



 **BatchMaster WEB**
A Truly Web-Based ERP!

BatchMaster Web – Physical Count Process

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About the Manual

Purpose of the Manual

This user guide provides instructions for using BatchMaster Enterprise. The scope of the document is limited to training users on how various BatchMaster modules are inter-related, the purpose of various BatchMaster screens, and the procedural steps to maintain them. The training objective is to help the user get hands-on experience of how BatchMaster Enterprise functions.

This document aids as a hand-out during training and as an introduction to other manuals. It is not as descriptive as other accompanying manuals, but it is packed with necessary and important information that is required for someone to use BatchMaster Enterprise as a new user.

We designed the user guide based on experience obtained from numerous training sessions. This document aims to strengthen user knowledge on the functioning of BatchMaster Enterprise.

Target Audience

This document is intended for a vast group of people which may include Trainers, VARs, Customers, and even BatchMaster employees who are undergoing BatchMaster training. We hope it will be of immense use as a conceptual guide for Trainers, as a resource material for VARs and customers, and as a reference guide for existing BatchMaster Users and employees.

Organization

The user guide is organized module-wise to reduce bulkiness and enhance usability. Each module contains an overview of the module, concepts you must know before you begin using the module, an overview or purpose of the screen, how to maintain data in the screen, Key Points, and FAQs. Examples have been included to help you understand the logic better and maintain data quickly.

Symbols & Conventions

Symbol	Description
	Note
	Mandatory setting
	Tips

Convention	Description
Italicized (Sales Order Entry)	Module name, screen name & components
" " ("BatchMaster Web Accounting Guide")	Reference document

Abbreviation	Description
API	Application Program Interface

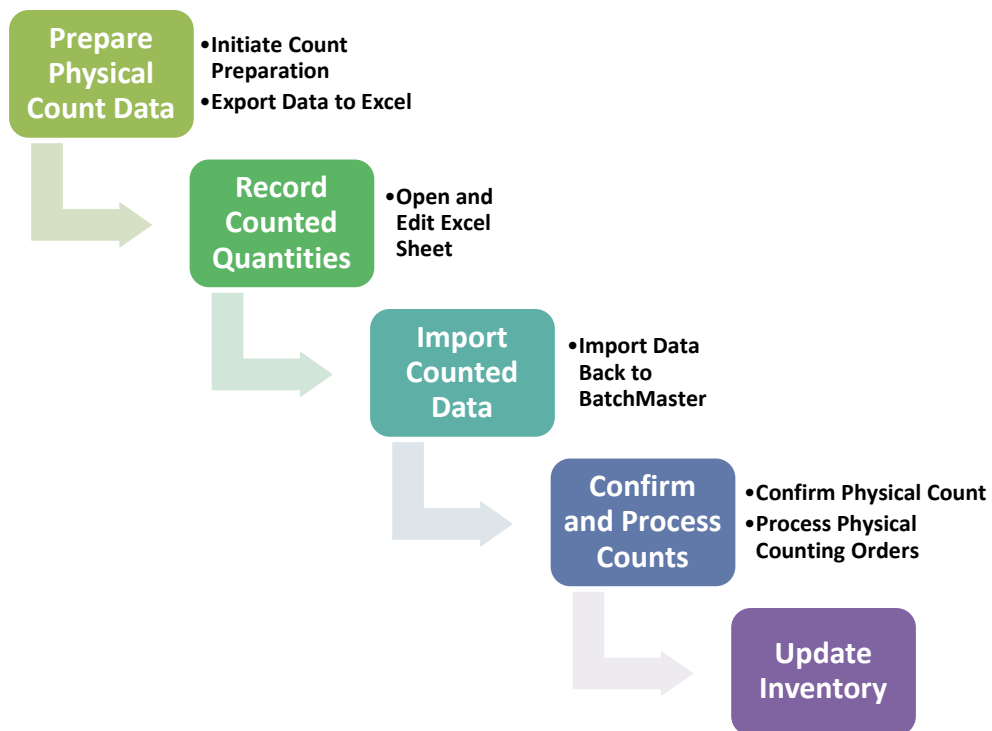


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1 BatchMaster Web - Physical Count

BatchMaster Web features physical count capabilities that streamline inventory tracking. Users can export current inventory data to an Excel sheet, record their counted quantities, and import the validated information back into the system for processing and confirmation. This seamless workflow -comprising preparation, excel updates, and final data import-supports non-tracked items and ensures accurate, efficient inventory management.



