

How to Create Inventory Adjustment - Quantity Change

This type of inventory adjustment is used to adjust the stock quantity of an item.

The following will guide you on how to create this type of inventory adjustment.

1. There are 2 ways where you can create a new Inventory Shipment.
 - a. From Inventory module > click on **Inventory Adjustment** menu. The **Inventory Adjustment** search will be shown. Click **New**.

Inventory Adjustment - IA-829

Details | Activities | Attachments | Unpost Preview | Post History | Audit Log

Location: 0001-Fort Wayne Date: 08/28/2018 Adjustment Type: Item Change Adjustment No: IA-829

Description:

Items

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Item No.	New Item Description
CORN	CORN			Own		lb	1,631,258.00	-1,631,158	100.00	#2 Corn	#2 Corn

If there are no existing records yet, upon clicking Inventory Adjustment menu, it will open a new Inventory Adjustment screen.

- b. From an existing Inventory Adjustment transaction, click **New**.
2. The **Inventory Adjustment** search will be shown. Click **New**.

Inventory Adjustment

Close

Inventory Adjustment | Details

Open Selected | **New** | Export | Columns | View | Items | Categories | Commodities | Locations | Storage Units | 829 records

Location Name | Adjustment Date | Adjustment Type | Adjustment No | Description | Posted

0001-Fort Wayne	08/28/2018	Item Change	IA-829		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-828		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-827		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-826		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-825		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-824		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-823		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-822		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-821		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-820		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-819		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-818		✓
0001-Fort Wayne	08/27/2018	Lot Move	IA-817		✓
0002 - Indianapolis	08/16/2018	Item Change	IA-816		✓

3. This will open a new Inventory Adjustment screen.

Inventory Adjustment -

New | Save | Search | Delete | Undo | Print | Post | Close

Details | Activities | Attachments | Post Preview | Post History | Audit Log

Location: 0001-Fort Wayne Date: 12/28/2018 Adjustment Type: Quantity Change Adjustment No: Created on Save

Description:

Items

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity
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4. Select Location in the **Location** field.



If you would like to always use your user's Location when creating Inventory Adjustment, then setup the Default Location from the Users screen.

System Manager > Users > select your user > in the Default Location field select your default location.

The screenshot shows the 'Entity - iRely Admin' user profile form. The 'User' tab is selected. The 'Default Location' field in the 'Settings' section is highlighted with a red box and contains the value '1000-Location A'. Other fields include Username (irelyadmin), Title, Contact Method, Department, User Options (Maximum Number of Origin Screens Allowed: 3, Allow User to only Post Transactions they created, Administrator User checked, Disable User, User cannot change password, User must change password on next login), Change Password (Apply, Cancel), JIRA Username, Dashboard Role (Administrator), and Default Role (ADMIN).

The screenshot shows the 'Inventory Adjustment' form. The 'Location' field is highlighted with a red box and contains the value '0001-Fort Wayne'. The 'Date' field contains '12/26/2018'. The 'Adjustment Type' field is set to 'Quantity Change'. The 'Adjustment No' field is 'Created on Save'. The 'Items' section is empty.

5. In the Adjustment Type, select **Quantity Change**.

The screenshot shows the 'Inventory Adjustment' form. The 'Adjustment Type' field is highlighted with a red box and contains the value 'Quantity Change'. The 'Location' field contains '0001-Fort Wayne', the 'Date' field contains '12/26/2018', and the 'Adjustment No' field contains 'Created on Save'. The 'Items' section is empty.

6. Enter other relevant inventory adjustment information. See [Inventory Adjustment - Field Description](#).

7. In the grid area,

- a. Select a non-lot tracked item to be adjusted in the **Item No** field. As item is selected, all other item information will automatically be filled in like Item Description and Unit Cost.

The screenshot shows the 'Inventory Adjustment' window. The 'Location' is set to '0001-Fort Wayne' and the 'Date' is '12/26/2018'. The 'Adjustment Type' is 'Quantity Change'. The 'Items' table has one row selected: 'CORN' with a 'New Unit Cost' of '26.915305'. The 'Storage Location' is 'FG Station' and the 'Storage Unit' is 'FG Bin 1'.

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Lot Number	New Unit Cost
CORN	CORN	FG Station	FG Bin 1	Own		Bushels	1,687,157.00				26.915305

- b. Select the sub location where the item is stored in the Storage Location field.

