

Parts Perpetual Inventory System (PPI)

User Guide

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Getting Started

This guide describes the use of your Parts Perpetual Inventory System (PPI) application on your ADP accounting logon.

Overview

Your new **PPI** enhancement offers:

- A cycle count module that selects bin ranges at random and daily a clerk uses the count sheet to take the count.
- A variance report is run for reconciliation.
- Count sheet used to track inventory.
- Ideal for truck dealerships and high volume inventories.

Typing Conventions

- In all screens through which data is entered, (such as the setup screens), there are a few standardized keystrokes.
- When you read the instructions <Enter> in the steps that follow, hit the *Return* key.
- The slash key "/" will take you out of any screen and will abort all updating.
- The period key "." will take you to the bottom of the screen where you will be prompted for options that will allow you to edit the information on the screen, accept changes that have been made or new information that has been entered, or simply exit without saving.
- The back-slash key "\" will blank out the field that you are currently in.

Start Here

- Make sure that your **PPI** application is loaded onto your system. You can verify this by typing in **PPI** at the function prompt while in the Accounting system.
- If the **PPI** main Menu displays, the application is properly installed.
- If the message "Invalid Routine Name" or "Invalid Function" displays, then call your Customer Service Representative to correct the problem.

Organization of This Manual

The figure below shows the Main Menu screen of the **PPI** application. Each chapter in this manual will demonstrate a main menu function of the **PPI** application and review prompts and responses for that operation.

```

(BPPI)                               Parts Perpetual Inventory                               DD MM YY
This Count Started: MM/DD/YY  HH:MM                by csr
Last Count Closed : MM/DD/YY  HH:MM                by csr

      1  Select Parts to Count
      2  Display Parts to be Counted
      3  Print Count Sheets
      4  Post Count Sheets
      5  Print Variance Report
      C  Close Perpetual
      S  Setup Movement Classes
      F  Forced Count List

      Enter your selection :

PORT 6009                               LOGON CAR-I                               COMPANY CARINK, INC.
  
```

Figure 1 PPI Main Menu

Enter your selection:

At the prompt, enter the function you wish you to enter.

1 Select Parts to Count

This feature allows you to select bins to count.

At the PPI main menu, enter **1** to access the Select Bins to Count function.

```

BPPI.SELECT.CLASS - Select Classes to Count                HH:MM:SS  DD MM YYYY

Class to count...: ///////////////

1) Number of parts to count.....:

What CLASS will be counted?

Port 6009                LOGON CAR-I                COMPANY CARINK, INC.
    
```

Figure 2 Select Parts to Count

Class to count:
Enter the class to count.

Process? (Y/N/#):
Enter yes or no to continue with the process.

2 Display Parts to be Counted

This feature allows you to display parts to be counted. The report will show bin number and number line items.

At the PPI main menu, enter **2** to access the Display Parts to be Counted function.

```
(BPPI.DISPLAY)                Display BINS for Perpetual                DD MM YY
This Count Started: MM/DD/YY  HH:MM                by csr
Last Count Closed : MM/DD/YY  HH:MM                by csr

Line Printer (Y/N) ?
```

Figure 3 Display Bins to be Counted

Line Printer (Y/N) ?

Enter 'Y' for yes to print on line printer or 'N' for no to view on screen.

```
(PPI) Display Bins selected for Perpetual   MM/DD/YY  HH:MM   page#   1
... BIN ...      # Line Items....
                5
    22F           1
     44           1
    122           2
    203           1
    236           1
    329           1
    394           1
    BULK          1
    F44           1
    S12           1

key RETURN:
```

Figure 4 Sample Report of Display Bins to be Counted

3 Print Count Sheets

This feature allows you to print count sheets. The report will show bin number, part number, a description of the part, and count on bins.

At the PPI main menu, enter **3** to access the Print Count Sheets function.

```
(BPPI.PRINT)                Print Perpetual Count Sheets                DD MM YY
This Count Started: MM/DD/YY  HH:MM                by csr
Last Count Closed : MM/DD/YY  HH:MM                by csr

Line Printer (Y/N) ?
```

Figure 5 Print Count Sheets

Line Printer (Y/N) ?:

Enter 'Y' for yes to print on line printer or 'N' for no to view on screen.

Count Number (1-3):

Enter the count number 1-3.

```
(BPPI.PRINT) Perpetual Count Sheets          Page# 1
Print Date/Time HH:MM:SS DD MM YYYY
BIN... PART..... DESC..... Third PNC..... SO. SS BIN2. BIN3.
Count

22F          AWSF*22F*M SPARK PLU _____ AGSF*22F*M1 600 AP
              G ASY

***

CARINK, INC.
```

Figure 6 Sample Report of Print Count Sheets

4 Post Count Sheets

This feature allows you to post count sheets.

