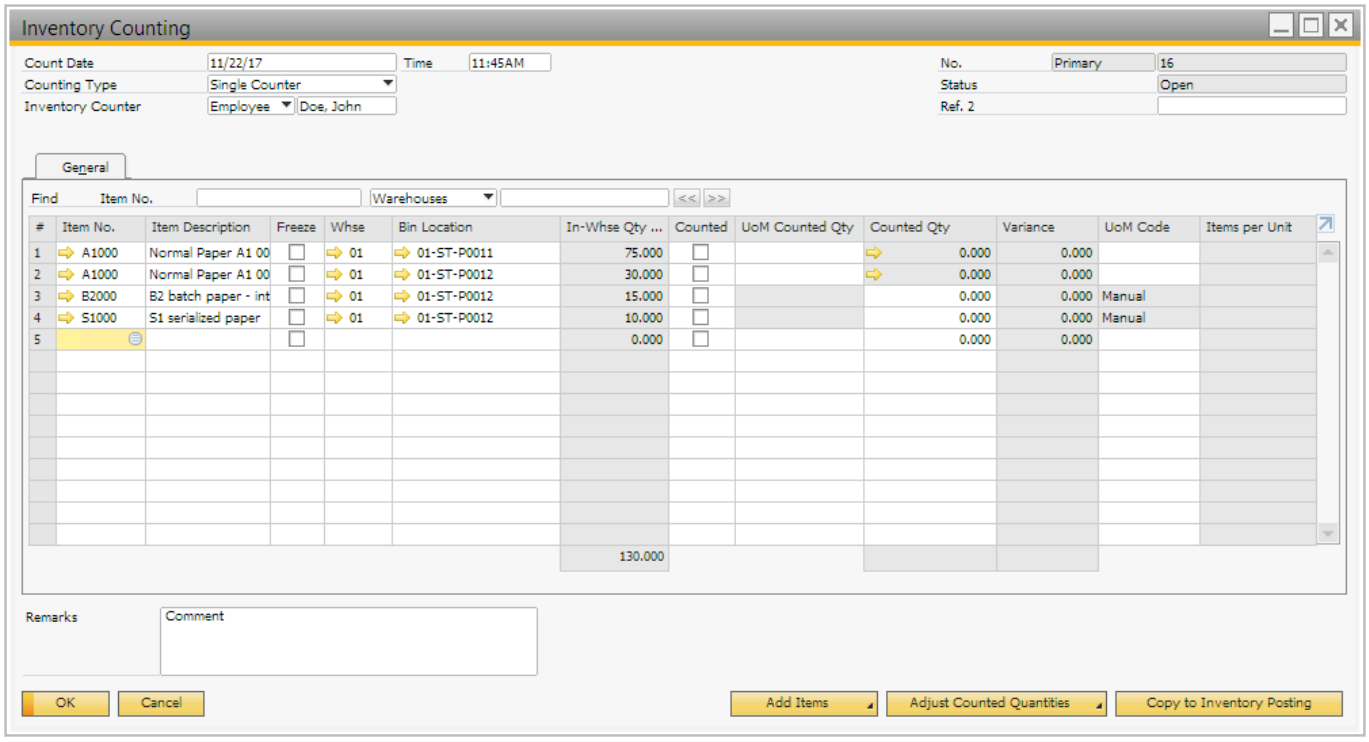
8. Inventory Counting

Produmex Scan offers the following processes to perform an inventory counting:

- Counting: No inventory information is displayed during the counting.
- Quick Counting: During the counting, the inventory of the bin location/warehouse is displayed.
- Guided Counting: During the counting, the bin locations and the items from the inventory counting document are listed on the screen as a task list. Only the items that are listed on the document can be counted.

The counting is performed based on an SBO Inventory Counting document.

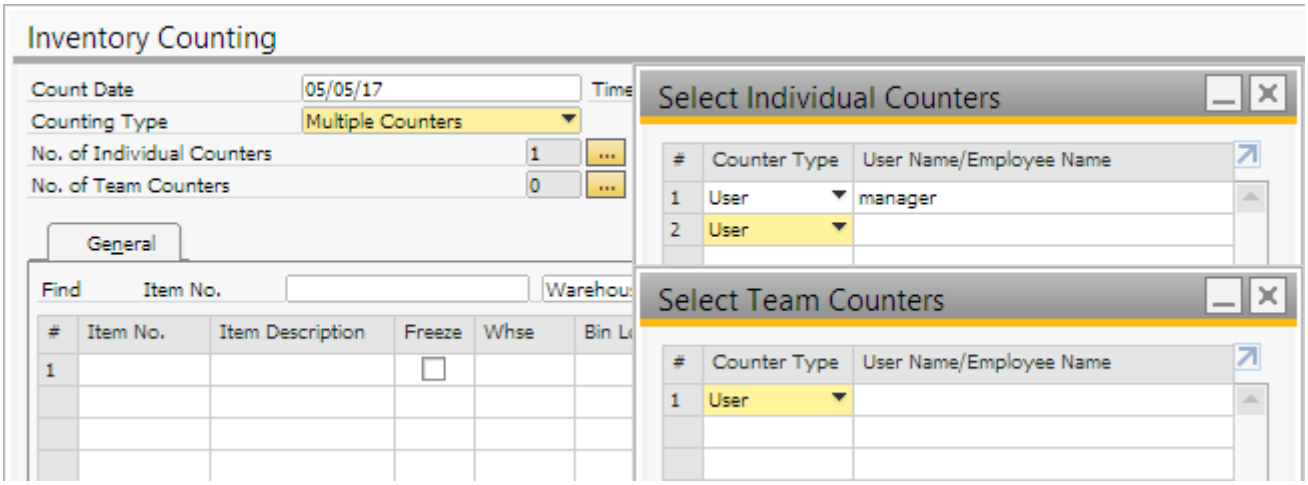


8.1. Multiple Counters

Produmex Scan supports multiple counters' inventory counting scenarios as well. Depending on SAP BO document settings, you are able to do:

- Individual counting where individual counters conduct independent counting of an item at a storage location. You can select a maximum of 5 individual counters.
- Team counting where a group of counters' counting results of an item at a storage location add up to its total quantity. You can select a maximum of 10 team counters.

Before you start with the counting, in the inventory counting document you have to select the counting type and you have to add the users names to this document.



8.2. Save counted items to SAP document

8.2.1. Real-time

Real-time is the default configuration of Produmex Scan. After tapping the `Finish` button, the counted items are immediately added to the Inventory Counting document.

