



How to Enter Physical Inventory Records in CFAWin8

Step A: Preparing for Physical Inventory Entry

Before proceeding with Physical Inventory Entry in CFAWin, keep in mind that **the posting status of your CFAWin transactions should match the physical status of the transactions in your shop.**

- Any inventory transaction(s) that are still physically **incomplete** in the shop (e.g., parts **have not** been received in), **should not** be posted in CFAWin prior to proceeding with Physical Inventory count.
- Any inventory transaction(s) that are physically **complete** in the shop (e.g., parts **have** been received in), **should** be posted in CFAWin prior to proceeding with the Physical Inventory count. To post the transaction(s), open the appropriate inventory entry screen(s) in CFAWin, find the document(s) and post the transaction(s) prior to proceeding with your Physical Inventory count.

Check the **Physical Inventory Entry** screen for open, un-posted records.

If there are open, un-posted records in your Physical Inventory Entry screen, resolve those before proceeding. To post transactions from a prior Physical Inventory that had a Physical Count matching the On-Hand Quantity, check the **Complete** checkbox for all items and then click **Save** prior to exiting. Items with the **Complete** box checked will post & remove from the screen when you save and exit.

After you verify that there are no open, un-posted records in your Physical Inventory Entry screen, proceed with the steps below.

Step B: Creating the Physical Inventory Snapshot

1. Access the **Inventory Snapshot** screen by clicking the dropdown arrow to the right of the camera icon.
2. Verify **Screen Mode** is set to **Physical**.
3. Set filters under **Selections** heading to include/exclude desired records.
4. Select **Auto Check Entry** and CFAWin will automatically check the **Add To Entry** box for all items that meet the filter criteria. CFAWin adds all items with the **Add To Entry** box checked to the Physical Inventory document when a new document is created.
5. Click the **Start** (green traffic light) icon and the records that meet the criteria of your filter will appear in the grid at the bottom of the screen.
6. If **Auto Check Entry** was selected in Step 4, verify the **Add To Entry** box is selected for all items.

Important! To make this easier, click the **Add to Entry** column header to sort records by that column. Items with the Add To Entry column unchecked will display a message indicating the transaction type(s) and document #(s) for parts with open CFAWin transaction(s) in the **Messages** column.

Before proceeding, keep in mind the posting status of your transactions in CFAWin should match the physical status of the transaction in your shop as outlined above in *Preparing for Physical Inventory Entry*.



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Step C: Printing Physical Inventory Count Sheets

Tip: Save time when counting! Prior to printing count sheets, click the **BinLoc** grid header at the top of the parts list generated to sort the Physical Inventory Snapshot in order of bin location.

Hide any unnecessary field(s) (e.g., **On-Hand Qty** to ensure a true count) prior to printing count sheets.

1. Click the **Print** icon in the horizontal CFAWin toolbar to load the count sheet into an HTML grid.

Note: By default, **all items** in the grid will appear on the count sheet, whether the **Add To Entry** box is checked or unchecked. Use Ctrl + mouse click to select specific records to appear on your count sheet (e.g., to exclude items with **Add To Entry** unchecked) so that your count sheet will match your data entry screen.

2. Click the **Print** icon within the HTML window's toolbar to send the count sheet to the printer (see *Figure 1*).

The screenshot shows a software window titled 'PhysDocNo Transactions' with a subtitle 'CFAWIN TRAINING CLASS'. The window contains a table with the following data:

Part#	Stockroom	Desc	BinLoc	SysAs	FitsEquip	Manuf	Manuf#	Qty Type	Physical Count	On-Hand Qty
00972	-01	GASKET END	01-01	03-01	0103F350	DELCO	156986	Each		6.00
01861	-01	HOSE DEFROSTER	01-01	03-01	0304BLAZ	FRAM	857451	Each		3.00
05677	-01	SPEEDOMETER	01-01	03-03	9902CAP	FRAM	23587	Each		1.00

Figure 1



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Step D: Adding Items to Physical Inventory Entry

1. Verify the **Add To Entry** box is checked for all items that require a physical count adjustment.

Important! Check the **Messages** field for all unchecked parts. To make this easier, click the **Messages** column header to sort records so that all records with a message will appear at the bottom (ascending order) or top (descending order) of the list. This field will display a message indicating the transaction type(s) and document #(s) for parts with open CFAWin transaction(s). You may manually add these items to the Physical Inventory document by checking **Add To Entry**.