The screenshot shows the 'Inventory Adjustment' window. The 'Location' is set to '0001-Fort Wayne' and the 'Date' is '12/26/2018'. The 'Adjustment Type' is 'Quantity Change'. The 'Items' table has one row selected: 'CORN' with a 'New Unit Cost' of '26.915305'. The 'Storage Location' is 'FG Station' and the 'Storage Unit' is 'FG Bin 1'.

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Lot Number	New Unit Cost
CORN	CORN	FG Station	FG Bin 1	Own		Bushels	1,687,157.00				26.915305

- c. Select the storage location where the item is stored in the Storage Unit field.

The screenshot shows the 'Inventory Adjustment' window. The 'Location' is set to '0001-Fort Wayne' and the 'Date' is '12/26/2018'. The 'Adjustment Type' is 'Quantity Change'. The 'Items' table has one row selected: 'CORN' with a 'New Unit Cost' of '26.915305'. The 'Storage Location' is 'FG Station' and the 'Storage Unit' is 'FG Bin 1'.

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Lot Number	New Unit Cost
CORN	CORN	FG Station	FG Bin 1	Own		Bushels	1,687,157.00				26.915305

d. In the UOM field select a Unit of Measure

The screenshot shows the 'Inventory Adjustment' window. The 'Location' is '0001-Fort Wayne', 'Date' is '12/26/2018', and 'Adjustment Type' is 'Quantity Change'. The 'Items' table has one row for 'CORN' with 'Storage Location' 'FG Station', 'Storage Unit' 'FG Bin 1', and 'Ownership Type' 'Own'. The 'UOM' field is highlighted with a red box and contains the value 'Bushels'. The 'Available Qty' is '5,585.87074' and the 'New Unit Cost' is '26.915305'.

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Lot Number	New Unit Cost
✓ CORN	CORN	FG Station	FG Bin 1	Own		Bushels	5,585.87074				26.915305

e. The Available Qty will show how the available quantity for the selected item, sub location and UOM.

This screenshot is identical to the previous one, showing the 'Inventory Adjustment' window with the 'UOM' field highlighted as 'Bushels'.

f. To adjust the Qty, you can do 1 of the 2 ways:

i. In the Adjust Qty By field enter the quantity you want added/deducted to the current available stock. The New Quantity field will then be updated.

The screenshot shows the 'Inventory Adjustment' window with the 'Adjust Qty By' field highlighted by a red box and containing the value '1000'. The 'New Quantity' field has been updated to '6,585.87074'.

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Lot Number	New Unit Cost
✓ CORN	CORN	FG Station	FG Bin 1	Own		Bushels	5,585.87074	1000	6,585.87074		26.915305

- ii. In the New Qty field enter the quantity inclusive of the new stock quantity you will add/deduct. The Adjust Qty By field will then be updated.

The screenshot shows the 'Inventory Adjustment' window. The 'Location' is '0001-Fort Wayne', 'Date' is '12/26/2018', and 'Adjustment Type' is 'Quantity Change'. The 'Items' table has one row for 'CORN' with 'Available Qty' of 5,585.87074 and 'New Quantity' of 5600. The 'Adjust Qty By' field is 14,1292599999.

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Lot Number	New Unit Cost
CORN	CORN	FG Station	FG Bin 1	Own		Bushels	5,585.87074	14,1292599999	5600		26.915305

8. Enter other relevant item information. See [Inventory Adjustment- Field Description](#).
9. Save the record and post it later or you may directly post this transaction.
- a. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x button** at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc**, i21 will prompt you if you would like to save it before closing the screen.
- b. Post Inventory Adjustment. See [How to Unpost Inventory Adjustment](#).

The screenshot shows the 'Inventory Adjustment - IA-830' window. The 'Location' is '0001-Fort Wayne', 'Date' is '12/26/2018', and 'Adjustment Type' is 'Quantity Change'. The 'Adjustment No' is 'IA-830'. The 'Items' table has one row for 'CORN' with 'Available Qty' of 5,585.87074, 'Adjust Qty By' of 100, and 'New Quantity' of 5,685.87074. The 'New Unit Cost' is 26.915305.

Item No.	Description	Storage Location	Storage Unit	Ownership Type	Lot ID	UOM	Available Qty	Adjust Qty By	New Quantity	New Lot Number	New Unit Cost
CORN	CORN	FG Station	FG Bin 1	Own		Bushels	5,585.87074	100	5,685.87074		26.915305