



Dynamics 365 – Inventory Management

Revision 1



Revision History

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			Verified	
			Approved	
			Prepared	
			Verified	
			Approved	
			Prepared	





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1 About User Manual

This document describes the step-by-step guide of on hand and net requirements of a product or a list of sub-products (items). These actions are typically performed by a purchase user (employee) in a legal entity (legal organization). The user can view the on hand and net requirements of the selected item.

The step-by-step guide for on hand items and net requirements will be explained.

1.1 Dashboard Overview

After logging in, you will see the main dashboard which includes the grid of individual workspaces (in the middle), which are represented in the **Figure 1**.

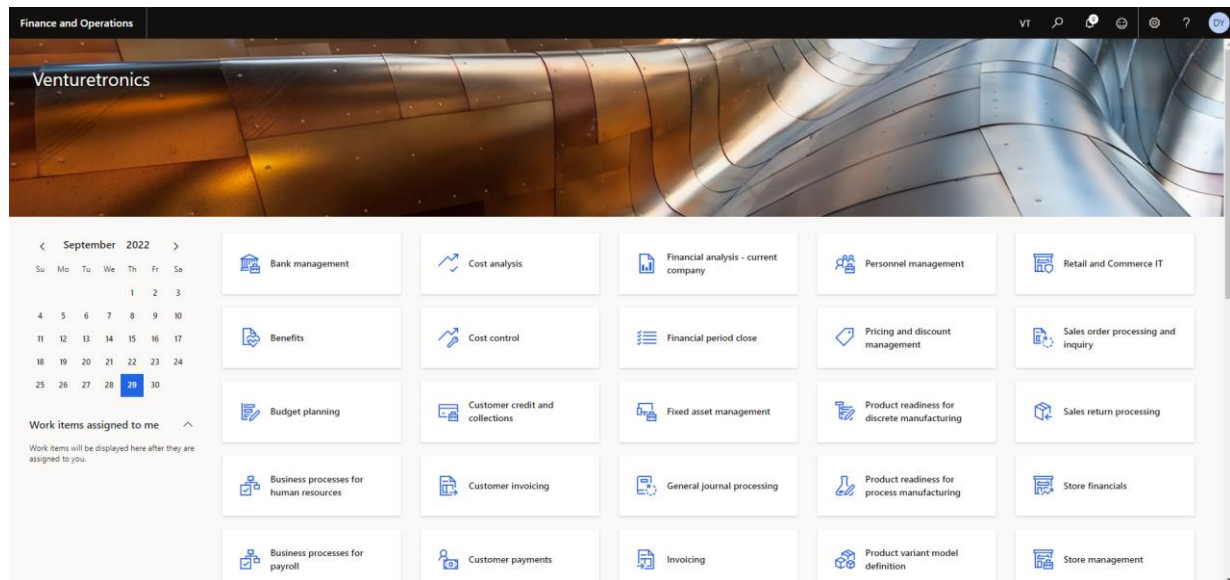


Figure 1. Dashboard Overview

2 On Hand

There are various ways to access the purchase order (PO) workspace.

Approach 1: From Released Products

If you want to view the one on hand item click on the **Released Products** from **Product Information Management** module, then click on the **On-Hand Inventory** from the manage inventory tab. These processes are already highlighted in the below Figures.

Approach 2: From Inventory Management

If you want to view the multiple on hand items click on the “**On Hand Items**” from **Product Information Management** module, then perform the action as per requirement to view the on-hand items. These processes are already highlighted in the below Figures.

2.1 On Hand from Released Products

2.1.1 Released Product

As a first step to open the released products by clicking on the module **Product Information Management**, which have been shown in **Figure 2**.

