

MAPICS XA Cycle Counting in Materials Management

Presented by

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Cycle Counting in Mapics

Goals of a Cycle Count Inventory:

Verify the accuracy of the on hand balances

- Audit and adjust all inventory records to ensure an accurate inventory balance at least once a year.
- Provides support for the dollar amount of inventory reported to the General Ledger
- Ensures material planning (MRP) creates a valid plan for purchases and manufacturing orders
- Allows employees to locate inventory to issue to manufacturing orders and/or ship to customers.
- If differences exist between the on hand and count quantities, identify the reason for the difference and correct procedures
- Avoids full physical inventory and disruption to operations

Steps in Cycle Counting

- Before starting inventory counting, create the inventory count groups to categorize the items you are counting.
- When you create the inventory count group, the documents needed can be generated to record the count and activate the count.
- If the count is not activated when creating the inventory count group, the Inventory Count Items object can be used to edit the items in the inventory count group.
- If the selection to print the counting documents is not elected when creating the inventory count group, the counting documents can be generated after the inventory count items are edited.

The counting documents can be lists, tag numbers, or bar codes.

After the counters return the counting documents, enter counting information into the Inventory Count Groups or Inventory Count Items objects to compare with the current inventory information.

After counts are entered, generate reports to help decide whether another count is required. Up to three counts can be activated for each count group.

When confident the count information is the correct view of the inventory situation, then post the count to update XA with the inventory quantities determined during the count.

Inventory count groups remain in the Inventory Count Groups list window after posting so that the posting date can be viewed. Subset the list to see the inventory count groups wanted. (Posted/Unposted)

Frequency of Cycle Count/MAPICS

Frequency of count to is normally tied to the ABC classification of the Inventory:

- 'A' items counted monthly
- 'B' items counted quarterly
- 'C' items counted semi-annually
- 'D' items not cycle counted
 - 'D' items are typically considered as vendor consignment, low cost/low usage, etc.

Frequency of Cycle Count/VARIATIONS

Frequency of count to is normally tied to the ABC classification of the Inventory:

- 'A' items counted quarterly
- 'B' items counted semi-annually
- 'C' items counted once a year

Mapics will assist with setting the ABC code of the item with the 'ABC Analysis' report.

- From the Inventory Management Reports menu, select option #2 'Status/Analysis Reports', then option #6 'ABC Analysis'
- The following screen will be displayed:

DATE 3/04/09 ABC ANALYSIS REPORT OPTIONS AMI2F1 IU

ITEM TYPES TO BE INCLUDED ON REPORT: IF NO ENTRIES ARE MADE ALL ITEM TYPES WILL BE INCLUDED ON THE REPORT

1 ASSEMBLY AND SUB-ASSEMBLY
2 FABRICATED ITEM
3 RAW MATERIAL
4 PURCHASED ITEM
9 USER OPTION

OPTIONAL REPORT LIMIT: WAREHOUSE

ABC UPDATE OPTIONS:
UPDATE ABC: N (Y/N) ABC VALUATION BASE: P P=PRIMARY S=SECONDARY

LOWER LIMIT AMOUNT VALUES: A B

PRIMARY VALUATION BASE: STD. COST X EST ANNUAL USAGE
SECONDARY VALUATION BASE: 1
1= STD. COST X QTY ON HAND
2= PRICE X EST ANNUAL USAGE

F24 CANCEL T

1) The item type is a field in the Item Master record that defines whether the item is made or purchased.

2) Can limit the information to a single warehouse.

3) The ABC code is stored in the 'Value Class' field of the Item Master record

6) Lowest dollar amounts for A and B items

4) This report will, if asked, update the Item Master with the ABC code

5) ABC code can be valued on one of 3 formulas

6A) If the formula extends a dollar amount greater than the lower limit, then that code will be used to identify the item

5A) The selection determines which formula will be used to calculate the dollar amount which will be used to determine A, B or C ranking for the item

Item Revision – Updates – Value Class

Change Item - 0059-797 Blankhipsaldhc.055x40x41

File Display Maintain Customize User Navigation Help

Default

0059-797 Blankhipsaldhc.055x40x41

Description: Blankhipsaldhc.055x40x41

Item type: 4 = Purchased

Inventory code: 1 = Inventory

Item class: AM30

Value class: B

Department:

Item accounting class: RMI

Default stock location:

Stocking UM: EA =

Carrying rate: 0.000

Country of origin: USA = USA

Item bitmap or icon: 0059-797

Item Characteristics

- Engineering
- Location Control
- Costing Parameters
- Current Costs
- Current Cost Dates
- Standard Costs
- Standard Cost Dates
- Purchasing
- Sales
- Shipping
- Warehouses
- Vendor Performance

Update Cancel

start | Session A - [...] | Cycle Counti... | (MM) MAPIC... | (MM) Items | Change Ite... | 1:08 PM

Value Class is updated automatically Thru ABC report, or manually by the User. Informational Field

Item Warehouse – Cycle Count Fields

Stored in the Item Warehouse/Item Balance file

Flag to let you know if the item is being counted:
 Blank = record recently created/not currently being counted
 1 = Item selected for count
 2 = Item counted with a variance
 Changed back to blank when PH transaction is posted

Transaction Compare -For items where cycle count code is not equal to 0. Number of transactions before the item is selected for cycle count even if the 'Next Cycle Count Date' has not been reached.

ITEM NUMBER 1001 WAREHOUSE 1
 DESCRIPTION PC, 2 QUAD, DESKTOP

Flag that Mapics sets if the total quantity on hand in the warehouse goes negative
 0 = no need to count
 1 = quantity on hand is or has been negative

Scheduled date for the next count for this item
 If cycle count code =4

Date that the item was last counted

Minimum percentage for accurate count.
 Used when Activating Next Count for an item.

Subsets can be created to only select items based on the Value Class/ABC code in the Item Master (ITEMASA) record and then perform 'Mass Change' to update the Item Warehouse records appropriately

0 = No cycle count
 1 = Count monthly
 2 = Count quarterly
 3 = Count every 6 months (semi-annually)
 4 = Count on specific date ('Date Next Count')

User defined class for cycle counting. Can be used for selection criteria when selecting items for count

Number of transactions for this item/warehouse since the last PH transaction was posted

VAR MFG SAFETY STOCK 10.00
 CMLT MFG 07 M CONV 1.0000
 REV PUR
 VEN PUR

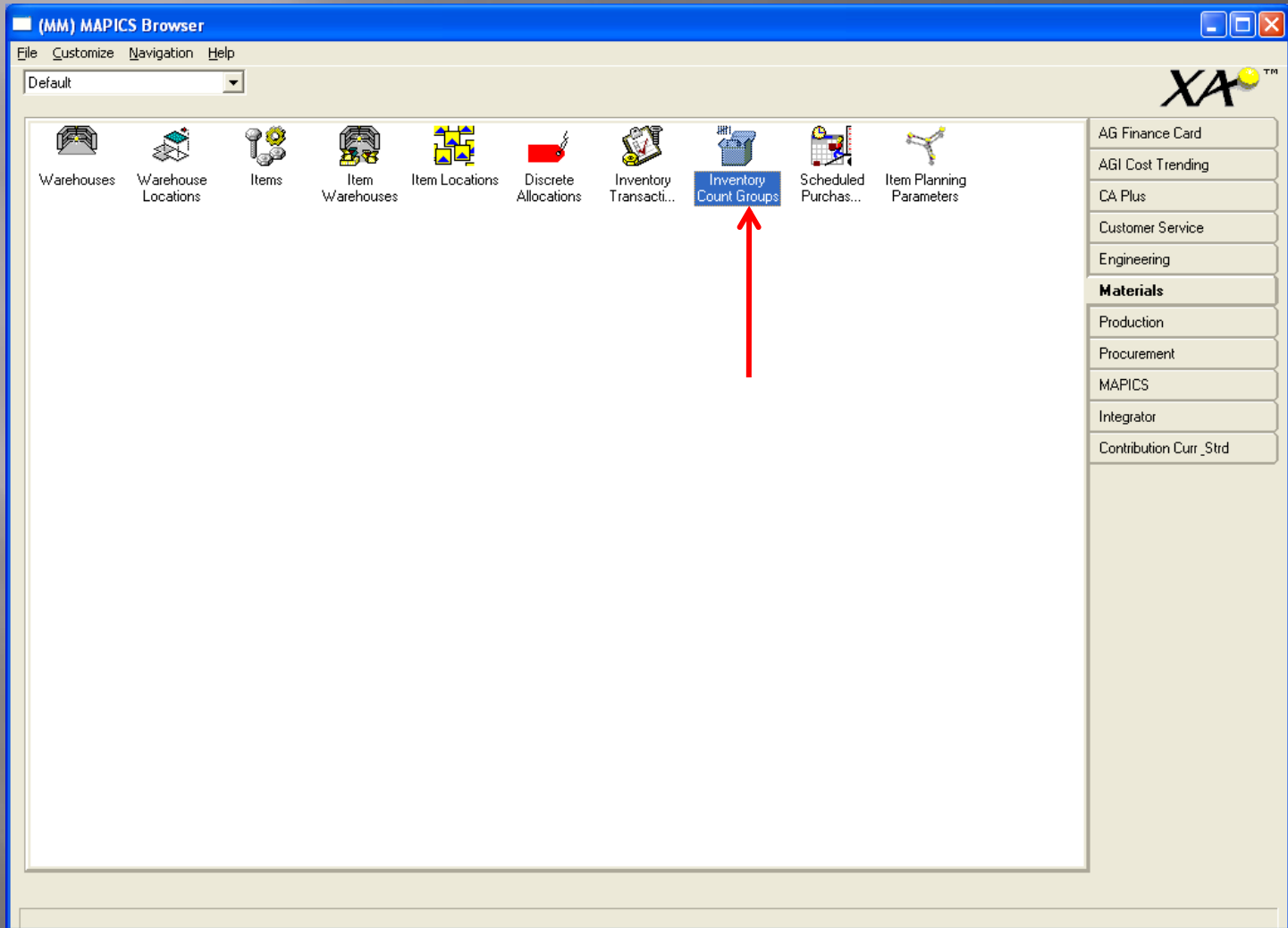
AVG PUR DATE NEXT COUNT 999999
 CMLT MTL TRANS COMPARE 1000

