FasTrax POS

Cycle Count
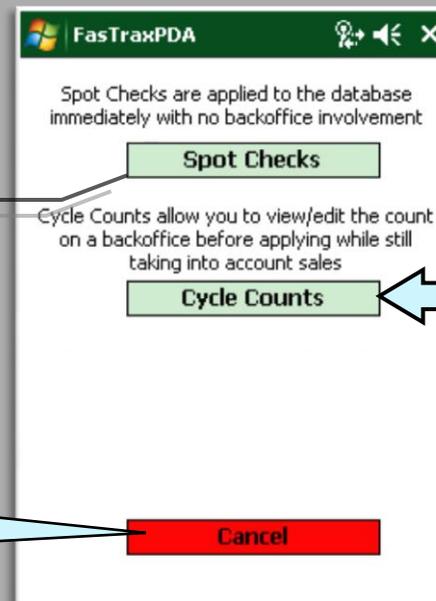# Usage Guide

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1) After entering **FasTrax PSM** on the hand held, choose "**Inventory**".

> **Note - FasTrax PSM** is accessed by pressing the "**Start**" option on the Hand Held home screen. Choose **FasTrax PSM** from this drop down.

2) Select "**Cycle Counts**":

> **Spot Checks** – This is used for quick quantity checks/replacement. This is **NOT** to be used in lieu of **Cycle Counts**. This feature does not take in account current sales or invoices. The setup and usage follow the same steps as performing a **Cycle Count**.

> **Cancel** – This will return you to the main screen of **FasTrax PSM**.

3) Choose "**Login**" after the appropriate Employee ID and Password are entered.

Note - Employee numbers and Passwords are created in the **FasTrax Director** through the "**Maintenance**" tab.

4) If you are performing a new Cycle Count, select the "**Begin A New Count**" option.

If you are resuming a previous cycle count, select the name of your Cycle Count from the list and select "**Resume Selected Count**".

Options - Area to set default count modes; **Backroom** or **Floor**. This can be changed once in the count. However, it is advisable to complete a mode (**Backroom** or **Floor**) before changing.
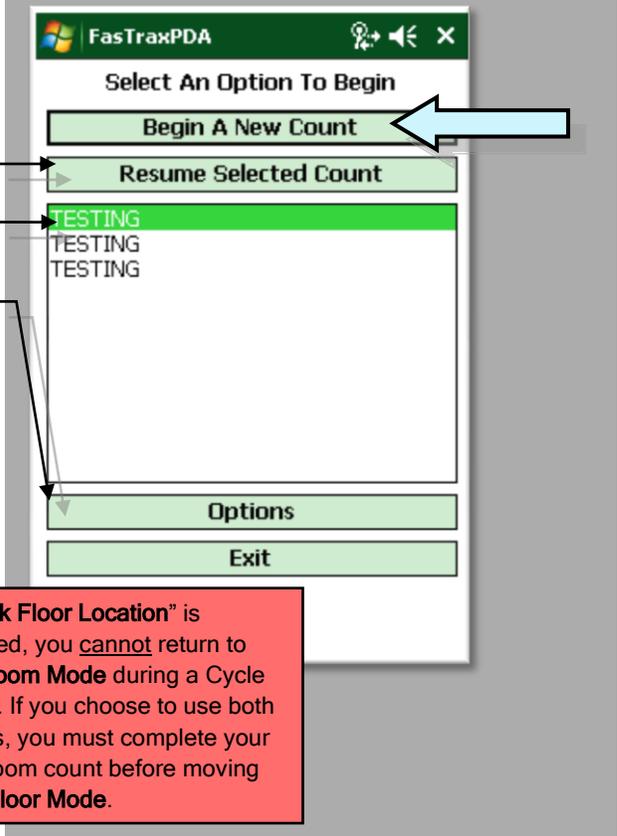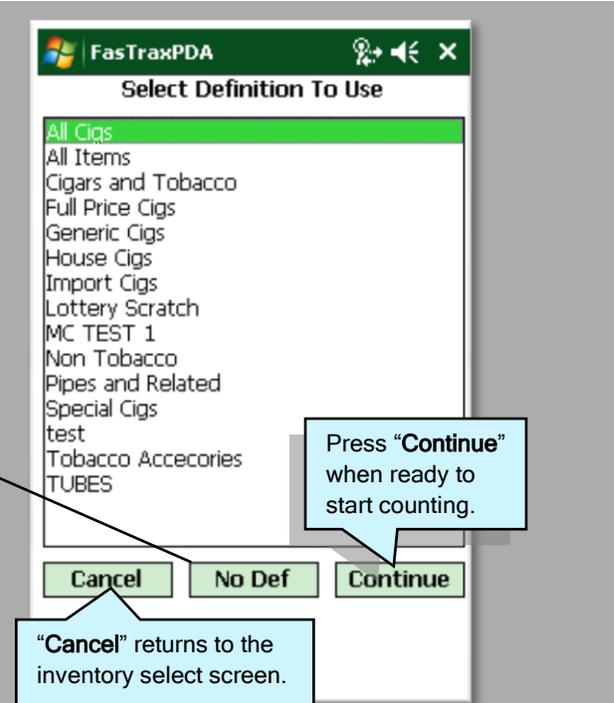
*Modes are explained in Step 6.

