

MIE Trak Physical Inventory Worksheet Tutorial

The Physical Inventory Worksheet is a feature that gives the user the ability to create a physical inventory worksheet, use them to take inventory, enter the inventory and reconcile the inventory. The system will create adjustment records for each inventory item entered where the count entered is different from the current on hand inventory in the system.

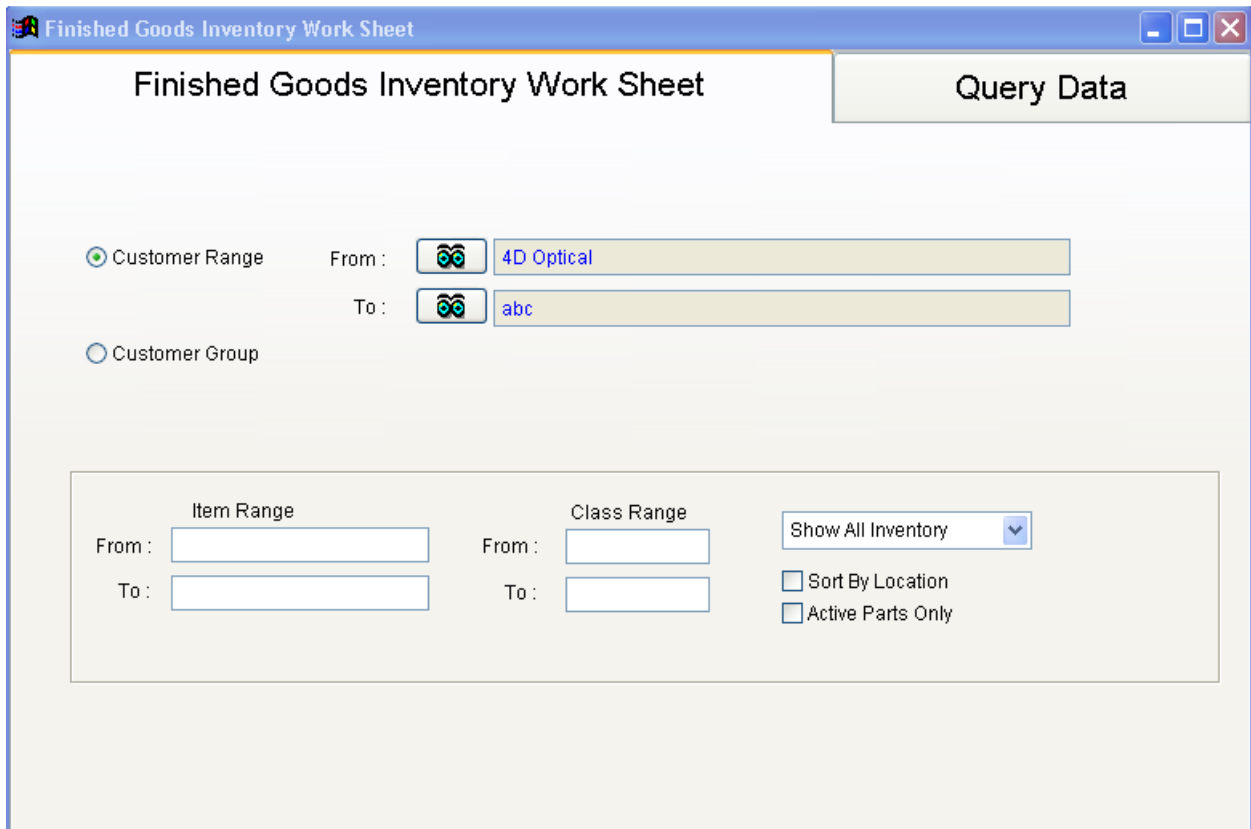
The system will retain the last worksheet created for each category, Finished Goods, Material and Hardware.

CREATING PHYSICAL INVENTORY WORKSHEETS

To create a physical inventory worksheet go to the Inventory dropdown menu, click on the option of the inventory that is to be taken, they include the following:

1) FINISHED GOODS INVENTORY REPORTS

- a) Click on the Inventory Work Sheet option – the following screen appears.



