

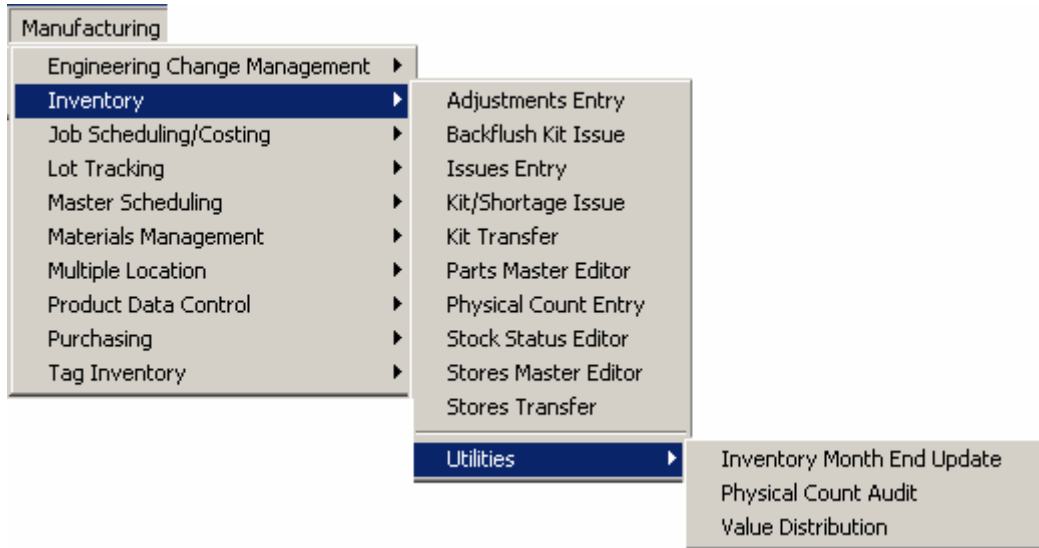
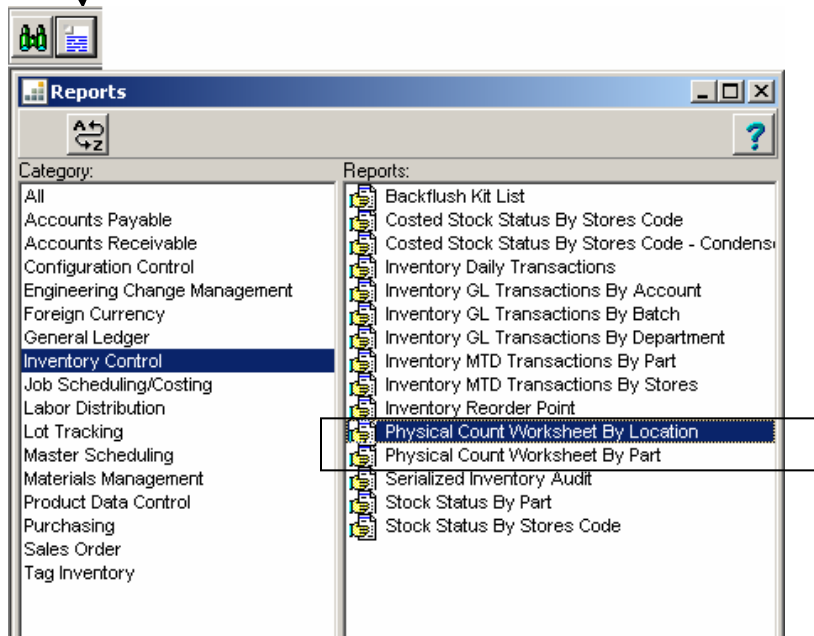
*Work Flow
Cycle Counting*

Work Flow – Cycle Counting

Cycle Counting Procedures

For more information on using the Browse and QBE functionality, refer to the Getting Started Guide.

Cycle Counting Work Flow: **Reports** | **Inventory Control & Manufacturing** | **Inventory** | **Utilities**



Work Flow – Cycle Counting

Cycle Counting Procedures

- 1) **Reports -** Print the Physical Count Worksheet
Inventory Control-
Physical Count Worksheet
- 2) Physically count the parts listed on the Worksheet
- 3) **Manufacturing -** Enter the part count quantity using the Physical
Inventory - Count Entry program.
Physical Count Entry Check the Automatic Display of Parts Counted box.
- 4) **Manufacturing -** Run the Physical Count Audit Report to review
Inventory - the variances. Answer **N** to **Update Stock Status**
Utilities - **File** and use the Worksheet Date printed at the
Physical Count Audit top of the Physical Count Worksheet Report.
- 5) Review the Physical Count Audit Report for items outside acceptable variance tolerances
Acceptable variances; proceed to step # 6
Unacceptable variances; proceed to steps # 5a - 5d
- 5a) Recount any items outside acceptable variance tolerances
- 5b) **Manufacturing -** Enter the new counts from step #5a
Inventory - Uncheck the Automatic Display of
Physical Count Entry Parts Counted box.
- 5c) **Manufacturing -** Run the Physical Count Audit Report to review the
Inventory - new variances. Answer **N** to **Update Stock Status**
Utilities - **File** and use the Worksheet Date printed at the top
Physical Count Audit of the Physical Count Worksheet Report.
- 5d) Repeat steps 5a through 5c as required
- 6) **Upon acceptance of the Cycle Count;**
Manufacturing - Run the Physical Count Audit Report to adjust the
Inventory - on hand quantities per the cycle count,
Utilities - Answer **Y** to **Update Stock Status File?** and use
Physical Count Audit the Worksheet Date printed at the top of the
Physical Count Worksheet Report

Refer to number 7 below only if you are using the Serialized Inventory Tracking functionality available in version 8.1.3 of Expandable.

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- 7) **Reports -**
Product Data Control -
Product Data Exceptions On the Questions Tab - Check only the Serialized
Inventory Exceptions box. Use the **Serial Number Editor**
to fix any exceptions.

Work Flow – Cycle Counting

Notes: