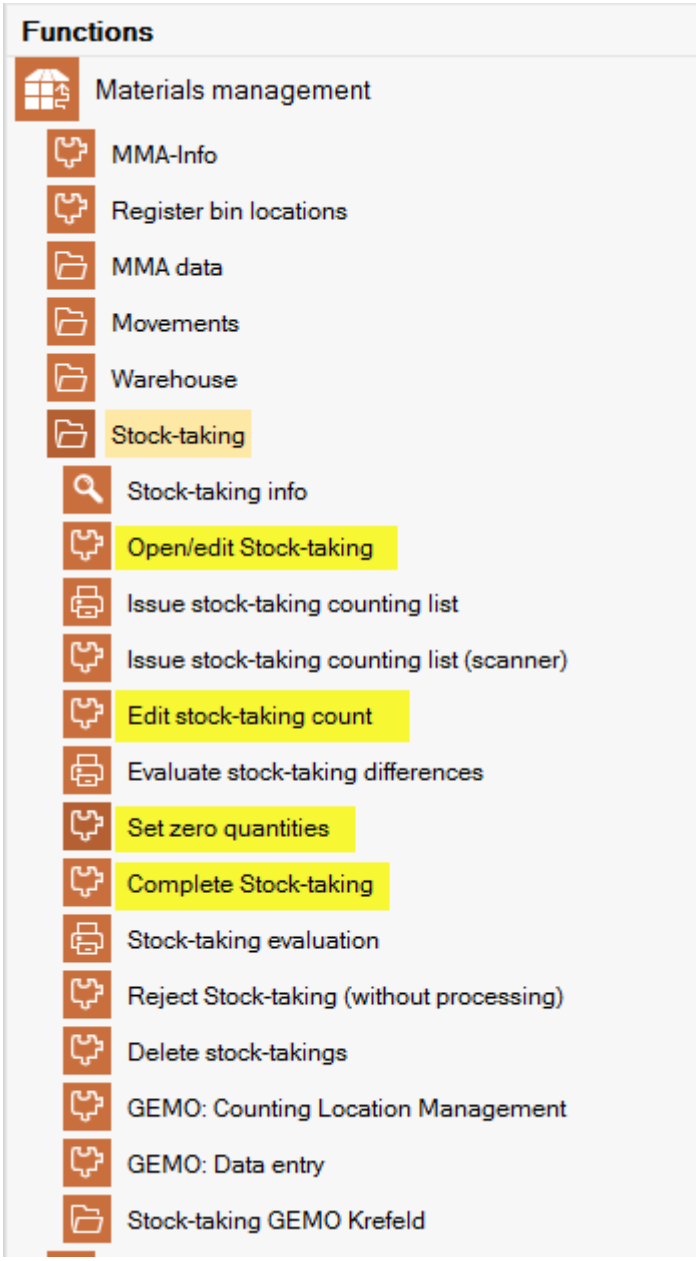
Inventory

- General
- Inventory tasks in advance
- Inventory
- Inventory with scanners

General

Carry out an inventory

The inventory is suitable for both an annual inventory and a permanent inventory. The following functions are available for the inventory in the menu `Material Management > Stock taking >` :



To carry out a complete inventory, the functions marked in yellow - opening, count input, zero quantities and closing (complete) - must be run through in the specified order.

> The inventory is carried out on the basis of mandant/article/stock combinations; therefore, only articles of one storage location (stock-number) can be counted.

Several inventories can be carried out at the same time.

A client/article/storage location combination already entered in a (not yet completed) inventory is no longer taken into account in a further inventory opening.

> Only **one** employee at a time can work in the `Edit stock-taking count` function for an inventory!

All FEPA actual postings that are made before the inventory is opened must also be made physically by the start time of the actual count.
No physical stock movements may be made until the end time of the actual count.
FEPA actual postings may also be made after the opening of the physical inventory, provided that it is ensured that these do not influence the count result.

`Inventory info:`

All stored inventories are listed in the grid on the screen. The status of the respective inventory is shown in the "Status" column:

