Physical Count Quick Reference

The Pentagon 2000 system facilitates physical count of your inventory using the physical count option.

1. Process Options

The physical count of inventory begins with acquiring a list of all items that your inventory tracking system indicates is present within the area being inventoried. You have two options for obtaining this list and each option results in a different method of input for your final counts.
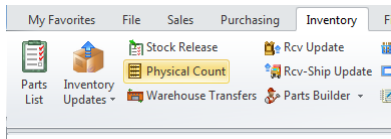
a. *Export from the Physical Count window*
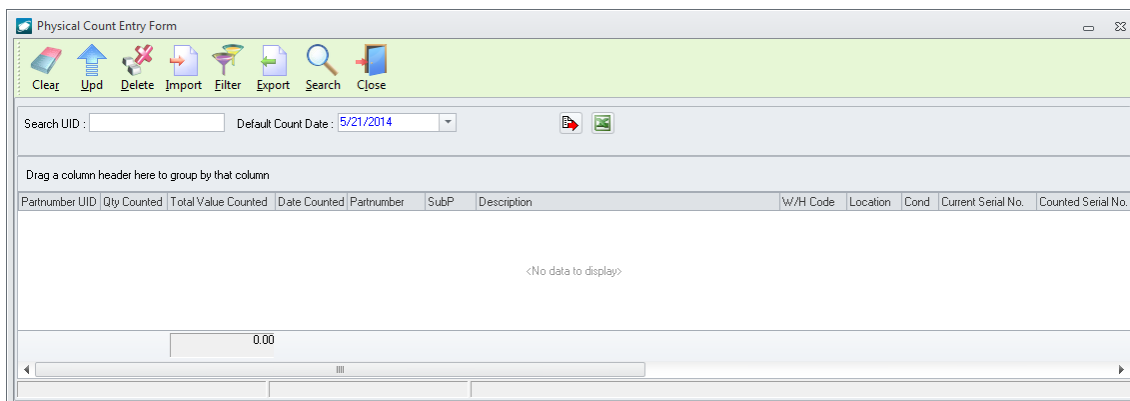
ADVANTAGES:

- No need to run a report with the exact same filters as the Physical Count.

- Easy import of the entire inventory at the end of the process.

- Locks down the inventory (restricts it from use) in one single step.

DISADVANTAGES:

- Must save file to CSV and maintain proper formatting throughout process

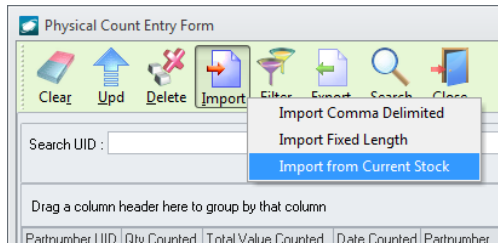i. From the Main Menu screen, left-click **Inventory** and left-click **Physical Count**.

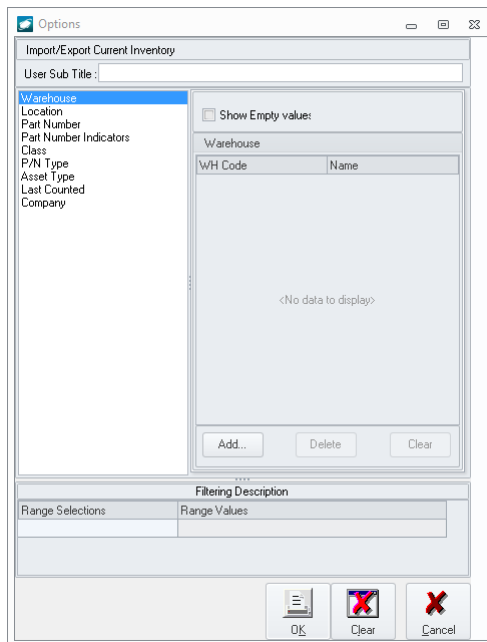ii. The **Physical Count Entry Form** window will appear.

iii. Import the counts from the system.

