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1 July 2001

SECTION 9. PHYSICAL INVENTORY FUNCTION

9.1 Physical Inventory Function.

a. Use the Physical Inventory function to conduct an accountable inventory each quarter or when a new accountable officer is assigned. This function contains eight subfunctions and two exit options. The subfunctions are explained in the order you use them to complete the inventory:

- (1) Print Count Sheets (para 9.2).
- (2) Enter Initial Counts (para 9.3).
- (3) Variance Report (para 9.4).
- (4) Print Recount Sheets (para 9.5).
- (5) Enter Recounts (para 9.6).
- (6) Correct Count/Recount Entry Error (para 9.7).
- (7) Final Inventory (para 9.8).
- (8) Cancel Physical Inventory (para 9.9).

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b. To review the Physical Inventory subfunctions, select option P from the TISA Command Menu (fig. 9.1-1).

```
TISA:...Stock...Financial...Maint...Query&Rpts...PhysInvy...Loc'n...BatchTISA...eXit
Enter 'P' for Physical Inventory Process

DATE:01 JUL 91          TROOP ISSUE SUBSISTENCE ACTIVITY COMMAND MENU          AJK-600

      OPTION CODE          RING MENU SELECTION OPTIONS
      S                    STOCK ACCOUNTING
      F                    FINANCIAL ACCOUNTING
      M                    FILES MAINTENANCE
      Q                    REPORTS AND INQUIRIES
      P                    PHYSICAL INVENTORY
      L                    STORAGE LOCATION
      B                    TISA BATCH PROCESSES
      X                    SIGN OFF TISA SUBSYSTEM

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 9.1.1. TISA Command Menu Screen

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c. The Physical Inventory Command Options Menu (fig. 9.1-2) is displayed.

```
TISA Physical Inventory Command Options:  A B C D E F G H R X
Print Count Sheets.

DATE:01 Jul 91                TISA PHYSICAL INVENTORY COMMAND MENU                AJK-824

OPTION      DESCRIPTION          OPTION      DESCRIPTION
CODE
  A -      PRINT COUNT SHEETS          G -      CORRECT COUNT/RECOUNT ENTRY ERROR
  B -      ENTER INITIAL COUNTS          H -      CANCEL PHYSICAL INVENTORY
  C -      PRINT RECOUNT SHEETS        R -      RETURN TO TISA COMMAND MENU
  D -      ENTER RECOUNTS              X -      EXIT FROM TISA PROCESSING
  E -      PRINT VARIANCE REPORT
          (PHYSICAL INVENTORY MUST BE COMPLETED)
  F -      FINAL INVENTORY
          (PHYSICAL INVENTORY MUST BE COMPLETED)

ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION.  OPTION CODE:
```

Figure 9.1-2. Physical Inventory Command Menu Screen (AJK-824)

9.2 Print Count Sheets Subfunction. Use this subfunction to print the Accountable Inventory Count Sheets Report (PCN AJK-7B1). Only items on the MIF with a balance on hand greater than zero (positive or negative) appear on the count sheets. One set of count sheets is printed. The count sheets are printed with items in the same sequence as they appear on the screen. See figure 9.3-3. If two teams are used to conduct the inventory a second set of count sheets may be printed by selecting the Print Count Sheets option a second time.

a. Use the count sheets to conduct the physical inventory. Conduct a 100 percent count of all perishable and semiperishable items in stock.

b. When the team(s) finish conducting their individual inventories, they compare and reconcile the counts (if necessary). Items with count differences must be recounted before you start the Enter Initial Counts subfunction (para 9.3).

9.2.1 Processing Restrictions. You must complete this subfunction before you process other inventory subfunctions.

9.2.2 Processing Materials. None.

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9.2.3 Open Receipts Warning Screen or Count/Recount Sheets Ring Menu. To print the count sheets, select A from the Physical Inventory Command Menu. If there are open receipts, the Open Receipts Warning Screen (fig. 9.2-1) is displayed. If not, the Count/Recount Sheets Ring Menu (fig. 9.2-2) is displayed.

