

12TH ANNUAL

# SedonaOffice® USERS CONFERENCE

MARCO ISLAND, FLORIDA  
JANUARY 27 - 29, 2014



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NETWORK



ACHIEVE

## AP & Inventory Management 1 & 2

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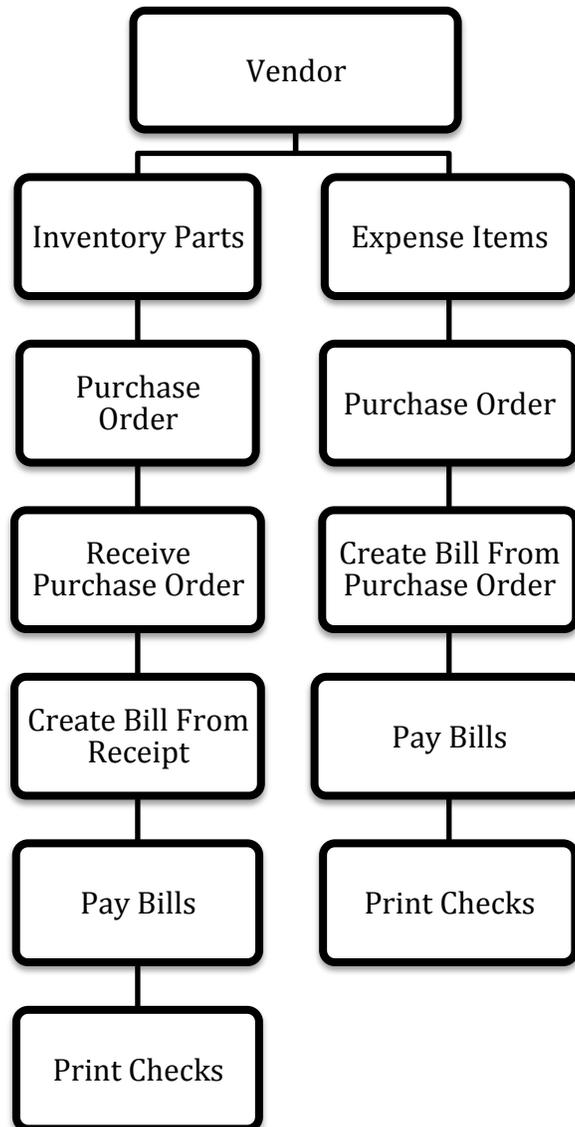
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## Overview

The Accounts Payable system is designed to be used with Purchase Orders. If your company has elected not to use Purchase Orders, bills may still be entered and paid but tracking and reporting functionality is much improved by utilization of the Purchase Orders function.

The diagram below shows the flow of accounts payable when ordering parts or expense items.



## Purchase Orders

A Purchase Order is used to order inventory parts or services from a Vendor. A Purchase Order may be created from a Job, a Service Ticket, the Purchase Order List or the Vendor record. Purchase Orders may be linked to a Job Number or a Service Ticket Number for costing purposes.

### Purchase orders for Expense Items

A Purchase Order may be created for expense Items only. As an example, a Purchase Order may be created to purchase a piece of equipment for use in the office. The vendor from whom the item was being purchased would be chosen from the drop down menu at the top left-hand corner of the screen. The category for the purchase would also be selected. Since a part is not being ordered, select the expense tab and enter the correct general ledger account that will be expensed for this purchase. The description field will default to the wording in the chart of accounts for this general ledger number. The description can be modified on the Purchase Order to accommodate the item that is being purchased. A memo can also be added in the bottom left-hand corner of the screen which will appear on the printed document.

**Purchase Order 1137**

Vendor: Best Buy | Category: D-G & A

**Purchase Order**

Best Buy  
P.O. Box 2722  
Detroit, Michigan 48201  
Phone:  
Fax:  
Ship To: 417 Forest  
Plymouth, MI 48170

PO Number: 1137 | Branch: MI | Warehouse: Main-MI

Tracing #: | Order Date: 12/27/2012 | Acknowledged:

Ship Date: | Method: | Created By: Administrator 12/27/2012 9:19:56 AM

Parts Due Date: | Costing: | Edited By: Administrator 12/27/2012 9:19:56 AM

Bars: 0.00 | Expense: 652.10

General Ledger					Job Costing
GL Account	Description	Amount	Category	Type	
610750	Apple Mac Book Pro w/Retina Display	652.10	D-G & A	O	

Memo: For Developer: Travis Papay

USD: 652.10  
Total Cost: 652.10  
Received Cost: 0.00

OK Cancel

This is the description that will print on the Purchase Order.

