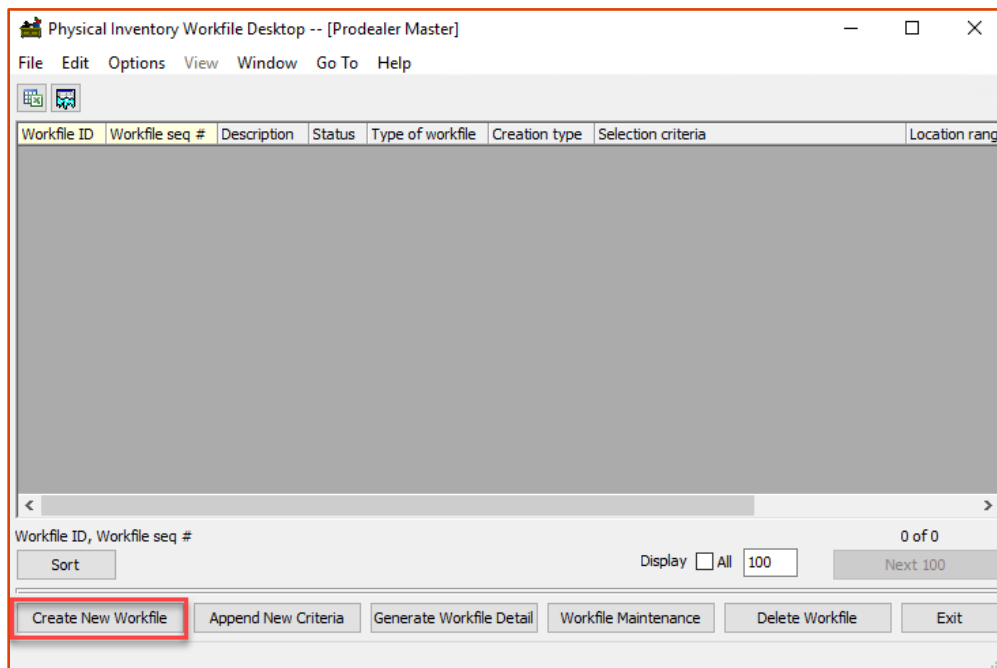# PHYSICAL INVENTORY PROCEDURE IN AGILITY

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:
     o Workfile ID = System generated, can be overridden
     o Type of Workfile = Full Physical or Cycle Count
     o Selection Criteria = Items to Include in your PI or Cycle Count
   - Click OK

