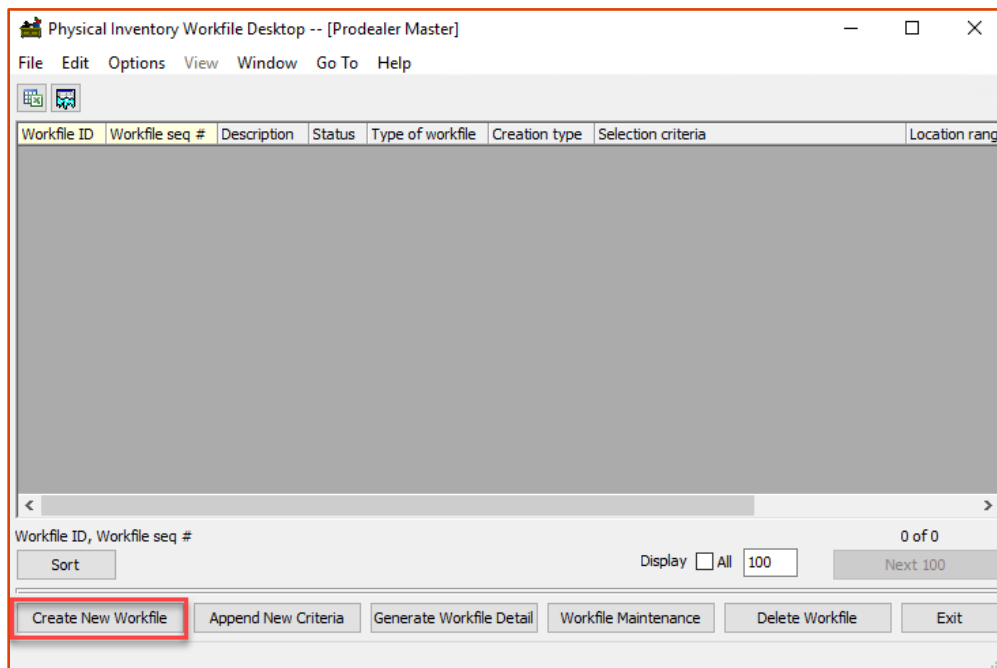


PHYSICAL INVENTORY PROCEDURE IN AGILITY

1. Establish cutoff dates and Workfile creation dates
 - Establish the cutoff date for when shipping, receiving, billing, and work orders are to be completed in the warehouse.
2. Create Workfile
 - Go to Inventory Control > Physical Inventory > Physical Inventory Desktop.
 - Click “Create New Workfile”



3. Create PI Header
 - Select your Physical Inventory criteria:
 - Workfile ID = System generated, can be overridden
 - Type of Workfile = Full Physical or Cycle Count
 - Selection Criteria = Items to Include in your PI or Cycle Count
 - Click OK

- Status = W (indicates the Workfile detail has not been generated yet)

4. Generate Workfile Detail

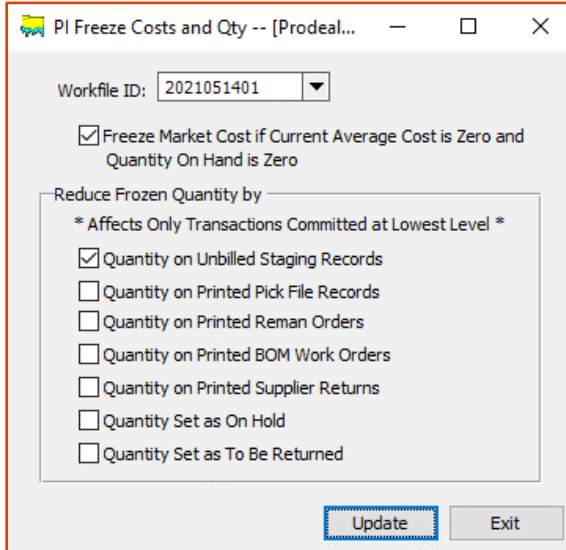
- Click “Generate Workfile”

- Status = A (active)

5. Complete Billing, Receiving, and Outstanding Work Orders

6. Freeze Workfile

- Go to Inventory Control > Physical Inventory > Freeze Workfile. Select your Workfile ID to freeze on the on-hand quantity and current average cost of items in your active Workfile.
- Click “Update”



PI Freeze Costs and Qty -- [Prodeal...]

