

USER GUIDE

INVENTORY COUNT

A SUITEAPP BY
tvarana 



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ABOUT TVARANA

Tvarana started in 2007 focusing on cloud-based enterprise applications.

Over the years, Tvarana has evolved as a NetSuite SDN Partner and has successfully completed over 500 projects involving customization, cloud integration and app development.

Tvarana specializes in offering cloud solutions to users of ERP and CRM platforms and has experience over technologies like NetSuite, Salesforce.com and IPAAS solutions such as Dell Boomi, MuleSoft and Celigo.

Tvarana currently has a 70+ member dedicated NetSuite team, and 8 apps listed on suiteapp.com.



INVENTORY COUNT SUMMARY

A SuiteApp designed by Tvarana, Inventory Count helps users sync the physical warehouse to inventory on NetSuite. NetSuite offers users a native inventory counting functionality, however the process isn't all that user-friendly and can prove to be quite tedious and time-consuming. Inventory Count's bundle of features allows users to perform regular warehouse counts and post inventory adjustments and record them in NetSuite, while optimizing on time and effort.

Inventory Count comes with a worksheet containing data around item name, location, description, and bin, which can be imported into NetSuite once filled out by warehouse employees. This worksheet is then compared against data stored in Inventory Count and is used in calculating variance. Inventory adjustments are created for all items approved on review. Inventory Count supports adjustments for lot-numbered and serial items.

The app also comes with a barcode scanner integration that allows you to scan inventory in real-time.

Inventory Count has some newly added features to make the process of counting even simpler for NetSuite users such as, scanning of multiple items, scheduling of inventory count item-wise, getting item count notifications on a scheduled date, and tracking counted and uncounted items.

Make your inventory tracking and management process a breeze with the Inventory Count app.



ITEM CONFIGURATION

This feature is designed to help you set a schedule for inventory counting, and can be enabled/disabled through the following navigation:

Setup > Company > Company Information > Count Without Configuration

- Inventory count notifications are sent to authors as per the selected schedule

AUTHOR FOR INVENTORY COUNT

LIST OF RECIPIENTS FOR INVENTORY COUNT
<Type & tab for single value>

☐ ACTIVATE CONFIGURATION

- The navigation for inventory configuration is as follows:
Inventory Count > Inventory Configuration

Configuration Page

Create Records

Update Recs

Filter Items

Reset

Refresh

NEXTCOUNTDATE

12/10/2019

COUNTINTERVAL

10

Item Details

PAGE INDEX

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PAGE RANGE

50

Mark All

Unmark All

CHECK	ITEM	BIN NAME	LASTCOUNTDATE	NEXTCOUNTDATE	COUNTINTERVAL	LOCATION #
<input type="checkbox"/>	100-0029-00	Pending 100 Review				150 - Pending 100 Review
<input type="checkbox"/>	100-0029-00	Pending 500 Review				550 - Pending 500 Review
<input type="checkbox"/>	103-0400-00	Pending 100 Review				150 - Pending 100 Review
<input type="checkbox"/>	103-0400-00	Pending 500 Review				550 - Pending 500 Review
<input type="checkbox"/>	103-0639-00	Pending 500 Review				550 - Pending 500 Review
<input type="checkbox"/>	103-0639-00	Pending 100 Review				150 - Pending 100 Review
<input type="checkbox"/>	105-3090-10	Pending 500 Review				550 - Pending 500 Review
<input type="checkbox"/>	105-3090-10	Pending 100 Review				150 - Pending 100 Review



- Configuration page shows items that have not yet been configured
- You can filter out items that you don't want to configure
- The filtering options are *Item*, *Location*, *Bin*, *Item Type* and *Use Bins*

The screenshot shows a web browser window titled "Inventory Filter - Google Chrome". The address bar displays the URL: `4634053-sb2.app.netsuite.com/app/site/hosting/scriptlet.nl?script=907&deploy=1&compid=4634053_SB2`. The main content area is titled "Inventory Filter" and contains a "Submit" button and a "Reset" button. Below these buttons are four dropdown menus labeled "ITEM", "LOCATION", "BIN", and "TYPE". The "ITEM" dropdown has a placeholder text "<Type then tab>". To the right of these filters is a "USEBINS" section with two radio buttons: "YES" (selected) and "NO". On the left side of the browser window, a sidebar is partially visible with labels like "Configure", "Create Records", "COUNTDATE", "Details", "INDEX", and "0 of 9129".

