

Physical Inventory

Reference Guide

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About this Document

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Planning

Taking a physical inventory is a huge event in most companies. It requires precise planning and execution to obtain and record an accurate count of your inventory parts. The physical inventory process in SedonaOffice locks a warehouse on a particular date in time. During the first day that the warehouse is locked, no transactions may be performed to move inventory in or out of the warehouse. It is crucial that count and variance reconciliation is completed in a reasonably short period of time to have the least impact on your normal business operations. Below is a checklist of things to consider when preparing for a physical inventory.

- Establish whether a full physical inventory or a cycle count will be performed.
- Establish cut-off dates/times for all pre-inventory transactions to be completed.
- Make certain all staff members understand the impact of an accurate count.
- Ensure that certain truck stock is ready to be counted.
- Process all open Service Tickets that used parts.
- Process all job part issues and returns to stock.
- For parts out for repair, make certain you have a list of those items to include in your counts.
- Process all Vendor part returns.



Full Physical vs. Cycle Count

All parts in a warehouse will be counted during a full physical inventory. As an alternative, some companies elect to do cycle counts on a more frequent basis where only a specific number of parts are chosen to be counted (e.g. 25 parts are counted each month).

Parts that contain a standard cost, average cost, or lot number cost may be counted during a cycle count or a full physical inventory. Serial number costed parts are automatically excluded from a cycle count or a full physical inventory

Early Counting

If your company has a very large inventory with many parts where you expect no movement in or out of the warehouse, you may print an Inventory Stock Status report a few days before the actual count. You may record counts on the report then later use this for data entry when entering the rest of your counts from the count sheets. This will allow you time to precount parts and save time on the actual day of the physical count.

Count Day

Limited Lockdown Time

The date that is chosen as the "Start Date" on the physical inventory record is the only date that a warehouse will be locked from activity. This is the date that all parts are actually being counted in the warehouses(s). On that date, users will receive a message that inventory cannot be relieved because the warehouse has been locked. In the event that entering the final counts into SedonaOffice takes more than one day to complete, users will be able process inventory as usual beginning *the day after the start date* as the information being entered represents the actual count as taken on the lockdown date. SedonaOffice will document all of the transactions that take place after the lockdown date and will automatically adjust the on-hand quantity of parts after the physical inventory has been released. For this reason, it is imperative that the start date and the release date of the physical be the same date.



Physical Inventory Process

The process for conducting either a full physical or a cycle count in SedonaOffice is:

- Create the Physical Inventory record for the warehouse
- Print Count Sheets
- Enter the Parts Counts
- Review the Variance List
- Perform Part Recounts if Necessary
- Enter Any Count Changes From Recounts
- Re-Review the Variance List
- Release and Post the Inventory after all changes have been made

Inventory Setup Table

The Inventory Setup table within Sedona Setup has an option to include all active parts in a physical inventory for which Sedona has calculated an on hand quantity of zero or less (negative counts). If a checkmark is in the "Print Zero Quantity On Hand on Physical Count Sheets" box, all active parts (regardless of the on-hand quantity) will be listed on the count sheets. If a checkmark is not in this box, only those parts for which SedonaOffice has calculated an on hand quantity of one or more will be presented for counting.

Sedona Office Setup (SedonaSecuri	ty)		
File Find Find Next View Tools Help			
Sedona Setup		Inventory Setup	
Description	Area	Thyentony Setup	
Sales Resolution Codes	SM	inventory Setup	
Sales Managers	SM	Warehouse	Main-MI
Sales Items	SM		
Sales Departments	SM		
Sales Department Maintenance	SM	Transfer Account 2	258300 💌
Routes	SV	In	wentory Transfer*
RMR Reasons	CM	107	
RMR Escalations	CM	Physical Adjustment Account 5	580112
Resolution Codes	SV	CC	OS - Inventory Variances
Quote Types	SM	Negative Quantities:	
Product Line	IN		Do Not Allow
Problem Codes	SV	0	Warning Message
Printer Setup	OP		Allow
Prevailing Wages	MC	Sa Inventory Processing	Allow
Payroll Setup	PR	233 Inventory Processing	
Payment Methods	CM	Asset Account	120000
Part Labor Unit Desc	IN	//////	
Panel Types	sv 🗍	10	ventory"
Open Current Accounting Period	GL	Default COGS 5	520001
Note Type	OP	CC	OS - Service-Parts
Material Handlers	IN	Invoice Item	
Manufacturer	IN		SVC Part-IX
Lead Sources	SM	Purchase Price Variance	120900
Late Fee Rules	AR	Account	
Labor Tasks	MC	, and the second s	
Job Types	MC	Use Material <u>H</u> andler for	Print Zero Quantity On Hand
Job Tasks	MC	Warehouse Security	on Physical Count Sheets
Job Statuses	JM	(e) Contine	
Job Phases	MC	a Cosung	
Job Expense Types	JM	Dofault Mothod	tandard w
Job Approval Group	MC		
Item Types	AR	Use Standard Cost on Direct	
Invoice Items	AR	Expense Parts	
Invoice Descriptions	AR		
Inventory Setup	IN		Apply
Instruction Notes	sv ,		
p			



Creating the Physical Inventory Record

To create a new physical inventory record, navigate to Main Application Menu and select the Physical Inventory\Adjustments option from the Inventory module. The Physical List form will be displayed. Press the New button in the lower right hand side of the form.



Enter a code to uniquely identify the physical inventory record (e.g. the date and the name of the warehouse being counted). This code must be unique and cannot be re-used. This information will automatically populate into the Description field.

🙆 Edit		×
Code 031415 Main Warehouse	•	
Setup Information Parts		
Detail	031415 Main Warehouse	
Warehouse	Main-MI	
Star <u>t</u> Date	✓ Lock Warehouse	Get Parts
Count Sheet		
Sort Count Sheet By:	Part Code	
Then:	Description	
Then:	Detail 💌	
	Print Value on Variance	
	Print Quantity on Sheet	
	File Skipped Parts As Zero Quantity	
Release Physical View	Variance List	ave <u>C</u> lose

Selecting One or All Warehouses To Be Counted

Physical Inventory records may be created for each warehouse individually or for all active warehouses at the same time. Select the specific warehouse to be counted from the dropdown list or by pressing the truck icon all. In the event that all warehouses will be counted at the same time, select the option All Warehouses from the drop-down list. A separate record will automatically be created for all active warehouses.

Start Date

The start date is the date that the actual count is being taken in the warehouse(s). The start date is also the only date that a warehouse will be locked from activity. On that date, users will receive a message that inventory cannot be relieved because the warehouse has been locked. In the event that entering the final counts into SedonaOffice takes more than one day to complete, users will be able to continue all inventory activity on the day after the start date. SedonaOffice will document all of the transactions that take place after the start date and will automatically adjust the on-hand quantity of parts after the physical has been released. The release date of your inventory must always be the same date as your start date so that on hand amounts are modified for activity taking place after the actual date of the count.

Lock Warehouse

This option will automatically be selected as the warehouse is required to be locked on the first day of inventory. The system will automatically allow work to be performed beginning the day after the lockdown.

Selecting The Order of Parts On the Count Sheet

Select the order in which you would like the parts to appear on the count sheet. There are three levels of sorting from which to select. Parts will appear in ascending order based on the criteria selected in each level (e.g. sorting first by Part Code, then by Description, then by Detail).

Print Value on Variance

Prior to releasing the inventory and adjusting the counts, a variance report will be created for review. The report will show the number of each part that SedonaOffice had calculated on hand prior to the inventory being taken, the new count entered for the inventory. If a checkmark is entered into the print value on variance box, the report will also show the dollar amount of the adjustment being made due to the adjustment of the on hand quantity.

