Posting inventory

Overview

IRIS10 has three inventory posts. Each runs from its own Cost Accounting screen.

- **Inv Receive** posts received inventory. It adds the inventory to inventory locations or sends it to Accounts Payable.
- **Inventory Transfer** posts transfers. The quantity moves from one location to another at an updated unit price.
- **Inventory Physical Count** posts counts. Each location's quantity on hand then matches what was counted.

Inventory Transactions is a read-only screen where you review posted inventory activity.

Before you begin

- Sign in to IRIS10.
- Confirm your security level. For levels, see Security Administration: access levels by user.
  - Receiving and transfer posting need **4 - Can Post** on Inventory Receiving and Inventory Transfer.
  - Physical count posting needs **2 - Read/Write** on Inventory Physical Count.
- Enter the receiving, transfer or physical count records on the screen you post from.
- Know how to filter a grid. See Grid filters.

> **Important:** On Inv Receive, posting includes the receiving records that have not been posted yet. Review the grid before you post.

> **Important:** On Inventory Transfer and Inventory Physical Count, posting includes every record that matches the current filter. Set the filter before you post.

> **Important:** The number in the confirmation message may not match the number of records that IRIS posts exactly.

Procedure

Post inventory receiving records

1. Open the **Inv Receive** screen in Cost Accounting.

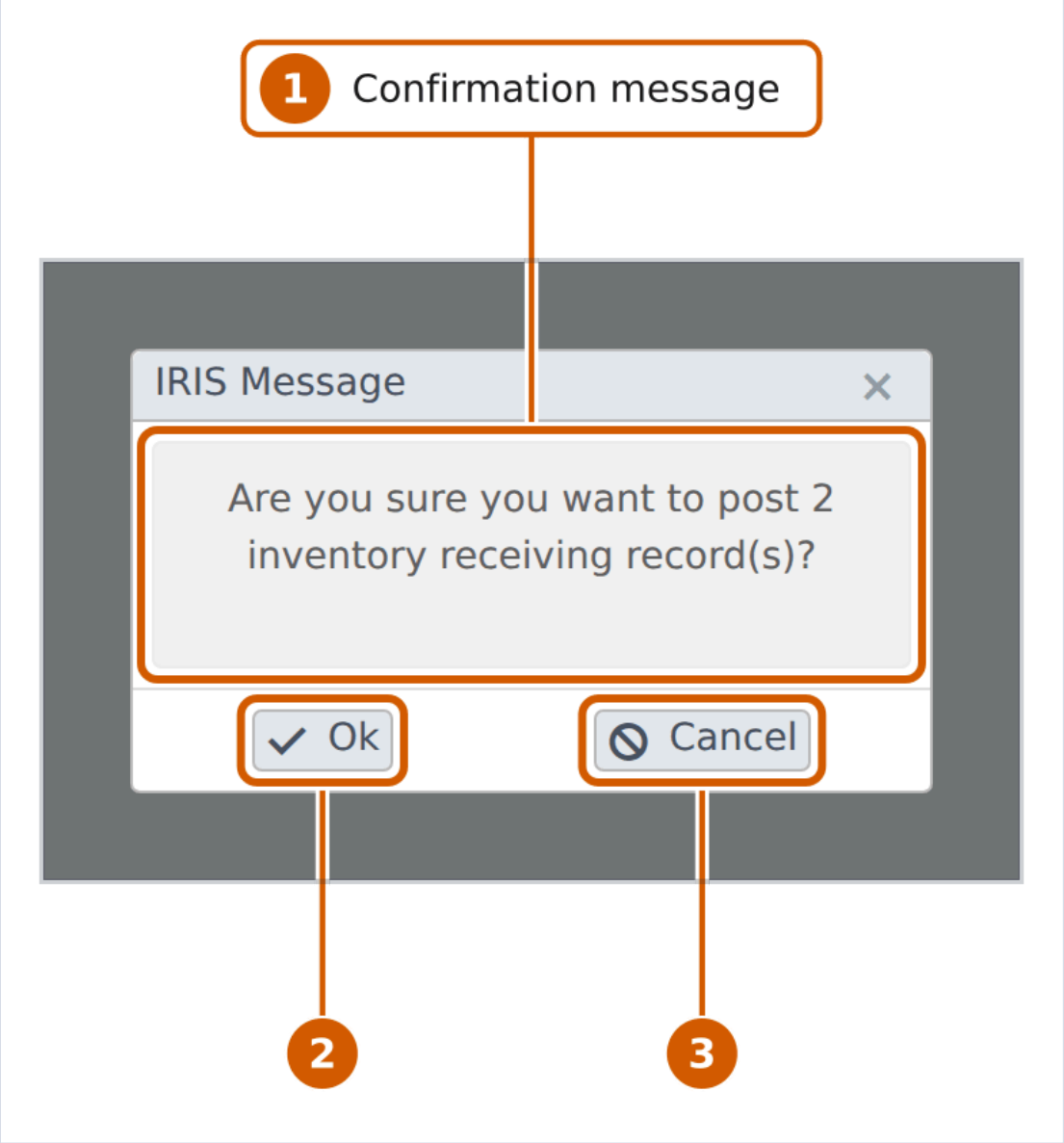
   The **Inv Receive** grid lists the receiving records.
2. Review the receiving records in the grid. Correct or remove any record that you do not want to post.

