



Physical Inventory Reference Guide

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About this Document

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The screenshots in this document reflect version 5.6.243. This document may be updated periodically. Please check our website at www.sedonaoffice.com for the most current version.

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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 warehouse(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.

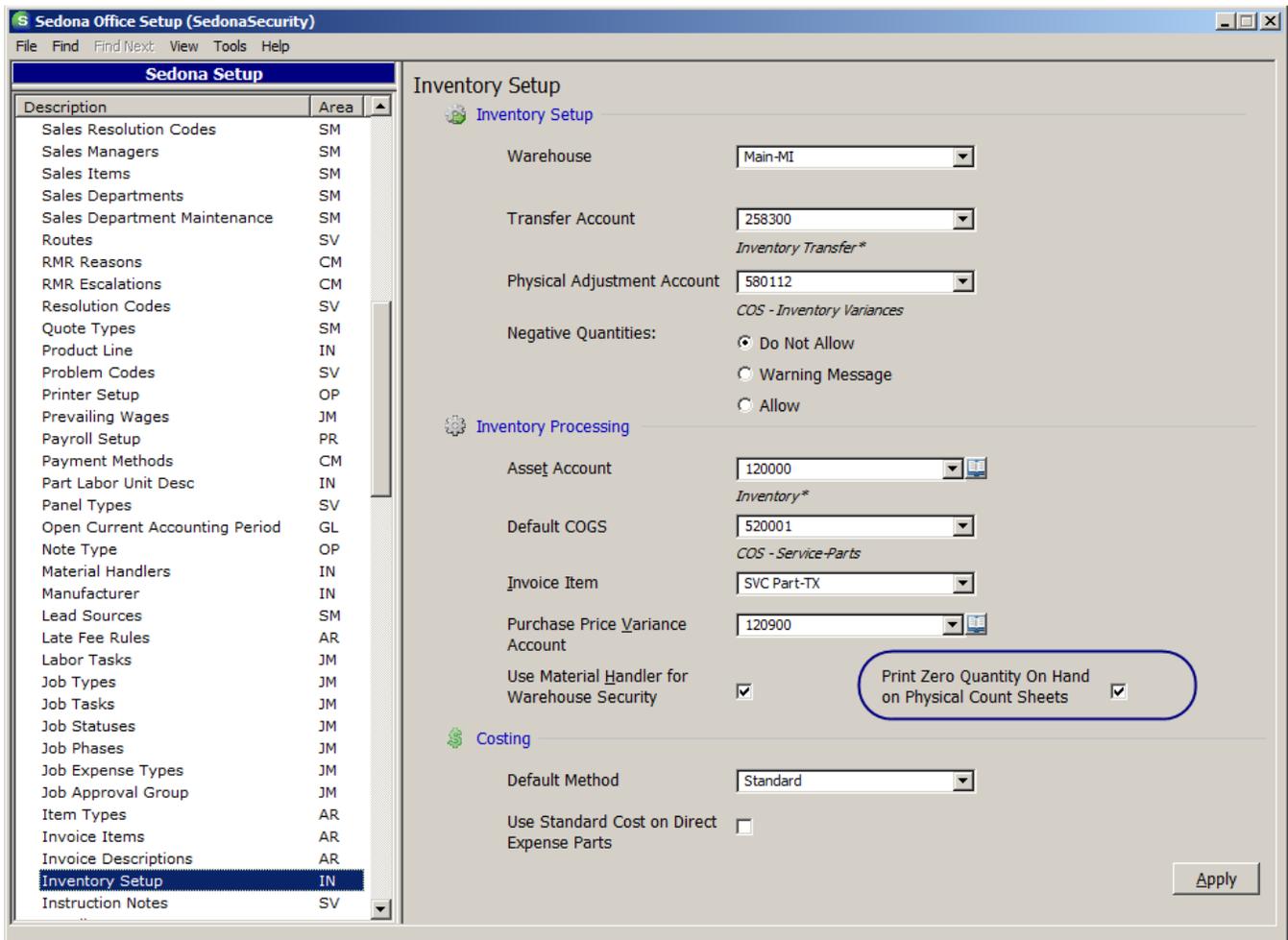
Physical Inventory Process

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

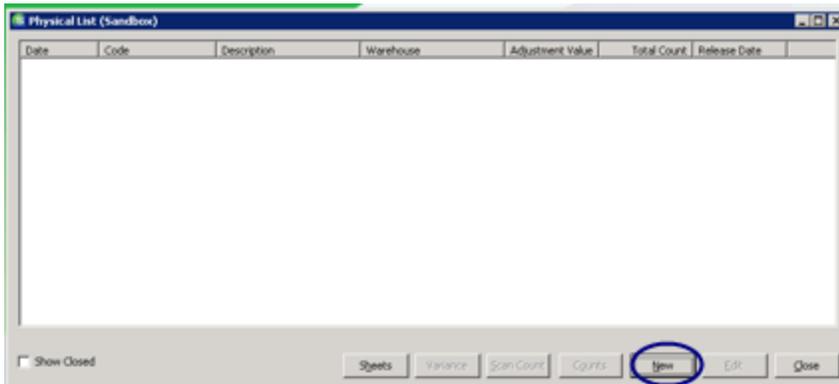
Inventory Setup Table

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.

