Activant Acclaim

Maintaining an Accurate Inventory with Item-Count
The class is designed to help you understand the concept of cycle counting and how to use the Item-Count module to help you maintain the integrity of your inventory levels.
This class is designed for...

- Acclaim users responsible for:
  - inventory management
  - inventory control
Objectives

- Identify the benefits of controlling inventory levels

- Use the ITEM COUNT module to
  - Prepare for the item count
  - Perform the count
  - Reconcile the information
Does your company perform cycle counting?
Is Counting Inventory Important?

- Reconciliation of physical balances to recorded balances
  - Correct free stock counts
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  - Correct free stock counts
- Saves time verifying stock counts
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  - Correct free stock counts
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- Better Return On Investment
Is Counting Inventory Important?

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  - Correct free stock counts
- Saves time verifying stock counts
- Requirement of the lending institutions
- Better Return On Investment
- More efficient order processing and purchasing increases your customer service levels
Should I Use Cycle Counting?

- More practical than once a year
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- Can be broken into smaller tasks
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- Count “A” Items more often
  - Accurate fast-turning item counts
Should I Use Cycle Counting?

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- Can be broken into smaller tasks
- Allows for quicker identification of stock inaccuracies
- Count “A” Items more often
  - Accurate fast-turning item counts
- Allows for better customer service
Preparation for the Count

- Company options | Item Count Quantity
- FREE - count only free stock
- FRAL - count both free and allocated

ITEM COUNT PHYSICAL QUANTITY

When Physical Inventories are performed using either the ITEM-COUNT or PC-ITEM-COUNT module, it is understood that the Physical Count for any given item reflects at least the Free Stock Quantity. The response to this option determines whether the Allocated Quantity is also included in the Physical Count.

FREE = Count only the Free Stock Quantity.
FRAL = Count both Free Stock and Allocated Quantities.

** Do not change this option while performing an Inventory Count.
Preparation for the Count

- Running QREBITEM prior to sorting inventory rebuilds
  - Allocated
  - Due-in
  - Backorder
  - On PO
  - In-Transit

...quantities for all stock items.
Preparation for the Count

- Ship, confirm, and invoice all orders
- Ship and receive all transfers
- Ship and confirm all vendor returns
- Invoice all direct ship confirmed orders
- Print and clear Stock Adjustments Register
Preparation for the Count

- Divide warehouse into counting areas
  - Sequence by bin numbers
Preparation for the Count

- Divide warehouse into counting areas
  - Sequence by bin numbers

- Assign counting teams
Preparation for the Count

- Divide warehouse into counting areas
  - Sequence by bin numbers
- Assign counting teams
- Clean the warehouse!
Before starting a count, which of the following should NOT be done?

1. Ship, confirm and invoice all orders
2. Generate all necessary transfers
3. Decide whether to count free stock only, or free and allocated stock
4. Run QREBITEM
Here is the module

- Item count
  - Sort and print inventory
  - Reprint inventory
  - Item Count Maintenance
  - Edit counts
  - Reports ...
  - Count history ...
  - Clear counts
  - Defaults
CLEAR COUNTS

- Available as of Acclaim 16
- Should be run before sorting is done
- Will clear out all existing sorts within the system
The Item Count Process

