

Creating an Inventory Adjustment

Navigation:

Inventory, Manage Inventory, Adjustments

Panel Displays

The screenshot shows the 'Adjustments' panel in a software application. At the top right, there are links for 'New Window' and 'Customize Page'. The panel is titled 'Adjustments' and contains two main sections: 'Item Information' and 'Adjustment'.
The 'Item Information' section includes fields for: *Unit: (set to 'CWHS'), Item ID, Qty Available: 0.0000, Storage Location, Container ID, *Lot ID: NONE, *Staged Date: 04/21/2008, Configuration Code, *Serial ID: NONE, and Quantity: 0.0000.
The 'Adjustment' section includes fields for: *Transaction Date: 04/21/2008, Dist Type, ChartField Overrides, Adjustment Type: RTV Detail, Reason, Document, Adjust Quantity, and Quantity: 0.0000.
At the bottom of the panel are buttons for 'Save', 'Notify', and 'Refresh'.

Enter the IBU – Unit

Click on the Search/Add Link

The screenshot shows the 'Selection Criteria' dialog box. It contains the following fields and options:
Item ID: 100108
Container ID: (empty)
Storage Location: (empty)
Include Zero Qty Locations: (unchecked checkbox)
Buttons: OK, Cancel, Refresh

Enter Item ID, then Select OK

*If you want locations that do not have quantity to show from this items history check the Include Zero Qty Locations box.

Adjustments

*Unit: [Search/Add](#)

Item Information Find | View All | First 1 of 1 Last

*Item ID: Qty Available: 106.0000 EA [+](#)

BATTERY 6 VOLT OBLONG 2V553

Storage Location: Container ID:

*Lot ID: *Staged Date:

Configuration Code:

*Serial ID: Quantity: 106.0000 EA

Adjustment Find | View All | First 1 of 1 Last

*Transaction Date: [RTV Detail](#) Dist Type: [ChartField Overrides](#) [+](#) [-](#)

Adjustment Type: Reason: Document:

Adjust Quantity: EA [+](#) [-](#) Quantity: 0.0000 EA

[Save](#) [Notify](#) [Refresh](#)

- Decrease
- Increase
- Misc Issue
- Misc Ret
- Scrap
- Scrap RTV

The Adjustment Panel displays

Bottom half of panel

Select Adjustment Type – choose Decrease or Increase only

Select Reason: magnifying glass and the following types will populate.

Chose the one appropriate for the adjustment you are keying.

Search Results

View All First 1-10 of 10 Last

SetID	Reason Code	Description
SHARE DAMAGED	(blank)	
SHARE DEFECTIVE	(blank)	
SHARE EXCESS	(blank)	
SHARE EXPIRED IT	(blank)	
SHARE INACTIVE	(blank)	
SHARE INVTY CORR	(blank)	
SHARE OBSOLETE	(blank)	
SHARE PILFRAGE	(blank)	
SHARE STANDARD	(blank)	
SHARE UOM CON	(blank)	

Document: this is a free entry field – you can enter any information that would be helpful to determine why you made the adjustment (i.e. the receipt or MSR that caused the need for an adjustment, if you are transitioning items put the new item number, etc). You are limited to 12 characters. You can see this field on the Transaction History Page.

Enter the Adjust Quantity for the correct UOM for the Storage Location shown
(Very important that the UOM and Storage Location are in agreement)

Adjustments

*Unit: [Search/Add](#)

Item Information Find | View All | First 1 of 1 Last

*Item ID: Qty Available: 684.0000 EA

BATTERY 6 VOLT OBLONG 2V553

Storage Location: Container ID:

*Lot ID: *Staged Date:

Configuration Code:

*Serial ID: Quantity: 684.0000 EA

Adjustment Find | View All | First 1 of 1 Last

*Transaction Date: Dist Type: [ChartField Overrides](#)

Adjustment Type: RTV Detail Reason: Document:

Adjust Quantity: EA Quantity: 36.0000 EA

The click Save.

Your adjustment will then be posted.