



Ultriva 7.6 and Higher Adjust Inventory Reference Guide

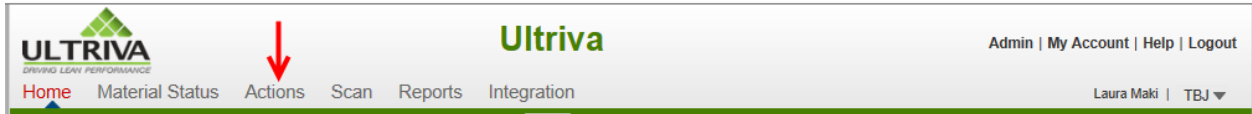
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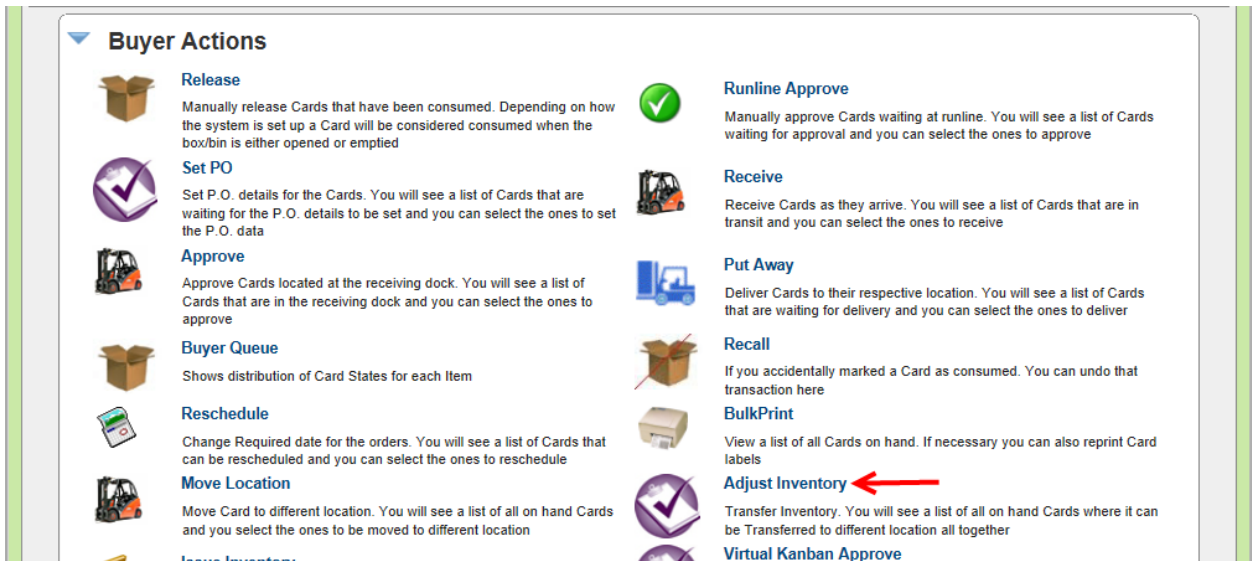
[*Adjust Inventory*](#)..... 2

Adjust Inventory

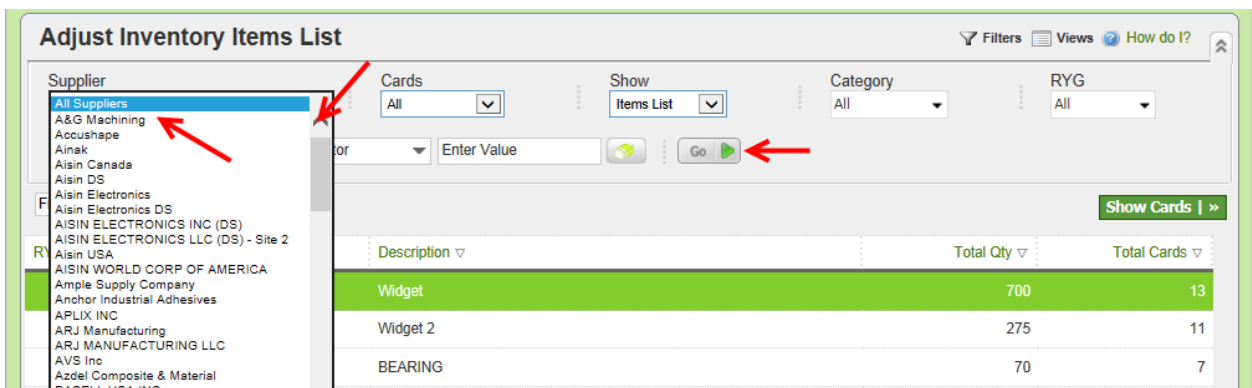
To navigate to “Adjust Inventory”, click on “Actions”.



