

Trainers Edition



Physical Inventory Stock Adj & Goods Issue

Physical Inventory Options

Generate Physical Inventories Vs. Work With Physical Inventories

- **Generate Physical Inventories:** Allows full flow of work from creation of worksheet to closing inventory report.
- **Work With Physical Inventories:** Restricted to entering counts and working with already created worksheets.

Generate PI

Login Page - Microsoft Internet Explorer

Edit View Favorites Tools Help

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Welcome John C. Smith!
Wednesday, November 25, 2009 11:36AM
[Log Out](#)

Warehousing Module Menu

- Warehousing
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 - Put Away
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 - Physical Inventory**
 - Generate PI**
 - Work With PI
 - Goods Issue
 - Adjust Lot Numbers
 - Adjust Serial Numbers
 - Adjustment
 - Stock Relocation
 - Inventory Report
 - Stock Locations
 - ERP General Company Params
 - ERP GL Account Codes

Physical Inventory Submenu

Generate PI Option

Help Links

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- Technical Support

Documentation

- 01- Navigation and Basic Tasks
- 02- Administration
- 03- Systems Parameters
- 04- Accounts Receivable
- 05- General Ledger
- 06- Banking & Bank Reconciliation
- 07- Accounts Payable
- 08- Project Administration
- 09- Product Catalog
- 10- Warehousing & Shipping Receiving

Ximple Solutions, LLC

Generate PI

IBM Business Partner

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javascript:window.open('/Ximple/wd/InventoryWorksheet.do?src=cr','_blank','top=80,left=80,width=800,status=yes,height=500,sc

Local intranet






Generate PI – Lookup

Enter Search Criteria



Ximple Solutions
Physical Inventory Lookup
12/03/2009
19:36:32
User Guide

Physical Inventory Lookup(P1266)

Worksheet #	<input type="text"/>	
OR		
Warehouse	Rockville 	
Date Range	12/03/2009 	12/03/2009 
Status	All 	
PI Type	All 	

Add New
Lookup

Click to add new inventory worksheet

Click **Lookup**

Generate PI – List

Popup
Menu



Ximple Solutions

List of Inventory Worksheets

12/03/2009
19:36:38
User Guide

List of Inventory Worksheets(P1267)									
Work	Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By	
120	ville	12/03/2009		By Product	Arctic Lamp 1-2	Started	User Guide		

View

Print

Enter Physical Counts

Print Adjustment Preview

Finish Counting

Delete

Report

Print Labels

Add Product

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Popup Menu:

View: View PI Information

Print: Print PI Worksheet

Enter Physical Counts: Enter actual counts

Print Adjustment Preview: Generates pdf file of adjustment report

Finish Counting: Post PI


Delete: Delete PI

Report: Generates report of PI

Print Labels: Generates lot labels

Add Product: Add product to PI whose criteria is 'by Product'

Generate PI – Add New Worksheet



Ximple Solutions

Physical Inventory Lookup

11/25/2009

16:13:11


User Guide

Physical Inventory Lookup(P1266)

Worksheet #	<input type="text"/>		
OR			
Warehouse	<input type="text" value="Rockville"/>		
Date Range	<input type="text" value="11/25/2009"/>	<input type="text" value="11/25/2009"/>	
Status	<input type="text" value="All"/>		
PI Type	<input type="text" value="All"/>		

Add New
Lookup

Click
Add New



Ximple Solutions

List of Inventory Worksheets

12/07/2009

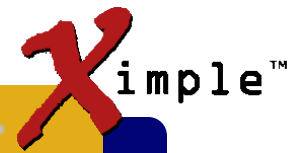
14:26:30


User Guide

List of Inventory Worksheets(P1267)									
Worksheet #	Type	Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By
120	Manual	Rockville	12/03/2009		By Product	Arctic Lamp 1-2	Started	User Guide	

Add New
Back

Generate PI – Add New Worksheet



 Ximple Solutions
Add Worksheet
12/03/2009 19:35:47
User Guide

Add New Worksheet (P0001)

*Warehouse	Rockville	
*Start Date	12/03/2009	
*Post Scheduled Date	12/03/2009	12/03/2009
*Criteria Type	By Product	
*Product	AE10002 Arctic Lamp 1-2 AE	Each
Page Break Level	4	Max Break Level 4
Select Items with Inventory Qty > 0	<input type="checkbox"/>	

Click **Save**

Generate PI - List

Xs Ximple Solutions 12/03/2009 19:36:38 User Guide

List of Inventory Worksheets

List of Inventory Worksheets(P1267)

Worksheet #	Type	Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By
120	Ad	ockville	12/03/2009		By Product	Arctic Lamp 1-2	Started	User Guide	

View
Print
Enter Physical Counts
Print Adjustment Preview
Finish Counting
Delete
Report
Print Labels
Add Product

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Popup Menu
Select **Print**

Enter Page
Range to
Print

Xs Ximple Solutions 12/03/2009 19:41:27 User Guide

Print Inventory Worksheet

Print parameters










Total Page Number	6
Max Pages Can Be Printed	200
Print Page # From	1 To 6

Submit Cancel

Click **Submit**

Generate PI – Print

-- Web Page Dialog

Save a Copy    Search  Select    70%   Sign

Ximple Solutions

Thursday, December 3, 2009 12:41:32 PM

Worksheet #: 120

Warehouse: Rockville S/Date: 12/03/2009 Criteria: By Product Product: Arctic Lamp 1-2 Page: 1 L/Sort: 4

Line	Vend/itm	Typ	Location	Mfr Catalog	Product	Uom	Good Qty	Dmg Qty	Def Qty
1	10001010002	P	Warehouse WAB 0 - L - 100	AE10002	AE10002 Arctic Lamp 1-2 AE	ea			

