How to Conduct Inventory Counting with SAP Business One

SAP Business One 9.0 and SAP Business One 9.0, version for SAP HANA

Typographic Conventions

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
`EXAMPLE`	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
`Example`	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
`Example`	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
`<Example>`	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
`EXAMPLE`	Keys on the keyboard, for example, F2 or ENTER.

Document History

Version	Date	Change
1.0	2014-01-10	First version, for SAP Business One 9.0 PL09 (Microsoft SQL and SAP HANA)
1.1	2014-02-12	*Highlight Rows where Counters Variance is Greater Than* field changed to *Highlight Rows with Max Variance Greater Than* in the *Document Settings* window
1.2	2014-06-25	Depending on the user setting, inactive items may or may not be included in inventory counting transactions.
1.3	2014-07-	• Import of inventory opening balances is supported. • Include prices and price currencies in the import of inventory posting records.

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1 Introduction

Inventory counting (or stock taking) is crucial to any company that manages an inventory, be it perpetual or periodic. By matching the actual inventory to the quantities saved in the database, companies can make adjustments to existing inventory records, detect unusual or unacceptable discrepancies, and improve inventory management. Companies take various approaches to ensure the accuracy of inventory counting results.

As of patch level 9 of release 9.0 (on both Microsoft SQL and SAP HANA), SAP Business One has enhanced the inventory counting solution to cater to a wider range of business needs. This guide describes how to conduct inventory counting activities with the enhanced solution.

> ℹ Note
>
> After creating an inventory counting document, you must post the inventory changes (create an inventory posting document based on the inventory counting document) to effect the adjustments in the system.
>
> You can also enter or import your counting results directly into an inventory posting document. However, you can record only one set of the counting results that are finally reached. It is not possible to record the counters' information or all counters' counting results. In addition, you cannot change the inventory posting document after adding it.
>
> Therefore, we recommend that you follow the standard practice of creating an inventory counting document first and then posting the counting results. This guide does not describe how to create inventory posting documents that are not based on inventory counting documents.

Before You Start

Before you start to count inventory on site, you must ensure that every inventory transaction (issue or delivery of goods) that has happened in the real world has a corresponding record in the SAP Business One system. This avoids any false alarm at a mismatch between the system and the reality.

1.1 Counting Scenarios

The enhanced solution supports the following counting scenarios:

- A single counter
- Individual counting where individual counters conduct independent counting of an item at a storage location
- Team counting where a group of counters' counting results of an item at a storage location add up to its total quantity
- A combination of individual counting and team counting

These scenarios are illustrated in the following figure:
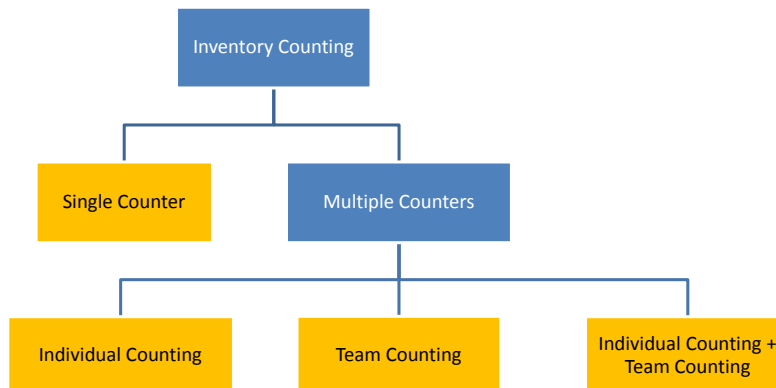
1.2   Counters' Difference Versus Maximum Variance for Multiple Counters

If multiple counters participate in inventory counting, after you enter the counting results into SAP Business One, the application compares all the counting results, as well as the counting results to the in-warehouse quantities recorded in the system. The biggest difference between different counting results of an item in a storage location is the **counters' difference**; the biggest variance between the counted quantities of an item in a storage location and the recorded in-warehouse quantity on the count date is the **maximum variance**.

Example

Two individual counters Counter A and Counter B, as well as a team of counters (including Team Counter A and Team Counter B), counted an item in the same storage location. Their counting results are as follows:

- o   Counter A: 10
- o   Counter B: 8
- o   Team Counter A: 4
- o   Team Counter B: 5
- o   Team counting: 4 + 5 = 9

The item's in-warehouse quantity recorded in the system is 10 on the count date.

Therefore, the counters' difference = 2, and the maximum variance = 2.

In addition, two percentage values are provided based on the comparison:

- Counters' difference percentage = (|Counters' difference| / Lowest counted quantity) * 100%
- Maximum variance percentage = (|Maximum variance| / In-warehouse quantity) * 100%

Note

For a single counter, calculation of variances between counted quantities and in-warehouse quantities that are recorded in the system is similar to the maximum variance for multiple counters: Variance = Counted quantity - In-warehouse quantity. Likewise, Variance percentage = (|Variance| / In-warehouse quantity) * 100%.

1.3 User Counters Versus Employee Counters

A counter can be either an SAP Business One user or an employee that is not an SAP Business One user.

If a counter does not have an SAP Business One user account and you want to maintain his or her information in the counting documents, you must first create an employee for this counter in the *Employee Master Data* window. To access this window, from the SAP Business One *Main Menu*, choose *Human Resources → Employee Master Data*.

When selecting counters from the list of employees, you will see only employees that are not SAP Business One users; in other words, if an employee is also an SAP Business One user, you can see this employee only in the list of users.

1.4 Changes for Upgraded Companies

If your company is upgraded from 8.82, for more information, see SAP Notes 1729457 and 1831311.

