

# Physical Inventory

There are 2 ways to do Inventory:

#1 Count everything in inventory, usually done once a quarter

#2 Count in cycles per area or category. This is a little easier and usually takes less time.

## Setup

If you sell by the Case and Bill by the Pound and the item is a Catch Weight Item, when you do Physical Inventory, you will have to count and weigh every item for accurate counts. You can enter in the Billing Units when you do your physical inventory by turning it on in Company Setup. This parameter will print out a column on the Physical Inventory Count Sheet for BU Count to enter in the Billing Units Count.

Company Maintenance - 01-SR2SOFTWARE, INC. "Developer version - Not for resale"

Company Name SR2SOFTWARE, INC.

General Online Orders Parameters Parameters Invoice PQ Setup Type 2 Type 3 Small Print Barcode

Allow BU Entry in P...

Lot Expiration Yellow Days 15

OE Auto Lot Selection

Activate OE Line GP Check

Min GP Password Override sr2food

Min OE Line GP % 5.00

Activate Data Audit

Exclude Invoice Register Exceptions

Use PDF Files for Report Viewing

Use Item Wgt for Phy Inv BU Calculation

Outlook Version 2007

Use SR2Food Statements  (SR2Food will import OpenAR from QB)

Print Category Recap Report  (Invoice Register)

Print Salesperson Summary Report  (Invoice Register)

Print Low \$'s Per LB Report  (Invoice Register)

Print Zero SU Non-Zero BU Report  (Invoice Register)

Auto Hold Orders Over CR Limit

SMTP Email Server

User Login

User Password

Send From Email

Skip CW Shipment Qty Check at Invoicing

Rapid Intelligence Search Layout ID A

Catalog "Not on File" Image noimage.jpg

Scrap Trimmings Item for Yields SCRAP

Order Confirmation Sort Method None

Allow entry of all count fields in Phys Inv

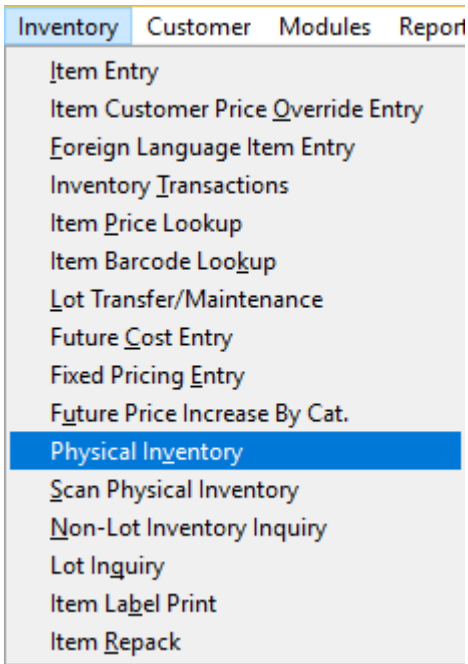
Default Report E-mail Message ID TEST

Export Data For Uvelka in Invoice Register

Write Cancel

If you wish to have the ability to enter in the SU, AU and BU in physical inventory you will need to turn on the allow entry of all count fields.

## Step #1-Choose your Options for Physical Inventory



**Your last selections for Physical Inventory will be displayed.**

Click on **NONE** for Category and Location to clear out the previous selections.

You can choose to count by Category **OR** by Location.

To choose the Category or Location, **place your cursor on the line item and click on the line.**

Under the **Count** column, the system will display Y.

You can also click on the **All** Button to choose all lines or click on the **None** Button to clear your choices.