Workfile ID: 2021051401

☒ Freeze Market Cost if Current Average Cost is Zero and Quantity On Hand is Zero

Reduce Frozen Quantity by

* Affects Only Transactions Committed at Lowest Level *

☒ Quantity on Unbilled Staging Records

☐ Quantity on Printed Pick File Records

☐ Quantity on Printed Reman Orders

☐ Quantity on Printed BOM Work Orders

☐ Quantity on Printed Supplier Returns

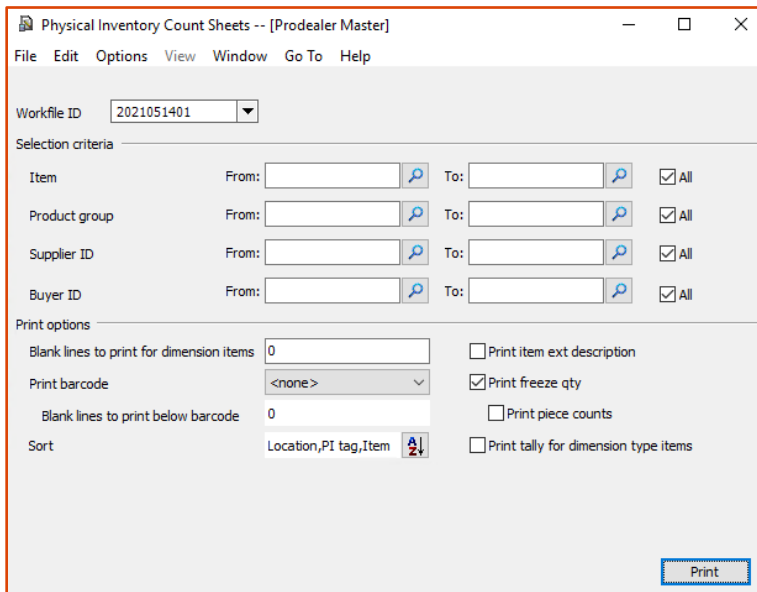
☐ Quantity Set as On Hold

☐ Quantity Set as To Be Returned

Update Exit

7. Print Count Sheets

- Go to Inventory Control > Physical Inventory > Count Sheets and select your Workfile ID.
- Click “Print”



Physical Inventory Count Sheets -- [Prodealer Master]

File Edit Options View Window Go To Help

Workfile ID: 2021051401

Selection criteria

Item	From:	To:	<input checked="" type="checkbox"/> All
Product group	From:	To:	<input checked="" type="checkbox"/> All
Supplier ID	From:	To:	<input checked="" type="checkbox"/> All
Buyer ID	From:	To:	<input checked="" type="checkbox"/> All

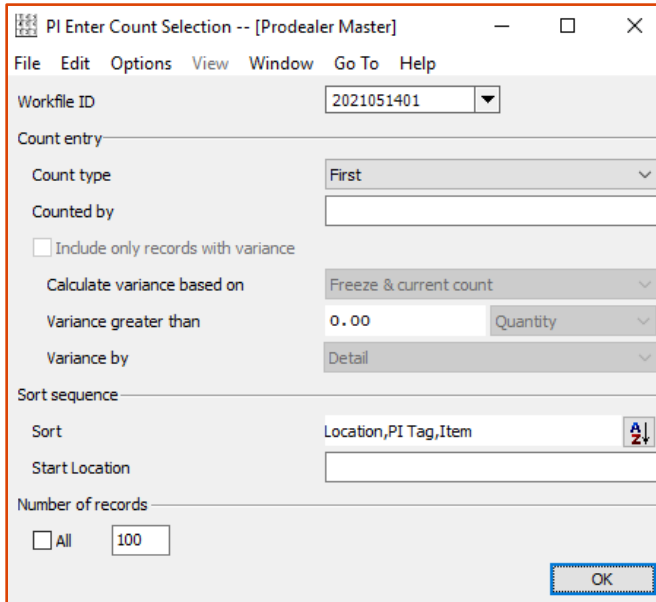
Print options

Blank lines to print for dimension items	0	<input type="checkbox"/> Print item ext description
Print barcode	<none>	<input checked="" type="checkbox"/> Print freeze qty
Blank lines to print below barcode	0	<input type="checkbox"/> Print piece counts
Sort	Location,PI tag,Item	<input type="checkbox"/> Print tally for dimension type items

