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# Scan2Track

## Physical Inventory and Cycle Counting Package

### Reports

Version 2.1.0

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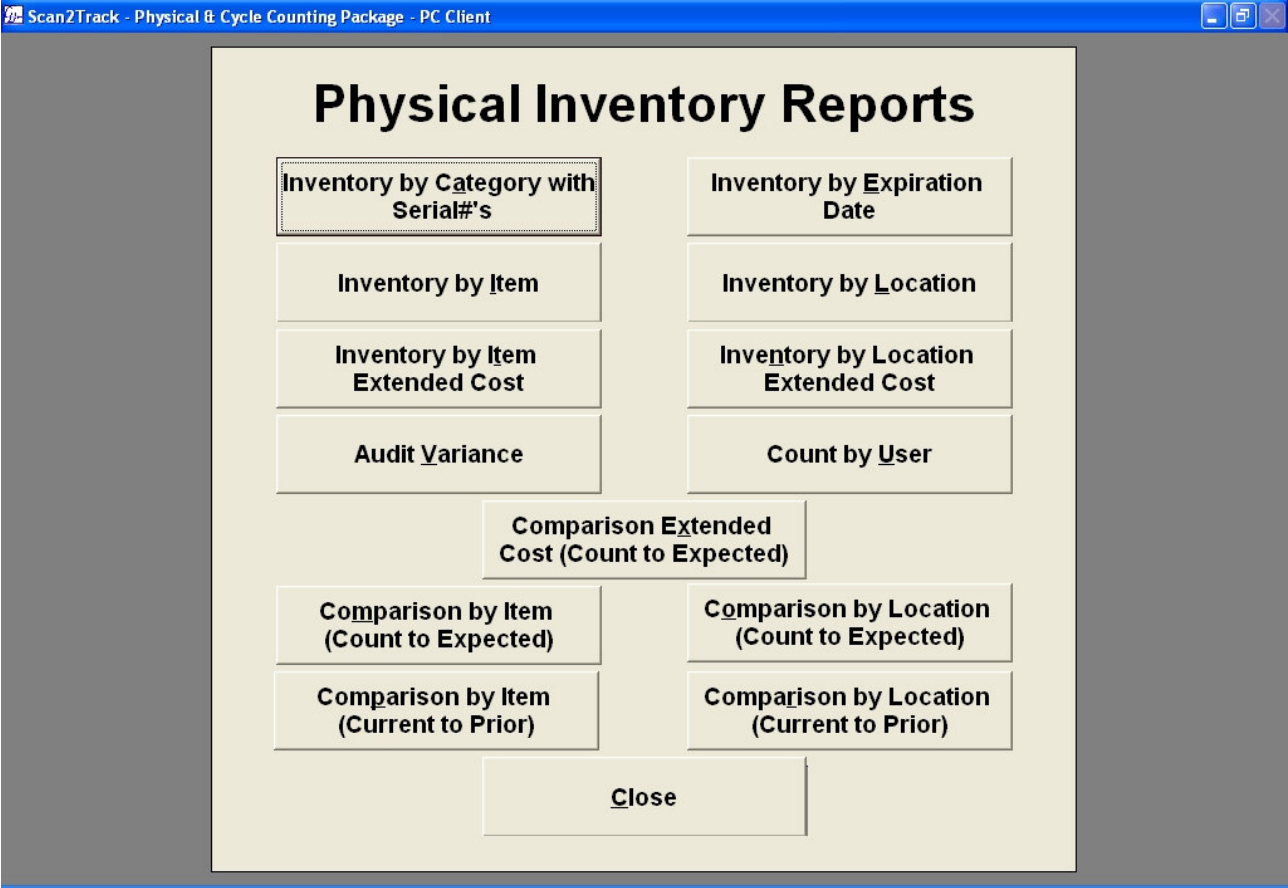
# Scan2Track – Physical Inventory and Cycle Counting Package

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

Physical Inventory Reports Menu





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

Scan2Track - Physical & Cycle Counting Package - PC Client

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

Control Date: 11/13/2001

**Select additional criteria or leave blank to select all**

Site: Main Plant

Category: Finished Goods

Search, Print, Close

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.

# Chapter 1: Physical Count Reports

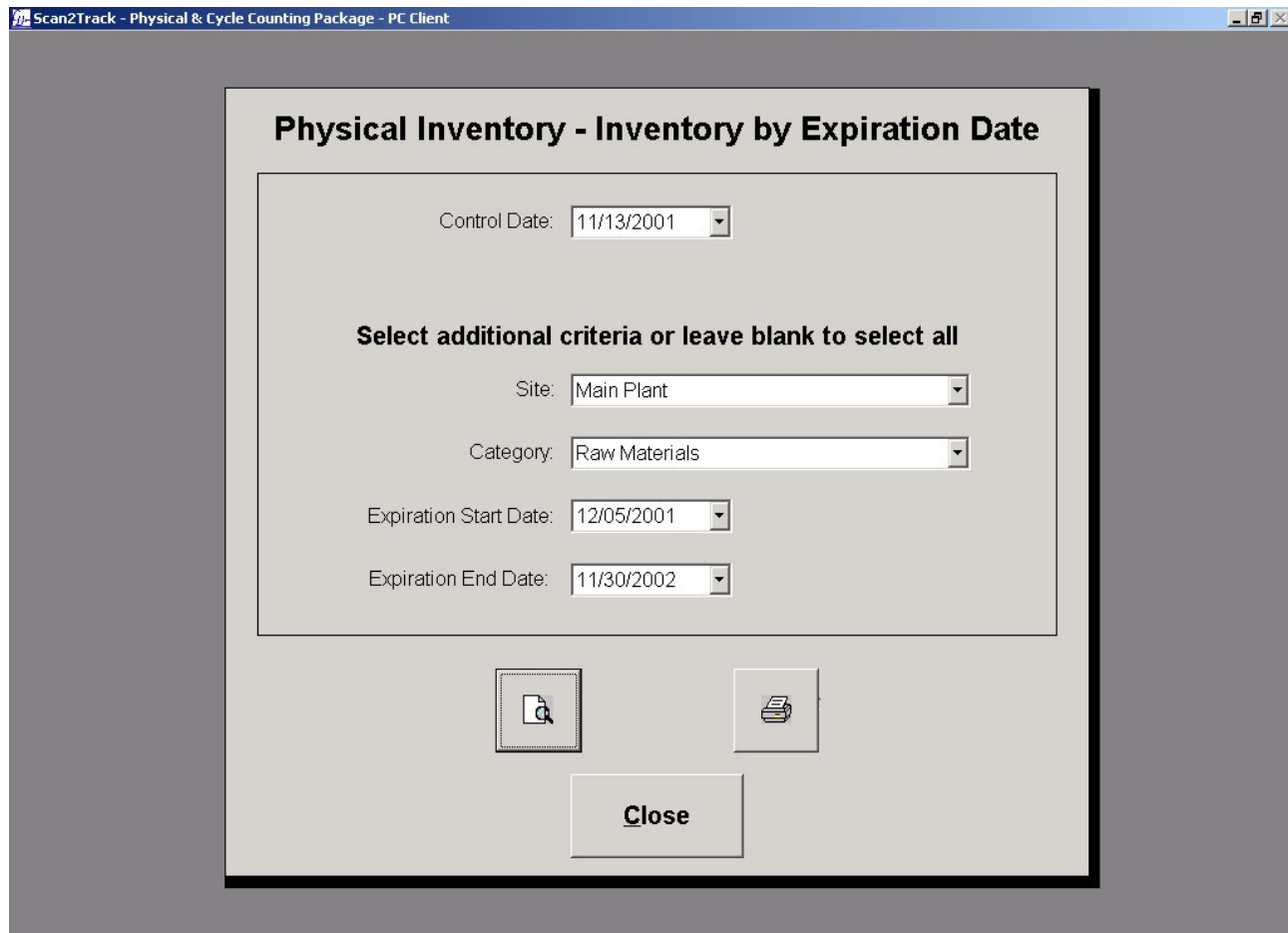
## Report Sample

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



The screenshot shows a window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Physical Inventory - Inventory by Expiration Date". The dialog box contains the following fields and controls:

- Control Date:** A drop-down menu showing "11/13/2001".
- Select additional criteria or leave blank to select all:** A section header.
- Site:** A drop-down menu showing "Main Plant".
- Category:** A drop-down menu showing "Raw Materials".
- Expiration Start Date:** A drop-down menu showing "12/05/2001".
- Expiration End Date:** A drop-down menu showing "11/30/2002".
- Buttons:** At the bottom, there are two icons (a magnifying glass and a printer) and a "Close" button.

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.

## 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

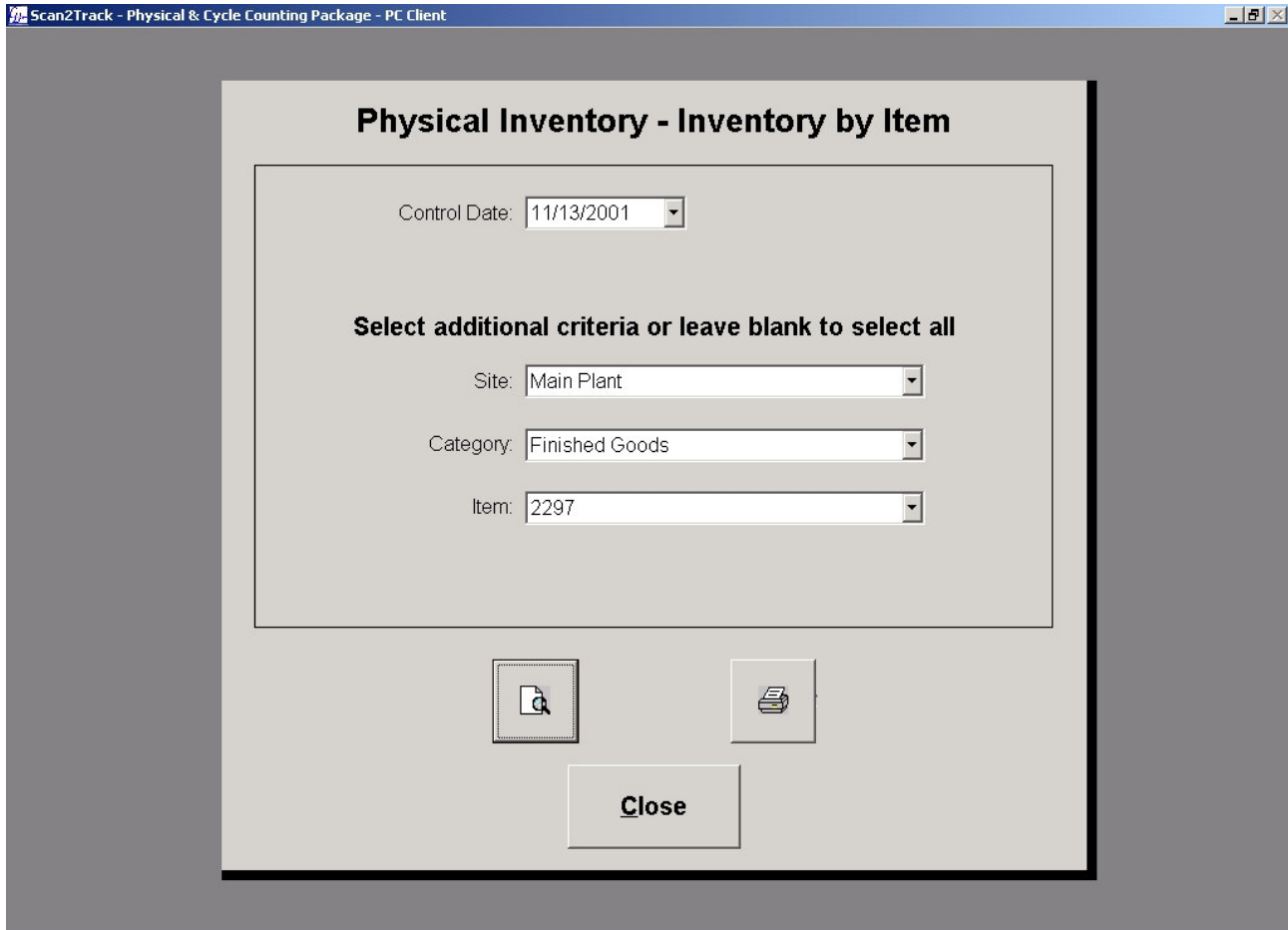
Site	Category	Description		Expiration Date	Serial#	Location	Quantity	
Main Plant								
Finished Goods	2297	OIL PAN SEAL/JOBBED			1	FG1-1000-10	2,101	
					2	FG1-1000-10	47	
					3	FG1-1000-30	51	
					4	FG1-1000-30	200	
					Subtotal for this Item:		2,399	
2350A	SPARK PLUG CAP			1234567892	FG1-1000-20	553		
				1234567897	FG1-1000-40	449		
				Subtotal for this Item:		1,002		
2365	SPRK PLUG CAP/NIPPLE			1234567893	FG1-1000-30	53		
				Subtotal for this Item:		53		
2537	FRONT MANIFOLD SEAL			1234567895	FG1-1000-50	1,302		
				Subtotal for this Item:		1,302		
Raw Materials								
3557C-860	TALC		03/28/2002			RW1-2100-14	425.78	
			07/04/2002			RW1-2100-10	755.75	
			08/09/2002			RW1-2100-12	453.29	
				Subtotal for this Item:		1,634.82		
AD104	DM-10 FUMED SILICA		06/04/2002			RW1-2100-12	235.56	
			07/05/2002			RW1-2100-13	242.19	
						Subtotal for this Item:		477.75
AW102	STRUKTOL WS280 POWDER		11/30/2002			RW1-2100-21	500.19	
						Subtotal for this Item:		500.19
MS4146HA3A	GENERAL SILICONE COMPOL		12/05/2001			RW1-2100-34	212.66	
			03/24/2002			RW1-2100-33	212.21	
				Subtotal for this Item:		424.87		

