

# Oracle E-Business Suite R12 Inventory Application

## User Guide

**Study Project for Oracle E-Business Suite R12: SCM Training Program  
Conducted by NEXT Academy under the DEPI Initiative**

### Project Information

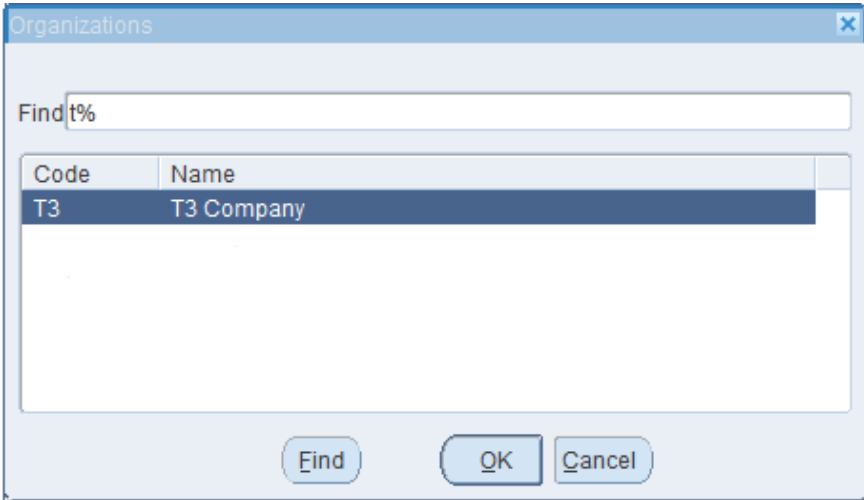
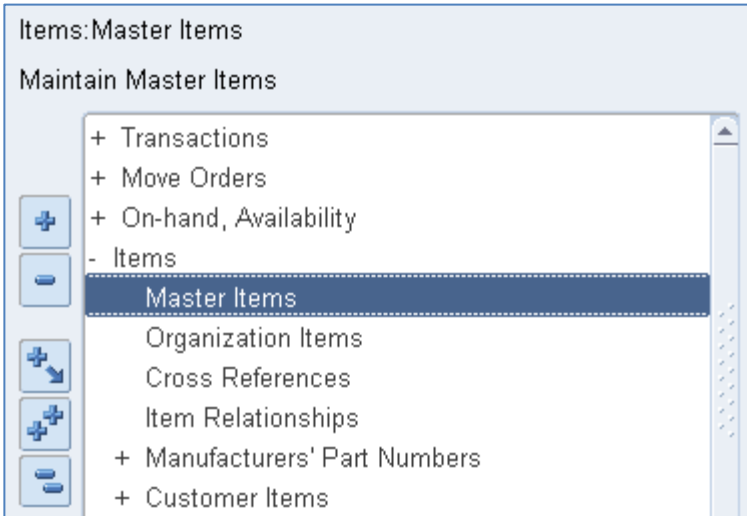
- **Project Title:** Oracle E-Business Suite (EBS) R12 Implementation in T3 Company
- **Course/Track:** Oracle E-Business Suite R12 Supply Chain Management
- **Instructor:** Eng. Ahmed Bakar
- **Training Group Code:** NXT11\_ONL2\_ERP3\_G1
- **Team Members: Team #3**
  - Sobhey Saied Farhan – Project Team Leader
  - Rehab Abuelabbass Abd-Elkader
  - Sabreen Hassan Zaky
  - Aml Mohammed Dweeny
  - Peter Atef Rotby
  - Nourhan Mohamed
  - Salwa Ahmed Mohamed

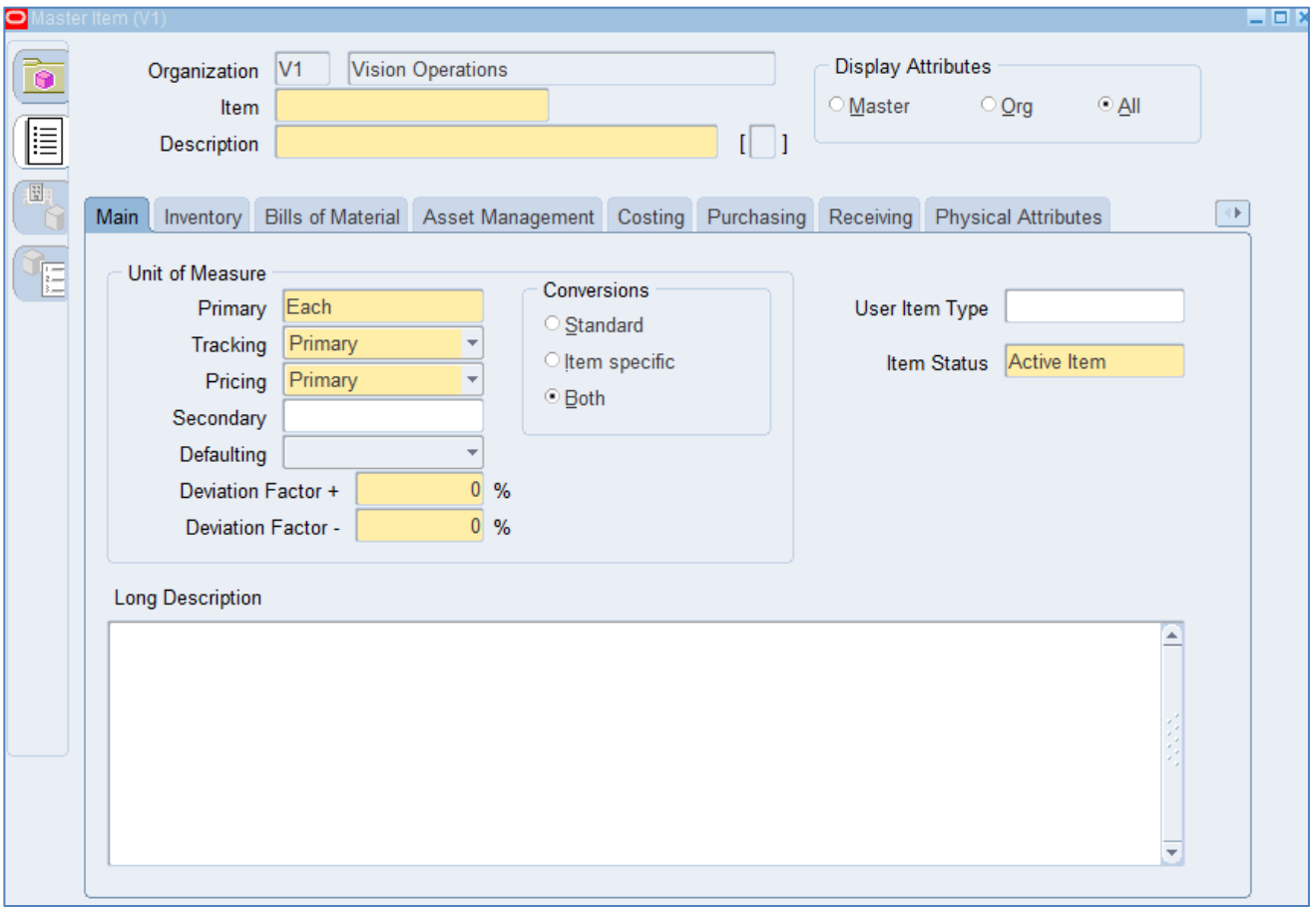
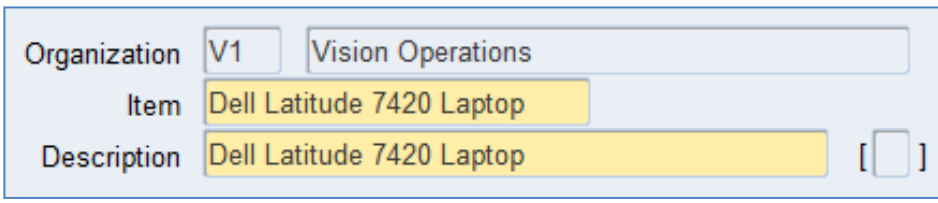
---

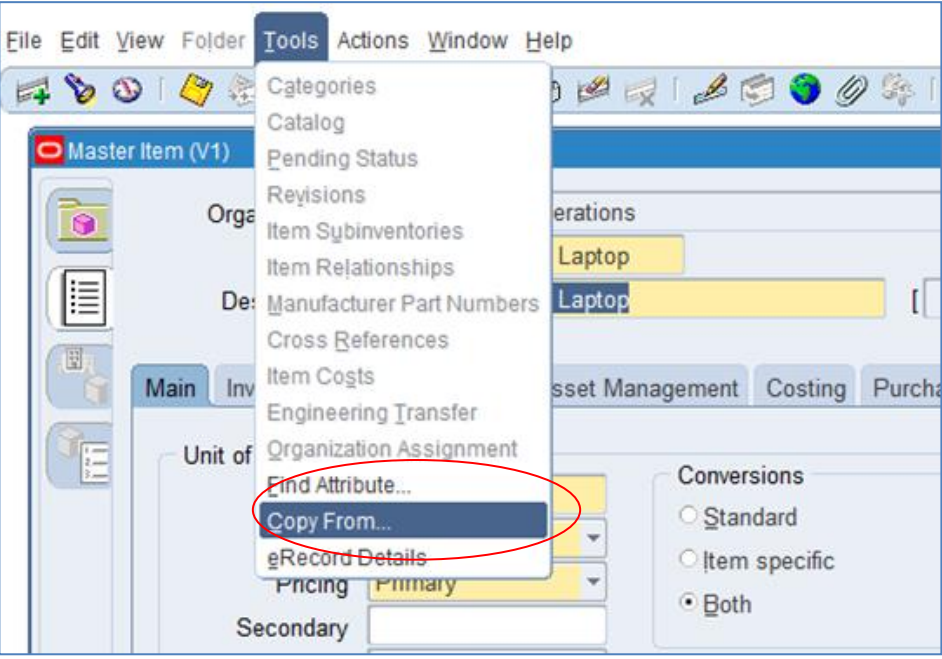
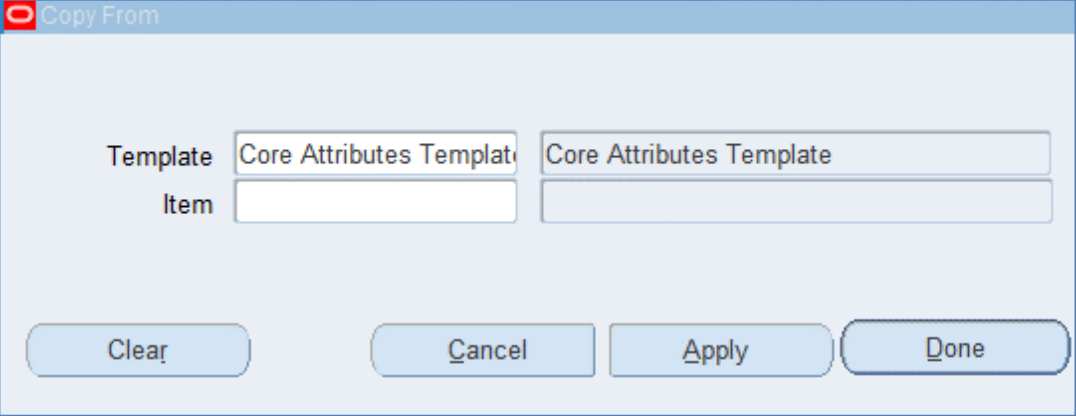

# Contents

Document Cover.....	i
Table of Contents .....	1
Topic 1: Create and Maintain Items .....	2
Topic 2: Receiving Against Purchase Order .....	11
Topic 3: Item On-Hand Availability.....	20
Topic 4: Item Cost.....	25
Topic 5: Goods Return To Supplier .....	28
Topic 6: Transactions - Subinventory Transfer .....	31
Topic 7: Transactions - Miscellaneous Transaction.....	34
Topic 8: Transactions - View Material Transactions.....	37
Topic 9: Move Order - Create Move Order .....	41
Topic 10: Move Order - Transact Move Order .....	46
Topic 11: Counting - Physical Inventory .....	52
Topic 12: Planning - Min Max Planning .....	71
Issue Log for this Deliverable.....	78
Extension 1: Key Inventory Reports Generation	
Extension 2: Average Costing and Item Cost Updates	

## Topic 1: Create and Maintain Items

Steps	Action
	<b><i>Start of Procedure</i></b>
1.	Login to the applications and navigate to <b><i>Inventory</i></b> responsibility
2.	<p><b><i>Change Organizations</i></b> window appears as below asking the user to select the organization in which he is working on.</p>  <p>In this window, select the T3 Organization and click OK button</p>
3.	<p>From there, go to <b><i>Items&gt;Master Items</i></b> and open the <b><i>Master Items</i></b> form</p> 

Steps	Action
4.	<p><b>Master Item</b> form opens as below, with the Master Organization set in T3 Setup as <b>V1: Item Master Organization</b></p> 
5.	<p>Enter the Item Code in the <b>Item</b> field, and the description in the <b>Description</b> field</p> 
6.	<p>Navigate to <b>Tools&gt;Copy From</b> and click on the same</p>

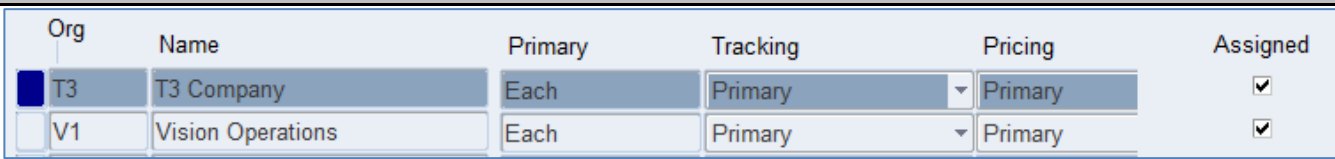
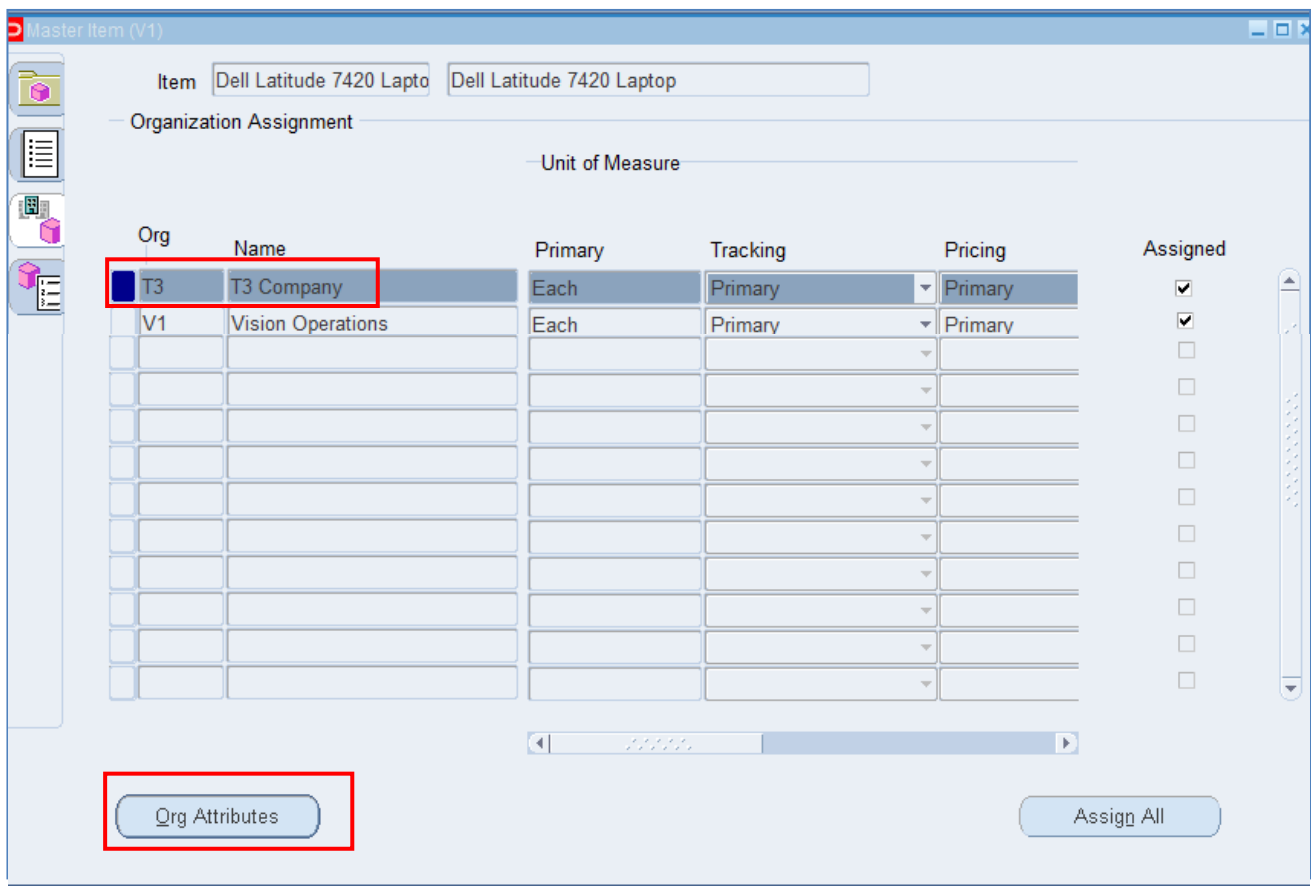
Steps	Action
	
7.	<p><b>Copy From</b> form opens, where enter the <i>Template</i> as <b>Core Attributes Template</b></p>  <p>Click <b>Apply</b> and <b>Done</b> consecutively. The data from the template will be applied to the item and the <b>Copy From</b> window disappears.</p>
8.	<p>Save to record: Press <b>CTRL+S</b> in keyboard or click on  icon present on the left top corner of the toolbar.</p>
9.	<p>Organization Assignment: As each master item is created in Item Master Organization, these items have to be assigned to the inventory organizations for usages. To perform this step, from the Master Item form go to <b>Tools&gt;Organization Assignment</b></p>

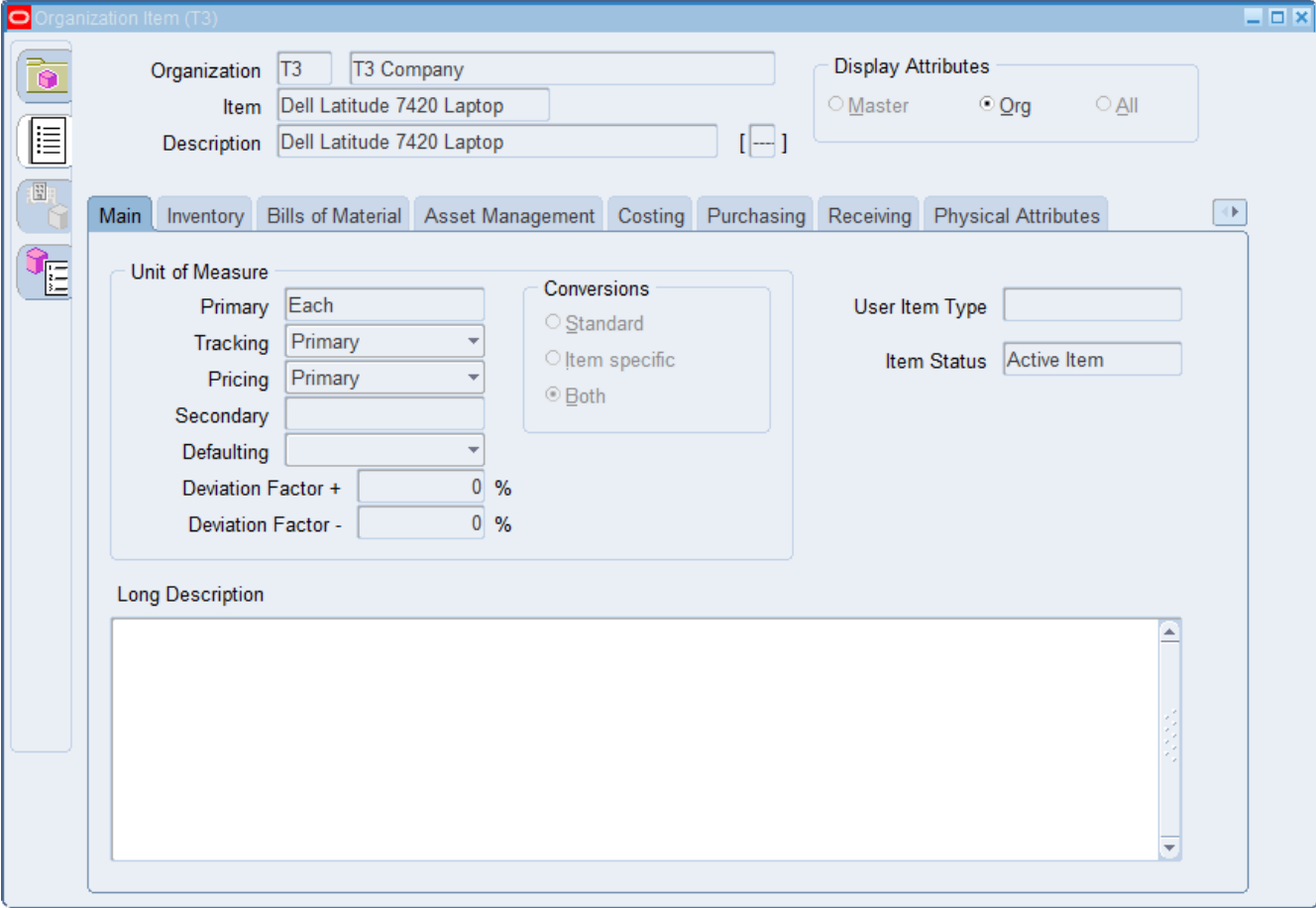
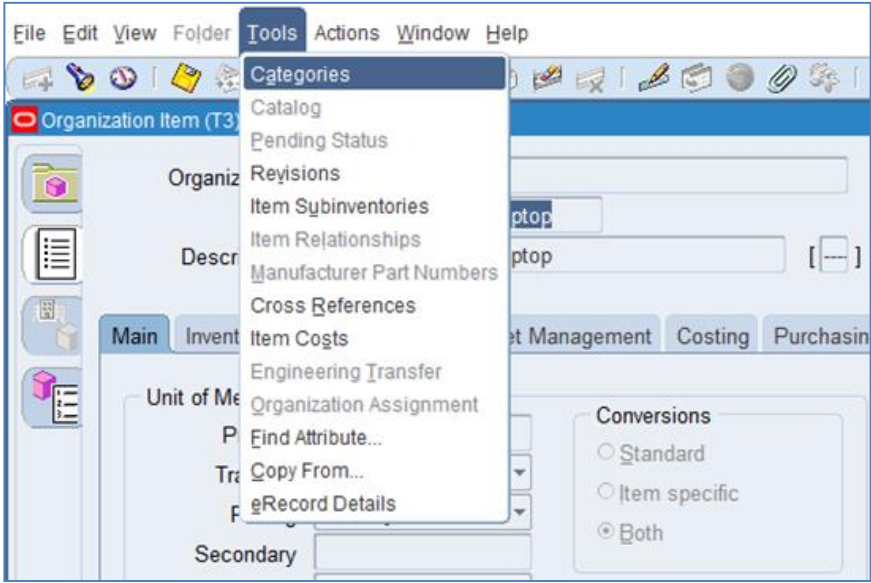
The screenshot displays the SAP Master Data Explorer (MDE) interface. The top menu bar includes 'File', 'Edit', 'View', 'Folder', 'Tools', 'Actions', 'Window', and 'Help'. The 'Tools' menu is open, showing a list of options: 'Categories', 'Catalog', 'Pending Status', 'Revisions', 'Item Subinventories', 'Item Relationships', 'Manufacturer Part Numbers', 'Cross References', 'Item Costs', 'Engineering Transfer', 'Organization Assignment' (highlighted with a red circle), 'Find Attribute...', 'Copy From...', and 'Record Details'. The background interface shows a tree view on the left with 'Master Item (V1)' selected, and a main area with tabs for 'Main', 'Inventory', 'Engineering', 'Material Management', 'Costing', and 'Purchasing'. The 'Main' tab is active, displaying 'Unit of Measure' and 'Conversions' (Standard, Item specific, Both).

10. Organization Assignment region will appear showing all the inventory organizations that are under this item master organization.

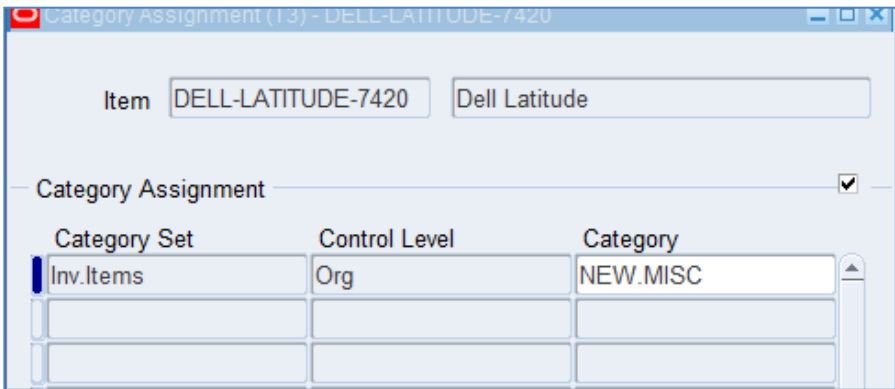

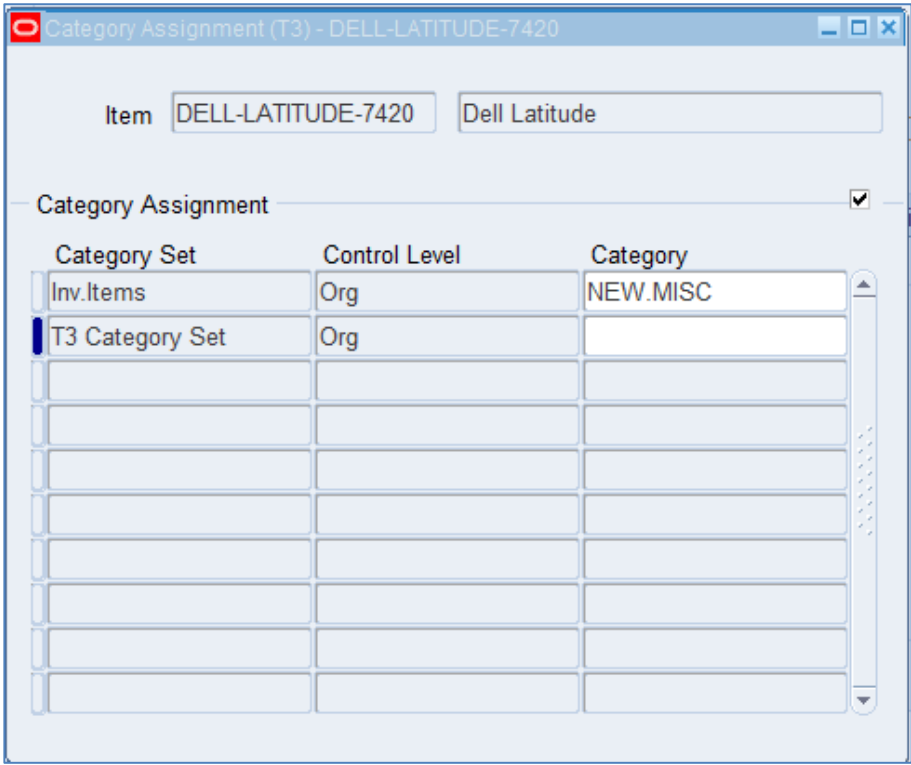
[illegible]

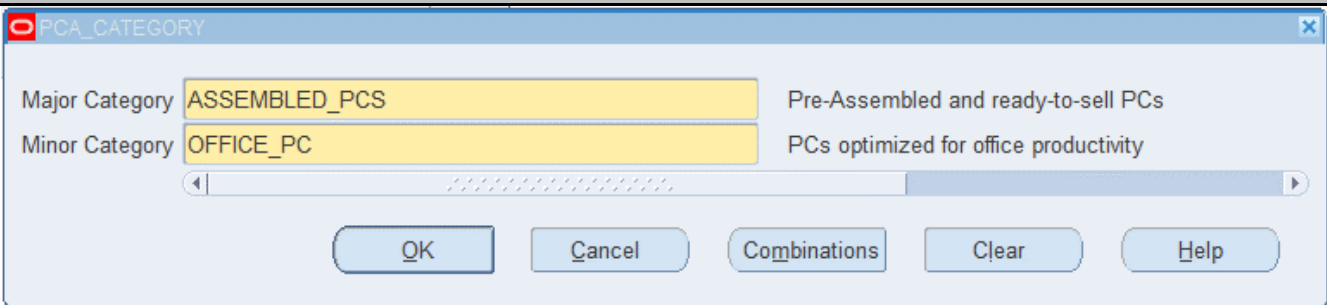
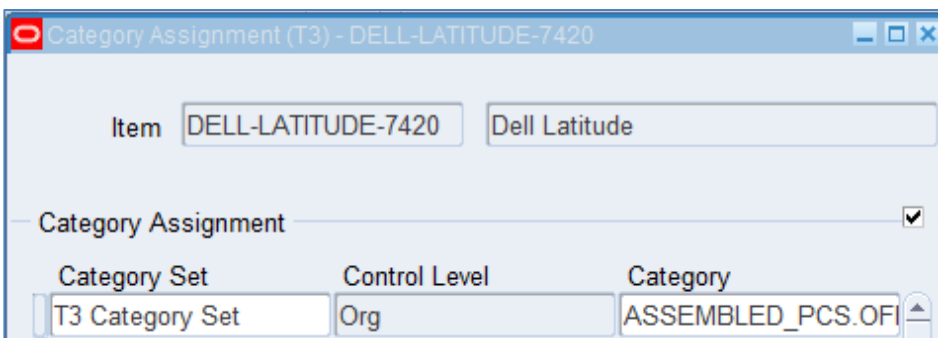
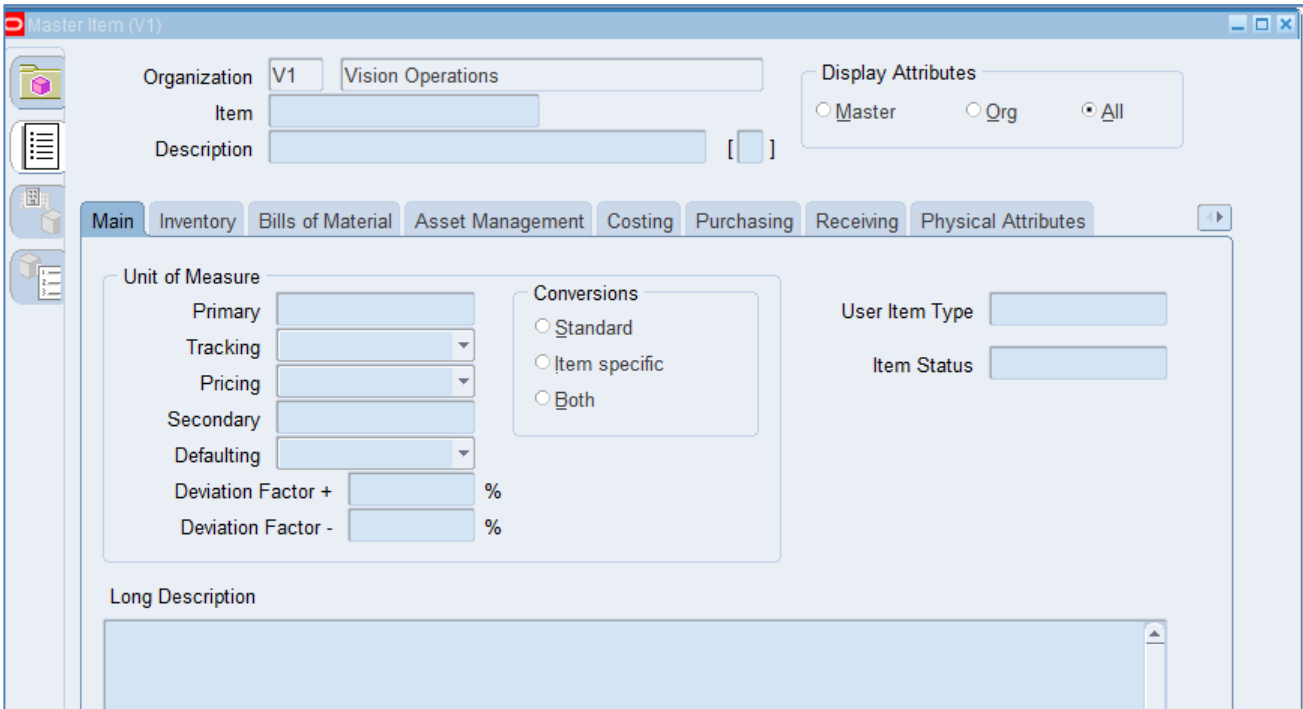
11. Select the **Check Box** in the Assign region in order to assign to each organization.

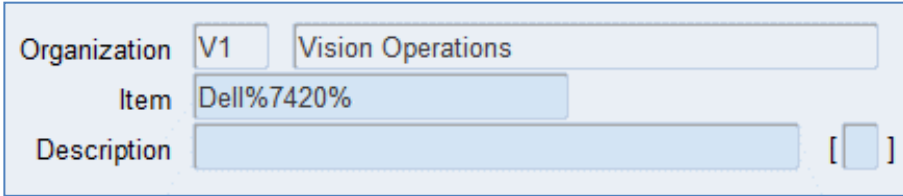
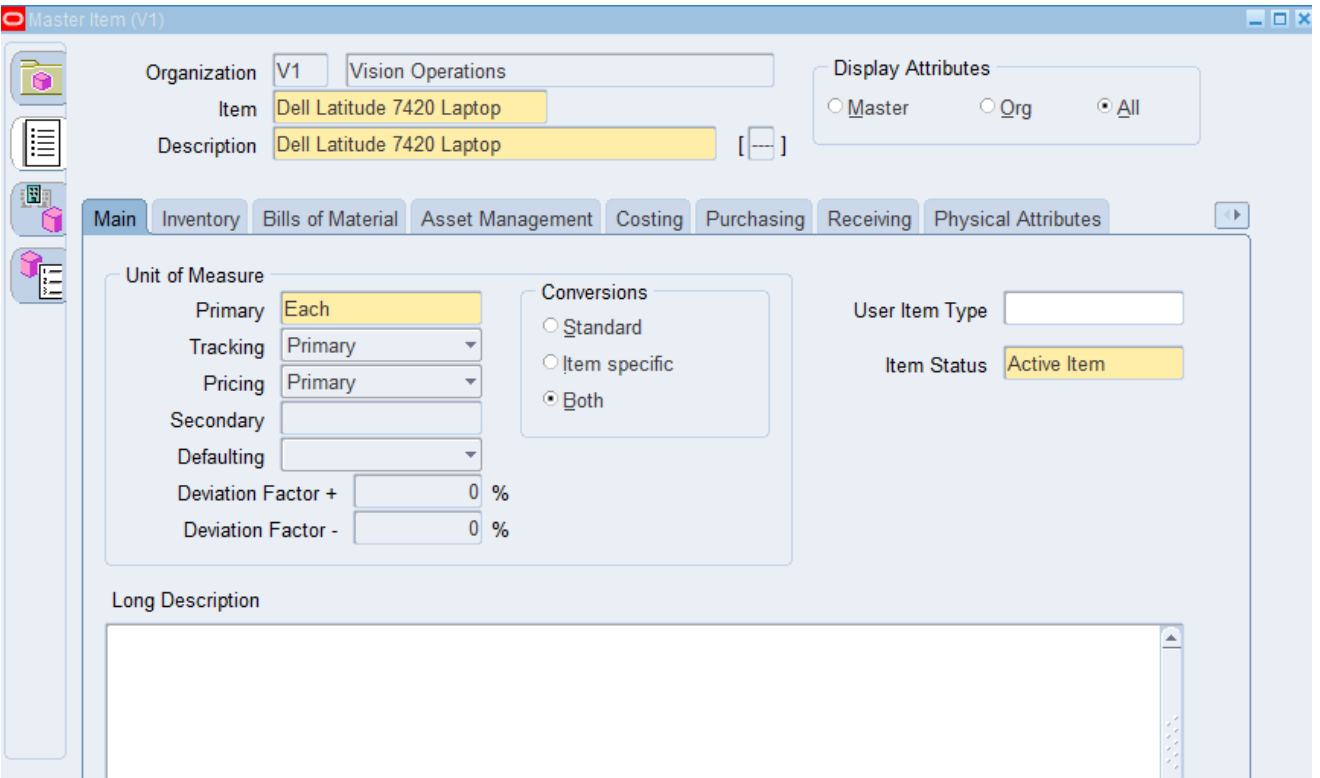
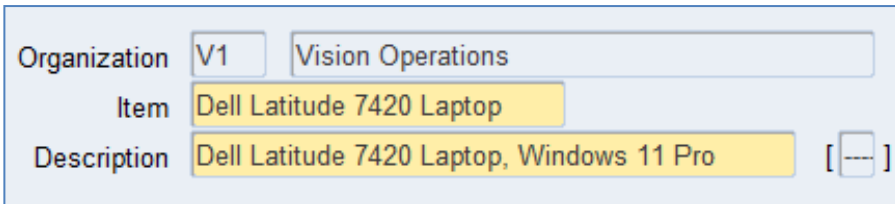
Steps	Action
	
12.	<p>Save the Record. Now the item has to be assigned to an Item Category for reporting purpose. To assign the proper item category, we must go to <b>Organization Items</b> function. Simply, on the same Organization Assignment region, click on <b>Org Attributes</b> button while selecting T3 Org.</p> 
13.	

