



Run Vendor Inventory Adjustment Report (Generate Report in “BAIL” Company)

Description

Use this task to run the *Vendor Inventory Adjustment Report*. This report displays inventory adjustment information including items, dates, quantities and reasons for inventory adjustments.

Trigger

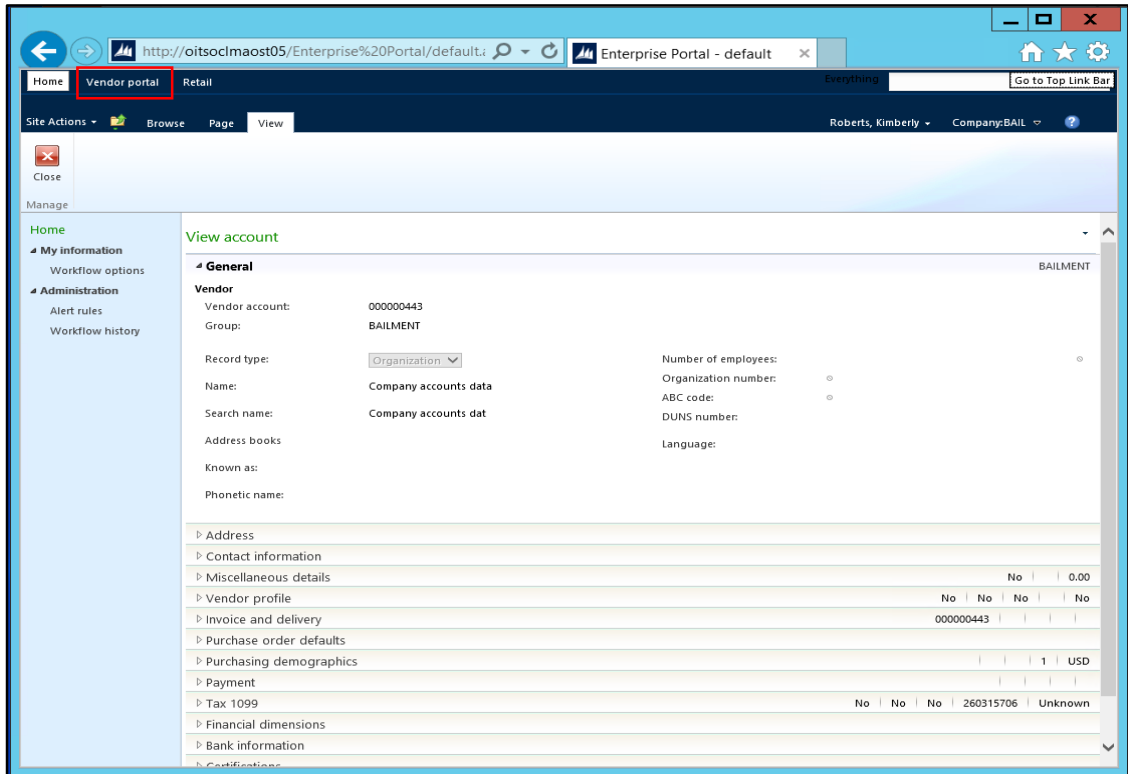
Perform this task when a need arises to review inventory adjustments.

