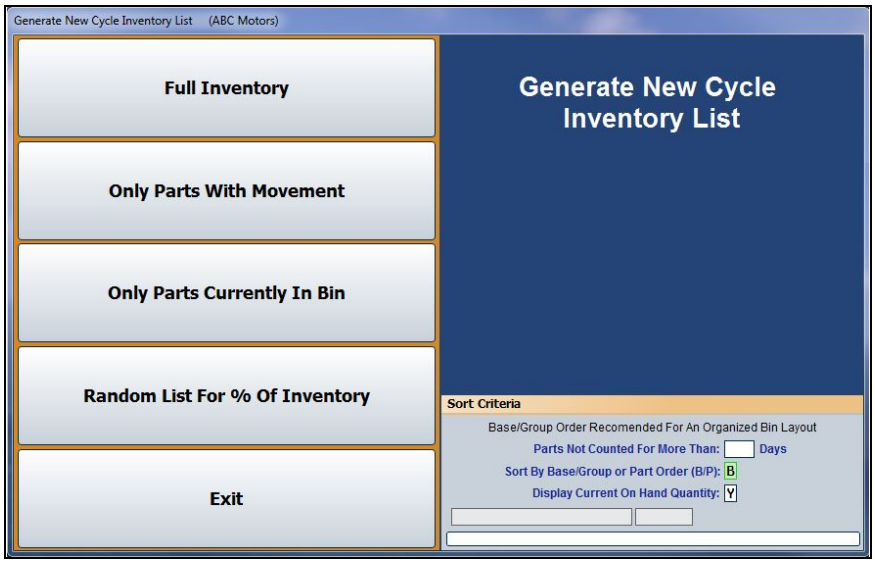
Full Cycle Inventory Process

A. Generate a New Cycle List

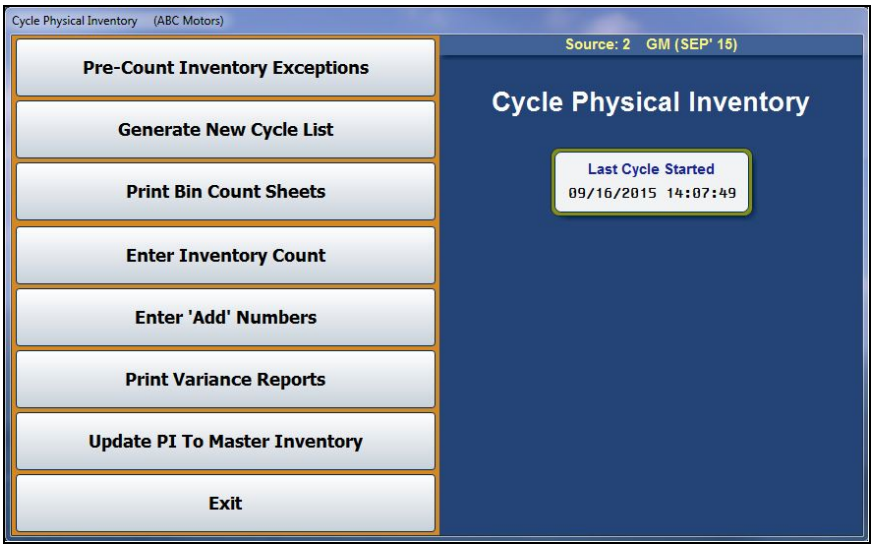
1. Click **Special Inventories** on the Parts Inventory main menu.
2. Click **Cycle Inventory** on the Special Inventories & Maintenance menu.
3. Click **Generate New Cycle List** on the Cycle Physical Inventory menu.
4. Click **Full Inventory** on the Generate New Cycle Inventory List menu.



5. Leave the **Parts not counted for more than __ days** field blank to include all parts.
6. In **Sort By Base/Group or Part Order**, type **B** to sort the list by base or **P** to sort the list by part number. This determines how the inventory will be sorted and counted.
7. In the **Display Current On Hand Quantity** field, type **Y** for yes or **N** for no to determine whether current on-hand quantities will be included.
8. Enter through the fields and click **OK** when prompted to verify you wish to generate the list.
9. When the system is finished generating the list, it will take you back to the Cycle Physical Inventory main menu.

