

Inventory - Warehouse

Last Modified on 05/01/2023 8:48 am CDT

The *Inventory* area provides access to *Available for Sale*, *Inventory Adjustment*, *Physical Inventory Counts*, and *Update Bar Codes*.



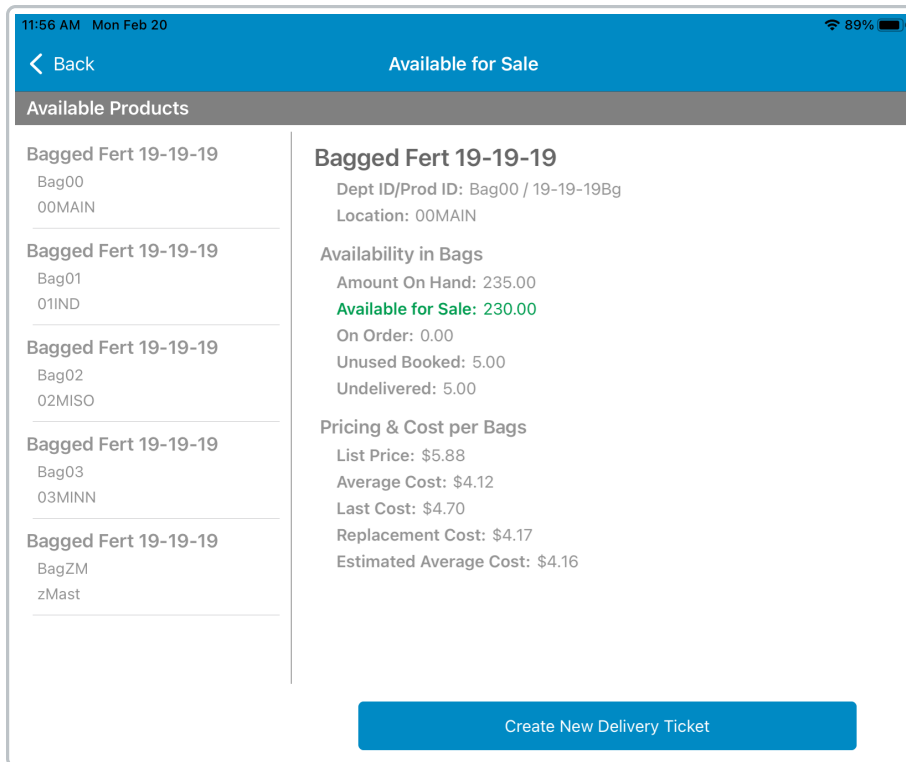
Available for Sale

The Available for Sale information is listed by *Product* and *Location* to easily identify what product is available and where it is located.

Use the *Search* bar to find the Product. The tabs listed under the search bar define the area being searched.

- **Abc** – This option searches all products alphabetically.
- **Bar Code** – This option allows a bar code to be scanned to find the product.
- **Star** – This option searches within the *Favorite Products* area.

Selecting a product opens the *Available for Sale* window. The default Location is based on the location established in the app *Preferences*. Only those locations the user has access to in Agvance will be displayed.



Available products are listed by Location with the product details displayed. Based on user preferences in Agvance, cost information may also be available. Selecting a Location displays the product details for that location only.

Create New Delivery Ticket

A new Delivery Ticket can be generated by tapping **Create New Delivery Ticket** and completing the necessary information.

Note: The Time Zone of the location is used for the *Ordered* time.

Physical Inventory Count

When products have been frozen in Agvance Accounting, counts for those products may be entered here. Products not frozen will not be available for selection.

For those who should not have the ability to perform physical inventory counts, edit the user in Agvance at *Hub / Setup / Users / Agvance Apps* and select *Restrict from Physical Inventory Count*.

Search for the product using the *Abc* or *Bar Code* options.

The *Department Name*, *Product Name*, *Prod ID*, and *Department ID* display.

12:01 PM Mon Feb 20 89%

< Inventory Physical Inventory Count

Q Diesel Cancel

Roadmaster #2 Clear Diesel

Dept ID/Prod ID: DslC00 / RoadClear

Frozen Balance : 869.6 Gal

Physical Count : Gal

Save

The *Frozen Balance* information is available on a user by user basis established at *Hub / Setup / Users / Agvance Apps*. Selecting the *Suppress Frozen Balance* option suppresses the inventory balance at the time the product was frozen in Agvance.

Enter the *Physical Count* information and select **Save** to update the quantity in Agvance. If a physical count is saved and then the same product is opened later, the *Add to Existing Count* window displays and includes the previous count recorded.

- **Add** – This adds the quantity entered to the previous count.
- **Replace** – This updates the previous count to the quantity entered.
- **Cancel** – Choose this to cancel the Physical Count,

Inventory Adjustments

The *Inventory Adjustments* area allows the option to quickly and easily adjust inventory. Functionality for this area is identical to the functionality found in Agvance.

11:57 AM Mon Feb 20 89%
 Cancel New Inventory Adj

Adjusting to physical while others are posting may have undesired results

Add Product

Clover Seed

Current Amount on Hand 431,000 Bags
 Inventory Adjustment Type

Physical Count
 Inventory Count Type

Physical
 Select Lot Number
 Physical count

450 Bags
 Difference: 19 Bags
 Percent Change: 4.4 %

Save

Access to this area can be set on a user by user basis in Agvance at *Hub / Setup / Users / Agvance Apps*.

Note: Adjusting inventory while others are posting in Agvance may have undesired results. It is recommended to ensure all users are locked out of the product in Agvance before adjusting inventory.

The *New Inventory Adj* window opens when selecting **Inventory Adjustments**. Search for products using the *Search* bar. Search all *Products*, by *Bar Code*, or in *Favorite Products* by selecting the appropriate tab.

Selecting the product displays the *Current Amount on Hand*.

- **Inventory Adjustment Type** – Select *Physical*, *Broken Bags*, *End of Month*. or Adjustment Types set in Agvance.
- **Inventory Count Type** – Select *Physical* or *Difference*.
- **Lot Numbers** – If using Lot Numbers, select the appropriate Lot Number.
- **Physical or Difference Count** – Depending on the type of count being conducted, enter the appropriate count information.

Selecting **Save** updates the changes in Agvance.

Update Bar Codes

The *Update Bar Codes* option provides a quick and easy way to update bar code information for a product.

Search for a product using the *Add Product Search* bar. With the product open, either manually enter the bar code in the *Add/Edit New barcode* field or select the **Bar Code** icon to scan using the device camera. Tap **Save** when finished.

Q Add Product

Product Name Dap (18-46-00)
Product ID Dap
Department Id DFrt00

Add new barcode:

Enter new barcode



Add

Cancel

Save