Print

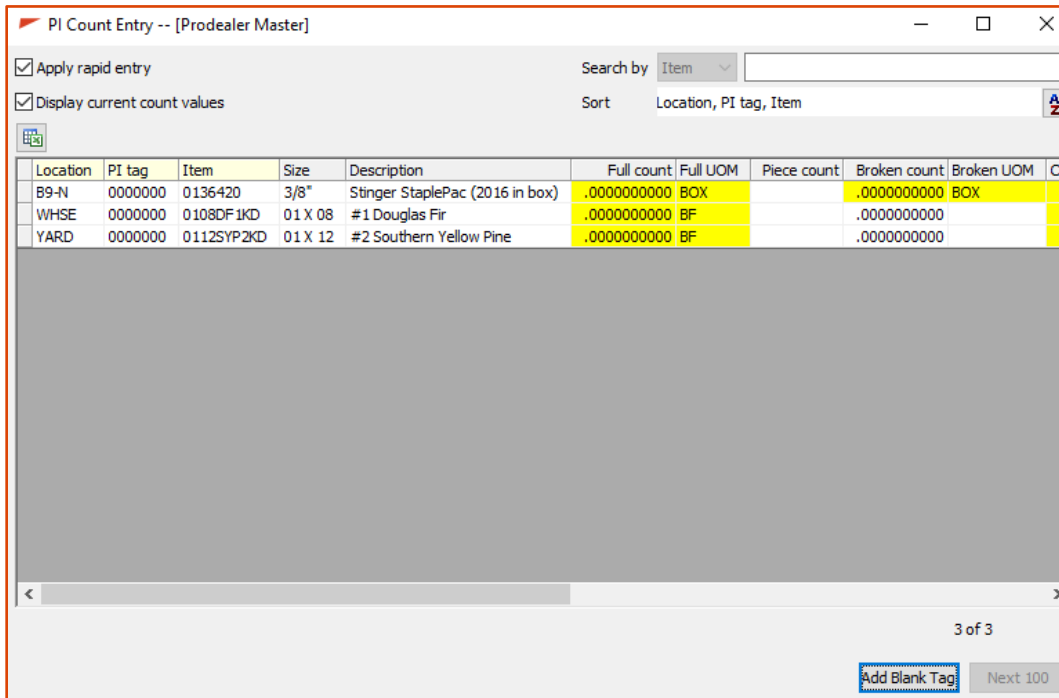
8. Enter Counts

- Go to Inventory Control > Physical Inventory > Enter Counts and select your Workfile ID
- Click "OK"



Note: Your Sort Sequence should match the sorting from your printed count sheets. This will make it easier to enter counts.

