PHOENIXSYSTEMS

Advanced Cycle Count

Documentation

For SYSPRO 8

October 28, 2020

Phoenix Systems
320 Harry Walker Parkway North, Suite 4, Newmarket, Ontario, L3Y 7B4, Canada
Tel: 416-777-6305, 905-853-0932 Fax: 416-352-5211 Web: www.phoenixsystems.ca
Portland ~ Toronto ~ Newmarket ~ Winnipeg ~ Calgary ~ Vancouver ~ Boston

Table of Contents: **Page:**

Overview

Background

SYSPRO has an excellent Stock Take facility allowing great flexibility in selecting items for quarterly or annual stock take. However, some SYSPRO users require a more formalized way to select items for cycle counting. Users want to measure their progress and improve Inventory Accuracy. After consulting with a number of such users, Phoenix Systems has developed the Advantage+ Advanced Cycle Count module.

Supported Platforms

This module will work on
- SYSPRO 8
- C-ISAM or SQL
- Windows platforms

Advanced Cycle Count

The Advanced Cycle Count works in conjunction with the standard SYSPRO Stock Take functionality. It is assumed in this documentation that the reader is already familiar with the basic SYSPRO Stock Take programs and procedures. Please read the SYSPRO Help (F1) on Stock Take first.

The ***Cycle Count Selection Options Setup*** Program holds the parameters which will be used whenever the Preparation Program runs. These can be changed as often as necessary, but usually remain static for a long period of time. This is where you set the number of times a year you expect to count A items, for example. The Setup Program is also where it is decided how to handle stock takes, by stock code or warehouse. If the warehouse option is selected then user must run the ABC Analysis report by warehouse which causes the ABC codes to be stored in the warehouse record instead of in the Inventory Master record.

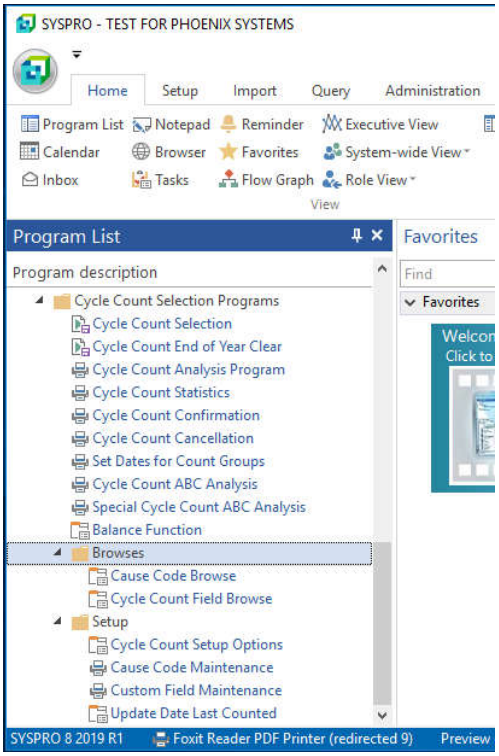
The ***Cycle Count Selection*** Program will be run just before the each Cycle Count. It selects the items for counting, according to the parameters using a pseudo-random algorithm, and places a 99 (or other selected number) in the SYSPRO “Quantity Cycle Count” field of the Inventory Master for the selected stock codes. See the Inventory Master screen, General Tab. This field is one of the primary selection fields for the standard SYSPRO Stock Take Selection program. If the warehouse option, in the Setup Program, is selected then user will also be prompted for a warehouse.

After running the ***Cycle Count Selection*** program, the program will run the standard SYSPRO Stock Take Selection and select the appropriate Cycle Count Number, like 99. This will cause the items with the 99 in their Cycle Count field to be selected for the standard SYSPRO Stock Take. This function must be performed for each warehouse where a cycle count is being done.

The stock take process proceeds as normal for SYSPRO, for example, printing tickets or count sheets, doing the physical count, doing the ***Stock Take Capture*** (keying in, or scanning in, the quantity that was counted), and running the ***Stock Take Variance*** report to see how close to the expected quantities the count actually was.

The ***Cycle Count Confirmation*** program will then post the adjustment transactions to Inventory, but save the ***Stock Take Master*** just as it was prior to the confirmation, along with the date, in order to do analysis on the accuracy of the Cycle Counts over time. The ***Cycle Count Confirmation*** should be used instead of the standard SYSPRO Stock Take Confirmation because after a standard ***SYSPRO Stock Take Confirmation*** the ***Stock Take Master*** file is deleted and therefore cannot be used for analysis.

The ***End of Year Clear*** Program will reset the count of the number of times an item has been counted, and is typically run at the start of a fiscal year.



The ***Count Analysis*** Program, will show the number of Item Counts by multiplying the number of A-items by the times per year to count A-items and adding this to the same calculation for B, C, and D items.

The ***Cycle Count Statistics*** program will show the magnitude of the discrepancy in the perpetual inventory records by date.

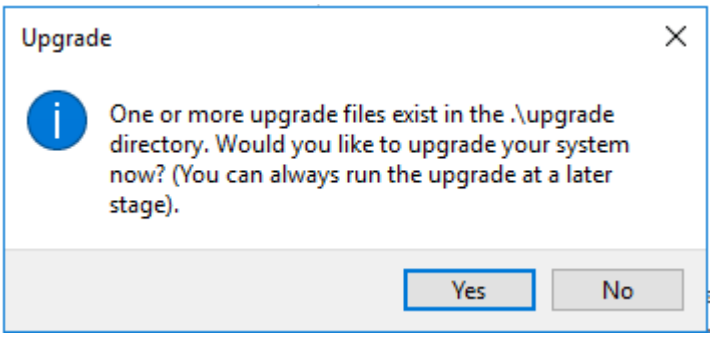
This page is intentionally left blank

Software Installation and Setup

1. Copy the file ***SCC_Programs8.exe*** to the SYSPRO8\base\updates directory on the application server.

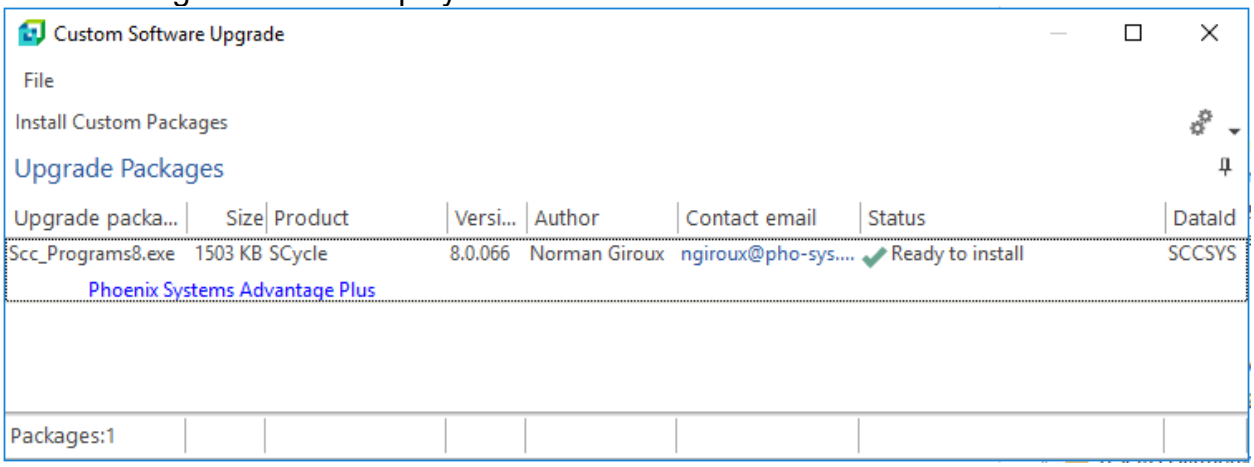
2. Log into SYSPRO as a user with Administrator rights.

3. The user will see the same screen that would be received when weekly updates are installed for SYSPRO.



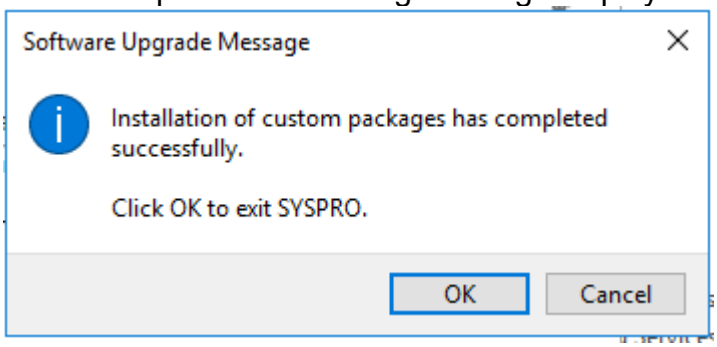
   a. Press ***Yes*** to continue.

   b. The following screen will display.



   c. Press ***Install Custom Packages***.

d. When complete the following message displays.



e. Press ***OK***.

4. Go into the SQL Server Management Studio and connect to your SQL server.

5. Change to the SYSPRO Company file.

6. **Important:** If this is an update from an earlier version of the Advanced Cycle Count Module, just load and run the SQL script ***Scc_Tables.SQL*** from the ***C:\SYSPRO\Plugin\CustomStore*** folder on the application server for each company that will use the module.

7. Load SQL script ***Scc_Tables.SQL*** in the ***C:\SYSPRO\Plugin\CustomStore*** folder on the application server.

8. Run the script.

9. After installing the updates, Log into SYSPRO as normal.

10. In SYSPRO, Do a File | Run… Type in the program name ***SCCMEN***. Press “OK”.

11. Take the defaults and press ***OK*** on the Menu Create window. When complete, you will be logged out of SYSPRO.

12. Log back into SYSPRO and go to SYSPRO Ribbon Bar, Setup, Electronic Signatures.

13. From there, scroll down to the module for ***Inventory Control*** and then Transaction Description of ***Inv Stock warehouse added***.

14. Press ***Configure***. Depending on how you currently use Electronic Signatures set the ***Access control level*** to either ***eSignature*** or ***Log Only***.

15. Go to the ***Logging and Trigger Options*** tab, check the ***Transaction successful*** checkbox in the Triggers section and press the ***Setup Trigger*** button.

16. On the Trigger Setup page, select ***Run any program*** from the dropdown box.

17. In the ***Description*** field key in ***Add warehouse to Advanced Cycle Count***.

18. In the ***Program*** field, key in ***SCC02A*** and press the save button and then close that screen. From there press the ***Apply*** button and then the ***Close*** button.

19. Repeat steps 9 to 14 for both ***Inv Stock warehouse deleted*** and ***Inv Stock warehouse add multiple***.

Security Setup

20. Log into SYSPRO, as an administrator, go to Setup tab from the ribbon bar go to ***Groups*** and change the groups so that only authorized operators will be allowed to use the Cycle Count Module.

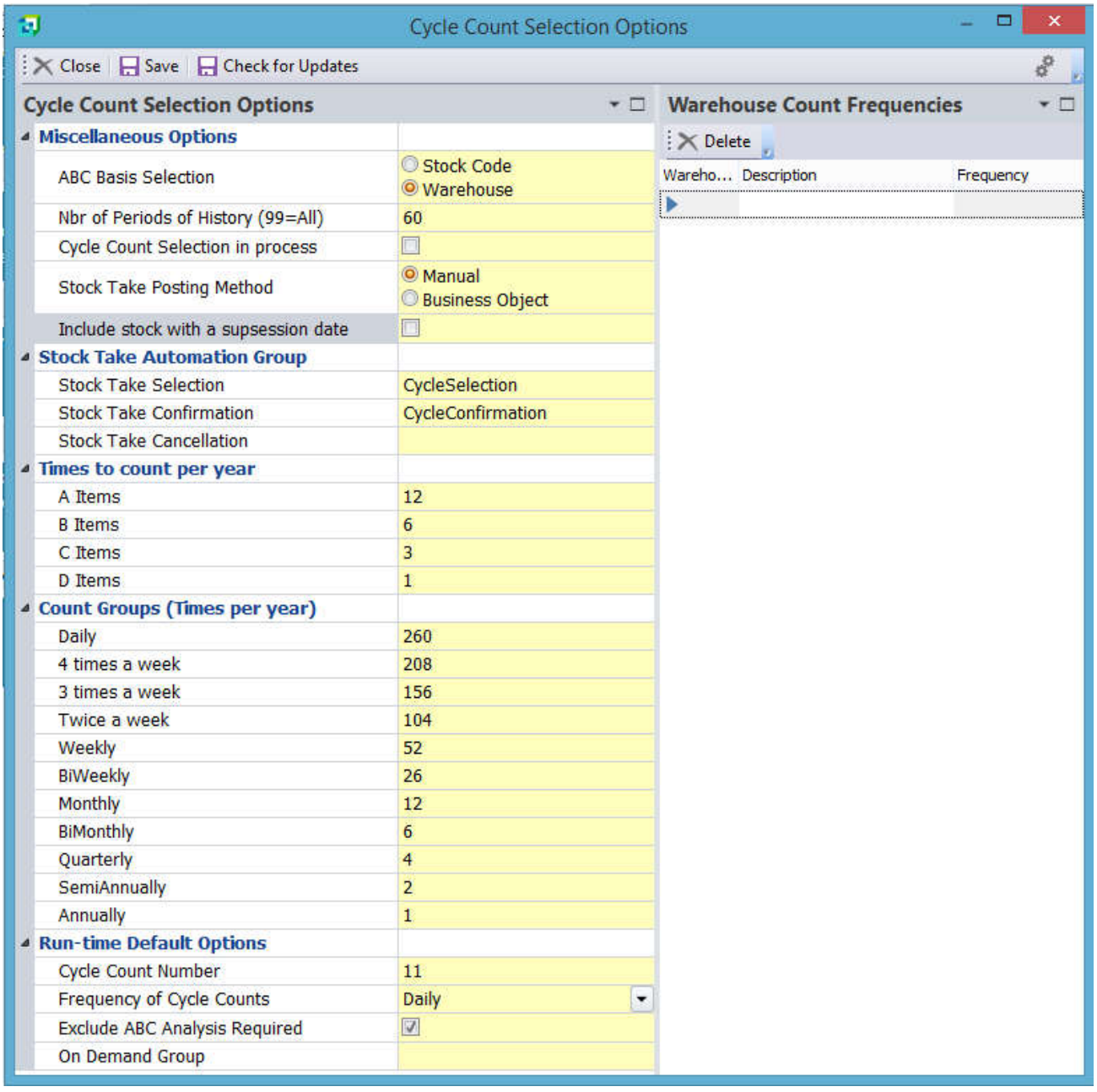
Registration Numbers

21. The first time the Cycle Count Module is run, the user will be asked for registration numbers. The registration numbers are in an XML format much the same way that SYSPRO issues theirs by importing them.

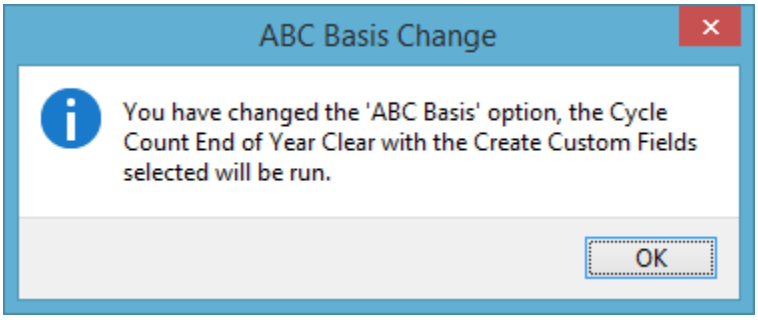
22. The import program looks for the registration numbers in the ***SYSPRO8\base*** folder but they can be stored and browsed from any folder available to the SYSPRO application server.

23. Once the registration numbers are imported the program will terminate and need to be run again.

24. The user can then go into ***Selection Options*** from the Cycle Count Selection Programs menu.



25. ***ABC Basis Selection***, this option is used to decide whether or not stock codes will be selection over all warehouses or just a specific warehouse when the ***Cycle Count Selection*** is run. This option should not be changed once you have started using the Cycle Count System. If this option is changed the following warning will be displayed. Note: When choosing the ***Warehouse*** for your ***ABC Basis Selection*** the ABC Analysis Report must be run for each individual warehouse, otherwise they Cycle Count Selection will not pick up anything. When you change this setting and then save the changes you will be notified of that change and the ***End of Year Clea***r will be run to create the custom fields.



26. The ***Nbr of Periods of History (99-All)*** is the number of months (periods) of Cycle Count History that the system will maintain.

27. The ***Cycle Count Selection in process*** shows whether or not a ***Cycle Count Selection*** is currently running. This prevents multiple cycle count selections from being run at the same time.

28. The ***Stock Take Posting Method*** allows the method of the Stock Take Confirmation to be performed when executing the ***Cycle Count Confirmation***. ***Manual*** means that the Stock Take Confirmation program (INVP66) will be run. ***Business Object*** no longer needed.

29. **Include stock with a supersession date** – Enable this to indicate that stock codes with a supersession date will be included in the selection process. If the option is not selected then any stock code with a supersession date will be ignored

30. The ***Stock Take Automation Group Options*** are needed to automatically run the ***Stock Take Selection*** and ***Stock Take Confirmation***. This uses the ***Automation Design*** feature in SYSPRO to be able to run the ***Stock Take Selection*** and ***Confirmation*** programs with minimal operator intervention. Automation for the ***Stock Take Cancellation*** is not available at this time in SYSPRO. The ***Automation Design*** is only needed for the ***Stock Take Confirmation*** if the ***Manual Option*** for the ***Stock Take Posting Method***. See Automation Setup Section for these settings.

