PHYSICAL INVENTORY

User Manual

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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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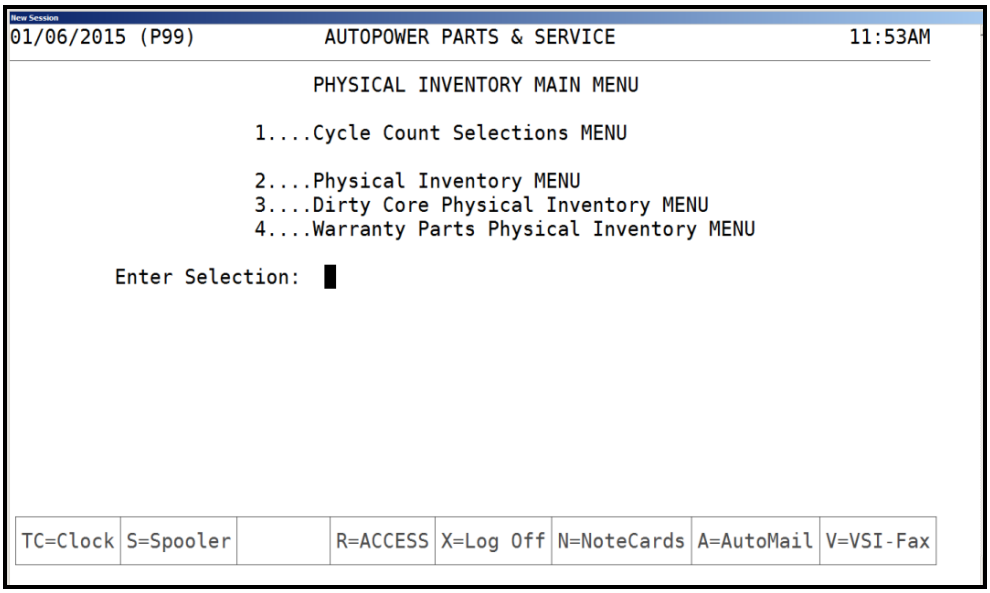
CHAPTER 1 – Physical Inventory Main Menu

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

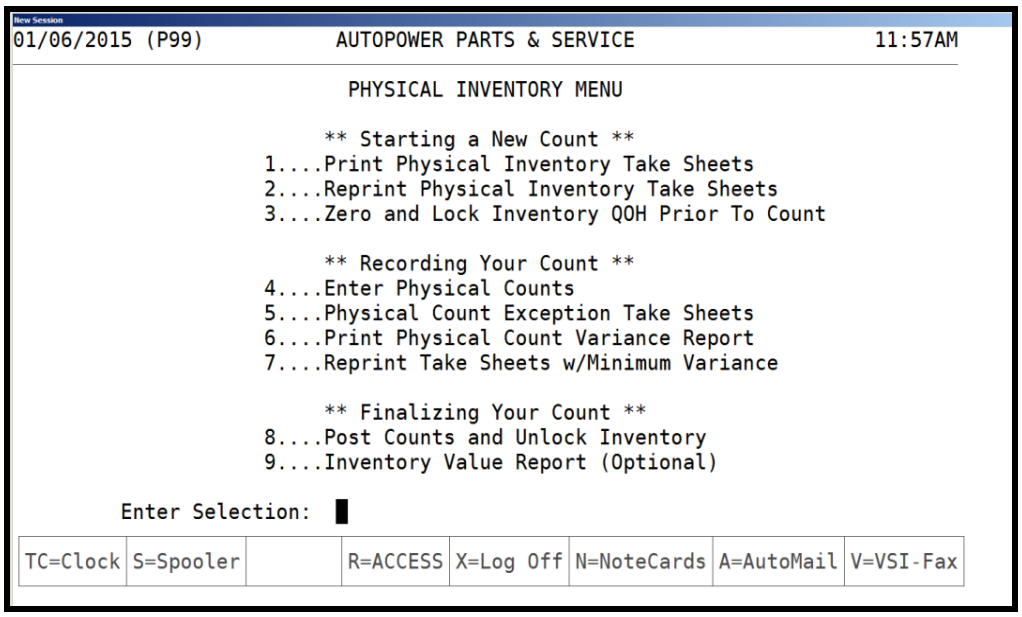


- **PHYSICAL INVENTORY MENU:** The Physical Inventory Menus will allow the user to reset their QOH's to zero, enter the new counts after the inventory has been counted, print an Exception report to view what was not counted and print a variance report between the before and after count to show discrepancies 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.



- **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

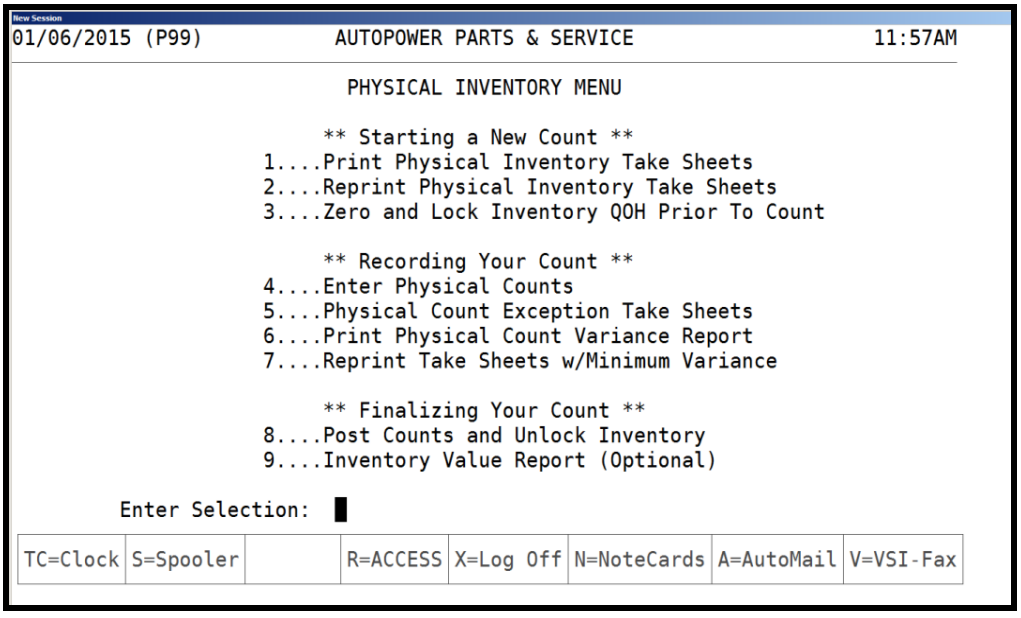
The Print Physical Inventory Take Sheets Program will allow you to print Take Sheets for all inventory for the purpose of recording counts for the physical inventory process. The quantity values written on this sheet will be used to enter the physical count into the system at a later time.

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.

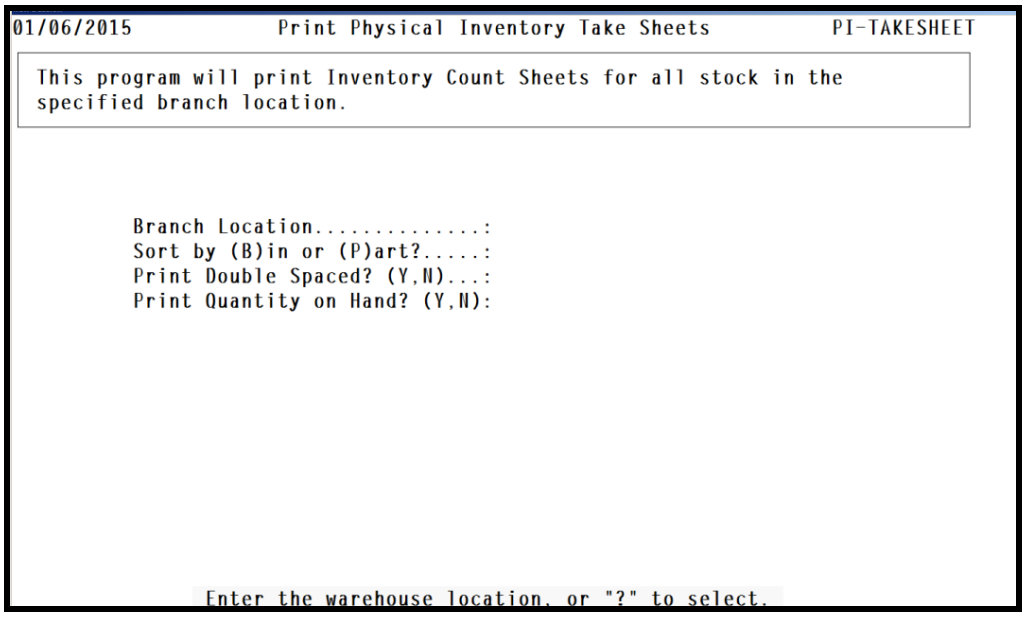
If you use Multi-Bin locations and would like for the Take Sheets to include the Multi-Bin locations, please contact AutoPower. A setting in the Global Setup will need to be flagged that you are using Multi-Bin locations. This flag is not necessary to be set if you use only one bin location for a part 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.



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

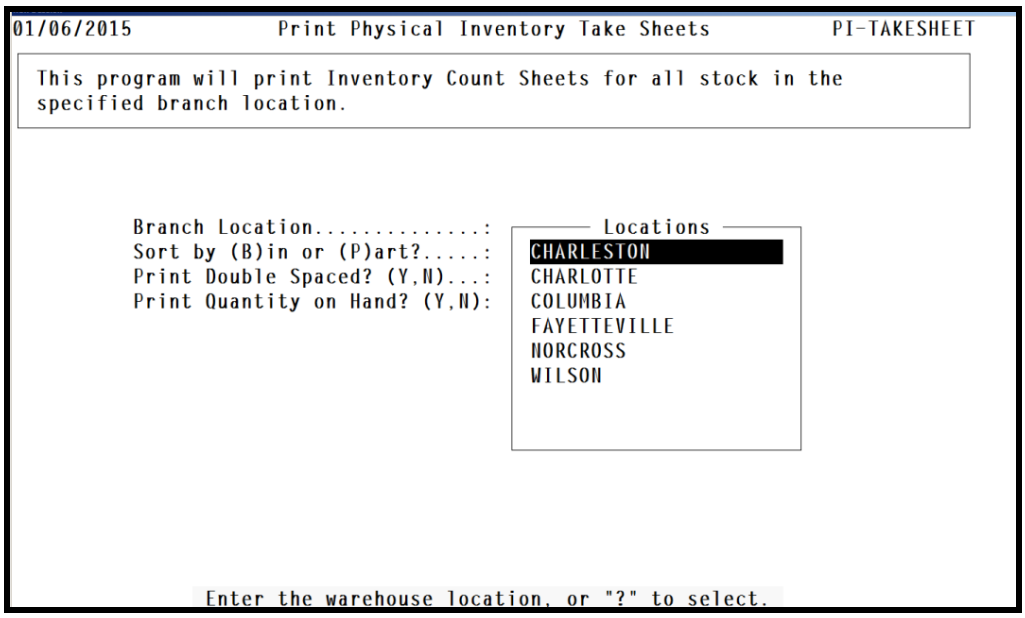


Field Descriptions:

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 double-space 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 p**ress **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.

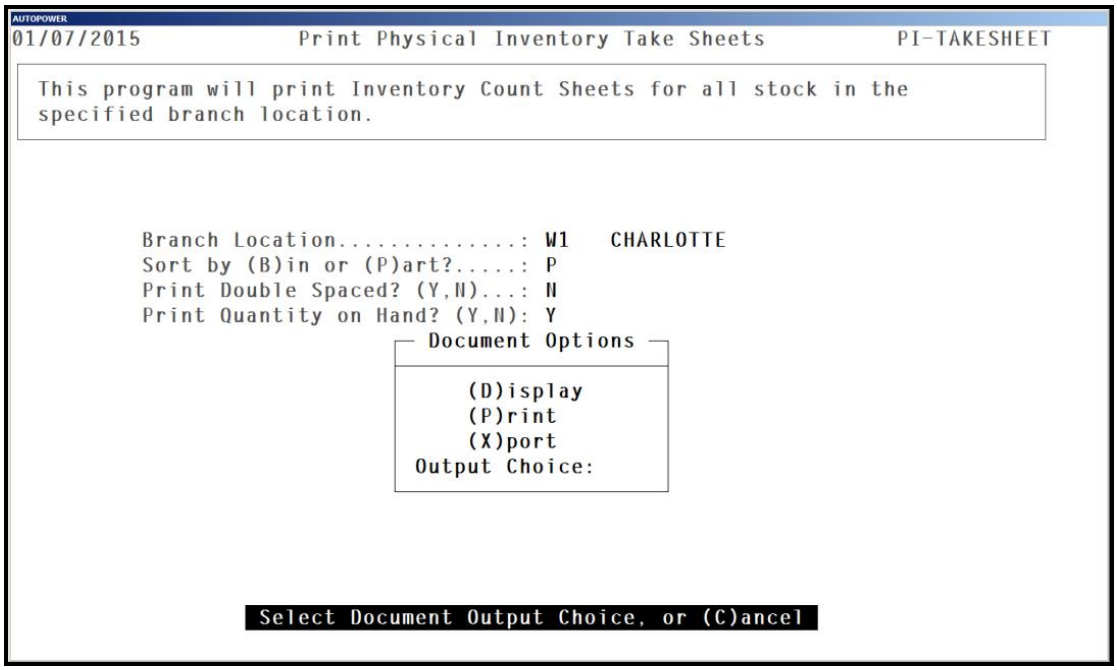
Accept?:

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.



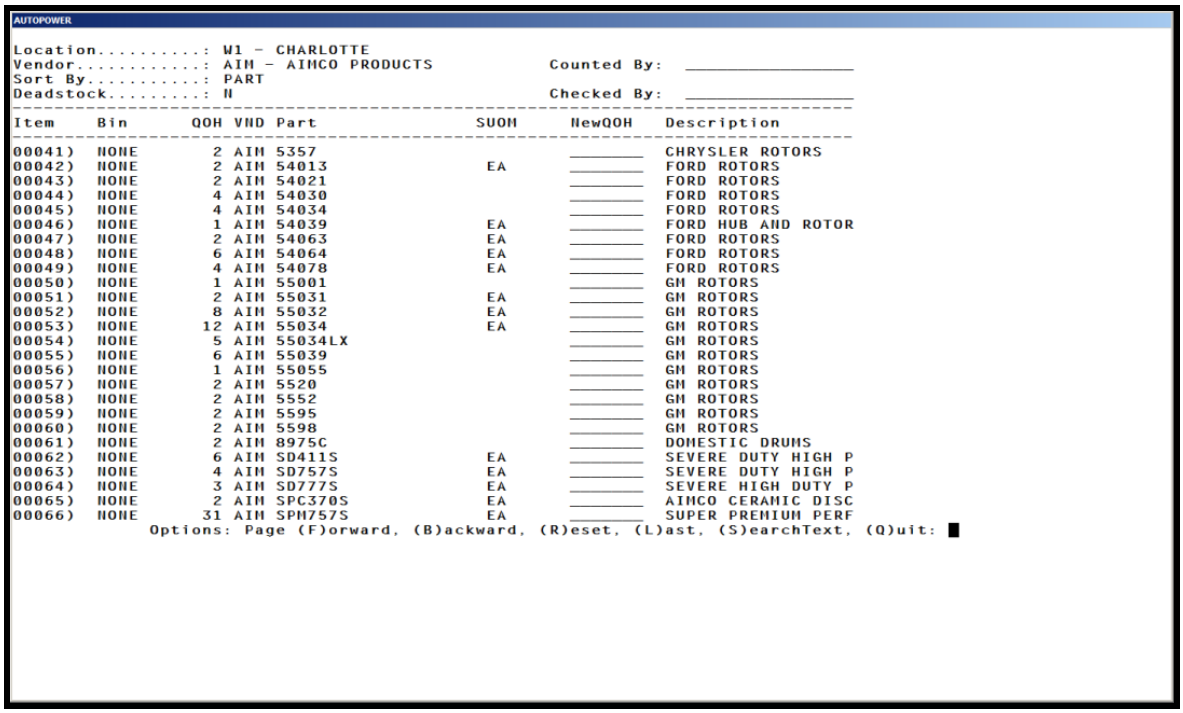
You will be prompted to Display, Print or Export the takesheet to your PC.

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.



AUTOPOWER

```
Location...........: W1 - CHARLOTTE
Vendor.............: AIM - AIMCO PRODUCTS            Counted By:  _________________
Sort By............: PART
Deadstock..........: N                               Checked By:  _________________
-------------------------------------------------------------------------------------
Item     Bin       QOH VND Part                 SUOM     NewQOH    Description
-------------------------------------------------------------------------------------
00041)  NONE        2 AIM 5357                            _______  CHRYSLER ROTORS
00042)  NONE        2 AIM 54013                  EA       _______  FORD ROTORS
00043)  NONE        2 AIM 54021                           _______  FORD ROTORS
00044)  NONE        4 AIM 54030                           _______  FORD ROTORS
00045)  NONE        4 AIM 54034                           _______  FORD ROTORS
00046)  NONE        1 AIM 54039                  EA       _______  FORD HUB AND ROTOR
00047)  NONE        2 AIM 54063                  EA       _______  FORD ROTORS
00048)  NONE        6 AIM 54064                  EA       _______  FORD ROTORS
00049)  NONE        4 AIM 54078                  EA       _______  FORD ROTORS
00050)  NONE        1 AIM 55001                           _______  GM ROTORS
00051)  NONE        2 AIM 55031                  EA       _______  GM ROTORS
00052)  NONE        8 AIM 55032                  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 AIM 8975C                           _______  DOMESTIC DRUMS
00062)  NONE        6 AIM SD411S                 EA       _______  SEVERE DUTY HIGH P
00063)  NONE        4 AIM SD757S                 EA       _______  SEVERE DUTY HIGH P
00064)  NONE        3 AIM SD777S                 EA       _______  SEVERE HIGH DUTY P
00065)  NONE        2 AIM SPC370S                EA       _______  AIMCO CERAMIC DISC
00066)  NONE       31 AIM SPM757S                EA       _______  SUPER PREMIUM PERF
          Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit:
```

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:

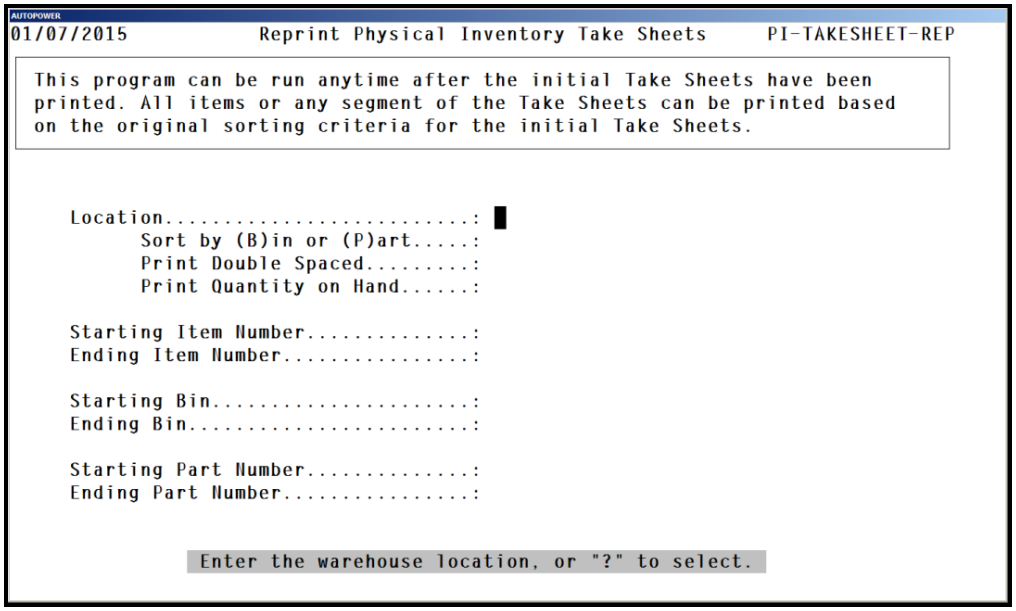
The New Quantity on Hand field is where you will write in the new shelf count for the part number that is being counted.

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.



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:

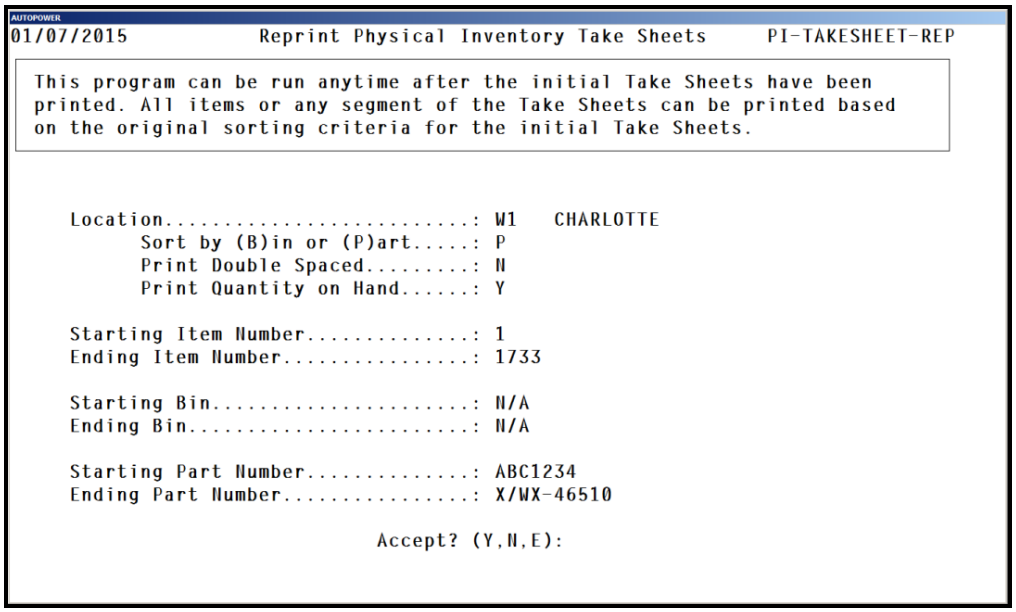
Enter in the Ending Bin Number.

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 can be run anytime after the initial Take Sheets have been printed. All items or any segment of the Take Sheets can be printed based on the original sorting criteria for the initial Take Sheets.
Location.....: W1 CHARLOTTE
Sort by (B)in or (P)art.....: P
Print Double Spaced.....: N
Print Quantity on Hand.....: Y
Starting Item Number.....: 1
Ending Item Number.....: 1733
Starting Bin.....: N/A
Ending Bin.....: N/A
Starting Part Number.....: ABC1234
Ending Part Number.....: X/WX-46510
Accept? (Y,N,E):

Section 1.4 – Zero and Lock Inventory QOH Prior to Count

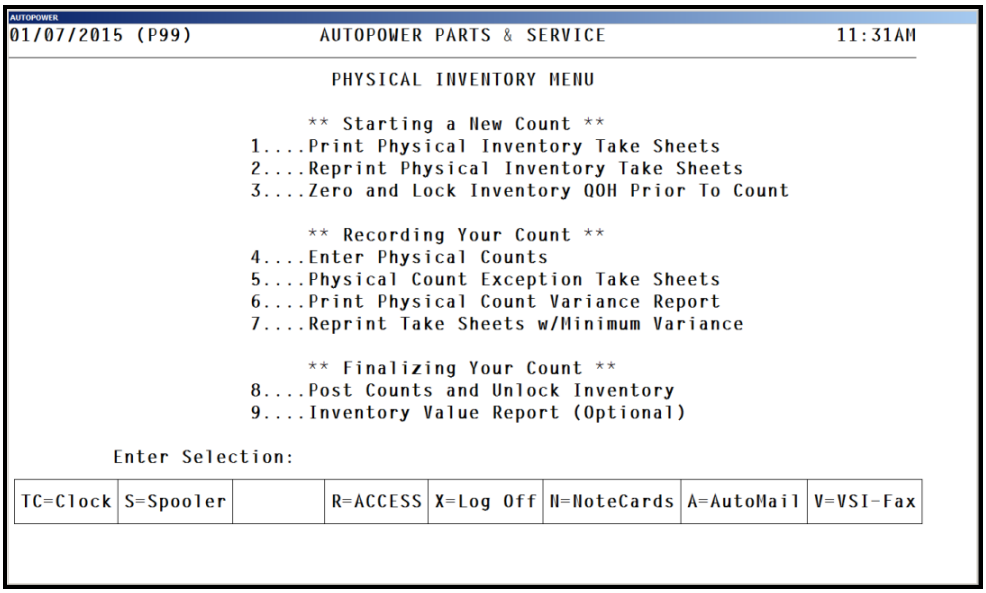
This step will Zero and lock the QOH for the ENTIRE Inventory. The inventory will be "LOCKED" so that changes cannot be made. If you must do a count by vendor line code, use the "Cycle Count Menu options".

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.

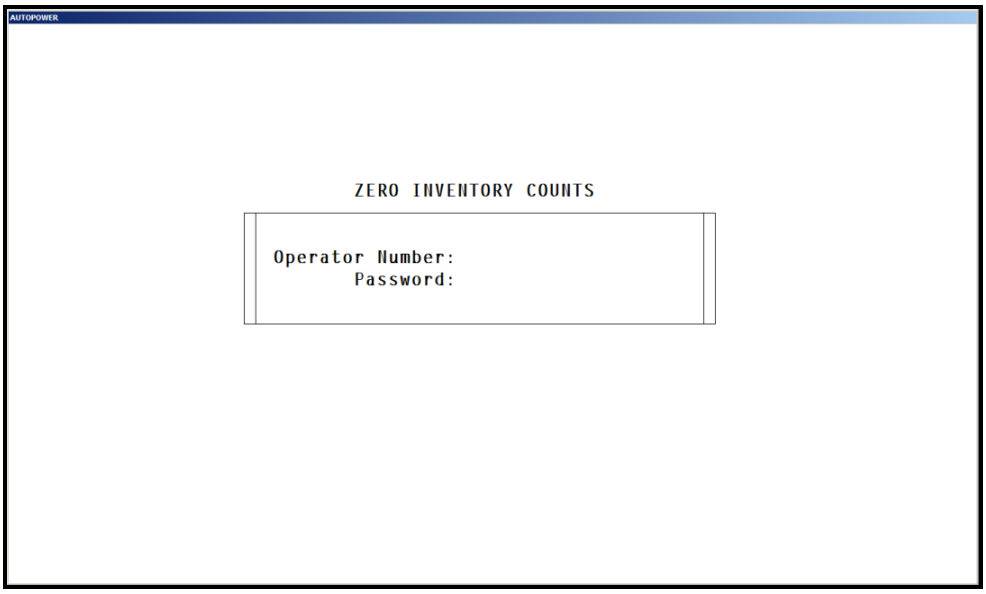
This option CAN ONLY BE initiated once. The system will tell you if you attempt to initiate it again without completing all Physical Inventory steps. You will see a message that the Location has been locked for a Physical Inventory Count if you try to initiate this option more than once.

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

- 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.



Field Descriptions:

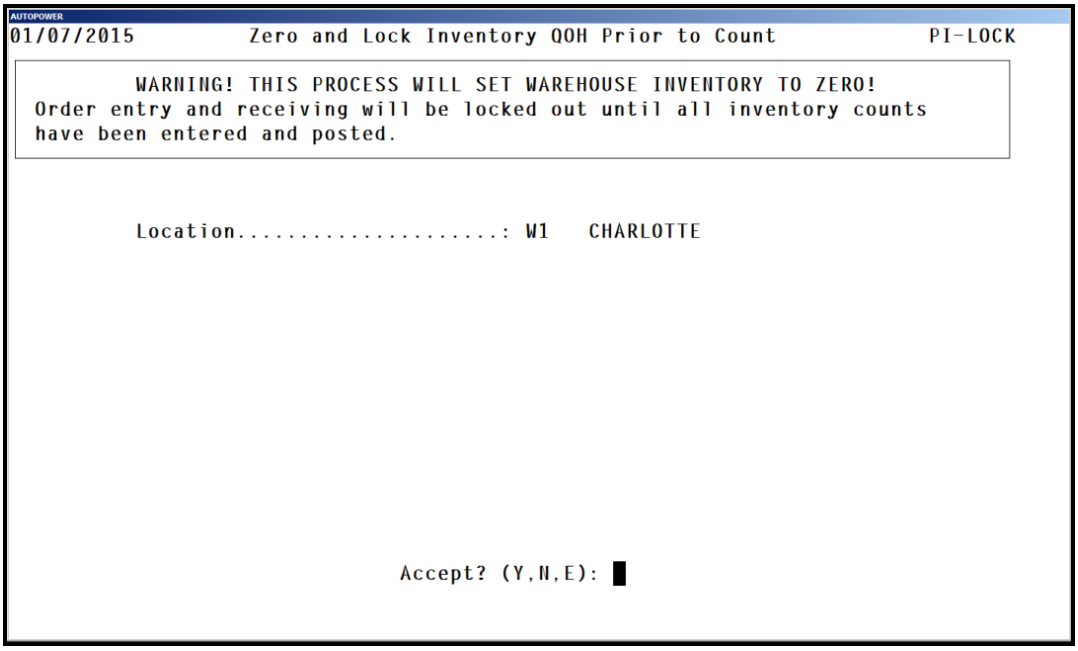
Operator Number:

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.



