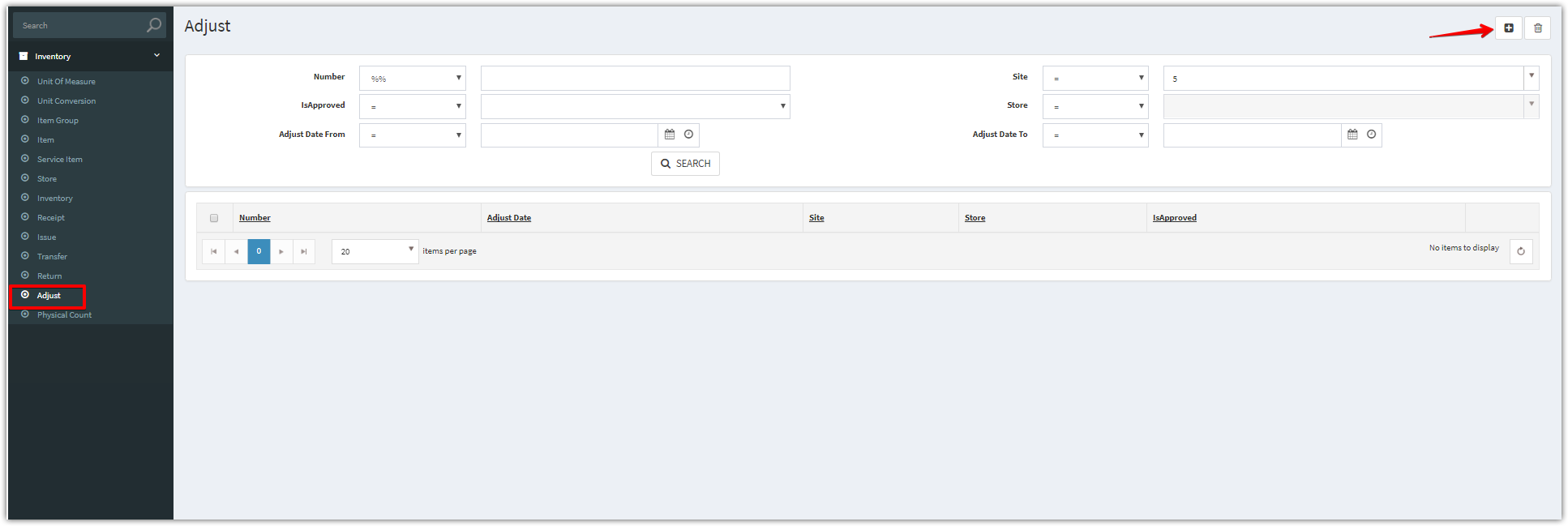
**Adjust Inventory** occurs when inventory is purchased and later Adjusted to the inventory.

