

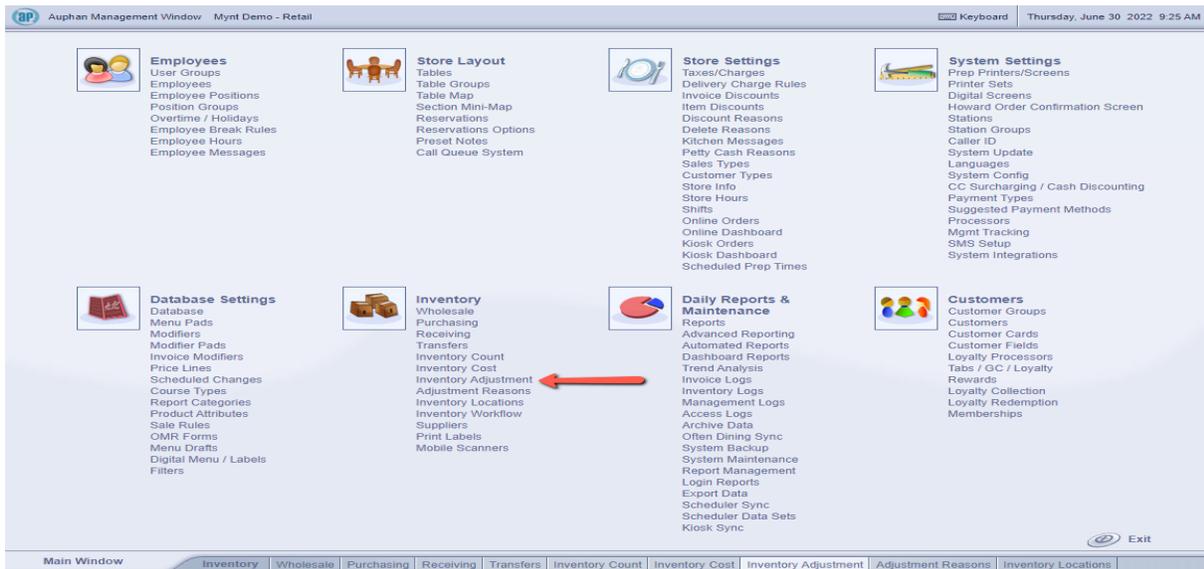
# Inventory Adjustments

This is a step-by-step guide on how to use the Inventory Adjustments feature in the Auphan Software. Inventory Adjustments can be used to adjust item inventory counts in the event goods are damaged, stolen, or any reason you can think of.

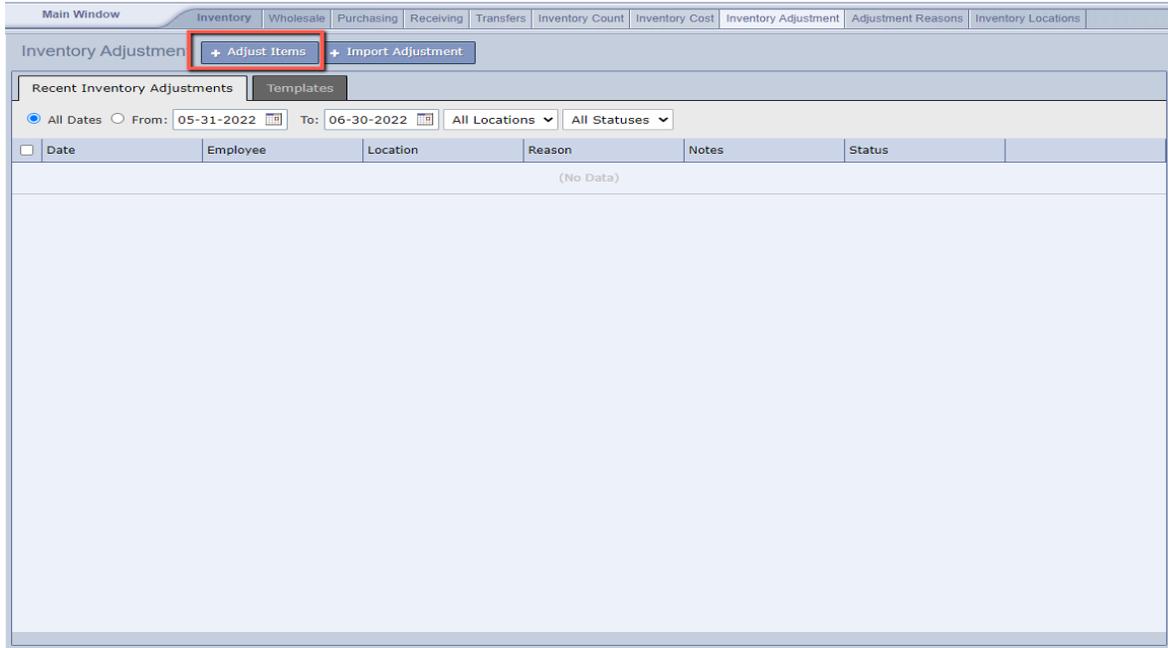
1) Go to "Management".