If "**Lock Floor Location**" is checked, you cannot return to **Backroom Mode** during a Cycle Count. If you choose to use both modes, you must complete your backroom count before moving onto **Floor Mode**.

5) You have the option of selecting a preexisting definition or you can select "**No Def**". Press "**Continue**" when a selection is made.

> **Definitions** are a preset list of items from the Pricebook. These are useful for specific, repetitive or employee assigned Cycle Counts. See "**How to setup Cycle Count Definitions**" for more information. **Pg##**

> If "**No Def**" is selected, the inventory will not include any *Non-counted* (not scanned) items from your pricebook. It is advisable to use definitions to keep track of **ALL** items in your pricebook; not just what is on the shelf.
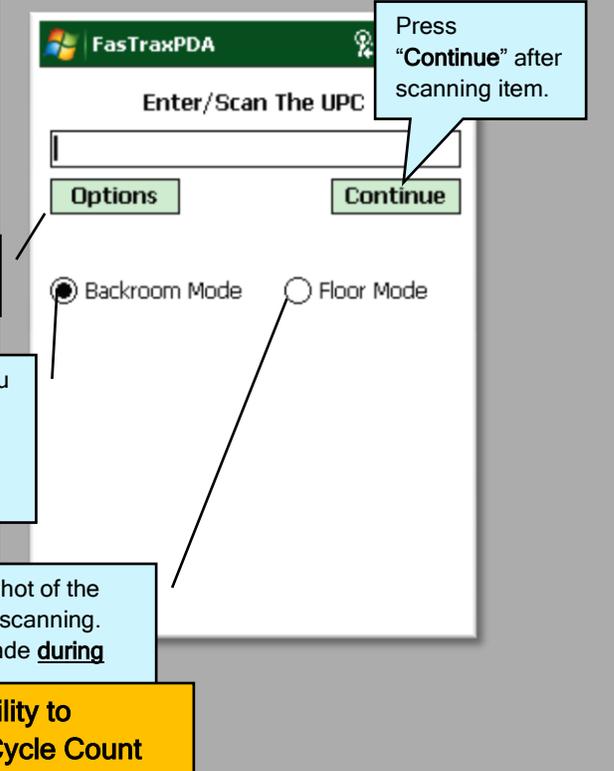
FasTraxPDA

Select Definition To Use

All Cigs
All Items
Cigars and Tobacco
Full Price Cigs
Generic Cigs
House Cigs
Import Cigs
Lottery Scratch
MC TEST 1
Non Tobacco
Pipes and Related
Special Cigs
test
Tobacco Accecories
TUBES

Cancel   No Def   Continue

> Press "**Continue**" when ready to start counting.

> "**Cancel**" returns to the inventory select screen.

6) You have two modes for scanning items into a Cycle Count. They are "**Backroom Mode**" and "**Floor Mode**". Press "**Continue**" when the proper mode is selected and the item is scanned.

> "**Options**" is a section for handling duplicate item scans. See **Step 7** for further explanation.

> If you choose **Backroom Mode**, it is expected that you are counting items in a stock room and that no inventory adjustments such as sales, receiving, transfers, etc. will be made to these items during the count.

> If you choose **Floor Mode**, the system takes a snap shot of the current "On Hand Quantity" of the item at the time of scanning. From that point it tracks any inventory adjustment made <u>during</u> the cycle count.
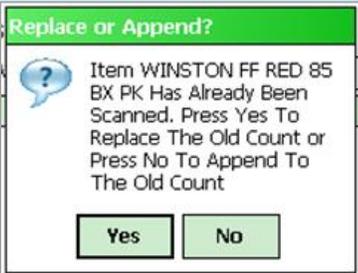
FasTraxPDA

Enter/Scan The UPC

Options   Continue

○ Backroom Mode   ○ Floor Mode

> Press "**Continue**" after scanning item.

