RIMSS

WinNetStar Advanced Enterprise System

Importing an Inventory Adjustment

How to Import an Inventory Adjustment from Excel

Software Development

RIMSS Business Systems Technology

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Revised 02/17/2017
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Inventory Adjustments can be made in either of 2 different ways. Either manually entering each part and its adjusting quantity, or by entering the information into an Excel spreadsheet, then importing into the Inventory Adjustment screen.

To create an Excel spreadsheet you will need to use a specifically designed spreadsheet template. A link to download the template is provided at the bottom of the Help Document Web Page.

Sample of spreadsheet

	A	B	C	D	E	F	G	H
1	Item Number	Price Book	Oem Vendor	Oem Division	Quantity Adjustment	Value Adjustment	Memo	
2								
3								
4								
5								
6								
7								
8								
9								

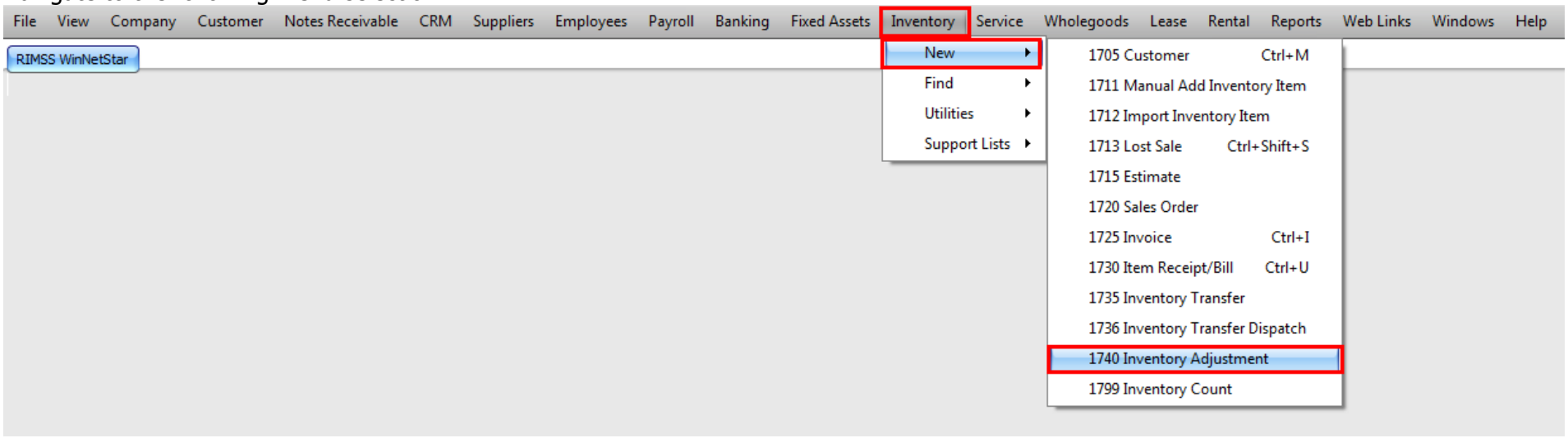
Column A – D
Enter information as required. **NOTE – If any of these fields are alpha/numeric they must be entered as UPPER CASE (CAPS).**

Column E & F
You have the ability to create a Quantity Adjustment, a Value Adjustment, or both. It is required that at least one of the two columns has a value for each part being adjusted.