## 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		RW1-2100-67	127.98
				<i>Subtotal for this Item:</i>	<u>127.98</u>
Stock Room					
MB103	MOUNTING BOLT 1/4" X 4"			SR1-100-2134	45
				<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



The screenshot shows a Windows-style application window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Physical Inventory - Inventory by Item". The dialog box contains the following elements:

- A "Control Date:" label followed by a date picker showing "11/13/2001".
- A bold instruction: "Select additional criteria or leave blank to select all".
- A "Site:" label followed by a dropdown menu showing "Main Plant".
- A "Category:" label followed by a dropdown menu showing "Finished Goods".
- An "Item:" label followed by a dropdown menu showing "2297".
- Two icons: a magnifying glass over a document (search) and a printer icon.
- A "Close" button.

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

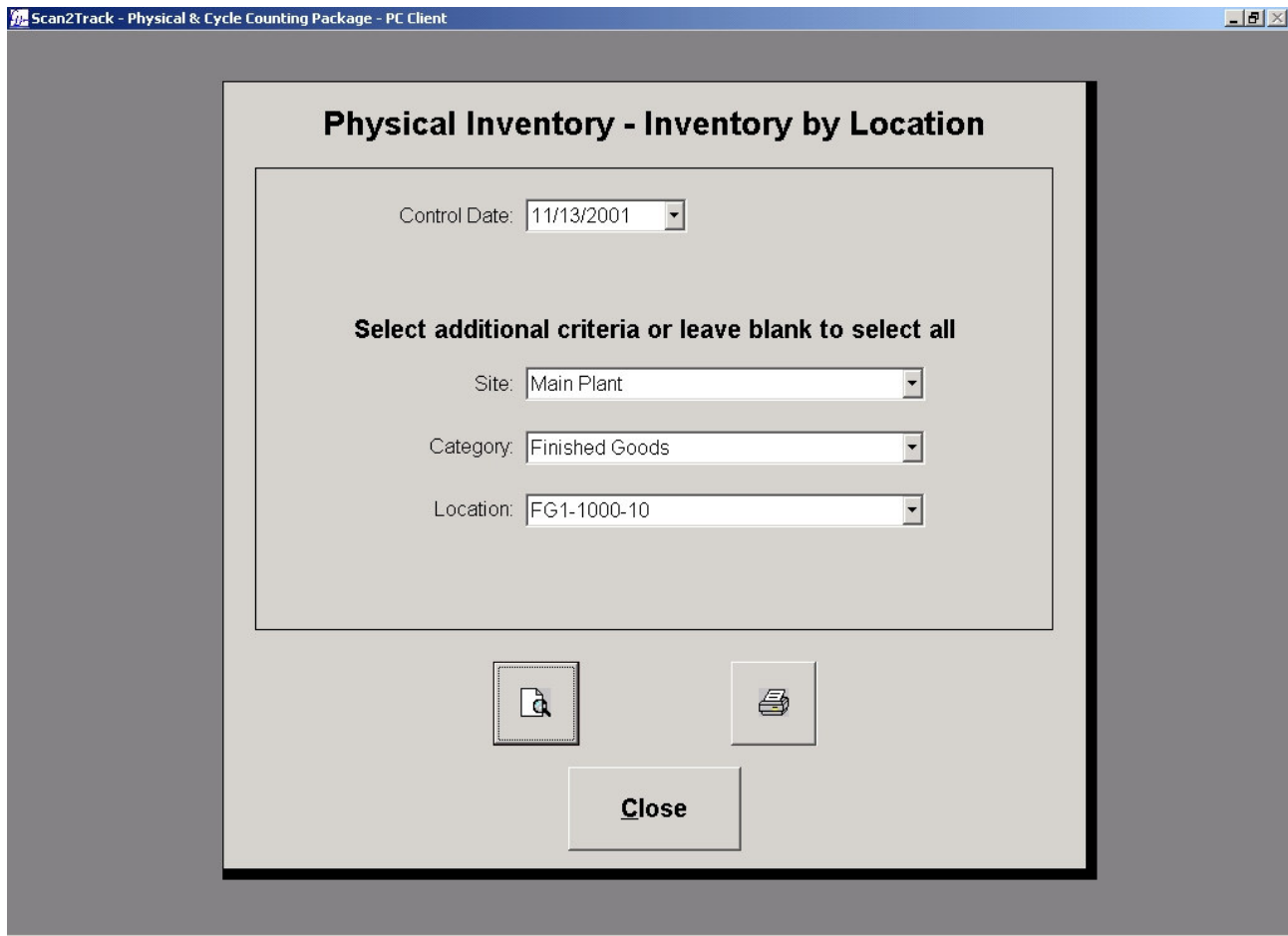
## Report Sample

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



The screenshot shows a software window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a form titled "Physical Inventory - Inventory by Location". The form contains a "Control Date:" label followed by a date picker showing "11/13/2001". Below this is a section titled "Select additional criteria or leave blank to select all". This section contains three labels with corresponding drop-down menus: "Site:" with "Main Plant", "Category:" with "Finished Goods", and "Location:" with "FG1-1000-10". At the bottom of the form are three buttons: a magnifying glass icon, a printer icon, and a button labeled "Close".

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.

## Chapter 1: Physical Count Reports

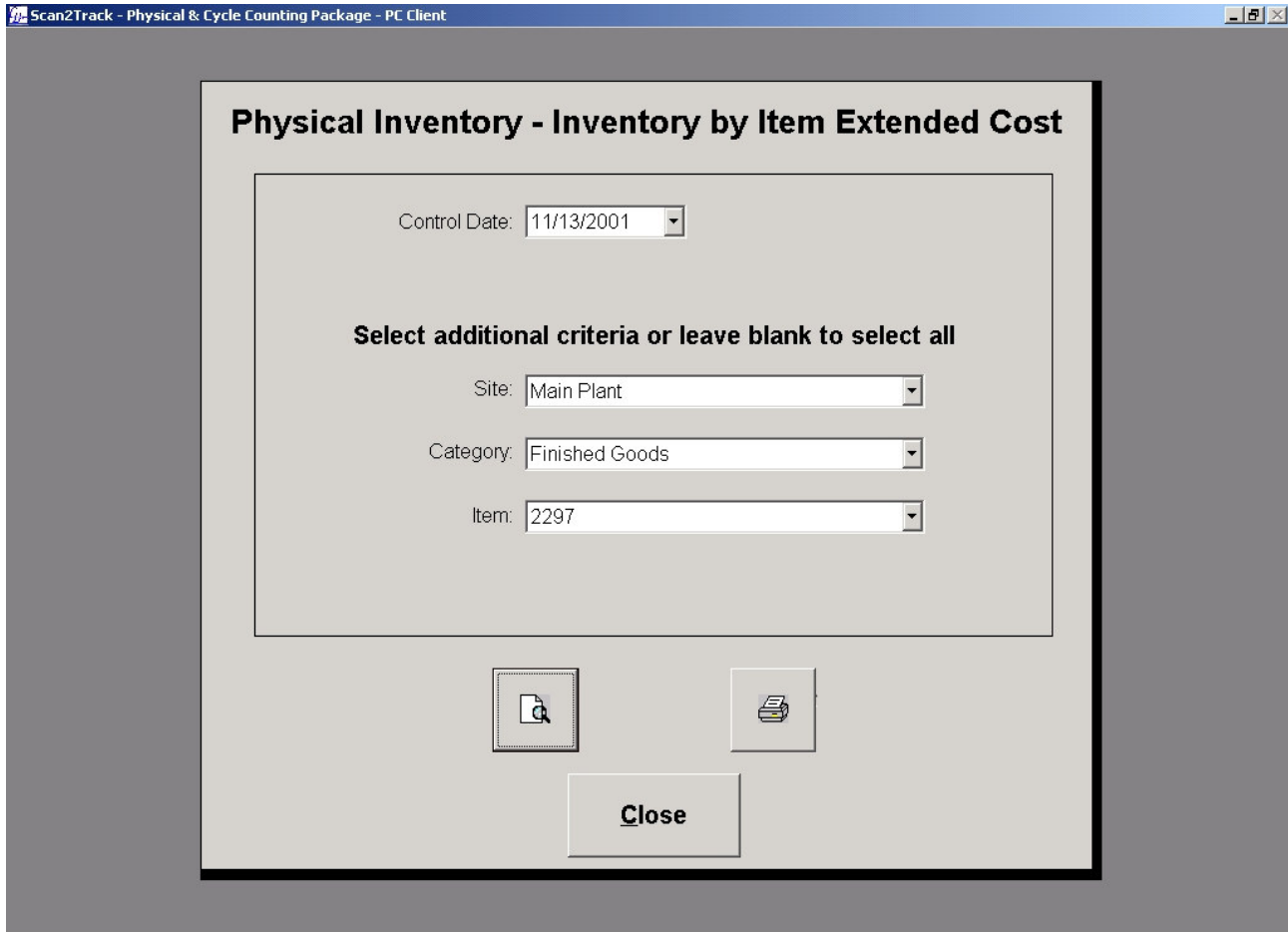
### Report Sample

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



The screenshot shows a window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Physical Inventory - Inventory by Item Extended Cost". The dialog box contains the following elements:

- A "Control Date:" label followed by a drop-down menu showing "11/13/2001".
- A bold instruction: "Select additional criteria or leave blank to select all".
- A "Site:" label followed by a drop-down menu showing "Main Plant".
- A "Category:" label followed by a drop-down menu showing "Finished Goods".
- An "Item:" label followed by a drop-down menu showing "2297".
- Two icons: a magnifying glass over a document and a printer.
- A "Close" button.

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.

