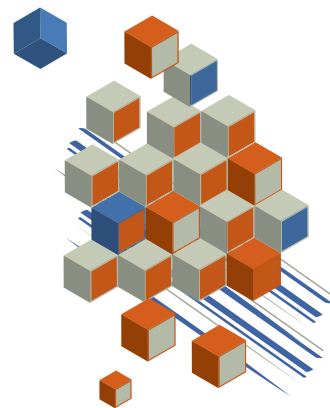




# Physical Counts

**SIMMS** Inventory Management Software 2012

September 16, 2011



# Contents

- Physical Counts . . . . . 1**
- Physical Count with a Worksheet . . . . . 1**
  - Print a Physical Count Worksheet . . . . . 1**
  - Print a Physical Count Worksheet with Manufacturer's Lots . . 2**
  - Generate a Physical Count Variance List . . . . . 2**
  - Adjust an Item's On-Hand Count . . . . . 4**
  - Add an Item to Your Variance List . . . . . 5**
- Physical Count with a Scanner . . . . . 5**
  - Generate a Physical Count Variance List . . . . . 5**
  - Enter Your Physical Count with a Scanner. . . . . 7**
  - Adjust an Item's On-Hand Count . . . . . 8**
  - Add an Item to Your Variance List . . . . . 9**
  - View Serial Number Discrepancies . . . . . 9**
- Making a Quick Stock Adjustment . . . . . 9**
  - Make a Quick Stock Adjustment . . . . . 9**
- Manage Physical Count Documents . . . . . 11**
  - Open a Saved Physical Count . . . . . 11**
  - Delete a Saved Physical Count . . . . . 11**
- Physical Count Reports . . . . . 11**
  - View the Physical Count Variance Report . . . . . 11**
  - View a List of All Stock Adjustments . . . . . 12**



# Physical Counts

A physical count is a process where you count and record your inventory quantities. The purpose of which is to ensure that SIMMS' on-hand count is correct.

You do your physical count and then compare your results with SIMMS' on-hand count. If there is any variance between these two counts, you adjust SIMMS' on-hand count to match your physical count.

A physical count can be done in two ways: (1) with a worksheet; or (2) with a scanner.

You may need to make stock adjustments outside your scheduled physical counts. In this case you can make what is called a quick stock adjustment. Quick stock adjustments are done for one item at a time.

## Physical Count with a Worksheet

You record your physical count on a printed worksheet. This worksheet lists all your inventory items for a specific location. There are two types of worksheets you can print: one with manufacturer's lots and one without.

After recording your physical count, return to SIMMS and generate a physical count variance list. In this document, you correct any variance between your physical count and SIMMS' on-hand count.

### Print a Physical Count Worksheet

1. Open the **Reporting** menu, open the **Reports Center** sub-menu, and then click **Report Center**.
2. On the **View Reports** tab, click **Inventory**, and then under **Physical Reports**, click **Physical Count Worksheet**.

