

How to Create Volume from Adjustment Volume

1. From the menu screen, go to Patronage > Volume Details. Volume screen will show.
2. Click Adjust from the toolbar of Volume screen.
3. Enter details in the screen:
 - a. Customer – Patron customer
 - b. Adjustment Date – defaulted to date today
 - c. Description
 - d. Grid Details:
 - i. Fiscal Year – fiscal year of the volume to be recorded
 - ii. Category – Patronage Category
 - iii. Qty Adjusted – quantity of volumes to adjust

Adjustment Volume -

New Save Delete Undo Close

Details

Customer: Adept Adjustment Date: 8/3/2017 Adjustment No:

Description: Sample Description

X Remove View Filter (F3)

<input type="checkbox"/> Fiscal Year*	<input type="checkbox"/> Category*	Description	Purchase/Sale	Unit/Amount	Qty Available	Qty Adjusted	New Qty
<input checked="" type="checkbox"/> 2017	LPG	LPG	Sale	Unit	0.00	100.00	100.00
<input type="checkbox"/>					0.00	0.00	0.00

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4. Click Save. Verify the changes in Volume Detail screen.