






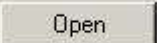
















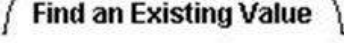

# Inventory Business Unit Count Preparation

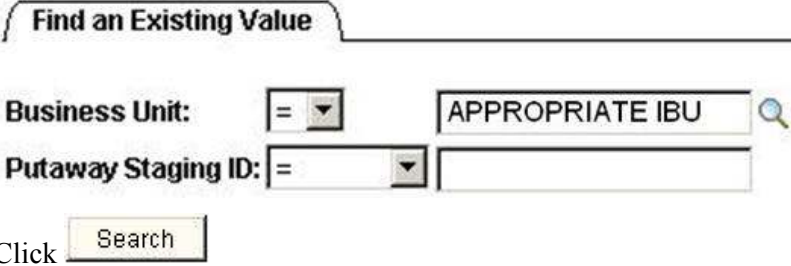

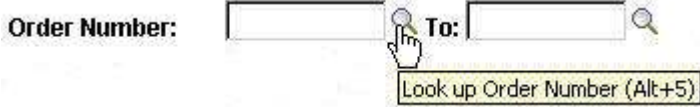
Step	Action
1.	<p>Prior to performing a Physical Inventory all IBUs must complete the following Business Unit Maintenance in the sequence outlined. All of this is to ensure all transactions have been processed through the system from Receiving the item to Putaway to Issue to Depletion; as well as to verify all ITEM/UOM/LOCATION association is correct.</p>
2.	<p><b>INV_FIX_BIN_UOM_VS_QTY_UOM</b> – This query will display where an item has a quantity at a different UOM than what is defined on the Fixed Picking Location (FPL) page. The resolution to the results of this query may be done several ways.</p> <ol style="list-style-type: none"> <li>a. One way is to change the Fixed Picking Location UOM if it is incorrect.</li> <li>b. If the Fixed Picking Location UOM is correct but the <b>Current Qty UOM</b> is incorrect this will require several steps to correct to the correct UOM. Easiest solution is to perform a (Bin-to-Bin) <b>Transfer</b> to a temporary location and then transfer the quantity back to the original (correct FPL) with the correct UOM.</li> </ol> <p><b>Navigation:</b> Reporting Tools – Query – Query Viewer</p> <p>*<b>Search By:</b> <input type="text" value="Query Name"/> begins with <input type="text" value="INV_FIX_BIN_UOM_VS_QTY_UOM"/></p> <p style="text-align: center;"><b>Run to Excel</b></p> <p style="text-align: center;"><b>Excel</b></p> <p>When the query list displays select <b>Excel</b> option to obtain a workable printed output.</p> <p style="text-align: center;"><b>Business Unit:</b> <input type="text"/> </p> <p style="text-align: center;"><b>SetID:</b> <input type="text"/> </p> <p>The prompt query page displays:</p> <p>Enter Business Unit: <b>Appropriate IBU</b></p> <p>Enter SetID: <b>Appropriate Item Master Set ID</b></p> <p>Click <b>View Results</b> The File Download box appears (in Excel for viewing, work, &amp; print):</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p><b>File Download</b></p> <p>Do you want to open or save this file?</p> <div style="display: flex; align-items: center;"> <div> <p>Name: INV_FIX_BIN_UOM_VS_QTY_UOM_29173.xls</p> <p>Type: Microsoft Excel Worksheet, 10.0 KB</p> <p>From: ps8fs.lsuhscc.edu</p> </div> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div> <p style="text-align: right;">Click <b>Open</b> to display query.</p> <p>After resolving Continue with next Step.</p>
3.	<p><b>INV_ITEM_LOC_VS_QTY_LOC</b> – This query will display where an item’s quantity is at a different location than what is defined on the Fixed Picking Location (FPL) page. The resolution to the results of this query may be done several ways.</p> <ol style="list-style-type: none"> <li>a. Either change the Fixed Picking Location.</li> <li>b. Or to perform a (Bin-to-Bin) <b>Transfer</b> from the incorrect current location to the designated correct Fixed Picking Location.</li> </ol> <p><b>Navigation:</b> Reporting Tools – Query – Query Viewer</p>





