PHYSICAL INVENTORY User Manual



400 Technology Park Lake Mary, FL 32746

www.autopower.com Ph. 407-695-7300 Fax: 407-695-8001

Overview

About This Guide: The purpose of this guide is to explain how the Physical Inventory Module functions. This guide will answer processing questions about every phase of the AutoPower Physical Inventory System and its menu options.

In summary, the difference between using the 100% Physical Inventory portion and the Cycle Count portion is: **If you use Physical Inventory, no activity can be occurring on the system; therefore, it must be performed outside normal business hours.** The Cycle Count process allows you to perform your physical inventory count during normal business hours by allowing you to count your inventory in sections.

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CHAPTER 1 – Physical Inventory Main Menu

Section 1.1 - Main Menu Overview

The Physical Inventory Main Menu contains the tools to Process and Conduct Cycle Counts, Annual Physical Inventories, Dirty Core and Warranty Parts Physical Inventory to maintain an Inventory Control System. This section provides a brief overview of all of the functions. The Physical Inventory Menu is setup so that you can complete the Physical Inventory steps in the order of the options on the menu.

There are 3 different types of physical inventory that can be performed:

- 1. Parts Inventory
- 2. Dirty Core Inventory
- 3. Warranty Parts Items Inventory

01/06/2015	5 (P99)	AUTOPOWER	PARTS & SE	ERVICE		11:53AM
		PHYSICAL I	NVENTORY MA	AIN MENU		
		1Cycle Coun	t Selectior	ns MENU		
		2Physical In 3Dirty Core 4Warranty Pa	nventory ME Physical I arts Physic	ENU Inventory MEM cal Inventory	NU Y MENU	
		_				
E	Enter Selec	ction:				
E	Enter Seled	ction:				
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E	Enter Selec	ction:				
E	Enter Selec	ction:				

- PHYSICAL INVENTORY MENU: The Physical Inventory Menus will allow the user to reset their QOH's to zero, enter the new counts after the inventory has been counted, print an Exception report to view what was not counted and print a variance report between the before and after count to show discrepancies if there should be any in the inventory.
- DIRTY CORE PHYSICAL INVENTORY: The Dirty Core Physical Inventory menu option will allow the user to count and maintain accurate inventory records for all dirty cores in the warehouse.

➤ WARRANTY PARTS PHYSICAL INVENTORY: The Warranty Parts Physical Inventory menu option will allow the user to count and maintain accurate inventory records for all warranty parts in the warehouse. The Following screen displays the options for items in the Parts Physical Sub-Menu in the order they are to be used with an explanation of each prompt.

01/06/2015	5 (P99)	AUTOPOWEF	PARTS & SE	RVICE		11:57AM
		PHYSICAL	. INVENTORY	MENU		
		** Startir ۱Print Phys 2Reprint Ph 3Zero and I	ng a New Cou Rical Invent Rysical Inve Lock Invento	unt ** tory Take She entory Take S ory QOH Prio	eets Sheets r To Count	
		** Recordi 4Enter Phys 5Physical (6Print Phys 7Reprint Ta	ng Your Cou ical Counts Count Except ical Count ake Sheets N	unt ** 3 tion Take She Variance Rej w/Minimum Va	eets port riance	
		** Finaliz 8Post Count 9Inventory	ing Your Co s and Unloc Value Repor	ount ** ck Inventory rt (Optional))	
E	Enter Seled	ction:				
TC=Clock	S=Spooler	R=ACCES	X=log Off	N-NoteCards	A=AutoMail	

- Print Physical Inventory Take Sheets: The Print Physical Inventory Take Sheets program will generate a report that list part numbers or Bin locations to be used when counting the quantity of parts on the shelves. The numbers that are counted are written on the take sheet and then entered into the computer.
- Reprint Physical Inventory Take Sheets: The Reprint Physical Inventory Take Sheets program will allow you to regenerate all or any part of the Physical Inventory Take Sheets any time after the Initial Take Sheets have been printed.
- Zero and Lock Inventory QOH Prior to Count: The Zero and Lock Inventory will prevent users from accessing Order Entry and Purchasing Receiving module. You will only do this prior to entering your Physical Inventory count.
- Enter Physical Counts: Enables you to enter the quantity of each part that was counted on the shelves. These are the quantities that were recorded on the Inventory Take Sheets.
- Physical Count Exception Take Sheets: This menu option will display the summary of part numbers counted vs. uncounted, along with the percent completed. If there is an exception the Take Sheets will print a listing of all part numbers that had no QOH entered in the "Enter Physical Counts Option". This enables the operator to verify that all counts were entered. If a part prints on this report, it was either missed during the count or there were none available to be counted and was not entered in the Physical Counts Entry. Physical Inventory has not been completed until this program shows all parts counted with no exceptions.

- Print Physical Count Variance Report: This report compares the new QOH with the original QOH that was saved during the Reset Inventory process for any discrepancies. This report will print the discrepancies between these two values displaying both a unit and a dollar variance on a product-by-product basis.
- Reprint Take Sheets w/Minimum Variance: This process will reprint the Take Sheets with only the Minimum dollar variance that is requested to print. Then the items that print on the Take Sheets can be recounted and verified and corrected in the Enter Physical Counts menu. This allows management to focus only on the most important part variances.
- Post Counts to Inventory: This process will allow the operator to update the new quantities to the inventory records for the parts counted. When the End of Day has been completed for the day, the General Ledger will be updated with the variance dollar amounts.
- Inventory Value Report: This report will contain the value of your inventory for each location based on the total cost. You can print the report for a specific vendor(s) or you can run it based on a previously created save-list.

NOTE: Items to consider prior to a physical inventory count.

If you have multiple branch locations and only your branch is conducting a Physical Inventory this will not prevent your other locations from continuing with business in a normal manner.

Sales- Open Orders

This section refers to the customers billing and covers both open orders and buy-outs.

There are three different types of orders that affect physical inventory that must be carefully considered.

- a) Open orders that have been shipped but order has not been invoiced in the system.
- b) Open orders that have been picked but have not been shipped or invoiced in the system.
- c) All other orders that have not been picked or shipped in the system.

Open orders that have been shipped but the order has not been invoiced in the system.

These orders MUST BE INVOICED in order for the system to properly update the quantity on hand of these parts. Open orders that have been picked but have not been shipped or invoiced in the system.

These orders MUST BE COUNTED in the physical inventory since the customer has not received them and the system has not reduced them from inventory. Return the parts to their proper location in the warehouse in order to be counted and re-pick them after inventory.

All other orders that have not been picked or shipped in the system.

> Nothing has to be done to these orders.

In order to facilitate your analysis for open orders reviewing the Display Orders on Hold report is recommended.

Branch Transfers

All branch transfers that have been received must be updated in the system.

All shipped branch transfers from the location performing a physical inventory must be received by the ship to location whether the ship to location has or has not physically received the transferred parts.

Purchase Order Receiving

All purchase order part receiving must be updated.

- If the receiving shipper has not yet been entered into the receiving module, it must be processed.
- If a receiving shipper has been entered but not updated fully, it must be complete.

Returning Items to Suppliers (Overstock Return)

- All overstock returns that have been entered in the system and the goods have been returned to the supplier must be updated to inventory in the Overstock Menu.
- ➢ If the parts have not been returned to the supplier and are still on the warehouse floor, then the overstock return must be cancelled in the Overstock Menu, the part must be counted in the physical inventory and the overstock return must be re-issued after the physical inventory is completed.

Warranty/Defective Returns

All warranty/defective returns that have been entered in the system and the goods have been returned to the supplier must be updated to the defective inventory in the Defect Return Menu.

If the parts have not been returned to the supplier and are still on the warehouse floor, then the defective return must be cancelled in the Defect Return Menu, the parts must be counted in the physical inventory as a defective item and the defective return must be re-issued after the physical inventory process is completed.

Returning Dirty Core Items (Vendor Core Returns)

>All core returns that have been entered in the system and the goods have been returned to the supplier must be updated to the dirty core inventory in the Core Bank Menu.

> If the parts have not been returned to the supplier and are still on the warehouse floor, then the core return must be cancelled in the Core Bank Menu, the parts must be counted in the physical inventory as a dirty core item and the core return must be re-issued after the physical inventory process is completed.

Section 1.2 – Print Physical Inventory Take Sheets

The Print Physical Inventory Take Sheets Program will allow you to print Take Sheets for all inventory for the purpose of recording counts for the physical inventory process. The quantity values written on this sheet will be used to enter the physical count into the system at a later time.

A Take Sheet will print for each Vendor sorted by part Number. If you print the Take Sheets sorted by Bin then a Take Sheet will print for each Bin location and sorted by Bin, Vendor and then Part Number.

If you use Multi-Bin locations and would like for the Take Sheets to include the Multi-Bin locations, please contact AutoPower. A setting in the Global Setup will need to be flagged that you are using Multi-Bin locations. This flag is not necessary to be set if you use only one bin location for a part number. If you have a part number that is located in multiple bins and you wish for this part number to print on the Take Sheets in the multiple bin locations so that they may be counted per bin then this flag must be set.

The Physical Inventory Take Sheets will print in the same order as the Physical Inventory Count Entry screen that will display.

If you print the Physical Inventory Take Sheets from this option and then you Zero and Lock the Inventory QOH Prior to count, you cannot print the Physical Inventory Take Sheets from this option again. You must use the "Reprint Physical Inventory Take Sheets" option.

01/06/2015	5 (P99)	AUTOPOWER	PARTS & SE	ERVICE		11:57AM
		PHYSICAL	INVENTORY	MENU		
		** Startin 1Print Phys 2Reprint Ph 3Zero and L	g a New Cou ical Inven ysical Inve ock Invento	unt ** tory Take She entory Take S ory QOH Prio	eets Sheets r To Count	
		** Recordi 4Enter Phys 5Physical C 6Print Phys 7Reprint Ta	ng Your Cou ical Counts ount Except ical Count ke Sheets v	unt ** s tion Take She Variance Rep w/Minimum Va	eets port riance	
		** Finaliz 8Post Count 9Inventory	ing Your Co s and Unloo Value Repon	ount ** ck Inventory rt (Optional))	
E	Enter Seled	ction:				
TC=Clock	S=Spooler	R-ACCESS	X=log Off	N-NoteCards	A-AutoMail	

When you select option 1 Print Physical Inventory Take Sheets from this menu, the following screen will display:

01/06/2015	Print Physical Inventory Take Sheets	PI-TAKESHEET
This program w specified bran	ill print Inventory Count Sheets for all stock ch location.	in the
Branch Sort b Print Print (Location y (B)in or (P)art?: Double Spaced? (Y,N): Quantity on Hand? (Y,N):	
	Enter the warehouse location, or "?" to select.	

Field Descriptions:

Branch Location:

Type in the warehouse branch location where the Inventory is being counted and press **ENTER**. Ex: W1, W2, W3, etc.

You can also type in a "?" to see a display of your warehouse locations with descriptions. Press **ENTER** to select the branch.



Sort by (B)in or (P)art?

Type in **B to p**rint the Take Sheets sorted by Bin location, Vendor and then the part number and press **ENTER**. Type in **P and** press **ENTER** to print the Take Sheets sorted by Vendor and by part number. If you do not use Bin locations then select the **P opti**on to print the Take Sheets by Vendor and then sorted by Part Number.

Print Double Spaced? (Y,N)

Type in **Y** and press **ENTER** to print the Take Sheets double-spaced. Type in **N** and press **ENTER** to print the Take Sheets single-spaced. Printing doublespace will use a lot more paper. There will be a blank line between each part number on the page when using double-spacing.

Print Quantity on Hand on the Take Sheets? (Y,N)

Type in **Y** and press **ENTER** to print the Current QOH prior to the count on the Take Sheets. Type in **N** and press **ENTER** to not print the QOH on the Take Sheets. This prompt has no effect on whether the QOH is displayed on the Physical Count Entry screen. If you do not wish for the Before Count QOH to display on the Physical Count Entry Screen, contact AutoPower Support so that this can be set in the Global File Maintenance screen.

Accept?:

Valid entries for this prompt are:

- Y Yes- All prompts are answered correctly and the Take Sheets will print.
- N No Answers entered are not correct. Type in N and press ENTER will bring the cursor back to the Location prompt so that you can enter the correct information.
- **E Exit** Abort the process entirely. The cursor will return to Physical Inventory Menu.

This program will print Inventory Count Sheets for all stock in the specified branch location. Branch Location	DPOWER	Print Physical Inventory Take Sheets	PI-TAKESHEET
Branch Location W1 CHARLOTTE Sort by (B)in or (P)art?: P Print Double Spaced? (Y,N): N Print Quantity on Hand? (Y,N): Y Document Options (D)isplay (P)rint (X)port Output Choice:	This program wi specified brand	ll print Inventory Count Sheets for all stock i h location.	n the
Print Quantity on Hand? (Y,N): Y Document Options (D)isplay (P)rint (X)port Output Choice:	Branch Sort by Print I	Location W1 CHARLOTTE v (B)in or (P)art?: P Double Spaced? (Y,N): N	
(D)isplay (P)rint (X)port Output Choice:	Print (uantity on Hand? (Y,N): Y - Document Options -	
(D)isplay (P)rint (X)port Output Choice:			
(X)port Output Choice:		(D)isplay	
Output Choice:		(X)port	
Strate Anderson Strategica Aurona		Output Choice:	
		Contraction of photons. Contraction processor	
		Select Document Output Choice, or (C)ancel	

You will be prompted to Display, Print or Export the takesheet to your PC.

You can Display the takesheets to your screen. You can Print the takesheets to your printer. You can Export the takesheets to Excel.

When you select the Export option, you can save the takesheet to your PC and then open them up in Excel.

You can also Cancel the print process for the takesheet.

Example of Physical Inventory Take sheet which was sorted by Part number is displayed below.

Location: W1 - CHARLOTTE Vendor: AIM - AIMCO PRODUCT Sort By	S SUOM EA EA EA EA EA	Counted By Checked By NewQOH	CHRYSLER ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD HUB AND ROTOR FORD HUB AND ROTOR FORD ROTORS FORD ROTORS FORD ROTORS
Location	S 	Counted By Checked By NewQOH	/: Description CHRYSLER ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD NOTORS FORD NOTORS FORD NOTORS FORD ROTORS FORD ROTORS
Vendor	S SUOM EA EA EA EA EA	Counted By Checked By NewQOH	/: Description CHRVSLER ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD NOTORS FORD NOTORS FORD ROTORS FORD ROTORS FORD ROTORS
Sort By	SUOM EA EA EA EA EA EA	Checked By NewQOH 	CHRYSLER ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD NOTORS FORD HUB AND ROTOR FORD NOTORS FORD ROTORS FORD ROTORS
Deadstock	EA EA EA EA EA EA EA	Unecked By NewQOH	CHRVSLER ROTORS CHRVSLER ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD NOTORS FORD NOTORS FORD ROTORS FORD ROTORS
Item Bin QOH VND Part 00041) NONE 2 AIM 5357 00042) NONE 2 AIM 54013 00043) NONE 2 AIM 54021 00044) NONE 4 AIM 54034 00045) NONE 4 AIM 54034 00046) NONE 1 AIM 54063 00046) NONE 2 AIM 54063 00046) NONE 6 AIM 54063 00048) NONE 4 AIM 54064 00050) NONE 1 AIM 55031 00051) NONE 2 AIM 55032	EA EA EA EA EA EA EA	NewQOH	Description CHRYSLER ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD HUB AND ROTOR FORD HUB AND ROTOR FORD ROTORS FORD ROTORS
00041) NONE 2 AIM 5357 00042) NONE 2 AIM 54013 00043) NONE 2 AIM 54021 00044) NONE 4 AIM 54021 00044) NONE 4 AIM 54034 00045) NONE 1 AIM 54034 00046) NONE 1 AIM 54034 00047) NONE 2 AIM 54063 00048) NONE 2 AIM 54064 00048) NONE 4 AIM 54078 00050) NONE 2 AIM 55031 00052) NONE 8 AIM 55032	ЕА ЕА ЕА ЕА		CHRYSLER ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD HUB AND ROTOR FORD NOTORS FORD ROTORS FORD ROTORS
00042) NONE 2 AIM 54013 00043) NONE 2 AIM 54021 00044) NONE 4 AIM 54020 00045) NONE 4 AIM 54030 00046) NONE 1 AIM 54039 00047) NONE 2 AIM 54063 00048) NONE 6 AIM 54063 00049) NONE 4 AIM 54078 00050) NONE 1 AIM 55031 00052) NONE 2 AIM 55031	ЕА ЕА ЕА ЕА ЕА		FORD ROTORS FORD ROTORS FORD ROTORS FORD ROTORS FORD HUB AND ROTOR FORD ROTORS FORD ROTORS
00043) NONE 2 AIM 54021 00044) NONE 4 AIM 54030 00045) NONE 4 AIM 54034 00046) NONE 1 AIM 54034 00047) NONE 2 AIM 54063 00047) NONE 6 AIM 54063 00048) NONE 6 AIM 54064 00049) NONE 1 AIM 55001 00050) NONE 1 AIM 55031 00051) NONE 2 AIM 55032	EA EA EA EA		FORD ROTORS FORD ROTORS FORD ROTORS FORD HUB AND ROTOR FORD ROTORS FORD ROTORS
00044) NONE 4 AIM 54030 00045) NONE 4 AIM 540354 00046) NONE 1 AIM 540359 00047) NONE 2 AIM 54063 00048) NONE 6 AIM 54064 00049) NONE 4 AIM 54078 00051) NONE 2 AIM 55031 00052) NONE 8 AIM 55032	EA EA EA EA		FORD ROTORS FORD ROTORS FORD HUB AND ROTOR FORD ROTORS FORD ROTORS
00045) NONE 4 AIM 54034 00046) NONE 1 AIM 54039 00047) NONE 2 AIM 54063 00048) NONE 6 AIM 54064 00048) NONE 6 AIM 54063 00049) NONE 4 AIM 54078 00050) NONE 1 AIM 55001 00051) NONE 2 AIM 55031 00052) NONE 8 AIM 55032	EA EA EA EA		FORD ROTORS FORD HUB AND ROTOR FORD ROTORS FORD ROTORS
00046) NONE 1 AIM 54039 00047) NONE 2 AIM 54063 00048) NONE 6 AIM 54064 00049) NONE 4 AIM 54078 00050) NONE 1 AIM 55001 00051) NONE 2 AIM 55031 00052) NONE 8 AIM 55032	E A E A E A E A		FORD HUB AND ROTOR FORD ROTORS FORD ROTORS
00047) NONE 2 AIM 54063 00048) NONE 6 AIM 54064 00049) NONE 4 AIM 54078 00050) NONE 1 AIM 55001 00051) NONE 2 AIM 55031 00052) NONE 8 AIM 55032	EA EA EA		FORD ROTORS
00048) NONE 6 AIM 54064 00049) NONE 4 AIM 54078 00050) NONE 1 AIM 55001 00051) NONE 2 AIM 55031 00052) NONE 8 AIM 55032	EA EA		FORD ROTORS
00049) NONE 4 AIM 54078 00050) NONE 1 AIM 55001 00051) NONE 2 AIM 55031 00052) NONE 8 AIM 55032	EA		
00050) NONE 1 AIM 55001 00051) NONE 2 AIM 55031 00052) NONE 8 AIM 55032			FORD ROTORS
00051) NONE 2 AIM 55031 00052) NONE 8 AIM 55032			GM ROTORS
00052) NONE 8 AIM 55032	EA		GM ROTORS
	EA		GM ROTORS
00053) NONE 12 AIM 55034	EA		GM ROTORS
00054) NONE 5 AIM 55034LX			GM ROTORS
00055) NONE 6 AIM 55039			GM ROTORS
00056) NONE 1 AIM 55055			GM ROTORS
00057) NONE 2 AIM 5520			GM ROTORS
00058) NONE 2 AIM 5552			GM ROTORS
00059) NONE 2 AIM 5595			GM ROTORS
00060) NONE 2 AIM 5598			GM ROTORS
00061) NONE 2 ATM 8975C			DOMESTIC DRUMS
00062) NONE 6 AIM SD411S	FΔ		SEVERE DUTY HIGH P
00063) NONE 4 ATM SD757S	FA		SEVERE DUTY HIGH P
00064) NONE 3 AIM SD777S	FA		SEVERE HIGH DUTY P
00065) NONE 2 ATM SPC370S	EA		AIMCO CERAMIC DISC
00066) NONE 31 AIM SP05703	EA		SUPER DRENTUM DERE
Obtool and others been (E)	B)ackward	(P)eset (I)ast (S)earchText (0)uit:
	bjackwaru.	INJESEL. IL	

Field Descriptions:

The Location, Vendor and Sort by will be populated with the information that you entered in the Print Physical Inventory Take Sheet option.