Field Descriptions:

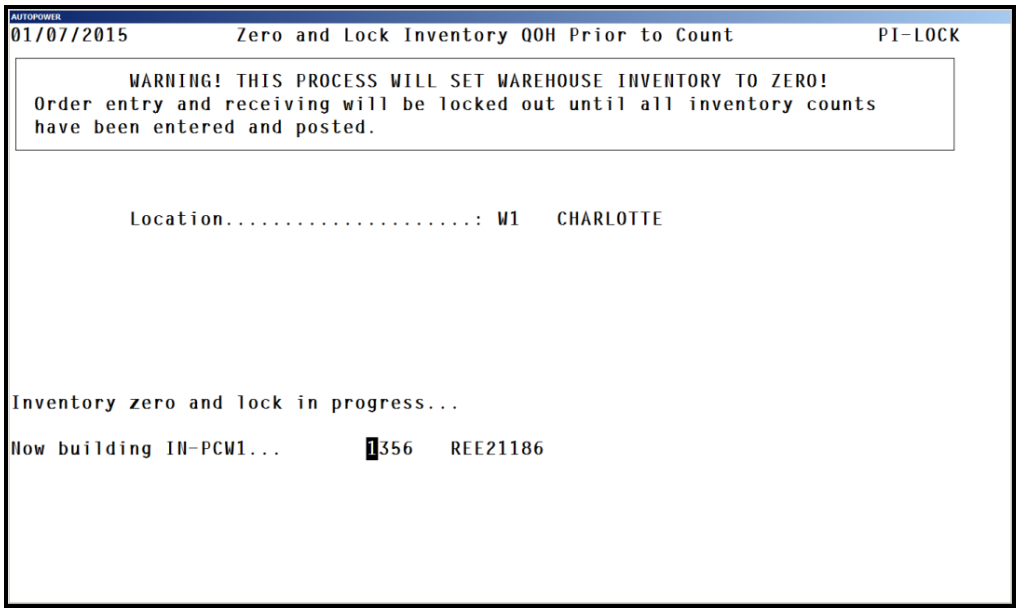
Location:

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:



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

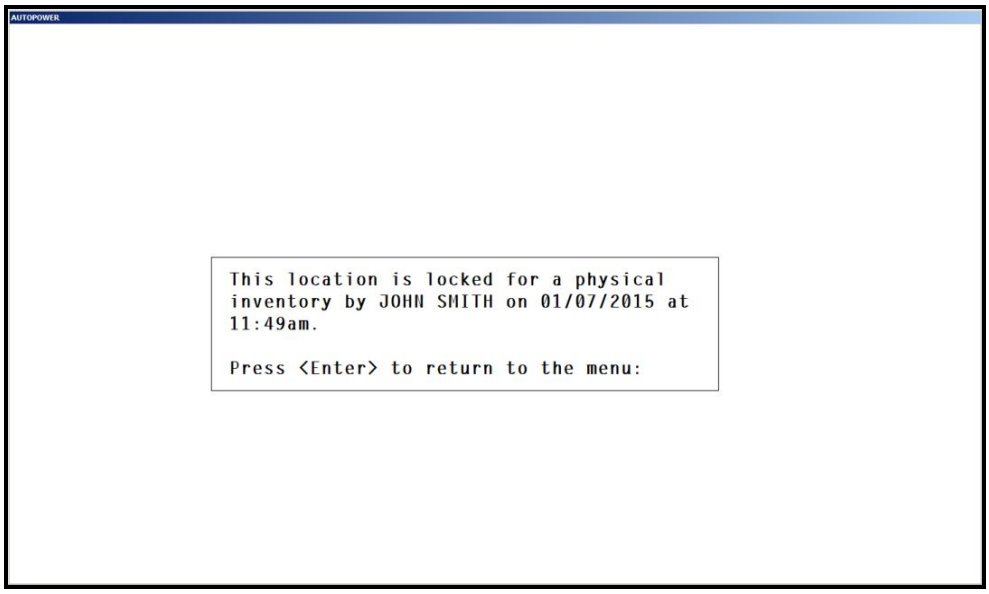
Once the reset has completed, you will be brought back to the Physical Inventory Menu.

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.**

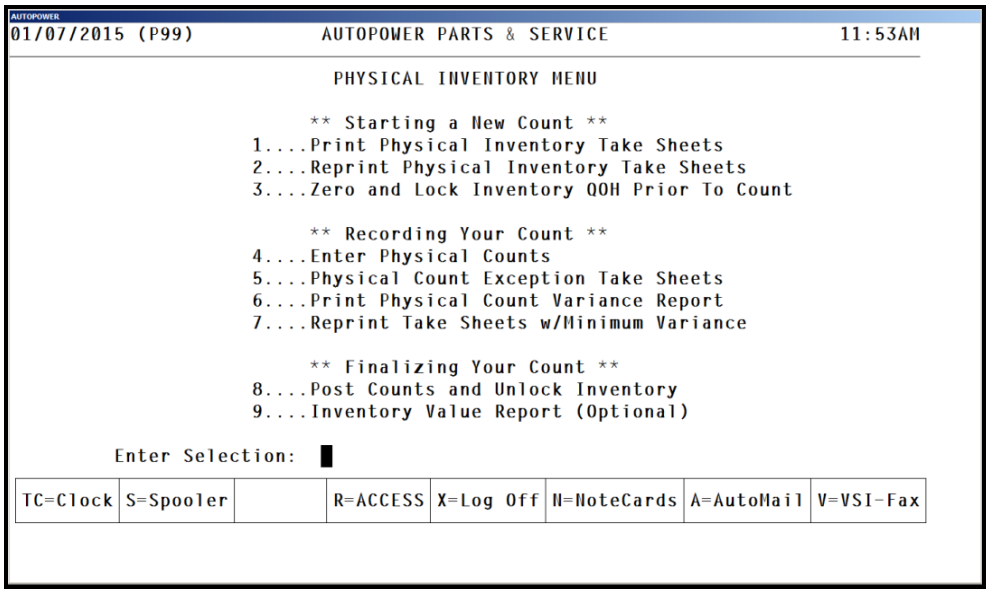
The Order Entry and Receiving modules will not allow you to process orders or receive in inventory until the Physical Inventory process has been completed.

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

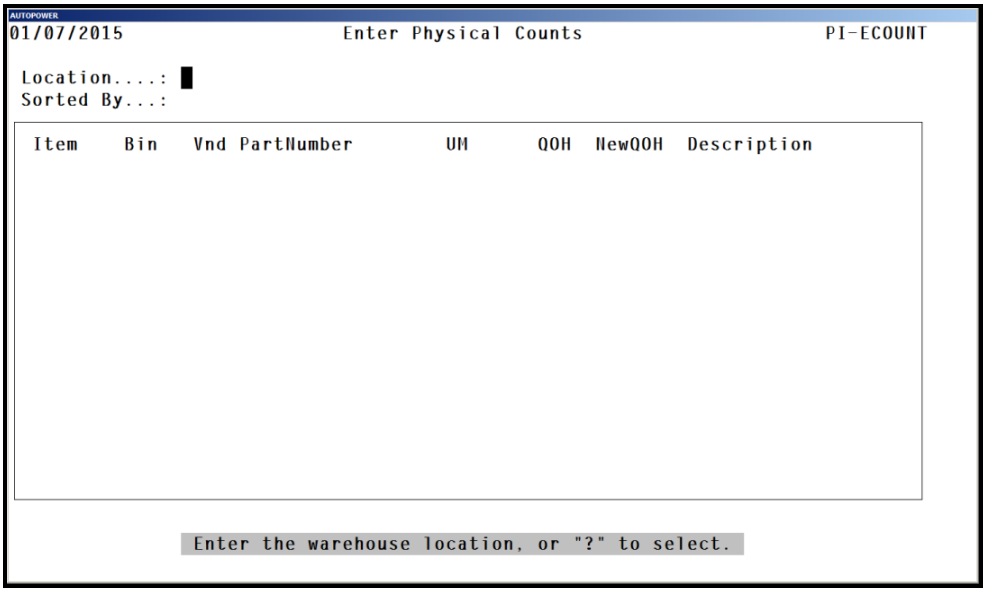

AUTOPOWER
This location is locked for a physical inventory by JOHN SMITH on 01/07/2015 at 11:49am.
Press <Enter> to return to the menu:

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.



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



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.

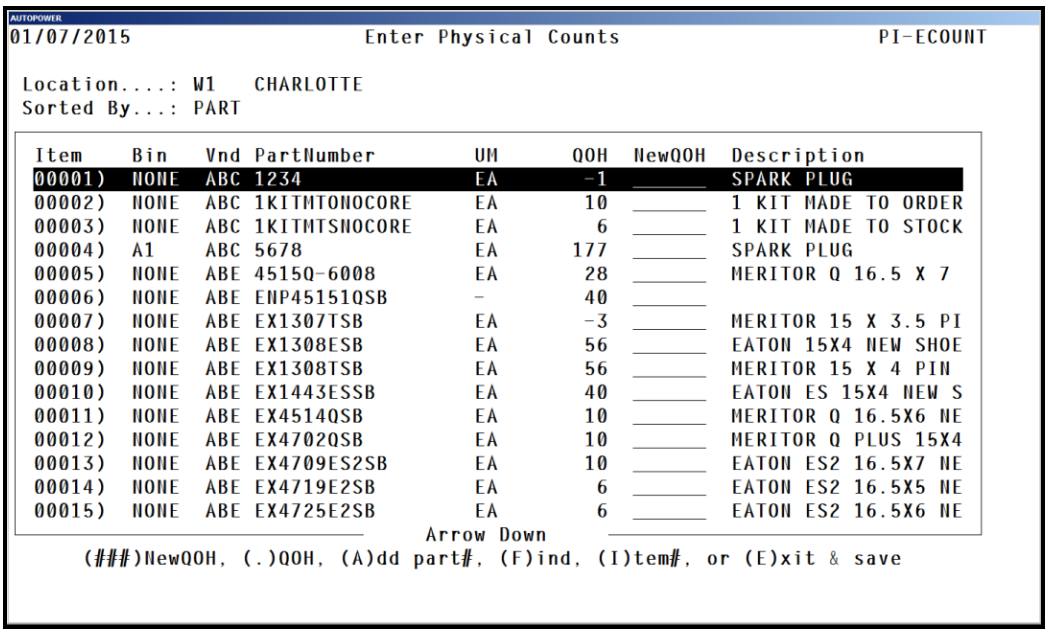
Field Descriptions:

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.



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:

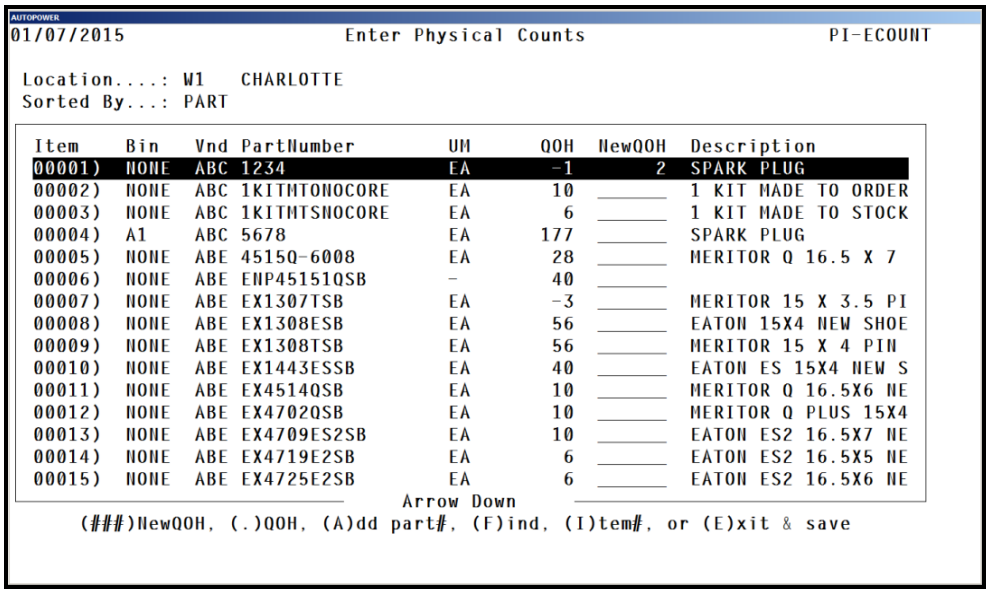
The description for the part number will display in this column. This is the description that is in the Inventory File Maintenance record for the part number.

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.



(.) QOH:

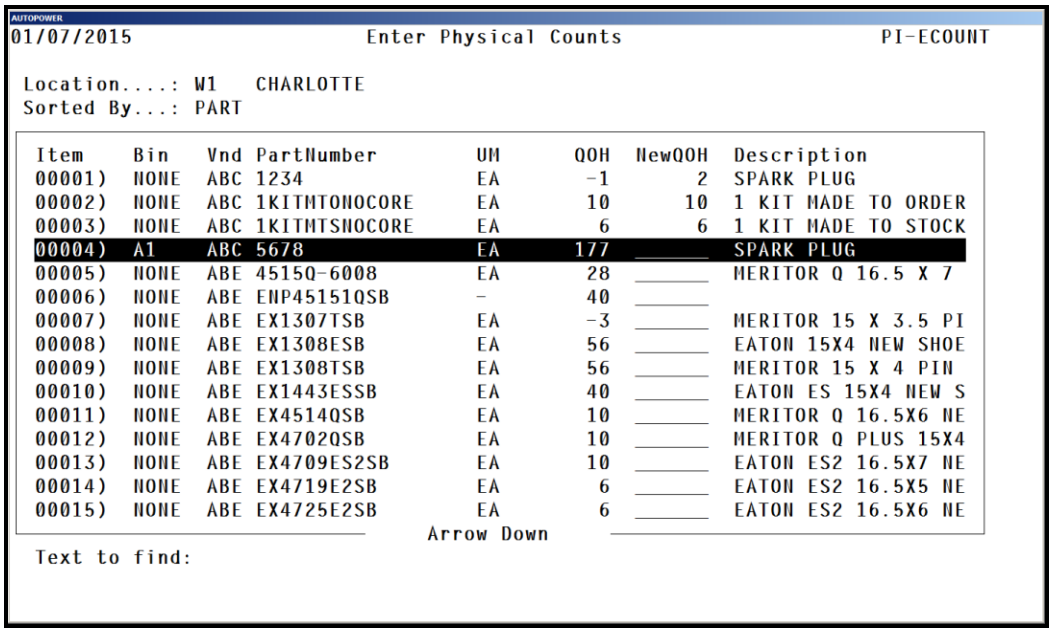
The (.) QOH will allow you to press the "." period to accept the Before QOH prior to the Count if there has been no change in the QOH for the part number. If you hold down the period it will duplicate the old QOH on each part number as long as the "." period key is being pressed.

(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.

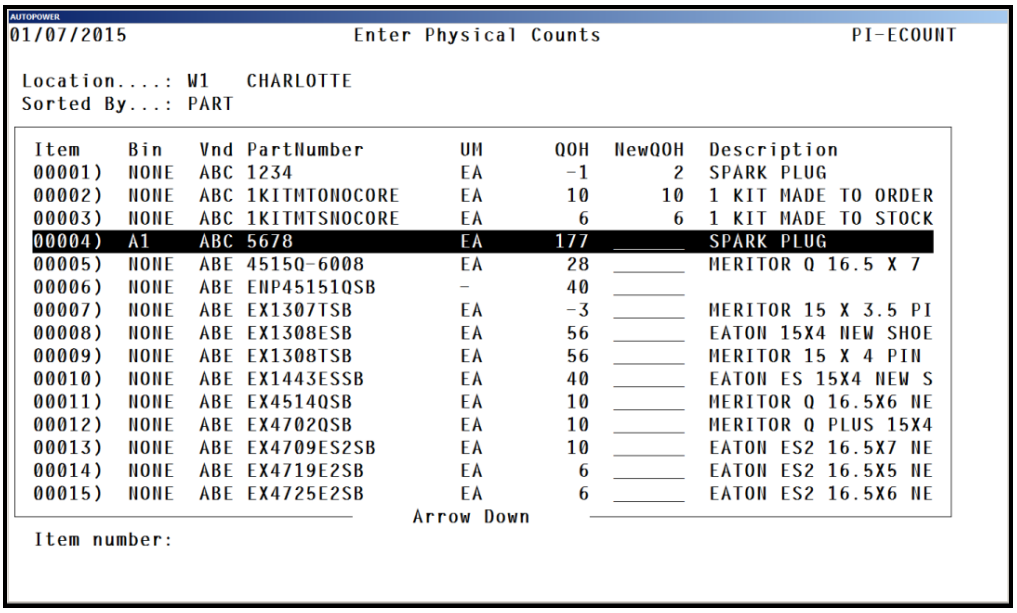
(F)ind:

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.



(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.



(E)xit & Save:

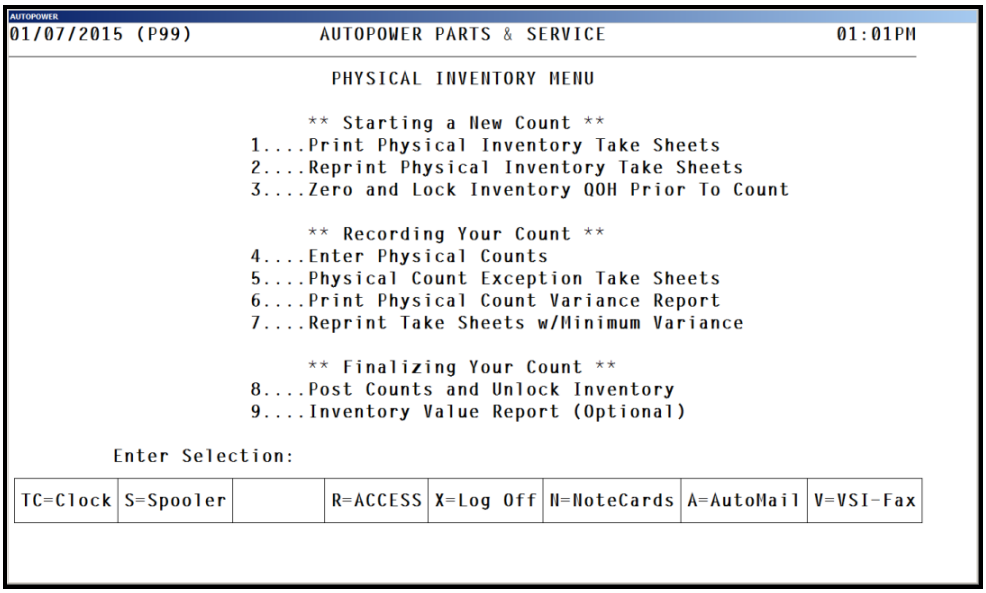
The Exit and Save option will allow you to type in **E** and exit the screen. All inputs will be saved at this point.

When the last part number NewQOH has been entered, press **E** to exit and save your entries.

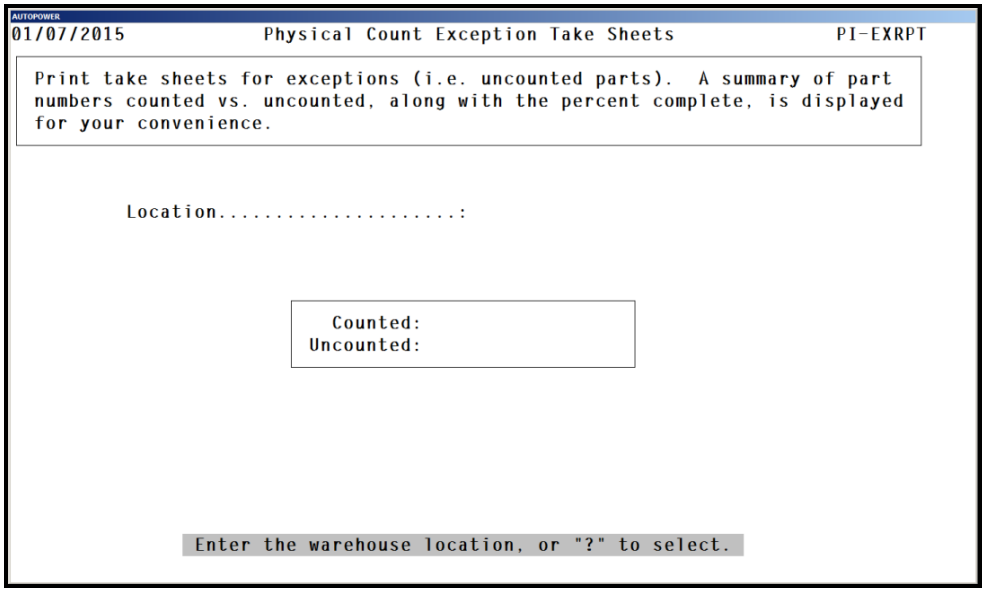
You will now run your Physical Exception Program to identify any part numbers that were not counted.

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.



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



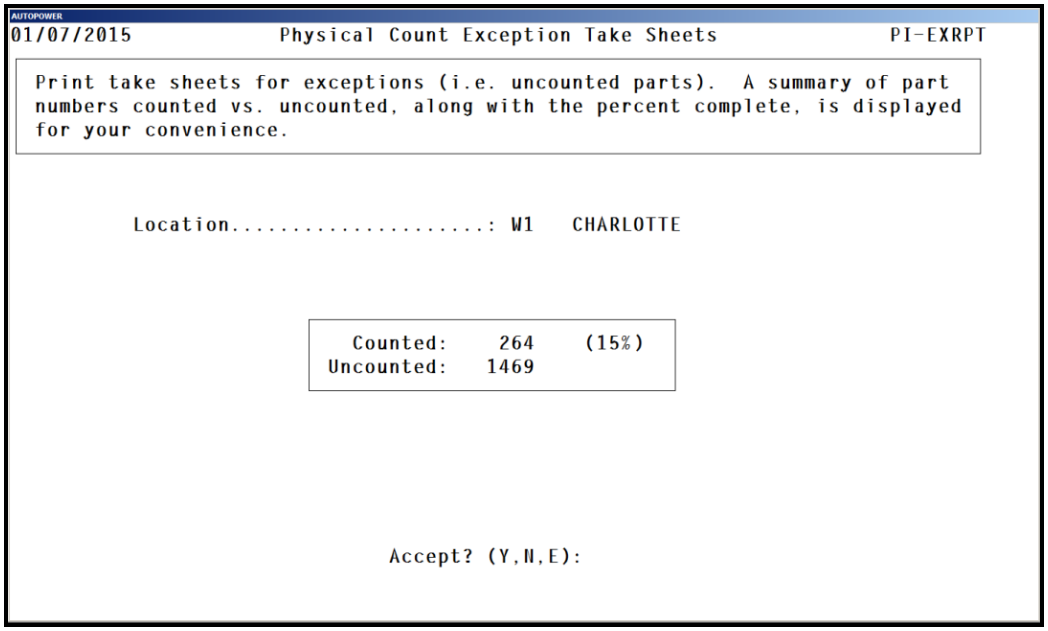
Field Descriptions:

Location (W1, W2…):

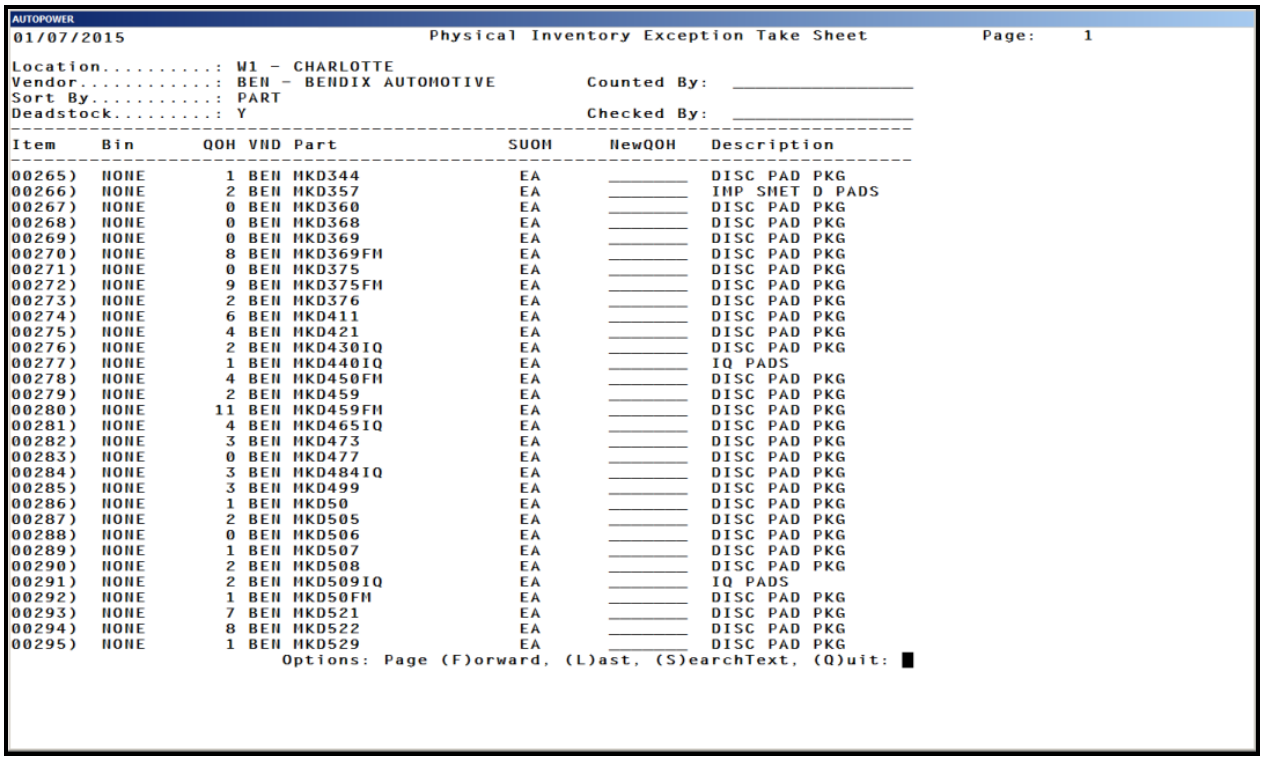
Type in the location number and press **ENTER**.

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.