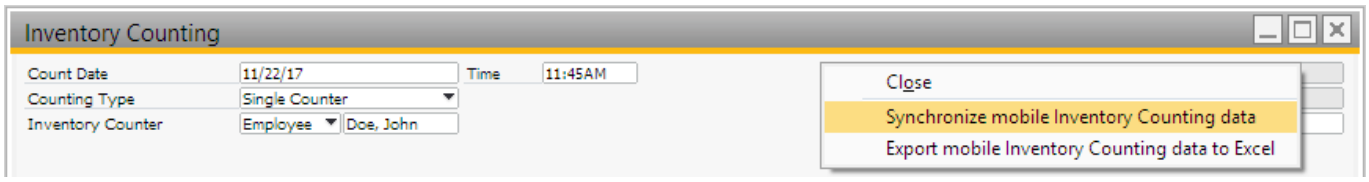
It is not recommended to use this configuration if there is no Bin Location in the warehouse and/or, depending on the performance of your environment, there are too many different items on the same location.

8.2.2. Non real-time

If the *Real-time Stock Counting* setting is disabled on Produmex Scan General tab, the counting result will be stored in a user table. Synchronize the Inventory counting document in order to update it with the counting results. Synchronization can be initiated from right click menu on the SBO Inventory Counting document.

The synchronization works if the following conditions are met:

- the counter employee is linked to the SAP user account and
- the `Finish` button is pressed to finish the counting.

