Trainers Edition

Ximple™

Ximple Solutions, LLC

Physical Inventory
Stock Adj & Goods Issue

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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.

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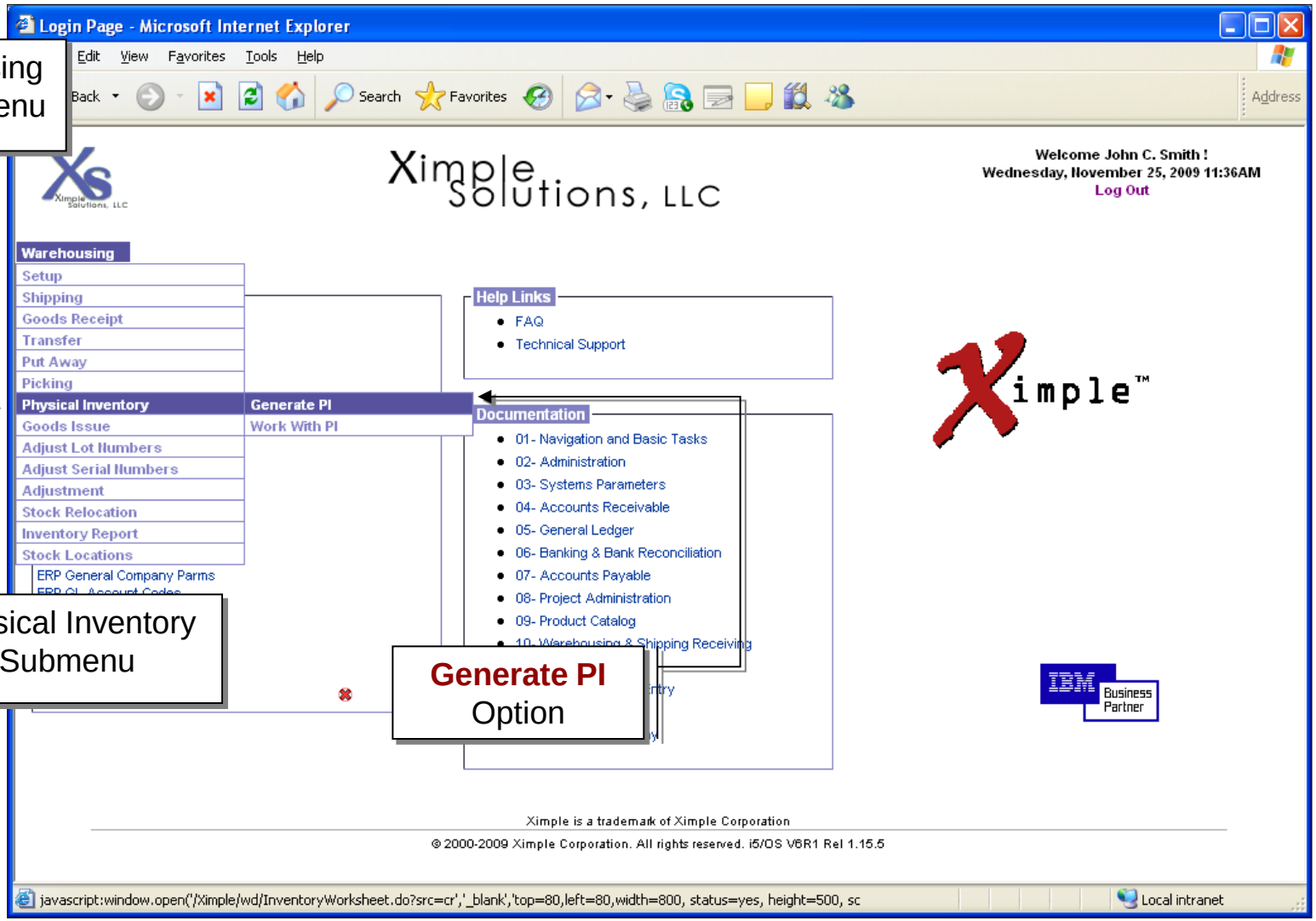
Generate PI



Warehousing Module Menu

Physical Inventory Submenu

Generate PI Option

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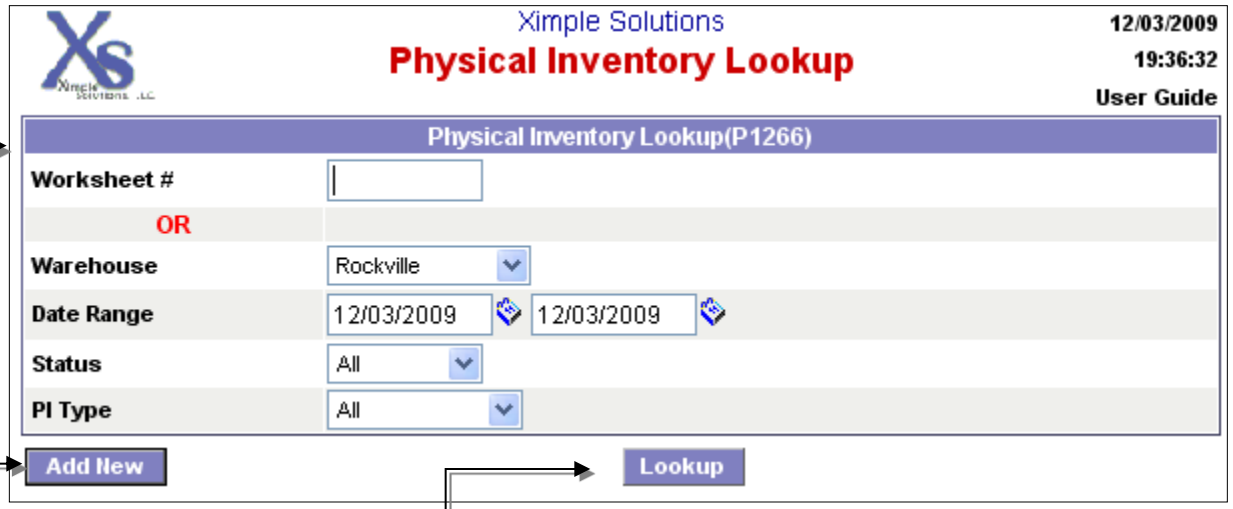
Generate PI – Lookup

Enter Search Criteria



Click **Lookup**

Click to add new inventory worksheet

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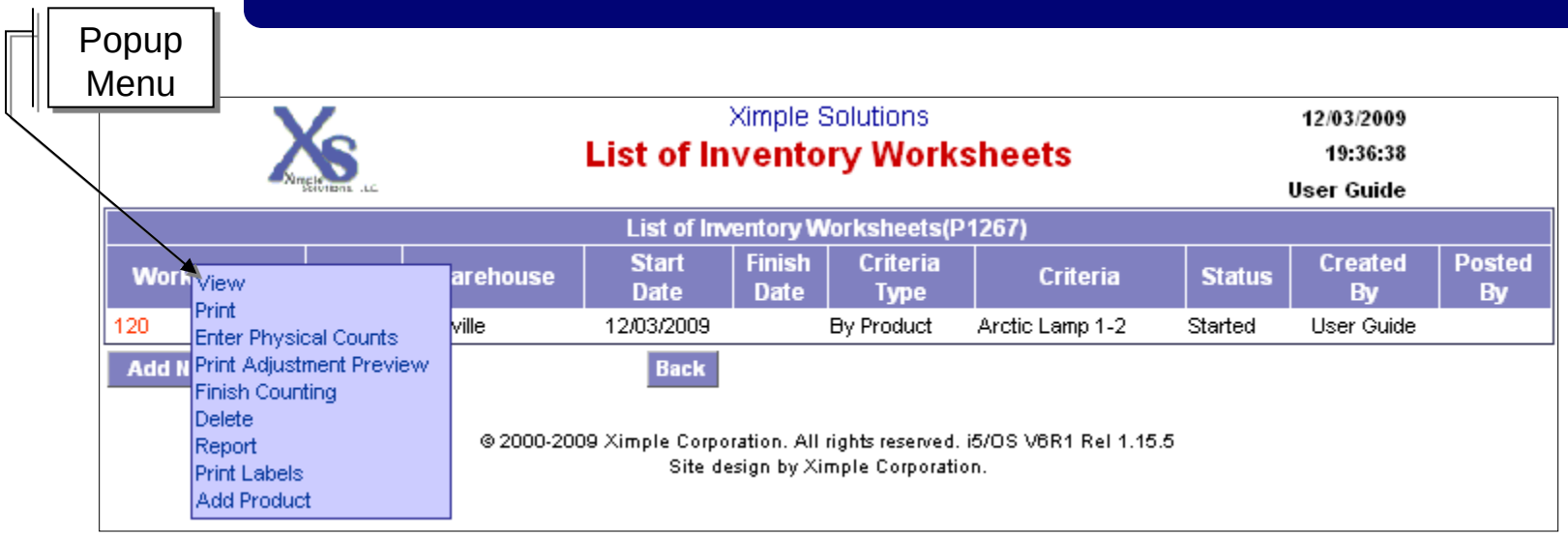
Generate PI – List



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'

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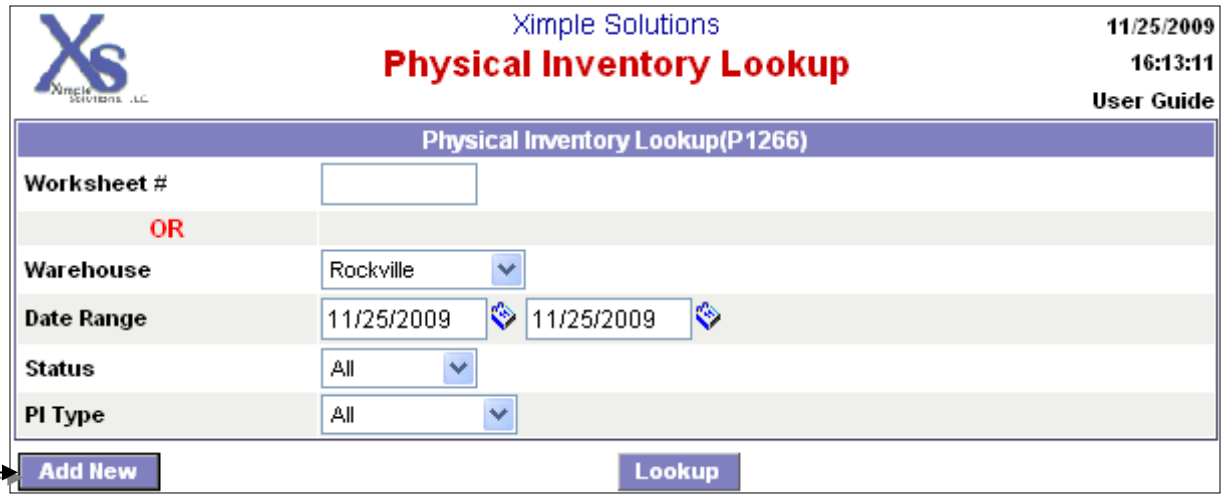
Generate PI – Add New Worksheet



Click **Add New**

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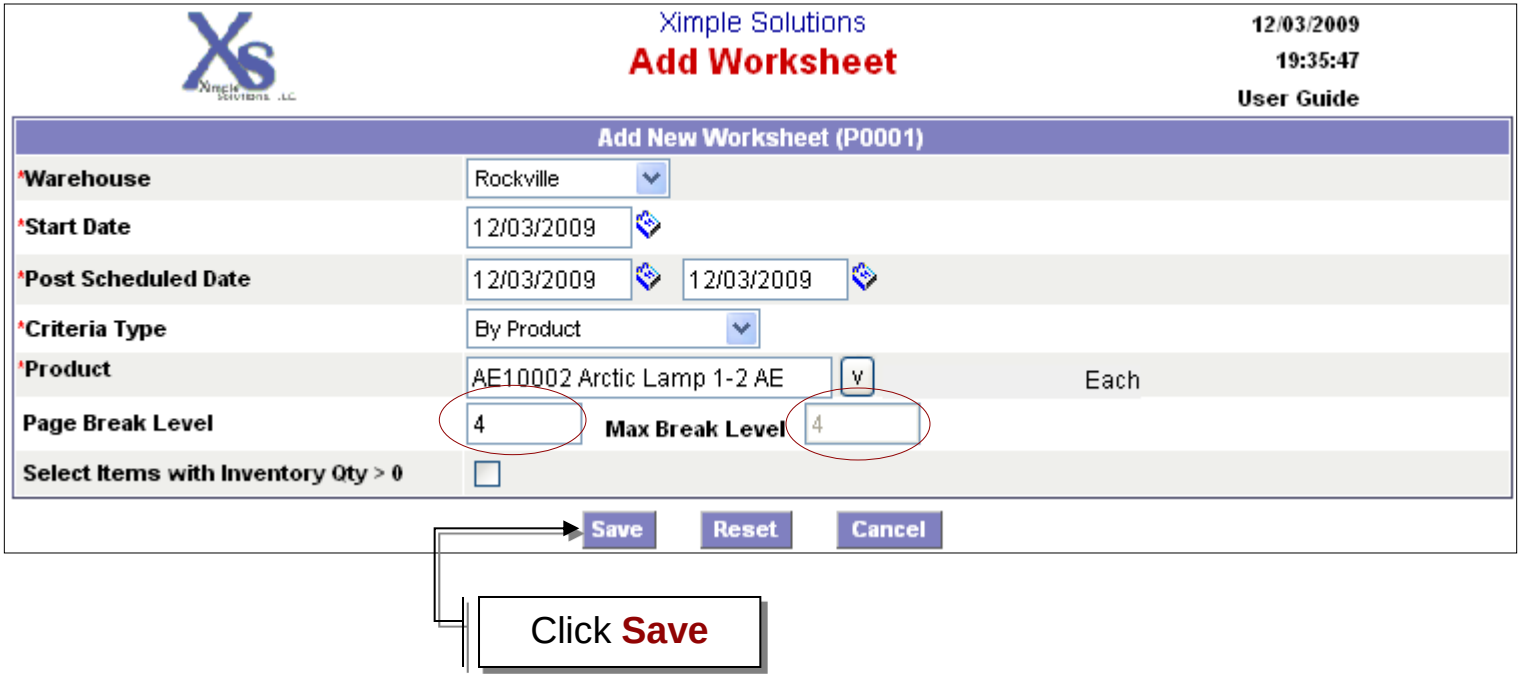
Generate PI – Add New Worksheet



