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Inventory Adjustment

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Overview

Inventory Adjustment allows users to adjust quantities for inventory items. These adjustments create adjustment documents in GP that must be posted in order to take effect. In this document, you will learn how to set the properties for an inventory adjustment, how to add and delete lines to the document, and how to create and edit notes for the document.

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Inventory Adjustment

To access the Inventory Adjustment module, click the Inventory tab at the top of the screen, then click the **Inventory Adjustment** button in the Inventory ribbon.

The screenshot shows the 'Inventory Adjustment' module interface. The top ribbon has tabs for 'Application', 'Case Tracker', 'CRM', 'Distribution BOM', 'Equipment Management', 'Inventory', 'Purchasing', 'Reporting', 'Returns Management', and 'Sales'. The 'Inventory' tab is selected. Below the ribbon, there are icons for 'In-Transit Transfer Search', 'Inventory Transaction Search', 'Inventory Lookup', 'Landed Cost Search', and 'Lot Number Search'. The 'Inventory Adjustment' button is highlighted in the ribbon. The 'Transaction Properties' section shows 'Doc Type: ADJUSTMENT', 'Doc Number:', 'Doc Date: 7/16/2018', 'Batch ID:', and 'Default Location:'. The 'Lines' section is empty.

The module will open, displaying a blank adjustment document that you can modify.

The screenshot shows the 'Transaction Properties' section of the 'Inventory Adjustment' module. The 'Doc Type' is set to 'ADJUSTMENT', 'Doc Number' is empty, 'Doc Date' is '7/6/2018', 'Batch ID' is empty, and 'Default Location' is empty.

Fill out the fields in the Transaction Properties section to begin creating an Inventory Adjustment.

The screenshot shows the 'Transaction Properties' section of the 'Inventory Adjustment' module. The 'Doc Type' is set to 'ADJUSTMENT', 'Doc Number' is empty, 'Doc Date' is '7/6/2018', 'Batch ID' is empty, and 'Default Location' is empty.

- The Doc Type field is read-only, so users will not be able to edit it.
- Doc Number can be set to autofill or be entered manually with the *Can Create Doc Number* sub-security for the *Inventory Adjustment Properties* security.
- Doc Date can be set to any date. If it is left blank, the field will automatically be set to today's date.
- Batch ID will determine where the adjustment document is created. This field is required to save the document.
- The Location is the warehouse that you want to adjust. This field is not required to save the document. You can set the location in the document properties and it will be used as the default setting for the line items.

0000000000000000112 - TWO - SalesPad

Application Case Tracker CRM Distribution BOM Equipment Management **Inventory** Purchasing Reporting Returns Management Sales

In-Transit Transfer Search Inventory Transaction Search Inventory Lookup Landed Cost Search Lot Number Search Barcode Maintenance Item Configuration Maintenance Packaging Unit Maintenance Matrix Class Maintenance Warehouse Maintenance Inventory

Lookups Maintenance

Close Save Delete Print

Transaction Properties

Doc Type: ADJUSTMENT Batch ID: INVENTORY BATCH
 Doc Number: 0000000000000000112 Default Location: WAREHOUSE
 Doc Date: 7/16/2018

Lines Notes Audit

New Delete

Item Number	Site	Quantity	UOM	Reason Code	Qty Available	Item Description
HD-20	WAREHOUSE	0	EACH		10,480	20 Gig Hard Drive
HD-40	WAREHOUSE	0	EACH		14	40 Gig hard drive

When adjusting the inventory for serial and lot tracked items, you will need to use the Inventory Adjustment Action located in the Actions dropdown menu. This is the icon with the green down arrow at the top left of the document tab.

