



# **Wireless Warehouse User Guide**

Version 1.0

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# Purchase Order Receiving

## Overview

The Wireless Warehouse System provides an integrated solution for receiving product into your business based upon the purchase order requirements.

The Purchase Order Receiving module addresses delays in timely processing of order receipts by:

- Updating item quantity fields (available, backorder, on-dock, on-order) at any point in the receipt process.
- Allowing multiple warehouse personnel to receive and update the purchase order.
- Providing two modes, automatic and manual that facilitate receipting in a manner consistent with the types of shipments received and the level of accuracy required.

### Prerequisites:

Purchase order must be on file.

### Considerations:

- Automatic mode adds one (+1) to receipt quantity each time item scanned.
- Manual mode requires the user to enter quantity after the item is scanned.
- Item counts are updated immediately when a receiver is posted. In the green screen system, counts are posted when the purchase order is closed (all receipts complete).
- **Warning: For a specific purchase order receipt, either the green screen or gun must be used. Un-predictable result will occur if both are used.**

### Recommendations:

- On large shipments, receive the any number of items that is appropriate for your business and post the receipt. This feature provides the ability to update available before receiving the entire shipment.
- Use automatic mode for shipments containing mostly 'one each' of an item or for company policies requiring each item to be scanned for higher accuracy then entering total count.
- Use manual mode for shipments containing different quantities of each item.



## PO Receiving Control Record

Control records in the DMS Wireless Warehouse System are delivered with defaults set to most commonly used values. Defaults are for all users of the System. Some settings can be overridden during the purchase order receiving process.

### Features

- Employee id on receiving audit transactions defaulted to employee logged onto system.
- Employee id on receiving audit transactions from employee code entered.
- Set default for 'Quantity Entry Mode' to either automatic (A) or manual (M).

### Prerequisite

- On DMS Distribution/Express System, enter 361 (Wireless Warehouse Menu)
- Select option 4 (Setup P/O Receiving)

### Control Record Settings

```

UPDATE      Receive by Scanning Control File Maintenance      MRR502D1
Mode RCVG  Title: RCV BY SCANNING

Controls for employee ID..... Default user id.to empl...(Y/N) Y
                               Display employee code.....(Y/N) N
                               Allow change to emp code..(Y/N) N
                               Start cursor on emp code..(Y/N) N

Quantity entry mode..... A=Auto, M=Manual entry..... M

F3=Exit
  
```

ID	Field Name	Settings Description
1	Default User id. to empl	<ul style="list-style-type: none"> <li>• Y - Use 'User id of employee signed-on' as employee code on receiving transaction audit record.</li> <li>• N - Uses employee code entered on initial purchase order receiving screen as employee code on receiving transaction audit record. Enter 'N' when employees share scanner without logging on and off.</li> </ul>



ID	Field Name	Settings Description
2	Display employee code	<ul style="list-style-type: none"><li>Y - Employee code displayed on initial purchase order entry screens.</li><li>N - Employee code not displayed on initial purchase order entry screens.</li></ul>
3	Allow change emp code	<ul style="list-style-type: none"><li>Y - Allow employees to change employee code. Used in conjunction with: ID #1 = 'N', ID #2 = 'Y'.</li><li>N - Employees not allowed to change employee code default.</li></ul>
4	Start cursor on emp code	<ul style="list-style-type: none"><li>Y - Cursor positioned on employee code. Recommended when ID #3 = 'Y'.</li><li>N - Cursor positioned on purchase order number.</li></ul>
5	Qty Entry Mode	<ul style="list-style-type: none"><li>Automatic (A) - adds one (+1) to receipt quantity each time item scanned.</li><li>Manual (M) - requires user to enter quantity after the item is scanned.</li></ul>



# Initiate Purchase Order Receiving

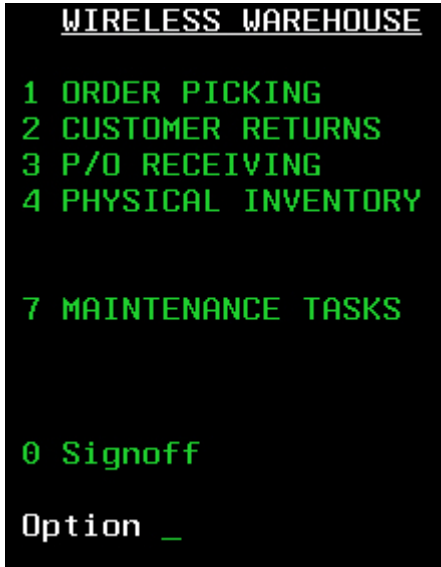
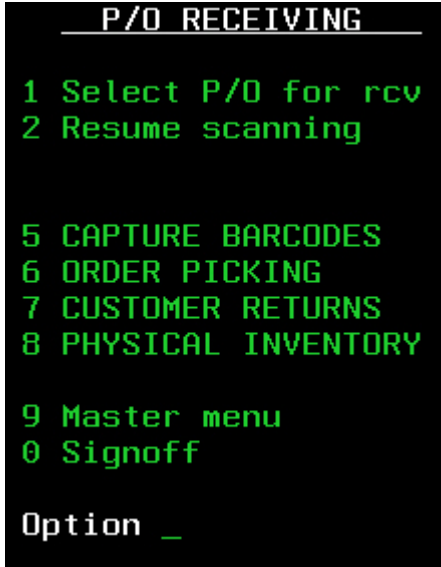
## Prerequisites:

- Purchase Order on file.

## Considerations:

None

## Steps:

<p>1. On the Wireless Warehouse Menu, enter '3' (P/O Receiving).</p>	
<p>2. On P/O Receiving screen, choose one of the following:</p> <ul style="list-style-type: none"> <li>• Enter '1' (Select P/O for rct) to start a new receiver for a purchase order.</li> <li>• Enter '2' (Resume scanning) to continue scanning item on an existing receiver.</li> </ul>	





## Select Purchase Order for Receipt

### Prerequisites:

- On the Wireless Warehouse Menu, enter '3' (P/O Receiving).
- On P/O Receiving screen, enter '1' (Select P/O for rct) for a new receipt.

### Considerations:

- This option is used to create a receiver to start receiving against a purchase order.
- Use 'Resume Scanning' if a receiver is already open on a purchase order.

### Steps:

1. On 'Pre-Receiving' screen, enter the following data and press *ENTER* key to continue.

- Purchase order number (P/O#) on the packing slip.
- Location if user working in a location that is not their normal working location.

```
PRE-RECEIVING
P/O#..... 1727
Location
F3=Exit
```



2. Validate information presented and press *ENTER* key to continue.

- Purchase order number entered.
- Location default or one entered on previous screen.
- Receiver number assigned by system.
- Supplier on purchase order.
- Quantity Entry Mode set to default value in control record. May enter a different mode if more efficiently. See Purchase Order Receiving Overview.

```
PRE-RECEIVING
P/O#..... 1727
Location  1
Receipt#   1
Supplier   ACD
Qty entry mode... M
A=Auto  M=Manual
F3=Exit  F5=Prev
```



## Resume Scanning

### Prerequisites:

- Receiver must be open on the purchase order using 'Select P/O for rct' process.
- On the Wireless Warehouse Menu, enter '3' (P/O Receiving).
- On P/O Receiving screen, enter '2' (Resume Scanning).

### Considerations:

When the user stops receiving against a receiver and resumes receiving at the later time, the pre-receiving process is skipped and '*Resume scanning*' is selected.