Location Vendor Sort by

Deadstock:

The Dead Stock option is in the example above is **N mean**ing that the Dead Stock was not included in the Take Sheets and will not be counted. You will have fewer parts on your Take Sheets than what you have in inventory with this option. Dead Stock is excluded. The option of **Y woul**d be that Dead Stock would be included in the Take Sheets and would be counted.

What dictates Dead Stock?

If a part number falls into "ALL" of the categories below it will be considered Dead Stock.

No QOH = No Quantity on Hand No QOO = No Quantity on Order No MIN = No Minimum Stocking Level No MAX = No Maximum Stocking Level No CBO = Not Committed by Order

No Sales will be based on the Dead Stock Calculated set months in the Global F/M when your system was first installed.

Counted by:

Write in the name person who will be counting this vendor line.

Checked by:

Write in the name of the person who checked the shelf count again for this vendor line after the person who initially counted the shelf.

Item:

Line number on the Take Sheet for a particular Part Number.

Bin:

If you select to print your Take Sheets by the Bin location then the bin location will be listed in this column. If the part number does not have a Bin location assigned to it then the word "NONE" will be in this column.

QOH:

The QOH column will list the "Before" Count Quantity. If you answered **N for** the Print Quantity on Hand prompt, then you will not see QOH's in this column.

VND:

The three letters Vendor code for the part number will be listed.

Part:

The Part Number will be listed in this column that will need to be counted.

SUOM:

The Standard Unit of Measure will print if it is in the inventory file maintenance record for the part number.

NewQOH:

The New Quantity on Hand field is where you will write in the new shelf count for the part number that is being counted.

Description:

The description for the part number will display in this column. This is the description that is in the inventory file maintenance record for the part number.

Section 1.3 – Reprint Physical Inventory Take Sheets

The purpose of the Reprint Physical Inventory Take Sheets program is to reprint the Take Sheets any time during the Physical Inventory procedure. **If you run the "Zero and Lock the Inventory Count" option then this is the only option that will allow you to reprint the Take Sheets.** The Take Sheets will print in the same **sorting order, as they were in the initial Take Sheets.** For example, if you printed the initial Take Sheets by Bin, then the reprinted Take Sheets will print by bin location. It is also true if you printed the initial Take Sheets double-spaced and printed the quantity on hand. However, you printed the Take Sheets initially is how they will print in this program.

AUTOPOWER				
01/07/2015	Reprint Physical	Inventory 1	ake Sheets	PI-TAKESHEET-REP
This program can printed. All ite on the original	be run anytime afte ms or any segment of sorting criteria for	r the initi the Take S the initia	al Take Sheets heets can be p 1 Take Sheets.	have been rinted based
Location Sort by Print D Print Q	(B)in or (P)art ouble Spaceduantity on Hand	.: I .: .:		
Starting Item Ending Item N	Number	.:		
Starting Bin. Ending Bin		.: .:		
Starting Part Ending Part N	Number	.:		
En	ter the warehouse lo	cation, or	"?" to select.	

Field Descriptions:

Location:

Enter the warehouse location where the physical inventory is taking place.

After the location has been entered, the information that was entered in the initial Take Sheets will complete the next 3 fields. You cannot change the sort, double-spacing or print Quantity on Hand at this point.

Sort by (B)in or (P)art: Print Double Spaced Print Quantity on Hand

Starting Item Number:

The Starting Item Number will display. This is first item number on the original Take Sheet. The default will be item number 1. The Item Numbers would be the line numbers on the Take Sheets.

Ending Item Number:

The Ending Item Number will display. This is the last item number on your Take Sheets. If you have 90000 part numbers on the Take Sheet, then the Ending Item number will be from line 90000.

Starting Bin Number:

If you sort the initial Take Sheets by Bin Number then the Starting Bin Number will default in this field. If you wish to print a particular Take Sheet for a certain Bin Number, you would enter that Starting Bin Number here. If you sorted the initial Take Sheets by Part Number then the Starting and Ending Bin Numbers will have N/A in these fields and will not be accessible.

Ending Bin Number:

Enter in the Ending Bin Number.

Starting Part Number:

If you sort the initial Take Sheets by Part Number, then the Starting Part Number on the Take Sheet will default in this field. If you wish to print a particular section of the Take Sheets you can enter the Starting Part Number in this field. If you sort the initial Take Sheets by Bin Number this field will not be accessible.

Ending Part Number:

Enter in the Ending Part Number. In the example below the initial Take Sheets were printed by Part Number, therefore, the Starting and Ending Bin Location are notated as N/A.

AUTOPOWER	
01/07/2015	Reprint Physical Inventory Take Sheets PI-TAKESHEET-REP
This program ca printed. All it on the original	n be run anytime after the initial Take Sheets have been ems or any segment of the Take Sheets can be printed based sorting criteria for the initial Take Sheets.
Location Sort b Print Print	
Starting Ite Ending Item	m Number: 1 Number
Starting Bin Ending Bin	······ ··· ··· ··· ··· ··· ··· ··· ···
Starting Par Ending Part	t Number ABC1234 Number X/WX-46510
	Accept? (Y,N,E):

Section 1.4 – Zero and Lock Inventory QOH Prior to Count

This step will Zero and lock the QOH for the ENTIRE Inventory. The inventory will be "LOCKED" so that changes cannot be made. If you must do a count by vendor line code, use the "Cycle Count Menu options".

The purpose of zeroing the Inventory is to start with a clean slate. The Zero and Lock Inventory QOH Prior to count program is used to remove the current quantities on hand from all of the parts in the entire inventory and copy them to a file called IN-PCC on the system. If you should look in Inventory Inquiry at this point you will see that the Before Count for all part numbers still exist.

This option CAN ONLY BE initiated once. The system will tell you if you attempt to initiate it again without completing all Physical Inventory steps. You will see a message that the Location has been locked for a Physical Inventory Count if you try to initiate this option more than once.

To access Zero and Lock Inventory QOH Prior to count, make the following menu selections:

1/07/201	5 (P99)	A	UTOPOWER	PARTS & S	ERVICE		11:31AM
		l	PHYSICAL	INVENTORY	MENU		
		** 1 Dr	Starting	g a New Con	unt ** tory Take Sh	pate	
		2Rei	print Phy	vsical Inven	entory Take Si	Sheets	
		3Ze	ro and Lo	ock Invento	ory QOH Prio	r To Count	
		**	Recordii	ng Your Coi	unt **		
		4En	ter Physi	ical Counts	S		
		5Ph	ysical Co	ount Except	tion Take Sho	eets	
		6Pr	int Physi	ical Count	Variance Re	port	
		7Re	print Tal	ke Sheets w	w/Minimum Va	riance	
		**	Finalizi	ing Your Co	ount **		
		8 Po	st Counts	s and Unlo	ck Inventory		
		9In	ventorv \	/alue Repo	rt (Optional))	
			. .				
1	Enter Selec	ction:					

From the Physical Inventory Menu, select Zero and Lock Inventory QOH Prior to Count.

The following screen will display. Access to this option is only allowed to those Operators who have a Salesperson number and a password assigned to them.

AUTOPOWER		
-	ZERO INVENTORY COUNTS	
	Operator Humber: Password:	

Field Descriptions:

Operator Number:

Type in your operator number and press **ENTER**.

Password:

Type in your operator password and press **ENTER**.

After Entering your operator number and password the following screen will display.

AUTOPOWER	
01/07/2015 Zero and Lock Inventory QOH Prior to Count	PI-LOCK
WARNING! THIS PROCESS WILL SET WAREHOUSE INVENTORY TO ZERO Order entry and receiving will be locked out until all inventory of have been entered and posted.)! counts
Location	
Accept? (Y,N,E):	

Field Descriptions:

Location:

Type in the location and press **ENTER** where the physical inventory will be performed.

This will be your last chance you have to change your mind. If you answer **N for** no, you will return to the Physical Inventory Menu. To continue and complete the process answer **Y for** yes to proceed with resetting the quantities on hand.

Once you enter Y, you MUST proceed with the process.

As the system zero's out the Q-O-H values for the ENTIRE inventory, the

following message will display on the screen as shown in the display below:

AUTOPOWER						
01/07/2015	Zero and Lo	ock Inve	entory QO	H Prior t	to Count	PI-LOCK
WARNING Order entry and have been enter	G! THIS PROCES d receiving wi red and posted	SS WILL ill be 1 1.	SET WAREI locked out	HOUSE INV t until a	/ENTORY TO Z all inventor	ZERO! ry counts
Locati	on		: W1	CHARLOTT	ſĔ	
Inventory zero an	nd lock in pro	ogress				
Now building IN-	PCW1	1356	REE21186			

Part numbers from the entire inventory will flash at the bottom of the screen as the inventory is being locked.

Once the reset has completed, you will be brought back to the Physical Inventory Menu.

Now you can count the inventory and write the shelf count quantities on the take sheets that you previously printed.

Remember you can only reprint the Take Sheets now from the Reprint Take Sheet option; you cannot go back and use the Print Take Sheet option #1.

The Order Entry and Receiving modules will not allow you to process orders or receive in inventory until the Physical Inventory process has been completed.

If you access either of the modules at this point you will see the error message below.



Section 1.5 – Enter Physical Counts

Now that the preparation steps have been completed, it is time to actually enter the values that were counted and written on the Take Sheets. To enter the counts, select Enter Physical Count option on the Physical Inventory Menu. The actual quantities counted on the shelf are entered into the New Q-O-H field on the take sheets.

1/07/201	5 (P99)	1	AUTOPOWER	PARTS & S	ERVICE		11:53AM			
			PHYSICAL	INVENTORY	MENU					
		**	* Starting	g a New Co	unt **					
1Print Physical Inventory Take Sheets										
2Reprint Physical Inventory Take Sheets										
		3Ze	ero and Lo	ock Invent	ory QOH Prio	r To Count				
		**	Recordi	ng Your Co	unt **					
		4Er	nter Phys	ical Count	S					
		5Pl	nysical Co	ount Except	tion Take She	eets				
		6Pı	rint Phys	ical Count	Variance Re	port				
		7Re	eprint Tal	ke Sheets i	w/Minimum Vai	riance				
		د بد			k where					
		0 D.	Finaliz	ing your Co	ount **					
		8PC	ost counts	s and Unio	ck inventory	`				
		9	iventory	value kepo	rt (uptional)				
		ction:	I							
	Enter Selec		-							

After selecting the Enter Physical Counts option from the menu, the following screen will display:

AUTOPO	WER								
01/	07/20	15		Ente	r Physical	Counts			PI-ECOUNT
10	catio	n							
50	rtod	Ry .							
30	iteu	by							
-		n :		в. 1.11. I.		0.011		D	
1	tem	BIN	vna	Partnumber	UM	QOH	NewQOH	Description	
			Ent	er the warehou	se locatio	n, or "1	?" to se	lect.	

In this screen you can use your arrow keys to navigate up and down. You cannot use your Escape key to exit this screen, you must use **E to E**xit.

Field Descriptions:

Location:

Type in the location and press **ENTER** where the physical inventory will be done.

The following screen will display listing all parts numbers. The Sort will be as they printed on the Take Sheets.

Your cursor will be in the NewQOH field waiting for you to enter in your first Physical Inventory count.

AUTOPOWER							
01/07/201	5		Enter	• Physical	Counts		PI-ECOUNT
Location	:	W1	CHARLOTTE				
Sorted B	y :	PART					
Item	Bin	Vnd	PartNumber	UM	QOH	NewQOH	Description
00001)	NONE	ABC	1234	EA	-1		SPARK PLUG
00002)	NONE	ABC	1KITMTONOCORE	EA	10		1 KIT MADE TO ORDER
00003)	NONE	ABC	1KITMTSNOCORE	EA	6		1 KIT MADE TO STOCK
00004)	A1	ABC	5678	EA	177		SPARK PLUG
00005)	NONE	ABE	45150-6008	EA	28		MERITOR Q 16.5 X 7
00006)	NONE	ABE	ENP45151QSB	_	40		
00007)	NONE	ABE	EX1307TSB	EA	-3		MERITOR 15 X 3.5 PI
00008)	NONE	ABE	EX1308ESB	EA	56		EATON 15X4 NEW SHOE
00009)	NONE	ABE	EX1308TSB	EA	56		MERITOR 15 X 4 PIN
00010)	NONE	ABE	EX1443ESSB	EA	40		EATON ES 15X4 NEW S
00011)	NONE	ABE	EX4514QSB	EA	10		MERITOR Q 16.5X6 NE
00012)	NONE	ABE	EX4702QSB	EA	10		MERITOR Q PLUS 15X4
00013)	NONE	ABE	EX4709ES2SB	EA	10		EATON ES2 16.5X7 NE
00014)	NONE	ABE	EX4719E2SB	EA	6		EATON ES2 16.5X5 NE
00015)	NONE	ABE	EX4725E2SB	EA	6		EATON ES2 16.5X6 NE
(// X N =	0.011		Arrow Dow	n —	\+#	([)
	#)New	ųон,	(.)QOH, (A)da p)art#, (F)	ina, (i)tem#, 0	or (E)XIL & Save

Item:

Line number on the Take Sheet for the Part Number. This Item number can be used to reprint Take Sheets only for the select Item numbers that you choose. Example you would only like to print Item Number 1-400, you can do this in the Reprint Take Sheet Option. You can also use the (I)tem # option at the bottom of the page to select a particular part number on the screen. If the part number on the Take Sheet is 100, then it will also be 100 on this screen.

Bin:

If you select to print your Take Sheets by the Bin location for the part number, then it will be listed in this column. If the part number does not have a Bin location assigned to it then the word "NONE" will be in this column.

Vnd:

The Vendor for the part number will be listed.

Part:

The Part Number will be listed in this column.

UM:

The Standard Unit of Measure will print if it is in the Inventory File Maintenance record for the part number listed.

QOH:

The QOH column will list the "Before" Count Quantity. If in the Global File Maintenance screen, the flag is set not to Show Before QOH in this screen it will not display.

NewQOH:

The New Quantity on Hand field is where the new shelf count for the part number will be entered.

Description:

The description for the part number will display in this column. This is the description that is in the Inventory File Maintenance record for the part number.

Options:

(###) New QOH:

The line item that is highlighted on your screen will be where you can enter the QOH for the present part number.

Type in the new Shelf Count (QOH) and press **ENTER**. Your cursor will always be in the NewQOH column on this screen.

ocation orted B	: y:	W1 Part	CHARLOTTE				
Item	Bin	Vnd	PartNumber	UM	QOH	NewQOH	Description
00001)	NONE	ABC	1234	EA	-1	2	SPARK PLUG
00002)	NONE	ABC	1KITMTONOCORE	EA	10		1 KIT MADE TO ORDER
00003)	NONE	ABC	1KITMTSNOCORE	EA	6		1 KIT MADE TO STOCK
00004)	A1	ABC	5678	EA	177		SPARK PLUG
00005)	NONE	ABE	45150-6008	EA	28		MERITOR Q 16.5 X 7
00006)	NONE	ABE	ENP45151QSB	-	40		
00007)	NONE	ABE	EX1307TSB	EA	-3		MERITOR 15 X 3.5 PI
00008)	NONE	ABE	EX1308ESB	EA	56		EATON 15X4 NEW SHOE
00009)	NONE	ABE	EX1308TSB	EA	56		MERITOR 15 X 4 PIN
00010)	NONE	ABE	EX1443ESSB	EA	40		EATON ES 15X4 NEW S
00011)	NONE	ABE	EX45140SB	EA	10		MERITOR Q 16.5X6 NE
00012)	NONE	ABE	EX4702QSB	EA	10		MERITOR Q PLUS 15X4
00013)	NONE	ABE	EX4709ES2SB	EA	10		EATON ES2 16.5X7 NE
00014)	NONE	ABE	EX4719E2SB	EA	6		EATON ES2 16.5X5 NE
00015)	NONE	ABE	EX4725E2SB	EA	6		EATON ES2 16.5X6 NE
(##	#) NewO)OH, ((.)QOH, (A)dd p	Arrow Dow part#, (F)	n — ind, (I)tem∦, o	r (E)xit & save

(.) QOH:

The (.) QOH will allow you to press the "." period to accept the Before QOH prior to the Count if there has been no change in the QOH for the part number. If you hold down the period it will duplicate the old QOH on each part number as long as the "." period key is being pressed.

(A)dd Part #:

The (A)dd Part # option will allow you to add a part number that was not listed on the current Take Sheets. This part number must be in the Inventory Master. You will type in the BIN, VN, PART NUMBER, and the New QOH. If there is no bin for this part number, type in the word NONE.

(F)ind:

The (F)ind option will allow you to search any part number by typing in a portion of the part number or description. The first instance of that text that is being searched will be highlighted on the screen. Press Enter again and the next instance of the searched text will display.

