

Lesson 9: Adjust and View Inventory Exercises

In this lab, the students will be examining and altering the contents of locations. Because they are all in the same Cache, each will need to modify a different location. **Please be sure to use only YOUR location so as not to corrupt the work of your fellow students.** You will be assigned a number, and you will use the location associated with that number in this table:

Number	Location	Item ID	Current Inventory Qty	Move to Location	User Name	Adjusted Qty
1	STOR1-44020101	000009		STOR1-70050501	gbk1	
2	STOR1-33030205	000016		STOR11-08010101	gbk2	
3	STOR1-66050301	000409		STOR11-04020101	gbk3	
4	OF03	000528		STOR1-26050101	gbk4	
5	STOR1-42020101	000693		STOR11-14010102	gbk5	
6	STOR1-54040201	000707		STOR1-54040301	gbk6	
7	STOR1-54010101	000825		STOR11-05020201	gbk7	
8	STOR1-73020101	000882		STOR11-09030101	gbk8	
9	STOR1-04030102	001401		STOR1-80010103	gbk9	
10	STOR1-71060101	000069		STOR1-73040101	gbk10	
11	OF03	000077		STOR1-54010201	gbk11	
12	STOR1-63010201	000136		STOR11-08040102	gbk12	

Number	Location	Item ID	Current Inventory Qty	Move to Location	User Name	Adjusted Qty
13	STOR1-68010301	000178		STOR11-07030403	gbk13	
14	STOR1-29020201	000212		STOR11-14060204	gbk14	
15	STOR1-63010401	000278		STOR1-64010101	gbk15	
16	STOR1-41070301	000488		STOR11-18020301	gbk16	
17	STOR1-21040101	000577		STOR1-39010301	gbk17	
18	STOR1-71060101	000069		STOR11-09040201	gbk18	
19	STOR1-56040201	000114		STOR11-13070105	gbk19	
20	STOR1-68020101	000181		STOR11-07010501	gbk20	
21	STOR1-29060201	000230		STOR1-30010102	gbk21	
22	STOR1-42070301	000481		STOR11-14010101	gbk22	
23	STOR1-16050301	000568		OF03	gbk23	
24	STOR1-56010201	000606		STOR1-57010401	gbk24	
25	OF03	000652		STOR1-52040402	gbk25	
26	STOR1-04040107	002852		STOR1-04040405	gbk26	

Now we will add an item to the location:

1. Log in using your assigned User name and Password
2. From the **Inventory** menu select **Adjust Location Inventory**
3. Enter your **Location ID**
4. Enter your Item ID, PC & UOM or select from the lookup and these fields will populate for you.
5. For **Inventory Status** select **RFI**
6. Click **Proceed**

This brings you to the **Adjust Inventory Location Details** screen.

7. Select a **Reason Code** of **DATA-ENTRY** under Modification Reasons and enter a **Reason Text**
8. Select **Increase By**
9. Select **10** as the number to **Adjust By**
10. Click Save (upper right of form)
11. Current Quantity is now 10 more than it was.

Query an item in the inventory and change the attributes.

12. Select Location Inventory Console from the Inventory Menu
13. Enter your location at the bottom of the Search screen
14. Select your location and click **view details**
15. Select the items and click **Change Inventory Attributes-**
16. Change the Inventory Status from **RFI** to **UNSERVICE**
17. Set the **Quantity** to **5**
18. Enter an **Audit Reason** and text.
19. **Save.**
20. View the details again, and note the change
21. Logout

Adjust in trackable items – in this lesson you will be adjusting into inventory two trackable items.

1. From the **Inventory** menu select **Adjust Location Inventory**
 2. Enter your **Location ID: STOR11-19020101**
 3. Enter your Item ID = **000148**, PC & UOM
 4. For **Inventory Status** select **RFI**
 5. Click **Proceed**
 6. Enter trackable ID attributes as follows:
 - Trackable ID # - CJH (your initials)-0148-001
 - Manufacturer's Serial # - 001
 - Trackable ID - CJH (your initials)-0148-001
 - Manufacturing Date -12/15/2006
 - Manufacturer's Name – Pacific
 - Manufacturer's Model – MKIII
 - Date last tested – 02/19/2008
 - Owner Unit ID – your cache id - IDGBK
 7. Select a **Reason Code** of **DATA-ENTRY** and enter a **Reason Text**
 8. Click Save (upper right of form)
 9. Current Quantity is now more than it was.
- Repeat 6-8, replacing 001 with 002 i.e. CJH-0148-002**
10. Query in the Location Inventory Console your items