**Category Selection**

Category	Description	Count
10	Frozen Seafood Prodcuts	Y
100	TEST	
11	H/G Frozen	
12	Froz To Slack Flt/Loins	Y
13	Freshened Fillets/Loins	
15	Fresh Seafood	
17	Frozen Shrimp	
20	Frozen Beef Products	Y
25	FRESH BEEF	
30	Frozen Poultry Products	Y
35	Fresh Poultry	
40	Frozen Pork	
41	Frozen Lamb & Veal	

**All**  
**None**

---

**Location Selection**

Location	Description	Count
A-BRID		Y
A-RACK		Y
A100-2		Y
A101-1		Y
A101-2		Y
A102-1		Y
A103-1		Y
A103-2		Y
A105-1		Y
A105-2		Y
A106-1		Y

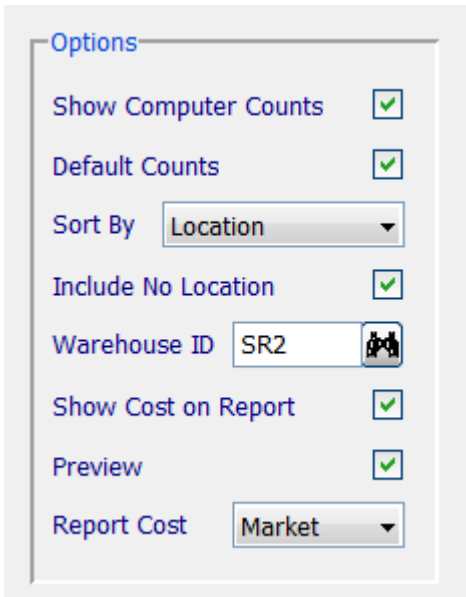
**All**  
**None**

**REMINDER:** Your last selections for Inventory will be displayed. Click on **NONE** for Category and Location to clear out the previous selections.

**NOTE:**

If you choose by Category, you want to choose ALL for Location Selection. If you choose by Location, you want to choose ALL for Category Selection. This way you do not have to worry if you have the correct Category and Location or the correct Location and Category.

## Options Section:



Options

Show Computer Counts

Default Counts

Sort By Location

Include No Location

Warehouse ID SR2

Show Cost on Report

Preview

Report Cost Market

**Show Computer Counts:** Check this box to show what SR2 has for a count

**Default Counts:** When checked it tells the system the count is the amount in inventory. When not checked it tell the system the count is to be added or subtracted to the computer count. **We recommend to always have this option checked**

**Sort By:** How your items are sorted on the count sheets. Choices are Location, Category or Item.

**Include No Location:** Show items that are not assigned to a location

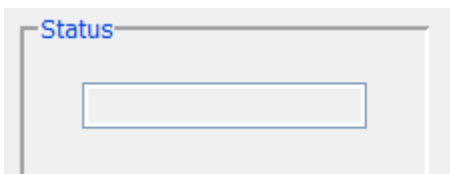
**Warehouse ID:** Which warehouse do you want to do inventory on

