

WMS: Cycle Counting

Cycle Counting:

1. Establish a schedule to cycle count daily, weekly and/or monthly.
2. Login to the handheld. Select "7-Cycle Count" or type in the number "7" and hit "Enter". Then select "3- By Bin" or type in number "3" and hit "Enter".

HighJump

FLYERS ENERGY L 1/2

- 1-Logoff
- 2-Receiving
- 3-Stock Locator
- 4-Picking
- 5-Repacking
- 6-Shipping
- 7-Cycle Count**

Next

HighJump

CYCLE COUNT

- 1- Directed Count
- 2- By Product
- 3- By Bin**
- 4- Full Count
- 5- LP Audit

Exit

3. Scan the bin, then scan the product.

HighJump

CYCLE COUNT Bin

By Bin

First Bin:

Exit

cycle_bin (10)

HighJump

BY BIN 15L01A1

Last: 11/27/2019

Expected: 4/59

PRODUCT:

Accept Del Bin Complete

Exit Skip Items By Each

cnt (520)

4. Type in a Packsize of “1” and then push “Enter”. **Please note:** The Packsize will always be 1. Next, type in the Quantity of the product in the bin and select “Enter”.

HighJump

CYCLE COUNT
Expected: 4/59
SOLVMINSPRTS55

Solvent Mineral Spirits 55
Packsize:
(Default:1)

cnt (530)

HighJump

CYCLE COUNT
Expected: 4/59
SOLVMINSPRTS55

Solvent Mineral Spirits 55
Packsize:1
Quantity:

cnt (550)

5. Repeat steps 4 and 5 until all products in the bin have been counted. Press F9 (yellow button + 9) to complete the count for that bin and move on to the next bin. The system will automatically move you to the next bin in chronological order. In order to skip a bin, select F1 to back out of the Cycle Count screen and begin the process again.