Counted By: _____ Checked By: _____ Hash Total: _____

1 of 6

Click to **Print**

Generate PI – Enter Count



Ximple Solutions

12/03/2009
19:36:38
User Guide

List of Inventory Worksheets

List of Inventory Worksheets(P1267)									
Work	Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By	
120	ville	12/03/2009		By Product	Arctic Lamp 1-2	Started	User Guide		


[View](#)
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[Report](#)
[Print Labels](#)
[Add Product](#)

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Select
Enter Physical Count

Generate PI – Enter Count



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Entry of Physical Count

12/03/2009

19:45:35

User Guide

Entry of Physical Count(P1269)							
Worksheet ID	Warehouse	Start Date	Post Scheduled Date	Criteria Type	Criteria	Status	Total Pages
120	Rockville	12/03/2009	12/03/2009 - 12/03/2009	By Product	Arctic Lamp 1-2	Started	6

Page # 1

Line #	Item	Owner	Inventory	Location	Uom	Good Qty	Dmg Qty	Dfc Qty
1	AE10002 Arctic Lamp 1-2 A	Ximple Solutions	For Sale	WAB 0 - L - 100	ea	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Counted By:

Add New Item

*Hash Total:

Go to Page #: **Go**

Save

Next >>

Exit

Click **Add New Item** to add item to PI WS

Enter:

- Good Qty
- Damaged Qty
- Defective Qty
- Counted By
- Hash Total = Total Qty Counted for Page

***Note:** Will Call locations will be displayed in Yellow

Generate PI – Enter Count (Add Item)

Complete form to
Add Item to PI



Ximple Solutions

Physical Inventory - Add New Item

12/03/2009

19:45:37

User Guide

Physical Inventory - Add New Item (P1276)			
Worksheet #	Warehouse	Page	
120	Rockville	1	

***Product**

AE10003 Arctic Lamp 1-3 AE

***Good qty**

2

Dmg qty

Dfc qty

Each

***Inventory**

For Sale


Owned By

***Location**

WAB 0 - L - 100

Click **Save**

Generate PI – Enter Count



Ximple Solutions

Entry of Physical Count

12/03/2009 19:00

User: [blank]

Entry of Physical Count(P1269)							
Worksheet ID	Warehouse	Start Date	Post Scheduled Date	Criteria Type	Criteria	Status	Total Pages
120	Rockville	12/03/2009	12/03/2009 - 12/03/2009	By Product	Arctic Lamp 1-2	Started	6

Page # 1

Line #	Item	Owner	Inventory	Location	Uom	Good Qty	Dmg Qty	Dfc Qty	
1	AE10002 Arctic Lamp 1-2 A	Ximple Solutions	For Sale	WAB 0 - L - 100	ea	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	
*9	AE10003 Arctic Lamp 1-3 A	Ximple Solutions	For Sale	WAB 0 - L - 100	ea	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	Edit Delete

*Counted By:

*Hash Total:

Go to Page #:

Can only Edit & Delete items YOU added to the WS

Click **Save**

Click **Next**
Note: Save **BEFORE**
 Going To Next Page

Add Product to PI (By Product ONLY)



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List of Inventory Worksheets

12/03/2009
19:36:38
User Guide

List of Inventory Worksheets(P1267)									
Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By		
120	12/03/2009		By Product	Arctic Lamp 1-2	Started	User Guide			

View
 Print
 Enter Physical Counts
 Print Adjustment Preview
 Finish Counting
 Delete
 Report
 Print Labels
 Add Product


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Select **Add Product**

Add Product to PI (By Product ONLY)

Lists products already in PI WS



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Add Product To Worksheet

12/03/2009
19:50:32
User Guide

View Worksheet Information (P1270)					
Worksheet #	Warehouse	Start Date	Criteria Type	Criteria	Status
120	Rockville	12/03/2009	By Product	Arctic Lamp 1-2	Started

Line #	Item	Owner	Inventory	Location
1	Arctic Lamp 1-2	Ximple Solutions	For Sale	WAB 0 - L - 100
2	Arctic Lamp 1-2	Ximple Solutions	For Sale	WAB 1 - 100
3	Arctic Lamp 1-2	Ximple Solutions	For Sale	WAB 1 - 101
4	Arctic Lamp 1-2	Ximple Solutions	For Sale	WAB 2 - 100
5	Arctic Lamp 1-2	Ximple Solutions	For Sale	WAB 2 -101
6	Arctic Lamp 1-2	Ximple Solutions	For Sale	Returns 100
7	Arctic Lamp 1-2	Ximple Solutions	For Sale	SL 001
8	Arctic Lamp 1-2	Ximple Solutions	For Sale	Will Call
9	Arctic Lamp 1-3	Ximple Solutions	For Sale	WAB 0 - L - 100

***Add New Item:**

Enter Product
to Add to PI

Click **Save**

Click **Exit** to return to the List
of Inventory Worksheets page

Generate PI – Print Adjst. Preview

Xs Ximple Solutions 12/03/2009
19:36:38
User Guide

List of Inventory Worksheets

List of Inventory Worksheets(P1267)

Work	Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By
120	ville	12/03/2009		By Product	Arctic Lamp 1-2	Started	User Guide	

Actions: View, Print, Enter Physical Counts, **Print Adjustment Preview**, Finish Counting, Delete, Report, Print Labels, Add Product

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Select **Print Adjustment Preview**

Xs Ximple Solutions 12/03/2009
19:54:35
User Guide

Print Adjustment Preview

Vendor Arctic Electric, Inc. ☐ All Vendors ☐

Amount 10

Include ☒ Counted pages ☐ All

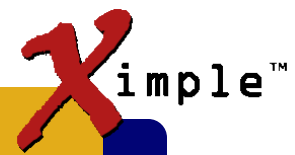
Report by ☒ Stock ☐ Line

Sort ☒ Ascending ☐ Descending

Submit **Cancel**

Click **Submit**

Generate PI – Print Adjst. Preview



-- Web Page Dialog

Save a Copy Search Select 70% Sign

Ximple Solutions Thursday, December 3, 2009 10:54:46 PM

Physical Inventory Adjustment Preview (Stock)