Posting includes the receiving records that have not been posted yet.

3. On the toolbar, click the button with the tooltip "Click to post Inventory Receiving records."

   An **IRIS Message** window asks "Are you sure you want to post N inventory receiving record(s)?" and shows **Ok** and **Cancel** buttons.

   > **Note:** This step requires security level 4 - Can Post on Inventory Receiving. You can also start this post from the main menu with **Options** > **Post Inventory Receiving Records**.



Clicking the post button asks you to confirm the post. Click Ok to post or Cancel to close.

1. Confirmation message
2. Ok posts the records
3. Cancel closes without posting

4. Click **Ok** to post the records. To close the window without posting, click **Cancel**.

If the post succeeds, IRIS shows "Inventory receipts posted successfully." and reloads the grid. If IRIS could not post some records, it reports that.

5. Check the grid.

   The grid no longer lists the receiving records that posted. Records that IRIS could not post remain in the list.

6. Check your notifications. See Notifications.

   You find the **Inventory receipts posted** notification. If the post did not succeed, you find a notification titled **Inventory receiving post finished with errors**, **Inventory receiving post failed** or **Inventory receiving post result unknown**.

Post inventory transfer records

1. Open the **Inventory Transfer** screen in Cost Accounting.

   The **Inventory Transfer** grid lists the transfers. Each transfer has a grid of transfer details.