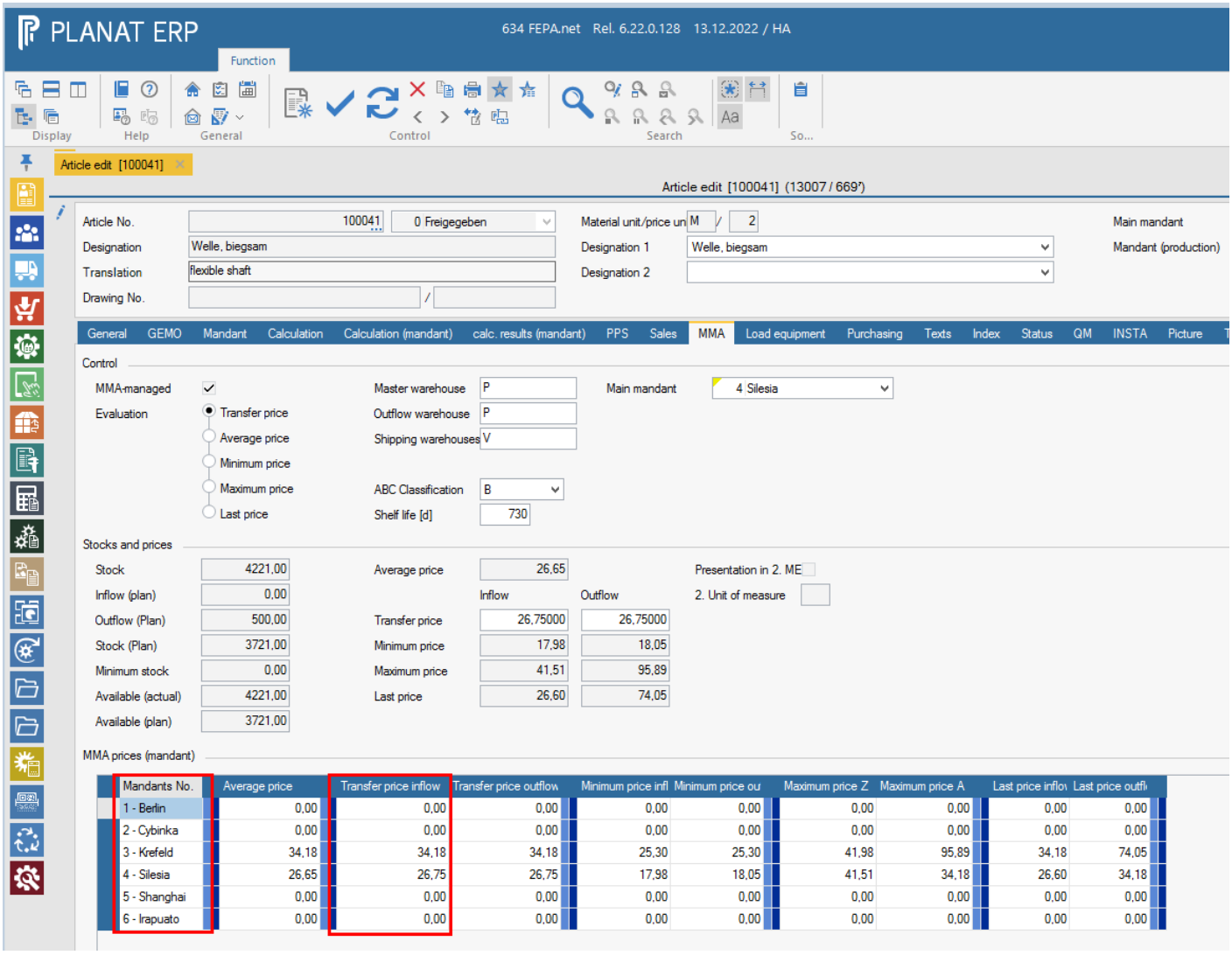
1 = in progress
5 = completed

Inventory tasks in advance

Monthly work

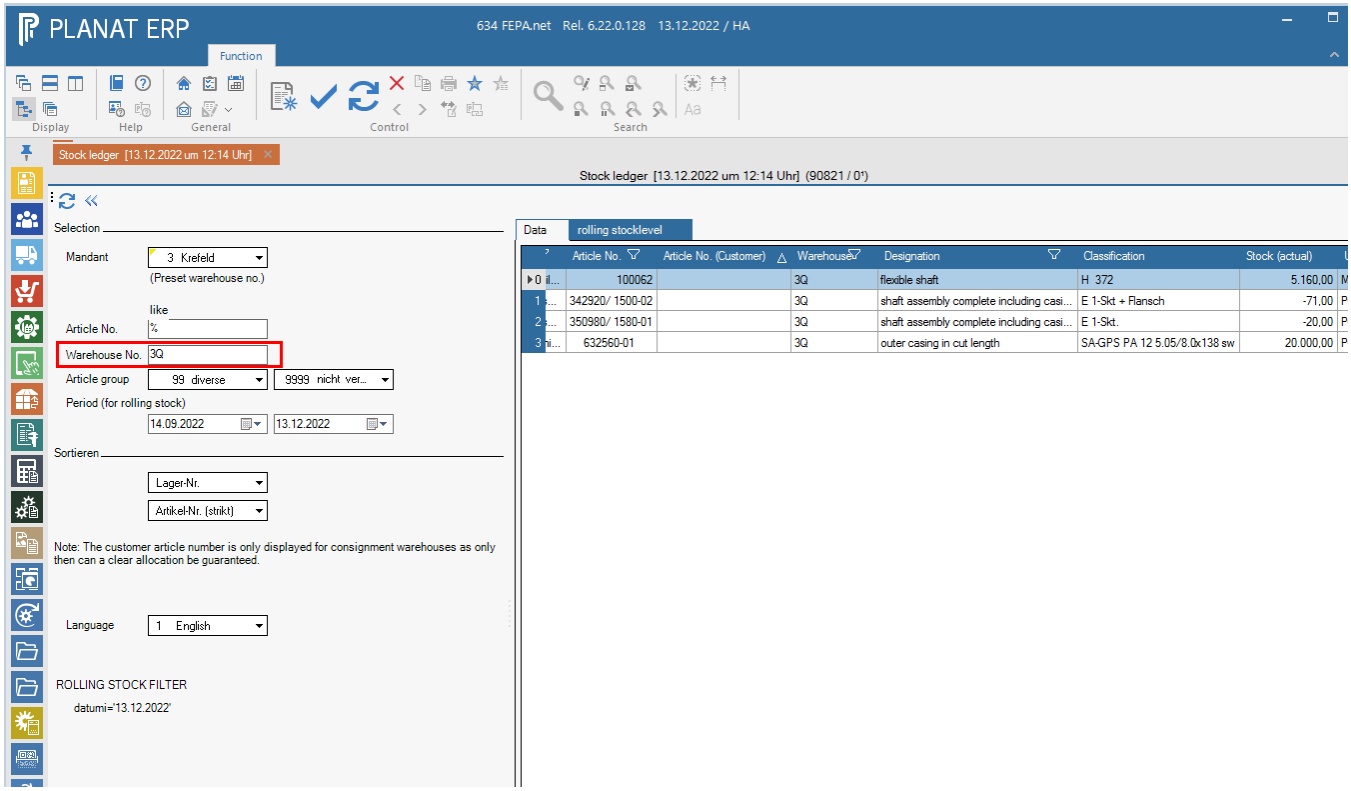
Stock valuation

Check the inventory valuation for articles with "0" price. Determine the price and enter it in the field `transfer price inflow` access in the article master in the programme `Master data > Articles > Edit articles` in the tab MAWI according to the mandant.

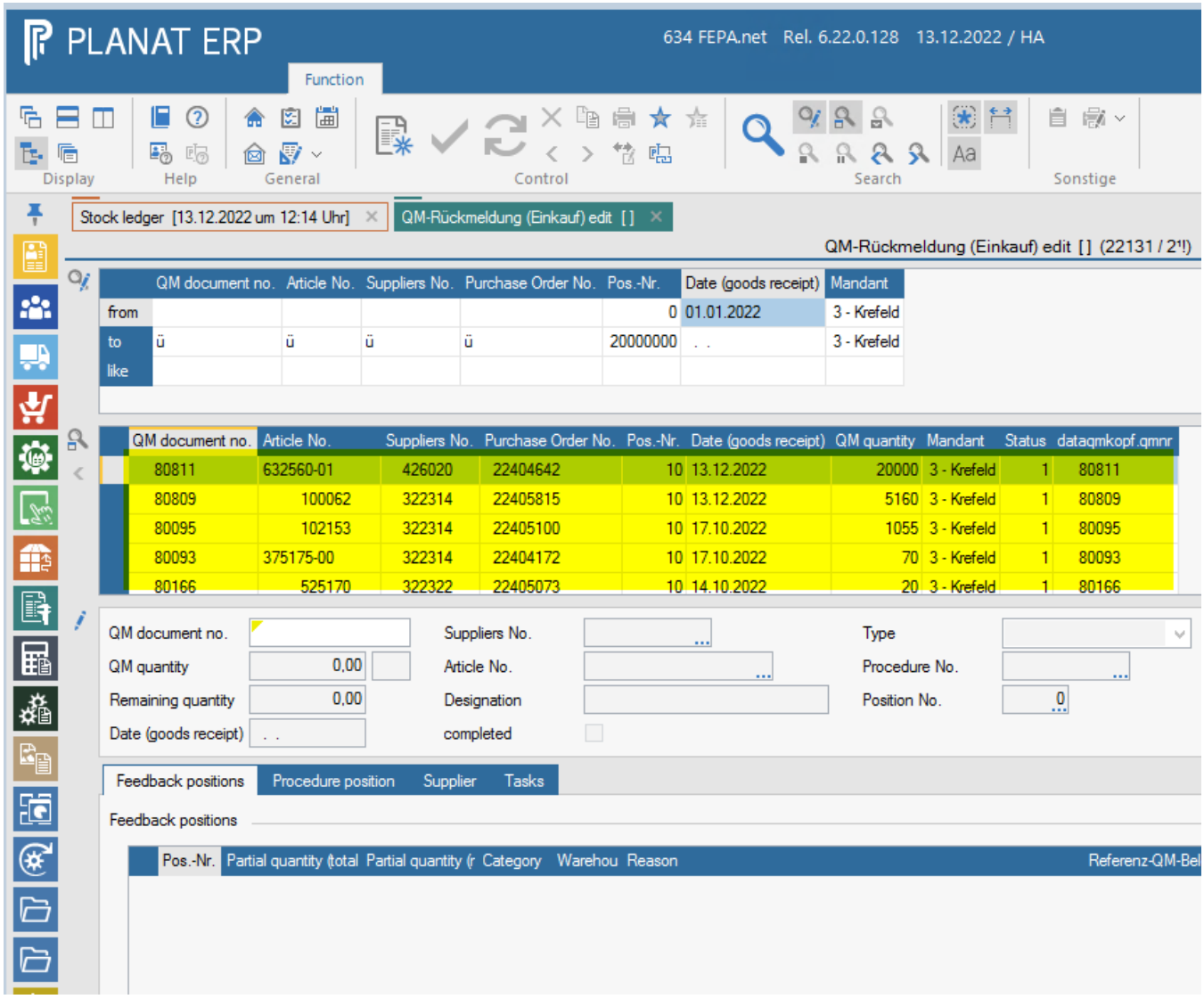


Advance work on annual inventory FEPA

- All goods receipts are recorded and reported via Babteq - Check stock Q Warehouse. See FEPA `Reporting > MMA > stock ledger` (screenshot)



And see FEPA programme `Quality Management > Confirmations > Purchasing > Edit Confirmation`, open the selection area of the search, enter the field "Date (goods receipt)" in the line "from" the 1.1. of the current year, check the field " Mandant" and start the search. You will then get a list of all open feedbacks for your 'mandant'. All should be completed and the list should be empty.



- All incoming invoices are posted in FEPA by the purchasing
- All production orders are finished and completed via the programme `Production > PDC > Determine production order status`. Check via PPS - Info, settings only work orders (WO) in processing, pull list with all WO, see if all bookings are completed and if the material is booked! If bookings are still missing, add these bookings and complete material bookings so that the WO status is set to completed.
- Check FEPA for missing scanner bookings
- All delivery notes and invoices for dispatch have been printed.

Inventory

General

Open inventories with incorrect article/warehouse combinations or other errors can be deleted using the `Reject Stock-taking (without processing)` function. The article/warehouse combinations are then available again for a new stocktaking.

Open stocktaking

FEPA function: `Materials Management > Stock-taking > Open/Edit stock-taking`

A number is automatically assigned for each new stocktaking. The last number can be stored under `Utility program > Company data > number ranges`. (Materialwirtschaft - Inventur)
The proposed number can be changed; an existing number can also be entered.

> New entries can be added at any time to an inventory that has not yet been completed. The name of the inventory should at least contain the own FEPA mandant or the warehouse prefix for a better overview of the inventories. See `Stock-taking Info`.

