DC – Timeline and Counting Inventory

Purpose   To guide all Distribution Center employees on the process of counting inventory using SRS during the correct inventory timeline.

Guidelines   To ensure that we have the most accurate inventory follow the timeline,

submit adjustments by Thursday night so that they can process Friday before

Saturday Inventory day.

Week 6 before inventory (1 Week)

Steps to prepare zone managers for inventory during week 6 before inventory.

Step	Action	Example
1	Replace damaged location barcodes.	
2	Verify all products have a barcode to scan.	

Week 6 before inventory

Verify all locations are neat and product is in order with visible barcodes 6 weeks prior to inventory

Provided by: DTD – Vern Roberson
Designed by: DTD – CD

Page 1 of 4
© 2014 The Reinalt-Thomas Corporation

Published on: 8/24/15 ver 1.0
Updated on: 4/30/20 ver 1.2

Week 5-4 Enable Inventory Mode

(2 Weeks)

Follow the steps below to properly enable inventory mode **5** weeks prior to inventory.

Note: Inventory mode will need to be turned on in order to count for inventory. This will reduce any early counts which will cause an inaccurate inventory.

Step	Action	Example
1	Open SRS from the desktop.	
2	Admin user will need to log in.	
3	Click More.	
4	Click Admin.	
5	Click Inventory.	
6	Select end date to start Inventory Counts.	
7	Click Begin inventory.	
8	Enter password – 186000.	

Week 5-4 Count Inventory

Follow these steps below to physically count inventory.
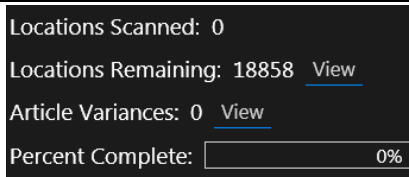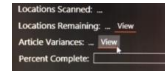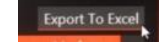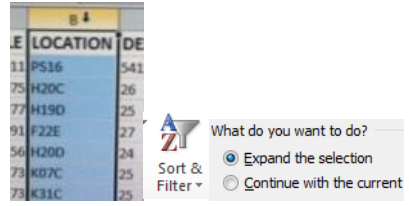
- 3 man Scan Team- Senior and Apprentice Tech or above on one order picker.
- One person scans while the other visually verifies nothing was missed.
- 3rd man- SRS Article Variance and Sync Report research.

Step	Action	
1	Log into SRS on tablet.	
2	Click More.	
3	Click Inventory Count.	
4	Using Bluetooth Scanner, Scan. • Location • Product within that location	
5	Click Accept Scan once everything in that location has been scanned.	
6	Repeat steps 4-5 for every location.	

Provided by: DTD – Vern Roberson
Designed by: DTD – CD

Page 2 of 4
© 2014 The Reinalt-Thomas Corporation

Published on: 8/24/15 ver 1.0
Updated on: 4/30/20 ver 1.2

**Week 3
(1 Week)**

Count all Productive Supplies and Accessories.

**Week 3
View
Inventory
Status**

Follow the steps below to view Inventory Status and Export Article Variance Report daily. The 3rd person on the Inventory Count Team will follow behind the scan team and verify all article variances from the SRS report location by location.

Step	Action	
1	Open SRS from the Desktop.	SRS Inventory Manager
2	Log In as admin.	Login User Name Password
3	Click More.	More...
4	Click Admin.	Admin
5	Click Inventory.	Inventory
6	Click Refresh.	Refresh
7	View the Current Inventory Stats such as: • Locations Scanned • Locations Remaining • Article Variances • Percent Complete	Locations Scanned: 0 Locations Remaining: 18858 View Article Variances: 0 View Percent Complete: 0%
8	Click View Article Variance.	Locations Scanned: ... Locations Remaining: ... View Article Variances: ... View Percent Complete:
9	Click Export to Excel.	Export To Excel
10	Open the variance report from the desktop.	Variance.xlsx
11	Highlight the Location column, Click Sort A to Z and select Expand the Selection. **Note:** The variance report will now be in order by location.	LE LOCATION DE 11 PS16 541 75 H20C 26 77 H19D 25 91 F22E 27 56 H20D 24 73 K07C 25 73 K31C 25 Sort & Filter ▾ What do you want to do? ● Expand the selection ○ Continue with the current

**Week 2-1
Prior to
Inventory

(2 Weeks)**

Follow these steps below to research and correct every line item on the Sync Report.

Step	Action
1	Research each line item in SAP and POS.
2	Key in open PO's and STO's.
3	Submit adjustments in the SRS Portal **by Thursday (due date) so that adjustments can be processed Friday. DC Managers post inventory at end of day Saturday after books are done 3-3:30pm AZ time.**

Contact   Please see your manager if you have any questions.