3. Click **Display**.

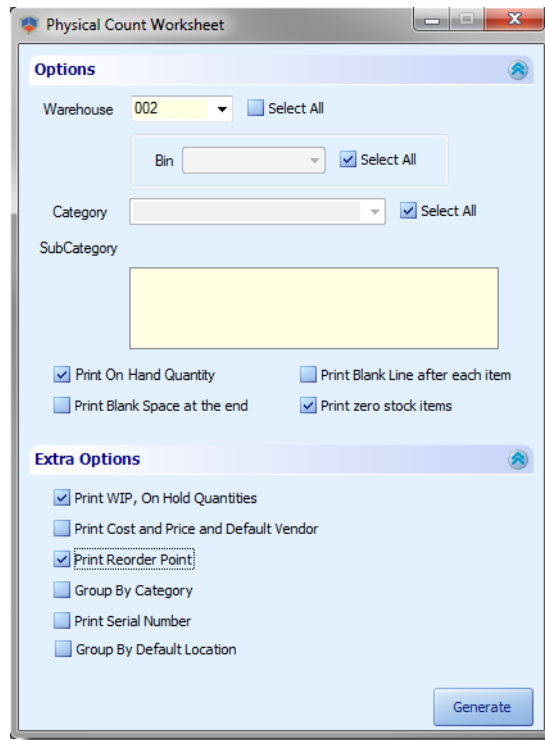




Figure 1: Physical Count Worksheet dialog box

4. Select the appropriate options, and then click **Generate**.
5. Click the **Print** icon .

### Print a Physical Count Worksheet with Manufacturer's Lots


1. Open the **Reporting** menu, open the **Reports Center** sub-menu, and then click **Report Center**.
2. On the **View Reports** tab, click **Inventory**, and then under **Physical Reports**, click **Physical Count Worksheet with Manufacturer Lots**.
3. Click **Display**.

The Category Filter window opens

4. Select the appropriate options, and then click **Print**.
5. Click the **Print** icon .

### Generate a Physical Count Variance List

In the physical count variance list you correct any variance between SIMMS on-hand count and the results of your physical count.

1. Open the **Warehouse** menu, open the **Physical Count** sub-menu, and then click **Physical Count**.
2. Click the **New** icon .
3. In the **Comment** box, type a comment.
4. On the **Worksheet** tab, in the **Warehouse Code** list, click the location of your physical count, and then click the **Add** button.

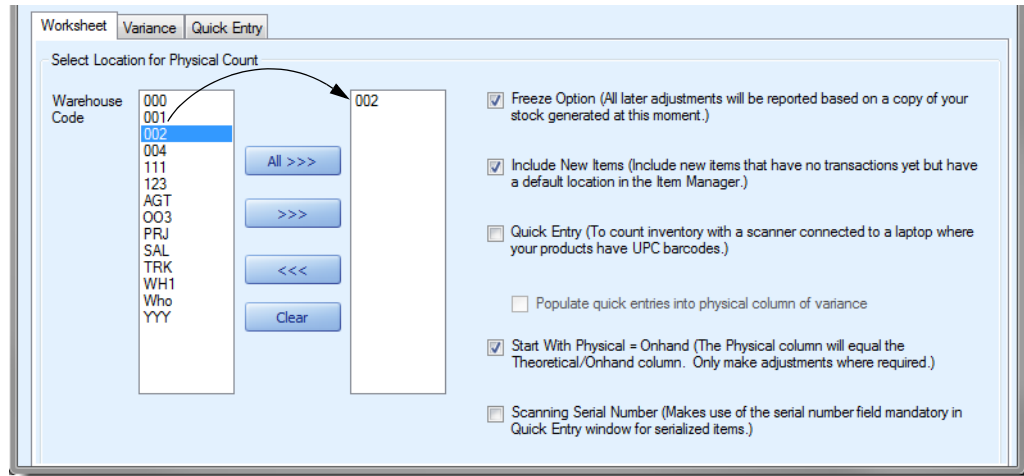


Figure 2: The Worksheet tab on the Physical Count window

5. Click the **Freeze Option** check box.

During your inventory adjustments, an item's on-hand count may change. This is because items continue to be received, sold, transferred and so on.

With the Freeze Option selected, SIMMS ensures any on-hand counts that change while you are adjusting your inventory are reconciled with your adjustments.

6. Select any of the following options:

**Table 1: Options for Your Physical Count Variance List**

Select this option:	To do this:
<b>Include New Items</b>	<p>Include items on your variance list that have a default location, but have no transaction history.</p> <p>To have no transaction history means the item has never been purchased, received, sold, and so on.</p>

**Table 1: Options for Your Physical Count Variance List**

Select this option:	To do this:
<b>Start with Physical Count = Onhand</b>	<p>Enter in the Physical column of your variance list the same count as in the Theoretical column. (The Theoretical column contains SIMMS' on-hand count).</p> <p>By doing this, the only counts you need to enter are those counts that differ from SIMMS' on-hand count (Theoretical column).</p>

