

On Demand Precount Location Cycle Counting

Menu 9.34.9 Count Report (Variance, Precount/Location)

Menu 9.34.9 is a count report that displays counts using the precount method as described below.

Use Handhelds and/or Bar Code Scanners for Cycle Counting!

Pre-requisites

- Make sure that all areas in the warehouse and showroom have locations assigned.
- Use menu 9.20.20 to assign locations.
- Menu 9.20.23 can be used to upload locations into the system from an Excel spreadsheet.

Counting the Cycle Count Locations

- Use menu 9.20.21 to print off the comprehensive list of warehouse locations. File Transfer the report into Excel. Assign one person to be in charge of assigning a location to count and keeping track of the date the location is counted.

Counting Pre-count Process Using the Handhelds

- At the S3-Menu, choose option 4 for Pre-counts.
 - Enter your operator code.
 - Scan the location and then the products and their quantities in that location.
 - When finished with that location, hit the end button (bottom left of handheld) and then scan the next location and the products and their quantities in that location.
- ✓ Tip: Try to limit the number of locations that you do at once to make check variances manageable.

Counting Pre-count Process Using a Bar-Code Scanner

- Scan in pre-counts in Menu 9.20.4 using a bar-code scanner and laptop on a rolling cart.
 - Scan the location.
 - Scan the part number.
 - Enter or scan in the product quantity.
 - To move to a new location, scan the location bar code and continue to scan parts and quantities.

Running the Cycle Count Reports & Updating Counts

- When finished counting the sections, run Menu 9.34.9 Count Report. Use the variance report Menu 9.34.9 to verify discrepancies. The report will show all locations that the product is assigned to. Also check other general areas where the item could be will call receiving, etc.
 - Choose the printer that you would like the variance report to print off on.
 - Enter the warehouse number.
 - The computer will ask: ENTER WAREHOUSE LOCATIONS (SEPARATED BY ;) OR <ENTER> FOR ALL PRECOUNTS

- ✓ Tip: Best Practice is to enter the warehouse location that was counted. This will include all items that have that location listed in Product Detail (Menu 12.3.2.3).
 - Example: B84-451 has a location of 1a1. You count the location but the item is not on the shelf. By entering the location of 1a1 when prompted, the variance report will show that B84-451 should be on the shelf. It will also show alternate locations to look for the item. If the item cannot be found at any of the locations, then you know that it is missing and it should be taken out of inventory.
 - If you hit enter for all pre-counts, it will match up the quantities of the items scanned to verify the quantities.
 - Example: You count 5 items. The computer will match up the on hand quantities to only those 5 items to see if there is a variance.
 - ONLY SHOW ITEMS DIFFERENT THAN ON HAND (Y/N)?
 - `Y` - Only shows the variances
 - `N` - Shows everything that was counted
 - ENTER C-ONTINUE?
 - Enter C to continue. See the message above. If you chose to only view the items that were different and there were no differences, the computer will show no items present. Nothing will print out. Just hit C to continue.

Menu 9.34.9 Cycle Precount Report

12:01:23 23 Mar 2009		CYCLE PRECOUNT REPORT FOR WAREHOUSE 001				PAGE 1							
PRODUCT#	PROD.DESC	1ST COUNT	PRECOUNT	QOH	IP	ROP	WLOC	LOC2	LOC3	LOC4	AVG COST	VALUE.AT	AVG.CST
B84-451	4198-08 CAL-GREEN	-----		1			1a1	1a2	SHOW		11.660		11.660
B84-452	4191-08 EVAP-GREEN	-----	1	1			1a1	SHOW			10.880		10.880
H24-319	BJ10 BELT JACK	-----		2			0	1a1			11.100		22.200
H25-245	DA76440 6IN1 SCREWDIVR	-----	12	12	0		9	SHOW	1a1		3.859		46.308
H85-302	1132 TOOL BACKPACK	-----	1	1			0	SHOW	1a1		50.475		50.475
H89-766	CJ-75 COILJET CLEANER	-----	1	2				SHOW	1a1		336.960		673.920

Menu 9.34.10 - Count Input / Adjustments

Once all items have been verified on the discrepancy report in Menu 9.34.9, use Menu 9.34.10 - Count Input/Adjustments to make adjusting entries.

- Enter the warehouse
- Select 1 of the following three options
 - Option #1 - ONLY ADJUST ITEMS THAT WERE PRECOUNTED (list of items that were precounted using Menu 9.20.4 or the S3 Option 4 Precount method)
 - Option #2 - ADJUST PRECOUNTED AND SELECTED PREFIX/LOCATION (List of precounted items including searching based on Prefix and Warehouse location)
 - Option #3 - NO PRECOUNTS - ONLY SELECTED PREFIX/LOCATION, SAME AS 9.34.8 (Does not include any precounts, it's based on the same search option as Menu 9.34.8 Count Report)
- ✓ Tip: Choose the same method, warehouse locations or pre-counts that you used to print off the variance report
- Hit enter if the on-hand quantity is correct. If the on-hand quantity is wrong, enter the correct count. This will need to be done for all items that were counted (even if the scanned pre-count matched the on-hand quantity.)

- On the last item, the following message will appear: Enter line#, Add, Backout, Previous, Next, 0 to Accept
 - If you want to go back and adjust a line, enter the line number
 - 'P' - Will go to the previous page
 - 'N' - Will go to the next Page
- Once everything has been adjusted, enter 0 to accept
- Computer will prompt for operator initials
- UPDATE COMPLETE - PRESS <ENTER>

Menu 9.34.10 Cycle Input / Adjustment

12:10:52 23 Mar 2009		DAILY CYCLE PRECOUNTS - WHSE 001	
LN	PRODUCT NUMBER	ON HAND	CORRECT COUNT
1	B84-451	1	** 1 **
2	B84-452	1	**NO CHANGE**
3	H24-319	2	
Enter Correct On Hand or <enter> for no change _			

Menu 9.34.11 - Cycle Counting Audit

The Cycle Count Audit is used to see WHAT was adjusted, WHEN it was adjusted and WHO adjusted the item.

10:13:50 09 Apr 2009		CYCLE COUNT AUDIT REPORT		PAGE	1	
WHSE	DATE....	TIME....	ADJ.QTY...	A.PROD.NO.....	OPNAME.....	TYPE...
001	04/09/09	10:13:11	1	W89-766	Store Support	DAILY