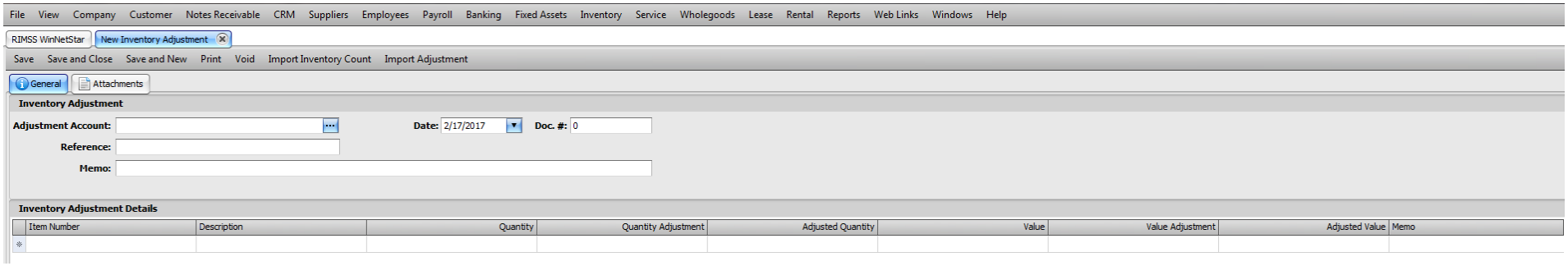
Column G – Enter any Memo Information as needed per each line. This field may be left blank

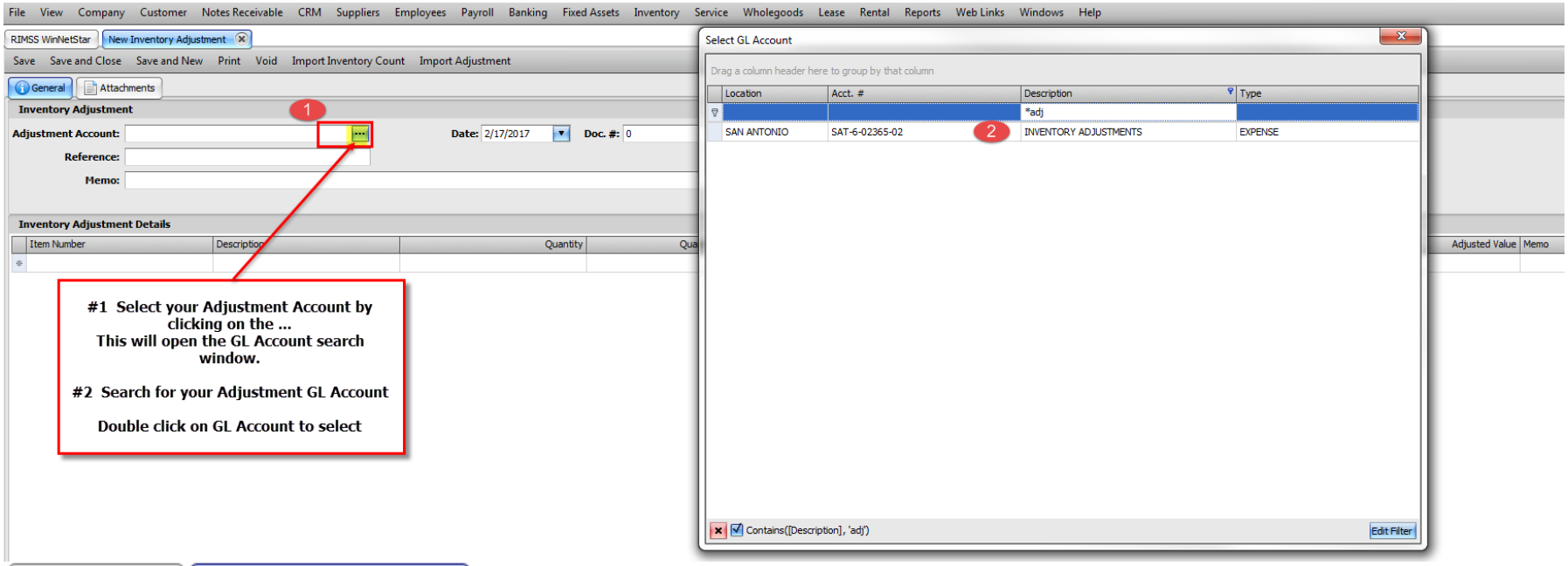
After you have entered the information into your spreadsheet you will import into the Inventory Adjustment. See instruction on next page.

