

WAREHOUSE

MANAGE INVENTORY ADJUSTMENT

Provides guidance for managing adjustments to inventory items

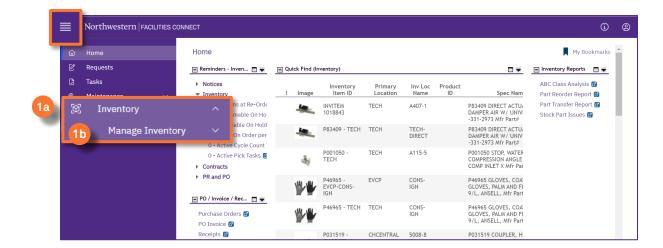
DIRECTIONS:



From the Facilities Connect Home Screen, navigate to the hamburger menu:



1b Click on the Manage Inventory section drop-down arrow.



2

From the Manage Inventory drop-down menu:

Click on **Items**.

| | Home | | Inventory | | | | | | | 📩 Add to Bo | ookmarks 🛛 📕 My Bookma |
|----|------------------|--------|-------------------------------|------|--------------|---------------|----------|---------|---------|---|------------------------|
| Ľ | Requests | | 🖃 Reminders - Inven 🔳 💌 | 🖃 Qu | ick Find (lı | nventory) | | | | | Inventory Reports |
| | Tasks | | Notices | | | Inventory | Primary | Inv Loc | Product | | ABC Class Analysis 🗃 |
| S. | Maintenance | \sim | Inventory | ! | Image | Item ID | Location | Name | ID | Spec Nam | Part Reorder Report 👩 |
| - | | | 279 - Items at Re-Orde | | - | INVITEM | TECH | A407-1 | | P83409 DIRECT ACTU | Part Transfer Report 🖻 |
| Ø | Inventory | ^ | 0 - Consumable On Ho | | - | 1018843 | | | | DAMPER AIR W/ UNIV -331-2973 Mfr Part# | Stock Part Issues 🔯 |
| | Manage Inventory | ^ | 0 - Assignable On Hold | | - | P83409 - TECH | TECH | TECH- | | P83409 DIRECT ACTU | |
| | | | 0 - Items On Order per | | - | | | DIRECT | | DAMPER AIR W/ UNIV -331-2973 Mfr Part# | |
| | | | 0 - Active Cycle Count | | | P001050 - | TECH | A115-5 | | P001050 STOP. WATER | |
| | Items | | 0 - Active Pick Tasks 🙆 | | | TECH | TECH | ATT5-5 | | COMPRESSION ANGLE | |
| _ | Count lasks | _ | Contracts | | | | | | | COMP INLET X Mfr Pai | |



WAREHOUSE MANAGE INVENTORY ADJUSTMENT

DIRECTIONS:



Upon clicking, all **Inventory Items** will display.

To find a single inventory item,



Type in the Item ID or Item Name to find the exact match for your review.

Type in your site location under **Primary Location**, it will list all inventory items at your location.

| Iten | ns | | | | | | | 🛃 Ado | i to Bookmarks 🛛 📕 1 | My Bookmarks |
|------|----------------|---------|-------------|---------|---------|---------------|-------------|------------------|----------------------|--------------------|
| | | | | | | | | | | Popup View |
| 3a | | | | | | | 3b | | Inventory Proc | essing Form |
| Inv | Item Name | | Item ID | | C Class | Service Class | Stock Cate | Primary Location | ters | ☆ ⊻ Quantity On |
| | Contains | | Conta | iins | Contain | Contains | Contair | Contains | Contains | More Th |
| | DIRECT GREASE | INVITEM | CON-102950 | CON-102 | B Class | Inventory | Non-Stocked | TECH | TECH-DIRECT | |
| | 1017525 - TECH | 1017525 | 1017525 - T | CON-103 | C Class | Inventory | Stocked | TECH | A135-9 | |
| | 1018265 - EVCP | 1018265 | INVITEM 10 | INVITEM | C Class | Inventory | Stocked | EVCP | BTLR-BLDG | |
| | 1018266 - EVEL | INVITEM | BREAKER, CI | CON-103 | B Class | Inventory | Stocked | EVELEC | B103-11 | |
| | 1018267 - EVEL | INVITEM | BREAKER, CI | CON-103 | B Class | Inventory | Stocked | EVELEC | B103-11 | |
| | 1018268 - EVEL | INVITEM | BREAKER, Q | CON-103 | B Class | Inventory | Stocked | EVELEC | B103-11 | |
| | 1018854 - EVCP | 1018854 | CON-103098 | CON-103 | | Inventory | Stocked | EVCP | C500-FLR | |
| | 1018855 - EVCP | 1018855 | CON-103098 | CON-103 | | Inventory | Stocked | EVCP | C500-FLR | |
| | 1019708 - CHCE | 1019708 | GLOVES, DIS | CON-103 | A Class | Inventory | Stocked | CHCENTRAL | DESK | |

³⁰ Click on the **Name** of the Inventory item.