```
*****
*
*           O P E N       R E C E I P T S       E X I S T
*
*****

OPTION          OPTION DESCRIPTION
-----          -
1              PRINT LIST(S) OF OPEN RECEIPTS

2              CONTINUE WITH THE EXECUTION OF THE PRINT COUNT
              SHEETS PROCESS

3              RETURN TO THE TISA PHYSICAL INVENTORY COMMAND MENU

              ENTER THE OPTION DESIRED AND DEPRESS <ENTER>

              OPTION :
```

Figure 9.2-1. Open Receipts Exist Warning Screen.

a. Select 1 and the Open Receipts List (VRGC) Report PCN AJK-7G1 and the Open Receipts List (Turn-ins) Report PCN-AJK-7G2 are printed. Then, the Physical Inventory Command Menu is displayed.

(1) You can print count sheets to conduct the physical inventory before you close open receipts.

(2) It is recommended that you close open receipts before you enter initial inventory counts. See paragraph 5.5 for processing instructions.

b. Select 3 and the Physical Inventory Command Menu is displayed.

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c. If there are no open receipts or you select 2 from the Open Receipts Warning Screen, the Count/Recount Sheets Ring Menu (fig. 9.2-2) is displayed.

COUNT/RECOUNT SHEETS:... ALL ...PERISHABLE...SEMIPERISHABLE...RETURN...EXIT Print Perishable and Semiperishable Count/Recount Sheets.

Figure 9.2-2. Count/Recount Sheets Ring Menu

(1) If you are conducting a 100 percent inventory, select ALL. Count sheets are printed for all items on the MIF with a balance on hand greater than zero (positive or negative).

(2) To print the count sheets separately, select PERISHABLE or SEMIPERISHABLE. Count sheets are printed for the perishability group you select.

(3) After the reports are printed, the Count/Recount Sheets Ring Menu is displayed.

(4) Select RETURN and the Physical Inventory Command Menu is displayed.

(5) Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

9.2.4 Outputs.

a. One set of Accountable Inventory Count Sheets (PCN AJK-7B1) is printed based on your selection. When you select 1 from the Open Receipts Warning Screen, the List of Open Receipts List (VRGC) Report PCN AJK-7G1, and the Open Receipts List Turn-in Report PCN AJK-7G2 are printed. See appendix C for examples of these reports.

b. Use these inventory count sheets to conduct your physical inventory. Discard them after the main TISA runs the Accountable Inventory Report (PCN AJK-7E1).

9.3 Enter Initial Counts Subfunction. Use this subfunction to enter initial inventory counts. The items displayed on the screen are in the same sequence as the items on the inventory count sheets.

9.3.1 Processing Restrictions. Print the count sheets, conduct the physical inventory, and reconcile the counts (if necessary) before you start this subfunction. Close any open receipts so the MIF balances on hand are accurate.

9.3.2 Processing Materials. If more than one count team is used to conduct the inventory both team's counts should be reconciled manually to come up with one accurate count.

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9.3.3 Perishability Ring Menu. To begin entering initial counts, select B from the Physical Inventory Command Menu. The Perishability Ring Menu (fig. 9.3-1) is displayed.

```
PERISHABILITY:  PERISHABLE  SEMIPERISHABLE  RETURN  EXIT
Enter Counts/Recounts for Perishable Items.
```

Figure 9.3-1. Perishability Ring Menu

a. Select PERISHABLE or SEMIPERISHABLE and the Enter Initial Counts Screen (fig. 9.3-2) is displayed.

b. If there are no items on the MIF with a BOH greater than or less than zero, a message will be displayed (fig. 9.3-2): All perishable (or semiperishable) items have a zero BOH. Use the CORRECT/RECOUNT ENTRY ERROR process to add items to the inventory. This will allow for the addition of items that may be on hand in the warehouse even though their BOH in the system is zero.

```
PERISHABILITY:  PERISHABLE  SEMIPERISHABLE  RETURN  EXIT
Enter Counts/Recounts For Perishable Items.

