

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 |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE  || 1. File Maintenance Menu
DAC  || 2. Accounts Receivable
SYSTEM || 3. Billing System
||||||| 4. Inventory System
||||||| 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
=====
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==>
```

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

```
User: JEANNINE           Menu: IVCv1           Date: 8/02/12
=====
> I N V E N T O R Y   M E N U <=====
|||||||
THE  || 1. Inventory Control
DAC  || 2. Physical Inventory
SYSTEM || 3. Warehouse Management
||||||| 4. Returns Management
|||||||
=====
M E N U   C A L L S
19.      20. Purchasing      21.
22.      23. Dac Main Menu   90. Sign Off
=====
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==>
```

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      <=====
=====
|||||
THE  ||          1. Print Count Sheets
DAC  ||          2. Work With Physical Inventory Count Batches
SYSTEM ||        3. Physical Inventory Guide
|||||          4. Pre-Comparison By Region

M E N U   C A L L S
19.                20.                21.
22.                23. Dac Main Menu    90. Sign Off
=====
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==>

```

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

```

DCHVPVR  ENTER  Creative Data Research          12/05/03 16:19:23
                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      <=====
=====
|||||
THE  ||          1. Print Count Sheets
DAC  ||          2. Work With Physical Inventory Count Batches
SYSTEM ||        3. Physical Inventory Guide
|||||          4. Pre-Comparison By Region

M E N U   C A L L S
19.                20.                21.
22.                23. Dac Main Menu    90. Sign Off
=====
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==>

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 all 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      <=====
=====
|||||
THE  ||      1. Print Count Sheets
DAC  ||      2. Work With Physical Inventory Count Batches
SYSTEM ||    3. Physical Inventory Guide
|||||      4. Pre-Comparison By Region

                                M E N U   C A L L S
19.                                20.
22.                                23. Dac Main Menu      21.
                                           90. Sign Off
=====
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==>

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                P H Y S I C A L   I N V E N T O R Y      W.H.
                                           1

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

? Batch      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

F3=Exit  F10=Create Batch
```

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

```

GSB0PVR    ENTER    Creative Data Research    10/29/04 10:31:17
                        Enter Inventory Counts

Type choices, press Enter.

Batch User Id . . . . . JEANNINE
Batch Date . . . . . : 10/29/04

Batch Quantity . . . . . 1220

Batch Count . . . . . 10

Current Warehouse . . . . . : 1

Count Team ID . . . . .

F3=Exit    F11=Delete Batch

```

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

Press <Enter>. The Inventory Entry screen appears.

```

GSADDFR    DISPLAY Creative Data Research    10/29/04 10:34:14
                        Inventory Entry

Batch      W.H.    Typ RSN  Item  Qty   Location  U/M  Count  Qty
JEANNINE   1      C              10    1220
Replace Existing Item? N                      Actual  0      0

Type options, press Enter.
2=Edit Record

? Item #      Description                      U/M    Qty  Ty  RSN Location
11750 MARLBORO MENTHOL                      2 CTN   120  C
11550 LUCKY STRIKE DEAL                      2 DSP    10  C
11155 KOOL MILD BOX                          2 BOX   130  C
11000 KOOL BOX                              2 EA    120  C
999918 MARLBORO BOX 100'S                    2 CTN   200  C
14212 DORAL FULL FLAVOR MENTHOL              2 CTN   100  C
180262 LUCKY STRIKE BIG1F-LT BOX KING          2 CTN   100  C
30050 BARCLAY 100'S                          2 EA    100  C

F3=Exit    F4=Search    F10=Mark Batch 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 Creative Data Research    10/29/04 10:44:41
                        Inventory Entry

Batch      W.H.    Typ RSN  Item  Qty   Location  U/M  Count  Qty
JEANNINE   1      C              8    772
Replace Existing Item? N                      Actual  0      0

Type options, press Enter.
2=Edit Record

? Item #      Description                      U/M    Qty  Ty  RSN Location
11750 MARLBORO MENTHOL                      2 CTN    12  C
11550 LUCKY STRIKE DEAL                      2 DSP    10  C
11155 KOOL MILD BOX                          2 BOX   130  C
11000 KOOL BOX                              2 EA    120  C
999918 MARLBORO BOX 100'S                    2 CTN   200  C
14212 DORAL FULL FLAVOR MENTHOL              2 CTN   100  C
180262 LUCKY STRIKE BIG1F-LT BOX KING          2 CTN   100  C
30050 BARCLAY 100'S                          2 EA    100  C

F3=Exit    F4=Search    F10=Mark Batch For Post