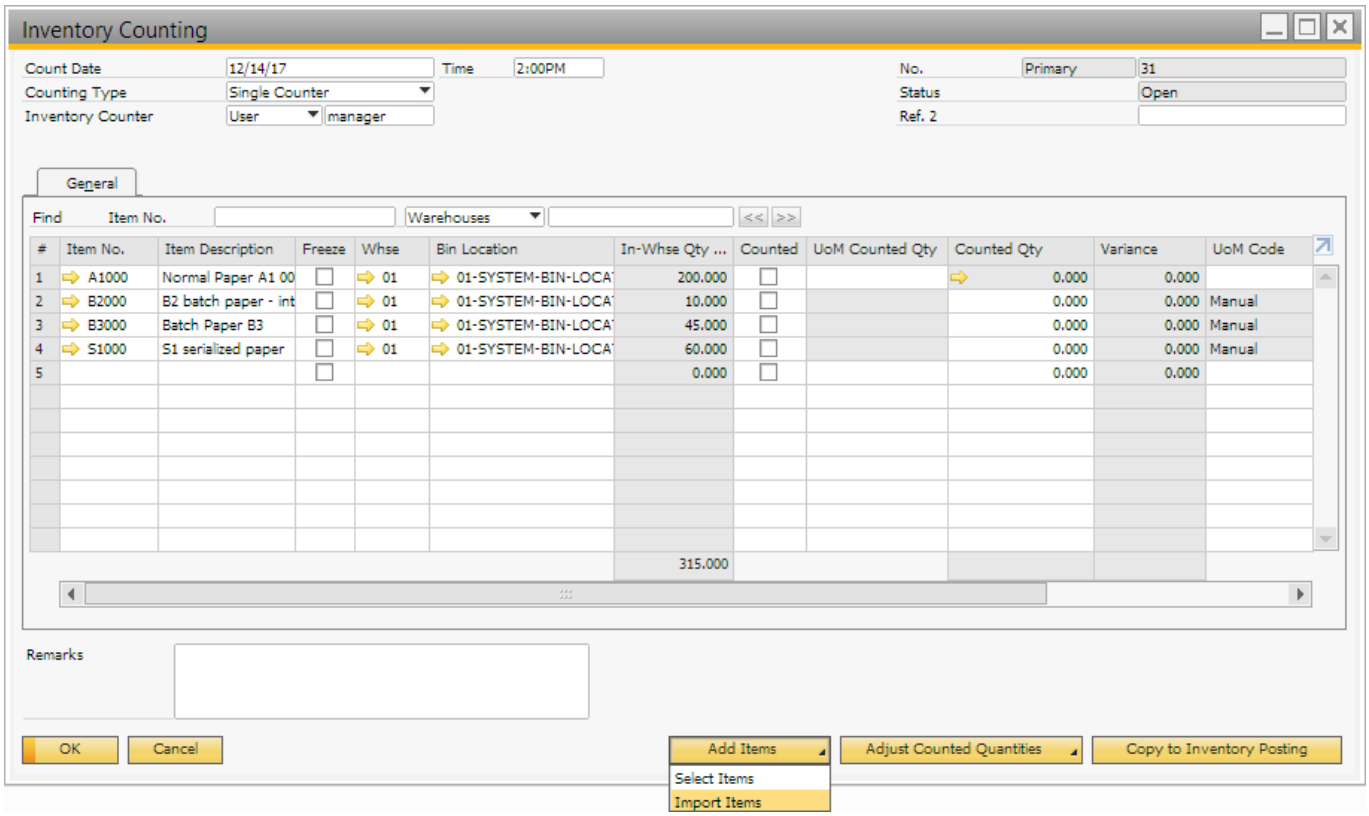


8.2.3. Exporting / Importing counted items

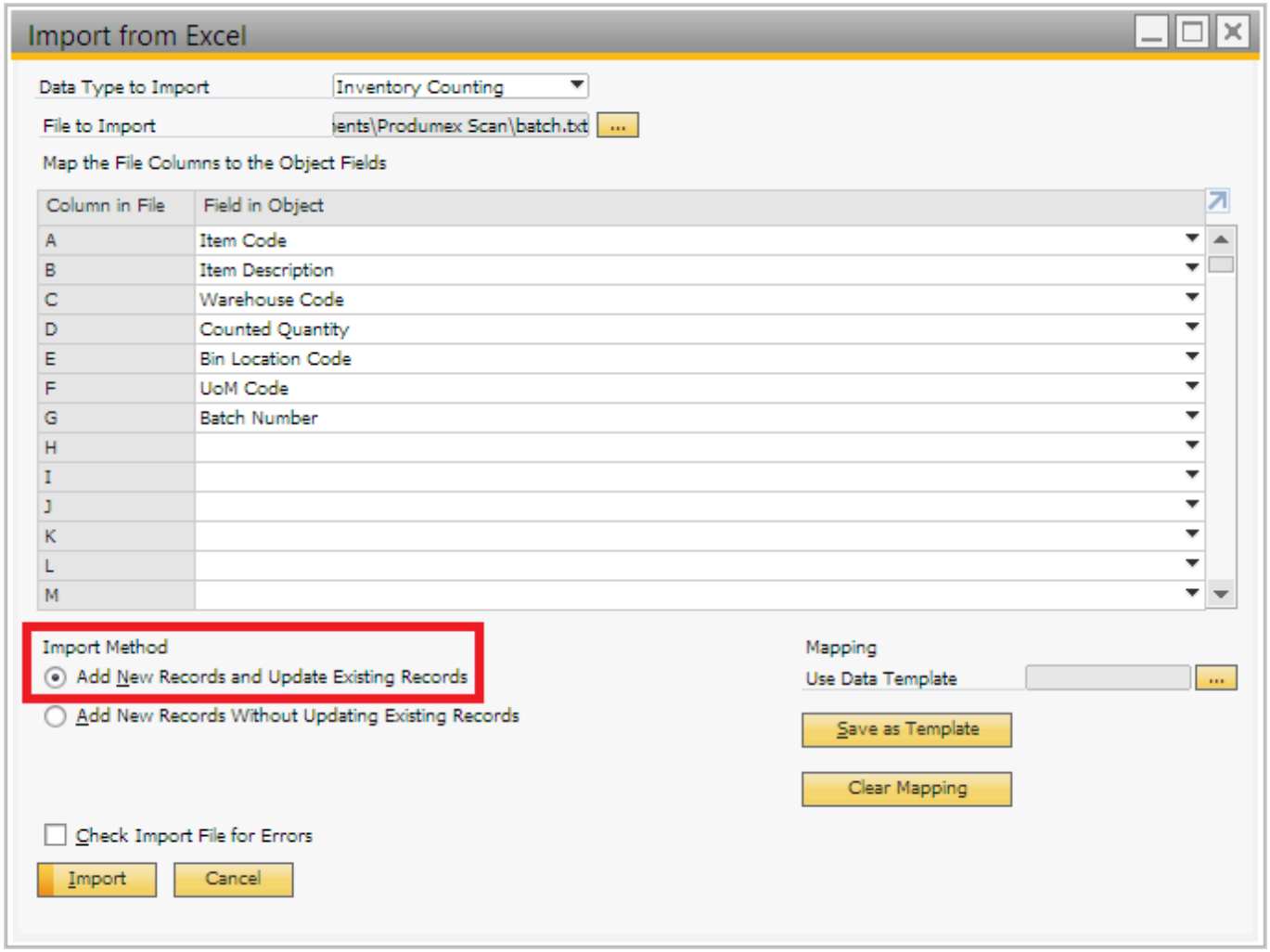
Open the Inventory Counting document, right click on an empty area and select '*Export mobile inventory counting data to Excel*'. It will create two separate files: one for normal and batch items and one for serial numbered items (it means you have to specify two files).

Reset the content of the warehouse to zero. Use Add Items>Select Items to add the Items to the document. The qounted quantities will be zero. Set the items to counted and use the Copy to Inventory Posting to post the zero quantities.

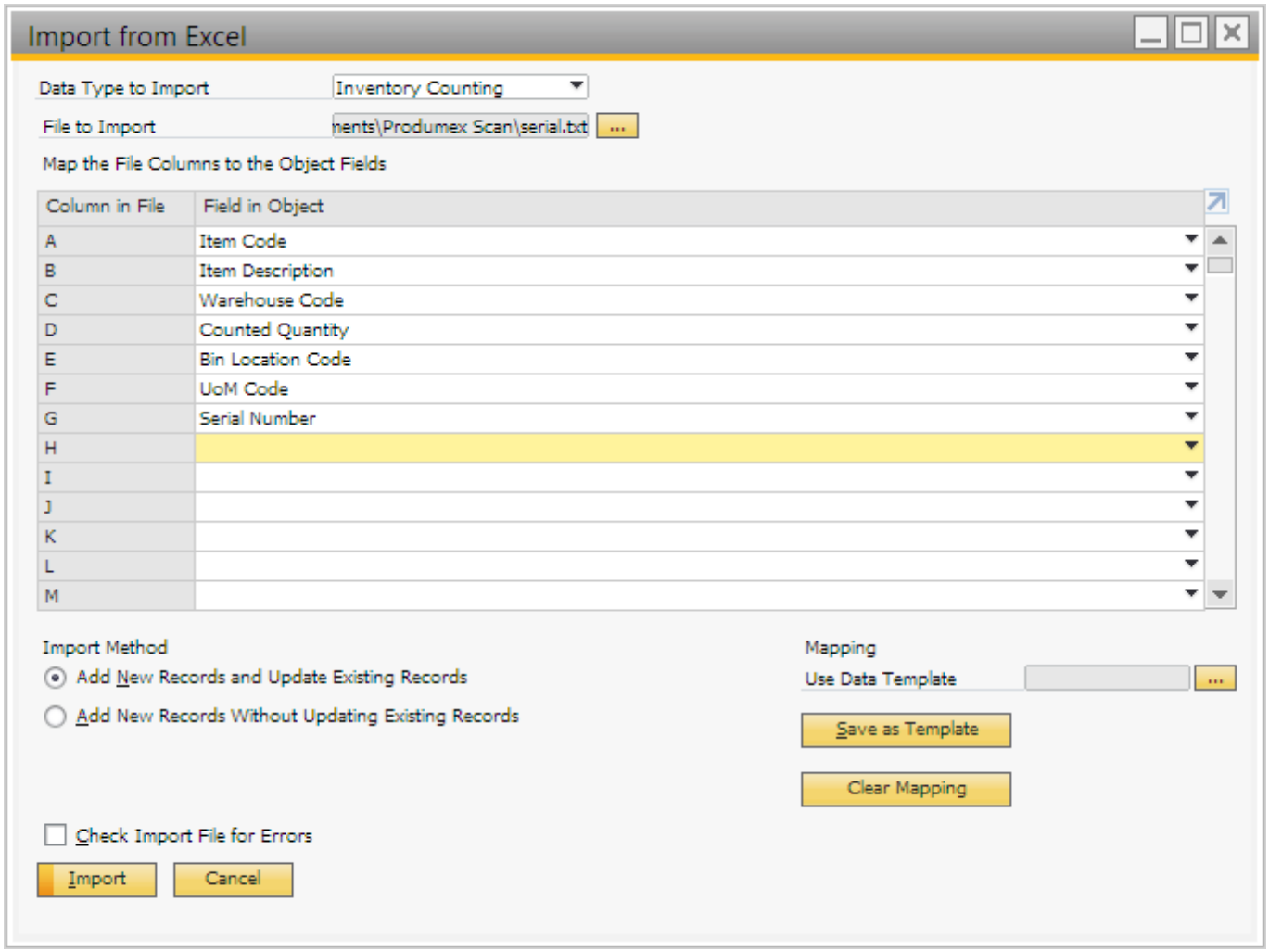
Then you have to start Add Items>Import Items:



After that you have to define the structure of the file from which you import. It should be like this for the batch and normal file:



and for the serial numbers file:



We recommend that you save the template with *Save As* for later use. You have to specify the file that was created by the add-on for SAP BO, and then it will be imported.