Order Date	Category	Shipping Date	Ship Via	Shipping #	Due Date
12/27/2012	D-G & A				

Part/Expense	Description	Quantity	Unit Cost	Total Cost
	Apple Mac Book Pro w Retina Display			652.10

<b>Total Cost</b>				<b>652.10</b>
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For Developer: Travis Papay

Authorized By: \_\_\_\_\_

Signature \_\_\_\_\_

Name & Title \_\_\_\_\_ 1

### Purchase Order for Stock Parts

The screenshot shows the 'Purchase Order List' window. On the left, there is a tree view with categories 'CA' and 'MI' expanded, showing sub-items like 'CA Main', 'CT 201', 'CT 202', etc. The main area contains a table of purchase orders:

PO Number	Vendor	Order Date	Due Date	Type	Number	Amount	Received	Memo
1034	Security Services	1/15/2009		SVC	7012	2.00	0.00	
1011	ADT	6/1/2008		JOB	104	20.00	0.00	
1016	ADT	12/26/2008	12/26/2...	JOB	118	989.00	0.00	
1033	Dell	1/15/2009	1/22/2009	JOB	118	3522.00	0.00	

At the bottom right, the 'New' button is circled in red.

The screenshot shows the 'Purchase Order 1157' form. It includes fields for Vendor (Anixter Inc), Category (S-Svc T&M), PO Number (1157), Branch (MI), Warehouse (Main-MI), Order Date (12/31/2012), and Ship Date (12/31/2012). Below these fields is a 'Parts List' table:

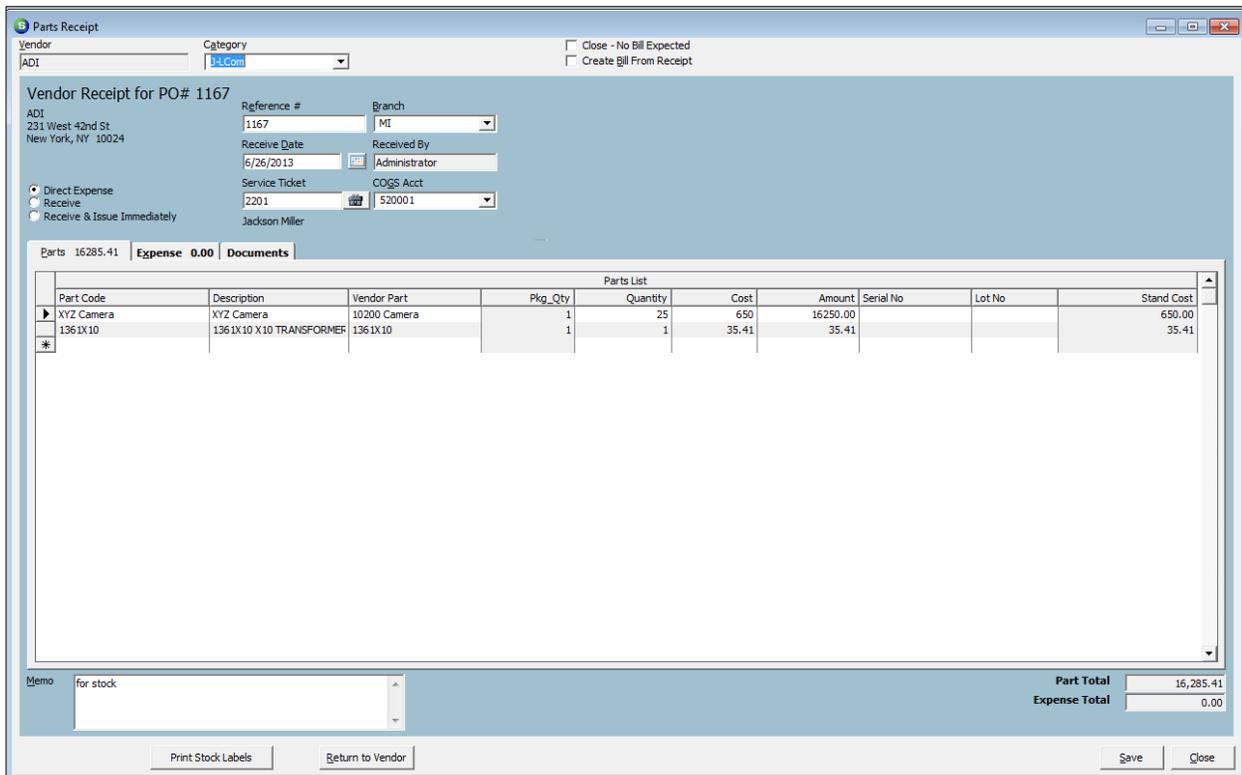
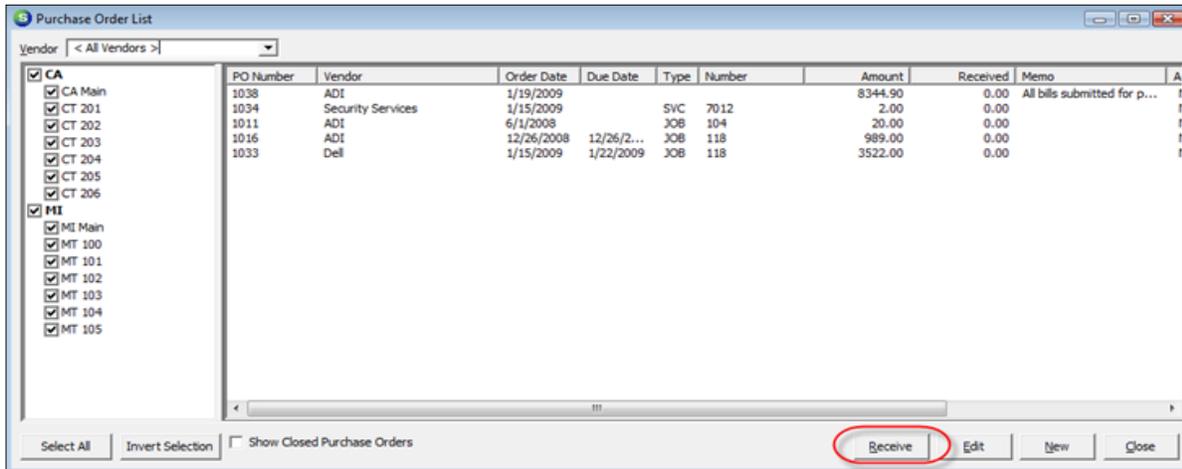
Part	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
6052	SC-3 SONITROL W/ND W/# (6052)	08062088/S	1	1	4.47	\$4.47	0	4.47	<input type="checkbox"/>
DACSP35	DATA CARD COLOR SIMPLEX PRINTER	IEACCESSP35	1	1	1208.00	\$1,208.00	0	1208.00	<input type="checkbox"/>

At the bottom right, the 'Total Cost' is 1212.47 and 'Received Cost' is 0.00. The 'New' button from the previous screenshot is also visible at the bottom right of this window.

### Purchase Order Receipt

Receiving a Purchase Order creates a receipt record that is later used to create the Accounts Payable bill. A list of Purchase Order Receipts is viewable from the Vendor Explorer.

The User receiving the Purchase Order will enter the date of the receipt in the *Receive Date* field, verify the number of parts ordered and receive. Typically, the Invoice or Shipping Document number is entered into the Reference field by the User.



## G/L Transaction from the Parts Receipt

Journal Entry Look Up

Register No.: 230455 Register Type: RCPT

Journal Information

Branch: MI  
Date: 6/26/2013  
Primary Account: 210310  
Reference: Open Inventory Receipts\*  
Reference: 1167

Show Job Costing  Show Branches

Account		Description	Debit	Credit	Memo	Branch	Category	Job	Type	Salesperson
210310		Open Inventory Receipts*		16,285.41	for stock	MI	J-L.Com		O	
520001		COS - Service Parts	0.00			MI	J-L.Com		M	
122210		WIP - Service Parts	16,250.00			MI	J-L.Com		M	
122210		WIP - Service Parts	35.41			MI	J-L.Com		M	
Total			\$ 16,285.41	\$ 16,285.41						

## Entering Accounts Payable Bills

### Bill from a Purchase Order

When entering a new bill, the user may be prompted with one or two messages:

- Vendor has open Purchase Orders...
- Vendor has open Inventory Receipts...