Print Quantity on Sheet

While it is always recommended that a blind count be taken, SedonaOffice does provide the ability to record the current on hand quantity of each part on the count sheets. The number which appears on the count sheet will be the on hand quantity as of the creation of the physical inventory record.

File Skipped Parts As Zero Quantity (Full Physical Inventory Only)

When a full physical inventory is being conducted, it is not necessary to enter 0 next to all parts for which you do not have a count. Leaving a zero in the count column will automatically generate a new on-hand count of zero for the part and a dollar variance will be created than differs from the count that SedonaOffice calculated prior to the inventory. To select this option, place a checkmark in the box "File Skipped Parts Counts as Zero". Without the checkmark, SedonaOffice will determine that the part was intentionally skipped over and will not calculate a new on hand quantity at zero quantity or make a dollar adjustment. *Once counts are entered using the File Skipped Parts As Zero Quantity, it will not be possible to change the inventory record to exclude them.*

Note: This box should not be checked when a cycle count inventory is taken. Only specific parts are counted in a cycle count and changes should not be made to any part not actually counted.

Get Parts

Once all information has been entered into the Physical Inventory record, press the Get Parts button. The system will load the parts. Press the Save button. The user will be returned to the Physical List form once the parts are loaded.

Setup Informa	tion Parts		
Part	Description	Detail	Product Line
016105X32D	UNIVERSAL DOOR ST	UNIVERSAL DOOR ST	Access Control Equir
026800W	SPORTSTER 14.4 MOD	SPORTSTER 14.4 MOD	Access Control Equip
028225-32	6211US4 STRIKE	6211US4 STRIKE	Access Control Equip
028741-32	6210 STRIKE	6210 STRIKE	Access Control Equip
029701-32	6112US412VDC STRIK	6112US412VDC STRIK	Access Control Equip
02CCAMKT	COLOR CAMERA KIT F	COLOR CAMERA KIT F	Access Control Equip
0300-004	AXIS SMALL INDOOR	AXIS SMALL INDOOR	CCTV Equipment
06MR201CR	FIRE RELAY	FIRE RELAY	Relays/Drivers/Time
06SSUPA	SPDT POLORIZED RELAY	SPDT POLORIZED RELAY	Relays/Drivers/Time
08062088/S	SONITROL SWIPE CA	SONITROL SWIPE CA	Access Control Equip
1001FALS	1001FALS 1TB EXTER	1001FALS 1TB EXTER	Misc Equipment
1025-WP	Wall Plate Blank - White	Wall Plate Blank - White	Misc Equipment
12	12 Volt Battery	467-12Volt Battery	Batteries
1240	ULTRATECH 12V 4AH	ULTRATECH 12V 4AH	Batteries
1322/TF3	12 VOLT 20AH TRANS	12 VOLT 20AH TRANS	Power Supplies
1332	9V TRANSFORMER	9V TRANSFORMER	Transformers
1346LSSMN	PROX KEY II WEIGAN	PROX KEY II WEIGAN	KEY FOB
1361X10	1361X10 X10 TRANSF	1361X10 X10 TRANSF	Transformers
13950	EXTERIOR PIEZO SIREN	EXTERIOR PIEZO SIREN	Sirens/Speakers
14010	DELLIVE CARE ALADM LI	DELLIVE CARE ALADM LI	Miss Equipment



Print Count Sheets

Once the Physical Inventory record has been created, the count sheets should be printed. Highlight the physical inventory record and press the Sheets button. The count sheets will be displayed. Print the count sheets by pressing the Print button at the top left-hand corner of the page.