- The configuration page displays 50 entries to begin with, but you can choose the number of entries you want shown on the page
- You can select the items to configure; or alternately check **Mark All**
- After selecting items for configuration, you can enter the **Next Count Date** and **Count Interval** for those items
- Clicking the **Create Records** button triggers a back-end process which creates the Item Configuration Record for the selected items
- The Next Count Date and Count Interval can be modified after the Item Configuration has been created, if needed



- Clicking the **Update Recs** button redirects to a list of Item configuration records, where you can select the records for which the Next Count Date and Count Interval needs to be updated
- Use filtering options (Item, Location, Bin, Next Count Date) on the **Update Configuration Page** before clicking the **Filter** button

ITEM CONFIGURATION RECORD

The following attributes are shown on the Item Configuration Record:

- **Item Name**
- **Location**
- **Bin Number**
- **Last Count Date:** Holds the last count date of the item
- **Next Count Date:** Holds the next count date of the item
- **Count Interval:** Holds the count Interval (Days)
- **Counted Flag:** Checked when the item is counted
- **Inventory Adjustment Link:** Holds the Inventory Adjustment Link when the item is counted



SCHEDULING INVENTORY COUNT

- Once you create the Item Configuration Record, with the Next Count date and Count Interval entered, a back-end process runs on a daily basis

Configuration Page More

12/10/2019
 10

Item Details

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 PAGE RANGE: 50

CHECK	ITEM	BIN NAME	LASTCOUNTDATE	NEXTCOUNTDATE	COUNTINTERVAL	LOCATION A
<input type="checkbox"/>	100-0029-00	Pending 100 Review				150 - Pending 100 Review
<input type="checkbox"/>	100-0029-00	Pending 500 Review				550 - Pending 500 Review
<input type="checkbox"/>	103-0400-00	Pending 100 Review				150 - Pending 100 Review
<input type="checkbox"/>	103-0400-00	Pending 500 Review				550 - Pending 500 Review
<input type="checkbox"/>	103-0639-00	Pending 500 Review				550 - Pending 500 Review
<input type="checkbox"/>	103-0639-00	Pending 100 Review				150 - Pending 100 Review
<input type="checkbox"/>	105-3090-10	Pending 500 Review				550 - Pending 500 Review
<input type="checkbox"/>	105-3090-10	Pending 100 Review				150 - Pending 100 Review

- This process checks if there are any items that need to be counted on the current date
- Matches found through this process are compiled into a CSV file and emailed to users configured in the **Author** and **Recipients** section
- Author Navigation:* **Setup > Company > Company Information > Inventory Count Author**
- Recipients navigation:* **Setup > Company > Company Information > Inventory Count Recipient**



WORKSHEET ENTRY

For items that you want counted, the item worksheet needs to be filled out. There are two ways to access this worksheet:

- If the **Item Configuration** feature is enabled, and items are configured then the system sends a CSV file to the list of recipients configured in **Company Setup**. This has 3 empty columns *Physical Quantity, Location, Bin and Serial/Lot Numbers*
- If you are not using **Item Configuration**, you can still export the worksheet. *Navigation: Inventory Count > Item Worksheet > Bin Item Worksheet/ Non-Bin Item Worksheet*
- Export the worksheet of choice and fill out the appropriate columns (*Physical Quantity, Location, Bin, Serial/Lot Numbers*). You can filter items based on location or bins