Prerequisites

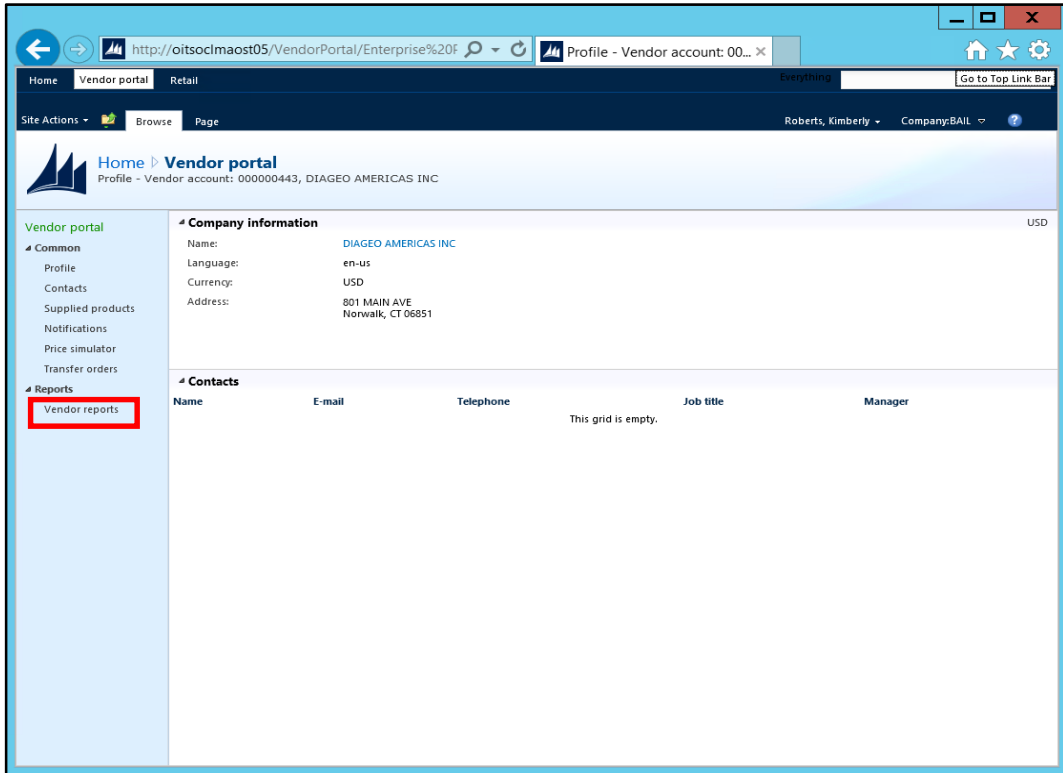
Inventory adjustments exist in the system.

Procedure

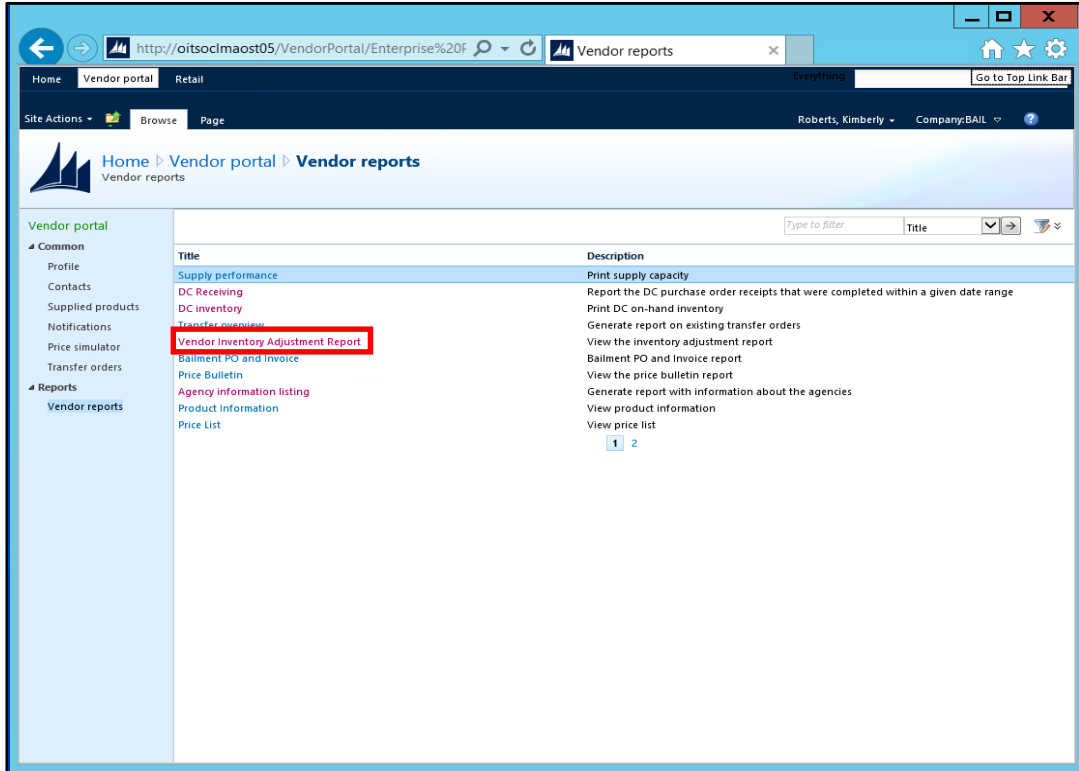
1. Begin this task by logging into the portal.
2. Click **Vendor portal** on the toolbar.





