

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

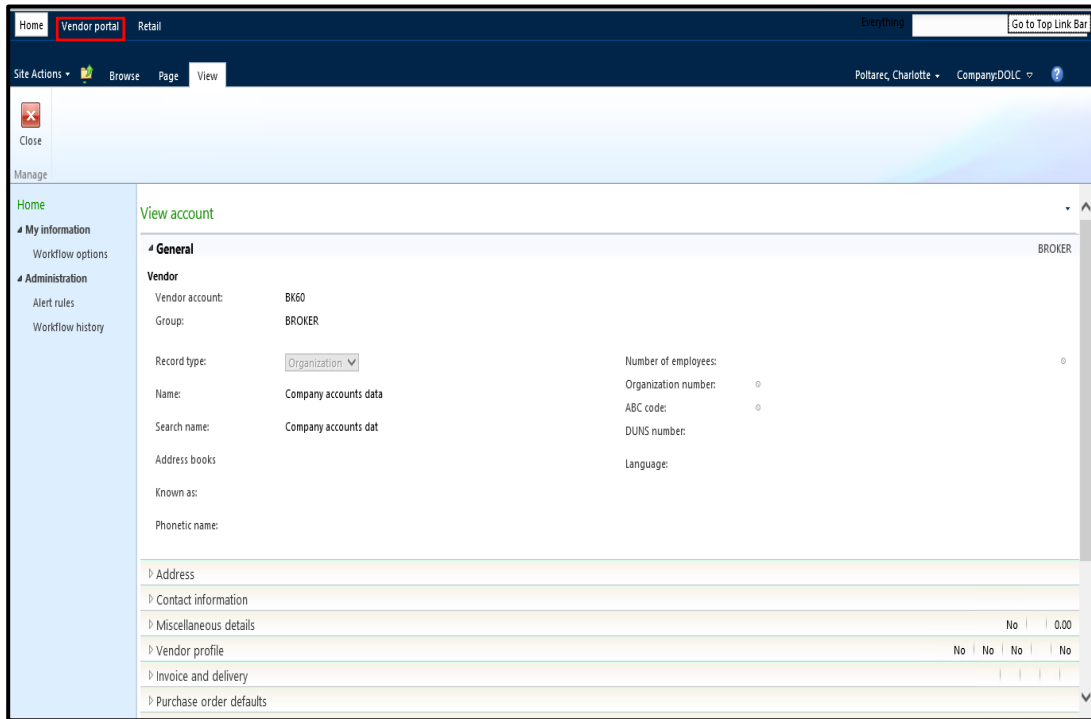
<https://Impaxportal.ohio.gov>

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.

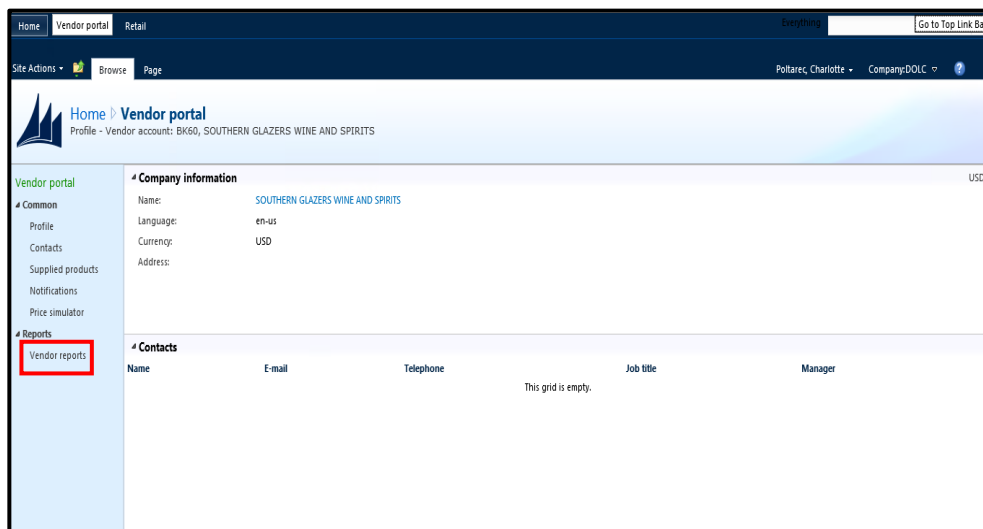
If You Want To:	Go To:
Run the report in the DOLC company	Step 4
Run the report in the BAIL company	Step 15

