

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 **Only Parts Currently In Bin** on the Generate New Cycle Inventory List menu. (Other options include **Only Parts With Movement** or **Random List For % Of Inventory**).
5. In **Bin**, type the bin number for the bin you want to count.
6. Leave the **Parts not counted for more than _ days** field blank to include all parts.
7. In **Sort By Base/Group or Parts 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.
8. Click **OK** when prompted to generate the list.
9. When the system is finished generating the list, it returns you to the Cycle Physical Inventory menu.

B. Print your bin count sheets.

1. Click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.
2. The system displays a message that you should have generated a new cycle inventory list. Click **OK** to acknowledge the message and to continue.
3. Click **Print List For Bin** on the Print Inventory Lists menu.
4. In **Print List For Bin**, type the bin number for the list you want to print.
5. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
6. Click **Exit** to return to the Cycle Physical Inventory menu.

C. Count the inventory, and enter the counts.

1. Click **Enter Inventory Count**.
2. In **Edit For Bin**, type the bin number counted, and press ENTER to advance through each record accepting or changing count as needed.
3. The system displays a "That's All For This Bin" message when all of the parts have been counted. Click **OK** to acknowledge the message.
4. Click **Exit** to close the screen.

D. Print a Variance Report.

1. Click **Print Variance Reports** on the Cycle Physical Inventory menu.
2. Click **List By Quantity (+/-) For Bin** on the Print Variance Reports menu.
3. In **Bin**, type the bin number.
4. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. Retain the report as verification of the changes.
5. Use the report as a verification of the changes.
6. Click **Exit** to return to the Cycle Physical Inventory menu.

E. Update the counts to your inventory.

1. Click **Update PI To Master Inventory**.
2. Click **Update Cycle Count**.
3. Click **OK** when prompted to verify you want to update the cycle count.

F. Any add numbers written on the count sheet must be added through the Master Inventory screen for correction.