AUTOPOWER

CYCLE COUNT INVENTORY

USER GUIDE

INTRODUCTION

Overview

The purpose of this guide is to explain the Cycle Count Program.

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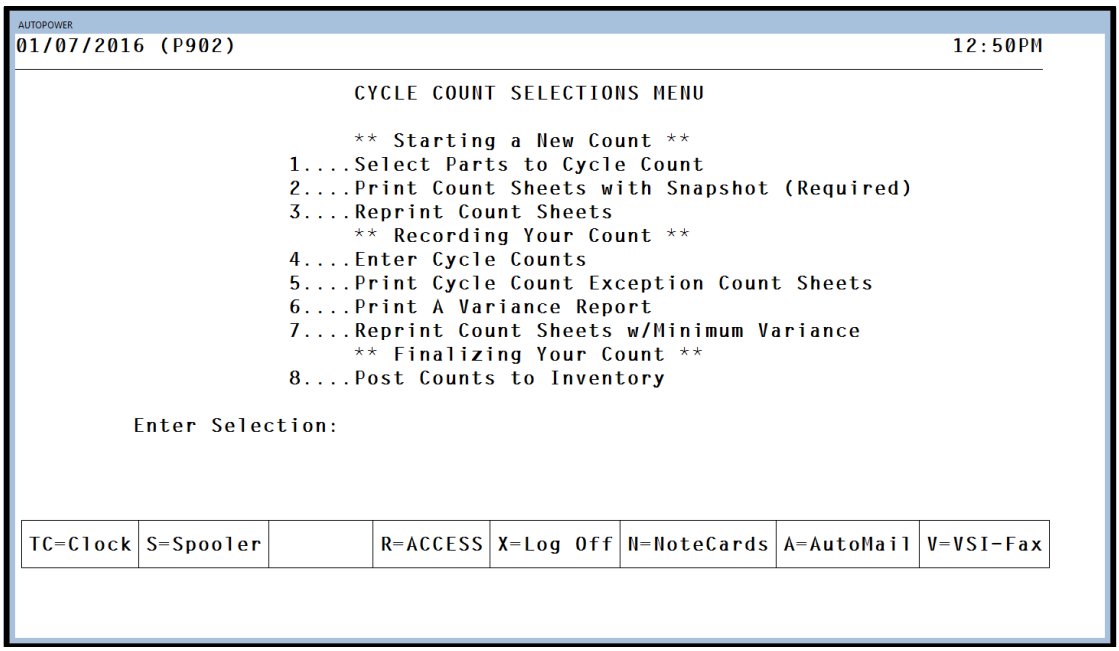
CHAPTER 1 - Cycle Count Menu

Section 1.1 – Cycle Counts

The Cycle Count Menu is an added feature to the Physical Inventory Menu, which is part of the AutoPower Inventory Control System. This is a live Cycle Count that can be performed during normal business hours. Instead of performing the count against the entire inventory, cycle counts allow you to select smaller more manageable sections of your inventory. This way, continuous maintenance on your inventory can occur without affecting normal operations. The cycle count routine allows you to select specific parts to count instead of the entire inventory. Cycle Counts are meant to be completed in one session. We've added a field on to the selection screen that allows you to enter the number of parts you wish to complete today.



- **Select Parts to Count Cycle:** This option will select the parts you want to count and put them into a save-list. The system will assign a save-list name. Example CYC142 You will refer to this save-list throughout the cycle count process.

- **Print Count Sheets with Snap Shot (Required):** This option will produce a count sheet that serves as a worksheet when counting your parts. As you are performing the shelf count, you write the counted Q-O-H in the space provided on the worksheet. Also, at this time a snapshot of your current QOH for the parts in the save list that will be counted will be recorded. Then the current QOH will be set to 0000.

You do have a delete option in this step if you realize that you created the wrong save-list. Type in the word DELETE at the Correct Y/N prompt.

- **Reprint Count Sheets:** This option will allow you to reprint the Count sheets that were created in the Print Count sheets with Snapshot option. This option also has a delete function. This delete function will allow you to delete a save list name that was created in the Select Parts to Count Function. Another Snapshot will not be taken during this option. It is just a reprint worksheet option.

- **Enter Cycle Counts:** This process is selected to enter the actual shelf count. You will enter the new quantity on hand and specify if you would like to change the stock level or bin number. This is where you refer to the cycle count work sheet where you wrote down your actual shelf count.

- **Print Cycle Count Exception Count Sheets:** This option will allow you to Print Cycle Count Exception Count Sheets. These Count Sheets will print only part numbers that had no new QOH shelf count entered in the previous step. Maybe the part was overlooked and a QOH was not entered in the Enter Cycle Count menu option.

- **Print a Variance Report:** This report will show the difference between Q-O-H that was saved during the "Print Count Sheets with Snap Shot Part" and the actual Q-O-H that was counted and entered in the Cycle Count entry program. This report is used to verify the variances between the dollar and quantity changes to the part numbers prior to the update to inventory.

- **Reprint Count Sheets w/Minimum Variance:** This option will generate the Minimum Variance Count sheets based on the variables entered. Only counted parts in the save list that have unacceptable variances greater than the minimum dollar variance will print.

- **Post Counts to Inventory:** This option will move the Q-O-H difference to the Inventory File and report the count variance to your general ledger. This will complete the cycle counts procedure for the parts that were selected. You can print an update report as a final check to verify what the system updated. The update should match the Count Variance Report.

In summary, the difference between using the Physical Inventory module or the Cycle Count module is: If you use Physical Inventory, the inventory is frozen and no activity can be taking place on the system; therefore, it must be performed outside normal business hours. The Cycle Count process allows you to perform your physical inventory count during normal business hours by allowing you to count your inventory in sections.

Section 1.2 – Select Parts to Cycle Count

The Select Parts to Cycle Count process will dictate which parts you wish to count.

How are parts selected for the Cycle Count process?

Each night in the End of Day process a base cycle count list is created for each branch location. This list will contain all parts records in the status file and is sorted in descending order by when the last date the part was cycle counted to the most current cycle count date. Within each of these dates there is a secondary sort of the listing of descending parts from the highest to the lowest year-to-date cost amount. This ensures that parts that have not been cycle counted in the longest time will be counted first and within each date, the parts with the higher costs will be at the top of this sort list. Parts with the Vendor equal to "COR" and parts with a factory popcode of "X" will be excluded from this selection list. During the selection of the parts to be counted you can apply a specific vendor, bin range, pop-code and cost selection filters to further limit the available parts to be cycle counted in your list.

Once a part is selected into your Cycle Count list, it is considered as a part that is being presently counted and will be not be eligible to be selected again until the cycle count for that save list has been completed or deleted.

You can also enter in the number of parts that you wish to count when creating a save-list. All other parameters will be considered but the selection process will stop once the number of parts requested has been reached. During the selection process the last number of parts that were requested to be counted will be the default. The users can override this number to increase or decrease the number of parts selected depending on the days' time constraints.

Once a cycle count list has been completed and updated to inventory, all parts in that list will go back into the "pool" again and become eligible to be selected for another cycle count selection list in the future. Since these parts were just counted they will go to the bottom of the cycle count selection list process. They will be flagged with a date stating when they were last cycle counted.

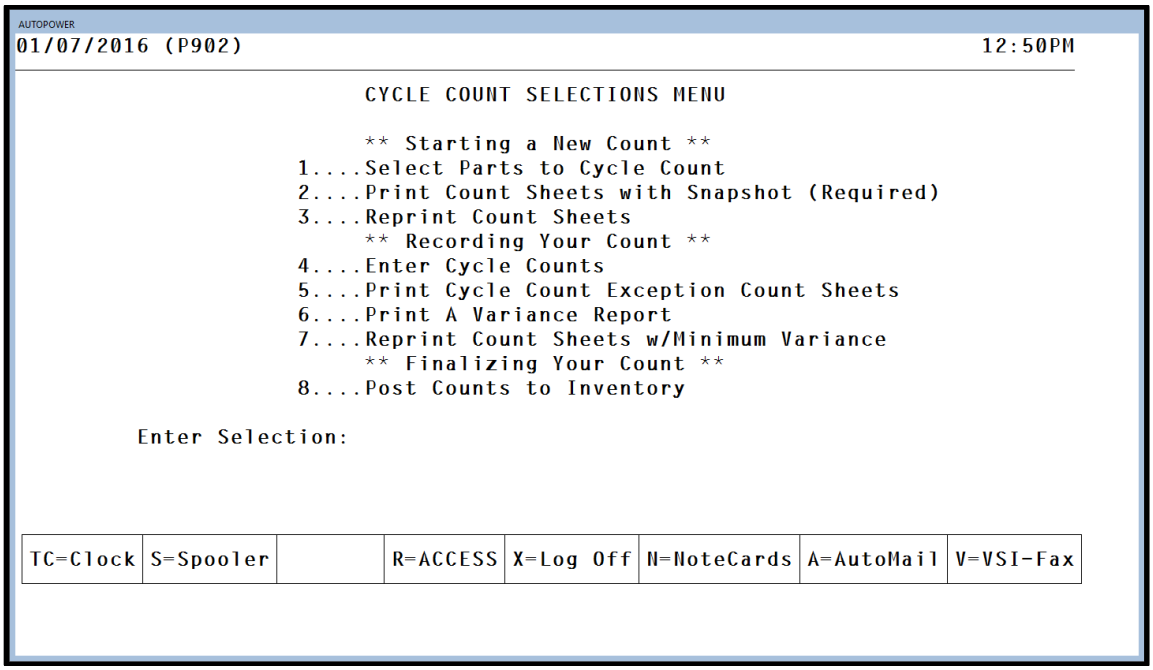
If you should use your own created save-list of parts to be cycle counted then all parts on the list will be available to be cycle counted. Care should be taken not to manually create a cycle count list that may contain parts that are already active in another cycle count process which has not been updated to inventory.

As you select the parts that are to be counted, the system will place them in a save-list. When the save-list is created, a "CYC" is placed before the list name. The result will be a save-list name in the following format:

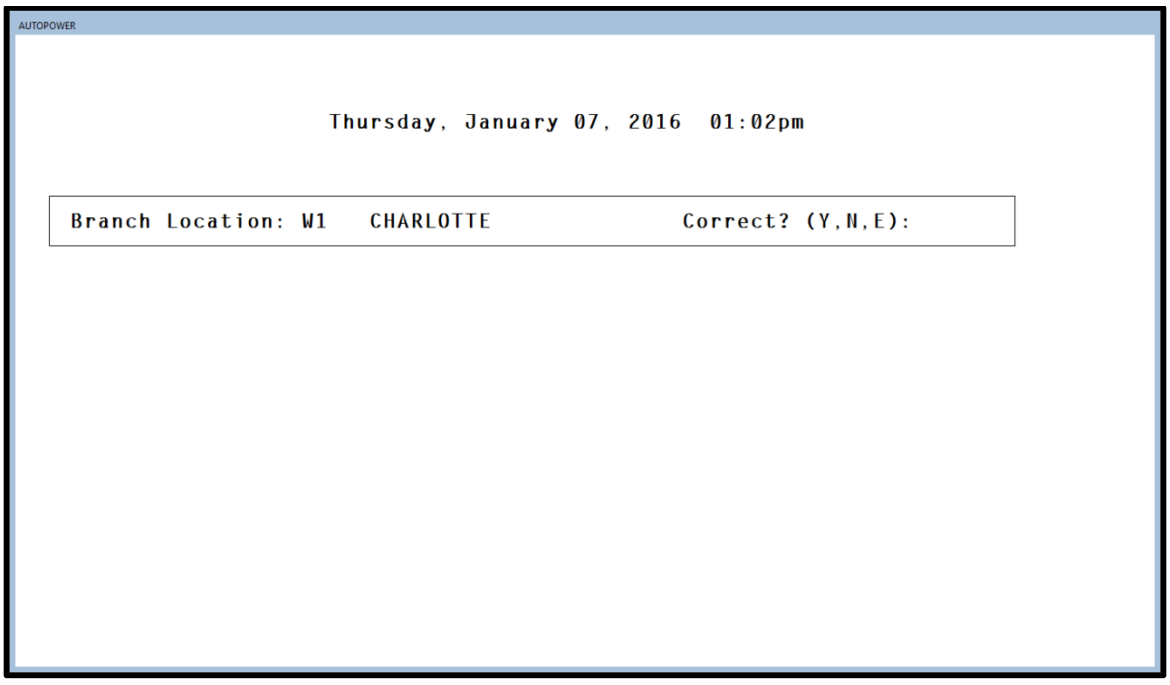
"CYC1234" This is an example.

This save-list name will be used from start to finish throughout the cycle count process. **It is very important to use the same save-list name for the entire process.** Not doing so will result in inaccurate counts being updated to the inventory quantity on hand.

To begin the Cycle Counting process, **from the Cycle Count Selections Menu, Select Parts to Cycle Count menu option**.

