Item Journal Repack and Item Reclass

Purpose of this document

This document describes how to reclassify unsorted salvage, reclassify an item when received under the wrong item number, and to negatively adjust product as Trash due to loss.

Ceres Object release 5.00.00 is required for the functionality described in this document.

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Overview

Item Journals are used to conduct several types of transactions. This document describes the following types of transactions:

1. How to reclassify 'unsorted salvage' into specific inventory items.
2. How to reclassify an item when it has been received under the wrong item number.
3. How to negatively adjust product as Trash due to loss.

Other procedures also address these topics as well, see the related documentation section.

Creating and Posting Item Journal Adjustments

1. The Item Journal can be accessed from Departments → Warehouse → Inventory → Tasks.
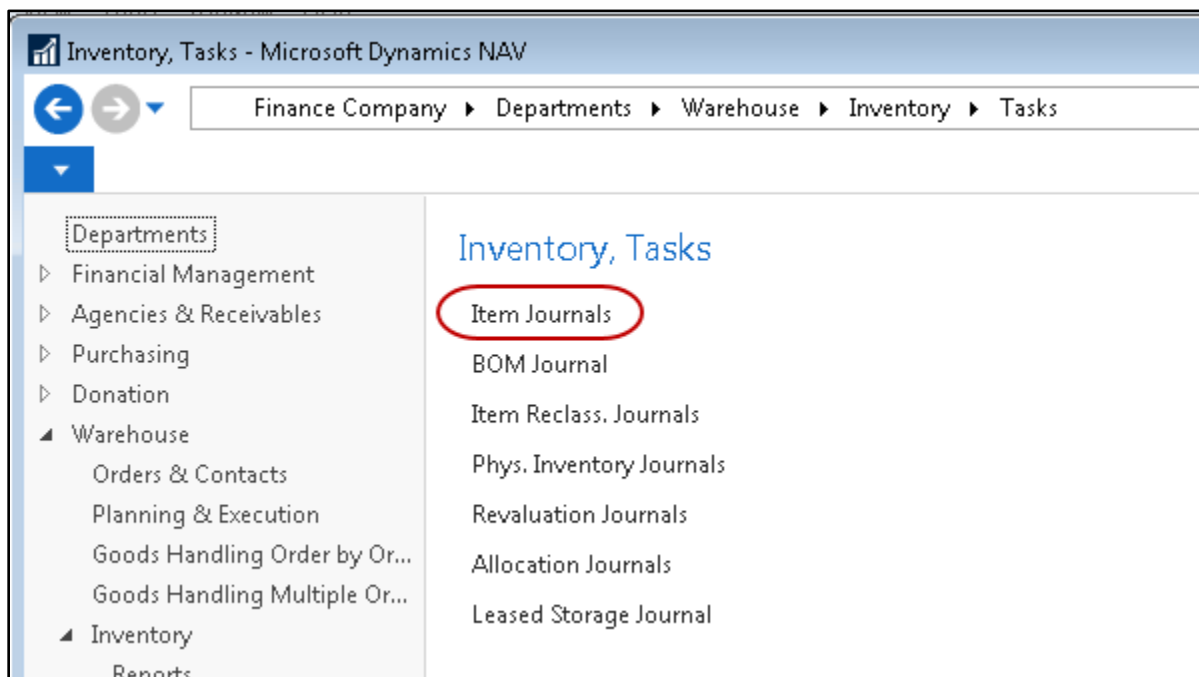