If you have been using SAP Business One 9.0 and upgraded your company to patch level 9 of SAP Business One 9.0, some fields are changed and some new fields are introduced, as listed in the table below:

Window	Before Upgrade	After Upgrade	Comments
Inventory Counting	*No. of Counters* field	*Counting Type* field	Options: • *Single Counter* • *Multiple Counters*
	Variance column	*Max. Variance* column for multiple counters	Remains the same for a single counter
	Variance % column	*Max. Variance (%)* column for multiple counters	For more information, see Counters' Difference Versus Maximum Variance for Multiple Counters.
	/	*Counters' Diff.* column	For more information, see Counters' Difference Versus Maximum Variance for Multiple Counters.
	/	*Counters' Diff %* column	
• *Inventory Counting* • *Inventory Posting*	Import counting data with a single counter (as of SAP Business One 9.0 PL04 and SAP Business One 9.0, version for SAP HANA PL02)	Import counting data with a single counter or multiple counters	You can import only counting data with a single counter into the inventory posting documents. For more information, see Importing Counting Results from Microsoft Excel.
Inventory Counting Transaction Report	*Variance* column	*Max. Variance* column	Variance between the in-warehouse quantity and the counted quantity for a single counter.
	Variance % column	*Max. Variance (%)* column	

Window	Before Upgrade	After Upgrade	Comments
	/	*Single Counter's/Team Qty*	Displays the total counted quantity in the scenario of a single counter or team counting.
	/	*Counter X's Qty* (5 fields)	Displays the counted quantity of an individual counter. "X" represents numbers from 1 to 5.
	/	*Counting Type*	Includes two types: • *Single Counter* • *Multiple Counters*
	/	*No. of Individual Counters*	The actual number of individual counters, which may range from 0 to 5.
	/	*No. of Team Counters*	The actual number of team counters, which may range from 0 to 10.
Document Settings	/	/	See Defining Counting Settings.
Printing Options and *Document Printing* windows for inventory counting documents	/	/	See Printing Counting Documents.

2   Defining Counting Settings

Before entering counting results into SAP Business One, that is, creating inventory counting documents, you must make appropriate settings in the *Document Settings* window, as described in the table below:

Document	Field	Description
Inventory Counting	*Highlight Rows with Variance Greater Than*	For display purposes.
	Highlight Rows with Max Variance Greater Than	Distinguish variances or counters' differences that exceed acceptable limits. The limits are represented in percentages. For more information about the calculation logic of these percentages, see the *Counters' Difference Versus Maximum Variance for Multiple Counters* section in Introduction.
	Highlight Rows with Counters' Difference Greater Than	
	When Changing from Single to Multiple Counters, Set Selected Counter As • *Individual Counter* • *Team Counter*	If you need to change the counting type of an open inventory counting document from *Single Counter* to *Multiple Counters* (for example, because of unplanned changes after creating the document), be sure to check this setting **before** you change the counting type. For more information, see Counting Scenarios.
	When Copying Inventory Counting to Inventory Posting, Close Counted Rows with Zero Diff.	If you have selected this checkbox and all counted quantities are the same as the in-warehouse quantity of an item, posting the counting results closes the relevant row in the inventory counting document; otherwise, the row as well as the inventory counting document remain open, and you can still make changes.
• *Inventory Counting* • *Inventory Posting*	*Calculate In-Whse Qty on Count Date Based On:* • *Transactions' Creation Dates* • *Transactions' Posting Dates* ○ *Refresh In-Whse Qty in DI*	⚠️ Caution You cannot change this setting while there is any open inventory counting document. In addition, the settings for inventory counting documents and inventory posting documents must be the same. Available as of patch level 7 of SAP Business One 9.0 (SQL) and patch level 3 of SAP Business One 9.0, version for SAP HANA. For more information, see Calculation of In-Warehouse Quantities on Count Date. For more information about the *Refresh In-Whse Qty in DI* checkbox, which concerns DI API only, see SAP Note 1931489.
	Allow Inclusion of Inactive Items in Document	ℹ️ Note This checkbox is available also for inventory

Document	Field	Description
		opening balance documents. Its behavior is the same as that for inventory posting documents.
		Available as of patch level 12 of SAP Business One 9.0 (SQL and SAP HANA). For SAP Business One versions previous to 9.0 PL12, this checkbox does not exist and you can always add inactive items to or include inactive items in the document.
		• If the checkbox is selected, you can add inactive items to or include inactive items in the document, but the items remain inactive.
		• If the checkbox is deselected, you cannot add or include items that are inactive:
		○ On the count date of the inventory counting document
		○ On the posting date of the inventory posting document
		For example, if an item is active on the count date, you can add it to an inventory counting document; if the item becomes inactive later, you cannot post the counting differences within the inactive period of this item.
		Selection and deselection of the checkbox is synchronized for the inventory counting documents and the inventory posting documents. For more information, see SAP Note 2019294.

2.1 Calculation of In-Warehouse Quantities on Count Date

The posting date and the creation date of an inventory transaction are not necessarily the same.

> **i** Note
>
> The creation date (database system date) is not visible on the user interface; it is recorded in the database.

Depending on your setting of the *Calculate In-Whse Qty on Count Date Based On* field in the *Document Settings* window, the system calculates the in-warehouse quantities on the count date differently, as illustrated in the examples below.

Example 1

A batch of items is issued from the warehouse on November 6, 2013 (posting date), but you do not record the inventory transaction in the system until November 8, 2013 (creation date). The item quantity is 10.

On November 7, 2013 (count date), you perform inventory counting. On November 9, 2013, you create an inventory counting document to record the results.

If you have selected:

o *Transactions' Posting Dates*: A quantity of 10 is added to the in-warehouse quantity of the item on the count date.

o *Transactions' Creation Dates*: The in-warehouse quantity of the item on the count date does not include the 10.

Example 2 (Future posting enabled)

A batch of items is issued from the warehouse on November 6, 2013 (posting date). You foresaw this transaction and recorded it in the database on November 4, 2013 (creation date). The item quantity is 10.

On November 5, 2013 (count date), you perform inventory counting and create an inventory counting document to record the results.

If you have selected:

o *Transactions' Posting Dates*: The in-warehouse quantity of the item on the count date still includes the 10.

o *Transactions' Creation Dates*: A quantity of 10 is subtracted from the in-warehouse quantity of the item on the count date.