B. Pre-count the Inventory Exceptions

1. Click **Pre-Count Inventory Exceptions** on the Cycle Physical Inventory main menu.



2. Click **List Parts With Missing Location** on the Cycle Inventory Exceptions menu.

3. Click to select **To Printer**, and click **Print**. Use the printout to check if there are parts in the Master Inventory with missing bin locations. This will allow you to assign all parts with missing locations to the “SPO” bin.

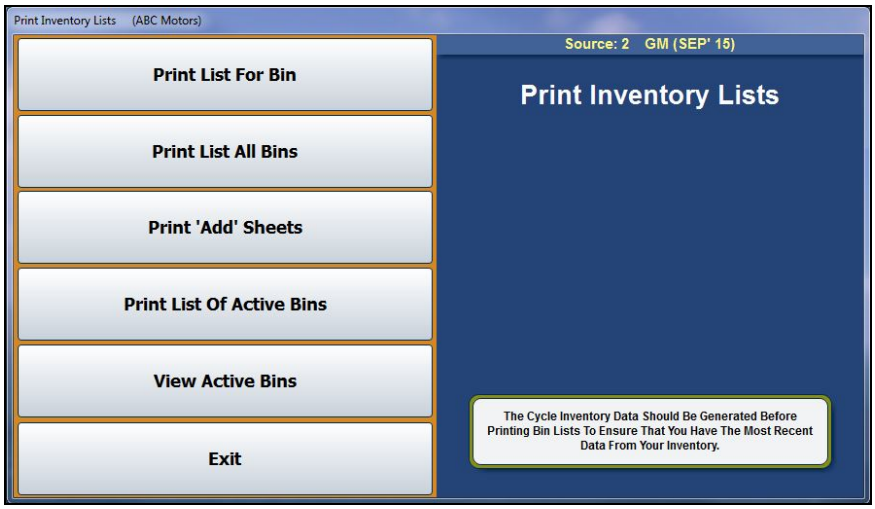
4. Click **List Parts With Negative On-Hand** on the Cycle Inventory Exceptions menu.

5. Click to select **To Printer,** and click **Print**. Review the printout for information to help you handle the quantities appropriately.

6. Click **Exit** to return to the Cycle Physical Inventory menu.

C. Print the Bin Count Sheets

1. Click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.



2. The system displays a reminder that you should have generated a new cycle list.

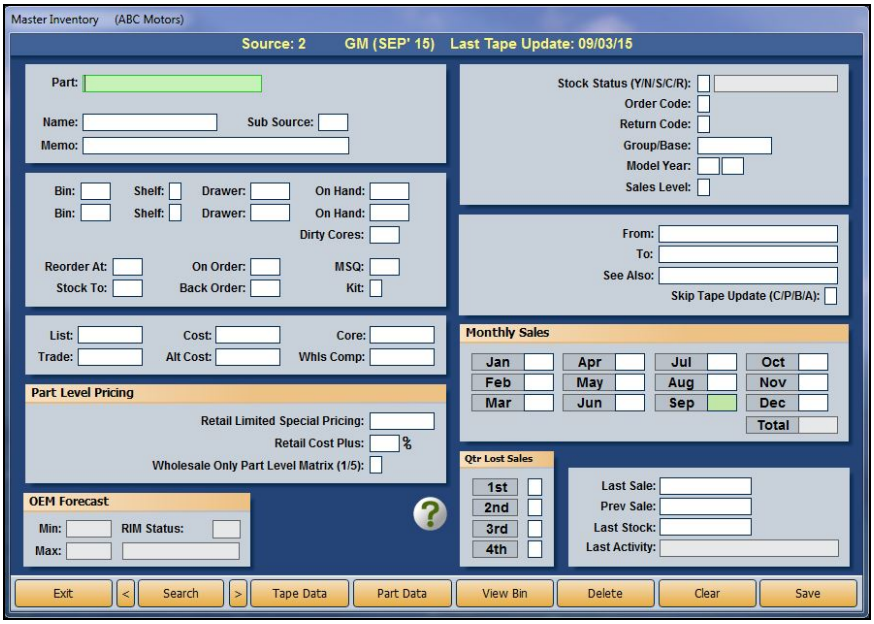
3. Click **Print List Of Active Bins** on the Print Inventory Lists menu.

4. Click to select **To Printer**, and click **Print**. Review the printout to correct bogus bin locations in your inventory.