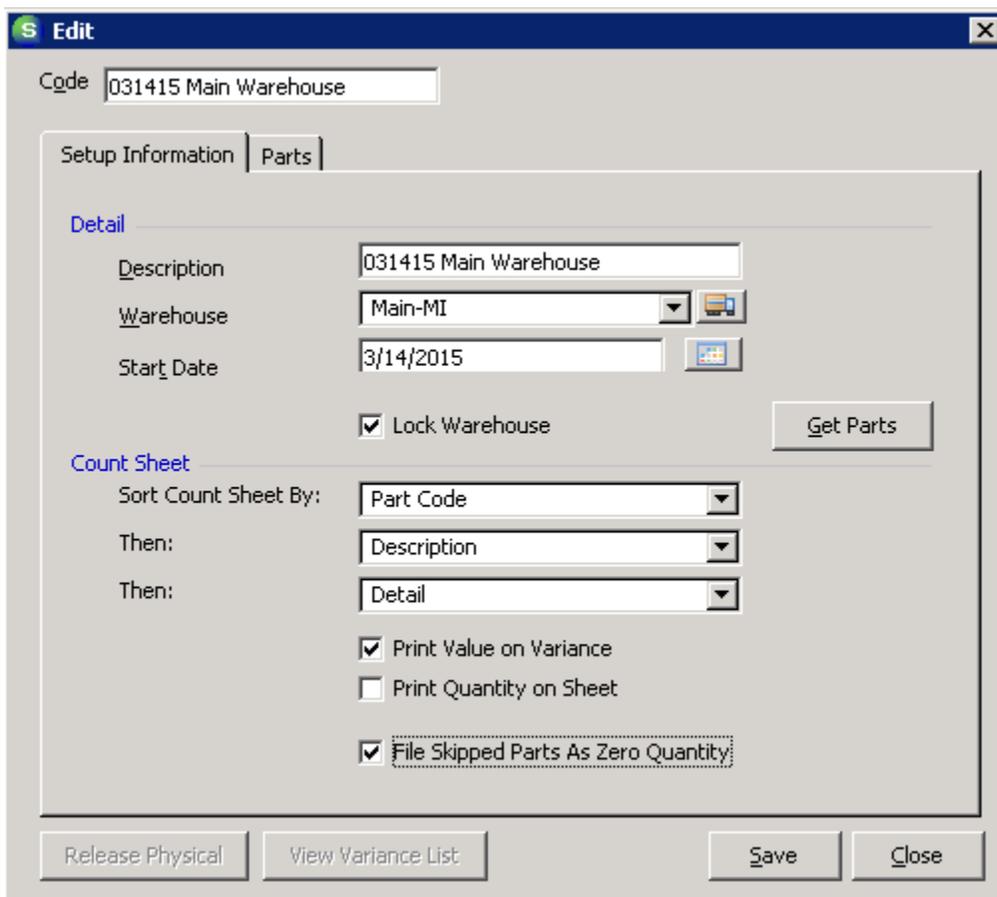


Creating the Physical Inventory Record

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.



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 . 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.

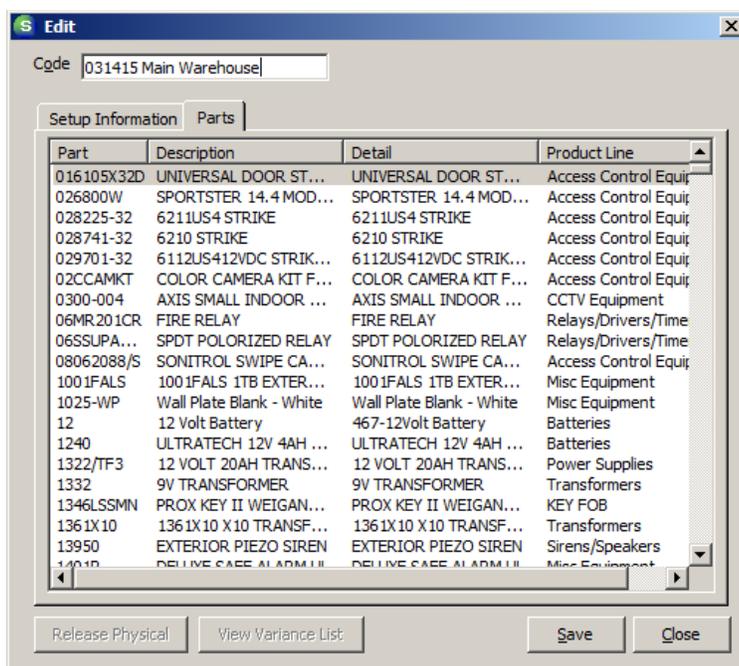
File Skipped Parts As Zero Quantity (Full Physical Inventory Only)

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.



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.

The screenshot shows two overlapping windows. The top window, titled 'Physical List', contains a table with the following data:

Date	Code	Description	Warehouse	Adjustment Value	Total Count	Release Date
3/14/2015	031415 Main Wareh...	031415 Main Warehouse	Main-MI	0.00	0	

At the bottom of the 'Physical List' window, there is a toolbar with buttons: 'Show Closed', 'Sheets', 'Variance', 'Scan Count', 'Counts', 'New', 'Edit', and 'Close'. The 'Sheets' button is circled in red.

