

3.17 Perpetual Inventory

Overview

The *Perpetual Inventory* option within Route Manager enables the ability to carry product inventory totals on your truck from day-to-day without having to unload inventory each afternoon. This is especially helpful for companies running coffee service, snack routes, or any other product where items are left on the vehicle each day. This document will guide you through setting up your system to use this feature on the handheld.

The topics are covered in the order listed below:

- ▶ Enable Perpetual Inventory
- ▶ Enable Take Inventory (Optional)
- ▶ Handheld Processing
- ▶ Desktop Reports

Continue to the next section to get started!

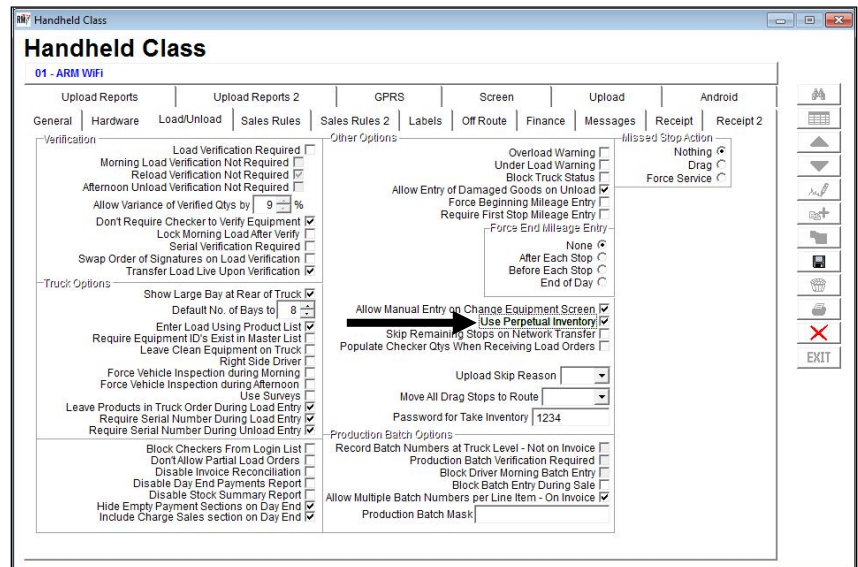
Enable Perpetual Inventory

With *Perpetual Inventory* enabled, drivers will not be required to unload all of the products from their trucks each day. Any products remaining on the truck will automatically show up on the handheld the next day and the driver can simply add to the quantities already available. All new stock added to the vehicle is recorded each day as it is received.

NOTE: Empty containers are still required to be unloaded from the delivery vehicles daily.

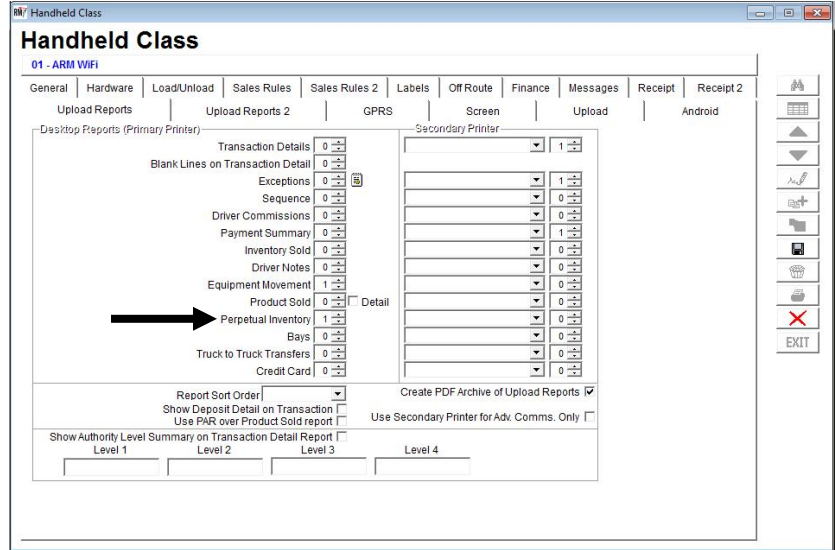
Handheld Class

To enable the *Perpetual Inventory* option, navigate to: *Lists > Routes > Handheld Class > Load/Unload* tab, and choose the 'Use Perpetual Inventory' option (below).



Next, enable the *Perpetual Inventory Report* that will provide you with daily perpetual inventory totals during the *Afternoon Card* process. This option can be found on the *Upload Reports* tab within the *Handheld Class* screen.

Enter a 1 (or more) to receive a single copy of the report each day:



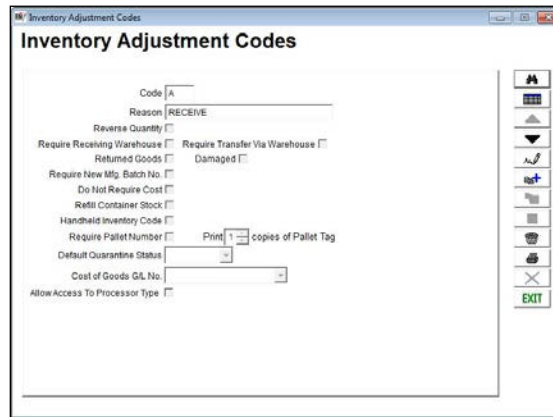
Continue to the next section to enable the optional *Take Inventory* feature, or skip to the *Handheld Processing* section.