Note:
You have to update the inventory counting document. You cannot have the same item on the same bin location twice in the inventory posting document. So if you reimport your inventory counting, it is advisable to delete the existing lines. You have to import both files generated by the add-on.

8.3. Inventory Counting functions

8.3.1. Stock Counting

Tap the `Reload` button to load the Inventory Counting documents. Every open Inventory counting document is listed. It is possible to filter the documents with the following fields:

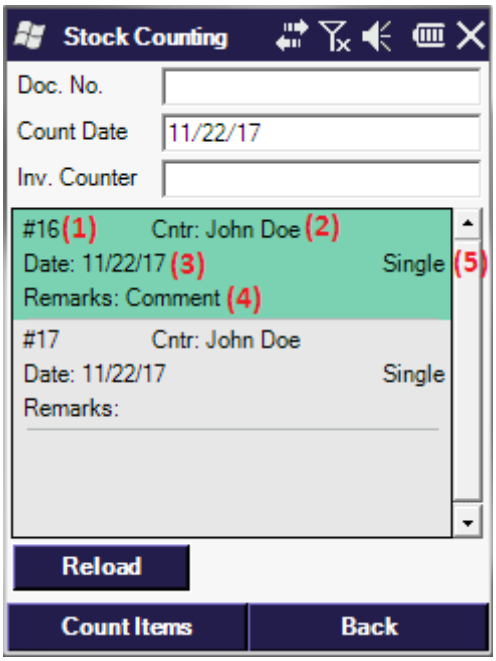
- Inventory counting document number
- Count Date
- Counter user/employee

Tap the `Reload` button to apply the filter(s).

Displayed information:

1. Document Number
2. Counter
3. Count Date
4. Remarks from the Inventory Counting document
5. Counting type

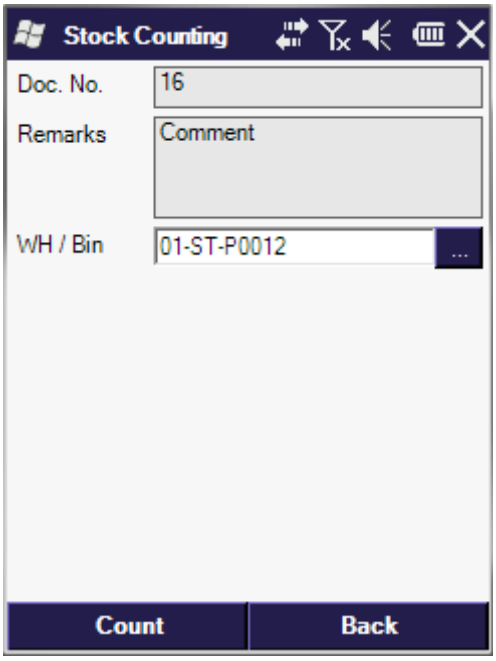
Select the inventory counting document and tap the `Count Items` button to start the counting.



On the next screen scan/enter the bin location code you would like to count.

If the warehouse to count does not have bin locations, add the warehouse to the field. The warehouse can also be selected from a list. Press the **…** button. Note: Only non bin managed warehouses can be selected from the list.

Press the `Count` button to proceed.



On the next screen scan the item then specify the UoM and the batch number. Enter the quantity to the Quantity field. To increase the current value with the entered value, press the `Add` button. To replace the current value with the entered value, press the `Upd.` button. To remove the added quantity, press the `Delete` button.

Items managed by 'On every transaction' serial numbers must be counted by scanning the serial numbers.

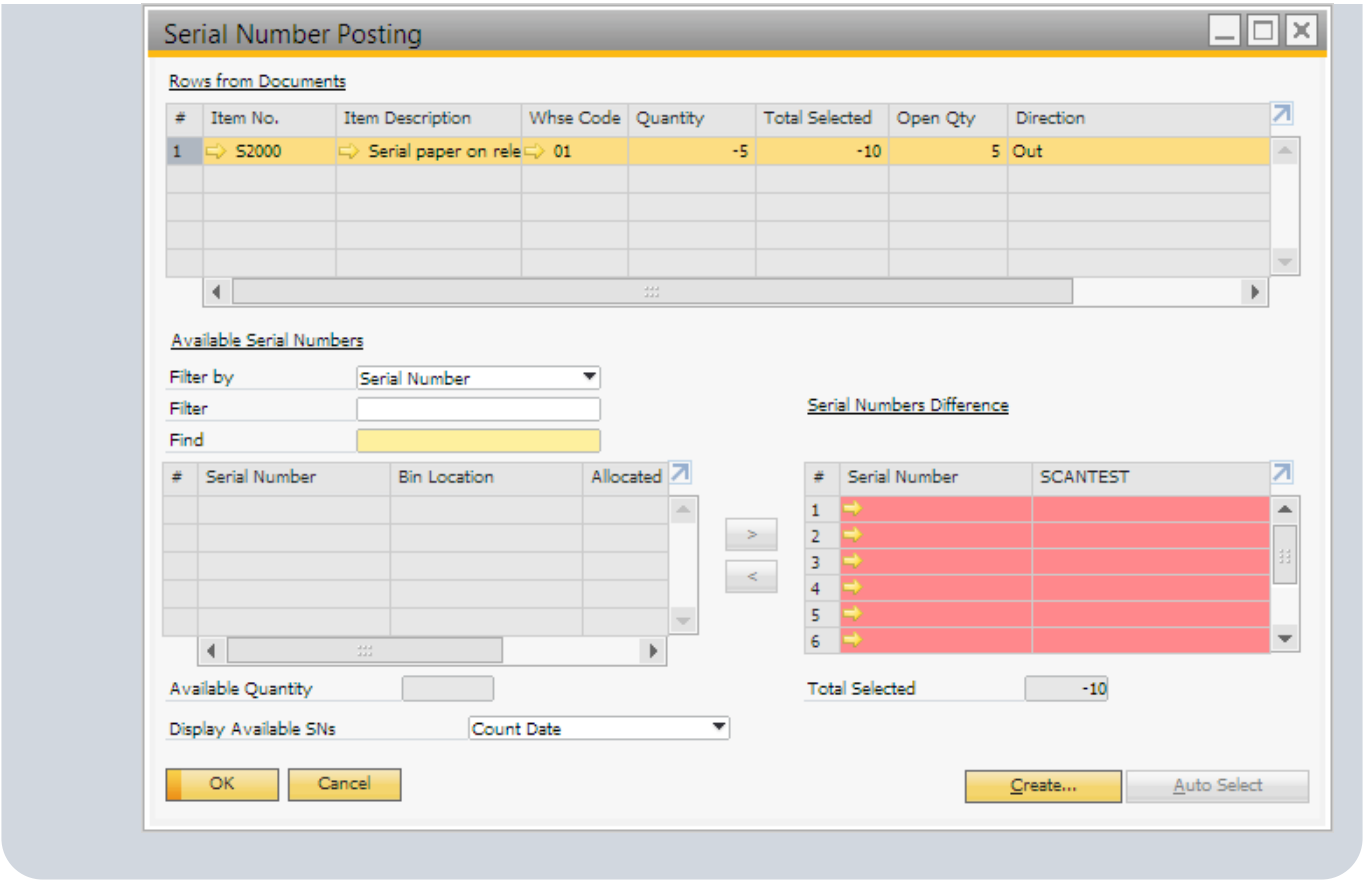
Items managed by 'On release only' serial numbers can be counted by adding the counted quantity.

