



# 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:** CAPSA XX: INV Stores Responsibility (Inquiry, User or Supervisor)  
**Navigate:** 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.

Parameters

Category Set  Inventory Category Set

Physical Inventory

Adjustment Value Sort Option

Include Rejected Items

OK Cancel Clear Help

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				Report Date: 22-MAR-16 15:01		Page: 1		
Physical Inventory: Year End Stock Count July 2015		(GBP)								
Category Set: Inventory										
Include Rejected It Yes										
Category	Item	Rev	System Qty	UOM	Count Qty	Adjmnt Qty	System Value	Count Value	Adjmnt Value	Pct
AJAA	AJAA0009		6.00	Ea	6.00	0.00	10.22	10.22	0.00	0.00
	AJAA0013		2.00	Ea	2.00	0.00	50.53	50.53	0.00	0.00
Category Total:							60.75	60.75	0.00	0.00
CEF	CEF0068		5.00	Ea	5.00	0.00	72.45	72.45	0.00	0.00
	CEF0069		3.00	Ea	3.00	0.00	24.87	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
Category Total:							18.97	18.97	0.00	0.00
CK	CK0001		9.00	Ea	9.00	0.00	55.08	55.08	0.00	0.00
	CK0003		5.00	Ea	5.00	0.00	28.50	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		20.00	pca	20.00	0.00	24.72	24.72	0.00	0.00
	CLA0003		6.00	cs	6.00	0.00	11.16	11.16	0.00	0.00
Category Total:							35.88	35.88	0.00	0.00
CQ	CQZ0002		16.00	bx	16.00	0.00	77.08	77.08	0.00	0.00
	CQZ0003		3.00	bx	3.00	0.00	65.97	65.97	0.00	0.00
Category 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.
- Pct Value. - Percentage value of the difference between the Count Value and the Adjmnt Value.