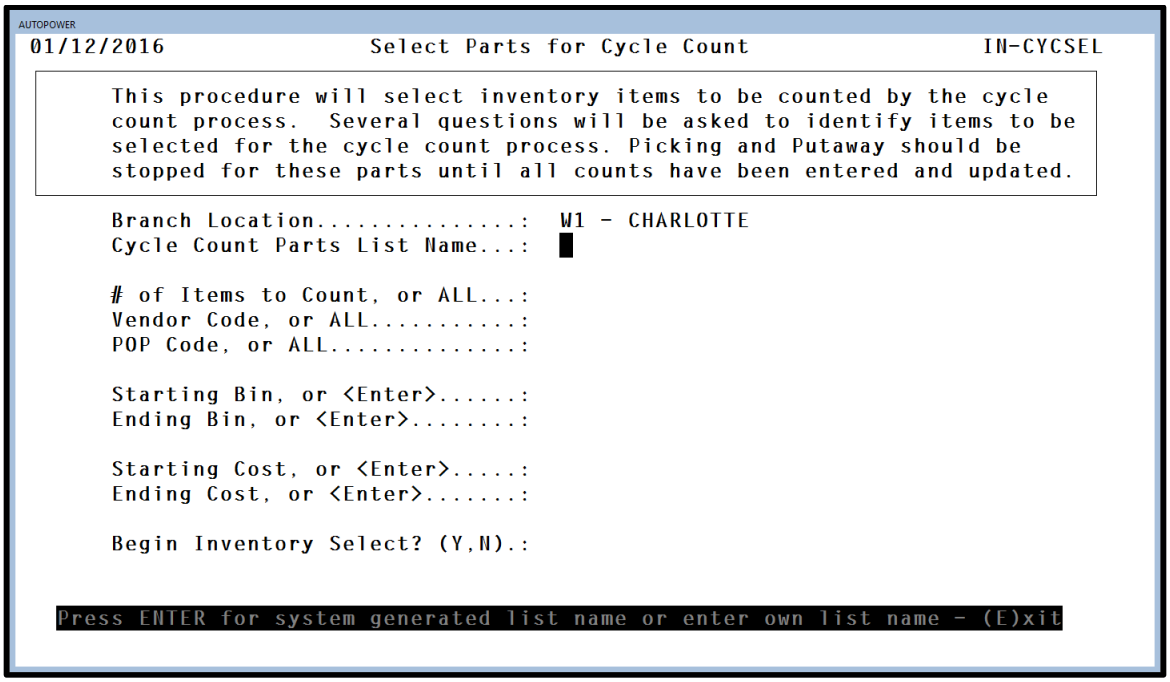


After making the appropriate selection the following screen will display:



The location that is assigned to your user name will default, press **ENTER**. Type in "**Y" and** press **ENTER** to accept this location.

The following Select Parts for Cycle Count screen will display.



What you enter for the criteria on this screen will determine what parts will be included in the save-list. The save-list is created with the parts that you have chosen to count. **Reminder: You MUST reference this save-list name throughout the ENTIRE cycle count process**.

Field Descriptions:

Branch Location:

Enter the location of the branch where the parts are to be counted (i.e., W1).

Cycle Count List name:

Press **ENTER** to assign a Save List Name for this Cycle Count.

If a save-list of parts has already been created manually for the parts to be counted, type in the save-list name and press **ENTER**. The system will add the CYC as a prefix to your save-list name.

# of Items to Count or ALL:

Type in the number of parts to be counted or type in the word ALL and press **ENTER**. Be careful using the word ALL option in this field. It should only be used with the vendor, popcode, bin or cost filters or the resulting selection will approach the entire warehouse.

Vendor Code or ALL:

Enter the 3-digit vendor code for the parts that you want to count or enter ALL to select all vendors and parts. After entering the vendor code, press **ENTER**.

POP Code or ALL:

Enter the POP Codes that you want to count. For example, if you want to count only the parts in the FRA line that are a POP code of A, this will select only those parts to be included in the save-list. If you want to count all POP codes, type ALL and press **ENTER** to advance to the next field. The purpose of this field is to tell the system which POP code to include in your save-list. If no entry is entered in this field, ALL will be the default. If you request to count 100 parts for popcode "A" and there are only 65 parts with the popcode of "A", the system will only select these 65 parts.

Starting Bin, or <Enter>:

This field gives you the ability to count only certain parts based on their bin location. Enter the beginning bin number in a range. To include all bin numbers, press **ENTER** through this field.

Ending Bin, or <Enter>:

If counting parts by bin then enter the ending bin location in the range. To include all bin numbers, press **ENTER** through this field.

Starting Cost, or <Enter>:

This field allows you to select parts to count based on cost range. Enter the beginning cost for the range. Press **ENTER** through this field to include any and all prices.

Ending Cost, or <Enter>:

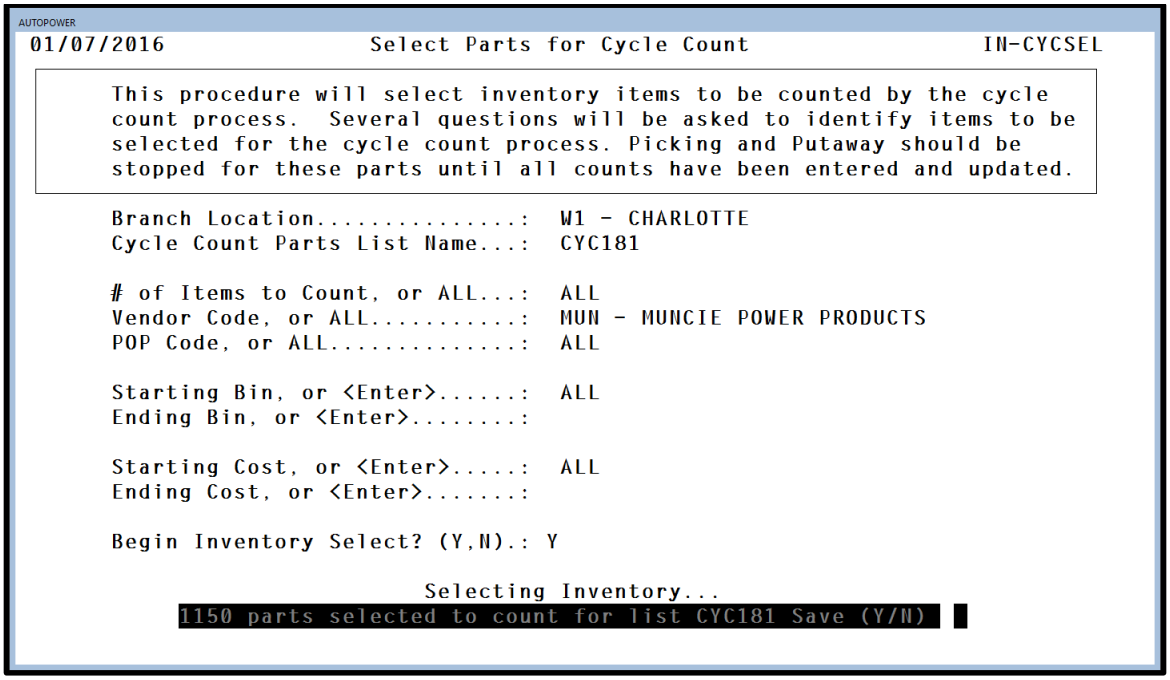
This field is used to enter the ending cost in the range. To include all Cost Ranges press **ENTER**.

Begin Inventory Select? (Y, N):

If you answer **Y** for Yes, you will continue with the Cycle Count process and the system will select the part numbers to count based on the criteria entered on this screen. If you answer **N** for no, the cursor will go back to the Enter Branch Location.

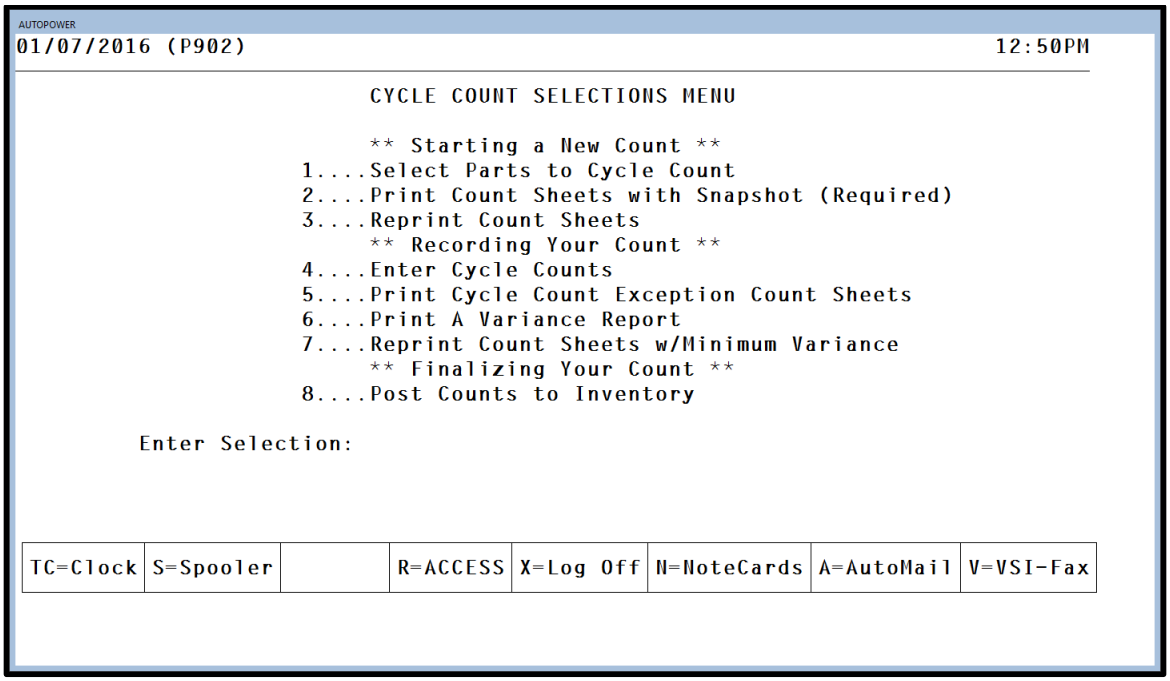
After the parts have been selected for the cycle count the prompt will display the # of parts selected in the count and the list name. Example CYC3 Save Y/N. Type in **Y** and press **ENTER** to save the list of parts to be counted.

You will now refer to this save-list name throughout the rest of the Cycle Count process.

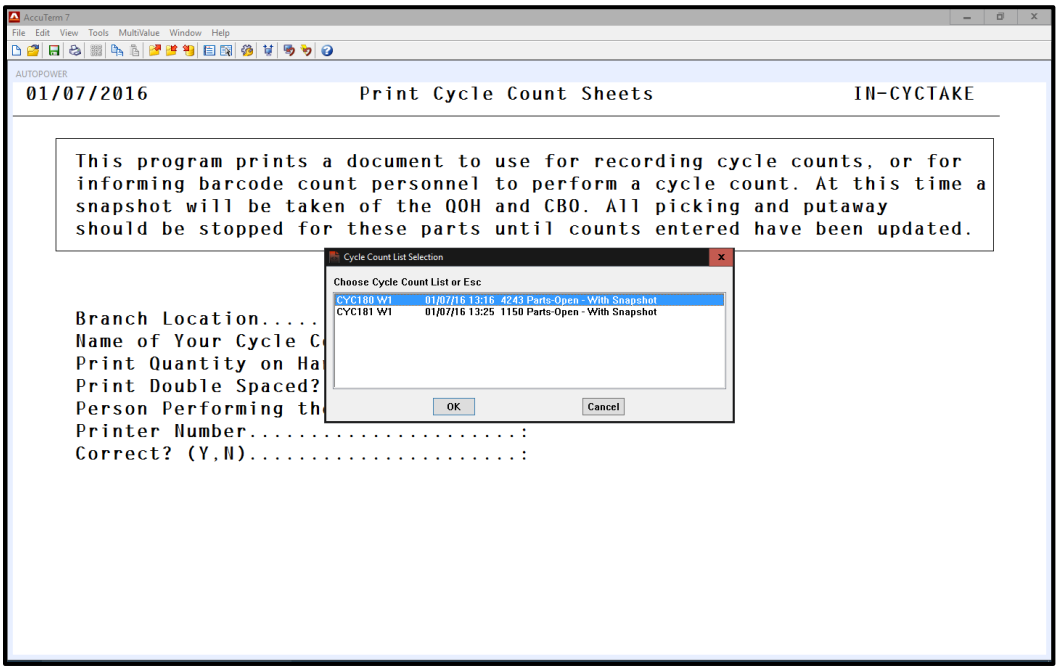


Section 1.3 – Print Count Sheets with Snapshot (Required)

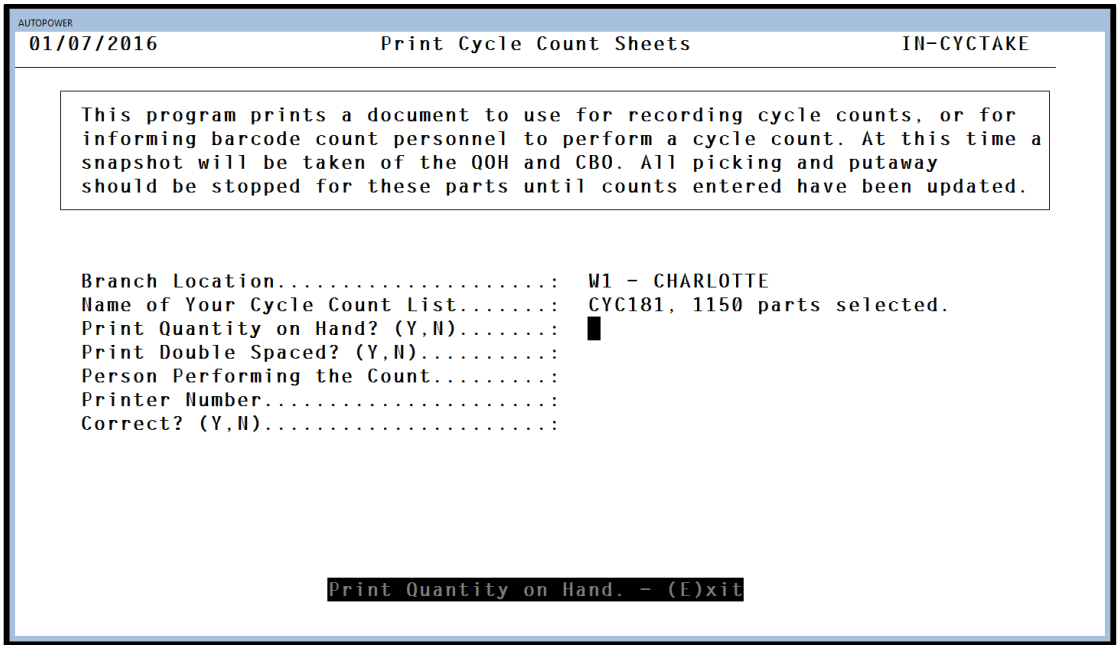
The Print Count Sheets with Snapshot (Required) menu option is used to create a print out of the parts that were selected when the Select Parts to Count option was initiated. When printing the Count Sheets, you will select from the dialogue box the save-list name to tell the system what parts to print. The count sheet provides an input area under the NEW Q-O-H column for you to write in the shelf count. You will then use the information written on this sheet when entering the counts into the system.



