

# How To Adjust Inventory In Detailed Mode



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## Procedure:

1. To create an adjustment for a Detailed Inventory, first you need to make sure if you have the name "Clean-up" in the system. If none, define one and tag it under "Normal Active Account".
2. Create a *Packing List* and *Invoice* at *Zero Cost* under the name *Clean up* for the quantity to be adjusted.

As soon as you finish adding a *Packing List* and *Invoice*, go to the *Location-Info* or to *E.I.S.* to determine if the detailed inventory is corrected.

## Typical Uses:

The screenshot displays the MOD2 EIS system interface. The main window shows the 'E I S' screen for item '4595-RSP10-1-RED 75% Poly 25 Spdk. Stretch Velvet 56/58'. It is divided into three sections: 1. INCOMING WORK IN PROGRESS, 2. STOCK & RECEIVING INFORMATION, and 3. PENDING SALES ORDERS + FUTURE HOLDS. A summary table shows 0 detailed shipments and a stock of 0. A secondary window titled 'ACTIVE LOTS & BOXES' provides detailed information for lot # 0, showing 10 PCS and a quantity of 10.94 RMNG. It also includes instructions for navigating through the data.

| LOT#    | PCS | QUANTITY | RMNG  |
|---------|-----|----------|-------|
| 0       | 10  |          | 10.94 |
| TOTAL : | 10  |          | 10.94 |

  

| BOX#    | PCS | QUANTITY | RMNG  |
|---------|-----|----------|-------|
| 0       | 10  |          | 10.94 |
| TOTAL : | 10  |          | 10.94 |

## Key Benefit:

- Makes your inventory accurate and reliable
- Helps the users and the warehouse people determine how much detailed inventory you still have
- Facilitates the preparation of goods for shipment
- Helps the users keep track of the inventory easily
- Provides convenience in the preparation of reports.

## Note:

It is highly recommended, although not mandatory, that you keep each style of your inventory either in detailed or in summary mode.