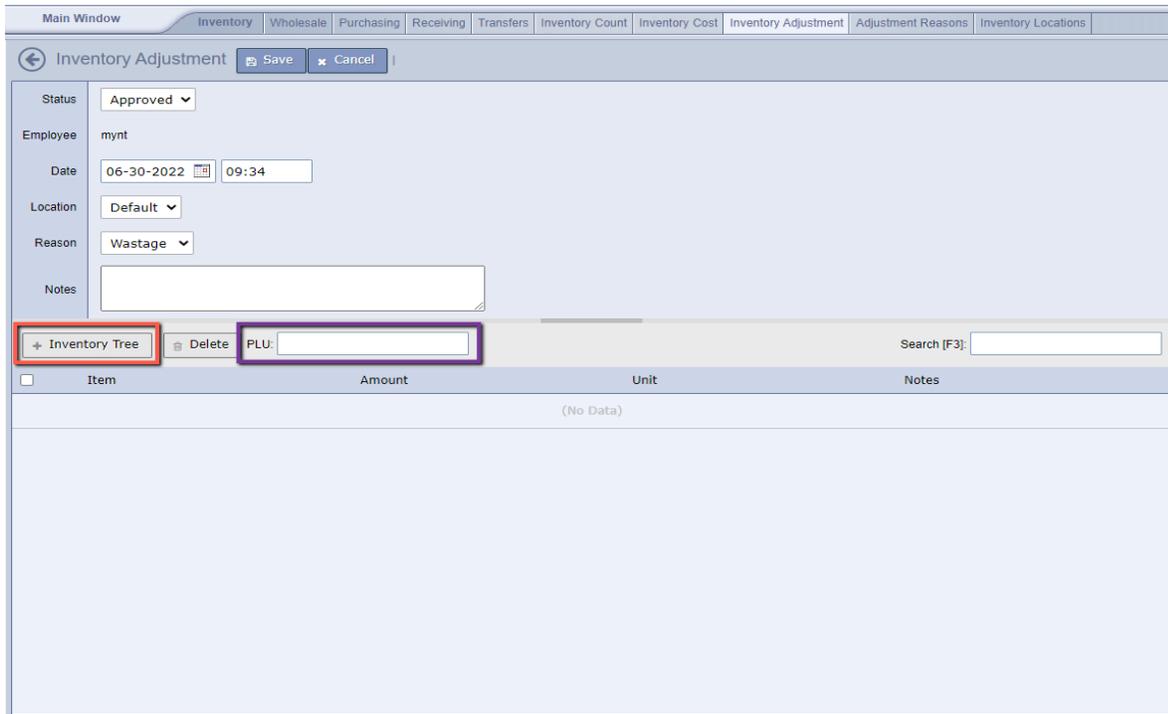
2) Go to "Inventory Adjustment" under the Inventory header.



3) Use the “+ Adjust Items” in the top left corner.



4) This is a blank inventory adjustment. You can use the “+ Inventory Tree” to bring up your full inventory / database with categories and items. If you prefer to scan the items in without looking them up (assuming they have a barcode), you can press in the “PLU” box and scan your item to add it to the inventory adjustment.



- This is the Inventory Tree option, where you can go through the categories and select the items.

