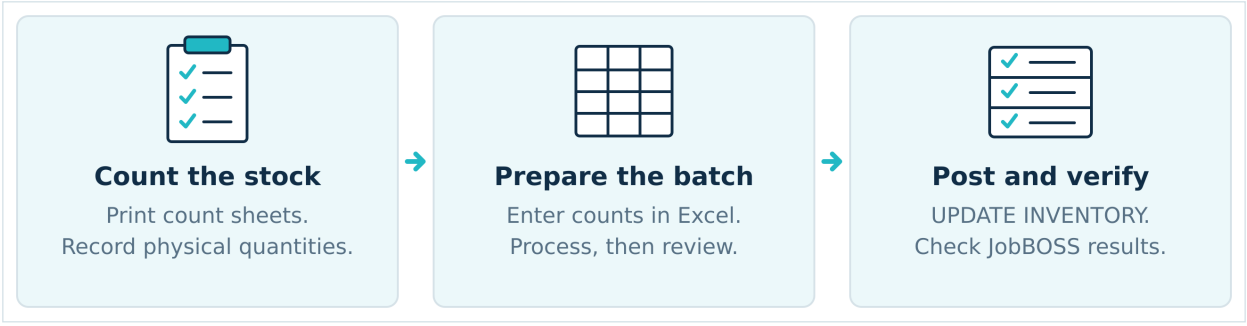
TRAINING GUIDE

Physical Inventory

A practical guide to paper counts, Excel entry and JobBOSS inventory updates.

Use this guide to complete a full count or a selected group of materials and locations. The utility reads the supplied workbook, validates and stages its rows, and posts quantity changes when you select **UPDATE INVENTORY**.



Complete and verify one batch before processing the next.

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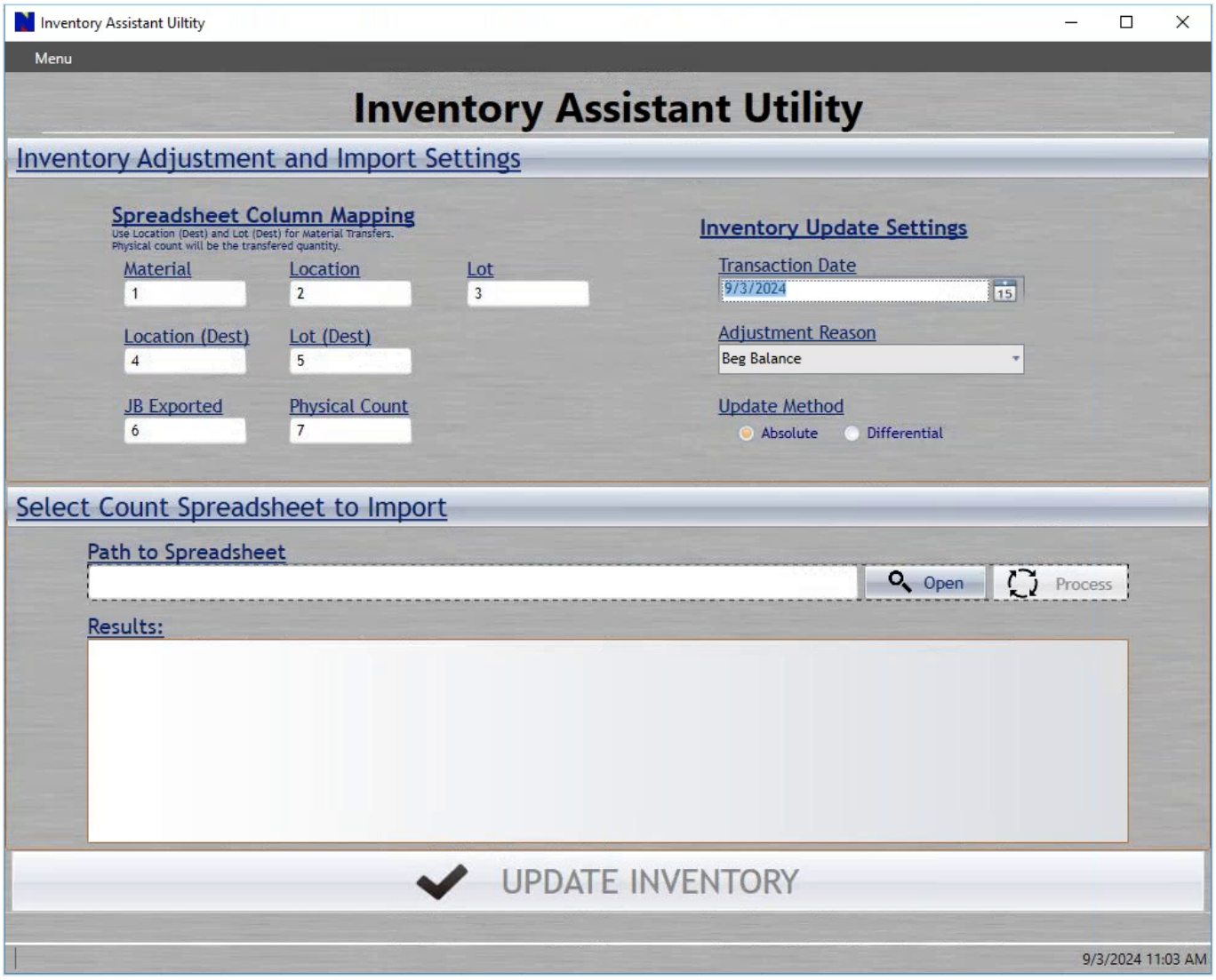
Before you begin

