

Mobile Inventory Scanning

USER GUIDE

System Solutions, LLC.

Installation: Install using Extension Manager

- A tile called Scanning Card Page will be added to the Role Centers for: Business Manager, Team Member on both the PC and the Mobile App.

Setup: Search > Inventory Setup >

- Set Physical Inventory Template = Item
- Set the Physical Inventory Batch Name that will be used for the Physical Inventory
- Set the Qty Zero Inventory Template = Item
- Set the Zero Physical Inventory Batch Name

Set a number series for each of these batches.

The screenshot shows the 'Inventory Setup' screen with the following settings:

- Automatic Cost Posti...:
- Automatic Cost Adjus...: Always
- Default Costing Meth...: LIFO
- Prevent Negative Inv...:
- Copy Item Descr. to E...:
- Physical Inventory Te...: ITEM
- Physical Inventory Ba...: JPBBCAFNQH
- Qty Zero Inventory T...: ITEM
- Qty Zero Physical Inv...: KMKFLPGDQA

Operation: Search > Scanning Card

- This page is used to perform the counting and the temporary counted inventory will be stored in a list as it is counted.
- Multiple users can count at the same time.

- When a user leaves this page, either by ESC or Back Arrow, the temporary count is passed to an Item Journal for subsequent processing and posting by a user.

Identify the Count

The Date and Location for the count must be entered 1st on the Scanning Card Page, the Information Field prompts for the Date followed by the Location to be counted. Correct values need to be entered in the Input Item field before counting can begin.

- 1st Prompt is for Scanning Date, set Input Item = T (for today) or other xx/yy/zzzz date
- 2nd Prompt is for Location, set Input Item = B (if blank location is being used), or another valid location from the dropdown

The screenshot shows the 'Scanning Card' interface. At the top, there is an 'Input Item' field and an 'Information' field labeled 'Scan Item'. Below this is the 'Input Detail' section with 'Scanning Date' set to '5/6/2019' and 'Location' set to 'WEST'. At the bottom, there is a table titled 'Scanning Lines' with a 'Manage' button. The table has columns for ENTERBYUSERID, LOCATIONCODE, SCANNINGDATE, ITEMBARCODE, and QTY. The first row shows 'ADMIN' for the user, 'WEST' for the location, '5/6/2019' for the date, '0059667' for the barcode, and '12.00' for the quantity.

ENTERBYUSERID	LOCATIONCODE	SCANNINGDATE	ITEMBARCODE	QTY
ADMIN	WEST	5/6/2019	0059667	12.00

Start Counting Items

- 1st Prompt is for Item, type or scan an Item No. or Barcode into Input Item field, followed by Tab or Enter.
 - A scanner can be programmed to automatically suffix the scanned value with a Tab or Enter.
- 2nd Prompt is for Qty, type or scan Qty into Input Item field, followed by a Tab or Enter
- A list of counted items will accumulate at the bottom of the Page

Send the Count to the Item Journal for final processing

Enter ESC or click the Back Arrow to close the Page and the Items counted will be moved to and Item Journal and will be available in the Batch Name that we selected for the Physical Inventory Batch Name in Setup.

Important Rules for Item Journal processing

- If an item is in more than 1 location (different locations in a store or warehouse). Each location count for an item will create a separate Item Journal Line. Within the physical Location being counted, it is required to count the Item entirely because as below you will 0 the Qty on Hand, and then update it with the counted Qty. If you do this a 2nd time, when you 0 the Qty on Hand and update it with the 2nd count, the Qty of items as the 1st location will be overwritten by the 2nd counted location.
 - If you do count an Item more than once having already Posted an Item Journal containing that Item, Do Not use the “Make Qty 0” function. Simply process the Item Journal with the Entry Type = Positive Adjustment, and the Quantity will be added to an already existing On Hand Qty for that location on the Item Card.
- If more than 1 person is counting simultaneously, and there is a possibility that the same Item can be counted by more than 1 user (because it is in multiple locations), it is required that each user’s Scanning Card Page is closed before “Make Qty 0” or “Post” of the Item Journal. Closing the Scanning Card Page will add the items to the Item Journal. Same items will be summed up on the Item Journal on 1 Line (ie. User 1, Item A =4; User 2, Item A = 3; the item will appear on the Item Journal with Quantity = 7).

Item Journal Processing

Search > Item Journal, set the Batch Name = the Physical Inventory Batch name if not already set. The Item(s) counted and their total(s) counted (if more than 1 user count), is shown in the Quantity column. The user that counted the item is show in the Scanned User ID Column.

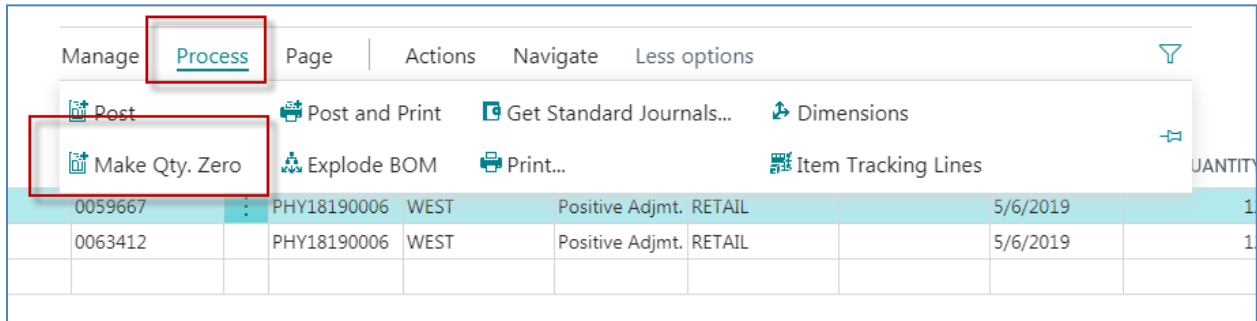
← ITEM JOURNALS | WORK DATE: 11/15/2019
✓ SAVED

Batch Name

Manage Process Page Post/Print Line Item More options

SCANNED USER ID	ITEM NO.	DOCUME... NO.	DOCUME... DATE	TRANSACTI... TYPE	LOCATION CODE	ENTRY TYPE	GEN. PROD. POSTING GROUP	GEN. BUS. POSTING GROUP
ADMIN	:	1100	PHY181900...			Positive Adj...	RETAIL	
ADMIN		1095	PHY181900...			Positive Adj...	RETAIL	
ADMIN		718103013086	PHY181900...			Positive Adj...	RETAIL	
ADMIN		0010124	PHY181900...			Positive Adj...	RETAIL	
ADMIN		0010124	PHY181900...		MAIN	Positive Adj...	RETAIL	

- Select Process > Make Qty Zero. This will 0 the Item Card Qty for the specific Location Code. There will be no visible change on the Item Journal, other than a prompt indicating the Qty was 0 (Negative entries were posted, or positive if the item was (-) Qty On Hand). The system will use the No series defined in the Inventory setup to perform the Negative adjustment.
 - Once you have Make Qty Zero there is no way that the user can delete the lines from the item journal. This prevents accidental 0 of On Hand Qty, and not following it with the posting of a new On Hand Qty.



Select Process > Post, this will update the Qty On Hand for the respective locations on the Item Card.

To view the results, see Item Card.

To view the ledger entries, see Item Ledger Entry page which will show Negative adjustments (a result of Make Qty 0, as well as Positive Adjustment when the Qty On Hand is updated to the Qty counted.

Additional Questions? Contact Us.

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