Inventory Auditing Module – User's Manual

Introduction

The purpose of the inventory audit module 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:

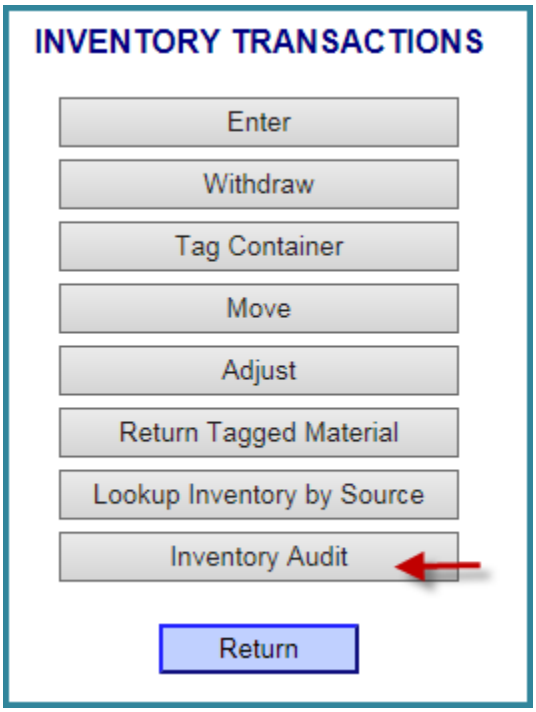
1. By simply accepting the error. For example if the audit shows that there are 498 nails in a bin rather than 500, then it may be best to simply accept this error and not make any correction.
2. By using an Adjust transaction to record the adjustment and then noting this adjustment in the discrepancy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

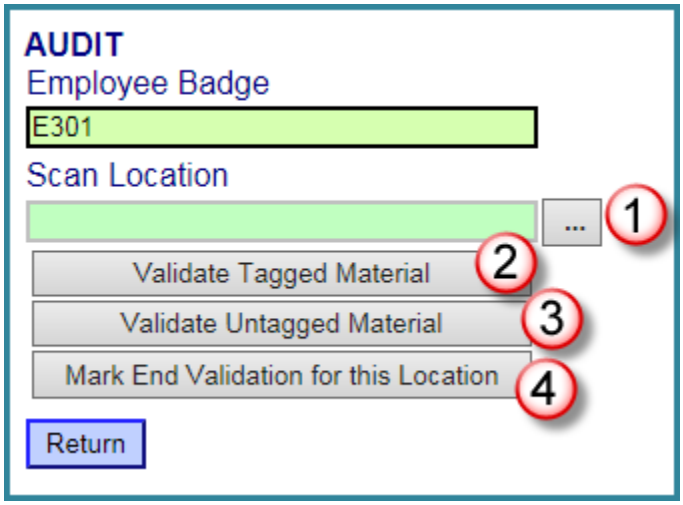
The Adjust transaction is part of a base BellHawk OTS system, whereas blind inventory auditing requires the BH-IAM inventory auditing module to be licensed.

Inventory Auditing Transaction

The Inventory Auditing Transaction is found on the Inventory Transactions role switchboard. This is the same screen as is used for other inventory transactions, such as Adjust and Move, which are used to do the actual inventory adjustments.



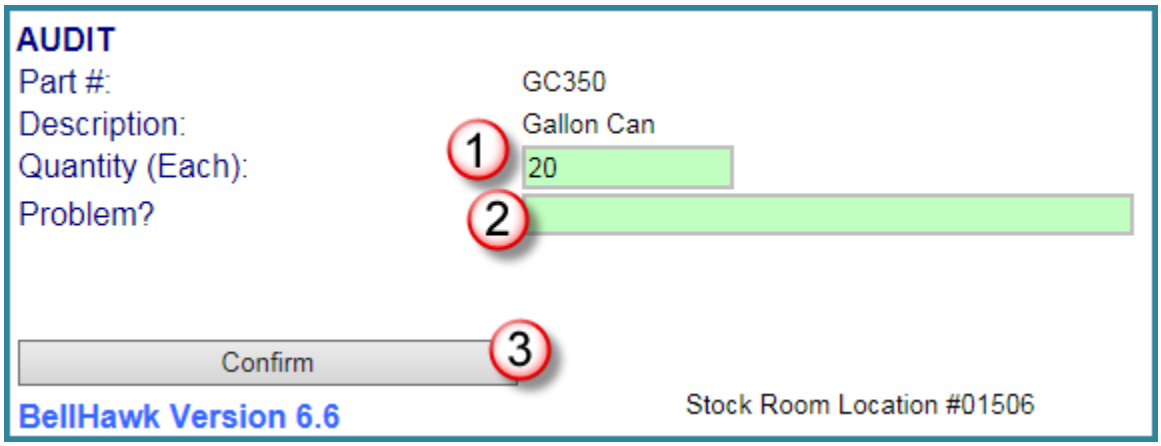
This leads to the Audit screen shown below:



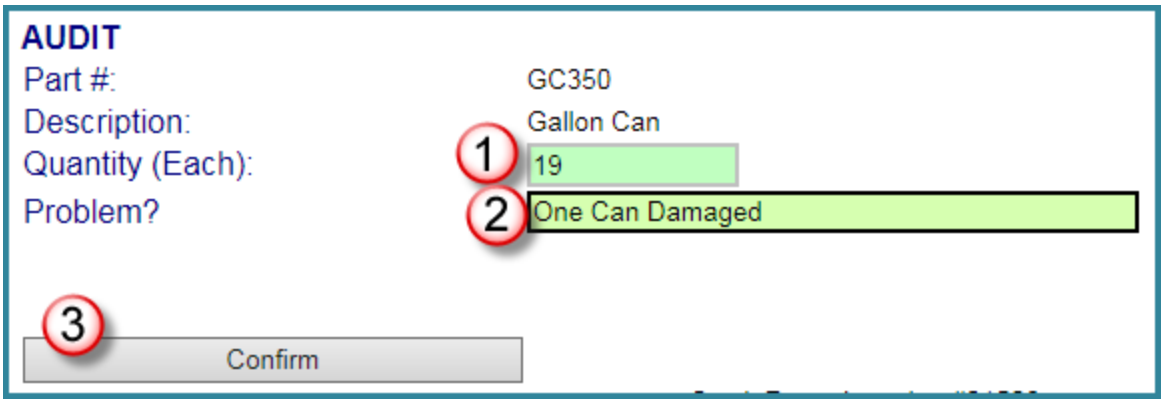
On this screen, after scanning their badge, the user can (1) scan a location or select it from list of generic locations, using the ellipses. This then closes that location until the user selects the end of validation button (4).

Loose/Untagged Material

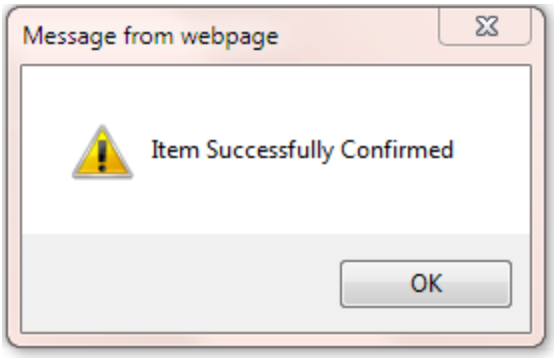
If we have loose/untagged material at a location then the user would select Validate Untagged Material and get the screen shown below:



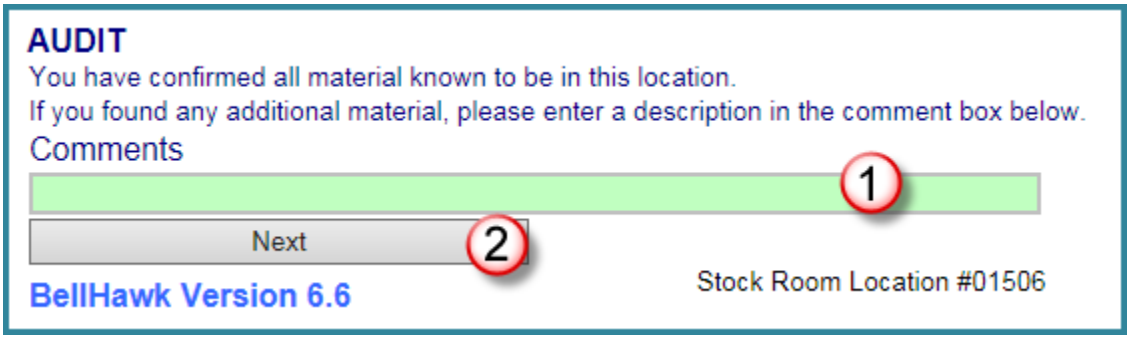
Here the user will see the first of the materials at that location and be able to enter a recommended adjustment to the quantity (1) along with any needed description of the problem, as shown below. If a Blind Inventory Audit option has been selected on the System Administrator's Options Screen then the original quantity will not be shown and the user will need to enter the quantity rather than just Confirm it. The user can then enter comments (2) about any problem and then click on Confirm (3) irrespective of whether they have made any changes or not.



