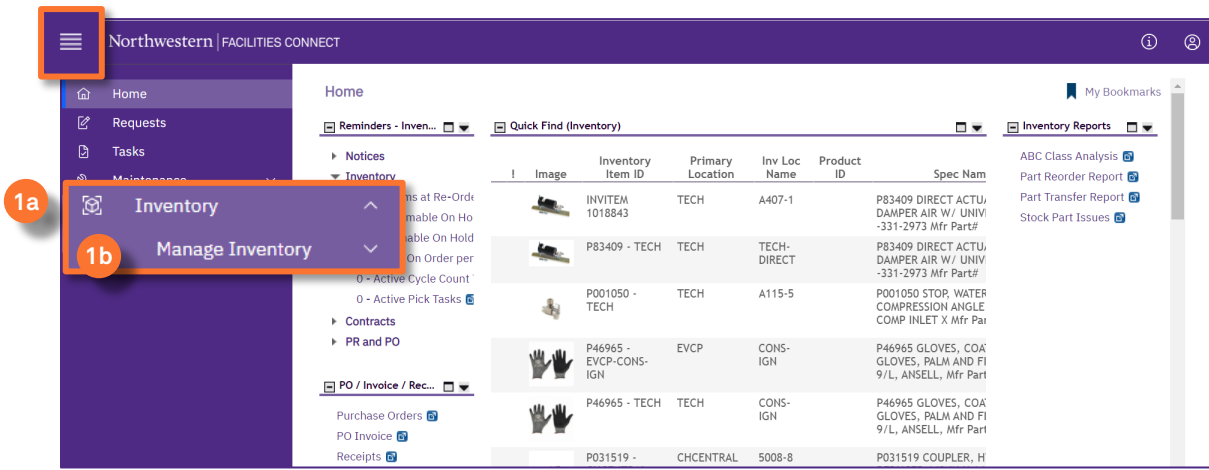# WAREHOUSE
MANAGE INVENTORY ADJUSTMENT

Provides guidance for managing adjustments to inventory items

DIRECTIONS:

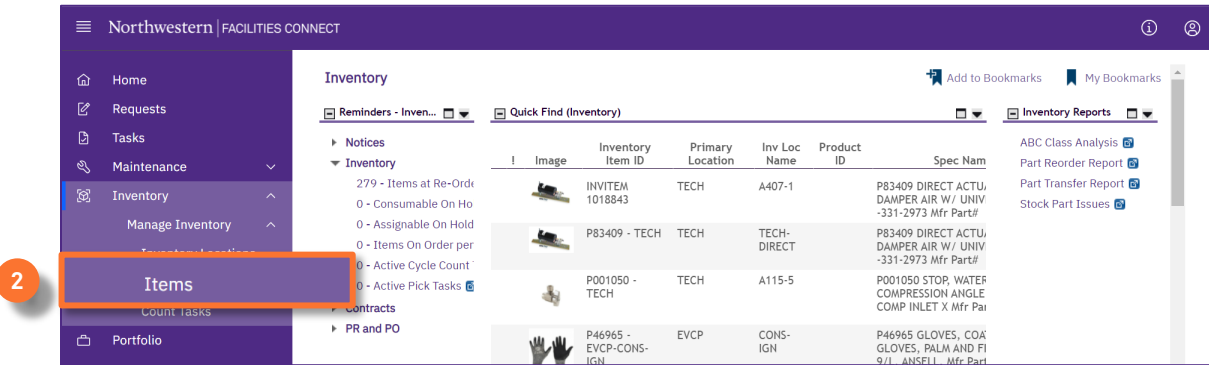**1** From the Facilities Connect Home Screen, navigate to the hamburger menu:

1a Click on the **Inventory** section drop-down arrow.

1b Click on the **Manage Inventory** section drop-down arrow.

2 From the **Manage Inventory** drop-down menu:

2 Click on **Items.**

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DIRECTIONS:

3 Upon clicking, all **Inventory Items** will display.

To find a single inventory item,

3a Type in the **Item ID** or **Item Name** to find the exact match for your review.

3b Type in your site location under **Primary Location**, it will list all inventory items at your location.

3c Click on the **Name** of the Inventory item.

3d Upon clicking, the **Inventory Item page** will open below.

3e Click the **Launch Window** button to open in a new window.

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DIRECTIONS:

4 In the Inventory Item window:

4a Click on **Revise.**

Scroll down to the Adjustments section (bottom right):
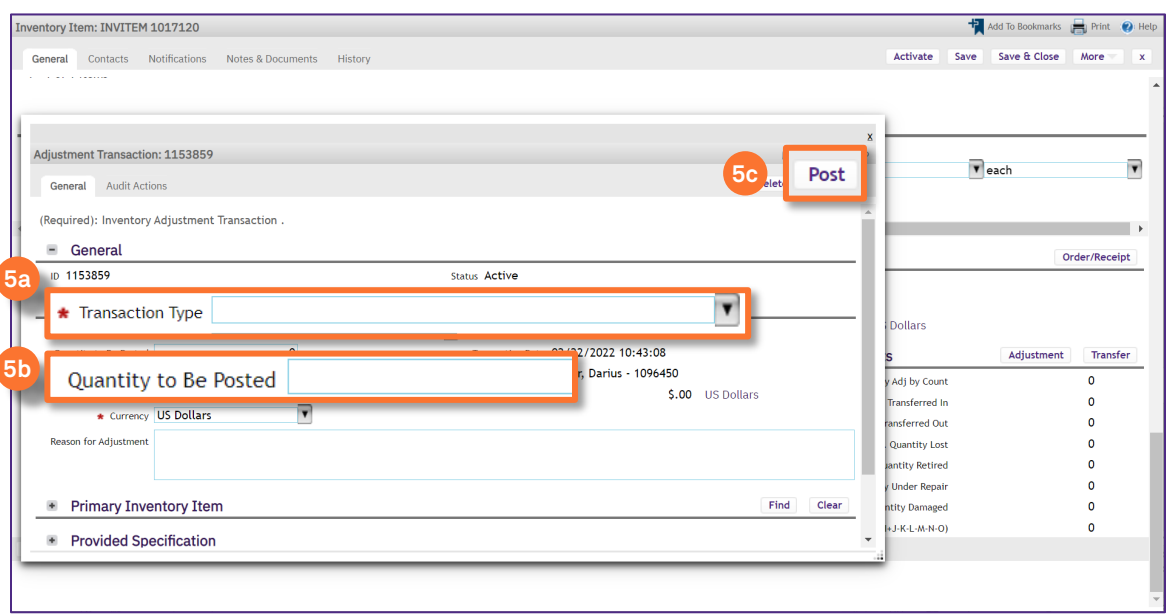
4b Click on **Adjustment.**

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DIRECTIONS:

5   Upon clicking, the **Adjustment Transaction** window opens:

5a   Choose **Transaction Type** from the list.

5b   Enter **Quantity** to be posted.

5c   Click **Post** on the top right corner.

▼ INFORMATION

Additional Reference Note for Transaction Type to use:

- ❖   **Inventory Return:** To adjust return item
- ❖   **Inventory Lost:** For items taken away
- ❖   **Inventory Damaged:** To report damaged Inventory quantity
- ❖   **Inventory Cycle Count:** For Cycle count related adjustment only
- ❖   **Inventory Repair:** Currently use it only for UOM conversion
- ❖   **Inventory Retire:** To retire inventory

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DIRECTIONS:

6 Finally, from the main Inventory Item window:

6a Click on the **History** tab.

6b Check that the adjustment entered is correct and the status is displayed as **Posted**.

7 Click on **Save & Close** to close the window.