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

01/07/2015 Physical Inventory Exception Take Sheet Page: 1

Location.....: W1 - CHARLOTTE
Vendor.....: BEN - BENDIX AUTOMOTIVE Counted By: _____
Sort By.....: PART
Deadstock.....: 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	MKD430IQ	EA	_____	DISC PAD PKG
00277)	NONE	1	BEN	MKD440IQ	EA	_____	IQ PADS
00278)	NONE	4	BEN	MKD450FM	EA	_____	DISC PAD PKG
00279)	NONE	2	BEN	MKD459	EA	_____	DISC PAD PKG
00280)	NONE	11	BEN	MKD459FM	EA	_____	DISC PAD PKG
00281)	NONE	4	BEN	MKD465IQ	EA	_____	DISC PAD PKG
00282)	NONE	3	BEN	MKD473	EA	_____	DISC PAD PKG
00283)	NONE	0	BEN	MKD477	EA	_____	DISC PAD PKG
00284)	NONE	3	BEN	MKD484IQ	EA	_____	DISC PAD PKG
00285)	NONE	3	BEN	MKD499	EA	_____	DISC PAD PKG
00286)	NONE	1	BEN	MKD50	EA	_____	DISC PAD PKG
00287)	NONE	2	BEN	MKD505	EA	_____	DISC PAD PKG
00288)	NONE	0	BEN	MKD506	EA	_____	DISC PAD PKG
00289)	NONE	1	BEN	MKD507	EA	_____	DISC PAD PKG
00290)	NONE	2	BEN	MKD508	EA	_____	DISC PAD PKG
00291)	NONE	2	BEN	MKD509IQ	EA	_____	IQ PADS
00292)	NONE	1	BEN	MKD50FM	EA	_____	DISC PAD PKG
00293)	NONE	7	BEN	MKD521	EA	_____	DISC PAD PKG
00294)	NONE	8	BEN	MKD522	EA	_____	DISC PAD PKG
00295)	NONE	1	BEN	MKD529	EA	_____	DISC PAD PKG

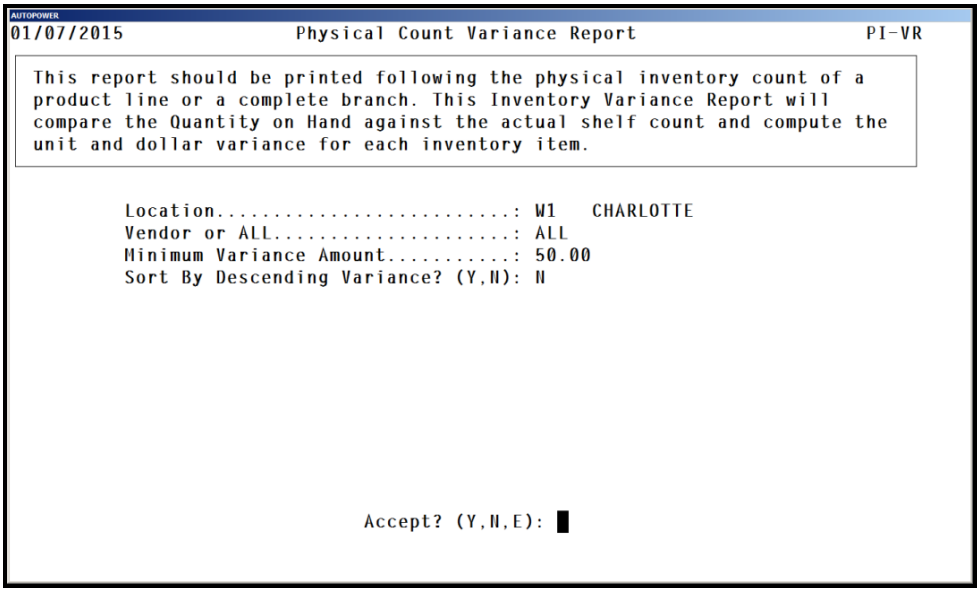
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:

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:



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.

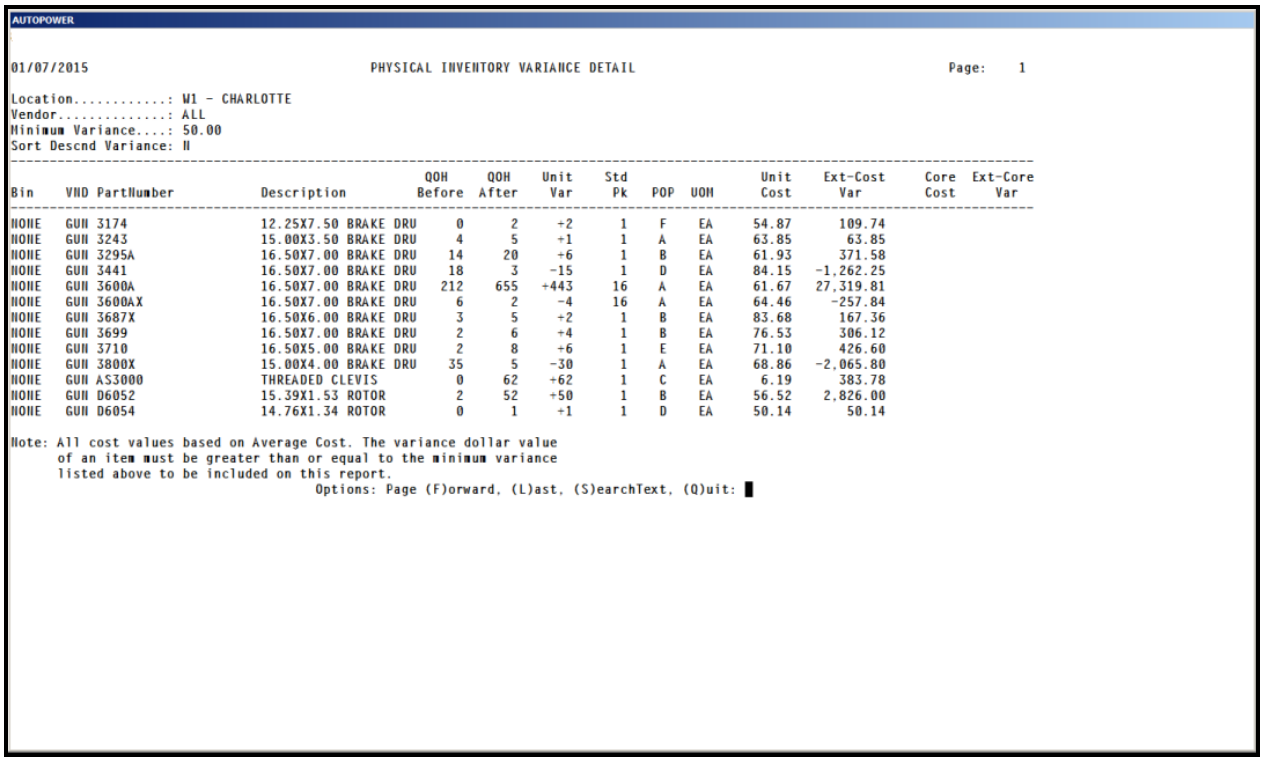
Minimum Variance Amount:

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:



AUTOPOWER

01/07/2015 PHYSICAL INVENTORY VARIANCE DETAIL Page: 1

Location.....: W1 - CHARLOTTE
Vendor.....: ALL
Minimum Variance....: 50.00
Sort Descnd Variance: N

Bin	VND	PartNumber	Description	QOH Before	QOH After	Unit Var	Std Pk	POP	UOM	Unit Cost	Ext-Cost Var	Core Cost	Ext-Core Var
NONE	GUN	3174	12.25X7.50 BRAKE DRU	0	2	+2	1	F	EA	54.87	109.74		
NONE	GUN	3243	15.00X3.50 BRAKE DRU	4	5	+1	1	A	EA	63.85	63.85		
NONE	GUN	3295A	16.50X7.00 BRAKE DRU	14	20	+6	1	B	EA	61.93	371.58		
NONE	GUN	3441	16.50X7.00 BRAKE DRU	18	3	-15	1	D	EA	84.15	-1,262.25		
NONE	GUN	3600A	16.50X7.00 BRAKE DRU	212	655	+443	16	A	EA	61.67	27,319.81		
NONE	GUN	3600AX	16.50X7.00 BRAKE DRU	6	2	-4	16	A	EA	64.46	-257.84		
NONE	GUN	3687X	16.50X6.00 BRAKE DRU	3	5	+2	1	B	EA	83.68	167.36		
NONE	GUN	3699	16.50X7.00 BRAKE DRU	2	6	+4	1	B	EA	76.53	306.12		
NONE	GUN	3710	16.50X5.00 BRAKE DRU	2	8	+6	1	E	EA	71.10	426.60		
NONE	GUN	3800X	15.00X4.00 BRAKE DRU	35	5	-30	1	A	EA	68.86	-2,065.80		
NONE	GUN	AS3000	THREADED CLEVIS	0	62	+62	1	C	EA	6.19	383.78		
NONE	GUN	D6052	15.39X1.53 ROTOR	2	52	+50	1	B	EA	56.52	2,826.00		
NONE	GUN	D6054	14.76X1.34 ROTOR	0	1	+1	1	D	EA	50.14	50.14		

Note: All cost values based on Average Cost. The variance dollar value
of an item must be greater than or equal to the minimum variance
listed above to be included on this report.
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:

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.

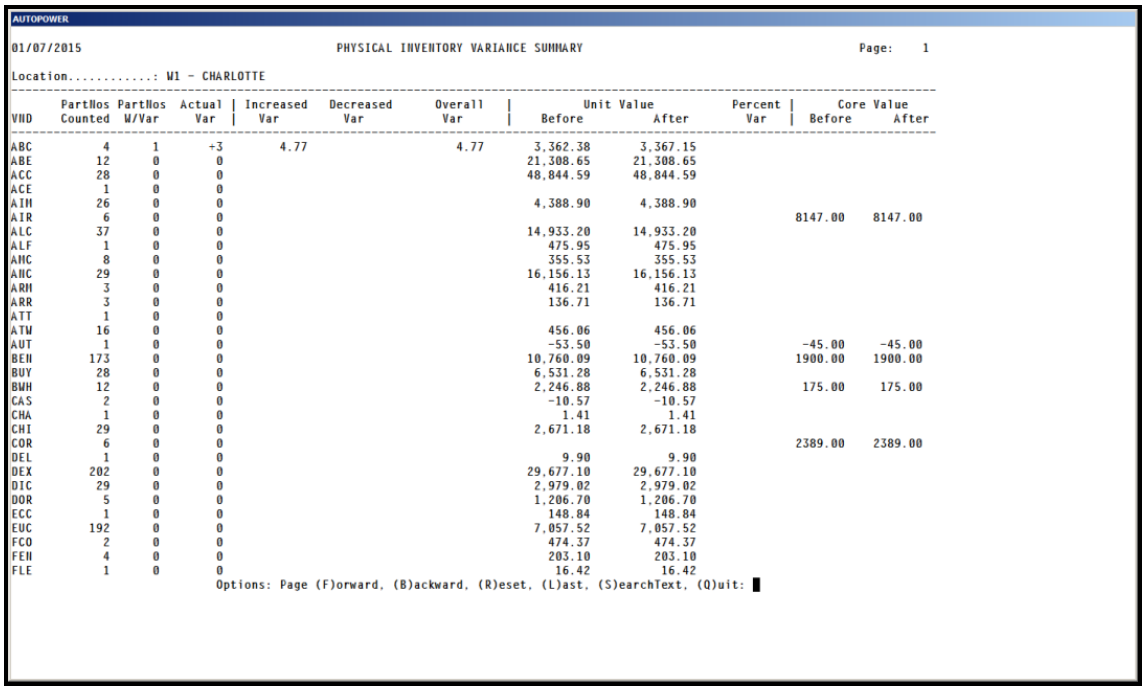
Core Cost:

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.

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



AUTOPOWER

01/07/2015 PHYSICAL INVENTORY VARIANCE SUMMARY Page: 1

Location.....: W1 - CHARLOTTE

VND	PartNos Counted	PartNos W/Var	Actual Var	Increased Var	Decreased Var	Overall Var	Unit Value Before	Unit Value After	Percent Var	Core Value Before	Core Value After
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								
AIH	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			
AMC	8	0	0				355.53	355.53			
ANC	29	0	0				16,156.13	16,156.13			
ARH	3	0	0				416.21	416.21			
ARR	3	0	0				136.71	136.71			
ATT	1	0	0								
ATW	16	0	0				456.06	456.06			
AUT	1	0	0				-53.50	-53.50		-45.00	-45.00
BEN	173	0	0				10,760.09	10,760.09		1900.00	1900.00
BUY	28	0	0				6,531.28	6,531.28			
BWH	12	0	0				2,246.88	2,246.88		175.00	175.00
CAS	2	0	0				-10.57	-10.57			
CHA	1	0	0				1.41	1.41			
CHI	29	0	0				2,671.18	2,671.18			
COR	6	0	0							2389.00	2389.00
DEL	1	0	0				9.90	9.90			
DEX	202	0	0				29,677.10	29,677.10			
DIC	29	0	0				2,979.02	2,979.02			
DOR	5	0	0				1,206.70	1,206.70			
ECC	1	0	0				148.84	148.84			
EUC	192	0	0				7,057.52	7,057.52			
FCO	2	0	0				474.37	474.37			
FEN	4	0	0				203.10	203.10			
FLE	1	0	0				16.42	16.42			

Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit:

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:

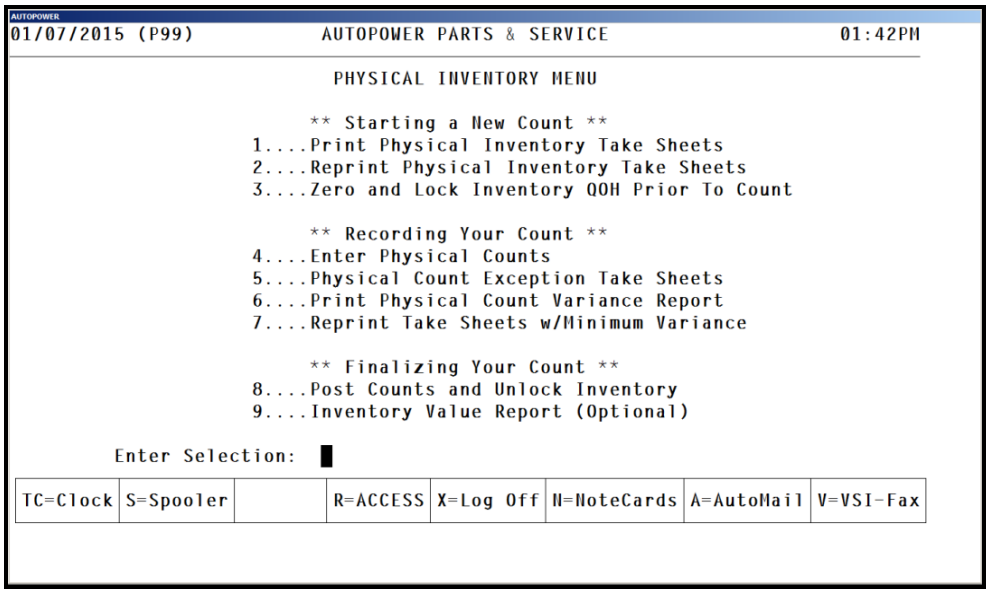
The Core Value Before Count column will reflect the Core Cost Value before the Physical Inventory Count.

Core Value After Count:

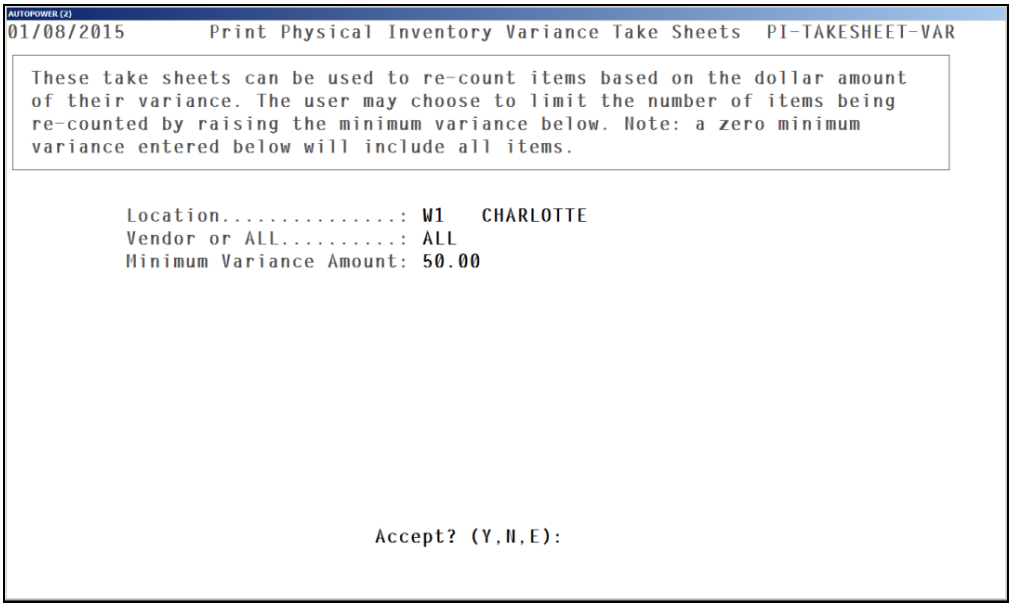
The Core Value After Count column will reflect the Core Cost Value after the Physical Inventory Count.

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.



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

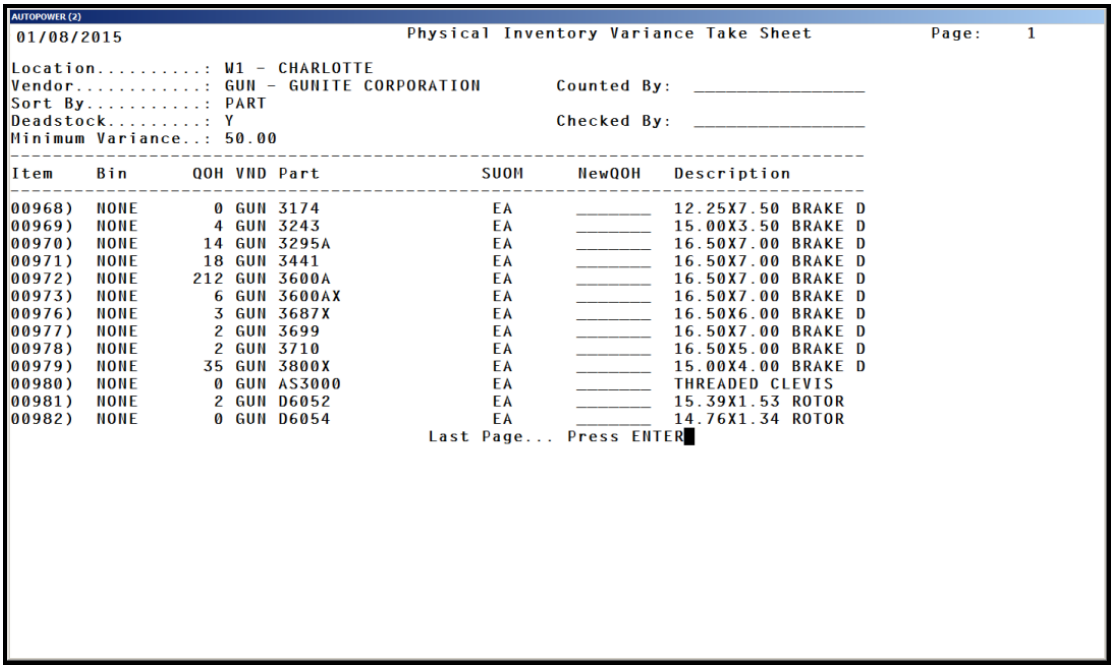
Vendor or ALL: The default will be "ALL" Vendors but you can enter a particular vendor line code.

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.

Example of the Physical Inventory Variance Take Sheet is below.



AUTOPOWER (2)

01/08/2015 Physical Inventory Variance Take Sheet Page: 1

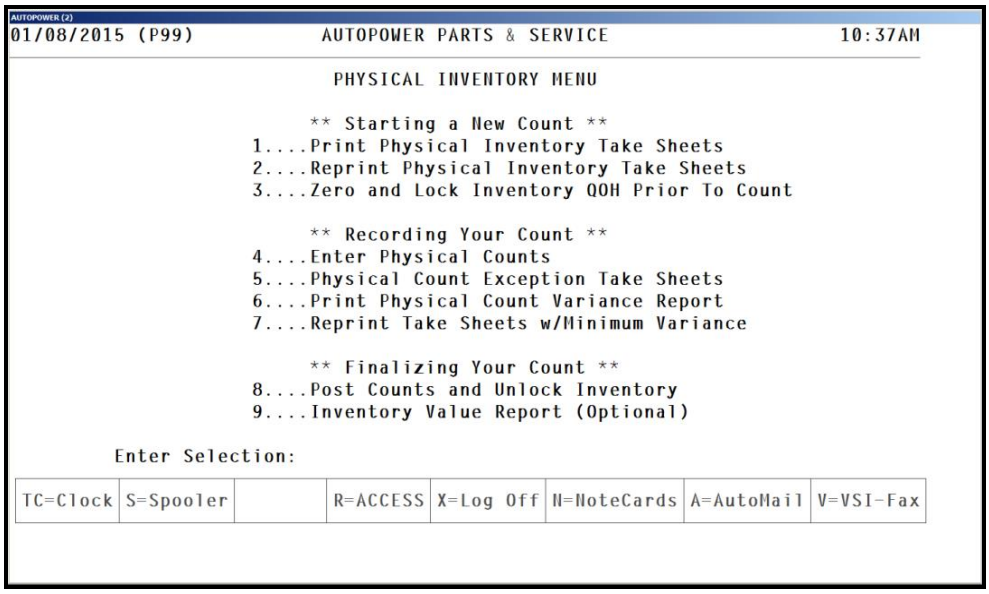
Location.....: W1 - CHARLOTTE
Vendor.....: GUN - GUNITE CORPORATION Counted By: _____
Sort By.....: PART
Deadstock.....: Y Checked By: _____
Minimum Variance..: 50.00

Item	Bin	QOH	VND	Part	SUOM	NewQOH	Description
00968)	NONE	0	GUN	3174	EA	_____	12.25X7.50 BRAKE D
00969)	NONE	4	GUN	3243	EA	_____	15.00X3.50 BRAKE D
00970)	NONE	14	GUN	3295A	EA	_____	16.50X7.00 BRAKE D
00971)	NONE	18	GUN	3441	EA	_____	16.50X7.00 BRAKE D
00972)	NONE	212	GUN	3600A	EA	_____	16.50X7.00 BRAKE D
00973)	NONE	6	GUN	3600AX	EA	_____	16.50X7.00 BRAKE D
00976)	NONE	3	GUN	3687X	EA	_____	16.50X6.00 BRAKE D
00977)	NONE	2	GUN	3699	EA	_____	16.50X7.00 BRAKE D
00978)	NONE	2	GUN	3710	EA	_____	16.50X5.00 BRAKE D
00979)	NONE	35	GUN	3800X	EA	_____	15.00X4.00 BRAKE D
00980)	NONE	0	GUN	AS3000	EA	_____	THREADED CLEVIS
00981)	NONE	2	GUN	D6052	EA	_____	15.39X1.53 ROTOR
00982)	NONE	0	GUN	D6054	EA	_____	14.76X1.34 ROTOR

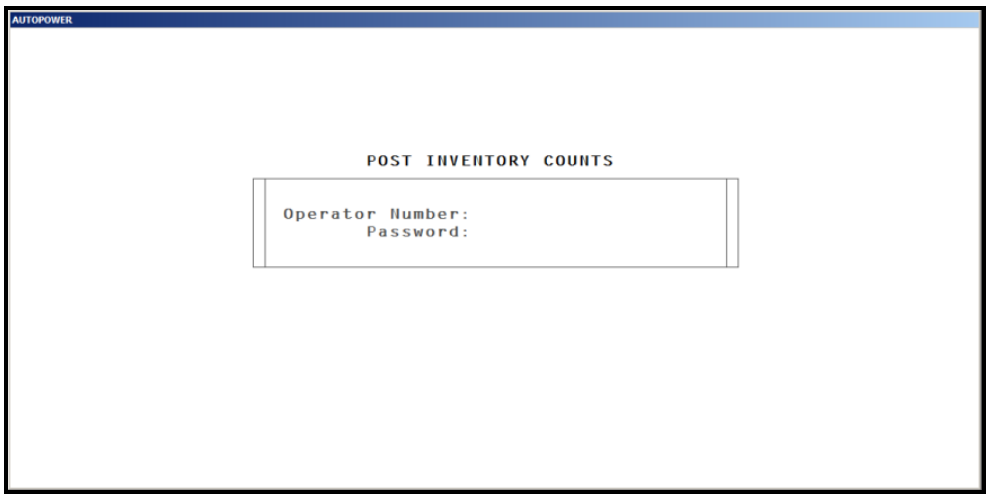
Last Page... Press ENTER

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.



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



Field Descriptions:

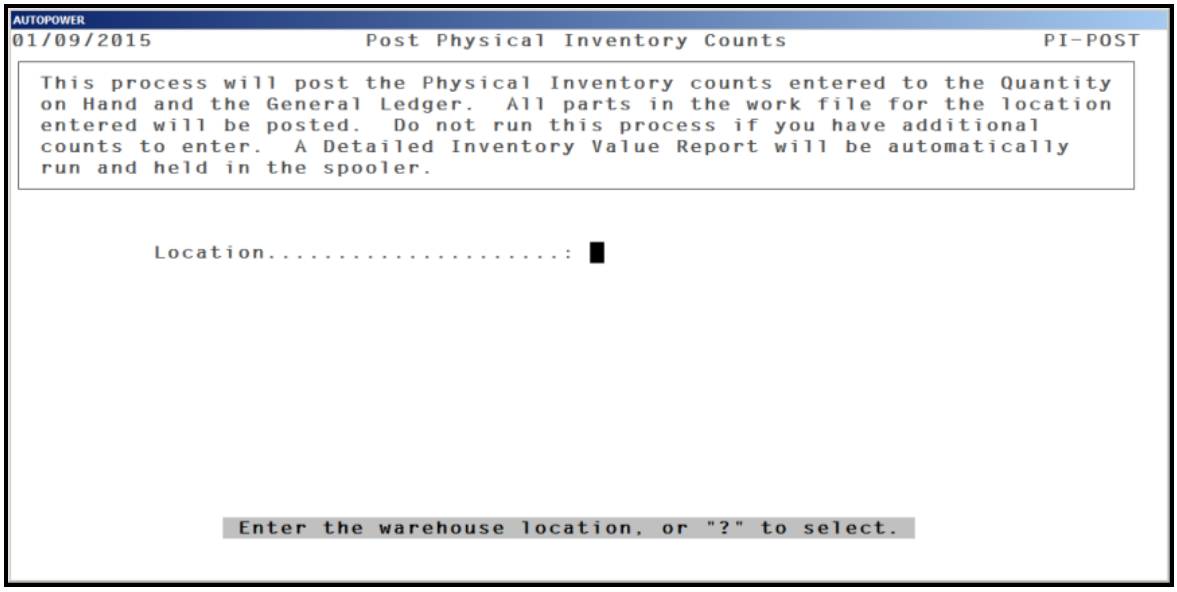
Operator Number:

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:



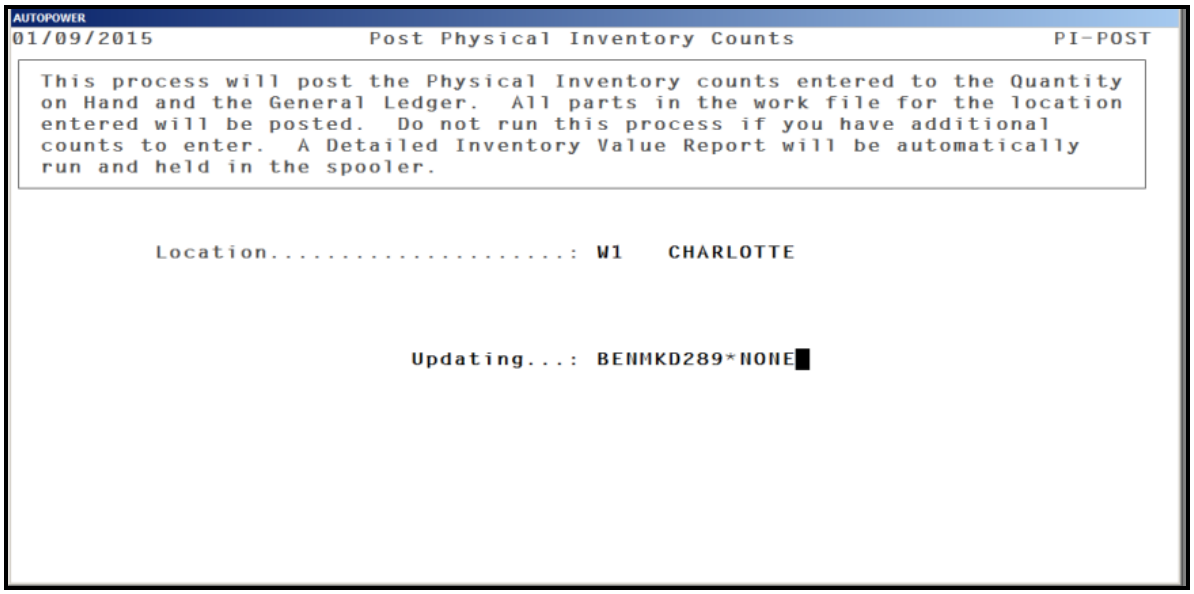
Field Descriptions

Location:

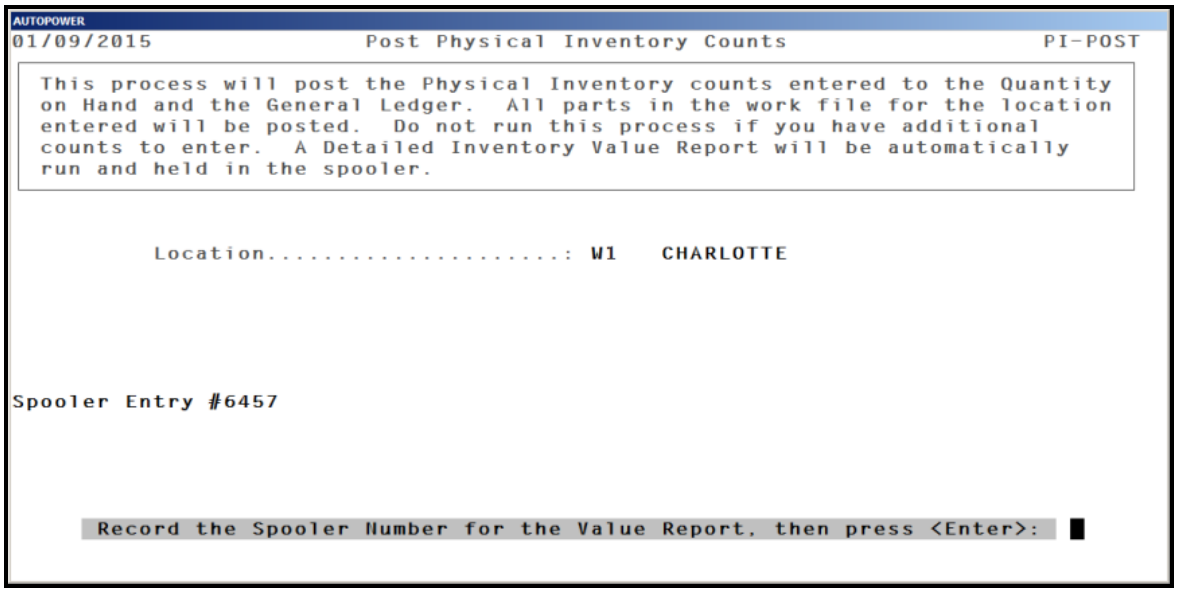
Type the location where the inventory will be updated and press **ENTER**.