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

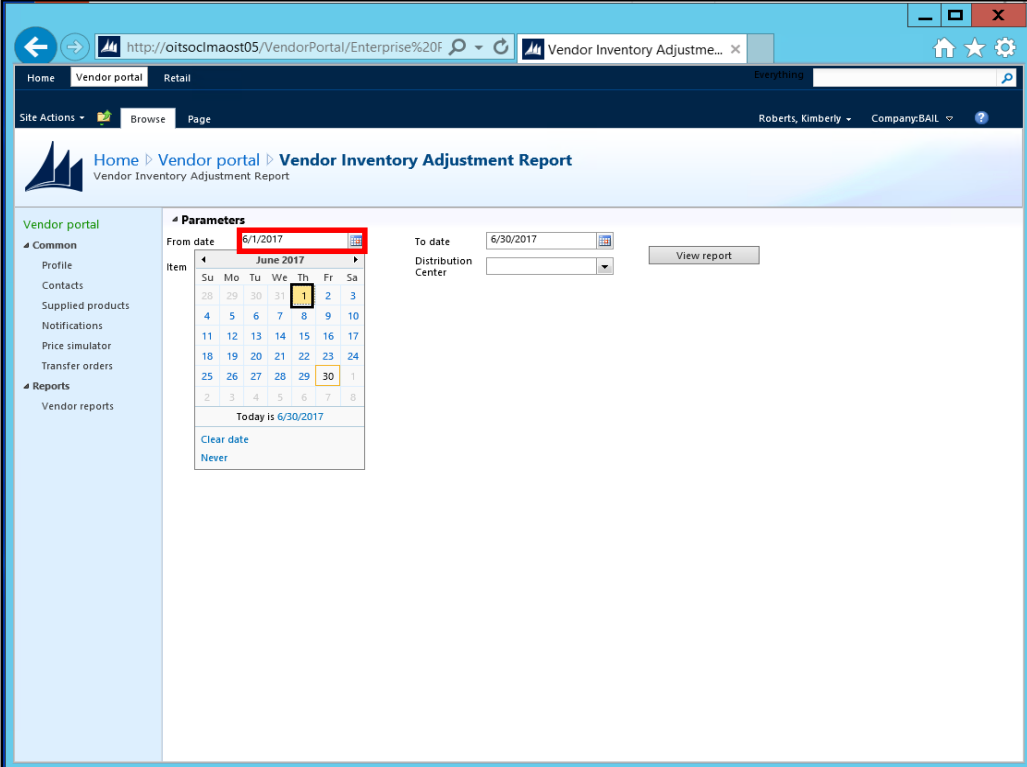


4. Click **Vendor Inventory Adjustment Report** to display the search parameters to run the *Vendor Inventory Adjustment Report*.