Steps	Action
	<div></div>
14.	<div></div>

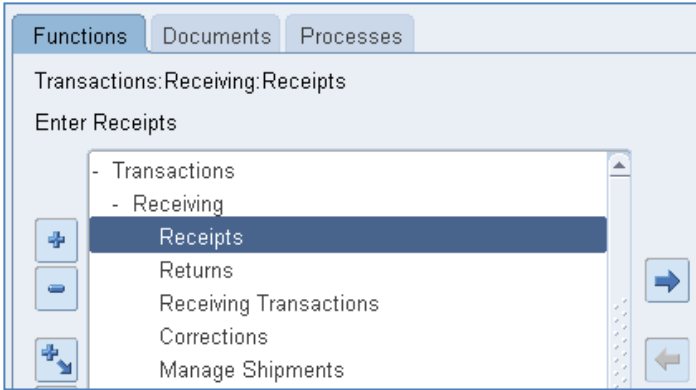
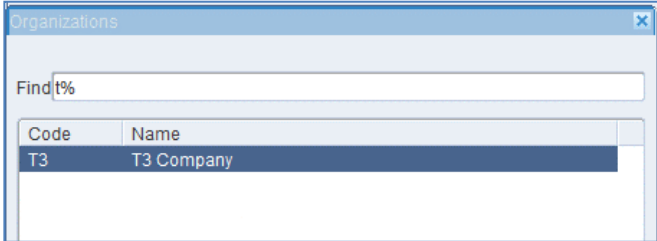


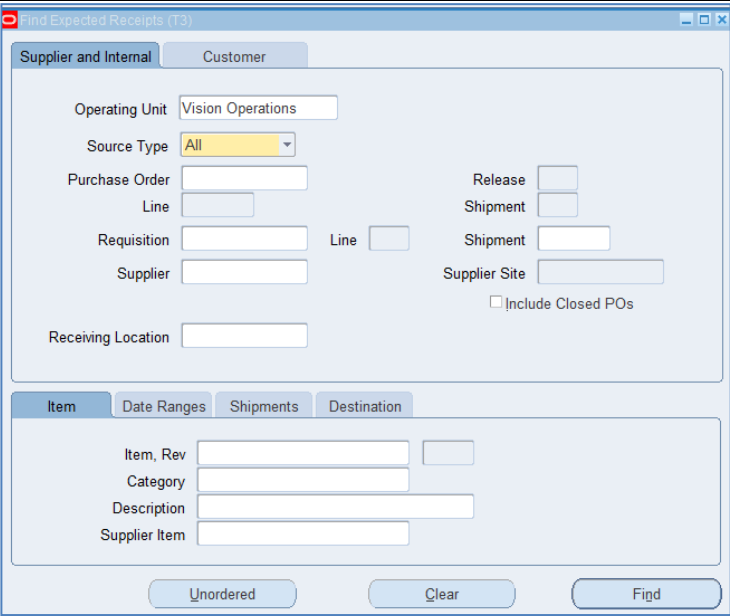
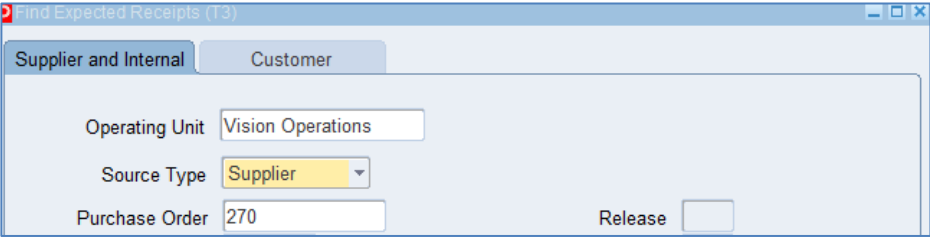
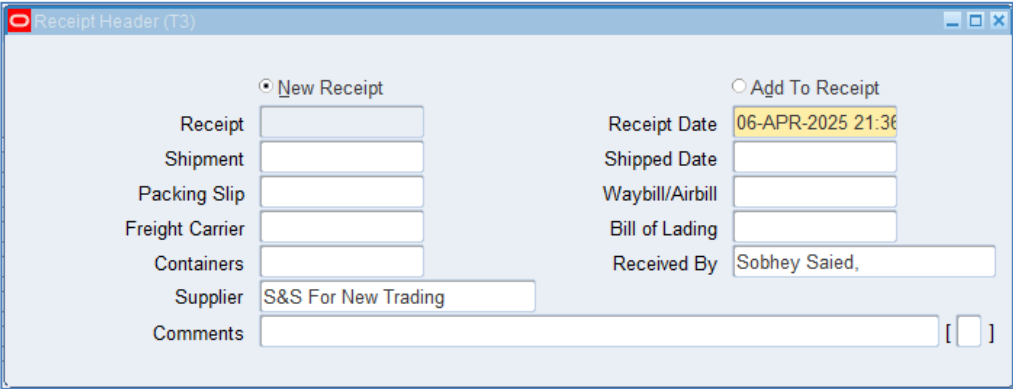


Steps	Action
15.	<p><b>Category Assignment</b> window appears with the default category set as <b>Inv.Items</b> as a limitation in the setup process.</p> 
16.	<p>Click on the new  record button from the toolbar. Then, add T3 Category set.</p> 
17.	<p>To assign a new category, click on the <b>Category</b> field LOV, and the below <b>Item Categories</b> window opens.</p> <p>In order to change the category value, select the LOV of each segment respectively and the category values list pops up as below. Select the correct value in each segment.</p>

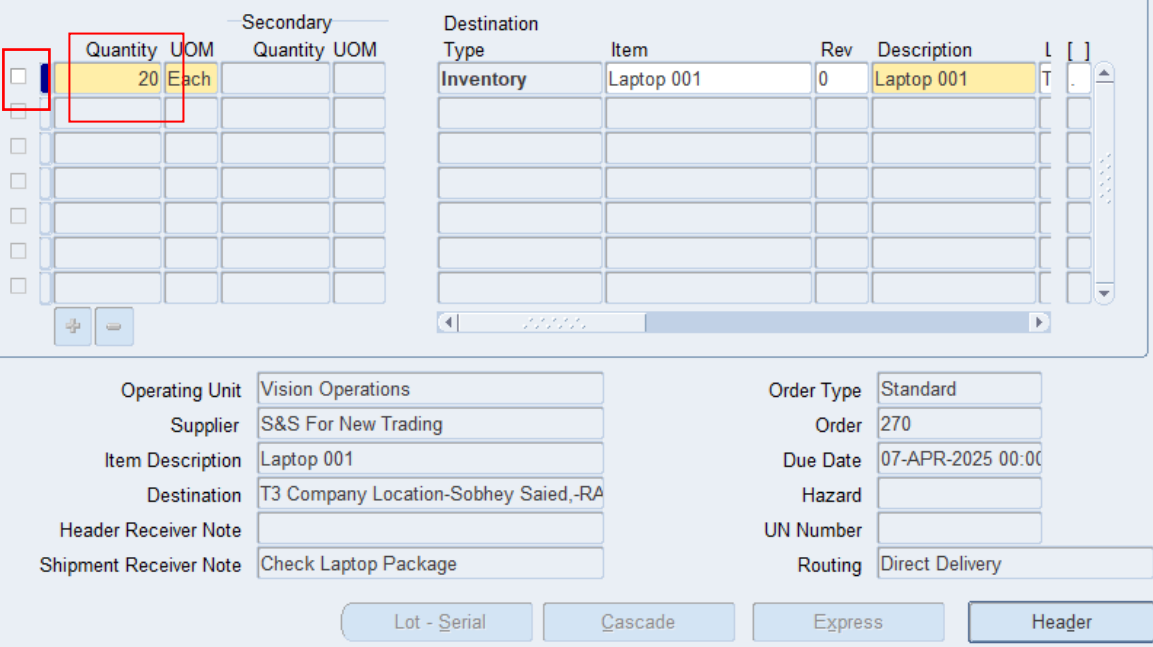
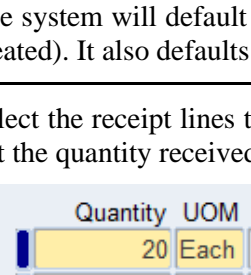
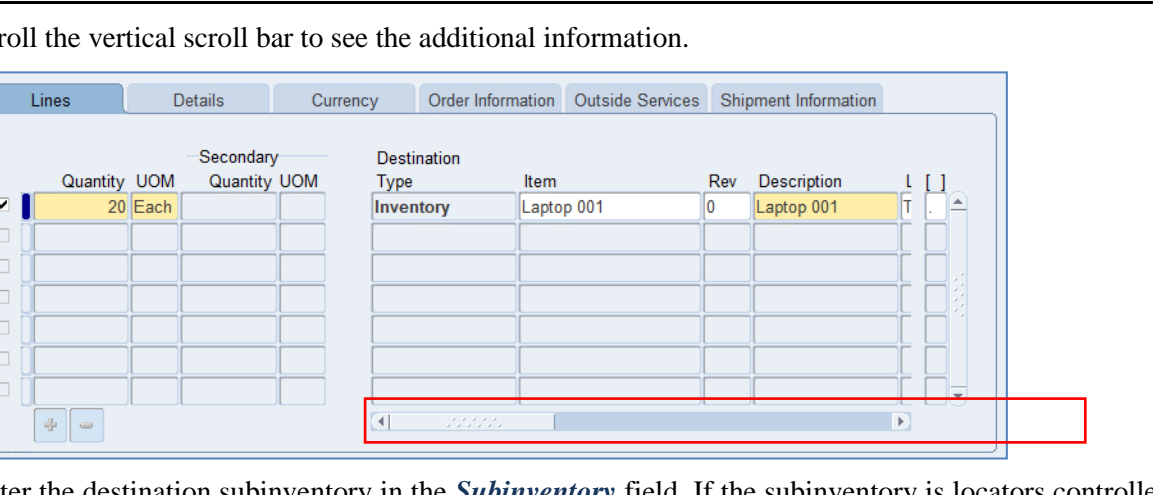
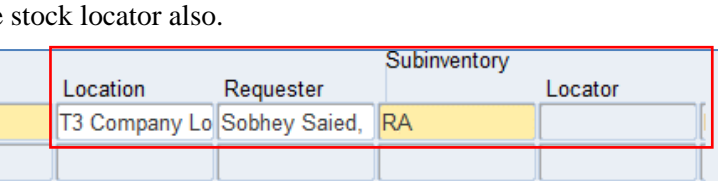
Steps	Action
	 <p>After selecting the correct segment values (two segments namely Main Category, and Minor Category) save the record.</p> 
18.	After Saving the Record. The item is created and now can be used in Purchasing, Inventory and all other dependant business functions.
19.	To Modify or Update an existing Master Item, Navigate to <b>Master Item</b> form (as mentioned from Step 1 to 4)
20.	<p>In the <b>Master Item</b> form, press <b>F11</b> key, and the form will change to query mode as below:</p> 

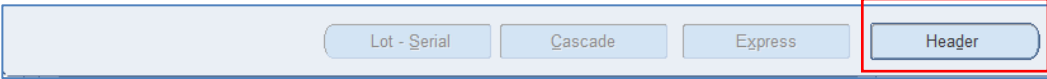
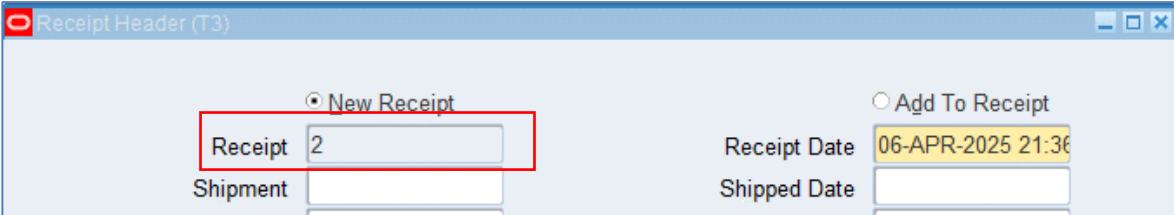

Steps	Action
21.	<p>Enter the full or part of the item information and include % mark after search keywords to improve the system search and retrieve the desired master item quickly.</p> 
22.	<p>After entering the partial data for querying press <b>CTRL+F11</b> key to execute the search. The system searches the shows up the desired item that already exists in the system. If no results found the system will intimate to the user that there was no record matching to this query.</p> 
23.	<p>Modify the desired information for the master item such as modifying item description.</p>  <p>Note: The system has many controls in modifying already created items. For instance, item description could be altered after saving the record. However, other fields may be protected against update.</p>
	<b>End of Procedure</b>

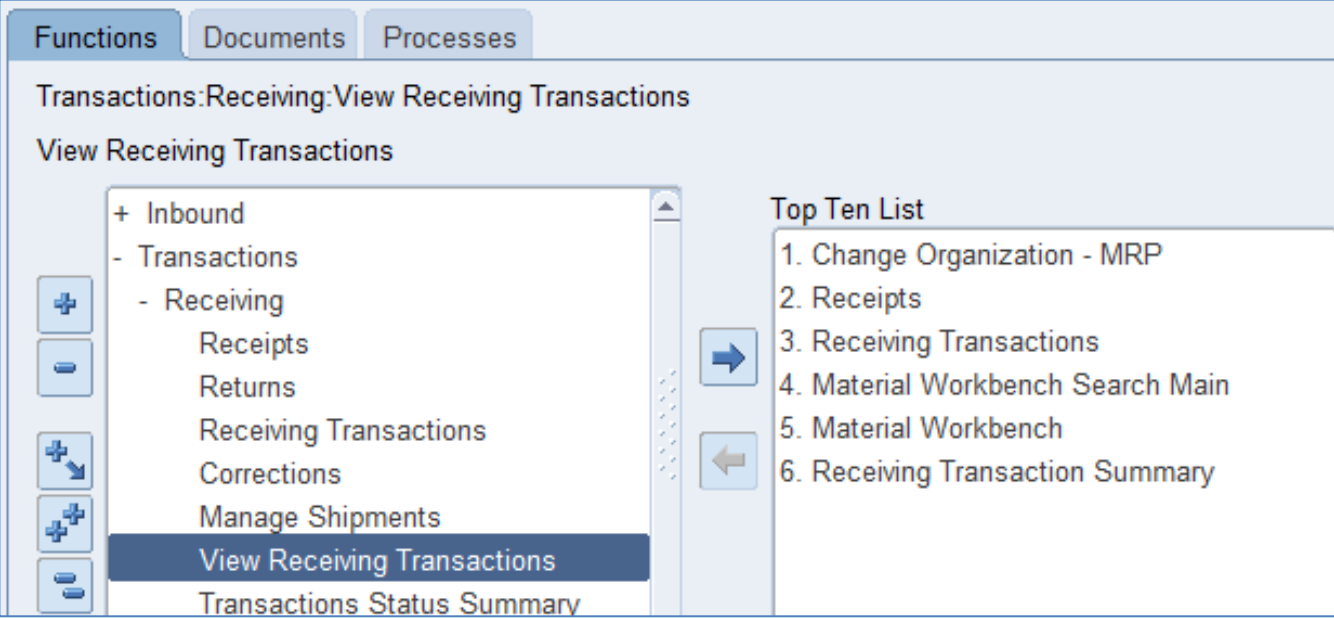
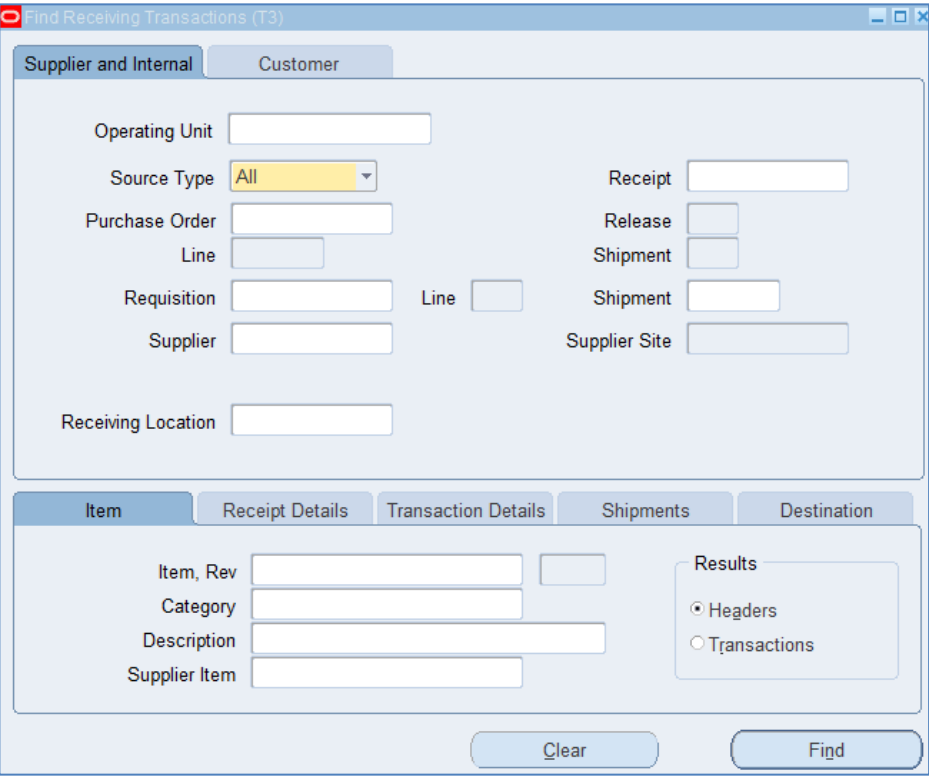
## Topic 2: Receiving Against Purchase Order

Steps	Action
	<b><i>Start of Procedure</i></b>
	<p><b>Note:</b> as the receipt routing is set as Direct Delivery in T3 Company Setup within Oracle EBS R12;</p> <p>In this case the user performs only one transaction in ERP. When the user creates a 'Receipt' in ERP, both the 'Receive' and 'Deliver' transactions are generated automatically in the system. Physically, there may be 'Gate Entry', 'Inspection' and 'Deliver' activities being done but in the ERP system, all of them are condensed into one transaction. This reduces transaction load on the system.</p>
1.	<p>Navigate to Inventory responsibility. Then, Go to <b>Transactions&gt;Receiving&gt;Receipts</b> or the receipt function assigned to Purchasing responsibility can also be used.</p> 
2.	<p>Select the Organization that has been given as Ship To Organization in the Purchase Order Shipments in the <b>Change Organizations</b> forms. Click <b>OK</b> button after selecting the organization.</p> 
3.	<b><i>Find Expected Receipts</i></b> window will open up

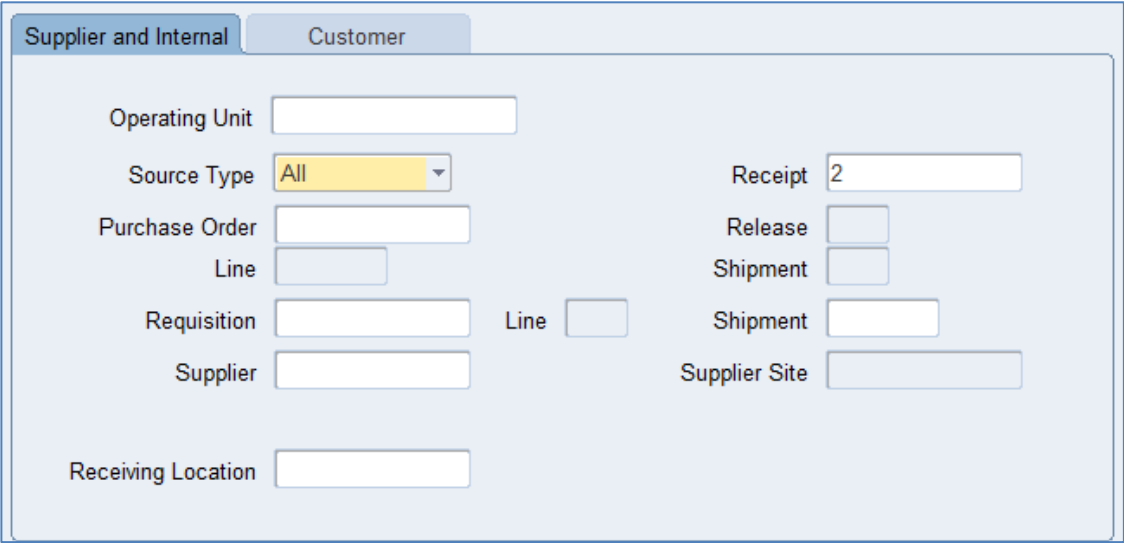
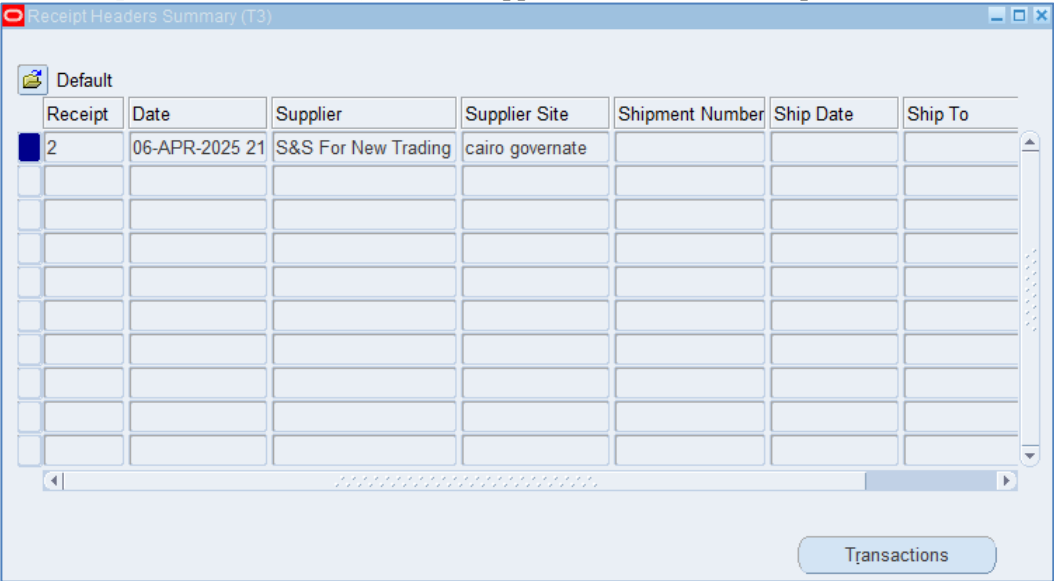
Steps	Action
	<div></div>
4.	<div><p>Enter the query criteria such as Purchase Order number, or supplier name in order to find the expected receipt.</p><div></div><p>Click <b>Find</b> button after entering the data.</p></div>
5.	<div><p>Receipt Header window appears</p><div></div><ul style="list-style-type: none"><li>• Select Receipt Status as <u>New Receipt</u> or <u>Add to Receipt</u> if this is a complementary to a previous one.</li><li>• Enter other optional information if available such as <b>Shipment Number</b>, <b>Shipped Date</b>, and <b>Packing Slip</b> number and so on. All these fields are optional, except the <b>Receipt Date</b> for which the current date will be populated by the system automatically.</li><li>• After entering this information, Click <b>Save</b>  Button. Then, close the header window by clicking the close  icon at the right top corner of the window.</li></ul></div>
6.	<div><p>Closing Header form will lead to the Receipts (actual receipt lines) window to appear.</p></div>

Steps	Action
	 <p>The system will default all the open receipt lines (the purchase order lines against which the receipts are not yet created). It also defaults the maximum amount of information from the corresponding purchase order.</p>
7.	<p>Select the receipt lines that are to be received now and also enter the receipt quantity if the quantity defaulted is not the quantity received.</p> 
8.	<p>Scroll the vertical scroll bar to see the additional information.</p>  <p>Enter the destination subinventory in the <i>Subinventory</i> field. If the subinventory is locators controlled then enter the stock locator also.</p> 

Steps	Action
9.	Save the record. The receipt will be saved and the system creates all necessary entries.
10.	<p>To see the receipt number, after saving the record, click on the <b>Header</b> button.</p>  <p>The Receipt Header window pops up again with the receipt number.</p>  <p>Note down the receipt number.</p>
11.	<p>As soon as the record is saved, a concurrent program “Receiving Transaction Processor” will be submitted. Check it from <b>View menu &gt;Requests</b>.</p> 

Steps	Action
12.	<p>To check the status of the receipt, Navigate to Inventory responsibility &gt; <b>Receiving</b> &gt; <b>View Receiving Transactions</b></p> 
13.	<p><b>View Receiving Transactions</b> Appears (This form displays all receipts, including closed/delivered ones)</p> 



Steps	Action
14.	<div>Enter the <b>Receipt Number</b> or <b>PO Number</b> in the search criteria. Then, click on <i>Find</i> Button.</div> <div></div>
15.	<div><i>The Receipt Headers Summary Window</i> appears as a result of receipt search.</div> <div></div>
16.	<div>Click on <i>Transactions</i> Button to review its details.</div>

Steps	Action																																																																																
	<div><div>Receipt Transaction Summary (T3)</div><div><div><table><thead><tr><th></th><th>Transaction Type</th><th>Amount</th><th>Unit</th><th>Date</th><th>Item</th><th>Rev</th><th>Destination</th><th>Receipt</th><th>Order Num</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Receive</td><td>20</td><td>Each</td><td>06-APR-20</td><td>Laptop 001</td><td>0</td><td>Receiving</td><td>2</td><td>270</td></tr><tr><td><input type="checkbox"/></td><td>Deliver</td><td>20</td><td>Each</td><td>06-APR-20</td><td>Laptop 001</td><td>0</td><td>Inventory</td><td>2</td><td>270</td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div><div><div>Order TypePurchase Order</div><div>SourceS&amp;S For New Trading</div><div>DescriptionLaptop 001</div><div>DestinationSobhey Saied,-T3 Company Location--</div><div>Header Receiver Note</div><div>Shipment Receiver NoteCheck Laptop Package</div><div>Operating UnitVision Operations</div><div>Order270</div><div>Transaction Date06-APR-2025 21:36</div><div>Hazard</div><div>UN Number</div><div>RoutingDirect Delivery</div><div>Header</div></div></div></div>		Transaction Type	Amount	Unit	Date	Item	Rev	Destination	Receipt	Order Num	<input checked="" type="checkbox"/>	Receive	20	Each	06-APR-20	Laptop 001	0	Receiving	2	270	<input type="checkbox"/>	Deliver	20	Each	06-APR-20	Laptop 001	0	Inventory	2	270	<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>										<input type="checkbox"/>									
	Transaction Type	Amount	Unit	Date	Item	Rev	Destination	Receipt	Order Num																																																																								
<input checked="" type="checkbox"/>	Receive	20	Each	06-APR-20	Laptop 001	0	Receiving	2	270																																																																								
<input type="checkbox"/>	Deliver	20	Each	06-APR-20	Laptop 001	0	Inventory	2	270																																																																								
<input type="checkbox"/>																																																																																	
<input type="checkbox"/>																																																																																	
<input type="checkbox"/>																																																																																	
<input type="checkbox"/>																																																																																	
<input type="checkbox"/>																																																																																	
17.	<div>To Verify the result of a Direct Delivery Receipt, Navigate to Material Workbench.</div> <div><div>FunctionsDocumentsProcesses</div><div>On-hand, Availability:Material Workbench</div><div><div><div>+ Inbound</div><div>+ Transactions</div><div>+ Move Orders</div><div>- On-hand, Availability</div><div>On-hand Quantity</div><div><b>Material Workbench</b></div><div>Multi-organization Quantity</div></div><div><div>Top Ten List</div><div>1. Change Organization - MRP</div><div>2. Receipts</div><div>3. Receiving Transactions</div><div>4. Material Workbench Search Main</div><div>5. Material Workbench</div></div></div></div>																																																																																
18.	<div>The following form appears within a web page.</div> <div><div>Material Workbench: Select Organization</div><div><div>* Organization</div><div></div><div></div></div><div>Apply</div></div>																																																																																

Steps	Action								
19.	<div>Select T3 Company.<div><div>Material Workbench: Select Organization</div><div><div>* Organization t3%</div><div><div>Search and Select: Organization</div><div><div>Search</div><div>To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.</div><div>Search By Organization Code t3% Go</div><div>Results</div><table><thead><tr><th>Select</th><th>Quick Select</th><th>Organization Code</th><th>Organization Name</th></tr></thead><tbody><tr><td><input checked="" type="radio"/></td><td></td><td>T3</td><td>T3 Company</td></tr></tbody></table><div>About this Page</div><div>Cancel Select</div></div></div></div></div></div>	Select	Quick Select	Organization Code	Organization Name	<input checked="" type="radio"/>		T3	T3 Company
Select	Quick Select	Organization Code	Organization Name						
<input checked="" type="radio"/>		T3	T3 Company						
20.	<div>A search filters appears.<div><div>Search Material</div><div><div>Saved Searches</div><div><div>Name</div><div></div><div>Go</div><div>Delete</div><div><input type="checkbox"/> Public</div></div><div><div>Search</div><div><div>Organization T3 T3 Company</div><div>Item Description</div><div>Lot</div><div>Locator</div><div>Quantities</div><div>Receipt</div></div><div><div>Item and Revision</div><div>Serial</div><div>Subinventory</div><div>LPN</div><div>Cost Group</div><div>Purchase Order</div></div><div><div>Refine</div><div><div>Material Location <input checked="" type="checkbox"/> On-Hand <input type="checkbox"/> Receiving <input type="checkbox"/> Inbound</div><div>View <input type="checkbox"/> Detailed <input type="checkbox"/> Expanded</div><div>Search Reset Save</div></div><div><div>View By Location</div></div></div></div></div></div></div>								
21.	<div>Search by On-hand &amp; receipt number.</div>								

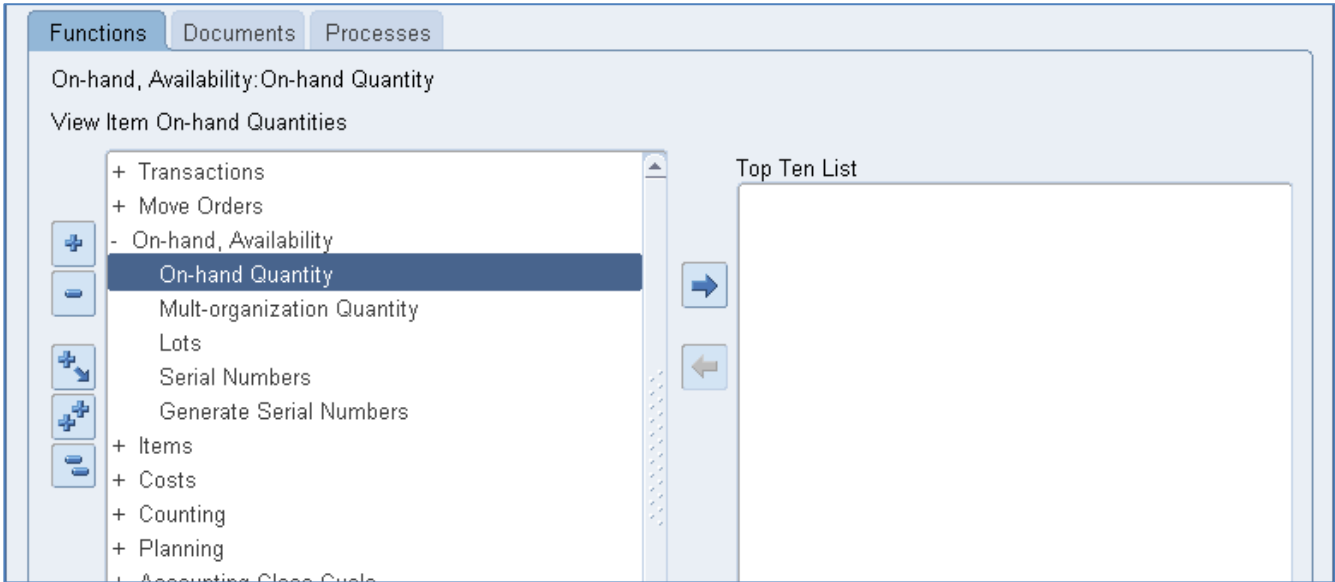
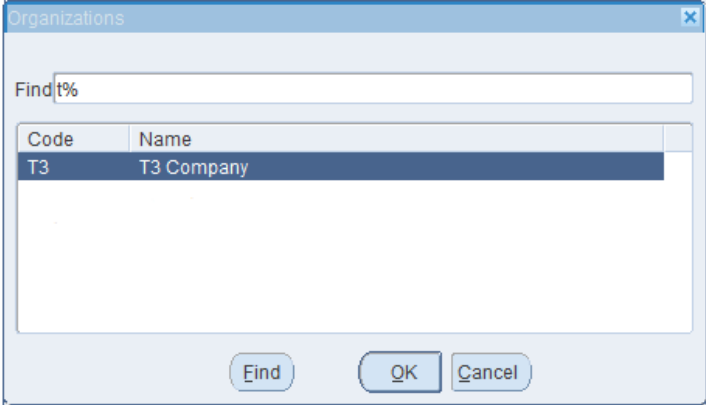
Steps	Action						
	<div><div><div><div><div><div>Search Material</div><div><div>Saved Searches</div><div><div>Name</div><div><div></div></div><div>Go</div><div>Delete</div></div><div><input type="checkbox"/> Public</div></div></div><div><div>Search</div><div><div>Organization</div><div>T3</div><div></div><div>T3 Company</div></div><div><div>Item Description</div><div></div></div><div><div>Lot</div><div></div><div>-</div><div></div><div></div></div><div><div>Locator</div><div></div></div><div><div>Quantities</div><div></div><div>-</div><div></div></div><div><div>Receipt</div><div>2</div><div></div></div></div><div><div>Item and Revision</div><div></div><div></div><div></div></div><div><div>Serial</div><div></div><div>-</div><div></div><div></div></div><div><div>Subinventory</div><div></div><div></div></div><div><div>LPN</div><div></div><div>-</div><div></div><div></div></div><div><div>Cost Group</div><div></div><div></div></div><div><div>Purchase Order</div><div></div><div></div></div></div></div></div><div><div>Refine</div><div><div>Material Location</div><div>View</div></div></div></div> <div><div>Search and Select: Receipt</div><div><div>Search</div><div>To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.</div><div><div>Search By</div><div>Receipt Number</div><div></div><div>2</div><div>Go</div></div><div><div>Results</div><div><div>Receipt Number</div><div><table><tr><th>Select</th><th>Quick Select</th><th>Receipt Number</th></tr><tr><td><input checked="" type="radio"/></td><td></td><td>2</td></tr></table></div></div></div><div><div>About this Page</div><div>Cancel</div><div>Select</div></div></div></div>	Select	Quick Select	Receipt Number	<input checked="" type="radio"/>		2
Select	Quick Select	Receipt Number					
<input checked="" type="radio"/>		2					

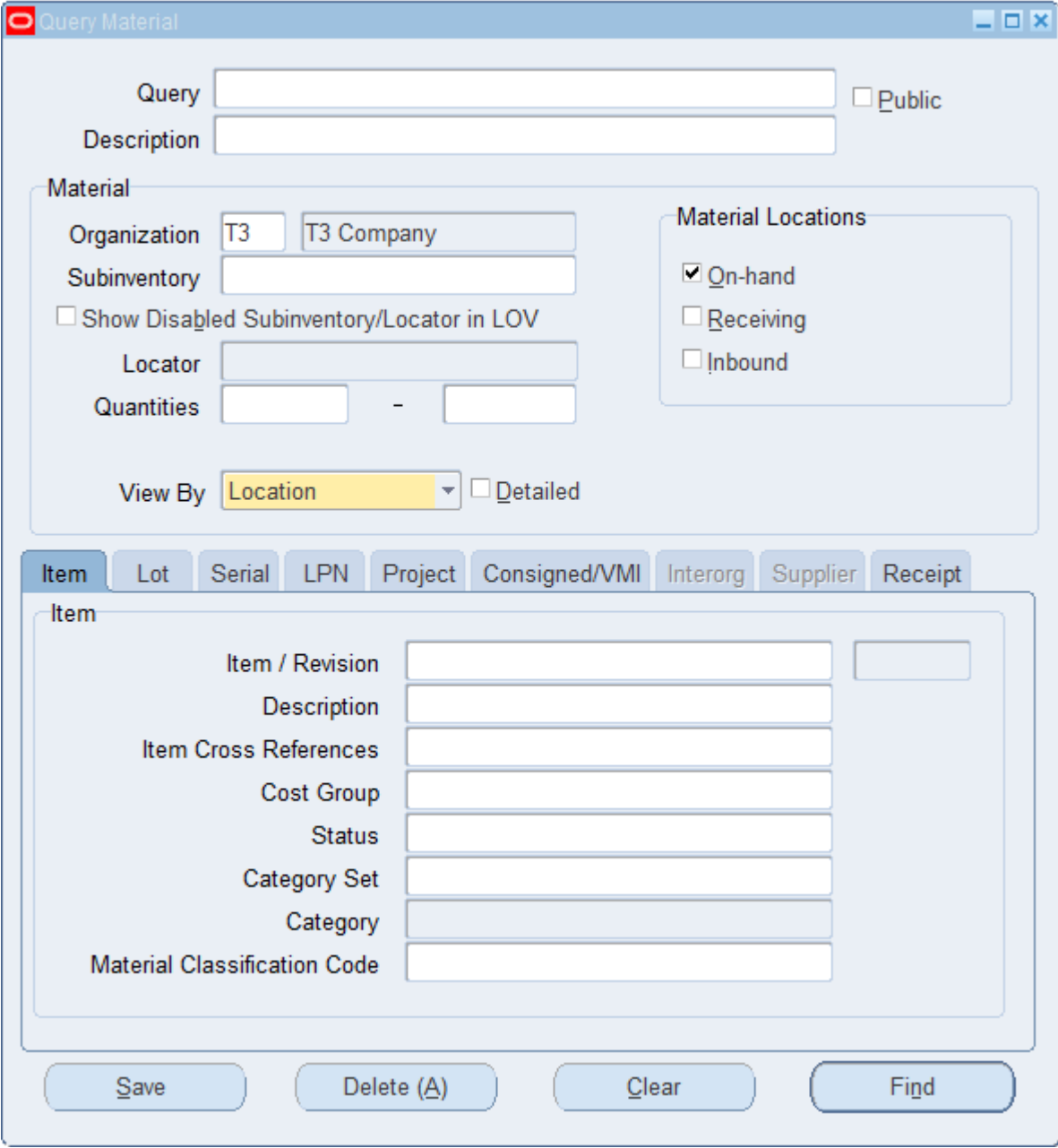
22.	<div><div><div><div><div><div>Check purchased item and quantity that delivered to the Receiving Area “Sub-Inventory” Based on the Receipt number.</div></div></div></div></div></div>
-----	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

