

SECTION 6: INVENTORY MANAGEMENT

VAST Enterprise Retail Helps You . . .

- Manage hard part and tire inventories effectively
- Ensure timely availability of inventory to meet customer needs
- Track detailed movement of inventoried parts
- Manipulate inventory among multiple locations.
- Create stock orders, process returns and make adjustments.
- Ensure accurate reporting of inventory invoice profits.

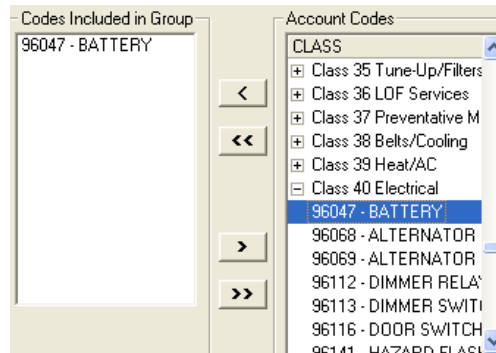
PHYSICAL INVENTORY PROCESS

NOTE - Each activity must be performed in the order shown here and on the VAST Physical Inventory menu.

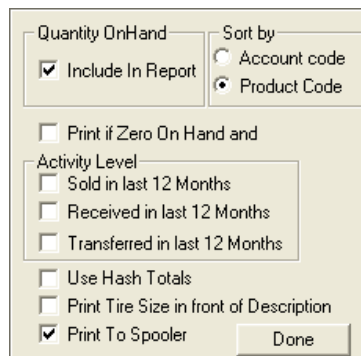
1. Open the **Inventory Management Module** and select **Physical Inventory**.
2. Select **Create Inventory Worksheets**. The **Create Physical Worksheets** screen appears as shown below.

3. If any items are in the 'Groups To Be Printed' column, select each item and click **Remove** or **Remove All**.
4. Click the **Add** button near the bottom center of the screen.
5. The **Add/Edit Group** screen appears as shown below.

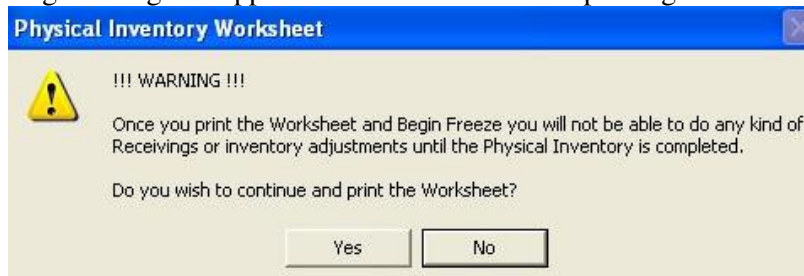
6. Enter a group name in the Add/Edit Group field. Retain the option for Standard Grouping. Click the **Save** button.
7. When the **Create Physical Worksheet** screen returns, the new group is listed in the 'Available Groups' column.
8. Use the scroll bar in the Account Codes column to locate the appropriate Class.
9. Select the account code(s) and drag over to the 'Codes Included in Group' column.



10. Select the group in the 'Available Groups' column and drag it to 'Groups To Be Printed'.
11. Click **Print Options** in the upper right corner of the screen.
12. On the **Print Options** screen select the activity levels. Then click *Print to Spooler* to verify the report contents before printing a paper copy. Click **Done**.



13. When the **Create Physical Worksheets** screen returns, click **Print** in the lower right corner.
14. The following warning will appear. Click **Yes** to continue printing.



15. When the **Printing Completed** message box appears, click **OK**. Then click **Exit**.
16. Click the **Report Spooler** to view your Inventory Worksheet.

