How to Create Inventory Adjustment - Lot Status change

This type of inventory adjustment is used to change the Lot Status 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.

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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.

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3. This will open a new Inventory Adjustment screen.

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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 1 Users screen.

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

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5. In the Adjustment Type, select Lot Status Change.

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

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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.

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Location	Fort Wayne		Date * 12/20	3/2018 Aujus	tment type * Lo	ot Status Change		Adjustment No	IA-851			
Description												
Items												
+ Insert X Rem	tove Category load (by Category	Commodity /	oad by Commodit	V V GLoad	Export - BB View	v • Filter (F3)					5.7
Item No *	Description	Storage Location	Storage Unit *	Ownership Type	Lot ID *	Lot Status	New Lot Status *					
CORN-B	Corn for Blending	Raw Station	RM Silo 1	Own	L163270001	Active	On Hold					

b.

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