule Date	Bin	Part	UOM	Count Date	Counted By	Item Count	Recount
Apr 13, 2023	J2 04 P2239	P2239 - LIQUID WRENCH SUPER PENETRANT, 11 OZ, #L1-12	EA				No
Apr 13, 2023	P4225	P4225 - LATEX INTERIOR	GA				No
Apr 13, 2023	P4238	P4238 - URETHANE FINISH 88-06-225	GA				No