



# Create a Cycle Count Journal in Enterprise Portal

## Description

Use this task to create a Count journal to perform an inventory cycle count. Inventory needs to be counted every 30 days. It does not need to be counted all at one time. You can count different items at different times. However, you must count all of an item throughout the entire store at the same time.

## Trigger

Perform this task when you need to perform an inventory cycle count.

## Prerequisites

Physical inventory needs to be counted.

## URL Address

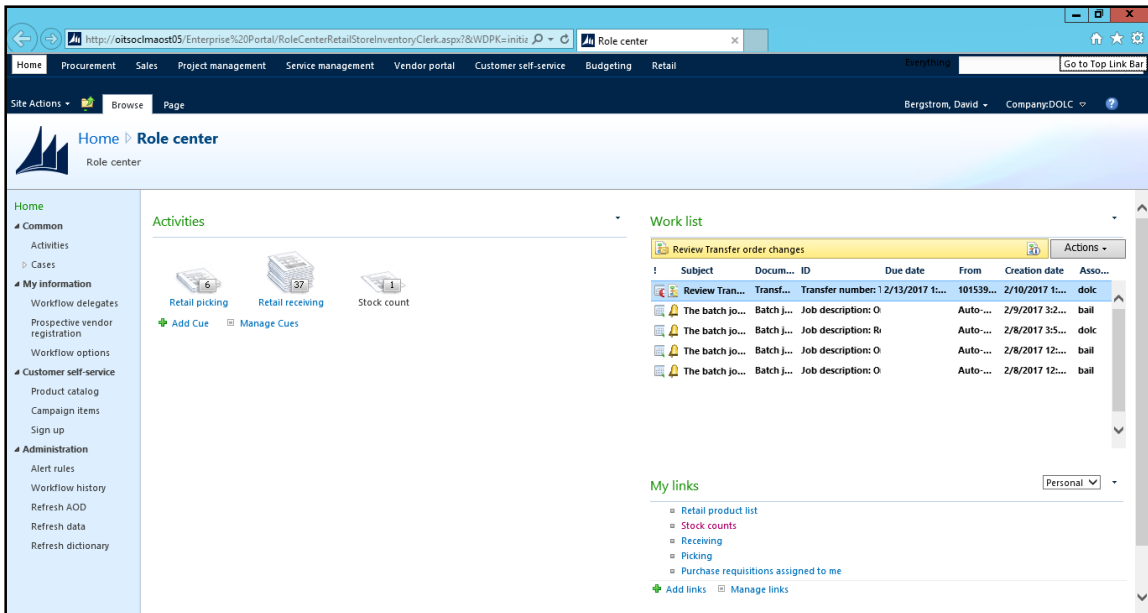
