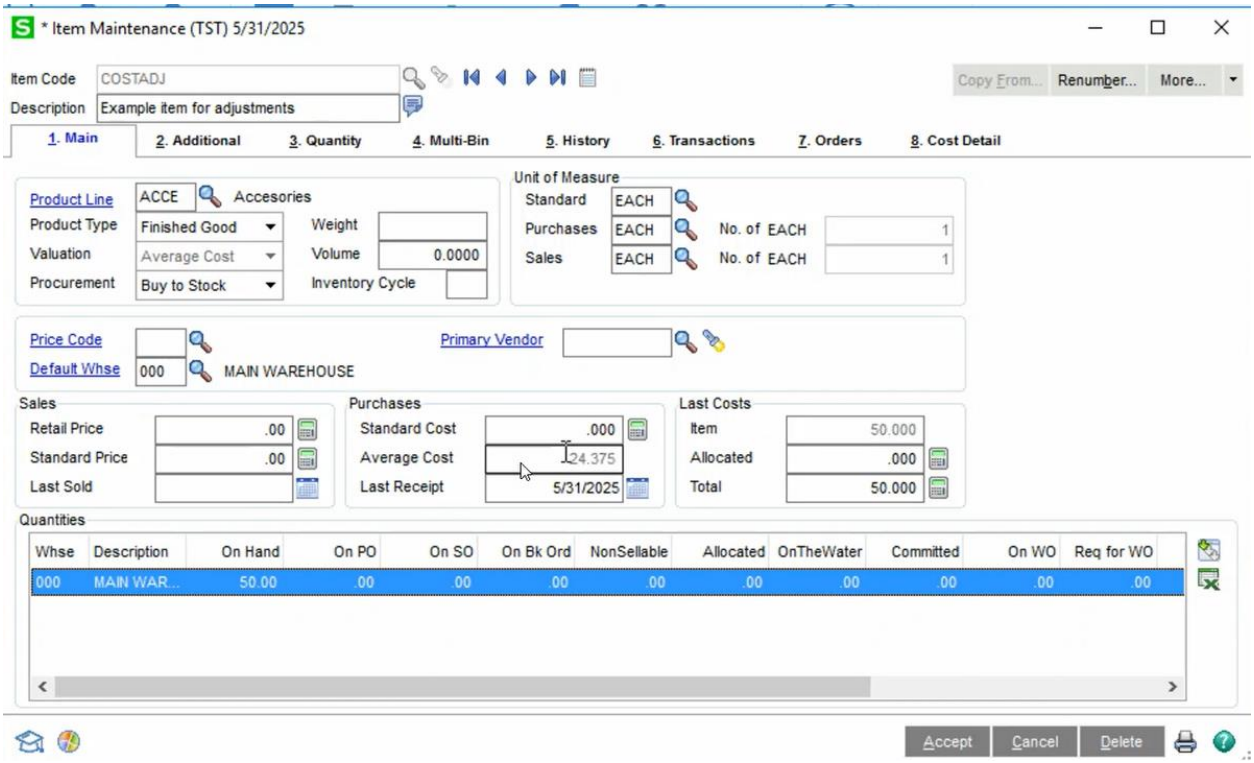
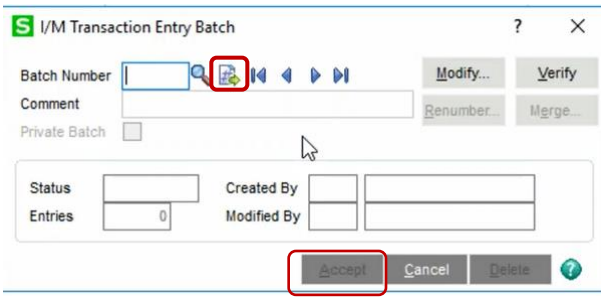
Inventory Cost Adjustment

How to correct a cost issue on an inventory item

1. Inventory Management > Main > Item Maintenance
2. Go to tab 6. Transaction
    a. Verify the Inventory Adjustment was entered incorrectly

