



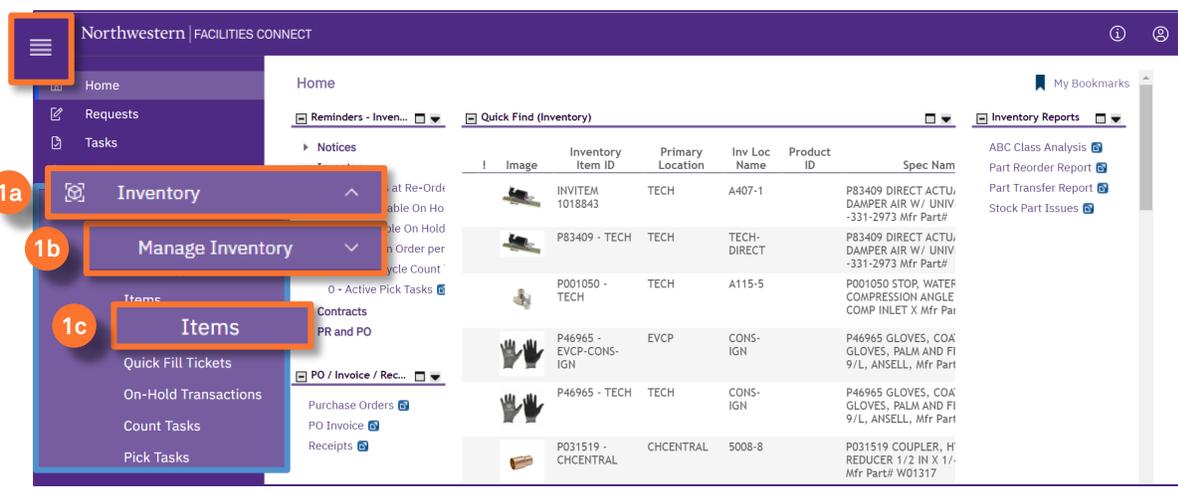
WAREHOUSE

MANAGE INVENTORY ADJUSTMENT (UOM CONVERSION ONLY)

Provides guidance for how to manage adjustments for UOM conversion

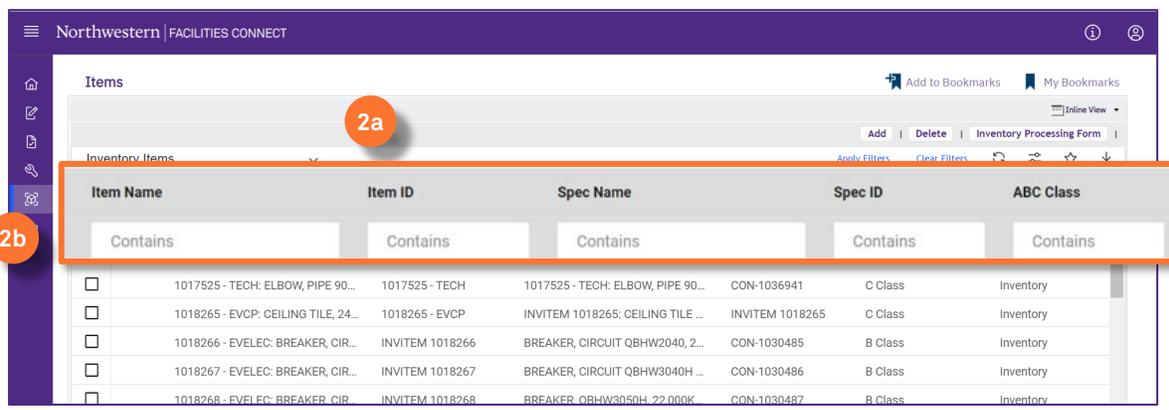
DIRECTIONS:

- 1 From the **Facilities Connect Home Screen**, navigate to the hamburger menu:
 - 1a Click on the **Inventory** section drop down menu.
 - 1b Click on the **Manage Inventory** section drop down menu.
 - 1c Click on **Items**.



