DAC User Guide

Physical Inventory

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Working With Physical Inventory

The Physical Inventory applications are used to compare and reconcile a count of the *entire physical inventory and all the on-hand quantities* of the DAC Item Balance files.

If a count of the entire physical inventory is not being done, refer to Adding An Inventory Batch of the Warehousing document for detailed instructions about using the Inventory Batch Entry application to do a cycle count inventory.

Refer to the DAC Default System Options document for information about the Convert To Standard Sell, Variance Tolerance Qty and Variance Tolerance Value\$ fields of the SYS038 (Physical Inventory Options) default system option.

The step-by-step instructions below 1) describe how to enter a minimum of one to a maximum of four counts of a warehouse's inventory, and 2) must be followed precisely in the order given. As described below, any additional counts entered after the first count should be limited to only those items for which significant variances appear after entering the first count.

Read completely through these steps, and contact CDR support personnel if you have any questions *before* proceeding with the data entry described below.

Step 1: Verify that DAC is used to:

- Assign *all items* to locations.
- Post all customer invoices and credit memos.
- Receive all the purchase orders which have been received in the warehouse.
- Delete or post, as necessary, any existing inventory batches.
- Complete end of day processing. Note: End of week, end of period and end of year processing may be done before or after continuing the physical inventory.

Step 2: Print an Inventory Evaluation Report. It is recommended that you mark the report *Before Inventory*, and retain this report for accounting purposes. Refer to Printing Inventory Evaluation Reports below for additional information.

Step 3: Use one of the following to print count sheets if Cipher Lab or Telxon units are not used to enter the first inventory count:

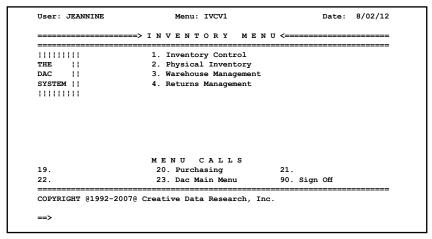
- The Print Count Sheets application. Refer to Printing Physical Count Worksheets below for detailed instructions.
- The Cycle Count Sheets application. Refer to Printing Cycle Count Worksheets below for detailed instructions.
- A custom query count sheet report if available.

Step 4: Verify that all system users are signed on to DAC with different usernames, that no user has multiple sessions open, and that no individual user is signed on at more than one terminal with the same username.

Step 5: Use the Physical Inventory Guide application to place the system in Physical Inventory mode as describe below.

```
User: JEANNINE
                             Menu: DACCV1
                                                           Date: 8/02/12
               =====> THE DAC SOFTWARE SYSTEM <==
              Distributor Analysis and Control
111111111111
                                                             1111111111111
111111111111
                        MAIN OPERATIONS MENU
                                                             1111111111111
111111111
                    1. File Maintenance Menu
THE !!
                       2. Accounts Receivable
                       3. Billing System
DAC
                       4. Inventory System
SYSTEM ||
111111111
                       5. Purchasing System
                       6. Reports Menu
                       7. Truck Scheduling
                       8. Closing Procedures
                       9. Integration
                      10. Other Functions Menu
                      11. Accounts Payable
                      12. General Ledger
                      90. Sign Off
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
```

Select option 4 (Inventory System) from the Main Operations Menu screen. The Inventory Menu screen appears.



Select option 2 (Physical Inventory) from the Inventory Menu screen. The Physical Inventory Menu screen appears.

```
User: JEANNINE
                              Menu: PIVCV1
                                                           Date: 8/02/12
                          PHYSICAL INVENTORY MENU
111111111
                       1. Print Count Sheets
                       2. Work With Physical Inventory Count Batches
                       3. Physical Inventory Guide
DAC
SYSTEM | |
                       4. Pre-Comparison By Region
111111111
                       MENU CALLS
                        23. Dac Main Menu
                                                   90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

Select option 3 (Physical Inventory Guide) from the Physical Inventory Menu screen. The Physical Inventory Guide screen appears.

```
DCHVPVR ENTER Creative Data Research
Physical Inventory Guide

Welcome to the physical inventory guide. The
system is ready to be placed in "Physical
Inventory" mode. This is a special restrictive
state that will help ensure this process
operates smoothly. During this time, you will not
be allowed to perform normal billing,
purchasing, or inventory operations.

Select a warehouse and press enter to begin.

Warehouse to take Physical Inventory on

F3=Exit F4=Select
```

To place the system in Physical Inventory mode, enter a warehouse code for the **Warehouse to take Physical Inventory on** (6,a) field, and press <Enter>.

When the *Are you sure you wish to continue and place the system in Physical Inventory mode?* message appears, enter *Y* for the **OK?** field (1,a) and press <Enter> to confirm. The Physical Inventory Menu screen appears with the *The system is now in physical inventory mode* message.

```
User: JEANNINE
                              Menu: PIVCV1
                                                            Date: 8/02/12
                          PHYSICAL INVENTORY MENU
 111111111
                        1. Print Count Sheets
                        2. Work With Physical Inventory Count Batches
DAC
                        3. Physical Inventory Guide
SYSTEM | |
                        4. Pre-Comparison By Region
                        MENU CALLS
19.
                         20.
                                                    90. Sign Off
                         23. Dac Main Menu
COPYRIGHT @1992-2004@ Creative Data Research. Inc.
The system is now in physical inventory mode.
```

Caution: Do not proceed with Step 6 until completing Step 5. If users do not place the system in Physical Inventory mode, remote orders cannot be used to create inventory batches.

Step 6: Users who do not use Cipher Lab or Telxon units for physical inventory must skip this step and proceed with Step 9.

Use Cipher Lab or Telxon units to enter and transmit (send) the inventory counts as remote orders, but note the following:

- Before entering items and quantities, enter any number for the customer with a Cipher Lab unit or enter 000000 for the customer with a Telxon unit, and enter *INVTRY* for the route.
- The number of line items entered should be limited to 500.
- Important: Keep a record of the total number of remote orders entered and transmitted. This is required to later verify (as described in Step 7 below) that all the necessary inventory batches are created.

Refer to Working With Telxon of the Billing document for information about using Telxon units.

Step 7: Users who do not use Cipher Lab or Telxon units for physical inventory must skip this step and proceed with Step 9.

Users who use Cipher Lab or Telxon units must verify that all the necessary remote orders are transmitted and appear (with *INVTRY* as the route) on the Work With Remote Orders screen. If this is not done, the physical inventory will be incomplete.

Use the Work With Remote Orders screen to create an inventory batch from each transmitted remote order:

- 1) Enter *INVTRY* for the **Route** restrictor field and press <Enter>. The value of *INVTRY* will appear for both the **Routes From** and **To** fields under the Selection Criteria heading.
- 2) Press <F5> to mark the remote orders.
- 3) Press <F10> to process the marked orders.

Refer to Working With Remote Orders of the Billing document for additional information.

After processing, each remote order will appear as an inventory batch record on the Work With Inventory Batch screen. Review the Remote Inventory Edit report for obvious errors in the inventory count.

Creating an inventory batch from each transmitted remote order as described above, will be done automatically by the system for some users. Refer to the DAC Default System Options document for information about the **Transmission Placement** field of the SYS033 (Billing Options) default system option.

Step 8: Users who do not use Cipher Lab or Telxon units for physical inventory must skip this step and proceed with Step 9.

Use the Work With Inventory Batches application 1) to correct the item counts of the inventory batches, and 2) to mark <u>all</u> the inventory batches for posting. Note: Users may choose to delay correcting item counts until after Step 10 when the physical count worksheets with variance data is printed.

