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# Scan2Track

## Physical Inventory and Cycle Counting Package

### Reports

Version 2.1.0

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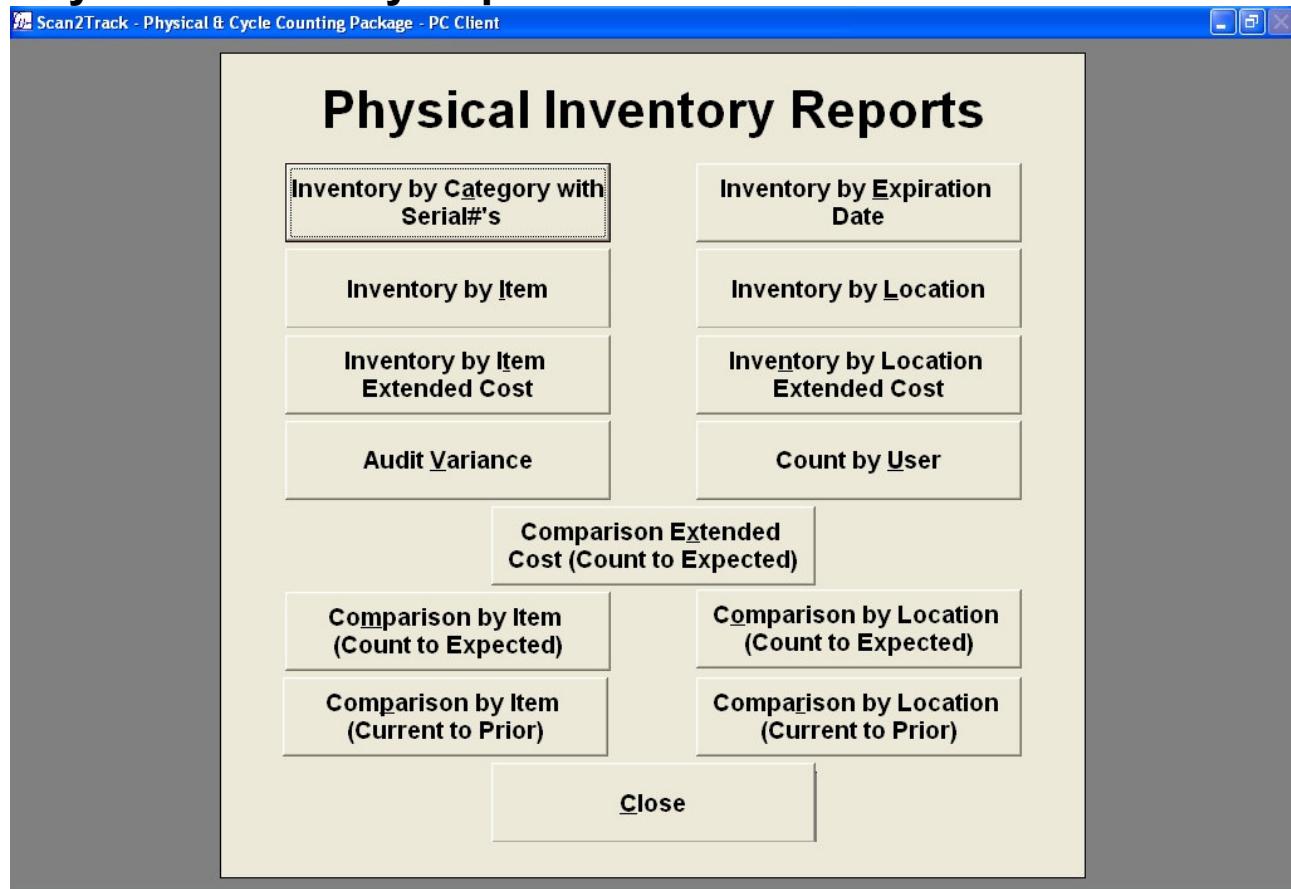
# Scan2Track – Physical Inventory and Cycle Counting Package

## CONTENTS

<b>Chapter 1: Physical Count Reports .....</b>	<b>3</b>
Physical Inventory Reports Menu .....	4
Physical Inventory - Inventory by Category – With Serial #'s .....	5
Physical Inventory - Inventory by Expiration Date.....	8
Physical Inventory - Inventory by Item.....	12
Physical Inventory - Inventory by Location .....	15
Physical Inventory - Inventory by Item Extended Cost .....	18
Physical Inventory - Inventory by Location Extended Cost.....	22
Physical Inventory - Audit Variance .....	26
Physical Inventory - Count by User .....	29
Physical Inventory - Comparison Extended Cost (Count to Expected) .....	32
Physical Inventory - Comparison by Item (Count to Expected) .....	36
Physical Inventory - Comparison by Location (Count to Expected).....	40
Physical Inventory - Comparison by Item (Current to Prior).....	43
Physical Inventory - Comparison by Location (Current to Prior) .....	47
<b>Chapter 2: Cycle Count Reports.....</b>	<b>51</b>
Cycle Count Report Menu .....	52
Cycle Count - Inventory by Item .....	53
Cycle Count - Inventory by Item Extended Cost .....	57
Cycle Count - Count Status .....	64
Cycle Count - Posting Tolerance.....	67
Cycle Count - Rank Order (ABC Classification) .....	70

## **Chapter 1: Physical Count Reports**

## Physical Inventory Reports Menu



### Physical Inventory - Inventory by Category – With Serial #'s

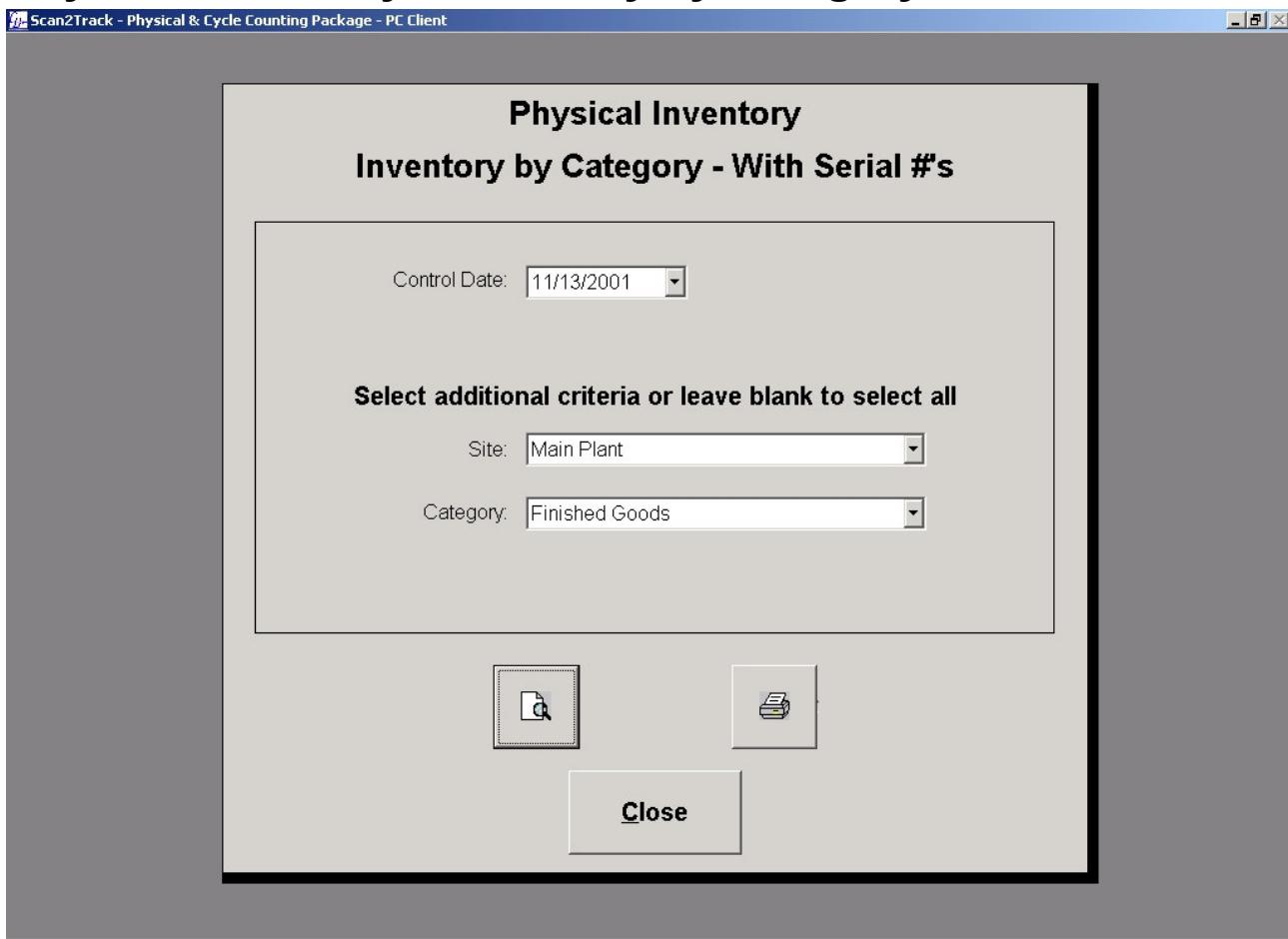


Figure 1.1

#### Control Date

Select the control date to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site and category fields to be cleared.

#### Site

Select the site that you want to generate the report from the site drop-down list box. Only sites that have count information for the selected control date will be displayed. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category field to be cleared.

#### Category

Select the category that you want to generate the report from the category drop-down list box. If a site was selected, only categories that are associated with the site entered will be displayed. You may leave the drop-down list box blank to select all categories.

# Scan2Track – Physical Inventory and Cycle Counting Package

## **Print Preview**

Click the Print Preview button to view the report before printing.

## **Print**

Click the Print button to immediately print the report.

## **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

## Report Sample

**ABC Manufacturing Company**  
**Physical Inventory - Inventory by Category - With Serial#s**  
**Control Date: 11/13/2001**

06/03/2003  
 03:32:03pm

Site Category Item	Description	Location	Serial#	Quantity
<b>Main Plant</b>				
<b>Finished Goods</b>				
2297	OIL PAN SEAL/JOBBED	FG1-1000-10	1	2,101
2297	OIL PAN SEAL/JOBBED	FG1-1000-10	2	47
2297	OIL PAN SEAL/JOBBED	FG1-1000-30	3	51
2297	OIL PAN SEAL/JOBBED	FG1-1000-30	4	200
2350A	SPARK PLUG CAP	FG1-1000-20	1234567892	553
2350A	SPARK PLUG CAP	FG1-1000-40	1234567897	449
2365	SPRK PLUG CAP/NIPPLE	FG1-1000-30	1234567893	53
2537	FRONT MANIFOLD SEAL	FG1-1000-50	1234567895	1,302
<b>Raw Materials</b>				
3557C-860	TALC	RW1-2100-10		755.75
3557C-860	TALC	RW1-2100-12		453.29
3557C-860	TALC	RW1-2100-14		425.78
AD104	DM-10 FUMED SILICA	RW1-2100-12		235.56
AD104	DM-10 FUMED SILICA	RW1-2100-13		242.19
AW102	STRUKTOL WS280 POWDER	RW1-2100-21		500.19
MS4146HA3A	GENERAL SILICONE COMPO	RW1-2100-33		212.21
MS4146HA3A	GENERAL SILICONE COMPO	RW1-2100-34		212.66
WR679	WET RESIN STUFF	RW1-2100-67		127.98
<b>Stock Room</b>				
MB103	MOUNTING BOLT 1/4" X 4"	SR1-100-2134		45
SCREW01	SCREW 1/8" X 3"	SR1-100-2135		945
TOILET PAPER - 1	TOILET PAPER - 12 PACK	SR1-100-2121		99

## Physical Inventory - Inventory by Expiration Date

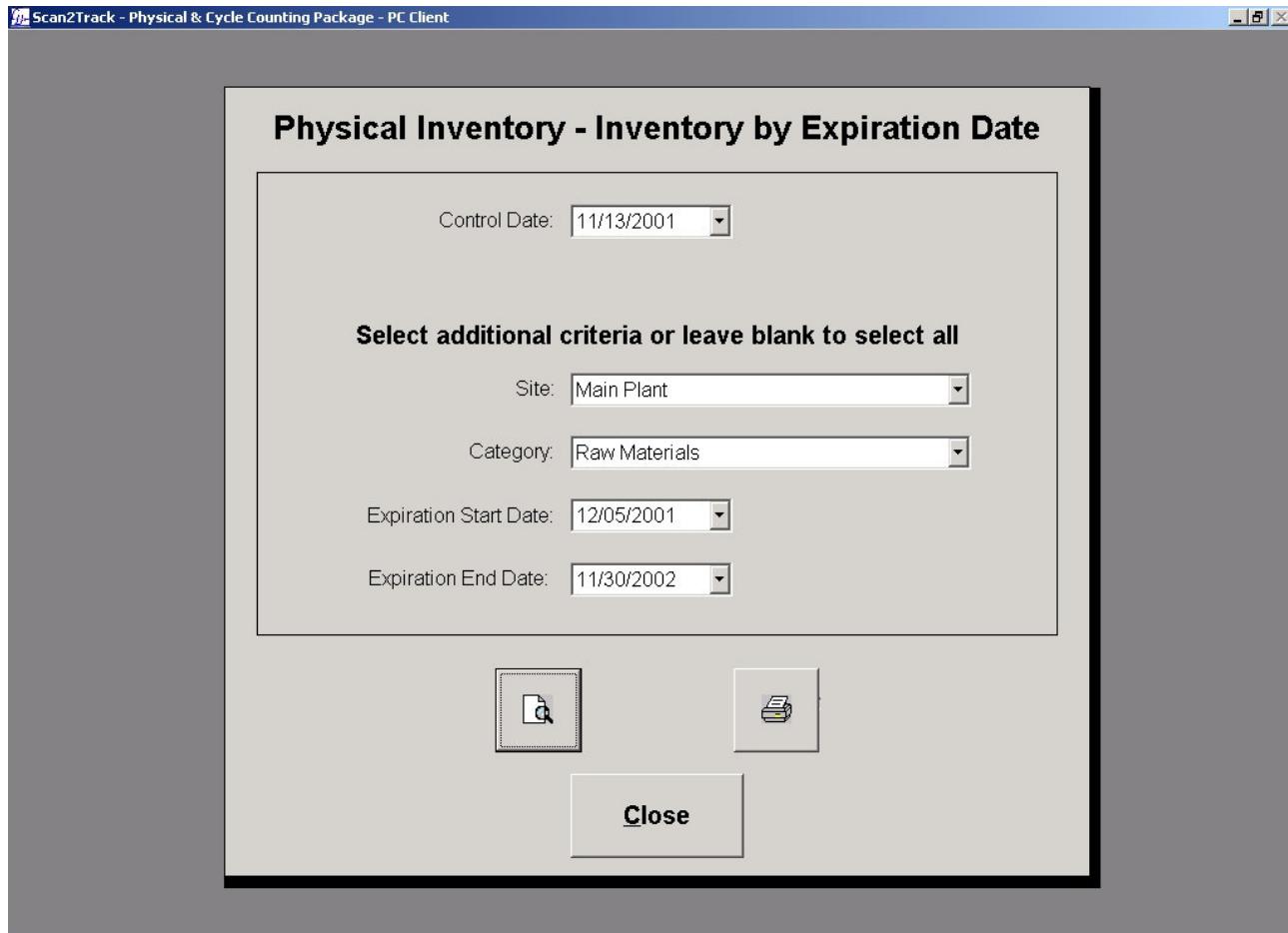


Figure 1.2

### Control Date

Select the control date to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category, and expiration start date and expiration end date fields to be cleared.

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category, expiration start date and expiration end date fields to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the expiration start date and expiration end date fields to be cleared.

### **Expiration Start Date**

Select the expiration start date that you want to generate the report from the expiration start date drop-down list box. You may leave the entry blank to not select an expiration start date. Setting or changing the expiration start date will cause the expiration end date field to be cleared.