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Generate PI – List

Popup Menu Select **Print**

Enter Page Range to Print

Click **Submit**

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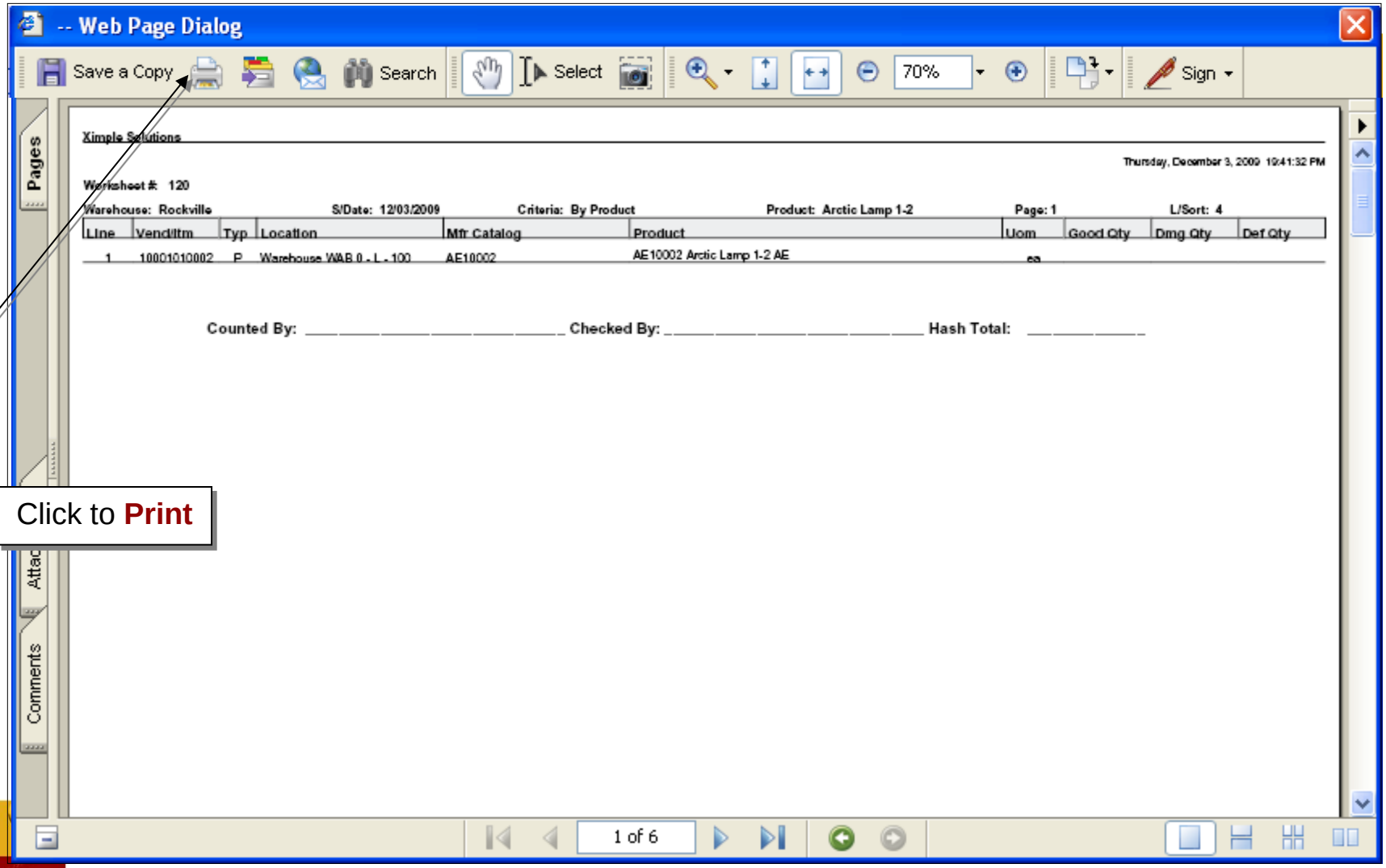
Generate PI – Print



Click to **Print**

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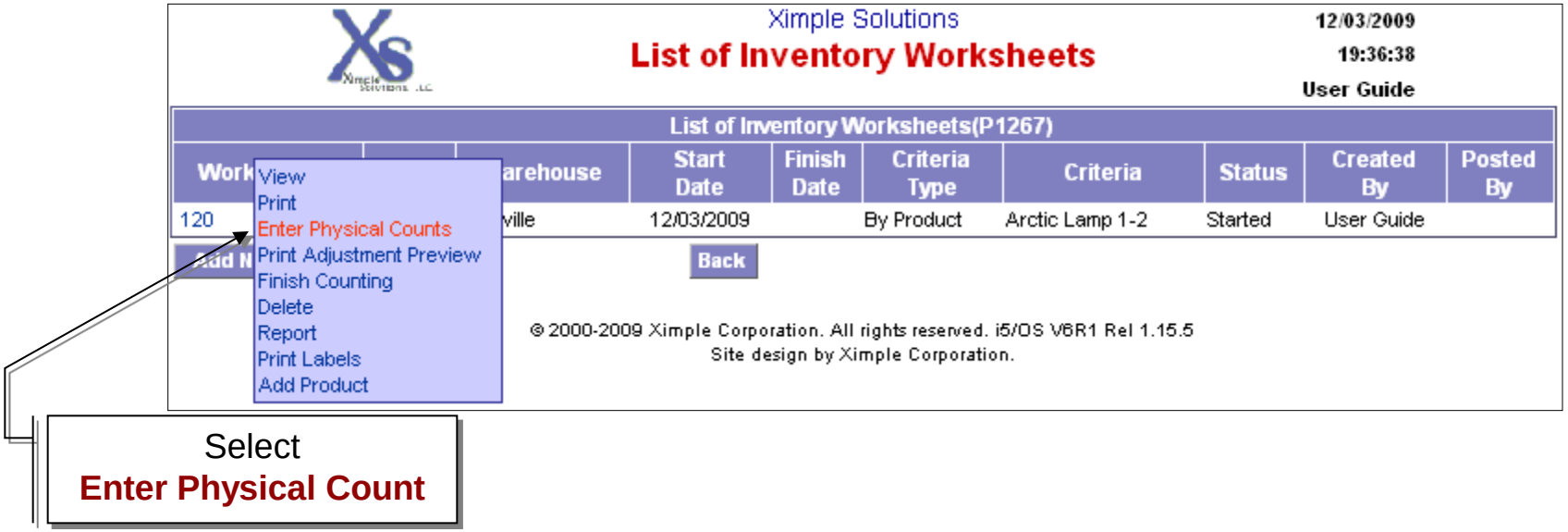
Generate PI – Enter Count



Select
Enter Physical Count

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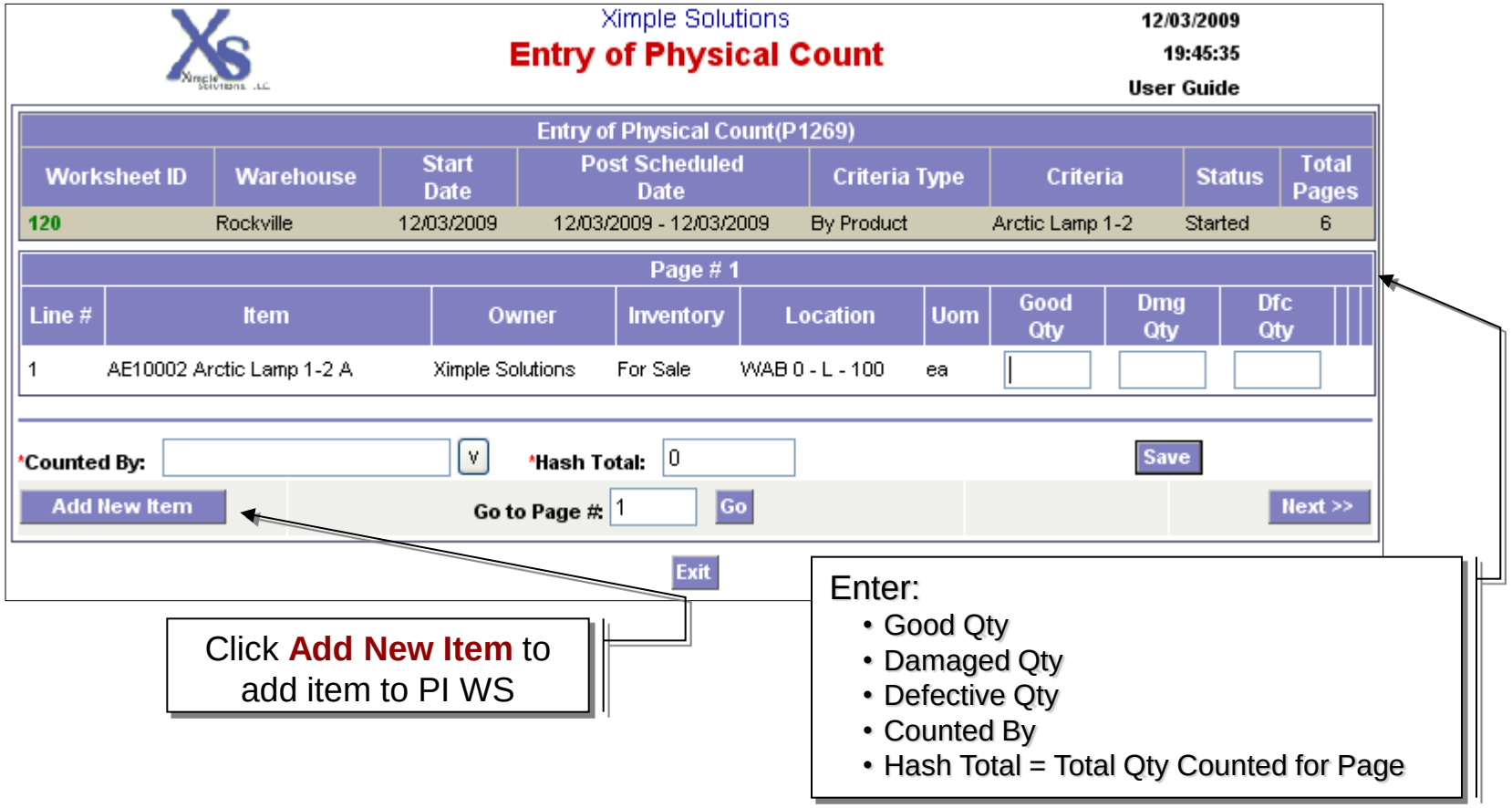
Generate PI – Enter Count



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

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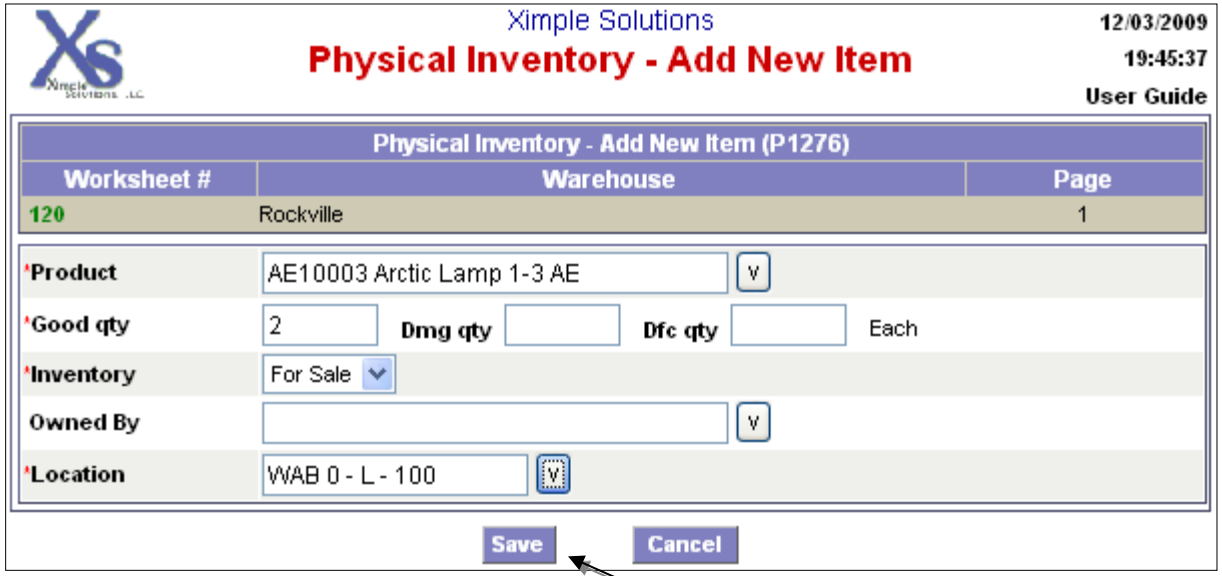
Generate PI – Enter Count (Add Item)

