

Count on **Two** Screens

| Set up on the desktop, scan the aisle with your phone, and true up your on-hand.

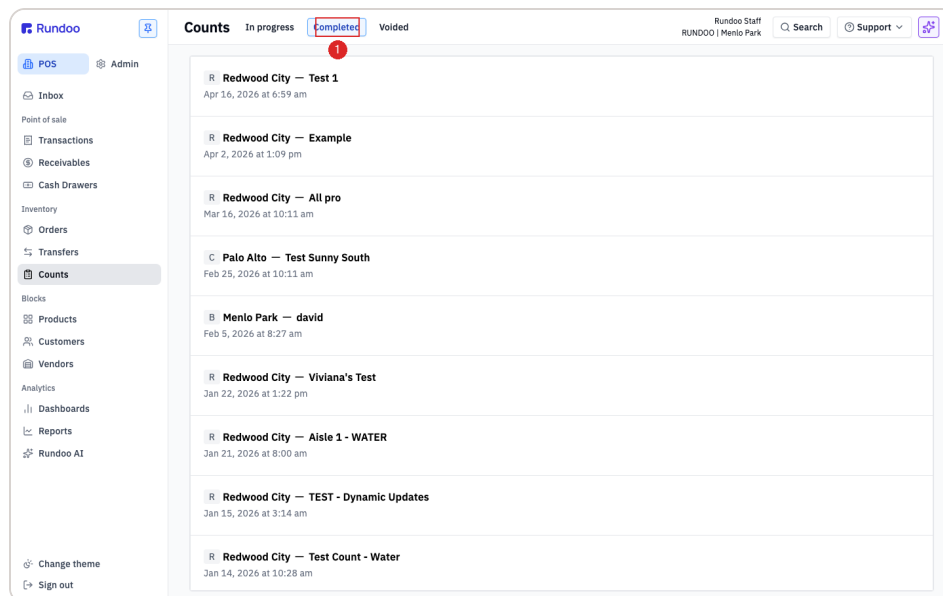
Step-by-step walkthrough ~4 min read Companion to the [6:54 video](#)

You know your store better than anyone, so you know the moment the number in the system and the boxes on the shelf stop agreeing. An inventory count is how you true that back up, and Rundoo lets you do it without closing up shop or wrestling with a clipboard. The trick is that it spans two screens: you set the count up at the desk on the web POS, you walk the aisle scanning on your phone, and you come back to the desk to review and finish. This guide walks that whole loop.

WHERE COUNTS LIVE

The Counts tab

In **Point of Sale** mode, open the **Counts** tab on the left. Every count you have ever run lives here, split by a top-tab strip: **In progress**, **Completed**, and **Voided**. The Completed tab is your running history, each count listed with its location, name, and the time it was committed.



The Counts tab is home base. Completed counts stack up here with their location, name, and timestamp.

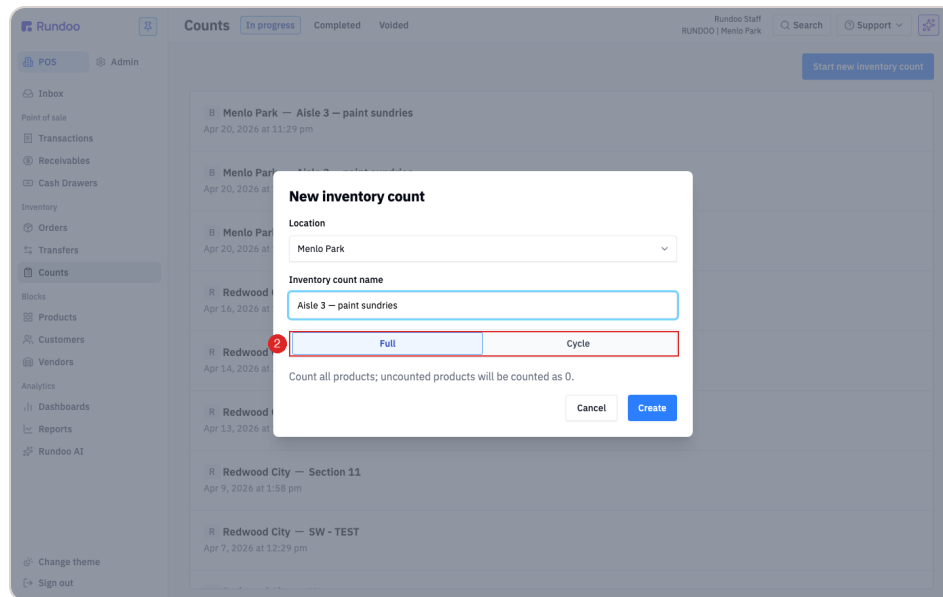
DO THIS

Run a count, start to finish

1

Start a new count at the desk

Flip to the **In progress** tab and click **Start new inventory count** in the top-right. That opens the **New inventory count** window, where you pick the location and give the count a clear name like "Aisle 4 – Adhesives" so future-you knows what it was.