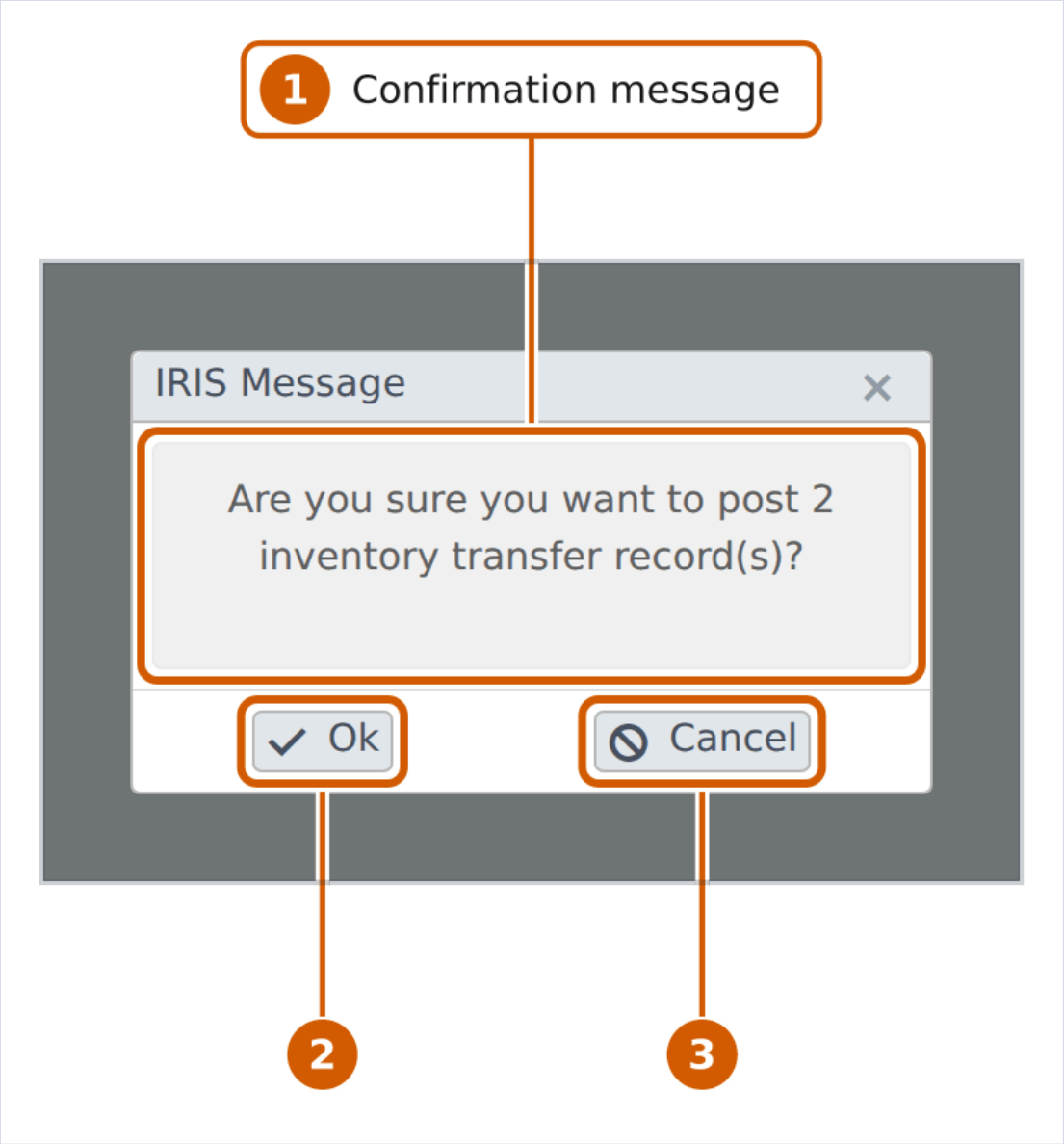
2. Filter the grid so that it shows only the transfers you want to post. See Grid filters.

   Posting includes every unposted transfer that matches the current filter.

3. Check that each transfer has a from location, a to location, a transfer date and a quantity that is not zero.
4. Check that each employee on the transfer has a rate for the transfer date.
5. Check that each piece of equipment on the transfer has a rate for the transfer date.
6. On the toolbar, click the button with the tooltip "Click to post inventory transfer records."

   An **IRIS Message** window asks "Are you sure you want to post N inventory transfer record(s)?" and shows **Ok** and **Cancel** buttons.

   > **Note:** This step requires security level 4 - Can Post on Inventory Transfer.



Clicking the post button asks you to confirm. The post includes every unposted transfer that matches the current filter.

1. Confirmation message
2. Ok posts the transfers
3. Cancel closes without posting

7. Click **Ok** to post the transfers. To close the window without posting, click **Cancel**.

   If the post succeeds, IRIS shows "All inventory transfer records posted to transaction successfully." If any transfer fails validation, IRIS shows the validation message, posts nothing and reloads the grid. If IRIS could not post some transfers, it reports that.
8. If IRIS reports that transfers could not be posted, check the quantities at both the from location and the to location before you post those transfers again.