After selecting Print Count Sheets with Snapshot (Required) option, the following screen will display:



Select the save list of parts to be counted and click on OK.



You will be prompted at the bottom of the screen to confirm that you have selected save-list CYC181 for W1 location and that it contains 1150 parts.

Field Descriptions

Branch Location (W1, W2, W3):

The Branch Location will display. This is the same branch location that you entered in the first step when selecting parts to count.

Cycle Count List Name:

The same save-list name that was created and selected during the Select Parts to Count process will display.

Print Quantity on Hand (Y, N)?:

Enter a **Y if y**ou would like the current quantities on hand for these parts to print on the count sheet. If not, then enter an **N and** the Q-O-H will not print on the worksheet.

Print Double Space Report (Y,N)?:

If you would like the Count Sheets double spaced, enter a **Y at t**his prompt. If not, enter an **N and** the report will be single-spaced.

Person Performing the Count:

A dialogue box will display so that the operator who is performing the count can be selected.

Printer Number:

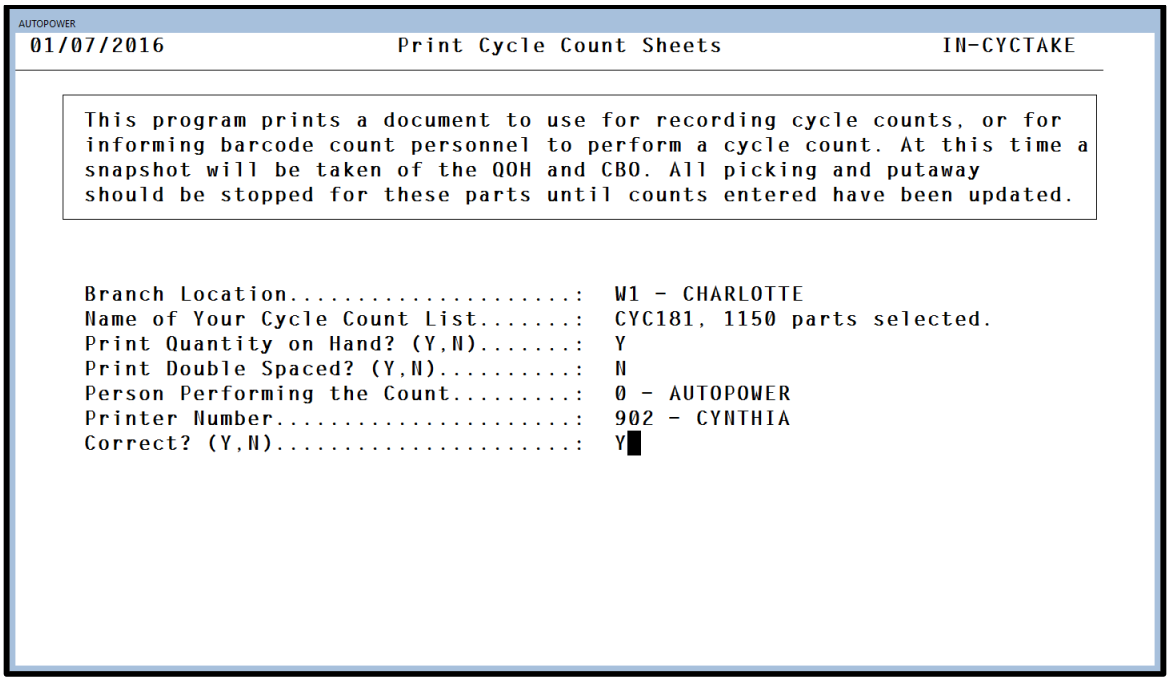
Type in the printer number where the count sheets are to print. This must be a valid AutoPower printer. The operators default printer number will display. You can also type in a "?" to select another printer.

Correct (Y, N)?:

If all the information entered in previous fields is correct then enter a **Y to p**roduce the count sheets. If you answer **N for** No, the cursor will return to the Enter Location field.

The Count Sheet will provide who did the shelf count and also a space to write who checked the count.

At this time a snapshot of the QOH before the counting begins will be completed as shown below. This will allow for a Before and After QOH to display on the count sheets for variances and comparisons.



The information provided in Count Sheets is as follows.

Bin is the column where the bin number for the part will print**. If a bin number does not print in this column that means a primary bin number was not entered in the Inventory Status Maintenance for this part.**

QOH is the column where the current quantity on hand will display if you responded **Y to p**rint the Q-O-H.

CBO is the column where the customer committed by order will display.

VND Part Column will print the vendor and part number.

UOM Column will print the unit of measure for this part number that is in the Inventory File.

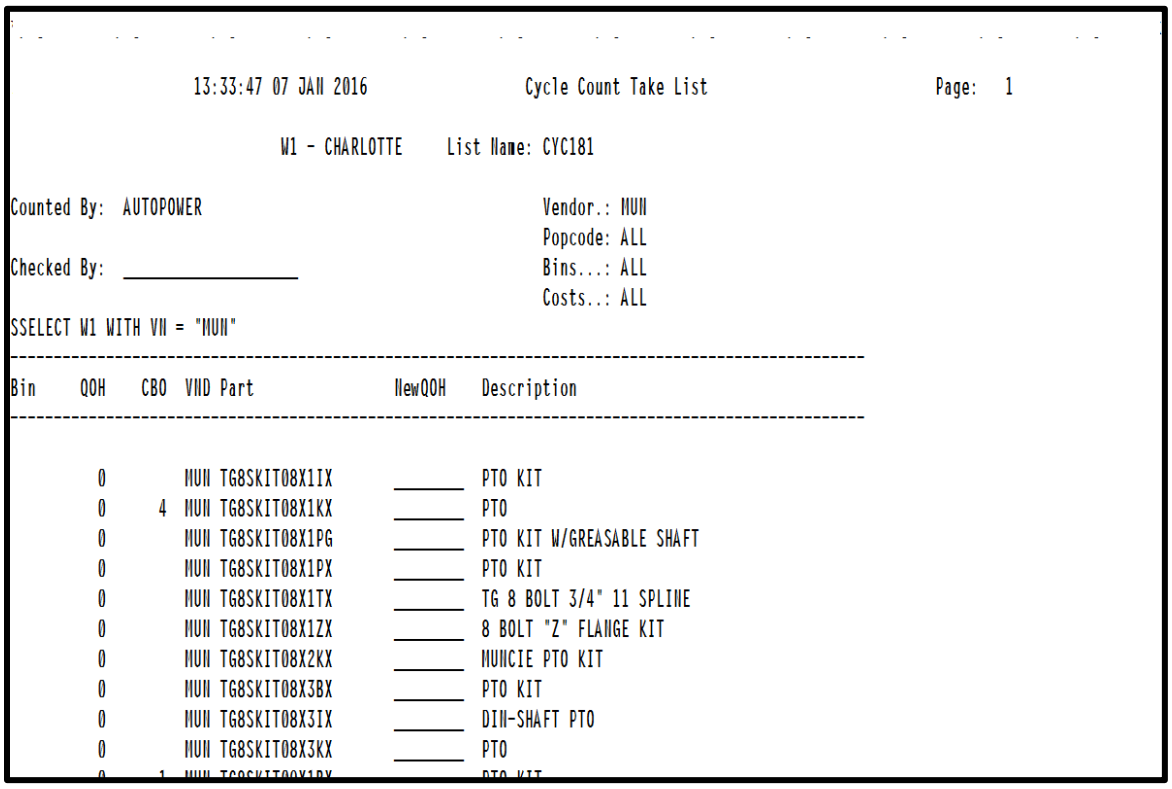
New QOH is the column that will print a blank line so you can enter the new shelf count for this part number.

Description is the long description of the part number.

NOTE: The selections you made in the first option, Select Parts to Count, will determine if all of the above information prints. If you specified to print the report by part number, it will print in order of part number. If you selected by bin number, it will print in bin number order.

If you answer **N to t**he prompt **Print Quantity on Hand?**, the Q-O-H column will not print any values.

Below is an example of the Cycle Count Sheet listing the first part number.



13:33:47 07 JAN 2016 Cycle Count Take List Page: 1

W1 - CHARLOTTE List Name: CYC181

Counted By: AUTOPOWER
Vendor.: MUN
Popcode: ALL
Checked By: _____
Bins...: ALL
Costs..: ALL

SSELECT W1 WITH VN = "MUN"

Bin	QOH	CBO	VND Part	NewQOH	Description
	0		MUN TG8SKIT08X1IX	_____	PTO KIT
	0	4	MUN TG8SKIT08X1KX	_____	PTO
	0		MUN TG8SKIT08X1PG	_____	PTO KIT W/GREASABLE SHAFT
	0		MUN TG8SKIT08X1PX	_____	PTO KIT
	0		MUN TG8SKIT08X1TX	_____	TG 8 BOLT 3/4" 11 SPLINE
	0		MUN TG8SKIT08X1ZX	_____	8 BOLT "Z" FLANGE KIT
	0		MUN TG8SKIT08X2KX	_____	MUNCIE PTO KIT
	0		MUN TG8SKIT08X3BX	_____	PTO KIT
	0		MUN TG8SKIT08X3IX	_____	DIN-SHAFT PTO
	0		MUN TG8SKIT08X3KX	_____	PTO
	0	1	MUN TG8SKIT08X1RX	_____	PTO KIT

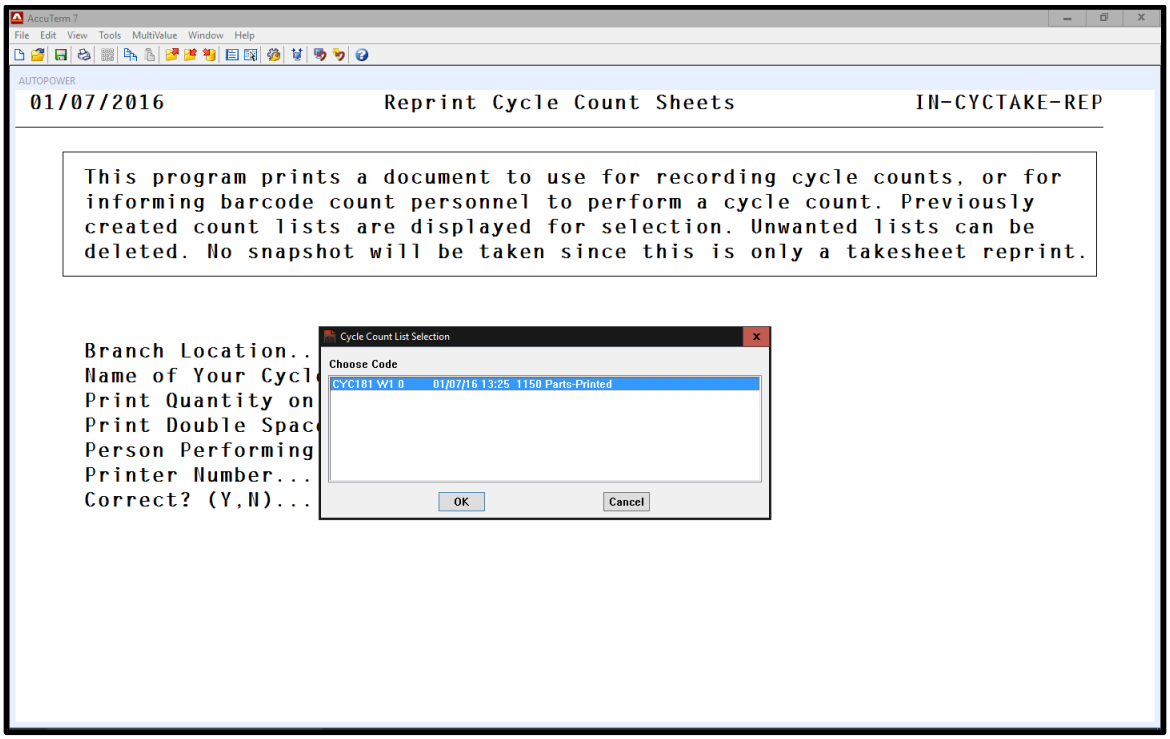
Note: From the time the Snap shot is taken, until the parts are actually counted, no activity should be taking place on with these parts. This includes pulling parts for an order, invoicing and receiving. Once the parts have been physically counted and the counts have been entered into the computer, work may continue as normal.