When a positive difference is counted for on release only items, the serial numbers have to be created manually in SAP Business One after the counting process on the mobile devices is completed. Open the 'Serial Number Counting' form from the Inventory Counting document: go to the 'Counted Qty' field on the line of the serial numbers and press CRTL + TAB.

On the 'Serial Number Counting' form click on the 'Create...' button.

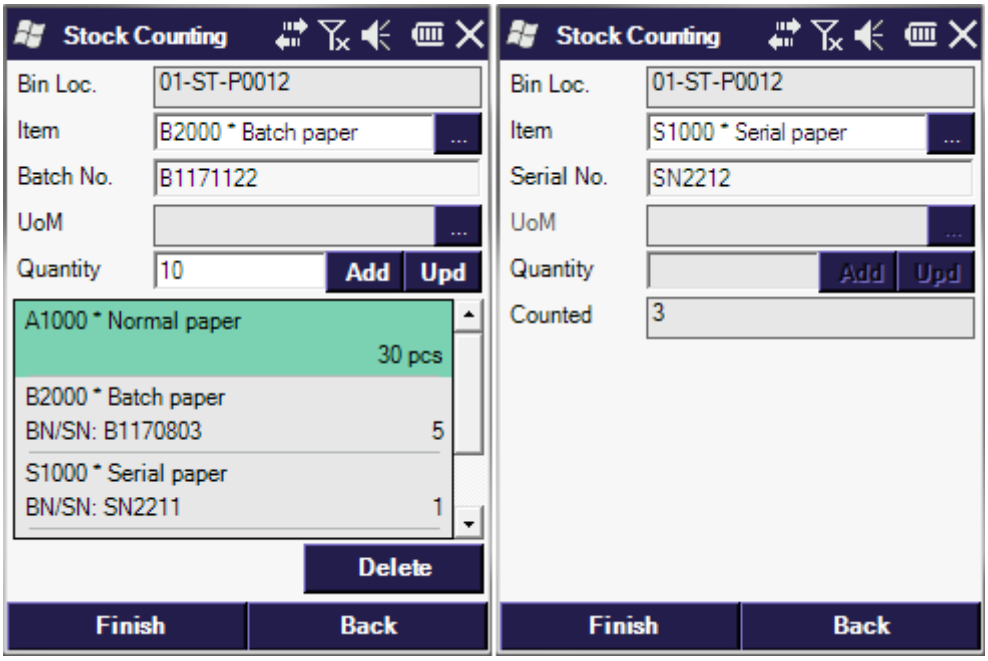
Enter the serial numbers to the 'Serial number' field or create them automatically after pressing the 'Automatic Creation...' button. *Please note: It is not possible to create empty serial numbers.*

When a negative difference is counted, select the serial numbers to issue manually in SAP Business One after the counting process on the mobile devices is completed. On the 'Serial Number Posting' posting screen every serial number on the counted location is selected. Move the serial numbers you would like to keep to the 'Available Serial Numbers' grid. Create the serial numbers you would like to issue as described above or issue the empty serial numbers. If there are already registered serial numbers on the counted location, you can allocate those serial numbers as well.



Already counted goods are listed on the screen.

If the '*Show all Stock Counting data on scanners*' option is disabled on Produmex Scan General tab, only the number of the counting records is displayed on the screen.



Press the `Back` button to go back to the previous screen. The system will keep the counting results, but the results will not be synchronized with SBO.

Press the `Finish` button to finish the counting of the given bin location. The Inventory Counting

document will be updated with the counting result.

- Items that are stored on the given location but are not listed on the Inventory Counting document will be automatically added to the document.
- If there is an item on stock on the location that was not counted, the quantity of the item will be set to zero on the location.
- If there is an item that is not on stock on the location, but was counted during the counting, the quantity of the item will be set to the counted quantity on the location.
- In case of offline counting, after pressing the `Finish` button the system informs the add-on that the results of the count can be synchronized.

Example:
Bin Location content:

- A1000 – 75pcs
- A3000 – 200pcs
- B1000 – 20pcs
- B2000 – 25pcs

Inventory Counting document: Count A1000 and A3000 on the location.