### **Expiration End Date**

Select the expiration end date that you want to generate the report. You may leave the entry blank to not select an expiration end date.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

# Scan2Track – Physical Inventory and Cycle Counting Package

## Report Sample (Page 1 of 2)

ABC Manufacturing Company  
 Physical Inventory - Inventory by Expiration Date  
 Control Date: 11/13/2001

06/03/2003  
 03:33:26pm

Site Category Item	Description	Expiration Date	Serial#	Location	Quantity
Main Plant					
2297	OIL PAN SEAL/JOBBED				
		1		FG1-1000-10	2,101
		2		FG1-1000-10	47
		3		FG1-1000-30	51
		4		FG1-1000-30	200
				<b>Subtotal for this Item:</b>	<b>2,399</b>
2350A	SPARK PLUG CAP				
		1234567892		FG1-1000-20	553
		1234567897		FG1-1000-40	449
				<b>Subtotal for this Item:</b>	<b>1,002</b>
2365	SPRK PLUG CAP/NIPPLE				
		1234567893		FG1-1000-30	53
2537	FRONT MANIFOLD SEAL				
		1234567895		FG1-1000-50	1,302
				<b>Subtotal for this Item:</b>	<b>1,302</b>
Raw Materials					
3557C-860	TALC				
		03/28/2002		RWV1-2100-14	425.78
		07/04/2002		RWV1-2100-10	755.75
		08/09/2002		RWV1-2100-12	453.29
				<b>Subtotal for this Item:</b>	<b>1,634.82</b>
AD104	DM-10 FUMED SILICA				
		06/04/2002		RWV1-2100-12	235.56
		07/05/2002		RWV1-2100-13	242.19
				<b>Subtotal for this Item:</b>	<b>477.75</b>
AW102	STRUKTOL WS280 POWDER				
		11/30/2002		RWV1-2100-21	500.19
MS4146HA3A	GENERAL SILICONE COMPOL				
		12/05/2001		RWV1-2100-34	212.66
		03/24/2002		RWV1-2100-33	212.21
				<b>Subtotal for this Item:</b>	<b>424.87</b>

## Report Sample (Page 2 of 2)

ABC Manufacturing Company  
Physical Inventory - Inventory by Expiration Date  
Control Date: 11/13/2001

06/03/2003  
03:33:27pm

Site Category Item	Description	Expiration Date	Serial#	Location	Quantity
WR679	WET RESIN STUFF	06/04/2002		RV1-2100-67	
				<i>Subtotal for this Item:</i>	<u>127.98</u>
Stock Room	MOUNTING BOLT 1/4" X 4"			SR1-100-2134	45
MB103				<i>Subtotal for this Item:</i>	<u>45</u>
SCREW01	SCREW 1/8" X 3"			SR1-100-2135	945
				<i>Subtotal for this Item:</i>	<u>945</u>
TOILET PAPER - 1	TOILET PAPER - 12 PACK			SR1-100-2121	99
				<i>Subtotal for this Item:</i>	<u>99</u>

## Physical Inventory - Inventory by Item

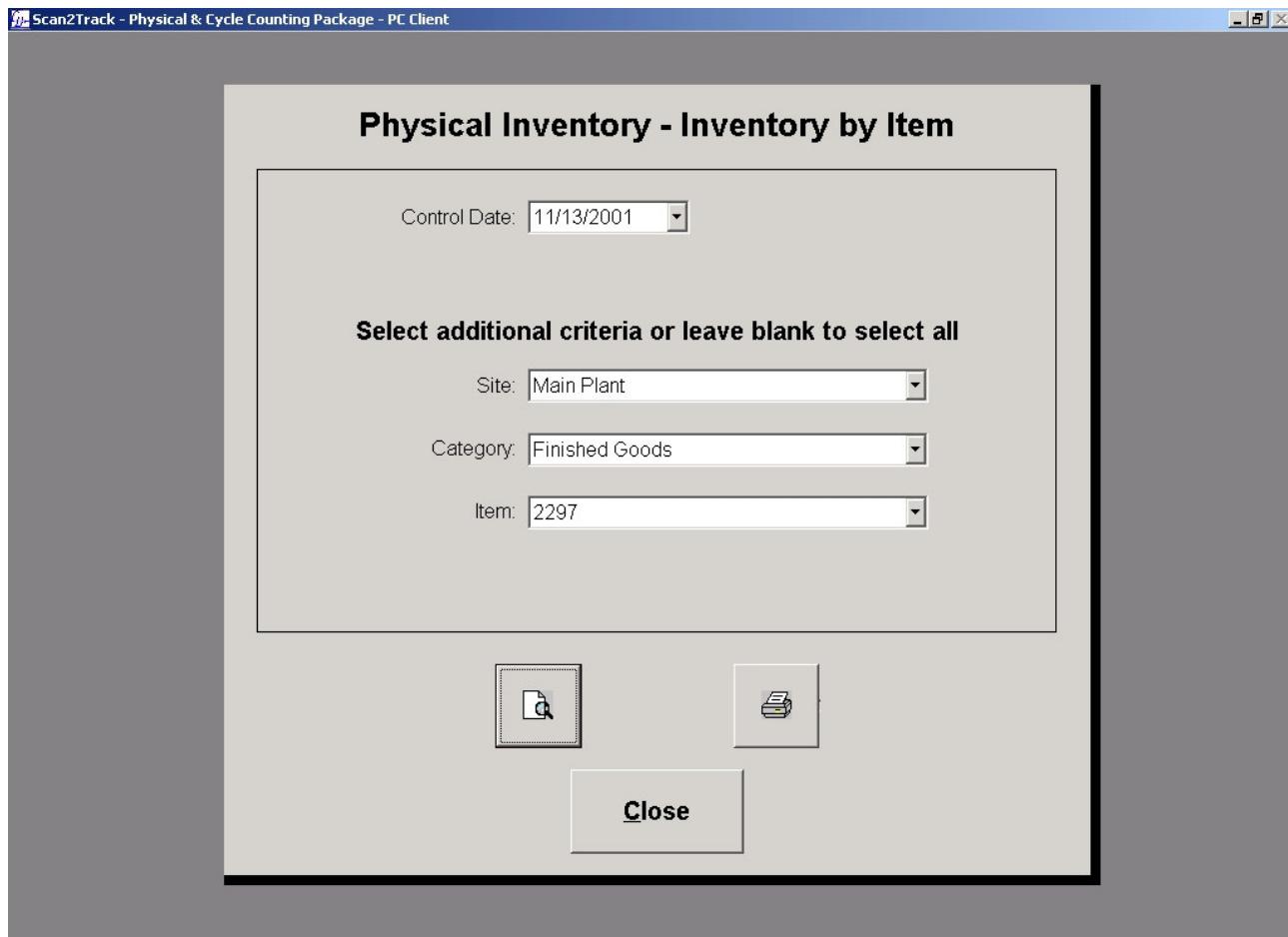


Figure 1.3

### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category and item fields to be cleared.

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and item fields to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the item field to be cleared.

### **Item**

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

# Scan2Track – Physical Inventory and Cycle Counting Package

## Report Sample

ABC Manufacturing Company  
 Physical Inventory - Inventory by Item  
 Control Date: 11/13/2001

06/03/2003  
 03:33:48pm

Site Category Item	Description	Location	Quantity
<b>Main Plant</b>			
<b>Finished Goods</b>			
2297	OIL PAN SEAL/JOBBED	FG1-1000-10	2,148
2297	OIL PAN SEAL/JOBBED	FG1-1000-30	251
		<b>Subtotal for this Item:</b>	<b>2,399</b>
2350A	SPARK PLUG CAP	FG1-1000-20	553
2350A	SPARK PLUG CAP	FG1-1000-40	449
		<b>Subtotal for this Item:</b>	<b>1,002</b>
2365	SPRK PLUG CAP/NIPPLE	FG1-1000-30	53
		<b>Subtotal for this Item:</b>	<b>53</b>
2537	FRONT MANIFOLD SEAL	FG1-1000-50	1,302
		<b>Subtotal for this Item:</b>	<b>1,302</b>
<b>Raw Materials</b>			
3557C-860	TALC	RW1-2100-10	755.75
3557C-860	TALC	RW1-2100-12	453.29
3557C-860	TALC	RW1-2100-14	425.78
		<b>Subtotal for this Item:</b>	<b>1,634.82</b>
AD104	DM-10 FUMED SILICA	RW1-2100-12	235.56
AD104	DM-10 FUMED SILICA	RW1-2100-13	242.19
		<b>Subtotal for this Item:</b>	<b>477.75</b>
AW102	STRUKTOL WS280 POWDER	RW1-2100-21	500.19
		<b>Subtotal for this Item:</b>	<b>500.19</b>
MS4146HA3A	GENERAL SILICONE COMPO	RW1-2100-33	212.21
MS4146HA3A	GENERAL SILICONE COMPO	RW1-2100-34	212.66
		<b>Subtotal for this Item:</b>	<b>424.87</b>
WR679	WET RESIN STUFF	RW1-2100-67	127.98
		<b>Subtotal for this Item:</b>	<b>127.98</b>
<b>Stock Room</b>			
MB103	MOUNTING BOLT 1/4" X 4"	SR1-100-2134	45
		<b>Subtotal for this Item:</b>	<b>45</b>
SCREW01	SCREW 1/8" X 3"	SR1-100-2135	945
		<b>Subtotal for this Item:</b>	<b>945</b>
TOILET PAPER - 1	TOILET PAPER - 12 PACK	SR1-100-2121	99
		<b>Subtotal for this Item:</b>	<b>99</b>

### Physical Inventory - Inventory by Location

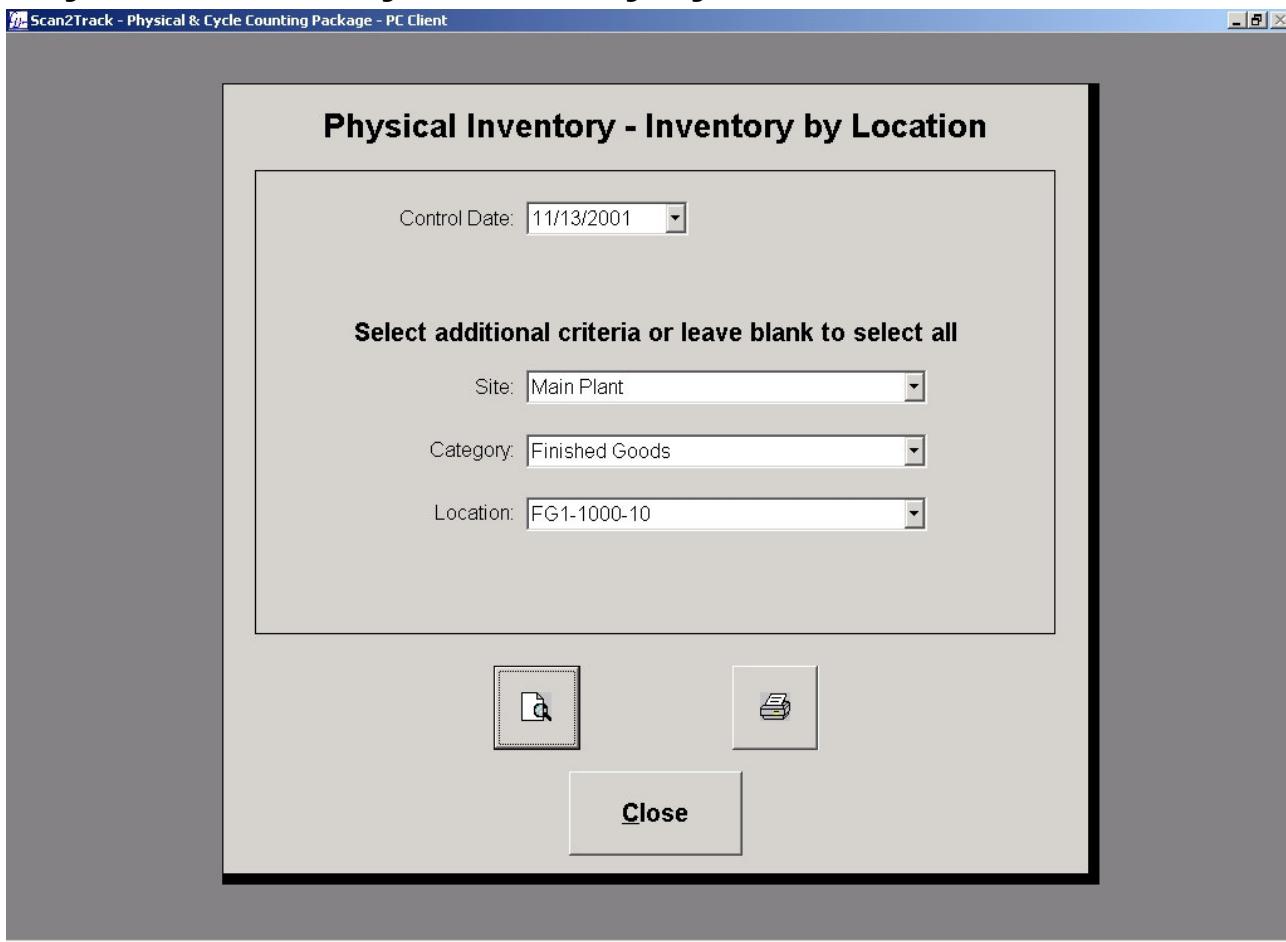


Figure 1.4

#### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category and location fields to be cleared.

#### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and location fields to be cleared.

#### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the location field to be cleared.

# **Scan2Track – Physical Inventory and Cycle Counting Package**

## **Location**

Select the location that you want to generate the report from the location drop-down list box. You may leave the drop-down list box blank to select all locations.

## **Print Preview**

Click the Print Preview button to view the report before printing.

## **Print**

Click the Print button to immediately print the report.

## **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

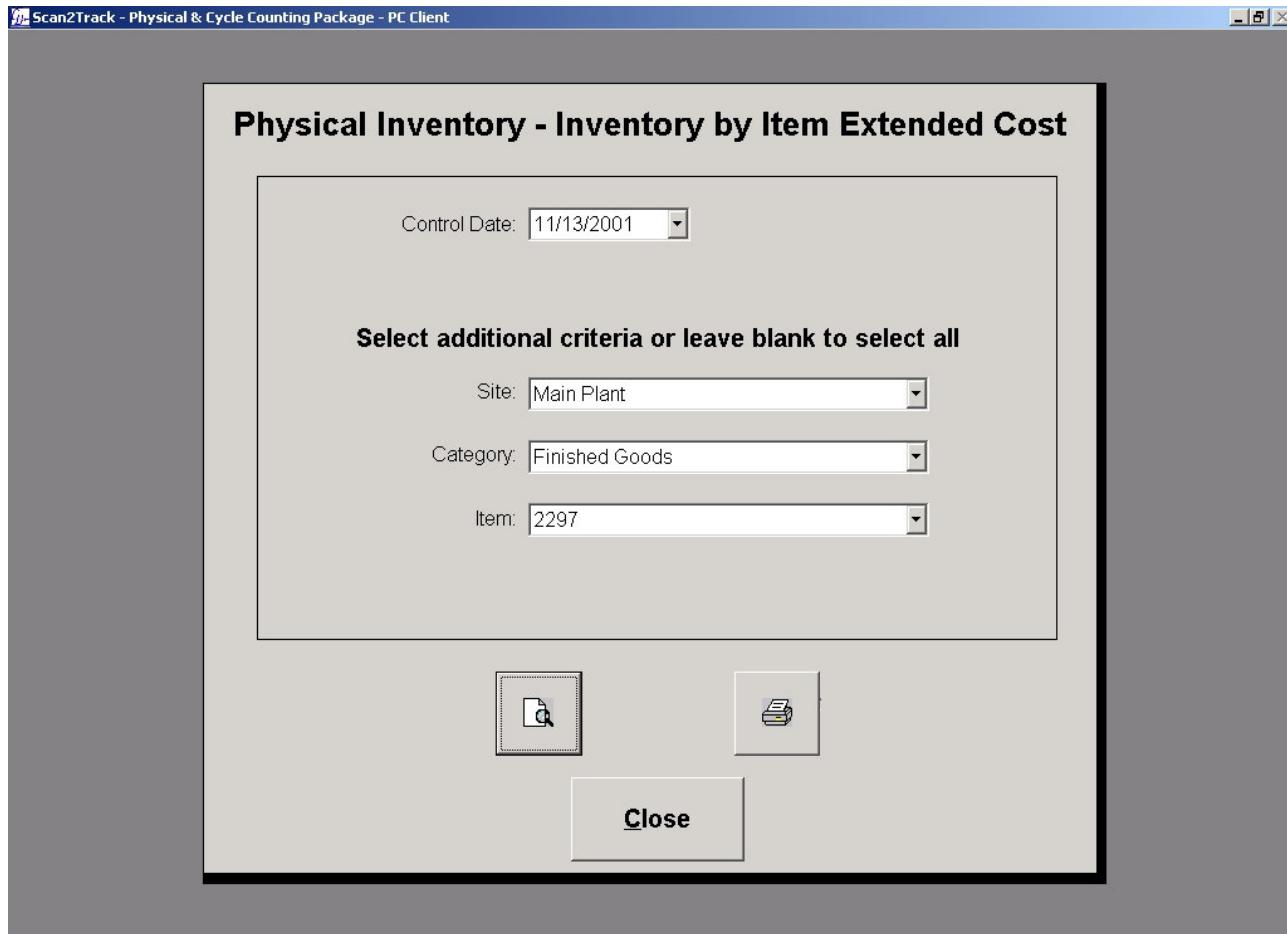
## Report Sample

ABC Manufacturing Company  
 Physical Inventory - Inventory by Location  
 Control Date: 11/13/2001

06/03/2003  
 03:34:12pm

Site Category Location	Item	Description	Quantity
<b>Main Plant</b>			
<b>Finished Goods</b>			
FG1-1000-10	2297	OIL PAN SEAL/JOBBED	2,148
FG1-1000-20	2350A	SPARK PLUG CAP	553
FG1-1000-30	2297	OIL PAN SEAL/JOBBED	251
FG1-1000-30	2365	SPRK PLUG CAP/NIPPLE	53
FG1-1000-40	2350A	SPARK PLUG CAP	449
FG1-1000-50	2537	FRONT MANIFOLD SEAL	1,302
<b>Raw Materials</b>			
RW1-2100-10	3557C-860	TALC	755.75
RW1-2100-12	3557C-860	TALC	453.29
RW1-2100-12	AD104	DM-10 FUMED SILICA	235.56
RW1-2100-13	AD104	DM-10 FUMED SILICA	242.19
RW1-2100-14	3557C-860	TALC	425.78
RW1-2100-21	AW102	STRUKTOL WS280 POWDER	500.19
RW1-2100-33	MS4146HA3A	GENERAL SILICONE COMPO	212.21
RW1-2100-34	MS4146HA3A	GENERAL SILICONE COMPO	212.66
RW1-2100-67	WR679	WET RESIN STUFF	127.98
<b>Stock Room</b>			
SR1-100-2121	TOILET PAPER - 1	TOILET PAPER - 12 PACK	99
SR1-100-2134	MB103	MOUNTING BOLT 1/4" X 4"	45
SR1-100-2135	SCREW01	SCREW 1/8" X 3"	945

### Physical Inventory - Inventory by Item Extended Cost



**Figure 1.5**

### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category and item fields to be cleared.

