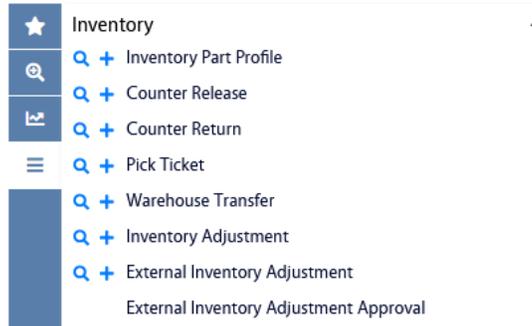
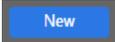


Create Inventory Adjustment

There are three types of Inventory Adjustment. The Quantity and Cost adjustment can only be done to an Inventory Part that already has a quantity and cost associated with it. The Initial adjustment can only be done on a Part that has no quantity (and thus no cost).

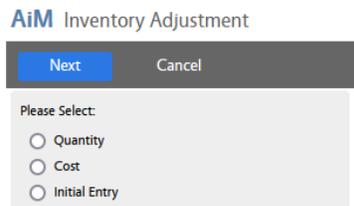
- From the menu, under **Inventory Management – Inventory Adjustment**



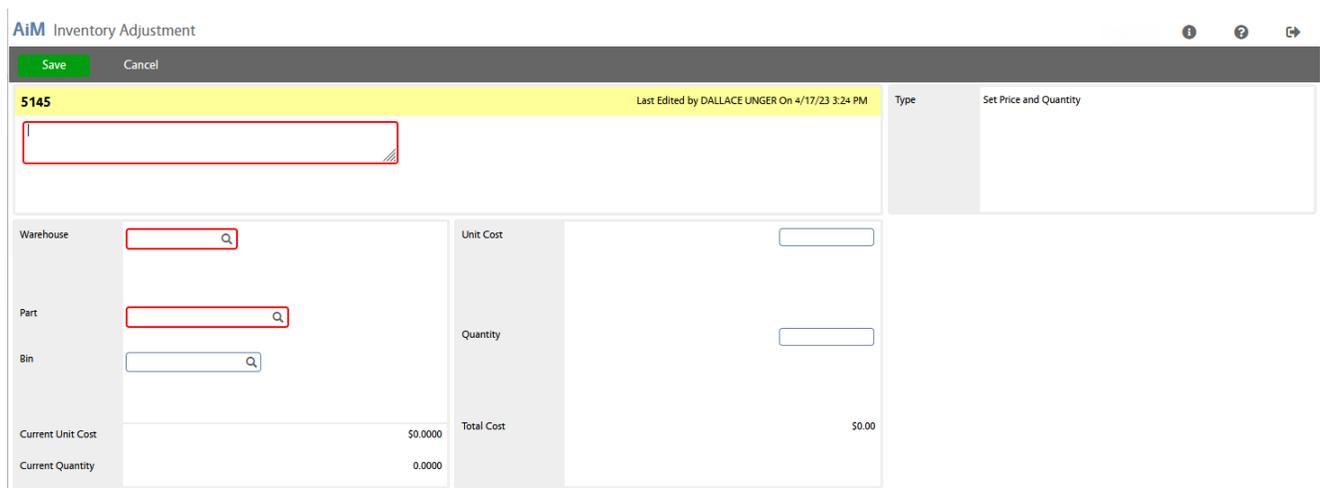
- Click Inventory Adjustment hyperlink and then click 

- Alternatively, you can click  from the menu.

- First, select the type of adjustment to be done by clicking the radio button and then click .



Note: The following the screens are the same for all three options with the exception whether the Unit Cost and/or Quantity fields can be entered. For this guide an Initial Entry, which allows both fields to be entered, will be shown.



- Enter the required **Description**. Next enter the **Warehouse**. Click  and select the warehouse you need.

AiM Inventory Adjustment

Save Cancel

5145 Last Edited by DALLACE UNGER On 4/17/23 3:24 PM Type Set Price and Quantity

INITIAL ENTRY

Warehouse STORES WAREHOUSE

Part

Bin

Unit Cost

Quantity

Current Unit Cost \$0.0000 Total Cost \$0.00

Current Quantity 0.0000

- Next enter the **Part**. Click 

AiM Inventory Part Profile

Execute Reset

Operator

Part =

Description contains

Class =

Commodity =

Item =

Type =

UOM =

Green =

- Enter the criteria for the part. Note that the search will be limited to the Warehouse already entered.

AiM Inventory Part Profile

Done Search Show All Cancel

Part #	Description	Green
P0031	SPONGE CELLULOSE P/N W3PK 12-13-281	No
P0228	BREAKERS CUTLER HAMMER 2P30A BOLT P/N CHB230 LOW TAB	No
P0483	CONDULET LB 1/2" #LB50M	No
P0500	CONDULET 1/2" COVER FOR T17 P/N 170AP	No
P0642	CORD STRAIN RELIEF 1/2KO .375-500 -TB2522	No
P0659	COUPLING GRC 1/2" FH2GRCC	No
P1139	SS3 PLATE, 3 GA SW	No
P1613	AX39, V BELT	No

- Click the Part hyperlink to select the Part.

Note: If the Part is only in one Bin, the Bin will be automatically filled in, otherwise a list of Bins will be presented and one must be selected.

The screenshot shows the 'AiM Inventory Adjustment' form. At the top, there are 'Save' and 'Cancel' buttons. Below that, a yellow header bar displays '5145' and 'Last Edited by DALLACE UNGER On 4/17/23 3:24 PM'. The form is divided into several sections:

- Initial Entry:** A text box containing 'INITIAL ENTRY' with a red border.
- Warehouse:** A dropdown menu with 'STORES' selected and a search icon.
- Part:** A dropdown menu with 'P0031' selected and a search icon.
- Bin:** A dropdown menu with 'ZZ4 06 P0031' selected and a search icon.
- Unit Cost:** A text input field containing '\$0.0000'.
- Quantity:** An empty text input field.
- Current Unit Cost:** A label with a value of '\$0.0000'.
- Current Quantity:** A label with a value of '0.0000'.
- Total Cost:** A label with a value of '\$0.00'.

8. The Unit Cost and Quantity must now be entered.

Note: If the transaction is a Cost adjustment, only the Unit Cost can be entered. Likewise, if the transaction is a Quantity adjustment, only the Quantity can be entered.

This screenshot is identical to the previous one, but with the 'Unit Cost' field now containing the value '6' and the 'Quantity' field containing the value '4'. The 'Total Cost' label now shows '\$0.00'.

9. Click 