1. Left-click the **Import** button on the **Physical Count Entry Form** window toolbar and left-click **Import from Current Stock**.
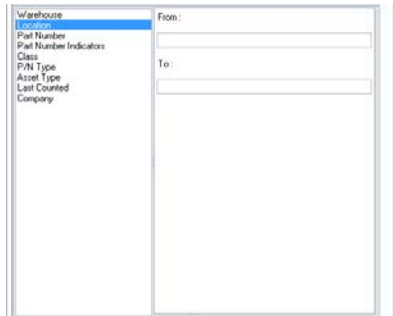

2. The **Options** window will appear.

a. **Warehouse** filter – Identify the list of warehouses that you would like to include in the physical count. If this filter is left blank, the system will pull all records from all warehouses that meet the remaining criteria.
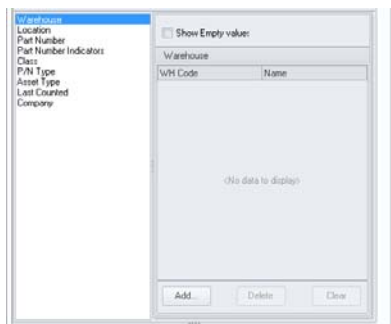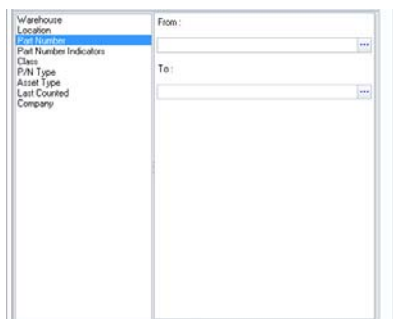
b. **Location** filter – Identify the range of locations that you would like to include in the physical count. If this filter is left blank, the system will pull all records that meet the remaining criteria.

c. **Part Number** filter – Identify the range of part numbers that you would like to include in the physical count. If this filter is left blank, the system will pull all records that meet the remaining criteria.
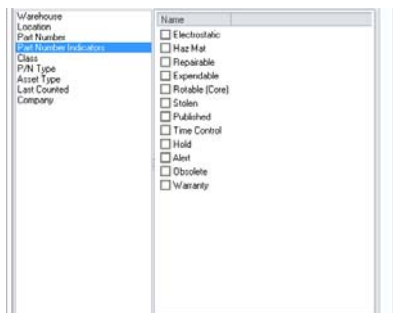

d. **Part Number Indicators** filter – Identify the part number indicators that must be marked as "checked" on the part master record to be included in the physical count. This filter is an "OR" condition; therefore, any part number that has any one or more of the selected indicators marked as "checked" in the part master record, will appear in the physical count list. If this filter is left blank, the system will pull all records that meet the remaining criteria.

e. **Class** filter – Identify the part class that you would like to include in the physical count. If a part class is selected, then only part numbers possessing that part class in the parts master record will be included in the physical count. If this filter is left blank, the system will pull all records that meet the remaining criteria.

f. **P/N Type** filter - Identify the part number type that you would like to include in the physical count. If a part number type is selected, then only part numbers possessing that part number type in the parts master record will be included in the physical count. If this filter is left blank, the system will pull all records that meet the remaining criteria.

g. **Asset Type** filter – Identify the asset types that you would like to include in the physical count. This filter is an "OR" condition; therefore, any part number that is classified as any of the marked asset types in the part master record will appear in the physical count list. If this filter is left blank, the system will pull all records that meet the remaining criteria.
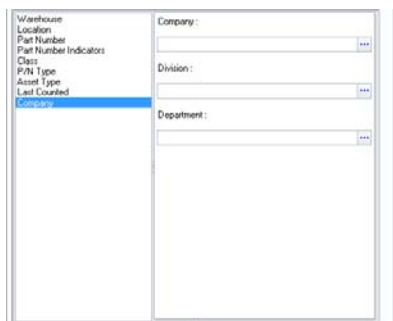
h. **Last Counted** filter – Identify the date range (or variant date range, in terms of days) of the last date counted that you would like to include in the physical count. If this filter is left blank, the system will pull all records that meet the remaining criteria.
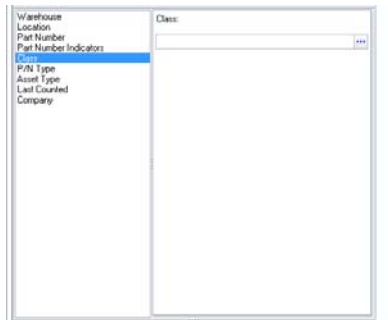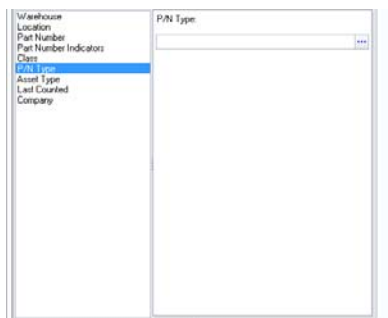

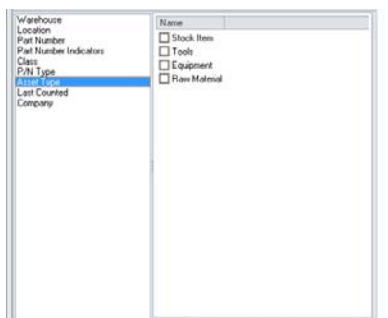i. **Company** filter – Identify the company, division, and department that you would like to include in the physical count. If this filter is left blank, the system will pull all records that meet the remaining criteria.