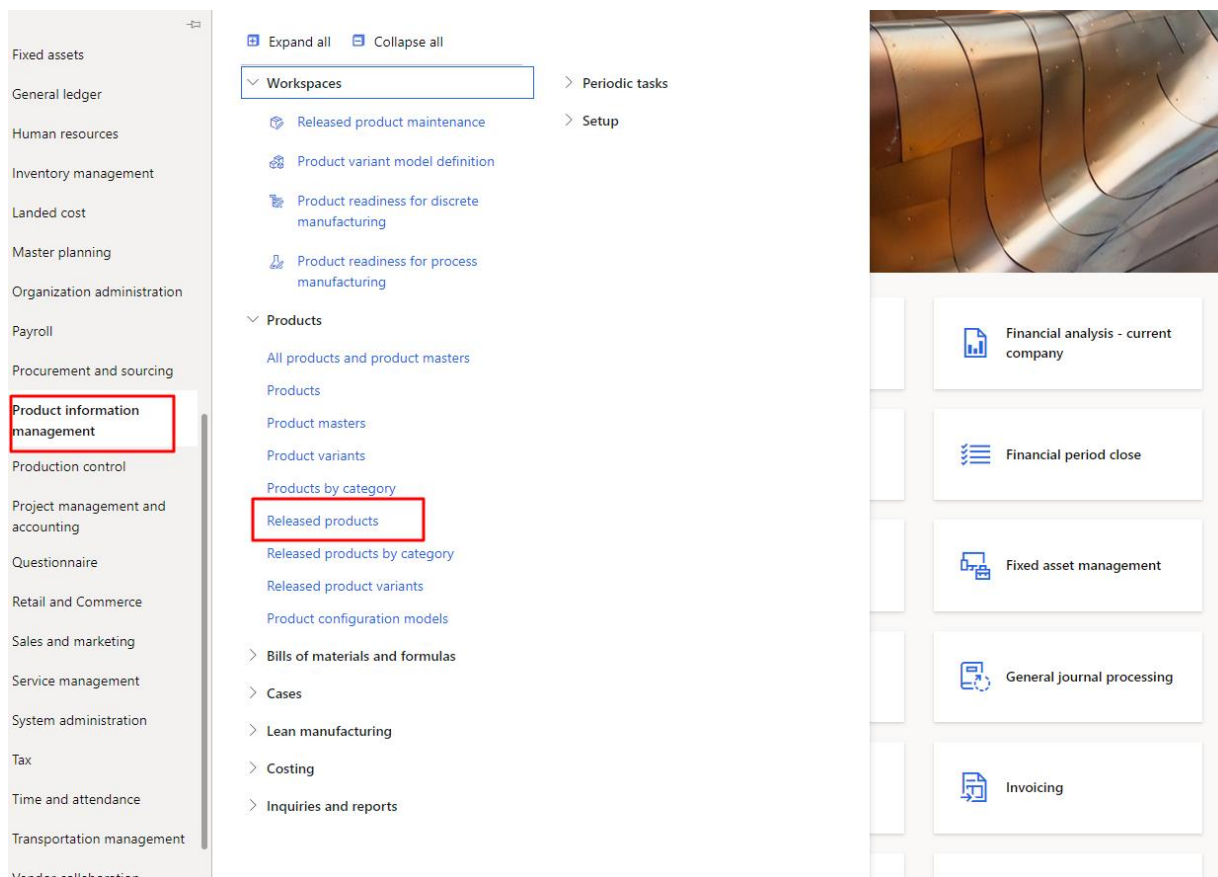


Figure 2 Released product

2.1.2 Select and open on Hand Inventory

As **step 1**, the purchase user can access the on-hand items by clicking on **Manage Inventory** button in tap bar. As the user click on **Manage Inventory** needs to perform the action on specific item to view it's on hand inventory. The process is also shown in the **Figure 3**.

