

## **CREATE BACKUP OF INVENTORY (%GOF)**

This program ('GOF') is used to create a copy of a file and in this case, the inventory file 'PIDB'.

The screen will prompt the following:

Device:	Enter C:\PIDB.GOF
File format:	Press Enter
Maximum medial size	Press Enter
Description	Press Enter
All Globals	Press 'N'
Global ^	Enter PIDB
Global ^	Press Enter

The system will make a copy of your inventory file and save it on the system 'C' drive.

## **ZERO SPECIAL INVENTORY VALUES (PHZERO)**

The program, ('PHZERO'), zeroes all special inventory count fields to prepare for taking a physical inventory. The program reads through the inventory records and sets up specials fields in both the brand/model inventory and if serialized, the serial inventory. This program will only take a few moments to run.

## **SAVE CURRENT ON-HAND & COST (PHSAVE)**

This program ('PHSAVE'), reads through the inventory and captures the current inventory on-hand count and save them. This program will only take a few mementos to run.

## **LISTING FOR PHYSICAL INVENTORY COUNT (PHLIST)**

This report ('PHLIST') is an option program and prints on hard copy. It prints out a work sheet, in brand and model# order for taking the inventory. It will list the brand, model#, description, selling price, space to fill in the quantity found and serial number(s), if serialized.

The screen will prompt the following:

### **TOF AFTER EACH BRAND? (Y/N)**

If you want to do a top of form after each brand, press 'Y'; if not press 'N'.

### **PRINT PARTS? (Y/N)**

If you want part numbers to be included on the print-out, press 'Y'; if not press 'N'.

Next you will be prompted to choose the printer the report is to be printed on.

### **PRINT A SINGLE LOCATION OR ALL? (S/A)**

If you want to print inventory for a single location, press 'S'. If you want combined values, press 'A'. If you chose single location, the screen will prompt:

### **ENTER LOCATION#**

Enter the inventory location you will to process or in the case you want to end the program, press (CR).

### **ENTER START BRAND**

Enter the brand you want to start from or enter '1' and press (CR) to start from the beginning. If you just press (CR) and do not enter a value, the program will end

### **ENTER START ITEM#**

Enter the model# you want to start from or enter '1' to start from the beginning of the brand.

## **PHYSICAL INVENTORY COUNT ENTRY (PHENTER)**

\*\*Use this program if you are going to enter the brand and item numbers and not scan them in.\*\*  
The screen will prompt:

### **INCLUDE PARTS? (Y/N)**

If you only want to include parts, press 'Y'. If not, press 'N'.

### **ENTER LOCATION#**

Enter the inventory location you are processing or press (CR) to end the program.

### **ENTER BRAND**

Enter the brand code you want. If a (CR) is pressed instead of entering a brand code, the program will end.

### **ENTER ITEM#**

Enter the product code. If the brand and product# is not on file the prompt will send you back to enter the brand and product# again. Set the piece aside. It needs to be created first to allow it to be processed.

### **ENTER QTY OR 'E' TO END**

Enter the quantity found or press 'E' to enter a different brand or end the program.

## **SCAN IN QUANTITY OF ITEM COUNT (SCANINV)**

\*\*This program ('SCANINV') is used in place of 'PHENTER' if scanning in model numbers. You can process by model# or if the bulk of your inventory is serialized, by serial#. The screen will prompt the following:

### **PROCESS BY SERIAL#? (Y/N/E)**

If you want to scan in serial numbers, press 'Y'. If not, press, 'N'. To end the program press 'E'.

If you choose scanning by model#, the screen will prompt:

### **ENTER LOCATION**

Enter the inventory location being done or press (CR) to end the program.

### **SCAN ITEM OR ENTER 'E' TO END**

The system will read for the item scanned and if not found will prompt: **Item Scan NOT Good. Try again Or Set Item Aside. (CR)...**

If it is found and the item is serialized, you will be prompted to scan in the serial#. If the serial# scanned in is not on file the screen will prompt: **Serial Error! Set Aside. (CR)...**

If this happens press (CR) and the prompt will return you to model# to process another item or end the program.

If the serial# is found it will be counted and the prompt will return to model# to process another.

### **If you chose processing by serial# the screen will prompt:**

### **ENTER LOCATION**

Enter the inventory location being done or press (CR) to end the program.

### **SCAN SER# OR ENTER 'E' TO END**

If you enter 'E' and press (CR) instead of scanning in a serial#, the program will end. Otherwise it will read for the serial# scanning in and if not found, the screen will prompt: **Serial Error! Set Aside. (CR)...**

If this happens press (CR) and the prompt will return you to serial# to process another or end the program.