Bills

Vendor: ADI Category: Installation  Recurring Bill  Hold Payment

Vendor Bill

ADi  
PO Box 555  
New York, NY 10024

Parts Expenses  Show Branches

GL Account Description Job Cost

Memo

Total Balance Due

Purchase Orders Stock Receipts Save Close

**First Message**

Open Purchase Orders

ADi has open Purchase Orders.  
Would you like to enter a bill for one of these?

Yes No

**Second Message**

Open Receipts

ADi has open Inventory Receipts.  
Would you like to enter a bill for one of these?

Yes No

If Yes is selected to the Open Purchase Orders message, a list of all open Purchase Orders will be displayed from which to make a selection.

The 'Select Purchase Order' dialog box shows a dropdown menu for 'Vendor' set to 'ADI'. Below is a table with the following data:

PO Number	Vendor	Order Date	Due Date	Job Number	Amount	Received
1011	ADI	6/1/2008		104	20.00	\$0.00
1016	ADI	12/26/2008	12/26/2008	118	989.00	\$0.00
1039	ADI	1/19/2009			68.51	\$0.00

Buttons for 'Save' and 'Close' are located at the bottom right.

### Vendor Bill Created from a Purchase Order

The 'Bills' window displays details for a vendor bill. At the top, 'Vendor' is 'ADI' and 'Category' is 'G & A'. The bill is for 'Vendor Bill for PO# 1039'. The 'Branch' is 'CA' and 'Terms' are 'Net 30'. The 'Reference #' is 'ZF4684' and 'Payment Due' is '2/18/2009'. The 'Bill Date' is '1/19/2009' and 'Amount' is '\$68.51'. The 'Costing' is '000'. A 'Memo' field contains the text: 'All bills submitted for payment must reference a Purchase Order number. Hardware for warehouse CA-Main.' The 'Total' and 'Balance Due' are both '\$68.51'. A 'General Ledger' table is shown below:

GL Account	Description	Amount	Category	Job	Type
60480	Miscellaneous Hardware	68.51	G & A		O

Buttons for 'Purchase Orders', 'Stock Receipts', 'Save', and 'Close' are at the bottom.

If Yes is selected to the Open Inventory Receipts message, a list of all open Inventory Receipts will be displayed from which to make a selection.

Reference	Date	Type	Job/Service	PO/RMA	Cost
<input checked="" type="checkbox"/> GL516568	1/19/2009	OTH		1038	8344.90
<input type="checkbox"/> 908798	11/14/2008	JOB	100	1000	2134.69
<input type="checkbox"/> 13215	7/15/2008	JOB	106	1012	1876.13

### Vendor Bill Created from an Inventory Receipt

Vendor: ADI | Category: Service | Hold Payment:

Vendor Bill for PO# 1038

Warehouse: CA Main | Terms: Net 30

Branch: CA | Payment Due: 2/18/2009

Reference #: V2651651 | Costing: [icon]

Bill Date: 1/19/2009

Amount: \$8,344.90

Eligible for Discount Amt: [ ]

Parts: \$8,344.90 | Expense: \$0.00

Parts are only loaded in from Inventory Receipts and Returns.

Part Code	Description	Vendor Part	QTY	Cost	Amount
V128FB-PAK1	Vista-128FB Kit	V128FB-PAK1	5	374.35	1871.75
Vista-40 PAK1	Vista-40 PAK1 Kit	Vista-40 PAK1	10	417	4170.00
6137	6137 Large Keypad	6137	10	67.4	674.00
6150	6150 LCD Keypad	6150	10	46.99	469.90
995	995 Recessed Motion Detector	995	25	35.45	886.25
998PI	998PI Motion Detectors	998PI	25	10.92	273.00

Memo: All bills submitted for payment must reference a Purchase Order number.