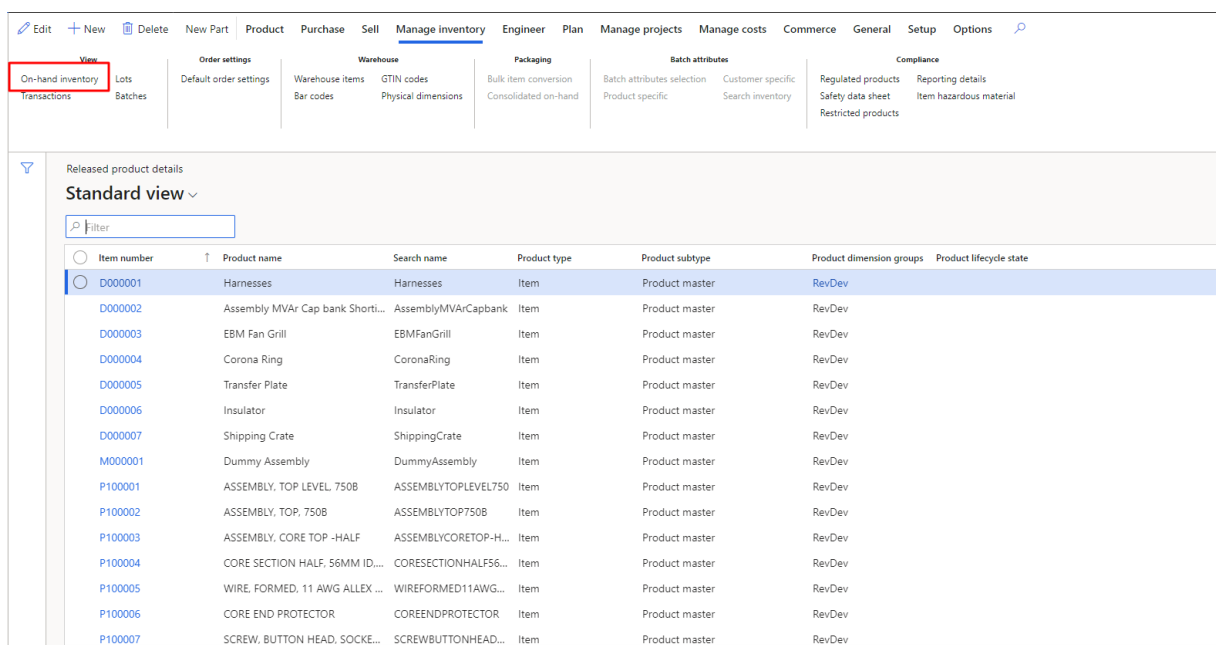


Figure 3 Select and open on Hand Inventory



2.1.3 View on Hand Inventory

In **step 2**, the purchase user can access this tab by opening the specific item to view it's on hand inventory. As the user clicks on on-hand Inventory then this screen will show up. The user will be able to view the on-hand Inventory the selected item. The process is also shown in the **Figure 4**.

Item number	Product name	Search name	REV	DEV	Site	Physical inventory	Physical reserved	Available physical	Available physical on exa...	Ordered in total	On order	Ordered re...	Available f...	Total available	Users ware...	Product identity
0000001	Harnesses	Harnesses	-21	-	VT-LHR	Physical inventory	Physical reserved	Available physical	Available physical on exa...	1.00	On order	Ordered re...	1.00	1.00		0000001-21486

Figure 4 View on Hand Inventory

2.2 On hand from Inventory Management

2.2.1 Inventory Management

As a first step to open the on-hand item by clicking on the module **Inventory Management**, which have been shown in **Figure 5**.