## Report Sample (Page 1 of 2)

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

06/03/2003  
03:34:31pm

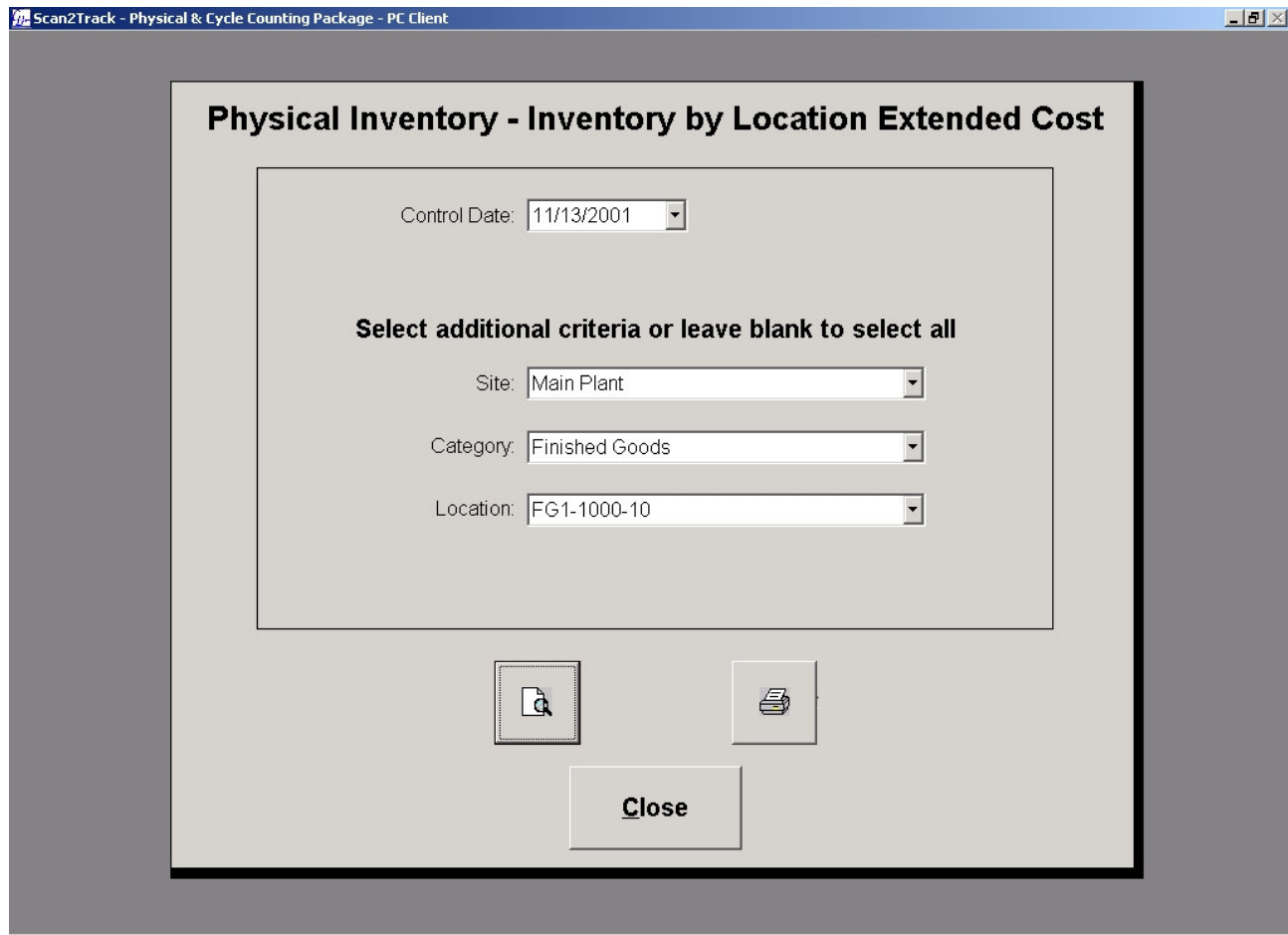
Site Category Item	Description	Location	Quantity	Unit Price	Extended Cost
<b>Main Plant</b>					
<b>Finished Goods</b>					
2297	OIL PAN SEAL/JOBBED	FG1-1000-10	2,148	\$0.25	\$537.00
		FG1-1000-30	251	\$0.25	\$62.75
		<b>Subtotal for this Item:</b>	<b>2,399</b>		<b>\$599.75</b>
2350A	SPARK PLUG CAP	FG1-1000-20	553	\$6.00	\$3,318.00
		FG1-1000-40	449	\$6.00	\$2,694.00
		<b>Subtotal for this Item:</b>	<b>1,002</b>		<b>\$6,012.00</b>
2365	SPRK PLUG CAP/NIPPLE	FG1-1000-30	53	\$0.75	\$39.75
		<b>Subtotal for this Item:</b>	<b>53</b>		<b>\$39.75</b>
2537	FRONT MANIFOLD SEAL	FG1-1000-50	1,302	\$1.25	\$1,627.50
		<b>Subtotal for this Item:</b>	<b>1,302</b>		<b>\$1,627.50</b>
				<b>Subtotal for this Category:</b>	<b>\$8,279.00</b>
<b>Raw Materials</b>					
3557C-860	TALC	RW1-2100-10	755.75	\$0.16	\$120.92
		RW1-2100-12	453.29	\$0.16	\$72.53
		RW1-2100-14	425.78	\$0.16	\$68.12
		<b>Subtotal for this Item:</b>	<b>1,634.82</b>		<b>\$261.57</b>
AD104	DM-10 FUMED SILICA	RW1-2100-12	235.56	\$0.20	\$47.11
		RW1-2100-13	242.19	\$0.20	\$48.44
		<b>Subtotal for this Item:</b>	<b>477.75</b>		<b>\$95.55</b>
AW102	STRUKTOL WS280 POWDER	RW1-2100-21	500.19	\$0.02	\$10.00
		<b>Subtotal for this Item:</b>	<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					06/03/2003 03:34:31pm	
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



The screenshot shows a Windows-style application window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Physical Inventory - Inventory by Location Extended Cost". The dialog box contains the following elements:

- A "Control Date:" label followed by a date picker showing "11/13/2001".
- A bold instruction: "Select additional criteria or leave blank to select all".
- A "Site:" label followed by a dropdown menu showing "Main Plant".
- A "Category:" label followed by a dropdown menu showing "Finished Goods".
- A "Location:" label followed by a dropdown menu showing "FG1-1000-10".
- At the bottom, there are two icons: a magnifying glass over a document and a printer icon.
- A "Close" button is centered at the bottom.

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.

## Report Sample (Page 1 of 2)

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

06/03/2003  
03:34:52pm

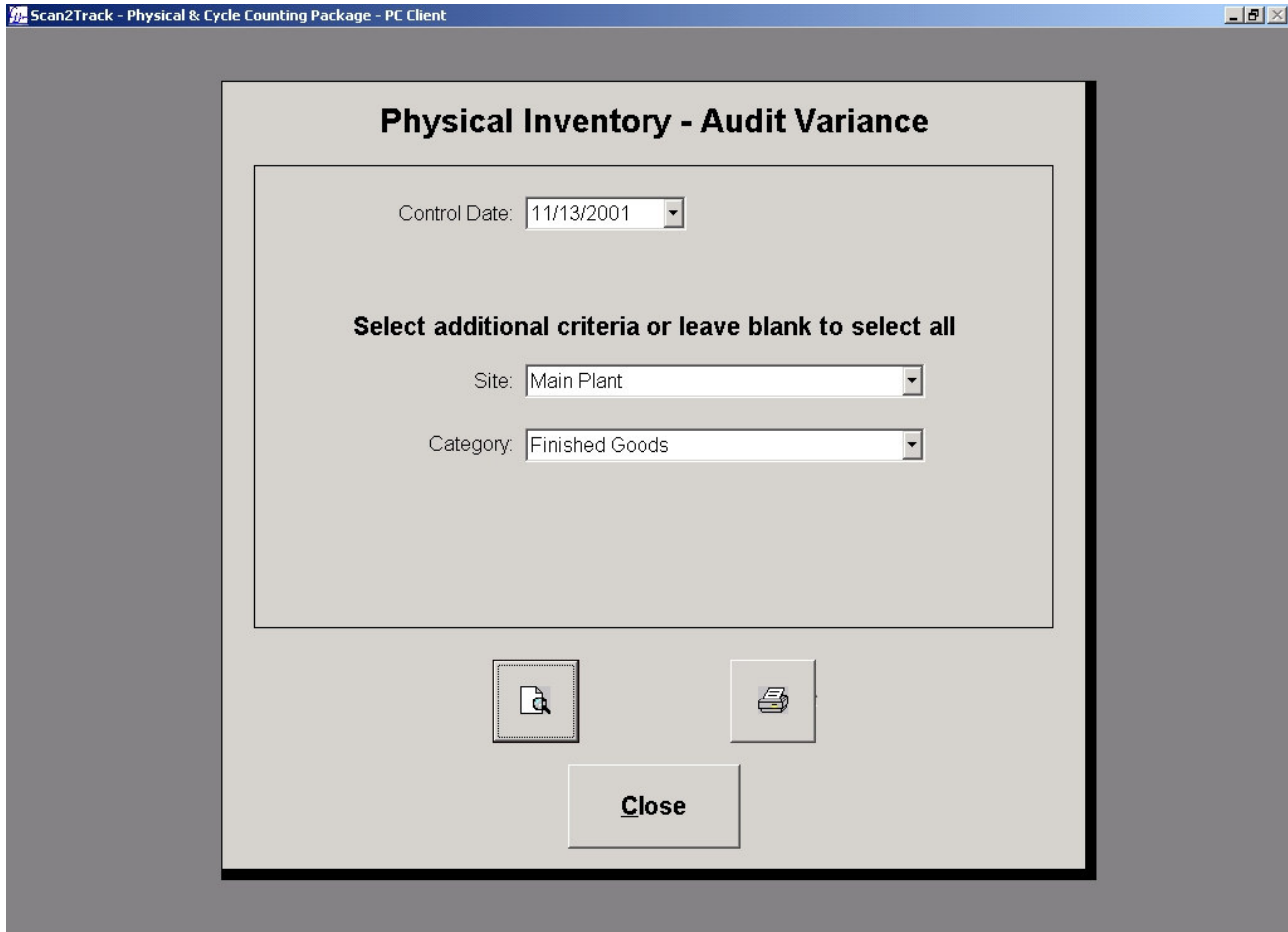
Site Category Location	Item	Description	Quantity	Unit Price	Extended Cost
<b>Main Plant</b>					
<b>Finished Goods</b> FG1-1000-10	2297	OIL PAN SEAL/JOBBED	2,148	\$0.2500	\$537.00
				<b>Subtotal for this Location</b>	<b>\$537.00</b>
FG1-1000-20	2350A	SPARK PLUG CAP	553	\$6.0000	\$3,318.00
				<b>Subtotal for this Location</b>	<b>\$3,318.00</b>
FG1-1000-30	2297	OIL PAN SEAL/JOBBED	251	\$0.2500	\$62.75
	2365	SPRK PLUG CAP/NIPPLE	53	\$0.7500	\$39.75
				<b>Subtotal for this Location</b>	<b>\$102.50</b>
FG1-1000-40	2350A	SPARK PLUG CAP	449	\$6.0000	\$2,694.00
				<b>Subtotal for this Location</b>	<b>\$2,694.00</b>
FG1-1000-50	2537	FRONT MANIFOLD SEAL	1,302	\$1.2500	\$1,627.50
				<b>Subtotal for this Location</b>	<b>\$1,627.50</b>
				<b>Subtotal for this Category:</b>	<b>\$8,279.00</b>
<b>Raw Materials</b>					
RW1-2100-10	3557C-860	TALC	755.75	\$0.1600	\$120.92
				<b>Subtotal for this Location</b>	<b>\$120.92</b>
RW1-2100-12	3557C-860	TALC	453.29	\$0.1600	\$72.53
	AD104	DM-10 FUMED SILICA	235.56	\$0.2000	\$47.11
				<b>Subtotal for this Location</b>	<b>\$119.64</b>
RW1-2100-13	AD104	DM-10 FUMED SILICA	242.19	\$0.2000	\$48.44
				<b>Subtotal for this Location</b>	<b>\$48.44</b>
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  
06/03/2003  
03:34:52pm