31. In the ***Times to count per year*** section, enter the number of times per year that the company wants to count items based on ABC Analysis codes. The ABC Basis is

used to select if the ABC Analysis report was run by All Warehouses (Stock Code) or by individual warehouses (Warehouse).

32. In the ***Count Groups (Times per year)*** section, enter the number of times per year that are to be counted based on the Count Groups.

33. In the ***Run-time Default Options***, the Cycle Count number is the number that the user is going to set so that the standard SYSPRO Stock Take System can be used. The frequency of how often that the cycle counts will be taken. The ***Exclude ABC Analysis Required*** flag is used to exclude those items that are not flagged as ABC Analysis Required.

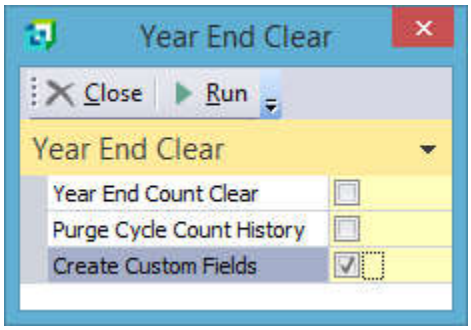
34. The ***On Demand Group*** is a two character code that is used as a default group when using the ***On Demand*** option is used at run time (See Advanced Cycle Count User Guide).
35. ***Warehouse Count Frequencies*** is an option that allows users that use the ***ABC Selection Basis*** by Warehouse to be able to run Cycle Counts at different frequencies than normal.

    a. ***Warehouse*** – Enter the warehouse that is the exception to the ***Frequency of Cycle Counts*** in the ***Run-time Defaults Option*** section of the screen. Only the exceptions need to be entered, as warehouses not entered will use the default setting.
    b. ***Frequency*** – Enter the frequency that you will be running the cycle count for that particular warehouse.

36. The ***Check for Updates*** button on the toolbar allows an administrator to be able to check for updates to the Advanced Cycle Count. An internet connection is required for this option to work. If available, this will copy the latest update to the ***SYSPRO7\base\Upgrade*** folder on the SYSPRO server and give you the option to install it.

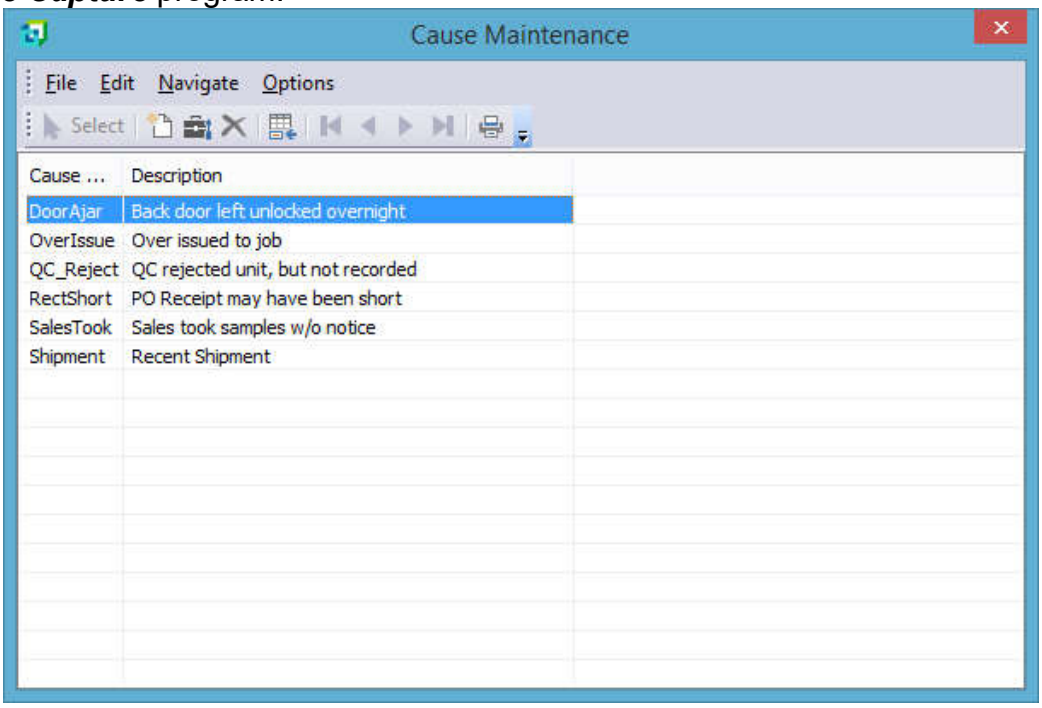
Create Custom Fields using the Year End Clear

37. From the SYSPRO menu, go into the ***Cycle Count Year End Clear*** and select ***Create Custom Fields*** and then press run. This will create all the stock code custom fields that are needed for this system.



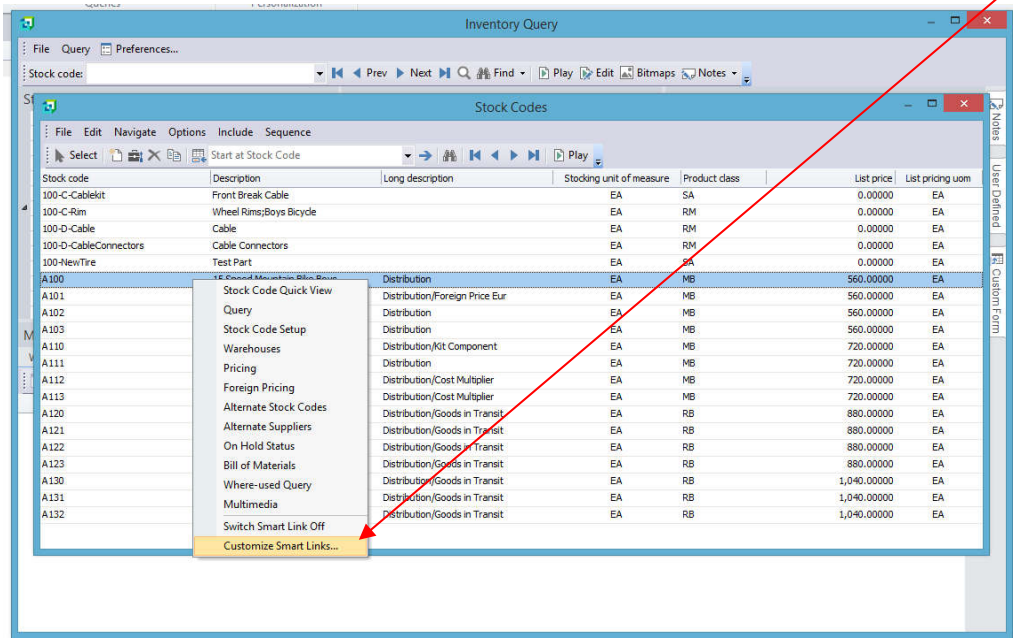
Cause Code Maintenance:

38. This program is used to setup ***Cause Codes*** for use in the reference field on the ***Stock Take Capture*** program.

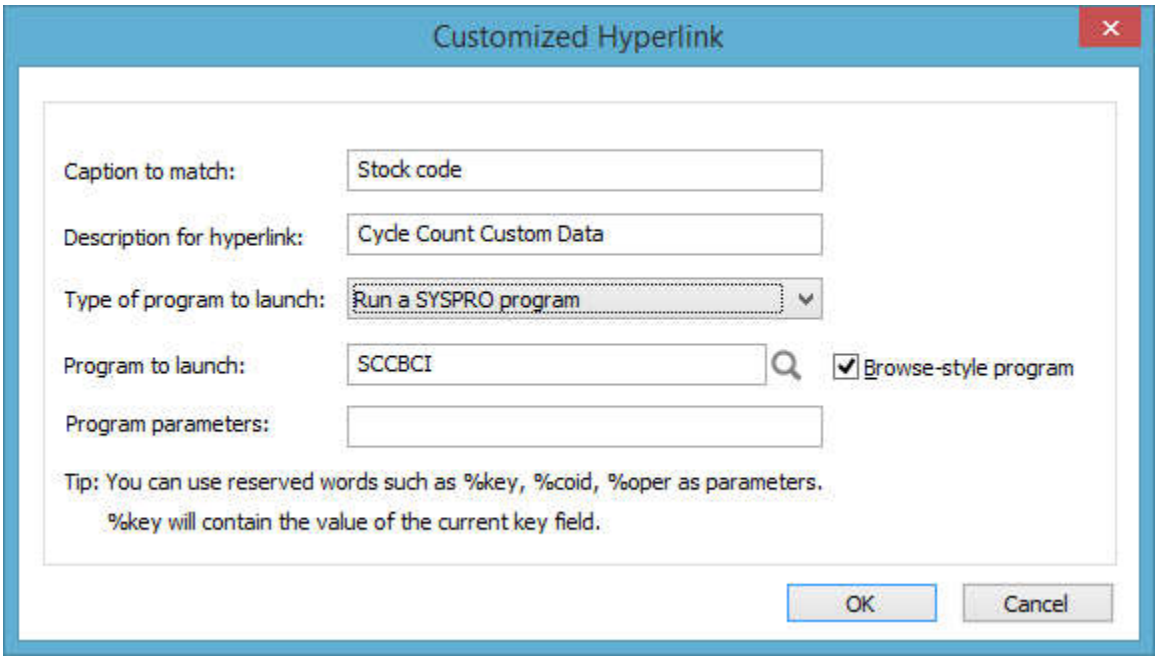


Setup to easily manage the Advanced Cycle Count Custom Fields (Optional)

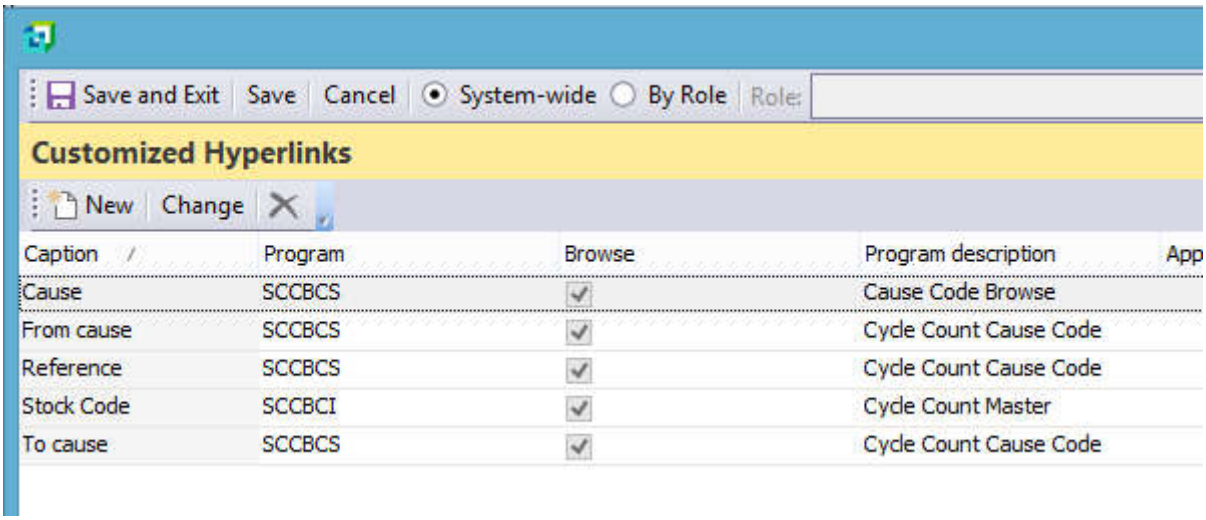
39. In SYSPRO, go to a place where there is a Browse on Stock code, such as the Inventory Query and hover over the Stock code. An icon will appear showing an  inside of a circle. Click on the icon and select ***Customize Smart Links***



40. Now add a link as follows:



This above entry will show up in the list of links:



Now users will reach this link whenever they hover over a stock code in any browse, and click on the ⓘ. They will be able to immediately link to the Cycle Count Parameters and maintain them, if necessary.

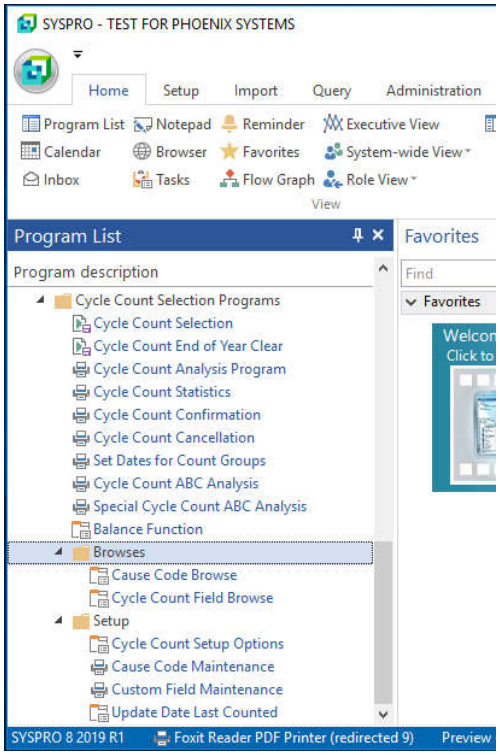
Accessing the Advanced Cycle Count information in Inventory Query:
There is a custom database used to contain the Advanced Cycle Count information. The easiest way to access this information is to create a Customized Hyperlink, to the program "SCCBCI" in Stock Code field in the Inventory Inquiry.

This database holds the information which the **Cycle Count Selection** program uses to make sure that all stock codes are counted the proper number of times. It is maintained by the program itself, except for the CTRLGP (Control Group) which is discussed in a separate section below.

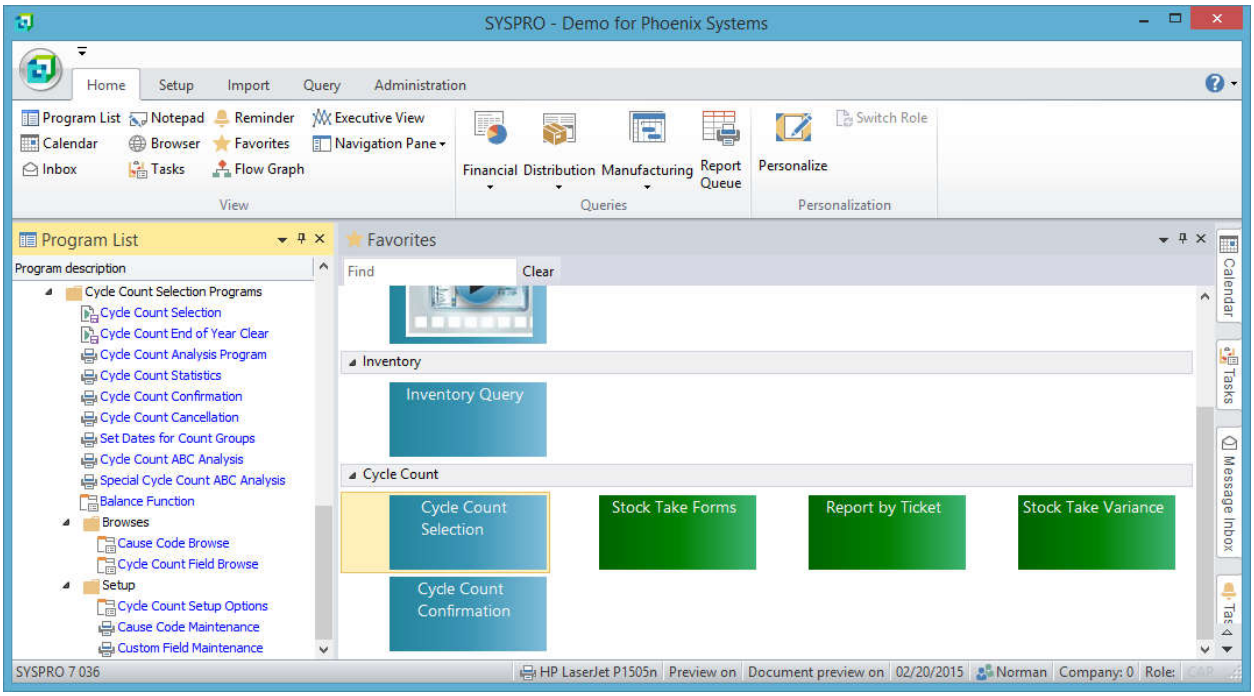
Customized Menu Considerations

The installation procedure will provide an additional section to the Standard SYSPRO Menu at the end of the current menu tree.