Complete form to Add Item to PI



Click **Save**

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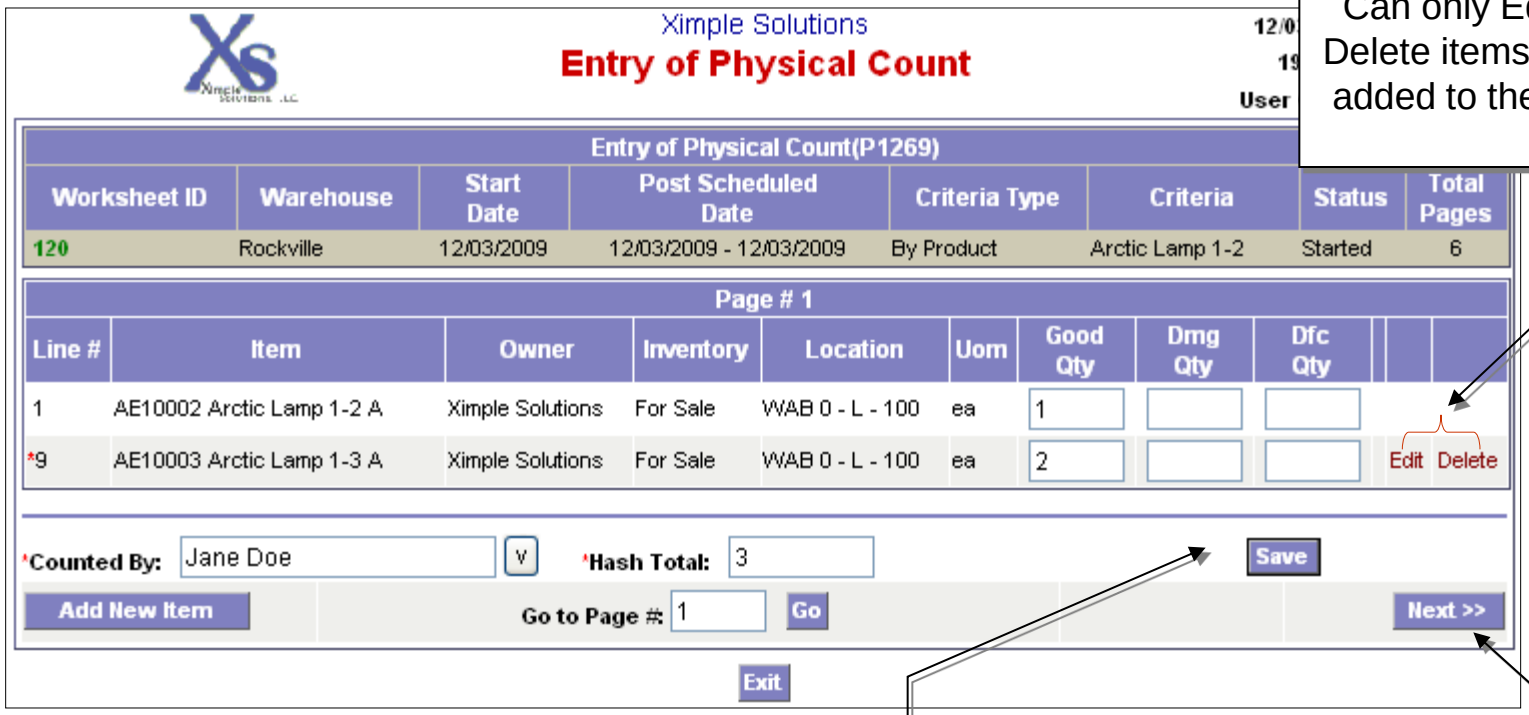
Generate PI – Enter Count



Can only Edit & Delete items YOU added to the WS

Click **Save**

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

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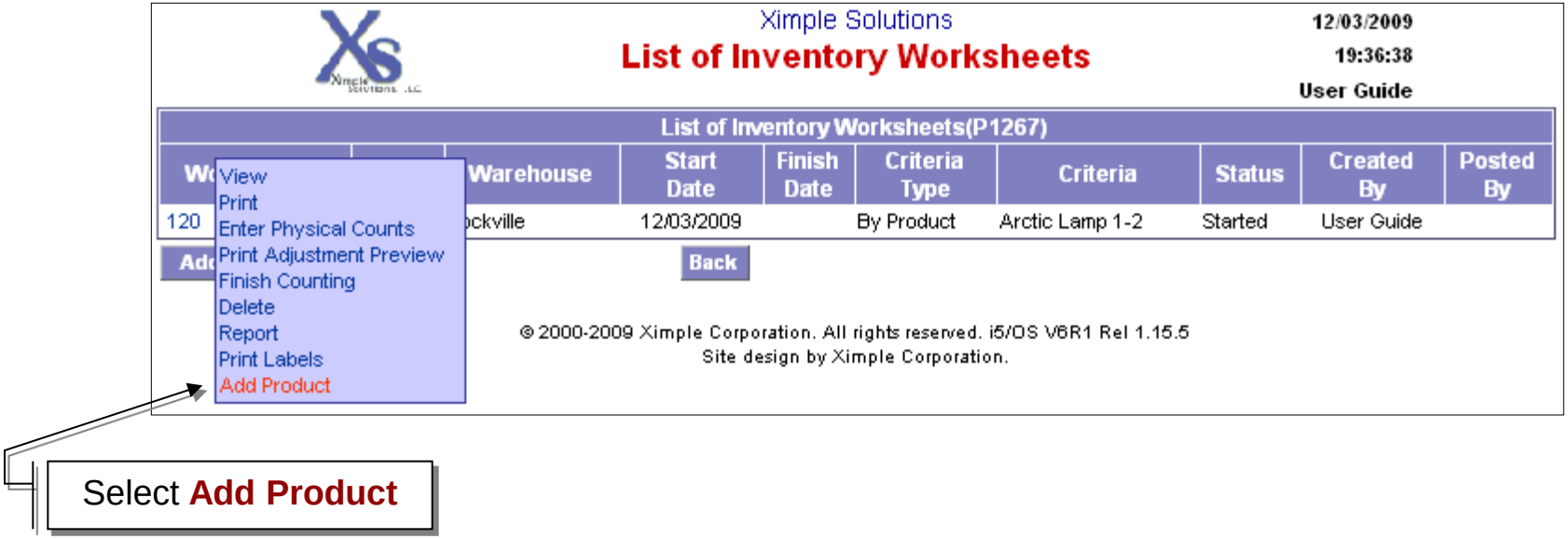
Add Product to PI (By Product ONLY)



Select **Add Product**

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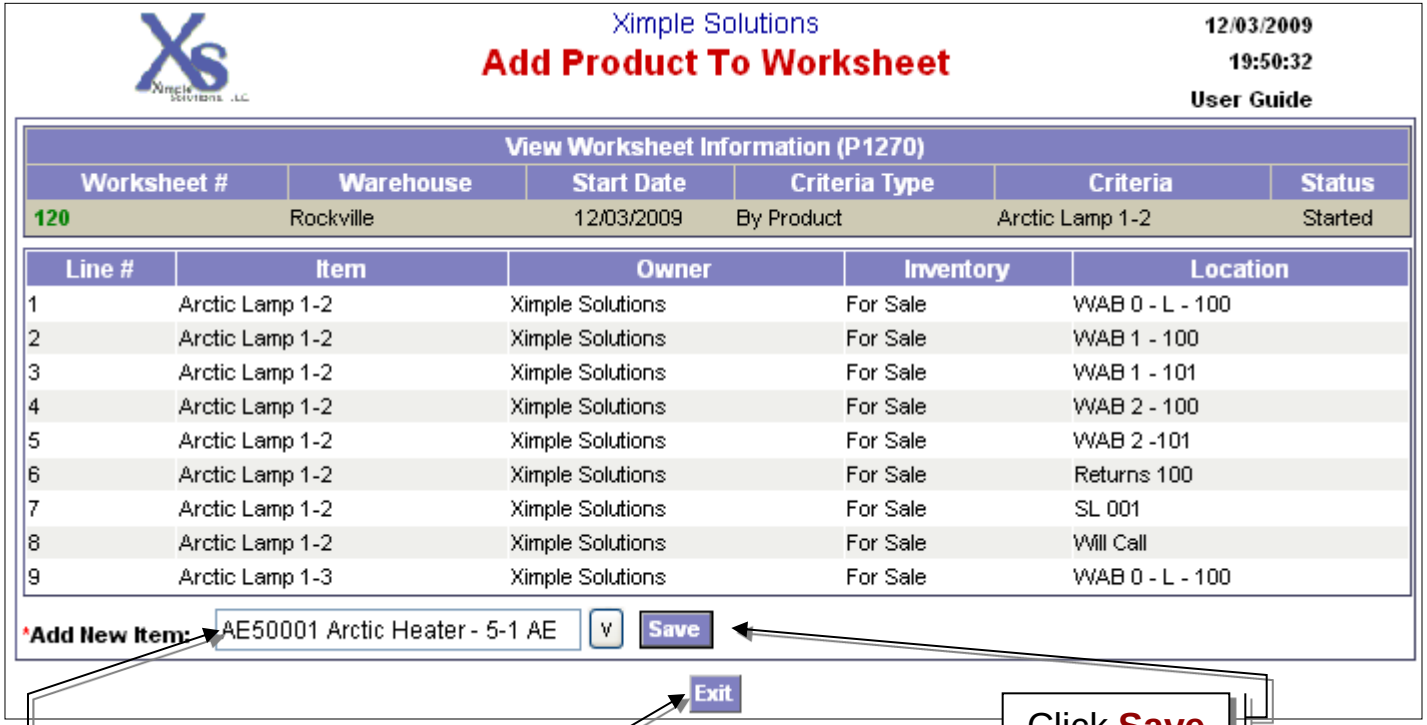
Add Product to PI (By Product ONLY)

Lists products already in PI WS



Enter Product to Add to PI

Click **Save**

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

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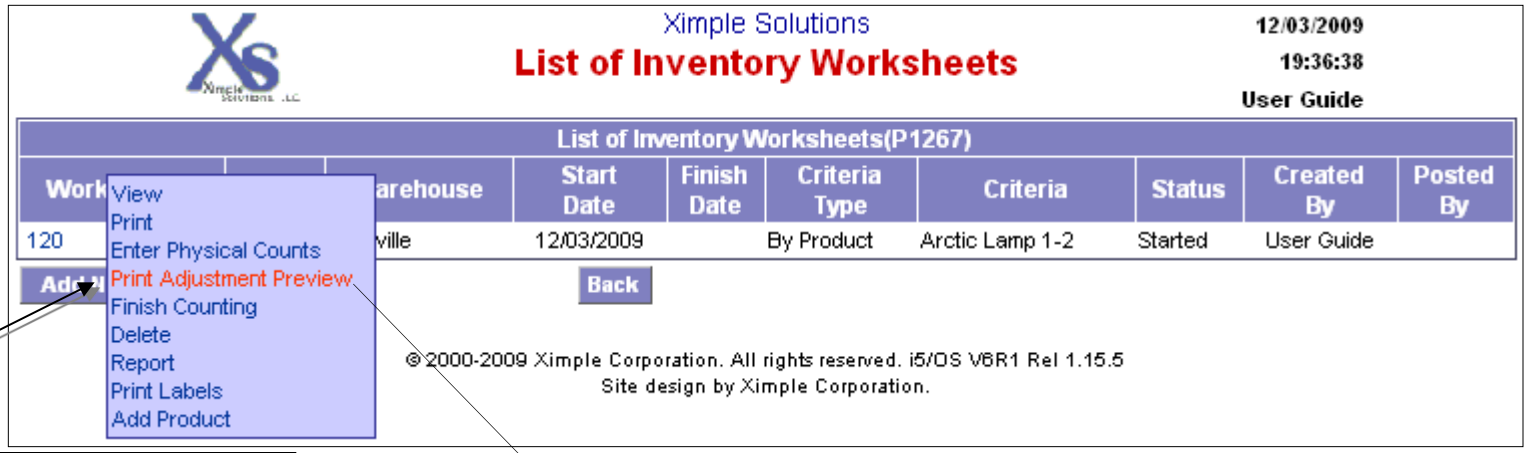
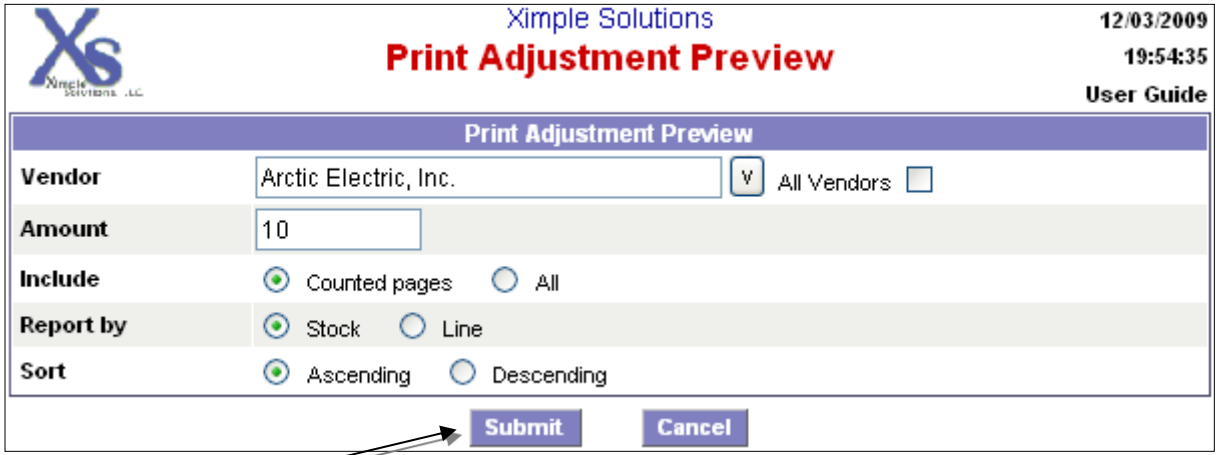
Generate PI – Print Adjst. Preview