1.1 Process

Prepare Physical Count Excel: Prepare the items for counting by exporting them to an Excel sheet.



Prepare For Physical Counting

Parameter		 	Counting Type	Physical
Item Key From			Item From Description	
Item Key To			Item To Description	
Location From			Location From Description	
Location To			Location To Description	
ABC Key From			ABC From Description	
ABC Key To			ABC To Description	
Product Key From			Product From Description	
Product Key To			Product To Description	
Item Class From			Item Class From Description	
Item Class To			Item Class To Description	
Bin No. From			Bin No. From Description	
Bin No. To			Bin No. To Description	

Process **Close**

Import Counted Excel: Import the counted items to the BatchMaster database for confirmation and processing.

BATCHMASTER BMEPMG prepare physical

Import Counted Excel

Import Counted Excel 

Process

Process the Physical count in an MS Excel file:

- Use the *Prepare For Physical Counting* screen to prepare the items for physical count. Here we are using *Chicken Meat* as an example.



Prepare For Physical Counting

Parameter:  

Item Key From: CHICKEN MEAT 

Item Key To: CHICKEN MEAT 

Location From: 

Location To: 

ABC Key From: 

ABC Key To: 

Product Key From: 

Product Key To: 

Item Class From: 

Item Class To: 

Bin No. From: 

Bin No. To: 

Counting Type: Physical

Item From Description: defrosted, deboned chicken meat

Item To Description: defrosted, deboned chicken meat

Location From Description:

Location To Description:

ABC From Description:

ABC To Description:

Product From Description:

Product To Description:

Item Class From Description:

Item Class To Description:

Bin No. From Description:

Bin No. To Description:

Process **Close**

- b) Click the *Process* button to select the specified lots. On the next window select the item and its lots for physical count.

Select item for physical count

Select All **Unselect All**

Drag a column header and drop it here to group by that column

Action	Select	Item Key	Description	Location	InvUnit	InvQty	Counting Unit	On hand qty	Status	S/ L Flag	Under Counting	ABC Key
Lot Details	☒	CHICKEN MEA	defrosted, deb	01	KG	201632654	KG 	201632654		L	N	

Save **Close**



Select item for physical count

Select All Unselect All

Drag a column header and drop it here to

Action Select Item Key

Lot Details

Item Key CHICKEN MEAT Location 01

InvUnit KG Counting Unit KG

Select All Unselect All

Select	Lot No	Bin No	InvQty	On hand qty	Status
☒	CHICKEN MEAT-07062		10.6167801	10.6167801	
☒	CHICKEN MEAT-24062		9.5464853	9.5464853	

Close

c) Click Save to save the item lots. The system will display the success message.

Prepare For Physical Counting

Parameter

Item Key From CHICKEN MEAT

Item Key To CHICKEN MEAT

Location From

Location To

ABC Key From

ABC Key To

Product Key From

Product Key To

Item Class From

Item Class To

Bin No. From

Bin No. To

Counting Type Physical

Item From Description defrosted, deboned chicken meat

Item To Description defrosted, deboned chicken meat

Location From Description

Location To Description

ABC From Description

ABC To Description

Item Class From Description

Item Class To Description

Bin No. From Description

Bin No. To Description

BatchMaster

Success

Save Close

Process Close

d) Switch to the *Prepare Physical Count Excel* screen. Select the specified item – *Chicken Meat*.