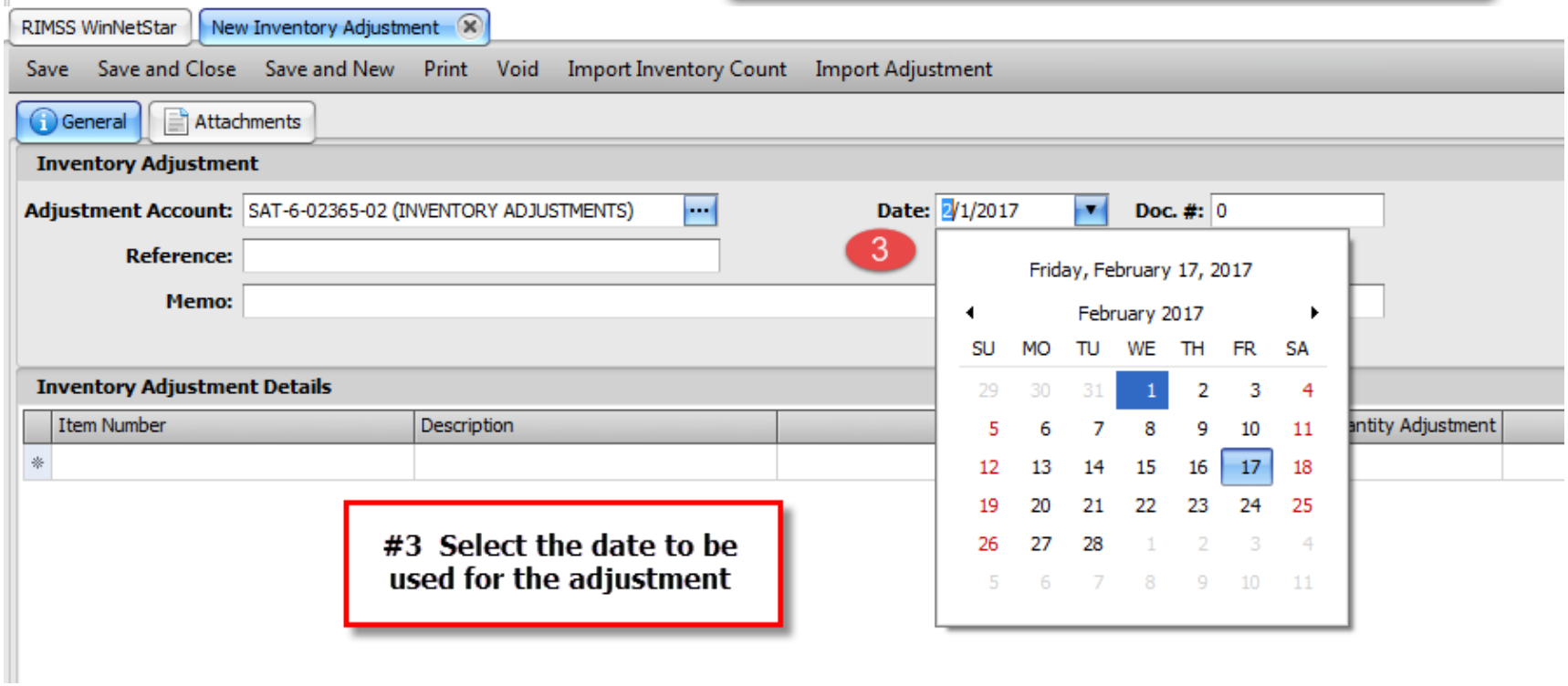
Navigate to the following menu selection