All perishable items have a zero BOH. Use CORRECT or RECOUNTS process.
```

Figure 9.3-2. Perishability Ring Menu /w Message

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9.3.4 Enter Initial Counts Screen AJK-826. Use this screen (fig. 9.3-3) to enter the inventory counts. The NSN/MCN, item name, unit of issue, unit of pack, and unit of pack quantity are displayed. Fields are provided to enter the case count and loose count. Twelve items are displayed at a time. The cursor is positioned in the CASE COUNT field for the first item.

```
When finished entering data, depress <ESC>.

DATE: 01 Jul 91                ENTER INITIAL COUNTS                AJK-826
                                PERISHABLE

                                UPK   CASE   LOOSE
                                QTY  COUNT COUNT
NSN/MCN   ITEM NAME           UI   UPK   QTY  COUNT COUNT
8915-00-080-5179  POTATOES SHOESTRING FZN    LB   CS   27    4    12
8915-00-127-8904  ENDIVE                     LB   CS   20   24    0
8915-00-484-5964  TANGELOS                   LB   CS   30    2    0
8915-00-582-4061  TANGERINES                 LB   CS   30   50    5
8915-00-126-8804  ORANGES FRESH             LB   CS   35    3    0
8915-00-582-4071  LEMONS FRESH              LB   CS   35    2    0
8915-00-548-1641  FRUIT FZN PEACHES        LB   CS   39    2    0
8915-00-616-0027  RADISH TOPPED FRESH       LB   CS   11    1    0
8915-00-616-0194  CABBAGE GREEN             LB   CS   45    3    0
8915-00-616-0198  GRAPEFRUIT FRESH         LB   CS   30    5    0
8915-00-616-0199  ONIONS SPANISH SWT FRESH  LB   CS   50   20    0