Prepare Physical Count Excel

Select Items for Physical Count Excel

Parameter			
Item Key From	CHICKEN MEAT	Item From Description	defrosted, deboned chicken meat
Item Key To	CHICKEN MEAT	Item To Description	defrosted, deboned chicken meat
Location From		Location From Description	
Location To		Location To Description	
ABC Key From		ABC From Description	
ABC Key To		ABC To Description	
Product Key From		Product From Description	
Product Key To		Product To Description	
Item Class From		Item Class From Description	
Item Class To		Item Class To Description	
Bin No. From		Bin No. From Description	
Bin No. To		Bin No. To Description	

Process Close

e) Click the *Process* button.

f) The system will download the excel sheet with the file name nomenclature of “Physical Count+DDMMYY”.xlsx.

Prepare Physical Count Excel

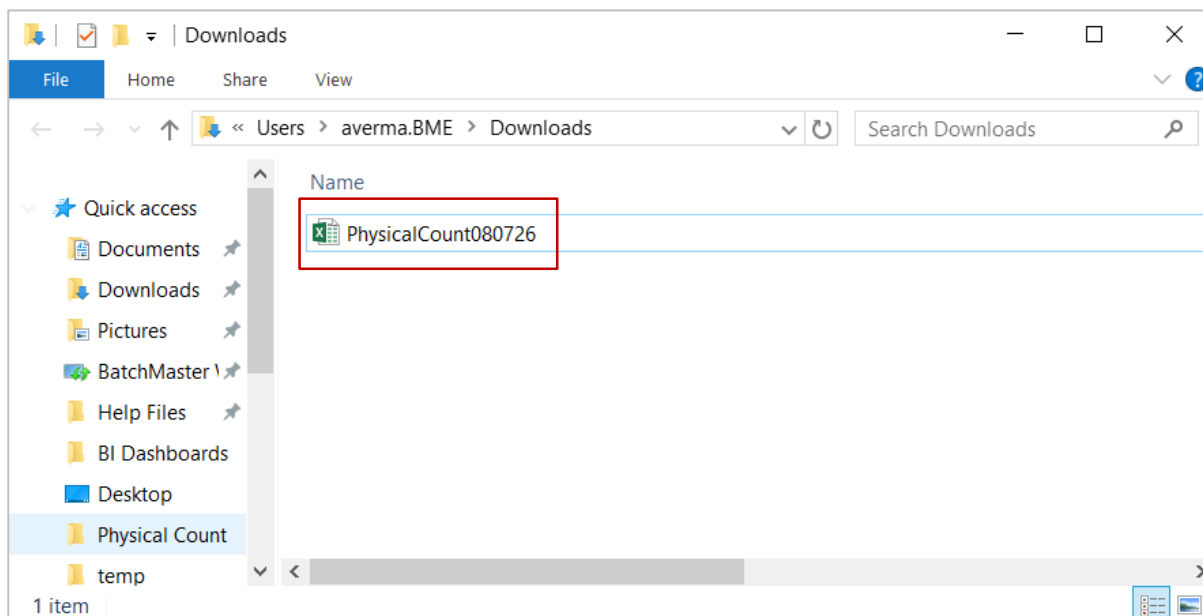
Select Items for Physical Count Excel

Parameter			
Item Key From		Item From Description	
Item Key To		Item To Description	
Location From		Location From Description	
Location To		Location To Description	
ABC Key From		ABC From Description	
ABC Key To		ABC To Description	
Product Key From		Product From Description	
Product Key To		Product To Description	
Item Class From		Item Class From Description	
Item Class To		Item Class To Description	
Bin No. From		Bin No. From Description	
Bin No. To		Bin No. To Description	

Process Close

Recent download history
PhysicalCount080726.XLSX
52.6 KB • 7 minutes ago
Full download history

g) The excel sheet will be saved at the specified location.



h) Double click to open the Excel Sheet and to enter the counted quantities. The format of the exported data is shown in the figure below. This excel contain Data and Rule Sheet.