```
User: JEANNINE
                             Menu: PIVCV1
                                                          Date: 8/02/12
                       PHYSICAL INVENTORY MENU
                       1. Print Count Sheets
THE
                      2. Work With Physical Inventory Count Batches
DAC
                       3. Physical Inventory Guide
SYSTEM ||
                      4. Pre-Comparison By Region
                       MENU CALLS
                        23. Dac Main Menu
                                                 90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
The system is now in physical inventory mode.
```

Select option 2 (Work With Physical Inventory Count Batches) from the Physical Inventory Menu screen. The Work With Inventory Batch screen appears.

```
GSW8DFR DISPLAY Creative Data Research 10/29/04 10:12:33

Work With Inventory Batch

Batch Date W.H.

PHYSICAL INVENTORY 1

Type options, press Enter.
2=Edit P=Print D=Delete

Patch Date Batch Line Current Trans Transfer To W.H.

Qty Count W.H. W.H.

JEANNINE 10/29/04 1220 10 1

JEANNINE 10/29/04 250 2 1
```

Enter 2 (Edit) in the selection column next to the desired batch, and press <Enter>. The Enter Inventory Counts screen appears.

If necessary, change the control totals for the **Batch Quantity** and **Batch Count** fields.

Press <Enter>. The Inventory Entry screen appears.

GSADDFR	DISPLAY	Creative		Research nventory		7		10/	29/	04 10:34:14	l
Batch JEANNINE		Typ RSN	Item	Qty	Loc	cation	U/M		t 0	Qty 1220	
Replace Ex	_	-					Actual	_	0	0	
Type option 2=Edit Rec		s Enter.									
? Item #		Descripti	lon			U/M	Qty	Ty R	SN	Location	
11750 M	MARLBORO I	MENTHOL			2	CTN		-			
	LUCKY STR				_	DSP		-			
11155 F	COOL MILD	BOX			2	BOX	130	С			
11000 F	COOL BOX				2	EA	120	С			
999918 M	MARLBORO I	BOX 100'S			2	CTN	200	С			
14212 E	ORAL FUL	L FLAVOR N	MENTHO	L .	2	CTN	100	С			
180262 I	LUCKY STR	IKE B1G1F-	LT BO	K KING	2	CTN	100	С			
30050 E	BARCLAY 1	00'S			2	EA	100	С			
F3=Exit	F4=Search	h F10=Ma	ark Ba	tch For	Post						

If necessary, use 2=Edit Record to correct an item's count.

After verifying the accuracy of the total batch count and total batch quantity, enter these amounts for the **Count** and **Qty** fields, and press <Enter>.

GSADDFR	DISPLAY	Creativ		Research nventory		,		10/2	29/	04 10:44:41
Batch JEANNINE	W.H. 1	Typ RSN	Item	Qty	Loc	ation	U/M	Count		Qty 772
Replace E	_	-					Actual			0
Type opti 2=Edit Re		s Enter.								
Z=Edit Re	cora									
? Item #		-	tion			U/M		-	SN	Location
11750	MARLBORO	MENTHOL			2	CTN		-		
11550	LUCKY STR	IKE DEAL			2	DSP	10	С		
11155	KOOL MILD	BOX			2	BOX	130	С		
11000	KOOL BOX				2	EA	120	С		
999918	MARLBORO	BOX 100'	S		2	CTN	200	С		
14212	DORAL FUL	L FLAVOR	MENTHO	L .	2	CTN	100	С		
180262	LUCKY STR	IKE B1G1	F-LT BOX	KING	2	CTN	100	С		
30050	BARCLAY 1	00'S			2	EA	100	С		
F3=Exit	F4=Searc	h 110-	Marila Dad		n+					

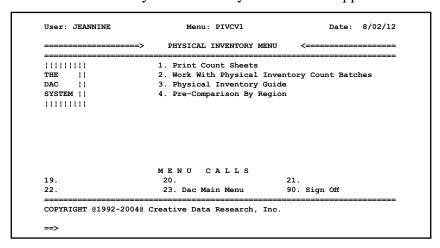
Press <F10> (Mark Batch For Post), and press <F3> (Exit). A Pending Transaction report is printed, and the Enter Inventory Counts screen appears.

atch Id	JEANNIN	E Date 10/29/04	W.H. 1	MAIN WAREHOU	SE				
	Item Number	Descriptio	n	Location	Quantity	U/M	Line Cost Numbe	er	
С	030050	BARCLAY 100'S			100	2 EA	1	1	
С	180262	LUCKY STRIKE B1G1F-LT	BOX KING		100	2 CTN	3	3	
С	014212	DORAL FULL FLAVOR MENT	HOL		100	2 CTN	4	4	
С	999918	MARLBORO BOX 100'S			200	2 CTN	5	5	
С	011000	KOOL BOX			120	2 EA	•	6	
С	011155	KOOL MILD BOX			130	2 BOX	7	7	
С	011550	LUCKY STRIKE DEAL			10	2 DSP	8	8	
С	011750	MARLBORO MENTHOL			12	2 CTN	S	9	
atch Id	JEANNIN	E Total Lines 8			772				
inal to	tals								

Press <Enter> when prompted to confirm. The Work With Inventory Batch screen appears.

