TRACELINK UNIVERSITY

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TraceLink University

Inventory balances

Suppliers use inventory balances to communicate about available and upcoming inventory levels with their customers.

Create and submit inventory balances

Perform this task to create and submit new inventory balances. Additionally, suppliers can begin work on a inventory balances and save it for completion at a later time.

Create and submit a new inventory balances

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select

   Manufacturing - Supplier

   from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
4. Select

   Inventory Balances

.

5. Select the New button.
6. Enter the inventory balance number in the Inventory Balance Number field.
7. Select the Save button.

   The screen refreshes with the saved inventory balance in the draft state and with the required sections populated.

8. Select the Edit button.
9. In the Transaction Information section, select Submitted from the Process Status drop drown.
10. In the Inventory Balance Information section fill in the following fields:
    a. Inventory Balance Number field – The unique identifier for the inventory balance number.
       This field auto populates the value entered New Inventory Balance screen.
    b. Effective Date field – The date when the physical inventory count is conducted in the warehouse. Fill this field only when the effective date is same for all inventory balances.
    c. Start Date field – The start date of the reporting period.
    d. End Date field – The end date of the reporting period.
    e. Action drop-down – A brief description stating the purpose of the transaction.
11. In the

    Reporter and Client

    section, fill in the following fields under

    Reporter

group:

a. Reporter Entity type-ahead field – The name of the company or company location sending the inventory balance. This field pulls from the Owner's company and location master data.

   The remaining Reporter fields are auto populated with the values from the company or location's master data entry. If the name of the company or company location is not present in the Owner's master data, the company name or company location must be entered manually.

b. Country drop-down – The two-letter country code with country name for this location.
c. State field – The state or region for this location.
d. Entity ID Type drop-down – The identifier type used for this company or location.
e. Entity ID Value field – The value associated with the identifier type.

12. In the

Reporter and Client

section, fill in the following fields under

Client

group:

a. Company type-ahead field – The name of the customer receiving the inventory balances. This field pulls from the Owner's company and location master data.
   The remaining Client fields are auto populated with the values from the company or location's master data entry. If the name of the customer is not present in the Owners master data, the customer name must be entered manually.

   b. Party ID Type drop-down – The identifier type used for this company or location.
   c. Party ID Value field – The value associated with the identifier type.
13. In the **Line Items** section:
   a. Select the Add + icon. At least one line item is required to submit a inventory balance.
   b. In the New Line Items panel, fill in the following fields under Line Item Information:
      i. Line field – The number to identify the line item by (e.g. 50).
      ii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.
      The Item Code Type, Item Code Value and Description fields are auto populated with the values from the Owner's product master data entry for the product. If the product name is not present in the Owner's product master data then the product name must be entered manually.
      iii. Item Code Type drop-down – The product code type (e.g. IN-Product Code).
      iv. Item Code Value field – The product code.
      v. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.
      vi. Material Type field - The production material state (e.g. FINISHEDGOODS).
      vii. Quantity Status field – The state of the line item selected or provided. Valid values are:
         - ONHAND
         - ONHOLD

- ONORDER

- INSPECTION

viii. Quantity field – The quantity of item selected or provided.
ix. Unit of Measure drop-down – The unit in which the line item is measured.
x. Lot Number field - The lot number of the line number.
xi. Sub Lot Number field – The sub lot number of line items.
xii. Expiration Date field - The expiry date of the line item.
xiii. Storage Location drop-down – The name of the storage location.
xiv. Reporting Location Type drop-down – The identifier used for location. Fill this field only if the company information is added in the Reporter Group section.
xv. Reporting Location Value field - The value associated with the identifier type.
xvi. Effective Date field - The date when the physical inventory count is conducted in the warehouse. Fill this field only when all the inventory balances have different effective date. In that case, the header effective date should not be filled.

c. Select Apply.

   The new line item is added to the inventory balance.

14. In the Notes section, enter any additional comments or instructions.
15. To submit the inventory balance:
    To save the inventory balance in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save Save button in the draft state.

    a. Select the Move To button at the top of the screen.

The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

b. Select the Save button.

The inventory balance is submitted.

Tips

- Select the Add + icon, to add a new line item, where available.
- Select the Delete − icon, to remove an individual line item, where available.
- New inventory balances can also be created by selecting the New + New button on the Inventory Balances Details screen for an existing inventory balance.