     o   Status = W (indicates the Workfile detail has not been generated yet)
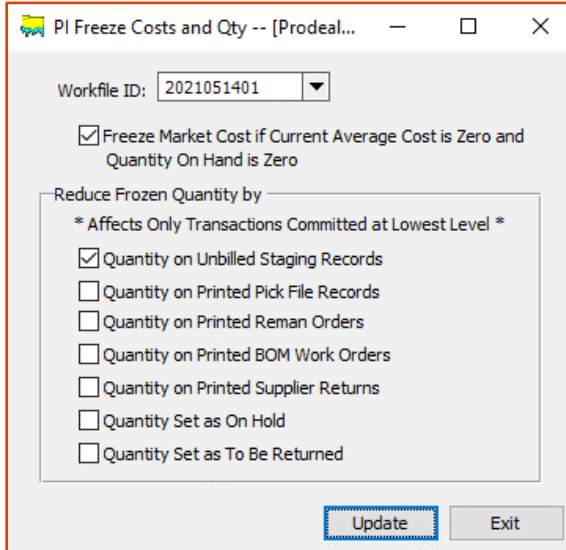
4. Generate Workfile Detail
   - Click "Generate Workfile"

     o   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"
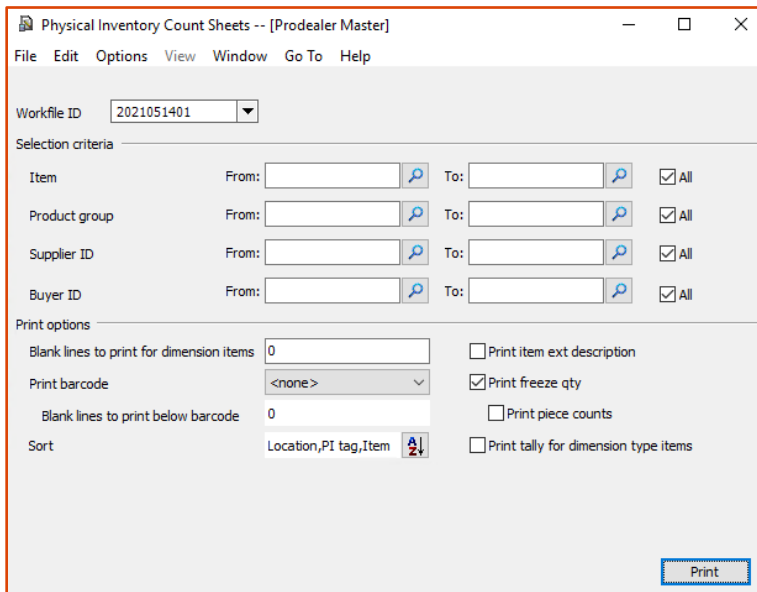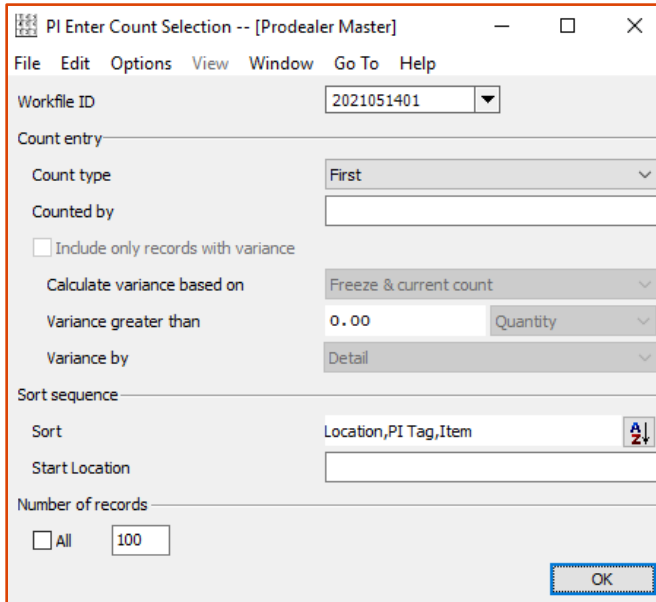
7. Print Count Sheets
   - Go to Inventory Control > Physical Inventory > Count Sheets and select your Workfile ID.