2. If using multiple Item Journal Templates, select your template from the Item Journal Template List and click OK:
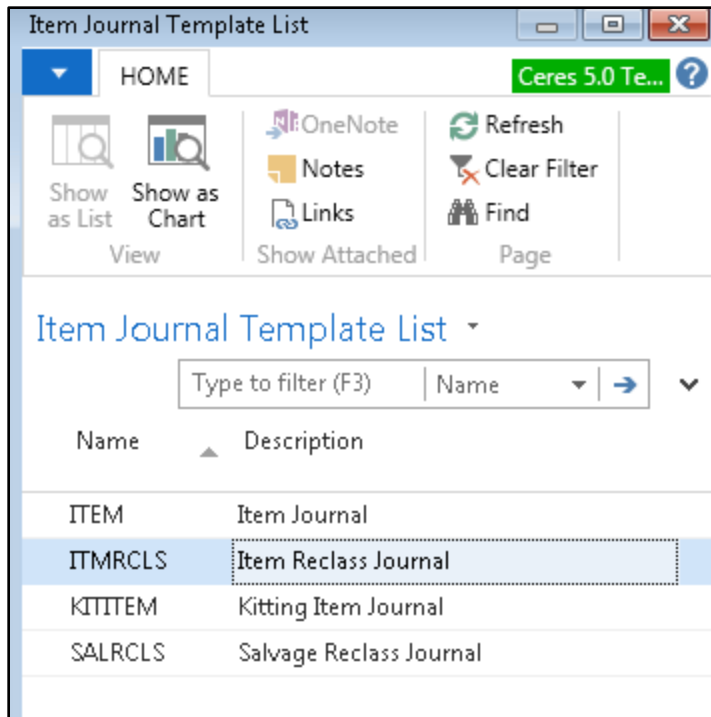
3. If using Item Journal Batches, select your Batch from the "Batch Name" field at the top of the Item Journal form and click OK.

   In this example, the ITMRCLS Journal Template was selected and there is only one batch currently set, DEFAULT, up for this journal template with a default Reason Code of RECLASS.
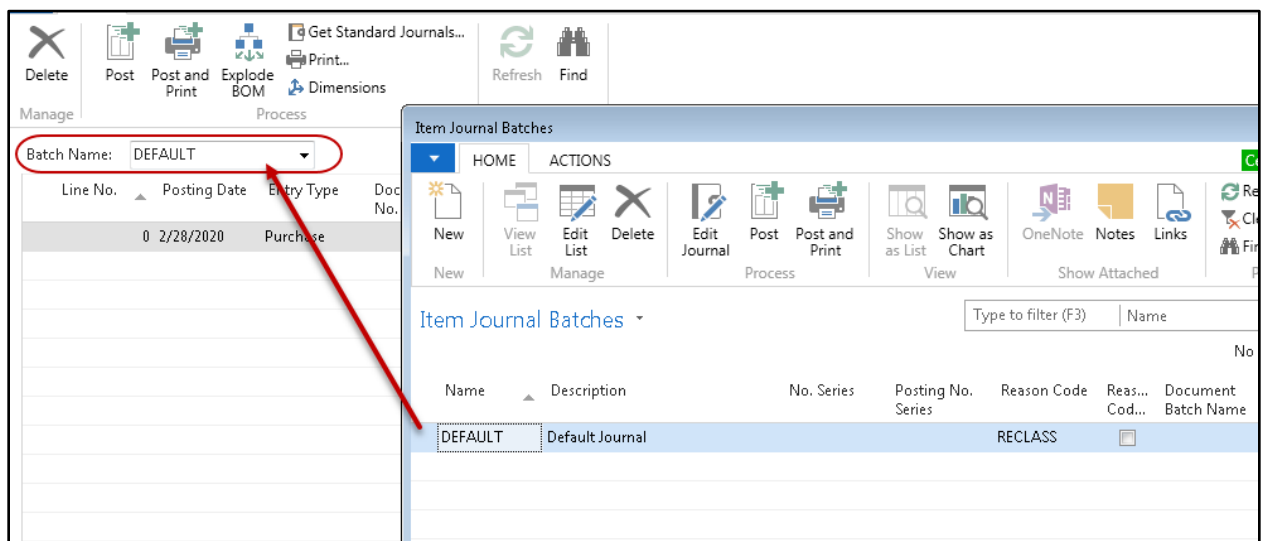
4. Fill in the "Posting Date" field with the date you wish to show the adjustments as being made.

5. Fill in the "Entry Type" field with either 'Positive Adjustment' or 'Negative Adjustment', depending on whether you wish to increase or decrease the quantity on hand.

a. When doing a reclassification from 'unsorted salvage' to inventory, the first line is a Negative Adjustment to the Salvage item no. and then followed by as many positive adjustment lines is needed to separate into actual items. Be sure to take into consideration adjustments for pound to Case items.

