



TRACELINK UNIVERSITY

Home

Resources

TraceLink University

Inventory Balances

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

Create and submit an inventory balances


Perform this task to create and submit new inventory balances.

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 by 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.



8. Select the Edit  button.
9. In the Transaction Information section, select Submitted from the Process Status drop down.
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 field - A brief description stating the purpose of the transaction.
11. In the **Reporter and Client** section, fill in the following fields under **Reporter:**
 - 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 purchase order.

b. In the New Line Items panel, fill in the following fields under 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 is not present in the Owner's product master data then the product name must be entered manually.

iii. Item Code Type field - The product code type (e.g. IN-Product Code). If the item code type is not present in the Owner's product master data then the item code type must be entered manually.

iv. Item Code Value field - The product code. If the item code number is

not present in the Owner's product master data then the item code value must be entered manually.



- 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 (e.g. ONHAND).
- 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 type of reporting. Fill this field only if the company information is added in the Reporter Group section.
- xv. Reporting Location Value field - The value of the reporting type. Fill this field only if the company information is added in the Reporter Group section.
- 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  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

- In the Line Items section, do one of the following:
 - Select the Edit  icon, to edit the details of an individual line item.
 - Select the Delete  icon, to remove an individual line item.
- In the Notes section, do one of the following:
 - Select the Add  icon, to add comments or instructions.
 - Select the Delete  icon, to remove comments or instructions.

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 by using the owner's

instance of Multienterprise Information Network Tower.

4. Select Inventory Balances.

5. Select the 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  button.

8. In the Transaction Information section, select Submitted from the Process Status drop down.



9. 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.

10. Select the Save  button.

The inventory balance is submitted.

Tips

- To edit the details of an individual line item in the inventory balance, select the Edit  icon for the line item, in the **Line Item** section.
- To delete a inventory balance in draft state, select the inventory balance row and then select the Delete  icon on the top of the screen.



A deleted transaction cannot be retrieved.

Search and view inventory balances

Search for and view inventory balances

Search for inventory balances sent or received by suppliers to view and edit page. Viewing the details of a inventory balance enables suppliers to quickly access order information (e.g. the quantity for each line item in an order) 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 - Supplier from the left menu.



Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.

4. Select Inventory Balances.

5. Select the 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 - The name of the customer the inventory balance was sent to.
If the name of the customer is not present in the Owners master data then the customer'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 balance 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. View all the fields in the Transaction Information, Inventory Balance Information, Reporter and Client, Line Items, and Notes sections.

Tips

- To view the details of an individual line item in the inventory balance, select

the View  icon for the line item in the **Line Items** section on the Inventory Balances Details screen.

Resubmit inventory balances

Resubmit inventory balances

Perform this task if the user needs to resend a inventory balance.

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 by using the owner's instance of Multienterprise Information Network Tower.

4. Select Inventory Balances.
5. Select Inventory Balance Number row in Sent state.

6. Select the 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 advance shipment notice is submitted.

The statuses of the inventory balance moves to Sent state.

Related Content



Set up your account

New to the TraceLink Network?

[**View More**](#)



View notifications

Apps send notifications when specific events happen, and you receive these notifications within the Opus user experience in the Notifications panel.

[**View More**](#)



Navigate to help documentation and support

Select the Help Center icon in the header to access the one-stop-shop help center for everything related to the network you are currently within (e.g.

[**View More**](#)