

How to Adjust Existing Volume from Adjustment Volume

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

The screenshot shows the 'Adjustment Volume' window. At the top, there's a menu bar with 'New', 'Save', 'Delete', 'Undo', and 'Close'. Below it is a 'Details' tab. The form fields are as follows:

- Customer: Adept
- Adjustment Date: 8/8/2017
- Adjustment No: (empty)
- Description: Sample Description

Below the form fields is a toolbar with 'X Remove', 'View', and 'Filter (F3)'. The main area contains a grid with the following columns: Fiscal Year*, Category*, Description, Purchase/Sale, Unit/Amount, Qty Available, Qty Adjusted, and New Qty.

<input type="checkbox"/>	Fiscal Year*	Category*	Description	Purchase/Sale	Unit/Amount	Qty Available	Qty Adjusted	New Qty
<input checked="" type="checkbox"/>	2017	LPG	LPG	Sale	Unit	1,000.00	500.00	1,500.00
<input type="checkbox"/>						0.00	0.00	0.00

At the bottom of the window, there's a status bar with icons for help, search, and email, followed by the text 'Edited'.

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