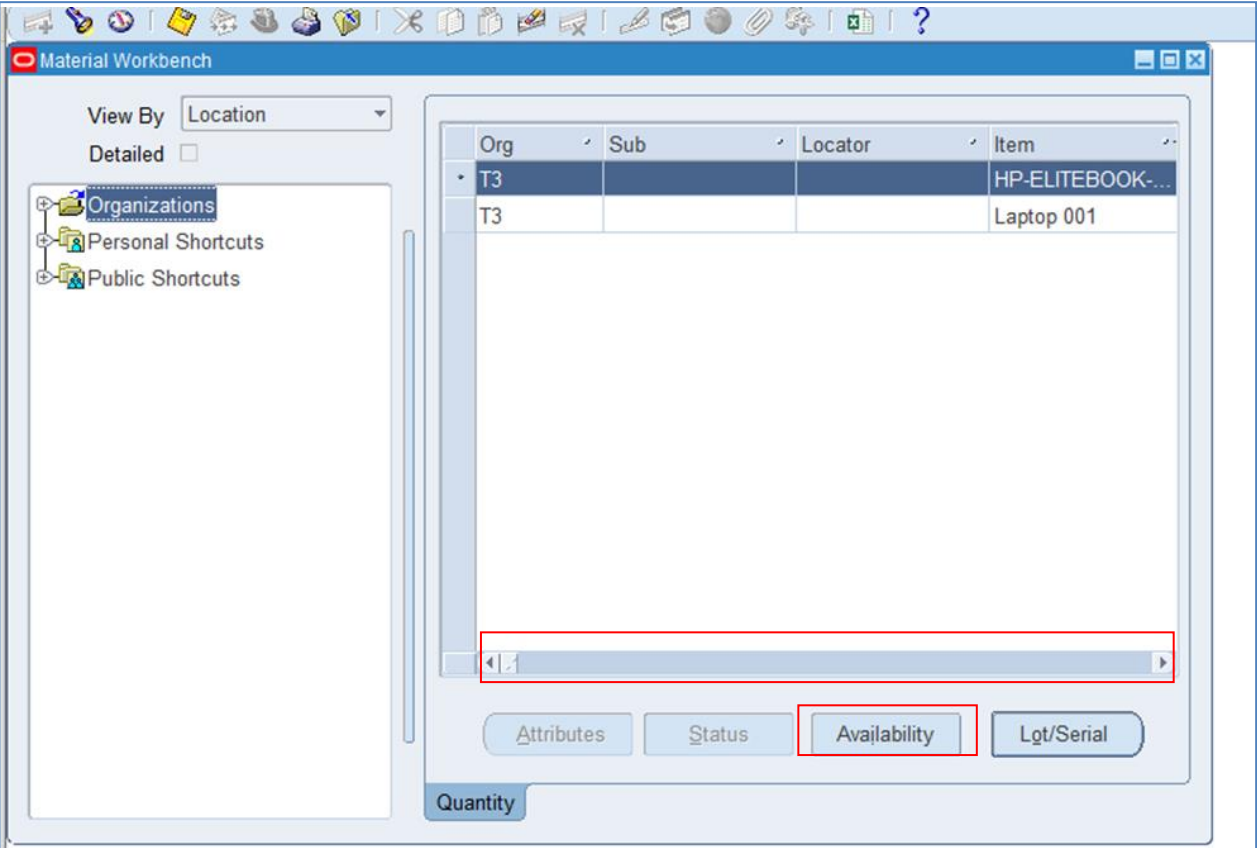
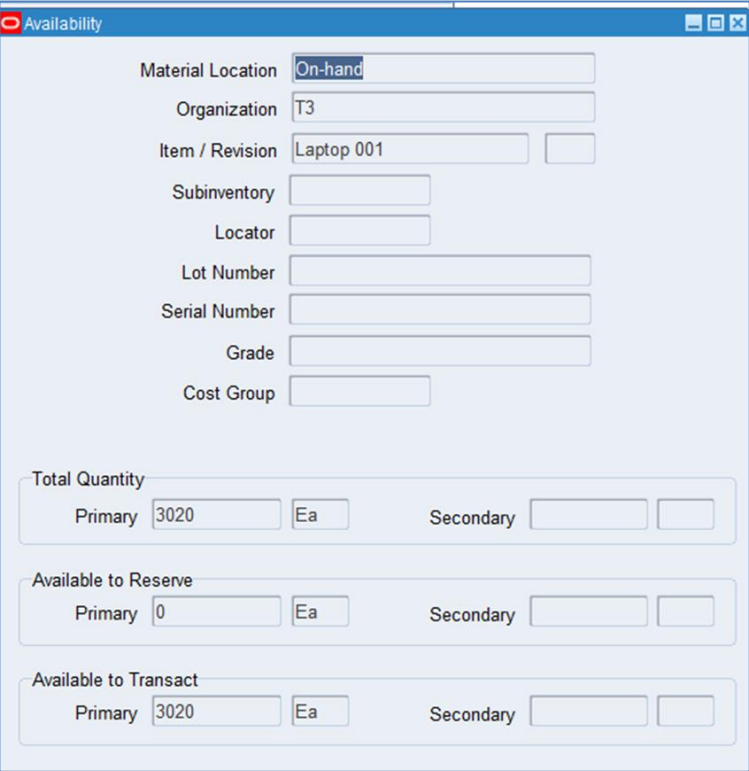
	<div><div><div><div><div><div>Material Workbench</div><div>Search</div></div><div><div>Material Location</div><div><input checked="" type="radio"/> On-Hand <input type="radio"/> Receiving <input type="radio"/> Inbound</div></div><div><div>View By</div><div>Item</div><div></div></div><div><div>View</div><div><input type="checkbox"/> Detailed <input type="checkbox"/> Expanded</div></div></div><div>All</div><div>Refresh</div><div><div>Items</div><div>Laptop 001</div></div><div><div>Actions</div><div><div></div><div>...</div></div><table><tr><th><input type="checkbox"/></th><th>Org ^</th><th>Item ^</th><th>Item Description ^</th><th>Rev ^</th><th>Lot ^</th><th>Serial ^</th><th>Grade ^</th><th>On-Hand ^</th></tr><tr><td><input type="checkbox"/></td><td>T3</td><td>Laptop 001</td><td>Laptop 001</td><td></td><td></td><td></td><td></td><td>20</td></tr></table></div></div></div></div>	<input type="checkbox"/>	Org ^	Item ^	Item Description ^	Rev ^	Lot ^	Serial ^	Grade ^	On-Hand ^	<input type="checkbox"/>	T3	Laptop 001	Laptop 001					20
<input type="checkbox"/>	Org ^	Item ^	Item Description ^	Rev ^	Lot ^	Serial ^	Grade ^	On-Hand ^											
<input type="checkbox"/>	T3	Laptop 001	Laptop 001					20											

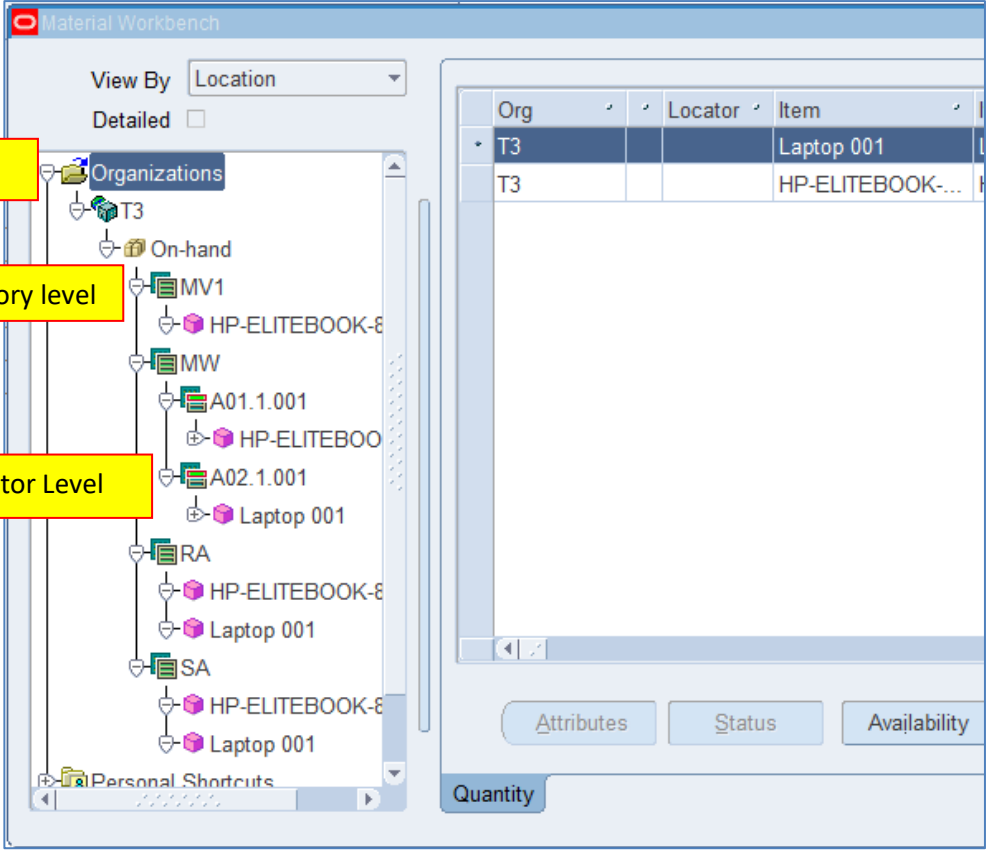
	<div><div><div>End of Procedure</div></div></div>
--	---------------------------------------------------

### Topic 3: Item On-Hand Availability

Steps	Action
	<b><i>Start of Procedure</i></b>
1.	<p>Navigate to <b>Inventory</b> responsibility and go to <b>On-hand, Availability&gt;On-hand Quantity</b> function</p> 
2.	<p>If <b>Change Organization</b> window appears, then select the desired inventory organization</p>  <p>Click <b>OK</b> button.</p>
3.	<p><b>Query Material</b> window appears enabling the user to enter the item search criteria for which the system has to check for on-hand availability.</p>

Steps	Action
	 <p>Enter the Subinventory if needed to search in one subinventory or leave the field blank to search for the entire available on-hand within the selected inventory organization.</p> <p>Enter the item code for which the on-hand quantity needs to be checked.</p> <p>In order to check all the items that are available in that inventory organization, leave all the fields blank and click <b>Find</b> button.</p>
4.	<b>Material Workbench</b> window opens with the result of the search criteria.

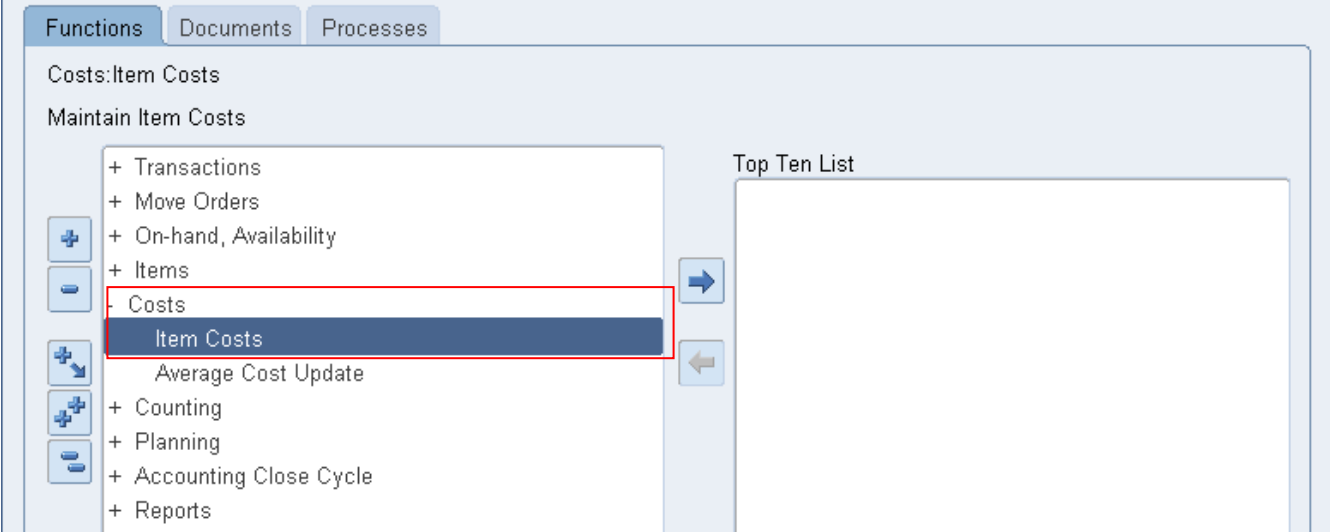
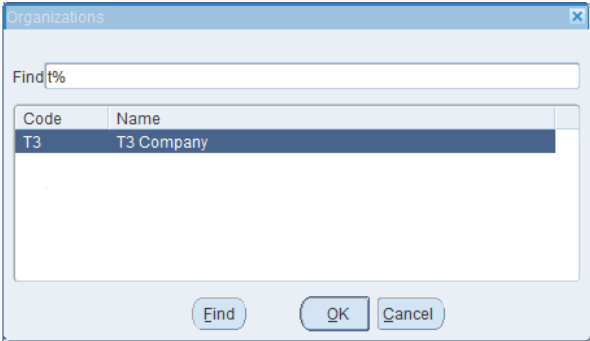
Steps	Action
	<div></div> <p>If needed, Navigate the horizontal scrollbar in order to see the additional details on the on-hand quantity.</p>
5.	<div><p>In order to view the summary of the quantities available, click the <i>Availability</i> button.</p><div></div></div>

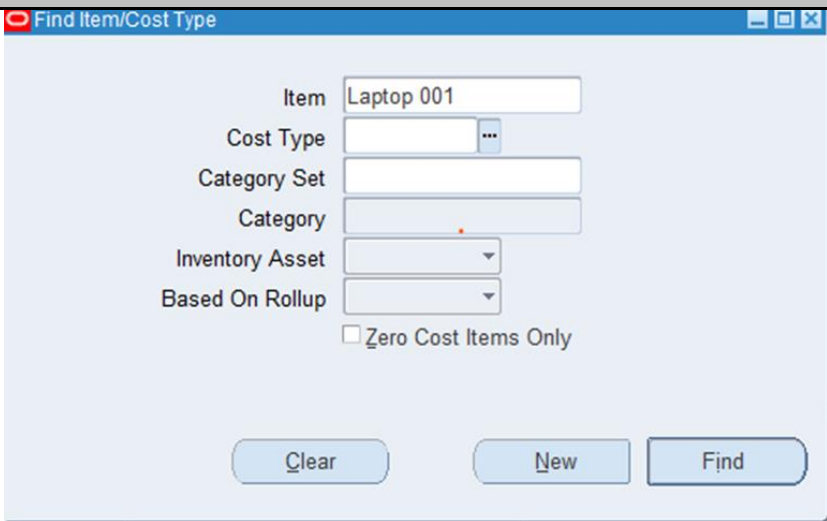
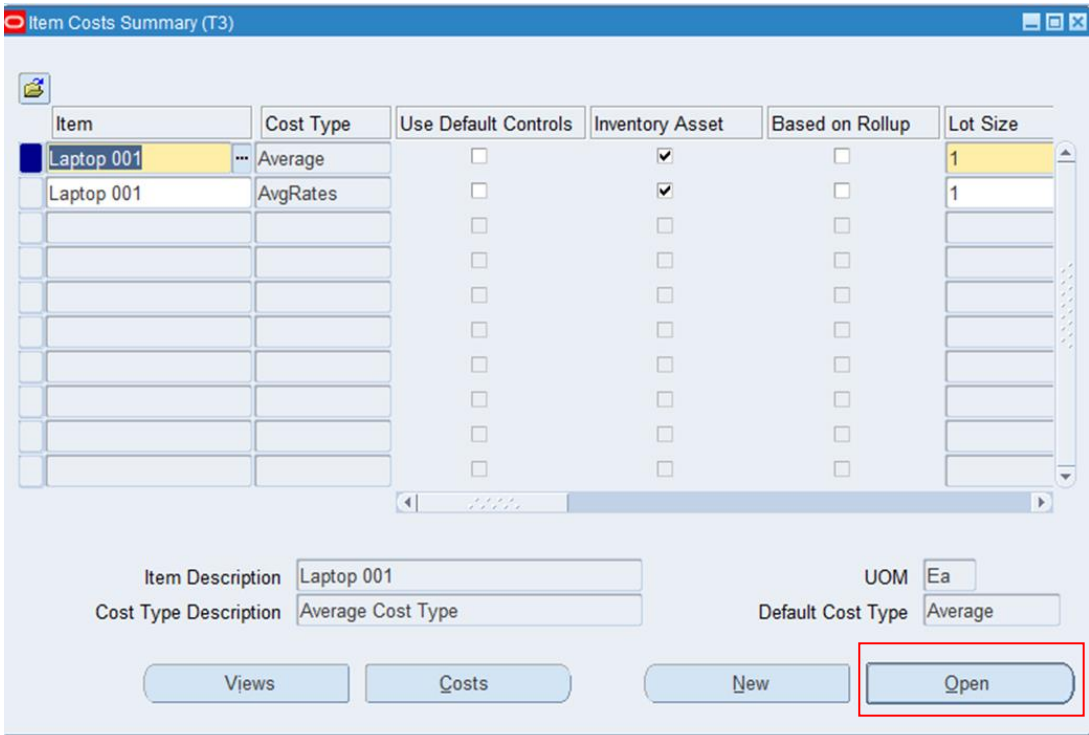
Steps	Action
	This window shows the summary of the quantity of the selected item available in the inventory organization.
6.	<div><div>To view items on-hand qty at sub-inventories and locators' level, Expand the organization hierarchy in the left side of the material workbench up to the lower level. It will appear as following.</div><div><div><div>Org Level</div><div>Sub-inventory level</div><div>Stock Locator Level</div></div></div></div>
7.	To view on-hand qty at any level, just select it and the on-hand qty will be refreshed. For example; Select Stock Locator A02.1.001



Steps	Action																
	<div><div>Material Workbench</div><div><div>View By Location</div><div>Detailed <input type="checkbox"/></div><div><div>Organizations</div><div>T3</div><div>On-hand</div><div>MV1</div><div>HP-ELITEBOOK-8</div><div>MW</div><div>A01.1.001</div><div>HP-ELITEBOO</div><div>A02.1.001</div><div>Laptop 001</div><div>RA</div><div>HP-ELITEBOOK-8</div><div>Laptop 001</div><div>SA</div><div>HP-ELITEBOOK-8</div><div>Laptop 001</div><div>Personal Shortcuts</div></div></div><div><table><tr><th>Org</th><th>Sub</th><th>Locator</th><th>Item</th><th>Item Descript...</th><th>Rev</th><th>Primary UOM</th><th>On-hand</th></tr><tr><td>T3</td><td>MW</td><td>A02.1.001</td><td>Laptop 001</td><td>Laptop 001</td><td></td><td>Ea</td><td>1000</td></tr></table><div><div>Attributes</div><div>Status</div><div>Availability</div><div>Lgt/Serial</div></div><div>Quantity</div></div></div>	Org	Sub	Locator	Item	Item Descript...	Rev	Primary UOM	On-hand	T3	MW	A02.1.001	Laptop 001	Laptop 001		Ea	1000
Org	Sub	Locator	Item	Item Descript...	Rev	Primary UOM	On-hand										
T3	MW	A02.1.001	Laptop 001	Laptop 001		Ea	1000										
	<div>End of Procedure</div>																

Topic 4: Item Cost

Steps	Action
	<i>Start of Procedure</i>
1.	<div><div>Navigate to <i>Inventory</i> and go to <i>Costs&gt;Item Costs</i> function</div><div></div></div>
2.	<div><div>If Change Organization window is prompted then select the desired organization on which you need to check the item’s cost.</div><div></div><div>Click <i>OK</i> button.</div></div>
3.	Find Item/Cost Type window appears as below:

Steps	Action
	 <p>Enter the item code in the <b>Item</b> field and click <b>Find</b> button.</p>
4.	<p>Item cost Summary window gets displayed as a result.</p>  <p>Click <b>Open</b> button to see the costs.</p>
5.	<p><b>Item Cost Details</b> window will get displayed with all the details.</p>

Steps	Action
	<div><div>Item Costs Details (T3)</div><div><div><div><div>ItemLaptop 001Laptop 001</div><div>UOMEa</div></div><div><div>Cost TypeAverage Cost Type</div><div>Default Cost TypeAverage</div></div><div><input type="checkbox"/> Use Default Cost Controls</div></div></div><div><div>Cost Controls</div><div><div><input checked="" type="checkbox"/> Inventory Asset</div><div>Lot Size1</div></div><div><div><input type="checkbox"/> Based On Rollup</div><div>MFG Shrinkage Rate0</div></div></div></div> <div><div>Cost Information</div><div><div><div>Material996.85326</div><div>Material Overhead0.31467</div><div>Resource</div><div>Outside Processing</div><div>Overhead</div><div>Unit Cost997.16794</div><div>COGS Account01-000-1410-0000-000</div><div>Sales Account01-000-5112-0000-000</div></div><div><div>Cost CategoryNEW.MISC</div><div>Quantity3019</div><div>Extended Value3,010,450.00</div><div>Last PO Price500.00000</div><div>Invoice Price</div><div>Make/BuyBuy</div><div><input type="checkbox"/> Include In Rollup</div></div></div></div> <div><div>Views</div><div>Costs</div></div>

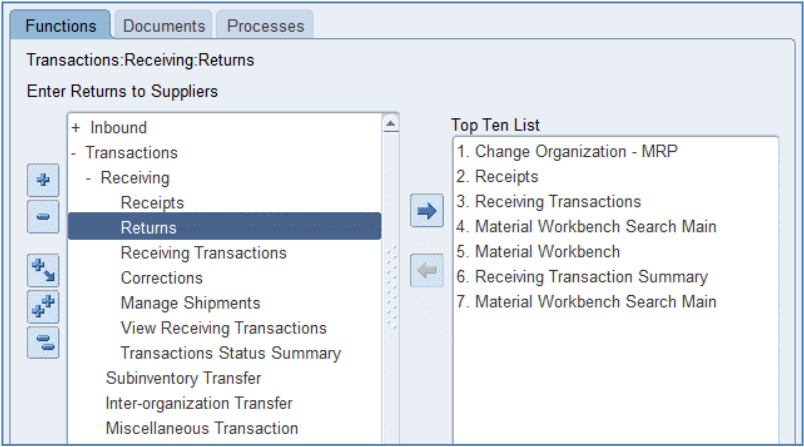
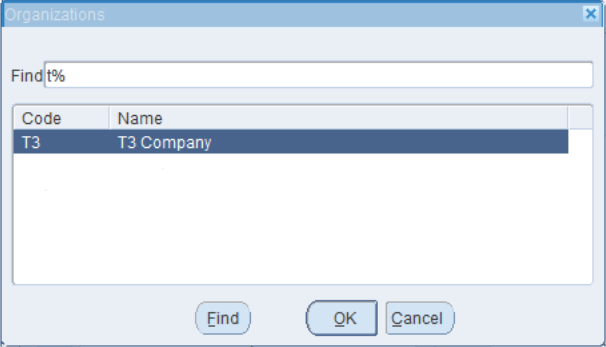
This window shows the *Item* code, the *Cost Type* (cost type is the costing method that organization follows, and in T3 it is Average cost method), unit of measure and so on.

In the *Cost Information* region, the system displays the current cost of the item in the *Unit Cost* field.

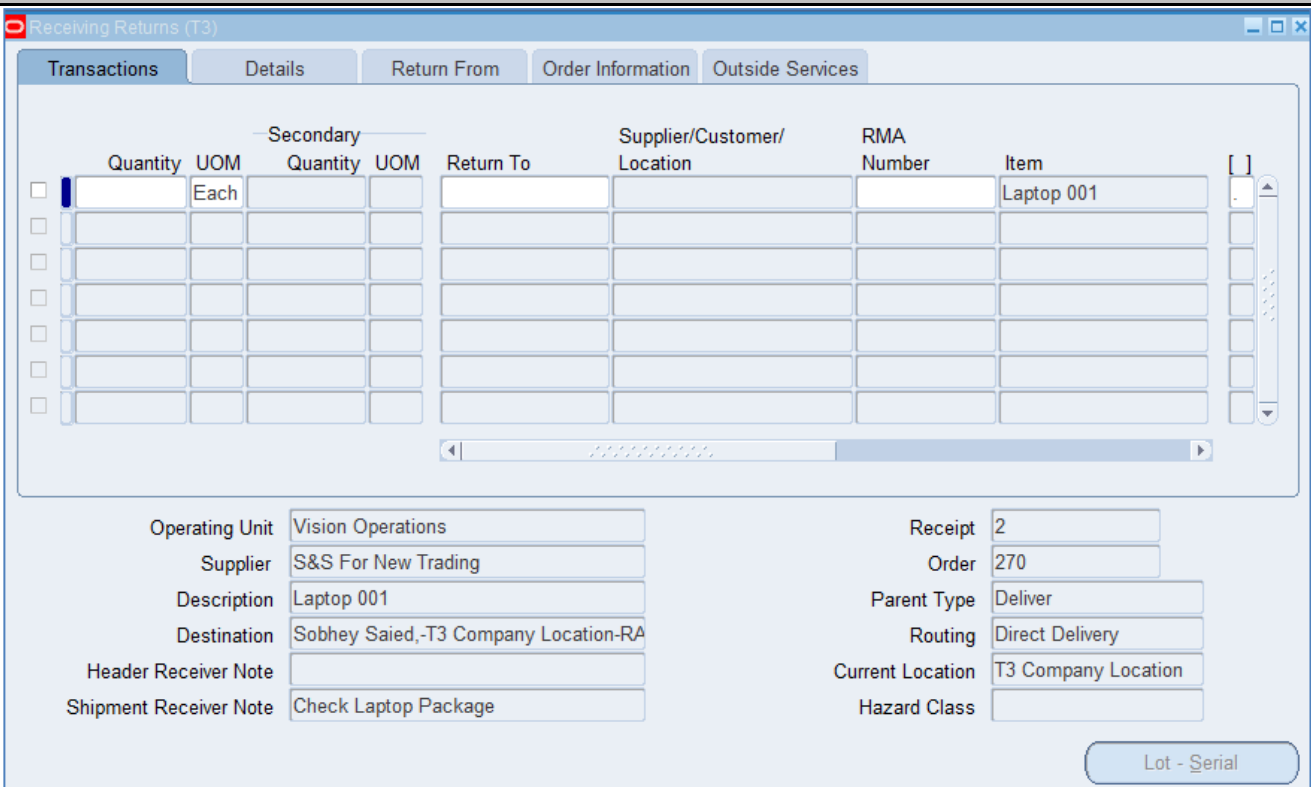
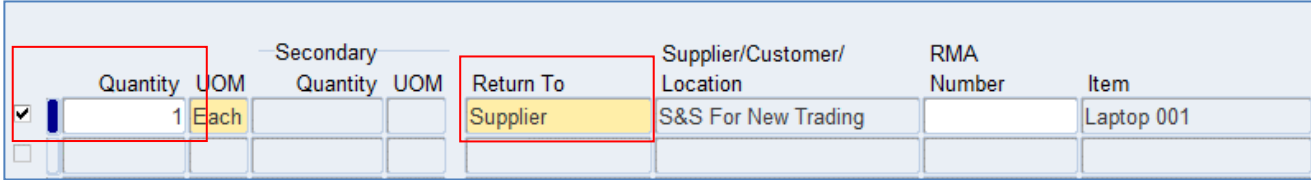
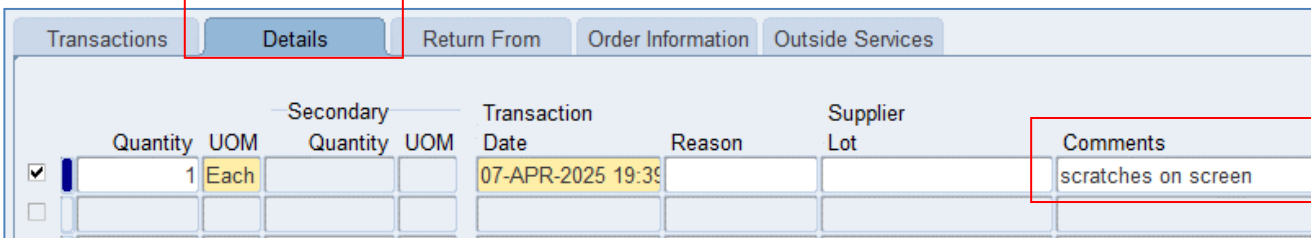
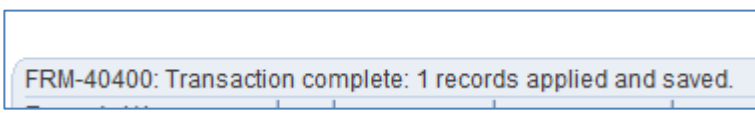
Total value of the item will be displayed in the *Extended Value* field. The system also shows the *Last PO Price*.

*Note: The user is not allowed to change the cost of the item from this window. This window is only to query and view the current material cost.*

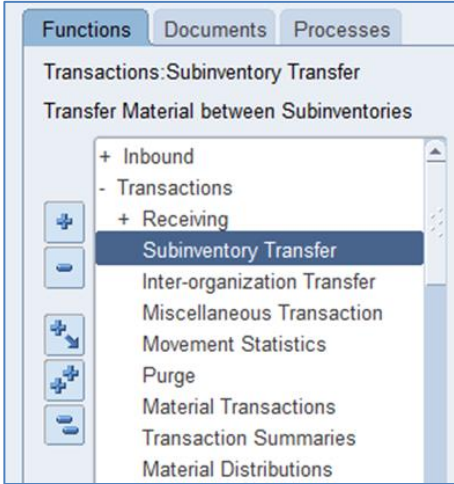
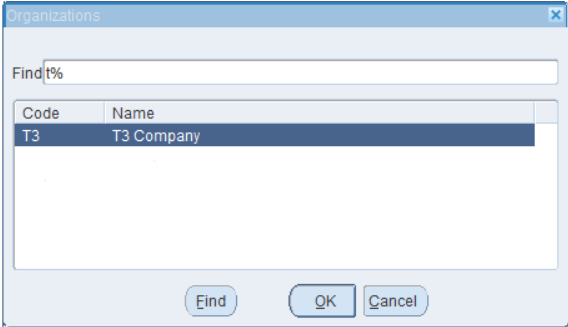
Topic 5: Goods Return To Supplier

Steps	Action
	<i>Start of Procedure</i>
1.	<p>Navigate to Inventory and go to Transactions&gt;Receiving&gt;Returns.</p> 
2.	<p>If <i>Change Organization</i> window appears, then search and select T3 inventory organization</p>  <p>Click <i>OK</i> button.</p>
3.	<p>Opening the Returns function will lead the system to open the <i>Find Return</i> window</p>

Steps	Action
	<div><div><div><div>Find Returns (T3)</div><div><div>Supplier and Internal</div><div>Customer</div></div><div><div><div>Operating Unit</div><div></div></div><div><div>Source Type</div><div>Supplier</div></div><div><div>Purchase Order</div><div></div></div><div><div>Line</div><div></div></div><div><div>Requisition</div><div></div></div><div><div>Supplier</div><div></div></div><div><div>Receipt</div><div></div></div><div><div>Release</div><div></div></div><div><div>Shipment</div><div></div></div><div><div>Shipment</div><div></div></div><div><div>Supplier Site</div><div></div></div><div><div>Current Location</div><div></div></div></div></div><div><div><div>Item</div><div>Date Ranges</div><div>Transaction Details</div><div>Shipments</div><div>Destination</div></div><div><div><div>Item, Rev</div><div></div><div></div></div><div><div>Category</div><div></div></div><div><div>Description</div><div></div></div><div><div>Supplier Item</div><div></div></div></div><div><div>Clear</div><div>Find</div></div></div></div><div><p>Enter the desired information to find the receipt that has to be returned now. In Oracle, we return the items to supplier using the same receipt number that we used to receive the item. Click <i>Find</i> button after entering the desire data.</p></div></div>
4.	<p><i>Receiving Returns</i> window opens along with the item lines that are received in that receipt.</p>

Steps	Action
	
5.	<p>Select the Line and enter the quantity to be returned in the <i>Quantity</i> field and Supplier in the <i>Return To</i> field.</p> 
6.	<p>Enter the reason for return in the Comments field available in the Details tabbed region.</p> 
7.	<p>After entering the required information save the record. Then, check that transaction is completed by seeing the status bar.</p> 
	<b>End of Procedure</b>

## Topic 6: Transactions - Subinventory Transfer

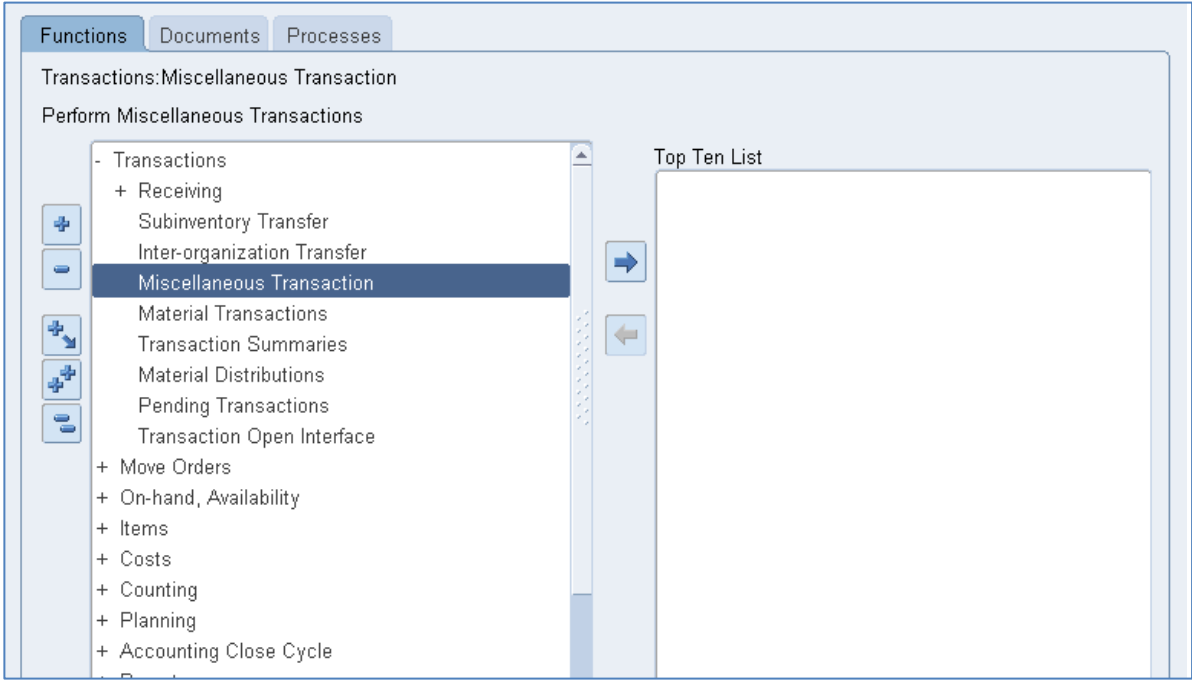
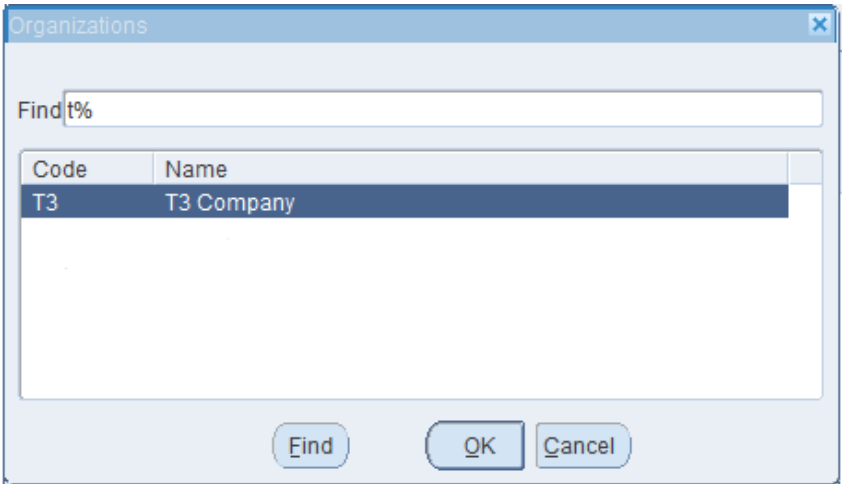
Steps	Action
	<b><i>Start of Procedure</i></b>
	<b><i>Purpose:</i></b> Stock movement between different locators within the main warehouse.
1.	<p>Navigate to <b>Inventory</b> responsibility and go to <b>Transactions&gt;Subinventory Transfer</b> function</p> 
2.	<p>If <b>Change Organization</b> window appears, then select the desired inventory organization</p>  <p>Click <b>OK</b> button.</p>
3.	<p>In the <b>Subinventory Transfers</b> window, Date field will be defaulted by the system to the current date, and enter <b>T3@Sub-inventory Transfer</b> in the <b>Type</b> field.</p>