06/014

Field	Description
Cycle Count Code	<p>0 = No cycle count 1 = Count monthly 2 = Count quarterly 3 = Count every 6 months (semi-annually) 4 = Count on specific date ('Date Next Count')</p>
Value Class	ABC code (from the Item Master)
Cycle Count Activity Flag	<p>Flag to let you know if the item is being counted: Blank = record recently created/not currently being counted 1 = Item selected for count 2 = Item counted with a variance Changed back to blank when PH transaction is posted</p>
Quantity on hand at count	Cutoff quantity for the item when selected for count
Transaction Compare	For items where cycle count code is not equal to 0, number of transactions before the item is selected for cycle count even if the 'Next Cycle Count Date' has not been reached
Transaction Activity Count	Number of transactions for this item/warehouse since the last PH transaction was posted
Force Cycle Count Flag	<p>Flag that Mapics sets if the total quantity on hand in the warehouse goes negative 0 = no need to count 1 = quantity on hand is or has been negative</p>
Next Count Date	Scheduled date for the next count for this item if Cycle count code =4, reset to 999999 after count posted.
Last Count Date	Date that the item was last counted
Cycle Count Class	User defined class for cycle counting. Can be used for selection criteria when selecting items for count
Count Accuracy Tolerance Percent	Minimum percentage for accurate count. Used when Activating Next Count for an item. For example, if the on hand was 100 and count was 85 then the variance percent is 15%. If this field was set to 10% then this item would automatically be selected for next count since the percent difference was greater than the tolerance percent

Creating Count Groups

From the 'Materials' Card in Mapics Browser, select (double click) on the 'Inventory Count Groups' object



Creation of a Cycle Count Group

The screenshot shows the 'Inventory Count Groups' application window. The 'Maintain' menu is open, showing options: 'Create', 'Change', and 'Delete'. A red arrow points to the 'Create' option. Below the menu, a table lists various count groups with columns for 'Count group', 'Type', 'Current count', and 'Post date'. A red arrow points to the 'Create' icon on the toolbar. A dialog box titled 'Select Inventory Count Type' is open, showing 'Count type' set to '2 = Cycle Count', 'Subsetting object' set to 'Item Warehouse', and a checked checkbox for 'Do not prompt for create count type each time'. A red arrow points to the 'Count type' dropdown, and another red arrow points to the 'Subsetting object' dropdown. The Windows taskbar at the bottom shows several open applications including 'MAPICS Browser', 'Inventory Cou...', 'Microsoft Powe...', and 'Cycle Counting ...'.

1) Click on the "Create ICON" or the "Create" command from Maintain on the tool bar.

2) The following window will be displayed (if 'Do not prompt for count type each time' is checked, window will not be displayed)

This is release 6.0, not in release 7.8 or 9.0

4) File choices for Subsetting Object

- Item Location
- Item Warehouse
- Warehouse
- Warehouse Locations

3) Select count type = 2 "Cycle count" and the file to be used for selecting items to be counted.

Inventory Control Group Selection Parameters

Field	Definition
Count Type	<p>1 = Physical Inventory. Full selection of all items in warehouse</p> <p>2 = Cycle Count</p>
Subsetting Object	<p>File to be used for selecting items to be counted. Choices are:</p> <p><i>Item Location</i> – locations where inventory is stored</p> <p>*<i>Item Warehouse</i> – Item Balance records</p> <p><i>Warehouse</i> – used primarily for Physical Inventory</p> <p><i>Warehouse Locations</i> – used when counting all items in a range of locations (i.e. an aisle)</p> <p>* Recommended choice</p>

This is release 6.0, not 7.8 or 9.0

This is release 7.8 or 9.0

Creation of a Cycle Count Group #5

(78) Item Warehouses

File Display Maintain Customize Navigation Help

Refresh F5
Calculate Column Statistics

Host Jobs ...

Export ...
Send to ...
Local Print ...
Status Summary Info ...
Close

JG P 1105
JG P 1106
JG P 2002

Item Warehouse File

Description	On-hand	Quantity allocated (customer orders)	Total Allocated	Quantity on-order (purchase)	Quantity on-order (production)	Total On-order	Available	Safety stock	Estimate annual usage	Primary vendor
30 Cards Video / Sound Filter, Medium	100	0	0	0	0	0	100.000	0	0	26
Pc, 166 Mhz, Desktop	748	1,344	1,344	0	0	0	596.000	25	16,852	
Processor, 266 Mhz	0	0	0	0	0	0	0.000	0	0	
Processor, 300 Mhz	2,048	344	2,344	0	0	0	296.000	25	16,852	16
Speakers	3,508	344	344	11,661	0	11,661	14,825.000	25	16,852	16
Mouse	21,509	45	62,593	0	0	0	41,084.000	0	56,817	6
Keyboard	3,812	5	62,552	4,000	0	4,000	54,740.000	0	56,659	6
Monitor, 17" Vga	693	123	50,287	0	0	0	49,594.000	0	28,296	

(78) Item Locations

File Display Maintain Customize Navigation Help

Refresh F5
Calculate Column Statistics

Host Jobs ...

Export ...
Send to ...
Local Print ...
Status Summary Info ...
Close

Item Location File

Description	Whs	Location	Batch/lot	On-hand	Available	Allocated	Inventory status
Dc Motor, .25hp, 2300rpm	A	AAAA		99	99.000	0.000	
acid Mint 12oz Liquid	A	AAAA		-12	-12.000	0.000	
#100 Antacid	A01	AA01		900	-900.000	0.000	
mesium Stearate	A01	AA01	662	-1,440	-1,440.000	0.000	
mesium Stearate	A01	AA01	6655555	3,000	3,000.000	0.000	
Flavor	A01	AA01	WWW	-48,000	-48,000.000	0.000	
le #2455 Antacid 12 Oz	A01	AA01	1	-48,000	-48,000.000	0.000	
SIMETHICONE	A01	AA01	8787	-8	-8.000	0.000	
SUGAR	A01	AA01	888	-576	-576.000	0.000	
A000100DOUGH	A1	FG01	AD032206	600	600.000	0.000	
A41164-00022	A1	FG01		24	24.000	0.000	
A000100DOUGH	A1	0101A		1,633	1,633.262	0.000	
A010200DURB	A1	0101A	1231415	130	-129.695	0.000	
A010500WHIB	A1	0101A		-767	-766.759	0.000	
A220300EGGS	A1	0101A		-5	-4.939	0.000	
A290100SALT	A1	0101A		-10	-10.112	0.000	
FDM-STEEL	FDC	A100		2,000	2,000.000	0.000	GOOD
FDM-STEEL	FDC	A200		1,000	1,000.000	0.000	GOOD
FDM-STEEL	FDM	A110		19,500	19,500.000	0.000	
FDM-CUT-STEEL	FDM	ROD10		-13,100	-13,100.000	0.000	
FDM-4X10 ALUM	FDM	ROD10		26,800	26,800.000	0.000	
FDM-CUT-STEEL	FDM	ROD100		10,000	10,000.000	0.000	
FDM-STEEL	FDM	ROD100		-1,000	-1,000.000	0.000	
FDM-10 STEEL	FDM	ROD100		1,000	1,000.000	0.000	
FDM-4X10 ALUM	FDM	ROD100		3,200	3,200.000	0.000	
FDM-CUT-STEEL	FDM	S100		0	0.000	0.000	
1000	INT	0100		11	11.000	0.000	
CARDS	JG	A1A1		100	100.000	0.000	PLAN HOLD
1105	JG	JGSA02		9,500	9,500.000	0.000	
1104	JG	JGSA03		1,460	1,460.000	0.000	
1104	JG	1234		1,300	1,300.000	0.000	

Creation of a Cycle Count Group #5A

Warehouse File – Physical Inventory

(MM) Warehouse Host Jobs

Warehouse

- Audit Allocation Quantities
- Audit Location Quantities
- Audit On-order Quantities
- Cycle Count
- Generate Reorder Recommendations
- Physical Inventory**
- Publish