- Data Sheet is shown below:

Srno	OrderNo	TagNo	Itemkey	Description	Location	DateReceived	LotNo	BinNo	ContainerNo	QtyOnhand	QtyInstkUOM	CountedQty	CountedInDispUom	DisplayUom	CountedInStkUom	StockUOM	CountBy
1	8	106	CHICKEN MEAT	defrosted, deboned 01	24-Jun-2026	CHICKEN MEAT-240626-			0	15	15	0	0	KG	0	KG	
2	8	107	CHICKEN MEAT	defrosted, deboned 01	24-Jun-2026	CHICKEN MEAT-240626-			0	7	7	0	0	KG	0	KG	
3	8	108	CHICKEN MEAT	defrosted, deboned 01	24-Jun-2026	CHICKEN MEAT-240626-			0	7	7	0	0	KG	0	KG	

- Rules Sheet is shown below:



	A	B	C	D	E	F	G
1	General Rules for Users						
2	• Do not change column headers in the Excel file.						
3	• Do not delete pre-populated rows unless explicitly instructed.						
4	• Only editable fields should be modified; all other fields are system-controlled.						
5	• Date formats must strictly follow DD-MMM-YYYY (e.g., 01-Apr-2026).						
6	• Numeric fields must not contain text, symbols, or formulas.						
7	• Blank values are allowed only where explicitly mentioned.						
8							
9	Field-Level Description & Validation Rules						
10							
11	1. SrNo (Serial Number)						
12	• Description: System-generated sequence number for each row.						
13	• Mandatory: Yes						
14	• Editable: No						
15	• Visible: Unhide						
16	• Validation:						
17	o Must be unique per row						
18	o Cannot be blank or duplicated						
19							
20	2. OrderNo						
21	• Description: Physical Counting Order number used to group records into one counting session.						
22	• Mandatory: Yes						
23	• Editable: No						
24	• Visible: Unhide						
25	• Validation:						
26	o Cannot be blank						
27	o Must belong to an active Physical Counting Order						
28							
29	3. TagNo						
30							

General Rules for Users

- Do not change column headers in the Excel file.
- Do not delete pre-populated rows unless explicitly instructed.
- Only editable fields should be modified; all other fields are system-controlled.
- Date formats must strictly follow DD-MMM-YYYY (e.g., 01-Apr-2026).
- Numeric fields must not contain text, symbols, or formulas.
- Blank values are allowed only where explicitly mentioned.

Field-Level Description & Validation Rules

SrNo (Serial Number)

- Description: System-generated sequence number for each row.
- Mandatory: Yes
- Editable: No
- Visible: Unhide
- Validation:
 - Must be unique per row
 - Cannot be blank or duplicated

OrderNo

- Description: Physical Counting Order number used to group records into one counting session.
- Mandatory: Yes
- Editable: No
- Visible: Unhide
- Validation:
 - Cannot be blank
 - Must belong to an active Physical Counting Order



TagNo

- Description: Unique tag assigned during physical counting to identify a counted item/lot.
- Mandatory: Conditional
- Editable: No
- Visible: Unhide
- Validation:
 - Required for lot/batch tracked items
 - Must be unique within the same OrderNo

ItemKey

- Description: Unique identifier of the inventory item.
- Mandatory: Yes
- Editable: No
- Visible: Unhide
- Validation:
 - Must exist in the system master data
 - Cannot be modified or left blank

Description

- Description: Item description corresponding to the ItemKey.
- Mandatory: No
- Editable: No
- Visible: Unhide
- Validation:
 - Display-only field
 - Automatically populated by the system

Location

- Description: Inventory location where the item is physically stored.
- Mandatory: Yes
- Editable: No
- Visible: Unhide
- Validation:
 - Must be a valid location mapped to the ItemKey
 - Cannot be blank

DateReceived

- Description: Date when the item/lot was received into inventory.
- Mandatory: No
- Editable: No
- Visible: Unhide
- Validation:
 - Must be a valid past or current date