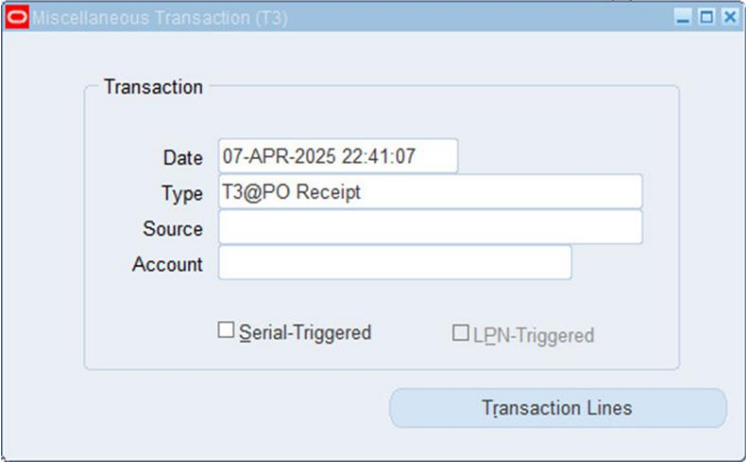


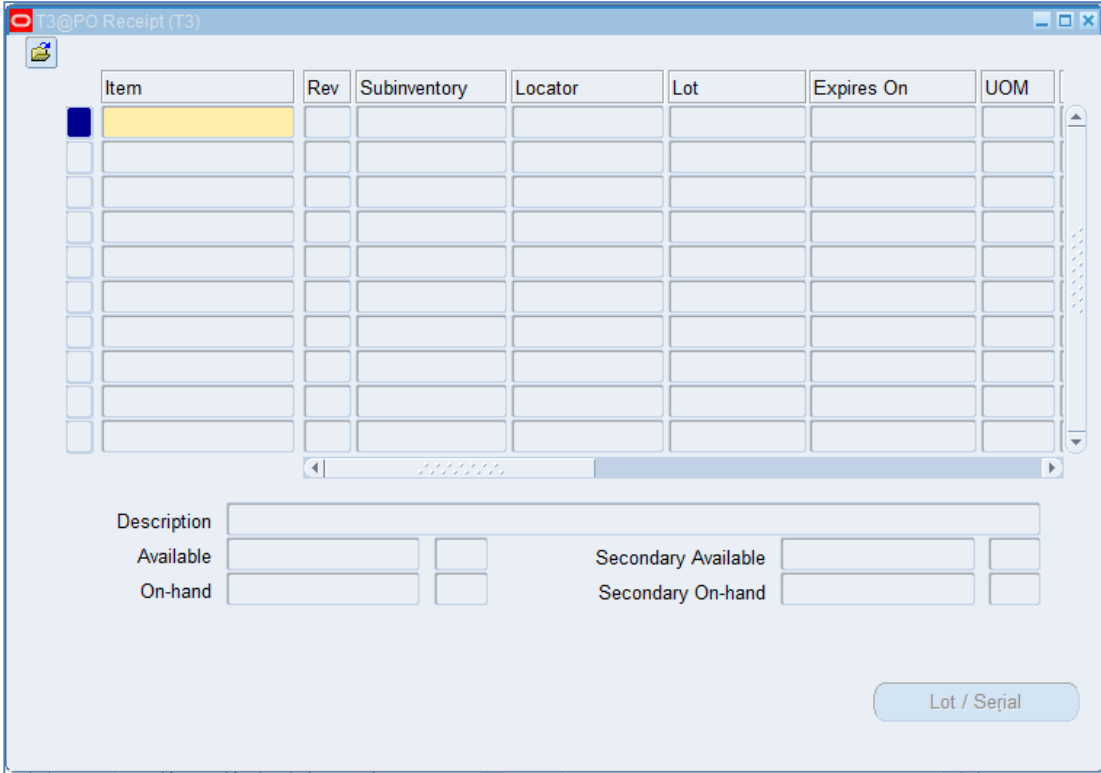

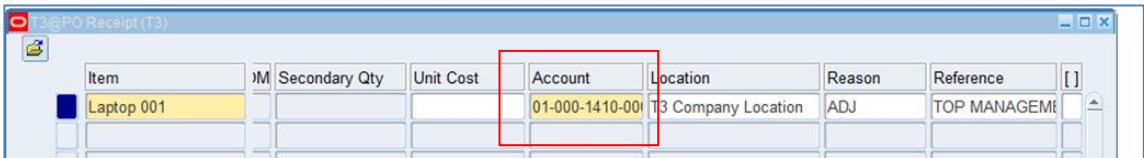

Steps	Action																																																																																																														
	<div><div><div><div>Subinventory Transfers (T3)</div><div><div>Transaction</div><div><div><div>Date08-APR-2025 00:16:55</div><div>TypeT3@Sub-Inventory Transfer</div><div>Source</div><div><input type="checkbox"/> Serial-Triggered</div></div><div>Transaction Lines</div></div></div></div></div><div>After entering the details, click the Transaction Lines button to proceed further.</div></div>																																																																																																														
4.	<div><div><div><div>Subinventory Transfer window will be displayed, where you need to enter the item that needs to be transferred and its quantity.</div><div><div>T3@Sub-Inventory Transfer (T3)</div><table><tr><th>Item</th><th>Material</th><th>Rev</th><th>Subinventory</th><th>Locator</th><th>To Subinv</th><th>To Locator</th><th>Lot</th><th>Expires On</th><th>UOM</th><th>Quantity</th></tr><tr><td>Laptop 001</td><td></td><td></td><td>MW</td><td>A01.2.001</td><td>MW</td><td>A02.2.001</td><td></td><td></td><td>Ea</td><td>100</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div><div>DescriptionLaptop 001</div><div><div>Available100Ea</div><div>On-hand100Ea</div><div>Secondary Available</div><div>Secondary On-hand</div></div><div>Lot / Serial</div></div></div></div></div><div>Enter the Item code in the <i>Item</i> field</div><div>Enter source entity in <i>Subinventory &amp; Locator</i> fields. Enter the destination entity of the subinventory is locator controlled in <i>To Subinventory &amp; To Locator</i> fields. Note that once we entered the subinventory field, <i>Available</i> field below the lines will show the quantity available in this subinventory.</div></div>	Item	Material	Rev	Subinventory	Locator	To Subinv	To Locator	Lot	Expires On	UOM	Quantity	Laptop 001			MW	A01.2.001	MW	A02.2.001			Ea	100																																																																																								
Item	Material	Rev	Subinventory	Locator	To Subinv	To Locator	Lot	Expires On	UOM	Quantity																																																																																																					
Laptop 001			MW	A01.2.001	MW	A02.2.001			Ea	100																																																																																																					

Steps	Action
5.	After entering these details, save the record. The item and the entered quantity will be transferred from the old locator to the new locator. Use the Item On-Hand Availability form to check for the availability of the quantities in each locator within the main warehouse.
	<b><i>End of Procedure</i></b>

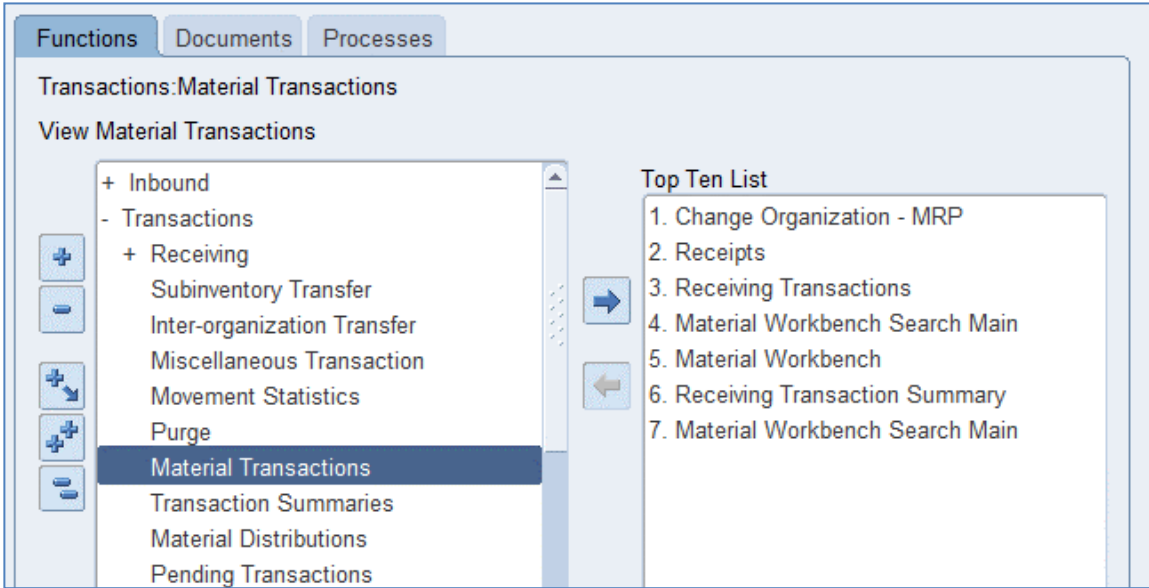
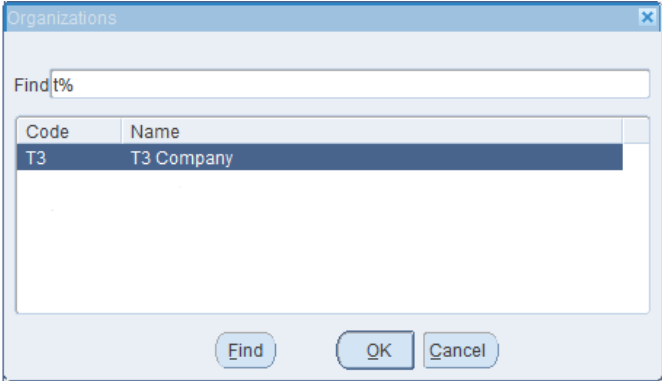
## Topic 7: Transactions - Miscellaneous Transaction

Steps	Action
	<b><i>Start of Procedure</i></b>
	<b><i>The Miscellaneous Transaction functionality within Oracle EBS R12 should be strictly limited to stock adjustments and reserved for authorized senior management personnel.</i></b>
1.	<p>Navigate to <b>Inventory</b> and go to <b>Transactions&gt;Miscellaneous Transactions</b> function</p> 
2.	<p>If <b>Change Organization</b> window appears, then select the desired inventory organization</p>  <p>Click <b>OK</b> button.</p>

Steps	Action
3.	<div><div>Miscellaneous Transactions header</div><div></div><div><p>The <b>Date</b> field will be defaulted to the current date by the system.</p><p>In <b>Type</b> field select the appropriate Transaction Type. For instance, in order to receive materials against a charge account as an adjustment of PO receipt use the transaction type namely <b>T3@PO Receipt</b>.</p><p>Enter the expected charge PO number in the <b>Source</b> field. This PO will be validated later against this transaction to complete its accounting entries.</p><p>Enter the desired charge account in the <b>Account</b> field. This account will get defaulted to all the lines of this transaction.</p><p><i>Note: Transaction type can be of different nature. Transaction types can be used both for receipt of material in to stores and also issue of material from the stores. Both this transaction requires a Charge Account, which the user has to enter during the transaction. User has the option to select transaction type according to the transaction scenario.</i></p><p>For examples:</p><ul style="list-style-type: none"><li>• <b>T3@Account Receipts:</b> Receiving items not covered by a purchase order (e.g., sample receipts, found inventory).</li><li>• <b>T3@Account Issues:</b> Issuing items for purposes not tied to a sales order or WIP (e.g., damaged goods write-offs, internal consumption).</li></ul></div></div>
4.	Click on the <b>Transaction Lines</b> button.
5.	Miscellaneous transaction lines window will appear:

Steps	Action
	
6.	<p>Enter the required details such as:</p>  <p>Item: Item code of the item that needs to be transacted  Subinventory: Subinventory from where the item has to be transacted  Locator: If required enter the locator code  UOM: Will be defaulted by the system  Quantity: Actual quantity that has to be transacted  Account: The charge account against which the item need to be transacted.</p>  <p>Enter the code combination of the destination charge account.</p>
7.	After entering all the required details, save  the record.
8.	Close the form to exit the function.
	<b><i>End of Procedure</i></b>

## Topic 8: Transactions - View Material Transactions

Steps	Action
	<b><i>Start of Procedure</i></b>
1.	<p>Navigate to <i>Inventory</i> responsibility and go to <i>Transactions&gt;Material Transactions</i> function.</p> 
2.	<p>If <i>Change Organization</i> window appears, then select T3 inventory organization</p>  <p>Click <b>OK</b> button.</p>
3.	Find Material Transactions window will open enabling the user to enter the search criteria to find the find the transaction.

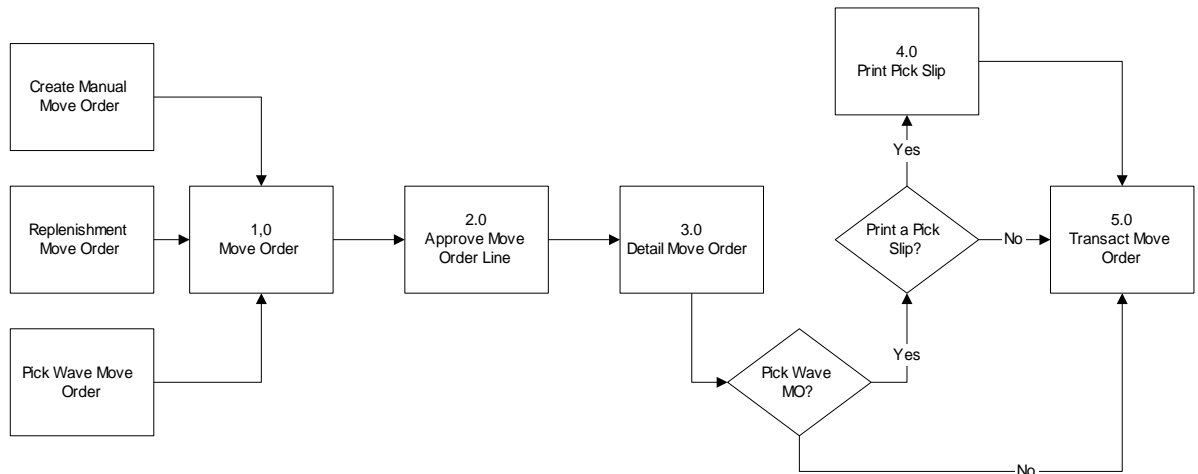
Steps	Action
	<div><div><div>Find Material Transactions (T3)</div><div><div>Transaction Dates01-MAR-2025 00:00:00 - 06-APR-2025 00:00:00</div><div><div>ItemRevision</div><div>Description</div><div>Category SetCategory</div><div>SubinventoryLocator</div><div>LotSerial</div><div>Supplier Lot</div><div>Source TypeTransaction ID</div><div>SourceInclude Logical Transactions</div><div>ActionSubinventory Transfer</div><div>Transaction TypeCost Group Transfer</div><div>Transaction Quantities - </div><div>Supplier</div><div>Transferred to ProjectsConsumption Advice</div><div>Costed</div><div>ClearFind</div></div></div></div><div>Enter the desired information to shorted and search criteria for transaction. In case you want to see the entire transactions for that inventory organization, clear the <i>Transaction Dates</i> from and to field and click <i>Find</i> button.</div></div>
4.	Material Transactions window opens showing the material transactions based on the search criteria entered above.

Steps	Action																																																																		
	<div><div><div><div>Material Transactions (T3)</div><div><div>Location</div><div>Intransit</div><div>Reason, Reference</div><div>Transaction ID</div><div>Transaction Type</div><div>Consumption Advice</div></div><table><tr><th>Item</th><th>Subinventory</th><th>Locator</th><th>Location</th><th>Material Classification Code</th><th>R</th></tr><tr><td><input type="checkbox"/> Laptop 001</td><td>RA</td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> HP-ELITEBOOK-4</td><td>RA</td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> HP-ELITEBOOK-4</td><td>MV1</td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> HP-ELITEBOOK-4</td><td>MW</td><td>A01.1.001</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> HP-ELITEBOOK-4</td><td>MV1</td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> Laptop 001</td><td>MW</td><td>A02.1.001</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> Laptop 001</td><td>RA</td><td></td><td></td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/> Laptop 001</td><td>RA</td><td></td><td>T3 Company Lo</td><td></td><td></td></tr><tr><td><input type="checkbox"/> HP-ELITEBOOK-4</td><td>MV1</td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/> HP-ELITEBOOK-4</td><td>RA</td><td></td><td></td><td></td><td></td></tr></table><div><div>Item DescriptionLaptop 001</div><div>Date04-APR-2025 22:41:40</div><div>Primary UOMEa</div><div>Primary Quantity3000</div><div>Secondary UOM</div><div>Secondary Quantity</div><div>Distributions</div><div>Lot / Serial</div></div></div></div><div><div>This form will provide the user the basic information of all the material transactions happened in the inventory organization.</div><div>Select the material transaction line and click on the <i>Distributions</i> button in order to view the accounting entries generated for each material transaction.</div></div></div>	Item	Subinventory	Locator	Location	Material Classification Code	R	<input type="checkbox"/> Laptop 001	RA					<input type="checkbox"/> HP-ELITEBOOK-4	RA					<input type="checkbox"/> HP-ELITEBOOK-4	MV1					<input type="checkbox"/> HP-ELITEBOOK-4	MW	A01.1.001				<input type="checkbox"/> HP-ELITEBOOK-4	MV1					<input type="checkbox"/> Laptop 001	MW	A02.1.001				<input type="checkbox"/> Laptop 001	RA					<input checked="" type="checkbox"/> Laptop 001	RA		T3 Company Lo			<input type="checkbox"/> HP-ELITEBOOK-4	MV1					<input type="checkbox"/> HP-ELITEBOOK-4	RA				
Item	Subinventory	Locator	Location	Material Classification Code	R																																																														
<input type="checkbox"/> Laptop 001	RA																																																																		
<input type="checkbox"/> HP-ELITEBOOK-4	RA																																																																		
<input type="checkbox"/> HP-ELITEBOOK-4	MV1																																																																		
<input type="checkbox"/> HP-ELITEBOOK-4	MW	A01.1.001																																																																	
<input type="checkbox"/> HP-ELITEBOOK-4	MV1																																																																		
<input type="checkbox"/> Laptop 001	MW	A02.1.001																																																																	
<input type="checkbox"/> Laptop 001	RA																																																																		
<input checked="" type="checkbox"/> Laptop 001	RA		T3 Company Lo																																																																
<input type="checkbox"/> HP-ELITEBOOK-4	MV1																																																																		
<input type="checkbox"/> HP-ELITEBOOK-4	RA																																																																		
5.	Material Transaction Distributions window opens showing the corresponding accounting entries.																																																																		

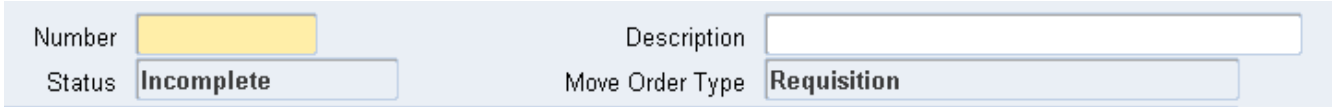
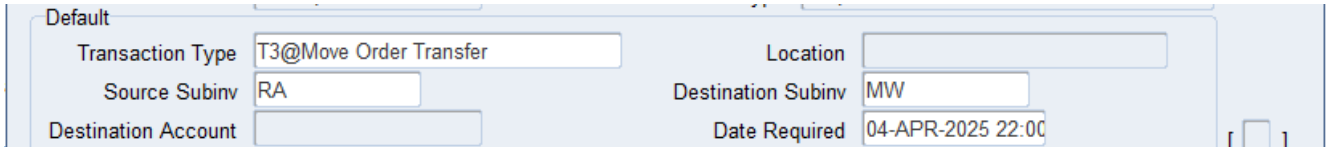
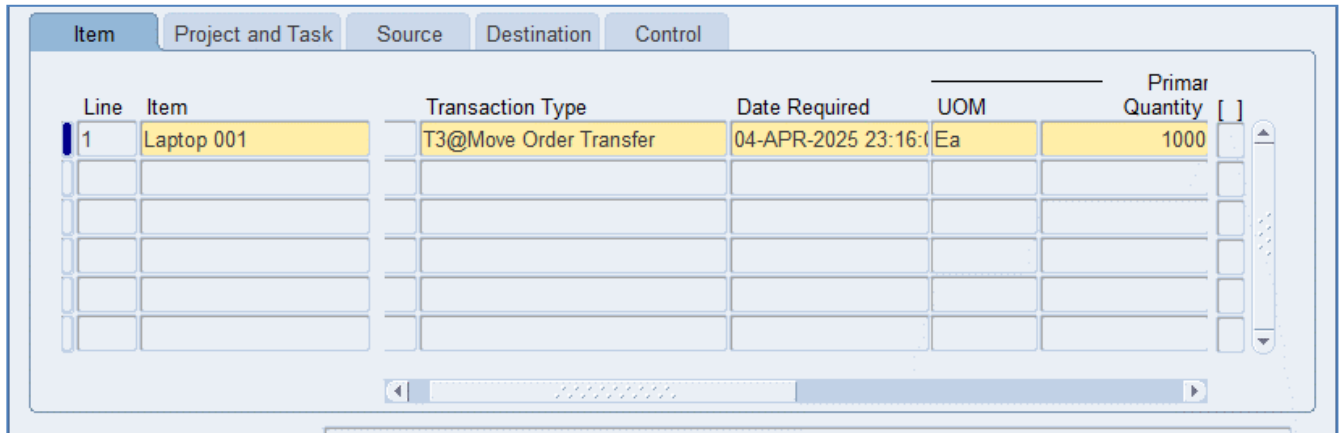


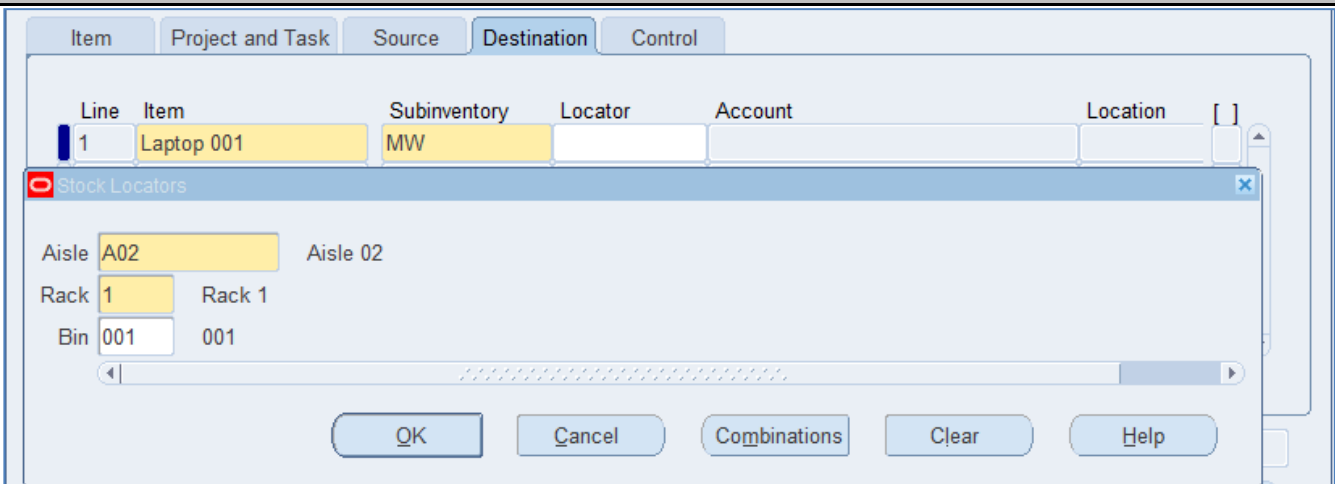
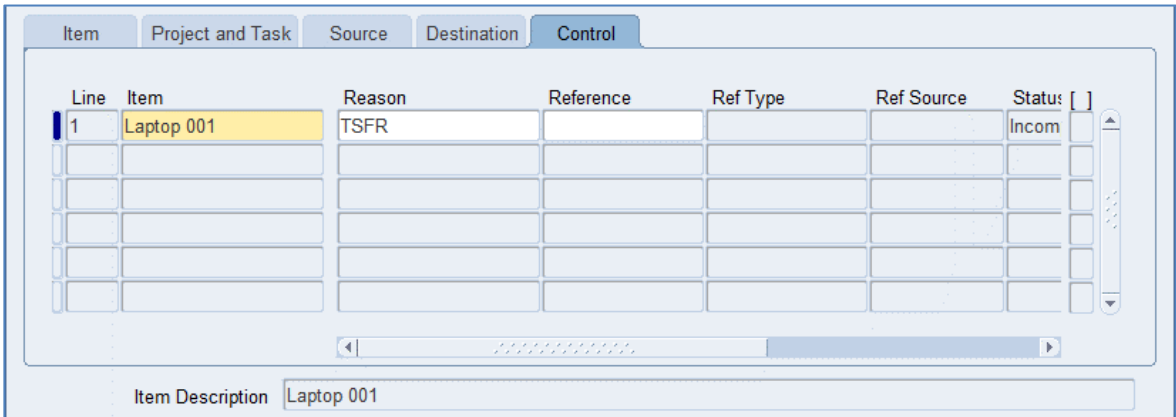

Steps	Action																																																						
	<div><div>Material Transaction Distributions (T3) - 31188986</div><div><div>Account</div><div>Location</div><div>Type</div><div>Currency</div><div>Comments</div></div><table><tr><th>Transaction Date</th><th>Account</th><th>Transaction Value</th><th>Item</th><th>Revision</th><th>Transaction Type</th></tr><tr><td>04-APR-2025 23:2</td><td>01-000-1410-0000-000</td><td>1,000,000.00</td><td>Laptop 001</td><td></td><td>T3@Move Order Trans</td></tr><tr><td>04-APR-2025 23:2</td><td>01-000-1410-0000-000</td><td>-1,000,000.00</td><td>Laptop 001</td><td></td><td>T3@Move Order Trans</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div><div><div>Item</div><div>Laptop 001</div></div><div><div>Description</div><div>Laptop 001</div></div><div><div>Revision</div><div></div></div><div><div>Account</div><div>01-000-1410-0000-000</div></div><div><div><div>UOM</div><div>Ea</div></div><div><div>Quantity</div><div>1,000.00</div></div><div><div>Unit Cost</div><div>1,000.00000</div></div><div><div>Value</div><div>1,000,000.00</div></div></div></div></div>	Transaction Date	Account	Transaction Value	Item	Revision	Transaction Type	04-APR-2025 23:2	01-000-1410-0000-000	1,000,000.00	Laptop 001		T3@Move Order Trans	04-APR-2025 23:2	01-000-1410-0000-000	-1,000,000.00	Laptop 001		T3@Move Order Trans																																				
Transaction Date	Account	Transaction Value	Item	Revision	Transaction Type																																																		
04-APR-2025 23:2	01-000-1410-0000-000	1,000,000.00	Laptop 001		T3@Move Order Trans																																																		
04-APR-2025 23:2	01-000-1410-0000-000	-1,000,000.00	Laptop 001		T3@Move Order Trans																																																		
6.	Close all the forms to exit the function.																																																						
	<b>End of Procedure</b>																																																						

## Topic 9: Move Order - Create Move Order

Steps	Action
	<b>Start of Procedure</b>
	<p><b>Move Order Process</b></p>  <pre> graph LR     CM[Create Manual Move Order] --&gt; M1[1.0 Move Order]     R[Replenishment Move Order] --&gt; M1     PW[Pick Wave Move Order] --&gt; M1     M1 --&gt; A[2.0 Approve Move Order Line]     A --&gt; D[3.0 Detail Move Order]     D --&gt; PWP{Pick Wave MO?}     PWP -- Yes --&gt; PPS{Print a Pick Slip?}     PWP -- No --&gt; T[5.0 Transact Move Order]     PPS -- Yes --&gt; PPS2[4.0 Print Pick Slip]     PPS -- No --&gt; T     PPS2 --&gt; T   </pre> <p>The flowchart illustrates the Move Order Process. It begins with three input boxes: 'Create Manual Move Order', 'Replenishment Move Order', and 'Pick Wave Move Order'. All three point to a box labeled '1.0 Move Order'. From '1.0 Move Order', the flow proceeds to '2.0 Approve Move Order Line', then to '3.0 Detail Move Order'. From '3.0 Detail Move Order', the flow enters a decision diamond labeled 'Pick Wave MO?'. If the answer is 'Yes', the flow goes to another decision diamond labeled 'Print a Pick Slip?'. If the answer is 'No', the flow goes directly to '5.0 Transact Move Order'. From the 'Print a Pick Slip?' diamond, a 'Yes' leads to '4.0 Print Pick Slip', and a 'No' leads to '5.0 Transact Move Order'. Finally, '4.0 Print Pick Slip' also leads to '5.0 Transact Move Order'.</p> <p>Here is a concise outline for the move order flow:</p> <ol style="list-style-type: none"> <li><b>Create Move Order:</b> <ul style="list-style-type: none"> <li>Generated manually or automatically (via Min-Max/Replenishment or Pick Release).</li> </ul> </li> <li><b>Approve Move Order:</b> <ul style="list-style-type: none"> <li>Planner approves move order lines (or they are auto-approved for pick wave orders).</li> </ul> </li> <li><b>Allocate/Detail Move Order Lines:</b> <ul style="list-style-type: none"> <li>System (or user) assigns source locators, lots, and quantities based on picking rules.</li> </ul> </li> <li><b>(Optional) Print Pick Slip:</b> <ul style="list-style-type: none"> <li>Run the “Print Move Order Pick Slip” concurrent program to generate a document for warehouse picking.</li> </ul> </li> <li><b>Transact Move Order:</b> <ul style="list-style-type: none"> <li>Confirm the physical movement (updates inventory balances) and complete the process.</li> </ul> </li> </ol>

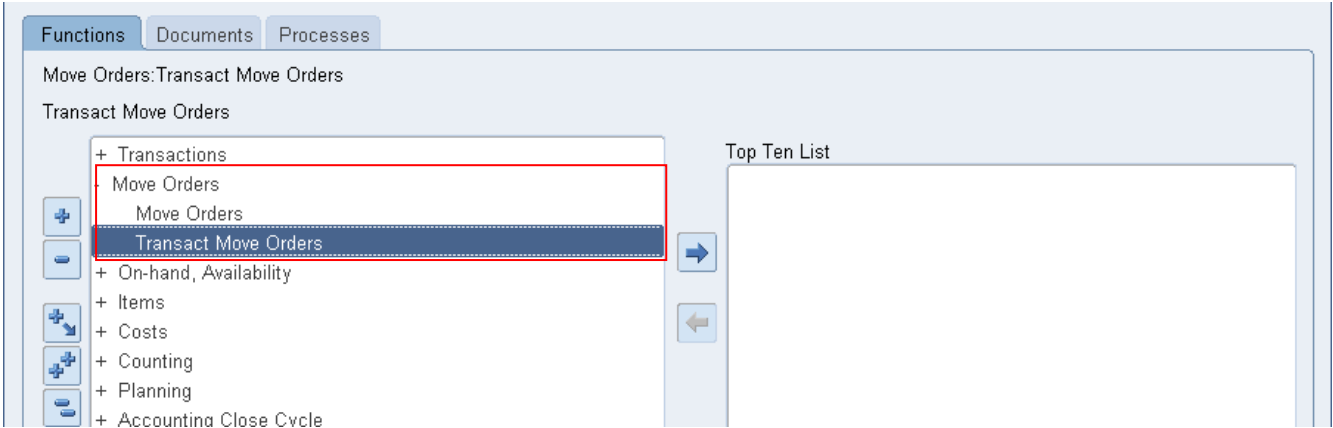
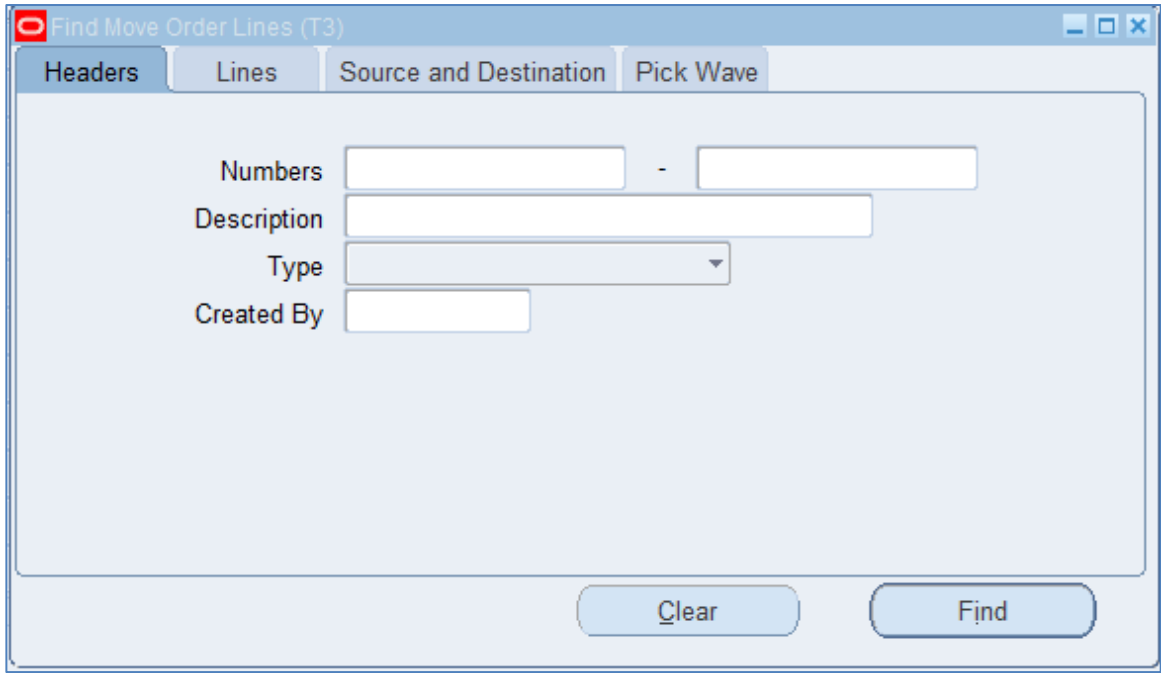
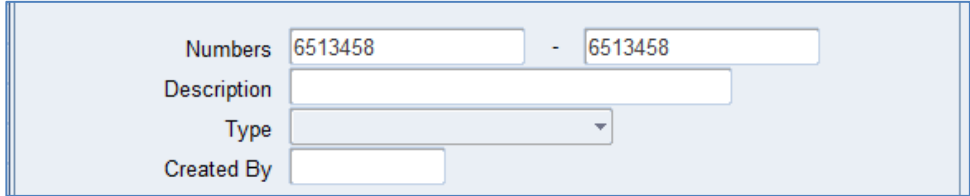
Steps	Action																																																
1.	<div><div>Navigate to <i>Inventory</i> responsibility and go to <i>Move Orders&gt;Move Orders</i> function</div><div><div><div>FunctionsDocumentsProcesses</div><div>Move Orders:Move Orders</div><div>Move Orders</div><div><div>+ Transactions</div><div><div>Move Orders</div><div>Move Orders</div></div><div>Transact Move Orders</div><div>+ On-hand, Availability</div><div>+ Items</div><div>+ Costs</div><div>+ Counting</div><div>+ Planning</div><div>+ Accounting Close Cycle</div></div><div>Top Ten List</div></div></div></div>																																																
2.	<div><div><i>Move Order</i> form opens as below</div><div><div><div>Move Orders (T3)</div><div><div>NumberDescription</div><div>StatusIncompleteMove Order TypeRequisition</div><div>Default</div><div><div>Transaction Type</div><div>Location</div><div>Source SubinvDestination Subinv</div><div>Destination AccountDate Required04-APR-2025 22:00</div></div></div><div><div>ItemProject and TaskSourceDestinationControl</div><div><table><tr><th>Line</th><th>Item</th><th>Rev</th><th>Transaction Type</th><th>Date Required</th><th>UOM</th><th>P</th><th>Qua</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div>Item Description</div><div>On HandApprove</div></div></div></div></div>	Line	Item	Rev	Transaction Type	Date Required	UOM	P	Qua																																								
Line	Item	Rev	Transaction Type	Date Required	UOM	P	Qua																																										