The screenshot shows a software interface for an Inventory Adjustment. A dialog box titled "Inventory" is open, displaying a search field and a checked option for "Flat View (Ignored on Root)". On the left, there is a tree view of categories including Root, Cakes & Snacks, Candy, Car Products, Chips, Cigarettes, Cigars, Cleaning Products, Coffee & Hot Drinks, Crackers, Disposable Vapes, Drinks, Electronics, Food, Grilling and Fire, Gum, HBA, Ice, and Ice Cream. On the right, a table lists items with columns for SKU, Name, Category, and Supplier SKU. A red box highlights the "SKU" column header in the table.

SKU	Name	Category	Supplier SKU
	Auto-close Prepaid		
015855100201	Buffalo Bills Jerky Hickory		
015855100317	Buffalo Bills Jerky spicy		
015855100300	Buffalo Bills Teriyaki		
792554701037	Clear Eyes		
037000397137	Dawn Dish Soap		
	eGift		
	eReload		
	eReload External		
840124110724	Fun Factory Push-n- Pop		
	GC Close		

- The other option is to just scan the barcode to add it

Main Window | Inventory | Wholesale | Purchasing | Receiving | Transfers | Inventory Count | Inventory Cost | Inventory Adjustment | Adjustment Reasons | Inventory Locations

Inventory Adjustment | Save | Cancel

Status: Approved  
Employee: mynt  
Date: 06-30-2022 09:34  
Location: Default  
Reason: Wastage  
Notes:

+ Inventory Tree | Delete | PLU: 718103266000 | Search [F3]:

Item	Amount	Unit	Notes
(No Data)			

Main Window | Inventory | Wholesale | Purchasing | Receiving | Transfers | Inventory Count | Inventory Cost | Inventory Adjustment | Adjustment Reasons | Inventory Locations

Inventory Adjustment | Save | Cancel

Status: Approved  
Employee: mynt  
Date: 06-30-2022 09:34  
Location: Default  
Reason: Wastage  
Notes:

+ Inventory Tree | Delete | PLU: | Search [F3]:

Item	Amount	Unit	Notes
Jumbo Paper Clips	0	Unit	

5) Once the item(s) are added, you will see a few numbers.

- The “**Amount**” is the number of items you’d like to adjust. If you were reporting some lost due to theft, you’d have a negative in front of it. If you were reporting a recovery of items, you’d just use a positive number.
- The “**Unit**” portion is where you can designate how much the stock / purchase unit cost. An example of this would be if you purchased beers by the case, and stock them by the bottle. You would be able to fill out how much a case cost as opposed to a single bottle.
- “**Notes**” is where you can plug in any notes you’d like. Maybe note the date, or what happened, or leave it blank.
- “**Reason**” is where you can designate the reason for the adjustment. The default options are “Wastage”, “Theft”, and “Recovery”. You can add to these reasons if you’d like

The screenshot displays the 'Inventory Adjustment' window. The 'Reason' dropdown menu is set to 'Theft'. The 'Amount' field for the item 'Jumbo Paper Clips' is set to -10. The 'Unit' field is set to 'Unit'. The 'Notes' field is empty.

