



*Welcome to the software you've always wanted....*

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# SAGE 100

## QUICK PHYSICAL COUNT ENTRY OPERATING MANUAL

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<http://fayebsg.com/sage-quick-physical-count-entry/>

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## Faye Business Systems Group

Enhancement for Sage 100  
Quick Physical Count Entry

### Overview

Our **Quick Physical Count Entry** screen streamlines the process of entering physical counts into Sage 100. Unlike the standard Physical Count Entry process, you're not required to *Freeze Inventory* ahead of time nor are you required to enter the count in any pre-defined order. You can enter counts quickly and easily in any way that makes sense for your organization. When you're done entering the "quick count", our enhancement immediately imports the data into Sage 100's standard *Physical Count Entry* function so that standard Sage 100 physical count processes would then apply.

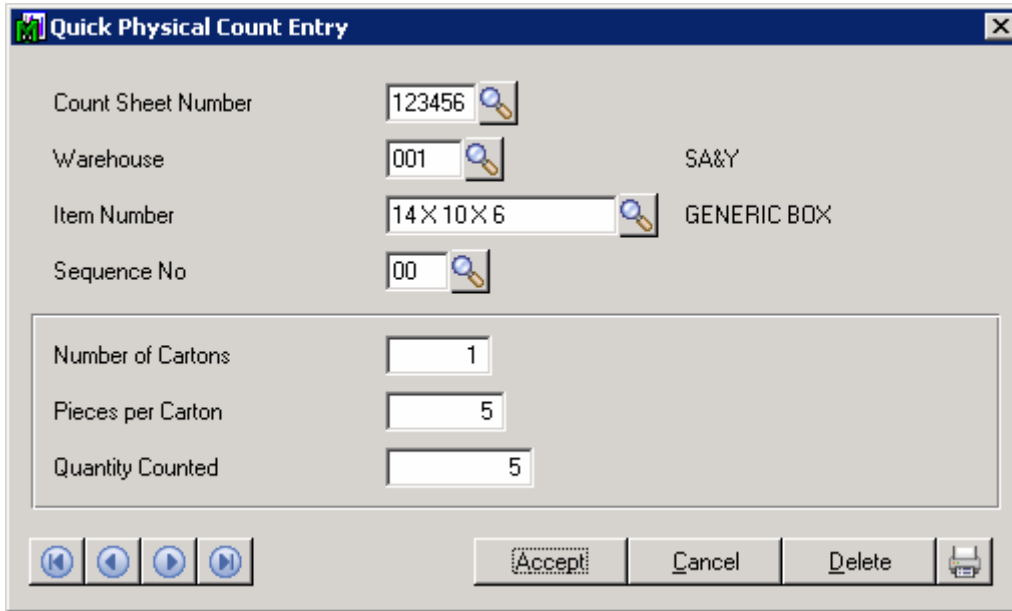
### Key Features & Functions

- Enter item counts in any order
- Enter the same item multiple times
- All entry on one simple screen
- Enter by item count or box count
- Inventory can be frozen or not
- Inventory count automatically imported into standard Physical Count Entry screens

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### Enhancement for Sage 100 Quick Physical Count Entry

1. Launch Sage 100.
2. Select **Inventory Management** from the *Sage 100 Modules Menu*.
3. Select **Quick Physical Count Entry** the *Inventory Physical Menu*.

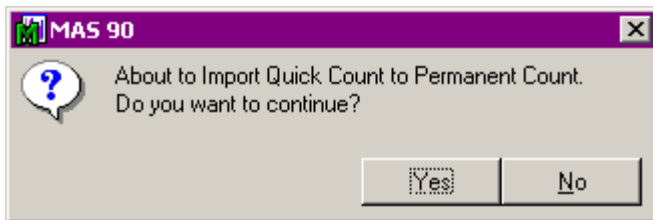


The screenshot shows the 'Quick Physical Count Entry' dialog box. It contains the following fields and values:

Count Sheet Number	123456	
Warehouse	001	SA&Y
Item Number	14 X 10 X 6	GENERIC BOX
Sequence No	00	
Number of Cartons	1	
Pieces per Carton	5	
Quantity Counted	5	

At the bottom of the dialog box, there are navigation buttons (back, forward, etc.) and action buttons: 'Accept', 'Cancel', 'Delete', and a printer icon.

4. When done entering the count, you are prompted to import the count into the Sage 100 standard Physical Count Entry screen.



5. Standard Sage 100 processing then takes over.