Manage Adjustments

**PURPOSE:** Use this job aid to learn how to manage adjustments to inventory items

1. From the Facilities Connect Home Screen, hover your cursor over 1a Inventory and click on: 1b Manage Inventory drop-down arrow

2. From the Manage Inventory drop-down menu click on: 2 Items

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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3. All inventory items display. Find the item that you want to adjust. You can filter the display by entering a partial or full **Item ID** or entering a partial or full word in any of the column “Contains” text boxes and pressing Enter.

4. Click the name of the item that you want to adjust.

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5 The Inventory Item window opens. Click on:

5 Revise

6 Scroll down to the Adjustments section (bottom right). Click on:

6 Adjustment
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The Inventory Item window opens. Choose **Transaction Type** from the list, Enter **Quantity to be posted**, then click **Post** on the Right top corner

**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**

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Click on the **History Tab** to check if the adjustment entered is Correct and the status displays as **Posted**.

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