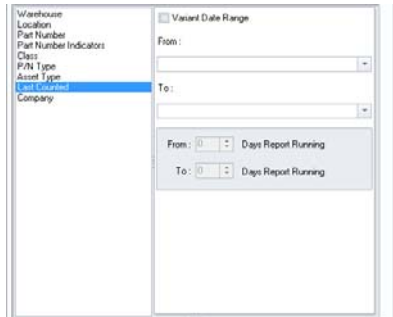3. Once all filters have been set, left-click the **OK** button to create the physical count list.

4. The **Physical Count Entry Form** window grid will be populated with all records meeting the criteria in the **Options** window.

   NOTE: At this point all UIDs present on the physical count will be unavailable for picking until the physical count is executed.

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iv. Export the physical count in order to create a count sheet.

1. Left-click the **Export** button from the **Physical Count Entry Form** window toolbar and left-click **Export Setup**.
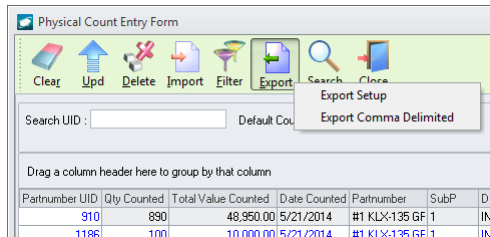
2. The **Physical Count Export Setup** window will appear. Configure the fields that you would like to include in the export and left-click the **OK** button.
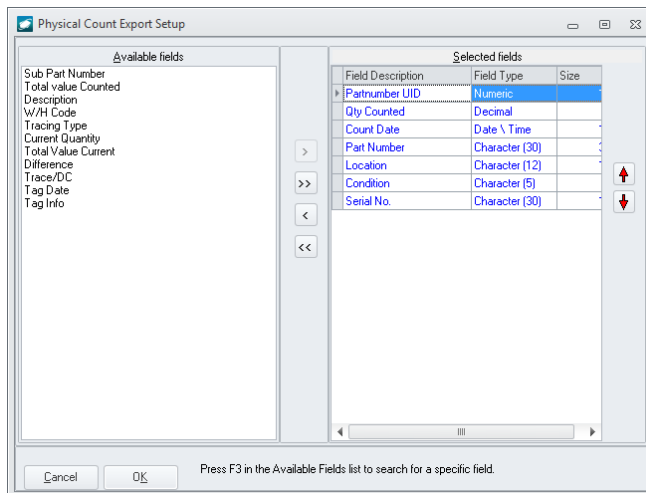
3. Left-click the **Export** button from the **Physical Count Entry Form** window toolbar and left-click **Export Comma Delimited**.

4. The **Export to CSV File** window will appear. Select the appropriate file name and left-click the **Export** button.
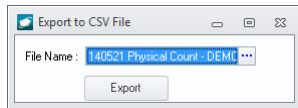
5. Go to the directory to which your export was saved and open the file. Adjust the columns as you feel necessary for your physical count and print the count sheets for the employees to use during their count.

    NOTE: It is critical that this file remains complete and that the UIDs remain associated with the correct records. Altering or disassociated a UID will result in incorrect data when the file is imported.

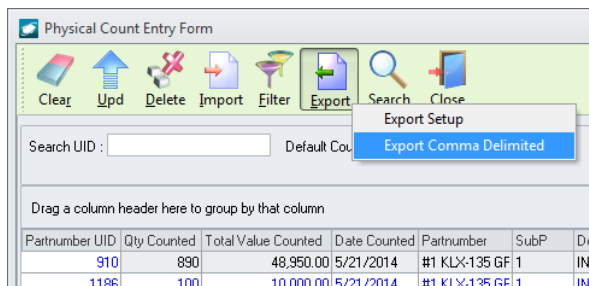v. When the physical count is completed, you may reopen the CSV file and adjust the COUNT_QTY column to match the actual count by your employees. Resave the CSV file containing a completely accurate inventory count.

vi. Import the accurate file into the **Physical Count Entry Form** window.

