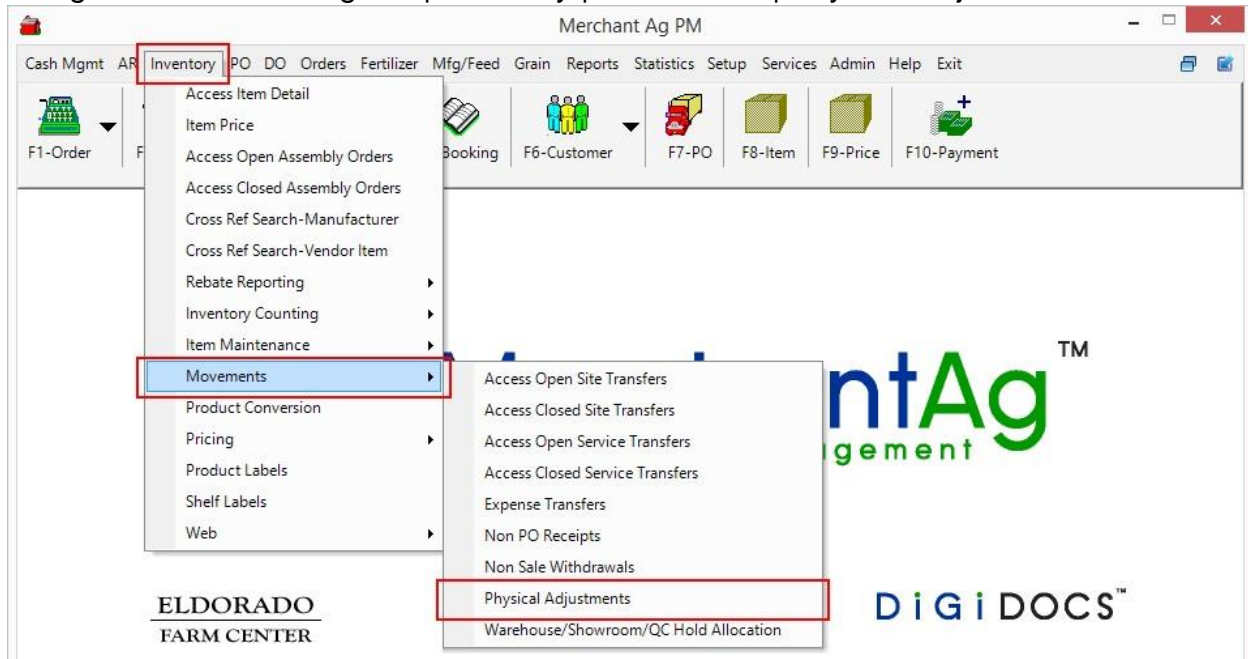
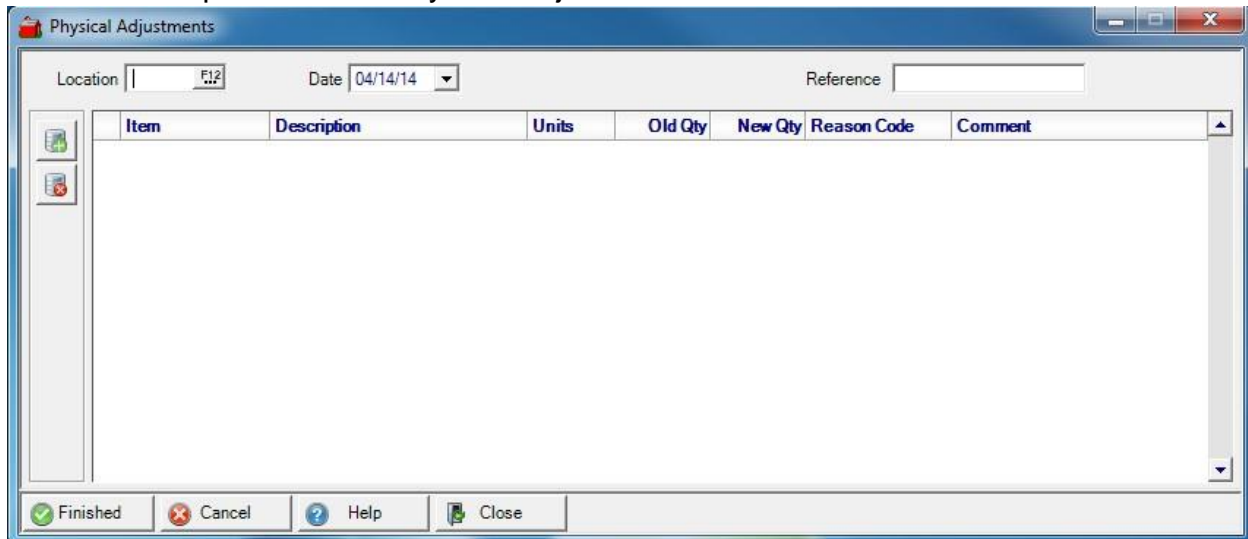