```


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

Creative Data Research			Print Pending Transaction			JEANNINE	BSIZPFR	10/29/04 10:48:21		Page	1
Batch Id JEANNINE		Date 10/29/04	W.H. 1	MAIN WAREHOUSE							
Trans	Item	Description		U/M	Line						
Type	Number		Location	Quantity	Cost	Number					
C	030050	BARCLAY 100'S		100	2 EA	1					
C	180262	LUCKY STRIKE BIG1F-LT BOX KING		100	2 CTN	3					
C	014212	DORAL FULL FLAVOR MENTHOL		100	2 CTN	4					
C	999918	MARLBORO BOX 100'S		200	2 CTN	5					
C	011000	KOOL BOX		120	2 EA	6					
C	011155	KOOL MILD BOX		130	2 BOX	7					
C	011550	LUCKY STRIKE DEAL		10	2 DSP	8					
C	011750	MARLBORO MENTHOL		12	2 CTN	9					
Batch Id JEANNINE		Total Lines		8	772						
Final totals											
** END OF REPORT **											

```

GSB0PVR  ENTER  Creative Data Research      10/29/04 10:48:23
                        Enter Inventory Counts

Type choices, press Enter.

Batch User Id . . . . . JEANNINE
Batch Date . . . . . : 10/29/04

Batch Quantity . . . . . 772

Batch Count . . . . . 8

Current Warehouse . . . . . : 1

Count Team ID . . . . .

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      10/29/04 10:49:02
                        Work With Inventory Batch

Batch  Date                P H Y S I C A L   I N V E N T O R Y      W.H.
                                           1

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

? Batch  Date      Batch Line Current  Trans  Transfer To W.H.
      Qty  Count   W.H.    W.H.
JEANNINE 10/29/04  250   2   1

F3=Exit  F10=Create Batch

```

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

```
User: JEANNINE          Menu: PIVCV1          Date: 8/02/12

=====>      PHYSICAL INVENTORY MENU      <=====
=====
|||||
THE   ||      1. Print Count Sheets
DAC   ||      2. Work With Physical Inventory Count Batches
SYSTEM ||    3. Physical Inventory Guide
|||||      4. Pre-Comparison By Region

                                     M E N U   C A L L S
19.                                     20.                                     21.
22.                                     23. Dac Main Menu                       90. Sign Off
=====
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==>
```

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          10/29/04 14:46:19
                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 are not used, or 2) to enter additional counts regardless of how the first count was entered.

```

User: JEANNINE          Menu: PIVCV1          Date: 8/02/12

=====>          PHYSICAL INVENTORY MENU          <=====
|||||||
THE  ||          1. Print Count Sheets
DAC  ||          2. Work With Physical Inventory Count Batches
SYSTEM ||        3. Physical Inventory Guide
|||||||          4. Pre-Comparison By Region

                                M E N U   C A L L S
19.                                20.                                21.
22.                                23. Dac Main Menu          90. Sign Off

=====
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==>

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          9/16/04 15:40:22
                                Work With Inventory Batch
Batch    Date                                P H Y S I C A L   I N V E N T O R Y    W.H.
                                                1

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

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