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

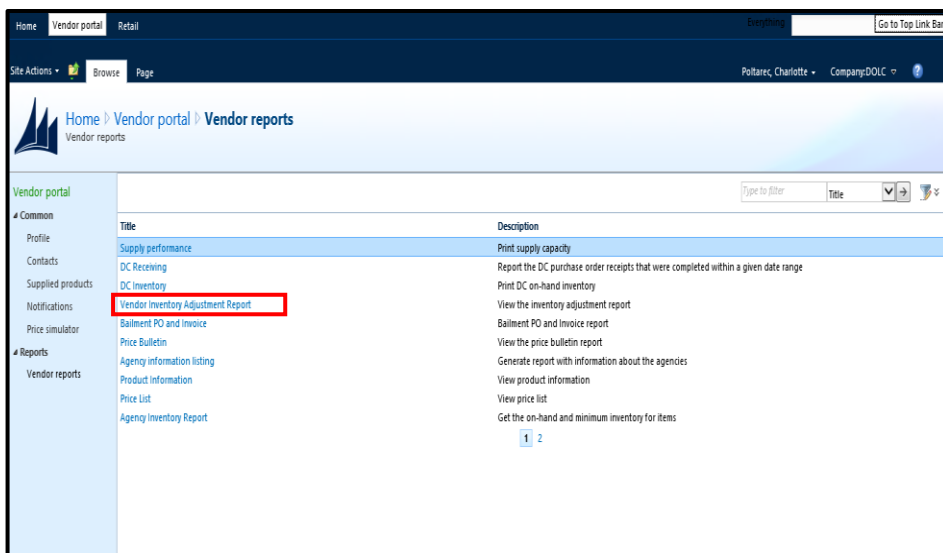



If you are not in the DOLC company, go to step 15 to see how to change companies before proceeding.

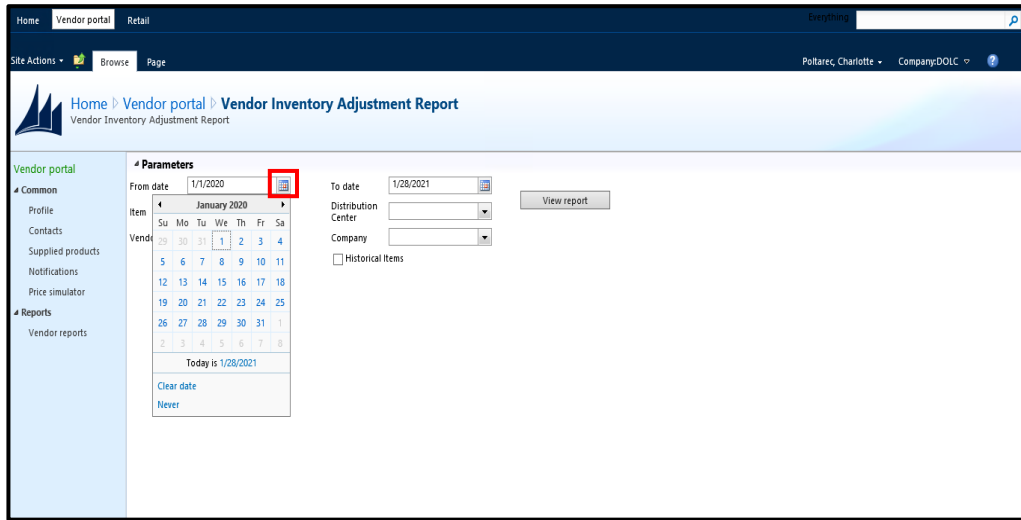
5. Click **Vendor reports** on the Vendor portal panel.




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

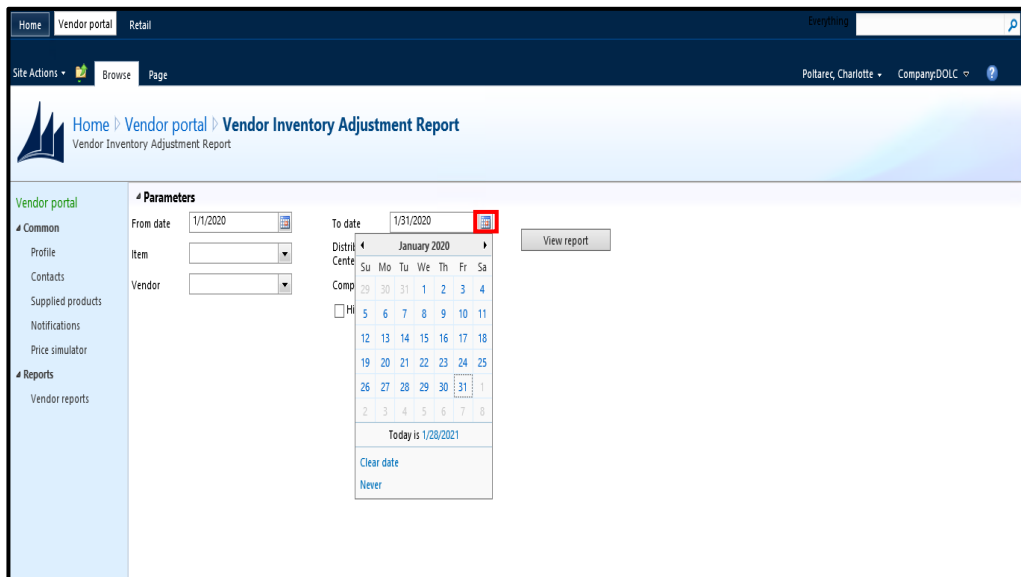


7. Click  in the **From date** field and select the desired date on the calendar. In this example, select “1/1/2020.”



The screenshot shows the 'Vendor Inventory Adjustment Report' page. The 'Parameters' section includes a 'From date' field with the value '1/1/2020'. A red box highlights the calendar icon in the 'From date' field. Below the 'From date' field is a calendar for January 2020, with the 1st of January highlighted. To the right of the 'From date' field is a 'To date' field with the value '1/28/2021'. Below the 'To date' field is a 'View report' button. The page also includes a navigation menu on the left and a header with the company name 'Poltarec, Charlotte' and 'Company: DOLC'.