Warehouse: Rockville Worksheet Id: 120 Discrepancy \$ (+/-): 10.00 Start Date: 12/03/2009

Item #	Mfr. Catalog	Item Description	Uom	Differ	Avg Cost	Extnd	Zone	Location	Page	Ctd By	Rct Qty
Vendor	AE-Arctic Electric, Inc.										
AE10003		AE10003 Arctic Lamp 1-3 AE	ea	2	143.71	287.42		WAB 0 - L - 100	1	Jane Doe	

Click to Print

Generate PI - Report

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12/03/2009 19:36:38

User Guide

List of Inventory Worksheets

List of Inventory Worksheets(P1267)

Worksheet #	Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By
120	Rockville	12/03/2009		By Product	Arctic Lamp 1-2	Started	User Guide	

View
Print
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12/03/2009 19:56:28

User Guide

Inventory Worksheet Report

Inventory Worksheet Report

Worksheet # 120

Warehouse Rockville

*Vendor Arctic Electric, Inc. V All Vendors ☐

*Report Format ☒ PDF ☐ MS Excel

Print Options

Print Header Print Detail

Cancel

Generate PI - Report

-- Web Page Dialog

Save a Copy

Search

Select

70%

Sign

Worksheet: 120 Warehouse: Rockville Vendor: 100010 AE Arctic Electric, Inc. Page: 1

PHYSICAL INVENTORY REPORT - DETAIL

Ven / Item#	Cat# / Description	Location ("Will Call")	Uom	Type	Pre Qty	Post Qty	Qty Diff	AIC Cost	Pre Inv Dol	Post Inv Dol	\$ Val of Diff
10001010002	AE10002 AE10002 Arctic Lamp 1-2 AE	WAB 0 - L - 100	ea	P	1	1		59.852553	59.85	59.85	
10001010002	AE10002 AE10002 Arctic Lamp 1-2 AE	WAB 1 - 100	ea	P	3	3		59.852553	179.56	179.56	
10001010002	AE10002 AE10002 Arctic Lamp 1-2 AE	WAB 1 - 101	ea	P	4	4		59.852553	239.41	239.41	
10001010002	AE10002 AE10002 Arctic Lamp 1-2 AE	WAB 2 - 100	ea	P	20	20		59.852553	1197.05	1197.05	
10001010002	AE10002 AE10002 Arctic Lamp 1-2 AE	WAB 2 - 101	ea	P	10	10		59.852553	598.53	598.53	
10001010002	AE10002 AE10002 Arctic Lamp 1-2 AE	Returns 100	ea	P	1	1		59.852553	59.85	59.85	
10001010002	AE10002 AE10002 Arctic Lamp 1-2 AE	SL 001	ea	P	10	10		59.852553	598.53	598.53	
10001010002	AE10002 AE10002 Arctic Lamp 1-2 AE	Will Call **	ea	P	1	1		59.852553	**	**	**
10001010003	AE10003 AE10003 Arctic Lamp 1-3 AE	WAB 0 - L - 100	ea	P		2	2	143.710879		287.42	287.42
Total:							2				287.42
Report Total:											287.42

Click to Print

Detailed Report

Header Report

-- Web Page Dialog

Save a Copy

Search

Select

70%

Sign

Worksheet: 120 Warehouse: Rockville Vendor: 100010 AE Arctic Electric, Inc. Page: 1

PHYSICAL INVENTORY REPORT - SUMMARY BY VENDOR

Vendor #	Alpha	Name	Pre Qty	Post Qty	Qty Diff	Pre Inv Dol	Post Inv Dol	\$ Val of Diff
100010	AE	Arctic Electric, Inc.	49	51	2	2932.78	3220.20	287.42
Report Total:								287.42

Generate PI – Finish Counting



Ximple Solutions

List of Inventory Worksheets

12/03/2009

19:54:32

User Guide

List of Inventory Worksheets(P1267)									
Work	View	Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By
120	<div style="border: 1px solid black; padding: 5px;"> View Print Enter Physical Counts Print Adjustment Preview Finish Counting Delete Report Print Labels Add Product </div>	okville	12/03/2009		By Product	Arctic Lamp 1-2	Started	User Guide	

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Select
Finish Counting

Generate PI – Finish Counting



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Finish Counting

12/03/2009


19:59:29

User Guide

Finish Counting (P1274)			
Worksheet #	120	Warehouse	Rockville
Criteria Type	By Product	Criteria	Arctic Lamp 1-2
Start Date	12/03/2009	Post Scheduled Date	12/03/2009 - 12/03/2009
*Finish Date	12/03/2009 		

Click **Save**

Microsoft Internet Explorer




Has the Physical Inventory Report been checked?

Click **OK**

Generate PI – Finish Counting


System Message to Check Briefcase



Ximple Solutions

List of Inventory Worksheets

12/03/2009
20:00:14
User Guide

 * Job submitted, Please check your briefcase for result.

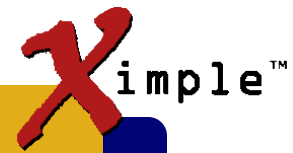
List of Inventory Worksheets(P1267)									
Worksheet #	Type	Warehouse	Start Date	Finish Date	Criteria Type	Criteria	Status	Created By	Posted By
120	Manual	Rockville	12/03/2009		By Product	Arctic Lamp 1-2	In Process	User Guide	User Guide

Add New
Back

Only option that will be available **UNTIL** System has finished processing the PI

Current Status
Note: Briefcase Message Will be Sent When Job is Finished

Physical Inventory Certification ⁷



1. Generate PI

- By Product
- By Product Line (use a Product Line that does not have many items)
- By Location