### Steps:

1. On 'Receive By Scanning' screen, enter the following data and press *ENTER* key to continue.
  - Purchase order number (P/O#).
  - Location if user working in a location that is not their normal working location.
  - Quantity Entry Mode set to default value in control record. It may be overridden if another method is more efficiently. See Purchase Order Receiving Overview.
  - Receiving Action defaults to 'A'. This action is the required action to continue scanning.

```
RECEIVE BY SCANNING
P/O#..... 1165
Location
Qty entry mode.. M
A=Auto M=Manual
Receiving action A
A=Add V=Verify
R=Restart counts
```



## Receive in Automatic Mode

### Prerequisites:

- On the Wireless Warehouse Menu, enter '3' (P/O Receiving).
- On P/O Receiving screen, enter '1' (Select P/O for rct) for a new shipment or enter '2' (Resume Scanning).
- Qty Entry Mode set to 'A' in control record or enter 'A' in Qty entry mode 'On 'On Pre Receiving' screen or 'Receive by Scanning' screen.

### Considerations:

For shipments containing mostly 'one each' of an item, the automatic mode is generally preferred. Each time an UPC code is scanned, one (+1) is added to Receipt Quantity for that item.

By default, the item is received into 'Available' (action code). Action code reflects the disposition of item into inventory.

**Warning: The default Action Code (F4) for a item must be changed before the item is scanned.**

### Steps:

1. On the Quantity Entry screen, select F4 if the default action code is incorrect. See Override Action Code.
2. Scan the UPC bar code on the item.

```

Item                               Auto
-----
Qty   Code (F4=Inq)
  1   Available
-----
F5=Prev   F7=Verify
  
```



## 3. Verify results of last scan:

- Highlighted on the screen is the item name scanned.
- Description of item.
- Quantity processed with last scan (in this mode will be 1), item unit-of-measure (UOM) and action code.
- Total quantity processed for the item in this shipment (includes all action codes).
- Total quantity expected (ordered).

4. If the shipment contains more items with the same UPC, scan the item or press the *ENTER* key once for each item.

OR

If finished receiving items with the same UPC, scan the next item with a new UPC (repeat process starting at step 1 before scanning).

**Warning: If the action code of the next item is different. change code before scanning the item.**

OR

If finished receiving all items, press *F7* to verify and post the receipt.





## Receive in Manual Mode

### Prerequisites:

- On the Wireless Warehouse Menu, enter '3' (P/O Receiving).
- On P/O Receiving screen, enter '1' (Select P/O for rct) for a new shipment or enter '2' (Resume Scanning).
- Qty Entry Mode set to 'M' in control record or enter 'M' in Qty entry mode 'On 'On Pre Receiving' screen or 'Receive by Scanning' screen.

### Considerations:

For shipments containing different quantities of each item, the Manual Mode may be more efficient. Each time an UPC code is scanned, the cursor advances to the input field for entry of quantity before updating the item's on-hand.

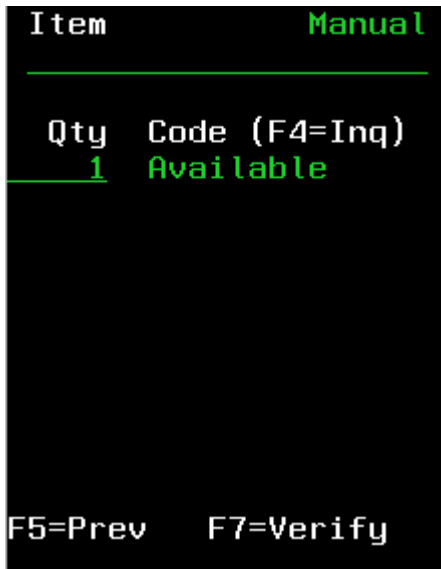

### Steps:

1. On the Quantity Entry screen, scan the item's bar code.

```
Item                                Manual
_____

F5=Prev    F7=Verify
```



<p>2. On the Quantity Entry screen, select <i>F4</i> if the default action code is incorrect.</p> <p>3. Enter quantity received and press <i>ENTER</i> key.</p>	
<p>4. Verify results of last scan:</p> <ul style="list-style-type: none"> <li>• Last item name updated (Last Entry).</li> <li>• Description of item.</li> <li>• Quantity processed with last scan, item unit-of-measure (UOM) and action code.</li> <li>• Total quantity processed for the item in this shipment (includes all action codes).</li> <li>• Total quantity expected (ordered).</li> </ul> <p>5. If the shipment contains more items with the same UPC or different UPC bar codes, repeat above steps.</p> <p>OR</p> <p>If finished receiving all items on the ticket, press <i>F7</i> to verify and post the receipt.</p>	



## Override Action Code

### Prerequisites:

- Item scanned for receiving or verification of item requested.

### Considerations:

None

### Steps:

- Screen displays quantity of item received to each action code.
- Enter action using one of the following techniques:
  - Enter the 'Code ID' for the action in any enterable field and press *ENTER* key.
  - Place cursor beside the action and press *ENTER* key.

```

Action Codes      Qty
_ A=Available      0
_ B=Backorder      0
_ D=Damaged        0
_ L=Lost           0
_ M=Misc           0
_ X=Cancelled      0
_ Z=Zero all qtys

Total processed   0
Total expected    0

ENTER to return
```





## Handling Duplicate Items

### Prerequisites:

- Item scanned for receiving and there are more one manufacturer for the item.

### Considerations:

None

### Steps:

1. Screen displays the manufacturer for each occurrence of the item.
2. Place cursor beside the Mfr/item to be received and press *ENTER* key.

```
DUPLICATE ITEM
Mfr/Item
PF25

Put cursor on the
selected item &
press ENTER
_ ACD
PF25
_ ACJ
PF25

F5=Previous
```



## Scanning Corrections

Item corrections occur when the user enters:

- Number larger than quantity received.
- Wrong action code for quantity received.

There are three (3) processes for correcting problems:

- Correct one item.
- Restart all counts: More than one item on the receipt is incorrect.

### Considerations:

- Restart counts clears all counts on all items including those verified and not posted.


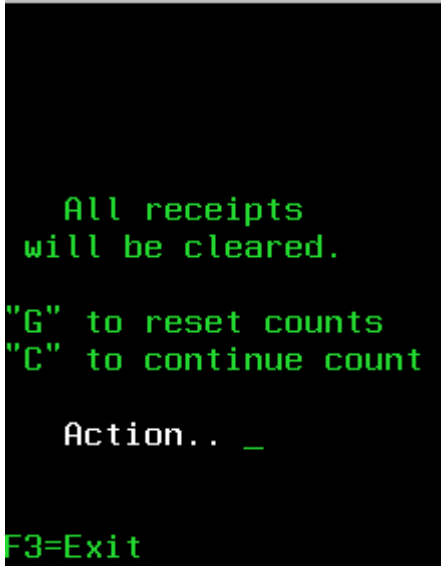
### Steps: (correct current item)

<ol style="list-style-type: none"> <li>Set quantity to zero following one of the following methods: <ul style="list-style-type: none"> <li>Manual Mode: Re-scan the item, press 'F4' - Action Codes, enter 'Z' to clear all quantities and press <i>ENTER</i> key.</li> <li>Automatic Mode: Press 'F4' - Action Codes, enter 'Z' to clear all quantities and press <i>ENTER</i> key.</li> </ul> <p><b>Warning: All quantities received to different action codes for the item are cleared and must be re-entered.</b></p> <li>The item receiving screen is re-displayed with a code of 'A'.</li> </li></ol>	<pre> Action Codes      Qty - A=Available      1 - B=Backorder      0 - D=Damaged        1 - L=Lost           1 - M=Misc           0 - X=Cancelled      0 - Z=Zero all qtys  Total processed    3 Total expected     5  ENTER to return </pre>
---	--



### Steps: (restart all counts)

**Warning: This process will reset all counts. Use only when a major counting error occurs.**

<p>1. From Receive By Scanning screen, enter 'R' in Receiving action and press <b>ENTER</b>.</p>	 <pre>RECEIVE BY SCANNING P/O#..... 1727 Location  1 Qty entry mode.. M            A=Auto  M=Manual Receiving action R            A=Add   V=Verify            R=Restart counts F3=Exit</pre>
<p>2. On Warning screen, enter code for action you want to take:</p> <ul style="list-style-type: none"><li>• "G" to reset counts - resets all counts on all items for the receipt.</li><li>• "C" to continue counts - stops the reset request, no counts are reset.</li></ul>	 <pre>All receipts will be cleared. "G" to reset counts "C" to continue count Action.. _ F3=Exit</pre>



## Verify Receipt

### Prerequisites:

- Receiving process finished for each item on the receipt.

