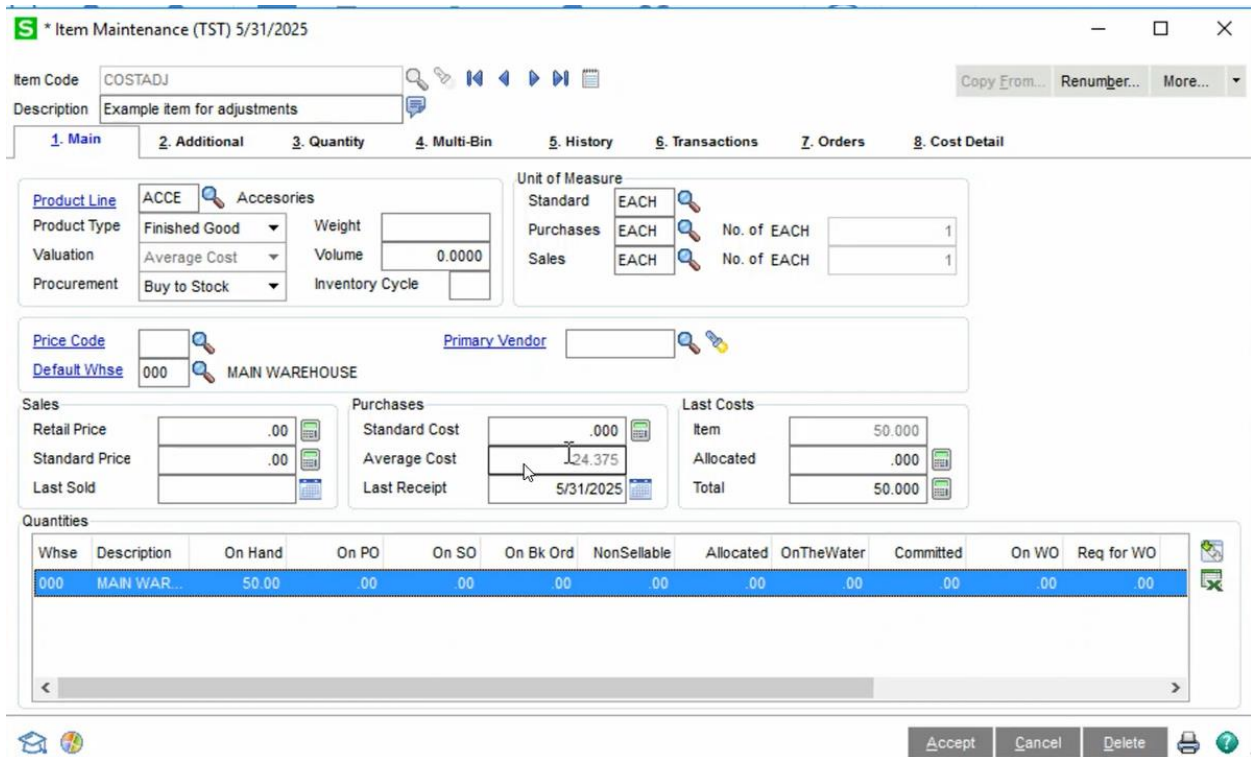


Inventory Cost Adjustment

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



S * Item Maintenance (TST) 5/31/2025

Item Code: COSTADJ
Description: Example item for adjustments

1. Main | 2. Additional | 3. Quantity | 4. Multi-Bin | 5. History | 6. Transactions | 7. Orders | 8. Cost Detail

Product Line: ACCE (Accessories)
Product Type: Finished Good
Valuation: Average Cost
Procurement: Buy to Stock

Unit of Measure: Standard: EACH, Purchases: EACH, Sales: EACH

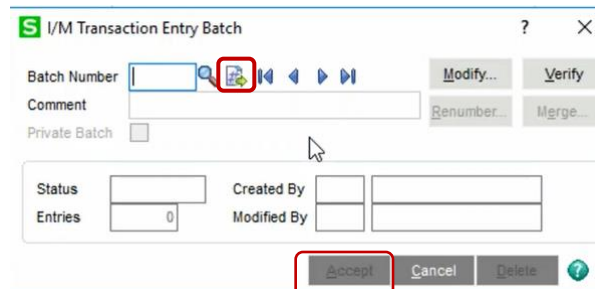
Price Code: [] | Primary Vendor: []
Default Whse: 000 (MAIN WAREHOUSE)

Sales: Retail Price: .00, Standard Price: .00, Last Sold: []
Purchases: Standard Cost: .000, Average Cost: 24.375, Last Receipt: 5/31/2025
Last Costs: Item: 50.000, Allocated: .000, Total: 50.000