Site Category Location	Item	Description	Quantity	Unit Price	Extended Cost
				<i>Subtotal for this Location</i>	<b>\$68.12</b>
RW1-2100-21	AW102	STRUKTOL WS280 POWDER	500.19	\$0.0200	\$10.00
				<i>Subtotal for this Location</i>	<b>\$10.00</b>
RW1-2100-33	MS4146HA3A	GENERAL SILICONE COMPO	212.21	\$0.4000	\$84.88
				<i>Subtotal for this Location</i>	<b>\$84.88</b>
RW1-2100-34	MS4146HA3A	GENERAL SILICONE COMPO	212.66	\$0.4000	\$85.06
				<i>Subtotal for this Location</i>	<b>\$85.06</b>
RW1-2100-67	WR679	WET RESIN STUFF	127.98	\$1.5900	\$203.49
				<i>Subtotal for this Location</i>	<b>\$203.49</b>
				<i>Subtotal for this Category:</i>	<b>\$740.56</b>
<b>Stock Room</b>					
SR1-100-2121	TOILET PAPER - 1	TOILET PAPER - 12 PACK	99	\$2.5900	\$256.41
				<i>Subtotal for this Location</i>	<b>\$256.41</b>
SR1-100-2134	MB103	MOUNTING BOLT 1/4" X 4"	45	\$0.0500	\$2.25
				<i>Subtotal for this Location</i>	<b>\$2.25</b>
SR1-100-2135	SCREW01	SCREW 1/8" X 3"	945	\$0.0200	\$18.90
				<i>Subtotal for this Location</i>	<b>\$18.90</b>
				<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



The screenshot shows a window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Physical Inventory - Audit Variance". The dialog box contains the following elements:

- A "Control Date:" label followed by a drop-down menu showing "11/13/2001".
- A bold instruction: "Select additional criteria or leave blank to select all".
- A "Site:" label followed by a drop-down menu showing "Main Plant".
- A "Category:" label followed by a drop-down menu showing "Finished Goods".
- At the bottom, there are two icons: a magnifying glass over a document and a printer icon.
- A "Close" button is centered at the bottom.

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

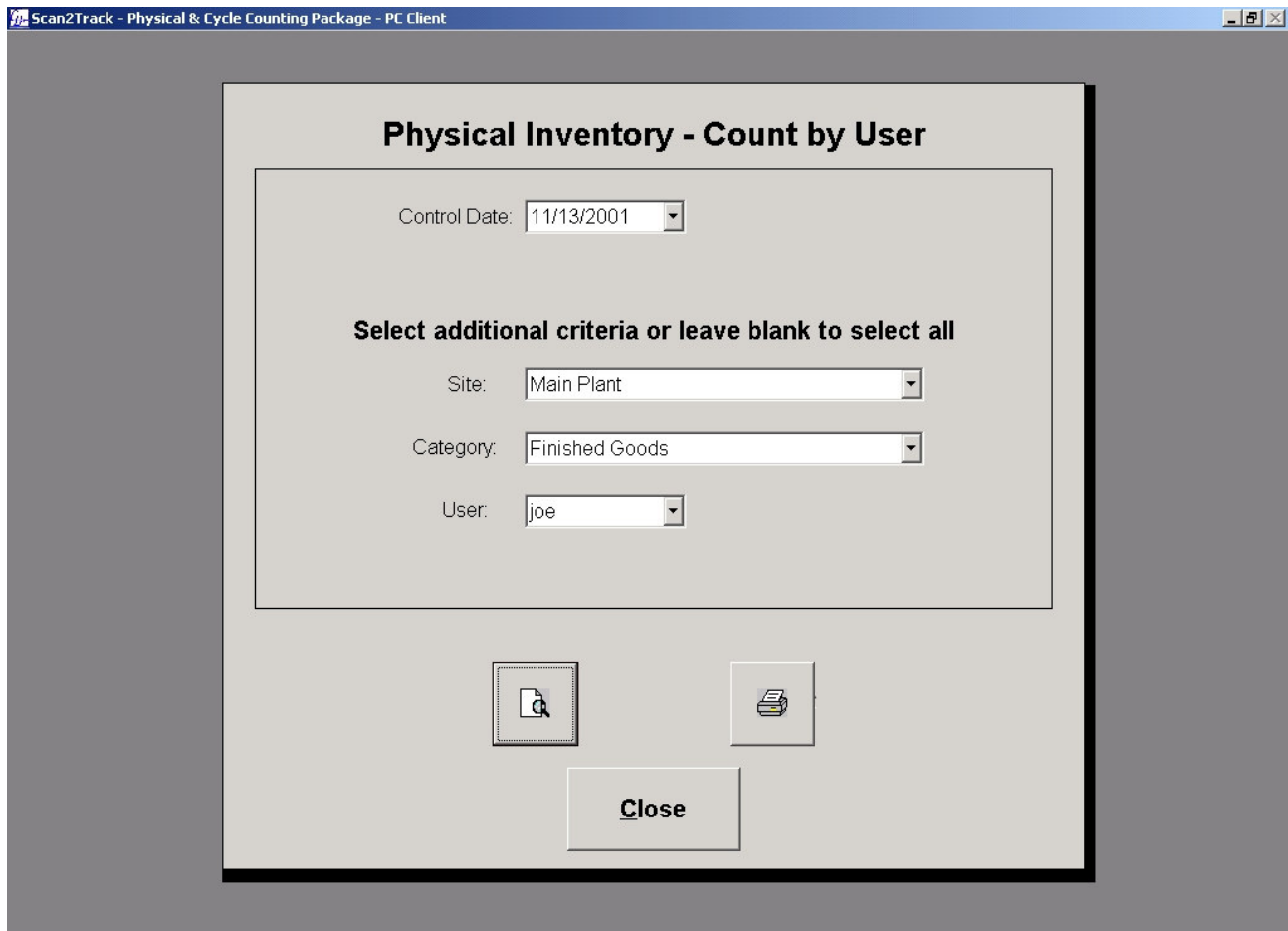
ABC Manufacturing Company  
Physical Inventory - Audit Variance  
Control Date: 11/13/2001

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



The screenshot shows a software window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a form titled "Physical Inventory - Count by User". The form contains a "Control Date:" label followed by a date picker showing "11/13/2001". Below this is a section header "Select additional criteria or leave blank to select all". Under this header are three labels: "Site:", "Category:", and "User:". Each label is followed by a drop-down menu. The "Site:" menu shows "Main Plant", the "Category:" menu shows "Finished Goods", and the "User:" menu shows "joe". At the bottom of the form are two icons: a magnifying glass over a document and a printer icon. Below these icons is a "Close" button.

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.

# Chapter 1: Physical Count Reports

## 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)

The screenshot shows a software window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a form titled "Physical Inventory Comparison Extended Cost (Count to Expected)". The form contains the following fields and controls:

- Control Date:** A date picker set to 11/13/2001.
- Select additional criteria or leave blank to select all:**
  - Site:** A drop-down menu with "Main Plant" selected.
  - Category:** A drop-down menu with "Finished Goods" selected.
  - Item:** A drop-down menu with "2297" selected.
- Select Sorting Criteria:** A group box containing four radio buttons:
  - ☒ Absolute Cost Difference
  - ☐ Absolute Count Difference
  - ☐ Cost Difference
  - ☐ Count Difference
- Select Sort Type:** A group box containing two radio buttons:
  - ☒ Ascending
  - ☐ Descending
- Buttons:** At the bottom, there are two icons (a magnifying glass and a printer) and a "Close" button.

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**

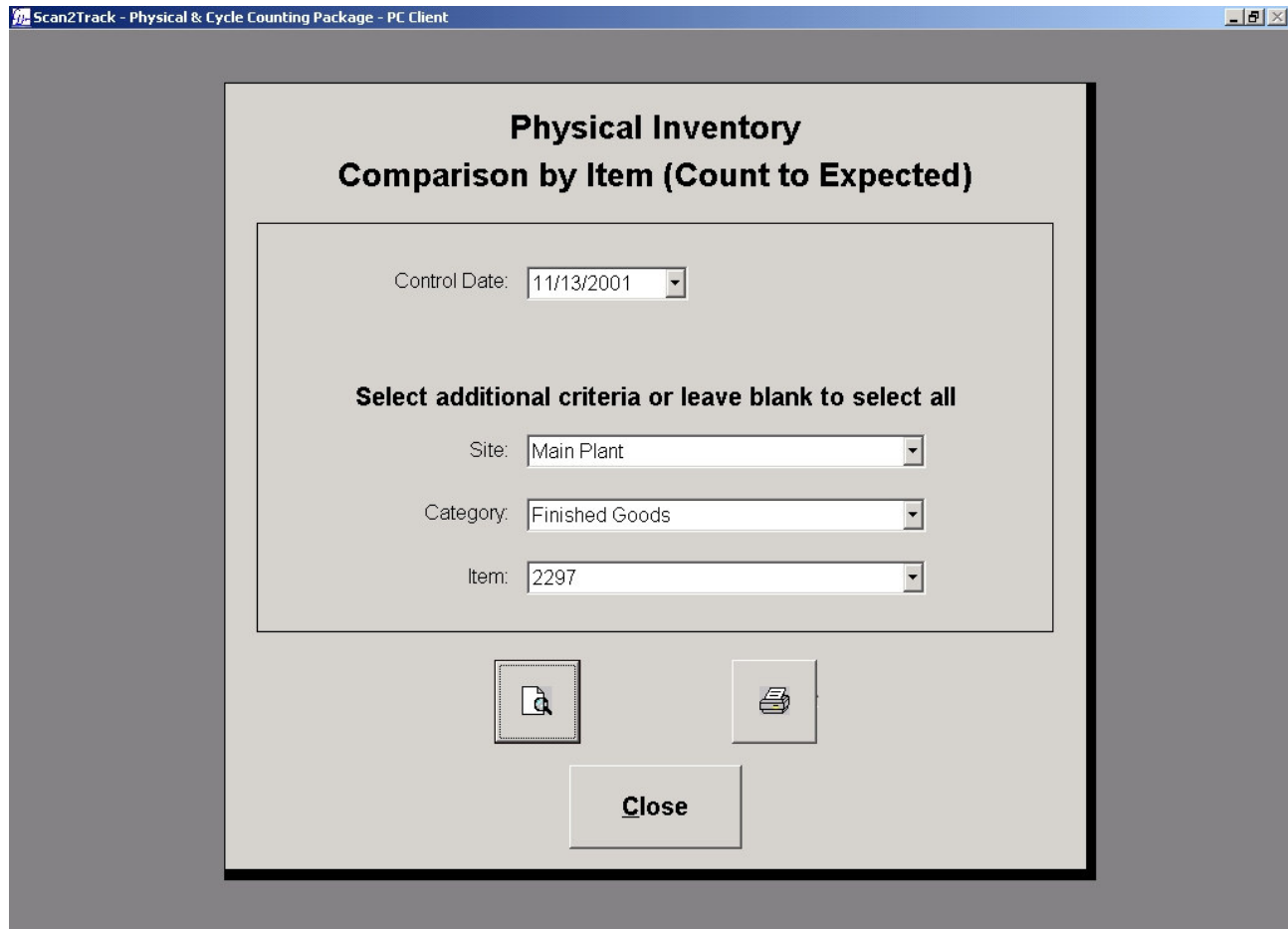
Click the Close button to close this screen and return to the Physical Inventory Reports Menu.

