Base Package EOD Cycle Counting

Menu 9.34.1 - Add Items to EOD Count

The Base Package EOD Cycle Count process is used to run counts on items of your choice. This program is most often used when a discrepancy is found on the remaining quantity on Pick Tickets. *Log a support job to request the addition of remaining quantity to your Pick Tickets.*

Menu 9.34.1 is used to manually add or remove items from the base package EOD cycle count. Before starting this process the parameter EOD Cycle Counting in Menu 9.34.4 must be set to Y. Setting this parameter to a Y will enable the base package EOD Cycle Count.

Step 1
Decide which items need to be included in the cycle count.

Step 2
Menu 9.34.1 will prompt for Operator Code and Warehouse Number

Step 3
Begin adding or removing products
  • To Add a product enter the product number and then <enter>
  • To Remove a product enter the line number of the listed product
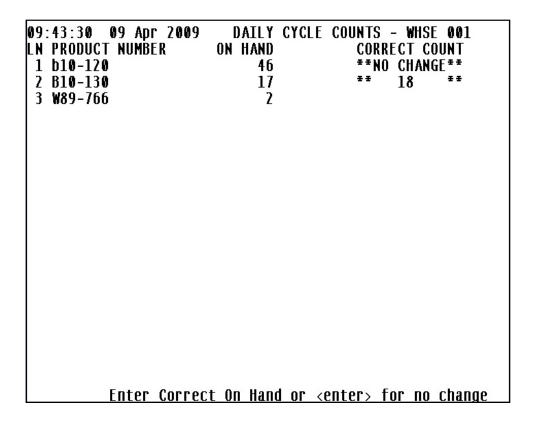
```
LIST OF ADDTL ITEMS FOR CYCLE COUNTS

    1 b10-120
    2 b10-130
    3 W89-766
    4 H25-245
    5 H85-302
    6 B84-452
ENTER LINE NUMBER TO REMOVE OR PRODUCT TO ADD ?B84-451
```

Products will be removed from the list in Menu 9.34.1 once they have been adjust/accepted in Menu 9.34.2. You must 0 to Accept in Menu 9.34.2 in order for the list to be cleared in Menu 9.34.1. This means that if you don't have a chance to count on any given day the same list will be generated the next day so nothing will be missed.

Menu 9.34.2 - Count Input / Adjustment

After counting the base package EOD cycle counts, use Menu 9.34.2 to correct the counts.

Menu 9.34.2 displays the items currently on the cycle count with the current on-hand quantity. Enter the correct on-hand quantity or press <enter> for no change.

```
09:43:30  09 Apr 2009     DAILY CYCLE COUNTS - WHSE 001
LN PRODUCT NUMBER       ON HAND           CORRECT COUNT
 1 b10-120                 46            **NO CHANGE**
 2 B10-130                 17            **    18    **
 3 W89-766                  2




















              Enter Correct On Hand or <enter> for no change
```

Menu 9.34.3 - 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
```

Menu 9.34.4 – EOD Cycle Count Parameters

1. **EOD Cycle Counting (Y/N)** - Select 'Y' to turn ON the base package EOD cycle count

2. **Negative On Hands (Y/N)** - Select 'Y' if you want negative on-hands automatically included in the base package EOD cycle count.

3. **Auto add Credit Memos - Minimum$$$** - Enter the minimum dollar amount of credit memo products that should automatically appear on the EOD count. For example, if $200 is entered then only products that cost $200 or more will auto add. If this field is left blank then no credits will auto add.

Menu 9.34.5 Reprint EOD Report

The EOD report serves as your count sheet. Count the items that appear on the report and manually record the actual count on the sheet. When completed Menu 9.34.2 is used to accept or adjust the counts. EOD.XREF 01-132.