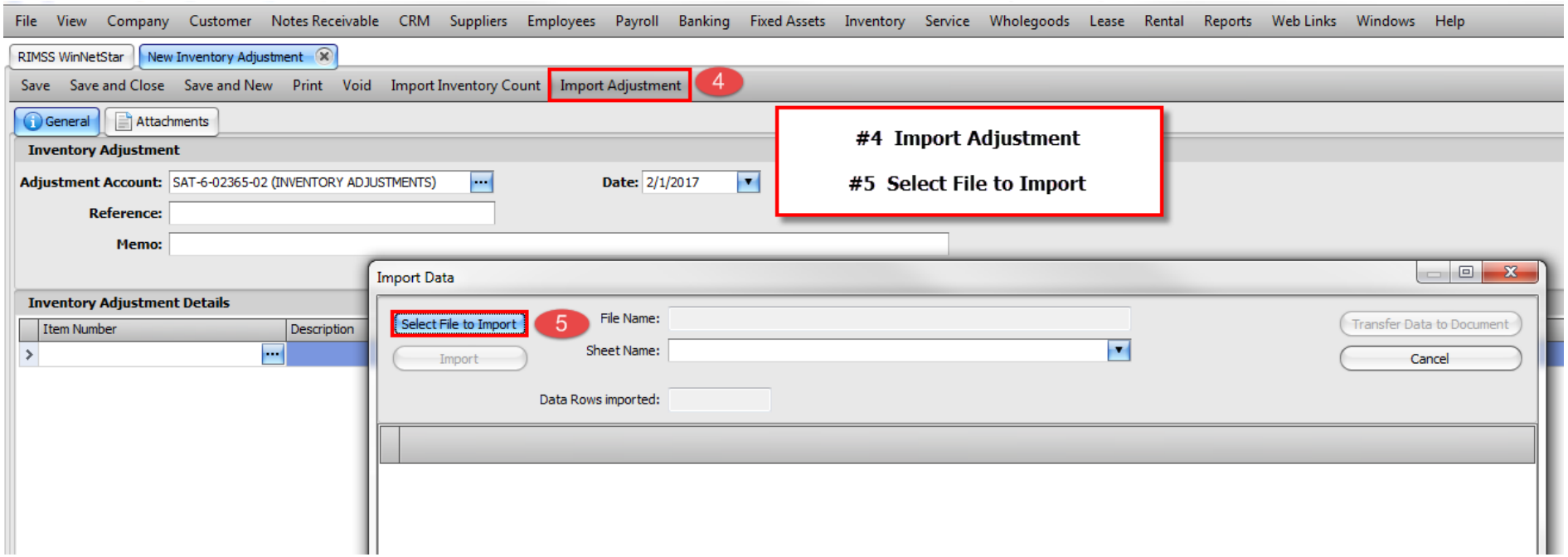


The following screen will open

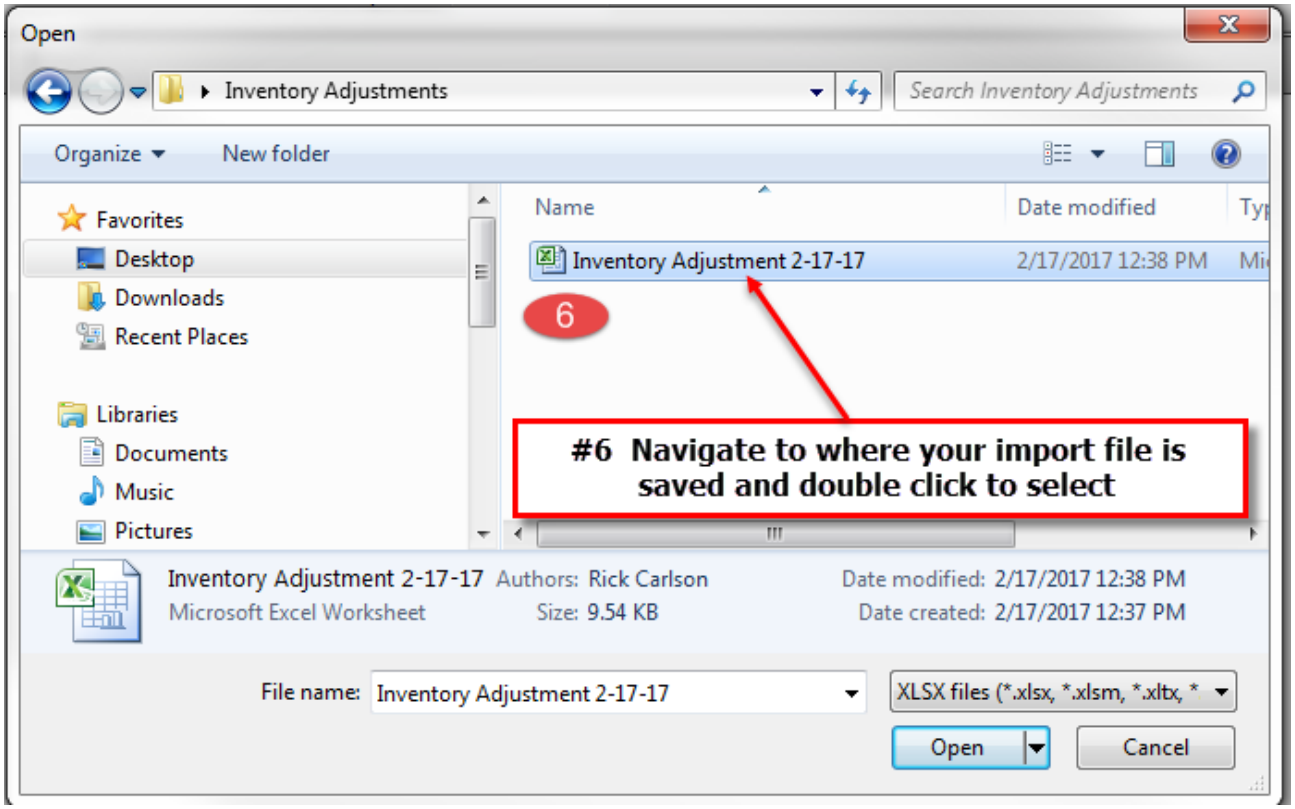


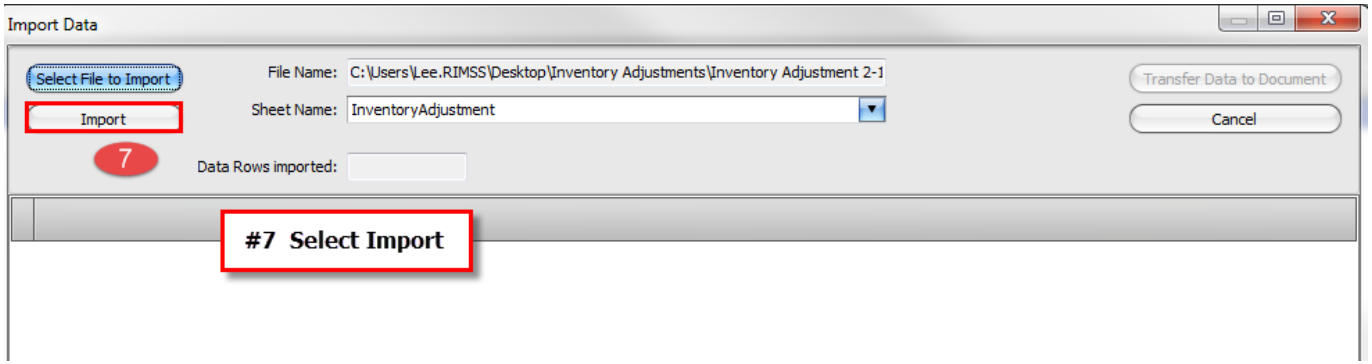

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows Help
RIMSS WinNetStar
New Inventory Adjustment
Save Save and Close Save and New Print Void Import Inventory Count Import Adjustment
General
Attachments
Inventory Adjustment
1
Adjustment Account:
Date: 2/17/2017
Doc. #: 0
Reference:
Memo:
Inventory Adjustment Details
Item Number
Description
