OverVUE

The Physical Inventory allows the Parts department to ensure that the value of the inventory is current and accurate. Follow these steps to perform your next Physical Inventory Process.

- ☐ **1. Set the sorting parameters**

- ☐ **2. Make Filter Selections**

- ☐ **3. Clean up locations and costs**

- ☐ **4. Finalize the Setup**

- ☐ **5. Perform Physical Inventory Count**

- ☐ **6. Perform Variance and adjust counts as needed**

- ☐ **7. Print the Valuation Report**

- ☐ **8. Update the system inventory**

NAVIGATE TO PARTS > PHYSICAL INVENTORY > PHYSICAL INVENTORY PROCESS

For Technical or Software Support, please contact:

1.800.227.8187 or email dmssupport@dominiondms.com

Setting Sorting Parameters

Parts > Physical Inventory > Physical Inventory Process

1. Click the [**New**] button in the Action Ribbon.
2. In the New Parts Physical Inventory parameters window, determine what will and will not be included in the count by using the available filter selections (see below).

Available Filters Found in the New Parts Physical Inventory Screen

Start Date - Defaults to today's date and time. Use the calendar and clock tools to edit. Most printed reports will refer to this Start Date as the created date.

Inventory Type

- **Full -** Includes all part locations. (Sometimes referred to as the Annual Physical Inventory Count.)

- **Fastest Moving** - Limits the count to higher volume parts or only parts that have had sales within a date range. Parts that have had no sales within the defined date range will be excluded.

- **Perpetual** -Select Perpetual to conduct smaller, more frequent counts. Selecting Perpetual narrows the count by setting a percentage of part numbers within the specified location range. Enter a percentage, and VUE will calculate the number of parts to be selected at random. Enter the number of parts to count, and VUE will calculate the percentage.

Manufacturers - Select the part Manufacturers to include in the count.

Locations - Regardless of the Inventory Type, defining bin locations is required. Use the drop-down to select the bin locations to include:

- **Set Range** - Available for inventory type *Full* or *Fastest Moving*. Allows selection of bin locations between a starting and ending location. Select Starting Location and Ending Location from the drop-downs provided.

- **Set Range and Percentage** - Selecting the *Perpetual* inventory type enables you to narrow the count further by setting a percentage of the selected location range. Select *Starting Location* and *Ending Location* from the drop-down. Enter the percentage of the locations you want to be included in the count.

- **Select All** - This selection includes all bin locations and permits the de-selection of individual bins.

- **Select None** - Clears the location range and permits individual bin selection.
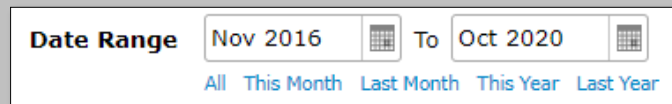
Part Types - Select Part Types to include parts as defined in Parts Inventory > Parts Type. General Parts include parts that do not have a defined part type in the part record.

Include Parts with 0 On-Hand Qty - Check the box to include.

Exclude Parts with No Location - Check the box to exclude.

Parts -This parameter is available for *Fastest Moving* and *Perpetual* Inventory counts only. This is the percentage of part numbers within the location range identified. Enter the percentage of bin locations to be included in this count, and VUE will calculate the number of parts. Alternatively, enter the number of parts you want to include, and VUE will calculate the percentage.

Date Range -Available when *Fastest Moving* is selected as the inventory type. It allows you to set a Start and Stop

Date Range	Nov 2016	To	Oct 2020	
	All This Month Last Month This Year Last Year			

date that will be used to define parts as Fastest Moving.

Apply Weighted Randomness -This checkbox is only available when *Perpetual* has been selected as the inventory type. Selecting Weighted Randomness gives parts that haven't been counted better odds of being counted.

Description - By default, VUE assigns an ID number to the count and records the date created. This field will appear on printed reports for future reference. This field is editable with a maximum field length of 50 characters.

Index - Select the appropriate index. This selection will govern the sort sequence of the Count Pad. The needs of each dealership vary greatly. Compare sorting options of the available indexes to find the best fit. Contact Dominion DMS Support for further assistance in selecting a special index.