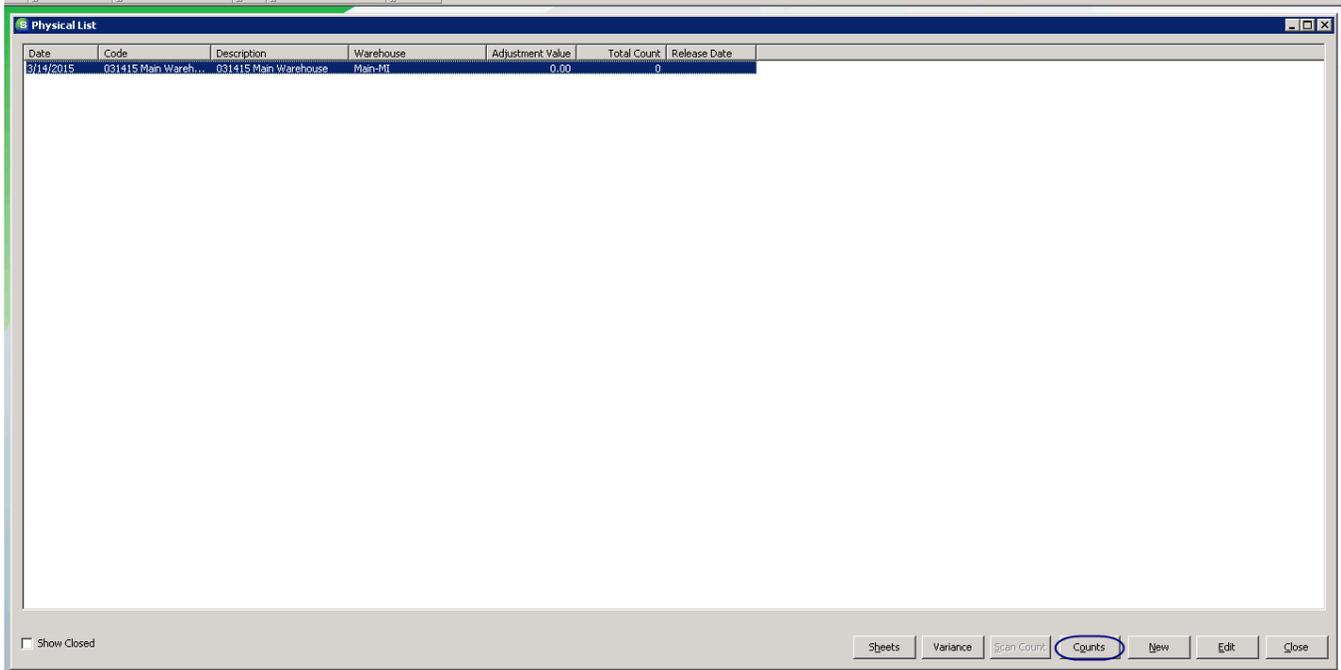
The bottom window, titled 'Count Sheet', displays a list of items with the following columns: Part Code, Description, Detail, Product Line, Row, Shelf, and Bin. The data is as follows:

Part Code	Description	Detail	Product Line	Row	Shelf	Bin
016105X32D	UNIVERSAL DOOR STRIKE 12 VAC/DC	UNIVERSAL DOOR STRIKE 12 VAC/DC	Access Control Equipment			
026800W	SPORTSTER 14.4 MODEM	SPORTSTER 14.4 MODEM	Access Control Equipment			
028225-32	6211US4 STRIKE	6211US4 STRIKE	Access Control Equipment			
028741-32	6210 STRIKE	6210 STRIKE	Access Control Equipment			
029701-32	6112US412VDC STRIKE 12V	6112US412VDC STRIKE 12V	Access Control Equipment			
02CCAMKT	COLOR CAMERA KIT FOR TELE ENT	COLOR CAMERA KIT FOR TELE ENT	Access Control Equipment			
0300-004	AXIS SMALL INDOOR NETWORK CAMERA (0300-004)	AXIS SMALL INDOOR NETWORK CAMERA (0300-004)	CCTV Equipment			
0300NKEYBOAR	ESKTOP CCRS485 3AXISADCC0300N	ESKTOP CCRS485 3AXISADCC0300N	N/A			
06MR201CR	FIRE RELAY	FIRE RELAY	Relays/Drivers/Timers			
06SSUPAMSD	SPDT POLORIZED RELAY	SPDT POLORIZED RELAY	Relays/Drivers/Timers			

At the bottom of the 'Count Sheet' window, there is a 'Print...' button and the 'SedonaSecurity' logo. A blue dashed arrow points from the 'Print...' button in the 'Count Sheet' window to the 'Print...' button in the 'Physical List' window.

The Counts Screen

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



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.

The screenshot displays the 'Physical Counts' application window. At the top, the user is identified as 'Administrator' and the 'Show Location' checkbox is checked. The main area contains a table with the following columns: #, Part, Description, Detail, Product Line, Location (Row, Shelf, Bin), User, Counts (Count, +/-, Net Qty). The table lists various security equipment items such as door strikes, cameras, relays, and batteries. At the bottom of the window, there is a checkbox labeled 'File Skipped Counts as Zero' which is currently checked. Other buttons at the bottom include 'New Part', 'Add Existing Part', 'Save', 'Apply', and 'Close'.