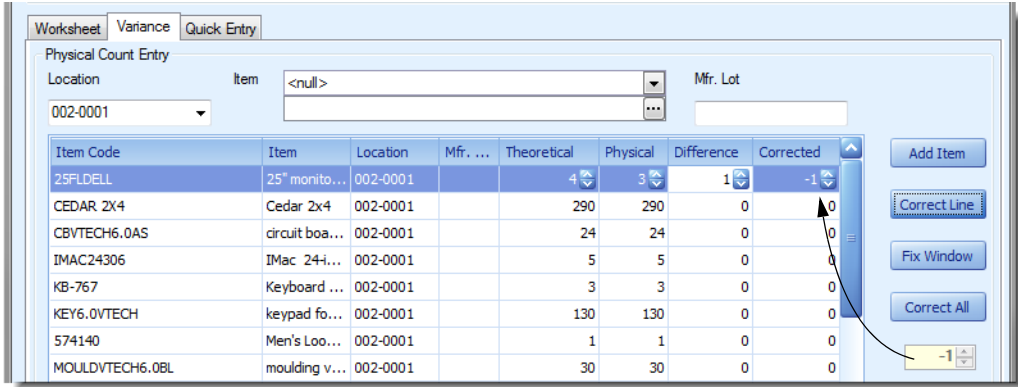
7. Click the **Save** icon .

SIMMS displays your physical count variance list.

**Adjust an Item's On-Hand Count**

You adjust an item's on-hand count in the variance list you generated.

1. For the appropriate item/location combination, in the **Physical** field, type the item's physical count.




*Figure 3: You make your stock adjustments on the Variance tab*

2. Press the Tab key until SIMMS updates the Difference field. (Or click on a different row).

In the Difference field, SIMMS enters the value of the Theoretical field minus the value of the Physical field (Theoretical - Physical = Difference).

3. Re-select the row in which you entered your physical count, and then click **Correct Line**.

The Correct Line button only displays after you have SIMMS update the Difference field and you then re-select the row.

4. SIMMS prompts you to confirm your correction. Click **Yes**.  
The Date Selection dialog box opens.
5. Click **Save** to confirm the date of your adjustment.
6. If your item uses serial numbers, you are prompted to adjust the item's serial number count. Click **Yes**.  
The Assign Serial Numbers to Stock Items window opens.
7. Do one of the following steps:
  - If you have increased the on-hand count for your item, add the appropriate number of serial numbers, and then click **Save**.
  - If you have decreased the on-hand count for your item, remove the extra serial numbers, and then click **Save**.
8. Complete your adjustments, and then click the **Save** icon .

### **Add an Item to Your Variance List**

1. On the **Variance** tab, in the **Location** list, select the location of the item you want to add to your variance list.
2. In the **Item** list, select your item.
3. If your item has a manufacturer's lot number, in the **Lot #** text box, type the lot number for your item.
4. Click **Add Item**.


### **Physical Count with a Scanner**

A physical count with a scanner begins by generating a variance list.

You then enter the UPC code for your item using a scanner, and record its physical count.

After recording your item's physical count, you correct any variance between the item's physical count and its on-hand count.

### **Generate a Physical Count Variance List**

1. On the **Inventory** menu, point to **Physical Count**, and then click **Physical Count Data**.
2. Click the **New** icon .  
The Worksheet tab becomes available.
3. In the **Comment** box, type a comment.
4. In the **Warehouse Code** list box, click the location of your physical count, and then click the **Add** button.



SIMMS enters your chosen warehouse code in the adjacent list box.

