



**VAST Enterprise:  
*SETUP AND COMPLETE  
A PHYSICAL INVENTORY***

**VAST Multi-Store Version 3.1.36(1) and Greater  
VAST Retail Version 7.1.212(1) and Greater**

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## INTRODUCTION

This document will provide you with instructions for each step of completing a physical inventory. During the physical inventory process, Vast will establish and retain the current quantity on hand. While a Physical Inventory Freeze is in place, Vast will monitor any and all transactions that will affect the parts that are being inventoried. Most Vast transactions involving inventory will not be allowed while there is a physical inventory freeze in effect. There are two control file settings which allow you to select whether invoicing and transfer outs or outside purchases can be completed while the freeze is in place.

Setup of the Physical Inventory Worksheets can be controlled at the Multi-Store Office or at the Shop.

Please follow the instructions listed below in order to complete the physical inventory process.

## VAST MAINTENANCE

1. Open **VAST MAINTENANCE** and go to **CONTROLS**.
2. Click on the **MISC** tab. You will see a screen similar to the one shown below.

The screenshot shows the 'Control File' window with the 'Misc' tab selected. The 'Physical Inventory' section is highlighted with a red box. The settings are as follows:

Setting	Value/Status
Physical Inventory	<input checked="" type="checkbox"/>
Worksheet setup done at Office	<input checked="" type="checkbox"/>
Allow concurrent Invoicing	<input checked="" type="checkbox"/>
Allow concurrent Outside Purchase Receipt	<input type="checkbox"/>
Allow concurrent Purchase Order Receipt	<input checked="" type="checkbox"/>
Allow concurrent Transfer-In Receipt	<input checked="" type="checkbox"/>

3. You will see the following settings listed:
  - **“WORKSHEET SETUP DONE AT OFFICE”** - Place a checkmark in the checkbox if you are setting up the Physical Inventory Worksheet at the Office.  
*If you are setting up the Physical Inventory Worksheet at the Shop, do NOT flag this checkbox.*
  - **“ALLOW CONCURRENT INVOICING”**
  - **“ALLOW CONCURRENT OUTSIDE PURCHASE RECEIPT”**
  - **“ALLOW CONCURRENT PURCHASE ORDER RECEIPT”**
  - **“ALLOW CONCURRENT TRANSFER-IN RECEIPT”**

If the Worksheets are created at the Office, make the necessary Control settings under the Company “9998” and at each individual shop, for example: Allentown “0001”. The shop’s control setting determines if the Office or Shop has control of setting up the physical inventory.

The following sections will explain how each of these options work within Vast.

**\*NOTE\*** - The **default** Control setting allows Invoicing when a Physical Inventory Freeze is in place and does **NOT** allow Outside Purchasing when a Physical Inventory Freeze is in place. Also, the **default** Control setting of the “Phys Inven Wrksht setup done at Office” is set to **FALSE** as the control setting does **NOT** have a checkmark in the checkbox.

## ALLOW CONCURRENT INVOICING

If you put a checkmark in this box, Vast will allow you to create invoices and transfer outs, even if a Physical Inventory Freeze is in place.

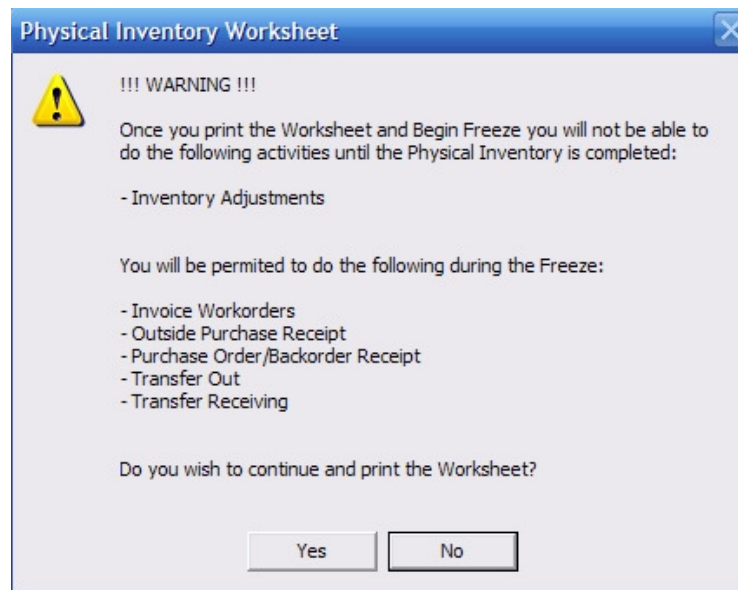
If you do not place a checkmark in this checkbox, you will be allowed to create Estimates\Work Orders but will not be able to **Invoice** them.

The physical inventory process will work as follows:

- When you create physical inventory worksheets and begin a freeze, Vast will keep a record of the current quantity on hand for each item printed on the physical inventory worksheet.
- If you create an invoice or transfer out you will receive a message on the screen alerting you that there is a freeze in place, however you will still be allowed to finalize the invoice or transfer out.
- Vast will then keep a record of the quantity that was invoiced or transferred for each part number that is part of the Worksheet while the freeze is in place.

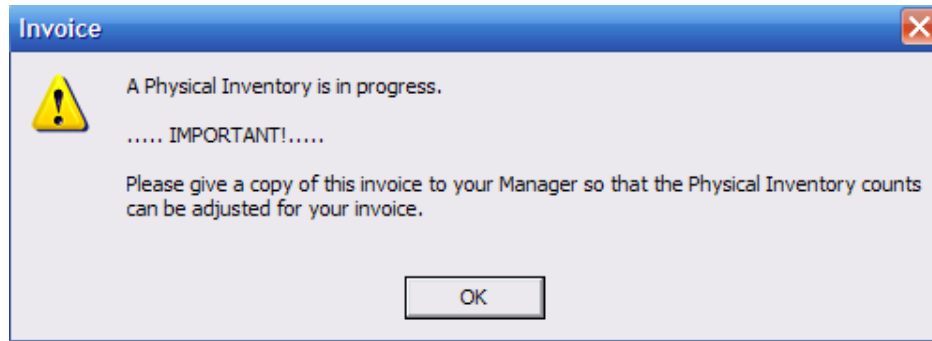
The following example illustrates this scenario:

- Physical Inventory worksheets are created for account code 96027. There is a part in this account code – part 17200C14, which shows a qty on hand of 10. When the worksheet is printed you will see the following message appear.



**\*NOTE\*** - Once Physical Inventory Worksheet is printed, a snapshot of the QOH is taken at this time. **Tracking of Transactions** begins when “BEGIN FREEZE” is selected.

- Next, begin the physical inventory freeze. Vast keeps a record that the quantity on hand for part 17200C14 is 10. Let’s assume that we actually only physically have 9 of this part number on the shelf.
- During the freeze, create an invoice that includes part 17200C14, where a quantity of 2 was sold. Vast keeps a record of the transaction for this part number with a quantity of -2. When I post the invoice, you will see the following message appear.



## ALLOW CONCURRENT OUTSIDE PURCHASE RECEIPT

If you put a checkmark in this checkbox, Vast will allow you to post outside purchases, even if a Physical Inventory Freeze is in place.

