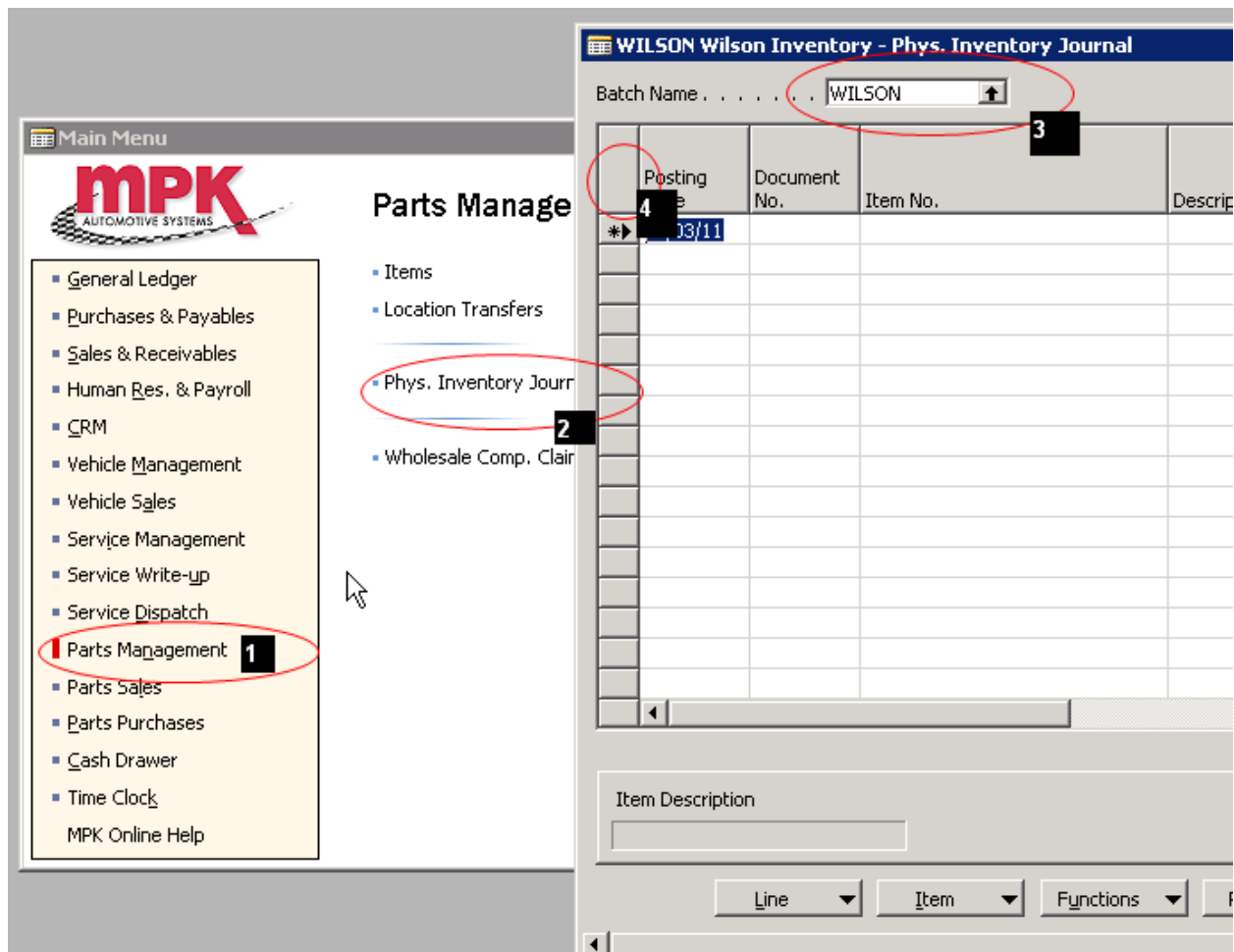


Hot Notes:

