

Scan Physical Inventory

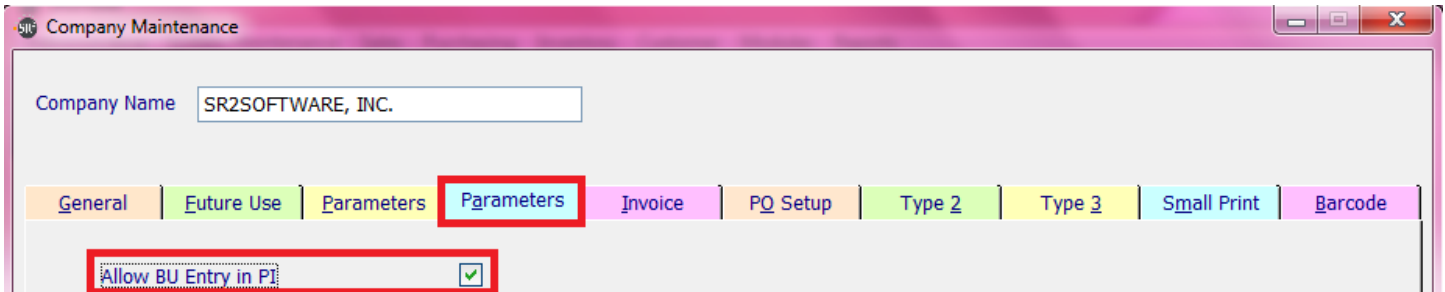
There are 2 ways to do Inventory:

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

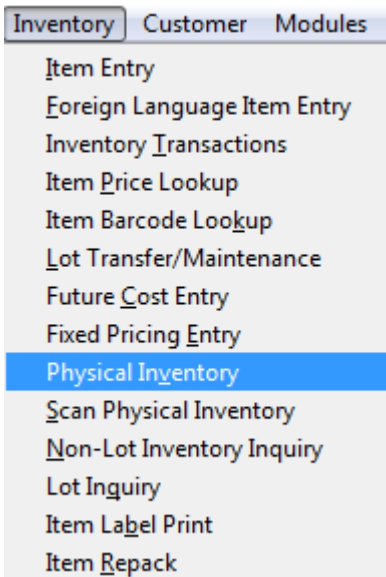
#2 Count in cycles per area or category. This is a little easier and usually takes less time.

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.



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

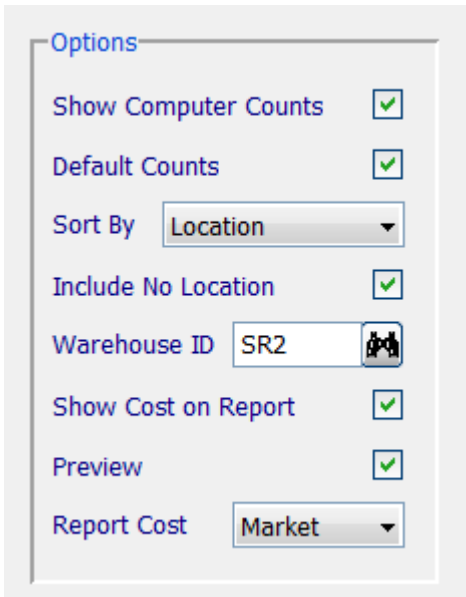
All **None**

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

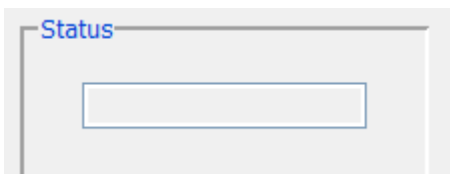
Warehouse ID: Which warehouse do you want to do inventory on

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:

