

# Inventory Snapshot

04/30/2025 3:21 pm CDT

## Overview

With Sellercloud, you can capture **Inventory Snapshots**, saving the current state of specific products and storing the data into a file. This allows you to revert back to previous inventory levels and restore all related information.

The output file includes the following columns:

- **ProductID**
- **WarehouseID**
- **WarehouseName**
- **WarehouseQty**
- **OffsetQty**
- **PhysicalInventoryQty**
- **PhysicalInventoryDate**
- **InventoryAvailableQty**
- **AggregatePhysicalQty**
- **AggregateQty**
- **SiteCost**
- **LastCost**
- **AverageCost**

This is a three-step process:

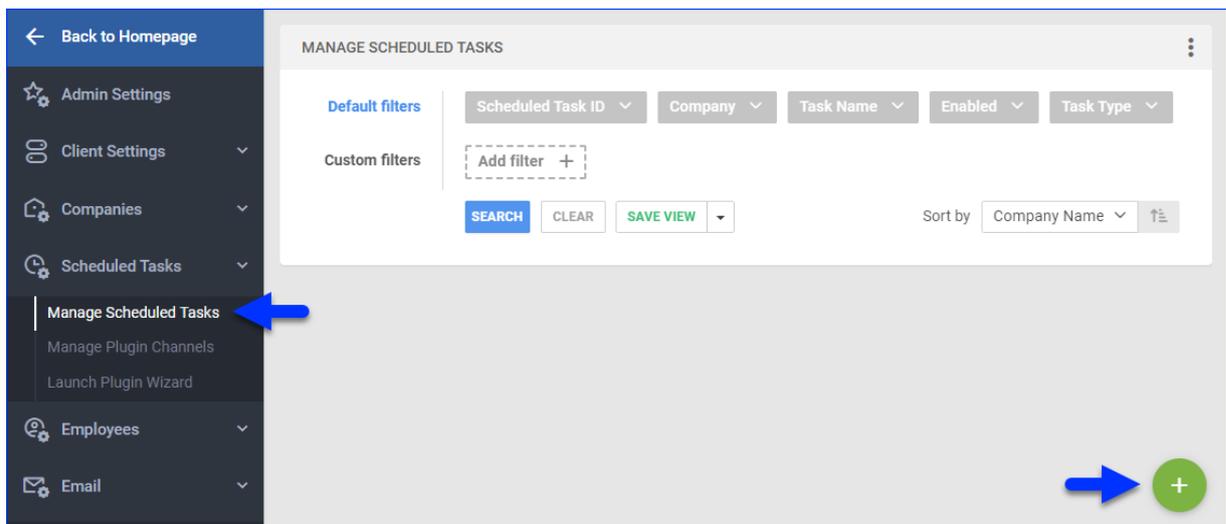
1. You configure a [Scheduled Task](#).
2. You use the task to export snapshot files manually or automatically.
3. To revert to a previous state, you import the information from the snapshot files into Sellercloud.

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## Configure a Scheduled Task

To set up a task that creates inventory snapshots:

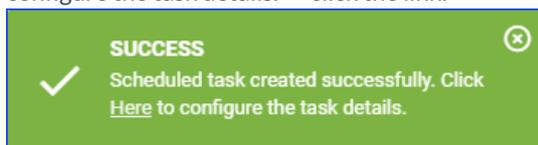
1. Go to **Settings > Scheduled Tasks > Manage Scheduled Tasks**.
2. Click the green + icon: **Create New Scheduled Task**.



3. Complete as follows:

- a. Set the **Task Type** to **Inventory Snapshot**.
- b. Enter the **Task Name**.
- c. Select the **Company**.
- d. Select the **Start Time**.
- e. Click **CREATE**.

4. The following message appears at the bottom of your screen: "Scheduled task created successfully. **Click Here** to configure the task details." – click the link.



5. Click **Edit**.

6. In the **Details** panel:

- a. Select the **File Format** for your exports.
- b. Optionally, you can enter a custom **File Name** for your exports. You can use the following placeholder {yyyy}

{MM}{dd}{HH}{mm} to populate the file name with the creation date.

c. Select the **Company** with the products whose inventory data you want to export.