#	Part	Description	Detail	Product Line	Location			Counts			
					Row	Shelf	Bin	User	Count	+/-	Net Qty
1	016105X32D	UNIVERSAL DOOR STRIKE 12 VAC/DC	UNIVERSAL DOOR STRIKE 12 VAC/DC	Access Control Equipment				Administrator	0	10	10
2	026800W	SPORTSTER 14.4 MODEM	SPORTSTER 14.4 MODEM	Access Control Equipment				Administrator	0	8	8
3	028225-32	6211U54 STRIKE	6211U54 STRIKE	Access Control Equipment				Administrator	0	20	20
4	028741-32	6210 STRIKE	6210 STRIKE	Access Control Equipment				Administrator	0	8	8
5	029701-32	6112U5412VDC STRIKE 12V	6112U5412VDC STRIKE 12V	Access Control Equipment				Administrator	0	7	7
6	02CCAMKT	COLOR CAMERA KIT FOR TELE ENT	COLOR CAMERA KIT FOR TELE ENT	Access Control Equipment				Administrator	0	0	0
7	0300-004	AXIS SMALL INDOOR NETWORK CAMERA (0300-004)	AXIS SMALL INDOOR NETWORK CAMERA	CCTV Equipment				Administrator	0	0	0
8	0300NKEYBOAR	EKSTOP CCR5485 3AXISADCC0300N	EKSTOP CCR5485 3AXISADCC0300N	N/A				Administrator	0	0	0
9	06MR201CR	FIRE RELAY	FIRE RELAY	Relays/Drivers/Timers				Administrator	0	0	0
10	0655UPAMSD	SPDT POLARIZED RELAY	SPDT POLARIZED RELAY	Relays/Drivers/Timers				Administrator	0	120	120
11	08062088/5	SONITROL SWIPE CARDS	SONITROL SWIPE CARDS	Access Control Equipment				Administrator	0	29	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	43
13	0E-19LED	19 LED MONITOR VGA HDMI BNC	19 LED MONITOR VGA HDMI BNC	N/A				Administrator	0	16	16
14	0E-7011MPH	ISO, 268 SEQMAT PROG, HORIZPLIN	ISO, 268 SEQMAT PROG, HORIZPLIN	N/A				Administrator	0	9	9
15	0L-12E7252RP	6/7-PIN RIM CYLINDER HOUSING	6/7-PIN RIM CYLINDER HOUSING	N/A				Administrator	0	22	22
16	0L-404024MLB	SENTRONIC HOLDER/CLOSER 24V LT	SENTRONIC HOLDER/CLOSER 24V LT	N/A				Administrator	0	36	36
17	1001FALS	1001FALS 1TB EXTERNAL HARD DRIVE	1001FALS 1TB EXTERNAL HARD DRIVE	Misc Equipment				Administrator	0	44	44
18	1025-WP	Wall Plate Blank - White	Wall Plate Blank - White	Misc Equipment				Administrator	0	60	60
19	10H6PARTER	C3710H-668	C3710H-668	N/A				Administrator	0	120	120
20	12	12 Volt Battery	467-12Vok Battery	Batteries				Administrator	0	0	0
21	12_Copy	12 Volt Battery	467-12Vok Battery	Batteries				Administrator	0	9	9
22	123456	123456	123456	Batteries				Administrator	0	22	22
23	1240	ULTRATECH 12V 4AH BATTERY	ULTRATECH 12V 4AH BATTERY	Batteries				Administrator	0	32	32
24	1322JF3	12 VOLT 20AH TRANSFORMER	12 VOLT 20AH TRANSFORMER	Power Supplies				Administrator	0	9	9
25	1332	9V TRANSFORMER	9V TRANSFORMER	Transformers				Administrator	0	6	6
26	1346LSS9N	PROX KEY II WEIGAND KEY FOB	PROX KEY II WEIGAND KEY FOB	KEY FOB				Administrator	0	40	40
27	1361X10	1361X10 X10 TRANSFORMER FOR VISTA	1361X10 X10 TRANSFORMER FOR VISTA	Transformers				Administrator	0	32	32
28	13950	EXTERIOR PIEZO SIREN	EXTERIOR PIEZO SIREN	Sirens/Speakers				Administrator	0	10	10
29	1401R	DELUXE SAFE ALARM LIL	DELUXE SAFE ALARM LIL	Misc Equipment				Administrator	0	28	28
30	1500-ZEM	DUAL ZONE EXPANSION MODULE	DUAL ZONE EXPANSION MODULE	Modules				Administrator	0	32	32
31	1501AQN5	24 VOLT ELECTRIC DOOR HOLD BACK	24 VOLT ELECTRIC DOOR HOLD BACK	Access Control Equipment				Administrator	0	19	19
32	1508AQN5	24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	Access Control Equipment				Administrator	0	9	9
33	15WD	SURFACE MOUNT SIREN	SURFACE MOUNT SIREN	Sirens/Speakers				Administrator	0	15	15
34	15WFD	SOLEX FLUSH MOUNT SIREN	SOLEX FLUSH MOUNT SIREN	Sirens/Speakers				Administrator	0	3600	3600
35	16/2SOL	16/2 WIRE 16/2	16/2 WIRE 16/2	Wire				Administrator	0	42000	42000
36	16/4AWG	16/4 AWG WIRE WIRE 16/14 AWG	16/4 AWG WIRE WIRE 16/14 AWG	Wire				Administrator	0	900	900
37	16/45TR	16/4 FIRE WIRE MC SHIELDED FIR	16/4 FIRE WIRE MC SHIELDED FIR	Wire				Administrator	0	1000	1000
38	1640	16.5/40VA TRANSFORMER 16.5/40V	16.5/40VA TRANSFORMER 16.5/40V	Power Supplies				Administrator	0	6	6
39	18/2STR	PLENUM/18/2/STRAND WIRE-PLENUM	PLENUM/18/2/STRAND WIRE-PLENUM	Wire				Administrator	0	2200	2200
40	18/45TR	18/4 STRAND WIRE18/4 STRANDED	18/4 STRAND WIRE18/4 STRANDED	Wire				Administrator	0	1900	1900
41	1E-ZA431P33X	1E-ZA431P33X	1E-ZA431P33X	Misc Equipment				Administrator	0	60	60
42	1EZA431P331	DSL Filter	DSL Filter	Misc Equipment				Administrator	0	14	14
43	2020/12WG	3/8 INCH RECESSED CONTACT	3/8 INCH RECESSED CONTACT	Contacts				Administrator	0	30	30
44	2020T-BR	3/8; RECESSED PRESS FIT CONTACT BROWN	3/8; RECESSED PRESS FIT CONTACT BROWN	Contacts				Administrator	0	44	44
45	2020TWH	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH GAP	3/8 INCH RECESSED CONTACT WHITE 1/2 INCH GAP	Contacts				Administrator	0	65	65