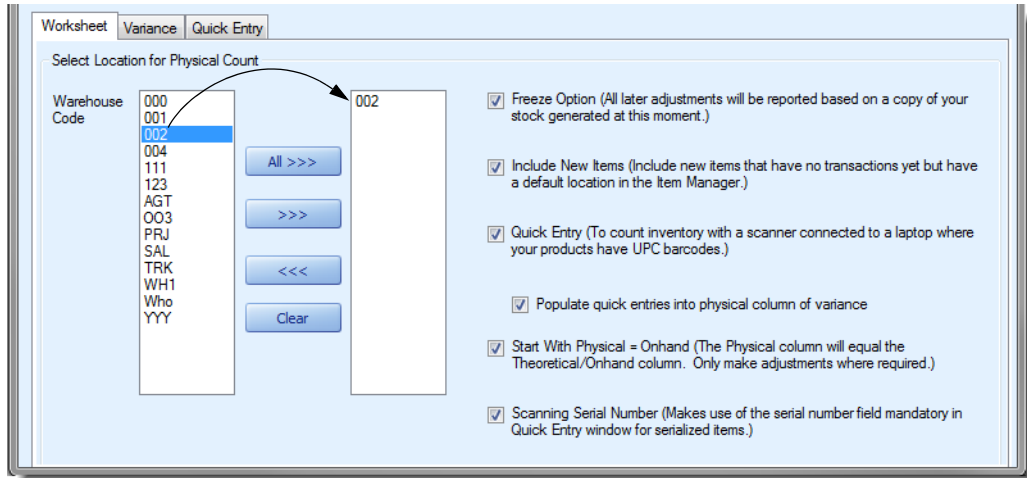


Figure 4: The Worksheet tab on the Physical Count window

5. Click the **Freeze Option** check box.

During your inventory adjustments, an item's on-hand count may change. This is because items continue to be received, sold, transferred and so on.

With the Freeze Option selected, SIMMS ensures any on-hand counts that change while you are adjusting your inventory are reconciled with your adjustments.

6. Click the **Quick Entry** check box.
7. Select any of the following options:

Table 2: Options for Your Physical Count Variance List

Select this option:	To do this:
<b>Include New Items</b>	<p>Include items on your variance list that have a default location, but have no transaction history.</p> <p>To have no transaction history means the item has never been purchased, received, sold, and so on.</p>

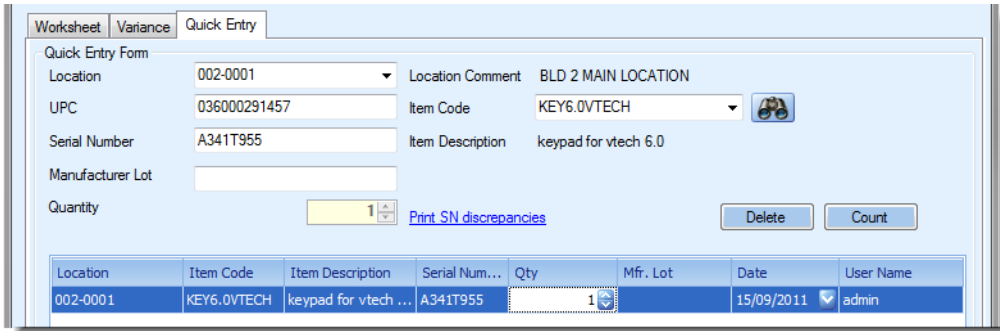
**Table 2: Options for Your Physical Count Variance List**

Select this option:	To do this:
<b>Start with Physical Count = Onhand</b>	<p>Enter in the Physical column of your variance list the same count as in the Theoretical column. (The Theoretical column contains SIMMS' on-hand count).</p> <p>By doing this, the only counts you need to enter are those counts that differ from SIMMS' on-hand count (Theoretical column).</p>
<b>Populate quick entries into physical column of variance</b>	<p>Enter automatically in the Physical column of your variance list your physical count as entered on the Quick Entry tab.</p> <p>This saves you the step of transcribing your physical count as entered on the Quick Entry tab to your variance list.</p>
<b>Scanning Serial Number</b>	<p>Require that all serialized items you count have a serial number entered in the Quick Entry tab.</p>

8. Click the **Save** icon .

**Enter Your Physical Count with a Scanner**

1. On the **Quick Entry** tab, in the **Locations** list, select the location in which you are doing your physical count.



*Figure 5: You do your physical count with a scanner on the Quick Entry tab.*

2. Click inside the **UPC** box, and then scan your item's UPC code.

After scanning your item, SIMMS enters your item's code and description in the appropriate list and text box.

