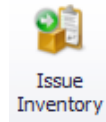


## Issuing Inventory (Inventory Adjustments) - Quick Guide

Create an inventory adjustment – this option is used when some type of loss has occurred.



- From the **Home** tab, click on the **Issue Inventory** button.
- Click the **Add New Issuing** button
- Click **Next** on the wizard
  - **Why are you issuing inventory?** – select **Adjusting Inventory (spoilage, lost, stolen, etc.)**
- Click **Next**

Issue Inventory

**Why are you issuing inventory?**  
Select one of the following issuing types

☐ Transferring inventory to another site (but not filling an order)

☒ Adjusting Inventory (spoilage, lost, stolen, etc.)

☐ Returning items to a vendor

- **Adjustment Issuing** – select the reason inventory is being negatively adjusted. Click **Next**
- Click the **Add Item** button
- Use the **Search** box to locate a specific item and place a check mark in the column. Multiple items may be selected at one time.
- Click **OK** to add the items to the issuing record

Adjustment Issuing  
Please select the reason you are negatively adjusting inventory

☐ Spoiled

☒ Broken

☐ Missing

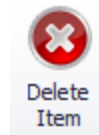
☐ Stolen

☐ Other

Catalog Number	Item Description	Quantity Issued	Case / Unit Description	Partial Unit Description	Quantity Available
3417	APPLE GREEN SL...	0 cs / 0	100/Ind. Bag		2 cs / 0
2455	BISCUIT HONEY ...	0 cs / 0	100/Biscuit		1 cs / 0
6757	BREAD GRINDER...	0 cs / 0	12/Bread		5 cs / 0

- For each item, type the quantity to be removed in the yellow **"Quantity Issued"** field
- The **Quantity Available** to transfer out is listed for each item
- If the **Quantity Issued** exceeds the **Quantity Available**, the **Quantity Available** field will turn red. The issuing record will not be able to be completed until the error is resolved.
  - To remove an item, highlight the item and then click the **Delete Item** button

Quantity Available
1 cs / 0
2 cs / 0
5 cs / 0



- Once all items are verified for accuracy, click the **Save Changes** button to complete the issuing.
- Comments are required when completing inventory adjustments.
  - Enter a **comment** regarding the inventory adjustment being made. Once entered, click **OK**.



Issuing Comments

Comment Date	Username	Comment
6/25/2025 6:51 AM	cp-michael.sa...	dropped a bag

Comments  
dropped a bag

Add Comment Edit Remove Close