   A transfer that fails stays unposted.
9. Check your notifications.

You find the **Inventory transfers posted** notification. If the post did not succeed, you find a notification titled **Inventory transfer post finished with errors**, **Inventory transfer post failed** or **Inventory transfer post result unknown**.

Post an inventory physical count

1. Open the **Inventory Physical Count** screen in Cost Accounting.

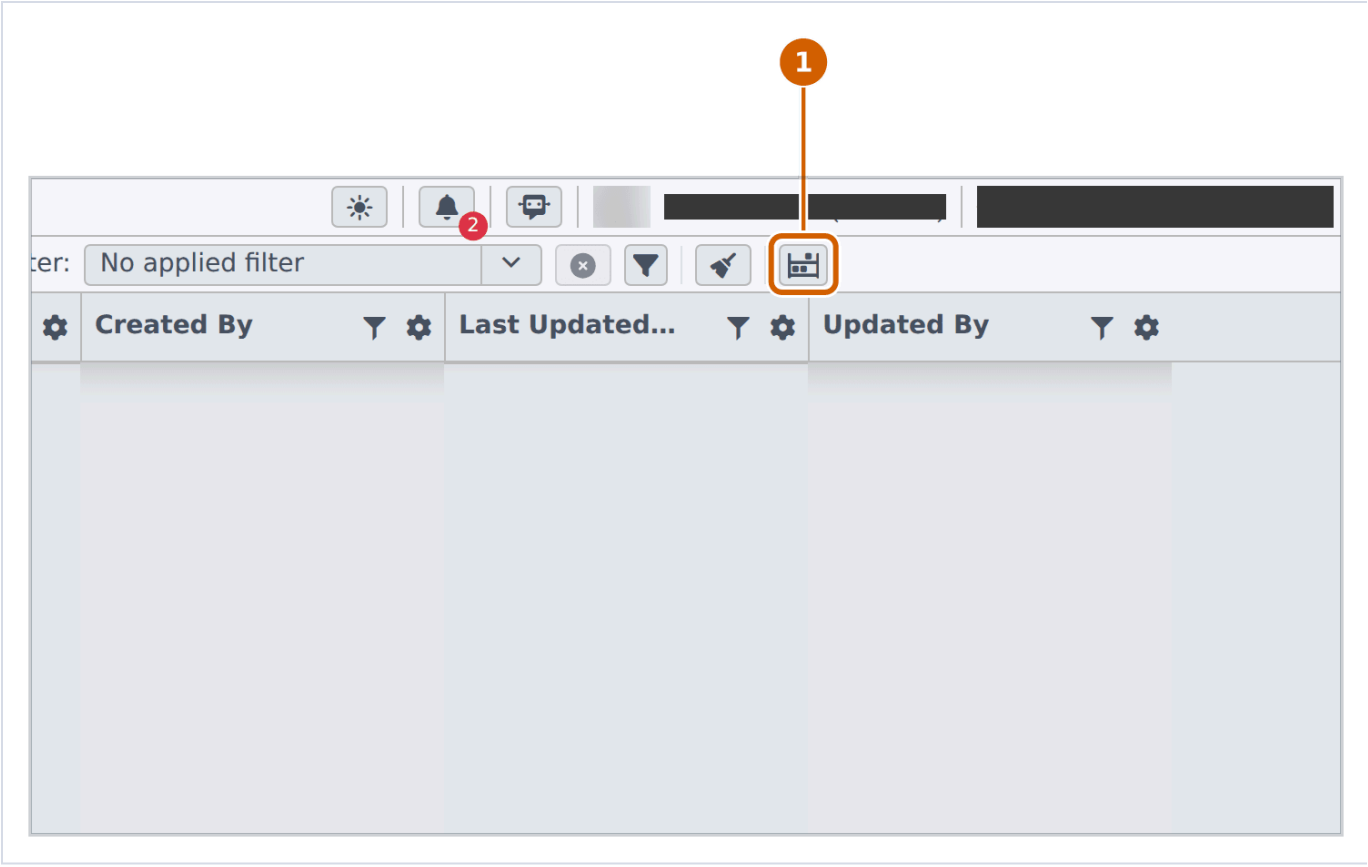
   The grid shows the count records with **Inventory Location**, **Quantity** and **Comment** columns.
2. Check that each count row has the counted **Quantity** and a **Comment**.

