



**Ultriva 8.0 and Above
Adjust Inventory
Reference Guide**

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Adjust Inventory

To navigate to “Adjust Inventory”, select the “Plant or Workcenter”

The screenshot shows the Ultriva Buyer Home dashboard. The top navigation bar includes the Ultriva logo, the user name 'ultriva user', and search, heart, and help icons. The main content area is divided into several sections: 'Inventory Health (Items - Stock Out Risk)' with three cards for High (370 Items), Medium (88 Items), and Low (541 Items) risk levels; 'Alerts' showing 'You have no new alerts'; 'Order Tracking' with four cards for 13, 692, 3396, and 846 items; and 'MRP Order Recommendations' with three cards for 0 items each, labeled 'Expedite' and 'Cancel'. A dropdown menu is open for 'Business Unit: Plant One', showing a list of plants and workcenters. A red arrow points to the 'Plant One' option in the dropdown menu.

Click on “Actions”

The screenshot shows the Ultriva Buyer Home dashboard with the 'Actions' menu open. The 'Actions' menu is located on the left side of the dashboard and contains several options: 'Approve', 'Adjust Inventory', 'Print PO', and 'PO Grouping'. A red arrow points to the 'Adjust Inventory' option in the menu. The dashboard content is similar to the previous screenshot, but the 'Inventory Health' cards now show 368 High, 88 Medium, and 542 Low items. The 'Order Tracking' cards show 20 Orders Awaiting Approval, 682 Orders Not yet Acknowledged, 963 Orders past due for Shipping, and 836 Orders past due for Receipts. The 'MRP Order Recommendations' section shows three cards for 0 items each, labeled 'Defer', 'Expedite', and 'Cancel'. The 'My Routines' section shows a list of routines for 'DAILY' and 'MONTHLY' views, including 'Release Orders', 'Create Spike Order', 'Approve Virtual Kanban', 'Receive Goods', 'Analyze Material Status', and 'View Receipts Due'.

Click on “Adjust Inventory”

The screenshot shows the 'Actions' menu with the 'Adjust Inventory' option highlighted. The 'Adjust Inventory' option is located in the middle of the menu and is accompanied by a checkmark icon. A red arrow points to the 'Adjust Inventory' option. The other options in the menu are 'Approve' (with a forklift icon), 'Print PO' (with a printer icon), and 'PO Grouping' (with a checkmark icon). The descriptions for each option are: 'Approve: Approve Cards located at the receiving dock. You will see a list of Cards that are in the receiving dock and you can select the ones to approve.'; 'Adjust Inventory: Transfer Inventory. You will see a list of all on hand Cards where it can be Transferred to different location all together.'; 'Print PO: View the list of POs and print PO.'; and 'PO Grouping: PO Grouping'.

Click on the “Supplier” field and start typing the supplier name or hit Space, a list of the suppliers will appear, Select the “Supplier”. Click on the “Go” button.

Adjust Inventory Cards Filter

Supplier: AAA Inc (VC1234) | Cards: All | Show: Items List | Category: All | RYG: All

Operator: Enter Value |

The “Supplier” items appear. Click on the part number to advance to the next screen or click on the line item to highlight the line. If the line was highlighted, click on the “Show Cards” button. The user may not see this screen if Cards List is chosen in the “Show” field as a selected filter.

Adjust Inventory Items List

Supplier: AAA Inc (VC1234) | Cards: All | Show: Items List | Category: All | RYG: All

Filter By: Select Operator: Enter Value |

Find Item:

RYG	Item	Description	Total Qty	Total Cards
<input type="checkbox"/>	ULT-001-0454-00	Quest Main Bearing	2,740	15
<input type="checkbox"/>	ULT-001-0454-00 -1	Quest Main Bearing	2,780	18

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

Adjust Inventory Cards List

Find Card ID:

Sorted by: Item, Card ID | Viewing 1 to 10 of 15 | Page 1 of 2

<input checked="" type="checkbox"/>	Card ID	Item	Cycle No	Card Qty	Location Code	Current Location	Adjust Qty
<input checked="" type="checkbox"/>	KCD4G27CNATA	ULT-001-0454-00	5	160			160
<input checked="" type="checkbox"/>	KCD8UQ7CNAUK	ULT-001-0454-00	1	160			160
<input checked="" type="checkbox"/>	KCD8UQ8CNA59	ULT-001-0454-00	1	160			160

Enter the “New Quantities”. *The location on the card can be changed also under the “Current Location” column. A note can be attached at this time by clicking on the “Attached Notes” button. Click on the “Adjust Inventory” button.*

Adjust Inventory Cards List Views Print Export ?

Find Card ID
Adjust Inventory
Attach Notes
Back To Items
Change Filter

Sorted by: Item, Card ID Viewing 1 to 10 of 15 Page 1 of 2

<input checked="" type="checkbox"/>	Card ID ↑	Item ↑	Cycle No ↓	Card Qty ↓	Location Code ↓	Current Location ↓	Adjust Qty
<input checked="" type="checkbox"/>	KCD4G27CNATA	ULT-001-0454-00	5	160		A1	570
<input checked="" type="checkbox"/>	KCD8UQ7CNAUK	ULT-001-0454-00	1	160		B2	770
<input checked="" type="checkbox"/>	KCD8UQ8CNA59	ULT-001-0454-00	1	160		C4	71

The “Inventory Successfully Adjusted”

Adjust Inventory Cards Results Back To Items Back To Cards ?

Following Cards were successful

Card ID	Item	Description
KCD4G27CNATA	ULT-001-0454-00	Inventory Successfully Adjusted.
KCD8UQ7CNAUK	ULT-001-0454-00	Inventory Successfully Adjusted.
KCD8UQ8CNA59	ULT-001-0454-00	Inventory Successfully Adjusted.