### Considerations:

- Only items received short (less than quantity ordered) are displayed and require an action code for the quantity not received.
- Items ordered and not in shipment are **not** placed on backorder or cancelled.
- The verify process is by-passed when scanned items on receipt are received complete or over.
- Remaining quantities are set to a default action code depending on the backorder flag setting ('Y' = backorder allowed or 'N' cancel remaining quantity) on the supplier record. The item default action code, backorder (B) is shown here. It can be overridden by an action code of 'C' to cancel.

### Steps:

- Verify information displayed on screen.
  - Total Expected = Total ordered.
  - Total Processed = Total quantity received.
  - Quantity not received and default action code. May override action code by pressing F4 key.
  - Available = Number to be added to each action code. In this example 3 is added to available.
- Press *ENTER* key to accept values.
- Items received short are shown one at a time for acceptance.
- When all items are verified, the System automatically moves to Receiving Complete screen.

```

PF501
OIL FILTER

5 Total expected
3 Total processed
Code (F4=Inq)
2 B Back Order

1 Available
1 Damaged
1 Lost

F5=Prv
  
```



## Receipt Complete



### Prerequisites:

- Complete verification of receipt.

### Considerations:

- Inventory counts in each action code are updated once posting complete.

### Steps:

<ol style="list-style-type: none"><li>1. Verify summary of the order:<ul style="list-style-type: none"><li>• Supplier, P/O#.</li><li>• Receiving details (number of unique items received and total pieces processed).</li><li>• Status after posting (number of unique open items excluding back ordered items).</li></ul></li><li>2. Select <i>F2=PO Display</i> to show items not processed and the quantity expected after posting complete.</li></ol>	
<ol style="list-style-type: none"><li>3. Review PO details and press <i>F7=Verify</i> and return to 'Receiving complete' screen. Complete the verify process.</li></ol>	



4. Press *F9* to *post* receipt.

Or

Press *F3=Exit* and return to PO Receiving Main Menu.

Or

Press *F5=Prv* and return to Receive by Scanning screen.

```
Receiving complete
- Press F9 to post
```

```
Supplier      P/O#
ACD           1739
```

```
Receiving details
  1 Items
  4 Pieces
```

```
Status after posting
  2 Items open -
  F2=PO Display
```

```
F3=Exit    F5=Prv
```



## Errors Messages

Whenever a DMS System problem occurs, the literal 'ERROR' is displayed. The possible causes of an error and the suggested recovery actions are listed below:

Error Message	Error Caused By	Resolution
A Receipt is Open	User has a receipt open on the PO	<ul style="list-style-type: none"> <li>To receive items against the open receiver, use Resume Scanning process.</li> <li>Verify and post the existing receiver to start a new receiver.</li> </ul>
Invalid and Bar code field highlighted	The UPC bar code scanned does not exist in the database.	<ul style="list-style-type: none"> <li>Verify bar code scanned is correct (may be multiple bar codes on the package).</li> <li>If correct: <ul style="list-style-type: none"> <li>If the item exists in the item master, enter the bar code number through Item Maintenance or through Bar code Capture with Scanner.</li> <li>If the item does not exist, it must be added through Item Maintenance on DMS Distribution/Express System</li> </ul> </li> <li>If incorrect, scan the correct UPC bar code.</li> </ul>
Invalid and P/O # highlighted	Purchase Order on file but not valid for default location or location entered.	Enter correct location for the purchase order.
Invalid "F" key	User selected an invalid "F" key	Select a "F" key listed on the screen.
No open receipts	User has no open receipts on the PO	Use 'Select P/O for rct' option on menu to select a PO and initial pre-receiving process.
No supplier/item	The item scanned does exist in the database but is not valid for this supplier.	<p>Item scanned cannot be purchased from the supplier sending the shipment.</p> <p>Determine if the item scanned was in shipment related to current PO receiver.</p> <ul style="list-style-type: none"> <li>If not receive on correct receiver.</li> <li>If correct, contact supplier for resolution.</li> </ul>
Not on PO - F9=Add	The UPC scanned does exist in the database and is valid for this supplier but it is not open on this purchase order.	Press F9 to add the item to this receiver.
Ovrag - B/O Conflict	Item has been verified and remaining quantity put in backorder, however the receipt has not been posted	<p>To add to item count received:</p> <ul style="list-style-type: none"> <li>Restart counts on item and recount all pieces of item received in shipment.</li> <li>Or post receiver and start a new receiver.</li> </ul>
Overage - F9 to accept	The quantity entered is larger than the open	<ul style="list-style-type: none"> <li>Verify the quantity entered.</li> <li>If correct, press F9.</li> </ul>



Error Message	Error Caused By	Resolution
	quantity on the purchase order.	<ul style="list-style-type: none"> <li>If incorrect, tab to the quantity field and make the necessary adjustment.</li> </ul>
PO is closed	All items have been received on purchase order number entered.	Verify purchase order number: <ul style="list-style-type: none"> <li>If incorrect, enter valid number.</li> <li>If correct, follow internal procedure for receiving additional items when a purchase order is closed.</li> </ul>
PO is in use	Another user has the PO open.	<ul style="list-style-type: none"> <li>Wait for user to release the PO. Functions that require only 1 user in PO include:               <ul style="list-style-type: none"> <li>Verify &amp; Post</li> <li>Restart counts</li> </ul> </li> <li>User turn off gun or let gun go into sleep mode while PO receipt was open causing the PO to be locked. Call your Systems Administrator to fix the "In Use Flag" on the PO or to delete records related to user in the PO. See below.</li> </ul>
PO/receipt not found	PO number not on file	Re-enter PO number

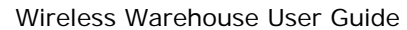
### Delete IPDX Record

A function is provided in the DMS Distribution/Express System to delete records placed on-hold when receiving is halted abnormally, such as gun left inactive for a period of time or power failure. Once the records are deleted, receiving can resume at the point where it stopped.

1. In DMS Distribution/Express System, select Wireless Warehouse, Menu 361.
2. Select *Free 'In Use' PO Scan Header*, option #24

**Warning: Records are added to this file when the user receives the first item. Therefore, verify that a user is not actively receiving items against a purchase order listed before selecting the delete function.**





3. Place cursor in row beside PO number with records to be deleted and enter 'X'
4. If a user is actively receiving against the purchase order, a warning message is presented. Occasionally this condition exists and there are no users working with the purchase order. After validating that users are not actively using the purchase order, the records may be deleted by pressing *F23*.

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# Physical Inventory

## Overview

Features in this module include:

- Physical Inventory count process using a scanner improves accuracy and reduces labor costs. It is not necessary to print count sheets, to count in teams (one writer and one counter) or to manually keypunch variances in item balances.
- Spot Counting updates inventory immediately. This feature is particularly effective when used in conjunction with the Daily Changed Item Report.

## Physical Inventory

The DMS Wireless Warehouse System currently supports regular items only. It does not support multi zone/bins.

The Physical Inventory process using the DMS Wireless Warehouse Systems consists of the following steps:

Step	DMS System
Prepare for physical inventory by selecting items to count	DMS Distribution/Express System
Scan items and enter shelf count quantity to work file. Balances in location item records are not changed.	DMS Wireless Warehouse System
Compare physical to book values.	DMS Distribution/Express System
Re-count items outside physical to book variance tolerance limits.	DMS Wireless Warehouse System
Post physical count to the item location and item zone/bin files.	DMS Distribution/Express System



# Control Record

Control records in the DMS Wireless Warehouse System are delivered with defaults set to most commonly used values. Defaults are for all Users of the System, however some setting can be overridden during execution of the processes.

