Infor LN Warehousing User Guide for Cycle Counting and Adjustment Orders

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About this document

This guide describes the setup and use of cycle counting and adjustment orders.

Intended Audience

This book is intended for those who want to learn how to use cycle counting and adjustment orders and to set up the cycle counting and adjustment order functionality in the way that best serves their purposes. Both end users and users on administrator level will find the information they require.

Assumed Knowledge

Familiarity with the business processes involved in handling inventory in the warehouse, and general knowledge of the LN functionality will help you understand this book. In addition, Warehousing training courses are available to give you a head start.

References

- *User Guide for Project Pegging (U9777 US)*
- *User Guide for Warehousing Procedures*

How to read this document

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Chapter 1
Introduction

1

Cycle counting and Adjustment orders

Cycle Counting (p. 9) is used to count the inventory and verify the registered inventory against the actual inventory at any point in time. You can use cycle count orders to manually count the inventory by stockpoint and subsequently enter the counted quantities into LN.

The cycle counting variances context application shows a bar chart displaying cycle counting variances by warehouse or by item group for a specific warehouse and a specified date range.

Inventory Adjustments (p. 15) are used to change the inventory registered by LN manually at a specific stockpoint. Inventory adjustment orders must be created to perform inventory adjustments.

Chapter 2
Cycle Counting

2

To perform cycle counts

Use cycle counts to check the registered inventory against the actual inventory at a certain moment in time. Use cycle-count orders to manually count the inventory by stock point and subsequently enter the counted quantities into the system.

Cycle count parameters

Before you can carry out cycle counts, you must specify the cycle count parameters in the Inventory Handling Parameters (whinh0100m000) details session. In the Inventory Handling Parameters (whinh0100m000) details session, you can specify:

- The cycle count order numbering.
- Whether stock points must be blocked during cycle counts. Blocking stock points during cycle counting help prevent miscounts.
- Whether cycle counts must be performed for consignment inventory.
- The cycle count intervals for the various item classes (ABC classification).
- The number of recounts that are allowed.
- The maximum allowed shortage or surplus of the counted inventory, measured against the item's system inventory, and expressed as a percentage of the system inventory.
- The amount indicating how much the total standard cost of the counted inventory can deviate from the cost-price of the system inventory.

To overrule the cycle count intervals as specified in the Inventory Handling Parameters (whinh0100m000) details session, you can force cycle counts. You can force cycle counts:

- For a new stock point. To do so, you must select the **On New Stock Point** check box in the Inventory Handling Parameters (whinh0100m000) session.
- For a stock point if its system inventory becomes zero. To do so, you must select the required option in the **If Inventory becomes Zero** field in the Inventory Handling Parameters (whinh0100m000) session.

- For a specific stock point. To do so, you must create a new record in the Cycle Counting Data (whinh5140m000) details session with the **Force Cycle Count** check box selected, or change an existing cycle count order in this session.
- For a range of stock points that you can specify in the Generate Cycle Counting Orders (whinh5200m000) session. To do so, you must select the **Force Cycle Count** check box in the Generate Cycle Counting Orders (whinh5200m000) session.

To generate cycle count orders

Use the Generate Cycle Counting Orders (whinh5200m000) session to generate cycle count orders. LN generates:

- Cycle count orders for each warehouse in the selection range.
- Cycle count order lines for each inventory structure level of each stock point in the selection range. LN retrieves the inventory structure levels from the Item - Inventory Structure (whinr1550m000) session.

If the **Maximum Number of Order Lines per Order** as specified in the Generate Cycle Counting Orders (whinh5200m000) session is exceeded, LN creates a new cycle count order for the warehouse.

LN generates a cycle count order line for a stock point:

- If it is the stock point's turn to be counted, which is based on:
  - The item's ABC classification
  - The stock point's last counting date.
  - The counting interval that is assigned to the ABC classification

    A cycle count order line is generated if:

    ```
    the last counting date of the stock point + the counting
    interval = < the current date and time.
    ```

    If no counting date is filled for the stock point, the creation date of the stock point from the Stock Point Inventory (whinr1540m000) session is taken.
- If the stock point is forced to be counted, regardless of whether it is the stock point's turn to be counted.