LotNo

- Description: Lot or batch number for traceability.
- Mandatory: Conditional
- Editable: Yes (for newly added rows only)
- Visible: Unhide
- Validation:
 - Required for lot-tracked items
 - Can be scanned or manually entered
 - Must be unique for the ItemKey + Location combination

BinNo

- Description: Bin or sub-location of the item.
- Mandatory: Conditional
- Editable: No
- Visible: Unhide
- Validation:
 - Mandatory if bin management is enabled
 - Must exist in the selected location

ContainerNo

- Description: Container identifier used for storage.
- Mandatory: No
- Editable: No
- Visible: Unhide
- Validation:
 - Use 0 if container is not applicable

QtyOnHand

- Description: Quantity onHand in Counted Unit.
- Mandatory: Yes
- Editable: No
- Visible: Hide
- Validation:
 - Numeric, system-controlled field

QtyInstkUOM

- Description: Quantity expressed in Stock Unit of Measure.
- Mandatory: Yes
- Editable: No
- Visible: Hide
- Validation:
 - Typically same as QtyOnHand



CountedQty

- Description: It is calculated by the system.
- Mandatory: Yes
- Editable: No
 - Visible: Hide

CountedInDispUOM

- Description: User can enter quantity in Display Unit. Sum of Display + Stock UOM becomes final counted quantity.
- Mandatory: Conditional
- Editable: Yes
- Visible: Unhide
- Validation:
 - Either CountedInDispUOM or CountedInStkUOM must be entered

DisplayUOM

- Description: User-friendly unit of measure.
- Mandatory: No
- Editable: No
- Visible: Unhide
- Validation:
 - Auto-derived from item setup

CountedInStkUOM

- Description: Quantity in Stock UOM.
- Mandatory: Conditional
- Editable: Yes
- Visible: Unhide
- Validation:
 - Required if Display UOM not used

StockUOM

- Description: Base UOM used for inventory valuation and tracking.
- Mandatory: Yes
- Editable: No
- Visible: Unhide
- Validation:
 - System controlled

CountedBy

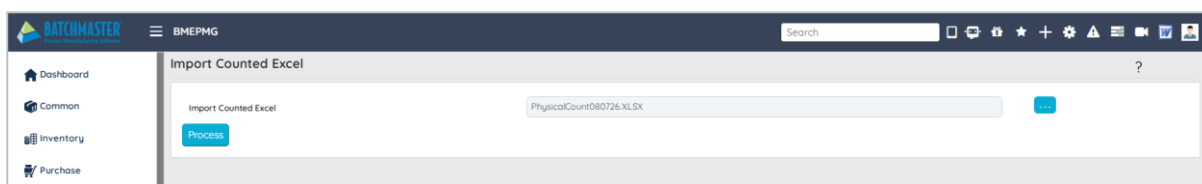
- Description: Name or ID of user performing counting.
- Mandatory: No



