

eTurns

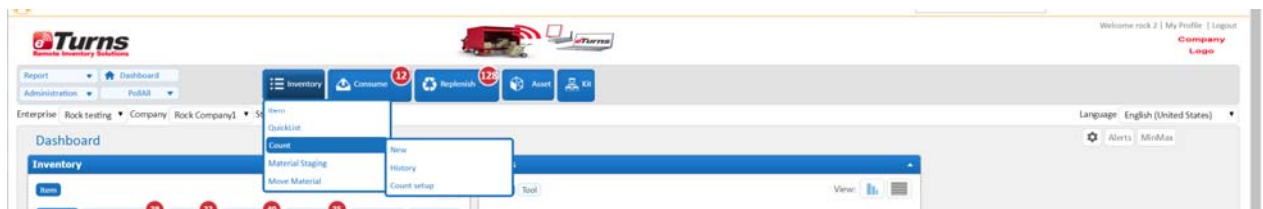
Count

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:

 A screenshot of the 'Counts' form in the eTurns application. The form is titled 'Counts' and shows a header with 'Room : Rock Room2', 'Created On : 4/9/2016 5:06:28 PM', 'Created By : Super admin', and 'Updated On : 4/9/2016 5:06:28 PM'. The form has a sidebar with 'Edit', 'History', and 'Count setup' tabs. The 'Edit' tab is active. The form fields are:

- Name*: 4/9/2016
- Description: This Count is an Adjustment count to fix some keying errors when importing item quantities.
- Count date*: 4/9/2016
- Type*: Adjustment

 At the bottom right are 'Save' and 'Cancel' buttons.

- 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.

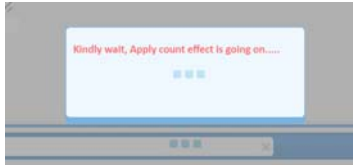
- The user may reorder any of the columns to suit his/her preferences of what is displayed.
- The user will enter into either or both of the Customer Owned or Consigned Quantity cells for any item. If the item does not have the “Consigned” check box checked, then the Consigned Quantity cell will be grayed out and not editable.
- 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.
- After clicking **Add**, then the user clicks **Close** to return to the Count header and item list.

Counts

d.

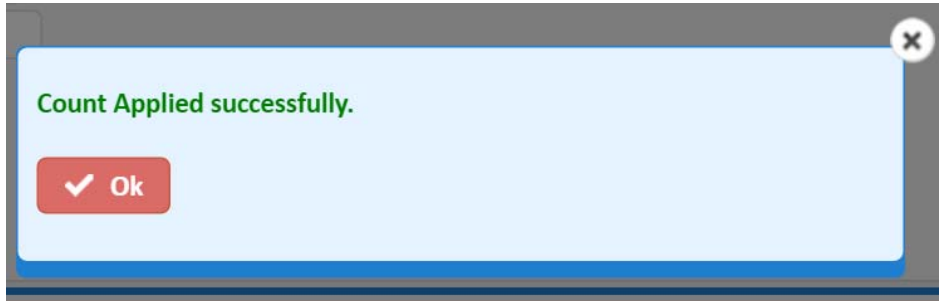
- In the upper left corner of this item grid, there is a radio button allowing the user to choose to update either “IL” or “SL”. “IL” is counting the items in general inventory. “SL” is counting items in a Staging Location.
- In the screen with the Count Header and items counted, the user needs to review the counts to determine if they need additional editing.
 - The user can edit the count of any item directly in its row.
 - The item can be deleted by selecting the row and clicking the trash can on the upper right border of the grid.
 - 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.

ItemNumber	Counted cust. owned qty	Previous Customer Owned Qty	Cust. owned difference	Counted consigned qty	Previous Consigned Qty	Consigned qty difference	BinNumber	Description	Is applied
009 Lot	8	10	-2	0	0		Rock 1		Yes
008 cla	11	10	1	0	0		Rock 1		Yes
008 clp	9	10	-1	0	0		Rock 1		Yes

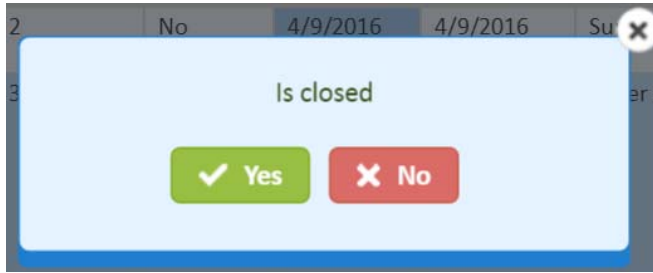
h.

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.