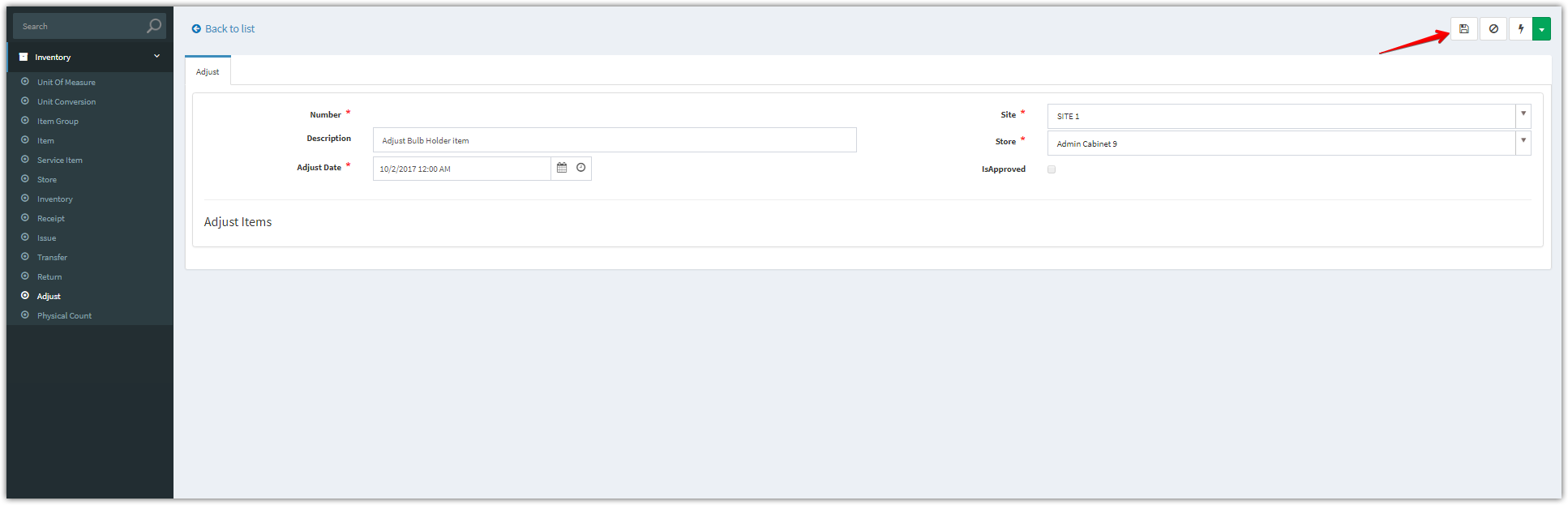
**Adding Adjusts**

To add a new **Adjust**, follow these steps:

1. Click **Add New**

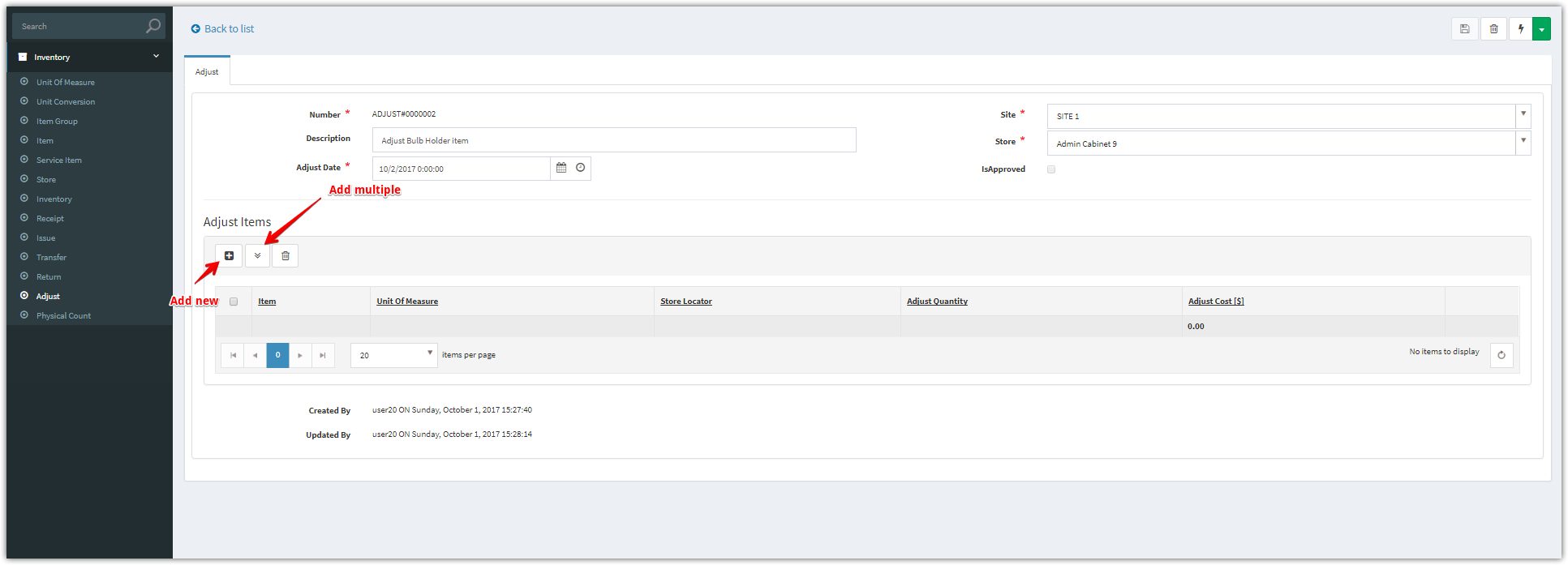


1. Complete the applicable data fields. \* denote for required fields. Then click **Save.**

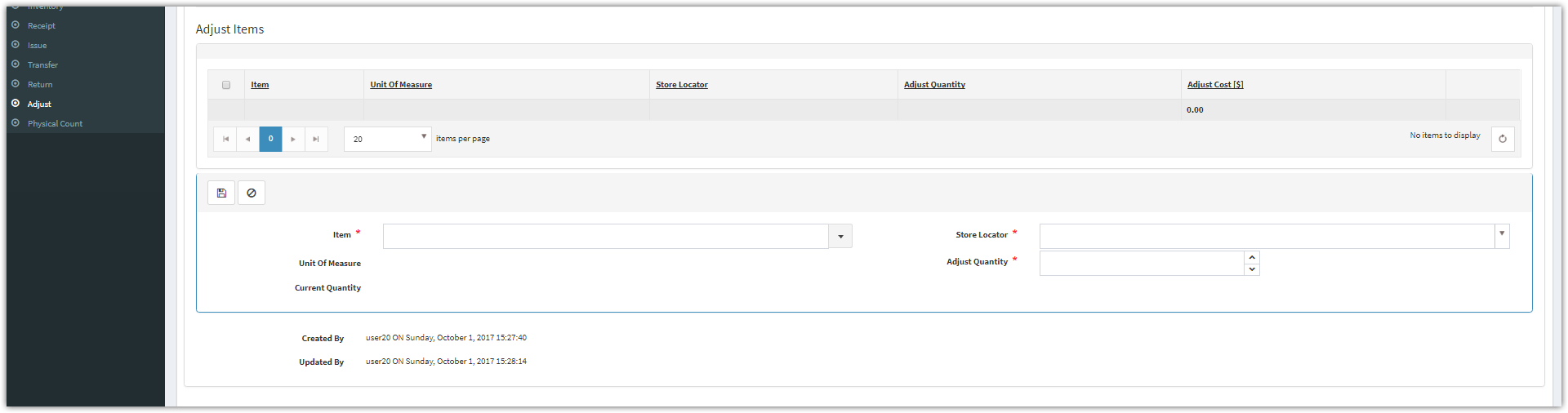