Add a New Part

If a new part is found during an inventory count that has 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.

The screenshot displays the 'Part Edit' window on the left and an inventory count sheet on the right. The 'Part Edit' window includes fields for Description, Product Line, Manufacturer, and Pricing. The 'New Part' button is circled in blue, and a blue arrow points from it to the bottom row of the count sheet.

Detail	Product Line	Location			Counts			
		Row	Shelf	Bin	User	Count	+/-	Net Qty
UNIVERSAL DOOR STRIKE 12 VAC/DC	Access Control Equipment				Administrator	0	10	10
SPORTSTER 14.4 MODEM	Access Control Equipment				Administrator	0	8	8
6211U54 STRIKE	Access Control Equipment				Administrator	0	20	20
6210 STRIKE	Access Control Equipment				Administrator	0	8	8
6112J5412VDC STRIKE 12V	Access Control Equipment				Administrator	0	7	7
COLOR CAMERA KIT FOR TELE ENT	Access Control Equipment					0	0	0
AVIS SMALL INDOOR NETWORK CAMERA	CCTV Equipment					0	0	0
ESKTOP CCR5465 3AK15ADC0300W	N/A					0	0	0
FIRE RELAY	Relays/Drivers/Timers					0	0	0
SPOT POLARIZED RELAY	Relays/Drivers/Timers				Administrator	0	120	120
SONITROL SWIPE CARDS	Access Control Equipment				Administrator	0	29	29
5 PK BLK ELEC TAPE 3/4 X 66	N/A				Administrator	0	43	43
19 LED MONITOR VGA HDMI BNC	N/A					0	0	0
ISO, 268 SEQMAT PROG, HORIZPUN	N/A					0	0	0
6/7-PIN RIM CYLINDER HOUSING	N/A					0	0	0
SENTRONIC HOLDER/CLOSER 24V LT	N/A					0	0	0
1001FALS 1TB EXTERNAL HARD DRIVE	Misc. Equipment					0	0	0
Wall Plate Blank - White	Misc. Equipment					0	0	0
C3710H-608	N/A					0	0	0
467-12Volt Battery	Batteries					0	0	0
467-12Volt Battery	Batteries					0	0	0
123456	Batteries					0	0	0
ULTRATECH 12V 4AH BATTERY	Batteries					0	0	0
12 VOLT 20AH TRANSFORMER	Power Supplies					0	0	0
9V TRANSFORMER	Transformers					0	0	0
PROX KEY II WEIGAND KEY FOB	KEY FOB					0	0	0
1361K10 X10 TRANSFORMER FOR VISTA	Transformers					0	0	0
EXTERIOR PIEZO SIREN	Sirens/Speakers					0	0	0
DELUXE SAFE ALARM UL	Misc. Equipment					0	0	0
DUAL ZONE EXPANSION MODULE	Modules					0	0	0
24 VOLT ELECTRIC DOOR HOLD BACK	Access Control Equipment					0	0	0
24 VOLT DOOR HOLD BACK W/MOUNT BRACKET	Access Control Equipment					0	0	0
SURFACE MOUNT SIREN	Sirens/Speakers					0	0	0
SOLEX FLUSH MOUNT SIREN	Sirens/Speakers					0	0	0
16/2 WIRE 16/2	Wire					0	0	0
16/4 AWG WIRE 16/14 AWG	Wire					0	0	0
16/4 FIRE WIRE MC SHIELDED FIR	Wire					0	0	0
16.5/40VA TRANSFORMER 16.5/40V	Power Supplies					0	0	0
PLENUM18/2/STRAND WIRE-PLENUM	Wire					0	0	0
18/4 STRAND WIRE18/4 STRANDED	Wire					0	0	0
1E-2A431P33X	Misc. Equipment					0	0	0
DSL Filter	Misc. Equipment					0	0	0
3/8 INCH RECESSED CONTACT	Contacts					0	0	0
3/8: RECESSED PRESS FIT CONTACT BROWN	Contacts					0	0	0
3/8 INCH RECESSED CONTACT WHITE 1/2 INCH GAP	Contacts					0	0	0

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 existing part, press the Add Existing Part button.

