Rundoo

INVENTORY COUNTS

Cycle Count

> Count a slice of your inventory without touching the rest. You pick the products; Rundoo reconciles just those.

Step-by-step walkthrough 4 min read Companion to the Running an Inventory Count video

DO THIS

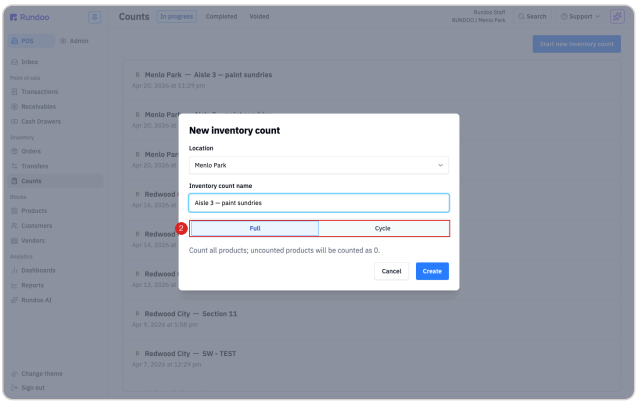
A cycle count, step by step

1 Start a new count

In the web POS, open **Counts** (under Inventory) and click **Start new inventory count**. Pick your location and give the count a name you will recognize later, like "Aisle 7 fasteners."

2 Choose Cycle

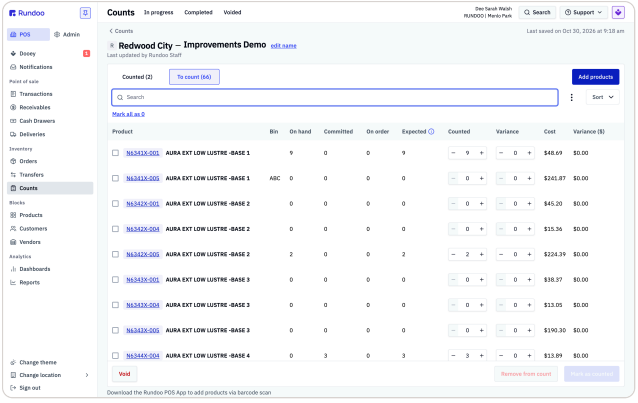
On the type toggle, choose **Cycle**, then click **Create**. A cycle count starts empty, because you decide what goes on it.



The New inventory count dialog. Choose Cycle to count only the products you add.

3 Add the products you want to count

Click **Add products** and pick the items for this count: product by product, by vendor, category, or product tag. You can keep adding more at any point before you finish.

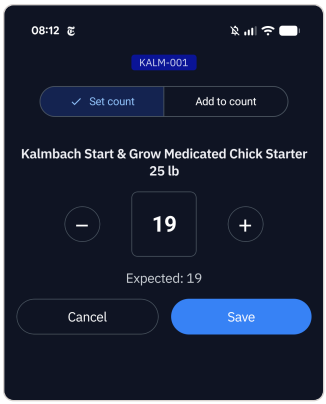


Add products builds your count list. Each item shows its Expected number and the Variance your count creates.

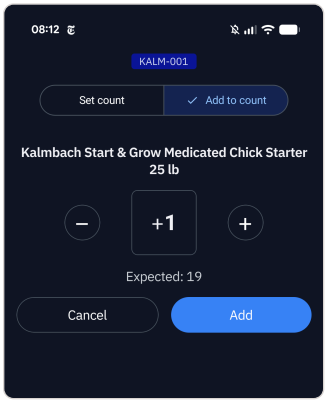
4 Count those items

Enter what you actually have for each item you added. On the web, type the number in the **Counted** cell and press Tab to jump straight to the next row, or use the minus and plus stepper for small counts.

On the Rundoo POS App, scan a product or tap it to open its counter. Use **Set count** to enter the quantity in hand, or **Add to count** to add to a count you already started, so the same product counted in two places adds up instead of overwriting.