The screenshot shows a software window titled "Finished Goods Inventory Work Sheet". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). The main content area is light gray and contains the following elements:

- A "Query Data" button in the top right corner.
- Two radio buttons for selection:
 - Customer Range
 - Customer Group
- Under "Customer Range", there are two input fields:
 - "From:" with a magnifying glass icon and the text "4D Optical".
 - "To:" with a magnifying glass icon and the text "abc".
- A section containing:
 - Two sets of "Item Range" and "Class Range" fields, each with "From:" and "To:" sub-labels and empty input boxes.
 - A dropdown menu labeled "Show All Inventory" with a downward arrow.
 - Two checkboxes: "Sort By Location" and "Active Parts Only", both of which are currently unchecked.

To create a worksheet that includes all finished goods items use the default customer range, don't enter any Item or Class Ranges, use the default Show All Inventory option.

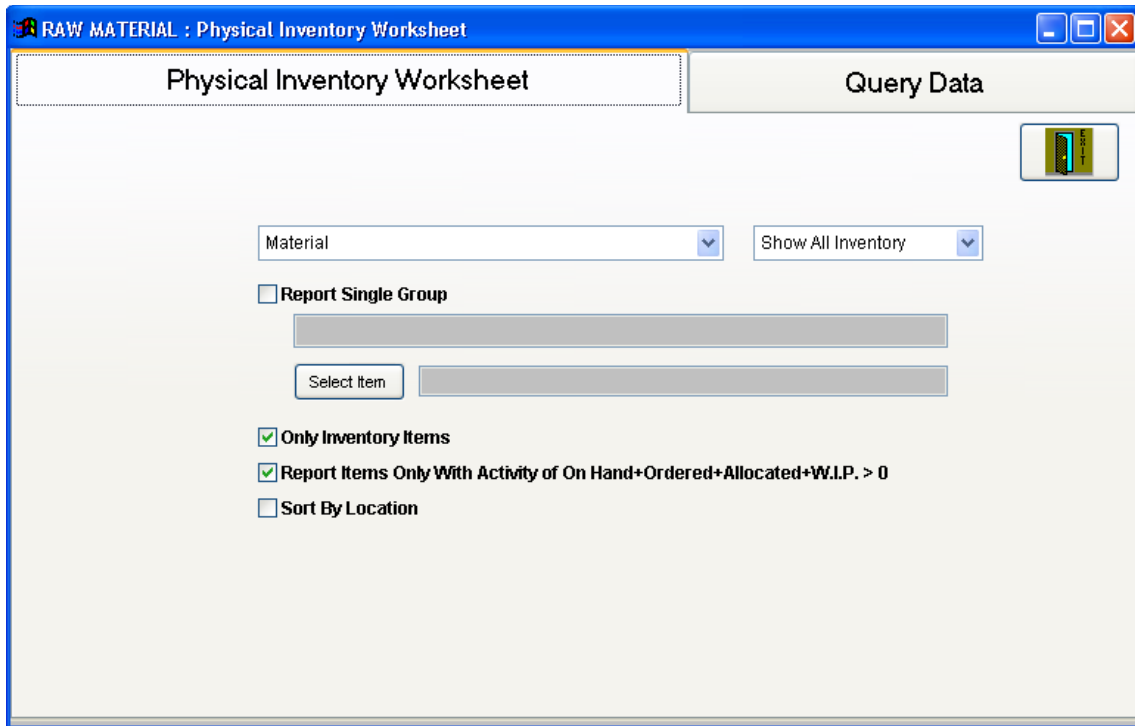
Once the options are selected, click on the Query Data tab. A popup screen asking if the user wants to “Create Inventory Worksheet File?” appears. Click on Yes to create the worksheet.

