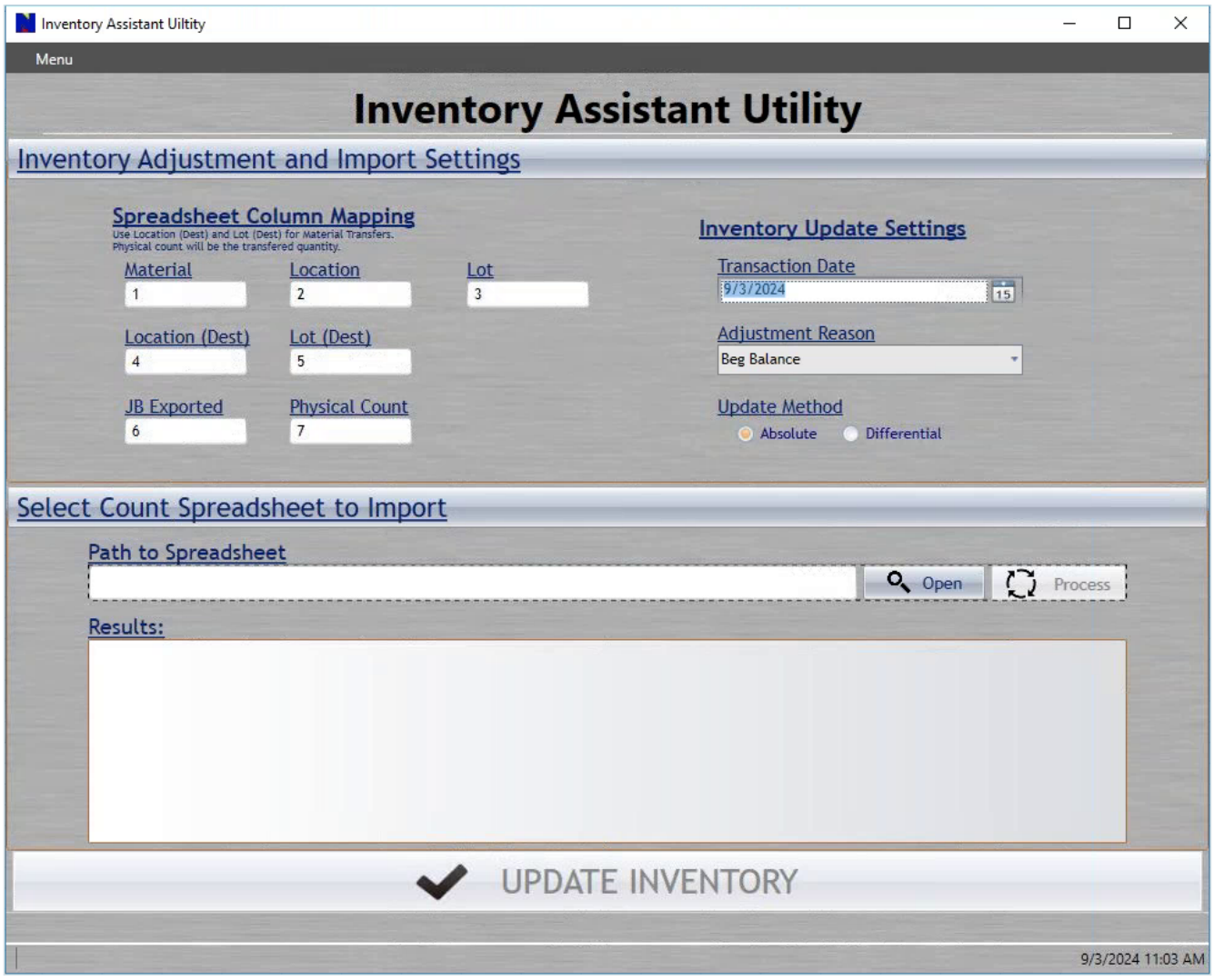
JOBBOSS SOLUTIONS

Physical Inventory

Turn physical counts into JobBOSS inventory updates.

Bring a familiar paper count and Excel workflow into a clear, repeatable process. Neptune Physical Inventory converts reviewed count results into JobBOSS quantity adjustments at the material, location and lot level.



Physical Inventory desktop application, displayed as Inventory Assistant Utility. Captured from the recorded webinar.

Prepare the count, review the workbook, then post and verify the inventory update.

CAPABILITIES

Count the stock you choose

A paper and Excel process for teams that want a structured inventory update.

	A	B	C	D	E	F	G
1	Material	Location	Lot	Loc_Dest	Lot_Dest	JB on Hand	Physical Count
2	3003 SH 40 X 72	SHOP				10.00	10.00
3							
4							

Actual sample workbook supplied with Physical Inventory. The exported quantity and physical count are separate columns.

Capability	Practical use
Full or selected counts	Count the materials and locations in scope. Only imported rows are included in the update.
Count-sheet options	Group work by location, start groups on new pages, and choose whether to show the on-hand quantity.
Material, location and lot detail	Reconcile each stock balance using the identifiers your team already maintains in JobBOSS.
Dedicated transfers	Use destination location and lot fields for a separate transfer run, then verify both ends of the movement.

Two update methods

Absolute	Differential
Set the stock balance to the physical count. The normal starting point for a controlled count with the selected inventory frozen.	Apply the difference between the physical count and the original exported quantity to current stock. Useful when recorded movements must be reconciled with that baseline.

Both methods belong to the same Physical Inventory workflow. Choose the method deliberately before processing the batch.

WORKFLOW AND LEARNING

A clear path from count to closeout

Give inventory teams the instructions and resources to complete the job.

1. **Prepare matching reports**
   Print Inventory Count Sheets and export Inventory Import XLS with the same selections and ordering.
2. **Count and enter**
   Record the physical quantities, review unusual differences and save the completed workbook.
3. **Process and review**
   Confirm the transaction date, adjustment reason and update method. Process the workbook and resolve validation issues.
4. **Post and verify**
   Select UPDATE INVENTORY, then check the Transaction Register and affected stock balances.

Training your team

Physical Inventory Training Guide
Step-by-step report preparation, worksheet mapping, Absolute and Differential examples, validation, transfers, verification and troubleshooting. Use it beside the utility during the first count and as a reference afterward.

Watch the Physical Inventory webinar

Open the recorded webinar linked with this utility for a guided demonstration. GoTo Webinar registration is required.

Talk with Neptune

Discuss your count process, confirm the installed reports and arrange help for the first run.

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