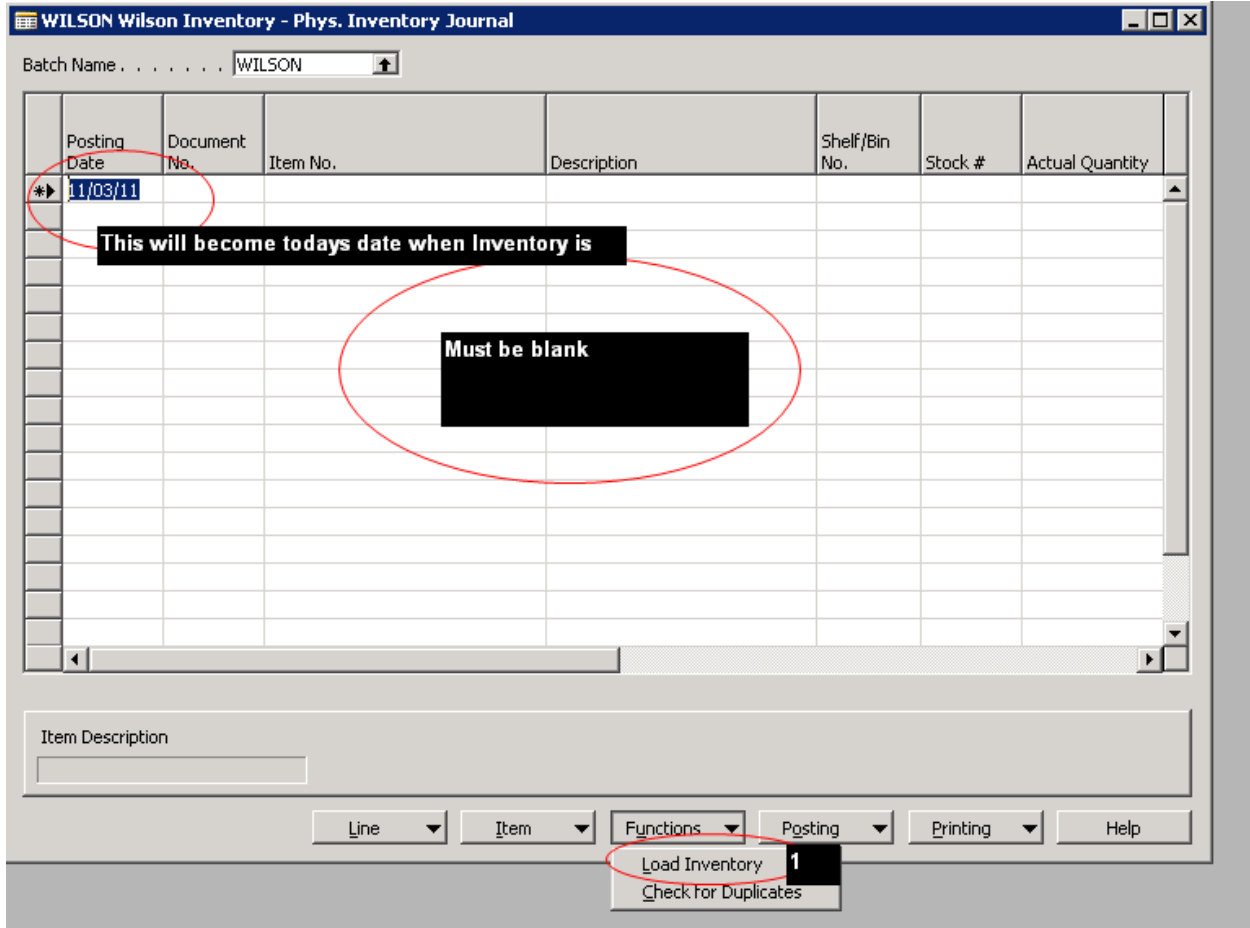
Big Picture – You are making 2 journals, the 1st one will be the current inventory that you will be changing the Actual Quantity column. When you are done updating the counts – PRINT VARIANCE REPORT! – then post and print inventory journal. Then open your write in journal – do not load inventory, just type in the part numbers you “Found” and update the quantity in the Phys.Adjust (Qty.) column (very important you select the correct column!!). Since you posted the inventory count already, and additional part(s) you find will be ADDED to the current count by using this method. When satisfied with your results – PRINT THE VARIANCE REPORT! – then post and print.