```

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

```

GSB0FVR  ENTER  Creative Data Research          9/16/04 15:41:19
                                Enter Inventory Counts

Type choices, press Enter.

Batch User Id . . . . . JEANNINE
Batch Date . . . . . : 9/16/04

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 0 (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.

GSADDFR DISPLAY Creative Data Research 9/16/04 16:17:30									
Inventory Entry									
Batch	W.H.	Typ	RSN	Item	Qty	Location	U/M	Count	Qty
JEANNINE	1	C		481660	300				
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.									

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

```

GSADDFR      DISPLAY Creative Data Research          9/16/04 16:18:11
                  Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty    Location  U/M  Count  Qty
JEANNINE   1      C              0.00          0      0
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

? Item #      Description              U/M    Qty  Ty RSN Location
  481660 DURACELL BT20A BATTERY TE 0.00    2 EA   300  C

F3=Exit  F4=Search  F10=Mark Batch For Post

```

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

```

GSADDFR      DISPLAY Creative Data Research          9/16/04 16:40:31
                  Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty    Location  U/M  Count  Qty
JEANNINE   1      C              0.00          0      0
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

? Item #      Description              U/M    Qty  Ty RSN Location
  481600 DURACELL 12/9 V BATT MN16 0.00    1 EA    5  C
  481600 DURACELL 12/9 V BATT MN16 0.00    2 CTN   200  C
  481601 DURACELL C 12/2 PK MN1400 0.00    2 CTN   100  C
  395501 EAGLE BRAND MILK 14 OZ    0.00    2 EA   400  C
  481660 DURACELL BT20A BATTERY TE 0.00    2 EA   300  C

F3=Exit  F4=Search  F10=Mark Batch For Post

```

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 Research          9/16/04 16:44:57
                  Inventory Entry

Batch      W.H.    Typ RSN  Item   Qty    Location  U/M  Count  Qty
JEANNINE   1      C              0.00          5   1005
Replace Existing Item? N

Type options, press Enter.
2=Edit Record

? Item #      Description              U/M    Qty  Ty RSN Location
  481600 DURACELL 12/9 V BATT MN16 0.00    1 EA    5  C
  481600 DURACELL 12/9 V BATT MN16 0.00    2 CTN   200  C
  481601 DURACELL C 12/2 PK MN1400 0.00    2 CTN   100  C
  395501 EAGLE BRAND MILK 14 OZ    0.00    2 EA   400  C
  481660 DURACELL BT20A BATTERY TE 0.00    2 EA   300  C

F3=Exit  F4=Search  F10=Mark Batch For 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      DISPLAY Creative Data Research          9/16/04 16:49:07
                Inventory Entry

Batch   W.H.   Typ RSN  Item   Qty   Location  U/M  Count  Qty
JEANNINE 1     C              1              1    5    1005
Replace Existing Item? N                      Actual    5    1005

Type options, press Enter.
2=Edit Record

? Item #      Description                      U/M    Qty  Ty RSN Location
481600 DURACELL 12/9 V BATT MN16 0.00    1 EA    5    C
481600 DURACELL 12/9 V BATT MN16 0.00    2 CTN   200   C
481601 DURACELL C 12/2 PK MN1400 0.00    2 CTN   100   C
395501 EAGLE BRAND MILK 14 OZ    0.00    2 EA   400   C
481660 DURACELL BT20A BATTERY TE 0.00    2 EA   300   C

F3=Exit  F4=Search  F10=Mark Batch For Post