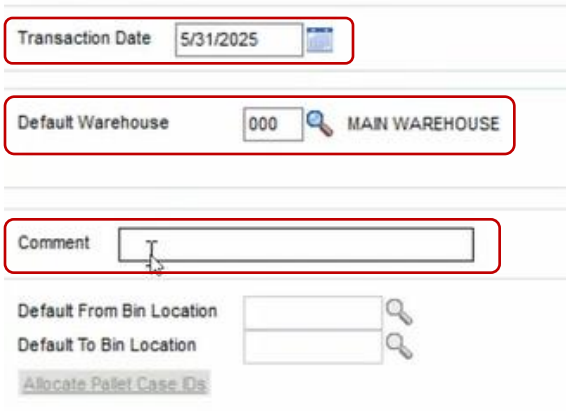


3. Inventory Management > Main > Transaction Entry
4. If Batching is on Sage, it will prompt a Batch number
5. Use the next batch number icon
6. Select Accept

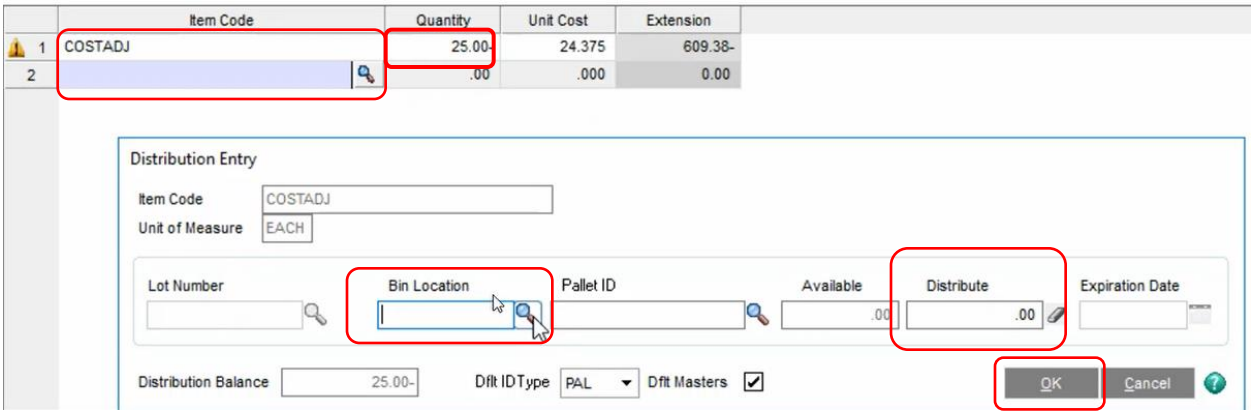


7. Select “Adjustments” in Transaction Type
8. Select next Entry Number icon

9. Select the Transaction Date
10. Verify Warehouse code is correct
11. Add an additional comment

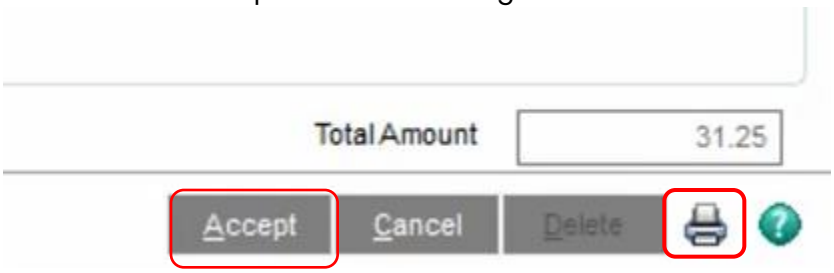


12. Go to tab 2. Lines
13. Enter the Item Code that needs adjustment
14. Enter the Quantity of items that are incorrectly entered as a negative
15. Select Tab > Distribution Entry window will open
16. Select Bin Location
17. Verify Distribute is the same as Quantity
18. Select OK

