

Physical Inventory - Release Only

1. From the Inventory Module select the Physical Inventory option
2. Highlight the Inventory you wish to Void/Cancel
3. Press the Edit button at the bottom of the Physical List
4. Press the Release Physical button from the Inventory edit form
5. Select the Release Only button on the Physical Release form then press the Save button at the bottom of the form. This will discard any counts previously entered into the count sheets.

The screenshot displays the SedonaOffice software interface. On the left is a navigation tree with 'Physical Inventory' highlighted. The main window shows a 'Physical List' table with one row: 3/10/2008, Main 03-2008, Main 03-2008, Main, 0.00, 3/1/2008. An 'Edit' button is highlighted. Below the table is a 'Main 03-2008 Edit' form with fields for Code, Description, Warehouse, Start Date, and a 'Release Physical' button. The 'Physical Release' form is shown below, with 'Release Only' selected and 'Auto Adjust and Release' unselected. The 'Variance Date' is 3/1/2008, and the 'Account Code' is 53020.

Date	Code	Description	Warehouse	Adjustment Value	Start Date
3/10/2008	Main 03-2008	Main 03-2008	Main	0.00	3/1/2008

Physical Release Form Fields:

- Release Only (Selected)
- Auto Adjust and Release (Unselected)
- Variance Date: 3/1/2008
- Account Code: 53020
- Category Code: [Empty]
- Memo: [Empty]