Before manually checking **Add To Entry**, keep in mind the posting status of your transactions in CFAWin should match the physical status of the transaction in your shop as outlined above in *Preparing for Physical Inventory Entry*.

To add the part to the document, manually select **Add To Entry**.

2. Click the **New** (white paper) icon to create the Physical Inventory document.
3. The **Physical Inventory Entry** screen will open (see *Figure 2*).

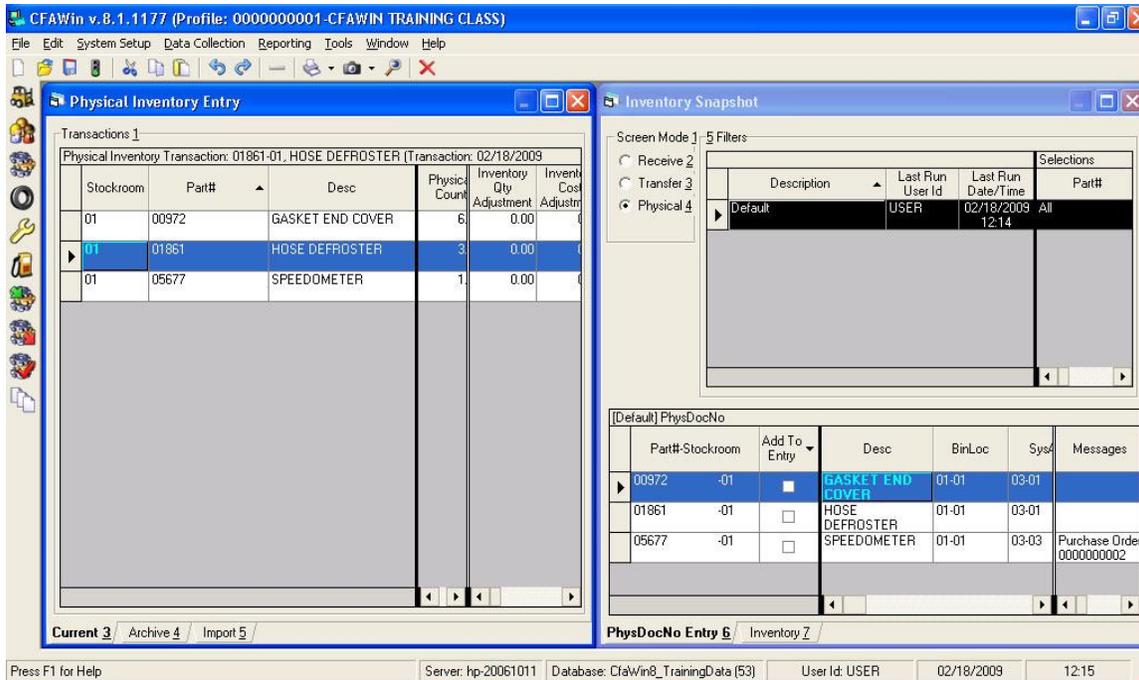


Figure 2



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Step E: Entering Physical Counts

A Physical Inventory Document must be created following the steps above before physical counts can be entered.

1. Access the **Physical Inventory Entry** screen.

Tip: If using count sheets, make sure to sort the items by the same column header (i.e., BinLoc in our example) used to sort the count sheets.

2. Select the **Part #** to adjust.
3. Tab to the **Physical Count** column.
4. Enter the **Physical Count** you previously recorded on the Physical Inventory count sheet.

Important! Save time and make sure the transaction posts when saving: **type the Physical Count even if the count matches what already reflects in the Physical Count column.**

5. For faster data entry, use the down-arrow key to move to the next record, or alternatively click to select the next record you wish to update.
6. Repeat steps 2-5 for all items.
7. Click the **Save** icon. This will post all items with **Complete** box checked if the user's CFAWin User Id has Posting access rights for Inventory Entry.

Note:

- The records must be posted for the physical count adjustment to update the associated values in the Inventory Table. Check the Inventory Table screen to verify the correct count.
- **To decrease your workload** at the start of your next Physical Inventory, all transactions shown on this screen must be either posted or deleted, even when the Physical Count matches the On-Hand Qty in CFAWin (Steps 2-7 above). Otherwise, open transactions for those parts still reside on the Physical Inventory document that will need to be resolved prior to the start of your next Physical Inventory or Inventory Table purge. You cannot delete/purge a part from the Inventory Table that has open transactions.