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Application Case Tracker CRM Distribution BOM Equipment Management **Inventory** Purchasing Reporting Returns Management Sales

In-Transit Transfer Search Inventory Transaction Search Inventory Lookup Landed Cost Search Lot Number Search Barcode Maintenance Item Configuration Maintenance Packaging Unit Maintenance Matrix Class Maintenance Warehouse Maintenance Inventory

Lookups Maintenance

Close Save Delete Print

Please fully Allocate the Inventory Transaction Configure Actions...
 Inventory Adjustment Allocation

Transaction Properties

Doc Type: ADJUSTMENT Batch ID: INVENTORY BATCH
 Doc Number: 0000000000000000113 Default Location: WAREHOUSE
 Doc Date: 7/16/2018

Lines Notes Audit

New Delete

Item Number	Site	Quantity	UOM	Reason Code	Qty Available	Item Description
100XLG	WAREHOUSE	1	EACH		26	Green Phone

Click the Inventory Adjustment Allocation option to open the allocation window. Here you will be able to select the item and fulfill it by serial/lot number. Serial tracked items will need to have an individual number for each item, while lot tracked items can have multiple items per lot.

Inventory Adjustment Allocation - 00000000000000113

Select a line item:		Allocation Detail:			Create Serial/Lot:		
Item Number	Qty To Pick	Serial Number	Selected Qty	Expiration Date	Serial Number	Qty	Date Received
100XLG	0.	100xlg0000001	1.	1/1/1900	100xlg0000001	1.	1/1/1900

OK Cancel

After you have fulfilled the items to your liking, click the **OK** button to apply your changes and complete the allocation process.

Notes

To add a note to an inventory adjustment, navigate to the Notes tab.

Inv Adjustment - TWO - SalesPad

Application Case Tracker CRM Distribution BOM Equipment Management **Inventory** Purchasing Reporting Returns Management Sales

In-Transit Transfer Search Inventory Transaction Search Inventory Lookup Landed Cost Search Lot Number Search Barcode Maintenance Item Configuration Maintenance Packaging Unit Maintenance Matrix Class Maintenance Warehouse Maintenance

Customer Search Inv Adjustment

Close Save Delete Print

Transaction Properties

Doc Type: ADJUSTMENT Batch ID: Doc Number: Doc Date: 7/16/2018 Default Location:

Lines **Notes** Audit

Add to Notes Append a Blank Line

Notes

Enter the note that you want to add in the Notes text box, then click the **Add to Notes** button.

The screenshot shows the 'Inv Adjustment - TWO - SalesPad' application window. The 'Notes' tab is selected, and the 'Add to Notes' button is highlighted with a red box. The 'Transaction Properties' section shows 'Doc Type: ADJUSTMENT', 'Doc Number:', 'Doc Date: 7/16/2018', 'Batch ID:', and 'Default Location:'. The 'Notes' text box contains the text 'Hello world.'.

The note will appear underneath the Notes text box in the Note Log with user information added to the beginning.

The screenshot shows the 'Inv Adjustment - TWO - SalesPad' application window. The 'Notes' tab is selected, and the 'Note Log' is visible. The 'Note Log' contains the text '7/16/2018 10:32:42 AM Hello world.'.

The note log can also be used to edit notes. It is a simple text box, so you can edit the text the same way you would in Notepad. The *Can Edit Entire Note* sub-security will need to be set to true under the *Inventory Adjustment Notes* security. After the security is enabled, simply click where you want the cursor to go and add or delete content as needed.

Security

*Inventory Adjustment** - Allows users to access the Inventory Adjustment module.

*Inventory Adjustment Allocation** - Allows users to access the Inventory Adjustment Allocation action.

*Inventory Adjustment Lines** - Allows users to see and edit lines on the Adjustment document.

*Inventory Adjustment Notes** - Allows users to access the notes tab.

*Inventory Adjustment Properties** - Allows users to see and edit the document properties.

*Inventory Adjustment Report** - Allows users to use the Inventory Adjustment printed report.

Note: Securities with an asterisk (such as *Inventory Adjustment*) have sub-securities that are listed in the middle section of the Security field. Sub-security descriptions appear in the bottom section of the field. Review and customize these as desired.