

# A RETAILER'S BEST FRIEND.



## Quantity Adjustments

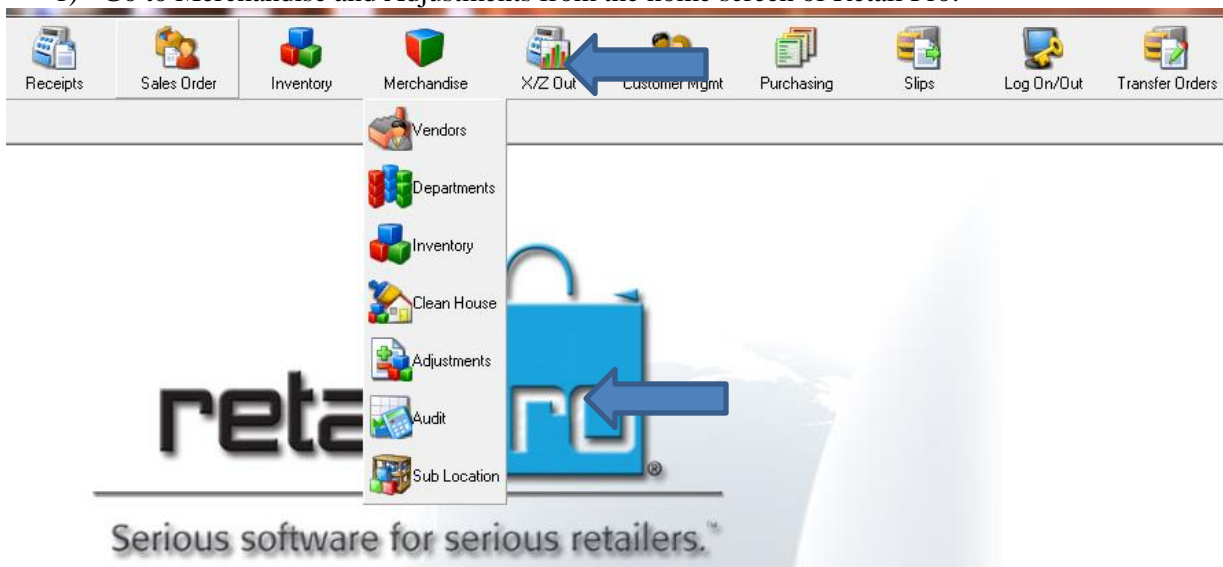
Version 9

<https://youtu.be/dDw3D1nILHw>

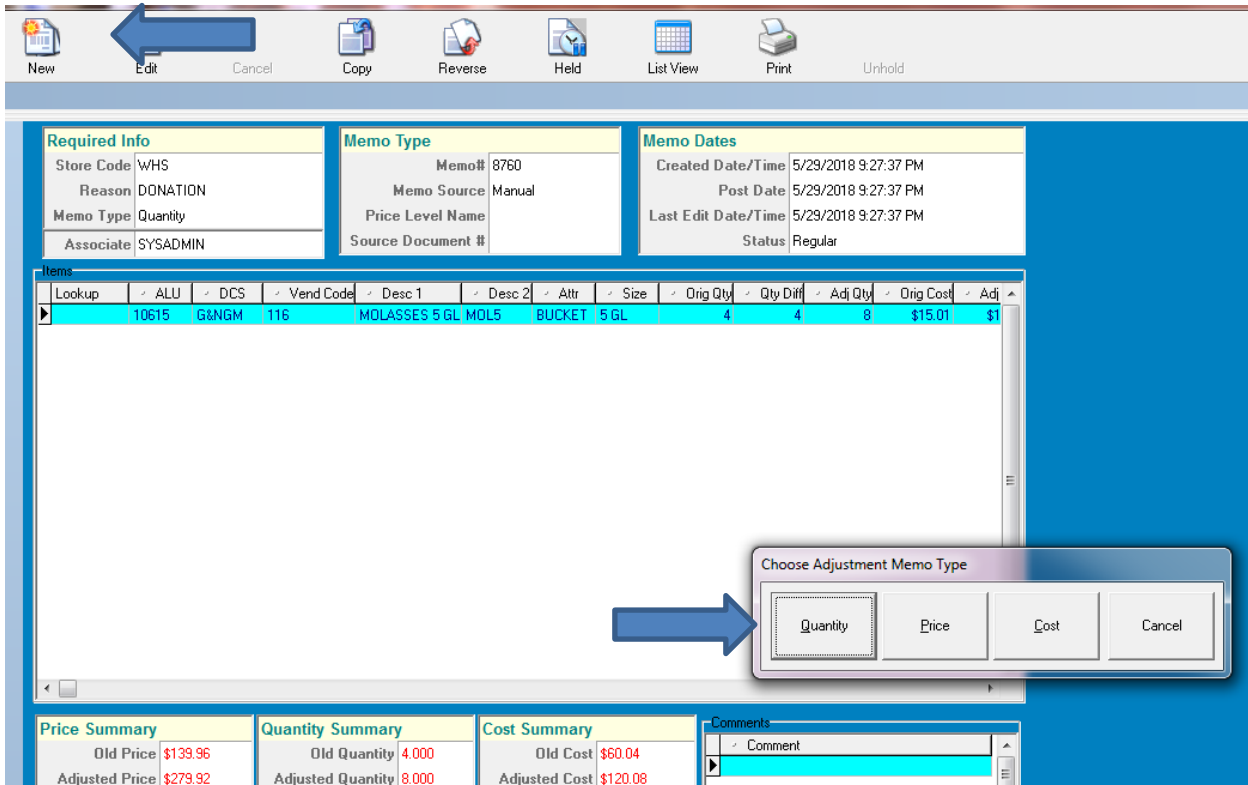
Quantity Adjustments are a key component to keeping an accurate inventory. Retail Pro offers an independent document to track changes in quantities outside of Receipts and Vouchers. These Quantity Adjustments allow you to change an items quantity in case of damage, theft or a shortage/overage during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