5. Click  in the **From date** field and select the desired date on the calendar. In this example, select “6/01/2017.”

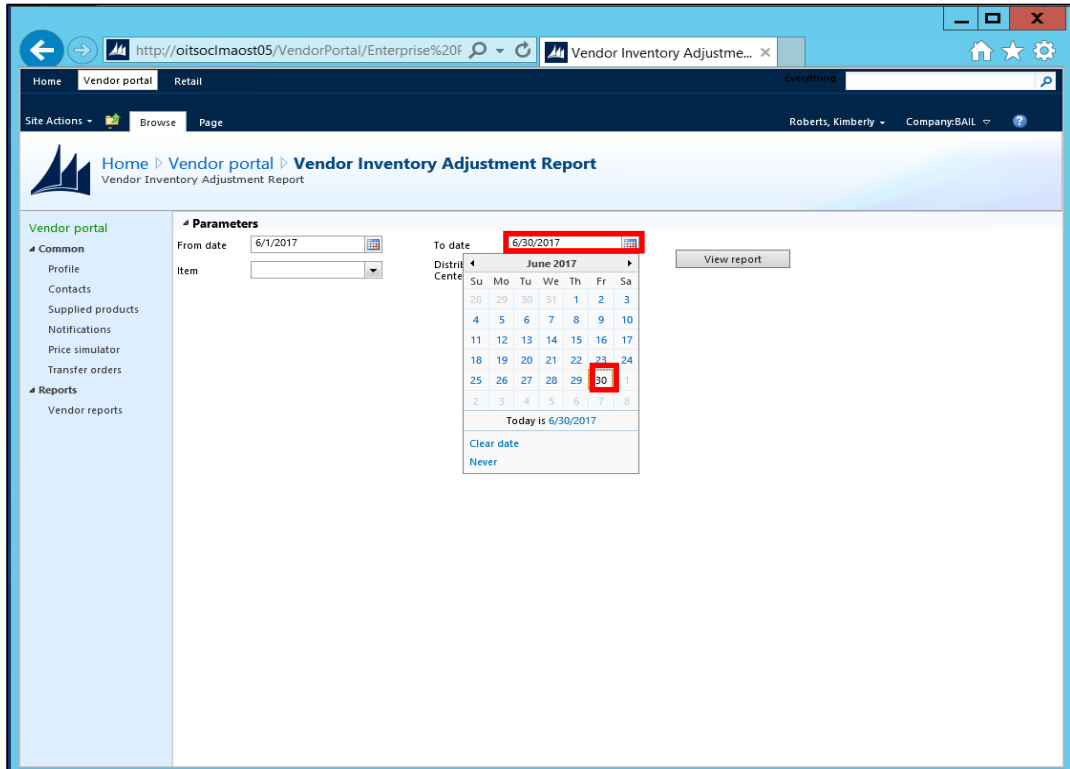
 Always use the calendar function to enter dates. The date range cannot be greater than 31 days.



The screenshot shows a web browser window with the URL `http://oitsocmaost05/VendorPortal/Enterprise%20f...` and a tab titled "Vendor Inventory Adjustme...". The page header includes "Home", "Vendor portal", and "Retail". The main content area is titled "Vendor Inventory Adjustment Report" and includes a "Parameters" section. The "From date" field is set to "6/1/2017" and has a calendar icon. A calendar for June 2017 is displayed, with the date 6/1/2017 selected. The "To date" field is set to "6/30/2017". A "View report" button is visible. The left sidebar contains a "Vendor portal" menu with options like "Common", "Profile", "Contacts", "Supplied products", "Notifications", "Price simulator", "Transfer orders", "Reports", and "Vendor reports".

6. Click  in the **To date** field and select the desired date on the calendar. In this example, select “6/30/2017.”


 Always use the calendar function to enter dates. The date range cannot be greater than 31 days.

