

Physical Inventory Checklist

1. Use the Physical Inventory menu functions to take a physical inventory by performing the following steps:
2. Print the Item Status Report for an up-to-date list of item quantities to help you organize your items into physical inventory batches.
3. Select the Freeze Quantities function from the Physical Inventory menu to Prepare Batch codes that include the items and locations you are going to count from your inventory.
4. Click on the Prepare Batch button.
5. Post transactions in all modules to update current on hand quantities.
6. Select the Freeze Quantities function and click the Freeze Quantities button, anytime after you prepare batch codes to freeze on hand quantities. Use this function when you are ready to conduct the physical count.

Once you freeze quantities, there should be no activity in the warehouse until physical inventory is updated through the Update Perpetual Inventory function, but you can continue to process transactions during this time.

7. Select the Print Inventory Tags or Print Inventory Worksheets function on the Physical Inventory menu to produce tags or worksheets for the physical count.
8. Conduct the physical count using the printed tags or worksheets.
9. Select the Physical Counts Entry function on the Physical Inventory menu to enter the counted quantities on tags. Use the Physical Counts Entry function on the Physical Inventory menu to enter the counted quantities on worksheets.
10. If you have used a bar code scanner to enter your counts into a text (comma delimited) file and have set up a physical counts import definition using the TRAVERSE Integration Engine, select Import on the Physical Counts Entry screen to get your counts imported into your batches.
11. Print the Physical Counts List from the Physical Counts Entry screen to produce a list of items from the selected batches to verify that the correct counted quantities were entered.
12. Print the Variance Report on the Physical Inventory menu to display the quantity and cost variances between the physical counts you entered and the frozen quantities. This report is part of your audit trail and must be printed to a file or the printer in order to run the Update Perpetual Inventory function for a batch.
13. Print the Physical Counts Valuation Report to view the value of the items being counted.
14. Select the Batch List function on the Physical Inventory menu to verify each step of the physical inventory process has been completed before you Update Perpetual Inventory.
15. **BACK UP YOUR DATA FILES!** The next step makes changes to your data.
16. Select the Update Perpetual Inventory function on the Physical Inventory menu to update on-hand quantities with the physical count quantities for the items in each batch. Save the log printed during the Update Perpetual Inventory as part of your audit trail for the physical inventory.