```

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

Creative Data Research			Print Pending Transaction			JEANNINE	BSIZPFR	9/16/04 16:52:14		Page	1
Batch Id JEANNINE		Date	9/16/04	W.H.	1	MAIN WAREHOUSE					
Trans Type	Item Number	Description			Location	Quantity	U/M	Cost	Line Number		
C	481660	DURACELL BT20A BATTERY TE 0.00				300	2 EA		3		
C	395501	EAGLE BRAND MILK 14 OZ 0.00				400	2 EA		4		
C	481601	DURACELL C 12/2 PK MN1400 0.00				100	2 CTN		5		
C	481600	DURACELL 12/9 V BATT MN16 0.00				200	2 CTN		7		
C	481600	DURACELL 12/9 V BATT MN16 0.00				5	1 EA		8		
Batch Id JEANNINE		Total Lines	5			1005					
Final totals											
** END OF REPORT **											

```

GSB0PVR      ENTER Creative Data Research          9/16/04 16:52:17
                Enter Inventory Counts

Type choices, press Enter.

Batch User Id . . . . . JEANNINE
Batch Date . . . . . : 9/16/04

Batch Quantity . . . . . 1005

Batch Count . . . . . 5

Current Warehouse . . . . . : 1

Count Team ID . . . . .

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          P H Y S I C A L      I N V E N T O R Y          W.H.
                                           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.

```

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
|||||||

M E N U      C A L L S

19.          20.          21.
22.          23. Dac Main Menu      90. Sign Off
=====
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==>

```

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          9/16/04 17:16:40
                        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          9/16/04 17:16:40
                  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 Physical Inventory Menu appears.

```
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
|||||||

M E N U   C A L L S

19.          20.          21.
22.          23. Dac Main Menu  90. Sign Off
=====
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==>
```


Physical Count Worksheet Following First Inventory Count

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

Creative Data Research		Physical Count Worksheet		JPENDER	GSZPFR	9/10/99 8:33:50	Page	1
Location	Item Description	Pack Desc.	UPC Code	Item No.	U/M		Count	Variance Qty / Value
Warehouse 1	MAIN WAREHOUSE		PERPETUAL	COMPARISON				
Pick Region A	Cigarettes					Onhand		
						1133		
A0001	MARLBORO LIGHT KING		2820010660	102030	2 CTN		2244	1111 17113.84-
						889		
A0002	MARLBORO KING		2820010290	101870	2 CTN		445	444 7061.37
						1312		
A0003	MARLBORO LIGHT KING BOX		2820010690	102070	2 CTN		210	1102 16975.20
						876		
A0004	MARLBORO KING BOX		2820010012	101930	2 CTN		500	376 5791.90
						137		
A0012	VICEROY KING		2720001263	103450	2 CTN		400	263 3364.29-
** END OF REPORT **								

Physical Count Worksheet Following Later Inventory Counts

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

Creative Data Research		Physical Count Worksheet		JPENDER	GSZPFR	9/10/99 17:11:38	Page	1
Location	Item Description	Pack Desc.	UPC Code	Item No.	U/M		Count	Variance Qty / Value
Warehouse 1	MAIN WAREHOUSE		LAST COUNT	COMPARISON				
Pick Region A	Cigarettes					Onhand		
						2244		
A0001	MARLBORO LIGHT KING		2820010660	102030	2 CTN		2246	2 30.80-
						445		
A0002	MARLBORO KING		2820010290	101870	2 CTN		455	10 159.04-
						210		
A0003	MARLBORO LIGHT KING BOX		2820010690	102070	2 CTN		211	1 15.40-
						500		
A0004	MARLBORO KING BOX		2820010012	101930	2 CTN		503	3 46.21-
						400		
A0012	VICEROY KING		2720001263	103450	2 CTN		400	
						260		
A0013	GPC FULL FLAVOR KING		7592605019	100340	2 CTN		259	1 12.79
						411		
A0016	MARLBORO LIGHT 100		2820010180	106290	2 CTN		419	8 123.23-
						301		
A0017	MARLBORO 100		2820010480	106240	2 CTN		311	10 154.04-
						404		
A0018	BASIC LIGHT 100		2820016270	104201	2 CTN		378	26 332.59
						338		
A0019	BASIC FULL FLAVOR 100		2820016230	104200	2 CTN		383	45 575.64-
** END OF REPORT **								

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.