01/07/2015 Enter Physical Counts PI-ECOUN Location: W1 CHARLOTTE Sorted By: PART PI-ECOUN Item Bin Vnd PartNumber UM Q0H NewQOH Description 00001) NONE ABC 1234 EA -1 2 SPARK PLUG 00002) NONE ABC 1XITMTONOCORE EA 10 10 1 KIT MADE TO ORDER 00003) NONE ABC 1KITMTSNOCORE EA 6 6 1 KIT MADE TO STOCK 00004) A1 ABC 5678 EA 177 SPARK PLUG 00005) NONE ABE 45150-6008 EA 28 MERITOR 0 16.5 X 7 00006) NONE ABE ENP451510SB - 40	AUTOPOWER							
Location: W1 CHARLOTTE Sorted By: PART Item Bin Vnd PartNumber UM QOH NewQOH Description 00001) NONE ABC 1234 EA -1 2 SPARK PLUG 00002) NONE ABC 1XITMTONOCORE EA 10 10 1 KIT MADE TO ORDER 00003) NONE ABC 1KITMTSNOCORE EA 6 6 1 KIT MADE TO STOCK 00004) A1 ABC 5678 EA 177 SPARK PLUG 00005) NONE ABE 45150-6008 EA 28 MERITOR 0 16.5 X 7 00006) NONE ABE E10P451510SB - 40	01/07/201	5		Enter	• Physical	Counts		PI-ECOUN
Item Bin Vnd PartNumber UM QOH NewQOH Description 00001) NONE ABC 1234 EA -1 2 SPARK PLUG 00002) NONE ABC 1KITMTONOCORE EA 10 10 1 KIT MADE TO ORDER 00003) NONE ABC 1KITMTSNOCORE EA 6 6 1 KIT MADE TO ORDER 00004) AI ABC 5678 EA 177 SPARK PLUG 00005) NONE ABE 45150-6008 EA 28 MERITOR 0 16.5 X 7 00006) NONE ABE ENP451510SB - 40 - - 00007) NONE ABE EX1307TSB EA -3 MERITOR 15 X 3.5 PI - 00008) NONE ABE EX1308ESB EA 56 EATON 15X4 NEW SHOE 000010) NONE ABE EX1443ESSB	Location Sorted B	: y:	W1 Part	CHARLOTTE				
00001) NONE ABC 1234 EA -1 2 SPARK PLUG 00002) NONE ABC 1KITMTONOCORE EA 10 10 1 KIT MADE TO ORDER 00003) NONE ABC 1KITMTSNOCORE EA 6 6 1 KIT MADE TO ORDER 00004) A1 ABC 5678 EA 177 SPARK PLUG 00005) NONE ABE 45150-6008 EA 28 MERITOR 0 16.5 X 7 00006) NONE ABE EN1307TSB EA -3 MERITOR 15 X 3.5 PI 00007) NONE ABE EX1307TSB EA -3 MERITOR 15 X 4.5 PI 00008) NONE ABE EX1308TSB EA 56 EATON 15X4 NEW SHOE 00009) NONE ABE EX1308TSB EA 40 EATON ES 15X4 NEW SHOE 00010) NONE ABE EX1443ESSB EA 40 EATON ES 15X4 NEW SHOE 00011) NONE ABE EX4514QSB EA 10	Item	Bin	Vnd	PartNumber	UM	QOH	NewQOH	Description
00002) NONE ABC 1KITHTONOCORE EA 10 10 1 KIT MADE TO ORDER 00003) NONE ABC 1KITHTSNOCORE EA 6 6 1 KIT MADE TO ORDER 00003) NONE ABC 1KITHTSNOCORE EA 6 6 1 KIT MADE TO ORDER 00004) A1 ABC 5678 EA 177 SPARK PLUG 00005) NONE ABE 45150-6008 EA 28 MERITOR 0 16.5 X 7 00006) NONE ABE EX1307TSB EA -3 MERITOR 15 X 3.5 PI 00008) NONE ABE EX1307TSB EA -3 MERITOR 15 X 3.5 PI 00008) NONE ABE EX1308ESB EA 56 EATON 15X4 NEW SHOE 00009) NONE ABE EX1308TSB EA 40 EATON ES 15X4 NEW S 00010) NONE ABE EX440SB EA 10 MERITOR 0 16.5X6 NE 00011) NONE ABE EX4702QSB EA 10 MERITOR 0 PLUS 15X4 00012) NONE ABE EX4709ES2SB EA 10 MERITOR 0 PLUS	00001)	NONE	ABC	1234	EA	-1	2	SPARK PLUG
00003) NONE ABC 1KITHTSNOCORE EA 6 6 1 KIT MADE TO STOCK 00004) A1 ABC 5678 EA 177 SPARK PLUG 00005) NONE ABE 45150-6008 EA 28 MERITOR 0 16.5 X 7 00006) NONE ABE ENP451510SB - 40 - 00007) NONE ABE EX1307TSB EA -3 MERITOR 15 X 3.5 PI 00008) NONE ABE EX1307TSB EA -3 MERITOR 15 X 3.5 PI 00009) NONE ABE EX1308ESB EA 56 EATON 15X4 NEW SHOE 00009) NONE ABE EX1308TSB EA 40 EATON ES 15X4 NEW SHOE 00010) NONE ABE EX1443ESSB EA 10 MERITOR 0 16.5X6 NE 00011) NONE ABE EX4702QSB EA 10 MERITOR 0 PLUS 15X4 00012) NONE ABE EX4709ES2SB EA 10 MERITOR 0 PLUS 15X4 00013) NONE ABE EX4702SES <td< td=""><td>00002)</td><td>NONE</td><td>ABC</td><td>1KITMTONOCORE</td><td>EA</td><td>10</td><td>10</td><td>1 KIT MADE TO ORDER</td></td<>	00002)	NONE	ABC	1KITMTONOCORE	EA	10	10	1 KIT MADE TO ORDER
00004) A1 ABC 5678 EA 177 SPARK PLUG 00005) NONE ABE 45150-6008 EA 28 MERITOR Q 16.5 X 7 00006) NONE ABE ENP451510SB - 40 - - 00007) NONE ABE EX1307TSB EA -3 MERITOR 15 X 3.5 PI 00008) NONE ABE EX1308ESB EA -56 EATON 15X4 NEW SHOE 00009) NONE ABE EX1308TSB EA 56 MERITOR 15 X 4 PIN 00010) NONE ABE EX143ESSB EA 40 EATON ES 15X4 NEW S 00011) NONE ABE EX4514QSB EA 10 MERITOR 0 16.5X6 NE 00012) NONE ABE EX4702QSB EA 10 MERITOR 0 16.5X7 NE 00013) NONE ABE EX4709ES2SB EA 10 MERITOR 0 16.5X5 NE 00014) NONE ABE	00003)	NONE	ABC	1KITMTSNOCORE	EA	6	6	1 KIT MADE TO STOCK
00005 NONE ABE 45150-6008 EA 28 MERITOR 0 16.5 X 7 00006 NONE ABE ENP451510SB - 40 - - 40 - - 40 - - 40 - - - 40 - - - 40 -	00004)	A1	ABC	5678	EA	177		SPARK PLUG
00006) NONE ABE ENP45151QSB - 40 00007) NONE ABE EX1307TSB EA -3 MERITOR 15 X 3.5 PI 00008) NONE ABE EX1308ESB EA -56 EATON 15X4 NEW SHOE 00009) NONE ABE EX1308TSB EA 56 MERITOR 15 X 4 PIN 00010) NONE ABE EX1438TSB EA 40 EATON ES 15X4 NEW SHOE 00011) NONE ABE EX1443ESSB EA 40 MERITOR 15 X 4 PIN 00011) NONE ABE EX4514QSB EA 10 MERITOR 0 16.5X6 NE 00012) NONE ABE EX4702QSB EA 10 MERITOR 0 16.5X7 NE 00013) NONE ABE EX4709ES2SB EA 10 EATON ES2 16.5X7 NE 00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE	00005)	NONE	ABE	45150-6008	EA	28		MERITOR Q 16.5 X 7
00007) NONE ABE EX1307TSB EA -3 MERITOR 15 X 3.5 PI 00008) NONE ABE EX1308ESB EA 56 EATON 15X4 NEW SHOE 00009) NONE ABE EX1308ESB EA 56 MERITOR 15 X 4 PIN 00010) NONE ABE EX1308TSB EA 56 MERITOR 15 X 4 PIN 00010) NONE ABE EX1308TSB EA 40 EATON ES 15X4 NEW S 00010) NONE ABE EX4514QSB EA 10 MERITOR 0 16.5X6 NE 00012) NONE ABE EX4702QSB EA 10 MERITOR 0 PLUS 15X4 00013) NONE ABE EX4709ES2SB EA 10 EATON ES2 16.5X7 NE 00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE	00006)	NONE	ABE	ENP45151QSB	-	40		
00008) NONE ABE EX1308ESB EA 56 EATON 15X4 NEW SHOE 00009) NONE ABE EX1308TSB EA 56 MERITOR 15 X 4 PIN 00010) NONE ABE EX1443ESSB EA 40 EATON ES 15X4 NEW SHOE 00011) NONE ABE EX4514QSB EA 10 MERITOR 16.5X6 NE 00012) NONE ABE EX4702QSB EA 10 MERITOR 0.5X6 NE 00013) NONE ABE EX4709ES2SB EA 10 EATON ES2 16.5X7 NE 00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE	00007)	NONE	ABE	EX1307TSB	EA	-3		MERITOR 15 X 3.5 PI
00009) NONE ABE EX1308TSB EA 56 MERITOR 15 X 4 PIN 00010) NONE ABE EX1443ESSB EA 40 EATON ES 15X4 NEW S 00011) NONE ABE EX4514QSB EA 10 MERITOR 0 16.5X6 NE 00012) NONE ABE EX4702QSB EA 10 MERITOR 0 PLUS 15X4 00013) NONE ABE EX4709ES2SB EA 10 EATON ES2 16.5X7 NE 00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE	00008)	NONE	ABE	EX1308ESB	EA	56		EATON 15X4 NEW SHOE
00010) NONE ABE EX1443ESSB EA 40 EATON ES 15X4 NEW S 00011) NONE ABE EX4514QSB EA 10 MERITOR Q 16.5X6 NE 00012) NONE ABE EX4702QSB EA 10 MERITOR Q PLUS 15X4 00013) NONE ABE EX4709ES2SB EA 10 EATON ES2 16.5X7 NE 00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE Arrow Down Arrow Down Arrow	00009)	NONE	ABE	EX1308TSB	EA	56		MERITOR 15 X 4 PIN
00011) NONE ABE EX4514QSB EA 10 MERITOR 0 6.5X6 NE 00012) NONE ABE EX4702QSB EA 10 MERITOR 0 15.5X6 NE 00013) NONE ABE EX4709ES2SB EA 10 MERITOR 0 15.5X7 NE 00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE Arrow Down Arrow Down Arrow	00010)	NONE	ABE	EX1443ESSB	EA	40		EATON ES 15X4 NEW S
00012) NONE ABE EX4702QSB EA 10 MERITOR Q PLUS 15X4 00013) NONE ABE EX4709ES2SB EA 10 EATON ES2 16.5X7 NE 00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE Arrow Down Arrow Down Arrow	00011)	NONE	ABE	EX4514QSB	EA	10		MERITOR Q 16.5X6 NE
00013) NONE ABE EX4709ES2SB EA 10 EATON ES2 16.5X7 NE 00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE	00012)	NONE	ABE	EX4702QSB	EA	10		MERITOR Q PLUS 15X4
00014) NONE ABE EX4719E2SB EA 6 EATON ES2 16.5X5 NE 00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X5 NE Arrow Down	00013)	NONE	ABE	EX4709ES2SB	EA	10		EATON ES2 16.5X7 NE
00015) NONE ABE EX4725E2SB EA 6 EATON ES2 16.5X6 NE Taut to find	00014)	NONE	ABE	EX4719E2SB	EA	6		EATON ES2 16.5X5 NE
Arrow Down	00015)	NONE	ABE	EX4725E2SB	EA	6		EATON ES2 16.5X6 NE
Taut to find.					Arrow Dow	n —		
	Text to	find	:					

(I)tem #:

The (I)tem # option will allow you to type in a line item number and that part number will be highlighted on your screen. This comes in handy because the Take Sheets are always numbered the same as your input screen. If the part number is number 1395 on your Take Sheet, it will be number 1395 on this screen. You do not need to type in the leading zeroes for the line number.

AUTOPOWER							
01/07/201	5		Enter	• Physical	Counts		PI-ECOUNT
Location	:	W1	CHARLOTTE				
Sorted B	y :	PART					
			<u> </u>		0.011		.
ltem	Bin	Vnd	PartNumber	UM	QOH	NewQOH	Description
00001)	NONE	ABC	1234	EA	-1	2	SPARK PLUG
00002)	NONE	ABC	1KITMTONOCORE	EA	10	10	1 KIT MADE TO ORDER
00003)	NONE	ABC	1KITMTSNOCORE	EA	6	6	1 KIT MADE TO STOCK
00004)	A1	ABC	5678	EA	177		SPARK PLUG
00005)	NONE	ABE	45150-6008	EA	28		MERITOR Q 16.5 X 7
00006)	NONE	ABE	ENP45151QSB	-	40		
00007)	NONE	ABE	EX1307TSB	EA	-3		MERITOR 15 X 3.5 PI
00008)	NONE	ABE	EX1308ESB	EA	56		EATON 15X4 NEW SHOE
00009)	NONE	ABE	EX1308TSB	EA	56		MERITOR 15 X 4 PIN
00010)	NONE	ABE	EX1443ESSB	EA	40		EATON ES 15X4 NEW S
00011)	NONE	ABE	EX4514QSB	EA	10		MERITOR Q 16.5X6 NE
00012)	NONE	ABE	EX4702QSB	EA	10		MERITOR Q PLUS 15X4
00013)	NONE	ABE	EX4709ES2SB	EA	10		EATON ES2 16.5X7 NE
00014)	NONE	ABE	EX4719E2SB	EA	6		EATON ES2 16.5X5 NE
00015)	NONE	ABE	EX4725E2SB	EA	6		EATON ES2 16.5X6 NE
				Arrow Dow	n —		
Item nu	mber:				-		
reem nu	mber.						

(E)xit & Save:

The Exit and Save option will allow you to type in \mathbf{E} and exit the screen. All inputs will be saved at this point.

When the last part number NewQOH has been entered, press ${\bf E}$ to exit and save your entries.

You will now run your Physical Exception Program to identify any part numbers that were not counted.

Section 1.6 – Print Physical Count Exception Take Sheets

The Physical Count Exception Take Sheets will print parts that had no NewQOH entered during the physical inventory entry for the counts. This will be helpful in verifying the accuracy of the counts that were entered or for the part numbers that might have been inadvertently overlooked during the count and no count was entered.

01/07/201	5 (P99)	AUTOPOWER	PARTS & S	ERVICE		01:01PM											
		PHYSICAL	INVENTORY	MENU													
		** Startin	g a New Co	unt **													
1Print Physical Inventory Take Sheets 2Reprint Physical Inventory Take Sheets 3Zero and Lock Inventory QOH Prior To Count																	
													** Recordi	ng Your Co	unt **		
													4Enter Phys	ical Counts	S		
		5Physical C	ount Except	tion Take Sho	eets												
		6Print Phys	ical Count	Variance Re	port												
		7Reprint Ta	ke Sheets v	w/Minimum Va	riance												
		** Finaliz	ing Your Co	ount **													
		8Post Count	s and Unlo	ck Inventory													
		9Inventory	Value Repo	rt (Optional)												
		-															
	Enter Selec	tion:															

To Print the Physical Count Exception Take Sheets, select the option from the Physical Inventory Menu. The following screen will display:

AUTOPOWER 01/07/2015	Physical Count Exception Take Sheets	PI-EXRPT							
Print take sheets for exceptions (i.e. uncounted parts). A summary of part numbers counted vs. uncounted, along with the percent complete, is displayed for your convenience.									
Location	:								
	Counted: Uncounted:								
Ente	r the warehouse location, or "?" to select.								

Field Descriptions:

Location (W1, W2...):

Type in the location number and press **ENTER**.

Enter the warehouse location performing the Physical Inventory Count. You can also enter a "?" at this prompt to display a listing of your locations.

In the example below 264 part numbers were counted and 1469 were uncounted. Overall average only 15% of the Physical Inventory process has been completed. Type in **Y to A**ccept and the Exception Take Sheets will print will the part numbers that did not have a count entered for them in the Parts Entry screen. These part numbers can be verified and then a count can be entered in Physical Inventory Count Entry screen.

AUTOPOWER									
01/07/2015	Physical Count Exception Take Sheets	PI-EXRPT							
Print take sheets for exceptions (i.e. uncounted parts). A summary of part numbers counted vs. uncounted, along with the percent complete, is displayed for your convenience.									
Location	W1 CHARLOTTE								
	Counted: 264 (15%) Uncounted: 1469								
	Accept? (Y,N,E):								

The examples of the original Take Sheets for the Exceptions below were sorted by PART. Therefore, the Exception Takes Sheets will be sorted by PART. Also, IF there was a part number listed on the original Take Sheets that had Multi-Bins, it would print on the Exception Take Sheet twice with more than one BIN location if the Take Sheets were printed by BIN and not by PART.