Report Sample

06/03/2003  
03:36:43pm  
ABC Manufacturing Company  
Physical Inventory - Comparison Extended Cost (Count to Expected)  
Control Date: 11/13/2001

Site	Category	Item	Description	Unit Price	Count Quantity	Expected Quantity	Count Difference	Cost Difference
Main Plant								
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
	MS4146HA3A		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 - 1		TOILET PAPER - 12 PACK	\$2.59	99	0	99	\$256.41
Total:				9,010.61	8,807.33	203.28	\$211.68	
Absolute Total:						271.28	\$327.18	
Error Percentage (Count/Cost):							2.31 %	2.33 %
Absolute Error Percentage (Count/Cost):							3.08 %	3.60 %

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



The screenshot shows a window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Physical Inventory Comparison by Item (Count to Expected)". The dialog box contains the following elements:

- A "Control Date:" label followed by a drop-down menu showing "11/13/2001".
- A bold instruction: "Select additional criteria or leave blank to select all".
- A "Site:" label followed by a drop-down menu showing "Main Plant".
- A "Category:" label followed by a drop-down menu showing "Finished Goods".
- An "Item:" label followed by a drop-down menu showing "2297".
- Two icons: a magnifying glass over a document and a printer.
- A "Close" button.

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)

ABC Manufacturing Company  
Physical Inventory - Comparison By Item (Count to Expected)  
Control Date: 11/13/2001  
06/03/2003  
03:37:05pm

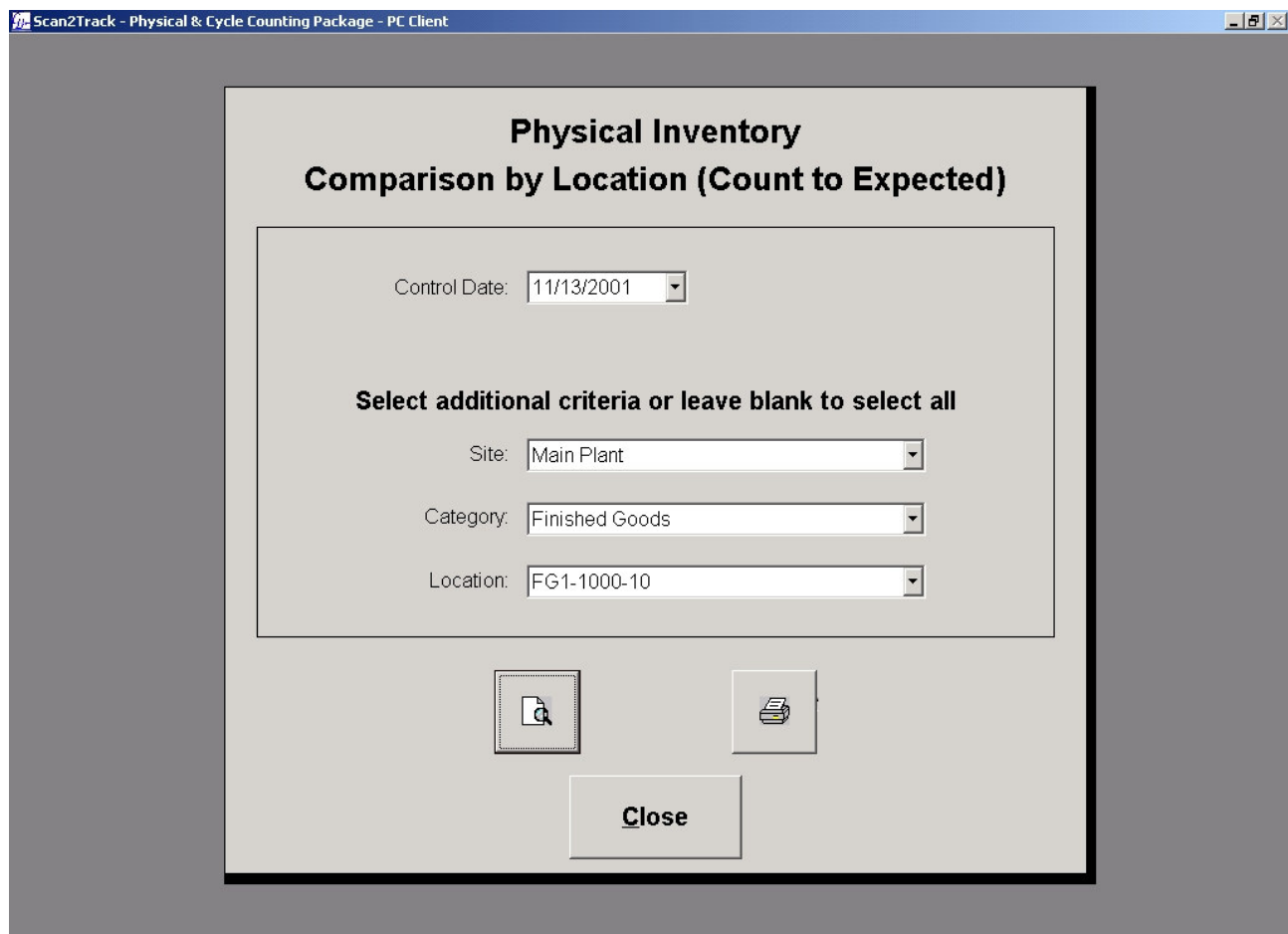
Site Category Item	Description	Location	Count Quantity	Expected Quantity	Difference
<b>Main Plant</b>					
<b>Finished Goods</b>					
2297	OIL PAN SEAL/JOBBED	FG1-1000-10	2,148	2,401	(253)
		FG1-1000-30	251	0	251
		<b>Subtotal for this Item:</b>	<b>2,399</b>	<b>2,401</b>	<b>(2)</b>
2350A	SPARK PLUG CAP	FG1-1000-20	553	455	98
		FG1-1000-40	449	553	(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	0	53	(53)
		FG1-1000-30	53	0	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	755.75	755.45	0.3
		RW1-2100-12	453.29	453.29	0
		RW1-2100-14	425.78	425.78	0
		RW1-2100-16	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	235.56	235.56	0
		RW1-2100-13	242.19	240	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  
 06/03/2003  
 03:37:05pm

Site Category Item	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>
<b>Stock Room</b>					
MB103	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>
SCREW01	SCREW 1/8" X 3"	SR1-100-2135	945	829	116
		<b>Subtotal for this Item:</b>	<b>945</b>	<b>829</b>	<b>116</b>
TOILET PAPER - 1	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)



The screenshot shows a window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Physical Inventory Comparison by Location (Count to Expected)". The dialog box contains the following elements:

- A "Control Date:" label followed by a drop-down menu showing "11/13/2001".
- A section titled "Select additional criteria or leave blank to select all" containing three drop-down menus:
  - "Site:" with "Main Plant" selected.
  - "Category:" with "Finished Goods" selected.
  - "Location:" with "FG1-1000-10" selected.
- Two icons: a magnifying glass over a document and a printer.
- A "Close" button.

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.

## Report Sample

06/03/2003  
03:37:23pm

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

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	755.75	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 - 1	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)

The screenshot shows a software window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a form titled "Physical Inventory Comparison by Item (Current to Prior)". The form contains the following fields and controls:

- 1st Control Date:** A drop-down menu showing "11/13/2000".
- 2nd Control Date:** A drop-down menu showing "11/13/2001".
- Select additional criteria or leave blank to select all:** A section header.
- Site:** A drop-down menu showing "Main Plant".
- Category:** A drop-down menu showing "Finished Goods".
- Item:** A drop-down menu showing "2297".
- Buttons:** A magnifying glass icon (search), a printer icon, and a "Close" button.

Figure 1.12

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

Select the 1st control date that you want to generate the report from the 1st control date drop-down calendar. This entry is mandatory. Setting or changing the 1st 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.



## Report Sample (Page 1 of 2)

06/03/2003  
03:37:43pmABC Manufacturing Company  
Physical Inventory - Comparison by Item (Current to Prior)

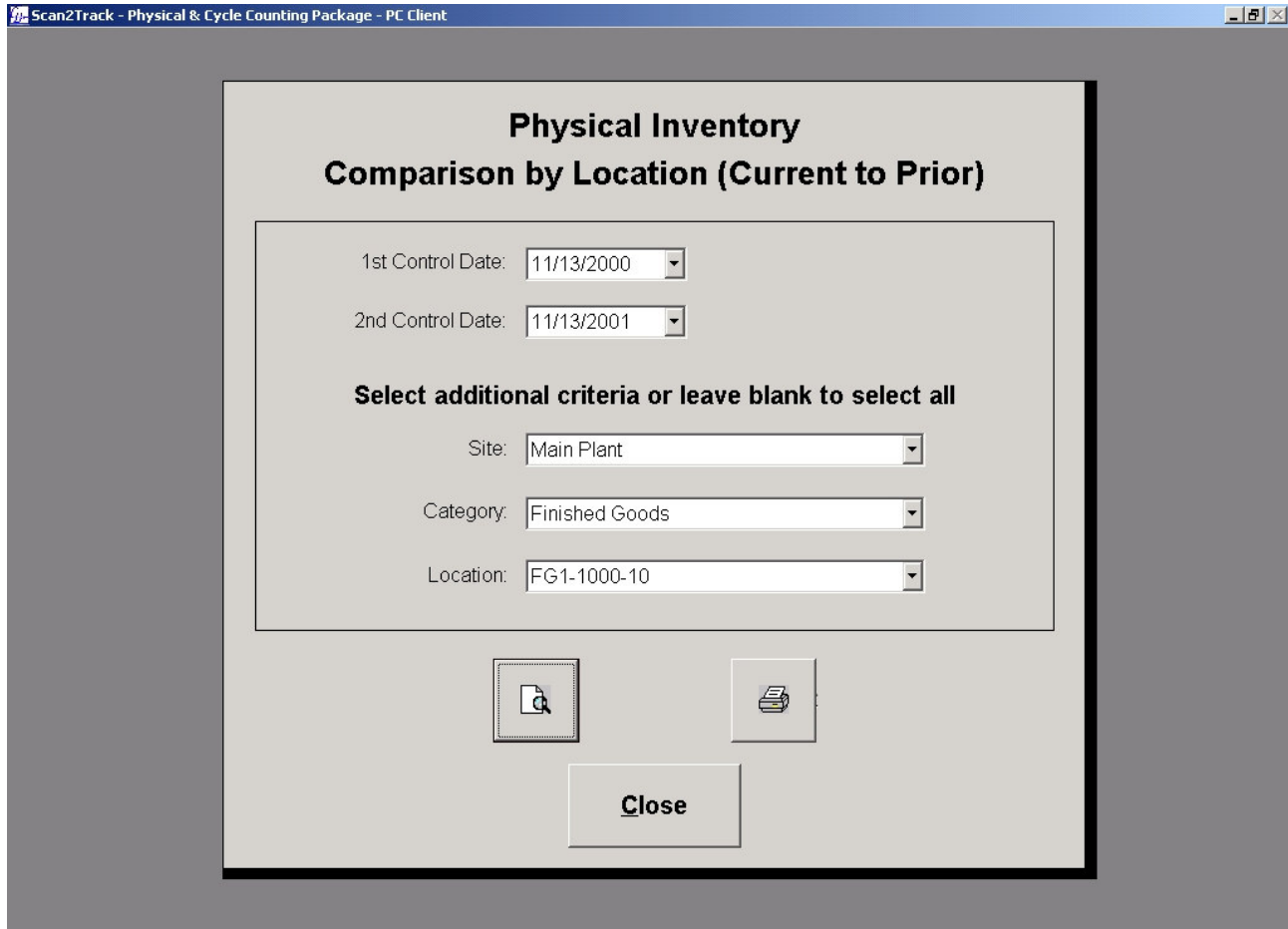
Site	Category	Description	Location	11/13/2000 Quantity	11/13/2001 Quantity	Difference
Main Plant						
2297	Finished Goods	OIL PAN SEAL/JOBBED	FG1-1000-10	300	2,148	(1,848)
			FG1-1000-30	700	251	449
			Subtotal for this Item:	1,000	2,399	(1,399)
2350A		SPARK PLUG CAP	FG1-1000-20	1,553	553	1,000
			FG1-1000-40	1,502	449	1,053
			Subtotal for this Item:	3,055	1,002	2,053
2365		SPRK PLUG CAP/NIPPLE	FG1-1000-30	0	53	(53)
			Subtotal for this Item:	0	53	(53)
2537		FRONT MANIFOLD SEAL	FG1-1000-50	0	1,302	(1,302)
			Subtotal for this Item:	0	1,302	(1,302)
Raw Materials						
3557C-860		TALC	RW1-2100-10	10	755.75	(745.75)
			RW1-2100-12	400	453.29	(53.29)
			RW1-2100-14	0	425.78	(425.78)
			Subtotal for this Item:	410	1,634.82	(1,224.82)
AD104		DM-10 FUMED SILICA	RW1-2100-12	655.56	235.56	420
			RW1-2100-13	0	242.19	(242.19)
		Subtotal for this Item:	655.56	477.75	177.81	
AW102		STRUKTOL WS280 POWDER	RW1-2100-21	495.25	500.19	(4.94)
			Subtotal for this Item:	495.25	500.19	(4.94)
MS4146HA3A		GENERAL SILICONE COMPOL	RW1-2100-33	211.59	212.21	(0.62)
			RW1-2100-34	0	212.66	(212.66)
			Subtotal for this Item:	211.59	424.87	(213.28)
WR679		WET RESIN STUFF	RW1-2100-67	0	127.98	(127.98)

