Rundoo

INVENTORY COUNTS

Full Count

> Count the whole location in one pass.

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

DO THIS

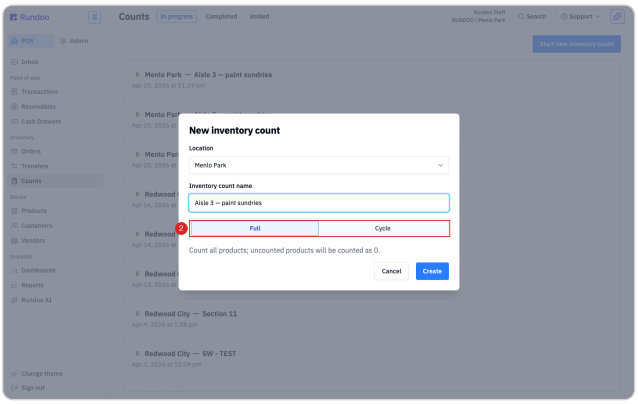
A full count, step by step

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 "Full count, March 2026."

2 Choose Full

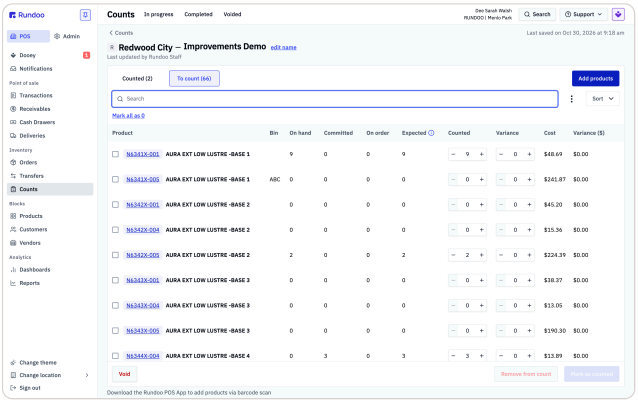
On the type toggle, choose **Full**, then click **Create**. A full count covers every product at the location.



The New inventory count dialog, with Full selected.

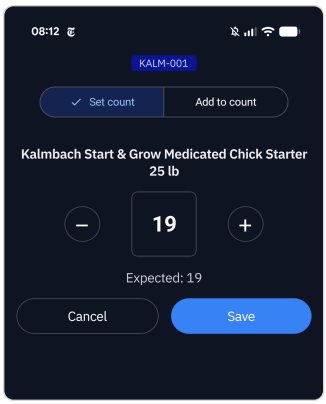
3 Count every product on the shelf

Walk the location and enter what you actually have. 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. The row moves to the Counted tab as you go.

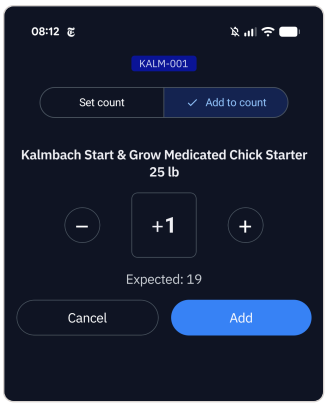


The To count tab on the web. On hand and Expected come from Rundoo; you fill Counted, and the Variance is the difference.

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.



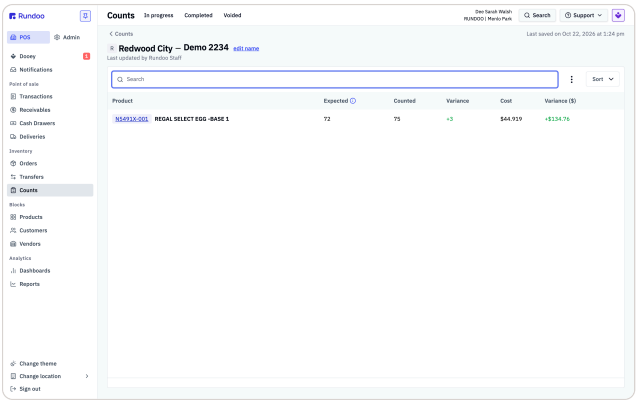
Add to count adds to the running total instead of replacing it. Count 5 on the shelf, then add 10 from the storage room, and the count reads 15.

4 Zero out anything you did not find

A full count will not complete while the **To count** tab still has products in it. For everything you did not find on the shelf, click **Mark all as 0**. That writes those items down to zero, which is exactly what a full count is for. One caution: Mark all as 0 zeroes every row in the view you are looking at, so if you filtered to one section, clear that section before you move on.

5 Review your variance

Switch to the **Counted** tab to review every product you counted: its 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

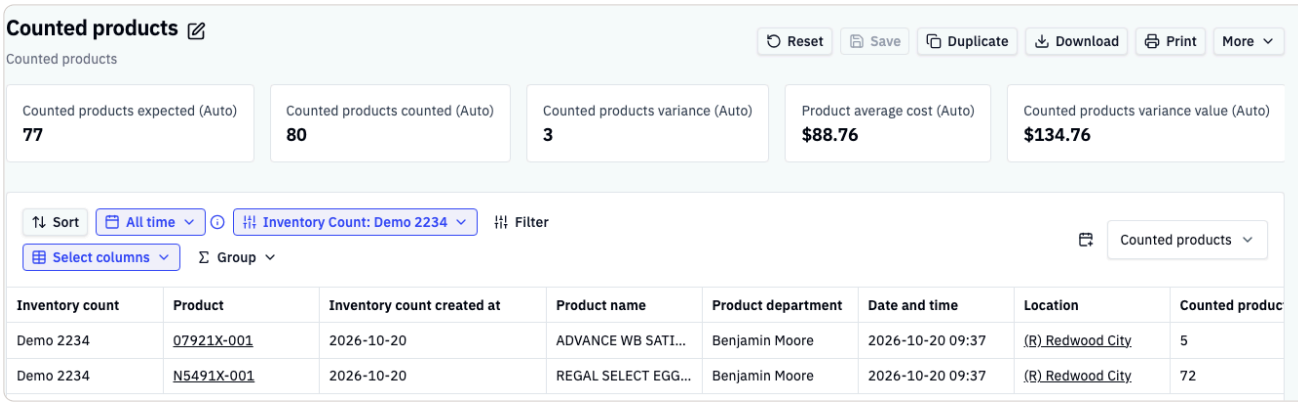
There are three ways to end a count. If it was a false start, click **Void** and nothing posts. If you need to step away, click **Save draft** and pick it up later. When the numbers are right, click **Complete**.

7 Know what Complete does

Complete is final. It adjusts every product's on-hand by its variance and posts a journal entry to your books. 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 complete report of every variance, 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	FINISHING	AFTER COMPLETING
Full	**Void / Save draft / Complete**	**Variances Report**
Reconciles the whole location.	Only Complete posts.	Complete report, download or print.

Good to know

- Staying open is fine. A sale or delivery mid-count moves both Expected and Counted, so your variance holds.
- Mark all as 0 only zeroes the rows in the view you are looking at. Filtered to one aisle? Clear that aisle before moving on.
- Complete cannot be undone. It writes to on-hand and your books, so fixing a mistake means another count.