Upon clicking, the **Inventory Item page** will open below.

Click the Launch Window button to open in a new window.

| | Items | | | | | | 拭 Add to Bool | kmarks 🛛 📕 My Bookmarl | ks |
|--------|-----------------|---------------|--------------------|------------|----------------------------------|--------------------|----------------------------|---------------------------|-------------|
| | | | | | | | | Inline View | • |
| | | | | | | | Add Delete | Inventory Processing Form | 1 |
| \$ | Inventory Iter | ms | ~ | | | | Apply Filters Clear Filter | 5 ≈ ☆ ⊻ | |
| C | | Item Name | | Item ID | Spec Name | Spec ID | ABC Class | Service Class | |
| , , | | Contains | | Contains | Contains | Contains | Contains | Contains | |
| | | RECT GREASE T | | NE INVITEN | 1 1017120 INVITEM 1018265: CE | CON-1029508 GREASE | | Inventory | - B Clas |
| | Items per pag | e: 50 ∨ 1 | - 50 of 22690 item | S | | | | of 454 pages | G |
| | | | | | | | | | |
| nvento | ry Item: INVITE | EM 1017120 | | | | | | Add To Bookmarks | Print 🕜 Hel |

3e



WAREHOUSE MANAGE INVENTORY ADJUSTMENT

DIRECTIONS:

4a



In the Inventory Item window:

Click on Revise.

| Inventory Item: INVITEM 1067511 | | 🙀 Add To Bookmarks 🛛 🔒 Print 💡 Help |
|--|-----------------------|-------------------------------------|
| General Contacts Notifications Notes & Documents History | | Refrestationy Revise More x |
| (Required): General Details Required for Inventory Item. | | |
| - General | | |
| ID INVITEM 1067511 | Status Active | |
| * Name 10" hammer | | |
| Description | | |
| | | |
| | | |
| | | |
| Units | | |
| * Quantity each | * Currency US Dollars | |
| Specification (Stock Item) | | |
| ID | Image | |
| Spec Name | | |
| Spec Class | | |
| Total Cost S.00 | | |
| | | |

Scroll down to the Adjustments section (bottom right):

Click on Adjustment.

| Purchasing Reorder Logic | | R | OP V | Sto | ck Category | Stocked | Y | | |
|--|-------|------------|------|----------------------|-------------|-----------------------|----|-------------------------------|----------------|
| U. Purchasing Reorder Point (ROP) | | | 12 | Economic Order Qua | ntity (EOQ) | | 0 | EOQ Units Quantity | 🔽 each |
| V. Reorder Logic Calculation (T+Q) | | | 0 | | | | | | |
| W. Reorder Logic - Reorder Point (V-U) | | | -12 | Requested ROP Delive | ry Duration | 0 | 25 | 8 | |
| | | | | | | | | | |
| Inventory Summary | | | | | | | | | Order/Rece |
| Q. Quantity On Order | 0 | | | | S. To | tal On Hand (R-H+P) | | 1 | |
| R. Quantity Received | 0 | | | | Т. | Total Available (S-D) | | 0 | |
| Unit Price | \$.00 | US Dollars | | | Estimated S | Stock Value On Hand | | \$.00 US D | _ |
| Hold or Pending Issue | | Hold | | Issued or Returned | | Issue | | Adjustmen 4b | Adjustment Tra |
| A. Quantity Hold | | 0 | | E. Quantity Issued | | 0 | | I. Quantity Adj b | y Count |
| B. Quantity Back Ordered | | 0 | | F. Quantity On Loan | | 0 | | J. Quantity Transfe | erred In |
| C. Quantity Safety Stock | | 1 | C | 5. Quantity Returned | | 1 | | K. Quantity Transfer | red Out |
| D. Total Pending Issue (A+B+C) | | 1 | H. | Total Issued (E+F-G) | | -1 | | L. Quant | tity Lost |
| | | | | | | | | M. Quantity | Retired |
| | | | | | | | | N. Quantity Under | r Repair |
| | | | | | | | | O. Quantity D | amaged |
| | | | | | | | F | P. Total Adjustments (I+J-K-L | -M-N-O) |



WAREHOUSE MANAGE INVENTORY ADJUSTMENT

DIRECTIONS:



Upon clicking, the Adjustment Transaction window opens:

Choose **Transaction Type** from the list.