At the PPI main menu, enter **4** to select Post Count Sheets function.

(BPPI.POST)	Post Perpetual Count Sheets	DD MM YY
This Count Started: MM/DD/YY	HH:MM	by csr
Last Count Closed : MM/DD/YY	HH:MM	by csr
1. Post by Part		
2. Post by Bin		

Figure 7 Post Count Sheets

Enter your selection:

Enter 1 for Post by Part or 2 for Post by Bin.

Count Number (1-3):

Enter the count number (1-3).

Bin# or Part #:

Enter the bin or part number which you would like to post.

5 Print Variance Report

This feature allows you to print the variance report. The report will show bin number, part number, description, cost, variance, value, date, time, and posted by.

At the PPI main menu, enter **5** to access the Print Variance Report function.

```
(BPPI.VARIANCE)          Print Perpetual Variance          DD MM YY
This Count Started: MM/DD/YY HH:MM          by csr
Last Count Closed : MM/DD/YY HH:MM          by csr

Line Printer (Y/N) ?
```

Figure 8 Print Variance Report

Line Printer (Y/N) ?:

Enter 'Y' for yes to print on line printer or 'N' for no to view on screen.

Count Number (1-3) :

Enter the count number 1-3.

Bin# or ALL:

Enter the bin number for the report or ALL for all bins.

Variance Only (Y/N) ?:

Enter Yes or No for to view variance only.

```
(BPPI.VARIANCE) Perpetual Variances
BIN PART..... DESC.First OH... SO. COST..... VAR-1 VALUE-1..... DATE-1 TIME-1 POSTED-BY.
                Count
0804 10463424 GENER REM   9 502   123.72   -9   -1113.48

   ***                               -1113.48
```

Figure 9 Sample of Print Variance Report

C Close Perpetual

This feature allows you to clear the previous inventory and update your part number file.

At the PPI main menu, enter **C** to access the Close Perpetual function.

```
(BPPI.CLOSE)                Close Perpetual                DD MM YY
This Count Started: MM/DD/YY HH:MM          by csr
Last Count Closed : MM/DD/YY HH:MM          by csr

WARNING:  Running this process will clear the previous
          Inventory and update your PART-NO. file.
          Continue this process (YES/CLEAR/N) ?

PORT 6004                LOGON CAR-I                COMPANY CARINK, INC.
```

Figure 10 Close Perpetual

Continue this process (YES/CLEAR/N) ?:
Enter yes, clear, or no to continue with the process.

S Setup Movement Classes

This feature allows you to setup movement classes.

At the PPI main menu, enter **S** to access the Setup Movement Classes function.

(BPPI.CLASS) Parts Perpetual Inventory - Class Setup					DD MM YY
					Page: 1 OF 1
LN#.	FROM YR-SLS	TO YR-SLS	CLASS NAME	HOW OFTEN (DAYS)	
1)	52	99,999	A	88	
2)	26	51	B	176	
3)	12	25	C	365	

'FI'le 'M'ore-Lines 'C'hange-Line 'D'elete-Line 'B'ack 'F'wd -or- 'EX'it :

PORT 6004 LOGON CAR-I COMPANY CARINK, INC.

Figure 11 Setup Movement Classes

'FI'le 'M'ore-Lines 'C'hange-Line 'D'elete-Line 'B'ack 'F'wd -or- 'EX'it :

Enter 'FI' to file, 'M' for more line, 'C' to change a line, 'D' to delete a line, 'B' to go back, 'F' to go forward, or 'EX' to exit.

LN#:

The line number for the class.

FROM YR-SLS:

The number from year sales for the class.

TO YR-SLS:

The number to year sales for the class.

CLASS NAME:

The class name.

HOW OFTEN (DAYS):

Enter of days on how often for the class.

F Forced Count List

This feature allows you to enter a part number to the force count list.

At the PPI main menu, enter **F** to access the Forced Count List function.

The screenshot shows a terminal window with the following text:

```
(BPPI)                               ENTER FORCED PARTS                               DD MM YY

PART NUMBER .....                    R = Report

1) Force Count (Y/N) ?
```

At the bottom of the screen, there are three status fields: PORT 6009, LOGON CAR-I, and COMPANY CARINK, INC.

Figure 12 Forced Count List

Part Number:

Enter the part number to be entered into the forced list.

R = Report:

Enter R to view a report of all items on force list.

Force Count (Y/N)?:

Enter yes or no to include this part number into force list.

'FI'le 'D'elele 'EX'it -or- #:

Enter 'FI' to file, 'D' to delete, 'EX' to exit, or # to access.