Quantity
Adjusted Value
Memo
#1 Select your Adjustment Account by clicking on the ...
This will open the GL Account search window.
#2 Search for your Adjustment GL Account
Double click on GL Account to select
Select GL Account
Drag a column header here to group by that column
Location
Acct. #
Description
Type
*adj
SAN ANTONIO
SAT-6-02365-02
2
INVENTORY ADJUSTMENTS
EXPENSE
Contains([Description], 'adj')
Edit Filter

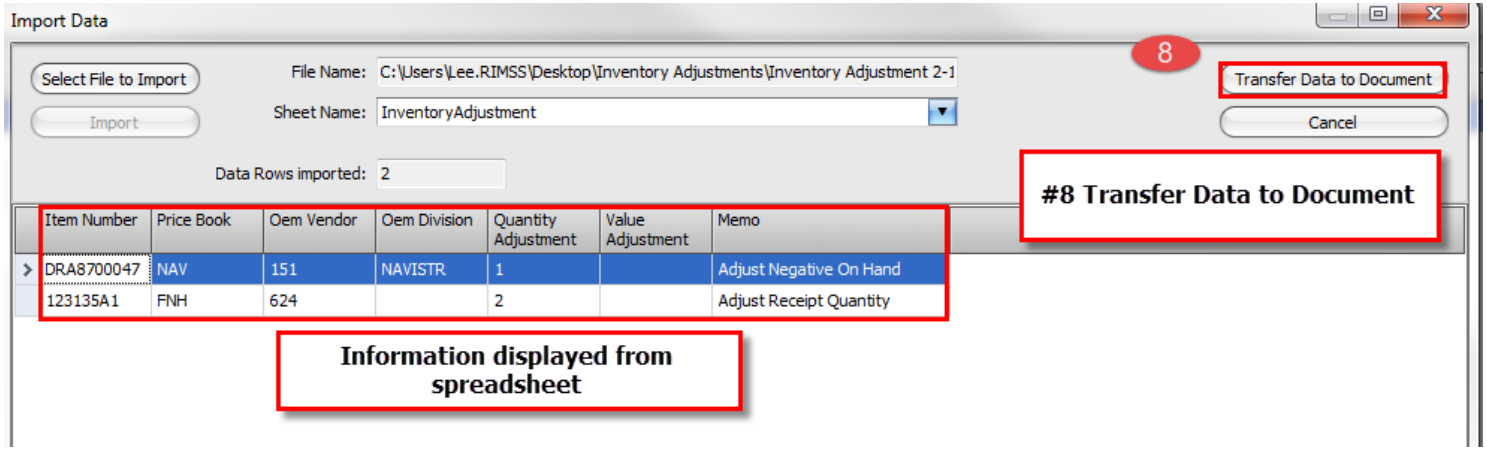

RIMSS WinNetStar
New Inventory Adjustment
Save Save and Close Save and New Print Void Import Inventory Count Import Adjustment
General
Attachments
Inventory Adjustment
Adjustment Account: SAT-6-02365-02 (INVENTORY ADJUSTMENTS)
Date: 2/1/2017
Doc. #: 0
Reference:
Memo:
3
Friday, February 17, 2017
February 2017
SU MO TU WE TH FR SA
29 30 31 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 1 2 3 4
5 6 7 8 9 10 11
Inventory Adjustment Details
Item Number
Description
ntity Adjustment
#3 Select the date to be used for the adjustment

