STOCKTAKE COUNTING WITH RESERVATIONS

## Introduction

**Scenario**

Counted Item has reservations in a bin for an item, but actual stock is found in a different bin.

## Steps

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| STOCKTAKE COUNTING WITH RESERVATIONS | |
|  | Item 000181 has reserved quantity against a bin, (Counting staff do not know this yet): |
|  | Counting staff want to count the item 000181  Run a counting journal: |
|  | Stock is found in another bin, and entered: |
|  | Validate  This Infolog appears because while AE29C is showing 80 on-hand, there are actually 0.00 physically available because of the previous reservation. |
|  | To correct this, we click on the errored line on the stocktake. It has an i icon in the Log box. |
|  | Go up to Inventory – Reservation. Find the warehouse/location that is relevant, filter if necessary: |
|  | This now tells the Counting staff about the reservation originally here.  Next go to Inventory – on-hand transactions. In this table, press Ctrl+Home to go to the top. At the top it shows the open orders.    This shows the SO/TO references for all the reservations. |
| SALES ORDERS | |
|  | In the SO, find the Item, and go to Inventory - Reservation. Here we remove the reservation from the old bin AE29C and move it to the new bin AE28B.  If there is not enough stock available in other bins to cover the reserved quantity, the reservation will need to be adjusted to the counted quantity (ie: 30 showing, 20 counted with 23 reserved, change reservation qty to 20), and the SO Sales taker will need to be notified as you will not be able to supply their order in full. |
| TRANSFER ORDERS WITHOUT A PICKING JOURNAL | |
|  | To tell if a Transfer Order has had a Picking Journal created, go up to Inquiries – Picking Journal.    If you are still unsure whether a PJ has been created or not yet try this method first. If you get an error (*The quantity cannot be reduced)* there will be a PJ involved.  You can change the quantity on the TO lines as needed. If this is now zero, you will need to remove the line. Please advise the *From Warehouse* about any discrepancies. |
| Transfer Orders or Sales Orders with a Picking Journal | |
|  | For these you will have to wait until the Picking Journal has been processed. The Pickers may have physically taken some or all of the item you are counting before you had counted them so this will need to be checked also. If they have picked it, the quantity will need to be included into your count.  Once the Picking Journal has been closed you will be able to edit the quantities on the TO. Please advise the *From Warehouse* about any discrepancies. Sales Orders will be able to be adjusted as previously stated.  Close all windows until you are back in the stocktake. If you have more than 1 errored line these will all need to have the reservations moved.  When finished, click Validate again.    Then you can Post. If you have a large stocktake with many errored lines you can tick Transfer all posting errors to a new Journal, when posting. This will post the un-errored lines, and move the errored lines to a new journal for later investigation. |

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| REVISION DETAILS | | |
| Revision Date | Revision Details | Steps Edited |
| 8 March 2016 | Created New QRG | *All new* |