

WMS: Cycle Counts

SYSPRO 8

Reference Guide

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CONTENTS

Cycle Count

Exploring	1
Starting	3
Solving	5
Using	7

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.

A mission can be generated from a cycle count to assign counting tasks to the warehouse operation, which can then be completed using the Espresso **WMS Missions & Tasks** application. The system is updated real time as the stock is counted and the task completed.

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).

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 **Lost and Found Warehouse Review** 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**).

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.

Mission and task

A mission (allocated to an employee or team) can be created for inventory putaway, sales order pick or cycle count transactions. Once missions and tasks are assigned to the employee or team they can be serviced using the Espresso **WMS Missions & Tasks** application or the **WHM Review Mission Tasks** program.

Operators see their tasks on a mobile device. As the stock is physically moved and the task completed, the system gets updated in real time. Once all tasks are marked as done, the mission can be completed.

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
- WMS missions options
 - Enable for cycle counting

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 System Setup** 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 System Setup** 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

Program List > Inventory > Warehouse Management > Setup

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.

WHM Mission Teams Maintenance

Program List > Inventory > Warehouse Management > Missions and Tasks > Setup

This program lets you allocate a team to a mission.

WHM Team Employee Maintenance

Program List > Inventory > Warehouse Management > Missions and Tasks > Setup

This program lets you add and maintain the employees that form the teams to which missions can be allocated.

WHM Teams Maintenance

Program List > Inventory > Warehouse Management > Missions and Tasks > Setup

This program lets you add and maintain the teams that can be allocated to missions.

Operator Maintenance

SYSPRO Ribbon bar > Setup > Operators

The **Employee** field lets you link the SYSPRO operator to an employee who can be part of a team that can be allocated to a mission.

This link is required to filter the list of tasks according to the SYSPRO operator, which in turn limits the tasks the logged on Espresso operator can perform.

Transaction Processing programs

Cycle Count Maintenance

Program List > Inventory > Cycle Counting System > Transaction Processing

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.

The **Create Mission and tasks** option lets you create a mission from the cycle count.

Cycle Count Capture

Program List > Inventory > Cycle Counting System > Transaction Processing

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

Program List > Inventory > Cycle Counting System > Transaction Processing

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

Cycle Count Selection

Program List > Inventory > Cycle Counting System > Transaction Processing

This program lets you process the cycle count.

Lost and Found Warehouse Review

Program List > Inventory > Cycle Counting System > Transaction Processing

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

Program List > Inventory > Cycle Counting System > Transaction Processing

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

Whm Mission Purge

Program List > Inventory > Warehouse Management > Missions and Tasks

This program lets you delete completed and canceled missions, i.e. remove the mission data from the [WhmMission](#) and [WhmMissionTasks](#) database tables.

Query programs

Cycle Count Captured Query

Program List > Inventory > Cycle Counting System

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

Cycle Count History Query

Program List > Inventory > Cycle Counting System

This program lets you view historical cycle count data.

Cycle Count Query

Program List > Inventory > Cycle Counting System

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

WHM Mission Query

Program List > Inventory > Warehouse Management > Missions and Tasks

This program lets you query mission and task information. The tasks associated with the mission are displayed in the list view.

WHM Review Mission Tasks

Program List > Inventory > Warehouse Management > Missions and Tasks

This program lets you allocate a mission to an employee as well as review missions and tasks.

Browse programs

Browse on Cycle Counts

Program List > Inventory > Cycle Counting System > Transaction Processing

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

WHM Team Browse

Program List > Inventory > Warehouse Management > Missions and Tasks > Browsers

This program lets you browse the teams that can be allocated to missions.

WHM Mission Browse

Program List > Inventory > Warehouse Management > Missions and Tasks > Browsers

This program lets you browse all missions and displays their statuses and sources (picking, cycle-counting or inventory putaway).

WHM Teams Employee Browse

Program List > Inventory > Warehouse Management > Missions and Tasks > Browsers

This program lets you view the employees that belong to a team.