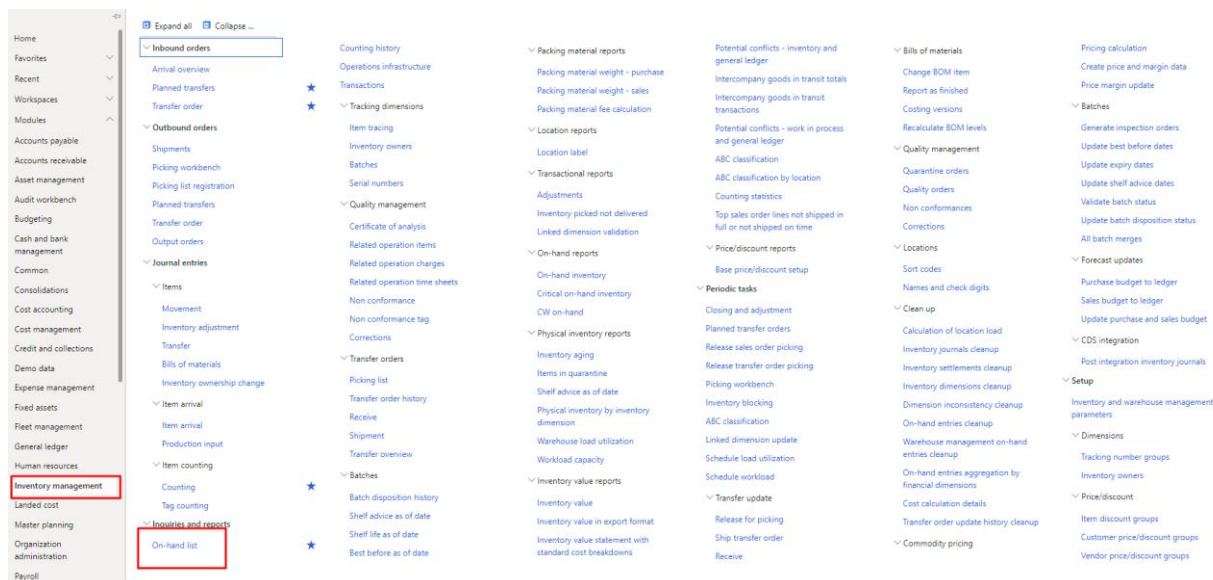


Figure 5 Inventory Management

2.2.2 Select and open on Hand Inventory

As **step 1**, the purchase user can access the on-hand items by clicking on on-hand items button. As the user click on on-hand items need to perform the action by clicking on apply button to view the on-hand items. The process is also shown in the **Figure 6**.



Figure 6 Select and open on Hand Inventory

2.2.3 View All on Hand Inventories

In **step 2**, the purchase user can access this tab by performing the action on apply button to view the on-hand items. As the user click on apply then this screen will show up, there user will be able to view the on-hand inventories. The process is also shown in the **Figure 7**.

Item num...	Product name	Search name	REV	Site	Warehouse	Location	Physical inventory	Physical reserved	Available physical	Available physical on exa...	Ordered in 1
D000001	Harnesses	Harnesses	-21...	VT-LHR	VT-LHRMain	ASSY Floor					1
D000003	EBM Fan Grill	EBMFanGrill	A	VT-LHR	VT-LHRMain	R01-1-2					1
M000001	Dummy Assembly	DummyAssembly	-	JBL-FL	JBL-FL	Store					
P100001	ASSEMBLY TOP LEVEL 7508	ASSEMBLYTOPLEVEL7508	A	JBL-FL	JBL-FL	Store	19.00		19.00	19.00	
P100001	ASSEMBLY TOP LEVEL 7508	ASSEMBLYTOPLEVEL7508	A	VT-LHR	VT-LHRMain	ASSY Floor	1.00		1.00	1.00	
P100025	COMPONENT ASSEMBLY	COMPONENTASSEMBLY	C	JBL-FL	JBL-FL	Store					
P100030	THERMAL PAD, MCV	THERMALPADMCV	A	JBL-FL	JBL-FL	Store					3
P100269	Washer, Flat, #10, 0.203 ID x 0.438 OD ...	WasherFlat#100.203	A	JBL-FL	JBL-FL	Store	12,800.00		12,800.00	12,800.00	1
P100269	Washer, Flat, #10, 0.203 ID x 0.438 OD ...	WasherFlat#100.203	A	VT-LHR	VT-LHRMain	R09501B01	1,450.00		1,450.00	1,450.00	
P102157	Washer, Flat, M8 Screw, 16mm OD, 31...	WasherFlatM8Screw16	A	JBL-FL	JBL-FL	Store	5,500.00		5,500.00	5,500.00	
P102157	Washer, Flat, M8 Screw, 16mm OD, 31...	WasherFlatM8Screw16	A	VT-LHR	VT-LHRMain	R09501B01	1,620.00		1,620.00	1,620.00	
P102157	Washer, Flat, M8 Screw, 16mm OD, 31...	WasherFlatM8Screw16	A	VT-LHR	VT-LHRMain	R09501B02	18,000.00		18,000.00	18,000.00	
P102202	Washer, Flat, M5, S5 316	WasherFlatM5S5316	A	JBL-FL	JBL-FL	Store	10,600.00		10,600.00	10,600.00	
P102202	Washer, Flat, M5, S5 316	WasherFlatM5S5316	A	VT-LHR	VT-LHRMain						
P102202	Washer, Flat, M5, S5 316	WasherFlatM5S5316	A	VT-LHR	VT-LHRMain	R09-1-3	1,000.00		1,000.00	1,000.00	
P102202	Washer, Flat, M5, S5 316	WasherFlatM5S5316	A	VT-LHR	VT-LHRMain	R09501B02	6,215.00		6,215.00	6,215.00	
P102523	THERMAL COMPOUND, DOW CORN...	THERMALCOMPOUND...	A	JBL-FL	JBL-FL	Store	50.00		50.00	50.00	50
P102688	Nut, Hex, M6 X 1, 18-8 SS	NutHexM6X118-8SS	A	JBL-FL	JBL-FL	Store	1,100.00		1,100.00	1,100.00	
P102688	Nut, Hex, M6 X 1, 18-8 SS	NutHexM6X118-8SS	A	VT-LHR	VT-LHRMain	R09501B01	1,200.00		1,200.00	1,200.00	
P102688	Nut, Hex, M6 X 1, 18-8 SS	NutHexM6X118-8SS	A	VT-LHR	VT-LHRMain	R09501B02	1,200.00		1,200.00	1,200.00	
P102690	Screw, Socket Head, M6 X 1 - 10MM, ...	ScrewSocketHeadM6X1	A	JBL-FL	JBL-FL	Store	3,995.00		3,995.00	3,995.00	
P102690	Screw, Socket Head, M6 X 1 - 10MM, ...	ScrewSocketHeadM6X1	A	VT-LHR	VT-LHRMain	R09501B02	385.00		385.00	385.00	
P103015	SCREW, SOCKET HEAD, M6 X 1.25 - 16...	SCREWSOCKETHEADM6X1	A	JBL-FL	JBL-FL	Store	350.00		350.00	350.00	
Total											

