

# How To Balance Inventory In Summary Mode



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## Procedure:

Add a Receiving using the "ADJUSTMENT" model and receive it under your company's name.

Once the system prompts you to enter the Style#, type-in the style number you wish to adjust and press enter.

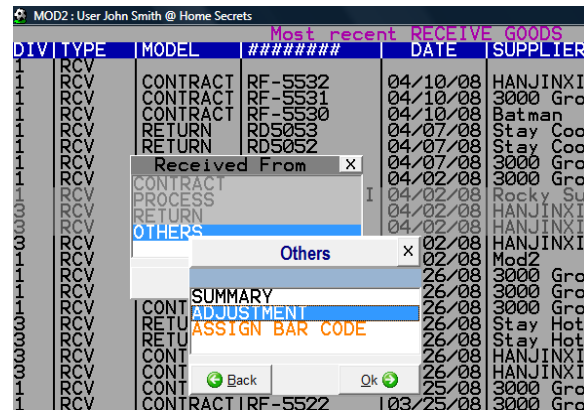
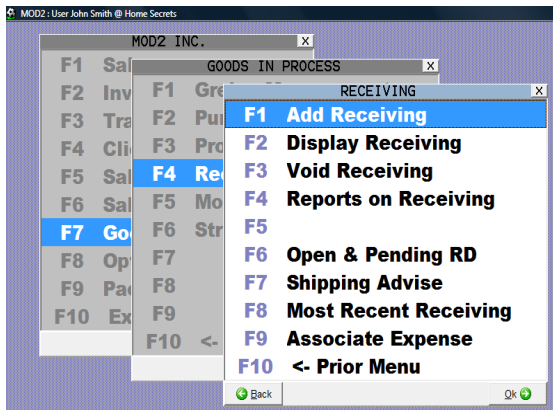
Highlight the color then press enter.

Type in the quantity.

*Note:* Use a positive quantity if your actual physical count is more than what you have in your system. Otherwise, do the opposite.

The system will prompt you to accept your adjustment.

As soon as the system accepts your adjustment, go to the *Location-Info* or to *E.I.S.* to determine if the summary inventory has been corrected.



## Key Benefit:

Makes your inventory accurate and reliable

Helps the users and the warehouse people determine how much summary inventory you still have

Facilitates the preparation of goods for shipment.

## Note:

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