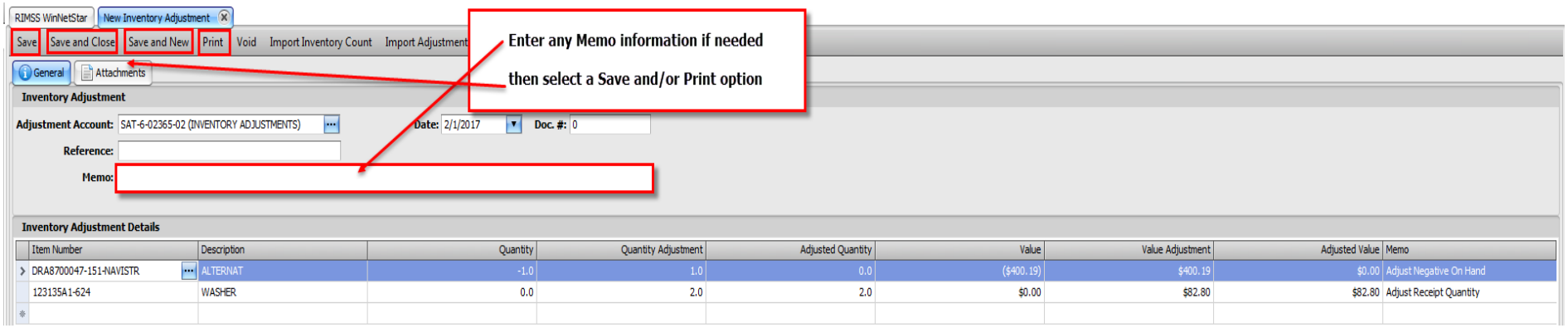


CONTINUED ON NEXT PAGE


Open
Inventory Adjustments
Search Inventory Adjustments
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Name
Date modified
Inventory Adjustment 2-17-17
2/17/2017 12:38 PM
6
#6 Navigate to where your import file is saved and double click to select
Inventory Adjustment 2-17-17 Authors: Rick Carlson
Microsoft Excel Worksheet
Size: 9.54 KB
Date modified: 2/17/2017 12:38 PM
Date created: 2/17/2017 12:37 PM
File name: Inventory Adjustment 2-17-17
XLSX files (*.xlsx, *.xlsm, *.xltx, *
Open
Cancel


Import Data
Select File to Import
Import
7
File Name: C:\Users\Lee.RIMSS\Desktop\Inventory Adjustments\Inventory Adjustment 2-1
Sheet Name: InventoryAdjustment
Data Rows imported:
Transfer Data to Document
Cancel
#7 Select Import


Import Data
Select File to Import
Import
File Name: C:\Users\Lee.RIMSS\Desktop\Inventory Adjustments\Inventory Adjustment 2-1
Sheet Name: InventoryAdjustment
Data Rows imported: 2
8
Transfer Data to Document
Cancel
#8 Transfer Data to Document
Item Number | Price Book | Oem Vendor | Oem Division | Quantity Adjustment | Value Adjustment | Memo
DRA8700047 | NAV | 151 | NAVISTR | 1 | | Adjust Negative On Hand
123135A1 | FNH | 624 | | 2 | | Adjust Receipt Quantity
Information displayed from spreadsheet


RIMSS WinNetStar
New Inventory Adjustment
Save
Save and Close
Save and New
Print
Void
Import Inventory Count
Import Adjustment
General
Attachments
Enter any Memo information if needed
then select a Save and/or Print option
Inventory Adjustment
Adjustment Account: SAT-6-02365-02 (INVENTORY ADJUSTMENTS)
Date: 2/1/2017
Doc. #: 0
Reference:
Memo:
Inventory Adjustment Details
Item Number | Description | Quantity | Quantity Adjustment | Adjusted Quantity | Value | Value Adjustment | Adjusted Value | Memo
DRA8700047-151-NAVISTR | ALTERNAT | -1.0 | 1.0 | 0.0 | ($400.19) | $400.19 | $0.00 | Adjust Negative On Hand
123135A1-624 | WASHER | 0.0 | 2.0 | 2.0 | $0.00 | $82.80 | $82.80 | Adjust Receipt Quantity