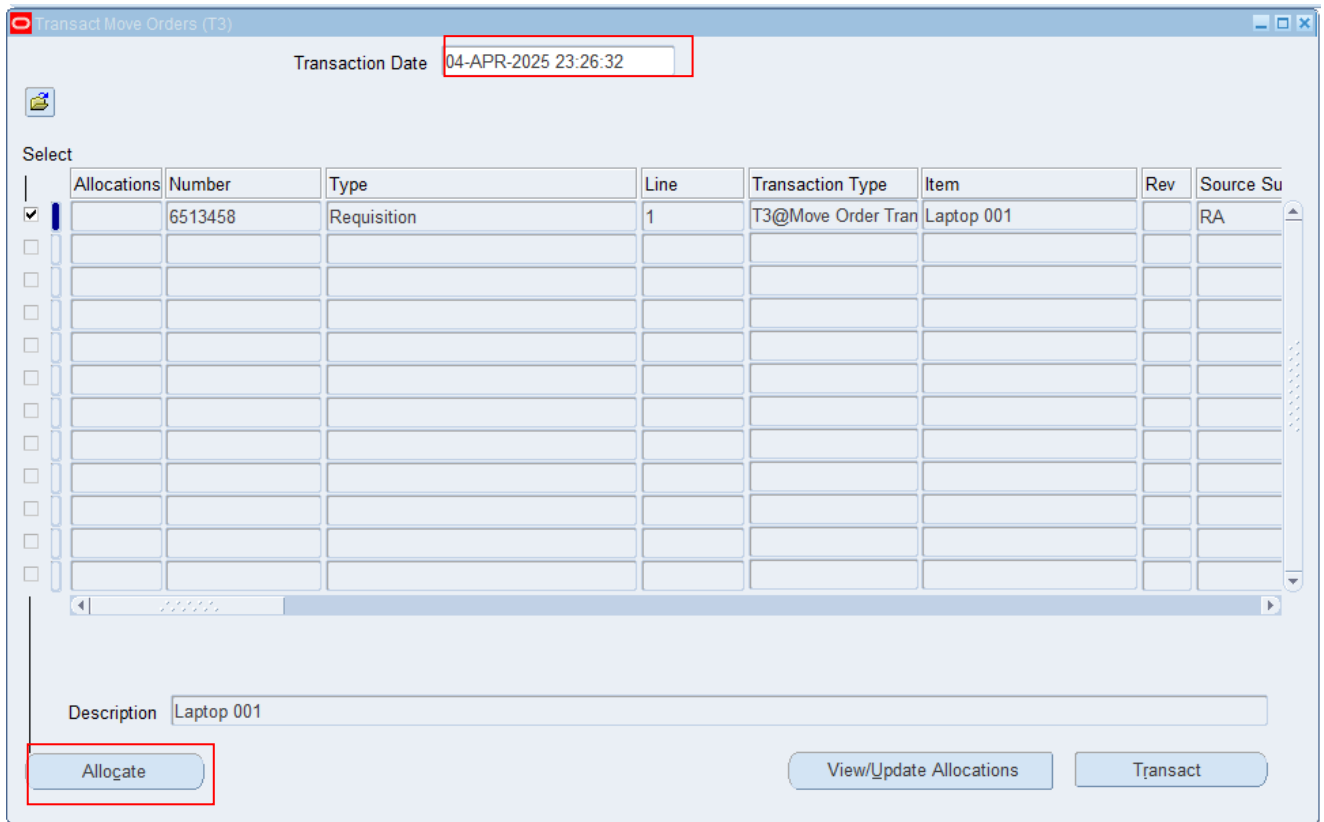
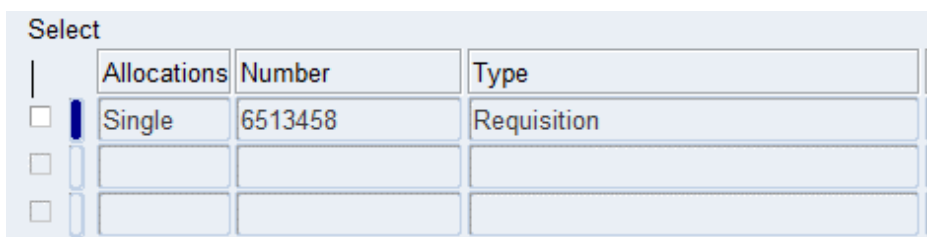
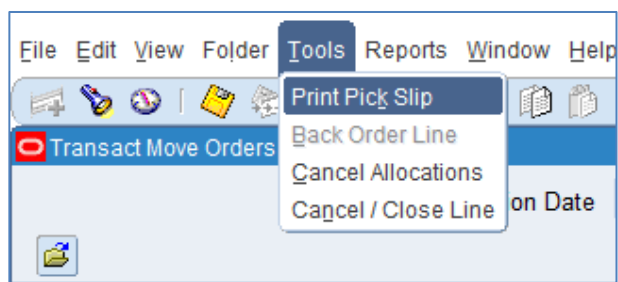
Steps	Action
3.	<p><b>Move Order header:</b></p>  <p><b>Number:</b> Enter a number here, else navigate to the next field and the system will automatically create and assign a number.</p> <p><b>Description:</b> Enter a meaningful description.</p> <p><b>Status:</b> Will default to <b>Incomplete</b></p> <p><b>Move Order Type:</b> Will be <b>Requisition</b> when a move order is created manually.</p> <p><b>Move Order defaults:</b></p>  <p>Select the <b>Transaction Type</b> (optional). Transaction types should be selected based on the business requirement. Based on the transaction type selected, the <b>Location</b> will be activated.</p> <p>Enter <b>Source Subinv</b>, <b>Destination Subinv</b> (if move order transfer), <b>Destination Account</b> and <b>Date Required</b> fields.</p> <p><i>Note: All the values entered here will be defaulted to the move order lines and hence these fields are optional in this region.</i></p>
4.	<p><b>Move Order lines:</b></p>  <p>Enter the Item code, Transaction Type (defaults from the move order header if entered), Date Required (defaults from the move order header if entered), UOM (defaulted), Primary Quantity (quantity to be transacted)</p>
5.	Enter the stock locator information in the Destination tabbed region.

Steps	Action
	 <p><i>Note: If the sub-inventory doesn't have locator control, then the locator field will be dimmed by the system.</i></p>
6.	<p>Enter the transaction reason information in the Control tabbed region.</p> 
7.	<p>After entering all the required details save  the record.</p>

Steps	Action																																										
8.	<div><div><div><div>Move Orders (T3)</div><div><div><div>Number6513458</div><div>StatusApproved</div></div><div><div>Description</div><div>Move Order TypeRequisition</div></div></div><div><div>Default</div><div><div>Transaction TypeT3@Move Order Transfer</div><div>Location</div></div><div><div>Source SubinvRA</div><div>Destination SubinvMW</div></div><div><div>Destination Account</div><div>Date Required04-APR-2025 23:16</div></div></div></div><div><div>Item</div><div>Project and Task</div><div>Source</div><div>Destination</div><div>Control</div></div><div><table><tr><th>Line</th><th>Item</th><th>Transaction Type</th><th>Date Required</th><th>UOM</th><th>Primary Quantity</th></tr><tr><td>1</td><td>Laptop 001</td><td>T3@Move Order Transfer</td><td>04-APR-2025 23:16</td><td>Ea</td><td>1000</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div>Item DescriptionLaptop 001</div><div><div>On Hand</div><div>Approve</div></div></div></div></div> <div><div>Click on the <i>Approve</i> button to approve the move order.</div><div>Note: Due to business requirement:The user can approve the move order requisition by self.</div></div>	Line	Item	Transaction Type	Date Required	UOM	Primary Quantity	1	Laptop 001	T3@Move Order Transfer	04-APR-2025 23:16	Ea	1000																														
Line	Item	Transaction Type	Date Required	UOM	Primary Quantity																																						
1	Laptop 001	T3@Move Order Transfer	04-APR-2025 23:16	Ea	1000																																						
	<b>End of Procedure</b>																																										

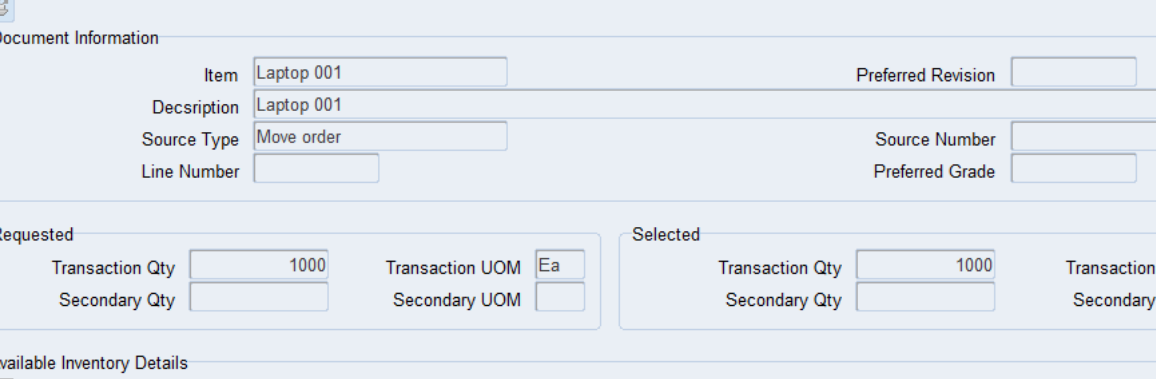
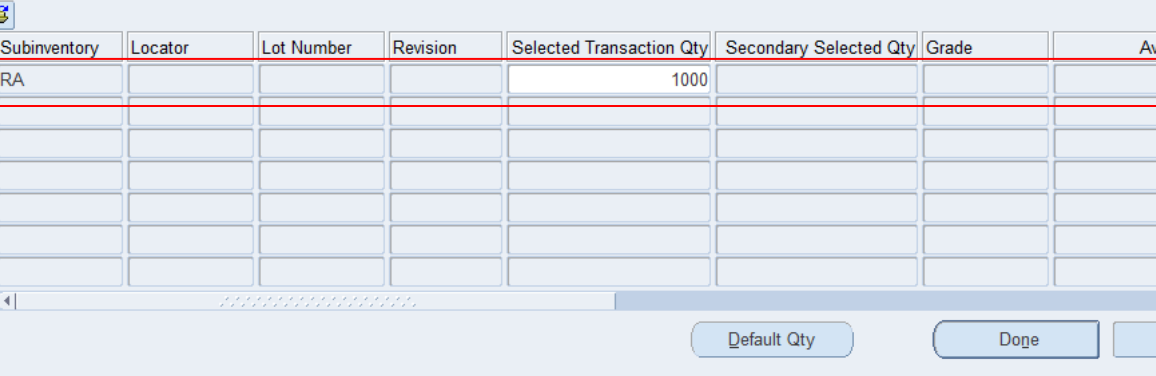
Topic 10: Move Order - Transact Move Order

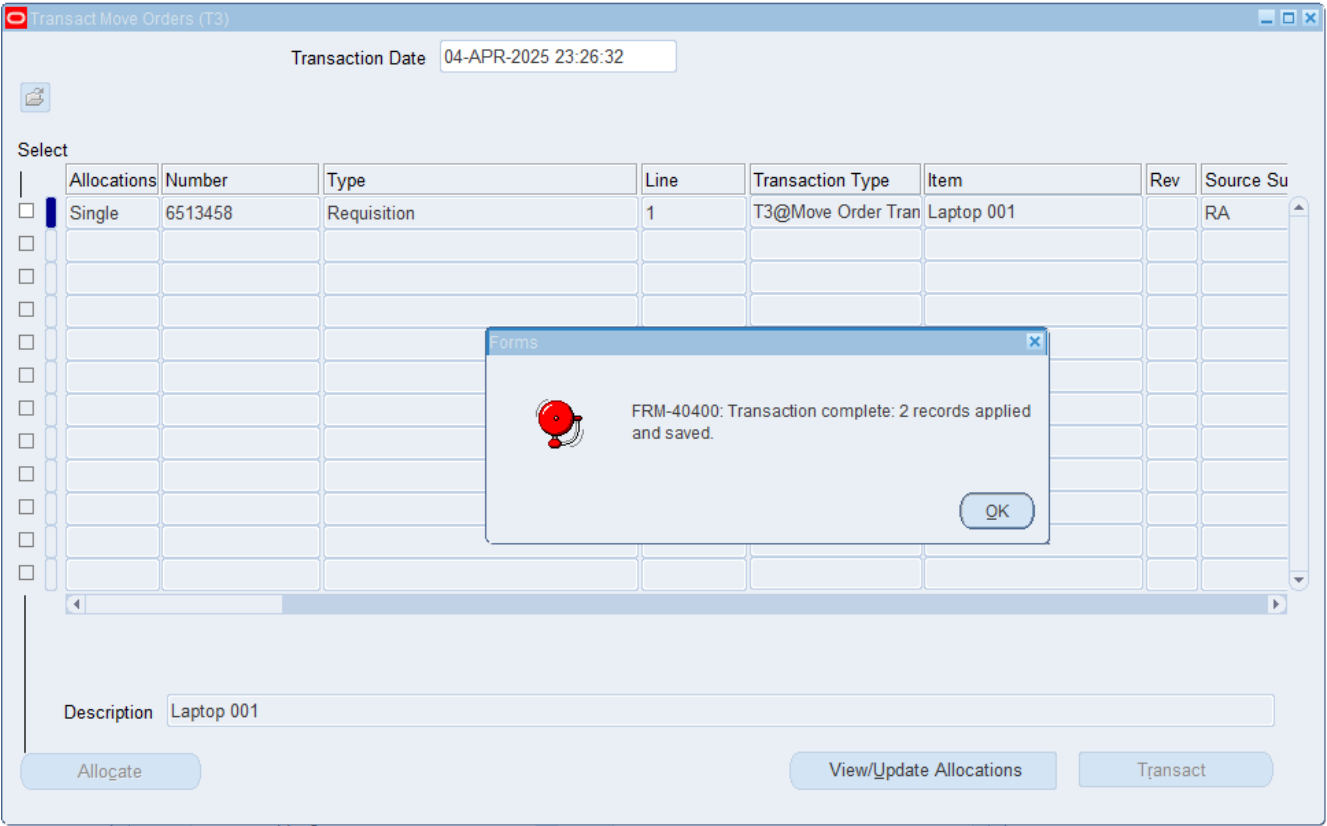
Steps	Action
	<i>Start of Procedure</i>
1.	<div><p>Navigate to <i>Inventory</i> responsibility and go to <i>Move Orders&gt;Transact Move Orders</i> function</p></div>
2.	<div><p><i>Find Move Order Lines</i> window opens as below:</p><p>Enter the move order number in the <i>Numbers</i> field and tab out</p><p>Press the <i>Find</i> button.</p></div>

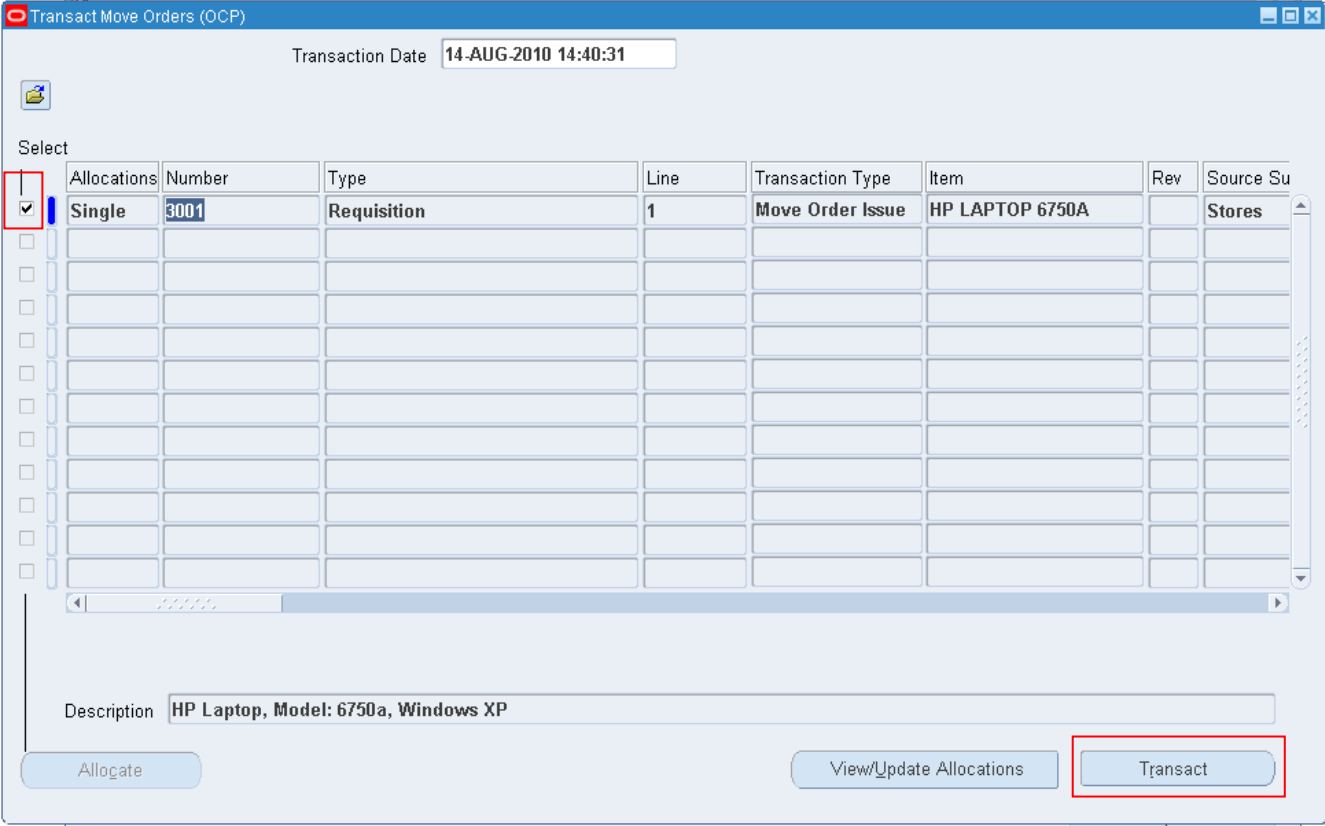
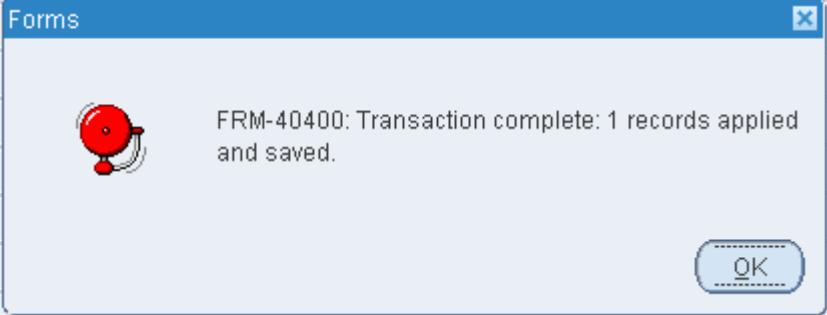
Steps	Action
3.	<p><b>Transact Move Orders</b> window appears as below:</p>  <p>The screenshot shows the 'Transact Move Orders (T3)' window. At the top, the 'Transaction Date' field is highlighted with a red box and contains the text '04-APR-2025 23:26:32'. Below this is a table with columns: Allocations, Number, Type, Line, Transaction Type, Item, Rev, and Source Su. The first row is selected, showing '6513458' in the Number column, 'Requisition' in the Type column, '1' in the Line column, 'T3@Move Order Tran' in the Transaction Type column, and 'Laptop 001' in the Item column. Below the table, the 'Allocate' button is highlighted with a red box. Other buttons visible are 'View/Update Allocations' and 'Transact'.</p> <p><b>Transaction Date</b> field will be defaulted with the current system date.</p> <p>Check the <b>Select</b> field and click the <b>Allocate</b> button.</p>
4.	<p>Once the allocation is done, the <b>Allocations</b> field the system populates the status as either “<b>Single</b>” or “<b>Multiple</b>”</p>  <p>The screenshot shows a table with columns: Allocations, Number, and Type. The first row shows 'Single' in the Allocations column, '6513458' in the Number column, and 'Requisition' in the Type column.</p>
5.	<p>Run the “Print Move Order Pick Slip” concurrent program to generate a document for warehouse picking.</p> <p>Click <b>Tools &gt; Print Pick Slip</b>.</p>  <p>The screenshot shows the 'Tools' menu in the 'Transact Move Orders' window. The menu options are: Print Pick Slip, Back Order Line, Cancel Allocations, and Cancel / Close Line. The 'Print Pick Slip' option is highlighted.</p>



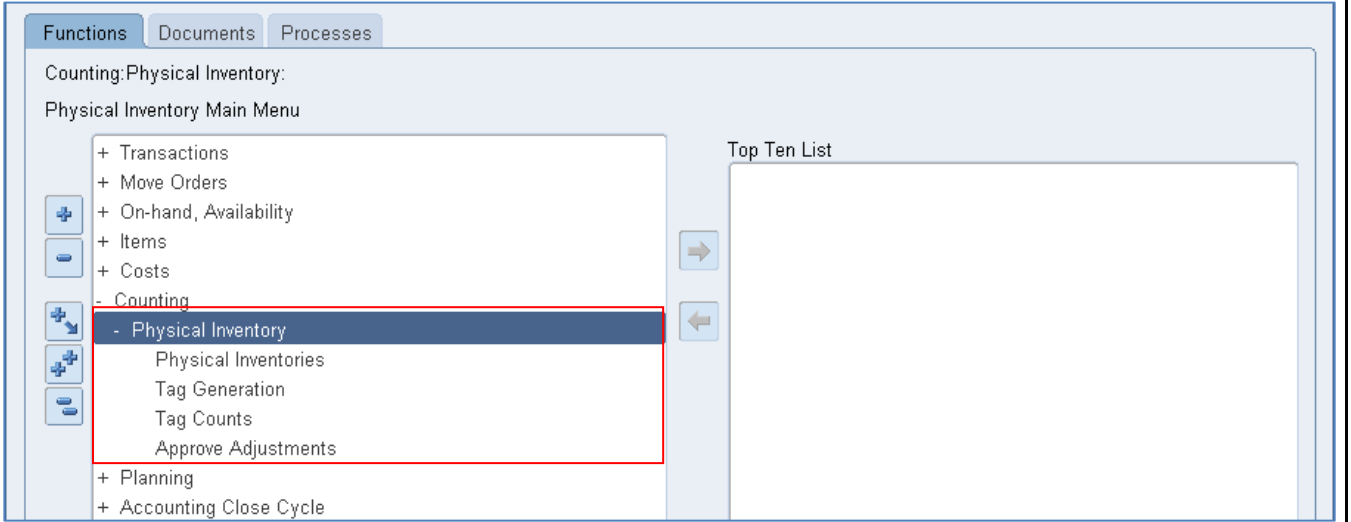
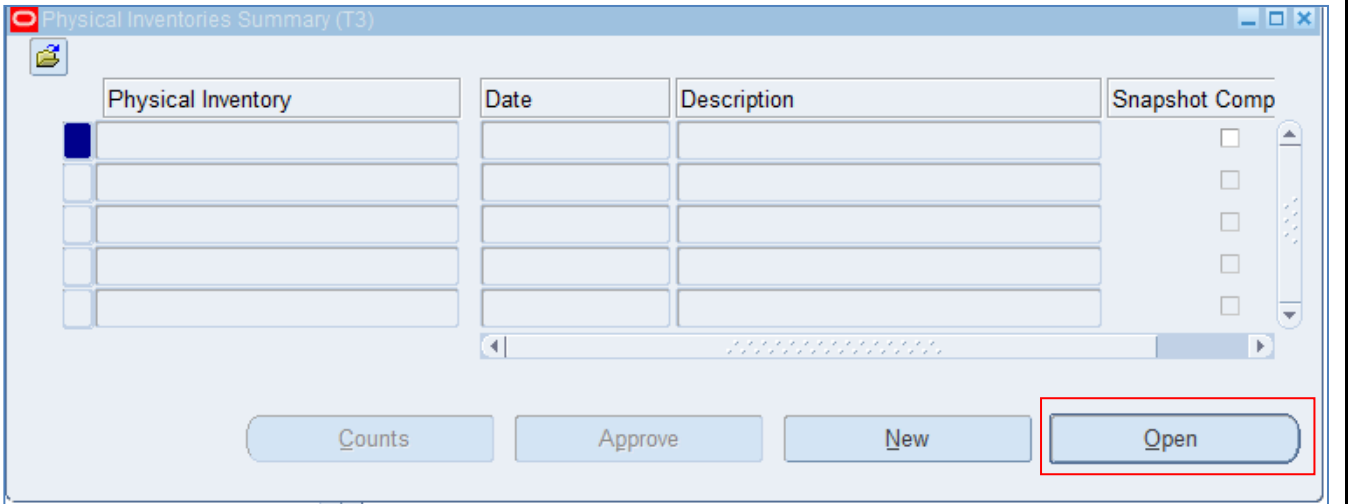
Steps	Action																																																																																																			
6.	<div>Here’s an example of Move Order Pick Slip Document.</div> <div><div><div>Move Order Pick Slip</div><div>Input Parameters</div><div>Organization : T3 Company Move Order From : 6513463 To : 6513463 Pick Slip Number From : To : Source Subinventory : Source Locator : Destination Subinventory : Destination Locator : Requested By : Date Required From : To : Print Option : All Move Order Type : All Sales Order From : To : Freight Carrier : Customer : Auto Allocate Order Lines : No Plan Tasks : No Pick Slip Grouping Rule :  T3 Company  Report Date : 05-APR-2025 10:50 Page : 1/ 1</div><div><div>Move Order Pick Slip</div><table><tr><td>Pick Slip No</td><td>:</td><td>Task Status/ Pick ID</td><td>Pick Fr LPN</td><td>Item / Description</td><td>Rev</td><td>Src Sub/ Locator</td><td>Dest Sub/ Locator</td><td>Dest Account</td><td>Project/ Task</td><td>Pick Slip Page : 1/1</td><td>Requester</td><td>Ref</td><td>UOM</td><td>Qty/ Picked</td><td>Pick To LPN</td></tr><tr><td>6513463</td><td></td><td>1 Pending</td><td></td><td>HP-ELITEBOOK-840G9 HP EliteBook 840 G9 Laptop</td><td></td><td>MW A01.1.001</td><td>SA</td><td></td><td></td><td></td><td>SOBHEY.SAIED</td><td></td><td>Ea</td><td>10</td><td></td></tr></table><div>***** End of Report *****</div></div></div></div>	Pick Slip No	:	Task Status/ Pick ID	Pick Fr LPN	Item / Description	Rev	Src Sub/ Locator	Dest Sub/ Locator	Dest Account	Project/ Task	Pick Slip Page : 1/1	Requester	Ref	UOM	Qty/ Picked	Pick To LPN	6513463		1 Pending		HP-ELITEBOOK-840G9 HP EliteBook 840 G9 Laptop		MW A01.1.001	SA				SOBHEY.SAIED		Ea	10																																																																				
Pick Slip No	:	Task Status/ Pick ID	Pick Fr LPN	Item / Description	Rev	Src Sub/ Locator	Dest Sub/ Locator	Dest Account	Project/ Task	Pick Slip Page : 1/1	Requester	Ref	UOM	Qty/ Picked	Pick To LPN																																																																																					
6513463		1 Pending		HP-ELITEBOOK-840G9 HP EliteBook 840 G9 Laptop		MW A01.1.001	SA				SOBHEY.SAIED		Ea	10																																																																																						
7.	After this step, click on the <i>View/Update Allocations</i> button to view the automatic allocation done by the system. And here the user has the option to modify/change the allocation.																																																																																																			
8.	<div><i>Transact Move Order Line Allocations</i> window will open as below:</div> <div><div>Transact Move Order Line Allocations (T3) - 6513458</div><div><table><tr><th>Item</th><th>Material Classification C</th><th>Rev</th><th>Subinventory</th><th>Locator</th><th>To Subinv</th><th>To Locator</th><th>UOM</th><th>Requested Qu</th></tr><tr><td><input checked="" type="checkbox"/> Laptop 001</td><td></td><td></td><td>RA</td><td></td><td>MW</td><td>A02.1.001</td><td>Ea</td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div><div>Description Laptop 001</div><div>Available3000EaSecondary AvailableSecondary On-hand</div><div>On-hand3000Ea</div></div><div><div>Lot / Serial</div><div>Select Available Inventory</div><div>Save (B)</div><div>Cancel</div><div>Transact</div></div></div></div>	Item	Material Classification C	Rev	Subinventory	Locator	To Subinv	To Locator	UOM	Requested Qu	<input checked="" type="checkbox"/> Laptop 001			RA		MW	A02.1.001	Ea		<input type="checkbox"/>									<input type="checkbox"/>									<input type="checkbox"/>									<input type="checkbox"/>									<input type="checkbox"/>									<input type="checkbox"/>									<input type="checkbox"/>									<input type="checkbox"/>									<input type="checkbox"/>								
Item	Material Classification C	Rev	Subinventory	Locator	To Subinv	To Locator	UOM	Requested Qu																																																																																												
<input checked="" type="checkbox"/> Laptop 001			RA		MW	A02.1.001	Ea																																																																																													
<input type="checkbox"/>																																																																																																				
<input type="checkbox"/>																																																																																																				
<input type="checkbox"/>																																																																																																				
<input type="checkbox"/>																																																																																																				
<input type="checkbox"/>																																																																																																				
<input type="checkbox"/>																																																																																																				
<input type="checkbox"/>																																																																																																				
<input type="checkbox"/>																																																																																																				
<input type="checkbox"/>																																																																																																				

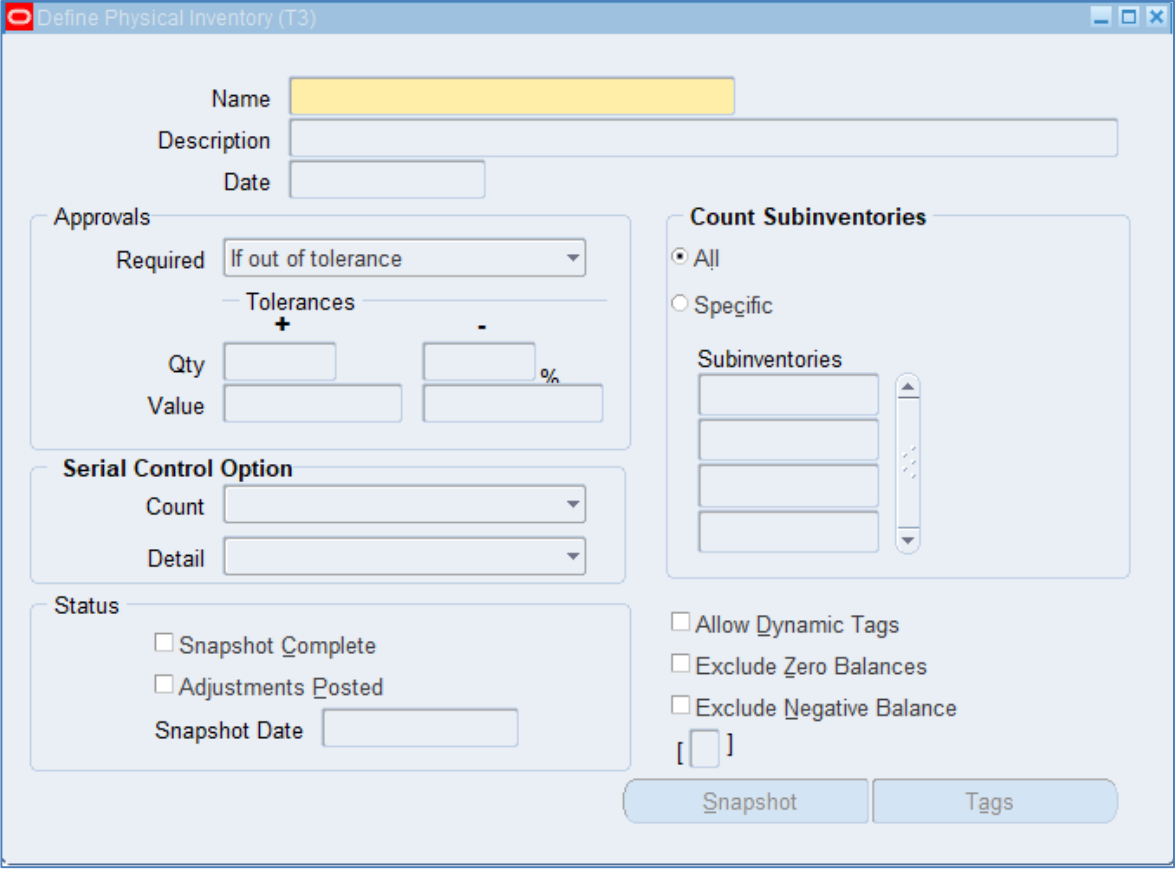
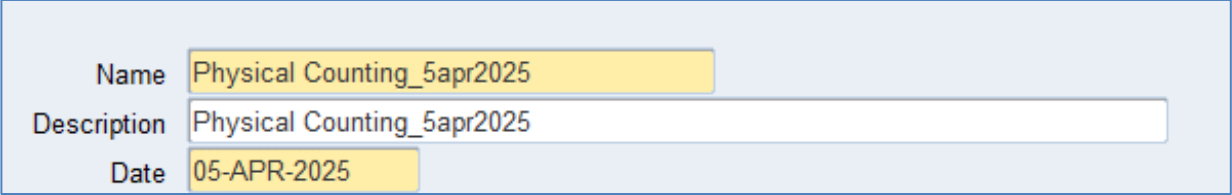
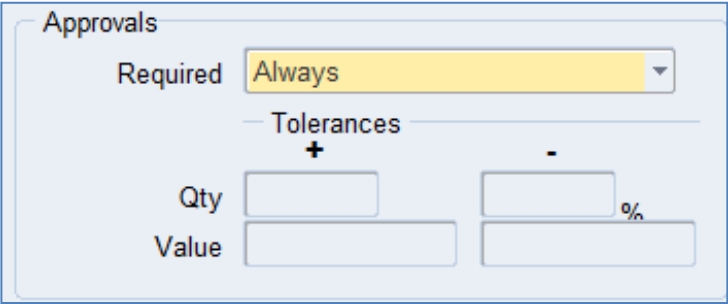
Steps	Action
9.	<p>To view the inventory availability of the particular item, click the <i>Select Available Inventory</i> button.</p>  <p>The screenshot shows the 'Select Available Inventory (T3)' window. It contains a 'Document Information' section with fields for Item (Laptop 001), Description (Laptop 001), Source Type (Move order), Line Number, Preferred Revision, Source Number, and Preferred Grade. Below this are 'Requested' and 'Selected' sections, both showing Transaction Qty of 1000 and Transaction UOM of 'Ea'. The 'Available Inventory Details' section contains a table with columns: Subinventory, Locator, Lot Number, Revision, Selected Transaction Qty, Secondary Selected Qty, Grade, and Available Qty. The first row is highlighted with a red border, showing Subinventory 'RA' and an Available Qty of 3000. At the bottom right, there are buttons for 'Default Qty', 'Done', and 'Cancel'. The 'Done' button is highlighted with a red border.</p>
	<p>The system shows the Subinventory and locators (if this subinventory is locator controlled). Enter the desired quantity against the Subinventory-Locator line and click the <i>Done</i> button. The system will take you back to the <i>Transact Move Order Line Allocations</i> window.</p>  <p>The screenshot shows the 'Transact Move Order Line Allocations (T3) - 6513458' window. It features a table with columns: Item, Material Classification C, Rev, Subinventory, Locator, To Subinv, To Locator, UOM, and Requested Qty. The first row is populated with 'Laptop 001', Material Classification C, Rev, Subinventory 'RA', Locator 'A02.1.001', To Subinv 'MW', To Locator 'A02.1.001', UOM 'Ea', and Requested Qty. Below the table, there are fields for Description (Laptop 001), Available (3000 Ea), On-hand (3000 Ea), Secondary Available, and Secondary On-hand. At the bottom, there are buttons for 'Lot / Serial', 'Select Available Inventory', 'Save (B)', 'Cancel', and 'Transact'. The 'Transact' button is highlighted with a red border.</p>

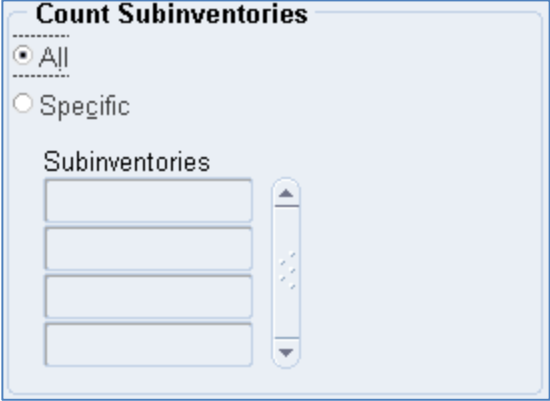
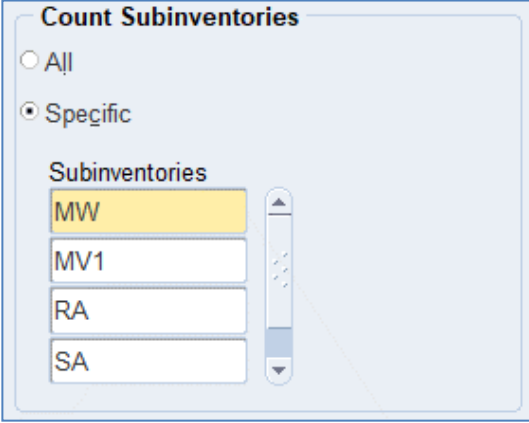
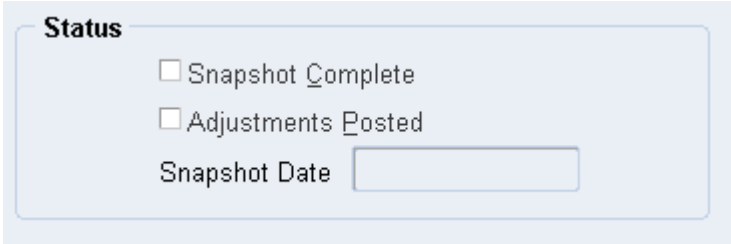
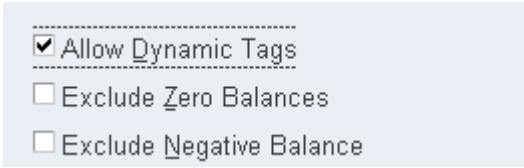

Steps	Action
10.	<p>After doing the allocations, click the <i>Save (B)</i> button. System shows a confirmation message that the records is applied and saved.</p> <div><p>The screenshot shows the 'Transact Move Orders (T3)' window. At the top, the 'Transaction Date' is '04-APR-2025 23:26:32'. Below this is a 'Select' section with a table. The table has columns: Allocations, Number, Type, Line, Transaction Type, Item, Rev, and Source Su. The first row is selected, showing 'Single', '6513458', 'Requisition', '1', 'T3@Move Order Tran', 'Laptop 001', and 'RA'. A confirmation dialog box titled 'Forms' is overlaid on the table, displaying a red speech bubble icon and the text 'FRM-40400: Transaction complete: 2 records applied and saved.' with an 'OK' button. At the bottom of the window, there is a 'Description' field with 'Laptop 001' and three buttons: 'Allocate', 'View/Update Allocations', and 'Transact'.</p></div> <p>Click <i>OK</i> button.</p>
11.	<p>Now, select the lines and click <i>Transact</i> button.</p>

Steps	Action
	<div></div>
12.	<p>System confirmation will pop up a confirmation that the transaction is applied and saved.</p> <div></div> <p>Click <b>OK</b> and close the window.</p>
	<b><i>End of Procedure</i></b>

## Topic 11: Counting - Physical Inventory

Steps	Action
	<b><i>Start of Procedure</i></b>
1.	<p>Navigate to <b>Inventory</b> responsibility go to <b>Counting&gt;Physical Inventory</b> sub-menu. This sub-menu will have four functions as below:</p> <ul style="list-style-type: none"> <li>• <b>Physical Inventories</b></li> <li>• <b>Tag Generation</b></li> <li>• <b>Tag Counts</b></li> <li>• <b>Approve Adjustments</b></li> </ul> 
2.	<p><b>Create Physical Inventories</b></p> <p>Open the <b>Physical Inventories</b> form</p>  <p>Click the <b>Open</b> button.</p>

Steps	Action
3.	<div>Define <i>Physical Inventories</i> window opens as below.</div> <div></div>
4.	<div></div> <div><ul style="list-style-type: none"><li>• Enter a meaningful name in the <i>Name</i> field</li><li>• Enter a <i>Description</i></li><li>• <i>Date</i> field will default to the current system date.</li></ul></div>
5.	<div>In the <i>Approvals</i> region, select the <i>Required</i> LOV as <i>Always</i>. This means that the approval is required <i>Always</i> when posting the counts.</div> <div></div>

Steps	Action
6.	<p><b>Count Subinventories</b> region, select <b>All</b> if required to perform the count of the entire inventory organization, else select <b>Specific</b> and enter the desired subinventory in order to perform the count for individual subinventory.</p> <p>All selection:</p>  <p>Specific selection:</p> 
7.	<p><b>Status</b> region is controlled by the system and so the user cannot change any vlues in this region.</p> 
8.	<p>In the selection region, select <b>Allow Dynamic Tags</b> and leave <b>Exclude Zero Balances</b> and <b>Exclude Negative Balance</b> blank.</p> 
9.	<p>Save the  record.</p>

- | Steps | Action                                                                                                                   |
|-------|--------------------------------------------------------------------------------------------------------------------------|
| 10.   | Click the Snapshot button to trigger the concurrent program that creates the snapshot of the current inventory balances. |

Click **OK** to close the message.