D. Review Bins as Needed

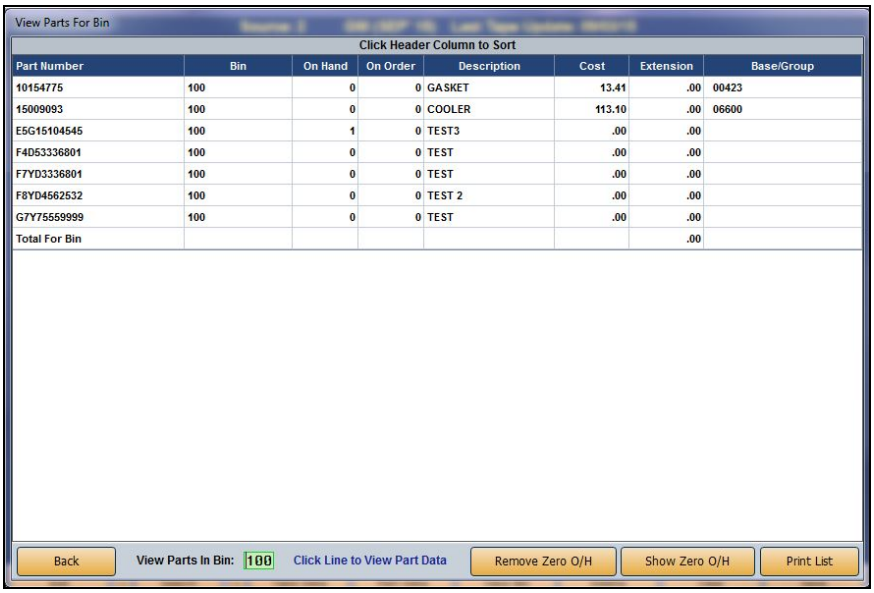
1. Return to the Parts Inventory main menu.

2. If you need to review the bins before correcting locations, click **Master Inventory** on the Parts Inventory menu.



3. Click **View Bin** on the bottom on the screen.

4. In **View Parts In Bin**, type the bin number you wish to view. A list of the bin's contents will populate the screen. Click on a line to view the data for that part.



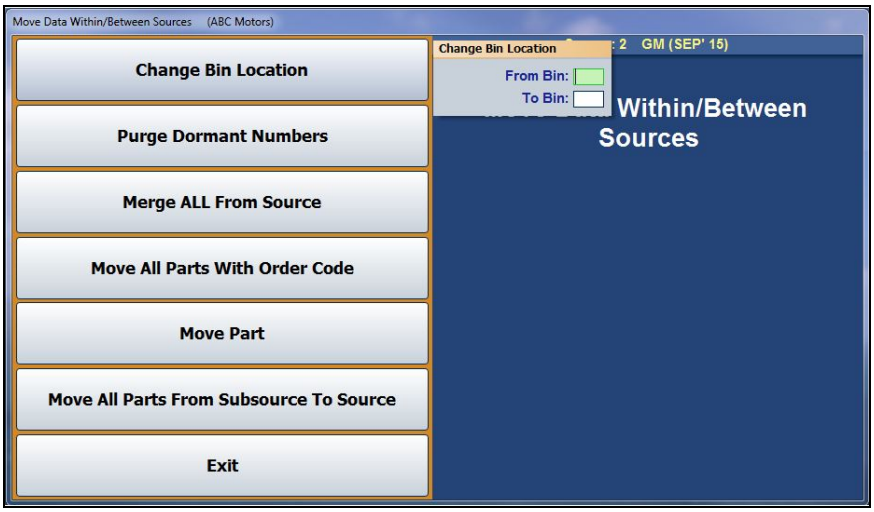
5. When you are finished, click **Back** to return to the Master Inventory.

6. Click **Exit** to return to the Parts Inventory main menu.

E. Move Data Between Bin Locations

To clean your inventory records as needed, you will need to move data between bin locations.

