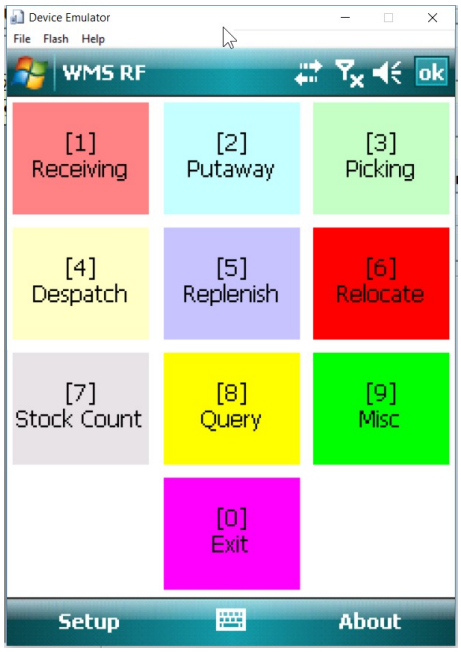
# RF – Stock Count

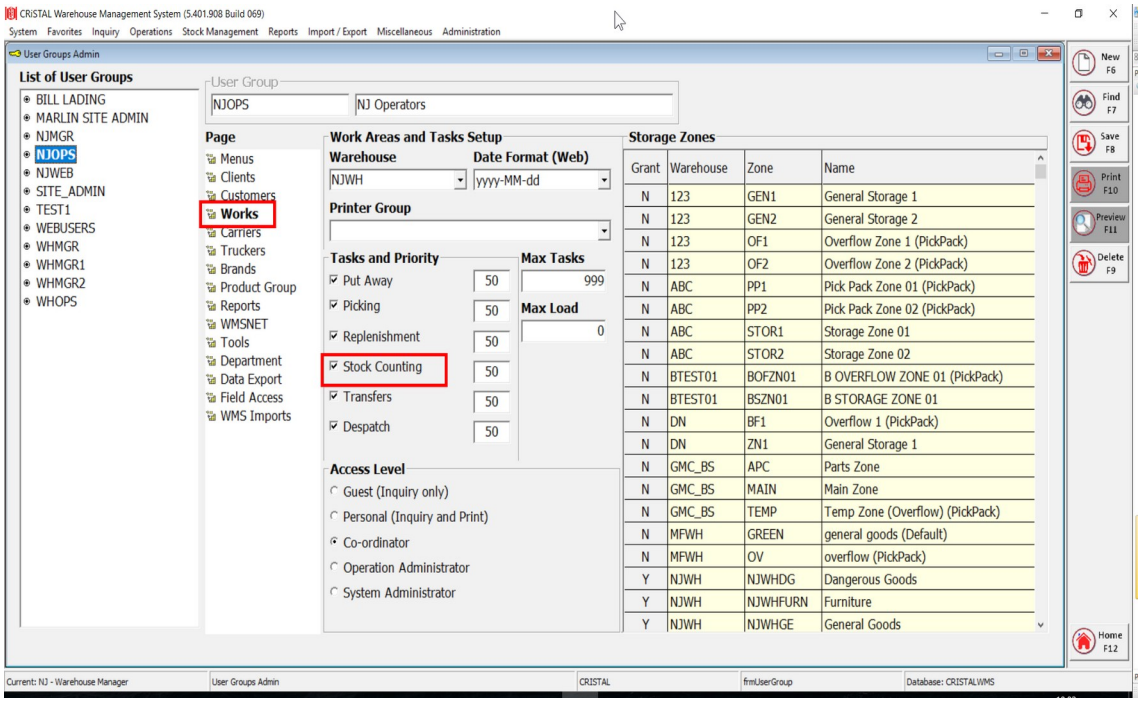
This document describes the use of the RF Stock Count program to conduct stock take and cyclecount exercises.

## User Group Setting

The RF Stock Count option is only shown in the RF Main Menu if the user's group has been granted the "Stock Counting" privilege.