The screenshot shows the 'Physical Counts' application window. At the top, there's a 'User' field set to 'Administrator' and a 'Show Location' checkbox. Below this is a table with columns for '#', 'Part', 'Description', 'Detail', 'Product Line', 'Location' (with sub-columns for Row, Shelf, Bin), 'User', and 'Counts' (with sub-columns for Count, +/-, and Net Qty). The table lists various security equipment parts.

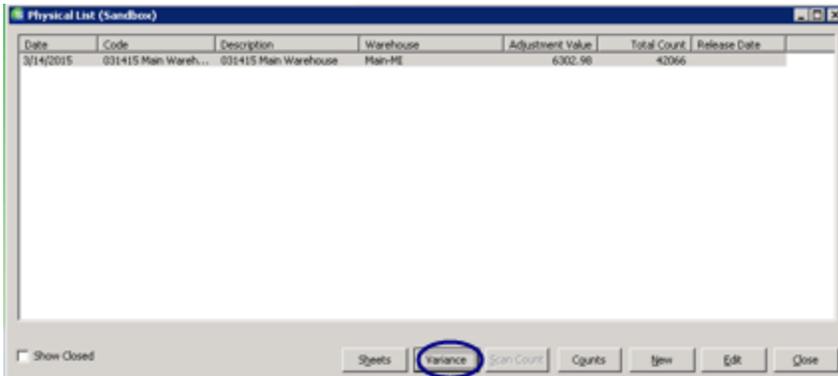
A 'Part Search' dialog box is open in the center. It has fields for 'Product Line' (set to 'Access Control Equipment'), 'Manufacturer' (set to '<ALL>'), and 'Warehouse' (set to '<ALL>'). There are also checkboxes for 'Match' (Exact, Beginning, Contains), 'Search Part Detail', and 'Pre-Load Parts'. Below these fields is a detailed table of search results with columns for Product Line, Part, Description, Detail, Manufacturer, Vendor, Vendor Part, Plg Qty, Cost, Sales Price, and Costing Mtd. The last row of this search results table is highlighted in blue.

At the bottom of the main window, there are buttons for 'New Part', 'Add Existing Part' (circled in blue), 'File Skipped Counts as Zero', 'Save', 'Apply', and 'Close'. A blue arrow points from the 'Add Existing Part' button to the last row of the main table.

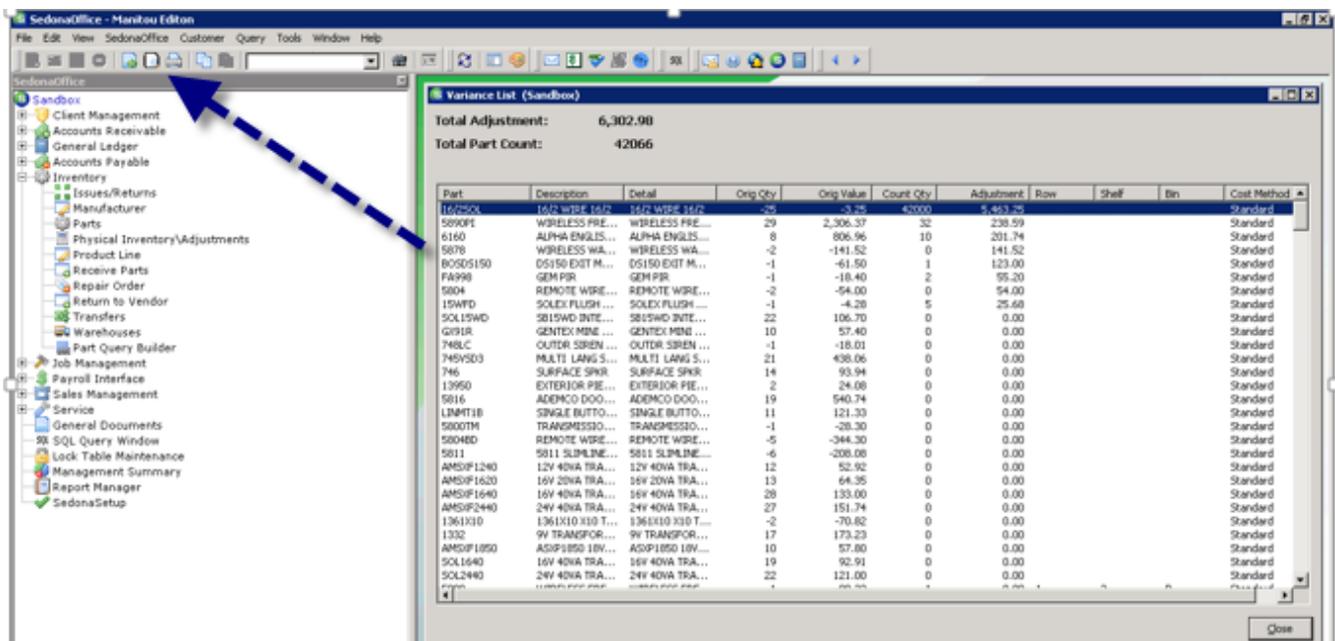
The part will be added to the last row of the count sheet so that an initial count can be taken.