Other Different Behaviors

Some other differences exist between the two options, as listed below in the table:

Subject	*Transactions' Posting Dates*	*Transactions' Creation Dates*
Ability to record the count time	Disabled	Enabled
If a transaction is created on the count date or posted to the count date, what	Transactions posted to the count date are included in the calculation of in-warehouse quantities on the count date. To avoid inconsistency between the system and	Transactions created before the count time are included in the calculation of in-warehouse quantities on the count date.

Subject	*Transactions' Posting Dates*	*Transactions' Creation Dates*
happens?	the actual numbers, we highly recommend that you do **not** allow any inventory transactions after counting begins on the count date.	The creation time of transactions is also recorded in the database and not visible on the user interface.
Automatic refresh of in-warehouse quantities on the count date	The system asks whether you want to recalculate in-warehouse quantities when you: • Re-open an inventory counting document before it is posted or closed manually. • Create an inventory posting document by copying data from inventory counting documents. Note that in this scenario, data in the base inventory counting documents will not be updated. If you agree to recalculate the in-warehouse quantities, the following information is recalculated as well: • Serial and batch information • UoM quantities • Inventory variances and variance percentages	Irrelevant

3 Creating Inventory Counting Documents

You can either manually enter counting results into the system or import the results from Microsoft Excel (saved as a tab-delimited, unicode, or MS-DOS TXT file).
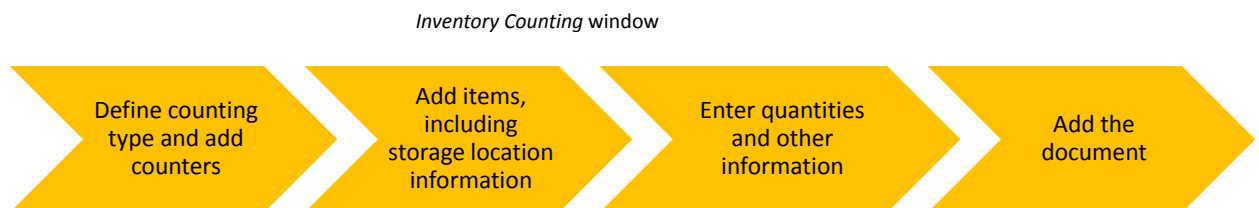
➡️ Recommendation

The issue and receipt of goods are usually called to a stop before an on site inventory counting is performed. To keep the system records consistent, we recommend the following practice:

1. Ensure that all inventory transactions that have happened are recorded in the system.
2. Create an inventory counting document, specify the items to be counted (including the storage location information), the counting type (counting scenario), and the counters.
3. Freeze the items for transactions by selecting the *Freeze* checkbox in each row of the document.
4. Add the inventory counting document.
5. Print the inventory counting document.
6. Perform on-site counting according to the printed document.
7. Update the inventory counting document with the counting results.

3.1 Manually Entering Counting Results

The following figure illustrates the typical process of manually entering counting results into an inventory counting document.

Inventory Counting window

Define counting type and add counters → Add items, including storage location information → Enter quantities and other information → Add the document

For the sake of narrative simplicity, the procedure description below assumes that you have finished inventory counting. In reality, you can always update an inventory counting document as long as it is still open.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory → Inventory Transactions → Inventory Counting Transactions → Inventory Counting*.
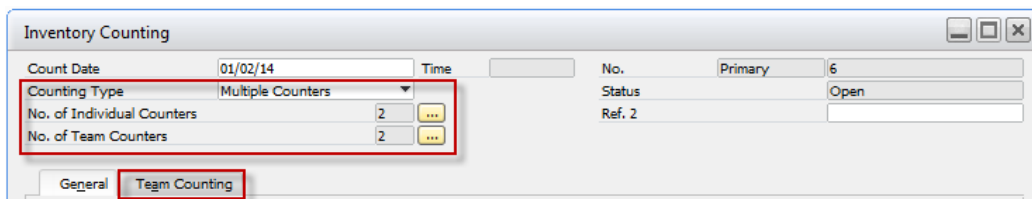   The *Inventory Counting* window opens and you perform the following steps in this window.

2. Define the count date and time.

> **ⅰ Note**
>
> If you have selected to calculate in-warehouse quantities based on the **posting dates** of inventory transactions, you can define only the count date. For more information, see Calculation of In-Warehouse Quantities on Count Date.

3. Define the counting type and add counters.

If you select *Multiple Counters* for the counting type, you must define individual counters and team counters separately. If there is any team counter, an additional tab *Team Counting* appears for you to enter team counters' counting results.

4. Add items and specify the storage locations (warehouses and bin locations, if any).

You can specify items manually or based on defined selection criteria.

To define selection criteria, choose the *Add Items* button and choose *Select Items*. Then, in the *Inventory Counting - Items Selection Criteria* window, specify various selection criteria (for example, warehouses).

5. Enter counted quantities and other information, including:
   o Counted quantity of each relevant unit of measure if you have defined a UoM group for an item
   o Serial numbers
   o Batches

To define these, right-click any row and select relevant options (for example, *Serial and Batch Selection for Individual Counter 1*, *Inventory Counting by UoM*).

> **ⅰ Note**
>
> If you have team counters, you must enter the counted quantities and other information on the *Team Counting* tab separately. Selecting *Serial and Batch Selection for Team* in the context menu on the *General* tab displays the serial and batch information verified by the whole team but does not allow you to enter counting results.
>
> Serial numbers and batch information are optional for inventory counting documents, though you must define them when posting the counting results.

> **➡ Recommendation**
>
> If your counted results have little variance from your recorded in-warehouse quantities, to save effort, you can choose the *Adjust Counted Quantities* button and select the option *Copy In-Whse Qty on Count Date*. The recorded in-warehouse quantities on the count date are copied as the counted quantities. Then you just need to make adjustments to reflect the variances.