This will bring up the acknowledgement screen shown here followed by a display of the next untagged item at the location until all the items have been sequenced through.

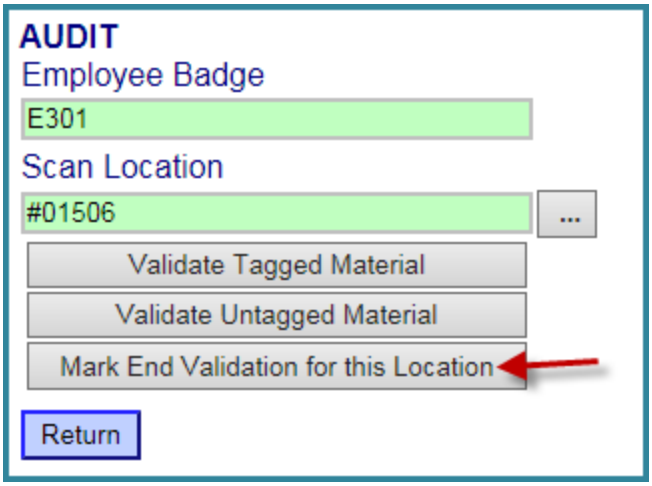


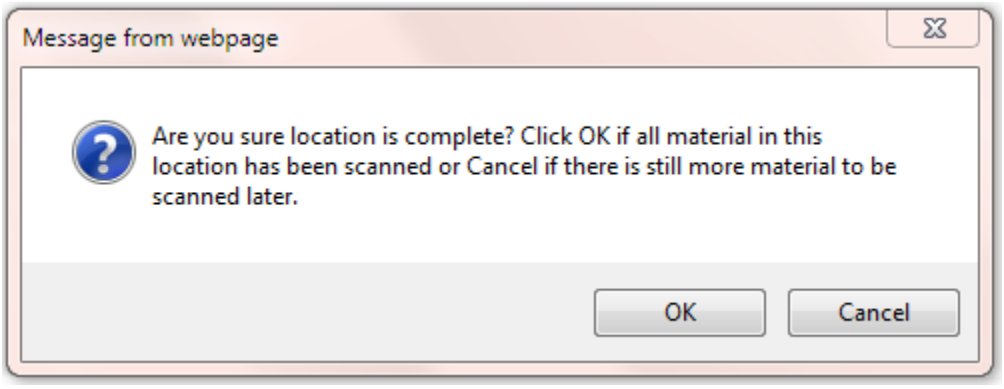
Then the screen shown below will appear:

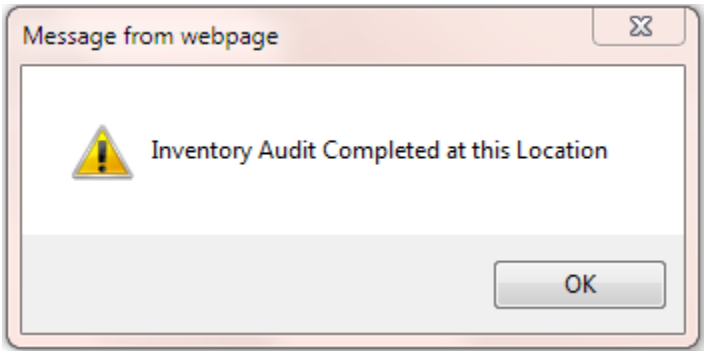


Here the user can enter comments (1) about any other loose material at the location and select Next (2) to bring them back to the initial Audit screen.

