

## 1. PHYSICAL COUNT

The first step is to create a physical count.

The screenshot displays the RSATEK SERVICE web application interface. At the top, the logo 'RSAttek' and the text 'RSATEK SERVICE' are visible. Below the header, a navigation bar contains several menu items: 'Invoicing', 'Ordering', 'Purchasing', 'Inventory', 'Receivables', 'Payables', and 'Ledge'. The 'Inventory' menu is currently selected and expanded, showing a list of options under the heading 'TRANSACTIONS'. The options are: 'Stock Movements', 'Stock Movements - Costing Update', 'Costing', 'Rebuild Instock Status', and 'Physical Count'. The 'Physical Count' option is highlighted with a dashed border. Below the 'TRANSACTIONS' section, there are sections for 'SEARCH...', 'PRODUCTS' (with 'Products - Search...' and 'Products - New...'), 'RELATED' (with 'SPECIAL PRICING' and 'PRODUCT NUMBERS'), 'VENDORS', and 'CONFIGURATION'. A vertical scrollbar is visible on the right side of the 'TRANSACTIONS' list, and a 'REPORTS' section is partially visible on the far right.

If you have multiple warehouses. Each warehouse needs to follow full cycle.

1. Create physical count
2. Import count
3. correct any errors
4. Update RSA
5. and repeat

### Stock Movements - Physical Count



CREATE...

IMPORT...

Product No.	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification	<input type="text"/>	<input type="text"/>
Dept. #	<input type="text"/>	<input type="text"/>
Classification	All	▼
Dept. #	All	▼
Type	All	▼
Warehouse Group	All	▼
Warehouse	MONTREAL - MTL ▼	
Date YYYY-MM-DD	2016	7 31
Set To Zero	<input type="checkbox"/>	

Set Transaction History Stc  
0  Update..



Once this is created we can export a list of all products in the count (MODIFY SECTION)

### Stock Movements - Physical Count



MODIFY... DELETE... IMPORT... UPDATE..IN STOCK

Product No.	Warehouse Group	Warehouse	Bin
<input type="text"/>	All ▼	All ▼	All ▼
Product No. - Begin	Product No. - End	Bin - Begin	Bin - End
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept. #	Classification	Counted	In Stock
All ▼	All ▼	Not Counted ▼	All ▼



Save settings... Create...:2016



Stock Movements - Physical Count - RSATEX SERVICE - Internet Explorer

Stock Movements - Physical Count

Product No.	Dept. # Classification	Warehouse	Bin	Lot Serial No.	Allocated	Available	In Stock	Counted	Zero
_ <default>_</default>	DEFAULT DEFAULT	MTL MTL	DEFAULT		0	0	0	0.000000	<input type="checkbox"/>
00-50318 MODERN FLOATING FLOOR	FLOORING PREVERNI	MTL MTL	DEFAULT		0	193	193	0.000000	<input type="checkbox"/>
00-50324 FLOATING FLOOR SLATE IMITATION	FLOORING PREVERNI	MTL MTL	DEFAULT		0	59	59	0.000000	<input type="checkbox"/>
00-70328 PRE-OILED HARD WOOD FLOORING	FLOORING PREHUILE	MTL MTL	DEFAULT		0	232	232	0.000000	<input type="checkbox"/>
00-70388 PRE-VARNISHED CHERRY FLOORING	FLOORING PREVERNI	MTL MTL	DEFAULT		0	160	160	0.000000	<input type="checkbox"/>
00-72112 PRE-VARNISHED OAK HARD WOOD FLOORING	FLOORING PREVERNI	MTL MTL	DEFAULT		0	95	95	0.000000	<input type="checkbox"/>
04-111 8 OZ. ROSE WOOD HANDLE CLAW HAMMER	PRIME SK-TOOLS	MTL MTL	DEFAULT		0	-40	-40	0.000000	<input type="checkbox"/>
04-442	PRIME	MTL							

Open the spreadsheet and make necessary changes to these columns :  
 COUNTED (number of units on hand)  
 ZEROVALUE (must be 1 if counted is 0)