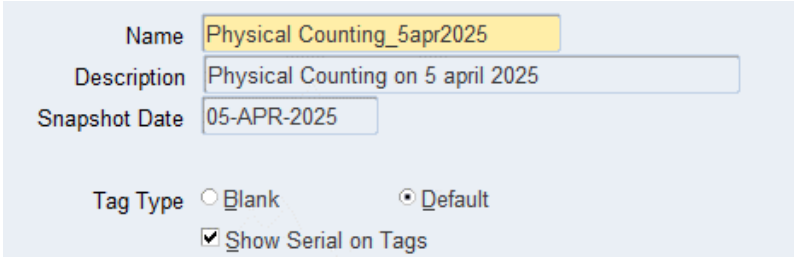
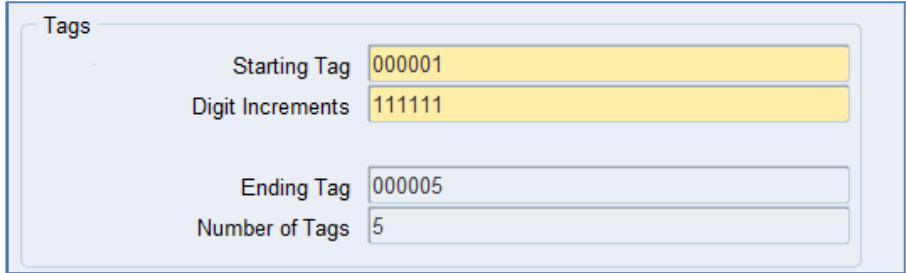
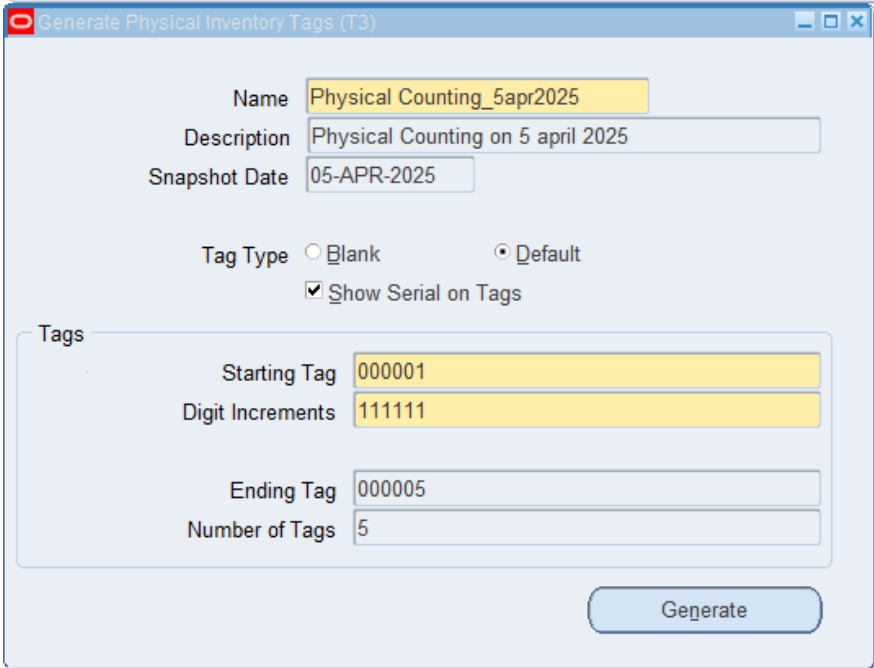
- |     |                                                                                                                                                |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. | Go to the <b>Concurrent Request</b> window and check whether the request “ <b>Freeze physical inventory</b> ” is Completed with Normal status. |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|

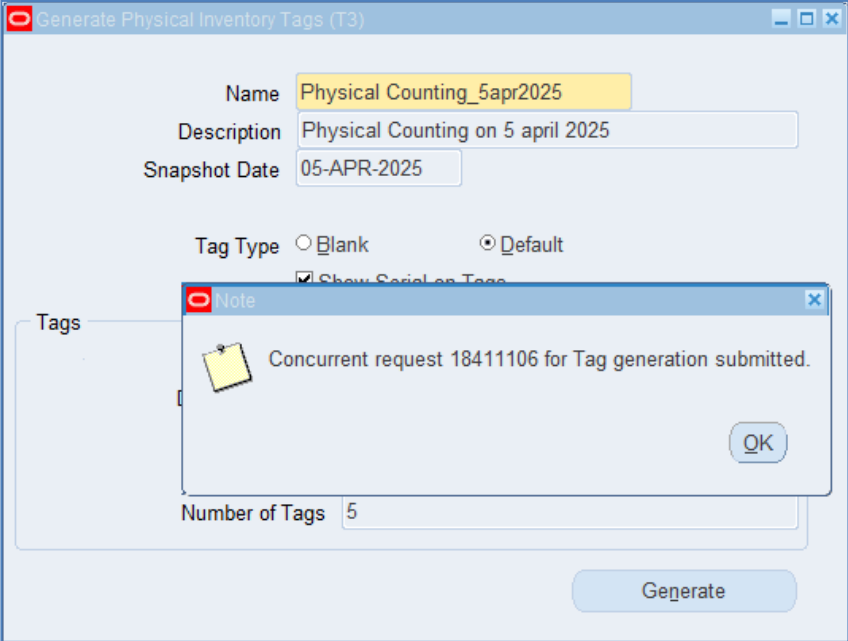
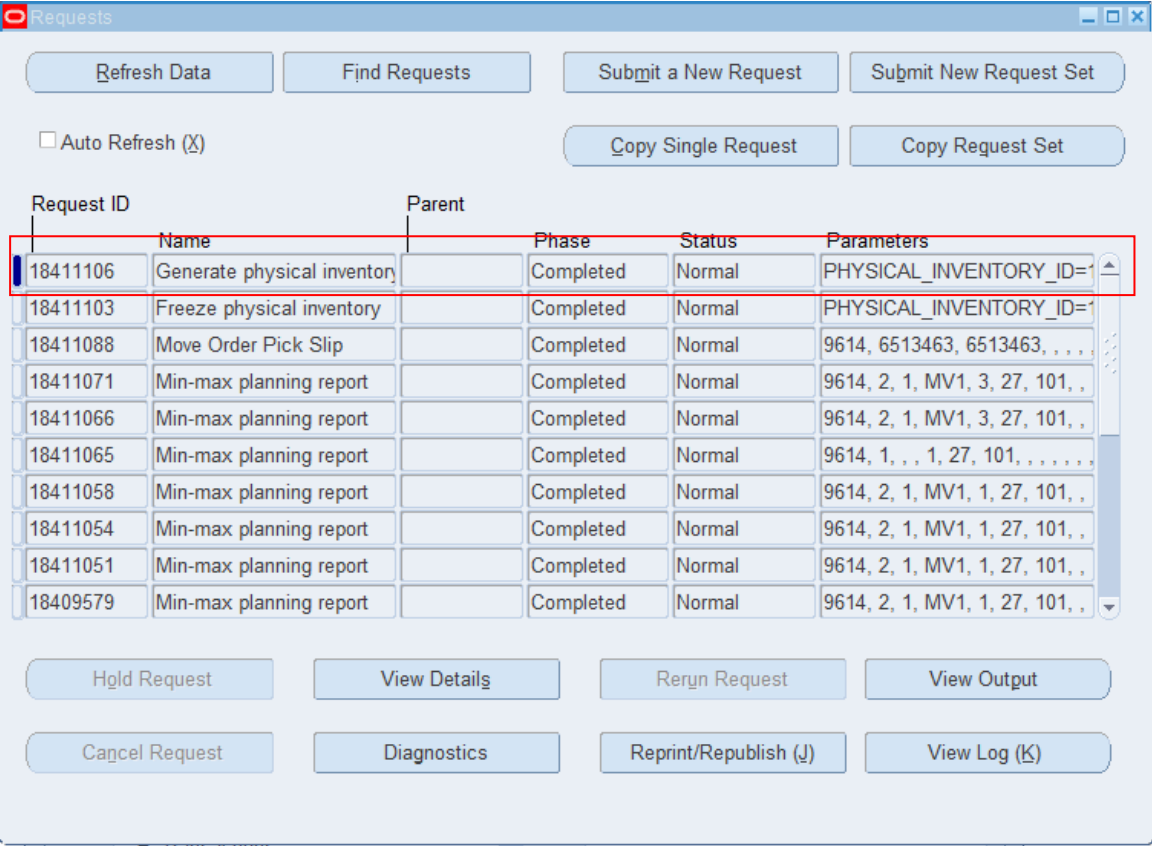
Request ID	Name	Parent	Phase	Status	Parameters
18411103	Freeze physical inventory		Completed	Normal	PHYSICAL_INVENTORY_ID=
18411088	Move Order Pick Slip		Completed	Normal	9614, 6513463, 6513463, , , ,
18411071	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 3, 27, 101, ,
18411066	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 3, 27, 101, ,
18411065	Min-max planning report		Completed	Normal	9614, 1, , , 1, 27, 101, , , , ,
18411058	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
18411054	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
18411051	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
18409579	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
18409577	Min-max planning report		Completed	Normal	9614, 2, 1, MW, 3, 27, 101, ,

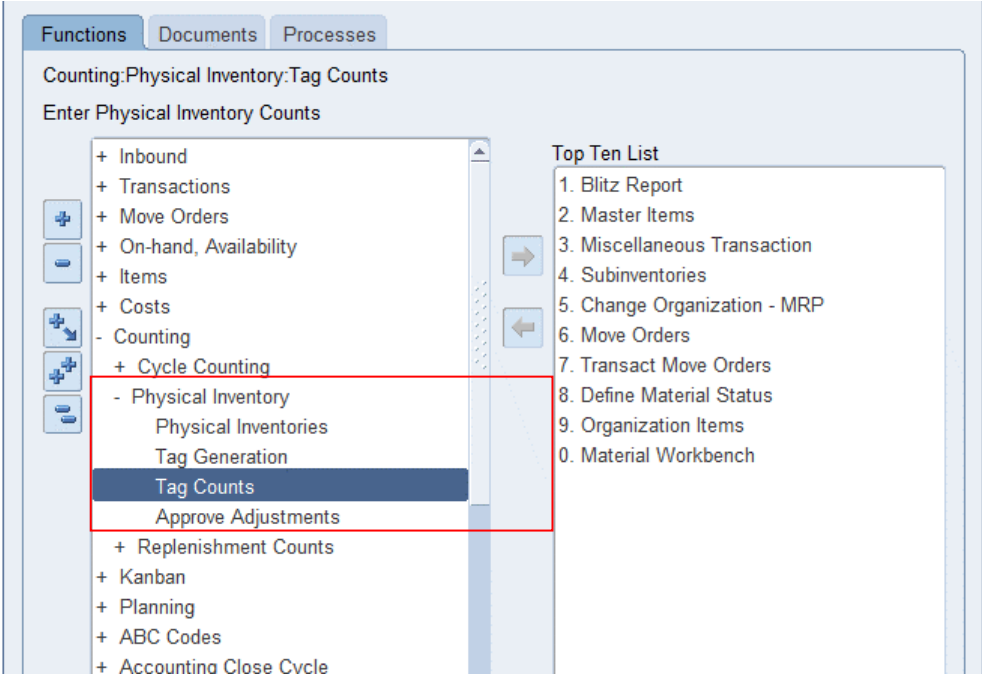
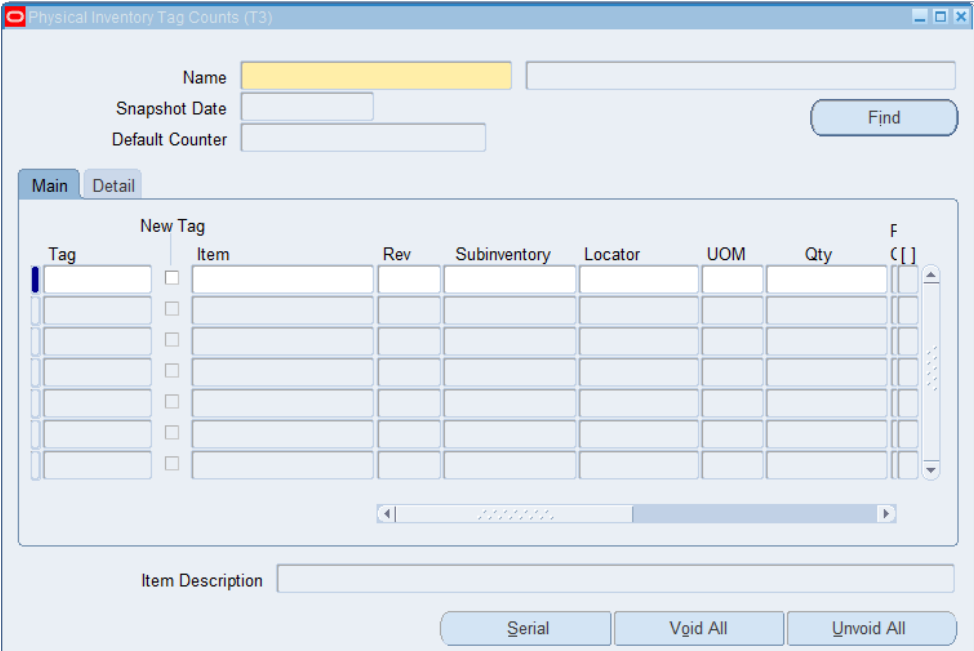
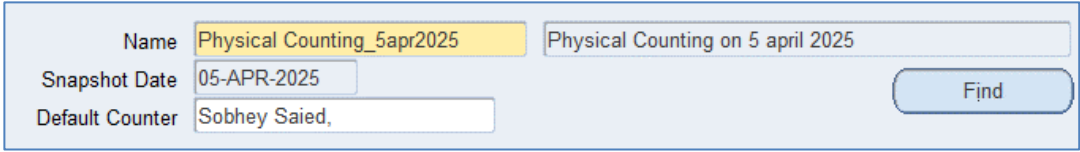
Close the **Requests** and **Define Physical Inventory** window subsequently.

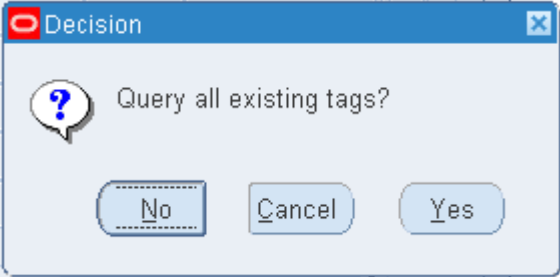
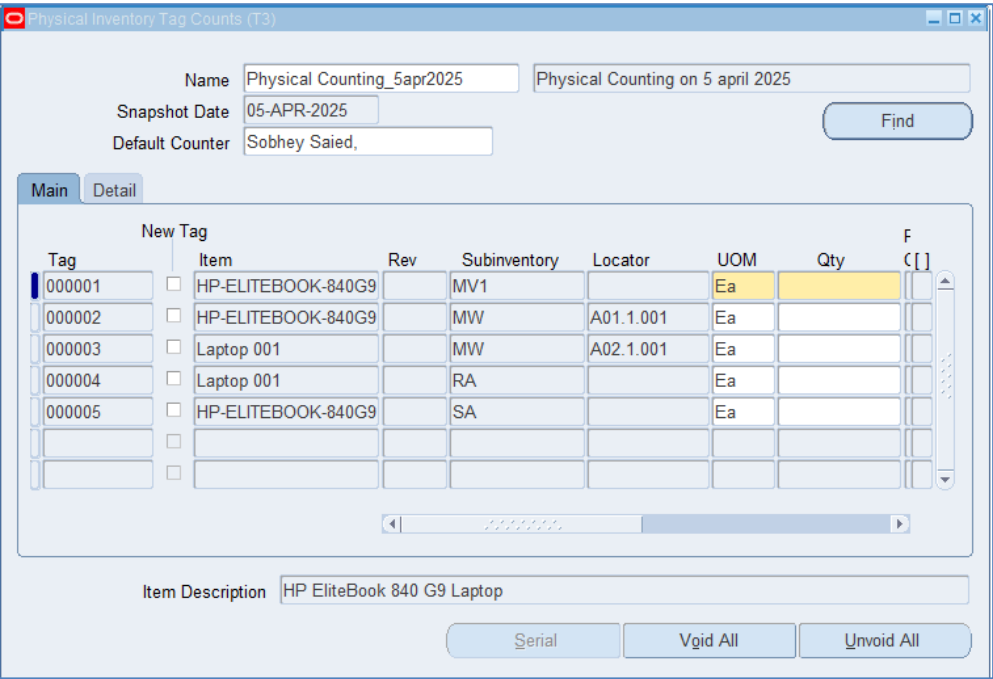
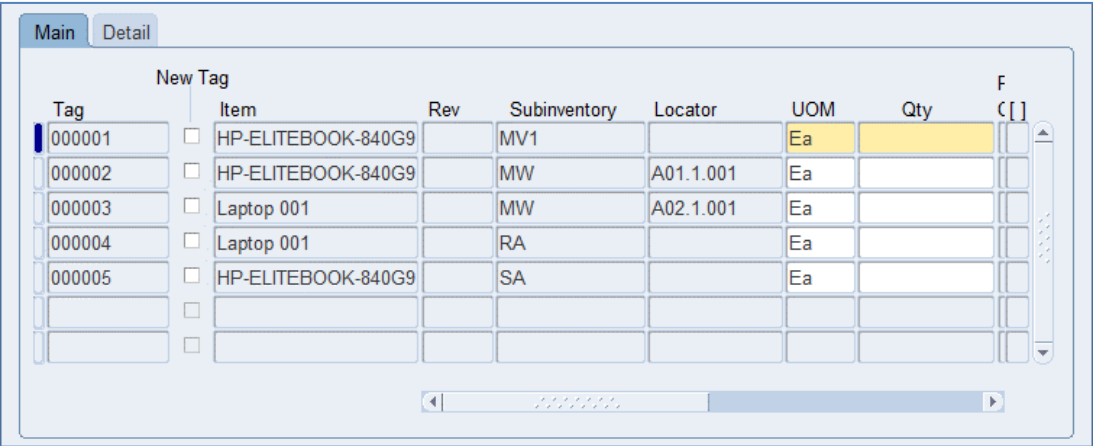


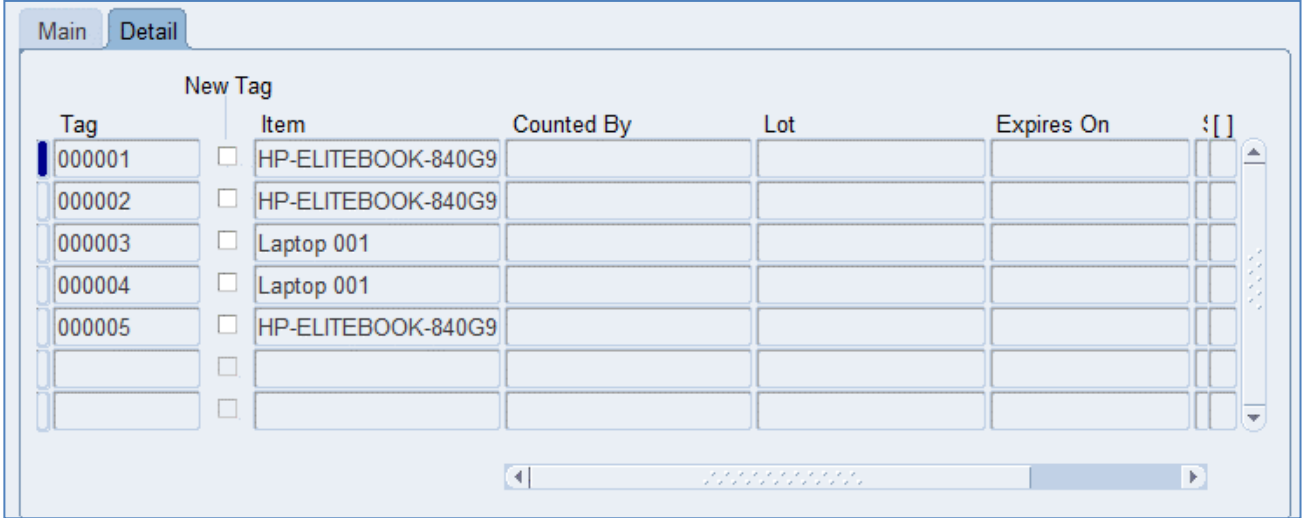
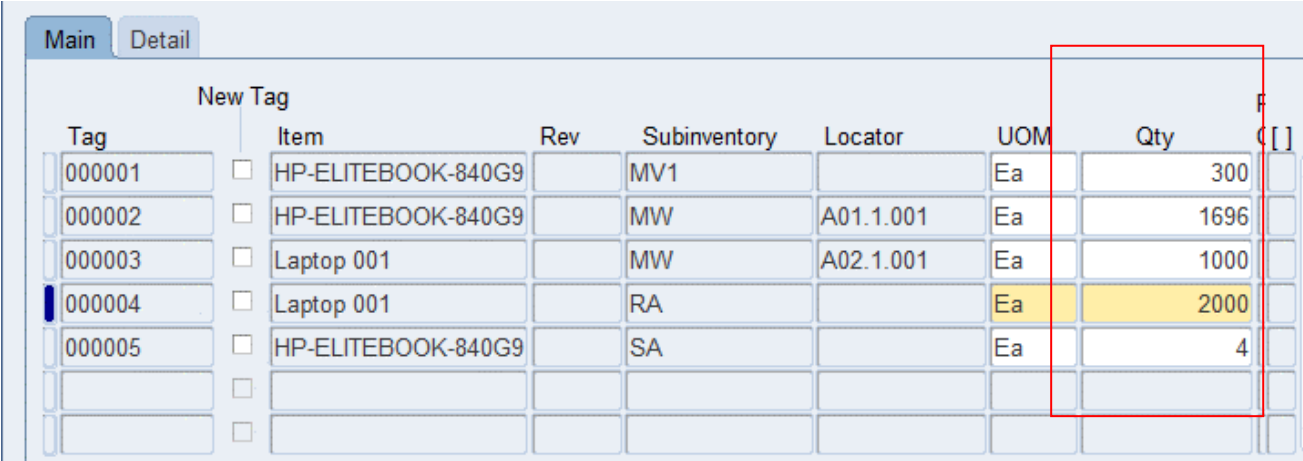

Steps	Action
12.	<div><div><div><div><div>FunctionsDocumentsProcesses</div><div>Counting:Physical Inventory:Tag Generation</div><div>Create Physical Inventory Tags</div><div><div><div>+ Inbound</div><div>+ Transactions</div><div>+ Move Orders</div><div>+ On-hand, Availability</div><div>+ Items</div><div>+ Costs</div><div>- Counting</div><div>+ Cycle Counting</div><div>- Physical Inventory</div><div>Physical Inventories</div><div>Tag Generation</div><div>Tag Counts</div><div>Approve Adjustments</div><div>+ Replenishment Counts</div><div>+ Kanban</div><div>+ Planning</div><div>+ ARC Codes</div></div><div><div>→</div><div>←</div></div></div><div>Top Ten List</div><div><div>1. Blitz Report</div><div>2. Master Items</div><div>3. Miscellaneous Transaction</div><div>4. Subinventories</div><div>5. Change Organization - MRP</div><div>6. Move Orders</div><div>7. Transact Move Orders</div><div>8. Define Material Status</div><div>9. Organization Items</div><div>0. Material Workbench</div></div></div></div></div></div>
13.	<div><div><div><div><div>Generate Physical Inventory Tags (T3)</div><div><div>Name</div><div>Description</div><div>Snapshot Date</div><div>Tag Type</div><div><div><div><div><div>Blank</div><div>Default</div></div></div><div>Show Serial on Tags</div></div></div><div>Tags</div><div><div>Starting Tag</div><div>Digit Increments</div><div>Ending Tag</div><div>Number of Tags</div></div><div>Generate</div></div></div></div></div></div>

Steps	Action
14.	<p>Enter the tag generation header details:</p>  <ul style="list-style-type: none"> <li>• Select the physical inventory name that was created during the previous steps in the <i>Name</i> field (Steps 1 to 11)</li> <li>• The <i>Description</i> will be defaulted from the physical inventory details</li> <li>• <i>Snapshot Date</i> will be defaulted by the system.</li> <li>• Select <i>Tag Type</i> as <i>Default</i></li> <li>• Select <i>Show Serial on Tags</i></li> </ul>
15.	<p>Enter tag generation details:</p>  <p>Enter a starting number in the <i>Starting Tag</i> field. Rest of all the fields will be auto-generated by the system.</p>
16.	<p>Enter all the data as mentioned in the above fields.</p>  <p>Once done, click the <i>Generate</i> button.</p>

Steps	Action
17.	<div><div>A confirmation note will appear stating that a concurrent request has been submitted for Tag Generation.</div><div></div><div>Click <b>OK</b> and close the window.</div></div>
18.	<div><div>Navigate to the Request window and check whether the report named “<i>Generate physical inventory tags</i>” gets completed with normal status.</div><div></div><div>Close the window.</div></div>

Steps	Action
19.	<p><b>Tag Counts:</b></p> <p>To enter the tag counts go to <i>Counting&gt;Physical Inventory&gt;Tag Counts</i> function</p>  <p>The screenshot shows the SAP Functions menu with the following structure:</p> <ul style="list-style-type: none"><li>Counting:Physical Inventory:Tag Counts</li><li>Enter Physical Inventory Counts<ul style="list-style-type: none"><li>+ Inbound</li><li>+ Transactions</li><li>+ Move Orders</li><li>+ On-hand, Availability</li><li>+ Items</li><li>+ Costs</li><li>- Counting<ul style="list-style-type: none"><li>+ Cycle Counting</li><li>- Physical Inventory<ul style="list-style-type: none"><li>Physical Inventories</li><li>Tag Generation</li><li>Tag Counts (highlighted)</li><li>Approve Adjustments</li></ul></li><li>+ Replenishment Counts</li></ul></li><li>+ Kanban</li><li>+ Planning</li><li>+ ABC Codes</li><li>+ Accounting Close Cycle</li></ul></li></ul> <p>Top Ten List:</p> <ol style="list-style-type: none"><li>1. Blitz Report</li><li>2. Master Items</li><li>3. Miscellaneous Transaction</li><li>4. Subinventories</li><li>5. Change Organization - MRP</li><li>6. Move Orders</li><li>7. Transact Move Orders</li><li>8. Define Material Status</li><li>9. Organization Items</li><li>0. Material Workbench</li></ol>
20.	<p><i>Physical Inventory Tag Counts</i> form will open as below:</p>  <p>The screenshot shows the 'Physical Inventory Tag Counts (T3)' form. It includes fields for Name, Snapshot Date, and Default Counter, with a Find button. Below these are tabs for Main and Detail. The Main tab is active, showing a table with columns: Tag, Item, Rev, Subinventory, Locator, UOM, Qty, and F. The table is currently empty. Below the table is an Item Description field and buttons for Serial, Void All, and Unvoid All.</p>
21.	<p>Enter the Physical inventory name created above. Then, Press <i>Find</i> button</p>  <p>The screenshot shows the 'Physical Inventory Tag Counts (T3)' form with the following data entered:</p> <ul style="list-style-type: none"><li>Name: Physical Counting_5apr2025</li><li>Snapshot Date: 05-APR-2025</li><li>Default Counter: Sobhey Saied,</li></ul> <p>The Find button is visible.</p>

Steps	Action
22.	<div>System will pop up a decision message whether to query all the existing tags</div> <div></div> <div>Press <b>Yes</b> button.</div>
23.	<div>All the tags created for the system for each item will be defaulted in the lines regions.</div> <div></div>
24.	<div>Lines Regions: Main Tab</div> <div></div> <div>This tab will have the details of the item such as Tag, Item Code, Subinventory, Unit of Measure, and Qty (the field where user has to enter the counted quantity)</div>


Steps	Action
25.	<p>Lines Region: Detail Tab</p>  <p>This tab region will have additional details such as Counted By (person name of the logged in username), Lot number and Serial number (if any)</p>
26.	<p>Enter the quantity (counted physically) in to <i>Qty</i> field</p> 
27.	<p>After entering the counts for the items <i>Save</i>  the record and close the form.</p>
28.	<p>Verify the count by running the “<i>Physical inventory counts report</i>” from the Requests functions. The output will be generated as below which can be used to verify the counts entered in the system.</p>