1. Left-click the Clear button from the Physical Count Entry Form window toolbar.

    NOTE: This will temporarily unlock all counted UIDs until the import is complete.

2. Left-click the **Import** button on the **Physical Count Entry Form** window toolbar and left-click **Import Comma Delimited**.
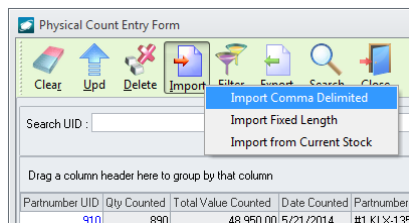

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3. The **Physical Count Import Setup** window will appear. Configure the fields that you would like to import and left-click the **OK** button.

   NOTE: The only fields that are required are "Partnumber UID", "Qty Counted", and "Count Date" (in M/D/YYYY format); however, any other columns that are included in the import will override the data in the warehouse once the physical count is executed.
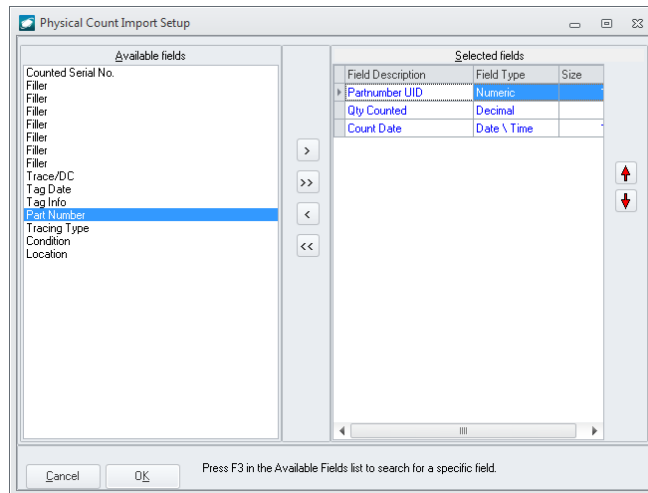
4. The **Import File** window will appear. Select the file to import and left-click **OK** on the **Import File** window toolbar to create the import.

   NOTE: If your CSV file has a header, ensure the **The First Line is a Header** flag is marked as "checked".
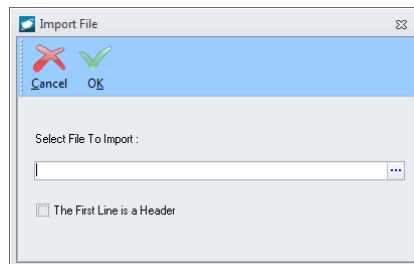
5. The **Import Data** window will appear, displaying the data that will be imported when the **OK** button on the **Import Data** window toolbar is clicked.

6. If all looks correct, left-click the **OK** button on the **Import Data** window toolbar.

vii. Review the physical count. When the **Physical Count Entry Form** is populated with data, records displayed on generated reports will be populated with relevant data for those records (such as date counted, counted quantity, discrepancy and related cost calculations) if they are listed in the grid in the **Physical Count Entry Form** window. You may run various reports (outlined below) to determine whether the information is correct prior to executing the physical count.

viii. Execute the physical count.

1. Left-clicking the **Upd** (Update) button on the **Physical Count Entry Form** window toolbar.
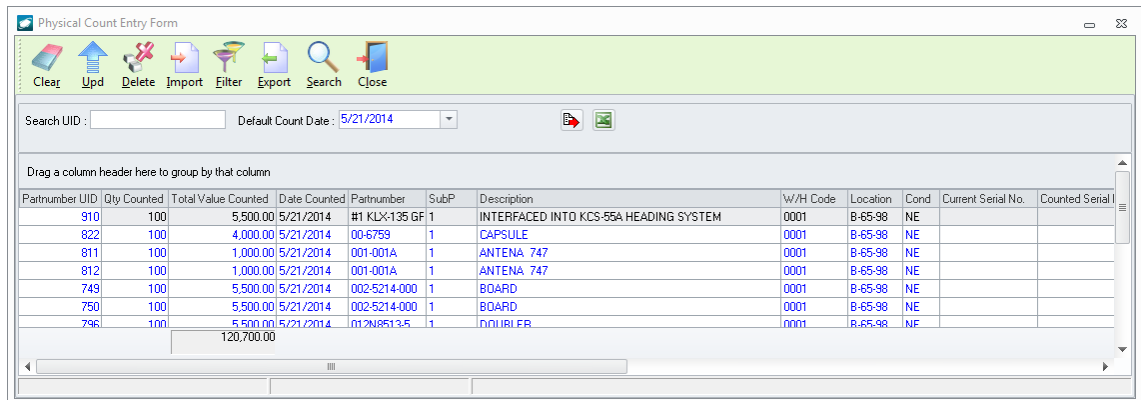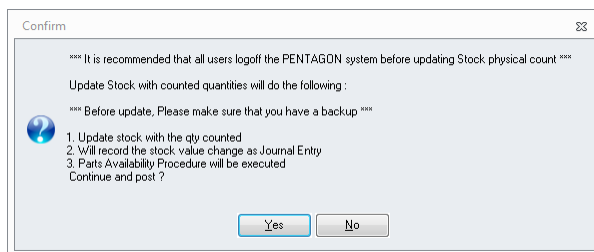
2. A **Confirm** dialog box will appear with the following message:
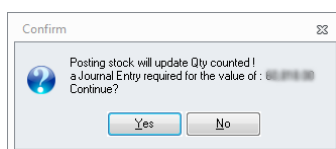
3. Ensure that you have a recent backup of your database stored and note what will occur when the physical count is executed, then left-click the **Yes** button.