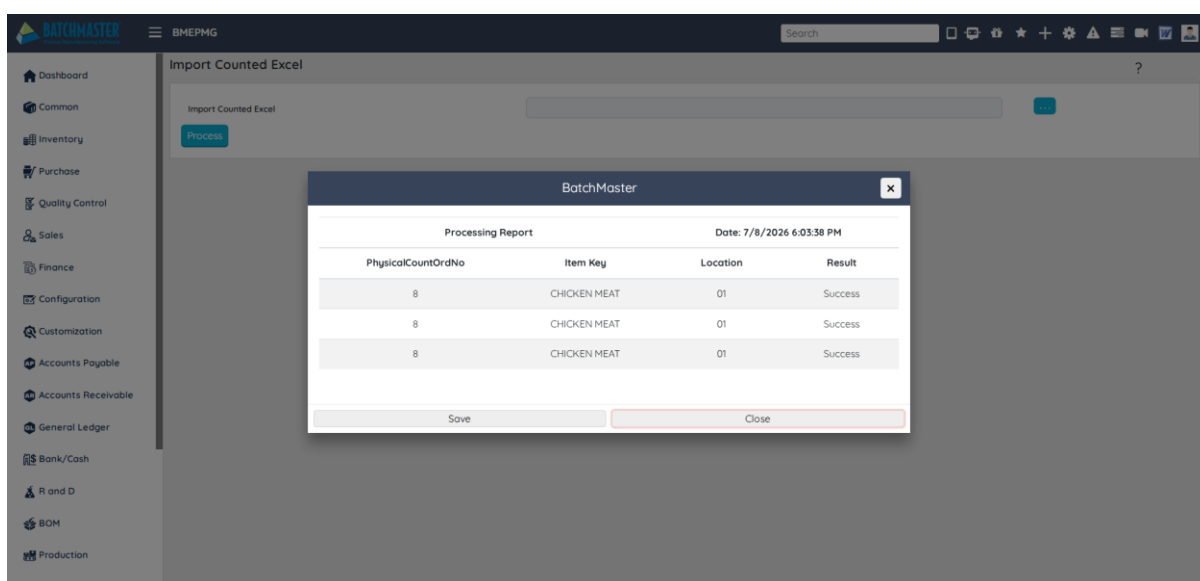
- Editable: Yes
- Visible: Unhide

Suggestion: Unhide the Columns only when you want to add new line.

- Click *Save* to save the changes in the Excel sheet.
- Using the *Import Counted Excel Sheet* screen, locate the saved Excel Sheet that needs to be imported to BatchMaster Web after counting. Click the associated lookup button to locate the Excel Sheet.
- Clicking the *Open* button will default the path to the *Process Physical Count Excel* field.



- Click *Process*. A report stating success of the processed operation get displayed.



- Using the *Confirm Physical Count* screen, confirm the inventory under counting. Click *Process*.



Confirm Physical Count

Parameter			
Item Key From	CHICKEN MEAT	Q	Item From Description
Item Key To	CHICKEN MEAT	Q	Item To Description
Location From		Q	Location From Description
Location To		Q	Location To Description
ABC Key From		Q	ABC From Description
ABC Key To		Q	ABC To Description
Product Key From		Q	Product From Description
Product Key To		Q	Product To Description
Item Class From		Q	Item Class From Description
Item Class To		Q	Item Class To Description
Bin No. From		Q	Bin No. From Description
Bin No. To		Q	Bin No. To Description

defrosted, deboned chicken meat
defrosted, deboned chicken meat

Process Close

- n) On the Select Orders to Confirm window, select the order and click the *Process* to select the item and lot definition.

Select Orders to confirm

Select All Unselect All

Action	Select	Order No.	Item Key	Description	Location	Counting Unit	On hand qty	Actual	Adjusted	Status	S/ L Flag	Count By
Lot Details	☒	7	CHICKEN MEAT	defrosted, debo	01	KG	20.1632654	15.0000000	-5.1632654	PARTCOUNTED	L	

Process Close

Select Orders to confirm

Select All Unselect All

Lot Details

Item Key	CHICKEN MEAT	Location	01
Order No.	7	Counting Unit	KG

Select All Unselect All

Select	Container No.	Lot No	Bin No	On hand qty	Actual	Adjusted	Status
☒	0	CHICKEN MEAT-		10.6167801	0.0000000	-10.6167801	COUNTED
☒	0	CHICKEN MEAT-		9.5464853	15.0000000	5.4535147	COUNTED

S/ L Flag Count By

- o) A success message is displayed.



Confirm Physical Count

Parameter			
Item Key From	CHICKEN MEAT	Item From Description	defrosted, deboned chicken meat
Item Key To	CHICKEN MEAT	Item To Description	defrosted, deboned chicken meat
Location From		Location From Description	
Location To		Location To Description	
ABC Key From		ABC From Description	
ABC Key To		ABC To Description	
Product Key From			
Product Key To			
Item Class From			
Item Class To			
Bin No. From		Bin No. From Description	
Bin No. To		Bin No. To Description	

BatchMaster

Success

Save Close

Process Close

p) Using the *Process/Cancel Physical Counting Orders* screen, process the item locations for which physical counting is in progress.