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and item fields to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the item field to be cleared.

### **Item**

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

# Scan2Track – Physical Inventory and Cycle Counting Package

## Report Sample (Page 1 of 2)

Site Category Item	Description	Location	Quantity	Unit Price	Extended Cost
<b>Main Plant</b>					
2297	OIL PAN SEAL/JOBBED	FG1-1000-10 FG1-1000-30	2,148 251	\$0.25 \$0.25	\$537.00 \$62.75
	<i>Subtotal for this Item:</i>		<b>2,399</b>		<b>\$599.75</b>
2350A	SPARK PLUG CAP	FG1-1000-20 FG1-1000-40	553 449	\$6.00 \$6.00	\$33,18.00 \$2,694.00
	<i>Subtotal for this Item:</i>		<b>1,002</b>		<b>\$36,012.00</b>
2365	SPRK PLUG CAP/NIPPLE	FG1-1000-30	53	\$0.75	\$39.75
	<i>Subtotal for this Item:</i>		<b>53</b>		<b>\$39.75</b>
2537	FRONT MANIFOLD SEAL	FG1-1000-50	1,302	\$1.25	\$1,627.50
	<i>Subtotal for this Item:</i>		<b>1,302</b>		<b>\$1,627.50</b>
<i>Subtotal for this Category:</i>					
					<b>\$8,279.00</b>
<b>Raw Materials</b>					
3557C-860	TALC	RW1-2100-10 RW1-2100-12 RW1-2100-14	755.75 453.29 425.78	\$0.16 \$0.16 \$0.16	\$120.92 \$72.53 \$68.12
	<i>Subtotal for this Item:</i>		<b>1,634.82</b>		<b>\$261.57</b>
AD104	DM-10 FUMED SILICA	RW1-2100-12 RW1-2100-13	235.56 242.19	\$0.20 \$0.20	\$47.11 \$48.44
	<i>Subtotal for this Item:</i>		<b>477.75</b>		<b>\$95.55</b>
AW102	STRUKTOL WS280 POWDER	RW1-2100-21	500.19	\$0.02	\$10.00
	<i>Subtotal for this Item:</i>		<b>500.19</b>		<b>\$10.00</b>
MS4146HA3A	GENERAL SILICONE COMPO	RW1-2100-33	212.21	\$0.40	\$84.88

## Report Sample (Page 2 of 2)

ABC Manufacturing Company  
 Physical Inventory - Inventory by Item - Extended Cost  
 Control Date: 11/13/2001

Site	Category	Description	Location	Quantity	Unit Price	Extended Cost
	MS4146HA3A	GENERAL SILICONE COMPO	RW1-2100-34	212.66	\$0.40	\$85.06
			<b>Subtotal for this Item:</b>	<b>424.87</b>		<b>\$169.95</b>
	WR679	WET RESIN STUFF	RW1-2100-67	127.98	\$1.59	\$203.49
			<b>Subtotal for this Item:</b>	<b>127.98</b>		<b>\$203.49</b>
					<b>Subtotal for this Category:</b>	<b>\$740.56</b>
Stock Room	MB103	MOUNTING BOLT 1/4" X 4"	SR1-100-2134	45	\$0.05	\$2.25
			<b>Subtotal for this Item:</b>	<b>45</b>		<b>\$2.25</b>
	SCREW01	SCREW 1/8" X 3"	SR1-100-2135	945	\$0.02	\$18.90
			<b>Subtotal for this Item:</b>	<b>945</b>		<b>\$18.90</b>
	TOILET PAPER - 1	TOILET PAPER - 12 PACK	SR1-100-2121	99	\$2.59	\$256.41
			<b>Subtotal for this Item:</b>	<b>99</b>		<b>\$256.41</b>
					<b>Subtotal for this Category:</b>	<b>\$277.56</b>
					<b>Subtotal for this Site:</b>	<b>\$9,297.12</b>
					<b>Grand Total:</b>	<b>\$9,297.12</b>

## Physical Inventory - Inventory by Location Extended Cost

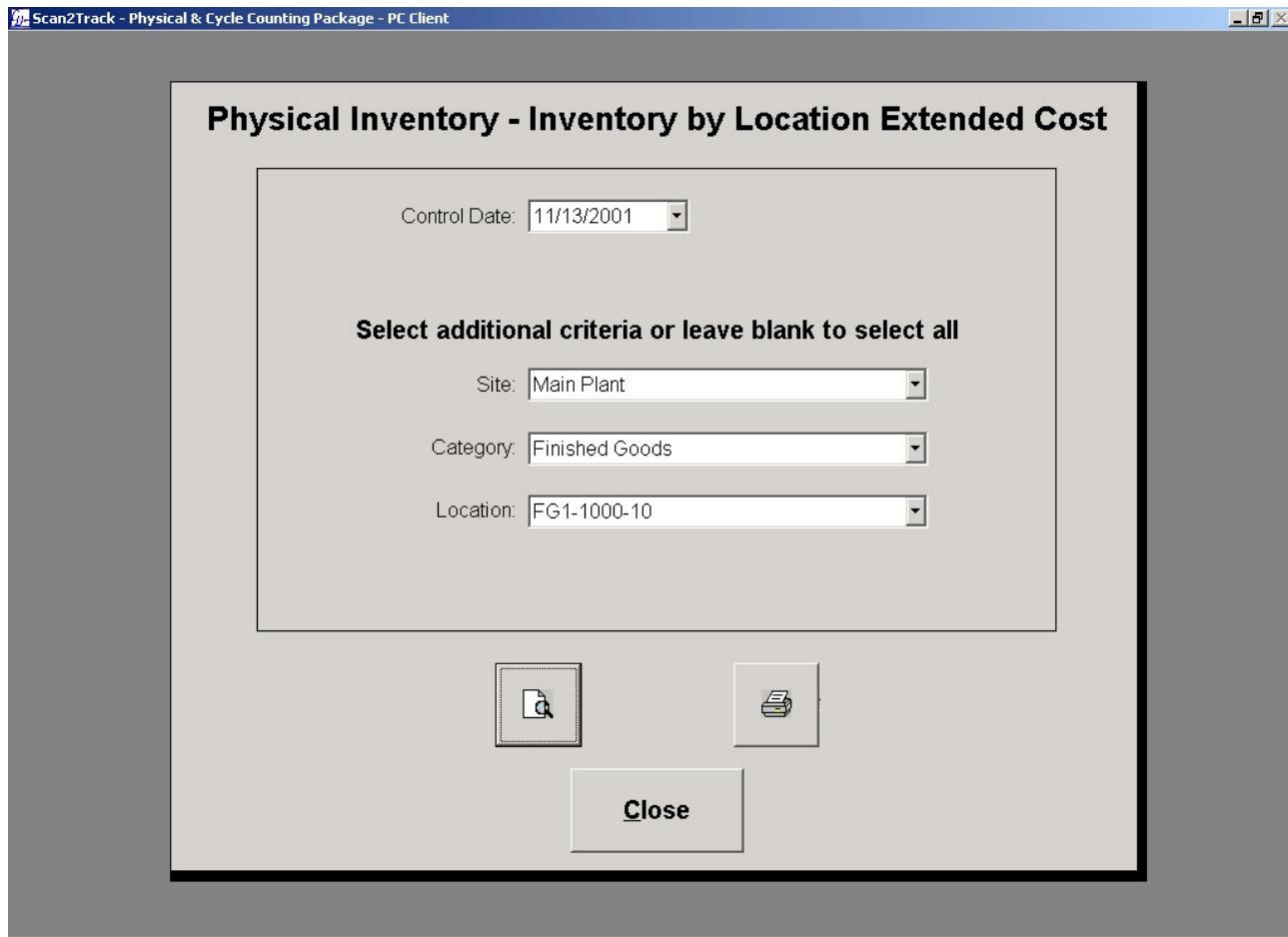


Figure 1.6

### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category and location fields to be cleared.

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and location fields to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the location field to be cleared.

### **Location**

Select the location that you want to generate the report from the location drop-down list box. You may leave the drop-down list box blank to select all locations.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

ABC Manufacturing Company  
 Physical Inventory - Inventory by Location - Extended Cost  
 Control Date: 1/13/2001

Site	Category	Location	Item	Description	Quantity	Unit Price	Extended Cost
<b>Main Plant</b>							
	<b>Finished Goods</b>			OIL PAN SEAL/JOBBED	2,148	\$0.2500	\$537.00
	FG1-1000-10		2297				<i>Subtotal for this Location</i>
	FG1-1000-20		2350A	SPARK PLUG CAP	553	\$6.0000	\$3,318.00
	FG1-1000-30		2297	OIL PAN SEAL/JOBBED	251	\$0.2500	\$62.75
			2365	SPRK PLUG CAP/NIPPLE	53	\$0.7500	\$39.75
	FG1-1000-40		2350A	SPARK PLUG CAP	449	\$6.0000	\$2,694.00
	FG1-1000-50		2537	FRONT MANIFOLD SEAL	1,302	\$1.2500	\$1,627.50
							<i>Subtotal for this Location</i>
							<i>Subtotal for this Category:</i>
	<b>Raw Materials</b>						\$8,279.00
	RW1-2100-10		3557C-860	TALC	755.75	\$0.1600	\$120.92
	RW1-2100-12		3557C-860	TALC	453.29	\$0.1600	\$72.53
		AD104		DM-10 FUMED SILICA	235.56	\$0.2000	\$47.11
	RW1-2100-13		AD104	DM-10 FUMED SILICA	242.19	\$0.2000	\$48.44
	RW1-2100-14		3557C-860	TALC	425.78	\$0.1600	\$68.12

## Report Sample (Page 2 of 2)

ABC Manufacturing Company  
 Physical Inventory - Inventory by Location - Extended Cost  
 Control Date: 11/13/2001

Site Category Location	Item	Description	Quantity	Unit Price	Extended Cost
RW1-2100-21	AW102	STRUKTOL WS280 POWDER	500.19	\$0.0200	\$68.12
RW1-2100-33	MS4146HA3A	GENERAL SILICONE COMPO	212.21	<i>Subtotal for this Location</i>	\$10.00
RW1-2100-34	MS4146HA3A	GENERAL SILICONE COMPO	212.66	<i>Subtotal for this Location</i>	\$84.88
RW1-2100-67	WR679	WET RESIN STUFF	127.98	<i>Subtotal for this Location</i>	\$35.06
<i>Subtotal for this Category:</i>					<b>\$740.56</b>
Stock Room	TOILET PAPER - 1	TOILET PAPER - 12 PACK	99	\$2.5800	\$256.41
SR1-100-2121	MB103	MOUNTING BOLT 1/4" X 4"	45	<i>Subtotal for this Location</i>	<b>\$256.41</b>
SR1-100-2134	SCREW01	SCREW 1/8" X 3"	945	<i>Subtotal for this Location</i>	\$2.25
SR1-100-2135			\$0.0200		\$2.25
<i>Subtotal for this Category:</i>					<b>\$277.56</b>
<i>Subtotal for this Site:</i>					<b>\$9,297.12</b>
<i>Grand Total:</i>					<b>\$9,297.12</b>

## Physical Inventory - Audit Variance

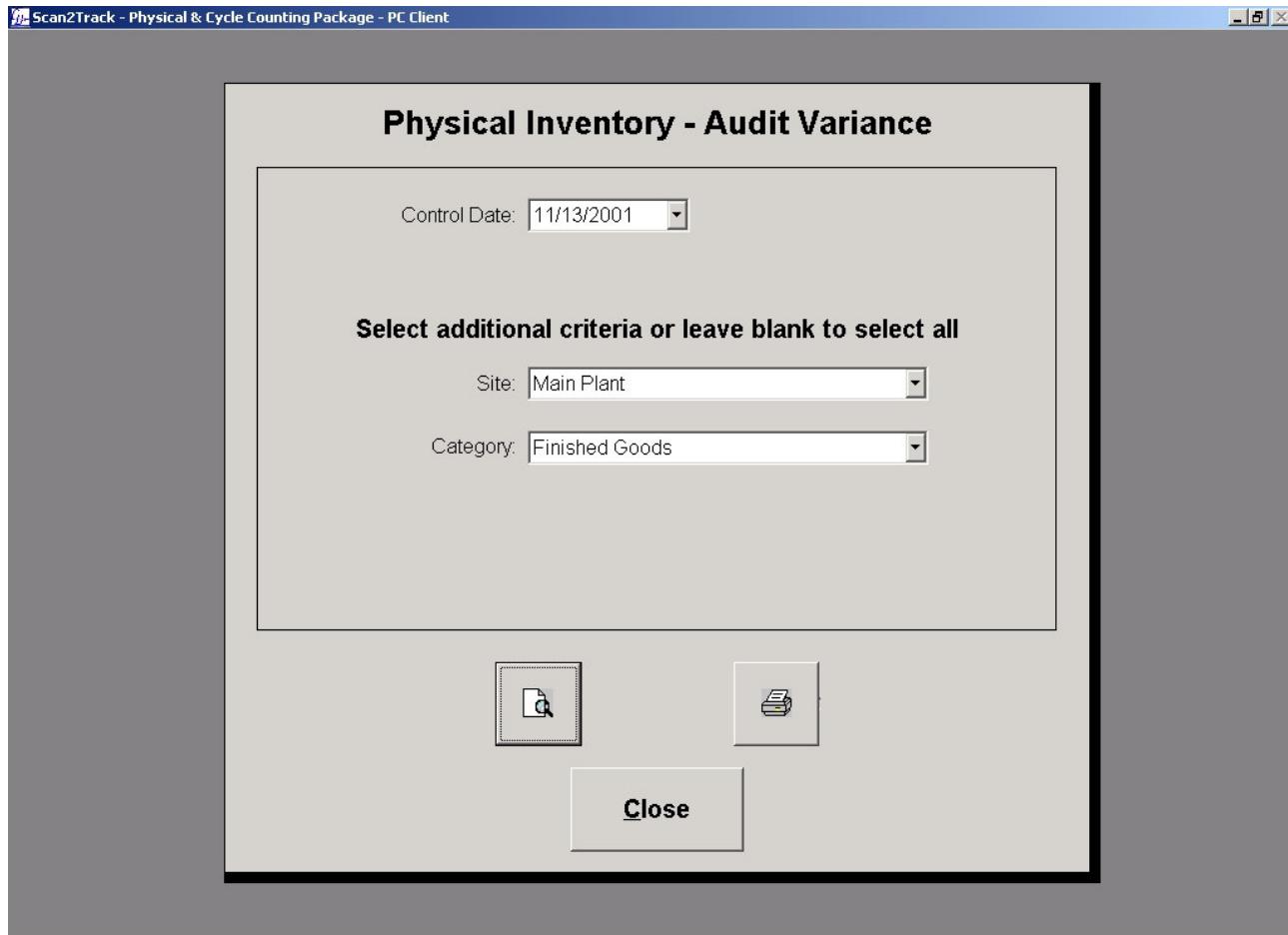


Figure 1.7

### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site and category fields to be cleared.