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

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





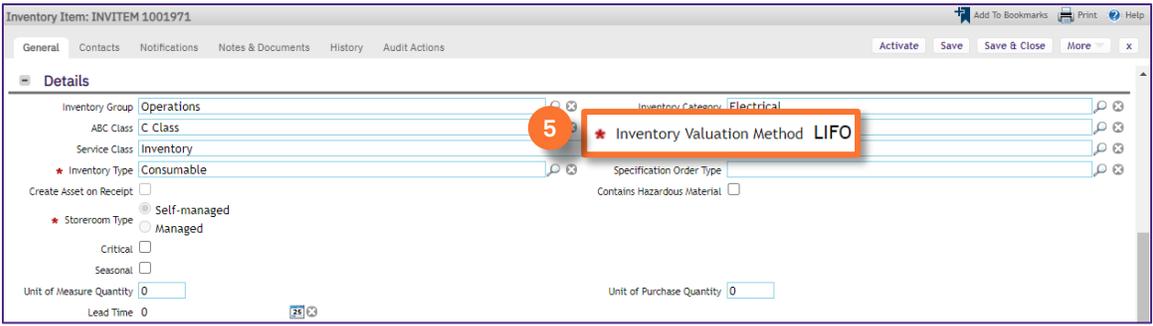
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DIRECTIONS:

5 Scroll down to the **Inventory Details** section:

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

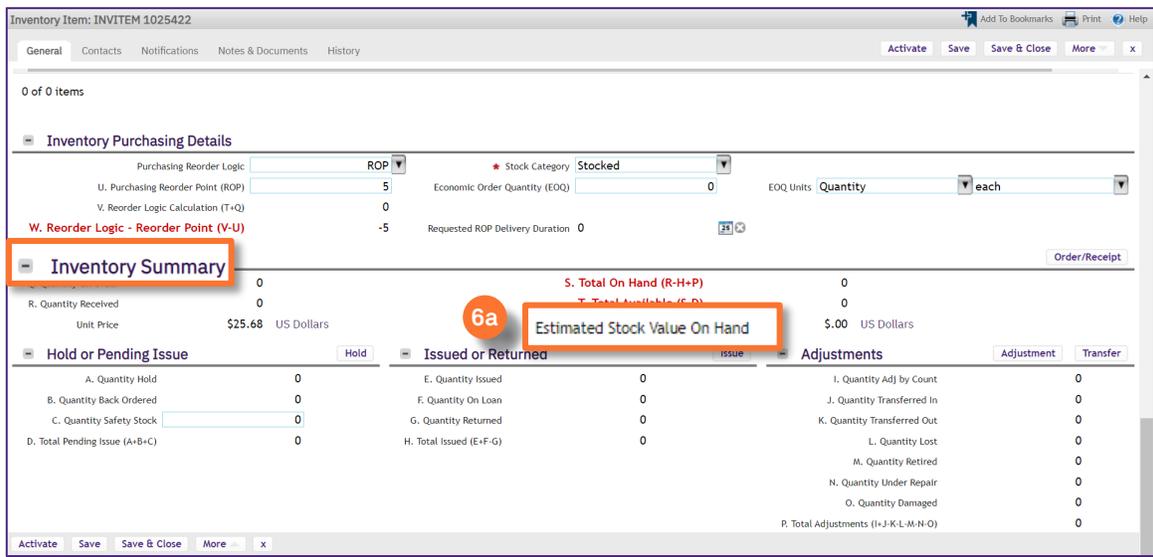


▼ IMPORTANT

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

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

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



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DIRECTIONS:

7

Locate the **Adjustments** section:7a Click on the **Adjustment** button.

Inventory Item: INVITEM 1001971

General Contacts Notifications Notes & Documents History Audit Actions

Inventory Purchasing Details

Purchasing Reorder Logic ROP Stock Category Stocked

U. Purchasing Reorder Point (ROP) 3 Economic Order Quantity (EOQ) 2 EOQ Units Quantity each

V. Reorder Logic Calculation (T+Q) 17

W. Reorder Logic - Reorder Point (V-U) 14 Requested ROP Delivery Duration 0

Inventory Summary

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 Hand

Hold or Pending Issue Hold Issued or Returned

A. Quantity Hold 0 E. Quantity Issued 3

B. Quantity Back Ordered 0 F. Quantity On Loan 0

C. Quantity Safety Stock 0 G. Quantity Returned 0

D. Total Pending Issue (A+B+C) 0 H. Total Issued (E+F-G) 3

Adjustments

| Adjustment | Transfer |
|--------------------------------------|----------|
| I. Quantity Adj by Count | 20 |
| J. Quantity Transferred In | 0 |
| K. Quantity Transferred Out | 0 |
| L. Quantity Lost | 0 |
| M. Quantity Retired | 0 |
| N. Quantity Under Repair | 0 |
| O. Quantity Damaged | 0 |
| P. Total Adjustments (I+J-K-L-M-N-O) | 20 |