AUTOPOWER										
01/07/2	015				Physical Inven	tory Exce	otion Take Sheet	Page:	1	
Locatio	n	: 1	11 -	CHARLOTTE						
Vendor.		: I	BEN	- BENDIX AUT	OMOTIVE	Counted By	:			
Sort By		: <u> </u>	PART							
Deadsto	ck	:	Y			Checked By	:			
Item	Bin	QOH	VND	Part	SUOM	NewQOH	Description			
00265)	NONE	1	BEN	MKD344	EA		DISC PAD PKG			
00266)	NONE	2	BEN	MKD357	EA		IMP SMET D PADS			
00267)	NONE	0	BEN	MKD360	EA		DISC PAD PKG			
00268)	NONE	0	BEN	MKD368	EA		DISC PAD PKG			
00269)	NONE	0	BEN	MKD369	EA		DISC PAD PKG			
00270)	NONE	8	BEN	MKD369FM	EA		DISC PAD PKG			
00271)	NONE	0	BEN	MKD375	EA		DISC PAD PKG			
00272)	NONE	9	BEN	MKD375FM	EA		DISC PAD PKG			
00273)	NONE	2	BEN	MKD376	EA		DISC PAD PKG			
00274)	NONE	6	BEN	MKD411	EA		DISC PAD PKG			
00275)	NONE	4	BEN	MKD421	EA		DISC PAD PKG			
00276)	NONE	2	BEN	MKD4301Q	EA		DISC PAD PKG			
00277)	NONE	1	BEN	MKD4401Q	EA		IQ PADS			
00278)	NONE	4	BEN	MKD450FM	EA		DISC PAD PKG			
00279)	NONE	2	BEN	MKD459	EA		DISC PAD PKG			
00280)	NONE	11	REN	MKD459FM	EA		DISC PAD PKG			
00281)	NONE	4	BEN	MKD4651Q	EA		DISC PAD PKG			
00282)	NONE	3	BEN	MKD473	EA		DISC PAD PKG			
00283)	NONE	0	BEN		EA		DISC PAD PKG			
00284)	NONE	3	BEN	MKD4841Q	EA		DISC PAD PKG			
00285)	NONE	3	BEN	11KD499	EA		DISC PAD PKG			
00286)	NONE	1	BEN	MKD50	EA		DISC PAD PKG			
00287)	NONE	2	BEN	11KD505	EA		DISC PAD PKG			
00288)	NONE	1	DEN	MKD500	EA		DISC PAD PKG			
00289)	NONE	1	BEN		EA		DISC PAD PKG			
00290)	NONE	2	BEN	MKDE0010	EA					
00291)	NONE	2	DEN	MKD5091Q	EA					
00292)	NONE		DEN		EA		DISC PAD PKG			
00293)	NONE	6	BEN	MKD521	EA					
00294)	NONE	1	BEN	MKD522	EA EA		DISC PAD PKG			
00235)	NULL	1	95.0	Ontions Pag	e (E)orward. (L	ast (S)	earchText. (0)uit:			
				operona. Pag		,, (5),	curentexe, (q)ure.			
I										
I										

Section 1.7 – Print Physical Count Variance Report

The Physical Inventory Variance Report will compare the counted quantity on hand values with the original quantities on hand that were saved when the Inventory Lock and Reset was done computing the unit and dollar variance of each inventory item. This procedure should be printed following the physical inventory count.

If you notice a large variance in a particular vendor line then try re-printing the report with a specific vendor line with detail. All part numbers in that line that have a variance larger than the minimum variance amount allowed will print.

When the Physical Count Variance Report option has been selected the following screen will display:

AUTOPOWER		
01/07/2015	Physical Count Variance Report	PI-VR
This report product lin compare the unit and de	t should be printed following the physical inventory count of ne or a complete branch. This Inventory Variance Report will e Quantity on Hand against the actual shelf count and compute ollar variance for each inventory item.	a the
Lo Ve Min So	cation W1 CHARLOTTE ndor or ALL ALL nimum Variance Amount 50.00 rt By Descending Variance? (Y,N): N	
	Accept? (Y,N,E):	

Field Descriptions:

Location:

Type the location and press **ENTER** for the variance report; i.e., W1, W2

Vendor or ALL: The default will be "ALL" Vendors but you can enter a particular vendor line code.

Minimum Variance Amount:

Type the Minimum Variance Amount and press **ENTER**. The larger the dollar amount entered will allow for fewer part numbers to print on the report. Only part numbers with the exact dollar amount or larger will print on this report.

Sort by Descending Variance? (Y, N):

Type in **Y** and press **ENTER** if you would like to sort this report from the highest to the lowest variance.

The following information will be included on the report:

AUTOPO	WER																	
1																		
01/07	2015					PH	YSICA	LINVE	IITORY V	ARIANCE	DETAIL					Pa	ge:	1
Locat	ion		W1 - CHAR	LOTTE														
Vendo	r		ALL															
Minim	un Va	riance:	50.00															
Sort)escn	d Variance:	H															
								QOH	QOH	Unit	Std			Unit	Ext-Cost	Core	Ext-C	ore
Bin		PartNumber		Descri	ptio	n	В	efore	After	Var	Pk	POP	UOM	Cost	Var	Cost	Va	r
NONE	GUI	3174		12.25%	7.50	BRAKE	DRU	0	2	+2	1	F	EA	54.87	109.74			
NONE	GUI	3243		15.00X	3.50	BRAKE	DRU	4	5	+1	1	A	EA	63.85	63.85			
NONE	GUI	3295A		16.50X	7.00	BRAKE	DRU	14	20	+6	1	В	EA	61.93	371.58			
NONE	GUI	3441		16.50X	7.00	BRAKE	DRU	18	5	-15	1	D	EA	84.15	-1,262.25			
NONE	GUI	3600A 3600A Y		16.50%	7 00	BRAKE	DRU	212	055	+445	16	â	EA	61.67	-257 94			
NONE	GUI	3687X		16.50%	6 00	BRAKE	DRU	3	5	+2	1	R	FA	83.68	167 36			
NONE	GUI	3699		16.50X	7.00	BRAKE	DRU	2	6	+4	î	B	EA	76.53	306.12			
NONE	GUI	3710		16.50X	5.00	BRAKE	DRU	2	8	+6	1	E	EA	71.10	426.60			
NONE	GUI	3800X		15.00X	4.00	BRAKE	DRU	35	5	-30	1	A	EA	68.86	-2,065.80			
NONE	GUI	A\$3000		THREAD	ED C	LEVIS		0	62	+62	1	С	EA	6.19	383.78			
NONE	GUI	D6052		15.39X	1.53	ROTOR		2	52	+50	1	В	EA	56.52	2,826.00			
NONE	GUI	D6054		14.76X	1.34	ROTOR		0	1	+1	1	D	EA	50.14	50.14			
llote:	A11	cost values	based on	Average	Cos	t. The	vari	ance d	ollar v	alue								
	ofa	n item must	be greate	r than	or e	qual t	o the	minim	um vari	ance								
	list	ed above to	be includ	ed on t	his	report								-				
					0pt	ions:	Page	(F)orw	ard, (L)ast, (S)earch	Text,	(Q)ui	t:				

Field Descriptions:

Bin:

If the part number has a BIN location is will print, if not the word NONE will print.

VND:

The Vendor code will print.

Part Number:

The part number will print but will not include the vendor code.

Description:

The parts description from the Inventory Master file will print.

Q-O-H Before:

The quantity on hand prior to the part being counted.

QOH After:

This is the quantity on hand after the part has been counted.

Unit Var:

The unit variance is the difference between the Before and After QOH. If the New QOH is higher than the Before QOH, this will be a positive number. If the New QOH is less then this number, then the number will be negative. If both numbers are the same and there is no variance, a zero will print.

Std Pack:

The parts standard packing size will print in this field. It will represent how many are in a pack. This information is retrieved from the Inventory Master file.

POP:

This field represents the factory pop code for this part. The information is retrieved from the Inventory Master file.

Unit Meas:

The part numbers unit of measure will display. This information is retrieved from the Inventory Master file.

Unit Cost:

The parts unit cost will print in this field. This information is retrieved from the Inventory Master File.

Ext-Cost Var:

The Ext-Cost Variance is the total cost of the difference between snap shot quantity and the shelf count quantity. The unit cost is multiplied by the unit variance to determine the extended variance price for this part.

Core Cost:

If there is a Core associated with the part the Cost of the Core will display in this column.
Ext Core Var:

The Extended Core Variance for the Before and After QOH count for the part with the core will display. This would be a dollar figure that is compiled of the variance for the Before and After QOH multiplied by the Core Cost.

AUTOPO	WER												
01/07	/2015					PHYSICAL I	NVENTORY VARIA	NCE SUMMARY			1	Page:	1
Locat	ion	: W	11 - CHARL	OTTE.									
VIID	Partllos Counted	PartNos W/Var	Actual Var	Incr Va	eased r	Decreased Var	Overall Var	Ur Before	nit Value After	Percent Var	Cor Before	e Value At	fter
ABC	4	1	+3		4.77		4.77	3,362,38	3.367.15				
ABE	12	0	0					21.308.65	21.308.65				
ACC	28	0	0					48,844.59	48,844.59				
ACE	1	0	0										
AIM	26	0	0					4,388.90	4,388.90				
AIR	6	0	0								8147.00	8147.	00
ALC	37	0	0					14,933.20	14,933.20				
ALF	1	0	0					475.95	475.95				
AHC	8	0	0					355.53	355.53				
AIIC	29	0	0					16.156.13	16.156.13				
ARM	3	0	0					416.21	416.21				
ARR	3	0	0					136.71	136.71				
ATT	1	0	0										
ATM	16	0	0					456.06	456.06				
AUT	1	0	0					-53.50	-53.50		-45.00	-45.	.00
BEI	173	0	ō					10.760.09	10.760.09		1900.00	1900	00
BUY	28	0	ō					6.531.28	6.531.28				
BWH	12	0	ō					2,246,88	2,246,88		175.00	175	00
CAS	2	0	0					-10.57	-10.57				
CHA	ĩ	õ	õ					1.41	1.41				
CHI	29	ō	ō					2.671.18	2.671.18				
COR	6	õ	õ					2,072720	2,011110		2389.00	2389	00
DEL	1	õ	ő					9,90	9,90			20031	
DEX	202	õ	ő					29.677.10	29.677.10				
DIC	29	ő	ő					2,979,02	2,979,02				
DOR	5	ő	ő					1,206,70	1,206,70				
FCC	ĩ	ő	ő					148.84	148 84				
FIIC	192	ő	ő					7 057 52	7 057 52				
FCO	2	ő	ő					474 37	474 37				
FFII	4	ő	ő					203 10	203 10				
FLF	ĩ	0	ő					16 42	16 42				
	•		Öpt	ions:	Page	(F)orward, (B)ackward, (R)e	set. (L)ast.	(S)earchText, (Q)	uit:			

A Physical Inventory Variance Summary Report will print after the Detailed Report.

The following information will be included on the report:

VND:

The vendor code

Part Numbers Counted:

The Parts Counted column is the total shelf count for all parts combined in this particular Vendor Line. (i.e.: if you counted 14 different parts, the shelf count for each part was 9, the total that will print in the Parts Count column is 126.

Part Numbers with a Variance:

The Part Number with a Variance field will list the total for the part numbers that have a variance.

Actual Variance:

The Actual Variance quantity represents the difference between Parts Counted and the Part Numbers with a Variance. These are actual Part numbers counted and not the QOH for the part numbers.

Increased Variance:

The Increased Variance column will reflect a dollar amount if the Parts Counted is greater than the Part Numbers with a Variance.

Decreased Variance:

The Decreased Variance column will reflect a dollar amount if the Parts Counted is less than the Part Numbers with a Variance.

Overall Variance:

The Overall Variance will list the total dollar figure of the variance between the Decreased and Increased Variance Columns.

Unit Value Before Count:

The Unit Value Before Count column reflect the cost in dollars, for the parts included in the Total Parts figure before the shelf counts were entered.

Unit Value After Count:

The Unit Value After Count column will reflect the dollar cost of the parts included in the Parts Counted Value after the shelf count was entered.

Percent Variance:

The Percent Variance column will reflect percent difference between the Total Parts and the Parts Counted.

Core Value Before Count:

The Core Value Before Count column will reflect the Core Cost Value before the Physical Inventory Count.

Core Value After Count:

The Core Value After Count column will reflect the Core Cost Value after the Physical Inventory Count.

Section 1.8 – Reprint Take Sheets w/Minimum Variance

The Reprint Take Sheets w/Minimum Variance process will allow you to print Take Sheets for only the part numbers that meet or exceed the Variance dollar amount that you entered. The higher the Variance Dollar amount entered the fewer part numbers will print on the Take Sheets.

1/07/201	5 (P99)		AUTOPOWER	PARTS & SI	ERVICE		01 :42PM	
			PHYSICAL	INVENTORY	MENU			
		**	* Starting	g a New Cor	unt **			
		1Pı	rint Phys	ical Invent	to <mark>ry</mark> Take Sho	eets		
2Reprint Physical Inventory Take Sheets								
		3Ze	ero and Lo	ock Invento	ory QOH Prio	r To Count		
		**	* Recordii	ng Your Co	unt **			
		4Er	nter Phys	ical Counts	5			
		5Pl	hysical Co	ount Except	tion Take Sho	eets		
		6Pi	rint Phys [:]	ical Count	Variance Re	port		
		7Re	eprint Tal	ke Sheets w	w/Minimum Va	riance		
		د عد			I			
		0 D.	Finaliz'	ing your co	ount **			
		8PC	ost tounts	s and Unio	ck Inventory	`		
		911	ivencory	value kepol	ri (optional))		
I	Enter Sele	ction:						

Select the Reprint Take sheets w/Minimum Variance option and the screen below will display.



Field Descriptions:

Location:

Type the location and press **ENTER** for the variance report; i.e., W1, W2

Vendor or ALL: The default will be "ALL" Vendors but you can enter a particular vendor line code.

Minimum Variance Amount:

Type in the Minimum Variance Amount and press **ENTER**.

Only part numbers with the exact dollar variance amount or larger will print on this report. The larger the dollar variance amount entered in this field will select fewer part numbers to be printed on the report.

WER (2) Physical Inventory Variance Take Sheet 01/08/2015 Page: Location.....: W1 - CHARLOTTE Vendor...... GUN - GUNITE CORPORATION Sort By..... PART Deadstock.. Counted By: Checked By: Minimum Variance..: 50.00 Item Bin QOH VND Part SUOM NewQOH Description 00968) NONE 0 GUN 3174 EA 12.25X7.50 BRAKE D 4 GUN 3243 15.00X3.50 BRAKE D 00969) NONE ΕA 14 GUN 3295A 18 GUN 3441 16.50X7.00 BRAKE D 16.50X7.00 BRAKE D 00970) 00971) NONE _____ NONE EA 212 GUN 3600A 6 GUN 3600A 3 GUN 3687X 2 GUN 3699 00972) 00973) 16.50X7.00 BRAKE D 16.50X7.00 BRAKE D NONE EA NONE 3600AX ΕA 00976) 00977) 16.50X6.00 BRAKE D 16.50X7.00 BRAKE D NONE ΕA NONE EA 00978) 00979) NONE 2 GUN 3710 35 GUN 3800X 16.50X5.00 BRAKE D 15.00X4.00 BRAKE D EA ΕA THREADED CLEVIS 15.39X1.53 ROTOR 14.76X1.34 ROTOR 00980) 00981) 0 GUN AS3000 2 GUN D6052 NONE ΕA _____ NONE ΕA 00982) NONE 0 GUN D6054 FA Last Page... Press ENTER

Example of the Physical Inventory Variance Take Sheet is below.

Section 1.9 – Post Counts to Inventory

This process will post the Physical Inventory counts entered to the Quantity on Hand and generate a batch posting to the General Ledger. The system will not allow you to run this option if exceptions still exist. All parts must have a quantity entered in the NewQOH field in Entry Physical Counts option. All parts in the work file for the location entered will be posted. A Detailed Inventory Value Report will be automatically run and held in the spooler.

1/08/201	5 (P99)	AUTOPOWER	PARTS & SI	ERVICE		10:37AM			
		PHYSICAL	INVENTORY	MENU					
** Starting a New Count **									
1Print Physical Inventory Take Sheets									
2Reprint Physical Inventory Take Sheets									
		3Zero and Lo	ock Invento	ory QOH Prio	r To Count				
<pre>** Recording Your Count ** 4Enter Physical Counts 5Physical Count Exception Take Sheets 6Print Physical Count Variance Report 7Reprint Take Sheets w/Minimum Variance</pre>									
	Enter Selec	** Finaliz 8Post Counts 9Inventory V	ing Your Co s and Unloo Value Repor	ount ** ck Inventory rt (Optional)				
	Enter Selec	** Finaliz 8Post Counts 9Inventory N	ing Your Co s and Unloo Value Repo	ount ** ck Inventory rt (Optional)				

Once the appropriate menu option has been selected, the following screen will display:

AUTOPOWER	
	POST INVENTORY COUNTS
	Operator Number: Password:

Field Descriptions:

Operator Number:

Type in your operator number and press **ENTER**.

Password:

Type in your operator password and press **ENTER** to begin updating the counts to inventory.

After entering your operator number and password, the following screen will display:



Field Descriptions

Location:

Type the location where the inventory will be updated and press ENTER.

Accept? (Y, N, E):

Type in **Y** if you are ready to update the quantities on hand with the quantities that were counted. If you type in **N** the cursor will go back to the Physical Inventory menu.

AUTOPOWER		
01/09/2015	Post Physical Inventory Counts	PI-POST
This process will post on Hand and the Genera entered will be posted counts to enter. A De run and held in the sp	the Physical Inventory counts entered to 1 Ledger. All parts in the work file for . Do not run this process if you have add tailed Inventory Value Report will be auto ooler.	the Quantity the location litional matically
Location	W1 CHARLOTTE	
	Updating: BENMKD289*NONE	

Once you enter **Y**, **the** screen will display that the report is in progress and then display a message that advises you to write down the spooler job number so the Inventory Value Report can be printed.

01/09/2015 Post Physical Inventory Counts PI-POST This process will post the Physical Inventory counts entered to the Quantity on Hand and the General Ledger. All parts in the work file for the location entered will be posted. Do not run this process if you have additional counts to enter. A Detailed Inventory Value Report will be automatically run and held in the spooler. Location W1 CHARLOTTE
This process will post the Physical Inventory counts entered to the Quantity on Hand and the General Ledger. All parts in the work file for the location entered will be posted. Do not run this process if you have additional counts to enter. A Detailed Inventory Value Report will be automatically run and held in the spooler. Location: W1 CHARLOTTE
Location
Spooler Entry #6457
Record the Spooler Number for the Value Report, then press <enter>:</enter>

The Inventory Value Report will be in a "Paused" state in your spooler. You can then go to your print spooler and select the job # and print the Physical Inventory Value report. This Inventory Value Report will have a heading of Physical Inventory Value report. If you use option #9 Inventory Value Report it will print a heading of Inventory Value Report. Report.