Sort Inventory → Print Cards/Report ↔ Reprint Cards
## Sorting Inventory

**Q-Mode must be enabled to sort inventory**

<table>
<thead>
<tr>
<th>INVENTORY REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SORT OPTIONS</strong></td>
</tr>
<tr>
<td>1 RESORT INVENTORY Y (Y N)</td>
</tr>
<tr>
<td>2 PRIM SEQ V-BN (V-BN BIN B-VN)</td>
</tr>
<tr>
<td>3 SEC SEQ VN (VN IT PR VS)</td>
</tr>
<tr>
<td><strong>SECONDARY SEQUENCE</strong></td>
</tr>
<tr>
<td>4 START -</td>
</tr>
<tr>
<td>5 END ZZZZZZ-ZZZZZ</td>
</tr>
<tr>
<td><strong>LOCATION</strong></td>
</tr>
<tr>
<td>6 START 0</td>
</tr>
<tr>
<td>7 END 9999</td>
</tr>
<tr>
<td><strong>VENDOR</strong></td>
</tr>
<tr>
<td>8 START</td>
</tr>
<tr>
<td>9 END ZZZZZZ</td>
</tr>
<tr>
<td><strong>BIN NUMBER</strong></td>
</tr>
<tr>
<td>10 START</td>
</tr>
<tr>
<td>11 END ZZZZZZ</td>
</tr>
<tr>
<td><strong>SALES CLASS</strong></td>
</tr>
<tr>
<td>12 START 0</td>
</tr>
<tr>
<td>13 END 99</td>
</tr>
<tr>
<td><strong>PURCHASE CLASS</strong></td>
</tr>
<tr>
<td>14 START 0</td>
</tr>
<tr>
<td>15 END 99</td>
</tr>
<tr>
<td><strong>EXTENDED INVENTORY COST</strong></td>
</tr>
<tr>
<td>16 START 0.00</td>
</tr>
<tr>
<td>17 END 999999999.99</td>
</tr>
<tr>
<td><strong>OTHER OPTIONS</strong></td>
</tr>
<tr>
<td>18 STOCK ONLY N (Y N ONHD)</td>
</tr>
<tr>
<td>19 LAST COUNT DATE 12/31/49</td>
</tr>
<tr>
<td><strong>PRINT OPTIONS</strong></td>
</tr>
<tr>
<td>20 FORMAT RPT (CARD RPT LIST NONE)</td>
</tr>
<tr>
<td>21 SHOW FREE QTY N (Y N)</td>
</tr>
<tr>
<td>22 SHOW ALLO QTY N (Y N)</td>
</tr>
<tr>
<td><strong>FIELD:</strong></td>
</tr>
</tbody>
</table>
Stock Only set to Y only counts items with a stock flag of Y or that have free/allocated >0
Any items with a Last Count Date AFTER the specified date are skipped during this sort.
# Print Inventory Cards

## INVENTORY REPORT

### SORT OPTIONS
- **1** RESORT INVENTORY  Y  (Y N)
- **2** PRIM SEQ  V-BN  (V-BN BIN B-VN)
- **3** SEC SEQ  VN  (VN IT PR VS)

### SECONDARY SEQUENCE
- **4** START  -
- **5** END  ZZZZZZ-ZZZZZ

### LOCATION
- **6** START  0
- **7** END  9999

### VENDOR
- **8** START  0
- **9** END  ZZZZZZ

### BIN NUMBER
- **10** START  0
- **11** END  ZZZZZZ

### FIELD:

### SALES CLASS
- **12** START  0
- **13** END  99

### PURCHASE CLASS
- **14** START  0
- **15** END  99

### EXTENDED INVENTORY COST
- **16** START  0.00
- **17** END  99999999.99

### OTHER OPTIONS
- **18** STOCK ONLY  N  (Y N ONHD)
- **19** LAST COUNT DATE  12/31/49

### PRINT OPTIONS
- **20** FORMAT RPT  (CARD RPT LIST NONE)
- **21** SHOW FREE QTY  N  (Y N)
- **22** SHOW ALLO QTY  N  (Y N)
Printing Inventory Cards or Reports

- Only items included in the sort can be printed
Printing Inventory Cards or Reports

- Only items included in the sort can be printed
- Each printed item is assigned a sequence number
  - Each item has a unique sequence number for each location and bin number combination
The Item Count Process

1. Sort Inventory
2. Print Cards/Report
3. Reprint Cards

Physically Count the Inventory in Warehouse
Counting the Inventory

- If company option is FRAL,
  - count both free stock and allocated stock
Stock is Allocated...

- Until invoiced
  - if allocated to a customer order

- Until confirmed
  - if allocated to a vendor return

- At the source location
  - until the transfer is received at the destination location

- If on a secondary process order

- To Assembly Stock order until confirmed
If company option is FRAL,
  ◆ Count both free stock and allocated stock

The difference between allocated and physical count goes to free stock
The Item Count Process