Page 1 of 2

# Report Sample (Page 2 of 2)

ABC Manufacturing Company					06/03/2003 03:37:43pm	
Physical Inventory - Comparison by Item (Current to Prior)						
Site	Category Item	Description	Location	11/13/2000 Quantity	11/13/2001 Quantity	Difference
			<i>Subtotal for this Item:</i>	<u>0</u>	<u>127.98</u>	<u>(127.98)</u>
Stock Room						
	MB103	MOUNTING BOLT 1/4" X 4"	SR1-100-2134	53	45	8
			<i>Subtotal for this Item:</i>	<u>53</u>	<u>45</u>	<u>8</u>
	SCREW01	SCREW 1/8" X 3"	SR1-100-2135	0	945	(945)
			<i>Subtotal for this Item:</i>	<u>0</u>	<u>945</u>	<u>(945)</u>
	TOILET PAPER - 1	TOILET PAPER - 12 PACK	SR1-100-2121	0	99	(99)
			<i>Subtotal for this Item:</i>	<u>0</u>	<u>99</u>	<u>(99)</u>

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



The screenshot shows a software window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Physical Inventory Comparison by Location (Current to Prior)". The dialog box contains the following fields and controls:

- 1st Control Date:** A date picker set to 11/13/2000.
- 2nd Control Date:** A date picker set to 11/13/2001.
- Select additional criteria or leave blank to select all:** A section containing three dropdown menus:
  - Site:** Set to "Main Plant".
  - Category:** Set to "Finished Goods".
  - Location:** Set to "FG1-1000-10".
- Buttons:** At the bottom of the dialog box are three buttons: a magnifying glass icon (Search), a printer icon (Print), and a "Close" button.

Figure 1.13

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

Select the 1st control date that you want to generate the report from the 1st control date drop-down calendar. This entry is mandatory. Setting or changing the 1st 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

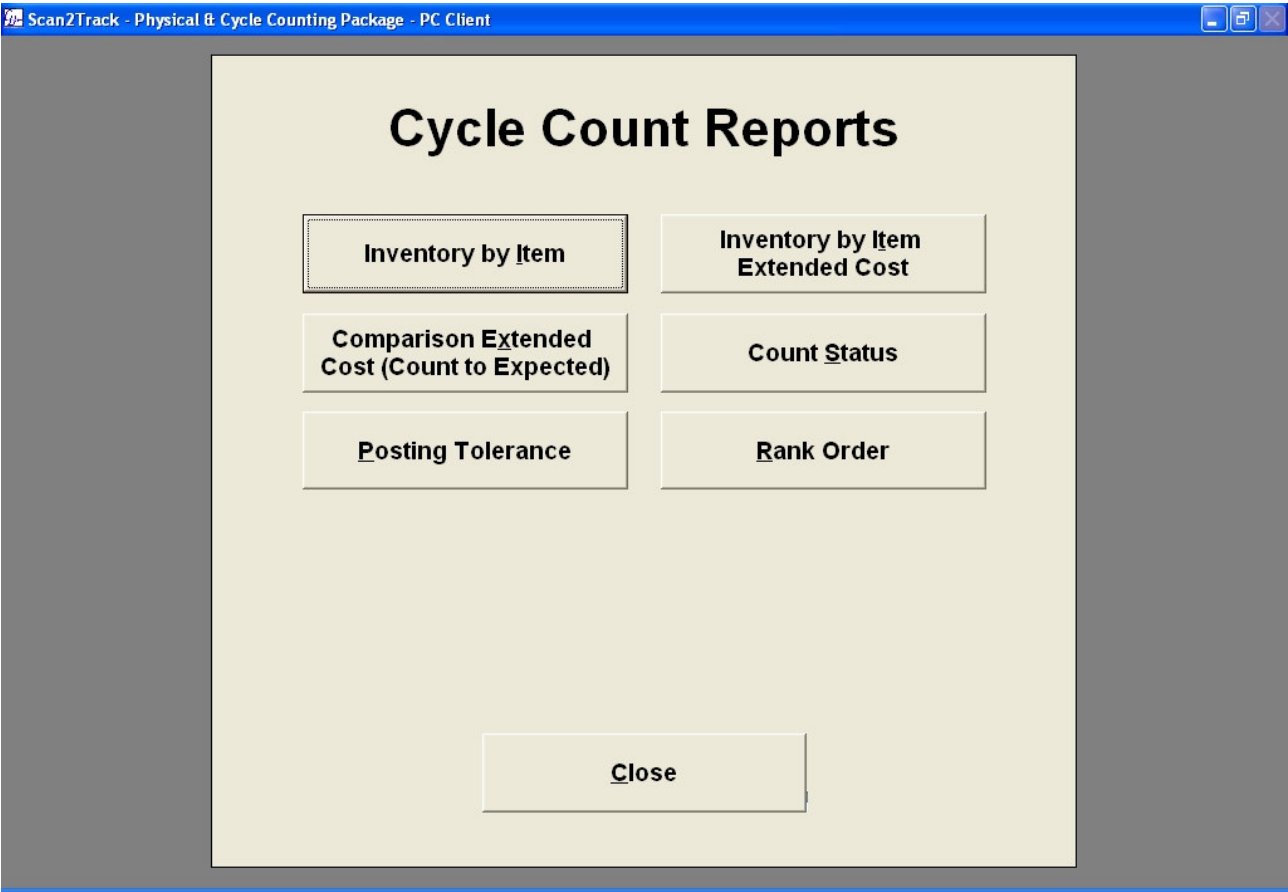
06/03/2003  
03:38:13pmABC Manufacturing Company  
Physical Inventory - Comparison by Location (Current to Prior)

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			400	453.29	(53.29)
RW1-2100-12	AD104	DM-10 FUMED SILICA	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	TOILET PAPER - 12 PACK	0	99	(99)
SR1-100-2134	MB103	MOUNTING BOLT 1/4" X 4"	53	45	8
SR1-100-2135	SCREW01	SCREW 1/8" X 3"	0	945	(945)



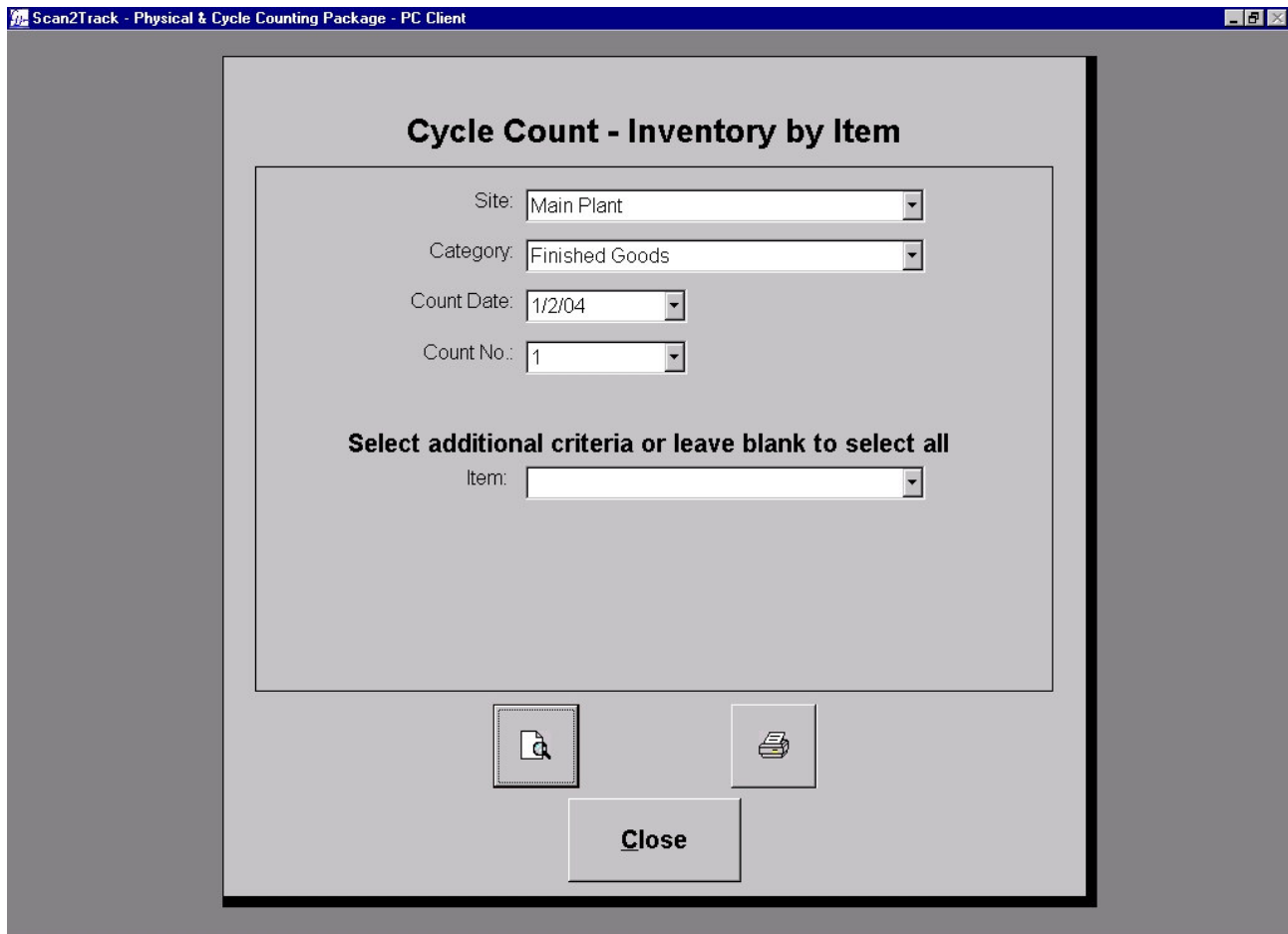
## **Chapter 2: Cycle Count Reports**

Cycle Count Report Menu





### Cycle Count - Inventory by Item



The screenshot shows a software window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a form titled "Cycle Count - Inventory by Item". The form contains four drop-down menus: "Site" (set to "Main Plant"), "Category" (set to "Finished Goods"), "Count Date" (set to "1/2/04"), and "Count No." (set to "1"). Below these is a section titled "Select additional criteria or leave blank to select all" with an "Item:" drop-down menu. At the bottom of the form are two icons (a magnifying glass and a printer) and a "Close" button.

