Product Inventory Physical

04/30/2025 3:21 pm CDT

Overview

Sellercloud's **Inventory Management Tool** lets you set the current **physical inventory count** for one or multiple products in your warehouses. In contrast to adjusting inventory, where you enter the amount by which your inventory should be changed, this process allows you to set the exact physical inventory count of your products per warehouse.

Set Physical Inventory

Once you have reconfirmed the precise physical inventory count of a product within a warehouse, you can update that in-stock quantity in Sellercloud either manually, or via a file import.
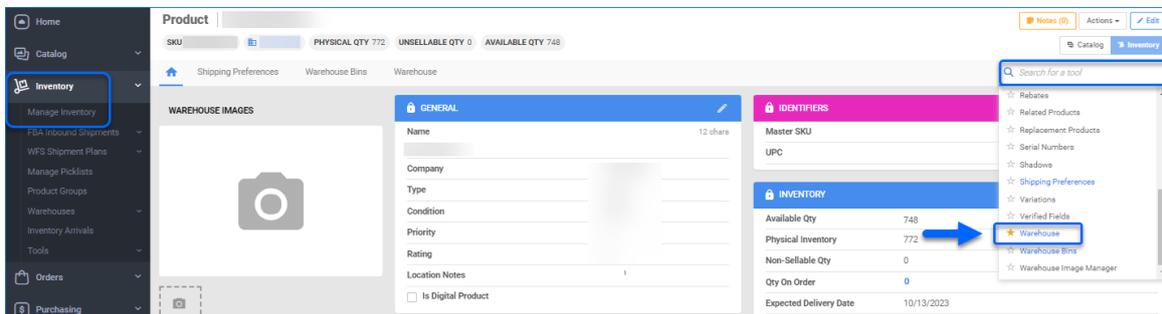
Manually

You have two alternatives to set a product's inventory count manually:
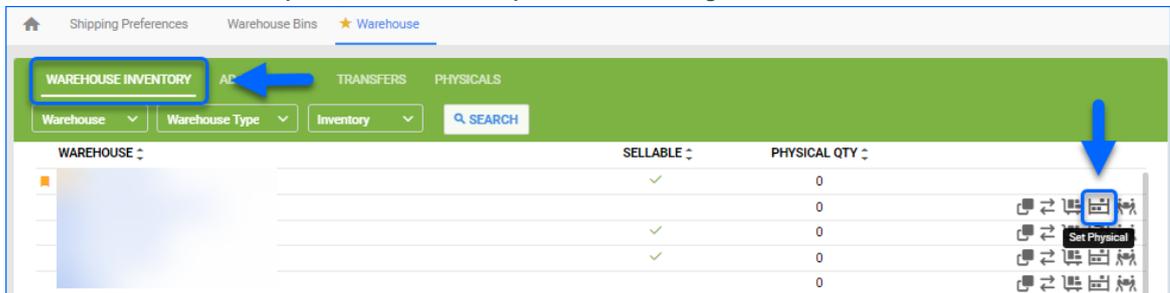- Via the **Warehouse Inventory** tab.
- Via the **Physicals** tab.

To set the physical inventory of a product:

1. Navigate to **Inventory** > **Manage Inventory** and open the needed product.
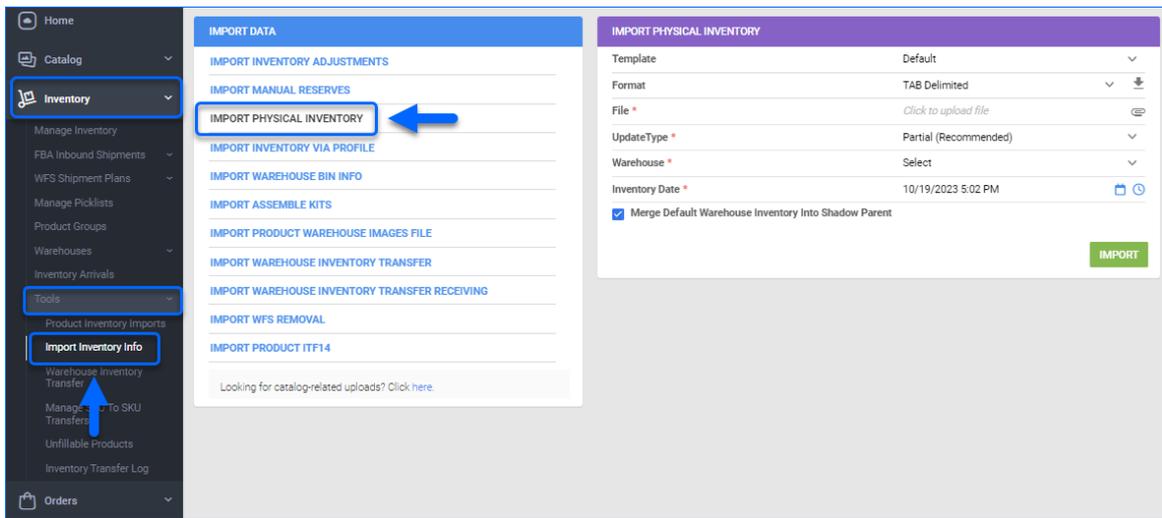
2. From the **Toolbox**, choose **Warehouse**.