Figure 7 View All on Hand Inventories

3 Counting Journal Creation

3.1 Counting

As a first step to open the Counting Journal by clicking on the module Inventory Management then click on **Counting**, which have been shown in **Figure 8**.

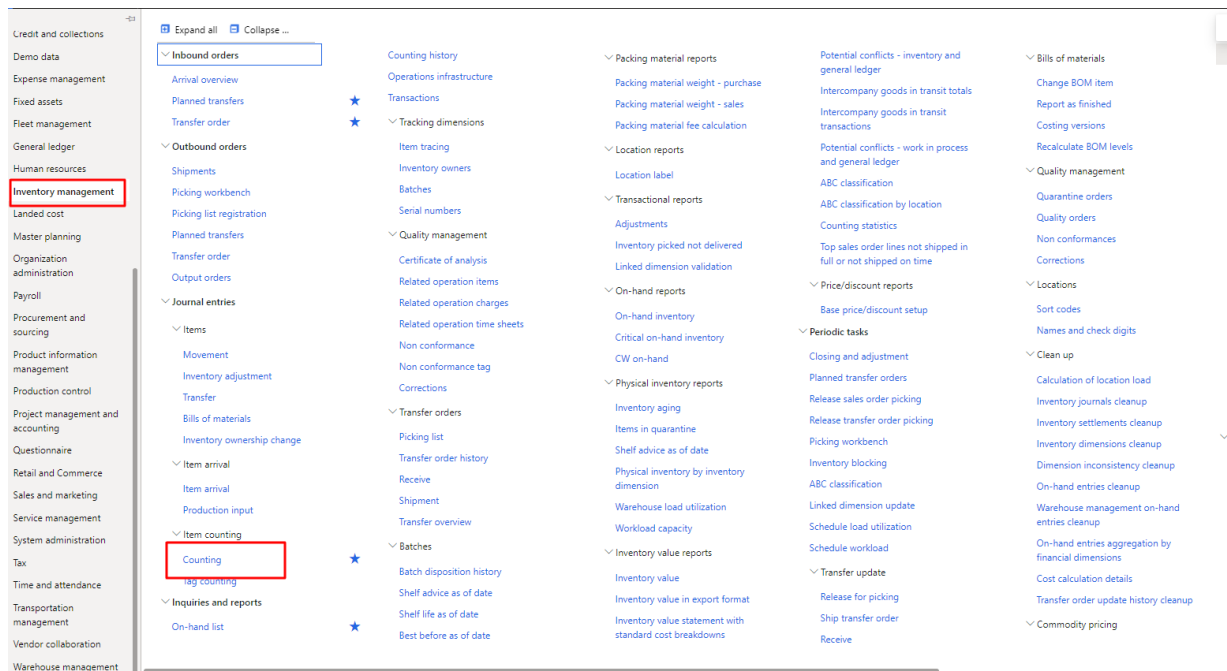


Figure 8 Counting

3.2 Create New Counting Journal

As **step 1**, the purchase user can access the counting journals by clicking on **Counting** button. User need to click on the New button from the tab to create the new one inventory journal. As the user click on New, this needs to fill the fields as per requirements and then press OK to create it. The process is also shown in the **Figure 9**.