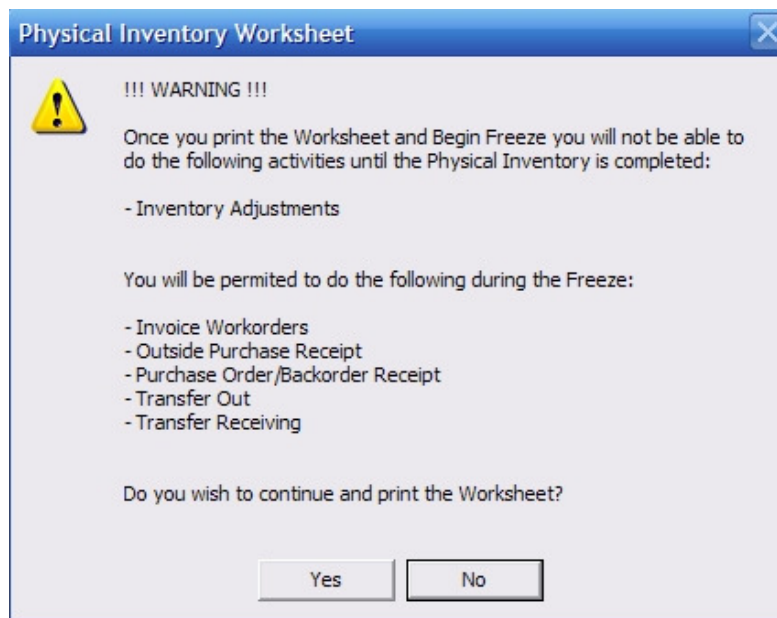
If you do not place a checkmark in this checkbox, you will be allowed to create Outside Purchase orders but will not be able to **Invoice** them.

The physical inventory process will work as follows:

- a. When you create physical inventory worksheets and begin a freeze, Vast will keep a record of the current quantity on hand for each item printed on the physical inventory worksheet.
- b. If you create an invoice or transfer out you will receive a message on the screen alerting you that there is a freeze in place, however you will still be allowed to finalize the invoice or transfer out.
- c. Vast will then keep a record of the quantity that was invoiced or transferred for each part number that is part of the Worksheet while the freeze is in place.

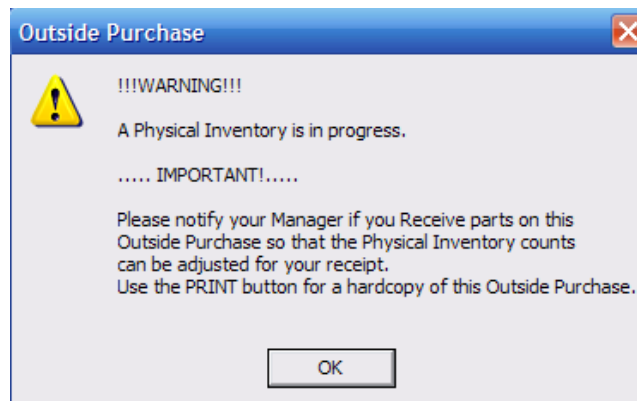
The following example illustrates this scenario:

- I. Physical inventory worksheets are created for account code 96027. There is a part in this account code – part 17200C14, which shows a qty on hand of 8. Let's assume that there are 10 on the shelf. When the worksheet is printed, you will see the following message appear.



**\*NOTE\*** - Once Physical Inventory Worksheet is printed, a snapshot of the QOH is taken at this time. **Tracking of Transactions** begins when “BEGIN FREEZE” is selected.

- II. Next, begin the physical inventory freeze. Vast keeps a record that the quantity on hand for part 17200C14 is 8.
- III. During the freeze, create an outside purchase that includes part 17200C14, where a quantity of 2 is received. Vast keeps a record of the transaction for this part number with a quantity of 2. Post the outside purchase and you will see the following message appear.



## ALLOW CONCURRENT PURCHASE ORDER RECEIPT

If you put a checkmark in this checkbox, Vast will allow you to post purchase orders, even if a Physical Inventory Freeze is in place.

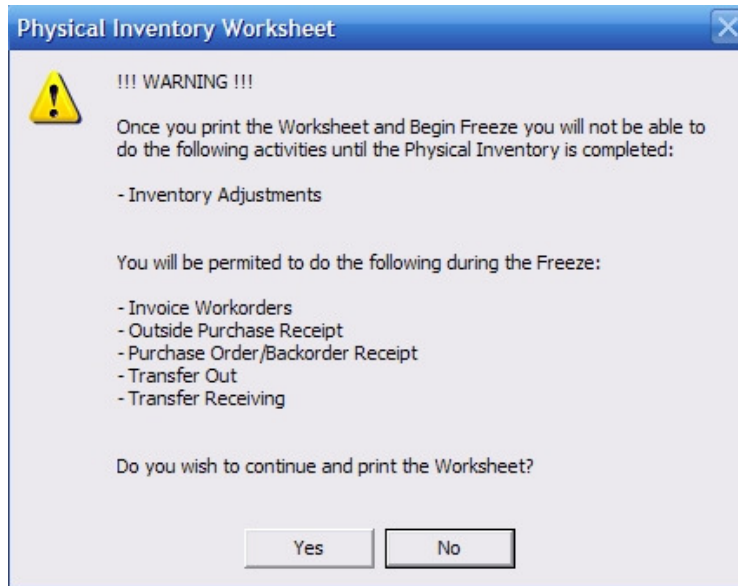
If you do not place a checkmark in this checkbox, you will be allowed to create Purchase Orders but not **Post** them.

The physical inventory process will work as follows:

- a. When you create physical inventory worksheets and begin a freeze, Vast will keep a record of the current quantity on hand for each item printed on the physical inventory worksheet.
- b. If you create a purchase order you will receive a message on the screen alerting you that there is a freeze in place, however you will still be allowed to finalize the purchase order.
- c. Vast will then keep a record of the quantity that was received for each part number that is part of the Worksheet while the freeze is in place.

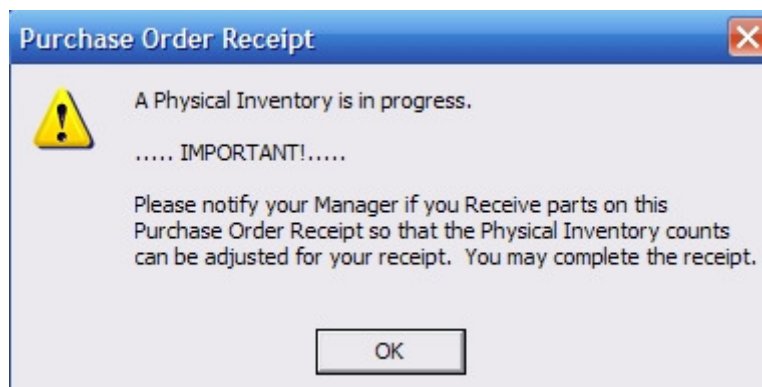
The following example illustrates this scenario:

- I. Physical inventory worksheets are created for account code 96027. There is a part in this account code – part 17200C14, which shows a qty on hand of 12. Let’s assume that there are 11 on the shelf. When the worksheet is printed, you will see the following message appear.



**\*NOTE\*** - Once Physical Inventory Worksheet is printed, a snapshot of the QOH is taken at this time. **Tracking of Transactions** begins when "BEGIN FREEZE" is selected.

- II. Next, begin the physical inventory freeze. Vast keeps a record that the quantity on hand for part 17200C14 is 12.
- III. During the freeze, create a purchase order that includes part 17200C14, where a quantity of 3 is received and a quantity of 2 is Backordered. Vast keeps a record of the transaction for this part number with a quantity of 3. Post the purchase order and you will see the following message appear.



## ALLOW CONCURRENT TRANSFER IN

If you put a checkmark in this checkbox, Vast will allow you to post Transfer Ins, even if a Physical Inventory Freeze is in place.

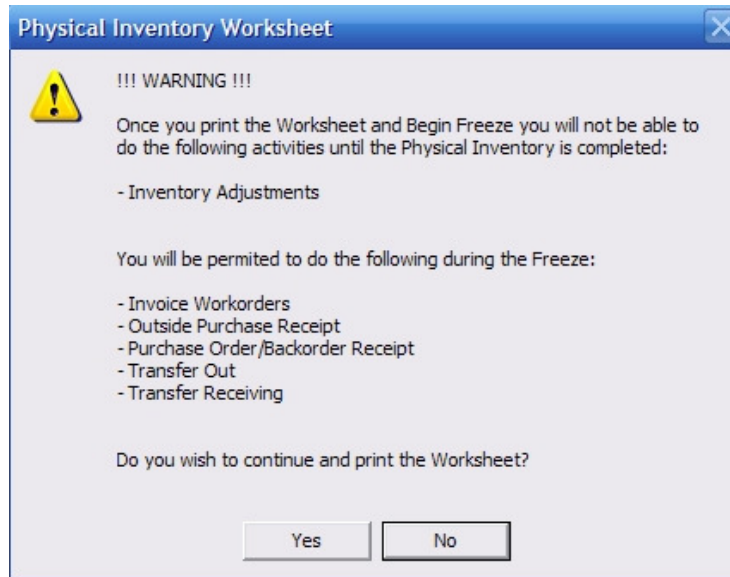
If you do not place a checkmark in this checkbox, you will not be allowed to **Receive** a Transfer In.