Upon clicking, an Adjustment Transaction window will open:

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

Adjustment Transaction: 1153863

General Audit Actions

(Required): Inventory Adjustment Transaction .

General

ID 1153863 Status Active

Detail

* Transaction Type Inventory Repair

Quantity to Be Posted 0 Transaction Date 02/24/2022 15:27:58

Quantity to Be Posted 0 Transaction By Major, Darius - 1096450

Unit Price \$25.68 US Dollars Total Cost \$.00 US Dollars

* Currency US Dollars

Reason for Adjustment UOM CONVERSION

Primary Inventory Item Find Clear

Provided Specification



WAREHOUSE

MANAGE INVENTORY ADJUSTMENT (UOM CONVERSION ONLY)

DIRECTIONS:

8 After posting, the Inventory Summary should display:

8a Total on Hand Quantity: 0

8b Estimated Stock Value on Hand: \$0.

9 Locate the **Adjustments** section again:

9 Click on the **Adjustment** button.



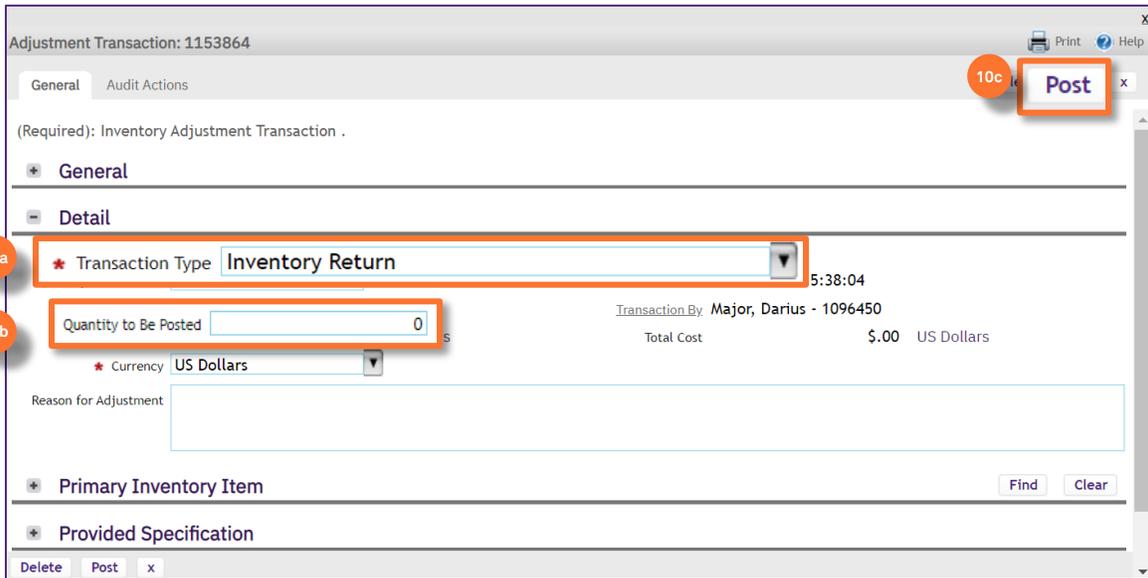
WAREHOUSE

MANAGE INVENTORY ADJUSTMENT (UOM CONVERSION ONLY)

DIRECTIONS:

10 Upon clicking, an Adjustment Transaction window will open again:

- 10a** **Transaction Type:** Choose **Inventory Return** to put the inventory back to stock.
- 10b** **Quantity to Be Posted:** **User needs to calculate the correct unit price to put back into stock.**
- 10c** Click **Post** at the right top corner



11 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.