<https://Impaxportal.ohio.gov>

## Helpful Hints

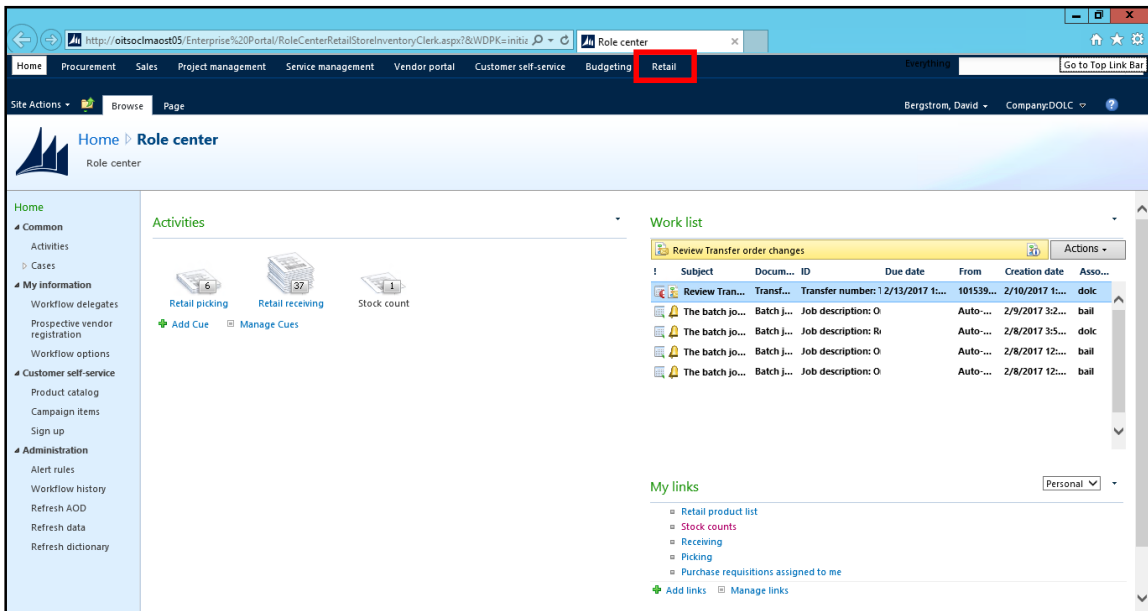
- **Based on your role, screens may differ in the system from the screens in this job aid.**
- There are two ways to populate the items in a count journal. The first is to manually enter each item to be counted as noted in steps 7-10 in this job aid. The second is to leave the items out of the count journal and have the items auto-populate from the RF Scanner when performing your counts.
- Count journals will also be used to reduce inventory when the agency has caused the damage.

