



Modify Inventory Cycle Count - RF Scanner

Description

Use this task to modify an inventory cycle count using the RF Scanner, before posting the count journal.

Trigger

Perform this task when cycle counts need to be revised during an inventory cycle count.

Prerequisites

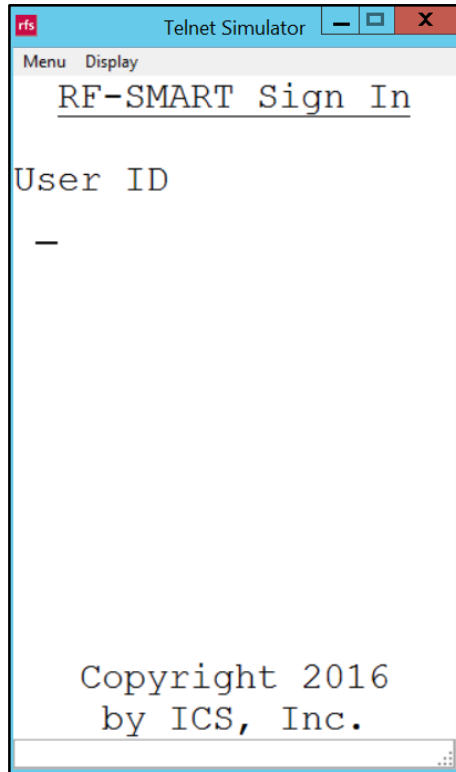
You have completed initial cycle counts and need to make changes.

Helpful Hints

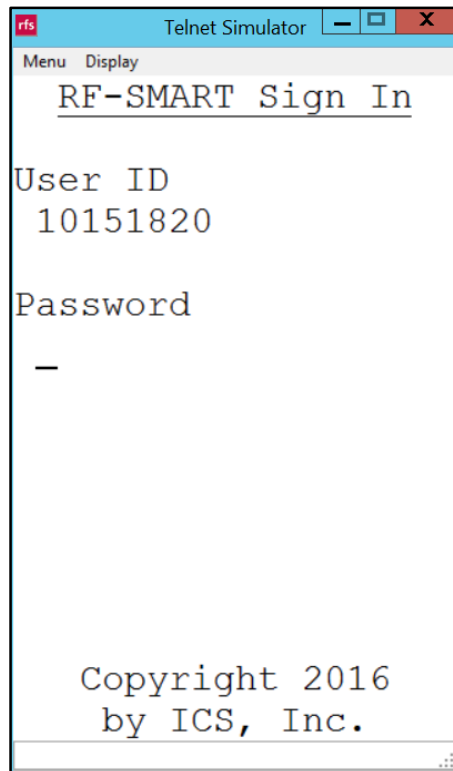
This must be done prior to posting the cycle count journal.

Procedure

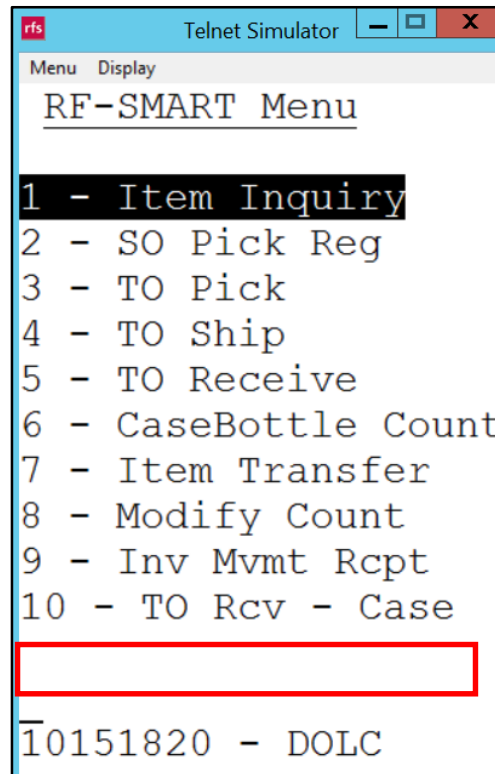
1. Enter your User ID and press the “Enter” button.