## Features

There are three main processes in the Physical Inventory module:

- Count items and add physical count to work file (Mode = ADD)
- Re-count items with physical to book variances (Mode = REPL)

## Prerequisite

- On DMS Distribution/Express System, enter 361 (Wireless Warehouse Menu)
- Select option 5 (Setup Inventory Count)

## Control Record Settings (for ADD and REPL modes)

```
Phys Inv by Scan Control File Maintenance MRR503C1
Action(?)
S=Select
      Default      Employee ID
      Actn cd      -controls--
      (A/R)        Dft  Dsp  Chg  Display
      ? Mode      Zn/bin?
      _ ADD        A      Y   N   N      N
      _ REPL       R      Y   N   N      N

F3=Exit  F6=Add
```

To select a mode to change, enter 'S' beside the mode.

Below is example of ADD mode. Settings available for Replace (REPL) mode are the same.



```
UPDATE      Phus Inv by Scan Control File Maintenance      MRR503D2
Mode ADD
General controls..... Default action code.....(A/R) A
                      Display zone/bin.....(Y/N) N
Controls for employee ID..... Default user id.to empl...(Y/N) Y
                      Display employee code.....(Y/N) N
                      Allow change to emp code..(Y/N) N
Quantity control..... A=Auto, M=Manual Entry....(A/M) M
Adjustment code..... *Variance to available..... Y/A
                      *Available to variance..... A/Y
                      *Variance to warranty..... Y/W
                      *Warranty to variance..... W/Y
                      *Variance to damaged..... Y/D
                      *Damaged to variance..... D/Y
                      *Variance to core..... Y/C
                      *Core to variance..... C/Y
F3=Exit   F12=Previous   F10=Field Inquiry   F23=Delete
```

ID	Field Name	Setting Description
1	Default Action Code	Displayed for information only. Changing this code will not change the functionality of the option.
2	Display Zone/bin	Display zone/bin where item to be counted.
3	Default User id. to empl	<ul style="list-style-type: none"><li>Y - Use 'User id of employee signed-on' as employee code on receiving transaction audit record.</li><li>N - Uses employee code entered on initial purchase order receiving screen as employee code on receiving transaction audit record. Enter 'N' when employees share scanner without logging on and off.</li></ul>
4	Display employee code	<ul style="list-style-type: none"><li>Y - Employee code displayed on initial purchase order entry screens.</li><li>N - Employee code not displayed on initial purchase order entry screens.</li></ul>
5	Allow change emp code	<ul style="list-style-type: none"><li>Y - Allow employees to change employee code. Used in conjunction with: ID #1 = 'N', ID #2 = 'Y'.</li><li>N - Employees not allowed to change employee code default.</li></ul>
6	Quantity Control	<ul style="list-style-type: none"><li>Automatic (A) - adds one (+1) to receipt quantity each time item scanned.</li><li>Manual (M) - requires user to enter quantity after the item is scanned.</li></ul>
7	Adjustment Codes	Adjustment codes to be used when inventory counted is not the same as recorded in the System. <b>Warning: If changes are made to these codes in DMS Distribution/Express System, the same changes need to be applied here.</b>



# Distribution/Express System

## Preparation

### Prerequisites:

The Wireless Warehouse User Guide outlines required settings to successfully utilize scanners during the Physical Inventory process. See Physical Inventory User Guide for detail information on the entire process.

### Considerations:

The DMS Wireless Warehouse System currently supports regular items only. It does not support Warranty, Core or Damaged inventory.

Multi zone/bin is not supported.

Before beginning this process DMS recommends you invoice all orders and suspend order entry activity until the count has been updated.

If you are unable to invoice all orders; pull all orders and excluded from the count **or** pull no orders and leave the stock in its normal warehouse location.

If order entry activity continues and orders are filled while the count is in progress, shelf tags are used by both the counters and those pulling the orders to identify items with activity.

### Steps:

On DMS Distribution/Express System, complete the following steps to setup the System for counting inventory with the scanner:

1. Enter Option 312 to display 'Physical Inventory Menu' and press *ENTER* key.

```

2/28/03          *** DMS SYSTEMS CORP ***      MRR003D2
QPADEV000B      MENU 312  PHYSICAL INVENTORY MENU  R-8.0      AL

Opt  Function                                     Opt  Function
1.   Select items for physical                    11.  Reset in use flag in batch
2.   List count sheets                           12.  List serial numbers by batch
3.   Refresh balances                            13.  Serial number inquiry
4.   Enter count - Multiple items                 14.  Serial number listing
5.   Enter count - Single item                    15.  Misc serial maintenance
6.   List physical/book comparison                24.  Bar code scan counting
7.   List recount sheets
8.   Post physical to book
9.   Delete physical batch
10.  List item addition sheets

                                Enter Option 1__

90=Sign off

F6=Display messages  F12=Parent menu  F14=Work with submitted jobs

```



- From the 'Physical Inventory Menu', enter Option 1 'Select Items for Physical' and press *ENTER* key.

```
2/28/03          *** DMS SYSTEMS CORP ***          IRR401D1
QPADEV000B      PHYSICAL INVENTORY - COUNT SELECTION  AL

Type of inventory to be counted R  "R" = Regular
                                   "W" = Warranty
                                   "D" = Damaged
                                   "C" = Core.....

F3=Exit  F11=File inquiry
```

- From screen IRR401D1, select inventory type "R" (Regular) and press *ENTER* key.

**Note: Scanning is not supported for Warranty, Core or Damaged inventory**

```
2/28/03          *** DMS SYSTEMS CORP ***          IRR401D2
QPADEV000B      PHYSICAL INVENTORY - COUNT SELECTION  AL

Type of inventory to be counted REGULAR

*Location to be counted _____ User notes _____

Include zero balance items(Y/N) _  Suppress qty on entry screen.. (Y/N) _
Include open orders..... (Y/N) _  Suppress qty on count sheets.. (Y/N) _
Include misc. balance.... (Y/N) _  Print in mfg or zone/bin order (M/2) _
Include reserved for B/O. (Y/N) _  *Exclude forecast group..... _

Select ONE of the following parameters:

  *Zone/bin from _____ to _____
  *Manufacturer _____
  *Price group _____
  *Manufacturer _____ and *Sales analysis group _____

F3=Exit  F10=Field inquiry  F12=Previous
```

- From screen IRR401D2, select parameters and press *ENTER* key.
  - Most parameters work the same when counting with or without scanner. See [Physical Inventory User Guide](#).



Apply Changes

- **Exception: Suppress quantity on entry screen must be set to 'Y'.**
- 'Suppress quantity on count sheet' parameter controls on-hand display on scanner.
  - Set to "Y" - Expected on hand **WILL NOT** be displayed on scanner.
  - Set to "N" - Expected on hand **WILL** be displayed on scanner.
- Enter description of batch in User Notes for use in finding batch on scanner if user doesn't know the batch number. Note: Last 2 positions not displayed on scanner.

```

2/28/03          *** DMS SYSTEMS CORP ***          IRR401D3
QPADEV000B      PHYSICAL INVENTORY - COUNT SELECTION  AL

Type of inventory to be counted REGULAR

Primary sort is by manufacturer. Items will be listed on count sheet in
manufacturer, zone/bin, future price group, sequence number and item order.

Page break physical count sheets by manufacturer (Y/N) _
Omit future price group from above sort (Y/N)..... _

*Job queue..... QBATCH_____ Run priority (21-99)..... 50

F12=Previous  F10=Field inquiry
  
```

5. If the option to 'Print in mfg or zone/bin order' is set to 'M', IRR401D3 is displayed:
  - Set 'Page break physical count sheets by mfr' to 'Y' to cause each manufacturer to print on a separate line on the Control Sheet.