2. Enter Counts

- From Generate PI option
- From Work with PI option

3. Add Items to PI Worksheet

4. Add Product to Physical Inventory

5. Print Adjustment Preview

6. Print Report

- Header
- Detailed

7. Post PI

8. Assistance to others

Stock Adjustment

Warehousing
Module Menu

Page - Microsoft Internet Explorer

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Xs
Ximple Solutions, LLC

Ximple Solutions, LLC

Welcome John C. Smith!
Monday, November 30, 2009 05:26PM
[Log Out](#)

Warehousing

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- 09- Product Catalog
- 10- Warehousing & Shipping Receiving
- 11- Purchasing
- 12- Sales and Order Entry
- 13- Billing
- 99- Customer Gateway

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javascript:window.open('/Ximple/wd/Adjustment.do?CF=WH','_blank','top=80,left=80,width=800,status=yes,height=500,scrollbars=')

Local intranet

Adjustment
Option

Stock Adjustment – Lookup

Enter Search Criteria

Ximple Solutions
Inventory Adjustment
11/30/2009
18:02:41
User Guide

Inventory Adjustment (P0546)

Adjustment #

OR

Warehouse

Date Range

Type

Status

Add New **Lookup** **Print Report**

Click
Lookup

Stock Adjustment – Lookup

Popup
Menu



Ximple Solutions

Inventory Adjustment List

12/01/2009

09:48:14

User Guide

Inventory Adjustment List (P0547)						
Adjustment #	Warehouse	Date	Type	Status	Post Date	Posted By
55	Rockville	11/30/2009	Stock Adjustment	Draft		

View
 Edit
 Delete
 Post
 Print

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Popup Menu:

View: View adjustment information


Edit: Edit adjustment (header and lines)

Delete: Delete adjustment (non posted)

Post: Post adjustment

Print: Generate pdf report of adjustment

Stock Adjustment – Add New



Ximple Solutions

Inventory Adjustment

11/30/2009
18:02:41
User Guide

Inventory Adjustment (P0546)

Adjustment #

OR

Warehouse Rockville ▼

Date Range 11/30/2009 ▼ 11/30/2009 ▼

Type ▼

Status ▼

Add New
Lookup
Print Report

Click
Add New



Ximple Solutions

Inventory Adjustment List

12/03/2009
20:15:34
User Guide

Inventory Adjustment List (P0547)

Adjustment #	Warehouse	Date	Type	Status	Post Date	Posted By
55	Rockville	11/30/2009	Stock Adjustment	Closed	12/01/2009	User Guide

Add New
Back

Steps to Entering an Adjustment

1. Create Adjustment Header

- Select WH adjustment taking place in
- Date of Adjustment

2. Enter items being adjusted

3. Select stock location adjustment is being made to

4. Verify adjustment information

- Check to make certain there are no errors in info entered

5. Post adjustment

Stock Adjustment – Add New

Xs Ximple Solutions, LLC **Inventory Adjustment** 11/30/2009 18:03:48 User Guide

Adjustment Header (P0213)

'Warehouse: Rockville

'Adjustment Date: 11/30/2009

'Adjustment Type: Stock Adjustment

Document Ref.: 263-1

'Reason: Stock Change

Comments:
 255characters remaining on your input limit

Continue >> Reset Cancel

Click **Continue**

Xs Ximple Solutions, LLC **Inventory Adjustment** 11/30/2009 18:04:00 User Guide

Inventory Adjustment													
Warehouse	Rockville			Adjustment Type	Stock Adjustment								
Adjustment #	55			Ref Number	263-1								
Date	11/30/2009			Status	Draft								

Adjustment Lines

Line #	Item	Inventory Type	Owner	+ OR -	UOM	Total Qty	Dmg Qty	Dfc Qty	Adj Amount	OH Qty	Avb Qty	Lot/SN	Location
No Data was found													

Add New Item << Back Verify Post Exit

Click **Add New Item**

Stock Adjustment – Add Items

Click to Search
for Item



Ximple Solutions
Adjustment Item

12/01/2009

09:54:21

User Guide

Inventory Adjustment												
Warehouse	Rockville			Adjustment Type	Stock Adjustment							
Adjustment #	55			Ref Number	263-1							
Date	11/30/2009			Status	Draft							
Existing Item				OH - Avb - Dmg - Dfc Qty				+ OR -		Total Qty	Dmg Qty	Dfc Qty
AE10002 Arctic Lamp 1-2 AE	<input type="checkbox"/>	Each	45	39	0	0	Review	<input type="radio"/> + <input checked="" type="radio"/> -	2			
AE10002 Arctic Lamp 1-2 AE	<input type="checkbox"/>	Each	45	39	0	0	Review	<input checked="" type="radio"/> + <input type="radio"/> -	2	2		
	<input type="checkbox"/>							<input type="radio"/> + <input checked="" type="radio"/> -				
	<input type="checkbox"/>							<input type="radio"/> + <input checked="" type="radio"/> -				
New Item			Inventory	Owner			Total Qty	Dmg Qty	Dfc Qty	Unit Cost		
	<input type="checkbox"/>		<input type="text"/>									


Save Cancel

Use This Section to
Enter Non-Stock Items

Click **Save**

Note: Any one item can have up to **TWO** adjustment lines: one (+) and one (-)

Stock Adjustment – Add Items



Ximple Solutions

Inventory Adjustment

12/01/2009
09:54:37
User Guide

Inventory Adjustment													
Warehouse	Rockville			Adjustment Type	Stock Adjustment								
Adjustment #	55			Ref Number	263-1								
Date	11/30/2009			Status	Draft								

Adjustment Lines

Line #	Item	Inventory Type	Owner	+ OR -	UOM	Total Qty	Dmg Qty	Dfc Qty	Adj Amount	OH Qty	Avb Qty	Lot/SN	Location	Edit	Delete
1	AE10002 Arctic Lamp 1-2 AE	For Sale	Ximple Solutions	-	Each	2	0	0	0.000000	45	39		Location	Edit	Delete
2	AE10002 Arctic Lamp 1-2 AE	For Sale	Ximple Solutions	+	Each	2	2	0	0.000000	45	39		Location	Edit	Delete