Customer	Router No.	Part No.	Description	REV NO	Location
4D Optical	0024156	10			
4D Optical	0024152	3525205	SPACER PWR PACK ENG	C	
4D Optical	0024150	3525206	BRKT STDF 2.50X2.00X19	D	
4D Optical	0024151	3534492	PAD PWR PACK ENG-GEN	A	
4D Optical	0024155	3614474 - 1 retail	BASE PWR PACK MTG WE	A	
4D Optical	0024153	3614475	SPACER PWR PACK ENG	A	
4D Optical	0024157	4644	PANEL	a	
4D Optical	0024163	4644	PANEL	a	
4D Optical	0023188	BKT100	BRACKET, VCR	A	
4D Optical	0023189	BKT101	BRACKET, VMS	A	
4D Optical	0024154	TEST 1234			
ALM - Kenguard	0024159	1	1	A	
ALM - Kenguard	0024160	1-1			
ALM - Kenguard	0024161	1-2			
ALM - Kenguard	0024162	1-3			
ALM - Kenguard	0024171	12356			
ALM - Kenguard	0005093	66-115-12	12" Base	N/A	
ALM - Kenguard	0024158	ASSEMBLY			
ALM - Kenguard	0024164	ASSEMBLY			
ALM - Kenguard	0023381	test			

To print the worksheet click on the Printer button and pick the Finished Goods Inventory Work Sheet option.

2) RAW MATERIAL INVENTORY

a) Click on the Physical Inventory Worksheets option – the following screen appears.



Worksheets can be created for each of the following:

- i) Material Inventory
- ii) Hardware Inventory

To create a worksheet for **Material** that includes all raw material items select the Material option, use the default Show All Inventory option, remove the checkmark from the “Report Items Only With Activity of On Hand+Ordered+Allocated+W.I.P.>0”.

Once the options are selected, click on the Query Data tab. A popup screen asking if the user wants to “Create Inventory Worksheet File?” appears. Click on Yes to create the worksheet.

RAW MATERIAL : Physical Inventory Worksheet

Physical Inventory Worksheet

Query Data

Printer icon | File icon

Group Name	Name	Stock W	Stock L	Qty Onhand	Qty Phys	Standard Cost
(A) Laser Quality	A36 .157"	48.000	96.000	4.000	0.000	\$60.75000
(A) Laser Quality	A36 .19"	48.000	96.000	0.735	0.000	\$159.32800
(A) Laser Quality	A36 .19"	48.000	120.000	9.530	0.000	\$199.16000
(A) Laser Quality	A36 .19"	48.000	144.000	1.000	0.000	\$238.99000
(A) Laser Quality	A36 .19"	60.000	96.000	1.167	0.000	\$199.16000
(A) Laser Quality	A36 .19"	60.000	120.000	21.211	0.000	\$248.95000
(A) Laser Quality	A36 .19"	60.000	144.000	1.717	0.000	\$298.77000
(A) Laser Quality	A36 .19"	60.000	160.000	1.000	0.000	\$325.00000
(A) Laser Quality	A36 .19"	72.000	96.000	0.000	0.000	\$238.99000
(A) Laser Quality	A36 .19"	72.000	144.000		0.000	\$358.48800
(A) Laser Quality	A36 .19"	72.000	160.000		0.000	\$398.32000
(A) Laser Quality	A36 .19"	73.000	160.000	1.000	0.000	\$575.49000
(A) Laser Quality	A36 .19"	75.000	160.000		0.000	\$581.25000
(A) Laser Quality	A36 .25"	48.000	72.000	0.000	0.000	\$71.06000
(A) Laser Quality	A36 .25"	48.000	96.000	0.000	0.000	\$212.36000
(A) Laser Quality	A36 .25"	48.000	120.000	42.962	0.000	\$265.46000
(A) Laser Quality	A36 .25"	48.000	144.000	0.000	0.000	\$318.55000
(A) Laser Quality	A36 .25"	60.000	96.000	26.442	0.000	\$265.46000

To print the worksheet click on the Printer button and pick the Physical Inventory Worksheet option.

