

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.

- i** 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' window. The 'User' tab is selected. On the right side, under the 'Settings' section, the 'Default Location' dropdown menu is highlighted with a red rectangle. The selected value is '1000-Location A'.

The screenshot shows the 'Inventory Adjustment -' window. The 'Details' tab is selected. The 'Location' dropdown menu is highlighted with a red rectangle and shows '0001-Fort Wayne'. The 'Adjustment Type' is set to 'Quantity Change'.

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

The screenshot shows the 'Inventory Adjustment -' window. The 'Adjustment Type' dropdown menu is highlighted with a red rectangle and shows 'Split Lot'.

7. 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](#)