Have the installed utility, the two supplied JobBOSS User Defined reports, Excel, and access to the intended JobBOSS database. Confirm your count scope, inventory-movement plan and the person responsible for posting. Begin with a small supervised batch.

PHYSICAL INVENTORY DESKTOP UTILITY

Recognize the application

The utility window is titled Inventory Assistant Utility.



Actual application view from the Physical Inventory webinar, before selecting a workbook.

Top: Spreadsheet Column Mapping and Inventory Update Settings.
Middle: Open, Process and the Results messages.
Bottom: UPDATE INVENTORY applies the reviewed batch.

Use this view to identify the installed utility. The following pages explain the count reports, workbook preparation and each action.

1 • PREPARE

Prepare matching count reports

Keep the paper count and Excel workbook aligned.

1. **Set the count scope**
   Choose the material types, classes and locations to count. For an Absolute count, coordinate a freeze of that inventory from the count through posting.

2. **Print 1 Inventory Count Sheets**
   Open JobBOSS User Defined reports and run the supplied count-sheet report. Group by Location when useful, and use New Page Per Group to distribute work.

3. **Choose the count-sheet options**
   Show On-Hand Quantity provides the recorded balance; hiding it supports a blind count. Include Zero Quantities when those records belong in your count scope.

4. **Export 2 Inventory Import XLS**
   Use matching selections, grouping and sorting so the workbook follows the same order as the paper sheets. Export Excel Data Only and retain an original copy.

	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 supplied sample: A–C identify the stock, D–E are transfer fields, F is the exported baseline, and G is the count.

5. **Count and complete the working copy**
   Count in the inventory unit used by JobBOSS. Resolve unclear material, location or lot identifiers, and enter the reviewed results in the working workbook.

Use your installed report names if they have been renamed locally. Keep one clean data worksheet in the supplied structure.

2 • COMPLETE THE WORKBOOK

Enter and review the counts

Preserve the default A:G structure and the original exported baseline.

Column	Utility mapping	What to enter or preserve
A	Material	Existing JobBOSS material identifier. Keep the exported value.
B	Location	Source location. Use the exact intended location code.
C	Lot	Source lot, when applicable. Keep a genuinely blank lot blank; do not insert a space.
D	Location (Dest)	Leave blank for a count adjustment. Use only for a deliberate transfer.
E	Lot (Dest)	Leave blank for a count adjustment. Supply the destination lot when a transfer requires it.
F	JB Exported	Original exported on-hand quantity. The sample header is JB on Hand. Preserve this baseline, especially for Differential.
G	Physical Count	Numeric quantity actually counted. In a transfer run, this is the amount to move.

Blank, zero and omitted rows mean different things

- **Blank count:** fails numeric validation. Remove uncounted rows from the working import; hiding or filtering them does not remove their data.
- **Numeric zero:** enter only after counting none. Under Absolute, zero removes that material/location/lot stock balance, while keeping the material master.
- **Omitted row:** stays outside this batch and is not reset by the import.

Keep headers and column order intact. Remove stray blank rows from the data range. Review duplicates, units and unusually large changes before opening the file in the utility.

3 • SET THE QUANTITY RULE

Choose the update method

Absolute and Differential are two methods within this utility.

Method	Result	When to use it
Absolute	New on-hand = Physical Count	The default and usual starting point for a controlled count with the selected stock frozen.
Differential	New on-hand = Current on-hand + (Physical Count − JB Exported)	A planned reconciliation using the original exported baseline and correctly recorded intervening stock movements.