Section 1.4 – Reprint Cycle Count Sheets

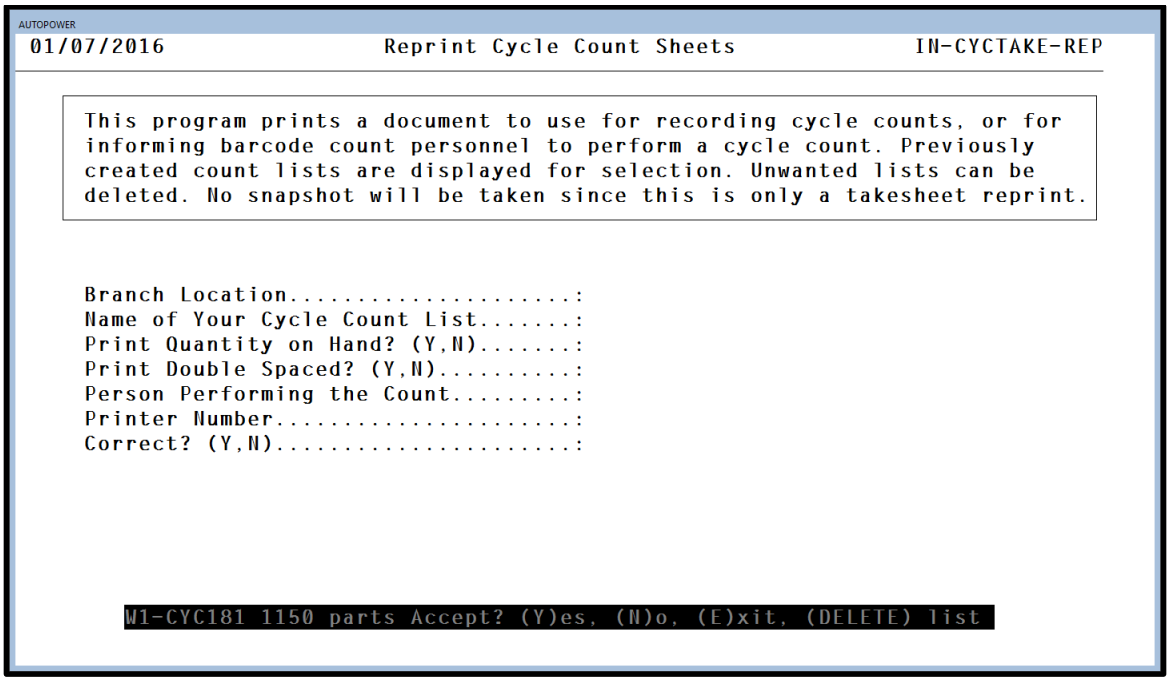
This program prints a document to use for recording cycle counts, or for informing barcode count personnel to perform a cycle count. Previously printed count lists are displayed for selection in a dialogue box. Unwanted lists can be deleted. No snapshot will be taken since this is only a count sheet reprint.

Select the Save-List Cycle Count sheet to be reprinted from the dialogue box. Click OK.

Note: If the Count Sheets were never printed, they will not display in this screen.



Once you have selected the Save-List for the Cycle Count sheets that you wish to print the screen below will display.



Field Descriptions

Branch Location (W1, W2, W3):

The Branch Location will display. This is the same branch location that you entered in the first step when selecting parts to count.

Cycle Count List Name:

The same save-list name that was created and selected during the Select Parts to Count process will display.

Print Quantity on Hand (Y, N)?:

Enter a **Y if y**ou would like the current quantities on hand for these parts to print on the count sheet. If not, then enter an **N and** the Q-O-H will not print on the worksheet.

Print Double Space Report (Y, N)?:

If you would like the Count Sheets double spaced, enter a **Y at t**his prompt. If not, enter an **N and** the report will be single-spaced.

Person Performing the Count:

A dialogue box will display so that the operator who is performing the count can be selected.

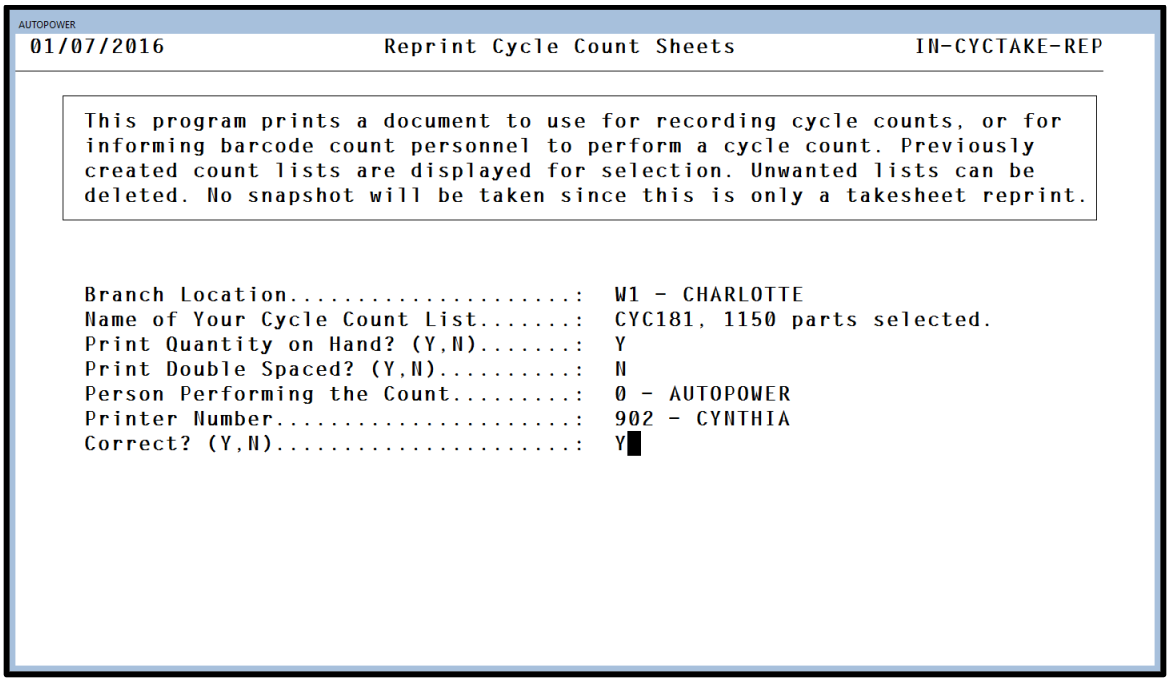
Printer Number:

Type in the printer number where you would like the Count sheets to print. Must be a valid AutoPower printer. The operators default printer number will display. You can also type in a "?" to select another printer.

Correct (Y, N)?:

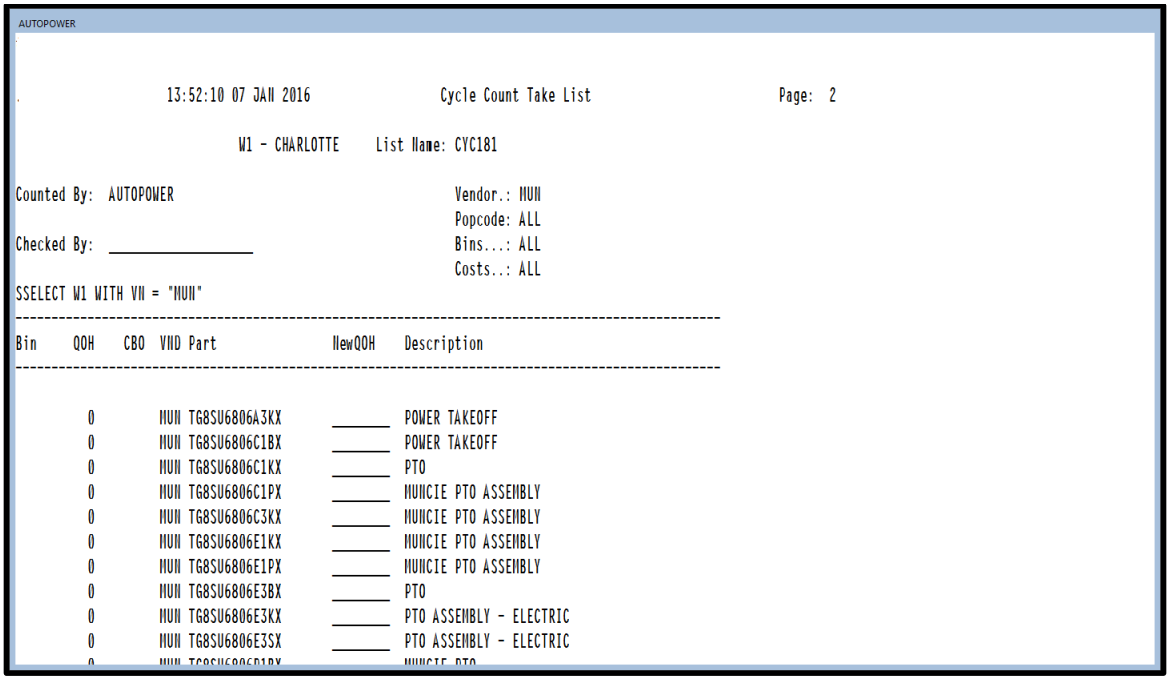
If all the information entered in previous fields is correct then enter a **Y to p**roduce the count sheets. If you answer **N for** No, the cursor will return to the Enter Location field.

The Count Sheet will provide who did the shelf count and also a space to write who checked the count.



Below is an example of a Reprint Cycle Count Sheet.

It will be titled as a Reprint Cycle Count Sheet.



AUTOPOWER

13:52:10 07 JAN 2016 Cycle Count Take List Page: 2

W1 - CHARLOTTE List Name: CYC181

Counted By: AUTOPOWER Vendor.: MUN
Popcode: ALL
Checked By: _____ Bins...: ALL
Costs..: ALL

SSELECT W1 WITH VN = "MUN"

Bin	QOH	CBO	VND Part	NewQOH	Description
	0		MUN TG8SU6806A3KX	_____	POWER TAKEOFF
	0		MUN TG8SU6806C1BX	_____	POWER TAKEOFF
	0		MUN TG8SU6806C1KX	_____	PTO
	0		MUN TG8SU6806C1PX	_____	MUNCIE PTO ASSEMBLY
	0		MUN TG8SU6806C3KX	_____	MUNCIE PTO ASSEMBLY
	0		MUN TG8SU6806E1KX	_____	MUNCIE PTO ASSEMBLY
	0		MUN TG8SU6806E1PX	_____	MUNCIE PTO ASSEMBLY
	0		MUN TG8SU6806E3BX	_____	PTO
	0		MUN TG8SU6806E3KX	_____	PTO ASSEMBLY - ELECTRIC
	0		MUN TG8SU6806E3SX	_____	PTO ASSEMBLY - ELECTRIC
	0		MUN TG8SU6806G1PX	_____	MUNCIE PTO

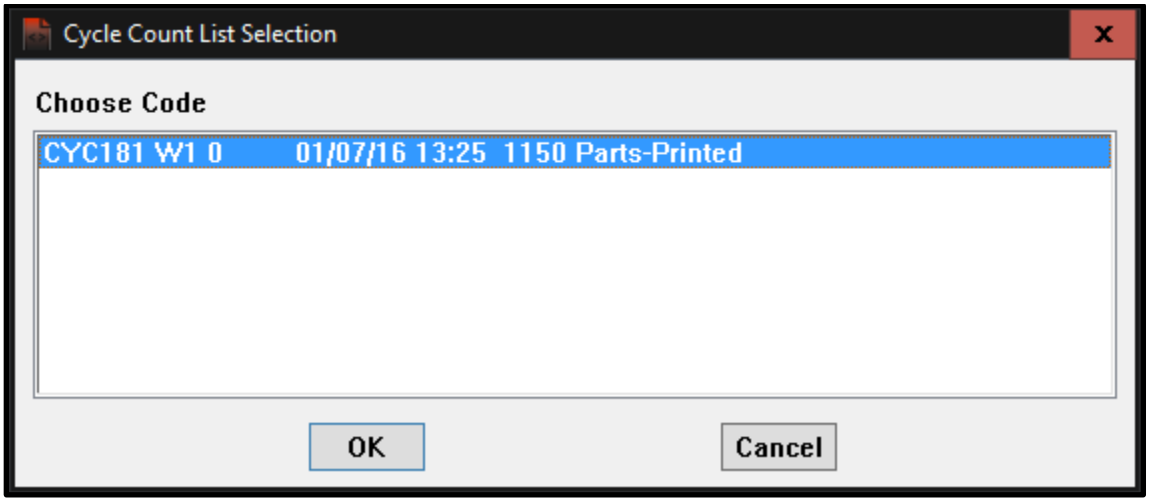
Section 1.5 - Enter Cycle Counts

Once you have completed the shelf count of the parts selected, it is time to enter the Cycle Counts. As you counted the parts on the shelves, you wrote the number on the Cycle Count Sheets. This step is used to transfer those numbers from the Count sheet to the computer system.

From the Physical Inventory Menu, select the Cycle Counts Menu. This will display your options for the Cycle Count Process.

From the Cycle Count Menu, select Enter Cycle Counts.