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

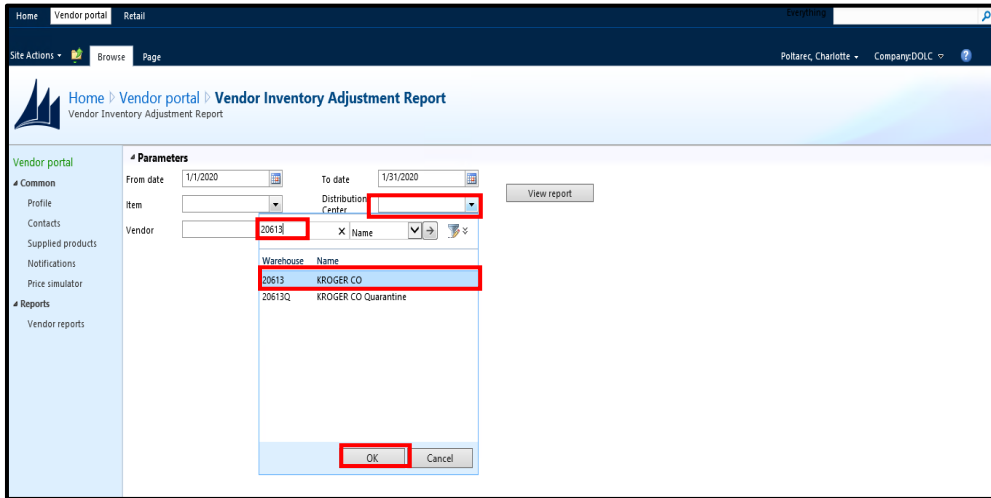


The screenshot shows the 'Vendor Inventory Adjustment Report' page. The 'Parameters' section includes a 'To date' field with the value '1/31/2020'. A red box highlights the calendar icon in the 'To date' field. Below the 'To date' field is a calendar for January 2020, with the 31st of January highlighted. To the left of the 'To date' field is a 'From date' field with the value '1/1/2020'. Below the 'From date' field is a 'View report' button. The page also includes a navigation menu on the left and a header with the company name 'Poltarec, Charlotte' and 'Company: DOLC'.



Always use the calendar function to enter dates. A date range must be selected.


9. Click  in the **Distribution Center** field and select the desired warehouse (Agency). In this example, select “30216.” Click the  button.

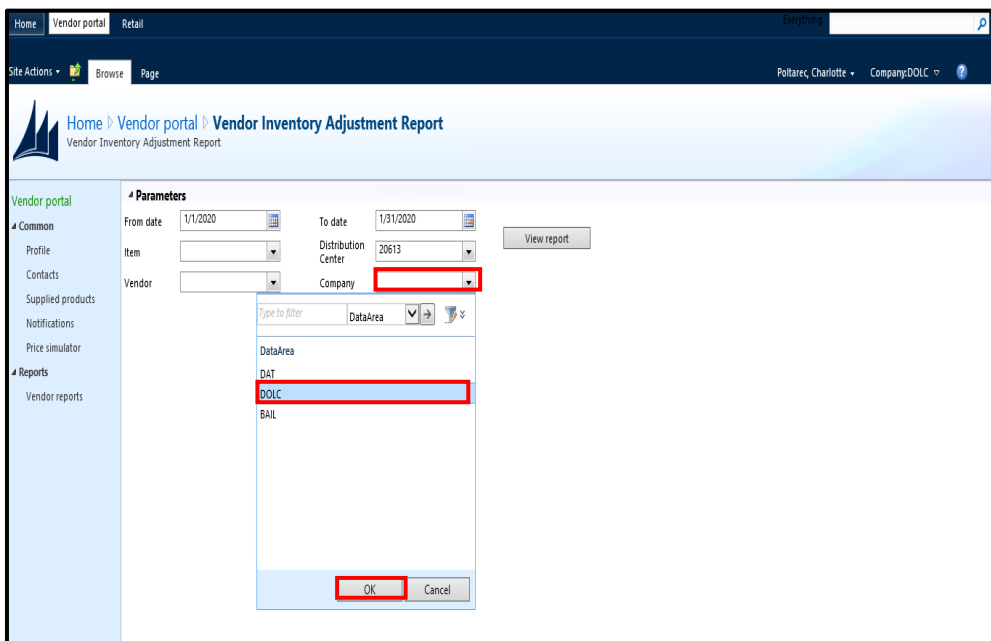


The screenshot shows the 'Vendor Inventory Adjustment Report' form. The 'Parameters' section includes fields for 'From date' (1/1/2020), 'To date' (1/31/2020), 'Item', 'Distribution Center', and 'Vendor'. The 'Distribution Center' dropdown is open, showing a list of warehouses: '20613 KROGER CO' (highlighted in red), '20613Q KROGER CO Quarantine', and '20613R KROGER CO'. The 'Vendor' field is set to '20613'. There are 'OK' and 'Cancel' buttons at the bottom of the dropdown menu.



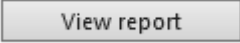
If you leave the **Distribution Center** field blank, the report will run for all Agencies. If the **Item** field is blank, the report will run for all items at the selected Agency. If the **Vendor** field is left blank, it will run only for your Vendor account if you are a Vendor. If you are a Broker,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

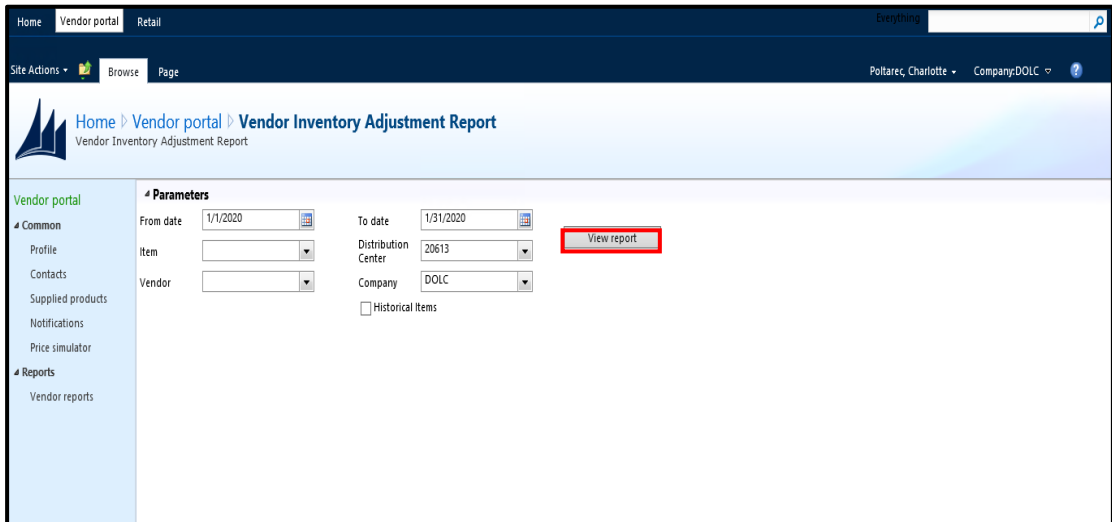
10. Select “DOLC” from the **Company** field drop-down list. A company must be selected for the report to run. Click the  button.



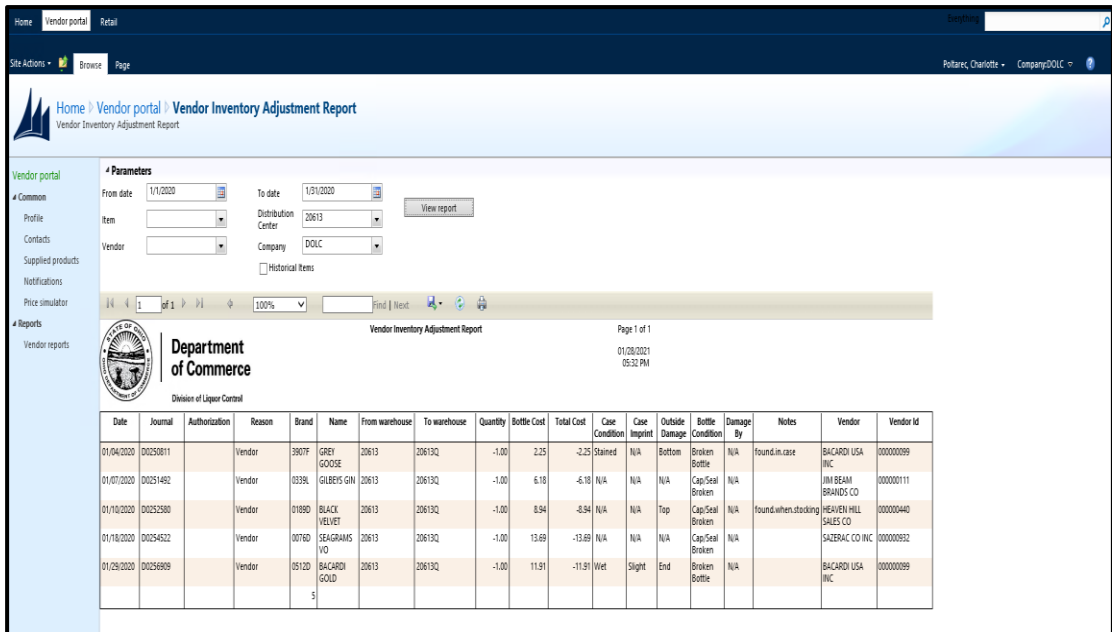
The screenshot shows the 'Vendor Inventory Adjustment Report' form. The 'Parameters' section includes fields for 'From date' (1/1/2020), 'To date' (1/31/2020), 'Item', 'Distribution Center', and 'Company'. The 'Distribution Center' is set to '20613'. The 'Company' dropdown is open, showing a list of companies: 'DataArea', 'DAT', 'DOLC' (highlighted in red), and 'BAIL'. There are 'OK' and 'Cancel' buttons at the bottom of the dropdown menu.