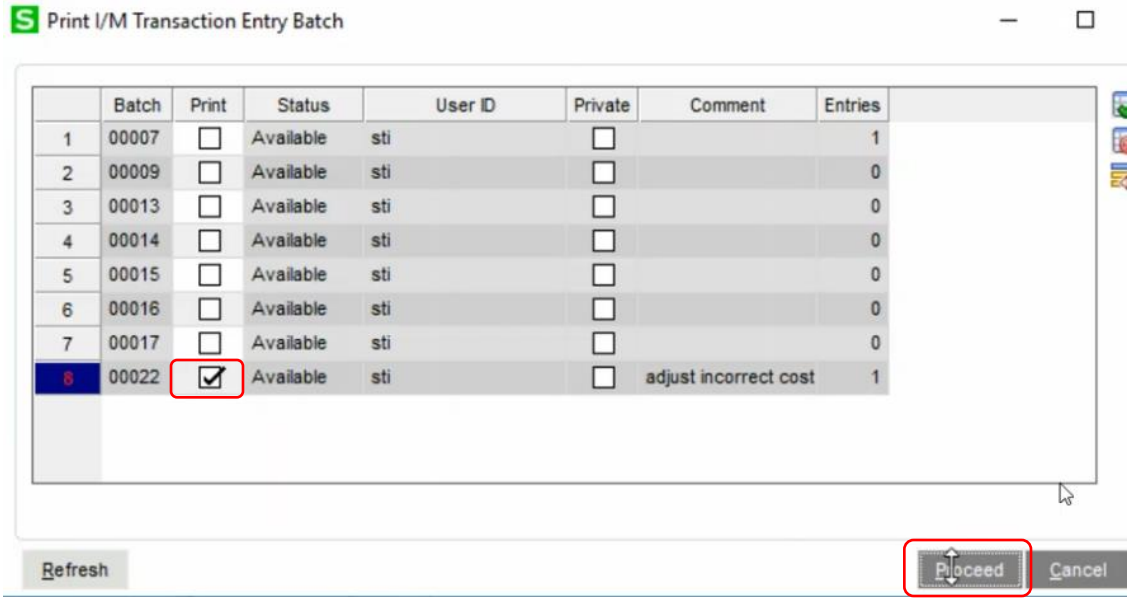


19. Update Unit Cost with the incorrect amount entered as a negative

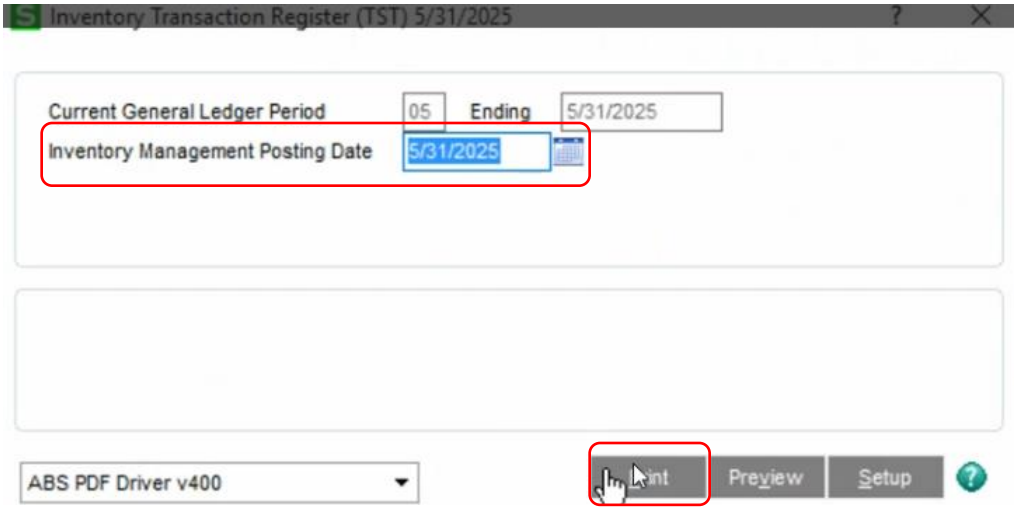
20. Select Accept at the bottom right



21. To post, select Printer button in the bottom right
22. Select the batch
23. Select Proceed



24. Verify your posting date
25. Select Print



26. Verify that the posting date and information are correct on the Inventory Transaction Register prior to posting.

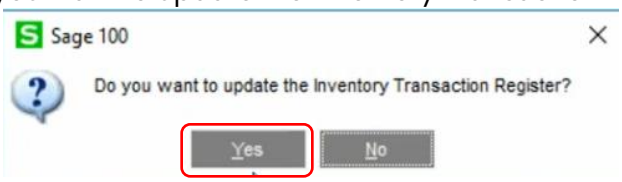
Inventory Transaction Register
Journal Posting Date: 5/31/2025
Adjustments Register NumbIA-000009
Batch Number: 00022

Demo Company (TST)