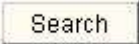


Step	Action
	<p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*<b>Search By:</b> <input type="text" value="Query Name"/> begins with <input type="text" value="INV_ITEM_LOC_VS_QTY_LOC"/></p> <p style="text-align: center;"><b>Run to</b> <b>Excel</b></p> <p>When the query list displays select <b>Excel</b> option to obtain a workable printed output.</p> <p style="text-align: center;"><b>Business Unit:</b> <input type="text"/></p> <p>The prompt query page displays: <b>SetID:</b> <input type="text"/></p> <p>Enter Business Unit: <b>Appropriate IBU</b></p> <p>Enter SetID: <b>Appropriate Item Master Set ID</b></p> <p>Click <input type="button" value="View Results"/></p> <p>The File Download box appears (results in Excel for ease of viewing, work, and print):</p> <div data-bbox="331 741 1133 1272" style="border: 1px solid black; padding: 5px;"> <p><b>File Download</b> [X]</p> <p><b>Do you want to open or save this file?</b></p> <p> Name: INV_ITEM_LOC_VS_QTY_LOC_29760.xls Type: Microsoft Excel Worksheet, 6.00 KB From: ps8fs.lsuhs.edu</p> <p style="text-align: center;"><input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p> While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <a href="#">What's the risk?</a></p> </div> <p>Click <input type="button" value="Open"/> to display query.</p> <p>After resolving Continue with next Step.</p>
4.	<p><b>INV_COMPARE_PICK_PUTAWAY_LOC</b> – Most IBUs have their Items’ Fixed Picking Location (FPL) and Default Putaway Location (DPL) as one and the same. This query displays discrepancies where this is not the case. For those IBUs where the FPL and DPL are different, then this query may not be beneficial. Though this query is a valid crosscheck for both locations. The resolution to the results of this query is updating either DPL or FPL.</p> <p><b>Navigation:</b> Reporting Tools – Query – Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*<b>Search By:</b> <input type="text" value="Query Name"/> begins with <input type="text" value="INV_COMPARE_PICK_PUTAWAY_LOC"/></p> <p style="text-align: center;"><b>Run to</b> <b>Excel</b></p> <p>When the query list displays select <b>Excel</b> option to obtain a workable printed output.</p>


Step	Action
	<p style="text-align: right;">Business Unit: <input type="text"/> </p> <p>The prompt query page displays: SetID: <input type="text"/> </p> <p>Enter Business Unit: <b>Appropriate IBU</b></p> <p>Enter SetID: <b>Appropriate Item Master Set ID</b></p> <p>Click </p> <p>The File Download box appears (results in Excel for ease of viewing, work, and print):</p> <div data-bbox="331 512 1133 1041" style="border: 1px solid black; padding: 5px;"> <p><b>File Download</b> <span style="float: right;">✕</span></p> <p><b>Do you want to open or save this file?</b></p> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <p>Name: INV_COMPARE_PICK_PUTAWAY_LOC_302.xls</p> <p>Type: Microsoft Excel Worksheet, 10.5 KB</p> <p>From: ps8fs.lsuhscc.edu</p> </div> </div> <div style="display: flex; justify-content: center; gap: 20px;"> <input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> <div style="font-size: small; margin-top: 10px;"> <p> While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <a href="#">What's the risk?</a></p> </div> </div> <p>Click  to display query.</p> <p>After resolving Continue with next Step.</p>
5.	<p><b>INV_ITEMS_QTY_INACT_PHYS_LOC</b> - This query will display where an item's quantity is at an IN-AC-TI-VE or IN-VA-LI-D location in the system. Because of the way the Count Sheets process these rows will never appear on the Count Sheets. However, if these are on the Counting Event they will keep you Count Status from changing to Finished unless handled manually. The resolution to the results of this query may be done several ways.</p> <ol style="list-style-type: none"> <li>a. Perform a (Bin-to-Bin) Transfer from the incorrect INACTIVE location to the designated correct Fixed Picking Location.</li> <li>b. If item is no longer active Adjust the quantity out of the system</li> </ol> <p><b>Navigation:</b> Reporting Tools – Query – Query Viewer  Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By: <input type="text" value="Query Name"/>  begins with <input type="text" value="INV_ITEMS_QTY_INACTV__PHYS_L"/></p> <p> <a href="#">Advanced Search</a> </p> <p style="text-align: center;"><b>Run to</b> <b>Excel</b></p> <p style="text-align: center;"></p> <p>When the query list displays select  option to obtain a workable printed output.</p>