Add New Item
<< Back
Verify
Post
Exit

Click **Location**

Edit or
Delete Line

Adjust Stock – Select Item Location

Enter Qty Adjusted
at Location

Inventory Adjustment Item			
Item	AE10002 Arctic Lamp 1-2 AE		Total Adjust Qty 2 (Each)
Inventory Type	For Sale		Dmg Qty 0
Owner	Ximple Solutions		Dfc Qty 0

Stock Location	Adjust Qty (-)	Location Available Qty
SL 001	<input type="text"/>	10
Will Call	<input type="text"/>	1
WAB 1 - 100	<input type="text"/>	2
WAB 1 - 101	<input type="text" value="1"/>	4
WAB 2 - 100	<input type="text"/>	20
WAB 2 - 101	<input type="text"/>	10


Location	Adjust Qty (-)
WAB 0 - L - 100	<input type="text" value="1"/>
Total	1

Click **Close Window**

Click **Save**

Popup
Menu

Stock Adjustment – Verify & Post



Ximple Solutions

Inventory Adjustment

12/01/2009

09:54:37

User Guide

Inventory Adjustment													
Warehouse	Rockville			Adjustment Type	Stock Adjustment								
Adjustment #	55			Ref Number	263-1								
Date	11/30/2009			Status	Draft								

Adjustment Lines

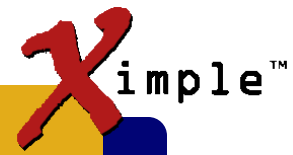
Line #	Item	Inventory Type	Owner	+ OR -	UOM	Total Qty	Dmg Qty	Dfc Qty	Adj Amount	OH Qty	Avb Qty	Lot/SN	Location	
1	AE10002 Arctic Lamp 1-2 AE	For Sale	Ximple Solutions	-	Each	2	0	0	0.000000	45	39		Location	Edit Delete
2	AE10002 Arctic Lamp 1-2 AE	For Sale	Ximple Solutions	+	Each	2	2	0	0.000000	45	39		Location	Edit Delete

Add New Item
<< Back
Verify
Post
Exit

Click **Verify**
then click **Post**

Note: You can **Exit** and post by selecting the **Post** popup menu option

Stock Adjustment Certification ⁸



1. Enter Stock Adjustment

- Negative Adjustment
- Positive Adjustment
- Adjust w/o changing OH Qty
- Adjust Non-stock item

2. Verify Adjustment

3. Post Adjustment

Goods Issued

Goods Issued: Issue of goods to:

- Customers (Trials, etc...)
- Employees (Gifts, trials, etc...)
- Vendor (Returns)

Goods Issue

Warehousing
Module Menu

Goods Issue
Option

Login Page - Microsoft Internet Explorer

View Favorites Tools Help

Search Favorites

Address

Welcome John C. Smith!
Wednesday, November 25, 2009 11:36AM
[Log Out](#)

Ximple Solutions, LLC

Warehousing

- Setup
- Shipping
- Goods Receipt
- Transfer
- Put Away
- Picking
- Physical Inventory
- Goods Issue**
- Adjust Lot Numbers
- Adjust Serial Numbers
- Adjustment
- Stock Relocation
- Inventory Report

Help Links

- FAQ
- Technical Support

Documentation

- 01- Navigation and Basic Tasks
- 02- Administration
- 03- Systems Parameters
- 04- Accounts Receivable
- 05- General Ledger
- 06- Banking & Bank Reconciliation
- 07- Accounts Payable
- 08- Project Administration
- 09- Product Catalog
- 10- Warehousing & Shipping Receiving
- 11- Purchasing
- 12- Sales and Order Entry
- 13- Billing
- 99- Customer Gateway

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IBM Business Partner

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javascript:window.open('/Ximple/wd/GoodsIssue.do','_blank','top=80,left=80,width=800,status=yes,height=500,scrollbars=yes,rel=local,intranet')

Local intranet

Types of Goods Issue

2 different types of goods issue:

- 1. Manual**
 - User Entered
- 2. System Generated**
 - Vendor Return
 - Dmg/Dfc Vendor Return

Goods Issue – Lookup

Enter Search Criteria



Ximple Solutions

Goods Issue Lookup

12/03/2009
14:48:27
User Guide

Goods Issue Lookup (P0531)

Doc #	<input type="text" value="27"/>	OR	Doc Ref #	<input type="text"/>
	OR			
Warehouse	<input type="text" value="Rockville"/> ▼			
Issue To	<input type="text"/> ▼		<input type="text"/> ▼	
Date Range	<input type="text" value="11/25/2009"/> ▼		<input type="text" value="12/03/2009"/> ▼	
Issue Status	<input type="text" value="All"/> ▼			
Type	<input type="text" value="All"/> ▼			


Add New
Lookup

Click to
Add New

Click **Lookup**

Goods Issue

Popup Menu



Ximple Solutions
Goods Issue List

12/03/2009
14:48:37
User Guide

Goods Issue List (P0532)

Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
27		standard	Rockville	Customer - Custar Electrics	12/03/2009	Draft	0.00	

View
Edit
Delete
Complete
Print
Excel Report

Back To Lookup

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 Site design by Ximple Corporation.