4. A **Confirm** dialog box will appear with the following message:

5. Left-click the **Yes** button to create the journal entry.

6. The **Summary of New Journal Entry** window will appear. Left-click the **Close** button to close the window.

   NOTE: GL Codes will be loaded from the warehouse if the system is setup to set GL codes by warehouse (potentially creating a separate journal entry for each warehouse), otherwise you will be prompted to select the appropriate GL codes.
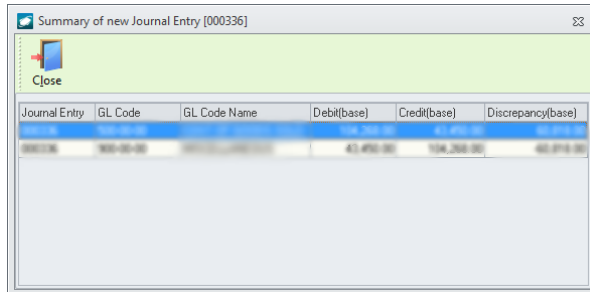
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b. *Run a Report and Duplicate List in the Physical Count*

ADVANTAGES:

- Physical Count sheets are in a standard format.

- Available barcoding may enable more efficient data entry.

DISADVANTAGES:

- Likely required search or format physical count grid for manual input.

- Does not automatically lock down inventory; must run separate process.

i. From the Main Menu window, left-click the **Reports** button.
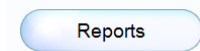
Reports

ii. The **Reports** window will appear. Left-click **Inventory Analysis** to expand the tree, then left-click **Physical Count** to view the available reports.
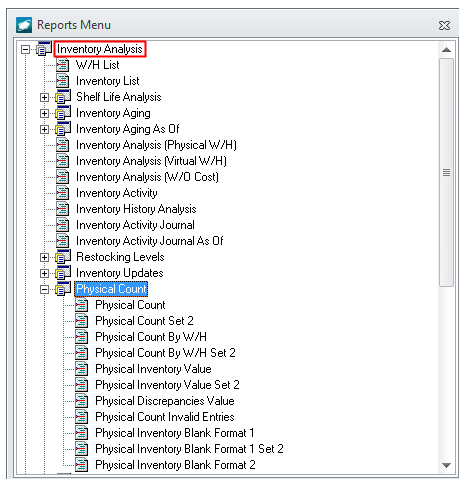
iii. You may run any physical count report that meets the criteria of the inventory you would like to count.

   NOTE: The **Reports** section of this manual provides a description of each of the available reports.

   BARCODING NOTE: The **Physical Inventory Blank Format 1** and **Physical Inventory Blank Format 1 Set 2** reports allow the inclusion of UID barcodes, which can enable barcoded entry of inventory counts.

iv. Once the report is created, print the count sheets for the employees to use during their count.

v. When the count is completed, import the counts from the current stock (See **Para 1.a.iii** above).

NOTE: The filters must be set up EXACTLY as they were in the report in order to pull matching data.

vi. Using the completed count sheets, update the **Qty Counted** column (as well as any other incorrect data). The records in the grid are searchable by UID or may be ordered using the column headings.

BARCODING NOTE: If using barcoded count sheet, the barcode from the report can be scanned to add the UID to the physical count instead of manually typing.

vii. When the data in the grid is correct, review (See **Para 1.a.vii** above) and execute the physical count (See **Para 1.a.viii** above).