Name	Count date	Description	Type	Is applied	Number of items	Is closed	Created On	Updated On	Last Updated By	Created By	Added From	Edited From	Received On Date	Received Web Date
4/8/2016	4/9/2016		Adjustment	Yes	2	No	4/9/2016 5:24:52 PM	4/9/2016 5:57:45 PM	Super admin	Super admin	Web	Web	4/9/2016 5:57:45 PM	4/9/2016 5:24:52 PM
4/9/2016	4/9/2016	This Count is an Adjustment count to fix some keying errors when importing item quantities.	Adjustment	Yes	3	No	4/9/2016 5:06:28 PM	4/9/2016 6:04:31 PM	Super admin	Super admin	Web	Web	4/9/2016 6:04:31 PM	4/9/2016 5:06:28 PM

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**.

Counts

New

History

Count setup

Name* 4-9-2016

Description This Count is an Manual count to fix items that did not have the Pull done when material was taken or a Credit Pull done when material was put back.

Count date* 4/9/2016

Type* Manual ▼

Save Cancel

* indicates required field(s).

☒ Check before the textbox or dropdowns if you want to save this value preserved when you visit this page next time.

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

Counts

Search

IL SL Show 25 Records < 1 2 > Go To Page: Go

Narrow Search By:

Location

Manufacturer

Category

Cost1:

Stock Status:

Average Usage:

Turns:

Item Type 1 selected

Item (30)

Add	Item Number	Customer Owned Qty	Customer owned quantity	Consigned quantity	Consigned Qty	Bin number	Descrip
Add	trans1	<input type="text"/>	10	0	<input type="text"/>	Rock 1	
Add	009 Lot	<input type="text"/>	8	0	<input type="text"/>	Rock 1	
Add	009 cbp	<input type="text"/>	10	0	<input type="text"/>	Rock 1	
Add	008 cla	<input type="text"/>	11	0	<input type="text"/>	Rock 1	

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

Counts

Search

IL SL Show 25 Records < 1 2 > Go To Page:

Narrow Search By:

Location

Manufacturer

Category

Cost1:

Stock Status:

Average Usage:

Turns:

Item Type 1 selected

Item (30)

User (Created by)

User (Updated by)

Date Created

From

To

Date Updated

From

To

Add	Item Number	Customer Owned Qty	Customer owned quantity	Consigned quantity	Consigned Qty	Bin number
Add	trans1	<input type="text"/>	10	0	<input type="text"/>	Rock 1
Add	009 Lot	<input type="text"/>	8	0	<input type="text"/>	Rock 1
Add	009 cbp	11	10	0	<input type="text"/>	Rock 1
Add	008 cla	<input type="text"/>	11	0	<input type="text"/>	Rock 1
Add	008 cbp	<input type="text"/>	9	0	<input type="text"/>	Rock 1
Add	006-2	9	10	0	<input type="text"/>	Rock 1
Add	006-1	<input type="text"/>	10	0	<input type="text"/>	Rock 1

Add Close

- l. 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.

Counts

Room : Rock Room2 | Created On :4/9/2016 6:27:42 PM | Created By : Super admin | Updated On :4/9/2016 6:27

Edit **History** **Count setup**

Name* 4-9-2016

Description This Count is an Manual count to fix items that did not have the Pull done when material was taken or a Credit Pull done when material was put back.

Count date* 4/9/2016

Type* Manual

Save **Cancel**

Add new

Search

Show 500 records < 1 >

	ItemNumber	Counted cust. owned qty	Previous Customer Owned Qty	Cust. owned difference	Counted consigned c
Apply	009 cbp	11	10	1	0
Apply	006-2	9	10	-1	0

Apply All

e.

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

Enterprise Rock testing Company Rock Company1 Stock Room Rock Room2 Language English (United States)

Pulls

New **History**

Search

Show 50 Records < 1 > Go To Page: **Go**

Expand	Set Billing Action	Billing	Pull Order Number	PullCredit	Pull/Credit Quantity	Extended cost	Location	Project Spend Name	ID	Item Number	Room	Created On	Updated On	Created By
+		No		pull	1	3.00	Rock 1		20615	006-2	Rock Room2	4/9/2016 8:45:35 PM	4/9/2016 8:45:35 PM	Super admin
+		No		credit	1	3.00	Rock 1		20614	009 cbp	Rock Room2	4/9/2016 8:45:34 PM	4/9/2016 8:45:34 PM	Super admin

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.

Items

New

List

Search <input type="text"/>									
View:  		Show 10 Records < 1 2 3 4 >					Go To Page: <input type="text"/>		
ExpandCollapse	Item Type	Item Number	Description	On Hand Quantity	On Order Quantity	Suggested Order Quantity	Manage Min/Max/Critical Quantity Item Level	Minimum Quantity	Maximum Quantity
	Item	006-2		9	0	0	Yes	2	3
	Item	009 cbp		11	20	0	Yes	20	30
	Item	008 cbp		9	0	0	Yes	20	30

- i. **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.