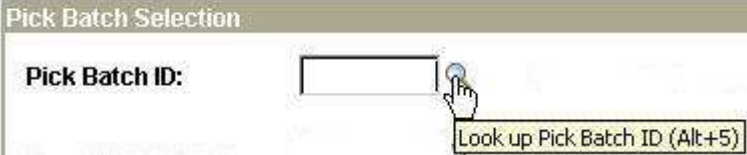

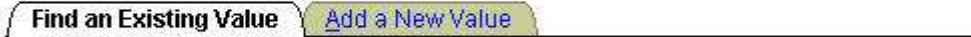
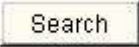

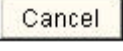
Step	Action
	<p style="text-align: right;">Business Unit: <input type="text"/> </p> <p style="text-align: right;">SetID: <input type="text"/> </p> <p>The prompt query page displays:</p> <p>Enter Business Unit: <b>Appropriate IBU</b></p> <p>Enter SetID: <b>Appropriate Item Master Set ID</b></p> <p>Click </p> <p>The File Download box appears (results in Excel for ease of viewing, work, and print):</p> <div data-bbox="331 520 1127 1045" style="border: 1px solid gray; padding: 5px;"> <p><b>File Download</b> <span style="float: right;">✕</span></p> <p><b>Do you want to open or save this file?</b></p> <div style="display: flex; align-items: center;">  <div> <p>Name: INV_ITEMS_QTY_INACTV__PHYS_LOC_29168.xls</p> <p>Type: Microsoft Excel Worksheet, 6.00 KB</p> <p>From: ps8fs.lsuhscc.edu</p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> <hr/> <div style="display: flex; align-items: center;">  <p>While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <a href="#">What's the risk?</a></p> </div> </div> <p>Click  to display query.</p> <p>After resolving Continue with next Step.</p>
6.	<p><b>All Inventory Purchasing Receipts Keyed</b> – this inventory receiving function is essential to determine whether any item’s stock quantity will be included in the physical count or not; and if so, to ensure all processes requiring to move the stock into inventory is accomplished. Management will make this determination. Stock not received into inventory prior to the Inventory Count Phase must be clearing marked “Not for Counting” and set aside from the item’s current stock in inventory. If the stock is to be counted then receiving must be completed as it may impact subsequent steps.</p>
7.	<p><b>Receipts Process Ran</b> – After all Inventory-Purchasing receipts have been keyed a receiver interface process must run. While this process is on an automatic schedule to run, it may be possible that due to the timing of the Physical Inventory, this process will have to be run manually. Contact Project Coordinator – PS Inventory/Purchasing to verify the timing of this event and/or to have the process ran manually.</p>
8.	<p><b>Manual Staging Performed</b> – Certain items while received physically may need to be manually stage into inventory versus the conventional method of Inventory-Purchasing receipts. Management will make the determination if these items will be included in the physical count or not; and if so, to ensure all processes requiring to move the stock into inventory is accomplished.</p>