END OF SECTION

2. **Post-Count Results**

   a. **Last Counted** group box (on the **First Cost** tab of the **Locations** window) will be updated with the information from the most recent physical count.
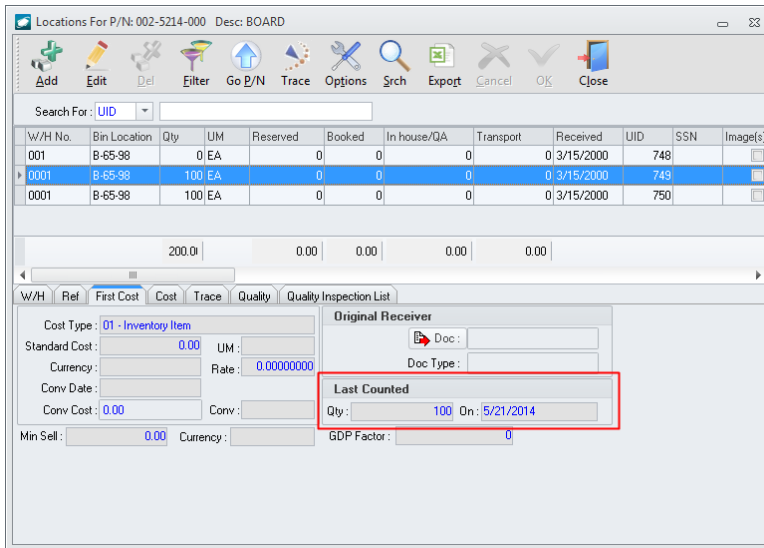
      i. **Qty** field – Displays the most recent physical count of the selected UID.

      ii. **On** field – Displays the date on which the most recent physical count was executed.

   b. **Part Tracing** will be updated with the information from the most recent physical count.

      i. From the **Locations** window, left-click a particular line to select a UID and left-click the **Trace** button on the **Locations** window toolbar.
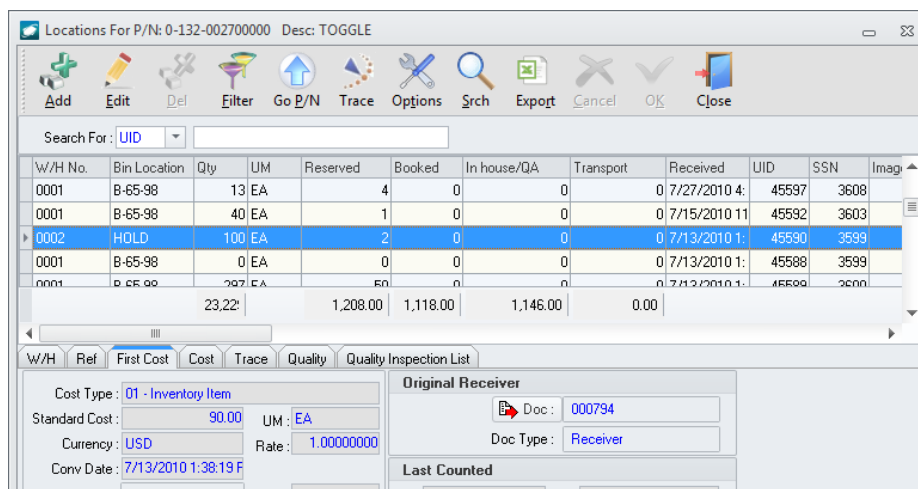
ii.   A menu of options will appear.
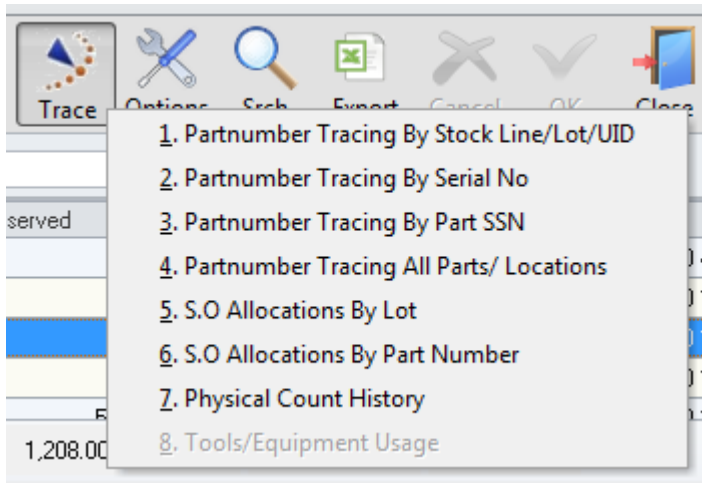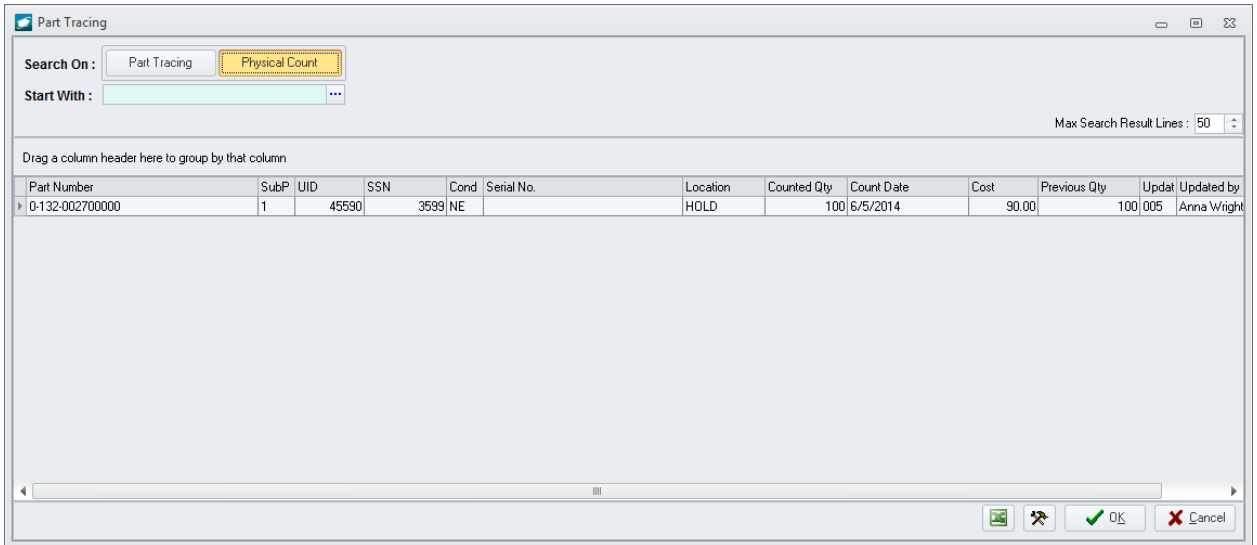
1. 1. Partnumber Tracing By Stock Line/Lot/UID – Displays all records relating to the selected UID.