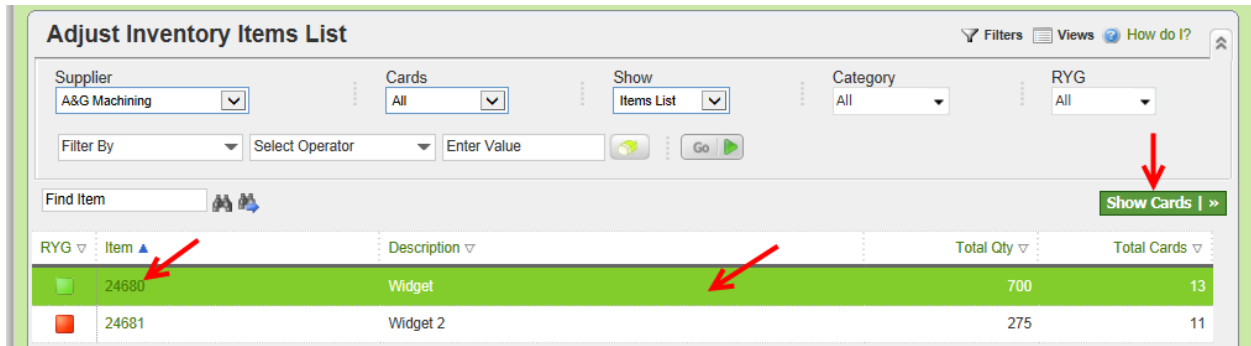
Click on “Adjust Inventory”



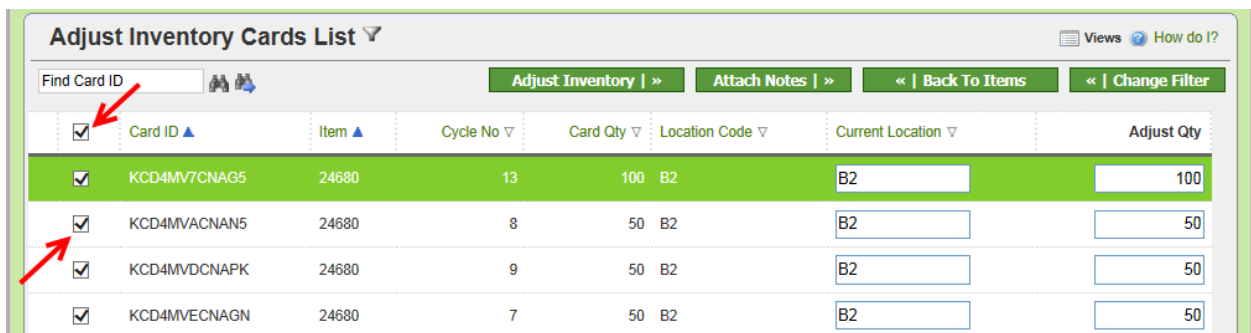
Click on the **drop down arrow** in the “Supplier” field and a **drop down list** appears. Click on a “Supplier”. Click on the “Go” button.



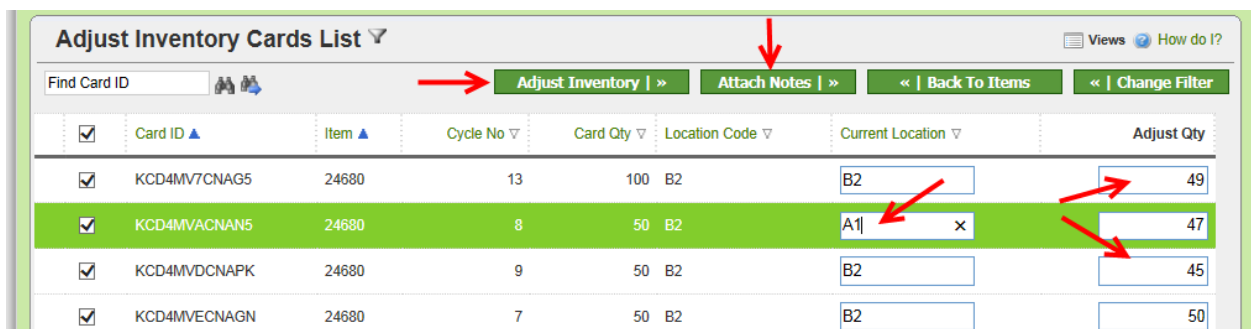
The “Supplier” items appear. Click on the part number to advance to the next screen or click on the line item to highlight the line. Click on the “Show Cards” button.



Click in the “Card Id” 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.




The “Inventory Successfully Adjusted”

Adjust Inventory Cards Results How do I?

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Following cards were successful 

Card ID	Item	Description
KCD4MV7CNAG5	24680	Inventory Successfully Adjusted.
KCD4MVACNAN5	24680	Inventory Successfully Adjusted. 
KCD4MVDCNAPK	24680	Inventory Successfully Adjusted.
KCD4MVECNAGN	24680	Inventory Successfully Adjusted.