	A	B	C	D	E	F	G	H
1	Internal ID	Item	Description	Location(ware house)	Bin	On Hand Quantity	Physical Quantity	Serial/Lot Number
2	84856	Serialized item for test TSS	Test item	01-Portland : 100 - Portland Inventory	00FGB	2	2	a,b
3	84856	Serialized item for test TSS	Test item	01-Portland : 150 - Pending 100 Review	Pending 100 Rv	2		
4	84856	Serialized item for test TSS	Test item	01-Portland : 100 - Portland Inventory	00FGA	10		
5	84855	Test Assembly item	Test item	01-Portland : 100 - Portland Inventory	00FGC	5		
6	84855	Test Assembly item	Test item	01-Portland : 300 - Service Warehouse	Service_Warel	5		
7	84855	Test Assembly item	Test item	01-Portland : 100 - Portland Inventory	00FGB	10		
8	84853	Test TSS		01-Portland : 100 - Portland Inventory	00FGA	6	8	
9	84840	420-0316-00	Cable, ASSY 2.0mm ID, 5.5mm OD plug, Right Angle to wir	01-Portland : 100 - Portland Inventory	SM05K	81		
10	84790	571-0000-00	3-User System Case Tray	01-Portland : 100 - Portland Inventory	SM13E	47		
11	84789	565-0000-00	Pocket Folder with Service Card	01-Portland : 100 - Portland Inventory	SM13E	182	4,2	lot1,lot2
12	84786	920-4714-00	MODEL LABEL FL410C	01-Portland : IRI - Inspection	FAA	25		
13	84785	920-4713-00	MODEL LABEL FL405TC	01-Portland : IRI - Inspection	FAA	25		
14	84784	920-4712-00	MODEL LABEL FL405C	01-Portland : IRI - Inspection	FAA	25		
15	84783	920-4711-00	MODEL LABEL FL84PC	01-Portland : IRI - Inspection	FAA	25		
16	84744	468-4026-00 Service	Revised - 8112050 NTPDCOM Check	01-Portland : 100 - Pending QTR	Pending QTR	5		



- If an item uses serial numbers, the serial number column should be populated with comma separated values. The serial numbers should be new and unique
- If an item uses lot numbers, the serial number column should be populated with comma separated values. The lot numbers should be new and unique
- The physical quantity column should be equal to the sum total of all the serial numbers (in case of using serial numbers)
- The physical quantity column should be populated with comma separated values for respective lot numbers (in case of using lot numbers)
- For normal items, the physical quantity is the observed in the warehouse
- The location should be entered, as well as and bins, if bins are being used



























INVENTORY COUNT RECORD

CSV IMPORT

Once the worksheet has been entered, it needs to be imported as an Inventory Count Record. The app comes with a saved CSV import.

Navigation: **Setup > Imports/Exports > Saved Imports > Inventory Count SuiteApp Import**

Upload the saved worksheet and run the CSV Import.

	Bin Number		TSS CR Inventory Count : Bin	
	Item Name		TSS CR Inventory Count : Item (Req)	
	Physical Quantity		TSS CR Inventory Count : Location(ware house) (Req)	
	Bin Number		TSS CR Inventory Count : PHYSICAL QUANTITY (Req)	
	Serial/Lot Number		TSS CR Inventory Count : Serial / Lot Numbers	
				
				
				



ITEM SCANNING

The App comes with an item scanning feature. If items use barcodes, then you can scan the barcode to count items without importing worksheets.

Navigation: **Inventory Count > Item Scanning**

Scan Items More

Submit Mark/Unmark All Close tvarana

Item Name:

Item Details

Search:

Line No.	Item Name	Description	Location	Bin	Serial No./Lot No.	Quantity
1	Serialized Item for test TSS	Test Item	-select-	-select-	<input type="text"/>	<input type="text"/>

Showing 1 to 1 of 1 entries

- Start by scanning the item
- If a match is found, the system pulls the item information and adds a row to the **Item Details** sublist
- The Location, Bin, Serial/Lot Number and quantity columns are empty to begin with
- If the item uses bins or serial/lot numbers, then those columns remain editable, else they are disabled
- Alternately you can manually enter the item names to continue counting items if you don't use a scanner



- Once scanning is complete, you will need to select the items which needs to be imported for counting
- Select items by clicking on individual items, or use the **Mark/Unmark** button
- Once the selected items have been imported, you will be taken to the Inventory Count screen

INVENTORY COUNT RECORD

The Inventory Count Record has the following attributes

- **Item**
- **Location**
- **Bin**
- **Serial/Lot Numbers**
- **Physical Quantity**
- **NetSuite Quantity**
- **Avg Cost**
- **Variance Cost**
- **Variance Quantity:** Physical Quantity – NetSuite Quantity
- **Use Bin**
- **Is Serial Item**
- **Is Lot Item**
- **Total Variance Quantity:** Variance quantity for Serial/lot numbered items
- **Inventory Adjustment Link**
- **Adjustment reference:** Item Configuration Record Link
- **Processing Error:** Displays reason for import failure



TSS CR Inventory Count

[Edit](#)
[Back](#)
[Print](#)
[Actions](#)

