WAREHOUSE MANAGEMENT SYSTEM

Stocktakes and Cycle Counting

Note: This document is written based on the Standard version of CRiSTAL Warehouse Management System. Some of the functionality described may not be available in the other versions.

INTRODUCTION

CRiSTAL Warehouse management system incorporates cycle counting and stocktaking to facilitate housekeeping in the warehouse.

It also facilitates stocktaking or stock comparison at host system by exporting stock balance for upload to the host system.

CRISTAL
Solutions Pte Ltd

**Copyright© 1999 - 2007
CRiSTAL Solutions Pte Ltd
All Rights Reserved**

Page 2
16-Apr-07

1. CYCLE COUNTING

CRiSTAL WMS enables cycle counting to be carry out either by Item Code (SKU) or location

For SKU based cycle count, the cycle count can be based on activity, value or combination.
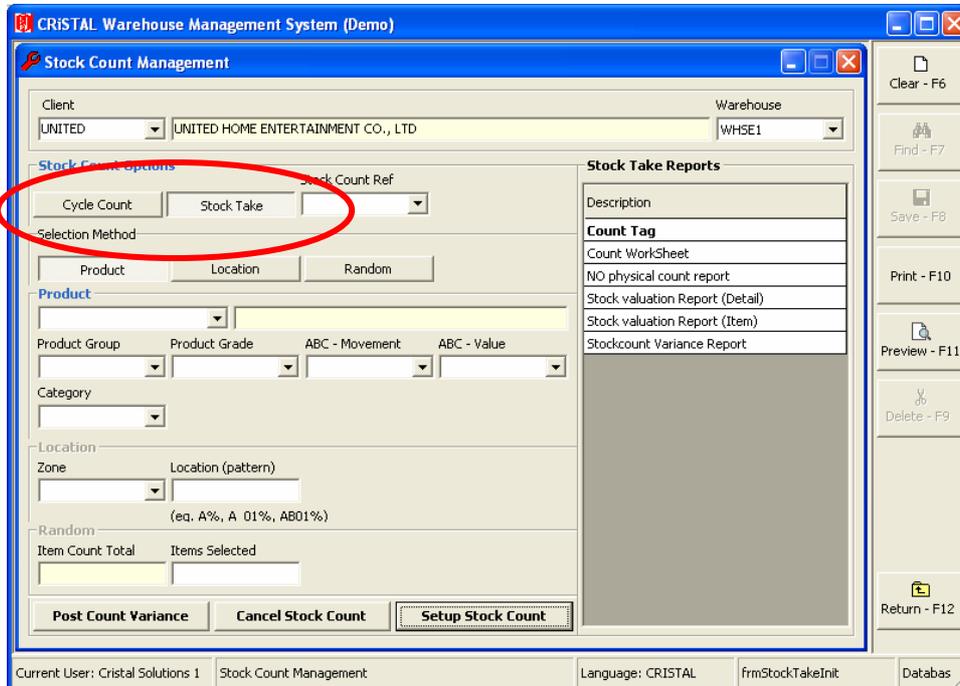
In cycle count, it is necessary to define the cycle count period (in number of working days) in which a count cycle is to be completed – namely every things are counted as required.

The cycle count period is defined in the System Configuration:

CRISTAL
Solutions Pte Ltd

Copyright © 1999 - 2007
CRiSTAL Solutions Pte Ltd
All Rights Reserved

Page 3
16-Apr-07
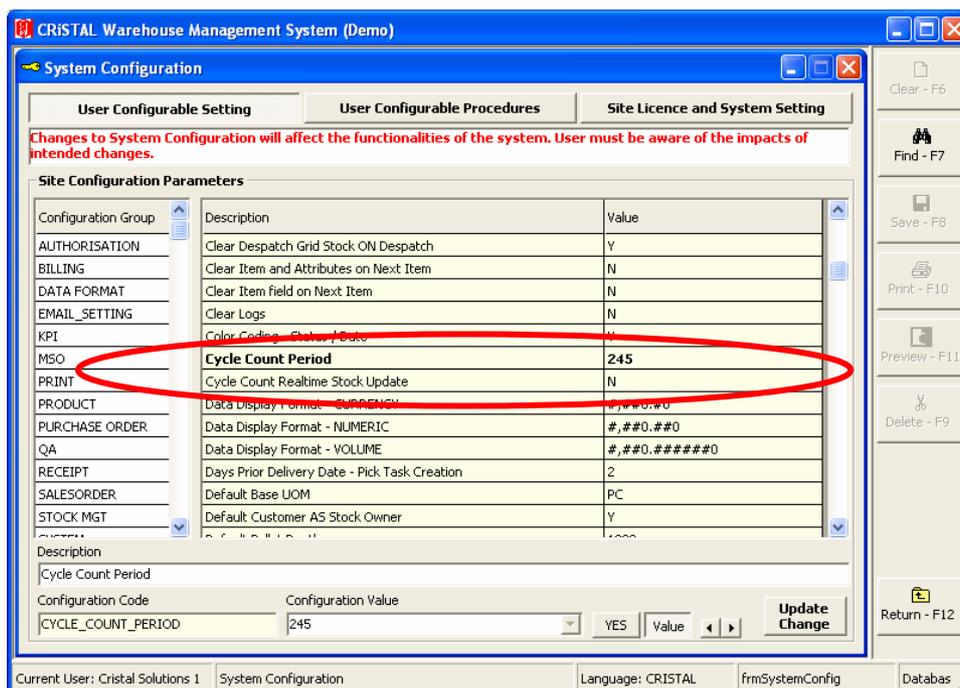
In addition, the Cycle Count Realtime Stock Update flags whether stock adjustment is to on realtime – adjust on updating of physical or otherwise.

