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"

*	Physica	al Inventory	Work	file Desktop:	[Prod	lealer Master]				_		х
File	Edit	Options	View	Window	Go To	Help						
	.											
Wo	rkfile ID	Workfile s	eq #	Description	Status	Type of workfile	Creation type	Selection criteria			Location	n rang
~	fla TD 1	Warkfla and							_		0.050	-
	Sort	worknie seg	#					Display 🗌 A	ll 100	N	ext 100	
C	eate Ne	w Workfile	A	ppend New C	riteria	Generate Workfil	le Detail Work	cfile Maintenance	Delete Work	file	Exi	t "i

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



Create PI Header [Prodealer Master]	_		×				
File Edit Options View Window Go To Help							
Workfile Identifier Workfile ID: 20210514 Sequence: 01 Description:							
Type of Workfile Workfile Creation							
Cycle Count Option: Criteria Only							
Selection Criteria O Item Product Group All Start: 01HW MISC Primary Supplier Cocation Content of the start: 01HW MISC Content of the start of th	SCREW	1	ρ				
Location Range							
Ali							
ABC Range							
● Overall All Start A The End: C		-					
O Product Group							
Osupplier							
Item Inclusion Criteria Include Items with Zero Quantity On Hand Only Include Zero Quantity Include Non-stock Items with Zero Quantity On Hand							
Only Include Zero Quantity							
☐ Items Not Counted Between Dates Start: / / ▼	End:	/ /	-				
	OK	Car	ncel				

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

🚔 Physica	I Inventory W	orkfile Desktop	o [Proc	lealer Master]				_		×
File Edit	Options Vi	ew Window	Go To	Help						
11a 🐺										
Workfile ID	Workfile seq	# Description	Status	Type of workfile	Creation type	Selection criteria			Locatio	n rang
20210514	01		W	Full Physical	Criteria Only	Product Group - 01H	W MISC to 01HW	SCREW	Locatio	n - All
<										>
Workfile ID, \	Norkfile seq #								1 of 1	
Sort						Display 🗌 All	100	Ne	ext 100	
r										
Create Ne	w Workfile	Append New O	Criteria	Generate Workfi	ile Detail 🛛 Wo	rkfile Maintenance	Delete Workf	ile	Exi	t

• Status = A (active)

-0



- 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	Prodeale	r Master]			-		×
File Edit Options View Window	/ Go To	Help					
Workfile ID 2021051401							
Selection criteria							
Item From:			P	To:	P	🗹 All	
Product group From:			۶	То:	P		
Supplier ID From:			۶	То:	P		
Buyer ID From:			P	То:	2		
Print options							
Blank lines to print for dimension items	0			Print item ext desc	ription		
Print barcode	<none></none>		\sim	Print freeze qty			
Blank lines to print below barcode	0			Print piece cour	nts		
Sort	Location,P	I tag,Item	₽↓	Print tally for dime	nsion ty	pe items	
						Pri	nt

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

PI Enter Count Selection [Prodea	ler Master] — 🗆 🗙					
File Edit Options View Window	Go To Help					
Workfile ID	2021051401 💌					
Count entry						
Count type	First \checkmark					
Counted by						
Include only records with variance						
Calculate variance based on	Freeze & current count $\qquad \qquad \lor$					
Variance greater than	0.00 Quantity \vee					
Variance by	Detail 🗸					
Sort sequence						
Sort	Location,PI Tag,Item					
Start Location						
Number of records						
All 100						
	ОК					

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

🚩 Pl Cour	nt Entry	[Prodealer Ma	aster]					—		×
Apply rap	id entry				Search by	Item \sim				
Display cu	irrent count	t values			Sort	Location, PI t	ag, Item			₽↓
Location	PI tag	Item	Size	Description	Full co	unt Full UOM	Piece count	Broken coun	t Broken UC	OM Co
B9-N	0000000	0136420	3/8"	Stinger StaplePac (2016 in box)	.00000000	DOO BOX		.000000000	BOX	
WHSE	0000000	0108DF1KD	01 X 08	#1 Douglas Fir	.00000000	000 BF		.000000000)	
YARD	0000000	0112SYP2KD	01 X 12	#2 Southern Yellow Pine	.00000000	000 BF		.000000000)	
6										
1.										
									3 of 3	
								Add Blank T	ag Next	t 100

9. Print the PI Comparison Report

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

÷	Physica	I Inventory	Compa	rison Repo	rt [Prod	lealer Master]					>	×
File	e Edit	Options	View	Window	Go To	Help						
	<u> </u>	e e >	< 🖘			Report n	name	Physic	al Inventory Comparison Report	for All		
G	election	Criteria De	port Opt	ione								
Ŭ	ciccuoiri	entena [Ke	port opt									1
	Workfile	ID		20210514	01	▼	pen only					
	Item		From:				P	To:		P		
	Product	group	From:				P	To:		P		
	Supplier	ID	From:				P	To:		P		
	Buyer IC)	From:				P	To:		2		
	PI tag		From:	0				To:	0			
	Calculati	e variance ba	ased on	Freeze & o	urrent cour	nt	~					
	🗌 Indu	de only recor	ds with	variance								
	Varia	nce greater t	than	0.00		Quantity						
	Varia	nce by		Detail								
	Se	et results for	mobile a	pp recount	0							
	🗌 Indu	de only recor	ds with f	freeze adju	stments							
_												
											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"

[16] PI Enter Count Selection [Prodeal	er 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 \sim							
Variance greater than	0.00 Quantity \vee							
Variance by	Detail \vee							
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 <u>before</u> moving to Step 12.

🔄 Physical Inven	ntory Audit Report [Prodealer Master]	-	οx							
File Edit Optio	ons View Window Go To Help									
Workfile ID 2	2021051401 💌 🗹 Open only									
Include items	☑ Indude items without physical count entered									
🗹 Include missing	g tags									
Print Overcom	nmit Report for items in the workfile									
Document sto	rage									
Sort	Item #, <none>,<none></none></none>	£↓	Print							

12. Update Quantity on Hand

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

🐦 Pl Update Qty On Hand [Prodealer Master] 🛛 🛛 🛛 🗙
File Edit Options View Window Go To Help
Workfile ID: 2021051401 Image: Control of the second seco
OK Cancel

13. Run the Overcommitted Inventory Report

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

Hile Edit Option	d Inventory Rep ns View Wi	ort [Prodealer ndow Go To	Master] Help				-		×
🖻 🗄 🗗 🕼	\times 5			Report name	Overcommitted Invento	ory Report	for All		
Selection Criteria	Report Options								
Branch		Current Branch					<u></u>		
							0		
Item	From:			2	То:		P		
Product group	From:			P	То:		Q		
							Ľ	Run	