Print the Control Sheet and use it to write in the name of the counter assigned to each manufacturer.

It is not necessary to print count sheet.

- Press *ENTER* key.





```
2/28/03          *** DMS SYSTEMS CORP ***          IRR401D4
QPADEV000B      PHYSICAL INVENTORY - COUNT SELECTION  AL

Type of inventory to be counted REGULAR

Primary sort is by zone/bin. Items will be listed on count sheet in zone/bin
manufacturer, future price group, sequence number and item order.

Page break physical count sheets by zone/bin (A-G) _
A - No page break by zone/bin
B - Page break when first character changes
C - Page break when first two characters change
D - Page break when first three characters change
E - Page break when first four characters change
F - Page break when first five characters change
G - Page break when first six characters change

*Job queue..... QBATCH_____ Run priority (21-99)..... 50

F12=Previous  F10=Field inquiry
```

OR

If the option to 'Print in mfg or zone/bin order' is set to 'Z', IRR401D4 is displayed:

- Set 'Page break physical count sheets by zone/bin' to 'X' (X = value designating a zone) to list each primary zone on a separate line on the Control Sheet. If zone/bin assignments are not used, set value to 'A'.

Print the Control Sheet and use it to write in the name of the counter assigned to each zone.

It is not necessary to print count sheets.

- Press *ENTER* key.



```

2/28/03          *** DMS SYSTEMS CORP ***          IRR401D5
QPADEV000B      PHYSICAL INVENTORY - COUNT CONFIRMATION  AL

Type of inventory to be counted REGULAR

Location to be counted:          User notes:
  1  WHOLESALE AUTO SUPPLY CO.

Include zero balance items (Y/N) Y  Suppress qty on entry screen.. (Y/N) Y
Include open orders..... (Y/N) N  Suppress qty on count sheets.. (Y/N) N
Include misc. balance..... (Y/N) Y  Print in mfg or zone/bin order (M/Z) Z

Select on the following:
      Manufacturer  ACD

Page break on: "No page break"      -

*Job queue..... QBATCH      Run priority (21-99)..... 50

F3=Exit  F9=Execute  F12=Previous
  
```

NOTE: Data on this screen may differ. It is based on the selections in previous steps.

6. On screen IRR401D5, verify the parameters selected are correct and press F9 to execute job to extract item to count to the work file. The Physical Inventory Menu is displayed.
7. Press F14 (Work with Submitted Jobs) to determine when the job is complete..

```

2/28/03          *** DMS SYSTEMS CORP ***          MRR003D2
QPADEV000B      MENU 312  PHYSICAL INVENTORY MENU      R-8.0  AL

Opt  Function
1.  Select items for physical
2.  List count sheets
3.  Refresh balances
4.  Enter count - Multiple items
5.  Enter count - Single item
6.  List physical/book comparsion
7.  List recount sheets
8.  Post physical to book
9.  Delete physical batch
10. List item addition sheets

11. Reset in use flag in batch
12. List serial numbers by batch
13. Serial number inquiry
14. Serial number listing
15. Misc serial maintenance
24. Bar code scan counting

Enter Option 2_

90=Sign off

F6=Display messages  F12=Parent menu  F14=Work with submitted jobs
  
```

8. From the Physical Inventory Menu, enter Option 2 'List count sheets' and press ENTER:
  - Expected on-hand quantity is set for each item in the work file
  - Count sheets are produced. Because the scanner replaces this process, the sheets are not printed.



9. Print the control sheets. They are produced each time a physical inventory batch is printed.

- The control sheets have an ID of 'IRR406P2' in the spool file.
- Use to track employee assignments to each manufacturer or zone/bin.

Example of Control Sheet sorted by Manufacturer with page break set to 'Y'

Location 1	2/25/03	11	Batch#	
REGULAR	10:25:20	1	Page	
Mfr	Page to Page	#Items	Assigned to	Entered by
ACD	1 12	402		
ACL	13 20	208		
BCA	21 25	174		

Example of Control Sheet sorted by Zone/Bin with page break set to any value other than 'A'

Location 1	2/25/03	11	Batch#	
REGULAR	10:25:20	1	Page	
Zn/Bin	Page to Page	#Items	Assigned to	Entered by
A	1 30	750		
B	31 41	242		
C	32 64	706		

```
2/28/03          *** DMS SYSTEMS CORP ***          IRR405D2
QPADEV000B      LIST PHYSICAL INVENTORY COUNT SHEETS      AL

                                     Action(?)  S=Select
                                              I=Inquiry

? Loc  Batch#  Status  Created  Balances  Printed  Posted  User notes
- 1      1      2/26/03  2/26/03  2/26/03
- 1      2      2/27/03  2/27/03  2/27/03

*Output queue..... *JOB          #Copies... 01  Hold(Y/N).. Y
*Job queue..... *QBATCH       Run priority (21-99)..... 50
Forms message..... *STD          Save after printing (Y/N).. N

F3=Exit  F10=Field inquiry
```

10. From screen IRR405D2, change the "Hold" (Hold print) parameter to "Y" and press *ENTER* key to change status to 'Selectd'.

11. Press F3 to verify.

12. Press F9 to Execute.



13. Delete the output from the spool file when the job has completed.

```

2/28/03          *** DMS SYSTEMS CORP ***          MRR003D2
QPADEV000B      MENU 312  PHYSICAL INVENTORY MENU  R-8.0          AL

Opt  Function
1.  Select items for physical
2.  List count sheets
3.  Refresh balances
4.  Enter count - Multiple items
5.  Enter count - Single item
6.  List physical/book comparsion
7.  List recount sheets
8.  Post physical to book
9.  Delete physical batch
10. List item addition sheets

11. Reset in use flag in batch
12. List serial numbers by batch
13. Serial number inquiry
14. Serial number listing
15. Misc serial maintenance
24. Bar code scan counting

Enter Option 10

90=Sign off

F6=Display messages  F12=Parent menu  F14=Work with submitted jobs

```

14. From the 'Physical Inventory Menu', enter Option 10 'List item addition sheets' and press *ENTER* key.

During the counting/scanning process, items not in the database or in database but not within parameters selected will be rejected. Each person counting and scanning items should be given 'Item Addition' sheets to document these exceptions.

```

3/10/03          *** DMS SYSTEMS CORP ***          IRR425D1
QPADEV000B      LIST ITEM ADDITION SHEETS          AL

*Output queue..... *JOB_____ #Copies... 00 Hold(Y/N).. N
Forms message..... *STD_____ Save after printing (Y/N).. N

F3=Exit  F10=Field inquiry

```

15. On Item Addition Sheets selection screen, enter the Output Queue and Number of Copies to print.



## Physical to Book Comparison

### Prerequisites:

All items have been counted.

The Wireless Warehouse User Guide documents controls required to successfully utilize scanners during the Physical Inventory process. See Physical Inventory User Guide for detail information on the entire process.

### Considerations:

None

### Steps:

On DMS Distribution/Express System, complete the following steps to compare physical counts to book values.