To create a worksheet for **Hardware** that includes all inventoried hardware items select the Hardware option, use the default Show All Inventory option, leave the checkmark in the “Only Inventory Items” checkbox, remove the checkmark from the “Report Items Only With Activity of On Hand+Ordered+Allocated+W.I.P.>0”.

Once the options are selected, click on the Query Data tab. A popup screen asking if the user wants to “Create Inventory Worksheet File?” appears. Click on Yes to create the worksheet.

RAW MATERIAL : Physical Inventory Worksheet

Physical Inventory Worksheet

Query Data

Print

Refresh

Group Name	Name	Qty Onhand	Qty Phys	Standard Cost	Location
ALM-Kenguard	1-66-11-08,Rafter Post 4.00"-8.00"	37.000	0.000	15.00000	
ALM-Kenguard	1-66-Instruction Manual		0.000	0.00000	
Adhesive/Silicone	0121777 Loc-Tite Thrdlckr 10 ml permx, C of C required	0.780	0.000	14.35000	
Adhesive/Silicone	254 NOZZEL	22.166	0.000	0.32000	
Adhesive/Silicone	AC 240 B 1/2 (SIM KIT 654) (MIL-S-8802, Typ II, CL B)	15.477	0.000	15.70000	
Adhesive/Silicone	Adhesive, Pliobond Cement #20 1 gal	3.900	0.000	65.36000	
Adhesive/Silicone	Adhesive,Pliobond Cement #20 112pt	3.420	0.000	6.69000	
Adhesive/Silicone	DEV-14265H Devcon epoxy 50 ML DevPak (CERTS REQUIRED)	38.834	0.000	7.36000	
Adhesive/Silicone	DEV-14285B (TIPS FOR MARK 5 DISPENSER)	81.750	0.000	0.93000	
Adhesive/Silicone	PERMATEX HIGH TEMP RED RTV #81160/ 7583A12 (26BR 3OZ)	22.600	0.000	5.29000	
Advanced Laser Misc	11645A13 Knob		0.000		
Advanced Laser Misc	147058	75.000	0.000		
Advanced Laser Misc	21403-002 CERT REQUIRED (NRI)	853.000	0.000		
Advanced Laser Misc	3192843*Formed**ALM*	0.000	0.000	1.49000	
Advanced Laser Misc	3202849 ALUM	0.000	0.000	1.57000	
Advanced Laser Misc	C1-23-ST (HANSON RIVET TFC0823.1)	925.000	0.000		
Advanced Laser Misc	CSM Aluminum Handle	0.000	0.000		
Advanced Laser Misc	Gate Latch	2.000	0.000	3.45000	

To print the worksheet click on the Printer button and pick the Physical Inventory Worksheet option.

ENTERING PHYSICAL INVENTORY WORKSHEETS

To enter a physical inventory worksheet go to the Inventory dropdown menu, click on the option of the inventory that is to be taken, they include the following:

1) FINISHED GOODS INVENTORY REPORTS

- a) Click on the Enter Physical Inventory Worksheet option – the following screen appears.

FINISHED GOODS Inventory Work Sheet

Enter a quantity of -1 if you want to zero an inventory

Customer	Part Number	On Hand	Physical Count	Standard Cost
4D Optical	10	0	0.000	\$0.00000
4D Optical	3525205	0	0.000	\$0.00000
4D Optical	3525206	0	0.000	\$0.00000
4D Optical	3534492	0	0.000	\$0.00000
4D Optical	3614474 - 1 retail	0	0.000	\$0.00000
4D Optical	3614475	0	0.000	\$0.00000
4D Optical	4644	0	0.000	\$0.00000
4D Optical	4644	0	0.000	\$0.00000
4D Optical	BKT100	0	0.000	\$0.00000
4D Optical	BKT101	0	0.000	\$0.00000
4D Optical	TEST 1234	0	0.000	\$0.00000
ALM - Kenguard	1	0	0.000	\$0.00000
ALM - Kenguard	1-1	10	0.000	\$0.00000
ALM - Kenguard	1-2	0	0.000	\$0.00000
ALM - Kenguard	1-3	0	0.000	\$0.00000
ALM - Kenguard	12356	0	0.000	\$0.00000
ALM - Kenguard	66-115-12	0	0.000	\$0.00000
ALM - Kenguard	ASSEMBLY	101	0.000	\$0.00000

Import

Zero Inventory

Print Reconciliation

OK

Post Work Sheet

Search

Next

The work sheet will be in the exact same order as the printout of the work sheets that were created in the previous steps.

