Managing Inventory Through Cycle Counting

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This guide explains how to manage and configure inventory using cycle counting. It is intended for general users.

Tracking your inventoried line items can be handled in two ways:

- Wall-to-wall count Auditing all inventoried items at one time
- Cycle count Dividing inventoried items into sets (e.g. cycle A, cycle B, etc.) which are each counted periodically. Cycle counting is typically more manageable, with any given product being counted every few months.

Cycle Counting in aACE

Fields for managing a cycle count schedule are on the Line Item Codes module. At an inventoried item's detail view, click the Inventory Management tab. The Cycle field lets you organize various inventoried items into scheduled sets. (See below for batch update tools.)

Inventoried Item	Setup									Notices 🔒	Tasks 🔽	Emails 🔛	Docs @
eneral Info			Unit Inf	Unit Info					Default Value for Order Item Addt'l Info				
ype	Est Unit Cost	Price	Net Wt	Gross V	Vt L	W	н	Est Ship Cost	Paired	for upsell with v	vorkbooks		
extbook	74.99	86.24	3	3	11	8	1	5.99					
lanufacturer	Mfr Part #	MSRP	SKU		MOQ	Sale	Case Qty	UOM					
est 2		89.99	6141445	TF			10	Each					
Inventory Balances	Options	Custom Prices (1)	Vendo	vrs (5)	Invento	ry Mana	agement	Photos ()				
ventory Replenishme	nt for Offices									Default Bin	IS		
Office	On Hand Av	ailable Total	% of Target	Та	roet Rep	enish Me	thod	From		Office	Default Bin	Return Bin	
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After organizing your inventory cycles, you can use the Advanced Search

(https://aace6.knowledgeowl.com/help/understanding-advanced-search-functionality) tool to quickly find all line items in a specific inventory set.

Batch Updates for Cycle Counting

You can update the cycle counting fields for multiple inventoried items at one time. To leverage these batch updates, use the <u>Quick Search (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar</u>) bar or the <u>Advanced Search (https://aace6.knowledgeowl.com/help/understanding-advanced-search-functionality</u>) tool to display the items you want to update. Then click Actions > Update Inventory Count Cycle for LICs in List. At the dialog, enter an abbreviation for this group and click Update. (Note: The field width easily fits up to seven characters.)

Record: 1 of 7	7					Actions							
Codos							Send Notice Re: List						
Codes						Activate Line Item Co	des in	List					
			ITM-INV			Deactivate Line Item	Codes	in List					
Туре	Code Q	Description	Rec Type	Pref Vendor 🤍	Invtry On Hand	Update Type for Line	Item C	odes in	List				
Textbook	TB-FRNCH3	J'Apprends: I Learn French 3rd Edition	ITM-INV	Textbook	0	Update Costs, Rates and Commissions for Line Item Codes in L							
Textbook	TM-FRNCH3	J'Apprends: I Learn French Teacher's	ITM-INV	Textbook	0	Update Product Specs	for Li	ne Iten	n Code	is in List			
Technology	TBLT-7	Student Tablet, 7" Screen	ITM-INV	LearnWright Inc. 0		Update Enable Shipping for Line Item Codes in List							
Notebook	NTBK-011	Lab Notebooks / Journals	ITM-INV	McGullicuddy 0		Update Sales Entry for Line Item Codes in List							
Textbook	TB-LIT102	The Complete Works of Shakespeare	ITM-INV	McGullicuddy	0	Update Auto-Update Cost Rate for Line Item Codes in List							
Technology	TBLT-8	Student Tablet, 8" Screen	ITM-INV	LearnWright Inc. 0		Add Prefix to Code for Line Item Codes in List							
Technology	TBLT-8C	Student Tablet, 8" Case	ITM-INV Aperture 0		Remove Prefix from Code for Line Item Codes in List								
Textbook	TB-MTH6	Middle Grade Math 6th Edition	ITM-INV	McGullicuddy	0	Lindata Inventory Bala	near						
Workbook	WKBK-FRNCH3	J'Apprends: I Learn French Workbook	ITM-INV	Textbook	0	Admin Update Inventory Bala	ry Ba	ances					
Technology	TECH-B	Electronic Whiteboard Mounting Kit	ITM-INV	Aperture	0				_				
Technology	TECH-C	Electronic Whiteboard Screen	ITM-INV	LearnWright Inc.	0	Update Inventory Cou	nt Cyc	le for L	ine Iti	em Codes i	n List	*	
Technology	TECH-A	Electronic Whiteboard Connection Panel	ITM-INV	LearnWright Inc.	0	Update Default Bin for	Line	ttem O	odes in	n List			
Technology	TBLT-7C	Student Tablet, 7* Case	ITM-INV	Aperture	0	0 Update Return Bin for Line Item Codes in List							
Textbook	TB-MTH7	Middle Grade Math 7th Edition	ITM-INV	Pewter Anderson	0	Generate Purchase Orders for Inv Replenishment							
Textbook	TB-LIT104	Shakespeare's Cornedies	ITM-INV	Macmillan 0 McGullicuddy 0		Generate Production Orders for Inv Replenishment Generate Transfer Shipments for Inv Replenishment							
Textbook	TB-LIT106	Shakespeare's Tragedies	ITM-INV										
Textbook	TB-LIT120	Complete Poems of Gerard Manley	ITM-INV	Macmillan	0	Auto-Update Cost Rat	es						
Textbook	TB-LIT130	Beowulf - A New Translation and	ITM-INV	McGullicuddy	0	Import Line Item Cod	25						
Brush	SE-B-H	1/2" Hake Brush	ITM-INV	China Brushworks	0	Export Line Item Code	:5						
Brush	SE-B-G4	Goat hair bamboo brush size 4	ITM-INV	China Brushworks	0	0	0	*	1	ACTIVE	•	*	
Brush	SE-B-WB2	White bristle bamboo brush size 2	ITM-INV	China Brushworks	0	0	0	*	1	ACTIVE		*	
Brush	SE-B-R1	Rabbit hair bamboo brush size 1	ITM-INV	China Brushworks	0	0	0	*	1	ACTIVE		*	
Technology	TBI T-9	Student Tablet 0" Screen	ITM.INM	Learn/Mright Inc	0	0		1	1	ACTINE			

Inventory Printouts and Adjustments

To assist in the actual count, you can generate a printout of current inventory. Navigate from Main Menu > Order Setup > Line Item Codes > Print > Open Report Selector > Actual Inventory Count by Type.

This printout lists inventoried LICs by category, providing item name, item code, current system balance, and blank lines for the counted quantity and the required adjustment. With this report, the hands-on count will not have the rigor of a blind count, since the system balance is shown.

After a count, you can <u>make an inventory adjustment</u> (https://aace6.knowledgeowl.com/help/making-inventoryadjustments) to update your system. Some organizations find it easier to conduct inventory counting right on the Inventory Adjustment module.