Select **Print Adjustment Preview**



Click **Submit**

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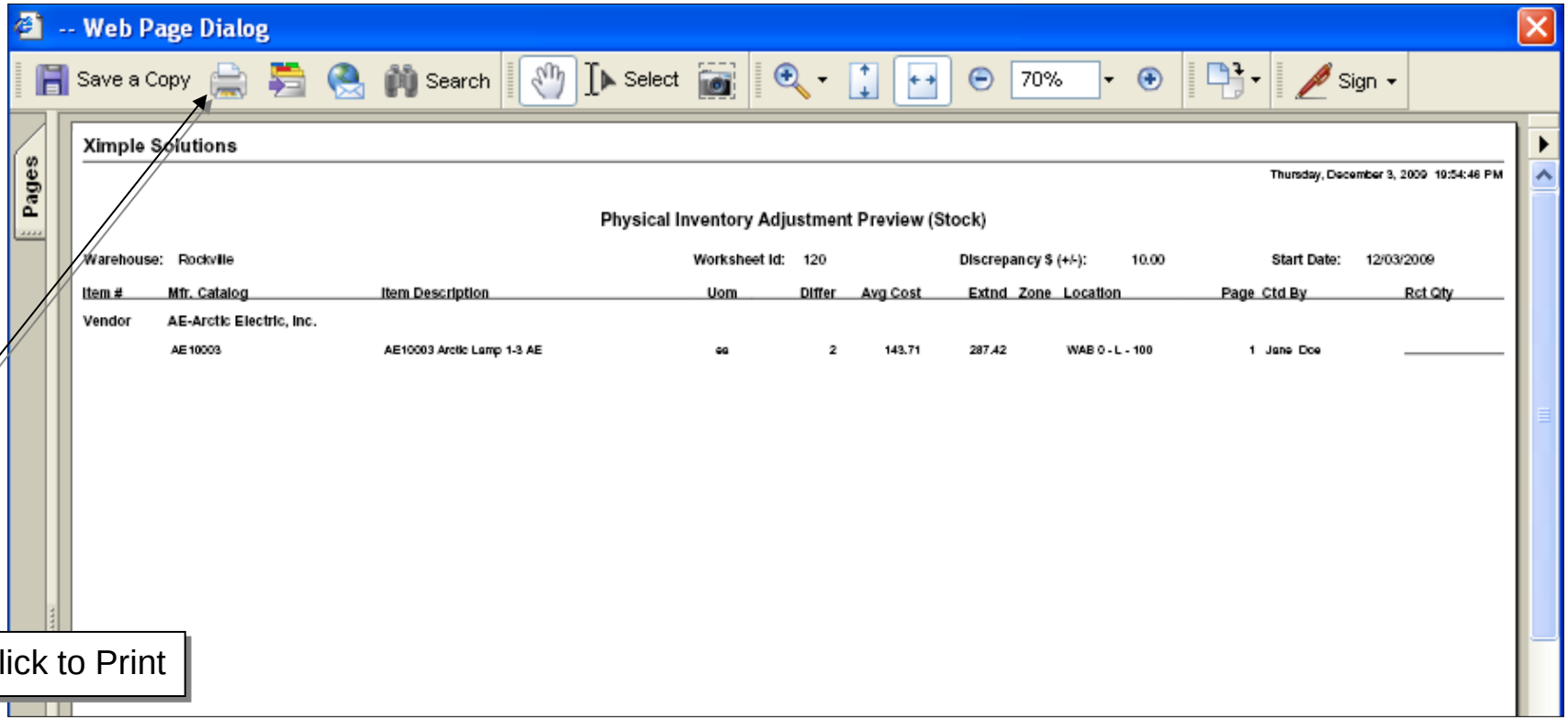
Generate PI – Print Adjst. Preview



Click to Print

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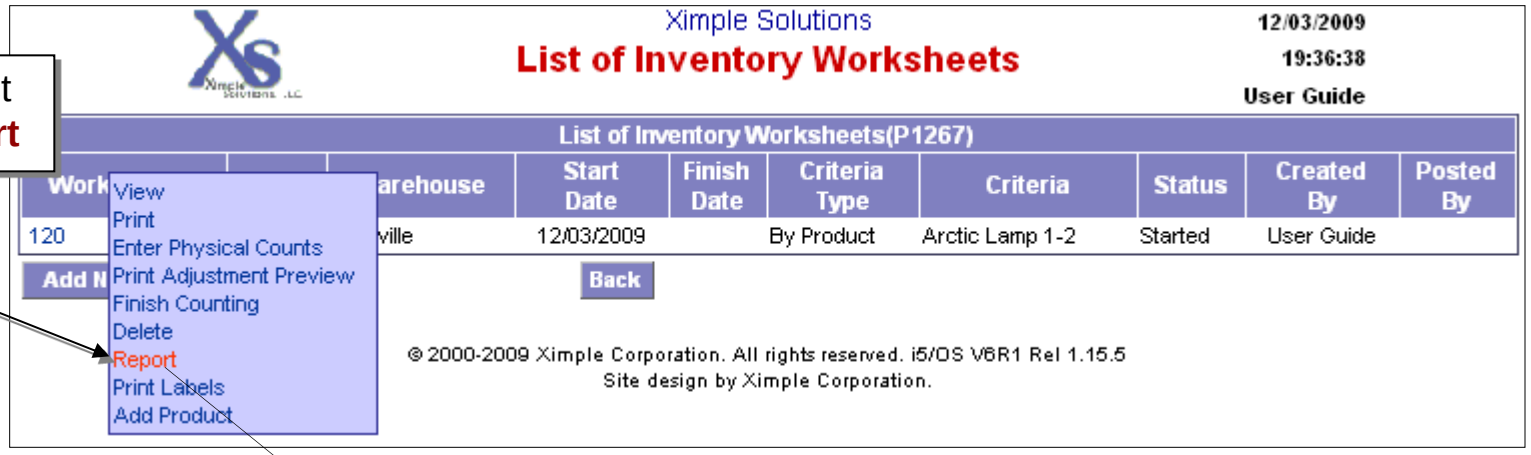
Generate PI – Report

Select **Report**



Select Print Option

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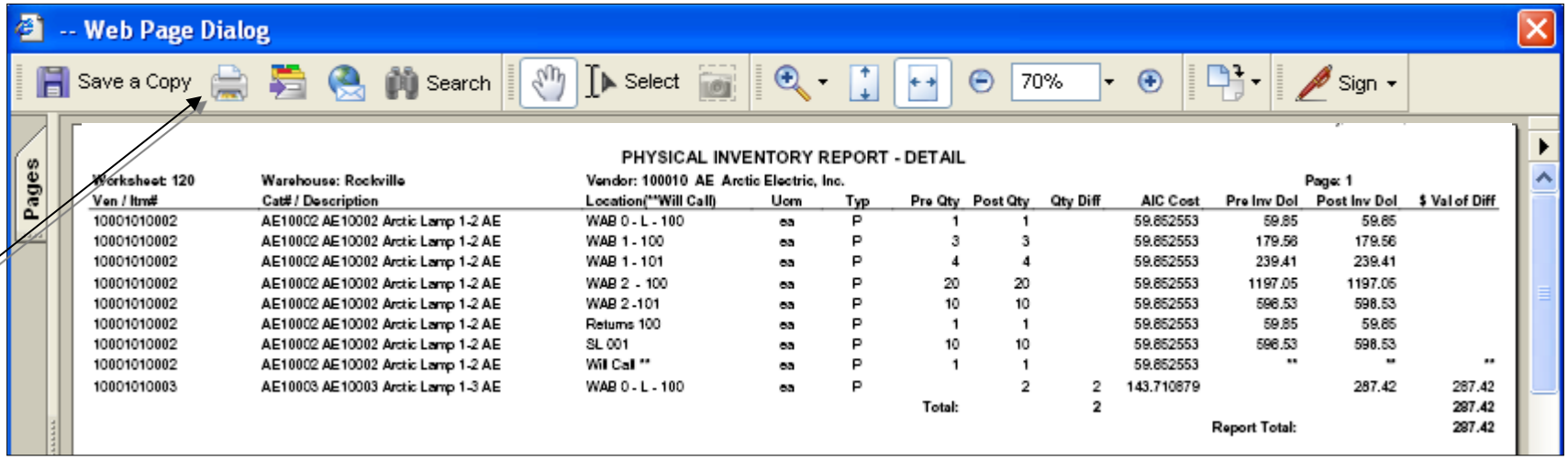
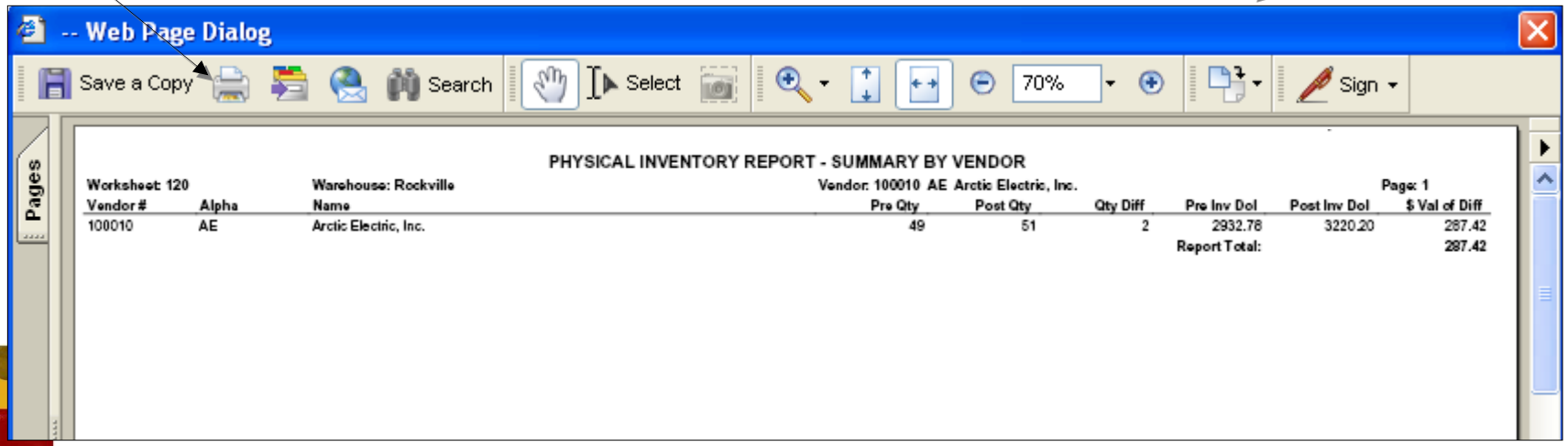
Generate PI – Report



Click to Print

Detailed Report

Header Report



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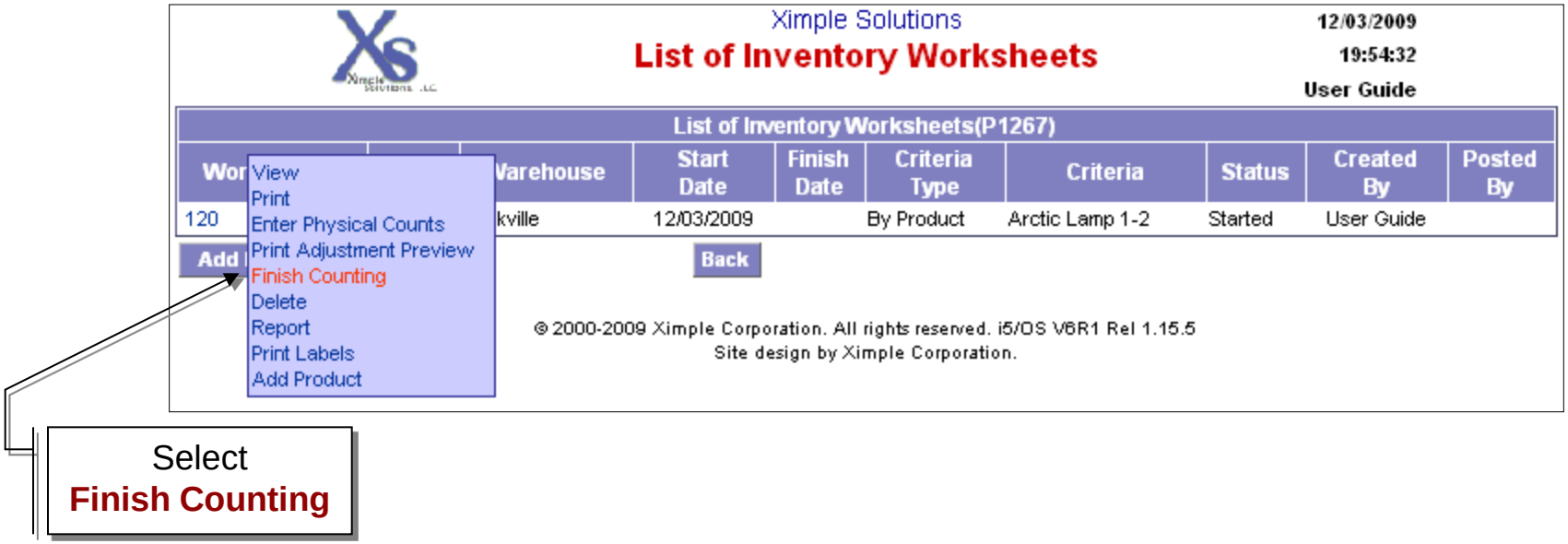
Generate PI – Finish Counting



Select
Finish Counting

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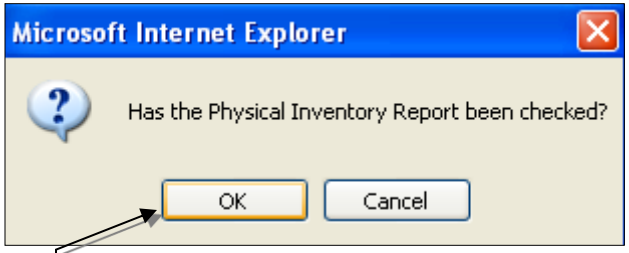
Generate PI – Finish Counting