Total: \$8,344.90  
 Balance Due: \$8,344.90

**G/L Transaction from A/P Bill (created from a Parts Receipt)**

**S** Journal Entry

**Register No.** 384                      **Register Type:** BILL

**Journal Information**

Branch: CA

Date: 1/19/2009

Primary Account: 20000  
*Accounts Payable\**

Reference: VZ651651

Show Job Costing       Show Branches

General Ledger							
Account	Description	Debit	Credit	Memo	Branch	Ca	
▶ 20000	Accounts Payable*		8,344.90	All bills submitted	CA		
	Inventory Receipts*	8,344.90		Vista-128FB Kit	CA		

## Paying Bills with a Credit Card

You have the option of paying a vendor bill with a credit card. When paying a bill with a credit card, the bills you are selecting for payment are transferred to the credit card vendor's account. The bills transferred to the credit card vendor will be an item that can be reconciled when the credit card statement is received. A general ledger account must be setup and linked to the credit card vendor to use this functionality.

### G/L Account Setup for A/P Credit Card Payments

For each credit card that will be used for paying bills, a unique G/L account number must be setup in the Chart of Accounts with the account type of CC. When selecting the Account Type of CC, a vendor field is displayed below the account type field. Select which vendor should be linked to the credit card account.

Chart of Accounts Edit

Inactive

Account Code: 20050

Description: Credit Card\*

Account Type: CC

Vendor: AMEX

Buttons: Save, Delete, Close

Pay Bills

**- Selection Information -**

Branch: [dropdown]

Vendor: ADI

As of Due Date: 1/19/2009

Show Vendor Code

**- Payment Information -**

Branch: CA

Payment Date: 1/19/2009

Bank Account

Credit Card

Account: 20050

To apply Open Credits, select the Vendor whose credit you would like to use.

Pay	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid
<input checked="" type="checkbox"/>	1/5/2009	1/16/2009	ADI	GH7894	1331.32	26.13	1306.32	1306.32

Total Payments: 1306.32

Buttons: Select All, Save, Close

## Inventory

Special Order - If this option is selected, the part may only be ordered on a Purchase Order as a Direct Expense part. Special Order parts are devices your company rarely orders and do not want to keep as a part of your inventory. Another way to utilize the special order part is to set up a "generic" part number as a Special Order part and you can use the same part number (but change the part description) each time you order this Special Order part.

**Part Edit** (Part: 995LR)  Inactive

Part Detail | Vendors | Alt. Parts | Custom Fields | Documents (0)

**Description**

Description	LENS FOR RECESS MOUNT PIR MOTION DETECTOR	<input type="checkbox"/> Part Kit
Detail	LENS FOR RECESS MOUNT PIR MOTION DETECTOR	<input checked="" type="checkbox"/> Special Order
Product Line	Motion Detectors	<input checked="" type="checkbox"/> Customer Equipment
Manufacturer	Honeywell	<input checked="" type="checkbox"/> Stock Item For Jobs
Manuf Part Code	995LR	<input type="checkbox"/> Freeze All Purchasing
U.P.C		
Notes	6075	
Labor Units	0	

**Costing**

Method	Standard
PPV Account	120900
Direct Exp Acct	510001

**AR Setup**

Invoice Item	Job Part LCOM
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**Sales**

Invoice Description	LENS FOR RECESS MOUNT PIR MOTION DETECTOR	<input checked="" type="checkbox"/> Available for Sales
Price	10.6700	

**Service**

Invoice Description	LENS FOR RECESS MOUNT PIR MOTION DETECTOR	<input checked="" type="checkbox"/> Available to FSU
Price 1	9.7000	
Price 2	9.6950	

Labor Units | Save | Copy | Close

## Part Kit

If the part is a kit, meaning the part is comprised of one or more other parts, select this option. If this option is selected, a new data entry form, Parts in Kit will be displayed to the right of the Warehouses form. A part should only be marked as a Kit if your company is purchasing the part as a kit.

A Part Kit combines several parts into a single part or “kit”. These “kits” are typically purchased and sold as one part with its own unique part number and cost associated with it. Kit type parts may be ordered on a Purchase Order, then later break out the individual parts that make up the kit if the Kit is being purchased to take advantage of favorable pricing from the Vendor.

