

## Exercise 1: Use Movement journals

In **USMF**, you need to update the on-hand inventory manually using an Inventory movement journal.

It's also possible to update on-hand inventory by importing transactions in data entities.

### Initialize stock levels in the warehouse

1. Go to **Inventory management > Journal entries > Items > Movement**.
  2. Click **New**.
  3. In the **Name** field, click the drop-down button to open the lookup.
  4. Select **Imov**. It's a good practice to use different journal name templates for the different business purposes.
  5. In the **Offset account** field, specify the values '140200'. This is the offset account that will be the default account on the journal lines. It's possible to override the default to assign different offset accounts per line.
  6. Click **OK**.
  7. Click **New** in the **Journal lines** fast tab.
  8. In the Item number field, click the drop-down button to open the lookup.
  9. Select item **A0001**.
  10. Click the **Inventory dimensions** tab.
  11. In the **Site** field, click the drop-down button to open the lookup.
  12. Select site **1**.
  13. In the **Warehouse** field, click the drop-down button to open the lookup.
  14. Select warehouse **13**.
  15. In the **Location** field, click the drop-down button to open the lookup.
  16. Select location **13**.
  17. In the **Quantity** field, enter a number.
  18. Click **Save**.
  19. Click **Post**.
  20. Check or uncheck the **Transfer all posting errors to a new journal** check box. If you enable this option, any lines that fail to post will be copied to a new journal. You can use the information in the log to correct the issues and then re-post the lines.
  21. Click **OK**.
  22. Close all pages.
-

## Exercise 2: Use Inventory adjustment journals

As a warehouse manager in **USMF**, you need to adjust stock levels of products in the warehouse.

### Adjust stock levels in the warehouse

1. Go to **Inventory management > Journal entries > Items > Inventory adjustment**.
2. Click **New**.
3. In the **Name** field, click the drop-down button to open the lookup.
4. In the list, click on the inventory adjustment journal name you want to use. Some other fields will be populated based on the setup of the inventory adjustment journal name you select.
5. Click **OK**.
6. Click **New** in the **Journal lines** fast tab.
7. In the **Item number** field, Select 'D0001'.
8. In the **Site** field, click the drop-down button to open the lookup.
9. In the list, select a site 1.
10. In the **Warehouse** field, click the drop-down button to open the lookup.
11. In the list, select warehouse 13. If you have selected an item with Location as a mandatory dimension, you would have to specify the location here.
12. In the **Quantity** field, enter a number. The cost price field specifies the cost per unit for inventory receipts. If the cost is not specified for the item number or if you wanted to change it manually, you would do this here.
13. Click **Validate**.
14. Click **OK**.
15. Note that the Journal is OK, and click **Post**. When you post this kind of journal, an inventory receipt or issue is posted, the inventory level and value are changed, and ledger transactions are generated.
16. Click **OK**.
17. Close all pages.

---

## Exercise 3: Use transfer journals

As a warehouse employee in **USMF**, you need to perform the process of creating and posting an inventory transfer journal in order to register movement of an item from one location in a warehouse to another.

### Transfer physical inventory within the warehouse.

1. Go to **Inventory management>Journal entries>Items>Transfer**.
2. Click **New**.
3. In the **Name** field, enter or select **ITrf**.
4. Click **OK**.

There is the option to specify 'From' and 'To' dimensions for each journal line. These are essential for this journal type. You can transfer items to locations using different rules. In this example we'll transfer an item within the same warehouse, from a license plate-controlled location to a location that is not license plate controlled.

5. Click **New** in the **Journal lines** fast tab.
6. In the **Item number** field, enter or select 'A0001'.
7. In the **From site** field, enter or select '2'.
8. In the **To site** field, enter or select '2'.
9. In the **From warehouse** field, enter or select '24'.
10. In the **To warehouse** field, enter or select '24'.
11. In the **From location** field, enter or select 'FL-001'.
12. In the **To location** field, enter or select 'BULK-001'.
13. In the **Quantity** field, enter a number.
14. Click the **Inventory dimensions** tab in the **Line details** fast tab.
15. In the **License plate** field in both the **From inventory dimensions** and **To inventory dimensions** groups, enter or select '24'.
16. Click **Save**.
17. Click **Post**.
18. Click **OK**.
19. Click **Inventory** in the Journal lines fast tab.
20. Click **Transactions** to see the transfer.
21. Close all pages.

---

### Exercise 4: Use counting journals

As a warehouse worker in **USMF**, you need to perform the process of creating and posting an inventory counting journal in order to count a specific item at a location in the warehouse.

1. Go to **Inventory management > Journal entries > Item counting > Counting**.
2. Click **New**.
3. In the **Name** field, click the drop-down button to open the lookup.

4. In the list, click on the inventory counting journal **lcnt**. Some other fields will be populated based on the setup of the inventory counting journal name that you select.
5. In the **Worker** field, click the drop-down button to open the lookup.
6. In the list, select the worker you want to use.
7. Click **Select**.
8. Click **OK**.
9. Click **New** in the **Journal lines** fast tab.
10. In the **Item number** field, click the drop-down button to open the lookup.
11. In the list, find and select 'A0001'.
12. In the **Site** field, click the drop-down button to open the lookup.
13. In the list, find and select site '2'.
14. In the **Warehouse** field, click the drop-down button to open the lookup.
15. In the list, find and select warehouse '24'.
16. In the **Location** field, click the drop-down button to open the lookup.
17. In the list, find and select location 'BULK-001'
18. In the **Counted** field, enter a number.
19. If you enter a counted number that's different than the number shown in the **On-hand** field, the **Quantity** field is updated to show the discrepancy.
20. Click **Save**.
21. Click **Post**. When you post an inventory counting journal, if the counted amount differs from amount that's reported in the On-hand field an inventory receipt or issue is posted, the inventory level and value are changed, and ledger transactions are generated.
22. Click **OK**.
23. Close all pages.