1. Begin this task by going to the DOLC Enterprise Portal:

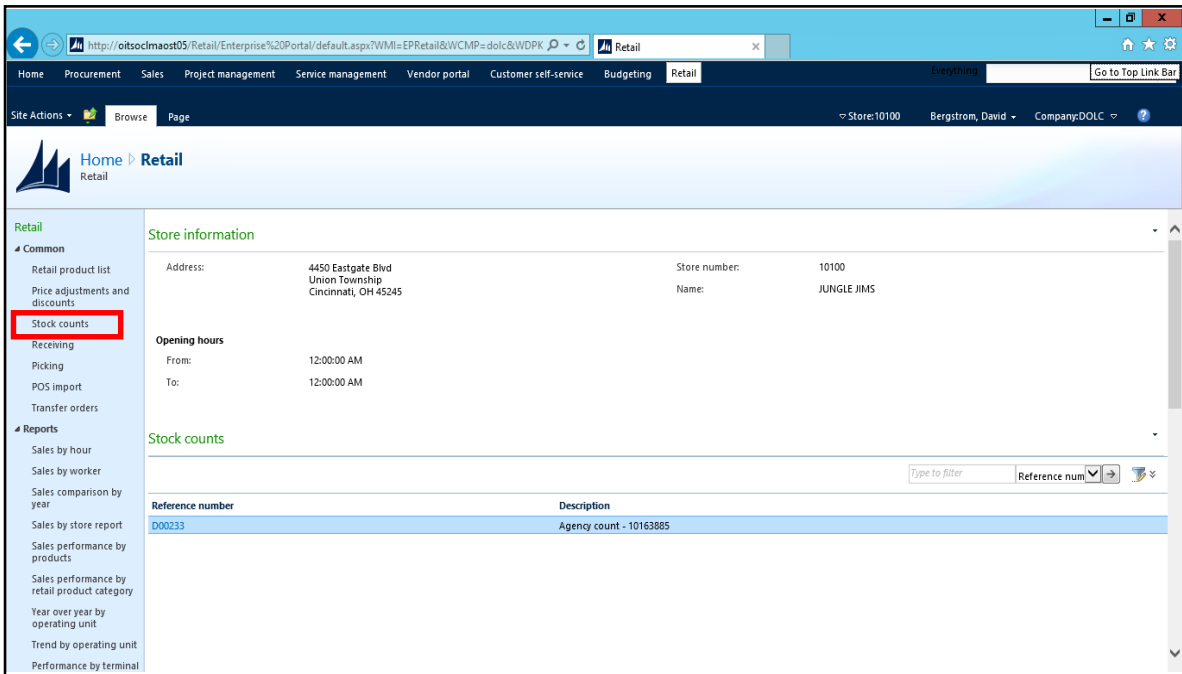
<https://Impaxportal.ohio.gov>




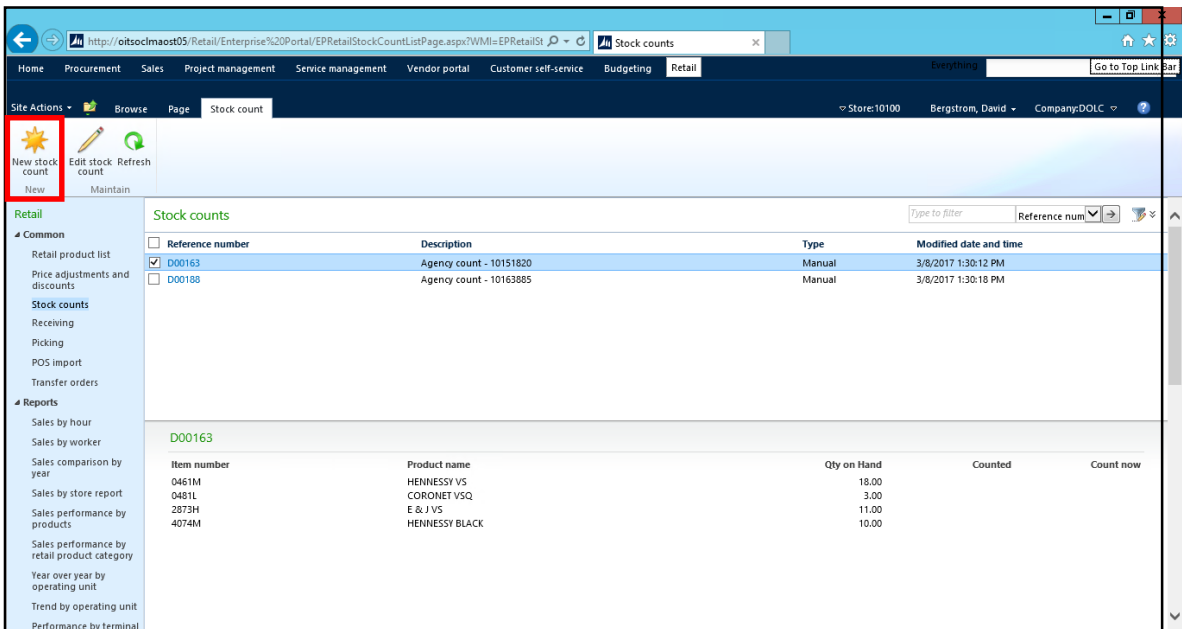
2. Click **Retail** on the menu bar.