  A stock point is forced to be counted if the **Force Cycle Count** check box is selected in the Generate Cycle Counting Orders (whinh5200m000) session or the Cycle Counting Data (whinh5140m000) session.

LN retrieves:

- The item's **ABC Code** from the Item Data by Warehouse (whwmd2110s000) session. If no ABC code is specified in this session, LN retrieves the item's **ABC Code** from the Item - Warehousing (whwmd4600m000) session.
- The stock point's last counting date from the Cycle Counting Data (whinh5140m000) session.
- The ABC code's counting interval from the Inventory Handling Parameters (whinh0100m000) session.

Note

If the ABC code is not filled for the item in the Item Data by Warehouse (whwmd2110s000) session or the Item - Warehousing (whwmd4600m000) session, the counting interval of C class items is taken from the Inventory Handling Parameters (whinh0100m000) session.

To print cycle count orders and count inventory

You can print a cycle count list:

- While cycle count orders are generated in the Generate Cycle Counting Orders (whinh5200m000) session.
- With the Print Cycle Counting List (whinh5400m000) session.

If you print a cycle count list, you can indicate whether the stock point's system inventory and serial numbers must be printed on the cycle count list.

Employees can enter for each stock point the counted quantity on the printed cycle count list.

To enter the cycle count results in ERP

You can enter the cycle count results in LN in the following two sessions:

- Enter Cycle Counting Results (whinh5101m100)
- Cycle Counting Order Lines (whinh5101m000)

If you enter the cycle count result:

- LN determines the date on which you enter the results as the default **Date of Count** in the Cycle Counting Order Lines (whinh5101m000) details session.
- If a variance occurs that falls outside the margins as specified in the Inventory Handling Parameters (whinh0100m000) details session, LN sets the value of the **Approval** field to **To Approve**. If such a variance does not occur, the value of the **Approval** field is **Not Required**.
- You can assign a **Reason for Variance** to the cycle-count order line.
- If the value of the **Approval** field is **Not Required**, you can select the **Recount** check box in the Cycle Counting Order Lines (whinh5101m000) details session to force a recount of the cycle count order line.

To approve cycle count variances

Use the Approve Cycle Counting Variances (whinh5801m000) session to approve cycle-count order lines. You can approve cycle count order lines for which one of the following applies:

- The value of the **Approval** field is **To Approve**.
- The **Reason for Variance** that is assigned to the cycle count order line requires approval. The **Reason for Variance** requires approval if the **Approval** check box is selected in the Reasons (tcmcs0105m000) session.

In the Approve Cycle Counting Variances (whinh5801m000) session, you can approve the cycle count order line or indicate whether the cycle count order line must be recounted. If you:

- Approve the cycle count order line, the value of the **Approval** field changes to **Approved**.
- Indicate that the cycle count order line must be recounted, the value of the **Approval** field changes to **Recount**.

Note

If the **Maximum Number of Recounts** as specified in the Inventory Handling Parameters (whinh0100m000) details session is reached, you can only approve the cycle count order line in the Approve Cycle Counting Variances (whinh5801m000) session.

To recount the counted stock point

Use the Recount Cycle Counting Orders (whinh5203m000) session to print a cycle count list for the cycle count order lines for which one of the following applies:

- The **Approval** field has the value **Recount**.
- The **Recount** check box in the Cycle Counting Order Lines (whinh5101m000) details session is selected.

If you print a cycle count list for a cycle count order line that must be recounted, LN creates a new cycle count order line with a **Count Number** that is one higher than the **Count Number** of the cycle count order line that must be recounted. You can enter the results of the recount for the newly created cycle count order line in one of the following sessions:

- Enter Cycle Counting Results (whinh5101m100)
- Cycle Counting Order Lines (whinh5101m000)

To process the cycle count orders

You can process cycle count order lines for which the **Approval** field has the value **Not Required** or **Approved**.

