

MAX

# PHYSICAL INVENTORY

Know your stock with accurate inventory audits.

The MAX Physical Inventory Module (PIM) helps MAX customers conduct an accurate, coordinated physical inventory program and the increasingly critical final audit trail report with posted variances by part number. The PIM windows, reports, and related programs offer a formal method of printing numbered physical inventory tags, collecting details of the physical inventory count, and updating the inventory data in MAX after verifying that this information is up-to-date for printing audit reports.

## WITH PHYSICAL INVENTORY, YOU CAN...

1. Set the PIM Count Mode
2. Freeze inventory
3. Create Tag files
4. Print Inventory Tags with bar codes
5. Conduct a physical inventory count
6. Enter Tag Data including Lot/ Serial
7. Verify a Completed Inventory Count
8. Run audit reports that will help you keep your stock records accurate and up-to-date
9. Review and print reports with Crystal Reports
10. Update the inventory data files
11. Manually adjust shop orders

### Precise Data Gathering

In a closed-Loop MRP II system, a Physical Inventory has a significant impact. A completed Physical Inventory updates the current inventory balances for manufacturing operations. This affects both financial and MRP databases. The MAX Physical Inventory Module provides audit trail reports, from initial input of counts and recounts to variances (quantity and cost), and a final audit on the variances posted to the various stock accounts. The transaction history records within MAX can then be updated. When the file is purged at the end of the physical inventory, the reports are the physical record for inventory audit purposes. The PIM module is designed to be used to support an organization's physical inventory policy and procedures. Its flexibility provides various checks and balances to assure inventory accuracy when conducting a physical inventory.

### REPORTS

#### Uncounted Inventory Reports

This report will provide you a list of parts that have on-hand balances in MAX and were not counted during the physical inventory. A varied selection is available, listing by part identifier, stock ID/ workcenter, order number, or planner. Cost data may be included, and you may limit the range of part identifiers selected when using this report.

#### Part Exception Reports

Provides exceptions, variances of dollar or quantity between the on-hand book count and the actual physical inventory input from the tag. It includes both positive and negative values and is presented in a descending order per selection criteria. The positive and negative values are absolute numbers and will list on the report alternating between the highest number regardless of the plus or minus value.

Maintain all relevant data gathered during the physical inventory

Tag ID	Type	Location	Order #	Seq #	Count Qty	On Hand Qty	Variance
3	A	EASSY	30000005	0010	15.00	15.00	0.00
4	A	EASSY	30000010	0010		2.00	
5	A	EASSY	30000012	0010		12.00	
6	A	EASSY	30000014	0010		500.00	
7	A	FASSY	30000015	0010		1.00	
8	A	FASSY	50000002	0010		2.00	
9	A	EASSY	50000013	0010		2.00	
10	A	EASSY	50000014	0010		3.00	
11	S	FGI			21.00	20.00	1.00
12	S	RMIOVER			1.00	2.00	1.00

### Variance by Part ID Inquiry

Before updating MAX data files with physical inventory count information, MAX users may run a Count Variance Inquiry to review current physical count quantities and variances from on-hand, frozen quantities.

You may also sort the parts in descending cost or quantity value by the planner code listed in MAX. The report will then list all part numbers in descending value (quantity or dollar) by planner responsibility. Another sort option is to print the report in descending cost or quantity value by the commodity code. This option lets you select a dollar or quantity level above which you wish to see the variances between on-hand and actual physical count. Pinpointing the level focuses management action on the higher dollar or quantity variances.

### Counted Tag Reports

This report provides a detailed listing of all the tags counted for a particular stock location, workcenter, or commodity code. The report can be all or designated part numbers and may include related cost data. Cost data available as an option includes material value, material overhead, labor value, labor overhead, and total value of the inventoried material in a workcenter.

### Detail Parts Reports

This report provides a detailed part identifier list for parts in sequential order that includes all stocking locations and workcenters. It shows parts with only on-hand balances from the Tag Work file and parts with physical counts from the Tags Detail file. Count and Cost Variances may be requested with totals for each part per workcenter and stockroom. A specific part identifier range may also be requested, limiting the report size. Now there is an easier, more effective way to conduct a physical inventory count. Enhance your MAX System with the MAX Physical Inventory Module today! Please contact your Account Manager for details.

### Update And Purge Files

Used to complete the Physical Inventory Cycle, this feature allows for updates of MAX for physical inventory counts and accepts the final variances to all MAX inventory files. The report should be processed in accordance with company policy and direction after a successful update has been processed.

For more information please see our website [www.max4erp.com](http://www.max4erp.com)