



Run DC Inventory Report (Generate Report in “BAIL” Company)

Description

Use this task to run the *DC Inventory* report. This report displays inventory for items in the Bailment Warehouses. Total items in each warehouse and the total number of items in all warehouses are displayed.

Trigger

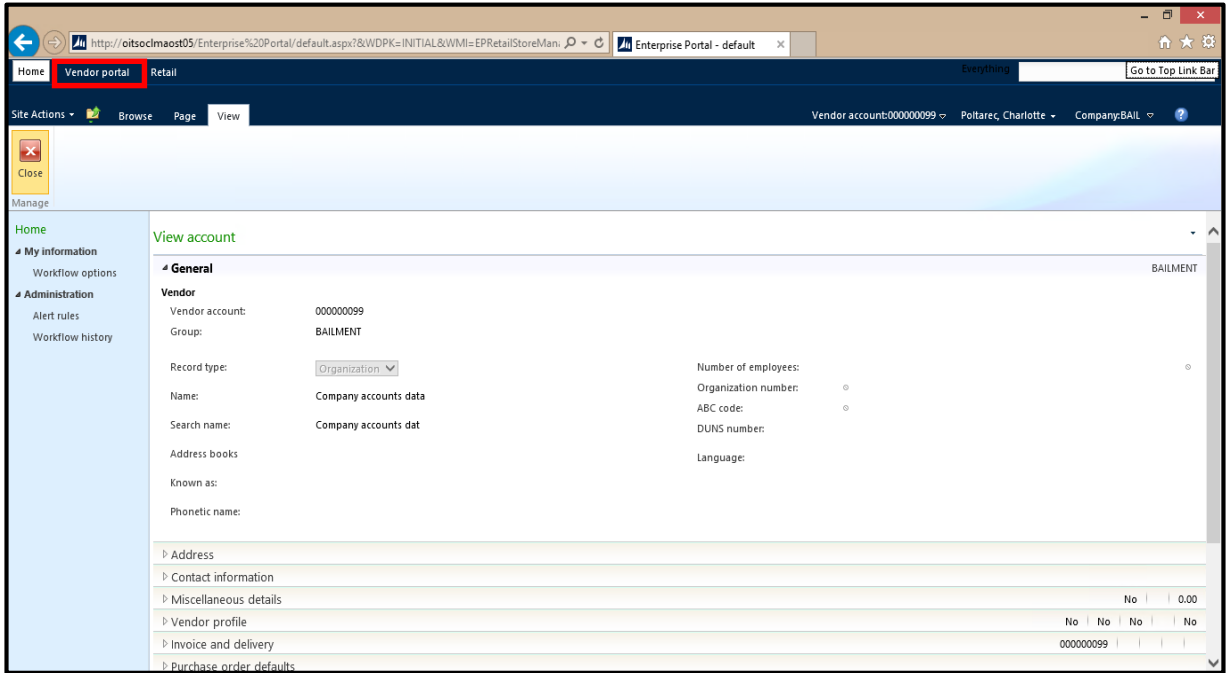
Perform this task when there is a need to view item inventory.