If it is flagged as 'N', the physical count entry will be posted to a table in the system for review before posting.

1.1. Cycle Count by Item Code

The system identifies item codes to be cycle-counted based on the Count Frequency, as specified in Product Definition for each item code and the Last Count date. The Last Count date is automatically updated by the 'Setup Stock Count' in the Stock Management.

Note: The Last Count date is not reverted when a Stock Count is cancelled instead of posted as skipping a count will result in Cycle Count not being completed in the specified cycle.

1.1.1. Setting Up Cycle Count Frequency

To facilitate the definition of the Count Frequency of the items, an utility is provided in the Administration | Miscellaneous Maintenance Tools -> ABC Class and Cycle Count Update.

The item codes are to be classified in ABC class by movements (Pick Frequency) and product value basing on FOB Cost.

(Refer to Miscellaneous Utilities documentation for details.)

1.2. Cycle Count by Location

Cycle count by location is available at Warehouse level only.

When the location cycle count is triggered, the system computes the total number of 'AVAIL' locations in the warehouse and divides it by the cycle count period to compute the number of locations to be counted.

The locations are then identified from the locations matrix basing on the walk sequence in the warehouse. Empty location will also be selected.

The count task is then created based on the selected locations for items that are in the locations.
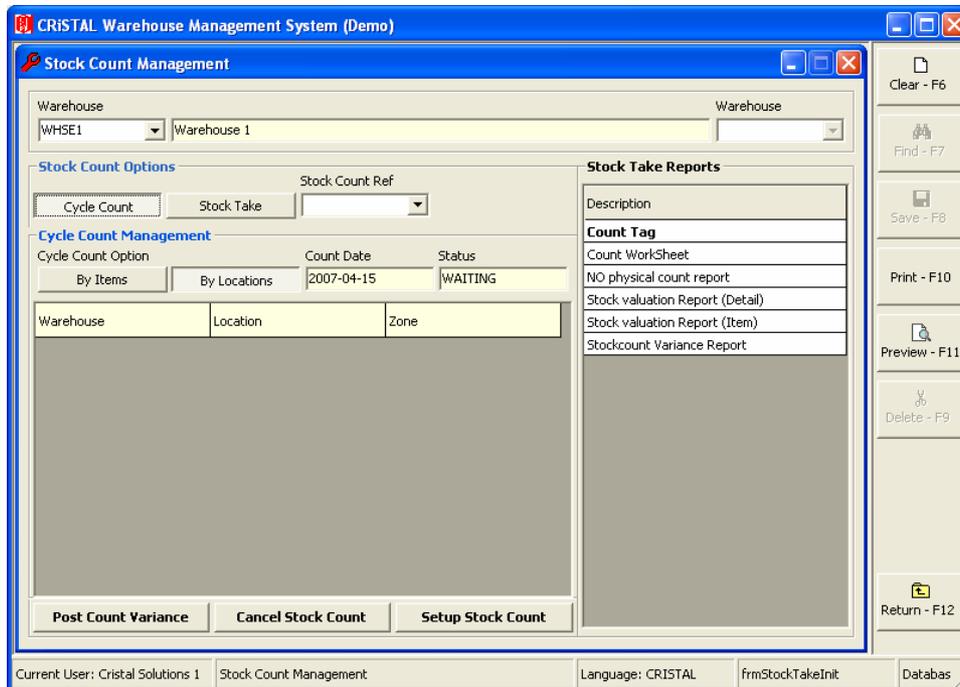
1.3. Starting Cycle Count

After selecting the Cycle Count Option, click on the button Setup Stock Count.

The system will based on the option specified and select the items or location to be counted.

