

Zero Category On-Hands

In Some cases, it becomes necessary to zero out the entire inventory within a category. The recommended way to do this so that you have a proper paper trail is to do a 'zero' physical inventory count. You can accomplish this by following these steps.

1. Navigate to **6. Inventory > 6. Physical Inventory > 1. Parameters Maintenance**

Physical Inventory Arguments Maintenance					
1	Extract Sequence (A / S)	A	14	Auto Page Advance on Input (Y/N)	Y
2	Print On Hand (Y / N)	N			
3	Selection (1 / 2)	1	15	Ignore Zero On-Hand on Count Sheets/Input (Y/N)	Y
4	Category		16	Show Only Variance on Edit List (Y/N)	Y
5	Report Type (J / E)	E	17	Page Break by Bin Location on Count Sheet (Y/N)	N
6	Directory	temp/	18	Ignore Reorder Allowed = N	
7	Reject Flag (Y / N)	N	19	Use Compressed Part Number?	Y
8	Update Type (V / A)	V			
9	Use Bin Location (Y/N/P)	Y			
10	Page Per Category (Y / N)	N			
11	Ignore Location Validate (Y / N)	N			
12	Variance Threshold				
13	General Ledger Batch Number				

Any change? 1.

2. Adjust field 2 **Print On Hand (Y/N)** to **N**. With this set to N, when you print an inventory count sheet, it will print a zero as the onhand in the inventory count file.
3. Navigate to **6. Inventory > 6. Physical Inventory > 2. Count File Creates > 5. Multi-Cat. Count Worksheets**
4. Enter in the category you wish to zero on hands for

Count File Create

Enter Count Files To Be Created

	Category	
1	MIS	MISCELLAN
3
5
7
9
11
13
15
17
19

	Category	
21
23
25
27
29
31
33
35
37
39

5. Pres F1 to accept the category and F1 again when asked **Any change?** to create the count files
6. When the print preview shows up, you can close the window without printing the count sheets
7. Navigate to **6. Inventory > 6. Physical Inventory > 5. Count Update**
8. You will be presented with 2 different questions to confirm that you wish to update. Please answer them accordingly to proceed:
 - **Press RETURN to continue Y:** Press the Enter key
 - **Are you sure?:** Press **Y**
9. You will now see a screen with any outstanding count files. Press Enter to go into the list.
10. Press **N** next to **ALL** categories you do not wish to update

This is **VERY** important. Updating old count files can severely throw out your counts on categories
11. Ensure that the category you DO wish to update has a **Y** next to it.
12. Press F1 to accept the changes to the list and F1 again to start processing the update.
13. You will now be presented with a listing of all items whose onhand was zeroed out. This gives you a proper paper trail for inventory adjustment and financial purposes

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