Whse	Description	On Hand	On PO	On SO	On Bk Ord	NonSellable	Allocated	OnTheWater	Committed	On WO	Req for WO
000	MAIN WAR...	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

Accept Cancel Delete

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



S I/M Transaction Entry Batch

Batch Number: []
Comment: []
Private Batch:

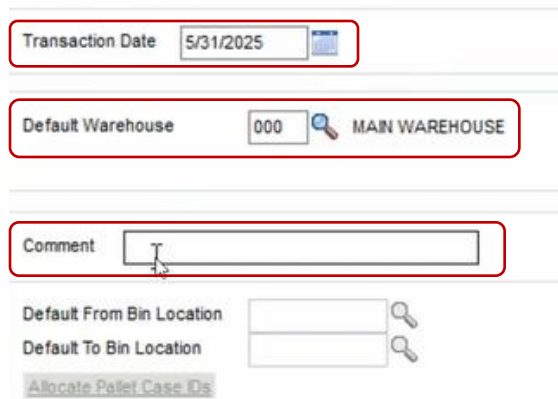
Status: [] Created By: []
Entries: 0 Modified By: []

Accept Cancel Delete

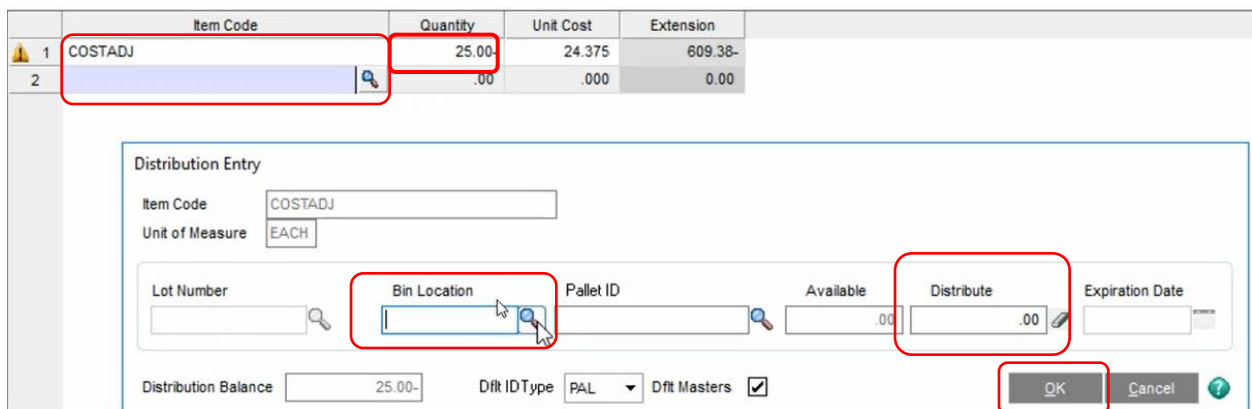
7. Select "Adjustments" in Transaction Type
8. Select next Entry Number icon



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

	Item Code	Quantity	Unit Cost	Extension
1	COSTADJ	25.00-	1.250-	31.25
2		.00	.000	0.00

