PRISM
VERSION XL

Physical Inventory Reports

Manage and Monitor Your Physical Inventory.
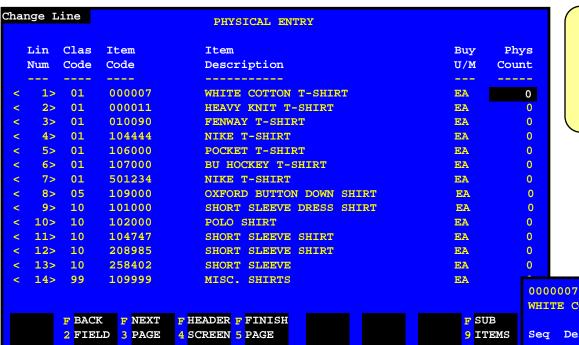
Print a Report Containing:

The Physical Inventory Process

- The **Physical Inventory Count Sheets** provide Item Codes, the Item Description and a Blank Space to pencil in counted quantities.

- The **Physical Inventory Entry Screen** facilitates the entering of the Counted Quantities into the system.

- The **Physical Inventory Report** is a Variance Report that points out discrepancies between the system Quantities On Hand and the Counted Quantities.

- The **Physical Inventory Update** replaces the system Quantities On Hand with the Counted Quantities.

- The **Inventory Valuation Report** provides the total value of your inventory in Cost and Retail Dollars.

- The `PRISM` **Physical Inventory Module** also supports the use of **Hand Held Scanning devices** and **Outside Inventory Counting** companies, such as **RGIS**.

Physical Inventory Count Sheet

```
Run Date  3/30/00                     P H Y S I C A L   C O U N T   S H E E T              Page   1
Run Time  4:19 PM                           Merchant Technologies                         User   JW

[SELECT OPTIONS]   Print by Vendor (Y/N)?          N
                   Location Code:                  01
                   Department Code:                10
                   Class Code:                     ALL
                   Vendor Code:                    ALL
                   Item Code:                      ALL
                   Zero items with no entry (Y/N)? Y
                   Stocked Items only (Y/N)?       Y
                   Deleted Items (1/2/3):          1
                   Print Count Sheets?             Y
                   Print Quantity on Hand (Y/N)?   Y
                   One Page for Sub-Items (Y/N)?   N


Location:   01      MERCHANT TECHNOLOGIES
Department: 10      SHIRTS
Class:      01      T-SHIRTS

  Lin  Item              Vendor           Item                   Manufacturer      Buy            Count
  Num  Code              Reference        Description            Name              U/M    QOH      Qty
  ---  ----              ---------        -----------            ------------      ---    ---     -----

   1                                      WHITE COTTON T-SHIRT    HANES             EA
         0000070001      5434                <WHITE  S     -     >                          6   _____

         0000070002      5434                <WHITE  M     -     >                          4   _____

         0000070003      5434                <WHITE  L     -     >                          1   _____

         0000070004      5434                <WHITE  XL    -     >                          1   _____

         0000070005      5434                <BLUE   S     -     >                          8   _____

         0000070006      5434                <BLUE   M     -     >                          3   _____

         0000070007      5434                <BLUE   L     -     >                          4   _____

         0000070008      5434                <BLUE   XL    -     >                          5   _____

   2                                      FENWAY T-SHIRT          NIKE SHOES        EA
         0100900003      TTT                 <-      purple -     >                         10   _____

         0100900004      TTT                 <-      pink   -     >                          4   _____

         0100900001      TTT                 <black  -      -     >                          9   _____

         0100900002      TTT                 <red    -      -     >                          9   _____
```

The **Physical Inventory Count Sheets** are printed and given to the personnel who will actually be doing the counting. They pencil the counted quantities on the sheets in the Count Qty column. If a **Hand Held Scanner** is used to take Inventory, the Count Sheets are not needed.

The **QOH Column** is the current Quantity on Hand. It can be omitted from the printout if desired.

