

CHAPTER 8

Physical Inventory

All retail businesses must periodically take a physical inventory. But not all retail businesses use COMPTRON®. Here you have an advantage that pays for itself again and again. You save time and expense by having COMPTRON® simplify your physical inventories.

With COMPTRON®, inventory counts may be done by part number, category, code, or vendor. You don't have to count all the parts in the store at once. Instead, you may count a range of parts at any time. Inventory may be done regularly at slow times during the day, without shutting down the store or hiring extra help.

More efficient use of your employees' time, and savings of temporary help expenditures, are your results with the COMPTRON® inventory program!

Physical Inventory Menu 8

This chapter corresponds to **Option 8** of the **Parts Menu: Physical Inventory**. The process of taking a physical inventory using COMPTRON® is in three steps:

1. Create a Physical Inventory Work Sheet.
2. Physically count each item listed on the Physical Inventory Work Sheet.
3. Enter your counts into COMPTRON®.

Physical inventory counting is changed from a tedious task to a simple check of COMPTRON's totals.

From the **Parts Menu**, select **8**. The following **Physical Inventory** menu will appear, offering you four options. These options are covered in separate sections of this chapter.

Physical Inventory Menu

Physical Inventory

select

1. Create Work Sheet
 2. Create Special Work Sheet
 3. Enter Inventory Counts
 4. Reprint Work Sheet
 5. Delete Work Sheet
 6. Inventory Changes Report
- ' Exit

Explanation of Menu Options:

- < 1> **Create Work Sheet** - This option allows you to create a list of your store's inventory, which can be taken to your bins or displays for physically writing down the quantities of each item in stock.
- < 2> **Create Special Work Sheet** - This option is for those who use vendors 2 and 3. These vendors organize their inventory by numbers other than the first digits of the part numbers. This allows worksheets to be listed by their number sequence.
- < 3> **Enter Inventory Counts** - After you print the worksheets and count the inventory, the amounts counted need to be entered into your Stock file. COMPTRON® remembers your list and lets you enter quantities quickly and easily.
- < 4> **Reprint Work Sheet** - This option allows you to reprint any previously created worksheets that haven't been deleted from COMPTRON's memory.

- < 5> **Delete Work Sheet** - If there's not enough time to count all the inventory on a worksheet, or you get side-tracked, just delete the worksheet. Another one can be created at any time.
- < 6> **Inventory Changes Report** - This option lets you print the Inventory Changes Report from your last session of entering counts.

Create Work Sheet Option 8-1

In this section, you will learn how to print an inventory worksheet. Use these worksheets for physical inventory counting. The worksheet lists the items in your inventory. Write the count of each item on the blank line next to the item description.

From the **Parts Menu**, select **8**, then **1**, and prepare your printer for printing. *(This could take a lot of paper, depending on the range of numbers you select).* Before bringing up the menu from which you can choose the sequence in which parts will be listed on your inventory worksheets, COMPTRON® will display the following **Select Part Origins** screen, on which you can indicate which parts to include or exclude according to the source from which each part record in your Stock file originated:

Select Part Origins
Screen

```

      < > Accept  <C> Change  <H> Help  <'> Exit  < >

Select Part Origins

                Sales      N
                Orders     N
                Refunds    N
                Lost Sales  N
                (blank)    Y
  
```

If you need clarification of the various possible part origins (sources) before marking them, you can use the < **H**> **Help** command to see an explanatory screen. While most part records in your Stock file will have been added manually, some may have been created during a Sale, Order, or Refund transaction, or when a Lost Sale was recorded.

If you want your physical inventory to count only those parts whose records were entered manually, you should mark an "N" after the first four origin types on the **Select Part Origins** screen, and enter a "Y" after the "(blank)" type. The resulting inventory worksheets will list only manually added parts, and the settings will remain in effect until you change them.

After you have selected the part origins to be included on your inventory worksheets and closed the **Select Part Origins** screen, the following **Create Inventory Work Sheet** menu will appear, from which you may choose whichever part order you prefer for your worksheets:

Create Inventory Work Sheet Menu

Create Inventory Work Sheet by

Select

1. Part Number
2. Category
3. Code
4. Vendor
- ' Exit

If you choose to take your physical inventory by part number, COMPTRON® will ask for the **Starting Vendor**, **Starting Part Number**, **Ending Vendor**, and **Ending Part Number**. Type in the vendor and part number ranges for your worksheet and press *Enter* to continue.



