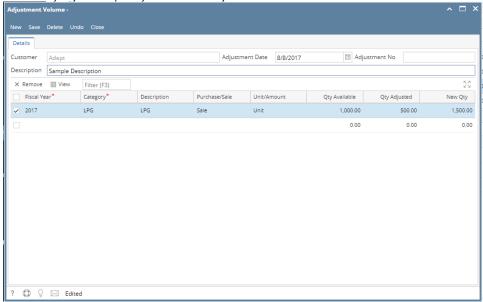
How to Adjust Existing Volume from Adjustment Volume

- 1. From the menu screen, go to Patronage > Volume Details. Volume screen will show.
- 2. Select a row in Volume Details gird.
- 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



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