

WMS - Cycle Counts

SYSPRO 8

Reference Guide

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Cycle Count

Exploring

Where it fits in?

The **Cycle Count** feature lets you perform partial stock counts at specific intervals without disrupting daily operations.

This feature is designed to be used with the **SYSPRO Scheduler** to allow for the planning and scheduling of specific cycle-counts for particular areas in the warehouse.

Navigation

The programs related to this feature are accessed from the **Program List** pane of the SYSPRO menu:

- *Program List > Inventory > Cycle Counting System*

Terminology

Cycle count

This refers to an inventory auditing procedure whereby a small subset of inventory items (or specific locations) are designated to be counted on a specified cycle.

The information derived from the cycle count can be used to determine the accuracy of stock levels within the entire warehouse (e.g. if discrepancies are found between actual and system stock levels, similar variances may be expected in other areas of the warehouse).

Stock code

A stock code is a number that uniquely identifies an inventory item that is bought or manufactured and which is typically stored in one or more warehouses.

All activity relating to the forecasting, purchasing, manufacturing, stocking and selling of a stocked item is tracked by means of the stock code.

A stock code can be linked to one or more lot numbers if the item is defined as lot traceable. If there is a warranty, the stock code can be defined as serialized and linked to one or more serial numbers.

Warehouse

Within SYSPRO, a warehouse represents an actual warehouse containing your inventory items (i.e. a physical warehouse) or a grouping of your inventory according to specific characteristics of the item (i.e. a logical warehouse).

FOR EXAMPLE:

You may want to split your inventory raw materials and finished goods into different logical warehouses even though they are located in the same physical warehouse.

You maintain warehouses using the **Warehouse Maintenance** program.

Lost and found warehouse (L&F)

This is the warehouse optionally configured to store variances arising during picking or cycle counting.

The quantity that is short is moved to the lost and found warehouse at the time the pick line or entire pick is completed and set to **C - PICKED**.

Items can be retrieved from the L&F warehouse during cycle counting using the **Cycle Count Review and Confirm** program.

The lost and found warehouse is only enabled if a warehouse is defined at the **LOST AND FOUND WAREHOUSE** setup option and **PROCESS TO LOST AND FOUND WAREHOUSE** is selected at the **ACCOUNTING FOR SHORTAGES** option (**Warehouse Maintenance**).

Starting

Prerequisites

To use this feature, the following module(s) must be installed according to the terms of your software license agreement:

- Inventory Control

To use this feature, the following setup option(s) must be enabled:

Setup Options

Setup Options > Configuration > Distribution > Inventory

- Fixed bins
- Multiple bins
- Associate serials by bin
- Show Warehouses (hyperlink)
 - Accounting for shortages

Security

You can secure this feature by implementing a range of controls against the affected programs. Although not all these controls are applicable to each feature, they include the following:

- You restrict operator access to *activities* within a program using the **Operator Maintenance** program.
- You can restrict operator access to the *fields* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to *functions* within a program using passwords (configured using the **Password Definition** program). When defined, the password must be entered before you can access the function.
- You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **eSignature Setup** program). Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.
- You can restrict operator access to *programs* by assigning them to groups and applying access control against the group (configured using the **Operator Groups** program).
- You can restrict operator access to *programs* by assigning them to roles and applying access control against the role (configured using the **Role Management** program).



Restrictions and Limits

- **MULTIPLE BINS** must be enabled for all warehouses that use cycle counting.

Solving

Error messages

Scheduler authentication has not been configured

Cause

This message is displayed when you try to save a schedule without having configured the required setup options.

The program requires access to the credentials of a domain user with elevated permissions. This ensures that the **Windows** tasks are created with the **Run with highest privileges** option enabled.

Solution

You need to configure the required credentials from the **Reporting** form of the **Setup Options** program (*Setup Options > System Setup > Reporting*):

SCHEDULER AUTHENTICATION

- User name
- User password

Unable to establish existence of the account specified

Cause

This message is displayed when you try to save a schedule without having configured the required setup options.

The program requires access to the credentials of a domain user with elevated permissions. This ensures that the **Windows** tasks are created with the **Run with highest privileges** option enabled.

Solution

You need to configure the required credentials from the **Reporting** form of the **Setup Options** program (*Setup Options > System Setup > Reporting*):

SCHEDULER AUTHENTICATION

- User name
- User password

FAQs

How do I change the stock quantity originally captured for a cycle count?

You can change the quantities for *active* cycle counts using the **Cycle Count Capture** program.

Non-serialized items

- To replace the quantity that was originally captured, enter the recounted quantity and enable the **Replace captured quantity** option.
- To supplement the original quantity, enter the quantity you want to add to the quantity that was originally captured.

Lot and serial items (including manual lots and serials)

- To increase the original quantity captured, enter the difference with a preceding plus character (+).
- To decrease the original quantity captured, enter the difference with a preceding minus character (-).

