

# Mobile Physical Inventory

# **Quick Reference Guide**

The physical inventory journal is used for periodic cycle and bulk inventory counts at the location or bin level. Even if the mobile units are not used in your physical inventory process, it is recommended to use the physical inventory journal that is part of the mobile warehouse functionalities because the mobile physical inventory journal allows the use of the warehouse units of measure for items rather than its base unit. In addition, if the physical count activity is always performed in accordance with the base units of measure of the items, the standard physical journal can be utilized.

#### Prerequisite

• Configure the Allow Posting From and Allow Posting To fields on the General Ledger Setup page to include the month in which the physical inventory adjustments will be posted.

-			0	0	+ 0		Saved	0.0	
	General Ledger Setup								
	Mome Posting General Tax Bank Journal Ta	mplates More aprices							
	Grange Reyment Tolerance 4s Change Global	Dimensions							帰
	General							Show m	
Г	Allow Posting From	19/15/2023			Jnit Amaunt Decimal Places (\$)	25			
	Allow Posting To	11/23/2023	63		vlark Cr. Memos as Corrections	•			-
1	Allow Defenal Posting Fram		6		CY Code	uso			3
	Altan Deletal Posting To		<b>m</b>	1	and Currency Symbol	8			
	Local Address Format	21P Code+Cey		1	ncal Currency Description	US dollar			
	Inv. Kounding Preasion (5)		0.01		lax Kounding Type	Nearest			3
	Inv. Rounding Type (5)	Nearest			lank Account Nos.	WWK .			2
	Amount Rouncing Precision (5)		0.01		lark Rec Adj. Doc. Nes.	GANKROCADJ			1
	Amount Decinal Places (5)	2.2			Separat Nos	BANKCEP			7
	Unit-Amount Rounding Precision (5)		0.001		AT in the	•			
	Dimensions							Show m	
	Global Dimension 1 Code			(	Jobel Dimension 2 Code				i I
	Background Posting >								

- If multiple locations are present, it is recommended that separate journal batches be set up to organize physical inventory activities by location or for groups of bins.
- All shipping and receiving activities should be paused during the physical inventory process.
- Physical inventory counting period codes can be used to categorize items for cycle counting purposes. This value should be filled on the **Warehouse** FastTab of the **Item** card if necessary.

Item Card			Ø	НŶ	+	Ē		
FG956 · FRENCH AP	PLE PIE (10 PCs)							
Home Request Approval Item Pri	ces & Discounts Compliance Docu	ments More options						
S Change Status Mgmt Status	Copy Item 🐴 Adjust Inventory	🖀 Create Stockkeeping U	nit 🛛 🖬 Apply Te	mplate				
Prices & Sales >								15.00
Replenishment >								Prod. Order
Planning >							Lat-for-Lot	Tracking & Action Msg.
Item Tracking>								LOT
Warehouse								Show mo
Warehouse Class Code		∨ La	t Counting Period	Update · ·				
Put-away Template Code		~ Ne	xt Counting Start I	ate · · · ·		11/22/2023		
Put-away Unit of Measure Code		~ Ni	xt Counting End D	ate · · · ·		11/28/2023		
Phys Invt Counting Period Code	WEEKLY	~ AI	wed % Underdeli	ery · · · ·				
Last Phys. Invt. Date	-	All	owed % Overdelive	ry · · · · ·				c
Aptean Process Manufacturing	OEE>							

 To update the Counting Period, update the Phys. Invt Counting Period Code on the Item Card and then select Actions > Functions > Calculate Counting Period.

Home Request Approval Item Pri	ces & Discounts Compliance Documents	Actions ~ Rela	ited - Repo	rts $\sim$ . Automate $\sim$	Ferrer option	15	
🕼 Change Status Mgmt Status 🛛 🕞	Copy Item 🛛 👬 Adjust Inventory 🛛 😤 Crea	🕫 🐺 Request Appre	< law	Template			
		Workflow					
Prices & Sales >		# Functions	>	Calculate Countin	ig Period		
		Forecast		Templates			
Replenishment >		Requisition Wa	orksheet	Bave as Template			1
		🕞 Item Journal		at Change Nem Trac	king Code		
Planning >		🛛 🕒 Item Rodassifi	cation Journal	🖉 Analyze Picture	_	Lot-for-Lot	irecking & A
		APMORE		Other			
nem tracking>		6 Item Tracing					
Warehouse							
Watchouse Class Code		<ul> <li>✓ Last</li> </ul>	Counting Perio	d Update	11/15/2023		
Put-away Template Code		<ul> <li>✓ Ner</li> </ul>	t Counting Star	t Date	11/22/2023		
Put-away Unit of Measure Code		<ul> <li>✓ Nex</li> </ul>	t Counting End	Date	11/28/2023		
Phys Invt Counting Period Code	WEEKLY	<ul> <li>✓ Allo</li> </ul>	wed % Underd	clinery			
Last Phys. Invt. Date		Allo	wed % Overdel	lvery			



#### Mobile Physical Inventory process

- 1. Select the Search icon choose the related link.
- ch icon , enter **Mobile Physical Inventory List**, and then

Tell me what you want to do	2	×
mobile Physical Inventory List		
Go to Pages and Tasks		
> Mobile Physical Inventory List	Lists	

The Mobile Physical Inventory List page opens.