CRISTAL
Solutions Pte Ltd

Copyright © 1999 - 2007
CRiSTAL Solutions Pte Ltd
All Rights Reserved

Page 5
16-Apr-07

2. STOCKTAKING
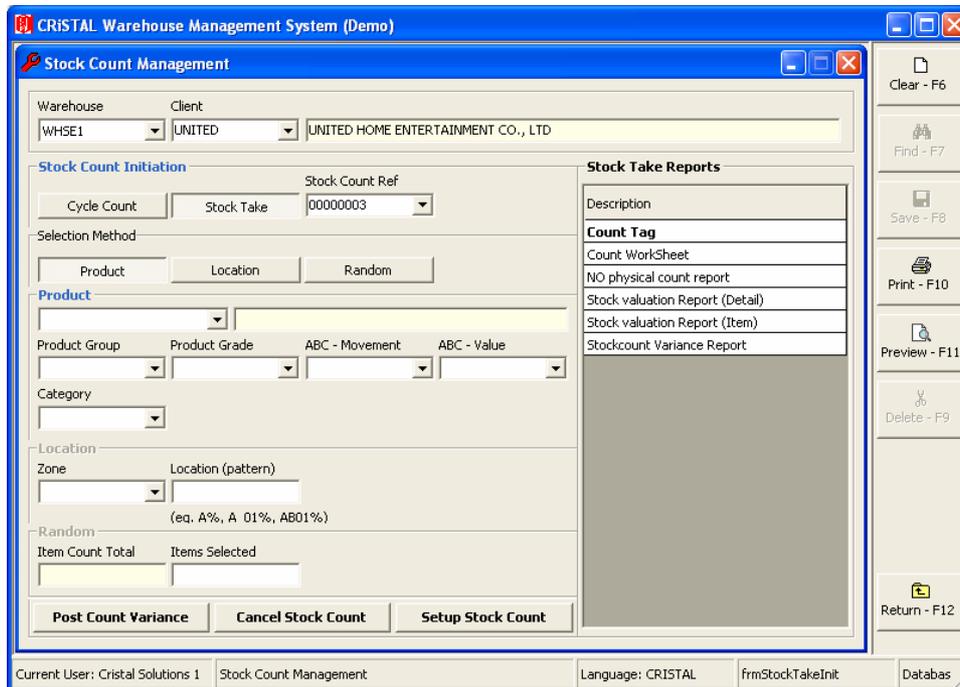
CRiSTAL WMS provide for various options in carrying out a stocktake:

1. Product
   a. User is further allowed to select a specific
      i. Product code
      ii. Product Group
      iii. Product Grade
      iv. ABC – Movement group
      v. ABC – Value group
      vi. Category
   b. Or combination of above
   c. Or none – which mean all Products
2. Location
   a. User has the options of
      i. Warehouse
      ii. Zone
      iii. Location or prefix of the location address
   b. Or combination of above
      i. user need to ensure it is a valid else no location will be selected
3. Random

CRISTAL
Solutions Pte Ltd

Copyright © 1999 - 2007
CRiSTAL Solutions Pte Ltd
All Rights Reserved

Page 6
16-Apr-07

a. A variation of the stocktake take product code in which user specify the number of product code to be checked while the system select the product codes to check

b. The selection may include product code that has no stock.

2.1. Conducting a Stocktake

To start and conduct a stocktake:

1. Specify the warehouse

2. Select the Client

3. Select the Stock Take option

4. Specify the option and select criteria

5. Click Setup Stock Count

6. Print the required worksheet

    a. Count Tag – 1 page per location (see appendix)

    b. Count Worksheet – by aisle (see appendix)

7. Perform the physical count

    a. Record item found in location not in the worksheet in the space provided.

8. Input the count (see next section)

9. On completion of the count entry, generate the following reports to confirm the count and verify the variance

    a. NO physical count report

        i. Check for location that have not been counted or missing count entry

    b. Stockcount Variance Report

10. If stock count is correct, print

    a. Stock valuation Report (Detail), or

    b. Stock valuation Report (Item)

11. On confirmation of acceptance of the stock count variance, click Post Count Variance

    a. This synchronises the system stock balance with the physical stock count

    b. Stock Adjustment entries are created in the movement history for all adjustments.

CRISTAL
Solutions Pte Ltd

Copyright© 1999 - 2007
CRiSTAL Solutions Pte Ltd
All Rights Reserved

Page 7
16-Apr-07

3. STOCK COUNT ENTRY

The next step in the stocktaking or cycle count is the stock count entry.

3.1. Batch Mode

The stock count entry as described here is the batch mode count – stock counts are captured in a separate table. Reports of variances can be printed and reviewed. Recounts can be made till the management is satisfied and approved the count.

To input the stock counts:

1. Select the location / item

2. Input the Count Qty

3. Click 'Save'

4. Repeat till all counts are updated

3.2. Realtime Mode

In realtime mode, stock counts are created as 'I' or inspection tasks in stock movements table or work pool.

These tasks are assigned and confirm or updated via the Warehouse Tasks function.

