Increasing/Decreasing Quantity Available for an Item

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SYSTEM POLICIES
The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Increasing/Decreasing Quantity Available for an Item

Increasing/Decreasing Quantity Available for an Item Overview

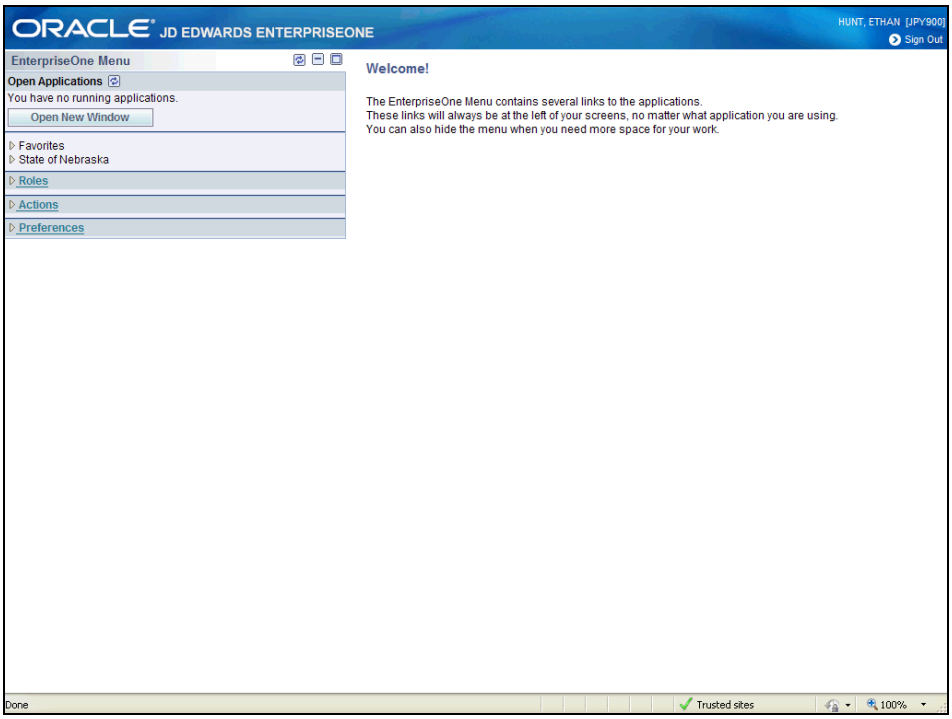
You can enter adjustments to increase or decrease the on-hand quantity of inventory items in a branch/plant without conducting a complete physical inventory. This is useful when there is a discrepancy between the item count that was recorded for a location and the actual shelf count.

The system automatically creates journal entries each time transactions are generated that will affect the general accounting system. However, please note that the general accounting system will not be affected until the journal entries are posted. Please refer to the work instructions to Review and Post Journal Entries.

Increasing/Decreasing Quantity Available for an Item Lesson

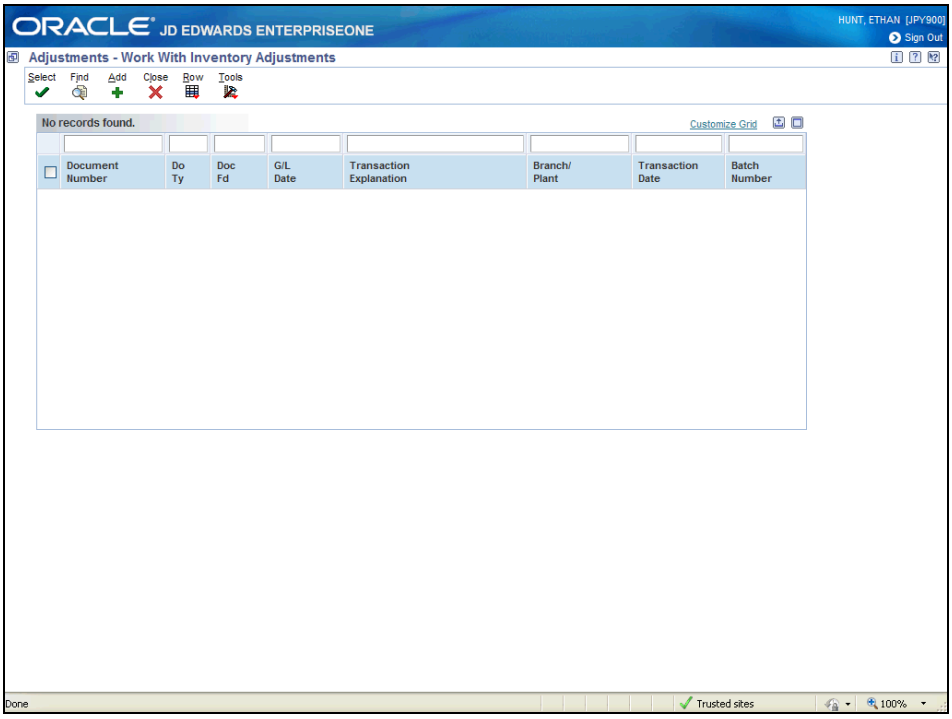
Procedure

In this lesson you will learn how to increase or decrease the quantity available for an item.