If you process a cycle count order line:

- LN adjusts the system quantities of the stock point according to the quantities as specified on the cycle count order line.
- LN posts the financial transactions if a variance occurs on the cycle count order line.
  If the variance concerns:
  - A lot, LN creates a lot transaction for a negative variance in the Item - Lots - Issues (whltc3500m000) session and for a positive variance in the Item - Lots - Receipts (whltc3501m000) session.
  - A serialized item, LN creates a serial transaction for a negative variance in the Item - Serials - Issues (whltc5510m000) session and for a positive variance in the Item - Serials - Receipts (whltc5511m000) session.
- LN lifts the stock point's block if the stock point is blocked during the cycle count.

You can use the following sessions to process cycle count orders:

- **Process Cycle Counting/Adjustment Orders (whinh5201m000)**
  Use this session to process a range of cycle count orders.
- **Cycle Counting Orders (whinh5100m000)**
  Use this session to process one or more selected cycle count orders.
- **Cycle Counting Order Lines (whinh5101m000)**
  Use this session to process one or more selected cycle count order lines.

Note

If a cycle count order line concerns:

- A project warehouse, you must specify the project data in the Cycle Counting Order Line Peg Distribution (whinh5107m000) session before you can process the cycle count order. You can start the Cycle Counting Order Line Peg Distribution (whinh5107m000) session from the Cycle Counting Order Lines (whinh5101m000) session or from the Enter Cycle Counting Results (whinh5101m100).
- A serialized item, you must specify the serialized items that are added or subtracted from inventory in the Cycle Counting Order Line Lots and Serials (whinh5106m000) session before you can process the cycle count order. You can start the Cycle Counting Order Line Lots and Serials (whinh5106m000) session from the Cycle Counting Order Lines (whinh5101m000) session or from the Enter Cycle Counting Results (whinh5101m100).

Chapter 3
Adjustment Orders

3

To perform inventory adjustments

You can use inventory adjustments to manually change the inventory registered by LN at a specific stock point. To perform inventory adjustments, you must create inventory adjustment orders.

To create inventory adjustment orders

Enter an inventory adjustment order in the Adjustment Orders (whinh5120m000) session and then enter an adjustment order line in the Adjustment Order Lines (whinh5121m000) session. In the Adjustment Order Lines (whinh5121m000) session, you can specify the quantity to which the inventory must be adjusted for each stock point.

You can print inventory adjustment orders with the Print Adjustment Orders (whinh5420m000) session. The reports printed by this session contain the inventory registered by LN and the inventory as specified by the inventory adjustment order.

Note

Inventory adjustment orders can also be automatically generated by LN when the inventory is rejected, scrapped, or destroyed during inspection or scrapped in quarantine. The automatically generated inventory adjustment orders are directly processed and, as a result, are only filed in the Adjustment Orders History (whinh5570m000) session and the Adjustment Order Lines History (whinh5571m000) session.

Use the Remove Processed Adjustment Order Lines (whinh5271m000) session to file manually created processed adjustment orders in the adjustment order and adjustment order line sessions.

The following table lists the conditions that cause LN to generate and process an inventory adjustment order, and the applicable reason type.

Condition	Reason Type

A quantity not shipped occurs, that is, if the value of **Shipped Quantity** is less than the value of **Picked Quantity** in the Shipment Lines (whinh4131m000) session. If the **Automatic Adjustment of Quantity Not Shipped** check box in the Shipment Lines (whinh4131m000) session is selected, the unshipped quantity is removed from the inventory with the inventory adjustment order.	**Incomplete Shipment**
Items to be shipped are rejected during inspection in the Warehouse Inspections Overview (whinh3122m000) session.	**Rejection of Goods**
Received items are rejected during inspection in the Warehouse Inspections Overview (whinh3122m000) session and you do not use reject locations or quarantine handling.	**Rejection of Goods**
Received items are destroyed during inspection in the Warehouse Inspections Overview (whinh3122m000) session.	**Destroyed during Inspection**
Items are scrapped in the Quarantine Inventory Overview (whwmd2171m000) session.	User defined reason.
Inventory for a specific PCS project is available in your warehouse and that project is closed in the Close Project (tipcs2250m000) session.	**PCS Project Closed**

To process inventory adjustment orders

To effectuate inventory adjustments specified on an inventory adjustment order line, you must process the inventory adjustment order. You can use the following sessions to process inventory adjustment orders:

- **Process Adjustment Orders (whinh5221m000)**
  Use this session to process a range of inventory adjustment orders.
- **Adjustment Orders (whinh5120m000)**
  Use this session to process one or more selected inventory adjustment orders.
- **Adjustment Order Lines (whinh5121m000)**
  Use this session to process one or more selected inventory adjustment order lines.