Sort Inventory ➔ Print Cards/Report ➔ Reprint Cards

↓

Enter Counts ➔ Edit Counts
# Entering Counts

## Item Count Browse for Location 1

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Item</th>
<th>On-Hand Bin</th>
<th>Bin Qty</th>
<th>Phys Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANT</td>
<td>14.00</td>
<td>14.00</td>
<td>5.00</td>
</tr>
<tr>
<td>2</td>
<td>BLUE</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>BVER</td>
<td>0.00</td>
<td>0.00</td>
<td>-----------</td>
</tr>
<tr>
<td>4</td>
<td>CAP</td>
<td>1.00</td>
<td>1.00</td>
<td>-----------</td>
</tr>
<tr>
<td>5</td>
<td>CREFT</td>
<td>0.00</td>
<td>0.00</td>
<td>-----------</td>
</tr>
<tr>
<td>6</td>
<td>CROSS</td>
<td>997.00</td>
<td>997.00</td>
<td>-----------</td>
</tr>
<tr>
<td>7</td>
<td>CROUTONS</td>
<td>0.00</td>
<td>0.00</td>
<td>-----------</td>
</tr>
<tr>
<td>8</td>
<td>ELASTICS</td>
<td>0.00</td>
<td>0.00</td>
<td>-----------</td>
</tr>
<tr>
<td>9</td>
<td>EXTENSION</td>
<td>0.00</td>
<td>0.00</td>
<td>-----------</td>
</tr>
<tr>
<td>10</td>
<td>FLOWERS</td>
<td>157.00</td>
<td>157.00</td>
<td>-----------</td>
</tr>
<tr>
<td>11</td>
<td>GOTTAN</td>
<td>0.00</td>
<td>0.00</td>
<td>-----------</td>
</tr>
<tr>
<td>12</td>
<td>HILL</td>
<td>0.00</td>
<td>0.00</td>
<td>-----------</td>
</tr>
<tr>
<td>13</td>
<td>LABOR-N</td>
<td>10.00</td>
<td>10.00</td>
<td>-----------</td>
</tr>
</tbody>
</table>

**Description**

- **Last Count:** 5.00 on 05/28/09
- **Free:** 10.00
- **Allocated:** 4.00
The Item Count Process

Sort Inventory → Print Cards/Report → Reprint Cards

↓

Enter Counts

↓

Missing Card List

↑

Edit Counts
Missing Card List

- Lists all cards with no count entered
- Tool to ensure all counts are entered
- Delete option may be used to delete unused cards (Q-Mode must be activated)
The Item Count Process

Sort Inventory → Print Cards/Report → Reprint Cards

Print Cards/Report → Enter Counts → Missing Card List

Enter Counts → Edit Counts ↔ Missing Card List

Edit Counts ↔ Recount List
Printing a Recount List

- Items with physical counts that differ from system on-hand quantity
- Variance may be expressed as a dollar value or percentage of count quantity

```
PRINT INVENTORY RECOUNT LIST

LOCATION
  1 START       0
  2 END        9999
VENDOR
  3 START
  4 END       ZZZZZZ
BIN NUMBER
  5 START
  6 END       ZZZZZZ
DIFFERENCE OPTIONS
  7 TYPE       VAL  (VAL PRCT)
  8 AMOUNT     0.00
OTHER OPTIONS
  9 SHOW PHYSICAL COUNT N (Y N)
```
Difference Options

- Percentage option
  - Difference / original value

Example: Qty Free + Qty Allocated = Qty On Hand

\[
15 + 45 = 60
\]

Physical Count = 195

Difference 195 - 60 = 135

\[
135/60 = 225%
\]

- Items with on-hand of zero displays as *.** percent
<table>
<thead>
<tr>
<th>OH</th>
<th>SEQ#</th>
<th>VENDOR</th>
<th>ITEM CODE</th>
<th>BIN LOC</th>
<th>ON HAND</th>
<th>RESERVE</th>
<th>OLD VALUE</th>
<th>NEW VALUE</th>
<th>VAL DIFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>027557</td>
<td>LIT SFSQLFBR</td>
<td>LITE/FAN SPD CNIL</td>
<td>49</td>
<td>0</td>
<td>1041.05</td>
<td>1019.81</td>
<td>-21.24</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>027557</td>
<td>LIT SFSQLFAL</td>
<td>LITE/FAN SPD CNIL</td>
<td>35</td>
<td>0</td>
<td>677.46</td>
<td>580.68</td>
<td>-96.78</td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Totals:**
- **Total Old Value:** 1718.51
- **Total New Value:** 1600.49
- **Total Value Difference:** -118.02
The Item Count Process

- Sort Inventory → Print Cards/Report → Reprint Cards
  - Enter Counts → Missing Card List → Recount List
  - Edit Counts
Editing the Counts

- Corrects physical counts
- Only counted items can be edited
- Items can be selected by either the item code or the sequence number
- Count is the new physical count