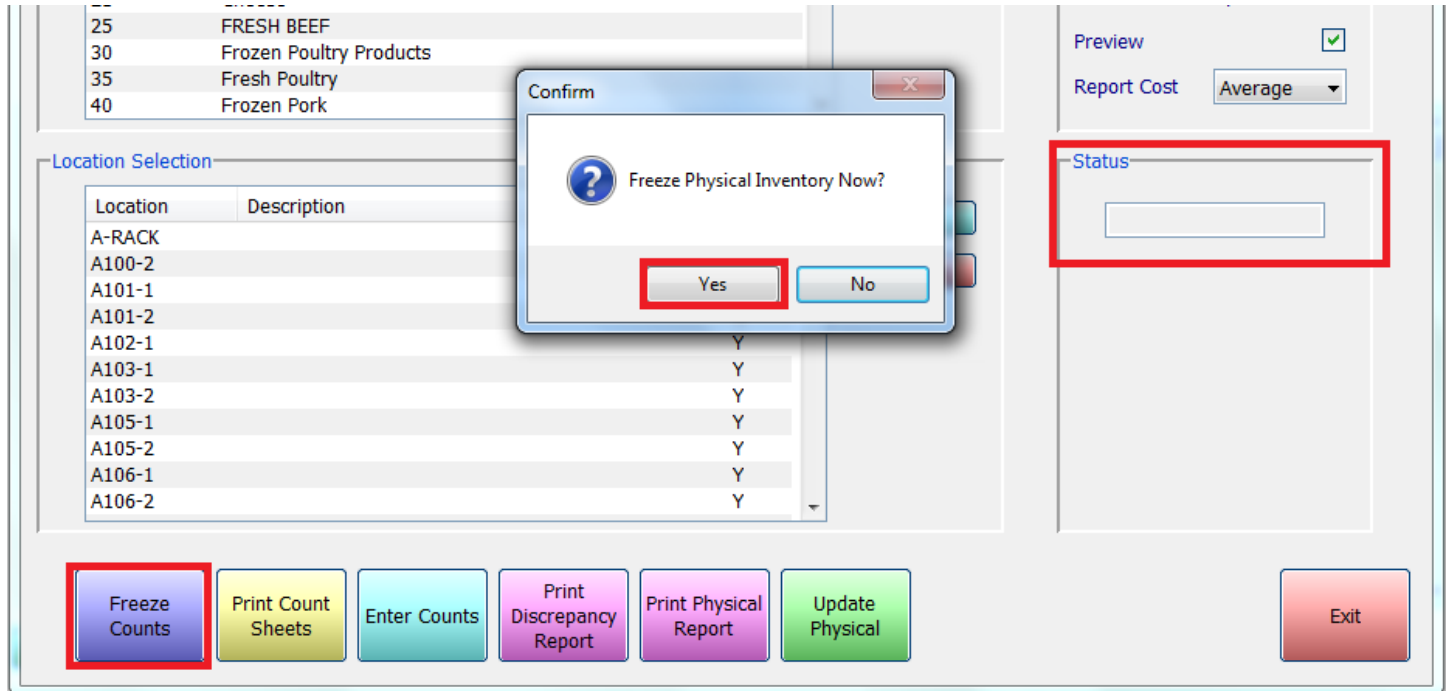


Status

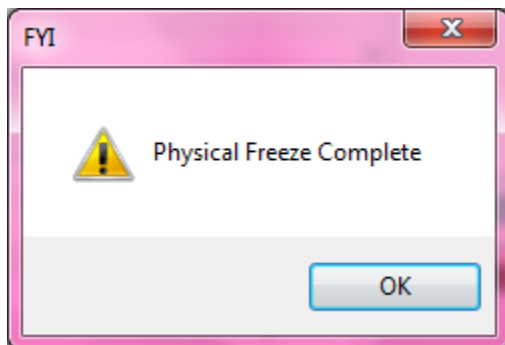
The status window will display the status that the Inventory program is currently in. Statuses are Freeze, Count Sheet, Counts Entered, Discrepancy Printed, Physical Printed or Blank.

Step #2 Freeze Count

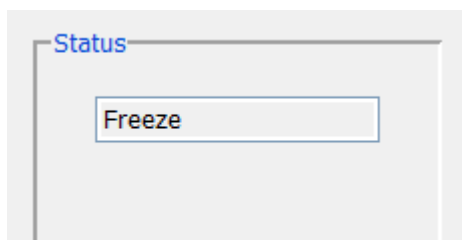
After you have made all your selections, choose the **Freeze Counts** button.



