The physical inventory journal is used for periodic cycle and bulk inventory counts at the location or bin level. Even if the mobile units are not used in your physical inventory process, it is recommended to use the physical inventory journal that is part of the mobile warehouse functionalities because the mobile physical inventory journal allows the use of the warehouse units of measure for items rather than its base unit. In addition, if the physical count activity is always performed in accordance with the base units of measure of the items, the standard physical journal can be utilized.

Prerequisite

- Configure the **Allow Posting From** and **Allow Posting To** fields on the **General Ledger Setup** page to include the month in which the physical inventory adjustments will be posted.
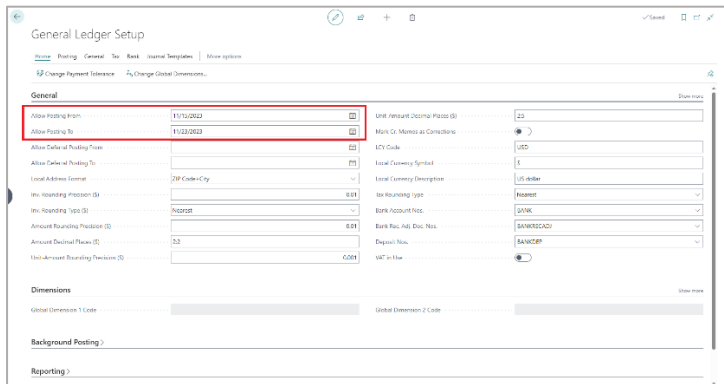
- If multiple locations are present, it is recommended that separate journal batches be set up to organize physical inventory activities by location or for groups of bins.
- All shipping and receiving activities should be paused during the physical inventory process.
- Physical inventory counting period codes can be used to categorize items for cycle counting purposes. This value should be filled on the **Warehouse** FastTab of the **Item** card if necessary.
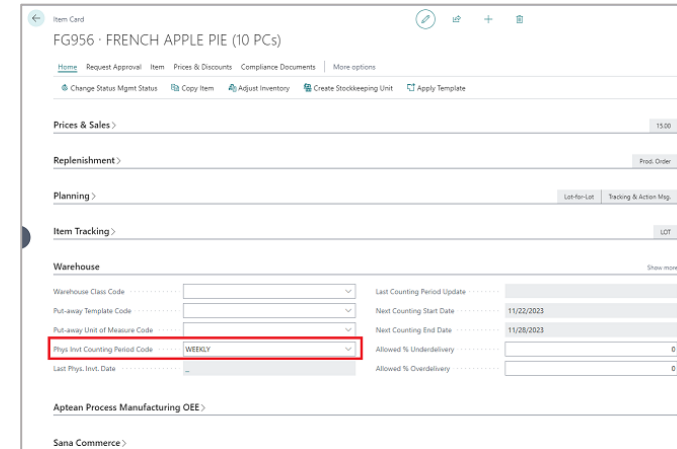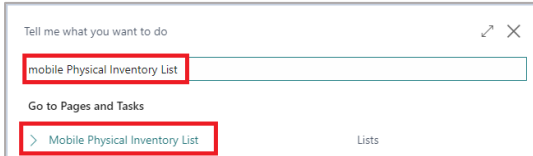

- To update the Counting Period, update the **Phys. Invt Counting Period Code** on the **Item Card** and then select **Actions** > **Functions** > **Calculate Counting Period**.
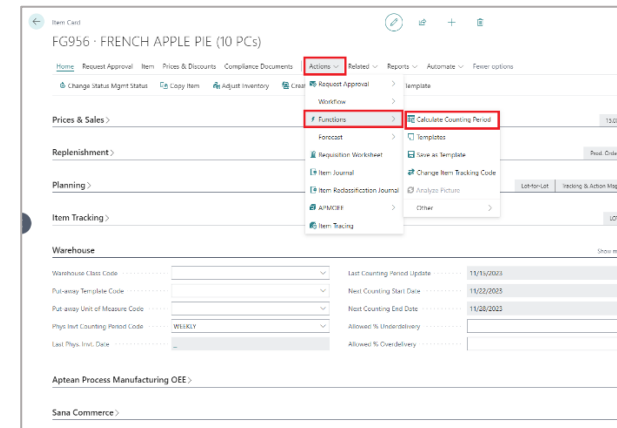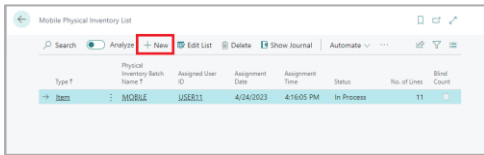
Mobile Physical Inventory process