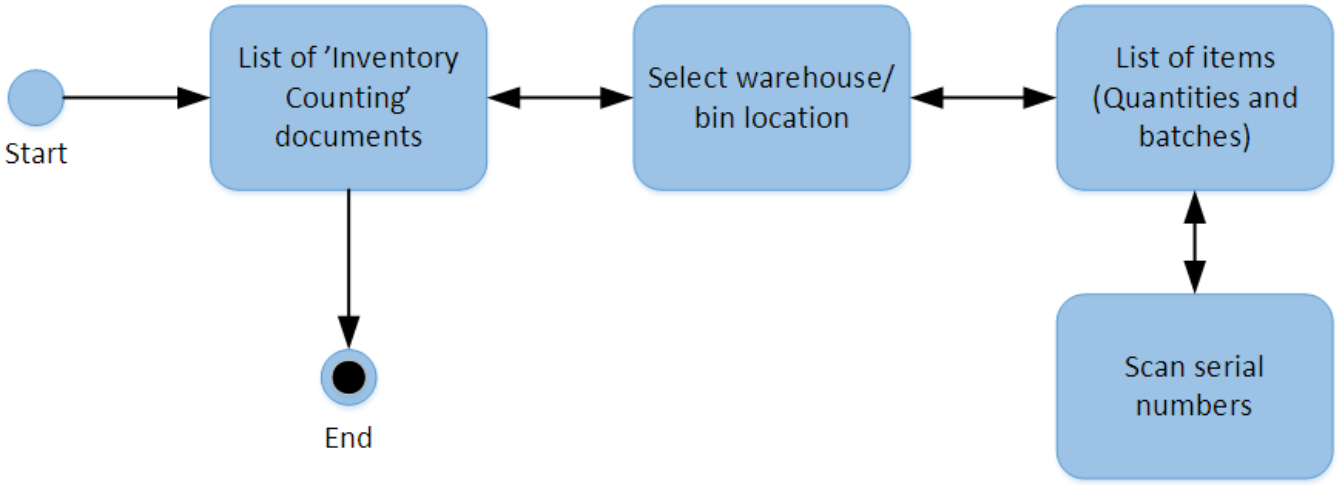
The user counts 75pcs for A1000 and presses the `Finish` button.

In SAP Business One, the counted quantity is set to zero for A3000. B1000 and B2000 are added to the Inventory Couning document with zero counted quantity.





8.3.2. Quick Counting



If the Guided Quick Counting option is disabled on the Produmex Scan General tab of Produmex Scan Settings, the Quick Counting option is available in the Inventory section of the Main Menu.

Press the `Reload` button to load the Inventory Counting documents. Every open Inventory Counting document is listed. It is possible to filter the documents with the following fields:

- Inventory counting document number
- Count Date
- Counter user/employee

Displayed information:

1. Document Number
2. Counter
3. Count Date
4. Remarks from the Inventory Counting document
5. Counting type

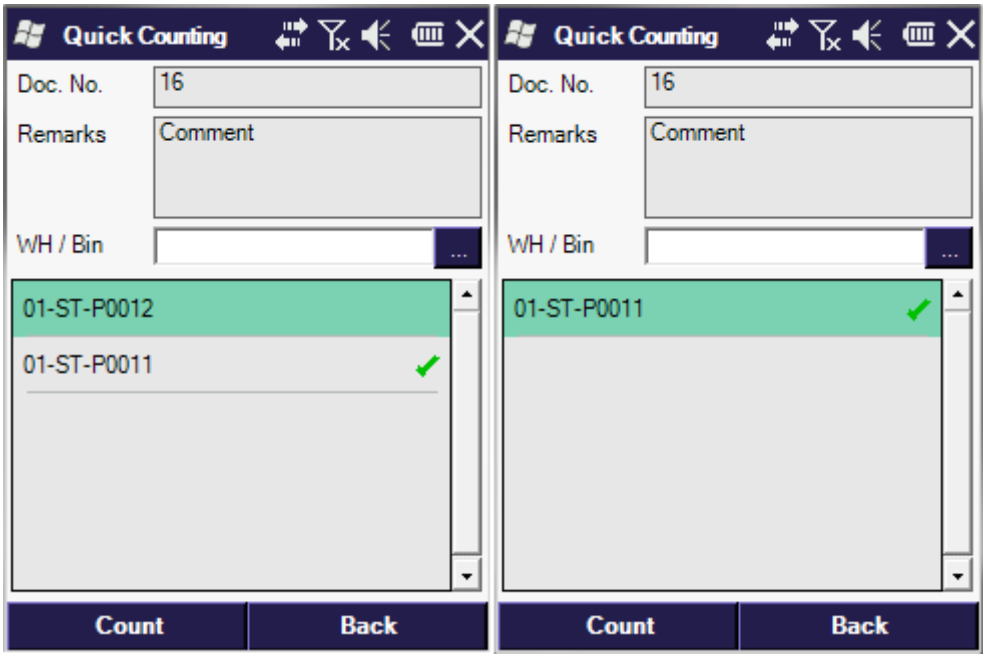
Select the Inventory counting document and press the `Count Items` button.

On the next screen scan or enter the bin location.

If the warehouse to count does not have bin locations, enter the warehouse code into the WH/Bin field. The warehouse can also be selected from a list. Press the **…** button. Please note: Only non bin managed warehouses can be selected from the list.

Already counted bin locations and warehouses are listed on the grid and are marked with a green check mark.

If the *'Display all sheet bin locations for Quick Counting'* option is enabled on the Produmex Scan General tab, every bin location from the Inventory counting document is listed on this screen. The already counted locations are marked with a green check mark.



On the next screen every item from the location/warehouse is listed with the on stock quantity. Items with different batch or serial number are listed on separate lines. Displayed information:

1. Item Code * Item Description
2. BN: Batch number
3. Status:
    - Green check mark: counted and the counted quantity is the same, or more than the quantity on stock
    - Orange check mark: counted but the counted quantity is lower then the the quantity on stock
4. Counted quantity/Quantity on stock UoM
5. SN: Serial number

Scan the item, then specify the UoM and the batch number. Enter the quantity to the Quantity field. To increase the current value with the entered value, press the ‘Add’ button. To replace the current value with the entered value, press the `Upd.` button. To remove the added quantity, press the `Delete` button.