Item	Amount	Unit	Notes
Jumbo Paper Clips	-10	Unit	

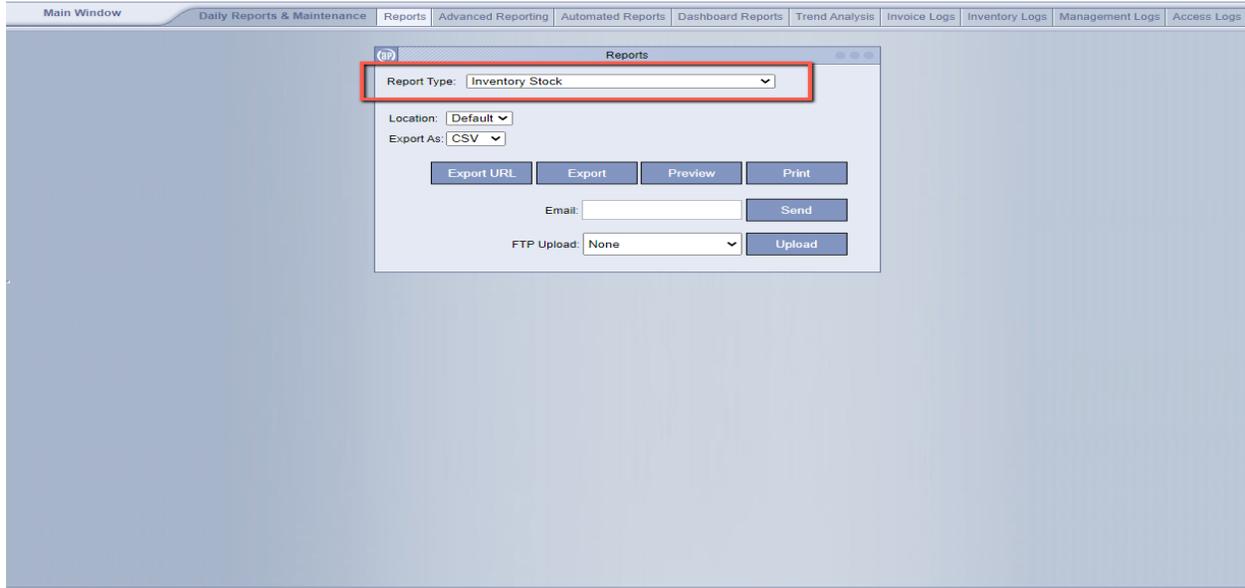
- 6) After the items are added with their respective adjustment and unit, you can use the “Save” button in the top left corner.

Item	Amount	Unit	Notes
Jumbo Paper Clips	-10	Unit	
5 Hour Energy- Grape	-5	Unit	
5 Hour Energy- Berry	-8	Unit	
5 Hour Blue Raspeberry	-7	Unit	
1 Liter Propel Berry	-3	Unit	
<input checked="" type="checkbox"/> 1 Liter Propel Kiwi strawberry	-5	Unit	

- After they are saved, you can see all your inventory costs here, in the event you need to go back and check or print them off.

Date	Employee	Location	Reason	Notes	Status	View
Jun 30, 2022	mynt	Default	Theft		Approved	View

- 7) After this is complete, your inventory quantities are now updated for those item(s). You can verify this by running a “Inventory Stock” report or going into the order / sales screen and seeing the quantity on the items.



5 Hour Energy			
5 Hour Energy- Raspberry	0.00	0.00	4.00
5 Hour Energy- Berry	0.00	0.00	3.00
5 Hour Energy- Grape	20.00	0.00	3.00
5 Hour Energy- Orange	25.00	0.00	0.00
5 Hour Energy- Peach-Mango	0.00	0.00	0.00
5 Hour Energy- Pomegranate	0.00	0.00	0.00
5 Hour Energy- Watermelon	0.00	0.00	0.00
Stacker 2	0.00	0.00	0.00
Stacker 2 VPLC	0.00	0.00	0.00
Stacker 3	0.00	0.00	0.00
Stacker 3 VPLC	0.00	0.00	0.00
Transfer	0.00	0.00	0.00
<b>Total</b>	<b>45.00</b>		

8) If you want to add or change any of the adjustment reasons, you can go back into "Management"



9) Go to "Adjustment Reasons".



10) This is the adjustment reasons screen. Here, you can see the default ones that are set up. If you want to change any of these, you can click on it, change the wordage, then save in the top left. If you want to add a new one, you can use the “Add” button at the top, then type in the wordage you would like, then save.

The screenshot shows a software interface for managing adjustment reasons. The window title is "Main Window" and the current tab is "Adjustment Reasons". The interface includes a header bar with the following tabs: Inventory, Wholesale, Purchasing, Receiving, Transfers, Inventory Count, Inventory Cost, Inventory Adjustment, Adjustment Reasons, and Inventory Locations. Below the header, there are three buttons: "Save", "+ Add", and "Delete". The main area contains a list of adjustment reasons, each with a checkbox on the left and a text input field on the right. The listed reasons are: English, Wastage, Theft, and Recovery. The "English" checkbox is checked, while the others are unchecked. The text input fields are empty.

- Now, any new reasons or changes you make will be available when you do an inventory adjustment.