From the initial Audit screen, the user can then select "Mark End of Validation for this Location", which brings up the screens below:

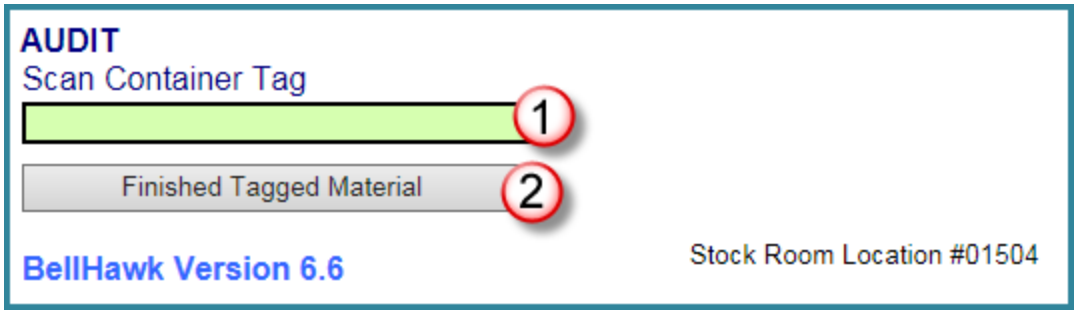






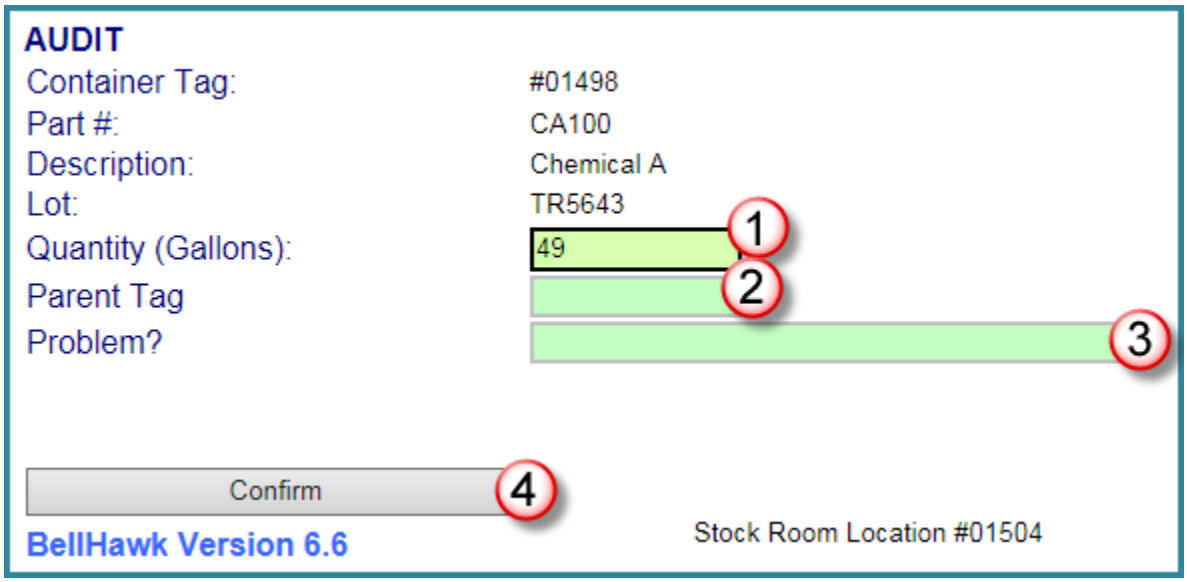
Tagged Material

If the Tagged Material button on the main Audit screen is selected, after scanning the location, then the system will bring up the following screen:



The user can then scan a tracking barcode on a container (1) or, when they have finished cycling through all the containers, select the Finished Tagged Material button (2) to bring themselves back to the main Audit screen.