   Comment is required and holds up to 128 characters.
3. Filter the grid so that it shows only the count rows you want to post.

   Posting includes the records that match the current filter.
4. On the toolbar, click **Inventory Physical Count Posting**.

   IRIS shows a loading indicator while it collects the records. It then asks "Are you sure you want to update N record(s) in Inventory?" with **Ok** and **Cancel** buttons. The confirmation appears directly, so filter the grid before you click.

   > **Note:** This step requires security level 2 - Read/Write on Inventory Physical Count. You can also start this post from the main menu with **Options** > **Inventory Physical Count**.



The Inventory Physical Count screen. Inventory Physical Count Posting posts the counts that match the current filter.

1. Inventory Physical Count Posting

5. Click **Ok** to post the counts. To close the window without posting, click **Cancel**.

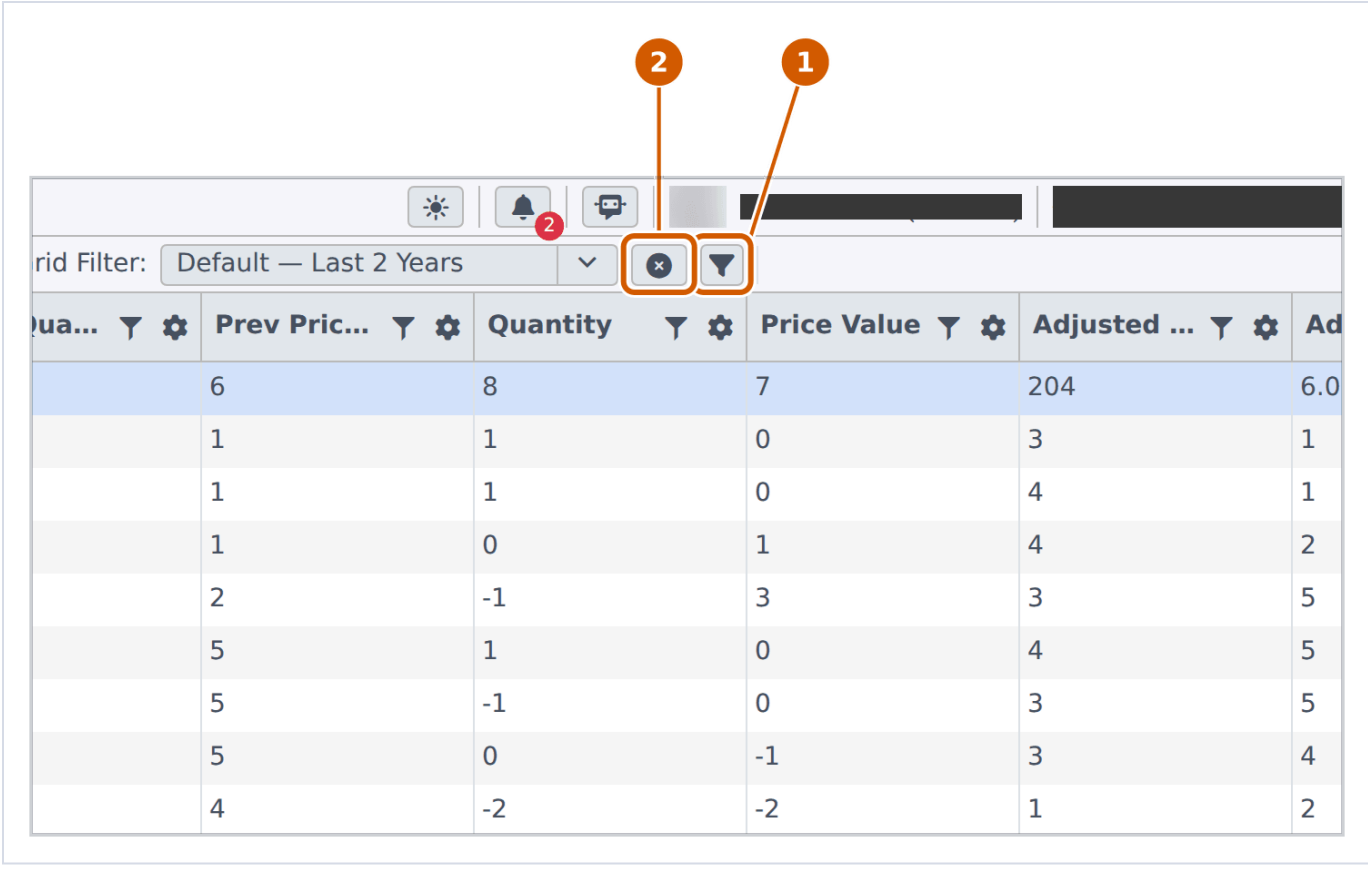
   If the post succeeds, IRIS shows "Inventory physical count posted successfully." and reloads the grid. Each counted location's quantity on hand now equals the counted quantity, and the grid removes the posted count rows.
6. Check your notifications.

