



Quantity Adjustments

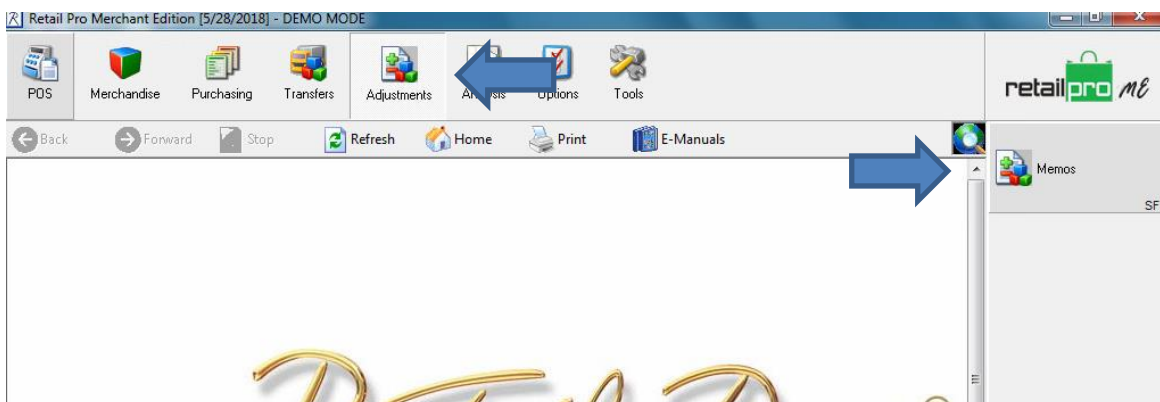
Version 8

<https://youtu.be/bgQ9MJXs6iA>

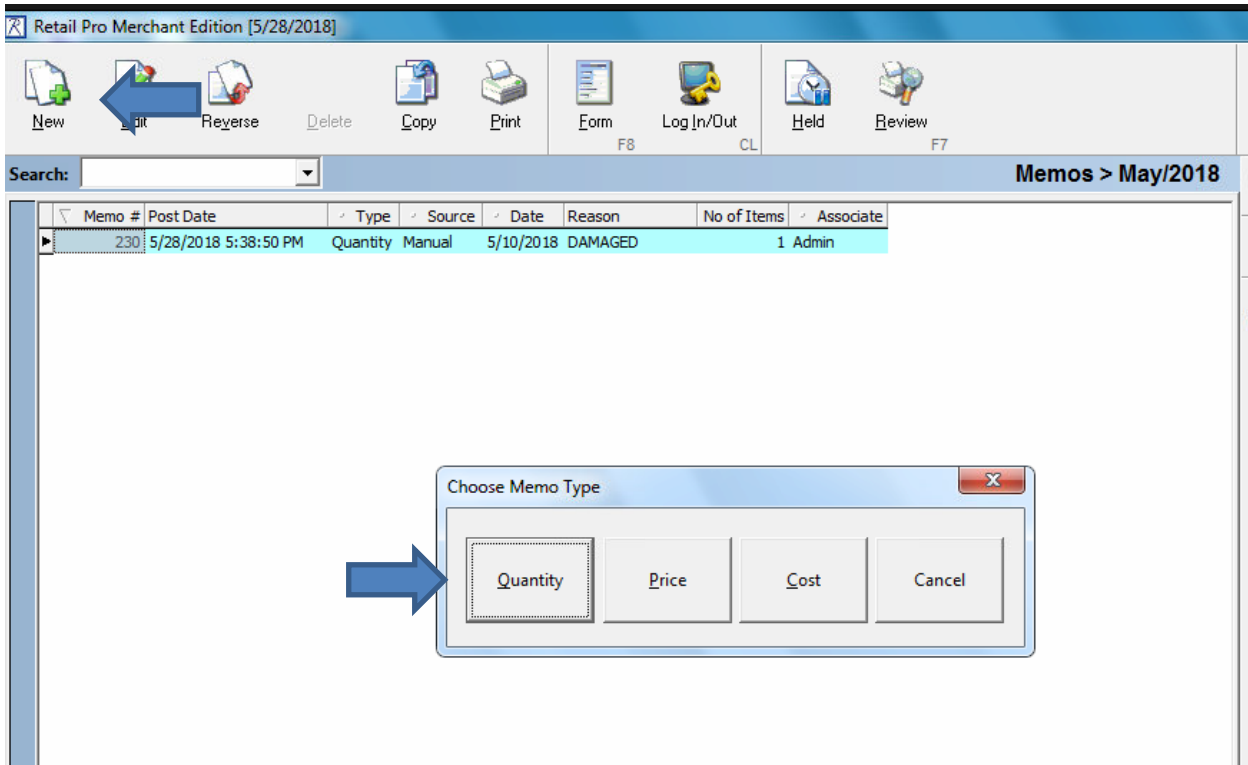
Quantity Adjustments are a key component to keeping an accurate inventory. Retail Pro offers an independent document to track changes in quantities outside of Receipts and Vouchers. These Quantity Adjustments allow you to change an items quantity in case of damage, theft or a shortage/overage during a physical inventory.