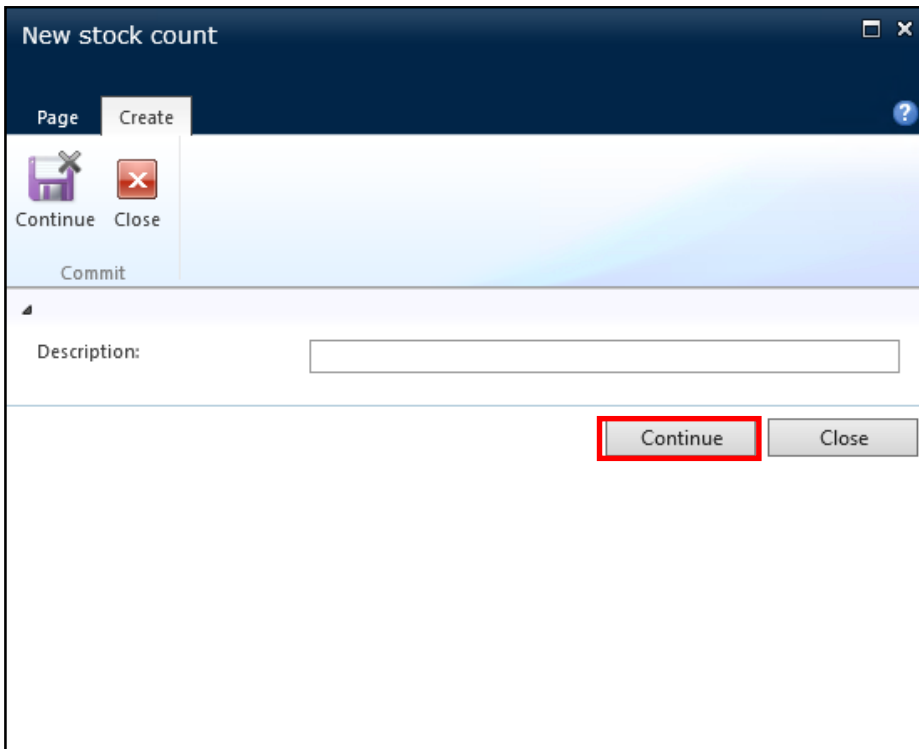
3. Click **Stock counts** from the **Retail** panel on the left.




4. Click  **New stock count** to create a new Count journal.




5. Click  .

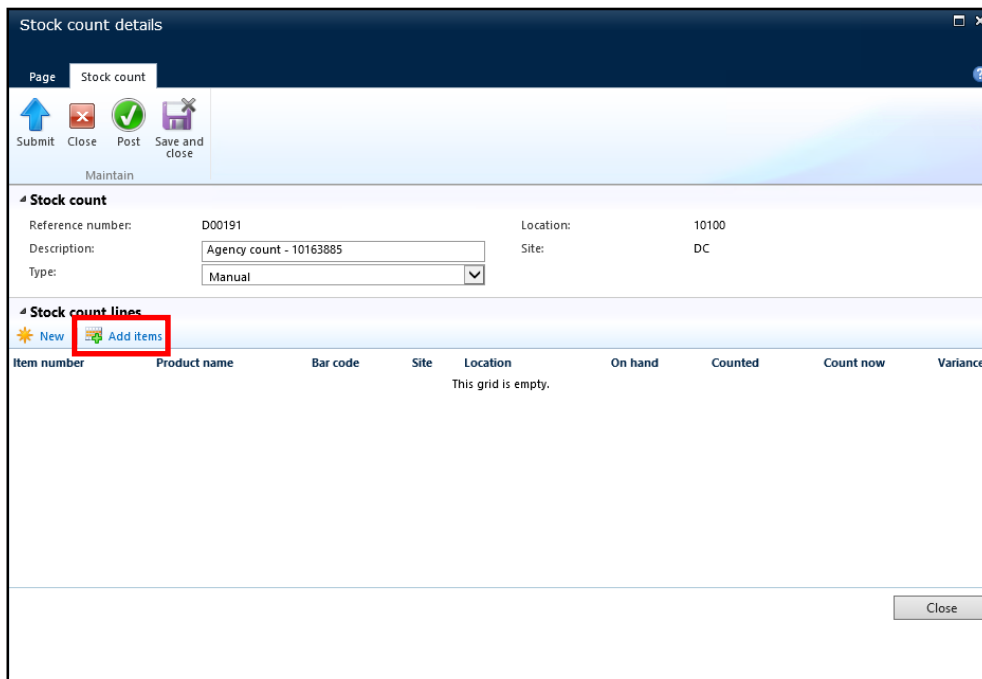


 Leaving the **Description** field blank will enable the system to auto-populate the **Description** field with “Audit Count – User ID.”

6.

