

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.      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          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          Location  Quantity  U/M      Cost      Line
  Type Number                                           Quantity  U/M      Cost      Number
C   030050  BARCLAY 100'S          100      2 EA      100      1
C   180262  LUCKY STRIKE B1G1F-LT BOX KING  100      2 CTN     100      3
C   014212  DORAL FULL FLAVOR MENTHOL      100      2 CTN     100      4
C   999918  MARLBORO BOX 100'S          200      2 CTN     200      5
C   011000  KOOL BOX                    120      2 EA      120      6
C   011155  KOOL MILD BOX                130      2 BOX     130      7
C   011550  LUCKY STRIKE DEAL            10       2 DSP     10       8
C   011750  MARLBORO MENTHOL            12       2 CTN     12       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          <=====
=====
|||||||          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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==>

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  F=Print  D=Delete

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

```

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

```

GSB0PVR  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           Qty
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                    Actual    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                    Actual    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                    Actual    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     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 Item      Description                               U/M   Cost   Line
Type Number                               Location  Quantity

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 F=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          <=====
|||||||
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 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          <=====
|||||
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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==>

```

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	GSAZPFR	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			
A0001	MARLBORO LIGHT KING		2820010660	102030	2 CTN	1133	2244	1111 17113.84-	
A0002	MARLBORO KING		2820010290	101870	2 CTN	889	445	444 7061.37	
A0003	MARLBORO LIGHT KING BOX		2820010690	102070	2 CTN	1312	210	1102 16975.20	
A0004	MARLBORO KING BOX		2820010012	101930	2 CTN	876	500	376 5791.90	
A0012	VICEROY KING		2720001263	103450	2 CTN	137	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	GSAZPFR	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			
A0001	MARLBORO LIGHT KING		2820010660	102030	2 CTN	2244	2246	2 30.80-	
A0002	MARLBORO KING		2820010290	101870	2 CTN	445	455	10 159.04-	
A0003	MARLBORO LIGHT KING BOX		2820010690	102070	2 CTN	210	211	1 15.40-	
A0004	MARLBORO KING BOX		2820010012	101930	2 CTN	500	503	3 46.21-	
A0012	VICEROY KING		2720001263	103450	2 CTN	400	400		
A0013	GPC FULL FLAVOR KING		7592605019	100340	2 CTN	260	259	1 12.79	
A0016	MARLBORO LIGHT 100		2820010180	106290	2 CTN	411	419	8 123.23-	
A0017	MARLBORO 100		2820010480	106240	2 CTN	301	311	10 154.04-	
A0018	BASIC LIGHT 100		2820016270	104201	2 CTN	404	378	26 332.59	
A0019	BASIC FULL FLAVOR 100		2820016230	104200	2 CTN	338	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
23.                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 *l* 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		DSHPFFR		12/05/03 14:42:45 Page 1		UM3 On Hand		UM4 On Hand		Weight		Value	
W.H. 1	Item Description	Item Vendor	Net Cost	UM1 On Hand	Q/M	UM2 On Hand	Q/M	UM3 On Hand	Q/M	UM4 On Hand	Weight	Value	Weight	Value			
S. Class 207 CANDY-RETAIL .01																	
200010	ALBERTS STRAWS 240 CT	STA100	1.600	EA	240	/	BAG	19	12	/	CSE	30.40					
200030	BEE DROPS 240CT	BEE100	1.600	EA	240	/	BAG	269	16	/	CSE	430.40					
200082	BLUE RASP FILLED 240CT	DOR100	1.600	EA	240	/	BAG	63	20	/	CSE	100.80					
200050	BUTTERSCOTCH 240CT	BEE100	1.600	EA	240	/	BAG	466	1	/	CSE	745.60					
200081	HOT CINNAMON 240CT	DOR100	1.600	EA	240	/	BAG	47	20	/	CSE	75.20					
200140	STARLIGHT MINTS 240CT	BEE100	1.600	EA	240	/	BAG	31	16	/	CSE	49.60					
200160	STRAWBERRYS 240CT	BEE100	1.600	EA	240	/	BAG	8	16	/	CSE	12.80					
200205	TOOTSIE BANANA 480CT	TOO100	3.150	EA	480	/	BAG	73	12	/	CSE	229.95					
