

# WAREHOUSE

# MANAGE INVENTORY ADJUSTMENT (UOM CONVERSION ONLY)

Provides guidance for how to manage adjustments for UOM conversion

### **DIRECTIONS:**



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

Click on the Inventory section drop down menu.

1b

Click on the Manage Inventory section drop down menu.

Click on Items.



### Upon clicking, the **Items** screen will open:

<sup>2a</sup> If you know the ID of the item you want to update, click in the **Item ID** *Contains* text box, type the ID, and press **Enter**.

<sup>2b</sup> If you do not know the ID, type a partial or full word in the **Item Name** *Contains* text box, and press **Enter**.

Northwest	ern FACILITIES CONNECT					(j)
Items					拭 Add to Bo	okmarks 📕 My Bookmarks
Inventory	v Items	2a			Add   Delete	Inventory Processing Form   rs C ☆ ☆ ↓
Item Na	ame	Item ID	Spec Name		Spec ID	ABC Class
Con	ntains	Contains	Contains		Contains	Contains
	1017525 - TECH: ELBOW, PIPE 90	1017525 - TECH	1017525 - TECH: ELBOW, PIPE 90	CON-1036941	C Class	Inventory
	1018265 - EVCP: CEILING TILE, 24	1018265 - EVCP	INVITEM 1018265: CEILING TILE	INVITEM 1018265	C Class	Inventory
	1018266 - EVELEC: BREAKER, CIR	INVITEM 1018266	BREAKER, CIRCUIT QBHW2040, 2	CON-1030485	B Class	Inventory
	1018267 - EVELEC: BREAKER, CIR	INVITEM 1018267	BREAKER, CIRCUIT QBHW3040H	CON-1030486	B Class	Inventory
	1018268 - EVELEC: BREAKER CIR	INVITEM 1018268	BREAKER OBHW3050H 22 000K	CON-1030487	B Class	Inventory



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### **DIRECTIONS:**



#### Click on the name of the item you want to update.

Upon clicking, the Inventory Item record will open in a new window:



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### Click on Revise.





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# MANAGE INVENTORY ADJUSTMENT (UOM CONVERSION ONLY)

### **DIRECTIONS:**



### Scroll down to the Inventory Details section:

### Confirm the Inventory Valuation Method is listed as LIFO for UOM conversion purpose.

Inventory Item: INVITEM	1001971			- <b>†</b>	Add To Bookmarks	🔒 Print (	🗿 Help
General Contacts	Notifications Notes & Documents History Audit Actions		Activate	Save	Save & Close	More	x
<ul> <li>Details</li> </ul>							
Inventory Group	Operations	S Inventory Category Electrical				P	8
ABC Class	C Class	5 🛛 \star Inventory Valuation Method LIFO				P	Θ
Service Class	Inventory					P	8
* Inventory Type	Consumable	P Specification Order Type				P	Θ
Create Asset on Receipt		Contains Hazardous Material					
* Storeroom Type	<ul> <li>Self-managed</li> <li>Managed</li> </ul>						
Critical							- 1
Seasonal							- 1
Unit of Measure Quantity	0	Unit of Purchase Quantity 0					
Lead Time	0 25 🕄						

#### ▼ IMPORTANT

Please note this step is very important, if the inventory valuation method is not set to LIFO, the UOM conversion will not work correctly.

### Scroll down to the **Inventory Summary** section:

After the UOM conversion, the Estimate stock value on hand should remain the same value.

ntory Item: INVITEM 1025422										Add To Bookmarks	🖶 Print	t (
eneral Contacts Notifications	Notes & Do	ocuments H	History						Activate	Save Save & Close	More	
of 0 items												
Inventory Purchasing D	etails											
Purchasing Re	order Logic		ROP	•	🛪 Stoc	Category Stocked	¥					
U. Purchasing Reorder	Point (ROP)		5	5	Economic Order Quar	itity (EOQ)	0	EOQ Units Qu	antity	💌 each		
V. Reorder Logic Calcul	ation (T+Q)		c	0								
. Reorder Logic - Reorder Po	int (V-U)		-5	5	Requested ROP Deliver	y Duration 0	25 🕄					
											)rder/Rec	ce
Inventory Summ	ary					6 T . 10 . II			•			-
Quantity Developed	0					S. Iotal Un Ha	and (R-H+P)		0			
Unit Price	\$25.68	US Dollars			6a	Estimated Start	Velue On Used	- ,	00 US Dollars			
one mee	\$15.00	05 Dollars				Estimated Stoc	c value On Hand	Ŷ.	00 00 001010			
Hold or Pending Issue			Hold	-	Issued or Retur	nea	Issue	Adjus	stments	Adjustment	Tran	nsf
A. Quantity Hold		0			E. Quantity Issued		0		. Quantity Adj by Count		0	
B. Quantity Back Ordered		0			F. Quantity On Loan		0	J.	Quantity Transferred In		0	
C. Quantity Safety Stock		0		G	i. Quantity Returned		0	к. с	uantity Transferred Out		0	
Total Pending Issue (A+B+C)		0		н.	Total Issued (E+F-G)		0		L. Quantity Lost		0	
									M. Quantity Retired		0	
								N	. Quantity Under Repair		0	
									O. Quantity Damaged		0	