EDIT INVENTORY COUNTS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESC</th>
<th>FREE STOCK</th>
<th>ALLO STOCK</th>
<th>COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 3M 040075</td>
<td>1/2 X 18&quot; 80X GRIT 3-M-ITE</td>
<td>2961.00</td>
<td>71.00</td>
<td>3032.00</td>
</tr>
</tbody>
</table>
The Item Count Process

Sort Inventory → Print Cards/Report → Enter Counts → Missing Card List → Recount List → Overallocated List

Reprint Cards → Edit Counts
Overallocated Items List

- Only appears if the Company Option is FRAL
Overallocated Items List

- Only appears if the Company Option is FRAL
- Items with a physical count less than allocated quantity are reported
Overallocated Items List

- Only appears if the Company Option is FRAL
- Items with a physical count less than allocated quantity are reported
- Displays free, allocated, physical count, and difference
Overallocated Items List

- Only appears if the Company Option is FRAL
- Items with a physical count less than allocated quantity are reported
- Displays free, allocated, physical count, and difference
- Recount/scan all possible places items can be allocated
Overallocated Items List

- System cannot reduce stock below current allocated value

Example:

<table>
<thead>
<tr>
<th>Free</th>
<th>Allocated</th>
<th>Physical</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>25</td>
<td>7</td>
<td>18</td>
</tr>
</tbody>
</table>

*Note:* Free stock will become zero if posted
## Overallocated List

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>BIN LOC</th>
<th>FREE</th>
<th>ALLOCATED</th>
<th>PHYSICAL</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>030007</td>
<td>B&amp;D 31003</td>
<td>31003 WOOD CUTTING BLADE 6&quot;</td>
<td>OD0607</td>
<td>974</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>030007</td>
<td>B&amp;D 31020</td>
<td>03720 3&quot; 14 TPI JIGSAW</td>
<td>OD0608</td>
<td>33</td>
<td>32</td>
<td>0</td>
<td>32</td>
</tr>
<tr>
<td>030007</td>
<td>B&amp;D 89027</td>
<td>SHOULDER EYE BOLT 5/8&quot;</td>
<td>OB01FL</td>
<td>19</td>
<td>56</td>
<td>0</td>
<td>56</td>
</tr>
<tr>
<td>030007</td>
<td>B&amp;D 89021</td>
<td>SHOULDER EYE BOLT 1/4&quot;</td>
<td>OB0204</td>
<td>19</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>030007</td>
<td>B&amp;D 89029</td>
<td>SHOULDER EYE BOLT 7/8&quot;</td>
<td>OB0204</td>
<td>25</td>
<td>40</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>046135</td>
<td>SYL F13T5CW</td>
<td>FLOURESCENT LAMP</td>
<td>A12987</td>
<td>1017</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>046135</td>
<td>SYL F14T12D</td>
<td>FLOURESCENT LAMP</td>
<td>A12987</td>
<td>136</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
The Item Count Process

Sort Inventory ➔ Print Cards/Report ➔ Reprint Cards

Enter Counts ➔ Missing Card List ➔ Recount List ➔ Overallocated List ➔ On-hand Vs. Physical Count List

Edit Counts
Discrepancy Report

- Discrepancies on an item level instead of a bin level
- Differences between free stock and the cumulative count for an item
- Available to users that have enabled the Multiple-Bin optional package
<table>
<thead>
<tr>
<th>PRINT ON-HAND VS. PHYSICAL COUNT LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOCATION</strong></td>
</tr>
<tr>
<td>1 START 0</td>
</tr>
<tr>
<td>2 END 9999</td>
</tr>
<tr>
<td><strong>VENDOR</strong></td>
</tr>
<tr>
<td>3 START ZZZZZZ</td>
</tr>
<tr>
<td>4 END ZZZZZZ</td>
</tr>
<tr>
<td><strong>BIN NUMBER</strong></td>
</tr>
<tr>
<td>5 START ZZZZZZ</td>
</tr>
<tr>
<td>6 END ZZZZZZ</td>
</tr>
<tr>
<td><strong>POST OPTIONS</strong></td>
</tr>
<tr>
<td>7 POST COUNTS N (Y N)</td>
</tr>
<tr>
<td>8 ADJ DESC</td>
</tr>
<tr>
<td>9 ADJ CODE (7-99)</td>
</tr>
<tr>
<td>VENDOR ITEM CODE</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>027557 LJT SPSQLFL</td>
</tr>
<tr>
<td>027557 LJT SPSQLFR</td>
</tr>
<tr>
<td>027557 LJT SPSQLHBL</td>
</tr>
<tr>
<td>027557 LJT SPSQLFL</td>
</tr>
<tr>
<td>027557 LJT SPSQLHNL</td>
</tr>
</tbody>
</table>