Click
Add New

Popup Menu:

View: View goods issue information

Edit: Edit goods issue (Header & Items)

Delete: Delete goods issue

Request Approve: Request approval for Vendor GI

Complete: Complete goods issue process

Print: Generate pdf file of goods issue

Excel Report: Generate an excel file (spreadsheet) of the goods issue

Goods Issue - Steps

To Customer/Employee

1. Enter GI
2. Complete GI
3. Verify Pick
4. Ship

If Ship Method = WC


Then GI ends at Step 3

To Vendor

1. Enter GI
2. Request Approval
3. Complete GI
4. Verify Pick
5. Ship
6. Journaling done by Acct Dep.

Goods Issue – Add New (Cust/Emp)

Complete Header Information



Ximple Solutions
Goods Issue - Header

12/03/2009
14:45:26
User Guide

Goods Issue Header (P0533)			
*Warehouse	Rockville	Doc #	
Doc Ref #		*Issue Date	12/03/2009
*Type	Standard	*Need By	12/03/2009
*Issue To	Customer	Custar Electronics	*Issue Reason
*Shipping Method	UPS Ground	Container Issue	Default
Mark Carton		*Shipping Priority	Normal
Contact / Ship. Addr.	Margot Smith	5698 Dresden Parkway, McKeesport, Allegheny, PA, 15132	
Instruction			

255 characters remaining on your input limit

Continue >> Reset Cancel

Click
Continue

Goods Issue – Add New (Cust/Emp)

Issue #



Ximple Solutions
Goods Issue - Items

12/03/2009

14:46:08

User Guide

Goods Issue Info (P0534)

Doc # / Doc Ref #	27 /	Issue Date	12/03/2009
Warehouse	Rockville	Type	Standard
Issue To	(Customer) Custar Electrics	Issue Reason	Default
Shipping Method	UPS Ground	Issue Status	Draft
Shipping Address	5698 Dresden Parkway, McKeesport, Allegheny, PA, 15132	Total Amt	0.00

Goods Issue Items (P0536)

Line #	UPC	Item	UOM	Issue Qty	Dmg Qty	Dfc Qty	LPN	Field Scrap	Pkg Qty
--------	-----	------	-----	-----------	---------	---------	-----	-------------	---------

 No Data was found

Position To Line #

1

Go

Line Detail(Line #)

Item	Avb Qty	Issue Qty	Dmg Qty	Dfc Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

255 characters remaining on your input limit

Save New Line

<< Back

Reset

Exit

Click to Search for Items

Goods Issue – Add New (Cust/Emp)

3. Click on Item to Select

-- Web Page Dialog

Search Available Items


Item	Name	Uom	OH Qty	Avb Qty	Dmg Qty	Dfc Qty	Brand	Product Line	Inventory	Owner
AE90008	AE90008 Arctic Lamp 9-8 AE	Each	200	98	0	0 Arctic	Floor	For Sale	Ximple Solutions	
AE90009	AE90009 Arctic Lamp 9-9 AE	Each	50	50	0	0 Arctic	Ceiling	For Sale	Ximple Solutions	

Search By: Mfr. Catalog #

1. Select & Enter Search Criteria

2. Click 'Go'


Goods Issue – Add New (Cust/Emp)



Ximple Solutions
Goods Issue - Items

12/03/2009
14:46:08
User Guide

Goods Issue Info (P0534)									
Doc # / Doc Ref #	27 /				Issue Date	12/03/2009			
Warehouse	Rockville				Type	Standard			
Issue To	(Customer) Custar Electrics				Issue Reason	Default			
Shipping Method	UPS Ground				Issue Status	Draft			
Shipping Address	5698 Dresden Parkway, McKeesport, Allegheny, PA, 15132				Total Amt	0.00			


Goods Issue Items (P0536)										
Line #	UPC	Item	UOM	Issue Qty	Dmg Qty	Dfc Qty	LPN	Field Scrap	Pkg Qty	
 No Data was found										
Position To Line #					<input type="text" value="1"/>	<input type="button" value="Go"/>				

Line Detail(Line #)				
Item	Avb Qty	Issue Qty	Dmg Qty	Dfc Qty
AE90008 Arctic Lamp 9-8 AE <input type="button" value="V"/> Each	124	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>
Comments <input style="width: 90%;" type="text"/> <div style="text-align: right;"> <input type="button" value="Up"/> <input type="button" value="Down"/> </div>				
255characters remaining on your input limit				
<input type="button" value="Save New Line"/>				

Complete Line
Detail Info

Click **Save New Line**

Goods Issue – Add New (Cust/Emp)



Ximple Solutions
Goods Issue - Items

12/03/2009
14:47:58
User Guide

Goods Issue Info (P0534)

Doc # / Doc Ref #	27 /	Issue Date	12/03/2009
Warehouse	Rockville	Type	Standard
Issue To	(Customer) Custar Electronics	Issue Reason	Default
Shipping Method	UPS Ground	Issue Status	Draft
Shipping Address	5698 Dresden Parkway, McKeesport, Allegheny, PA, 15132		
		Total Amt	0.00

Goods Issue Items (P0536)

	Line #	UPC	Item	UOM	Issue Qty	Dmg Qty	Dfc Qty	LPN	Field Scrap	Pkg Qty
<input type="checkbox"/>	1	10001090008	AE90008 Arctic Lamp 9-8 AE	ea	2	0	0			

Position To Line #

Line Detail(Line #)

Item	Avb Qty	Issue Qty	Dmg Qty	Dfc Qty
<input style="width: 95%;" type="text"/> <input style="float: right; width: 20px; height: 20px; text-align: center; border: 1px solid black; border-radius: 50%; border-collapse: collapse; line-height: 20px;"/> v	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Comments

↑
↓

255characters remaining on your input limit

Click **Exit** When Finished

Goods Issue – Post (Cust/Emp)

Xs Ximple Solutions, LLC

Ximple Solutions

Goods Issue List

12/03/2009 14:48:37 User Guide

Goods Issue List (P0532)								
Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
27		Standard	Rockville	Customer - Custar Electrics	12/03/2009	Draft	0.00	

View
Edit
Delete
Complete
Print
Excel Report

Back To Lookup

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Select **Complete**

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Ximple Solutions

Goods Issue List

03/12/2010 15:41:00 User Guide


Goods Issue List (P0532)								
Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
27		Standard	Rockville	Customer - Custar Electrics	12/03/2009	Issued	0.00	

Add New

Back To Lookup

Click **Add New**

Goods Issue – Add New (Vendor)