3. Enter the new inventory count in one of the following ways:

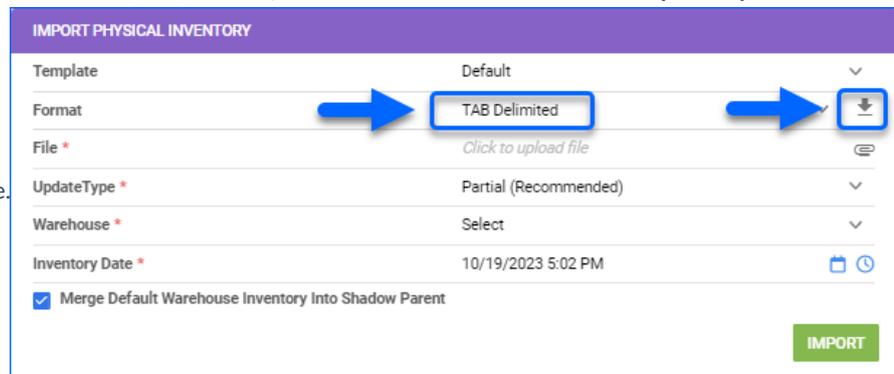   a. In the **Warehouse Inventory** tab, select the **Set Physical** icon on the right of the desired warehouse.

   b. Alternatively, open the **Physicals** tab, and click the **+** icon on the right of the desired warehouse.

4. In the following popup, select the desired **Warehouse** and specify the **Physical Qty**.

5. Indicate an **Inventory Date** to record the time of your inventory check. If you wish, add an **Inventory Cost** associated with the new physical quantity.

6. If the updated product is a child SKU, check **Merge Warehouse Inventory Into the Parent Sku**, so to add the updated physical count to the Parent SKU inventory.

7. Click **Set**.

Inventory movements that occurred before the set Physical Inventory Date will be retained as internal records and will remain accessible on the Warehouse Inventory Movements page.

In Bulk

With Sellercloud's **Physical Inventory Import**, you can set the **Physical Inventory** for multiple products using a file import. To limit the inventory import to a specific warehouse, Client Setting **Enable Warehouse Inventory Import by Warehouse** must be enabled. Once selected, a **Warehouse** dropdown menu will be available in the **Import Physical Inventory** panel.

To import physical inventory in bulk:

1. Navigate to **Inventory** > **Tools** > **Import Inventory Info**.

2. Select **Import Physical Inventory**.

3. Select a file **Format** (either **TAB Delimited**, **CSV**, or **Excel**) and click the **Download** icon in the **Import Physical Inventory** panel, to obtain a template file.
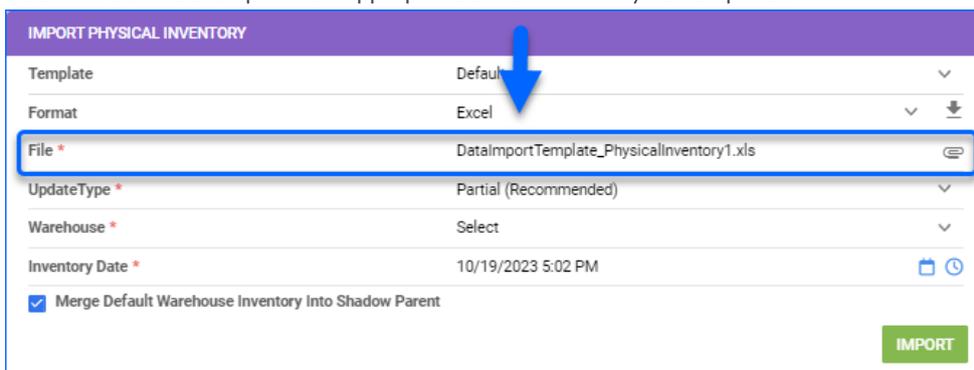

4. Populate the spreadsheet with the following details:

   a. **ProductID** – The product's SKU.

   b. **Warehouse** – The warehouse for which you are setting physical inventory.

   c. **PhysicalInventoryQty** – The intended product's physical inventory count.

   d. **InventoryDate** – Record the time when the inventory was last physically checked (format is m.d.yyyy h:mm AM/PM)

   e. **LocationNotes** – Add the product's location details (e.g. aisle 9, top shelf).

