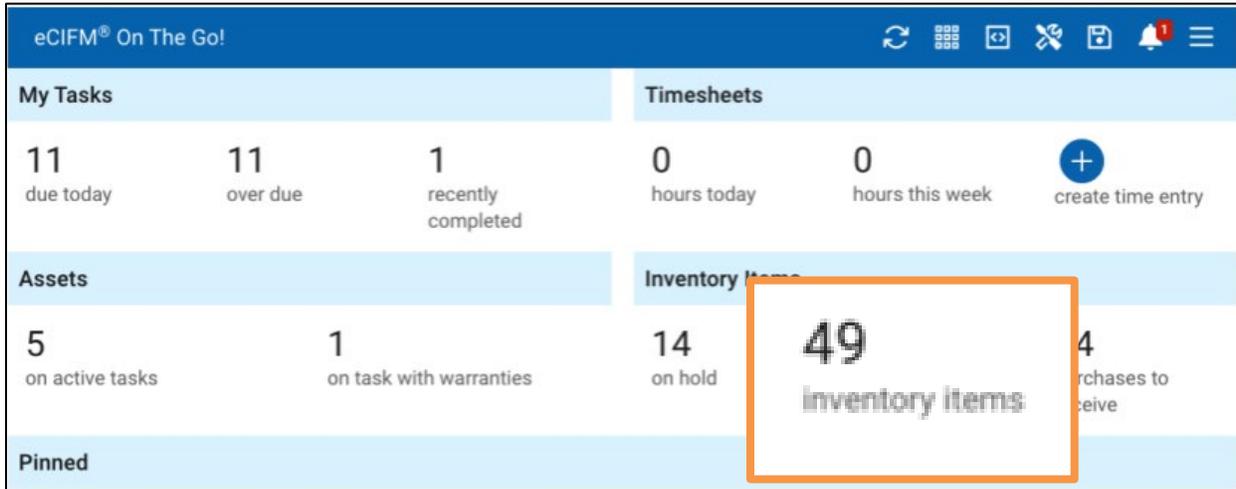


WAREHOUSE CYCLE COUNTS

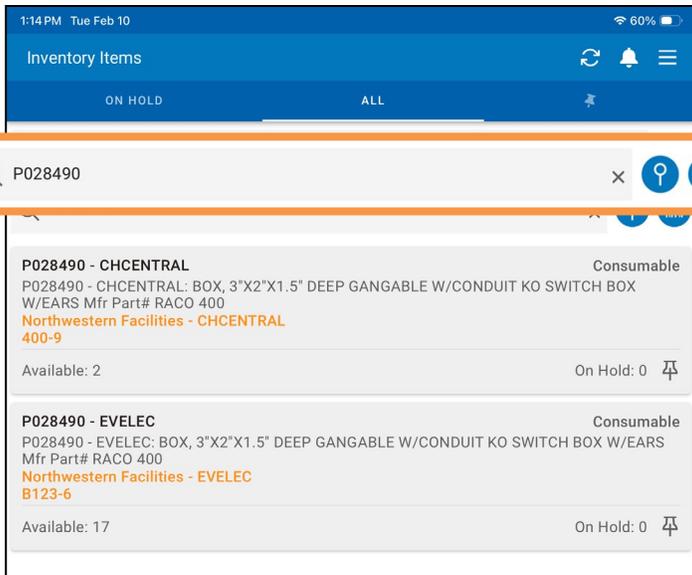
Provides guidance for manually adjusting the number of items in stocks after a cycle count has been completed on the On The Go! (OTG!) application.

DIRECTIONS:

1 From the **On The Go! (OTG!) Home Screen** click on the **Inventory Item** screen.



2 From the **Inventory Items** screen, search the item by entering the item number or scanning an item's QR code.

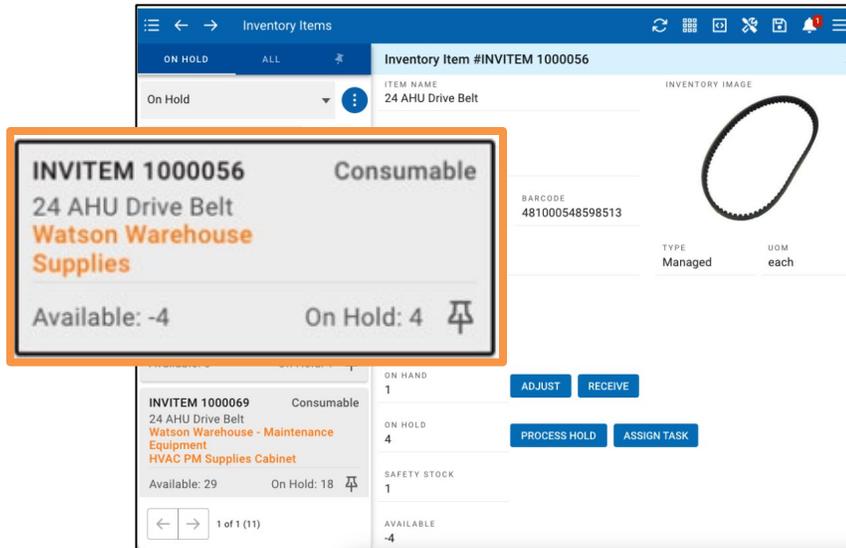


WAREHOUSE CYCLE COUNTS

DIRECTIONS:

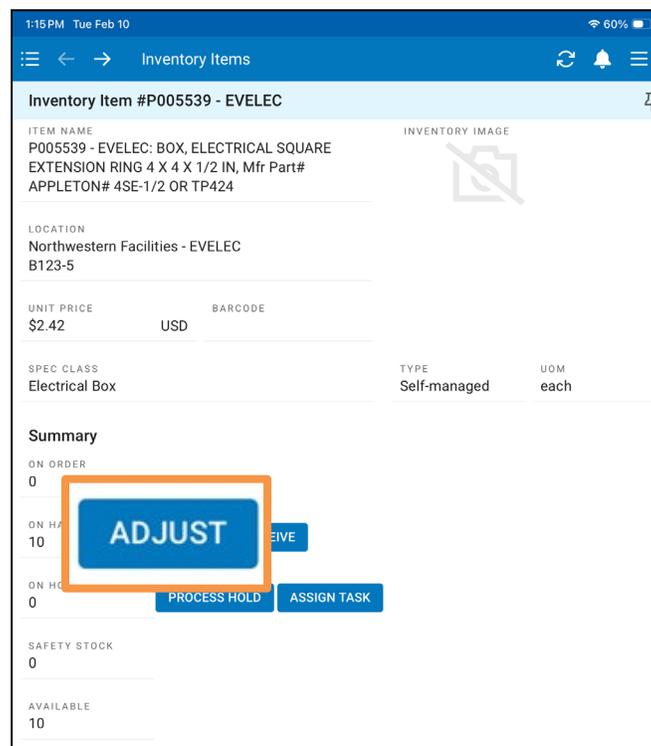
3

Click the desired Inventory Item



4

Inventory Item detail page will populate. Click **Adjust** to change the total amount of inventory on hand.

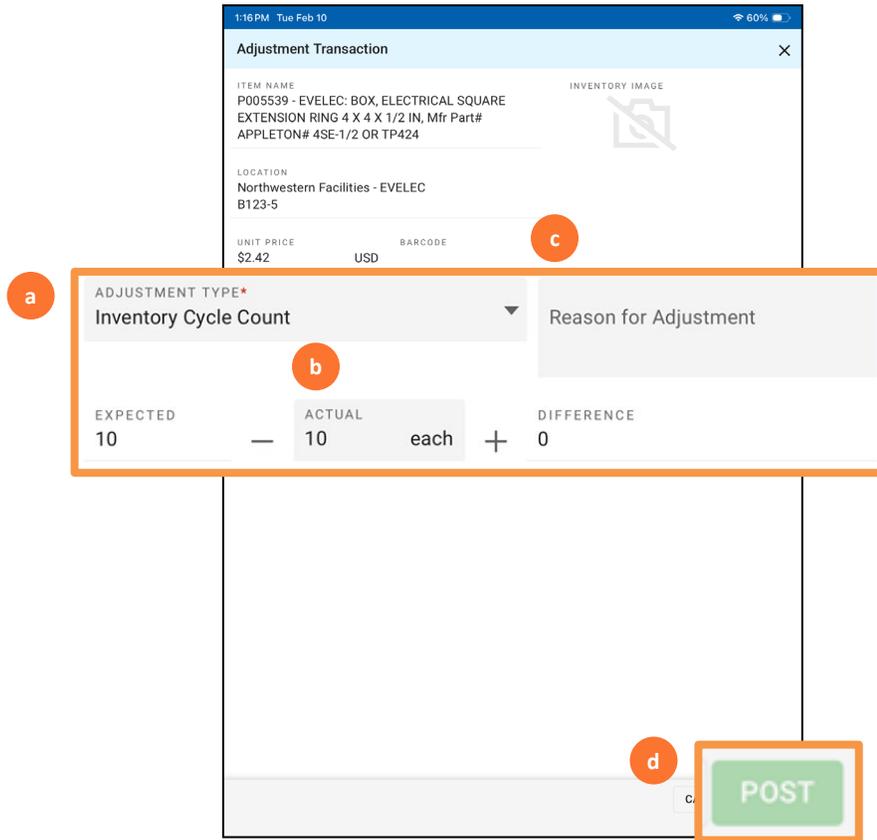


WAREHOUSE CYCLE COUNTS

DIRECTIONS:

5 Update Adjustment Transaction:

- a Adjustment Type: Inventory Cycle Count
- b Actual Count
- c Reason for Adjustment: Comment QOH
- d Click **Post** once completed



6 After being posted, confirm the **On Hand** matches the actual quantity on hand of the item updated on the **Inventory Items** screen under **Summary**.

