

## Inventory

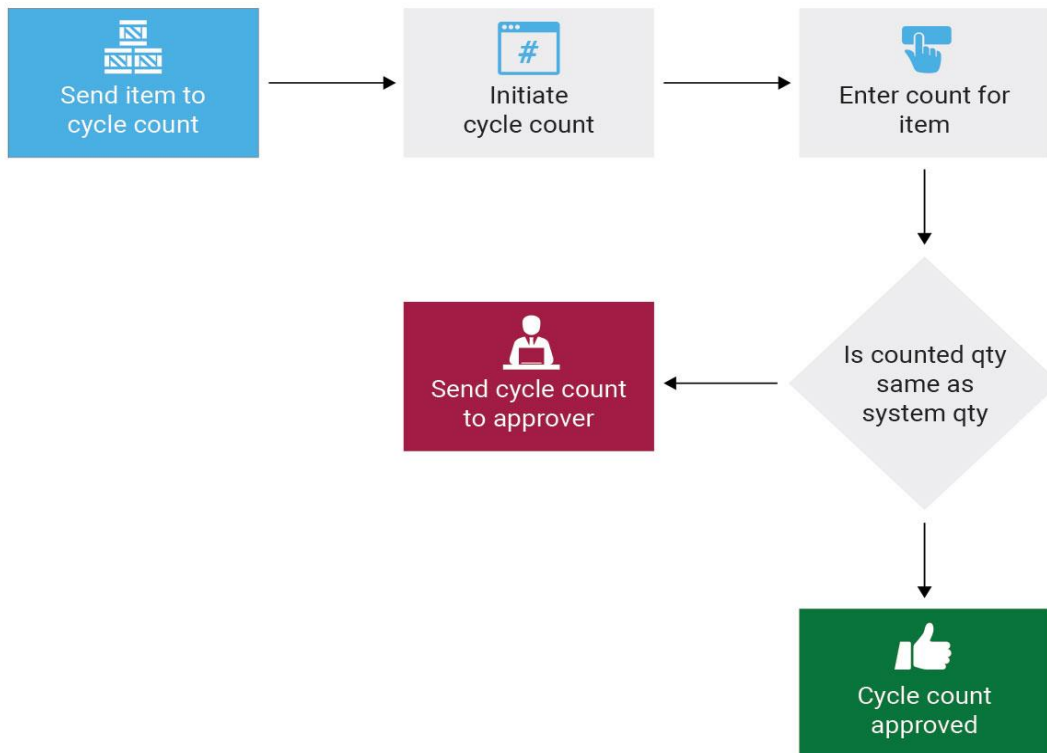
There are different business functions you can perform with the Coupa Inventory module. The inventory solution guide describes the bar code scanning support for the “Cycle Counting” business function. In future, we will expand this solution area to other inventory transactions like picking, receipts.

Cycle counting typically happens in the warehouses or stockrooms on a periodic basis to reconcile the system and physical on hand balances. However, often warehouses do not have connectivity to the internet and hence there is a need to perform transactions using a handheld RF scanner gun in an offline mode. This solution guide describes:

1. How to extract the cycle count data from Coupa and load it into the scanner gun.
2. Perform cycle counts using the RF scanner gun in an offline mode.
3. Once connected back to the internet, import the data back into Coupa

### Business Process Overview

Business needs to perform cycle counts in a warehouse or stockroom on a periodic basis to maintain the accuracy of their inventory balances. During the cycle count process, the items within a given location and/or for any commodity are counted and matched with the on hand balances in the system. In case of any discrepancy, the system automatically directs the cycle count for approval based on the approval groups configured in the system.





## Designing the Solution

In R20, Coupa is introducing a new csv loader to upload the count quantities for the items in a cycle count.

Once the cycle count is initiated in Coupa, the counter/warehouse operator will be able to download the csv for the items to be counted using the 'Export' feature on the Coupa UI. Your software that runs on the handheld RF scanner gun should have the ability to consume this CSV file.

Once the CSV files are uploaded to the RF scanner gun, the warehouse operator can then walk into the warehouse and scan the items to be counted.