5. Repeat this process for all the items in the import. Once done, **Save** the file and return to the **Import Physical Inventory** panel.

6. Click the **File** field and upload the appropriate document from your computer.

7. In the **UpdateType** field, specify the type of import you want to perform.
Partial import is strongly recommended for enhanced precision in your inventory management, as it exclusively updates specified SKUs in designated warehouses. If you want to completely zero out the inventory of SKUs not present in your import file, use the **Full** import option.

   a. **Partial (Recommended)** – We strongly recommend performing a **Partial** inventory import, because it is the safest option to set inventory counts. Unlike a **Full** import, the **Partial** import updates only the quantities of the specific SKUs entered in the file, eliminating any possibility of error.

   b. **Full** – This update is only done in case you are sure that the new count accurately reflects the complete inventory and you want to zero out any other item that is currently in the system. The **Full** import sets the inventory count of the SKUs entered in the file to the specified amount, however, SKUs that are not in the file will be automatically zeroed out.

To limit the inventory update to a specific warehouse, Client Setting **Enable Warehouse Inventory Import by Warehouse** must be enabled.
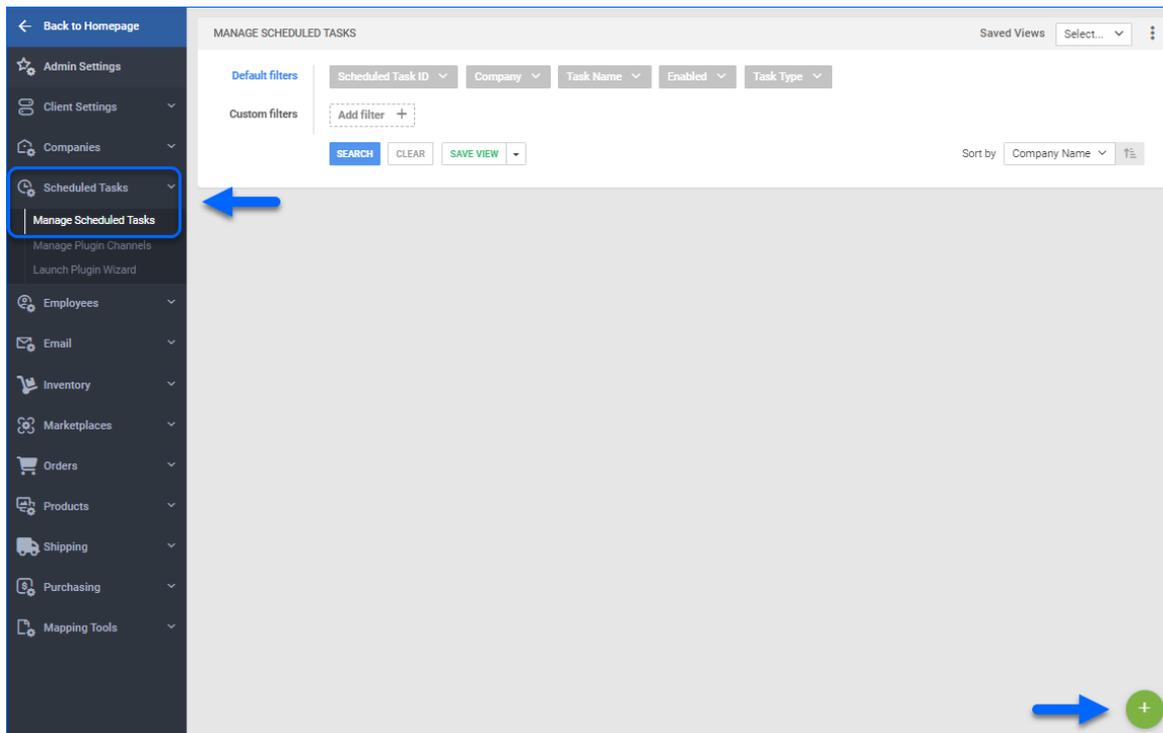
8. If Client Setting **Enable Warehouse Inventory Import by Warehouse** is enabled, indicate the affected **Warehouse**. Make sure the warehouse in your import file matches the selected warehouse from the dropdown, otherwise, the import may result in an error. If you set the physical count of multiple warehouses, select **All** from the dropdown.

