How to conduct inventory in cairo.ERP?

> This article explains how to perform inventory in **cairo.ERP**.
>
> For inventory procedures in **cairo.WMS**, see this article.

This article will help you conduct inventory in the cairo.ERP system, guiding you through each of the five key stages of the process.

Stages of inventory in cairo.ERP

The inventory process in cairo.ERP includes the following stages:

1. Opening inventory
2. Generating inventory sheets
3. Entering physical count data
4. Closing inventory
5. Generating post-inventory stock reports

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1. Opening Inventory

Before starting inventory, you need to define the range of item cards and create a new inventory in the system.

- **Defining the Range of Item Cards** Inventory can cover **all warehouse item cards** or **selected item cards**. If the inventory concerns selected item cards, it is necessary to create a selection list in the target warehouse beforehand.

> Item cards included in the inventory are locked for warehouse operations.

- **Creating a New Inventory** To add a new inventory, go to: **ERP > ADMINISTRATION > INVENTORY > CURRENT**. Then press [END] and fill in the following data:
  - **WAREHOUSE**: Select the target warehouse.
  - **DATE**: Enter the inventory date.
  - **NAME**: Add an inventory description.

- **RANGE OF GOODS**: Specify the range of items:
  - **ALL**: All warehouse item cards.
  - **RANDOM**: System-selected item cards.
  - **SELECTION LIST**: A predefined list of item cards.
- Press [EXECUTE] to confirm.

After opening the inventory, you can review its items by pressing [ENTER].

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2. Generating Inventory Sheets

After opening the inventory, you can generate inventory count sheets.

- In the inventory item list (**ERP > ADMINISTRATION > INVENTORY > CURRENT > [ENTER]**), press [TAB].
- From the print list, select **INVENTORY SHEET**.
- Detailed print parameters are available by pressing [F1].

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3. Entering Physical Count Data

After printing the sheets, conduct a physical count of the goods, then enter the collected data into the system.

- After printing the sheets, **physically count the goods** in the warehouse and fill in the quantities on the sheets.
- Enter the actual stock into the system on the inventory item list. For each item:
  - Press [ENTER].
  - In the **QUANTITY** field, enter the counted quantity from the sheet.
  - In the **PURCHASE PRICE** field, provide the unit price of the item, according to which the value will be calculated.
    - The **PURCHASE PRICE** is by default filled with the current inventory price. If there is a difference between the system stock and the actual stock, it is **necessary** to fill in the purchase price.

> A missing value will prompt the system to propose two solutions: leaving these items in inventory or deleting them, which would result in no surpluses/shortages for them.

- For items that were not counted (their actual quantity is 0), fill the **QUANTITY** field with "0" using the function available from the inventory item level:
  - Press **[->] > ENTER "0" FOR UNCOUNTED**.

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4. Closing Inventory

After entering all physical count data, you can close the inventory.

- In the open inventories overview (**cairo.ERP > ADMINISTRATION > INVENTORY > CURRENT**), highlight the selected inventory.
- Press [F10] (or **[->] > INVENTORY CLOSURE**).
- Confirm closing the inventory.
- Provide the following data:
  - **DOCUMENTS DATE**: Inventory closing date.
  - **SURPLUS DOCUMENT GROUP**: K+ document group for surpluses (optional).
  - **SHORTAGE DOCUMENT GROUP**: K+ document group for shortages (optional).
  - **NUMBER OF ITEMS PER DOC.**: Maximum number of items per difference document.
- The system will ask about **archiving inventory files**. Archiving is recommended for future data recovery.
- After the procedure is complete, the system will ask whether to delete the inventory header. If "yes" is selected, the inventory header remains but will not contain any items until they are added again.
- The result of closing are stock adjustment documents. Print them and confirm [F4] in: **ERP > INTERNAL DOCUMENTS > INVENTORY CORRECTIONS / INTERNAL TURNOVER**.

> Unconfirmed documents do not modify item card stocks.

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5. Generating Post-Inventory Stock Reports

After completing the inventory, you can generate a warehouse stock report.

- The printout can be performed from two levels:
  - **From warehouse level**: In **ERP > WAREHOUSE**, press [TAB].
  - **From administrator level**: In **ERP > ADMINISTRATION > STATUS AS OF > [END]** > enter the inventory closing date > [ENTER] > [TAB].
- Depending on the chosen method for settling warehouse stocks, select one of the print options:
  - **BY AVERAGE PRICES**
  - **BY PURCHASE PRICES: FIFO**

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