Prerequisites

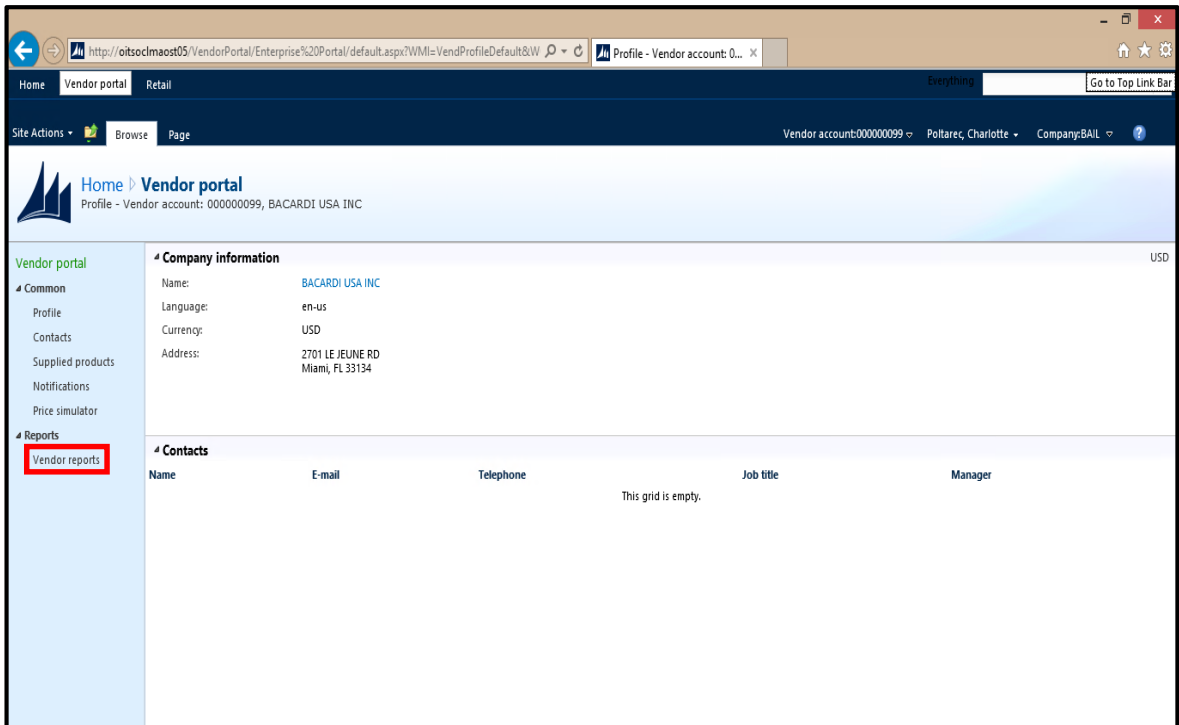
Item inventory exists in the system.

Procedure

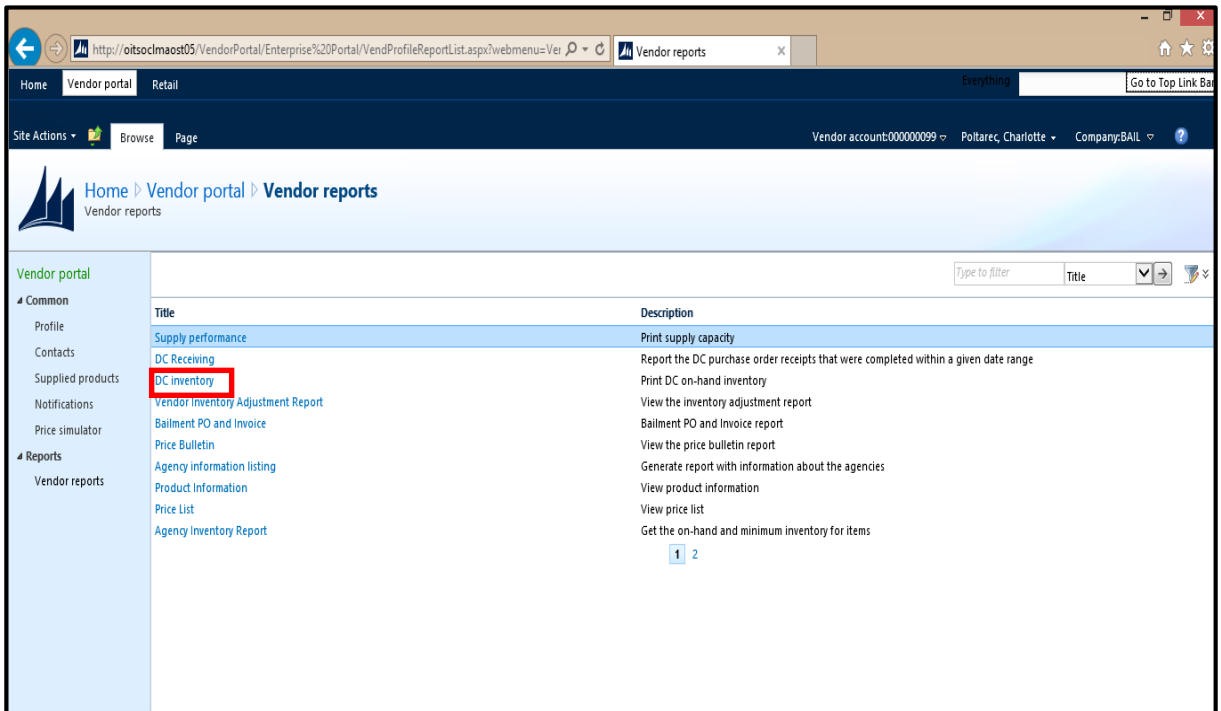
1. Begin this task by logging into the Enterprise Portal.
2. Click **Vendor portal** on the toolbar.

