



# Cycle Counting and Physical Inventory: the InSync Way

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## Cycle Counting

- Reduce the need for paper
- Reduce the number of steps required
- Reduce the time it takes to complete
- Increase accuracy

**InSync Anywhere eliminates the paper and duplicate data entry, dramatically shortens the processing time, and optimizes inventory accuracy while maintaining quality safeguards.**

Other solutions generate a list of the items to be counted and print out count sheets for each. Counts are written on paper sheets and subsequently manually keyed into the system. This process is labor intensive and prone to data entry errors. And while a company may have reason to count any selection of items when they are not due to be counted or even if they are not designated as cycle count items, these solutions typically do not allow the ad hoc cycle count of items. Under these circumstances, a company is forced to manage inventory accuracy by a quantity adjustment process that lacks adequate inventory management controls.

In contrast, InSync Anywhere does not "pre-load" all the items to be counted; it only processes the items that are actually counted. In addition, InSync Anywhere does not print or use count sheets. The employee takes the wireless device to a warehouse location, pops up the list of items due to be counted, and enters the inventory count directly into the SyteLine system – in one data entry step. This greatly reduces the time to conduct cycle counts and increases data accuracy. The employee can also count any other valid item on an ad hoc basis even if it is not in the "to be counted" list. The employee also has the option to print a cycle count label to any network printer, including a wireless portable printer carried by the employee. This functionality provides flexibility to the process that other solutions do not.

**InSync Anywhere provides quality safeguards, eliminates labor inefficiencies, minimizes data entry errors, and provides a flexible, paperless cycle count process.**

Once the cycle counts are entered, InSync Anywhere supports standard SyteLine processes.

- The Cycle Count Variance Report (an audit trail) is evaluated.
- Counts are posted and any items that do not post can be reviewed and issues corrected.



# Cycle Counting and Physical Inventory: the InSync Way

## Physical Inventory

Other solutions require count tags and sheets be defined and does so in a complicated process. Once done, count tags or sheets are typically printed for every item in the warehouse. Counts are written on the paper and initialed. If desired for accuracy purposes, the counts can be validated by a second count and these values also written on the paper and initialed. Once the tags or sheets are completed, the data is then manually keyed into the system. Like other count processes, this physical inventory process is labor intensive and prone to data entry errors.

In contrast, InSync Anywhere generates a list of items and groups them by location. The employee takes the wireless device to the desired location, scans or selects the item from the list, and enters the count directly into the SyteLine system – one data entry step. In addition, if more items are found, the current physical inventory count can be updated to include both counts. The employee also has the option to print an inventory label to any network printer, including a wireless portable printer carried by the employee. As another option, InSync Anywhere also automatically generates a separate list of all counted items and enables a second validation count check to occur, again without paper and with one data entry step.

**By enabling the inventory values to be entered at the moment of the count, InSync Anywhere dramatically reduces processing time and as a consequence reduces manufacturing downtime while increasing inventory accuracy.**

Once the counts are entered, InSync Anywhere supports the standard SyteLine processes.

- Count quantities are reviewed and approved. Any uncounted items should be zeroed out.
- Count quantities are posted.
- The inventory is unfroze, enabling manufacturing and shipping/receiving to resume.

## Time Saved by Our Customers

- Michaels Stores, Inc. – now performs physical inventory in 2 days instead of 5 days, allowing them to continue to operate and bring in revenue three extra days a year.
- Multi-Pack Packaging Solutions – now performs physical inventory in 1 day instead of 2 days, per location. They now perform physical inventories in three separate locations in back to back to back days, taking care of all three locations in just 3 days instead of 6 days.