```
GSW8DFR
          DISPLAY Creative Data Research
                                                         10/29/04 10:49:02
                         Work With Inventory Batch
                                                                  W.H.
1
Batch
         Date
                     PHYSICAL
                                        INVENTORY
Type options, press Enter
2=Edit P=Print D=Delete
                   Batch Line Current Trans
                                                Transfer To W.H.
                    Qty Count W.H.
250 2 1
 JEANNINE 10/29/04
F3=Exit F10=Create Batch
```

Repeat the previous steps until <u>all</u> the inventory batches are marked for posting, and press <F3> to exit. The Physical Inventory Menu screen appears.



Important: Do not proceed until verifying that all the necessary inventory batches have appeared on the Work With Inventory Batch screen, and have been marked for posting.

Select option 3 (Physical Inventory Guide) from the Physical Inventory Menu screen. The Physical Inventory Guide screen appears.

```
DCHVPVR ENTER Creative Data Research
Physical Inventory Guide

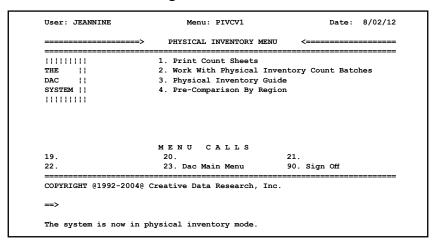
You are now in the first cycle of your count.
So far in this cycle, you have posted 2 batches.
In all cycles, a total of 10 items have been counted.

1 = Accept current cycle, move to next.
3 = Abort entire physical inventory count.
Enter option, press enter.

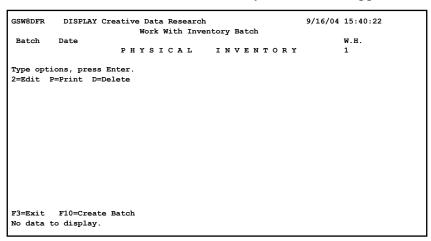
F3=Exit F4=Select
```

Important: After completing Step 8, Cipher Lab and Telxon users must proceed to Step 10.

Step 9: Use the Work With Inventory Batches application 1) to enter the first inventory count taken of the physical inventory if Cipher Lab or Telxon units <u>are not</u> used, or 2) to enter additional counts regardless of how the first count was entered.



Select option 2 (Work With Physical Inventory Count Batches) from the Physical Inventory Menu screen. The Work With Inventory Batch screen appears.



Press <F10> (Create Batch). The Enter Inventory Counts screen appears.

GSB0PVR ENTER Creative	Data Research Enter Inventory Counts	9/16/04 15:41:19
Type choices, press Enter.		
Batch User Id Batch Date		
Batch Quantity		
Batch Count		
Current Warehouse	1	
Count Team ID		
F3=Exit F11=Delete Batch		

If desired, enter control totals for the **Batch Quantity** and **Batch Count** fields. Press <Enter>. The Inventory Entry screen appears.

```
GSADDFR DISPLAY Creative Data Research 9/16/04 15:45:07
Inventory Entry

Batch W.H. Typ RSN Item Qty Location U/M Count Qty
JEANNINE 1 C
Replace Existing Item? N Actual 0 0

Type options, press Enter.
2=Edit Record

F3=Exit F4=Search F10=Mark Batch For Post
No data to display.
```

Enter data for the following fields to enter an inventory batch record for each counted item:

- **Item** (6,n) the item number of the counted item. If necessary, press <F4> to select an item number from the Select Item By Description screen.
- Qty (7,n) the item's counted quantity. Users do not have to enter an inventory batch record for each item that has a θ (zero) quantity.
- U/M (1,n) the counted item's unit of measure, or leave this field blank to use the item's standard selling unit of measure.

Caution: If a value is entered for the U/M field of an item, that value will appear as the default value of the U/M field for the next item, regardless of what the next item's standard selling unit may be. The system will only revert to using standard selling units when the user leaves the U/M field blank.

Note: If more than one inventory batch record is entered for the same item with the same unit of measure, the quantities will be added together.

```
DISPLAY Creative Data Research
                                                          9/16/04 16:17:30
GSADDFR
                              Inventory Entry
         W.H. Typ RSN Item
                                 Qty
                                       Location U/M Count Qty
JEANNINE 1
                        481660
                                    300
Replace Existing Item? N
                                                 Actual
Type options, press Enter.
2=Edit Record
                   F10=Mark Batch For Post
No data to display.
```

Press <Enter> when data entry for an item is complete.

