



Perform an Inventory Cycle Count

Description

Use this task to perform an inventory cycle count using the RF Scanner.

Trigger

Perform this task when monthly cycle counts are due.

Prerequisites

A Count journal has been created and appears in the RF Scanner.

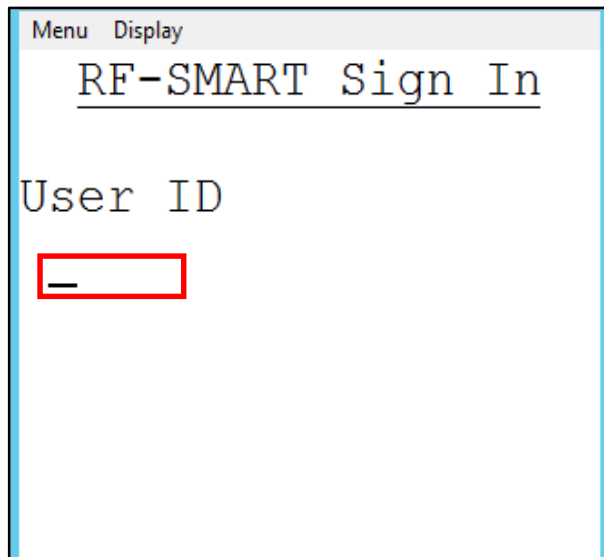
Menu Path

N/A

Helpful Hints

N/A

1. Enter your user id in the **User ID** field and press the “Enter” button.

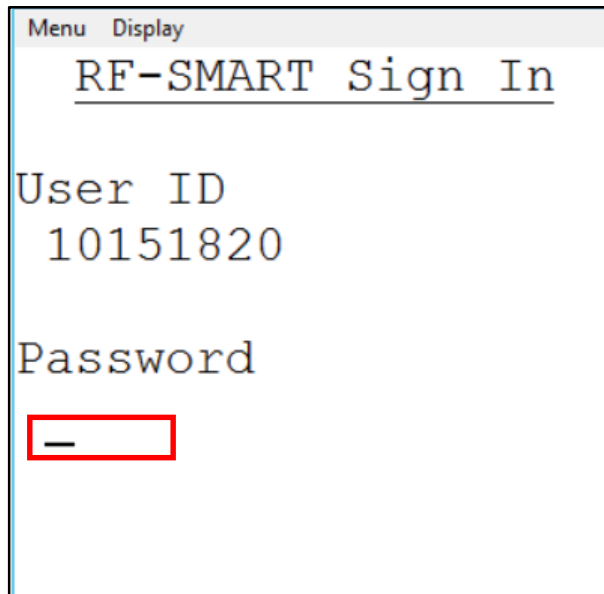


Menu Display

RF-SMART Sign In

User ID

2. Enter or scan your password in the **Password** field and press the “Enter” button.



Menu Display

RF-SMART Sign In

User ID

10151820

Password

3. Enter "6" for the CaseBottle count, then press the "Enter" button.

Menu Display

RF-SMART Menu

1 - Item Inquiry

2 - SO Pick Reg

3 - TO Pick

4 - TO Ship

5 - TO Receive

6 - CaseBottle Count

7 - Item Transfer

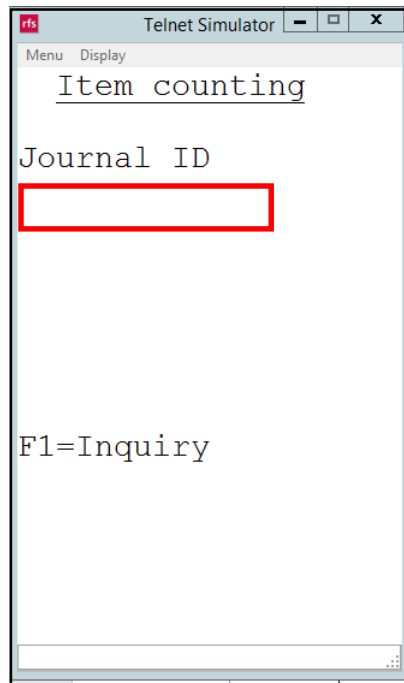
8 - Modify Count

9 - Inv Mvmt Rcpt

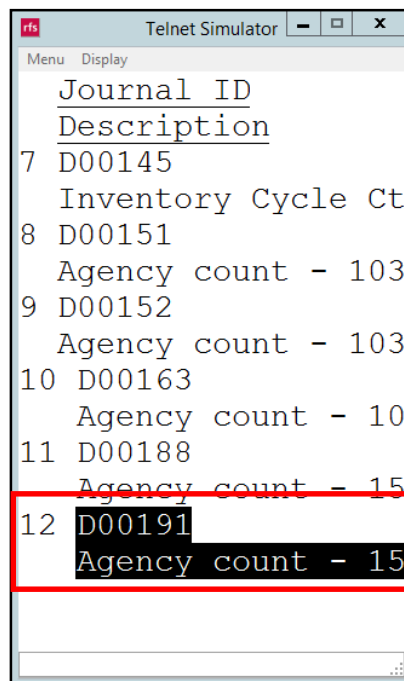
10 - TO Rcv - Case

10151820 - dolc

4. Enter the journal id number in the **Journal ID** field, or press the “F1” button for a list of available Count journals. For this example, press the “F1” button.



5. Press the “Down Arrow” key to scroll to the Count journal to be counted. For this example, select “D00191,” and press the “Enter” button.



6. Enter or scan the appropriate item number to count in the **Item** field. For this example, enter “0019B” and press the “Enter” button.