3. In the **Serial Number** text box, type or scan the item's serial number.
4. In the **Manufacturer Lot** text box, type the item's manufacturer's lot.
5. In the **Quantity** box, type the quantity of the item, and then click **Count**.

**Note:** If your item is serialized and in Global Settings you have set your serial numbers as unique to item or inventory, SIMMS enters a quantity of 1 for your item. You cannot change this quantity.

### Adjust an Item's On-Hand Count

After you have entered your physical count, you adjust an item's on-hand count.

1. Click the **Variance** tab.
2. For the appropriate item/location combination, in the **Physical** field, type the item's physical count.

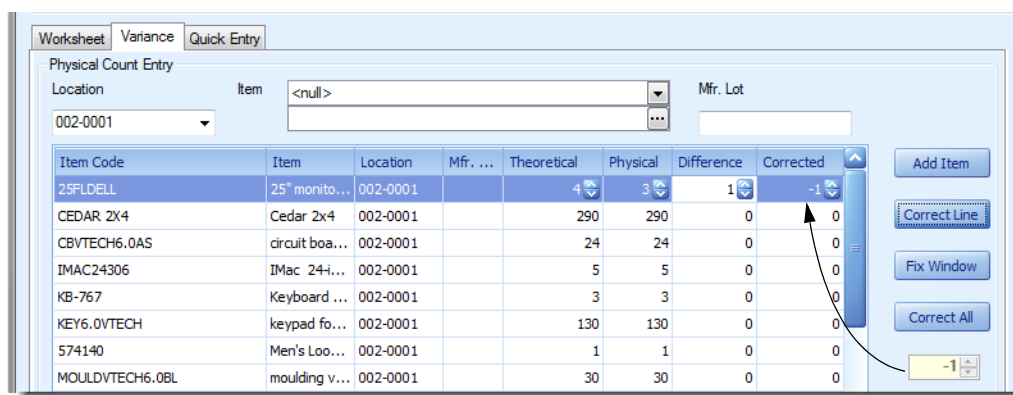


Figure 6: You make your stock adjustments on the Variance tab

3. Press the **Tab** key until SIMMS updates the Difference field. (Or click on a different row).

In the Difference field, SIMMS enters the value of the Theoretical field minus the value of the Physical field (Theoretical - Physical = Difference).

4. Re-select the row in which you entered a physical count, and then click **Correct Line**.


SIMMS enters the quantity of your item that is either removed or added to inventory.

The **Correct Line** button displays only if the line item you are adjusting is selected after SIMMS updates the **Difference** field.

5. SIMMS prompts you to confirm your correction, click **Yes**.

The **Date Selection** window opens.

6. Click **Save** to confirm the date of your adjustment.

7. After completing all your adjustments, click the **Save** icon .

## Add an Item to Your Variance List

1. On the **Variance** tab, in the **Location** list, select the location of the item you want to add to your variance list.
2. In the **Item** list, select your item.
3. If your item has a manufacturer's lot number, in the **Lot #** text box, type the lot number for your item, and then click **Add Item**.

## View Serial Number Discrepancies

In the **Serial Number Discrepancies** report, you can view a list of the serial numbers you entered during your physical count with a scanner and those previously entered into SIMMS.

The purpose of the report is to help you locate any discrepancies between the serial numbers you entered during your physical count and those previously entered into SIMMS.

- ◆ After completing your physical count with a scanner, on the **Quick Entry** tab, click the **Print SN discrepancies** link.

The **Serial Number Discrepancies** report opens.

## Making a Quick Stock Adjustment

You may need to adjust SIMMS' on-hand count for an item between your scheduled inventory counts. You make these quick stock adjustments in the **Adjust Quantity On Hand** dialog box.