> "**Floor Mode**" allows the ability to perform a complete store Cycle Count while the store is operating.
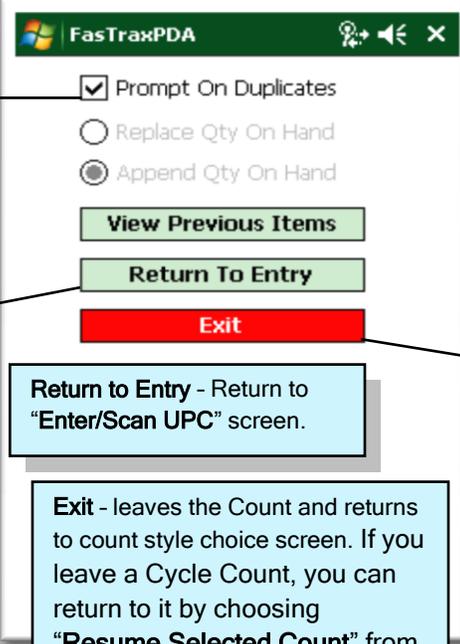
7) The "**Options**" button allows you to select whether you will be prompted when an item is scanned more than once during a Cycle Count. Press "**Return To Entry**" when selection for handling duplicates is chosen.

A. "**Prompt On Duplicates**" selected:

"**Prompt on Duplicates**" - If an item has already been scanned, you will be asked to replace the old count or append (add to) the old count.

You will not be prompted if you scan an item in **Backroom Mode** and the same item in **Floor Mode**. These modes are handled separately during the Cycle Count and added together during reconciliation.
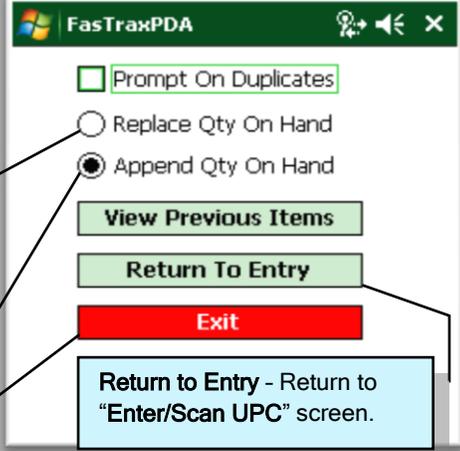
Return to Entry - Return to "**Enter/Scan UPC**" screen.

Exit - leaves the Count and returns to count style choice screen. If you leave a Cycle Count, you can return to it by choosing "**Resume Selected Count**" from the initial inventory menu.

B. If "**Prompt on Duplicates**" is not selected, you have the option to select "**Replace Qty On Hand**" or "**Append Qty On Hand**"

Replace Qty On Hand - Whenever an item is scanned, the quantity entered will become the On Hand Quantity. Multiple scans of an item will not append.