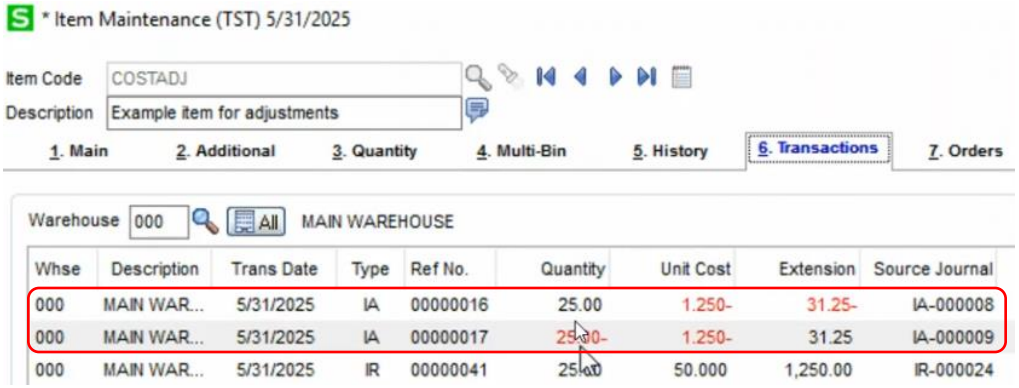
Reference	Transaction Date	Comment	Unit of Measure	Whse	Batch Number	Quantity	Unit Cost	Extension
Item Code/Description								
Container Il	Pallet Case I	LotSerial No	Bin Location	Dist Quantit	Transfer To Bin Loc	Exp Date	Vendor LotS	
00000017	5/31/2025				00022			
COSTADJ Example item for adjustments								
Enable MB: Y			EACH	000		25.00-	1.250-	31.25
				START	-25.00			

Report Total: 31.25

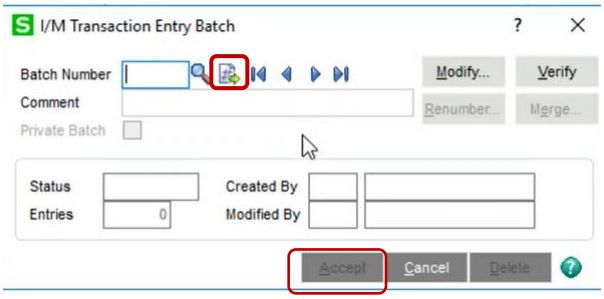
27. Select "Yes." Do you want to update the Inventory Transaction Register?



28. Go to Inventory Management > Main > Item Maintenance
29. Pull up Item code
30. Go to Tab 6. Transactions > Review the adjustment is corrected

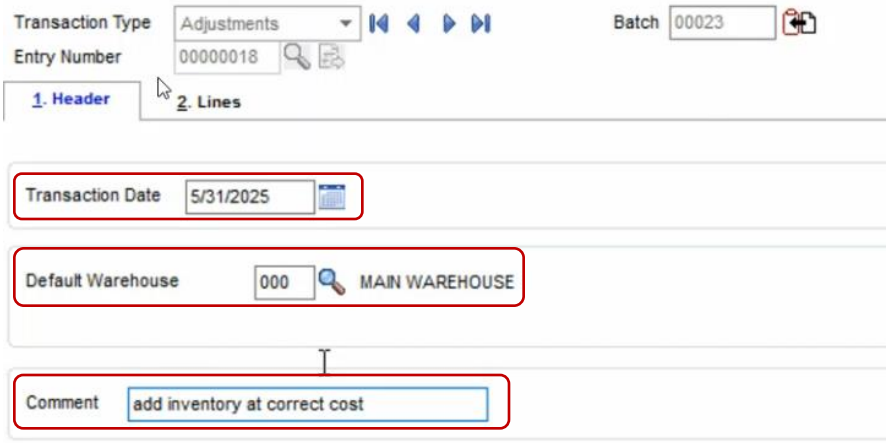


31. Inventory Management > Main > Transaction Entry
32. If Batching is on Sage, it will prompt a Batch number
33. Use the next batch number icon
34. Select Accept