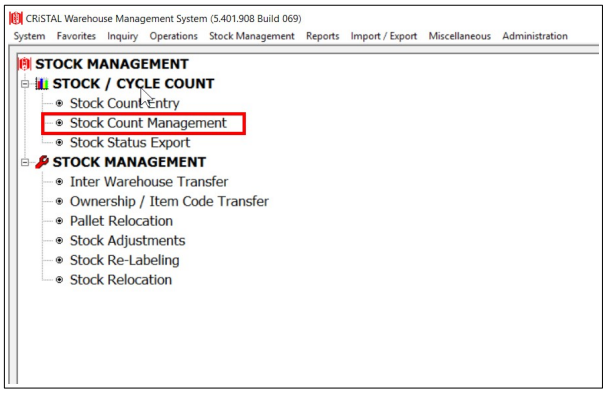


RF Stock Count

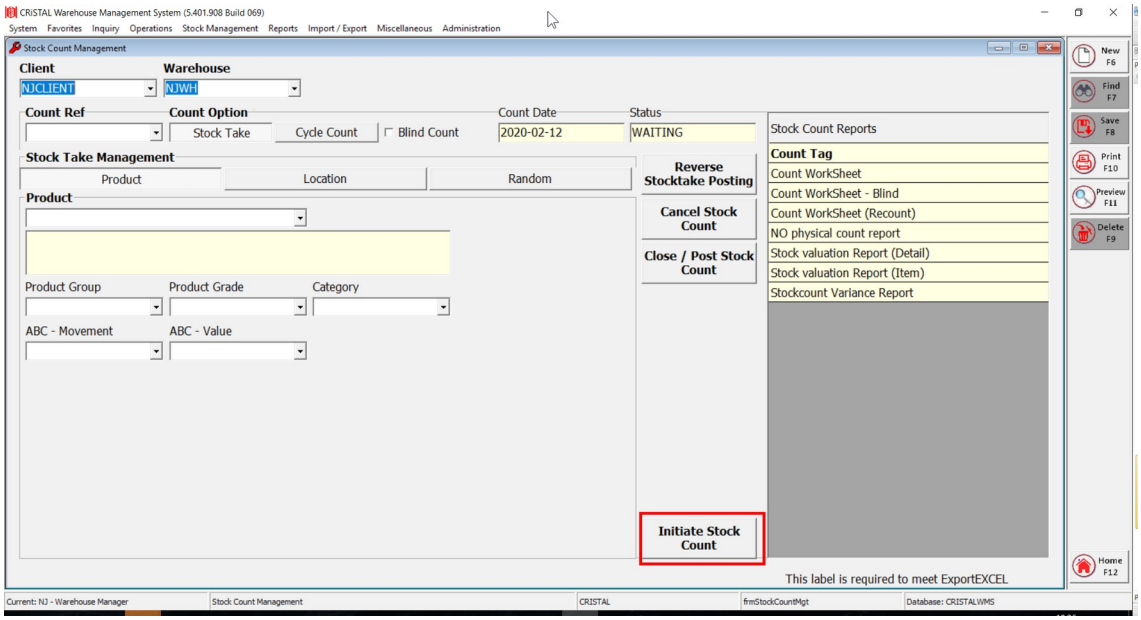



# Overview

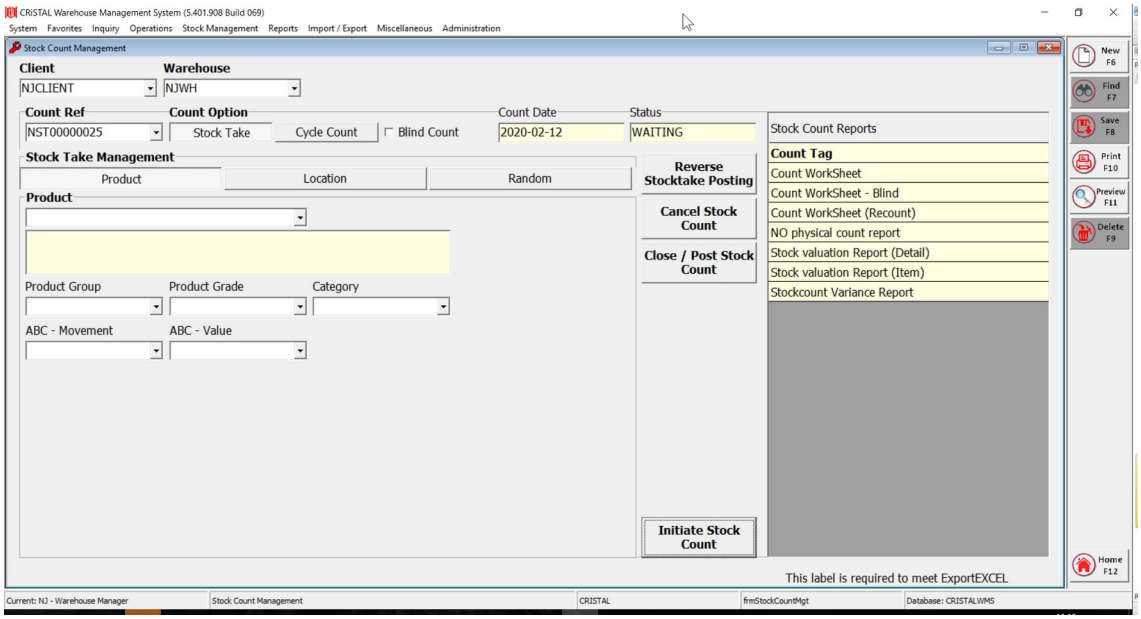
Before the RF Stock Count program can be used, a Stock Count exercise must be initiated from the WMS Desktop program. Stock Count exercises cannot be initiated from the RF program.



RF Stock Count




Please refer to the CRISTAL WMS System Administrator Guide documentation for more details on using the WMS Desktop Stock Count Management module (Chapter 12).

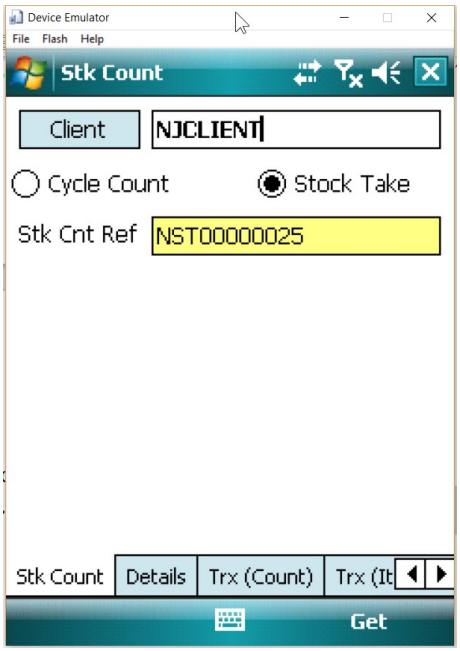



Two types of Stock Count exercises can be initiated:

- Stock Take

- Cycle Count

As a client can have both Stock Take and Cycle Count exercises held simultaneously, it is necessary to note the Stock Count exercise type from the RF program. From the RF program, choose the client and the appropriate stock count exercise type, and then click the **[Get]** button. This will load the Stock Count Reference details into the RF program.

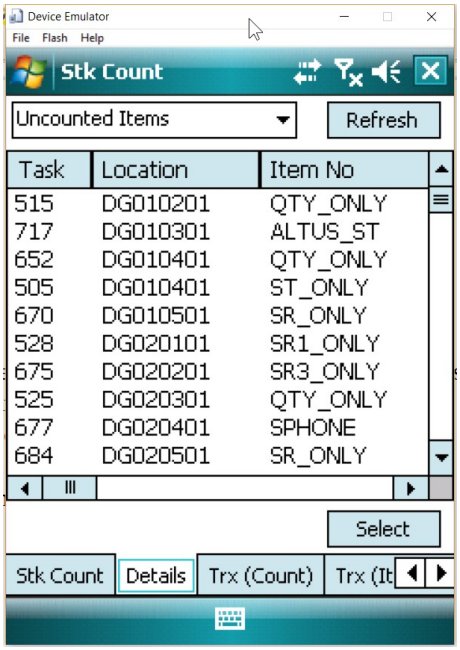



Note that the RF program is the equivalent of the Desktop program option **Stock Count Entry** . As such, the RF program merely creates stock count transactions in the system. After the count transactions have been created, users will need to use the Desktop **Stock Count Management** to close the stock counting exercise and post modified qty counts into the warehouse inventory. Closing and Posting functions are not available from the RF program.

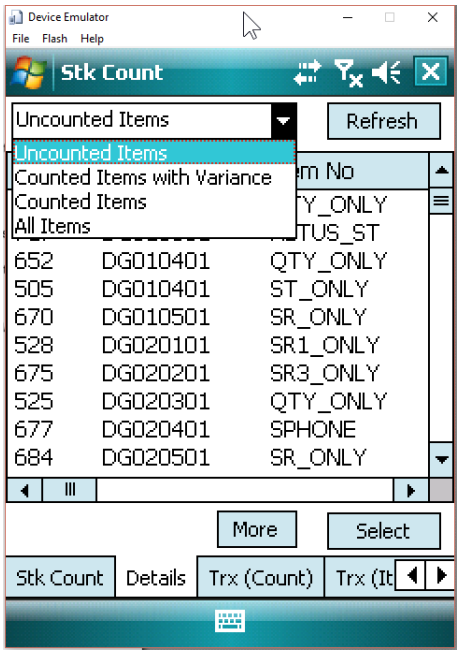
# Details Tab

The “Details” tab page shows the locations that are to be stock counted for the specified Stock Count Reference Number.

RF Stock Count




Once the stock count transaction has been performed, the location will be removed from the "Uncounted Items" list. You can display other lists in the Details grid by selecting the other list options and clicking the **[Refresh]** button.




To perform stock count transactions on any location, select the location from the grid and click the **[Select]** button.

# Transaction Options

There are 4 Transaction options that you can use to stock count a location after the location has been selected from the “Details” tab.