☐ INACTIVE

ITEM
105-0192-00

BIN
Pending_Eval

LOCATION(WARE HOUSE)
01-Portland : 400 - Pending RTS

SERIAL / LOT NUMBERS

PHYSICAL QUANTITY
0

NETSUITE QUANTITY
1

AVG COST
0
 VARIANCE COST
0
 VARIANCE QUANTITY
-1.0
 PROCESSING ERROR
 INVENTORY ADJUSTMENT LINK
 ☒ USE BIN

☐ IS SERIAL ITEM
 ☐ IS LOT NUMBER
 TOTAL VARIANCE QUANTITY
-1.0
 ADD SERIAL NUMBERS
 REMOVE SERIAL NUMBERS
 ADJUSTMENT REFERENCE #
 ITEM TYPE
Assembly

User Notes System Notes

VIEW

INVENTORY COUNT SCREEN

The imported worksheet or the scanned items are imported as an Inventory Count Record.

Navigation: **Inventory Count > Inventory Count Screen**

On this screen you can review the item variance, ie. the difference between the physical quantity and the NetSuite quantity.

Inventory Details

[Process](#)
[Filter](#)
[Consolidate Items](#)
[Inactivate Old Records](#)

WAREHOUSE

ITEMS
<Type then tab>

BINS
<Type then tab>

ACCOUNT *
<Type then tab>

INVENTORY ADJUSTMENT DATE

☐ HAS ERRORS
 ☐ SHOW PROCESSED RECORDS

 TOTAL VARIANCE

Inventory Details

1 to 100 of 194

[Mark All](#)
[Unmark All](#)

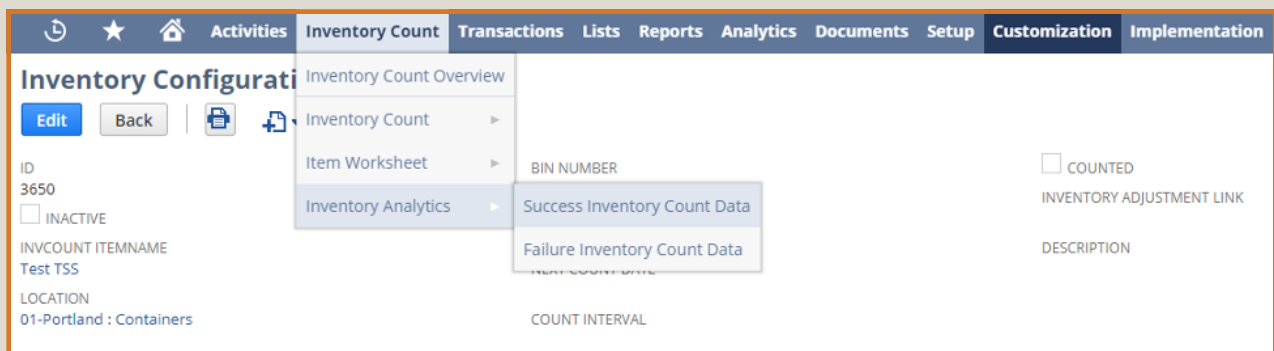
PROCESS	WAREHOUSE	BIN	ITEMS	PHYSICAL QTY	NETSUITE QTY	VARIANCE QTY	VARIANCE COST	ERROR DETAILS	RECORD LINK
<input type="checkbox"/>	01-Portland : 400 - Pending RTS	Pending_Eval	105-0192-00	0	1	-1.0	0.00		View
<input type="checkbox"/>	01-Portland : 400 - Pending RTS	Pending RTS	105-0194-00	0	3	-3.0	-41.19		View



- All imported/scanned items appear on this page
- If a record fail to import correctly it will not appear on this page
- To view the failed records, check the **Has Errors** box and click on **Filter**. This will display the failed record, along with the reason it failed to import
- You can filter items based on parameters like *Item Name, Warehouse, Bins*
- You will then need to select the items which need to be adjusted
- Then enter the **Account** to which the Inventory Adjustment needs to be posted, along with the date
- Hit **Submit** to view the Inventory Adjustment
- To view the processed records, check the **Show Processed Records** box and click **Filter**
- This page has additional features to consolidate items having the same locations and bins before counting
- You can choose to inactivate records that do not need to be counted

REPORTING COUNTED/ UNCOUNTED ITEMS

Reports can be generated to view counted and uncounted items.



THANK YOU!