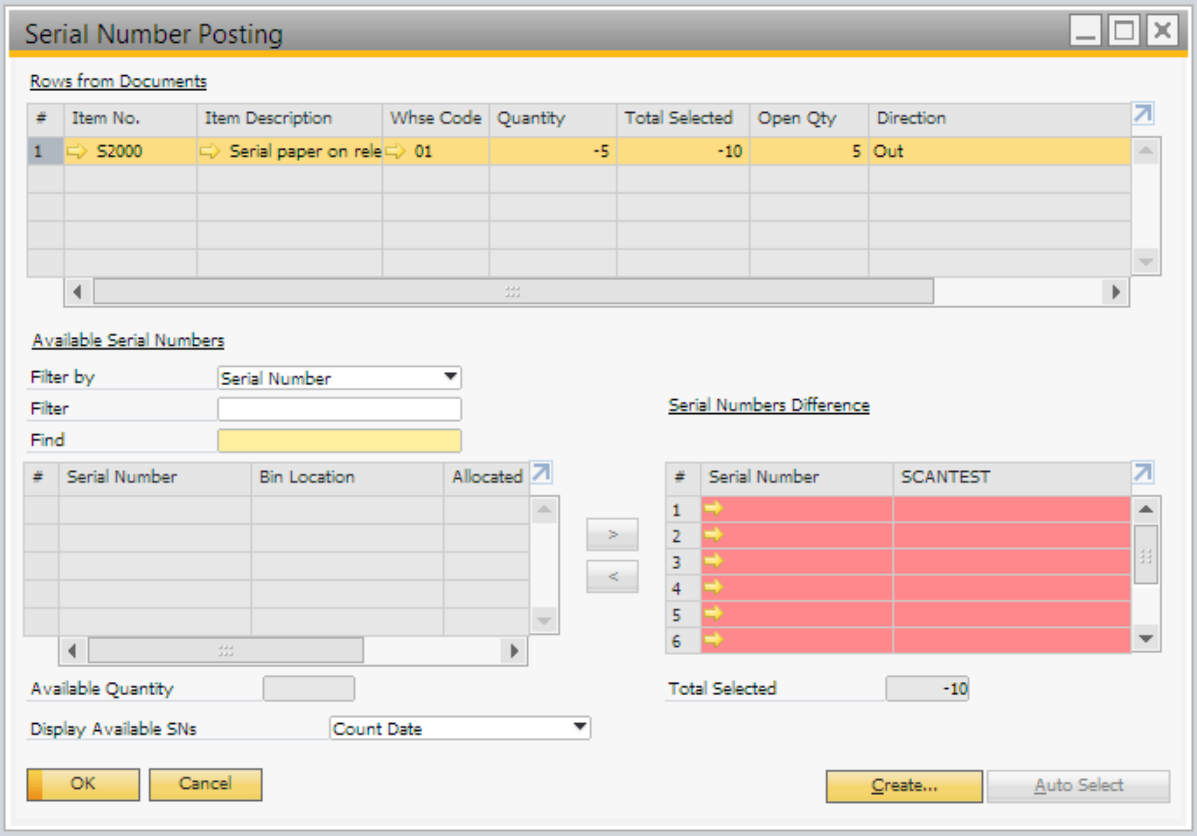
Items managed by 'On every transaction' serial numbers can be counted by scanning the serial numbers.

Items managed by ‘On release only’ serial numbers can be counted by adding the counted quantity.

> When a positive difference is counted for on release only items, the serial numbers have to be created manually in SAP Business One after the counting process on the mobile devices is completed. Open the ‘Serial Number Counting’ form from the Inventory Counting document: go to the ‘Counted Qty’ field on the line of the serial numbers and press CRTL + TAB.
>
> On the ‘Serial Number Counting’ form click on the `Create…` button.

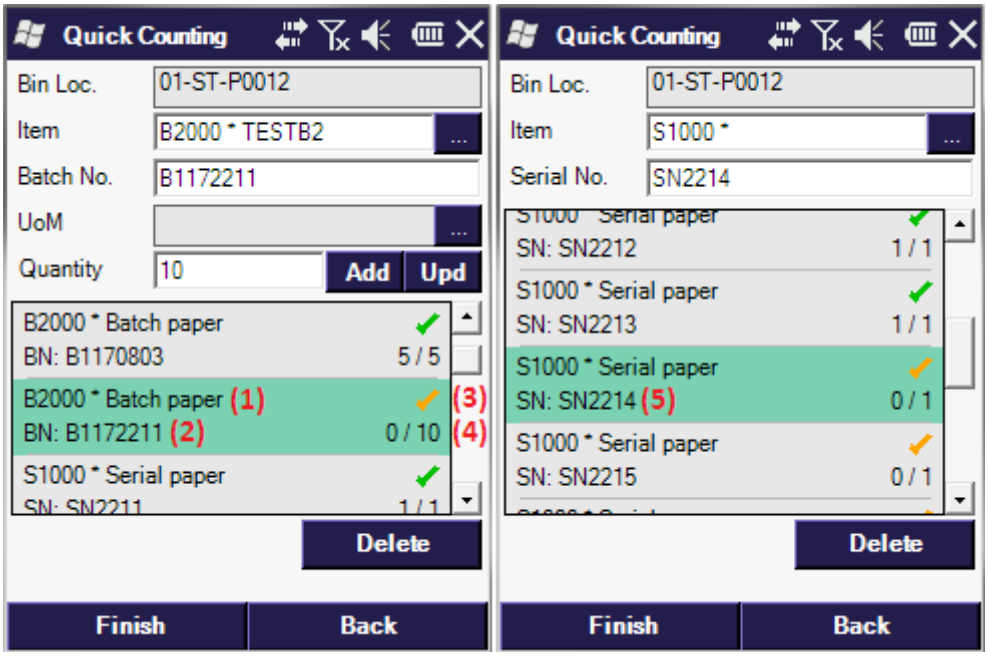
Enter the serial numbers to the ‘Serial number’ field or create them automatically after pressing the ‘Automatic Creation…’ button. *Please note: It is not possible to create empty serial numbers.*

When a negative difference is counted, select the serial numbers to issue manually in SAP Business One after the counting process on the mobile devices is completed. On the ‘Serial Number Posting’ posting screen every serial number on the counted location is selected. Move the serial numbers you would like to keep to the ‘Available Serial Numbers’ grid. Create the serial numbers you would like to issue as described above or issue the empty serial numbers. If there are already registered serial numbers on the counted location, you can allocate those serial numbers as well.



Add the next item or press the `Finish` button to finish the counting and send the result of the counting to SBO.
Press the `Back` button to go back.

For more information please see: Stock Counting



8.3.3. Guided Counting

If the Guided Quick Counting option is enabled on the Produmex Scan General tab of Produmex Scan Settings, the Guided Counting option is available on the Inventory section of the Main Menu.

> Make sure that the 'Display all sheet bin locations for Quick Counting' option on the Produmex Scan General tab of Produmex Scan settings is enabled.

Press the `Reload` button to load the Inventory Counting documents. Every open Inventory Counting document is listed. It is possible to filter the documents with the following:

- Inventory counting document number
- Count Date
- Counter user/employee

Press the `Reload` button to apply the filter(s).

Select the inventory counting document then press the `Count Items` button to start the counting.