If you process an inventory adjustment order line:

- LN adjusts the system quantities of the stock point according to the quantities specified on the inventory adjustment order line.
- LN posts the financial transactions if a variance occurs on the inventory adjustment order line.

If the variance concerns:

- A lot, LN creates a lot transaction for a negative variance in the Item - Lots - Issues (whltc3500m000) session, and for a positive variance in the Item - Lots - Receipts (whltc3501m000) session.
- A serialized item in the low volume scenario, LN creates a serial transaction for a negative variance in the Item - Serials - Issues (whltc5510m000) session and for a positive variance in the Item - Serials - Receipts (whltc5511m000) session.
- A high volume serialized item, variances are processed in the same way as anonymous items, because high volume serial numbers are not maintained in inventory.

- If the adjustment concerns a lot that you have not yet received, the lot's **Lot Size** and **First Receipt Date** field in the Item - Lot (whltc1100m000) session will be adjusted as follows:
  - **Lot Size**
    The lot size is increased or decreased according to the increase or decrease of the adjustment.
  - **First Receipt Date**
    If the lot was not yet received, the first receipt date will match the date of the adjustment.

Inventory ownership

If the vendor managed inventory (VMI) functionality is used, you can view and maintain inventory ownership records in the Adjustment Order Line Ownership (whinh5125m000) session. An inventory ownership record specifies the owner or owners of the items that comprise the variance entered on the adjustment order line. For more information, refer to Ownership records. Inventory ownership records are either generated or manually created, this depends on the ownership settings of the warehouse and the items for which the variance occurs.

To start the Adjustment Order Line Ownership (whinh5125m000) session, in the appropriate menu of the Adjustment Order Lines (whinh5121m000) session, click **Ownership**.

For further information on ownership and vendor managed inventory, see Inventory ownership in Warehouse Management and Vendor managed inventory.

Note

If an inventory adjustment order line concerns:

- Project pegged inventory, you must specify the project data in the Cycle Counting Order Line Peg Distribution (whinh5107m000) session before you can process the inventory adjustment order. You can start the Cycle Counting Order Line Peg Distribution (whinh5107m000) session from the Adjustment Order Lines (whinh5121m000) session.
- A serialized item, you must specify the serialized items that are added or subtracted from inventory in the Cycle Counting Order Line Lots and Serials (whinh5106m000) session before you can process the inventory adjustment order. You can start the Cycle Counting Order Line Lots and Serials (whinh5106m000) session from the Adjustment Order Lines (whinh5121m000) session.

To maintain serial numbers for inventory adjustment order lines

For adjustment order lines, serial numbers are maintained for serialized items in the high volume scenario and the low volume scenario. Serial number maintenance for adjustment order lines is not mandatory for serialized items in the high volume scenario.

The procedure to maintain serial numbers for serialized items in the high volume scenario is different from the procedure to maintain serial numbers for serialized items in the low volume scenario.

Low volume scenario

In this scenario, variances for serialized items are maintained in the Adjustment Order Line Lots and Serials (whinh5126m000) session. The serial numbers are maintained in inventory.

On the appropriate menu of the Lines tab of the Adjustment Order (whinh5120m100) session or the Adjustment Order Lines (whinh5121m000) session, select **Lots and Serials** to start the Adjustment Order Line Lots and Serials (whinh5126m000) session.

Actual inventory is higher than stockpoint inventory

This means, that the inventory that was counted is higher than the inventory registered in LN. In this situation, you must add serial numbers and set the inventory adjusted and the variance to 1 for each serial number to make up for the difference. For example, if the stockpoint inventory is 23 and you counted 25 items, you must add serial numbers for the two additional items and for each serial number, you must set the adjustment and the variance to 1. For this purpose, proceed as follows:

1. In the toolbar, click 🗋.
2. In the **Serial Number** field, enter the serial number.
3. in the **Inventory Adjusted (Inventory Unit)** field, enter 1 to indicate that the serial number must be added (and that the item inventory must be increased by one). As a result, the value in the **Variance** field is defaulted to 1. This is the correct value, it indicates the difference between the counted inventory and the inventory registered in LN.
4. If required, repeat steps 1. - 3. to add more serial numbers.

