

WAREHOUSE MANAGEMENT SYSTEM

Stocktakes and Cycle Counting

| INTRODUCTION | . 2 |
|---|-----|
| 1. CYCLE COUNTING | . 3 |
| 1.1. Cycle Count by Item Code | . 4 |
| 1.1.1. Setting Up Cycle Count Frequency | 4 |
| 1.2. Cycle Count by Location | . 4 |
| 1.3. Starting Cycle Count | . 5 |
| 2. Stocktaking | . 6 |
| 2.1. Conducting a Stocktake | . 7 |
| 3. STOCK COUNT ENTRY | . 8 |
| 3.1. Batch Mode | 8 |
| 3.2. Realtime Mode | 8 |
| APPENDIX ASTOCK COUNT TAG | . 9 |
| APPENDIX BSTOCK COUNT WORK SHEET | 10 |
| APPENDIX CNO PHYSICAL COUNT REPORT | 11 |

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.



RISTAL WAREHOUSE MANAGEMENT SYSTEM

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.

| 関 CRiSTAL Warehouse Management System (Demo) | |
|---|---------------|
| 🦻 Stock Count Management | Clear - F6 |
| Client Warehouse | |
| UNITED VINITED HOME ENTERTAINMENT CO., LTD | 纳 |
| - Stock Country - Stock Take Deports | Find - F7 |
| Stock Take Reports | |
| Cycle Count Stock Take Description | |
| Selection Method Count Tag | Dave - Fo |
| Count WorkSheet | |
| Product Location Random NO physical count report | Print - F10 |
| Product Stock valuation Report (Detail) | |
| Stock valuation Report (Item) | |
| Product Group Product Grade ABC - Movement ABC - Value Stockcount Variance Report | Preview - F11 |
| | |
| Category | X |
| | Delete - F9 |
| | |
| Zone Location (pattern) | |
| | |
| (eq. 4%, A 01%, A801%) | |
| - Random | |
| Item Count Total Items Selected | |
| | en l |
| Part Currt Univers | Return - F12 |
| Post Lount Variance Lancel Stock Lount Setup Stock Lount | |
| | |
| Current User: Cristal Solutions 1 Stock Count Management Language: CRISTAL frmStockTakeInit | Databas |

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:

| 関 CRiSTAL Warehouse Mana | agement System (Demo) | | |
|-----------------------------------|--|---|---------------|
| System Configuration | | | D I |
| User Configurable Set | tting User Configurable Procedure | s Site Licence and System Setting | Clear - F6 |
| Changes to System Configura | ation will affect the functionalities of the syste | m User must be aware of the impacts of | <i>8</i> 6 |
| intended changes. | action milliancee the ranctionalities of the syste | in oser mase be anale of the impacts of | Find - F7 |
| Site Configuration Parameter | ers | | |
| Configuration Group | scription | Value | Save - F8 |
| AUTHORISATION Cle | ar Despatch Grid Stock ON Despatch | Y | |
| BILLING | ar Item and Attributes on Next Item | N | 6 |
| DATA FORMAT Cle | ar Item field on Next Item | N | Print - F10 |
| EMAIL_SETTING Cle | ar Logs | N | |
| KPI Col | lor Coding Status / Data | | R |
| MSO Cy | cle Count Period | 245 | Preview - F11 |
| PRINT Cyc | cle Count Realtime Stock Update | N | |
| PRODUCT Dat | ta Display Format Connectory | #j##0.#U | * |
| PURCHASE ORDER Dat | ta Display Format - NUMERIC | #,##0.##0 | Delete - F9 |
| QA Dat | ta Display Format - VOLUME | #,##0.#####0 | |
| RECEIPT Day | ys Prior Delivery Date - Pick Task Creation | 2 | |
| SALESORDER Def | fault Base UOM | PC | |
| STOCK MGT 👥 Def | fault Customer AS Stock Owner | Y | |
| | C REPTE 1 | 14000 IV | |
| Description | | | |
| Cycle Count Period | | | A |
| Configuration Code | Configuration Value | Update | Return - E12 |
| CYCLE_COUNT_PERIOD | 245 | YES Value () Change | |
| Current User: Cristal Solutions 1 | System Configuration | Language: CRISTAL frmSystemConfig | Databas |



