

Adjust Inventory

This job aid includes instructions on how to adjust location inventory, document item disposal, document inventory adjustments, and document discrepancies in non-accountable items.

Adjust Location Inventory

1. Select **Adjust Location Inventory** from the Inventory menu
2. Select the **Location** to adjust
3. Select the **Item ID** to adjust
4. Select the **Inventory Status** (e.g. RFI)
5. Click **Proceed**
6. Give the **Reason Code**
7. Give the Adjustment direction and quantity
8. Click **Save**.

Document Item Disposal

The purpose of this task is to show you how to adjust location inventory details:

1. Select **Adjust Location Inventory** from the Inventory menu
2. Enter your search criteria and click the **Search** button
3. Select a specific record
4. Select **Item Details**
5. Select **Adjust Location Inventory Details**
6. Select **Decrease By** and enter the quantity
7. Lookup valid disposal codes under modification reason and **select the appropriate disposal code**
8. Select **Save**

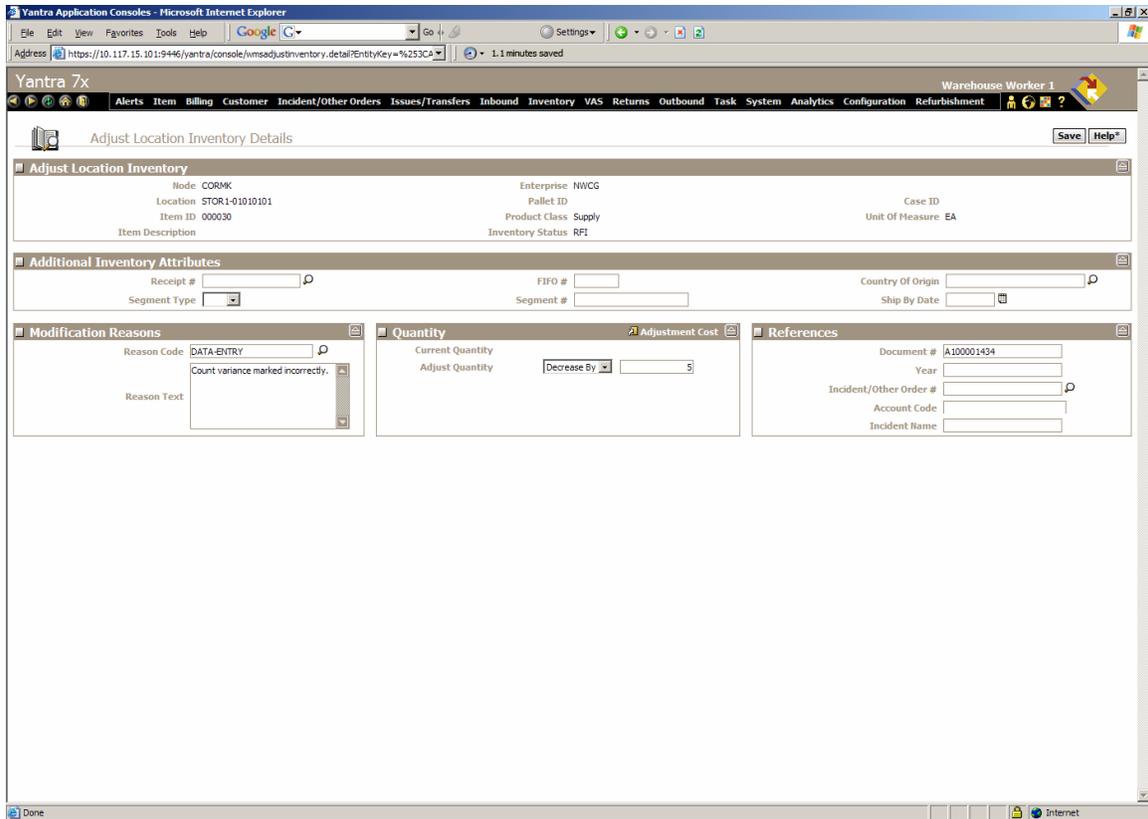
Refer to the Adjust Location Inventory Details screen below for reference.

Document Inventory Adjustments

Follow these instructions if you need to adjust inventory in the system due to a count variance or initial data load (or any other reason).

