

# 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     |  |
| 2                                        | Print On Hand (Y / N)                           | N     |  |
| 3                                        | Selection (1 / 2)                               | 1     |  |
| 4                                        | Category                                        |       |  |
| 5                                        | Report Type (J / E)                             | E     |  |
| 6                                        | Directory                                       | temp/ |  |
| 7                                        | Reject Flag (Y / N)                             | N     |  |
| 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                     |       |  |
| 14                                       | Auto Page Advance on Input (Y/N)                | Y     |  |
| 15                                       | Ignore Zero On-Hand on Count Sheets/Input (Y/N) | Y     |  |
| 16                                       | Show Only Variance on Edit List (Y/N)           | Y     |  |
| 17                                       | Page Break by Bin Location on Count Sheet (Y/N) | N     |  |
| 18                                       | Ignore Reorder Allowed = N                      |       |  |
| 19                                       | Use Compressed Part Number?                     | Y     |  |

Y= Sort ,Print by Bin, N= Not Included, P= Print Info Only

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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