If you want to:	Then, go to:
Enter the items to be counted	Step 7
Leave the count journal empty to be populated as items are being counted with the RF Scanner	Step 11

7. Click  **Add items** to add a product to the Count journal.

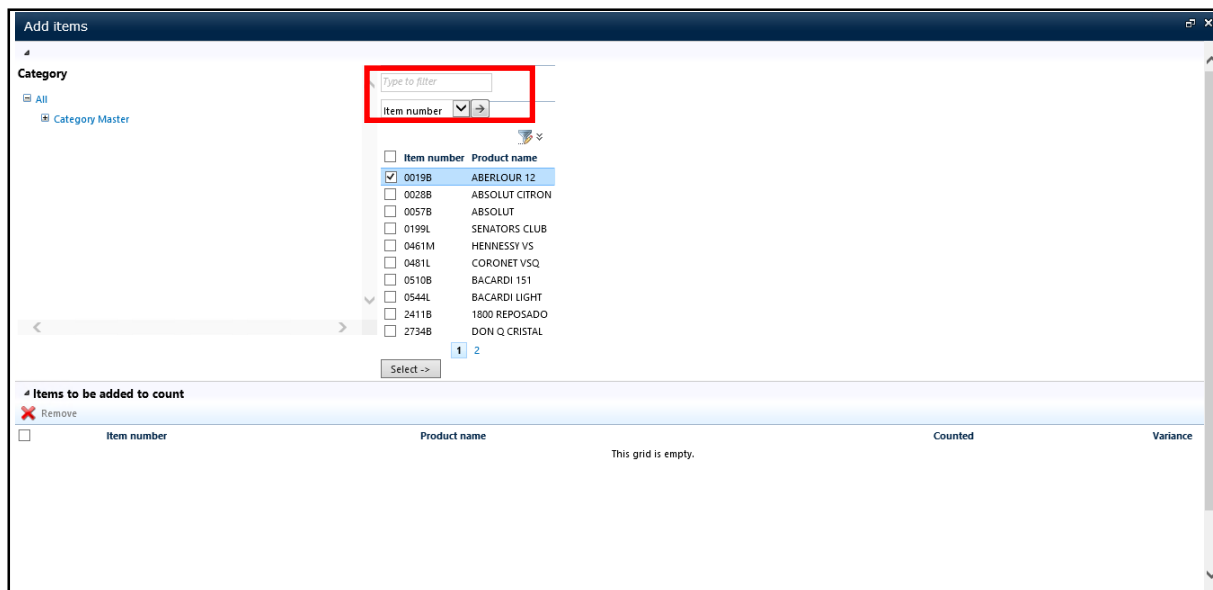


The screenshot shows the 'Stock count details' window. At the top, there are buttons for 'Submit', 'Close', 'Post', and 'Save and close'. Below these are fields for 'Reference number' (D00191), 'Location' (10100), 'Description' (Agency count - 10163885), 'Site' (DC), and 'Type' (Manual). The 'Stock count lines' section is currently empty, with a red box highlighting the 'Add items' button. The table below has columns for 'Item number', 'Product name', 'Bar code', 'Site', 'Location', 'On hand', 'Counted', 'Count now', and 'Variance'. A 'Close' button is at the bottom right.

8. Select  to the left of the item number(s) to add to the Count journal. In this example, select  the left of "0006B, 0028B, 0057B and 0510B."



If the item number is known, search functionality can be used at the top of the list.

