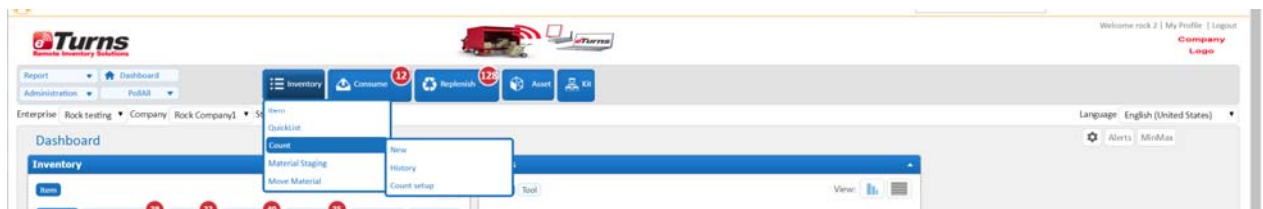*eTurns*

Count

Help documentation

1. The purpose of the **Count Module** is to:
    1. **Adjust** the Quantity on Hand (QOH) of any item to fix a mistake and not create any transactions.
    2. **Change** the QOH of any item to make the actual QOH match the value in *eTurns* and then create the appropriate **Pull** or **Credit Pull** to make them match.
    3. Perform a **Cycle Count** which can be purely a manual choice of which items to count when or system generated based on Inventory Classification. Using either Extended Cost or Turns, *eTurns* will assign a value of A, B, C, D, or E as an Inventory Classification which then can determine how frequently an item is Counted.

Steps

2. Go to Count Module New:

    a. Name the count and optionally describe why the count is being created:

    b.

3. This Count is an **Adjustment Count**. This means we are fixing an "oops" of some kind that caused the QOH to be wrong. We are just changing the value and no transactions are created to account for this update. If the room is setup to automatically assign a Count Name it will. In this case, the date was picked to become the Count Name. Enter an optional description as the reason for the count. Click Save.

   c. What happens next is a grid with all the items is displayed.

a. The user may reorder any of the columns to suit his/her preferences of what is displayed.

b. The user will enter into either or both of the Customer Owned or Consigned Quantity cells for any item. If the item does not have the "Consigned" check box checked, then the Consigned Quantity cell will be grayed out and not editable.

c. The user may either click **Add** at the beginning of the row or simply select that item by clicking anywhere in the row, along with other items counted, then click **Add** at the bottom of the grid.

d. After clicking **Add**, then the user clicks **Close** to return to the Count header and item list.

d.

e. In the upper left corner of this item grid, there is a radio button allowing the user to choose to update either "IL" or "SL". "IL" is counting the items in general inventory. "SL" is counting items in a Staging Location.

f. In the screen with the Count Header and items counted, the user needs to review the counts to determine if they need additional editing.

a. The user can edit the count of any item directly in its row.

b. The item can be deleted by selecting the row and clicking the trash can on the upper right border of the grid.

c. Once the item counts are set, they must be **Applied** to change the item's QOH. The user may either click **Apply** on each row, or, again, select the rows individually he wants to apply or click the Select All button to the left of the trash can, making sure that the grid is display ALL of the items the user intends to Apply. Remember, the browser grid displays the # of rows that are indicated at the upper left of the grid. Only this # of rows is selected when the user clicks the

Select All button. Then the user must click the **Apply All** button at the bottom of the grid.
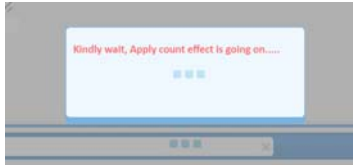
d.

e. After the system Applies All of the counts selected, it displays:
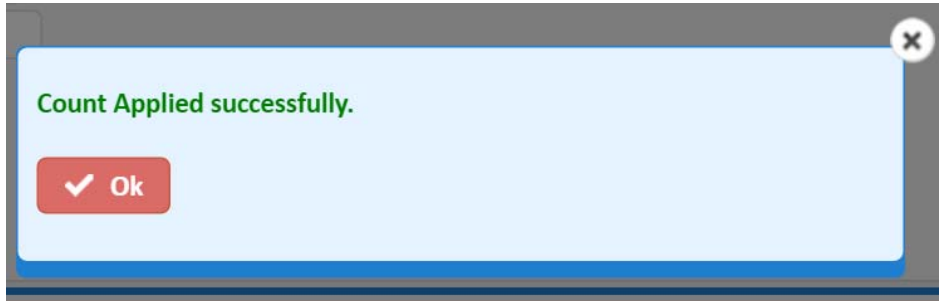
f.

g. Click OK or the X in the upper right of the message box to dismiss it and return to the count grid.

h.

i. Items are applied and QOH has been updated. Count may be left open to add additional items or closed. If the use wants to close it to prevent any more items being added to this count, that is done in the Count History grid.

j.

