

Run Vendor Inventory Adjustment Report (Generate Report in "DOLC" or "BAIL" Company)

Description

Use this task to run the Vendor Inventory Adjustment Report. This report displays inventory adjustment information including items, dates, quantities, and reasons for inventory adjustments. When run in the DOLC company, inventory adjustments completed at Contract Liquor Agencies are displayed. These adjustments are charged to vendors, such as damages due to leakers, loose caps, and broken seals. The same report run in the BAIL company shows adjustments done at the Distribution Centers only and includes all inventory adjustments made into and out of Recoup and Quarantine.

Trigger

Perform this task when a need arises to review inventory adjustments.

Prerequisites

Inventory adjustments exist in the system.

URL Address

https://Impaxportal.ohio.gov

Helpful Hints

This is the only report run in both the DOLC and BAIL companies..

Procedure

- 1. Begin this task by logging into the Enterprise Portal.
- 2. Click Vendor portal on the toolbar.



3.	If You Want To:	Go To:
	Run the report in the DOLC company	Step 4
	Run the report in the BAIL company	Step 15

4. Confirm you are in the DOLC Company. Your current company is displayed at the top right corner of the screen.





If you are not in the DOLC company, go to step 15 to see how to change companies before proceeding.

5. Click Vendor reports on the Vendor portal panel.

Home Vendor portal	Retail					Everything	Go to To	op Link Bar
Site Actions 👻 📴 Brows	se Page					Poltarec, Charlotte 🗸	Company:DOLC ⊽	?
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4 Reports								
Vendor reports	Contacts							
	Name	E-mail	Telephone	This grid is empty.	Job title	Manager		

6. Click Vendor Inventory Adjustment Report to display the search parameters to run the Vendor Inventory Adjustment Report.

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⊿ Commo	n	Title	Description					
Profile	e	Supply performance	Print supply	apacity				
Conta	acts	DC Receiving	Report the D	C purchase order receipts that were completed within a	given date range			
Suppl	lied products	DC Inventory	Print DC on-I	and inventory				
Notifi	ications	Vendor Inventory Adjustment Report	View the inv	ntory adjustment report				
Price s	simulator	Bailment PO and Invoice	Bailment PO	and Invoice report				
▲ Reports		Price Bulletin	View the prio	e bulletin report				
Vende	or reports	Agency information listing	Generate rep	ort with information about the agencies				
	er reperts	Product Information	View produc	information				
		Price List	View price is	i and and minimum incontant for items				
		Agency inventory Report	1 2	and and minimum inventory for icens				

7. Click is in the **From date** field and select the desired date on the calendar. In this example, select "1/1/2020."

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8. Click i in the **To date** field and select the desired date on the calendar. In this example, select "1/31/2020."

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Supplied products			10000	Пн	5	6	7	8	9	10	11
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Price simulator					19	20	21	22	23	24	25
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Always use the calendar function to enter dates. A date range must be selected.

9. Click I in the **Distribution Center** field and select the desired warehouse

(Agency). In this example, select "30216." Click the OK button.

Home Vendor portal	Retail					Everything		P
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✓ Common	From date	1/1/2020		To date 1/31/2020				
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Contacts Supplied products Notifications Price simulator # Reports Vendor reports	Vendor		20613 Warehouse 20613 20613Q	X Name S S S S S S S S S S S S S S S S S S S				



If you leave the **Distribution Center** field blank, the report will run for all Agencies. If the **Item** field is blank, the report will run for all items at the selected Agency. If the **Vendor** field is left blank, it will run only for your Vendor account if you are a Vendor. If you are a Broker, it will run for all of the Vendors you represent.

10. Select "DOLC" from the **Company** field drop-down list. A company must be selected for the report to run. Click the OK button.

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11. Select the **Historical Items** box to include data for items that were represented by the Vendor in the past but have since been moved to a different Vendor/Broker. The default for this report is for the **Historical Items** box to be unchecked. For this example, the box remains unchecked.

12. Click View report to run the report.

Home Vendor portal	Retail							Everything		P
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13. Review the displayed information.

