

DAC Inventory Adjustments - Item Quantity Method

The following steps are used to adjust the inventory quantities of items, but only by users who maintain quantities by item only (not at location levels).

1. From the Main Operations Menu, select #4 (Inventory System), and press Enter.
2. Select #1 (Inventory Control), and press Enter.
3. Select #1 (Inventory Batch Entry), and press Enter.
4. Press F10 (Create Batch).
5. Tab to the Batch Count field, type 1 or the number of transactions you plan to enter in the batch, and press field +.
6. Tab to the Default Type field, and type A.
7. With the cursor on Reason, enter the reason for the adjustment in one of these ways:
 - Type the reason's code, and press Enter.
 - Press F4 to search for a reason for the adjustments, type X to select the reason, and press Enter.
8. Press F5 (Heads Down Entry), and press Enter to confirm.
9. Type the item number for the Item field, and press field +.
10. Type the adjustment quantity for the Qty field, press field + to increase inventory (or press field - to decrease inventory), and press Enter.
11. Repeat step 9 and step 10 until all the adjustment transactions are entered in the batch.
12. Press F10 (Mark Batch For Post).
13. Press F3 and return to the Inventory Batch Entry screen, and tab to the Batch Quantity field.
14. Type the total for the Batch Quantity field as it appears under Actual, and press field + or field - as necessary.
15. Type the total for the Batch Count field as it appears under Actual, and press field +.
16. Press Enter.
17. Press F10 to post, and press Enter to confirm. An inventory posting control report will print.
18. Repeat steps 4 through 17 to create another batch, or press F3 to exit.