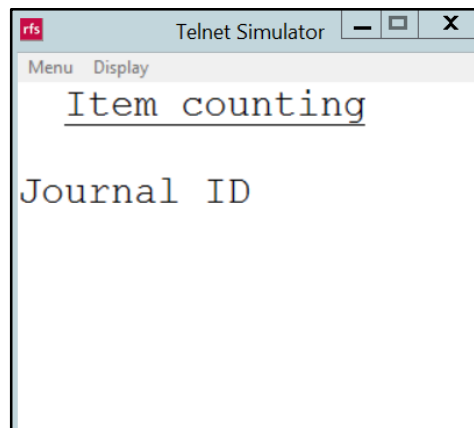
2. Enter or scan your Password and press the “Enter” button.



3. Enter “8” for **Modify Count**, then press the “Enter” button.



4. Enter the **Journal ID** and press the “Enter” button.

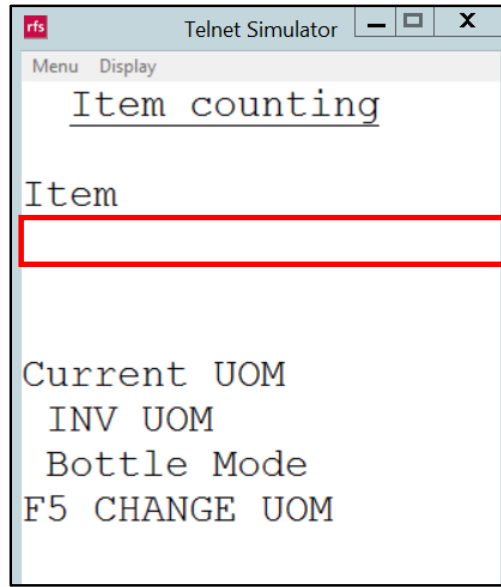


Press the “F1” button to display a list of available Journal ID’s.

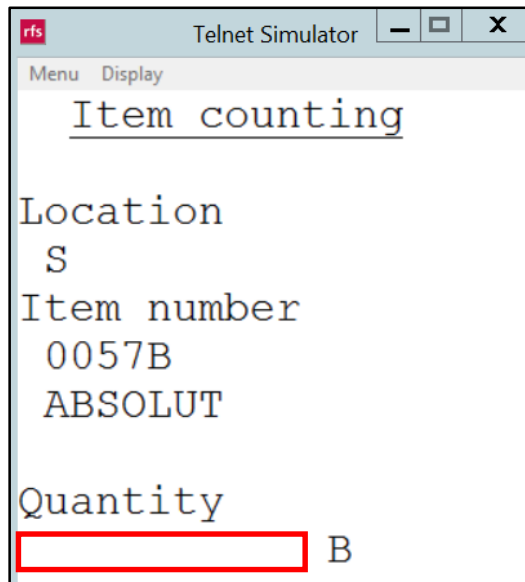
5. Enter or scan the item number and press the “Enter” button.



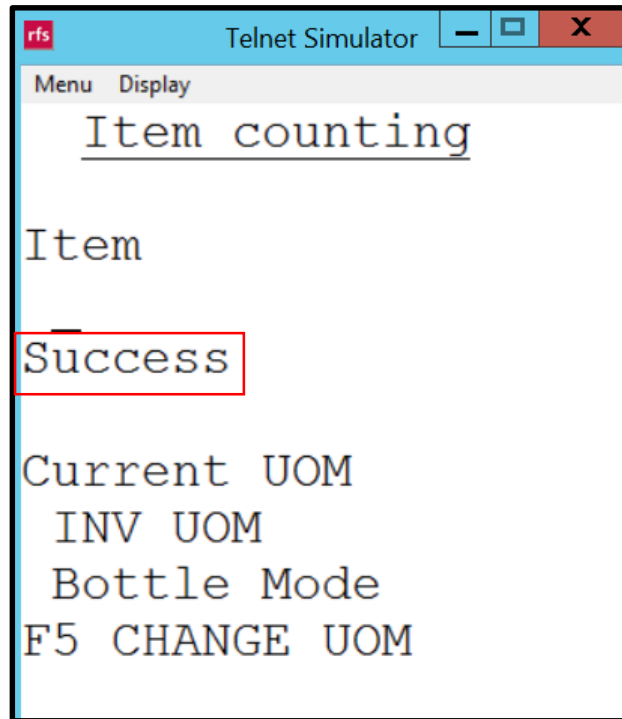
The Item unit of measure (UOM) defaults to bottles, press “F5” to change from bottle to cases and enter the case amount.



6. Enter the modified amount in the **Quantity** field.



7. When you receive “Success” on the *Item counting* screen, you have completed this task.



Results

You have modified your inventory.