

UPLOAD FUNCTION FOR INVENTORY

MODULE WALKTHROUGH

FEBRUARY 2012

UPLOAD FUNCTION

Allows startup/existing companies to adjust all product inventory (add/deduct) in one time using an Excel format

Stock Adjustment

In Headquarter System, go to Inventory > Stock Adjustment > Upload

Upload Stock Adjustment

Write Mode: **Skip Existing Records (Do not overwrite)**

Download Template

Upload Status:

Upload Data **Cancel Upload** **View Logs**

Note:

- Please use this function with utmost care. You cannot undo your changes.**
- Dependent records may become invalid once their primary record is deleted.
- Maximum Allowable File Size: 98KB
- Maximum Allowable Record Lines: 10,000

Close

For Write Mode, you can choose to replace records or to skip existing records (no overwrite).

Click Download Template to get Excel File.

After filling up the template, click Upload Data – retrieve the file from your local drive.

Upload Data

Works for Stock Transfer and Stock Count.

Upload Stock Transfer

Write Mode: **Replace Existing Records** ▼

Download Template

Upload Status:

Upload Data Cancel Upload View Logs

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4. Maximum Allowable Record Lines: 10,000

Close

Upload Stock Count

Write Mode: **Skip Existing Records (Do not overwrite)** ▼

Download Template

Upload Status:

Upload Data Cancel Upload View Logs

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4. Maximum Allowable Record Lines: 10,000

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Sample Adjustment using Upload Function

Adjustment Form for BCASI Product

Adjustment Form

Type: In | Ref Code: _____ | No: 2 | Date: 01/27/2012 Signatories

Transacting Branch: Boutique CREATED: KLEE@ASH-EBS.COM 02/03/2012
 Warehouse to Adjust: Main Branch UPDATED: KLEE@ASH-EBS.COM 02/03/2012
 Memo: STATUS: POSTED
 Total: 29,000.00

Products to be Adjusted 1 record

Product ID	Product Name	Qty	Unit	Price	Total	Lot/Serial No	Expiry
BCASI	Blackberry 9300 Case	50	PCS	580.00	29,000.00		

Edit
 New
 Delete
 Close

Option
 PDF
 Excel
 Email

	A	B	C
1	inv_stock_adjust	Sample	Remarks
2	Reference Code*	22012	Required, this will be unique per upload, max 20 chars (to avoid duplicate upload)
3	Adjust Type Name*	Out	In, out, damages (HQ > Inventory > Adjustment Type)
4	Inventory Date	20120203	YYYYMMDD, optional, must be <= today
5	Branch ID	MAIN	Transacting branch, if blank, will use default of login user
6	Warehouse ID to Adjust	MAIN	Required, must be registered
7	Memo		Optional, max 255 chars
8	Signatory 1		Account ID must be active, employee
9	Signatory 2		Account ID must be active, employee
10	Signatory 3		Account ID must be active, employee
11			
12			
13			
14			

Continue to next sheet

Total of 2 sheets

Make sure that all fields are correct before saving. Follow the format as specified by Remarks column.

Each Template can carry only one Adjustment Type: In, Out, Damages, Dispose, or Pilferage.

No limit in number of products added.

	A	B	C	D	E	F	G
1	Product ID Max 64 chars, alphanumeric or hyphen (-) (required, must be existing, active, inventory product)	New Qty 0 to 999999 (required)	Unit of Measure (must exist in list of given product)	Cost (required if add qty to inventory and product master standard cost = 0)	Lot No (required if product is lot)	Repeat Series (0-999) (optional, ignored if product is not lot)	Expiry (YYYYMMDD) (required if product is lot + track warranty)
2	BCASI	44	PCS	580.00			
3							
4							
5							
6							
7							
8							
9							
10							

Uploading File

Upload Stock Adjustment

Write Mode: **Skip Existing Records (Do not overwrite)** ▼

[Download Template](#)

Upload Status: 100% (Please wait, processing the file. This make take a while depending on its size...)


[Upload Data](#)

[Cancel Upload](#)

[View Logs](#)

Note:

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4. Maximum Allowable Record Lines: 10,000

 Close

Checking for Errors

Click on View Logs on Upload Stock Adjustment Screen

Upload Logs

[← Previous](#)

1-2 of 2

[Next →](#)

Time Stamp	Message
02/03/2012 14:56	Start upload process for Stock Adjustment by KLEE@ASI-EES.COM
02/03/2012 14:56	Finish upload process for Stock Adjustment. Processed=1 Total Records=1 Errors=0



PDF



Excel



Email



Refresh



Close

Double Check Records (Adjustment Form in HQ vs Uploaded Data in Excel Format)

Access Adjustment Form from Headquarter System > Inventory > Stock Adjustment

Adjustment Form

Type: Out | Ref Code: 22012 | No: 3 | Date: 02/03/2012 | Signatories

Transacting Branch: Resto | Warehouse to Adjust: Main Branch

MEMO:

Total: 25,520.00

CREATED: HLEE@ASH-EBS.COM 02/03/2012
 UPDATED: HLEE@ASH-EBS.COM 02/03/2012
 STATUS: POSTED

Products to be Adjusted 1 record

Product ID	Product Name	Qty	Unit	Price	Total	Lot/Serial No	Expiry
<input type="checkbox"/> BCASI	Blackberry 9300 Case	44	PCS	580.00	25,520.00		

A2 = BCASI

A	B	C	D	E	F	G
Product ID	New Qty	Unit of Measure	Cost	Lot No	Repeat Series	Expiry
Max 64 chars, alphanumeric or hyphen (-)	0 to 999999	(must exist in (required) unit of measure list of given product)	(required if add qty to inventory and product master standard cost = 0)	(required if product is lot)	(0-999) (optional, ignored if product is not lot)	(YYYYMMDD) (required if product is lot + track warranty)
1						
2	BCASI	44	PCS	580.00		

Edit New Delete Close Option PDF Excel Email