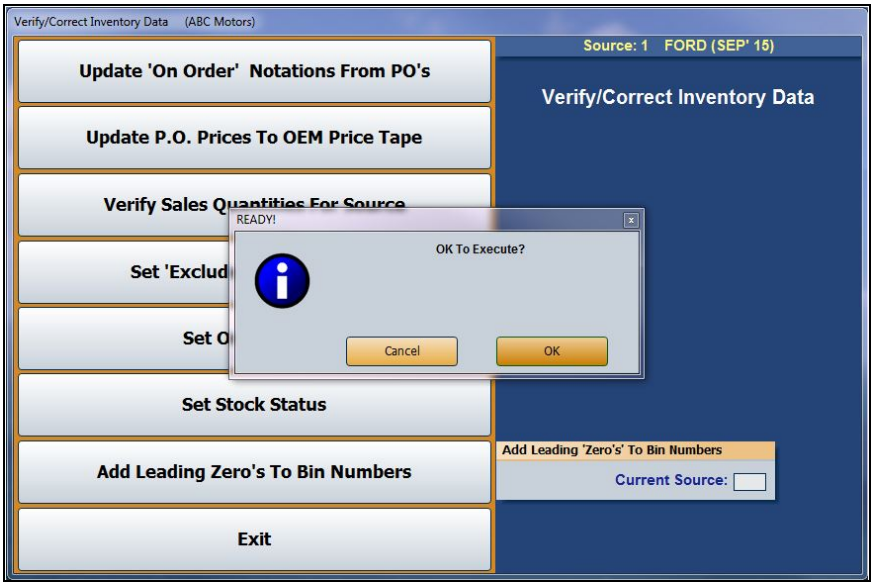
1. On the Parts Inventory main menu, click **Setup & Updates**.
2. Click **Miscellaneous Maintenance** on the System Setup & Updates menu.
3. Click **Move Data Within/Between Sources** on the Miscellaneous File Utilities menu.
4. The Move Data Within/Between Sources menu opens. Click **Change Bin Location**.



5. In **From Bin**, type the bogus bin number. If you leave this field blank, the system will move all parts with a missing bin location.
6. In **To Bin**, type the correct bin number. When you are moving all parts with a missing bin location, type “SPO” in the **To Bin** field.
7. Click **OK** when prompted to verify you wish to make the change.
8. Click **Exit** to return to the Miscellaneous File Utilities menu.

F. Add Leading Zeros to Bin Numbers

1. Click **Verify/Correct Inventory Data** on the Miscellaneous File Utilities menu.
2. Click **Add Leading Zeros To Bin Numbers** on the Verify/Correct Inventory Data menu.



3. Click **OK** when prompted to verify you want to execute the change. The system will begin to make the changes. A status bar will show progress.
4. Click **Exit** until you return to the Parts Inventory main menu.

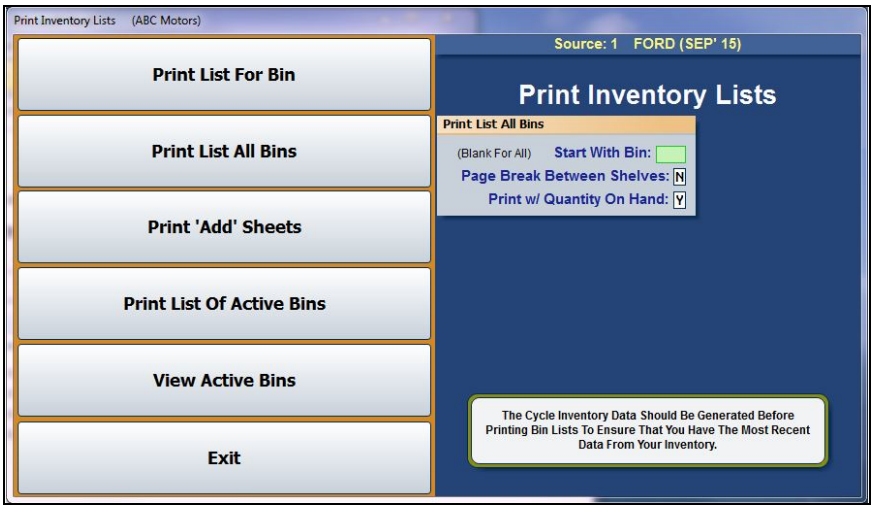
G. Repeat Steps A, B, and C.

1. Repeat Steps A, B, and C to verify your parts data is clean so you can begin the counts.

2. After you generate a new cycle count and verify the data is clean, click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.

3. The system displays a reminder that you should have first generated a new cycle inventory list and provides the date of the last list. Click **OK** to acknowledge the message.