Ximple Solutions
Goods Issue - Header

03/12/2010
15:23:18
User Guide

Goods Issue Header (P0533)			
*Warehouse	Rockville <input type="button" value="v"/>	Doc #	
Doc Ref #	<input type="text"/>	*Issue Date	03/12/2010 <input type="button" value="v"/>
*Type	Standard <input type="button" value="v"/>	*Need By	03/19/2010 <input type="button" value="v"/>
*Issue To	Vendor <input type="button" value="v"/> Arctic Electric, Inc. <input type="button" value="v"/>	*Issue Reason	Return <input type="button" value="v"/>
*Shipping Method	UPS Ground <input type="button" value="v"/>	Container Issue	<input type="radio"/> Yes <input checked="" type="radio"/> No
Mark Carton	<input type="text"/>	*Shipping Priority	Normal <input type="button" value="v"/>
Contact / Ship. Addr.	Jessica Strauss <input type="button" value="v"/> / 1562 Arctic Lane, Kensington, MD 20895 <input type="button" value="v"/>		
Instruction	<input style="width: 100%;" type="text" value="Instructions print out on GI - Footer"/> <div style="text-align: right;"> <input type="button" value="up"/> <input type="button" value="down"/> </div>		
218 characters remaining on your input limit			
<input type="button" value="Continue >>"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

Click **Continue**


Goods Issue – Add New (Vendor)



Goods Issue - Items

03/12/2010
15:25:16
User Guide


Goods Issue Info (P0534)									
Doc # / Doc Ref #	29 /				Issue Date	03/12/2010			
Warehouse	Rockville				Type	Standard			
Issue To	(Vendor) Arctic Electric, Inc.				Issue Reason	Return			
Shipping Method	UPS Ground				Issue Status	Draft			
Shipping Address	1562 Arctic Lane, Kensington, Montgomery, MD, 20895				Total Amt	0.00			

Goods Issue Items (P0536)										
Line #	UPC	Item	UOM	Issue Qty	Dmg Qty	Dfc Qty	LPN	Field Scrap	Pkg Qty	
 No Data was found										
Position To Line #					<input type="text" value="1"/>	<input type="button" value="Go"/>				

Line Detail(Line #)				
Item	Avb Qty	Issue Qty	Dmg Qty	Dfc Qty
<div style="display: flex; align-items: center;"> <input type="text" value="AE10002 Arctic 1-2 AE"/> <div style="margin: 0 5px;"> <input type="button" value="V"/> </div> <div>Each</div> </div>	32	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>
<div style="display: flex;"> <div style="width: 15%;">Comments</div> <div style="flex-grow: 1;"> <input style="width: 95%;" type="text"/> </div> </div> <div style="font-size: small; margin-top: 5px;">255characters remaining on your input limit</div>				
<input type="button" value="Save New Line"/>				

Click **Save New Line**

Goods Issue – Add New (Vendor)



Ximple Solutions
Goods Issue - Items

03/12/2010
15:26:46
User Guide

Goods Issue Info (P0534)

Doc # / Doc Ref # 29 /	Issue Date 03/12/2010
Warehouse Rockville	Type Standard
Issue To (Vendor) Arctic Electric, Inc.	Issue Reason Return
Shipping Method UPS Ground	Issue Status Draft
Shipping Address 1562 Arctic Lane, Kensington, Montgomery, MD, 20895	Total Amt 0.00

Goods Issue Items (P0536)

	Line #	UPC	Item	UOM	Issue Qty	Dmg Qty	Dfc Qty	LPN	Field Scrap	Pkg Qty
<input type="checkbox"/>	1	10001010002	AE10002 Arctic 1-2 AE	ea	1	1	0			

Position To Line #

Line Detail(Line #)

Item	Avb Qty	Issue Qty	Dmg Qty	Dfc Qty
AE30001 Arctic Lamp 3000 serie <input type="button" value="v"/> Each	18	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>

Comments

255characters remaining on your input limit

Click **Save New Line**

Click **Exit**

Goods Issue – Add New (Vendor)

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Ximple Solutions

Goods Issue List

03/12/2010 15:28:20 User Guide

Goods Issue List (P0532)								
Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
29	View	standard	Rockville	Vendor - Arctic Electric, Inc.	03/12/2010	Draft	0.00	

Ad

Back To Lookup

Request Approve
Edit
Delete
Print
Excel Report

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Select **Request Approve**

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Goods Issue List

03/12/2010 15:30:58 User Guide

Goods Issue List (P0532)								
Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
29	View	standard	Rockville	Vendor - Arctic Electric, Inc.	03/12/2010	Pending Approval	0.00	

Ad


Back To Lookup

Edit
Delete
Complete
Print
Excel Report

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Select **Edit**

Goods Issue – Add New (Vendor)



Ximple Solutions
Goods Issue - Header

03/12/2010
15:29:36
User Guide

Goods Issue Header (P0533)


*Warehouse	Rockville	Doc #	29
Doc Ref #	RMA #123	*Issue Date	03/12/2010
*Type	Standard	*Need By	03/19/2010
*Issue To	Vendor Arctic Electric, Inc.	*Issue Reason	Return
*Shipping Method	UPS Ground	Container Issue	<input type="radio"/> Yes <input checked="" type="radio"/> No
Mark Carton		*Shipping Priority	Normal
Contact / Ship. Addr.	Jessica Strauss / 1562 Arctic Lane, Kensington, Montgomery, MD, 20895		
Communication	<input checked="" type="checkbox"/> Print <input type="checkbox"/> Email <input type="checkbox"/> Fax		
Instruction	<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Instructions print out on GI - Footer </div>		

218 characters remaining on your input limit

Continue >>
Reset
Cancel

Click **Continue**

Goods Issue – Add New (Vendor)



Goods Issue - Items

03/12/2010
15:34:36
User Guide

Goods Issue Info (P0534)