Accept? (Y, N, E):

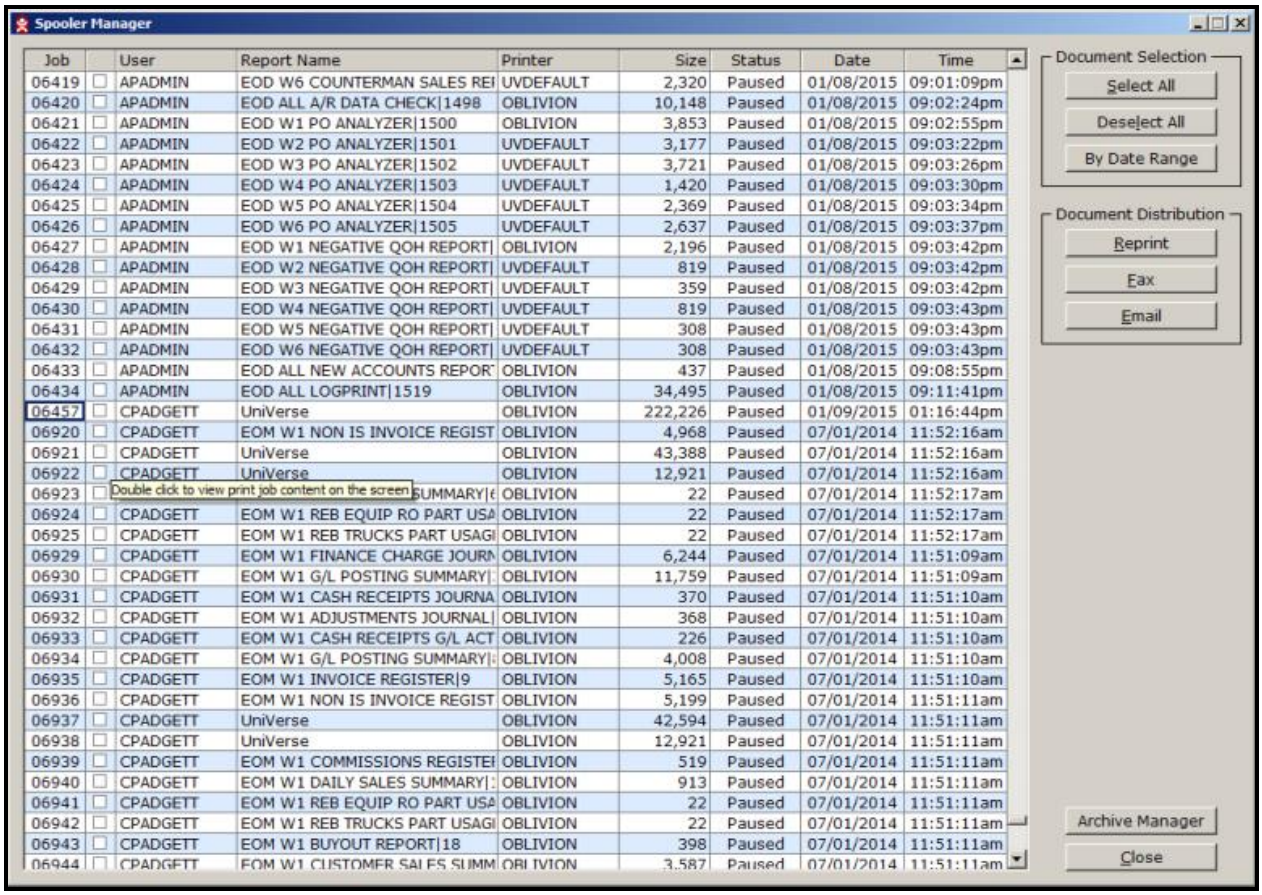
Type in **Y if y**ou are ready to update the quantities on hand with the quantities that were counted. If you type in **N the** cursor will go back to the Physical Inventory menu.



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.



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.



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 VALUE REPORT PAGE: 1
FOR LOCATION W1 - CHARLOTTE
PHYSICAL INVENTORY FINAL

VEN	Part Number	DESCRPTION	QOH	AVG-COST	AVG-VALUE	CORE-COST	CORE VALUE	VALUE AT AVERAGE COST
ABC	1KITMTONOCORE	1 KIT MADE TO ORDER	10	165.28	1,652.80			1,652.80
ABC	1KITMTSNOCORE	1 KIT MADE TO STOCK	6	238.29	1,429.74			1,429.74
ABC	1234	SPARK PLUG	2	1.59	3.18			3.18
ABC	5678	SPARK PLUG	177	1.59	281.43			281.43
***			195		3,367.15			3,367.15
ABE	4515Q-6008	MERITOR Q 16.5 X 7 R	28	73.98	2,071.32			2,071.32
ABE	ENP45151QSB		40	203.04	8,121.60			8,121.60
ABE	EX1307TSB	MERITOR 15 X 3.5 PIN	-3	53.90	-161.70			-161.70
ABE	EX1308ESB	EATON 15X4 NEW SHOE	56	51.94	2,908.64			2,908.64
ABE	EX1308TSB	MERITOR 15 X 4 PIN T	56	53.64	3,003.84			3,003.84
ABE	EX1443ESSB	EATON ES 15X4 NEW SH	40	57.06	2,282.40			2,282.40
ABE	EX4514QSB	MERITOR Q 16.5X6 NEW	10	57.15	571.50			571.50
ABE	EX4702QSB	MERITOR Q PLUS 15X4	10	49.82	498.20			498.20
ABE	EX4709ES2SB	EATON ES2 16.5X7 NEW	10	58.31	583.10			583.10
ABE	EX4719E2SB	EATON ES2 16.5X5 NEW	6	66.68	400.08			400.08
ABE	EX4725E2SB	EATON ES2 16.5X6 NEW	6	72.85	437.10			437.10
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	WHEEL GUARD UNI-MOUN	54	1.79	96.66			96.66
ACC	7902	ACCURIDE 8 HOLE WHEE	0	1.79	0.00			
ACC	27403E	22.5"X7.5" 10 HOLE D	18	95.15	1,712.70			1,712.70
ACC	27404E	22.5X8.25 WHITE DCN	41	65.50	2,685.50			2,685.50
ACC	27406E	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			
ACC	28112	WHEEL 17.5X6.75 10 H	11	94.26	1,036.86			1,036.86
ACC	28112E	17.5X6.75 10 HOLE WH	0	93.29	0.00			
ACC	28145E	ACCURIDE 17.5X6.75 6	6	97.40	584.40			584.40
ACC	28157	22.5X6.75 FORD WHEEL	20	120.06	2,401.20			2,401.20
ACC	28160	ACCURIDE 22.5"X6.75"	2	124.04	248.08			248.08
ACC	28192E	22.5"X9" 3.12" OFFSE	2	239.78	479.56			479.56
ACC	28408	ACCURIDE 22.5X8.25 1	1	65.81	65.81			65.81
ACC	28408E	22.5 X 8.25 WHEEL 10	109	64.61	7,042.49			7,042.49
ACC	28409E	24.5 X 8.25 WHEEL 10	96	69.33	6,655.68			6,655.68
ACC	28415	ACCURIDE 8 HOLE 22.5	0	75.80	0.00			

X/W	X-40555	14" WHEEL	1	35.20	35.20			35.20
X/W	X-40628	HAYES AXLE WHEELS	0	37.49	0.00			
X/W	X-40697	HAYES 14" IMPORT WHE	1	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	FORD 15"X6.5" 5-4.5	1	40.14	40.14			40.14
X/W	X-40720	14"X5.5" 1993-2002 T	0	31.63	0.00			
X/W	X-40723	15"X6"CHEVY,LUMINA,B	0	33.53	0.00			
X/W	X-40750	14" DODGE NEON WHEEL	1	37.47	37.47			37.47
X/W	X-40776	15X6 4-4 1/2 NISSAN	1	44.55	44.55			44.55
X/W	X-40827	16X7 5-4.5 FORD/MERC	34	36.25	1,232.50			1,232.50
X/W	X-40875	16X6.5" CHEVY IMPALA	25	39.50	987.50			987.50
X/W	X-44508	14"X6" 5 HOLE MULTI-	4	10.00	40.00			40.00
X/W	X-45219	15X6 5 ON 5 1/2" BC	4	44.55	178.20			178.20
X/W	X-45232	19.5X6 8 ON 6 1/2" B	5	75.10	375.50			375.50
X/W	X-45242	16X6 8 HOLE,61/2 INC	1	47.86	47.86			47.86
X/W	X-45304	16X6 8 ON 6.5 IN. BC	16	25.50	408.00			408.00
X/W	X-45315	15X6 DODGE GRAND CAR	1	33.97	33.97			33.97
X/W	X-45329	CHEVY 16" DUAL WHEEL	62	37.50	2,325.00			2,325.00
X/W	X-45333	16X6 8-6.5 FORD SERI	52	37.50	1,950.00			1,950.00
X/W	X-45334	FORD TRUCK F-350 16"	1	38.43	38.43			38.43
X/W	X-45399	16X6 DUAL FORD/DODGE	24	48.40	1,161.60			1,161.60
X/W	X-45401	16"X6" DODGE DUAL WH	4	44.82	179.28			179.28
X/W	X-45414	HAYES 15"X7" JEEP WH	1	35.11	35.11			35.11
X/W	X-45453	FORD 16X7 8H-6.5BC 4	37	33.54	1,240.98			1,240.98
X/W	X-45454	16"X7" 8-170MM WHEEL	11	40.43	444.73			444.73
X/W	X-45462	16X6" 10-7.25 B.C. F	5	51.76	258.80			258.80
X/W	X-45463	16"X6" 8-170MM B.C.	27	44.66	1,205.82			1,205.82

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FOR LOCATION W1 - CHARLOTTE
PHYSICAL INVENTORY FINAL

VEN	Part Number	DESCRPTION	QOH	AVG-COST	AVG-VALUE	CORE-COST	CORE VALUE	VALUE AT AVERAGE COST
X/W	X-45464	19.5X6 1999-03 FORD	30	99.32	2,979.60			2,979.60
X/W	X-45467	CHEVY 16" DUAL WHEEL	3	45.97	137.91			137.91
X/W	X-45477	16" CHEVY DUAL WHEEL	2	44.97	89.94			89.94
X/W	X-46510	19.5X6.0 10 HOLE 71/	10	95.88	958.80			958.80
***			367		16,605.23			16,605.23
			39051		399,969.24	19,072.00	419,041.24	

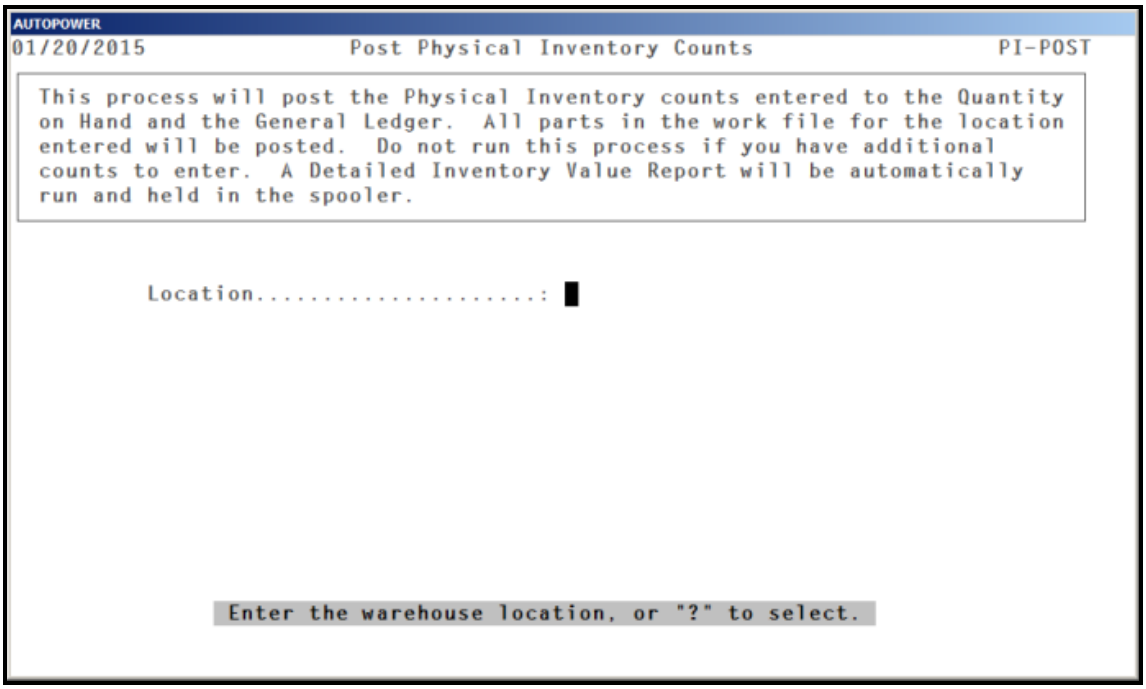
1837 records listed.

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

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

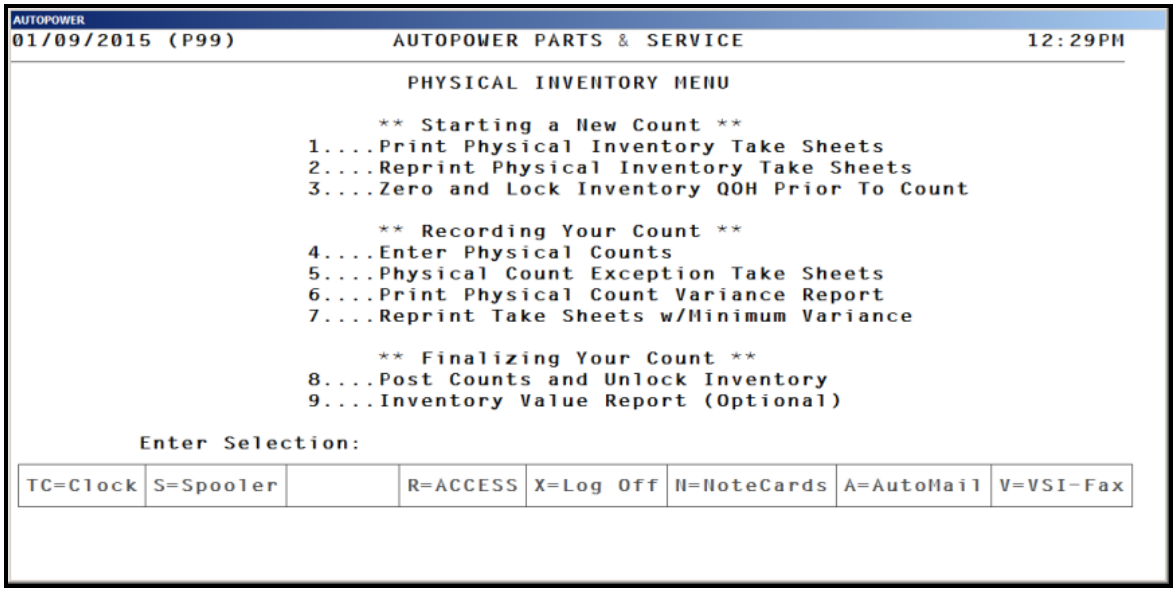
NOTE:

- 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.

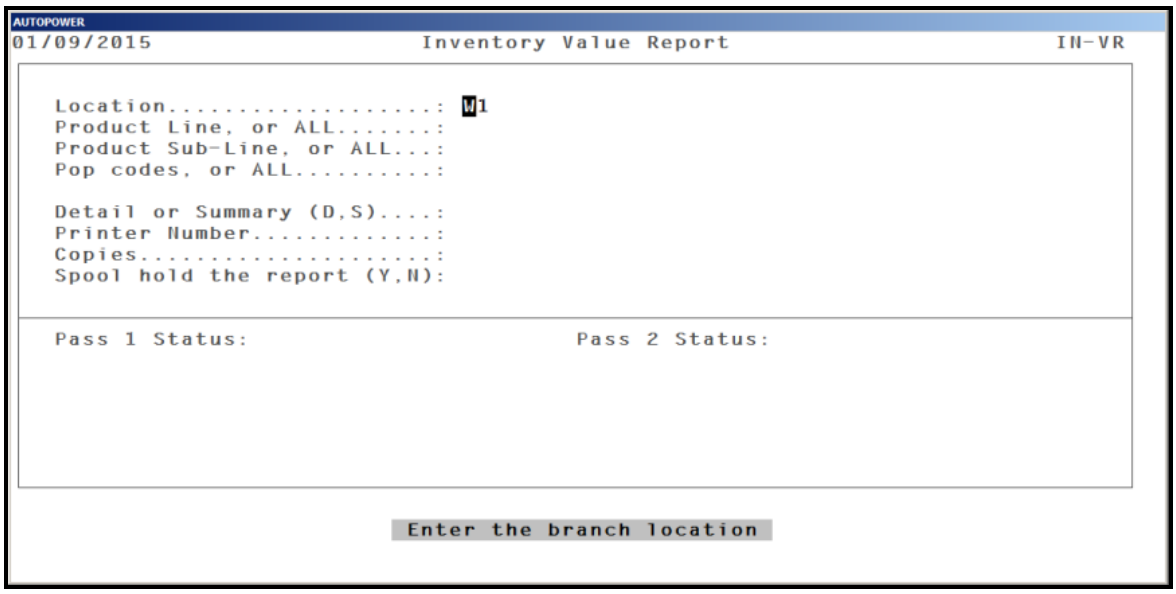


Section 1.10 – Inventory Value Report

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.



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



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. Th**is 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:

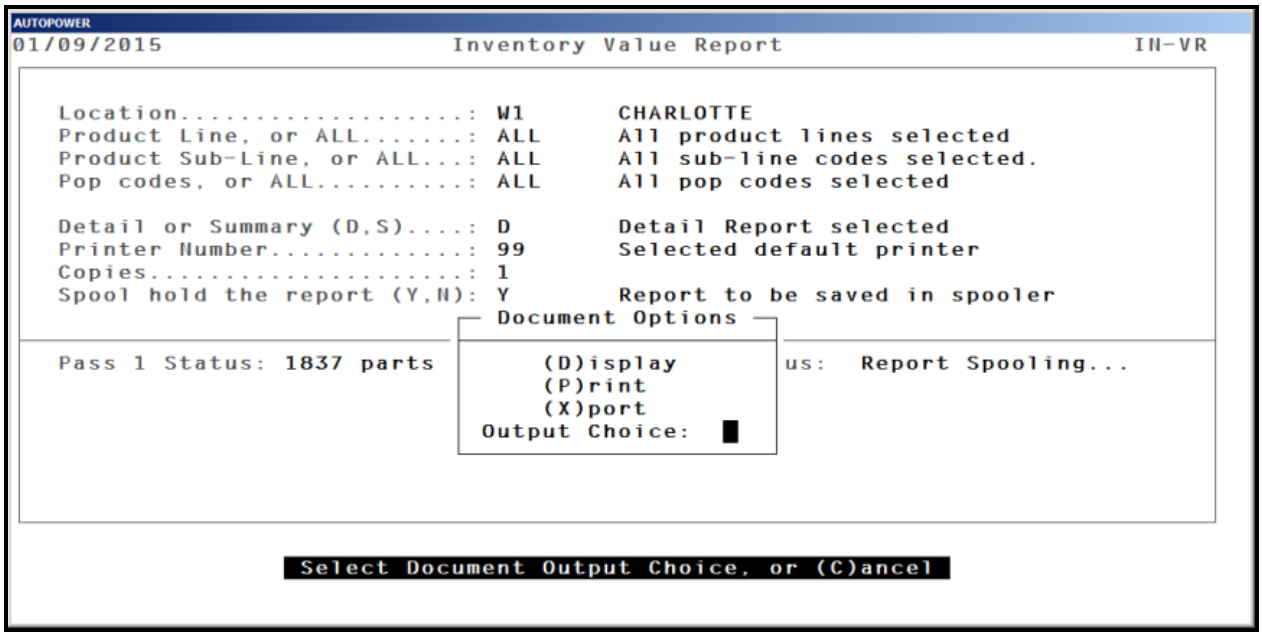
Type in the number of copies that you would like to print and press **ENTER**.

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 t**his 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 t**his 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.



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.

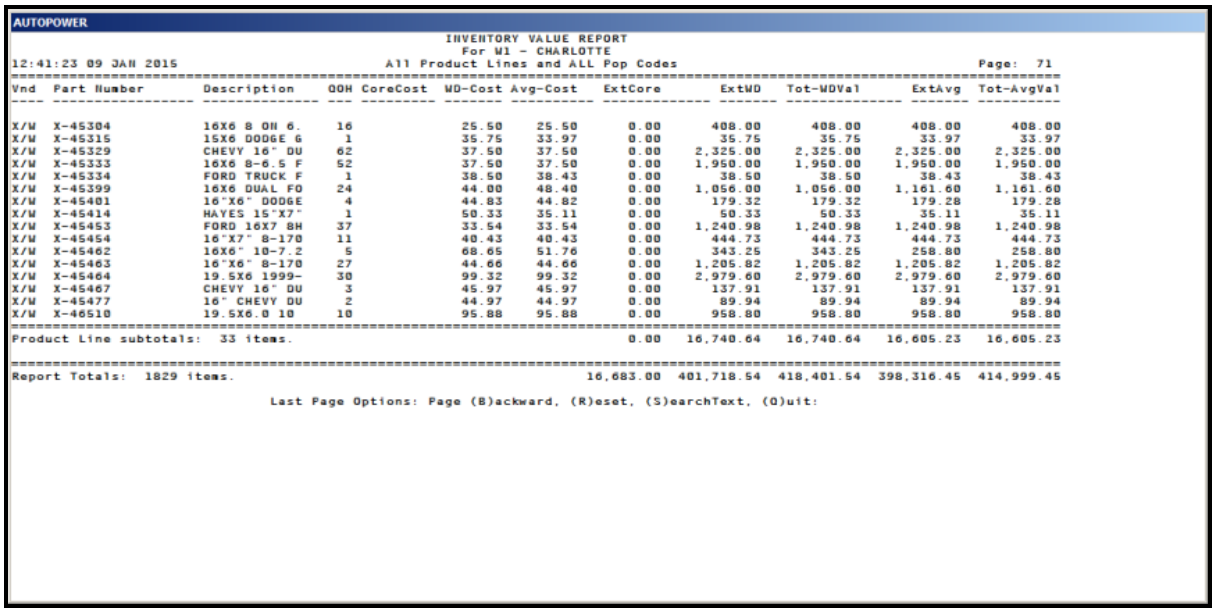
Tot-WD Val: This figure represents the total value of this part. This figure is calculated by multiplying WD Cost by the QOH plus the Ext Core dollar figure.

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.