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category field to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. You can leave the drop-down list box blank to select all categories.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

# Scan2Track – Physical Inventory and Cycle Counting Package

## Report Sample

ABC Manufacturing Company  
 Physical Inventory - Audit Variance  
 Control Date: 11/13/2001

06/03/2003  
 03:35:10pm

Site Category Item	Description	Location	Physical Quantity	Audit Quantity	Difference
<b>Main Plant</b>					
<b>Finished Goods</b>					
2297	OIL PAN SEAL/JOBBED	FG1-1000-10	2,148	2,150	(2)
2350A	SPARK PLUG CAP	FG1-1000-20	553	449	104
2365	SPRK PLUG CAP/NIPPLE	FG1-1000-30	53	11	42
2537	FRONT MANIFOLD SEAL	FG1-1000-50	1,302	31	1,271
<b>Raw Materials</b>					
3557C-860	TALC	RW1-2100-10	755.75	755.76	(0.01)
AD104	DM-10 FUMED SILICA	RW1-2100-11	0	1,235.56	(1,235.56)
AD104	DM-10 FUMED SILICA	RW1-2100-13	242.19	1,242.19	(1,000)
<b>Stock Room</b>					
MB103	MOUNTING BOLT 1/4" X 4"	SR1-100-2134	45	46	(1)
SCREW01	SCREW 1/8" X 3"	SR1-100-2135	945	944	1

### Physical Inventory - Count by User

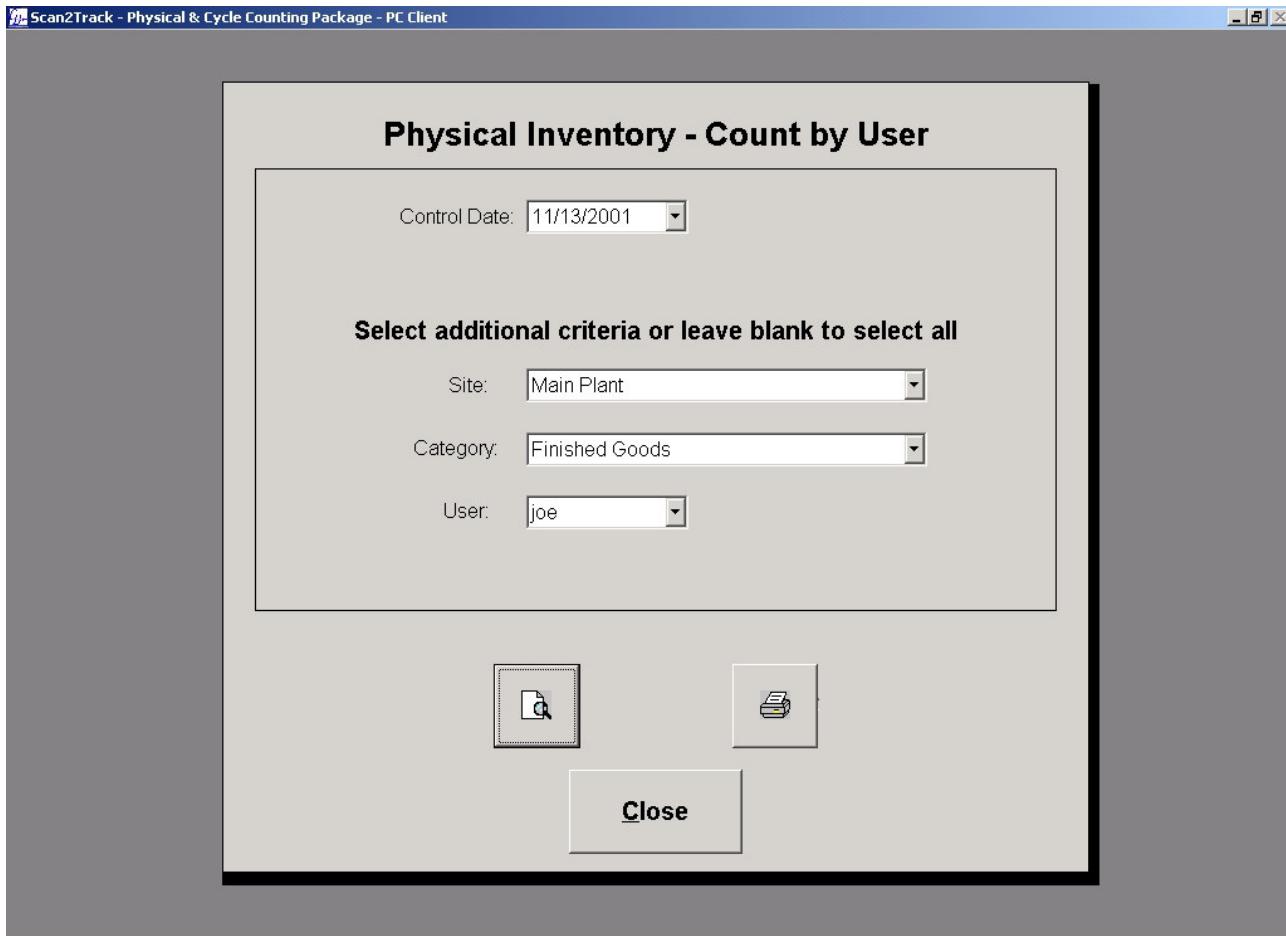


Figure 1.8

#### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category and user fields to be cleared.

#### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and user fields to be cleared.

#### Category

Select the category that you want to generate the report from the category drop-down list box. You leave the drop-down list box blank to select all categories. Setting or changing the category will cause the user field to be cleared.

## **Scan2Track – Physical Inventory and Cycle Counting Package**

### **User**

Select the user that you want to generate the report from the user drop-down list box. You may leave the drop-down list box blank to select all users.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

## Report Sample

ABC Manufacturing Company  
 Physical Inventory - Count by User  
 Control Date: 11/13/2001

06/03/2003  
 03:36:26pm

Site Category User	Location	Item	Description	Quantity
<b>Main Plant</b>				
<b>Finished Goods</b>				
joe	FG1-1000-10	2297	OIL PAN SEAL/JOBBED	2,148
joe	FG1-1000-30	2297	OIL PAN SEAL/JOBBED	51
joe	FG1-1000-30	2365	SPRK PLUG CAP/NIPPLE	53
joe	FG1-1000-40	2350A	SPARK PLUG CAP	449
mary	FG1-1000-50	2537	FRONT MANIFOLD SEAL	1,302
sally	FG1-1000-20	2350A	SPARK PLUG CAP	553
sally	FG1-1000-30	2297	OIL PAN SEAL/JOBBED	200
<b>Raw Materials</b>				
joe	RW1-2100-12	3557C-860	TALC	453.29
joe	RW1-2100-12	AD104	DM-10 FUMED SILICA	235.56
joe	RW1-2100-21	AW102	STRUKTOL WS280 POWDER	500.19
joe	RW1-2100-34	MS4146HA3A	GENERAL SILICONE COMPO	212.66
sally	RW1-2100-10	3557C-860	TALC	755.75
sally	RW1-2100-13	AD104	DM-10 FUMED SILICA	242.19
sally	RW1-2100-14	3557C-860	TALC	425.78
sally	RW1-2100-33	MS4146HA3A	GENERAL SILICONE COMPO	212.21
sally	RW1-2100-67	WR679	WET RESIN STUFF	127.98
<b>Stock Room</b>				
sally	SR1-100-2121	TOILET PAPER - 1	TOILET PAPER - 12 PACK	99
sally	SR1-100-2134	MB103	MOUNTING BOLT 1/4" X 4"	45
sally	SR1-100-2135	SCREW01	SCREW 1/8" X 3"	945

## Physical Inventory - Comparison Extended Cost (Count to Expected)

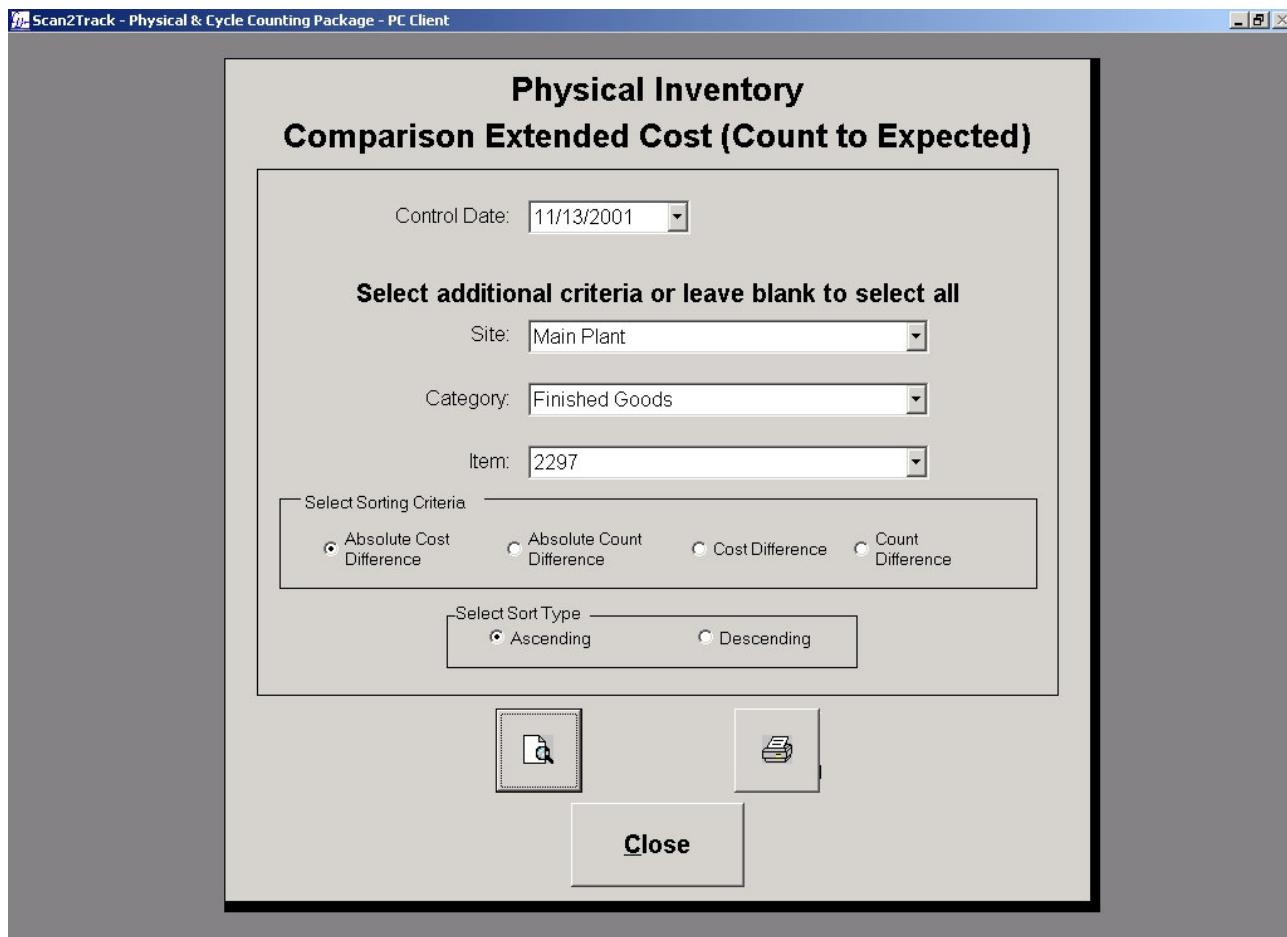


Figure 1.9

### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category and item fields to be cleared.

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and item fields to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the item field to be cleared.

## Item

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

## Select Sorting Criteria

Select the sorting criteria that you want to sort the report by from the Select Sorting Criteria frame. The default is to sort by Absolute Cost Difference.

### Absolute Cost Difference

If you select Absolute Cost Difference as the sorting criteria then the records in the report will be sorted by the absolute cost difference. This means that the report will be sorted from greatest to least or least to greatest by the absolute value of the difference in cost between the actual counted quantity and the quantity in the Inventory table.

### Absolute Count Difference

If you select Absolute Count Difference as the sorting criteria then the records in the report will be sorted by the absolute count difference. This means that the report will be sorted from greatest to least or least to greatest by the absolute value of the difference in count between the actual counted quantity and the quantity in the Inventory table.

### Cost Difference

If you select Cost Difference as the sorting criteria then the records in the report will be sorted by the cost difference. This means that the report will be sorted from greatest to least or least to greatest by the value of the difference in cost between the actual counted quantity and the quantity in the Inventory table.

### Count Difference

If you select Count Difference as the sorting criteria then the records in the report will be sorted by the count difference. This means that the report will be sorted from greatest to least or least to greatest by the value of the difference in count between the actual counted quantity and the quantity in the Inventory table.

## Select Sort Type

Select the sort type that you want to sort the report by from the Select Sort Type frame. The default is to sort in ascending order.

### Ascending

If you select ascending order then the report will be sorted by the selected sorting criteria from least to greatest.

### Descending

If you select descending order then the report will be sorted by the selected sorting criteria from greatest to least.

## Scan2Track – Physical Inventory and Cycle Counting Package

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

## Report Sample

Site	Category	Item	Description	Unit Price	Count Quantity	Expected Quantity	Count Difference	Cost Difference
<b>Main Plant</b>								
	Finished Goods							
	2365	SPRK PLUG CAP/NIPPLE		\$0.75	53	53	0	\$0.00
	2297	OIL PAN SEAL/JOBBED		\$0.25	2,399	2,401	(2)	\$0.50
	2537	FRONT MANIFOLD SEAL		\$1.25	1,302	1,298	4	\$5.00
	2487	SEAT SEAL		\$1.00	0	21	(21)	\$21.00
	2350A	SPARK PLUG CAP		\$6.00	1,002	1,008	(6)	\$36.00
	Raw Materials							
	3557C-860	TALC		\$0.16	1,634.82	1,634.52	0.3	\$0.05
	AW102	STRUKTOL WS280 POWDER		\$0.02	500.19	489.49	10.7	\$0.21
	AD104	DM-10 FUMED SILICA		\$0.20	477.75	475.56	2.19	\$0.44
	MSA146HA3A	GENERAL SILICONE COMPO		\$0.40	424.87	422.27	2.6	\$1.04
	WR679	WET RESIN STUFF		\$1.59	127.98	125.49	2.49	\$3.96
	Stock Room							
	MB103	MOUNTING BOLT 1/4" X 4"		\$0.05	45	50	(5)	\$0.25
	SCREW01	SCREW 1/8" X 3"		\$0.02	945	829	116	\$2.32
		TOILET PAPER - 12 PACK		\$2.59	99	0	99	\$256.41
		<i>Total:</i>		<i>9,010.61</i>	<i>8,807.33</i>	<i>203.28</i>	<i>\$211.68</i>	
		<i>Absolute Total:</i>				<i>271.28</i>	<i>\$327.18</i>	
<hr/>								
							<i>Error Percentage (Count/Cost):</i>	<i>2.31 %</i>
							<i>Absolute Error Percentage (Count/Cost):</i>	<i>3.08 %</i>
								<i>3.60 %</i>

### Physical Inventory - Comparison by Item (Count to Expected)

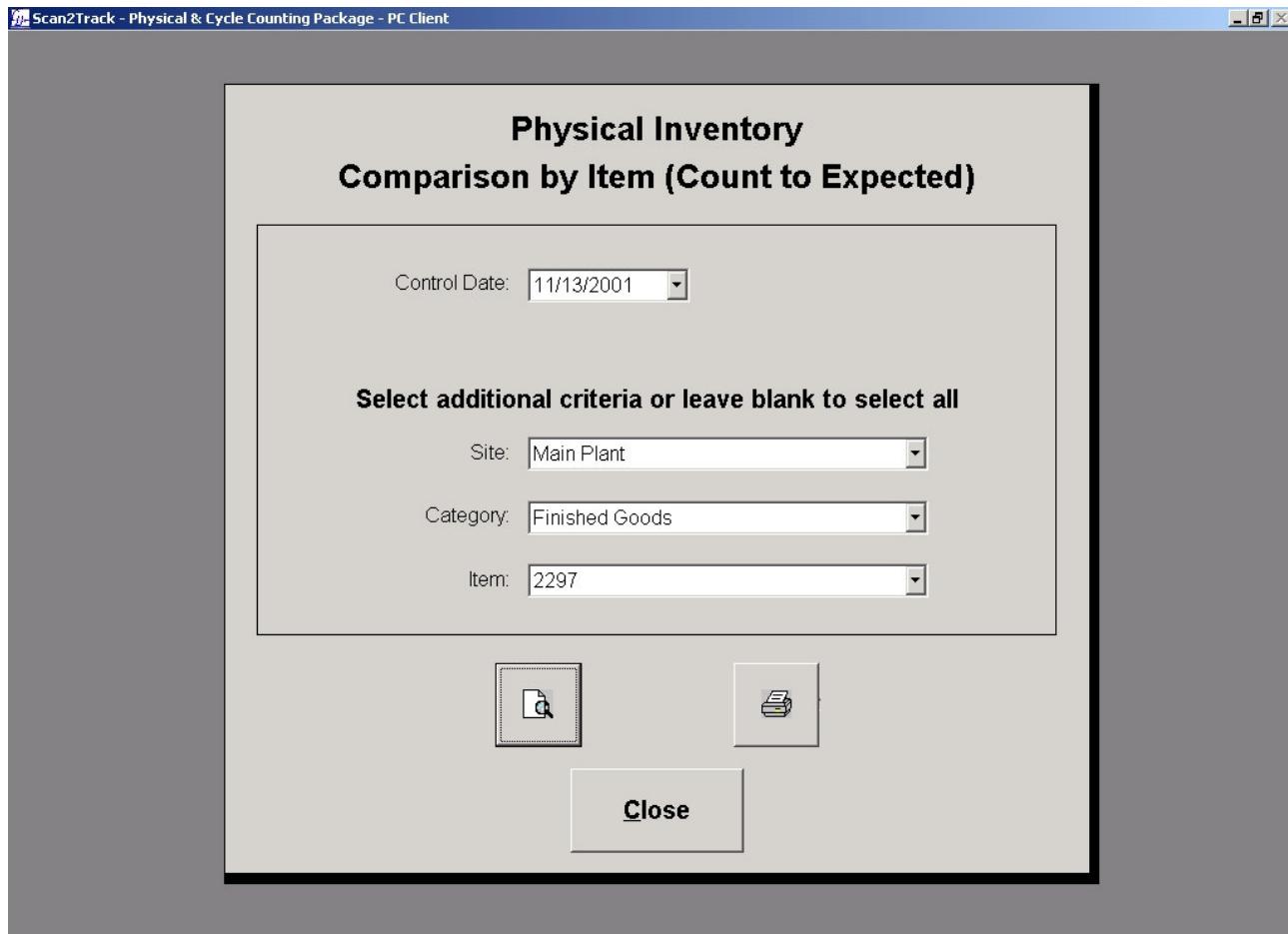


Figure 1.10

#### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category and item fields to be cleared.

#### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and item fields to be cleared.

#### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the item field to be cleared.

### **Item**

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

## Report Sample (Page 1 of 2)

Site Category Item	Description	Location	Count Quantity	Expected Quantity	Difference
<b>Main Plant</b>					
2297	OIL PAN SEAL/JOBBED	FG1-1000-10 FG1-1000-30	2,148 251	2,401 0	(253) 251
	<b>Subtotal for this Item:</b>		<b>2,399</b>	<b>2,401</b>	<b>(2)</b>
2350A	SPARK PLUG CAP	FG1-1000-20 FG1-1000-40	553 449	455 553	98 (104)
	<b>Subtotal for this Item:</b>		<b>1,002</b>	<b>1,008</b>	<b>(6)</b>
2365	SPRK PLUG CAP/NIPPLE	FG1-1000-20 FG1-1000-30	0 53	53 0	(53) 53
	<b>Subtotal for this Item:</b>		<b>53</b>	<b>53</b>	<b>0</b>
2487	SEAT SEAL	FG1-1000-40	0	21	(21)
	<b>Subtotal for this Item:</b>		<b>0</b>	<b>21</b>	<b>(21)</b>
2537	FRONT MANIFOLD SEAL	FG1-1000-50	1,302	1,298	4
	<b>Subtotal for this Item:</b>		<b>1,302</b>	<b>1,298</b>	<b>4</b>
<b>Raw Materials</b>					
3557C-860	TALC	RW1-2100-10 RW1-2100-12 RW1-2100-14 RW1-2100-16	755.75 453.29 425.78 0	755.45 453.29 425.78 0	0.3 0 0 0
	<b>Subtotal for this Item:</b>		<b>1,634.82</b>	<b>1,634.52</b>	<b>0.3</b>
AD104	DM-10 FUMED SILICA	RW1-2100-12 RW1-2100-13	235.56 242.19	235.56 240	0 2.19
	<b>Subtotal for this Item:</b>		<b>477.75</b>	<b>475.56</b>	<b>2.19</b>
AW102	STRUKTOL WS280 POWDER	RW1-2100-21	500.19	489.49	10.7
	<b>Subtotal for this Item:</b>		<b>500.19</b>	<b>489.49</b>	<b>10.7</b>

## Report Sample (Page 2 of 2)

ABC Manufacturing Company  
 Physical Inventory - Comparison By Item (Count to Expected)  
 Control Date: 11/13/2001

Site	Category	Description	Location	Count Quantity	Expected Quantity	Difference
MS4146HA3A	GENERAL SILICONE COMPO	RW1-2100-33	212.21	212.12	0.09	
		RW1-2100-34	212.66	210.15	2.51	
	<b>Subtotal for this Item:</b>		<b>424.87</b>	<b>422.27</b>	<b>2.6</b>	
WR679	WET RESIN STUFF	RW1-2100-67	127.98	125.49	2.49	
	<b>Subtotal for this Item:</b>		<b>127.98</b>	<b>125.49</b>	<b>2.49</b>	
Stock Room	MOUNTING BOLT 1/4" X 4"	SR1-100-2134	45	50	(5)	
		<b>Subtotal for this Item:</b>	<b>45</b>	<b>50</b>	<b>(5)</b>	
	SCREW 1/8" X 3"	SR1-100-2135	945	829	116	
TOILET PAPER - 1		<b>Subtotal for this Item:</b>	<b>945</b>	<b>829</b>	<b>116</b>	
	TOILET PAPER - 12 PACK	SR1-100-2121	99	0	99	
		<b>Subtotal for this Item:</b>	<b>99</b>	<b>0</b>	<b>99</b>	

### Physical Inventory - Comparison by Location (Count to Expected)

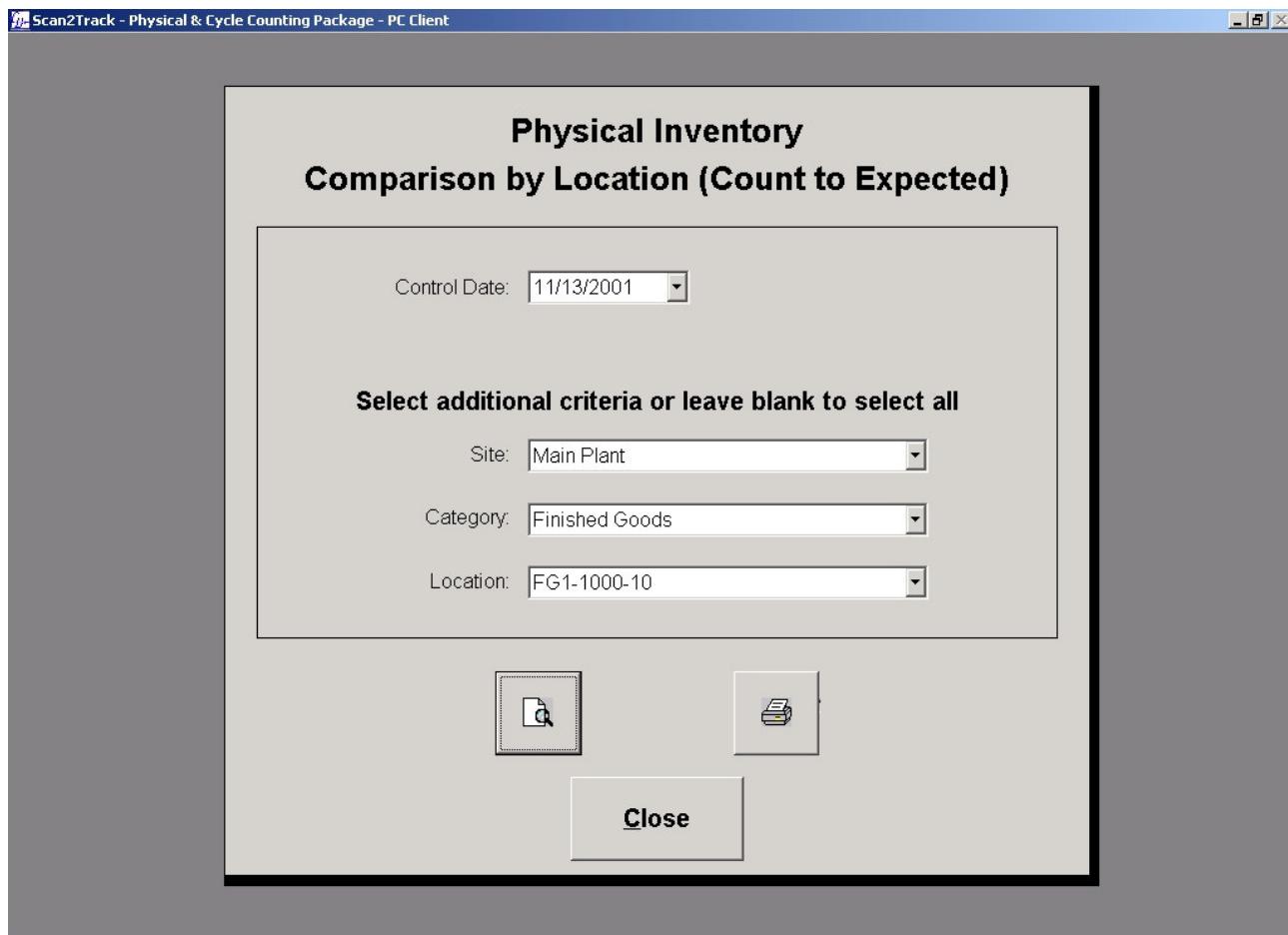


Figure 1.11

#### Control Date

Select the control date that you want to generate the report from the control date drop-down calendar. This entry is mandatory. Setting or changing the control date will cause the site, category and location fields to be cleared.

#### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and location fields to be cleared.

#### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the location field to be cleared.

### **Location**

Select the location that you want to generate the report from the location drop-down list box. You may leave the drop-down list box blank to select all locations.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

# Scan2Track – Physical Inventory and Cycle Counting Package

## Report Sample

ABC Manufacturing Company  
 Physical Count - Comparison By Location (Count to Expected)  
 Control Date: 11/13/2001  
 06/03/2003  
 03:37:23pm

Site	Category	Location	Item	Description	Count Quantity	Expected Quantity	Difference
<b>Main Plant</b>							
	<b>Finished Goods</b>						
	FG1-1000-10	2297		OIL PAN SEAL/JOBBED	2,148	2,401	(253)
	FG1-1000-20	2350A		SPARK PLUG CAP	553	455	98
	FG1-1000-20	2365		SPRK PLUG CAP/NIPPLE	0	53	(53)
	FG1-1000-30	2297		OIL PAN SEAL/JOBBED	251	0	251
	FG1-1000-30	2365		SPRK PLUG CAP/NIPPLE	53	0	53
	FG1-1000-40	2350A		SPARK PLUG CAP	449	553	(104)
	FG1-1000-40	2487		SEAT SEAL	0	21	(21)
	FG1-1000-50	2537		FRONT MANIFOLD SEAL	1,302	1,298	4
	<b>Raw Materials</b>						
	RW1-2100-10	3557C-860		TALC	756.75	755.45	0.3
	RW1-2100-12	3557C-860		TALC	453.29	453.29	0
	RW1-2100-12	AD104		DM-10 FUMED SILICA	235.56	235.56	0
	RW1-2100-13	AD104		DM-10 FUMED SILICA	242.19	240	2.19
	RW1-2100-14	3557C-860		TALC	425.78	425.78	0
	RW1-2100-16	3557C-860		TALC	0	0	0
	RW1-2100-21	AW102		STRUKTOL WS280 POWDER	500.19	489.49	10.7
	RW1-2100-33	MS4146HA3A		GENERAL SILICONE COMPO	212.21	212.12	0.09
	RW1-2100-34	MS4146HA3A		GENERAL SILICONE COMPO	212.66	210.15	2.51
	RW1-2100-67	WR679		WET RESIN STUFF	127.98	125.49	2.49
	<b>Stock Room</b>						
	SR1-100-2121		TOILET PAPER - 12 PACK	99	0	99	
	SR1-100-2134	MB103	MOUNTING BOLT 1/4" X 4"	45	50	(5)	
	SR1-100-2135	SCREW01	SCREW 1/8" X 3"	945	829	116	

### Physical Inventory - Comparison by Item (Current to Prior)

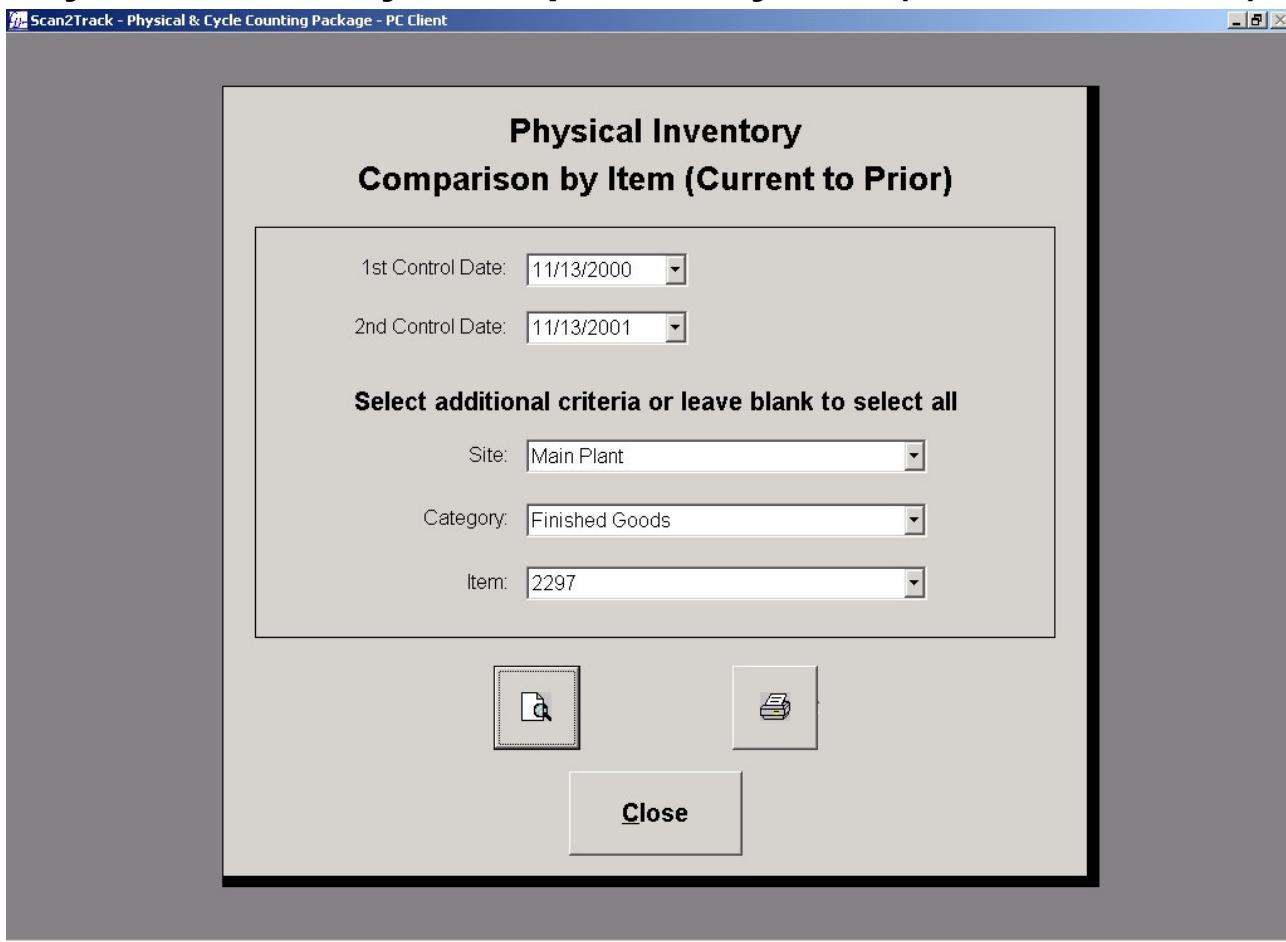


Figure 1.12

#### 1<sup>st</sup> Control Date

Select the 1<sup>st</sup> control date that you want to generate the report from the 1<sup>st</sup> control date drop-down calendar. This entry is mandatory. Setting or changing the 1<sup>st</sup> control date will cause the 2<sup>nd</sup> control date, site, category and item fields to be cleared.

#### 2<sup>nd</sup> Control Date

Select the 2<sup>nd</sup> control date that you want to generate the report from the 2<sup>nd</sup> control date drop-down calendar. This entry is mandatory. Setting or changing the 2<sup>nd</sup> control date will cause the site, category and item fields to be cleared.

#### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and item fields to be cleared.

# Scan2Track – Physical Inventory and Cycle Counting Package

## **Category**

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the item field to be cleared.

## **Item**

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

## **Print Preview**

Click the Print Preview button to view the report before printing.

## **Print**

Click the Print button to immediately print the report.

