ENTERING INVENTORY
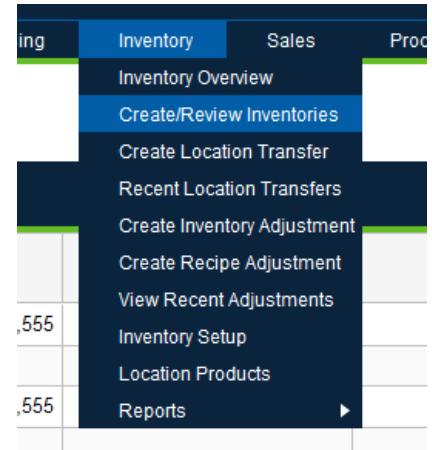
1. Start by hovering over the *Inventory Tab* and clicking on *Create/Review Inventories*

2. This will bring you to the *Physical Inventory* page, and you will see the current post period on the top left and the date of the current inventories listed below

3. One the right side of the screen, you will click on *Count Sheet* and this will bring you to the list of items to be inventories grouped by location. On the right side
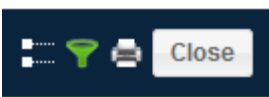
of the screen, you will see the unit that the item is to be measured in, as well as any other alternate units. On the top right side of the screen, you will see the *Print* icon that will allow you to print the count sheets.

   a. The *Export* screen will pop up that will let you choose how you want to export the list in order to print


   By choosing *Page Break on Storage Location* it will allow you to separate each storage location on separate pages.

   Once the export is complete, it will be saved to your computer, and you can go into your documents and print them from there. Save the document with a name including the date.

   You can reprint these count sheets for the upcoming weeks when you need count sheets.

4. Once you are ready to enter your counts, go back to the *Physical Inventory* page and click on *Data Entry*

5. From here it will show you a similar page to the *Count Sheet* page except there will be blank spots next to each item in each of the available columns for varying units of counting.

   a. You can always click *Save and Close* if you need to take a break from entering inventory but don't want your progress to be lost
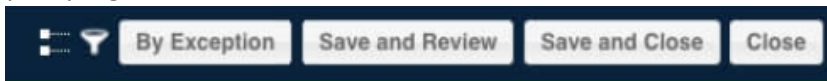

6. Once you have completed your inventory and you are sure your counts are ready, click the *By Exception* button on the top right if it is available. This will fill in zeros for any item that does not have a count.

7. To finalize your inventory click *Save and Review* to bring you to the review screen where you can fix any counting errors

   a. You will see three tabs on the top left of the screen , by clicking on each of them it will display the inventory as such

      i. *Quantity*: will review the physical counts as you entered them
      ii. *Value*: will show the extended value of inventory counts
      iii. *Analysis*: will show all activity for each product (beginning, received, ending)

   b. This will give you a chance to review your inventory and highlight any counting error to go back and fix

      i. Any items that show the inventory price/cost is incorrect, reach out to the Uno Help Desk

   c. Verify all order for the week ending date are in Crunchtime and the invoices are all reconciled

d. Verify all PBI's (Purchase by Invoice) are entered into Crunchtime and reconciled
e. Verify all IUTs are complete
f. Once you are certain that all numbers are correct for the week, hover over the *Administration* tab and click on *Post Inventory*
   i. You will be prompted with the following screen

	Reports	Administration
		Administration Overview
		Post Inventory
		Post Labor
		Upload/Download Files
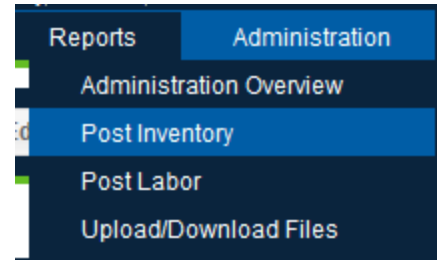
Summary for Post Period Ending 08/09/2020

Period Purchases :	$2,903.67
Period Consumption :	$5,680.44
Ending Inventory :	$17,360.05

Post   Cancel