

Standard Operating Procedure

Provisions – Inventory Adjustments & Transfers

1. Click Inventory → Inventory Transaction Entry
2. Select Transaction Type from the drop-down menu.

Withdrawal – DO NOT USE!

Adjustment – This alters the quantity of product on the shelf.

Cost – This changes the cost of product on the shelf. This is used if a PO is received at the wrong price.

Transfer – Moves product from one item number to another.

The screenshot shows the 'Inventory Transaction Entry' form. The 'Transaction Type' dropdown menu is open, showing options: '<select Type>', 'Withdrawal', 'Adjustment', 'Cost', and 'Transfer'. The 'Adjustment' option is highlighted. Other fields include 'Item Number', 'Description 1', 'Description 2', 'Stock U/M', 'Part Code', 'Reference', 'Date' (00/00/00), 'Quantity' (.000000), 'Cost' (0.0000), 'Pricing U/M', and 'Location'.

3. Adjustment

Item Number: Enter the item number you want to adjust.

The descriptions, stock U/M, and Part Code will auto-populate.

Reference: Add your initials in all CAPS.

The screenshot shows the 'Inventory Transaction Entry' form with the 'Transaction Type' set to 'Adjustment'. The following fields are circled in orange: 'Reference', 'Quantity', 'Adjust Code', 'Location', and 'Lot Number'. Other fields include 'Item Number' (550100), 'Description 1' (FISH COD LOIN 10#/BX), 'Description 2', 'Stock U/M' (LB), 'Part Code' (A), 'Date' (03/22/23), 'Weight' (.0000), 'Cost' (9.9500), 'Pricing U/M' (LB), and 'Lot Number'.

Quantity: Fill in the amount of product that you are adjusting. If you're adding product, enter a number. If you're subtracting product, use a minus sign (-) before the number.

Weight: Enter an exact weight if the number is set up by LBS.

Cost: Keep cost the same.

Adjust Code: Choose one of these codes from the drop down list -

Adj Code	Description
ACPT	PO ACCEPT ERROR
COST	COST ADJUSTMENT
DISP	DISPO (DAMAGE/EXPIRED/OC)
DONA	DONATION - OOC
LOST	MISSING PRODUCT
PHYS	PHYSICAL INVENTORY
QNTY	QUANTITY ADJUSTMENT
SMPL	SAMPLE
TSFR	Transfer
WGHT	WEIGHT ADJUSTMENT

Location: Keep the same location or move the product to a new location if you have accurate information.

Lot Number: Click the magnifying glass and pick the correct Lot Number to adjust. If product is spread over two lots, you will have to make multiple, separate adjustments.

Press Write to complete the transaction.

4. Cost

Item Number: Enter the item number you want to adjust.

The descriptions, stock U/M, and Part Code will auto-populate.

Reference: Add your initials in all CAPS.

Cost: Enter the new cost by choosing one of these options (See Cost Type buttons)

Cost Type

Adjustment

☒

Value

☐

Fixed

☐

Adjustment – Product is \$0.20/lb less than the amount accepted on the PO. The cost adjustment is -\$0.20.

Value – Product incurred a \$100/pallet added expense. This option adds \$100 Value and distributes the amount over the total quantity of product. \$100 goes into the Cost field.

Fixed – This allows you to enter the new cost of all product in stock. Cost changes from \$8.75 to \$8.90. Enter \$8.90 into the cost field.

Adjust Code: Choose one of these codes from the drop-down list -

Adj Code	Description
ACPT	PO ACCEPT ERROR
COST	COST ADJUSTMENT
DISP	DISPO (DAMAGE/EXPIRED/OC)
DONA	DONATION - OOC
LOST	MISSING PRODUCT
PHYS	PHYSICAL INVENTORY
QNTY	QUANTITY ADJUSTMENT
SMPL	SAMPLE
TSFR	Transfer
WGHT	WEIGHT ADJUSTMENT

Location: Keep the same location or move the product to a new location if you have accurate information.

Press Write to complete the transaction.

Item Number: Transaction Type:

Description 1:

Description 2:

Stock U/M: Part Code:

Reference:

Date:

Cost: Pricing U/M:

Adjust Code:

Location:

5. Transfer

Item Number: Transaction Type:

Description 1: Apply to Shrinkage ☐

Description 2:

Stock U/M: Part Code:

Reference:

Date:

Quantity: Weight:

Cost: Pricing U/M:

Lot Number:

Transfer From:

Transfer To: In Transit ☐

To Item: To Lot:

Description:

To Quantity: Weight:

To Item Cost: Yield %:

Quantity

	CURRENT	+/-	RESULT
Beginning:	0.0000		0.0000
Receipt:	2.0000		0.0000
Withdrawal:	2.0000		0.0000
Adjustment:	0.0000		0.0000
Committed:	3.0000		0.0000
On Hand: <input checked="" type="checkbox"/>	0.0000		0.0000
Available:	3.0000-		0.0000
On Order:	0.0000		0.0000
Actual Cost:	2.2000		0.0000
MTD Usage:	2.0000		0.0000
YTD Usage:	2.0000		0.0000
Containers:	1.0000		0.0000

Item Number: Enter the item number you want to adjust.

The descriptions, stock U/M, and Part Code will auto-populate.

Reference: Add your initials in all CAPS.

Quantity: Fill in the amount of product that you are adjusting. If you're adding product, enter a number. If you're subtracting product, use a minus sign (-) before the number.

Weight: Enter an exact weight if the number is set up by LBS.

Cost: Keep cost the same.

Lot Number: Click the magnifying glass and pick the correct Lot Number to adjust. If product is spread over two lots, you will have to make multiple, separate adjustments.

Transfer From will auto-populate

Transfer Options:

Transfer To – Choose a location

To Item – Pick another item to move this stock to

To Lot – To another lot

Quantity, Weight, Item Cost, and Yield will auto-populate from information within item setup.

Quantity tally – This graphic shows the transaction and how it affects stock levels.

Press Write to complete the transaction.