## **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

# Chapter 1: Physical Count Reports

## Report Sample (Page 1 of 2)

Site	Category	Description	Location	11/13/2000 Quantity	11/13/2001 Quantity	Difference
<b>Main Plant</b>						
	Finished Goods					
2297	OIL PAN SEAL/JOBBED	FG1-1000-10 FG1-1000-30		300 700	2,148 261	(1,848) 449
		<b>Subtotal for this Item:</b>		<b>1,000</b>	<b>2,399</b>	<b>(1,399)</b>
2350A	SPARK PLUG CAP	FG1-1000-20 FG1-1000-40		1,553 1,502	553 449	1,000 1,053
		<b>Subtotal for this Item:</b>		<b>3,055</b>	<b>1,002</b>	<b>2,053</b>
2365	SPRK PLUG CAP/NIPPLE	FG1-1000-30		0	53	(53)
		<b>Subtotal for this Item:</b>		<b>0</b>	<b>53</b>	<b>(53)</b>
2537	FRONT MANIFOLD SEAL	FG1-1000-50		0	1,302	(1,302)
		<b>Subtotal for this Item:</b>		<b>0</b>	<b>1,302</b>	<b>(1,302)</b>
<b>Raw Materials</b>						
3557C-860	TALC	RW1-2100-10 RW1-2100-12 RW1-2100-14		10 400	755.75 453.29	(745.75) (53.29)
		<b>Subtotal for this Item:</b>		<b>410</b>	<b>1,634.82</b>	<b>(1,224.82)</b>
AD104	DM-10 FUMED SILICA	RW1-2100-12 RW1-2100-13		655.56 0	235.56 425.78	420 (425.78)
		<b>Subtotal for this Item:</b>		<b>655.56</b>	<b>477.75</b>	<b>177.81</b>
AW102	STRUKTOL WS280 POWDER	RW1-2100-21		495.25	500.19	(4.94)
		<b>Subtotal for this Item:</b>		<b>495.25</b>	<b>500.19</b>	<b>(4.94)</b>
MS4146HA3A	GENERAL SILICONE COMPOL	RW1-2100-33 RW1-2100-34		211.59 0	212.21 212.66	(0.62) (212.66)
		<b>Subtotal for this Item:</b>		<b>211.59</b>	<b>424.87</b>	<b>(213.28)</b>
WR679	WET RESIN STUFF	RW1-2100-67		0	127.98	(127.98)

# Scan2Track – Physical Inventory and Cycle Counting Package

## Report Sample (Page 2 of 2)

ABC Manufacturing Company		Physical Inventory - Comparison by Item (Current to Prior)	
Site	Category	Description	Location
	Item		Subtotal for this Item:
Stock Room	MB103	MOUNTING BOLT 1/4" X 4"	SR1-100-2134 Subtotal for this Item: 53
			53
			45
			45
			8
SCREW01		SCREW 1/8" X 3"	SR1-100-2135 Subtotal for this Item: 0
			0
			945
			945
			(945)
TOILET PAPER - 1		TOILET PAPER - 12 PACK	SR1-100-2121 Subtotal for this Item: 0
			0
			99
			99
			(99)
			(99)

## Physical Inventory - Comparison by Location (Current to Prior)

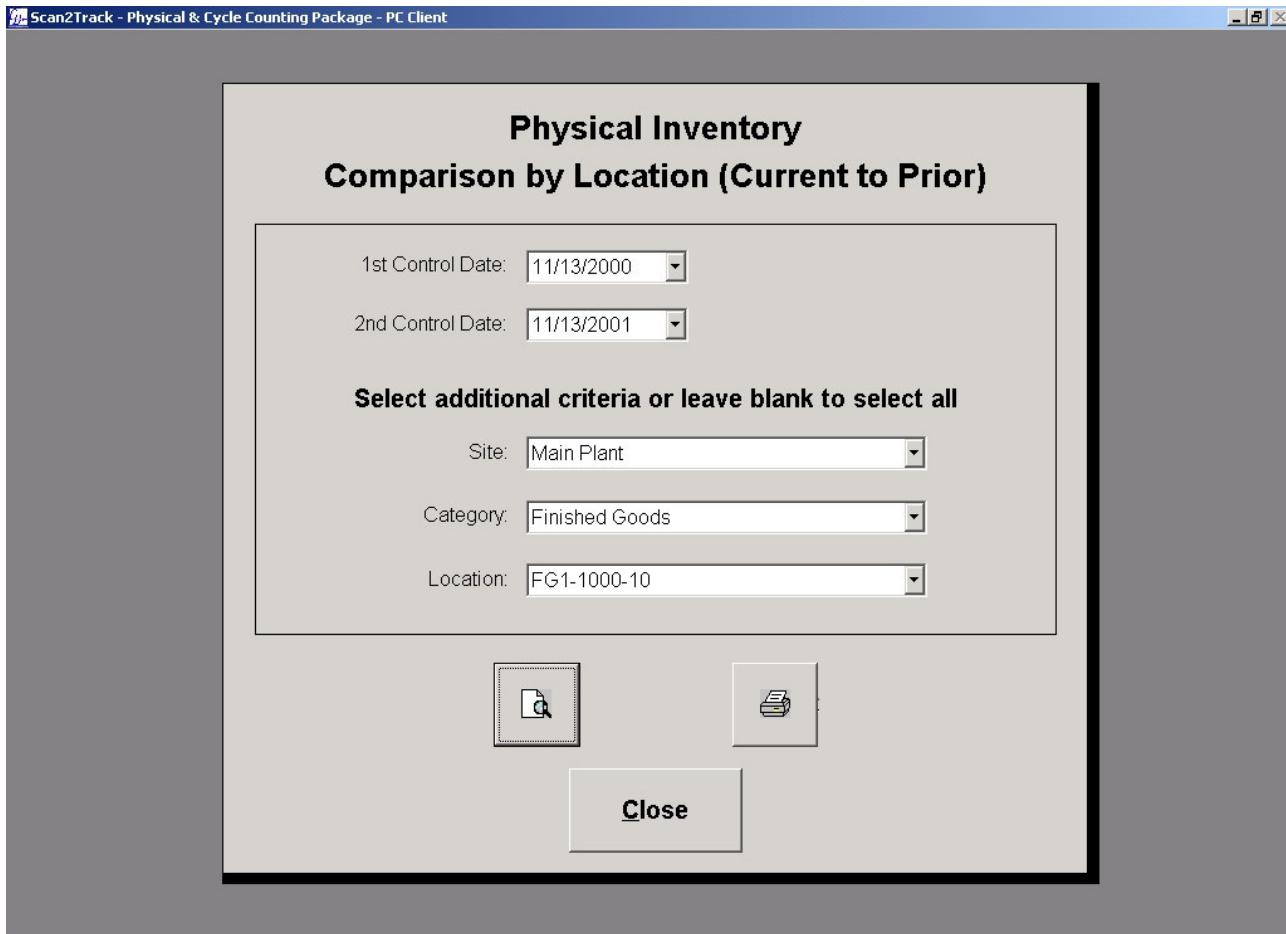


Figure 1.13

### 1<sup>st</sup> Control Date

Select the 1<sup>st</sup> control date that you want to generate the report from the 1<sup>st</sup> control date drop-down calendar. This entry is mandatory. Setting or changing the 1<sup>st</sup> control date will cause the 2<sup>nd</sup> control date, site, category, and location fields to be cleared.

### 2<sup>nd</sup> Control Date

Select the 2<sup>nd</sup> control date that you want to generate the report from the 2<sup>nd</sup> control date drop-down calendar. This entry is mandatory. Setting or changing the 2<sup>nd</sup> control date will cause the site, category and location fields to be cleared.

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and location fields to be cleared.

# Scan2Track – Physical Inventory and Cycle Counting Package

## **Category**

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the location field to be cleared.

## **Location**

Select the location that you want to generate the report from the location drop-down list box. You may leave the drop-down list box blank to select all locations.

## **Print Preview**

Click the Print Preview button to view the report before printing.

## **Print**

Click the Print button to immediately print the report.

## **Close**

Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

## Report Sample

ABC Manufacturing Company  
Physical Inventory - Comparison by Location (Current to Prior)

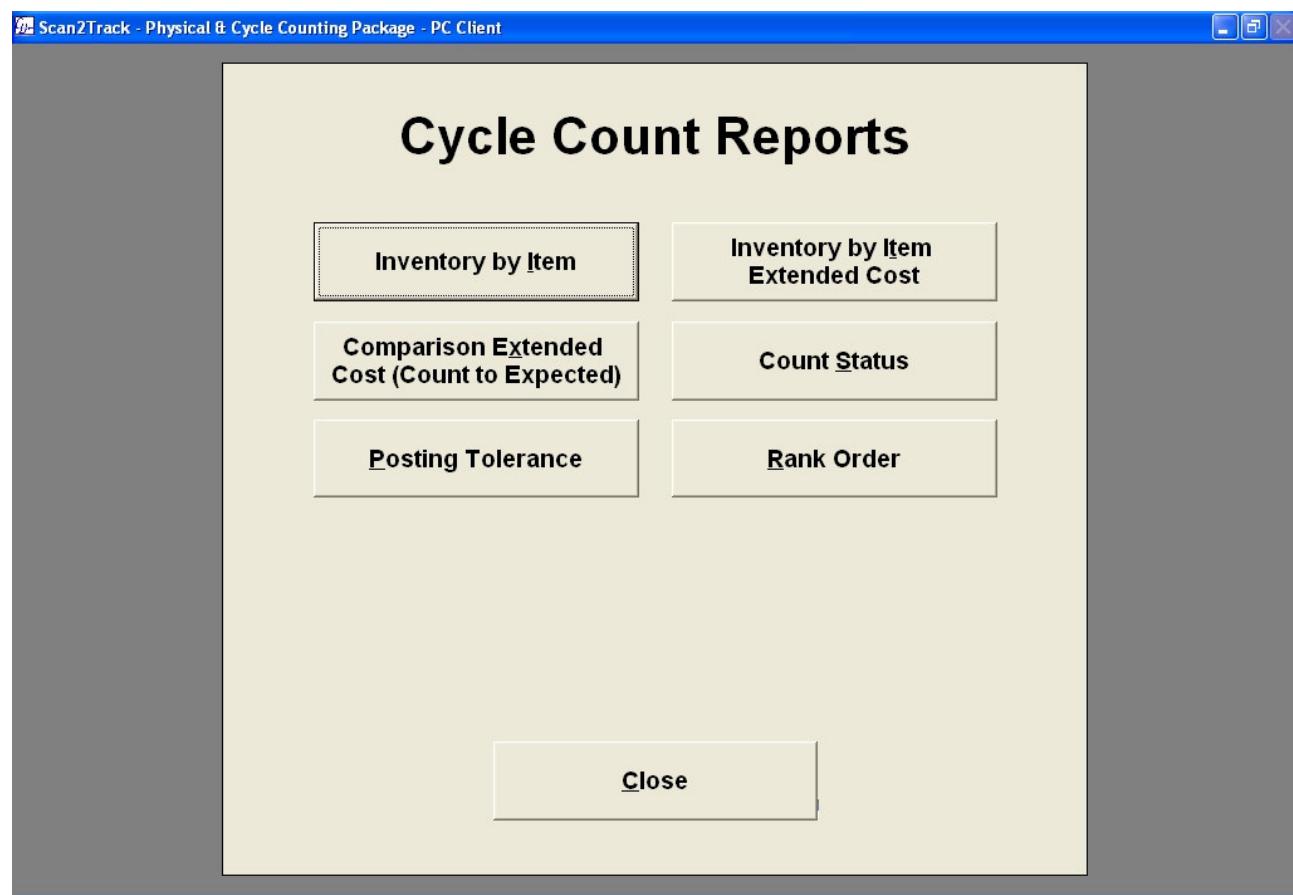
06/03/2003  
03:38:13pm

Site	Category	Location	Item	Description	11/13/2000 Quantity	11/13/2001 Quantity	Difference
<b>Main Plant</b>							
	<b>Finished Goods</b>						
	FG1-1000-10	2297		OIL PAN SEAL/JOBBED	300	2,148	(1,848)
	FG1-1000-20	2350A		SPARK PLUG CAP	1,553	553	1,000
	FG1-1000-30	2297		OIL PAN SEAL/JOBBED	700	251	449
	FG1-1000-30	2365		SPRK PLUG CAP/NIPPLE	0	53	(53)
	FG1-1000-40	2350A		SPARK PLUG CAP	1,502	449	1,053
	FG1-1000-50	2537		FRONT MANIFOLD SEAL	0	1,302	(1,302)
	<b>Raw Materials</b>						
	RW1-2100-10	3557C-860		TALC	10	755.75	(745.75)
	RW1-2100-12	AD104		DM-10 FUMED SILICA	400	453.29	(53.29)
	RW1-2100-12				655.56	235.56	420
	RW1-2100-13				0	242.19	(242.19)
	RW1-2100-14	3557C-860		TALC	0	425.78	(425.78)
	RW1-2100-21	AW102		STRUKTOL WS280 POWDER	495.25	500.19	(4.94)
	RW1-2100-33	MS4146HA3A		GENERAL SILICONE COMPO	211.59	212.21	(0.62)
	RW1-2100-34				0	212.66	(212.66)
	RW1-2100-67	WR679		WET RESIN STUFF	0	127.98	(127.98)
	<b>Stock Room</b>						
	SR1-100-2121			TOILET PAPER - 12 PACK	0	99	(99)
	SR1-100-2134	MB103		MOUNTING BOLT 1/4" X 4"	53	45	8
	SR1-100-2135			SCREW 1/8" X 3"	0	945	(945)

## **Scan2Track – Physical Inventory and Cycle Counting Package**

## **Chapter 2: Cycle Count Reports**

## Cycle Count Report Menu



### Cycle Count - Inventory by Item

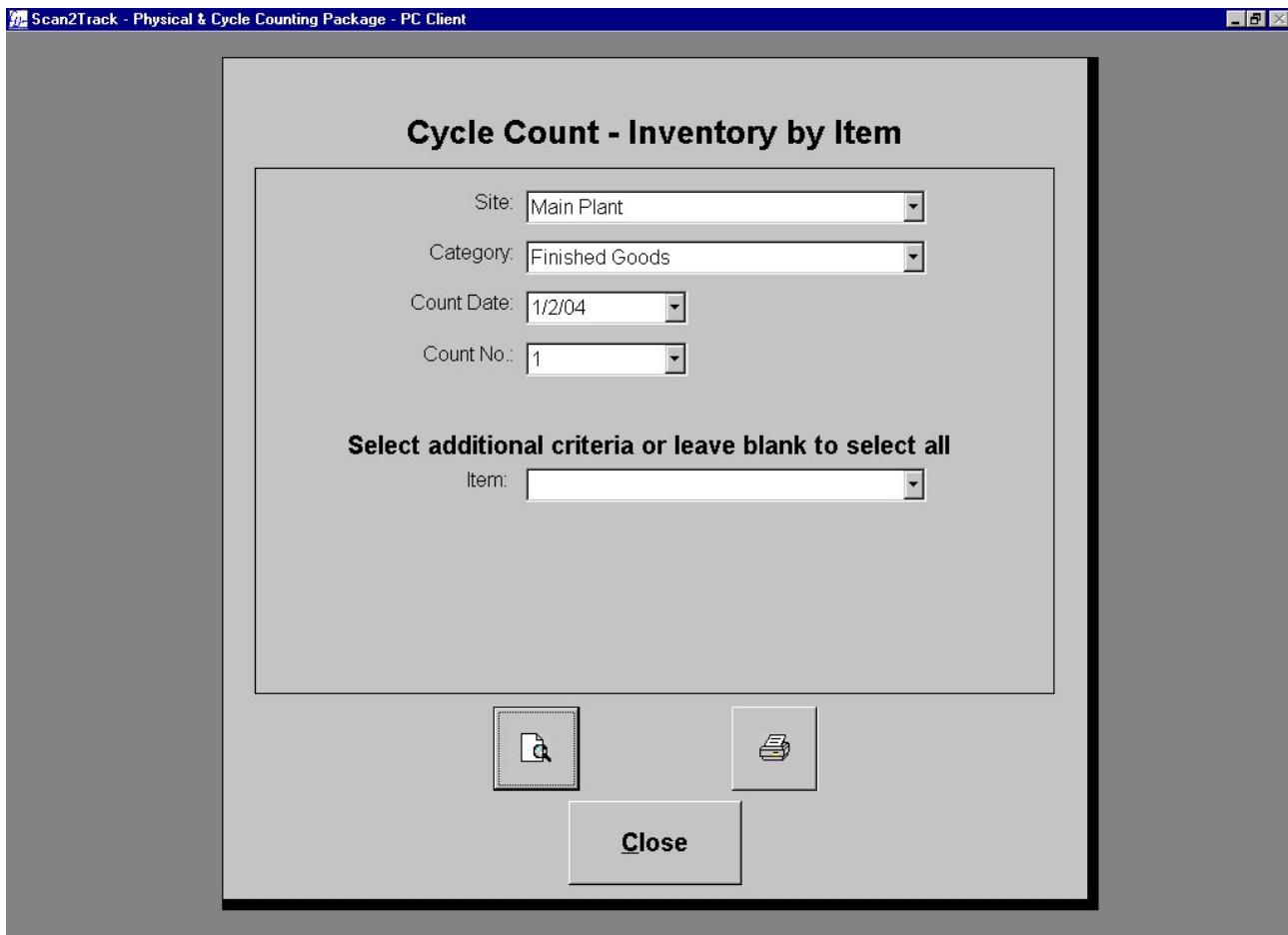


Figure 2.1

#### Site

Select the site that you want to generate the report from the site drop-down list box. Setting or changing the site will cause the category, count date, count number and item fields to be cleared.

#### Category

Select the category that you want to generate the report from the category drop-down list box. Setting or changing the category will cause the count date, count number, and item fields to be cleared.

#### Count Date

Select the count date that you want to generate the report from the count date drop-down list box. This is the count schedule date, not the actual count date. Setting or changing the count date will cause the count number and item fields to be cleared.

# Scan2Track – Physical Inventory and Cycle Counting Package

## Count No

Select the count number that you want to generate the report from the count number drop-down list box. Setting or changing the count number will cause the item field to be cleared.

## Item

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

## Print Preview

Click the Print Preview button to view the report before printing.

## Print

Click the Print button to immediately print the report.

## Close

Click the Close button to close this screen and return to the Cycle Count Reports Menu.