Enable Take Inventory (Optional)

The *Take Inventory* option allows each driver to perform a stock count on the delivery vehicle to ensure that the quantities are accurate. This can be performed at any time and a report is provided on the handheld printer.

Follow the steps below to enable the *Take Inventory* feature:

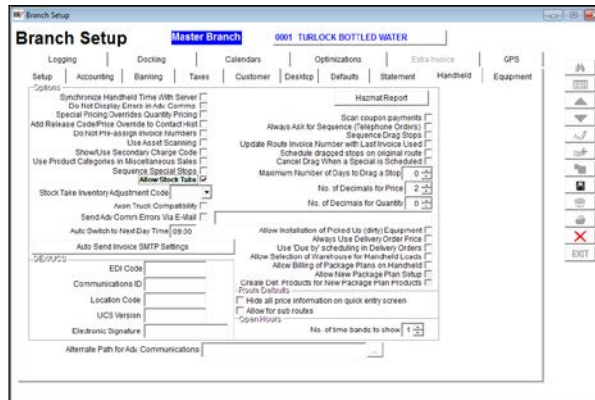
1. Create a unique 'Inventory Stock Take' adjustment code within *Lists > Product Codes > Inventory Adjustment Codes*:



The screenshot shows the 'Inventory Adjustment Codes' window. The 'Code' field is set to 'A', and the 'Reason' is 'RECEIVE'. The 'Allow Stock Take' checkbox is checked. Other options include 'Reverse Quantity', 'Require Receiving Warehouse', 'Require Transfer Via Warehouse', 'Returned Goods', 'Damaged', 'Require New Mfg. Batch No.', 'Do Not Require Cost', 'Refill Container Stock', 'Handheld Inventory Code', 'Require Pallet Number', 'Print 1 copies of Pallet Tag', 'Default Quarantine Status', 'Cost of Goods GL No.', and 'Allow Access To Processor Type'.

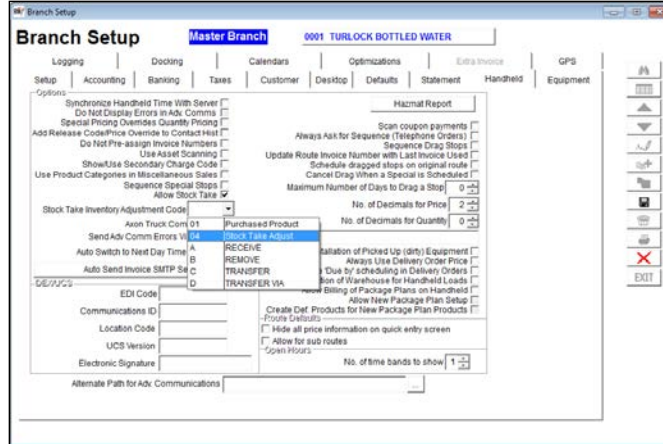
NOTE: This adjustment code will be used if the driver makes an adjustment to the inventory.

2. Select the option 'Allow Stock Take' within *File > Branch Setup*, on the *Handheld* tab.



The screenshot shows the 'Branch Setup' window, 'Handheld' tab. The 'Allow Stock Take' checkbox is checked. Other options include 'Synchronize Handheld Time With Server', 'Do Not Display Errors in Adv. Comm', 'Special Pricing Overrides Quantity Pricing', 'Add Release Code/Print Overrides to Contact List', 'Do Not Print Assign Invoice Numbers', 'Use Asset Scanning', 'Show/Use Secondary Charge Code', 'Use Product Categories in Miscellaneous Sales', 'Sequence Special Stops', 'Stock Take Inventory Adjustment Code', 'Allow Stock Take', 'Auto Send Invoice SMTP Settings', 'EDI Code', 'Communications ID', 'Location Code', 'UCS Version', 'Electronic Signature', 'Alternate Path for Adv. Communications', 'Hazmat Report', 'Scan coupon payments', 'Always Ask for Sequence (Telephone Orders)', 'Sequence Drag Stops', 'Update Route Invoice Number with Last Invoice Used', 'Schedule drag stops on original route', 'Cancel Drag When a Special is Scheduled', 'Maximum Number of Days to Drag a Stop', 'No. of Decimals for Price', 'No. of Decimals for Quantity', 'Allow Installation of Picked Up (dirty) Equipment', 'Always Use Drivers Order Price', 'Use Dst by scheduling in Delivery Orders', 'Allow Selection of Warehouse for Handheld Loads', 'Allow Billing of Package Plans on Handheld', 'Create Del. Products for New Package Plan Setup', 'Print Defaults', 'Hide all price information on quick entry screen', 'Allow for sub routes', 'Open Hours', and 'No. of time bands to show'.