                                TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.
                                CONFIRM INDICATOR:
Enter 'Y' or leave blank and depress <ESC>.
```

Figure 9.3-3. Enter Initial Counts Screen (AJK-826)

NOTE: If you are entering physical counts by loose count, the system automatically enters 0 in the case count column.

- a. Use the count sheets to enter case and/or loose counts for each item.
- b. Use the ARROW or [ENTER] keys to move up and down the fields by item.
- c. To view more items, use the [F3] key to page forward and the [F4] key to page back.
- d. To confirm your entries press [ESC]. The CONFIRM INDICATOR field is displayed. Enter Y and press [ESC]. The counts are recorded on the MIF. The Perishability Ring Menu (fig. 9.3-1) is displayed.

NOTE: To review your counts without updating the MIF BOH press [ESC] with no entry. The cursor will return to the case count data entry field on the screen..

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e. You can enter inventory counts for another perishability group or return to the Physical Inventory Command Menu (fig. 9.1-1).

f. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu (fig. 9.3-4) is displayed.

INTERRUPT OPTIONS: A B R X Restart Input.

Figure 9.3-4. Interrupt Options Ring Menu.

- (1) Select A to continue entering initial counts on the data entry screen.
- (2) Select R and the Physical Inventory Command Menu is displayed. All unconfirmed counts are discarded.
- (4) Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed. All unconfirmed counts are discarded.

9.3.5 Outputs. No reports are printed during this subfunction. Inventory quantities are recorded on the MIF until the Final Inventory process is run.

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9.4 Variance Report Subfunction. Use this subfunction to print the Variance Report (PCN AJK-7F1). The report lists the quantity and dollar value differences between the MIF balances on hand and your count entries. If there are items on the MIF without counts (zero is a valid inventory count), then the Variance Report cannot be printed and the message: **You have not completed Physical Inventory. All counts are not on file** is displayed.

9.4.1 Processing Restrictions. Complete the Print Count Sheets (para 9.2) and Enter Initial Counts (para 9.3) subfunctions before you print this report.

9.4.2 Processing Materials. None.

9.4.3 Variance Report Message Screen. To print a variance report, select E from the Physical Inventory Command Menu.

a. If all initial counts are entered, the Variance Report (PCN AJK-7F1) is printed. The Physical Inventory Command Menu is displayed while information is gathered for the report.

(1) Review the Variance Report to select the items you want to recount. Items with large quantity differences should be recounted.

(2) The TISO or designated representative is responsible for selecting the recount items. Use the Correct Count/Recount Entry Error subfunction (para 9.7) to correct the counts.

b. If the initial counts are not complete, a message is displayed: **You have not completed Physical Inventory. All counts are not on file.** Then, the cursor moves back to the menu option display at the top of the screen.

(1) Run the Print Recount Sheets subfunction (para 9.5) to get the inventory recount sheets for items you miss in the Enter Initial Counts subfunction (para 9.3).

(2) Use the Enter Recounts subfunction (para 9.6) to enter counts for those items.

9.4.4 Outputs.

a. When initial inventory counts are complete, the Variance Report (PCN AJK-7F1) is printed. See appendix C for an example of this report.

b. Keep a copy of this report to file with the Accountable Inventory Report.

c. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-18b, TISA Accounts (2-year file).

(2) Cut off this file at the end of the fiscal year. For example:

COFF: 30 Sep 01

DEST: Oct 03

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9.5 Print Recount Sheets Subfunction. Use this subfunction to print recount sheets for items you did not enter counts for during the Enter Initial Counts subfunction (para 9.3).

9.5.1 Processing Restrictions. You must enter the initial counts before you print the recount sheets.

9.5.2 Processing Materials. None.

9.5.3 Count/Recount Sheets Ring Menu. To print the Accountable Inventory Recount Sheets Report (PCN AJK-7B2), select C from the Physical Inventory Command Menu. The Count/Recount Sheets Ring Menu (fig. 9.5-1) is displayed.

COUNT/RECOUNT SHEETS: ALL PERISHABLE SEMIPERISHABLE RETURN EXIT Print Perishable and Semiperishable Count/Recount Sheets.
--

Figure 9.5-1. Count/Recount Sheets Ring Menu.

- a. Select ALL to print recount sheets for all the items you miss.
- b. Select PERISHABLE or SEMIPERISHABLE to print the recount sheets by group. Recount sheets are printed for the group you select.
- c. After the reports are printed, the Count/Recount Sheets Ring Menu is displayed.
- d. Select RETURN and the Physical Inventory Command Menu is displayed.
- e. Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed.

9.5.4 Outputs.

a. The Accountable Inventory Recount Sheets Report (PCN AJK-7B2) is printed based on your selection. See appendix C for an example of this report.

b. Use this report to count the items you miss during the initial count. When you finish the count, run the Enter Recounts subfunction.

9.6 Enter Recounts Subfunction. Use this subfunction to enter counts for items you miss during the initial count. Use the recount sheets to complete your entries.

9.6.1 Processing Restrictions. You must enter the initial counts and print the recount sheets before you start this subfunction.

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9.6.2 Processing Materials. Use the completed Accountable Inventory Recount Sheets Report (PCN AJK-7B2) to enter the counts into the system.

9.6.3 Perishability Ring Menu. To begin entering recounts, select D from the Physical Inventory Command Menu. The Perishability Ring Menu (fig. 9.6-1) is displayed. Select PERISHABLE or SEMIPERISHABLE and the Enter Recounts Screen (fig. 9.6-2) is displayed.

```
PERISHABILITY:  PERISHABLE  SEMIPERISHABLE  RETURN  EXIT
Enter Counts/Recounts for Perishable Items.
```

Figure 9.6-1. Perishability Ring Menu

9.6.4 Enter Recounts Screen AJK-826. Use this screen to enter inventory recounts. The NSN/MCN, item name, unit of issue, unit of pack, and unit of pack quantity are displayed. Fields are provided to enter the case count and loose count. Twelve items are displayed at a time. The cursor is positioned in the CASE COUNT field for the first item.

