

## Adjustments on Recently Received Goods Job Aid

- Select **ADJUSTMENT > MOVE INVENTORY FROM ONE WAREHOUSE LOCATION TO ANOTHER**

The screenshot displays the SMSA Express WMS interface. At the top, there is a navigation bar with links for 'Add to Favorites', 'Help', 'Feature Request', 'Support', and 'Logout'. Below this, a user information bar shows 'User: Masoom Siddiqui', 'Customer: Sale for Distribution and Communication Ltd.', and 'Warehouse: SMSA Express Warehouse'. The main navigation menu includes 'Shipping', 'Receiving', 'Purchase Orders', 'Returns', 'Assemblies', 'Adjustment' (highlighted), 'Reports', 'Documents', 'Items', and 'Home'. A sub-menu bar under 'Adjustment' lists 'Adjust Inventory', 'Move Inventory', 'Cancel Transaction', 'Adjust Charges', 'Move Movable Units', and 'Reconfigure Movable Units'.

**ADJUSTMENT MAIN PAGE**

You have chosen "Adjustment"

Please select the specific adjustment activity you would like to perform from the menu options listed in the gray sub-menu bar above

In Adjustment you can:

**Adjust Inventory Up and Down**  
Click "Adjust Inventory", select the customer and make the adjustment. Please note you can not enter negative numbers - upward and downward adjustments MUST be made in the appropriate tabs. This is a one time transaction that will update inventory and can not be changed so proceed carefully.

**Move Inventory from one Warehouse Location to Another**  
Click "Move inventory", select customer and the SKU to be moved and follow the instructions - Note that unless you have selected to use Locations in the Customer set-up you can not move inventory.

**Cancel Transactions**  
Click "Cancel Transaction" and select the transaction you wish to cancel - Please note that you can ONLY cancel OPEN transactions. Closed or CONFIRMED Transaction can not be canceled. If you need to make an inventory correction on a confirmed transaction you must do so through the "Adjust Inventory" option. You can cross reference transactions numbers and dates in the notes.

**Adjust Charges**  
Click "Adjust Charges", select Adjust Receiving Charges or a Adjust Shipping Charges, enter the transaction or reference number and make your adjustments - This is ONLY for Closed or CONFIRMED transactions. You can adjust charges for ALL OPEN transactions through the appropriate "Manage Open ..." option under each Warehouse activity.

Required fields are marked with a red asterisk (\*) within entry forms on this web site.

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- Identify and select the **SKU** to be moved
- Click on the **SELECT**

Add to Favorites
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User: Masoom Siddiqui
Customer: Sale for Distribution and Communication Ltd.
Warehouse: SMSA Express Warehouse

Shipping
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Purchase Orders
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Adjust Inventory
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**MOVE INVENTORY**
Customer: **Sale for Distribution and Communication Ltd.**

Choose a Customer
Sale for Distribution a
Warehouse
SMSA Express Ware

SKU
A00888520ESKF
Qualifier
☐ Include Inactive Items in drop-down

Select

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<https://secure-wms.com/PresentationTier/MoveInventory.aspx>

- Input **QUANTITY** to be moved
- Input the **NEW LOCATION** where the item will be moved
- Click **MOVE**

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User: Masoom Siddiqui Customer: Sale for Distribution and Communication Ltd. Warehouse: SMSA Express Warehouse

Shipping Receiving Purchase Orders Returns Assemblies Adjustment Reports Documents Items Home

Adjust Inventory Move Inventory Cancel Transaction Adjust Charges Move Movable Units Reconfigure Movable Units

**MOVE INVENTORY** Customer: **Sale for Distribution and Communication Ltd.**

Choose a Customer Sale for Distribution Warehouse SMSA Express Ware

SKU ACCBB8620ESKF Qualifier  ☐ Include Inactive Items in drop-down

Select

**Existing Inventory**

	Rcv Date	Lot#	Serial#	Exp. Date	Location	Mov. Unit Label	Available	Var. Avail
1	2012/07/31	20120731			B-15-0		5	

Qty to move  Eaches

New location a1 -b2 -c3 -d4 a1-b2-c3-

Move

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<https://secure-wms.com/PresentationTier/MoveInventory.aspx>