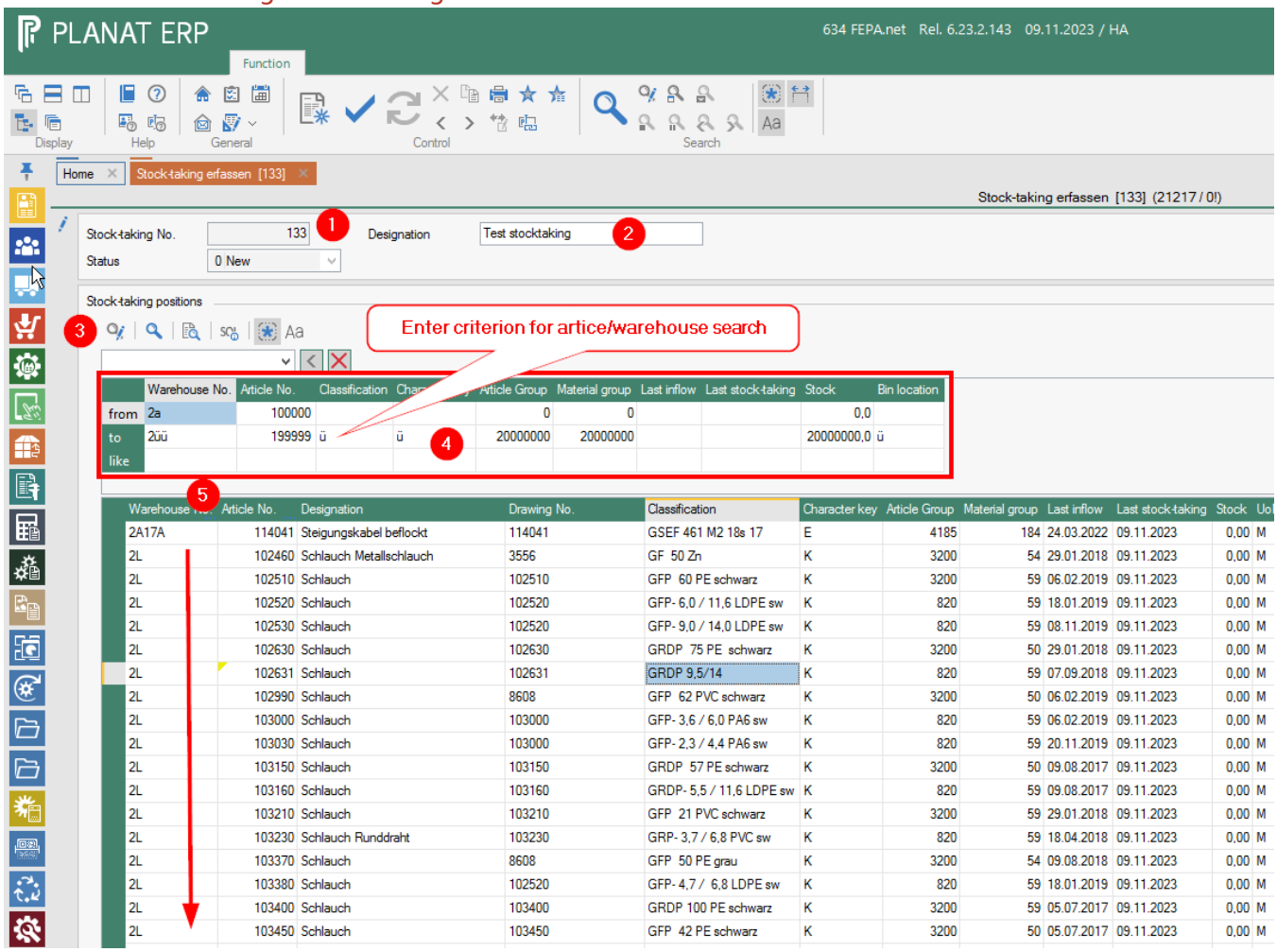
The article/warehouse combinations to be included in the current stocktaking can be selected according to the following criteria

- warehouse no.
- article no.
- classification
- character key
- article group
- material group
- date of last inflow
- date of last stock-taking
- stock (quantity)
- Storage location (if used)

can be selected in each case (from - to) (the search library can be extended, if desired please open a ticket for this).

Procedure:

1. enter, (number will be assigned automatically, alternatively you can enter your own number), Enter
2. naming - assign a name for the stocktaking, Enter
3. open search - click magnifying glass with pen
4. enter search criteria, click magnifying glass
5. check result! Only storage location/article combinations for your own location may be included. (Warehouse no. must start with your own mandant!) - If this is not the case, close without saving and start again.



6. Search result is as desired, save inventory with the tick in the tool bar. Fepa opens the inventory for the selected items.
7. To enter an article subsequently, open the inventory here and enter the warehouse and the article via the search or append a line and enter both values.

Issue stocktaking counting list

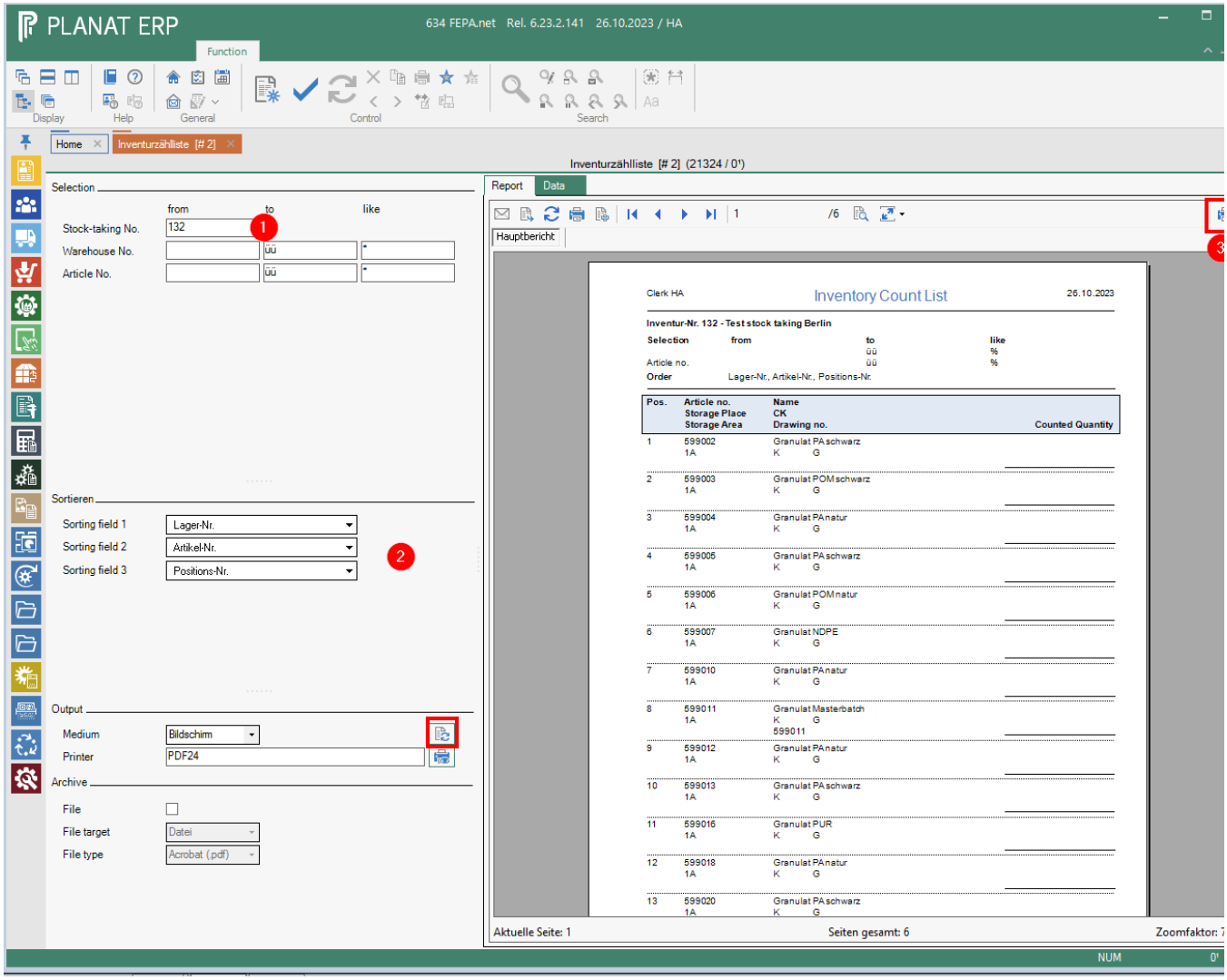
A complete stocktaking or individual selections from the stocktaking can be output to count lists. count lists.

FEPA function: `Materials Management > Stocktaking > Issue Stocktaking Counting List`

Via the selection and the sorting you can control which article - warehouse combinations are on the list. It is only important that at the end everything has been counted and that there is a list for all article-storage combinations. The item number here is the position of the article-storage combination in the inventory.

Here is an example: All item-storage combinations sorted by storage location

1. Enter inventory number
2. Sort field 1 = [Stock no.] Sort field 2 [Item no.] Sort field 3 = [Item no.]. press the marked button



3. Printing is started with the printer symbol above the screen output. List will be printed and the mask will be closed.