### Report Sample

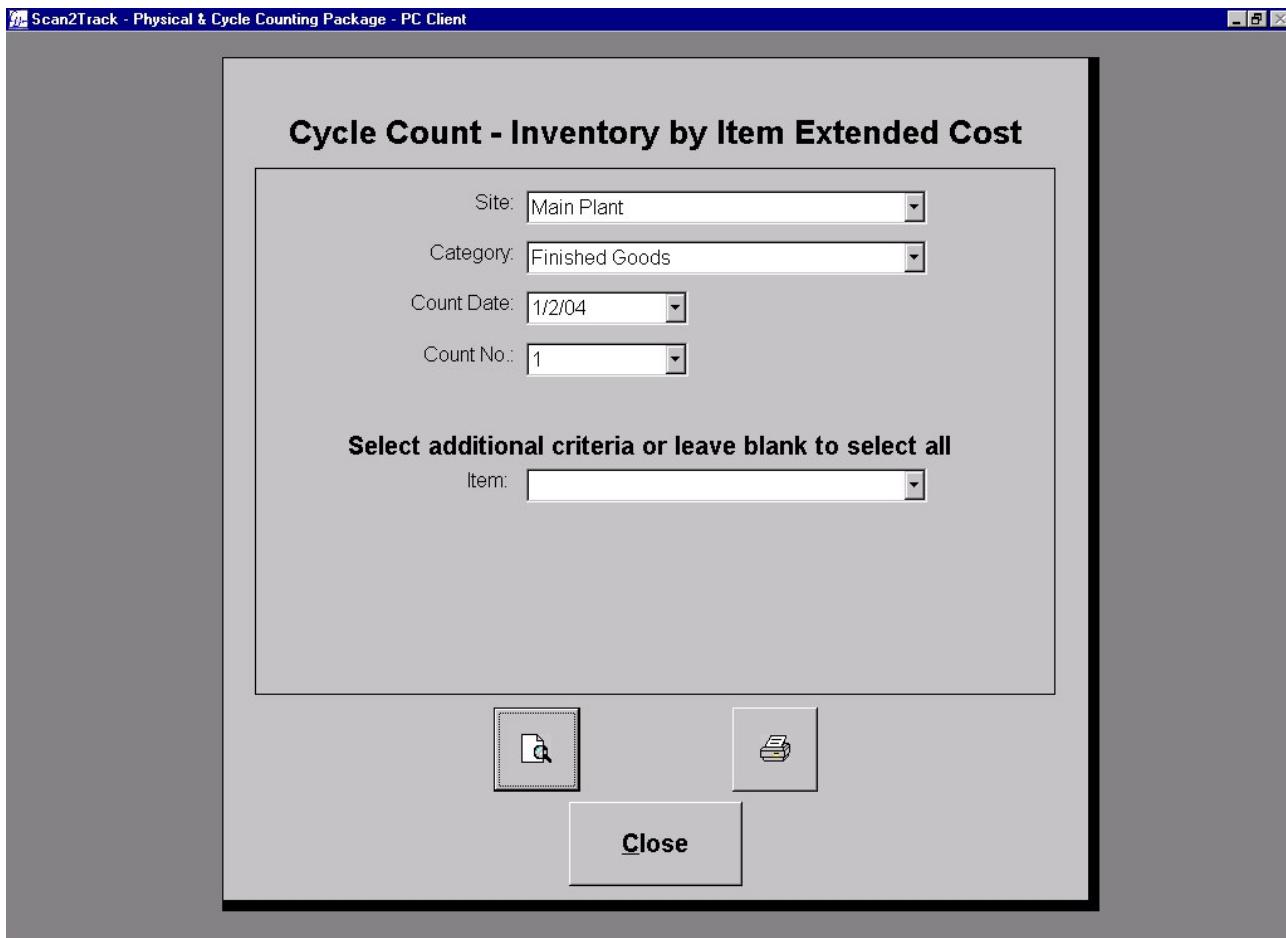
ABC Manufacturing Company  
Cycle Count - Inventory by Item  
01/02/2004 - 1

03/05/2004  
10:39:35am

Site Category Item	Description	Location	Quantity
<b>Main Plant</b>			
<b>Finished Goods</b>			
2297	OIL PAN SEAL/JOBBED	FG1-1000-10	56
		<i>Subtotal for this Item:</i>	<u>56</u>
2350A	SPARK PLUG CAP	FG1-1000-10	26
		<i>Subtotal for this Item:</i>	<u>26</u>
2537	FRONT MANIFOLD SEAL	FG1-1000-10	36
		<i>Subtotal for this Item:</i>	<u>36</u>
3239	OIL PAN SEAL	FG1-1000-10	94
		<i>Subtotal for this Item:</i>	<u>94</u>
3562A	SMALL DIAPHRAGM	FG1-1000-20	10
		<i>Subtotal for this Item:</i>	<u>10</u>

## **Scan2Track – Physical Inventory and Cycle Counting Package**

### Cycle Count - Inventory by Item Extended Cost



**Figure 2.2**

#### **Site**

Select the site that you want to generate the report from the site drop-down list box. Setting or changing the site will cause the category, count date, count number and item fields to be cleared.

#### **Category**

Select the category that you want to generate the report from the category drop-down list box. Setting or changing the category will cause the count date, count number, and item fields to be cleared.

#### **Count Date**

Select the count date that you want to generate the report from the count date drop-down list box. This is the count schedule date, not the actual count date. Setting or changing the count date will cause the count number and item fields to be cleared.

## **Scan2Track – Physical Inventory and Cycle Counting Package**

### **Count No**

Select the count number that you want to generate the report from the count number drop-down list box. Setting or changing the count number will cause the item field to be cleared.

### **Item**

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Cycle Count Reports Menu.

### Report Sample

Site Category	Item	Description	Location	Quantity	Unit Price	Extended Cost
Main Plant						
Finished Goods	2297	OIL PAN SEAL/JOBBED	FG1-1000-10	56	\$0.05	\$2.80
			<i>Subtotal for this Item:</i>	<b>56</b>		<b>\$2.80</b>
	2350A	SPARK PLUG CAP	FG1-1000-10	26	\$6.00	\$156.00
			<i>Subtotal for this Item:</i>	<b>26</b>		<b>\$156.00</b>
	2537	FRONT MANIFOLD SEAL	FG1-1000-10	36	\$1.25	\$45.00
			<i>Subtotal for this Item:</i>	<b>36</b>		<b>\$45.00</b>
	3239	OIL PAN SEAL	FG1-1000-10	94	\$0.025	\$2.35
			<i>Subtotal for this Item:</i>	<b>94</b>		<b>\$2.35</b>
	3562A	SMALL DIAPHRAGM	FG1-1000-20	10	\$0.025	\$0.25
			<i>Subtotal for this Item:</i>	<b>10</b>		<b>\$0.25</b>
			<i>Subtotal for this Category:</i>			<b>\$206.40</b>
			<i>Subtotal for this Site:</i>			<b>\$206.40</b>
			<i>Grand Total:</i>			<b>\$206.40</b>

## Cycle Count - Comparison Extended Cost (Count to Expected)

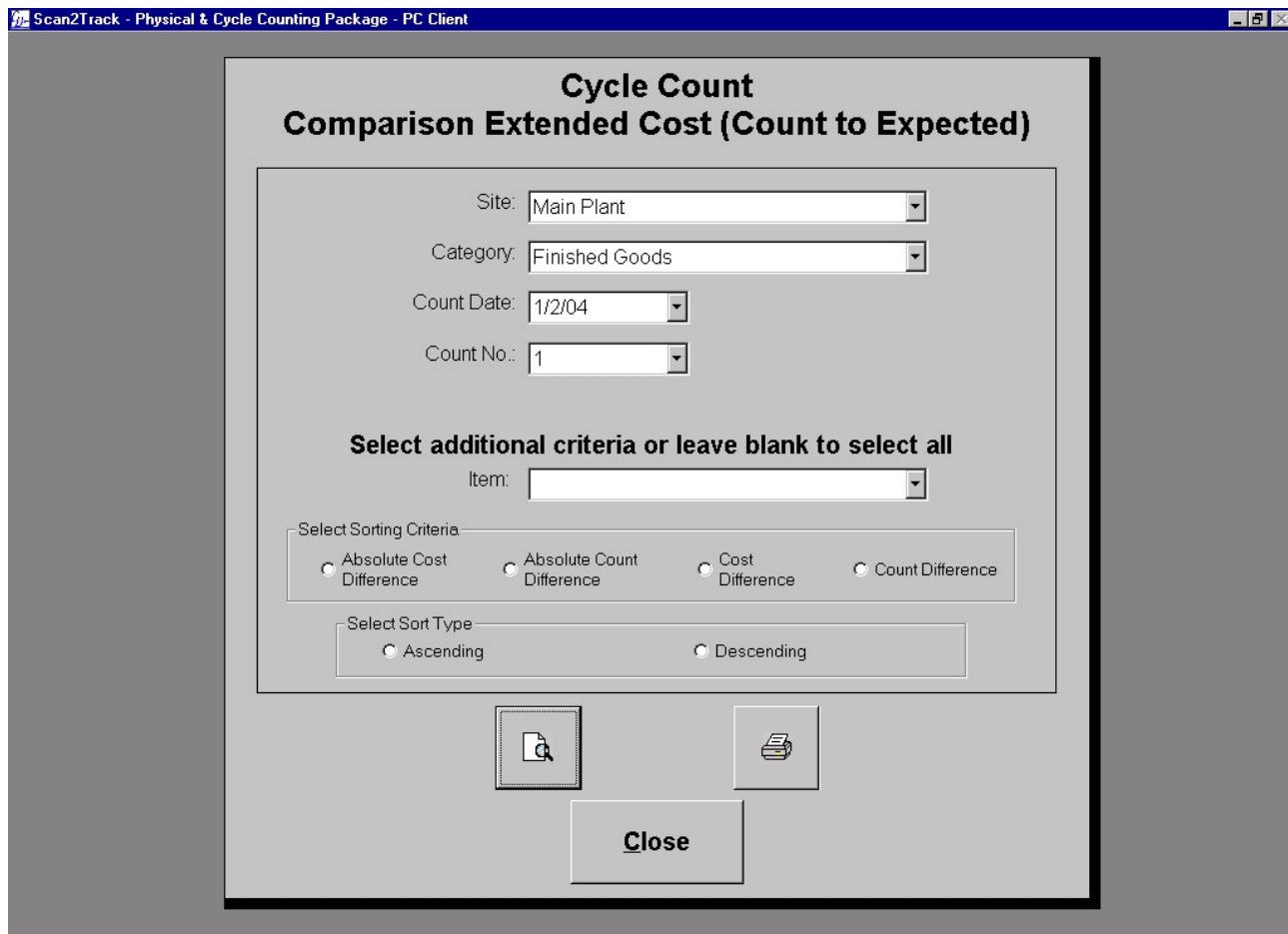


Figure 2.3

### Site

Select the site that you want to generate the report from the site drop-down list box. Setting or changing the site will cause the category, count date, count number and item fields to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. Setting or changing the category will cause the count date, count number, and item fields to be cleared.

### Count Date

Select the count date that you want to generate the report from the count date drop-down list box. This is the count schedule date, not the actual count date. Setting or changing the count date will cause the count number and item fields to be cleared.

### Count No

Select the count number that you want to generate the report from the count number drop-down list box. Setting or changing the count number will cause the item field to be cleared.

### Item

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

### Select Sorting Criteria

Select the sorting criteria that you want to sort the report by from the Select Sorting Criteria frame. The default is to sort by Absolute Cost Difference.

#### Absolute Cost Difference

If you select Absolute Cost Difference as the sorting criteria then the records in the report will be sorted by the absolute cost difference. This means that the report will be sorted from greatest to least or least to greatest by the absolute value of the difference in cost between the actual counted quantity and the quantity in the Inventory table.

#### Absolute Count Difference

If you select Absolute Count Difference as the sorting criteria then the records in the report will be sorted by the absolute count difference. This means that the report will be sorted from greatest to least or least to greatest by the absolute value of the difference in count between the actual counted quantity and the quantity in the Inventory table.

#### Cost Difference

If you select Cost Difference as the sorting criteria then the records in the report will be sorted by the cost difference. This means that the report will be sorted from greatest to least or least to greatest by the value of the difference in cost between the actual counted quantity and the quantity in the Inventory table.

#### Count Difference

If you select Count Difference as the sorting criteria then the records in the report will be sorted by the count difference. This means that the report will be sorted from greatest to least or least to greatest by the value of the difference in count between the actual counted quantity and the quantity in the Inventory table.

### Select Sort Type

Select the sort type that you want to sort the report by from the Select Sort Type frame. The default is to sort in ascending order.

#### Ascending

If you select ascending order then the report will be sorted by the selected sorting criteria from least to greatest.

## Scan2Track – Physical Inventory and Cycle Counting Package

### **Descending**

If you select ascending order then the report will be sorted by the selected sorting criteria from greatest to least.

### **Print Preview**

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

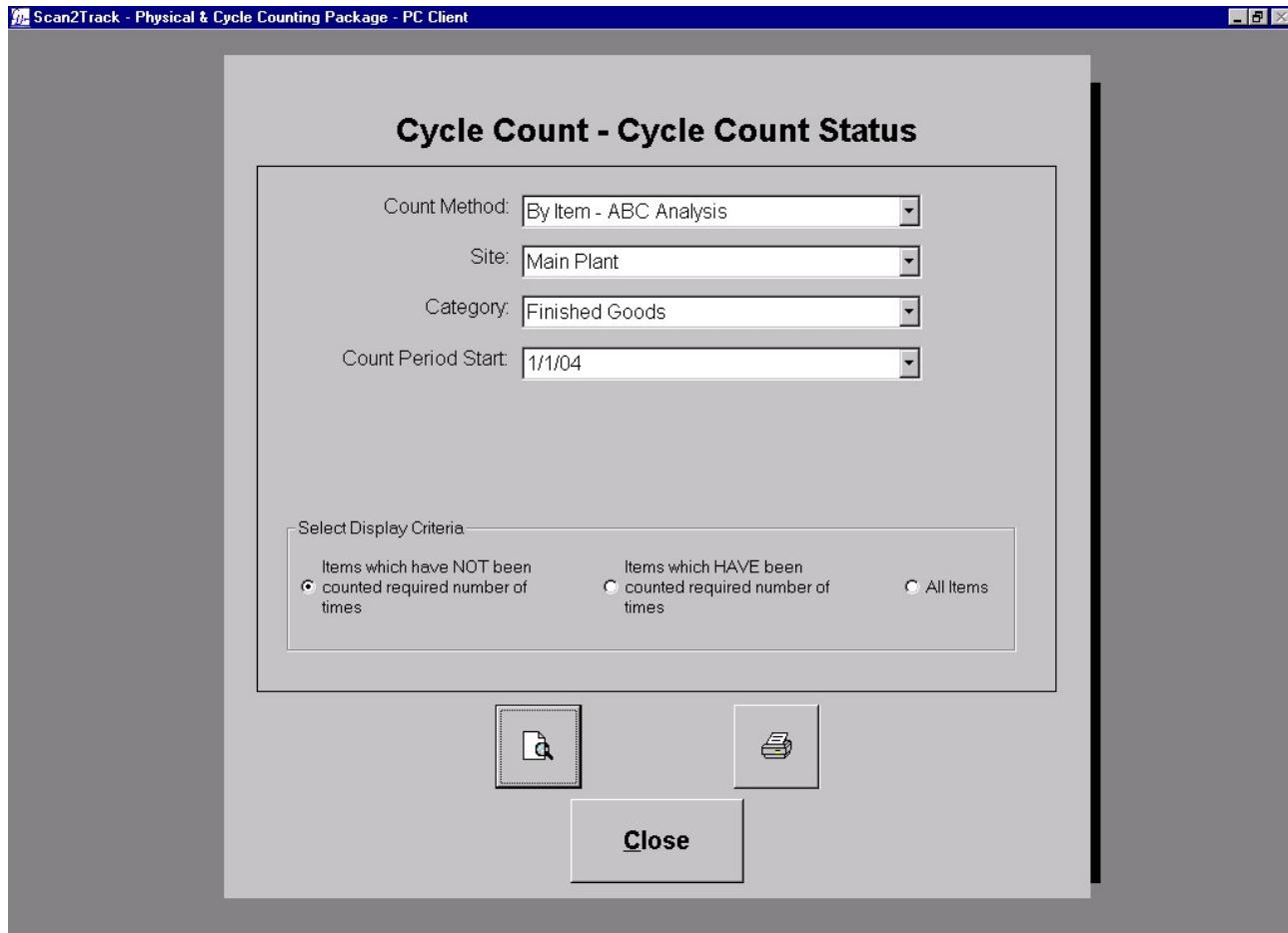
### **Close**

Click the Close button to close this screen and return to the Cycle Count Reports Menu.

## Report Sample

03/05/2004  
11:34:45 am  
ABC Manufacturing Company  
Cycle Count - Comparison Extended Cost (Count to Expected)  
01/02/2004 - 1

## Cycle Count - Count Status



**Figure 2.4**

### Count Method

Select the count date that you want to generate the report from the count method list box.

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category, and count period start fields to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the count period start field to be cleared.

### Count Period Start

Select the count period start date that you want to generate the report from the count period drop-down list box.

### Select Display Criteria

Select the display criteria for the report. The default is to display items that have not been counted the required number of times.