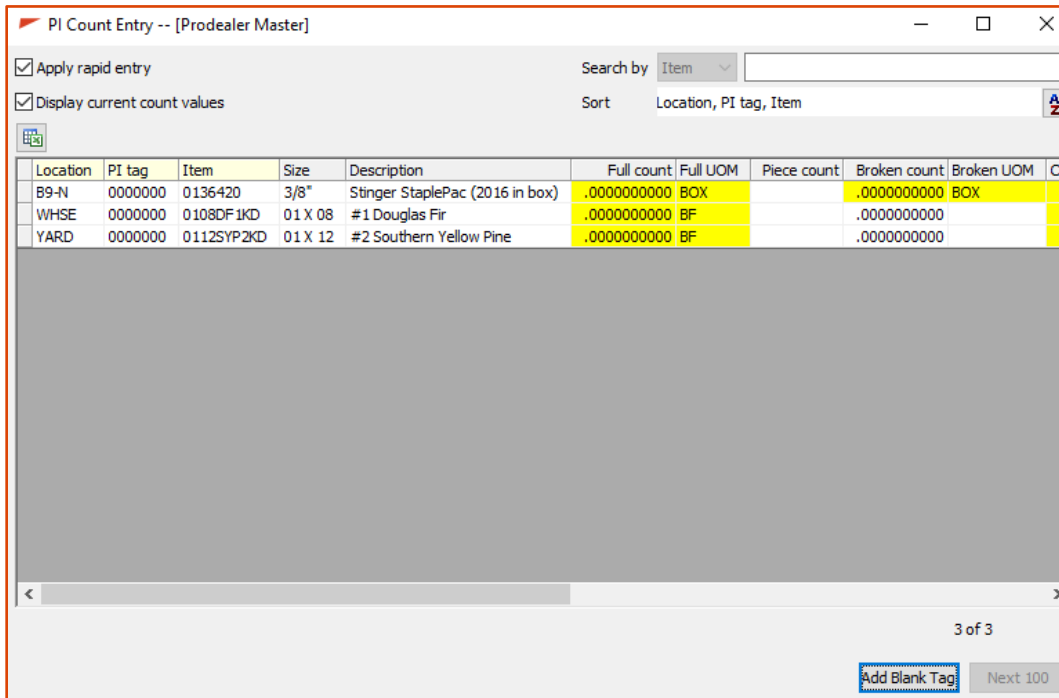   - Click "Print"

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.*
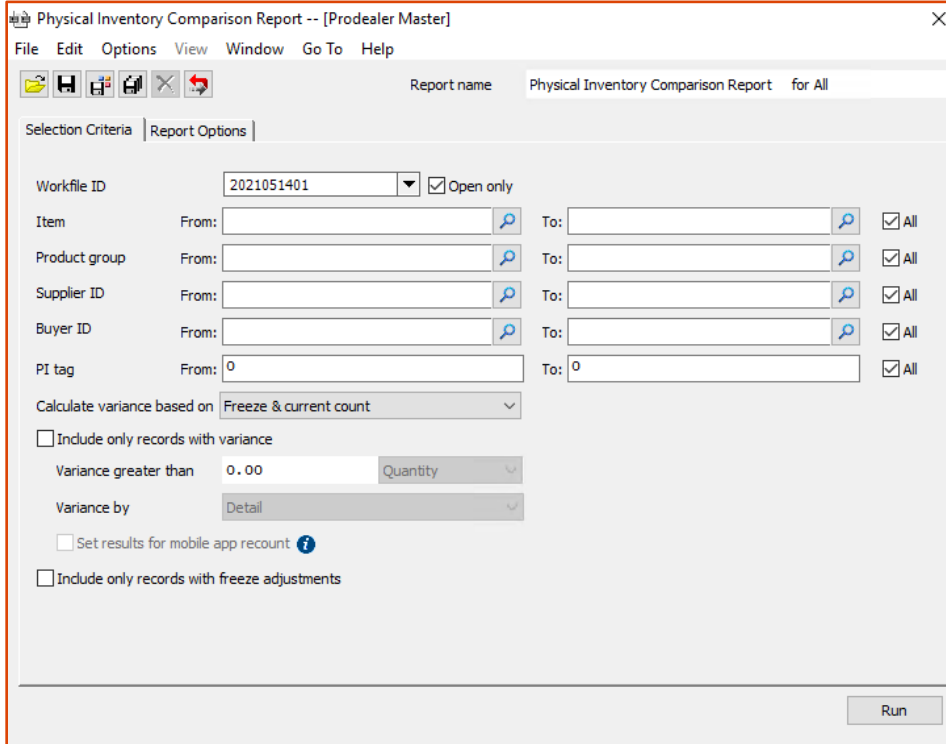
   - Enter Counts in Full Count column

9. Print the PI Comparison Report
- Go to Inventory Control > Physical Inventory > Comparison Report and select your Workfile ID.