Actual inventory is lower than stockpoint inventory

This means, that the inventory that was counted is lower than the inventory registered in LN. In this situation, you must leave the inventory adjusted to 0 and enter a negative variance for the missing serial numbers to correct the difference. For example, if the stockpoint inventory is 23 and you counted 21 items, you must set the adjustment to 0 and the variance to -1 for each of the missing items. For this purpose, proceed as follows:

1. On the appropriate menu, select **Insert all Stock Point Serials**. As a result, the serial numbers stored in the stock point as specified on the adjustment order line are displayed.

2. In the **Inventory Adjusted (Inventory Unit)** field for each of the serial numbers of the items that are missing, enter 0 to indicate that the serial number must not be added and the item inventory calculated by LN must be decreased.
3. In the **Variance** field for each of the serial numbers of the items that are missing, enter -1 to indicate that the serial number must be removed and the item inventory must be decreased by one.

When the adjustment order is processed, LN adjusts the inventory as specified.

High volume scenario

In the high volume scenario, variances for serialized items are maintained in the Adjustment Order (whinh5120m100) session. In the Adjustment Order Line Lots and Serials (whinh5126m000) session, you can add or remove serial numbers corresponding to the variances. Note that maintaining serial numbers for inventory adjustments of serialized items in the high volume scenario is not mandatory.

After entering the variances for the item in the Adjustment Order Lines (whinh5121m000) session, select **Lots and Serials** to start the Adjustment Order Line Lots and Serials (whinh5126m000) session.

- **Actual inventory is higher than stockpoint inventory**
  The procedure to add serial numbers and set the variance and the adjustment to 1 for each serial number is identical to the procedure for this situation in the low volume scenario, except that you can also enter the stock point inventory. In the low volume scenario the stock point inventory will always be be defaulted by the system..
- **Actual inventory is lower than stockpoint inventory**
  The procedure to remove serials by entering a variance of -1 and an adjustment of 0 is identical to the procedure for for this situation in the low volume scenario, except for step 1.

  In step 1., on the appropriate menu, select **Link Serial(s)**. From the list that appears, select the serial numbers that you want to remove. As a result, the selected serial numbers are displayed in the Adjustment Order Line Lots and Serials (whinh5126m000) session.

When the adjustment order is processed, LN adjusts the inventory as specified.

Chapter 4
Project Cost Peg Distribution

4

Peg distribution for cycle counting and adjustment orders

The implementation of the project pegging functionality impacts the cycle counting and adjustment processes due to inventory variances.

Note

The **Based on** field shows how project pegs are generated:

- For a cycle counting order line in the Cycle Counting Order Line Peg Distribution (whinh5107m000) session.
- For an adjustment order line in the Adjustment Order Line Peg Distribution (whinh5127m000) session.

If project pegging is implemented, LN creates a peg distribution line before the cycle counting order or adjustment order is processed. The peg distribution line can also include a blank peg. The remaining quantity or the total quantity is then processed as unpegged.

Note

Blank pegs are not allowed if the **Mandatory Project Peg** check box in the Items (tcibd0501m000) session is selected.

After the cycle counting orders or adjustment orders are generated, the proposed peg distribution can be generated only if the warehouse is not a project warehouse. To generate a peg distribution for:

- A cycle counting order, use the Cycle Counting Order Line Peg Distribution (whinh5107m000) session.
- An adjustment order, use the Adjustment Order Line Peg Distribution (whinh5127m000) session.

If the peg distribution is not correct, the processing of the cycle counting order or adjustment order is discontinued and a message is displayed. If the peg distribution is incomplete, LN creates the peg distribution with the remaining data, which is saved in the:

- Cycle Counting Order Line Peg Distribution (whinh5107m000) session for cycle counting orders
- Adjustment Order Line Peg Distribution (whinh5127m000) session for adjustment orders

Note

When adjustment orders are generated as part of another process in LN, for example, rejection of goods during inspection, the peg distribution is created by this process and is processed by LN.