   You find the **Inventory physical count posted** notification. If the post did not succeed, you find a notification titled **Inventory physical count post finished with errors**, **Inventory physical count post failed** or **Inventory physical count post result unknown**.

Review posted inventory activity

1. Open the **Inventory Transactions** screen in Cost Accounting.

   The screen shows a read-only grid of inventory transactions. The screen has no post button.



Inventory Transactions is a read-only history of inventory activity. Use Filter editor to find specific transactions.

1. Filter editor
2. Clear filter

2. To find specific transactions, click **Filter editor** on the toolbar. Filter by columns such as **Inventory Location**, **Transaction Type** or **Inv Date**.

   The grid shows only the matching transactions.

Reference

The three inventory posts at a glance

SCREEN	BUTTON	SECURITY LEVEL NEEDED	RECORDS INCLUDED	WHAT IT CHANGES
Inv Receive	Tooltip "Click to post Inventory Receiving records."	4 - Can Post	Receiving records that have not been posted yet. Review the grid before posting.	Receipts flagged to post to Accounts Payable create Accounts Payable payable records and leave the list. IRIS receives the other receipts into their inventory location and removes them from the list.

SCREEN	BUTTON	SECURITY LEVEL NEEDED	RECORDS INCLUDED	WHAT IT CHANGES
Inventory Transfer	Tooltip "Click to post inventory transfer records."	4 - Can Post	Every unposted transfer that matches the current filter	IRIS issues the quantity from the from location at its current unit price, receives it into the to location at an adjusted unit price, and marks the transfer posted.
Inventory Physical Count	**Inventory Physical Count Posting**	2 - Read/Write	Records that match the current filter	IRIS writes an adjustment transaction for each counted location, sets its quantity on hand to the counted quantity, and removes the posted count rows.

Confirmation and result messages

POST	CONFIRMATION	SUCCESS MESSAGE	FAILURE MESSAGES
Inventory receiving	Are you sure you want to post N inventory receiving record(s)?	Inventory receipts posted successfully.	Unable to post inventory due to a technical error. An email has been sent to support. IRIS also reports when records could not be posted.
Inventory transfer	Are you sure you want to post N inventory transfer record(s)?	All inventory transfer records posted to transaction successfully.	Unable to post inventory transfer due to a technical error. An email has been sent to support. / Unable to post inventory transfer due to a technical error. Please contact support. IRIS shows validation messages as a message. IRIS also reports when records could not be posted.
Inventory physical count	Are you sure you want to update N record(s) in Inventory?	Inventory physical count posted successfully.	Unable to post inventory physical count due to a technical error. An email has been sent to support. / Network error posting inventory physical count. An email has been sent to support. IRIS lists problems after `Posting Errors:` or `Voiding Errors:`, or shows the first validation error.