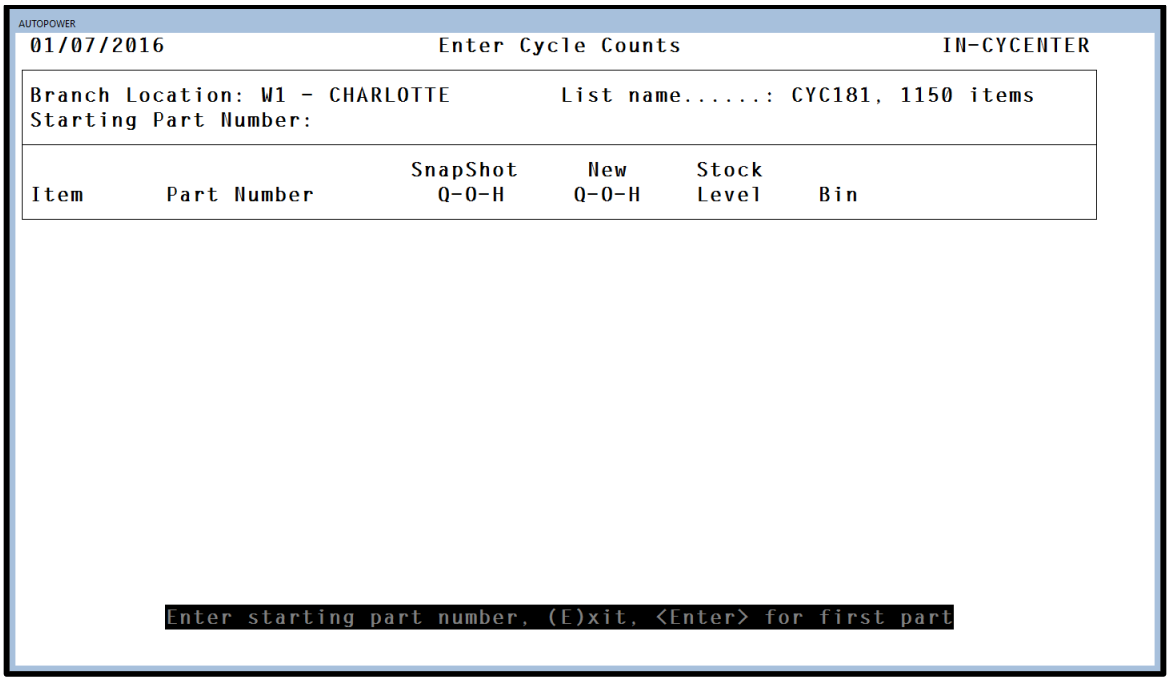
The dialogue box below will display prompting you to select the save-list for the Count sheet save- list name, followed by location, operator number, date when the cycle count list was created and time. How many parts were in the save-list and the status of the parts. The status of Parts – Printed means that the count sheets were printed. The status of Parts-Entered means that the parts on the count sheet have been counted and the counts have been entered into the system.



In this dialogue box select the cycle count save-list for the count sheet that contains the parts that have been counted. The Cycle Count save-list name will be printed on your Count sheet.

Click on OK once you have highlighted the save-list **or Click on Cancel** to exit this screen.

When you select the save-list for the count sheet for the parts that have been printed and clicked ok. The screen below will display.



Field Descriptions:

Location:

The location will default to the location that was assigned to the save-list that was selected in the previous screen.

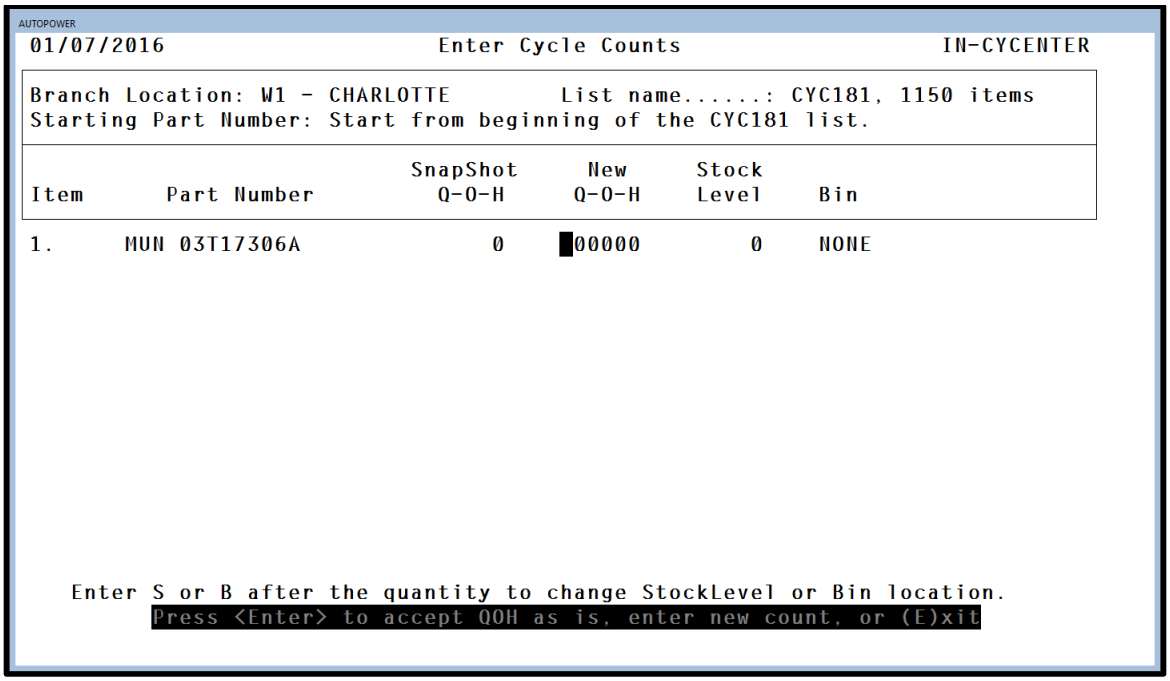
List Name:

The List Name that was assigned to list of part numbers will default along with the number of part numbers in the list.

Enter Starting Part Number:

Enter the first part number from where you want to start entering new quantities on hand. If you do not know the part number or you want to start with the first part number in the save-list, press **ENTER** and the first part number in the save-list will display.

**Also, in this field is where you would enter in a part number that may have an exception or a variance correction needed further down in the processing of the cycle count process.



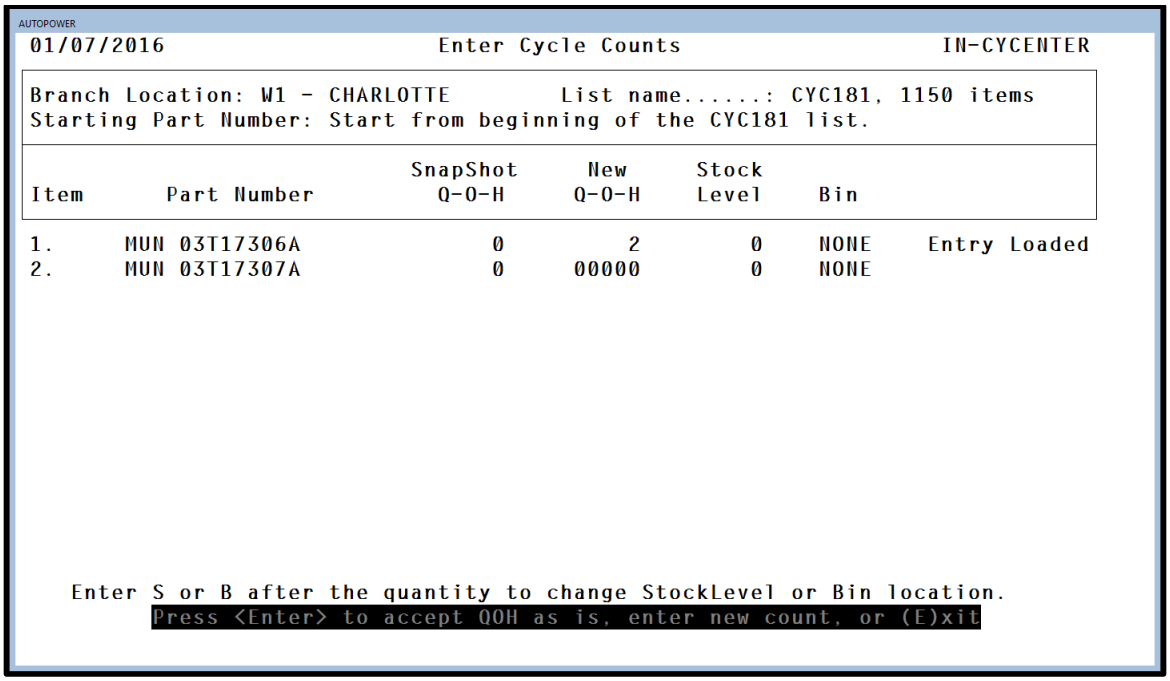
You can also type in **E to E**xit the screen at any time.

If you press **ENTER** at the Starting Part Number field, the following message will display.

Start from beginning of the CYCX list

The first part number will display on the screen with the Snap Shot Q-O-H and New Q-O-H as being 00000.

The cursor will blink under the New QOH column. Enter the new quantity on hand from your Count sheet and then press **ENTER** and the following message will display to the right of the screen.



Entry Loaded

To accept the quantity already in this field, press **ENTER** without making an entry.

Accept as is

At the bottom of the screen, the following message will display:

"**Enter S or B to change Stock Level or Bin Location**."

You may also change the stock level of this part at this time. To change the stock level, enter new QOH followed by the **S (i.e**.:10S). This will advance the cursor to the stock level column to give you the opportunity to change the stock level.

You may also change the Bin Location for this part at this time. To change the bin location, enter the new QOH followed by the letter **B (i.e**.: 10B). This will advance the cursor to the Bin column to give you the opportunity to change the Bin location.

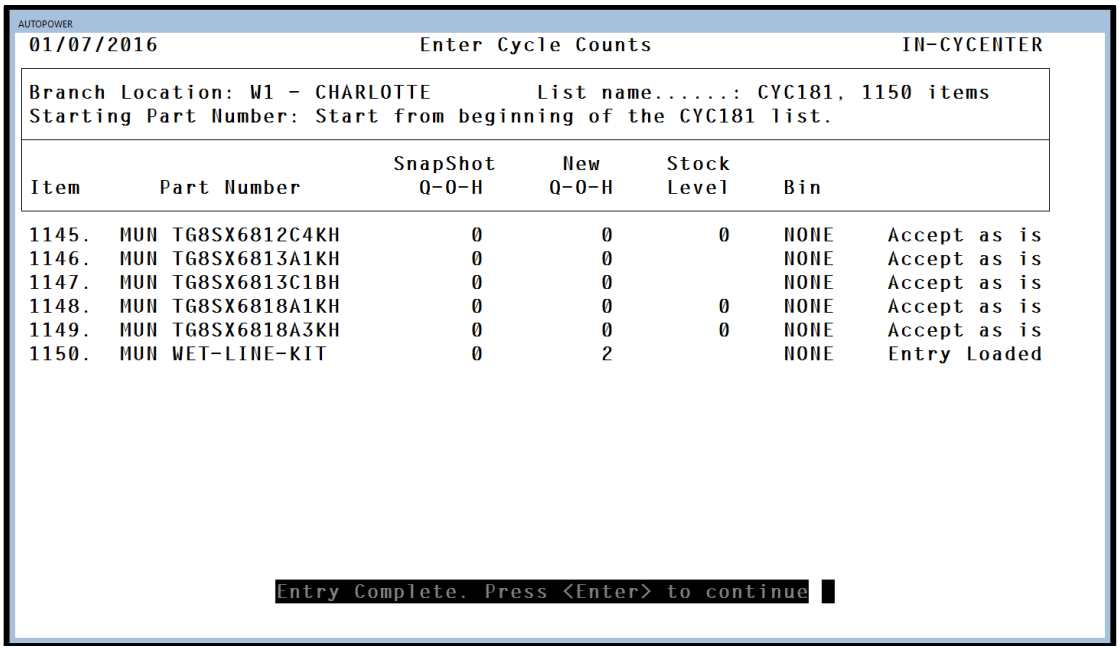
You may also change the Stock Level and the Bin location at the same time. To change both of these items, enter the new QOH followed by both letters **S and B (i.e**.: 10SB). The cursor will advance to the *Stock Level* column, then to the Bin location column to give you the opportunity to change both the Stock Level and the Bin location.

While entering the QOH for the part numbers and one of the part numbers does not have a cost in the Inventory Master Record you will be prompted to enter the cost.

Cost missing for part LUB1000 please enter

If you should get to a part number that is in a count list that is still in process that had some sort of activity during the cycle count process (suppose to be a quiet time) then you will see an **Activity Alert! Stating that the QOH before =2, QOH Now = 1, CBO before = 1 and now the CBO = 2**, you will have a chance to accept the count or discard the count. Suggestion would be to discard it until you find out what happened during the cycle count process to this part number. Discarded part numbers will then become eligible to be selected in another cycle count process.

When entering the new QOH for all of the part numbers in the save-list has been completed, the following prompt will display at the bottom of the screen.



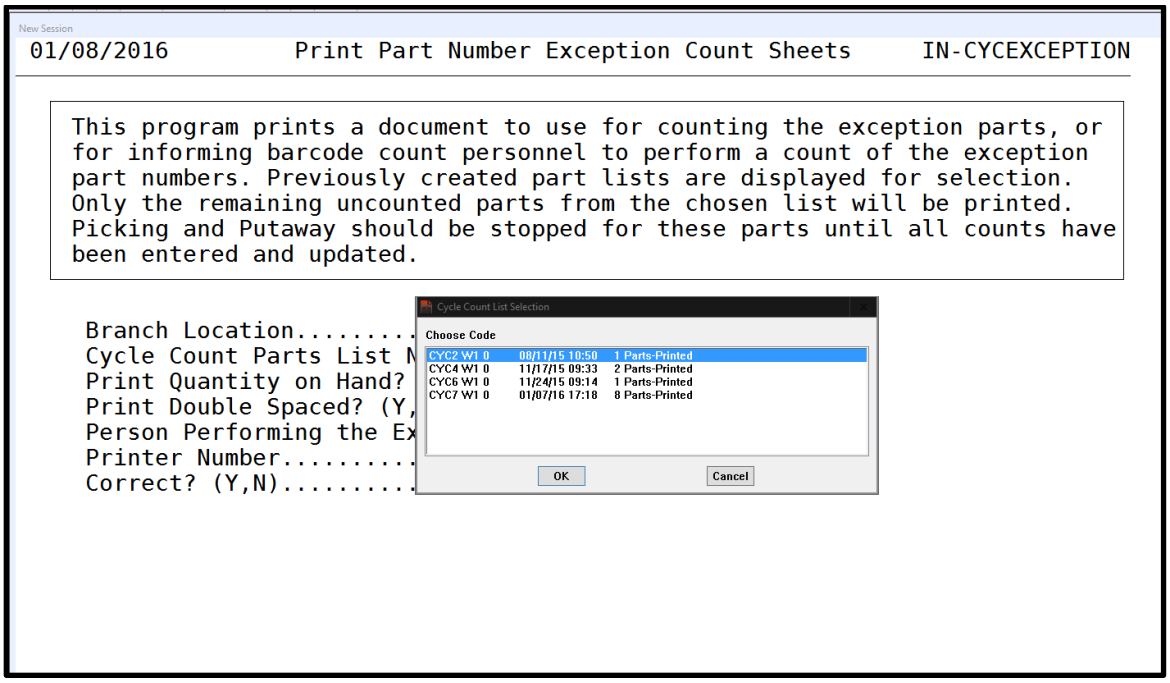
After entering in the New QOH at the end of the save-list you will be prompted Entry complete, Press **ENTER**.