```

User: JEANNINE          Menu: PIVCV1          Date: 8/02/12

=====>          PHYSICAL INVENTORY MENU          <=====
|||||
THE  ||          1. Print Count Sheets
DAC  ||          2. Work With Physical Inventory Count Batches
SYSTEM ||        3. Physical Inventory Guide
|||||          4. Pre-Comparison By Region

                                M E N U   C A L L S
19.                                20.                                21.
22.                                23. Dac Main Menu          90. Sign Off
=====
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==>

```

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

```

DCHVPVR  ENTER  Creative Data Research          9/16/04 18:16:48
                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 <Enter> 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.

```
User: JEANNINE          Menu: PIVCV1          Date: 8/02/12

=====>      PHYSICAL INVENTORY MENU      <=====
=====
|||||
THE  ||          1. Print Count Sheets
DAC  ||          2. Work With Physical Inventory Count Batches
SYSTEM ||        3. Physical Inventory Guide
|||||          4. Pre-Comparison By Region

                                M E N U   C A L L S
19.                                20.                                21.
22.                                23. Dac Main Menu          90. Sign Off
=====
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==>
```

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

=====>      I N V E N T O R Y   M E N U      <=====
=====
|||||
THE  ||          1. Inventory Control
DAC  ||          2. Physical Inventory
SYSTEM ||        3. Warehouse Management
|||||          4. Returns Management

                                M E N U   C A L L S
19.                                20. Purchasing              21.
22.                                23. Dac Main Menu          90. Sign Off
=====
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==>
```

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 <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
|||||||
THE  ||      1. File Maintenance Menu
DAC  ||      2. Accounts Receivable
SYSTEM ||    3. Billing System
|||||||    4. Inventory System
|||||||    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
=====
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==>
```

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

```
User: JEANNINE          Menu: RPCv1          Date: 12/05/03
=====
> R E P O R T S <=====
|||||||
THE  ||      1. Customer Reports
DAC  ||      2. Item Reports
SYSTEM ||    3. A/R Reports
|||||||    4. Billing Reports
|||||||    5. Inventory Reports
|||||||    6. Purchasing Reports
|||||||    7. Tax Reports
|||||||    8. Sales Analysis Reports
|||||||    9. Labels
|||||||   10. Order Books
|||||||
M E N U   C A L L S
19. Credit Reports  20. Salesman Reports  21.
22.                23. Dac Main Menu    90. Sign Off
=====
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===>
```

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

```
User: JEANNINE          Menu: IVRCv1         Date: 12/05/03
=====
> I N V E N T O R Y   R E P O R T S <=====
|||||||
THE  ||      1. Inventory Evaluation Report
DAC  ||      2. Inventory Adj. Reasons
SYSTEM ||    3. Cycle Count Sheets
|||||||    4. Damaged Inventory Report
|||||||    5. Inventory Receipts Recap
|||||||    6. Pre-Stamped Replenishment Report
|||||||    7. Pre-Stamped Inventory Report
|||||||
M E N U   C A L L S
19. Inventory Control  20.
22.                23. Dac Main Menu    21. Reports
|||||||                90. Sign Off
=====
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===>
```

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 *I* 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 a 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 a vendor code from the Select Vendor Master screen.

DSHRPVR	ENTER	Creative Data Research	12/05/03 14:42:24
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)

