Steps to Import a CSV Inventory Adjustment

Margie Komninos 1/17/2017

Some background information regarding inventory adjustments:

- NS rounds to 2 digits the value when incrementing or decrementing quantity

- When decrementing, there is no way to put in any unit value, but the good news is that even if it rounds to 2 digits (e.g. .00) internally, it uses the correct value (e.g. .0034) and the GL impact looks good

- When incrementing quantity it still rounds to 2 digits, but you can override it. You MUST override it because the value that is automatically generated will be the quantity value for this inventory adjustment. For example:

    - Widget x average cost is .0034
    - If you let the inventory adj default to unit cost it will say .00 and that is exactly what will be recorded in the GL impact (zero).
    - So you MUST enter the following in "Est. unit cost"
        - Current value/Qty on hand (and yes, you can enter the formula and it will do the math)

Inventory Adjustment Steps:

1. From whatever method you record physical counts that is in an Excel worksheet
2. Create a new column in existing worksheet to do the math between NS quantity and real count and this is the field that you will import as the new quantity. Name it 'NS adj entry'
3. Create saved search to download all parts including internal ID (**MK Inventory Adj Import – find interal IDs**)
    a. Open results in Excel
    b. Move display name to column 1 (required for vlookup)
4. Copy and paste into new Excel worksheet into workbook from step 1.
    a. Insert new column and name it 'NS internal ID'
    b. =VLOOKUP(B2,vlookup4IDs!A2:B117,2,FALSE)
5. Make sure you are on the active worksheet you want to save and save it as a CSV file. This will be your import file. This will be your detail file. Since an inventory adjustment is a records with detail lines you will need 2 records – a master (body level) and detail (line item level). They will need to match up on some field. We have chosen the memo field.
    a. Save as **CSV import invty adj detail.csv**
6. Update file **CSV import invty adj main.csv** (you will match on memo) located in NS Important Docs folder
    a. Note: adj account is the internal ID of 57 (inventory variance) – make sure to map to internal ID

adj account	date	memo
57	1/25/2017	physical count

7. Create file similar to one below making sure to match the headings as close as possible.
   a. Item part should always be the internal ID
   b. Always use internal IDs for location (3=aspen, Rad=8)
      i. Enter **Locations** to find the appropriate page to show internal ID of locations
   c. Sort the file by NS adj entry (largest to smallest)
   d. Save as CSV file

NS internal ID	part num	Viet count	NS count	NS adj entry	memo	location
129	11-0000-0000	12750	9065	3685	physical count	3
144	11-0000-0005	1820	1818	2	physical count	3

8. Go to Setup→Import/Export→Saved CSV Imports
9. Use **CSV import Invty Adj** as template to start from
10. Import
    a. Import Type = Transactions
    b. Record Type = Inventory Adjustment
    c. CSV Column Delimiter = Comma
    d. CSV File(s) = Multiple Files to Upload
    e. Primary File = CSV import invty adj main.csv
    f. Linked File = CSV import invty adj detail.csv
    g. Linked File for inventory detail = leave blank – think this is for bins/lots?
11. File mapping on 'memo'
12. Edit the inventory adjustment created
    a. For each item that is incremented – modify the **EST. UNIT COST** using **CURRENT VALUE / QTY ON HAND**