Content Confirmation

Execute

Description

Subset ... (selected record)

Sort ... (default)

Options

Compare quantity Entry on-hand Cutoff on-hand

Exclude line locations Yes No

Exclude unapproved items Yes No

Starting tag number

Activate next count Yes No

Generate tag numbers Yes No

General Reports

Submit Cancel Help

Creation of a Cycle Count Group - Continued

Item Warehouse File —

(78) Item Warehouse Host Jobs

Item Warehouse

Audit Allocation Quantities
Audit Location Quantities
Audit On-order Quantities
Cycle Count

Content Confirmation

Execute

Description

Subset ... *Warehouse

Sort ... (default)

Options

Compare quantity Entry on-hand Cutoff on-hand

Exclude line locations Yes No

Exclude unapproved items Yes No

Starting tag number 1

Activate next count Yes No

Generate tag numbers Yes No

General Selection Criteria Reports

Submit Cancel Help

7) User can select predetermined subset to call up specific items to be pulled into the Cycle Count Group

6) Dialog Box is created with 3 Tabs
•General Card
•Selection Criteria
•Reports

Creation of a Cycle Count Group – Continued #8

(78) Item Warehouse Host Jobs

Item Warehouse

- Audit Allocation Quantities
- Audit Location Quantities
- Audit On-order Quantities
- Cycle Count**

Content Confirmation

Execute

Description

Subset ... *Warehouse

Sort ... (default)

Options

Compare quantity Entry on-hand Cutoff on-hand

Exclude line locations Yes No

Exclude unapproved items Yes No

Starting tag number

Activate next count Yes No

Generate tag numbers Yes No

General Selection Criteria Reports

Help

Exclusion of production Line locations

Beginning tag number if tags are printed. Mapics Assigns#.

Add in description of count group

Compare Qty
Determines when the 'frozen' quantity for the item/location will be established:
Entry on Hand – copies the quantity in the location when the first count quantity is entered.
Cutoff on Hand – copies the quantity in the location when the 'Activate Next Count' job is run. Assumes no Activity while counting is being done.

Activate must be run before count quantities can be entered

For items that are set to 'Inspect on Receipt' or 'QC Control'. These items can be omitted from Cycle Count if QC has not yet approved them for use by manufacturing

Creation of a Cycle Count Group – Continued

Selection Criteria- (9)

(MM) Create Inventory Count Group -- Cycle Count

Item Warehouses

Subset ... [all records]

General Selection Criteria Reports

Select all in subset Yes No

Select by transaction activity Yes No

Transaction tolerance percent [0.0]

or

Select by time period Yes No

Time period date [01 / 01 / 0]

or

Select if forced cycle count Yes No

or

Select if negative on-hand Yes No

Return here to create another

Preview before create

Create Cancel Help

Can add or subtract items selected by the subset criteria depending on the following options

Compares the 'Transaction Compare' quantity to the 'Transaction Activity Count' to determine if enough transactions have occurred for the item to be cycle counted

If the 'Transaction Activity Count' is within x percent of the 'Transaction Compare' select the item for count

Select the item if enough time has passed since the last count (uses the Cycle Count Code to determine time span)

If the Item Warehouse quantity has gone negative since the last count.

If the Item Warehouse quantity is negative

Creation of a Cycle Count Group – Continued

Report Inventory Count Criteria- (10)

(MM) Create Inventory Count Group -- Cycle Count

Item Warehouses

Subset ... (all records)

General Selection Criteria **Reports**

Print

Description

Detail Sequence

Sort... (default)

Options

Print on-hand quantity Yes No

Print tag number Yes No

Return here to create another

Preview before create

Create Cancel Help

Materials Management can create either full page reports of items to be cycle counted or individual count tags or both (depending on what's selected on the screen below)

A check here will cause the report to print

How should the items on the report be sorted

Allows for the quantity on hand in the location to be printed

Prints the tag number next to the item/location (can be useful when entering tags)

Inventory Count Entry List

Inventory Tags

Creation of a Cycle Count Group – Continued

Report Criteria Tags- (11)

(MM) Create Inventory Count Group -- Cycle Count

Item Warehouses

Subset ... (all records)

General Selection Criteria **Reports**

Print

Detail Sequence

Sort... (default)

Options

Print on-hand quantity Yes No

Print tag number Yes No

Print bar code Yes No

Inventory Count Entry List **Inventory Tags**

Return here to create another

Preview before create

Create Cancel Help

A check here will cause the report to print

Prints a bar code on the tag that can be used for 'Random Count Entry by Barcode'

How should the items on the report be sorted

Allows for the quantity on hand in the location to be printed

Prints the tag number next to the item/location (can be useful when entering tags)

Creation of a Cycle Count Group – Continued

Inventory Count Groups

File Display Maintain Customize Navigation Help

General [all records]

Count group	Description	Type	Current count	Post date
1	Location Gr	Cycle count	1	09/05/2000
2	Location Count Group 1	Cycle count	2	09/13/2000
3	Count Week 32	Cycle count	2	03/03/2009
5	Warehouse	Physical invent	1	
13	Huntsville Dist. Nov Physical	Physical invent	1	11/12/2001
14	Huntsville Dist. Dec. Physical	Physical invent	2	
15	Huntsville Dist. Oct. Physical	Physical invent	1	
16	Huntsville Tablets Initial Loa	Physical invent	1	03/17/2006
17	Vintage Tablets Initial Load	Physical invent	2	10/01/2002
18	Negative Balances - Fdm W/H	Cycle count	1	02/03/2003
19	Fdm W/H - 1010 Location	Cycle count	2	03/03/2009
20	Fdm-Steel Count-2/09/03	Cycle count	1	02/09/2003
21	Fdm-Steel-Rfloor-Rod10	Cycle count	1	02/09/2003
22	2007 Pi - Bristol Demo	Physical invent	1	
23	Warehouse 1	Physical invent	1	
24	Test	Physical invent	1	09/28/2007
25	Test	Physical invent	1	
26	Pc, 166 Mhz, Desktop	Physical invent	1	09/28/2007
27	Test Phy Inv W/hs Mc1	Physical invent	0	
28	Test Count Group	Physical invent	1	
29	Test Count Group	Physical invent	1	
30	Uc Physical Inventory 4/24/08	Physical invent	1	03/03/2009
31	Missed Cycle Counts Whse1	Cycle count	3	03/03/2009
32	Cycle Count Code Monthly	Cycle count	3	03/04/2009
33	Count33	Cycle count	2	03/04/2009
34	Count 34	Cycle count	1	03/04/2009
35	Count34	Cycle count	1	03/04/2009
36	Ug Count 36	Cycle count	1	

Once a Count Group is activated it cannot be edited to add or delete item numbers from the group.

If Current Count group = 1 , the count is activated, and the first count can be taken

When the 'Count Group' is created, it will be displayed at the bottom of the list of groups

Creation of a Cycle Count Group – Continued

If 'Activate Next Count' was not run at the time that the Count Group was created it will need to be done prior to entering count quantities.

- Single click on the Count Group from the list
- Right Click and select 'Maintain Menu' then 'Activate Next Count'

Count group	Description	Type	Current count	Post date
1	Location Gr	Cycle count	1	09/05/2000
2	Location Count Group 1	Cycle count	2	09/13/2000
3	Count Week 32	Cycle count	2	03/03/2009
5	Warehouse	Physical invent	1	
13	Huntsville Dist. Nov Physical	Physical invent	1	11/12/2001
14	Huntsville Dist. Dec. Physical	Physical invent	2	
15	Huntsville Dist. Oct. Physical	Physical invent	1	
16	Huntsville Tablets Initial Loa	Physical invent	1	03/17/2006
17	Vintage Tablets Initial Load	Physical invent	2	10/01/2002
18	Negative Balances - Fdm W/H	Cycle count	1	02/03/2003
19	Fdm W/H - 1010 Location	Cycle count	2	03/03/2009
20	Fdm-Steel Count-2/09/03	Cycle count	1	02/09/2003
21	Fdm-Steel-Rfloor-Rod10	Cycle count	1	02/09/2003
22	2007 Pi - Bristol Demo	Physical invent	1	
23	Warehouse 1	Physical invent	1	
24	Test	Physical invent	1	09/28/2007
25	Test	Physical invent	1	
26	Pc, 166 Mhz, Desktop	Physical invent	1	09/28/2007
27	Test Phy Inv Whs Mc1	Physical invent	0	
28	Test Count Group	Physical invent	1	
29	Test Count Group	Physical invent	1	
30	Uc Physical Inventory 4/24/08	Physical invent	1	03/03/2009
31	Missed Cycle Counts Whse1	Cycle count	3	03/03/2009
32	Cycle Count Code Monthly	Cycle count	3	03/04/2009
33	Count33	Cycle count	2	03/04/2009
34	Count 34	Cycle count	1	03/04/2009
35	Count34	Cycle count	1	03/04/2009
36	Ug Count 36	Cycle count	1	

The Inventory Count Group is active with reports and tags if they were requested. Proceed to record the count. Double Click on "Count Group" and the detail list of items in the group will be displayed.

Please Confirm
Are you sure you would like to activate the next count for Inventory Count Group: 36?

