

Xebra Documentation

CSI Addendum

Usage and Post Physical Inventory Function

Usage

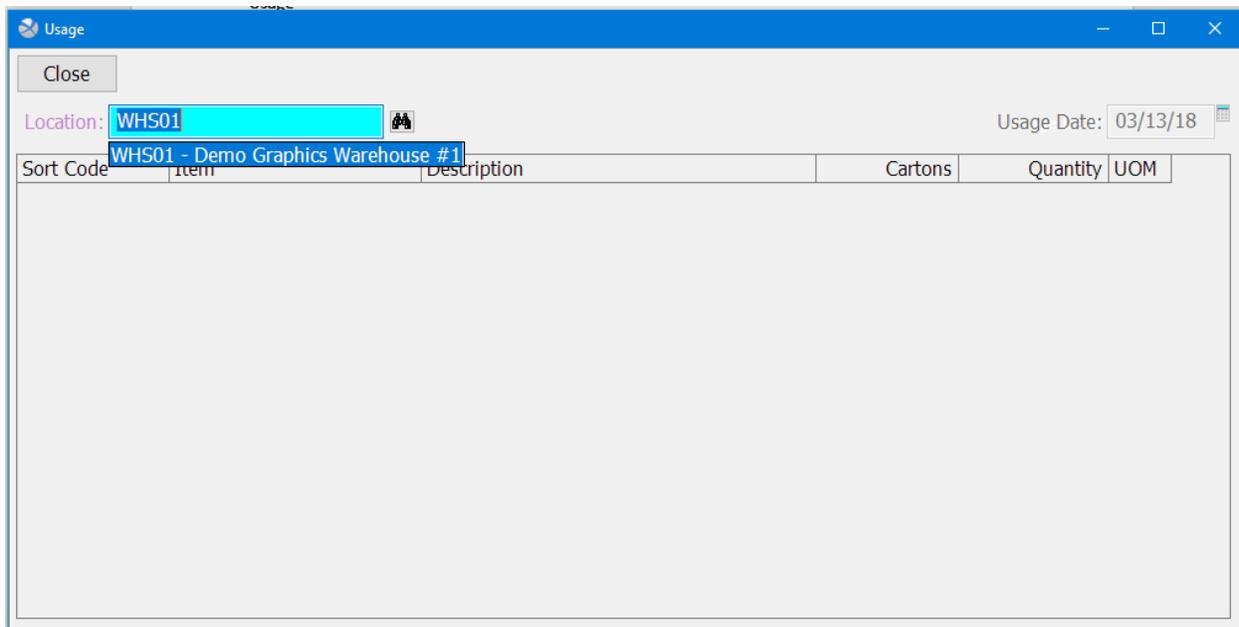
At times, it may be necessary to make manual adjustments in available inventory without going through the process of a release. This could be due to a loss of some kind or perhaps inventory was pulled for research or samples.

NOTE: If the reduction in inventory is due to a true release to the client, you should follow the normal process using Transfer.

The Usage action is used to adjust existing inventory levels. This function is only used to lessen the available quantity. This is done from the perspective of the quantity that needs to be removed from the current units available. To adjust based on the units available, rather than what needs to be removed, use the Post Physical Inventory function.

To begin, from Customer Specific Inventory, select Actions > Usage

Enter the location in which you wish to adjust inventory. In most cases, this will be a warehouse location.



Sort Code	Item	Description	Cartons	Quantity	UOM
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Once the location has been selected, you will be prompted to confirm or edit the Usage Date. This will default to the current date.

Usage

Close

Location: Demo Graphics Warehouse #1 Usage Date:

Sort Code	Item	Description	Cartons	Quantity	UOM
	ABC12	Service Invoice 9 1/2 X 7-4PT	8.333	5.000	M
	ABC14	Part Release Request	25	30.000	M
	FBQRGGE-768	100% Cotton T-Shirt	2	24	Ea
	TM21	Mug 21 oz	12	144	Ea

The list box will show all active inventory items for the location selected. For each item, the current available Cartons and Quantities are shown.

To adjust, double-click the item.

Usage Quantity

Item: Service Invoice 9 1/2 X 7-4PT

Customer Item #:

Quantity/Carton: M

Previous Cartons: CT

Previous Quantity: M

Used Cartons: CT

Used Quantity: M

The Usage Quantity screen shows the following static fields:

Item – The Item Code selected

Customer Item # - If applicable, the Customer Item Number associated with the selected item.

Quantity/Carton – Based on packing information and inventory receipt activity.

Previous Cartons – The inventory balance, in cartons, prior to your current adjustment.

Previous Quantity – The inventory balance, in the inventory UOM, prior to your current adjustment.

The following active fields will be used for your adjustment:

Used Cartons – Enter the cartons by which you want to reduce the available inventory.

OR

Used Quantity – Enter the UOM quantity by which you want to reduce the available inventory.

Note: You will enter only one of these. Based on the Quantity/Carton, Xebra will calculate the other automatically.

Select OK.

Sort Code	Item	Description	Cartons	Quantity	UOM
<i>ABC12</i>	<i>Service Invoice 9 1/2 X 7-4PT</i>		<i>6.667</i>	<i>4.000</i>	<i>M</i>
ABC14	Part Release Request		25	30.000	M
FBQRGGE-768	100% Cotton T-Shirt		2	24	Ea
TM21	Mug 21 oz		0	0	Ea

Notice the item you have adjusted has now been grayed out and italicized, showing that it has usage has been recorded. The Cartons and Quantity have also been updated to reflect your adjustment.

Note: You may make multiple adjustments if necessary to the same item, but you cannot undo already previous adjustments from here. To reverse an adjustment, from the Item Control Record in question, access View > Activity and Void the related activity entry.

When you have adjusted all items, select Close.

