Stock Counts

A guide to counting stock, reviewing variances, and getting the result into Sage

Introduction

A stock count lets you compare what Data Fusion/Sage thinks you have on hand against what's physically on the shelf, and produce a clean, reviewable variance — without touching your live stock figures until you're ready.

⚠ **Important:** Data Fusion never adjusts stock on its own as part of a count. A count only captures quantities and produces a Sage import file. You (or your bookkeeper) import that file into Sage yourselves. This is deliberate — the correction to your stock is always something your business actively chooses and applies, not something the system does automatically behind the scenes.

Before You Begin — Prerequisites

- Items and stores must already be set up.
- Only Physical items are counted — service/non-stock items are excluded automatically and always show as zero on the export.
- Decide up front which store(s) you're counting, and whether you'll count using the mobile app or a printed count sheet.

Key Terms — Glossary

Term	What It Means
Stock Count	A count exercise created against one or more stores, covering the items you want to verify.
Blind Count	The person counting does not see what the system thinks the quantity should be — this avoids just writing down the expected number.
Recount	A second count of a line, triggered when the first count doesn't match what the system expected.
Final Count	A third and final count of a line, only needed if the recount still doesn't match — this locks the line's result in.
Variance	The difference between what was counted and what the system shows on hand.
Closed Off	The count has been accepted/finalised. Once closed off, the Sage import file becomes available.
Sage Import CSV	A file listing each counted item's code, current average cost, and new on-hand quantity, ready to import into Sage.

Where This Happens

Task	Data Fusion	Sage
Create and manage a stock count	✓	
Capture counted quantities (mobile or count sheet)	✓	
Review variances	✓	
Close off (accept) the count	✓	
Apply the stock correction		✓ (you import the CSV yourself)

The Full Workflow

1. Create the count. Choose the store(s) and items to include.

2. Capture the counted quantities, either:

- **On the mobile app** — see Counting on the Mobile App below, or
- **On paper** — download the blind count sheet (one tab per store, no system quantities shown), count physically, fill it in, and upload it back in.

2. Review the variances. See exactly which items differ from what the system expected, and by how much, before anything is finalised.
3. Close off the count. This accepts the result and locks it — the count can no longer be edited.
4. Download the Sage Import CSV. Only available once the count is closed off.
5. Import the CSV into Sage yourself. Sage applies the actual stock correction.

⚠ **Important:** After importing into Sage, you must re-sync Data Fusion from Sage. Until you do, Data Fusion's stock figures are still showing the pre-count numbers.

Understanding the Count Result

- **Average cost is never touched by a count.** The Sage import file always carries the item's current average cost — a quantity count is not a valuation exercise.
- **A single-store count is safe on its own.** The exported quantity is your total on-hand across all stores, adjusted only by what you actually counted — stores you didn't count aren't touched or assumed to be zero.

Counting on the Mobile App

Stock counts can be captured using the mobile app instead of a paper count sheet — useful for scanning items directly as you walk the floor.

- Counting is blind — the system quantity isn't shown while you count.
- Each line goes through up to three rounds: an initial count, and — only if it doesn't match what the system expected — a recount, and if needed after that, a final count which locks the result in.
- If you're only counting one store, you can close off as soon as that store's lines are done; you don't need to wait for other stores.

Common Mistakes to Avoid

- **Expecting Data Fusion to update stock automatically.** It doesn't — you must download and import the Sage CSV yourself once the count is closed off.
- **Forgetting to re-sync after importing to Sage.** Data Fusion's figures stay exactly as they were before the count until you resync.
- **Editing a count after closing it off.** Once closed off, a count is final — plan your review before you close off, not after.