Edit stock-taking count

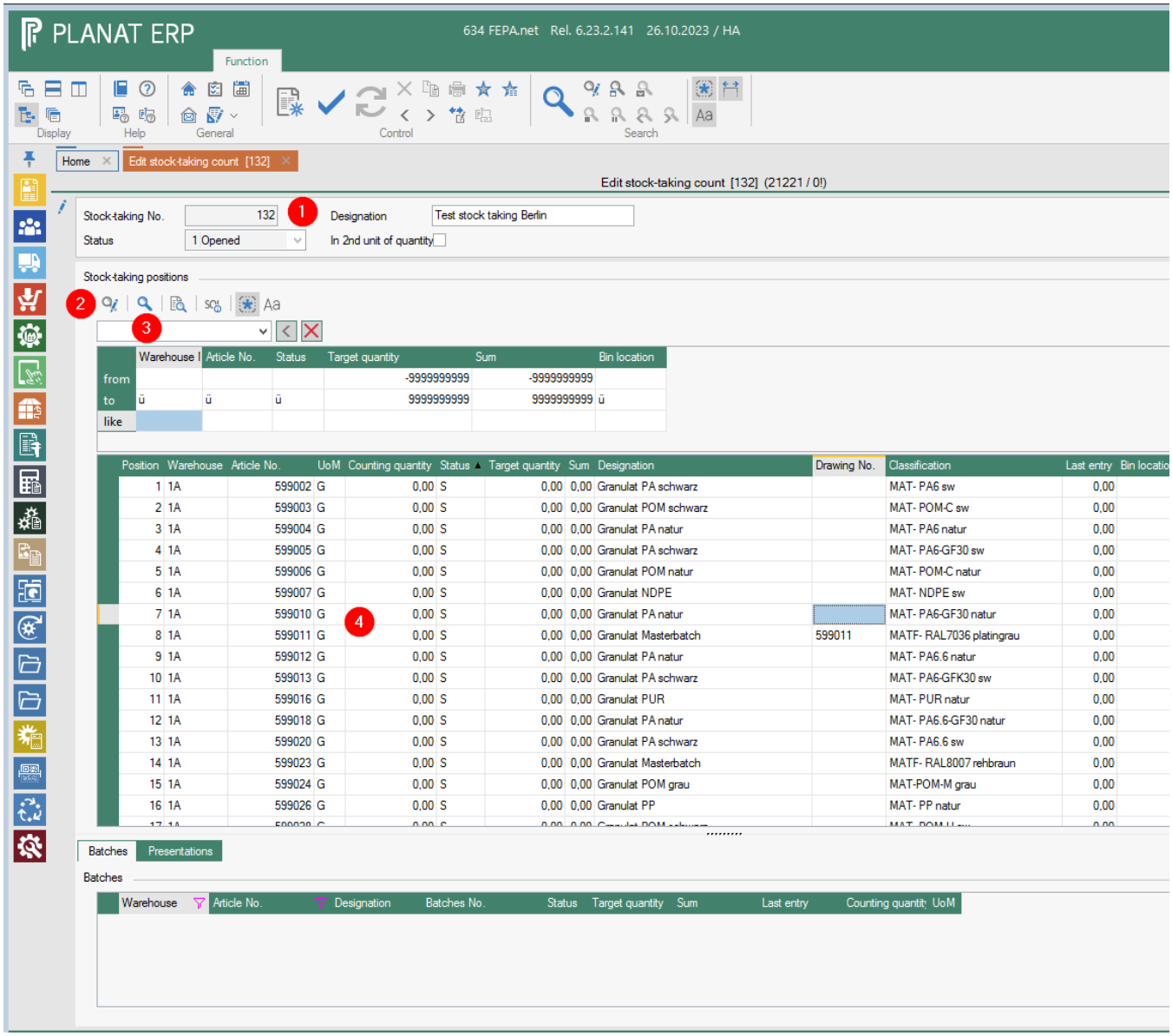
Only entries that meet the selection criteria are displayed. If an entry is made, the quantity is added to the previous inventory count quantity; the indicator is set to "counted" (status = '!').

Enter / correct counted quantities

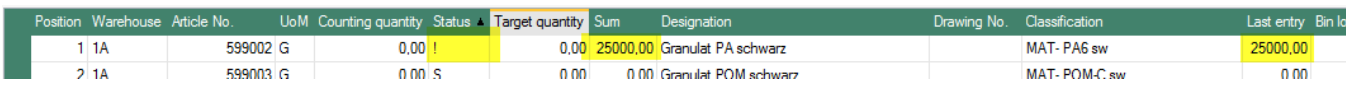
FEPA function: `Materials management > Stock-taking > Edit stock-taking count`

> If you have made a mistake, you can re-enter the last entry with a minus sign. Then the quantity is subtracted from the total.

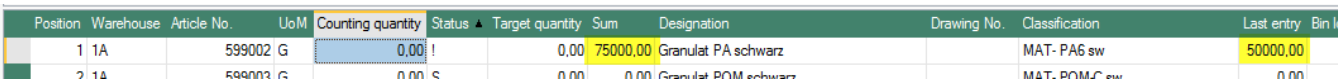
1. Enter inventory no., Enter
2. Open search (press magnifying glass with stylus)
3. If a page is to be recorded, simply click on the search and all items will be loaded. If only a specific item is to be recorded, enter [Stock no.] + [Item no.] in the Like line and click on the magnifying glass.
4. The counted value for the item-stock combination is entered in the counted quantity column.



If this is the 1st entry, the status in the line with the "!" indicator is automatically set. The entered value appears in the [total] column and in the [last entry] column.

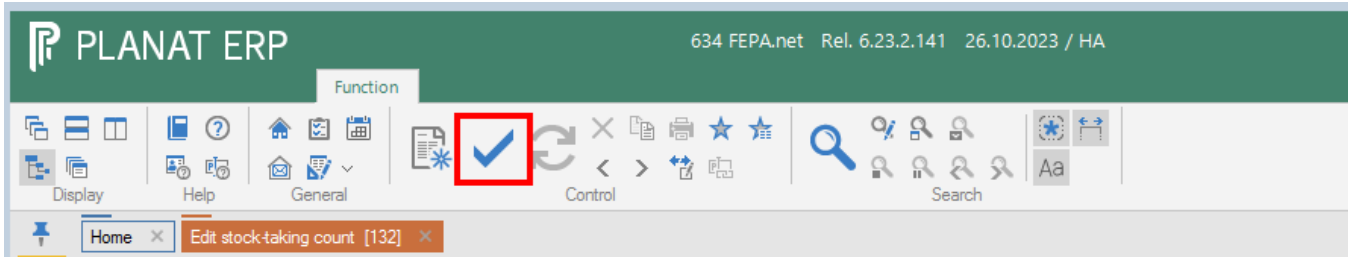


Erfasst man eine zweite Zählmenge in der gleichen Zeile wird der 2. Wert zum ersten Wert addiert und die Summe steht in der Spalte [Summe]. In der Spalte [letzte Eingabe] steht nur der eben zuletzt erfasste Wert.



> Note: Please always note the unit of measure. In the inventory, the value is recorded in the 1st unit of measure of the item. There are items with 2 units of measure. The counter must always write the unit of measure on the count list.
>
> The columns can be moved according to your own wishes. Simply click on the column heading at the top, hold it and move it.

5. Save, klick the button in the tool bar



> If you go back to the stocktaking to enter values, no old values are displayed in the [last entry] column!

Evaluate stocktaking differences

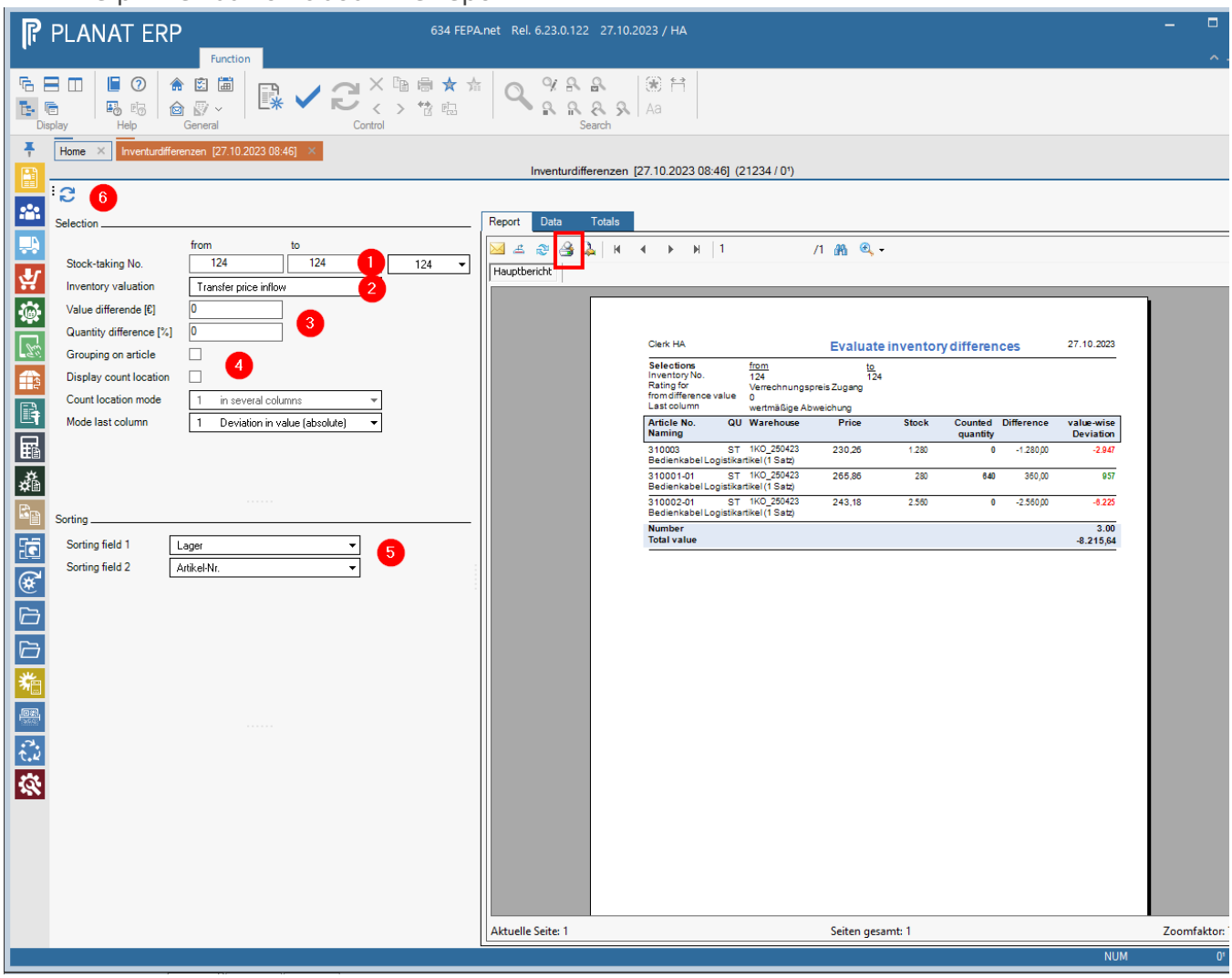
To compare the manually counted inventory data with the calculated inventory data, there is an inventory difference list.