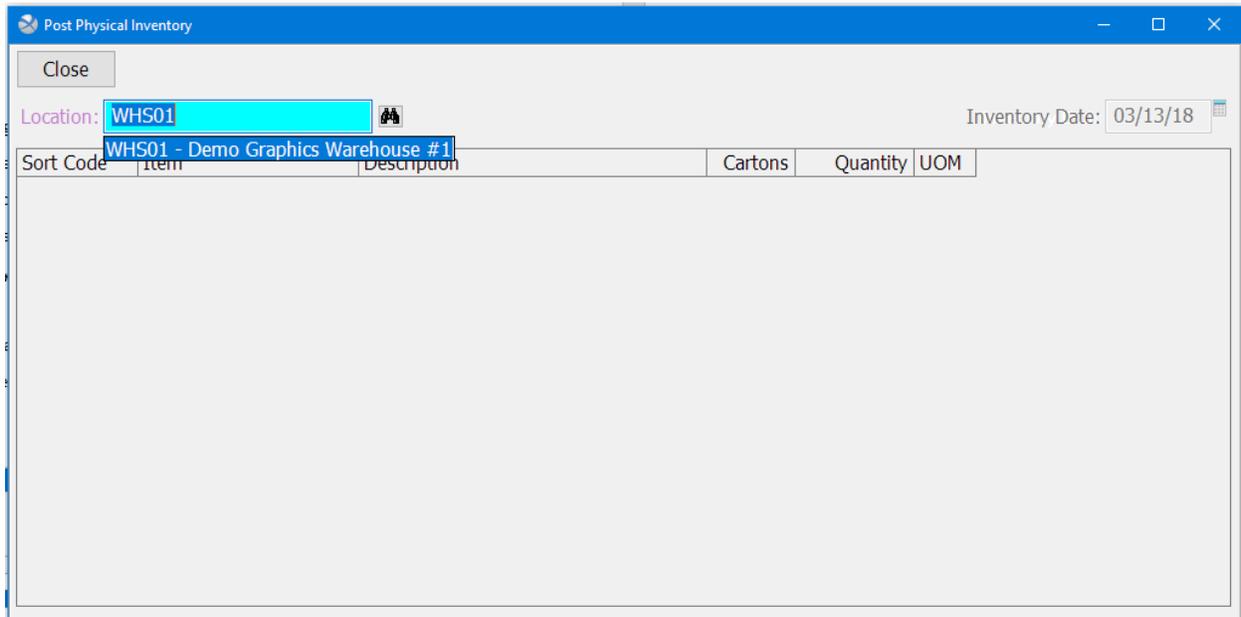
Post Physical Inventory

It is not uncommon to require inventory adjustments after completing a physical inventory count.

The Post Physical Inventory action is used to adjust existing inventory levels. This function is only used to lessen the available quantity. This is done from the perspective of the quantity that exists in the warehouse and is available for release. To adjust based on the units that need to be removed, rather than what is available, use the Usage function.

To begin, from Customer Specific Inventory, select Actions > Post Physical Inventory

Enter the location in which you wish to adjust inventory. In most cases, this will be a warehouse location.



Sort Code	Item	Description	Cartons	Quantity	UOM
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Once the location has been selected, you will be prompted to confirm or edit the Inventory Date. This will default to the current date.

Post Physical Inventory

Close

Location: Demo Graphics Warehouse #1 Inventory Date:

Sort Code	Item	Description	Cartons	Quantity	UOM
	ABC12	Service Invoice 9 1/2 X 7-4PT	8.333	5.000	M
	ABC14	Part Release Request	25	30.000	M
	FBQRGGE-768	100% Cotton T-Shirt	2	24	Ea
	TM21	Mug 21 oz	0	0	Ea

The list box will show all active inventory items for the location selected. For each item, the current available Cartons and Quantities are shown.

To adjust, double-click the item.

Current Quantity

Item: Service Invoice 9 1/2 X 7-4PT

Customer Item #:

Quantity/Carton:

Previous Cartons:

Previous Quantity:

Current Cartons:

Current Quantity:

The Current Quantity screen shows the following static fields:

Item – The Item Code selected

Customer Item # - If applicable, the Customer Item Number associated with the selected item.

Quantity/Carton – Based on packing information and inventory receipt activity.

Previous Cartons – The inventory balance, in cartons, prior to your current adjustment.

Previous Quantity – The inventory balance, in the inventory UOM, prior to your current adjustment.

The following active fields will be used for your adjustment:

Current Cartons – Enter the number of cartons that are available in inventory based on your physical count.

OR

Used Quantity – Enter the UOM quantity that is available in inventory based on your physical count.

Note: You will enter only one of these. Based on the Quantity/Carton, Xebra will calculate the other automatically.

Select OK.

The screenshot shows a software window titled "Post Physical Inventory". At the top left is a "Close" button. Below it, the "Location" is set to "WHS01" and the warehouse name is "Demo Graphics Warehouse #1". The "Inventory Date" is "03/13/18". A table displays inventory items with the following data:

Sort Code	Item	Description	Cartons	Quantity	UOM
	<i>ABC12</i>	<i>Service Invoice 9 1/2 X 7-4PT</i>	<i>6.667</i>	<i>4.000</i>	<i>M</i>
	ABC14	Part Release Request	25	30.000	M
	FBQRGGE-768	100% Cotton T-Shirt	2	24	Ea

Notice the item you have adjusted has now been grayed out and italicized, showing that the adjustment has been recorded. The Cartons and Quantity have also been updated to reflect your adjustment.

Note: You may make multiple adjustments if necessary to the same item, but you cannot undo already previous adjustments from here. To reverse an adjustment, from the Item Control Record in question, access View > Activity and Void the related activity entry.

When you have adjusted all items, select Close.