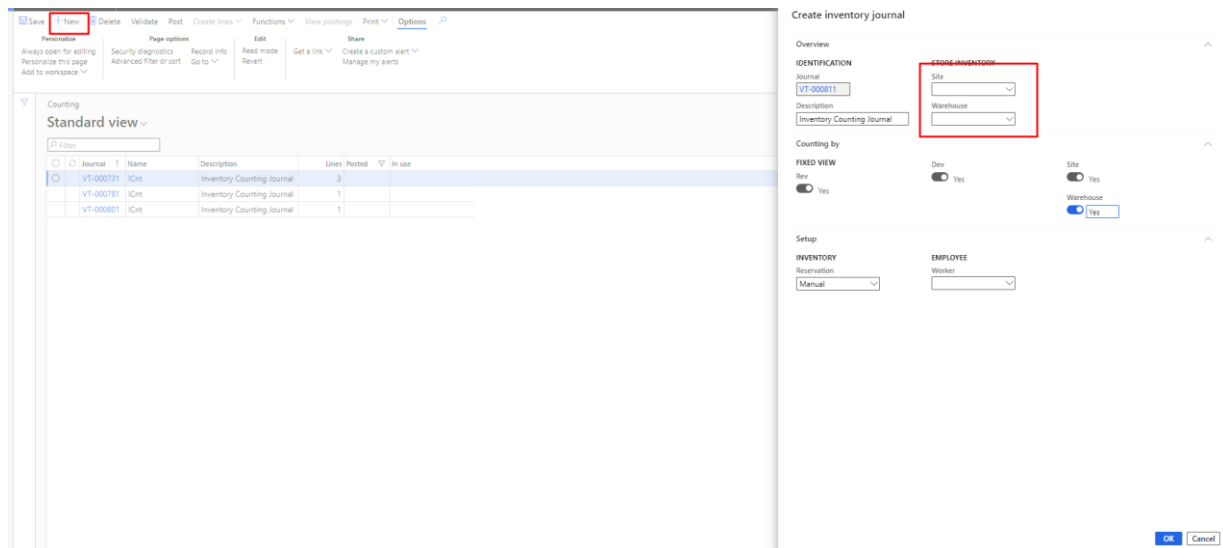


Figure 9 Create New Counting Journal

3.2.1 Add Line in the Journal

In **step 2**, the purchase user can access this tab after creating new Inventory Journal or opening the any available in the list. As the user open the any journal, there user need to add line and then fill the fields as per requirements. The process is also shown in the **Figure 10**.



Counting | My view

VT-000811 : Inventory Counting Journal

Journal lines

+ New Delete Add products Display dimensions Inventory Functions

Date	SW Part Number	Description	REV	DEV	Site	Warehouse	On-hand	Counted	Quantity/Worker	Log	Location
------	----------------	-------------	-----	-----	------	-----------	---------	---------	-----------------	-----	----------

of rows
Calculate

Line details

General Financial dimension Inventory dimensions

IDENTIFICATION
Journal
VT-000811

Line number
1.0000000000

Date
10/13/2022

Voucher

JOURNAL LINE
Quantity

Cost price
0.00000

Price quantity
0.00000

Charges on cost
0.00000

Cost amount

INVENTORY
Lot ID

COUNTING
On-hand
Counted
Worker

Figure 10 Add Line in the Journal

3.3 Fill the Fields in the Journal

In **step 3**, the purchase user can access this tab after creating new Inventory Journal or opening the any available in the list. As the user open the any journal, there user need to add Part Number, REV, DEV, Warehouse, Counted, Location, Cost Price and Price Quantity. The process is also shown in the **Figure 11**.