7. In the **Export Options** section, leave **Export To** to **None**. Alternatively, you can select **Email** and configure the settings below to receive the snapshots by email.

8. In the **Frequency** section, specify the task frequency.

9. Click **Save** on the top right.

The screenshot shows the configuration page for a scheduled task named "Saving Inventory" for the company "Thirsty Tea". The task is currently disabled. The interface is divided into several sections:

- GENERAL:** Task Name: Saving Inventory; Task Type: Inventory\_Snap\_Shot; Company: Thirsty Tea; Priority: Normal; Note: (empty).
- DETAILS:** File Format: Excel; File Name: {yyyy}{MM}{dd}{HH}{mm}; Company: Thirsty Tea.
- EXPORT OPTIONS:** Export To: None.
- FREQUENCY:** Start At: 04/20/2024 4:20 PM. Recurrence: Hours, Every 1 hour(s). Run on these day(s): Mo, Tu, We, Thu, Fri, Sa, Su (all unchecked).
- EMAIL ALERTS:** Send Email Alerts Upon Completion (unchecked); Send Task Success Email To (Separate By Semicolon); Send Task Failure Email To (Separate By Semicolon); Send Task Failure Email Even If No Records Found (unchecked).

## Export Snapshots

Once you have [set up the scheduled task](#), you can use it to export snapshots automatically or manually.

### Automatically

To export snapshots automatically:

1. Go to **Settings > Scheduled Tasks > Manage Scheduled Tasks**.
2. Find the scheduled task. You can set the **Task Type** filter to **Inventory Snap Shot** to find it quickly.
3. Click the task's **ID** to open it.

MANAGE SCHEDULED TASKS

Default filters: Scheduled Task ID, Company, Task Name, Enabled, Task Type Inventory Snap Shot

Custom filters: Add filter +

SEARCH CLEAR SAVE VIEW

Sort by: Company Name

ID	TASK NAME	ENABLED	TASK TYPE	COMPANY	START TIME	RECURRENCE	LAST EXECUTED ON	HISTORY
1192	Inventory Snapshot		Inventory_Snap_Shot	3TimeWinner	06/13/2023 03:30 PM	Every Hour	06/13/2023 08:26 AM	1 times
1321	Test		Inventory_Snap_Shot	Test027	10/20/2022 06:00 PM	Every Hour	never	0 times
1514	123		Inventory_Snap_Shot	Thirsty Tea	01/17/2024 12:00 AM	Every Hour	never	0 times
1634	Saving Inventory	✓	Inventory_Snap_Shot	Thirsty Tea	04/20/2024 04:20 PM	Every Hour	never	0 times

4. Click the **Enable** button in the **General** panel. This will enable the scheduled task to run automatically based on your settings in the **Frequency** panel.

Scheduled Task | #1634 | Saving Inventory | Inventory\_S

Enabled HISTORY 0

GENERAL

Task Name: Saving Inventory

Task Type: Inventory\_Snap\_Shot

Company: Thirsty Tea

Priority: Normal

Note:

Next, to download your automatically created snapshots:

1. Go to the **Queued Jobs** page.
2. Set the **Job Type** filter to **Inventory Snap Shot**.
3. Click the **Job ID**.

MANAGE QUEUED JOBS

Default filters: Job ID, Statuses, Job Type Inventory Snap Shot, Submitted By, Submitted On

Company, Priority, Related Task

SEARCH CLEAR SAVE VIEW

Sort by: Submitted On

JOB ID	SUBMITTED ON	SUBMITTED BY	PRIORITY	TYPE	STATUS	STARTED ON	COMPLETED ON	TIME ELAPSED
519036	12:12 PM		Normal	Inventory Snap Shot	Submitted	N/A	N/A	TBA
518984	12:02 PM		Normal	Inventory Snap Shot	Completed	12:03 PM	12:03 PM	0.5 seconds

4. Click the **Download output file** button at the top right or the download icon next to the **Output File** field in the

## General panel.

**Queued Job** | #519036 | Inventory Snap Shot

Completed | STARTED ON 04/12/2024 05:13:29 AM | COMPLETED ON 04/12/2024 05:13:29 AM | TIME ELAPSED 0.37 seconds | RELATED TASK Saving Inventory | **Download output file**