#### Items not counted

If you select “Items which have not been counted the required number of times” as the display criteria, items are only included in the report if they have not been counted the number of times specified by the item count frequency or the default count frequency for the counting method (and possibly rank).

#### Items counted

If you select “Items which have been counted the required number of times” as the display criteria, items are only included in the report if they have been counted the number of times specified by the item count frequency or the default count frequency for the counting method (and possibly rank).

#### All Items

If you select “All Items” as the display criteria, all items are included in the report, regardless of whether their count frequency has been met or not. Items that have not been counted the required number of times will be flagged with double asterisks.

### Print Preview

Click the Print Preview button to view the report before printing.

### Print

Click the Print button to immediately print the report.

### Close

Click the Close button to close this screen and return to the Cycle Count Reports Menu.

# Scan2Track – Physical Inventory and Cycle Counting Package

## Report Sample

ABC Manufacturing Company  
 Cycle Count - Cycle Count Status  
 Main Plant  
 Finished Goods  
 01/01/2004 - 12/31/2004  
 By Item - ABC Analysis  
 Items which have NOT been counted required number of times

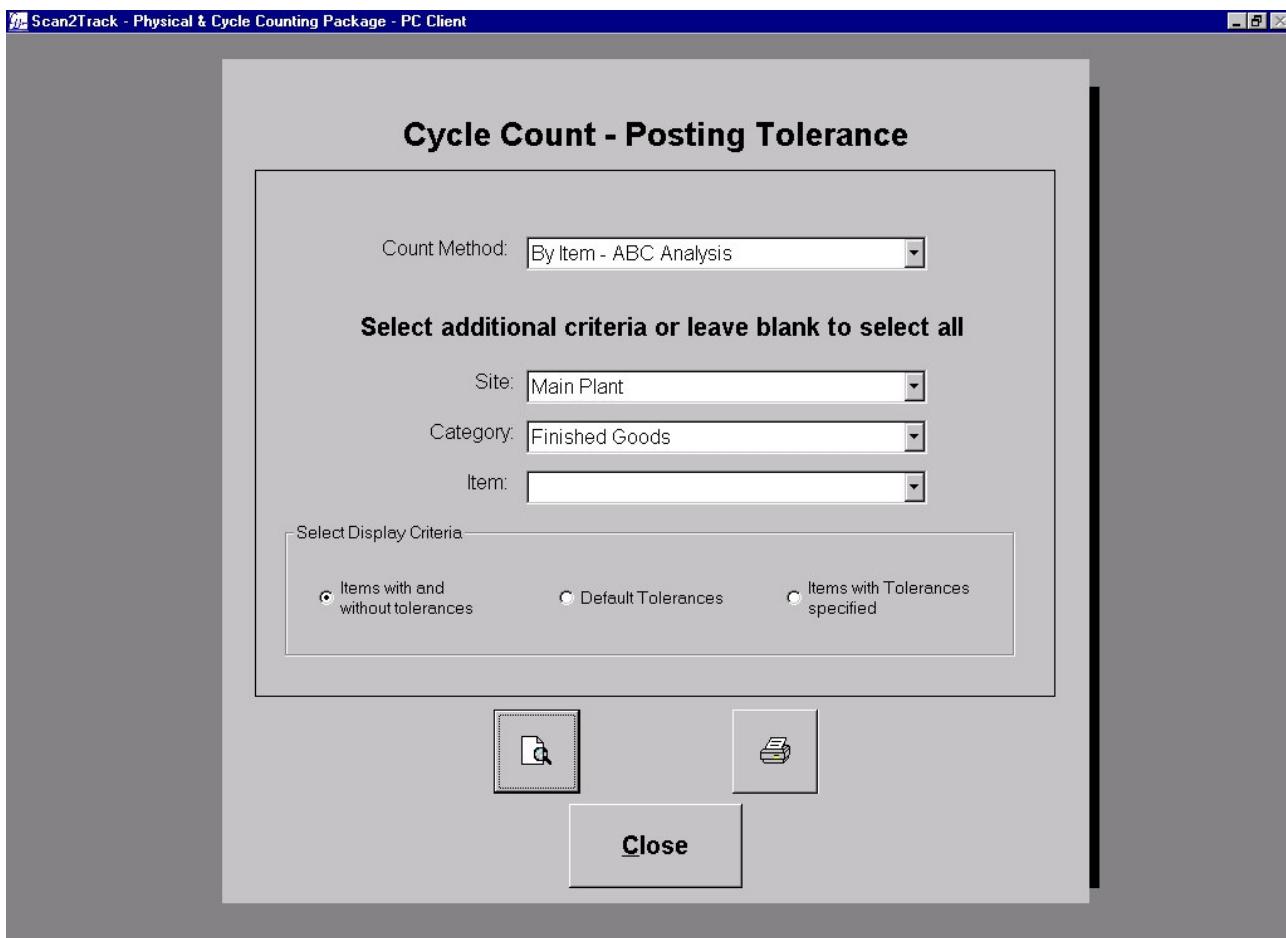
03/05/2004  
 01:35:23pm

Item	Description	Rank	Count Frequency	Counted	Remaining
2297	OIL PAN SEAL/JOBBED	C	20 *	1	19
2350A	SPARK PLUG CAP	A	999*	1	998
2365	PHOSPHATE	C	1	0	1
2487	SEAT SEAL	C	1	0	1
2659	TUMBLE	B	4	0	4
2704	DEGREASING INSERTS	B	4	0	4
2860	PHOSPHATE	B	4	0	4
2982	MANIFOLD SEAL	B	4	0	4
3001	VALVE	B	4	1	3
3047	FRONT BRAKE HOUSING	B	4	0	4
3148	MISC. HOMOGENEOUS	B	4	0	4
3186	MISC. BONDED	B	4	0	4
3207	MOLDING AND FLEX	B	4	0	4
3239	OIL PAN SEAL	B	5 *	1	4
3241	FRNT INT. MANI. SEAL	B	25 *	1	24
3241COPY	FRNT INT. MANI. SEAL	C	25 *	0	25
3242	REAR INT. MANI. SEAL	B	4	0	4
3242A	FRT INT MANIFOLD	B	4	0	4
3251A	DIAPHRAGM	B	4	0	4
3252	PAN SEAL	B	4	0	4
3254	COMBO VALVE DIAPHRAM	C	1	0	1
3281A	MAIN DIAPHRAGM	C	1	0	1
3303	BRAKE SEAL	C	1	0	1
3338	COVER SEAL	B	4	0	4
3340	EXTRUDE	B	4	0	4
3342	GASKET-HEAT EX.SHELL	B	4	0	4
3373	MILL WARM-UP	B	4	0	4
3380	SEAL	B	4	0	4
3397	VALVE SEAL	B	4	0	4
3403-1	REAR CRANKSHAFT SEAL/B	B	4	0	4
3403-2	REAR CRANKSHAFT SEAL	B	4	0	4
3405	SPRING RETAINER ASSY	B	4	0	4
3408	REAR OIL PAN SEAL	B	4	0	4
3410	OUTLET CAP	B	4	0	4
3412A	SILICONE DIAPHRAGM	B	4	0	4
3412B	OTHER DIAPHRAGM	A	12	0	12
3435	BRAKE CUP	B	4	0	4
3436	CUP	B	4	0	4
3451	ONE PC. OIL PAN SEAL	A	12	0	12

\* The default value for this field is overridden by a value in the item record

Page 1 of 4

### Cycle Count - Posting Tolerance



**Figure 2.5**

#### Count Method

Select the count date that you want to generate the report from the count method list box.

#### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category and item fields to be cleared.

#### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the item field to be cleared.

#### Item

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

## Select Display Criteria

Select the display criteria for the report. The default is to display items with and without individual tolerances specified.

### Items with and without tolerances

If you select “Items with and without tolerances” as the display criteria, items are included in the report whether they have individual tolerances specified or not. This is a good report to show the tolerances for all of your items.

### Default Tolerances

If you select “Default Tolerances” as the display criteria, only the default tolerances specified in the Cycle Count Administration Count Method Setup screen are displayed. No individual items are listed. If you select the “By Item – ABC Analysis” count method, the default tolerances are listed for all ranks (A,B,C, and D) which have their counting method defined.

### Items with Tolerances Specified

If you select “Items with Tolerances Specified” as the display criteria, only items which have one or more tolerances specified are displayed. This report with the “Default Tolerances” display criteria report provides a concise listing that shows the tolerances for all items.

## Print Preview

Click the Print Preview button to view the report before printing.

## Print

Click the Print button to immediately print the report.

## Close

Click the Close button to close this screen and return to the Cycle Count Reports Menu.

### Report Sample

Site	Category	Description	Rank	Qty% +	Qty% -	\$ Value +	\$ Value -
<b>Main Plant</b>							
<b>Finished Goods</b>							
ABC Manufacturing Company Cycle Count - Posting Tolerance By Item - ABC Analysis Items with and without tolerances							
2297		OIL PAN SEAL/JOBBED	C	25 *	36 *	\$80 *	\$70 *
2350A		SPARK PLUG CAP	B	26 *	15 *	\$70	\$80
2365		1234567890123456789012345	C	30	35	\$90	\$100
2487		SEAT SEAL	C	30	35	\$25 *	\$100
2537		FRONT MANIFOLD SEAL	C	30	35	\$90	\$40 *
2659		TUMBLE	C	30	35	\$90	\$100
2704		DEGREASING INSERTS	C	30	35	\$90	\$100
2860		PHOSPHATE	C	30	35	\$90	\$100
2982		MANIFOLD SEAL	C	30	35	\$90	\$100
3001		VALVE	C	30	35	\$90	\$100
3047		FRONT BRAKE HOUSING	C	30	35	\$90	\$100
3148		MISC. HOMOGENEOUS	C	30	35	\$90	\$100
3186		MISC. BONDED	C	30	35	\$90	\$100
3207		MOLDING AND FLEX	C	30	35	\$90	\$100
3239		OIL PAN SEAL	C	30	35	\$90	\$100
3241		FRNT INT. MANI. SEAL	C	10 *	11 *	\$20 *	\$1 *
3241COPY		FRNT INT. MANI. SEAL	C	10 *	11 *	\$20 *	\$1 *
3242		REAR INT. MANI. SEAL	C	30	35	\$90	\$100
3242A		FRT INT MANIFOLD	C	30	35	\$90	\$100
3251A		DIAPHRAGM	C	30	35	\$90	\$100
3252		PAN SEAL	C	30	35	\$90	\$100
3254		COMBO VALVE DIAPHRAGM	C	30	35	\$90	\$100
3281A		MAIN DIAPHRAGM	C	30	35	\$90	\$100
3303		BRAKE SEAL	C	30	35	\$90	\$100

\* Means that the default value for this field is overridden by a value in the item record

## Cycle Count - Rank Order (ABC Classification)

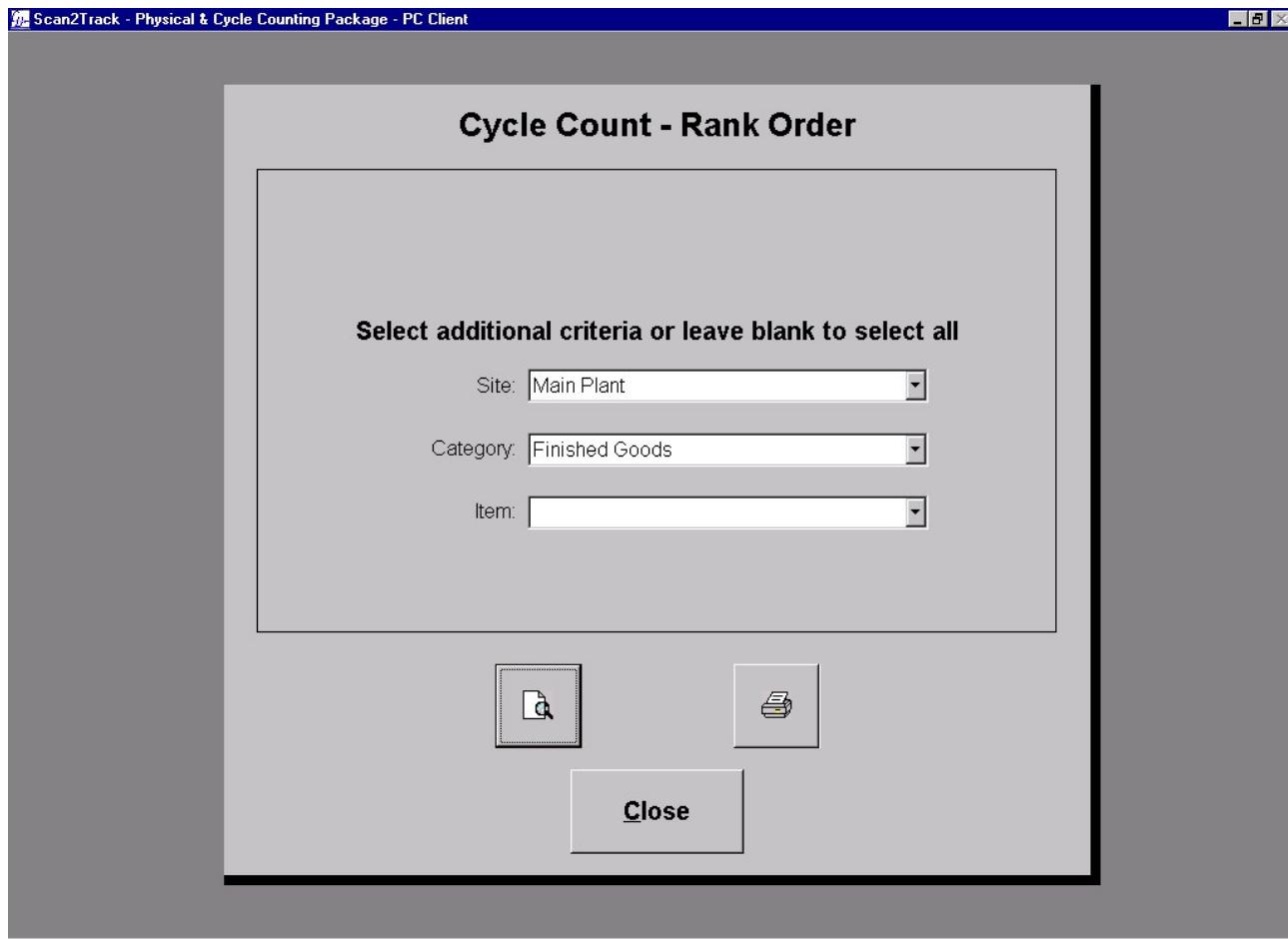


Figure 2.6

### Site

Select the site that you want to generate the report from the site drop-down list box. You may leave the drop-down list box blank to select all sites. Setting or changing the site will cause the category, and item fields to be cleared.

### Category

Select the category that you want to generate the report from the category drop-down list box. You may leave the drop-down list box blank to select all categories. Setting or changing the category will cause the item field to be cleared.

### Item

Select the item that you want to generate the report from the item drop-down list box. You may leave the drop-down list box blank to select all items.

### Print Preview

Click the Print Preview button to view the report before printing.

### **Print**

Click the Print button to immediately print the report.

### **Close**

Click the Close button to close this screen and return to the Cycle Count Reports Menu.

# Scan2Track – Physical Inventory and Cycle Counting Package

## Report Sample

ABC Manufacturing Company  
Cycle Count - Rank Order

03/05/2004  
01:39:04pm

Site	Category	Description	Unit Price	Annual Qty Usage	Annual Dollar Usage	Class
<b>Main Plant</b>						
	Finished Goods	OIL PAN SEAL/JOBBED	\$0.05	500	\$125.10	C
2297		SPARK PLUG CAP	\$6.00	500	\$3,000.00	A
2350A		PHOSPHATE	\$0.75	500	\$375.00	C
2365		SEAT SEAL	\$1.00	500	\$500.00	C
2487		FRONT MANIFOLD SEAL	\$1.25	500	\$625.00	C
2537		TUMBLE	\$7.00	498	\$1,000.00	B
2659		DEGREASING INSERTS		235	\$1,000.00	B
2704		PHOSPHATE		548	\$1,000.00	B
2860		MANIFOLD SEAL	\$0.025			B
2982		VALVE		8,547		B
3001		FRONT BRAKE HOUSING		4,698		B
3047		MISC. HOMOGENEOUS	\$0.025			B
3148		MISC. BONDED		875		B
3186		MOLDING AND FLEX	\$0.025			B
3207		OIL PAN SEAL	\$0.025			B
3239		FRNT INT. MANI. SEAL	\$0.025			B
3241		REAR INT. MANI. SEAL	\$0.025			B
3241COPY		FRT INT MANIFOLD	\$0.025			B
3242		DIAPHRAGM	\$0.025			B
3242A		PAN SEAL	\$0.025			B
3251A		COMBO VALVE DIAPHRAM	\$0.025			B
3252		MAIN DIAPHRAGM	\$0.025			B
3254		BRAKE SEAL	\$0.025			C
3281A		COVER SEAL	\$0.025			B
3303		EXTRUDE	\$0.025			B
3338		GASKET-HEAT EX SHELL	\$0.025			B
3340						
3342						