S Physical List								
Date Code Description Warehouse	Adjustment Value Tota	I Count Release Date						
3/14/2015 U31415 Main Wareh U31415 Main Warehouse Main-MI	U.UU	U						
1			\bigcap	`				
Show Closed			Sheets	Variance Scan Count	Count	s <u>N</u> ev	v <u>E</u> dit	⊆lose
File Help								
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	ere and the set of the set of the set	2 • • • 1 • • • 3 • • • 1 • • •	4 • • • 1 • • • 5 • •		. 7	1 • • • 8 •	9	· · · I · · · 10 ·
			Count She	et			Page#	# 1
	9:55 AM	03	Count She	et - Main-MI			Page≉	# 1
	9.55 AM Part Code 016105/32D	03 Description UNIVERSAL DOOR	Count She 31415 Main Warehouse <u>Detail</u>	et - Main-MI <u>Product Line</u> Access Control	Row	<u>Shelf</u>	Page‡ <u>Bin</u>	# 1
	9:55 AM <u>Part Code</u> 016105X32D	03 Description UNIVERSAL DOOR STRIKE 12 VAC/DC	Count She B1415 Main Warehouse Detail UNIVERSAL DOOR STRIKE 12 VAC/DC	et - Main-MI Product Line Access Control Equipment	<u>Row</u>	<u>Shelf</u>	Page≉ Bin	# 1
	9:55 AM Part Code 016105X32D	03 Description UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14 4	Count She 81415 Main Warehouse Detail UNIVERSAL DOOR STRIKE 12 VAC/DC	et - Main-MI Product Line Access Control Equipment	Row	<u>Shelf</u>	Page ; Bin	# 1
	9:55 AM Part Code 016105X32D 026800W 029206 23	03 Description UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM STATUS STDUKE	Count She 31415 Main Warehouse Detail UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM STULISA STDUKE	et - Main-MI Preduct Line Access Control Equipment Access Control Equipment	<u>Row</u>	<u>Shelf</u>	Page‡ <u>Bin</u>	# 1
	9:55 AM Part Code 016105X32D 026800W 028225-32	03 Description UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM 6211US4 STRIKE	Count She 81415 Main Warehouse Detail UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM 6211US4 STRIKE	et - Main-MI Preduct Line Access Control Equipment Access Control Equipment	<u>Row</u>	<u>Shelf</u>	Page‡ <u>Bin</u>	# 1
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	9.55 AM Part Cole 016105X32D 025800W 028225-32 028741-32 029701-32 029701-32 020CCAMKT 0300-004	03 Description UNIVERSAL DOOR STRIKE 12 VAC/DC STRIKE 12 VAC/DC 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6112US412VDC STRIKE 12V COLOR CAMERA KIT FOR TELE ENT AXIS SMALL INDOOR NETWORK CAMERA	Count She BIATS Main Warehouse Deal UNIVERSAL DOOR STRIKE 12 VAC/DC BOORTSTER 14.4 MODEM 6211 US4 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6112 US41 2V/DC SCLOR CAMERA KIT FOR TELE ENT ANDOR CAMERA KIT SMALL INDOOR NETWORK	et - Main-MI Product Line Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment	Rew	Shelf	Page <i>t</i>	# 1
	9.55 AM Part Cole 016105X32D 026800W 028225-32 028741-32 029701-32 029701-32 020CAMKT 0300-004	03 Description UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM 6211US4 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 12V COLOR CAMERA KIT FOR 12V COLOR CAMERA KIT FOR METWORK CAMERA (0300-004) ESKTOP CCRS485 3AXISADCC0300N	Count She BI415 Main Warehouse Deal UNIVERSAL DOOR STRIKE 12 VAC/DC BOOTSTER 14.4 MODEM 6211 US4 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6112 US41 2VDC STRIKE 12V COLOR CAMERA KIT FOR TELE ENT AXIS SMALL INDOOR NETWORK CAMERA (0300-004) ESKTOP CCR54855	et - Main-MI Product Line Access Control Equipment Access Control Equipment	Row	Shelf	Page 7 Bin	¥ 1
	9.55 AM Part Cole 016105X32D 026800W 028225-32 028741-32 029701-32 029701-32 029701-32 020CCAMIKT 0300-004	Description UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM 6211US4 STRIKE 6210 STRIK	Count She BI415 Main Warehouse BI415 Main Warehouse Destil UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 6211 US4 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE COLOR CAMERA KIT FOR TELE ENT AXIS SMALL INDOOR NETWORK CAMERA (J300 OLA) ESKTOP CCRS485 3AXISADCC03000	et - Main-MI Product Line Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment	Row	Shelf	Page t	¥ 1
	955 AM Part Code 016105X32D 016105X32D 028225-32 028741-32 029701-32 029701-32 02000KKT 0300-004 0300NKEYBOAR 0300NKEYBOAR	Discription UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM 6211US4 STRIKE 6210 STRIKE 6210 STRIKE 6112US412VDC STRIKE 12V COLOR CAMERA KIT FOR TELE ENT AXIS SMALL INDOOR NETWORK CAMERA (J300-004) ESKTOP CCRS485 SAXISADCC0300N	Count She BIATS Main Warehouse Deal UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 62110SA STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE 6210 STRIKE CAUGE CAMERA KIT FOR TELE ENT AXIS SMALL INDOOR NETWORK CAMERA (0300-004) ESKTOP CAS465 SAXISADCC03000	et - Main-MI Product Line Access Control Equipment Access Control Equ	Row	Shelf	Page 1	# 1
	955 AM Part Code 016105X32D 026800W 028225-32 028741-32 029701-32 029701-32 020CAMIKT 0300-004 0300NKEYBOAR 006MR201CR 065SUPAMSD	Description UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM 6211USA STRIKE 6210 STRIKE 6210 STRIKE 6112USA12VDC STRIKE 12V COLOR CAMERA KIT FOR TELE ENT AXIS SMALL INDOOR NETWORK CAMERA (DOOR SMALL INDOOR SAXISAD CO30DN FIRE RELAY SPDT POLORIZED RELAY	Count She BIATS Main Warehouse Detail UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM 6211 USA STRIKE 6210 ST	et Main-MI Product Line Access Control Equipment Relays/Drivers/Time Relays/Drivers/Time	Row	Shelf	Page 1	# 1
	955 AM Part Code 016105X32D 016105X32D 026800W 028225-32 028741-32 029701-32 029701-32 022C-AMIKT 0300-004 0300NKEYBOAR 006MR201CR 06SSUPAMSD	Discription UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 6210 USA STRIKE 6210 STRIKE 621	Count She BIATS Main Warehouse Detail UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 MODEM 6211USA STRIKE 6210 STR	et - Main-MI Product Line Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment Access Control Equipment Access Control Relays/Drivers/Time rs	Row	Shelf	Page 1	# 1
	9:55 AM Part Code 016:105X32D 016:105X32D 028:225:32 028:225:32 029:701-32 029:701-32 020:029:701-32 020:004 0300-004 0300NKEYBOAR 006MR201CR 06SSUPAMSD	33 DESCRIPTION UNIVERSAL DOOR STRIKE 12 VAC/DC SPORTSTER 14.4 6210 STRIKE 6210 STRIKE 6210 STRIKE 6112US412VDC STRIKE 12V COLOR CAMERA KIT FOR 12V COLOR CAMERA KIT FOR 12V 12V 12V 12V 12V 12V 12V 12V	Count She Batas Main Warehouse Deal Shafe	et - Main-MI Product Line Access Control Equipment Access Control Equ	Row	Shelf	Page 1	# 1
	9:55 AM Part Code 016:105X32D 026800W 028:225-32 028741-32 029701-32 029701-32 02000-004 0300-004 03000NKEYBOAR 06MR201CR 06SSUPAMSD 06SSUPAMSD	533 DESCRIPTION UNIVERSAL DOOR SINCERSAL DOOR SINCERSAL DOOR SOUTISTER 14.4 6210 STRIKE 6210 STRIKE 6112US412VDC STRIKE 122 COLOR CAMERA KIT FOR COLOR CAMERA KIT FOR COLOR CAMERA KIT FOR SINCERSAL	Count She BIATOR MAIN MARCHOUSE BIATOR MAIN MARCHOUSE BIATOR MAIN MARCHOUSE	et - Main-MI Preduct Line Access Control Equipment Access Control Access Control Equipment Access Control Equipment Access Control Access Con	Row	Shelf	Page #	# 1
	9:55 AM Part Cole 016105X32D 026800W 028225-32 028741-32 029701-32 029701-32 0200004 0300-004 03000NKEYBOAR 05SUPAMSD	DESCRIPTION UNIVERSAL DOOR SINCERSAL DOOR SINCERSAL DOOR SOUTISTER 14.4 6210 STRIKE 6210 STRIKE 6112USA12VDC STRIKE 12V COLOR CAMERA KIT FOR COLOR CAMERA KIT FOR COLOR CAMERA KIT FOR SINCE SAMEL INDOOR SINCE SAMEAN SINCE SAMEA	Count She Batasa Markowa Batasa Mark	et - Main-MI Product Line Access Control Equipment Access Control Access Co	Row	Shelf	Page #	# 1
	9:55 AM Part Cole 016105X32D 026800W 026225-32 028741-32 029701-32 029701-32 0200004 0300-004 03000NKEYBOAR 05SUPAMSD	533 DESCRIPTION UNIVERSAL DOOR UNIVERSAL DOOR SINCERSAL DOOR CONTISTER 14.4 CONTISTER 14	Count She Batasa Markhara Batasa Markhara Count Shall Count Shall	et - Main-MI Product Line Access Control Equipment Access Control Access Co	Row	Shelf	Page 1	# 1



The Counts Screen

Highlight the inventory record on the Physical List and press the Counts button.

	Physical List							
	Date	Code	Description	Warehouse	Adjustment Value	Total Count Release Date		
	3/14/2015	U31415 Main Wareh	U31415 Main Warehouse	Main-ML	0.00	U		
	Show Closed							
L	Union Clused						Sheets Variance Scan Cour	

Entering the Counts

More than one user may enter the counts into SedonaOffice. Counts are entered in the +/- column. Enter the actual number of parts counted next to each part and press the Tab key. The user entering the part will be identified in the User column. The net quantity will change to the amount entered. The counts entered by each user will be updated only on their workstation.