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  to run the report.

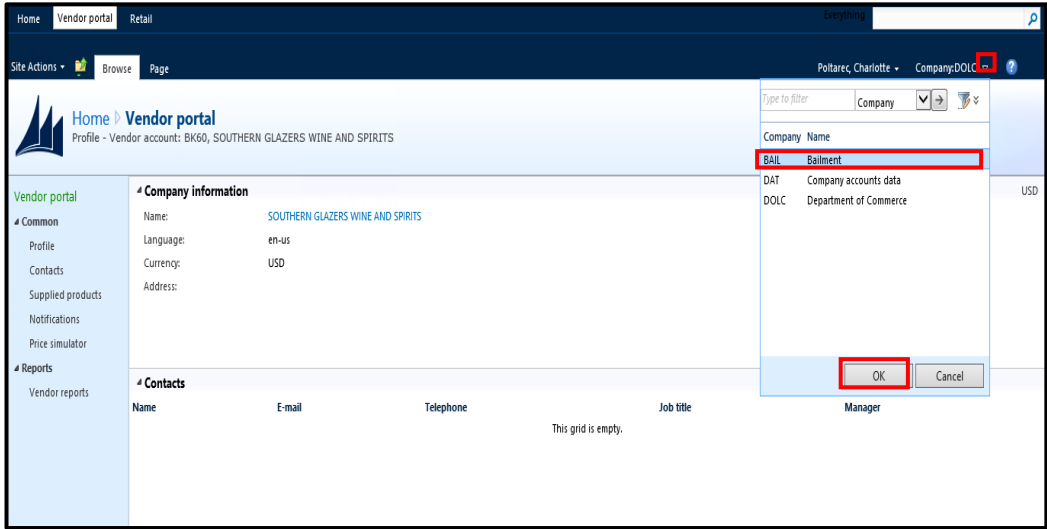


13. Review the displayed information.



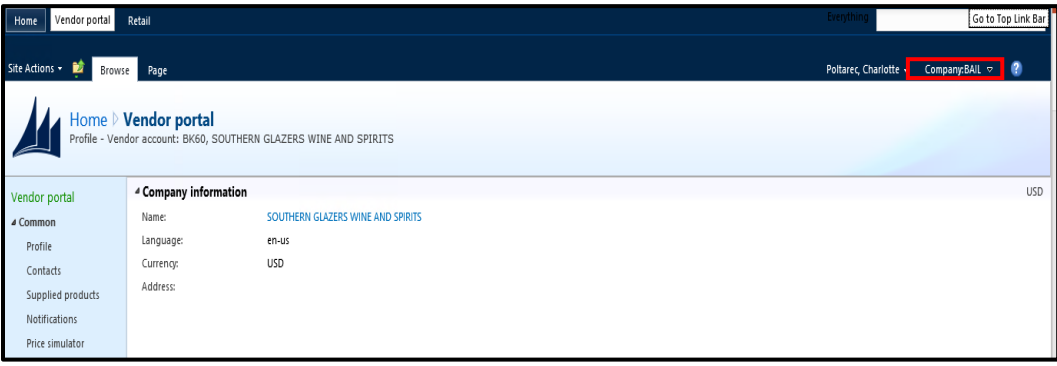
14.	If You Want To:	Go To:
	Run the report in the BAIL company	Step 15
	Exit this task	Step 26

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.

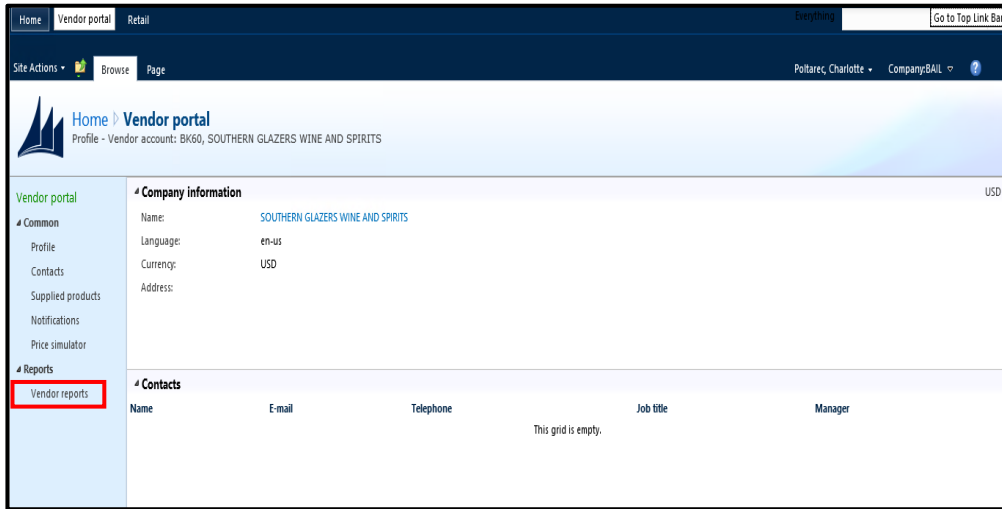


 Company **DAT** is never used.