**Show Cost On Report:** Show cost and extension price on report

**Preview:** Preview the report on the screen before printing

**Report Cost:** What cost do you want printed on report. Choices are Average, Last or Market

## **Status:**

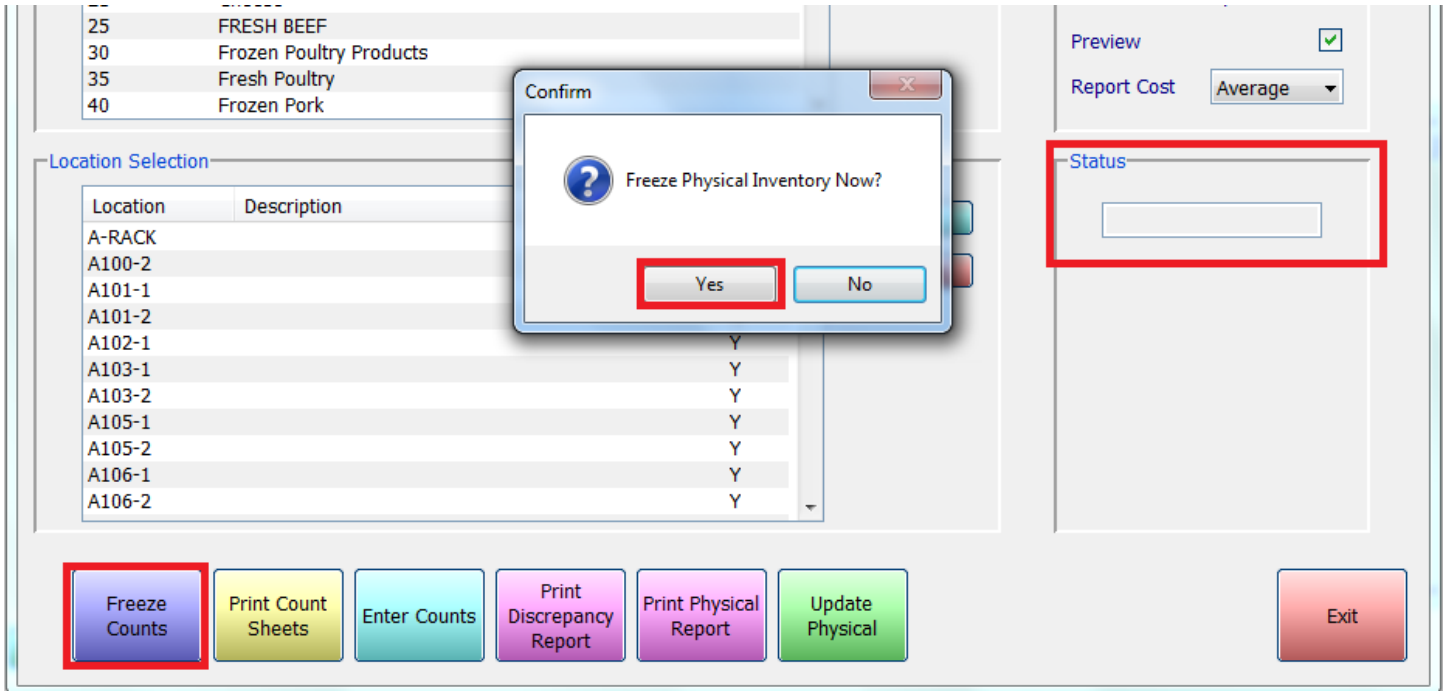


Status

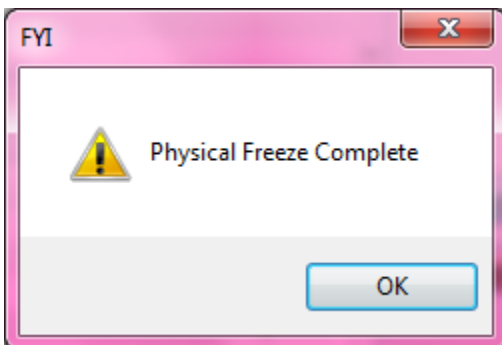
The status window will display the status that the Inventory program is currently in. Statuses are Freeze, Count Sheet, Counts Entered, Discrepancy Printed, Physical Printed or Blank.

## Step #2 Freeze Count

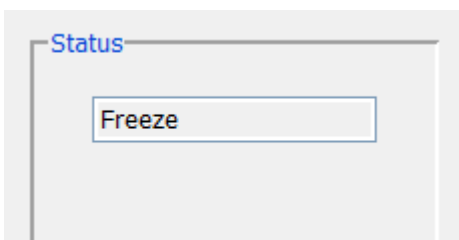
After you have made all your selections, choose the **Freeze Counts** button.



A window will appear and ask if you want to freeze count now click **Yes**.  
A window will appear to let you know the freeze is complete click **OK**.

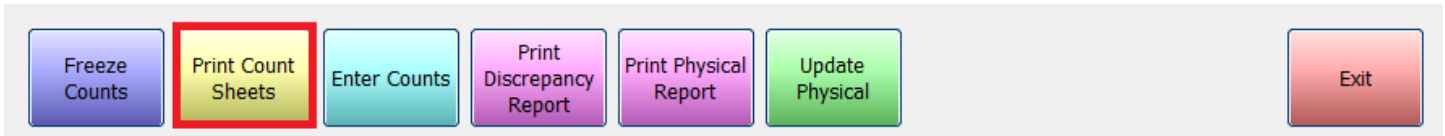


Your status will change to Freeze.