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	Date	Journal	Authorization	Reason	Brand	Name	From warehouse	To warehouse	Quantity	Bottle Cost	Total Cost	Case Condition	Case Imprint	Outside Damage	Bottle Condition	Damage By	Notes	Vendor	Vendor Id			
	01/04/2020	D0250811		Vendor	3907F	GREY GOOSE	20613	20613Q	-1.00	2.25	-2.25	Stained	NA	Bottom	Broken Bottle	NA	found.in.case	BACARDI USA INC	00000099]		
	01/07/2020	D0251492		Vendor	0339L	GILBEYS GIN	20613	20613Q	-1.00	6.18	-6.18	N/A	ŅΑ	N/A	Cap/Seal Broken	ŅΑ		JIM BEAM BRANDS CO	000000111			
	01/10/2020	D0252580		Vendor	0189D	BLACK	20613	20613Q	-1.00	8.94	-8.94	N/A	NA	Tap	Cap/Seal	ŅΆ	found.when.stocking	HEAVEN HILL	000000440			
	01/18/2020	D0254522		Vendor	0076D	SEAGRAMS	20613	20613Q	-1.00	13.69	-13.69	N/A	NA	N/A	Cap/Seal	ŅΑ		SAZERAC CO INC	00000932			
	01/29/2020	D0256909		Vendor	0512D	VO BACARDI	20613	20613Q	-1.00	11.91	-11.91	Wet	Slight	End	Broken Broken	NA		BACARDI USA	00000099			
						GOLD									Bottle			INC				
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14.	If You Want To:	Go To:
	Run the report in the BAIL company	Step 15
	Exit this task	Step 26

15. To change companies, click on the arrow to the right of the Company in the top right corner of the screen, select Bailment (BAIL) and press the OK button.

Home Vendor portal	Retail						Everything		٩
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4 Common	Name:	SOUTHERN GLAZERS W	INE AND SPIRITS			DOLC	Department of Commerce		
Profile	Language:	en-us							
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⊿ Reports							ОК	Cancel	
Vendor reports	4 Contacts							Concer	
	Name	E-mail	Telephone	This grid is empty.	Job title		Manager		



Company **DAT** is never used.

16. Company **BAIL** is now displayed on the top of the screen.

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⊿ Common	Name:	SOUTHERN GLAZERS WINE AND SPIRITS		
Profile	Language:	en-us		
Contacts	Currency:	USD		
Supplied products	Address:			
Notifications				
Price simulator				

17. Click Vendor reports on the Vendor portal panel.

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Vendor reports	⁴ Contacts Name	E-mail	Telephone	This grid is empty.	Job title	Manager		

18. Click Vendor Inventory Adjustment Report to display the search parameters to run the Vendor Inventory Adjustment Report.

Home Vendor portal	Retail	Everyt	hing	G	io to Top l	Link Bar
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Vendor portal		Type to	filter	Title	V>	" ≯
4 Common	Title	Description				
Profile	Supply performance	Print supply capacity				
Contacts	DC Receiving	Report the DC purchase order receipts that were completed within a given d	late range			
Supplied products	DC Inventory	Print DC on-hand inventory				
Notifications	Vendor Inventory Adjustment Report	View the inventory adjustment report				
Price simulator	Bailment PO and Invoice	Bailment PO and Invoice report				
4 Reports	Price Bulletin	View the price bulletin report				
Vendor reports	Agency information listing	Generate report with information about the agencies				
venuor reports	Product Information	View product information				
	Price List	View price list				
	Agency Inventory Report	Get the on-hand and minimum inventory for items				
		1 2				

19. Click 🔳 in the From date field and select the desired date on the calendar. In

this example, select "1/1/2020."

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20. Click i in the **To date** field and select the desired date on the calendar. In this example, select "1/31/2020."

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Supplied products	Vendor		•	Comp	29			1	2	3	4			
Notifications				Пн	5	6	7	8	9	10	11			
Price simulator					12	13	14	15	16	17	18			
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Always use the calendar function to enter dates. A date range must be selected.

21. Click in the **Distribution Center** field and select the desired warehouse (DC). In this example, select "GRN." Click the OK button.

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Vendor portal 4 4 Common Fr Profile th Contacts Vi Supplied products Notifications Price simulator 4 Reports Vendor reports	▲ Parameters rom date [em [endor [5 1///2020	Type to filter Warehouse GPT GPTQ GPTR GRNQ GRNN GRNQ GRNR	To date 1/31/2020 View report Distribution Center Warehouse V View report Wavehouse V View report Growport Accupe Green Green Green Custantine Green Recoup OK Cancel			



If you leave the **Distribution Center** field blank, the report will run for both Green and Groveport. If the **Item** field is blank, the report will run for all items at the selected DC. If the **Vendor** field is left blank, it will run only for your Vendor account if you are a Vendor. If you are a Broker, it will run for all of the Vendors you represent.