(1) Trx (Count)

(2) Trx (Item)

(3) Trx (SKU)

(4) Trx (Serial)

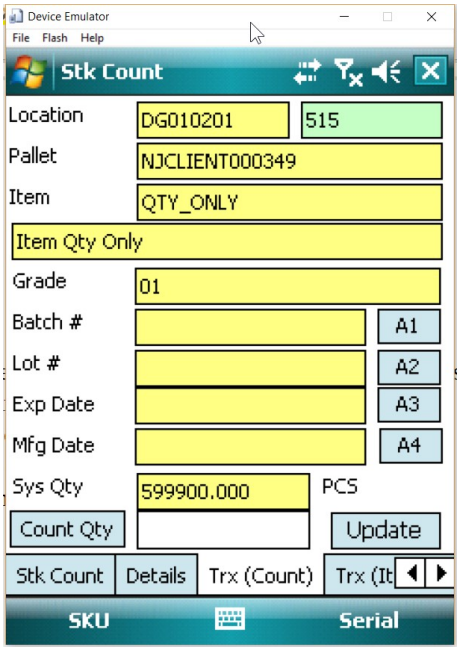
The “Trx (Count)” tab works in conjunction with the “Details” tab.

The “Trx (Item)”, “Trx (SKU)” and “Trx (Serial)” tabs are inter-related. The last 2 tabs are linked with the “Trx (Item)” tab. The “Trx (SKU)” and “Trx (Serial)” tabs uses the Location and Pallet information entered in the “Trx (Item)” tab.

Also, the “Trx (Item)”, “Trx (SKU)” and “Trx (Serial)” tab can work independently without selecting a grid line from the “Details” tab.

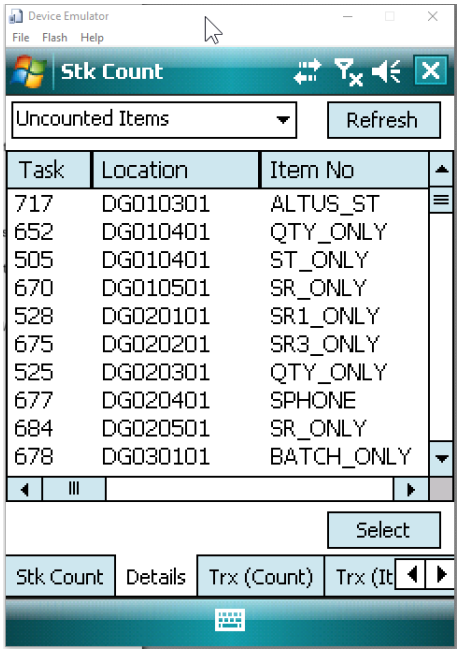
## Trx (Count)

The “Trx (Count)” tab works in conjunction with the “Details” tab. You must **[Select]** a line from the “Details” tab to load the fields/textboxes in the “Trx (Count)” tab.

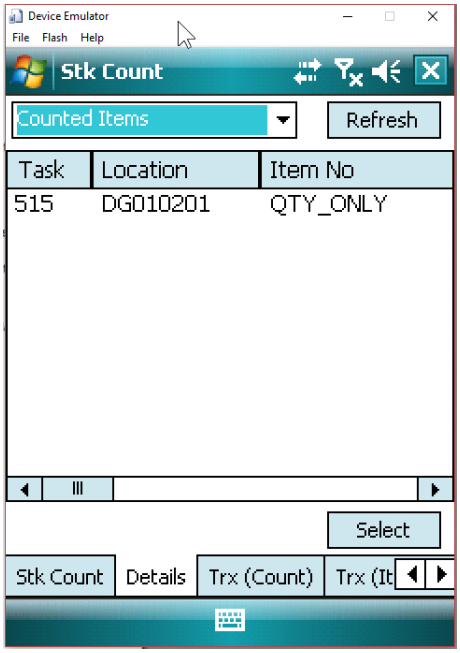


The “Trx (Count)” tab provides a simple way for the operator to input a stock count transaction. The operator simply needs to input the count qty into the “Count Qty” textbox, and click the **[Update]** button. Once the stock count transaction has been processed, the RF program will automatically switch back to the “Details” tab for the operator to select another stock count location.

Note that once a location has been stock counted, the “Details” tab will not show the location under the “Uncounted Items” list.




The location will instead be shown in the “Counted Items” or the “All Items” listings.

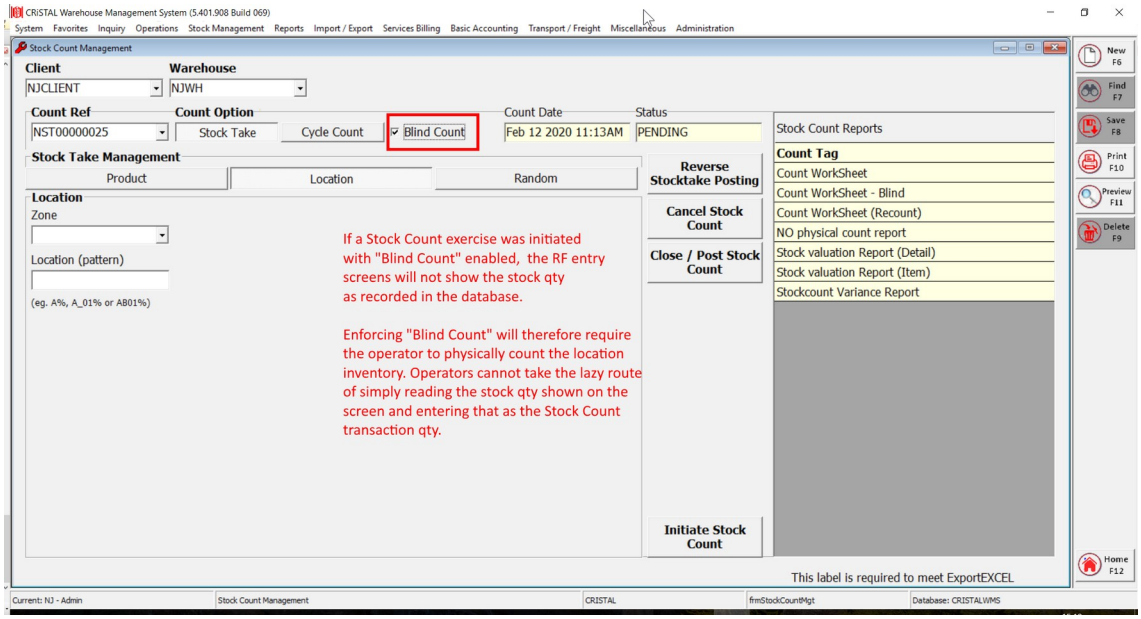


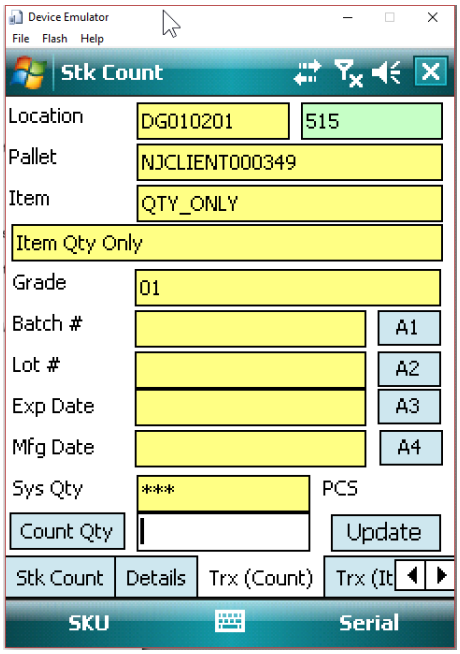
## Blind Counting

Because the “Trx (Count)” tab can show the stock qty in the location (in the “Sys Qty” textbox), it may be tempting for operators to simply read the value from the “Sys Qty” textbox and input that same number into the “Count Qty” textbox and clicking the **[Update]** button.

