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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In the Inventory Item window:

4a Click on **Revise**.

Scroll down to the Adjustments section (bottom right):

4b Click on **Adjustment**.
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.

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:

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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.

Click on Save & Close to close the window.