

# BASIS Quick procedures:

## Inventory:

- 1) Sign into BASIS



Figure 1

- 2) From the main menu select Inventory:

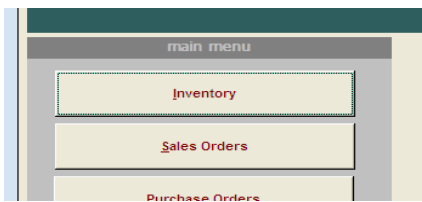
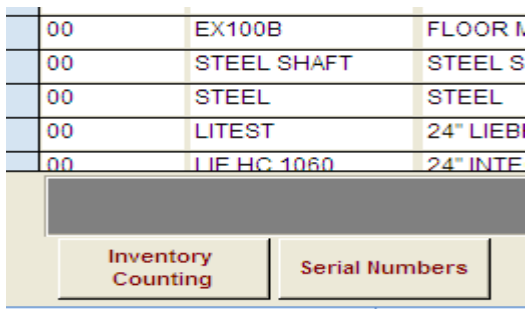


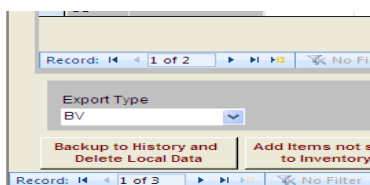
Figure 2

- 3) In Inventory select: Inventory counting:

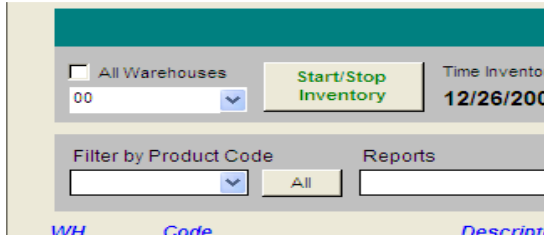


From Inventory Counting:

Make sure to delete all the old data by clicking backup to history and delete local data:



Once the data has been deleted, you can start the inventory by taking a snapshot of your current inventory. You can do it for 1 warehouse at a time or All:



Once the inventory is started, you can exit the Inventory count screen and start the counts using the scanner.

### On the scanner:

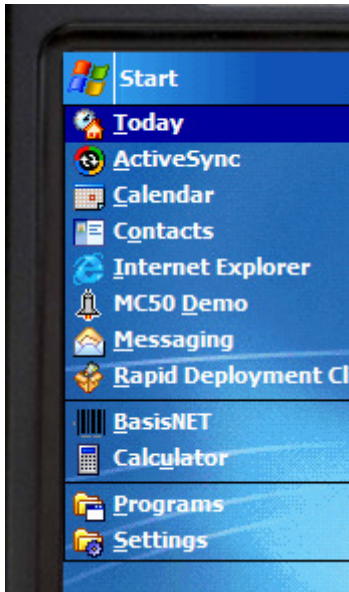


You must ensure that the scanner is on the wireless network (arrows at the top should show as per the image below)



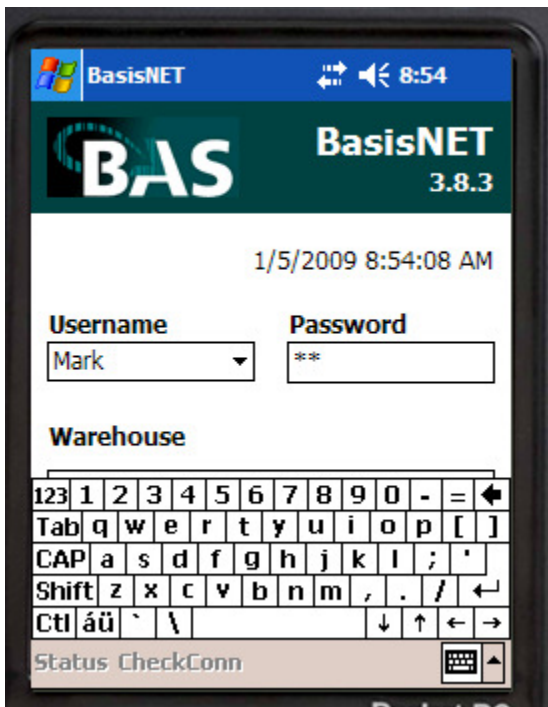
If arrows show and X the scanner is not on the network and it will not work.

Click Start at the top:



and Select BasisNET program

The following screen will appear:

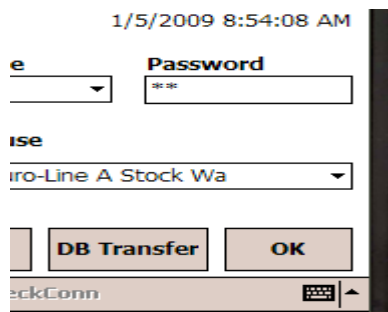


Type in your username and password

To click OK you need to minimize the keyboard by clicking the little keyboard at the bottom.