## How To Enter a Physical Adjustment

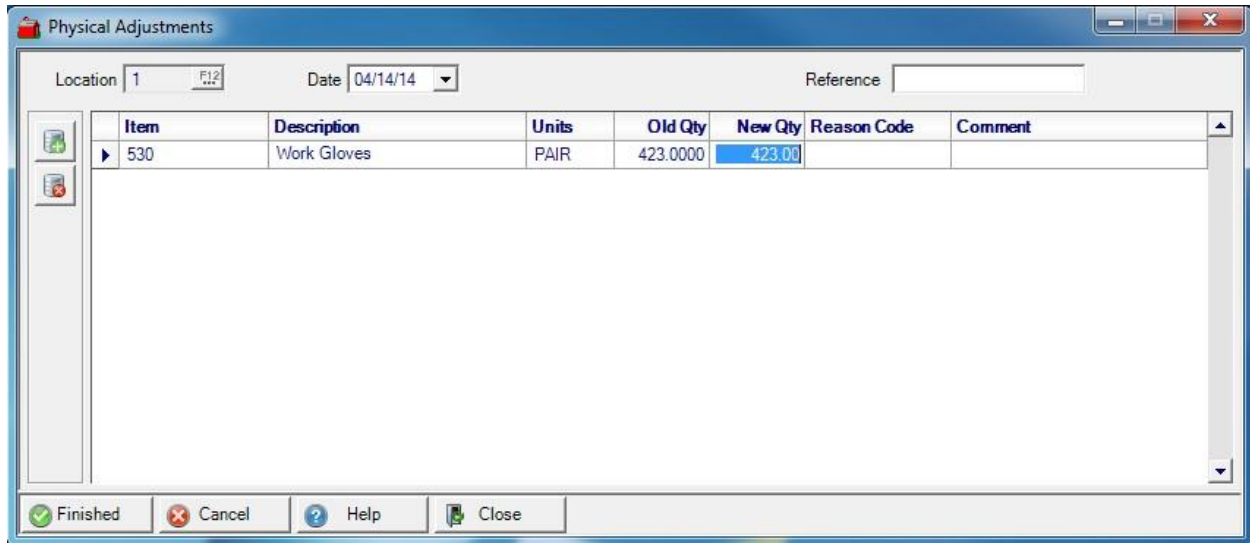
Navigate to Merchant Ag PM | Inventory | Movements | Physical Adjustment.



Follow the steps to enter a Physical Adjustment.



1. Enter the Item's location.
2. Defaults to the current date, select the drop down calendar to select another date.
3. Enter a reference in this eighteen character alpha-numeric field.
4. Select the Add icon  to select the item.



The screenshot shows a software window titled "Physical Adjustments". At the top, there are input fields for "Location" (containing "1" and a search icon), "Date" (containing "04/14/14" and a calendar icon), and "Reference" (an empty field). Below these is a table with the following columns: Item, Description, Units, Old Qty, New Qty, Reason Code, and Comment. The first row of the table contains the data: Item "530", Description "Work Gloves", Units "PAIR", Old Qty "423.0000", and New Qty "423.00" (which is highlighted in blue). The Reason Code and Comment columns are empty. On the left side of the table, there is a vertical toolbar with two icons: a green plus sign (Add) and a red minus sign (Remove). At the bottom of the window, there is a status bar with four buttons: "Finished" (with a green checkmark icon), "Cancel" (with a red X icon), "Help" (with a question mark icon), and "Close" (with a window icon).

Item	Description	Units	Old Qty	New Qty	Reason Code	Comment
530	Work Gloves	PAIR	423.0000	423.00		

5. Enter an Item ID or select F12 to search.
6. Enter the New Quantity, the Item's new On Hand quantity.
7. Enter the reason code for the adjustment or select F12 to search.
8. Enter a comment in this twenty character alpha-numeric field.

Select **Finished** when all items to be adjusted have been entered to post the new On Hand quantity to the Item.