4. Click **Print List All Bins** on the Print Inventory Lists menu.



5. Leave the **Start With Bin** field blank to include all bins.

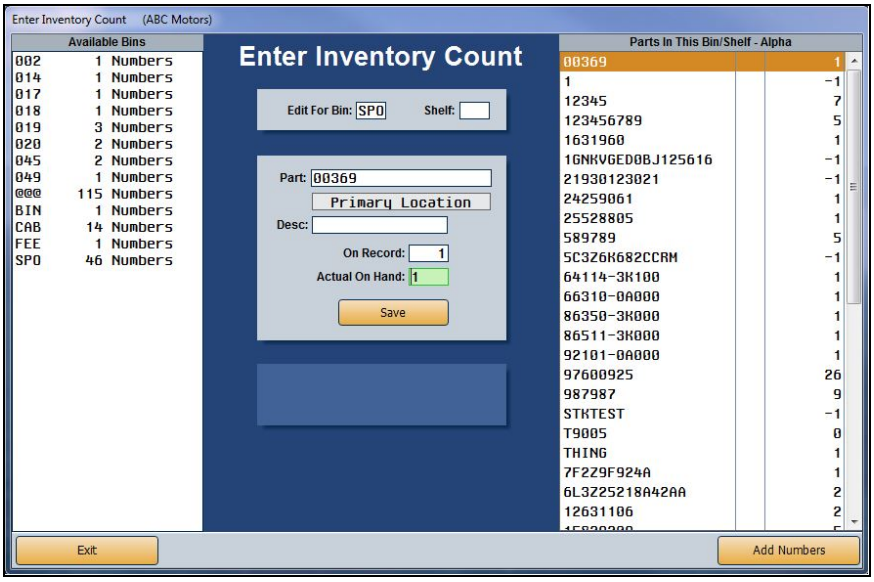
6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

7. Click **Print 'ADD' Sheets**.

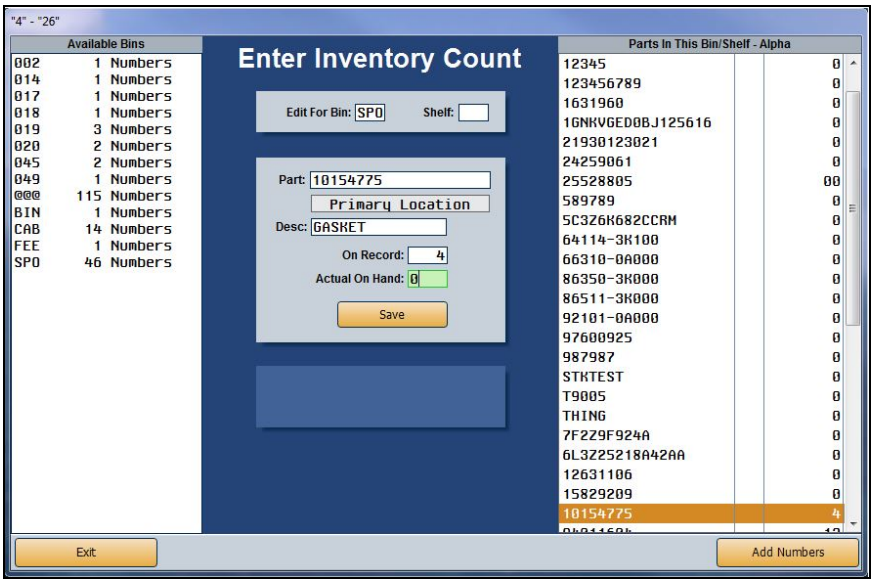
8. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. This will print a single page. Make copies of the page and use the sheets to record the part numbers found in bins that did not print on the original bin sheet.

H. Enter the Inventory Counts

1. Return to Cycle Physical Inventory main menu.
2. Click **Enter Inventory Count**.
3. On the Enter Inventory Count screen, type SPO in the **Edit For Bin** field.



4. Zero out all the parts in the SPO bin by typing zero in the **Actual On Hand** field and clicking save for each part.



5. Use the Add Sheets you printed in Step G to count the SPO parts and add the parts into the system. You will enter the counts for each individual bin as counted.