If the serial# is found it will be counted and the prompt will return to serial# to process another.

**\*\*\* RFID tags would work the same way as processing by serial# except you would be scanning in the RFID# instead of the serial# \*\*\***

## **INVENTORY DISCREPANCY REPORT (PHDISC)**

This program, ('PHDISC'), prints a discrepancy count list and if serialized, prints the serial numbers not yet processed. The screen will prompt the following:

### **TOF AFTER EACH BRAND? (Y/N)**

If you want to do a top of form after each brand, press 'Y'; if not, press 'N'.

### **INCLUDE PARTS? (Y/N)**

If you want to include parts in the printout, press 'Y'. If not press 'N'.

Next you will be prompted to choose the printer you want to print the report on.

### **PRINT ALL LOCATIONS OR A SINGLE LOCATION? (A/S)**

If you want to print all inventory locations, press 'A'. If you want to print a single location, press 'S' and the screen will prompt:

#### **ENTER LOCATION**

Enter the inventory location you want to print or press (CR) to end the program.

#### **ENTER START BRAND**

Enter the brand code you want to start at; press '1' to start from the beginning, or press (CR) to end the program.

#### **ENTER END BRAND**

Enter the brand code you want to end at. If you press (CR) instead of entering a brand the ending brand will be the last brand on the inventory file.

#### **ENTER START ITEM#**

Enter the product# you want to start from or enter '1' to start from the beginning of the brand.

The report will print only the discrepancies. It will print the brand, model# , entered or scanned in quantity, the starting quantity, the difference, and if serialized, the serial# not yet processed.

## **SCREEN INVENTORY RECONCILIATION (PHRECON)**

This program, ('PHRECON') displays on screen by brand and item#, only those items that have a discrepancy and marks that's difference on the inventory records. The screen will prompt the following:

#### **ENTER LOCATION**

Enter the inventory location you want to print or press (CR) to end the program.

#### **ENTER BRAND**

Enter the brand code you want to start at (the brand code must exist) or press (CR) to end the program.

#### **ENTER START ITEM#**

Enter the product# you want to start from.

The program will read through the inventory records starting from the brand and item# entered, and display line by line the brand, model#, starting on-hand, ending on-hand, and the difference.

## **RESET PHYSICAL INVENTORY VALUES (PHRESET)**

\*\* This program will only reset on-hand values if the item is NOT serialized \*\*. If it is serialized, the inventory must be reconciled using 'DQO'.

The screen will prompt you to choose the printer you want to print to and prompt the following:

### **PRINT PARTS? (Y/N)**

If you want to include parts, press 'Y'. If not, press 'N'.

### **PRINT BY ALL LOCATIONS OR A SINGLE LOCATION? (A/S)**

If you only want to print all locations, press 'A'. If not, press 'S' and you will be prompted to:

### **ENTER LOCATION**

Enter the inventory location you want to process or press (CR) to end the program.

### **ENTER START BRAND**

Enter the brand code you want to start at. If you press (CR) instead of entering a code, the program will end.

### **ENTER START ITEM#**

Enter the model # you want to start with. To start from the beginning of the brand, press '1'. The report will start from the brand and model code you entered and print to the end of the file. It will print the brand, model#, starting on-hand, ending on-hand, and difference. Remember, it will only update inventory records if the item is not serialized.

## **ENDING PHYSICAL INVENTORY (PHIVAL)**

This program ('PHIVAL') prints a final ending physical inventory report for a single location or for all locations. those brands and models that do not have enough inventory on-hand to process the back-orders. The screen will prompt the following:

The screen will prompt you to choose the printer you want to print to and prompt the following:

### **PRINT PARTS? (Y/N)**

If you want to include parts, press 'Y'. If not, press 'N'.

### **PRINT BY ALL LOCATIONS OR A SINGLE LOCATION? (A/S)**

If you only want to print all locations, press 'A'. If not, press 'S' and you will be prompted to:

**ENTER LOCATION**

Enter the inventory location you want to process or press (CR) to end the program.

**ENTER START BRAND**

Enter the brand code you want to start at. If you press (CR) instead of entering a code, the program will end.

**ENTER START MODEL#**

Enter the model # you want to start with. To start from the beginning of the brand, press '1'. The report will start from the brand and model code you entered and print to the end of the file. It will print the brand, model#, ending on-hand, and the net value.