6. If desired, enter a "Reason Code" to describe why the adjustment is being made. This field is may be required if Ceres has been configured to require reason codes. Regardless of whether or not Ceres is configured to require a reason code it is recommended that you use reason codes whenever possible. Accurate recording of transactions will allow you to run reports by Reason Code at a later date to help better track your inventory adjustments.

a. For example, if you are negatively adjusting an item due to a TRASH adjustment, you should select a Reason Code that corresponds to the type of Trash adjustment you are making. If you have defaulted a Reason Code for the Journal, this value will populate for you. When you run the Receipts and Distribution report, you will select the transactions with your Trash reason code for FA reporting.

7. Enter the Document No. If you have assigned a document number series for your journal template or batch, the value will populate for you.

8. Enter the Item No. you wish to adjust or hit F4 to get a list of your items.

9. Enter the Location that the adjustment will take product from (negative adjustment) or put product into (positive adjustment).

Note: If using Branches, be sure to show the Branch Code column and to select the appropriate Branch.

a. If you are unsure of the Location in which the product is located, simply click in the Item No. field and while highlighted on that item, click 'Advanced.' Make sure your item is highlighted, then click Navigate → Item Bin Contents to see what Location or Locations the product is currently located in.

10. Enter the quantity to be adjusted in the 'Quantity' field.

11. If the "Entry Type" is 'Negative Adjustment', enter or select the Pallet No. you wish to adjust.
    a. Once the Pallet No. is selected, the Bin, Lot and other information from the original Pallet will auto-fill on the line.

    b. If you are not palletizing items, then your Pallet No. field will be blank.

        i. In this case, select the Lot No. you are adjusting. The Bin Code will not auto-fill in this case, so you will need to select the Bin Code from which you wish to adjust the quantity (the bins in which the product are currently stored can be viewed from the same place described in 9b.

    Note: If doing TRASH adjustments, then the following positive adjustments are not necessary and you may skip to Step 14. See Item Journal Suggest Lots and the Adjust Inventory Procedure for other options for Trash.

12. If the "Entry Type" is 'Positive Adjustment', enter or select the Pallet (or Lot if not using Pallets) for which you wish to increase the quantity OR enter Tiers and Height information to facilitate creating a new Pallet and Lot.

    a. If selecting an existing Pallet/Lot, the other information associated with that original pallet/lot will auto-fill on the line.

b. If creating a new Pallet / Lot, be sure to fill in the Bin Code where the product is to be stored, Lot Consume By Date, Lot Expiration Date, Lot Ship by Date, FBC Product Source, FBC Product Category and any other pertinent information.

c. Finally, enter the Tiers and Height to determine how many pallets need to be created for this entry.

d. Click Actions → Assign Lots to create the lot for the positive adjustment line.
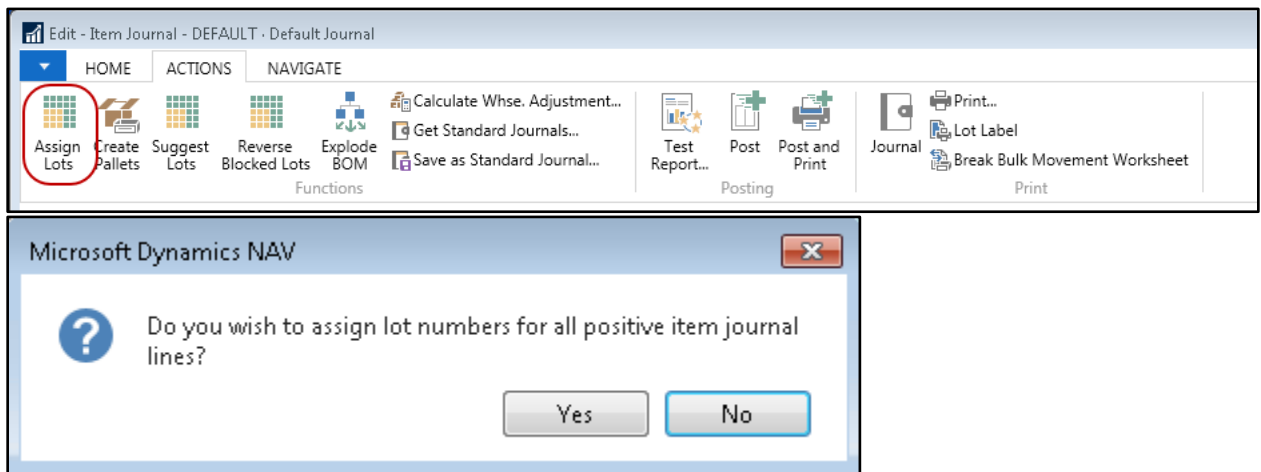
Note: If more than one positive adjustment lines exist, the function will create lots for all such lines.