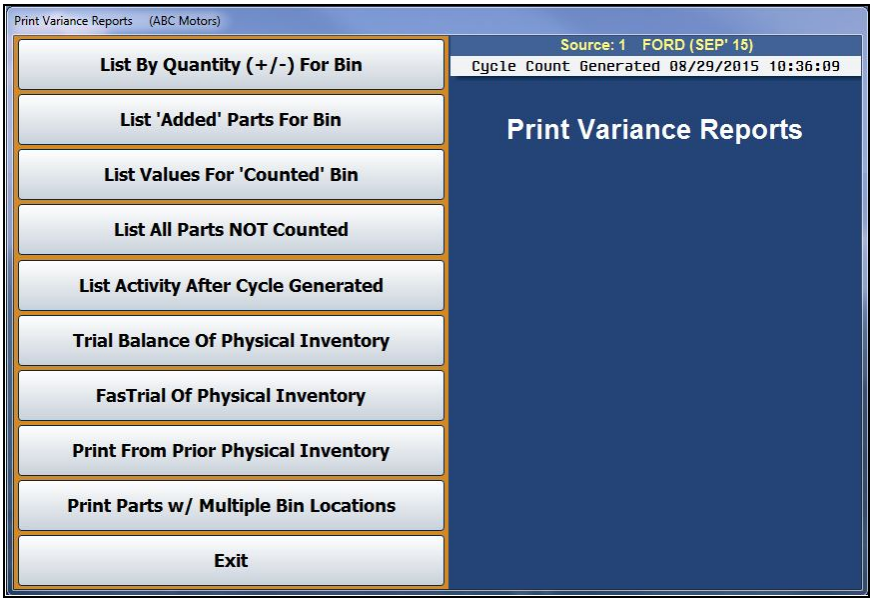
6. Click **Add Numbers** on the bottom of the screen to enter parts from the Add Sheet accordingly until all counts are completed for all bins.

Tip: The Add Numbers screen will show all additional bin locations where the part was found. When the Cycle Inventory is updated to inventory, the *last* bin location on this screen will become the *secondary* bin location on the Master Inventory screen. The primary bin location will not be affected. Therefore, it will be necessary to use the **List 'Added' Parts For Bin** button on the Print Variance Reports menu to print the Added Parts for Bin report and edit the secondary bin to move parts to the correct bin location when updated.

I. Print Reports

1. When you are finished entering the counts, return to the Cycle Physical Inventory menu and click **Print Variance Reports**.

2. Click **FasTrial Of Physical Inventory**. If the FasTrial amounts are not acceptable, research and correct the counts as needed. If the amounts are acceptable, run all remaining reports on this menu.



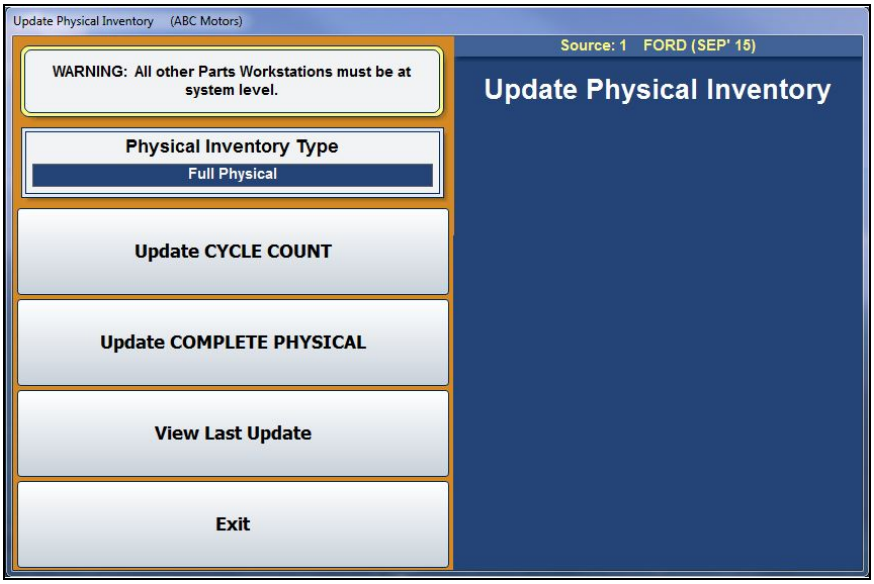
Important: Print all of the reports on the Print Variance Reports menu because they will not be available after the update.