The Advanced Cycle Count Selection Programs menu can be dragged to Favorites making it look like this:

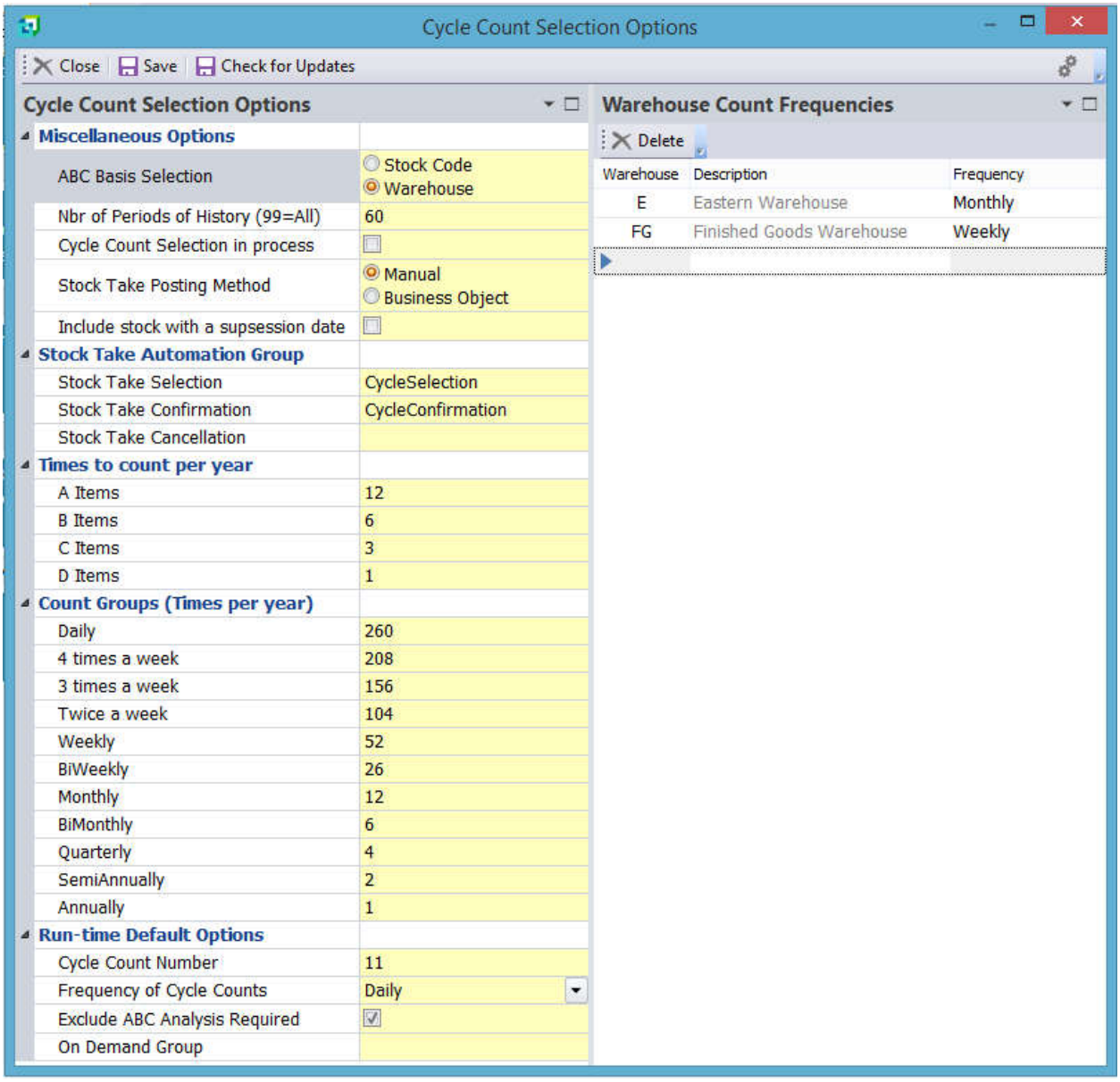


On the Favorites, put the standard SYSPRO Stock Take Programs in one place for all of the Cycle Count programs. This looks something like this:



These menus can be set differently per Operator, if desired.

Initial Setup



Note: When choosing the ***Warehouse*** for your ***ABC Basis Selection*** the ABC Analysis Report must be run for each individual warehouse, otherwise they Cycle Count Selection will not pick up anything.

The ***Nbr of Periods of History (99-All)*** option is used with the ***Cycle Count End of Year Clear***. The value contained in this field is the number of months (periods) of history that will be retained. A ***99*** in this field will not clear any history. A ***00*** in the field will clear out all history.

The ***Cycle Count Selection in process*** is normally unchecked. This gets set when a cycle count selection is being run. This will prevent two or more cycle counts selections being run at the same time. This could also be checked if it is needed to prevent the cycle count selection from being taken.

Stock Take Posting Method refers to the method that Cycle Count Confirmation uses in run the Stock Take Confirmation. If the ***Manual*** option is selected then the Stock

Take Automation Group option for the Stock Take Confirmation must be set. If it is not set, then when the Stock Take Confirmation runs, the settings will need to be manually entered.
Include stock with a supersession date – Enable this to indicate that stock codes with a supersession date will be included in the selection process. If the option is not selected then any stock code with a supersession date will be ignored
The ***Stock Take Automation Group Options*** are used to pass information from the Cycle Count Selection and Cycle Count Confirmation (Manual Posting Method only) programs to their corresponding Stock Take programs. The Automation Design program is used to set the defaults. See the section on **Automation Setup** for further information.
The ***Times to count per year*** section is where to set the number of times expected to count by ABC Class and where the ABC Code is located.

> **Note**: The ABC Class used for this program is normally found on the Inventory Master, and not in the Inventory Warehouse file. Also, the ABC Class cannot be set manually, but is set by the SYSPRO program, ABC Analysis Report (INVP50), found on the Inventory, Reports menu. If ***Stock Code*** is chosen for ABC Basis then run the ABC Analysis report for ***All*** warehouses. If ***Warehouse*** is chosen for the ABC Basis then run the ABC Analysis Report for each warehouse individually. It is also possible to set the field with Report Writer or from an Import, or using ODBC programs, such as Microsoft Access®.

The definition of the breaks between each ABC Class is made by the SYSPRO Inventory Setups. The determination of the ABC Class for a given Stock code/Warehouse is made by examining the history of usage of each part over the past 12 months. See SYSPRO Help (F1) after going into the ABC Analysis Report.
The ***Count Groups (Times per year)*** section of setups deals with the definition of Count Groups.

It is recommended to accept the defaults on this initially, and read the section on Count Groups below before changing any of these and before using any Count Groups. This screen will be discussed again under the section on Count Groups.

The ***Run-time Default Options*** section of setups deals other miscellaneous options. These options include how often user expects to do cycle counts and which number (between 00 and 99) to insert into the Quantity Cycle Count field on the Inventory Master. It also includes whether or not to include those items that are not flagged as ABC Analysis Required. This is included because there are times when an item was set for ABC Analysis Not Required and yet it does have an ABC code set in the Inventory Master.

An ***On Demand Group*** is a group of stock codes that should typically be counted together, possibly because there is often confusion between them, and if they are counted separately, the counter might be inclined to count them all as being the stock code that is being counted. The value placed in this Setup Option is used as the default in the Cycle Count Selection program if the ***On Demand*** option is selected. This field on the Setup Option page can be left blank.

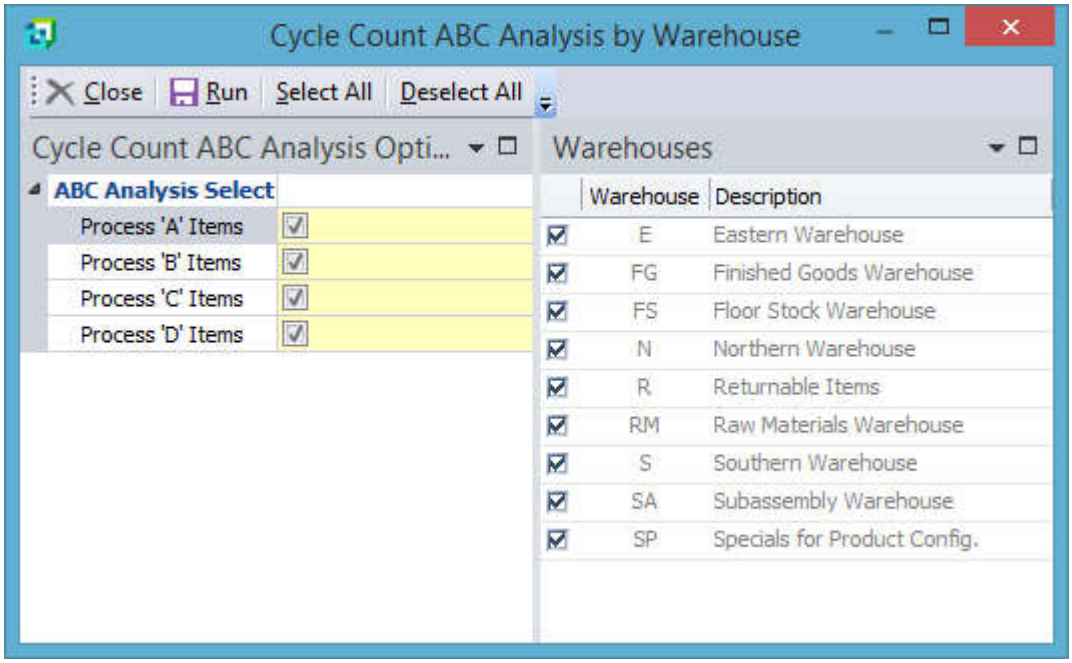
The ***Cycle Count Selection in process*** shows whether or not a user is currently running the Cycle Count Selection program. If for some reason the Cycle Count Selection cannot be run because it says that there is already one in process and you know that there is not one going on, then you can uncheck the option and save the changes to fix the issue. By the same token, if to prevent anyone from running the Cycle Count Selection program, check the box and save the change.

The ***Advanced Cycle Count Selection*** program uses this setup information to calculate how many stock codes to select on each Cycle Count, so that all of the inventory items will be counted the correct number of times over the course of the entire year. The ***Cycle Count Selection*** program always rounds up to select an extra stock code, if the calculation computes a decimal quantity, in order to select each stock code at least as many times as is specified in the setup.

Warehouse Count Frequencies allow different warehouses to be able to run cycle counts at different times. A large warehouse may want to do cycle counts on a daily basis whereas a small warehouse may only need to do them on a weekly basis.

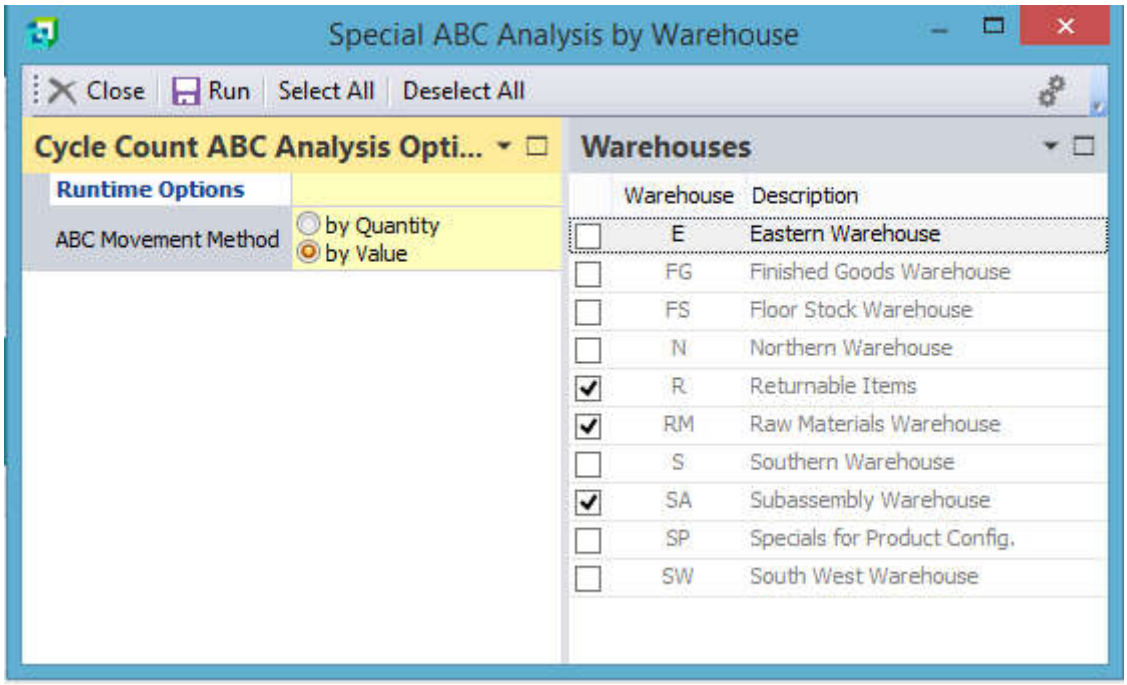
Cycle Count ABC Analysis by Warehouse:

As part of the Cycle Count Selection Options, there is an option called ABC Basis Selection. If this option is set to ***Warehouse***, you will need run the ABC Analysis report for each warehouse. To check this, run the Cycle Count Analysis program (See page 26), if there are no ABCD items for the warehouses then the ABC Analysis report would need to be run for each warehouse. This can be a time consuming task if you have many warehouses. This program allows you to select any or all warehouses and run the ABC Analysis report in a single step. Note: if there a large number of warehouse records this could take a long time to run.



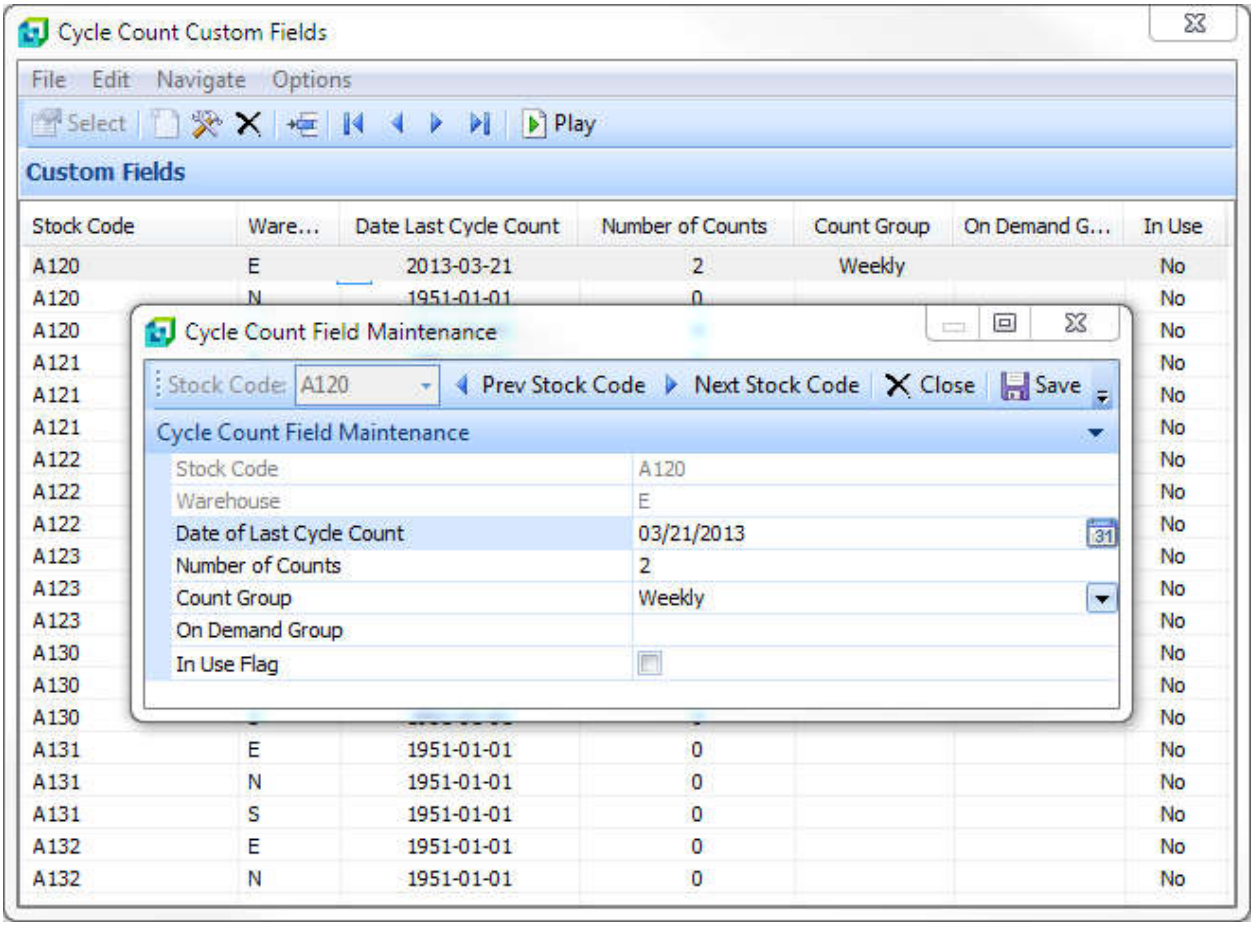
Special Cycle Count ABC Analysis by Warehouse:

Like the Cycle Count ABC Analysis by Warehouse program referenced this program will perform an ABC Analysis similar to SYSPRO's ABC Analysis, except this sets the ABC code based on the quantity or the value of the movements. The intended use is meant to be used for running on warehouses that items are not sold out of, such as raw materials or sub-assemblies. This can only be run when the Cycle Count Setup Option, ***ABC Basis Selection*** is set to ***Warehouse***.



Cycle Count Field Maintenance:

This program is used to monitor and maintain the various options and settings for each stock code in the cycle count system. This program operates the same as most SYSPRO maintenance programs and can be used as a program called from a ***smart link*** from Stock Codes" with SYSPRO.



Typically the maintenance portion of the program is used to change certain pieces of information that the user may want or need to change. The fields are as follows:

Date of Last Cycle Count – This date is when the item was last posted in a cycle count.