FEPA function `Materials Management > Stock-taking> Evaluate stock-taking differences`

After all counted values have been entered, the inventory difference list is printed.

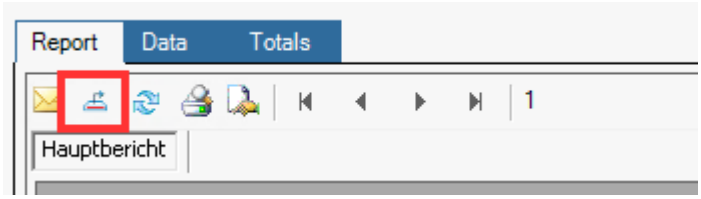
1. Enter inventory no. (preselection is the last entered inventory no.)
2. Inventory valuation: "transfer price inflow" = preselected
3. Now you can choose whether you want to see differences from a certain value and/or a certain percentage quantity difference. The default is 0, so all differences are shown.
4. Grouping on article, shows everything only in total for the article. It makes more sense to use a list without grouping for the first list. It has the advantage that you can see the warehouse no. where the value was entered (makes recounting easier).
5. Sort field 1 e.g.: Article no. and sort field 2 e.g.: Stock.

6. Then press the "Refresh" button over the selection area and the list is created. Print out with the printer button about the report.

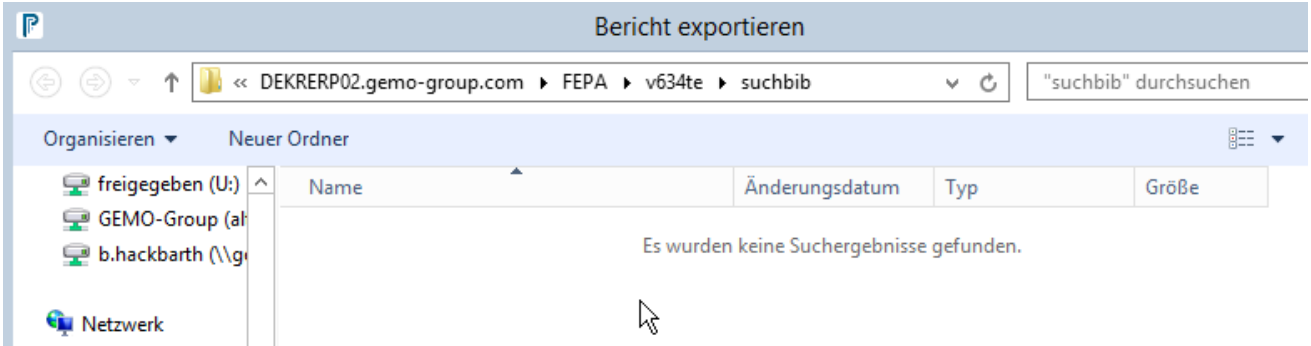


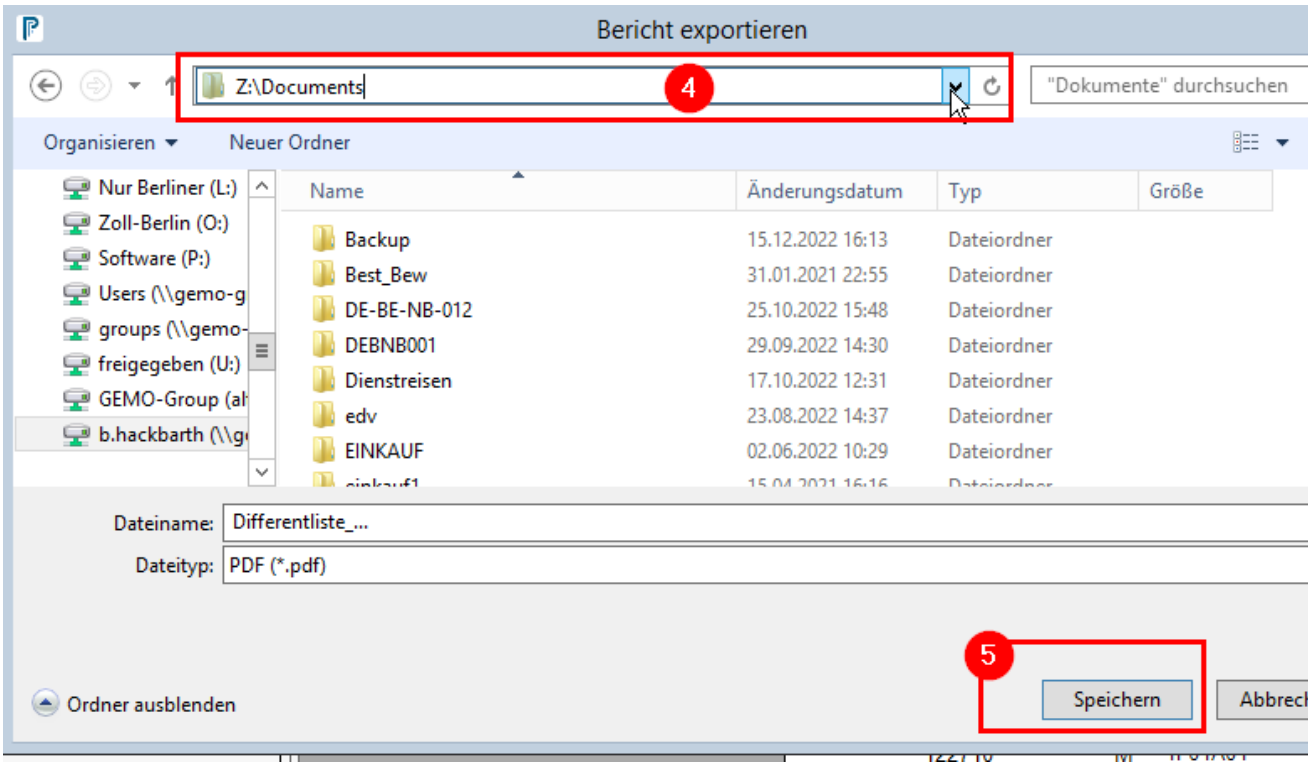
Now the list can be used to decide what, if anything, needs to be checked. One can also combine a list over several stocktakings, as long as they follow each other.

7. Exporting the lists
   - Export the report to a PDF
     click on the marked button for export

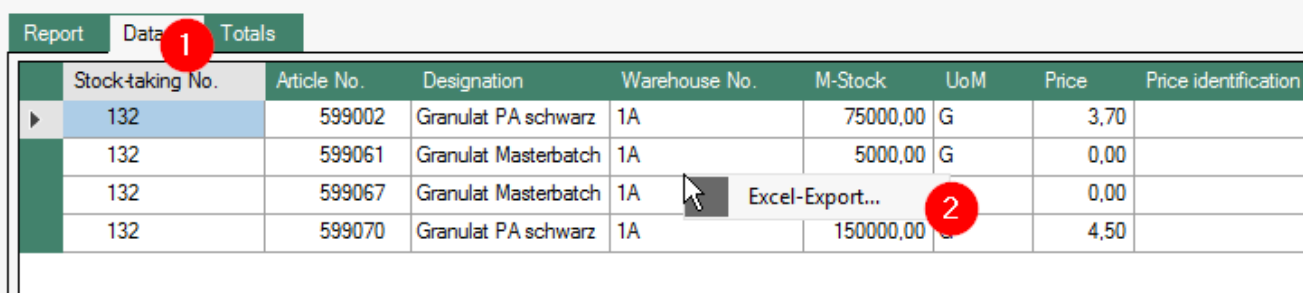


Then select the document type (1) + (2),
then assign the file name (3), select the storage location (4) then click on save. The file is saved there.