Building the kit. Once a part number has been flagged as a Kit in the Part Detail setup, a new setup form will be displayed to the right of the Warehouse form labeled Parts in Kit. This form is used to list all the parts and quantities of each part of which the kit is comprised.

The screenshot shows the 'Part Edit' window for part V128FB-PAK1. It features a table of parts in the kit and a breakout allocation table below it.

Part Number	Description	Quantity	Allocation %
VISTA-128FBP	V128FBP Fire/Burg Commercial	1	21.5100
467	467 12V Battery	1	0.4300
5849	5849 Wireless Glass Break	4	14.9000
5890PI	5890PI Wireless Motion Detector	6	32.2500
6128	6128 LCD Fixed Keypad	2	3.1500
7939WH	7939WH Surface Mount Contact	2	0.2800
Wave2	Siren-2 Indoors Tone	1	0.3700
5808LST	5808LST Wireless Smoke Detector	6	27.1100

Part	VISTA-128FBP	Quantity	1
Description	V128FBP Fire,Burg Commercial	Breakout Allocation %	21.5100

Breakout Allocation Balance: 0

Buttons: New, Save, Remove

A Part Kit is built by adding individual Parts to the kit list, selecting how many of that part are used in the kit and a Break-out Allocation percentage. The Break-out Allocation is the percent of the total cost of the kit allocated to the part within the kit. If your company is using the Average Costing Method, this allocation value is used when 'Breaking Out' a Kit into its individual Parts.

### Part, Description

Select a part using the lookup button to the right of the field or the User may manually type in the part number if the exact part number is known. Once a part is selected, the description field will automatically be filled in.

### Quantity

Enter the number of this part that is contained in the kit.

### Breakout Allocation %

Enter the percentage of the kit purchase cost that is allocated to this part. If the quantity of this part in the kit is greater than one, the allocation percentage would include all of the quantities of this single part.

Once all parts have been entered, press the Save button. The total of all Allocation % must equal 100%; the kit may not be saved until 100% of the cost has been allocated to the parts in the list.

The screenshot shows the 'Part Edit' window for part V128FB-PAK1. It features a table with columns for Part Number, Description, Quantity, and Allocation %. Below the table are input fields for Part, Description, Quantity, and Breakout Allocation %, along with 'New', 'Save', and 'Remove' buttons. The 'Breakout Allocation Balance' is shown as 0.

Part Number	Description	Quantity	Allocation %
VISTA-128FBP	V128FBP Fire/Burg Commercial	1	21.5100
467	467 12V Battery	1	0.4300
5849	5849 Wireless Glass Break	4	14.9000
5890PI	5890PI Wireless Motion Detector	6	32.2500
6128	6128 LCD Fixed Keypad	2	3.1500
7939WH	7939WH Surface Mount Contact	2	0.2800
Wave2	Siren-2 Indoors Tone	1	0.3700
5808LST	5808LST Wireless Smoke Detector	6	27.1100

Part: V128FB-PAK1 [inactive]

Kit Information | Vendors | Warehouses | Parts In Kit | Custom Fields | Documents (0)

Part: VISTA-128FBP Quantity: 1

Description: V128FBP Fire/Burg Commercial Breakout Allocation %: 21.5100

Breakout Allocation Balance: 0

New Save Remove

### Expense Ordering

Direct Expense - If the PO is being created for Parts that will be Direct Expensed this option should be selected. Parts that are direct expensed are not received into a warehouse; they are immediately expensed. If this option is selected, the next time the User creates a PO, this option will automatically be selected.

The screenshot shows the 'New Purchase Order' window in the software. The 'Vendor' is set to 'ADI' and the 'Category' is 'Installation'. The 'Direct Expense' checkbox is checked, and a red arrow points to it. Other fields include PO Number (1282), Branch (CA), Warehouse (CA Main), and Order Date (10/29/2009). The window also shows vendor contact information and a 'Print Now' button.

### Materials Received from a Direct Expense Purchase Order

Material costs are applied to a Job when receiving a Purchase Order flagged as a Direct Expense. Direct Expense Purchase Orders are used when the cost of the part(s) being ordered is much lower than the normal cost paid by your company and you want the actual cost of the parts to be expensed to the Job.