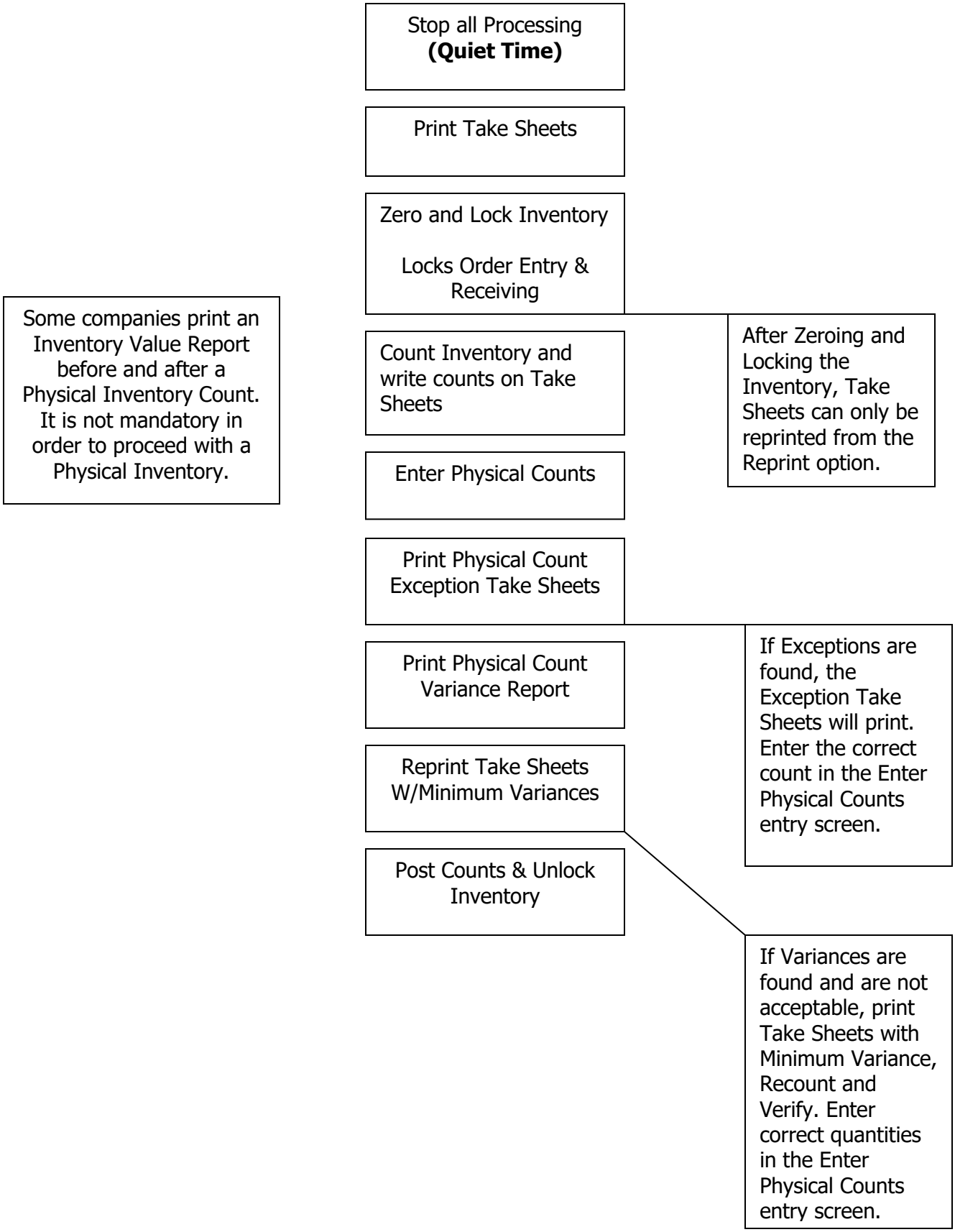


AUTOPOWER

INVENTORY VALUE REPORT
For Wl - CHARLOTTE
12:41:23 09 JAN 2015 All Product Lines and ALL Pop Codes Page: 71

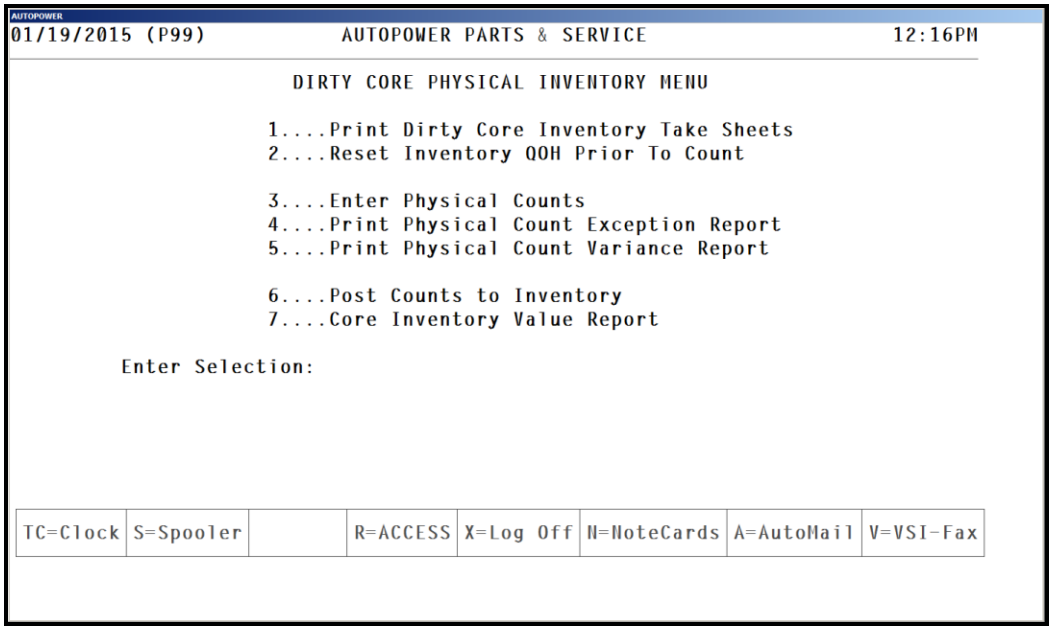
Vnd	Part Number	Description	QOH	CoreCost	WD-Cost	Avg-Cost	ExtCore	ExtWD	Tot-WDVal	ExtAvg	Tot-AvgVal
X/W	X-45304	16X6 8 ON 6.	16		25.50	25.50	0.00	408.00	408.00	408.00	408.00
X/W	X-45315	15X6 DODGE 6	1		35.75	33.97	0.00	35.75	35.75	33.97	33.97
X/W	X-45329	CHEVY 16" DU	62		37.50	37.50	0.00	2,325.00	2,325.00	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	16"X6" DODGE	4		44.83	44.82	0.00	179.32	179.32	179.28	179.28
X/W	X-45414	HAYES 15"X7"	1		50.33	35.11	0.00	50.33	50.33	35.11	35.11
X/W	X-45453	FORD 16X7 8H	37		33.54	33.54	0.00	1,240.98	1,240.98	1,240.98	1,240.98
X/W	X-45454	16"X7" 8-170	11		40.43	40.43	0.00	444.73	444.73	444.73	444.73
X/W	X-45462	16X6" 10-7.2	5		68.65	51.76	0.00	343.25	343.25	258.80	258.80
X/W	X-45463	16"X6" 8-170	27		44.66	44.66	0.00	1,205.82	1,205.82	1,205.82	1,205.82
X/W	X-45464	19.5X6 1999-	30		99.32	99.32	0.00	2,979.60	2,979.60	2,979.60	2,979.60
X/W	X-45467	CHEVY 16" DU	3		45.97	45.97	0.00	137.91	137.91	137.91	137.91
X/W	X-45477	16" CHEVY DU	2		44.97	44.97	0.00	89.94	89.94	89.94	89.94
X/W	X-46510	19.5X6.0 10	10		95.88	95.88	0.00	958.80	958.80	958.80	958.80
Product Line subtotals: 33 items.							0.00	16,740.64	16,740.64	16,605.23	16,605.23
Report Totals: 1829 items.							16,683.00	401,718.54	418,401.54	398,316.45	414,999.45

Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit:


Stop all Processing
(Quiet Time)
Print Take Sheets
Zero and Lock Inventory
Locks Order Entry & Receiving
Count Inventory and write counts on Take Sheets
Enter Physical Counts
Print Physical Count Exception Take Sheets
Print Physical Count Variance Report
Reprint Take Sheets W/Minimum Variances
Post Counts & Unlock Inventory
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.
After Zeroing and Locking the Inventory, Take Sheets can only be reprinted from the Reprint option.
If Exceptions are found, the Exception Take Sheets will print. Enter the correct count in the Enter Physical Counts entry screen.
If Variances are found and are not acceptable, print Take Sheets with Minimum Variance, Recount and Verify. Enter correct quantities in the Enter Physical Counts entry screen.

CHAPTER 2 – Dirty Core Physical Inventory Menu

Section 2.1 – Dirty Core Physical Inventory Menu



- **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.

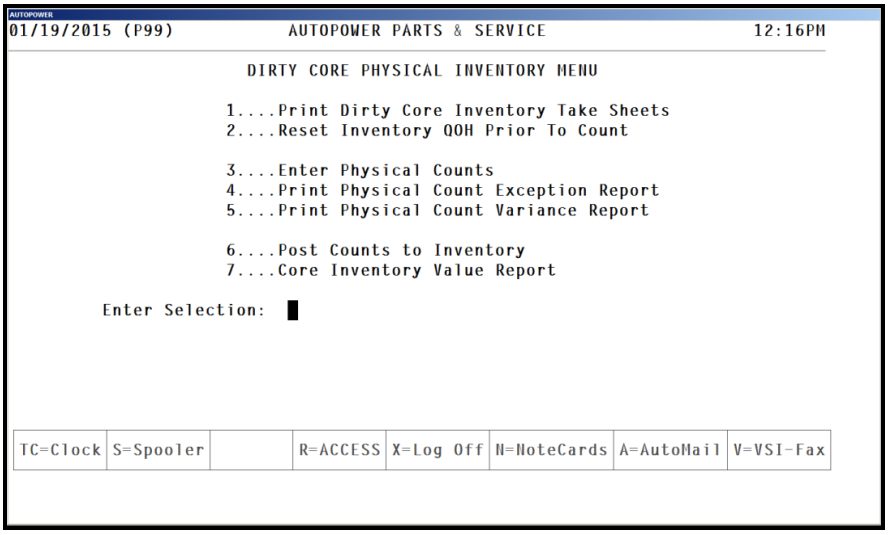
- **Core Inventory Value Report**: This report will contain the value of your dirty core inventory for each location based on the total cost. You can print the report for a specific vendor(s) or you can run it based on a previously created save-list.

SECTION 2.2 – PRINT DIRTY CORE INVENTORY TAKE SHEETS

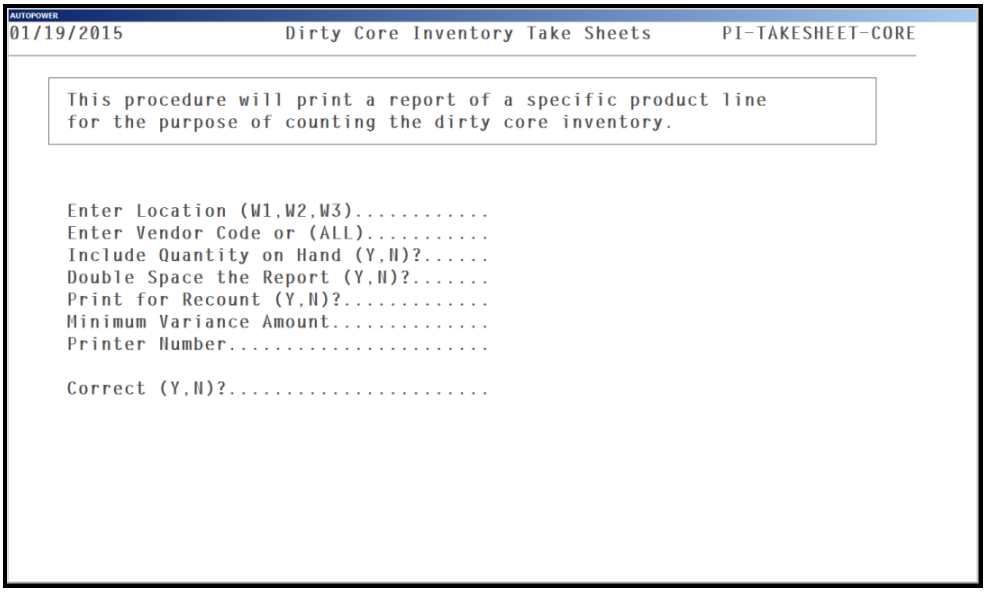
The Dirty Core Inventory Take Sheet is a listing of dirty cores that are to be counted in the warehouse. The report provides a space for the inventory counter to write the quantity counted for each part. The quantity values written on this sheet will be used to enter the physical count into the system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



The following screen will display:



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 y**ou 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 y**ou would like the take sheets to be double-spaced. Enter **N if y**ou 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.

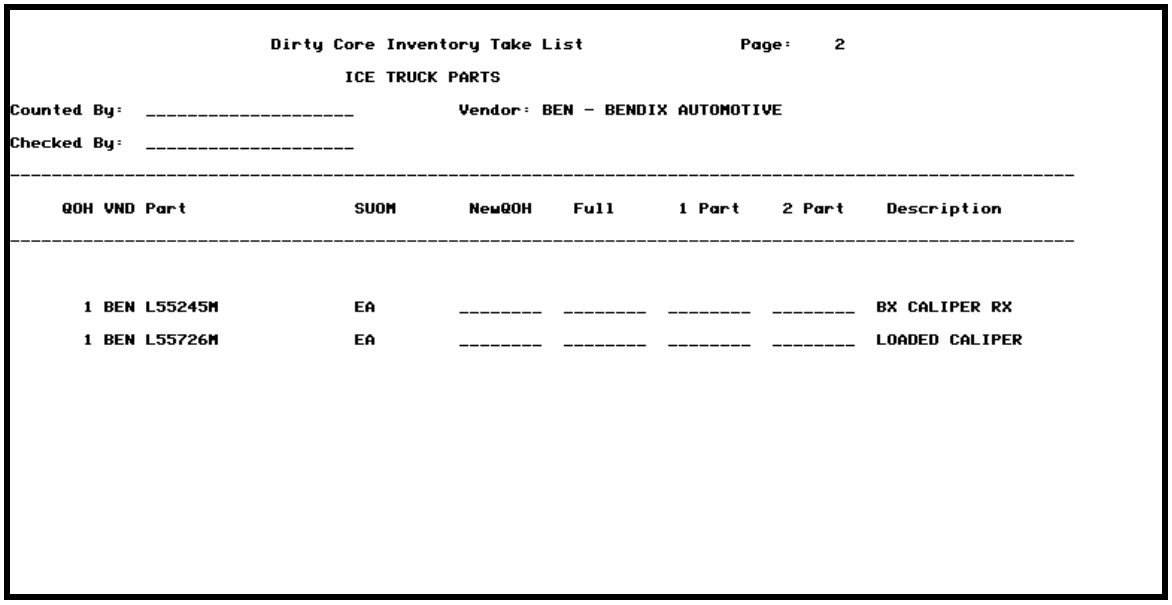
Minimum Variance Report:

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.



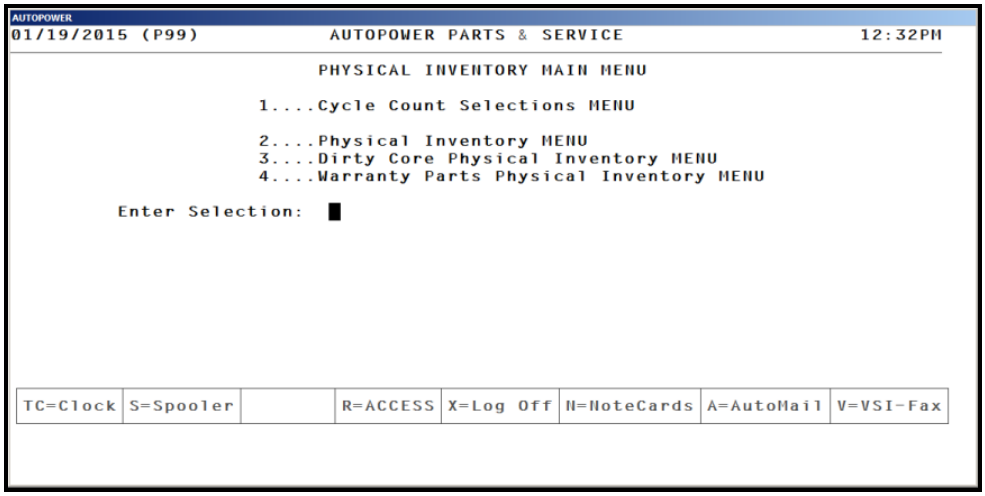
```
                    Dirty Core Inventory Take List              Page:    2
                            ICE TRUCK PARTS
Counted By:  ____________________          Vendor: BEN - BENDIX AUTOMOTIVE
Checked By:  ____________________
-------------------------------------------------------------------------------------------------------
    QOH VND Part                SUOM       NewQOH    Full      1 Part    2 Part    Description
-------------------------------------------------------------------------------------------------------

      1 BEN L55245M             EA         ________  ________  ________  ________  BX CALIPER RX
      1 BEN L55726M             EA         ________  ________  ________  ________  LOADED CALIPER
```

Section 2.4 – Reset Inventory QOH Prior to Count

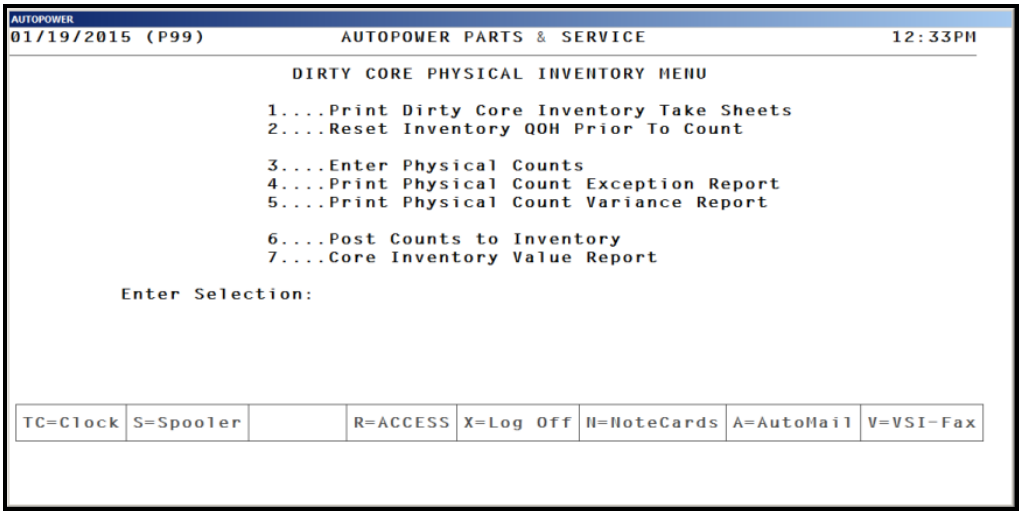
The purpose of resetting the Inventory is to start with a clean slate. The Reset Inventory QOH Prior to Count program is used to remove the current quantities on hand from all of the parts in a specific line being counted or the entire inventory to another file on the system. The quantities are moved 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

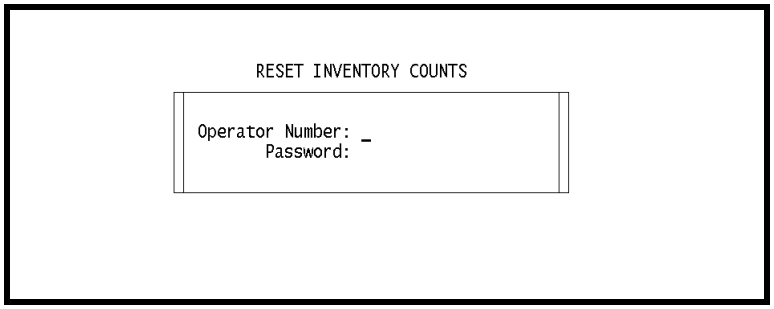


Select the option entitled Reset Inventory QOH Prior To Count.



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

You must enter this information.



Field Descriptions:

Operator Number:

Enter your operator number.

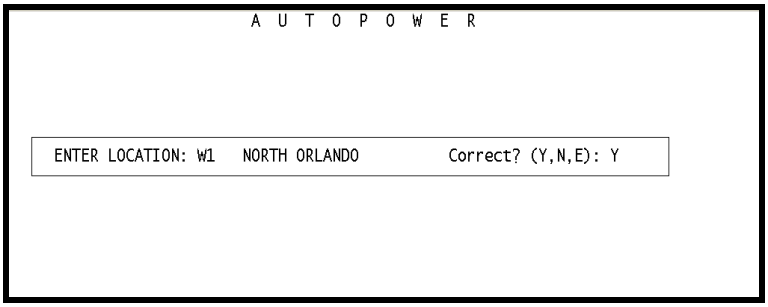
Password:

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):

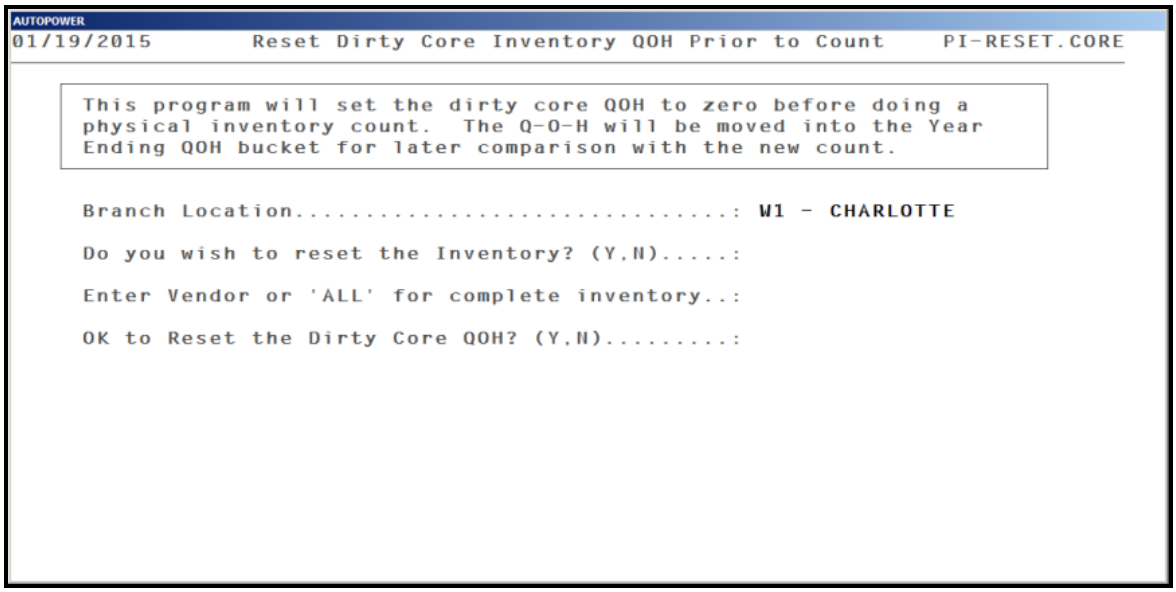
Valid Responses to this prompt are:

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

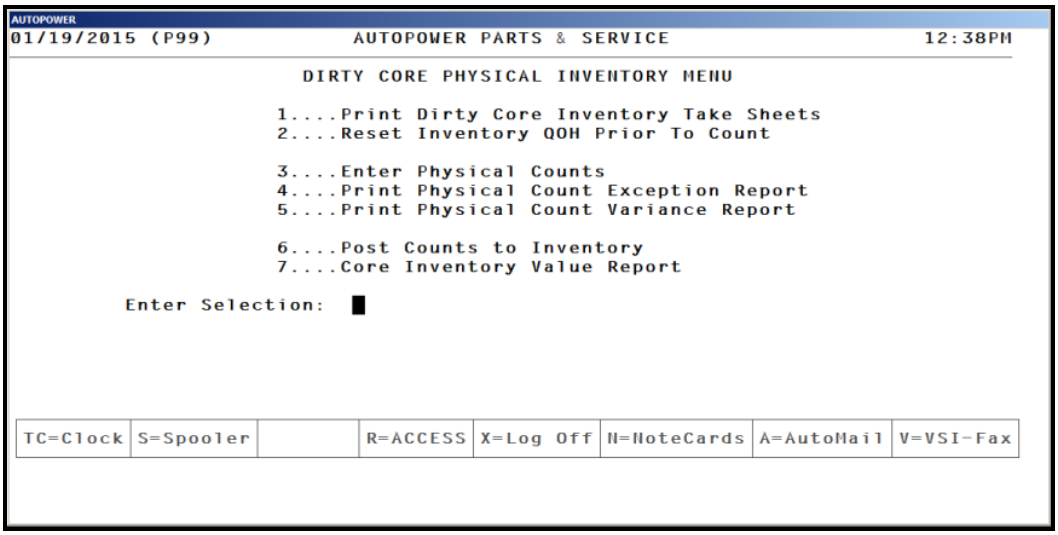
Part numbers from the save list or the entire inventory will flash at the bottom of the screen as their quantities are zeroed out.

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).

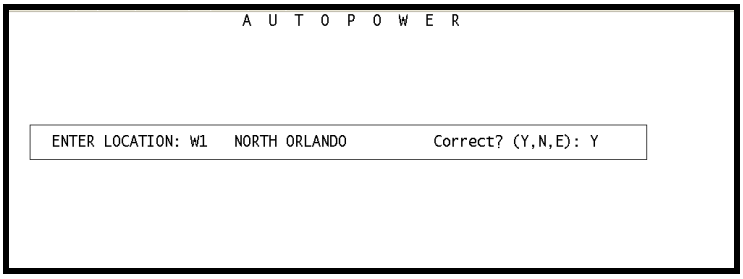
Once the reset has completed, you will be brought back to the Dirty Core Inventory Menu, where the part counts can be entered.

Section 2.5 – Enter Physical Counts

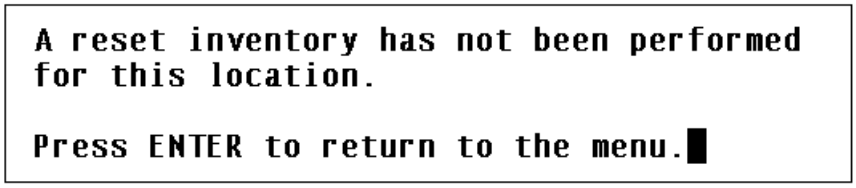
Now that the preparation steps have been completed, it is time to actually enter the values that were counted and written on the Take Sheets. To enter the counts, select Enter physical count option on the Dirty Core Inventory Menu. The actual quantities counted on the shelf are entered into the New Q-O-H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



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



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



Field Descriptions:

Enter Location:

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

Correct? (Y,N,E):

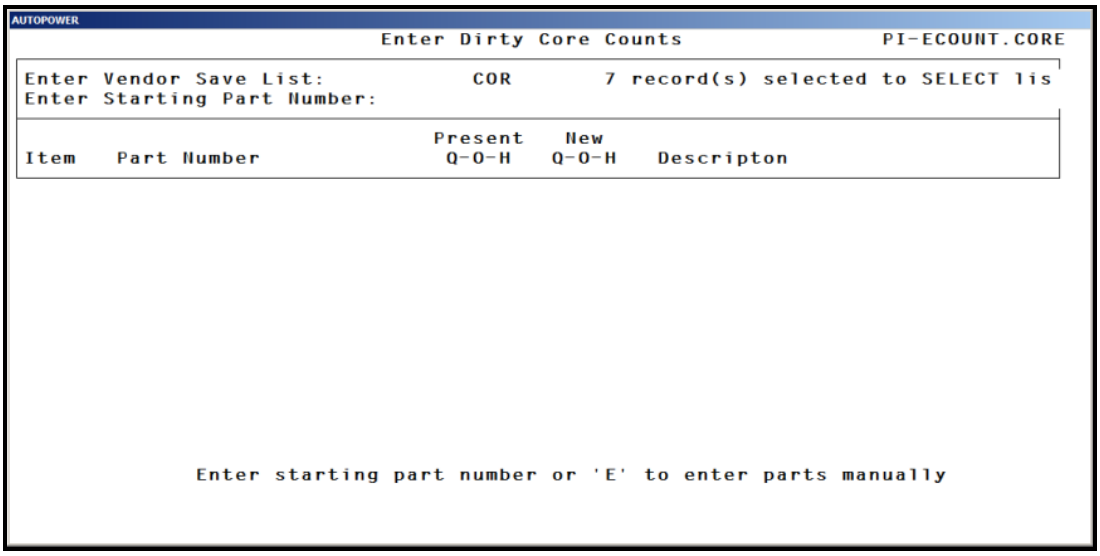
Valid Responses to this prompt are:

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:



Field Descriptions:

Enter Vendor Save List:

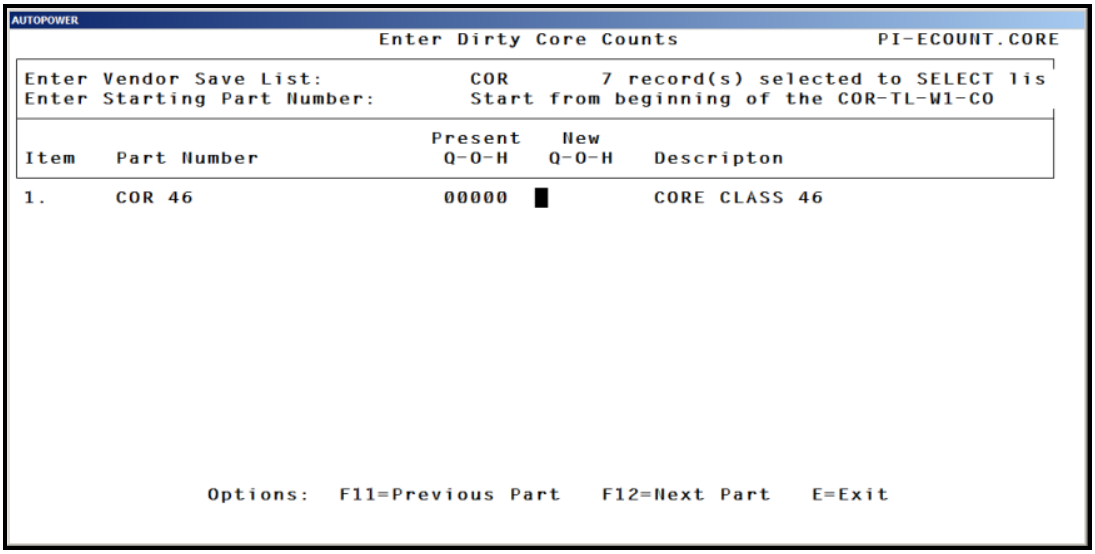
Enter the Vendor Save-List name or ALL if you are entering a count for the entire Dirty Core inventory**.** The save list name MUST be the same as the previous one used when resetting the quantities on hand. Once you have entered the save list name, the number of items that were selected in the list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



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.