To create an Adjustment Memo:

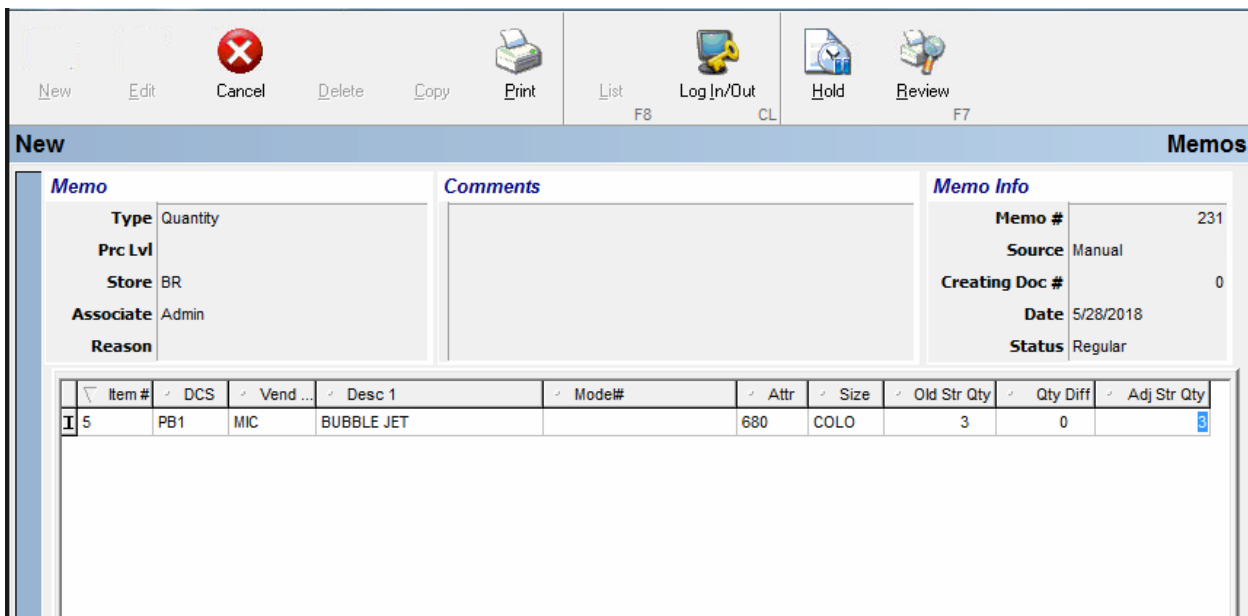
- 1) Go to Adjustments and Memos from the home screen of Retail Pro.



2) Then create a new Adjustment Memo. Choose Quantity when prompted for what type of memo.



3) Add the items to the adjustment memo that you are adjusting. There are 3 fields to notice on the quantity screen. The Old Str Qty is the current on hand of the item. The Adj Str Qty is the new on hand quantity. The Qty Diff is the difference between the current on hand and the new on hand.



4) You can change the quantity for the current item in either by putting in the new quantity into the Adj Str Qty column or by entering the difference of the new quantity and old quantity in the Qty Diff column. For

example, if the current quantity is 5 and two were damaged, you would put -2 in the Qty Diff column. The Adj Str Qty would then be 3.

The screenshot shows a software interface with three main sections: 'Memo', 'Comments', and 'Memo Info'.
Memo Section:
 Type: Quantity
 Prc Lvl: [blank]
 Store: BR
 Associate: Admin
 Reason: [blank]
Comments Section: [Empty text box]
Memo Info Section:
 Memo #: 231
 Source: Manual
 Creating Doc #: 0
 Date: 5/28/2018
 Status: Regular
Table Section:

Item #	DCS	Vend ...	Desc 1	Mode#	Attr	Size	Old Str Qty	Qty Diff	Adj Str Qty
5	PB1	MIC	BUBBLE JET		680		3	6	

 A blue arrow points to the 'Qty Diff' field in the table row.

- 5) In the picture above we have a beginning on hand quantity of 3. A quantity of 6 was added to the Qty Diff column and our ended quantity will be 9.
- 6) If you do not see some of these fields on the screen, right click and go to Interface -> Page Designer. You can add the fields/columns from there.

The screenshot shows the software interface with the 'Interface' menu open. The 'Page Designer' option is selected. The main window displays memo details for 'BUBBLE JET' with a quantity of 1 and a quantity difference of 0. A blue arrow points from the 'Page Designer' menu to the main window.

Interface Menu:
 Interface
 Info
 Comments
 Layout Manager
 Page Manager
 Page Designer

Memo Section:
 Type: Quantity
 Prc Lvl: [blank]
 Store: 001
 Associate: Admin
 Reason: [blank]
Memo Info Section:
 Memo #: 1
 Source: Manual
 Creating Doc #: 0
 Date: 5/30/2018
 Status: Regular
Table Section:

Item #	DCS	Ven...	Desc 1	Attr	Size	Adj Str Qty	Old Str Qty

Summary Section:

Cost		Quantity	
Old C\$	0.00	Old Str Qty	0
Adj C\$	0.00	Adj Str Qty	0
Dif C\$	0.00	Dif Qty	0

- 7) Once you have the proper quantities on the Adjustment, select a Reason from the drop-down list and then update the Adjustment to complete the document. The reason is a way to track the adjustments. This will be used for reporting purposes

New Edit Cancel Delete Copy Print List Log In/Out Hold Review
 F8 CL F7

retailpro me

New Memos

Memo

Type: Quantity

Prc Lvl:

Store: BR

Associate: Admin

Reason:
 DAMAGED
 CHARITY
 GIFT
PHYSICAL
 OWNER
 PROMO
 MARKDOWN
 NEW ITEM

Comments

←

Memo Info

Memo #: 231

Source: Manual

Creating Doc #: 0

Date: 5/28/2018

Status: Regular

Item #	Mode#	Attr	Size	Old Str Qty	Qty Diff	Adj Str Qty
5		680	COLO	3	6	9

Choose/Edit Items

Reason

Print Tags CF9

Barcode

Update Only F11

Print/Update F12

→