```
When finished entering data, depress <ESC>.
DATE: 01 Jul 91                ENTER RECOUNTS                AJK-826
                                PERISHABLE
NSN/MCN      ITEM NAME          UI  UPK  QTY  CASE  LOOSE
8915-00-126-8812  APPLES EATING FRESH  LB  CS   40    5     0
8915-00-127-8904  ENDIVE                LB  CS   20    2     0
8915-00-127-7984  HONEYDEW MELON (SEASONAL) LB  CS   38    0     0
8915-00-127-7984  VEG FZN BEANS LIMA   LB  CS   24    5     0
8915-00-127-7991  VEG FZN BRUSSEL SPRT LB  CS   24    3     0
8915-00-127-7992  VEG FZN SPINACH     LB  CS   24    6     0
                                TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.
                                CONFIRM INDICATOR:
Enter 'Y' or leave blank and depress <ESC>.
```

Figure 9.6-2. Enter Recounts Screen (AJK-826).

- Use the recount sheets to enter case and/or loose counts for each item.
- Use the ARROW or [ENTER] keys to move up and down the fields by line and enter your recounts.
- To view more items, use the [F3] key to page forward and the [F4] key to page back.
- To confirm your entries, press [ESC]. The CONFIRM INDICATOR field is displayed. Enter Y and press [ESC]. The recounts are recorded on the MIF. The perishability ring menu (fig. 9.6-1) is displayed.

NOTE: To review your counts without updating the MIF BOH press [ESC] with no entry. The cursor will return to the case count data entry field on the screen..

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e. You can enter recounts for another perishability group or return to the TISA Physical Inventory Command Menu (fig. 9.1-1).

f. When you finish recount entries for both perishability groups, run the Variance Report again. See paragraph 9.4 for processing instructions.

g. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu (fig. 9.6-3) is displayed.

INTERRUPT OPTIONS: A B R X Restart Input.

Figure 9.6-3. Interrupt Options Ring Menu.

(1) Select A to continue entering recounts on the data entry screen.

(2) Select R and the Physical Inventory Command Menu is displayed. All unconfirmed recounts are discarded.

(3) Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed. All unconfirmed recounts are discarded.

9.6.5 Outputs. No reports are printed during this subfunction. Recounts are stored on the Master Item File (MIF).

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9.7 Correct Count/Recount Entry Error Subfunction. Use this subfunction to correct counts for items you select from the Variance Report. Items with a large difference between the MIF balance on hand and your count entry should be recounted and corrected. This subfunction is also used to **add** items to the inventory that you found in the warehouse during your count but for which there is no current BOH in the system for the item(s).

9.7.1 Processing Restrictions. You must print the Variance Report before you start this subfunction.

9.7.2 Processing Materials. Use one of the following reports to enter the corrected counts:

- a. Variance Report (PCN AJK-7F1).
- b. Accountable Inventory Count Sheets Report (PCN AJK-7B1).
- c. Accountable Inventory Recount Sheets Report (PCN AJK-7B2).

9.7.3 Correct Count/Recount Entry Error Screen AJK-827. To correct counts that have already been entered or to enter counts for items physically in the warehouse but not included in the system BOH, select G from the Physical Inventory Command Menu. The Correct Count/Recount Entry Error Screen (fig. 9.7-1) is displayed.

DATE:	01 Jul 91	CORRECT COUNT/RECOUNT ENTRY ERROR	AJK-827		
TIIN	ITEM NAME	UI	UPK	PHYSICAL	
127-8904	ENDIVE	LB	CS	20	800
TO CONFIRM YOUR ACTION ENTER 'Y' IN THE CONFIRM INDICATOR.					
CONFIRM INDICATOR:					
Enter 'Y' or leave blank and depress <ESC>.					

Figure 9.7-1. Correct Count/Recount Entry Error Screen (AJK-827).

a. Enter a TIIN and press [ENTER]. The item name, unit of issue, unit of pack, unit of pack quantity, and physical count are displayed. The cursor is positioned in the PHYSICAL COUNT field.

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- b. Enter the correct count and press [ESC]. The cursor moves to the CONFIRM INDICATOR field. Enter Y and press [ESC] to update the MIF with the new count.
- c. The Correct Count/Recount Entry Error Ring Menu is displayed. Select CORRECT to enter the next TIIN.
- d. Repeat steps a thru c until all corrected counts or added items are processed.
- e. If you enter an invalid TIIN, the Correct Count/Recount Entry Error Ring Menu (fig. 9.7-2) is displayed.