NOTE: Press *Enter* to default to First " and Last on each of these vendor and part number ranges.

Before your worksheet is printed, the following **Create Work Sheet by Part Number** screen appears, offering three exclusion print options. When you enter a selection, COMPTRON® displays the message **WORKING** and indicates the number of records and pages that will be printed. Press *Enter* to continue, and your worksheet is printed.

Create Work Sheet by Part Number Screen

Create Work Sheet by Part Number

Select

1. Print all Part Numbers
2. Exclude Zero On Hand Quantity
3. Exclude Zero On Hand & Stock Level
- ' Exit

1 = All Part Numbers will be printed.

2 = Do NOT print Part Numbers which have zero On Hand Quantity

3 = Do NOT print Part Numbers which have BOTH zero On Hand AND Stock Level Quantities

The following is an example of the Parts Inventory Work Sheet by Part Number:

Parts Inventory Work Sheet by Part Number						
Selected by: Starting Vendor 000 Part Number "First"				Ending Vendor 000 Part Number "Last"		
Date	8/12/2004		List Number	0393		Page 1
Line	Ven	Cat	Description	Code	Part Number	Count
1	000	81	TUBE, TENSIONER SPRI	11	1452-020	_____
2	000	00	OIL FILTER	1113737	15410-426-010	_____
3	000	00	TANK COMP FUEL	1113760	17510-GB4-720ZE	_____
4	000	00	PROTECTOR PIPE	0213546	18240-110-671	_____
5	000	00	BRACKET MUFFLER	0213561	18353-110-670B	_____
6	000	00	SHAFT IDLE GEAR	1234566	28134-MC8-000	_____
7	000	00	WINKER ASSY L FR	1259670	33450-MC7-612	_____
8	000	81	06110-001-020	0000018	6110-001	_____
9	000	00	CLIP PISTON PIN 15MM	0156018	94601-15000	_____

If you decide to print your inventory worksheets by category, you will be offered the option of sorting either by category, code, and part number; or by category, part number, and code. As with printing by part number, you will need to input starting and ending ranges for the vendors and part numbers.

Create Special Work Sheet Option 8-2

This section deals with two vendors that have special sequences for listing the inventory worksheets. These are Vendor 2 (Harley Davidson) and Vendor 3 (Yamaha). From the **Parts Menu**, select **8**, then **2**, and this **Create Special Inventory Work Sheet** menu is displayed:

Create Special Inventory Work Sheet Menu

Create Special Inventory Work Sheet for

Select

1. Vendor 3 by 5 Digit Number
2. Vendor 2
- ' Exit

Explanation of Create Special Inventory Work Sheet Menu Options:

- < 1> **Vendor 3 by 5-Digit Number** - This option allows you to create special inventory worksheets for Yamaha (Vendor 3) parts, in order by the middle five-digit portion of the part number. If you have the manufacturer's price book installed for Yamaha, the following submenu will appear:

**Create Special Inventory
Work Sheet for Vendor 3
by 5-Digit Number Menu**

```
Create Special Inventory Work Sheet for Vendor 3 by 5-Digit Number
```

```

Select 
1. Stock
2. Book
' Exit

```

Option 1, Stock, allows you to create your special Vendor 3 inventory worksheets based on information extracted from your current Stock file.

Option 2, Book, lets you extract parts information directly from the Yamaha Price Book file to create your Vendor 3 special inventory worksheets.

When working with Vendor 3, the first three digits indicate the *model number* and the following five digits indicate the basic number. The basic number is the order sequence of the parts as placed on the shelves. Whichever source file option you choose to create your inventory worksheets, you will then see this screen for defining the part number range to include:

**Create Special Inventory
Work Sheet for Vendor 3
Screen**

```

<'> Exit
Create Special Inventory Work Sheet for Vendor 3

```

```

Starting Model Code 
Starting Basic Number
Ending Model Code
Ending Basic Number

```

Type the Starting Model Code of the range for which you would like to print the worksheets. Then type the Starting Basic Number of the parts range for which you are going to take inventory. Next, type the Ending Model Code for your list, and the Ending Basic Number, and press *Enter*.