Once the keyboard disappears, click OK



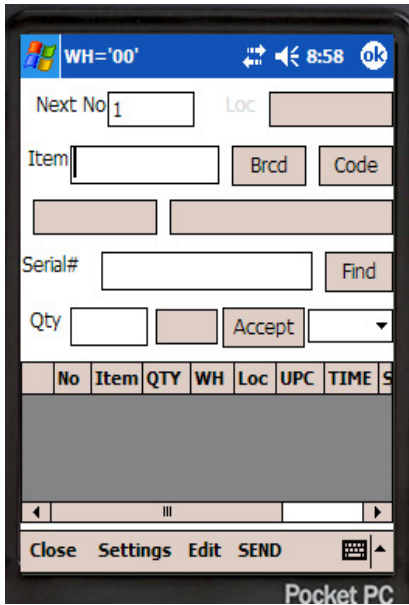
You will be taken to the main Handheld Menu:



From here, click on Inventory to go to the inventory menu:



Then click on Inventory again to enter the inventory count screen:



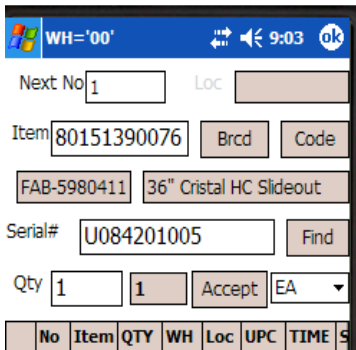
From here:

Scan location (if applicable)

Scan Item

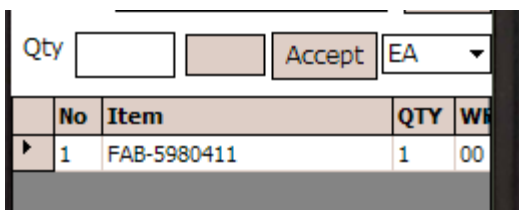
Scan Serial number (If applicable)

Enter Quantity



Click on Accept:

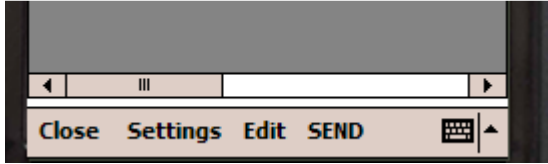
The scanned item will appear in the grid in the middle of the screen:



**Options:** On settings at the bottom of the screen, you can setup a few options such as Quantity Default to 1 or AutoAccept, to allow the user to simply scan items sequentially.

Continue on to the next item.

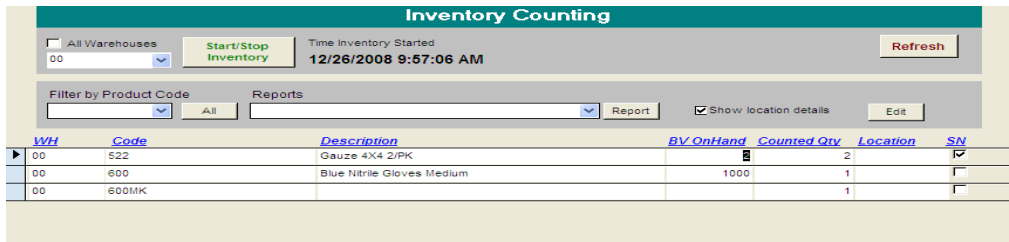
At regular intervals you can send the data back to the server by clicking: SEND



Once the data has been sent to the server you can continue the count as per above.

**To review in BASIS the quantities that have been counted:**

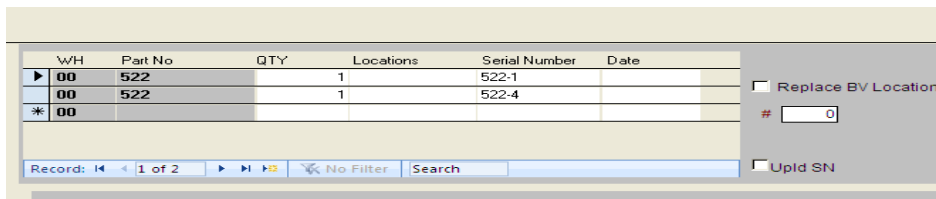
Go back to the desktop in the Inventory / Inventory counting screen:



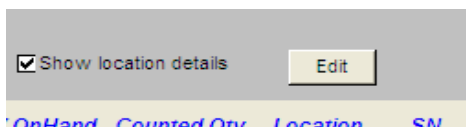
The quantities that you have counted will appear in the grid as per above.