6. Select the *Counted* checkbox in each row for which you have finished entering results and which is ready for posting. If you do not select this checkbox, the counting results cannot be posted.
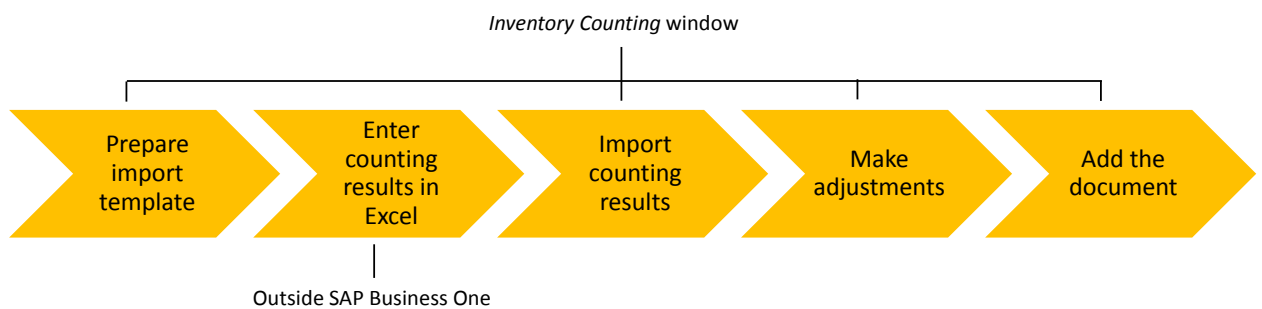
> ℹ **Note**
>
> You can double-click the *Counted* column header to select all checkboxes in this column, as in the *Freeze* column. However, double-clicking other columns (for example, *Item No.*) sorts the values.
>
> The *Counted* checkbox is automatically selected in the following scenarios:
>
> o Single counter: A positive quantity is entered.
> o Multiple counters (individual counters only): Positive quantities are entered for all individual counters.
> o Multiple counters (team counters only): A positive quantity is entered for at least one team counter.
> o Multiple counters (individual counters + team counters): Positive quantities are entered for all individual counters and at least one team counter.

7. Choose the *Add* button to save the counting results and add the document.

3.2 Importing Counting Results from Microsoft Excel

The following figure illustrates the typical process of importing counting results into an inventory counting document.

> ℹ **Note**
>
> The import function is also available for inventory posting documents, but the fields available for import are different. For more information, see Fields for Import.

Procedure

1. Prepare an appropriate import template:
   1. From the SAP Business One *Main Menu*, choose *Inventory → Inventory Transactions → Inventory Counting Transactions → Inventory Counting*.
   2. In the *Inventory Counting* window, define the counting type.
      The fields available to the import template differ, depending on your counting type.
   3. Choose the *Add Items* button and then choose *Import Items*.
   4. In the *Import from Excel* window, select relevant fields, depending on which information you want to verify through counting.

5. Save the template:
   1. Choose the *Save As* button.
   2. In the *Save As Data Import Template* window, define the template code and name.
   3. Choose the *Save* button.

   For more information about the fields, see Fields for Import.

2. Open Microsoft Excel and create a spreadsheet, based on the template defined in step 1.

   You must define the same fields in the same order as the template.

3. Enter your counting results into the spreadsheet and then save the spreadsheet in one of the following TXT formats:
   o Tab-delimited
   o Unicode
   o MS-DOS

   i Note

   The Macintosh TXT format is **not** supported.

4. Import your counting results into SAP Business One:
   1. Go back to the *Inventory Counting* window.
   2. Define the counting type and specify the counters.
   3. Choose the *Add Items* button and then choose *Import Items*.
   4. In the *Import from Excel* window, choose the browse button beside *Use Data Template* and select the template defined in step 1.
   5. If you have entered part of your counting results and want to update existing records, select the *Update Existing Records* checkbox.

      If you do not select this checkbox, all data in the spreadsheet is imported; and if the imported data and existing records contain the same item, the system returns errors when you try to add the inventory counting document.
   6. [Optional] To perform a pre-check on your spreadsheet, select the *Check Import File for Errors* checkbox.

      The system will return any error that is found in the spreadsheet. If you do not select this checkbox and directly import your counting results, the system will notify of all errors after the import completes.
   7. Choose the *OK* button.
   8. In the *Open* window, select the TXT file that stores your counting results and choose the *Open* button.

   The system imports your counting results into the *Inventory Counting* window.

5. Make any necessary adjustments to the counting results.

6. Select the *Counted* checkbox in each row for which you have completed entering results.

   i Note

   You can double-click the *Counted* column header to select all checkboxes in this column, as in the *Freeze* column. However, double-clicking other columns (for example, *Item No.*) sorts the values.

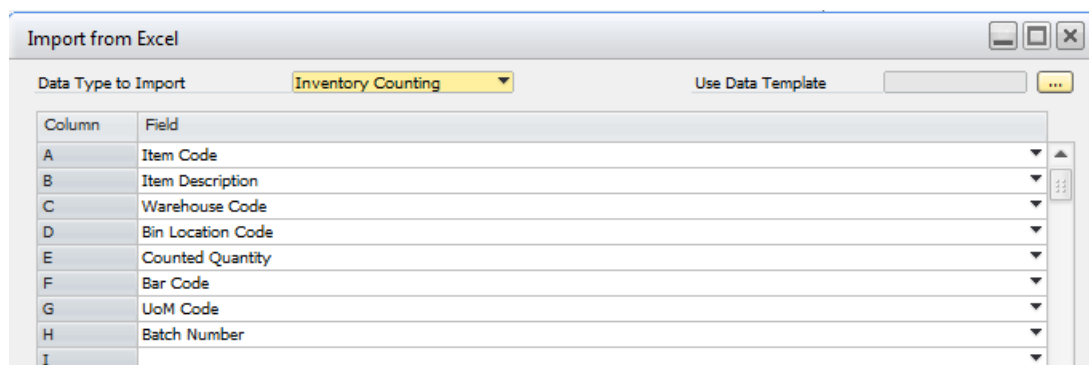   The *Counted* checkbox is automatically selected in the following scenarios:
   o Single counter: A positive quantity is entered.
   o Multiple counters (individual counters only): Positive quantities are entered for all individual counters.
   o Multiple counters (team counters only): A positive quantity is entered for at least one team counter.

o   Multiple counters (individual counters + team counters): Positive quantities are entered for all individual counters and at least one team counter.