```
DISPLAY Creative Data Research
                                                            9/16/04 16:18:11
                               Inventory Entry
                 Typ RSN Item
                                                                 Qty
Batch
                                Qty
                                          Location
                                                     U/M Count
JEANNINE 1
Replace Existing Item? N
                                                   Actual
Type options, press Enter.
? Item #
                  Description
                                                     Qty Ty RSN Location
  481660 DURACELL BT20A BATTERY TE 0.00
         F4=Search F10=Mark Batch For Post
```

Continue entering an inventory entry batch record for each counted item.

GSADDFR	DISPLA	Y Creative		esearch ventory		7		9/16	/04 16:40:31
Batch JEANNINE Replace E	1	c	Item	Qty	Lo	cation	U/M 1 Actual		Qty 0
Type opti 2=Edit Re		ss Enter.							
? Item #		Descript	ion			U/M	Qty	Ty RSN	Location
481600	DURACELL	12/9 V BA	TT MN16	0.00	1	EA	5	С	
481600	DURACELL	12/9 V BA	TT MN16	0.00	2	CTN	200	С	
481601	DURACELL	C 12/2 PK	MN1400	0.00	2	CTN	100	С	
395501	EAGLE BRA	AND MILK 1	4 OZ	0.00	2	EA	400	С	
481660	DURACELL	BT20A BAT	TERY TE	0.00	2	EA	300	С	
F3=Exit	E4=Soom	ch F10=M	owk Bot	nh Eon	Doot				

Caution: If a value is entered for the U/M field of an item, that value will appear as the default value of the U/M field for the next item, as illustrated above. The system will only revert to using standard selling units when the user leaves the U/M field blank.

When data entry of the inventory batch is complete, press <F10> to calculate the total batch count and batch quantity.

GSADDFR DISPLAY Creative Data F	esearch ventory	Entry			9/	16,	/04 16:44:57
Batch W.H. Typ RSN Item JEANNINE 1 C	Qty	Loc	ation	U/M 1	Coun	t	Qty
Replace Existing Item? N				Actual		5	1005
Type options, press Enter. 2=Edit Record							
? Item # Description			U/M	Qty	Ty R	SN	Location
481600 DURACELL 12/9 V BATT MN16	0.00	1	EA	5	С		
481600 DURACELL 12/9 V BATT MN16	0.00	2	CTN	200	С		
481601 DURACELL C 12/2 PK MN1400	0.00	2	CTN	100	С		
395501 EAGLE BRAND MILK 14 OZ	0.00	2	EA	400	С		
481660 DURACELL BT20A BATTERY TE	0.00	2	EA	300	С		
F3=Exit F4=Search F10=Mark Bat	ch For I	Post					
I/C Batch record is not balanced.							

The total batch count and total batch quantity appear to the right of *Actual*, as illustrated above.

If necessary, edit the inventory entry batch records to correct the totals by using C for the **Type** field, and changing the **Qty** fields of the necessary records.

After verifying the accuracy of the total batch count and total batch quantity, enter these amounts for the **Count** and **Qty** fields, and press <Enter>.

GSADDFR	DISPLA	Creative		esearch ventory	Entry	7		9	/16,	/04 16:49:0
Batch	W.H.	Typ RSN	Item	Qty	Loc	cation	U/M	Cou	nt	Qty
JEANNINE	_	С					1		5	
Replace E	xisting 1	Item? N					Actual		5	1005
Type opti 2=Edit Re		ss Enter.								
? Item #		Descript	ion			U/M	Qty	ту	RSN	Location
481600	DURACELL	12/9 V BA	TT MN16	0.00	1	EA	5	С		
481600	DURACELL	12/9 V B	TT MN16	0.00	2	CTN	200	С		
481601	DURACELL	C 12/2 PF	MN1400	0.00	2	CTN	100	С		
395501	EAGLE BRA	AND MILK 1	4 OZ	0.00	2	EA	400	С		
481660	DURACELL	BT20A BAT	TERY TE	0.00	2	EA	300	С		

Press <F10> (Mark Batch For Post), and press <F3> (Exit). A Pending Transaction report is printed, and the Enter Inventory Counts screen appears.

reative	Data Res	searcn		P	rint Pe	ending Transact	ion		JEANNI	NE BSIZ	PFR	9/16/04	1 16:52	:14 Page	1
atch Id	JEANNINE	Date	9/16/0	4 W.H	. 1	MAIN WAREHOUS	SE								
Trans Type	Item Number		Descr	iption		Location	Quantity		U/M	Cost	Line Number	s .			
С	481660	DURACELL BI	20A BA	TTERY TE	0.00		300	2	EA		3				
С	395501	EAGLE BRAND	MILK	14 OZ	0.00		400	2	EA		4				
С	481601	DURACELL C	12/2 P	K MN1400	0.00		100	2	CTN		5				
С	481600	DURACELL 12	2/9 V B	ATT MN16	0.00		200	2	CTN		7				
С	481600	DURACELL 12	2/9 V B	ATT MN16	0.00		5	1	EA		8				
atch Id	JEANNINE	Total Lir	nes	5			1005								
inal to	tals														
+ EMD 01	REPORT	++													

GSB0PVR EN	ITER Creative		Research Inventory Cou	nts	9/16/04 16:52:17
Type choices,	press Enter.				
	ı				
Batch Quantit	у		1005		
Batch Count			5		
Current Warel	nouse	:	1		
Count Team II					
F3=Exit F11	=Delete Batch				
					CONFIRM: Y (Y/N)

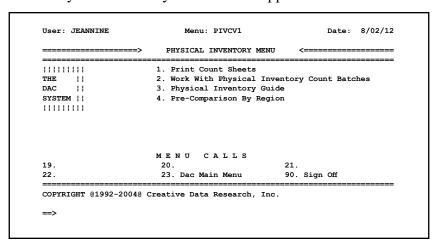
Press <Enter> when prompted to confirm. The Work With Inventory Batch screen appears.

```
GSW8DFR DISPLAY Creative Data Research 9/16/04 16:55:52
Work With Inventory Batch
Batch Date W.H.
PHYSICAL INVENTORY 1

Type options, press Enter.
2=Edit P=Print D=Delete

F3=Exit F10=Create Batch
No data to display.
```

Repeat the previous steps to continue entering inventory batches for the current inventory count, or press <F3> to exit when all the batches for the current count are entered. The Physical Inventory Menu screen appears.



Important: Do not proceed until verifying that all the necessary inventory batches for the current inventory count are entered and ready for posting.

Select option 3 (Physical Inventory Guide) from the Physical Inventory Menu screen. The Physical Inventory Guide screen appears.

```
DCHVPVR ENTER Creative Data Research
Physical Inventory Guide

You are now in the first cycle of your count.
So far in this cycle, you have posted 1 batches.
In all cycles, a total of 5 items have been counted.

1 = Accept current cycle, move to next.
3 = Abort entire physical inventory count.
Enter option, press enter.

F3=Exit F4=Select
```

Step 10: When all the batches for the current inventory count are ready for posting, the Physical Inventory Guide application is used to print physical count worksheets with variance data, and to accept the inventory count before continuing with the physical inventory process.

```
DCHVPVR ENTER Creative Data Research
Physical Inventory Guide

You are now in the first cycle of your count.
So far in this cycle, you have posted 1 batches.
In all cycles, a total of 5 items have been counted.

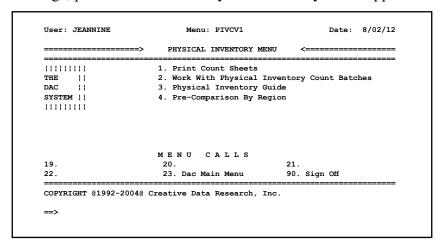
1 = Accept current cycle, move to next.
3 = Abort entire physical inventory count.
Enter option, press enter.