The physical inventory process will work as follows:

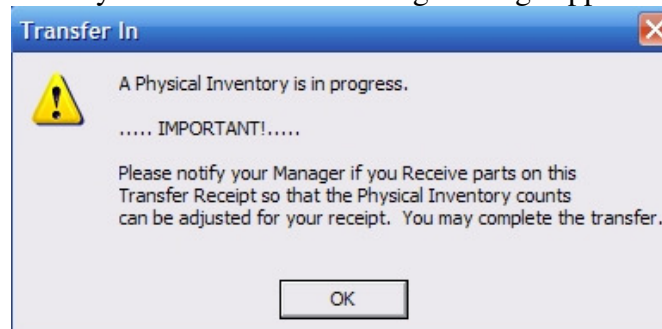
- When you create physical inventory worksheets and begin a freeze, Vast will keep a record of the current quantity on hand for each item printed on the physical inventory worksheet.
- If you receive a transfer in you will see a message on the screen alerting you that there is a freeze in place, however you will still be allowed to finalize the transfer in.
- Vast will then keep a record of the quantity that was received for each part number that is part of the Worksheet while the freeze is in place.

The following example illustrates this scenario:

- Physical inventory worksheets are created for account code 96027. There is a part in this account code – part 17200C14, which shows a qty on hand of 2. Let's assume the Transferring shop has 11 on the shelf and we are requesting 4. When the worksheet is printed, you will see the following message appear.

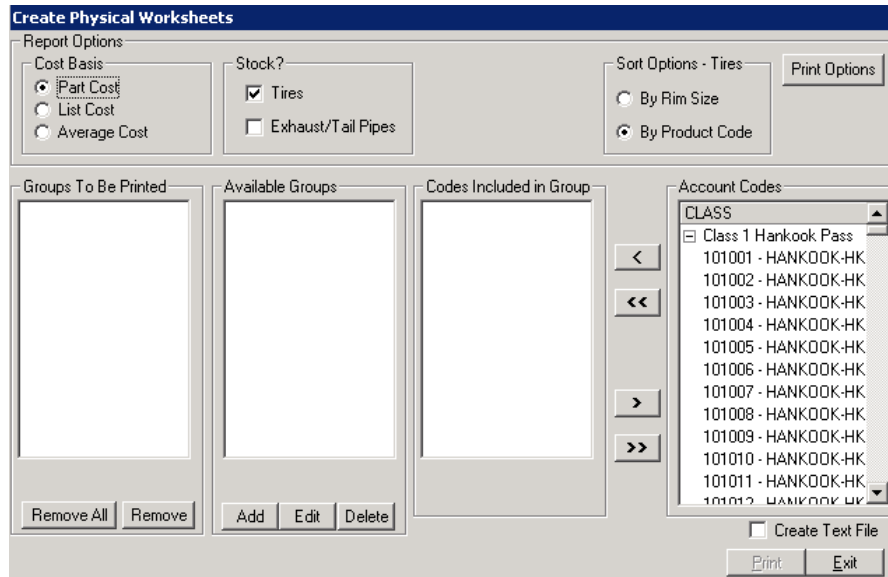


- Next, begin the physical inventory freeze. Vast keeps a record that the quantity on hand for part 17200C14 is 2.
- During the freeze, click on transfer in which the transfer includes a part found in the 96027 account code (17200C14). Vast keeps a record of the transaction for this part number with a quantity of 4. Receive the transfer in and you will see the following message appear.



# 1. CREATE INVENTORY WORKSHEETS at the OFFICE

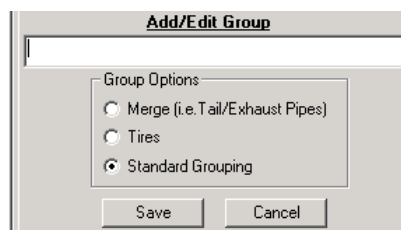
- a. The first step in performing your inventory is to **CREATE INVENTORY WORKSHEETS**, which you will print and use during your physical count. Open VastOffice then click on **INVENTORY/PURCHASING**. Click on **CREATE PHYSICAL INVENTORY**, you will see the following screen:



On this screen there are three blank columns, and a breakdown of account codes by sales class on the right. First, we need to create a group. This allows you to place one or more account codes into this group.

**FOR EXAMPLE**, you can create a group called **BRAKE PADS**, and only place the account code(s) associated with **BRAKE PADS**. Or, you could create a group called **HANKOOK**, and place in all of the account codes associated with the **HANKOOK TIRE SALES CLASS**.

- b. Under the **AVAILABLE GROUPS** column, click on the **ADD** button. This will bring up a box as shown below.



- c. In the box, you can type in a **DESCRIPTION** for the group. In this example, we will use "Hankook Tires". Notice the **GROUP OPTIONS**. Select **STANDARD GROUPING**. When you are finished, click on **SAVE**.

**\*\*NOTE:** If you are inventorying regular parts, you must select **STANDARD GROUPING**. If you are inventorying **TAIL OR EXHAUST PIPES**, you need to select **MERGE** as the grouping.

- d. You will now see the group you just created listed under **AVAILABLE GROUPS**. You may notice that there is a **\*G** at the end of your group description. This is placed in automatically by the system to denote that it is a group. You can create as many different groups as you would like. The groups are saved in Vast until you delete them, so you won't have to re-create them next time you do physical inventory.
- e. Now that you have a group created, you must **ADD ACCOUNT CODES** to it. You can select the account codes from the list under the **ACCOUNT CODES** column, as shown below.

The screenshot shows the 'Create Physical Worksheets' dialog box. It has several sections: 'Report Options' (Cost Basis: Part Cost, List Cost, Average Cost; Stock?: Tires, Exhaust/Tail Pipes), 'Sort Options - Tires' (By Rim Size, By Product Code), and 'Print Options'. Below these are three columns: 'Groups To Be Printed' (empty), 'Available Groups' (containing '1 - Hankook Tires \*G'), and 'Codes Included in Group' (containing a list of codes from 101001 to 101014). To the right of these columns is the 'Account Codes' section, which is highlighted with a red box. It shows a list of codes under the 'Class 1 Hankook Pass' class, with a plus sign next to the class name. A red arrow points from the 'AVAILABLE GROUPS' column to the 'Account Codes' list.

**\*\*NOTE:** You can show or hide the account codes for each sales class by using the **PLUS** or **MINUS** sign next to the sales class. In this case, **Hankook Pass** is the first sales class, and is expanded to show all of the account codes associated with it. You can click on the **MINUS SIGN [-]** next to the class to hide all of the account codes associated with it. This makes the list of account codes smaller, so that you can find the one you want more easily. To display the account codes again; simply **CLICK THE PLUS SIGN [+]** next to the class.