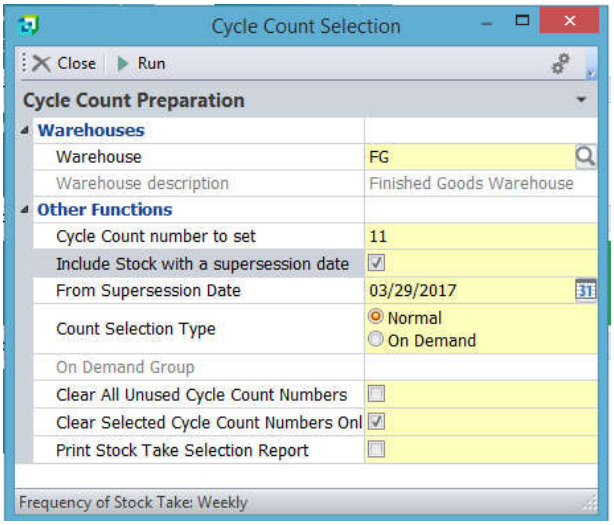
Number of Counts – This number is the item that has been counted since the last time that the ***Cycle Count End of Year Clear*** was run.

Control Groups – Control Groups are specifically for situations where special attention needs to be paid to certain stock codes above and beyond the number of counts that they would normally command. Others can be counted at least once a week. By setting a ***Daily*** into the Custom Field ***Control Group*** for the stock code, you will force it into the cycle count every time the Cycle Count Selection program is run. If you put ***Weekly*** into that ***Control Group*** field it will go into the next Cycle Count Selection that occurs after a week have passed since the ***Date Last Cycle Count*** shown for that stock code. The time between the cycle counts is determined by the values entered in the count groups in the ***Cycle Count Selection Option*** program.

Count Groups – These are intended to be setup as groups of items that should be counted together. By using count groups, you can add particular groups of items to a given cycle count selection.
In-Use Flag – This option let the operator know that this item is in the process of having a cycle count being taken. When this is set to a ***Yes*** (checked) then this item cannot be selected again for cycle counting until the one that it is in has been confirmed or cancelled.

Cycle Count Selection

The ***Cycle Count Selection*** program is used to set the Cycle Count flag in the Inventory Master If the ABC Code Basis in the setup option program has selected ***Stock Code*** then the ***Warehouse*** field is not available. The cycle count number to set, in this case a ***11***, into the Quantity Cycle Count field in the Item Master for the stock codes which will be counted. It also sets that item as ***In Process***, so that if a second cycle count is selected prior to the first one being complete, that it will not pick the same stock codes again. The **Clear All Unused Cycle Count Numbers** will reset the **all** the Cycle Count numbers in the Inventory Master database to zero (00) prior to selecting the stock codes to be counted. This will keep the same stock codes from being selected during the **Stock Take Selection** process. The **Clear Selected Cycle Count Numbers Only** will reset the just the Cycle Count number in the Inventory Master database to zero (00) for just those stock codes whose Cycle Count number is the same as the **Cycle Count Number to set** prior to selecting the stock codes to be counted. This will keep the same stock codes from being selected during the **Stock Take Selection** process. At least one of these should be selected when the program is run. **Include stock with a supersession date** – Enable this to indicate that stock codes with a supersession date will be included in the selection process. If the option is not selected then any stock code with a supersession date will be ignored.

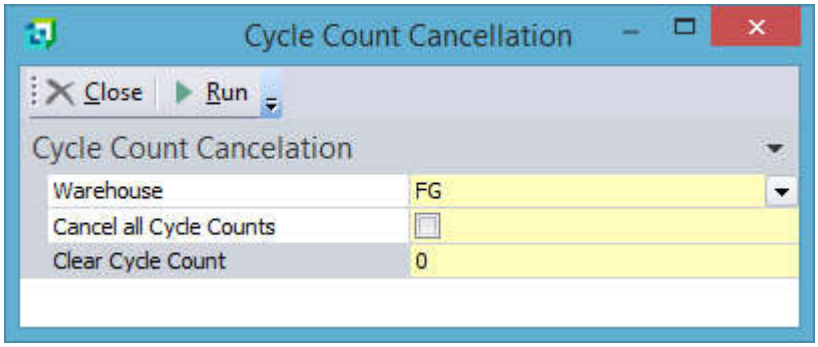


```
Date Printed: 07/08/2019 13:19          TEST FOR PHOENIX SYSTEMS                    Page :    1
Program:SCC010 Version:8.0.066               Cycle Count Selection Report

Warehouse Stock Code                  ABC  Stock Code                  ABC  Stock Code                  ABC
-------------------------------------------------------------------------------------------------------
E         A122                        B    A132                        A    SER311                      C
          UTEM302                     D

Warehouse Stock Codes selected --       4

Total Stock Codes selected --       4
```

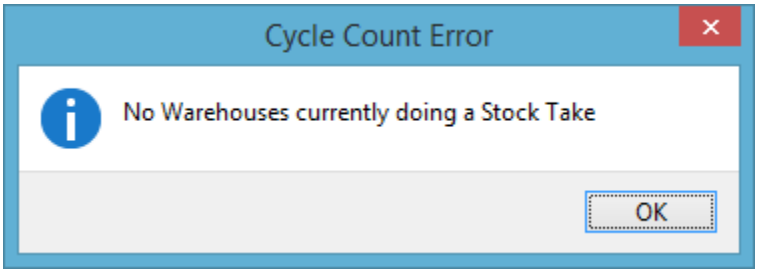
When complete the program will automatically run the ***Stock Take Selection*** program.

Cycle Count Cancellation

The ***Cycle Count Cancellation*** program is used to cancel a cycle count which is in progress. This program resets the ***In Process*** flag so that future cycle count will select those items. When this program is run there will be a drop down list of all the warehouses that have Stock Takes in process. At this time, select the warehouse that is to be cancelled or leave the warehouse blank and select ***Cancel all Cycle Counts***. If a warehouse was selected the program will then run the Stock Take Cancellation program. The operator will need to manually enter the warehouse whose stock take that must be canceled.

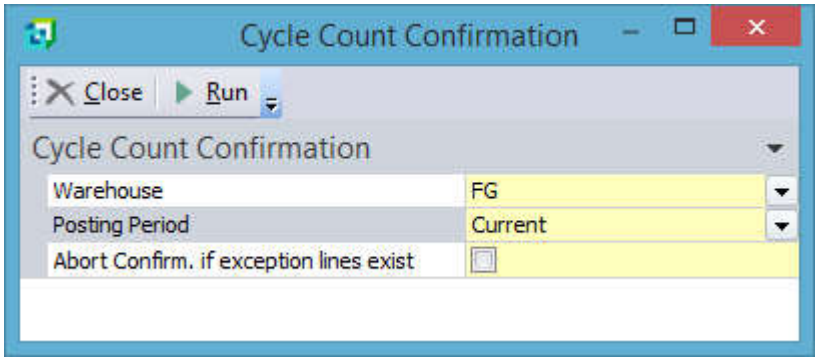


When running the ***Cycle Count Cancellation*** program, the following appears. It means that there were no stock takes in process. It will still allow user to cancel cycle counts. This will also reset The ***In Use*** field in the ***Custom Field Database*** to ***No***.



Cycle Count Confirmation

This program saves the Stock Take Master in a form for analysis, and then calls the standard SYSPRO Stock Take Confirmation. This program also resets the ***In Process*** flag in the Cycle Count Master so that the items may be counted in the future.



Options:

Warehouse – The dropdown will contain a list of the current warehouses that have a stock take in progress.

Posting Period –

Current Period

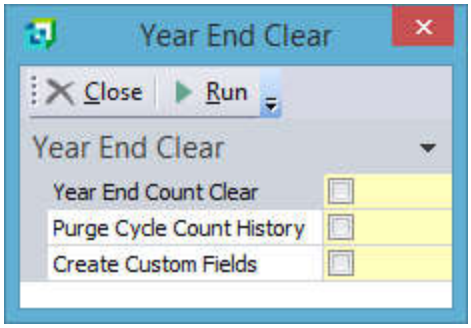
Previous Period 1

Abort Confirm. If exception line exists – This is set by default and will pass this to the stock take confirmation program for posting.

Year End Processing

After a stock code has been counted the number of times that it is supposed to be counted according to the Advanced Cycle Count parameters, it will not be added to any more cycle counts, making sure that all stock codes are counted the required number of times.

At some point, usually once a year, and it will be convenient (although not required) to make it at the Fiscal Year End, the number of counts taken for the year should be reset to zero. That is what the ***Cycle Count End of Year Clear*** program does.



There are three options to this program:

Year End Count Clear – This option is used to clear out the number of cycle counts that were made since the last time that the program was run with this option.

Purge Cycle Count History – This option is used to clear out the historical data from the Cycle Count History based on the number of periods in the Options program.

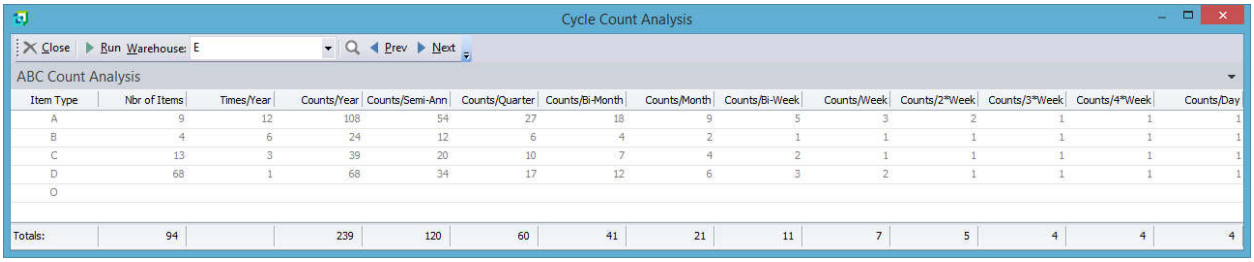
Create Custom Fields – This option is typically used to create the table of custom fields that the Cycle Count System uses to track the data. This program can also be used when new stock codes have been added to the system since this initial installation. This option is also required to be run if you switch the ABC Basis flag from Stock Code to Warehouse or the reverse.

Reporting and Analyzing Cycle Count Data

There are two reports for data analysis to analyze the data. One report will show how often to count in order to accomplish the goal of counting each class of stock code so many times per year. The other report will help measure accuracy in keeping a Perpetual Inventory. Each one is described below:

This program analyses the number of stock codes in each class, and multiplies it by the number of times per year that you want it counted, to get a total of the number of Item-Counts per year, and then computes how many items you will need to count if you do a cycle count Daily, Weekly, Monthly etc.. If the ***ABC Code Basis*** in the setup option program has selected ***Stock Code*** then the ***Warehouse*** field is not available

Cycle Count Analysis



Item Type	Nbr of Items	Times/Year	Counts/Year	Counts/Semi-Ann	Counts/Quarter	Counts/Bi-Month	Counts/Month	Counts/Bi-Week	Counts/Week	Counts/2*Week	Counts/3*Week	Counts/4*Week	Counts/Day
A	9	12	108	54	27	18	9	5	3	2	1	1	1
B	4	6	24	12	6	4	2	1	1	1	1	1	1
C	13	3	39	20	10	7	4	2	1	1	1	1	1
D	68	1	68	34	17	12	6	3	2	1	1	1	1
O													
Totals:	94		239	120	60	41	21	11	7	5	4	4	4

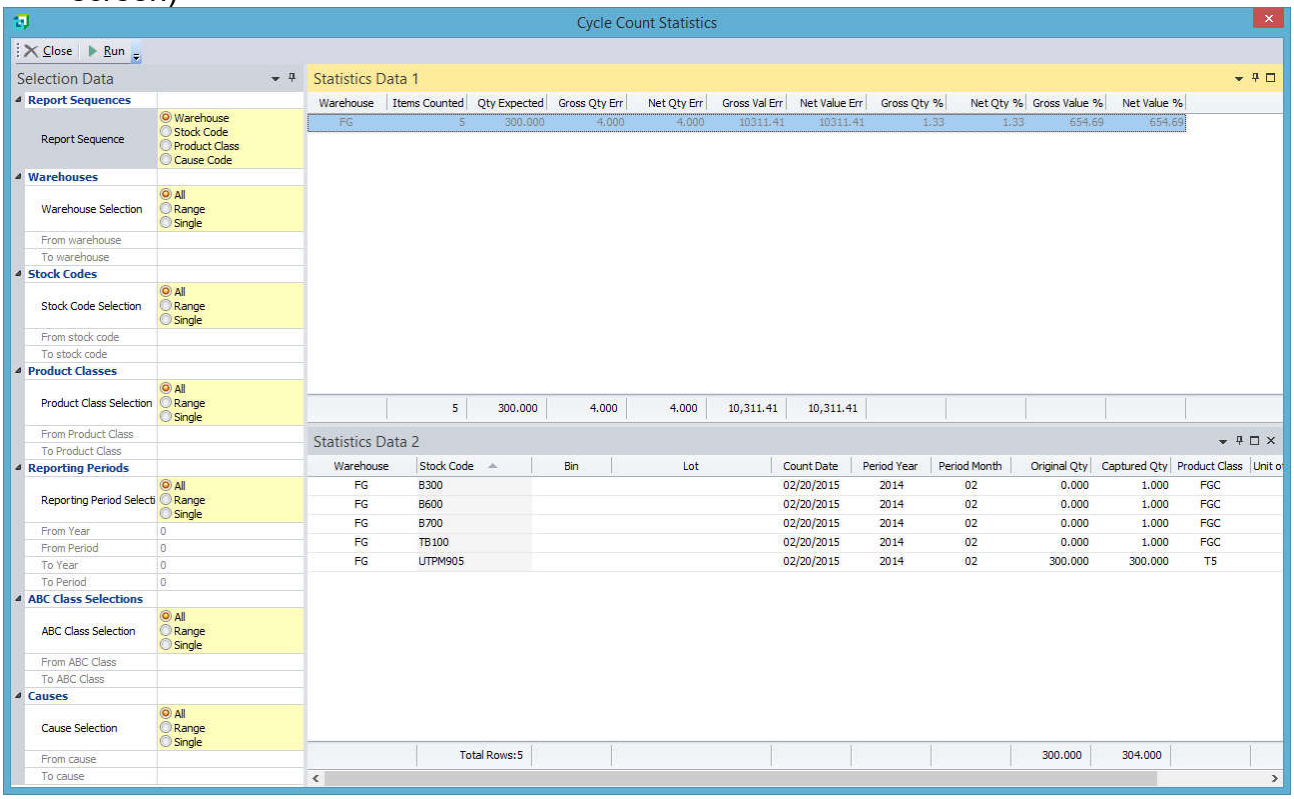
The ***Item Type*** is the ABC Class (from the Inventory Master), and O means Other or Blank.
The ***Nbr of Items*** is the number of Stock codes in your Inventory Master of that ABC Class.
The ***Times/Year*** is straight off of the Cycle Count Setup Options.
The ***Counts per period*** are the number of items needed to count each cycle count in order to reach the goal of counting each Class of item the number of times per year that is appropriate.
The ***Totals*** line shows how many items will be counted in a typical Cycle Count.
Note that the counts are always rounded up to the next whole number to ensure that every stock code will be counted at least the required number of times per year.

Cycle Count Statistics

This program is very important to a concept of continual improvement. It allows the company to keep track of how far apart the physical count and the perpetual SYSPRO Inventory were at each cycle count. It allows the tracking of the progress by period for as long as the statistics need to be kept. When a cycle count is confirmed, the Cycle Count Confirmation program saves a snapshot of the Stock Take Master just before the confirmation along with a Year, Month and Date. This allows the monitoring of how close the captured quantities were to the expected quantities. This Cycle Count Statistics program shows the results by Warehouse, Stock Code, Product Class or Cause Code.

The screen is shown below. Notice that it can select All, Range, Single for all of these variables:

- Warehouse
- Stock code
- Product Class
- ABC Class
- Financial Period
- Cause Code (This field was stored in the Reference Field on the Stock Take Capture screen)



Notice also that the Report Sequences can summarize by Warehouse, Stock Code, Product Class or Cause Code. From there the detail for each stock code within the summary is displayed.

The fields shown have the following meanings:

Counts is the total times that an item was counted in Cycle counts for the period selected. Add one for each unique combination of Stock code, WH, Bin, Year, Period, SaveDate
Qty Expected is the sum of all ***QtySaved*** for all items in cycle counts selected.
Gross Qty Error is the sum of the absolute value of the difference between the ***QtySaved*** and ***QtyCaptured***. It counts as the same error whether the Counted Quantity was higher or lower than the Expected Quantity.
Net Qty Error is the sum of the numeric value of the difference between the ***QtySaved*** and ***QtyCaptured***. That is, a positive variance will offset a negative variance.
GrossValue Error is the ***Gross Qty Error*** extended by the Unit Cost of each stock code so that errors on expensive parts weigh more heavily than errors on cheap parts.
Net Value Error is the ***Net Qty Error*** extended by the Unit Cost of each stock code so that errors on expensive parts weigh more heavily than errors on cheap parts. But an absolute positive quantity variance of a cheap part will not offset entirely a negative quantity variance of an expensive part.
Gross Qty % is the ***Gross Quantity Error*** divided by the ***Qty Expected*** expressed as a percentage.
Net Qty % is the ***Net Quantity Error*** divided by the ***Qty Expected*** expressed as a percentage.
Gross Value % is the ***Gross Value Error*** divided by the ***Value Expected*** (each stock code's ***Qty Expected*** multiplied by its Unit Cost and summed over all stock codes in the line) expressed as a percentage.
Net Value % is the ***Net Value Error*** divided by the ***Value Expected*** (each stock code's ***Qty Expected*** multiplied by its Unit Cost and summed over all stock codes in the line) expressed as a percentage.