Submit a draft inventory balance

Complete and submit a saved inventory balance in the draft state.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select

   Manufacturing - Supplier

   from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
4. Select

Inventory Balances

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5. Select the Filter Filter button to find the inventory balance in Draft state.
6. Select the Inventory Balance Number link in the results table.
7. Select the Edit Edit button.
8. In the Transaction Information section, select Submitted from the Process Status drop drown.
9. Confirm the inventory balance details and select the Edit icon associated with that line item to modify the fields if required.
10. Select the Move To button at the top of the screen.

    The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

11. Select the Save button.

    The inventory balance is submitted.

Tips

- Select the inventory balance row and then select the Delete icon on the top of the Search Inventory Balances screen, to delete a inventory balance in draft state.

A deleted transaction cannot be retrieved.

Search and view inventory balances

Search for and view inventory balances

Perform this task to search for and view the details of the inventory balances sent or received by suppliers or customers. Viewing the details of a inventory balances enables suppliers or customers to quickly access inventory balance information (e.g. the quantity for each line item in an inventory balance) in TraceLink without having to search through the actual B2B message.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Customer or Manufacturing - Supplier from the left menu.
   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
4. Select

   Inventory Balances

   .
5. Select the Filter Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:
   - State drop-down – The state of the inventory balance:
     - Draft – The transaction is in the draft state.
     - Submit – The transaction has been created.
     - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.

        - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
        - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
        - Sending –The application sends out business transactions to the buyer or supplier.
        - Sent – The transaction is successfully completed and shared with the receiving party.
    - Client type-ahead – Displays only if the menu item is

      Sent Inventory Balances

      . The name of the company the inventory balance was sent to. If the name of the company is not present in the Owners master data then the company's name must be entered manually.
    - Reporter type-ahead – Displays only if the menu item is

      Received Inventory Balances

      . The name of the company the inventory balance was received from. If the name of the company is not present in the Owner's master data then the company's name must be entered manually.
    - Last Modified field – The period of time in which the inventory balance was last updated:
        - Today – The transaction was modified within the last few hours.
        - Yesterday – The transaction was updated within the past 24 hours.
        - Last Week – The transaction was modified in the last 7 days.
        - Last Month – The transaction was modified in the last 30 days.
        - Last 3 Months – The transaction was modified in the last 90 days.
        - Last 6 Months – The transaction was modified in the last 180 days.
        - Custom Range – Select a specific period of time that the transaction

was modified in from the calendar.

7. Select Apply.

   A list of inventory balances displays based on the filter results.

8. Select the link for the inventory balance from the results table.

   The View Inventory Balances screen displays.

9. To view all fields for each line item, select the View icon on the

   Advance Shipment Notices

   Details screen.

Reprocess and resubmit inventory balances

Reprocess inventory balances

After the inventory balances is submitted, the user might encounter an error and the processed status will be set to Paused With Error. Use the following procedure to resolve any error messages encountered while submitting an inventory balances.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select

   Manufacturing - Supplier

   from the left menu.

   Partners must have the correct roles assigned if using the Owner's

instance of Multienterprise Information Network Tower.
4. Select

   Inventory Balances

   .
5. Select the Filter Filter button find the inventory balances in Processing, Processed, Preparing to Send, or Sending state.
6. Select the Inventory Balance Number link in the results table.
7. View the following fields for error in the Transaction Information section:
   - Process Status - Displays the status of the submitted transaction.
   - Last Transaction Error - Displays the error message.
8. Select the Edit Edit button..
9. In the Transaction Information section, select Submitted from the Process Status drop drown.
10. Select the Save button.
    The inventory balances request is moved from Processing state to Sending state indicating that the inventory balance is submitted successfully.

⚠ Do not select the Move To button, as it will cause the transaction to skip a workflow state, preventing successful delivery.

Resubmit inventory balances

If a transaction is successfully sent to a partner but an issue occurs on the partner's side (e.g. in their ERP system), the sender can avoid re-entering all the details by rolling back to a previous workflow state and resending the transaction, thus saving time and effort for both parties.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.

3. Select Manufacturing - Supplier from the left menu.

   Partners must have the correct roles assigned if using the Owner's instance of Multienterprise Information Network Tower.
4. Select Inventory Balances.
5. Select a Inventory Balance Number row in Sent state.
6. Select the Edit Edit button.

   The state of the inventory balance is automatically moved to Sending state.
7. Select the Move To button at the top of the screen.

   The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
8. Select the Save button.

   The inventory balance is submitted.

The statues of the inventory balance moves to Sent state.

Related Content

Material Consumed Updates

Suppliers use material consumed to communicate information about changes in inventory ensuring the inventory records accurately reflect the stock on hands with their remote or third-party warehouses or MAHs.

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Material Issued Updates

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View More