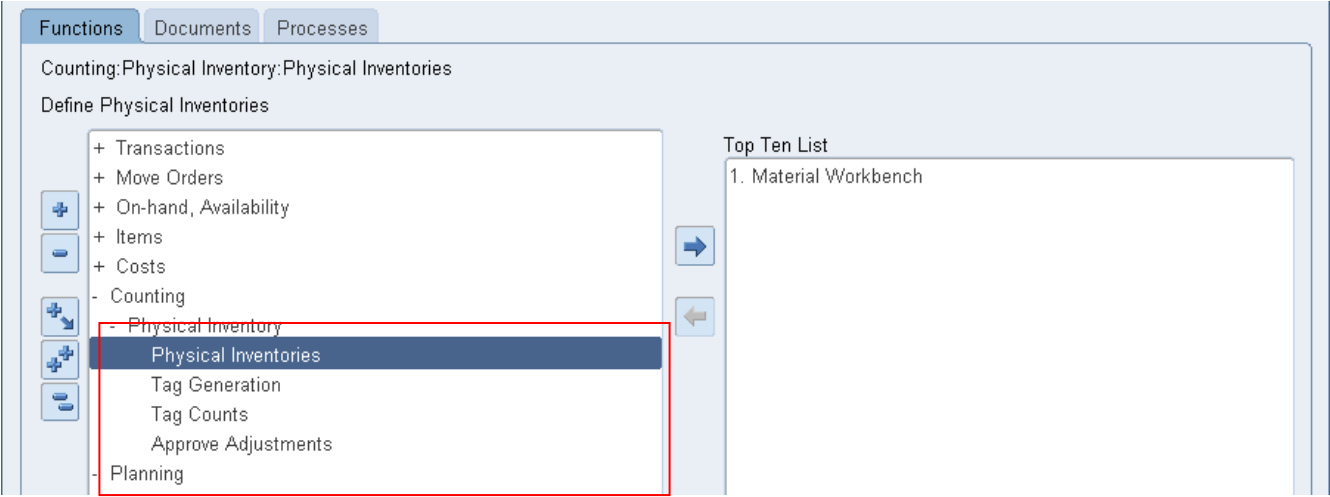
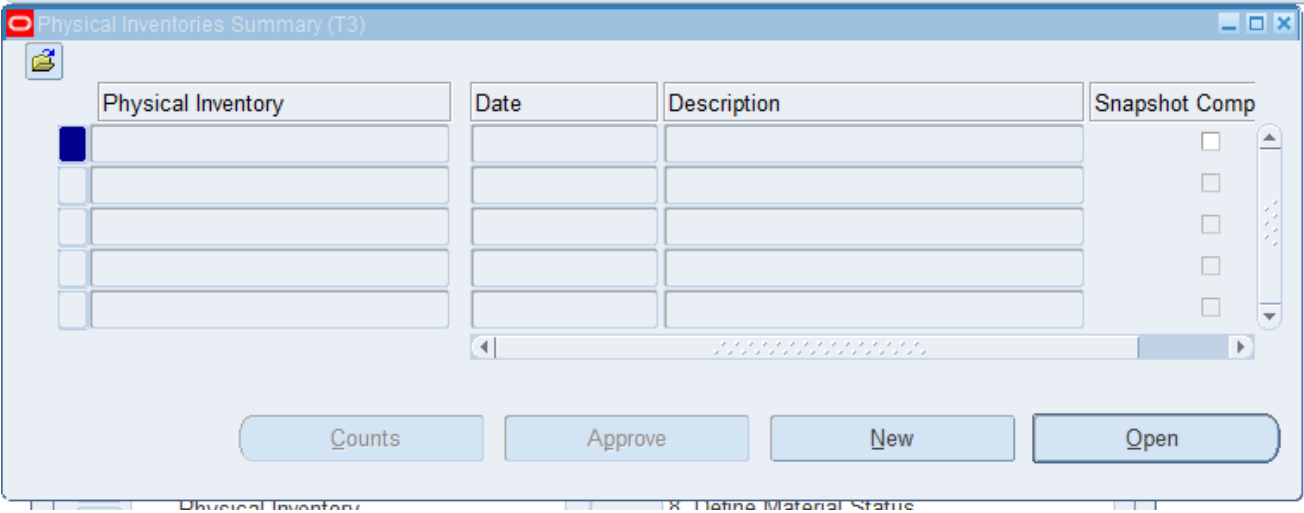
Steps	Action																																																																													
	<div><div><div>T3 Company Sorted by Tag Physical Inventory: Physical Counting_5apr2025 Category Set: Inv.Items</div><div>Physical Inventory Counts Report (USD)</div><div>Report Date: 05-APR-2025 11:58 Page: 1</div></div><table><tr><th>Item</th><th>Rev</th><th>Category</th><th>Tag Number</th><th>Subinv</th><th>Locator</th><th>Counted By</th><th>Quantity</th><th>UOM</th><th>Unit Cost</th><th>Total Value</th></tr><tr><td>HP-ELITEBOOK-840G9</td><td></td><td>NEW.MISC</td><td>000001</td><td>MV1</td><td></td><td>Sobhey Saied,</td><td>300</td><td>Ea</td><td>0.00</td><td>0.00</td></tr><tr><td>HP-ELITEBOOK-840G9</td><td></td><td>NEW.MISC</td><td>000002</td><td>MW</td><td>A01.1.001</td><td>Sobhey Saied,</td><td>1696</td><td>Ea</td><td>0.00</td><td>0.00</td></tr><tr><td>Laptop 001</td><td></td><td>NEW.MISC</td><td>000003</td><td>MW</td><td>A02.1.001</td><td>Sobhey Saied,</td><td>1000</td><td>Ea</td><td>1,000.00</td><td>1,000,000.00</td></tr><tr><td>Laptop 001</td><td></td><td>NEW.MISC</td><td>000004</td><td>RA</td><td></td><td>Sobhey Saied,</td><td>2000</td><td>Ea</td><td>1,000.00</td><td>2,000,000.00</td></tr><tr><td>HP-ELITEBOOK-840G9</td><td></td><td>NEW.MISC</td><td>000005</td><td>SA</td><td></td><td>Sobhey Saied,</td><td>4</td><td>Ea</td><td>0.00</td><td>0.00</td></tr><tr><td colspan="10">Report Total:</td><td>3,000,000.00</td></tr></table><div>*** End of Report ***</div></div>	Item	Rev	Category	Tag Number	Subinv	Locator	Counted By	Quantity	UOM	Unit Cost	Total Value	HP-ELITEBOOK-840G9		NEW.MISC	000001	MV1		Sobhey Saied,	300	Ea	0.00	0.00	HP-ELITEBOOK-840G9		NEW.MISC	000002	MW	A01.1.001	Sobhey Saied,	1696	Ea	0.00	0.00	Laptop 001		NEW.MISC	000003	MW	A02.1.001	Sobhey Saied,	1000	Ea	1,000.00	1,000,000.00	Laptop 001		NEW.MISC	000004	RA		Sobhey Saied,	2000	Ea	1,000.00	2,000,000.00	HP-ELITEBOOK-840G9		NEW.MISC	000005	SA		Sobhey Saied,	4	Ea	0.00	0.00	Report Total:										3,000,000.00
Item	Rev	Category	Tag Number	Subinv	Locator	Counted By	Quantity	UOM	Unit Cost	Total Value																																																																				
HP-ELITEBOOK-840G9		NEW.MISC	000001	MV1		Sobhey Saied,	300	Ea	0.00	0.00																																																																				
HP-ELITEBOOK-840G9		NEW.MISC	000002	MW	A01.1.001	Sobhey Saied,	1696	Ea	0.00	0.00																																																																				
Laptop 001		NEW.MISC	000003	MW	A02.1.001	Sobhey Saied,	1000	Ea	1,000.00	1,000,000.00																																																																				
Laptop 001		NEW.MISC	000004	RA		Sobhey Saied,	2000	Ea	1,000.00	2,000,000.00																																																																				
HP-ELITEBOOK-840G9		NEW.MISC	000005	SA		Sobhey Saied,	4	Ea	0.00	0.00																																																																				
Report Total:										3,000,000.00																																																																				
29.	<div><div><div><div>Approve Adjustments</div><div>Navigate to <i>Counting&gt;Physical Inventory&gt;Approve Adjustments</i> function.</div></div><div><div><div>FunctionsDocumentsProcesses</div><div>Counting:Physical Inventory:Approve Adjustments</div><div>Approve Physical Inventory Adjustments</div><div><div><div>+ Transactions</div><div>+ Move Orders</div><div>+ On-hand, Availability</div><div>+ Items</div><div>+ Costs</div><div>- Counting</div><div>- Physical Inventory</div><div>Physical Inventories</div><div>Tag Generation</div><div>Tag Counts</div><div>Approve Adjustments</div><div>- Planning</div></div><div><div>Top Ten List</div><div>1. Material Workbench</div></div></div></div></div></div></div>																																																																													
30.	<div><div>Approve Physical Adjustments Summary window will open as below:</div></div>																																																																													

Steps	Action																																																																		
	<div><div>Approve Physical Adjustments Summary (T3)</div><div><div><div>Name</div><div></div></div><div><div>Freeze Date</div><div></div></div><div><div>Adjustments Posted</div><div><input type="checkbox"/></div></div><div><div>Find</div></div></div><div><div>Adjustments</div><div><div>Default Approver</div><div></div></div></div><div><div>Adjustments</div><div>Item Details</div><div>Location</div><div>Approver</div></div><div><table><tr><th></th><th>None</th><th>Approve</th><th>Reject</th><th>Item</th><th>Snapshot Qty</th><th>UOM</th><th>Snapshot Qty 2</th><th>Secondary UOM</th><th>Qty</th><th>€</th></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div><div>Description</div><div></div></div><div><div>Count History</div><div>Approve All</div><div>Reject All</div><div>Tags</div><div>Open</div></div></div>		None	Approve	Reject	Item	Snapshot Qty	UOM	Snapshot Qty 2	Secondary UOM	Qty	€	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
	None	Approve	Reject	Item	Snapshot Qty	UOM	Snapshot Qty 2	Secondary UOM	Qty	€																																																									
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																																																
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																																																
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																																																
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																																																
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																																																																
31.	<div><div>Header Information:</div><div><div><div>Name</div><div>Physical Counting_5apr2025</div></div><div><div>Freeze Date</div><div>05-APR-2025</div></div><div><div>Adjustments Posted</div><div><input type="checkbox"/></div></div><div><div>Find</div></div></div><div>Enter the Physical Inventory (created in the above steps) in the <i>Name</i> field and press <i>Find</i> button.</div></div>																																																																		
32.	<div><div>The system will default all the tags and the corresponding counts at the line detail:</div></div>																																																																		

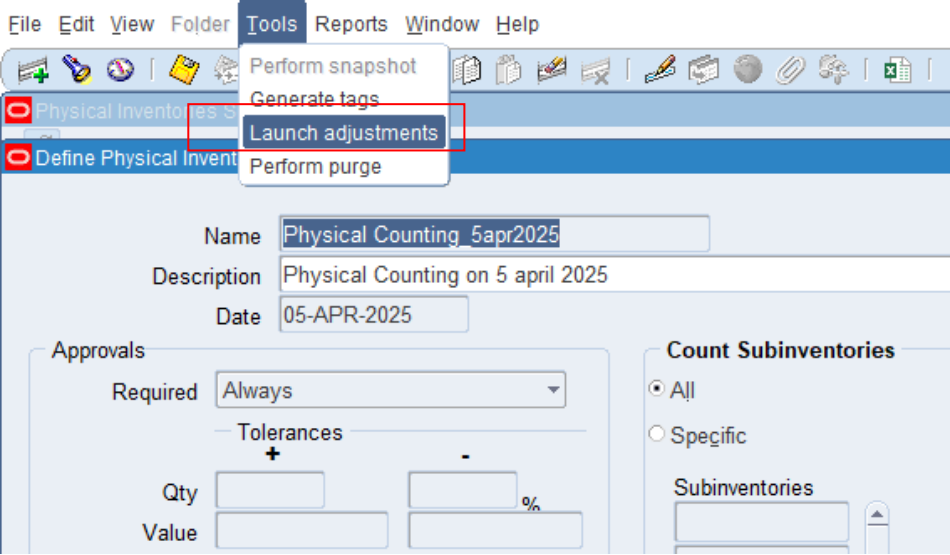
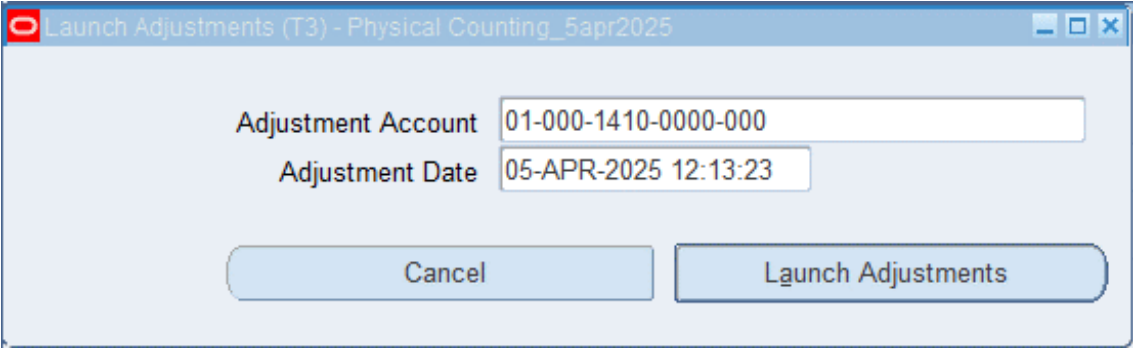


Steps	Action																																																																																																																																						
	<div><div>Approve Physical Adjustments Summary (T3)</div><div><div><div>NamePhysical Counting_5apr2025Physical Counting on 5 april 2025</div><div>Freeze Date05-APR-2025Find</div><div><input type="checkbox"/> Adjustments Posted</div></div><div>Adjustments</div><div><div>Default ApproverSobhey Saied,</div><div><div>AdjustmentsItem DetailsLocationApprover</div><table><tr><th></th><th>None</th><th>Approve</th><th>Reject</th><th>Item</th><th>Snapshot Qty</th><th>UOM</th><th>Snapshot Qty 2</th><th>Secondary UOM</th><th>Qty</th><th>€</th></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>300</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>1696</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>4</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>Laptop 001</td><td>1000</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>Laptop 001</td><td>2000</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr></table></div><div>DescriptionHP EliteBook 840 G9 Laptop</div><div><div>Count History</div><div>Approve All</div><div>Reject All</div><div>Tags</div><div>Open</div></div></div></div></div> <tr><td>33.</td><td><div><div>Line Details region:</div><div><div>Adjustments</div><div><div>Default ApproverSobhey Saied,</div><div><div>AdjustmentsItem DetailsLocationApprover</div><table><tr><th></th><th>None</th><th>Approve</th><th>Reject</th><th>Item</th><th>Snapshot Qty</th><th>UOM</th><th>Snapshot Qty 2</th><th>Secondary UOM</th><th>Qty</th><th>€</th></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>300</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>1696</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>4</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>Laptop 001</td><td>1000</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>Laptop 001</td><td>2000</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr></table></div></div></div><div><div>Default Approver:</div><div>Enter the person (should be an employee created in the system) who will be the default approver for these adjustments.</div></div><div><div>This region will have 4 sub-tabs:</div><div><div><div>Adjustments:</div><div>To see the difference between the actual count and the quantity available in the system</div></div><div><div>Item Details:</div><div>To see the basic details of the item such as lot number or serial number.</div></div><div><div>Location:</div><div>To view the location of the item such as the located subinventory, locator.</div></div></div></div></div></td></tr>		None	Approve	Reject	Item	Snapshot Qty	UOM	Snapshot Qty 2	Secondary UOM	Qty	€	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	300	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	1696	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	4	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	1000	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	2000	Ea			0		33.	<div><div>Line Details region:</div><div><div>Adjustments</div><div><div>Default ApproverSobhey Saied,</div><div><div>AdjustmentsItem DetailsLocationApprover</div><table><tr><th></th><th>None</th><th>Approve</th><th>Reject</th><th>Item</th><th>Snapshot Qty</th><th>UOM</th><th>Snapshot Qty 2</th><th>Secondary UOM</th><th>Qty</th><th>€</th></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>300</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>1696</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>4</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>Laptop 001</td><td>1000</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>Laptop 001</td><td>2000</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr></table></div></div></div><div><div>Default Approver:</div><div>Enter the person (should be an employee created in the system) who will be the default approver for these adjustments.</div></div><div><div>This region will have 4 sub-tabs:</div><div><div><div>Adjustments:</div><div>To see the difference between the actual count and the quantity available in the system</div></div><div><div>Item Details:</div><div>To see the basic details of the item such as lot number or serial number.</div></div><div><div>Location:</div><div>To view the location of the item such as the located subinventory, locator.</div></div></div></div></div>		None	Approve	Reject	Item	Snapshot Qty	UOM	Snapshot Qty 2	Secondary UOM	Qty	€	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	300	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	1696	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	4	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	1000	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	2000	Ea			0	
	None	Approve	Reject	Item	Snapshot Qty	UOM	Snapshot Qty 2	Secondary UOM	Qty	€																																																																																																																													
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	300	Ea			0																																																																																																																														
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	1696	Ea			0																																																																																																																														
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	4	Ea			0																																																																																																																														
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	1000	Ea			0																																																																																																																														
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	2000	Ea			0																																																																																																																														
33.	<div><div>Line Details region:</div><div><div>Adjustments</div><div><div>Default ApproverSobhey Saied,</div><div><div>AdjustmentsItem DetailsLocationApprover</div><table><tr><th></th><th>None</th><th>Approve</th><th>Reject</th><th>Item</th><th>Snapshot Qty</th><th>UOM</th><th>Snapshot Qty 2</th><th>Secondary UOM</th><th>Qty</th><th>€</th></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>300</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>1696</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>HP-ELITEBOOK-840G9</td><td>4</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>Laptop 001</td><td>1000</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td>Laptop 001</td><td>2000</td><td>Ea</td><td></td><td></td><td>0</td><td></td></tr></table></div></div></div><div><div>Default Approver:</div><div>Enter the person (should be an employee created in the system) who will be the default approver for these adjustments.</div></div><div><div>This region will have 4 sub-tabs:</div><div><div><div>Adjustments:</div><div>To see the difference between the actual count and the quantity available in the system</div></div><div><div>Item Details:</div><div>To see the basic details of the item such as lot number or serial number.</div></div><div><div>Location:</div><div>To view the location of the item such as the located subinventory, locator.</div></div></div></div></div>		None	Approve	Reject	Item	Snapshot Qty	UOM	Snapshot Qty 2	Secondary UOM	Qty	€	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	300	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	1696	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	4	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	1000	Ea			0		<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	2000	Ea			0																																																																					
	None	Approve	Reject	Item	Snapshot Qty	UOM	Snapshot Qty 2	Secondary UOM	Qty	€																																																																																																																													
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	300	Ea			0																																																																																																																														
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	1696	Ea			0																																																																																																																														
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	HP-ELITEBOOK-840G9	4	Ea			0																																																																																																																														
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	1000	Ea			0																																																																																																																														
<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laptop 001	2000	Ea			0																																																																																																																														

Steps	Action																																																																																
	<ul style="list-style-type: none"><li><b>Approver:</b> The person who is going to approve the adjustments. This field will be defaulted from the <b>Default Approver</b> field locate above this region.</li></ul>																																																																																
34.	<p>Perform Approval action:</p> <div><div>AdjustmentsItem DetailsLocationApprove</div><div><div>NoneApproveReject</div><div><div><div></div><div></div><div></div><div></div><div></div></div><div><div><input type="radio"/></div><div><input checked="" type="radio"/></div><div><input type="radio"/></div><div><input checked="" type="radio"/></div><div><input type="radio"/></div></div><div><div></div><div></div><div></div><div></div><div></div></div><div><div><input type="radio"/></div><div><input checked="" type="radio"/></div><div><input type="radio"/></div><div><input checked="" type="radio"/></div><div><input type="radio"/></div></div><div><div></div><div></div><div></div><div></div><div></div></div><div><div><input type="radio"/></div><div><input checked="" type="radio"/></div><div><input type="radio"/></div><div><input checked="" type="radio"/></div><div><input type="radio"/></div></div><div><div></div><div></div><div></div><div></div><div></div></div></div><div><div>Item</div><div>HP-ELITEBOOK-840G9</div><div>HP-ELITEBOOK-840G9</div><div>HP-ELITEBOOK-840G9</div><div>Laptop 001</div><div>Laptop 001</div></div></div></div> <p>Select the option such as <b>Approve</b> or <b>Reject</b> for each adjustment. You must either approve or reject all the adjustment before processing the adjustments.</p>																																																																																
35.	<p><b>Save</b>  the record and close the form.</p>																																																																																
36.	<p>To verify the approved/rejected adjustments and the cost involved in the same, run the report “<b>Physical inventory accuracy analysis</b>”.</p> <div><div>T3 Company Sorted by Adjustment Value Physical Inventory: Physical Counting_5apr2025 Category Set: Inv.Items Include Rejected It Yes</div><div>Physical Inventory Accuracy Analysis (USD)</div><div>Report Date: 05-APR-25 12:07 Page: 1</div></div> <table><tr><th>Category</th><th>Item</th><th>Rev</th><th>System Qty UOM</th><th>Count Qty</th><th>Adjmnt Qty</th><th>System Value</th><th>Count Value</th><th>Adjmnt Value</th><th>Pct</th></tr><tr><td>NEW.MISC</td><td>HP-ELITEBOOK-840G9</td><td></td><td>4.00 Ea</td><td>4.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td>HP-ELITEBOOK-840G9</td><td></td><td>1,696.00 Ea</td><td>1,696.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td>HP-ELITEBOOK-840G9</td><td></td><td>300.00 Ea</td><td>300.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td>Laptop 001</td><td></td><td>1,000.00 Ea</td><td>1,000.00</td><td>0.00</td><td>1,000,000.00</td><td>1,000,000.00</td><td>0.00</td><td>0.00</td></tr><tr><td></td><td>Laptop 001</td><td></td><td>2,000.00 Ea</td><td>2,000.00</td><td>0.00</td><td>2,000,000.00</td><td>2,000,000.00</td><td>0.00</td><td>0.00</td></tr><tr><td colspan="6">Category Total:</td><td>3,000,000.00</td><td>3,000,000.00</td><td>0.00</td><td>0.00</td></tr><tr><td colspan="6">Report Total:</td><td>3,000,000.00</td><td>3,000,000.00</td><td>0.00</td><td>0.00</td></tr></table> <div><div>* Count Qty - System Qty = Adjmnt Qty. ** Adjmnt Qty * 100 / Count Qty = Adjmnt Percent.</div><div>**** End of Report ****</div></div> <p>This report shows the adjustment value for each count and the difference in percentage.</p>	Category	Item	Rev	System Qty UOM	Count Qty	Adjmnt Qty	System Value	Count Value	Adjmnt Value	Pct	NEW.MISC	HP-ELITEBOOK-840G9		4.00 Ea	4.00	0.00	0.00	0.00	0.00	0.00		HP-ELITEBOOK-840G9		1,696.00 Ea	1,696.00	0.00	0.00	0.00	0.00	0.00		HP-ELITEBOOK-840G9		300.00 Ea	300.00	0.00	0.00	0.00	0.00	0.00		Laptop 001		1,000.00 Ea	1,000.00	0.00	1,000,000.00	1,000,000.00	0.00	0.00		Laptop 001		2,000.00 Ea	2,000.00	0.00	2,000,000.00	2,000,000.00	0.00	0.00	Category Total:						3,000,000.00	3,000,000.00	0.00	0.00	Report Total:						3,000,000.00	3,000,000.00	0.00	0.00
Category	Item	Rev	System Qty UOM	Count Qty	Adjmnt Qty	System Value	Count Value	Adjmnt Value	Pct																																																																								
NEW.MISC	HP-ELITEBOOK-840G9		4.00 Ea	4.00	0.00	0.00	0.00	0.00	0.00																																																																								
	HP-ELITEBOOK-840G9		1,696.00 Ea	1,696.00	0.00	0.00	0.00	0.00	0.00																																																																								
	HP-ELITEBOOK-840G9		300.00 Ea	300.00	0.00	0.00	0.00	0.00	0.00																																																																								
	Laptop 001		1,000.00 Ea	1,000.00	0.00	1,000,000.00	1,000,000.00	0.00	0.00																																																																								
	Laptop 001		2,000.00 Ea	2,000.00	0.00	2,000,000.00	2,000,000.00	0.00	0.00																																																																								
Category Total:						3,000,000.00	3,000,000.00	0.00	0.00																																																																								
Report Total:						3,000,000.00	3,000,000.00	0.00	0.00																																																																								

Steps	Action
37.	<div><p><b>Perform Inventory Adjustments:</b></p><p>Navigate to <i>Counting&gt;Physical Inventory&gt;Physical Inventories</i> function</p><p>The screenshot shows the SAP menu structure. Under 'Counting', 'Physical Inventory' is expanded, and 'Physical Inventories' is highlighted. To the right, a 'Top Ten List' shows '1. Material Workbench'.</p></div>
38.	<div><p><i>Physical Inventories Summary</i> window will open as below</p><p>The screenshot shows the 'Physical Inventories Summary (T3)' window. It contains a table with the following columns: 'Physical Inventory', 'Date', 'Description', and 'Snapshot Comp'. The 'Physical Inventory' column is highlighted. Below the table are four buttons: 'Counts', 'Approve', 'New', and 'Open'.</p></div>
39.	<div><p>Query the physical inventory by pressing <i>F11</i> key and then <i>Ctrl+F11</i> key</p></div>

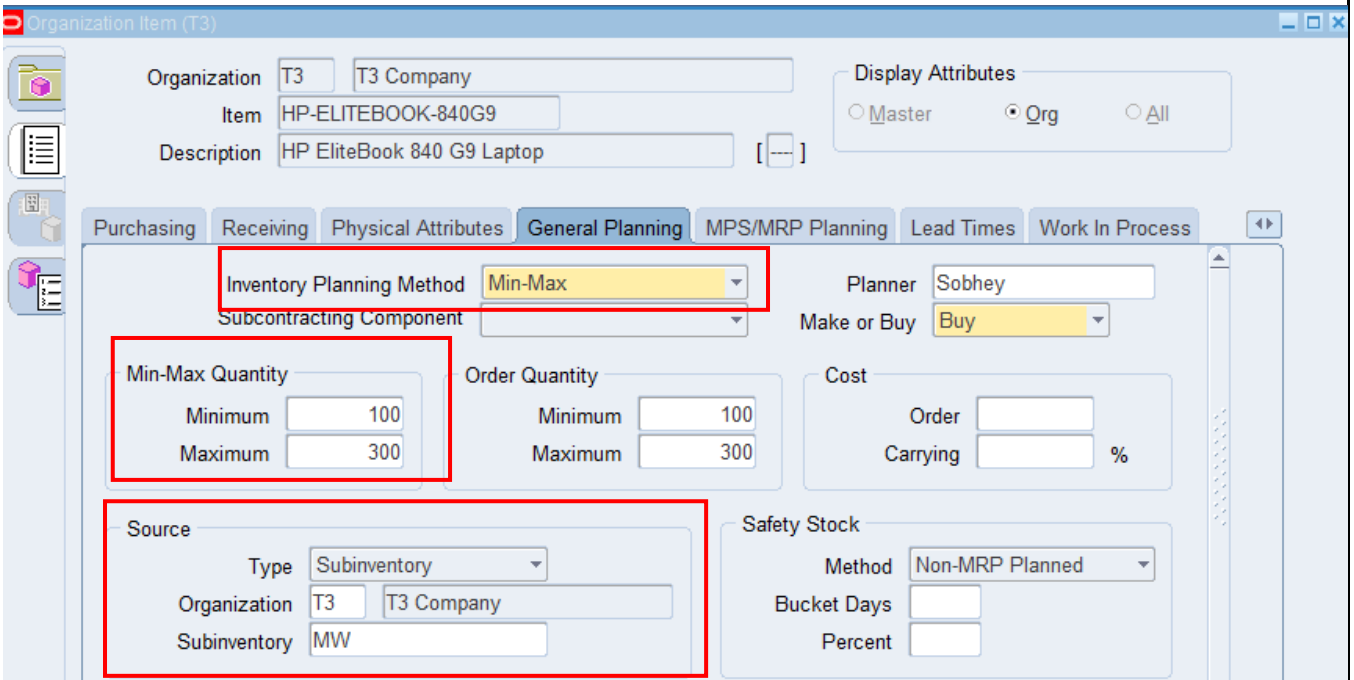
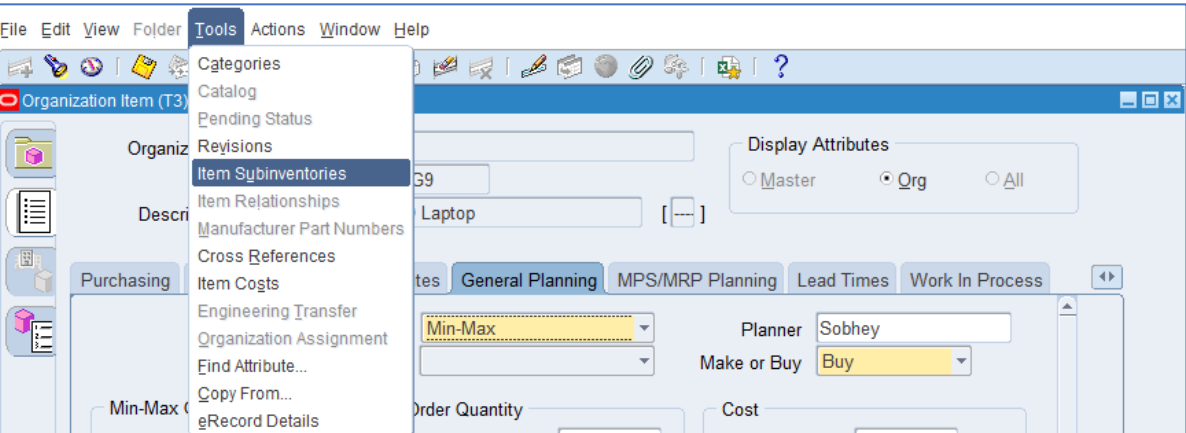
Steps	Action
	<div><div><div>Physical Inventories Summary (T3)</div><div><div><div>Physical Inventory</div><div>Physical Counting_5apr2025</div><div></div><div></div><div></div><div></div></div><div><div>Date</div><div>05-APR-2025</div><div></div><div></div><div></div><div></div></div><div><div>Description</div><div>Physical Counting on 5 april 2025</div><div></div><div></div><div></div><div></div></div><div><div>Snapshot Comp</div><div><div><input checked="" type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div><div><input type="checkbox"/></div></div></div></div><div><div>Counts</div><div>Approve</div><div>New</div><div>Open</div></div></div></div> <div>Select the correct physical inventory and click <i>Open</i> button</div>
40.	<div><div><div>Define Physical Inventory (T3)</div><div><div><div>Name</div><div>Physical Counting_5apr2025</div></div><div><div>Description</div><div>Physical Counting on 5 april 2025</div></div><div><div>Date</div><div>05-APR-2025</div></div></div><div><div>Approvals</div><div><div>Required</div><div>Always</div></div><div><div>Tolerances</div><div><div>+</div><div>-</div></div><div><div>Qty</div><div></div><div>%</div></div><div><div>Value</div><div></div><div></div></div></div><div><div>Serial Control Option</div><div><div>Count</div><div>One Per Request</div></div><div><div>Detail</div><div>Quantity &amp; Serial Numbers</div></div></div><div><div>Status</div><div><div><input checked="" type="checkbox"/> Snapshot Complete</div><div><input type="checkbox"/> Adjustments Posted</div></div><div><div>Snapshot Date</div><div>05-APR-2025</div></div></div><div><div>Count Subinventories</div><div><div><input checked="" type="radio"/> All</div><div><input type="radio"/> Specific</div></div><div><div>Subinventories</div><div><div></div><div></div><div></div><div></div></div></div><div><div><input checked="" type="checkbox"/> Allow Dynamic Tags</div><div><input type="checkbox"/> Exclude Zero Balances</div><div><input type="checkbox"/> Exclude Negative Balance</div><div><div>[</div><div></div><div>]</div></div></div><div><div>Snapshot</div><div>Tags</div></div></div></div></div><div>Define Physical Inventory window will appear for the particular physical inventory</div></div>

Steps	Action
41.	<p>Navigate to Menu: <i>Tools&gt; Launch Adjustments</i></p> 
42.	<p><i>Launch Adjustments</i> window will appear as below:</p>  <p>Enter the <i>Adjustment Account</i></p> <p>Click <i>Launch Adjustments</i> button</p>
43.	<p>System will pop up a message stating that the concurrent has been submitted for the physical adjustments</p>

Steps	Action
	<div><div><div><div><div>Physical Inventories Summary (T3)</div><div>Launch Adjustments (T3) - Physical Counting_5apr2025</div></div><div><div>Adjustment Account01-000-1410-0000-000</div><div>Adjustment Date05-APR-2025 12:13:23</div><div>CancelLaunch Adjustments</div></div></div><div><div>Tolerances</div><div>QtyValue</div><div>Serial Control Option</div><div>CountOne Per Request</div><div>DetailQuantity &amp; Serial Numbers</div><div>Status</div><div><div><div><input checked="" type="checkbox"/> Snapshot Complete</div><div><input type="checkbox"/> Adjustments Posted</div><div>Snapshot Date05-APR-2025</div></div><div><div><input checked="" type="checkbox"/> Allow Dynamic Tags</div><div><input type="checkbox"/> Exclude Zero Balances</div><div><input type="checkbox"/> Exclude Negative Balance</div><div>[ ]</div></div><div>SnapshotTags</div></div></div><div><div>Note</div><div><div></div><div>Concurrent request 18411136 for Physical adjustments submitted.</div><div>OK</div></div></div></div></div> <div>Click <b>OK</b> button and close the window</div>
44.	Navigate to the <i>Requests</i> window and check that the report “ <i>Perform physical inventory Adjustments</i> ” has been completed with normal status.

Steps	Action																																																																		
	<div><div>Requests</div><div><div>Refresh Data</div><div>Find Requests</div><div>Submit a New Request</div><div>Submit New Request Set</div><div><input type="checkbox"/> Auto Refresh (X)</div><div>Copy Single Request</div><div>Copy Request Set</div></div><table><tr><th>Request ID</th><th>Name</th><th>Parent</th><th>Phase</th><th>Status</th><th>Parameters</th></tr><tr><td>18411136</td><td>Perform physical inventory</td><td></td><td>Completed</td><td>Normal</td><td>PHYSICAL_INVENTORY_ID=1</td></tr><tr><td>18411134</td><td>Physical inventory accurac</td><td></td><td>Completed</td><td>Normal</td><td>9614, 27, 11208, 1, 2, 101, 1</td></tr><tr><td>18411111</td><td>Physical inventory counts r</td><td></td><td>Completed</td><td>Normal</td><td>9614, 3, 27, 11208, 2, 101</td></tr><tr><td>18411106</td><td>Generate physical inventory</td><td></td><td>Completed</td><td>Normal</td><td>PHYSICAL_INVENTORY_ID=1</td></tr><tr><td>18411103</td><td>Freeze physical inventory</td><td></td><td>Completed</td><td>Normal</td><td>PHYSICAL_INVENTORY_ID=1</td></tr><tr><td>18411088</td><td>Move Order Pick Slip</td><td></td><td>Completed</td><td>Normal</td><td>9614, 6513463, 6513463, , , ,</td></tr><tr><td>18411071</td><td>Min-max planning report</td><td></td><td>Completed</td><td>Normal</td><td>9614, 2, 1, MV1, 3, 27, 101, ,</td></tr><tr><td>18411066</td><td>Min-max planning report</td><td></td><td>Completed</td><td>Normal</td><td>9614, 2, 1, MV1, 3, 27, 101, ,</td></tr><tr><td>18411065</td><td>Min-max planning report</td><td></td><td>Completed</td><td>Normal</td><td>9614, 1, , , 1, 27, 101, , , , ,</td></tr><tr><td>18411058</td><td>Min-max planning report</td><td></td><td>Completed</td><td>Normal</td><td>9614, 2, 1, MV1, 1, 27, 101, ,</td></tr></table><div><div>Hold Request</div><div>View Details</div><div>Rerun Request</div><div>View Output</div><div>Cancel Request</div><div>Diagnostics</div><div>Reprint/Republish (J)</div><div>View Log (K)</div></div></div>	Request ID	Name	Parent	Phase	Status	Parameters	18411136	Perform physical inventory		Completed	Normal	PHYSICAL_INVENTORY_ID=1	18411134	Physical inventory accurac		Completed	Normal	9614, 27, 11208, 1, 2, 101, 1	18411111	Physical inventory counts r		Completed	Normal	9614, 3, 27, 11208, 2, 101	18411106	Generate physical inventory		Completed	Normal	PHYSICAL_INVENTORY_ID=1	18411103	Freeze physical inventory		Completed	Normal	PHYSICAL_INVENTORY_ID=1	18411088	Move Order Pick Slip		Completed	Normal	9614, 6513463, 6513463, , , ,	18411071	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 3, 27, 101, ,	18411066	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 3, 27, 101, ,	18411065	Min-max planning report		Completed	Normal	9614, 1, , , 1, 27, 101, , , , ,	18411058	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
Request ID	Name	Parent	Phase	Status	Parameters																																																														
18411136	Perform physical inventory		Completed	Normal	PHYSICAL_INVENTORY_ID=1																																																														
18411134	Physical inventory accurac		Completed	Normal	9614, 27, 11208, 1, 2, 101, 1																																																														
18411111	Physical inventory counts r		Completed	Normal	9614, 3, 27, 11208, 2, 101																																																														
18411106	Generate physical inventory		Completed	Normal	PHYSICAL_INVENTORY_ID=1																																																														
18411103	Freeze physical inventory		Completed	Normal	PHYSICAL_INVENTORY_ID=1																																																														
18411088	Move Order Pick Slip		Completed	Normal	9614, 6513463, 6513463, , , ,																																																														
18411071	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 3, 27, 101, ,																																																														
18411066	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 3, 27, 101, ,																																																														
18411065	Min-max planning report		Completed	Normal	9614, 1, , , 1, 27, 101, , , , ,																																																														
18411058	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,																																																														
45.	<div><div>To check the adjustments that have been made by the system due to change in the physical count, run the “<i>Physical inventory adjustments report</i>” and see the details.</div><div><div>T3 Company</div><div>Sorted by Adjustment Value</div><div>Physical Inventory: Physical Counting_5apr2025</div><div>Include Rej Items: Yes</div><div>Physical Inventory Adjustments Report (USD)</div><div>Report Date: 05-APR-2025 12:16</div><div>Page: 1</div></div><table><tr><th>Item</th><th>Rev</th><th>Subinv</th><th>Locator</th><th>Lot Number</th><th>Serial No.</th><th>Count</th><th>Qty</th><th>UOM</th><th>Adjmnt Qty</th><th>Count Value</th><th>Adjmnt Value</th><th>Approver</th></tr><tr><td colspan="13">Number of Adjustment Transactions: 0</td></tr><tr><td colspan="13">***** No Data Found *****</td></tr></table></div>	Item	Rev	Subinv	Locator	Lot Number	Serial No.	Count	Qty	UOM	Adjmnt Qty	Count Value	Adjmnt Value	Approver	Number of Adjustment Transactions: 0													***** No Data Found *****																																							
Item	Rev	Subinv	Locator	Lot Number	Serial No.	Count	Qty	UOM	Adjmnt Qty	Count Value	Adjmnt Value	Approver																																																							
Number of Adjustment Transactions: 0																																																																			
***** No Data Found *****																																																																			
46.	<div><div>The system will post the adjustments automatically. To verify the same navigate to <i>Material Transactions</i> window and check for the adjustments transactions posted by the system.</div></div>																																																																		
	<div><div>End of Procedure</div></div>																																																																		

## Topic 12: Planning - Min Max Planning

Steps	Action
	<b>Start of Procedure</b>
1.	Navigate to <b>Inventory &gt; Items &gt; Organization Items</b>
2.	Search for item name: <b>"HP-ELITEBOOK-840G9"</b> .
3.	<p>4. Go to the <b>General Planning</b> tab:</p> <ol style="list-style-type: none"> <li>Set <b>Inventory Planning Method</b> to <b>Min-Max Planning</b>.</li> <li>Set min-max quantity.</li> <li>Set <b>Source Type</b> as SubInventory. Then, Set <b>Organization</b> as T3 Company.</li> </ol> 
5.	<p>Access the <b>Item-Subinventory Window</b>: While still opening the item "HP-ELITEBOOK-840G9", Click <b>Tools</b> menu &gt; <b>Item Subinventories</b>.</p> 