To force stock counting operators to physically count the actual goods in a location instead of copying the “Sys Qty” value, the system administrator can tick the “Blind Count” checkbox in the Stock Count Reference record.

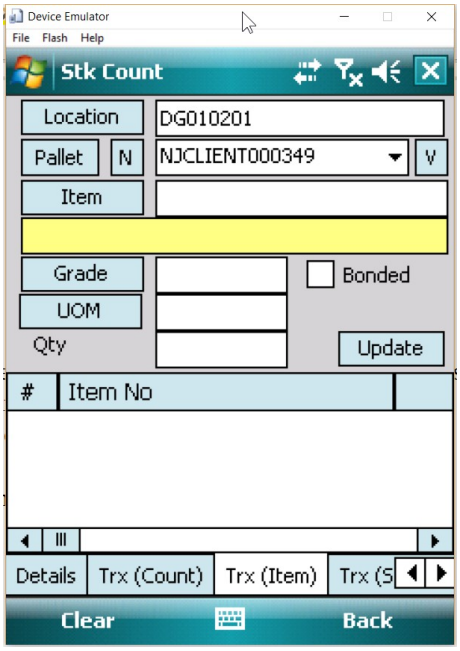
When “Blind Count” is enabled, the “Trx (Count)” tab will not show the stock qty value in the “Sys Qty” textbox.






## Trx (Item)

The “Trx (Item)” tab can work together with the “Details” tab, or independently on its own without using the “Details” tab.




If you use the “Details” tab to **[Select]** a grid line, the location and pallet number from the grid line will be populated into the  “Location” and “Pallet” textboxes in the “Trx (Item)” tab.

Instead of using the “Details” tab, you can alternatively just enter the location and the pallet number to be stock counted. Note that all stock count transactions require specifying a pallet number.

## [N] Button - Generating a New pallet number

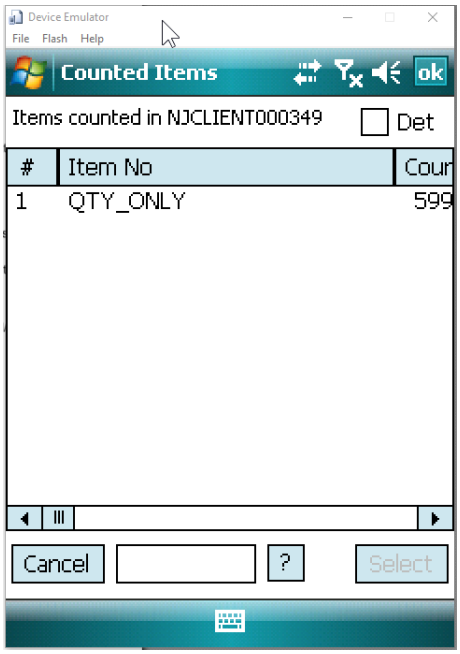
Sometimes, a location is supposed to be empty, and hence, the database will not have any stock qty associated with the location. Empty locations by definition will not be occupied by any pallets, and thus, there will be no pallet number associated with the location.

If the operator sees that there is actually some physical stocks in an “empty” location, they can click the **[N]** button to generate a new pallet number to be assigned to the stock count transaction.

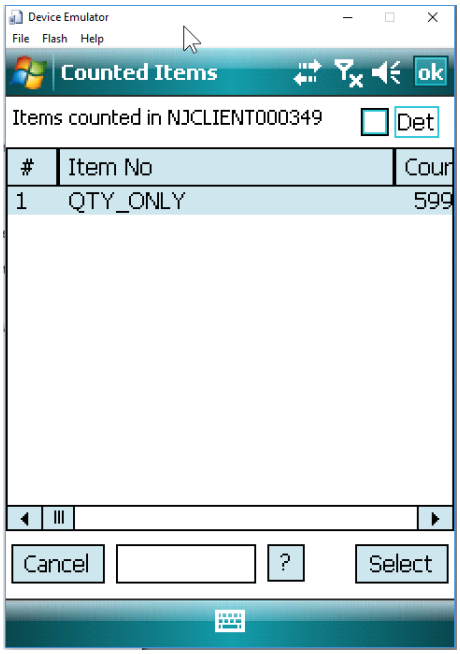
## [V] Button – Viewing the pallet contents

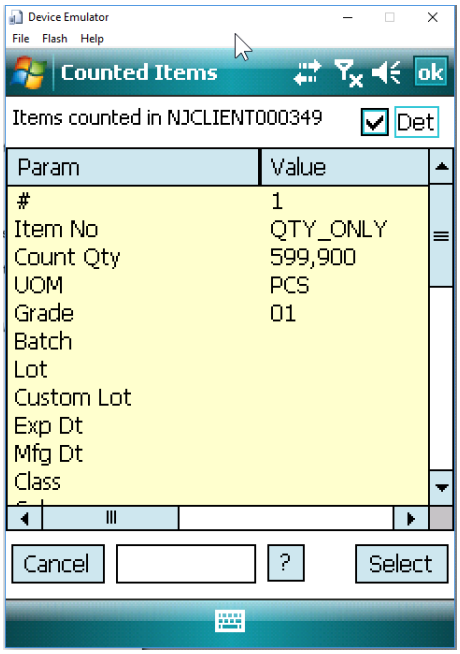
In some situations, a pallet may contain multiple items. The RF program will require the operator to stock count each and every item in separate stock count transactions for the pallet.

The **[V]** button will open another entry screen that displays the current list of stock count transactions for the specified pallet.




You can scroll to the right of the grid to see additional fields from the transaction. If you do not want to scroll, you can select a line from the grid and then tick the [Det] checkbox to see the details of the selected line.




Click the **[ok]** or **[Cancel]** buttons to exit the view.