### Make a Quick Stock Adjustment

1. Open the **Warehouse** menu, open the **Inventory** submenu, and then click **Item Manager**.

2. Click the **Stock Adjustment** icon.


The screenshot shows a window titled "Adjust Quantity On-Hand". It has a light blue background and a white border. The window contains several input fields and buttons. At the top right, there are standard window control buttons (minimize, maximize, close). The main area has the following elements: an "Item" dropdown menu with "KEY6.0VTECH" selected, a "Location" dropdown menu with "002-0001" selected, a "Manufacturer Lot" dropdown menu, an "Expiration Date" dropdown menu with a checked checkbox and "01/01/1900" selected, an "On-Hand" text box with "130.00", a "New On-Hand" text box with "130.00", and a "Cost" text box with "10.00". There is a "Comment" text area at the bottom. An "Adjust" button is located to the right of the "Item" dropdown, and a "Save" button is at the bottom right of the window.

*Figure 7: A quick stock adjustment.*



3. In the **Item** list, select an item.
4. In the **Location** list, select the item's location.
5. In the **Manufacturer Lot** list, select the item's manufacturer's lot, and then in the **Expiration Date** box, select its expiration date.
6. Click **Adjust**.
7. In the **New On Hand** box, type the item's actual on-hand quantity, and then click **Save**.
8. SIMMS prompts you to confirm your changes to the item's on-hand quantity. Click **Yes**.  
The Date Selection window opens.
9. Confirm the date of your adjustment. Click **Save**.
10. If your item uses serial numbers, you are prompted to adjust the item's serial number count. Click **Yes**.  
The Assign Serial Numbers to Stock Items window opens.
11. Do one of the following:
  - If you have increased the on-hand count for your item, add the appropriate number of serial numbers, and then click **Save**.
  - If you have decreased the on-hand count for your item, remove the extra serial numbers, and then click **Save**.

# Manage Physical Count Documents

## Open a Saved Physical Count

1. Open the **Warehouse** menu, open the **Physical Count** sub-menu, and then click **Physical Count**.
2. Click the **View** icon .
3. Select the physical count you want to open, and then click **OK**.

## Delete a Saved Physical Count

1. Open the **Warehouse** menu, open the **Physical Count** sub-menu, and then click **Physical Count**.
2. Click the **View** icon .
3. Select the physical count you want to open, and then click **OK**.  
Your selected physical count opens in the Physical Count window.
4. Click the **Delete** icon .
5. SIMMS prompts you to confirm that you want to delete the physical count. Click **Yes**.

# Physical Count Reports

## View the Physical Count Variance Report

The Physical Count Variance Report is a valuation report. This report lists the dollar value of any shortages/overages (Variance x Unit Cost = Total Variance) for your physical count. It also lists the corrected dollar value for your items (Physical Count x Unit Cost = Extended Cost).

1. Open the **Reporting** menu, open the **Reports Center** sub-menu, and then click **Reports Center**.

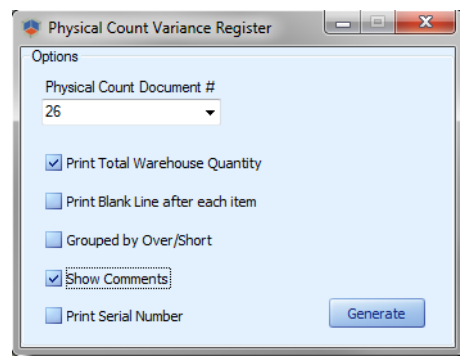


Figure 8: The Physical Count Variance Register

2. Click the **Inventory** menu, under **Physical Count**, click **Physical Count Variance Report**, and then click **Display**.
3. In the **Physical Count Document #** list, select the document number for the physical count you want to generate a report for.
4. Select any of the available options, and then click **Generate**.

### **View a List of All Stock Adjustments**

You can view a list of all stock adjustments made in SIMMS. This includes stock adjustments made as part of a physical count, and any quick stock adjustment.

1. Open the **Reporting** menu, open the **Reports Center** sub-menu, and then click **Reports Center**.
2. Click the **Inventory** menu, under **Physical Count**, click **Stock Adjustment Report**, and then click **Display**.
3. Click **Generate**.