Physical Inventory Entry Screen

```
Change Line
                          PHYSICAL ENTRY

   Lin   Clas   Item        Item                             Buy    Phys
   Num   Code   Code        Description                      U/M    Count
   ---   ----   ----        -----------                      ---    -----
<    1>   01    000007      WHITE COTTON T-SHIRT             EA            0
<    2>   01    000011      HEAVY KNIT T-SHIRT               EA            0
<    3>   01    010090      FENWAY T-SHIRT                   EA            0
<    4>   01    104444      NIKE T-SHIRT                     EA            0
<    5>   01    106000      POCKET T-SHIRT                   EA            0
<    6>   01    107000      BU HOCKEY T-SHIRT                EA            0
<    7>   01    501234      NIKE T-SHIRT                     EA            0
<    8>   05    109000      OXFORD BUTTON DOWN SHIRT         EA            0
<    9>   10    101000      SHORT SLEEVE DRESS SHIRT         EA            0
<   10>   10    102000      POLO SHIRT                       EA            0
<   11>   10    104747      SHORT SLEEVE SHIRT               EA            0
<   12>   10    208985      SHORT SLEEVE SHIRT               EA            0
<   13>   10    258402      SHORT SLEEVE                     EA            0
<   14>   99    109999      MISC. SHIRTS                     EA            0

        F BACK   F NEXT    F HEADER F FINISH                      F SUB
        2 FIELD  3 PAGE    4 SCREEN 5 PAGE                        9 ITEMS
```

The **Physical Inventory Entry Screen** allows you to enter the Counted Quantities into the system. The items appearing on the screen are in the same order as they are listed on the **Count Sheets**.

```
0000007                      PHYSICAL ENTRY
WHITE COTTON T-SHIRT

Seq   Description           Vendor Ref         Phys Count
---   -----------           ----------         ----------
  1   <WHITE S    -    > 5434                           0
  2   <WHITE M    -    > 5434                           0
  3   <WHITE L    -    > 5434                           0
  4   <WHITE XL   -    > 5434                           0
  5   <BLUE  S    -    > 5434                           0
  6   <BLUE  M    -    > 5434                           0
  7   <BLUE  L    -    > 5434                           0
  8   <BLUE  XL   -    > 5434                           0

                                        <PgUp> <PgDn>
F CLEAR  F BACK   F NEXT            F FINISH
1 SCREEN 2 FIELD  3 PAGE            5
```

Pressing **F9 Sub-Items** brings up the Sub-Item Screen The **Sub-Item screen** allows entry of individual color and size counts.
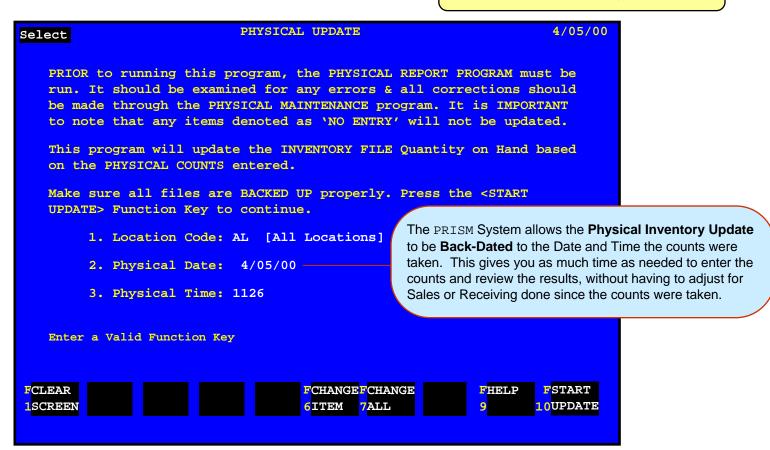
Physical Inventory - Variance Report

```
Run Date   3/30/00                               P H Y S I C A L   R E P O R T
Run Time   4:25 PM                                     Merchant Technologies

[SELECT OPTIONS]   Location Code:              01
                   Department Code:            10
                   Class Code:                 ALL
                   Vendor Code:                ALL
                   Print Discrepancy Data (Y/N)? Y
                   Print Zero Count Items (Y/N)? Y         <N> = Items with Zero Count & Zero Inventory on Hand will not Print
                   Physical Date:                    3/30/00
                   Physical Time:                    1624

Location:   01     MERCHANT TECHNOLOGIES
Department: 10     SHIRTS
Class:      01     T-SHIRTS

Lin Item          Vendor        Item                            Unit  Computer    --- Physical ---    ---Discrepancy---
Num Code          Reference     Description                     Cost  On Hand     Count      Cost$    Units      Cost$
--- ----          ---------     -----------                     ----  -------     -----      -----    -----      -----

 1                              WHITE COTTON T-SHIRT
    0000070001    5434          <WHITE  S     -     >           5.00        6         6      30.00        0       0.00
    0000070002    5434          <WHITE  M     -     >           5.00        4         3      15.00        1-      5.00-
    0000070003    5434          <WHITE  L     -     >           5.00        1         1       5.00        0       0.00
    0000070004    5434          <WHITE  XL    -     >           5.00        1         1       5.00        0       0.00
    0000070005    5434          <BLUE   S     -     >           5.00        8         7      35.00        1-      5.00-
    0000070006    5434          <BLUE   M     -     >           5.00        3         3      15.00        0       0.00
    0000070007    5434          <BLUE   L     -     >           5.00        4         4      20.00        0       0.00
    0000070008    5434          <BLUE   XL    -     >           5.00        5         6      30.00        1       5.00
                                                                         -------  ------ ----------   ------- ---------
                                                TOTAL Item:                  32        31     125.00        1-      5.00-

 2                              HEAVY KNIT T-SHIRT
    0000110001    BV-34343      <WHITE  S     -     >          11.50        6         6      69.00        0       0.00
    0000110002    BV-34343      <WHITE  M     -     >          11.50        0         1      11.50        1      11.50
    0000110003    BV-34343      <WHITE  L     -     >          11.50        5         4      46.00        1-     11.50-
    0000110004    BV-34343      <BLUE   S     -     >          11.50        6         6      69.00        0       0.00
    0000110005    BV-34343      <BLUE   M     -     >          11.50        2         2      23.00        0       0.00
    0000110006    BV-34343      <BLUE   L     -     >          11.50        6         6      69.00        0       0.00
                                                                         -------  ------ ----------   ------- ---------
                                                TOTAL Item:                  25        25     287.50        0       0.00

 3                              FENWAY T-SHIRT
    0100900003    TTT           <-      purple -     >          6.00       10        10      60.00        0       0.00
    0100900004    TTT           <-      pink   -     >          6.00        4         3      18.00        1-      6.00-
    0100900001    TTT           <black  -      -     >          6.00        9         8      48.00        1-      6.00-
    0100900002    TTT           <red    -      -     >          6.00        9         9      54.00        0       0.00
                                                                         -------  ------ ----------   ------- ---------
                                                TOTAL Item:                  32        30     180.00        2-     12.00-
```

