Making Inventory Counts on UNIX Systems

What It Does

To count your inventory, and check the accuracy of your system's on-hand quantities, follow the steps listed here.

To ensure that your inventory count is accurate, these steps **must** be done together in the order they are listed.

Note: This is a dedicated procedure. Make sure that no one uses order entry until you finish.

How to Do It

[maint] Put the system in maintenance mode. From the Keyop Menu, select option **M**.

[back up] Back up your system. To do this, go to the Keyop Menu and select option **4**. When the system displays the System Backup message, press RETURN.

(C)[A] Create a vendor record with the vendor number INVENTORY, if you do not already have one.

Return through the screen to save it. Using the vendor INVENTORY will let you create purchase orders that will be released to on-hand inventory without affecting any of your actual vendors.

(F)[R] Receive all purchase orders that have been received from vendors, but not yet entered as received, into the system. This will let you fill all of the backorders that you can before you begin your inventory count.

(TR)[G] Flush all backorders.

(TR)[H] Release all received merchandise to on-hand. To do thise, at Release To On-Hand, type **Y**. This clears the RECEIPTS file.

(R) **(optional)** Print an Item Catalog Report showing on-hand quantities and bin locations. If your inventory has bin locations, DDMS recommends that you use them to sort the report.

If you are making a full inventory count, print a complete listing. If you are making a cycle count, you will need to limit the report to show only the items that you want to include in the count. Limit the items to be counted by vendor, bin locations, and/or stock classes.

Note: You may elect to print an Inventory Extended Dollars Report instead of a stock catalog.

(R) **(optional)** Print an Inventory Extended Dollars Report. This report will provide you with an extended dollar total of your inventory. Sort the report by department and vendor within each department. Save this report for your audit trail.

(+E)[F] Clear on-hand quantities. If you are doing a full inventory count, press RETURN until the cursor reaches the Source Location field. If you are doing a cycle count, use the From/To limit fields to select only the appropriate vendors, stock classes, and bin locations.

Use the Source Location and the Destination Location fields to specify the range of inventory locations that you want to clear. After entering the locations you want to clear, press TAB until Are You Sure appears, and type **Y**

[prepare] Check your shelves for items that are allocated to tickets or invoices. Pull these items, and stage them with the ticket or invoice. You do not want to count items that are already allocated.

[count] Perform a physical count of your inventory.

If you have an M3000 portable bar code scanner, this will involve scanning bar code product or shelf labels and entering quantities and (optionally) bin locations into the scanner. Be sure that the quantity you enter for each item corresponds to the unit of measure on the bar code label. The files containing the inventory counts will be uploaded from the scanner to your DDMS system, converted to SHORT-BUYS-type files, then transferred to a purchase order. For complete instructions on performing these procedures, refer to the *DDMS Inventory Scanning Manual*.

If you do not have an M3000 scanner, you will need to count your inventory manually.

When the count is complete, perform the following steps:

(F)[O] Enter on-hand quantities from your physical count. Do this by creating purchase orders with the vendor number INVENTORY.

DDMS recommends that you put no more than 500 items on each purchase order.

Be sure to specify the correct warehouse location. If you specify **Y** at the prompt Set Item

Class Or Bin Locations, you can set or correct stock classes and bin locations when entering items on a purchase order.

The prompt Reset Mfg Cost will not appear when creating a purchase order for the vendor INVENTORY. It is replaced by the prompt Reset Cost (A=Avg, M=Mfg, W=Whl, N=No). This prompt lets you specify which cost field in the (E) Inventory Master screen will be reset when this purchase order is created or changed. If you do not want to reset any of the costs, specify **N**.

If you have items that are not in your inventory file, they can be added to your inventory database while placing them on your purchase order. However, to do this, you must specify **Y** in the Add Items From P/O (F) field in the (LE) Inventory Parameters screen.

Note: Do not use the vendor number DUMMY when creating purchase orders for entering your inventory count.

(S) When you have entered all of your on-hand quantities, print purchase orders to check the accuracy of the information. Make any necessary corrections using the [C] Change action code in the (F) Purchase Order Entry screen.

(F)[R] Final-receive items on the purchase orders you have created. The system will display a series of prompts. Press TAB at each prompt until the prompt Is Entire P/O Correct is displayed. Specify **Y** at this prompt. This will let you receive all of the items on a purchase order at one time instead of receiving each item individually. At the prompt Enter Starting Item Number Or Return For All, press RETURN.

(TR)[G] Flush all backorders to print tickets for found merchandise.

(TR)[H] Print a Stock Receipts report. At the prompt Release To On-Hand, specify **Y**. This will update your on-hand quantities.

(F)[D] Delete all of the purchase orders you created for the vendor INVENTORY. This will prevent them from being archived to the purchase order journal (JOUR-PO) and taking up valuable disk space.

Note: If you prefer to save the purchase orders you create to provide inventory history, purge them to the purchase order journal (JOUR-PO) and archive them in the (S) Purchase Order Selectors screen.

(+F) Reset the on-order, backorder, allocated, and received quantities. There is no actual (+F) screen. When you select the [F] function code in the (+) Special Programs screen, you will see a message describing what is about to happen and the prompt Are You Sure. Specify **Y** to reset your on-order, backorder, allocated, and received quantities.

(R) Print an Inventory Extended Dollars Report. This report will show an extended dollar total for your inventory and can be used to make adjusting entries on your G/L accounts. Sort the report by department and vendor within each department. Save this report for your audit trail.

If you printed a copy of this report prior to clearing on-hand quantities, compare the totals for each vendor on that report with the totals on this copy of the report. Look for unusually large gains or losses. This will alert you to discrepancies between your physical count and the quantities that were entered on purchase orders. If an incorrect quantity of an item was entered into your system, it can be adjusted manually in the (E) Inventory Master screen.

[normal] Return your system to normal mode. To do this, go to the Keyop Menu and select option **N**. The system should display several STARTING UTILITY messages.