F3=Exit F4=Select
```

To print the recount sheets with variance data, enter *1* for the **Accept current** cycle, move to next field, and press <Enter>.

When the *This option accepts the counts from your current cycle, prints recount sheets with variances, and advances you to the next cycle* message appears, enter *Y* for the **OK?** field (1,a) and press <Enter> to confirm.

When the *The previous cycle was accepted. You may now begin counting for the new cycle* message, press <Enter>. The Phyiscal Inventory Menu appears.



Physical Count Worksheet Following First Inventory Count

(Variance data is calculated using first inventory count and on-hand quantities.)

Location	Item Description	Pack Desc. UPC Code	Item No.	U/M		Count	Vari Qty /	ance Value
arehouse	1 MAIN WAREHOUSE	PERPETUAL	COMPARISON					
Pick Re	gion A Cigarettes				Onhand			
0001	MARLBORO LIGHT KING	2820010660	102030	2 CTN	1133	2244	1111	17113.84
0002	MARLBORO KING	2820010290	101870	2 CTN	889	445	444	7061.37
20003	MARLBORO LIGHT KING BOX	2820010690	102070	2 CTN	1312	210	1102	16975.20
0004	MARLBORO KING BOX	2820010012	101930	2 CTN	876	500	376	5791.90
0012	VICEROY KING	2720001263	103450	2 CTN	137	400	263	3364.29

Physical Count Worksheet Following Later Inventory Counts

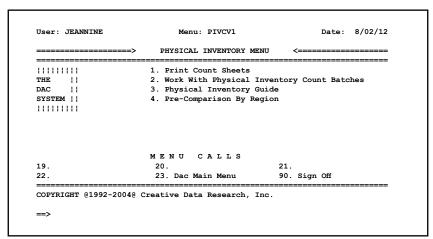
(Variance data is calculated using the last two inventory counts.)

Location Item Descr.	iption Pack Desc	. UPC Code	Item No.	U/M		Count	Varia Qty /	nce Value
arehouse 1 MAIN WAREHO	USE	LAST COUNT CO	MPARISON					
Pick Region A Cigarettes					Onhand			
0001 MARLBORO LIGHT KING		2820010660	102030	2 CTN	2244	2246	2	30.80-
0002 MARLBORO KING		2820010290	101870	2 CTN	445	455	10	159.04-
0003 MARLBORO LIGHT KING	BOX	2820010690	102070	2 CTN	210	211	1	15.40-
0004 MARLBORO KING BOX		2820010012	101930	2 CTN	500	503	3	46.21-
0012 VICEROY KING		2720001263		2 CTN	400	400		
0013 GPC FULL FLAVOR KIN	G	7592605019		2 CTN	260	259	1	12.79
0016 MARLBORO LIGHT 100		2820010180		2 CTN	411	419	8	123.23-
0017 MARLBORO 100		2820010480		2 CTN	301	311	10	154.04-
					404			
0018 BASIC LIGHT 100		2820016270		2 CTN	338	378	26	332.59
0019 BASIC FULL FLAVOR 1	00	2820016230	104200	2 CTN		383	45	575.64-

Step 11: If desired, use Step 9 and Step 10 to enter a second, third or fourth inventory count. Users are not required to enter more than one inventory count. After reviewing the variance data appearing on the physical count worksheets described above, users may continue the physical inventory process below without entering any other counts.

Any additional counts entered after the first count should be limited to only those items for which significant variances appear after entering the first count.

Step 12: The Physical Inventory Guide is next used to create a backup copy of the DAC Item Balance files, then update the on-hand quantities with the final count entered and accepted.



Select option 3 (Physical Inventory Guide) from the Physical Inventory Menu screen. The Physical Inventory Guide screen appears.

```
DCHVPVR ENTER Creative Data Research
Physical Inventory Guide

You are now in the second cycle of your count.
No count batches have posted for this cycle.
You must create and post at least one batch in order to accept this cycle.

1 = Accept current cycle, move to next.
2 = Accept count as-is.
3 = Abort entire physical inventory count.
Enter option, press enter.

F3=Exit F4=Select
```

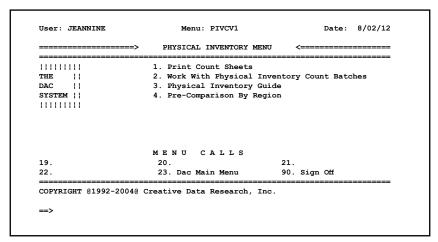
Enter 2 for the **Accept count as-is** field, and press <Enter>.

When the *This option will update your inventory with the counts from the cycles you have accepted* message appears, enter *Y* for the **OK?** field (1,a) and press <Fnter> to confirm.

When the *Should on-hand balances for uncounted items be set to zero?* message appears, enter Y or N for the **OK?** field (1,a) and press <Enter> to confirm.

If Y is entered for the **OK?** field above, users have the option of clearing quantities of all uncounted items, or selecting uncounted items by warehouse area, pick region or location to clear quantities before continuing.

When the *Your live inventory has been updated with your accepted counts* message appears, press <Enter> to confirm.



Step 13: Print an Inventory Evaluation Report. It is recommended that you mark the report *After Inventory*, and retain this report for accounting purposes. Refer to Printing Inventory Evaluation Reports below for additional information.

If after completing the steps described above, the user discovers that additional inventory counts must be entered, the Inventory Control application (option 1 of the Inventory Menu screen illustrated below) must be used, rather than the Physical Inventory application.

```
User: JEANNINE
                          Menu: IVCV1
                                                       Date: 8/02/12
                  ==> INVENTORY MENU <====
111111111
                     1. Inventory Control
                      2. Physical Inventory
THE
   11
DAC
                     3. Warehouse Management
SYSTEM !!
                     4. Returns Management
111111111
                      MENU CALLS
                       20. Purchasing
                       23. Dac Main Menu
                                               90. Sign Off
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
```

Refer to Working With Inventory Control of the Warehousing document for additional information.

If additional counts are entered, users should reprint the Inventory Evaluation Report as described in step 13 above.

Printing Inventory Evaluation Reports

The Inventory Evaluation Report lists quantities on-hand for each unit of measure of all the items.