	Parts List				Location		Counts	_	
# Part	Description	Detail	Product Line	Row	Shelf Bin	User	Count	+/-	Net C
1 016105X32D	UNIVERSAL DOOR STRIKE 12 VAC/DC	UNIVERSAL DOOR STRIKE 12 VAC/DC	Access Control Equipment			Administrator	þ	10	
2 026800W	SPORTSTER 14.4 MODEM	SPORTSTER 14.4 MODEM	Access Control Equipment	1		Administrator	Þ	8	
3 028225-32	6211U54 STRIKE	6211US4 STRIKE	Access Control Equipment			Administrator	þ	20	
4 028741-32	6210 STRIKE	6210 STRIKE	Access Control Equipment			Administrator	þ	8	
5 029701-32	6112U5412VDC STRIKE 12V	6112U5412VDC STRIKE 12V	Access Control Equipment			Administrator	þ	7	
6 02CCAMKT	COLOR CAMERA KIT FOR TELE ENT	COLOR CAMERA KIT FOR TELE ENT	Access Control Equipment				þ	0	
7 0300-004	AXIS SMALL INDOOR NETWORK CAMERA (0300-004)	AXIS SMALL INDOOR NETWORK CAMERA	CCTV Equipment				þ	0	
8 0300NKEYBOAR	ESKTOP CCR5485 3AXISADCC0300N	ESKTOP CCR5485 3AXISADCC0300N	N/A				þ	0	
9 06MR201CR	FIRE RELAY	FIRE RELAY	Relays/Drivers/Timers				þ	0	
10 06SSUPAMSD	SPDT POLORIZED RELAY	SPDT POLORIZED RELAY	Relays/Drivers/Timers				þ	0	
1 08062088/5	SONITROL SWIPE CARDS	SONITROL SWIPE CARDS	Access Control Equipment				þ	0	
12 0E-17005BK	5 PK BLK ELEC TAPE 3/4 X 66	5 PK BLK ELEC TAPE 3/4 X 66	N/A				b	0	
13 0E-19LED	19 LED MONITOR VGA HDMI BNC	19 LED MONITOR VGA HDMI BNC	N/A				b	0	
4 0E-7011MPH	ISO, 26B SEGMAT PROG. HORIZPLIN	ISO, 268 SEOMAT PROG, HORIZPLIN	N/A				6	0	
5 0L-12E72528P	6/7-PIN RIM CYLINDER HOUSING	6/7-PIN BIM CYLINDER HOUSING	N/A	_			6	0	
16 0I -404024VI B	SENTRONIC HOLDER (CLOSER 24V LT	SENTRONIC HOLDER (CLOSER 24V LT	N/A				6	0	
7 1001EALS	1001EALS 1TB EXTERNAL HARD DRIVE	1001EALS 1TB EXTERNAL HARD DRIVE	Misc Equipment				- 6	ñ	
1025-WP	Wall Plate Black - White	Wall Plate Black - White	Misc Equipment				6	ň	
10H6FDADT FD	C3710H-668	C3710H-6G8	NIA	_			6	0	
20 12	12 Volt Battery	467-12Volt Battery	Batterier				- 6	ő	
21 12 Conv	12 Volt Battery	467-12Volt Battery	Batterier				6	0	
12_000	12240C Baccory	122466 Dattery	Pattories	_				0	
22 1240	III TRATECH 12V ANH RATTERY	II TRATECH 129 46H PATTERY	Pattories					0	
4 1000/750	12 VOLT 20AU TRANSFORMED	12 VOLT 20AH TRANSFORMER	Datteries				- L	0	
1022/11/0	12 YOLT 20ART TRANSFORMER	12 VOLT ZUMPLIKANDPORMER	Topo formation					0	
10 1002	99 TRANDFORMER	99 TRANSFORMER	Iransi oniters				Ľ		
10 1040L00miN	PROVING WAS TO AN FEED AND NET FOR	PROVINCE IN WEIGAND KET FOR	KET FUB				Ľ	0	
1361710	TUTTOLOD DITTO CODEL	TUTERIOR DIEZO CIORU	Transformers	_			Ľ	0	
28 13950	EXTERIOR PIEZO SIREN	EXTERIOR PIEZO SIREN	Sirens/Speakers					0	
29 1401R	DELUXE SAFE ALARM UL	DELUXE SAFE ALARM UL	Misc Equipment	_			Ľ	0	
3U 15UU-ZEM	DUAL ZONE EXPANSION MODULE	DUAL ZONE EXPANSION MODULE	Modules				Ľ	0	
31 1501AQN5	24 VOLT ELECTRIC DOOR HOLD BACK	24 VOLT ELECTRIC DOOR HOLD BACK	Access Control Equipment				P	0	
32 1508AQN5	24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	Access Control Equipment				P	0	
33 15WD	SURFACE MOUNT SIREN	SURFACE MOUNT SIREN	Sirens/Speakers				P	0	
34 15WFD	SOLEX FLUSH MOUNT SIREN	SOLEX FLUSH MOUNT SIREN	Sirens/Speakers				P	0	
35 16/25OL	16/2 WIRE 16/2	16/2 WIRE 16/2	Wire				Þ	0	
36 16/4AWG	16/4 AWG WIRE WIRE 16/14 AWG	16/4 AWG WIRE WIRE 16/14 AWG	Wire				Þ	0	
37 16/45TR	16/4 FIRE WIRE MC SHIELDED FIR	16/4 FIRE WIRE MC SHIELDED FIR	Wire				Þ	0	
38 1640	16.5/40VA TRANSFORMER 16.5/40V	16.5/40VA TRANSFORMER 16.5/40V	Power Supplies				Þ	0	
39 18/25TR	PLENUM/18/2/STRAND WIRE-PLENUM	PLENUM/18/2/STRAND WIRE-PLENUM	Wire				Þ	0	
18/4STR	18/4 STRAND WIRE18/4 STRANDED	18/4 STRAND WIRE18/4 STRANDED	Wire				Þ	0	
1E-ZA431PJ3X	1E-ZA431PJ3X	1E-ZA431PJ3X	Misc Equipment				Þ	0	
12 1EZA431PJ31	DSL Filter	DSL Filter	Misc Equipment				Þ	0	
13 2020/12WG	3/8 INCH RECESSED CONTACT	3/8 INCH RECESSED CONTACT	Contacts				þ	0	
14 2020T-BR	3/8: RECESSED PRESS FIT CONTACT BROWN	3/8: RECESSED PRESS FIT CONTACT BROWN	Contacts				þ	0	
15 2020TWH	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH GAP	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH	Contacts					0	

Press the Save key after all initial parts have been entered. The system will ask "Are you ready to save the counts as entered?" Respond Yes to save the initial count.

Entering Zero Part Counts

If a checkmark was placed in the box on the front of the inventory record to have "File Skipped Parts Counts as Zero" (as displayed in grey at the bottom of the screen), it is not necessary to enter any part counts that are zero. The system will automatically calculate this as a part for which a variance will be created and will include that number in the initial parts count.