3. Select the new inventory code created earlier from within the *Stock Take Inventory Adjustment Code* field on the *Handheld* tab:



4. Save your changes and continue to the next section.

Handheld Processing

The *Perpetual Inventory* option is managed entirely on the handheld. The handheld will automatically carry-over inventory from one day to the next. This section will guide you through the changes and processes that should be followed on the handheld.

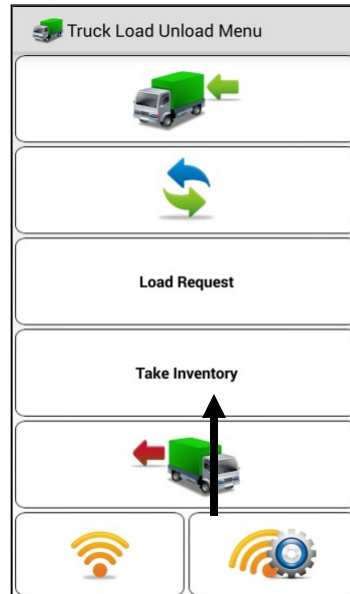
Morning Load

Perpetual Inventory enables two new icons on the *Bay* screen of the handheld, you can now see the *Start* column, which is the inventory carried over from the previous day and the *Add* column, which is the inventory added to the truck today. This gives you a very clear picture of what inventory is currently on the truck, as well as the items that have been added today.


| Product List for Bay 1 | | | | |
|------------------------|-------------------------|-------|-------|-----|
| Code | Description | Units | Start | Add |
| 050 | 5# Bag Ice | EACH | 0 | 0 |
| 097 | NOAH'S 200Z | EACH | 0 | 0 |
| 098 | NOAH 5 GALLON SPRING | EACH | 0 | 0 |
| 099 | NOAH 3 GALLON SPRING | EACH | 0 | 0 |
| 100 | 5 GALLON PURIFIED | EACH | 0 | 0 |
| 1001 | Gallon Propane | | 0 | 0 |
| 101 | 5 GALLON SPRING | | 0 | 0 |
| 104 | STEAM DISTILLED | EACH | 0 | 0 |
| 200 | 3 GALLON PURIFIED | EACH | 0 | 0 |
| 2000 | 30# Cylinder Propane | | 0 | 0 |
| 201 | 3 GALLON SPRING | CASE | 0 | 0 |
| 300 | 1 GALLON PURE/DISTILLED | | 0 | 0 |
| 301 | 1 GALLON SPRING | EACH | 0 | 0 |
| 370 | FROSTY ICE BAG | | 0 | 0 |
| 500 | 450 CUPS | | 0 | 0 |
| 501 | 450 5 PAK | | 0 | 0 |
| 502 | 42R CUPS | | 0 | 0 |

Take Inventory (Optional)

Occasionally, the driver may need to do a manual count of the truck to make sure the totals are accurate. If the 'Take Inventory' option has been enabled (covered earlier), the driver can select a new icon on the *Load/Unload Truck* screen of the handheld:



Follow the steps below to take inventory on the vehicle and print a report to the handheld printer:

1. Choose *Take Inventory*.
2. Select the correct *Bay*.
3. Tap on the product and enter the quantity on the truck. Repeat this step for each product in the *Bay*.
4. Tap *Exit*.
5. Repeat for all additional *Bays*.
6. After all *Bays* have been entered, tap the **Save**  option on the bottom of the *Take Inventory* screen.
7. You will be prompted to print the *Inventory Stock Take Reports*. Select *Yes* or *No* to print the report.
8. Tap *Exit*.

Ideally, the variances in the report should remain at zero (0). If the count is off, the driver may need to correct the problem by doing a recount. If the stock count is still in error, then you will need to make a correcting entry within the 'Previous' section of the *Bay* screen.

Perpetual Inventory Report

The *Perpetual Inventory Report* displays product carry-over and variance information from day-to-day. This report will print automatically during the *Afternoon Card* process.

This example illustrates perpetual data for product code '308':

| Perpetual Inventory | | | | | | | | | |
|---------------------|-------------|------------|------------|----------|----------|------------|------------|----------|--|
| | | | | | | ROUTE A | DAY B04 | | |
| | | | | | | ON | 07/10/2008 | | |
| Charge Code | Description | Carry Over | Additional | Returned | Qty Sold | End of Day | Stock Take | Variance | |
| 308 | 7 lb Bag | 600 | 0 | 0 | 100 | 500 | 0 | 0 | |

Product '308' had a carry-over of 600 from the previous day and 100 were sold on the current day – leaving 500 on the truck for the next day.

NOTE: This report can be reprinted by navigating to *Reports > Route Reports> Reprint > Reprint Perpetual Inventory Report*.

Summary

The *Perpetual Inventory* option is extremely helpful for companies that send their drivers out with one load for multiple days or do not offload their trucks each day. Please contact Advantage Route Systems if you have any questions about this feature.

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