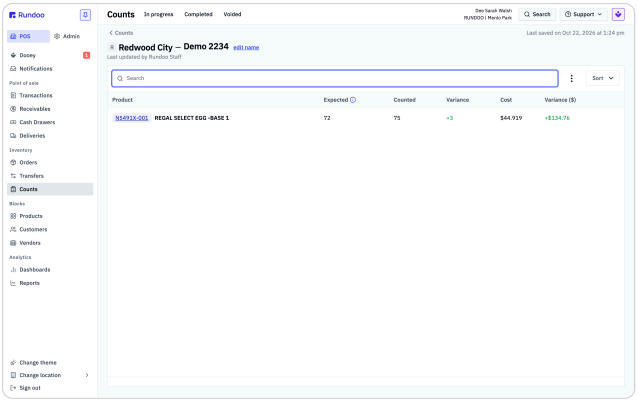
Set count on the Rundoo POS App: enter the exact quantity for this product.



Add to count adds to the running total instead of replacing it. Count 5 on the shelf, then add 10 from the storage room, and the count reads 15.

5 Review your variance

Switch to the **Counted** tab to review the items you counted: each one's Expected, your Counted, and the Variance between them, with the dollar impact in the Variance ($) column. While the count is open, a **Total Variance** total sits at the top right so you can see your net over or short at a glance. Recount anything that looks wrong before you finish.



The Counted tab shows each product's Expected, Counted, and Variance, with the dollar impact. Here 75 counted against 72 expected is a +$134.76 overage.

6 Finish the count

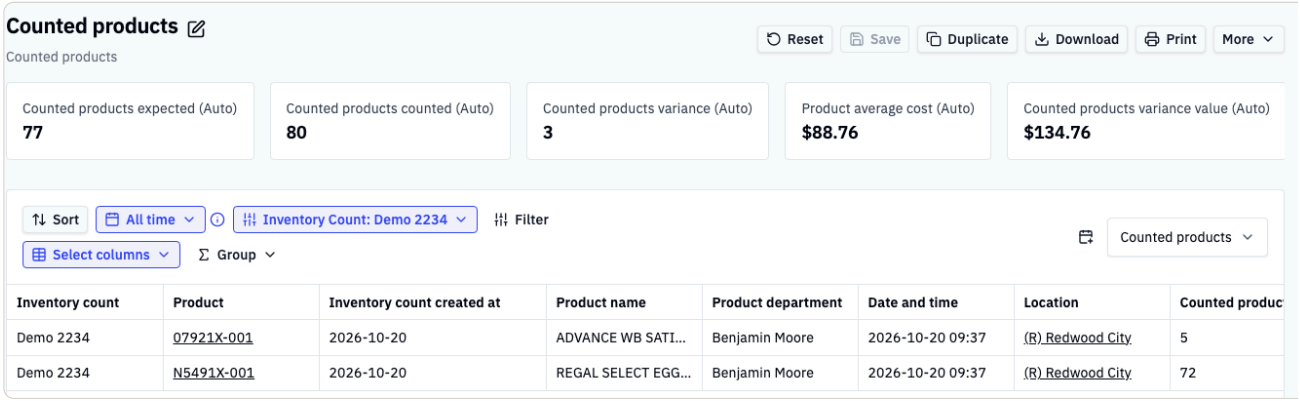
There are three ways to end a count. If it was a false start, click **Void** and nothing posts. If you need to step away, click **Save draft** and pick it up later. When the numbers are right, click **Complete**.

7 Know what Complete does

Complete is final. It adjusts on-hand for the products you counted and posts a journal entry to your books. Everything you did not add to the count is left untouched. Reversing it means running another count, so read the Total Variance one more time first.

8 Pull the variance report

On the completed count, open the three-dot menu and choose **Build Inventory Count Variances Report**. It opens a live report of every variance on this count, which you can sort, download, or print for your records.



The Counted products report, pre-filtered to your count. Download or print it for the paper trail.

KEEP IT HANDY

At a glance

COUNT TYPE **Cycle** Reconciles only what you add.	UNCOUNTED ITEMS **Left untouched** Nothing outside your list changes.
FINISHING **Void / Save draft / Complete** Only Complete posts.	AFTER COMPLETING **Variances Report** Live report, download or print.

Good to know

- Cycle counts are safe to run often. Only the products you add are reconciled; the rest of your inventory is never touched.
- Staying open is fine. A sale or delivery mid-count moves both Expected and Counted, so your variance holds.
- Complete cannot be undone. It writes to on-hand and your books, so fixing a mistake means another count.