٩dı	ninistrator	I✓ Show Location								View	Detail
		Parts List				Locatio	n		Counts		
	# Part	Description	Detail	Product Line	Row	Shelf	Bin	User	Count	+/-	Net
	1 016105X32D	UNIVERSAL DOOR STRIKE 12 VAC/DC	UNIVERSAL DOOR STRIKE 12 VAC/DC	Access Control Equipment				Administrator	0	10	
	2 026800W	SPORTSTER 14.4 MODEM	SPORTSTER 14.4 MODEM	Access Control Equipment				Administrator	0	8	
	3 028225-32	6211U54 STRIKE	6211US4 STRIKE	Access Control Equipment				Administrator	0	20	
	4 028741-32	6210 STRIKE	6210 STRIKE	Access Control Equipment				Administrator	0	8	
	5 029701-32	6112U5412VDC STRIKE 12V	6112US412VDC STRIKE 12V	Access Control Equipment				Administrator	0	7	
	6 02CCAMKT	COLOR CAMERA KIT FOR TELE ENT	COLOR CAMERA KIT FOR TELE ENT	Access Control Equipment					0	0	
1	7 0300-004	AXIS SMALL INDOOR NETWORK CAMERA (0300-004)	AXIS SMALL INDOOR NETWORK CAMERA	CCTV Equipment					0	0	
l	8 0300NKEYBOAR	ESKTOP CCR5485 3AXISADCC0300N	ESKTOP CCRS485 3AXISADCC0300N	N/A					0	0	
	9 06MR201CR	FIRE RELAY	FIRE RELAY	Relays/Drivers/Timers					0	0	
	10 065SUPAMSD	SPDT POLORIZED RELAY	SPDT POLORIZED RELAY	Relays/Drivers/Timers				Administrator	0	120	
	11 08062088/5	SONITROL SWIPE CARDS	SONITROL SWIPE CARDS	Access Control Equipment	_			Administrator	0	29	
	12 0E-170058K	5 PK BLK ELEC TAPE 3/4 X 66	5 PK BLK ELEC TAPE 3/4 X 66	N/A				Administrator	0	43	
	13 0E-19LED	19 LED MONITOR VGA HDMI BNC	19 LED MONITOR VGA HDMI BNC	N/A	_			Administrator	0	16	
	14 0E-7011MPH	ISO, 26B SEOMAT PROG, HORIZPUN	ISO, 268 SEOMAT PROG, HORIZPUN	N/A				Administrator	0	9	
	15 0L-12E7252RP	6/7-PIN RIM CYLINDER HOUSING	6/7-PIN RIM CYLINDER HOUSING	N/A	_			Administrator	0	22	
	16 0L-404024VLB	SENTRONIC HOLDER/CLOSER 24V LT	SENTRONIC HOLDER/CLOSER 24V LT	N/A				Administrator	0	36	
	17 1001FALS	1001FALS 1TB EXTERNAL HARD DRIVE	1001EALS 1TB EXTERNAL HARD DRIVE	Misc Equipment	_			Administrator	0	44	
	18 1025-WP	Wall Plate Blank - White	Wall Plate Blank - White	Misc Equipment				Administrator	0	60	
	19 10H6EPART ER	C3710H-668	C3710H-668	N/A	_			Administrator	0	120	
	20 12	12 Volt Battery	467-12Volt Battery	Batteries				Administrator	, i	0	
	21 12 Conv	12 Volt Battery	467-12Volt Battery	Batteries	_			Administrator	Ő	å	
	22 123456	123456	123456	Batteriec				Administrator	ő	22	
	23 1240	LI TRATECH 12V 4AH BATTERY	III TRATECH 12V ANH BATTERY	Batterier	_			Administrator	ő	32	
	24 1220/TE2	12 YOLT 200H TRANSFORMED	12 YOLT 20AL TRANSFORMED	Datteries				Administrator	0	0	
	25 1322	OV TRANSFORMER	OV TRANSFORMER	Transformers	_			Administrator	, i i i i i i i i i i i i i i i i i i i	-	
	20 1002 06 10461 CENNI	21 TRAIDFORPER	29 TRANSFORMER	Indisioniers	-			Administrator		40	
	28 1346L33MN	PROVINE TI WEIGAND KET FOD	12CTV10 V10 TRANSFORMED FOR USETA	KET FOB	_			Administrator	0	40	
	27 1361×10	I JOLATO XTO TRANSFORMER FOR VISTA	TISTING DIFTO CIDEN	Transformers	-			Administrator	0	32	
	28 13950	EXTERIOR PIEZO SIREN	EXTERIOR PIEZO SIKEN	birens/opeakers				Administrator	0	10	
	29 1401R	DELUXE SAFE ALARM UL	DELUXE SAFE ALARM UL	Misc Equipment	_			Administrator	0	28	
	30 1500-2EM	DUAL ZONE EXPANSION MODULE	DUAL ZONE EXPANSION MODULE	Modules				Administrator	0	32	
	31 1501AQN5	24 VOLT ELECTRIC DOOR HOLD BACK	24 VOLT ELECTRIC DOOR HOLD BACK	Access Control Equipment	_			Administrator	0	19	
	32 1508AQN5	24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	24 YOLT DOOR HOLD BACK WIMOUNT BRACKET	Access Control Equipment				Administrator	0	9	
	33 15WD	SURFACE MOUNT SIREN	SURFACE MOUNT SIREN	birens/bpeakers		_		Administrator	U	15	
	34 ISWED	SOLEX PLUSH MOUNT SIREN	SULEX FLUSH MOUNT SIREN	birens/bpeakers				Administrator	0	3600	
	35 16/25UL	16/2 WIRE 16/2	16/2 WIRE 16/2	wire				Administrator	0	42000	4
	36 16/4AWG	16/4 AWG WIRE WIRE 16/14 AWG	16/4 AWG WIRE WIRE 16/14 AWG	Wire				Administrator	0	900	
	37 16/45TR	16/4 FIRE WIRE MC SHIELDED FIR	16/4 FIRE WIRE MC SHIELDED FIR	Wire				Administrator	0	1000	
	38 1640	16.5/40VA TRANSFORMER 16.5/40V	16.5/40VA TRANSFORMER 16.5/40V	Power Supplies				Administrator	0	6	
	39 18/25TR	PLENUM/18/2/STRAND WIRE-PLENUM	PLENUM/18/2/STRAND WIRE-PLENUM	Wire				Administrator	0	2200	
	40 18/4STR	18/4 STRAND WIRE18/4 STRANDED	18/4 STRAND WIRE18/4 STRANDED	Wire				Administrator	0	1900	
	41 1E-ZA431PJ3X	1E-ZA431PJ3X	1E-ZA431PJ3X	Misc Equipment				Administrator	0	60	
	42 1EZA431PJ31	DSL Filter	DSL Filter	Misc Equipment				Administrator	0	14	
	43 2020/12WG	3/8 INCH RECESSED CONTACT	3/8 INCH RECESSED CONTACT	Contacts				Administrator	0	30	
	44 2020T-BR	3/8: RECESSED PRESS FIT CONTACT BROWN	3/8: RECESSED PRESS FIT CONTACT BROWN	Contacts				Administrator	0	44	
_	45 2020TWH	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH GAP	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH	Contacts				Administrator	0	65	



Add a New Part

If a new part is found during an inventory count that has not not been defined in SedonaOffice, it is possible to create the part at the time that counts are entered. To add a new part, press the Add Parts button. Once the part has been added to the system, it will be added to the last row of the count sheet so that an initial count can be taken.