200208	TOOTSIE BLUE RASP 480CT	TOO100	3.150	EA	480	/	BAG	47	12	/	CSE	148.05					
200210	TOOTSIE FRUIT PUNCH 480CT	TOO100	3.150	EA	480	/	BAG	8	12	/	CSE	25.20					
200212	TOOTSIE GRAPE 480CT	TOO100	3.150	EA	480	/	BAG	30	12	/	CSE	94.50					
200214	TOOTSIE GREEN APPLE 480CT	TOO100	3.150	EA	480	/	BAG	38	12	/	CSE	119.70					
200216	TOOTSIE PK LEMONADE 480CT	TOO100	3.150	EA	480	/	BAG	18	12	/	CSE	56.70					
200300	TOOTSIE ROLL 480CT	TOO100	3.150	EA	480	/	BAG	134	12	/	CSE	422.10					
200218	TOOTSIE STRAWBERRY 480CT	TOO100	3.150	EA	480	/	BAG	16	12	/	CSE	50.40					
200302	TUFTI-FRUITI MIX 240CT	DOR100	1.600	EA	240	/	BAG	1267	20	/	CSE	2591.40					
S. Class 216 CANDY-RETAIL .03																	
200401	ATKINSON PEPPERMINT JAR	ATK100	3.900	EA	240	/	JAR	4	6	/	CSE	15.60					
200402	ATOMIC FIREBALL 720CT	FER100	13.680	EA	720	/	BOX	1	1	/	CSE	13.50					
200470	BOB'S SOFT PEPPERMINT	STA100	13.500	EA	600	/	BAS	1	1	/	CSE	105.60					
201160	GIANT POPS	AME150	3.200	EA	160	/	BOX	33	16	/	CSE	374.40					
201220	J R APPLE 160 CT	HER200	3.600	EA	160	/	BOX	104	18	/	CSE	32.40					
201250	J R CHERRY 160 CT	HER200	3.600	EA	160	/	BOX	9	18	/	CSE	154.80					
201290	J R FIRE 160 CT	HER200	3.600	EA	160	/	BOX	43	18	/	CSE	75.60					
201370	J R GRAPE 160CT	HER200	3.600	EA	160	/	BOX	21	18	/	CSE	68.40					
201520	J R STRAWBERRY 160CT	HER200	3.600	EA	160	/	BOX	19	18	/	CSE	223.20					
201660	J R WATERMELON 160CT	HER200	3.600	EA	160	/	BOX	62	18	/	CSE	129.05					
201990	RED BIRD PEP STICK	PIE100	4.450	EA	240	/	JUG	29	4	/	CSE	40.05					
201992	RED BIRD PEPP PUFFS	PIE100	4.450	EA	240	/	JUG	9	4	/	CSE	58.50					
200640	SIXLETS 120 CT	HER200	2.340	EA	120	/	BOX	25	24	/	CSE	6.24					
202060	SMARTIES	STA100	3.120	EA	160	/	BOX	2	16	/	CSE	171.72					
200510	STARLIGHT MINTS TUB	AME150	3.240	EA	180	/	TUB	53	12	/	CSE	112.32					
202120	TOOTSIE ROLL	TOO100	4.680	EA	240	/	BOX	24	12	/	CSE	1581.38					
S. Class 228 CANDY-RETAIL .05																	
201110	DUM DUM POPS	SPA100	3.000	EA	120	/	BOX	1177	18	/	CSE	3531.00					
202480	HERSHEY KISSES 120 CT	HER100	3.000	EA	120	/	BOX	32	24	/	CSE	96.00					
203380	KRAFT CARAMELS	KRA200	4.556	EA	144	/	BOX	10	12	/	CSE	45.56					
203410	MARY JANE TUB	STA100	6.500	EA	200	/	TUB	2	6	/	CSE	13.00					
200810	PEANUT BUTTER BAR 160 CT	ATK100	3.600	EA	160	/	BOX	31	12	/	CSE	111.60					
200820	SUGAR DADDY CHEWZ JAR	CHA100	7.800	EA	240	/	JAR	26	8	/	CSE	202.80					
S. Class 237 CANDY-RETAIL .10																	
202690	AMERICAN STK HOREHOUND	AME150	2.720	EA	80	/	BOX	1	1	/	CSE	2.72					
202720	AMERICAN STK PEPPERMINT	AME150	2.720	EA	80	/	BOX	13	1	/	CSE	35.36					
202330	ANDES CREME DE MENTE JAR	STA100	8.800	EA	240	/	BOX	6	6	/	CSE	52.80					
202780	ATOMIC FIREBALL 200CT	FER100	6.300	EA	200	/	BOX	9	1	/	CSE	56.70					
202800	BB BATS ASST	STA100	4.950	EA	144	/	BOX	2	1	/	CSE	9.90					
202748	BIKER MICE 72CT	STA100	4.680	EA	72	/	BOX	9	12	/	CSE	42.12					
200970	BIT-O-HONEY CHANGEMAKER	SUN100	5.040	EA	144	/	JAR	7	8	/	CSE	35.28					
202750	CHICK-O-STICK JAR	ATK100	5.400	EA	160	/	JAR	14	6	/	CSE	75.60					
203040	CHOCOLATE FOOTBALLS	STA100	3.750	EA	240	/	BOX	2	12	/	CSE	7.50					
203060	COFFEE NIPS	NES100	7.500	EA	144	/	BOX	1	6	/	CSE	7.50					
203200	GOETZES CARAMELS	GOE100	6.600	EA	120	/	BOX	17	1	/	CSE	112.20					
203218	GUNDINGERS **	TRO200	7.800	EA	120	/	JAR	13	8	/	CSE	101.40					
203220	GUMMY WORMS TUB **	TRO200	7.500	EA	240	/	TUB	6	6	/	CSE	24.75					
203390	KITS ASST JAR	STA100	4.950	EA	144	/	JAR	5	8	/	CSE	24.75					

Inventory Evaluation Report (Option 2)

Creative Data W.H. 1	Item Description	Invent. Evaluation Rpt. 2		JEANNINE		DSHOPFR		12/05/03 15:38:14 Page		Weight	Value
		Item	Net Cost	UM1 On Hand	Q/M	UM2 On Hand	Q/M	UM3 On Hand	UM4 On Hand		
Vendor ALA200	ALABAMA MARINE LIQUADORS	Vendor ALA200 Totals		1008							2712.44
Vendor AME100	AMBER MARKETING	Vendor AME100 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 B&A100	B & A DISTRIBUTING	Vendor B&A100 Totals		31							620.00
Vendor B&Y100	BAYER CORPORATION	Vendor B&Y100 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 & KENNERMER 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
SYSTEM ||    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
SYSTEM ||    4. Pre-Comparison By Region
|||||||

                                M E N U   C A L L S
19.                                20.
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.

```

GSA1PVR  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.

```
GSA1PVR  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

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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 **