## Transacting Items with Attributes

If an item has no stock control attributes, operators need to simply specify the:

- Item Number

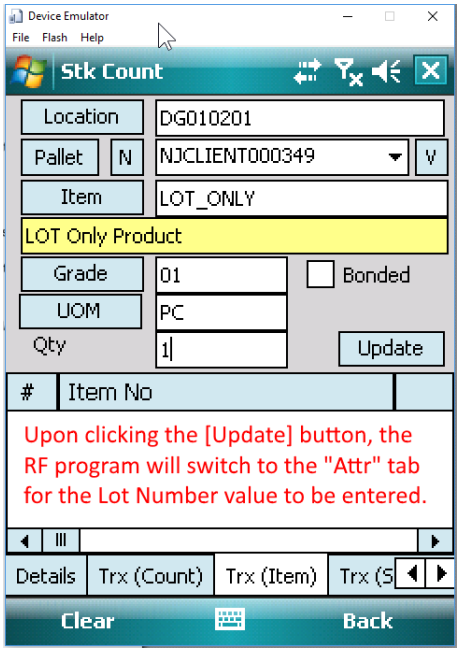
- Grade

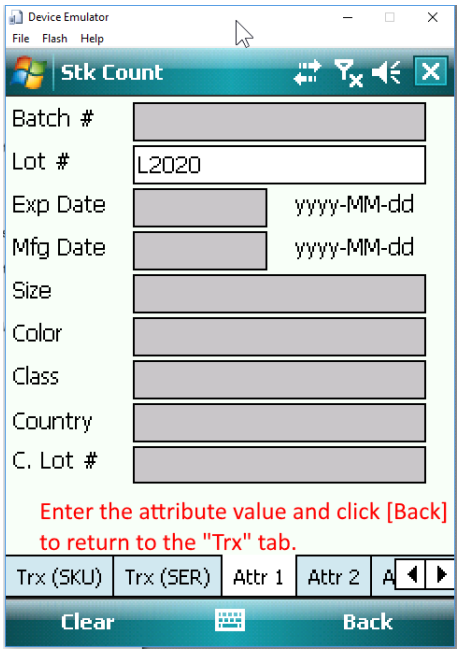
- UOM

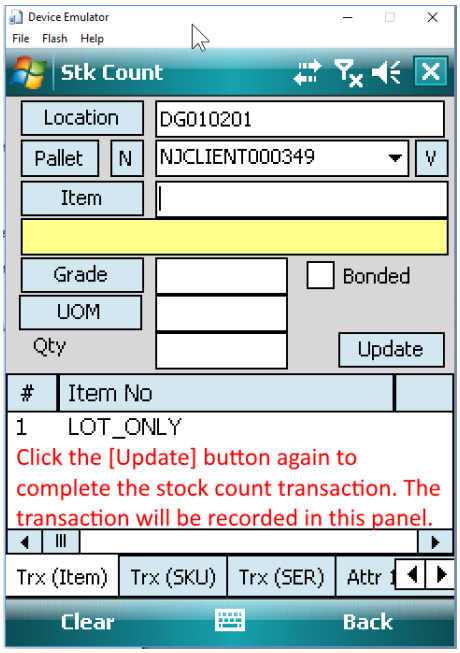
- Counted Qty

into the respective textboxes and clicking the **[Update]** button.

However, if an item is configured with stock control attributes (eg. Lot Number, Batch Number etc), upon clicking the **[Update]** button, the RF program will check whether the required attribute values have been specified for the transaction. If the attribute textboxes are empty, the RF program will switch to the appropriate “Attr” tab for the operator to fill in the attribute’s value.



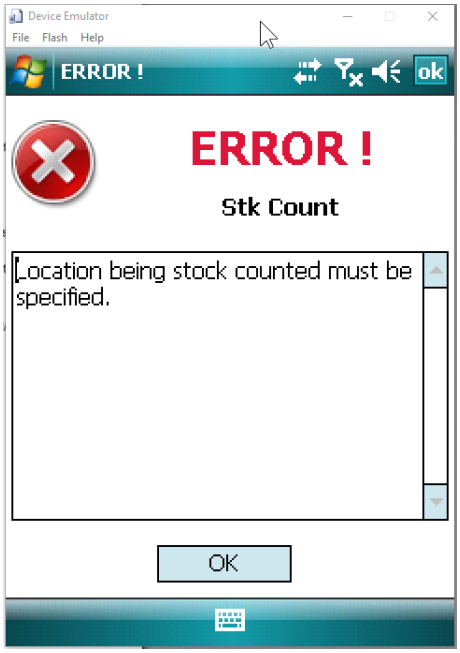

The disadvantage of this is that when specifying attribute values, the attribute values may need to be typed in using the device keyboard (either the on-screen keyboard or the physical keyboard on the scanner device). Since the keys on these keyboards are very small, it is very difficult to type in values like Lot Numbers or Batch Numbers using these input mechanisms.

Thus, for items with stock control attributes, it is easier for operators to use the “Details” and “Trx (Count)” tabs for stock counting, as the “Trx (Count)” tab does not involve typing with the tiny keys on the scanner.

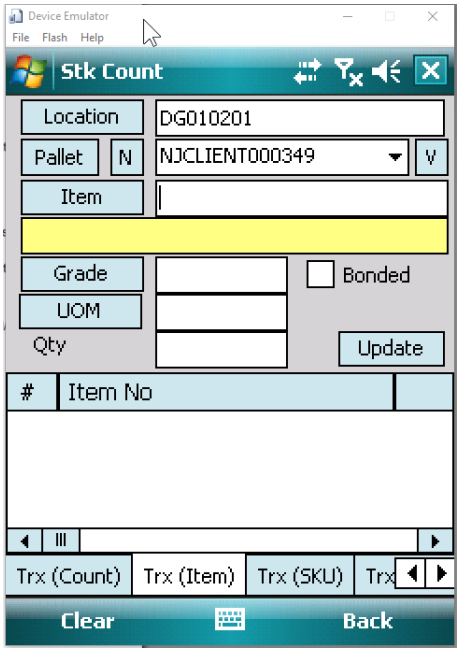
## Trx (SKU)

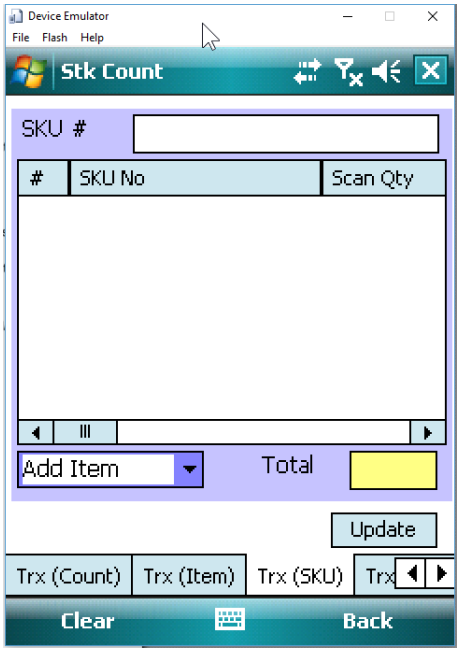
The “Trx (SKU)” tab works in conjunction with the “Trx (Item)” tab.