Worked example

Illustrative quantities for one material, location and lot: the export shows **100**, the physical count is **95**, and a later recorded issue leaves current JobBOSS on-hand at **90**.

Choice	Calculation	Result
Absolute	Set current stock to the entered count	95
Differential	Count variance: 95 − 100 = −5. Apply it to current stock: 90 − 5.	85

Preserve the baseline

Differential uses the quantity difference in the workbook. Keep the original exported quantity and reconcile the timing of movements with the count. It does not reconstruct inventory from transaction timestamps.

A zero physical count under Differential applies that row’s variance to current stock; it does not necessarily set current stock to zero. Resolve any negative or otherwise implausible target before posting.

Check the method every time you open a new batch. A past Transaction Date records that date on the adjustment; inventory changes occur when UPDATE INVENTORY runs.

4 • VALIDATE AND STAGE

Open and Process the workbook

Process prepares the batch that the update action will use.

1. **Open the installed utility**
   Confirm the intended JobBOSS database. The application may be titled Inventory Assistant Utility.

2. **Confirm the posting settings**
   Set Transaction Date and a recognizable Adjustment Reason. Choose Absolute or Differential according to your count plan.

3. **Check Spreadsheet Column Mapping**
   For the supplied workbook, use Material 1, Location 2, Lot 3, Location (Dest) 4, Lot (Dest) 5, JB Exported 6 and Physical Count 7.

4. **Select Open**
   Choose the saved XLS or XLSX workbook for this batch. Confirm that it is the correct working copy.



Open selects the workbook. Process validates and stages its contents.

5. **Select Process**
   The utility reads, validates and stages the data. Read Results and resolve the error report if validation fails.

6. **Correct and reprocess**
   Use the reported worksheet row and error to fix the source file. Save it, then run Process again until validation and import succeed.

Recognize a prepared batch

Successful processing reports **Validation successful**, **Import to SQL successful** and **Ready to update inventory**. Review the batch before selecting UPDATE INVENTORY.

Use verified existing location codes. Process can create a missing source-location code during validation, so check location spelling before processing.

After any Excel change: save and Process again. UPDATE INVENTORY uses the staged batch from the last successful Process.

5 • APPLY THE CHANGES

Review and post the batch

UPDATE INVENTORY begins posting immediately.

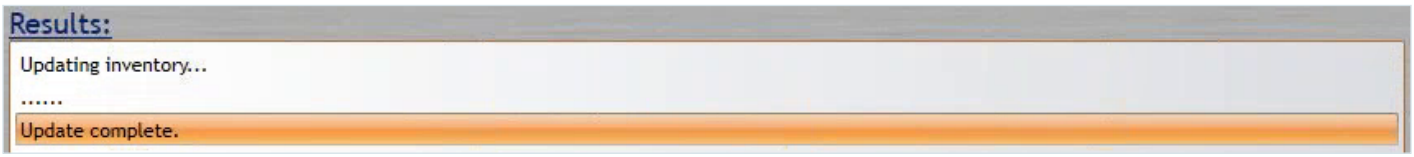
Review before the final action

- Confirm the intended file, database, update method, transaction date and adjustment reason.
- Check material/location/lot identifiers, numeric counts and the unchanged exported baseline.
- Review zero counts, new stock rows and large variances. Validation checks data validity; it does not decide whether the count is reasonable.
- Keep destination fields blank for count adjustments. Run location and lot transfers separately.

Post once, then verify

1. **Finish the review**
   If you corrected the workbook, save and Process it again. Coordinate with other operators so no other workbook replaces your staged batch.

2. **Select UPDATE INVENTORY**
   This is the live quantity-posting action. There is no further confirmation dialog in the reviewed workflow. Wait for processing to finish and read Results.



After Update complete, verify the posted transactions and refreshed stock balances.

3. **Check the outcome**
   Refresh the affected stock balances and review the JobBOSS Transaction Register before you start another batch.

If posting is interrupted

Check which transactions and quantity changes actually posted before retrying. Contact Neptune with the workbook and Results details if the outcome is unclear. Repeating a Differential batch can apply the same variance again.

Process uses shared staging for the database. Complete and reconcile one batch before another operator or workbook starts a new Process.

6 • RECONCILE AND RETAIN

Verify the result

Check the recorded transaction and the current stock balance.

1. **Run the JobBOSS Transaction Register**
   Filter by the selected transaction date or date range and Adjustment Reason. Review quantity adjustments for the affected materials, locations and lots.