- Click "Run"
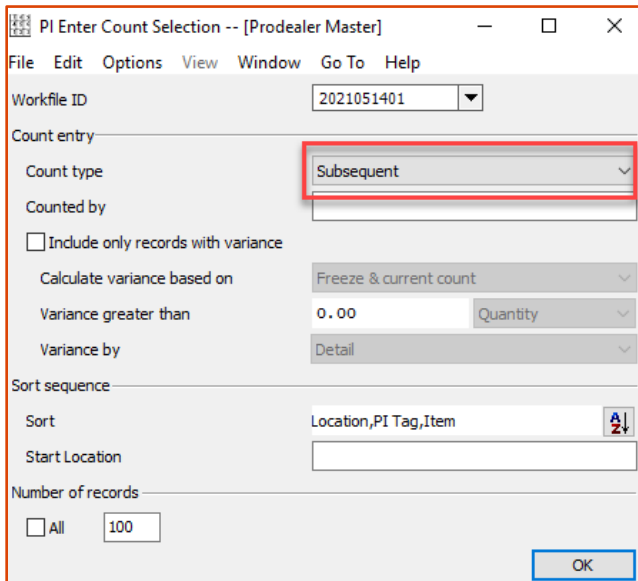
10. Recount Items if necessary and enter Subsequent Counts
- Go to Inventory Control > Physical Inventory and select your Workfile ID
- Select "Subsequent count"
- Click "OK"
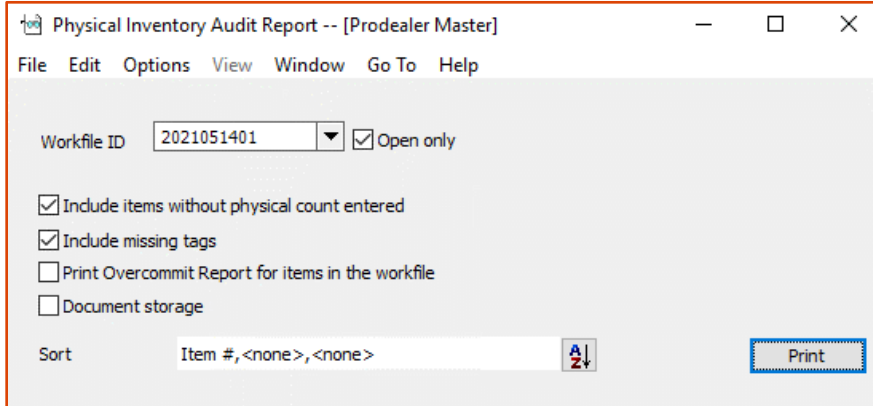
- Enter Counts in Full Count column.

11. Print the Audit Report
    - Go to Inventory Control > Physical Inventory > Audit Report and select your Workfile ID
    - Click "Print". Review this report <u>before</u> moving to Step 12.
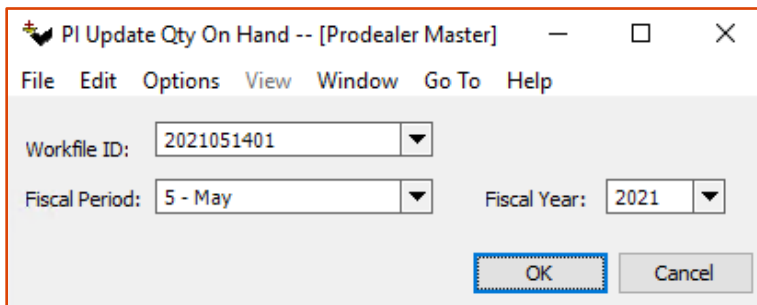
12. Update Quantity on Hand
    - Go to Inventory Control > Physical Inventory > Update Quantity on Hand and select your Workfile ID
    - Click "OK"
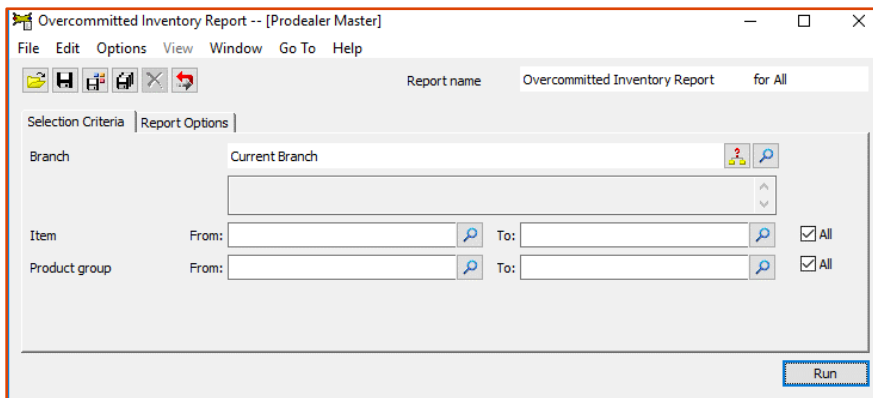
13. Run the Overcommitted Inventory Report
    - Go to Inventory Control > Queries/Reports > Overcommitted Inventory
    - Click "Print"