

## Inventory Posting Screen

### Using Inventory Posting Screen to Adjust Quantity on Hand

This document demonstrates the use of the Inventory Posting Screen to increase or decrease the quantity-on-hand of selected items. A report of the items adjusted may be printed.

1. From the Main Menu, select Inventory Menu, then Item Master.
2. Press [F12] for the Action Menu and select Post/inv scn (Inventory Posting Screen).

INVENTORY POSTING SCREEN	ITEM SEQ
Item No: _____ Vendor Code: ____	
UPC Number: _____ Description: _____	
Posting Quantity: _____ Total Quantity: _____	
Posting Cost: _____ Total Extension: _____	
Quantity on Hand: _____ Sales This Year: _____ Sales This Period: _____	
Quantity on Order: _____ Quantity Backorder: _____ Quantity Reserved: _____	
Quantity Special: _____ Quantity CBO: _____	
(Put a + or - to add or subtract from any combination of the following fields.)	
QOH: _ QOO: _ QBO: _ QRV: _ QSP: _ STY: _ STP: _ CBO: _ DLS: N (Y/N) DLP: N (Y/N)	
EXTEND POSTING QTY BY WHAT PRICE E (A - J)	
PRINT REPORT ? N (Y OR N)	
SELECT PRINTER 1 (PRINTER OR \$ = FILE)	
REPORT HEADING _____	
TOF/SUBTOTAL BETWEEN VENDORS N (Tof, Sub, Both OR None)	
F3=PRT/CLR TOTALS F7=CHG NEXT ITEM BY F8=TOGGLE SETUP	

3. Press **[F8] = Toggle Setup**. The cursor will be positioned in the QOH field. Enter a '+' (plus sign) in the QOH field.

QOH: + QOO: \_ QBO: \_ QRV: \_ QSP: \_ STY: \_ STP: \_ CBO: \_ DLS: N (Y/N) DLP: N (Y/N)

4. Press [Enter] through remaining quantity fields.
5. EXTEND POSTING QTY BY WHAT PRICE E (A – J). This controls which cost prints on the report. Override it as necessary. (For example, if you wish to get a cost total valued at "F" rather than "E" cost, change the "E" to "F.")
6. PRINT REPORT ? Y (Y or N) Change "N" to "Y" to print a report of adjustments.

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7. SELECT PRINTER 1 (PRINTER OR \$ = FILE) Change printer number as desired.
8. REPORT HEADING \_\_\_\_\_  
Enter an appropriate heading for the report. It is recommended that the date and reason for the adjustments be included in the heading.
9. TOF / SUBTOTAL BETWEEN VENDORS N (Tof, Sub, Both OR None)

INVENTORY POSTING SCREEN		ITEM SEQ
Item No: _____	Vendor Code: _____	
UPC Number: _____	Description: _____	
Posting Quantity: _____	Total Quantity: _____	
Posting Cost: _____	Total Extension: _____	
Quantity on Hand: _____	Sales This Year: _____	Sales This Period: _____
Quantity on Order: _____	Quantity Backorder: _____	Quantity Reserved: _____
Quantity Special: _____	Quantity CBO: _____	
(Put a + or - to add or subtract from any combination of the following fields.)		
QOH:+ QOO:_ QBO:_ QRV:_ QSP:_ STY:_ STP:_ CBO:_ DLS: N (Y/N) DLP:N (Y/N)		
EXTEND POSTING QTY BY WHAT PRICE E (A - J)		
PRINT REPORT ? Y (Y OR N)		
SELECT PRINTER 1 (PRINTER OR \$ = FILE)		
REPORT HEADING ADJUST QOH OF AAA VENDOR 02/14/2008		
TOF/SUBTOTAL BETWEEN VENDORS N (Tof, Sub, Both OR None)		
F3=PRT/CLR TOTALS F7=CHG NEXT ITEM BY F8=TOGGLE SETUP		

10. Press [F8] = Toggle Setup to exit the setup mode.
11. Enter the item number and vendor code to be adjusted.
12. Enter the Posting Quantity. Enter it as a positive number to increase quantity on hand. (Do not enter a '+' sign before the number.)  
  
Enter the Posting Quantity as a negative number (such as "-4") to decrease the quantity on hand.
13. A message "Inventory posted" displays at the bottom of your screen. The cursor returns to the item number field. Enter the next item to be adjusted.

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14. Notice that the "Total Quantity" field keeps a running total of the number of units adjusted. The "Total Extension" field keeps a running total of the total cost of inventory adjusted.
15. If you wish to subtotal a "batch" of item adjustments and start a new batch without leaving the program, press [F3] = PRT/CLR TOTALS. This will clear the "Total Quantity" and "Total Extension" fields. Continue with the next "batch" of adjustments. (Nothing prints until you exit the program.)
16. When finished, press [F12] and Exit to exit the posting screen. Press [F12] and exit to exit the item master screen. At this point, the report will print. A sample report is shown below. In this example, the F3 key was pressed to subtotal after entry of AAA 2043.

02/14/2008		<<<COMPANY NAME HERE>>>		Page 1	
ADJUST QOH OF AAA VENDOR 02/14/2008					
V/C	ITEM NUMBER	POST	QTY	COST	EXTENSION
AAA	2031	2		0.920	1.840
AAA	2032	4		0.700	2.800
AAA	2033	1		0.700	0.700
AAA	2043	10		0.810	8.100
.....					
SUB TOTALS		17			13.440
AAA	2054	3		0.460	1.380
AAA	2056	2		1.190	2.380
.....					
SUB TOTALS		5			3.760
.....					
GRAND TOTALS		22			17.200