Direct Expense Purchase Orders and Receipts can be used with Service Tickets and Jobs.

The screenshot shows the 'Parts Receipt' window. The 'PO# 1138' is entered, and the 'Direct Expense' radio button is selected and circled in red. The window displays a 'Parts List' table with one row: Part Code 5804-2, Description 5804-2 Two Button Wire, Vendor Part 5804-2, Quantity 2, Cost 34.19, and Amount 68.38. The 'Part Total' is \$68.38 and the 'Expense Total' is \$0.00. A memo field contains the text: 'All bills submitted for payment must reference a Purchase Order number.'

Part Code	Description	Vendor Part	Quantity	Cost	Amount
5804-2	5804-2 Two Button Wire	5804-2	2	34.19	68.38

## Physical Inventory Processing

### Print Count Sheets

Once the Physical has been created, print your counts sheets. Open the Physical Inventory record and press the print preview button to launch the count sheet report.

### Enter Part Counts

Once all counts have been completed, enter the counts into the count sheet grid. Counts are entered in the +/- column. At the bottom of the count sheet is an option *File Skipped Counts as Zero*. If you do not have a count for a part, you do not have to enter 0 on these part lines.

### Cycle Inventory Counts

A different approach to doing a Physical Inventory Count is to actually do a “Cycle Count”. This means you would select a set number of parts (i.e. 25) and only count those parts. One change you will have to make on the count sheets is to UNCHECK the “File Skipped Counts as Zero Box” at the bottom of the count sheet. This will allow you to keep all the other parts counts in their inventory and it will only change the parts you are doing this Cycle Count on.

The screenshot shows the 'Physical Counts' application window. At the top, it displays 'User Administrator' and a checked 'Show Location' option. Below this is a table with columns for '#', 'Part', 'Description', 'Detail', 'Product Line', 'Location' (Row, Shelf, Bin, User), and 'Counts' (Count, +/-, Net Qty). The table lists 25 parts, all with a count of 0. At the bottom of the window, there is a checkbox labeled 'File Skipped Counts as Zero' which is currently unchecked. A red arrow points to this checkbox. Other buttons at the bottom include 'New Part', 'Add Existing Part', 'Save', 'Apply', and 'Close'.

#	Part	Description	Detail	Product Line	Location	Count	+/-	Net Qty
1	016105X32D	UNIVERSAL DOOR STRIKE 12	UNIVERSAL DOOR STRIKE 12	Access Control Equipment		0	0	0
2	026800W	SPORTSTER 14.4 MODEM	SPORTSTER 14.4 MODEM	Access Control Equipment		0	0	0
3	028225-32	6211US4 STRIKE	6211US4 STRIKE	Access Control Equipment		0	0	0
4	028741-32	6210 STRIKE	6210 STRIKE	Access Control Equipment		0	0	0
5	029701-32	6112US412VDC STRIKE 12V	6112US412VDC STRIKE 12V	Access Control Equipment		0	0	0
6	02CCAMKT	COLOR CAMERA KIT FOR TELE ENT	COLOR CAMERA KIT FOR TELE	Access Control Equipment		0	0	0
7	08062088/S	SONITROL SWIPE CARDS	SONITROL SWIPE CARDS	Access Control Equipment		0	0	0
8	1501AQNS	24 VOLT ELECTRIC DOOR HOLD	24 VOLT ELECTRIC DOOR HOLD	Access Control Equipment		0	0	0
9	1508AQNS	24 VOLT DOOR HOLD BACK	24 VOLT DOOR HOLD BACK	Access Control Equipment		0	0	0
10	232FX	232FX STAND ALONE ACCESS	232FX STAND ALONE ACCESS	Access Control Equipment		0	0	0
11	4045CGNUO	ENTRY PROX READER GRAY	ENTRY PROX READER GRAY	Access Control Equipment		0	0	0
12	4NSEM1960	DOOR HOLD BACK	DOOR HOLD BACK	Access Control Equipment		0	0	0
13	536SEGP00	MINI PROX MULLION READER WITH	MINI PROX MULLION READER	Access Control Equipment		0	0	0
14	6052	SC-3 SONITROL WGND W/# (6052)	SC-3 SONITROL WGND W/#	Access Control Equipment		0	0	0
15	611212VUS32D	6112 ELECTRIC STRIKE 12 VOLT	6112 ELECTRIC STRIKE 12 VOLT	Access Control Equipment		0	0	0
16	621GREXDP	HEAVY DUTY EXIT BUTTON	HEAVY DUTY EXIT BUTTON	Access Control Equipment		0	0	0
17	65W2100T-M7MO	MEDÉCO MOMENTARY LOCK	MEDÉCO MOMENTARY LOCK	Access Control Equipment		0	0	0
18	65ND80PDEUR	65ND80PDEUR	65ND80PDEUR	Access Control Equipment		0	0	0
19	65ND80PDRHO	65ND80PDRHO	65ND80PDRHO	Access Control Equipment		0	0	0
20	712/FAM82SC	712 STRIKE 12V DC	712 STRIKE 12V DC	Access Control Equipment		0	0	0
21	800015940	YNCKO 5 PANEL COLOR RIBBON	YNCKO 5 PANEL COLOR RIBBON	Access Control Equipment		0	0	0
22	8060739	HID 6005BKBOO PROX READER	HID 6005BKBOO PROX READER	Access Control Equipment		0	0	0
23	8061934	33.6 EXTERNAL MODEM	33.6 EXTERNAL MODEM	Access Control Equipment		0	0	0
24	90212153	ACCESS 4S BOARD ONLY	ACCESS 4S BOARD ONLY	Access Control Equipment		0	0	0
25	AC600S	600 LB SINGLE DOOR MAGNET	600 LB SINGLE DOOR MAGNET	Access Control Equipment		0	0	0