Line No.	Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Pallet No.	Lot No.	Bin Code	Quantity	Unit of Measur...
10000	2/28/2020	Negative Adj...	RC1	25034R	Fresh Green Beans	KAN	1203-04227	LOT-455506	31-116-B	360	LB
20000	2/28/2020	Positive Adj...	RC1	30302	Green Beans Repack	KAN		LOT-04238	31-101-D	10	CASE
30000	2/28/2020	Positive Adj...	RC1	30302	Green Beans Repack	KAN		LOT-04239	31-101-C	10	CASE

Batch Name: DEFAULT

e. When yes is selected, the Lot Nos. will be generated and a confirmation prompt will display that the assignment is complete.

f. If the items on the positive adjustment lines are palletized, you will need to create pallets for those lines. First make sure Tier and Height values are entered on those lines, then click Actions → Create Pallets to create pallets.
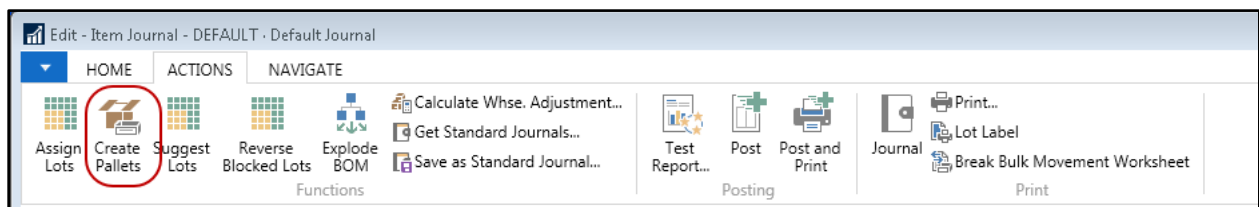
Note: Select to Create Pallets, Print Labels or both at this time. If the labels are not printed now, they can be printed later using the same function or from a report.
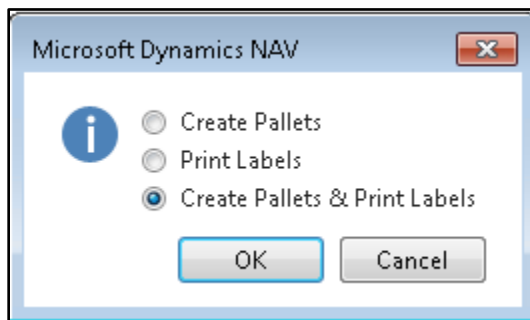
Only items that are palletized will have a Pallet Nos. generated.

Line No.	Posting Date	Entry Type	Document No.	Item No.	Description	Location Code	Pallet No.	Lot No.	Bin Code
10000	2/28/2020	Negative Adj...	RC1	25034R	Fresh Green Beans	KAN	1203-04227	LOT-455506	31-116-B
20000	2/28/2020	Positive Adj...	RC1	30302	Green Beans Repack	KAN	1305-05201	LOT-04238	31-101-D
30000	2/28/2020	Positive Adj...	RC1	30302	Green Beans Repack	KAN	1305-05202	LOT-04239	31-101-C

Batch Name: DEFAULT

13. If posting a journal to reclassify product from 'unsorted salvage' to sorted inventory items, be sure to adjust the quantity on your negative adjustment line to make sure your negative and positive adjustments are balanced, paying careful attention to the Ext. Gross Weight Column.

14. Be sure to confirm that all the data has been entered correctly, especially paying attention to the Posting Date, Entry Type and Quantity and then Post or Post & Print the journal.
    a. You may also wish to run a test report before posting: Actions → Posting → Test Report to verify your entries.

Related Topics

1. Item Journal Adjust Quantities
2. Item Journal – Suggest Lots
3. Item and Lot Expiration, Ship by and Consume by Dates
4. Physical Inventory Counts and Inventory Journal
5. Reason Codes Mandatory Overview
6. Warehouse Pallets and Lots
7. FA Reporting