In the Physical Count column enter the physical counts that have been collected. If the On Hand column has a quantity in the field and the actual count should be zero enter a negative 1 in the Physical Count column field corresponding to the part number.

The Standard Cost field can also be updated and when the work sheet is posted the field will be updated on the router.

Once all of the physical counts have been entered click on the Print Reconciliation button and the Finished Goods Inventory Reconciliation report can be printed reflecting the difference between the current on hand inventory value and the new physical count of on hand inventory.

Once the new physical count is determined that it is correct click on the Post Work Sheet button and the On Hand inventory and Standard cost fields will be update in Router Design and records will be created to reflect the change in inventory.

2) RAW MATERIAL INVENTORY

a) Click on the Enter Physical Inventory Worksheets option, then click on one of the following options:

i) **Material** option – the following screen appears.

Group	Name	Stock W	Stock L	On Hand	Physical Count	Location
(A)	Laser Quality Plate A36 .157"	48.000	96.000	4.000	0.000	RACK
(A)	Laser Quality Plate A36 .19"	48.000	96.000	0.735	0.000	RACK
(A)	Laser Quality Plate A36 .19"	48.000	120.000	9.530	0.000	RACK
(A)	Laser Quality Plate A36 .19"	48.000	144.000	1.000	0.000	RACK
(A)	Laser Quality Plate A36 .19"	60.000	96.000	1.167	0.000	RACK
(A)	Laser Quality Plate A36 .19"	60.000	120.000	21.211	0.000	RACK
(A)	Laser Quality Plate A36 .19"	60.000	144.000	1.717	0.000	RACK
(A)	Laser Quality Plate A36 .19"	60.000	160.000	1.000	0.000	RACK
(A)	Laser Quality Plate A36 .19"	72.000	96.000	0.000	0.000	RACK
(A)	Laser Quality Plate A36 .19"	72.000	144.000	0.000	0.000	RACK
(A)	Laser Quality Plate A36 .19"	72.000	160.000	0.000	0.000	RACK
(A)	Laser Quality Plate A36 .19"	73.000	160.000	1.000	0.000	RACK
(A)	Laser Quality Plate A36 .19"	75.000	160.000	0.000	0.000	RACK
(A)	Laser Quality Plate A36 .25"	48.000	72.000	0.000	0.000	RACK
(A)	Laser Quality Plate A36 .25"	48.000	96.000	0.000	0.000	RACK
(A)	Laser Quality Plate A36 .25"	48.000	120.000	42.962	0.000	RACK
(A)	Laser Quality Plate A36 .25"	48.000	144.000	0.000	0.000	RACK
(A)	Laser Quality Plate A36 .25"	60.000	96.000	26.442	0.000	RACK

The work sheet will be in the exact same order as the printout of the work sheets that were created in the previous steps.