Here is an example:
There are 3 items in the cycle count

	Qty Saved	QtyCaptured	Difference	AbsoluteDifference
A	100	110	+10	10
B	50	40	-10	10
C	500	490	-10	10
Sum	650	640	-10	30

Gross Qty Error = 30
Net Qty Error = 10
Gross Qty Error Percent = 30/650 = 4.6%
Net Qty Error Percent = 10/650 = 1.5%

The Gross and Net Value calculation would extend these quantities by their respective unit cost before computing the percentage.

So if the Unit Cost on the Warehouse is
A $10
B $10
C $100

	Value Saved	Value Captured	Difference	Absolute Difference
A	1000	1100	+100	100
B	500	400	-100	100
C	65000	64000	-1000	1000
Sum	66500	65500	-1000	1200

Gross Value Error = $1200
Net Value Error = $1000
Gross Value Error Percent 1200/66500 = 1.8%

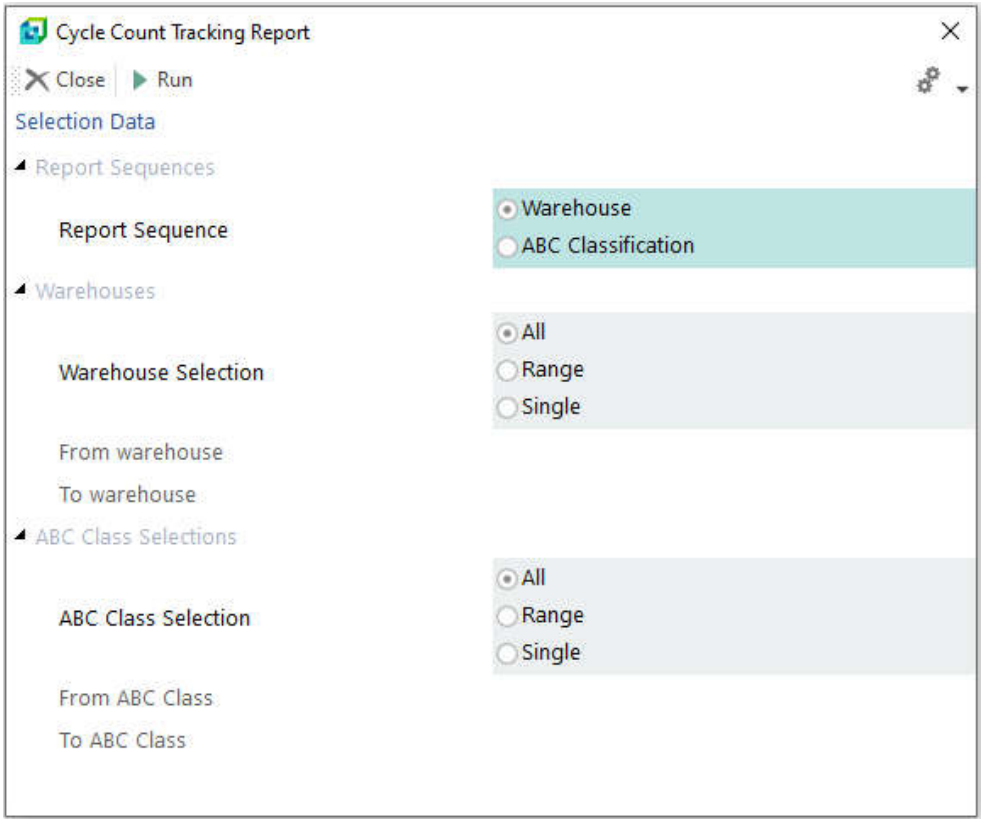
Net Value Error Percent 1000/66500 = 1.5%

Cycle Count Tracking Report

This program is used to see how well that the cycle counts are doing compared to what they expected it to do..

The screen is shown below. Notice that it can select All, Range, Single for all of these variables:

Warehouse
ABC Class



Notice also that the Report Sequences can summarize by Warehouse or ABC Classification.

Prepared : 03/23/2020 08:34 — Phoenix Systems USA, Inc. — Page : 1
Program:SCC900 Version:8.0.072 — Cycle Count Tracking Report — By ABC Classification

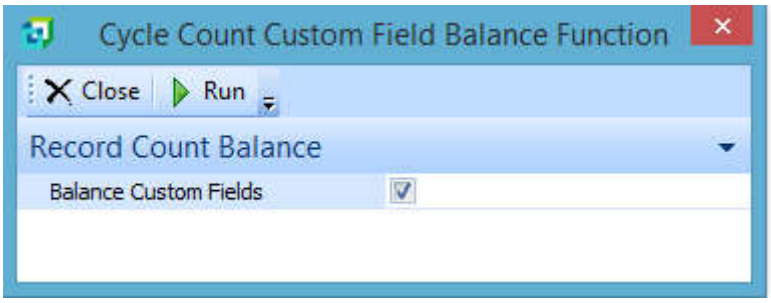
ABC Class : A

Warehouse	StockCode	Description	ABC Class	Annual Counts Required	Counts Completed	Remaining Counts Required for Year
E	A100	15 Speed Mountain Bike Boys	A	12	1	11
E	A101	15 Speed Mountain Bike Girls	A	12	1	11
E	A102	15 Speed Mountain Bike Ladies	A	12	1	11
E	A120	15 Speed Racing Bike Boys	A	12	1	11
E	A121	15 Speed Racing Bike Girls	A	12	1	11
E	A130	18 Speed Racing Bike Boys	A	12	2	10
E	A131	18 Speed Racing Bike Girls	A	12	2	10
E	A132	18 Speed Racing Bike Ladies	A	12	2	10
E	A133	18 Speed Racing Bike Men	A	12	0	12

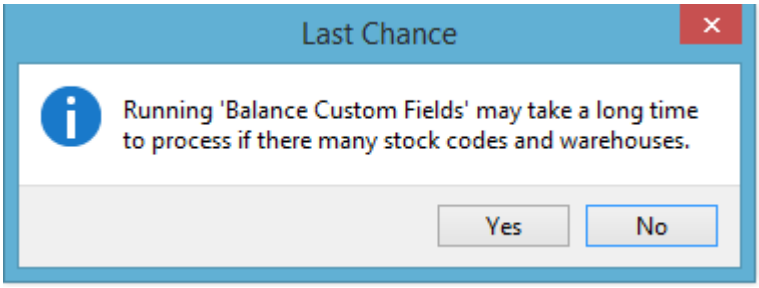
Balance Function

Every effort has been made to keep the number of warehouse or stock code records, depending on the **ABC Basis Selection** in the Cycle Count Options program, in balance with the Cycle Count Custom Field records. When they arer out of balance this could mean that some items may never get counted. In that event this program is used to get them back into balance.

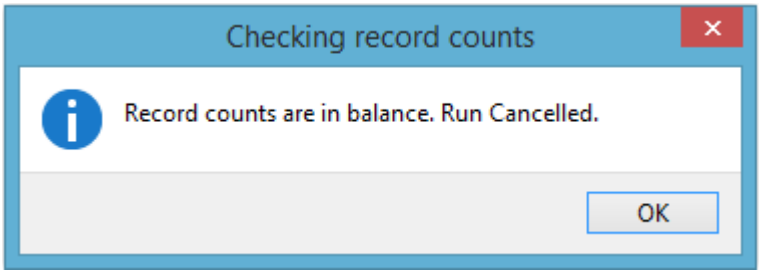
Check the **Balance Custom Fields** checkbox and then press **Run**.



The following message will appear as a safeguard against accidentally running the program.



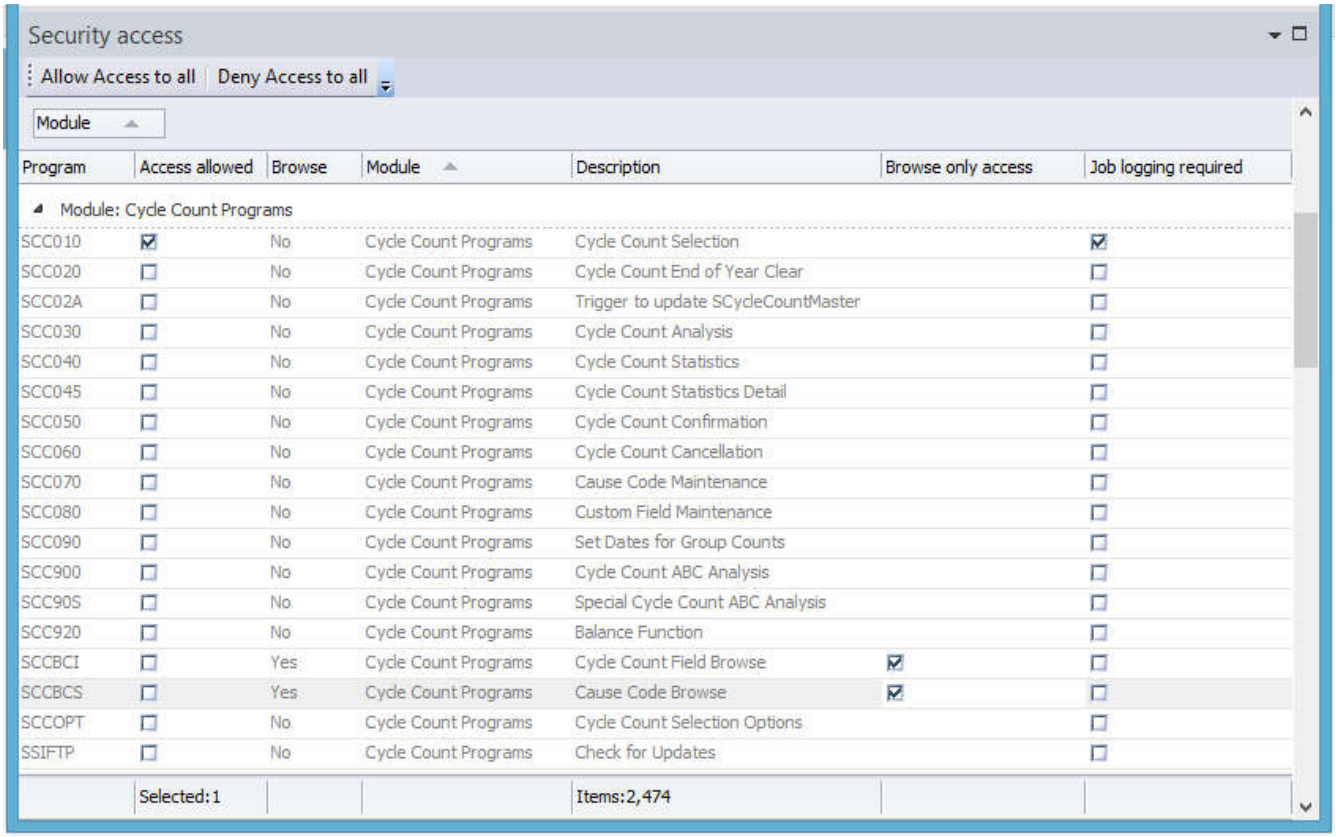
Press the Yes button to continue.



If the above message appears then the balance does not need to run and is cancelled.

Security

Security is provided similar to normal SYSPRO programs. By Group, there is a new section to the security screen allowing or disallowing access to each program:



On-Line Help

Throughout the Advanced Cycle Count module, hitting F1 will bring up context sensitive Help.

Installing Updates

Updates are provided in the same format that the SYSPRO ports are in. Which means that copying the installation file into the ***Base\Upgrade*** folder on the SYSPRO application server and starting SYSPRO as an Administrator, the update will install. The user will be instructed to run the SCCMEN program from ***File, Run***, in order to update the SYSPRO Menu System along with any file and security changes.

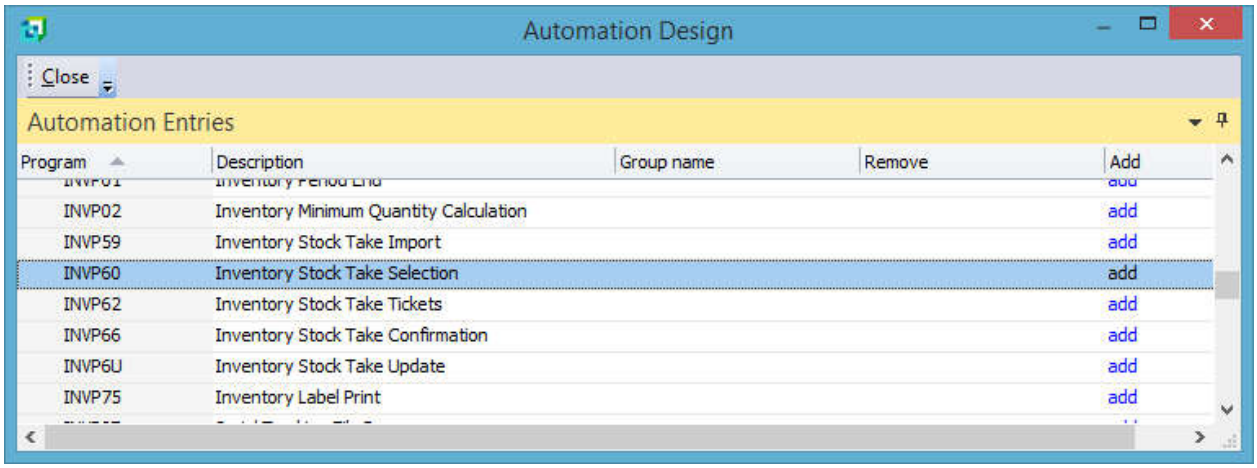
Support

E-mail: helpdesk@pho-sys.com
Telephone (289) 319-0527 – Canada
(503) 501-2368 - USA

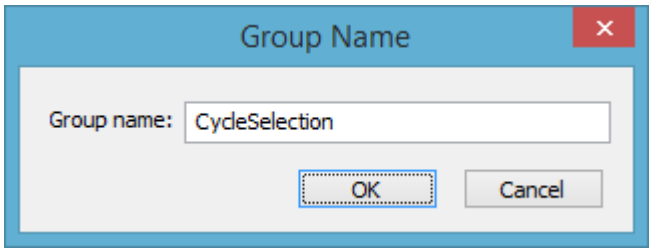
Automation Setup

This is used by the Cycle Count Selection program to be able to run the Stock Take Selection without re-entering the selection criteria and possibly making an error in the process.

From the SYSPRO ribbon bar on the Home tab there is an option listed as Automation Design. Press the button and it will take you to a list of programs that may be automated. Scroll down to Inventory Stock Take Selection and press the ***add*** hyperlink.



You will be promped for a ***Group name***. Enter a name like CycleSelection. This name will be used in the Cycle Count Setup Options program so that the Cycle Count Selection program will know what the information needs to be passed to the Stock Take Selection.

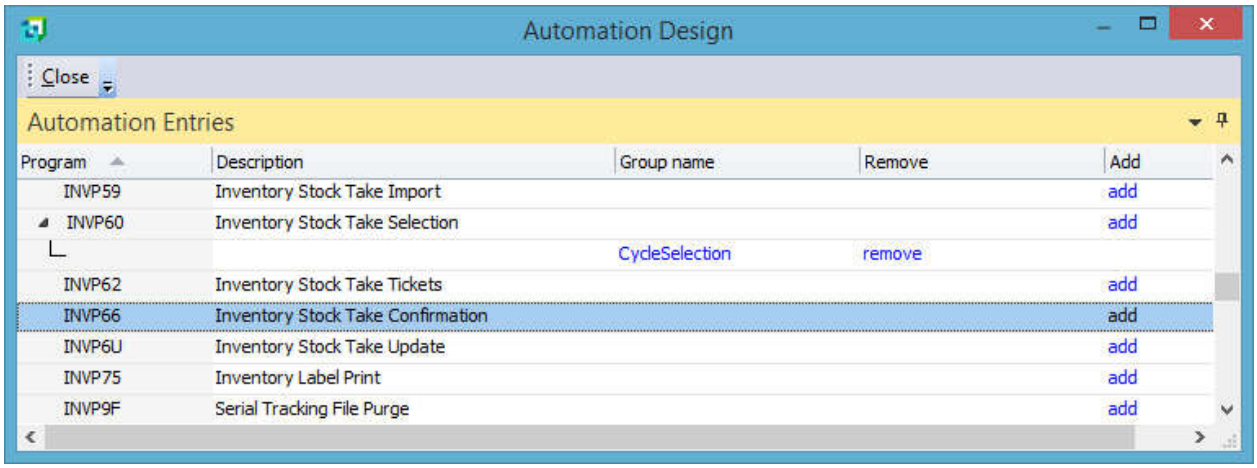


From there, the Stock Take Selection screen will appear. Enter a valid warehouse code, it does not matter which one as it will be over written when the Cycle Count Selection program is run. Leave the rest of the selection options to the default as changing them may cause the stock codes to be different than what was selected from the cycle count selection. You can set the options in the ***After processing completed*** section of the entry form. The Cycle Count Selection program sets the ***Print the report*** and ***Close the application*** options when it runs.

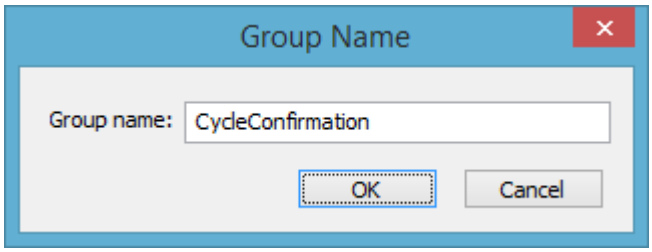
When finished, press the ***Save Form Values*** button to save changes and then you can exit the program.