### Step #3 Print Count Sheets

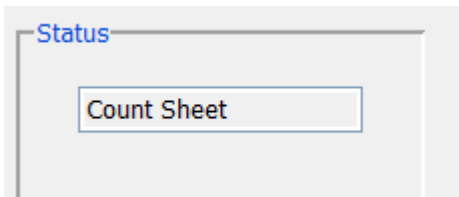
The people in the warehouse will use the count sheets to physically count and record the inventory.



Sample Count Sheet:

Physical Inventory Count Sheet - SR2			08/28/12 Page: 1						
Location	Item	Description	Comp Count	SU Count	AU Count	BU Count	Lot #	Mkt Cost	Extension
	031186	Juice Lime	0.00	___CS				22.90	0.00
	57113	Purified Water	0.00	___CS				7.40	0.00
	LOTCEL	Lot CS EA LBS	35.00	___CS			CEL-40	3.99	1,396.50
	LOTCS	Lot CS CS CS	35.00	___CS			CS-40	25.00	875.00
	LOTLBS	Lot LBS LBS LBS	35.00	___LB			LBS-40	3.99	139.65
	LOTTEST	Lot Test	45.00	___CS			LT1	25.00	1,125.00
	LOTTESTCEL	LOT TEST CS EA LBS	30.00	___CS			TCE26	3.99	1,197.00
	LOTTESTCEL	LOT TEST CS EA LBS	2.00	___CS			TCEL30	3.99	79.80

The status will now display **Count Sheet**



### Step #4 Enter Counts

After the inventory has been counted and manually recorded on the count sheets, go back into Physical Inventory and click on the **Enter Counts** Button.

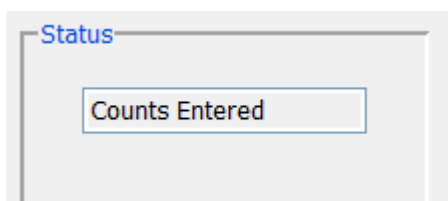


The Physical Count Entry screen will appear. This is where you will be entering in the counts. Since we checked off Show Computer Counts, the system will display what it has for Inventory.