2. 2. Partnumber Tracing By Serial Number – Displays all records relating to the selected serial number(s).

3. 3. Partnumber Tracing By Part SSN – Displays all records relating to the selected SSN including the selected UID and all other UIDs with the same SSN.

4. 4. Partnumber Tracing All Parts/Locations – Displays all records relating to all items having the selected part number regardless of UID, SSN and location.

5. 7. Physical Count History – Displays all physical count records for the selected UID.

iii.   When any of the first four (4) options are selected, the Part Tracing window will appear displaying information filtered as appropriate to the option selected.
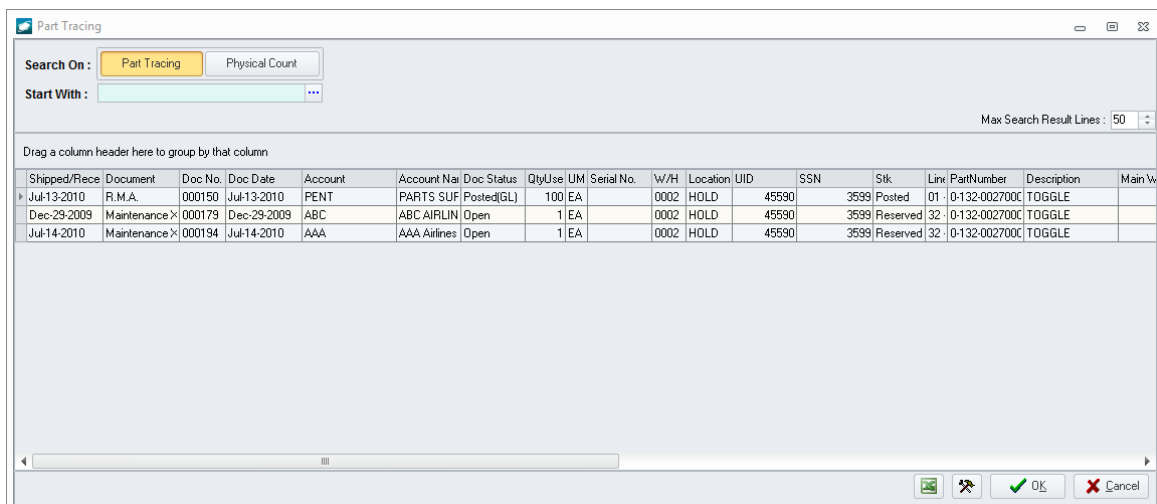
iv. Left-click the **Physical Count** button in the Search On group box to view the physical count history of the filtered results.

