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Purpose:To provide instructions on setting Cycle Count Triggers:

a) semiannually;

b) For New items

c) For specific Items whose assigned frequency is not frequent enough;

d) To force an Item to be generated for count outside of the normal frequency.

Related Documents:

IC xxxx PCB ABC Analysis

ICxxxx Cycle Count Analysis User Guide

Responsible:

**Approve:** Supply Chain Manager, Sr. Business Analyst, Inventory Control Supervisor

**Maintain:** Senior Business Analyst

**Execute:** IT, Assigned Site Individual(s)

Rules:

1. Semi-annual (via IT request - after ABC Analysis done)
	1. A Items frequency = 90 days
	2. B Items frequency = 180 days
	3. C Items frequency = 365 days
2. Daily (via IT script)
3. Assigned site individual(s) have the authority to make specific Item or Items set to be counted more frequently than the standard frequency (A=90, B = 180, C=365)
	1. The Item’s A,B,C designation is NOT to be changed – only the Cycle Freq.
4. Assigned site individuals have the authority to force a specific Item or Items to be generated for a Cycle Count during the next cycle count generation.

Scope: All MTS Sensor sites using the BSD

Semi-Annual Process

1. Open form PCB Cycle Count Setup
2. Cycle Type:
	1. Select Day Frequency
3. FG Type
	1. Leave Stock, Standard and Special checked
4. Material Status:
	1. Select Active
	2. Select Slow-Moving
	3. Do Not Select Obsolete
5. Material Type:
	1. Leave Material and Tool checked
6. Phantom, leave blank
7. ABC Code: Unselect B and C (leave A only checked)
8. Cycle Freq: Enter 90
9. Last Count: Leave Blank
10. Starting / Ending for **PCB instance**
	1. Leave Item Blank
	2. In Product Code:
		1. Enter Starting: 0100
		2. Enter Ending: SA1599
	3. Leave Planner Code Blank
	4. Whse: Set to Main (both Starting and Ending)
11. Select Process
	1. Message will display that “x number of records updated”
12. Repeat Steps 1-11 for other instances using Starting and Ending Product Codes as follows:
	* 1. NC: 0100 – SA0899
		2. Farm: 0224 - SA0286
		3. Prov: 0267 – SA0650
		4. NYS: 0410 - SA0430
		5. TMS: 0710 – SA0753 EXCEPT: do not check Days Frequency for Codes:
			1. 0710, 0711
			2. RM0710, RM0711
			3. MS0710, MS0711
			4. SA0710, MS0711
13. Go back to top of Form
14. In ABC Code
	1. Unselect A
	2. Select B
15. In Cycle Freq: Enter 180
16. Execute steps 10 through 12 again.
17. Go back to top of Form
18. In ABC Code:
	1. Unselect B
	2. Select C
19. In Cycle Freq: Enter 365
20. Execute steps 10 through 12 again.
21. Exit Form

Daily Cycle Count Set-Up (per BSD script)

1. New Items:
	1. For Items whose Product Code is in the range per site:
		1. PCB: 0100 – SA1500
		2. NC: 0100 – SA0899
		3. Farm: 0224 - SA0286
		4. Prov: 0267 – SA0650
		5. NYS: 0410 - SA0430
		6. TMS: 0710-SA0753
			1. EXCEPT: do not check Days Frequency for Codes:
				1. 0710, 0711
				2. RM0710, RM0711
				3. MS0710, MS0711
				4. SA0710, MS0711
	2. And
		1. Item Warehouse is Main
		2. And Item Status is Active or Slow-moving
		3. And Item Material Type is Material or Tooling
		4. And Item Phantom flag is False
	3. Then: The BSD will set the following fields as:
		1. Items Form: ABC Code will be set to “C”
		2. Item/Warehouse Form :
			1. Cycle Type: Day Frequency
			2. Last Count: Itemcreate date
			3. Cycle Freq: 365
2. Changed Items:
	1. When an Item is updated and no longer meets the criteria in 1 a or b:
		1. The Cycle Type is removed and will no longer generate to be cycle counted.
	2. If an Item is updated and now meets the criteria in 1a. or b – Then: The BSD will set the following fields as:
		1. Items Form: ABC Code will stay the same
		2. Item/Warehouse Form :
			1. Cycle Type: Day Frequency
			2. Last Count:
				1. If current value is null will be set to create date.
				2. No change if populated
		3. Cycle Freq: the Cycle Frequency will be set based upon the Items A, B or C code.
			* 1. A= 90
				2. B= 180
				3. C = 365

Changing the Frequency (manual process)

* 1. Changes can only reduce the value in the Cycle Freq field from the Standard (A=90, B=180, C=365) in order to increase the number of times an Item is counted. The Item/Item(s) A,B,C code is NOT changed in this process.
	2. Instructions
1. Open form Item Warehouse
2. Filter on Item(s) you want to count more often,
3. In Cycle Freq field enter the number calendar days between which cycle counts are to be generated for the Item(s)
4. SAVE

Force an Item to be generated for a Cycle Count outside the normal frequency

1. Open Item Warehouse Form
2. In Last Count Date field enter the date in the past that represents today minus the Items Cycle Frequency.
	* 1. Ex. Cycle Count frequency = 180, Last Count Date is 11/16/2016.
			1. Change the date to 180 days PRIOR = 9/9/2016.
				1. Method to calculate in Excel

In a cell enter =today()-X

Where x = Cycle Frequency

1. If Cycle Count Generation has not been executed for current day, no further action. The Item will present on sheet or scanner for count when generation is done.
2. If Cycle Count Generation has already been done for current day
	* 1. Open Cycle Count Generation form, enter the Item Number in both Item Starting and Ending fields. Do NOT check Overwrite Existing Records box.
			1. If Item counted by sheet, generate a sheet for the Item and give to Counter.
			2. If Item counted by scanner, no further action.