```
User: JEANNINE
                              Menu: DACCV1
                                                             Date: 8/02/12
                   ===> THE DAC SOFTWARE SYSTEM <=
111111111111
                    Distributor Analysis and Control
                                                               1111111111111
                           MAIN OPERATIONS MENU
1111111111111
                                                               1111111111111
                        1. File Maintenance Menu
111111111
THE | |
                        2. Accounts Receivable
DAC
                        3. Billing System
SYSTEM ||
                        4. Inventory System
111111111
                        5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
```

1. Select option 6 (Reports Menu) from the Main Operations Menu screen. The Reports screen appears.

```
User: JEANNINE
                                                           Date: 12/05/03
                              Menu: RPCV1
                          ==> R E P O R T S <===
111111111
                       1. Customer Reports
THE
    11
                        2. Item Reports
DAC
                       3. A/R Reports
SYSTEM !!
                       4. Billing Reports
1111111111
                        5. Inventory Reports
                        6. Purchasing Reports
                       7. Tax Reports
                        8. Sales Analysis Reports
                       9. Labels
                       10. Order Books
                       MENU CALLS
19. Credit Reports
                        20. Salesman Reports
                                                  21.
22
                        23. Dac Main Menu
                                                  90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

2. Select option 5 (Inventory Reports) from the Reports screen. The Inventory Reports screen appears.

```
User: JEANNINE
                                                          Date: 12/05/03
======> I N V E N T O R Y R E P O R T S <=====
                       1. Inventory Evaluation Report
111111111
THE ||
DAC ||
                       2. Inventory Adj. Reasons
                      Cycle Count Sheets
SYSTEM | |
                       4. Damaged Inventory Report
                       5. Inventory Receipts Recap
                       6. Pre-Stamped Replenishment Report
                       7. Pre-Stamped Inventory Report
                       MENU CALLS
19. Inventory Control
                        20.
                                                 21. Reports
22.
                        23. Dac Main Menu
                                                 90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

3. Select option 1 (Inventory Evaluation Report) from the Inventory Reports screen. The Inven. Evaluation Options screen appears.

```
DSHRPVR ENTER Creative Data Research 12/05/03 10:10:34
Inven. Evaluation Options

Enter Warehouse code . . . 1 MAIN WAREHOUSE

Select Cost to be used . . N (N=Net B=Base)
Select Item Details . . . N (Y=Item N=Totals only)
(C=Category valid for option 1)
Include Home State Tax Stamps N (Y/N Option 1 only)

1. Sort By Category, Sales Class, Desc. (1=Select)
Beginning Class Ending Class
2. Sort By Vendor Number (1=Select)
Beginning Vendor Ending Vendor

F3=Exit F4=Prompt F6=Print
```

- 4. Enter a warehouse code for the **Enter Warehouse code** (6,a) field. To change the default value which appears, refer to Working With User Options of the Billing File Maintenance document for information about the **Default Warehouse** field of the user options records.
- 5. To use base cost for evaluating inventory, enter B (Base) for the **Select Cost to be used** (1,a) field. If N (net) is entered, net cost is used for evaluating inventory.
- 6. Enter one of the following values for the **Select Item Details** (1,a) field to designate the level of detail appearing in the inventory evaluation report:
 - Y to print the report with an item level of detail.
 - N to print the report with a class level of detail.
 - C to print the report with a category level of detail. This value can be entered only if option 1 is used (see **Sort By Category, Sales Class, Descr.** below).
- 7. To include stamp tax when evaluating inventory, enter Y (yes) for the **Include Home State Tax Stamps** (1,a) field. This value can be entered only if option 1 is used (see **Sort By Category, Sales Class, Descr.** below).
- 8. Enter *1* for one of the following fields to designate the sort method used to generate the report:
 - Sort By Category, Sales Class, Descr. (1,n) to sort by category, sales class, then by item description.
 - **Sort By Vendor Number** (1,n) to sort by vendor code.
- 9. If *I* is entered for the **Sort By Category**, **Sales Class**, **Descr.** field, enter data for the following fields to limit the items appearing on the inventory evaluation report by sales class:
 - **Beginning Class** (5,n) a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
 - Ending Class (5,n) a sales class number (or all 9s) must be entered. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.

- 10. If *I* is entered for the **Sort By Vendor Number** field, enter data for the following fields to limit the items appearing on the inventory evaluation report by vendor:
 - **Beginning Vendor** (6,a) a vendor code. If necessary, press <F4> to select an vendor code from the Select Vendor Master screen.
 - Ending Vendor (6,a) a vendor code (or all 9s) must be entered. If necessary, press <F4> to select an vendor code from the Select Vendor Master screen.

```
DSHRPVR
                                                          12/05/03 14:42:24
          ENTER Creative Data Research
                          Inven. Evaluation Options
     Enter Warehouse code . . . 1
                                          MAIN WAREHOUSE
      Select Cost to be used . . N (N=Net B=Base)
     Select Item Details . . . . Y (Y=Item N=Totals only)
                                    (C=Category valid for option 1)
      Include Home State Tax Stamps N (Y/N Option 1 only)
   1 1. Sort By Category, Sales Class, Desc. (1=Select)
           207 Beginning Class
                                    279 Ending Class
     2. Sort By Vendor Number (1=Select)
                Beginning Vendor
                                        Ending Vendor
F3=Exit F4=Prompt F6=Print
```

11. Press F6 (Print) when data entry is complete. The Inventory Reports screen appears.

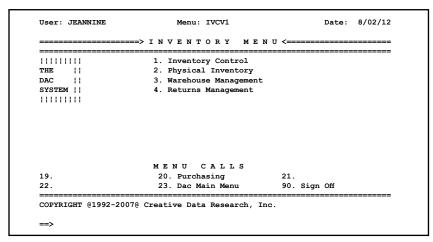
Inventory Evaluation Report (Option 1)

S.Class 207 CANDY/GDM S.Class 207 CANDY-RETAIL .01 ALBERTS STRAMS 240 CT BEE DROPS 240CT BIUE RASP FILLED 240CT		rem vendor	Net Cost	UMI On Hand	Q/M UM2 o	UM2 On Hand	Ø/M	M UM3 On Hand UM4	UM4 On Hand	Weight	Value	
S.Class 207 CANDY-RETAIL .01 ALBERTS STRAWS 240 CT BED DROPS 240CT BLUE RASP FILLED 240CT												
ALDERIS SIRAMS 240 CI BEE DROPS 240CT BLUE RASP FILED 240CT	0	e e	,	É	-	•	,				9	
BLUE RASP FILED 240CT	200020	STAIOO	1.600	A E	240 / BAG	5 6	7 7 7	CSE			30.40	
	200082	DOR100	1.600	E	. ~	63	20 /	CSE			100.80	
BUILERSCOICH Z40CI	200050	BEE100	1.600	EA	240 / BAG	466	1 /	CSE			745.60	
HOT CINNAMON 240CT	200081	DOR100	1.600	EA	\	47	20 /	CSE			75.20	
STARLIGHT MINTS 240CT	200140	BEE100	1.600	EA	240 / BAG	31	16 /	CSE			49.60	
STRAWBERRYS 240CT	200160	BEE100	1.600	EA	\	œ	16 /	CSE			12.80	
TOOTSIE BANANA 480CT	200202	T00100	3.150	EA	<u> </u>	73	12 /	CSE			229.95	
TOOTSIE BLUE RASP 480CT	200208	T00100	3.150	EA	<u> </u>	47	12 /	CSE			148.05	
TOOTSIE FRUIT PUNCH 480CT	200210	T00100	3.150	EA	<u> </u>	œ ;	12 /	CSE			25.20	
TOOTSIE GRAPE 480CT	200212	T00100	3.150	EA	480 / BAG	30	12 /	CSE			94.50	
TOOTSIE GREEN APPLE 480CT	200214	T00100	3.150	EA	\.	8 6	12 /	CSE			119.70	
TOOTSIE PK LEMONADE 480CT	200216	T00100	3.150	EA F	480 / BAG	134	127	CSE			25.70	
TOOTSIE NOTE STRAMBERS 4800T	200300	100100	3 150	4 A	` `	1, 1	12 /	3 5			70 TO	
TUTTI-FRUTTI MIX 240CT	200302	DOR100	1.600	EA	240 / BAG	1	20 /	CSE				
		Class		als		1267					2591.40	
S.Class 216 CANDY-RETAIL .03				i	•		,				;	
ATKINSON PEPPERMINT JAR	200401	ATK100	3.900	EA	240 / JAR	4	9	CSE			15.60	
ATOMIC FIREBALL 720CT	200402	FER100	13.680	EA	\ \		, ,	CSE			6	
DOD'S SOFI PEPPERMINI	201160	STATOO	3 200	4 K	160 / BAS	- c	7 9 1	1 S S			105.30	
GLANT FOES	201220	HEDSOO	3.500	4 4	` `	104	\ a	2 0 C			374 40	
T B CHERRY 160 CT	201250	HER200	3.600	E E	160 / BOX	r 6	18 /	E SC			32.40	
J R FIRE 160 CT	201290	HER200	3.600	E H	. \	43	18 /	CSE			154.80	
J R GRAPE 160CT	201370	HER200	3.600	EA	\	21	18 /	CSE			75.60	
J R STRAWBERRY 160CT	201520	HER200	3.600	EA	\	19	18 /	CSE			68.40	
J R WATERMELON 160CT	201660	HER200	3.600	EA	\	62	18 /	CSE			223.20	
RED BIRD PEP STICK	201990	PIE100	4.450	EA	240 / JUG	29	4	CSE			129.05	
RED BIRD PEPP PUFFS	201992	PIE100	4.450	EA	\ \	ი "	4.2	CSE			40.05	
SIALETS IZU CI	202060	STA100	3 120	4 4 4 4	160 / BOX	0 6	7 7 7	50 E			26.30	
STARLIGHT MINTS TUB	200510	AME 150	3.240	T E		7 23	12 /	CSE			171.72	
TOOTSIE ROLL	202120	T00100	4.680	EA	. <	24	12 /	CSE			112.32	
		Class		als		438					1581.38	
S.Class 228 CANDY-RETAIL .05												
DUM DUM POPS	201110	SPA100	3.000	EA	<u> </u>	1177	18 /	CSE			3531.00	
HERSHEY KISSES 120 CT	202480	HER100	3.000	EA	\ \	35	24 /	CSE			96.00	
ARAFT CARAMELS	203380	SEN 100	4.336	E E	200 / mm	2 °	/ 71	CORE			12.00	
PERMIT RITHER BAR 160 CT	200810	ATK100	3.600	4	160 / BOX	3 1.	10 /	3 2 2			111 60	
SUGAR DADDY CHEWZ JAR	200820	CHA100	7.800	EA	. <	56	8	CSE			202.80	
		Class		als		1278					3999.96	
S.Class 237 CANDY-RETAIL .10												
AMERICAN STK HOREHOUND	202690	AME150	2.720	EA	80 / BOX	Η (1,	CSE			2.72	
AMERICAN STR PEPPERMINT	202720	AME 150	2.720	EA	`.	13	, ,	CSE			35.36	
ANDES CREME DE MENTE JAR	202330	STAIOO	8.800	EA	240 / BOX	ω (, ,	CSE			52.80	
AIOMIC FIREBALL ZOUCT	202780	FERIOO	6.300	EA	200 / BOX	י ע	\ \ -	CSE			56.70	
DD DAID ASSI	202000	STATOO	000.4	4 6	` `	N	1 ;	- CO			00.00	
BIRER MICE //ZCT	202/48	STAIOO	4.680	EA	` `	יו ת	7 7	CSE			42.12 25.20	
DII-O-HONEI CHANGEMANEA	202750	SUNTO ATK100	5.040	4 4	160 / TAP	14	0 4	00 E			33.28	
CHOCOLATE FOOTBALLS	203040	STATOO	3.750	E	. \	2	12 /	CSE			7.50	
COFFEE NIPS	203060	NES100	7.500	EA	144 / BOX	۱ ۲۰	. 9	CSE			7.50	
GOETZES CARAMELS	203200	GOE100	6.600	EA	_	17	1 /	CSE			112.20	
GUMDINGERS **	203218	TRO200	7.800	EA	120 / JAR	13	8	CSE			101.40	
g	203220	TRO200	7.500	EA	_		/ 9	CSE				
KITS ASST JAR	203390	STA100	4.950	EA	144 / JAR	വ	8	CSE			24.75	

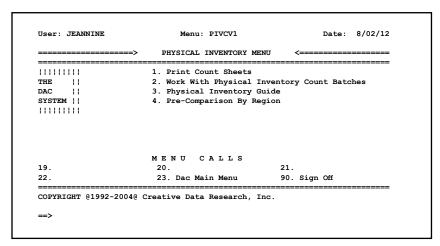
Inventory Evaluation Report (Option 2)

Printing Physical Count Worksheets

The Print Count Sheets application is used to print the worksheets for handling a physical inventory. As an alternative, the Cycle Count Sheets application can be used to print worksheets that include the on-hand quantities in the item balance records. Refer to Printing Cycle Count Worksheets in the Warehousing document for additional information.



1. Select option 2 (Physical Inventory) from the Inventory Menu screen. The Physical Inventory Menu screen appears.



2. Select option 1 (Print Count Sheets) from the Physical Inventory Menu screen. The Prompt For Physical Count screen appears.

GSA1FVR ENTER Creative Data Research Prompt For Physical Count	12/05/03	9:39:50
Warehouse Code . 1		
Beginning Area . Beginning Region		
Beg. Location End Location 999999999		
Ending Region Ending Area		
Create Entry Batch? Location Type 1		
Key A Beginning And Ending Region *OR* A Beginning And Endin To Further Restrict Which Records Are Printed, You May Key A Beginning And Ending Location	-	
F3=Exit F4=Search F6=Print		

- 3. Enter a warehouse code for the **Warehouse Code** (6,a) field. Users may press <F4> to select a warehouse code from the Select Warehouse Master screen.
- 4. To limit the items appearing on the Physical Count Worksheets by warehouse area, enter data for the following fields before continuing with step 8:
 - **Beginning Area** (6,a) and **Ending Area** (6,a) a range of warehouse area codes. Entering a value for the **Beginning Area** field is optional, but a valid value (or all 9s) must be entered for the **Ending Area** field.
 - End Location (9,a) all 9s must be entered.
- 5. To limit the items appearing on the Physical Count Worksheets by pick region, enter data for the following fields before continuing with step 8:
 - **Beginning Region** (2,a) and **Ending Region** (2,a) a range of pick region codes. Users may press <F4> to select region codes from the Select Pick Region File screen. Entering a value for the **Beginning Region** field is optional, but a valid value (or all 9s) must be entered for the **Ending Region** field.
 - End Location (9,a) all 9s must be entered.
- 6. To limit the items appearing on the Physical Count Worksheets by location, enter data for the following fields before continuing with step 8:
 - **Beg. Location** (9,a) and **End Location** (9,a) a range of location codes. Entering a value for the **Beg. Location** field is optional, but a valid value (or all 9s) must be entered for the **End Location** field.
 - Ending Region (2,a) or Ending Area (6,a) all 9s must be entered for one of these two fields.
- 7. To print the all the items of the warehouse, enter data for the following fields:
 - End Location (9,a) all 9s must be entered.
 - Ending Region (2,a) or Ending Area (6,a) all 9s must be entered for one of these two fields.
- 8. To create a system-generated inventory batch for the items appearing on the Physical Count Worksheet, enter *Y* for the **Create Entry Batch?** (1,a) field. Refer to Working With Inventory Control of the Warehousing document for information

about using the Inventory Batch Entry application to work with inventory batch records.

- 9. Enter one of the following values for the Location Type (1,n) field:
 - 1 Fixed pick
 - 2 Floating pick
 - 3 Fixed reserve
 - 4 Floating reserve
 - 5 Mixed regular
 - 6 Mixed damage.

