FACILITIES MANAGEMENT
310 STORE ROOM MANAGEMENT

U312: Cycle Count
EXAMPLES NEEDED FOR TRAINING

Slide 5: Access a part record and review where to find lock/unlock data.

Slide 8: Run an “Active Part Records Not Locked Since MMDDYYYY” report from the FM Web Reporting website in the following folders: Public Folders>Global Reports>Inventory Management.

Slide 12: Review the Lock Parts form and how to lock parts.

Slide 17: Review how to perform an advanced query from the Locked Parts form.

Slide 18: Print a Physical Inventory Count Sheet report for locked records.

Slide 20: Review the Unlock Parts form and how to unlock records.

Slide 22: Allow students to do the exercise.
U312 CYCLE COUNT

SUBJECTS COVERED IN THIS UNIT:

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INTRODUCTION

Why are Cycle Counts performed?
- Each storeroom (warehouse) should be performing periodic Cycle Counts to ensure on-hand quantities and dollar valuations are correct in COMPASS.

When should Cycle Counts be performed?
- Contact your business unit’s storeroom manager for information about what is required in your area.
- Facilities Management generally requires that all stock parts in a particular storeroom should be counted at least once per year.
- If you suspect certain on-hand quantities are inaccurate, you can perform a quick Cycle Count of the part.
Part of the normal Cycle Count procedure includes “Locking” and “Unlocking” the part so it can be counted. COMPASS assigns a date to both the Lock and Unlock activity; the best way to determine if a part needs to be counted is to review this activity.
DETERMINING WHICH PARTS TO COUNT

1. To review a part’s Lock and Unlock activity, access the Part form from the Navigator screen.
2. Perform a query for the desired part.
3. Click the Bins button to access the Bins form.
4. The Locked Date and Locked By fields indicate when and who last locked the part for this bin. The Unlocked and Unlocked By fields indicate when and who last unlocked the part for this bin.
5. It can be assumed that the part was last counted when the last Lock/Unlock activity occurred. If this date is beyond the date range recommended by your business unit for Cycle Count frequency, count the part during the next Cycle Count.
A custom report on the FM Web Reporting website can also be utilized to extract the Lock/Unlock data from COMPASS for your entire warehouse. Use this report to determine which parts are due for inventorying.
DETERMINING WHICH PARTS TO COUNT

2. Enter your User name and Password and click the Log On button
3. Drill down to Public Folders>Global Reports>Inventory Management and choose the report named “Active Part Records Not Locked Since MMDDYYYY”
4. Highlight your warehouse
5. Click the right arrow so your warehouse selection will be dragged to the “Selected Values:” window
6. Enter the “Last Lock Date”
7. Click the OK button
8. The report appears and can be printed if desired
LOCKING PART RECORDS

- Part records should be “Locked” when performing a Cycle Count. This prevents other users from processing transactions against the part while the part is being counted. The date the part was “Locked” will also be recorded, which can be used for determining when future Cycle Counts should be performed.

⚠️ IMPORTANT

- Locking a part prevents part transactions such as Receipts, Maintenance Issues, and Quantity Adjustments. Locking a part does **not** prevent the processing of Issue Requests.
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LOCK PARTS FORM
LOCK PARTS FORM

1. Access the Part Lock form from the Navigator screen
2. Enter desired selection criteria to the header section; search for parts using one, some, or all of the criteria. Lists of Values are available for each of the criteria fields.
3. Click the Find button to perform the query

Reference Fields:

- **Warehouse**: Enter your warehouse (storeroom) here. It is important that you enter your warehouse, because not doing so may cause you to lock parts for your storeroom as well as other FM storerooms.
- **Part Type**: All non-direct FM parts are designated as “STOCK”.
- **Commodity**: The Commodity code is a four digit number used to categorize the parts into like groups. Commodity codes can be viewed from the Part form and clicking the Commodity LOV button for an alphabetical listing of Commodity codes.
- **Status**: Typically you will want to specify parts with an “ACTIVE” status.
- **ABC Class**: FM does not use this field; do not use this search criteria.
- **Beg. Part**: If you want to search for parts with a Part Number greater than or equal to a certain Part Number, enter that here. This is usually used in conjunction with End Part so you can look for a range of Part Numbers.
- **End Part**: If you want to search for parts with a Part Number less than or equal to a certain Part Number, enter that here. This is usually used in conjunction with Beg. Part so you can look for a range of Part Numbers. If you wish to search for one Part Number, enter that Part Number in both the Beg. Part and End Part fields.
- **Beg. Bin #**: Enter a Beginning Bin number if you wish to search for parts in a particular set of bins. This is usually used in conjunction with End Bin # so you can look for a range of Bins.
- **End Bin #**: Enter an Ending Bin number if you wish to search for parts in a particular set of bins. This is usually used in conjunction with Beg. Bin # so you can look for a range of Bins. If you wish to search for one Bin, enter that Bin in both the Beg. Bin # and End Bin # fields. If you fill in the Warehouse field before filling out the Beginning and Ending Bin fields, only those Bins for the warehouse you’ve entered will display in the Bin LOV.
LOCK PARTS FORM

4. Warehouse: This is where the parts are stored.
5. Part Type: The type of part being stored.
6. Commodity: The commodity associated with the part.
7. Status: The current status of the part.
8. ABC Class: The class of the part.