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

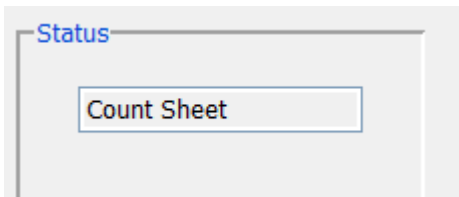
The people in the warehouse will use the count sheets to physically count and record the inventory.



Sample Count Sheet:

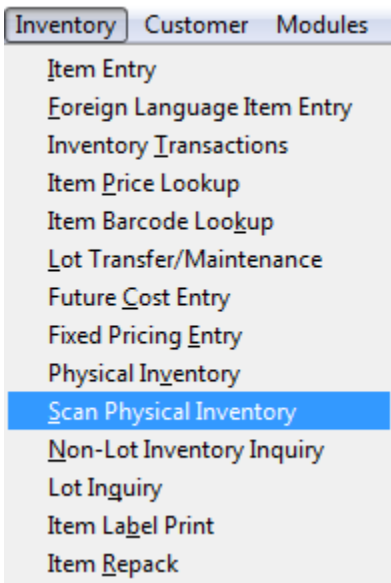
Physical Inventory Count Sheet - SR2			08/28/12 Page: 1						
Location	Item	Description	Comp Count	SU Count	AU Count	BU Count	Lot #	Mkt Cost	Extension
	031186	Juice Lime	0.00	____CS				22.90	0.00
	57113	Purified Water	0.00	____CS				7.40	0.00
	LOTCEL	Lot CS EA LBS	35.00	____CS			CEL-40	3.99	1,396.50
	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 Scan Counts

Scan physical inventory will allow you to use the barcodes on your items to enter the counts for the item.



Batch #: Click the  or type in **N** for New Batch #.
 You can have multiple batches that work into the same physical inventory count file.

Physical Inventory Count - 01-SR2SOFTWARE, INC.

Batch #:  Entry Date: Warehouse ID:

Barcode Scan:

Item Number: UOM:

Once you have created the new batch just scan each barcode and the system will assign the SU and the BU count based on the barcode scan. If you have any AU for the item you will need to manually enter that number in the AU count field.

Physical Inventory Count - 01-SR2SOFTWARE, INC.

Batch #: Entry Date: Warehouse ID:


Barcode Scan:

Item Number: VEAL BONES UOM:

Item ID	Item Description	SU UOM	SU Count	BU UOM	BU Count	AU UOM	AU Count
20987	BEEF RIB	BX	3	LB	47.69	EA	2
10001	POLLOCK CHOICE BONED FLTS	CS	2	LB	78.16	LB	1
022672	Test CS EA CS	CS	2	CS	2.00	EA	
25488	PGA BEEF TENDERLOIN PSMO	CS	2	LB	143.20	PC	3
10052	FROZEN HALIBUT FILLETS	LB	80	LB	80.00	LB	
70100	EGGS XL WHITE LOOSE 30 DZ	CS	2	DZ	61.00	DZ	1
90232	OLD NEI ROAST BEEF SILVER	CS	2	LB	25.80	CS	
180	VEAL BONES	CS	2	LB	100.02	CS	

Once you have scanned all the items you need to click the **Update** button.
 Click **Yes** to update the batch to the count file.

Confirm

 Update This Batch To The Physical Count File?

Step #5 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.



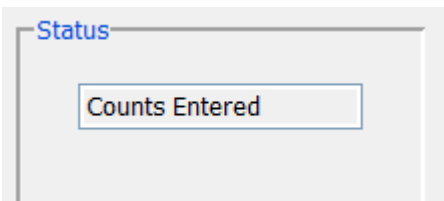
The Physical Count Entry screen will appear. This is where you will be entering in the counts for any items that you do not have barcodes for.

Since we checked off Show Computer Counts, the system will display what it has for Inventory or what has been brought in from the item in the scan batch.

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 FLT5 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 #6 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.