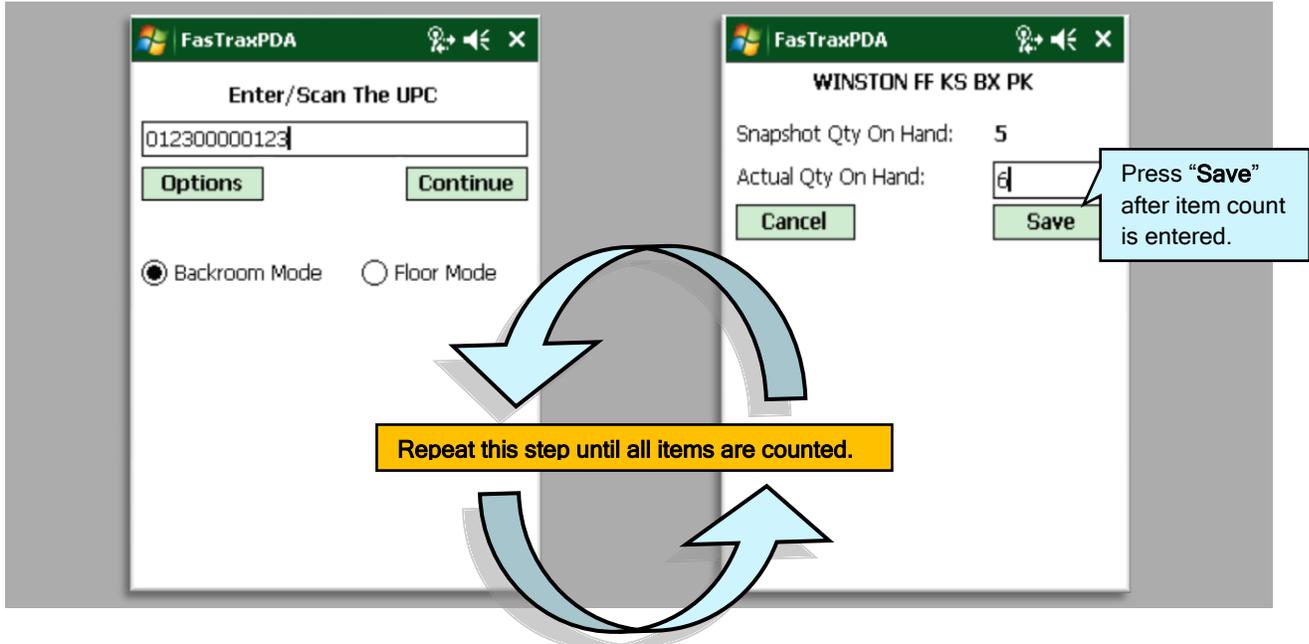**Append Qty On Hand** - If an item is scanned multiple times, the entered quantities will automatically append.

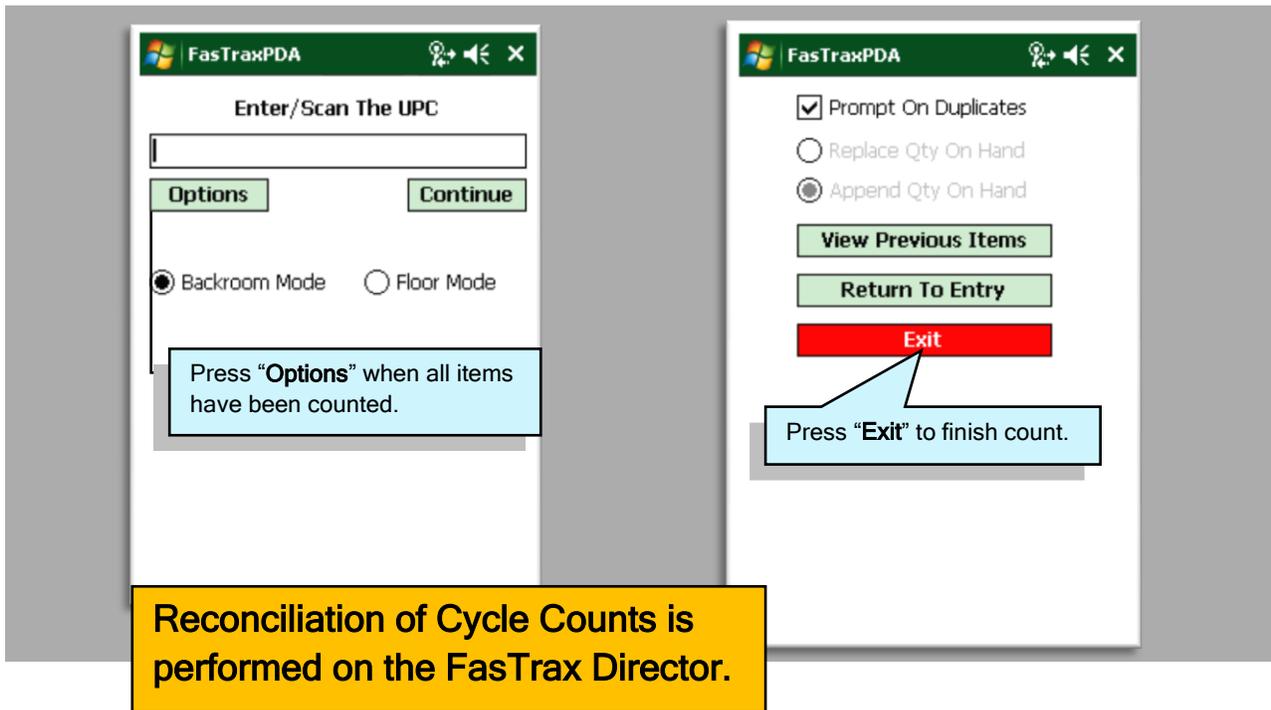**Return to Entry** - Return to "**Enter/Scan UPC**" screen.