Automation for the Stock Take Confirmation is only needed when the ***Stock Take Posting Method*** is set to ***Manual***.

From the SYSPRO ribbon bar on the Home tab there is an option listed as Automation Design. Press the button and it will take you to a list of programs that may be automated. Scroll down to Inventory Stock Take Confirmation and press the ***add*** hyperlink.



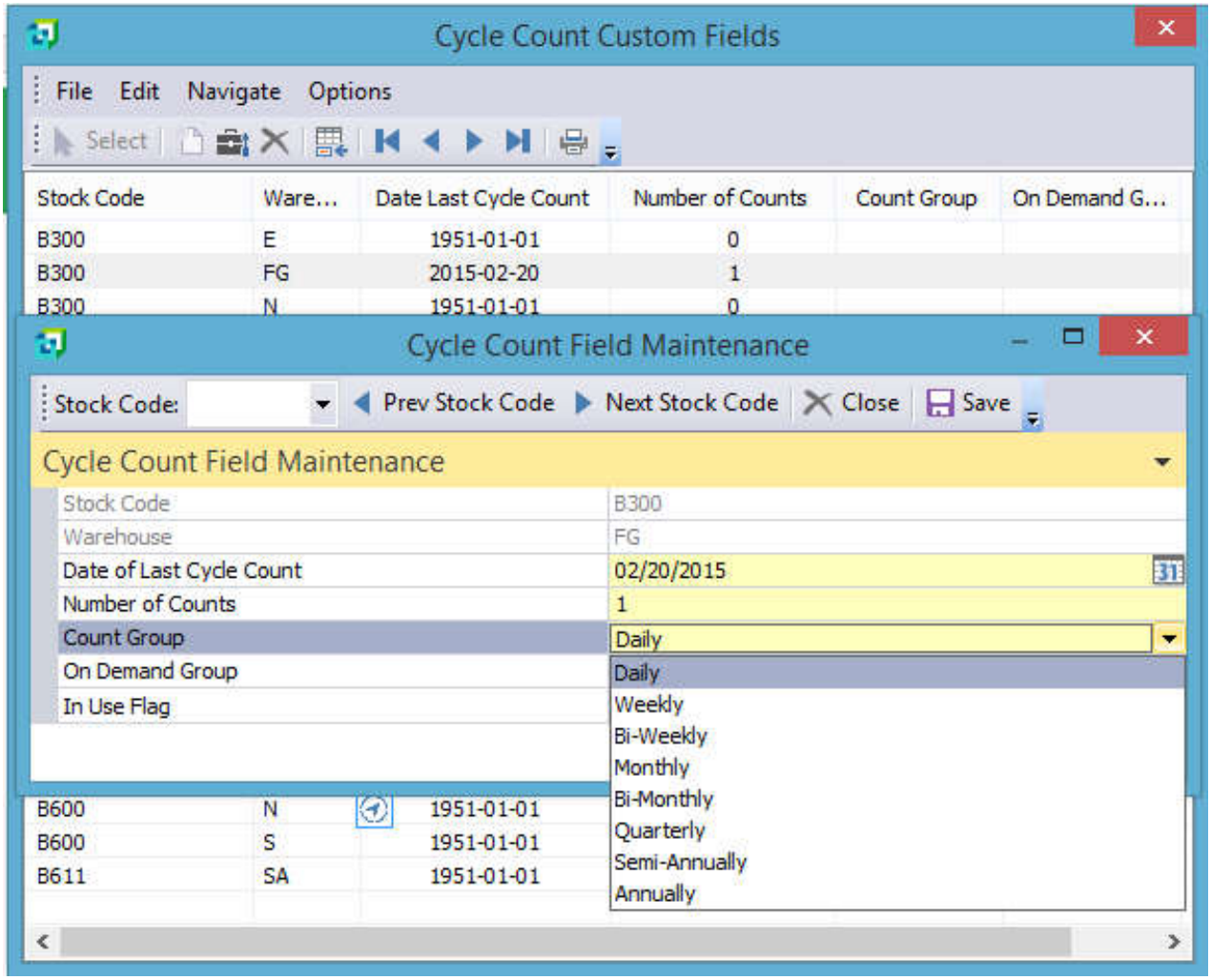
You will be promped for a ***Group name***. Enter a name like CycleConfirmation. This name will be used in the Cycle Count Setup Options program so that the Cycle Count Confirmation program will know what information is needed to be passed to the Stock Take Confirmation.



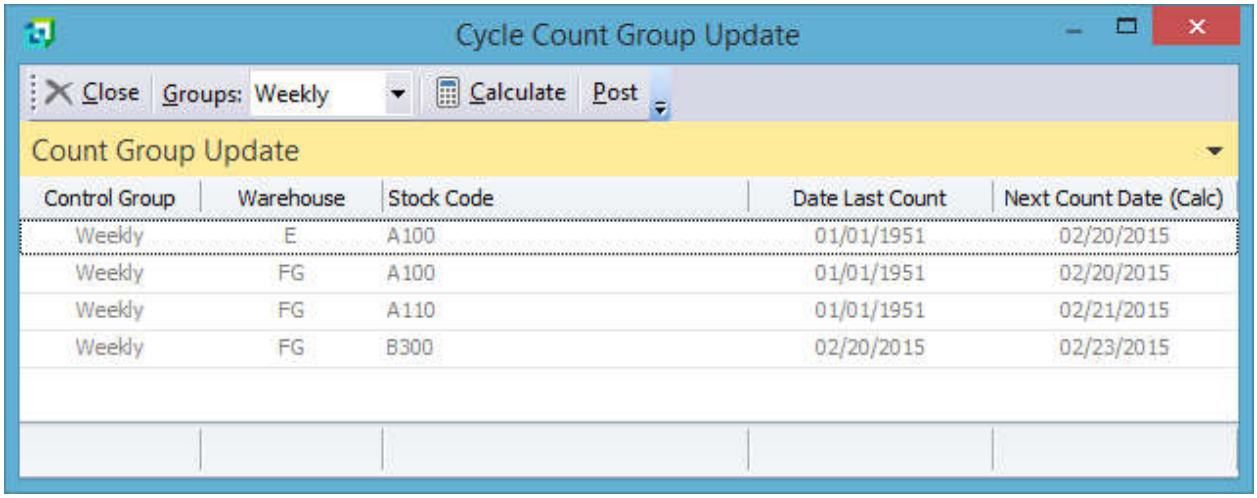
From there, the Stock Take Confirmation screen will appear. Enter a valid warehouse code, it does not matter which one as it will be over written when the Cycle Count Selection program is run. You may also get a message stating that no stock is in progress for that warehouse, just press OK. The rest of the selection options can be left alone as the Cycle Count Confirmation program will update them as needed. You can set the options in the ***After processing completed*** section of the entry form. The Cycle Count Selection program sets the ***Print the report*** and ***Close the application*** options when it runs. When finished, press the ***Save Form Values*** button to save changes and then you can exit the program.

Appendix A. Using Control Groups

Control Groups are a way to force certain stock codes into a cycle count more often than they might otherwise be counted. For example, suppose the company may have been having a problem with theft of a small, valuable stock code, and decide that even though it normally would be counted 6 times a year, for the next month it needs to be counted every day. Set that stock code to ***Daily*** in the ***Control Group***, and then every time a cycle count is started, this stock code will be in the selection, over-riding the randomization algorithm. This is done by going into the Cycle Count Field Maintenance program and going to the Stock Code, click Change and select the Control Group dropdown box, and select the proper control group. It will look like this:



In the event that there is a group of stock codes in the same ***Count Group*** that need to be scheduled for counting, there is the ***Cycle Count Group Update*** that will allow the operator to automatically spread out when the cycle counts will be taken based on how often cycle counts are done and which control group they are in. The calendar used is the SYSPRO Company Calendar and skips the non-working days.



Appendix B. Using On-Demand Groups

Some businesses have a lot of similar parts which are often confused by the counting personnel. Such items might be small electronic components, or one liter bottles of chemicals, or sheets of steel. If one of the items in a group of similar items is counted this week, and another is counted next week, it is pretty easy to have both items be counted in both counts, thereby doubling the quantity on hand. The problem arises when someone tries to use the part and finds that it is not the correct part.

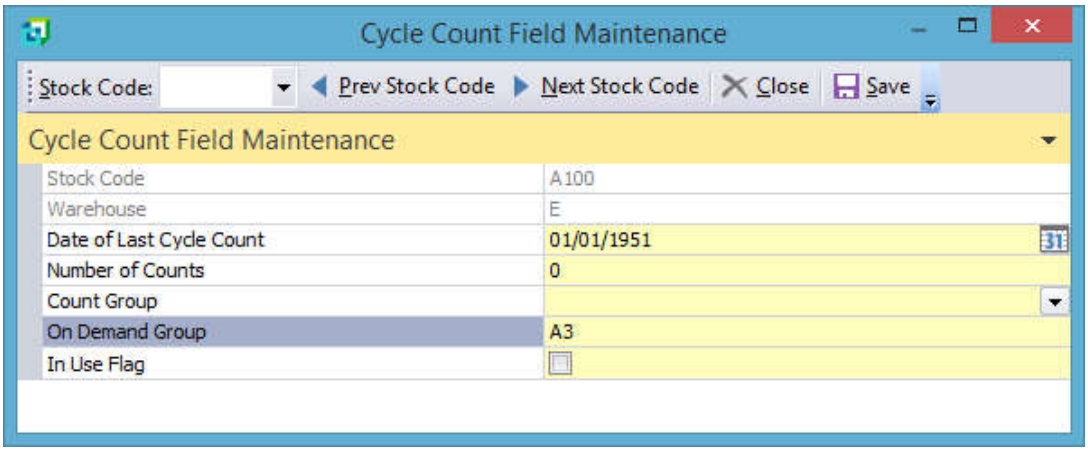
The solution is to make sure that all similar items and easily-confused items are counted in the same cycle count. If someone mistakenly counts one stock code as if it were another, then the other one will show up with a discrepancy on the Variance Report. This would force a recount and there is a high probability that the error will be found immediately.

In the Advanced Cycle Count similar items can all be put into the same ***On-Demand Group*** and then force that entire ***On-Demand Group*** into a Cycle count, either by itself or along with other items. See below.

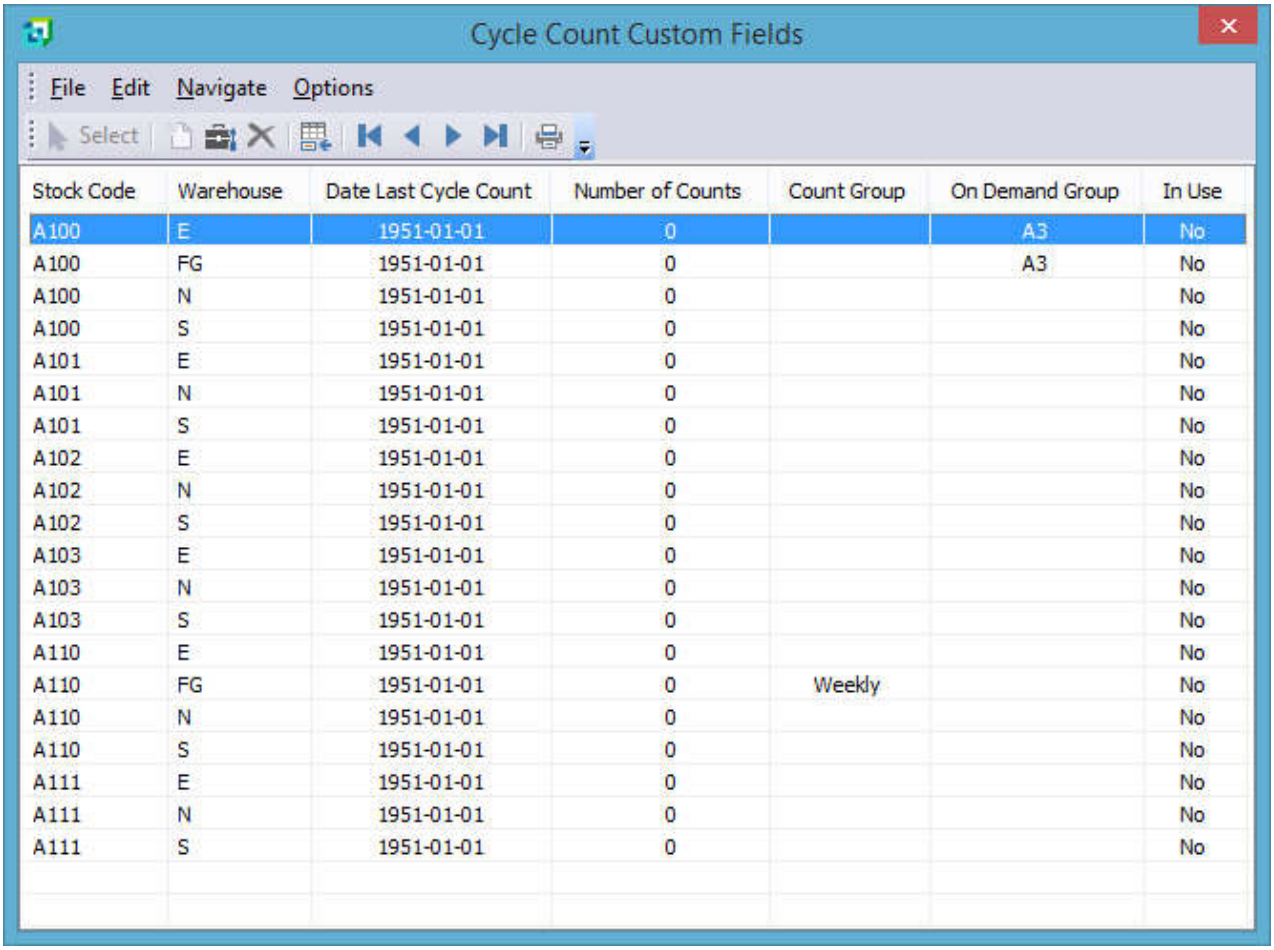
Decide on the ***On-Demand Groups*** and assign a 2 character ***On-Demand Group Code*** to each one. Keep this list on a spreadsheet or a printed paper somewhere. The user needs to make sure that they have not accidentally assigned the same 2 character code to two different groups.

Assigning a Stock Code to a Count Group:
Use the ***Cycle Count Field Maintenance*** program and go to each stock code in the group,

click ***Change*** and fill in the ***On Demand Count Group Code*** with the proper 2 character code. Repeat the process for each stock code in the group.



This will show up on the browse screen after it is saved.



Stock Code	Warehouse	Date Last Cycle Count	Number of Counts	Count Group	On Demand Group	In Use
A100	E	1951-01-01	0		A3	No
A100	FG	1951-01-01	0		A3	No
A100	N	1951-01-01	0			No
A100	S	1951-01-01	0			No
A101	E	1951-01-01	0			No
A101	N	1951-01-01	0			No
A101	S	1951-01-01	0			No
A102	E	1951-01-01	0			No
A102	N	1951-01-01	0			No
A102	S	1951-01-01	0			No
A103	E	1951-01-01	0			No
A103	N	1951-01-01	0			No
A103	S	1951-01-01	0			No
A110	E	1951-01-01	0			No
A110	FG	1951-01-01	0	Weekly		No
A110	N	1951-01-01	0			No
A110	S	1951-01-01	0			No
A111	E	1951-01-01	0			No
A111	N	1951-01-01	0			No
A111	S	1951-01-01	0			No

Note that a given Stock Code can be in a different ***On-Demand Count Group*** in each ***Warehouse***, so that each Warehouse Manager has the capability of creating his own Groups.

Appendix C. Using Cause Codes

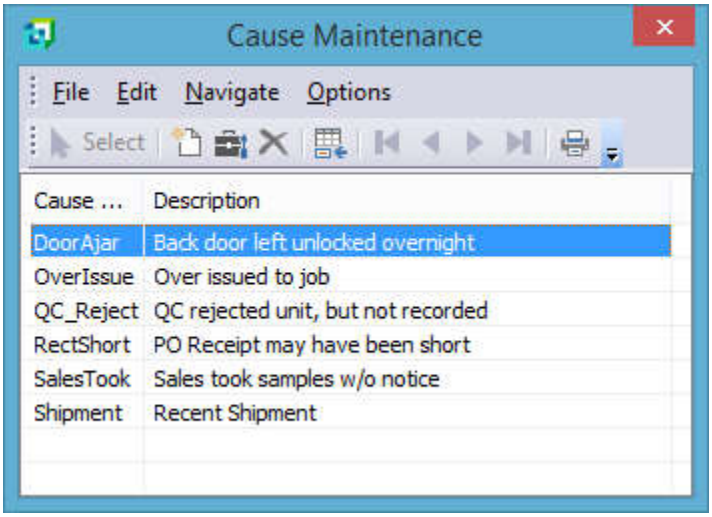
A proper Cycle Count Procedure should include an immediate analysis and resolution of any discrepancy in the count compared to the Expected Quantity. This allows the user to quickly make procedure changes when they discover a way where the perpetual inventory is being distorted.

There are two typical ways that this is accomplished with SYSPRO and Sutton Advanced Cycle Count:

2. Print count sheets that have the Expected Quantity showing so that the Counting person can tell immediately if the count is wrong, and can research the possible reasons before the count sheet is entered into Stock Take Capture.

2. After entering the Counts into the ***Stock Take Capture***, run the ***Stock Take Variance*** to show any discrepancies. Then after researching the reason, re-enter the count for the stock codes which need a ***Cause Code***, using the ***Replace Mode***, not the ***Increase Mode***, and enter the ***Cause Code*** at that time.