1. Enter Option 312 to display 'Physical Inventory Menu' and press *ENTER* key.

```
2/28/03      *** DMS SYSTEMS CORP ***      MRR003D2
QPADEV000B   MENU 312  PHYSICAL INVENTORY MENU  R-8.0      AL

Opt  Function                                     Opt  Function
1.   Select items for physical                    11.  Reset in use flag in batch
2.   List count sheets                            12.  List serial numbers by batch
3.   Refresh balances                             13.  Serial number inquiry
4.   Enter count - Multiple items                  14.  Serial number listing
5.   Enter count - Single item                     15.  Misc serial maintenance
6.   List physical/book comparison                 24.  Bar code scan counting
7.   List recount sheets
8.   Post physical to book
9.   Delete physical batch
10.  List item addition sheets

                        Enter Option 6__

90=Sign off

F6=Display messages  F12=Parent menu  F14=Work with submitted jobs
```

2. From the 'Physical Inventory Menu', enter Option 6 'List physical/book comparison' and press *ENTER* key.



```

2/28/03          *** DMS SYSTEMS CORP ***          IRR413D2
QPADEV000B      PHYSICAL INVENTORY - LIST COMPARISONS  AL

                                     Action(?) S=Select
                                              I=Inquiry

? Loc  Batch#  Status  Created  Balances  Printed  Posted  User notes
- 1      1      2/26/03  2/26/03  2/26/03
- 1      2      2/27/03  2/27/03  2/27/03

F3=Exit

```

3. Select the batch to be processed by keying a "S" in the input field and pressing *ENTER* key.

```

2/28/03          *** DMS SYSTEMS CORP ***          IRR413D4
QPADEV000B      PHYSICAL INVENTORY - LIST COMPARISONS  AL

Batch#          1          Location 1  WHOLESALE AUTO SUPPLY CO.
Type of inventory to be counted REGULAR

From Page#      To Page#

Type of listing..... _ (A=All items, V=Variances only)
Level of detail..... _ (I=Item, T=Dollar/item totals only)

*Cost level for report _ (** to suppress $ amt)  Separate core (Y/N)... _

Optional parameters if listing by variance      Items      Dollars
Percentage variance      .00 %      .00 %
Qty/amount variance      0      .00

*Output queue..... *JOB      #Copies... 01  Hold(Y/N).. N
*Job queue..... QBATCH      Run priority (21-99)..... 50
Forms message..... *STD      Save after printing (Y/N).. N

F9=Listing  F10=Field inquiry  F12=Previous

```

4. Key in the proper variables and press *F9* to produce the listing. See Physical Inventory User Guide.
  - The initial listing should be for variances only with item level detail selected.
5. Review the items with variances and determine if a recount is necessary.
  - Items that changed from a positive quantity to another positive quantity were scanned. The results however, should be verified.



- Particular attention should be give to items that changed from a positive quantity to zero as these may have been overlooked.
6. If recounting, return to Wireless Warehouse system to re-scan item.
  7. If recounting is not necessary, continue with Physical Inventory Posting section.





## Post Physical to Book

### Prerequisites:

All items have been counted and recounted if necessary.

The Wireless Warehouse User Guide documents controls required to successfully utilize scanners during the Physical Inventory process. See Physical Inventory User Guide for detail information on the entire process.

### Considerations:

When the posting job is executed, the book value as it exists at the time the update is requested is changed by the difference between the book value when the physical inventory batch was created and the user count.

### Steps:

On DMS Distribution/Express Systems, complete the following steps to post physical count to the item location and item zone/bin files.

1. Enter Option 312 to display 'Physical Inventory Menu' and press *ENTER* key.

```

2/28/03          *** DMS SYSTEMS CORP ***          MRR003D2
QPADEV000B      MENU 312  PHYSICAL INVENTORY MENU  R-8.0          AL

Opt  Function
1.  Select items for physical
2.  List count sheets
3.  Refresh balances
4.  Enter count - Multiple items
5.  Enter count - Single item
6.  List physical/book comparsion
7.  List recount sheets
8.  Post physical to book
9.  Delete physical batch
10. List item addition sheets

11. Reset in use flag in batch
12. List serial numbers by batch
13. Serial number inquiry
14. Serial number listing
15. Misc serial maintenance
24. Bar code scan counting

Enter Option 8_

90=Sign off

F6=Display messages  F12=Parent menu  F14=Work with submitted jobs

```

2. From the 'Physical Inventory Menu', enter Option 8 'Post physical to book' and press *ENTER* key.





```
2/28/03          *** DMS SYSTEMS CORP ***          IRR405D2
QPADEV000B      PHYSICAL INVENTORY - POST COUNTED BATCHES      AL

                                     Action(?)  S=Select
                                                         I=Inquiry

? Loc   Batch# Status   Created Balances   Printed   Posted   User notes
S 1      1   Selectd   2/26/03   2/26/03   2/26/03
_ 1      2           2/27/03   2/27/03   2/27/03

                                     I

*Job queue..... DBATCH_____ Run priority (21-99)..... 50

F3=Exit  F10=Field inquiry
```

3. Select the batch to be processed by keying a "S" in the input field and pressing *ENTER* key.
4. The 'Status' column for selected batches displays 'Selectd'.
5. Press *F3* to exit and confirm the update for selected batches.

```
3/03/03          *** DMS SYSTEMS CORP ***          IRR419D5
QPADEV000B      PHYSICAL INVENTORY - POST COUNTED BATCHES      AL

The following batches have been selected for posting
"D" to reopen any selected batches

? Loc   Batch# Status   Created Balances   Printed   Posted   User notes
S 1      1   Selectd   2/26/03   2/26/03   2/26/03
_ 1      2           2/27/03   2/27/03   2/27/03

F9=Execute
```

6. Press *F9* to update the physical count to the item location and item zone/bin files.
7. An audit record for variances is written to the inventory adjustment file.
8. Recommend printing the 'Physical/Book Comparison Listing' with selections for 'All' items.
9. After the posting job has completed, no further changes are allowed to the batch.



# Wireless Warehouse System

## Scanning Overview

Scanning should be done in an orderly manner. From left to right and top to bottom whenever possible. If overstock for the item being scanned is a few bins down, complete the section you're on first and scan the overstock only when that section is reached. It is critical that all items be scanned.

There are two options for counting inventory:

- **Count by Scanning** is used for the initial count. Quantity scanned is added to previously scanned balance.
- **Recount by Scanning** is used to verify the items with a variance between the original on-hand balance and the quantity counted. Quantity scanned replaces existing balance.

There are two modes for handling quantity . The two modes are:

- Automatic - each time an item is successfully scanned, the physical count is increased by one.
- Manual - each time an item is successfully scanned, the quantity must be entered.

The most accurate counts are achieved in Automatic Mode when each item is individually scanned. If there are three A348C Air Filters on the shelf, scan each one separately to insure that all items in that physical location are A348C's. While this is the preferred method, it may not always be the most practical. In environments where the majority of the part numbers have large on hand balances, scanning each box is not realistic and Manual Mode may be a better choice.

Count by Scanning is used for the initial count and the scanned quantity is ADDED to any previously scanned balance.

**The software in this module is written to assume that the beginning balance is ZERO for all items. If a part number is not scanned, the physical count is set to zero.**

**If the bar code scanned designates a case quantity multiple, the physical count will be increased by the quantity in that case.**

**Multi zone/bin is not supported, therefore if the item is in multiple locations in the warehouse, the TOTAL quantity in all zone/bins is entered.**



## Count by Scanning

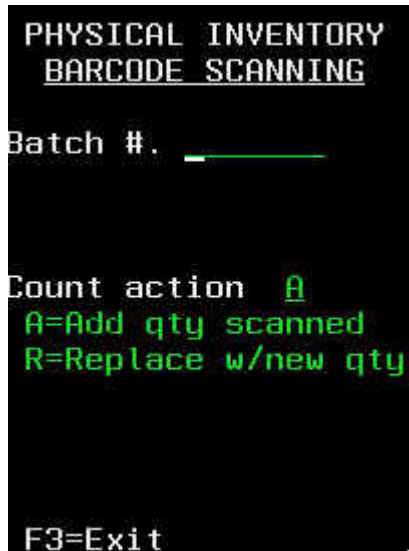
### Prerequisites:

- On Wireless Warehouse Menu, enter '4' (Physical Inventory).
- On Physical Inventory Menu, enter '1' (Count by Scanning).

### Considerations:

- Count by Scanning is used for the initial count and the scanned quantity is added to any previously scanned balance.
- If the bar code scanned designates a case quantity multiple, the physical count will be increased by the quantity in that case.

