

WAREHOUSE CYCLE COUNTS

Provides guidance for manually adjusting the number of items in stocks after a cycle count has been completed on the On The Go! application.

DIRECTIONS:

1

From the **Facilities Connect Home Screen** search the **Inventory Item ID** screen for item.

The screenshot shows the 'Home' screen of the Northwestern Facilities Connect application. The 'Quick Find (Inventory)' section is active, displaying a search results table. A red box highlights the search bar containing 'Inventory Item ID' and the filter dropdown set to 'Contains'. The table below shows several items with columns for Item Name, Location, Inv Loc Name, Product ID, and Spec Name.

Item Name	Location	Inv Loc Name	Product ID	Spec Name
Contains	Contains	Contains	Contains	Contains
P83409 - TECH	TECH	TECH-DIRECT		P83409 DIRECT /
P001050 - TECH	TECH	A115-5		P001050 STOP, V
1029997 - EVCP-CON...	EVCP	CONS-IGN		GLOVES, COATE
P46965 - CHCENTRAL...	CHCENTRAL	CONS-IGN		P46965 GLOVES,
P46965 - EVCP-CONS...	EVCP	CONS-IGN		P46965 GLOVES,
P46965 - TECH-CONS...	TECH	CONS-IGN		P46965 GLOVES,
P031519 - CHCENTRAL	CHCENTRAL	5008-8		P031519 COUPLI
INVITEM 1020210	TECH	TECH-DIRECT		P012974 ELBOW,
P012974 - CHCENTRAL	CHCENTRAL	5015-5		P012974 ELBOW,

2

Click the item, making sure to select the item that correlates with the correct **Primary Location**.

The screenshot shows the 'Items' screen in the Northwestern Facilities Connect application. The 'Inventory Items' table is displayed, and the 'Primary Location' column is highlighted with a red box. The table shows two items with their respective details.

Item Name	Item ID	Spec Name	Primary Location	# Area	Quantity On Hand	Unit Cost	Stock Category	Spec ID
Contains	P031044	Contains	Contains	Contains	More Than	More Than	Contains	Contains
P031044 - CHCENTRAL	P031044 - CHCENTRAL	P031044 SEALANT, JOIN...	CHCENTRAL	FCAB-1-3	12 each	\$23.04	Stocked	P031044
P031044 - EVCP-SEA...	P031044 - EVCP	P031044 SEALANT, JOIN...	EVCP	C622-3	3 each	\$23.04	Stocked	P031044

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DIRECTIONS:

3 The Inventory Item page will populate, click **Revise**.

Inventory Item: INVITEM 1006849

General | Contacts | Notifications | Notes & Documents | History | Audit Actions

(Required): General Details Required for Inventory Item.

General

ID: P031044 - EVCP Status: Active

Name: P031044 - EVCP: SEALANT, JOINT SILICONE 7.25 OZ TUBE CLEAR, Mfr Part# KM# 80-965

Description: KM# 80-965

Created By: Pinello, Rita - 1076783 Modified By: Pinello, Rita - 1076783

Units

Specification (Stock Item)

ID: P031044 Image: [Image Icon]

Spec Name: P031044 SEALANT, JOINT SILICONE 7.25 OZ TUBE CLEAR, ITEM# 80-965 Mfr Part# 80-965

Spec Class: \Classifications\Specification Class\Consumables\Adhesives, Sealants & Tape\Sealants\Other

Total Cost: \$23.04 Barcode Value: [Barcode Icon]

Product

Primary Inventory Location (Storeroom)

Inventory Location (bin, shelf, cabinet,...)

Inventory Location ID: EVCP-C622-3 Inventory Location Class: Shelf

Inventory Location Name: C622-3

Hierarchy Path: \Inventory Locations\Northwestern Facilities\EVCP\C622-3

4 Scroll down to the **Inventory Summary**, click **Adjustment**.

Inventory Item: INVITEM 1006849

General | Contacts | Notifications | Notes & Documents | History | Audit Actions

10 each 7 each 3 each \$69.12 \$230.40

1 - 2 of 2 Items

Inventory Purchasing Details

Purchasing Reorder Logic: ROP Stock Category: Stocked

U. Purchasing Reorder Point (ROP): 3 Economic Order Quantity (EOQ): 3 EOQ Units: Quantity each

V. Reorder Logic Calculation (T+Q): 7

W. Reorder Logic - Reorder Point (M+Q): 4 Requested ROP Delivery Duration: 0 Reorder Point Date: [Date]

Inventory Summary

Order/Receipt

Q. Quantity On Order: 4 S. Total On Hand (R-H+P): 3

R. Quantity Received: 101 T. Total Available (S-D): 3

Unit Price: \$23.04 US Dollars Estimated Stock Value On Hand: \$69.12

Hold or Pending Issue Hold

A. Quantity Hold: 0

B. Quantity Back Ordered: 0

C. Quantity Safety Stock: 0

D. Total Pending Issue (A+B+C): 0

Issued or Returned Issue

E. Quantity Issued: 92

F. Quantity On Loan: 0

G. Quantity Returned: 1

H. Total Issued (E+F-G): 91

Adjustments Adjustment

I. Quantity Adj by:

J. Quantity Transferred In: 0

K. Quantity Transferred Out: 0

L. Quantity Lost: 9

M. Quantity Retired: 0

N. Quantity Under Repair: 0

O. Quantity Damaged: 0

P. Total Adjustments (I+J-K-L-M-N-O): -7

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DIRECTIONS:

5 Update Adjustment Transaction under **Details**:

- a** Transaction Type: Inventory Cycle Count
- b** Reason for Adjustment: Comment QOH change
- c** Click **Post**

Adjustment Transaction: 1477064

Post

Detail

Transaction Type: Inventory Cycle Count

Quantity to Be Posted: -3

Quantity UOM: each

Unit Price: \$23.04 US Dollars

Currency: US Dollars

Reason for Adjustment: QOH is 0. Adjustment is to change QOH from 3 to 0

Primary Inventory Item

Inventory Item ID: P031044 - EVCP

Inventory Item Name: P031044 - EVCP: SEALANT, JOINT SILICONE 7.25 OZ TUBE CLEAR, Mfr Part# KM# 80-965

Inventory Full Path: \Inventory Locations\Northwestern Facilities\EVCP\C622-3

Provided Specification

Spec ID: P031044

Spec Name: P031044 SEALANT, JOINT SILICONE 7.25 OZ TUBE CLEAR, ITEM# 80-965 Mfr Part# 80-965

6 Confirm the **Total On Hand** matches the actual quantity on hand of the item, click **Activate**.

Inventory Item: INVITEM 1006849

Activate

Inventory Summary

Q. Quantity On Order	4
R. Quantity Received	101
Unit Price	\$23.04 US Dollars
S. Total On Hand (R-H+P)	0

Adjustments

I. Quantity Adj by Count	-1
J. Quantity Transferred In	0
K. Quantity Transferred Out	0
L. Quantity Lost	9
M. Quantity Retired	0
N. Quantity Under Repair	0
O. Quantity Damaged	0
P. Total Adjustments (I+J-K-L-M-N-O)	-10