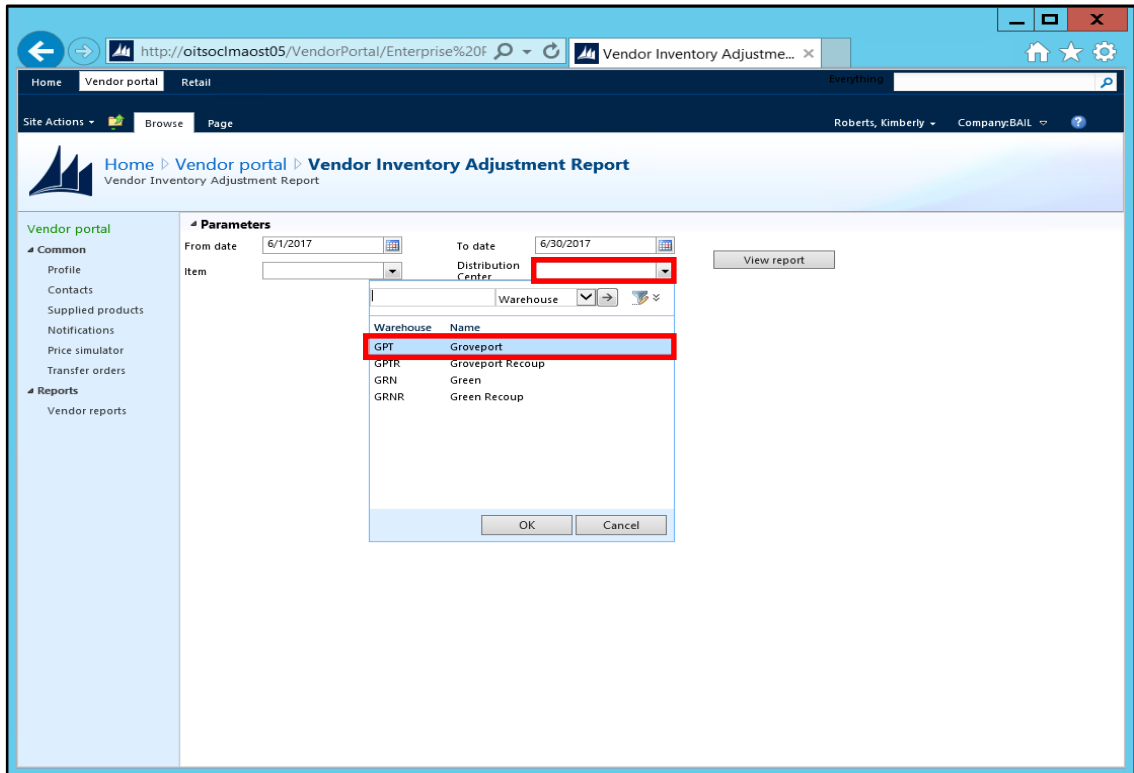


The screenshot shows a web browser window displaying the Vendor Inventory Adjustment Report. The browser address bar shows the URL: <http://oitsocmaost05/VendorPortal/Enterprise%20F...>. The page title is "Vendor Inventory Adjustment Report". The page content includes a navigation menu on the left with "Vendor portal" and "Reports" sections. The main content area is titled "Parameters" and contains the following fields:

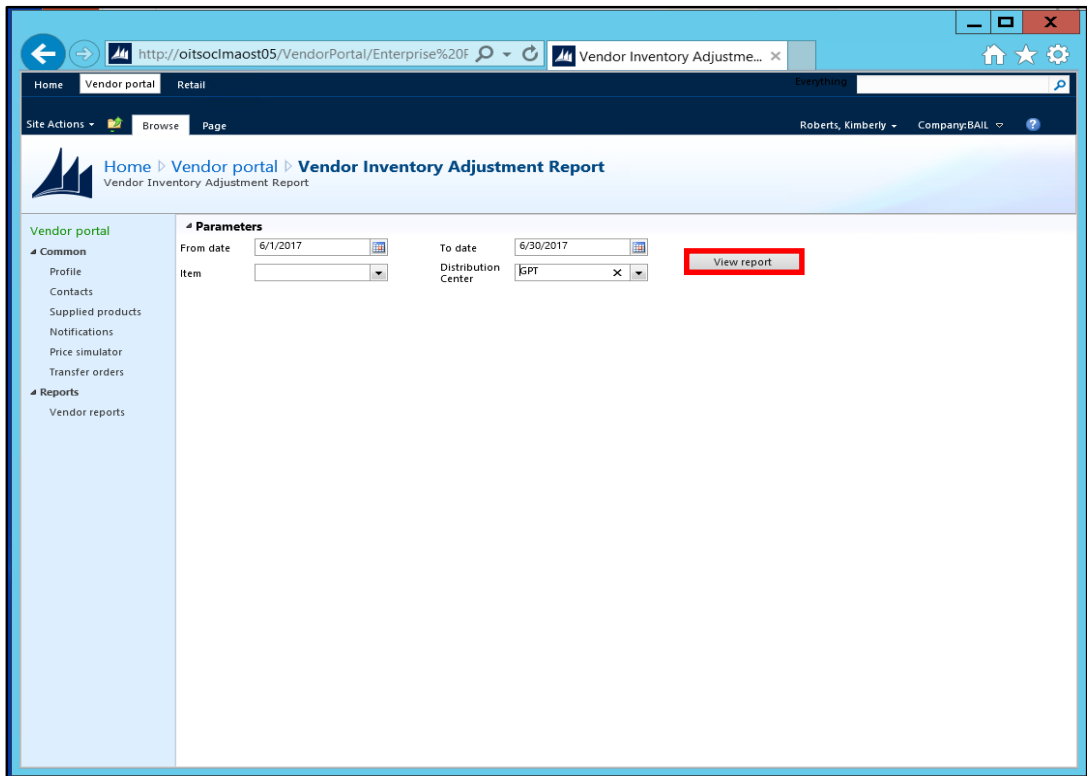
- From date: 6/1/2017
- Item: (empty dropdown)
- To date: 6/30/2017
- District: (empty dropdown)