Press **ENTER** again to return to the Cycle Counts Menu. Now you are ready to proceed to the next step.

Tip: If you encounter multiple alerts in a list you may want to go back to the reprint screen and delete the entire count list and make all part numbers eligible for a new cycle count process. This means that there was no quiet time in respect during the cycle count process for this list of parts and you can start over.

Section 1.6 – Print Cycle Count Exception Count Sheets

This program prints a document to use for counting the exceptions parts, or for informing barcode count personnel to perform a count of the exception part numbers. Previously created part lists are displayed for selection. Only the remaining uncounted parts that may have been skipped during the initial shelf count will print from the chosen list in the dialogue box. Picking and Putaway should be stopped for these parts until all counts have been entered and updated.



Field Descriptions

Branch Location (W1, W2, W3):

The Branch Location will display. This is the same branch location that you entered in the first step when selecting parts to count.

Cycle Count List Name:

Select the same save-list name that was created and selected during the Select Parts to Count and Enter Count process.

Print Quantity on Hand (Y, N)?:

Enter a **Y if y**ou would like the current quantities on hand for these parts to print on the re-count Count sheet. If not, then enter an **N and** the Q-O-H will not print on the re-count take sheet.

Print Double Space Report (Y, N)?:

If you would like the Exception Count Sheets double spaced, enter a **Y at t**his prompt. If not, enter an **N and** the report will be single-spaced.

Person Performing the Exception Count:

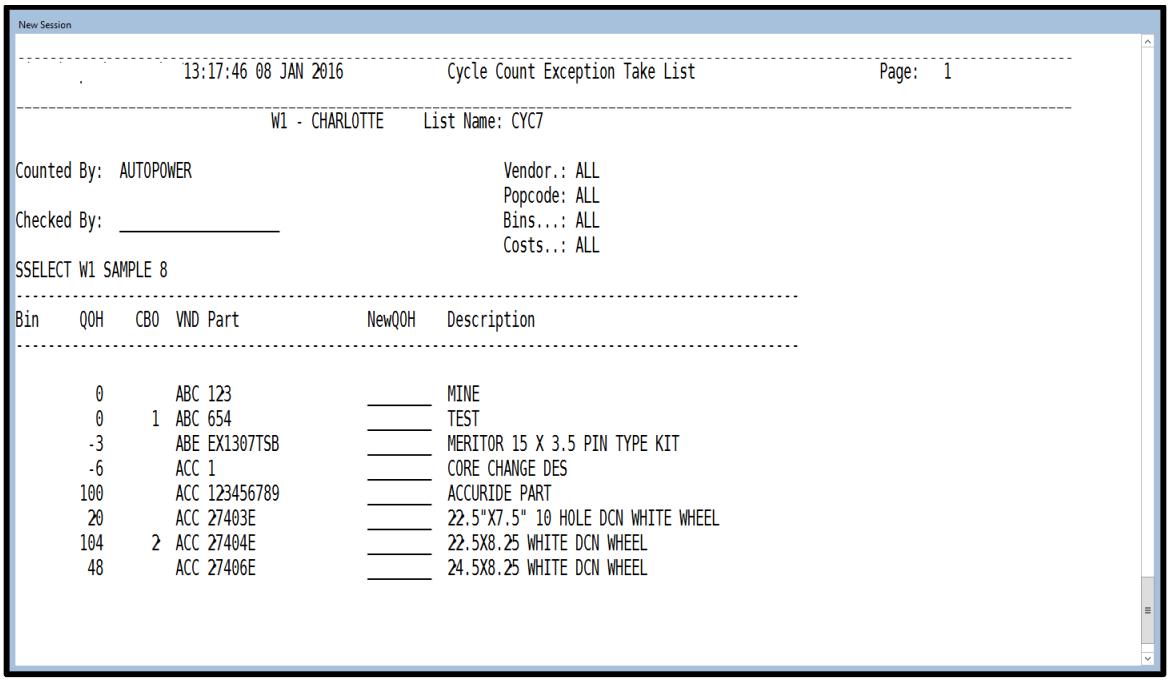
A dialogue box will display so that the operator who is performing the re- count can be selected.

Printer Number:

Type in the printer number where you would like the re-count sheets to print. Must be a valid AutoPower printer. The operators default printer number will display. You can also type in a "?" to select another printer.

Correct (Y, N)?:

If all the information entered in previous fields is correct then enter a **Y to p**roduce the Re-Count take sheets. If you answer **N for** No, the cursor will return to the Enter Location field.



Section 1.7 - Print A Variance Report

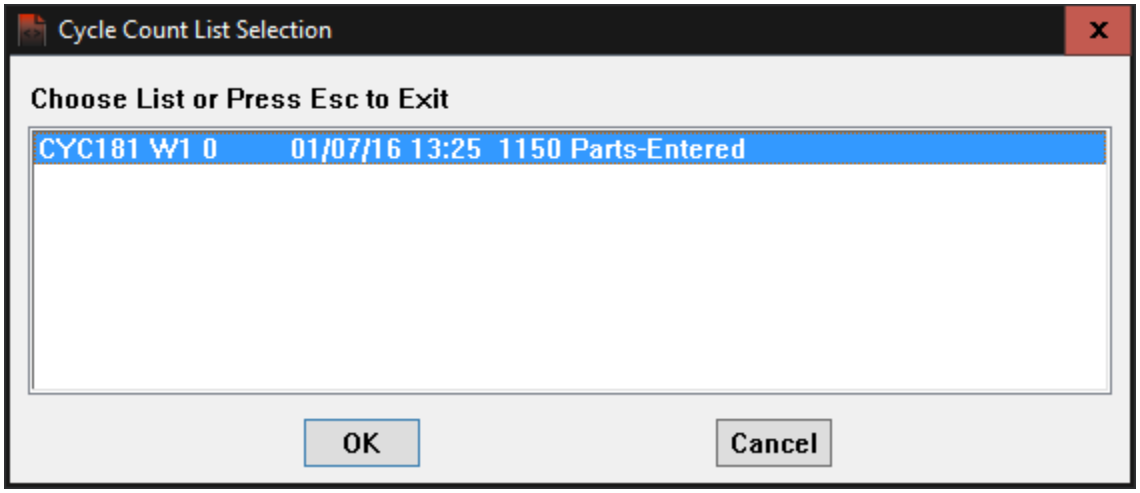
The purpose of the Variance Report is to list the discrepancies between the quantities saved when performing the snap shot function and the quantities entered in the previous option.

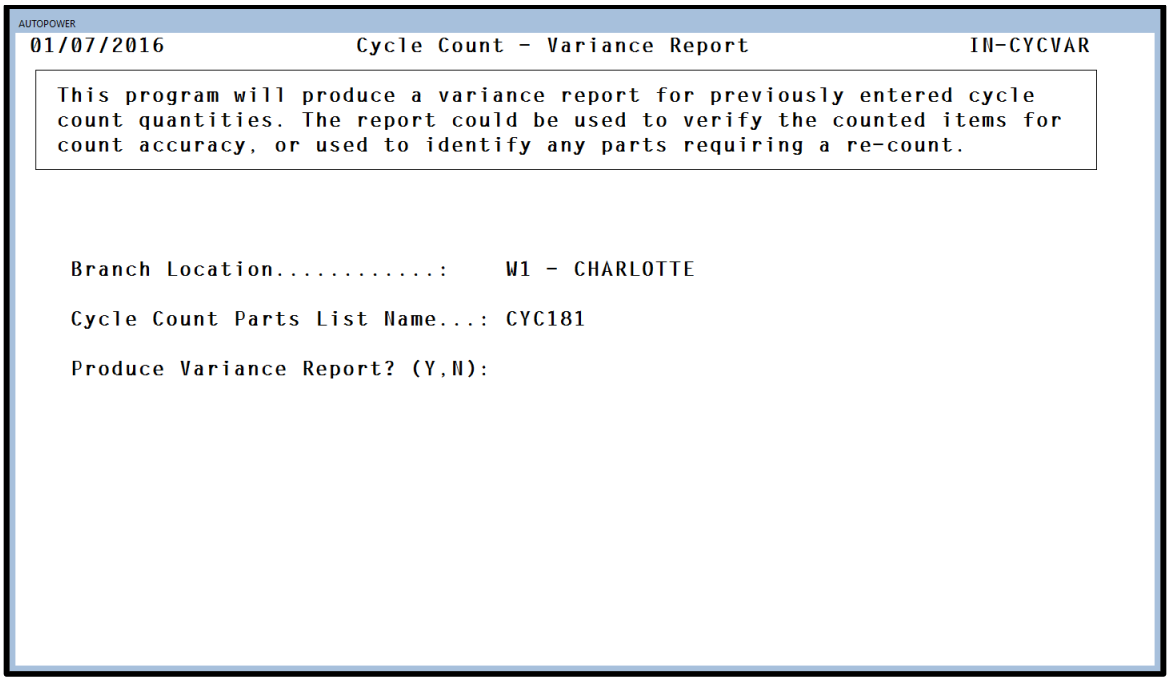
This report should be printed after all the counts have been entered into the system. This Inventory Variance Report will compare the Quantity on Hand against the actual shelf count and compute the unit and dollar variance of each inventory item.

From the Physical Inventory Menu, select the Cycle Counts Menu.

From the Cycle Counts Menu, select Print a Variance report. This will display the Cycle Count List Selection Screen.

Select the CYC List that you would like print the variance report for and press the OK button.





Field Descriptions:

Branch Location:

The Warehouse location will default to the list of parts that were counted and entered into the previous screen. (i.e.: W1)

Cycle Count Parts List Name:

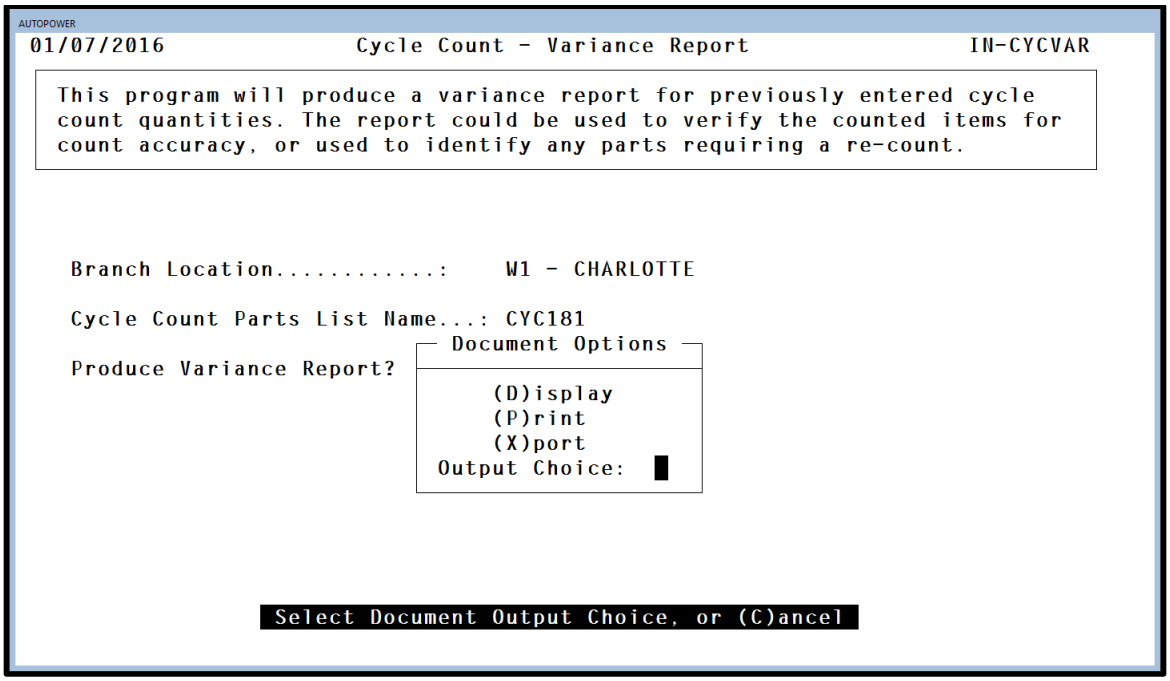
The save-list name you have been using throughout the Cycle Counts process (i.e. CYCXXX). will display.

Printer Number:

Printer Number field will be blank but a dialogue box will display so that you may select your printer number. After selecting the printer number, the number will display in this field.

Print Variance Report? (Y, N):

If you want to print the part numbers that have a variance between the snap shot quantity and the actual shelf count quantity, answer **Y for** Yes.