Step	Action
9.	<p><b>Return Material Authorization (RMA) Completed</b> – If Customer returned items are to be included in the Physical Count then perform a Return Material Authorization (RMA) to prepare for the next step.</p>
10.	<p><b>Load Stage Process</b> – After all Inventory-Purchasing Receiving, all Manual Staging, and all RMAs are completed the IBU will have to run the <b>Load Stage</b> process to Putaway stock into inventory.</p> <p><b>Navigation:</b> Inventory – Putaway Stock – Load Staged Items</p>  <p><b>Run Control ID:</b> begins with <input type="text" value="LOAD_STAGE"/></p> <p>Enter the designated Run Control ID: <b>(For Load Staging Items)</b>.</p> <p>Click <input type="button" value="Search"/></p> <p>Step 6 continued.</p> <p>When the Load Staged Items page displays, select the designated magnifying glass (below)</p> <p><b>Receipt No:</b> <input type="text"/> </p>  <p>The Look Up Receipt No page displays.</p> <p>If the result is “No matching values were found”, select <input type="button" value="Cancel"/>; Continue with next step</p> <p><b>OR</b></p> <p>If the result displays Receipt Number, then continue with the Load Stage process prior to proceeding with the next step.</p>
11.	<p><b>Correct Staged Errors</b> – After the Load Stage has ran, there may be some items that did not putaway due to Errors caused by data that is missing or incorrect; if so, then the IBU will need to review them, correct applicable data if possible. If there are errors the IBU is unable to correct contact the Project Coordinator – PS Inventory/Purchasing for assistance. All errors must be resolved prior to the start of the Physical Count process.</p> <p><b>Navigation:</b> Inventory – Putaway Stock – Correct Staged Errors</p>  <p><b>Business Unit:</b> = <input type="text" value="APPROPRIATE IBU"/> </p> <p><b>Putaway Staging ID:</b> = <input type="text"/></p> <p>Click <input type="button" value="Search"/></p> <p>If the result is “No matching values were found”, Continue with next step</p> <p><b>OR</b></p> <p>If the results display <b>Putaway Staging ID</b>, then work to resolve prior to proceeding.</p>

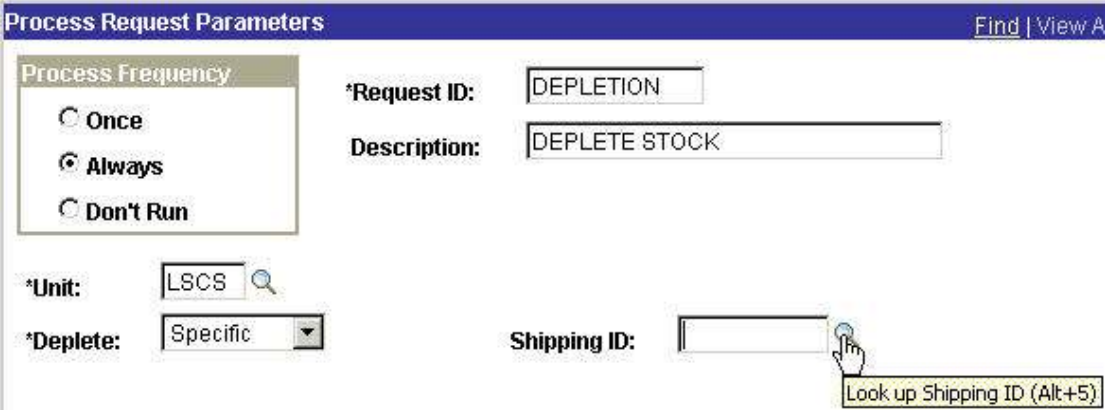
Step	Action
12.	<p><b>Stockroom Feedback</b> – After either correcting <b>Staged Errors</b> or running <b>Load Stage</b> process, the IBU will need to enter the actual Putaway information when at least some items in a staging ID are not put away according to the original Putaway plan</p> <p><b>Navigation:</b> Inventory – Putaway Stock – Stockroom Feedback</p>  <p>Click <input type="button" value="Search"/></p> <p>Step 8 continued.</p> <p>If the result is “No matching values were found”, Continue with next step</p> <p><b>OR</b></p> <p>If the results display <b>Putaway Staging ID</b>, then work to resolve prior to proceeding.</p>
13.	<p>The IBU performs daily Front-end processing to ensure orders are complete; likewise, the following steps will ensure No MSR/CART order is left in the system prior to beginning the physical count.</p> <p>The following steps presume that the proper individual IBU Run Controls are used. Names of Run Controls may vary among IBUs; however, the intention is to display the proper Process per Run Control. These steps needs to be accomplished by at least one member of the appropriate IBU and recorded completed.</p>
14.	<p><b>No Reservation Queue</b> – this will display any orders that are pending reservation and may need to be process or cancelled:</p> <p><b>Navigation:</b> Inventory – Fulfill Stock Orders – Stock Requests – Reserve Materials Process</p>  <p>Enter the designated Run Control ID: <b>(For Reserving MSR/CART)</b>.</p> <p>Click <input type="button" value="Search"/></p> <p>When the Reserve Materials page displays, select the first magnifying glass (below)</p>  <p>The Look Up Order Number page displays.</p>