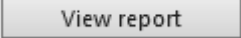


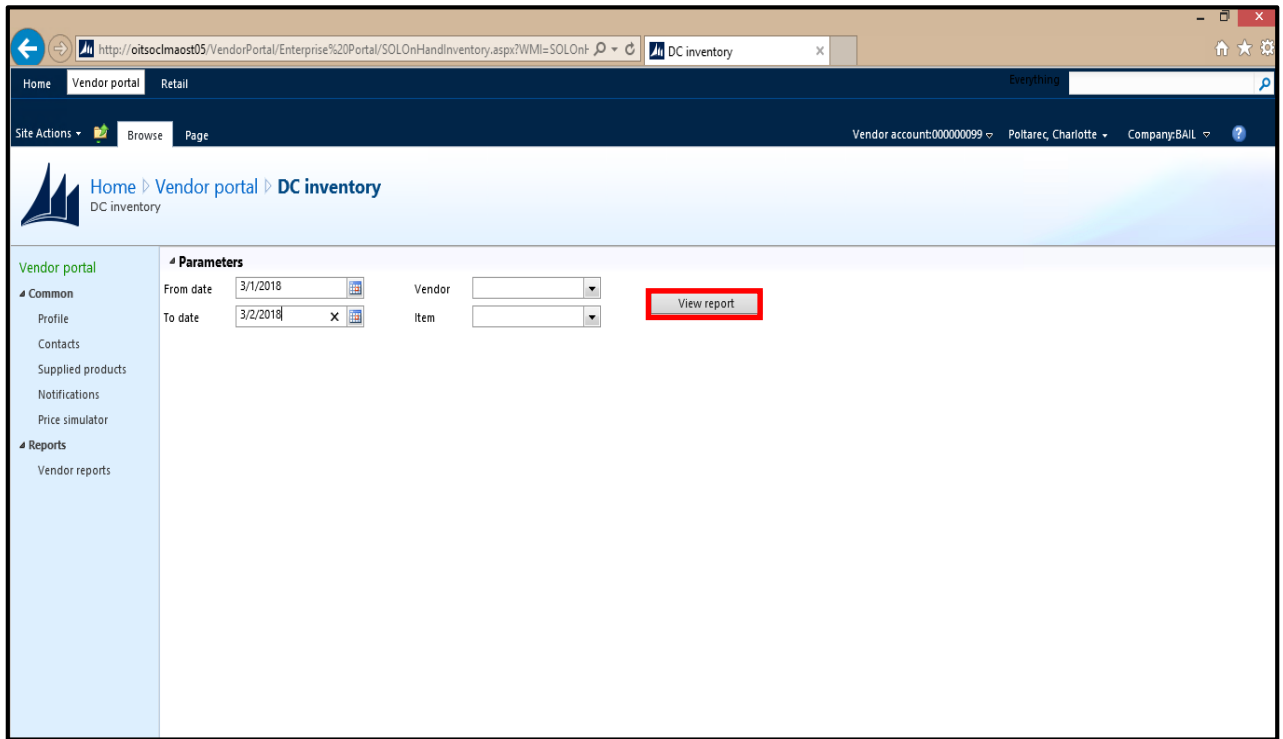
3. Click **Vendor reports** in the Vendor portal panel.




