

How to Create Inventory Adjustment - Expiry Change

This type of inventory adjustment is used to change the expiry date for a specific lot.

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

Menu: New, Save, Search, Delete, Undo, Print, Unpost, Close

Tabs: 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	Ib		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

Menu: Close

Tabs: Inventory Adjustment, Details

Buttons: Open Selected, New, Export, Columns, View, Items, Categories, Commodities, Locations, Storage Units

Records: 830 records

Search: Location Name Contains Add Filter Clear Filters

Location Name	Adjustment Date	Adjustment Type	Adjustment No	Description	Posted
0001-Fort Wayne	12/26/2018	Quantity Change	IA-830		✓
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		✓

3. This will open a new Inventory Adjustment screen.

Inventory Adjustment -

Menu: New, Save, Search, Delete, Undo, Print, Post, Close

Tabs: Details, Activities, Attachments, Post Preview, Post History, Audit Log

Location: 0001-Fort Wayne Date: 12/26/2018 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	New Lot Number	New Unit G
----------	-------------	------------------	--------------	----------------	--------	-----	---------------	---------------	--------------	----------------	------------

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 - iRelay Admin' window with the 'User' tab selected. The 'User' sub-tab is active, displaying user details for 'irelyadmin'. The 'Default Location' field in the 'Settings' section is highlighted with a red box and set to '1000-Location A'. Other fields include Username, Title, Contact Method, Department, Change Password, JIRA Username, Dashboard Role, and Default Role.

The screenshot shows the 'Inventory Adjustment -' window. The 'Location' field is highlighted with a red box and set to '0001-Fort Wayne'. The 'Adjustment Type' is set to 'Quantity Change'. The 'Items' table is empty. The status bar at the bottom indicates 'Ready'.

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

The screenshot shows the 'Inventory Adjustment -' window with the 'Adjustment Type' field highlighted by a red box and set to 'Expiry Date Change'. The 'Items' table now has columns for 'Expiry Date' and 'New Expiry Date'.

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