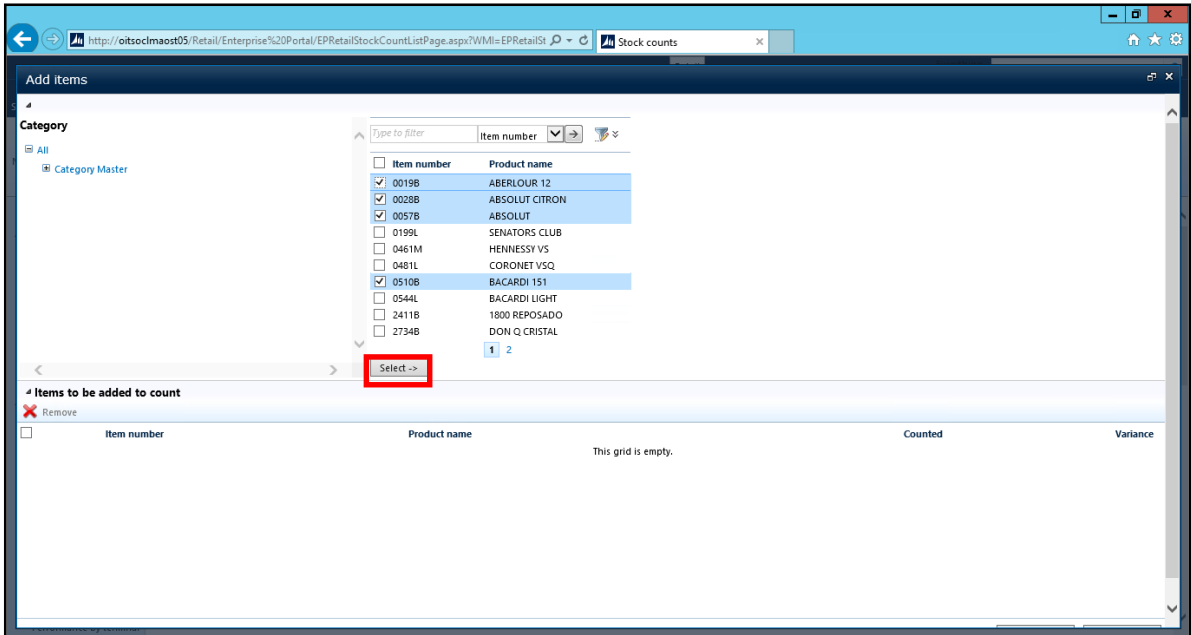


The screenshot shows the 'Add items' window. It features a search bar with the text 'Type to filter' and a dropdown menu for 'Item number'. Below this is a list of items with checkboxes. The first item, '0019B ABERLOUR 12', is selected. Other items include '0028B ABSOLUT CITRON', '0057B ABSOLUT', '0199L SENATORS CLUB', '0461M HENNESSY VS', '0481L CORONET VSQ', '0510B BACARDI 151', '0544L BACARDI LIGHT', '2411B 1800 REPOSADO', and '2734B DON Q CRISTAL'. A 'Select ->' button is at the bottom of the list. Below the list is a section for 'Items to be added to count' with a 'Remove' button and a table with columns for 'Item number', 'Product name', 'Counted', and 'Variance'. The table is currently empty.