In the “Trx (Item)” tab, you must first specify the “Location” and the “Pallet” that is being stock counted. After this have been specified, click the “Trx (SKU)” tab.  If you did not specify the location or pallet number in the “Trx (Item)” tab, you will see this error message displayed:



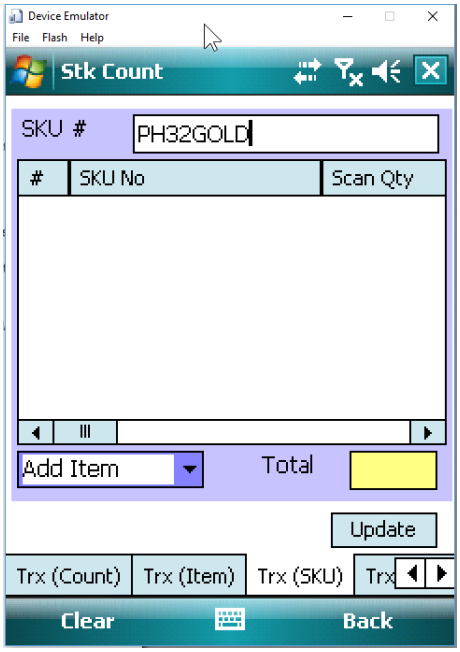

If you have specified the location and pallet number in the “Trx (Item)” tab, you will be able to switch to the “Trx (SKU)” tab.

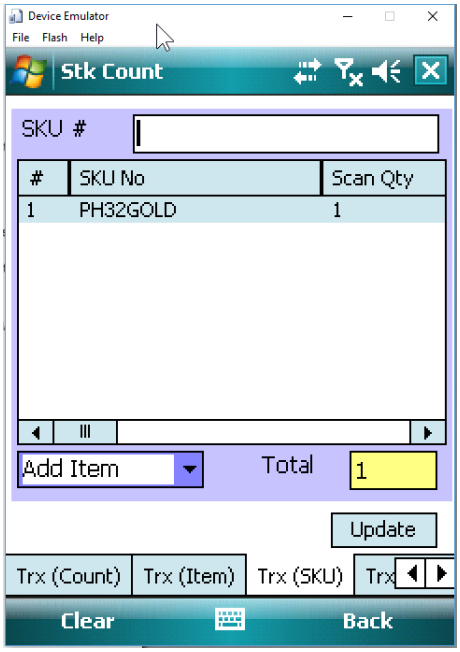


RF Stock Count

In the “SKU #” textbox, scan the items’ SKU barcode on the pallet. Every scan of a SKU equals a 1 unit increment of the SKU’s qty.



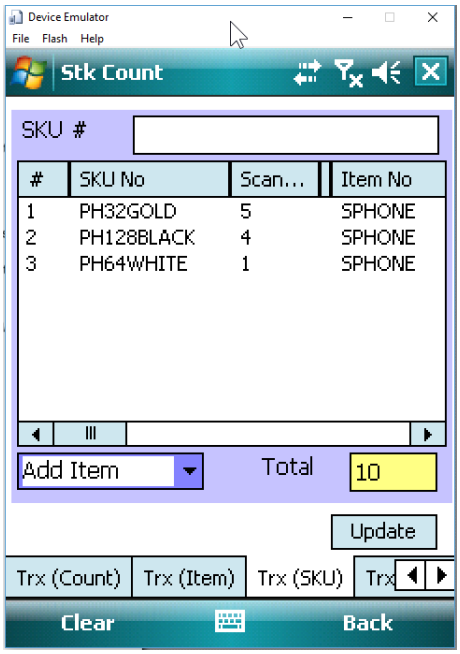

If a particular SKU has a qty of 5 units, you must scan the same SKU barcode 5 times.

The “Trx (SKU)” method is very useful for stock counting pallets containing multiple SKUs:

- different items (muliple Item Numbers)

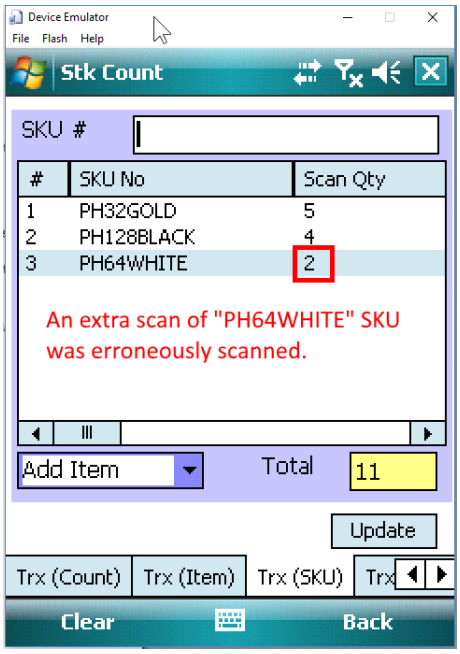
- the same item but with different size/color/class attributes (same Item Number but with different SKUs)

Instead of manually counting the stocks and then transacting the qty of each SKU in the “Trx (Item)” tab, you can simply scan the SKU barcode on each physical item and have the “Trx (SKU)” tab do the counting for you.