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.

| Stock Count Manag | gement | | | | Z | |
|---------------------|-------------------|--------------------|-------------------|-----------------------|------------|------------------|
| Client | | | | | Warehouse | Clear - F6 |
| | JNITED HOME ENTER | RTAINMENT CO., LTD | | | WHSE1 - | 14 |
| Stack Count Ontions | | | | Etack Tako Dopost | | Find - F7 |
| SCOCK COUNC OPTIONS | | Stock Count Ref | | SLOCK Take Report | s | |
| Cycle Count | Stock Take | | • | Description | | |
| Cycle Count Manager | ment | | | Count Tag | | Dave - Fo |
| Cycle Count Option | | Count Date | Status | Count WorkSheet | | |
| By Items | By Locations | 2007-04-15 | WAITING | NO physical count rep | ort | Print - F10 |
| | | | | Stock valuation Repor | t (Detail) | |
| Item Code | Description | | | Stock valuation Repor | t (Item) | R |
| | | | | Stockcount Variance R | teport | Preview - F1 |
| | | | | | | |
| | | | | | | |
| | | | | | | × |
| | | | | | | X Delete - F9 |
| | | | | | | Delete - F9 |
| | | | | | | Delete - F9 |
| | | | | | | Delete - F9 |
| | | | | | | Delete - F9 |
| | | | | | | Delete - F9 |
| | | | | | | y Delete - F9 |
| | | | | | | y Delete - F9 |
| Post Count Variance | e Cancel S | tock Count | Setup Stock Count | | | Delete - F9 |
| Post Count Variance | e Cancel S | tock Count | Setup Stock Count | | | Delete - F9 |

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.

| 関 CRiSTAL Warehouse Managem | ent System (Demo) | | | | |
|---|-------------------|-------------------|----------------------------|------------------|------------------|
| Stock Count Management | | | | | Clear - F6 |
| Warehouse WHSE1 | | | War | rehouse | |
| Stock Count Options | | | Stock Take Reports | | Find - F7 |
| Cycle Count Stock Tak | Stock Count Ref | • | Description | | |
| Cycle Count Management | | | Count Tag | | Save - F8 |
| Cycle Count Option | Count Date | Status | Count WorkSheet | | |
| By Items By Locatio | ons 2007-04-15 | WAITING | NO physical count report | | Print - F10 |
| | | | Stock valuation Report (D | etail) | |
| Warehouse Location | n Zon | e | Stock valuation Report (It | em) | |
| | | | Stockcount Variance Repo | rt | Preview - E11 |
| | | | | | FIGHCW-111 |
| | | | | | y Delete - F9 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | Ē |
| Post Count Variance Car | ncel Stock Count | Setup Stock Count | | | Return - F12 |
| | | | | | |
| Current User: Cristal Solutions 1 Stock | Count Management | | Language: CRISTAL | frmStockTakeInit | Databas |

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.





2. STOCKTAKING

| 🛛 CRiSTAL Warehouse Management System (Demo) | | |
|--|------------------------------------|-------------------|
| Stock Count Management | | Clear - F6 |
| Warehouse Client | | |
| WHSE1 UNITED UNITED HOME ENTERTAINMENT CO., LTD | | 纳 |
| Stock Count Initiation Stock Count Def | Stock Take Reports | Find - F7 |
| Cycle Count Stock Take 00000003 | Description | |
| Selection Method | Count Tag | Dave - Fo |
| | Count WorkSheet | /=L |
| Product Location Random | NO physical count report | Print - F10 |
| Product | Stock valuation Report (Detail) | |
| | Stock valuation Report (Item) | Dà |
| Product Group Product Grade ABC - Movement ABC - Value | Stockcount Variance Report | Preview - F11 |
| | | y Delete - F9 |
| Zone Location (pattern) | | |
| (eq. A%, A 01%, AB01%) | | |
| Item Count Total Items Selected | | |
| | | |
| Post Count Variance Cancel Stock Count Setup Stock Count | | E Return - F12 |
| | | |
| Current User: Cristal Solutions 1 Stock Count Management | Language: CRISTAL frmStockTakeInit | Databas |

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



- 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.