jiP <u>a</u> rt Del	tail 🛛 🧱 Vendors 🛛	🎲 Alt. Parts 🔜 Wareh	ouses Custom Fields	Documents				Location	1		Counts		
Descriptio	n				Detail	Product Line	Row	Shelf	Bin	User	Count	+/-	Net Q
	Description	-		E Davit Kit	UNIVERSAL DOOR STRIKE 12 VAC/DC	Access Control Equipment				Administrator	0	10	
	Description	SKV-515			SPORTSTER 14.4 MODEM	Access Control Equipment				Administrator	0	8	
	Detaiļ	SKV-515		🗖 Special Order	6211U54 STRIKE	Access Control Equipment				Administrator	0	20	
					6210 STRIKE	Access Control Equipment				Administrator	0	8	
	Product Line	Access Control Equipment	▼ ±	I Customer Equipment	6112U5412VDC STRIKE 12V	Access Control Equipment				Administrator	0	7	
	Manufacturer	Ademon	T +		COLOR CAMERA KIT FOR TELE ENT	Access Control Equipment					0	0	
		Hoomeo			AXIS SMALL INDOOR NETWORK CAMERA	CCTV Equipment					0	0	
	Manyf Part Code			Stock Item For Jobs	ESKTOP CCR5485 3AXISADCC0300N	N/A					0	0	
	Manuf <u>W</u> arranty	One Year	•	Ereeze All Purchasing	FIRE RELAY	Relays/Drivers/Timers					0	0	
					SPDT POLORIZED RELAY	Relays/Drivers/Timers				Administrator	0	120	:
	Ū.P.C			Chie Waisht	SONITROL SWIPE CARDS	Access Control Equipment				Administrator	0	29	
	Notes			Ship Weight	5 PK BLK ELEC TAPE 3/4 X 66	N/A				Administrator	0	43	
				Labor Units	19 LED MONITOR VGA HDMI BNC	N/A					0	0	
octina				,	ISO, 26B SEQMAT PROG, HORIZPUN	N/A					0	0	
					6/7-PIN RIM CYLINDER HOUSING	N/A					0	0	
	Method	Standard	▼		SENTRONIC HOLDER/CLOSER 24V LT	N/A					0	0	
	PPV Account	120900	-	Π	1001FALS 1TB EXTERNAL HARD DRIVE	Misc Equipment					0	0	
		1120500			Wall Plate Blank - White	Misc Equipment					0	0	
	Direct Exp Acct		▼.		C3710H-6G8	N/A					0	0	
AR Setup					467-12Volt Battery	Batteries					0	0	
	fundice tem	SVC Part-TX	<u> </u>		467-12Volt Battery	Batteries					0	0	
5ales —					123456	Batteries					0	0	
	Invoice Description	SKV-515			ULTRATECH 12V 4AH BATTERY	Batteries					0	0	
	Price	50,0000		Available for Saler	12 VOLT 20AH TRANSFORMER	Power Supplies					0	0	
iervice	1120	pu.uuuu 🧃		1 Available for Sales	9V TRANSFORMER	Transformers					0	0	
	Invoice Description				PROX KEY II WEIGAND KEY FOB	KEY FOB					0	0	
	Invoice Description	рку-515		_	1361X10 X10 TRANSFORMER FOR VISTA	Transformers					0	0	
	Price 1	50.0000 🖇		Available to FSU	EXTERIOR PIEZO SIREN	Sirens/Speakers					0	0	
	Price 2	50.00			DELUXE SAFE ALARM UL	Misc Equipment					0	0	
		porool			DUAL ZONE EXPANSION MODULE	Modules					0	0	
					24 VOLT ELECTRIC DOOR HOLD BACK	Access Control Equipment					0	0	
			Save	Copy <u>C</u> lose	24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	Access Control Equipment					0	0	
3.	3 15WD	4	SORFACE MOUNT SIRE	4	SURFACE MOUNT SIREN	Sirens/Speakers					0	0	
34	4 15WFD		SOLEX FLUSH MOUNT S	IREN	SOLEX FLUSH MOUNT SIREN	Sirens/Speakers					0	0	
3	5 16/250L	Aut .	16/2 WIRE 16/2		16/2 WIRE 16/2	Wire					0	0	
31	6 16/4AWG 🛛 🖌	/	16/4 AWG WIRE WIRE	16/14 AWG	16/4 AWG WIRE WIRE 16/14 AWG	Wire					0	0	
3	7 16/4STR 🛛 🔊		16/4 FIRE WIRE MC SH	ELDED FIR	16/4 FIRE WIRE MC SHIELDED FIR	Wire					0	0	
3	8 1640 🖌		16.5/40VA TRANSFORM	IER 16.5/40V	16.5/40VA TRANSFORMER 16.5/40V	Power Supplies					0	0	
3	9 18/25TR		PLENUM/18/2/STRAND	WIRE-PLENUM	PLENUM/18/2/STRAND WIRE-PLENUM	Wire					0	0	
41	0 18/4578		18/4 STRAND WIRE18/	F STRANDED	18/4 STRAND WIRE18/4 STRANDED	Wire					0	0	
4	1 1E-ZA431P33X		1E-ZA431PJ3X		1E-ZA431PJ3X	Misc Equipment					0	0	
4:	2 1E7A431PJ31		DSL Filter		DSL Filter	Misc Equipment					0	0	
4:	3 2020/12WG		3/8 INCH RECESSED C	ONTACT	3/8 INCH RECESSED CONTACT	Contacts					0	0	
4	2020T-BR		3/8: RECESSED PRESS I	TT CONTACT BROWN	3/8: RECESSED PRESS FIT CONTACT BROWN	Contacts					0	0	
4	5 2020TWH		3/8 INCH RECESSED C	ONTACT WHITE 1/2 INCH GAP	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH	Contacts					0	0	
ľ													



Add An Existing Part

In the event that a part is found which has already been setup in SedonaOffice but was not previously associated with the warehouse being counted, the part can be added to the count sheet. To add an already exiting part, press the Add Existing Part button.



The part will be added to the last row of the count sheet so that an initial count can be taken.



Review the Variance List

Once all counts have been entered, the Variance List should be reviewed. To view the list, highlight the physical inventory record and press the Variance button



The Variance List shows each part that was counted, the original on-hand quantity and its value, the new count quantity, the total dollar adjustment being made based on the new count, the location of the part (row, shelf, bin) and the cost method assigned to the part. The total dollar adjustment for the physical inventory will be displayed in the upper left-hand corner of the screen as well as the total number of parts that were counted. The columns on this report can be sorted which makes spotting mistakes in the initial counts easier.. To print the list or, press the Print Preview button at the top of the toolbar.

📲 SedonaOffice - Manitou Editon										- 6 3	R)
File Edit View SedonaOffice Customer Query Tools Window Help											
	E 3 E 4) 🖂 🖲 🤝 🖉	🗑 🚳 🔤	000							
Sedona0ffice D	-			_							5
Sandhox	Variance List	(Sandbox)								. O X	
B - O Client Management	Total Adjusts		02.00								
B Accounts Receivable	Total Adjust	nemu: 0,0	02.90								1
B General Ledger	Total Part Co	unt: 4	12066								11
🗄 🚜 Accounts Payable											1
8-Q Inventory											1
Issues/Returns	Part	Description	Detail	Orig Qty	Orig Value	Count Qty	Adjustment Row	Shelf	Bin	Cost Method A	11
- Annufacturer	16/2506	16/2 WIRE 16/2	16/2 WIRE 16/2	-25	-3.25	42000	5,463.25			Standard	11
- 😳 Parts	5890P1	WORELESS FRE	WIRELESS FRE	29	2,306.37	32	238.59			Standard	11
Physical Inventory\Adjustments	6160	AUHA ENGLIS	AUPHA ENGLIS	8	806.96	10	201.74			Standard	11
Product Line	80505150	DS150 EXIT M	DS150 EXIT M	-1	-61.50	1	123.00			Standard	11
Receive Parts	FA990	GEM PIR	GEM PIR	-1	-18.40	2	55.20			Standard	11
Repair Order	5004	REMOTE WIRE	REMOTE WIRE	-2	-54.00	õ	54.00			Standard	11
- Return to Vendor	15WFD	SOLEX FLUSH	SOLEX FLUSH	-1	-4.20	5	25.68			Standard	11
	SOL15WD	5815WD INTE	SB15WD INTE	22	106.70	0	0.00			Standard	11
- Warehouses	GISTR	GENTEX MINE	GENTEX MINE	10	57.40	0	0.00			Standard	11
Part Query Builder	746LC	OUTER SEREN	OUTER SPEN	-1	-18.01	0	0.00			Standard	11
(8) 🏞 Job Management	7451503	SLEEACE SEVE	SI REACE SING	14	93.94	0	0.00			Scenaro	11
Rit - 3 Payroll Interface	13950	EXTERIOR PIE	EXTERIOR PIE	2	24.08	õ	0.00			Standard	£Ľ,
TE Sales Management	5816	ADEMCO DOO	ADEMCO DOO	19	540.74	õ	0.00			Standard	IT.
B-2 Service	LINPITIE	SINGLE BUTTO	SINGLE BUTTO	11	121.33	0	0.00			Standard	11
General Documents	5800TM	TRANSMISSIO	TRANSMESSIO	-1	-28.30	0	0.00			Standard	11
- 98 SQL Query Window	58046D	REMOTE WIRE	REMOTE WIRE	-5	-344.30	0	0.00			Standard	11
- G Lock Table Maintenance	5811	S811 SLIPLINE	SSIT SUPLINE	-6	-208.08	0	0.00			Standard	11
- 👽 Management Summary	AMOVE LEND	LOV YORA TRA	LOV YOMA TRA	12	52.92	0	0.00			Standard	11
Report Manager	AMS/E1640	16V 40VA TRA	16Y 40VA TRA	28	133.00	0	0.00			Standard	11
SedonaSetup	AMS/E2440	24V 40XA TRA	24Y 40YA TRA	27	151.74	ő	0.00			Standard	11
	1361X10	1361X10 X10 T	1364X10 X10 T	-2	-70.82	ŏ	0.00			Standard	11
	1332	9V TRANSFOR	9Y TRANSFOR	17	173.23	0	0.00			Standard	11
	AM50F1050	ASIP1050 10V	AS/P1850 18V	10	57.80	0	0.00			Standard	11
	SOL1640	LOV 40NA TRA	169 40VA TRA	19	92.91	0	0.00			Standard	11
	50L2440	24V 40KA TRA	24V 40VA TRA	22	121.00	0	0.00			Standard w	11
	1										1
											1
										glose	1