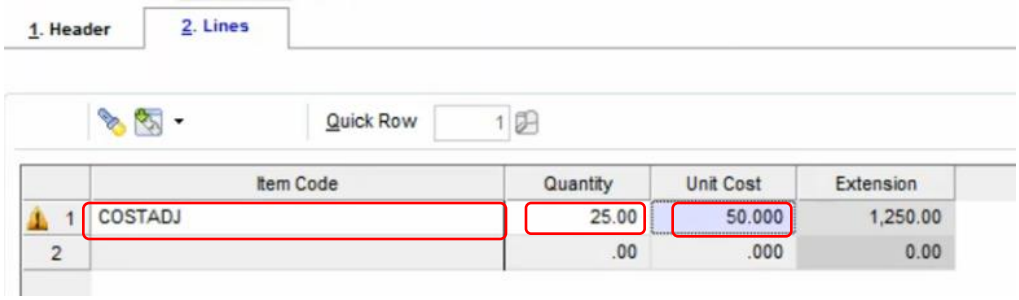


35. Select “Adjustments” in Transaction Type
36. Select next Entry Number icon

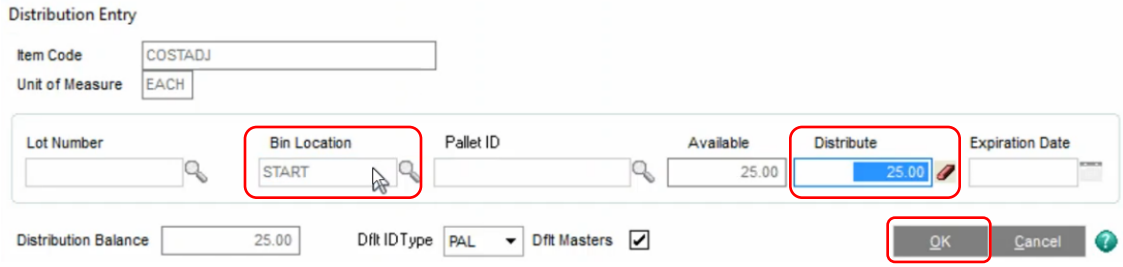
37. Select the Transaction Date
38. Verify Warehouse code is correct
39. Add an additional comment



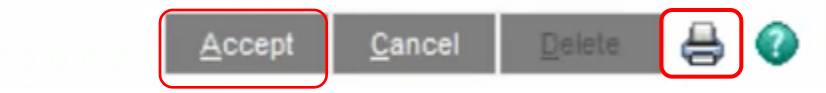
40. Go to tab 2. Lines
41. Enter the Item Code that needs adjustment
42. Enter the Quantity of items
43. Verify Unit Cost is correct



44. Select Tab > Distribution Entry window will open
45. Select Bin Location
46. Verify Distribute is the same as Quantity
47. Select OK

