Using Product Variants by Category

1. Navigate to Product information management > Common > **Product Variants by Category**

2. Search for the item first using either the variant # or barcode, if available

3. If neither the variant # nor the barcode are available, you can search using any combination of the grid filters

> A. MAIN #
>
> B. Variant Attribute (Size, Color, PL)
>
> C. Item Description
>
> D. Brand
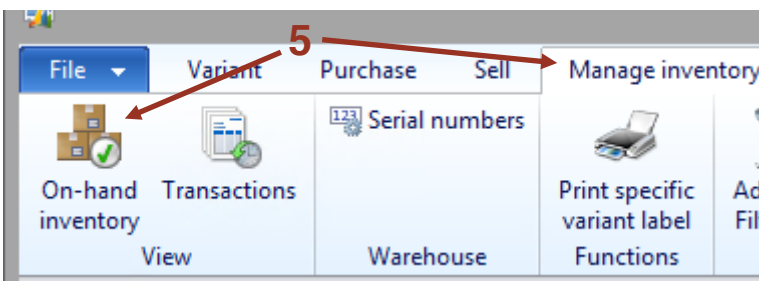>
> E. Supplier Part # (usually refers to a model #)

Tip: Using wildcard searches such as "Contains," "Starts with," or "Ends with" can be more effective than searching for exact matches when searching for Description or Model #

4. If you are trying to view a selection of products within a particular category, use the **Category hierarchy** filters

5. To view on-hand inventory for the selected item, go to **Manage Inventory**, then click **On-Hand Inventory**
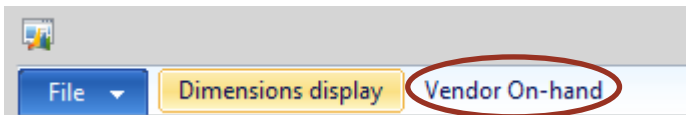
6. DAX will show the current quantities for the variant at all M&A locations

    A. <u>Physical inventory:</u> Total physical quantity in the company

    B. <u>Physical reserved:</u> On-hand quantity reserved for various orders

    C. <u>Available physical:</u> On-hand quantity available for sale

    D. <u>Ordered in total:</u> Total quantity incoming

    E. <u>Ordered reserved:</u> Incoming quantity reserved for various orders

Size	Color	Price level	Physical inventory	Physical reserved	Available physical	Ordered in total	On order	Ordered reserved	Total available
			A	B	C	D		E	
C-Foot	Offset G	PL1	6,943.00	44.00	6,899.00	176.00	28.00	2.00	7,045.00

7. To view Musician's Friend on-hand inventory, click **Vendor On-Hand** (see **Viewing MF On-Hand Inventory** for more details.

Vendor On-hand (1 - ma) - Vendor: 00020, MAIN0139842, Item number: MAIN0139842

Vendor	LeadTime	FirstPODate	FirstPOQuantity	Item number	Dimension No.	Size	Color	Price level	Physical inventory	BackOrderQuantity	Modified date and time
00020	43.00	9/23/2024	285.00	MAIN0139842	70000000040176	C-Foot	Offset G	PL1	650.00	0.00	7/17/2024 10:52:12 am

Primary vendor for planned purchase order

Inventory & Product Search

Using the On-hand Inventory Grid

The **On-hand inventory** grid is best used if you want to look at a particular store's inventory.

1. Navigate to Inventory and warehouse management > Common > **On-hand inventory**

2. Before the grid is visible, you must enter search criteria in the Advanced Filter window that pops up

    A. Enter the warehouse number you want to search.

    B. If the criteria you want is not on the list, click **Add** and use the dropdown menus to select Table, Field, and Criteria.

    C. Click **OK** when all desired filters have been entered.

3. There are 2 ways to search for specific items:

    A. Use the standard search or grid filters to locate specific items.

    B. Use **Item search** to search using a variant #, item barcode, brand, or model (main supplier part).

4. If your search turns up no results, it may mean either:

    A. One of your search criteria was entered incorrectly

    B. The item you're searching is not in the selected location's inventory

Searching for Serialized Product

1. Navigate to Inventory and warehouse management > Dimensions > **Serial Numbers**
2. Search for the instrument using either the **Instrument number** or the **Serial number**
3. The grid will show the current Warehouse # and Location the instrument is in, as well as the MAIN # and variant attributes
4. If the Warehouse field is blank this can mean either:
   A. The instrument is being transferred between locations and the Transfer Order has not yet been posted
   B. The instrument is no longer in inventory, either as the result of a sale or inventory adjustment
5. Click on **Transactions** to view the history of the instrument's movement

6. The serial's transaction history will display, with each line representing a movement from one location to another
   A. "Warehouse" shows the location # the instrument was moving in/out of
   B. "Quantity" shows whether the instrument was moving into a location (1.00) or out of a location (-1.00)
   C. "Number" Shows the type of transaction that moved the instrument
      - ITRN: Transfer Order
      - SO: Sales Order
      - PO: Purchase Order
      - RO: Rental Order
      - LO: Loaner Order
      - INV: Inventory Adjustment