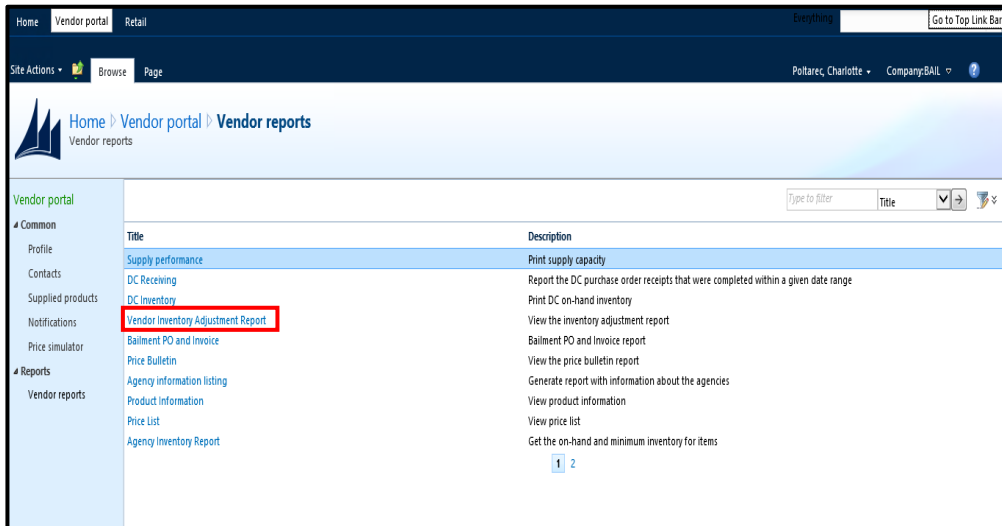
16. Company **BAIL** is now displayed on the top of the screen.




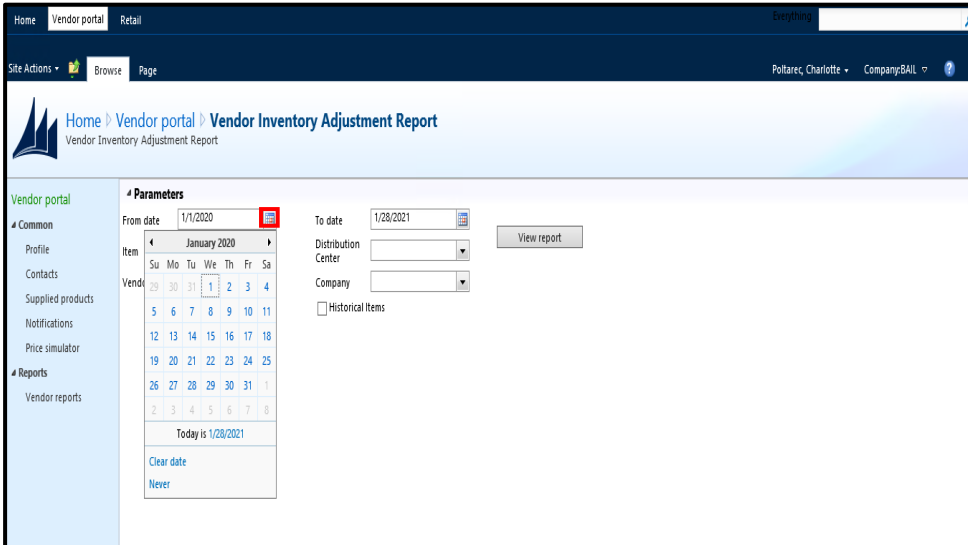
17. Click **Vendor reports** on the Vendor portal panel.




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

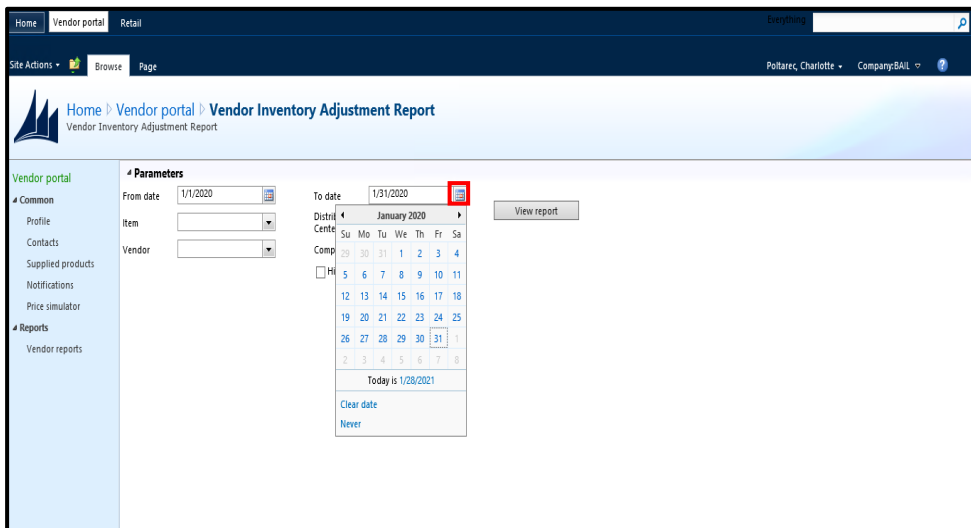


19. Click  in the **From date** field and select the desired date on the calendar. In this example, select “1/1/2020.”



The screenshot shows the 'Vendor Inventory Adjustment Report' page. The 'Parameters' section has the 'From date' field set to 1/1/2020, with a calendar icon to its right. The 'To date' field is set to 1/28/2021. A calendar for January 2020 is open, showing the date 1/1/2020 selected. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The 'View report' button is visible to the right of the date fields.