A calendar for June 2017 is displayed below the "To date" field. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1-30). The date 6/30/2017 is highlighted with a red box. Below the calendar, it says "Today is 6/30/2017" and there are links for "Clear date" and "Never". A "View report" button is located to the right of the calendar.

7. Click  in the **Distribution Center** field and select the desired warehouse. In this example, select “GPT.”



8. Click **View report** to run the report for all items.



9. Review the displayed information.

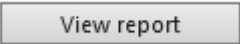
Vendor Inventory Adjustment Report

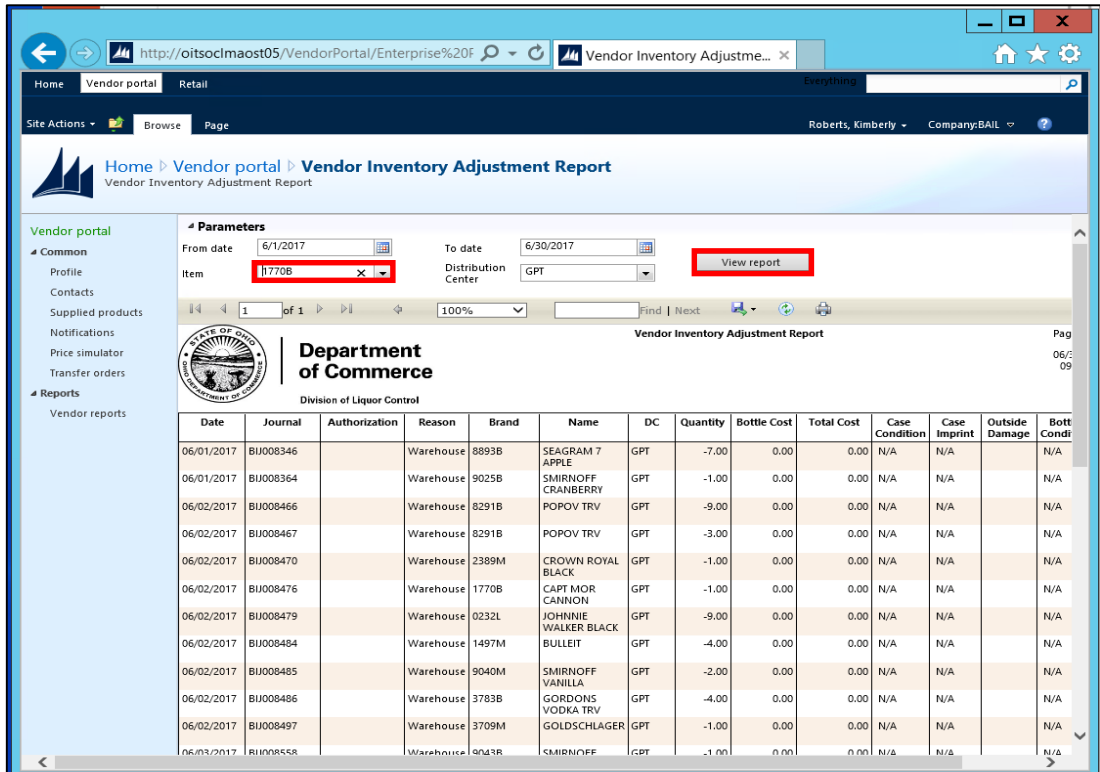
Parameters: From date: 6/1/2017, To date: 6/30/2017, Distribution Center: GPT