Job		User	Report Name	Printer	Size	Status	Date	Time 4	Document Selection -
06419		APADMIN	EOD W6 COUNTERMAN SALES REF	UVDEFAULT	2,320	Paused	01/08/2015	09:01:09pm	Select All
06420 E		APADMIN	EOD ALL A/R DATA CHECK 1498	OBLIVION	10,148	Paused	01/08/2015	09:02:24pm	
06421		APADMIN	EOD W1 PO ANALYZER 1500	OBLIVION	3,853	Paused	01/08/2015	09:02:55pm	Deselect All
06422		APADMIN	EOD W2 PO ANALYZER 1501	UVDEFAULT	3,177	Paused	01/08/2015	09:03:22pm	
06423 E		APADMIN	EOD W3 PO ANALYZER 1502	UVDEFAULT	3,721	Paused	01/08/2015	09:03:26pm	By Date Range
06424 C		APADMIN	EOD W4 PO ANALYZER 1503	UVDEFAULT	1,420	Paused	01/08/2015	09:03:30pm	
06425 L	1	APADMIN	EOD W5 PO ANALYZER 1504	UVDEFAULT	2,369	Paused	01/08/2015	09:03:34pm	- Decument Distributio
06426	ו	APADMIN	EOD W6 PO ANALYZER 1505	UVDEFAULT	2,637	Paused	01/08/2015	09:03:37pm	C Document Distributio
06427 E		APADMIN	EOD W1 NEGATIVE QOH REPORT	OBLIVION	2,196	Paused	01/08/2015	09:03:42pm	Reprint
06428		APADMIN	EOD W2 NEGATIVE QOH REPORT	UVDEFAULT	819	Paused	01/08/2015	09:03:42pm	
06429		APADMIN	EOD W3 NEGATIVE QOH REPORT	UVDEFAULT	359	Paused	01/08/2015	09:03:42pm	Eax
06430		APADMIN	EOD W4 NEGATIVE QOH REPORT	UVDEFAULT	819	Paused	01/08/2015	09:03:43pm	Email
06431]	APADMIN	EOD W5 NEGATIVE QOH REPORT	UVDEFAULT	308	Paused	01/08/2015	09:03:43pm	<u></u>
06432		APADMIN	EOD W6 NEGATIVE QOH REPORT	UVDEFAULT	308	Paused	01/08/2015	09:03:43pm	
06433		APADMIN	EOD ALL NEW ACCOUNTS REPORT	OBLIVION	437	Paused	01/08/2015	09:08:55pm	
06434		APADMIN	EOD ALL LOGPRINT 1519	OBLIVION	34,495	Paused	01/08/2015	09:11:41pm	
06457		CPADGETT	UniVerse	OBLIVION	222,226	Paused	01/09/2015	01:16:44pm	
06920		CPADGETT	EOM W1 NON IS INVOICE REGIST	OBLIVION	4,968	Paused	07/01/2014	11:52:16am	
06921		CPADGETT	UniVerse	OBLIVION	43,388	Paused	07/01/2014	11:52:16am	
06922]]	CPADGETT	UniVerse	OBLIVION	12,921	Paused	07/01/2014	11:52:16am	
06923 E		Double click to view	v print job content on the screen SUMMARY (OBLIVION	22	Paused	07/01/2014	11:52:17am	
06924		CPADGETT	EOM W1 REB EQUIP RO PART USA	OBLIVION	22	Paused	07/01/2014	11:52:17am	
06925 L		CPADGETT	EOM W1 REB TRUCKS PART USAGE	OBLIVION	22	Paused	07/01/2014	11:52:17am	
06929		CPADGETT	EOM W1 FINANCE CHARGE JOURN	OBLIVION	6,244	Paused	07/01/2014	11:51:09am	
06930	1	CPADGETT	EOM W1 G/L POSTING SUMMARY	OBLIVION	11,759	Paused	07/01/2014	11:51:09am	
06931		CPADGETT	EOM W1 CASH RECEIPTS JOURNA	OBLIVION	370	Paused	07/01/2014	11:51:10am	
06932		CPADGETT	EOM W1 ADJUSTMENTS JOURNAL	OBLIVION	368	Paused	07/01/2014	11:51:10am	
06933		CPADGETT	EOM W1 CASH RECEIPTS G/L ACT	OBLIVION	226	Paused	07/01/2014	11:51:10am	
06934]	CPADGETT	EOM W1 G/L POSTING SUMMARY	OBLIVION	4,008	Paused	07/01/2014	11:51:10am	
06935		CPADGETT	EOM W1 INVOICE REGISTER 9	OBLIVION	5,165	Paused	07/01/2014	11:51:10am	
06936		CPADGETT	EOM W1 NON IS INVOICE REGIST	OBLIVION	5,199	Paused	07/01/2014	11:51:11am	
06937		CPADGETT	UniVerse	OBLIVION	42,594	Paused	07/01/2014	11:51:11am	
06938		CPADGETT	UniVerse	OBLIVION	12,921	Paused	07/01/2014	11:51:11am	
06939	1	CPADGETT	EOM W1 COMMISSIONS REGISTER	OBLIVION	519	Paused	07/01/2014	11:51:11am	
06940 E		CPADGETT	EOM W1 DAILY SALES SUMMARY []	OBLIVION	913	Paused	07/01/2014	11:51:11am	
06941		CPADGETT	EOM W1 REB EQUIP RO PART USA	OBLIVION	22	Paused	07/01/2014	11:51:11am	
06942		CPADGETT	EOM W1 REB TRUCKS PART USAGI	OBLIVION	22	Paused	07/01/2014	11:51:11am	Archive Manager
06943		CPADGETT	EOM W1 BUYOUT REPORT 18	OBLIVION	398	Paused	07/01/2014	11:51:11am	
06944	1	CPADGETT	FOM W1 CUSTOMER SALES SUMM	OBI IVION	3,587	Paused	07/01/2014	11:51:11am	Close

You can print, fax or email the report from your Spooler manager screen.

Example of the Detailed Inventory Value Report Physical Inventory Final (also showing totals)

09 Jan 2015			DETAILED INVENTORY FOR LOCATION W1 PHYSICAL INVENT	VALUE REPORT - CHARLOTTE FORY FINAL		PAGE:	1	
VEN Part Number	DESCRPTION	дон	AVG-COST AVG-VALUE	V CORE-COST CORE VALUE AVE	ALUE AT RAGE COST			
ABC 1KITMTONOCORE	1 KIT MADE TO ORDER	10	165.28 1.652.80		1.652.80			
ABC 1KITMIGNOCORE	1 KIT MADE TO STOCK	6	238.29 1,429.74		1,429.74			
ABC 1234 ABC 5678	SPARK PLUG	177	1.59 3.18		281.43			
***		195	3,367.15		3,367.15			
ABE 45150-6008	MERITOR Q 16.5 X 7 R	28	73.98 2,071.32		2,071.32			
ABE ENP45151QSB ABE EX1307TSB	MERITOR 15 x 3.5 PIN	40 -3	203.04 8,121.60 53.90 -161.70		8,121.60 -161.70			
ABE EX1308ESB	EATON 15X4 NEW SHOE	56	51.94 2,908.64		2,908.64			
ABE EX1443ESSB	EATON ES 15X4 NEW SH	40	57.06 2,282.40		2,282.40			
ABE EX4514QSB ABE EX47020SB	MERITOR Q 16.5X6 NEW MERITOR O PLUS 15X4	10	57.15 571.50 49.82 498.20		571.50 498.20			
ABE EX4709ES2SB	EATON ES2 16.5X7 NEW	10	58.31 583.10		583.10			
ABE EX4719E2SB ABE EX4725E2SB	EATON ES2 16.5X5 NEW EATON ES2 16.5X6 NEW	6	66.68 400.08 72.85 437.10		400.08			
ABE EX4726E2SB	EATON ES2 16.5X8.63	6	98.76 592.56		592.56			
***		265	21,308.64		21,308.64			
ACC 5901	WHEEL GUARD 1.125 DI	13	1.79 23.27		23.27			
ACC 5903 ACC 7902	WHEEL GUARD UNI-MOUN ACCURIDE 8 HOLE WHEE	54	1.79 96.66 1.79 0.00		96.66			
ACC 27403E	22.5"x7.5" 10 HOLE D	18	95.15 1,712.70		1,712.70			
ACC 27404E ACC 27406E	24.5x8.25 WHITE DCN 24.5x8.25 WHITE DCN	46	69.72 3,207.12		3,207.12			
ACC 28004	19.5x6.00 WHEEL	0	67.75 0.00		1 026 96			
ACC 28112E	17.5x6.75 10 HOLE WH	0	93.29 0.00		1,030.00			
ACC 28145E	ACCURIDE 17.5X6.75 6	6 20	97.40 584.40		584.40			
ACC 28160	ACCURIDE 22.5"X6.75"	2	124.04 248.08		248.08			
ACC 28192E ACC 28408	22.5"X9" 3.12" OFFSE ACCURIDE 22.5X8.25 1	2	239.78 479.56 65.81 65.81		479.56			
ACC 28408E	22.5 x 8.25 WHEEL 10	109	64.61 7,042.49		7,042.49			
ACC 28409E ACC 28415	24.5 X 8.25 WHEEL 10 ACCURIDE 8 HOLE 22.5	96	69.33 6,655.68 75.80 0.00		6,655.68			
	00 Frid 07 mines mines				500.15			
x/w x-40555	14" WHEEL	1	35.20 35.20		35.20			2
x/W X-40628 x/W X-40697	HAYES AXLE WHEELS HAYES 14" IMPORT WHE	0	37.49 0.00 39.71 39.71		39.71			
x/w x-40698	15"x6" 1992-93 GM J,	1	35.19 35.19		35.19			
x/w x-40709 x/w x-40720	FORD 15"X6.5" 5-4.5 14"X5.5" 1993-2002 T	0	31.63 0.00		40.14			
x/w x-40723	15"x6"CHEVY, LUMINA, B	0	33.53 0.00		27.47			
x/w x-40776	15x6 4-4 1/2 NISSAN	1	44.55 44.55		44.55			
X/W X-40827 X/W X-40875	16X7 5-4.5 FORD/MERC	34	36.25 1,232.50		1,232.50			
x/w x-44508	14"x6" 5 HOLE MULTI-	4	10.00 40.00		40.00			
x/w x-45219 x/w x-45232	15x6 5 ON 5 1/2" BC 19.5x6 8 ON 6 1/2" B	4	44.55 178.20 75.10 375.50		178.20			
x/w x-45242	16x6 8 HOLE, 61/2 INC	1	47.86 47.86		47.86			
x/w x-45304 x/w x-45315	16x6 8 ON 6.5 IN. BC 15x6 DODGE GRAND CAR	16	25.50 408.00 33.97 33.97		408.00 33.97			
x/w x-45329	CHEVY 16" DUAL WHEEL	62	37.50 2,325.00		2,325.00			
x/w x-45334	FORD TRUCK F-350 16"	52	38.43 38.43		38.43			
X/W X-45399 X/W X-45401	16X6 DUAL FORD/DODGE	24	48.40 1,161.60		1,161.60			
x/w x-45414	HAYES 15"X7" JEEP WH	1	35.11 35.11		35.11			
x/w x-45453 x/w x-45454	FORD 16X7 8H-6.5BC 4	37	33.54 1,240.98 40.43 444.73		1,240.98			
x/w x-45462	16X6" 10-7.25 B.C. F	5	51.76 258.80		258.80			
x/w x-45463 09 Jan 2015	16"x6" 8-170MM B.C.	27	44.66 1,205.82 DETAILED INVENTORY	VALUE REPORT	1,205.82	PAGE:	42	
			FOR LOCATION W1	- CHARLOTTE				
			PHISICAL INVEN	IONI PINAD				
				1	ALUE AT			
VEN Part Number	DESCRPTION	QOH	AVG-COST AVG-VALUE	CORE-COST CORE VALUE AVE	RAGE COST			
X/W X-45464	19 586 1990-02 8000	20	00 32 2 070 CO		2 979 60			
x/w x-45467	CHEVY 16" DUAL WHEEL	30	45.97 137.91		137.91			
x/w x-45477 x/w x-46510	16" CHEVY DUAL WHEEL	2	44.97 89.94		89.94			
***	1010A010 10 HOLE /1/		16 605 00		16 605 00			
		3905*	200 060 0	10 072 00 4	19.041.24			
1		00002	333,303.2	43,016,00 9				
			4	ander en				
1837 records listed.			4					
1837 records listed.			4	in the device of the second				

If Exceptions are found you will not be allowed to post to the inventory.

Enter **E to c**ompletely Exit from this screen.

NOTE:

- > The reset on the inventory must be performed before you can post counts.
- The shelf counts for the part numbers listed on the Exceptions Report must be entered before you can post counts to Inventory. You will see the error message as displayed below if there are Exceptions found prior to posting.

AUTOPOWER				
01/20/2015	Post Physic	al Inventory Co	ounts	PI-POST
This process wil on Hand and the entered will be counts to enter. run and held in	l post the Physica General Ledger. A posted. Do not ru A Detailed Inven the spooler.	l Inventory cou ll parts in the in this process tory Value Repo	unts entered t e work file fo if you have a ort will be au	o the Quantity or the location additional atomatically
Location		:		
En	ter the warehouse	location, or "	?" to select.	ı
En	ter the warehouse	location, or "	?" to select.	I

Section 1.10 – Inventory Value Report

The Inventory Value Report is designed to reflect the value of the inventory for each location based on total cost. You can print the report for a specific vendor or all vendors. This report can also be run from a previously created save-list to narrow the report further. NOTE: If you need to print an Inventory Value Report after posting the Physical Inventory from this option, you must do it immediately after posting the counts prior to any "new" business being conducted on your system. If you wait until the following day after conducting business the values of your inventory will have changed since the time you ran your Physical Inventory. "Quiet Time" also pertains to printing the Inventory Value Report during a Physical Inventory Count.

AUTOPOWER									
01/09/2019	5 (P99)	A	UTOPOWER	PARTS & SE	ERVICE		12:29PM		
			PHYSICAL	INVENTORY	MENU				
	** Starting a New Count ** 1Print Physical Inventory Take Sheets 2Reprint Physical Inventory Take Sheets 3Zero and Lock Inventory QOH Prior To Count								
	<pre>** Recording Your Count ** 4Enter Physical Counts 5Physical Count Exception Take Sheets 6Print Physical Count Variance Report 7Reprint Take Sheets w/Minimum Variance</pre>								
	Enter Selec	tion:							
TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax		

Select the Inventory Value Report option and the following screen will display:

AUTOPOWER				
01/09/2015	Inventory	Value	Report	IN-VR
Location Product Line, or ALL Product Sub-Line, or ALL Pop codes, or ALL Detail or Summary (D,S) Printer Number Copies Spool hold the report (Y,N				
Pass 1 Status:		Pass	2 Status:	
	nter the l	branch	location	

Field Descriptions

Location:

Type the location and press **ENTER**. (i.e.: W1).

Product Line, or ALL:

Type a specific product line code and press **ENTER** or if you want the report to reflect the entire inventory, type the word **ALL** and press **ENTER**.

Product Sub-Line, or ALL:

Use this field to run a report for specific product sub line codes. To run the report for a specific sub line code, enter the 3 characters line code in this field. To run the report for all lines, type ALL. If you do not use line codes then type ALL.

POP Codes, or ALL:

This field allows you to run the Inventory Value Report for specific Pop Codes. Enter the POP code letter you want to run the report for or type ALL for all POP codes.

Detail or Summary (D, S):

For a detailed report enter a **D**, for a summary report enter **S**. This report will furnish the following information:

Vendor	Part Number
Description	QOH
Core-Cost	WD-Cost
Avg-Cost	Ext Core
Ext WD	Tot-WD Value
Ext Avg	Tot-Avg Value

If you enter **S for** summary, the report will not produce an itemized list of the parts in the vendor line selected. It will produce a one-line report with totals only. The information produced when selecting summary is:

Vendor	Product Line
Number of items	WD-Cost, Parts Value
Core Value	WD-Cost, Total Value
Avg-Cost, Parts Value	Avg-Cost, Total Value

Printer Number:

Type the printer number where the report should print and press **ENTER**.

Copies:

Type in the number of copies that you would like to print and press **ENTER**.

Spool Hold the Report (Y, N):

If you would like to process the report now, but would like it to print at a later time, then answer **Y** at this field. Answering **Y** here will cause the report to go to a spooler holding file where it can be printed later. If this is the case make sure you take note of the spooler job number that displays on the screen. This will enable you to locate the report in the spooler easily. If you would like to produce this report immediately then enter an **N** at this field.

If you answer **D** for a detailed report, you will receive a report with detailed information about parts in the save-list. Each part number in the Vendor Line selected will print on the report.

You will have the option to Display, Print or Export the Inventory Value Report.

AUTOPOWER				
01/09/2015 I	nventory	Value Repor	rt	IN-VR
Location Product Line, or ALL Product Sub-Line, or ALL Pop codes, or ALL Detail or Summary (D,S) Printer Number Copies Spool hold the report (Y,N) Pass 1 Status: 1837 parts	: W1 : ALL : ALL : ALL : D : 99 : 1 : Y — Documen (D) (P) (X) Output (CHARLOTTE All product All sub-li All pop co Detail Rep Selected of Report to to Options - isplay rint Choice:	ct lines selected ine codes selected. odes selected bort selected default printer be saved in spooler us: Report Spooling	
Select Docu	ıment Outı	out Choice,	or (C)ancel	

The header of the report will print the title of your company with the title of the report underneath. It will also tell you what location and what vendor line was selected. An example is shown below:

ABC TRUCKING AND PARTS, INC. INVENTORY VALUE REPORT For W1 Truck City, FL For XXX – Vendor and XXX POP Codes

The date and time the report was run will print in the header of the report.

The following information will be included on the report:

Vendor: The 3-digit vendor code will print in the VND column.

Part Number: Part numbers in the save-list will print and be listed under the part number column.

Description: Each part's description will print. This information is retrieved from the Inventory Master file.

QOH: The parts current QOH will be listed.

Core Cost: If this part has a core cost associated with it, then the cost from the Inventory Master file will be printed here.

WD-Cost: Each part's current cost will print in this field.

Avg Cost: Each parts average cost will update this field from the Inventory Master file.

Ext Core: This figure represents the total dollar amount you have invested in cores based on their current quantity on hand and cost.

Ext WD: This figure represents the extended actual cost. This figure is calculated by multiplying the current QOH with the cost for the part.

Tot-WD Val: This figure represents the total value of this part. This figure is calculated by multiplying WD Cost by the QOH plus the Ext Core dollar figure.

Ext Avg: This figure represents the average cost invested for this part based on the parts Average Cost and its quantity on hand.

Tot-Avg Val: This figure represents the total average value for this part. This dollar amount is calculated by multiplying average cost by QOH plus the extended core figure.

Below is an example of the Inventory Value Report to display the layout of the column headings. Your report will have subtotals and totals.

Example of an Inventory Value Report listing one Vendor is shown on the following page.