Yes No

Click "Yes' when to ready activate the count

- No more items can be added to the count
- No more items can be deleted from the count
- Items can only be voided from the count

Count Group Details

"Count Information"

Users can create their own view to display the count detail

View should include,

- Warehouse
- Item
- Location
- Lot Number
- Tag# (sort –by Tag)
- Count Information
- 3 counts allowed
- Voided Items

W/hs	Location	Item	Batch/lot	FIFO	Tag	Assigned to	Count 1 date	Count 1 qty	Count 1 out of tolerance	Count 2 qty	Count 2 out of tolerance	Count 3 qty	Count 3 out of tolerance	Last count date	Count comment	Post date	Void	Void reason
1	FG01	1000		12/11/2007	1			0	No	0	No	0	No	03/04/2009			No	
1	HOLD	1000		04/15/2008	2			0	No	0	No	0	No	03/04/2009			No	
1	JUDI01	1000		02/13/2008	3			0	No	0	No	0	No	03/04/2009			No	
1	JUDI02	1000		09/12/2006	4			0	No	0	No	0	No	03/04/2009			No	
1	JUDI03	1000		09/11/2006	5			0	No	0	No	0	No	03/04/2009			No	
1	JUDI04	1000		09/11/2006	6			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1000		03/13/2008	7			0	No	0	No	0	No	03/04/2009			No	
1	SHIP2	1000		02/12/2009	8			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1001		10/26/2005	9			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1001	1	03/03/2009	10			0	No	0	No	0	No	03/04/2009			No	
1	JUDI02	1001		11/02/2006	11			0	No	0	No	0	No	03/04/2009			No	
1	JUDI04	1001		02/07/2006	12			0	No	0	No	0	No	03/04/2009			No	
1	JUDI05	1001		02/07/2006	13			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1001		04/11/2008	14			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1002		09/14/2005	15			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1003		09/14/2005	16			0	No	0	No	0	No	03/04/2009			No	
1	01012	1003		01/25/2006	17			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1004		01/11/2006	18			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1101	1234-12345	08/03/2006	19			0	No	0	No	0	No	03/04/2009			No	
1	SHIP2	1101	1234-12345	08/03/2006	20			0	No	0	No	0	No	03/04/2009			No	
1	ATA1	1102	12345-1111	08/03/2006	21			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1102	12345678-3	08/03/2006	22			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1102	12345-1111	08/03/2006	23			0	No	0	No	0	No	03/04/2009			No	
1	ATA1	1103	8631945345	08/03/2006	24			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1103	8631945345	08/03/2006	25			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1103	1234815345	08/03/2006	26			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1104		02/22/2006	27			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1104		04/30/2008	28			0	No	0	No	0	No	03/04/2009			No	
1	SHIP2	1104		02/22/2006	29			0	No	0	No	0	No	03/04/2009			No	
1	01011	1104		10/25/2005	30			0	No	0	No	0	No	03/04/2009			No	
1	01012	1104		02/27/2008	31			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1115		11/09/2007	32			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1200		06/10/2008	33			0	No	0	No	0	No	03/04/2009			No	
1	SHIP2	1200		02/12/2009	34			0	No	0	No	0	No	03/04/2009			No	
1	01011	1200		05/20/2008	35			0	No	0	No	0	No	03/04/2009			No	
1	01012	1200		05/15/1998	36			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1201		01/27/2006	37			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1204		01/19/2006	38			0	No	0	No	0	No	03/04/2009			No	
1	01012	1204		09/14/2005	39			0	No	0	No	0	No	03/04/2009			No	
1	B0100	1208		09/14/2000	40			0	No	0	No	0	No	03/04/2009			No	
1	01012	1302		01/26/2004	41			0	No	0	No	0	No	11/12/2001			No	
1	ATA1	1307		09/14/2007	42			0	No	0	No	0	No	11/12/2001			No	
1	FG01	1312		04/22/2008	43			0	No	0	No	0	No	11/12/2001			No	

Count Group Details

“ Enter Count Information ”

Inventory Count Items - 36

File Display Maintain Customize Navigation Help

Count Inform 36

Whs Lo

1 FG 12/11/2007

1 HD 04/15/2008

1 JUI 02/13/2008

1 JUI 09/12/2006

1 JUI 09/11/2006

1 JUI 09/11/2006

1 SH 03/13/2008

1 SH 02/12/2009

1 FG 10/26/2005

1 FG 03/03/2009

1 JUI002 1001 11/02/2006

1 JUI005 1001 02/07/2006

1 SHIP 1001 04/11/2008

1 FG01 1002 09/14/2005

1 FG01 1003 09/14/2005

1 01012 1003 01/25/2006

1 FG01 1004 01/11/2006

1 SHIP 1101 1234-12345 08/03/2006

1 SHIP2 1101 1234-12345 08/03/2006

1 A1A1 1102 12345-1111 08/03/2006

1 FG01 1102 12345678-3 08/03/2006

1 SHIP 1102 12345-1111 08/03/2006

1 A1A1 1103 8631945345 08/03/2006

1 FG01 1103 8631945345 08/03/2006

1 SHIP 1103 1234815345 08/03/2006

1 FG01 1104 02/22/2006

1 SHIP 1104 04/30/2008

1 SHIP2 1104 02/22/2006

1 01011 1104 10/25/2005

1 01012 1104 02/27/2008

1 FG01 1115 11/09/2007

1 SHIP 1200 06/10/2008

1 SHIP2 1200 02/12/2009

1 01011 1200 05/20/2008

1 01012 1200 05/15/1998

1 FG01 1201 01/27/2006

1 FG01 1204 01/19/2006

1 01012 1204 09/14/2005

1 B0100 1208 09/14/2000

1 01012 1302 01/26/2004

1 A1A1 1307 09/14/2007

1 FG01 1312 04/22/2008

4 0 No 0 No 0 No 03/04/2009 No

5 0 No 0 No 0 No 03/04/2009 No

6 0 No 0 No 0 No 03/04/2009 No

7 0 No 0 No 0 No 03/04/2009 No

8 0 No 0 No 0 No 03/04/2009 No

9 0 No 0 No 0 No 03/04/2009 No

10 0 No 0 No 0 No 03/04/2009 No

11 0 No 0 No 0 No 03/04/2009 No

12 0 No 0 No 0 No 03/04/2009 No

13 0 No 0 No 0 No 03/04/2009 No

14 0 No 0 No 0 No 03/04/2009 No

15 0 No 0 No 0 No 03/04/2009 No

16 0 No 0 No 0 No 01/25/2006 No

17 0 No 0 No 0 No 01/25/2006 No

18 0 No 0 No 0 No No No

19 0 No 0 No 0 No 03/04/2009 No

20 0 No 0 No 0 No 03/04/2009 No

21 0 No 0 No 0 No 03/04/2009 No

22 0 No 0 No 0 No 03/04/2009 No

23 0 No 0 No 0 No 03/04/2009 No

24 0 No 0 No 0 No 03/04/2009 No

25 0 No 0 No 0 No 03/04/2009 No

26 0 No 0 No 0 No 03/04/2009 No

27 0 No 0 No 0 No 03/03/2009 No

28 0 No 0 No 0 No 03/03/2009 No

29 0 No 0 No 0 No 03/03/2009 No

30 0 No 0 No 0 No 03/03/2009 No

31 0 No 0 No 0 No 03/03/2009 No

32 0 No 0 No 0 No 11/12/2001 No

33 0 No 0 No 0 No No No

34 0 No 0 No 0 No No No

35 0 No 0 No 0 No No No

36 0 No 0 No 0 No No No

37 0 No 0 No 0 No No No

38 0 No 0 No 0 No No No

39 0 No 0 No 0 No No No

40 0 No 0 No 0 No No No

41 0 No 0 No 0 No 11/12/2001 No

42 0 No 0 No 0 No 11/12/2001 No

43 0 No 0 No 0 No 11/12/2001 No

Highlight the item to be counted, and then navigate to the Menu Bar and select "Maintain". Select "Sequential Count" from the drop down and a dialog box to enter the count will appear. See next screen

Count Group Details “ Enter Count Information ”

Speed Data Entry

- **Sequential Entry**

Warehouse/Location/Item

Warehouse/Item/Location

Tag Number

- **Random Entry**

By Item

By Tag

By Barcode

Count Group Details

“ Enter Count Information ” SEQUENTIAL

Initially the user must key the following information on the first item:

- Count quantity for the item/location
- Count by user – your name
- Count Date – today’s date (if the count was done today)

Sequential Count Entry

Templates: Sequential count entry

Count group: 36

Current group count: 1

Tag: 1

Item: 1000

Warehouse: 1

Warehouse location: FG01

Batch/lot: (blank)

