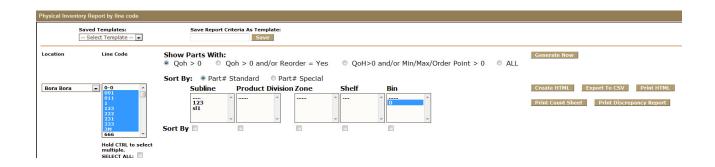
# **Product Management**

### **Products > Physical Inventory**

This link takes you directly to the Physical Inventory report (which is also in the reports section of Fuse5). This report can be used to do a physical inventory of products on your shelf.



**Saved Templates / Save Report Criteria As Template –** you can save a report (after creating it) as a template using the Save Report Criteria As Template option and access it later using the Saved Templates drop down.

**Location –** choose an individual or multiple locations

**Line Code** – choose an individual or multiple line codes (typically recommend one line code at a time, but multiple are available)

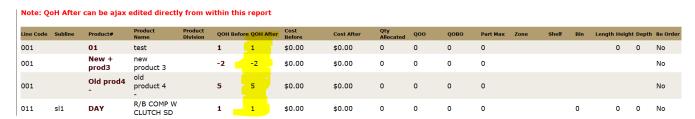
**Show Parts With:** Qoh > 0 (shows all parts with quantity > 0 regardless of reorder status), Qoh > 0 and/or Reorder = Yes (Shows all parts with quantity > 0 and any products with 0 quantity but that have a reorder status of Yes), QoH > 0 and/or MIN/MAX/ORDER POINT > 0 (shows all parts with a QoH greater than zero and / or any parts that have an order point, and All (Shows all products regardless of Qoh or reorder status).

You can also choose to sort by Subline, Product Division, Zone, Shelf, and Bin.

Once you have made your selections click the Generate Now button.

The resulting report will show all appropriate products. Using the QOH After column you can double click and update the quantities that you have in inventory. This is one of the most useful tools available for doing real time inventory counts in Fuse5.

#### **Fuse5 Training Materials**



At anytime after generating a report you can use the Create HTML, EXPORT to CSV or Print HTML buttons to put the report in other formats for additional management or updating.

**Print Count Sheet** – prints a list of all the items that you intend to do inventory on. This can be useful if you are sending an employee into the warehouse to start counting parts. It could then be turned back in to the management person that could update the inventory in Fuse5.

**Print Discrepancy Report** - after inventory is updated in the report, this discrepancy report shows the variance in the expected counts vs what was actually counted.

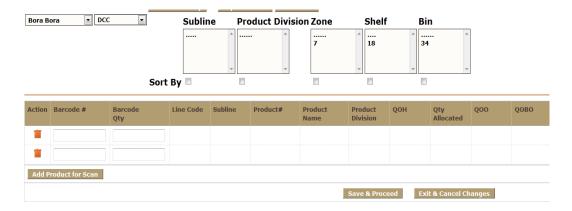
## **Products > Scan Inventory (Scan Physical Inventory Report)**

This report, also available under the reports section of Fuse5, allows you to do inventory using a bar code scanner. This report will only allow you to choose one location and one linecode at a time.



Once you have selected your criteria you may save the report as a template. You can also sort by subline, product division, zone, shelf, and bin. Once you are ready, click the Scan Inventory button and you will be prompted to start scanning product into the report using a barcode scanner.

### **Fuse5 Training Materials**



The report includes the Print Count Sheet and Print Discrepancy Report buttons (similar to the Physical Inventory report)