7.   To save the counting results in SAP Business One, choose the *Add* button (or the *Update* button for an existing inventory counting document).

3.2.1   Example of Preparing Import Data

1.   Define an import template, as below:

Column	Field
A	Item Code
B	Item Description
C	Warehouse Code
D	Bin Location Code
E	Counted Quantity
F	Bar Code
G	UoM Code
H	Batch Number
I	

Import from Excel — Data Type to Import: Inventory Counting — Use Data Template

2.   Create an Excel file, as below:

	A	B	C	D	E	F	G	H	I	J	K
1	Item Code	Item Description	Warehouse	Bin	Counted Quantity	Bar Code	UoM	Batch	Counter Type	Counter ID	Individual/Team Counter
2	I006	I006	03	03-SYSTEM-BIN-LOCATION	20	1234	BOX	B60000	U	user2	I
3	I006	I006	03	03-SYSTEM-BIN-LOCATION	20	1234	BOX	B60001	U	user2	I
4	I006	I006	03	03-SYSTEM-BIN-LOCATION	20	1234	BOX	B60000	U	user3	I
5	I006	I006	03	03-SYSTEM-BIN-LOCATION	18	1234	BOX	B60001	U	user3	I
6	I006	I006	03	03-SYSTEM-BIN-LOCATION	19	1234	BOX	B60000	U	user4	I
7	I006	I006	03	03-SYSTEM-BIN-LOCATION	20	1234	BOX	B60001	U	user4	I
8	I006	I006	03	03-SYSTEM-BIN-LOCATION	21	1234	BOX	B60000	U	user5	I
9	I006	I006	03	03-SYSTEM-BIN-LOCATION	20	1234	BOX	B60001	U	user5	I
10	I006	I006	03	03-SYSTEM-BIN-LOCATION	15	1234	BOX	B60000	U	manager	T
11	I006	I006	03	03-SYSTEM-BIN-LOCATION	8	1234	BOX	B60001	U	user1	T
12	I006	I006	03	03-SYSTEM-BIN-LOCATION	15	1234	BOX	B60000	U	user2	T
13	I006	I006	03	03-SYSTEM-BIN-LOCATION	7	1234	BOX	B60001	U	user2	T

3.   After finishing entering counting results into the Excel file, delete the first row (A1 - K1), leaving only the counting data.

4.   Save the Excel file as a TXT file (tab-delimited, unicode, or MS-DOS).

5.   Import the TXT file into the *Inventory Counting* window in SAP Business One.

4 Posting Counting Results

> ℹ **Note**
>
> We recommend that you follow the standard practice of creating an inventory counting document first and then posting the counting results. This guide does not describe how to create inventory posting documents that are not based on inventory counting documents.

You have two ways to post your counting results:

- Copy-to method: Open an existing inventory counting document and copy it to a new inventory posting document.

  For more information, see Copy-To Method.
- Copy-from method: Open or create an inventory posting document and copy from one or more inventory counting documents.

  For more information, see Copy-From Method.

Copy Options for Multiple Counters

For multiple counters, either the copy-to or copy-from method copies only **one** set of counting results to the inventory posting document. For example, if you choose to post the team counting results or an individual counter's counting results, only the specified set of counting results is copied.

Depending on the counting type and selected counters, the following copy options are available:

- *Items with No Counters' Diff.*: The system copies only items for which all counting results are the same.
- *Total Counted Qty*: The system copies the sum of all team counters' counted quantities for each item.
- *<Individual Counter> - Counted Qty*: The system copies the specified individual counter's counted quantity for each item.

Prerequisites

To have counting results in a specific row of an inventory counting document copied to the inventory posting document, the following requirements must be met:

- You have selected the *Counted* checkbox in the row.
- The counted quantity you intend to copy is different from the in-warehouse quantity recorded in the system.

After Posting Counting Results

After you add an inventory posting document based on inventory counting documents, rows that are copied to the inventory posting document are automatically closed and items in these rows are "unfrozen". However, some rows may remain open because there is no difference between the in-warehouse quantity and the counted quantity. You cannot create new inventory counting documents for the items recorded in the open rows. Similarly,

items in the open rows remain "frozen" and you cannot record any inventory transaction for them. To solve these issues, you must go back to your base inventory counting documents and manually close the documents.

For more information, see the descriptions about the checkbox *When Copying Inventory Counting to Inventory Posting, Close Counted Rows with Zero Diff.* in Defining Counting Settings.