FIFO date: 12/11/2007

Count quantity: 404

Count by user: JG

Count date: 08/05/2009

Auto advance to next entry

Buttons: Continue, Bypass, Cancel, Help

W/hs	Location	Item	Batch/lot	FIFO	Tag	Assigned to	Count 1 date	Count 1 qty	Count 1 out of tolerance	Count 2 qty	Count 2 out of tolerance	Count 3 qty	Count 3 out of tolerance	Last count date	Count comment	Post date	Void	Void reason
1	FG01	1000		12/11/2007	1			0	No	0	No	0	No	03/04/2009			No	
1	HOLD	1000		04/15/2008	2			0	No	0	No	0	No	03/04/2009			No	
1	JUDI01	1000		02/13/2008	3			0	No	0	No	0	No	03/04/2009			No	
1	JUDI02	1000		09/12/2006	4			0	No	0	No	0	No	03/04/2009			No	
1	JUDI03	1000		09/11/2006	5			0	No	0	No	0	No	03/04/2009			No	
1	JUDI04	1000		09/11/2006	6			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1000		03/13/2008	7			0	No	0	No	0	No	03/04/2009			No	
1	SHIP2	1000		02/12/2009	8			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1001		10/26/2005	9			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1001	1	03/03/2009	10			0	No	0	No	0	No	03/04/2009			No	
1	JUDI02	1001		11/02/2006	11			0	No	0	No	0	No	03/04/2009			No	
1	JUDI04	1001		02/07/2006	12			0	No	0	No	0	No	03/04/2009			No	
1	JUDI05	1001		02/07/2006	13			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1001		04/11/2008	14			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1002		09/14/2005	15			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1003		09/14/2005	16			0	No	0	No	0	No	01/25/2006			No	
1	01012	1003		01/25/2006	17			0	No	0	No	0	No	01/25/2006			No	
1	FG01	1004		01/11/2006	18			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1101	1234-12345	08/03/2006	19			0	No	0	No	0	No	03/04/2009			No	
1	SHIP2	1101	1234-12345	08/03/2006	20			0	No	0	No	0	No	03/04/2009			No	
1	A1A1	1102	12345-1111	08/03/2006	21			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1102	12345678-3	08/03/2006	22			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1102	12345-1111	08/03/2006	23			0	No	0	No	0	No	03/04/2009			No	
1	A1A1	1103	8631945345	08/03/2006	24			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1103	8631945345	08/03/2006	25			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1103	1234815345	08/03/2006	26			0	No	0	No	0	No	03/04/2009			No	
1	FG01	1104		02/22/2006	27			0	No	0	No	0	No	03/04/2009			No	
1	SHIP	1104		04/30/2008	28			0	No	0	No	0	No	03/03/2000			No	
1	SHIP2	1104		02/22/2006	29			0	No	0	No	0	No	03/03/2000			No	
1	01011	1104		10/25/2005	30			0	No	0	No	0	No	03/03/2000			No	
1	01012	1104		02/27/2008	31			0	No	0	No	0	No	03/03/2000			No	
1	FG01	1115		11/09/2007	32			0	No	0	No	0	No	11/12/2001			No	
1	SHIP	1200		06/10/2008	33			0	No	0	No	0	No	11/12/2001			No	
1	SHIP2	1200		02/12/2009	34			0	No	0	No	0	No	11/12/2001			No	

If 'Auto advance to next entry' is checked, then the next item/location on the list will be displayed on the card. Count by User and Count Date will remain so that they don't have to be entered each time

Continuing recording Counts for "count 1" until complete.

Count Group Details

“ Enter Count Information” RANDOM

If an item is discovered in a location but Mapics is not showing any of that item in the location, then a tag can be created in the Count Group

From the 'Maintain' option on the menu bar, select 'Random Count Entry'

- A dialog box will appear as shown on the next screen to record the item not initially included in the count.

Whs	Lo	Item	Date	Qty	Void	Void reason
1	A1	111	08/03/2006	1	No	No
1	A1	345	08/03/2006	9	No	No
1	A1	09	03/03/2009	10	No	No
1	B0	09	09/14/2005	15	No	No
1	FG	09	09/14/2005	16	No	No
1	FG	18	01/11/2006	0	No	No
1	FG	22	08/03/2006	0	No	No
1	FG	25	08/03/2006	0	No	No
1	FG	27	02/22/2006	0	No	No
1	FG	32	11/09/2007	0	No	No
1	FG	37	01/27/2006	0	No	No
1	FG	38	01/19/2006	0	No	No
1	FG	43	04/22/2008	0	No	No
1	FG	45	06/08/2000	0	No	No
1	FG	46	06/13/2003	0	No	No
1	FG	47	06/26/2003	0	No	No
1	FG	48	06/27/2003	0	No	No
1	FG	49	07/24/2003	0	No	No
1	FG	50	08/05/2003	0	No	No
1	FG	51	01/07/2004	0	No	No
1	FG	52	01/20/2004	0	No	No
1	FG	53	03/10/2004	0	No	No
1	FG	54	09/14/2005	0	No	No
1	FG	55	03/27/1998	0	No	No
1	FG	56	06/08/2000	0	No	No
1	FG	57	06/14/2003	0	No	No
1	FG	58	06/27/2003	0	No	No
1	FG	59	08/05/2003	0	No	No
1	FG	60	01/20/2004	0	No	No
1	FG	61	01/30/1998	0	No	No
1	FG	62	06/26/2003	0	No	No
1	FG	72	01/30/1998	0	No	No
1	HOLD	1000	04/15/2008	2	No	No
1	JUD101	1000	02/13/2008	3	No	No
1	JUD102	1000	09/12/2006	4	No	No
1	JUD102	1001	11/02/2006	11	No	No
1	JUD103	1000	09/11/2006	5	No	No
1	JUD104	1000	09/11/2006	6	No	No
1	JUD104	1001	02/07/2006	12	No	No

Count Group Details

"Enter Count Information" RANDOM

Inventory Count Items - 36

File Display Maintain Customize Navigation Help

Count Information [all records]

36 Jg Count Group 36

Whs	Location	Item	Batch/lot	FIFO	Tag	Assigned to	Count 1 date	Count 1 qty	Count 1 out of tolerance	Count 2 qty	Count 2 out of tolerance	Count 3 qty	Count 3 out of tolerance	Last count date	Count comment	Post date	Void	Void reason
1	A1A1	1102	12345-1111	08/03/2														
1	A1A1	1103	8631945345	08/03/2														
1	A1A1	1307		09/14/2														
1	B0100	1208		09/14/2000														
1	FG01	1000		12/11/2007			03/05/2009	404	No	0	No	0	No	03/04/2009			No	
1	FG01	1001						0	No	0	No	0	No	03/04/2009			No	
1	FG01	1001						0	No	0	No	0	No	03/04/2009			No	
1	FG01	1002						0	No	0	No	0	No	03/04/2009			No	
1	FG01	1003						0	No	0	No	0	No	03/04/2009			No	
1	FG01	1004						0	No	0	No	0	No	01/25/2006			No	
1	FG01	1102						0	No	0	No	0	No	03/04/2009			No	
1	FG01	1103						0	No	0	No	0	No	03/04/2009			No	
1	FG01	1104						0	No	0	No	0	No	03/03/2009			No	
1	FG01	1115						0	No	0	No	0	No	11/12/2001			No	
1	FG01	1201						0	No	0	No	0	No				No	
1	FG01	1204						0	No	0	No	0	No				No	
1	FG01	1312						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2001						0	No	0	No	0	No	2/2001			No	
1	FG01	2002						0	No	0	No	0	No	2/2001			No	
1	FG01	2002						0	No	0	No	0	No	2/2001			No	
1	FG01	2002						0	No	0	No	0	No	2/2001			No	
1	FG01	2002						0	No	0	No	0	No	2/2001			No	
1	FG01	2002						0	No	0	No	0	No	2/2001			No	
1	FG01	2002						0	No	0	No	0	No	2/2001			No	
1	FG01	2002						0	No	0	No	0	No	2/2001			No	
1	FG01	3002						0	No	0	No	0	No	03/04/2009			No	
1	FG01	3002						0	No	0	No	0	No	03/04/2009			No	
1	FG01	3002						0	No	0	No	0	No	03/04/2009			No	
1	FG01	3003						0	No	0	No	0	No	03/04/2009			No	
1	FG01	3003						0	No	0	No	0	No	03/04/2009			No	
1	HOLD	1000						0	No	0	No	0	No	03/04/2009			No	
1	JUDI01	1000						0	No	0	No	0	No	03/04/2009			No	
1	JUDI02	1000						0	No	0	No	0	No	03/04/2009			No	
1	JUDI02	1001						0	No	0	No	0	No	03/04/2009			No	
1	JUDI03	1000						0	No	0	No	0	No	03/04/2009			No	
1	JUDI04	1000						0	No	0	No	0	No	03/04/2009			No	
1	JUDI04	1001						0	No	0	No	0	No	03/04/2009			No	
1	JUDI04	1001						0	No	0	No	0	No	03/04/2009			No	

Verify that the Template (top of the window) is 'Random Count Entry by Item'

Random Count Entry

Templates: Random count entry by item

Count group: 36

Current group count: 1

Item: []

Warehouse: []

Warehouse location: []

Batch/lot: []

FIFO date: / /

Count quantity: 0.000

Count by user: []

Count date: / /

Return here to create another

Continue Cancel Help

Key the following information:

- Item
- Warehouse
- Warehouse Location
- Count Quantity
- Count by User
- Count Date

The item/location will be added to the count group

Count Group Details

“ Enter Count Information ” RANDOM

Inventory Count Items - 36

Display Maintain Customize Navigation Help

Count Information (all records)

36 Jg Count Group 36

ths	Location	Item	Batch/lot	FIFO	Tag	Assigned to	Count 1 date
A1A1	1102		12345-1111	08/03/2006	21		
A1A1	1103		8631945345	08/03/2006	24		
A1A1	1307			09/14/2007	42		
B0100	1208			09/14/2000	40		
FG01	1000			12/11/2007	1		
FG01	1001					03/05/2006	
FG01	1001						
FG01	1002						
FG01	1003						
FG01	1004						
FG01	1102						
FG01	1103						
FG01	1104						
FG01	1115						
FG01	1201						
FG01	1204						
FG01	1312						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2001						
FG01	2002						
FG01	2002						
FG01	2002						
FG01	2002						
FG01	2002						
FG01	2002						
FG01	2002						
FG01	3002						
FG01	3002						
FG01	3003						
HOLD	1000						
JUDI01	1000						
JUDI02	1000						
JUDI02	1001						
JUDI03	1000						
JUDI04	1000						
JUDI04	1001						

Counts can also be recorded in random order via the tag number. Counters can turn the tags in and they can be recorded in the Order they are submitted, and the detail will be displayed On the browser screen.