- Export data to Excel
  Click on the tab Data (1), in the list with the right click (2) you can export the data to Excel and save it.



Note: the sum at the end of the list must match the same criteria in the individual list and in the grouped list!

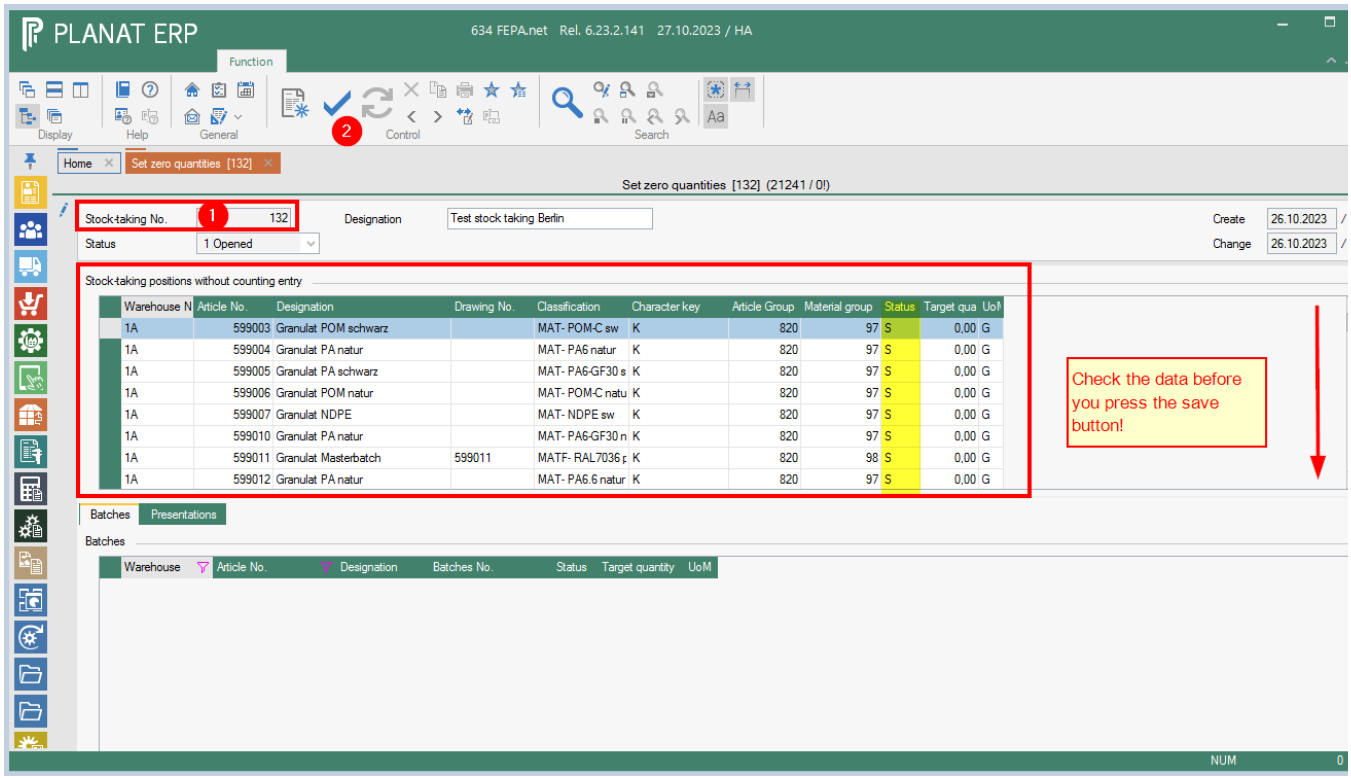
Set zero quantities

For entries that are not counted, the counted quantity is set to 0.0 (no stock) and the indicator is set to "counted" (status = '!').

A stocktaking must be carried out once a year for all articles and the open stocktaking can contain article-warehouse combinations that have a stock but no stock is physically present. With this function the counted quantities are set to "0" and also all contained items that currently have a zero stock as long as they were entered in the inventory.

FEPA function: `Materials Management > Stock-taking > Set zero quantities`

1. Enter inventory-no., press Enter -> FEPA loads all items that have the status "S" = "not counted". Here you can check again whether something has been forgotten to be counted.



2. If all the data is OK, save using the tick in the tool bar. FEPA sets the status of all items to counted and the counted quantity of the stocktaking to 0. The window closes.

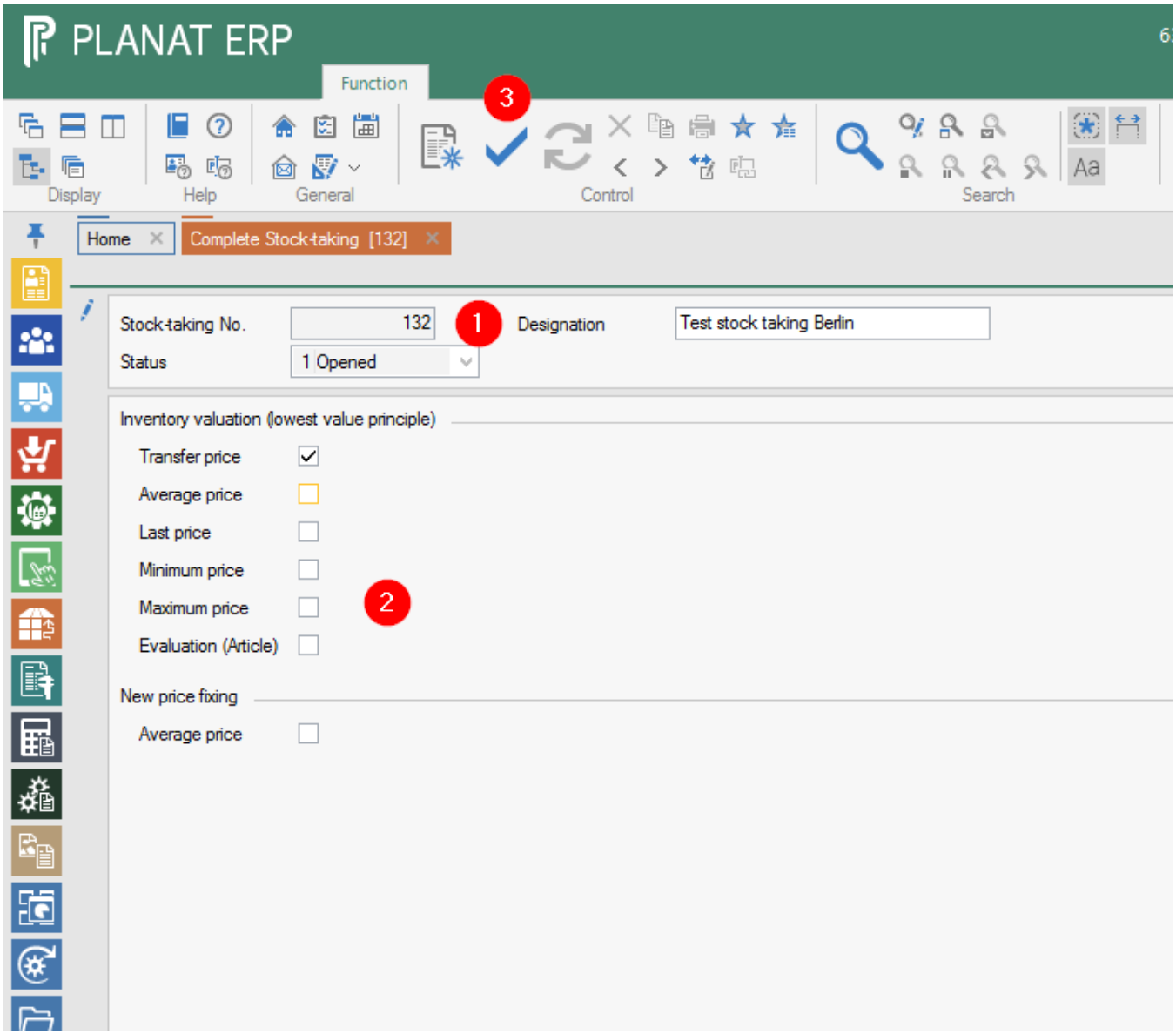
> Note: The column Target Quantity contains the stock currently in FEPA. This is set to 0 with this function. This list can also be exported to Excel before pressing "Process".

Complete stocktaking

A year change is carried out for all counted entries (status = '!') and the entries in the DB tables for materials management and the article master are updated.
The indicator is set to "counted closing". For all other entries, the indicator is set to "uncounted closing, no inventory", i.e. if no counted quantity has been entered and no zero quantity has been set.
Afterwards, all entries are available again for a new inventory.