AUTO	POWER									
				INVENTOR	Y VALUE RE	PORT				
				For W1	- CHARLOT	TE				
12:4	1:23 09 JAN 2	2015	A11 P	roduct Line	es and ALL	. Pop Codes				Page: 71
Vnd	Part Number	Description	QOH CoreCost	WD-Cost /	Avg-Cost	ExtCore	ExtWD	Tot-WDVal	ExtAvg	Tot-AvgVal
X/W	X-45304	16X6 8 ON 6.	16	25.50	25.50	0.00	408.00	408.00	408.00	408.00
X/W	X-45315	15X6 DODGE G	1	35.75	33.97	0.00	35.75	35.75	33.97	33.97
X/W	X-45329	CHEVY 16" DU	62	37.50	37.50	0.00	2,325.00	2,325.00	2,325.00	2,325.00
X/W	X-45333	16X6 8-6.5 F	52	37.50	37.50	0.00	1,950.00	1,950.00	1,950.00	1,950.00
X/W	X-45334	FORD TRUCK F	1	38.50	38.43	0.00	38.50	38.50	38.43	38.43
X/W	X-45399	16X6 DUAL FO	24	44.00	48.40	0.00	1,056.00	1,056.00	1,161.60	1,161.60
X/W	X-45401	10 X6 DODGE	4	44.83	44.82	0.00	179.32	179.32	179.28	179.28
X/W	X-45414	MATES 15"X7"	1	50.33	35.11	0.00	50.33	50.33	35.11	35.11
X/W	X-45453	FORD 16X7 BH	37	33.54	33.54	0.00	1,240.98	1,240.98	1,240.98	1,240.98
X/W	X-45454	16 1/ 8-1/0	11	40.43	40.43	0.00	444.73	444.73	444.73	444.73
X/W	X-45402	1626 10-7.2	37	08.05	51.70	0.00	343.25	343.25	258.80	258.80
×/14	X-45403 X-45464	10 10 8-1/0	27	44.00	44.00	0.00	2 070 60	2 070 60	2 070 60	2 070 60
X/W	X-45404	19.510 1999-	30	99.32	99.32	0.00	2,979.00	2,979.00	2,979.00	2,979.00
×/W	X-45407 X-45477	LAEVY IG DU	3	45.97	45.97	0.00	137.91	137.91	137.91	137.91
¥ / H	X-45510	10 576 0 10	10	99.27	99.27	0.00	02.24	02.24	02.24	02.24
	x-40510	19.5x0.0 10		35.00	35.00	0.00	330.00	330.00	330.00	350.00
Prod	uct Line subt	totals: 33 items				0.00	16 740 64	16 740 64	16 605 23	16 605 23
Repo	rt Totals: 1	1829 items.			1	6,683.00	401,718.54	418,401.54	398,316.45	414,999.45
		Last P	age Options:	Page (B)acl	kward, (R)	eset, (S)e	archText, (0)uit:		

Some companies print an Inventory Value Report before and after a Physical Inventory Count. It is not mandatory in order to proceed with a Physical Inventory.



CHAPTER 2 – Dirty Core Physical Inventory Menu

Section 2.1 – Dirty Core Physical Inventory Menu

01/19/2019	5 (P99)	1	AUTOPOWER	PARTS & S	ERVICE		12:16PM
		DIRTY	CORE PHY	SICAL INV	ENTORY MENU		
		1Pı 2Re	rint Dirty eset Inver	y Core Inv ntory QOH	entory Take Prior To Cou	Sheets nt	
		3Er 4Pr 5Pr	nter Physi rint Physi rint Physi	ical Count ical Count ical Count	s Exception R Variance Re	eport port	
		6Po 7Co	ost Counts ore Invent	s to Inver tory Value	tory Report		
I	Enter Selec	ction:					
TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax
L					1		J

- Print Dirty Core Inventory Take Sheets: The Print Dirty Core Inventory Take Sheet will generate a report that lists specific vendor(s) or ALL vendors to be used in the warehouse when counting the number of Dirty Core parts on the shelves. The numbers that are counted are written on the take sheet, which will then be used to input those counts into the computer.
- Reset Inventory QOH Prior to Count: The Reset Inventory QOH Prior to Count will take the current QOH and copy it to a different location on the system, which will then be used later to produce the Variance Report. The current QOH will also be reset to five zero's (00000).
- Enter Physical Counts: The Enter Physical Counts enables you to enter the quantity of each dirty core that was counted. These are the quantities that were recorded on the Inventory Take Sheets.
- Print Physical Count Exception Report: This report will print a listing of all dirty core part numbers that still have a QOH of 00000, after entering the physical counts. This enables the operator to verify counts that were entered. If a part prints on this report, it was either missed during the count or there were none counted.
- Physical Count Variance Report: This report compares the new QOH with the original QOH that was saved during the Reset Inventory process that was run.

This report will print the discrepancies between these two values displaying both a unit and a dollar variance on a dirty core by dirty core basis.

- Post Counts to Inventory: This process allows the operator to update the new quantities on hand to the dirty core inventory records.
- Core Inventory Value Report: This report will contain the value of your dirty core inventory for each location based on the total cost. You can print the report for a specific vendor(s) or you can run it based on a previously created save-list.

SECTION 2.2 – PRINT DIRTY CORE INVENTORY TAKE SHEETS

The Dirty Core Inventory Take Sheet is a listing of dirty cores that are to be counted in the warehouse. The report provides a space for the inventory counter to write the quantity counted for each part. The quantity values written on this sheet will be used to enter the physical count into the system at a later time.

To access Print Dirty Core Inventory Take sheets, make the following menu selections:

From the Dirty Core Inventory Menu, select Print Dirty Core Inventory Take Sheets.

01/19/201	5 (P99)	AUTOPOWER	PARTS & SERVICE		12:16PM
		DIRTY CORE PHY	YSICAL INVENTORY MENU		
		1Print Dirty 2Reset Inver	y Core Inventory Take ntory QOH Prior To Co	Sheets unt	
		3Enter Phys 4Print Phys 5Print Phys	ical Counts ical Count Exception ical Count Variance R	Report eport	
		6Post Counts 7Core Inven ⁴	s to Inventory tory Value Report		
	Enter Selec	ction:			

The following screen will display:

This procedure will print a repo for the purpose of counting the	ort of a specific product line dirty core inventory.
Enter Location (111-112-117)	
Enter Location (W1,W2,W3) Enter Vendor Code or (ALL) Include Quantity on Hand (Y,N)?. Double Space the Report (Y,N)? Print for Recount (Y,N)? Minimum Variance Amount Printer Number	· · · · · · · · · · · · · · · · · · ·
Correct (Y,N)?	

Field Descriptions:

Enter Location (W1, W2, W3):

Enter the warehouse location where the dirty core inventory is being counted. You should only do physical counts for one location at a time.

Enter Vendor Code or (ALL):

Enter a 3-digit vendor code if you are printing the take sheet for only one vendor. To print a take sheet for all vendors, enter ALL.

Include Quantity on Hand (Y, N)?:

Enter a **Y** if you want to print the current Q-O-H values on the take sheets. Enter **N** for no if you do not want the Q-O-H values to print on the report.

Double Space the Report (Y, N)?:

Enter **Y** if you would like the take sheets to be double-spaced. Enter **N** if you would not like the take sheets double -spaced.

Print for Recount (Y, N)?:

Enter **Y** if **y**ou are printing the Take Sheets for the purpose of a recount. If this is the case then only parts with a variance will be printed. If **N** is **e**ntered at this prompt, then the cursor will advance to the Rebuild Save Lists? Prompt.

Minimum Variance Report:

This field is a dollar amount. This field works in conjunction with the Print for Recount field and will only accept input if you are printing for recount. If you enter \$5.00 as the minimum variance, then only parts with a variance greater than \$5.00 will be printed on the recount sheets.

Section 2.3 – Print Dirty Core Take Sheets

Once the user has entered **Y to p**rocess the take sheets, the screen will indicate that the records are being selected and the Take Sheets will print. When the Take Sheets have been printed then the parts can be counted.

Below is a display of the Dirty Core Take Sheet as it prints to the printer.

	ICE TRU	JCK PARTS			
ounted By:		Vendor: BEN	- BENDIX AUTOMO	TIVE	
necked By:					
QOH VND Part	SUOM	NewQOH F	ull 1 Part	2 Part	Description
1 BEN L552	15M EA				BX CALIPER RX
1 BEN L557	26M EA				LOADED CALIPER

Section 2.4 – Reset Inventory QOH Prior to Count

The purpose of resetting the Inventory is to start with a clean slate. The Reset Inventory QOH Prior to Count program is used to remove the current quantities on hand from all of the parts in a specific line being counted or the entire inventory to another file on the system. The quantities are moved so they can be used later in conjunction with the variance report. The program will then set all the current quantities on hand to 5 zero's (00000) in preparation for the entry of the new counts

To access Reset Inventory QOH Prior to Count, make the following menu selections:

From the Physical Inventory Main Menu, select Dirty Core Physical Inventory Menu

AUTOPOWER								
01/19/2019	5 (P99)	A	UTOPOWER	PARTS	& SI	ERVICE		12:32PM
		PF	IYSICAL II	VENTOR	Y MA	AIN MENU		
		1Cy	cle Count	t Selec	tior	ns MENU		
		2Ph 3Di 4Wa	nysical In rty Core nrranty Pa	nventor Physic arts Ph	y Mi al 1 ysic	ENU Inventory MEI cal Inventory	IU V MENU	
	Enter Selec	ction:	1					
TC=Clock	S=Spooler		R=ACCESS	X=Log	0ff	N=NoteCards	A=AutoMail	V=VSI-Fax

Select the option entitled Reset Inventory QOH Prior To Count.

AUTOPOWER							
01/19/2015	(P99)	F	UTOPOWER	PARTS & S	ERVICE		12:33PM
		DIRTY	CORE PHY	SICAL INV	ENTORY MENU		
		1Pr 2Re	rint Dirty eset Inver	y Core Inv ntory QOH	entory Take S Prior To Cou	Sheets nt	
		3Er 4Pr 5Pr	nter Physi rint Physi rint Physi	ical Count ical Count ical Count	s Exception Re Variance Re	eport port	
		бРо 7Со	ost Counts ore Invent	s to Inven tory Value	tory Report		
E	inter Selec	ction:					
TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax
							,

After selecting Reset Inventory QOH Prior to Count the password screen will display.

You must enter this information.

RESET INVENTORY COUNTS	
Operator Number: _ Password:	

Field Descriptions:

Operator Number:

Enter your operator number.

Password:

Enter your operator password.

After Entering your operator number and password the following screen will display.

Select the option entitled Reset Physical Inventory.

The following screen will display.



Field Descriptions:

Enter Location:

Enter the warehouse location where the physical inventory is being reset.

Correct? (Y, N, E):

Valid Responses to this prompt are:

Y Yes- Location entered is correct.

- N No Location entered was not correct. Entering N will bring the cursor back to the Location prompt.
- **E Exit** Abort the process entirely. The cursor will return to Physical Inventory Menu.

Once the correct location has been entered and accepted, the following screen will display:

The screen will briefly explain what this process will accomplish.

'This program will set the dirty core QOH to zero before doing a physical inventory count. The Q-O-H will be moved into the year ENDING QOH bucket for later comparison with the new count.

Field Descriptions:

Do you wish to reset the inventory? (Y, N):

To reset the inventory, enter **Y**. **If** you answer **N**, **the** process will abort and return to the Physical Inventory menu.

Enter Vendor or ALL for complete inventory:

Enter the vendor or ALL if you are counting the entire inventory. By entering a save list name you can select which parts you would like to reset to zero. **If you enter "ALL" it will reset your Dirty Core Inventory.**

OK to Reset the QOH? (Y, N):

This will be your last chance to change your mind. If you answer **N for** no, you will return to the Physical Inventory Menu. To continue and complete the process answer "**Y**" for yes to proceed with resetting the quantities on hand. Once you enter **Y**, you MUST proceed with the process.

As the system zero's out the Q-O-H values, the following message will display on the screen as shown in the display below:

INVENTORY RESET IN PROGRESS NOW CLEARING THE IN-PCXX, IN-VC FILE

Part numbers from the save list or the entire inventory will flash at the bottom of the screen as their quantities are zeroed out.

After the process finishes, if you review the part number in the Parts Inquiry, you will notice that the QOH displays as five zero's (00000).

Once the reset has completed, you will be brought back to the Dirty Core Inventory Menu, where the part counts can be entered.

Section 2.5 – Enter Physical Counts

Now that the preparation steps have been completed, it is time to actually enter the values that were counted and written on the Take Sheets. To enter the counts, select Enter physical count option on the Dirty Core Inventory Menu. The actual quantities counted on the shelf are entered into the New Q-O-H field on the take sheets.

AUTOPOWER							
01/19/2019	5 (P99)	A	UTOPOWER	PARTS & S	ERVICE		12:38PM
		DIRTY	CORE PHY	YSICAL INV	ENTORY MENU		
		1Pr 2Re	rint Dirty eset Inver	y Core Inv ntory QOH	entory Take S Prior To Cou	Sheets nt	
		3Er 4Pr 5Pr	nter Physi Sint Physi Sint Physi	ical Count ical Count ical Count	s Exception R Variance Re	eport port	
		бРо 7Со	ost Counts ore Invent	s to Inven tory Value	tory Report		
	Enter Selec	ction:	I				
TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax

After selecting the Enter Physical Counts option from the menu, the following screen will display:

ENTER LOCATION: W1 NORTH ORLANDO Correct? (Y,N,E): Y	ENTER LOCATION: W1 NORTH ORLANDO Correct? (Y,N,E): Y		AUTOPOWER
ENTER LOCATION: W1 NORTH ORLANDO Correct? (Y,N,E): Y	ENTER LOCATION: W1 NORTH ORLANDO Correct? (Y,N,E): Y		
		ENTER LOCATION: W1	L NORTH ORLANDO Correct? (Y,N,E): Y

If the Reset Inventory QOH Prior To Count has not been selected and processed the error message below will display.

A reset inventory has not been performed for this location.

Press ENTER to return to the menu.

Field Descriptions:

Enter Location:

Enter the warehouse location where the Dirty Core Inventory will be done.

Correct? (Y,N,E):

Valid Responses to this prompt are:

- Y Yes- Location entered is correct.
- **N No** Location entered was not correct. Entering **N will** bring the cursor back to the Location prompt.
- **E Exit** Abort the process entirely. The cursor will return to Physical Inventory Menu.

After entering the correct location information and accepting it, the following screen will display:

AUTOPOWER				
		Enter Dirty	Core Counts	PI-ECOUNT.CORE
Enter Enter	Vendor Save Lis Starting Part N	t: COR umber:	7 record(s) se	lected to SELECT lis
Item	Part Number	Present Q-O-H	New Q-O-H Descripton	
	Enter st	arting part number	or 'E' to enter par	rts manually

Field Descriptions:

Enter Vendor Save List:

Enter the Vendor Save-List name or ALL if you are entering a count for the entire Dirty Core inventory. The save list name MUST be the same as the previous one used when resetting the quantities on hand. Once you have entered the save list name, the number of items that were selected in the list will display.

Enter Starting Part Number:

Enter the first part number in the list to begin entering counts. **If you do not know the first part number, press Enter and the following message will display:**

"Enter starting part number or 'E' to enter parts manually."

The first part number in the list will then display with its current Q-O-H, which should be 5 zero's (00000) if the reset was done properly. The cursor will be at the New Q-O-H field awaiting input.

AUTOPOWER								
	Enter Dirty Core Counts	PI-ECOUNT.CORE						
Enter Vendor Save List: Enter Starting Part Number:	COR 7 record(s) se Start from beginning of	lected to SELECT lis the COR-TL-W1-CO						
Item Part Number	Present New Q-O-H Q-O-H Descripton							
1. COR 46	00000 CORE CLASS	46						
Options: F1J	1=Previous Part F12=Next Part	E=E xi t						

Once the New Q-O-H has been entered the system will advise that the part has been updated and display the next part number in the list.

If you enter past the New Q-O-H field, the system will advise that there has been no change made to this part.

Enter the TOTAL dirty core counted quantity NEW Q-O-H column and press **ENTER**.

Notes:

You must key in a quantity for each dirty core number displayed on the screen even if it is zero (if the quantity is zero, enter it as 0).

The items on your screen should be identical to the ones on the count sheets.

If you press **ENTER** without keying a quantity, the system will use the default quantity shown under PRESENT Q-O-H.

If you have to re-enter a quantity for a dirty core that has already passed on the list, use the F11 key for Previous Part till the dirty core item you are looking for appears.

If you want to go forward to a dirty core item on the list, use the F12 key for Next Part.

If you need to add an additional quantity to an existing one (other than 00000) to account for items located elsewhere within the branch, you must enter the TOTAL

quantity for that dirty core item. Never key in the difference between the existing and the new quantity but instead key in the sum of the existing plus the new.

Once all the parts have been displayed from the save-list, the following message will appear at the bottom of the screen:

AUTOPOWER									
	E	nter Dirty	Core Cou	nts	PI-ECOUNT.CORE				
Enter	Vendor Save List:	COR	7 r	ecord(s) selected	to SELECT lis				
Enter	Starting Part Number:	Start	from be	ginning of the CO	R-TL-W1-C0				
		Present	New						
Item	Part Number	Q-O-H	Q-0-H	Descripton					
1.	COR 46	10	10	CORE CLASS 46	Updated				
2.	COR 48	5	5	CORE CLASS	Updated				
3.	COR 49	20	20	CORE CHARGE	Updated				
4.	COR 210	2	2	CORE CLASS	Updated				
5.	COR 1303	3	3	CORE CLASS	Updated				
6.	COR 1405	5	5	CORES	Updated				
7.	COR Y4	7	7	CORE CHARGE	Updated				
You a	re now at the end of th	ie Save-List	, do you	want to enter a	part? (Y,N):				

"You are now at the end of the Save-List, do you want to enter a part? (Y, N)"

If you have additional part numbers that were counted but not listed, you can enter **Y** at this prompt. The cursor will then advance to the Part Number prompt and allow you the opportunity to enter the counts.

If all counts have been entered, you can press **ENTER** or **N** to have the cursor advance to the Enter Vendor Save List prompt. At this point, you can either enter a new Vendor Save List to change Q-O-H values or press **ENTER** to exit and return to the Physical Inventory Menu.

Section 2.6 – Print Physical Count Exception Report

Upon completion of the entry of the physical counts for the dirty core inventory, you must print a listing of all the items that were not counted. This report will display all dirty cores that have a new quantity of 00000. This will be helpful in verifying the accuracy of the counts that were entered.

You must ensure that these items have been counted or that the NEW Q-O-H equals Zero and not 00000.

In order to confirm the quantities for the items appearing on this report (either zero or any other value), you must select Enter Physical Counts from the menu and correct each item one by one.

To Print the Physical Count Exception report, select the option from the Physical Inventory Menu. The following screen will display:

AUTOPOWER	
01/19/2015 DIRTY CORE PHYSICAL COUNT EXCEPTION REPORT	PI-EXRPT.CORE
This procedure will print a report of any dirty core part the been updated with the physical inventory count.	at has not
Branch Location (W1,W2,W3)	
Do you want to print the Q-O-H? (Y,N).:	
Double space the report? (Y,N)	
Vendor Code, or 'ALL' for all lines:	
Ok to proceed with this report? (Y,N).:	

Field Descriptions:

Enter Location (W1, W2...):

Enter the warehouse location where the counts were entered.