Creative Data Research		Invent. Evaluation Rpt. 1			JEANNINE		DSHPFR		12/05/03 14:42:45 Page 1	
W.H. 1	Item Description	Item	Vendor	Net Cost	UM1 On Hand	Q/M	UM2 On Hand	Q/M	UM3 On Hand	UM4 On Hand
S.Class 207 CANDY-RETAIL .01										
ALBERTS STRAWS 240 CT	200010	STA100	1.600	EA	240 / BAG	19	12 / CSE			30.40
BEE DROPS 240CT	200030	BEE100	1.600	EA	240 / BAG	269	16 / CSE			430.40
BLUE RASP FILLED 240CT	200082	DOR100	1.600	EA	240 / BAG	63	20 / CSE			100.80
BUTTERSCOTCH 240CT	200050	BEE100	1.600	EA	240 / BAG	466	1 / CSE			745.60
HOT CINNAMON 240CT	200081	DOR100	1.600	EA	240 / BAG	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	240 / BAG	8	16 / CSE			12.80
TOOTSIE BANANA 480CT	200205	TOO100	3.150	EA	480 / BAG	73	12 / CSE			229.95
TOOTSIE BLUE RASP 480CT	200208	TOO100	3.150	EA	480 / BAG	47	12 / CSE			148.05
TOOTSIE FRUIT PUNCH 480CT	200210	TOO100	3.150	EA	480 / BAG	8	12 / CSE			25.20
TOOTSIE GREEN APPLE 480CT	200212	TOO100	3.150	EA	480 / BAG	30	12 / CSE			94.50
TOOTSIE PK LEMONADE 480CT	200214	TOO100	3.150	EA	480 / BAG	38	12 / CSE			119.70
TOOTSIE ROLL 480CT	200216	TOO100	3.150	EA	480 / BAG	18	12 / CSE			56.70
TOOTSIE STRAWBERRY 480CT	200300	TOO100	3.150	EA	480 / BAG	134	12 / CSE			422.10
TUTTI-FRUTTI MIX 240CT	200218	TOO100	3.150	EA	480 / BAG	16	12 / CSE			50.40
	200302	DOR100	1.600	EA	240 / BAG	1267	20 / CSE			2591.40
S.Class 216 CANDY-RETAIL .03										
ATKINSON PEPPERMINT JAR	200401	ATK100	3.900	EA	240 / JAR	4	6 / CSE			15.60
ATOMIC FIREBALL 720CT	200402	FER100	13.680	EA	720 / BOX	1	1 / CSE			13.50
BOB'S SOFT PEPPERMINT	200470	STA100	13.500	EA	600 / BAS	1	1 / CSE			105.60
GIANT POPS	201160	AME150	3.200	EA	160 / BOX	33	16 / CSE			374.40
J R APPLE 160 CT	201220	HER200	3.600	EA	160 / BOX	104	18 / CSE			32.40
J R CHERRY 160 CT	201250	HER200	3.600	EA	160 / BOX	9	18 / CSE			154.80
J R FIRE 160 CT	201290	HER200	3.600	EA	160 / BOX	43	18 / CSE			75.60
J R GRAPE 160CT	201370	HER200	3.600	EA	160 / BOX	21	18 / CSE			68.40
J R STRAWBERRY 160CT	201520	HER200	3.600	EA	160 / BOX	19	18 / CSE			223.20
J R WATERMELON 160CT	201660	HER200	3.600	EA	160 / BOX	62	18 / CSE			129.05
RED BIRD PEP STICK	201990	PIE100	4.450	EA	240 / JUG	29	4 / CSE			40.05
RED BIRD PEP PUFFS	201992	PIE100	4.450	EA	240 / JUG	9	4 / CSE			58.50
SIXIETS 120 CT	200640	HER200	2.340	EA	120 / BOX	25	24 / CSE			6.24
SMARTIES	202060	STA100	3.120	EA	160 / BOX	2	16 / CSE			171.72
STARLIGHT MINTS TUB	200510	AME150	3.240	EA	180 / TUB	53	12 / CSE			112.32
TOOTSIE ROLL	202120	TOO100	4.680	EA	240 / BOX	24	12 / CSE			1581.38
S.Class 228 CANDY-RETAIL .05										
DUM DUM POPS	201110	SPA100	3.000	EA	120 / BOX	1177	18 / CSE			3531.00
HERSHEY KISSES 120 CT	202480	HER100	3.000	EA	120 / BOX	32	24 / CSE			96.00
KRAFT CARAMELS	203380	KRA200	4.556	EA	144 / BOX	10	12 / CSE			45.56
MARY JANE TUB	203410	STA100	6.500	EA	200 / TUB	2	6 / CSE			13.00
PEANUT BUTTER BAR 160 CT	200810	ATK100	3.600	EA	160 / BOX	31	12 / CSE			111.60
SUGAR DADDY CHEWZ JAR	200820	CHA100	7.800	EA	240 / JAR	26	8 / CSE			202.80
S.Class 237 CANDY-RETAIL .10										
AMERICAN STK HOREHOUND	202690	AME150	2.720	EA	80 / BOX	1	1 / CSE			2.72
AMERICAN STK PEPPERMINT	202720	AME150	2.720	EA	80 / BOX	13	1 / CSE			35.36
ANDES CREME DE MENTE JAR	202330	STA100	8.800	EA	240 / BOX	6	6 / CSE			52.80
ATOMIC FIREBALL 200CT	202780	FER100	6.300	EA	200 / BOX	9	1 / CSE			56.70
BB BATS ASST	202800	STA100	4.950	EA	144 / BOX	2	1 / CSE			9.90
BIKER MICE 72CT	202748	STA100	4.680	EA	72 / BOX	9	12 / CSE			42.12
BIT-O-HONEY CHANGEMAKER	200970	SUN100	5.040	EA	144 / JAR	7	8 / CSE			35.28
CHICK-O-STICK JAR	202750	ATK100	5.400	EA	160 / JAR	14	6 / CSE			75.60
CHOCOLATE FOOTBALLS	203040	STA100	3.750	EA	240 / BOX	2	12 / CSE			7.50
COFFEE NIPS	203060	NES100	7.500	EA	144 / BOX	1	6 / CSE			7.50
GOETZES CARAMELS	203200	GOE100	6.600	EA	120 / BOX	17	1 / CSE			112.20
GUNDINGERS **	203218	TRO200	7.800	EA	120 / JAR	13	8 / CSE			101.40
GUMMY WORMS TUB **	203220	TRO200	7.500	EA	240 / TUB	6	6 / CSE			24.75
KITS ASST JAR	203390	STA100	4.950	EA	144 / JAR	5	8 / CSE			