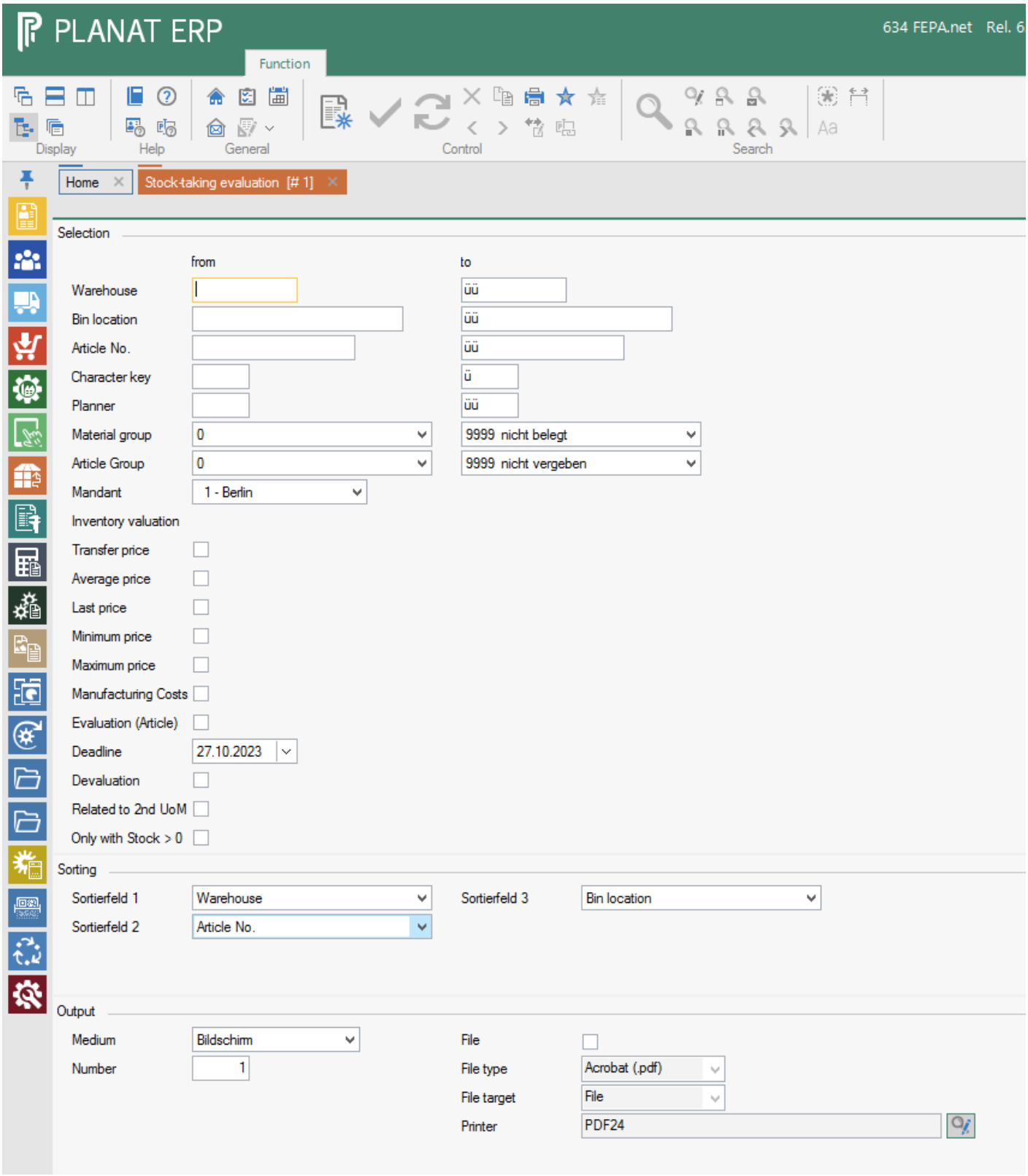
FEPA function: `Materials Management > Stock-taking > Complete Stock-taking`

1. enter the inventory no.
2. select a price for the determination of the value (if necessary, ask the person responsible for the stocktaking).
3. If everything is OK (nothing more to change), save/process via the tick in the tool bar.



Inventory valuation

is carried out in the same way as the inventory valuation - ask the person responsible for the inventory for criteria

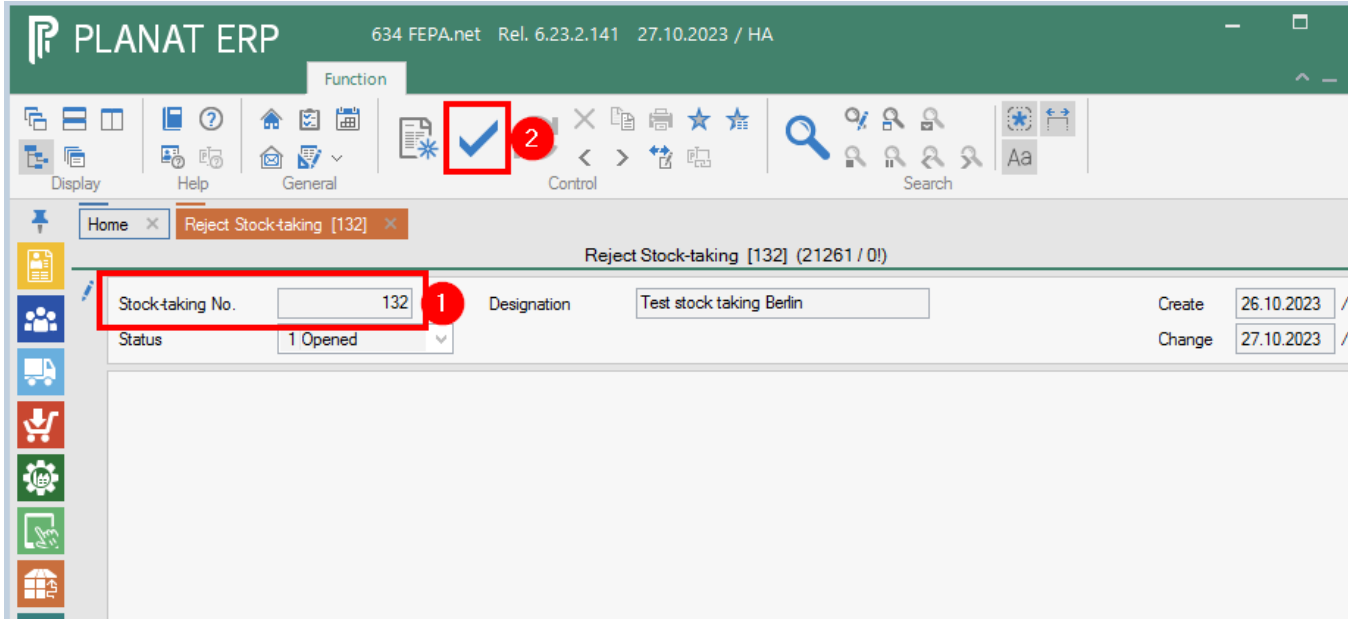


Reject stocktaking

> Only an opened stocktaking that has not yet been completed can be discarded.

FEPA function: `Materials Management > Stock-taking > Reject Stock-taking (without processing)`

1. Enter the inventory no. , enter
2. press the save button in the toolbar.



By pressing the OK button, the stocktaking identification is reset for all items that were assigned to this stocktaking. These items can now be reassigned to another stocktaking. Entries that have already been made for this stocktaking are no longer available and are discarded.

Inventory with scanners

Open stocktaking

FEPA function: `Materials management > Stock-taking > Open/edit stock-taking`

A number is automatically assigned for each new stocktaking. The last number can be stored under Utilities > Company master data > Sequence numbers.
The proposed number can be changed; an existing number can also be entered.