J. Update the Counts to Inventory

1. Make sure all other users are completely out of the FLEX DMS system and perform a daily backup.

2. Once the backup is complete, return to the Cycle Physical Inventory menu and click Update PI To Master Inventory.

3. Click Update COMPLETE PHYSICAL.



4. Click OK when prompted to verify you want to update a full inventory count.

5. Click OK when prompted to verify you wish to update the counts.

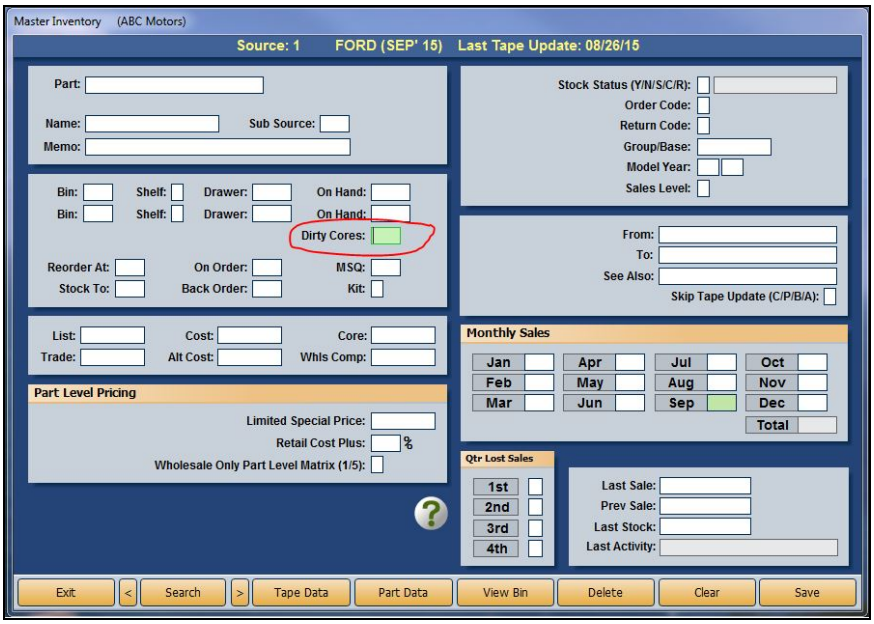
6. Click OK when alerted to verify all other workstations are out of the Parts module.

7. The system will return you to the Parts Inventory main menu when the update is complete.

Important: The dirty cores *are not* included in current cycle inventory process. It is necessary to confirm the dirty core inventory and to add the dirty core value to the cycle inventory balance for inventory reconciliation with Accounting.

K. Verify the Dirty Core Inventory

1. Click **Reports** on the Parts Inventory main menu.
2. Click **Inventory Value Reports**.
3. Click **Dirty Cores In Stock**.
4. When prompted to verify your printer is ready, select **To Printer** and click **Print**. This will print a report containing the information for the dirty cores in the system.
5. Next, take a physical count of the dirty core inventory.
6. Make any necessary adjustments using the **Dirty Cores** field on the Master Inventory screen.



7. Once you have verified the dirty core inventory, return to the Inventory Value Reports menu.
8. Click **Inventory FasTrial**.
9. Click **OK** to begin the FasTrial.
10. You will be prompted that the FasTrial is complete and you may print the results. Click **OK**.
11. When prompted to verify that your printer is ready, select to print either **To Printer** or **To Screen**, and click **Print**.
12. Make note of the FasTrial balance.
13. Click **Exit** to return to the Inventory Reports menu.
14. Click **Sales & Restock Reports**.

15. Click **Parts Work in Process**.

16. When prompted to select which version of the report you would like to print, click **Summary Only**.

17. The system will prompt you to verify that your printer is ready. Select to print **To Printer** or **To Screen**, and click **Print.**

18. Add the FasTrial balance and the Parts Work in Process balance. Use this total to reconcile the inventory value to Accounting.

Tip: Additional parts values may be in the Accounting journal entries on unposted parts counter slips and repair orders. In this event, you also need to add the value of these parts to the general ledger balance. In addition, you may need to consider any parts that were receipted into the parts inventory and counted in the cycle inventory for which Accounting has not received invoices, as well as any parts and cores returned for credit for which Accounting has not received the credit invoice.