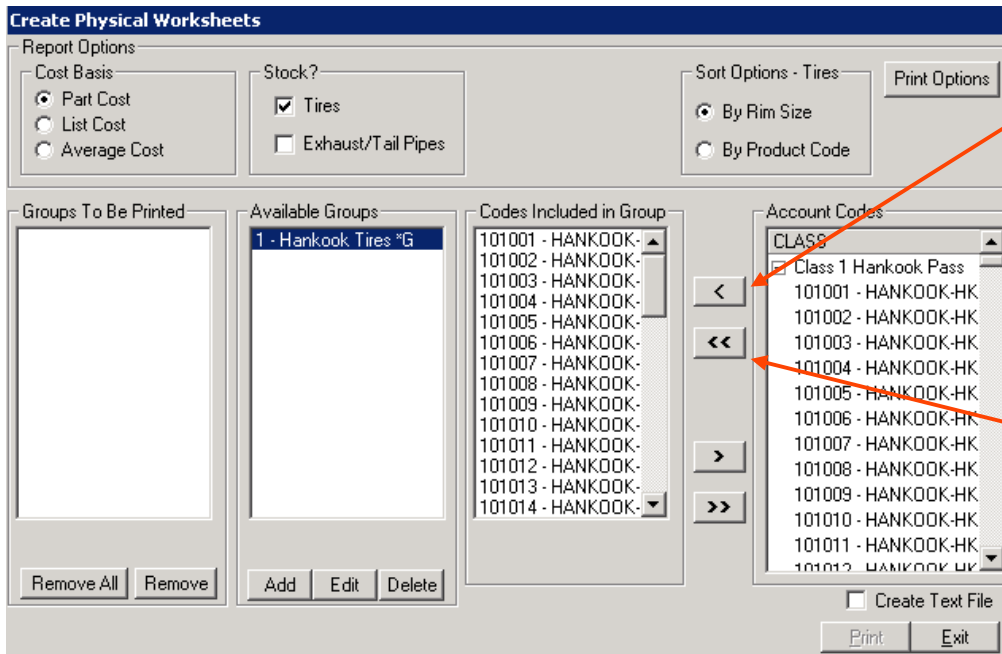
- f. When you find the **ACCOUNT CODE(S)** you are looking for, you will need to move them over to the column labeled **CODES INCLUDED IN GROUP**. First, highlight the name of the group in the **AVAILABLE GROUPS** column, and then use one of the methods below to move the account codes into the group.

**To move account codes one at a time:** either, **CLICK** on the account code and **DRAG** it over into the **CODES INCLUDED IN GROUP** column, or **CLICK ON THE ACCOUNT CODE** to highlight it, and click on the **SINGLE LEFT ARROW BUTTON**.

**To move all of the account codes within a sales class:** **CLICK** on the name of the **SALES CLASS** to select it and then click the **SINGLE LEFT ARROW** to move all of the account codes into your group.

**To move ALL of the account codes:** Click on the **DOUBLE LEFT ARROW** button. All of the account codes in the system will be moved into the group.

**\*\*NOTE:** If you accidentally place a code into your group that you don't want there, you can either **DRAG IT BACK** into the **ACCOUNT CODES** column, or use the **RIGHT HAND ARROW**. The **DOUBLE RIGHT HAND ARROW WILL REMOVE ALL** the codes that you have included into your group.



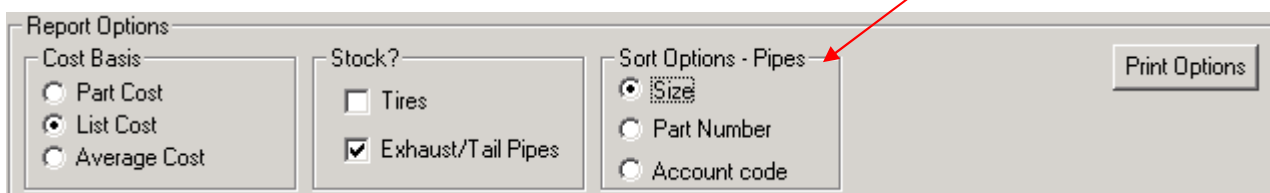
Click on the single arrow to move individual account codes or all account codes within a sales class.

Click on the double arrow to move ALL of the account codes in the system.

- g. Once you have included all of the account codes, drag the group from **AVAILABLE GROUPS** to **GROUPS TO BE PRINTED**, as shown below.



- h. Your screen should now look similar to the one shown below. In Report Options the **COST BASIS** is used in the Discrepancy Report. If you are printing worksheets for **EXHAUST/TAIL PIPES** or **TIRES** you may want to put a **CHECKMARK** in the appropriate box at the top of the screen to allow for more sort options. Because we selected **TIRES** we have an additional sort option box to the right, which allows you to sort by rim size or product code (part number).
- i. If you select **EXHAUST/TAIL PIPES** you will see another box with **SORT OPTIONS** for **PIPES** appear to the right of the **STOCK** option group (shown in the picture below).



The screenshot shows the 'Create Physical Worksheets' dialog box. It has several sections: 'Report Options' with 'Cost Basis' (Part Cost, List Cost, Average Cost) and 'Stock?' (Tires, Exhaust/Tail Pipes); 'Sort Options - Tires' (By Rim Size, By Product Code); 'Groups To Be Printed' (1 - Hankook Tires \*G); 'Available Groups' (empty); 'Codes Included in Group' (empty); and 'Account Codes' (CLASS, Class 1 Hankook Pass, 101001 - HANKOOK-HK, etc.). At the bottom, there are 'Remove All', 'Remove', 'Add', 'Edit', 'Delete', 'Print' (disabled), and 'Exit' buttons. A red box highlights the 'Print' button.

**\*NOTE\*** - Physical Inventory Worksheets cannot be printed at the Multi-Store. The **Print** button is disabled as shown in the screen shot shown above.

- j. Then, click on **PRINT OPTIONS** button. You will see the screen below:

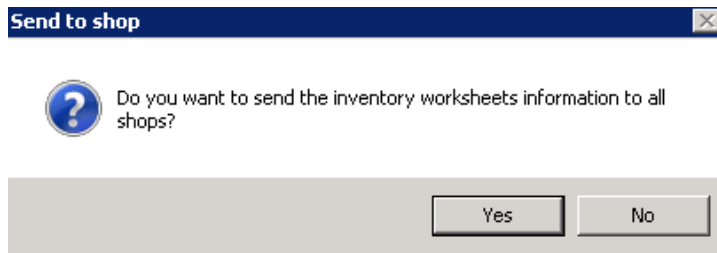
The screenshot shows the 'Print Options' dialog box. It has several sections: 'Quantity OnHand' (Include In Report checked); 'Sort by' (Account code, Product Code); 'Print if Zero On Hand and' (checked); 'Activity Level' (Sold in last 12 Months checked, Received in last 12 Months unchecked, Transferred in last 12 Months unchecked); 'Use Hash Totals' (unchecked), 'Print Cost' (unchecked); 'Print Tire Size in front of Description' (checked); and 'Print To Spooler' (checked). There is a 'Done' button at the bottom right.

The following is a description of the options on this screen.

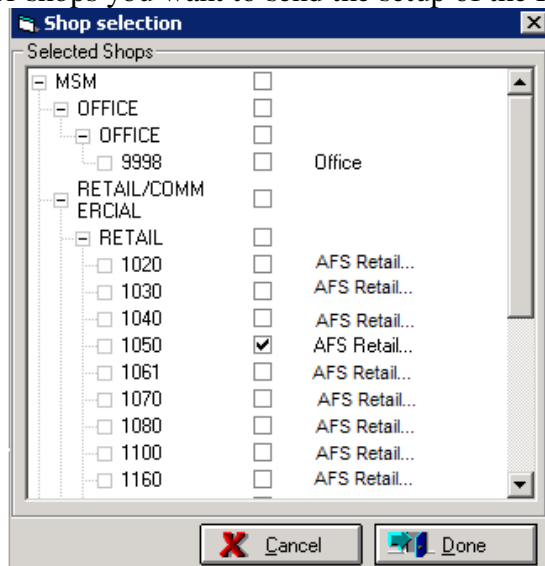
- **QUANTITY ON HAND** – Put a checkmark next to **INCLUDE IN REPORT** if you would like Vast to print the current quantity on hand from the item table.
- **PRINT IF ZERO ON HAND AND** - If this is checked, it unlocks the three checkboxes in the **ACTIVITY LEVEL** box below it. You can narrow down which parts will print by selecting one or multiple options in this area.
- **PRINT COST** – Is currently not used.
- **PRINT TIRE SIZE IN FRONT OF DESCRIPTION** – If this is checked the Tire Size field will be displayed in front of the Tire description.
- **PRINT TO SPOOLER** - If checked, will send your worksheets to the **PRINT SPOOLER**. If **NOT CHECKED**, it will send it directly to the printer.
- **SORT BY** – The box at the top right allows you to sort by **ACCOUNT CODE**, or **PRODUCT CODE** (part number).

