



Creating and Applying Adjustments

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Overview of Adjustments

Adjustments are a simple way to alter inventory levels, both positive and negative amounts. This movement is applied immediately and tied directly with the logged in user.

The user first has to have permission to view or create adjustments. An adjustment can be altered or deleted as long as it has not been applied. If it has been applied, it can only be viewed.

The screenshot shows the 'Inventory' section of the FasTrax Director v1.385.72 application. The 'Adjustments' tab is active, displaying a table with two rows of adjustment data. The first row is highlighted in blue and shows an adjustment that has been applied. The second row shows an adjustment that has not been applied. Below the table are buttons for 'Create New Adjustment', 'View Adjustment', 'Print Adjustment', and 'Delete Adjustment'. The status bar at the bottom indicates '2 Stores Selected To Receive Changes/For Reporting' and 'Corporate Mode Settings ...'.

Store #	Entered Date	Applied	Applied Date	User	Notes
1	12/11/2017 10:42 AM	<input checked="" type="checkbox"/>	12/11/2017 10:43 AM		
2	12/11/2017 10:43 AM	<input type="checkbox"/>			



Creating and Applying Adjustments

1. From within Director, choose the "Inventory" module



2. Next, choose the "Adjustments" tab



3. Next, choose the "Create New Adjustment" button



4. Choose the store, enter a memo if needed, and choose the adjustment date in the pop up window. Then choose the "Create Adjustment" button

Create New Adjustment

Store:

Memo:

Date:

5. The adjustment details screen is the next window that pops up. Enter in a UPC in the "Item To Adjust" text box. Alternatively, you can search for an item by using the "Find" hyperlink.

Adjustment Details

Type: **Adjustment** Date: 12/13/2017 2:19 PM User: Default User

Adjustment Store: 1 - TOBACCO STORE

Status: **Not Applied** Applied Date:

Notes: **Test Adjustment**

Item Details

Item To Adjust: [Find](#)

Qty To Adjust: Last Cost Each: QOH: 0

Items In Adjustment

PLU	Description	Qty	Cost Ea	Total Cost	Retail Ea
0 Items / Total Cost: \$0.00 / Total Retail: \$0.00					

Print With Invoice Data



- When the item is entered, press enter to fill in the description and last cost. Choose a positive or negative value for the "Qty To Adjust" text box and then choose the "Add/Update" button to add that item to the adjustment

Adjustment Details

Type: **Adjustment** Date: 12/13/2017 2:19 PM User: Default User

Adjustment Store: 1 - TOBACCO STORE

Status: **Not Applied** Applied Date:

Notes: **Test Adjustment**

Item Details

Item To Adjust: 012300000123 **Find** WINSTON FF KS BX PK

Qty To Adjust: 5 Last Cost Each: 5.00 **Add/Update** QOH: 4

PLU	Description	Qty	Cost Ea	Total Cost	Retail Ea
0 Items / Total Cost: \$0.00 / Total Retail: \$0.00					

Apply Edit Item Print Print With Invoice Data Remove Item

- Repeat the previous steps to add multiple items if needed.



Adjustment Details

Type: **Adjustment** Date: 12/13/2017 2:19 PM User: Default User

Adjustment Store: 1 - TOBACCO STORE

Status: **Not Applied** Applied Date:

Notes: **Test Adjustment**

Item Details

Item To Adjust: **Find**

Qty To Adjust: Last Cost Each: **Add/Update** QOH: 0

PLU	Description	Qty	Cost Ea	Total Cost	Retail Ea
012300000123	WINSTON FF KS BX PK	5	\$5.00	\$25.00	\$5.00
5 Items / Total Cost: \$25.00 / Total Retail: \$25.00					

Apply Edit Item Print Print With Invoice Data Remove Item

- When complete, choose the "Apply" button and choose yes to the following prompt



If Director is in store mode, it will apply immediately. If it is in corporate mode, the adjustment will need to be sent down via the queue .