Exit - leaves the Count and returns to count style choice screen. If you leave the Cycle Count, you can return to it by choosing "**Resume Selected Count**" from the initial inventory menu.

8) To update quantities:
   A. Scan item or manually enter UPC.
   B. Enter the quantity you have counted.

   Select "**Save**" to go to the next item. **Repeat this process until all items are counted.**

Press "**Save**" after item count is entered.

Repeat this step until all items are counted.

9) When the Cycle Count is complete, select "**Options**" and Select "**Exit**".

Press "**Options**" when all items have been counted.

Press "**Exit**" to finish count.

Reconciliation of Cycle Counts is performed on the FasTrax Director.

Reconciling Cycle Count in FasTrax Director

1) After logging in, choose "**Inventory**" from the options located on the left of the **Director**.

2) Once in "**Inventory**", choose the "**Inventory**" tab from the row of options listed at the top of the **Director**.

3) Then select the "**Cycle Count Tab**".

4) In the "**Date Range From**" area, enter/select the dates you have performed Cycle Counts and press the "**Refresh**" button.

Click "**Refresh**" after the Cycle Count Date Range is entered.

If this is a **Store Director**, this will default to the store number. **Corporate Directors** will choose the drop down for specific

If you have performed several counts, select the down arrow to the right of "*Show All Counts*" and select "**Show Only Open Counts**".

5) From the displayed list, highlight the intended Cycle Count and select [View Worksheet] at the bottom left. You can correct issues, print reports and reconcile your inventory.

Select the Cycle Count you wish to view and/or edit. Highlighted **BLUE** indicates which invoice is selected.

This signifies if a Cycle Count has been Reconciled.

Click "**View Worksheet**" to view and/or edit a selected Cycle Count.

This prints out **Completed** Cycle Counts. Unfinished counts can be printed within "**View Worksheet**".

Cycle Counts can be performed on the **Director**. Counts are entered by item per the Definition used for the Cycle Count.
Click here for more information!

This will remove a selected count

Check this to show items with count variances on "**Print Report**". Variances are the difference between expected quantities on hand and actual counted on Hand.

Definitions are a preset list of items from the Pricebook. These are useful for specific, repetitive or employee assigned Cycle Counts. See "**How to setup Cycle Count Definitions**" for more information. **Pg##**

6) Once in "**View Worksheet**", verify that item counts are correct. The **Backroom Count** and **Floor Count** columns will reflect what was entered on the handheld. Corrections can be entered in these columns.

Clicking in the intended **Backroom** or **Floor** count cell will allow you to manually enter and/or edit an amount.

Along the top are filters that change what and how items are listed to aid is viewing and/or editing.

Choosing this will set items not counted (quantity of **0**) to what the pricebook currently indicates as an on hand quantity.

Confirm items with a quantity of 0 are either out of stock or are no longer carried.

Specific items can be found within a count by either entering the item **UPC** or **Description**, then clicking **Find**. **UPC** or **Description** is picked from the "**Quick Find**" drop down.

Enhanced view of Filter choices. Press `Refresh Qty Sold` **when type of Filter is chosen.**

Counted Items - Choosing this displays the items which were actually counted during the Cycle Count process. Expected (Uncounted Items) numbers will not be displayed.

The **Variance Count** will reflect the difference between your total count and your Snap Shot Quantity. The Snap Shop Quantity represents the current On Hand Quantity when you scanned the item. If sells have occurred while you are reconciling the inventory, you can always select the `Refresh Qty Sold` button at the bottom right hand corner of the screen. This will update the amount in the Qty Sold column.

Filter
○ All Items   ○ Counted Items   ○ Uncounted Items   ○ Only Items With A Variance   ☐ Rollup View

All Items- This will display **Counted** and **Uncounted** including **Variances**.

Uncounted Items - Displays items the system expected but did not receive a quantity. These items are included depending on criteria setup in used definitions. These automatically default to a **Backroom Count** and **Floor Count** of zero. If you missed counting the item, count the item and place a quantity in the **Floor Mode** column to correct it.

Rollup View - Displays **packs** *"rolled up"* into **cartons** based on the purchase unit/subunit links.

For the purpose of quick report printing, checking the "**Only Show Variance Items**" option and choosing the "**Report Type**" from the drop down can be used in lieu of the Variance Filter.