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# MANAGE INVENTORY ADJUSTMENT (UOM CONVERSION ONLY)

## DIRECTIONS:



### Locate the Adjustments section:

### Click on the **Adjustment** button.

Inventory Item: INVITEM 1001971								t Add	To Bookmarks 📑 Print 🕐 Help	<b>b</b>
General Contacts Notifications	Notes & Docum	nents Histo	ory Audit Actions				Activate	Save S	ave & Close More 🚽 🗴	
<ul> <li>Inventory Purchasing Date</li> </ul>	aile									•
	ans									
Purchasing Reord	er Logic		ROP * *	Stock Category Stocked		•		0		
U. Purchasing Reorder Poir	nt (ROP)		3 Economic Order	r Quantity (EOQ)		2	EOQ Units	Quantity	• each	
V. Reorder Logic Calculatio	in (T+Q)		1/							
W. Reorder Logic - Reorder Point	: (V-U)		14 Requested ROP D	elivery Duration 0		25	9		•	
The second se										
Inventory Summary									Order/Receipt	
Q. Quantity On Order	0			S. Total On Hand (R-H+P)			17			
R. Quantity Received	0			T. Total Available (S-D			17			
Unit Price	\$4.02 U	JS Dollars		Estimated Stock Value On Han	_					_
Hold or Pending Issue		Hold	<ul> <li>Issued or Returned</li> </ul>	d (	-	Adjust	ments	<b>7</b> a	Adjustment	ansfer
A. Quantity Hold		0	E. Quantity Issued	3		ι.	Quantity Ad	ij by Count		20
B. Quantity Back Ordered		0	F. Quantity On Loan	0		J. (	Quantity Tra	nsferred In	1	0
C. Quantity Safety Stock		0	G. Quantity Returned	0		K O	- ·	formed Out		0
D. Total Pending Issue (A+B+C)		0	H. Total Issued (E+F-G)	3		n. Qu	idituty fran	aerred Out		0
							L. Qu	antity Lost		0
							M. Quant	ity Retired	l i i i i i i i i i i i i i i i i i i i	0
						Ν.	Quantity Ur	nder Repair		0
Activate Save Save & Close M	ore 🔺 🗴						O. Quantit	y Damaged	l	0
					R. T	Total Adjust	ments (I+J-	K-L-M-N-O)		20

Upon clicking, an Adjustment Transaction window will open:

- **Transaction Type:** Choose **Inventory Repair** for UOM conversion.
- **7**c **Quantity to be posted**: Match the number to Total inventory on hand.
- 7d Reason for Adjustment: "UOM Conversion".
  - Click **Post** at the top right corner.

Adjustment Transaction: 1153863	7e 🖶 Print 🥝 Hel
General Audit Actions	Delete Post
(Required): Inventory Adjustment Transaction .	
General	
ID 1153863	Status Active
7b - Detail	
* Transaction Type Inventory Repair	Y
Quantity to Be Docted	Transaction Date 02/24/2022 15:27:58
C Quantity to Be Posted 0	Transaction By Major, Darius - 1096450
Unit Price \$25.68 US Dollars Currency US Dollars	Total Cost \$.00 US Dollars
7d Reason for Adjustment UOM CONVERSTION	
* Finnary Inventory Item	Find Clear
Provided Specification	

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# MANAGE INVENTORY ADJUSTMENT (UOM CONVERSION ONLY)

# **DIRECTIONS:**



After posting, the Inventory Summary should display:



#### **Total on Hand Quantity: 0**

### Estimated Stock Value on Hand: \$0.

ventory Item: INVITEM 1001971				Add T	To Bookmarks 📄 Print 📀
General Contacts Notifications	Notes & Documents Hist	ory Audit Actions		Activate Save Sa	we & Close More
<ul> <li>Inventory Summary</li> </ul>					Order/Receipt
Q. Quantity On Order	0	(7a)	S. Total On Hand (R-H+P)		0
R. Quantity Received	0		<b>TT</b> ( 14 11 11 (C <b>D</b> )		•
Unit Price	\$4.02 US Dollars		I. Iotal Available (S-D)		0
<ul> <li>Hold or Pending Issue</li> </ul>	Hold	Issue 7b	Estimated Stock Value On Hand	\$	.00 US Dollars
A. Quantity Hold	0	E. Quantity Issued	3	I. Quantity Adj by Count	20
B. Quantity Back Ordered	0	F. Quantity On Loan	0	J. Quantity Transferred In	(
C. Quantity Safety Stock	0	G. Quantity Returned	0	K. Quantity Transferred Out	(
D. Total Pending Issue (A+B+C)	0	H. Total Issued (E+F-G)	3	L. Quantity Lost	(
				M. Quantity Retired	(
				N. Quantity Under Repair	(
				O. Quantity Damaged	(
				P. Total Adjustments (I+,I-K-I -M-N-O)	2