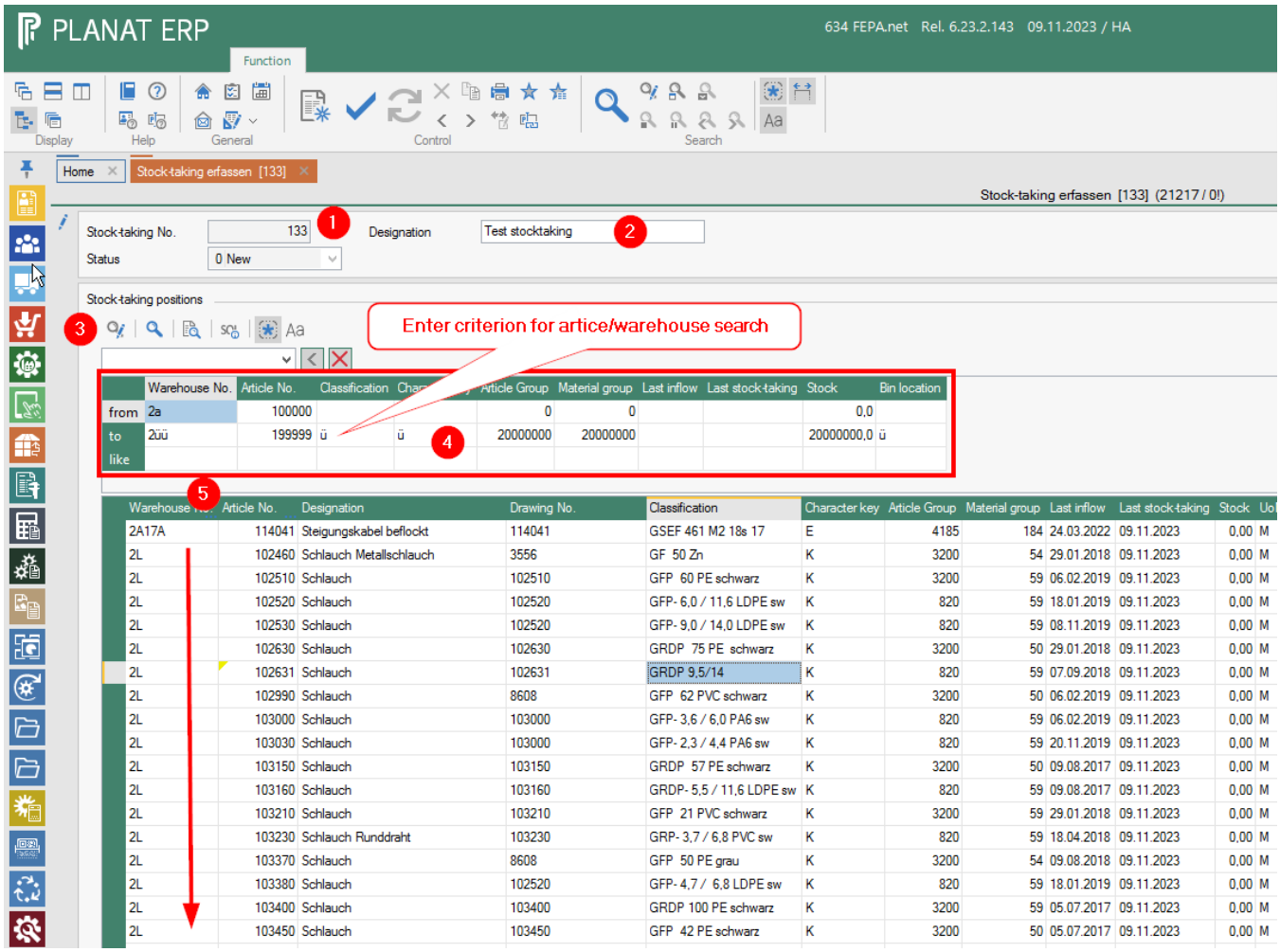
> New entries can be added at any time to an inventory that has not yet been completed. The name of the inventory should contain at least the own FEPA mandant or the warehouse prefix for a better overview of the inventories. See `stock-taking- Info`.

The article/warehouse combinations to be included in the current stocktaking can be selected according to the following criteria
- Warehouse no.
- Article no.
- Classification
- Character key
- Article group
- Material group
- Date of last inflow
- Date of last stocktaking
- Stock (quantity)
- Storage location (if used)

(from - to) can be selected (the search library can be extended, please open a ticket for this if required).

Procedure:

1. enter, (number will be assigned automatically, alternatively you can enter your own number), Enter
2. Naming - assign a name for the stocktaking, Enter
3. Expand search - click magnifying glass with pen
4. Enter search criteria, click magnifying glass
5. Check result! Only storage location/article combinations for your own location may be included. Individual lines can be deleted. (Warehouse no. must start with your own client!) - If this is not the case, close without saving and start again.



6. Search result is as desired, save stocktaking by ticking the box in the tool bar. Fepa opens the stocktaking for the selected articles.
7. To subsequently record an item, open the stocktaking here and enter the warehouse and the item via the search or append a line and record both values.

> It is not necessary to print the stocktaking count list here!

Scanner

General

No.	Description
1	Power Button
2	Switch to orange
3	OK (like Enter)

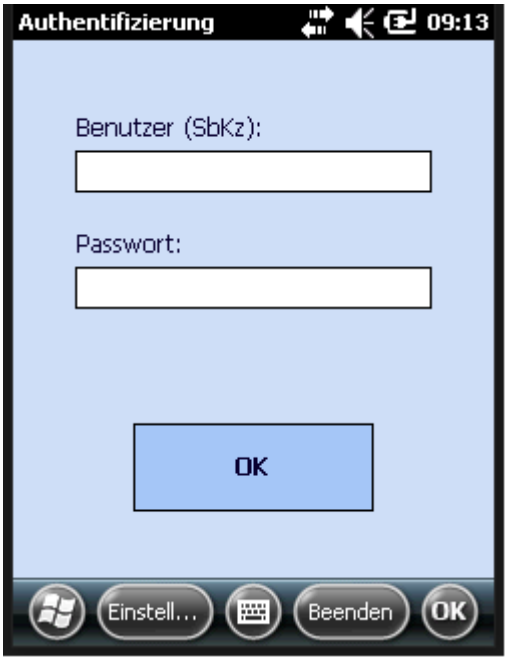


Stocktake entry
Start FEPA via the symbol on the display.



FEPA login - enter user (Benutzer (SbKz)) and password (Passwort). Display is only in German.

> Please use your login for the stocktaking. You will need your user (2 characters) and your password.



After successful login we see main screen (also in German only). In the main menu, click on the "Inventur" (stocktaking) button.



Benennung	**Bedeutung**
Stocktaking-no.	Number of the stocktaking in FEPA
Item no.	Number of the material or of the product
Batch	**Nummer der Charge, wenn das Material für die Chargenverwaltung erforderlich ist.**
Warehous loc.	Warehouse Location / stock number / storage location.
Quantity	Amount of items counted at the scanned location.
New	Display is cleared.
Save	Input is saved.
PL	Change the language (DE = German, CN = Chinese, EN = English, ES = Spanish, PL = Polish)
Close	Goes back to the main menu.

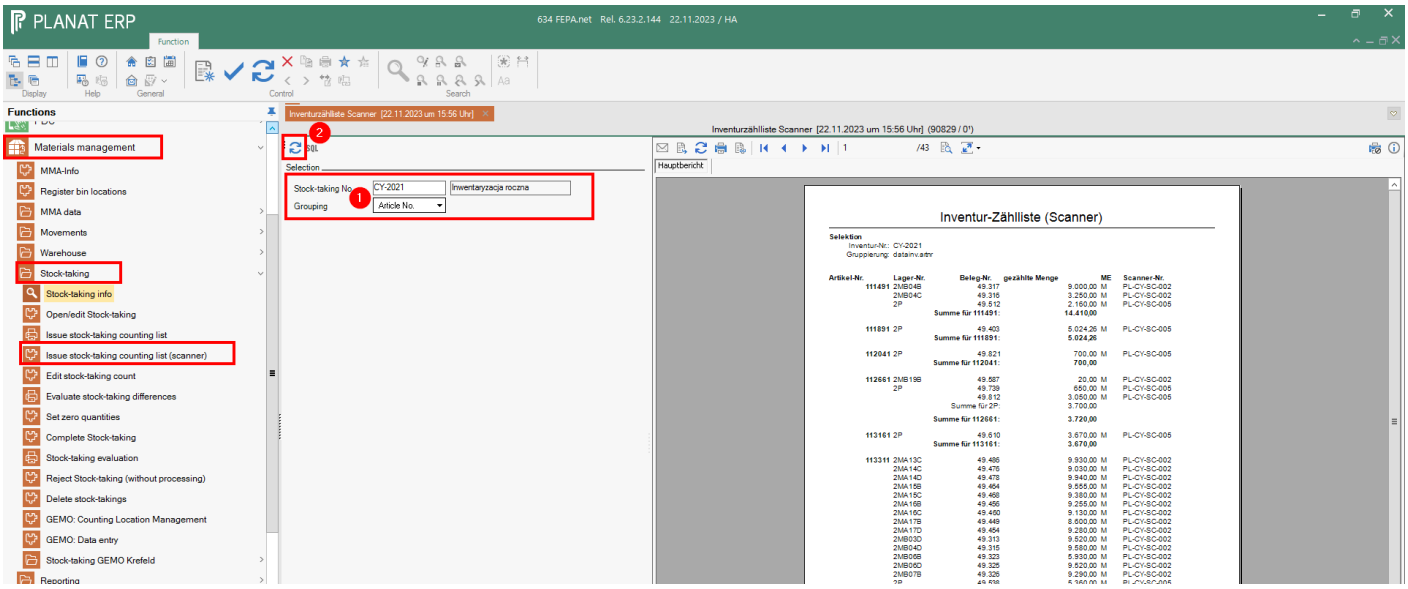


TAKE CARE OF:
- Stocktaking number will stay!
- Watch the unit of mesaurement especially for granules, oil, glue!
- Booking safes after hitting „OK“-button on scanner keyboard or „Save“-Button on the mask.
- Booking will take place immedialy!

Inventory count list scanner

FEPA function: `Materials management > Stockt-aking > issue stock-taking counting list (scanner)`

1. Enter the stocktaking number in the mask, select the grouping and
2. load the recorded data using the refresh button.



The data can now be checked visually. The list can be printed or exported.

To correct values, please follow the link and read the section in the inventory instructions under Corrections

Once all items have been counted and recorded using the scanners, continue as described in the inventory instructions under evaluate stocktaking differences.