2. **Refresh current inventory**
   Confirm the resulting on-hand quantities. For Differential, compare with the intended variance and reconcile any movement during the count and posting period.

3. **Retain the count records**
   Save the original export, completed workbook, count sheets and relevant transaction output together. Finish this review before processing the next batch.

A small Absolute practice count

Use a small supervised batch with selected inventory frozen. These illustrative rows show the expected result when the current balances match the export.

Row	Export / current	Count	Expected outcome
A	10	8	On-hand 8; adjustment −2.
B	4	0	Stock balance removed; adjustment −4. Material master remains.
C	6	6	On-hand remains 6; no quantity change.

What the Paper Inventory Audit tells you

The supplied audit report describes the current staged batch. Save any output you need before another Process replaces that data. Use the native Transaction Register and refreshed balances to verify what actually posted.

For the practice count, explain every changed balance and transaction before moving to a larger import.

OPTIONAL WORKFLOW

Run a separate transfer batch

Destination fields change the meaning of a row.

Use transfers to move existing stock between locations or lots. Keep transfer workbooks separate from physical-count adjustments so each batch has one clear purpose.

	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							

In the supplied count example, destination fields are blank. Fill them deliberately only when preparing a transfer.

Field	Transfer entry
A–C: Material, Location, Lot	Identify the existing source stock.
D: Location (Dest)	Enter the existing destination location.
E: Lot (Dest)	Enter the destination lot when required.
G: Physical Count	Enter a positive quantity to move, within the available source stock. This is the movement amount, not the final balance.

Illustrative movement: move 3 from a source balance of 10 to a destination balance of 5. Expected balances are source 7 and destination 8.

1. **Prepare and review**
   Verify the source, destination, lot requirements and available source quantity. Save the transfer workbook.

2. **Process, then UPDATE INVENTORY**
   Resolve validation errors and review the prepared batch before posting.

3. **Verify both ends**
   Check source and destination balances and the location-transfer entries in the Transaction Register.

HELP AND TROUBLESHOOTING

Resolve common issues

Use the workbook row, Results details and posted records to narrow the problem.

What you see	What to check or do
Blank or invalid quantity	Enter a numeric physical count. Use zero only for a completed count of none. Remove uncounted and stray empty rows from the working import.
Material, lot or duplicate error	Check exact identifiers and required lots. Remove unintended duplicate Material + Location + Lot rows. Keep genuinely blank lots free of spaces.
Unexpected stock or apparent duplicate lot	Compare the exact location and lot text with JobBOSS, including whitespace. Check the update method and original exported baseline.
UPDATE INVENTORY remains unavailable	Read the Process results and error workbook. Correct the source file, save and Process again until validation and import succeed.
Workbook changes are missing	Save the workbook and run Process again. The update action uses the last staged batch.
Large difference passes validation	Review and recount as needed. A large variance alone is not a validation failure.
Transaction is hard to find	Use the selected transaction date/range and adjustment reason. Check adjustments or location transfers as appropriate, then refresh the stock balances.
File will not open or error report does not display	Confirm the supplied XLS/XLSX format and the workstation’s Excel/import setup. Check the utility folder for the text error report and contact Neptune with the exact message.
Posting stopped or the result is uncertain	Review transactions and balances before rerunning. A repeated Differential batch may apply its variance again.

For setup or unresolved issues, send Neptune the utility version, workbook, selected method/date/reason, affected material/location/lot and exact Results or error message through your normal support channel.

RESOURCES AND QUICK REFERENCE

Keep this checklist with the count

A repeatable closeout for every workbook.

- Count scope and inventory movements are coordinated.
- Paper sheets and Excel export use matching selections and ordering.
- Identifiers and the original exported baseline are preserved.
- Every included row has a reviewed numeric count; destination fields are intentional.
- Transaction Date, Adjustment Reason and update method are correct.
- Process succeeded after the final workbook change.
- The reviewed batch was posted once and the results were checked.
- Transaction Register output and refreshed balances agree with the intended update.

Watch the recorded webinar

Physical Inventory recorded webinar

The recording linked with this utility provides a guided demonstration. GoTo Webinar asks for your name and email before playback.

Companion overview

The Physical Inventory Marketing PDF explains the business uses, count workflow and update methods. Share it with managers and team members who need an overview before training.

Neptune training and assistance

Contact Neptune to confirm the installed reports, review a first batch or resolve an import issue.

Prepared from the supplied Physical Inventory documentation, implementation and historical training sessions. Illustrations include actual application captures from the recorded webinar, the supplied sample workbook and a workflow diagram. Revision 2026-11-04.