Location	Item ID	Description	Cat	SU Count	AU Count	BU Count	Lot ID
A-RACK	11003	* SQUID U5 TUBE ONLY	10	5.00	0.00	132.00	
A101-2	10539	TILAPIA NEW ORLEANS GRILL	10	3.00	0.00	30.00	
A101-2	10568	SEA BASS LOINS 6 OZ IQF	10	8.00	0.00	80.00	
A102-1	10430	SOLE FLTS IQF 7OZ	10	2.00	0.00	20.00	
A106-2	30303	TOWNSEND 944 CKD CHIX BRST	30	9.00	0.00	90.00	
A106-3	11130	SNOW CRAB CLUSTERS 5/8 30	10	4.00	0.00	120.00	
A107-2	10427	SWORD STEAKS 8 OZ AHI	10	8.00	0.00	80.00	
A107-2	30629	BRAKEBUSH 6266 ZIPITTY DIT	30	3.00	0.00	3.00	
A108-2	10261	SEAFOOD MIX	10	0.00	52.00	0.00	
A108-2	30708	* CAJUN DUCK BREAST BNLS	30	2.00	0.00	12.00	
A110-1	20493	PREM GYROS STRIP 065	20	0.00	0.00	0.00	
A112-1	30685	F/C BRD BUFFALO BRST CHUNK	30	0.00	0.00	0.00	
A112-2	10951	LOBSTER MEAT CKL ORION	10	0.00	0.00	0.00	
A112-2	25902	CR 6OZ ANGUS BURGER	20	0.00	0.00	0.00	
A113-1	11020	HADLEY 16/32 SHATTER COD	12	0.00	0.00	0.00	
A115-1	10093	SQUID 3/5 TUBES ONLY AL/AM	10	0.00	0.00	0.00	
A115-1	10984	SQUID 3/5 TUBES TOP CATCH	10	0.00	0.00	0.00	
A115-1	11082	SQUID 2/4 TUBE ONLY SFRED	10	0.00	0.00	0.00	
A115-2	10421	SALMON SESAME CRUSTED W/	10	0.00	0.00	0.00	
A117-1	30600	ALL WHITE 1/2" DICED CHIX	30	0.00	0.00	0.00	
A118-1	10075	MATLAW GOURMET STUFFIES	10	0.00	0.00	0.00	
A118-2	30668	BRANDYWINE FRITTER TENDER	30	0.00	0.00	0.00	
A120-1	11083	SQUID 5/8 TUBE ONLY SFRED	10	0.00	0.00	0.00	
A120-2	10965	LOBSTER MEAT CKL ICY BAY	10	0.00	0.00	0.00	
A121-1	20546	ALL AMERICAN SHAVED STEAK	20	0.00	0.00	0.00	
A121-1	21409	**SAMPLE ALL AM.SHAVED STK	20	0.00	0.00	0.00	
A122-2	20467	AA 1.5 oz GOLD MEATBALL	20	0.00	0.00	0.00	
A122-1	10285	HADDOCK FLT 8/10 2 SEAS	10	0.00	0.00	0.00	

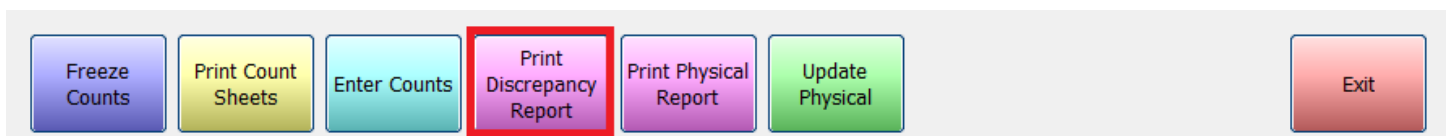
When you have completed the entry of the counts, click **Accept** at the bottom of the screen.

The status will change to Counts Entered.



### Step #5 Print Discrepancy Report (optional)

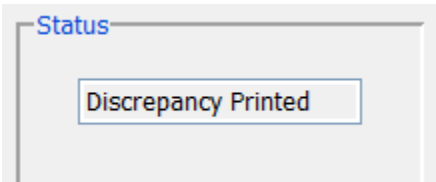
Print the Discrepancy Report to so see what had changed from the computer count to what you entered. Click the **Print Discrepancy Report** button.



Example of the Discrepancy Reports:

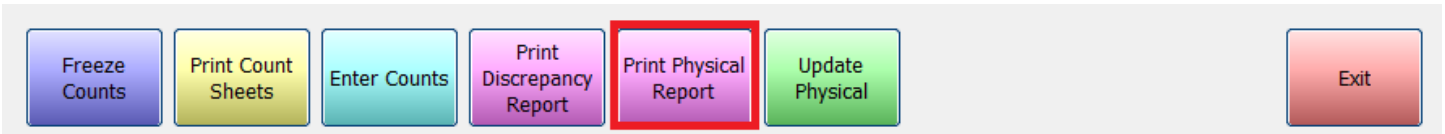
Item	Description	Physical Sell Units	Physical Bill Units	Original Sell Units	Original Bill Units	Discrepancy Sell Units	Discrepancy Bill Units	Lot ID
01360	Ground Beef	10.88	27.19	8.88	22.19	2.00	5.00	
031186	Juice Lime	2.00	2.00	4.00	4.00	2.00-	2.00-	
TestLot	Testing Lots	10.60	10.60	1.60	1.60	9.00	9.00	0226MM
TestLot	Testing Lots	10.60	10.60	9.00	9.00	1.60	1.60	MM2226
t80000	Salt	8.00	400.00	4.00	200.00	4.00	200.00	