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.

| 関 CRiSTAL Warehouse Mai | nagement Syste | m (Demo) | | | | | |
|--|------------------------|---------------------|-----------|------------------|-------------|---------------|-------------------|
| Stock / Cycle Count En | try | Stocktake Ref | Warehouse | Location | | | Clear - F6 |
| | HOME ENTERTAINM | E 00000005 | WHSE1 | ▼ 3A030201 | • F | Variance Only | <i>#</i> 4 |
| WHSE1 Whse | Rec Num Count | # Pallet | Product | | иом | System • | Find - F7 |
| AA Aisle | 1366 0 | WHSE1-3A03020 | 1 PRODO | 02 | PC | | |
| AA010101 AA010102 AA020101 AA020102 AA020102 AA030102 AA040101 AA040101 | | | | | | | Print - F10 |
| AB Aisle | | | | | | <u>></u> | Preview - F11 |
| | 1366 WF | et ISE1-3A030201 | Page | Grade | | nder | |
| | Item Code | | | иом | Batch N | lumber | |
| | PROD002 | | ~ | PC | | | |
| | Description PROD002 | | | Count Qty | 30 Expiry L | Date | |
| | Remarks | | | Owner | Manufa | cturing Date | E Return - F12 |
| Current User: Cristal Solutions 1 | Stock / Cycle Cour | t Entry | | Language: CRISTA | L frm | StockCount | Databas |

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 | | Page 2 o | | |
|---------------------|------------|----------|-------|--|
| warenous | - 40010101 | | | |
| Location | | | | |
| Client | :UNITED | | | |
| Item No | | Quantity | Count | |
| CHT-1650 | | | | |
| PROD002 | | | | |
| | | — | | |
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| • • • • • • • • • • | | | | |
| Additional | Item | | | |
| Additional | | | | |





MANAGEMENT SYSTEM

Appendix B. **STOCK COUNT WORK SHEET**

| tocl | take Ref | : 00000005 | | | 8 Apr 2007 Page 2 of 3 |
|--------------|------------|---|--------------------------|----------|---------------------------|
| Vare lien | house t | : WHSE1 : UNITED | | | |
| 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