A1    fx    itemno

incount

	A	B	C	D	E	F	G	H	I	J	K	L	M
	itemno	description	mstrlocno	location	binno	lotno	serialno	allocated	available	instock	counted	zerovalue	
1	itemno	description	mstrlocno	location	binno	lotno	serialno	allocated	available	instock	counted	zerovalue	
2	_ <default>_</default>		CARLETON	CARLETON	DEFAULT			0	0	0	0	1	
3	AA-9000	Acetic Ac	CARLETON	CARLETON	DEFAULT			0	0	0	0	1	
4	AF-1100	Formic Ac	CARLETON	CARLETON	DEFAULT			0	4	4	0	1	
5	AF-1101	Formic Ac	CARLETON	CARLETON	DEFAULT			0	0	0	0	1	
6	AF-1110	Formic Ac	CARLETON	CARLETON	DEFAULT			0	20	20	0	1	
7	AF-3000	Apifonda	CARLETON	CARLETON	DEFAULT			0	19	19	0	1	
8	AF-3001	Apifonda	CARLETON	CARLETON	DEFAULT			0	2	2	0	1	
9	AJ-0001	AJ's Beetl	CARLETON	CARLETON	DEFAULT			0	0	0	0	1	
10	AK-7600	Honey Be	CARLETON	CARLETON	DEFAULT			0	2	2	0	1	
11	AK-7601	Bee Sex E	CARLETON	CARLETON	DEFAULT			0	5	5	0	1	
12	AK-7602	Increase E	CARLETON	CARLETON	DEFAULT			0	3	3	0	1	
13	AK-7603	Queen Re	CARLETON	CARLETON	DEFAULT			0	0	0	0	1	
14	AK-7604	Bee-senti	CARLETON	CARLETON	DEFAULT			0	0	0	0	1	
15	AK-7605	Bee Equip	CARLETON	CARLETON	DEFAULT			0	?	?	0	1	

Once completed, you can IMPORT spreadsheet

Stock Movements - Physical Count

MODIFY... DELETE... **IMPORT...** UPDATE..IN STOCK

Product No.	Warehouse Group	Warehouse	Bin
<input type="text"/>	All	All	All
Product No. - Begin	Product No. - End	Bin - Begin	Bin - End
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept. #	Classification	Counted	In Stock
All	All	Not Counted	All

Save settings... **Create...:2016**

Stock Movements - Physical Count

MODIFY... DELETE... **IMPORT...** UPDATE..IN STOCK

**Physical Count**

**FIELDS:itemno,mstrlocno,locationno,binno,lotno,serialno,counted,zerovalue**

Import File C:\temp\incount.csv   **Clear Existing Data..** Counted 

Warehouse Group Warehouse

Import... Import...

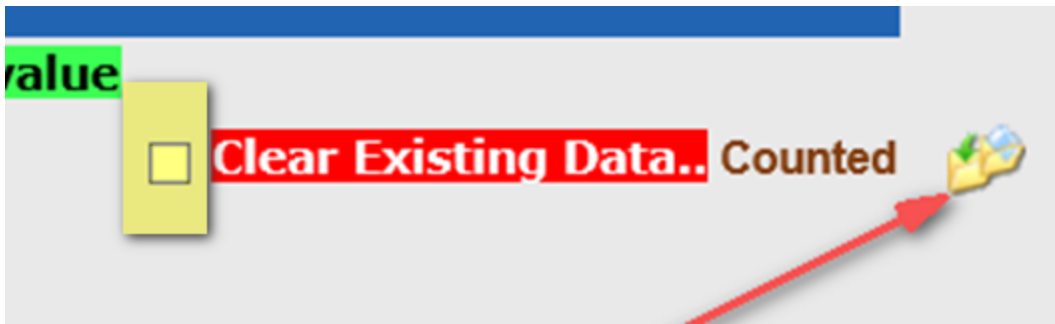
Any errors will be saved in a incount\_errors.csv. Which you can review and re-import

U.P.C.

Import File

Do you want to open or save incount\_errors.csv (1.08 KB) from rsaccounting.ca?

Remember that every time you import, values will be added to counted.



Check CLEAR EXISTING DATA to clear all count value if you reimport the same file a second time.

You can review counted items by clicking on MODIFY in the PHYSICAL COUNT

Stock Movements - Physical Count

MODIFY... DELETE... IMPORT... UPDATE..IN STOCK

Product No.  Warehouse Group All  Warehouse All  Bin All

Product No. - Begin  Product No. - End  Bin - Begin  Bin - End

Dept. # All  Classification All  **Counted** Counted - Not Zero  In Stock All

---

Save settings... **Create...:2016-05-31**

Stock Movements - Physical Count - RSATEK SERVICE - Internet Explorer

Product No.	Dept. # Classification	Warehouse	Bin	Lot Serial No.	Allocated	Available	In Stock	Counted	Zero
04-111 8 OZ. ROSE WOOD HANDLE CLAW HAMMER	PRIME SK-TOOLS	MTL MTL	DEFAULT		0	-42	-42	3.000000	<input type="checkbox"/>
04-112 16 OZ. ROSE WOOD HANDLE CLAW HAMMER	PRIME SK-TOOLS	MTL MTL	DEFAULT		0	-77	-77	2.000000	<input type="checkbox"/>

Record(s) Found...[2]

Once all values have been imported, you can UPDATE the inventory in RSA

Stock Movements - Physical Count



**MODIFY...** **DELETE...** **IMPORT...** **UPDATE..IN STOCK**

Date YYYY-MM-DD

2016 6 1



Reference

STOCK COUNT

Reason

Update.. **Create...:2016-03-21**

if you finish your count on June 5th, enter the date as the day after the count date. Count date is May 31 so you would enter June 1