Click **Post** on the top right corner.

| entory Item: INVITEM 1017120 | | | Add To Bookmarks | 📑 Print 🔅 |
|--|---------------------|----------------------------------|-------------------|------------|
| General Contacts Notifications Notes & Documents History | | Activate S | iave Save & Close | More |
| | | | | |
| | | | | |
| Adjustment Transaction: 1153859 | | <u>×</u> | | |
| General Audit Actions | 5c Post | | ▼ each | |
| | | | | |
| (Required): Inventory Adjustment Transaction . | | | | |
| = General | | | Or | der/Rece |
| ID 1153859 S | Status Active | | | |
| * Transaction Type | ۲ | | | |
| | | Dollars | | |
| Quantity to Be Posted | r, Darius - 1096450 | S | Adjustment | Trans 0 |
| Quantity to be Posted | \$.00 US Dollars | y Adj by Count Transferred In | | 0 |
| * Currency US Dollars | | ransferred Out | | 0 |
| Reason for Adjustment | | Quantity Lost | | 0 |
| | | antity Retired | | 0 |
| Primary Inventory Item | Find Clear | y Under Repair ntity Damaged | | 0 |
| ii | | I+J-K-L-M-N-O) | | 0 |
| Provided Specification | | · | | |

▼ INFORMATION

Additional Reference Note for Transaction Type to use:

- Inventory Return: To adjust return item
- Inventory Lost: For items taken away
- Inventory Damaged: To report damaged Inventory quantity
- Inventory Cycle Count: For Cycle count related adjustment only
- Inventory Repair: Currently use it only for UOM conversion
- Inventory Retire: To retire inventory



WAREHOUSE MANAGE INVENTORY ADJUSTMENT

DIRECTIONS:



Finally, from the main Inventory Item window:

^{6a} Click on the History tab.

^{6b} Check that the adjustment entered is correct and the status is displayed as **Posted**.

| | | 6a | | | | | | |
|-----------|-------------------------|--|---------------------|----------|------------|------------|--------------------|--------------------------|
| Inventory | Item: INVITEM 10171 | | | | | | Add To I | Bookmarks 📇 Print 🕐 Help |
| General | Contacts Notifica | tions Notes & Document | story | | | Act | ivate Save Save | e & Close More 🚽 🗴 |
| (Summan | (): Inventory Items Tra | ansaction History | | | | | | |
| | | and a contract of the contract | | | | | | |
| E Tra | ansaction Log | | | | | | | |
| | | | | | | Apply F | Filters Clear Filt | ers C) ☆ ± |
| 1 | Transaction ID | Туре | Date | Quantity | Unit Price | Total Cost | Status | PO ID |
| | Contains | Contains | Equals | Equals | | | Contains | Contains |
| | 1153859 | | 02/22/2022 10:43:08 | 0 ead | h \$546.87 | \$.00 | Active | |
| | 1148837 | Inventory Issue | 11/15/2021 11:35:57 | 0 ead | h \$546.87 | \$.00 | Active | |
| 1054141 | | Inventory Issue | 08/23/2020 13 | :55:15 | 1 ea | ach | \$546.87 | \$546.87 |
| | 1033945 | inventory received | 04/02/2020 10:49:00 | i eac | N \$546.87 | \$546.87 | кесеіуеа | PUR1563850 |
| | 1033011 | Inventory On Order | 03/19/2020 18:00:20 | -1 ead | h \$546.87 | \$.00 | Recalled | PUR1563850 🖕 |
| 4 | | | | | | | | ۱. |
| ltems p | oer page: 10 ∨ | 1 - 5 of 5 items | | | | | 1 | of 1 pages 🔹 🕨 |
| Activate | Save Save & Close | e More x | | | | | | |

Click on Save & Close to close the window.

| General Contacts Notifica | | ory | | | A | 7 sa Sav | re & Close |
|-------------------------------------|--------------------|---------------------|----------|------------|------------|-------------------|------------|
| Transaction Log | ansaction mistory. | | | | | | |
| | | | | | Apply F | Filters Clear Fil | lters 더 ☆ |
| Transaction ID | Туре | Date | Quantity | Unit Price | Total Cost | Status | PO ID |
| Contains | Contains | Equals | Equals | | | Contains | Contains |
| 1153859 | | 02/22/2022 10:43:08 | 0 each | \$546.87 | \$.00 | Active | |
| 1148837 | Inventory Issue | 11/15/2021 11:35:57 | 0 each | \$546.87 | \$.00 | Active | |
| 1054141 | Inventory Issue | 08/23/2020 13:55:15 | 1 each | \$546.87 | \$546.87 | Posted | |
| 1033945 | Inventory Received | 04/02/2020 10:49:00 | 1 each | \$546.87 | \$546.87 | Received | PUR1563850 |
| | Inventory On Order | 03/19/2020 18:00:20 | -1 each | \$546.87 | \$.00 | Recalled | PUR1563850 |