

## Physical Inventory Procedures

- 1) Complete the billing and run an end of day. This will update the on-hand for these products.
- 2) Run Option# 1 Create Cycles and tags for count. The user needs to create a 4 digit cycle count code.

Then you have the options under Full Physical:

F for full physical inventory with tags created by product

L for full physical inventory with tags created by location

N for a partial or cycle count inventory

- 3) Run Option# 3 Print Physical Inventory Tags – this will go to report capture and can be printed from there.
- 4) Run Option# 4 Freeze On-Hand Balances by Cycle. This procedure will copy the on-hand quantity to the frozen quantity in the Product Detail records.
- 5) Count the inventory
- 6) Enter the tag count under Option# 5 Physical Inventory Tag Entry
- 7) Run Option# 7 Missing P.I. Tag Report – this will show all tags that do not have a count.
- 8) Run Option# 11 Physical Inventory Variance Update to calculate the difference between the frozen quantity and the actual count.
- 9) Run Option# 12 Physical Inventory Variance Report or Option# 13 Lot/Location Variance Report if using lots and locations. This will indicate the frozen quantity, count and variance.

You also have the options of viewing physical inventory cycle count on-hand and variance through Option# 2 Physical Inventory Cycle Inquiry.

- 10) After reviewing the variance report, and if you need to make corrections to a product count, use Option# 9 Physical Inventory Tag Maintenance.

Note: You would then need to run the Variance Update again and the Variance Report again.

- 11) You can run Option# 14 Uncounted Items Report to check if any products that does not have a count entered against them. Also you can run, Option# 15 Negative On-Hand Report, to indicate any products that will have a negative on-hand after the variance has been updated.

12) Once the variance looks good and no further corrections are needed you can now run Option# 16 Physical Inventory On-Hand Update. The current on-hand balances will be adjusted based on the Variance. **THIS PROCEDURE IS NOT REVERSIBLE AND IS RUN ONLY ONCE.**

- 13) Run Option# 17 Physical Inventory Purge if you want to purge old cycle information.