

How to Create a Cycle Count using a Location Range

1. Go into Create Cycles and Tags for Count and input a new cycle count number. The system will alert that the cycle count does not exist. Answer "Y" to create it.

base - [rs6000d.tshinc.com-BASE.12-PLTAG.GEN010\$1]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

Physical Inventory Tag Generation

Cycle Count Code 1234

Date Created
Time Created
Status Code

1.Full Physical
2.Warehouse Number
3.Selection Type

4.From PO# or ALL
5.From Vendor#
6.From Prod Line
7.From Product#
8.From Cycle
9.From Product Rank
10.From Prod Class
11.From Whse or ALL
12.From Location or ALL

To PO#
To Vendor
To Pline
To Product#
To Cycle
To Rank
To P/C
To Whse
To Location

13.Generate Tags
14.Blank Tags
15.Include only Items with Onhand
16.Create Empty Tag for Empty Loc

1234 not on file, Create it (Y/N)

HELP OKEND INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

2. Full Physical: N
3. Warehouse Number: Enter the warehouse number. You can also use the drop down or the Inquiry button to select from a list of existing warehouses.

4. Selection Type: for a range of locations, enter 9, then hit <ENTER>.

The screenshot shows the application window with the following fields and options:

- Physical: Inventory: Tag: Generation:
- Date Created: Time Created:
- Cycle Count Code: 1234
- 1.Full Physical: N
- 2.Warehouse Number: 001
- 3.Selection Type: 9
- 4.From PO# or ALL:
- 5.From Vendor#:
- 6.From Prod Line:
- 7.From Product#:
- 8.From Cycle:
- 9.From Product Rank:
- 10.From Prod Class:
- 11.From Whse or ALL:
- 12.From Location or ALL:
- To Whse:
- To Location:
- 13.Generate Tags:
- 14.Blank Tags:
- 15.Include only Items with Onhand:
- 16.Create Empty Tag for Empty Loc:

The Contextual Help popup contains the following text:

```

Enter Selection Code for this Cycle
Use 8 or 9 for a Full physical.
1-Whse / PO Number
2-Whse / Vendor Number
3-Whse / Product Line
4-Whse / Product Number
5-Whse / Cycle Count
6-Whse / Product Rank
7-Whse / Product Class
8-Whse Only
9-Whse / Location
  
```

At the bottom of the window, there is a navigation bar with buttons: HELP, OK/END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, CANCEL, OFF, and Popup.

5. From Location or ALL: Now enter the beginning location range and hit <ENTER>. Then you will be at the To Location field, where you will enter the ending location range, followed by <ENTER>.

The screenshot shows the application window with the following fields and options:

- Physical: Inventory: Tag: Generation:
- Date Created: Time Created: Status Code:
- Cycle Count Code: 1234
- 1.Full Physical: N
- 2.Warehouse Number: 001
- 3.Selection Type: 9
- 4.From PO# or ALL:
- 5.From Vendor#:
- 6.From Prod Line:
- 7.From Product#:
- 8.From Cycle:
- 9.From Product Rank:
- 10.From Prod Class:
- 11.From Whse or ALL:
- 12.From Location or ALL: A-001
- To PO#:
- To Vendor:
- To PLine:
- To Product#:
- To Cycle:
- To Rank:
- To P/C:
- To Whse:
- To Location: A-100
- 13.Generate Tags: Y
- 14.Blank Tags: 10
- 15.Include only Items with Onhand: N
- 16.Create Empty Tag for Empty Loc: N

At the bottom of the window, there is a navigation bar with buttons: HELP, OK/END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, CANCEL, OFF, and Popup.

6. Generate Tags: Answer "Y" for the system to create the tags.
7. Blank Tags: Enter the number of blank tags you want the system to create.
8. Include only Items with OnHand: Enter "N" for all items within your criteria, or "Y" for only those with an on hand.

9. Create Empty Tag for Empty Loc: Enter "Y" to create a tag for an empty location, otherwise enter "N".

10. Once complete, the prompt will display:

ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT.

Click on the OK/END button or type 0 and hit <ENTER> to continue.

11. Click on the OK button when the message: Check Report for your Tag Creation Summary Report. The report will be in Report Capture.