The **Physical Report** compares the **Count Quantities** to the current **System Quantities On Hand.** This allows you to check the counts before using them to update the system Quantities On Hand.

Discrepancies between Computer On Hand and Count Quantities are reported in Units and in Cost $.

Physical Inventory Update Screen

The **Physical Inventory Update Screen** replaces the system Quantities On Hand with the Count Quantities.

```
Select                    PHYSICAL UPDATE                        4/05/00


     PRIOR to running this program, the PHYSICAL REPORT PROGRAM must be
     run. It should be examined for any errors & all corrections should
     be made through the PHYSICAL MAINTENANCE program. It is IMPORTANT
     to note that any items denoted as 'NO ENTRY' will not be updated.

     This program will update the INVENTORY FILE Quantity on Hand based
     on the PHYSICAL COUNTS entered.

     Make sure all files are BACKED UP properly. Press the <START
     UPDATE> Function Key to continue.

          1. Location Code: AL  [All Locations]

          2. Physical Date:  4/05/00

          3. Physical Time: 1126


     Enter a Valid Function Key



FCLEAR                          FCHANGEFCHANGE        FHELP   FSTART
1SCREEN                         6ITEM  7ALL           9      10UPDATE
```

The PRISM System allows the **Physical Inventory Update** to be **Back-Dated** to the Date and Time the counts were taken. This gives you as much time as needed to enter the counts and review the results, without having to adjust for Sales or Receiving done since the counts were taken.

Physical Inventory Valuation Report

The **Inventory Valuation Report** is printed once the counts have been updated. It provides **Inventory Valuation** at both **Retail** and **Cost.**