Inventory Evaluation Report (Option 2)

Creative Data Research		Invent. Evaluation Rpt. 2		JEANNINE		DSHQPFR		12/05/03 15:38:14 Page		1	
W.H. 1	Item Description	Item	Net Cost	UM1 On Hand	Q/M	UM2 On Hand	Q/M	UM3 On Hand	UM4 On Hand	Weight	Value
Vendor ALA200	ALABAMA MARINE LIQUADORS	Vendor ALA200 Totals				1008					2712.44
Vendor AMB100	AMBER MARKETING	Vendor AMB100 Totals									
Vendor AME150	AMERICAN CANDY COMPANY	Vendor AME150 Totals				637					1228.99
Vendor AME200	AMERICAN CHICLE	Vendor AME200 Totals				3955					25433.83
Vendor AMU100	AMUROL PRODUCTS COMPANY	Vendor AMU100 Totals				277					2707.87
Vendor ANG100	AMERICAN HOME FOOD	Vendor ANG100 Totals				231					921.69
Vendor ATK100	ATKINSON CANDY COMPANY	Vendor ATK100 Totals				456					2100.90
Vendor B&W100	B & W CANDY & TOBACCO COMPANY	Vendor B&W100 Totals									
Vendor BAD100	B & A DISTRIBUTING	Vendor BAD100 Totals				31					620.00
Vendor BAY100	BAYER CORPORATION	Vendor BAY100 Totals				964					2620.52
Vendor BEE100	BEE INTERNATIONAL	Vendor BEE100 Totals				905					1908.57
Vendor BEE150	BEER NUTS INC	Vendor BEE150 Totals									
Vendor BIC100	BIC CORPORATION	Vendor BIC100 Totals				501					12965.40
Vendor BLO100	BLOCK DRUG COMPANY	Vendor BLO100 Totals				566					8537.45
Vendor BLU200	BLUE MOON CLAY WORKS	Vendor BLU200 Totals				132					89.76
Vendor BOR050	BORDEN INC	Vendor BOR050 Totals				370					1683.50
Vendor BRI100	BRICK-HANAUER CO.	Vendor BRI100 Totals				7					368.54
Vendor BRO100	BROWN & WILLIAMSON TOBACCO CO	Vendor BRO100 Totals				9288					115345.03
Vendor BRO900	BROWN & WILLIAMSON	Vendor BRO900 Totals									
Vendor BUN100	BUNZL/MAC PAC	Vendor BUN100 Totals				2					48.76
Vendor BUT100	BUTLER & KENNAMER S'BORO WHOLE	Vendor BUT100 Totals				388					873.31
Vendor CAM100	PAPERCRAFT SOUTHEAST INC	Vendor CAM100 Totals				2434					6359.21
Vendor CAM200	CAMPBELL SOUP COMPANY	Vendor CAM200 Totals				951					7474.86
Vendor CAR100	CARIBBEAN CIGAR FACTORY	Vendor CAR100 Totals				39					1302.79
Vendor CAR200	CARIBE TOBACCO LTD.	Vendor CAR200 Totals				21					391.07
Vendor CAV100	CAVALIER PRODUCTS, INC.	Vendor CAV100 Totals				190					435.48
Vendor CEN100	CENTURY PRODUCTS INC.	Vendor CEN100 Totals				29					223.47
Vendor CHA100	CHARMS COMPANY	Vendor CHA100 Totals				611					3612.70
Vendor CHA200	CHALLENGER CANDY COMPANY	Vendor CHA200 Totals				400					5952.00
Vendor CHA300	CHATTANOOGA BAKERY INC	Vendor CHA300 Totals				414					1137.40