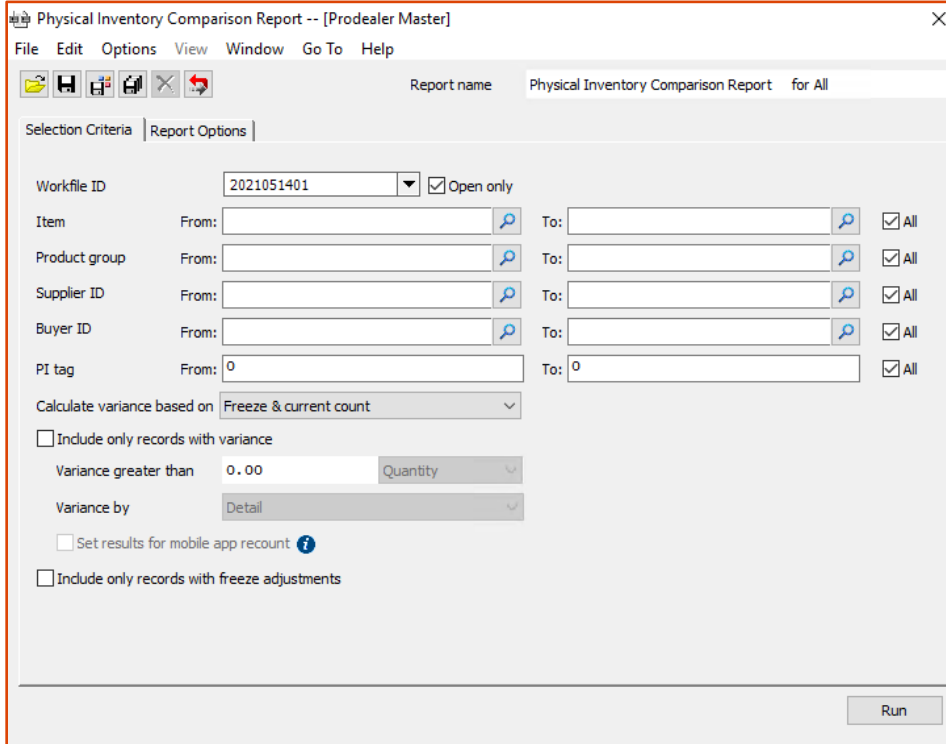
- Enter Counts in Full Count column



Location	PI tag	Item	Size	Description	Full count	Full UOM	Piece count	Broken count	Broken UOM	Co
B9-N	0000000	0136420	3/8"	Stinger StaplePac (2016 in box)	.0000000000	BOX		.0000000000	BOX	
WHSE	0000000	0108DF1KD	01 X 08	#1 Douglas Fir	.0000000000	BF		.0000000000		
YARD	0000000	0112SYP2KD	01 X 12	#2 Southern Yellow Pine	.0000000000	BF		.0000000000		

9. Print the PI Comparison Report

- Go to Inventory Control > Physical Inventory > Comparison Report and select your Workfile ID.
- Click “Run”



Physical Inventory Comparison Report -- [Prodealer Master]

File Edit Options View Window Go To Help

Report name Physical Inventory Comparison Report for All

Selection Criteria | Report Options

Workfile ID: 2021051401 ☒ Open only

Item From: To: ☒ All

Product group From: To: ☒ All

Supplier ID From: To: ☒ All

Buyer ID From: To: ☒ All

PI tag From: 0 To: 0 ☒ All

Calculate variance based on: Freeze & current count

☐ Include only records with variance

Variance greater than: 0.00 Quantity

Variance by: Detail

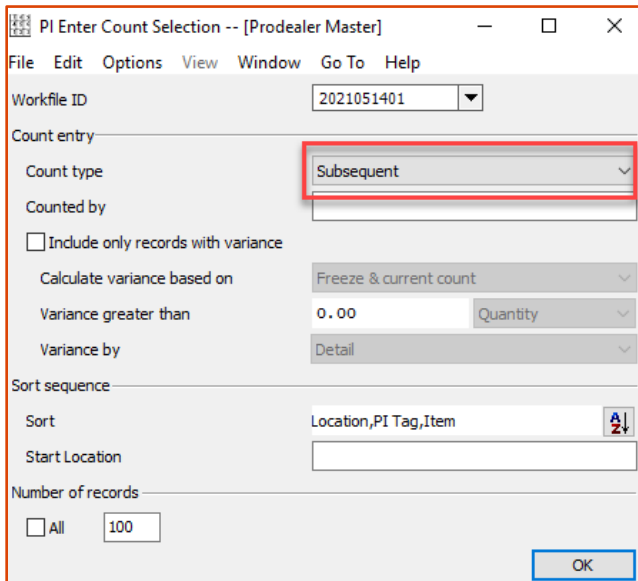
☐ Set results for mobile app recount

☐ Include only records with freeze adjustments

Run

10. Recount Items if necessary and enter Subsequent Counts

- Go to Inventory Control > Physical Inventory and select your Workfile ID
- Select “Subsequent count”
- Click “OK”



PI Enter Count Selection -- [Prodealer Master]

File Edit Options View Window Go To Help

Workfile ID: 2021051401

Count entry

Count type: Subsequent

Counted by:

☐ Include only records with variance

Calculate variance based on: Freeze & current count

Variance greater than: 0.00 Quantity

Variance by: Detail

Sort sequence

Sort: Location,PI Tag,Item

Start Location:

Number of records

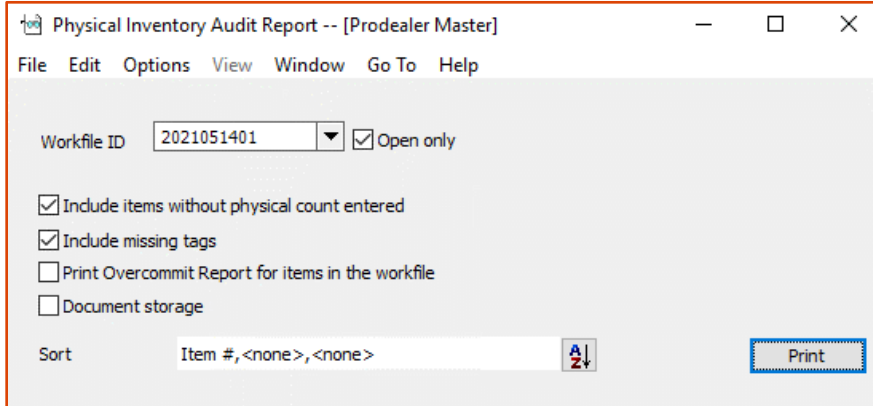
☐ All 100

OK

- Enter Counts in Full Count column.

11. Print the Audit Report

- Go to Inventory Control > Physical Inventory > Audit Report and select your Workfile ID
- Click “Print”. Review this report before moving to Step 12.



Physical Inventory Audit Report -- [Prodealer Master]

File Edit Options View Window Go To Help

Workfile ID: 2021051401 ☒ Open only

☒ Include items without physical count entered

☒ Include missing tags

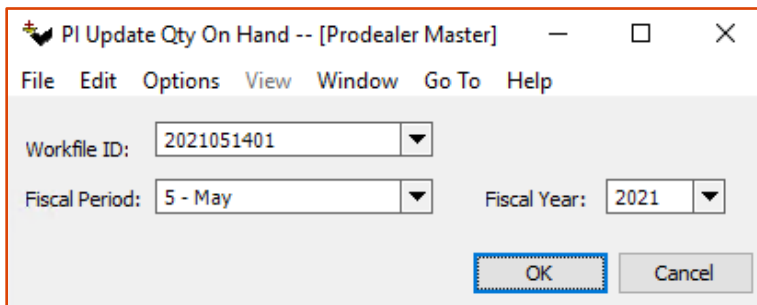
☐ Print Overcommit Report for items in the workfile

☐ Document storage

Sort: Item #, <none>, <none>

12. Update Quantity on Hand

- Go to Inventory Control > Physical Inventory > Update Quantity on Hand and select your Workfile ID
- Click “OK”



PI Update Qty On Hand -- [Prodealer Master]

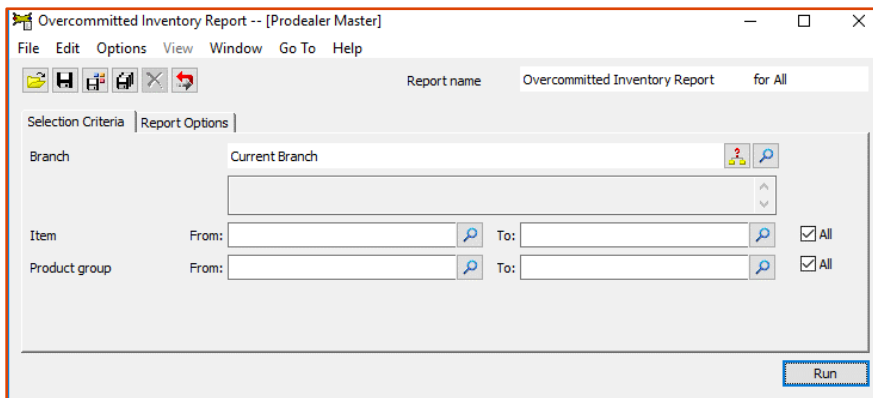
File Edit Options View Window Go To Help

Workfile ID: 2021051401

Fiscal Period: 5 - May Fiscal Year: 2021

13. Run the Overcommitted Inventory Report

- Go to Inventory Control > Queries/Reports > Overcommitted Inventory
- Click “Print”



Overcommitted Inventory Report -- [Prodealer Master]

File Edit Options View Window Go To Help

Report name: Overcommitted Inventory Report for All

Selection Criteria | Report Options

Branch: Current Branch

Item: From: To: ☒ All

Product group: From: To: ☒ All