2. On the action bar, select New.



Alternatively, select the relevant record from the list.

3. Select the **Show Journal** action.



### The Physical Inventory Journals page opens.

Physical Investor	y Atsarnaite														and of a	
fath Name							NONE									
Sorting Wethod																
Manager Man		ne Line	ters her load	onyty Ante	n - Admente	- teneropt	0.00									
₩Pat   ~	e hit.															
(reflex	ng.	Con	Scar Guartity (Real)	Sour-Guandly (Mine)	Variance To	National Amount	As at loss	Particular	1-11-1 Tape	Datament Na.	her So.	1.475	Lizena Pate No.	Description	Landor-Cale	Laingar Casib
13000				0	100.00	-11.85		4/25/2023	Neptire A.	PH000001	FG345LP	F01-1010	PUPB0010	Chocolate Fulge Fie on UP	MANUP	
20808					+100.00	-69.30		4,05,0023	Negative A.,	PH000081	PS245LP	F-81-2828	LP0823	Chocolate Fullge Rie on UP	MAINUP	
20808					+120.00	-661.00		4,05,0023	Negative A.,	Pre200081	F5245LP	105-00182	LP003.6	Chacolate Fullys Fie co 17	MAINUP	
40000					-120.00	-562.00		4,05,0023	Negative A.,	PHE00001	FEDERAP	601-1010	LP90002	Chocolate Fullge Rie on UP	MAIN(2P	
\$2000					+100.00	-59.30		4,05,0023	Negative A.,	PH00001	PEDER	F01-1018	LP90000	Chocolate Fudge Rie on UP	MAINUP	
60000					+100.00	-533.70		4,05,0023	Negative A.,	PHE000011	FEMELP	801-1020	LP90000	Chocolate Fudge Re ce UP	MAINUP	
70000					-100.00	-551.00		4,05,0023	Negative A.,	PHE00001	FEMER	F01-3018	LP9021	Chocolate Rudge Rie on UP	MAIN (2P	
80000					-100.00	-296.50		4,05,0023	Neprise A.,	PHE000011	PGMOUP	F01-1010	LP90018	Chocolatte Fudge Rie on UP	MAINUP	
90000					-100.00	-260.92		4,05,0023	Negative A.,	PHE000011	FG245LP	001-1010	LP90001	Chocolate Fudge Re on UP	MAINUP	
100000					-100.00	-59.30		4,05,0025	Neprise A.,	PHE000011	FGMUP	F-01-2021	LP0825	Chocolate Vanialia Pie on UP	MAINUP	
110808					-100.00	-555.00		4/25/2023	Neptite A.,	PH000001	FGHUP	801-3011	UP9020	Chocolata Vanialia Pie en UP	MAINUP	

- 4. To calculate the excepted inventory in advance warehouse configurations, perform the following steps:
  - a. On the **Physical Inventory Journals** page, select **Prepare** > **Calculate Inventory** action.

$\leftarrow$	Physical Inv	ventory Jo	ournals										
	Batch Nam	e											
	Manage	Home	Prepare	Line	ltem	ltem	Availab	ility by	 Actio	ons V	 Autor	nate	~
	a Calcu	late Inver	ntory	Cal	culate C	Countin	g Perio	d					

## The Calculate Inventory page opens.

Calculate Inventory		$\mathcal{Z}$ ×
Use default values from	Last used options and filters	~
Options		
Posting Date	11/23/2023	
Document No.	PH000001	
Items Not on Inventory.	•	
By Lot No. / License Plate No. / S		
Phys. Inv. Qty. to Zero		
× No		~
Filter totals by:		
× Location Filter		~
×Bin Filter		~
+ Filter		
	ОК	Cancel

- b. In the **Posting Date** field, select the date on which you want to post the journal lines.
- c. In the **Document No** field, select the document number that you want to assign to the journal lines.
- d. In the **Item Not on Inventory** toggle, turn on if you want to create journal lines for all inventory items, including those with a current quantity on hand quantity of zero.



**Note:** The **By Lot No./License Plate No./Serial No.** toggle must be turned on. This will ensure the lines are accurately sorted by entity.

e. Apply filters to refine Items and Totals. For example, filter items by *Item No.* and *Item Category Code*. Similarly, filter result totals by *Location*, *Bin*, etc.