20. Select Accept at the bottom right

Total Amount

21. To post, select Printer button in the bottom right

22. Select the batch

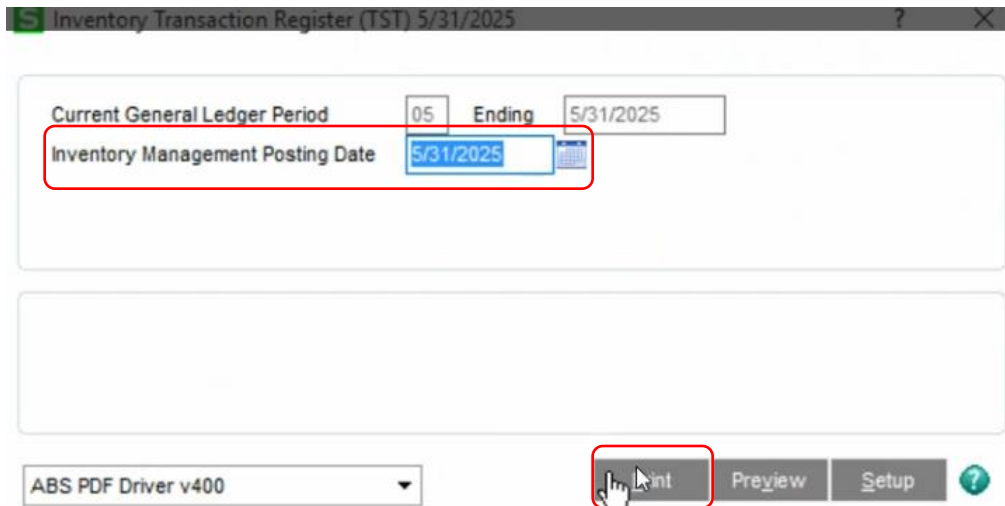
23. Select Proceed

S Print I/M Transaction Entry Batch

	Batch	Print	Status	User ID	Private	Comment	Entries
1	00007	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		1
2	00009	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
3	00013	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
4	00014	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
5	00015	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
6	00016	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
7	00017	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
8	00022	<input checked="" type="checkbox"/>	Available	sti	<input type="checkbox"/>	adjust incorrect cost	1

24. Verify your posting date

25. Select Print



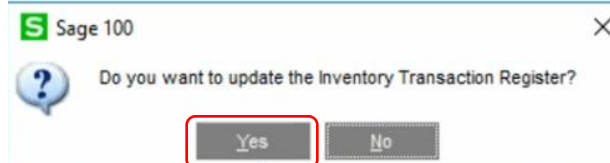
26. Verify that the posting date and information are correct on the Inventory Transaction Register prior to posting.

Inventory Transaction Register
Journal Posting Date: 5/31/2025
Adjustments Register Number: A-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 II	Pallet Case I	LotSerial No	Bin Location	Dist Quantit	Transfer To Bin Loc	Exp Date	Vendor Lots
00000017	5/31/2025	COSTADJ Example item for adjustments Enable MB: Y	EACH	000	00022	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

S * Item Maintenance (TST) 5/31/2025

Item Code: COSTADJ
 Description: Example item for adjustments

1. Main 2. Additional 3. Quantity 4. Multi-Bin 5. History **6. Transactions** 7. Orders

Warehouse: 000 MAIN WAREHOUSE

Whse	Description	Trans Date	Type	Ref No.	Quantity	Unit Cost	Extension	Source Journal
000	MAIN WAR...	5/31/2025	IA	00000016	25.00	1.250-	31.25-	IA-000008
000	MAIN WAR...	5/31/2025	IA	00000017	25.00	1.250-	31.25	IA-000009
000	MAIN WAR...	5/31/2025	IR	00000041	25.00	50.000	1,250.00	IR-000024

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

S I/M Transaction Entry Batch

Batch Number: [] **Next Batch Number Icon** Modify... Verify

Comment: [] Renumber... Merge...

Private Batch:

Status: [] Created By: []

Entries: [0] Modified By: []

Accept Cancel Delete

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

S Transaction Entry (TST) 5/31/2025

Transaction Type: **Adjustments** Batch: 00022

Entry Number: [] **Next Entry Number Icon**

1. Header 2. Lines

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

Transaction Type: Adjustments Batch: 00023

Entry Number: 00000018

1. Header 2. Lines

Transaction Date: 5/31/2025

Default Warehouse: 000 MAIN WAREHOUSE

Comment: add inventory at correct cost

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

1. Header 2. Lines

Quick Row: 1

	Item Code	Quantity	Unit Cost	Extension
1	COSTADJ	25.00	50.000	1,250.00
2		.00	.000	0.00

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

Distribution Entry

Item Code: COSTADJ

Unit of Measure: EACH

Lot Number: [] Bin Location: START Pallet ID: [] Available: 25.00 Distribute: 25.00 Expiration Date: []

Distribution Balance: 25.00 Dflt IDType: PAL Dflt Masters:

OK Cancel

48. Select Accept at the bottom right

Accept Cancel Delete [Printer Icon] [Help Icon]

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

51. Select Proceed

S Print I/M Transaction Entry Batch

	Batch	Print	Status	User ID	Private	Comment	Entries
1	00007	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		1
2	00009	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
3	00013	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
4	00014	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
5	00015	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
6	00016	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
7	00017	<input type="checkbox"/>	Available	sti	<input type="checkbox"/>		0
8	00023	<input checked="" type="checkbox"/>	Available	sti	<input type="checkbox"/>	add inventory at corr	1

Refresh Proceed Cancel

52. Verify your posting date

53. Select Print

S Inventory Transaction Register (TST) 5/31/2025

Current General Ledger Period Ending

Inventory Management Posting Date

ABS PDF Driver v400 Print Preview Setup

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 Number: A-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 II	Pallet Case I	Lot/Serial No	Bin Location	Dist Quantit	Transfer To Bin Loc	Exp Date	Vendor Lot5	
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?