Random Count Entry

Templates
Random count entry by tag [v] Templates...

Count group 36
Current group count 1

Tag [0]
Count quantity 0.000
Count by user
Count date / /

Return here to create another

Continue Cancel Help

The following must be recorded

- Tag Number
- Count Quantity
- Count By User
- Count date

start | Inbox - Microsof... | Microsoft Power... | PowerPoint Slide... | Cycle Counting i... | status: Connect... | Session A - [24 ... | 4 Mxacs | Search Desktop | 2:44 PM

Count Group Details

"Count 1 – Out of Tolerance"

Review count tolerance after count one to see which items will require a recount. Then "Activate Next Count".

Whs	Location	Item	Batch/lot	FIFO	Tag	Assigned to	Count 1 date	Count 1 qty	Count 1 out of tolerance	Count 2 qty	Count 2 out of tolerance	Count 3 qty	Count 3 out of tolerance	Last count date	Count comment	Post date	Void	Void reason
1	FG01	1000		12/11/2007	1		03/05/2008	404	No	0	No	0	No	03/04/2009			No	
1	HOLD	1000		04/15/2008	2		03/05/2008	100	Yes	0	No	0	No	03/04/2009			No	
1	JUDI01	1000		02/13/2008	3		03/05/2008	100	Yes	0	No	0	No	03/04/2009			No	
1	JUDI02	1000		09/12/2006	4		03/05/2008	1,100	Yes	0	No	0	No	03/04/2009			No	
1	JUDI03	1000		09/11/2006	5		03/05/2008	1,300	Yes	0	No	0	No	03/04/2009			No	
1	JUDI04	1000		09/11/2006	6		03/05/2008	1,400	Yes	0	No	0	No	03/04/2009			No	
1	SHIP	1000		03/13/2008	7		03/05/2008	300	Yes	0	No	0	No	03/04/2009			No	
1	SHIP2	1000		02/12/2009	8		03/05/2008	200	Yes	0	No	0	No	03/04/2009			No	
1	FG01	1001		10/26/2005	9		03/05/2008	500	Yes	0	No	0	No	03/04/2009			No	
1	FG01	1001		03/03/2009	10		03/05/2008	500	Yes	0	No	0	No	03/04/2009			No	
1	JUDI02	1001					2008	1,200	Yes	0	No	0	No				No	
1	JUDI04	1001					2008	1,500	Yes	0	No	0	No				No	
1	JUDI05	1001					2008	400	Yes	0	No	0	No				No	
1	SHIP	1001					2008	5,000	Yes	0	No	0	No				No	
1	FG01	1002					2008	600	Yes	0	No	0	No				No	
1	FG01	1003					2008	700	Yes	0	No	0	No	01/25/2006			No	
1	O1012	1003					2008	6,000	Yes	0	No	0	No	01/25/2006			No	
1	FG01	1004					2008	800	Yes	0	No	0	No				No	
1	SHIP	1101					2008	7,000	Yes	0	No	0	No	03/04/2009			No	
1	SHIP2	1101					2008	800	Yes	0	No	0	No	03/04/2009			No	
1	ATA1	1102					2008	1,000	Yes	0	No	0	No	03/04/2009			No	
1	FG01	1102					2008	900	Yes	0	No	0	No	03/04/2009			No	
1	SHIP	1102					2008	1,900	Yes	0	No	0	No	03/04/2009			No	
1	ATA1	1103					2008	200	Yes	0	No	0	No	03/04/2009			No	
1	FG01	1103					2008	1,000	Yes	0	No	0	No	03/04/2009			No	
1	SHIP	1103					2008	1,300	Yes	0	No	0	No	03/04/2009			No	
1	FG01	1104					2008	500	Yes	0	No	0	No	03/03/2009			No	
1	SHIP	1104					2008	2,222	Yes	0	No	0	No	03/03/2009			No	
1	SHIP2	1104					2008	3,333	Yes	0	No	0	No	03/03/2009			No	
1	O1011	1104		10/25/2005	30		03/05/2008	4,444	Yes	0	No	0	No	03/03/2009			No	
1	O1012	1104		02/27/2008	31		03/05/2008	5,555	Yes	0	No	0	No	03/03/2009			No	
1	FG01	1115		11/09/2007	32		03/05/2008	550	Yes	0	No	0	No	11/12/2001			No	
1	SHIP	1200		06/10/2008	33		03/05/2008	5,566	Yes	0	No	0	No				No	
1	SHIP2	1200		02/12/2009	34		03/05/2008	7,777	Yes	0	No	0	No				No	
1	O1011	1200		05/20/2008	35		03/05/2008	8,888	Yes	0	No	0	No				No	
1	O1012	1200		05/15/1998	36		03/05/2008	9,999	Yes	0	No	0	No				No	
1	FG01	1201		01/27/2006	37		03/05/2008	60	Yes	0	No	0	No				No	
1	FG01	1204		01/19/2006	38		03/05/2008	0	Yes	0	No	0	No				No	
1	O1012	1204		09/14/2005	39		03/05/2008	10,010	Yes	0	No	0	No				No	
1	B0100	1208		09/14/2000	40		03/05/2008	400	Yes	0	No	0	No				No	
1	O1012	1302		01/26/2004	41		03/05/2008	13,131	Yes	0	No	0	No	11/12/2001			No	
1	ATA1	1307		09/14/2007	42		03/05/2008	300	Yes	0	No	0	No	11/12/2001			No	
1	FG01	1312		04/22/2008	43		03/05/2008	90	Yes	0	No	0	No	11/12/2001			No	

Activating the Next Count will start the process of recounting and taking the Second count. Navigate to Inventory Count Group object >Maintain>Activate Next Count. This cannot be completed from the item detail view.

If count is out of tolerance it will say "Yes". The out of tolerance is based upon the count tolerance percentage Inputted in the item warehouse record.

Count Group

" Activating Count 2 "

Inventory Count Groups

File Display Maintain Customize Navigation Help

General [all records]

Count group	Description	Type	Current count	Post date
1	Location Gr	Cycle count	1	09/05/2000
2	Location Count Group 1	Cycle count	2	09/13/2000
3	Count Week 32	Cycle count	2	03/03/2009
5	Warehouse	Physical invent	1	
13	Huntsville Dist. Nov Physical	Physical invent	1	11/12/2001
14	Huntsville Dist. Dec. Physical	Physical invent	2	
15	Huntsville Dist. Oct. Physical	Physical invent	1	
16	Huntsville Tablets Initial Loa	Physical invent	1	03/17/2006
17	Vintage Tablets Initial Load	Physical invent	2	10/01/2002
18	Negative Balances - Fdm W/H	Cycle count	1	02/03/2003
19	Fdm W/H - 1010 Location	Cycle count	2	03/03/2009
20	Fdm-Steel Count-2/09/03	Cycle count	1	02/09/2003
21	Fdm-Steel-Rfloor-Rod10	Cycle count	1	02/09/2003
22	2007 Pi - Bristol Demo	Physical invent	1	
23	Warehouse 1	Physical invent	1	
24	Test	Physical invent	1	09/28/2007
25	Test	Physical invent	1	
26	Pc, 166 Mhz, Desktop	Physical invent	1	09/28/2007
27	Test Phy Inv Whs Mc1	Physical invent	0	
28	Test Count Group	Physical invent	1	
29	Test Count Group	Physical invent	1	
30	Uc Physical Inventory 4/24/08	Physical invent	1	03/03/2009
31	Missed Cycle Counts Whse1	Cycle count	3	03/03/2009
32	Cycle Count Code Monthly	Cycle count	3	03/04/2009
33	Count33	Cycle count	2	03/04/2009
34	Count 34	Cycle count	1	03/04/2009
35	Count34	Cycle count	1	03/04/2009
36	Jg Count Group 36	Cycle count	2	

start | Microsoft PowerPoint... | Cycle Counting in Ma... | status: Connected | ... | Session A - [24 x 80] | MAPICS Browser | Inventory Count Gro... | Search Desktop | 3:30

Count Group Details

"Count 2"

If any count is out of tolerance the cursor is positioned directly to the line for input if the count is recorded in "Sequential Order". The same information is required in the dialog box to record the count.

