

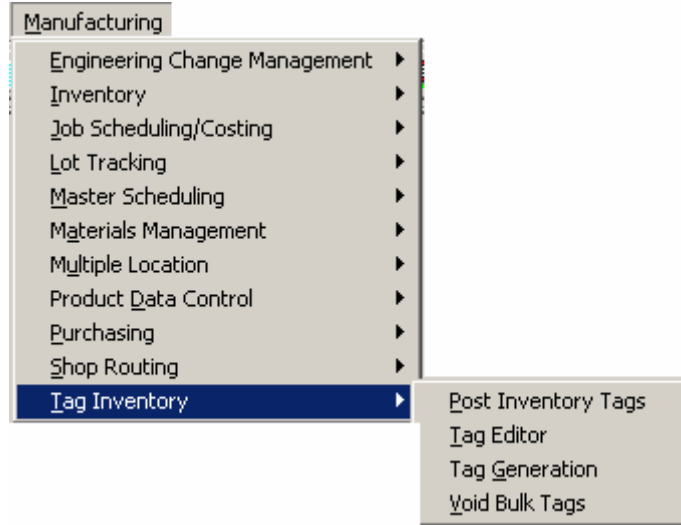
***Work Flow  
Tag Inventory***

# Work Flow – Tag Inventory

## Tag Inventory Procedure

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

Tag Inventory Work Flow: **Mnufacturing** | **Tag Inventory**



# Work Flow – Tag Inventory

## Tag Inventory Flow

- 1) **Manufacturing -  
Tag Inventory -  
Tag Generation** Create tags for the Stores Codes to be counted,  
including Bulk Tags for each Stores Code
  
- 2) **Reports -  
Tag inventory -  
Inventory Tag Form** Print the tags - (using ESI standard tag form)  
  
By Tag Number or By Stock Location.
  
- 3) **Manufacturing -  
Inventory -  
Stores Master Editor** Select the **Lockout** check box to freeze all  
inventory transactions.
  
- 4) Distribute the tags and take the physical counts.
  
- 5) **Manufacturing -  
Tag Inventory -  
Tag Editor** In edit mode, enter the physical count  
quantity for each tag
  
- 6) **Reports -  
Tag inventory -  
Inventory Tag by Tag Number  
or by Location** Run Tag File Report by Tag Number, for "open"  
tags, to list tags not counted and enter counts per step 5.  
  
By Tag Number or By Stock Location
  
- 7) **Manufacturing -  
Tag Inventory -  
Post Inventory Tags** Post the counts to the Stock Status file,  
Answer **Y** to **Complete Physical**
  
- 8) **Manufacturing -  
Inventory -  
Utilities -  
Physical Count Audit** Run the Physical Count Audit Report to review  
the variances, answer **N** to **Update Stock Status Table**  
  
Use the same Physical Date as used in Post  
Inventory Tab, step 7.

Review the Physical Count Audit Report for items outside acceptable variance tolerances. If variances are acceptable, proceed to step 10, if variances are unacceptable; proceed to steps 9a - 9c.

Continue on to next page...

# Work Flow – Tag Inventory

## Tag Inventory Flow continued

- 9a) **Manufacturing -  
Tag Inventory -  
Tag Editor** Recount any items outside acceptable variance tolerances and enter new physical count quantity.
- 9b) **Manufacturing -  
Tag Inventory -  
Post Inventory Tags** Post the counts to the Stock Status file and answer **N** to **Complete Physical**  
Use the same Physical Date? as in step 7.
- 9c) Repeat steps 9a - 9b as required.
- 10) **Manufacturing -  
Inventory -  
Utilities -  
Physical Count Audit** Run the Physical Count Audit Report to adjust the on hand quantities per the physical inventory, answer **Y** to **Update Stock Status File**.  
Use the same Physical Date as used in Post Inventory Tab, step 7.
- 11) **Manufacturing -  
Inventory -  
Stores Master Editor** Clear the **Lockout** check box to resume inventory transactions.

Refer to number 12 below only if you are using the Serialized Inventory Tracking functionality available in version 8.1.3 of Expandable.

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- 12) **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.