Do you want to print Q-O-H (Y, N):

Enter a **Y** to print the current Q-O-H values on the exception report. Enter **N** if you do not want the Q-O-H values to print on the report.

Double Space Report (Y, N):

Enter **Y** for yes; the report will print a blank line between each part record. If you answer **N** for No, the report will print single-spaced.

Enter Vendor Code or ALL:

The Exception report will print for a particular vendor or all vendors. To print the Exception report for one vendor, enter the three-character vendor code. This will be the same as the Vendor Save-list name used in the previous steps. To print the report for all vendors, enter the word ALL.

Ok to proceed with this report? (Y, N):

1/19/2015 DIRTY CORE	PHYSICAL COUNT EXCEPTION REPOR	RT PI-EXRPT.CORE
This procedure will print been updated with the phy	; a report of any dirty core pa vsical inventory count.	art that has not
Branch Location (W1,W2,W3	3) W1	
Do you want to print the	Q-O-H? (Y,N).: Y	
Double space the report?	(Y,N) N	
Vendor Code, or 'ALL' fo		
Ok to proceed with this	(P)rint (X)port	
	Output Choice:	
Select Docu	ament Output Choice, or (C)ance	2]

As the report is being sent to the printer, the following message will display:

"Inventory Exception List in Progress.... Please Wait"

Once the report has printed the cursor will return to the Enter Location field. The Exception Report will print the following information about each part number listed:

Field Descriptions:

Vendor – The 3-digit vendor code.

Part Number

QOH – The part's current quantity on hand.

Bin Location– The part's bin location in the warehouse.

QOH DIFF – The difference between the parts current QOH and the BIN quantity on hand.

WD- Price – The part's cost.

Extended QOH-DIFF – The dollar amount that represents the cost of the difference.

Description – The part number description.

AUTO	OPOW	/ER											
12:	52:4	49pm	19 Jan 2015		DIRTY	CORE	INVENT	ORY EXCEP	TION LIST FOR	LOCATION: W1	Counted	By:	
Pag	e:	1									Checked	By:	
VI		PAR	NUMBER	QOH	0 L Q O	0 H Q	OH DIFF	CORE COST	QOH DIFF EXTENDED	Description			
A I R A I R	18 25	00-104 10-401	7	00000		-1 313	1 -313	90.94 145.98	90.94 -45,691.74				
***						-	-312	2	-45,600.80				
AUT	40-	-70176	:	00000		1	-1	45.00	-45.00	AUTOLINE CALIPER			
***							-1	L	-45.00				
							-313	5	-45,645.80				
3 г	eco	rds 1	sted.					Last Pag	e Press EN	TER			

Section 2.7 – Print Dirty Core Physical Count Variance Report

The Dirty Core Physical Inventory Variance Report will compare the quantity on hand values with the original quantities on hand that were saved when the Inventory Reset was done. This procedure should be printed following the physical inventory count of a product line or complete inventory. The Variance report will compare the quantity on hand against the actual shelf count and compute the unit and dollar variance of each inventory item.

1/19/201	5 (P99)	AUTOPOWER	PARTS & SE	RVICE		12:54PM
		DIRTY CORE PH	YSICAL INVE	ENTORY MENU		
		1Print Dirt 2Reset Inve	y Core Inve ntory QOH P	entory Take S Prior To Cour	Sheets nt	
		3Enter Phys 4Print Phys 5Print Phys	ical Counts ical Count ical Count	; Exception Re Variance Rep	eport port	
		6Post Count 7Core Inven	s to Invent tory Value	cory Report		
1	Enter Selec	ction:				

Once the Dirty Core Count Variance Report option has been selected the following screen will display:

AUTOPOWER				
01/19/2015	DIRTY CORE CO	OUNT VARIANCE	REPORT	PI-VR-CORE
	his procedure should be p ount of returned dirty co ariance Report will compa oturi chelf count and or	rinted followi res. This Inv re the Quantit,	ng the physical invo entory y on Hand against tl	entory he
	ach inventory item.	pute the unit		01
t	o you wish to print this i	report? (Y,N).	:	
	nter Location		:	
I	nter Product Line or ALL.		:	
1	rint lotals Unly? (Y,N) rint Variance items only?	(Y,N)	· · · · · · · · · · · ·	
I.	o you still wish to print	this report?	(Y,N):	

Field Descriptions

Do you wish to print this report? (Y, N):

Enter **Y** to continue the process of printing this report. Enter **N** to exit out the screen and not print the report.

Enter Location:

Enter the location for the variance report.

Enter Product Line or ALL:

Enter the Product Line of the count that was completed or enter ALL for all vendors. This Vendor List must be the same as the save-list name you used when you were entering the counts.

Print Totals Only? (Y, N):

To print a variance summary with totals only enter **Y**. **Th**is summary will include vendor code, total parts, number of parts counted, unit variance, percent variance, amount plus variance, amount minus variance, value before count and the value after the count

Print Variance Items Only? (Y, N):

Enter **Y** to print a report that shows only parts with a variance. Enter **N** if you want all parts to print, even if there is no variance between the before Q-O-H values and the current shelf count values. If you answered yes to print the totals in the previous field, the cursor will skip this prompt.

Do you still wish to print this report? (Y, N):

This is the last chance to change your mind. If you answer **N**, **you** will return to the Physical Inventory Menu. If you answer **Y** to continue, the report will be sent to the printer. The following message will display on your screen:


"Inventory Variance Report in Progress"

After this message, the cursor will go back to the Physical Inventory menu.

When the report prints, the header information will display as illustrated below:

Location Name DIRTY CORE INVENTORY VARIANCE REPORT ### Items selected Vendor: (Save-List Name)

The following information will be included on the report:

Part Number: The part number will print but will not include the vendor code.

Description: The parts description from the Inventory Master file will print.

Q-O-H Before: The quantity on hand prior to the count.

Shelf Count: This is the actual quantity that was prior to the part being counted.

Unit Meas: The part numbers unit of measure will display. The information in this field is retrieved from the Inventory Master file.

Std Pack: The parts standard packing size will print in this field. It will tell you how many pieces are in a pack. This information is retrieved from the Inventory Master file.

POP: This field represents the factory pop code for this part. This field information is retrieved from the Inventory Master file.

Unit Variance: The quantity shown here is the difference between the snap shot quantity and the shelf count quantity. If the New QOH is higher than the Before QOH, this will be a positive number. If the New QOH is less than this number, then the number will be negative. If both numbers are the same and there is no variance, a zero will print.

Unit Cost: The parts unit cost will print in this field. This information is retrieved from the Inventory Master File.

Ext-Price Variance: This is the cost of the difference between snap shot quantity and the shelf count quantity. The unit cost is multiplied by the unit variance to come up with the extended variance price for this part.

At the bottom of the pages are the totals. This is the only information that would print if you answered "Yes" to the Print Totals Only" prompt.

VND: The vendor code

Total Parts: This quantity is the total Before Q-O-H for all parts combined. (i.e.: if you counted 14 parts, and each part had a Before Q-O-H of 10 then this number would be 140).

Parts Counted: This is the total shelf count for all parts combined. (i.e. if you count 14 parts, the shelf count for each part was 9, the total that will print in the Parts Count column is 126.

Unit Variance: The quantity here represents the difference between Total Parts and the Parts Counted.

Percent Variance: This is the percent difference between the Total Parts and the Parts Counted.

Amount Plus Var: This will reflect a dollar amount if the Parts Counted is greater than the Total Parts.

Amount Minus Var: This will reflect a dollar amount if the Parts Counted is less than the Total Parts.

T. Amount Variance: This is the total dollar figure of the variance between the Total Parts and the Parts Counted.

Value Before Count: This will reflect the cost in dollars, for the parts included in the Total Parts figure before the shelf counts were entered.

Value After Count: This will reflect the dollar cost of the parts included in the Parts Counted Value after the shelf count was entered.

AUTO	OWER												
19 J	an 2015				DIRT	Y CORE	INVER	CHARL ITORY All I	OTTE COUNT VARIA tems	ANCE REPO	RT	Pag	je: 1
Vend	or: CO	R -											
Part	Number	Descri	ption	Q-O-H Before	Shelf Count	Unit Meas	Std Pack	POP	Unit Variance	Unit Cost	Ext-Price Variance	Core Cost	Ext-Core Variance
*	- COR -	*											
1303 1405 210		CORE C CORES CORE C	LASS	3 300 1	3 5 2	EA EA EA	1 1 1	F E F	-295 +1	0.00 0.00 0.00		12.00 5.00 5.00	-1,475.00 +5.00
46 48 49		CORE C CORE C CORE C	LASS 46 LASS HARGE	43 2 -2	10 5 20	EA EA EA	1 1 1	F F	-33 +3 +22	0.00 0.00 0.00		20.00 5.00 10.00	-660.00 +15.00 +220.00
¥4		CORE C	HARGE	1	7	EA	1	F	+6	0.00		15.00	+90.00
VID	Total Parts	Parts Counted	Unit Variance	Percent Variance	Amount Plus Var	A∎o Minu	unt Is Var	T.Am Vari	ount Un ance Befo	t Value re Count	Unt Value After Count	Core Before	e Value After
COR	7	7	-296	-85.0%	0.00		0.00	(0.00	0.00	0.00	2406.00	601.00
###	End of I	Report ##	Ø		La	st Pag	e P	ress	ENTER				

Section 2.8 - Post Counts to Inventory

This process will post the Dirty Core Physical Inventory counts entered to the Quantity on Hand. All parts in the work file for the location entered will be posted. Do not run this process if you have additional counts to enter. A Detailed Inventory Value Report will be processed and held in the spooler.

AUTOPOWER							
01/19/201	5 (P99)	ŀ	UTOPOWER	PARTS & SE	ERVICE		01:00PM
		DIRTY 1Pr 2Re 3Er 4Pr 5Pr	CORE PHY rint Dirty eset Inver nter Physi rint Physi rint Physi	YSICAL INVE y Core Inve ntory QOH F ical Counts ical Count ical Count	ENTORY MENU entory Take S Prior To Cour s Exception Re Variance Rep	Sheets nt eport port	
		6 D.					
		6Pc 7Cc	ore Invent	s to Invent tory Value	Report		
	Enter Selec	ction:					
TC=Clock	S=Spooler		R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax

Once the Post Counts to Inventory option has been selected, the following screen will display:

or Number: _ Password:

AUTOPOWER			
01/19/2015	Post Dirty Cor	e Inventory Counts	PI-POST.CORE
This process wil on Hand and the entered will be counts to enter. run and held in	l post the Core Inve General Ledger. All posted. Do not run A Detailed Invento the spooler.	entory counts entered a parts in the work fi this process if you ha pry Value Report will J	to the Quantity le for the location ave additional be automatically
Branch Printer	Number:		
υκ το το	ntinue? (Y,N):		
	Enter Loca	tion to Update	

1/20/2015	Post Dirty Core Inventory Counts	PI-POST.CORE
This process wil on Hand and the entered will be counts to enter. run and held in	l post the Core Inventory counts entered to General Ledger. All parts in the work file posted. Do not run this process if you have A Detailed Inventory Value Report will be the spooler.	the Quantity for the location additional automatically
Branch. Printer OK to C	A reset inventory has not been performed for this location. Press ENTER to return to the menu.	

If the reset on the dirty core inventory has not been performed, then you cannot post counts. You must follow the proper steps in order to post.

Field Descriptions:

Operator Number:

Type in your operator number and press **ENTER**.

Password:

Type in your operator password and press **ENTER** to begin updating the counts to inventory.

Once you have entered your operator number and password, the following screen will display:



Field Descriptions

Location:

Enter the location for which the inventory will be updated.

Printer Number:

Enter the printer number where the report should print.

OK to Continue? (Y, N):

Enter **Y** if you are ready to update the counted quantities on hand. If an **N** has been entered, the cursor will go back to the Dirty Core Inventory menu.

Once you enter **Y**, **the** screen will display that the report is in progress and then display a message that advises you to write down the spooler job number so the Value Report can be printed.

Section 2.9 – Core Inventory Value Report

```
      AUTOPOWER
      PARTS & SERVICE
      01:03PM

      DIRTY CORE
      PHYSICAL INVENTORY MENU
      1....Print Dirty Core Inventory Take Sheets
      2....Reset Inventory QOH Prior To Count

      3....Enter
      Physical Counts
      4....Print Physical Count Exception Report

      5....Print
      Physical Count Variance Report

      6....Post Counts to Inventory
      7....Core Inventory Value Report

      Enter
      Selection:

      TC=Clock
      S=Spooler

      R=ACCESS
      X=Log Off

      N=NoteCards
      A=AutoMail

      V=VSI-Fax
```

This procedure will produce a Dirty Core Inventory Value Report for a specific product line, or all lines.

AUTOPOWER		
01/19/	2015 CORE INVENTORY VALUE REPORT	IN-CRINV
	This procedure will produce a Core Inventory Value Report for a specific product line, or all lines.	
	Branch Location, or ALL	
	Product Line, or ALL	

Field Descriptions:

Location:

Enter the location for which the inventory will be updated.

Enter Product Line or ALL

Enter a Vendor Name or enter ALL for all vendors to print on the report.

An example of the Core Inventory Value Report is shown below.

AUTOPOWER		
01/19/2015	CORE INVENTORY VALUE REPORT	IN-CRINV
specific product li	produce a Core Inventory Value Report for a ne, or all lines.	
Branch Location, or	• ALL ALL	
Product Line, or AL	L ALL	
Do you still wish t	o p Document Options,N): Y	
	(D)isplay (P)rint	
	(X)port Output Choice: ∎	
Select	Document Output Choice, or (C)ancel	

AUTOPOWER												
01-19-2015			AUTOPO CORE IN FO F	WER PARTS VENTORY VA R ALL LOCA OR ALL VEI	& SERVI LUE REP TIONS IDORS	ICE PORT					Page: 1	
Loc Vn Part Number	Tot N QOH	oDam QOH	Cost	Ext Cost	1Pt QOH	Cost	Ext Cost	2Pt QOH	Cost	Ext Cost	Total	
W1 COR 1303 W1 COR 1405 W1 COR 210 W1 COR 46 W1 COR 48 W1 COR 48 W1 COR 49 W1 COR Y4	3 5 2 10 5 20 7 52	0 0 0 0 0	12.00 5.00 5.00 20.00 5.00 10.00 15.00	36.00 25.00 10.00 200.00 25.00 200.00 105.00 601.00	0 0 0 0 0	12.00 5.00 20.00 5.00 10.00 15.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0 0 0 0 0	12.00 5.00 5.00 20.00 5.00 10.00 15.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	36.00 25.00 10.00 25.00 200.00 105.00 601.00	
Location Totals: Report Totals:	52 52		Lest	601.00	ress EN1	FER	0.00			0.00	601.00 	

The Core Inventory Value report will list:

For each dirty core that is listed on the report there will be a column for the Location, Vendor, Part Number, Total QOH that would include damage and undamaged cores, column for QOH undamaged core, Cost of the undamaged core, Extended Cost, 1 Part Damage QOH, Cost of the 1 Part Damage core, Extended Cost, Total cost of all cores.

Chapter 3 – Warranty Parts Inventory Menu:

Section 3.1 - Print Warranty Take Sheets

AUTOPOWER					
01/19/2015 (P99)	AUTOPOWER	PARTS & SE	RVICE		01:14PM
	WARRANTY PARTS F 1Print Warra 2Reset Inver 3Enter Physi 4Print Physi 5Print Physi 6Post Counts	PHYSICAL II anty Invent atory QOH F ical Counts ical Count ical Count ical Count	IVENTORY MENU cory Take She Prior To Cour Exception Re Variance Rep cory	J eets nt eport port	
Enter Selec	tion:				
TC=Clock S=Spooler	R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax

- Print Warranty Inventory Take Sheets: The Print Warranty Inventory Take Sheets will generate a report that lists specific vendor(s) or ALL vendors to be used in the warehouse when counting the number of Warranty parts on the shelves. The numbers that are counted are written on the take sheet, which will then be used to input those counts into the computer.
- Reset Inventory QOH Prior to Count: The Reset Inventory QOH Prior to Count will take the current QOH of warranty parts and copy it to a different location on the system, which will then be used later to produce the Variance Report. The current QOH will also be reset to five zero's (00000).
- Enter Physical Counts: The Enter Physical Counts will enable you to enter the quantity of each warranty part that was counted. These are the quantities that were recorded on the Inventory Take Sheets.
- Print Physical Count Exception Report: The Print Physical Count Exception Report will print a listing of all warranty part numbers that still have a QOH of 00000, after entering the physical counts. This enables the operator to verify counts that were entered. If a part prints on this report, it was either missed during the count or there were none counted.

- Physical Count Variance Report: The Physical Count Variance Report compares the new QOH with the original QOH that was saved during the Reset Inventory process that was run.
- Post Counts to Inventory: The Post Counts to Inventory process allows the operator to update the new quantities on hand to the warranty inventory records.
- Warranty Inventory Value Report: The Warranty Inventory Value Report will contain the value of your warranty inventory for each location based on the total cost. You can print the report for a specific vendor(s) or you can run it based on a previously created save-list.

Section 3.2 – Print Warranty Parts Inventory Take Sheets

The Warranty Parts Inventory Take Sheets is a listing of Warranty part numbers that are to be counted in the warehouse. The report provides a space for the inventory counter to write the quantity counted for each part. The quantity values written on this sheet will be used to enter the physical count into the system at a later time.

To access Print Warranty Inventory Take sheets, make the following menu selections:

From the Warranty Inventory Menu, select Print Warranty Inventory Take Sheets.

	5 (P99)	AUTOPOWER	PARTS & SI	RVICE		09:38AM
		WARRANTY PARTS	PHYSICAL II	IVENTORY MEN	J	
		1Print Warr	anty Invent	ory Take She	eets	
		2Reset Inve	ntory QOH	rior To Cour	nt	
		3Enter Phys	ical Counts	5		
		4Print Phys	ical Count	Exception Re	eport	
		5Print Phys	ical Count	Variance Rep	port	
		6Post Count	s to Invent	tory		
	Enter Selec	tion:				
TC=Clock	S=Spooler	R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax

The following screen will display:

```
AUTOPOWER
01/20/2015
                     Warranty Inventory Take Sheets
                                                      PI-TAKESHEET-WARR
    This procedure will print a report of a specific product line
    for the purpose of counting the warranty physical inventory.
    Branch Location (W1,W2,W3)..... W1
                                           ICE Truck Parts
    Vendor Code or (ALL)..... ALL
                                           ALL VENDORS
    Include Quantity on Hand (Y,N)?..... Y
    Double Space the Report (Y,N)?.....
                                     н
    Print for Recount (Y,N)?..... N
    Minimum Variance Amount.....
    Rebuild the Save Lists?..... N
    Printer Number..... 0
    Correct (Y, N)?..... Y
```

Field Descriptions:

Branch Location (W1, W2, W3):

Enter the warehouse location where the inventory is being counted. You should only do physical counts for one location at a time.