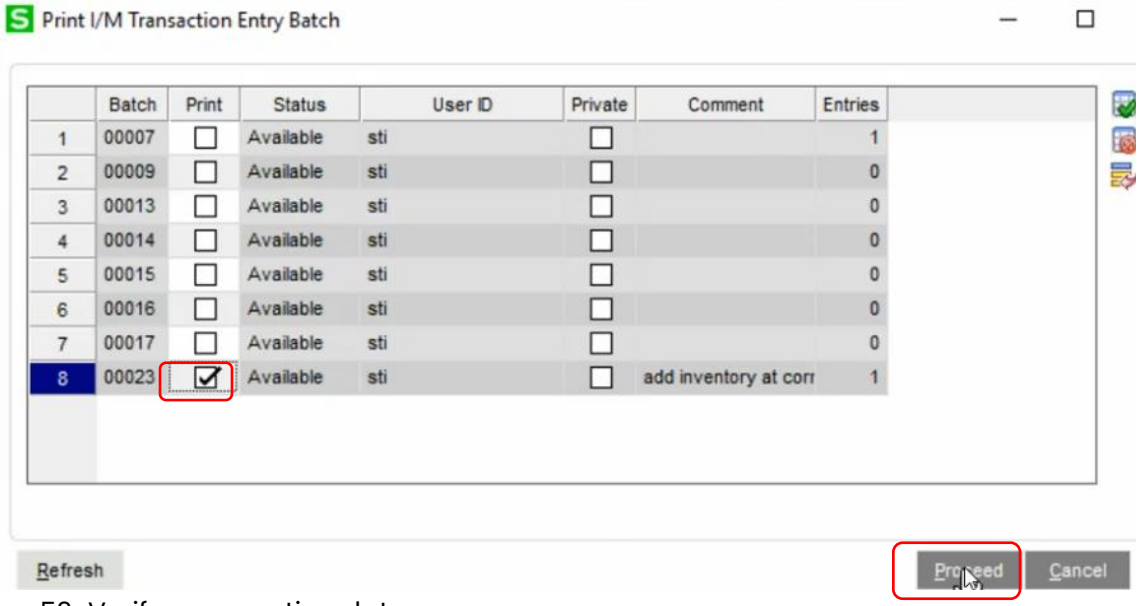


48. Select Accept at the bottom right

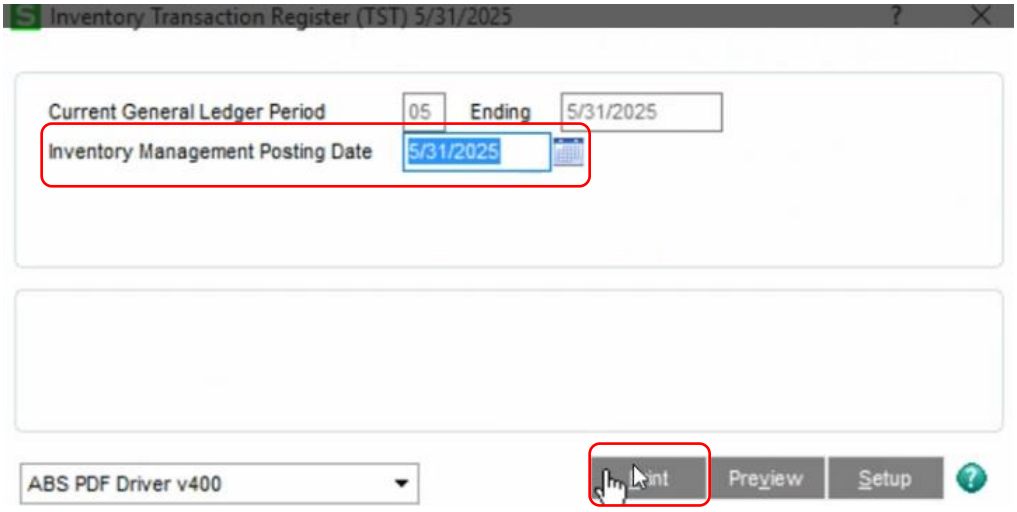


49. To post, select Printer button in the bottom right
50. Select the batch

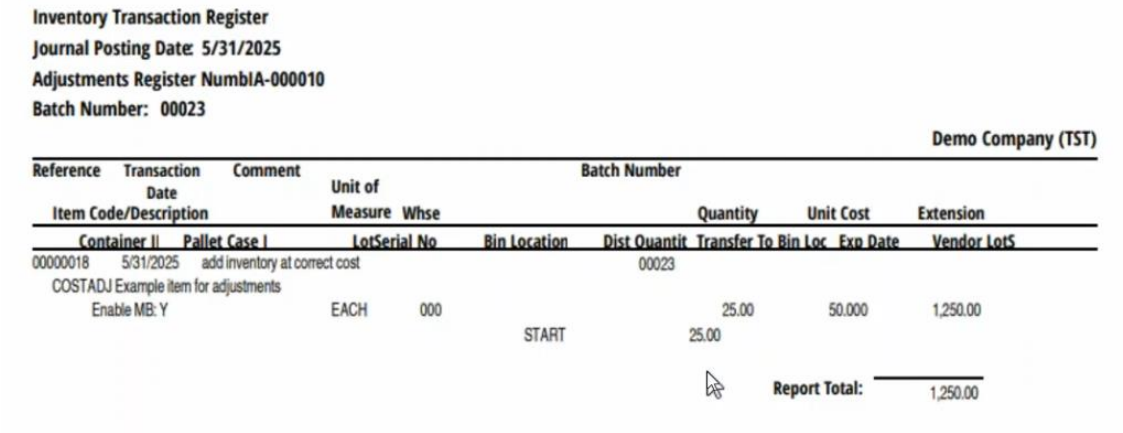
51. Select Proceed



52. Verify your posting date
53. Select Print

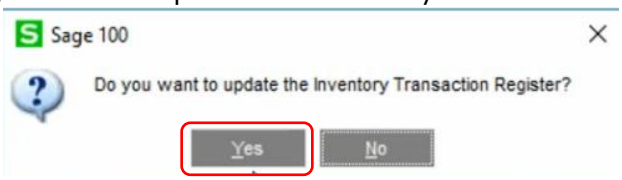


54. Verify that the posting date and information are correct on the Inventory Transaction Register prior to posting.



Inventory Transaction Register
Journal Posting Date: 5/31/2025
Adjustments Register NumbIA-000010
Batch Number: 00023

Demo Company (TST)

Reference	Transaction Date	Comment	Unit of Measure	Whse	Batch Number	Quantity	Unit Cost	Extension
Item Code/Description								
Container |	Pallet Case |	LotSerial No	Bin Location	Dist Quantit	Transfer To Bin Loc	Exp Date	Vendor LotS	
00000018	5/31/2025	add inventory at correct cost			00023			
COSTADJ Example item for adjustments								
Enable MB: Y			EACH	000		25.00	50.000	1,250.00
				START	25.00			
						Report Total:		1,250.00

55. Select "Yes." Do you want to update the Inventory Transaction Register?