Click **Save**



Click **OK**

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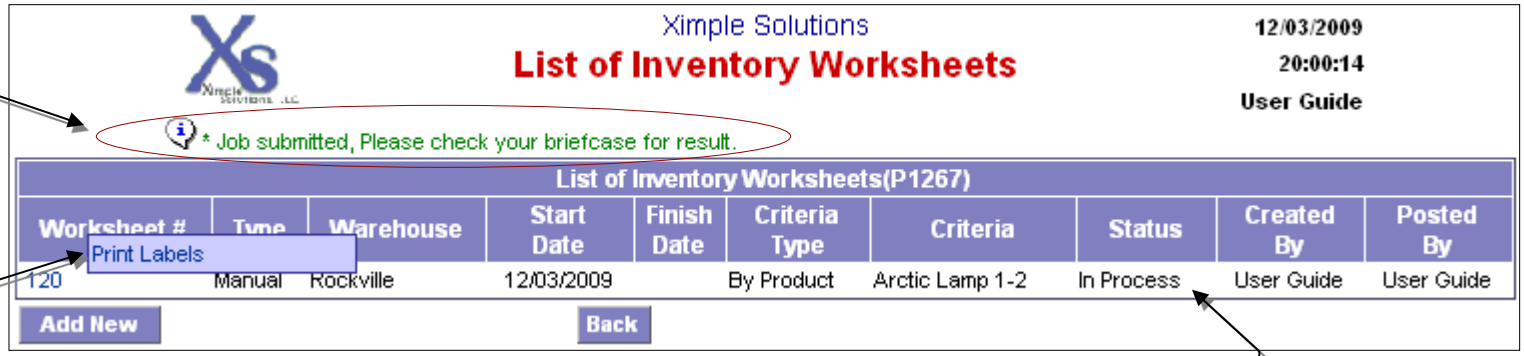
Generate PI – Finish Counting

System Message to Check Briefcase



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

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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**

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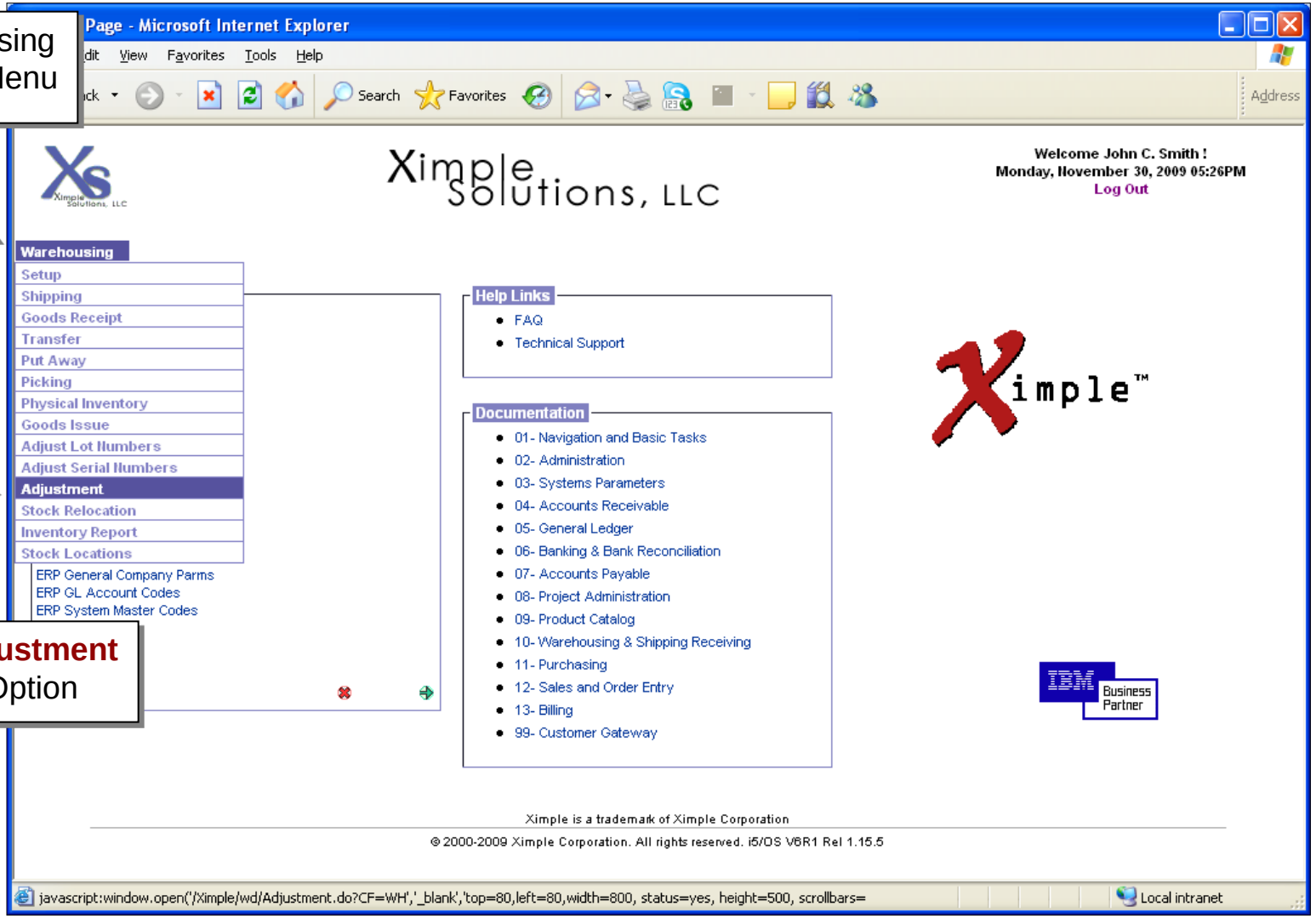
Stock Adjustment

Warehousing Module Menu

Adjustment Option



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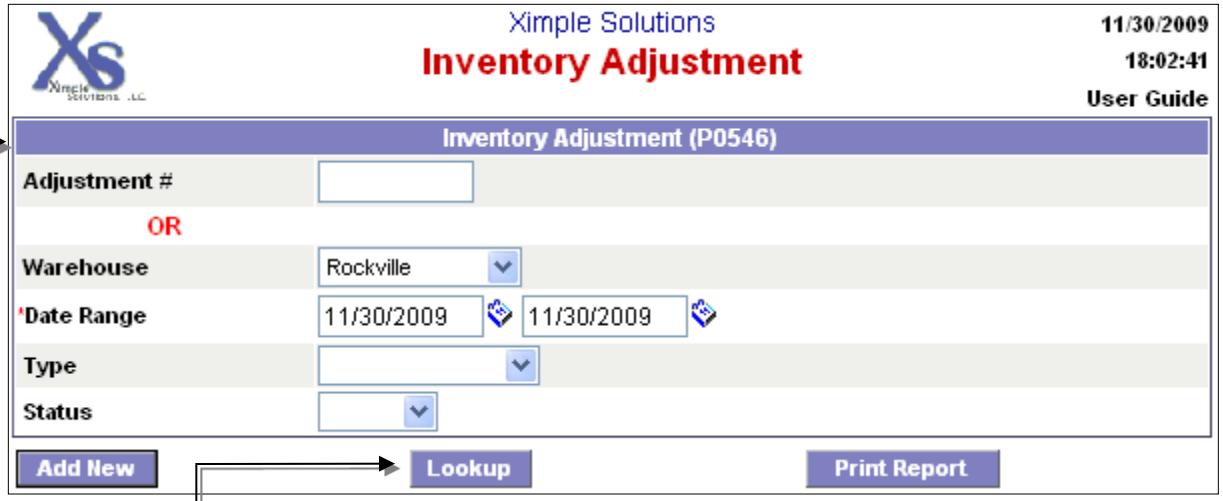
Stock Adjustment – Lookup

Enter Search Criteria



Click **Lookup**

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Stock Adjustment – Lookup

Popup Menu

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

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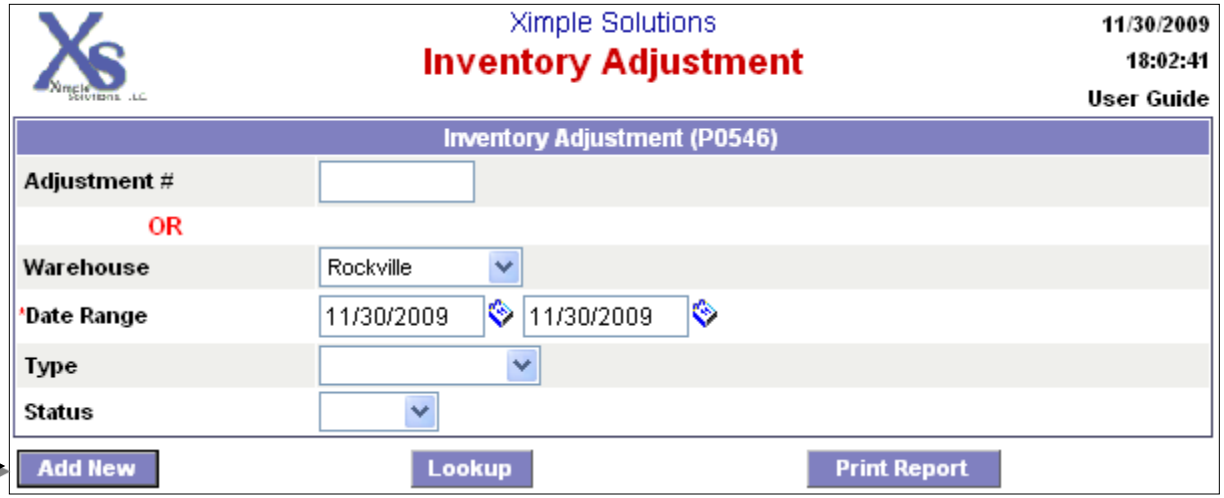
Stock Adjustment – Add New



Click **Add New**

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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**

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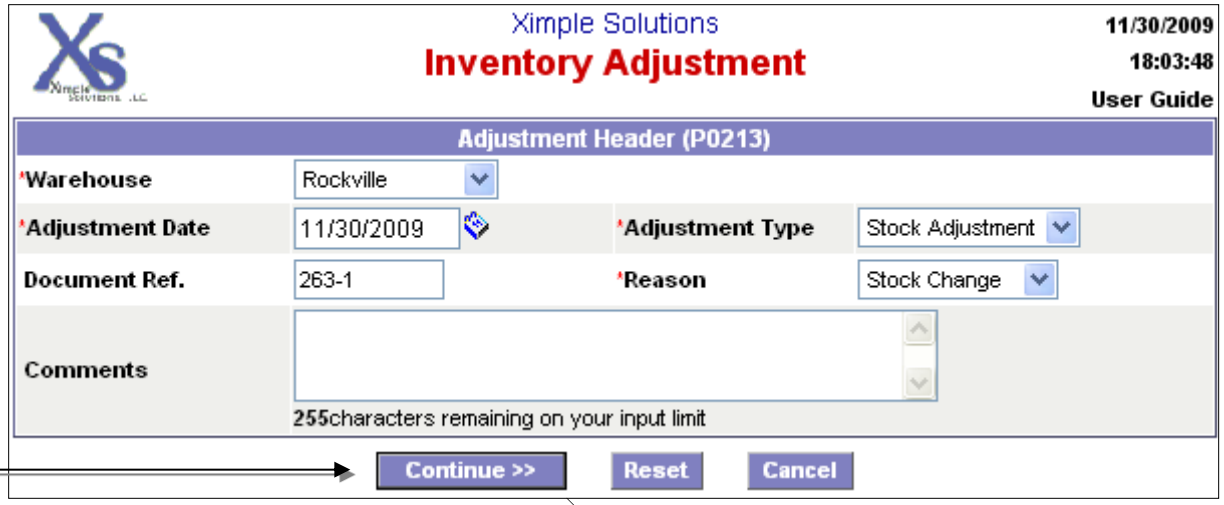
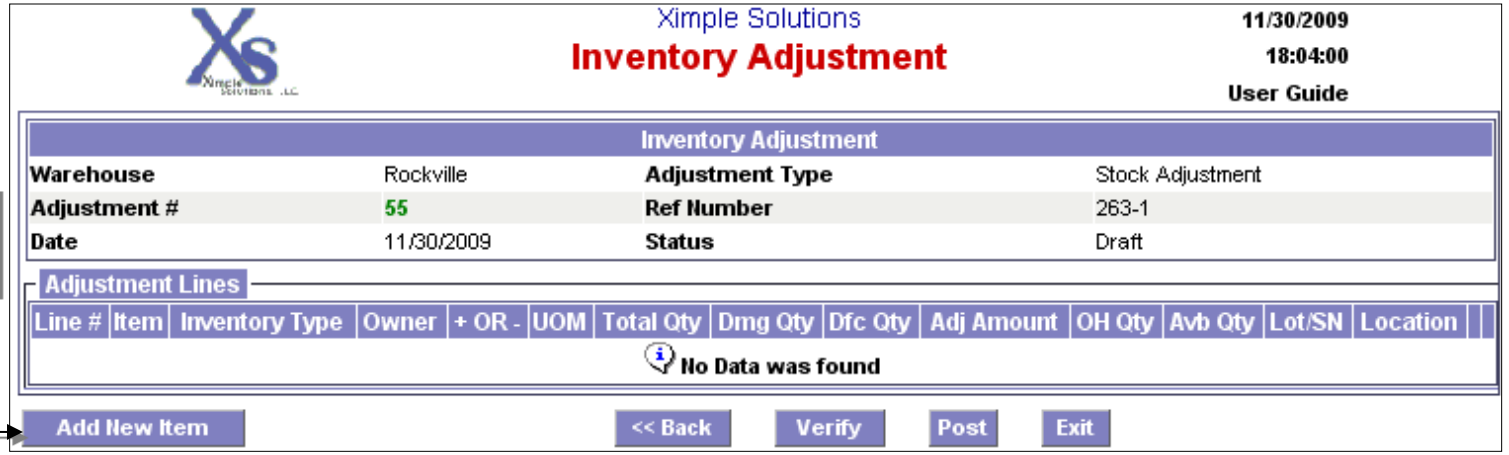
Stock Adjustment – Add New



Click **Continue**



Click **Add New Item**

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Stock Adjustment – Add Items

Click to Search for Item

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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	Each	45	39	0	0	Review	+ -	2		
AE10002 Arctic Lamp 1-2 AE	Each	45	39	0	0	Review	+ -	2	2	
							+ -			
							+ -			

New Item	Inventory	Owner	Total Qty	Dmg Qty	Dfc Qty	Unit Cost

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 (-)