Name the count for the shelf you are walking, then pick your scope. This is the decision that matters most.

2

Pick your scope: Full or Cycle

This is the one choice to get right. A **Full** count is a wall-to-wall, every-shelf reconciliation, the kind you do at end of year. Handle it with care: Rundoo counts any product you do not touch as **0** and writes it down to zero when you finish. For almost everything else, choose **Cycle**. A Cycle count only reconciles the products you add, so you can walk one aisle, one vendor, or one department and leave the rest of the store untouched. Click **Create** to drop into the count.

3

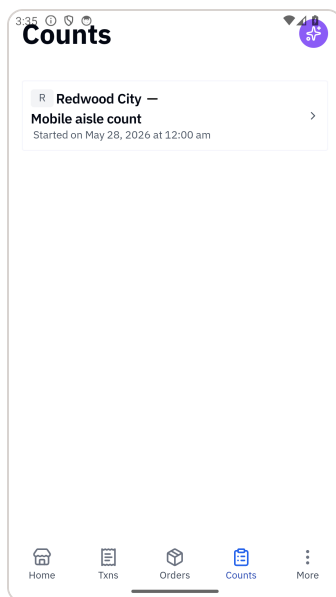
Build your count list

On a **Cycle** count the list starts empty, so you build it with **Add products** in the top-right. Search for specific items, or pull in a whole vendor or category to grab a shelf at once. (On a **Full** count every active product is already waiting for you in **To count**, so there is nothing to add.) Anything that turns up on the shelf but was not expected can be added the same way, and it comes in with an Expected of 0 so whatever you count is pure variance.

4

Walk the aisle with your phone

Now leave the count open at the desk, grab your phone, and go to the shelf. Open the **Rundoo POS** app and tap the **Counts** tab at the bottom. The count you just started is right there under In progress. Tap to open it and start scanning: each scan lands the product on the **Counted** list, and scanning the same item again adds one more. The phone and the desk share the same count in real time, so what you scan in the aisle updates the numbers back in the office as you go.



The phone is continue-only: it counts and scans in the aisle, but the count is always started and finished on the web.

5

Review the variance back at the desk

Once the walk is done, head back to the web POS and open the **Counted** tab. Each row lays out five numbers: **EXPECTED** (what Rundoo thought was on hand), **COUNTED** (what you entered, still editable here), **VARIANCE** (counted minus expected, green if you found more, red if you are short), **COST**, and **VARIANCE(\$)** (the dollar impact). The **Total Variance** pill in the top-right rolls it all up. That total is your sanity check. Use the **Notes** box at the bottom to record why the numbers moved, like "found a misplaced case behind the display." Notes stay on the record for good.

6

Complete the count

The bottom-right cluster has three buttons in order of commitment. **Void** throws the count away and adjusts nothing. **Save draft** parks it in **In progress** so you can finish later. **Complete** is the real thing: it adjusts your on-hand by the variance on every counted row and posts a journal entry to your books for the dollar difference. This is one-way, there is no undo, so give the Total Variance one last look before you click. When you are ready, click **Complete**, confirm if Rundoo asks, and the count moves to **Completed**.

KEEP IT HANDY

At a glance

WHERE POS → Counts Start and finish on the web POS.	SCOPE Full or Cycle Cycle for one shelf; Full zeroes what you skip.
IN THE AISLE Rundoo POS app → Counts Continue-only. Scan to count.	FINISH Complete One-way: adjusts on-hand, posts to GL.

Good to know

- Want a copy for your records or your accountant? Click the three dots next to **Sort** and choose **Export Inventory Count Products** *before* you Complete. The export option disappears once a count is finished.
- Expected and Counted are total stock, on hand plus committed. If 5 are on hand and 3 are committed to an open sale, Expected shows 8, so count 8. Complete adjusts only the on-hand portion by the variance.
- Splitting a big count across staff? Divide by aisle, vendor, or fineline first. If two people count the same row at once, the last save wins and quietly overwrites the first.
- Run your first one as a small Cycle count in your practice store. It is a dress rehearsal, so it never touches your live inventory or your real books.