22. Select "BAIL" from the **Company** field drop-down list. A company must be selected for the report to run. Click the OK button.

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23. Select the **Historical Items** box to include data for items that were represented by the Vendor in the past but have since been moved to a different Vendor/Broker. The default for this report is for the **Historical Items** box to be unchecked. For this example, the box remains unchecked.

24. Click	View report to run the report.		
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25. Review the displayed information.

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Vendor reports	1	Department of Commerce																				
	Distain of Ligan Control																					
	Date	Journal	Authorization	Reason	Brand	Name	From warehouse	To warehouse	Quantity	Bottle Cost	Total Cost	Case Condition	Case Imprint	Outside Damage	Bottle Condition	Damage By	Notes	Vendor	Vendor id	1		
	01,/02/2020	80391149		Warehouse	02818	JAMESON	GRNR	GRN	-1.00	0.00	0.0.	N/A	N/A	NA	N/A	Inventory Movement		PERNOD RICARD USA LLC	000000090	1		
	01/02/2020	BU391151		Warehouse	01894	BLACK VELVET	GRNR	GRN	-1.00	1 0.00	0.0	N/A	N/A	N/A	N/A	Inventory Movement		HEAVEN HILL SALES CO	000000440	1		
	01/02/2020	BU391153		Warehouse	2864M	DUSSE	GRNR	GRN	-6.00	0.00	0.05	N/A	N/A	NA	N/A	Inventory		BACARDI USA	000000099	1		
	01/02/2020	BU391159		Warehouse	30758	FOUR ROSES SINGLE BARREL	GRNR	GRN	-1.00	0.00	0.00	N/A	N/A	NA	N/A	inventory Movement		FOUR ROSES DISTILLERY LLC	000000838			
	01/02/2020	BU391174		Warehouse	0057D	ABSOLUT	GRNR	GRN	-1.00	1 0.00	0.04	N/A	N/A	N/A	N/A	Inventory Movement		PERNOD RICARD USA LLC	000000090	1		- 1
	01/02/2020	BU391213	1	Warehouse	29371	ESPOLON	GRN	GENR	-1.00	1 0.00	0.04	N/A	N/A	NA	N/A	Inventory Movement		CAMPARI AMERICA LLC	000000863	1		
	01/02/2020	BU391216		Warehouse	29371	ESPOLON	GRNR	GRINQ	-0.16	0.00	0.04	N/A	N/A.	N/A	N/A	Damaged Warehouse		CAMPARI AMERICA LLC	000000883	1		
	01/02/2020	BU391277		Warehouse	5501L	LA PRIMA GOLD	GRN	GENR	-1.00	1 0.00	0.01	N/A	N/A	NA	N/A	Inventory Movement		LUKCO INC CLEVELAND	000000868	1		
	01/02/2020	BU391278		Warehouse	5501L	LA PRIMA	GRNR	GRINQ	-0.42	0.00	0.00	N/A	N/A	NA	N/A	Damaged		LURCO INC	000000868	1		
	01/02/2020	80391325		Warehouse	5501L	LA PRIMA	GRNR	GRINQ	-4.25	0.00	0.05	N/A	N/A	NA	N/A	Damaged		LURCO INC CLEVELAND	838000000	1		
	01/02/2020	BU391344		Warehouse	0374M	AVION	GRN	GRNR	-1.00	0.00	0.00	N/A	N/A	NA	N/A	Inventory		PERNOD RICARD	000000090	1		
	01/02/2020	BU391345		Warehouse	0374M	AVION	GRNR	GRINQ	-0.16	0.00	0.00	N/A	N/A	NA	N/A	Damaged		PERNOD RICARD	000000090	1		
	01/02/2020	BU391429		Warehouse	1766L	CAPTAIN MORGAN PARROT BAY	GRM	GRMR	-1.00	0.00	0.0	N/A	N/A	N/A	N/A	Inventory Movement		SAZERAC CO INC	000000932	1		
	01/02/2020	BU391431		Warehouse	1766L	CAPTAIN MORGAN PARROT BAY	GRNR	GRNQ	-0.08	3 0.00	0.0	N/A	N/A	NA	N/A	Damaged Warehouse		SAZERAC CO INC	000000932			

26. Click any link on the Vendor portal panel to perform another task.

Results

You have run the Vendor Inventory Adjustment Report.

vend_run vendor inventory adjustment report_ja_rev 5.pptm