Department of Commerce
Division of Liquor Control

Date	Journal	Authorization	Reason	Brand	Name	DC	Quantity	Bottle Cost	Total Cost	Case Condition	Case Imprint	Outside Damage	Bott Condi
06/01/2017	BIJ008346		Warehouse	8893B	SEAGRAM 7 APPLE	GPT	-7.00	0.00	0.00	N/A	N/A		N/A
06/01/2017	BIJ008364		Warehouse	9025B	SMIRNOFF CRANBERRY	GPT	-1.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008466		Warehouse	8291B	POPOV TRV	GPT	-9.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008467		Warehouse	8291B	POPOV TRV	GPT	-3.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008470		Warehouse	2389M	CROWN ROYAL BLACK	GPT	-1.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008476		Warehouse	1770B	CAPT MOR CANNON	GPT	-1.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008479		Warehouse	0232L	JOHNNIE WALKER BLACK	GPT	-9.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008484		Warehouse	1497M	BULLEIT	GPT	-4.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008485		Warehouse	9040M	SMIRNOFF VANILLA	GPT	-2.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008486		Warehouse	3783B	GORDONS VODKA TRV	GPT	-4.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008497		Warehouse	3709M	GOLDSCHLAGER	GPT	-1.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008458		Warehouse	9043B	SMIRNOFF	GPT	-1.00	0.00	0.00	N/A	N/A		N/A

10. To locate a specific item, enter a specific item number to be displayed in the **Item** field. In this example, enter “1770B.”

11. Click  to run the report for that Item.



The screenshot displays the 'Vendor Inventory Adjustment Report' interface. The search parameters are as follows:

- From date: 6/1/2017
- To date: 6/30/2017
- Item: 1770B
- Distribution Center: GPT

The 'View report' button is highlighted in red. The report title is 'Department of Commerce, Division of Liquor Control'. The table below shows the following data:

Date	Journal	Authorization	Reason	Brand	Name	DC	Quantity	Bottle Cost	Total Cost	Case Condition	Case Imprint	Outside Damage	Bott Condi
06/01/2017	BIJ008346		Warehouse	8893B	SEAGRAM 7 APPLE	GPT	-7.00	0.00	0.00	N/A	N/A		N/A
06/01/2017	BIJ008364		Warehouse	9025B	SMIRNOFF CRANBERRY	GPT	-1.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008466		Warehouse	8291B	POPOV TRV	GPT	-9.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008467		Warehouse	8291B	POPOV TRV	GPT	-3.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008470		Warehouse	2389M	CROWN ROYAL BLACK	GPT	-1.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008476		Warehouse	1770B	CAPT MOR CANNON	GPT	-1.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008479		Warehouse	0232L	JOHNNIE WALKER BLACK BULLEIT	GPT	-9.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008484		Warehouse	1497M	SMIRNOFF VANILLA	GPT	-4.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008485		Warehouse	9040M	SMIRNOFF VANILLA	GPT	-2.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008486		Warehouse	3783B	GORDONS VODKA TRV	GPT	-4.00	0.00	0.00	N/A	N/A		N/A
06/02/2017	BIJ008497		Warehouse	3709M	GOLDSCHLAGER	GPT	-1.00	0.00	0.00	N/A	N/A		N/A
06/03/2017	BIJ008558		Warehouse	9043B	SMIRNOFF VANILLA	GPT	-1.00	0.00	0.00	N/A	N/A		N/A

12. Review the displayed information.

The screenshot displays a web application interface for a Vendor Inventory Adjustment Report. The browser address bar shows the URL: <http://oitsoclmaost05/VendorPortal/Enterprise%20F...>. The page title is "Vendor Inventory Adjustment Report".

Parameters:

- From date: 6/1/2017
- To date: 6/30/2017
- Item: 1770B
- Distribution Center: GPT

Department of Commerce
Division of Liquor Control

Date	Journal	Authorization	Reason	Brand	Name	DC	Quantity	Bottle Cost	Total Cost	Case Condition	Case Imprint	Outside Damage	Bottle Condition
06/02/2017	BU008476		Warehouse	1770B	CAPT MOR CANNON	GPT	-1.00	0.00	0.00	N/A	N/A		N/A

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

Results

You have run the *Vendor Inventory Adjustment Report*.