Vendor Code or (ALL):

Enter a 3- digit vendor code if you are printing the take sheet for only one vendor. To print a take sheet for all vendors, enter ALL.

Include Quantity on Hand (Y, N)?:

Enter a **Y** if you want to print the current Q-O-H values on the take sheets. Enter **N** for no if you do not want the Q-O-H values to print on the report.

Double Space the Report (Y, N)?:

Enter **Y** if you would like the take sheets double-spaced. Enter **N** if you would not like the take sheets double-spaced.

Print for Recount (Y, N)?:

Enter **Y** if you are printing the Take Sheets for the purpose of a recount. If this is the case then only parts with a variance will be printed. If **N** is **e**ntered at this prompt, then the cursor will advance to the Rebuild Save Lists? Prompt.

Minimum Variance Report:

This field is a dollar amount. This field works in conjunction with the Print for Recount field and will only accept input if you are printing take sheets for recount. If you enter \$5.00 as the minimum variance, then only parts with a variance greater than \$5.00 will be printed on the recount sheets.

Rebuild the Save Lists?:

When you are entering your counts the save-list are sorted by the part number. Some users will create their own save lists to do a physical inventory. Therefore, this option will allow the system to build their save-list for them. It should be noted that you should NEVER answer Y for this prompt if this is a recount print. It will impact the list for posting purposes, variance reporting and exception reporting.

Printer Number:

Type in the printer number where the warranty inventory take sheets should print and press **ENTER**.

Correct (Y, N)?:

Valid entries for this prompt are:

- **Y Yes:** All the information entered is correct.
- **N** No: The information is not correct. If **N** is entered, the cursor will advance to the Branch Location prompt again.

Section 3.3 – Print Warranty Inventory Take Sheets

Once the user has entered **Y to p**rocess the take sheets, the screen will indicate that the records are being selected and the Take Sheets will print. Once the Take Sheets have been printed then the parts can be counted.

Below is a display of the Warranty Inventory Take Sheet as it prints to the printer.

20 JAN 2015 Counted By: Checked By:			Warranty I	Y Inventory Take I CE Truck Parts Vendor:	List : ABE - FEI	Page: DERAL-MOGUL CORP.	1
	QOH	VND	Part	SUOM	NewQOH	Description	
20 JAN 2015 Counted By: Checked By:	1	ABE	4515Q-6008 Warrant I	EA y Inventory Take CE Truck Parts Vendor:	List : AIR - AIR	MERITOR Q 16.5 ½ Page: R-VAC	2
	QOH	VND	Part	SUOM	NewQOH	Description	
20 JAN 2015 Counted By: Checked By:	1	AIR	110200 Warrant I	EA y Inventory Take CE Truck Parts Vendor:	List : BEN - BEN	SHOCK Page: NDIX AUTOMOTIVE	3
	дон	VND	Part	SUOM	NewQOH	Description	
	1	BEN	L55382M	EA		LOADED CALIPER	

Section 3.4 – Reset Warranty Inventory QOH Prior to Count

The purpose of resetting the Inventory is to start with a clean slate. The Warranty Reset Inventory QOH Prior to Count program is used to remove the current quantities on hand from all of the parts in a specific line being counted or the entire inventory to another file on the system. The quantities are moved so they can be used later in conjunction with the variance report. The program will then set all the current quantities on hand to 5 zero's (00000) in preparation for the entry of the new counts.

To access Reset Warranty Inventory QOH Prior to Count, make the following menu selections:

> From the Warranty Inventory Menu, select Reset Inventory QOH Prior to Count.

01/20/201	5 (P99)	AUTOPOWER	PARTS & SI	ERVICE		11:07AM
		WARRANTY PARTS	PHYSICAL II	IVENTORY MEN	J	
		1Print Warr 2Reset Inve	anty Invent ntory QOH	tory Take She Prior To Cour	eets ht	
		3Enter Phys 4Print Phys 5Print Phys	ical Counts ical Count ical Count	; Exception Re Variance Rep	eport port	
		6Post Count	s to Invent	tory		
I	Enter Selec	tion:				

Select the option entitled Reset Inventory QOH Prior To Count.

ot	RESET WARRANTY C	OUNTS	
	Password:		

Field Descriptions:

Operator Number:

Type in your operator number and press **ENTER**.

Password:

Type in your operator password and press **ENTER**.

After Entering your operator number and password the following screen will display.

AUTOPOWER			
	AUTOPOWER PAI	RTS & SERVICE	
_			
T	uesday, January 2	20, 2015 11:15am	
Branch Location: W1	CHARLOTTE	Correct? (Y,N,E): 🛛	

The following screen will display.

Field Descriptions:

Branch Location:

Enter the warehouse location where the Warranty physical inventory is being reset.

Correct? (Y, N, E):

Valid Responses to this prompt are:

- Y Yes: Location entered is correct.
- **N No:** Location entered was not correct. Entering **N will** bring the cursor back to the Location prompt.
- **E Exit:** Abort the process entirely. The cursor will return to Physical Inventory Menu.

Once the correct location has been entered and accepted, the following screen will display:

The screen will briefly explain what this process will accomplish.

Field Descriptions:

Branch Location:

Type in the Branch Location and press **ENTER**.

Do you wish to reset the inventory? (Y, N):

To reset the inventory, type in **Y** and **p**ress **ENTER**. If you answer **N**, the process will abort and return to the Physical Inventory menu.

Enter Save-List or ALL for complete inventory:

Enter the save-list name or ALL if you are counting the entire inventory. By entering a save list name you can select which parts you would like to reset to zero. **If you enter "ALL" it will reset your ENTIRE Inventory.**

OK to Reset the QOH? (Y, N):

This will be your last chance you have to change your mind. If you answer **N for** no, you will return to the Physical Inventory Menu. To continue and complete the process answer **Y for** yes to proceed with resetting the quantities on hand. **Once you enter Y**, you MUST proceed with the process.

As the system zero's out the Q-O-H values, the following message will display on the screen as shown in the display below:

WARRANTY INVENTORY RESET IN PROGRESS NOW CLEARING THE IN-PCXX, IN-VC FILE

Part numbers from the save list or the entire inventory will flash at the bottom of the screen as their quantities are zeroed out.

Once the reset has completed, you will be brought back to the Physical Inventory Menu, where the part counts can be entered.

Section 3.5 - Enter Warranty Counts

Now that the preparation steps have been completed, it is time to actually enter the values that were counted and written on the Take Sheets. To enter the counts, select Enter physical count option on the Enter Warranty Counts Physical Inventory Menu. The actual quantities counted on the shelf are entered into the New Q-O-H field on the take sheets.

After selecting the Enter Physical Counts option from the menu, the following screen will display:

Tuesday, January 20, 2015 11:35am h Location: W1 CHARLOTTE Correct? (Y,N,E):	Tuesday, January 20, 2015 11:35am	20, 2015 11:35am	uesday, January	т.	
h Location: W1 CHARLOTTE Correct? (Y,N,E):	h Location: W1 CHARLOTTE Correct? (Y.N.E):				
		Correct? (Y,N,E):	CHARLOTTE	Location: W1	anch
			CHARLOTTE	Location. WI	

Field Descriptions:

Branch Location:

Type in the location where the warranty physical inventory will be done.

Correct? (Y, N, E):

Valid Responses to this prompt are:

- Y Yes- Location entered is correct.
- N No Location entered was not correct. Entering N will bring the cursor back to the Location prompt.
- **E Exit** Abort the process entirely. The cursor will return to Physical Inventory Menu.

After entering the correct location information and accepting it, the following screen will display:

AUTOPOWER	l -							
				Enter	Warranty	Counts		PI-ECOUNT.WARR
Enter Enter	Vendor Sa Starting	ave Li Part	ist: Number:					
Item	Bin	Part	Number				Present Q-O-H	llew Q-O-H

Field Descriptions:

Enter Vendor Save List:

Enter the Vendor Save-List name or **ALL** if you are entering a count for the entire inventory. The save list name will be the same as the previous one used when resetting the quantities on hand. Once you have entered the save list name, the number of items that were selected in the list will display.

Enter Starting Part Number:

Enter the first part number in the list to begin entering counts. If you do not know the first part number, press Enter and the following message will display:

"Start from beginning of the XXX list."

The first part number in the list will then display with its current Q-O-H, which should be 5 zero's (**00000**) if the reset was done properly. The cursor will be at the New Q-O-H field awaiting input.

As the **NEW Q-O-H** is entered, the word **Updated** will appear. If you press **ENTER** without keying in a new quantity, the words **No Change** will appear and the defective item's quantity will remain at **00000**.

NOTES:

You must key in a quantity for each Warranty item number displayed on the screen even if it is zero (if the quantity is zero, enter it as 0).

The items on your screen should be identical to the ones on the count sheets.

If you press **ENTER** without keying a quantity, the system will use the default quantity shown under PRESENT Q-O-H.

If you have to re-enter a quantity for a Warranty item that has already passed on the list, use the **F11** key for Previous Part till the warranty item you are looking for appears.

If you want to go forward to a warranty item on the list, use the **F12** key for Next Part.

If you have to add an additional quantity to an existing one (other than 00000) to account for items located elsewhere within the branch, you must enter the TOTAL Quantity for the warranty item. Never key in the difference between the existing and the new quantity but instead key in the sum of the existing plus the new.

Once you have keyed in the quantity for the last item for this vendor line, the system will display the following:

You are now at the end of the Save-List; do you want to enter a part? (Y, N):

N Exit from the vendor line.

Y Add a warranty item to this vendor line or to correct a quantity for a warranty item on this vendor line. Repeat answering **Y to t**his question till all warranty items are added or corrected. (Warranty item is entered by typing the vendor line and part number and then pressing **ENTER**.

AUTOPOWER								
			Enter	Warranty	Counts		PI-E	COUNT.WARR
Enter #0.er	Vendor Sa Starting	ave List: Part Number:		BEN Start fr	1 reco om begin	ord(s) select nning of the	ed to S BEN-TL-	ELECT list W1-WARR li
Item	Bin	Part Number				Present Q-O-H	New Q-O-H	
1.		BEN L55382M				00000	2	Updated
You ar	e now at	the end of t	he Sav	e-List, d	o you wa	ant to enter	a part?	(Y,N):

Section 3.6 - Print Physical Count Exception Report

Upon Completion of the entry of the count sheets for the warranty items inventory, you must print a listing of all the items that were not counted. This report will display all defective items that have a new quantity of 00000.

You must ensure that these items have been counted or that the **NEW Q-O-H** equals zero and NOT **00000**.

In order to confirm the quantities for the items appearing on this report (either zero or any other value), you must select **Enter Physical Counts** from the menu and correct each item one by one.

Enter Locat	on (W1,W4) :	•	
Do you want	to print the Q-O-H?	(Y,N):	
Double spac	the report? (Y,N):		
Enter Vendo	Code or ALL:		

Field Descriptions:

Enter Location (W1, W2...):

Type the warehouse location and press **ENTER**.

Do you want to print Q-O-H (Y, N):

Type **Y** and press **ENTER** to print the current Q-O-H values on the exception report. Type **N** and press **ENTER** if you do not want the Q-O-H values to print on the report.

Double Space Report (Y, N):

Type **Y** and press **ENTER** for yes; the report will print a blank line between each part record. If you answer **N** for No, the report will print single-spaced.

Enter Vendor Code or ALL:

The Exception report will print for a particular vendor or all vendors. To print the Exception report for one vendor, enter the three-character vendor code. This will be the same as the Vendor Save-list name used in the previous steps. To print the report for all vendors, enter the word ALL.



As the report is being sent to the printer, the following message will display:

"Inventory Exception List in Progress.... Please Wait"

Once the report has printed the cursor will return to the Enter Location field. The Exception Report will print the following information about each part number listed:

Vendor – Three-digit vendor code.

QOH – Part's current quantity on hand.

Year End QOH – Part's quantity on hand at year-end.

Bin Location – Part's bin location in the warehouse.

QOH Diff – Difference between the part's current QOH and the Year End quantity on hand.

WD- Price – Part's cost.

Extended QOH-DIFF – Dollar amount that represents the cost of the difference.

Description– Description of the part number.

Section 3.7 - Physical Count Variance Report

Once all defective items have had a physical count entered, the Physical Count Variance Report must be printed. This report will print all items with a variance sorted by line code.

A variance is a difference between a warranty item's quantities on hand before the physical inventory and it's count quantity during the physical inventory. This report will print both the warranty item's unit and dollar variance.

20 Jan 201 Vendor: A	5 LL - ALL I	PRODUCT LIN	IES	WARR	ANTY I	NVENTO	CHARLO RY COU All It	TTE IIT VAR enis	RIÁNCE	REPORT			Page:	1
Part Numbe	r Descr	iption	Q-0-H Before	Shelf Count	Unit Neas	Std Pack	POP	Uni Varia	it ince	Unit Cost	Ext-P Varia	rice nce	Core Cost	Ext-Core Variance
Total VID Parts	Parts Counted	Unit Variance	Percent Variance	Amount Plus Var	A∎o Hinu	unt s Var	T.A∎o Varia	unt nce B	Unt Sefore	Value Count	Unt After	Value Count	Core Before	Value After
			Options:	Page (F)	orward	, (L)a	st, (S)earch	Text,	(Q)uit:				

Field Descriptions

Do you wish to print this report? (Y, N):

Type **Y** and press **ENTER** to continue the process of printing this report. Type **N** and press **ENTER** to exit out the screen and not print the report.

Enter Location:

Type the location and press **ENTER** for the variance report.

Enter Product Line or ALL:

Type the Product Line name of the count that was completed or enter ALL for all vendors and press **ENTER.**

Print Totals Only? (Y, N):

To print a variance summary with totals only, then enter **Y**. **Th**is summary will include vendor code, total parts, number of parts counted, unit variance, percent variance,

amount plus variance, amount minus variance, value before count and the value after the count

Print Variance Items Only? (Y, N):

Type **Y** and press **ENTER** to print a report that shows only parts with a variance.

Type **N** and press **ENTER** for all parts even if there is no variance between the before Q-O-H values and the current shelf count values. If you answered yes to print the totals in the previous field, the cursor will skip this prompt.

Do you still wish to print this report? (Y, N):

This is the last chance to change your mind. If you answer **N**, **you** will return to the Physical Inventory Menu. If you answer **Y** to continue, the report will be sent to the printer. The following message will display on your screen:

"Inventory Variance Report in Progress"

After this message, the cursor will go back to the Physical Inventory menu.

When the report prints, the header information will display as illustrated below:

Location Name WARRANTY COUNT INVENTORY VARIANCE REPORT ### Items selected Vendor: (Save-List Name)

The following information will be included on the report:

Part Number: The part number will print but will not include the vendor code.

Description: The parts description from the Inventory Master file will print.

Q-O-H Before: The quantity on hand prior to the count.

Shelf Count: This is the actual quantity that was prior to the part being counted.

Unit Meas: The part numbers unit of measure will display. This field information is retrieved from the Inventory Master file.

Std Pack: The parts standard packing size will print in this field. It will tell you how many are in a pack. This information is retrieved from the Inventory Master file.

POP: This field represents the factory pop code for this part. This field information is retrieved from the Inventory Master file.

Unit Variance: The quantity shown here is the difference between the snap shot quantity and the shelf count quantity. If the New QOH is higher than the Before QOH, this will be a positive number. If the New QOH is less than this number, then the number will be negative. If both numbers are the same and there is no variance, a zero will print.

Unit Cost: The parts unit cost will print in this field. This information is retrieved from the Inventory Master File.

Ext-Price Variance: This is the cost of the difference between snap shot quantity and the shelf count quantity. The unit cost is multiplied by the unit variance total the extended variance price for this part.

At the bottom of the pages are the totals. This is the only information that would print if you answered Yes to Print Totals Only:

VND: The vendor code

Total Parts: This quantity is the total Before Q-O-H for all parts combined. (i.e.: if you counted 14 parts, and each part had a Before Q-O-H of 10 then this number would be 140).

Parts Counted: This is the total shelf count for all parts combined. (i.e.: if you count 14 parts, the shelf count for each part was 9, the total that will print in the Parts Count column is 126.

Unit Variance: The quantity here represents the difference between Total Parts and the Parts Counted.

Percent Variance: This is the percent difference between the Total Parts and the Parts Counted.

Amount Plus Var: This will reflect a dollar amount if the Parts Counted is greater than the Total Parts.

Amount Minus Var: This will reflect a dollar amount if the Parts Counted is less than the Total Parts.

T. Amount Variance: This is the total dollar figure of the variance between the Total Parts and the Parts Counted.

Value Before Count: This will reflect the cost in dollars, for the parts included in the Total Parts figure before the shelf counts were entered.

Value After Count: This will reflect the dollar cost of the parts included in the Parts Counted Value after the shelf count was entered.

Section 3.8 – Post Warranty Inventory Count

This process will post the Warranty Inventory counts entered to the Quantity on Hand and the General Ledger. All parts in the work file for the location entered will be posted. Do not run this process if you have additional counts to enter. A Detailed Inventory Value Report will be automatically run and held in the spooler.

Once the appropriate menu option has been selected, the following screen will display:

AUTOPOWER										
01/20/2015 (P99)	AUTOPOWER	PARTS & SE	ERVICE		12:07PM					
	WARRANTY PARTS	PHYSICAL II	IVENTORY MEN	U						
	1Print Warra 2Reset Inve	anty Invent ntory QOH P	tory Take Sho Prior To Cour	eets nt						
3Enter Physical Counts 4Print Physical Count Exception Report 5Print Physical Count Variance Report										
6Post Counts to Inventory										
Enter Selection:										
TC=Clock S=Spooler	R=ACCESS	X=Log Off	N=NoteCards	A=AutoMail	V=VSI-Fax					
· /										

Field Descriptions:

Operator Number:

Type in your operator number and press **ENTER**.

Password:

Type in your operator password and press **ENTER** to begin updating the counts to inventory.

Once you have entered your operator number and password, the following screen will display:



Field Descriptions:

Location:

Type the location for which the inventory will be updated and press **ENTER**.

Printer Number:

Type the printer number and press **ENTER**.

OK to Continue? (Y, N):

Type in **Y** and press **ENTER**, if you are ready to update the quantities on hand with what was counted. If an **N** has been entered, the cursor will go back to the Physical Inventory menu.

Once you enter **Y**, **the** screen will display that the report is in progress and then display a message that advises you to write down the spooler job number so the Value Report can be printed.