Updating Physical Inventory

Step 1: Select the **Parts Inventory** side tab.

Step 2: Select the **Physical Inventory** bar panel.

Step 3: Select **Physical Inventory Update** from the tree view, which displays the Physical Inventory Update form (INV96200).

Step 4: Make an entry in any field on which you would like to search, such as **Part Number**, **Supplier**, or **Bin Location**.

Step 5: Click the **Find** button in the toolbar.

Step 6: All records matching the search criteria display in the data grid. Double-click on the correct record to display it in a new tab.

Step 7: Click the **Edit** button in the toolbar.

Step 8: Click on a record within the data grid to highlight it.

Step 9: Enter the correct quantity in the **New Quantity** field.

Step 10: Click the **Save** button within the form.
Step 11: Repeat Steps 8-10 until each record has been processed.

Step 12: When finished, select the Cancel button within the form.

Step 13: If desired select the Preliminary Variance Report button on the right side of the form to display the Report Parameters (PMB60550) for the Physical Inventory Variance Report (INV76200).

Step 14: To run the report with the default parameters click the OK button.

Or, if you want to enter specific criteria for the report, complete the following steps:

1. Click on the parameter you want to change.
2. Enter the specific criteria for the selected parameter in the Value field or click on the drop-down arrow in the Value field to choose from available options.
3. Click on the Apply Change button.
4. Repeat this process until all desired search criteria has been entered.
5. Click the OK button.
Step 15: To print a copy of the report, click the Print icon in the Report Viewer form.
Step 16: When you are ready to process the physical inventory changes, select the **Process Request** button on the right side of the form.

Step 17: When the pop-up message, “Selecting OK will complete the count process and permanently update inventory quantities. Continue?” appears, click the **Yes** button.

Step 18: Click the **Final Variance Report** button.
Step 19: To run the report with the default parameters click the **OK** button.

Or, if you want to enter specific criteria for the report, complete the following steps:

1. Click on the parameter you want to change.
2. Enter the specific criteria for the selected parameter in the **Value** field or click on the drop-down arrow in the **Value** field to choose from available options.
3. Click on the **Apply Change** button.
4. Repeat this process until all desired search criteria has been entered.
5. Click the **OK** button.
Step 20: To print a copy of the report, click the Print icon in the Report Viewer form.