Menu Display
Item counting
Item

Current UOM
Bottle Mode
F6 CHANGE UoM

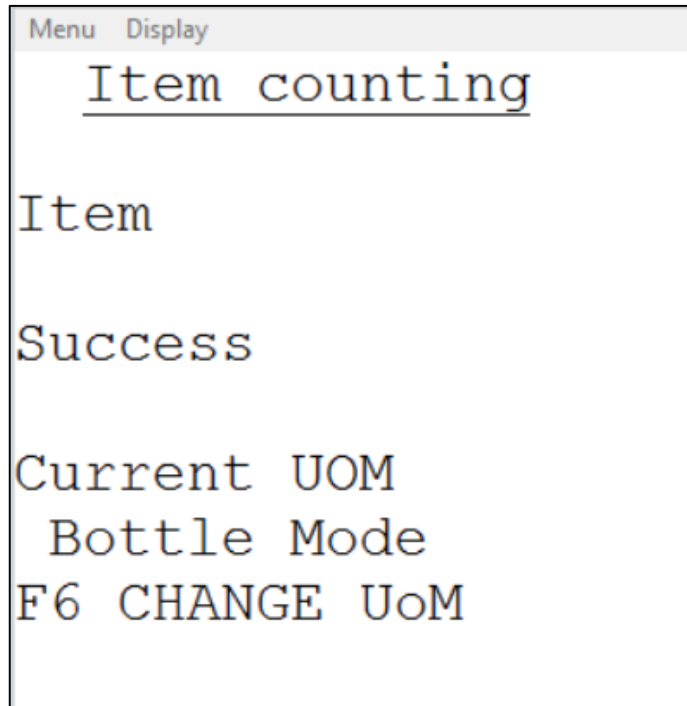
7. Enter the quantity counted in the **Quantity** field. For this example, enter “18” and press the “Enter” button.

Menu Display
Item counting
Location
S
Item number
0019B
ABERLOUR 12
Quantity
 B



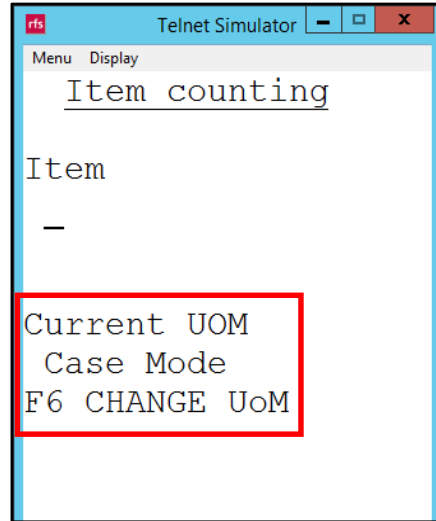
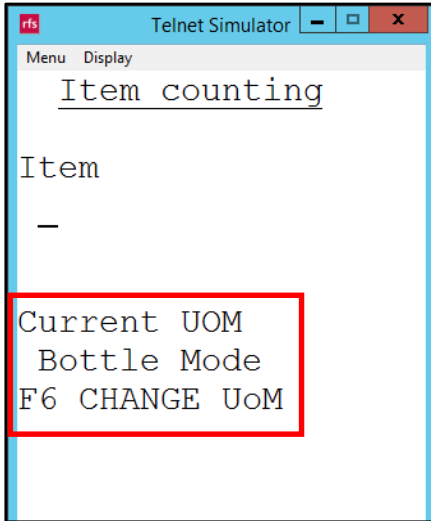
If there are additional items to count, repeat Steps 6-7.

8. Press the “F3” button to return to the **RF-SMART Menu** when counting is complete.

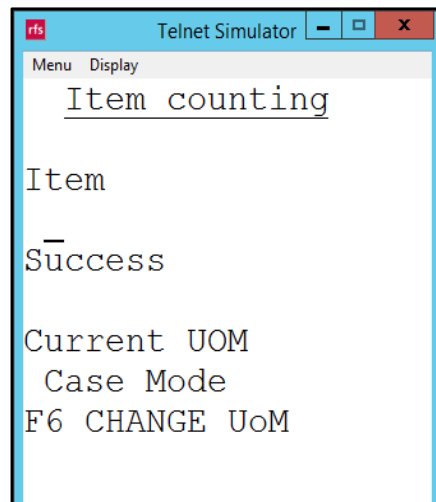
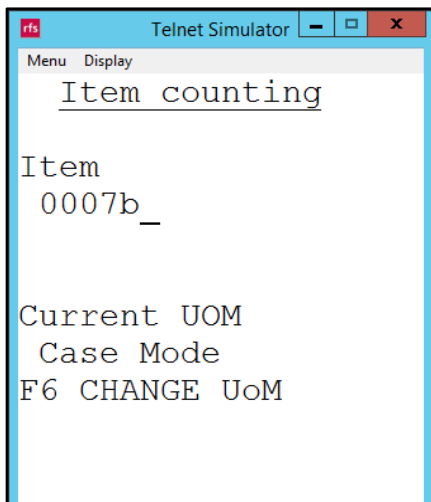




You can also count in cases. Follow Steps 1-6. On the *Item Counting* screen, use the F6 option by pressing the orange button and then the “E” button. The current UOM will change from Bottle Mode to Case Mode.



Press the orange button again and then enter or scan the Item.



The unit of measure will remain in cases until you return to the Main Menu. At that point, the UOM will default back to Bottle Mode.



The inventory cycle count has been completed. Go to the Enterprise Portal to view the count journal and review counts and journals.

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Menu Display
RF-SMART Menu
1 - Item Inquiry
2 - SO Pick Reg
3 - TO Pick
4 - TO Ship
5 - TO Receive
6 - CaseBottle Count
7 - Item Transfer
8 - Modify Count
9 - Inv Mvmt Rcpt
10 - TO Rcv - Case

10151820 - dolc
```

Results

You have performed an inventory cycle count using the RF Scanner.