PURPOSE:

Physical inventory worksheets, created via Print Outs > Physical Inventory Forms, create the master list of items to be counted. The worksheet is a "snapshot" of inventory as of a selected date (typically today's date). Worksheet criteria is established through the pre-filter and can be setup to include locations, lot, and serial numbers in the count.

After creating a physical inventory or count sheet worksheet, no inventory transactions should take place for the group of items that are being counted. **Note: If a full physical inventory is occurring for a Facility in DEACOM, the "Prevent Inventory Transactions" flag on each Facility can be used to stop users from performing inventory transactions outside of the physical inventory**.

Purch./Logistics Process: [Susan]
1. Navigate to **Inventory > Maintenance > Facilities**
2. Select Facility Name, click Modify(or double-click)
3. Check Prevent Inventory Transactions [checkbox]
4. Click Save and exit "Edit Facility" window

PROCESS STEPS:
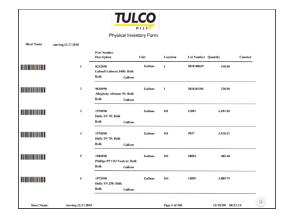
Creating Physical Inventory Worksheet/Count Sheets
1. Navigate to **Print Outs > Physical Inventory Forms**
2. Ensure Report Type is "**Physical Inventory**"
3. Change **Facility** field to the appropriate facility to be counted
4. Enter the **Quantity As Of** date as "today's date"
5. Ensure Group By field set to "**Part/Location/Lot/Serial**"
6. Enter a name, with no spaces, in the **Worksheet Name** field.
7. Ensure checkbox "Print Quantity Onhand" is checked (NOT Print Inactive Items, or Show Zero Quantity Items)
8. Click the **Export & Print** button
   NOTE: The system will present a prompt indicating the worksheet has been created (user may see a prompt stating "Some lots are not frozen" – this is indicating inventory transactions can still occur).
9. Exit from the Print window showing the list of Records.
10. Click **Yes** on the prompt(see above note)
11. A prompt will appear stating "Created worksheet…", press **Ok**
12. The Print To form will be displayed, **exit the form to complete the process** (see Printing Worksheet/Count Sheet instructions below)

Printing and Changing Counts in deacom from Worksheet (above)

Printing Worksheet/Count Sheet:
1. Navigate to **Inventory > Physical Inventory**
2. Choose appropriate Facility
3. Click the **View** button
4. Select/highlight the Worksheet Summary name(created in Step 6 above)
5. Click the **Print Worksheet** icon
6. Click **Print** in "Copies To Print" window to print the Report "*Physical Inventory Form*"

Validating the 'Physical Inventory Form' Worksheets

The physical inventory worksheet, available via Inventory > Physical Inventory Worksheet, shows a list of all items, Lots, and Locations, to be counted. All of the lines from the count sheets attached to the physical inventory worksheet will be aggregated into the worksheet. **NOTE: Use space at bottom of the "Physical Inventory Form" to add items Onhand that are NOT found on the form, include: Part Number, Location, Lot/Batch #, and Quantity counted.**

Adjustments to on hand inventory quantities are made based on the difference between the "Onhand" quantity and the "Adjust To" quantity shown in the worksheet grid. Initially the "Adjust To" quantity will have the "current deacom Onhand Quantity" for all lines in the worksheet. **NOTE**: Lines cannot be deleted from the worksheet, but the "Adjust To" quantity can be set to the "Onhand" quantity so no adjustment is made.

Changing Counts:
1. Navigate to **Inventory > Physical Inventory**
2. Choose appropriate Facility
3. Click the **View** button
4. Select the Worksheet Summary name(created in Step 6 above) and click **Modify** (or double-click)
5. **Highlight the line** for the Seq/Part Number to be changed and click **Modify**(or double-click)
   a. Change **Adjust To** amount (Stocking Unit amount) counted in physical inventory(noted on Physical Inventory Form/CountSheet in warehouse)
   b. Click Next, or Save and exit "Edit Worksheet Item" to return to Edit Worksheet screen
6. To **Add Items** found/counted that are not on Physical Inventory Form:
   a. Click Add to open the "Edit Worksheet Item" window
   b. Enter Part Number, click on the magnifying glass to search for the part.
   c. Enter Adjust To amount counted in physical inventory(noted on sheet in warehouse)
   d. Enter Lot
   e. Choose New Location Type
   f. Choose New Location
   g. Click Next, or Save and exit "Edit Worksheet Item" to return to Edit Worksheet screen
7. When all Adjust To counts have been changed (or need to exit the update screen)
8. Click **Save**

IMPORTANT: Most of the time, an easy way to identify errors in data entry during the counts is to sort the information by Variance. This will allow a user to quickly identify Parts that have a much higher or much lower count than expected. If necessary, these Parts can then be re-counted to ensure accuracy.

9. **Notify Susan/Don Felthem when ALL counts have been updated/saved**

REVISIONS

Rev	Date	Change
I/R	04/25/18	New
A	7/26/18	Add note for Zero Quantity checkbox
B	10/29/18	Remove c2_syslot from excel spreadsheet
C	10/30/18	Changes to field choices and add to Validate/Post descriptions
D	12/13/18	Changes pre-1st Tulco Inventory in December
E	12/18/18	Change for revised "Physical Inventory Form" printing
F	12/21/18	Add Quantity As Of date for creating worksheet section
G	8/21/19	Changes Ops Process, removed Posting to new SOP 316_Posting Physical Inventory
H	10/8/19	Remove line for Set Adjust To (n/a)
I	10/30/20	Change to v16 Menu names