4.1 Copy-To Method
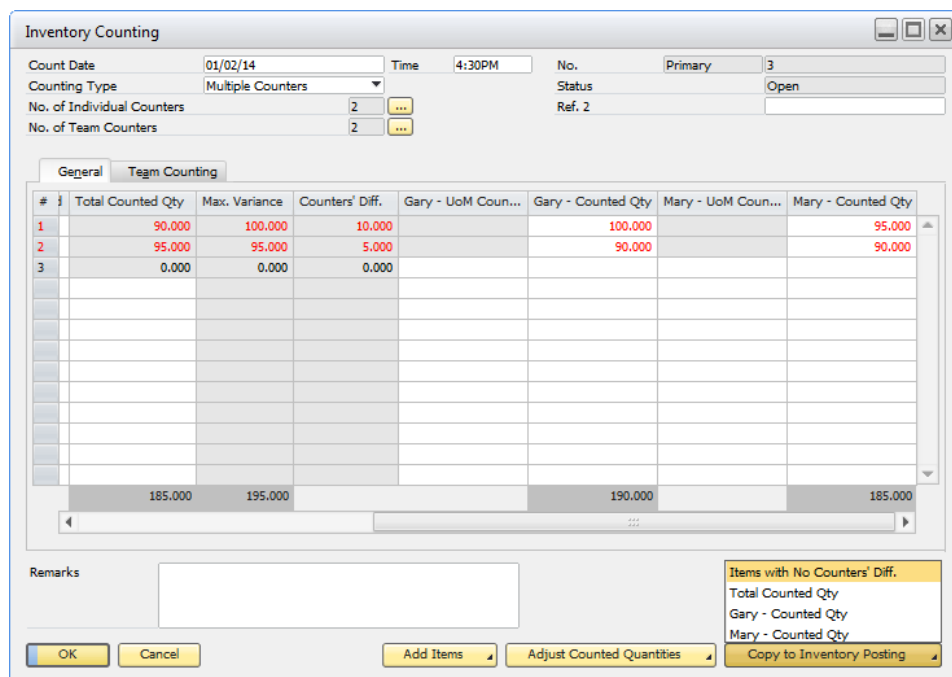
Procedure

1. Open an existing **open** inventory counting document.

   If you have selected to calculate in-warehouse quantities based on the **posting dates** of inventory transactions, the system may remind you of some newly posted inventory transactions that should be taken into account. You can choose whether or not to update the in-warehouse quantities recorded in this document based on the new transactions. For more information, see Calculation of In-Warehouse Quantities on Count Date.

2. [Optional] Make any necessary changes.

   > **i** Note
   >
   > If you change the count date or count time (possible only if you calculate in-warehouse quantities based on the creation dates of inventory transactions), the system also refreshes the in-warehouse quantities recorded in this document.

3. Choose the *Copy to Inventory Posting* button and, for multiple counters, select the set of counting results that you want to post (use to adjust the system records accordingly).

The *Inventory Posting* window opens and the counting results are copied to this window.

4. In the *Inventory Posting* window, make any necessary adjustments (for example, prices, the `Inventory Offset` accounts) and then add the inventory posting document by choosing the *Add* button.

If an item is managed by serial numbers or batches, and there is a variance between the counted quantity and the in-warehouse quantity, you must either issue some units of the item or create new serial numbers or batch numbers for the item to achieve a balance. For more information, see Fields for Import and the SAP Business One online help.

4.2   Copy-From Method

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory → Inventory Transactions → Inventory Counting Transactions → Inventory Posting*.
2. In the *Inventory Posting* window, choose the *Copy from Inventory Counting* button.
3. In the *List of Inventory Counting* window, select one or more inventory counting documents **with the same counting type** and choose the *Choose* button.

   ⓘ Note

   If selected inventory counting documents have different count dates, the *Count Date* field in the header area of the inventory posting document becomes irrelevant. The actual count date and time are saved in each row and the in-warehouse quantities are calculated accordingly.
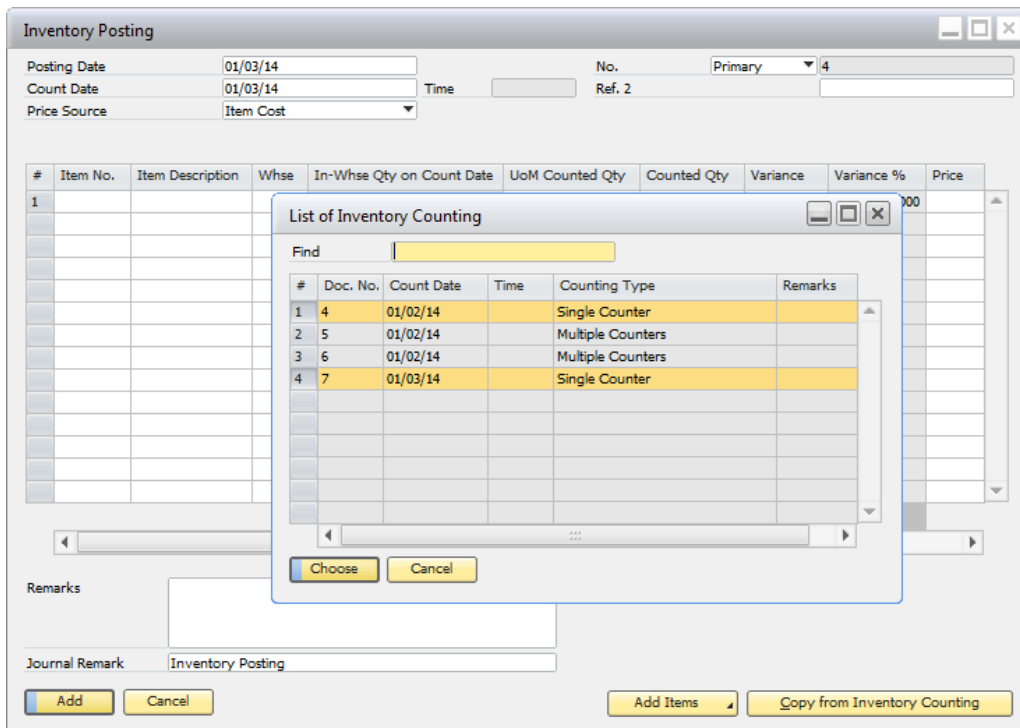
If you have selected to calculate in-warehouse quantities based on the **posting dates** of inventory transactions, the system may remind you of some newly posted inventory transactions that should be taken into account. You can choose whether or not to update the in-warehouse quantities based on the new transactions. For more information, see Calculation of In-Warehouse Quantities on Count Date.

4. In the draw document wizard, choose to draw all data or select part of the data to draw. For multiple counters, you must also specify which set of counting results to draw for each inventory counting document.

5. Make any necessary adjustments (for example, prices, the `Inventory Offset` accounts) to the inventory posting document and then add the document by choosing the *Add* button.

   If an item is managed by serial numbers or batches, and there is a variance between the counted quantity and the in-warehouse quantity, you must either issue some units of the item or create new serial numbers or batch numbers for the item to achieve a balance. For more information, see Fields for Import and the SAP Business One online help.

5   Printing Inventory Counting Documents

As the standard function of SAP Business One, you can print either per inventory counting document or a batch of inventory counting documents together through the *Document Printing* window. This chapter describes the new options available as of SAP Business One 9.0 PL09.