The screenshot shows the 'Inventory Count Items - 36' application window. The main window displays a table with columns: Whs, Location, Item, Batch/lot, FIFO, Tag, Assigned to, Count 1 date, Count 1 qty, Count 1 out of tolerance, Count 2 qty, Count 2 out of tolerance, Count 3 qty, Count 3 out of tolerance, Last count date, Count comment, Post date, Void, and Void reason. A 'Sequential Count Entry' dialog box is open over the table, with fields for Templates, Count group, Current group count, Tag, Item, Warehouse, Warehouse location, Batch/lot, FIFO date, Count quantity, Count by user, and Count date. Red arrows point from text boxes to specific data points in the table and fields in the dialog box.

Whs	Location	Item	Batch/lot	FIFO	Tag	Assigned to	Count 1 date	Count 1 qty	Count 1 out of tolerance	Count 2 qty	Count 2 out of tolerance	Count 3 qty	Count 3 out of tolerance	Last count date	Count comment	Post date	Void	Void reason
1	JUD101	1000		02/13/2008	3		03/05/2008	100	Yes	450	No	0	No	03/04/2009			No	
1	JUD102	1000		09/12/2006	4		03/05/2008	1,100	Yes	500	No	0	No	03/04/2009			No	
1	JUD103	1000		09/11/2006	5		03/05/2008	1,300	Yes	505	No	0	No				No	
1	JUD104	1000		09/11/2006	6		03/05/2008	1,400	Yes	500	No	0	No				No	
1	SHIP	1000		03/13/2008	7		03/05/2008	300	Yes	60	No	0	No				No	
1	SHIP2	1000		02/12/2009	8		03/05/2008	200	Yes	2	No	0	No				No	
1	FG01	1001		10/26/2005	9		03/05/2008	500	Yes	431	No	0	No				No	
1	FG01	1001	1	03/03/2009	10		03/05/2008	500	Yes	500	Yes	0	No				No	
1	JUD102	1001		11/02/2006	11		03/05/2008	1,200	Yes	500	No	0	No				No	
1	JUD104	1001		02/07/2006	12		03/05/2008	1,500	Yes	500	No	0	No				No	
1	JUD105	1001		02/07/2006	13		03/05/2008	500	Yes	500	No	0	No				No	
1	SHIP	1001		04/11/2008	14		03/05/2008	5,000	Yes	10	Yes	0	No				No	
1	FG01	1002						600	Yes	450	Yes	0	No				No	
1	FG01	1003						700	Yes	500	No	0	No				No	
1	01012	1003						6,000	Yes	500	No	0	No				No	
1	FG01	1004						800	Yes	500	No	0	No				No	
1	SHIP	1101						7,000	Yes	110	No	0	No				No	
1	SHIP2	1101						800	Yes	4	No	0	No				No	
1	A1A1	1102						1,000	Yes	300	No	0	No				No	
1	FG01	1102						900	Yes	500	No	0	No				No	
1	SHIP	1102	12345-1111	08/03/2006	23		03/05/2008	1,900	Yes	200	No	0	No				No	
1	A1A1	1103	8631945345	08/03/2006	24		03/05/2008	200	Yes	50	No	0	No				No	
1	FG01	1103	8631945345	08/03/2006	25		03/05/2008	1,000	Yes	450	No	0	No				No	
1	SHIP	1103	1234815345	08/03/2006	26		03/05/2008	1,300	Yes	5	No	0	No				No	
1	FG01	1104		02/22/2006	27		03/05/2008	500	Yes	458	No	0	No				No	
1	SHIP	1104		04/30/2008	28		03/05/2008	2,222	Yes	46	No	0	No				No	
1	SHIP2	1104		02/22/2006	29		03/05/2008	3,333	Yes	0	Yes	0	No				No	
1	01011	1104		10/25/2005	30		03/05/2008	4,444	Yes	367	No	0	No				No	
1	01012	1104		02/27/2008	31		03/05/2008	5,555	Yes	540	No	0	No				No	
1	FG01	1115		11/09/2007	32		03/05/2008	550	Yes	500	Yes	0	No				No	
1	SHIP	1200		06/10/2008	33		03/05/2008	5,566	Yes	5	No	0	No				No	
1	SHIP2	1200		02/12/2009	34		03/05/2008	7,777	Yes	5	No	0	No				No	
1	01011	1200		05/20/2008	35		03/05/2008	8,888	Yes	145	No	0	No				No	
1	01012	1200		05/15/1998	36		03/05/2008	9,999	Yes	345	No	0	No				No	
1	FG01	1201		01/27/2006	37		03/05/2008	60	Yes	500	Yes	0	No				No	
1	FG01	1204		01/19/2006	38		03/05/2008	0	Yes	500	No	0	No				No	
1	01012	1204		09/14/2005	39		03/05/2008	10,010	Yes	500	No	0	No				No	
1	B0100	1208		09/14/2000	40		03/05/2008	400	Yes	0	Yes	0	No				No	
1	01012	1302		01/26/2004	41		03/05/2008	13,131	Yes	500	No	0	No	11/12/2001			No	
1	A1A1	1307		09/14/2007	42		03/05/2008	300	Yes	1,000	No	0	No	11/12/2001			No	
1	FG01	1312		04/22/2008	43		03/05/2008	90	Yes	110	No	0	No	11/12/2001			No	

Counts within tolerance do not require a 3rd count, and are displayed as "NO" in view

Items still out of tolerance could require a 3rd and final count. This will require repeating the steps, starting with "Activating the Next Count".

“ Generating a Variance Report ”

When all counts have been entered, a variance report can be generated:

- From the 'File' option on the Menu Bar, select 'Host Print'

A card file will be displayed:

Item	Batch/lot	FIFO	Count	Status	Post date	Void	Void reason
1	SHIP2 1000	02/13/2008	3	03/05/2006	100	Yes	495 No
1	FG01 1001	09/12/2006	4	03/05/2006	1,100	Yes	500 No
1	FG01 1001	09/11/2006	5	03/05/2006	1,300	Yes	505 No
1	JUDI02 1001	09/11/2006	6	03/05/2006	1,400	Yes	500 No
1	JUDI04 1001	03/13/2008	7	03/05/2006	300	Yes	60 No
1	JUDI05 1001	02/12/2009	8	03/05/2006	200	Yes	2 No
1	SHIP 1001	10/26/2005	9	03/05/2006	500	Yes	431 No
1	FG01 1001	03/03/2009	10	03/05/2006	500	Yes	1 Yes
1	SHIP2 1101	11/02/2006	11	03/05/2006	1,200	Yes	500 No
1	FG01 1003	02/07/2006	12	03/05/2006	1,500	Yes	500 No
1	SHIP 1101	02/07/2006	13	03/05/2006	400	Yes	500 No
1	FG01 1002	04/11/2008	14	03/05/2006	5,000	Yes	10 Yes
1	FG01 1003	09/14/2005	15	03/05/2006	600	Yes	450 Yes
1	01012 1003	09/14/2005	16	03/05/2006	700	Yes	500 No
1	FG01 1004	01/25/2006	17	03/05/2006	6,000	Yes	500 No
1	SHIP 1101	01/11/2006	18	03/05/2006	800	Yes	500 No
1	SHIP2 1101	1234-12345	19	03/05/2006	7,000	Yes	110 No
1	A1A1 1102	1234-12345	20	03/05/2006	800	Yes	4 No
1	FG01 1102	12345-1111	21	03/05/2006	1,000	Yes	300 No
1	SHIP 1102	12345678-3	22	03/05/2006	900	Yes	500 No
1	A1A1 1103	12345-1111	23	03/05/2006	1,900	Yes	200 No
1	FG01 1103	8631945345	24	03/05/2006	200	Yes	50 No
1	SHIP 1103	8631945345	25	03/05/2006	1,000	Yes	450 No
1	FG01 1104	1234815345	26	03/05/2006	1,300	Yes	5 No
1	SHIP 1104		27	03/05/2006	500	Yes	458 No
1	SHIP2 1104	02/22/2006	28	03/05/2006	2,222	Yes	46 No
1	01011 1104	04/30/2008	29	03/05/2006	3,333	Yes	0 Yes
1	01012 1104	02/22/2006	30	03/05/2006	4,444	Yes	367 No
1	FG01 1115	10/25/2005	31	03/05/2006	5,555	Yes	540 No
1	SHIP 1200	02/27/2008	32	03/05/2006	500	Yes	500 Yes
1	SHIP2 1200	11/09/2007	33	03/05/2006	5,566	Yes	5 No
1	01011 1200	06/10/2008	34	03/05/2006	7,777	Yes	5 No
1	01012 1200	02/12/2009	35	03/05/2006	8,888	Yes	0 No
1	FG01 1201	05/20/2008	36	03/05/2006	9,999	Yes	145 No
1	FG01 1204	05/15/1998	37	03/05/2006	345	No	0 No
1	01012 1204	01/27/2006	38	03/05/2006	60	Yes	500 Yes
1	01012 1204	01/19/2006	39	03/05/2006	0	Yes	500 No
1	B0100 1208	09/14/2005	40	03/05/2006	10,010	Yes	500 No
1	01012 1302	03/05/2006	41	03/05/2006	400	Yes	0 Yes
1	A1A1 1307	09/14/2007	42	03/05/2006	13,131	Yes	500 No
1	FG01 1312	04/22/2008	43	03/05/2006	300	Yes	1,000 No
1	01012 1312	10/02/2003	44	03/05/2006	90	Yes	110 No
1	FG01 2001	06/08/2000	45	03/05/2006	100	Yes	393 No

“ Generating a Variance Report”

Inventory Count Item - Report Options

76 Cc 10/27/09

Inventory Count Entry List

Inventory Tags

Items Counted / Uncounted

Variance Report

Print

Description

Subset... (all records)

Limited by: 76 Cc 10/27/09

Sort... (default)

Submit

Select the 'Variance Report' tab

Check the 'Print' box

Select subset and sort for the report

This report will show the quantity and dollar difference between the cutoff quantity and the count quantity.