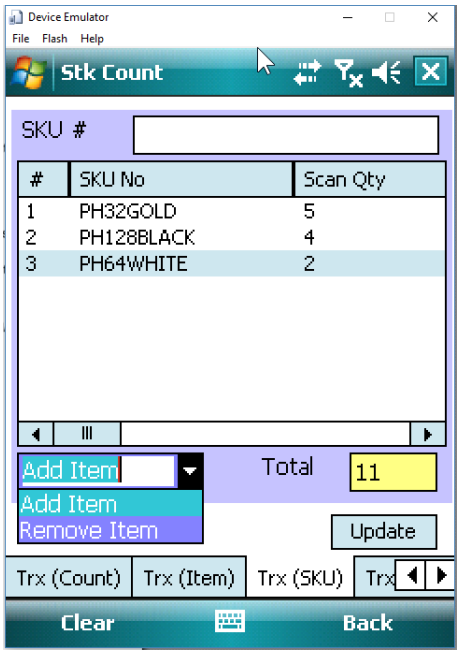


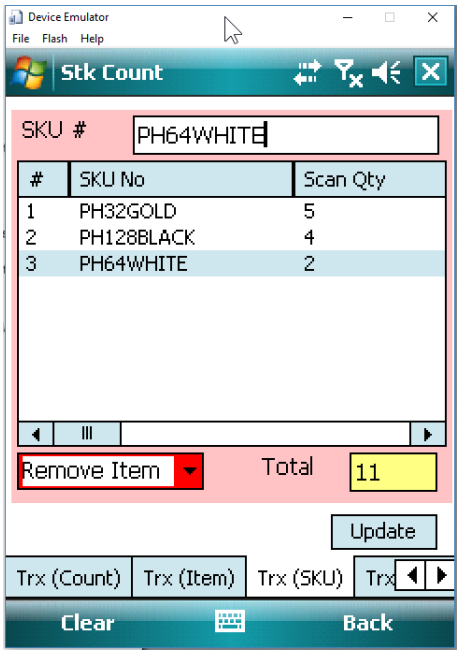

## Correcting duplicate scans

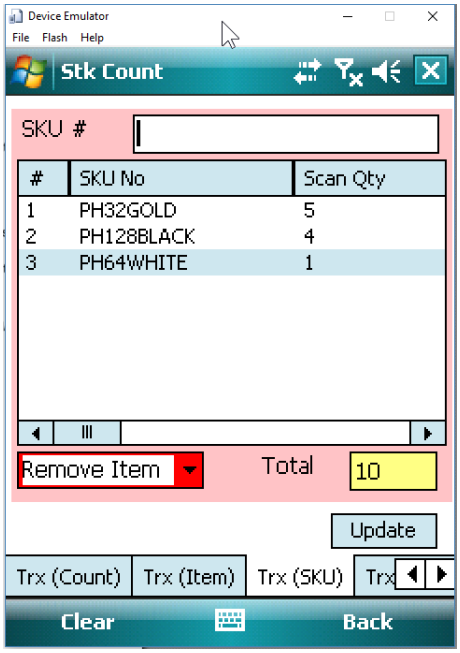
When scanning a lot of SKU barcodes on a pallet, you may accidentally scan an item more than once. When this occurs, the SKU “Scan Qty” will be wrongly incremented by the extra scan.

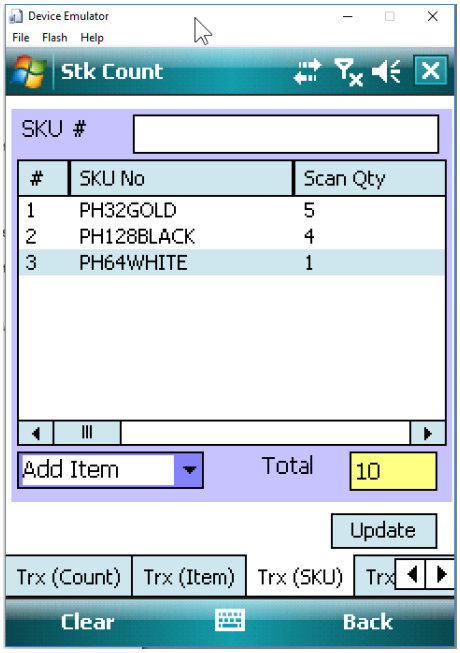



To correct the problem from the extra scan, switch the mode from “Add Item” to “Remove Item”, and then scan the same SKU barcode again. When the tab is in “Remove Item” mode, the Scan Qty will be decremented by 1 with each scan. Once the Scan Qty has been corrected, remember to switch the mode from “Remove Item” back to “Add Item”.



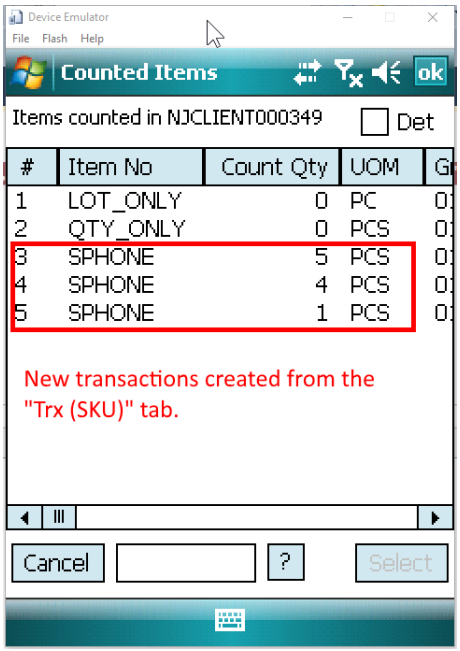



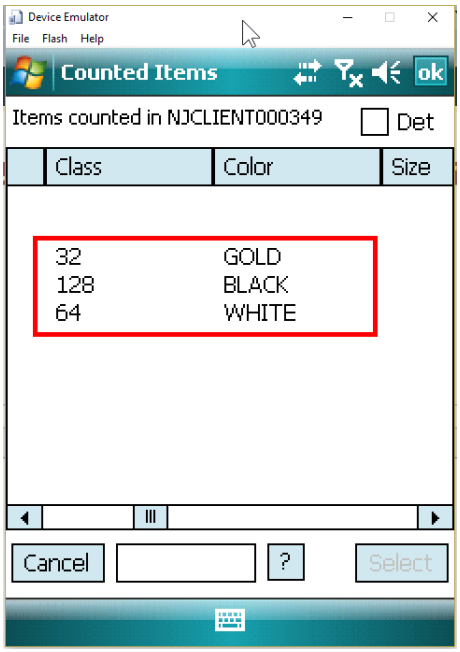




## [Update] button

When every piece has been scanned, verify that “Total” qty matches the total number of pieces on the pallet. If okay, click the **[Update]** button. The RF program will then generate separate stock count transactions for each unique SKU with the “Scan Qty” updated as the counted qty.

After the update has been completed, you can switch back to the “Trx (Item)” tab (which will still be showing the same location and pallet number) and click the **[V]** button to view the stock count transactions added.

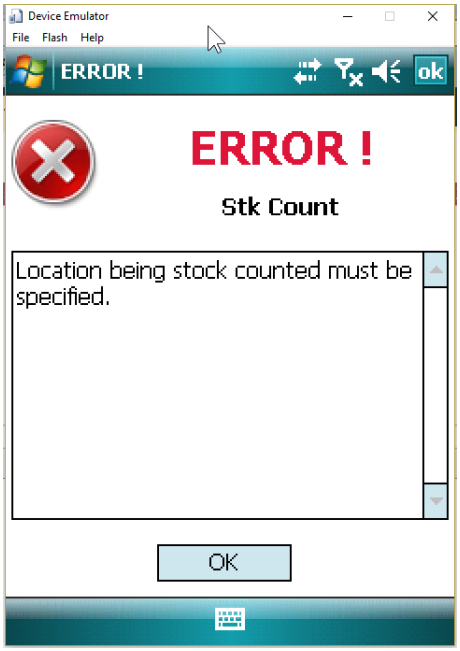


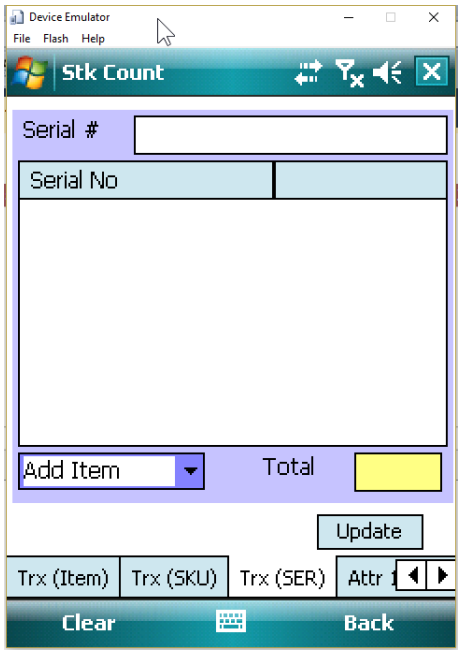

## Trx (SER)

The “Trx (SER)” tab works in conjunction with the “Trx (Item)” tab. It is used for stock counting serial tracking products.