Process/Cancel Physical Counting Orders

Parameter			Order Types	Process Order
Item Key From	CHICKEN MEAT		Item From Description	defrosted, deboned chicken meat
Item Key To	CHICKEN MEAT		Item To Description	defrosted, deboned chicken meat
Location From			Location From Description	
Location To			Location To Description	
ABC Key From			ABC From Description	
ABC Key To			ABC To Description	
Product Key From			Product From Description	
Product Key To			Product To Description	
Item Class From			Item Class From Description	
Item Class To			Item Class To Description	
Bin No. From			Bin No. From Description	
Bin No. To			Bin No. To Description	

Process Close

q) Click the *Process* button and select the item and lots definition.



Process Physical Count Orders

Apply Date: 06/24/26

Transaction offset account posting: [Search]

Account Description: [Search]

Select All Unselect All

Action	Select	Order No.	Item Key	Description	Location	Counting Unit	On hand qty	Actual	Adjusted	Status	S/ L Flag	Count By
Lot Details	☒	7	CHICKEN MEAT	defrosted, debo	01	KG	20.1632654	15.0000000	-5.1632654	PARTCONFIRME	L	

Save Close

Process Physical Count Orders

Apply Date: 06/24/26

Transaction offset account posting: [Search]

Account Description: [Search]

Select All Unselect All

Action: Lot Details

Select: ☒ Order No.: 7

Lot Details

Item Key: CHICKEN MEAT Location: 01

Order No.: 7 Counting Unit: KG

Select All Unselect All

Select	Container No.	Lot No.	Bin No.	On hand qty	Actual	Adjusted	Status
☒	0	CHICKEN MEAT		10.6167801	0.0000000	-10.6167801	CONFIRMEI
☒	0	CHICKEN MEAT		9.5464853	15.0000000	5.4535147	CONFIRMEI

S/ L Flag: L Count By: [Search]

r) A success message gets displayed.

Process/Cancel Physical Counting Orders

Parameter: [Search]

Order Types: Process Order

Item Key From: CHICKEN MEAT Item From Description: defrosted, deboned chicken meat

Item Key To: CHICKEN MEAT Item To Description: defrosted, deboned chicken meat

Location From: [Search] Location From Description: [Search]

Location To: [Search] Location To Description: [Search]

ABC Key From: [Search] ABC From Description: [Search]

ABC Key To: [Search] ABC To Description: [Search]

Product Key From: [Search]

Product Key To: [Search]

Item Class From: [Search]

Item Class To: [Search]

Bin No. From: [Search] Bin No. From Description: [Search]

Bin No. To: [Search] Bin No. To Description: [Search]

BatchMaster

Success

Save Close

Process Close



- s) The system updates the Inventory *On Hand* quantity that can be viewed using the *View Item Location* option on the *Item Master* screen.

Lot No	Received Date	Expiry Date	Quarantine Da...	Qty On Hand	Qty Committed	Vendor Lot No
CHICKEN MEAT-240626-00001	06/24/26			15,000,000	0.0000000	CHK-MT-V101

Inventory Adjustment: During inventory transfer, adjustment, BatchMaster Web captures the actual lot codes associated with each item transferred or adjusted.

Transaction Type	Sub Type
A-Adjustment	

Doc Date	Apply Date
06/24/26	06/24/26

Item Key	Item Description
CHICKEN MEAT	defrosted, deboned chicken meat

Location	Price
01	120.000000

Quantity	Trn Qty
+ 0.0000000	7,000,000

It does the same when relocating a lot from one warehouse to another or to rectify differences. The system keeps an elaborate record of lot codes every time that allows tracking back the lot's journey as far back as the raw materials and on to the finished goods.