1. Select **Adjust Location Inventory** from the Inventory menu
2. Enter your search criteria and click the **Search** button
3. Select a specific record
4. Select **Location Inventory Details**
5. Select **Increase By or Decrease By**, depending on circumstances
6. Enter the amount you want to increase/decrease by
7. Lookup valid disposal codes under modification reason and **select the appropriate modification code**
8. Select **Save**

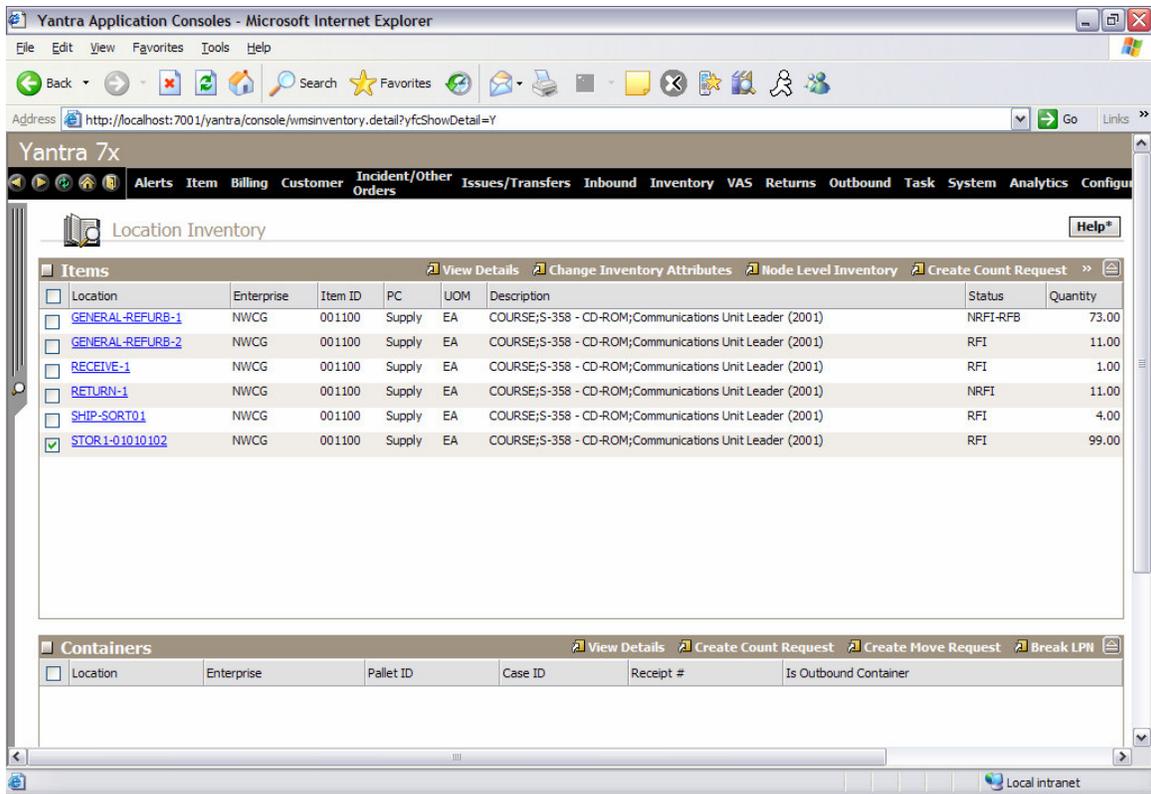
Refer to the Adjust Location Inventory Details screen below for reference.



Document Discrepancies in Non-Accountable Items

1. Select **Location Inventory Console** from the Inventory menu
2. Enter the **Item ID** you would like to change attributes for
3. Click the **Search** button

The Location Inventory screen displays a list of the locations in which the item searched for is currently being stored, along with quantity in that location and several other details, as shown below:



4. Select the location for which you would like to change the Inventory Attributes
5. Click the **Change Inventory Attributes** button (ICBS displays the Change Location Inventory Attributes screen below)
6. Change the attributes that you would like changed
7. Lookup valid reason codes under Audit Reason and **select the appropriate reason code**
8. Select **Save**

The attributes are now changed.

Change Location Inventory Attributes

Save Help Close

Location Inventory

Node CORMK
Location STOR1-01010102 Pallet ID Case ID
Enterprise NWCG Item ID 001100 Unit Of Measure EA
Item Description COURSE;S-358 - CD-ROM;Communications Unit Leader (2001)

Location Inventory Attributes

Additional Criteria	Old Value	New Value
Product Class	Supply	<input type="text"/>
Inventory Status	RFI	<input type="text"/>
Country Of Origin	<input type="text"/>	<input type="text"/>
Ship By Date	<input type="text"/>	<input type="text"/>
Segment Type	<input type="text"/>	<input type="text"/>
Segment #	<input type="text"/>	<input type="text"/>
Trackable ID #	<input type="text"/>	<input type="text"/>
Receipt #	<input type="text"/>	<input type="text"/>
FIFO #	0	0
Quantity	<input type="text"/>	<input type="text"/>

Audit Reason

Reason Code

Reason Text

References

Document #

Incident/Other Order #

Account Code

Name

Year