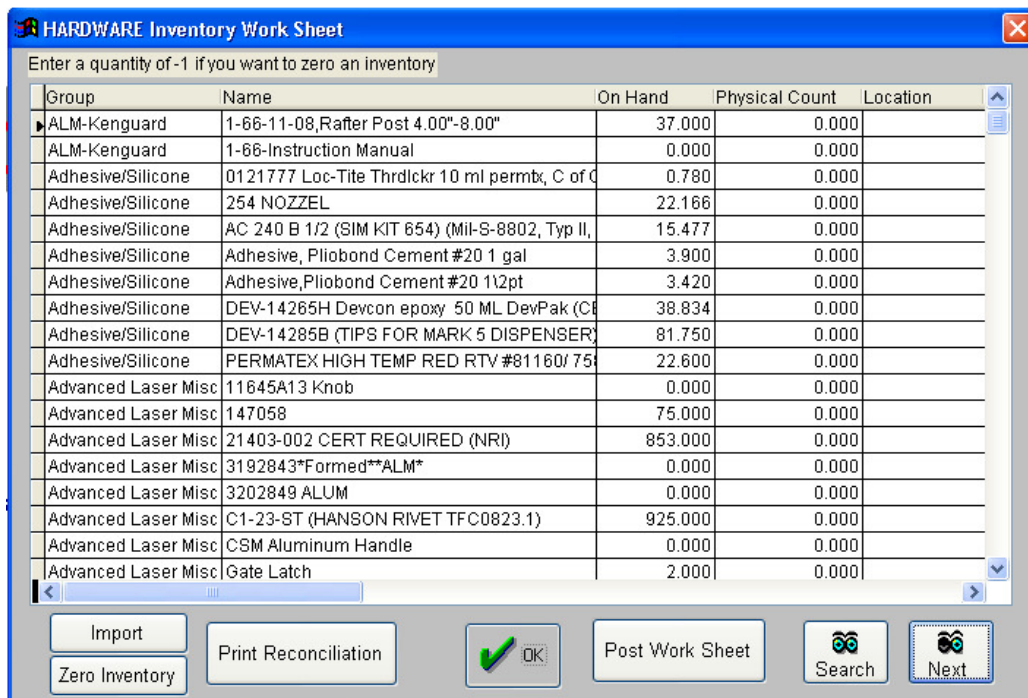
In the Physical Count column enter the physical counts that have been collected. If the On Hand column has a quantity in the field and the actual count should be zero enter a negative 1 in the Physical Count column field corresponding to the material description and stock size.

The Location and Standard Cost fields can also be updated and when the work sheet is posted the fields will be updated on the material stock size.

Once all of the physical counts have been entered click on the Print Reconciliation button and the Raw Material Reconciliation Report can be printed reflecting the difference between the current on hand inventory value and the new physical count of on hand inventory.

Once the new physical count is determined that it is correct click on the Post Work Sheet button and the On Hand, Location and Standard Cost fields will be update in Material Maintenance and records will be created to reflect the change in inventory.

ii) **Hardware** option – the following screen appears.



The work sheet will be in the exact same order as the printout of the work sheets that were created in the previous steps.

In the Physical Count column enter the physical counts that have been collected. If the On Hand column has a quantity in the field and the actual count should be zero enter a negative 1 in the Physical Count column field corresponding to the hardware description.

The Location and Standard Cost fields can also be updated and when the work sheet is posted the fields will be updated on the hardware item.

Once all of the physical counts have been entered click on the Print Reconciliation button and the Hardware Inventory Reconciliation Report can be printed reflecting the difference between the current on hand inventory value and the new physical count of on hand inventory.

Once the new physical count is determined that it is correct click on the Post Work Sheet button and the On Hand, Location and Standard Cost fields will be update in Hardware Maintenance and records will be created to reflect the change in inventory.

HINTS

Since the system has separate tables for each worksheet category, Finished Goods, Material and Hardware the user can go into any of the worksheets at anytime and enter physical counts, locations or standard costs and exit without going through the posting process yet the information will be retained. Not until the user Posts the Worksheet will the information be updated to the appropriate fields for the items.

VARIATIONS OF ENTERING PHYSICAL INVENTORY WORKSHEETS

Some additional features for entering physical inventory worksheets are:

- 1) Zero Inventory button – gives the user the ability to have the system enter a -1 in every field in the Physical Count column, then the user can enter the actual physical counts and not have to worry about entering the -1 in the fields that have zero on hand counts.
- 2) Import button – gives the user the ability to import an excel spreadsheet of inventory values.