**\*NOTE\*** - If you select **Sort By** “**ACCOUNT CODE**” the Physical Inventory Worksheets pages will be broken down by each account code.

- k. When you are finished selecting the print options, click **DONE** to return to the main worksheet window.
- l. Place a checkmark in the **CREATE TEXT FILE** checkbox and then click on **EXIT**. This will prompt the following message:



- If you click on **YES** the Physical Inventory Worksheets will be communicated to **ALL SHOPS** when the PUT process runs at the shop level. You will be taken back to the Inventory/Purchasing Main Menu.
- If you click on **NO** you will receive the following Shop Selection screen. Place a checkmark next to the shop or shops you want to send the setup of the Physical Inventory Worksheets to.

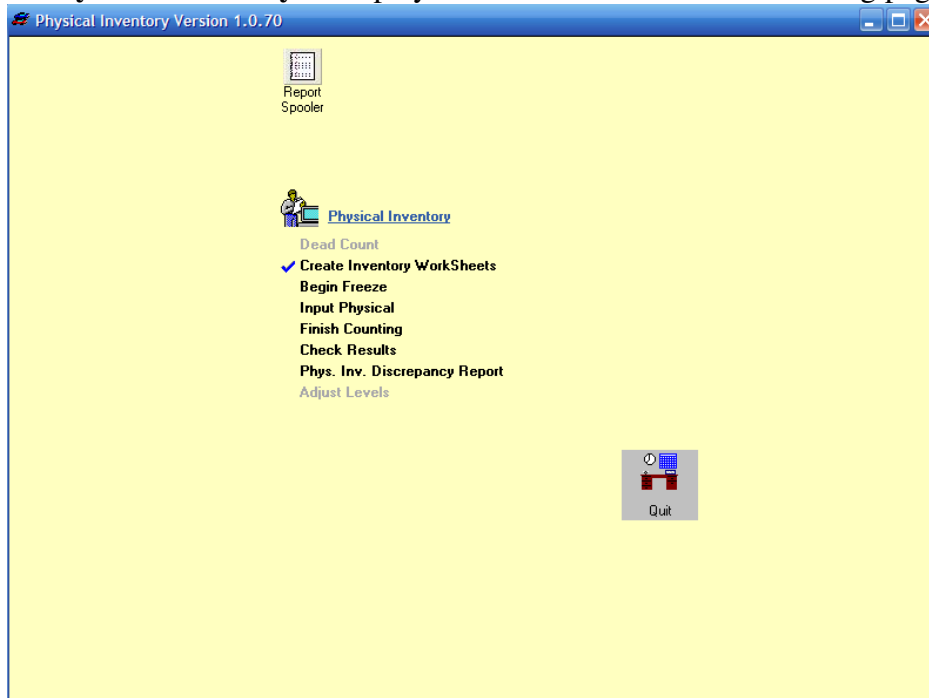


- When all of the selections have been made, click on **Done**. You will be taken back to the Inventory/Purchasing Main Menu.
- m. Exit out of **VAST Enterprise Multi-Store** by clicking on the X found at the top right-hand corner of the screen.
- n. Your Physical Inventory Setup is communicated to the shop once the End of Day at the Office has been run and the PUT process has run at the shop.

**\*NOTE\*** - If the shop has a **Freeze** in place, new Physical Inventory Worksheets created at the Office will **NOT** update at the Shop.

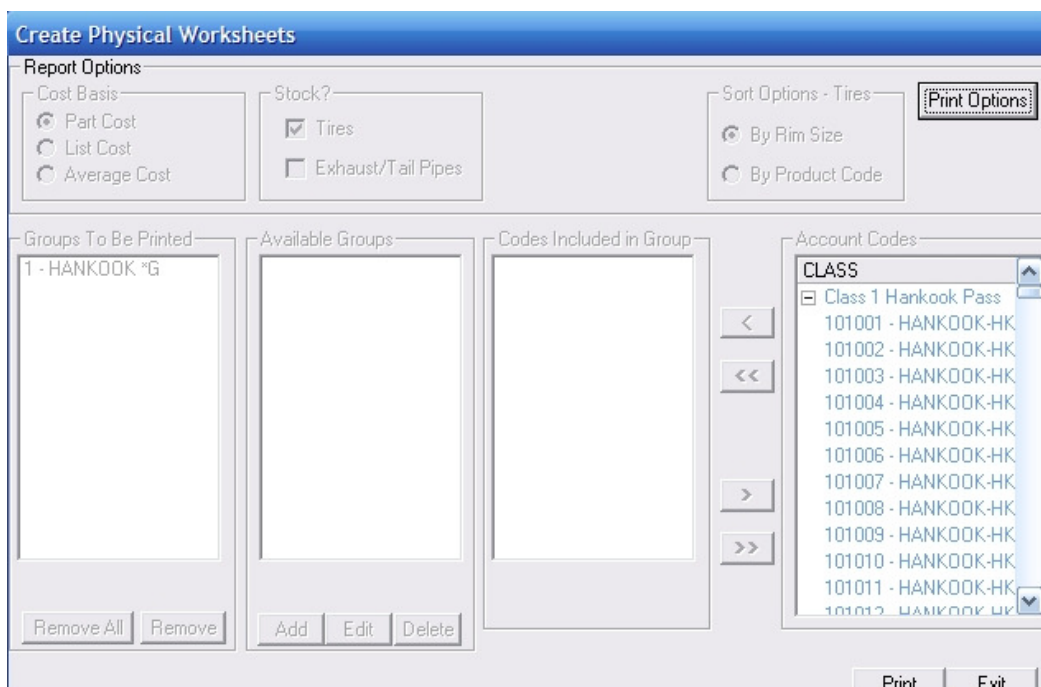
## 2. VAST ENTERPRISE RETAIL – Point of Sale

- a. Access **VAST Enterprise Retail** at the Shop where you want to perform the Physical Inventory. Click on the **Inventory Management** icon.
- b. Click on **Physical Inventory** to display the screen shown on the following page.



- c. Click on **Create Inventory WorkSheets** which will take you to the Create Physical Worksheets screen.

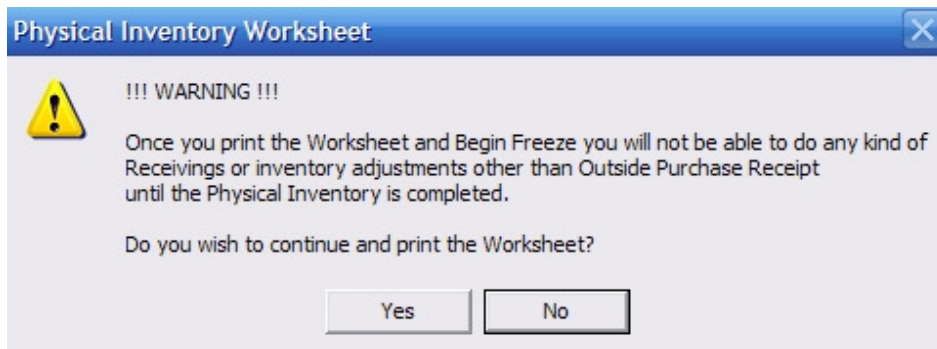
**\*NOTE\*** - If “**Phys Inven Wrksht setup done at Office**” is set to False in Controls, this screen will be enabled.