The Print Preview of the Varaince List Report will be dsplayed. This can be sent to a printer or exported to Excel for further analysis. The Variance List shows each part that was counted, the original on-hand quantity and its value, the new count quantity, the total dollar adjustment being made based on the new count, the location of the part (row, shelf, bin) and the cost method assigned to the part. The total dollar adjustment for the physical inventory will be displayed in the upper left-hand corner of the screen as well as the total number of parts that were counted. The columns on this report can be sorted to easier spot mistakes that may have been made when the counts were entered. To print the list, press the Print button at the top of the toolbar. To export it to Excel for analysis, press the Excel button.

Varian	ce Report ·	- Main-MI							Sandbox
Part	Description	Detail	Orig Oly	OrigValue	Count@ty	Adjustment Row	Shelf	Bin	CostMethod
16/250L	16/2VMRE 16/2	16/2WIRE 16/2	-25	3.25	42000	5,463.25			Standard
5890P1	WRELESS FRESH	WRELESS FRESN	29	2,306.37	32	238.59			Standard
6160	ALPHA ENGLISH K	ALPHA ENOLISH K	8	806.96	10	201.74			Standard
5878	WIRELESS WALL 1	WRELESS WALL 1	-2	-141.52	0	141.52			Standard
B0SD/S150	DS150 EXIT MOTIC	DS150 EXIT MOTIC	-4	-61.50	1	123.00			Standard
FA990	GEM PIR	GEM PIR	-4	-18.40	2	55.20			Standard
5004	REMOTE WIRELES	REMOTE WIRELES	-2	-54.00	0	54.00			Standard
15MFD	SOLEX FLUSH MO	SOLEX FLUSH MO	-4	-4.28	5	25.68			Standard
SOL15ND	SB15AD INTERIOR	SB1540 NTERIOF	22	106.70	0	0.00			Standard
GX91R	CENTEX MINI HOR	OENTEX MINI HOR	10	57.40	0	0.00			Standard
748LC	OUTOR SIREN WIT	OUTOR SIREN WIT	-4	-18.01	0	0.00			Standard
745VSD3	MULTI LANG SIRE	MULTI LANG SIREI	21	438.06	0	0.00			Standard
746	SURFACE SPKR	SURFACE SPHR	14	80.94	0	0.00			Standard
13950	EXTERIOR PIEZO	EXTERIOR PIEZO	2	24.08	0	0.00			Standard
5816	ADEMCO DOORAN	ADEMCO DOORANI	19	540.74	0	0.00			Standard
LINMT1B	SINGLE BUTTON T	SINULE BUTTON T	11	121.33	0	0.00			Standard
5800TM	TRANSMISSION M	TRANSMISSION MX	-1	-28.30	0	0.00			Standard
5804BD	REMOTE WIRELES	REMOTE WIRELES	-5	-344.30	0	0.00			Standard
5011	5011 SLIMLINE DO	SE11 SLMLINE DO	-6	-208.08	0	0.00			Standard
AMSXF1240	12V 40VA TRANSF	12V 40VA TRANSF	12	52.92	0	0.00			Standard
AMSXF1620	16V 20VA TRANSF	16V 20VA TRANSF	13	64.35	0	0.00			Standard
AMSXF1640	16V 40VA TRANSF	16V 40VA TRANSF	28	133.00	0	0.00			Standard
A1107-100-00-00-00-00-00-00-00-00-00-00-00-00	DALCADICA TRANCE	DALLANCE TRANSF	-18	101 74		0.00			Standard



Entering Part Recounts

When a mistake is found on a part count, it must be corrected on the count sheet. The count sheet can be accessed from the Physical List by pressing the counts button. The count sheet will be displayed.



The difference between the incorrect count and the correct count is entered into the +/- column. To increase the count, a positive number is entered. To decrease the count, a negative number is entered. Once the tab key is pressed, the new count is shown in the Net column.

In the example below, 44 external hard drives were entered by mistake. The correct amount is 54. To increase the count to 54, the difference of 10 is entered into the +/- column. Wire was incorrectly entered as 42000 feet instead of 4200 feet. To correct this the difference of –37800 is entered. Once entered, the Net Qty column will display the correct amount.