Counting | My view

VT-000811 : Inventory Counting Journal

Journal lines

+ New Delete Add products Display dimensions Inventory Functions

Date	SW Part Number	Description	REV	DEV	Site	Warehouse	On-hand	Counted	Quantity/Worker	Log	Location
10/13/2022	0000004	Corona Ring / Corona Ring	A		JBL-FL	JBL-FL	32.00	32.00	000013		Store

Total
Calculate

Line details

General Financial dimension Inventory dimensions

IDENTIFICATION
Journal
VT-000811

Line number
1.0000000000

Date
10/13/2022

Voucher

JOURNAL LINE
Quantity
32.00

Cost price
250.000.000.000

Price quantity
1.00000

Charges on cost
0.00000

Cost amount
8.000.000.000.000

INVENTORY
Lot ID

COUNTING
On-hand
Counted
32.00
Worker
000013

Figure 11 Fill the Fields in the Journal

4 Net Requirement

4.1 Select item and Open its Net Requirements

As **step 1**, the purchase user can access the **Net Requirements** by clicking on **Plan** button in tap bar. As the user click on Plan need to perform the action on specific item to view its Net Requirements. The process is also shown in the **Figure 12**.



Part number	Part name	Net weight	Volume	Purchase Price	Cost Price	Category hierarchy	Commodity code	Parent category ID
D000001	Harnesses	0.00	0.00	6,000.00000	6,000.00000			
D000002	Assembly MVAr Cap bank Shorting Rail	0.00	0.00	0.00000	0.00000			
D000003	EBM Fan Grill	0.00	0.00	0.00000	0.00000			
D000004	Corona Ring	0.00	0.00	0.00000	0.00000			
D000005	Transfer Plate	0.00	0.00	0.00000	0.00000			
D000006	Insulator	0.00	0.00	0.00000	0.00000			
D000007	Shipping Crate	0.00	0.00	0.00000	0.00000			
M000001	Dummy Assembly	0.00	0.00	0.00000	0.00000			
M000001-01	Dummy Assembly	0.00	0.00	0.00000	0.00000			
P100001	ASSEMBLY, TOP LEVEL, 750B	0.00	0.00	0.00000	0.00000			
P100002	ASSEMBLY, TOP, 750B	0.00	0.00	0.00000	0.00000			
P100003	ASSEMBLY, CORE TOP - HALF	0.00	0.00	0.00000	0.00000			
P100004	CORE SECTION HALF, 56MM ID, 108MM OD	0.00	0.00	0.00000	0.00000			
P100005	WIRE, FORMED, 11 AWG ALLEX W/DAGLASS NEMA CMW-47C	0.00	0.00	0.00000	0.00000			
P100006	CORE END PROTECTOR	0.00	0.00	0.00000	0.00000			
P100007	SCREW, BUTTON HEAD, SOCKET 1/4"-20 X 3", 18-8 SS	0.00	0.00	0.00000	0.00000			
P100008	TAPE, POLYIMIDE, 2.6MIL 1.05IN WIDE (40")	0.00	0.00	0.00000	0.00000			
P100011	ASSEMBLY, TOP LEVEL, 1500B	0.00	0.00	0.00000	0.00000			
P100012	ASSEMBLY, TOP LEVEL, 1000B	0.00	0.00	0.00000	0.00000			
P100013	WIRE, 11 AWG ALLEX W/DAGLASS NEMA CMW-47C	0.00	0.00	0.00000	0.00000			
P100014	ASSEMBLY, TOP CASE, 750B	0.00	0.00	0.00000	0.00000			
P100015	ASSEMBLY, BOTTOM CASE, 750B	0.00	0.00	0.00000	0.00000			
P100016	ASSEMBLY, CORE BOTTOM-HALF	0.00	0.00	0.00000	0.00000			
Total								
Calculate								

Figure 12 Select item and Open its Net Requirements

4.2 View Net Requirements of Item

In **step** the purchase user can access this tab by opening the specific item to view its Net Requirements. As the user click on **Net Requirement** then this screen will show up. The user will be able to view the Net Requirements of the selected item. The process is also shown in the **Figure 13**.

Deviation	Warehouse	Site	Revision	CW minimum	Minimum CW maximum	Maximum Coverage group	Planned order type
-	VT-LHRMain	VT-LHR	-214682624	0.00	0.00	Group	Purchase order

Reference	Number	Item number	Requirement date	Expiration date	Requirement quantity	Requirement	Accumulated CW accum	Delay (days)	To date	Action	Customer account	Customer group
Production	PH000466	D000001	9/29/2022		1.00	1.00						

Figure 13 View Net Requirements of Item