In the “Trx (Item)” tab, you must first specify the “Location” and the “Pallet” that is being stock counted. After this have been specified, click the “Trx (Serial)” tab. If you did not specify the location or pallet number in the “Trx (Item)” tab, you will see this error message displayed:

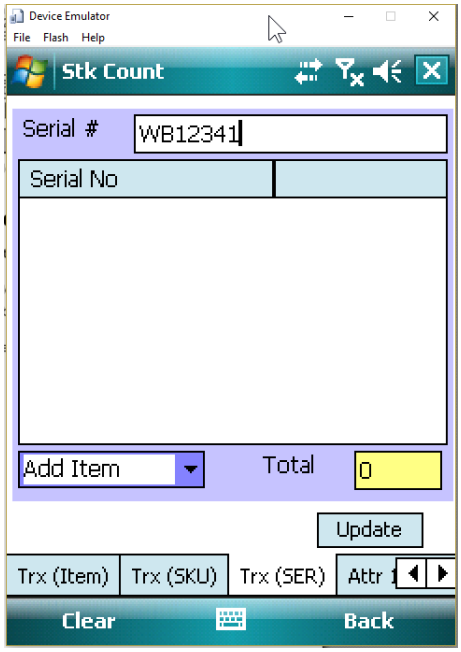


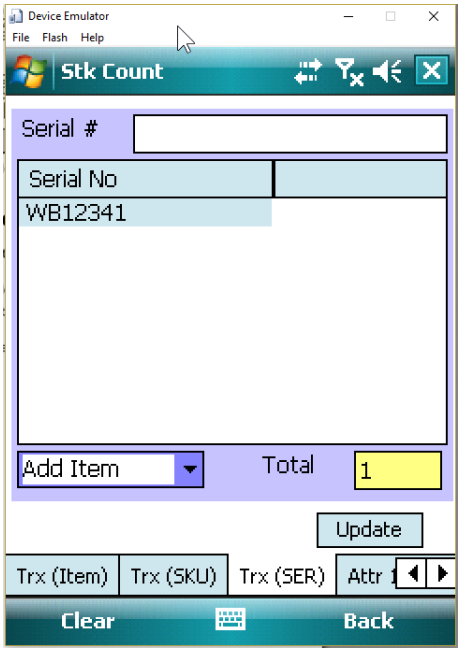
If you have specified the location and pallet number in the “Trx (Item)” tab, you will be able to switch to the “Trx (Serial)” tab.



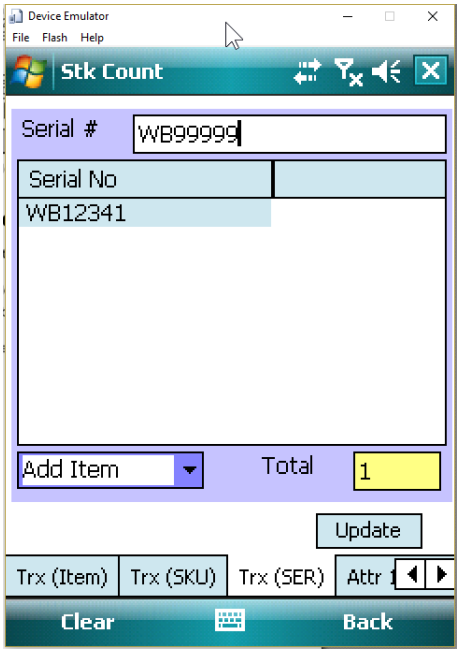

With serial tracking products, the serial number of each item must be entered into the database during Receiving. The serial number itself identifies the Item Number of the item. Hence, it is not really necessary to input the Item Number in the “Item” textbox  on the “Trx (Item)” tab.

From the “Serial #” textbox, scan the serial number barcode on each item on the pallet.




If the serial number scanned has not been registered into the database during Receiving, the RF program will display an error message indicating that the serial number cannot be stock counted.

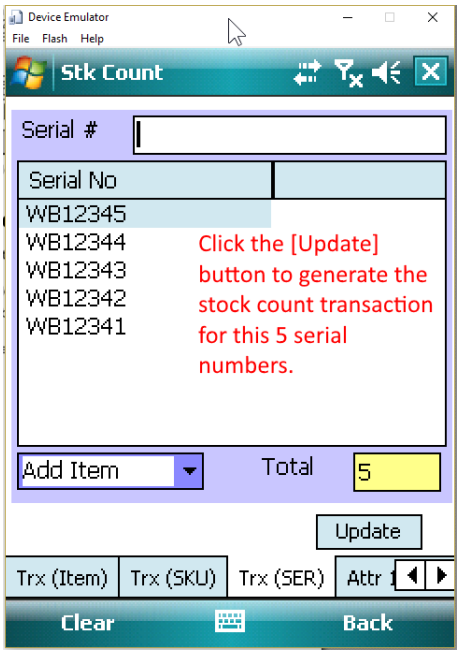


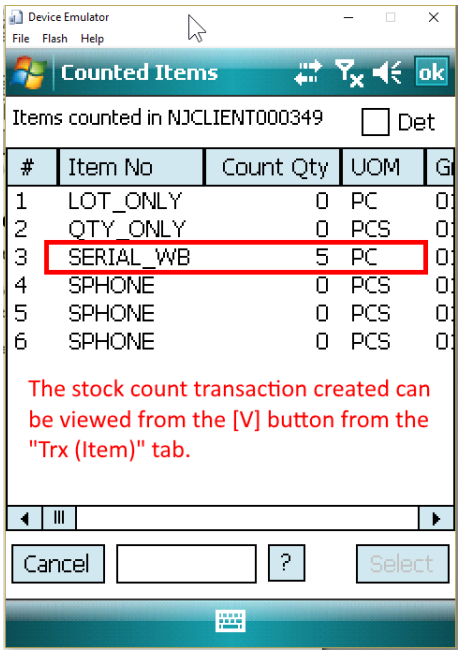


Users must use a Receiving program such as **RF Receiving** or the Desktop **Receipt Check In** program to check in the item.

After all the serial numbers on the pallet has been scanned, click the **[Update]** button to create the stock counting transactions for this serials.

After the update has been completed, you can switch back to the “Trx (Item)” tab (which will still be showing the same location and pallet number) and click the **[V]** button to view the stock count transactions added.




# Conclusion

As mentioned at the start, the **RF Stock Count** program is equivalent to the Desktop **Stock Count Entry** program. After creating the RF stock count transactions, the Desktop **Stock Count Management** program will need to be used to Close/Post the stock count.

Please refer to the CRISTAL WMS System Administrator Guide documentation (Chapter 12 – Stock Count Management) for more details on these Desktop program options.