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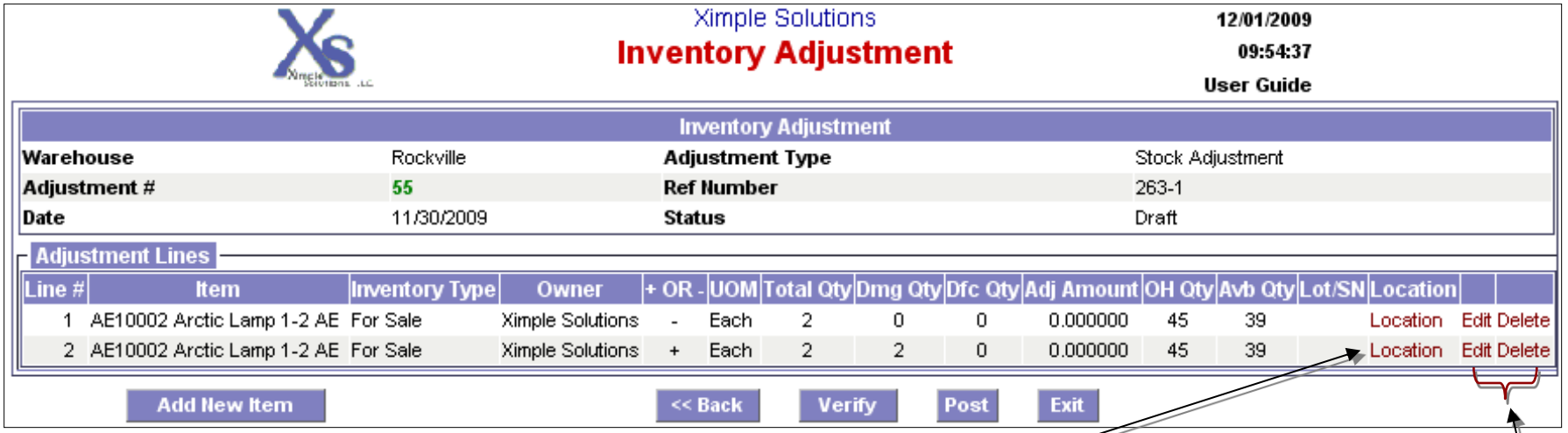
Stock Adjustment – Add Items



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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 **Location**

Edit or Delete Line

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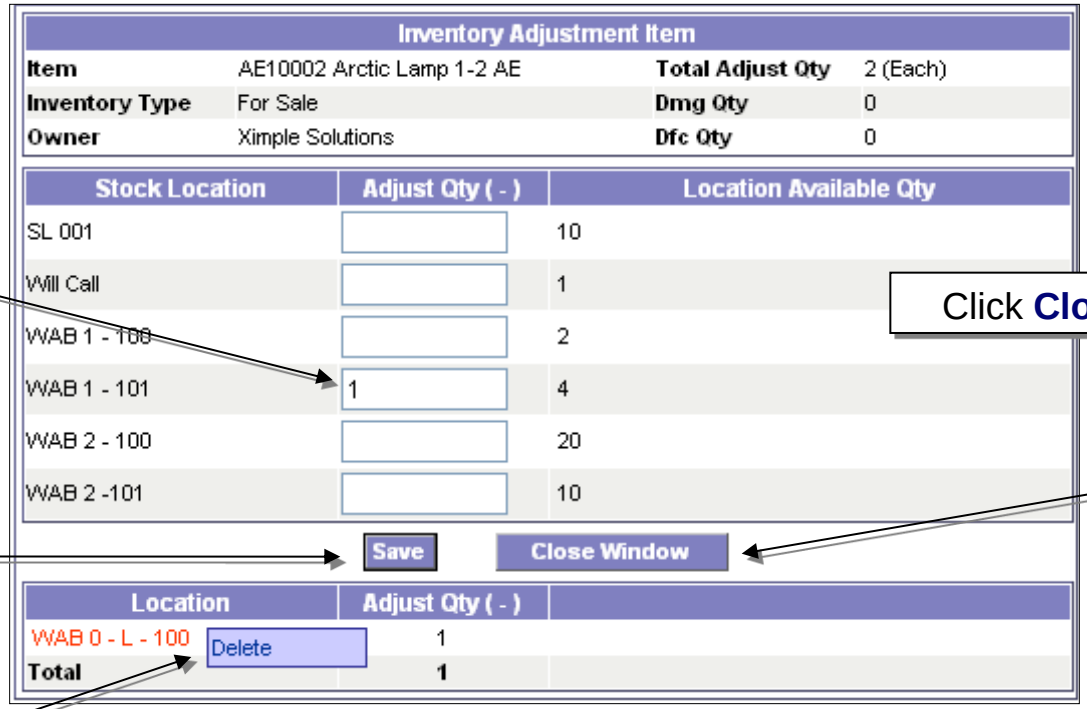
Adjust Stock – Select Item Location

Enter Qty Adjusted at Location



Click **Close Window**

Click **Save**

Popup Menu

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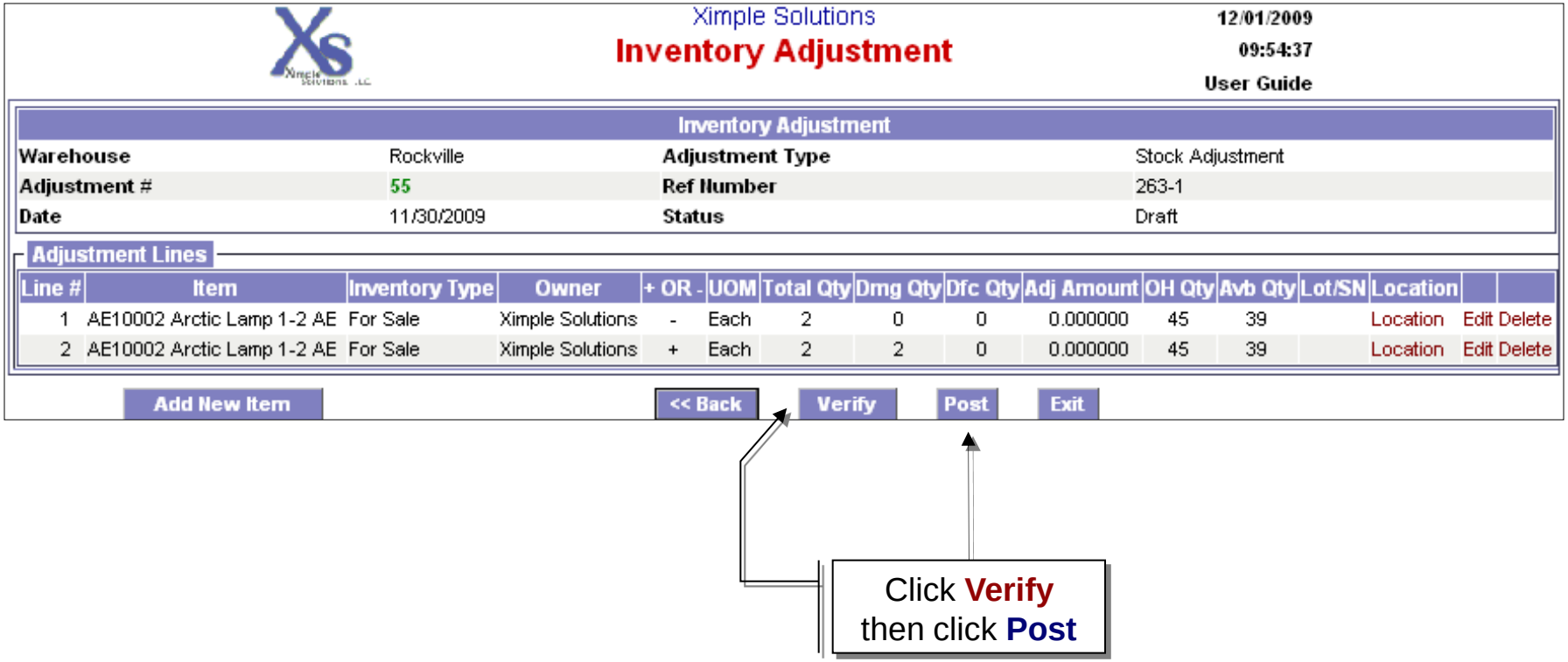
Stock Adjustment – Verify & Post



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

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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**

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Goods Issued

Goods Issued: Issue of goods to:

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

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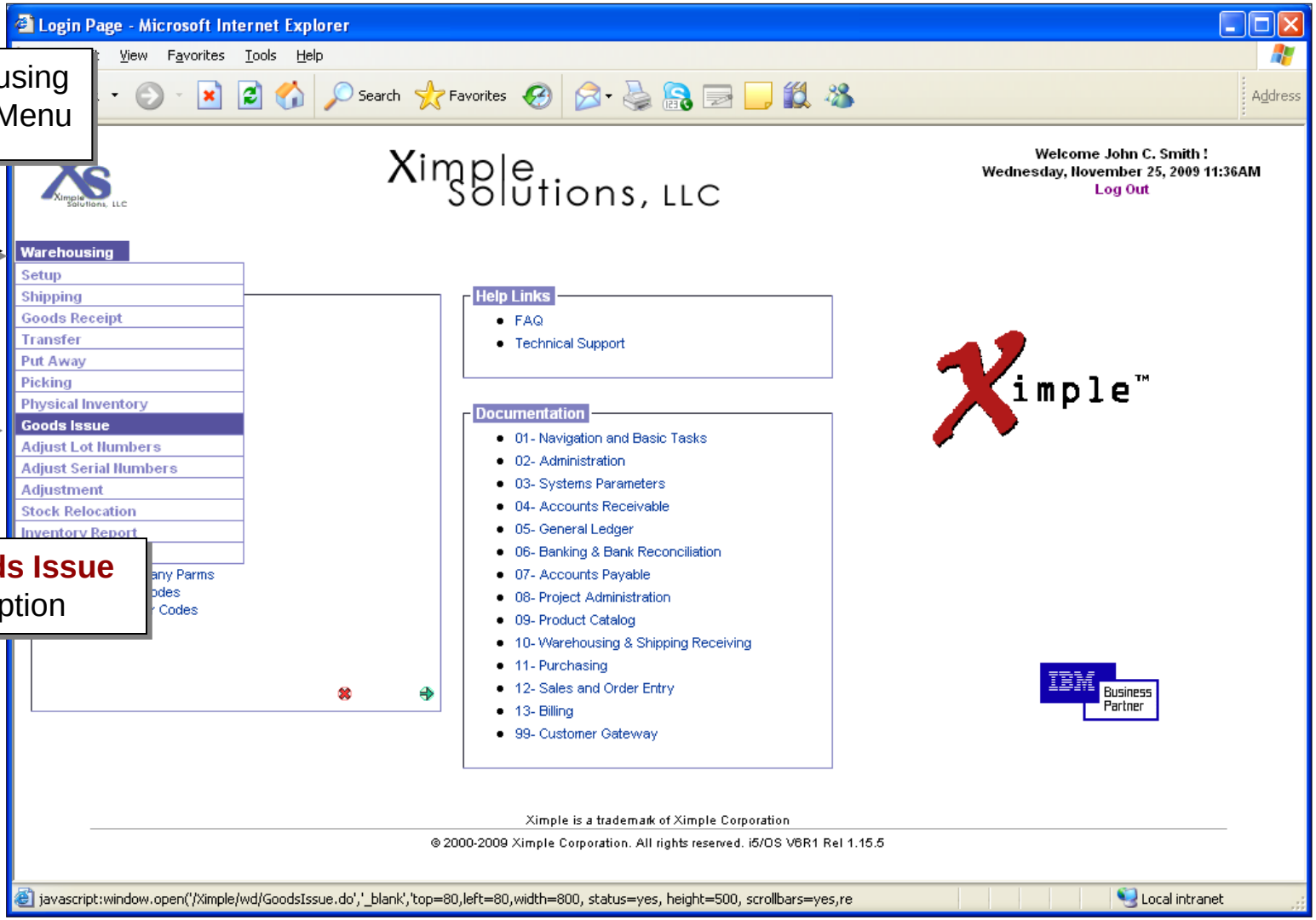
Goods Issue

Warehousing Module Menu

Goods Issue Option



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Types of Goods Issue

2 different types of goods issue:

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

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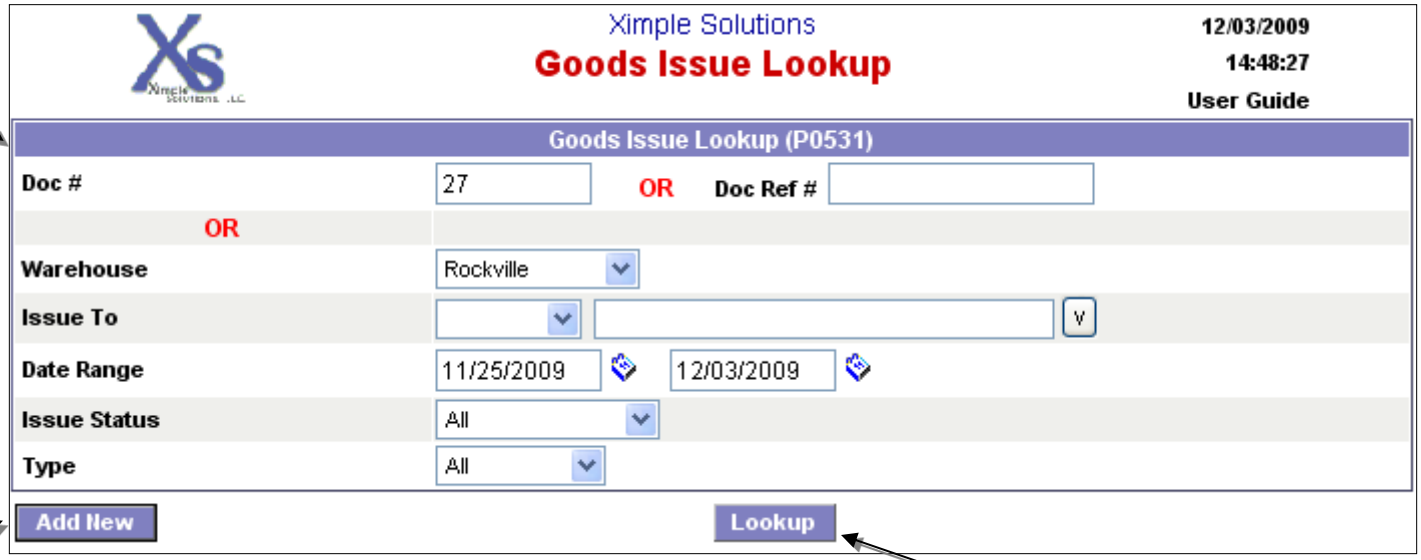
Goods Issue – Lookup