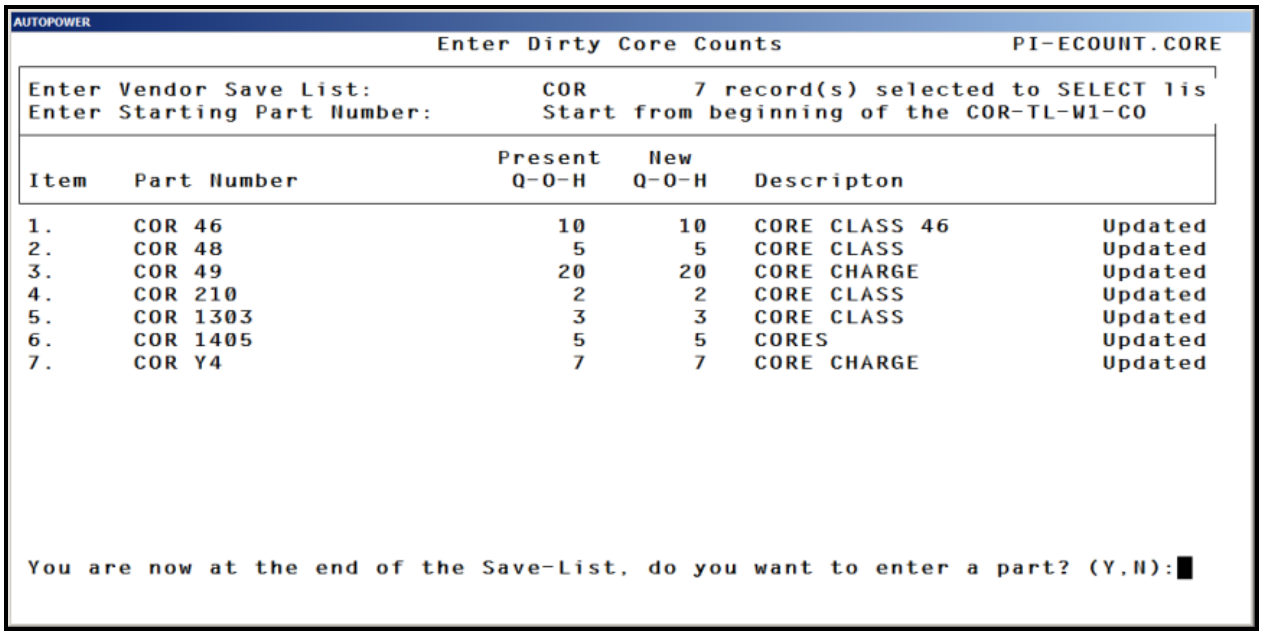
If you want to go forward to a dirty core item on the list, use the F12 key for Next Part.

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:

"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 t**his 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 h**ave 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.

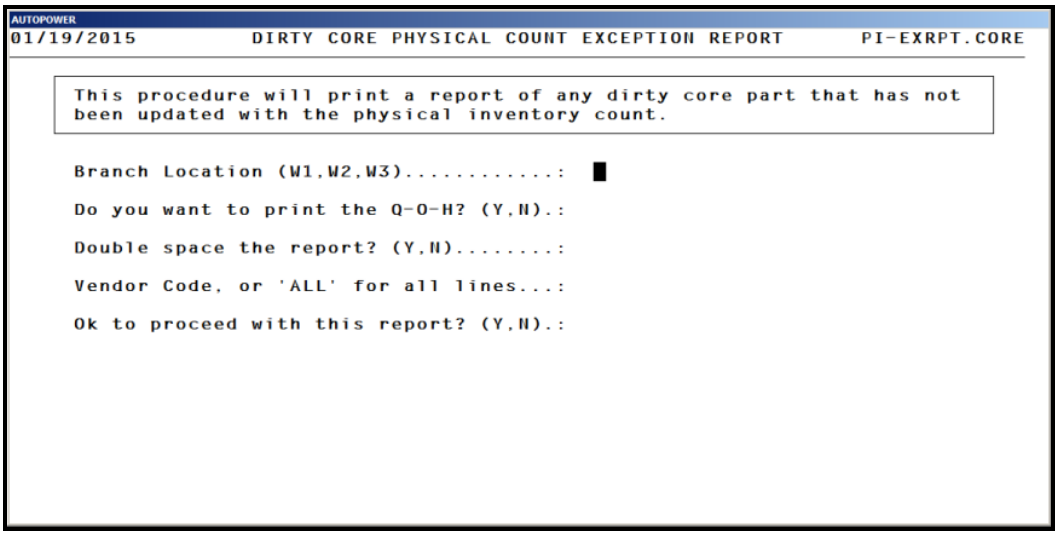
Section 2.6 – Print Physical Count Exception Report

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:



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 p**rint the current Q-O-H values on the exception report. Enter **N if y**ou do not want the Q-O-H values to print on the report.

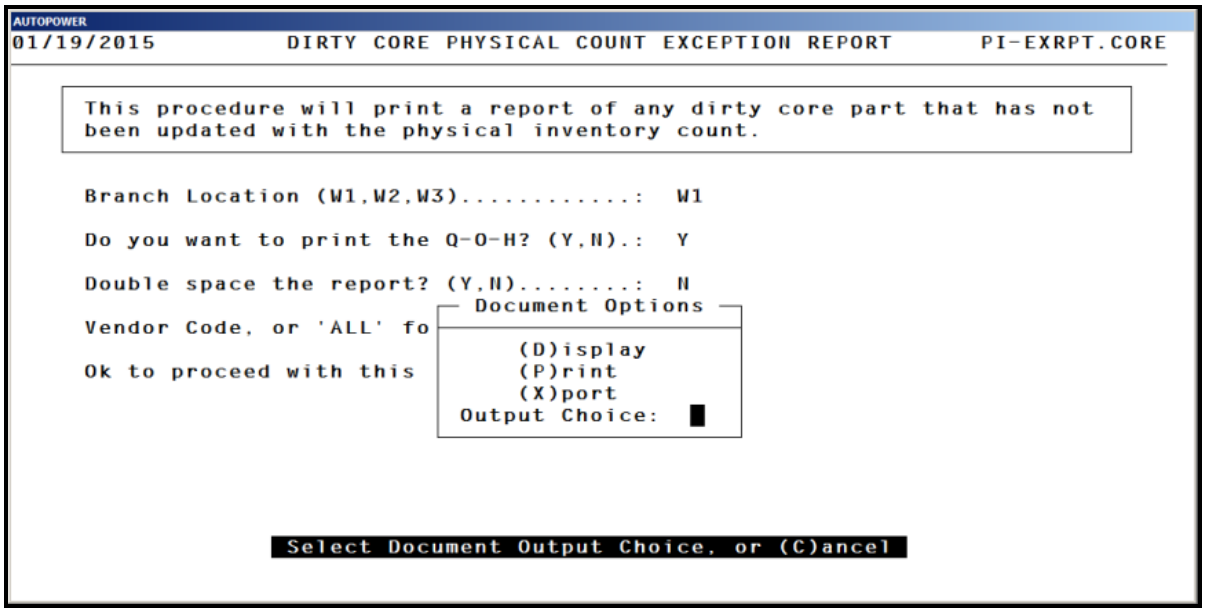
Double Space Report (Y, N):

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):



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.

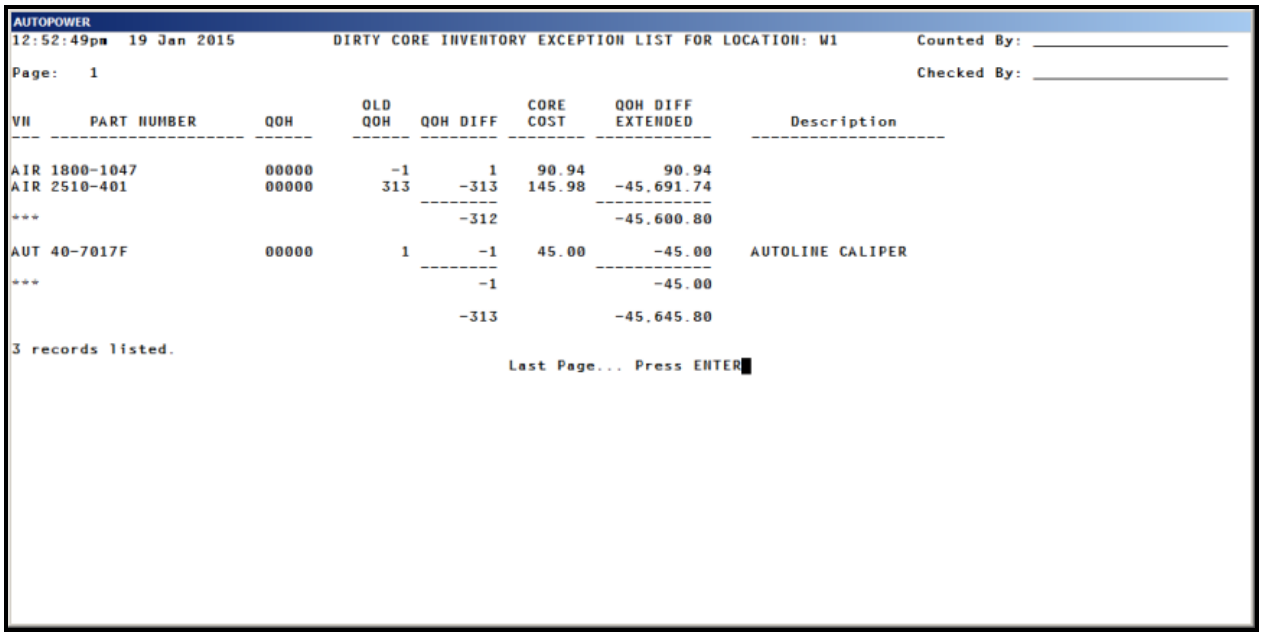
Bin Location– The part's bin location in the warehouse.

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

WD- Price – The part's cost.

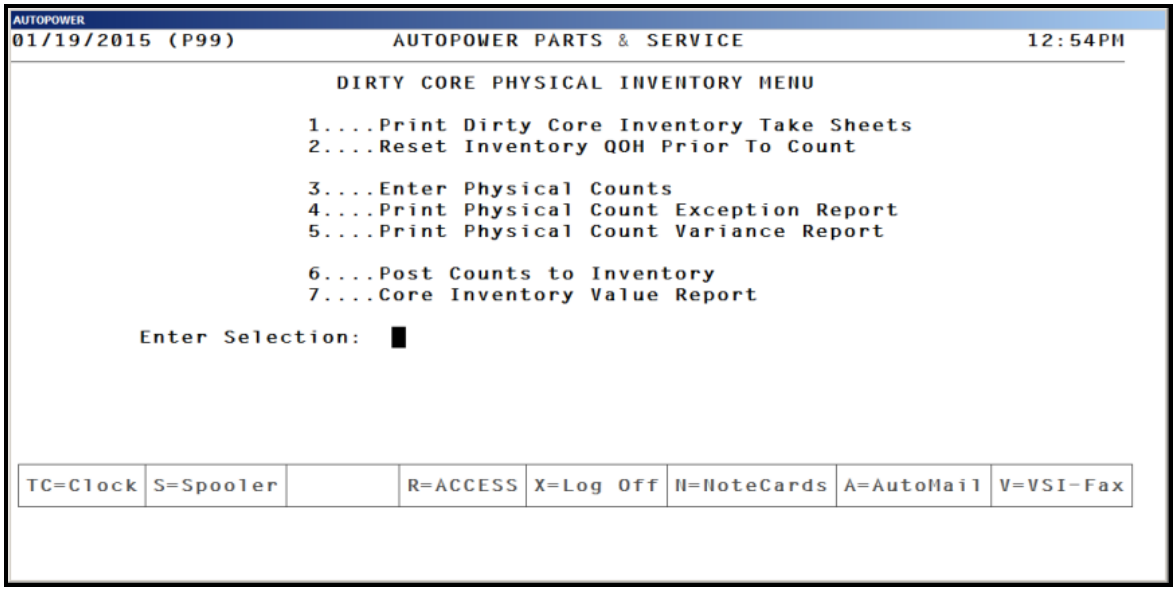
Extended QOH-DIFF – The dollar amount that represents the cost of the difference.

Description – The part number description.

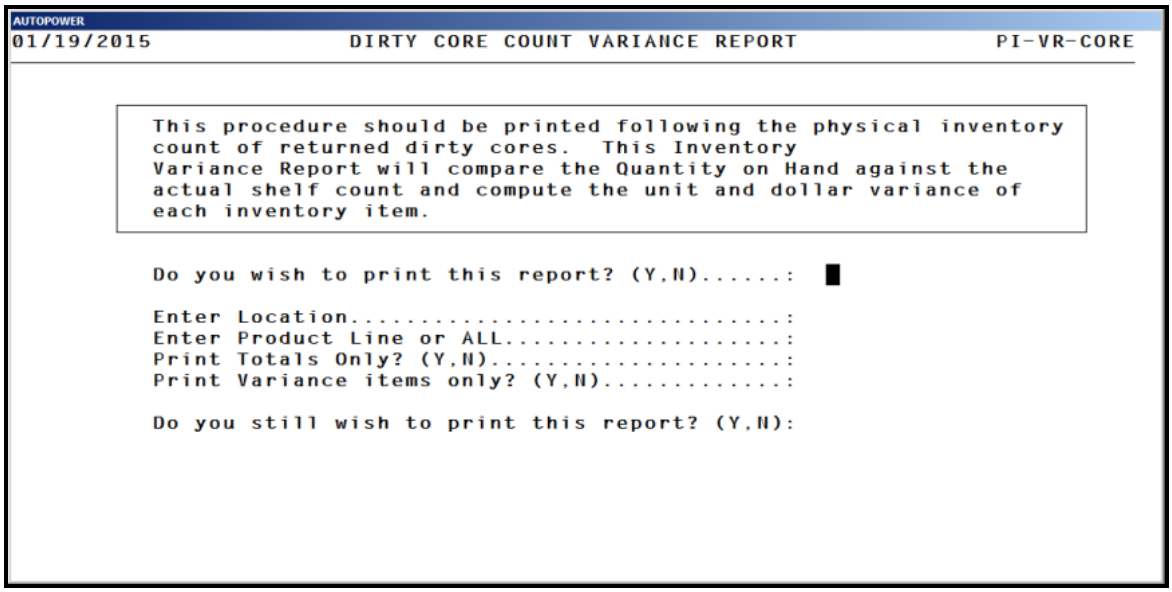


Section 2.7 – Print Dirty Core Physical Count Variance Report

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.



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



Field Descriptions

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

Enter **Y to c**ontinue the process of printing this report. Enter **N to e**xit 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):

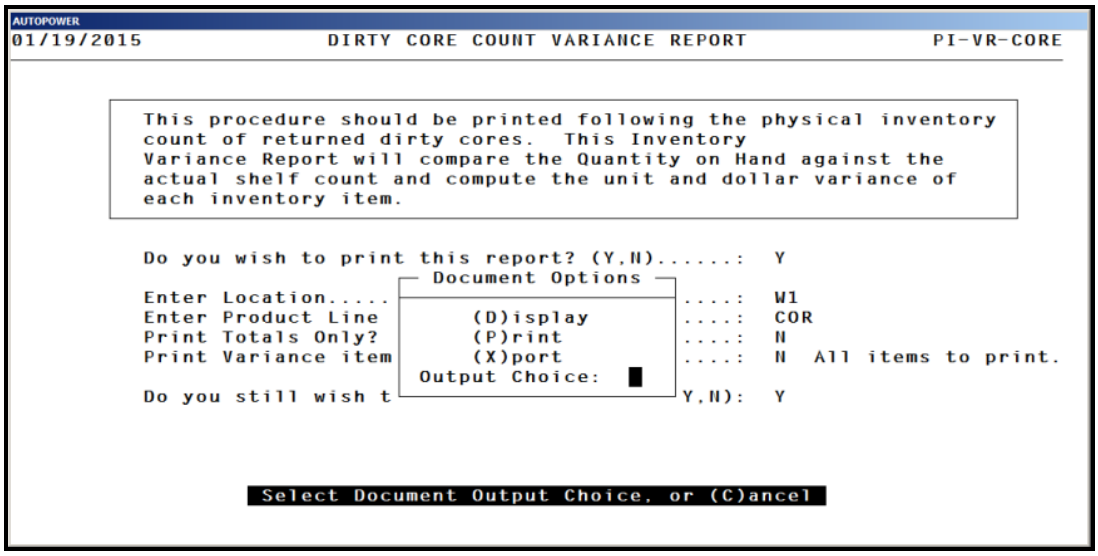
To print a variance summary with totals only enter **Y. Th**is summary will include vendor code, total parts, number of parts counted, unit variance, percent variance, amount plus variance, amount minus variance, value before count and the value after the count

Print Variance Items Only? (Y, N):

Enter **Y to p**rint a report that shows only parts with a variance. Enter **N if y**ou 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 c**ontinue, 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.

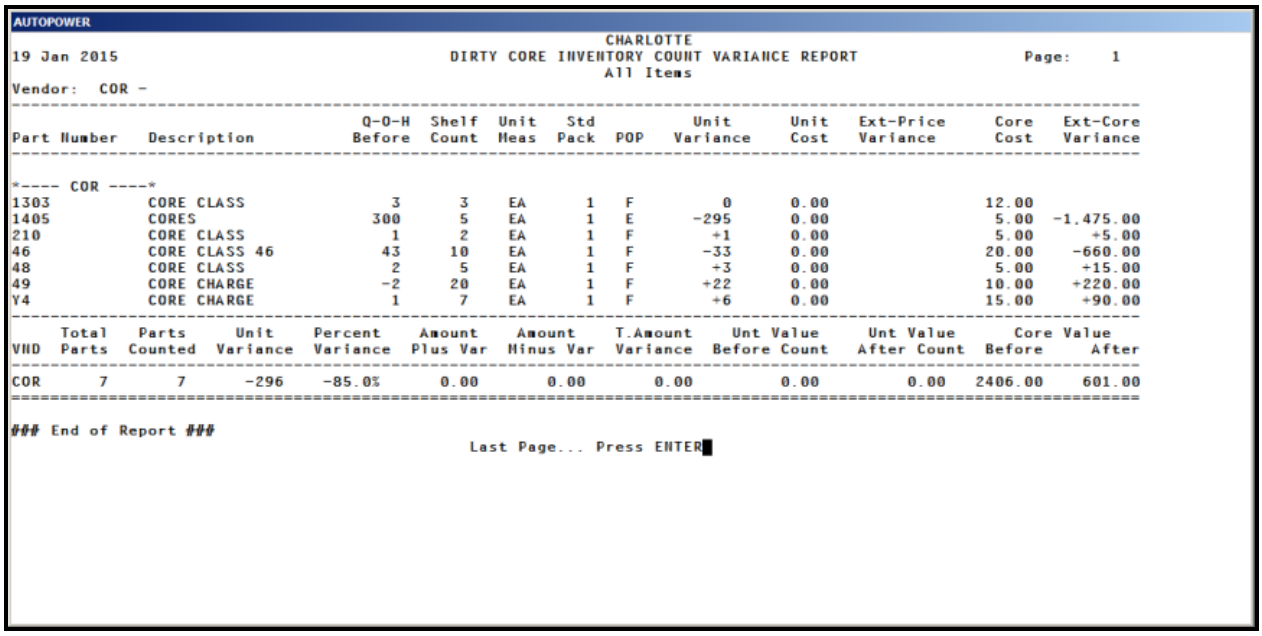
Amount Plus Var: This will reflect a dollar amount if the Parts Counted is greater than the Total Parts.

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.



AUTOPOWER

CHARLOTTE

19 Jan 2015 DIRTY CORE INVENTORY COUNT VARIANCE REPORT Page: 1

All Items

Vendor: COR -

Part Number	Description	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	CORE CLASS	3	3	EA	1	F	0	0.00		12.00	
1405	CORES	300	5	EA	1	E	-295	0.00		5.00	-1,475.00
210	CORE CLASS	1	2	EA	1	F	+1	0.00		5.00	+5.00
46	CORE CLASS 46	43	10	EA	1	F	-33	0.00		20.00	-660.00
48	CORE CLASS	2	5	EA	1	F	+3	0.00		5.00	+15.00
49	CORE CHARGE	-2	20	EA	1	F	+22	0.00		10.00	+220.00
Y4	CORE CHARGE	1	7	EA	1	F	+6	0.00		15.00	+90.00

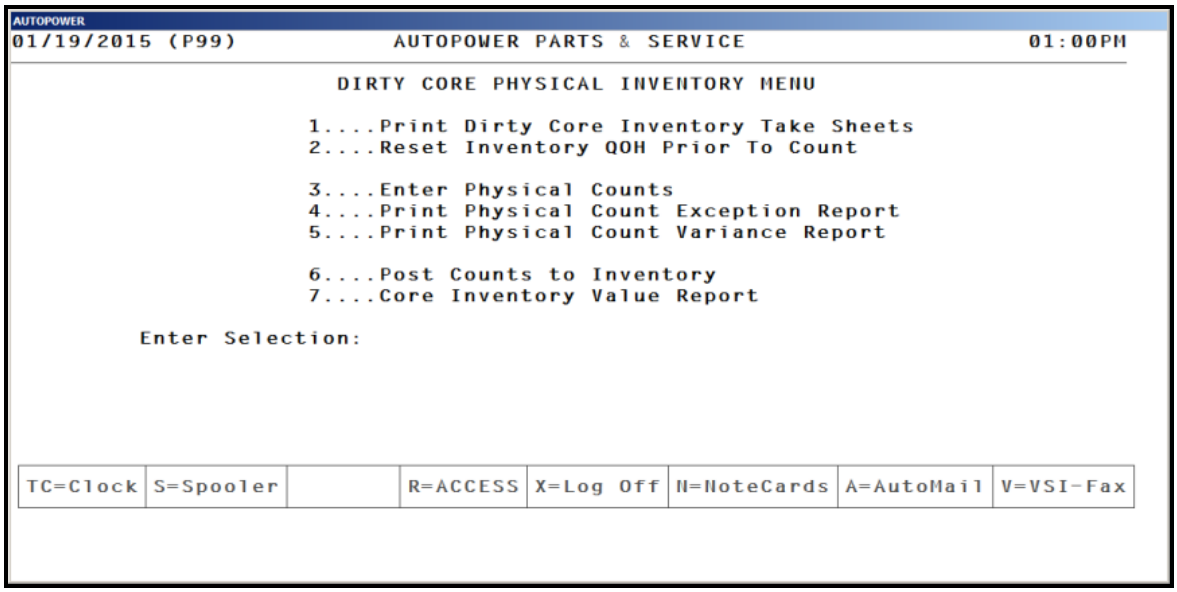
VND	Total Parts	Parts Counted	Unit Variance	Percent Variance	Amount Plus Var	Amount Minus Var	T.Amount Variance	Unt Value Before Count	Unt Value After Count	Core Value Before	Core Value After
COR	7	7	-296	-85.0%	0.00	0.00	0.00	0.00	0.00	2406.00	601.00

End of Report

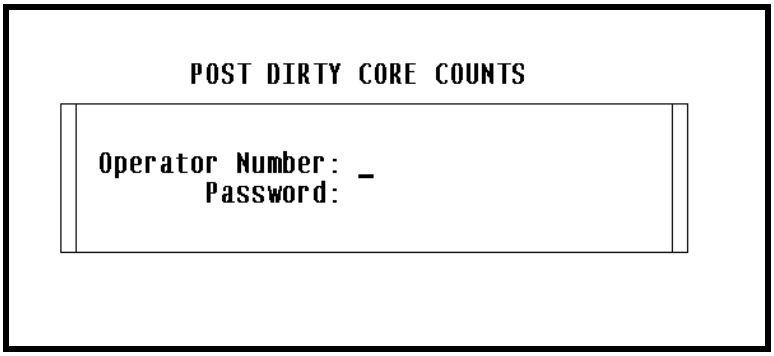
Last Page... Press ENTER

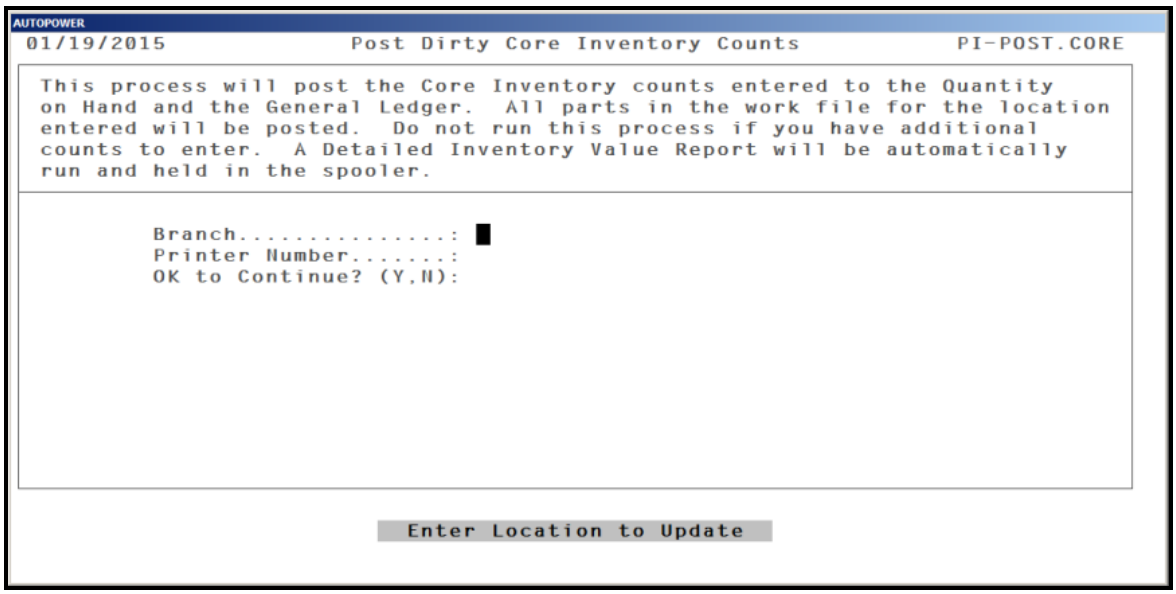
Section 2.8 - Post Counts to Inventory

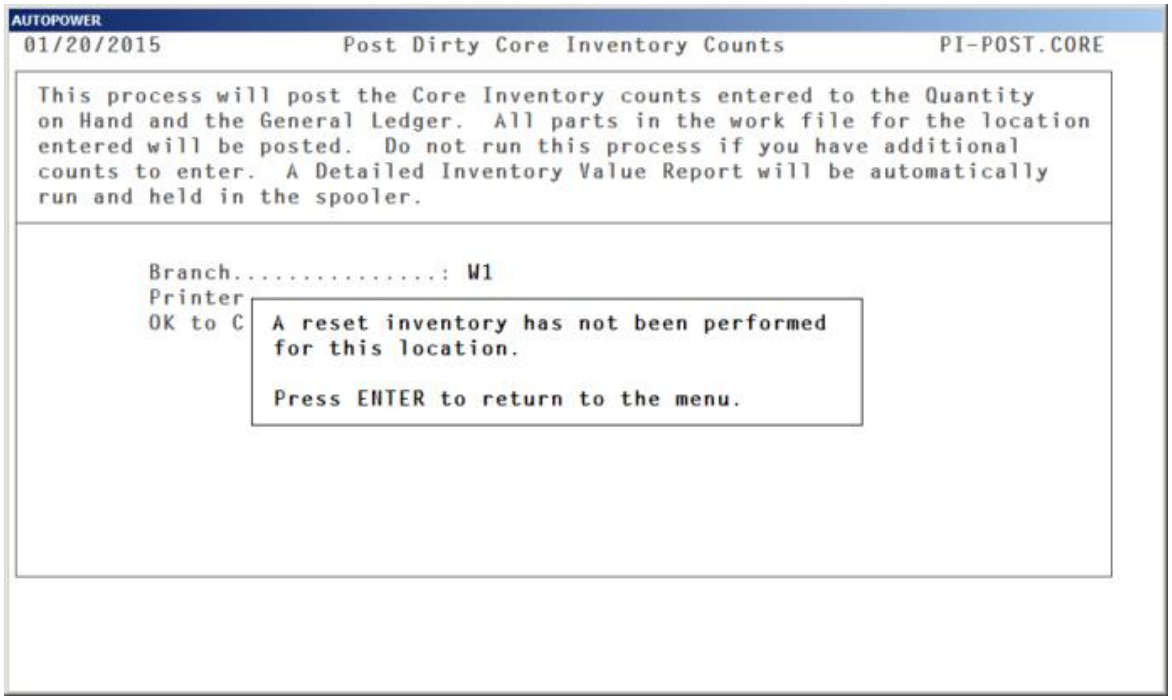
This process will post the Dirty Core Physical Inventory counts entered to the Quantity on Hand. All parts in the work file for the location entered will be posted. Do not run this process if you have additional counts to enter. A Detailed Inventory Value Report will be processed and held in the spooler.