```
CORRECT COUNT/RECOUNT ENTRY ERROR:  CORRECT  RETURN  EXIT
Correct Count/Recount for Another TIIN.
```

Figure 9.7-2. Correct Count/Recount Entry Error Ring Menu .

- (1) Select CORRECT to continue entering corrected counts. The Correct Count/Recount Entry Error Screen (fig. 9.7-1) is displayed.
 - (2) Select RETURN and the Physical Inventory Command Menu is displayed. All unconfirmed corrected counts are discarded.
 - (3) Select EXIT and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed. All unconfirmed corrected counts are discarded.
- f. To interrupt processing, press [DELETE]. The Interrupt Options Ring Menu (fig. 9.7-3) is displayed.

```
INTERRUPT OPTIONS:  A  R  X
Restart Input.
```

Figure 9.7-3. Interrupt Options Ring Menu

- (1) Select A to continue entering recounts. The Correct Count/Recount Entry Error Screen is displayed.
 - (2) Select R and the Physical Inventory Command Menu is displayed. All unconfirmed corrected counts are discarded.
 - (3) Select X and the AFMIS Command Menu (TISA/Prime Vendor) screen is displayed. All unconfirmed corrected counts are discarded.
- g. When you finish processing the corrected counts, run the Final Inventory subfunction to update MIF balances on hand with your final count entries.

9.7.4 Outputs. No reports are printed during this subfunction. The corrected count is recorded on the MIF.

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9.8 Final Inventory Subfunction. Use this subfunction to complete the physical inventory. Financial adjustment transactions are created for all gains and losses. The MIF balances on hand are updated and a record of the inventory total dollar value is written to the Voucher Register General Control file (VRGC).

9.8.1 Processing Restrictions. Do not run this subfunction until you complete all inventory processing that affects the count entries.

9.8.2 Processing Materials. None.

9.8.3 Final Inventory Message Screen. To run the final inventory, select F from the Physical Inventory Command Menu.

a. A message is displayed: **Are you sure you have completed physical inventory?** (Y/N).

(1) Enter Y to print the Accountable Inventory Report (PCN AJK-7E1).

(a) The MIF balances on hand are updated.

(b) The inventory total dollar value is written to the VRGC.

(c) Credit and debit adjustments are written to the Transaction Register File.

(d) After the files are updated, the Physical Inventory Command Menu is displayed.

OR

(2) Enter N and the message: **MIF Balance on Hand was not updated. No report generated** is displayed. The cursor moves back to the top of the Physical Inventory Command Menu.

b. If you select Y and the inventory counts aren't complete, a message is displayed: **You have not completed Physical Inventory. All counts are not on file.** The cursor moves back to the top of the Physical Inventory Command Menu.

(1) Run the Recount Sheets Report (para 9.5) to find the items you miss.

(2) Use the Enter Recounts subfunction (para 9.6) to enter the counts you miss.

(3) When you finish processing recounts, run the Final Inventory subfunction.

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9.8.4 Outputs.

a. The TISA Accountable Inventory Report (PCN AJK-7E1) is printed when you select Y in response to the message. See appendix C for an example of this report.

b. AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

- (1) File No. 30-18b, TISA Accounts (2-year file).
- (2) Cut off this file at the end of the fiscal year. For example:

COFF: 30 Sep 01 DEST: Oct 03

9.9 Cancel Physical Inventory Subfunction. Use this subfunction to cancel an inventory in progress. The counts entered to this point are set back to zero and the MIF balance on hand counts remain unaffected. You can cancel an inventory at any point before the Final Inventory subfunction is complete.

9.9.1 Processing Restrictions. If the Final Inventory subfunction is complete, you can't cancel the inventory.

9.9.2 Processing Materials. None.

9.9.3 Cancel Physical Inventory Message Screen. To cancel the inventory, select H from the Physical Inventory Command Menu.

a. A message is displayed: **Are you sure you wish to cancel physical inventory? (Y/N).**

(1) Enter Y to cancel the inventory. A message is displayed: **Physical Inventory has been canceled at your request.**

OR

(2) Enter N to end processing. The Physical Inventory Command Menu is displayed.

b. If you attempt to cancel the inventory and there are no counts on file, an error message is displayed: **There are no Physical Inventory counts to cancel.** The cursor moves back to the top of the Physical Inventory Command Menu.

9.9.4 Outputs. No reports are printed during this subfunction.