Entry input will immediately update the stock status of the item counted.

Appendix A.   STOCK COUNT TAG

STOCKTAKE COUNT TAG   8 Apr 2007

Stocktake Ref: 00000005   Page 2 of 10

Warehouse : WHSE1

Location   : AA010101

Client   : UNITED

Item No	Quantity	Count
CHT-1650		
PROD002		

Additional Item

CRISTAL
Solutions Pte Ltd

Copyright © 1999 - 2007
CRiSTAL Solutions Pte Ltd
All Rights Reserved

Page 9
16-Apr-07

Appendix B. STOCK COUNT WORK SHEET

STOCKTAKE COUNT SHEET

Stocktake Ref : 00000005

Warehouse   : WHSE1
Client   : UNITED

8 Apr 2007
Page 2 of 3

S/N	Location	Item No & Description	Stock Attributes	Quantity	Count
2	AA010101	CHT-1650 PIXMA IP6220D USCD1.0		281.00	_____
3	AA010101	PROD002 PROD002		50.00	_____
4	AA010102	CHT-1650 PIXMA IP6220D USCD1.0	Item Color: YELLOW	20.00	_____
5	AA010102	UHE-5028 5028 Barney is Pajama Party	Expiry Date: 29 Jan 2009	20.00	_____
6	AA020101	UHE-5373 5373 He Loves Me He Loves Me No 3	Expiry Date: 29 Jan 2009	30.00	_____
7	AA020102	SET00001 SET 00001		200.00	_____
8	AA030102	UHE-5373 5373 He Loves Me He Loves Me No 3	Expiry Date: 07 Jan 2009	292.00	_____
9	AA040101	PROD002 PROD002		20.00	_____
10	AA040101	SET00001 SET 00001		10.00	_____
11	AA040101	UHE-5028 5028 Barney is Pajama Party	Expiry Date: 08 Jan 2009	100.00	_____
12	AA040101	UHE-5373 5373 He Loves Me He Loves Me No 3	Expiry Date: 08 Jan 2009	300.00	_____
13	AA050101	UHE-5373 5373 He Loves Me He Loves Me No 3	Expiry Date: 10 Jan 2009	100.00	_____

Additional Item

_____

_____

_____

_____

_____

_____

_____

CRISTAL WMS DEMO
E:\Development\Reports\Stocktake Count Sheet.rpt

CRISTAL Solutions Pte Ltd

Copyright © 1999 - 2007
CRiSTAL Solutions Pte Ltd
All Rights Reserved

Page 10
16-Apr-07

Appendix C.   NO PHYSICAL COUNT REPORT

CRiSTAL Solutions Pte Ltd   8 Apr 2007

STOCKTAKE NO COUNT REPORT - 00000005

Client   : UNITED
Warehouse : WHSE1

S/No	Location	Item Code / Description	UOM	Quantity	Quantity	Other Information
1	3A030201	PROD002 PROD002	PC	30.00	_____	
2	AA010101	CHT-1650 PIXMA IP6220D USCD1.0	PC	281.00	_____	
3	AA010101	PROD002 PROD002	PC	50.00	_____	
4	AA010102	CHT-1650 PIXMA IP6220D USCD1.0	PC	20.00	_____	
5	AA010102	UHE-5028 5028 Barney is Pajama Party	PC	20.00	_____	
6	AA020101	UHE-5373 5373 He Loves Me He Loves Me No 3	PC	30.00	_____	
7	AA020102	SET00001 SET 00001	EA	200.00	_____	
8	AA030102	UHE-5373 5373 He Loves Me He Loves Me No 3	PC	292.00	_____	
9	AA040101	SET00001 SET 00001	EA	10.00	_____	
10	AA040101	UHE-5373 5373 He Loves Me He Loves Me No 3	PC	300.00	_____	
11	AA040101	PROD002 PROD002	PC	20.00	_____	
12	AA040101	UHE-5028 5028 Barney is Pajama Party	PC	100.00	_____	
13	AA050101	UHE-5373 5373 He Loves Me He Loves Me No 3	PC	100.00	_____	
14	AB040302	UHE-5028 5028 Barney is Pajama Party	PC	50.00	_____	
15	AB050101	UHE-5028 5028 Barney is Pajama Party	PC	500.00	_____	
16	AB050101	UHE-5028 5028 Barney is Pajama Party	PC	13.00	_____	
17	AB050101	UHE-5028 5028 Barney is Pajama Party	PC	50.00	_____	
18	AB050101	UHE-5028 5028 Barney is Pajama Party	PC	180.00	_____	

CRISTAL WMS DEMO   Page 1 of 1

CRISTAL Solutions Pte Ltd

Copyright © 1999 - 2007
CRiSTAL Solutions Pte Ltd
All Rights Reserved

Page 11
16-Apr-07