Filter
○ All Items   ○ Counted Items   ○ Uncounted Items   ○ Only Items With A Variance   ☐ Rollup View   901 Total Items   282 Variance Items
                                                                                                  896 Uncounted Items   ($33,245.27) Total Variance

Worksheet

UPC	Description	Counted	Backroom Count	Floor Count	Total Count	Qty Sold	Adjusted Total Count	SnapShot Qty	Adjusted Expected Count	Variance Count	Variance Dollars
011000001263	EVE UL 120 BX PK	☐	0	10	10	0	10	0	0	10	$75.40
011000001270	EVE UL MEN 120 BX PK	☐	0	10	10	0	10	0	0	10	$75.40
011000001362	CHESTERFIELD NON-FILTER REG PK	☐	5	10	15	0	15	0	0	15	$140.22
011000001379	EVE LT 100 PK	☐	5	10	15	0	15	0	0	15	$113.10
011000001386	EVE LT MEN 100 PK	☐	0	0	0	0	0	0	0	0	$0.00
011000001393	EVE UL 100 PK	☐	0	0	0	0					
011000001409	EVE UL MEN 100 PK	☐	0	0	0	0					
011000126089	EVE UL 120 BX CTN	☐	0	0	0	0					
011000126096	EVE BP LT 120 BX CTN	☐	0	0	0	0					
0110001261											
0110001261											

Set Uncounted To Expected   Quick Find: UPC ▼   Find   Refresh Qty Sold

Print Report   Report Type: Detail Report ▼   ☐ Only Show Variance Items   Save (Reconcile)

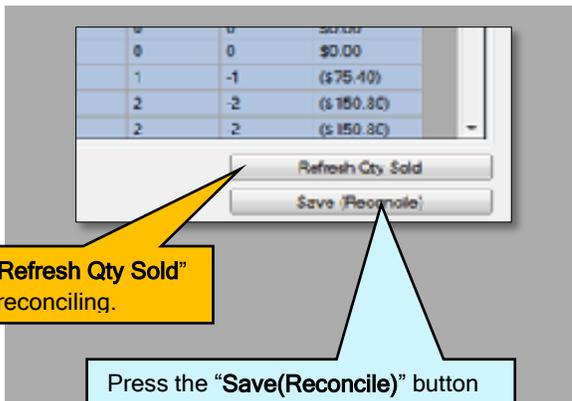After choosing "**Report Type**", press the "**Print Report**" button to print.

Pressing the "**Refresh Qty Sold**" button before printing reports and reconciling will ensure the most accurate count results. Performing this recalculates recent sales into counts.

Choose the report type from this drop down menu. All report types can be ran. Try running all at least once to evaluate a stores particular reporting needs.

Check here, choose report type and click "**Print Report**" to quickly print a report of **Variances**.

7) After confirming and/or editing the count, press the "**Save (Reconcile)**" button. This applies the quantities to the pricebook. Ensure these amounts are correct before saving the Cycle Count.

Press "**Refresh Qty Sold**" before reconciling.

Press the "**Save(Reconcile)**" button to complete the cycle count.

If you are not ready to reconcile and would like to exit, select the ☒ at the top right hand corner of the Worksheet window. You can come back and finish the count later. However, remember to click

Refresh Qty Sold before reconciling for the most accurate inventory!

BEFORE RECONCILING YOUR INVENTORY
Confirm items with a quantity of 0 are either out of stock or are no longer carried.

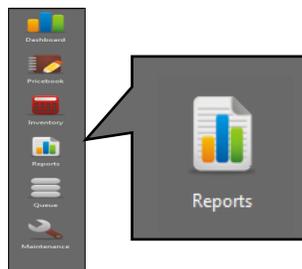# Congratulations! You have completed your inventory!

If the completed cycle count was a **complete** store scan and you require a **Total Cost** of the inventory, select the desired inventory and "**Print Report**".

After entering the applicable dates for the cycle count, highlight the count you wish to print.

Click "**Print Report**" after highlighting applicable cycle count.

If multiple cycle counts were completed (as multiple definitions), it is not necessary to print each count separately to obtain a total inventory cost. If an "**Inventory Evaluation Report**" is run immediately after reconciling counts, a singular total inventory cost is printed.

1) Select "**Reports**"

2) Choose "**Inventory Reports**"

Inventory Reports

3) Then select "**Inventory Evaluation**"

Inventory Evaluation Report

An "Inventory Evaluation Report" can be run anytime.