Step	Action
	<p>If the result is “No matching values were found”, select ; Continue with next step <b>OR</b></p> <p>If the result displays orders, then it will Management’s decision on whether to process the order(s) all the way through shipment and depletion or else to cancel them before proceeding with the next step</p>
15.	<p><b>No Reservation Errors</b> – this will indicate if any orders that were reserved encounter an error and will need to be corrected and then processed through shipment and depletion or may be cancelled:</p> <p><b>Navigation:</b> Inventory – Fulfill Stock Orders – Stock Requests – Correct Reservation Errors</p> <div data-bbox="329 590 1300 1077" style="border: 1px solid black; padding: 5px;"> <p><b>Find an Existing Value</b></p> <p><b>Business Unit:</b> [=] <input type="text" value="HPWHS"/> </p> <p><b>Demand Source:</b> [=] <input type="text" value="Material Request"/></p> <p><b>Source Bus Unit:</b> [begins with] <input type="text"/> </p> <p><b>Order No:</b> [begins with] <input type="text"/></p> <p><b>Order Line:</b> [=] <input type="text"/></p> <p><b>Sched Line NO:</b> [=] <input type="text"/></p> <p><b>Demand Line No:</b> [=] <input type="text"/></p> <p><b>Process Instance:</b> [=] <input type="text"/> </p> </div> <p>Enter Business Unit: <b>Appropriate IBU</b>  Select from the drop-down Demand Source: <b>Material Request</b></p> <p>Click </p> <p>If the result is “No matching values were found”, Continue with next step <b>OR</b></p> <p>If the result displays orders, then it will Management’s decision on whether to make necessary corrections to the errors in order to process the order(s) all the way through shipment and depletion or else to cancel them before proceeding with the next step</p>
16.	<p><b>No Unfulfilled Requests</b> – this will indicate if any orders that were reserved and/or on backorder (does not apply to all IBUs) and need to be completed through to Shipment and depletion:</p> <p><b>Navigation:</b> Inventory – Fulfill Stock Orders – Stock Requests – Update Unfulfilled Requests</p> <p>The Update Unfulfilled Requests page displays and Enter the following:</p> <p>Unit: <b>Appropriate IBU</b>  Demand Source: <b>IN</b>  Source Business Unit: <b>Appropriate IBU</b>  Demand Status: <b>Ready</b></p> <p><b>Order No:</b> <input type="text"/> </p> <p>Click  magnifying glass icon.</p>