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# Locate the Adjustments section again:

#### Click on the Adjustment button.

ventory Item: INVITEM 1001971						<del>ا</del> ل	Add To Bookmarks	青 Print 🕜 Help	,
General Contacts Notifications	Notes & Doo	cuments Hist	ory Audit Actions			Activate Save	Save & Close	More x	
Inventory Purchasing Det	ails							-	•
Purchasing Reord	ler Logic		ROP	* Stock Category Stocked	T				
U. Purchasing Reorder Poi	nt (ROP)		3 Economic O	rder Quantity (EOQ)	2	EOQ Units Quantit	y	🔻 each	
V. Reorder Logic Calculati	on (T+Q)		17						
W. Reorder Logic - Reorder Poin	t (V-U)		14 Requested RC	OP Delivery Duration 0	25 🕄				
								+	
<ul> <li>Inventory Summary</li> </ul>							Or	der/Receipt	
Q. Quantity On Order	0			S. Total On Hand (R-H+P)		17			
R. Quantity Received	0			T. Total Available (S-D)		17			
Unit Price	\$4.02	US Dollars		Estimated Stock Value On Han					
<ul> <li>Hold or Pending Issue</li> </ul>		Hold	Issued or Return	ned	<ul> <li>Adjustm</li> </ul>	nents 9	Adjus	tment	ansfe
A. Quantity Hold		0	E. Quantity Issued	3	I. Qu	uantity Adj by Cou	unt		
B. Quantity Back Ordered		0	F. Quantity On Loan	0	J. Qua	antity Transferred	i In		
C. Quantity Safety Stock		0	G. Quantity Returned	0	K Ourse	r titu Transforred (	<b></b> +		
D. Total Pending Issue (A+B+C)		0	H. Total Issued (E+F-G)	3	N. Quan	icity transferred t	Jui		
						L. Quantity L	ost		
						M. Quantity Retir	red		
					N. Qu	uantity Under Rep	air		
ctivate Save Save & Close N	ore x				o	). Quantity Damag	ged		
					P. Total Adjustme	ents (I+J-K-L-M-N-	-0)		



## WAREHOUSE

# MANAGE INVENTORY ADJUSTMENT (UOM CONVERSION ONLY)

# DIRECTIONS:

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Upon clicking, an Adjustment Transaction window will open again:

- Transaction Type: Choose Inventory Return to put the inventory back to stock.
- Quantity to Be Posted: User needs to calculate the correct unit price to put back into stock.
  - Click Post at the right top corner

Adjustment Transaction: 11 General Audit Actions	53864		10c Post ×
(Required): Inventory Adju	istment Transaction .		
<ul> <li>General</li> <li>Detail</li> </ul>			
10a 🗶 Transaction Typ	e Inventory Return	5:38:04	
Quantity to Be Posted	Dollars T	<u>Transaction By</u> <b>Major, Darius - 1096450</b> Total Cost \$.00	US Dollars
Reason for Adjustment			
<ul> <li>Primary Invento</li> </ul>	ry Item		Find Clear
Provided Specifi	cation		
Delete Post x			



After the UOM Conversion is posted, please go to **Inventory Summary** to confirm the total cost before the conversion should match the total cost after the UOM conversion.

Inventory Item: INVITEM 1025422						Add To Bookmarks	🔒 Print	🕐 Help
General Contacts Notifications Notes & Doc	cuments History				Activ	vate Save Save & Close	More	×
0 of 0 items								
Inventory Purchasing Details								_
Purchasing Reorder Logic	ROP 🔻	\star Stock Category	Stocked	•				
U. Purchasing Reorder Point (ROP)	5	Economic Order Quantity (EOQ)	0	1	EOQ Units Quantity	🔻 each		Y
V. Reorder Logic Calculation (T+Q)	0							
W. Reorder Logic - Reorder Point (V-U)	-5	Requested ROP Delivery Duration	0	25				
- Inventory Summary							Order/Recei	ipt
		S. 7	Total On Hand (R-H+P)		0			
R. Quantity Received 0			T. Total Available (S-D)		0			
Unit Price \$25.68	US Dollars	Est	timated Stock Value On Hand		\$.00 US Dollar	S		
Hold or Pending Issue	Hold =	Issued or Returned		Issue	<ul> <li>Adjustments</li> </ul>	Adjustment	Transf	er