NOTE: Press *Enter* to default to `First` and `Last` on each of the Model Code and Basic Number ranges.

Press *Enter* again to **Continue**, and a screen offers the same part number exclusion print options as shown on the **Create Work Sheet by Part Number** screen. Here again, once you've made your selection, COMPTRON® will display its `WORKING` message with the count of records and pages to be printed. Press *Enter* again, and the program prints the worksheets.

< 2> **Vendor 2** - This option is for creating special inventory worksheets for Vendor 2 (Harley Davidson) parts, and choosing it brings up a screen asking for the Starting and Ending part numbers. Type in the part number range for your worksheets and press *Enter* to continue.



NOTE: Press *Enter* to default to `First` and `Last` on each of these part number range fields.

Before your special Vendor 2 inventory worksheets are printed, a screen offers the same part number exclusion print options as shown on the **Create Special Inventory Work Sheet for Vendor 3** screen. Enter your choice, and the program displays the `WORKING` message, with a count of records and pages to be printed. Press *Enter* again, and COMPTRON® will print your worksheets.

Enter Inventory Counts Option 8-3

COMPTRON® keeps the inventory worksheets in memory, and allows you to come back and enter the quantities counted. You don't have to enter the part numbers—type only the quantities counted, and the Stock file is updated with the correct quantities. COMPTRON® follows the sequence of the worksheet.

It is important to enter the counts as soon as possible after printing your worksheet. The worksheets do not reflect changes if you have sold parts or changed your inventory since they were created. (If you have changed the inventory since creating your worksheet, select **Option 5** of the **Physical Inventory** menu to delete that worksheet.)

From the **Parts Menu**, select **8**, then **3**, to enter your physical inventory counts. You will be asked to enter the inventory list number (which is at the top of the worksheet), and the **Enter Inventory Counts** screen will appear with the message shown on the next page:

Enter Inventory
Counts Screen

Enter Inventory Counts

Default Stock Level and Reorder Point? <Y or N> < >

<Y> Stock Level set to Qty on Hand, Reorder Point set to 1/2 of Qty on Hand

If you answer Y, the stock level and reorder point will be computed automatically if the on-hand quantity and stock level on the stock record are zero, but the count entered is greater than zero. The stock level is set to the count entered and becomes the new on-hand quantity. The reorder point is set to half of the stock level. The semicolon < ;> “skip” character allows you to leave the count field without entering a quantity.

The first line number of the worksheet will display. Type in the count written on the worksheet. If it agrees with the inventory, COMPTRON[®] automatically goes to the next line on your worksheet.



NOTE: All inventory counts assume that items on Hold tickets (work orders) are already removed from the stock room shelves.

If the count does not agree with the inventory, you will see this type of screen:

Enter Inv. Counts
Screen (Discrepancy)

Vendor 9 List Number 158

Part Number	Description	Count	On Hand
01-7896	MXV ARAI VISOR YELLOW	3	1

*** Count is Off ***

< > Accept <'> Correct <S> Skip < >

If you typed the number in error, type an apostrophe (') to **Correct** the count and try again. Press *Enter* if you are sure you have counted properly and want COMPTRON® to adjust the Stock file accordingly. If you are not sure, type *S* to skip this entry and go on. You can come back to this entry later, after checking the shelves, and the items skipped will remain on the same worksheet. When you are ready to enter the new counts, return to this section, using the same worksheet number, and only those items skipped will be displayed. If distracted while entering your counts, just type an apostrophe (') in the count field and **Exit** this section. When you start later, COMPTRON® will remember where you left off.

After each session, COMPTRON® asks whether you want to print an Inventory Changes Report (if your access level is high). You can use **Option 6, Inventory Changes Report**, to print a report at any time. The section on that option at the end of this chapter includes an example of this report.

Reprint Work Sheet Option 8-4

If you need another copy of a worksheet that you have already created, use this option to reprint it. COMPTRON® retains all worksheets in memory until you delete them.

COMPTRON® will ask you to enter the list number. If you can't remember it, use the **< S > Search** command to display a list of all worksheet lists still in memory, with the date each was created, the number of the operator who created it, the worksheet type and vendor range, and the number of lines counted.

