Ultriva 8.0 and Above

Adjust Inventory

Reference Guide

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Adjust Inventory

To **navigate** to "**Adjust Inventory**", **select** the "**Plant or Workcenter**"

Click on "**Actions**"

Click on "**Adjust Inventory**"

Click on the "**Supplier**" field and start typing the supplier name or hit Space, a list of the suppliers will appear, Select the "**Supplier**". **Click** on the "**Go**" button.

The "**Supplier**" items **appear**. **Click** on the **part number** to **advance** to the **next screen or click** on the **line item** to **highlight** the **line**. If the **line** was **highlighted**, **click** on the "**Show Cards**" button. *The user may not see this screen if Cards List is chosen in the "Show" field as a selected filter.*

Click in the **selection box** at the column heading to **select all cards** or **select** the **cards individually**. A **checkmark will appear**.

Enter the "**New Quantities**". *The location on the card can be changed also under the "Current Location" column. A note can be attached at this time by clicking on the "Attached Notes" button.* **Click** on the "**Adjust Inventory**" button.

		Card ID ↑	Item ↑	Cycle No ↑	Card Qty ↑	Location Code ↑	Current Location ↑	Adjust Qty
	☑	KCD4G27CNATA	ULT-001-0454-00	5	160		A1	570
	☑	KCD8UQ7CNAUK	ULT-001-0454-00	1	160		B2	770
	☑	KCD8UQ8CNAS9	ULT-001-0454-00	1	160		C4	71

Adjust Inventory Cards List ▼   👁 Views ▾   🖨 Print   ⧉ Export   ❓

Find Card ID   🔍 🔎   ⊞ Adjust Inventory   ☐ Attach Notes   ← Back To Items   ⇄ Change Filter

Sorted by: Item, Card ID   Viewing 1 to 10 of 15 ◁ Page 1 ▾ of 2 ▶

The "**Inventory Successfully Adjusted**"

Adjust Inventory Cards Results   ❓

← Back To Items   ← Back To Cards

Following Cards were successful

	Card ID	Item	Description
	KCD4G27CNATA	ULT-001-0454-00	Inventory Successfully Adjusted.
	KCD8UQ7CNAUK	ULT-001-0454-00	Inventory Successfully Adjusted.
	KCD8UQ8CNAS9	ULT-001-0454-00	Inventory Successfully Adjusted.