Confirm: Are you sure?

Yes: Confirm the lock.
No: Cancel the lock.
LOCK PARTS FORM

4. After pressing the **Find** button, a list of currently unlocked parts matching the search criteria displays in the detail section. These parts are sorted by Warehouse, Bin and Part Number.

5. Drag the scroll bar below the part details to the right to view all the fields.

6. Check the **Lock** check-box to the far left of the part to indicate these part records should be locked and then press the **Lock** button. If you wish to lock all the parts displayed in the detail section without having to click every **Lock** checkbox next to each part, simply click the **Lock All** button and they will all be locked.

7. When the **Confirm** pop-up box appears, click **Yes** to confirm your selection.

8. The parts locked will disappear from the list of parts displayed in the detail section.

Reference Fields:

- **Warehouse**: The Warehouse (storeroom) for this part.
- **Part Number**: The six-digit unique part number.
- **Last Locked User**: The individual who last locked this part record.
- **Last Locked Date**: The date when this part was last locked.
- **Last Unlocked User**: The individual who last unlocked this part record.
- **Last Unlocked Date**: The date when this part was last unlocked.
- **Bin**: The bin number where this part is physically located in the storeroom. A part that has more than one bin assigned can show up more than once (once for each bin), depending on your search criteria.
- **Lock**: This check-box is used to determine which part records you want to lock.
Advanced Query techniques can be used with the *Lock Parts* form to determine which parts need to be counted.

1. Enter selection criteria for the parts or bin numbers you would like to work with and click the **Find** button.
2. After the list of parts is displayed, put your cursor in the detail section and enter the query mode by pressing the **F7** key or clicking the **Enter Query** icon.
3. Type a colon : symbol in any non-date field.
4. Execute the query by pressing the **F8** key or clicking the **Execute Query** icon, and the **Query/Where** pop-up box appears.
5. Enter one of the following queries, replacing the date as desired. However, take special care to enter everything exactly in the format indicated below:

- \texttt{Last\_lock\_date < ‘01-JUL-2001’}
  Returns parts with a lock date before July 1, 2001.

- \texttt{Last\_lock\_date < ‘01-JUL-2001’ or last\_lock\_date is null}
  Returns parts with a lock date before July 1, 2001 or parts with no lock date on record.

6. Click the \textbf{OK} button in the \textit{Query/Where} form after entering your query string. The query will be executed and the parts matching the original criteria as well as the advanced query will be returned.
After you have locked your parts, print Physical Inventory Count Sheets to assist with counting parts and recording variances.

1. Access the Physical Inventory Count Sheet report from the Navigator screen
2. Enter your User name and Password and click the **Submit** button
3. Enter the desired criteria on the parameter screen. Report parameters are case sensitive; use capital letters. Generally you would enter your warehouse and indicate Physical Inventory = Y; this will print Count Sheets for all locked parts in your storeroom.

4. Click the **Submit Query** button to generate the report

5. Print the report to use while counting parts and recording any variances

6. When on hand quantities are not accurate, a Part Quantity Adjustment must be made. See U313 – Part Quantity Adjustment training for details. Parts must be **unlocked** before a Part Quantity Adjustment can be made.
After counting is completed, locked part records **must** be unlocked or transactions against these parts will not be permitted.

1. Access the *Part Lock Release* form from the Navigator screen. This form functions in the same manner as the *Part Lock* form does.
2. Enter your selection criteria. To unlock all parts currently locked in your storeroom, just enter your Warehouse number.
3. Click the **Find** button. Only locked parts matching your criteria will be returned.
UNLOCKING PART RECORDS

4. Drag the scroll bar to the right to view additional fields.
5. Check the Unlock check-box for one or more parts, and then click the UnLock button. If you wish to unlock all the parts displayed, simply click the Unlock All button. There is no need to check the Unlock check-boxes for all the parts.
6. When the Confirm pop-up box appears, click Yes.
7. After unlocking parts, it is a good idea to click the Find button again to ensure no parts that you intended to unlock were skipped. If all parts were unlocked properly, clicking the Find button should return no records.
EXERCISE

1. From the *Lock Part* form, perform an advanced query for parts in your warehouse that haven’t been counted since 12/1/2007
2. Lock the parts that were retrieved
3. Run a report for Physical Inventory Count Sheets for those locked records in your warehouse
4. Unlock the records that were locked for this exercise
The End!!!

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