### Review Variances

Once all counts have been entered, you may review the variance report. If recounts are necessary and you do find a different quantity than the original count recorded and the number of parts is larger than the original count, enter the additional parts found in the count sheet. If fewer parts were found than the original count, enter a negative sign in front of the quantity by which you are reducing the count.

Part	Description	Detail	Orig Qty	Orig Value	Count Qty	Adjustment	Row	Shelf	Bin
467	467 12V Battery	467 12V Battery	0	0.00	10	73.40			
5849	5849 Wireless ...	5849 Wireless ...	0	0.00	3	191.25			
5890PI	5890PI Wireles...	5890PI Wireles...	0	0.00	2	183.90			
6128	6128 LCD Fixe...	6128 LCD Fixe...	0	0.00	1	26.93			
6137	6137 Large Ke...	6137 Large Ke...	0	0.00	1	67.40			
7939WH	7939WH Surfa...	7939WH Surfa...	0	0.00	10	24.50			

Total Adjustment: 567.38

### Releasing the Physical

Once all variances have been investigated you will release the Physical and record the variances. The inventory program will record any variances to the general ledger account that is selected in the Physical Release form.



**Make certain to use the same Variance Date as the Start Date when releasing your Physical Inventory.**

The screenshot shows two overlapping windows. The left window is titled "CAMain 01-01-2009 Edit (CJM Security)" and has a "Code" field with "CAMain 01-01-2009". It has tabs for "Setup Information" and "Parts". Under "Detail", the "Description" is "CAMain 01-01-2009", "Warehouse" is "CA Main", and "Start Date" is "1/1/2009". There are checkboxes for "Lock Warehouse", "Print Value on Variance", and "Print Quantity on Sheet". The right window is titled "Physical Release" and has radio buttons for "Release Only" and "Auto Adjust and Release". The "Auto Adjust and Release" option is selected, and the "Variance Date" is set to "1/1/2009". A red circle highlights the "Variance Date" field and the "Auto Adjust and Release" radio button. Below the date field, there is a note: "\*\* IMPORTANT \*\* This date is the adjustment posting date and variance calculation date. The adjustment amount will be calculated based on the average cost as of the date entered here." Other fields include "Account Code" (50030), "Category Code", and "Memo".

### Release Only

Release Only releases the Physical Inventory without any adjustments to counts.

### Auto Adjust and Release

Auto Adjust and Release adjusts the final inventory counts and releases the inventory.

## Notes