Status will be **Discrepancy Printed**



### Step #6 Print Physical Report

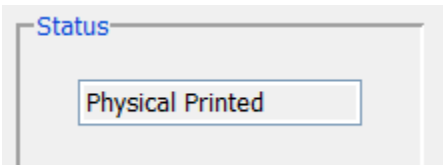
Print the Physical Report to double check your entries. Click the **Print Physical Report** button.



Example of Physical Inventory Report:

Location	Item	Description	Sell Units	Alt Units	Bill Units	Mkt Cost	Value	Lot ID
A-RACK	11003	* SQUID U5 TUBE ONLY	5.00	0.00	132.00	2.74	361.68	
A101-2	10539	TILAPIA NEW ORLEANS GRILL	3.00	0.00	30.00	4.73	141.90	
A101-2	10568	SEA BASS LOINS 6 OZ IQF	8.00	0.00	80.00	15.33	1,226.40	
A102-1	10430	SOLE FLTS IQF 7OZ	2.00	0.00	20.00	4.11	82.20	
A106-2	30303	TOWNSEND 944 CKD CHIX BRST	9.00	0.00	90.00	3.86	347.40	
A106-3	11130	SNOW CRAB CLUSTERS 5/8 30	4.00	0.00	120.00	5.57	668.40	
A107-2	10427	SWORD STEAKS 8 OZ AHI	8.00	0.00	80.00	7.33	586.40	
A107-2	30629	BRAKEBUSH 6266 ZIPITTY DIT	3.00	0.00	3.00	46.35	139.05	
A108-2	10261	SEAFOOD MIX	0.00	52.00	52.00	2.27	118.04	
A108-2	30708	* CAJUN DUCK BREAST BNLS	2.00	0.00	12.00	9.40	112.80	

Status will be **Physical Printed**



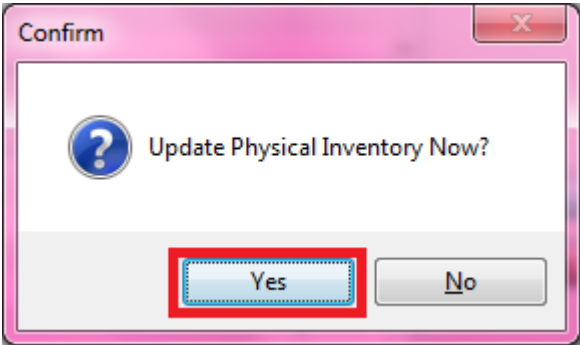
### Step #7 Update Physical Inventory

Click the **Update Physical** Button.

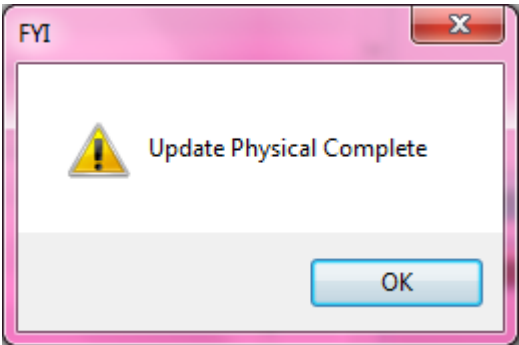




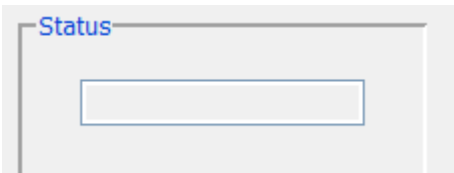
Click **Yes** for Update Physical Inventory Now?



Update Physical Complete Window message will appear click **OK**.



Status will be blank.



You have now completed physical inventory to close the window click the **Exit** button.