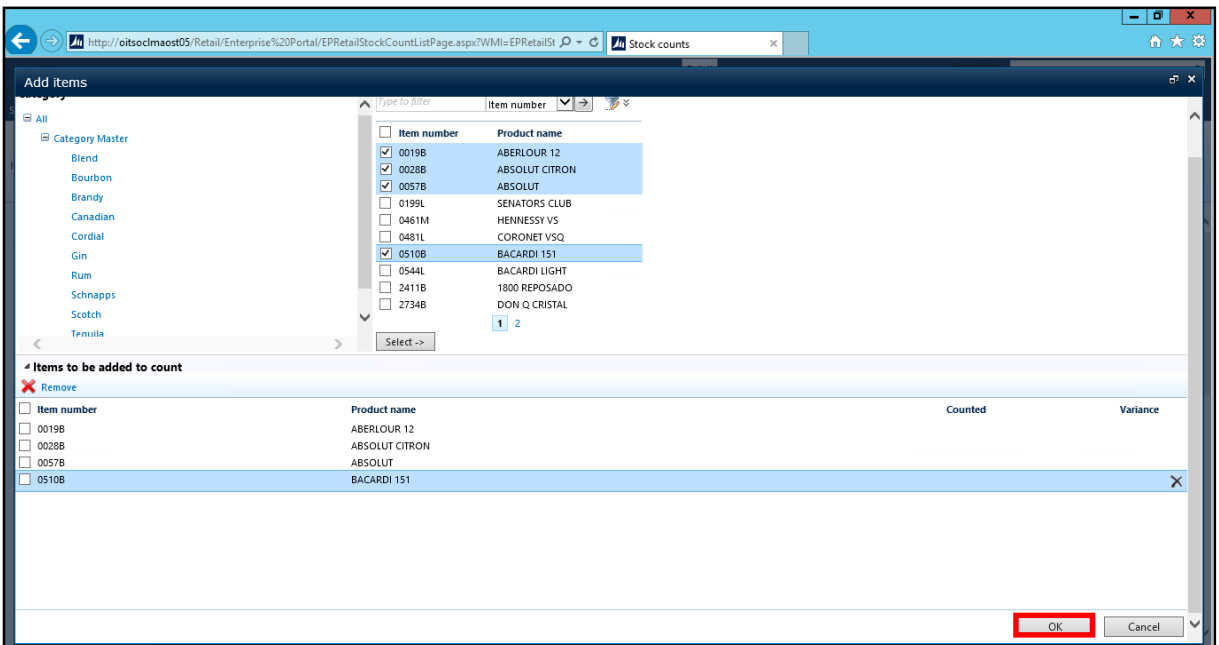
9. Click **Select ->** to add the item to the Count journal.

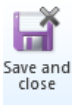


To count a specific category of liquor, select Category Master on the left panel and choose the category to count.

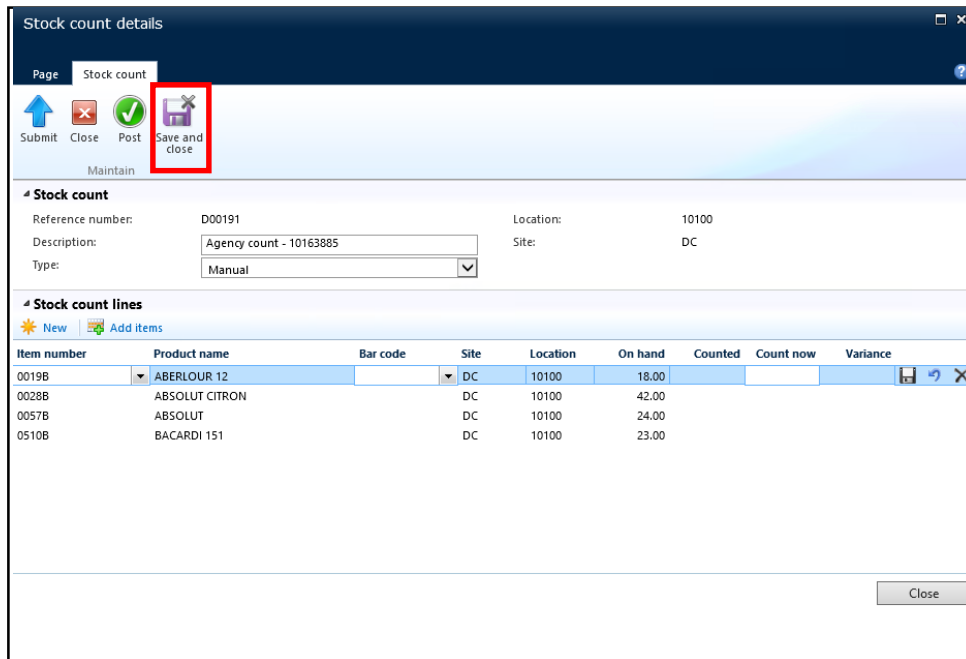


10. Click **OK** when all line items have been added to the Count journal.





11. Click to save the Count journal and send it to the RF Scanner.



## Results

You have created a Count journal to perform a physical inventory.