Enter Search Criteria



Click to Add New

Click **Lookup**

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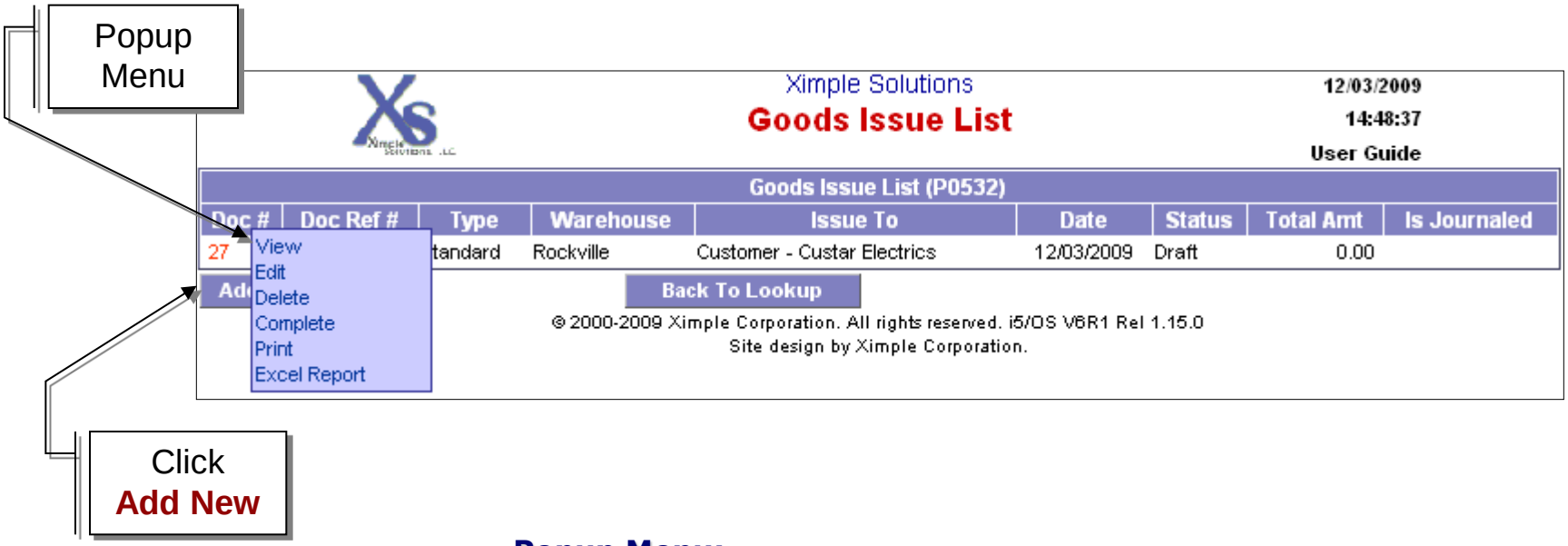
Goods Issue



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

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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.

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Goods Issue – Add New (Cust/Emp)

Complete Header Information

Click **Continue**

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Goods Issue – Add New (Cust/Emp)

Issue #

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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
V				

Comments

255characters remaining on your input limit

Save New Line

<< Back Reset Exit

Click to Search for Items

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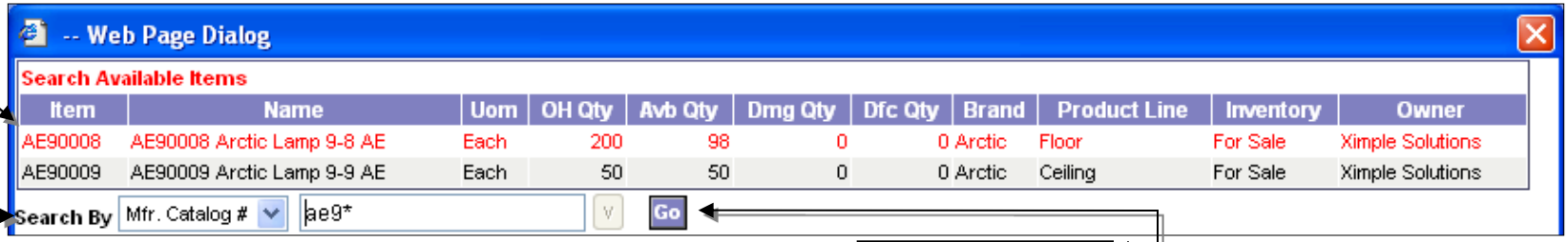
Goods Issue – Add New (Cust/Emp)

3. Click on Item to Select



1. Select & Enter Search Criteria

2. Click '**Go**'

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Goods Issue – Add New (Cust/Emp)

Complete Line Detail Info

Click **Save New Line**

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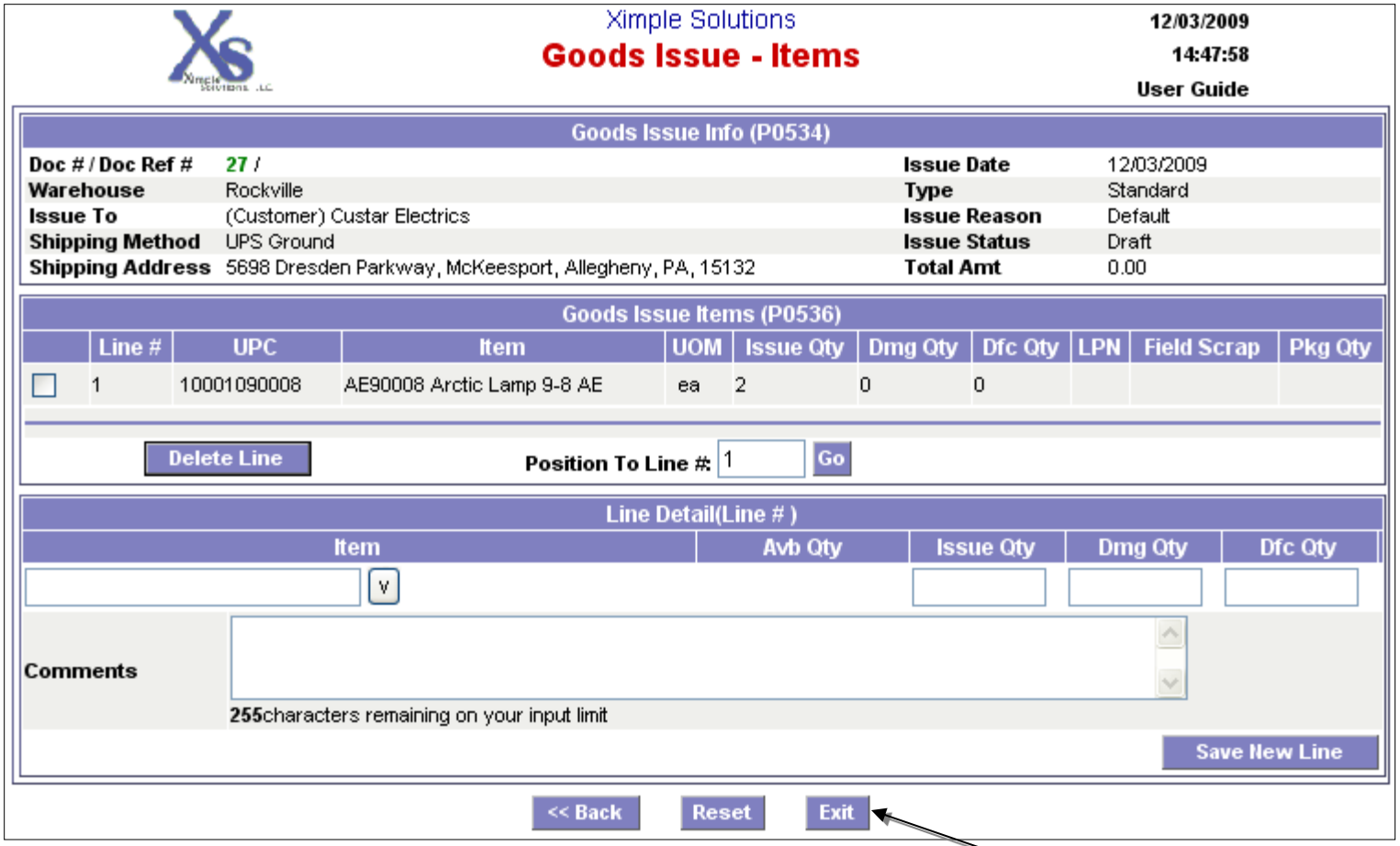
Goods Issue – Add New (Cust/Emp)



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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 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
☐	1	10001090008	AE90008 Arctic Lamp 9-8 AE	ea	2	0	0			

Delete Line Position To Line #: 1 Go

Line Detail(Line #)

Item	Avb Qty	Issue Qty	Dmg Qty	Dfc Qty
V				

Comments

255characters remaining on your input limit

Save New Line

<< Back Reset Exit

Click **Exit** When Finished

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Goods Issue – Post (Cust/Emp)

Select **Complete**

Click **Add New**

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Goods Issue – Add New (Vendor)

Click **Continue**

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Goods Issue – Add New (Vendor)

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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 #: 1 Go

Line Detail(Line #)

Item	Avb Qty	Issue Qty	Dmg Qty	Dfc Qty
AE10002 Arctic 1-2 AE V Each	32	1	1	

Comments

255characters remaining on your input limit

Save New Line

<< Back | Reset | Exit

Click **Save New Line**

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Goods Issue – Add New (Vendor)

Click **Save New Line**

Click **Exit**

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Goods Issue – Add New (Vendor)

Select **Request Approve**

Select **Edit**

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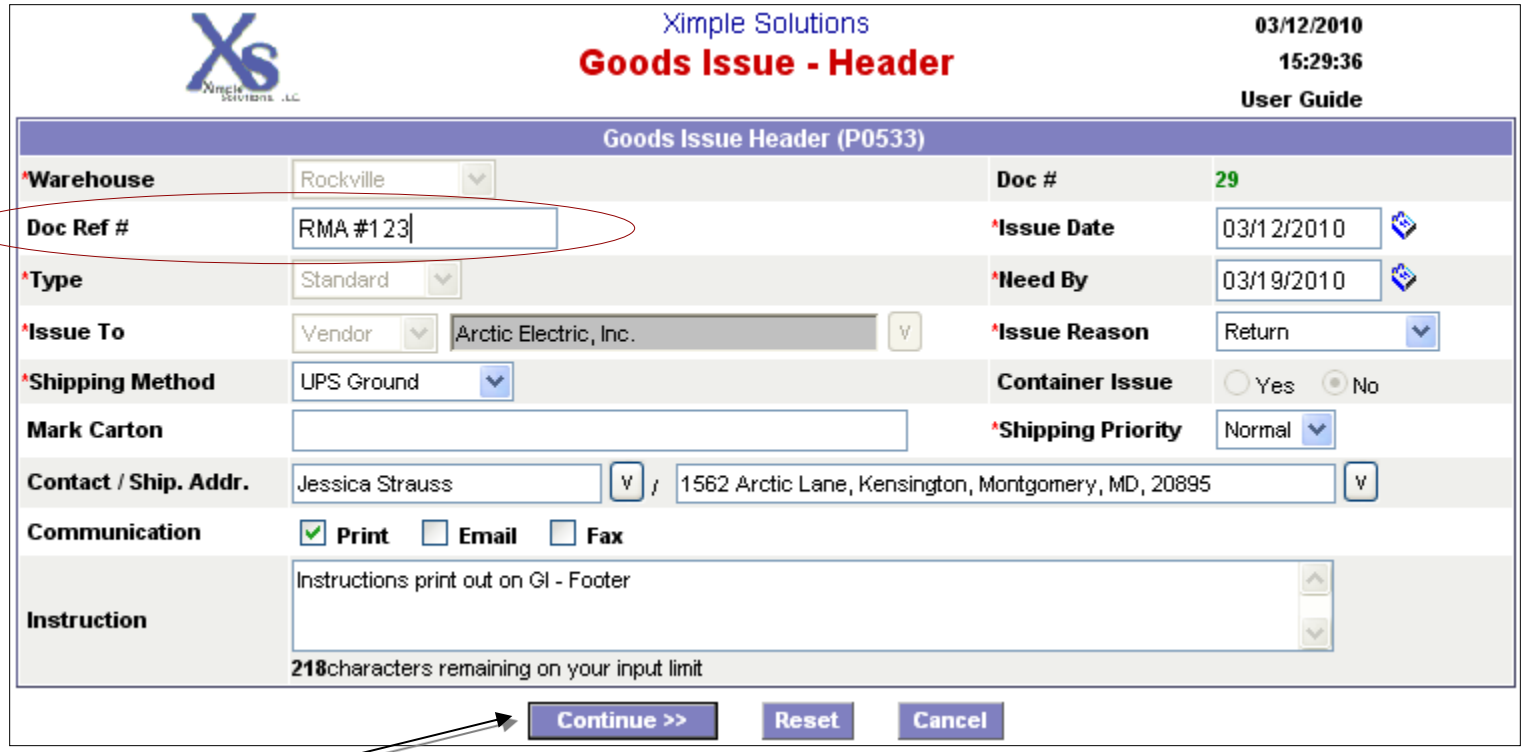
Goods Issue – Add New (Vendor)



