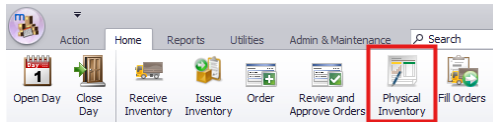# Physical Inventory Quick Guide

From the **Home** Tab within Edison click on **Physical Inventory**

All orders/transfers should be received, and all production should be completed prior to starting the monthly physical inventory.
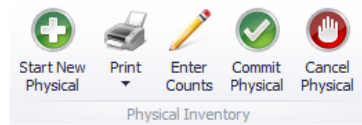
- Begin a new **Physical Inventory**
- From the Home tab, click the Physical Inventory button

Click the **Start New Physical Button**

- Only periods enabled by the Central Office will be available to start
- Count Inventory as-of Date – leave at the default "Last day of the inventory period"

Please carefully read the checked boxes and ensure the physical inventory being added is for the correct period.

Enter Counts

- Highlight the newly created Physical Inventory record
- Click the Enter Counts button
- By default, each category is expanded. Click the arrow next to each storage category to collapse a section, if desired.

- For each item, enter the totals in the Counted Quantity column where applicable
- For any items that are no longer in inventory, enter zero. These items will be removed once the inventory is committed

Storage Slot	Catalog Number	Item Description	Counted Quantity	Counted Value	Case/Unit Description
▶ Storage Category: Dry Food					
▼ Storage Category: Frozen					
⊞	2002	VEGAN CHICKNLESS TENDER CS/10#	2 + 0 each	$0.0000	10 lb (case)
⊞	2003	PORK CARNITA STYLE CS/4/5 LB	0 cs / 0 + 0 lb	$0.0000	4/5 lb (bag)
⊞	2012	CHICKEN CORN DOG CS/72/4 OZ	8 cs / 6	$0.0000	72/Corn Dog
⊞	2020	BURRITO, BEAN CHEESE RELLENO	20 cs / 6	$0.0000	36/Burrito
⊞	2070	CORN CUT FRZN 20 LB	5 + 0 lb	$0.0000	20 lb (case)

- *Save changes frequently*

To add an unlisted item to inventory

- Click the Add Item button
- Click New Tag on the lower left hand corner of the Pick Inventory Tag box that pops up ("new tag" will open a search window that lists all of the items in the program, not just items that had activity within the period.)
- In the Pick Item box, search for the new item, select it and click OK

Commit Inventory
- Managers will commit Inventory. Once committed there will be no opportunity to make any changes

Discrepancies

- If discrepancies exist between inventory on hand and quantities listed in Edison, a window will appear with a list of the discrepancies
- Click Cancel to return to the inventory screen and make any necessary changes
- Click OK to commit all counts and complete the physical inventory process