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.

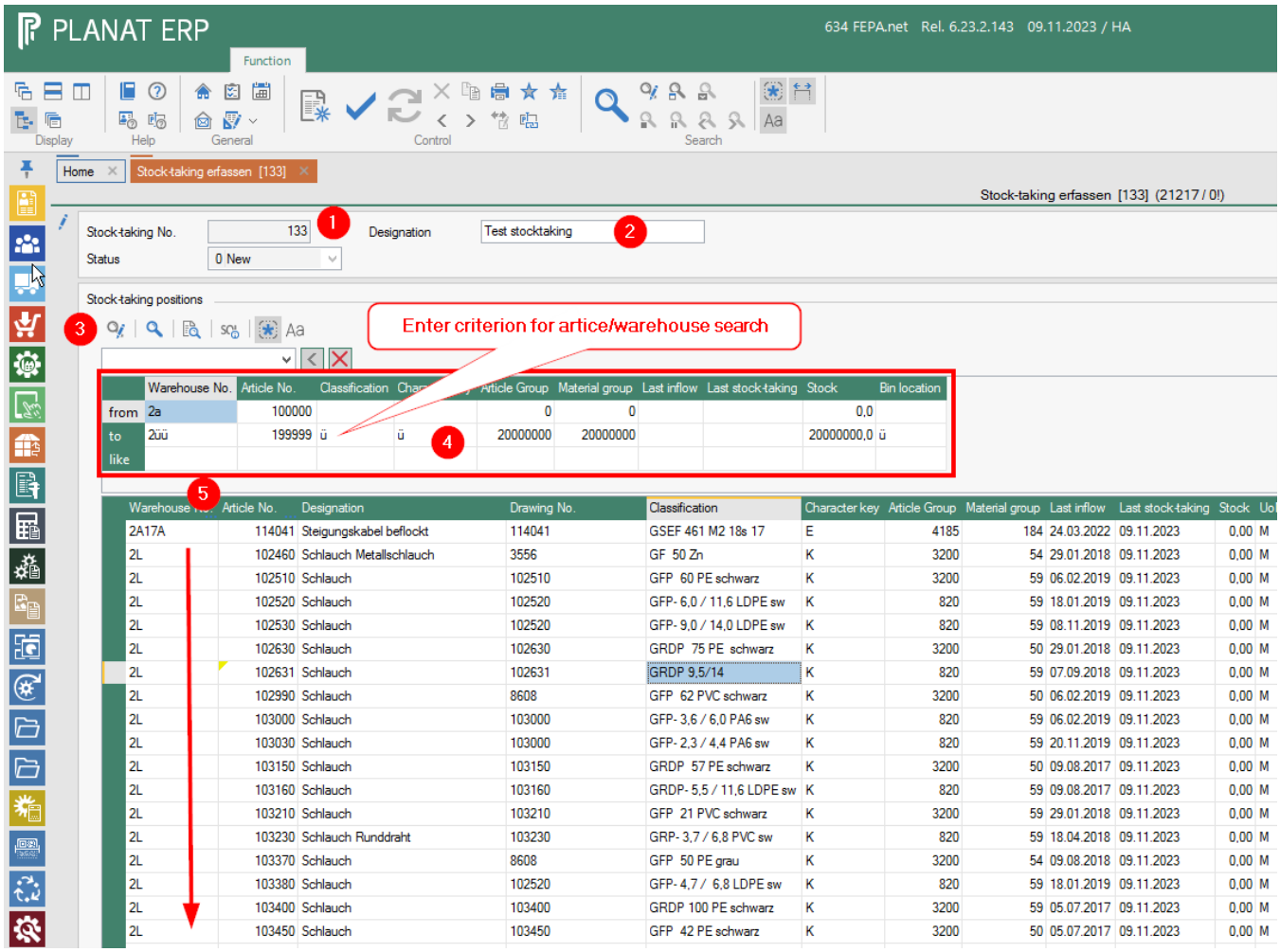
> New entries can be added at any time to an inventory that has not yet been completed. The name of the inventory should contain at least the own FEPA mandant or the warehouse prefix for a better overview of the inventories. See `stock-taking- Info`.