9. If the updated product is a child SKU, check **Merge Warehouse Inventory Into the Parent Sku**, so to add the updated physical count to the Parent SKU inventory.

10. Click **Import**.

A Queued Job will be created, from which you can monitor the status of the import. Once successfully completed, the new physical inventory count is set in the specified warehouse/s.

Automate Inventory Imports

In Sellercloud, you can automate the physical inventory import from an FTP (File Transfer Protocol) using a Scheduled task. This way your import can run on a schedule of your choosing:

1. Navigate to **Settings** > **Scheduled Tasks** > **Manage Scheduled Tasks**.

2. Click the plus icon at the lower-right corner to create a new scheduled task.

3. Set the **Task Type** as **Import Product Inventory** and add a **Task Name**.

4. Choose a **Company** from the dropdown menu.

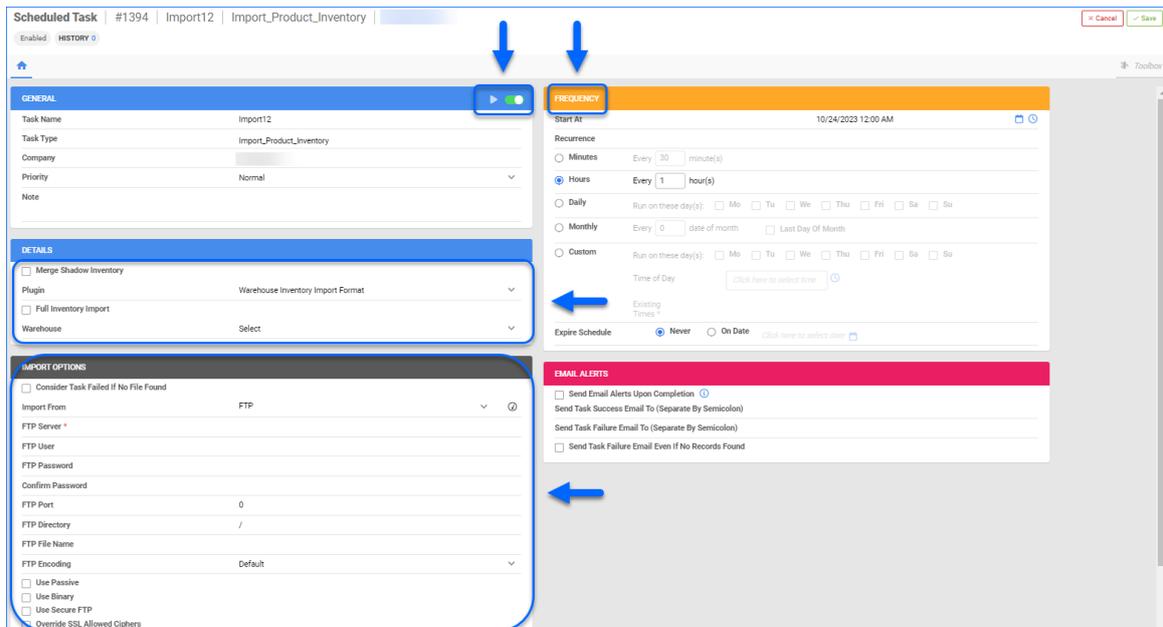5. Select effective **Start Time** and click **Create**.

6. Open the scheduled task.

7. Click **Edit** and **Enable** the task from the toggle in the **General** panel.

8. In the **Details** panel:

   a. If the updated product is a child SKU, check **Merge Shadow Inventory**, so to add the updated physical count to the Parent SKU inventory.

   b. Select a **Plugin**. If the file format matches the Sellercloud format, use the **Warehouse Inventory Import Format**. If the file is formatted differently, a plugin is needed for the scheduled task.

   c. Check **Full Inventory Import**, only in case you want to zero out the count of SKUs that are not in the imported file, but are in the same warehouse.

   d. Select a **Warehouse** from the dropdown.

9. In the **Import Options** panel, select **FTP** as a source to **Import From**, enter the FTP credentials, and configure the rest of the options, as desired.

10. Select the **Frequency** of your automated task.

11. **Save** your changes.

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Set Physical Inventory

Once you have reconfirmed the precise physical inventory count of a product within a warehouse, you can update that in-stock quantity in Sellercloud either manually, or via a file import.