Review the Variance List

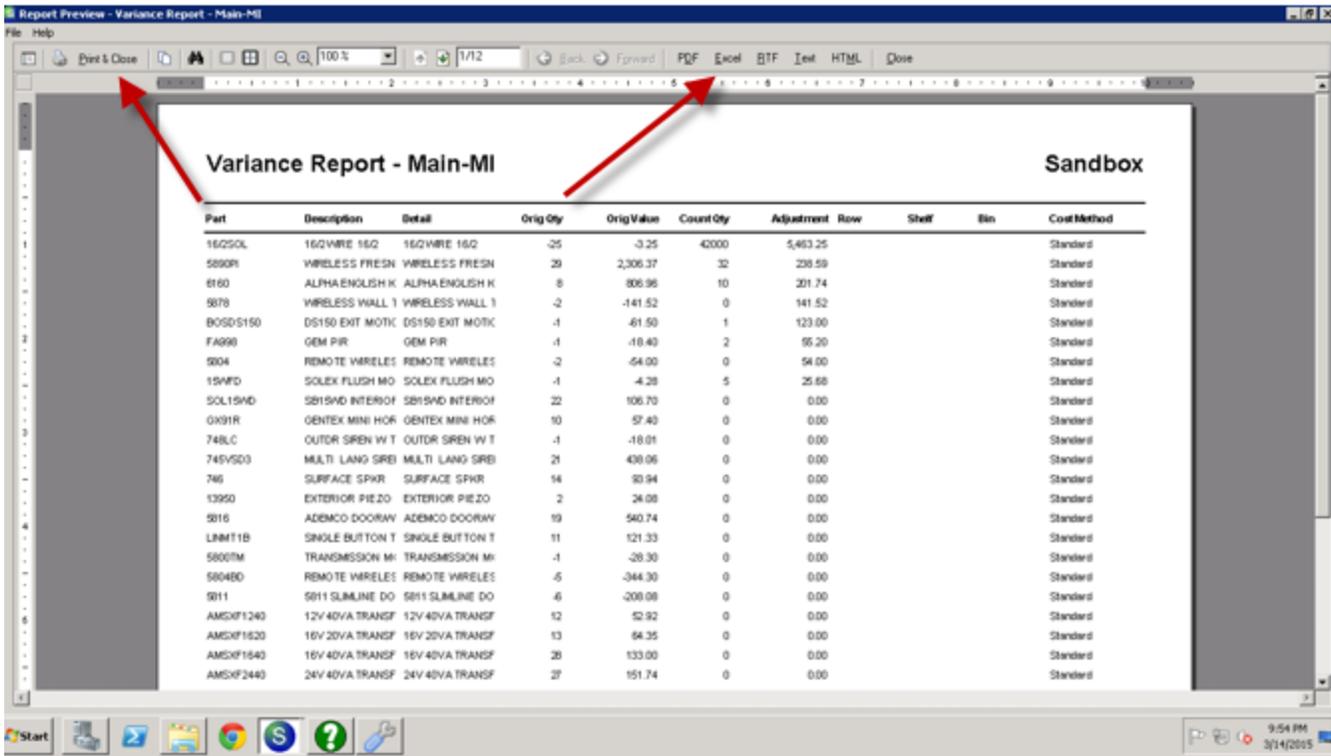
Once all counts have been entered, the Variance List should be reviewed. To view the list, highlight the physical inventory record and press the Variance button



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.

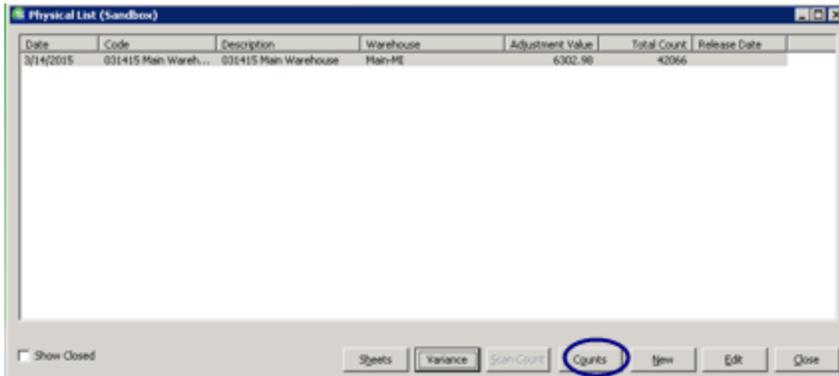


The Print Preview of the Variance List Report will be displayed. This can be sent to a printer or exported to Excel for further analysis. The Variance List shows each part that was counted, the original on-hand quantity and its value, the new count quantity, the total dollar adjustment being made based 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.