Step	Action
	<p>If the result is “No matching values were found”, Continue <b>OR</b></p> <p>If the result displays orders, then it imperative to process the order(s) all the way through shipment and depletion.</p> <p>Change Demand Status to <b>Backorder</b></p> <p><b>Order No:</b> <input type="text"/> </p> <p>Click <input type="text"/> magnifying glass icon.</p> <p>If the result is “No matching values were found”, Continue <b>OR</b></p> <p>If the result displays orders, then it imperative to process the order(s) all the way through shipment and depletion. If orders cannot be processed Cancel the lines and Continue.</p>
17.	<p><b>No Picking Plan Report</b> – this will indicate if any orders that were reserved but no Picking Plan was printed:</p> <p><b>Navigation:</b> Inventory – Fulfill Stock Orders – Picking – Picking Plan Report</p> <div data-bbox="329 695 1299 930" style="border: 1px solid black; padding: 5px;"> <p><b>Picking Plan</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p> <hr/> <p><b>Run Control ID:</b> <input type="text" value="begins with"/> <input type="text" value="MSR_PICK_PLAN"/></p> </div> <p>Enter the designated Run Control ID: <b>(For MSR/CART Pick Plan)</b>.</p> <p>Click <input type="button" value="Search"/></p> <p>When the Picking Plan page displays, ensure parameters are as displayed for appropriate IBU then select the designated magnifying glass (below)</p> <div data-bbox="329 1121 1425 1451" style="border: 1px solid black; padding: 5px;"> <p><b>Picking Plan</b> <input type="button" value="Electronic Picking"/> <input type="button" value="Pick Plan Labels"/></p> <hr/> <p><b>Run Control ID:</b> MSR_PICK_PLAN <input type="button" value="Report Manager"/> <input type="button" value="Process Monitor"/> <input type="button" value="Run"/></p> <p><b>Language:</b> <input type="text" value="English"/></p> <p><b>Report Request Parameters</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p><b>*Request ID:</b> <input type="text" value="PICKPLAN"/> <b>Unit:</b> <input type="text" value="HPCME"/></p> <p><b>Picking Selection</b></p> <p><input type="radio"/> All</p> <p><input checked="" type="radio"/> Specific <input type="text" value="Order"/> <input type="text" value="IN"/> <input type="text" value="HPCME"/> <input type="text" value=""/> <input type="button" value="Look up (Alt+5)"/></p> <p><input type="checkbox"/> Backorders Only</p> <p><input type="checkbox"/> Export Shipments Only</p> <p><input type="checkbox"/> TMS Lines Awaiting Upload</p> </div> <p>The Look Up Order Number page displays.</p> <p>If the result is “No matching values were found”, select <input type="button" value="Cancel"/>; Continue with next step <b>OR</b></p> <p>If the result displays orders, then it is imperative to process the order(s) all the way through shipment and depletion before proceeding with the next step</p>
18.	<p><b>No Material Picking Feedback</b> – this will indicate if any orders that were reserved, and a pick plan was ran but material picking feedback was never ran:</p> <p><b>Navigation:</b> Inventory – Fulfill Stock Orders – Picking – Material Picking Feedback</p> <div data-bbox="329 1772 1430 1875" style="border: 1px solid black; padding: 5px;"> <p><b>Picking Feedback</b></p> <hr/> <p><b>Unit:</b> <input type="text" value="ECWHS"/> <input type="button" value="Search"/> <input type="button" value="Zoom To Line"/></p> <p><b>Sort By:</b> <input type="text" value="Pick Line"/> <input type="radio"/> Ascending <input checked="" type="radio"/> Descending</p> </div>

