## Standard Operating Procedure Provisions — Inventory Adjustments & Transfers

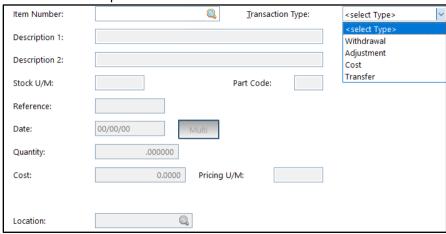
- 1. Click Inventory → Inventory Transaction Entry
- 2. Select Transaction Type from the drop-down menu.

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.

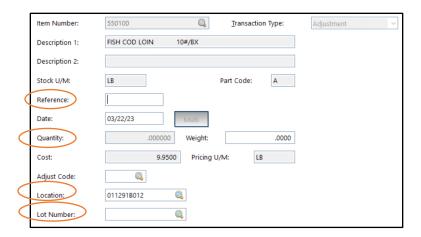


## 3. Adjustment

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.



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.

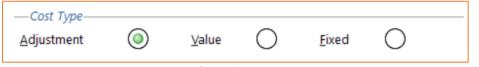
## 4. Cost

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)



**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:	Iransaction Type: Cost
Description 1:	
Description 2:	
Stock U/M:	Part Code:
Reference: Date:	00/00/00
Cost: Adjust Code:	0.0000 Pricing U/M:
Location:	Q

## 5. <u>Transfer</u>

Item Number:	524060 Transaction Type: Transfer				
Description 1:	CHICKEN BROILER 3.5-4# B&E Apply to Shrinkage				
Description 2:	BELL & EVANS 10/CS				
Stock U/M:	CS Part Code: P	—Quantity———	CURRENT	+/-	RESULT
Reference:		Beginning:	0.0000		0.0000
Date:	03/22/23 Multi	Receipt:	2.0000		0.0000
Quantity:	.000000 Weight: .0000	Withdrawal:	2.0000		0.0000
Cost:	2.2000 Pricing U/M: LB	Adjustment:	0.0000		0.0000
Cost	Lieboo Francis Offin	Committed:	3.0000		0.0000
		On Hand:	0.0000		0.0000
		Available:	3.0000-		0.0000
Lot Number:	Q.	On Order:	0.0000		0.0000
Transfer From:	Q	Actual Cost:	2.2000		0.0000
Transfer To:	Q In Transit	MTD Usage:	2.0000		0.0000
To Item:	Q To Lot: Q	YTD Usage:	2.0000		0.0000
		Containers:	1.0000		0.0000
Description:					
To Quantity:	.000000 Weight: .0000				
To Item Cost:	0.0000 Yield %: .0				

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.