Manually

To set the physical inventory of a product:

1. Navigate to **Inventory** > **Manage Inventory** search and open the needed product.

2. From the **Toolbox**, choose **Warehouse**.

3. Scroll down and select **Set Physical Inventory**.

4. Select the desired **Warehouse** and specify the **Physical Qty**.

5. Indicate an **Inventory Date** to record the time of your inventory check. If you wish, add an **Inventory Cost** associated with the new physical quantity.

6. If the updated product is a child SKU, check **Merge Warehouse Inventory Into The Parent Sku**, so to add the updated physical count to the Parent SKU inventory.

7. Click **Set**.

Inventory movements that occurred before the set Physical Inventory Date will be retained as internal records and will remain accessible on the Warehouse Inventory Movements page.

In Bulk

With Sellercloud's **Physical Inventory Import**, you can set the **Physical Inventory** for multiple products using a file import. To limit the inventory import to a specific warehouse, Client Setting **Enable Warehouse Inventory Import by Warehouse** must be enabled. Once selected, a **Warehouse** dropdown menu will be available in the **Import Physical Inventory** panel.

To import physical inventory in bulk:

1. Navigate to **Inventory** > **Warehouse Inventory Import**.

2. **Select Action** from the dropdown menu to download a template file.

3. Populate the spreadsheet with the following details:

   a. **ProductID** – The product's SKU.

   b. **Warehouse** – The warehouse for which you are setting physical inventory.

   c. **PhysicalInventoryQty** – The intended product's physical inventory count.

   d. **InventoryDate** – Record the time when the inventory was last physically checked (format is m.d.yyyy h:mm AM/PM)

   e. **LocationNotes** – Add the product's location details (e.g. aisle 9, top shelf).

4. Repeat this process for all the items in the import. Once done, **Save** the file and return to the import page.

5. Click the **Choose File** button and upload the appropriate document from your computer.

6. In the **UpdateType** field, specify the type of import you want to perform.
   Partial import is strongly recommended for enhanced precision in your inventory management, as it exclusively updates specified SKUs in designated warehouses. If you want to completely zero out the inventory of SKUs not present in your import file, use the **Full** import option.

   a. **Partial (Recommended)** – We strongly recommend performing a **Partial** inventory import, because it is the safest option to set inventory counts. Unlike a **Full** import, the **Partial** import updates only the quantities of the specific SKUs entered in the file, eliminating any possibility of error.

   b. **Full** – This update is only done in case you are sure that the new count accurately reflects the complete inventory and you want to zero out any other item that is currently in the system. The **Full** import sets the inventory count of the SKUs entered in the file to the specified amount, however, SKUs that are not in the file will be automatically zeroed out.

   To limit the inventory update to a specific warehouse, Client Setting **Enable Warehouse Inventory Import by Warehouse** must be enabled.

7. If Client Setting **Enable Warehouse Inventory Import by Warehouse** is enabled, indicate the affected **Warehouse**. Make sure the warehouse in your import file matches the selected warehouse from the dropdown, otherwise, the import may result in an error. If you set the physical count of multiple warehouses, select **ALL** from the dropdown.

8. If the updated product is a child SKU, check **Merge Warehouse Inventory Into the Parent Sku**, so to add the updated physical count to the Parent SKU inventory.

9. Click **Import Inventory**.

A Queued Job will be created, from which you can monitor the status of the import. Once successfully completed, the new physical inventory count is set in the specified warehouse/s.

Automate Inventory Imports

In Sellercloud, you can automate the physical inventory import from an FTP (File Transfer Protocol) using a Scheduled task. This way your import can run on a schedule of your choosing:

1. Navigate to **Settings** and select the desired company's **Scheduled Tasks**.

2. Select **Import Product Inventory** from the **New Task Type dropdown**.

3. Check **Schedule Enabled** and add a **Task Name**.

4. Choose a task **Recurrence**. If desired, check **Enable Email alerts on Complete** box and add emails to receive success and failure task notifications.

5. If the updated product is a child SKU, check **Merge shadow inventory (default import only)**, so to add the updated physical count to the Parent SKU inventory.

6. Keep the **Inventory Processor Plugin** as **Warehouse Inventory Import Format**.

7. Check **Full inventory import**, only in case you want to zero out the count of SKUs that are not in the imported file, but are in the same warehouse. In case of a **Full inventory import**, select the applicable **Warehouse** from the dropdown.

8. Check **Consider Task Failed if no File Found** if you wish to mark the task as failed in case of a missing import file.

9. Select **FTP** as a source to **Import From**, enter the FTP credentials, and configure the rest of the options, as desired.

10. **Save** your changes.