Steps	Action
-------	--------

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | <ol style="list-style-type: none"> <li>In the <b>Item Subinventories</b> window, In the <b>Planning</b> tab: <ul style="list-style-type: none"> <li>Check the <b>Min-Max Planning</b> box.</li> </ul> </li> <li>In <b>Min-Max Quantities</b>: Set the following values <ol style="list-style-type: none"> <li><b>Min Qty</b>: The minimum level “reorder point” (e.g.,100).</li> <li><b>Max Qty</b>: The maximum level (e.g., 300).</li> </ol> </li> </ol> |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Item: HP-ELITEBOOK-840G9 HP EliteBook 840 G9 Laptop

Planning Order Modifiers Sourcing Lead Times

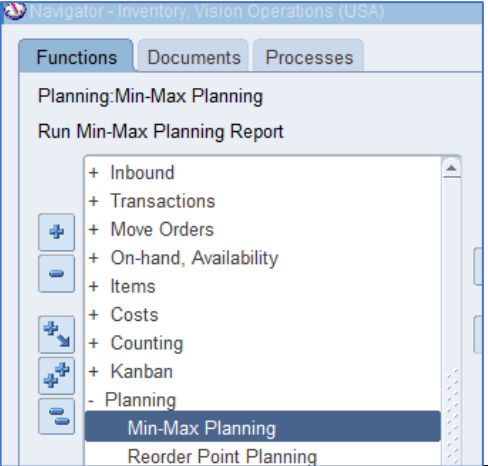
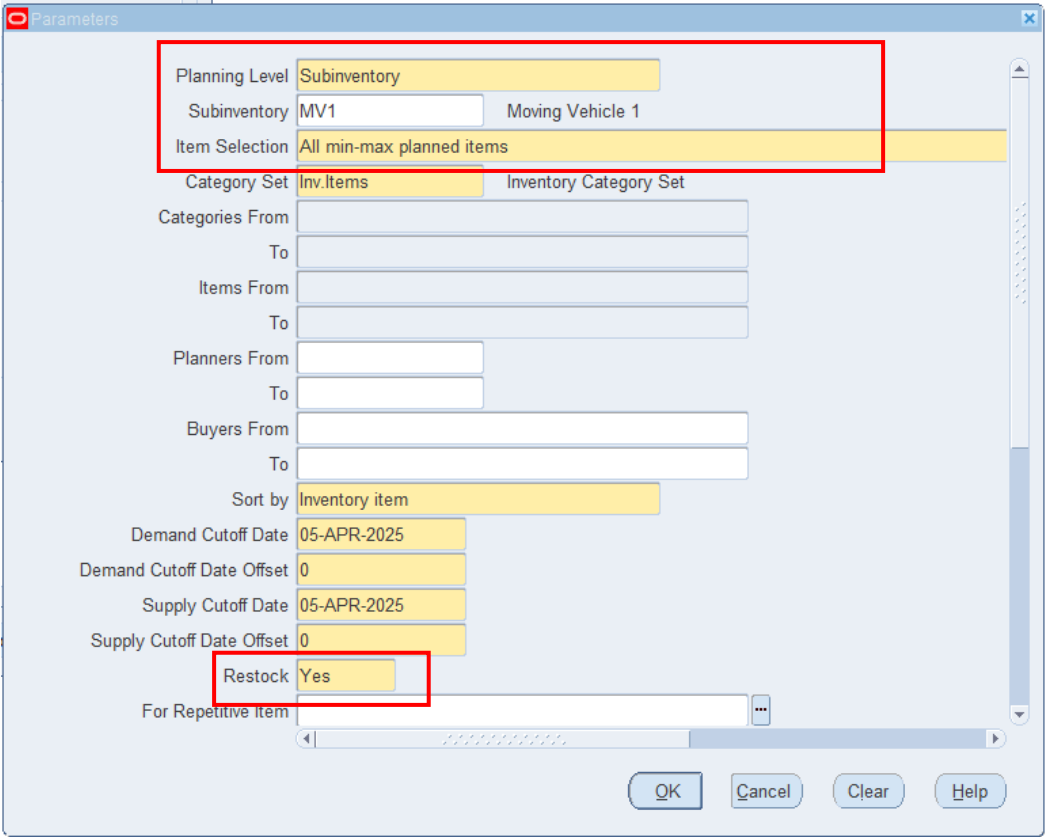
Subinventory	Description	Min-Max Planning	Min Qty	Max Qty	UOM
MV1	Moving Vehicle 1	<input checked="" type="checkbox"/>	100	300	Ea
MV2	Moving Vehicle 2	<input type="checkbox"/>	50	150	Ea
MV3	Moving Vehicle 3	<input type="checkbox"/>	50	150	Ea
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

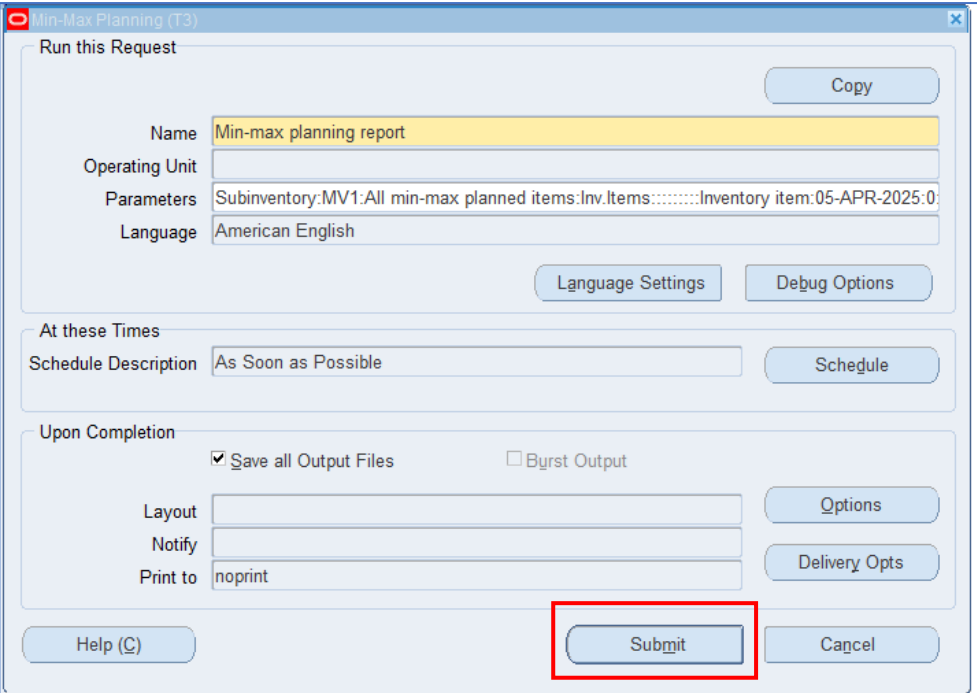
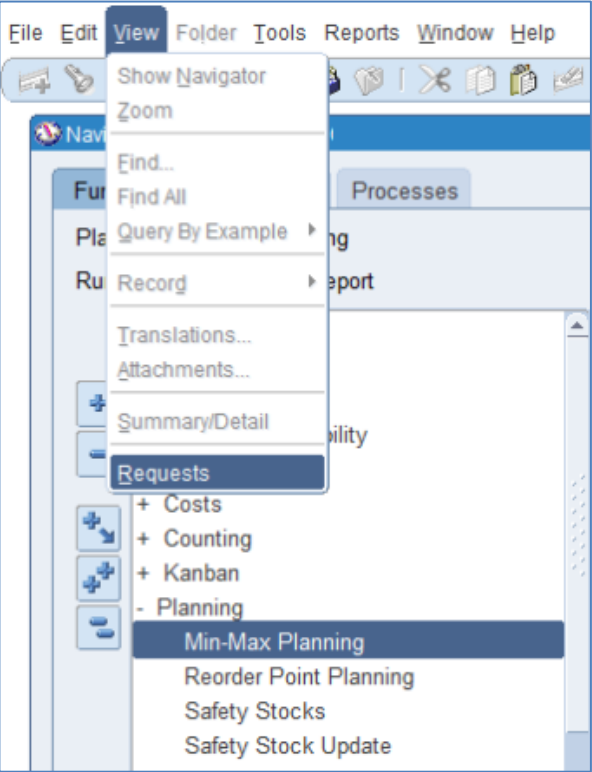
- |  |                                                                                                                                                                                                                                                   |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ol style="list-style-type: none"> <li>In the <b>Sourcing</b> tab: <ul style="list-style-type: none"> <li>Set <b>Source Type</b> to <b>Sub-Inventory</b> (since the replenishment source is within the same organization).</li> </ul> </li> </ol> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Item: HP-ELITEBOOK-840G9 HP EliteBook 840 G9 Laptop

Planning Order Modifiers Sourcing Lead Times

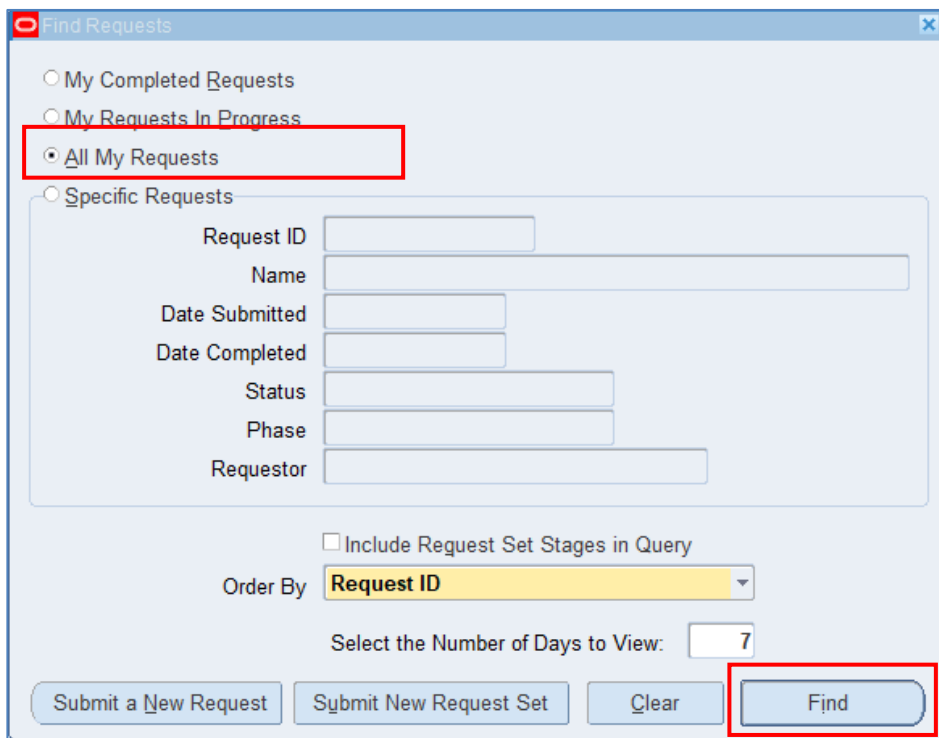
Subinventory	Description	Type	Organization	Subinventory
MV1	Moving Vehicle 1	Subinventory	T3	MW
MV2	Moving Vehicle 2	Inventory	T3	
MV3	Moving Vehicle 3	Inventory	T3	

Steps	Action
7.	<p>Navigate to <b>Inventory &gt; Planning &gt; Min-Max Planning</b></p> 
8.	A Min-Max Planning Report Request appears with its parameters pop up window.
9.	<p>Set Report Parameters</p> <ul style="list-style-type: none"> <li>○ <b>Planning Level:</b> Subinventory.</li> <li>○ <b>Subinventory:</b> MV1.</li> <li>○ <b>Restock:</b> Yes.</li> <li>○ <b>Item Selection:</b> " All Min-Max Planned Items".</li> </ul> 

Steps	Action
10.	<div>Click <b>Submit</b> to execute Min-Max Planning.</div> <div></div>
11.	<div>Go to Requests Window. Click on <b>View</b> &gt; <b>Requests</b>.</div> <div></div>

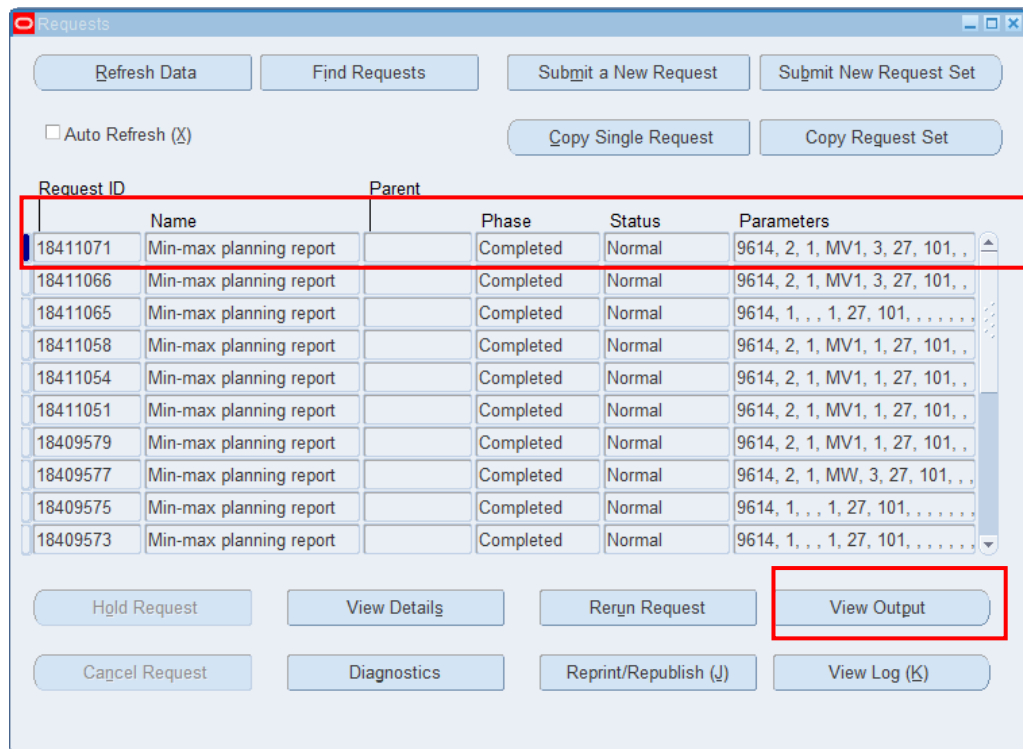
**Steps**      **Action**

12. Select All My Requests. Then, Click Find.



The 'Find Requests' dialog box is shown. It has a title bar with a red 'X' icon and a close button. Inside, there are four radio buttons: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected and highlighted with a red box), and 'Specific Requests'. Below the radio buttons is a section for 'Specific Requests' with input fields for Request ID, Name, Date Submitted, Date Completed, Status, Phase, and Requestor. Below this is a checkbox for 'Include Request Set Stages in Query' and a dropdown menu for 'Order By' set to 'Request ID'. There is also a text input for 'Select the Number of Days to View:' with the value '7'. At the bottom are four buttons: 'Submit a New Request', 'Submit New Request Set', 'Clear', and 'Find' (which is highlighted with a red box).

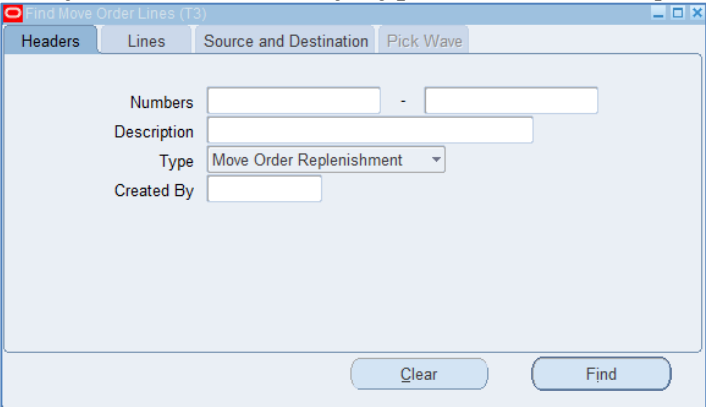
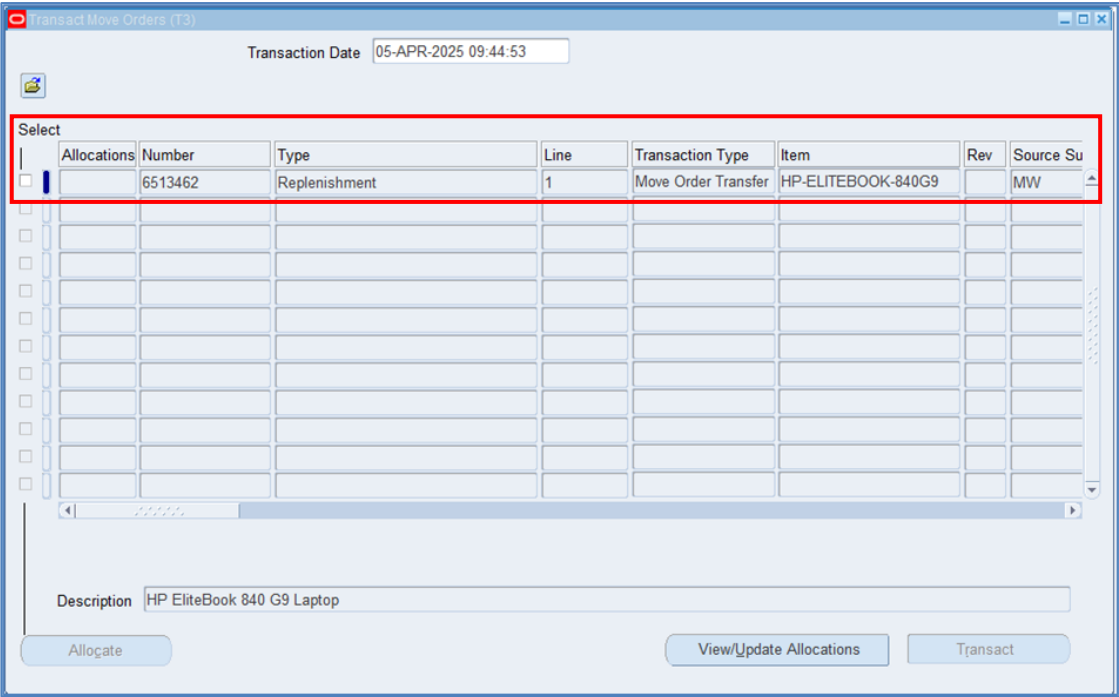
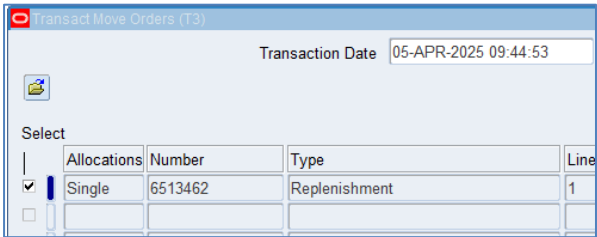
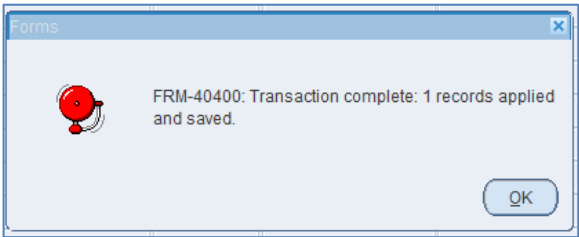
13. Verify That Min-Max Planning Report Request Has Been Completed Normally. Then, Click on View Output.



The 'Requests' window is shown. It has a title bar with a red 'X' icon and standard window controls. Below the title bar are buttons for 'Refresh Data', 'Find Requests', 'Submit a New Request', and 'Submit New Request Set'. There is also a checkbox for 'Auto Refresh (X)' and buttons for 'Copy Single Request' and 'Copy Request Set'. Below these is a table with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a red box. Below the table are buttons for 'Hold Request', 'View Details', 'Rerun Request', 'View Output' (highlighted with a red box), 'Cancel Request', 'Diagnostics', 'Reprint/Republish (J)', and 'View Log (K)'.

Request ID	Name	Parent	Phase	Status	Parameters
18411071	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 3, 27, 101, ,
18411066	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 3, 27, 101, ,
18411065	Min-max planning report		Completed	Normal	9614, 1, , , 1, 27, 101, , , , ,
18411058	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
18411054	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
18411051	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
18409579	Min-max planning report		Completed	Normal	9614, 2, 1, MV1, 1, 27, 101, ,
18409577	Min-max planning report		Completed	Normal	9614, 2, 1, MV, 3, 27, 101, ,
18409575	Min-max planning report		Completed	Normal	9614, 1, , , 1, 27, 101, , , , ,
18409573	Min-max planning report		Completed	Normal	9614, 1, , , 1, 27, 101, , , , ,

Steps	Action																								
14.	<div>Verify from the Min-Max Report output that the system has calculated a reorder quantity (300 units) and hasn't displayed an error message at the item field.</div> <div><div><div>-- Report Parameters ----- Organization: T3 Company Level: Subinventory Subinventory: MV1 Selection: All min-max planned items Category Set: Inv.Items Categories From: To: Items From: To: Planners From: To: Buyers From: To: Sort By: Inventory item Demand Cutoff: 05-APR-25 Supply Cutoff: 05-APR-25 Restock: Yes Repetitive Item: Do Not Restock Default Delivery Location: T3 Company Location Net Unreserved Demand: Yes Net Reserved Demand: Yes Net WIP Demand: No Include PO Supply: Yes Include Move Order Supply: Yes Include WIP Supply: No Include Interface Supply: Yes Include Nonnettable: Yes Lot Control: Include Both Lot and Non-Lot Controlled Items Display Format: Display all information Display Item Description: No</div><div>T3 Company</div><div>Min Max Report</div><div>Report Date:05-APR-2025 09:41 Page:2</div></div><table><tr><th>Item</th><th>Category</th><th>Minimum Quantity</th><th>Maximum Quantity</th><th>On Hand Quantity</th><th>Supply Quantity</th><th>Demand Quantity</th><th>Available Quantity</th><th>----- Minimum</th><th>Order Quantity Maximum</th><th>Multiple</th><th>Reorder Quantity</th></tr><tr><td>MV1 HP-ELITEBOOK-840G9</td><td>NEW.MISC</td><td>100</td><td>300</td><td>0</td><td>0</td><td>0</td><td>0</td><td>100</td><td>300</td><td>50</td><td>300</td></tr></table><div>*** End of Report ***</div></div>	Item	Category	Minimum Quantity	Maximum Quantity	On Hand Quantity	Supply Quantity	Demand Quantity	Available Quantity	----- Minimum	Order Quantity Maximum	Multiple	Reorder Quantity	MV1 HP-ELITEBOOK-840G9	NEW.MISC	100	300	0	0	0	0	100	300	50	300
Item	Category	Minimum Quantity	Maximum Quantity	On Hand Quantity	Supply Quantity	Demand Quantity	Available Quantity	----- Minimum	Order Quantity Maximum	Multiple	Reorder Quantity														
MV1 HP-ELITEBOOK-840G9	NEW.MISC	100	300	0	0	0	0	100	300	50	300														
15.	<div>Navigate to <b>Inventory &gt; Transactions &gt; Move Orders &gt; Transact Move Orders</b>.</div> <div>Find Move Order Lines Window appears.</div> <div><div>Find Move Order Lines (T3)</div><div><div>Headers</div><div>Lines</div><div>Source and Destination</div><div>Pick Wave</div></div><div><div>Numbers</div><div>Description</div><div>Type</div><div>Created By</div></div><div><div>Clear</div><div>Find</div></div></div>																								

Steps	Action
16.	<div><div>Query for move orders By <b>Type</b>: Move Order Replenishment or Item Name from lines tab.</div><div></div></div>
17.	<div><div>Transact Move Order Window appears we see a Replenishment Move order.</div><div></div></div>
	<div><div>As in the transact move order topic, just select the required line. Then click on allocate button. Lastly, click transact.</div><div><div><div>1 After Line Allocation</div></div><div><div>2 After Line Transaction</div></div></div></div>
	<div>End of Procedure</div>

## Issue Log for this Deliverable

---

ID	Issue	Resolution	Action By	Status	Action Date
1.					
2.					
3.					
4.					

### 1. Introduction to Inventory Reports

Oracle EBS R12 Inventory provides robust reporting tools to monitor stock levels, track movements, and optimize inventory management. This extension covers the generation of critical reports, including required parameters, navigation paths, and use cases.

---

### 2. Key Inventory Reports

#### 2.1 Inventory Valuation Report

##### **Purpose:**

Purpose: Calculate total inventory value by Sub-inventory.

##### **Steps to Generate:**

1. **Navigate:** *Inventory > Requests*
2. **Search for Request name:** *Inventory Value Report - by Subinventory (XML)*
3. **Parameters:**
  - *Cost Type: Average*
  - *Category set: T3 Category Set*
  - *Sort Option: Item*
  - *Report Option: Detail*
  - *Include Zero Quantities: No*
  - *Include Unvalued Transactions: No*
4. **Run Report:** Submit and review output.



## Inventory Value Report - by Subinventory Detailed( USD)

Report Date: 12-APR-2025 17:57  
Page 1 of 2

Sort by Item  
Cost Type Average  
Category Set T3 Category Set

Item	Description	Category	Planning Method	MRP M/B	Asset	Item Status	UOM	Quantity	Unit Cost	Extended Value
HP-ELITEBOOK-840G9	HP EliteBook 840 G9 Laptop	ASSEMBLED_P CS.OFFICE_PC	Min-max planning	Buy	Yes	Active	Ea	2,000.00	1,100.00000	2,200,000.00
Type	Subinventory	Asset	Description	Rev	Quantity	Extended Value				
On-hand	SA	Yes	Stage Area		2,000.00	2,200,000.00				
Laptop 001	Laptop 001	ASSEMBLED_P CS.GAMING_PC	Not planned	Buy	Yes	Active	Ea	3,022.00	1,050.00000	3,173,100.00
Type	Subinventory	Asset	Description	Rev	Quantity	Extended Value				
On-hand	MW	Yes	Main Warehouse		1,202.00	1,262,100.00				
On-hand	RA	Yes	Receiving Area		1,800.00	1,890,000.00				
On-hand	SA	Yes	Stage Area		20.00	21,000.00				
<b>Report Total</b>										5,373,100.00

End of Report

### Output Example

## 2.2 Stock Movement

### Purpose:

- Track item movements (receipts, issues, transfers) over a specified period.

### Steps to Generate:

- Navigate:** *Inventory > Requests*
- Search for Request name:** *Transaction Register*
- Parameters:**
  - Date Range* (e.g., From 1 April to 12 April)
  - Item Range* (e.g., item: Laptop 001)
- Run Report:** Submit and review output.

Item: Laptop 001		Description: Laptop 001					
Txn Date	Rev	Transaction Type	Source	Subinv	Primary Quantity UOM	Unit Cost	Value
04-APR-25	T3@	PO Receipt		RA	3,000.00 Ea	1,000.00000	3,000,000.00
04-APR-25	T3@	Move Order Transfer	6513458	RA	-1,000.00 Ea	1,000.00000	-1,000,000.00
04-APR-25	T3@	Move Order Transfer	6513458	MW	1,000.00 Ea	1,000.00000	1,000,000.00
06-APR-25		PO Receipt	270	RA	20.00 Ea	550.00000	11,000.00
07-APR-25		Return to Vendor	270	RA	-1.00 Ea	550.00000	-550.00
07-APR-25	T3@	Sub-Inventory Transfer		RA	-20.00 Ea	997.16794	-19,943.36
07-APR-25	T3@	Sub-Inventory Transfer		SA	20.00 Ea	997.16794	19,943.36
07-APR-25	T3@	PO Receipt		RA	3.00 Ea	1,000.00000	3,000.00
08-APR-25	T3@	Sub-Inventory Transfer		RA	-102.00 Ea	997.17075	-101,711.42
08-APR-25	T3@	Sub-Inventory Transfer		MW	102.00 Ea	997.17075	101,711.42
08-APR-25	T3@	Sub-Inventory Transfer		RA	-100.00 Ea	997.17075	-99,717.07
08-APR-25	T3@	Sub-Inventory Transfer		MW	100.00 Ea	997.17075	99,717.07
12-APR-25	T3@	Average cost update			0.00 Ea	0.00000	0.00
Subtotal on Item Laptop 001							3,013,450.00
Total							3,013,450.00

### Output Example

## 2.3 Physical Inventory Accuracy Report

### Purpose:

- Measure **counting accuracy** by comparing physical counts to system records.
- Identify discrepancies, recurring errors, and process gaps to improve audit reliability.

### Prerequisites:

- A **Physical Inventory** must be predefined in *Inventory > Counting > Physical Inventory*.
- **Transactions Frozen:** Ensure no inventory movements during the count.
- **Counts Completed:** Physical counts must be entered into the system.
- **Adjustments Approved:** Discrepancies resolved via *Inventory > Counting > Adjustments*.

### Steps to Generate:

1. **Navigate:** *Inventory > Requests > Run → Submit a New Request*.
2. **Search for Program:**
  - Name: *Physical Inventory Accuracy Analysis (XML)*.
3. **Parameters:**

- **Physical Inventory Name:** Select the predefined count (e.g., *PhysicalCounting\_5Apr2025*).
  - **Category Set:** *T3 Category Set* (to filter items by T3's classification).
4. **Run Report:** Click **Submit** to generate the analysis.

ORACLE

T3 Company

Sorted by

Physical Inventory

Category Set

Include Rejected Items

Adjustment Value

Physical Counting\_5apr2025

T3 Category Set

Yes

Physical Inventory Accuracy Analysis

(USD)

Report Date: 12-APR-2025 20:56

Page 1 of 1

Category	Item	Rev	System Qty	UO M	Count Qty	Adimnt Qty	System Value	Count Value	Adimnt Value	Pct
ASSEMBLED_PC	Laptop 001		2,000.00	Ea	2,000.00	0.00	2,000,000.00	2,000,000.00	0.00	0.00
S.GAMING_PC	Laptop 001		1,000.00	Ea	1,000.00	0.00	1,000,000.00	1,000,000.00	0.00	0.00
Category Total							3,000,000.00	3,000,000.00	0.00	0.00
ASSEMBLED_PC	HP-ELITEBOO		1,696.00	Ea	1,696.00	0.00	0.00	0.00	0.00	0.00
S.OFFICE_PC	K-840G9		300.00	Ea	300.00	0.00	0.00	0.00	0.00	0.00
	HP-ELITEBOO		4.00	Ea	4.00	0.00	0.00	0.00	0.00	0.00
	K-840G9									
Category Total							0.00	0.00	0.00	0.00
Report Total							3,000,000.00	3,000,000.00	0.00	0.00

\* Count Qty - System Qty = Adimnt Qty.

\*\* Adimnt Qty \* 100 / Count Qty = Adimnt Percent.

End of Report

### Output Example

## 2.4 Inventory Aging Report

### Purpose:

- Identify slow-moving or obsolete stock.

### Steps to Generate:

1. **Navigate:** *Inventory > Requests > Run → Submit a New Request.*
2. **Search on:** *Inventory Aging Report (XML)*
3. **Parameters:**
  - *Category Set:* T3 Category Set
  - *Level:* Organization
  - *Order By:* Age

Inventory Aging Report

Report Date: 4/12/2025 21:22

Page 1 of 1

Organization T3

Category Set T3 Category Set

Category From

Category To

Item From

Item To

Level Organization

Cost Group From

Cost Group To

Bucket Days Inventory Aging

Order By Age

Include Expense Items No

Include Expense Subinventories No

Functional Currency USD

As Of Date12-Apr-25

Item	Category	Description	Onhand	UOM	Owning Party	Last Transaction Date	0-30 Days		31-180 Days		181-365 Days		365+ Days	
							Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
Laptop 001	ASSEMBLED_PCS.GAMING_PC	Laptop 001	3022	Ea		8-Apr-25	3,022	3,173,100	0	0	0	0	0	0
HP-ELITEBOOK-840G9	ASSEMBLED_PCS.OFFICE_PC	HP EliteBook 840 G9 Laptop	2000	Ea		12-Apr-25	2,000	2,200,000	0	0	0	0	0	0
Total:							5,373,100		0		0		0	

End of Report

Output Example

3. Advanced Features

3.2 Scheduling Reports

- 1. While trying to *Submit Requests*, Click on *Schedule Button*.
- 2. Set frequency (e.g., Once, Periodically, or On-Specific Days).

Apply a Saved Schedule

Schedule Description...

☐ As Soon as Possible

☐ Once

☒ Periodically

☐ On Specific Days

☐ Advanced

Schedule Starts

12-APR-2025 21:46:22

Schedule Ends

Leave End Date blank to run indefinitely

Re-run every

1

Day(s)

Apply the Interval...

☒ From the Start of the prior run

☐ From the Completion of the prior run

☐ Increment date parameters each run

☐ Recalculate Parameters

☐ Save this schedule

Help

OK

Cancel

### 3.3 Exporting Data

- While trying to Submit Requests, Specify Output format by Export reports to Excel/Docx/PDF via the *Layout options* button.

Upon Completion

☒ Save all Output Files

☐ Byrst Output

Layout

Inventory Aging Report(XML)

Options

Notify

Print to

noprint

Delivery Opts

Upon Completion...

☒ Save all Output Files

Layout:

Template Name	Template Language	Format	For Language
Inventory Aging Report(XML)	English: United States	EXCEL	AMERICAN

Format Type LOV

Find %

Format

EXCEL

FO

HTML

PDF

RTF

Notify the following people:

Name	For Language

### End of Guide Extension

1. Introduction to Average Costing

Oracle EBS R12 uses **average costing** to calculate inventory value based on the weighted average of all receipts.

2. Updating Item Costs

2.1 Average Cost Update

**Use Case:** Recalculate average costs if prices in the market have changed.

**Steps:**

- 1. **Navigate:** *Inventory > Costs > Average Cost Update.*
- 2. **Select transaction type for cost update:** T3@Average cost update
- 3. **In Adjustment Account:** Select account to be charged for this cost change.
- 4. **In transaction change tab:** query item and add percent of cost change.
- 5. **Save record.**

Update Average Cost (T3)

Transaction

Date

19-APR-2025 23:26:20

Type

T3@Average cost update

Source

Defaults

Adjustment Acct

01-000-1410-0000-000

% Change

Cost Update

Transaction Change

Accounts

Value Changes

Comments

Item	Cost Group	New Average Cost	% Change	Inventory Value Change	
Laptop 001	CG-99528		2		

Item Description

Laptop 001

Valued Qty

3022

UOM

Ea

Current Average Cost

1,050.00000

Net Value Change

63,462.00

Current Total Value

3,173,100.00

Cost Elements

---

### 3. Key Reports for Cost Management

- **Navigate:** *Inventory > Reports > Costs > All.*

#### 3.1 Item Cost Reports

- **Key Parameters:** Cost Type (Average), Category set(T3).
- **Sample example:**

T3 Company				Item Cost Reports		Report Date: 19-APR-2025 23:43	
Report Sort: Item				Sub-Element(USD)		Page: 1	
Cost Type: Average							
Category Set: T3 Categor							
Item /							
Description	UOM	Category	Status	Sub-Element	Description	Unit Cost	%
-----							
CPU-I7-13700K	Ea	COMPONENTS.CPU	Active			200.00000	100.00
Intel Core i7-13700K CPU							
Total Unit Cost:						200.00000	100.00
-----							
HP-ELITEBOOK-840G9	Ea	ASSEMBLED_PCS.O	Active			1,100.00000	100.00
HP EliteBook 840 G9 Laptop							
FFICE_PC							
Total Unit Cost:						1,100.00000	100.00
-----							
Laptop 001	Ea	ASSEMBLED_PCS.G	Active			1,071.00000	100.00
Laptop 001							
AMING_PC							
Total Unit Cost:						1,071.00000	100.00
-----							
Item /							
***** End of Report *****							

#### 3.2 Inventory Value Report - by Cost Group

- **Key Parameters:** Cost Type (Average), Category set(T3).
- **Sample example:**

T3 Company		Inventory Value Report - by Cost Group							Report Date: 19-APR-2025 23:49	
Sort by Item									As of Date: 19-APR-2025 23:48:32	
Cost Type: Average									Page: 1	
Category Set: T3 Categor		Detailed (USD)								
Project Number:		Project Name:								
Item	Description	Category	Planning Method	MRP M/B	Asset	Item Status	UOM	Quantity	Unit Cost	Extended Value
HP-ELITEBOOK-840G9	HP EliteBook 84	ASSEMBLED_PCS.O	Min-max	Buy	Yes	Active	Ea	2,000.00	1,100.00000	2,200,000.00
	Cost Group	Description					Rev	Quantity	Extended Value	
	CG-99528							2,000.00	2,200,000.00	
Laptop 001	Laptop 001	ASSEMBLED_PCS.G	Not plan	Buy	Yes	Active	Ea	3,022.00	1,071.00000	3,236,562.00
	Cost Group	Description					Rev	Quantity	Extended Value	
	CG-99528							3,022.00	3,236,562.00	
Report Total:								5,436,562.00		
***** End of Report *****										

## 4. Best Practices

- Avoid updates during financial period closures.
- **Document** manual cost changes for audit purposes.

## 5. Example Scenario

**Scenario:** T3 Company purchases 100 laptops at 500 each. Later, 50 more are bought at 500 each. Later, 50 more are bought at 550.

### Average Cost Calculation:

- Total Cost =  $(100 \times 500) + (50 \times 500) + (50 \times 550) = \$77,500$
- Total Quantity = 150 units
- New Average Cost = **\$516.67/unit**

**Result:** All future issues/transfers use \$516.67 until the next cost update.

## End of Guide Extension