Show Recommended Indexes Only - Indexes that are not recommended may be removed from the dropdown by checking this box. Recommended Indexes include any index matching a manufacturer in your OEM list.
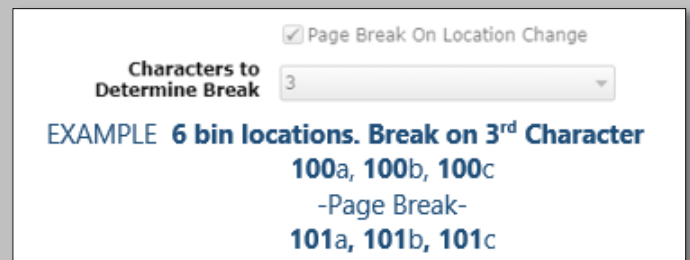
Count Cores - By checking this box, part numbers with dirty cores are added to Count Pads, Status, and Count tabs so that Count Pads provide for the collection of on-hand dirty core quantities.

Show On-Hand Quantity - Check this box to print on-hand quantities on Count Pads.

Show Count When Reprinting - By checking this box, once counts have been entered, subsequent Count Pad printing will include counts for the previously counted items.

> ☑ Page Break On Location Change
> **Characters to Determine Break** 3
> EXAMPLE **6 bin locations. Break on 3rd Character**
> 100a, 100b, 100c
> -Page Break-
> 101a, 101b, 101c

Page Break on Location Change - Select this option to limit the number of bin locations per page when printing the Count Pad. Not selecting this option produces no page breaks. Pagination will be system generated for full pages.

Characters to Determine Break - Identifies which character in the Bin Location label governs each page break. Only available when Page Break on Location Change has been selected.

For example: If you choose to page break on character 3, the Count Pad will print locations that are the same through the third character and page break for the next set of bins with three matching characters. In this example, the page break will happen between 100c and 101a regardless of the total number of characters in each location.

Cleaning Up Locations and Costs

Summary Totals (see below) are positioned along the bottom of the New Parts Physical Inventory parameters window. These dynamic totals reflect your parameter selections. As the parameter selections change, the totals adjust accordingly.

The blue totals are links to records that are not zeroed out and should be reviewed before finalizing the physical count. Use these hyperlinks to go directly to potentially problematic parts records. Once you are satisfied with the settings, click [**Save**].

Understanding Summary Totals

Summary Totals located at the bottom of the screen include:

Total Parts - This is the sum of parts Included on Count Pad + Excluded from Count Pad.

Filtered Parts - Number of parts remaining with current parameter filters applied .

Included on Count Pad - Number of parts remaining after parameters applied and after any further narrowing by setting Inventory Type to Perpetual and specifying a percentage of locations within the range to be picked at random.

Excluded from Count Pad - Number of parts excluded due to filter selection. Included + Excluded = Total Parts.

Blue hyperlinks - The totals shown in blue are links to records that need to equal ZERO and should be reviewed before finalizing the physical count. Use these hyperlinks to go directly to potentially problematic parts records.

- **Zero Cost** - The number of parts that have no cost listed. The link opens a window of the part numbers with no cost. Each part number is a link to the Part Record. Click on each part number link to open a new tab, and edit the cost.

- **No Location** - The number of parts with no location. Each part number is a link to the Part Record. This link opens a new tab allowing for editing the part location. If included in the count, parts with no location will be listed under the location name *UNASSIGNED*.

Understanding Summary Totals (CONTINUED)

Total Parts: 4876   Filtered Parts: 518   Included on Count Pad: 518   Excluded from Count Pad: 4358   Zero Cost: 0   No Location: 0
Multiple Locations: 6   Only Secondary Locations: 0   Duplicates: 0   Negative On-Hand Quantity: 0   Zero On-Hand Quantity: 0

(Blue hyperlinks continued)

- **Multiple Locations** - The number of parts with multiple locations. Each Part number is a link to that Part Record. This link opens a new tab allowing for editing the locations in each part record.

- **Only Secondary Locations** - The number of parts that have a secondary location and no primary location. The part number link opens a new tab to edit bin locations.

- **Duplicates** - Part numbers that have more than one part record for the same part number. This link opens a window including part number links to each part record. Deactivate unwanted records from the [**More**] button in the Action Ribbon. The part can be reactivated at a later date and will retain the part history.

- **Negative On-Hand Quantity** - Part numbers that have less than zero as on-hand quantities. The *Include Parts with Zero On-Hand Qty* parameter must be enabled and the number of locations must be more than zero in order to be a hyperlink.

- **Zero On-Hand Quantity** - Part numbers that have zero on-hand quantities. The *Include Parts with Zero On-Hand Qty* parameter must be enabled and the number of locations must be more than zero in order to be a hyperlink.