Serial Lot Maintenance

Document Type: Adj (+) Document Number: INVTRAN-30
Item: CHICKEN MEAT Document Line No: 1
Item Description: defrosted, deboned chicken meat Location: 01
Quantity: 70000000 Unit: KG
Selected Quantity: 70000000 Show Empty Bins Only: ☐

[Select Lot](#) [Add Lot](#)

Action	Lot No	Receipt Date	Qty	Expiry Date	Quarantine Date	Vendor Lot No
Lot Feature Delete	CHICKEN MEAT-240626-00002	06/24/26	70000000	MM/dd/yyyy	MM/dd/yyyy	

[Save](#) [Close](#)

BatchMaster Web captures and updates the exact quantities of items involved in movements, adjustments or cycle counts along with their respective locations. This ensures that both the quantity on hand and location are just right.

Inventory Transaction Report
Yukito Power Solutions 24/Jun/26 03:31 PM

Tran No: INVTRAN-30

TrnTyp	ItemKey	Location	DocNo	DocDate	TrnQty	TrnUnit	Transaction Offset Acct
A	CHICKEN MEAT defrosted, deboned chicken meat	01		06/24/26 06/24/26	70000000 KG	120.00	7850001 7850001

GL Transaction for INVTRAN-30

JrnlBtchNo	PDate	FinJrnlBtchNo	ApplDate
01-276	06/24/26	01-276	06/24/26

Acct	Debit	Credit
1560001		840.00
7850001		840.00

LotNo	BinNo	LineNo	Qty Received
CHICKEN MEAT-240626-00002		1	70000000

Page 1 of 1

Transaction Entry INVTRAN-30

Transaction Type: A-Adjustment Sub Type: Doc No: Apply Date: 06/24/26
Description: Item Key: CHICKEN MEAT Item Description: defrosted, deboned chicken meat
Location: 01 Quantity: 70000000
Transaction Offset A/C: 7850001

BatchMaster

*****Transaction Processing*****
Transaction Processing Date: 06-24-26

BatchNo	TrnTyp	Item Key	Location	Result	Description
INVTRAN-30	A	CHICKEN MEAT	01	Success	defrosted, deboned chicken meat

[Save](#) [Close](#)

[Lot Feature](#) [New](#) [Copy](#) [Save](#) [Edit Lots](#) [Delete](#) [Process](#) [Search](#) [Close](#)



Each movement and adjustment is traceable, and its link is directly to the lot or lots, which is traceable in a situation where there could be a food safety issue or recall, identified and retrieved easily.

Where Used

Show Grid Show Graph

Lot Recall

Action	Lot#	Item Key	Item Name	On Hand	Exp Date
	CHICKEN MEAT-240626-00001	CHICKEN MEAT	defrosted, deboned chicken meat	KG - 15.00000000	
	CHKN NUGTS-FZ-200G-240626-00015	CHKN NUGTS-FZ-200G	Frozen Chicken Nuggets - 200 G	EACH - 0.00000000	7/24/2026
	CHKN NUGTS-FZ-200G-240626-00014	CHKN NUGTS-FZ-200G	Frozen Chicken Nuggets - 200 G	EACH - 5.00000000	7/24/2026

Close

Item Location

Item Key: CHICKEN MEAT Description: defrosted, deboned chicken meat

Stock UOM: KG Display UOM: KG

Location Detail Lot/Bin No Detail (01)

Bin No	Lot No	Received Date	Expiry Date	Quarantine Da..	Qty On Hand	Qty Committed
	CHICKEN MEAT-240626-00001	06/24/26			15.00000000	0.00000000
	CHICKEN MEAT-240626-00002	06/24/26			7.00000000	0.00000000

Cost

Last Cost (KG)

Average Cost (KG)

Distributed Cost

Quantity

On Hand Quantity (KG)

Over Sold Quantity (KG)

Transit In (KG)

Transit Out (KG)

Committed To Sales (KG)

Allocated To Production (KG)