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	s		
		rallable Total	% of Target	Та	irget Repl	enish Me	thod	From		Office	Default Bin	Return Bin	
> AI	160	120 121	in or ranges		nger roop				^ %	> AI	C-AI		^
									>				v
wentory Replenishme	nt for Independent	fently Managed Bir	15						Ţ	Inventory	Setup	_	
			ns % of Target	Ta	irget Repi	enish Me	thod	From	-	Inventory S		ext Serial	
				Ta	rget Repi	enish Me	thod	From	_			ext Serial	~
				Та	irget Repi	enish Me	ethod	From		Cycle Q1	N		-
nventory Replenishme Bin				Ta	rget Repi	enish Me	sthod	From	~	Cycle	N Ifr Lot	ext Serial Serialized Discontinued	

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 3	77					Actions							
	Send Notice Re: List												
Codes							Activate Line Item Codes in List						
			ITM-INV			Deactivate Line It	em Codes	in List					
. Type	Code Q	Description	Rec Type	Pref Vendor Q	Invtry On Hand	Update Type for L	ine Item C	odes in	n 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 Li				
Textbook	TM-FRNCH3	J'Apprends: I Learn French Teacher's	ITM-INV	Textbook	0	Update Product Specs for Line Item Codes 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 Update Auto-Update Cost Rate for Line Item Codes in List							
Textbook	TB-LIT102	The Complete Works of Shakespeare	ITM-INV	McGullicuddy	0					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	the data for sectors	Balances						
Workbook	WKBK-FRNCH3	J'Apprends: I Learn French Workbook	ITM-INV	Textbook	0	Update Inventory Admin Update Inv							
Technology	TECH-B	Electronic Whiteboard Mounting Kit	ITM-INV	Aperture	0						_	-	
Technology	TECH-C	Electronic Whiteboard Screen	ITM-INV	LearnWright Inc.	0	Update Inventory	Count Cyc	le for l	line It	tern Codes ir	n List	-	
Technology	TECH-A	Electronic Whiteboard Connection Panel	ITM-INV	LearnWright Inc.	0	Update Default Bin for Line Item Codes in List							
Technology	TBLT-7C	Student Tablet, 7" Case	ITM-INV	Aperture	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 Generate Production Orders for Inv Replenishment							
> Textbook	TB-LIT104	Shakespeare's Cornedies	ITM-INV	Macmillan	0								
> Textbook	TB-LIT106	Shakespeare's Tragedies	ITM-INV	McGullicuddy	0	Generate Transfer Shipments for Inv Replenishment							
> Textbook	TB-LIT120	Complete Poems of Gerard Manley	ITM-INV	Macmillan	0	Auto-Update Cost	Rates						
> Textbook	TB-LIT130	Beowulf - A New Translation and	ITM-INV	McGullicuddy	0	Import Line Item Codes							
> Brush	SE-B-H	1/2" Hake Brush	ITM-INV	China Brushworks	0	Export Line Item (
> Brush	SE-B-G4	Goat hair bamboo brush size 4	ITM-INV	China Brushworks	0	0	0	*	1	ACTIVE		7	
> Brush	SE-B-WB2	White bristle bamboo brush size 2	ITM-INV	China Brushworks	0	0	0	1	1	ACTIVE		9	
> Brush	SE-B-R1	Rabbit hair bamboo brush size 1	ITM-INV	China Brushworks	0	0	0	1	1	ACTIVE		7	
> Technology	TBLT-9	Student Tablet, 9" Screen	ITM-INV	LearnWright Inc.	0	0	0	1		ACTIVE		7	

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.