This report will also set the re-count flag for items where the difference between cutoff and count is greater than the tolerance percentage in the Item Warehouse record

“Updating Inventory Balances”

Once all counts have been entered and approved then they need to be posted to the locations and item warehouse records.

The screenshot shows the 'Inventory Count Groups' application window. A menu is open, and 'Post Count Adjustments' is selected. A red arrow points from a text box to this menu item. Another red arrow points from a text box to a 'Please Confirm' dialog box that is displayed over the application. The dialog box contains the text: 'There are 97 uncounted items. Are you sure you want to continue? If so, reports will be generated.' with 'Yes' and 'No' buttons.

From the Inventory Count Group Options navigate to the Menu Bar
Select - 'Post Count Adjustments'

An 'Are you sure' window will be displayed:

Please Confirm
There are 97 uncounted items. Are you sure you want to continue? If so, reports will be generated.
Yes No

Count group	Type		
1	Cycle count	1	11/12/2001
2	Cycle count	2	
3	Cycle count	1	
4	Physical invent	1	03/17/2006
5	Physical invent	2	10/01/2002
6	Physical invent	1	02/03/2003
7	Physical invent	2	03/03/2009
8	Cycle count	1	02/09/2003
9	Cycle count	1	02/09/2003
10	Physical invent	1	
11	Physical invent	1	
12	Physical invent	1	09/28/2007
13	Physical invent	1	
14	Physical invent	1	09/28/2007
15	Physical invent	1	
16	Physical invent	1	
17	Physical invent	1	
18	Physical invent	0	
19	Physical invent	1	
20	Physical invent	1	
21	Physical invent	1	
22	Physical invent	1	
23	Physical invent	1	
24	Physical invent	1	
25	Physical invent	1	
26	Physical invent	1	
27	Physical invent	0	
28	Physical invent	1	
29	Physical invent	1	
30	Physical invent	1	03/03/2009
31	Cycle count	3	03/03/2009
32	Cycle count	3	03/04/2009
33	Cycle count	2	03/04/2009
34	Cycle count	1	03/04/2009
35	Cycle count	1	03/04/2009
36	Cycle count	3	

“Updating Inventory Balances”

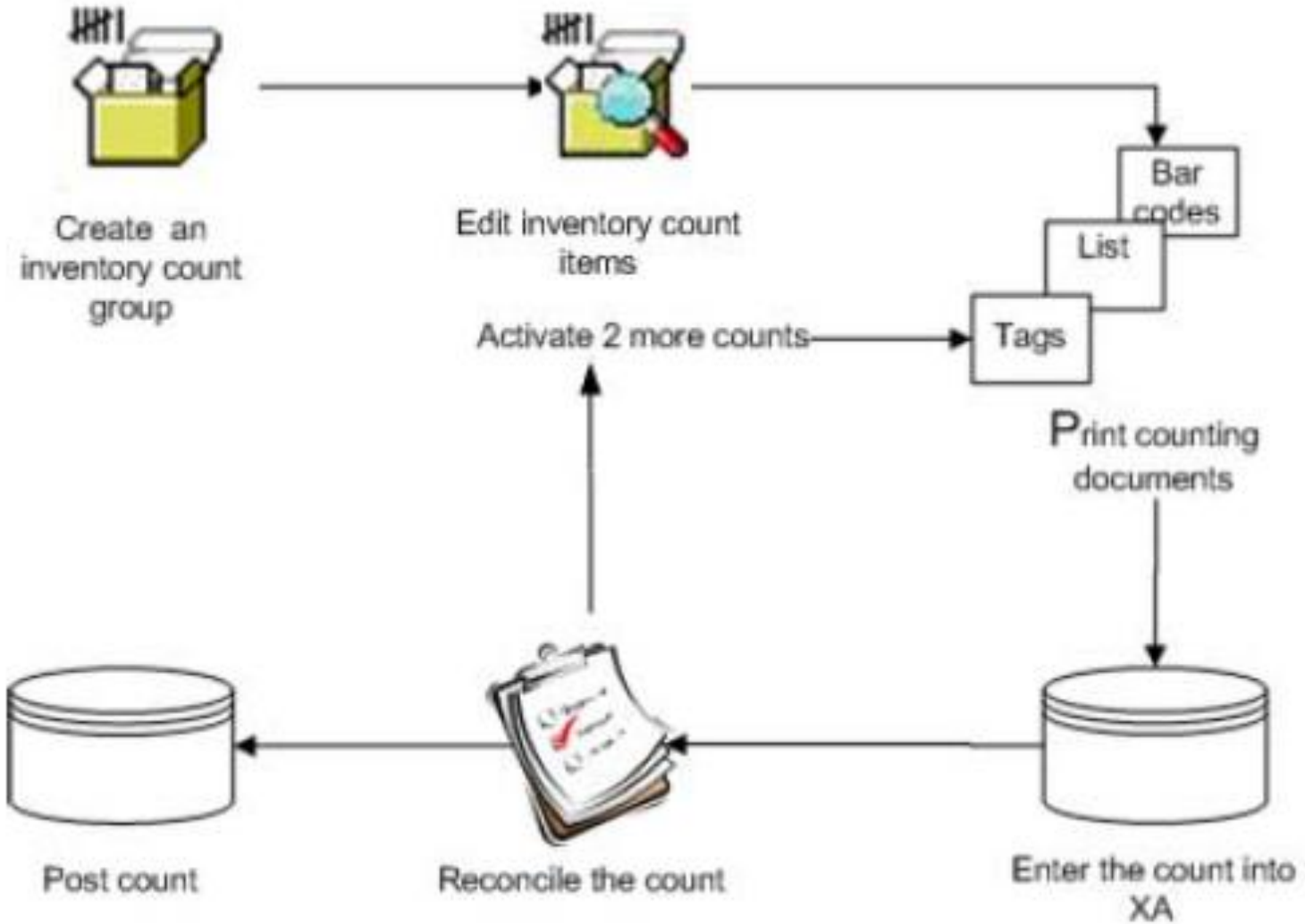
Clicking on 'Yes' will:

- Update the on hand balances in the location files by creating a PH (Physical Inventory Adjustment) transaction for the difference between the final count quantity and the cutoff quantity
- Update the total on hand for the item based on the sum of the count quantities
- Create a report of PH transactions
- Add the PH transactions to the transaction history file
- Set the 'Date of Last Count' in the Item Warehouse file
- Zero out the 'Transaction Activity Count' in the Item Warehouse file

"Cycle Count Steps"

1. Create count group.
2. Activate count group. This step flags the items to be counted and stores the on-hand quantity to be used for comparison to the physical count if using "Cutoff On-Hand Quantity" option.
3. Print Count Sheet and/or Inventory Tags to be used for the physical counting process.
4. Physically count.
5. Enter the count – Sequential or Random
6. Reconcile physical count to on-hand quantity in the system.
Up to 3 Counts
7. Print Variance and/or Counted/Uncounted Reports if desired.
8. Review Variances – make corrections if required thru additional counts.
9. Post results which will process PH Transactions
10. Transaction history single Item to determine cause of error (variance).

"Cycle Count Steps"



“Cycle Count Limitations”

No Automatic Determination of how many A, B, C items to count within a set period of time, (week, month, year). There is no means to level load the daily count to achieve the site goals.

There is no tracking system to display how many counts have been completed for A , B, or C, items, and what the remaining counts are for each of the classifications.

Cycle count code 1,2, and 3 is assumed to align with A,B, and C classification determined thru ABC calculation and populating the value class field. Sites have different logic for how A,B , and C items are to be counted.

There is no reason code tracking for variances. This data can be used to focus in on process changes to improve accuracy. Can enter a count comment.

There is no reason code tracking for bypassing or voiding an item. No edit checking for Void reasons . (25 characters)

Variance approval system is manual , and not an automated electronic approval process.

There is no performance measurement system to display the results of the data by warehouse, planner, item class, location, etc. The data is tracked manually.

"Cycle Counting"

QUESTIONS?

Thank You for Attending.