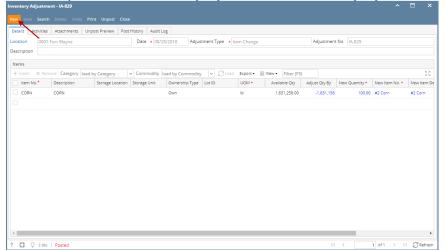
How to Create Inventory Adjustment - Expiry Change

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.

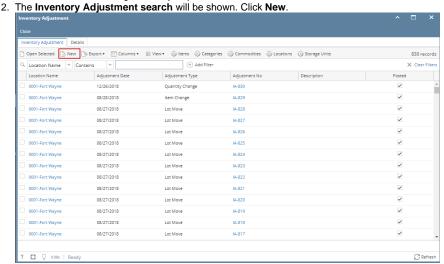
1. There are 2 ways where you can create a new Inventory Shipment.

a. From Inventory module > click on Inventory Adjustment menu. The Inventory Adjustment search will be shown. Click New.

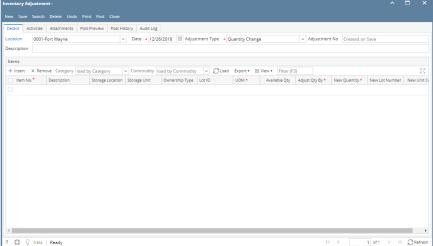


If there are no existing records yet, upon clicking Inventory Adjustment menu, it will open a new Inventory Adjustment screen.

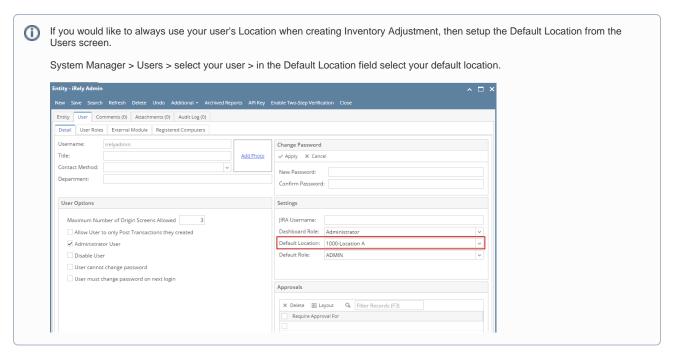
b. From an existing Inventory Adjustment transaction, click New.

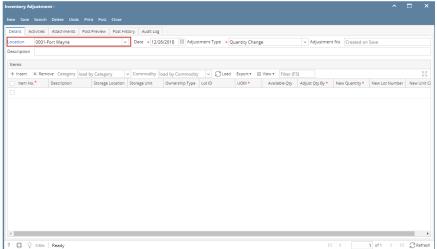


3. This will open a new Inventory Adjustment screen.

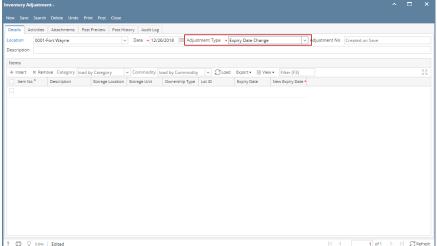


4. Select Location in the Location field.





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



6. Enter other relevant inventory adjustment information. See Inventory Adjustment - Field Description.

- 7. In the grid area,
 - a. Select a 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.
 - b. Select the sub location where the item is stored in the **Sub Location field**.
 - c. Select the storage location where the item is stored in the **Storage Location field**.
 - d. In the Lot ID field select a lot id you will adjust the expiry date.
 - e. The Expiry Date field will show the expiry date originally entered when the item > lot was received.
 - f. To adjust the Expiry Date, enter the new date on the New Expiry Date field.
- 8. 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** a t 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.