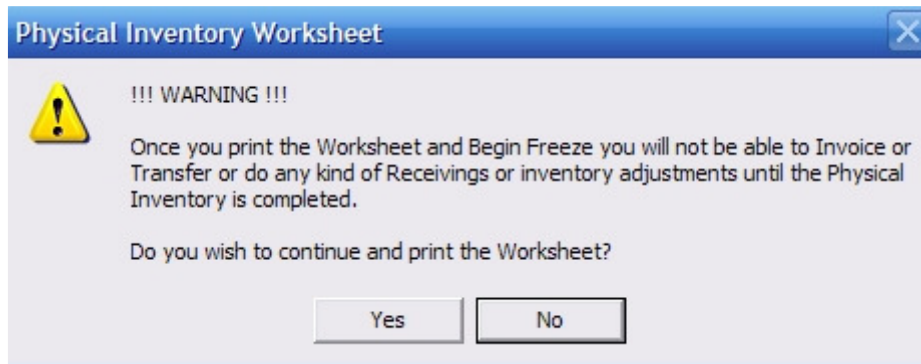
- d. Then, click the **PRINT** button at the bottom of the screen. Depending on how many account codes you are printing, this may take awhile to process. The document is printed either to the printer, or to the spooler, depending on what you chose in **PRINT OPTIONS**. If you chose to send it to the **SPOOLER**, you will need to go there, and select **PRINT** to send it to the printer.

**\*NOTE\*** - It is recommended to print to **SPOOLER**.

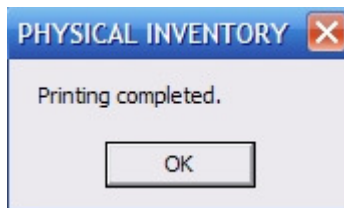
- e. If in **CONTROLS** you placed a checkmark in BOTH the “**PHYS INVEN ALLOW CONCURRENT OUTSPURCH**” and “**PHYS INVEN ALLOW CONCURRENT OUTSPURCH**” checkbox you will receive the following warning message:



- f. If in the **CONTROLS** you did **NOT** place a checkmark in the “**PHYS INVEN ALLOW CONCURRENT INVOICING**” or “**PHYS INVEN ALLOW CONCURRENT OUTSPURCH**” checkboxes you will receive this message.



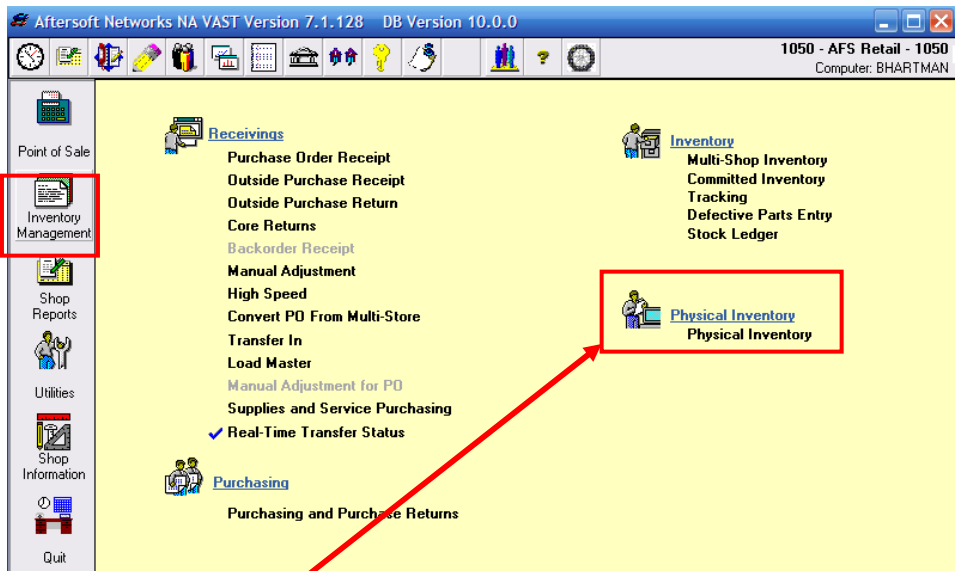
- g. Click on **Yes** to print the worksheet.
- h. You will then see the following message advising printing is done.



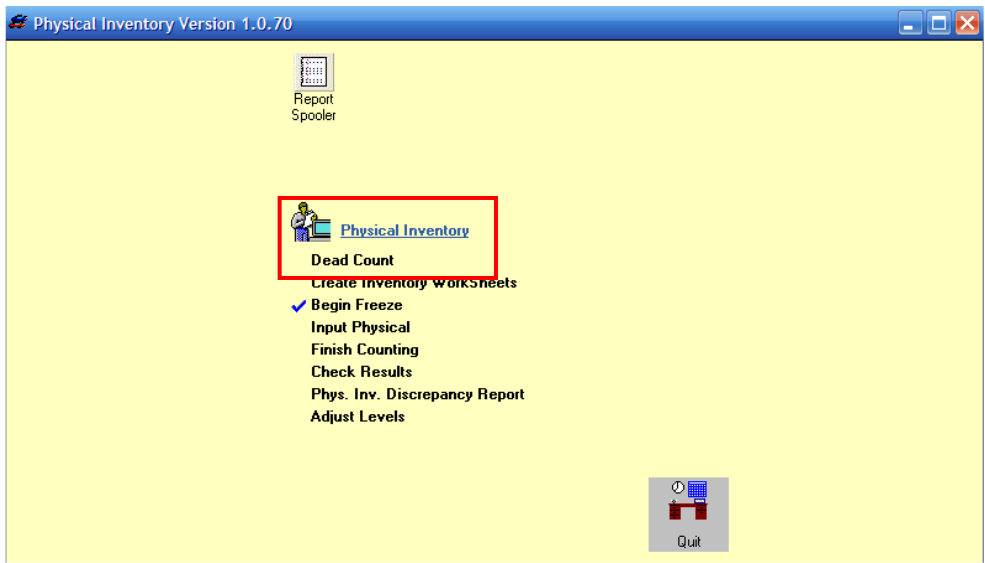
**\*NOTE\*** - Once Physical Inventory Worksheet is printed, a snapshot of the QOH is taken at this time. **Tracking of Transactions** begins when “**BEGIN FREEZE**” is selected.

### 3. DEAD COUNT SCREEN

- a. To begin the inventory process, at the shop open **VAST ENTERPRISE RETAIL** and click on **INVENTORY MANAGEMENT**.

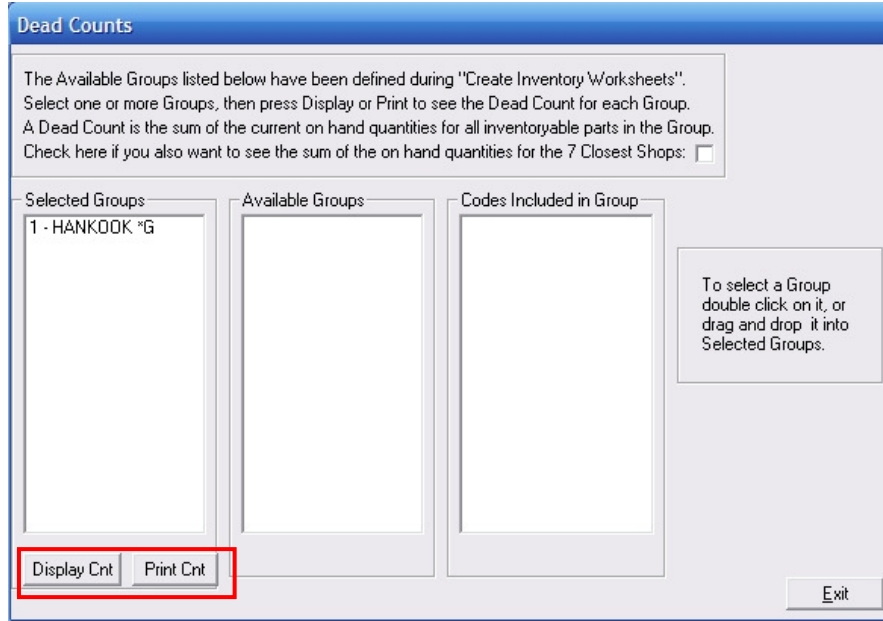


- b. Click on **“PHYSICAL INVENTORY”** which will take you to the **Physical Inventory Module**.