If you have already entered some counts, you can choose whether to have your reprint include both skipped and uncounted parts. When you select the list number to reprint, the following menu appears:

Reprint Inventory Work Sheet Menu

```
Reprint Inventory Work Sheet Number 0001
```

```
Select 
```

1. All Part Numbers
2. Not Counted
3. Skipped

```
1 = ALL Part Numbers <Not Counted and Skipped> will be printed.
2 = Part Numbers NOT COUNTED will be printed.
3 = Part Numbers SKIPPED when entering counts will be printed.
```

Choose which part numbers to include on the reprinted list, then press *Enter* to continue, and the worksheet will reprint.

Delete Work Sheet Option 8-5

COMPTRON® lets you print as many different worksheets as you like, so you may have several people counting inventory. However, if you print worksheets and do not enter the counts for them soon after, this could take up unnecessary space in your computer because COMPTRON® stores the lists in memory.

If you print worksheets and are not able to enter the counts promptly, select **Option 5, Delete Work Sheet**, at the **Physical Inventory** menu. COMPTRON® displays a screen with the numbers of all the lists in memory.

Type the worksheet list number to be deleted, and a message appears showing that the list is being deleted. Then COMPTRON® returns to the **Physical Inventory** menu.

Inventory Changes Report Option 8-6

While COMPTRON® lets you print an Inventory Changes Report after any session of entering inventory counts, you may prefer to wait until later. If you choose not to print this report now, one will be printed as part of your normal **End of Day** processing. Any changes that are printed are flagged as such, but will remain in the record until purged by **End of Month** processing.

Any time you want a printout of the latest Inventory Changes Report, even if it was printed before, select **Option 8**, then **6**, from the **Parts Menu**. COMPTRON® will ask for the list number to print, and if a report for the list you select was printed before, it will display the following menu:

Reprint Inventory Changes Report Menu

```
Reprint Inventory Changes Report for List Number 0002
```

```
Select 
```

1. All Part Numbers
2. Not Printed

```
1 = ALL Changes will be printed.
2 = Print Changes NOT ALREADY Printed.
```

Select what changes to print and press *Enter* to continue; then COMPTRON® will ask you to choose whether to send the report output to a printer or display it on the screen. The report format looks like the example on the next page.

Inventory Changes Report

3/19/2004

Page 1

List					Avg	Old	New	Stk				Amount	
No.	Vn	Part Number	Description	Cat	Code	Cost	Qty	Qty	Lvl	ROP	Date	Oper	Change
0001	000	15410-426-010	HON OE 426 OIL FILTER	12	HOF	\$2.85	24	22	50	25	3/19/04	99	\$5.70-
0001	002	63805-80A	HARLEY OE SPIN-ON OIL FLT	12	HDOF	\$4.50	26	25	50	30	3/19/04	99	\$4.50-
0001	003	12r-11135-00-00	OIL SEAL	12	12R	\$1.95	17	15	25	12	3/19/04	99	\$3.90-
0001	004	16099-003	KAW OE 003 OIL FILTER	12	KOF	\$4.92	19	18	40	20	3/19/04	99	\$4.92-
				List No.	1	Total Cost:	Was	\$312.03	Now	\$293.01	Difference		\$19.02-

Field Descriptions:

Vn - The vendor number for the supplier of this part.

Cat - The category to which this part belongs.

Avg Cost - This item's cost, based on a running average of what it costs today.

Old Qty - The quantity of this part on record in COMPTRON's Stock file before the latest physical inventory count was entered.

New Qty - The corrected part quantity after entry of the latest physical inventory count.

Stk Lvl - The stock level for this part (maximum number that you want to keep on hand).

ROP - The reorder point for this part (number remaining on hand when an order should be placed).

Amount Change - The increase or decrease (indicated by a minus sign after the amount) in dollar value based on the quantity of change resulting from the physical inventory.

Summary

In this chapter you learned how to:

- > Create and print a physical inventory tailored to your store's inventory methods
- > Write inventory counts on the worksheets
- > Enter inventory counts into COMPTRON[®]
- > Recheck inventory counts to resolve discrepancies
- > Delete unneeded inventory worksheets