Inventory, 2 Phys. Inventory Journals 1st count sheets, 2nd Write ins

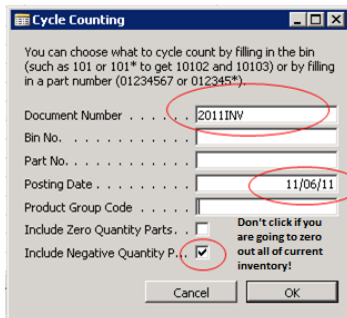


1. Log in as parts manager and select Parts Management
2. Select Phys. Inventory

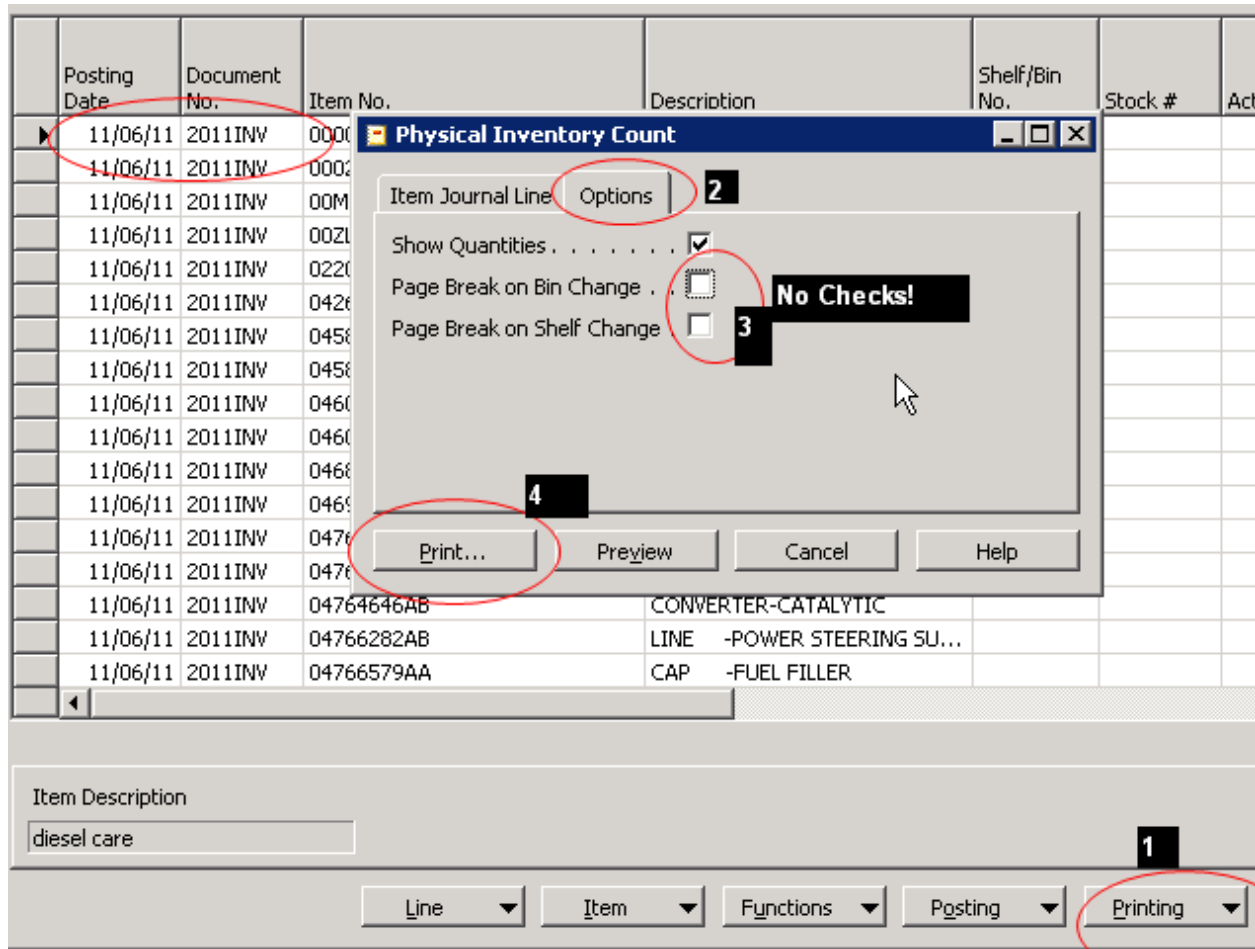
3. Click drop down box and select “Wilson” (or whatever your inventory batch is – just don’t use the same for your WRITE IN batch).
4. Journal should be empty – if it is not select the upper left top box to select all and press F4 or Del Button



1. Click function then load inventory
2. There is now a function option to zero out inventory – do not click on this without calling MPK Support 1st to dicuess prior to inventory day.



Set these items just as I have them here – (use current date whenever you are dating a document)



1. Select print, print count sheets
2. Option tab
3. Check show Quantities and Break on Bin Change (not on Shelf)
4. Print to printer (you could hit "Preview" to test if you like 1st)
5. Do your inventory, print Variance report BEFORE you post, review the impact you are about to do to inventory – if this seems to far off – call support BEFORE you post.
6. If all ok – post your inventory.
7. Close journal

Next: Write in's journal – this is for all the parts you found that were not in proper bin locations or just not in the inventory list.

Follow this instruction above to SELECT another journal "WRITEIN"

Do not load inventory – leave blank with the items filled in and moved to the position shown below

WRITEIN Use for Found Parts (Write In's) - Phys. Inventory Journal									
Batch Name WRITEIN 1									
Posting Date	Entry Type	Document No.	Item No.	Shelf/Bin No.	Description	Phys. Adjust... (Qty.)	Actual Quantity	Que	Ave
11/03/11	Positive Ad...					0	0		

1. WRITEIN
2. Today date
3. Make sure set to Postive Adj.
- 3.5 (this item is not circled in above picture) see the Document number column? Enter "WriteIN" + The current date (ie WriteIn11/26/12). This will tag all the posting so we can find later if needed.
- 3.6 (this item is not circled in above picture) Be sure to Ctrl + E to allow line to be edited or you will not be able to enter a part number.
4. This time entries will be made to the Phys Positive Adj – leave column wide so you can see
5. Move Phys Adjst (Qty) over if needed.
6. If you change the bin location – but sure you move all the parts to one location, unless you use "/" between bins. We recommend one bin location if possible, but you can use "/" if needed (ie 123A/900C).

When you are done making changes –

Be SURE to run the Variance Report prior to posting.

Post and print

Now run Core Reconciliation report to balance (adj core to new and dirty count) and "Item list" for negative on hand (to make sure each negative item has a open PO to match),call Support if help if needed to run these reports.

Please review and practice!

Jack