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)

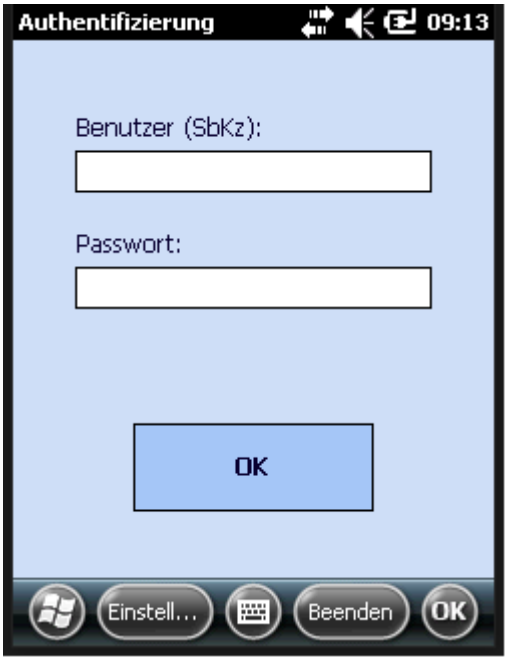


Stocktake entry
Start FEPA via the symbol on the display.



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.

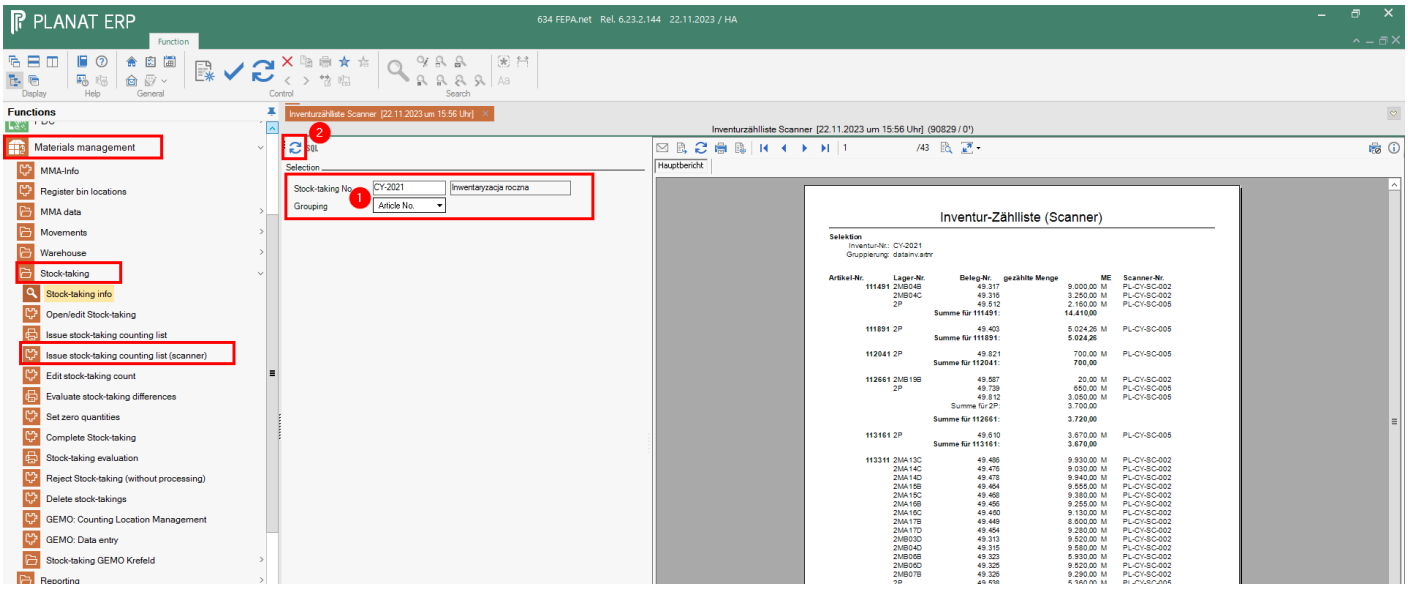


TAKE CARE OF:
- Stocktaking number will stay!
- Watch the unit of mesaurement especially for granules, oil, glue!
- Booking safes after hitting „OK“-button on scanner keyboard or „Save“-Button on the mask.
- Booking will take place immedialy!

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.

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