### Steps:

<ol style="list-style-type: none"><li>1. Setup to begin scanning items<ul style="list-style-type: none"><li>• Enter the batch number associated with the items being counted.</li><li>• Or if the batch number is unknown, leave batch number blank.</li><li>• Count Action = 'A' for initial scanning</li><li>• Press <i>ENTER</i> key.</li></ul></li></ol>	
--	---



2. Screen displayed if batch number left blank.

- Notes describing the batch (if entered when batch created) are printed below the batch number/location. These can be used to help find a specific batch.
- To scroll down to additional batches, press down arrow.
- Move cursor to input field to left of the batch
- Press *ENTER* key.

A screenshot of the DMS screen showing a list of batches. The screen has a black background with green text. At the top, there are three columns: '?', 'Batch', and 'Loc'. Below these, there are six rows of data. Each row starts with a green underscore character, followed by a green number (1 through 6) under the 'Batch' column, and a green number (1) under the 'Loc' column. At the bottom of the screen, the text 'F3=Exit' is displayed in white.

<u>?</u>	<u>Batch</u>	<u>Loc</u>
—	1	1
—	2	1
—	3	1
—	4	1
—	5	1
—	6	1

F3=Exit



## Recount by Scanning

### Prerequisites:

- On Wireless Warehouse Menu, enter '4' (Physical Inventory).
- On Physical Inventory Menu, enter '2' (Recnt by scanning).

### Considerations:

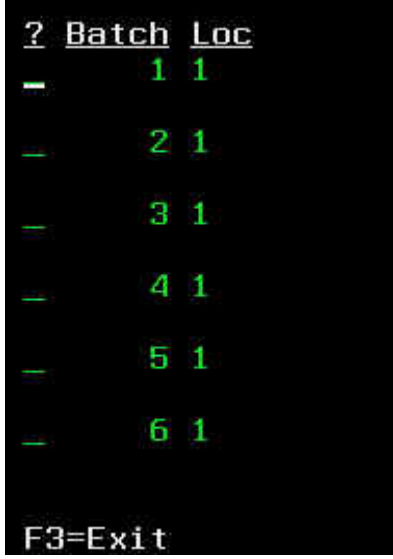

- Recount by Scanning is used to verify the count of any items with a variance between the original on hand balance and the quantity counted by scanning. The scanned quantity replaces the previous value entered.
- If an item is located in multiple zone/bins, the total count is entered at one time.

### Steps:

<div>1. Setup to begin scanning items</div> <div><ul style="list-style-type: none"><li>• Enter the batch number associated with the items being counted.</li><li>• Or if the batch number is unknown, leave batch number blank.</li><li>• Count Action = 'R' for initial scanning</li></ul></div> <div><b>Warning: You must entered total quantity because the previous value is replaced <u>not</u> added to.</b></div> <div><ul style="list-style-type: none"><li>• Press <i>ENTER</i> key.</li></ul></div>	<div>PHYSICAL INVENTORY BARCODE SCANNING</div> <div>Batch #. _____</div> <div>Count action <u>R</u> A=Add qty scanned R=Replace w/new qty</div> <div>F3=Exit</div>
---	--



Application: Wireless Warehouse

<p>2. Screen displayed if batch number left blank.</p> <ul style="list-style-type: none"> <li>Notes describing the batch (if entered when batch created) are printed below the batch number/location. These can be used to help find a specific batch.</li> <li>To scroll down to additional batches, press down arrow.</li> <li>Move cursor to input field to left of the batch</li> <li>Press <i>ENTER</i> key.</li> </ul>	
<p>3. Follow instructions in Automatic and Manual sections.</p> <p><b>Note: When a quantity is entered it replaces the previous quantity.</b></p>	



## Count in Manual Mode

### Prerequisites:

- On Wireless Warehouse Menu, enter '4' (Physical Inventory).
- On Physical Inventory Menu, enter '1' (Count by Scanning). or enter '2' (Recnt by scanning) and Quantity Entry Mode set to 'M'.
- Enter batch number.

### Considerations:

- In Manual mode, each time an item is successfully scanned, the quantity is entered.
- If the bar code scanned designates a case quantity multiple, the physical count will be increased by the quantity in that case.

### Steps:

1. Enter quantity:

- Scan the item. The bar code displays in the Item field.
- Count the total number of items and key in 'Add qty' field.
- Press *ENTER* key.





Application: DMS Distribution/Express System

2. Screen shows results of last entry:

- Item number is highlighted
- Item Description
- Quantity Entered, Unit of Measure and Zone/bin
- Total count of all scans for this item
- System on hand quantity. Displayed if 'Suppress quantity on count sheets' option equal 'N' in DMS Distribution/Express System.

3. *F3* exits a batch and returns to Physical Inventory Main Menu. Counting can be resumed at another time.

4. *F5* returns to Batch Selection screen.

```

Item _____
Add qty _____
                _ Z=Zero

Last entry
PF52
OIL FILTER

1 EA      A99999
1 Total count
11 Total book
F3=Exit   F5=Prev
  
```





## Count in Automatic Mode

### Prerequisites:

- On Wireless Warehouse Menu, enter '4' (Physical Inventory).
- On Physical Inventory Menu, enter '1' (Count by Scanning). or enter '2' (Recnt by scanning) and Quantity Entry Mode set to 'A'
- Enter batch number

### Considerations:

- Automatic - each time an item is successfully scanned, the physical count is increased by one.
- If the bar code scanned designates a case quantity multiple, the physical count will be increased by the quantity in that case.

### Steps:

1. Scan the item.

- 'Add qty' defaults to +1





Application Software

2. Screen shows results of last entry:

- Item number is highlighted
- Item Description
- Quantity Entered, Unit of Measure and zone/bin.
- Total count of all scans for this item
- System on hand quantity. Displayed if "Suppress quantity on count sheets" option set to 'N' in DMS Distribution/Express System.

3. *F3* exits a batch and returns to Main Menu. Counting can be resumed at another time.

4. *F5* returns to Batch Selection screen.

```

Item
-----
Add qty
-----
_ Z=Zero

Last entry
PF52
OIL FILTER

1 EA      A99999
1 Total count
11 Total book
F3=Exit   F5=Prev
  
```



## Clear Item Counts

### Prerequisites:

- On Wireless Warehouse Menu, enter '4' (Physical Inventory).
- On Physical Inventory Menu, enter '1' (Count by Scanning). or enter '2' (Recnt by scanning) and Quantity Entry Mode set to 'A'
- Enter batch number

### Considerations:

- Automatic and manual modes work the same way.

### Steps:

1. Scan the item. The bar code displays in the Item field.





2. Enter 'Z' beside 'Z=Zero'.
3. Press *Enter* key.
4. Screen displays with Total count =0.

```
Item
_____

Add qty
_____

_ Z=Zero

Last entry
PF52
OIL FILTER

1 EA      A99999
1 Total count
11 Total book
F3=Exit   F5=Prev
```



## Physical Inventory Error Messages

Whenever a DMS System problem occurs, the literal 'ERROR' is displayed. The possible causes of an error and the suggested recovery actions are listed below:

Error Message	Error Caused By	Resolution
Invalid	The UPC bar code scanned does not exist in the database.	<ul style="list-style-type: none"><li>• Verify bar code scanned is correct (may be multiple bar codes on the package).</li><li>• If correct:<ul style="list-style-type: none"><li>• If the item exists in the item master, enter the bar code number through Item Maintenance or through Bar code Capture with Scanner.</li><li>• If the item does not exist, it must be added through Item Maintenance on DMS Distribution/Express System</li></ul></li><li>• If incorrect, scan the correct UPC bar code.</li></ul>
Mfg not in batch	The item scanned does exist in the database but is not in this batch.	Determine which batch it belongs in and open that batch for update.