Step	Action
	<p>Enter the appropriate IBU and select the <b>Search</b> link</p> <p>From the Picking Feedback Selection page select the designated magnifying glass (below)</p>  <p>Step 14 continued</p> <p>The Look Up Pick Batch ID page displays.</p> <p>If the result is “No matching values were found”, select ; Continue with next step  <b>OR</b></p> <p>If the result displays orders, then it is imperative to process the order(s) all the way through shipment and depletion before proceeding with the next step</p>
19.	<p><b>No Picking Confirmation Report</b> – this will indicate if any orders that were reserved, pick plan ran, material picking feedback accomplished but no Picking Confirmation was ran:</p> <p><b>Navigation:</b> Inventory – Fulfill Stock Orders – Picking – Picking Confirmation</p>  <p><b>Run Control ID:</b> <input type="text" value="begins with"/> <input type="text" value="MSR_PICK_CONFRIM"/></p> <p>Enter the designated Run Control ID: <b>(For MSR/CART Picking Confirmation)</b>.</p> <p>Click </p> <p>When the Picking Confirmation page displays, ensure parameters are as displayed for appropriate IBU then select the designated magnifying glass (below)</p>  <p>The Look Up Batch ID page displays.</p> <p>If the result is “No matching values were found”, select ; Continue with next step  <b>OR</b></p> <p>If the result displays orders, then it is imperative to process the order(s) all the way through shipment and depletion before proceeding with the next step</p>
20.	<p><b>No Shipping Issue Report</b> – this will indicate if any orders that were processed up to Picking Confirmation but no Shipping Issue was created:</p> <p><b>Navigation:</b> Inventory – Fulfill Stock Orders – Shipping – Shipping Issues</p>

Step	Action
	<p data-bbox="337 163 863 193"> <a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a> </p> <p data-bbox="337 239 630 273"> <b>Business Unit:</b> ECSPD     </p> <p data-bbox="337 289 662 323"> <b>Shipping ID:</b> NEXT     </p> <p data-bbox="337 340 548 373">Step 16 continued.</p> <p data-bbox="337 390 792 424">Enter Business Unit: <b>Appropriate IBU</b></p> <p data-bbox="337 466 539 499">Click <a href="#">Add</a></p> <p data-bbox="337 529 1377 592">When the Shipping Order Selection page displays, ensure parameters are as displayed for appropriate IBU then select the designated magnifying glass (below)</p> <p data-bbox="337 613 695 646"><b>Shipping Order Selection</b></p> <p data-bbox="337 667 1328 869"> </p> <p data-bbox="337 898 922 961">The Ship ID Search Value Prompts page displays. If the result is no orders displayed</p> <p data-bbox="337 982 1425 1096"> </p> <p data-bbox="337 1117 613 1150">Continue with next step</p> <p data-bbox="337 1171 376 1205"><b>OR</b></p> <p data-bbox="337 1222 1399 1285">If the result displays orders, then it is imperative to process the order(s) all the way through shipment and depletion before proceeding with the next step</p>
21.	<p data-bbox="337 1297 1399 1360"><b>No Deplete On Hand Quantity</b> – this will indicate if any orders that were Shipped but not Depleted from the IBU’s inventory:</p> <p data-bbox="337 1369 1334 1402"><b>Navigation:</b> Inventory – Fulfill Stock Orders – Shipping – Deplete On Hand Quantity</p> <p data-bbox="337 1423 1302 1457"> <a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a> </p> <p data-bbox="337 1499 977 1533"> <b>Run Control ID:</b> begins with DEplete     </p> <p data-bbox="337 1562 1156 1596">Enter the designated Run Control ID: <b>(For Depletion of IBU orders)</b>.</p> <p data-bbox="337 1617 539 1650">Click <a href="#">Search</a></p> <p data-bbox="337 1671 1334 1734">When the Deplete On Hand Qty page displays, ensure parameters are as displayed for appropriate IBU then select the designated magnifying glass (below)</p> <p data-bbox="337 1768 1383 1898"><b>NOTE:</b> The selection of ‘<b>Specific</b>’ for the parameter of ‘<b>Deplete</b>’ is necessary in order to determine if there are any orders not only left to deplete, but also to see if there is an issue with any specific order that does not allow it to deplete. If this is the case then contact the Project Coordinator – Inventory/Purchasing in order to inform Technical Support of the</p>

Step	Action
	<p>problem so that it can be resolved prior to beginning the Physical Count. Otherwise, quantities and values will not be accurate prior to and after completion of the Physical Count.</p>  <p>The Look Up Shipping ID page displays.</p> <p>If the result is “No matching values were found”, select <b>Cancel</b>; Continue with next step  <b>OR</b>  If the result displays orders, then it is imperative to process the order(s) through depletion before proceeding with the next step if applicable.</p>