Once filters are selected, click **OK** to initiate the counting process. This action populates the journal.

f. Review and delete any lines that should not be counted.

hysical Inventory	Journals					√ Saved		2
atch Name · · · ·			co	UNT				
Manage <u>Home</u>	Prepare Lir	ne Item Iter	n Availabili	ity by More optio	ens		ĿĊ	V
🛗 Post   🧹 🔹	🖶 Print							78
osting Date	Entry Type	Document No.	ltem No.	Description	Location Code	Qty. (Calculate	Qty. (Phys. Inventory)	
	Desitive Ad	BU 1000001	EG001	Frances Double Dollar	MAIN	0.0.7		
31/2023 💼 🗄	Positive Ad	PH000001	1.0001	Prozen Party Rolls	IVI/AII 4	993	993	
31/2023 🗰 : 8/31/2023	Positive Ad	PH000001	FG016	Tomato 5x6 REPA	MAIN	37	37	
31/2023         imit         :           8/31/2023         :         :           8/31/2023         :         :	Positive Ad Positive Ad	PH000001 PH000001	FG016 FG245	Tomato 5x6 REPA Chocolate Fudge	MAIN	37	37	
31/2023         Image: Second sec	Positive Ad Positive Ad Positive Ad	PH000001 PH000001 PH000001	FG016 FG245 FG245	Tomato 5x6 REPA Chocolate Fudge Chocolate Fudge	MAIN MAIN MAIN	393 37 1,085 180	993 37 1,085 180	
3172023         Imit         Imit           8/31/2023         Imit         Imit	Positive Ad Positive Ad Positive Ad Positive Ad	PH000001 PH000001 PH000001 PH000001	FG016 FG245 FG245 FG245	Tomato 5x6 REPA Chocolate Fudge Chocolate Fudge Chocolate Fudge	MAIN MAIN MAIN MAIN	37 1,085 180 120	393 37 1,085 180 120	

The count will be sent to the assigned warehouse user's scanning device.

g. Select **Home** > **Print** action to print the count journal for the warehouse.

÷	Physical Inventory Journals
	Batch Name
	Manage Home Prepare Line Item Item
	🛅 Post 🗸 🖶 Print

h. A prompt message appears on the Mobile device to complete the count. Click **Yes**.



i. When counting is completed, click Finish (F9) in the Food & Beverage Mobile Warehouse Registration device. This will populate the scanned entries in the Counted, and Scan Qty. fields, which get updated in the variance fields.





After completing the count, on the **Physical Inventory Journals** page, select **Actions** > **Functions** > **Transfer Scan Entries** to transfer the count data from the mobile device (**Qty. (Phys. Inventory)** field) to the journal. The journal will then calculate the positive or negative adjustments by comparing the calculated quantity with the counted quantity.

Batch Name · · ·									MOBILE		
Sorting Method											
	Manage <u>Home</u> Prepare Line Item Item Availability by										
Manage Hor	me	Prepar	re Line	Item Item Ava	ailability by	Actions	√ Automa	te $\checkmark$	Fewer options	_	
Manage Hor	me e	Prepar	re Line	Item Item Ava	ailability by	Actions	<ul> <li>Automa tions</li> </ul>	te 🗸	Fewer options	]	
Manage Hor	me e	Prepai	re Line	Item Item Ava	ailability by	Actions <b>f</b> Funct Posti	Automa tions	te ~ > >	Fewer options Transfer Scan Entries Auto Flag	1	
Manage Hor	me e	Prepa Print Flag	cou	Item Item Ava Scan Quantity (Base)	ailability by Scan Quai (Wi	Actions Funct Postin Othe	<ul> <li>Automa</li> <li>tions</li> <li>ng</li> <li>r</li> </ul>	te ~ > > >	Fewer options Transfer Scan Entries Auto Flag Cydate Item Tracking	Posting Date	Entry Type

**Note**: Step (**j**) is optional. When you perform the **Finish (F9)** on the mobile device, the scanning device transfers the scan entries.

 k. To view a log of all physical inventory transactions, select Item > Phys. Inventory Ledger Entries.

$\leftarrow$	hysical Inventory Journals	
	atch Name	
	orting Method	
	Manage Home Prepare Line Item Availability by Actions - Automate -	
	🐯 Card 🛛 🖳 Ledger Entries 🖾 Phys. Inventory Ledger Entries	
		-

The Last Phys. Invt. Date, Next Counting Start Date, and Next Counting End Date fields on the Warehouse FastTab of the Item Card are all updated on the Phys. Inventory Ledger Entries page.

Physical Inventory I	edger Entries	🔎 Search	🔁 Find ent	ries	Entry	Nore options		@ 7 ≣
Posting Date	Entry Type 🗸	Document No.	ltem No. ↑ <b>▼</b>	Des	Location Code ↑	Qty. (Calcul	Qty. (Phys. Inventory)	Quantity
<u>8/31/2023</u>	Negative A	PH000001	FG016		MAIN	37	36	1

I. On the action bar, select Actions > Posting > Other > Post.



The on-hand quantities of items in the system will then be adjusted based on the physical inventory journal lines.



j.