

## Adjusting Inventory

This documentation explains how users with Cache System Administrator permissions can process inventory from two areas; the Adjust Location Inventory menu and the Location Inventory console.

### *To Adjust Non-Trackable Inventory from the Adjust Location Inventory Menu:*

1. On the main menu bar, select **Inventory > Adjust Location Inventory**.
2. Enter the complete storage Location where the adjustment is being made, or use the search function.
3. Enter the cache **Item ID** number and **Tab** out. The **Product Class** and **Unit of Measure** auto populate.
4. Select the appropriate status from the **Inventory Status** drop-down list.
5. Click **Proceed** to navigate to the **Inventory Location Details** screen.
6. From the **Inventory Location Details** screen, navigate to the **Adjust Inventory Location Details** screen.
7. Navigate to the **Modification Reasons** panel.
8. Enter the **Reason Code** from the look-up list.
9. Enter the **Reason Text** justification text for the adjustment.
10. Navigate to the **Quantity** panel.
11. Select Increase or Decrease from the **Adjust Quantity** drop-down list.
12. Enter the quantity to be adjusted.
13. Click **Save**.

### *To Adjust Trackable Inventory from the Adjust Location Inventory Menu:*

1. On the main menu bar, select **Inventory > Adjust Location Inventory**.
2. Enter the complete storage **Location** where the adjustment is being made, or use the search function.
3. Enter the cache **Item ID** number and **Tab** out. The **Product Class** and **Unit of Measure** auto populate.
4. Select the appropriate status from the **Inventory Status** drop-down list.
5. Click **Proceed** to move to the Inventory Location Details screen.
6. From the **Inventory Location Details** screen, move to the **Adjust Inventory Location Details** screen.
7. Navigate to the **Add Trackable ID's** panel.

8. Enter the **Trackable ID** using the format. For example, RMK-0148-12345.
9. Enter the **Manufacturer Serial #**. For example, 5647895.
10. Enter the **Tag Attributes** including:
  - Enter the same **Trackable ID** as in you did in Step 8.
  - Enter or select the **Manufacturing Date** from the calendar. For example, 12/01/2010.
  - Enter or select the **Date Last Tested** from calendar. For example, 11/29/2011.
  - Enter appropriate **Manufacturer Model**. For example, MKIII.
  - Enter the **Owner Unit ID**.
  - Enter the **Cache ID**. For example, CORMK.
  - Enter the **Manufacturer Name**. For example, Pacific.
11. Navigate to the **Modification Reasons** panel.
12. Enter the **Reason Code** from the look-up list.
13. Enter the **Reason Text** justification text for the adjustment.
11. Click **Save**.

### **To Adjust Non-Trackable Inventory from the Location Inventory Menu:**

1. On the main menu bar, select **Inventory > Location Inventory Console**. The search screen appears.
2. Enter the **Item ID** and click **Search**. The **Location Inventory** screen appears.
3. Click the hyperlink or check box next to **Storage Location**, then click **View Details** for inventory being adjusted. The **Inventory Details** screen appears.
4. Check the box for the appropriate line.
5. Click on **Adjust Location Inventory**. The **Adjust Inventory Location Details** screen appears.
6. Navigate to the **Modification Reasons** panel.
7. Enter the **Reason Code** from the look-up list.
8. Enter the **Reason Text** justification text for the adjustment.
9. Navigate to the **Quantity** panel.
10. Select Increase or Decrease from the **Adjust Quantity** drop-down list.
11. Enter the quantity to be adjusted.
12. Click **Save**.

### **To Adjust Trackable Inventory from the Location Inventory Menu:**

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**Note:** This process is only used for decreasing the inventory.

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1. On the main menu bar, select **Inventory > Location Inventory Console**. The search screen appears.
2. Enter the **Item ID** and click **Search**. The **Location Inventory** screen appears.
3. Click the hyperlink or check box next to **Storage Location**, then click **View Details** for inventory being adjusted. The **Inventory Details** screen appears.
4. Check the box.
5. Click on **Adjust Location Inventory**. The **Adjust Inventory Location Details** screen appears.
6. Check the box for the appropriate trackable ID you want to remove.
7. Navigate to the **Modification Reasons** panel.
8. Enter the **Reason Code** from the look-up list.
9. Enter the **Reason Text** justification text for the adjustment.
10. Click **Save**.