

## Physical Inventory Accuracy Analysis Report



## **Pre-requisite**

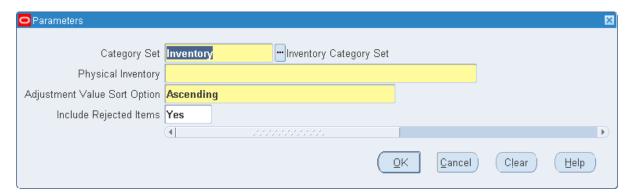
You will need to have taken a recent stock take and to have entered the relevant item details and counts on to the CUFS system.

Responsibility: Navigate:

CAPSA XX: INV Stores Responsibility (Inquiry, User or Supervisor)

**UFS Inventory Reports** 

- 1. Click **OK** to a Single Request and the Submit Request screen will display.
- 2. In the **Name** field, type in **Physical** and Tab.
- 3. Select the report **Physical inventory accuracy analysis** and click **OK** to display the parameters screen.



- 4. You then need to select the following parameters:
  - Category Set : Inventory
  - Physical Inventory: Using you list of values, you will need to select your departments most recent stock take from the list available.
  - Adjustment Value Sort Option: Select either Ascending or Descending (monetary value) using your list of values.
  - Include Rejected Items: Yes
- 5. Click OK.
- 6. Amend number of copies via **Options** to enable the report to be viewed on screen first.
- 7. Click **Submit**. An example of what the report will look like is shown on the following page.

## **Example report output**

Sorted by Adjustment Value Physical Inventory Accuracy Analysis Physical Inventory: Year End Stock Count July 2015 (GBP) Category Set: Inventory								Report Date: 22-MAR-16 15:0 Page:			-16 15:0
	ected It Yes		System Qty	UOM	Count Qty	Adjmnt Qty	System Value	Count Value	Adjmnt	Value	Pct
AJAA	AJAA0009 AJAA0013		6.00 2.00		6.00 2.00	0.00	10.22 50.53	10.22 50.53		0.00	0.00
							60.75	60.75		0.00	0.00
CEF	CEF0068 CEF0069			Ea Ea	5.00 3.00	0.00	72.45 24.87	72.45 24.87		0.00	0.00
			Category Total:				97.32	97.32		0.00	0.00
CER	CER0017		3.00	Ea	3.00	0.00	18.97	18.97		0.00	0.00
				Cate	gory Total:		18.97	18.97		0.00	0.00
CK	CK0003			Ea Ea	9.00 5.00	0.00	55.08 28.50	55.08 28.50		0.00	0.00
			Category Total:				83.58	83.58		0.00	0.00
CKB	CKB0038		5.00	CS	5.00	0.00	28.20	28.20		0.00	0.00
			Category Total:				28.20	28.20		0.00	0.00
CLA	CLA0002 CLA0003				20.00 6.00	0.00	24.72 11.16	24.72 11.16		0.00	0.00
				Cate	gory Total:		35.88	35.88		0.00	0.00
CQ	CQZ0002 CQZ0003		16.00 3.00		16.00 3.00	0.00	77.08 65.97	65.97		0.00	0.00
				Cate	gory Total:		143.05	143.05		0.00	0.00

Category - The category type of item

Item - The item number from the inventory module

Rev - Not used by the University

System Qty
 The quantity of that item that the system has recorded

Count Qty
 The number of this item that was counted at the last stock take

Adjmnt Qty
 The difference between System and Count Qty that needs to be adjusted for.

System Value - The value of that item that the system has recorded (in £)

Count Value - Value of this item that was counted at the last stock take (in £)

Adjmnt Value - Difference between System and Count Value that needs to be adjusted for.

adjusted 10

Pct - Percentage value of the difference between the Count Value and the Adjmnt Value.

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