Save or Cancel - Click the [**Save**] button to establish the new count, or click the [**Cancel**] button to escape without saving. Once saved, you will have another opportunity to edit the parameter selections again before finalizing selections and beginning the physical counting.

Finalizing the Setup

Once you have saved the primary settings, Filter/ Sort and select an Active Inventory Count from the grid.

1. Edit - Click the [**Edit**] button in the Action Ribbon. Review the report parameters again. Review and adjust any blue summary totals as described above before finalizing the setup.

Finalize - No adjustments are permitted after clicking the [**Finalize Setup**] button in the Action Ribbon. Click [**Finalize Setup**] to open the counting screen. Once finalized, you may review but not edit the sort parameters by clicking the [**Settings**] button in the Action Ribbon. The Counting screen will open when you click [**Finalize Setup**].

Performing the Physical Inventory

PERFORM THE PHYSICAL INVENTORY COUNT.

From the Action Ribbon, hover over [**Reports**].

1. -Print the *Bin Check Sheet*, which gives you a place to check off bin locations as they are counted.

   -Print the *Count Pad*, which prints each part number by bin location. If you selected the option to Page Break on Location Change, a single sheet will print for each bin location. Without this selection, multiple bin locations will print on each page.
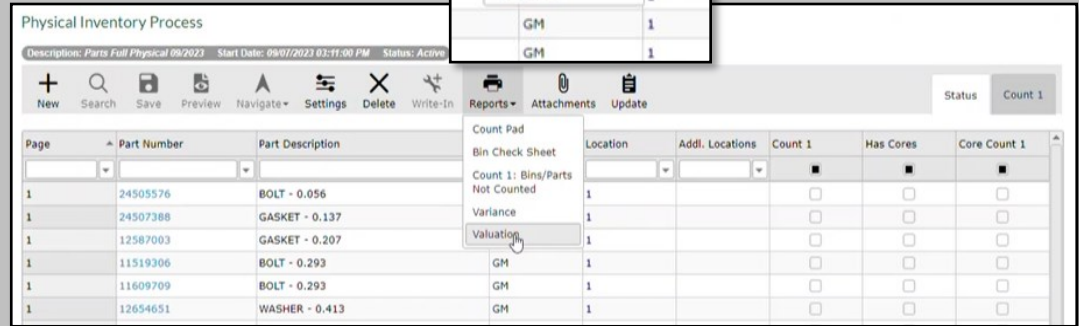
Perform the physical counting. Record the actual number in each bin on the Count Pad.

2. Enter the amount counted for each part in the Part Count field. Record the actual count quantity for each location, recognizing pack quantities are not to be used. For example: If there are 15 parts in a bin, and the pack quantity is 5 and there are 3 packs, then enter quantity 15.
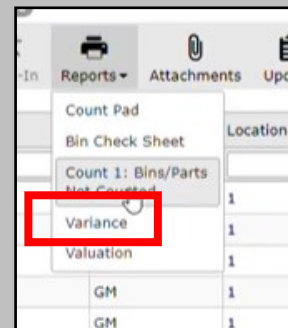

3. From the [**Reports**] button, print *Count 1: Bins/Parts Not Counted* to identify any overlooked Bins. This report lists any unchecked part numbers on the Status Tab.

4. Write-In Parts, as needed. Before the count is updated, you may add any parts that were found with no location assigned. Click the [**Write-In**] button in the Action Ribbon. Enter a bin Location, Manufacturer, and Part Number. Click the [**Search**] button to confirm that Part Record exists. Create a Part Record by completing the Description and Count fields. Enter the Cost now or later, but be aware that ***all zero cost items need to be resolved before updating the inventory.***

PRINT VARIANCE REPORT

Print the *Variance* Report. The report includes all parts where there is a difference between the entered count and the current On-Hand quantity. Review and make necessary adjustments before clicking the [**Update**] button.

PRINT THE VALUATION REPORT

When performing a physical inventory count, the on-hand quantity for parts will likely change. The value of those changes will be reported on the Valuation Report.

From the Action Ribbon:

1. Hover over [**Reports**] and select *Valuation* to From the dropdown to print the report.
2. The Valuation Report accurately accounts for each value change by part type so the correct inventory accounts can be updated.

UPDATE

1. Clicking the [**Update**] button finalizes the physical inventory process.

2. A prompt displays indicating that the Counts is complete (or partially complete), along with the number of unresolved discrepancies. Resolve discrepancies before clicking the [**Yes**] button to Update. You will not be able to enter or modify counts after clicking the [**Yes**] button.