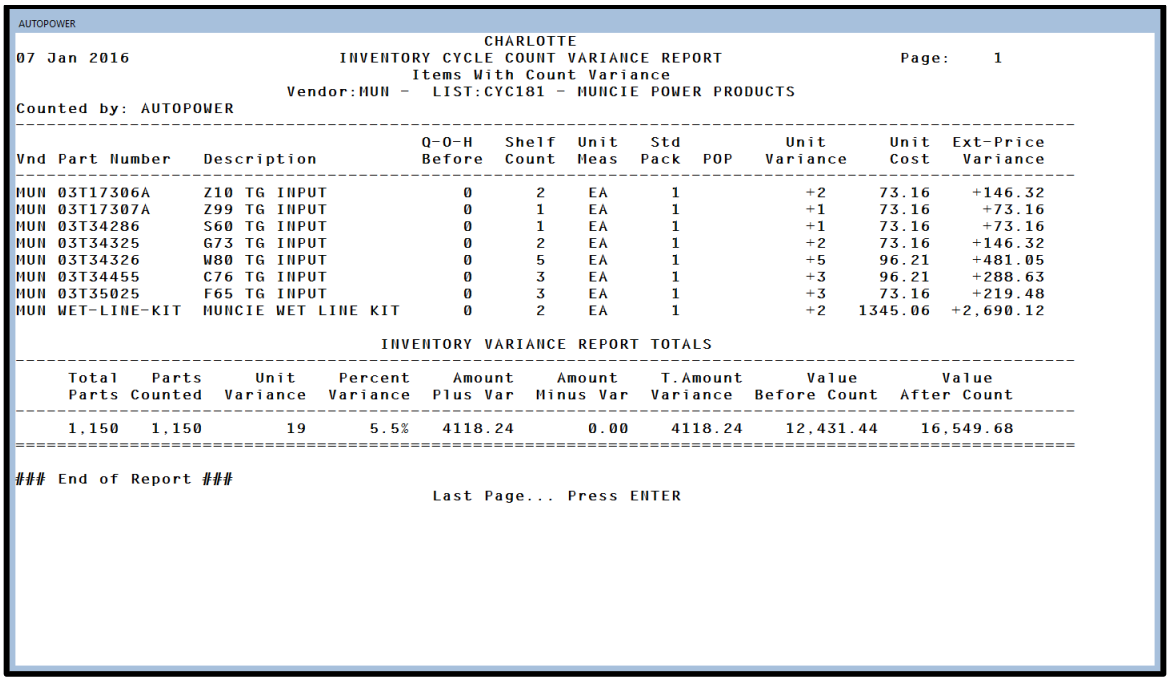
Select Document Output Choice or Cancel.

Type in D and press **ENTER** to display the report to the screen.

Type in P and press **ENTER** to print the report to the printer that you selected.

Type in X and press **ENTER** to Export the report to Excel. You will be asked to enter in a path.

Type in C and press **ENTER** to Cancel printing the variance report.



AUTOPOWER

CHARLOTTE

07 Jan 2016 INVENTORY CYCLE COUNT VARIANCE REPORT Page: 1

Items With Count Variance

Vendor:MUN - LIST:CYC181 - MUNCIE POWER PRODUCTS

Counted by: AUTOPOWER

Vnd	Part Number	Description	Q-O-H Before	Shelf Count	Unit Meas	Std Pack	POP	Unit Variance	Unit Cost	Ext-Price Variance
MUN	03T17306A	Z10 TG INPUT	0	2	EA	1		+2	73.16	+146.32
MUN	03T17307A	Z99 TG INPUT	0	1	EA	1		+1	73.16	+73.16
MUN	03T34286	S60 TG INPUT	0	1	EA	1		+1	73.16	+73.16
MUN	03T34325	G73 TG INPUT	0	2	EA	1		+2	73.16	+146.32
MUN	03T34326	W80 TG INPUT	0	5	EA	1		+5	96.21	+481.05
MUN	03T34455	C76 TG INPUT	0	3	EA	1		+3	96.21	+288.63
MUN	03T35025	F65 TG INPUT	0	3	EA	1		+3	73.16	+219.48
MUN	WET-LINE-KIT	MUNCIE WET LINE KIT	0	2	EA	1		+2	1345.06	+2,690.12

INVENTORY VARIANCE REPORT TOTALS

Total Parts	Parts Counted	Unit Variance	Percent Variance	Amount Plus Var	Amount Minus Var	T.Amount Variance	Value Before Count	Value After Count
1,150	1,150	19	5.5%	4118.24	0.00	4118.24	12,431.44	16,549.68

End of Report

Last Page... Press ENTER

Inventory Variance Report in Progress

When the report prints, it will reflect the following information. The header of the report will print as illustrated.

Location Used to Run Report
Cycle Count Variance Report
Items selected
Vendor: (Save-List Name)

The vendor code will print on a line by itself, followed by the part numbers.

---XXX---

Part Number will print the part number. This will not include the vendor code.

Description is the description of the part as entered in the Inventory Master Record.

Q-O-H Before is the quantity on hand before the part was counted on the shelf. This is the Snap Shot quantity.

Shelf Count is the actual quantity that was counted on the shelf and entered through the *Enter Physical option*.

Unit Meas is the unit of measure for this part. This information can also be found in the Inventory Master Record.
Standard Pack – is the purchase pack quantity.

POP is the POP code for this part which is pulled from the Inventory Master Record. It is the Local Pop Code.

Unit Variance is the difference between the snap shot quantity and the shelf count quantity. If the *New QOH* is higher than the *Before QOH*, this will be a positive number. If the *New QOH* is less than the *Before QOH*, this will be a negative number. If they are the same, a zero will print in this column.

Unit Cost is the WD-Cost of the part.

Ext-Price Variance is the cost of the difference between snap shot quantity and the shelf count quantity. This value is the result of the Unit Cost column figure multiplied by the *Unit Variance* column figure.

At the bottom of the page are the totals. This is the only information that would print if you answered Yes to **Print Totals Only**.

VND is the vendor code.

Total Parts is the total before quantity on hand for all parts combined. (i.e.: if you counted 14 parts, each part had a Before QOH of 10, the total that will print in the Total Parts column is 140.)

Parts Counted is the total shelf count for all parts combined. (i.e.: if you count 14 parts, the shelf count for each part was 9, the total that will print in the Parts Count column is 126.)

Unit Variance is the difference between the *Total Parts* and *Parts Counted*.

Percent Variance is the percent difference between the *Total Parts* and the *Parts Counted.*

Amount Plus Var will reflect a dollar amount if the *Parts Counted* is greater than the *Total Parts*.

Amount Minus Var will reflect a dollar amount if the *Parts Counted* is less than the *Total Parts*.

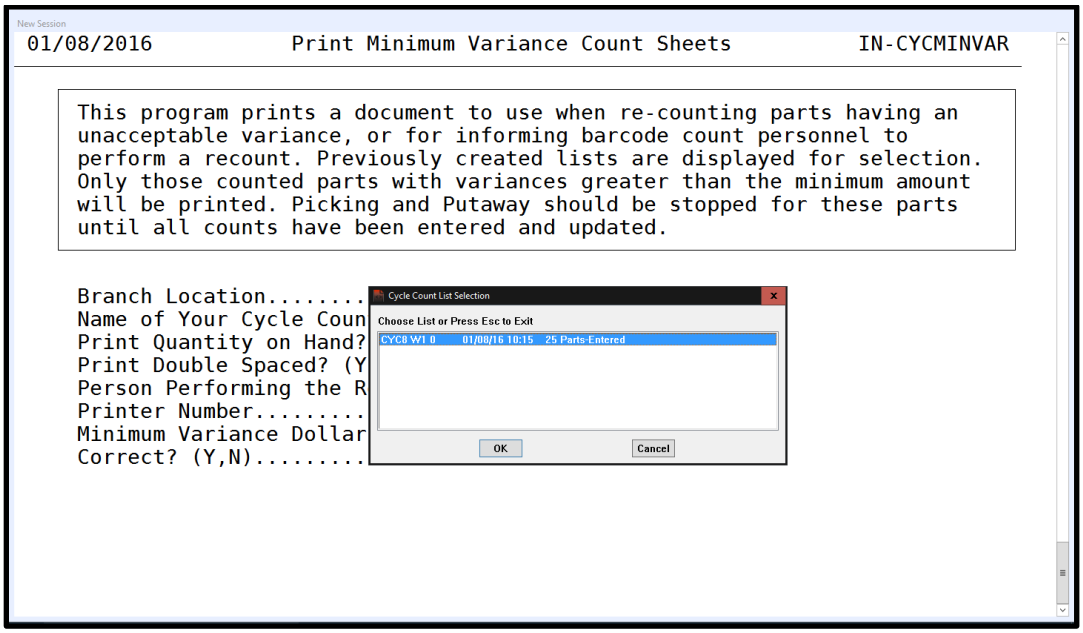
T. Amount Variance is the total dollar figure of the variance between the *Total Parts* and the *Parts Counted*.

Value Before Count will reflect the dollar cost of the parts included in the *Total Parts* figure before the shelf count was entered.

Value After Count will reflect the dollar cost of the parts included in the *Parts Counted* figure after the shelf count was entered.

Section 1.8 – Reprint Count Sheets w/Minimum Variance

This program prints a document to use when recounting parts that have an unacceptable variance, or for informing barcode count personnel to perform a recount. Previously created lists are displayed for selection. Only those counted parts with a variance greater than the minimum amount entered will be printed. Picking and Putaway should be stopped for these parts until all counts have been entered and updated.



Field Descriptions

Branch Location (W1, W2, W3):

The Branch Location will display. This is the same branch location that you entered in the first step when selecting parts to count.

Name of your Cycle Count List:

Select the same save-list name that was created and selected during the Select Parts to Count and entered process.

Print Quantity on Hand (Y, N)?:

Enter a **Y if y**ou would like the current quantities on hand for these parts to print on the re-count take sheet. If not, then enter an **N and** the Q-O-H will not print on the re-count take sheet.

Print Double Spaced Report (Y, N)?:

If you would like the Count Sheets double spaced, enter a **Y at t**his prompt. If not, enter an **N and** the report will be single-spaced.

Person Performing the Re- Count:

A dialogue box will display so that the operator who is performing the re- count can be selected.

Printer Number:

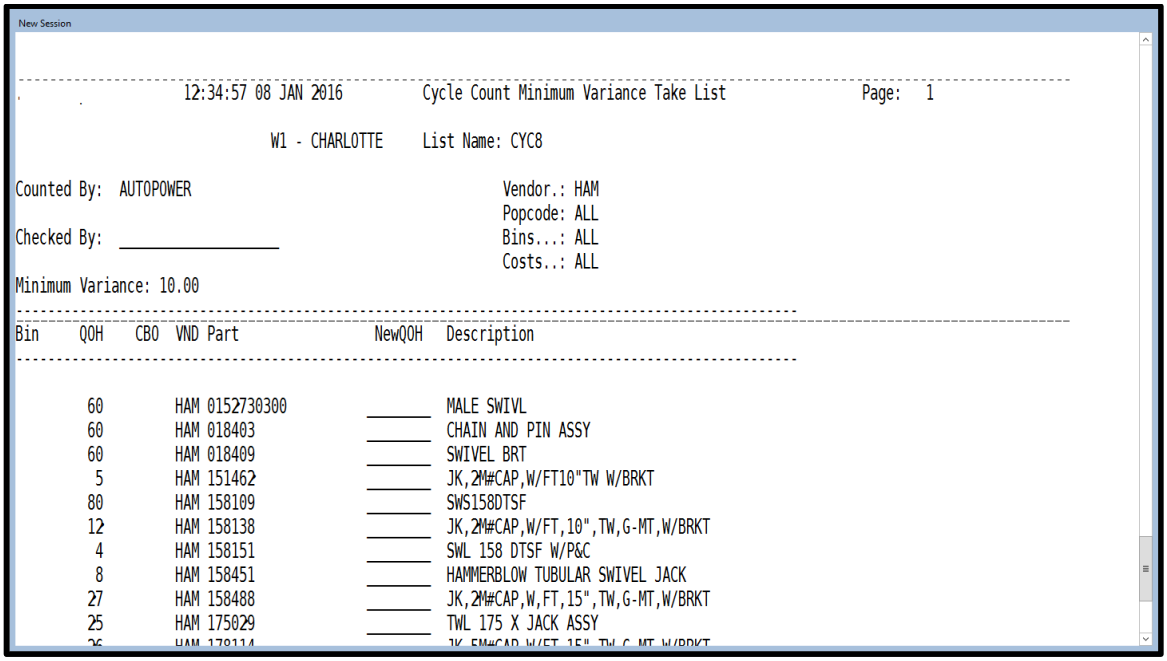
Type in the printer number where you would like the re-count take sheets to print. Must be a valid AutoPower printer. The operators default printer number will display. You can also type in a "?" to select another printer.

Minimum Variance Dollar Amount:

Type in the minimum variance dollar amount that is to print on the report.