**GENERAL**

Job Id	519036
Company	Thirsty Tea
Status	Completed
Output File	{2024}{04}{12}{05}{13}.xlsx
Submitted On	04/12/2024 12:12 PM
Submitted By	
Job Type	Inventory Snap Shot
Priority	Normal
Total Records	0

**PARAMETERS**

NAME	VALUE
EmailFrom	
EmailPassword	xxxxx
EmailPort	
EmailRequiresAuthentication	False
EmailRequiresSSL	False
EmailServer	
EmailSubject	
EmailTemplateID	0
EmailTo	
EmailUserName	
ExportToLocationType	

## Manually

To export a snapshot manually:

1. Go to **Settings > Scheduled Tasks > Manage Scheduled Tasks**.
2. Find the scheduled task. You can set the **Task Type** filter to **Inventory Snap Shot** to find it quickly.
3. Check the box to the left of the task's **ID** to select it.
4. Click the blue **Actions** icon at the bottom right and select **Execute**.

**MANAGE SCHEDULED TASKS**

Default filters: Scheduled Task ID, Company, Task Name, Enabled, **Task Type Inventory Snap Shot**

Custom filters: Add filter +

SEARCH CLEAR SAVE VIEW

Sort by: Company Name

ID	TASK NAME	ENABLED	TASK TYPE	COMPANY	START TIME	RECCURENCE	LAST EXECUTED ON	HISTORY
<input type="checkbox"/>	1192 Inventory Snapshot		Inventory_Snap_Shot	3TimeWinner	06/13/2023 03:30 PM	Every Hour	06/13/2023 08:26 AM	1 times
<input type="checkbox"/>	1321 Inventory Snapshot		Inventory_Snap_Shot	Test027	10/20/2022 06:00 PM	Every Hour	never	0 times
<input type="checkbox"/>	1514 Inventory Snapshot		Inventory_Snap_Shot	Thirsty Tea	01/17/2024 12:00 AM	Every Hour	never	0 times
<input checked="" type="checkbox"/>	1634 Saving Inventory	✓	Inventory_Snap_Shot	Thirsty Tea	04/20/2024 04:20 PM	Every Hour	never	0 times

1 selected

5. A **Queued Job** will be created. Click the link to open it.

**SUCCESS**

✓ Task 1634 has a related **Job#518984** with status Submitted.Can't submit another job

6. Click the **Download output file** button at the top right or the download icon next to the **Output File** field in the **General** panel.

**Queued Job** | #519036 | Inventory Snap Shot

Completed | STARTED ON 04/12/2024 05:13:29 AM | COMPLETED ON 04/12/2024 05:13:29 AM | TIME ELAPSED 0.37 seconds | RELATED TASK Saving Inventory | [Download output file](#)

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**GENERAL**

Job Id	519036
Company	Thirsty Tea
Status	Completed
Output File	{2024}{04}{12}{05}{13}.xlsx
Submitted On	04/12/2024 12:12 PM
Submitted By	
Job Type	Inventory Snap Shot
Priority	Normal
Total Records	0

