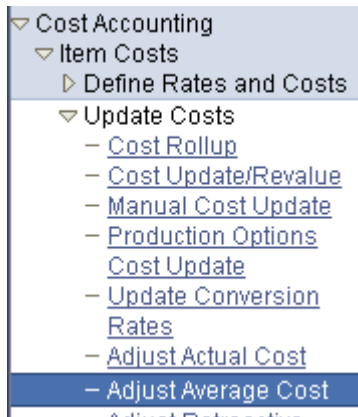


# How To Adjust Average Cost

The navigation is as follows:



**Cost Accounting – Item Costs – Update Costs – Adjust Average Cost**

You would then enter:

**Business Unit = Your Inventory Business Unit**

**Book Name = leave this blank**

**Item ID = PS Item #**

## Average Cost Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Business Unit: =

Book Name:

Item ID:

[Basic Search](#) [Save Search Criteria](#)

**Click Search**

**Enter the correct cost in the New Cost box – Remember the cost must be entered in cost per STD UOM**

**Adjust Average Cost**

Business Unit: UMWHS

Book Name: SHARE\_CB

Item ID: 100021      Std UOM: EA  
FOIL ALUMINUM 18" X 500" ROLL

Qty Owned: 8.0000      Weighted Average Adjust Type:

Perpetual Weighted Average Costs							
Cost Elmnt	Average Cost	Adj Method	Increase	Decrease	New Cost	Reason Code	Distribution Type
100	24.3985	<input type="text" value="New Cost"/>	0.0000	0.0000	<input type="text" value="36.795"/>	<input type="text"/>	<input type="text"/>

**Click Save**