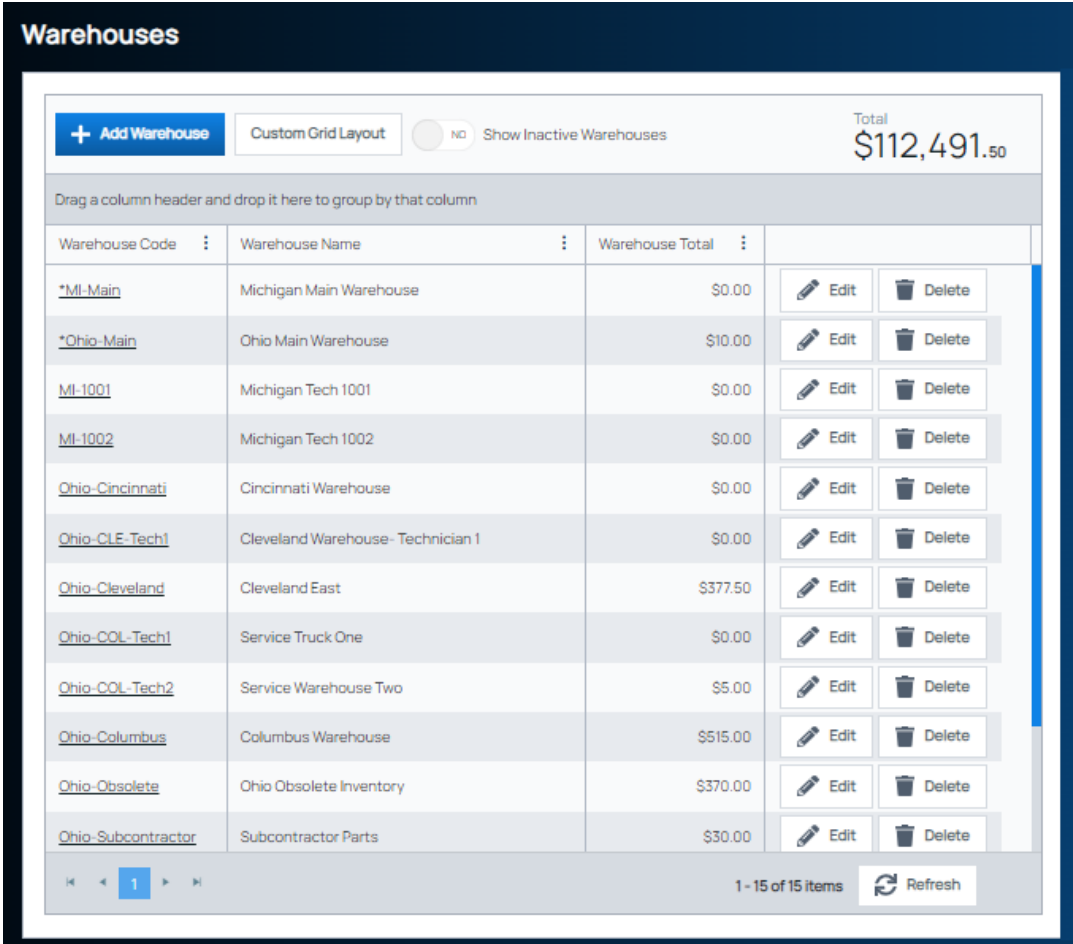


Inventory Adjustment

Last Modified on 04/27/2022 11:10 am EDT

Users are able to perform an adjustment to a part. This could be to change the current on-hand quantity and/or the rate (unit value) of the part.

To make a part adjustment, navigate to Inventory > Warehouses. The Warehouse list will be displayed. Locate the warehouse containing the part for the adjustment, and then click on the hyperlink in the Warehouse Code column.



The screenshot shows the 'Warehouses' page with a table of warehouse data. The table has columns for Warehouse Code, Warehouse Name, and Warehouse Total. Each row includes 'Edit' and 'Delete' buttons. A total value of \$112,491.50 is displayed at the top right. The page also features an 'Add Warehouse' button, a 'Custom Grid Layout' option, and a 'Show Inactive Warehouses' toggle.

Warehouse Code	Warehouse Name	Warehouse Total	
*MI-Main	Michigan Main Warehouse	\$0.00	Edit Delete
*Ohio-Main	Ohio Main Warehouse	\$10.00	Edit Delete
MI-1001	Michigan Tech 1001	\$0.00	Edit Delete
MI-1002	Michigan Tech 1002	\$0.00	Edit Delete
Ohio-Cincinnati	Cincinnati Warehouse	\$0.00	Edit Delete
Ohio-CLE-Tech1	Cleveland Warehouse- Technician 1	\$0.00	Edit Delete
Ohio-Cleveland	Cleveland East	\$377.50	Edit Delete
Ohio-COL-Tech1	Service Truck One	\$0.00	Edit Delete
Ohio-COL-Tech2	Service Warehouse Two	\$5.00	Edit Delete
Ohio-Columbus	Columbus Warehouse	\$515.00	Edit Delete
Ohio-Obsolete	Ohio Obsolete Inventory	\$370.00	Edit Delete
Ohio-Subcontractor	Subcontractor Parts	\$30.00	Edit Delete

The Warehouse page will be displayed. Click on the Inventory tab. Within the grid area, locate the part for the adjustment, and then click on the Adjust button.

Warehouse - *MI-Main Edit History Part Transfer Delete

Warehouse Total: **\$1,055.83**

Code: *MI-Main
 Name: Michigan Main Warehouse
 Description:

Address: 415 N Main Plymouth, MI 48170
 GL Account: 12800-Inventory-Michigan

Inventory: 5 | Purchase Orders: 2 | Physical Inventory: 2 | Technicians: 2 | Part Ledger: 20

Export to Excel NO Show All Custom Grid Layout

Drag a column header and drop it here to group by that column

Code	Name	Row	Shelf	Bin	Quantity	Value	
5804	4 Button Remote				7	\$78.41	Edit Part Transfer Adjust
AC-RP44	Alarm Control Remote Plate				1	\$5.00	Edit Part Transfer Adjust
AC-RP26	Alarm Control Remote Plate				1	\$5.00	Edit Part Transfer Adjust
WAVE2	Honeywell 2 Tone Siren				6	\$40.42	Edit Part Transfer Adjust
HW-GSMV	Honeywell Cell				1	\$90.00	Edit Part Transfer Adjust
HW-GSMX	Honeywell GSMX Cell				1	\$0.00	Edit Part Transfer Adjust
					1	\$125.00	

1 - 13 of 13 items Refresh

The Part Adjustments form will be displayed. The Rate and Quantity fields will auto-fill with the current on-hand values. Make the necessary changes. In the memo field, type in a note as to why the adjustment is being performed. When finished, click on the Save button.

Part Adjustments ✕

Rate:

Quantity:

Memo:

75/250

Save Cancel