Using Process

The programs related to this feature are accessed from the **Program List** pane of the SYSPRO menu:

- *Program List > Inventory > Cycle Counting System*

1. Create the cycle count per warehouse section and include the items that must be counted using the **Cycle Count Maintenance** program.
2. Schedule when the cycle count should be performed using **Maintain Schedules** program (accessed from within the **Browse on Cycle Counts** program).
3. Select the cycle count to activate it (using the **Functions** column of the **Browse on Cycle Counts** program).
4. Capture the actual stock quantities counted (including lots and serials) using the **Cycle Count Capture** program.
 - Cancel an activated cycle count, print cycle count forms and view quantity variances by clicking the **Select** link in the **Functions** column of the **Browse on Cycle Counts** program.
 - Edit the captured quantities if errors were made or recounts were done, using the **Cycle Count Capture** program.
 - Review discrepancies between the actual and original stock quantities per stock code using the **Cycle Count Review and Confirm** program.
 - Once reviewed, select to either accept or recount the stock.



You are prompted to recount if the discrepancy exceeds the percentage specified at the **Cycle count variance %** field of the **Warehouse Bins** program.

When performing a recount, the bin quantities are cleared and must be recaptured.

5. Once recounted, capture the stock quantities using the **Cycle Count Capture** program.
6. Review any differences between the recounted and original stock quantities per stock code using the **Cycle Count Review and Confirm** program.
7. When you are satisfied with the numbers, accept the cycle count lines and confirm the cycle count using the **Cycle Count Review and Confirm** program.

When the cycle count is confirmed, inventory can be updated and transactions posted to the ledger, depending on your selection at the **ACCOUNTING FOR SHORTAGES** field in the **Warehouse Maintenance** program.

The **Cycle Count Confirmation** screen is displayed where you can view the cycle count messages.

8. Once the cycle count is closed, you can view cycle count data and quantity variances using the **Cycle Count Captured Query** program.

While the cycle count is active, you can view cycle count data using the **Cycle Count Query** program.

9. Purge redundant cycle count data using the **Cycle History Purge** program.

Affected Programs

The following indicates areas in the product that may be affected by implementing this feature:

Setup programs

Warehouse Bins

The **Cycle count variance %** field was added so that you can specify an acceptable variance percentage. This is used when the variance between counted quantities and system quantities is calculated.

Transaction Processing programs

Cycle Count Maintenance

This program lets you add, maintain and delete cycle counts, as well as select bins and stock items you want to include in the cycle count.

Cycle Count Capture

This program lets you capture the results of the cycle count per bin, lot and serial for each stock item included in the cycle count.

Cycle Count Review and Confirm

This program lets you confirm or recapture the counted quantities and confirm the cycle count.

Cycle Count Selection

This program lets you process the cycle count.

Lost and Found Warehouse Review

This program lets you review stock items that were placed in the lost and found warehouse during the picking process or cycle counting.

Once investigated, stock items can be adjusted or transferred to the warehouse from which it came or to another warehouse.

Period End programs

Cycle History Purge

This program lets you delete inactive cycle counts that are no longer required.

Query programs

Cycle Count Captured Query

This program lets you view the quantities there were captured for every stock item included in the cycle count.

Cycle Count History Query

This program lets you view historical cycle count data.

Cycle Count Query

This program lets you view cycle count data of accepted and confirmed cycle counts.

Browse programs

Browse on Cycle Counts

This program lets you activate, edit or cancel a cycle count, as well as schedule a cycle count using the **SYSPRO Scheduler**.

Business objects

Cycle Count Selection

This business object lets you select stock code items that will form part of the cycle count.

Cycle Count Maintenance

This business object lets you add, maintain and delete cycle counts.

Inventory Cycle Count Cancel

This business object lets you cancel or stop cycle counts.

Inventory Cycle Count Capture Purge

This business object lets you delete cycle counts and the cycle count data.

Inventory Cycle Count Query

This business object lets you query cycle count data per bin and view variances between actual and counted stock quantities.

Inventory Cycle Count Confirmation

This business object that lets you confirm the entered stock code quantities for cycle counts.

Inventory Cycle Count Capture Query

This business object lets you query cycle count quantities.

Inventory Cycle Count Capture

This business object lets you capture the stock code quantities that were counted during the cycle count.

Inventory Cycle Count Performance

This business object lets you view cycle count quantities, variances and how often the quantities were edited because of recounts.

Cycle Count Confirmation Scheduler

This business object (run from the scheduler) prints cycle count forms according to the schedule.

Inventory Cycle Counts List Query

This business object lets you view a list of all cycle counts, regardless of their status.

Inventory Cycle Count Query

This business object lets you query cycle count data of accepted and confirmed cycle counts.



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