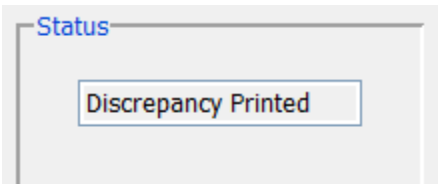


Example of the Discrepancy Reports:

Physical Inventory Discrepancy Report - SR2 08/22/13 Page: 1

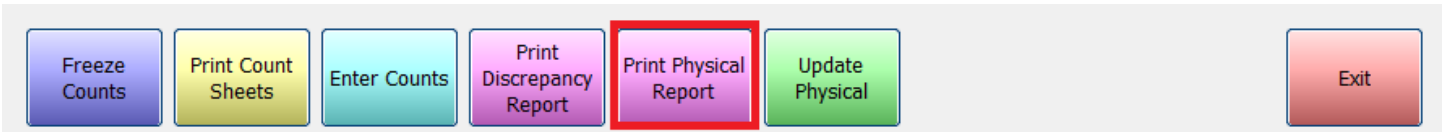
Item	Description	Physical Sell Units	Physical Bill Units	Original Sell Units	Original Bill Units	Discrepancy Sell Units	Discrepancy Bill Units	Lot ID
01360	Ground Beef	10.88	27.19	8.88	22.19	2.00	5.00	
031186	Juice Lime	2.00	2.00	4.00	4.00	2.00-	2.00-	
TestLot	Testing Lots	10.60	10.60	1.60	1.60	9.00	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 #7 Print Physical Report

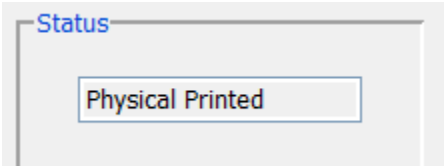
Print the Physical Report to double check your entries. Click the **Print Physical Report** button.



Example of Physical Inventory Report:

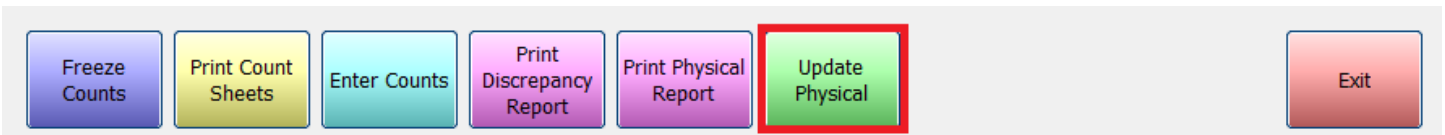
Location	Item	Description	Sell Units	Alt Units	Bill Units	Mkt Cost	Value	Lot ID
A-RACK	11003	* SQUID U5 TUBE ONLY	5.00	0.00	132.00	2.74	361.68	
A101-2	10539	TILAPIA NEW ORLEANS GRILL	3.00	0.00	30.00	4.73	141.90	
A101-2	10568	SEA BASS LOINS 6 OZ IQF	8.00	0.00	80.00	15.33	1,226.40	
A102-1	10430	SOLE FLTS 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**

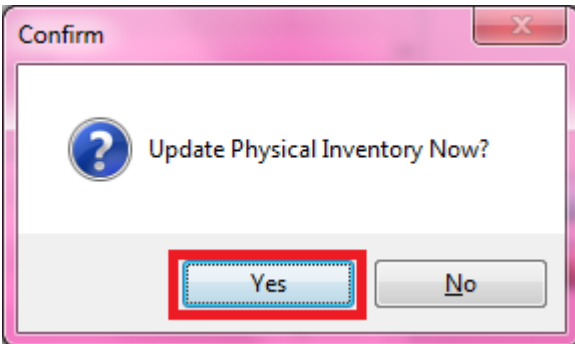


Step #8 Update Physical Inventory

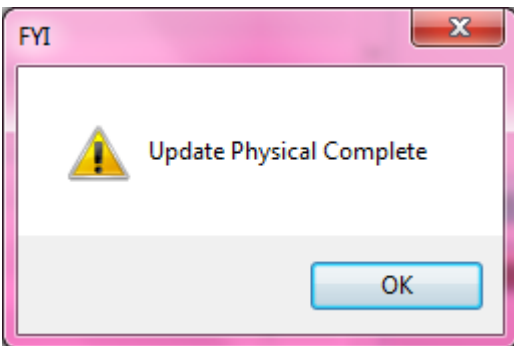
Click the **Update Physical** Button.



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



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



Status will be blank.

Status

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

Freeze Counts Print Count Sheets Enter Counts Print Discrepancy Report Print Physical Report Update Physical **Exit**