

AP-ISU: Scanning Items to the Inventory Journal

The document will walk through adding items to the inventory journal by scanning in new inventory.

Step 1: Creating a New Scan Session

1. Navigate to “Scan Session” Page
2. Create New Scan Session (‘New’ Scan Session button)
3. Input Scan Session Information
 - a. Code
 - b. Description
 - c. Type: ITEMJOURNAL
 - d. Target Batch Name
 - e. Entry Type (in this scenario: Negative Adjmt.)
 - f. Target Document No.
 - g. Target Posting Date (usually today)
 - h. Location Code (specific warehouse, bin, shelf, store, etc.)

Step 2: Scanning All Items

4. ‘Start Scanning’ to begin scanning session
 - a. Start scanning the items which you will negatively adjust from your inventory
 - b. Note:
 - i. Counts (in Process): All SKUs and This SKU
 - ii. Base Qty. in Process
 - c. When finished scanning, press ‘OK’
5. On Scan Session Page, note:

- a. Status has changed to In Progress
- b. Scan Session Data has populated lines with items scanned
- c. Items can be scanned as "Each" or "Box"

Status	Scanned Input	Item No.	Variant Code	Item Description	UOM	Quantity	Qty. per Unit of Measure	Quantity (Base)	Bin	Scan Session	En
InProcess	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-003	
InProcess	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-003	
InProcess	722252310026	BAR003		LUNA Dark Choc Hazelnut	BOX	1.00	12	12.00		SCAN-003	

6. 'Show Target'
 - a. Verify you are on correct page
7. 'Clear Target' → verifies page is clear of previous data
 - a. Yes
 - b. Target should appear as follows:

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Quantity	Unit of Measur...	Unit Amount	Amount
7/19/2017	Purchase					0		0.00	0.00

Step 3: Posting Data to Item Cards

8. 'Apply Scan Data'
 - a. Notice:
 - i. Scan Session Status has changed to: Applied
 - ii. Scan Session Data Status has changed to: Applied

Status	Scanned Input	Item No.	Variant Code	Item Description	UOM	Quantity	Qty. per Unit of Measure	Quantity (Base)	Bin	Scan Session	En
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
Applied	722252233097	BAR001		LUNA Berry Greek Yogurt	EA	1.00	1	1.00		SCAN-003	
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-003	
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-003	
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-003	
Applied	722252233059	BAR002		LUNA Mint Choc Chip	EA	1.00	1	1.00		SCAN-003	
Applied	722252310026	BAR003		LUNA Dark Choc Hazelnut	BOX	1.00	12	12.00		SCAN-003	

9. 'Show Target' → verify scan session data has been correctly applied to each item

Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Quantity	Unit of Measur...	Unit Amount	Amount
7/27/2017	Negative Adj...	INV-123456	BAR001	LUNA Berry Greek Yogurt	S0001	6	EA	0.50	3.00
7/27/2017	Negative Adj...	INV-123456	BAR002	LUNA Mint Choc Chip	S0001	4	EA	0.50	2.00
7/27/2017	Negative Adj...	INV-123456	BAR003	LUNA Dark Choc Hazelnut	S0001	1	BOX	6.00	6.00

10. Post Scan Session Data w/in Target
11. Navigate to Item to verify scan session applied successfully to each item
 - a. Open Item Card
 - b. Navigate → Entries → Ledger Entries

c. Note all lines of Journal Ledger Entries for specific item

View - Item Ledger Entries - Item BAR002 LUNA Mint Choc Chip

CRONUS LS 100 NA Test - IP Retail - Isretailvm

Item Ledger Entries

Type to filter (F3) | Posting Date

Filter: BAR002

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity
7/27/2017	Negative A...		INV-123456	BAR002		S0001	-4	-4	0
7/6/2017	Negative A...		SC001	BAR002		S0001	-5	-5	0
7/19/2017	Purchase	Purchase R...	107103	BAR002		S0001	12	12	3