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

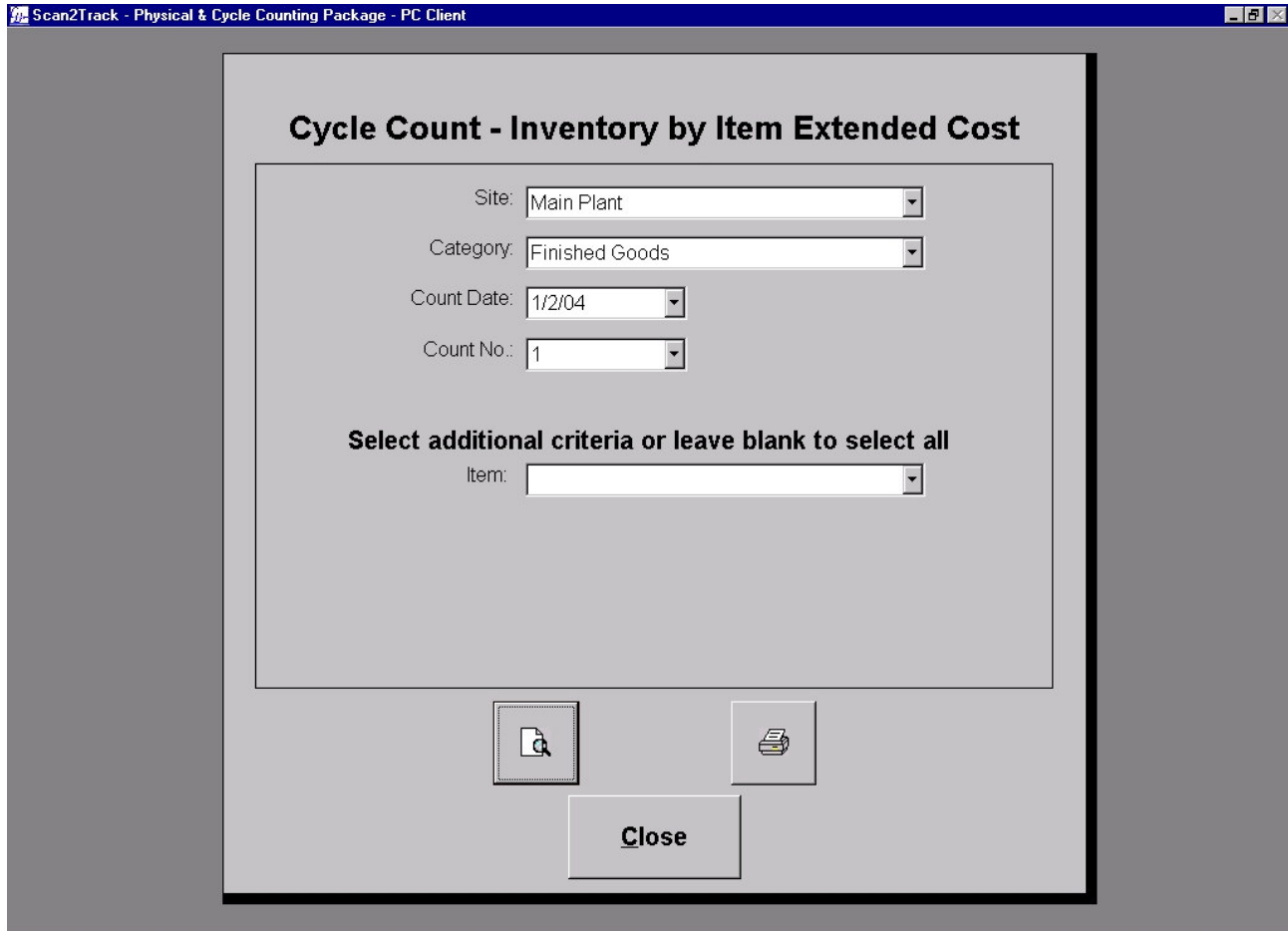
ABC Manufacturing Company  
 Cycle Count - Inventory by Item  
 01/02/2004 - 1

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
			<b>Subtotal for this Item:</b>		<b>56</b>
		2350A	SPARK PLUG CAP	FG1-1000-10	26
			<b>Subtotal for this Item:</b>		<b>26</b>
		2537	FRONT MANIFOLD SEAL	FG1-1000-10	36
			<b>Subtotal for this Item:</b>		<b>36</b>
		3239	OIL PAN SEAL	FG1-1000-10	94
			<b>Subtotal for this Item:</b>		<b>94</b>
		3562A	SMALL DIAPHRAGM	FG1-1000-20	10
			<b>Subtotal for this Item:</b>		<b>10</b>



### Cycle Count - Inventory by Item Extended Cost



The screenshot shows a software window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Cycle Count - Inventory by Item Extended Cost". The dialog box contains four drop-down menus: "Site:" with "Main Plant" selected, "Category:" with "Finished Goods" selected, "Count Date:" with "1/2/04" selected, and "Count No.:" with "1" selected. Below these is a bold instruction: "Select additional criteria or leave blank to select all". Under this instruction is an "Item:" drop-down menu which is currently blank. At the bottom of the dialog box are three buttons: a magnifying glass icon, a printer icon, and a "Close" button.

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

03/05/2004  
11:02:38am

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

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
				Subtotal for this Item:			56
	2350A	SPARK PLUG CAP	FG1-1000-10	26	\$6.00	\$156.00	
			Subtotal for this Item:			26	
	2537	FRONT MANIFOLD SEAL	FG1-1000-10	36	\$1.25	\$45.00	
			Subtotal for this Item:			36	
	3239	OIL PAN SEAL	FG1-1000-10	94	\$0.025	\$2.35	
			Subtotal for this Item:			94	
	3562A	SMALL DIAPHRAGM	FG1-1000-20	10	\$0.025	\$0.25	
			Subtotal for this Item:			10	
Subtotal for this Category:							\$206.40
Subtotal for this Site:							\$206.40
Grand Total:							\$206.40

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

The screenshot shows a software window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Cycle Count Comparison Extended Cost (Count to Expected)". The dialog box contains the following fields and options:

- Site: Main Plant (dropdown menu)
- Category: Finished Goods (dropdown menu)
- Count Date: 1/2/04 (dropdown menu)
- Count No.: 1 (dropdown menu)
- Select additional criteria or leave blank to select all
- Item: (empty dropdown menu)
- Select Sorting Criteria:
  - ☐ Absolute Cost Difference
  - ☐ Absolute Count Difference
  - ☐ Cost Difference
  - ☐ Count Difference
- Select Sort Type:
  - ☐ Ascending
  - ☐ Descending
- Buttons: A magnifying glass icon, a printer icon, and a "Close" button.

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  
11:34:45am

ABC Manufacturing Company

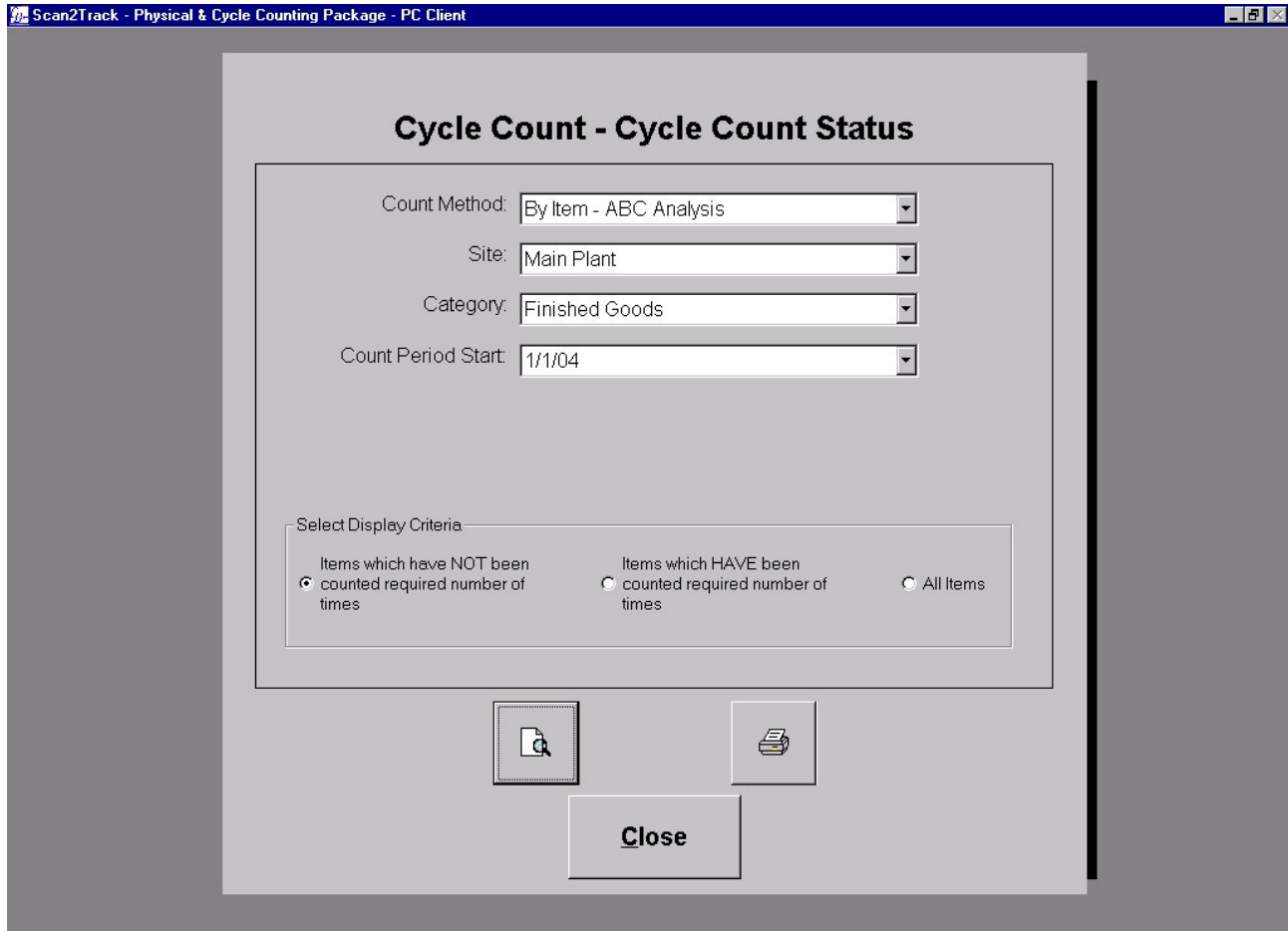
Cycle Count - Comparison Extended Cost (Count to Expected)

01/02/2004 - 1

Site	Category Item	Description	Unit Price	Count Quantity	Expected Quantity	Count Difference	Cost Difference
Main Plant							
Finished Goods							
	2537	FRONT MANIFOLD SEAL	\$1.25	36	36	0	\$0.00
	3239	OIL PAN SEAL	\$0.025	94	94	0	\$0.00
	3562A	SMALL DIAPHRAGM	\$0.025	10	10	0	\$0.00
	2297	OIL PAN SEAL/JOBBED	\$0.05	56	60	(4)	\$(0.20)
	3495	RESERVOIR DIAPHRAGM	\$0.025	0	49	(49)	\$(1.23)
	2350A	SPARK PLUG CAP	\$6.00	26	27	(1)	\$(6.00)
Total:				222	276	(54)	\$(7.43)
Absolute Total:						54	\$7.43

Error Percentage (Count/Cost):	19.57 %	3.47 %
Absolute Error Percentage (Count/Cost):	19.57 %	3.47 %

## Cycle Count - Count Status



The screenshot shows a Windows-style application window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Cycle Count - Cycle Count Status". The dialog box contains four dropdown menus: "Count Method:" set to "By Item - ABC Analysis", "Site:" set to "Main Plant", "Category:" set to "Finished Goods", and "Count Period Start:" set to "1/1/04". Below these is a section titled "Select Display Criteria" with three radio button options: "Items which have NOT been counted required number of times" (selected), "Items which HAVE been counted required number of times", and "All Items". At the bottom of the dialog box are two icons: a magnifying glass over a document and a printer icon, and a "Close" button.