Viewing: PhysInvWorkSheet_0526.txt

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Date: 05/26/2009
Time: 02:14 PM

Location: 0001

0001 AFS TIRE & AUTO SERVICE ALLENTOWN, PA

Physical Inventory Worksheet For BATTERIES

| OnHand | Count | Part Number/Description | Running Total | OnHand | Count | Part Number/Description |
|--------|-------|--------------------------------|---------------|--------|-------|-------------------------|
| 2 | | 24F60 / 24F - 60 MONTH BATTERY | | | | |
| 2 | | 2560 / 25 - 60 MONTH BATTERY | | | | |
| 1 | | 2660 / 26 - 60 MONTH BATTERY | | | | |
| 1 | | 26R60 / 26R - 60 MONTH BATTERY | | | | |
| 1 | | 2770 / 27 - 70 MONTH BATTERY | | | | |
| 1 | | 34R70 / CARQUEST 70 | | | | |
| 1 | | 3560 / 35- 60 MONTH BATTERY | | | | |
| 1 | | 36R70 / 36R - 70 MONTH BATTERY | | | | |

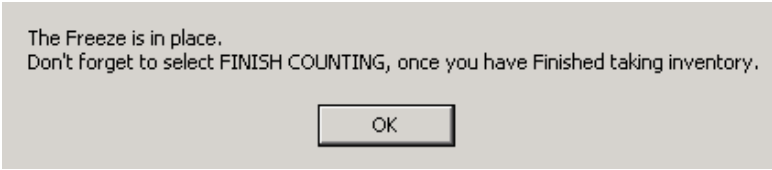
Navigation: First, Previous, Next, Last, Print, Cancel

FREEZING THE INVENTORY

1. In the **Inventory Management Module**, select **Begin Freeze** on the Physical Inventory menu.
2. Click **Begin Freeze** to start the process.



3. When the **Freeze is in Place** click **OK**.




INPUTTING INVENTORY DATA

1. Count your inventory, using the Inventory Worksheets printed earlier.
2. Select **Input Physical** on the Physical Inventory menu.
3. Select Manual Input then click **Process**.



Input Physical

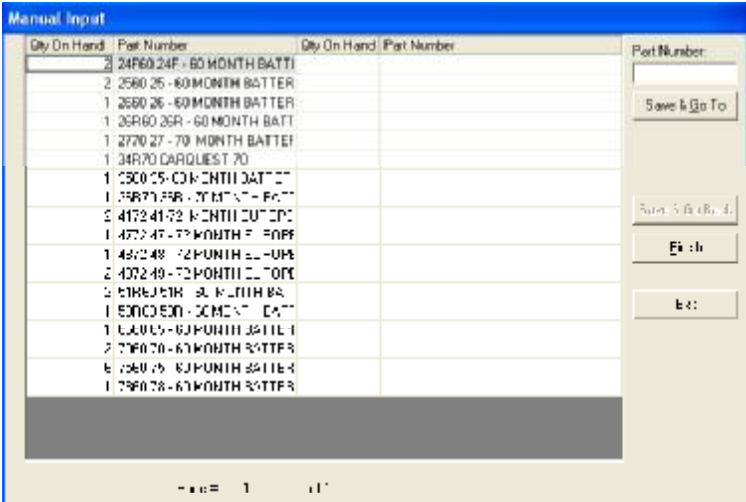
Select Physical Inventory Method:

Manual Input

Scanner Input

Process Exit

4. The **Manual Input** screen appears as shown.



Manual Input

| Qty On Hand | Part Number | Qty On Hand | Part Number | Part Number |
|-------------|----------------------------|-------------|-------------|-------------|
| 2 | 24P60 24F - 60 MONTH BATT | | | |
| 2 | 25P60 25 - 60 MONTH BATTER | | | |
| 1 | 25P60 25 - 60 MONTH BATTER | | | |
| 1 | 25P60 25R - 60 MONTH BATT | | | |
| 1 | 27P60 27 - 70 MONTH BATTER | | | |
| 1 | 34R70 CARQUEST 70 | | | |
| 1 | 3900 35-CO CONTINENTAL | | | |
| 1 | 39P71 35R - 70 MONTH BATT | | | |
| 2 | 41P241 52 - CONTINENTAL | | | |
| 1 | 43P2 47 - 70 MONTH BATT | | | |
| 1 | 43P2 48 - 70 MONTH BATT | | | |
| 2 | 43P2 49 - 70 MONTH BATT | | | |
| 2 | 51P60 51R - 60 MONTH BATT | | | |
| 1 | 53P00 53R - 60 MONTH BATT | | | |
| 1 | 63P00 63 - 60 MONTH BATT | | | |
| 2 | 77P60 78 - 60 MONTH BATT | | | |
| 6 | 78P60 78 - 60 MONTH BATT | | | |
| 1 | 78P60 78 - 60 MONTH BATT | | | |