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.

Physical Counts											
User: Administrator		<input checked="" type="checkbox"/> Show Location								View Detail	
#	Part	Parts List			Location			Counts			
		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	6211U54 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	6112U5412VDC STRIKE 12V	6112U5412VDC STRIKE 12V	Access Control Equipment					7	0	7
6	02CANKT	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	0300KEYBOAR	ESKTOP CCR5485 3AXISADCC0300N	ESKTOP CCR5485 3AXISADCC0300N	N/A					0	0	0
9	06MR201CR	FIRE RELAY	FIRE RELAY	Relays/Drivers/Timers					0	0	0
10	06SSUPAMSD	SPOT POLARIZED RELAY	SPOT POLARIZED RELAY	Relays/Drivers/Timers					120	0	120
11	08062088/5	SONITROL SWIPE CARDS	SONITROL SWIPE CARDS	Access Control Equipment					29	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					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 SEQ/MAT PROG, HORIZ/PUN	ISO, 268 SEQ/MAT PROG, HORIZ/PUN	N/A					9	0	9
15	0L-12E7252SRP	6/7-PIN RIM CYLINDER HOUSING	6/7-PIN RIM CYLINDER HOUSING	N/A					22	0	22
16	0L-400024HLR	SENTRONIC HOLEDRY/CLOSER 28411T	SENTRONIC HOLEDRY/CLOSER 28411T	N/A					36	0	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-6G9	C3710H-6G9	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	1501AQNS	24 VOLT ELECTRIC DOOR HOLD BACK	24 VOLT ELECTRIC DOOR HOLD BACK	Access Control Equipment					19	0	19
32	1508AQNS	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	16/25OL	16/2 WIRE 16/2	16/2 WIRE 16/2	Wire				Administrator	42000	-37800	4200
36	16/AWG	16/4 AWG WIRE WIRE 16/14 AWG	16/4 AWG WIRE WIRE 16/14 AWG	Wire					900	0	900
37	16/HSTR	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	18/2STR	PLENUM/18/2/STRAND WIRE-PLENUM	PLENUM/18/2/STRAND WIRE-PLENUM	Wire					2200	0	2200
40	18/HSTR	18/4 STRAND WIRE18/4 STRANDED	18/4 STRAND WIRE18/4 STRANDED	Wire					1900	0	1900
41	1E-ZA431P33X	1E-ZA431P33X	1E-ZA431P33X	Misc Equipment					60	0	60
42	1EZA431P331	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

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 reference 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.

The screenshot shows the '031415 Main Warehouse Edit' window. The 'Code' field is '031415 Main Warehouse'. The 'Detail' section includes 'Description' (031415 Main Warehouse), 'Warehouse' (Main-MI), and 'Start Date' (3/14/2015). There is a 'Get Parts' button. The 'Count Sheet' section includes 'Sort Count Sheet By' (Part Code), 'Then:' (Description), and 'Then:' (Detail). There are checkboxes for 'Print Value on Variance' (checked), 'Print Quantity on Sheet' (unchecked), and 'File Skipped Parts As Zero Quantity' (checked). At the bottom, the 'Release Physical' button is circled in blue, along with 'View Variance List', 'Save', and 'Close' buttons.

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

Release Only

Auto Adjust and Release

Variance Date: 3/14/2015

Account Code: 580112

Category Code:

Memo:

Apply to all Current Physical Inventories

Save Close

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?

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.

The image shows two side-by-side screenshots of software windows. The left window is titled "Physical Release" and has two radio buttons: "Release Only" (unselected) and "Auto Adjust and Release" (selected). The "Variance Date" field is set to "3/14/2015" and is circled in red. Below it is a note: "** IMPORTANT ** This date is the adjustment posting date and variance calculation date. The adjustment amount will be calculated based on the cost as of the date entered here." Other fields include "Account Code" (580112), "Category Code" (Insp T&M), and a "Memo" field. At the bottom left is a checkbox "Apply to all Current Physical Inventories" and "Save" and "Close" buttons. The right window is titled "031415 Main Warehouse Edit" and has a "Code" field with "031415 Main Warehouse". It has two tabs: "Setup Information" (selected) and "Parts". Under "Detail", the "Start Date" field is set to "3/14/2015" and is circled in red. Other fields include "Description" (031415 Main Warehouse), "Warehouse" (Main-MI), and "Lock Warehouse" (checked). Under "Count Sheet", there are dropdowns for "Sort Count Sheet By:" (Part Code), "Then:" (Description), and "Then:" (Detail). There are also checkboxes for "Print Value on Variance" (checked), "Print Quantity on Sheet" (unchecked), and "File Skipped Parts As Zero Quantity" (checked). At the bottom are "Release Physical", "View Variance List", "Save", and "Close" buttons.

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:

The image shows two side-by-side screenshots of confirmation dialog boxes. The left dialog box is titled "SedonaOffice" and contains the text "Are you sure you are ready to release this Physical?" with "Yes" and "No" buttons. The right dialog box is also titled "SedonaOffice" and contains the text "Are you sure that the adjustment account and date are correct for the automatic adjustment?" with "Yes" and "No" buttons.

Respond Yes.