VENDOR TOTALS: 3549.99 3668.01 -118.02
Posting Inventory

- Only items with a count are posted
- Items can be posted by location
- Post Count Option must be set to Y for counts to be adjusted
- Entry into the Stock Adjustments Register with code and description
- Entry into Item Ledger
PRINT ON-HAND VS. PHYSICAL COUNT LIST

LOCATION
  1 START  0
  2 END    9999

VENDOR
  3 START
  4 END    ZZZZZZ

BIN NUMBER
  5 START
  6 END    ZZZZZZ

POST OPTIONS
  7 POST COUNTS  Y  (Y N)
  8 ADJ DESC     CYCLE COUNT 1/9/02
  9 ADJ CODE     67  (7-99)
Item Ledger Entry

**Item Ledger Info**

- **Item:** LUT SFSQLFAL  
- **Desc:** LITE/FAN SPD CNTL  
- **Loc:** 1  
- **SUMMIT 2002 LOC 1**  
- **Vendor-Item #:** 027557-69153  
- **Starting date:** 01/26/02  
- **Type:** ALL

**Free Stock** | **Allocated** | **On BO** | **On PO** | **In Transit**
---|---|---|---|---
42.00 | 0.00 | 0.00 | 0.00 | 0.00

**Type Item Ledger Browse By Date**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>Type</th>
<th>Transaction #</th>
<th>Free Stock</th>
<th>New Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/26/02</td>
<td>11:00:58</td>
<td>P21</td>
<td>AD. ADJ</td>
<td>1000234-0001</td>
<td>7.00</td>
<td>42.00</td>
</tr>
</tbody>
</table>
### Item Ledger Detail

**Item Ledger View**

- **Item:** LIT_SFSQLFA7
- **Loc:** 1
- **SUMMIT:** 2002
- **LOC:** 1
- **Nav:** 1.1
- **Lite/Fan SPD Cntl:**
- **Vendor-Item #:** 027557-69153
- **Starting date:** 01/26/02
- **Type:** ALL

#### Stock Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Free Stock</th>
<th>Allocated</th>
<th>On BO</th>
<th>On PO</th>
<th>In Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty Chg:</td>
<td>7.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>New Bal:</td>
<td>42.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Current:</td>
<td>42.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Transaction Information

- **Date:** 01/26/02
- **Time:** 11:08:56
- **User:** P21
- **Type:** AD.ADJ
- **Trans Num:** 1000234-0001
- **Adj code:** 67
- **Comment:** CYCLE COUNT 1/9/02

#### Price/Cost Information

- **Unit Name:** E
- **Unit Size:** 1.0000
- **Avg Cost:** $19.3560
- **Unit Cost:** $19.3560
Helpful Tips

Never use Print option to reprint cards or you will create duplicate sequence numbers for each item

- Always use the Reprint option
Helpful Tips

- “E: Cannot sort! Card and/or counts already exist on the system”
  - Print Missing Cards List and answer Y to “Delete Cards”
  - If ITCN2X contains records, clear the information
Helpful Tips

Files involved

- ITCNTD & ITCNTX - built by printing cards, decreased by posting counts
- ITCN2X - built by entering counts, decreased by posting counts
- ITBINX - file that holds the sort by item and bin number (overwrites each time a sort is performed)
  
  Note: These files can be viewed in FCB
Helpful Tips

- File Sizes needed
  - Number of current records in ITEMD x Number of stocking locations x Average number of bins per item
Summary

- Importance of Counting Inventory
- Prepare for the count
- Sort inventory
- Print cards/report
- Enter/edit counts
- Missing Inventory Card List
- Recount List and Overallocated List
- Post counts
For More Information...

- Acclaim Help Files
- Visit Activant on the web: www.activant.com
  - View Educational Services course offerings
  - Browse Documentation
  - Search the Solutions database
  - Submit a Support case
- E-mail Consulting Services
  - consult-sales@activant.com
- E-mail Professional Services Sales
  - pss@activant.com