The Inventory Valuation Report can be printed for the Current Valuation or for the Month End Valuation of any prior month.

```
Run Date  3/30/00                    I N V E N T O R Y   V A L U A T I O N   R E P O R T
Run Time  4:27 PM                                Merchant Technologies

[SELECT OPTIONS]   Sort Order (1/2/3/4)?      1      <1>=Dept/Class/Item, <2>=Vend/Ref, <3>=Dept/Item  <4>=Vend
                   Region Code:               ALL
                   Location Code:             01
                   Vendor Code:               ALL
                   Department Code:           10
                   Class Code:                ALL
                   Category Code:             ALL
                   Item Code:                 ALL
                   Period (mmyy):              3/00 Current Month = today's date, Prior Month = last day of month for Valuation
                   Item Detail (1/2/3)?       2      <1>=Totals Only, <2>=Item Detail, <3>=Sub-Item Detail
                   Location Format (1/2/3)?   1      <1>=Separate Report by Location, <2>=Location Comparison, <3>=Consolidated
                   Print Deleted Items (Y/N)? Y
                   Active Items Only (Y/N)?   Y
                   Print Average Cost (Y/N)?  N      <Y>=Values at Average Cost, <N>=Values at Replacement Cost
                   On Hand (1/2/3)?           2      <1>=All Items, <2>=On Hand > 0 Only, <3>=On Hand  < 0 Only


 Location:   01      MERCHANT TECHNOLOGIES
 Department: 10      SHIRTS

  Item          Vendor          Item                               On    ---- Unit ----        ----- Extend ----
  Code          Reference       Description                        Hand   Cost    Retail         Cost      Retail
  ----          ---------       -----------                        ----   ----    ------         ----      ------

 Class:        01      T-SHIRTS

  000007        5434            WHITE COTTON T-SHIRT               31     5.00    10.99          155.00     340.69
  000011        BV-34343        HEAVY KNIT T-SHIRT                 25    11.50    22.99          287.50     574.75
  010090        TTT             FENWAY T-SHIRT                     30     6.00    11.99          180.00     359.70
  106000        PT6001          POCKET T-SHIRT                     31     7.00    13.99          217.00     433.69
  107000        DT7010          BU HOCKEY T-SHIRT                  15     8.00    15.99          120.00     239.85
  501234        NK47474         NIKE T SHIRT                       87     8.00    15.99          696.00    1391.13
  107120        DT7810          BEANPOT CHAMPIONS T-SHIRT          56     7.50    14.99          420.00     839.44
  105895        H42520          RED SOX '98 WILDCARD T-SHIRT       46     8.00    15.99          368.00     735.54
  105566        DT55887         PAW SOX T-SHIRT                    62     8.00    15.99          496.00     991.38
                                                                  ----                       ---------  ---------
                                               TOTAL Class:        383                         2939.50    5906.17

                                               TOTAL Department:   383                         2939.50    5906.17

                                               TOTAL Location:     383                         2939.50    5906.17
 *** End of Report ***
```

Inventory Adjustments Journal

```
Run Date  3/30/00                         A D J U S T M E N T S    R E P O R T
Run Time  4:28 PM                              Merchant Technologies

[SELECT OPTIONS]   Location Code:    01
                   Adjustment Code:  ALL
                   Adjustment Date:   3/01/00 to  3/30/00
                   Item Code:        ALL


Location:          01  MERCHANT TECHNOLOGIES

Item               Item                      User    Tran    Docum    Adj      --- Extended ---
Code               Description                ID     Date    Num      Qty      Price      Cost
----               -----------               ----    ----    -----    ---      -----      ----

Adjustment Code:  DA  Damages

                   WHITE COTTON T-SHIRT
0000070006             <BLUE   M    -    >    JW     3/30/00   20       3       32.97      15.00

0000070007             <BLUE   L    -    >    JW     3/30/00   20       4       43.96      20.00

0000070008             <BLUE   XL   -    >    JW     3/30/00   20       5       54.95      25.00


                   NIKE T SHIRT
5012340001             <WHITE  S    -    >    JW     3/30/00   20       4       63.96      32.00

5012340002             <WHITE  M    -    >    JW     3/30/00   20       6       95.94      48.00

5012340003             <WHITE  L    -    >    JW     3/30/00   20       8      127.92      64.00

5012340005             <TAN    S    -    >    JW     3/30/00   20       4       63.96      32.00

5012340009             <GREEN  S    -    >    JW     3/30/00   20      10      159.90      80.00

5012340011             <GREEN  L    -    >    JW     3/30/00   20       8      127.92      48.00

5012340012             <GREEN  XL   -    >    JW     3/30/00   20      11      175.89      88.00
                                                                            ----------- -----------
                                          TOTAL Adjustment Code:              947.37     452.00

                                          TOTAL Location:                     947.37     452.00
```

The **Inventory Adjustments Module** records the User ID and the Date for each adjustment made to Inventory. For control purposes it also assigns a Document Number.