# Spot Counting

## Spot Counting

Spot Counting is used to update available on-hand inventory immediately.

### Prerequisites:

- On Wireless Warehouse Menu, enter '4' (Physical Inventory).
- On Physical Inventory Menu, enter '4' (Spot Count by Item).

### Considerations:

It is not necessary to suspend order entry activity during this process.

Counting core, warranty and damaged items is not supported.

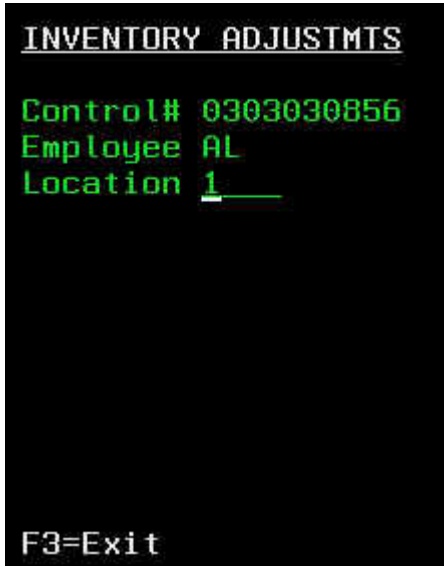

The count is the quantity on the shelf after all open orders for that item have been pulled.

If committed quantity is greater than zero, the counter must determine if the orders for that item have been pulled. For example: System indicates a quantity of 15 on hand with 4 committed and the user counts 13 on the shelf:

- If order has not been pulled, the quantity keyed is 9 (quantity counted minus open orders not pulled or 13 minus 4, respectively).
- If the order has been pulled, the quantity keyed is 13 (quantity counted minus open orders not pulled or 13 minus 0, respectively).



An item's on-hand quantity can not be less than its committed quantity. If the order has been pulled and not recorded in the system, the shelf count may be less than the committed.

Entering a count of 0 will result in the available on-hand being set to zero (0) with actual on-hand equal to the committed quantity.

<p>1. Press <b>Enter</b> to begin the Spot Count Process</p> <ul style="list-style-type: none"> <li>Control number (month, day, last two digits of the year and current system time) is automatically assigned</li> <li>Location defaults to location of the user signed on</li> </ul>	
<p>2. Scan the item to be counted.</p>	



A Supply Chain Solution

<p>3. Determine on hand count: (quantity remaining on shelf after ALL open orders for item are pulled)</p> <p style="text-align: center;">Total number of items on shelf</p> <p style="text-align: center;"><u>minus</u> Quantity for open orders not pulled</p> <p>4. Key quantity calculated in step 3 and press <i>ENTER</i> key.</p>	
<p>5. If count is the same as on-hand in System, no further action is required.</p> <p>6. Scan the next item</p>	





<p>7. If the count is short, a screen is present for confirmation of reduction of inventory on-hand count.</p> <p>8. Press <i>ENTER</i> key to confirm.</p>	<p>The screen displays the title 'INVENTORY ADJUSTMTS' at the top. Below it, 'Item' is followed by 'ACD' and 'PF52' on the next line, and 'OIL FILTER' on the line below. A calculation shows '8 Available O/H' followed by a horizontal line, then '7 On hand count', and finally '1 Adjusted from AVL TO VRN'.</p> <p>F3=Exit F5=Prev</p>
<p>9. If the count is over, a screen is presented for confirmation of increase to inventory on-hand count.</p> <p>10. Press <i>ENTER</i> key to confirm.</p>	<p>The screen displays the title 'INVENTORY ADJUSTMTS' at the top. Below it, 'Item' is followed by 'ACD' and 'PF52' on the next line, and 'OIL FILTER' on the line below. A calculation shows '8 Available O/H' followed by a horizontal line, then '12 On hand count', and finally '4 Adjusted from VRN TO AVL'.</p> <p>—</p> <p>F3=Exit F5=Prev</p>





## Maintenance Tasks

### Bar Code Capture

#### Overview

Warehouse personnel can assign and correct UPC bar codes using the scanning gun. The UPC number is available for scanning immediately. This feature enables UPC bar code updates at the point where bar code errors are discovered and reduces keying errors associated with manual entry.

#### Prerequisites:

Part number must be added to Item Master file through DMS Distribution/Express System.

#### Considerations:

Bar codes must reflect the individual item (EA). For example the individual part's bar code may be different from the bar code on the outside of the case. In this situation, the item's bar code is scanned, not the case bar code.

Additional bar codes can be added the Item Cross Reference file manually. This feature enables both bar codes to be scanned and the same item is updated. For example, when a case is scanned, a quantity of 12 is entered.



## Capture Bar Codes

### Prerequisite Steps:

- On the Wireless Warehouse Menu, enter '7' (Maintenance Tasks).
- On Maintenance Tasks screen, enter "1" (Capture bar codes).

### Considerations:

- Item number must be in Inventory Master.
- The bar code scanned is for the individual item.

### Steps:

1. On Barcode Assignment screen, enter **part number** and press **Enter** key.

```
BARCODE ASSIGNMENT
Item                ACD
PF52
F3=Exit
```



2. Scan the bar code on the selected item.
3. The bar code displayed on the screen is added to the part number.
4. The System returns to Barcode Assignment screen for the user to repeat the process from step 1.

```
BARCODE ASSIGNMENT
Item                      ACD
PF52

OIL FILTER

Barcode
036666240665

F3=Exit  F5=Prev
```



## Error Messages

When a DMS System problem occurs, the literal **'ERROR'** is displayed. The possible causes of an error and recovery actions are listed below:

Error Message	Error Caused By	Recommended Recovery Actions
Barcode Exists <b>Note:</b> For the bar code scanned, manufacturer, item number and item description are displayed.	Bar Code already on file for another part	<ol style="list-style-type: none"> <li>1. Verify the item number entered is correct for the item scanned, if invalid enter correct item number and re-scan item.</li> <li>2. If #1 is correct, verify the UPC bar code on the physical item referenced in the error message is the same as item scanned. If incorrect:               <ul style="list-style-type: none"> <li>• Delete the UPC from the item reference in the error message by                   <ul style="list-style-type: none"> <li>• Removing via Item Maintenance on DMS Systems Express or</li> <li>• Capture bar code for the item using scanner.</li> </ul> </li> <li>• Capture bar code for the original item</li> </ul> </li> <li>3. If the UPC bar codes on both item are the same, contact the manufacturer for resolution. This scenario should happen rarely when a manufacturer mistakenly print an incorrect bar code on the item.</li> </ol>



# Capture Weight

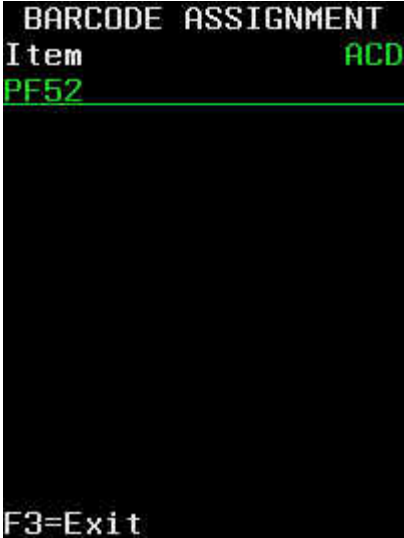
## Prerequisite Steps:

- On the Wireless Warehouse Menu, enter '7' (Maintenance Tasks).
- On Maintenance Tasks screen, enter "2" (Capture weight).

## Considerations:

- Item number must be in Inventory Master.

## Steps:

<p>1. On Barcode Assignment screen, enter <b>part number</b> or scan the item. Press <b>Enter</b> key.</p>	
<p>2. Item number, description and manufacturer are displayed.</p> <p>3. Enter Weight and press <b>Enter</b> key.</p> <p>4. The System returns to Barcode Assignment screen for the user to repeat the process from step 1.</p>	