Assuming that the Installation Manual was followed properly for installing the Advanced Cycle Count. When entering counts in the ***Stock Take Capture*** program, the user will see the ***Cause Code*** in the place of the field where it used to say ***Reference***. They will also see a browse button when the cursor is moved to that field, and you are able to browse and select one of the valid Cause Codes. If security allows it, Cause Codes can be added on the fly. The browse will look like this, depending on the ***Cause Codes***:

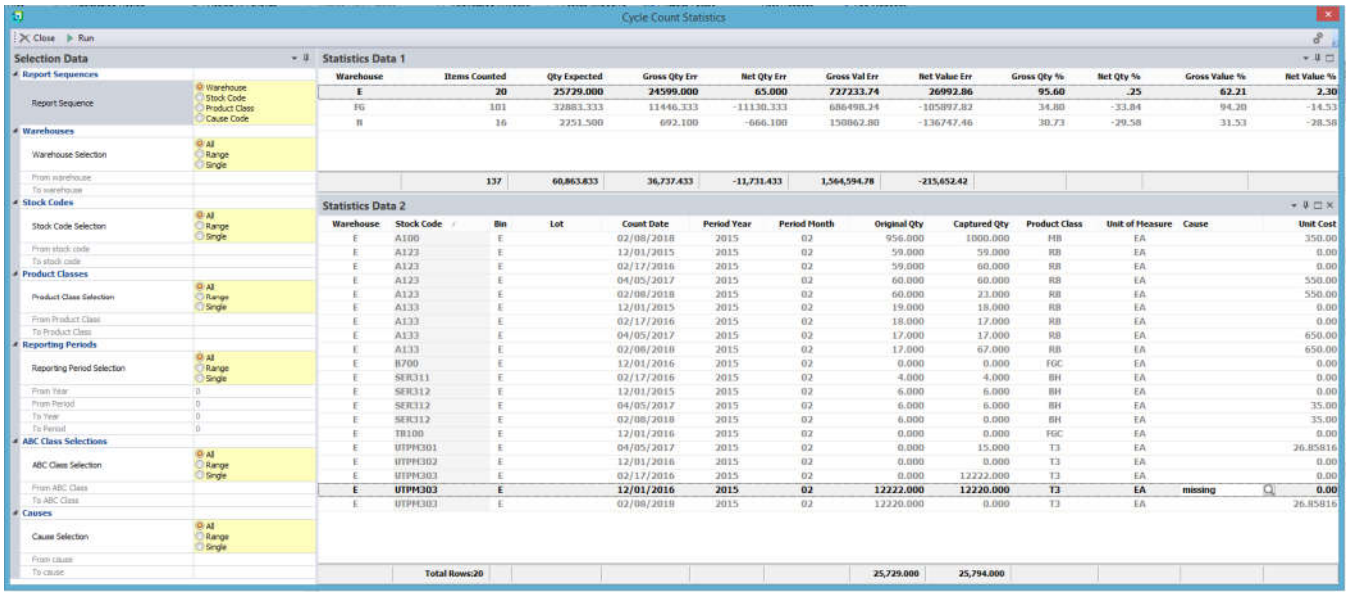


The ***Cause Code*** is stored in the Statistics as the Reference field, so that it is available for analysis.

Appendix D. Updating Cause Codes in History

You can use this feature if you were unable to enter the cause of a discrepancy or need to change the cause after the initial stock take capture. This allows you additional time to research the root cause of the discrepancy or correct incorrect entries when needed

To do this, run the Cycle Count Statistics program and select the data that contains the items that you are working with.

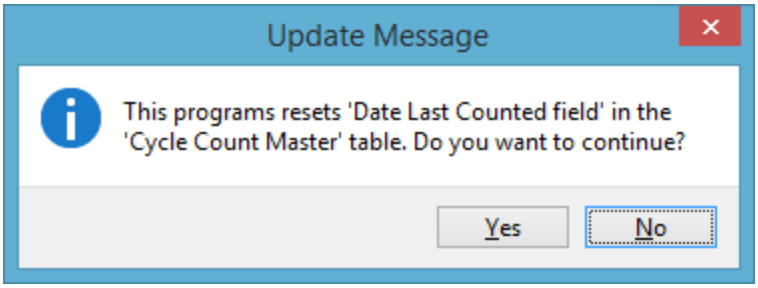


Select the line and the Cause Cell of the items to be changed. Type in the cell the cause for the discrepancy and press Tab to save the entry.

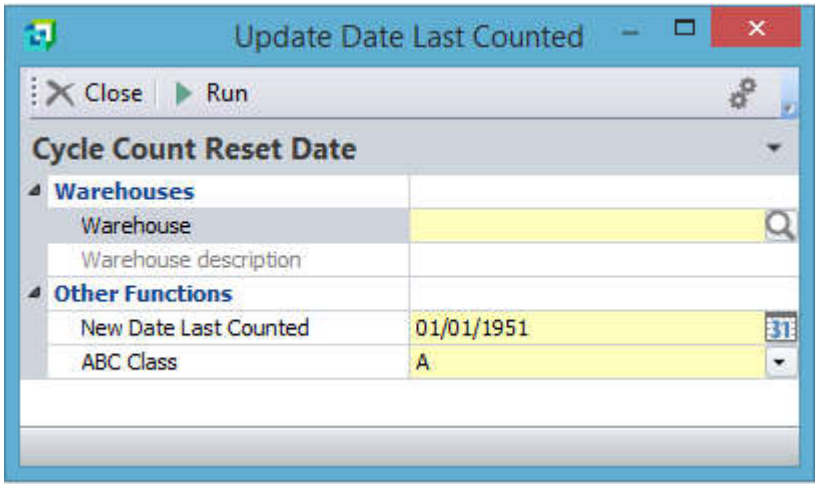
Appendix E. Setting Date Last Counted

There is the possibility where the Date Last Counted may need to be reset because the counts are not being selected properly. This program allows you to be able to do a mass resetting of those dates.

When run, the program immediately comes up with the following message. This is to forewarn the operator that they are planning an update to the Cycle Count System. Pressing “Yes” allows the operator to continue. Pressing “No” exits the program.



After pressing “Yes”, the following screen appears.



From this point you need to enter the following options:

Warehouse: Select the warehouse that the dates need to be reset.

New Date Last Counted: Enter the date that you want to set the Date Last Counted to be set to. The default is 1951-01-01.

ABC Class: Using the dropdowm box, select the ABC Class that is needed to be reset for the warehouse selected. The default is “A”.

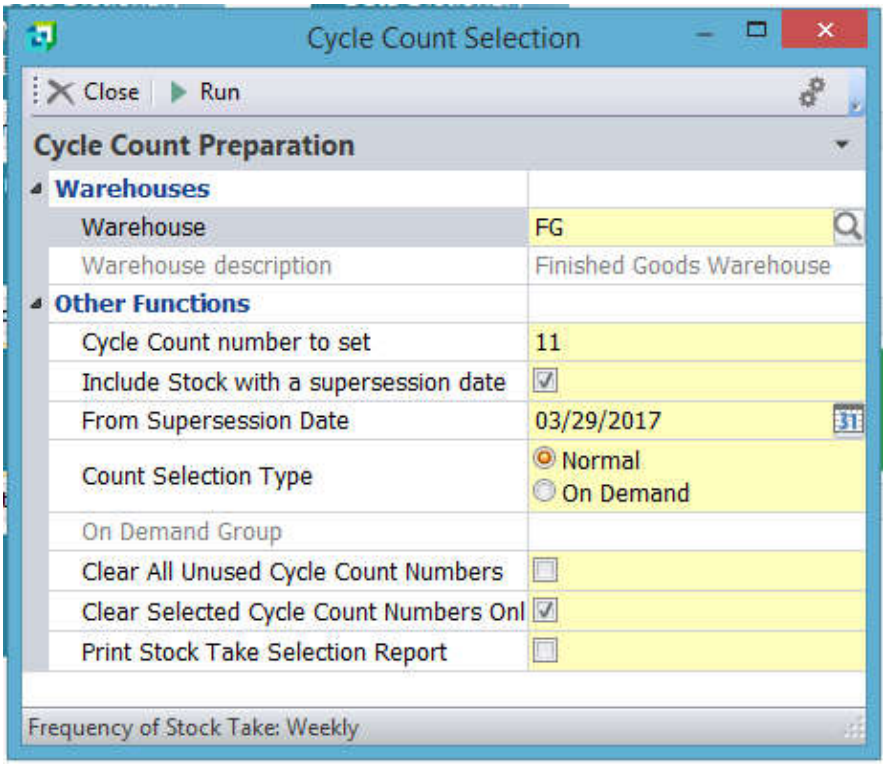
Sample Process Flow

Process Flow for a Cycle Count

The following are the minimum steps for a Cycle Count:

Cycle Count Selection

If the ***ABC Code Basis*** in the setup option program has selected ***Stock Code*** then the ***Warehouse*** field is not available. The ***Cycle Count*** number to set, in this case a ***66***, into the ***Quantity Cycle Count*** field in the Item Master for the stock codes which will be counted. It also sets that item as ***In Process*** so that if a second cycle count is selected prior to the first one being complete that it will not pick the same stock codes again.




```
Date Printed: 02/20/2015 13:13          Demo for Phoenix Systems                    Page :    1
Program:SCC010 Version:7.0.051               Cycle Count Selection Report

Warehouse Stock Code                  ABC  Stock Code                  ABC  Stock Code                  ABC
-------------------------------------------------------------------------------------------------------
FG        B300                        A    B600                        A    B700                        B
          PB100                       D    TB100                       C    UTPM905                     D
Warehouse Stock Codes selected --     6

Total Stock Codes selected --       6
```

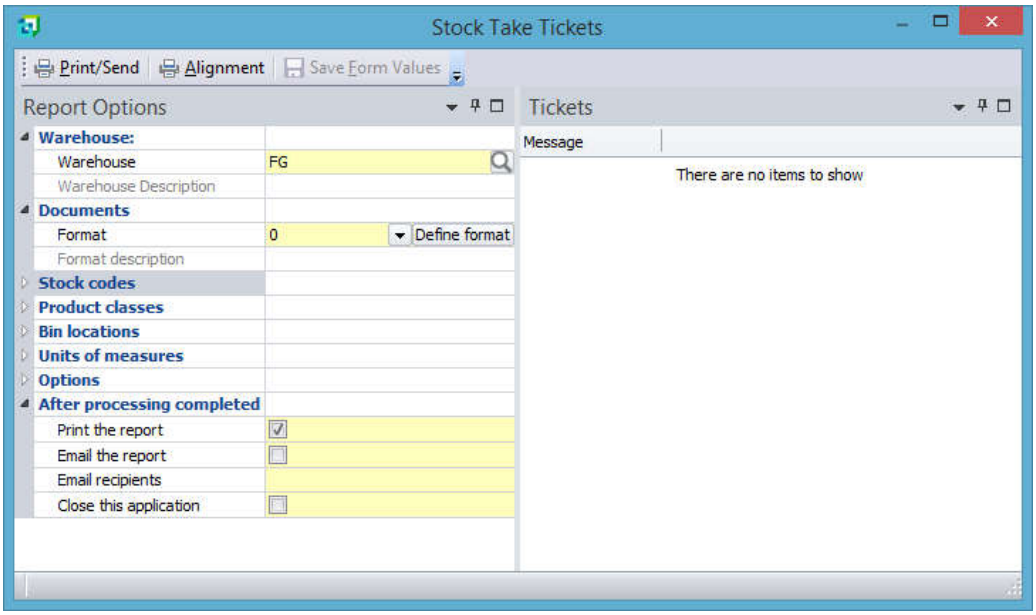
When complete the program will automatically run the ***Stock Take Selection*** program.

Stock Take Selection

Using the previously Automation Design function of the system the Stock Take Selection will automatically be performed with entering anything into the system.

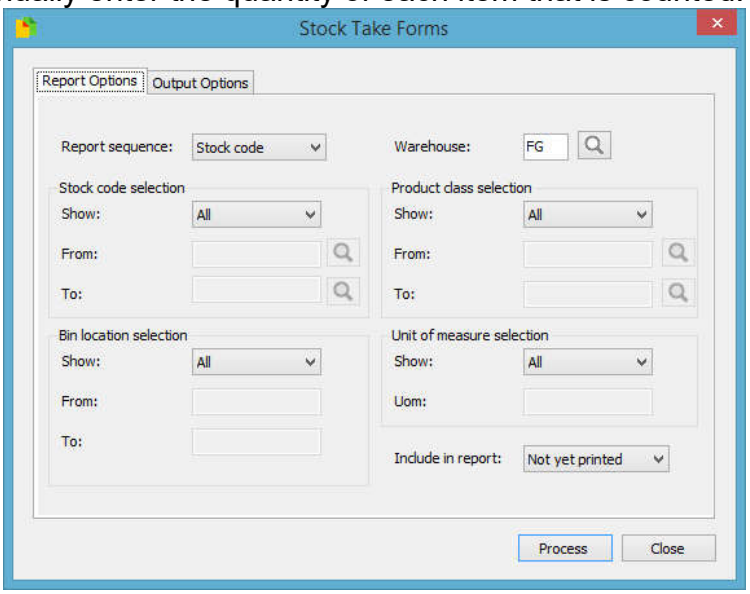
Stock Take Tickets

The ***Inventory Stock Take Tickets*** program is used to print stock take tickets for a selected range of items that is being counted within a warehouse.



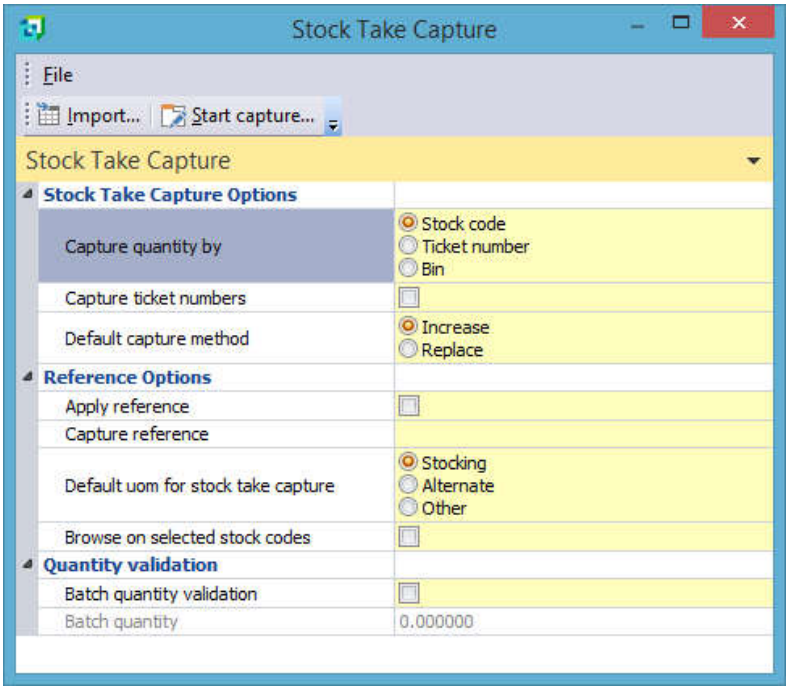
Stock Take Forms

The ***Inventory Stock Take Form Print*** program is used to print a stock take form that enables users to manually enter the quantity of each item that is counted.



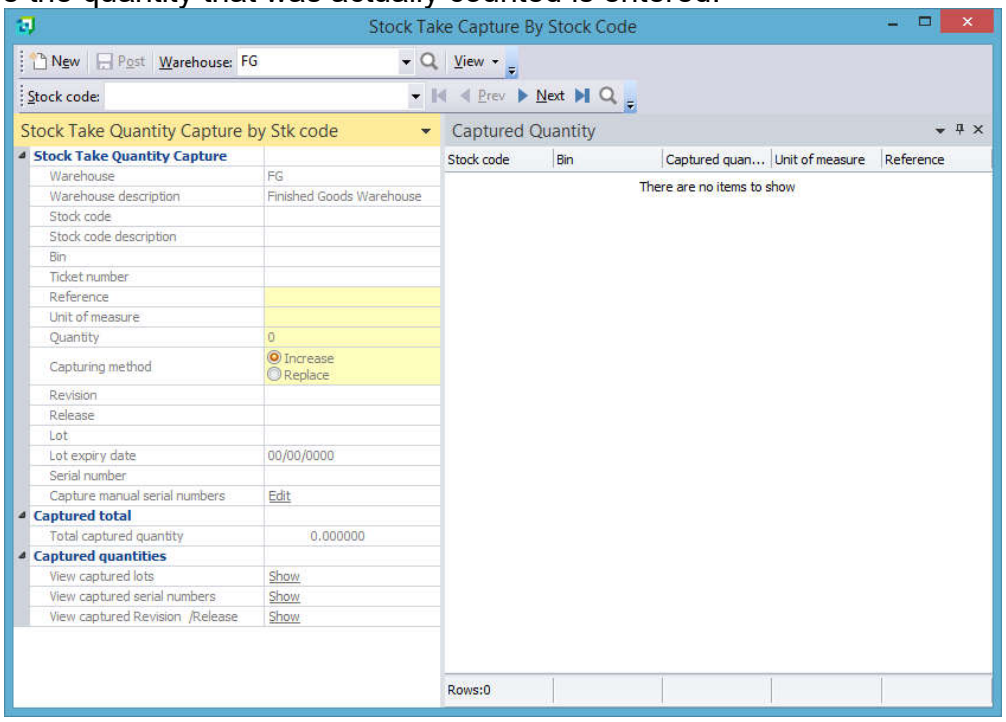
Stock Take Capture

There are a number of options on the first page, and any combination is valid as far as the ***Advanced Cycle Count*** is concerned.

