

INVENTORY CHECKLIST

COMPLETED BY:

- 1 POST PRODUCTION FOR LAST SHIFT
- 2 CHECK FAX FOR ANY INTRANSIT SHIPMENTS THAT NEED TO BE RECEIVED
YOU NEED TO WRITE TAGS FOR THESE & ENTER THEM IN RECEIVING.
- 3 POST RECEIVING (REMEMBER, RECEIVING CREATES A PRODUCTION
BATCH ON PDMN31 THAT NEEDS TO BE POSTED)
- 4 POST ALL SHIPPERS (CUSTOMER, OUTSIDE SERVICE & VENDOR RETURNS)
- 5 POST PRODUCTION FOR ANY REPETITIVE PARTS ON LIST THAT
ARE SHOWING PURCHASED MATERIAL.
- 6 POST ALL INVOICES
- 7 REMOVE ALL NEGATIVE BALANCES IN OS, WIP, MANUFACTURED &
PURCHASED PARTS(PRINT SHORTAGE REPORT TO SHOW NEG. BALANCES < 0)
- 8 CREATE PHYSICAL INVENTORY BATCH. (SEE ATTACHED INSTRUCTIONS)
- 9 MARK INVENTORY FILES. (SEE ATTACHED INSTRUCTIONS)
- 10 ENTER INVENTORY. REMEMBER TO SEPERATE WA, WIP AND OS.
- 11 ALL STOCK HAS BEEN ASSESSED FOR DAMAGE AND DETERIORATION
DURING PHYSICAL INVENTORY.
- 12 ENTER VOIDED & UNUSED TAG#S
- 13 GO TO IVMN36 PRINT TAG VALIDATION REPORT OPTION#1
1ST SORT FIELD 3
2ND SORT FIELD 1
3RD SORT FIELD 2

MAKE SURE THERE ARE NO MISSING TAGS
- 14 IF ALL TAGS ARE ACCOUNTED FOR, PRINT QUANTITY DIFFERENCE REPORT
OPTION #4.
- 15 RECONCILE INVENTORY. MAKE ANY ADJUSTMENTS.
- 16 AFTER COMPLETING RECONCILIATION, THE FOLLOWING REPORTS MUST BE PRINTED:

 IVMN36 #1 - TAG VALIDATION REPORT
 IVMN36 #13 - COST EVALUATION BY \$\$\$ VALUE (FAX TO ENZO)
 IVMN36 #2 - DETAILED EDIT LISTING
 IVMN36 #3 - EVALUATION REPORT (FAX TOTALS SHEET TO ENZO)
 IVMN36#4 - QUANTITY DIFFERENCE BETWEEN ACTUAL AND COUNT
- 17 IVMN06 #7 POST PHYSICAL INVENTORY TO STOCK. (A G/L REPORT WILL BE
SPOOLED, YOU MUST PRINT THIS OUT.)
- 18 AFTER POSTING INVENTORY THESE ADDITIONAL REPORTS MUST BE RUN:

 IVMN14 #9 - WIP COSTED REPORT (ENSURE REPORT TYPE IS "3-BOTH") (FAX TOTAL SHEETS TO ENZO)
 IVMN14 #10 - INVENTORY EVALUATION BY G/L EXPENSE (FAX TO ENZO)
 IVMN14 #11 - INVENTORY EVALUATION BY LOCATION
- 19 CLOSE INVENTORY SUBLEDGER FOR THE MONTH. IVMN22 OPTION#8.
SET POSTING TO "I" INTERACTIVE. PRESS F1. (A G/L REPORT WILL BE SPOOLED,
YOU MUST PRINT THIS OUT.)