Before beginning the cycle count activity,

- The warehouse operator should be allowed to select the CSV file against which they would like to begin the cycle count.
- Once the file is selected, the software should allow the user to either select an item or a location (Aisle, Bin, Level). The software should narrow down the items/locations that are applicable to the selected file
  - If the user selects a location, then the software should prompt the user to select the item (Name/Number/Cycle Count Line Number). The items should be narrowed down to the ones applicable to the selected location and selected file/Cycle Count Number.

The warehouse operator can now start the counting process.

For each selected item, the user should be allowed to enter the count quantity for the item. If dual UOM support is enabled, the user will be allowed to enter the count quantity in both the Order and Consumption UOM of the item. If dual UOM support is not enabled, then the quantity has to be entered in the Consumption UOM only. Your software should validate that the entered quantity is either zero or a positive number.

From a UI perspective, our recommendation is that there should be 3 buttons at the bottom of the screen - Save, Cancel and Save/Next Item.

'Next Item' button should be displayed if there are any more items which are pending the count for the cycle count. Clicking the 'Save/Next Item' button should automatically save the data for the previous item. Once the last item is counted, the user should see only the 'Save' and 'Cancel' button.

Once an item is saved, the count quantity should be updated back into the csv. Your software should provide the ability to transfer the csv file on the warehouse operator's desktop so that it can then be uploaded into Coupa.

Below are few other business rules that your software should support

- User can perform out of order counts i.e. it is not mandatory for the user to go in the same order in which the items are downloaded in the csv file



- User can submit the partial counts i.e. it is not needed to count and submit all the items at the same time. Whatever items are submitted; they should be updated in the csv. If an item is submitted again, then it should override the previous count quantity for that item.
- Only one csv file per cycle count will be generated. However, your software should have the ability to support multiple csv files as there could be a need to perform multiple cycle counts for different locations or commodities.
- Your software should be agnostic to the hardware that it runs on.

Please keep in mind that:

- Cycle counts in Coupa are always blind count i.e. we do not show the system quantity to the user
- At this point Coupa does not support cycle count csv loader for Lot and asset items.

### CSV Format

- ***When Dual UOM support for inventory transaction is enabled in the instance***

Cycle Count Number, Cycle Count Line Number, Item Number, Name, Warehouse, Aisle, Bin, Level, Order Quantity, Order UOM, Consumption Quantity, Consumption UOM

Example

14,13,JWBLK,Johnnie Walker Black Label,W1,A1,1,1,40,Each,400,Box

- ***When Dual UOM support for inventory transaction is not enabled in the instance***

Cycle Count Number, Cycle Count Line Number, Item Number, Name, Warehouse, Aisle, Bin, Level, Quantity, UOM

Example

14,13,JWBLK,Johnnie Walker Black Label,W1,A1,1,1,40,

### Test Scenarios

- User downloads the csv from Coupa and transfers it to the RF scanner. User should be able to transfer the csv file to the Scanner.
- User selects the csv file on the RF gun and then enters a location. The location is not a valid location for the cycle count. An error message should be displayed 'Please enter a valid Cycle Count Number'.
- User enters a Cycle Count Number and Cycle Count Line Number. The Cycle Count Line Number is not valid. An error message should be displayed 'Please enter a valid Cycle Count Line Number'.
- User enters a Cycle Count Number and Item Name or Number. The Item Name or Number is not valid or is not present in the csv selected. An error message should be displayed 'Please enter a valid Item Name or Number'.
- User enters the count quantity for the item. Make sure that the count quantity is either zero or positive quantity. If a negative quantity or non numeric, then an error message should be shown to the user.
- User completes the count for all the items. User uploads the csv back into Coupa. File is successfully uploaded after which user can submit the counts.



- User uploads a file with lot or asset controlled item in the csv file. We should throw an error message during the load process that lot or asset tracked items are not supported for cycle count upload and do not process the file
- User counts only some items for the cycle count and uploads the csv file into Coupa. Coupa should accept the file and process the counted records. User should have an option to count the remaining items at a later point and upload it in Coupa. If an item which was counted earlier is counted again and uploaded, Coupa system should override the previously counted quantity and replace it with the recent uploaded quantity.