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







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:

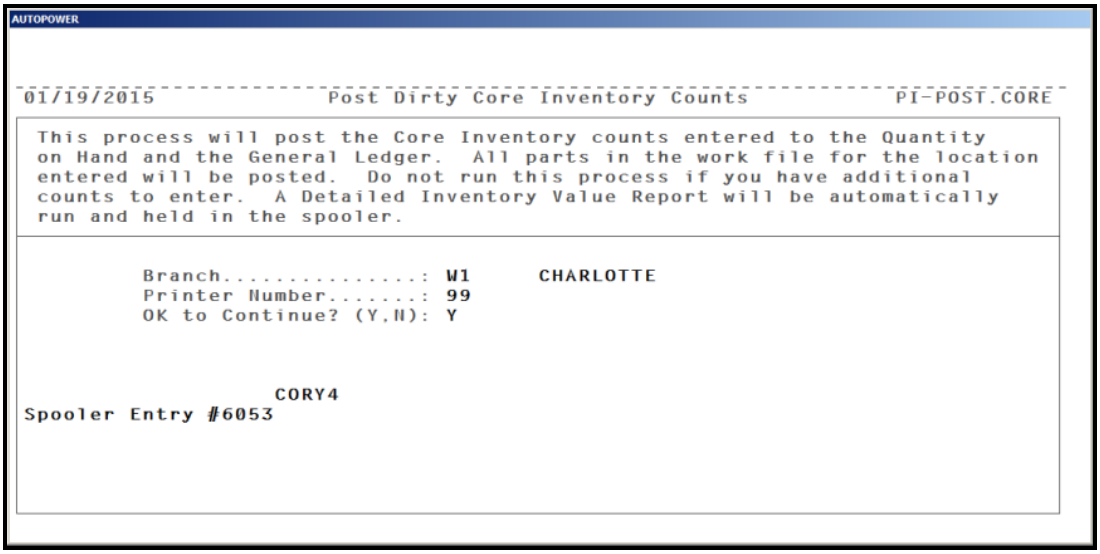
Operator Number:

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:

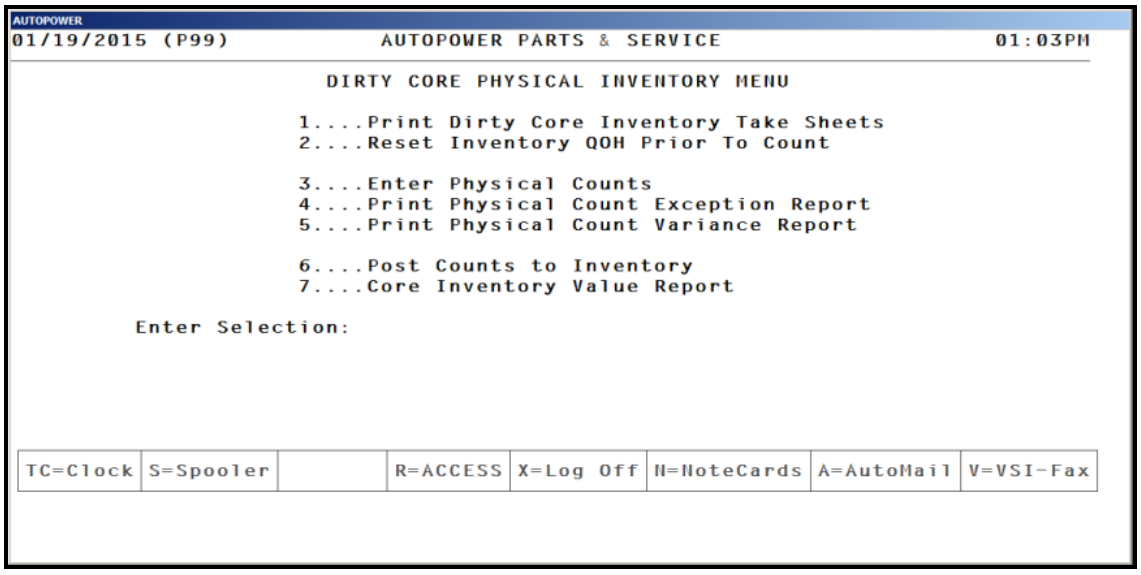
Enter the printer number where the report should print.

OK to Continue? (Y, N):

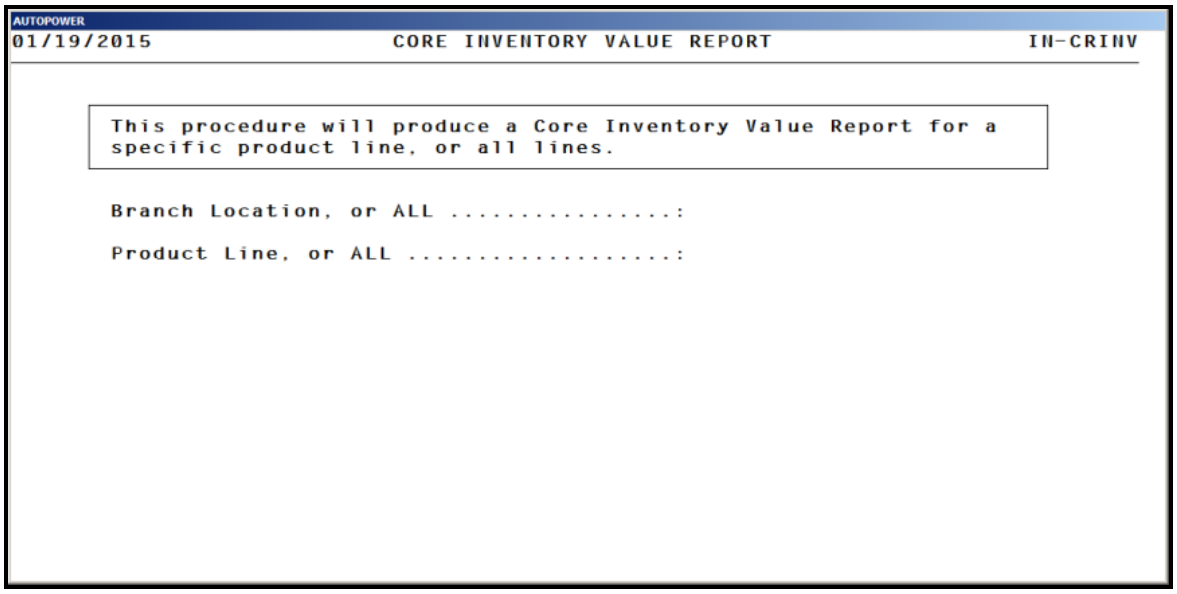
Enter **Y if y**ou are ready to update the counted quantities on hand. If an **N has** been entered, the cursor will go back to the Dirty Core Inventory menu.

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



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



Field Descriptions:

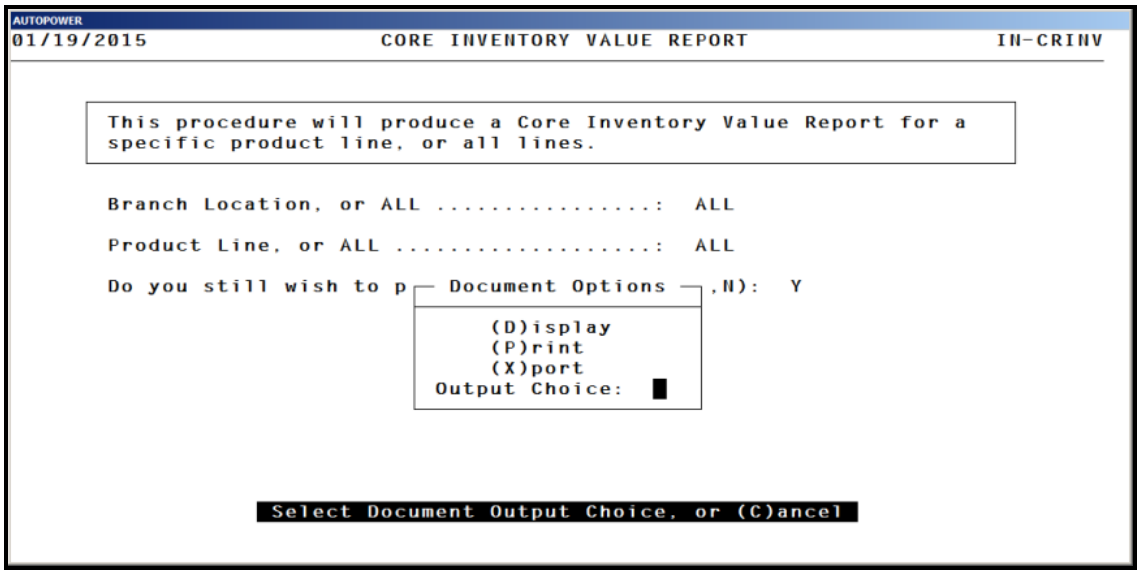
Location:

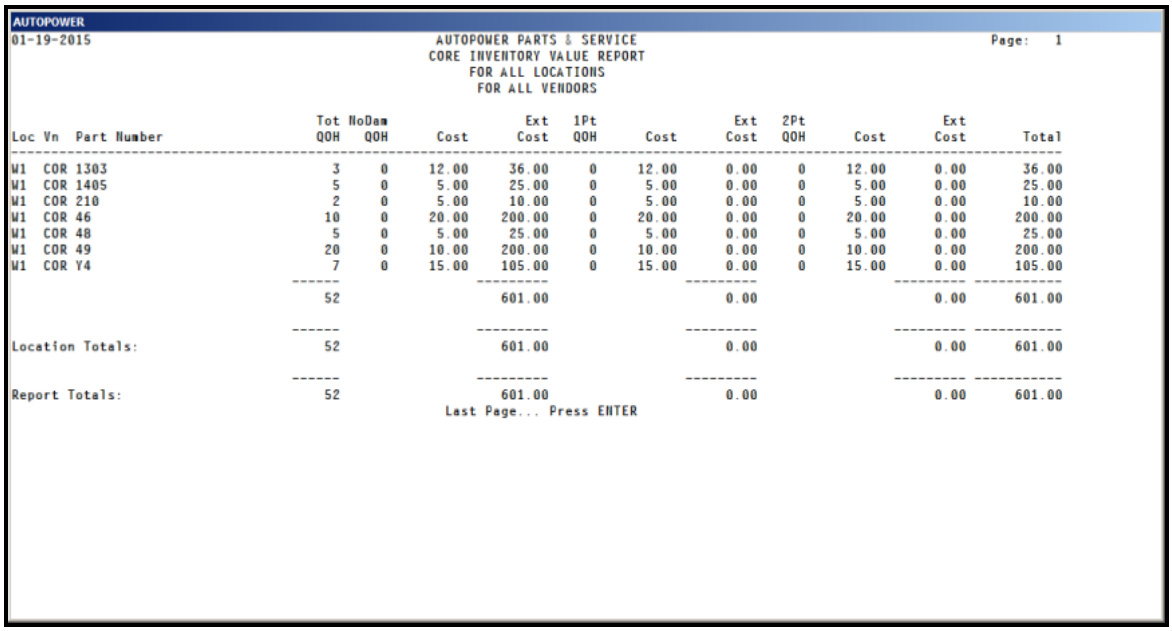
Enter the location for which the inventory will be updated.

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.





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01-19-2015 AUTOPOWER PARTS & SERVICE Page: 1
CORE INVENTORY VALUE REPORT
FOR ALL LOCATIONS
FOR ALL VENDORS

Loc	Vn	Part Number	Tot QOH	NoDam QOH	Cost	Ext Cost	1Pt QOH	Cost	Ext Cost	2Pt QOH	Cost	Ext Cost	Total
W1		COR 1303	3	0	12.00	36.00	0	12.00	0.00	0	12.00	0.00	36.00
W1		COR 1405	5	0	5.00	25.00	0	5.00	0.00	0	5.00	0.00	25.00
W1		COR 210	2	0	5.00	10.00	0	5.00	0.00	0	5.00	0.00	10.00
W1		COR 46	10	0	20.00	200.00	0	20.00	0.00	0	20.00	0.00	200.00
W1		COR 48	5	0	5.00	25.00	0	5.00	0.00	0	5.00	0.00	25.00
W1		COR 49	20	0	10.00	200.00	0	10.00	0.00	0	10.00	0.00	200.00
W1		COR Y4	7	0	15.00	105.00	0	15.00	0.00	0	15.00	0.00	105.00
			52			601.00			0.00			0.00	601.00
Location Totals:			52			601.00			0.00			0.00	601.00
Report Totals:			52			601.00			0.00			0.00	601.00

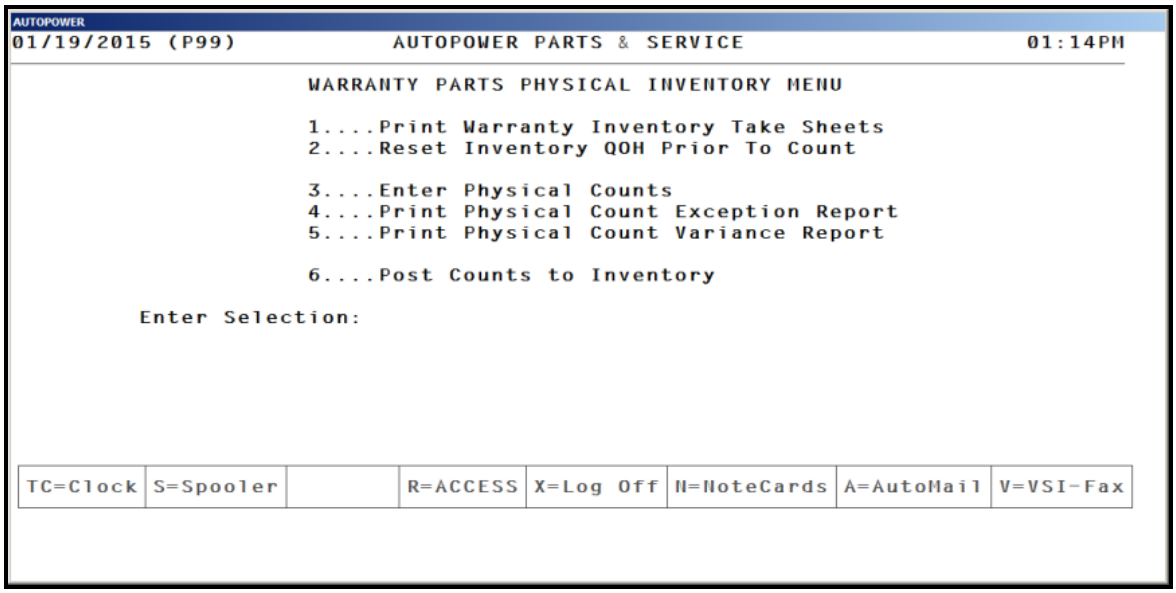
Last Page... Press ENTER

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



- **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.

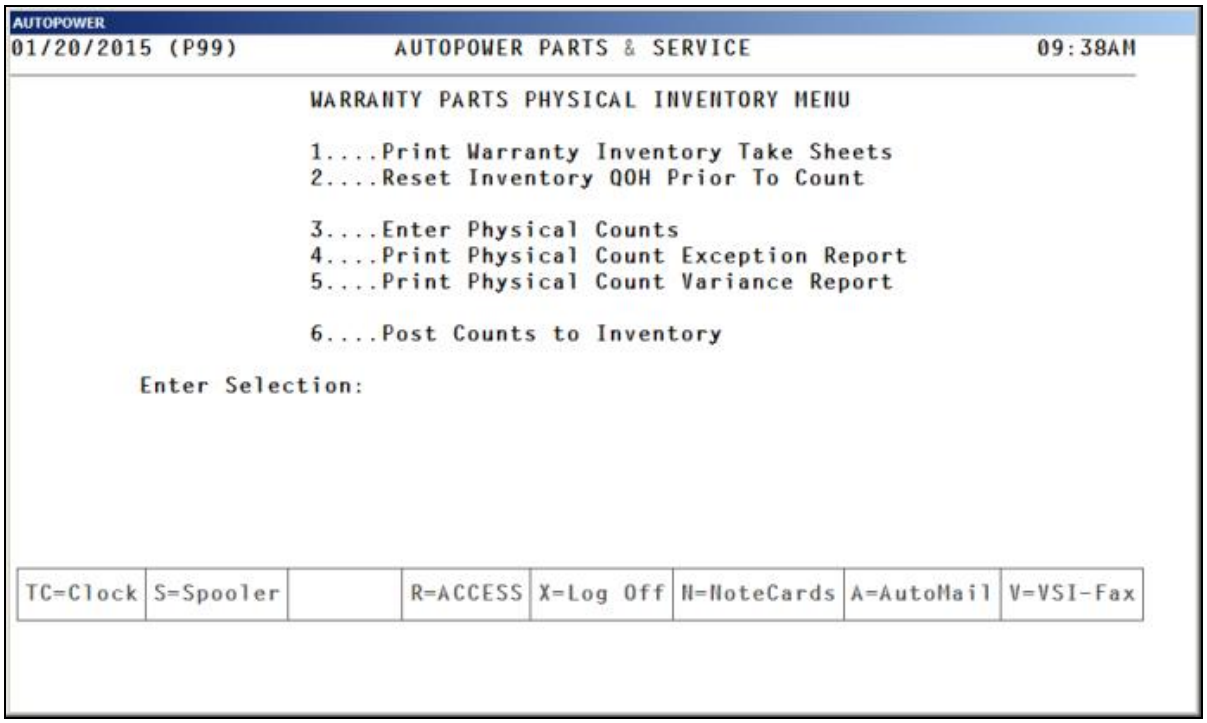
- **Warranty Inventory Value Report:** The Warranty Inventory Value Report will contain the value of your warranty inventory for each location based on the total cost. You can print the report for a specific vendor(s) or you can run it based on a previously created save-list.

Section 3.2 – Print Warranty Parts Inventory Take Sheets

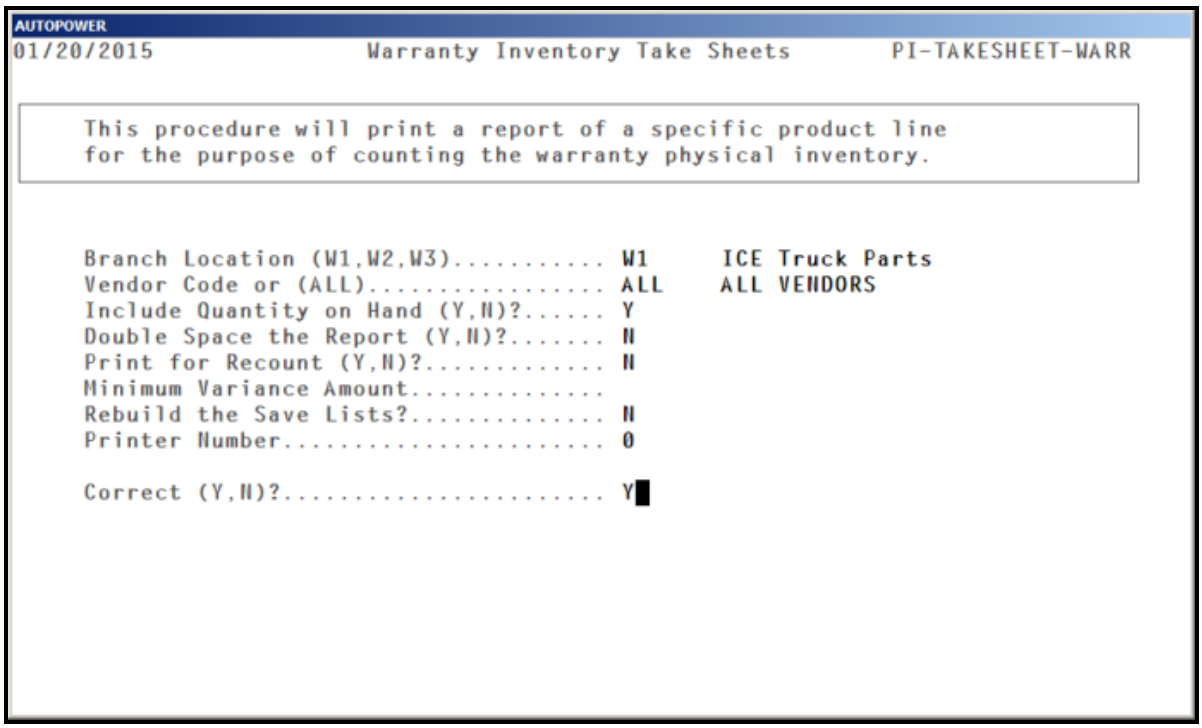
The Warranty Parts Inventory Take Sheets is a listing of Warranty part numbers that are to be counted in the warehouse. The report provides a space for the inventory counter to write the quantity counted for each part. The quantity values written on this sheet will be used to enter the physical count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



The following screen will display:



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 y**ou 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 y**ou would like the take sheets double-spaced. Enter **N if y**ou 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 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:

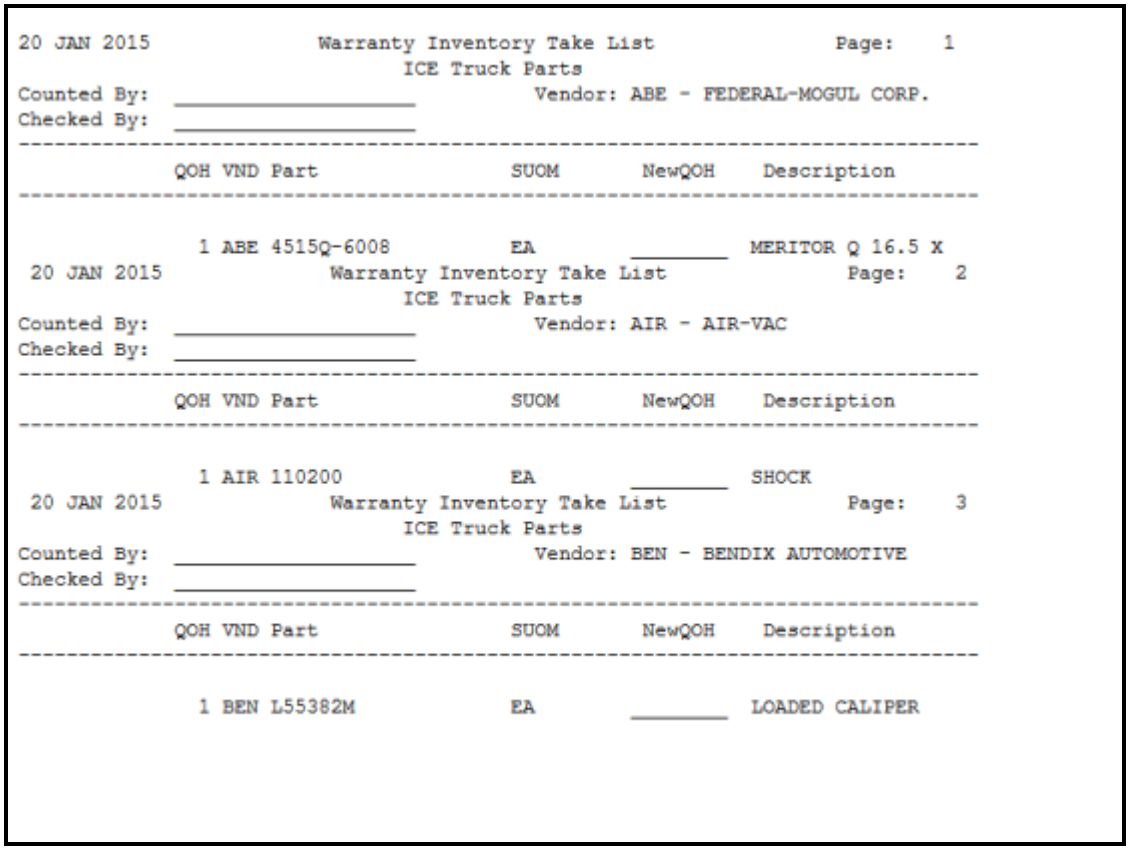
Y **Yes:** All the information entered is correct.

N **No:** The information is not correct. If **N is e**ntered, 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.



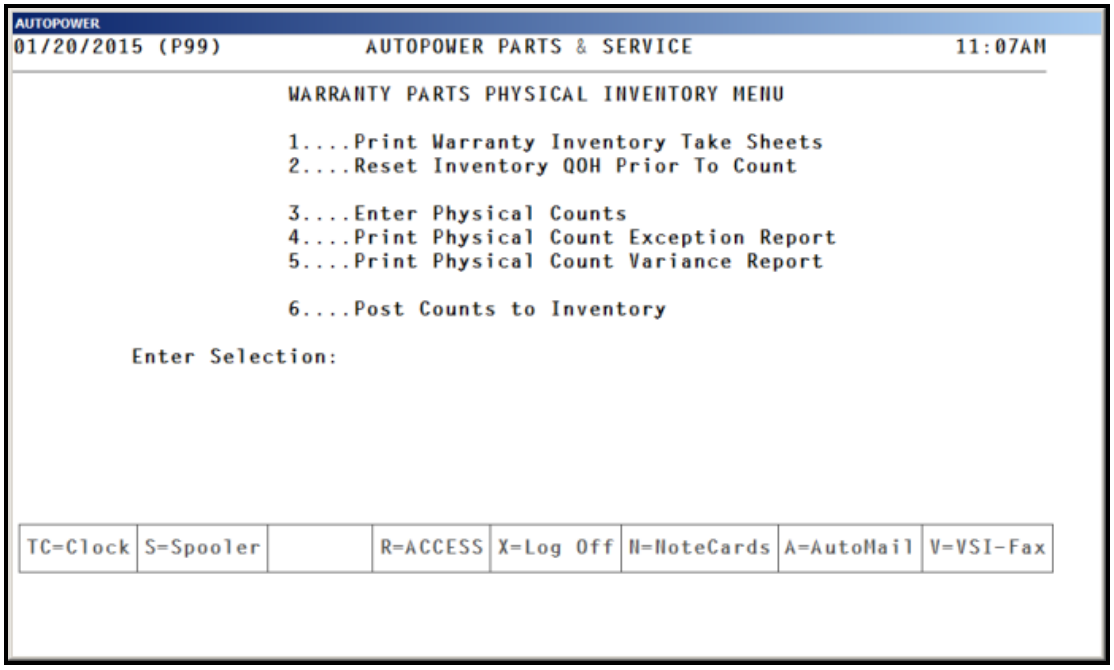
```
20 JAN 2015              Warranty Inventory Take List              Page:    1
                                ICE Truck Parts
Counted By:  _____________________            Vendor: ABE - FEDERAL-MOGUL CORP.
Checked By:  _____________________
-------------------------------------------------------------------------------
             QOH VND Part                SUOM       NewQOH    Description
-------------------------------------------------------------------------------

               1 ABE 4515Q-6008          EA         ________  MERITOR Q 16.5 X
 20 JAN 2015             Warranty Inventory Take List               Page:    2
                                ICE Truck Parts
Counted By:  _____________________            Vendor: AIR - AIR-VAC
Checked By:  _____________________
-------------------------------------------------------------------------------
             QOH VND Part                SUOM       NewQOH    Description
-------------------------------------------------------------------------------

               1 AIR 110200              EA         ________  SHOCK
 20 JAN 2015             Warranty Inventory Take List               Page:    3
                                ICE Truck Parts
Counted By:  _____________________            Vendor: BEN - BENDIX AUTOMOTIVE
Checked By:  _____________________
-------------------------------------------------------------------------------
             QOH VND Part                SUOM       NewQOH    Description
-------------------------------------------------------------------------------

               1 BEN L55382M             EA         ________  LOADED CALIPER
```

Section 3.4 – Reset Warranty Inventory QOH Prior to Count

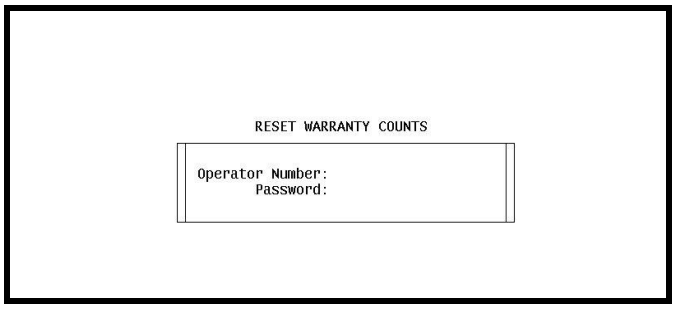
The purpose of resetting the Inventory is to start with a clean slate. The Warranty Reset Inventory QOH Prior to Count program is used to remove the current quantities on hand from all of the parts in a specific line being counted or the entire inventory to another file on the system. The quantities 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.



