

How to Create Inventory Adjustment - Split Lot

This type of inventory adjustment is used to adjust an existing lot and assign it to a new or existing lot number.

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		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

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

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 Cost
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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 settings interface. The 'User' tab is selected. The 'Settings' section on the right has the 'Default Location' dropdown menu highlighted with a red box, showing '1000-Location A' as the selected option. Other fields include Username (irelyadmin), Title, Contact Method, Department, Change Password, JIRA Username, Dashboard Role (Administrator), and Default Role (ADMIN).

The screenshot shows the 'Inventory Adjustment -' screen. The 'Location' dropdown is highlighted with a red box, showing '0001-Fort Wayne'. The 'Adjustment Type' dropdown is set to 'Quantity Change'. The 'Items' table is empty.

6. In the Adjustment Type, select **Split Lot**.

The screenshot shows the 'Inventory Adjustment -' screen with the 'Adjustment Type' dropdown highlighted by a red box, showing 'Split Lot' as the selected option. The 'Location' is still '0001-Fort Wayne' and the date is '12/26/2018'.

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

7. These are several ways to adjust a lot.

- [Split Lot - Transfer of the Same Qty but the weight is different](#)
- [Split Lot - Transfer of the same Quantity and Weight to the new lot](#)