INVENTORY COUNTS

Full Count

THREE WAYS TO ENTER A COUNT

1

Type

Fastest for most rows.

Type the number, press Tab

2

Stepper

Small counts and quick fixes.

Tap minus or plus

3

Scan

Walking the aisle.

Rundoo POS App

Run it in six steps

1. Open **Counts**, click **Start new inventory count**
2. Name it, choose **Full**, click **Create**
3. Count every product on the shelf
4. **Mark all as 0** for any inventory left at the end of the count that you do not have in stock
5. Review **Total Variance** on the Counted tab
6. **Complete**, then build the Variances Report

What Complete does

Posts for good.

Adjusts on-hand by each variance and posts a journal entry. **Cannot be undone.**

Stay open: a sale or delivery mid-count moves both Expected and Counted together, so your variance holds.