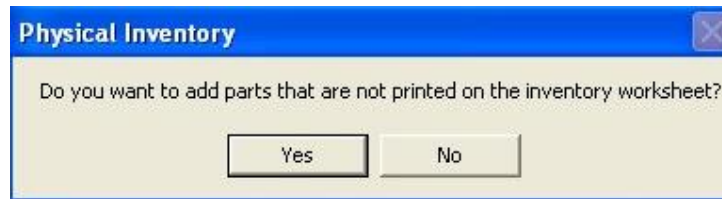
Save & Go To

Print & Exit

Exit

Back

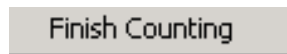
5. If the actual quantity of the first part number is different from the on-hand quantity on the report enter the correct number then tab down to the next field.
6. Continue through the list until all of the part numbers have been assigned the correct on-hand quantity.
7. If there are multiple pages to the list, click **Save & Continue**.
8. After the last correction is made, click **Finish**.
9. When the **Add Parts Not on the Inventory Worksheet?** message box appears, as shown below, click **No**. (Click **Yes** to manually add parts that were not on the worksheet).



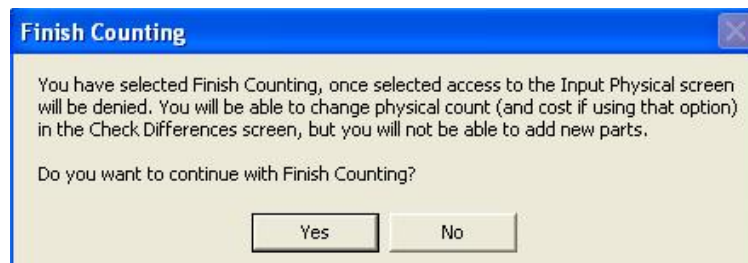
10. When the **Process Is Complete** message box appears, as shown below, click **OK**.



11. When the **Inventory Management Module** menu screen returns, click **Finish Counting** on the Physical Inventory menu and click **Finish Counting** again when the pop-up button appears, as shown below.

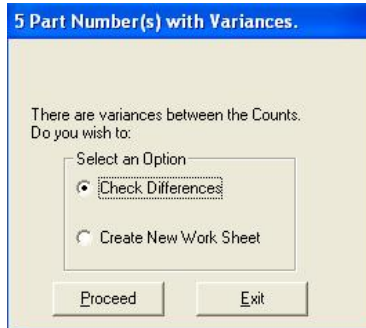


12. You will see the **Finish Counting** message box. Click **Yes** to continue.



CHECKING THE DIFFERENCES

1. In the **Inventory Management Module**, select **Check Results** on the Physical Inventory menu.
2. When the **Variances** screen appears, select the **Check Differences** option and click **Proceed**.