Click **Continue**

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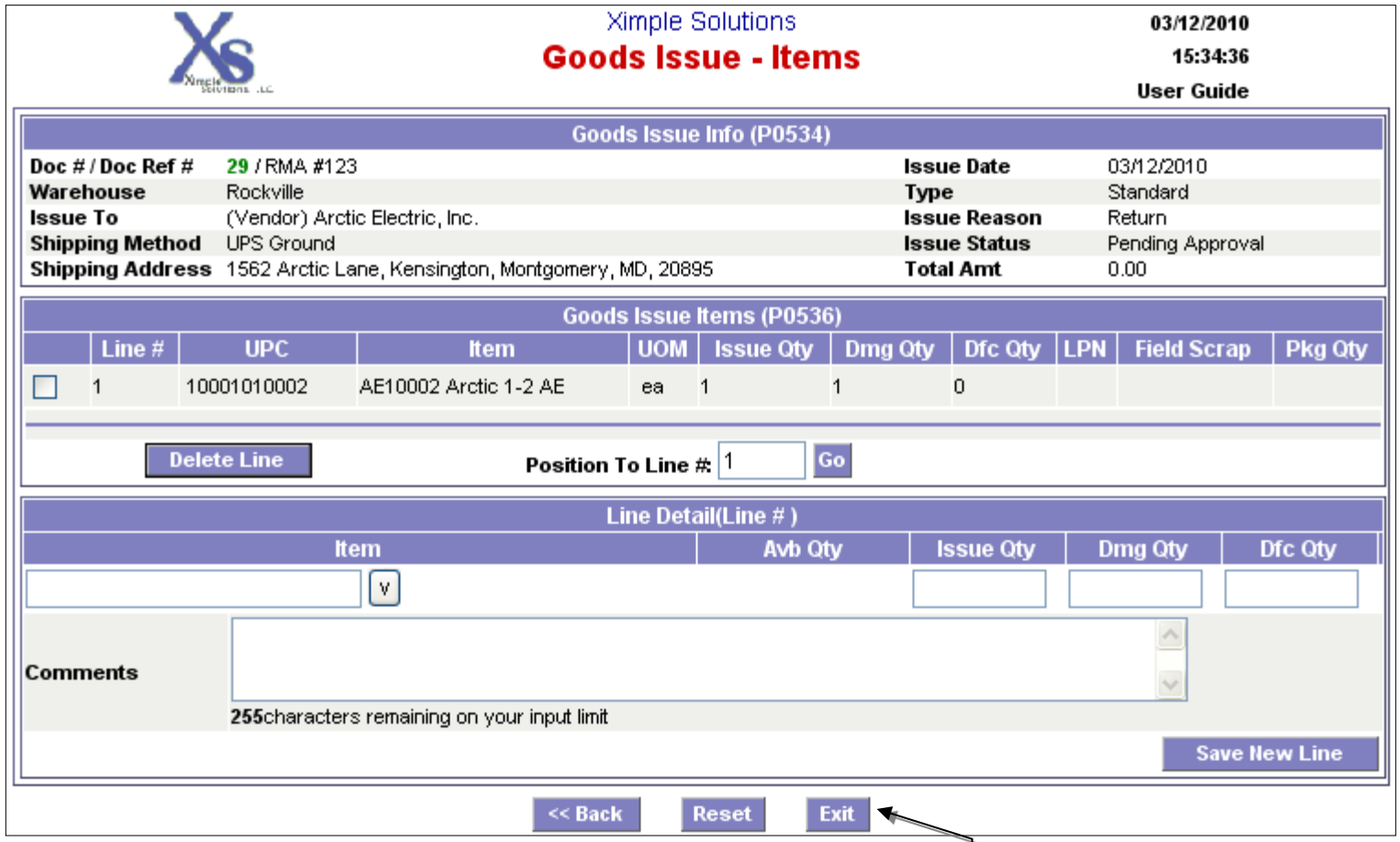
Goods Issue – Add New (Vendor)



Click **Exit**

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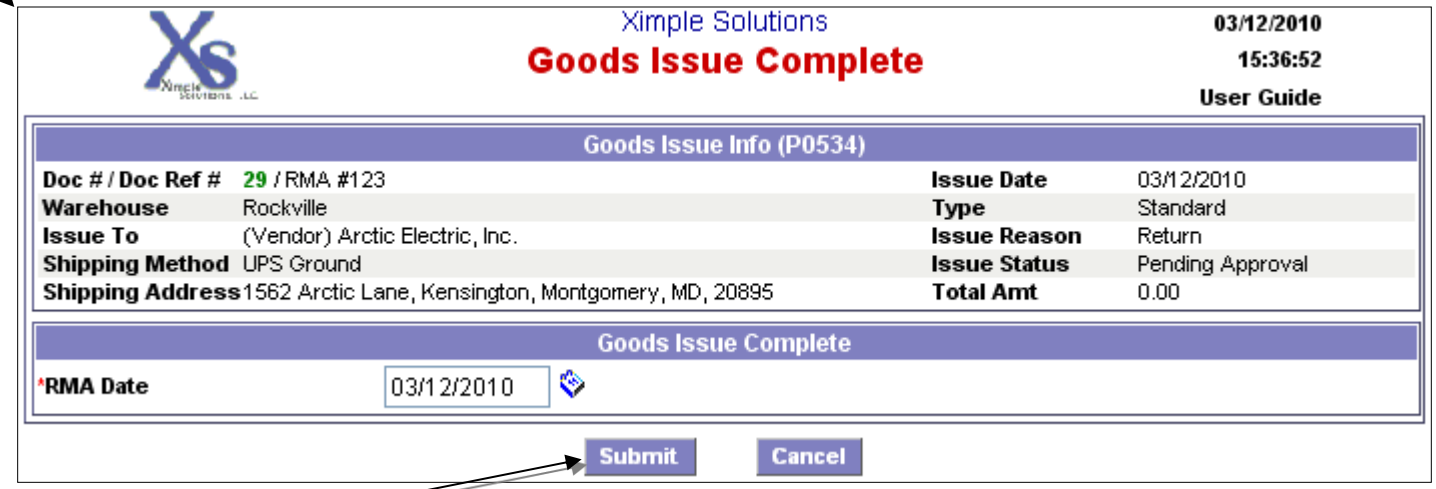
Goods Issue – Add New (Vendor)

Select **Complete**



Click **Submit**

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Goods Issue – Print/Report

Select to Print Pdf or Generate Excel Report

Status

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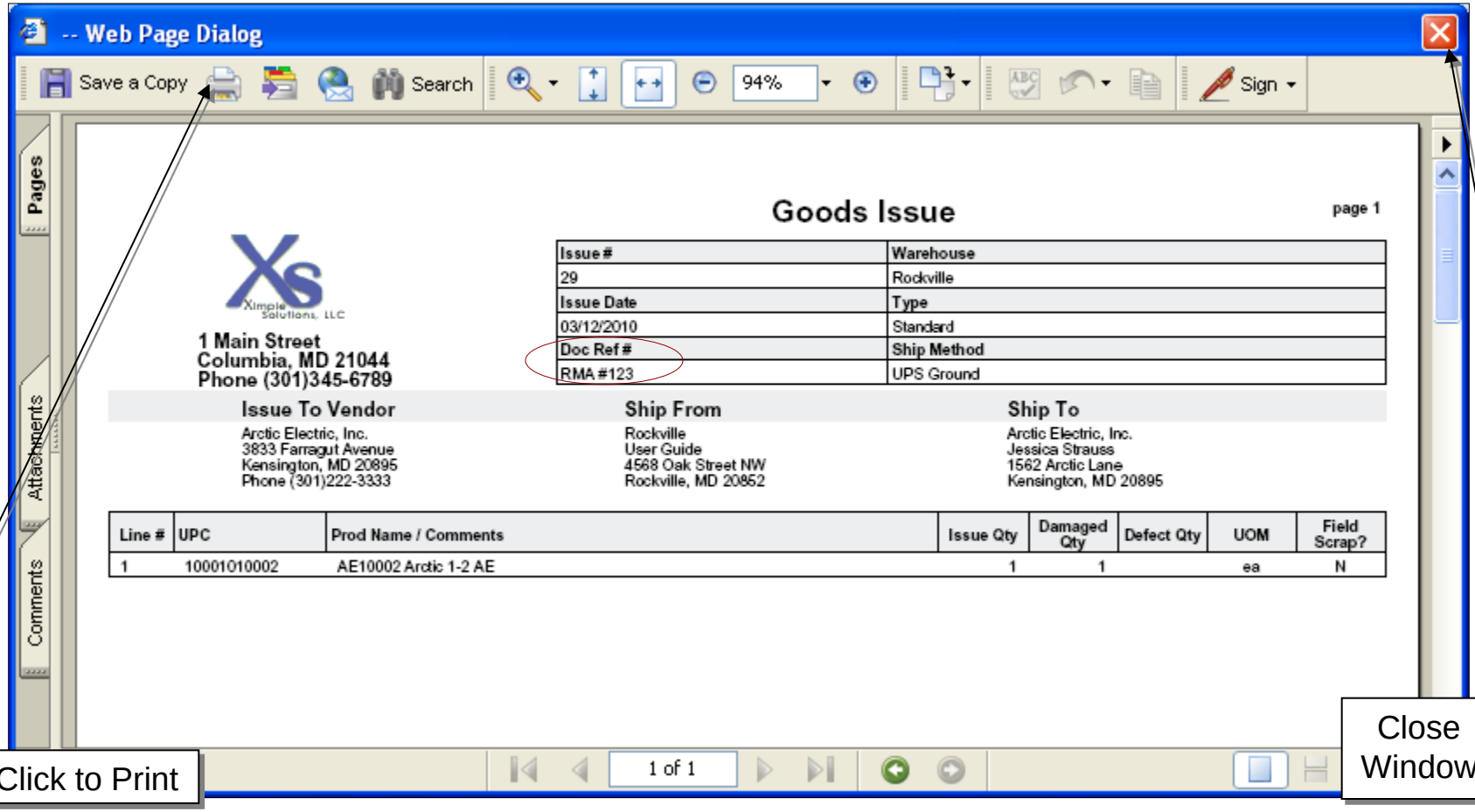
Goods Issue – Print/Report



Click to Print

Close Window

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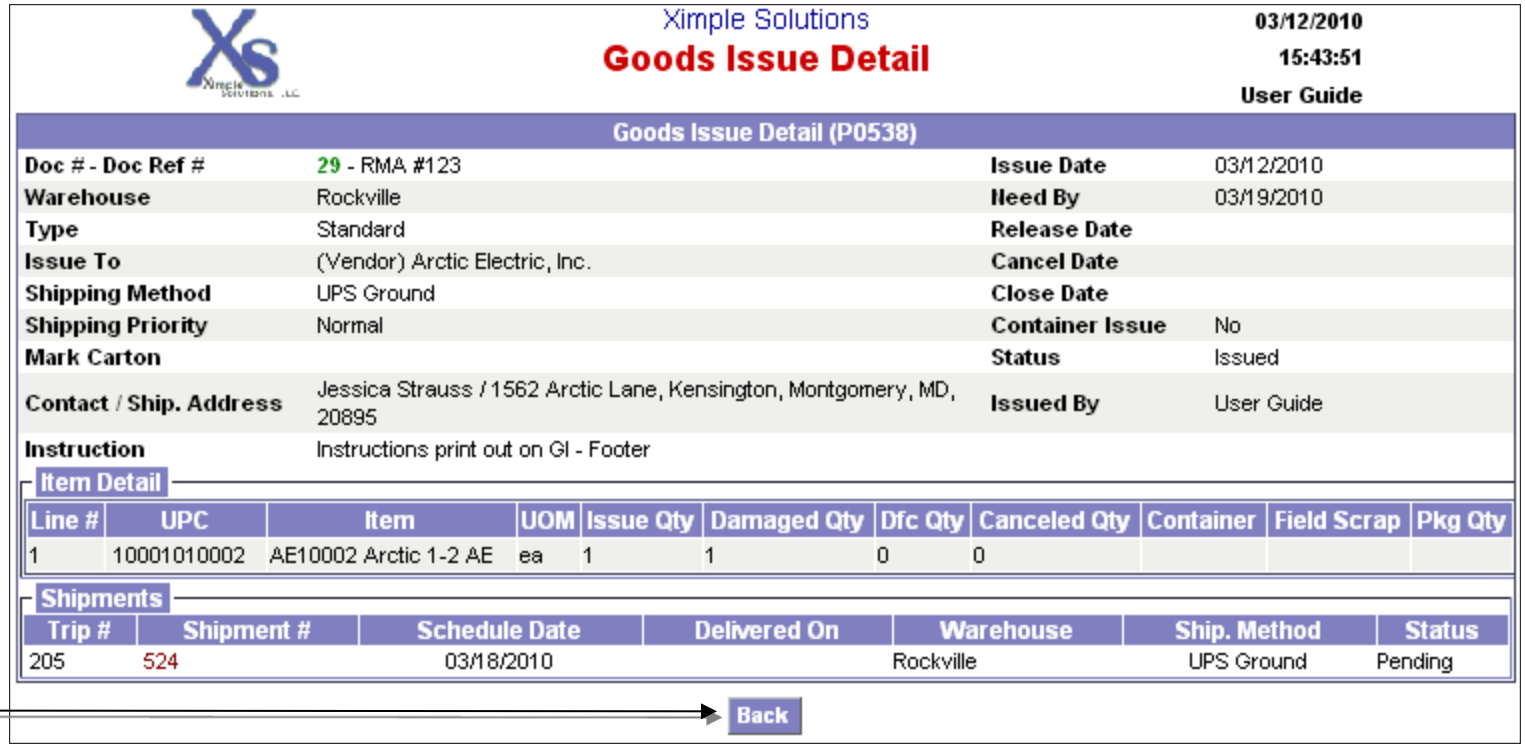
Goods Issue – View

Select **View**



Click **Back**

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Goods Issue – Journal

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**

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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**

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END Physical Inventory Overview

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