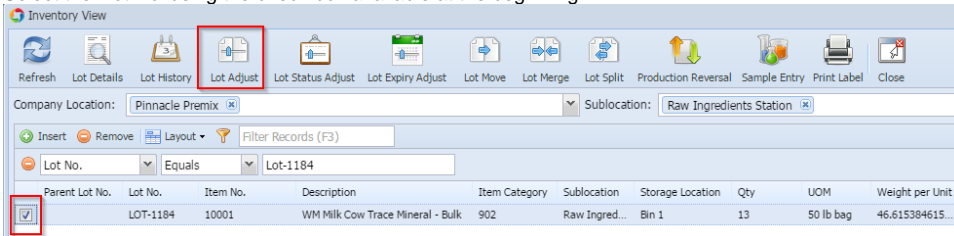


How Do I Adjust the Lot Quantity?

Follow the below steps to adjust the lot quantity.

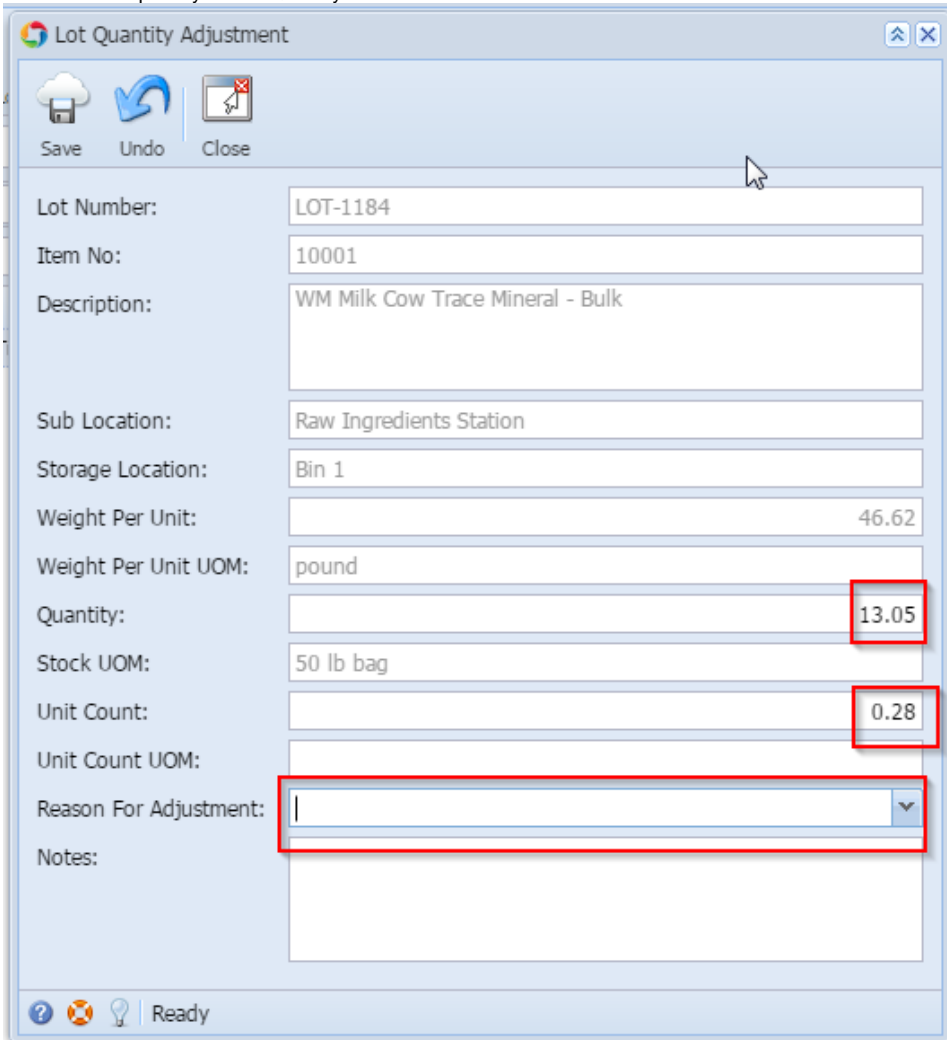
1. Find your 'Lot No' whose quantity needs to be adjusted. You can use the below link to find a lot:
[How Do I find my lot using Inventory View?](#)
2. Select the 'Lot No' using the check box available at the beginning



The screenshot shows the 'Inventory View' window. The 'Lot Adjust' button in the top toolbar is highlighted with a red box. Below the toolbar, the 'Company Location' is set to 'Pinnacle Premix' and the 'Sublocation' is 'Raw Ingredients Station'. A table lists inventory items, with the first row highlighted and its 'Lot No.' (LOT-1184) selected in a dropdown menu. The table columns are: Parent Lot No., Lot No., Item No., Description, Item Category, Sublocation, Storage Location, Qty, UOM, and Weight per Unit.

Parent Lot No.	Lot No.	Item No.	Description	Item Category	Sublocation	Storage Location	Qty	UOM	Weight per Unit
	LOT-1184	10001	WM Milk Cow Trace Mineral - Bulk	902	Raw Ingred...	Bin 1	13	50 lb bag	46.615384615...

3. Click on 'Lot Adjust' (shown in above screen)
4. Enter the new quantity under 'Quantity' column or enter the 'Unit Count'



The screenshot shows the 'Lot Quantity Adjustment' dialog box. The 'Lot Number' is 'LOT-1184', 'Item No.' is '10001', and 'Description' is 'WM Milk Cow Trace Mineral - Bulk'. The 'Sub Location' is 'Raw Ingredients Station' and 'Storage Location' is 'Bin 1'. The 'Weight Per Unit' is '46.62' and 'Weight Per Unit UOM' is 'pound'. The 'Quantity' field is '13.05' and the 'Unit Count' field is '0.28'. The 'Reason For Adjustment' dropdown is empty. The 'Notes' field is empty. The 'Save', 'Undo', and 'Close' buttons are at the top left. The status bar at the bottom shows 'Ready'.

Lot Number:	LOT-1184
Item No:	10001
Description:	WM Milk Cow Trace Mineral - Bulk
Sub Location:	Raw Ingredients Station
Storage Location:	Bin 1
Weight Per Unit:	46.62
Weight Per Unit UOM:	pound
Quantity:	13.05
Stock UOM:	50 lb bag
Unit Count:	0.28
Unit Count UOM:	
Reason For Adjustment:	
Notes:	

5. Select a 'Reason Code'
6. Click one 'Save' button
7. Entered quantity will be adjusted against the selected Lot No.