- c. The first item listed is **DEAD COUNT**. This is an **EXTRA UTILITY SCREEN** that you can use to help you get an idea of what is currently listed in your inventory, but is **NOT PART OF THE INVENTORY PROCESS ITSELF**. You will need to have inventory groups assigned before you can use this feature. Please follow step 1 to assign inventory groups.

- d. If you click on this button, you will see the following screen.



- e. After you move the group into the **SELECTED GROUPS** column, you can either click **DISPLAY CNT** to view the count on-screen

Group	OH	Com	Ord	1	2	3	4	5	6	7
HANKOOK *G	600	12	0							

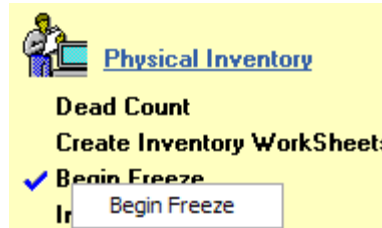
Exit

- f. Or you can print it using the **PRINT CNT** button.

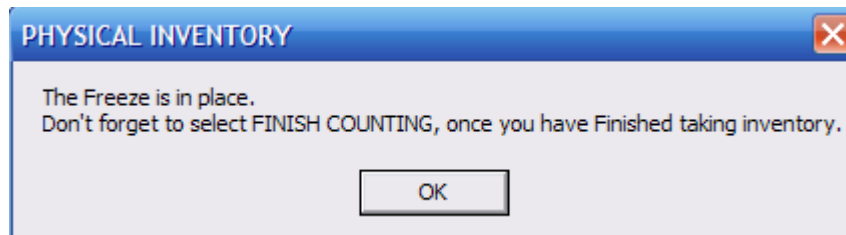
## 4. BEGIN FREEZE

Once the Physical Inventory Worksheet is printed, you are ready to begin the inventory freeze. It is important that you do this immediately after printing, to make sure that any movement in inventory is captured..

- a. Click on **BEGIN FREEZE**. You will see a small popup box with **BEGIN FREEZE**. This is a security feature to ensure you don't accidentally freeze the inventory inadvertently.



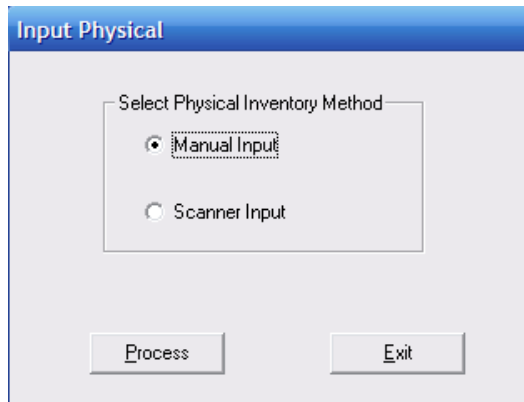
- b. Click on **BEGIN FREEZE** in the small gray popup window. Depending on how many account codes are being inventoried, this may take awhile to process.
- c. Once it is done freezing the parts, it will give you the following message. Click **OK**. The inventory is now frozen and you will be returned to the main menu.



## 5. INPUT PHYSICAL

Now that the freeze is in place, you are ready to do the physical count of your stock. Once you have completed this, you are ready to input the actual quantity on hand that you counted on your shelves. To do so, perform the following steps.

- a. From the main menu, click on **INPUT PHYSICAL**. You will see the following screen:



**\*\*NOTE:** The scanner input method is currently unavailable.

- b. Select **MANUAL INPUT**, and click on **PROCESS**. This will bring you to a screen showing the parts that were on the first page of your physical inventory worksheets, as shown below.

Manual Input			
Qty On Hand	Part Number	Qty On Hand	Part Number
2	1001270 1857514 HANKOOK	4	1004550 2056015 HANKOOK 725 Bv
7	1002097 2454517 HANKOOK	4	1004551 2156015 HANKOOK 725 Bv
6	1002107 2354517 HANKOOK	4	1004552 2156016 HANKOOK 725 Bv
0	1002108 2054017 HANKOOK I	4	1004553 1756514 HANKOOK 725 Bv
2	1002823 2157015 HANKOOK I	4	1004554 1856514 HANKOOK 725 Bv
4	1002998 2056015 HANKOOK	9	1004555 1856515 HANKOOK 725
6	1003179 2155516 HANKOOK I	1	1004558 1757014 HANKOOK 725 W
4	1003466 1757013 HANKOOK	4	1004560 1956515 HANKOOK 725 Bv
4	1003469 1857013 HANKOOK	1	1004562 2156515 HANKOOK 725
1	1003470 1857014 HANKOOK	4	1004564 2057014 HANKOOK 725 W
8	1003471 1956014 HANKOOK	4	1004565 2057015 HANKOOK 725 W
5	1003472 1956515 HANKOOK	6	1004567 2157015 HANKOOK 725 W
2	1003473 1957014 HANKOOK	7	1004576 2357515 HANKOOK 725 W
0	1003478 1957014 HANKOOK	5	1004833 2155516 HANKOOK 418 91
3	1003480 2057015 HANKOOK	4	1004847 2254517 HANKOOK 405 94
3	1003485 2157514 HANKOOK	2	1005261 2056015 HANKOOK 714
4	1003489 2357515 HANKOOK	3	1005262 2056515 HANKOOK 714 Bv
4	1003624 2255016 HANKOOK I	4	1005264 2154517 HANKOOK H105 E
4	1003626 2255516 HANKOOK I	4	1005272 2354018 HANKOOK H105 >
4	1003737 2055516 HANKOOK	4	1005336 2056016 HANKOOK 725 Bv
4	1003759 2156015 HANKOOK I	4	1005356 1855515 HANKOOK 418 82

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- c. You can go through the list of parts and make **CHANGES** to the **QUANTITY ON HAND** for all of the parts in the list.

- d. You have the following options for navigating this screen while making your changes:
- When you are finished with a page, you can move onto the **NEXT PAGE** by clicking on the **SAVE & CONTINUE BUTTON**.
  - To go back to the **PREVIOUS PAGE**, click on the **SAVE & GO BACK** button.
  - If you would like to jump to a **SPECIFIC PART NUMBER**, you can enter it in the **PART NUMBER** field and click the **SAVE & GO TO** button.
  - If you would like to **SAVE** your changes but **EXIT THE SCREEN** and **FINISH** at a **LATER** time, you can do so by clicking on the **SAVE & EXIT** button.

Once you have made all of your changes, you can exit the screen and continue to **STEP 4 – FINISH COUNTING**, or you can click the **FINISH** button that appears on the **FINAL PAGE** of the input physical screen. You will see the following pop-up message appear.

**\*\*NOTE:** If you need to add parts that were not printed on the inventory worksheets, you **MUST** click the **FINISH** button on the final page of the input physical screen.

If you wish to add parts that were not printed on the sheet, you can click **YES** on this message box. You will get a blank screen to type in the part numbers and quantity on hand. You can only enter valid part numbers that exist on the master file, and are located in one of the account codes included in your inventory worksheets. This feature will **NOT** add parts to the master file. Otherwise, **CLICK NO**.