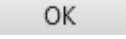
20. Click  in the **To date** field and select the desired date on the calendar. In this example, select “1/31/2020.”

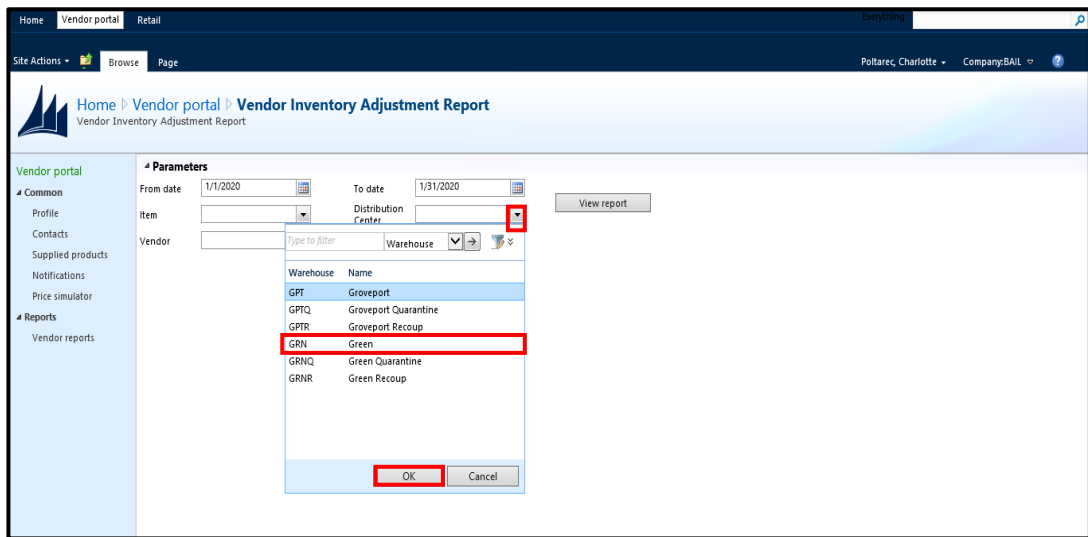


The screenshot shows the 'Vendor Inventory Adjustment Report' page. The 'Parameters' section has the 'From date' field set to 1/1/2020 and the 'To date' field set to 1/31/2020, with a calendar icon to its right. A calendar for January 2020 is open, showing the date 1/31/2020 selected. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The 'View report' button is visible to the right of the date fields.

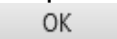


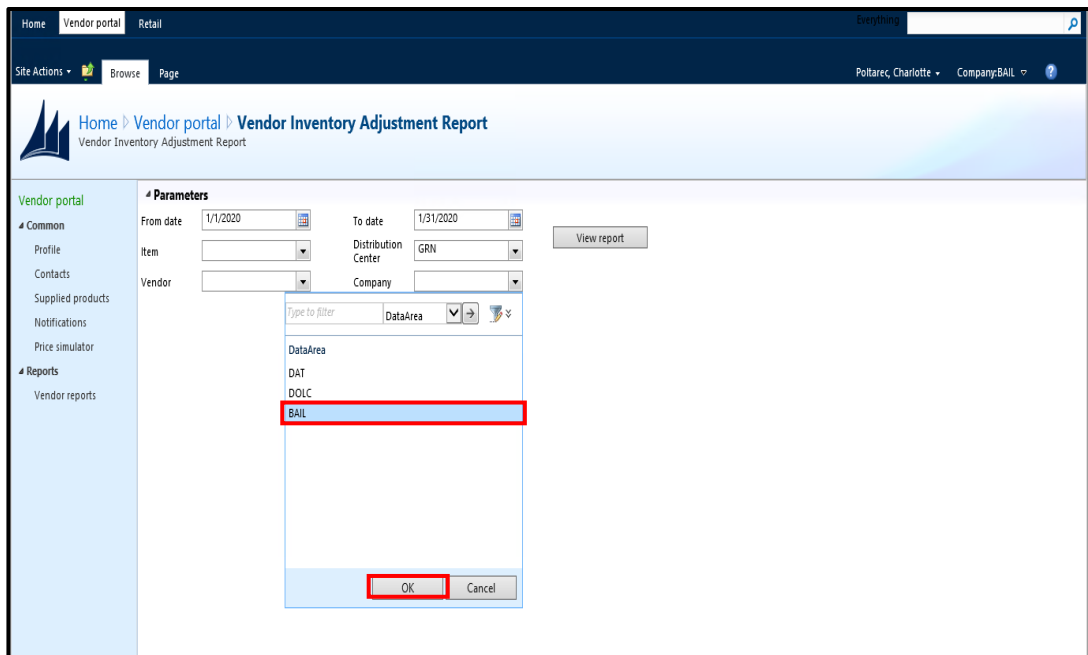
Always use the calendar function to enter dates. A date range must be selected.