Displayed information:

1. Document Number
2. Counter
3. Count Date
4. Remarks from the Inventory Counting document
5. Counting type

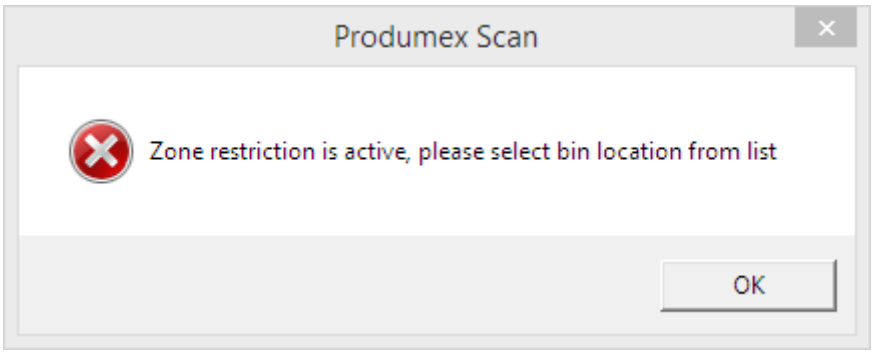
Select the inventory counting document then press the `Count Items` button to start the counting.

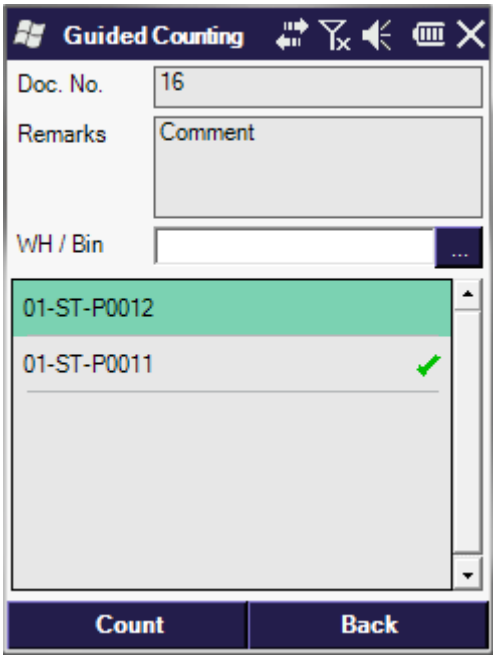
On the next screen every bin location from the Inventory Counting document is listed in alphabetical order.

Already counted locations are marked with a green checkmark.

Scan the bin location/warehouse and press the `Count` button.

If the 'Restricted zone handling in Quick Counting' option is enabled on the Produmex Scan General tab of Produmex Scan settings, only bin locations that are listed on the screen can be scanned or selected, otherwise the following error message is displayed:





On the next screen every item that was selected on the inventory counting document are listed with the current quantity on stock in alphabetical order. Even items from the list that are not available on stock can be scanned for counting, but only strictly the items from the inventory counting document.

Items with different batch or serial number are listed on separate lines.

Displayed information:

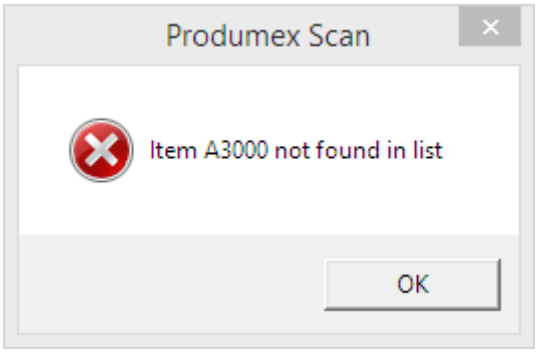
1. Item Code * Item Description
2. BN: Batch number
3. Status:
    - Green check mark: counted and the counted quantity is the same, or more than the

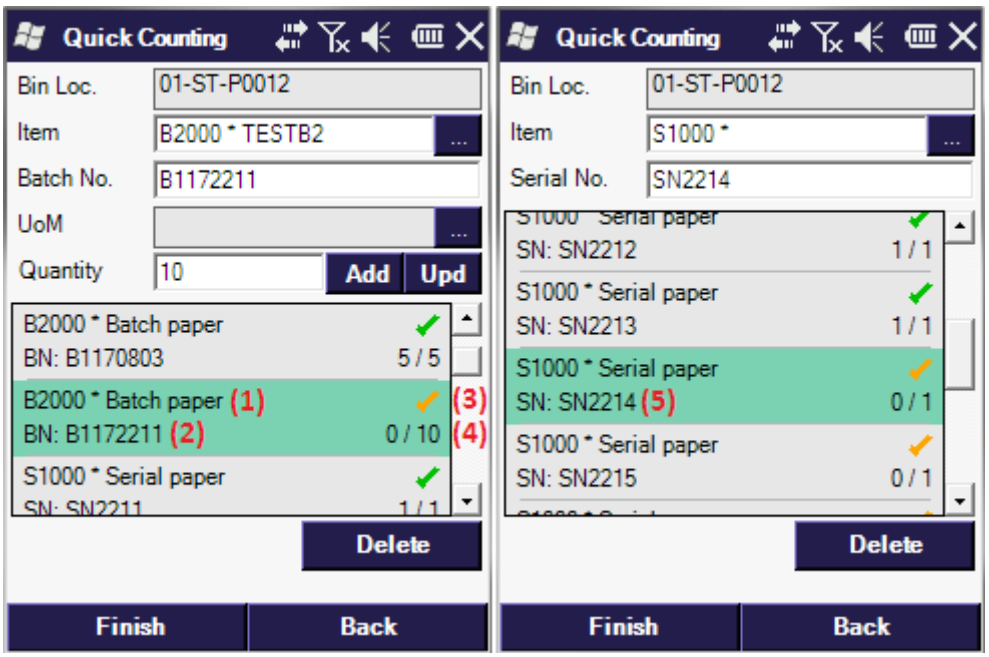
quantity on stock
    - Orange check mark: counted but the counted quantity is lower then the the quantity on stock
4. Counted quantity/Quantity on stock UoM
5. SN: Serial number

Scan the item then specify the UoM and batch number if needed.

Items managed by 'On every transaction' serial numbers can be counted by scanning the serial numbers.

Only items listed on the screen can be scanned otherwise the following error message is displayed:





Add the next item or press the `Finish` button to finish the counting and send the counting results to SBO. Only the stock of the items that are listed on the Inventory Counting document is updated.

If there is an item on stock on the given location that is not listed on the Inventory Counting document, the user cannot register counting data for that item. When the Inventory Counting document is updated with the counting data, the item will not be added to it with zero quantity.

Example:

Bin Location content:

- A1000 – 75pcs
- A3000 – 200pcs
- B1000 – 20pcs
- B2000 – 25pcs

Inventory Counting document: Count A1000 and A3000 on the location.

The user counts 75pcs for A1000 and presses the `Finish` button.

In SAP Business One, the counted quantity is set to zero for A3000. Because B1000 and B2000 are not included in the Inventory Counting document, the system does not take them into account when it updates the Inventory Counting document.

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Last update: **2026/02/13 08:11**