Inventory transfer validation messages

RULE	MESSAGE SHOWN WHEN THE RULE IS BROKEN
Each transfer needs a from location, a to location, a transfer date and a quantity that is not zero	The validation message lists the transfers that break the rule.
Each employee with a labor quantity needs a rate that covers the transfer date	Each employee must have a rate entered which covers the transfer date specified. The following employees are missing a rate: \<names\>
Each piece of equipment with a quantity needs a rate for the fiscal year of the transfer date	Each Equipment must have a rate for the fiscal year of the transfer date. The following Equipment is missing a rate: \ <names\>

RULE	MESSAGE SHOWN WHEN THE RULE IS BROKEN
IRIS reports all validation problems together	IRIS posts nothing until you fix every validation problem.

For fiscal years, see Units of measure, fiscal years and organizations.

How a transfer's unit price at the destination is calculated

PART	VALUE
Material cost	Quantity × unit price at the from location
Plus labor	Employee labor cost at the full-burden rate
Plus equipment	Equipment cost
Plus services	Service cost
New unit price	Total of the above ÷ quantity
Transaction comments	`Inventory Transfer To Location <name>` on the issue; `Inventory Transfer From Location <name>` on the receipt

What a physical count adjustment records

INVENTORY TRANSACTIONS COLUMN	VALUE WRITTEN
Transaction Type	`A` (adjustment)
Inv Date	The day you post the count
Prev Quantity / Prev Price Value	The location's quantity and price before the count
Quantity	Counted quantity minus previous quantity
Adjusted Quantity	Counted quantity
Total Cost Change	The difference × the location's existing price value
Comments	`Adjusted from inventory physical count screen -` followed by the count's **Comment**

Inventory Transactions grid columns

COLUMN
Inventory Location
Transaction Type
Inv Date
Vendor
Tracking Number
Prev Quantity

COLUMN
Prev Price Value
Quantity
Price Value
Adjusted Quantity
Adjusted Price Value
Total Cost Change
Labor Cost
Equipment Cost
Comments
Inv Transact Status
Created Date
Created By
Last Updated Date
Updated By

Inventory posting notifications

NOTIFICATION FEATURE (CATEGORY CAS)	TITLE ON SUCCESS	OTHER TITLES
Post Inventory Receiving	Inventory receipts posted	Inventory receiving post finished with errors / Inventory receiving post failed / Inventory receiving post result unknown
Post Inventory Transfers	Inventory transfers posted	Inventory transfer post finished with errors / Inventory transfer post failed / Inventory transfer post result unknown
Post Inventory Physical Count	Inventory physical count posted	Inventory physical count post finished with errors / Inventory physical count post failed / Inventory physical count post result unknown

Tips and notes

> **Important:** If a transfer could not be posted, it stays unposted. Check the quantities at both the from location and the to location before you post it again.

> **Note:** Receipts flagged to post to Accounts Payable create Accounts Payable payable records and leave the **Inv Receive** list. The tracking number becomes the invoice number, the receive date becomes the invoice date and due date, and the price value becomes the unit cost.

> **Note:** Transfer posting checks every transfer first. If any transfer fails validation, IRIS reports all the problems together and posts nothing. Fix the problems and post again.

> **Note:** Posting a physical count replaces each location's quantity on hand with the counted quantity and removes the posted count rows. Double-check the counts before you click **Ok**.

> **Tip:** Inventory Transactions is read-only. Use it to review posted activity, for example adjustments from physical counts (Transaction Type `A`).

Related topics

- Grid filters
- Notifications
- Security Administration: access levels by user
- Transactions: void, reinstate and export
- Cost Accounting screen tools
- Data grid overview and basics
- Units of measure, fiscal years and organizations