Batch Printing

In the *Document Printing - Selection Criteria* window (SAP Business One *Main Menu → Inventory → Document Printing*), select the document type as *Inventory Counting*. The following options are available for multiple counters:

- *Print All Counters' Results*: All individual counters' counting results, as well as the total counting result of team counters, are printed into one file.
- *Print per Counter*: Each individual counter's or team counter's counting results are printed into a separate file.

Printing per Document

Open an existing inventory counting document and select to print it. The *Printing Options* window appears.
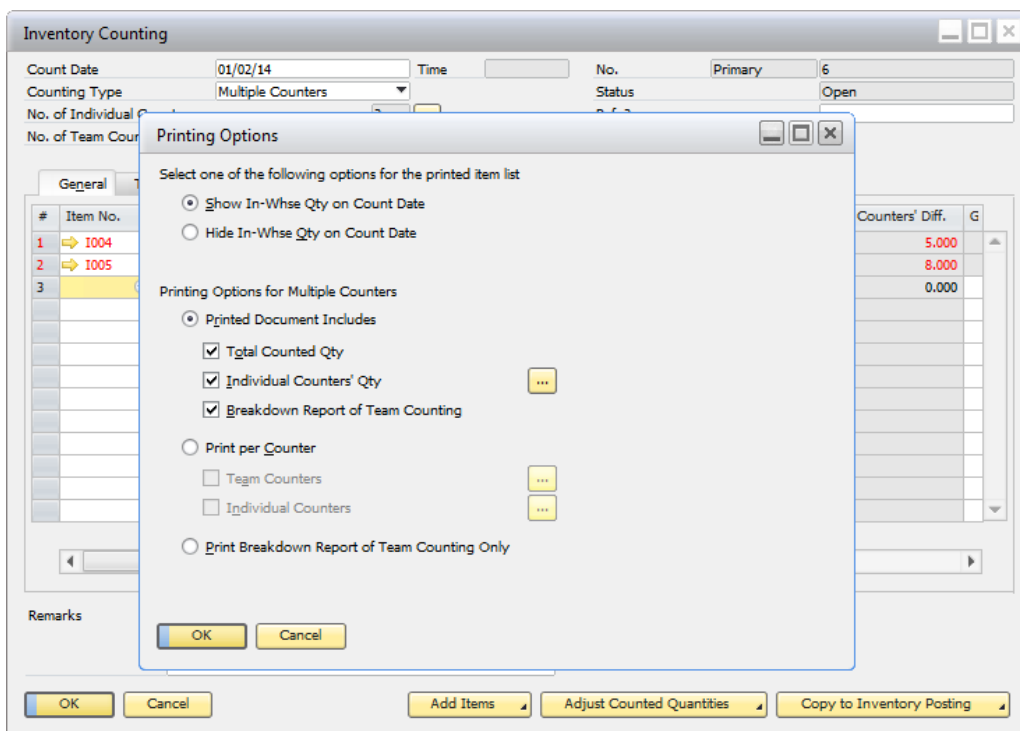
The table below describes the printing options available for multiple counters:

Option Level 1	Option Level 2	Description
Printed Document Includes		Selected counting results are printed into one file.
	Total Counted Qty	Prints the sum of all team counters' counting results for an item in a particular storage location
	Individual Counters' Qty	Prints selected individual counters' counting results
	Breakdown Report of Team Counting	Prints a breakdown report of team counting, including the total counted quantity, as well as each team counter's counting results
Print per Counter		Each selected counter's counting results are printed into a separate file. The team counters' total counted quantities are not printed.
	Team Counters	Prints selected team counters' counting results
	Individual Counters	Prints selected individual counters' counting results
Print Breakdown Report of Team Counting Only		Only a breakdown report of team counting is printed. Individual counters' counting results are not printed.

Appendix: Importing Rules for Inventory Records

With SAP Business One, you can import inventory records from Microsoft Excel to the following documents (the number for each document type is used below for reference):

- **[1]** Inventory counting documents
- **[2]** Inventory posting documents
- **[3]** (As of 9.0 PL13) Inventory opening balance documents

To import your inventory records from Microsoft Excel into SAP Business One, you must define the Excel fields based on a template, which is defined in the *Import from Excel* window (for more information, see Importing Counting Results from Microsoft Excel). These fields must follow certain rules; otherwise, the import will fail.

> **i** Note
>
> Fields available for single-counter inventory counting documents are all available for inventory posting documents.

The table below lists the fields available for import and the rules:

Document	Field	Description
1 & 2 & 3	*Item Code*	- Mandatory - Requirement: Exists in the company Note: Whether or not inactive items can be imported depends on your setting of the *Allow Inclusion of Inactive Items in Document* checkbox in the *Document Settings* window. For more information, see Defining Counting Settings.
1 & 2 & 3	*Item Description*	Optional Note: If the item description does not match the item code, the document records the specified item description; nevertheless, the master data of the particular item is not updated with the specified item description.
1 & 2 & 3	*Warehouse Code*	- Mandatory if the warehouse is not managed by bin locations Optional if the warehouse is managed by bin locations - Requirements: - Exists in the company - Is assigned to the item - Is active
1 & 2 & 3	*Bin Location Code*	- Mandatory if the warehouse is managed by bin locations - Requirements: - Exists in the company

Document	Field	Description
		o Is active o Matches the warehouse if the warehouse code is defined

1 & 2	*Counted Quantity*	• Optional
		• Requirements:
		  o The field value must be a positive number or zero. If you keep the field empty, it equals zero.
		  o This field is the UoM counted quantity for a UoM item
		Note: The value is subject to the following display settings on the *Display* tab of the *General Settings* window:
		• Decimal place for quantities
		• Separator (decimal separator)
		• Thousands separator

3	*Opening Balance*	Optional Notes: • Although you can import zeroes for this field, you will not be able to add the document if the field value remains as zero. • The value is measured in the inventory UoM. • The value is subject to the same display settings as the *Counted Quantity* value.