1. Select the Search icon ![search icon], enter **Mobile Physical Inventory List**, and then choose the related link.
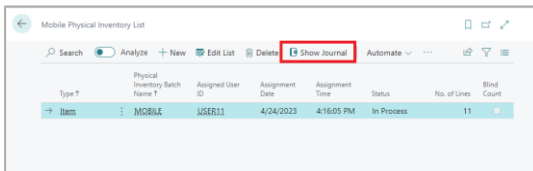

The **Mobile Physical Inventory List** page opens.

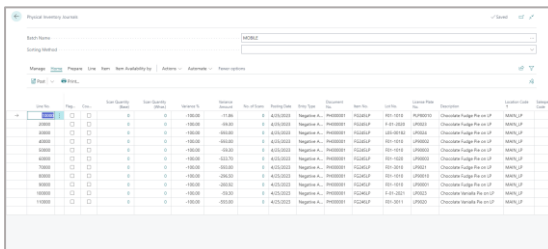2. On the action bar, select **New.**

Alternatively, select the relevant record from the list.

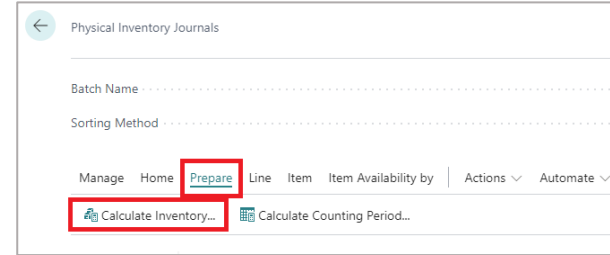3. Select the **Show Journal** action.
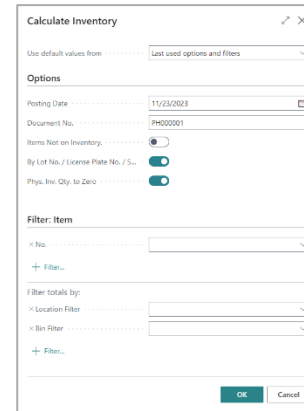

The **Physical Inventory Journals** page opens.

4. To calculate the excepted inventory in advance warehouse configurations, perform the following steps:

    a. On the **Physical Inventory Journals** page, select **Prepare > Calculate Inventory** action.

The **Calculate Inventory** page opens.

    b. In the **Posting Date** field, select the date on which you want to post the journal lines.

    c. In the **Document No** field, select the document number that you want to assign to the journal lines.

    d. In the **Item Not on Inventory** toggle, turn on if you want to create journal lines for all inventory items, including those with a current quantity on hand quantity of zero.

> **Note:** The **By Lot No./License Plate No./Serial No.** toggle must be turned on. This will ensure the lines are accurately sorted by entity.

e. Apply filters to refine Items and Totals. For example, filter items by *Item No.* and *Item Category Code*. Similarly, filter result totals by *Location*, *Bin*, etc.
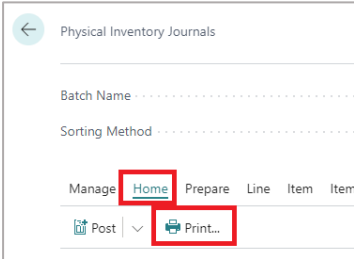
   Once filters are selected, click **OK** to initiate the counting process. This action populates the journal.
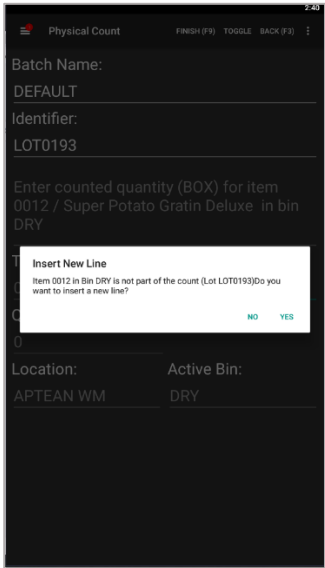
f. Review and delete any lines that should not be counted.

