Inventory Counting

Outgoing Payment Process

Setup Inventory Cycles

Create the inventory cycles for your counts.

Run Cycle Count Recommendations

Run cycle count recommendations to allow the system to create recommended counts based on criteria provided

Select count parameters

Select the count parameters including warehouse

Select items to count

Add items to inventory count, and what type of counting

Freeze items, and count

Freeze items, and complete inventory count

Complete adjustments

Input counted quantities and make adjustments.

Inventory Cycles

Inventory cycles allow you to setup a time frame in which counts should be completed. You can complete the recurrence, as well as end dates.

End dates would allow you to have additional counts for a specific time frame.

Cycle Count Recommendations Selection

The cycle count recommendations allow you to create criteria and allow SAP to provide recommendations for creating a count sheet.

You can select based on a specific cycle code, specific item code. Vendors and even item groups. You can select the warehouses you would like the run it for.

This will provide a number of items to be counted. You can select them from this screen and select inventory counting which will start the count process. You can also begin marking items as counted if they have been done in a separate count.

Inventory Counting

In the inventory counting screen, you can select if there are multiple counters, as well as the specific user that is completing the count.

This is where you can freeze a specific inventory item for the count.

If you choose not to use the cycle count recommendations, you can also manually add items to a inventory count using the add-items function.

Once the items have been counted and entered , you can make the adjustments as necessary.

Thank You

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