S Physical	Counts										
User Admin	nistrator	Show Location								View D	Petail
		Parts List				Locatio	n		Counts		
	# Part	Description	Detail	Product Line	Row	Shelf	Bin	User	Count	+/-	Net Qty
	1 016105X32D	UNIVERSAL DOOR STRIKE 12 VAC/DC	UNIVERSAL DOOR STRIKE 12 VAC/DC	Access Control Equipment					10	0	10
	2 026800W	SPORTSTER 14.4 MODEM	SPORTSTER 14.4 MODEM	Access Control Equipment					8	0	8
	3 028225-32	6211US4 STRIKE	6211U54 STRIKE	Access Control Equipment					20	0	20
	4 028741-32	6210 STRIKE	6210 STRIKE	Access Control Equipment					8	0	8
	5 029701-32	6112US412VDC STRIKE 12V	6112U5412VDC STRIKE 12V	Access Control Equipment					7	0	7
	6 02CCAMKT	COLOR CAMERA KIT FOR TELE ENT	COLOR CAMERA KIT FOR TELE ENT	Access Control Equipment					0	0	0
	7 0300-004	AXIS SMALL INDOOR NETWORK CAMERA (0300-004)	AXIS SMALL INDOOR NETWORK CAMERA	CCTV Equipment					0	0	0
	8 0300NKEYBOAR	ESKTOP CCRS485 3AXISADCC0300N	ESKTOP CCR5485 3AXISADCC0300N	N/A					0	0	0
	9 06MR201CR	FIRE RELAY	FIRE RELAY	Relays/Drivers/Timers					0	0	0
	10 06SSUPAMSD	SPDT POLORIZED RELAY	SPDT POLORIZED RELAY	Relays/Drivers/Timers					120	0	120
	11 08062088/5	SONITROL SWIPE CARDS	SONITROL SWIPE CARDS	Access Control Equipment					29	0	29
	12 0E-17005BK	5 PK BLK ELEC TAPE 3/4 X 66	5 PK BLK ELEC TAPE 3/4 X 66	N/A					43	0	43
	13 0E-19LED	19 LED MONITOR VGA HDMI BNC	19 LED MONITOR VGA HDMI BNC	N/A					16	0	16
	14 0E-7011MPH	ISO, 268 SEQMAT PROG, HORIZPUN	ISO, 26B SEQMAT PROG, HORIZPUN	N/A					9	0	9
	15 OL-12E7252RP	6/7-PIN RIM CYLINDER HOUSING	6/7-PIN RIM CYLINDER HOUSING	N/A	_		-		22	0	22
	16 0L-404024VLB	SENTRONIC HOLDER/CLOSER 24V LT	SENTRONIC HOLDER/CLOSER 24V.LT	N/A					36	n	36
	17 1001FALS	1001FALS 1TB EXTERNAL HARD DRIVE	1001FALS 1TB EXTERNAL HARD DRIVE	Misc Equipment				Administrator	44	10	54
•	18 1025-WP	Wall Plate Blank - White	Wall Plate Blank - White	Misc Equipment					60	0	60
	19 10H6FPART ER	C3710H-6G8	C3710H-6G8	N/A					120	0	120
	20 12	12 Volt Battery	467-12Volt Battery	Batteries					0	0	0
	21 12_Copy	12 Volt Battery	467-12Volt Battery	Batteries					9	0	9
	22 123456	123456	123456	Batteries					22	0	22
	23 1240	ULTRATECH 12V 4AH BATTERY	ULTRATECH 12V 4AH BATTERY	Batteries					32	0	32
	24 1322/TF3	12 VOLT 20AH TRANSFORMER	12 VOLT 20AH TRANSFORMER	Power Supplies					9	0	9
	25 1332	9V TRANSFORMER	9V TRANSFORMER	Transformers					6	0	6
	26 1346LSSMN	PROX KEY II WEIGAND KEY FOB	PROX KEY II WEIGAND KEY FOB	KEY FOB					40	0	40
	27 1361X10	1361X10 X10 TRANSFORMER FOR VISTA	1361X10 X10 TRANSFORMER FOR VISTA	Transformers					32	0	32
	28 13950	EXTERIOR PIEZO SIREN	EXTERIOR PIEZO SIREN	Sirens/Speakers					10	0	10
	29 1401R	DELUXE SAFE ALARM UL	DELUXE SAFE ALARM UL	Misc Equipment					28	0	28
	30 1500-ZEM	DUAL ZONE EXPANSION MODULE	DUAL ZONE EXPANSION MODULE	Modules					32	0	32
	31 1501AQN5	24 VOLT ELECTRIC DOOR HOLD BACK	24 VOLT ELECTRIC DOOR HOLD BACK	Access Control Equipment					19	0	19
	32 1508AQN5	24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	Access Control Equipment					9	0	9
	33 15WD	SURFACE MOUNT SIREN	SURFACE MOUNT SIREN	Sirens/Speakers					15	0	15
	34 15WFD	SOLEX FLUSH MOUNT SIREN	SOLEX FLUSH MOUNT SIREN	Sirens/Speakers					3600	0	3600
	35 16/250L	16/2 WIRE 16/2	16/2 WIRE 16/2	Wire				Administrator	42000	-37800	4200
	36 16/4AWG	16/4 AWG WIRE WIRE 16/14 AWG	16/4 AWG WIRE WIRE 16/14 AWG	Wire					900	0	900
	37 16/45TR	16/4 FIRE WIRE MC SHIELDED FIR	16/4 FIRE WIRE MC SHIELDED FIR	Wire					1000	0	1000
	38 1640	16.5/40VA TRANSFORMER 16.5/40V	16.5/40VA TRANSFORMER 16.5/40V	Power Supplies					6	0	6
	39 18/25TR	PLENUM/18/2/STRAND WIRE-PLENUM	PLENUM/18/2/STRAND WIRE-PLENUM	Wire					2200	0	2200
	40 18/45TR	18/4 STRAND WIRE18/4 STRANDED	18/4 STRAND WIRE18/4 STRANDED	Wire					1900	0	1900
	41 1E-ZA431P33X	1E-ZA431PJ3X	1E-ZA431PJ3X	Misc Equipment					60	0	60
	42 1EZA431PJ31	DSL Filter	DSL Filter	Misc Equipment					14	0	14
	43 2020/12WG	3/8 INCH RECESSED CONTACT	3/8 INCH RECESSED CONTACT	Contacts					30	0	30
	44 2020T-BR	3/8: RECESSED PRESS FIT CONTACT BROWN	3/8: RECESSED PRESS FIT CONTACT BROWN	Contacts					44	0	44
	45 2020TWH	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH GAP	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH	Contacts					65	0	65 -
New Deat		Elle Skinned Countr er Zern							C	Analy	dur
New Part	Add Existing Part	1. The public counts as zero.							Zave	Abbly	

Once all count modifications have been entered, press the Save key. The system will ask "Are you ready to save the counts as entered?" Respond Yes to save the updated counts.

Re-review and print the variance list prior to releasing the physical inventory.



Releasing the Physical

Physical inventories can be released in two ways –Release Only or Release and Auto Adjust. To release the physical, highlight the inventory record, and press the Edit key on the Physical List. When the physical inventory record is displayed, press the Release Physical button.

🗧 031415 Main Warehouse E	idit [×	
Code 031415 Main Warehouse	e		
Setup Information Parts		1	
Detail			
Description	031415 Main Warehouse		
<u>W</u> arehouse	Main-MI		
Star <u>t</u> Date	3/14/2015		
	✓ Lock Warehouse Get Parts		
Count Sheet			
Sort Count Sheet By:	Part Code		
Then:	Description		
Then:	Detail		
	Print Value on Variance		
	Print Quantity on Sheet		
	File Skipped Parts As Zero Quantity		
Release Physical View	Variance List <u>S</u> ave <u>C</u> lose		



Release Only

Release Only will ignore all counts entered and close the inventory record with no changes to counts or dollar values (in the event that the inventory needs to be started again). If this applies to all current inventory records (in the event where all warehouses was selected at the creation of the physical inventory record), place a checkmark in the box at the lower left hand corner of the form.

😫 Physical Release		×
• <u>R</u> elease Only		
C Auto Adjust and Relea	se	
Variance Date	3/14/2015	
Account Code	580112	
Category Code		
Memo		
- Apply to all Current	Save	⊆lose
Physical Inventories		

If this inventory is to be discarded, press the Save button. The system will ask:

SedonaOffice	×
Are you sure you are ready to release this Physical	17
Yes No	

Once you have verified that the inventory is to be discarded, respond Yes.



Release and Auto Adjust

Release and Auto Adjust will release the physical with the inventory counts and variances as recorded.

Ensure that the Variance Date is the same date as the Start Date when releasing your Physical

Inventory.

S Physical Release	S 031415 Main Warehouse Edit
C Release Only C Auto Adjust and Release Variance Date 3/14/2015	Code 031415 Main Warehouse Setup Information Parts Detail
adjustment posting date and variance calculation date. The adjustment amount will be calculated based on the cost as of the date entered here.	Description 031415 Main Warehouse Warehouse Main-MI Start Date 3/14/2015
Account Code 580112	Count Sheet Get Parts Sort Count Sheet By: Part Code Then: Description Then: Detail
,	 ✓ Print Value on Variance ✓ Print Quantity on Sheet ✓ File Skipped Parts As Zero Quantity
Apply to all Current Save Save	Release Physical View Variance List Save Close

The appropriate category code should also be selected for reporting purposes. The memo section of this form is not saved. Information should not be entered into this field.

If you are ready to release all physical inventories at the same time (in the event that all warehouses was selected at the creation of the physical inventory record), place a checkmark in the box at the lower left hand corner of the form. Press the Save key. The system will ask:

SedonaOffice 🛛 🔀	SedonaOffice
Are you sure you are ready to release this Physical?	Are you sure that the adjustment account and date are correct for the automatic adjustment?
Yes No	Yes No

Respond Yes.