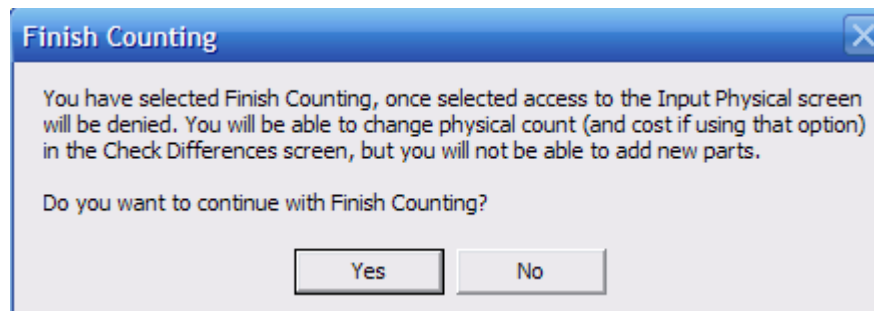
- e. You are now finished with the input physical process. You will see a message box similar to the one shown below. Click **OK** and you will be returned to the main menu.

## 6. FINISH COUNTING

- a. From the main menu, click on **FINISH COUNTING**. You will get another gray popup box to confirm that you wish to finish counting at this time. Click the **FINISH COUNTING** popup box.

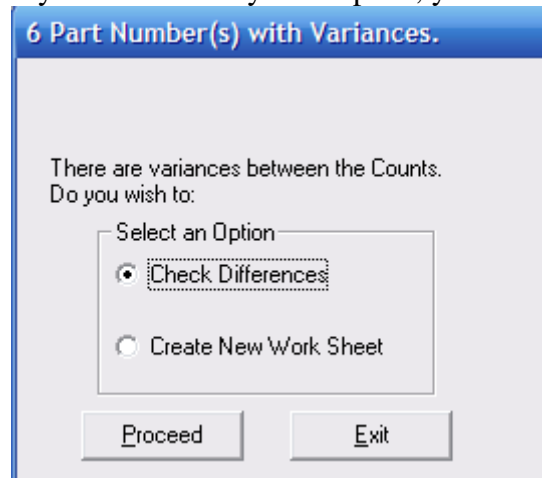


- b. You will then see the following message box appear. When you are sure that you do not need to enter any new parts, click **YES** on this message box. You will then be returned to the main menu.



## 7. CHECK RESULTS

- a. Click **CHECK RESULTS** to view the changes that were made in the input physical screen. If you changed the quantity on hand for any of the parts, you will see the following screen appear.



- b. Click **CHECK DIFFERENCES** to view the part numbers that were changed, or click **CREATE NEW WORKSHEET** to start over and do a recount. If you select this option, a new worksheet will be printed to the report spooler.
- c. Then click the **PROCEED** button. You will see a screen showing you all the parts that printed on the inventory worksheets, regardless if they were changed or not.

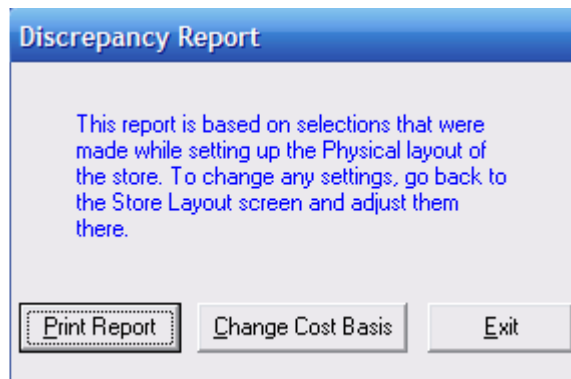
PART NUMBER	PRE-COUNT QTY	PHYSICAL QTY	DIFFERENCE	TRANSACTIONS DURING PHYSICAL	RECOUNT
1001270	4	4	0	0	4
1002097	4	4	0	0	4
1002107	4	4	0	0	4
1002108	4	4	0	0	4
1002823	4	4	0	0	4
1002998	9	9	0	0	9
1003179	1	1	0	0	1
1003466	4	4	0	0	4
1003469	1	1	0	0	1
1003470	4	4	0	0	4
1003471	4	4	0	0	4
1003472	6	6	0	0	6
1003473	7	7	0	0	7
1003478	5	5	0	0	5

- d. You have the following options for using and navigating this screen:
- If you would like to only view the items that had a discrepancy, you can click on the **SHOW ONLY DIFFERENCES** button to filter the items on the screen. You can now **Print** the **Show Only Differences** format.
  - You can also jump to a specific part number by entering the number in the textbox on the top right of the screen and clicking the **GO TO** button.
  - You can print a list of all part numbers by clicking the **PRINT** button. The report will be in the same format as what is shown on-screen.
- e. If any of the physical counts are incorrect, you can fix this by typing in the correct count in the **RECOUNT** column. When you are finished, click **DONE**. You will be returned to the main menu.

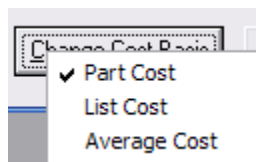
## 8. PHYSICAL INVENTORY DISCREPANCY REPORT

Now that you are finished counting and you have checked the results, you can print out a discrepancy report.

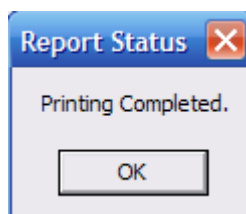
- a. Click on the **PHYS INV DISCREPANCY REPORT** item from the main menu. You will get the following screen:



- b. Click on **CHANGE COST BASIS** to select a different Cost as shown in the following screen shot.



- c. Click on **PRINT REPORT** to print a report that shows qty on hand and cost of the pre-count totals, the physical inventory totals, and the variances between. This report will print to the same location as what you selected for your inventory worksheets. When it is finished, you will see the following message and be returned to the main menu.

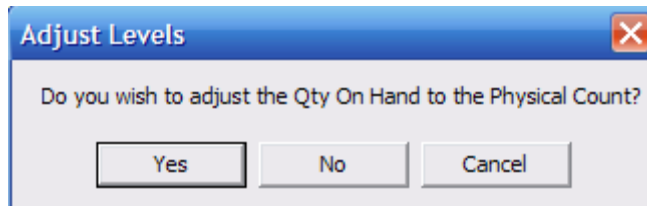


- d. If you would like to exit the screen without printing a report, click the **EXIT** button to return to the main menu.

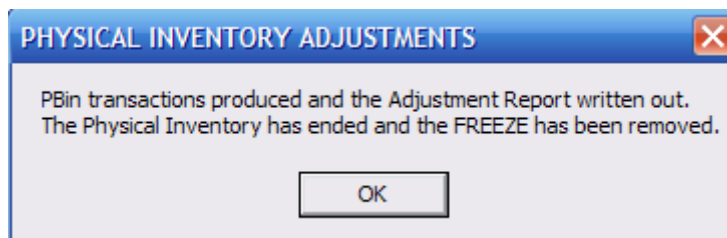
## 9. ADJUST LEVELS

The final step in the inventory process is to update the item table with the changes that you have entered.

- When you are sure that the quantity on hand that you entered is correct, click on **ADJUST LEVELS**. You will see the following message:

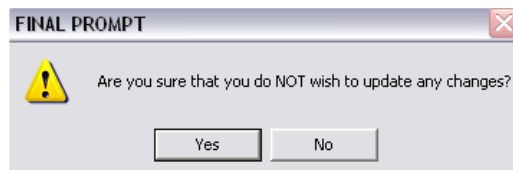


- Click **YES** to update the item table with the quantity shown in the **RECOUNT** column of the check differences screen. Depending on how many parts need to be modified, this may take awhile to process.
- While it is updating, you will see a progress bar appear on the screen. Once it is finished, you will receive the message shown below. Click **OK** and you will be returned to the main menu.



**The physical inventory process has now been completed successfully.** If you have other items that need to be counted, you may repeat the process again, beginning with **STEP 1 – CREATING INVENTORY WORKSHEETS at the OFFICE**.

**\*\*NOTE:** If you click **NO** in **ADJUST LEVELS**, you will receive the following message:



Click **NO** to return to the inventory management menu. If you click **YES**, then you will receive the message below. Your inventory will **NOT BE UPDATED** with the changes you entered on the input physical screen and the freeze will be removed. You will then need to begin again by printing the Physical Inventory Worksheets at the Shop, see **STEP 2 – VAST ENTERPRISE RETAIL – Point of Sale**.