4. Click **DC inventory** to display the search parameters to run the *DC Inventory Report*.





5. Click  to display inventory for all items.



6. Review the displayed information.

7. Click  to go to the last page of the report.



If there are multiple pages, click  to go to the next page or  to go to the last page

DC inventory

Parameters

From date: 3/1/2018
To date: 3/2/2018

Vendor: [Dropdown]
Item: [Dropdown]

View report

1 of 12

Department of Commerce
Division of Liquor Control

DC inventory
From: 3/1/2018
To: 3/2/2018

GPT Quantity / GRN Quantity – Available inventory in case quantity.
GPTR / GRNR – Partial case saleable inventory.
GPT Picked / GRN Picked – Product removed from inventory not yet invoiced in case quantity.

Page 1 of 12
3/27/2018
11:10:16 AM

Vendor name	Vendor Number	Broker Number	Broker name	As of Date (s)	Brand code	Name	Status	Case count	GPT Quantity	GPT Picked	GPTR Quantity	GRN Quantity	GRN Picked	GRNR Quantity	Total
BACARDI USA INC	00000099	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	3/1/2018	0013B	ANGELS ENVY RYE	70	C6	0	0	0	0	0	0	0
BACARDI USA INC	00000099	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	3/1/2018	0031B	ABERFELDY 12	70	C6	0	0	0	15	0	0	15
BACARDI USA INC	00000099	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	3/1/2018	0032B	ABERFELDY 21	10	C4	11	0	0	19	0	0	30
BACARDI USA INC	00000099	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	3/1/2018	0078B	ANGELS ENVY	70	C6	0	0	1.17	118	2	0	121.17
BACARDI USA INC	00000099	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	3/1/2018	0139B	ANGELS ENVY CASK	70	C3	0	0	0	0	0	0	0

- Scroll to the bottom of the page to view the total items in each warehouse and the total number of items in all warehouses.

DC inventory

Parameters

From date: 3/1/2018
To date: 3/2/2018
Vendor: [dropdown]
Item: [dropdown]
View report

Department of Commerce
Division of Liquor Control

DC inventory
From: 3/1/2018
To: 3/2/2018

GPT Quantity / GRN Quantity – Available inventory in case quantity.
GPTR / GRNR – Partial case saleable inventory.
GPT Picked / GRN Picked – Product removed from inventory not yet invoiced in case quantity.

Page 12 of 12
3/27/2018
11:19:22 AM

Vendor name	Vendor Number	Broker Number	Broker name	As of Date (s)	Brand code	Name	Status	Case count	GPT Quantity	GPT Picked	GPTR Quantity	GRN Quantity	GRN Picked	GRNR Quantity	Total
BACARDI USA INC	000000099	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	3/2/2018	9194B	TEELING SMALL BATCH IRISH	70	C6	0	0	0	0	0	0	0
									16651	476	52.23	17475	104	35.26	34793.49