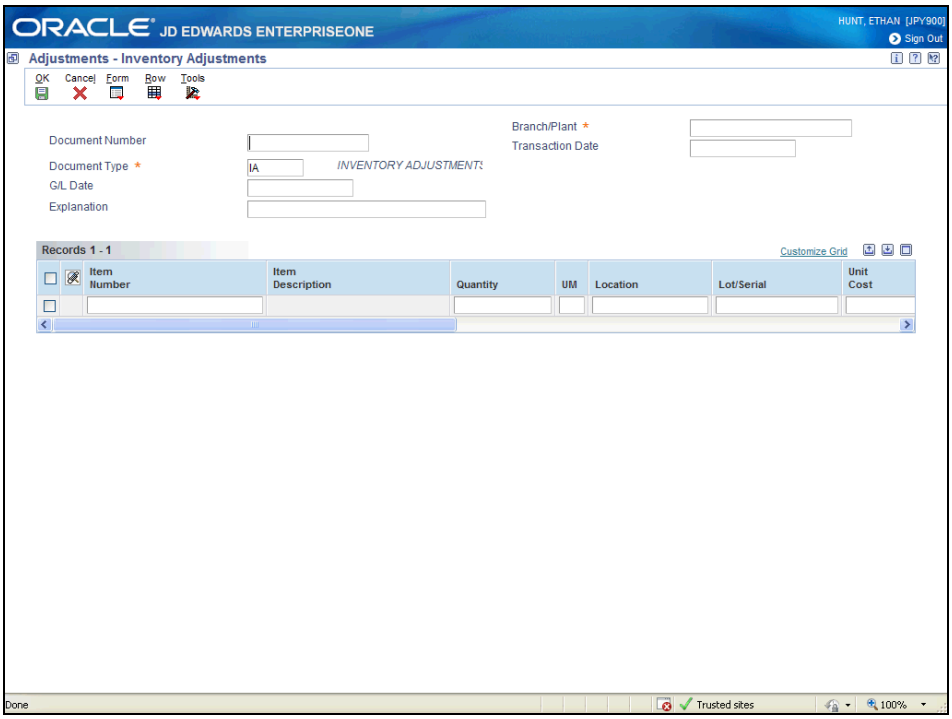


Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Inventory** link. Inventory

Step	Action
3.	Click the **Inventory - Agencies** link. Inventory - Agencies
4.	Click the **Warehouse Item Transactions** link. Warehouse Item Transactions
5.	Click the **Adjustments** link. Adjustments

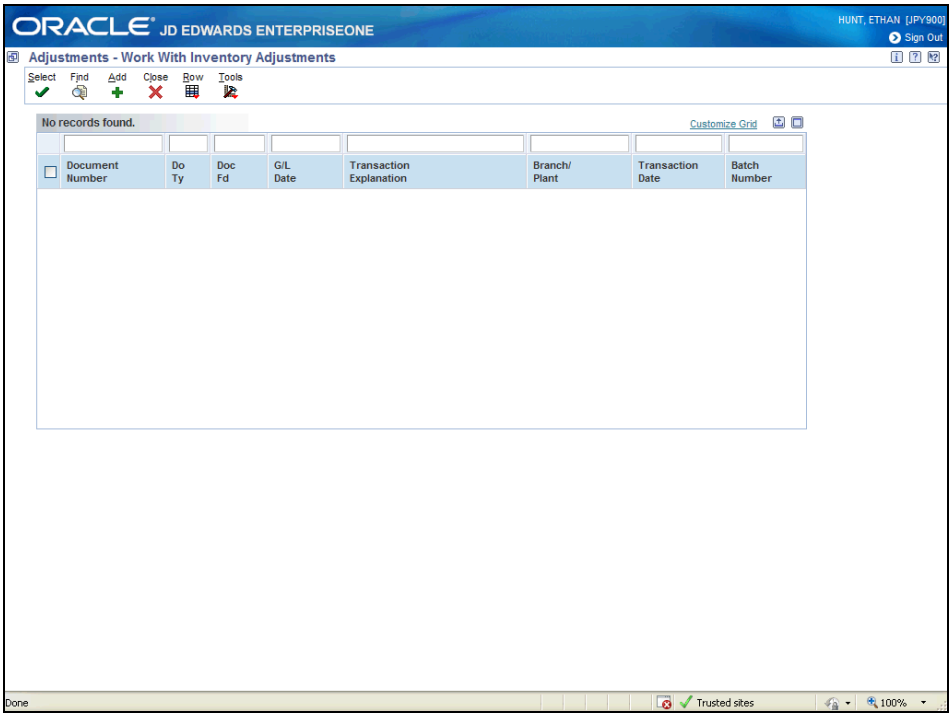


Step	Action
6.	Click the **Add** button. +



Step	Action
7.	Click in the **Branch/Plant** field.
8.	Enter the branch plant into the **Branch/Plant** field.
9.	**Transaction Date** – defaults to current date.
10.	**Document Number** – system assigns
11.	**Doc Type** – system defaults (IA – Inventory Adjustments).
12.	**G/L Date** – defaults to current date.
13.	Click in the **Explanation** field.
14.	Enter an explanation into the **Explanation** field.
15.	Click in the **Item Number** field.
16.	Enter the item number into the **Item Number** field.
17.	Click in the **Quantity** field.
18.	Enter a positive number to increase and a negative number to decrease into the **Quantity** field.
19.	Click in the **Location** field.

Step	Action
20.	Enter the location into the **Location** field.
21.	Click the **OK** button.
22.	Record the **Previous Document Number** and **Document Type** if desired for future use.
23.	Click the **Cancel** button.



Step	Action
24.	Click the **Close** button.
25.	You have successfully completed this lesson. **End of Procedure.**