Last Transaction Number	Other Details
Count Auto Sequence <input type="text"/>	Default Bin Name <input type="text"/>
Last Used Count Number <input type="text"/>	Default Supplier ID <input type="text"/>
PDAutoSequence <input type="text"/>	Slow Moving Value <input type="text"/>
Last Used Order Number <input type="text"/>	Fast Moving Value <input type="text"/>
PullPurchaseNumberType <input type="text"/>	Inventory Consumption Method <input type="text"/>
LastPullPurchaseNumberUsed <input type="text"/>	Global Markup Parts <input type="text"/>
Last Used Requisition Number 5	Global Markup Labor <input type="text"/>
Last Used Staging Number <input type="text"/>	Cost Center <input type="text"/>
Last Used Transfer Number <input type="text"/>	UniqueID <input type="text"/>
Last Used Work Order Number <input type="text"/>	Valuing Inventory Method <input type="text"/>
Last Used Asset Number <input type="text"/>	Inventory Classification <input type="text"/>
Last Used Bin Number <input type="text"/>	Last Date Billed <input type="text"/>
Last Used Project spend Number <input type="text"/>	<input type="text"/> Last cost <input type="text"/>
Last Used Tool Number <input type="text"/>	<input type="text"/> Cost <input type="text"/>
UDF1 <input type="text"/>	<input checked="" type="checkbox"/> Cost required Mandatory?
	<input type="checkbox"/> Comment
	<input type="checkbox"/> Suggested Order
	<input checked="" type="checkbox"/> Suggested Transfer
	Requested X Days <input type="text"/>

Save Cancel

- 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.

Enterprise

Rock testing

▼

Company

Rock Company1

▼

Stock Room

Rock Room2

▼

InventoryClassificationMasterHeader

New

List

InventoryClassification *


A

Save

Cancel

* Indicates required field(s).

☒ Check before the textbox or dropdowns if you want to save this value preserved when you visit this page next time.

- 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.

Enterprise Rock testing Company Rock Company1 Stock Room Rock Room2

InventoryClassificationMasterHeader

Search

Show 10 Records < 1 >

ID	InventoryClassification	RangeStart	RangeEnd	Added From	EditedFrom	Received On Date
6	A	250		Web	Web	4/9/2016 8:56:18 PM
7	B	100	249.9	Web	Web	4/9/2016 8:56:22 PM
8	C	50	99.9	Web	Web	4/9/2016 8:56:24 PM
9	D	10	49.9	Web	Web	4/9/2016 8:56:26 PM
10	E	0	9.9	Web	Web	4/9/2016 8:56:27 PM

- 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.

Consignment ☐

Turns

Transfer AND/OR Purchase * Transfer ☒ Purchase ☐

Bonded Inventory

Auto Inventory Classification ☒

Inventory Classification (Add New)

* indicates required field(s).

- 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.

Welcome Super admin | My Profile | Logout

Company Logo

28 Asset Kit Scripts

Room2 Language English (United States)

Alerts MinMax

Assets

Asset Tool View: [Bar Chart] [List View]

- 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.

Report / Alert : x GenerateLabel : x eTurns: Items x Replenishing : x Messaging | Un : x Pandora Ra : x [WI-1562] 404 : x

sapphire.eturns.com/Notification/Notifications

Amazon Web Service Past Schedules eTurns: Dashboard Achievements Home - SmartBear So Alaska Vendor Portal - Dash 5050 Report tracking

Welcome Super admin | My Profile | Logout

eTurns
Remote Inventory Solutions

Report
Customise Report
View Report
Schedule Report

Inventory Consume 2 Replenish 28 Asset Kit Scripts

Company Rock Company1 Stock Room Rock Room2 Language English (United States)

Schedules

Edit List Change Log

- 001 A Test Req
- Assets
- Audit Trail
- Audit Trail Transaction
- ConsignedBatchPull
- CountApplyMail
- CycleCountMail
- CycleCountItemsMissed
- Discrepancy Report
- DiscrepancyAfterSync
- eVMI Poll History
- eVMI Usage
- eVMI Usage No Header
- eVMI Problems
- InStock
- InStock Margin
- InStock with QOH
- InStock Margin
- Inventory Count
- Item Received
- ItemStockOut
- MaintenanceDue
- Order
- OrderApproval
- OrderApproveReject
- Orders With LinetItems
- OrderToSupplier
- PendingOrders
- PendingRequisition
- PendingReturnOrders

ScheduleName Cycle count notice

AlertSchedule Schedule Details

Auto AlertsSchedule Settings ☐ Hourly ☒ Daily ☐ Weekly ☐ Monthly
☐ Every Days ☒ EveryWeekDays

ScheduleRunTime 08:00

IsActive ☒

Suppliers
 CSV supplier
 eVMI Supplier
 Sup 124
 Supplier ABC

AttachmentTypes ☒ PDF ☐ Excel

AttachmentReportIDs Inventory Count

EmailAddress rock@eturns.com

CultureCode English (United States)

EmailSubject CYCLE COUNT-AUS

sapphire.eturns.com/Notification/Notifications

V.