```
GSA1FVR ENTER Creative Data Research
Prompt For Physical Count

Warehouse Code . 1

Beginning Area .
Beginning Region . .

Beg. Location
End Location 999999999

Ending Region . . . 99
Ending Area . .

Create Entry Batch? Location Type 1

Key A Beginning And Ending Region *OR* A Beginning And Ending Area.
To Further Restrict Which Records Are Printed, You May Key A Beginning And Ending Location
F3=Exit F4=Search F6=Print
```

Note: The fields for which values are required to print Physical Count Worksheets are Warehouse Code, End Location, Location Type, and either Ending Region or Ending Area.

10. Press <F6> (Print). The Physical Inventory Menu screen appears.

Physical Count Worksheet

				/	-	
Locatio	n Item Description	Pack Desc. UPC Code	Item No.	U/M		
Varehous	e 1 MAIN WAREHOUSE					
Pick R	egion A Cigarettes					
10001	MARLBORO LIGHT KING	2820010660	102030	2 CTN		
A0002	MARLBORO KING	2820010290	101870	2 CTN		
40003	MARLBORO LIGHT KING BOX	2820010690	102070	2 CTN		
A0004	MARLBORO KING BOX	2820010012	101930	2 CTN		
A0005	BASIC FULL FLAVOR KING	2820016210	100400	2 CTN		
40006	BASIC LIGHT KING	2820016250	100401	2 CTN		
A0007	WINSTON KING	1230011013	103600	2 CTN		
8000	WINSTON LIGHT KING	1230011113	103670	2 CTN		
A0009	VANTAGE KING	1230013013	103270	2 CTN		
A0010	NEWPORT MEN KING	2610000367	102320	2 CTN		
A0011	KOOL MEN KING	2720001120	101520	2 CTN		
A0012	VICEROY KING	2720001263	103450	2 CTN		
A0013	GPC FULL FLAVOR KING	7592605019	100340	2 CTN		
A0016	MARLBORO LIGHT 100	2820010180	106290	2 CTN		
A0017	MARLBORO 100	2820010480	106240	2 CTN		
A0018	BASIC LIGHT 100	2820016270	104201	2 CTN		
A0019	BASIC FULL FLAVOR 100	2820016230				
A0020	BASIC ULTRA LIGHT 100	2820016310				
A0021	BASIC LT MENTHOL 100	2820016280	104202	2 CTN		
A0022	WINSTON LIGHT 100	1230011313				
A0023	GPC FULL FLAVOR 100	7592605021	104290			
	F REPORT **			-		