Select the option entitled Reset Inventory QOH Prior To Count.



Field Descriptions:

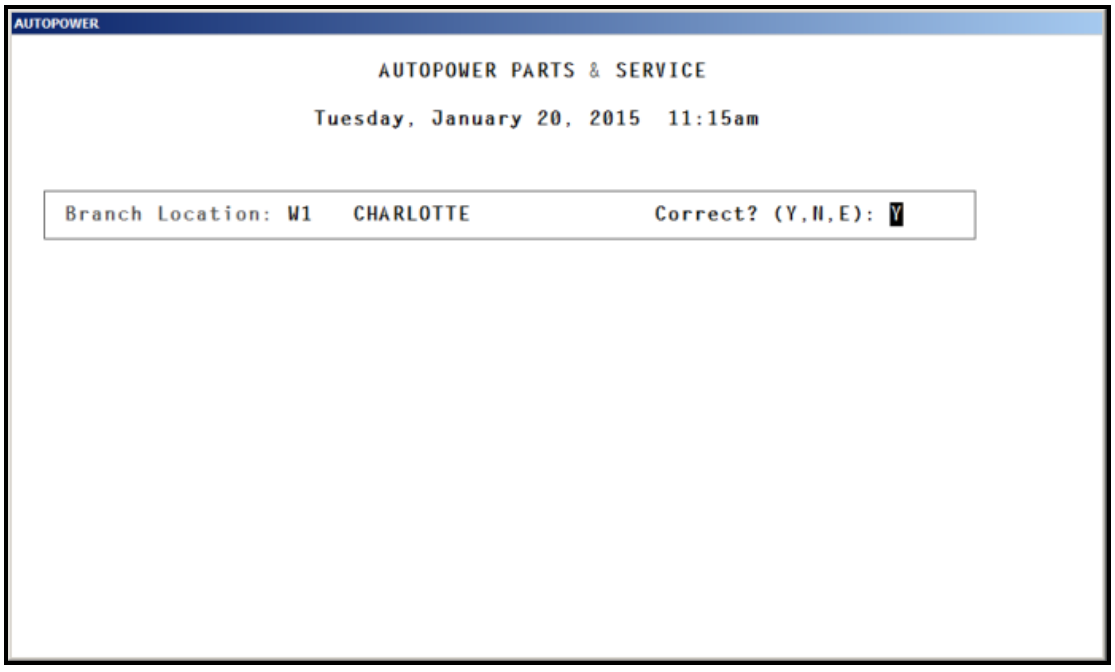
Operator Number:

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.



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):

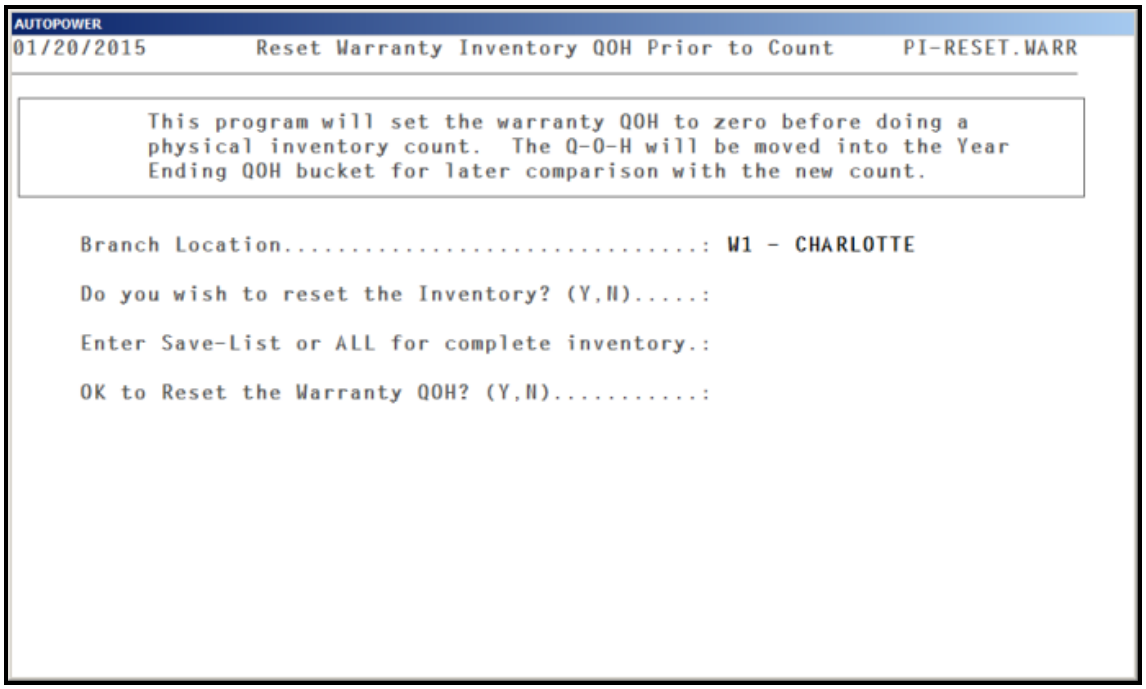
Valid Responses to this prompt are:

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.**

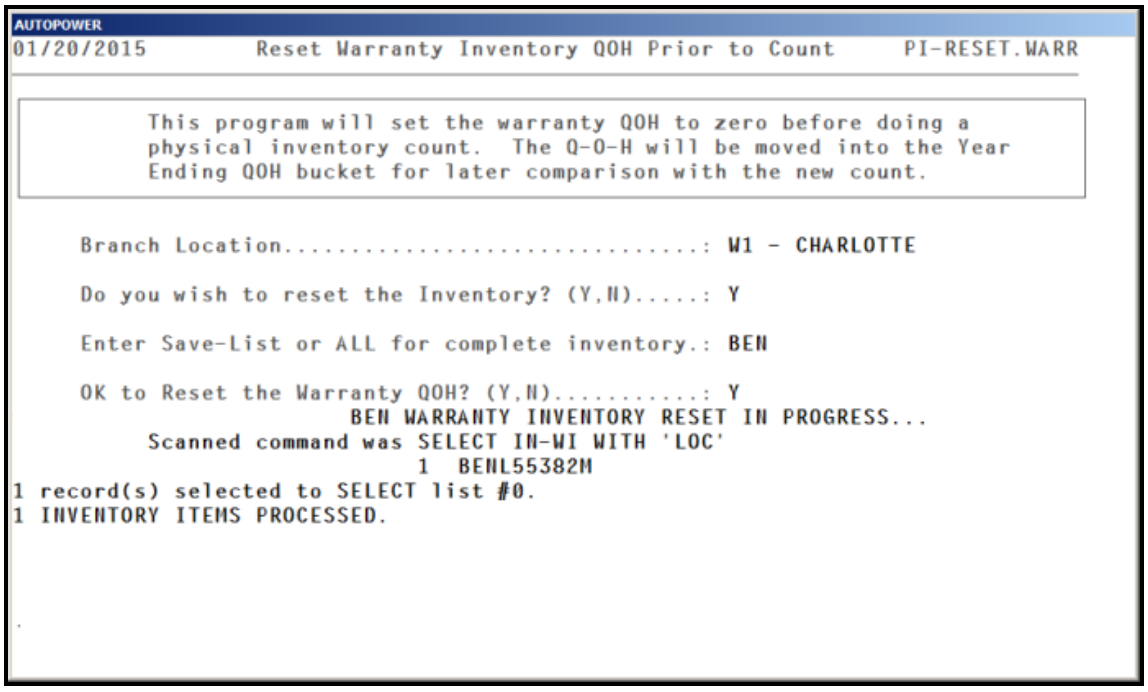
OK to Reset the QOH? (Y, N):

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.

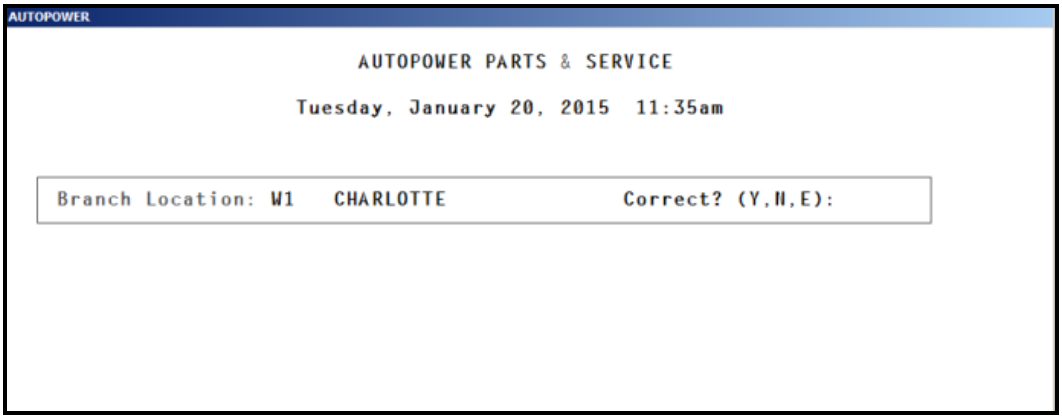


Once the reset has completed, you will be brought back to the Physical Inventory Menu, where the part counts can be entered.

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:



Field Descriptions:

Branch Location:

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

Correct? (Y, N, E):

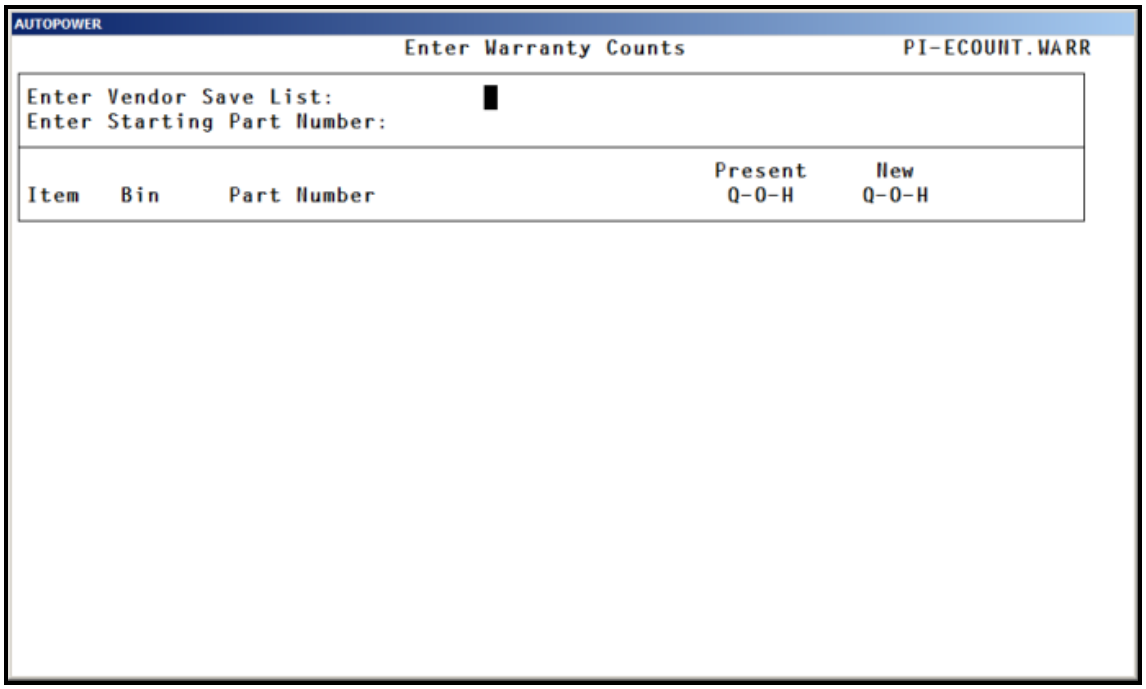
Valid Responses to this prompt are:

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:



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.

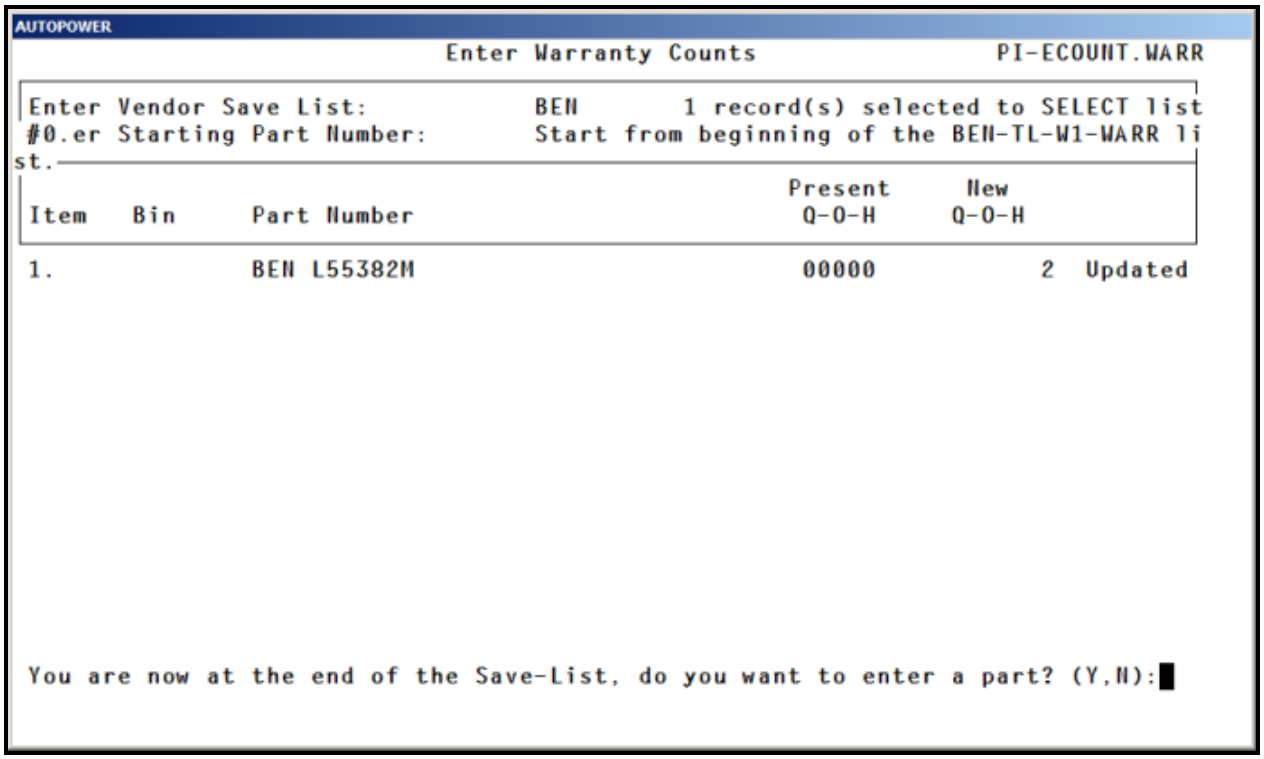
If you have to add an additional quantity to an existing one (other than 00000) to account for items located elsewhere within the branch, you must enter the TOTAL Quantity for the warranty item. Never key in the difference between the existing and the new quantity but instead key in the sum of the existing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

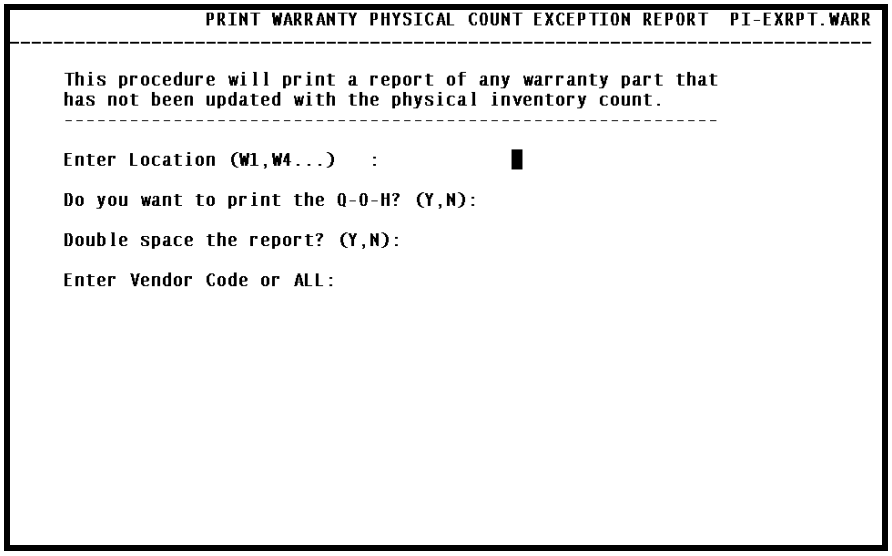


Section 3.6 - Print Physical Count Exception Report

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.



Field Descriptions:

Enter Location (W1, W2…):

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

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

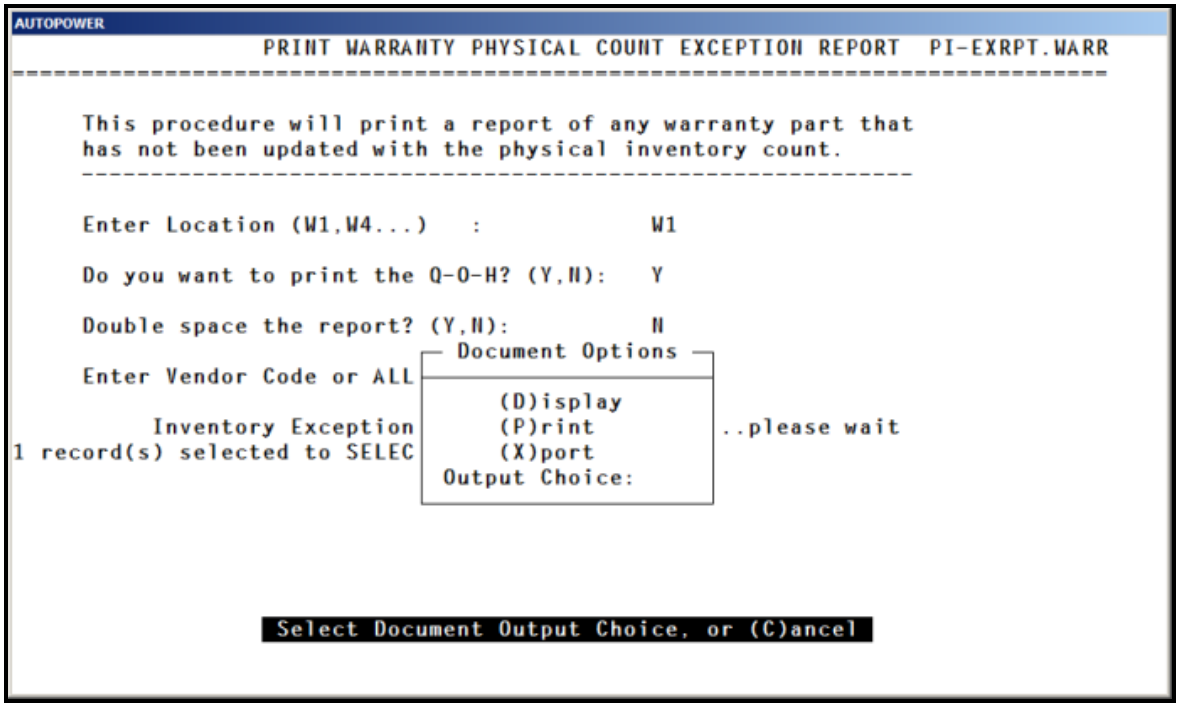
Type **Y and** press **ENTER** to print the current Q-O-H values on the exception report. Type **N and** press **ENTER** if you do not want the Q-O-H values to print on the report.

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.

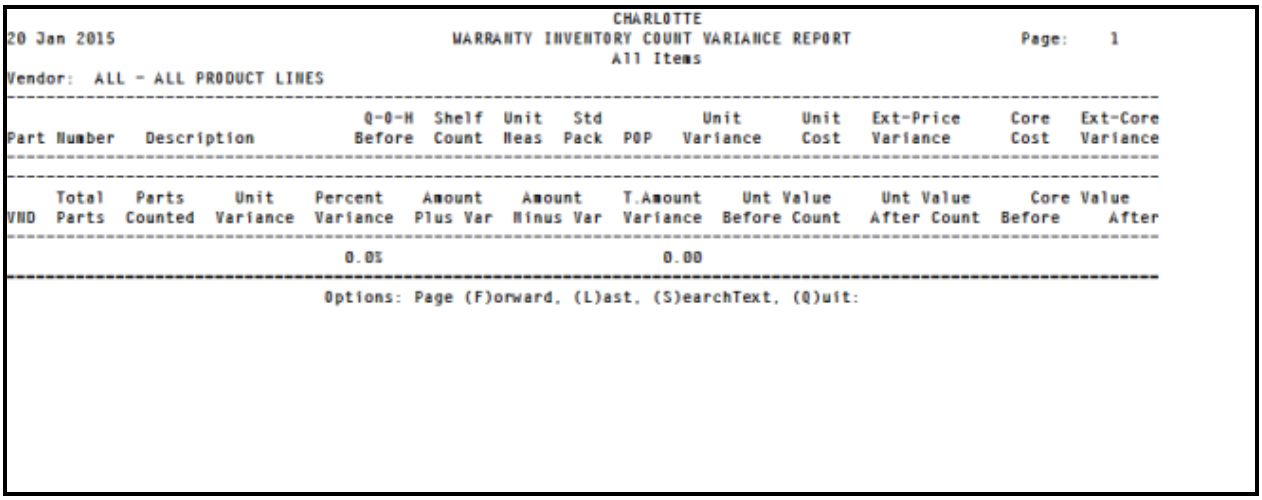
Extended QOH-DIFF – Dollar amount that represents the cost of the difference.

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.



```
                                        CHARLOTTE
20 Jan 2015                  WARRANTY INVENTORY COUNT VARIANCE REPORT          Page:    1
                                        All Items
Vendor:  ALL - ALL PRODUCT LINES
-------------------------------------------------------------------------------------------------------------------
                                Q-O-H  Shelf  Unit   Std          Unit      Unit   Ext-Price     Core   Ext-Core
Part Number   Description      Before  Count  Meas  Pack  POP   Variance    Cost   Variance      Cost   Variance
-------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------
    Total   Parts     Unit    Percent    Amount    Amount    T.Amount    Unt Value     Unt Value      Core Value
VND Parts  Counted  Variance  Variance  Plus Var  Minus Var  Variance  Before Count  After Count  Before     After
-------------------------------------------------------------------------------------------------------------------
                             0.0%                           0.00
-------------------------------------------------------------------------------------------------------------------
                        Options: Page (F)orward, (L)ast, (S)earchText, (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 c**ontinue, 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.

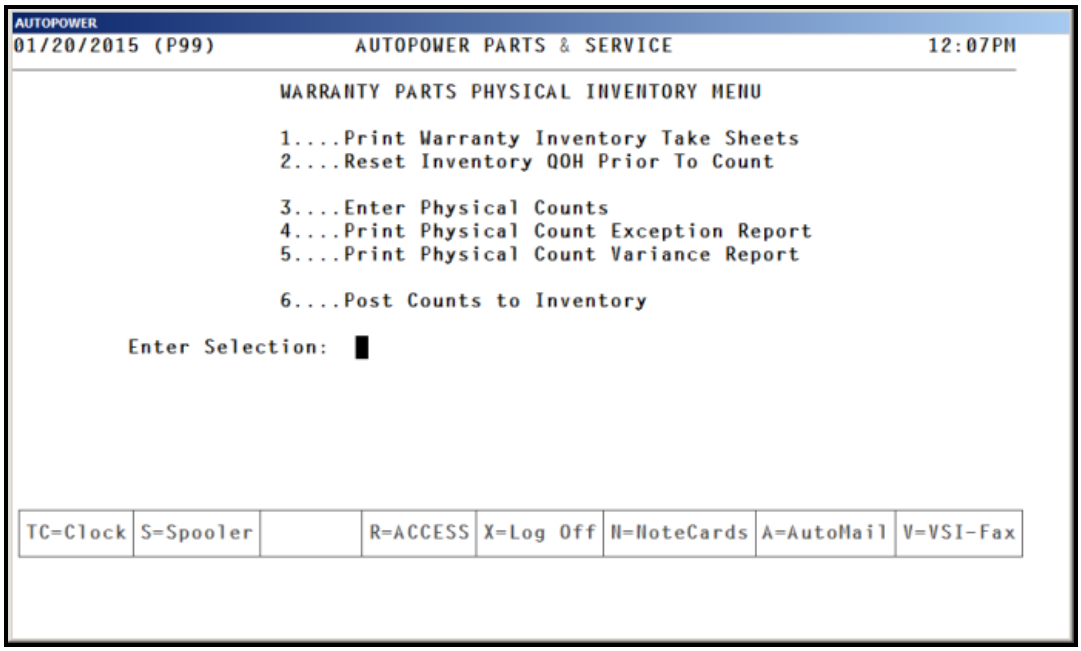
Value Before Count: This will reflect the cost in dollars, for the parts included in the Total Parts figure before the shelf counts were entered.

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:



Field Descriptions:

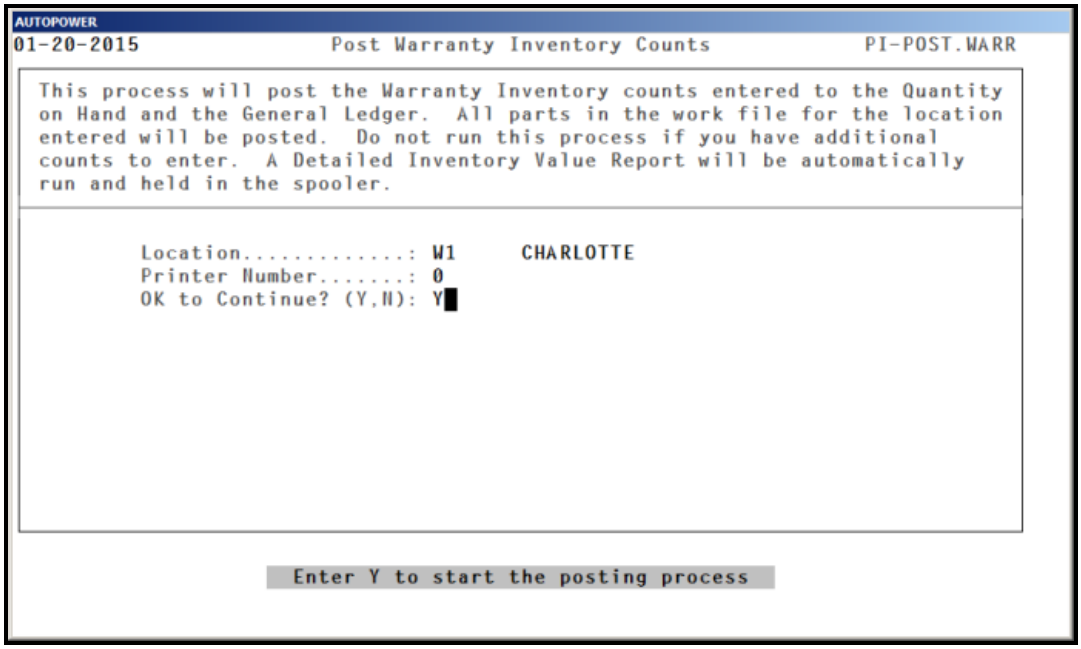
Operator Number:

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.