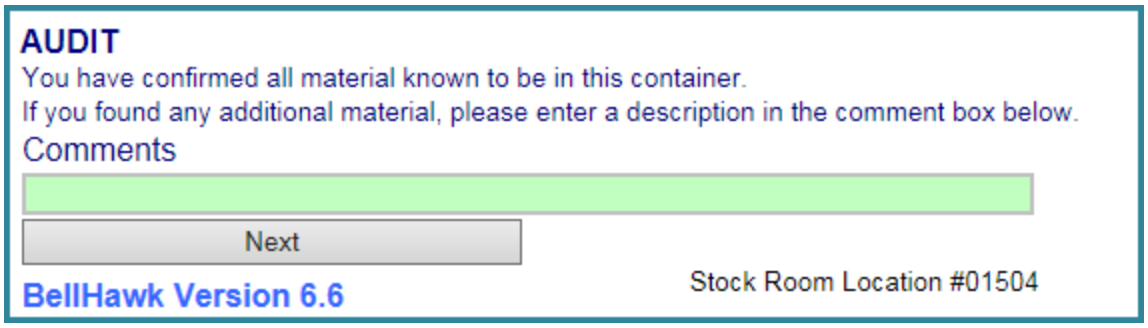
After scanning the Container Tag (or entering it, followed by an Enter key) the following screen appears:



Here the current quantity is shown (1), unless the Blind Inventory Auditing option has been selected when the quantity must be entered.

If the tagged container is nested within another tagged container then the tracking barcode tag of the parent container (2) should be scanned, and any problems with the container noted (3).

Finally the Confirm button is selected (4) to bring up the screen shown below:



Here the user can enter any comments before moving onto the Next container.

If the container barcode that is scanned is unknown to the system then the user is warned, as this is usually means the user scanned the wrong barcode on the container. If this container should be in the system, but is not known to the system, then this information can be entered in the above comments section.

If a container is missing then this will be noted in the Inventory Audit Log when the Finished Tagged Material button is selected on the container barcode scan screen. If a container is scanned that has previously been marked missing then it will be automatically moved to its correct location. If a container is in the wrong location then this will be noted in the log and matched up with a subsequent missing container record.

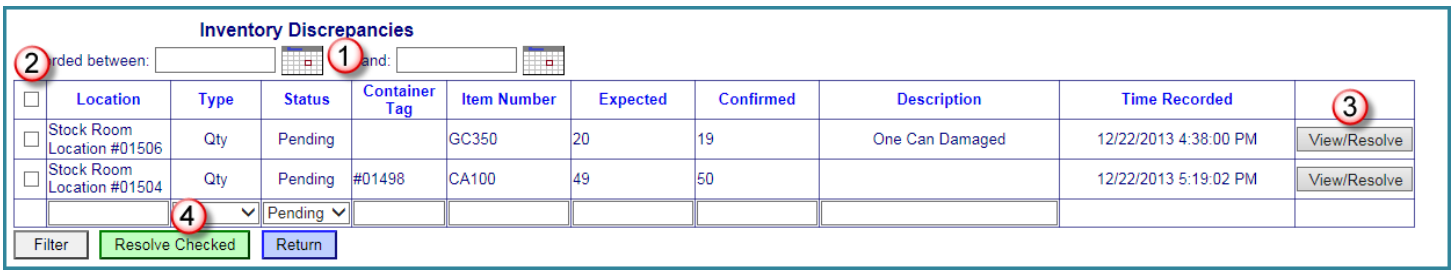
The closing of the Audit at the specific location then follows in the same manner as for Loose/Untagged material at a location.

Please note that both Tagged and Untagged materials can co-exist at one location. Here they are both validated separately before the audit at that location is closed.

