Inventory Inquiry / Transactional History Outline

**Reading Stock Card Inventory data**

* Quantity On Hand, Available, Allocated, and Scheduled and what each means.
* What other Warehouses stock this item?
  + Item Details and SKU tab
* Location of material
  + Warehouse Numbers
  + Bin locations in Specific Warehouses
* Serial and Shading of inventory and how to read it.
* How to change the Unit of Measure to other options.
  + Explain why and how those options exist.

**Available Options**

* Review Important fields that can be changed to fit your needs.
  + Date
  + Transaction type
  + Location
  + Serial#
  + Warehouse
  + Unit of Measure
  + Record display amount
* Discuss Transaction Type definitions
  + Drilldown to each transaction
    - Cost
    - Price
    - Account
    - Order#
    - Account#
    - Receipt#
    - Line #
  + Locate customer Orders and Transfers
  + Identify open Purchase Orders
  + Review inventory receipts
* Common adjustment code review
  + Lost or Found
  + Cycle Count
  + Damaged/ Defective
  + Expired
  + Measurement Change (Under 1 SF)
  + Return to Stock (Customer Return)
  + Vendor Return (Returning material to Supplier)

**Warehouse Associate**

**Let’s simulate an inventory review for some missing material.**

* The item number is SCHA100ACG
* We are short 8 PC and we could not fill the customers’ needs when we came to pick up.
* Steps to work through to try and determine what happened in this situation.
  + Check to see if any other location in your WH holds this material. If so, count and see if that location is correct.
  + Look for any adjustments in recent history that may be related to the shortage. Review any adjustment that could lead to the reason for the shortage.
  + Check received POs and Stock Transfers for accidental over receipts. This could explain a shortage. A Tier 2 that is in process or that was not completed and corrected should be reviewed, if it exists.
  + Look at recent closed orders or invoices. We could have over shipped this material, and this could be the reason for the shortage.
  + Lastly, make sure to fix the inventory. Depending on what the original cause of the shortage was, will determine what adjustment code should be used to fix the discrepancy.