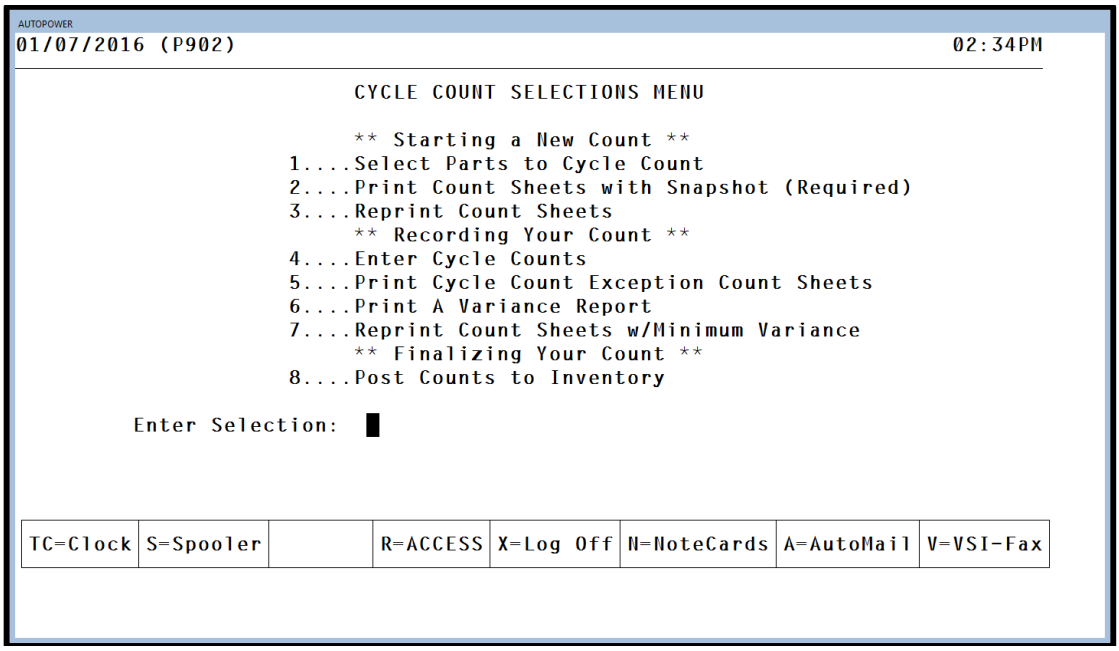
Correct (Y, N)?:

If all the information entered in previous fields is correct then enter a **Y to p**roduce the Re-Count take sheets. If you answer **N for** No, the cursor will return to the Enter Location field.



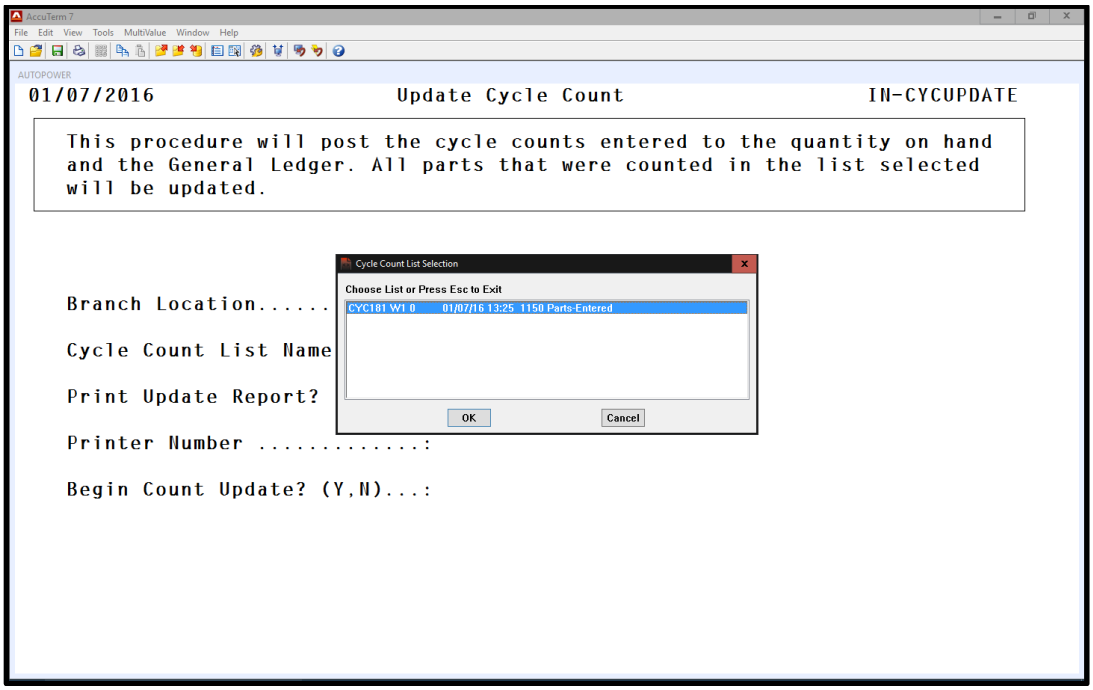
Section 1.9 – Post Counts to Inventory

Select the Post Counts to Inventory Option.



The dialogue below will display.

Select the Save list that was used during the complete Cycle Count process. **Click OK or Click Cancel.**



This procedure will update the shelf counts to the Quantity-On-Hand of the specified Warehouse Status File.

Field Descriptions

Branch Location:

The branch location for counts will default to the save-list for the parts that have been counted and entered. (i.e.: W1)

Cycle Count List Name:

The save-list name you have been using throughout the cycle count process (i.e.: CYCxxx). will default.

Print Update Report? (Y, N):

This field gives you the opportunity to tell the system if you want a report of each part number that was updated. It will default to **Y for** yes; you will receive an update report. With a response of yes, the following message will display.

Printer Number: Select your printer from the dialogue box that will display a listing of printers.

"Update Report Will Print."

If you select **N for** no, the following message will display.

"**Update Report WILL NOT print."**

Begin Count Update? (Y, N):

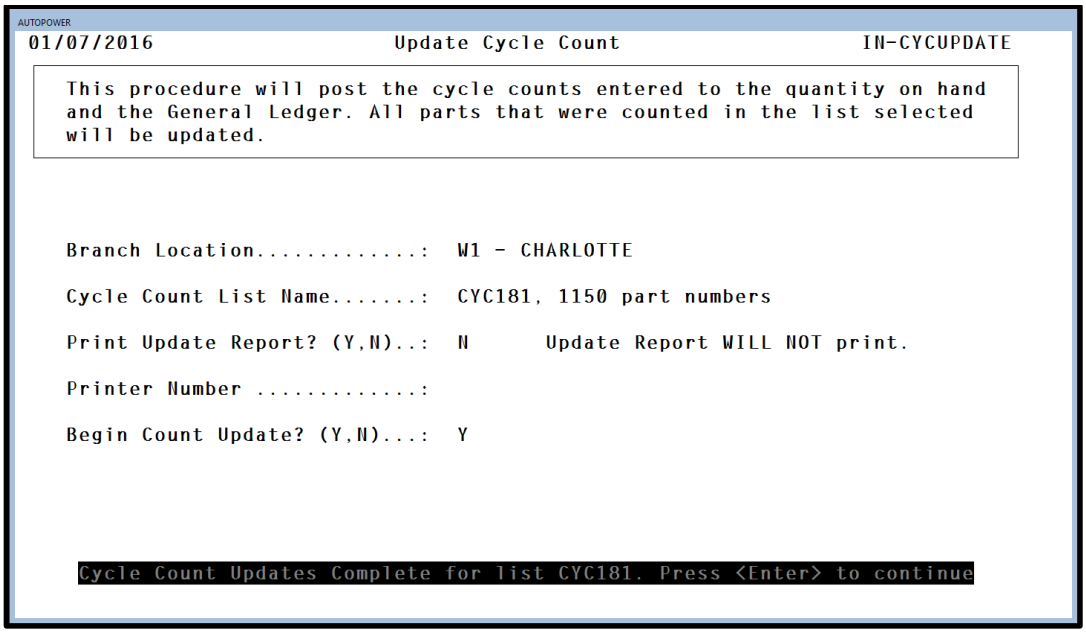
If you select **Y for** Yes, the system will update the Inventory Master File with the count entered in the **Enter Cycle Count** option and the following message will flash on the screen.

"Cycle Count Update in Progress…"
"nn ITEMS SELECTED."

"nn" is the number of items selected for update.

When the update has completed the prompt Cycle Count Complete for List CYC#### will display.

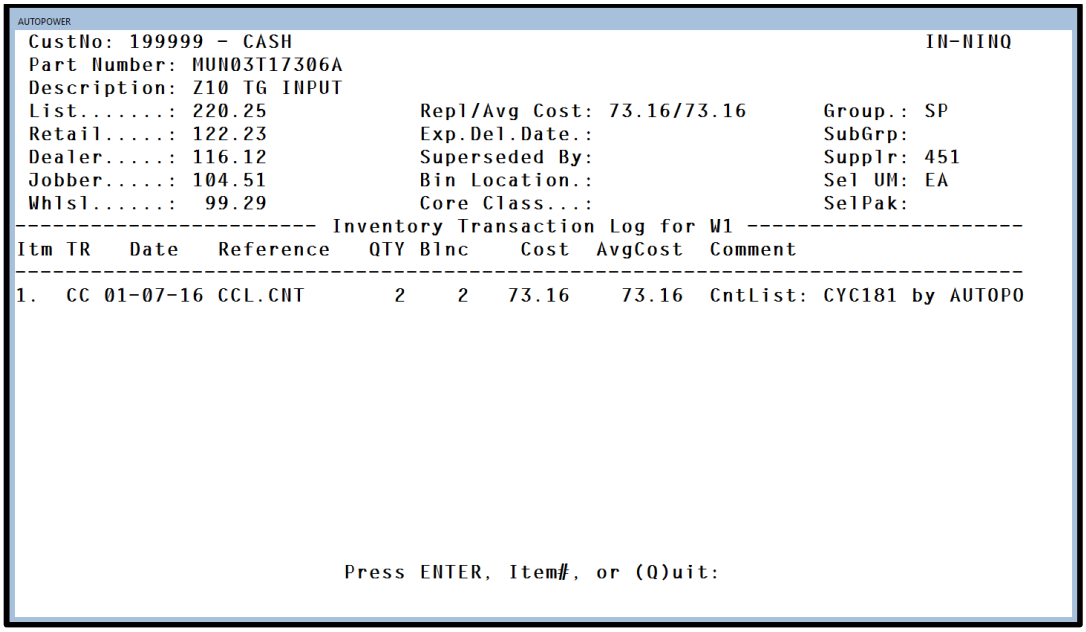
Press **ENTER** to continue.



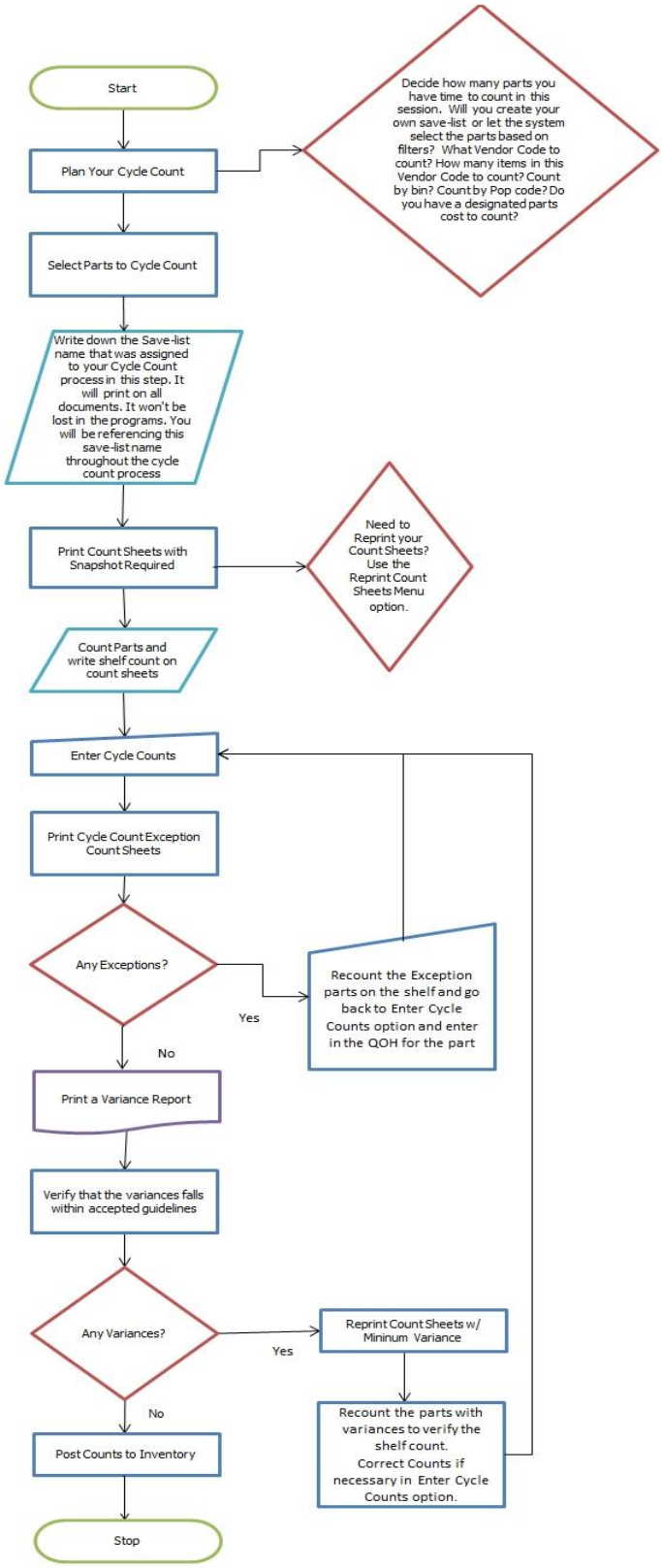
Press **ENTER** to continue.

If you answer **N for** No at the Begin Count Update prompt, you will not update the Inventory File and the cursor will return to the Enter Branch Location prompt.

Once the update has been completed, this cycle count activity will be reflected in Inventory Inquiry under the F6-Activity option. The reference for this transaction will be: **CC transaction type, CCL.CNT Reference, Comment; CntList CYC## and the user who performed the update.** .



Cycle Count Flowchart



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