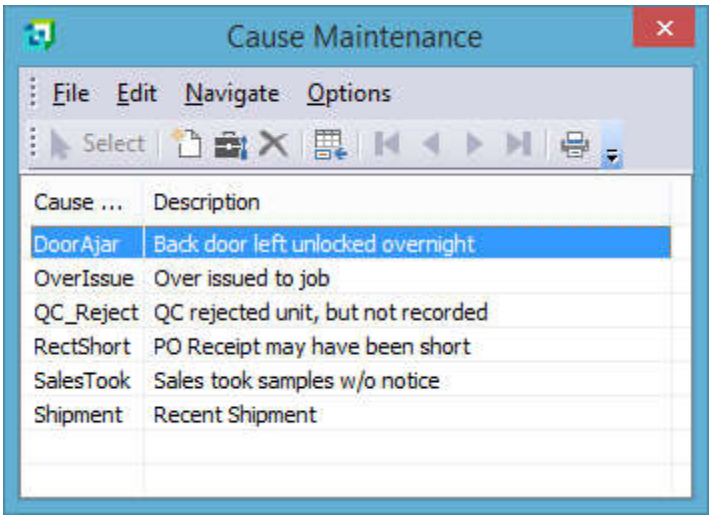


After clicking on ***Start Capture***, you see the screen below:

This is where the quantity that was actually counted is entered.

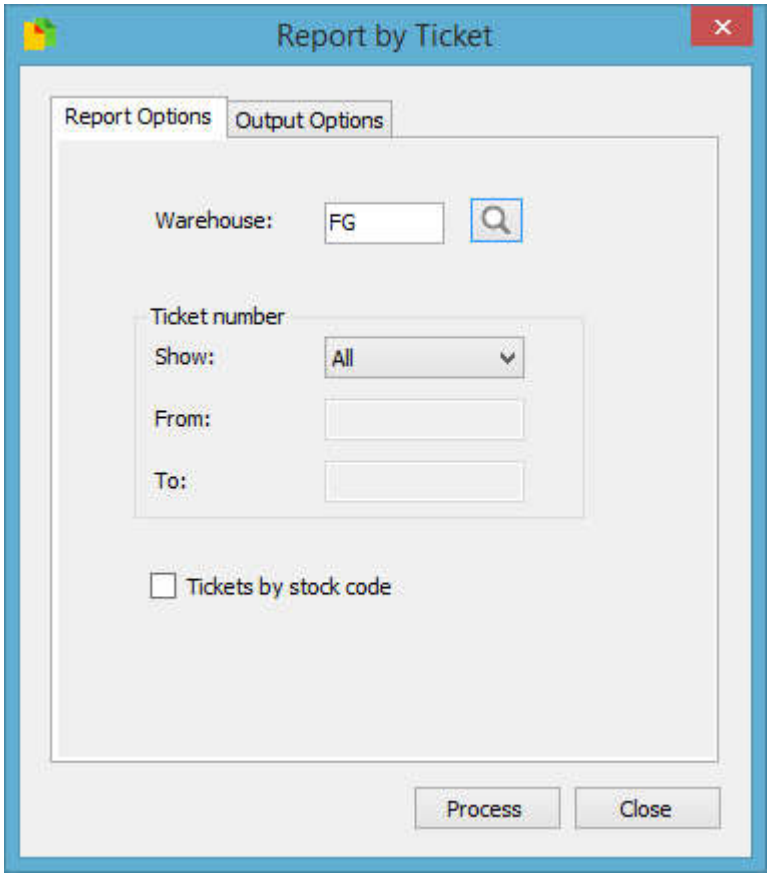


Note: The ***Reference*** field can be used as a ***Cause Code*** if there are known discrepancies, and these can be selected in the Statistics program. User may browse on the ***Reference*** field to see valid ***Cause Codes***, seeing a display like this:



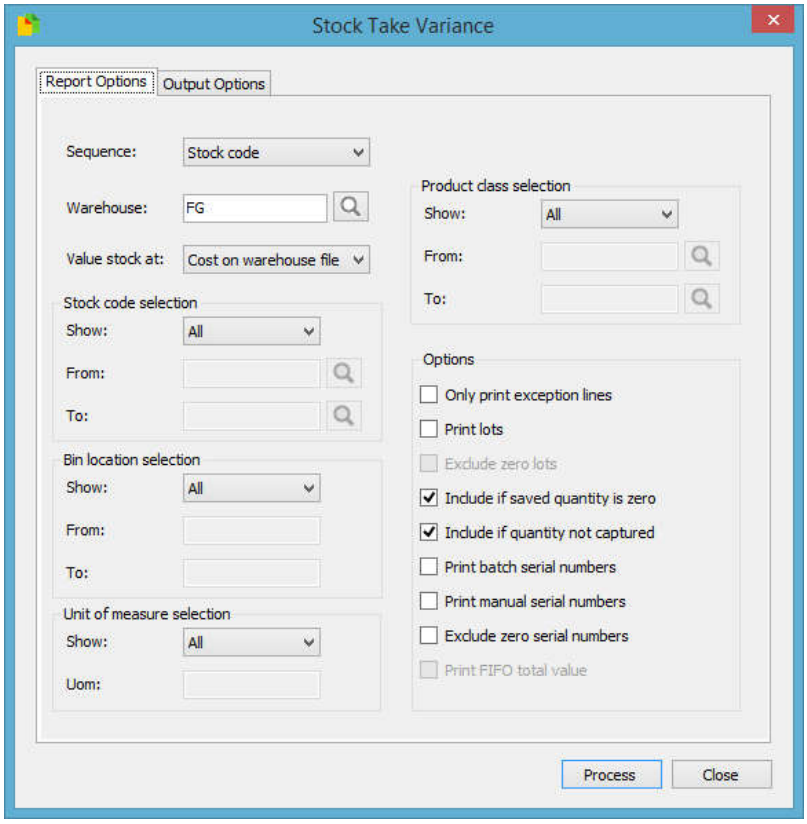
Stock Take Report by Ticket Number

The ***Inventory Stock Take by Ticket Number*** program is used to print a report of the stock that was counted for each ticket number captured.

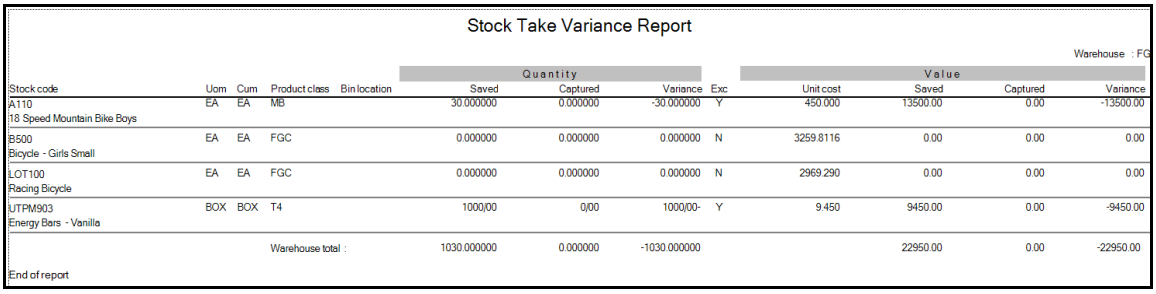


Stock Take Variance

The ***Inventory Stock Take Variance Report*** program is used to print a list of stock codes indicating the variance between the captured and counted quantities.



Sample Report



Stock Take Variance Report

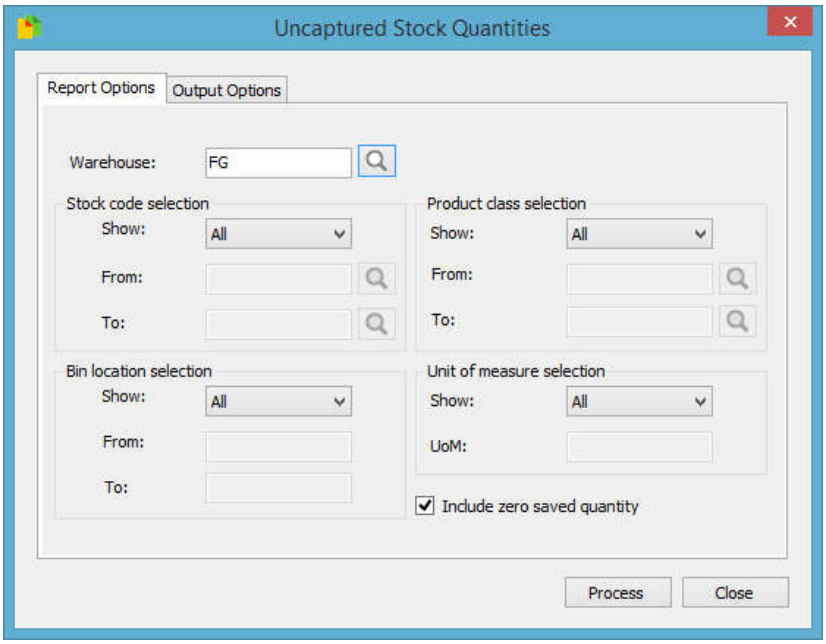
Warehouse : FG

Stock code	Uom	Cum	Product class	Bin location	Quantity Saved	Quantity Captured	Quantity Variance	Exc	Value Unit cost	Value Saved	Value Captured	Value Variance
A110 18 Speed Mountain Bike Boys	EA	EA	MB		30.000000	0.000000	-30.000000	Y	450.000	13500.00	0.00	-13500.00
B500 Bicycle - Girls Small	EA	EA	FGC		0.000000	0.000000	0.000000	N	3259.8116	0.00	0.00	0.00
LOT100 Racing Bicycle	EA	EA	FGC		0.000000	0.000000	0.000000	N	2969.290	0.00	0.00	0.00
UTPM903 Energy Bars - Vanilla	BOX	BOX	T4		1000/00	0/00	1000/00-	Y	9.450	9450.00	0.00	-9450.00
			Warehouse total :		1030.000000	0.000000	-1030.000000			22950.00	0.00	-22950.00

End of report

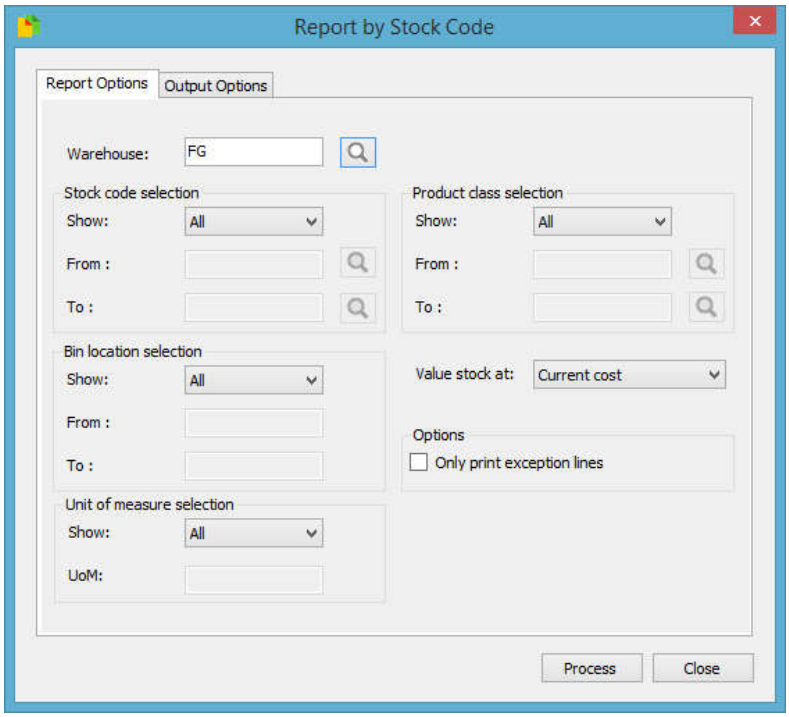
Uncaptured Stock Quantities

Use the ***Inventory Stock Take Uncaptured Quantities*** program to print a list of stock codes that have not yet been captured.



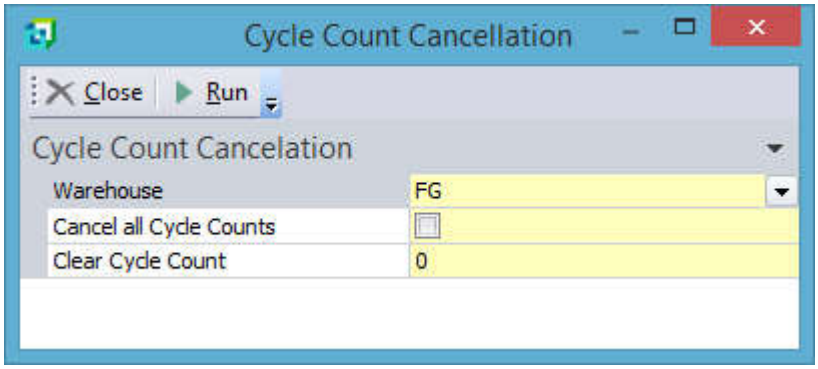
Stock Take Report by Stock Code

Use the Inventory ***Stock Take Report by Stock Code*** program to print a list of all stock codes that are to be counted (or which have been counted).

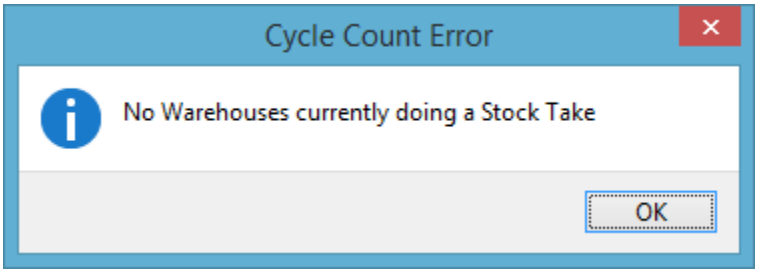


Cycle Count Cancellation

The ***Cycle Count Cancellation*** program is used to cancel a cycle count which is in progress. This program resets the ***In Process*** flag so that future cycle counts will select those items. When this program is run there will be a drop down list of all the warehouses that have Stock Takes in process. At this time, select the warehouse that is to be cancelled or leave the warehouse blank and select ***Cancel all Cycle Counts***. If a warehouse was selected the program will then run the ***Stock Take Cancellation*** program. The operator will need to **manually** enter the warehouse whose stock take that must be canceled.

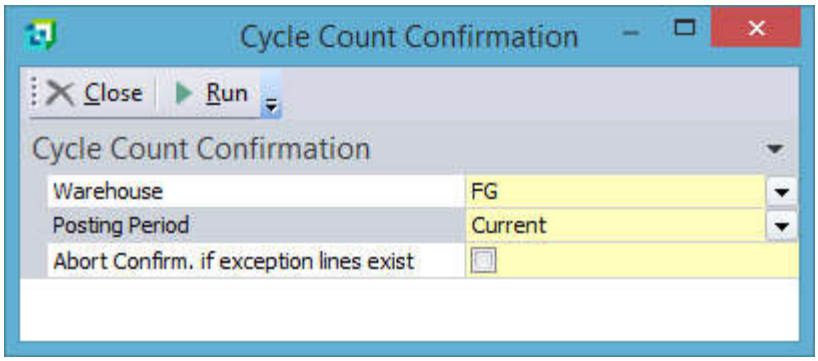


When running the ***Cycle Count Cancellation*** program, the following appears. It means that there were no stock takes in process. It will still allow user to cancel cycle counts.



Cycle Count Confirmation

This program saves the Stock Take Master in a form for analysis, and then calls the standard SYSPRO Stock Take Confirmation. This program also resets the ***In Process*** flag in the Cycle Count Master so that the items may be counted in the future.



Warehouse – The dropdown will contain a list of the current warehouses that have a stock take in progress.

Posting Period –

Current Period

Previous Period 1

Abort Confirm. If exception line exists – This is set by default and will pass this to the stock take confirmation program for posting.

Program & Table Names

Programs Names

1	SCC010	Cycle Count Selection
2	SCC020	Cycle Count Year End
3	SCC02A	Trigger to balance records in SccMaster
4	SCC030	Cycle Count Analysis
5	SCC040	Cycle Count Statistics
6	SCC045	Cycle Count Statistics Detail
7	SCC050	Cycle Count Confirmation
8	SCC060	Cycle Count Cancellation
9	SCC070	Cause Code Maintenance
10	SCC080	Cycle Count Field Maintenance
11	SCC090	Set Dates for Group Counts
12	SCC900	Cycle Count ABC Analysis by Warehouse
13	SCC90S	Special Cycle Count ABC Analysis
14	SCC920	Balance Function
15	SCC930	Set Date Last Counted
16	SCCBCI	Cycle Count Custom Field Browse
17	SCCBCS	Cause Code Browse
18	SCCFIX	Fix Cycle Count History (C-Isam only)
19	SCCMEN	Cycle Count Menu Create
20	SCCOPT	Selection Options

File & Table Names

	C-Isam Name	SQL Table Name	Description
1	SCCCAU	SccCauses	Advanced Cycle Count Cause Table
2	SCCHST	SccHistory	Cycle Count History Table
3	SCCMST	SccMaster	Cycle Count Master Table (Custom fields)
4	SCCOPT	SccOptions	Cycle Count Options Table
5	SCCWHS	SccWarehouse	Cycle Count Warehouses

Copyright Notice