*To create an Adjustment Memo:*

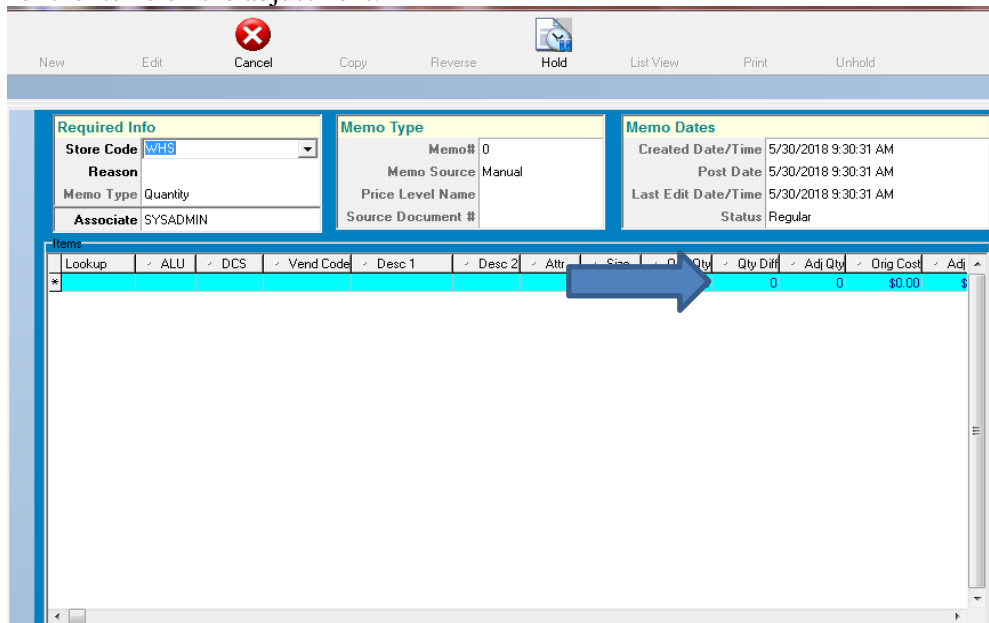
1) Go to Merchandise and Adjustments from the home screen of Retail Pro.



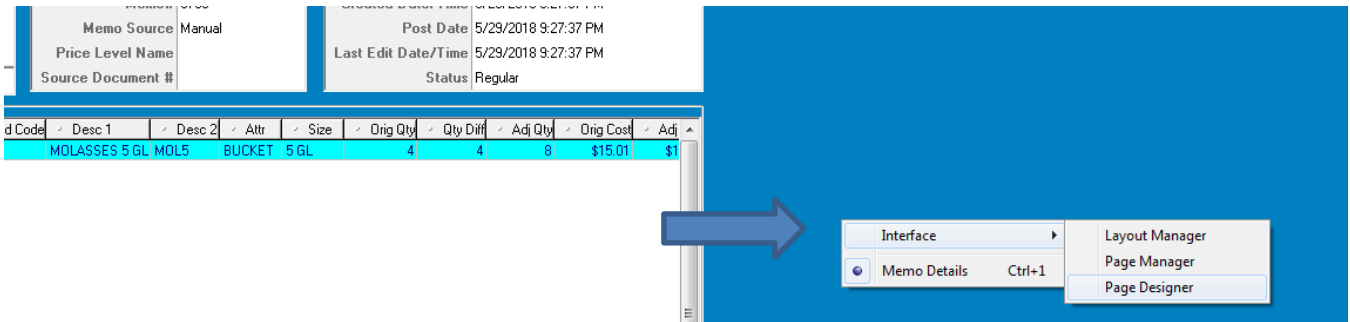
2) Now to create an Adjustment Memo, choose New, then Quantity.



- 3) Next, add the items to be adjusted to the document. Notice there are three quantity columns on the screen. The first is the Orig Qty, which is the current on hand. The next is Qty Diff, which is the difference between the Orig Qty and the Adj Qty. The final quantity is the Adj Qty, which will be the new on hand.
- 4) Enter in the Adj Qty for the items or the Qty Diff. The Quantity Summary below reflects the changes in quantity for the items on the adjustment.



- 5) Right Click on the screen and go to Interface -> Page Designer if you do not see some of the fields listed above.



- 6) Once you have the items on the adjustment, select a Reason on the document. The reason is a way to track the adjustments. This will be used for reporting purposes. Then, update the document to finalize the adjustment.