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.

```
User: JEANNINE          Menu: IVCV1          Date: 8/02/12

=====> I N V E N T O R Y   M E N U <=====
=====
|||||||
THE    ||      1. Inventory Control
DAC    ||      2. Physical Inventory
SYSTEM ||      3. Warehouse Management
|||||||      4. Returns Management

                                M E N U   C A L L S
19.                                20. Purchasing          21.
22.                                23. Dac Main Menu       90. Sign Off
=====
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```

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

```
User: JEANNINE          Menu: PIVCV1          Date: 8/02/12

=====> P H Y S I C A L   I N V E N T O R Y   M E N U <=====
=====
|||||||
THE    ||      1. Print Count Sheets
DAC    ||      2. Work With Physical Inventory Count Batches
SYSTEM ||      3. Physical Inventory Guide
|||||||      4. Pre-Comparison By Region

                                M E N U   C A L L S
19.                                20.                    21.
22.                                23. Dac Main Menu       90. Sign Off
=====
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==>
```

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

GSALPVR	ENTER	Creative Data Research	12/05/03 9:39:50
Prompt For Physical Count			
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 Ending Area.			
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.

GSAIPVR	ENTER	Creative Data Research	12/05/03	9:39:50
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

Creative Data Research	Physical Count Worksheet	JTIPPIN	GSAZPFR	9/09/99 13:33:12 Page 1
Location	Item Description	Pack Desc.	UPC Code	Item No. U/M
Warehouse 1	MAIN WAREHOUSE			
Pick Region A	Cigarettes			
A0001	MARLBORO LIGHT KING		2820010660	102030 ____ 2 CTN ____
A0002	MARLBORO KING		2820010290	101870 ____ 2 CTN ____
A0003	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 ____
A0006	BASIC LIGHT KING		2820016250	100401 ____ 2 CTN ____
A0007	WINSTON KING		1230011013	103600 ____ 2 CTN ____
A0008	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	104200 ____ 2 CTN ____
A0020	BASIC ULTRA LIGHT 100		2820016310	104203 ____ 2 CTN ____
A0021	BASIC LT MENTHOL 100		2820016280	104202 ____ 2 CTN ____
A0022	WINSTON LIGHT 100		1230011313	108610 ____ 2 CTN ____
A0023	GPC FULL FLAVOR 100		7592605021	104290 ____ 2 CTN ____
** END OF REPORT **				