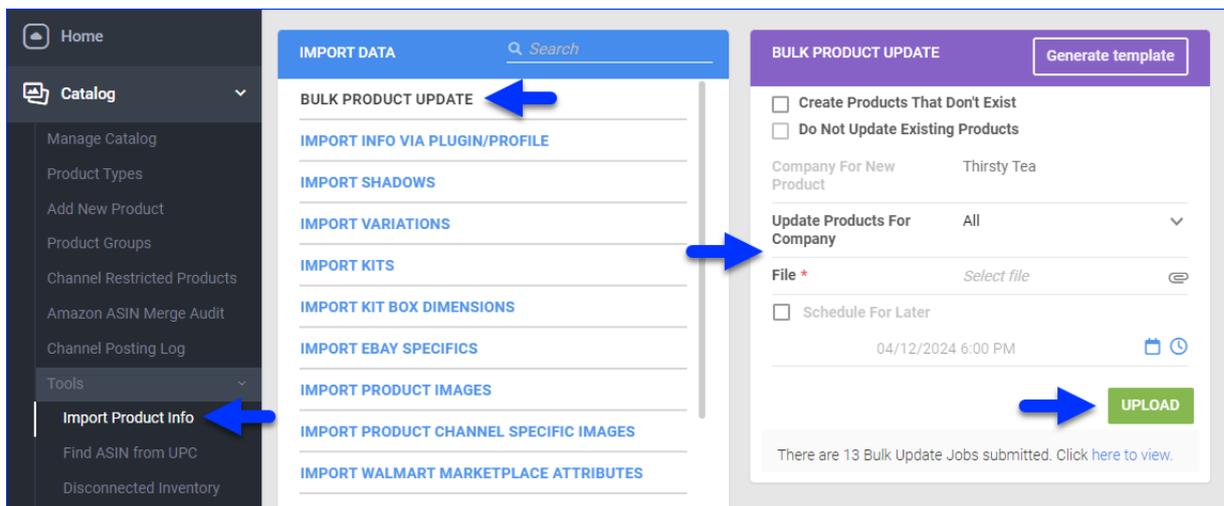
**PARAMETERS**

NAME	VALUE
EmailFrom	
EmailPassword	xxxxx
EmailPort	
EmailRequiresAuthentication	False
EmailRequiresSSL	False
EmailServer	
EmailSubject	
EmailTemplateID	0
EmailTo	
EmailUserName	
ExportToLocationType	

## Revert to a Snapshot

To revert back to a saved inventory snapshot:

1. [Export](#) an inventory snapshot file.
2. Use one of these options:
  - a. To set a physical inventory count, go to **Inventory > Tools > Import Inventory Info > Import Physical Inventory**. This option uses the column headers **Warehouse**, **PhysicalInventoryQty**, and **InventoryDate**. See [Product Inventory Physical](#) to learn more.
  - b. To adjust products' inventory per warehouse, go to **Inventory > Tools > Import Inventory Info > Import Inventory Adjustments**. This import option uses the column headers **WarehouseName**, **AdjustmentQty**, and **AdjustmentReason**. See [Product Inventory Adjustments](#) to learn more.
  - c. To adjust products' inventory per warehouse bin, go to **Inventory > Tools > Import Inventory Info > Import Warehouse Bin Info**. This option uses the column headers **WarehouseName**, **BinName**, **QtyToAdjust**, and **Reason**. See [Product Inventory Adjustments](#) to learn more.
  - d. To revert product costs, go to **Catalog > Tools > Import Product Info > Bulk Product Update**. This option lets you update the **SiteCost** and **LastCost**. See [Bulk Update Products](#) to learn more.
  - e. To import a backdated **Average Cost**, see [Prime Average Cost](#).
3. If available for your import method, click the **Download** button to download the required template.
4. Update the template based on the information from the inventory snapshot file.
5. Click **File** and select the updated template file.
6. Click **Import**. A **Queued Job** will be created to complete your request.



## Overview

With Sellercloud, you can capture **Inventory Snapshots**, saving the current state of specific products and storing the data into a file. This allows you to revert back to previous inventory levels and restore all related information.

The output file includes the following columns:

- ProductID
- WarehouseID
- WarehouseName
- WarehouseQty
- OffsetQty
- PhysicalInventoryQty
- PhysicalInventoryDate
- InventoryAvailableQty
- AggregatePhysicalQty
- AggregateQty
- SiteCost
- LastCost
- AverageCost

This is a three-step process:

1. You configure a [Scheduled Task](#).
2. You use the task to export snapshot files manually or automatically.
3. To revert to a previous state, you import the information from the snapshot files into Sellercloud.

## Manage Inventory Snapshots

1. **Company Settings > Toolbox > Scheduled Task.**
2. Select **Inventory Snapshot** from the Task Type Dropdown. Click **GO**.
3. Schedule the task interval and save.
4. The task will capture the inventory level at the set intervals and save them to a file.

5. To view the file, navigate **Settings > Inventory Snapshot**.
  6. Snapshots are ordered in the grid. Click on the desired file.
  7. The record includes: Warehouse, WarehouseQty, OffsetQty, PhysicalInventoryQty, PhysicalInventoryDate, InventoryAvailableQty, AggregatePhysicalQty, SiteCost, LastCost, and AverageCost.
  8. To restore your inventory to that Inventory Snapshot quantity level, select that job on the grid and click **Restore**.
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