END OF SECTION

3. Reports

    a. Open the **Reports Menu**

        i. From the Main Menu screen, left-click the **Reports** button.

        ii. The **Reports Menu** window will appear.

        iii. Left-click **Inventory Analysis** to expand the tree.

        iv. Left-click **Physical Count** to expand the tree.

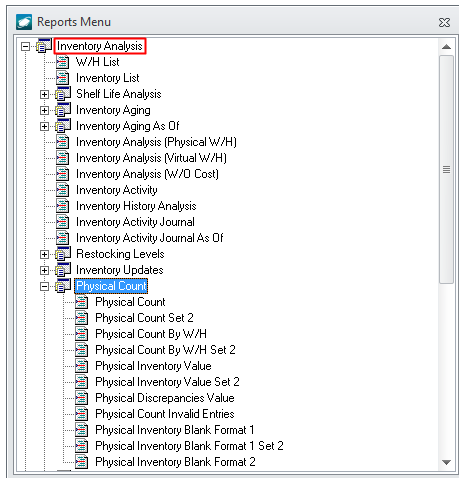   b. <u>Physical Count</u> – Reports information from the warehouse locations based upon the filters provided and sorted by Part Number, W/H Code, Location, Alt 1 or Alt 2. Allows space for marking quantity and calculating count discrepancy.

    c. <u>Physical Count Set 2</u> – Reports information from the warehouse location (including serial numbers) based upon the filters provided and sorted by Part Number, W/H Code, Location, Alt 1 or Alt 2. Allows space for marking quantity and calculating count discrepancy.

    d. <u>Physical Count by W/H</u> – Reports information from the warehouse location based upon the filters provided and sorted primarily by warehouse. Allows space for marking quantity and calculating count discrepancy. Options include page break by warehouse.

    e. <u>Physical Count by W/H Set 2</u> – Reports information from the warehouse location (including serial numbers) based upon the filters provided and sorted primarily by warehouse. Allows space for marking quantity and calculating count discrepancy. Options include page break by warehouse.

    f. <u>Physical Inventory Value</u> – Reports information from the warehouse locations (including cost data) based upon the filters provided and sorted by Part Number, W/H Code, Location, Alt 1 or Alt 2. Allows space for marking quantity and calculating the inventory value.

g. <u>Physical Inventory Value</u> – Reports information from the warehouse locations (including cost data and serial numbers) based upon the filters provided and sorted by Part Number, W/H Code, Location, Alt 1 or Alt 2. Allows space for marking quantity and calculating the inventory value.

h. <u>Physical Discrepancies Value</u> – Reports information from the warehouse locations (including cost data) based upon the filters provided and sorted by Part Number, W/H Code, Location, Alt 1 or Alt 2. Allows space for marking quantity and calculating the inventory value, discrepancy quantity and discrepancy value.

i. <u>Physical Count Invalid Entries</u> – Reports any records entered into the physical count where either the UID or W/H Code does not exist. This report should only be used to quality check an executed physical count.

j. <u>Physical Inventory Blank Format 1</u> – Reports information from the warehouse locations as well as receiving information based upon the filters provided and sorted by Part Number, W/H Code, Location, Alt 1 or Alt 2. This report allows barcode entry of UID and also provides space for marking quantity and calculating count discrepancy.

k. <u>Physical Inventory Blank Format 1 Set 2</u> – Reports information from the warehouse locations (including cost data) as well as receiving information based upon the filters provided and sorted by Part Number, W/H Code, Location, Alt 1 or Alt 2. This report allows barcode entry of UID and also provides space for marking quantity and calculating count discrepancy.

l. <u>Physical Inventory Blank Format 2</u> – Reports information from the warehouse location (including all 15 user defined reference fields and cost data) based upon the filters provided and sorted by Part Number, W/H Code, Location, Alt 1 or Alt 2. Allows space for marking quantity and calculating count discrepancy.

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