



BellHawk Inventory Auditing Module Data Sheet

The purpose of the inventory audit module (IAM) is to enable “blind” inventory auditing without requiring a warehouse to shut down while inventory auditing is taking place. Essentially a material handler:

1. Scans a barcode on a shelf or rack location to close that location to any further activity.
2. Records what is in that location.
3. Ends the auditing of the location, opening it up to further transactions.



While a shelf or rack location is closed for auditing no other transactions can take place against that location; but transactions can continue as normal in the rest of the warehouse.

At the conclusion of the auditing, the contents of the location recorded by the materials handler is compared with that which the system thinks that should be there.

If there is a discrepancy:

1. The discrepancy is logged in a discrepancy list for subsequent review by the materials manager.
2. If a container with a tracking barcode is missing then the discrepancy table is searched for it having been recorded in another location, and if so, it is automatically recorded as now being in the new location.
3. The discrepancies are displayed for the material handler so that the material handler can add an explanatory comment to the entry in the discrepancy table.

The materials manager can then view a list of discrepancies and resolve them in two ways:

1. By simply accepting the error. For example if the audit shows that there are 498 nails in a bin rather than 500, then it may be best to simply accept this error and not make any correction.
2. By using an Adjust transaction to record the adjustment and then noting this adjustment in the discrepancy log table.

Please note that the Inventory Audit module does not replace the use of the Adjust transaction, which is used for cycle counting. In this mode, the location barcode on each rack or on each tracked container is scanned, using the Adjust transaction, and the system shows what should be at that location or in that container. An inventory qualified user can then enter an adjustment for the quantity of material at that location or in that container.

The Adjust transaction is part of a base BellHawk BITS system, whereas blind inventory auditing requires the IAM inventory auditing module to be licensed.