Affected business objects

Setup objects

WHM Mission Team Maintenance

The `WHM MISSION TEAM MAINTENANCE`¹ business object lets you allocate a mission to a team.

Query objects

Inventory Cycle Count Query

This `INVENTORY CYCLE COUNT QUERY`² business object lets you query cycle count data per bin and view variances between actual and counted stock quantities.

Inventory Cycle Count Performance

This `INVENTORY CYCLE COUNT PERFORMANCE`³ business object lets you view cycle count quantities, variances and how often the quantities were edited because of recounts.

Inventory Cycle Counts List Query

This `INVENTORY CYCLE COUNTS LIST QUERY`⁴ business object lets you view a list of all cycle counts, regardless of their status.

Inventory Cycle Count Query

This `INVENTORY CYCLE COUNT QUERY`⁵ business object lets you query cycle count data of accepted and confirmed cycle counts.

Inventory Cycle Count Capture Query

This `INVENTORY CYCLE COUNT CAPTURE QUERY`⁶ business object lets you query cycle count quantities.

WHM Mission Query

The `WHM MISSION QUERY`⁷ business object lets you query a mission and the tasks associated with that mission from the [WhmMission](#) table.

¹Business object: WHMSMT

²Business object: INVQCS

³Business object: INVQCR

⁴Business object: INVQCC

⁵Business object: INVQC1

⁶Business object: INVQCE

⁷Business object: WHMQMS

WHM Completed Missions Query

The `WHM_COMPLETED_MISSIONS_QUERY`¹ business object lets you query all completed missions and tasks.

WHM In Progress Missions Query

The `WHM_IN_PROGRESS_MISSIONS_QUERY`² business object lets you query all missions from the [WhmMission](#) table that are still in progress (i.e. missions that are not canceled or completed).

WHM Missions Query

The `WHM_MISSIONS_QUERY`³ business object lets you query the missions in the [WhmMissionTasks](#) and [WhmMission](#) tables and displays their statuses and sources (picking, cycle-counting or inventory putaway). It is called from the **WHM Review Mission Tasks** program and loads the results in the list view.

Transaction objects

Cycle Count Selection

The `CYCLE_COUNT_SELECTION`⁴ business object lets you select stock code items that will form part of the cycle count.

Cycle Count Maintenance

The `CYCLE_COUNT_MAINTENANCE`⁵ business object lets you add, maintain and delete cycle counts.

Inventory Cycle Count Cancel

The `INVENTORY_CYCLE_COUNT_CANCEL`⁶ business object lets you cancel or stop cycle counts.

Inventory Cycle Count Capture Purge

The `INVENTORY_CYCLE_COUNT_CAPTURE_PURGE`⁷ business object lets you delete cycle counts and the cycle count data.

Inventory Cycle Count Confirmation

The `INVENTORY_CYCLE_COUNT_CONFIRMATION`⁸ business object that lets you confirm the entered stock code quantities for cycle counts.

¹Business object: WHMQCM

²Business object: WHMQPM

³Business object: WHMQSM

⁴Business object: INVTC1

⁵Business object: INVTC2

⁶Business object: INVTCB

⁷Business object: INVTCP

⁸Business object: INVTC

Inventory Cycle Count Capture

The `INVENTORY_CYCLE_COUNT_CAPTURE`¹ business object lets you capture the stock code quantities that were counted during the cycle count.

Cycle Count Confirmation Scheduler

The `CYCLE_COUNT_CONFIRMATION_SCHEDULER`² business object (run from the scheduler) prints cycle count forms according to the schedule.

Teams Maintenance

The `TEAMS_MAINTENANCE`³ business object lets you add, change and delete teams that can be allocated to missions.

WHM Mission Team Employee Maintenance

The `WHM_MISSION_TEAM_EMPLOYEE_MAINTENANCE`⁴ business object lets you add, change or delete employees that form part of the teams to which missions can be allocated.

¹Business object: `INVTCR`

²Business object: `INVT CZ`

³Business object: `WHMSTM`

⁴Business object: `WHMSTE`



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