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

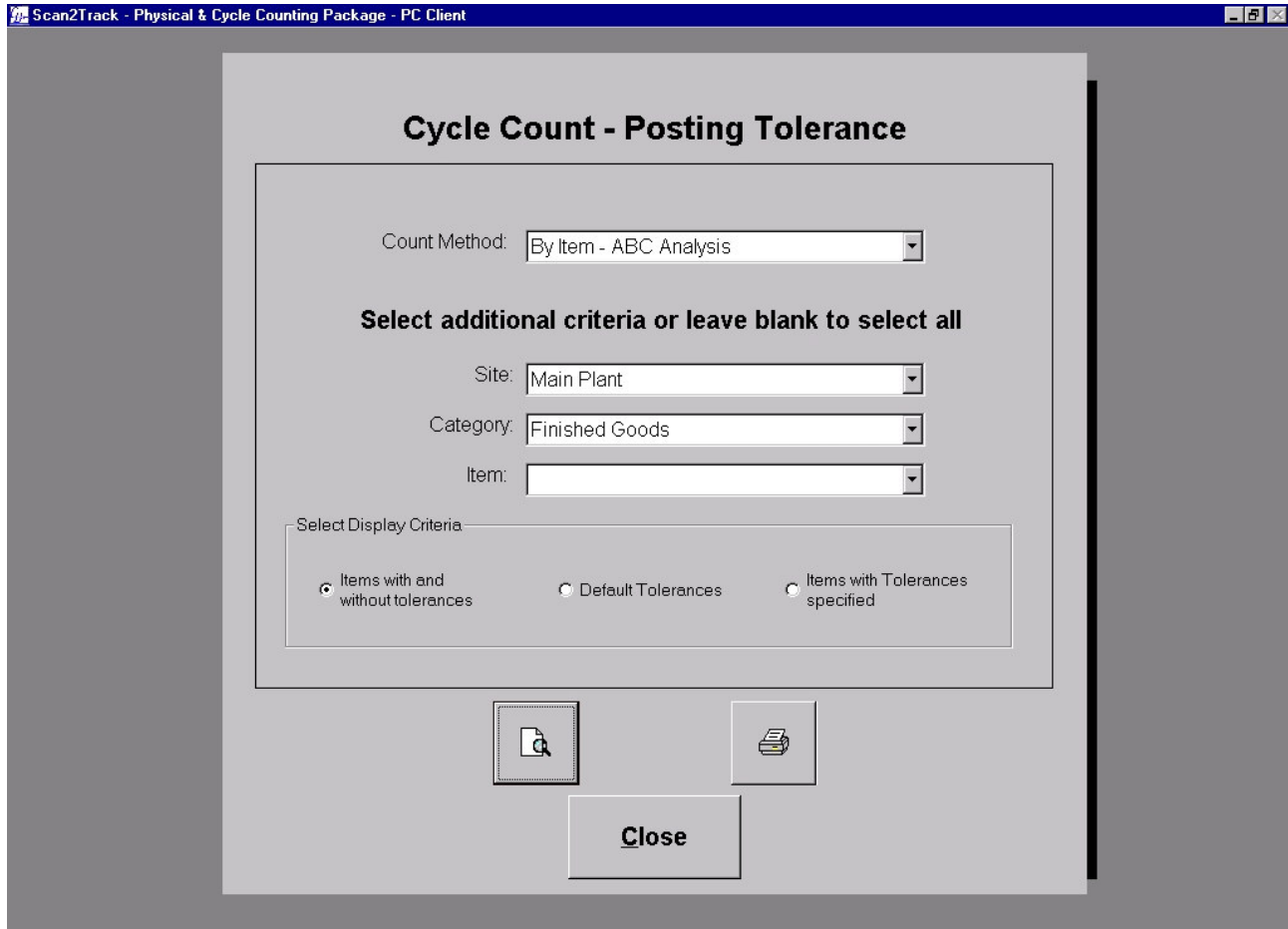
ABC Manufacturing Company  
Cycle Count - Cycle Count Status  
Main Plant  
Finished Goods  
01/01/2004 - 12/31/2004  
By Item - ABC Analysis  
Items which have NOT been counted required number of times

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

### Cycle Count - Posting Tolerance



The screenshot shows a Windows-style application window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Cycle Count - Posting Tolerance". The dialog box contains the following elements:

- A "Count Method:" label followed by a drop-down menu showing "By Item - ABC Analysis".
- A bold instruction: "Select additional criteria or leave blank to select all".
- A "Site:" label followed by a drop-down menu showing "Main Plant".
- A "Category:" label followed by a drop-down menu showing "Finished Goods".
- An "Item:" label followed by an empty drop-down menu.
- A section titled "Select Display Criteria:" containing three radio buttons:
  - ☒ Items with and without tolerances
  - ☐ Default Tolerances
  - ☐ Items with Tolerances specified
- At the bottom, there are two icons: a magnifying glass over a document and a printer icon.
- A "Close" button is centered at the bottom of the dialog box.

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

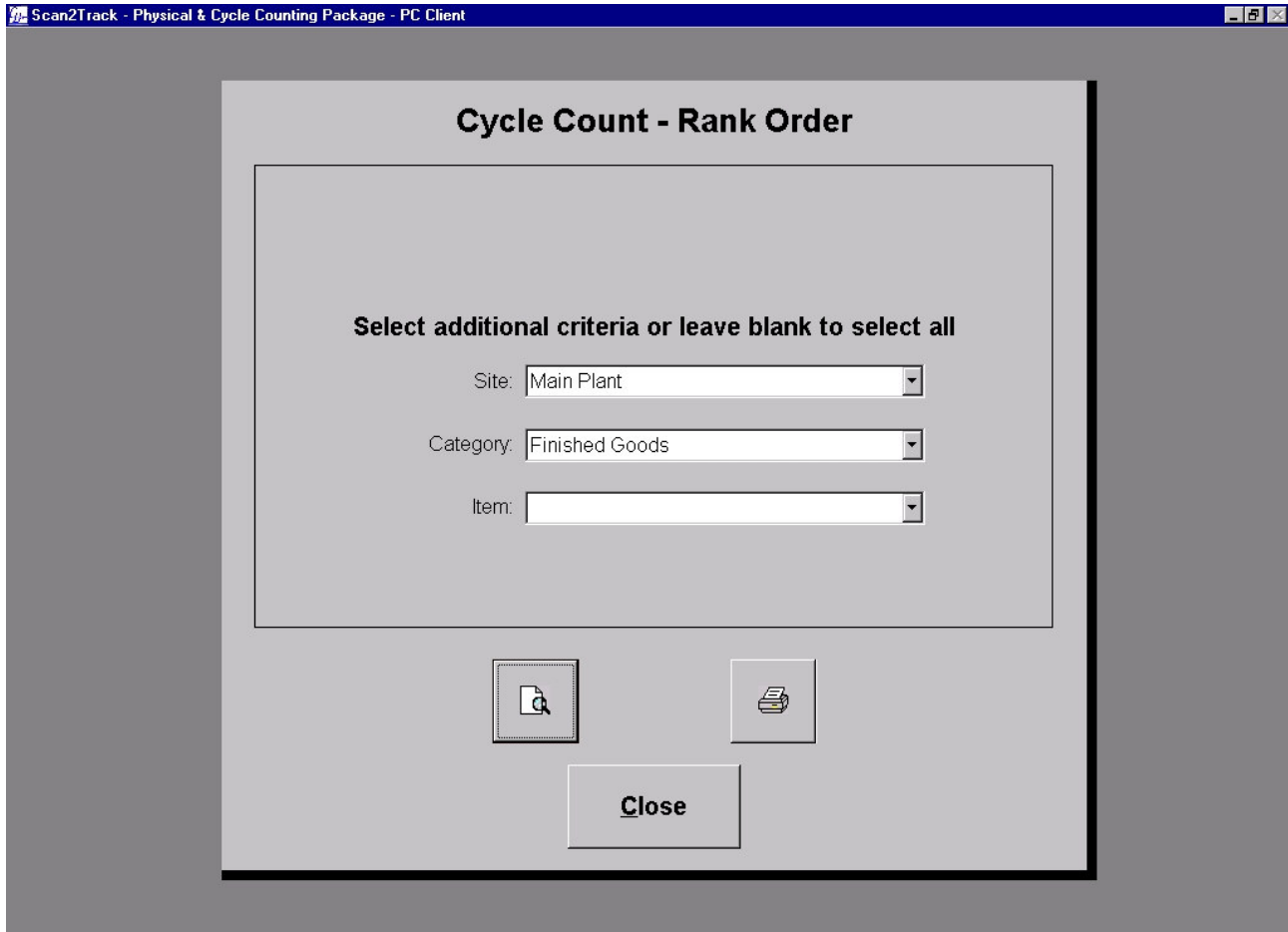
03/05/2004  
12:19:22pm

ABC Manufacturing Company  
Cycle Count - Posting Tolerance  
By Item - ABC Analysis  
Items with and without tolerances

Site	Category Item	Description	Rank	Qty% +	Qty% -	\$ Value +	\$ Value -
Main Plant							
Finished Goods							
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 DIAPHRAM	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)



The screenshot shows a Windows-style application window titled "Scan2Track - Physical & Cycle Counting Package - PC Client". Inside the window is a dialog box titled "Cycle Count - Rank Order". The dialog box contains the instruction "Select additional criteria or leave blank to select all". Below this instruction are three drop-down menus: "Site:" with "Main Plant" selected, "Category:" with "Finished Goods" selected, and "Item:" which is currently blank. At the bottom of the dialog box are three buttons: a "Print Preview" button (represented by a printer icon), a "Print" button (represented by a printer icon), and a "Close" button.

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.

Report Sample

ABC Manufacturing Company				03/05/2004		
Cycle Count - Rank Order				01:39:04pm		
Site	Category	Description	Unit Price	Annual Qty Usage	Annual Dollar Usage	Class
Item						
Main Plant						
Finished Goods						
2297		OIL PAN SEAL/JOBBED	\$0.05	500	\$125.10	C
2350A		SPARK PLUG CAP	\$6.00	500	\$3,000.00	A
2365		PHOSPHATE	\$0.75	500	\$375.00	C
2487		SEAT SEAL	\$1.00	500	\$500.00	C
2537		FRONT MANIFOLD SEAL	\$1.25	500	\$625.00	C
2659		TUMBLE	\$7.00	498	\$1,000.00	B
2704		DEGREASING INSERTS		235	\$1,000.00	B
2860		PHOSPHATE		548	\$1,000.00	B
2982		MANIFOLD SEAL	\$0.025			B
3001		VALVE		8,547		B
3047		FRONT BRAKE HOUSING		4,698		B
3148		MISC. HOMOGENEOUS	\$0.025			B
3186		MISC. BONDED		875		B
3207		MOLDING AND FLEX	\$0.025			B
3239		OIL PAN SEAL	\$0.025			B
3241		FRNT INT. MANI. SEAL	\$0.025	40,000	\$1,000.00	B
3241COPY		FRNT INT. MANI. SEAL	\$0.025	40,000	\$10.00	C
3242		REAR INT. MANI. SEAL	\$0.025		\$1,000.00	B
3242A		FRT INT MANIFOLD	\$0.025		\$1,000.00	B
3251A		DIAPHRAGM	\$0.025		\$1,000.00	B
3252		PAN SEAL	\$0.025		\$1,000.00	B
3254		COMBO VALVE DIAPHRAM	\$0.025	500	\$12.50	C
3281A		MAIN DIAPHRAGM	\$0.025	500	\$12.50	C
3303		BRAKE SEAL	\$0.025	500	\$12.50	C
3338		COVER SEAL	\$0.025		\$1,000.00	B
3340		EXTRUDE	\$0.025		\$1,000.00	B
3342		GASKET-HEAT EX.SHELL	\$0.025		\$1,000.00	B

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