Materials Manager Viewing of Discrepancies

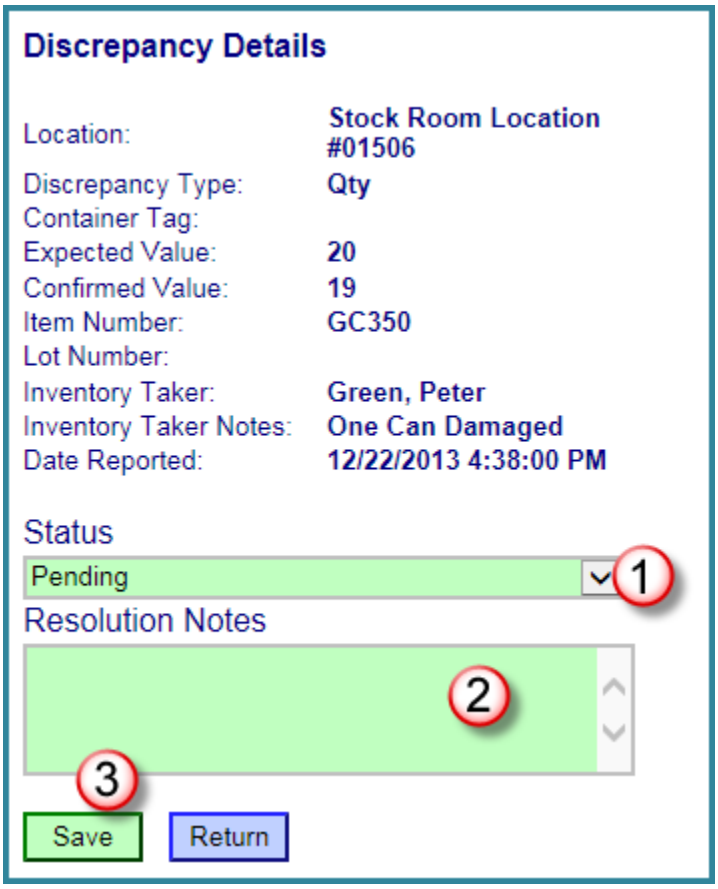
The Inventory Audit Module adds the Inventory Discrepancies button to the Materials Management Switchboard.

Selecting this button brings up the screen shown below:



Here the user can:

1. Select the date range for which to view the discrepancies (1). This includes all discrepancies if he date range is not selected.
2. View all the discrepancies in the selected date range
3. Select those discrepancies to be resolved (2) and select the Resolve Checked button (4) to mark all of the checked discrepancies as resolved.
4. Alternately individually resolve individual discrepancies (3) which brings up a screen as shown below:



On this screen, the Materials Manager can change the Status from Pending to Resolved (1) and enter Resolution Notes (2) before Saving (3) the resolution away.

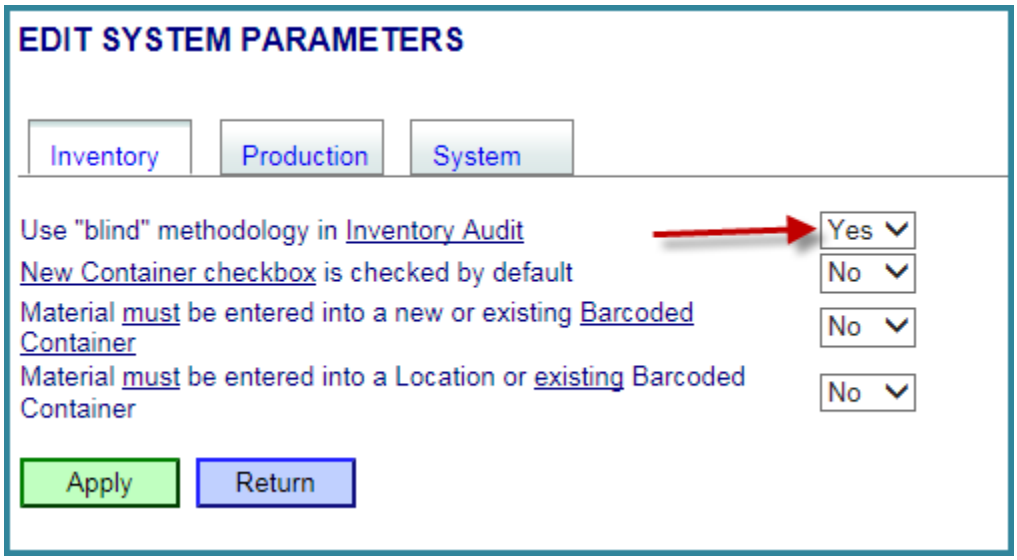
If a group of entries in the Inventory Discrepancy list are selected and the Resolve Checked button is selected then a single comment line is requested to apply to all checked entries.

On this same list, the Filter boxes can be used to review Resolved entries and their resolution.

Please note that actual changes to Inventory to resolve discrepancies are made through the Adjust and Move transactions. The Inventory Discrepancies list is simply a check list for the Materials Manager and does not, in itself, cause any adjustment to be made to the inventory.

Please note that any such adjustments must be made by a Materials Manager or an Inventory Adjustment qualified Operator.

Setting Blind Inventory Taking



This is set on the Inventory Tag of the System Parameters screen on the Admin Switchboard.

