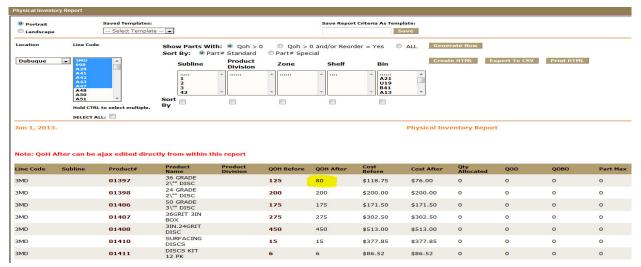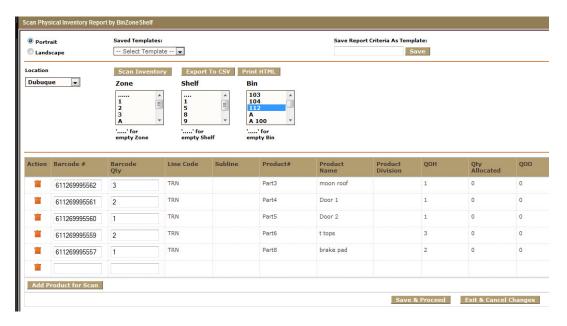Fuse5 Training Materials

Options for Counting Inventory

1. DATA TOOLS > REPORTS > PHYSICAL INVENTORY REPORT. (can also be found under PRODUCT MANAGEMENT > PRODUCTS > PHYSICAL INVENTORY REPORT. This report allows you to change quantity on hand for multiple products from one screen.

2. DATA TOOLS > REPORTS > SCAN PHYSICAL INVENTORY REPORT (by BIN/ZONE/SHELF). This tool allows you to use a bar code scanner to update inventory. You can count inventory by either LINE CODE or by location (ZONE/BIN/SHELF). If you scan a part that is NOT in the location you are doing a count on you will get a pop up warning. The location for those parts will need to be changed if they are supposed to be in the location you are taking inventory in.

3. Another alternative is to export the part list to a spreadsheet. Do you inventory manually and update the

spreadsheet. Import the updated inventory back in to Fuse5.