On Demand Cycle Counts

Menu 9.34.8 - Cycle Count Report by Location

The Cycle Count Report is used to manually count items by location. This report looks at items that have had locations setup through Menu 9.20.20 WARE.LOC Maintenance, Menu 34.11 Scan Warehouse Locations, Menu 12.3.2.3 Product Detail or the S3 Handheld Menu Option 1 for Scan Locations.   It's important to note that when running this report locations setup in Menu 34.11 or 12.3.2.3 do not cross-reference with Menu 9.20.20. However, locations setup using the S3 Option 1 on the handheld do cross-reference with 9.20.20.

Using the Cycle Count Report
Print the report and use as a count sheet. In the example pictured below products are listed with a warehouse location of 1a1. To count, the user would go to location 1a1 and manually count all the B84-481's in that location. The count is written in the 1st Count column. When the counting is done, it's up to the store to decide if a 2nd count should be conducted on any discrepancies. When the counting is complete us Menu 9.34.10 to accept the count or make adjustments.

Menu 9.34.8 Cycle Count Report

```
14:35:35 23 Mar 2009       CYCLE COUNT REPORT FOR WAREHOUSE 001       PAGE   1


PRODUCT#........ PROD.DESC................  QOH IP.    ROP WLOC. LOC2. LOC3. LOC4. 1ST COUNT 2ND COUNT AVG COST VALUE.AT.AVG.CST


B84-451        4190-08 CAL-GREEN          1          1a1  1a2   SHOW     _____ _____   11.660         11.660


B84-452        4191-08 EVAP-GREEN         1          1a1  SHOW           _____ _____   10.880         10.880


H24-319        BJ10 BELT JACK             2        0 1a1                 _____ _____   11.100         22.200
```

<u>Menu 9.34.10 - Count Input / Adjustments</u>

Once all items have been verified on the discrepancy report in Menu 9.34.8, use Menu 9.34.10 - Count Input/Adjustments to make adjusting entries.

- Enter the warehouse
- Select 1 of the following three options
    - o Option #1 - ONLY ADJUST ITEMS THAT WERE PRECOUNTED (list of items that were prcounted using Menu 9.20.4 or the S3 Option 4 Precount method)
    - o Option #2 - ADJUST PRECOUNTED AND SELECTED PREFIX/LOCATION (List of precounted items including searching based on Prefix and Warehouse location)
    - o 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

    - o If you want to go back and adjust a line, enter the line number
    - o 'P' - Will go to the previous page
    - o '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
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