   The count will be sent to the assigned warehouse user's scanning device.

g. Select **Home** > **Print** action to print the count journal for the warehouse.

h. A prompt message appears on the Mobile device to complete the count. Click **Yes**.

i. When counting is completed, click **Finish (F9)** in the Food & Beverage Mobile Warehouse Registration device. This will populate the scanned entries in the **Counted,** and **Scan Qty.** fields, which get updated in the variance fields.
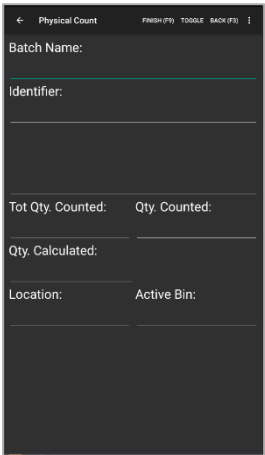
j. After completing the count, on the **Physical Inventory Journals** page, select **Actions** > **Functions** > **Transfer Scan Entries** to transfer the count data from the mobile device (**Qty. (Phys. Inventory)** field) to the journal. The journal will then calculate the positive or negative adjustments by comparing the calculated quantity with the counted quantity.
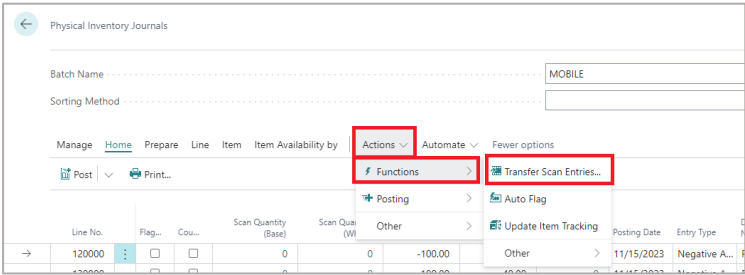
Note: Step (**j**) is optional. When you perform the **Finish (F9)** on the mobile device, the scanning device transfers the scan entries.
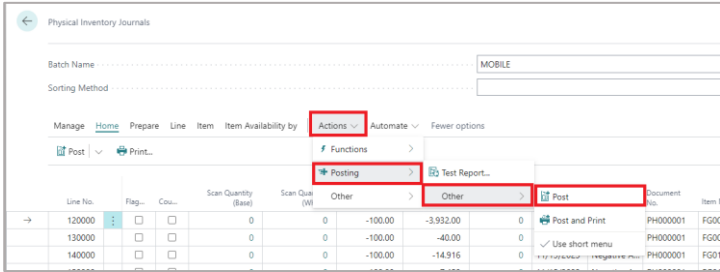
k. To view a log of all physical inventory transactions, select **Item** > **Phys. Inventory Ledger Entries**.
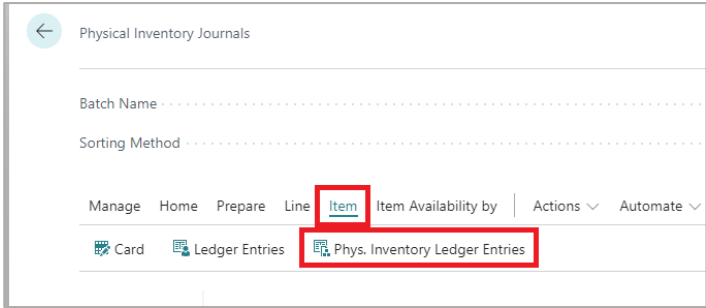
The **Last Phys. Invt. Date**, **Next Counting Start Date**, and **Next Counting End Date** fields on the **Warehouse** FastTab of the **Item Card** are all updated on the **Phys. Inventory Ledger Entries** page.

l. On the action bar, select **Actions** > **Posting** > **Other** > **Post**.

The on-hand quantities of items in the system will then be adjusted based on the physical inventory journal lines.