

9. Cycle Counts

A **cycle count** is a physical audit of one location: you count what's really there and the system records any variance against its own figure. Open **Cycle Counts**.

- 1 Choose **Start Count**, pick the **Location** (and an optional note). The count opens as **open**.
- 2 When you're ready, open the count and work through its lines — each shows the **System Qty** and an editable **Counted Qty** (pre-filled), with a note and, for serialized SKUs counted over system quantity, a field for one **serial per extra unit**.
- 3 Choose **Complete Count**. The variance is recorded and stock is corrected; the count becomes **completed**.

The list shows each count's ID, location, status and dates, with a **Complete Count** action while it's open.