If the quantities do not show click on REFRESH to add them to the grid.

Details on locations and serial number will appear in the secondary grid below:

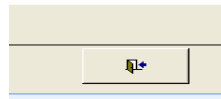


If you wish to make changes to the quantities counted you need to click on the Edit button at the to right hand corner:



The following screen will appear in which you can modify counted quantities

Edit Inventory Records						
Search by: Code / Desc / UPC/Loc						
<input type="text"/> Double click to cancel						
WH	UPC	Code	Description	Qty Counted	Location	
▶ 00	522	522		2	6:56:43 AM	
00	600	600		1	1:47:47 AM	
00	600mk	600MK		1	1:47:33 AM	
*						

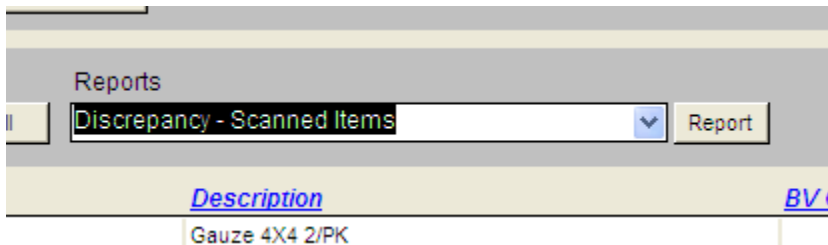


When done hit to return to the inventory counting screen:

From the inventory counting screen, you can produce the reports required to review your inventory:

The various reports give you different information related to the comparison between what you counted and what the system states you should have.

Select the report required then click on Report to show you as illustrated below:



The various reports are:

Discrepancy – Scanned items: Shows you what you counted vs what is in BV for the scanned items

Discrepancy – Scanned items non 0: Shows you what you counted vs what is in BV for the scanned items that have an on hand quantity in BV.

Discrepancy – All items: Shows you all the items with only quantities counted next to what you counted

Discrepancy - SN in BV and not in inventory: Shows you items with Serial Number in BV that did not get recorded.

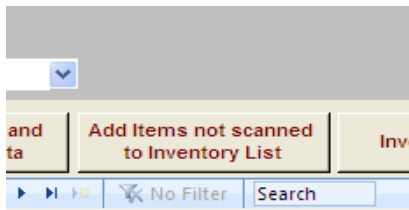
Discrepancy - SN in inventory: not on BV Shows you items with Serial Number that got scanned that do not appear in BV.

Not scanned Items: Shows you items with Serial that do have an on-hand quantity in BV that did not get scanned.

Once the reports have been studied and inventory reconciled, you have the option to update BV with the counted quantities.

**IMPORTANT:** At this stage, if you want to Zero out quantities in BV that do have an on-hand quantity but were not counted, you can do that by hitting the button at the bottom of the screen as shown below.

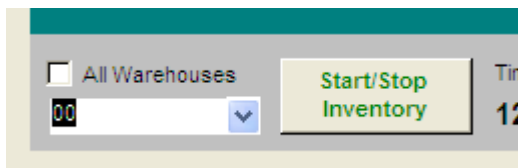
This procedure will add the items in the count as if they had been scanned with 0 quantity counted.



Once this procedure is completed, you can print a discrepancy report again, that will now show you all discrepancies including the ones for items that did not get scanned.

**NOTE:** This whole process can be done for 1 warehouse at a time (in a multi warehouse environment).

To select just the one warehouse do so at the top of the screen by selecting from the drop down box.:



**WE ARE NOW READY TO UPDATE BV:**

**IT IS STRONGLY RECOMMENDED AT THIS POINT TO TAKE A BACKUP OF THE BV AND BASIS FILES**

- BV: COPY THE WHOLE BV FOLDER (WITH NO ONE LOGGED IN)
- BASIS: COPY THE BASISDATA.MDB FILE FROM THE MAIN BASIS FOLDER
- It is also recommended to print a Stock Status Report from BV before uploading the counts.

When the backup is completed and reports printed you can update BV by clicking on EXPORT TO BV:

Replace BV Locations with Locations listed above  
#   
 Upld SN  
[Add Items to Master Location Table](#)  
[Export To BV](#)  
[51+](#)

NOTE: IF YOU NEED TO UPDATE SERIAL NUMBERS AS WELL, MAKE SURE THE Upld SN check box is checked.

A series of warnings and suggestions will pop up and when done the inventory will be updated in BV.

It is recommended to do an additional Stock Status report and compare with the one prior to upload to get the difference in the value of the inventory.

The difference will need to be entered in BV as a journal entry Inventory vs Cost of Goods Sold