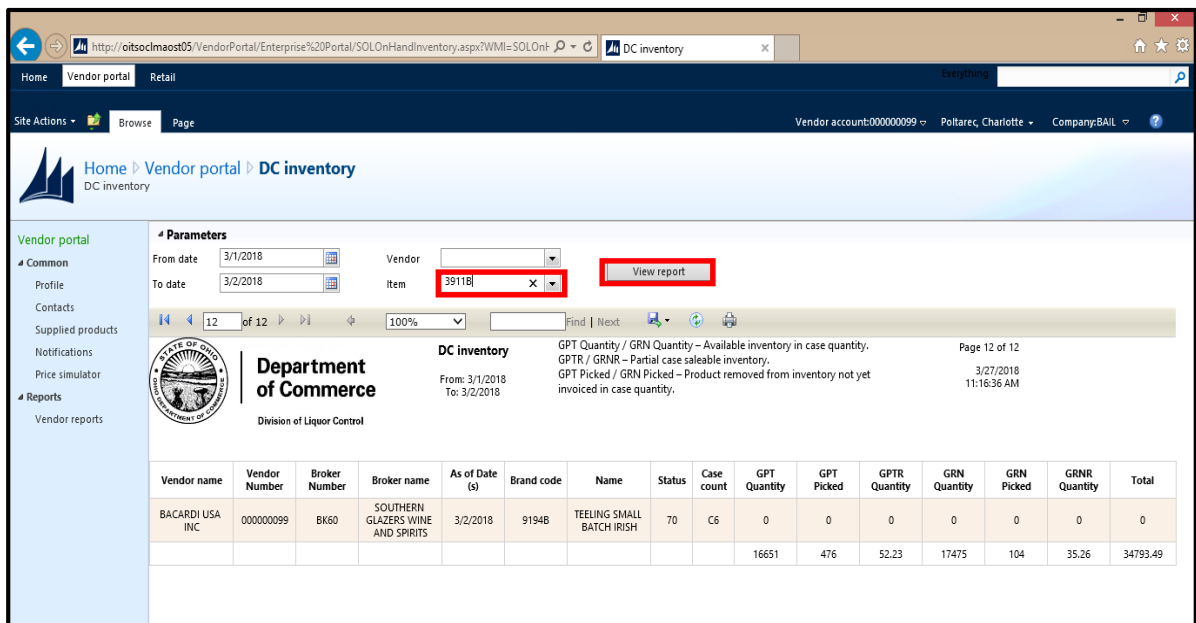
9. Scroll to the top of the page to view the Parameter fields and search for a specific item.

10. Enter the item number in the **Item** field to display inventory for a specific item. In this example, enter “3911B.”



The item can also be selected from the **Item** drop-down list.

11. Click  to run the report.



The screenshot shows a web application interface for "DC inventory". The "Parameters" section includes "From date" (3/1/2018), "To date" (3/2/2018), "Vendor" (dropdown), and "Item" (3911B). A "View report" button is highlighted. The report header includes the "Department of Commerce" logo and "Division of Liquor Control". The report title is "DC inventory" with dates "From: 3/1/2018 To: 3/2/2018". The report content is a table with the following data:

Vendor name	Vendor Number	Broker Number	Broker name	As of Date (s)	Brand code	Name	Status	Case count	GPT Quantity	GPT Picked	GPTR Quantity	GRN Quantity	GRN Picked	GRNR Quantity	Total
BACARDI USA INC	00000099	BK60	SOUTHERN GLAZERS WINE AND SPIRITS	3/2/2018	9194B	TEELING SMALL BATCH IRISH	70	C6	0	0	0	0	0	0	0
									16651	476	52.23	17475	104	35.26	34793.49

12. Review the *DC Inventory* report for the item entered in the previous step.

The screenshot shows a web browser window displaying a 'DC inventory' report. The browser address bar shows the URL: <http://oitsocmaost05/VendorPortal/Enterprise%20Portal/SOLOnHandInventory.aspx?WMI=SOLOnH>. The page title is 'DC inventory'. The report is for the Department of Commerce, Division of Liquor Control. The report parameters are: From date: 3/1/2018, To date: 3/2/2018, Vendor: (blank), Item: 3911B. The report shows the following data:

Vendor name	Vendor Number	Broker Number	Broker name	As of Date (s)	Brand code	Name	Status	Case count	GPT Quantity	GPT Picked	GPTR Quantity	GRN Quantity	GRN Picked	GRNR Quantity	Total
BACARDI USA INC	000000099	BK55	RNDC	3/1/2018	3911B	GREY GOOSE TWIN PACK	7	C4	0	0	0	0	0	0	0
BACARDI USA INC	000000099	BK55	RNDC	3/2/2018	3911B	GREY GOOSE TWIN PACK	7	C4	0	0	0	0	0	0	0

13. Click any link in the Vendor portal panel to perform another task.

Results

You have run the *DC Inventory* report.