

**Standard Operating Procedures for:**  
Inventory Adjustment

AgWorks pursues a policy of continuous, ongoing development that ensures the highest quality standards combined with advanced, state-of-the-art technology for AgWorks products. For this reason, the features described in this Manual could differ from those in your current work environment.

Please contact AgWorks Support for any clarification needed  
at (309) 623-4604, opt. 2 or [support@agworks.net](mailto:support@agworks.net).

**Revisions:**

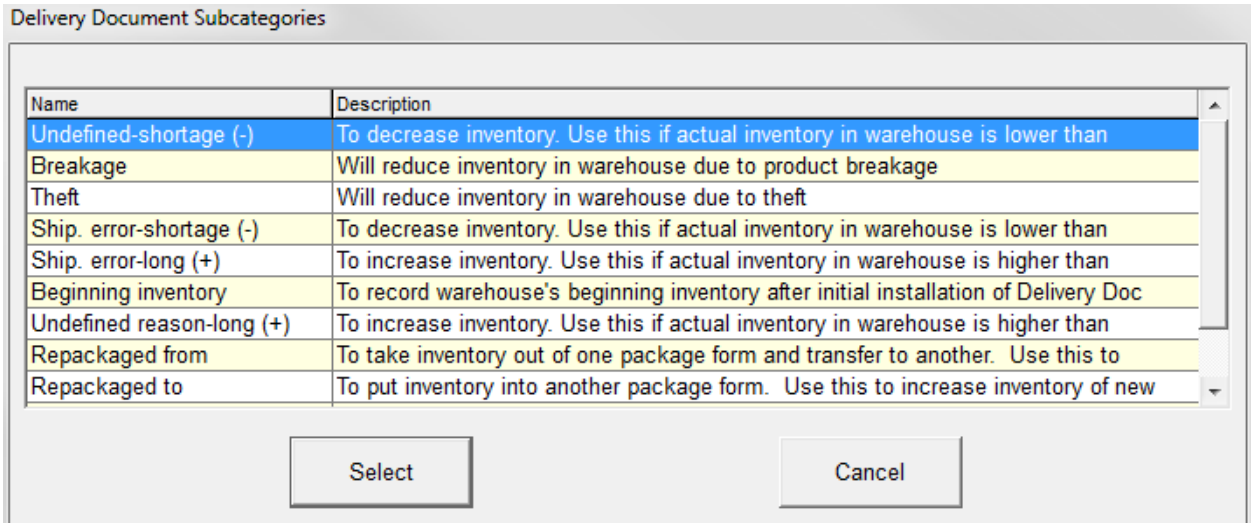
<b>Date</b>	<b>Author</b>	<b>Description</b>
7/20/2012	Katie Bergthold	Creation of document.

**Summary/Overview:**

The following guide is to assist the user through adjusting inventory.

**Procedures to Adjust Inventory:**

1. Within Delivery Doc navigate to Inventory> Adjust Quantity
2. Following options appear:



- a. Undefined-shortage (-): To decrease inventory. Use this if actual inventory in warehouse is lower than reported by computer.
  - b. Breakage: Will reduce inventory in warehouse due to product breakage.
  - c. Theft: Will reduce inventory in warehouse due to theft
  - d. Ship. Error-shortage (-): To decrease inventory. Use this if actual inventory in warehouse is lower than reported by computer.
  - e. Ship. Error-long (+): To increase inventory. Use this if actual inventory in warehouse is higher than reported by computer.
  - f. Beginning inventory: To record warehouse's beginning inventory after initial installation of Delivery Doc.
  - g. Undefined reason-long (+): To increase inventory. Use this if actual inventory in warehouse is higher than reported by computer.
  - h. Repackaged from: To take inventory out of one package form and transfer to another. Use this to deduct product from original package.
  - i. Repackaged to: To put inventory into another package form. Use this to increase inventory of new package form.
  - j. Production Usage: To deduct inventory for product used in manufacturing
  - k. Manufactured: To increase inventory for produced product
3. Select best option for inventory adjustment
  4. Select Add to select desired product(s) to be adjusted
    - a. Input quantity
    - b. Input *product lot, serial number, consigned to*, if desired
  5. Continue with step 4 until all products needing this specific adjustment have been added to the document.
  6. Once all products have been added, select *OK* to complete task.