3. The **Check Differences** screen appears as shown below.

| Check Differences | | | | | |
|--------------------------------|---------------|--------------|------------|------------------------------|---------|
| Part Numbers being Shown - ALL | | | | | Go To |
| PART NUMBER | PRE-COUNT QTY | PHYSICAL QTY | DIFFERENCE | TRANSACTIONS DURING PHYSICAL | RECOUNT |
| 24F60 | 2 | 2 | 0 | 0 | 2 |
| 2560 | 2 | 3 | 1 | 0 | 3 |
| 2660 | 1 | 2 | 1 | 0 | 2 |
| 26R60 | 1 | 2 | 1 | 0 | 2 |
| 2770 | 1 | 1 | 0 | 0 | 1 |
| 34R70 | 1 | 1 | 0 | 0 | 1 |
| 3560 | 1 | 1 | 0 | 0 | 1 |
| 36R70 | 1 | 3 | 2 | 0 | 3 |
| 4172 | 2 | 2 | 0 | 0 | 2 |
| 4772 | 1 | 1 | 0 | 0 | 1 |
| 4872 | 1 | 1 | 0 | 0 | 1 |
| 4972 | 2 | 2 | 0 | 0 | 2 |
| 51R60 | 2 | 2 | 0 | 0 | 2 |
| 58R60 | 1 | 1 | 0 | 0 | 1 |

4. Any part that was counted will be on the list. Click the button shown below to view only those parts with variances.

Show only differences

5. The **Check Differences** screen is shown below.

| Check Differences | | | | | |
|--------------------------------------|---------------|--------------|------------|------------------------------|---------|
| Part Numbers being Shown - VARIANCES | | | | | Go To |
| PART NUMBER | PRE-COUNT QTY | PHYSICAL QTY | DIFFERENCE | TRANSACTIONS DURING PHYSICAL | RECOUNT |
| 2560 | 2 | 3 | 1 | 0 | 3 |
| 2660 | 1 | 2 | 1 | 0 | 2 |
| 26R60 | 1 | 2 | 1 | 0 | 2 |
| 36R70 | 1 | 3 | 2 | 0 | 3 |
| 6560 | 1 | 2 | 1 | 0 | 2 |

6. Recount the parts with variances, then enter the new totals into the Recount column, using the **Tab** key to move from one field to the next.
7. When finished, click **Done**.
8. When the **Inventory Management** menu screen returns, select **Phys. Inv. Discrepancy Report** on the Physical Inventory menu.
9. The **Discrepancy Report** screen is shown below.

Discrepancy Report

This report is based on selections that were made while setting up the Physical layout of the store. To change any settings, go back to the Store Layout screen and adjust them there.

10. Click **Print Report**. When the **Printing Is Complete** message box appears, click **OK**. A portion of a sample Discrepancy report is below.
11. Click **Exit** to return to the **Inventory Management** menu.

Viewing: PhysInvDiscrepancy_0526.txt

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Date: 05/26/2009 0001 MPS TIRE & AUTO SERVICE ALLENTOWN, PA
Time: 02:38 PM
Location: 0001 Physical Inventory Discrepancy Report

- Transaction during physical

| PART NUMBER | QTY | RECOUNT VALUES | | PHYSICAL INV VALUES | | |
|---------------------------|-----|----------------|-----------------|---------------------|-----------------|-----------|
| | | EXTENDED COST | CNTR UNIT | QTY | EXTENDED COST | CNTR UNIT |
| 2560 | 2 | \$210.00 | | 4 | \$220.00 | |
| 2660 | 1 | \$85.00 | | 2 | \$110.00 | |
| 26R60 | 1 | \$59.99 | | 2 | \$119.98 | |
| 36R70 | 1 | \$80.14 | | 3 | \$294.42 | |
| 6560 | 1 | \$82.47 | | 2 | \$164.94 | |
| RECY SOURCE TOTALS | | 6 | \$405.60 | 13 | \$909.34 | |
| CLASS 40 TOTALS | | 6 | \$405.60 | 13 | \$909.34 | |
| ALL TOTALS | | 6 | \$405.60 | 13 | \$909.34 | |

ADJUSTING INVENTORY LEVELS

1. In the **Inventory Management Module**, select **Adjust Levels** on the Physical Inventory menu.
2. When the **Adjust Quantity On-hand** message appears, click **Yes**.



3. When all QOH adjustments have been made, the **Inventory Ended and Freeze Removed** message appears.



4. Click **OK** to return to the **Inventory Management** menu screen.
5. Click the **Report Spooler** to view or print the adjustment report.