**Recording Stock Takes: Step 4**

- Define each sub-inventory to be counted
- Ensure that all inventory invoices and transactions have been completed and approved
- Perform snapshots on all sub-inventories
- Generate tags
- Print stock sheets

> Physically count the stock, filling in the sheets

- Enter the tag counts
- Launch the adjustments

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**Tag Generation**

Physical inventory tags represent actual hard copy tags that some companies use to count inventory items. A tag contains the count for a group of a given item. Although you can record only one item on a tag, multiple tags can reference the same item, with each tag referring to a unique physical location for an item.

1. From the Navigator screen click on **Tag Generation**.
2. In the **Name** field, click on the **List of Values** and select the required Physical Inventory Name from the list of values and click **OK**.
3. Select the type of tag to create.
   - **Blank tags** - contain no item information.
   - **Default tags** - creates a unique tag for every combination of item number, sub-inventory, revision, locator, lot, and serial number that exists in the sub-inventories for the selected physical inventory.
4. Enter **Starting Tag** number (Use 1000 for first physical inventory, 2000 for second etc)
5. Specify the digit increment (remember to allow a big enough range to include all the tags required).
6. Then click **Generate**.
A note advising tag has been submitted will display. Click **OK** and close out of the screen so the navigator displays.