2 & 3	*Price*	• Optional
		• Requirement: The value must be positive or, if the system setting allows, zero.
		  The value can be zero only if the corresponding checkbox is selected on the respective *Per Document* tab of the *Document Settings* window:
		  o Inventory posting documents: *Allow Inbound Posting with Zero Price*
		  o Inventory opening balance documents: *Allow Positive Inventory Opening Balances with Zero Price*
		Notes:
		• The value is subject to the following display settings on the *Display* tab of the *General Settings* window:
		  o Decimal place for prices
		  o Separator (decimal separator)
		  o Thousands separator
		• If the total variance (counted quantity - in-warehouse quantity) or total opening balance is positive or equal to zero, the system takes an empty *Price* field for zero. For more information, see Merge of Lines with the Same

Document	Field	Description
		[Item]. • If the total variance or total opening balance is negative, the price value in the Excel file is ignored. Instead, the system displays an **estimated** value in the *Price* field before you add the document and this value may not be equal to the current item cost; after you add the document, the field is updated with the accurate item cost and the correct total inventory value is posted to the journal entry. • If the import template does not have the *Price* field, the price source selected in the header of the document is taken for the price.
2 & 3	*Price Currency*	• Optional: If the field is blank while the price is specified, the local currency is taken as the price currency. • Requirement: Exists in the company.
1 & 2 & 3	*Bar Code*	• Optional • Requirements: ○ Is linked with the specified UoM code ○ Is linked with the item's inventory counting UoM code if no UoM code is specified
1 & 2	*UoM Code*	• Optional • Requirements: ○ Exists in the company ○ Belongs to the UoM group that is assigned to the item
1 & 2 & 3	*Batch Number*	Optional Note: If the item is managed by batches, but you have not specified the batch information, you cannot add inventory posting documents or inventory opening balance documents.
1 & 2 & 3	*Serial Number* *Manufacturer Serial No.* *Lot Number*	• Optional, and you can select only one of the three numbers for import • Requirement: ○ If your company requires one of these numbers to be unique for the item, you must specify the required number and the number must not be repeated. This requirement is subject to the setting of the *Unique Serial Numbers by* field (SAP Business One *Main Menu → Administration → System Initialization → General Settings → Inventory* tab). For more information, see the SAP Business One online help. ○ Different team counters cannot select the same serial number, manufacturer serial number, or lot number for the same item. (This restriction does not apply to

Document	Field	Description
		individual counters.) Note: If the item is managed by serial numbers, you can add the inventory posting document or inventory opening balance document only if each unit of the item is assigned a number - no more, no less. However, missing numbers do not prevent you from adding the inventory counting document.

1 (multiple counters)	*Counter Type*	• Optional
		• Values:
		  ○ **Employee**
		  ○ **User**
		• Requirement: If the same counter ID exists for an employee and a user, you must specify this field.

1 (multiple counters)	*Counter ID*	• Mandatory
		• Values:
		  ○ User code
		  ○ Employee No.
		• Requirements:
		  ○ Exists in the company
		  ○ Is active if the counter is an employee
		Note: The counter can be a locked user.

1 (multiple counters)	*Individual / Team Counter*	• Optional
		• Values:
		  ○ **T** (for team counters)
		  ○ **I** (for individual counters)
		• Requirements:
		  ○ The value of each counter must correspond to your specification in the *Inventory Counting* document. For example, if you specify **I** for a team counter in a row, the data in this row is not imported.
		  ○ If a counter is simultaneously an individual counter and a team counter, you must specify this field.

3	*Account Code*	• Mandatory • Requirement: Already exists in the company.

Merge of Lines with the Same Item

If you enter inventory records manually in SAP Business One, the item in each row of the document must be unique; in other words, an item in the same storage location (warehouse or bin location) cannot be specified twice in the document.

However, if you import inventory records from Microsoft Excel, the file can contain duplicate items. When importing the records, the system automatically merges the lines with the same item (in the same storage location) into one row.

ℹ **Note**

After merging lines with duplicate items in the import file, the system checks whether the merged line conflicts with existing records. Depending on your setting, either the existing records are updated with the import line or the import line is ignored and skipped. For more information, see step 4.5 in Importing Counting Results from Microsoft Excel.

The lines with duplicate items must observe the following rules to be merged:

- In addition to the fields that identify the same item (*Item Code*, *Warehouse Code*, and *Bin Location Code*), the following fields must have the same value:
    - If the total variance (inventory posting documents) or total opening balance is positive or zero:
        - *Price*
        - *Price Currency*

      Note that these two fields are ignored if the total variance or total opening balance is negative.
    - (Opening balance only) *Account Code*
- For inventory opening balance documents, positive and negative quantities (*Counted Quantity* or *Opening Balance* field) cannot both exist for the same item. For example, if the opening balance in line 1 for item I001 is 10, the opening balances in other lines for item I001 can only be positive or 0.

🟦 **Example**

You have the following records in the Excel file and you want to import the file into an inventory posting document (without existing records):

Line Number	Item Code	Warehouse Code	Counted Quantity	Price	Price Currency
1	I001	WH001	10	40	USD
2	I001	WH001	-5	50	RMB
3	I001	WH001	10	50	USD

Scenario 1: Negative Variance

If the in-warehouse quantity in the system for item I001 is 20, the variance between the in-warehouse quantity and the counted quantity is negative. Although the prices and price currencies are different between these lines, they are ignored and the records can be imported. The result is as below:

Item Code	Warehouse Code	Counted Quantity	Price	Price Currency	Variance
I001	WH001	15	(Estimated) item cost	Local currency	-5

Scenario 2: Positive Variance

If the in-warehouse quantity in the system for item I001 is 10, the variance between the in-warehouse quantity and the counted quantity is positive. The records cannot be imported unless the prices and price currencies in different lines are aligned, as below:

Line Number	Item Code	Warehouse Code	Counted Quantity	Price	Price Currency
1	I001	WH001	10	50	USD
2	I001	WH001	-5	50	USD
3	I001	WH001	10	50	USD

With the updated import lines, the result is as below:

Item Code	Warehouse Code	Counted Quantity	Price	Price Currency	Variance
I001	WH001	15	50	USD	5

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