Doc # / Doc Ref # 29 / RMA #123	Issue Date 03/12/2010
Warehouse Rockville	Type Standard
Issue To (Vendor) Arctic Electric, Inc.	Issue Reason Return
Shipping Method UPS Ground	Issue Status Pending Approval
Shipping Address 1562 Arctic Lane, Kensington, Montgomery, MD, 20895	Total Amt 0.00

Goods Issue Items (P0536)

	Line #	UPC	Item	UOM	Issue Qty	Dmg Qty	Dfc Qty	LPN	Field Scrap	Pkg Qty
<input type="checkbox"/>	1	10001010002	AE10002 Arctic 1-2 AE	ea	1	1	0			

Position To Line #

Line Detail(Line #)

Item	Avb Qty	Issue Qty	Dmg Qty	Dfc Qty
<input style="width: 90%;" type="text"/> <input type="button" value="V"/>				

Comments

255characters remaining on your input limit

Click **Exit**

Goods Issue – Add New (Vendor)



Ximple Solutions

Goods Issue List

03/12/2010
15:30:58
User Guide

Goods Issue List (P0532)								
Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
29		Standard	Rockville	Vendor - Arctic Electric, Inc.	03/12/2010	Pending Approval	0.00	

View
Edit
Delete
Complete
Print
Excel Report

Back To Lookup

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Select
Complete



Ximple Solutions

Goods Issue Complete

03/12/2010
15:36:52
User Guide

Goods Issue Info (P0534)				
Doc # / Doc Ref #	29 / RMA #123		Issue Date	03/12/2010
Warehouse	Rockville		Type	Standard
Issue To	(Vendor) Arctic Electric, Inc.		Issue Reason	Return
Shipping Method	UPS Ground		Issue Status	Pending Approval
Shipping Address	1562 Arctic Lane, Kensington, Montgomery, MD, 20895		Total Amt	0.00

Goods Issue Complete

*RMA Date

03/12/2010



Submit

Cancel

Click **Submit**

Goods Issue – Print/Report



Ximple Solutions
Goods Issue List

03/12/2010
15:39:15
User Guide

Goods Issue List (P0532)								
Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
29		Standard	Rockville	Vendor - Arctic Electric, Inc.	03/12/2010	Issued	0.00	

Ad View
 Print
 Excel Report

Back To Lookup

Select to Print Pdf or
Generate Excel Report

Status

Goods Issue – Print/Report

-- Web Page Dialog

Save a Copy

Search

94%

Sign

Goods Issue page 1

Xs
Ximple Solutions, LLC
1 Main Street
Columbia, MD 21044
Phone (301)345-6789

Issue #	Warehouse
29	Rockville
Issue Date	Type
03/12/2010	Standard
Doc Ref #	Ship Method
RMA #123	UPS Ground

Issue To Vendor Arctic Electric, Inc. 3833 Farragut Avenue Kensington, MD 20895 Phone (301)222-3333	Ship From Rockville User Guide 4568 Oak Street NW Rockville, MD 20852	Ship To Arctic Electric, Inc. Jessica Strauss 1562 Arctic Lane Kensington, MD 20895
--	--	--

Line #	UPC	Prod Name / Comments	Issue Qty	Damaged Qty	Defect Qty	UOM	Field Scrap?
1	10001010002	AE10002 Arctic 1-2 AE	1	1		ea	N

1 of 1

Click to Print

Close Window

Goods Issue - View



Ximple Solutions

Goods Issue List

03/12/2010
15:42:31
User Guide


Goods Issue List (P0532)

Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
29		Standard	Rockville	Vendor - Arctic Electric, Inc.	03/12/2010	Issued	0.00	

[View](#)
[Print](#)
[Excel Report](#)

[Back To Lookup](#)

Select
View



Ximple Solutions

Goods Issue Detail

03/12/2010
15:43:51
User Guide

Goods Issue Detail (P0538)

Doc # - Doc Ref #	29 - RMA #123	Issue Date	03/12/2010
Warehouse	Rockville	Need By	03/19/2010
Type	Standard	Release Date	
Issue To	(Vendor) Arctic Electric, Inc.	Cancel Date	
Shipping Method	UPS Ground	Close Date	
Shipping Priority	Normal	Container Issue	No
Mark Carton		Status	Issued
Contact / Ship. Address	Jessica Strauss / 1562 Arctic Lane, Kensington, Montgomery, MD, 20895	Issued By	User Guide
Instruction	Instructions print out on GI - Footer		

Item Detail

Line #	UPC	Item	UOM	Issue Qty	Damaged Qty	Dfc Qty	Canceled Qty	Container	Field Scrap	Pkg Qty
1	10001010002	AE10002 Arctic 1-2 AE	ea	1	1	0	0			

Shipments

Trip #	Shipment #	Schedule Date	Delivered On	Warehouse	Ship. Method	Status
205	524	03/18/2010		Rockville	UPS Ground	Pending

[Back](#)

Click **Back**

Goods Issue – Journal



Ximple Solutions

Goods Issue List

03/12/2010

15:49:05

User Guide

Goods Issue List (P0532)								
Doc #	Doc Ref #	Type	Warehouse	Issue To	Date	Status	Total Amt	Is Journalled
29	View	Standard	Rockville	Vendor - Arctic Electric, Inc.	03/12/2010	Closed	60.12	No

[View](#)
[Journal](#)
[Print](#)
[Excel Report](#)

[Back To Lookup](#)

At Time of GI - Automatic Journaling:

GI Inv -> CR

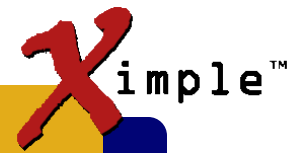
Parm (GI Default Acct) -> DB

Manual Journaling then needs to be done by Accounting Department:

Parm (GI Default Acct) -> CR

User Selected Acct -> DB

Goods Issue Certification 10



1. Enter Goods Issue

- For a Customer
- For an Employee
- For a Vendor

2. Post Goods Issue

3. Assistance to others

END Physical Inventory Overview