WAREHOUSE MANAGEMENT SYSTEM

Appendix C. NO PHYSICAL COUNT REPORT

| Waterbouse : WHSE1 Item Code / Description UOM Quantity Quantity Other Information 1 3A030201 PROD002 PC 30.00 | lient | : UNIT | TED | | | | |
|--|-------|-------------|---|-----|----------|----------|-------------------|
| 5/No Location Item Code / Description UOM Quantity Quantity Quantity Other Information 1 3A030201 PROD002 PC 30.00 | Varel | nouse : WHS | E1 | | | | |
| 1 3A030201 PRCD002 PC 30.00 | S/No | Location | Item Code / Description | UOM | Quantity | Quantity | Other Information |
| 2 AA010101 CHT-1650 PC 281.00 3 AA010101 PROD002 PC 50.00 4 AA010102 CHT-1650 PC 20.00 5 AA010102 UHE-5028 PC 20.00 6 AA020101 UHE-5373 PC 30.00 7 AA020102 SET00001 EA 200.00 8 AA030102 UHE-5373 PC 292.00 5373 He Loves Me He Loves Me No 3 PC 292.00 5373 He Loves Me He Loves Me No 3 9 AA040101 SET00001 EA 10.00 | 1 | 3A030201 | PROD002 PROD002 | PC | 30.00 | | |
| 3 AA010101 PROD002 PC \$50.00 | 2 | AA010101 | CHT-1650 PIXMA IP6220D USCD1.0 | PC | 281.00 | | |
| 4 AA010102 CHT-1650 PC 20.00 | 3 | AA010101 | PROD002 PROD002 | PC | 50.00 | | |
| 5 AA010102 UHE-5028 PC 20.00 | 4 | AA010102 | CHT-1650 PIXMA IP6220D USCD1.0 | PC | 20.00 | | |
| 6 A4020101 UHE-5373 5373 He Loves Me He Loves Me No 3 PC 30.00 7 AA020102 SET 00001 SET 00001 EA 200.00 8 AA030102 UHE-5373 S373 He Loves Me He Loves Me No 3 PC 292.00 9 AA040101 SET 00001 SET 00001 EA 10.00 10 AA040101 UHE-5373 S373 He Loves Me He Loves Me No 3 PC 300.00 11 AA040101 PROD002 PC 20.00 | 5 | AA010102 | UHE-5028 5028 Barney is Pajama Party | PC | 20.00 | | |
| 7 AA020102 SET00001 SET 00001 EA 200.00 | 6 | AA020101 | UHE-5373 5373 He Loves Me He Loves Me No 3 | PC | 30.00 | | |
| 8 AA030102 UHE-5373 5373 He Loves Me He Loves Me No 3 PC 292.00 9 AA040101 SET 00001 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 | 7 | AA020102 | SET00001 SET 00001 | EA | 200.00 | | |
| 9 AA040101 SET 00001 SET 00001 EA 10.00 | 8 | AA030102 | UHE-5373 5373 He Loves Me He Loves Me No 3 | PC | 292.00 | | |
| 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-5028 5028 Barney is Pajama Party 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 | 9 | AA040101 | SET00001 SET 00001 | EA | 10.00 | | |
| 11AA040101PROD002 PROD002PC20.0012AA040101UHE-5028 S028 Barney is Pajama PartyPC100.0013AA050101UHE-5073 S373 He Loves Me He Loves Me No 3PC100.0014AB040302UHE-5028 S028 Barney is Pajama PartyPC50.0015AB050101UHE-5028 S028 Barney is Pajama PartyPC500.0016AB050101UHE-5028 S028 Barney is Pajama PartyPC13.0017AB050101UHE-5028 S028 Barney is Pajama PartyPC50.0018AB050101UHE-5028 S028 Barney is Pajama PartyPC180.00 | 10 | AA040101 | UHE-5373 5373 He Loves Me He Loves Me No 3 | PC | 300.00 | | |
| 12 AA040101 UHE-5028 PC 100.00 13 AA050101 UHE-5373 PC 100.00 14 AB040302 UHE-5028 PC 50.00 14 AB050101 UHE-5028 PC 50.00 15 AB050101 UHE-5028 PC 500.00 16 AB050101 UHE-5028 PC 13.00 17 AB050101 UHE-5028 PC 50.00 18 AB050101 UHE-5028 PC 180.00 | 11 | AA040101 | PROD002 PROD002 | PC | 20.00 | | |
| 13 AA050101 UHE-5373 PC 100.00 14 AB040302 UHE-5028 PC 50.00 15 AB050101 UHE-5028 PC 500.00 15 AB050101 UHE-5028 PC 500.00 16 AB050101 UHE-5028 PC 13.00 17 AB050101 UHE-5028 PC 50.00 17 AB050101 UHE-5028 PC 50.00 18 AB050101 UHE-5028 PC 180.00 | 12 | AA040101 | UHE-5028 5028 Barney is Paiama Party | PC | 100.00 | | |
| 14 AB040302 UHE-5028 PC 50.00 | 13 | AA050101 | UHE-5373 5373 He Loves Me He Loves Me No 3 | PC | 100.00 | | |
| 15 AB050101 UHE-5028 PC 500.00 16 AB050101 UHE-5028 PC 13.00 17 AB050101 UHE-5028 PC 50.00 17 AB050101 UHE-5028 PC 50.00 18 AB050101 UHE-5028 PC 180.00 | 14 | AB040302 | UHE-5028 5028 Barney is Paiama Party | PC | 50.00 | | |
| 16 AB050101 UHE-5028 PC 13.00 17 AB050101 UHE-5028 PC 50.00 18 AB050101 UHE-5028 PC 180.00 | 15 | AB050101 | UHE-5028 5028 Barney is Pajama Party | PC | 500.00 | | |
| 17 AB050101 UHE-5028 PC 50.00 18 AB050101 UHE-5028 PC 180.00 5028 Barney is Pajama Party 90 180.00 | 16 | AB050101 | UHE-5028 5028 Barney is Pajama Party | PC | 13.00 | | |
| 18 AB050101 UHE-5028 PC 180.00 5028 Barney is Pajama Party | 17 | AB050101 | UHE-5028 5028 Barney is Pajama Party | PC | 50.00 | | |
| | 18 | AB050101 | UHE-5028 5028 Barney is Pajama Party | PC | 180.00 | | |
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