k. To **Close** a Count, select the row and click the **X** to the left of the trash can. A confirming message will display to allow the user to proceed or cancel.
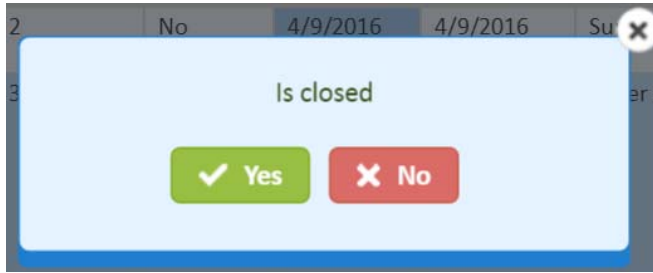
 l.

  m. **Adjustment Count**: creates no Pull or Credit Pull transactions. The QOHs are just edited.

 g. **Manual Count:** This type of count is used typically to correct Consigned Inventory when the distributor wants to "true up" the inventory and validate that what *eTurns/4* is showing is what is on hand.

  a. If the actual Count is less than what is in the system, then a **Pull** of the difference is created.

  b. If the actual Count is more than what is in the system, then a **Credit Pull** of the difference is created.

  c. These transactions are applied when the Counts are **Applied**.

 h.

 i. Click **Save** to open the grid of items to add to the Manual Count.

j.

k. 2 items selected to Count. Item 009 cbp now has a QOH of 11 and item 006-2 has a QOH of 9.

l.

m. User now must validate that the Manual counts are correct.

    a. The user can recount the same item and the last count will override the last count or the user

can decide to keep the current count.

b. The user now should select those items to apply the count to the QOH by selecting one row/item or individual rows/items or the Select All icon to the left of the trash can.

c. Then the user should click the Apply All button at the bottom of the grid.

d. The user will be notified when the action is complete with the same message as is in h.e. above.

e.

f. Now, let's go to the Pull History grid to see the results of the **Apply Count.**

g.

h. The Pull History displays the results of the Manual Count:

    i. There is a Pull of 1 for item 006-2.

    ii. There is a Credit Pull of 1 for item 009 cbp.

    iii. Now let's look at the Inventory/Item QOHs for these 2 items.

i.

n. **Staging**: The above process works identically for updating QOH for items in a Stage.

o. **Cycle Counting**: The user can setup Cycle Counting based on 1 of 2 measurements: Extended cost or Turns.

  a. **Inventory Classification Measurement:** In the Administration/Authentication/Room page, the user first picks either **Extended Cost** or **Turns** as the measurement to use for determining Inventory Classification of any item that has Inventory Classification trending turned on.

  b.

  c. **Inventory Classification Names**: In Administration/Supporting Information/Inventory Classification module, the user establishes what the Classification names are: Typically A, B, C, D, etc.

  d.

  e. **Inventory Classification Ranges:** Then the user sets the "from / to" ranges for each of the Inventory Classifications. The high end of the range has a **blank** "range end" which will therefore include anything above the "range start." The range of the lowest Inventory Classification will probably use "0" as the "Range start." In this room, we are using Extended Cost as the Inventory Classification Measurement. Therefore, the items with an Extended Cost exceeding $250 will be labeled as an "A." Those with an extended cost of "0 to $9.90" will get a label of E.

f.

g. **Automatic Inventory Classification:** If the user wants any item to be reclassified based on its latest Extended Cost or Turns, then 2 settings must be checked. For Extended Cost, any transaction (Pull reducing QOH or Receive increasing QOH or changing Last Cost) that updates Extended Cost (Total QOH X cost) will recalculate Extended Cost and therefore could change an item's Inventory Classification. For Turns, any transaction that changes the Turns Measurement set in the Settings page on the Dashboard will update Turns (Pull for Pull or Pull Value; Order for Orders):

    i. **Item**: The item's "Auto Inventory Classification" check box must be checked.

    ii.

    iii. **Dashboard Settings Page:** In **Other settings** in the bottom section of Settings is the "Auto classification" check box. This must be checked to enable Automatic Inventory Classification.

    iv.

v.

h. **# of Times each Inventory Classification is Counted yearly**: In the Count module, there is a tab on the left that is for setting up the # of times each Inventory Classification is counted during the fiscal year. Management probably wants "A" items counted more frequently than "B" items, so the value in the "A" cell might be 6 for 6 times in the year. "B" would be less and "E" would be the least as they are the least valuable.

i.

ii. The user will also specify the beginning and end of the year in which all of these counts will occur. On the left side of the form is the email address field for the individual that will perform the counts. His PDA user will have the items that must be counted today on it when logs onto his PDA and syncs. The email on the right side of this form is for the manager that will be notified of the items that are supposed to be counted today. Any item not counted today will be added to the list for the next day until it gets counted. The intent of the process is to spread out the items that need to be counted so that only a few items each day should be counted.

iii.

iv. **Setup Cycle Count Alert emails**: The user then goes to Report/Schedule Report/New to setup an alert those who need to know what items need to be counted today. The user can also setup an alert that displays those items that should have been counted and applied but were not.

v.