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



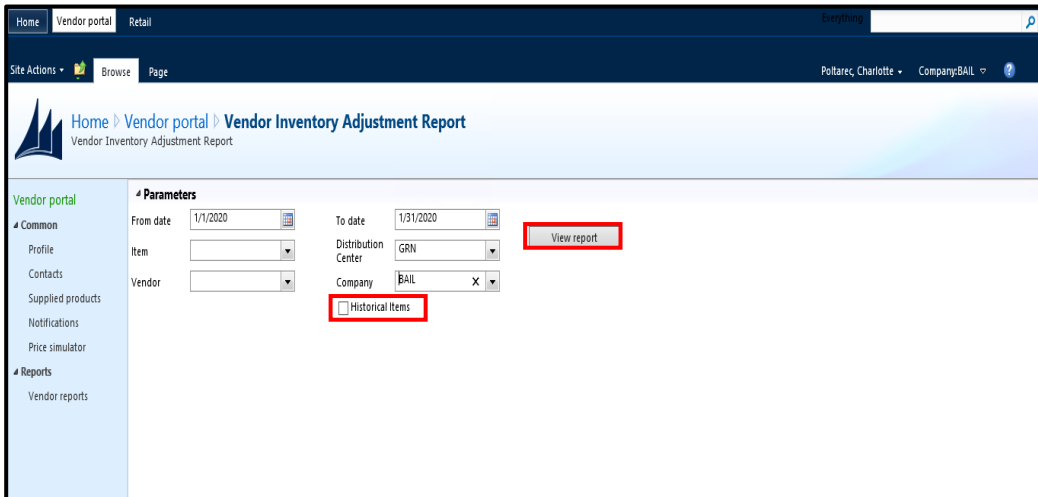
If you leave the **Distribution Center** field blank, the report will run for both Green and Groveport. If the **Item** field is blank, the report will run for all items at the selected DC. If the **Vendor** field is left blank, it will run only for your Vendor account if you are a Vendor. If you are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



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  to run the report.



25. Review the displayed information.

Date	Journal	Authorization	Reason	Brand	Name	From warehouse	To warehouse	Quantity	Bottle Cost	Total Cost	Case Location	Case Weight	Outside Damage	Bottle Condition	Damage By	Notes	Vendor	Vendor ID
01-02-2020	B0391149			02818	JAMESON WHISKY	GRNR	GRN	-1.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	PERIOD RICHARD USA LLC	00000090	
01-02-2020	B0391151			0188A	BLACK VELVET	GRNR	GRN	-1.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	HEAVY HILL SALES CO	00000440	
01-02-2020	B0391153			28684F	ROSSI	GRNR	GRN	-4.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	SICARDI USA INC	00000099	
01-02-2020	B0391159			3075B	FOUR BROS SINGLE MASH	GRNR	GRN	-1.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	FOUR BROS DISTILLERY LLC	00000030	
01-02-2020	B0391174			0057D	ABSOLUT	GRNR	GRN	-1.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	PERIOD RICHARD USA LLC	00000090	
01-02-2020	B0391213			2937L	ESPOLON SILVER	GRNR	GRNR	-1.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	CAMPB AMERICA LLC	00000085	
01-02-2020	B0391216			2937L	ESPOLON SILVER	GRNR	GRNQ	-0.16	0.00	0.00	N/A	N/A	N/A	N/A	Damaged Warehouse	CAMPB AMERICA LLC	00000085	
01-02-2020	B0391277			5001L	LA PINA GOLD	GRNR	GRNR	-1.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	LUCO INC CLEVELAND	00000060	
01-02-2020	B0391278			5001L	LA PINA GOLD	GRNR	GRNQ	-0.40	0.00	0.00	N/A	N/A	N/A	N/A	Damaged Warehouse	LUCO INC CLEVELAND	00000060	
01-02-2020	B0391325			5001L	LA PINA GOLD	GRNR	GRNQ	-0.25	0.00	0.00	N/A	N/A	N/A	N/A	Damaged Warehouse	LUCO INC CLEVELAND	00000060	
01-02-2020	B0391344			07348	WYON SILVER	GRNR	GRNR	-1.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	PERIOD RICHARD USA LLC	00000090	
01-02-2020	B0391345			07348	WYON SILVER	GRNR	GRNQ	-0.16	0.00	0.00	N/A	N/A	N/A	N/A	Damaged Warehouse	PERIOD RICHARD USA LLC	00000090	
01-02-2020	B0391429			1766A	CAPTAIN MORGAN PARSOT RUM	GRNR	GRNR	-1.00	0.00	0.00	N/A	N/A	N/A	N/A	Inventory Movement	SAZBAC CO INC	00000932	
01-02-2020	B0391431			1766A	CAPTAIN MORGAN PARSOT RUM	GRNR	GRNQ	-0.00	0.00	0.00	N/A	N/A	N/A	N/A	Damaged Warehouse	SAZBAC CO INC	00000932	

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

Results

You have run the *Vendor Inventory Adjustment Report*.