1. After clicking “**Save**” button. Add new items

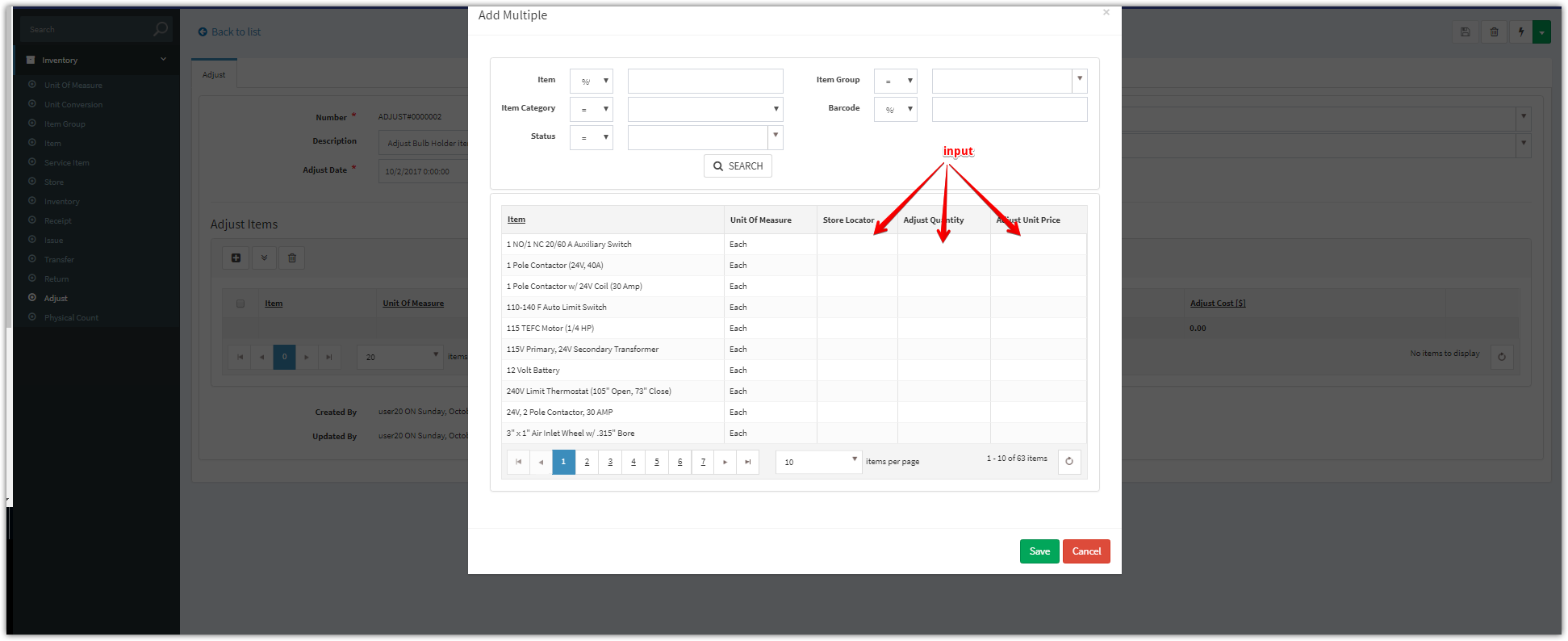
Click **Add New** to add one item, **Add Multiple** to add multiple items

****

**Add New**

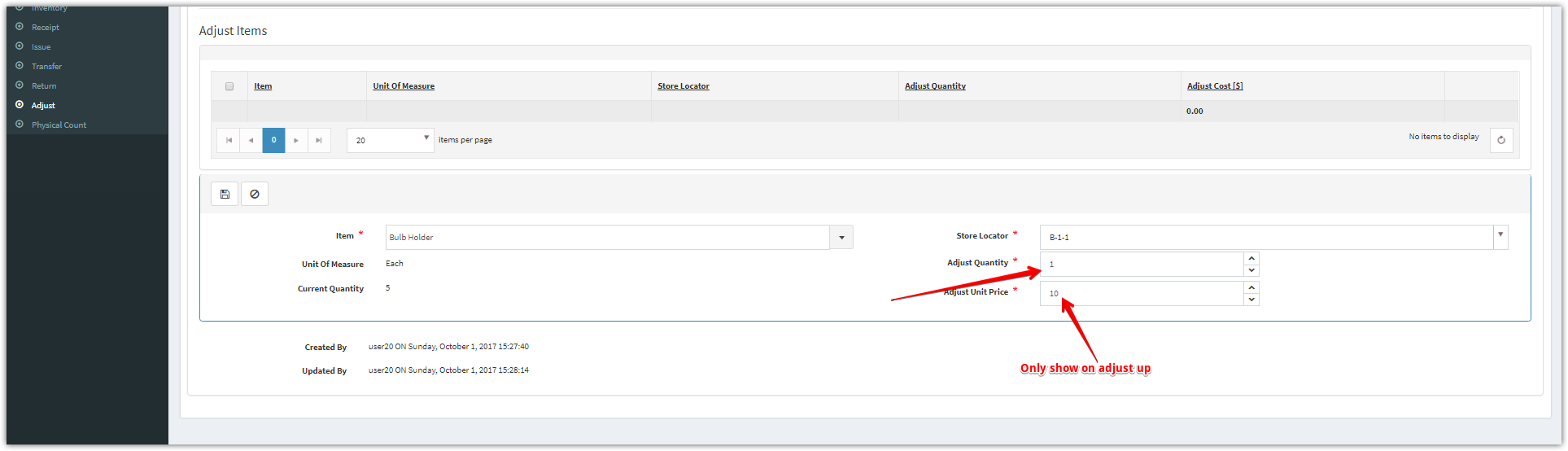
****

**Add Multiple**

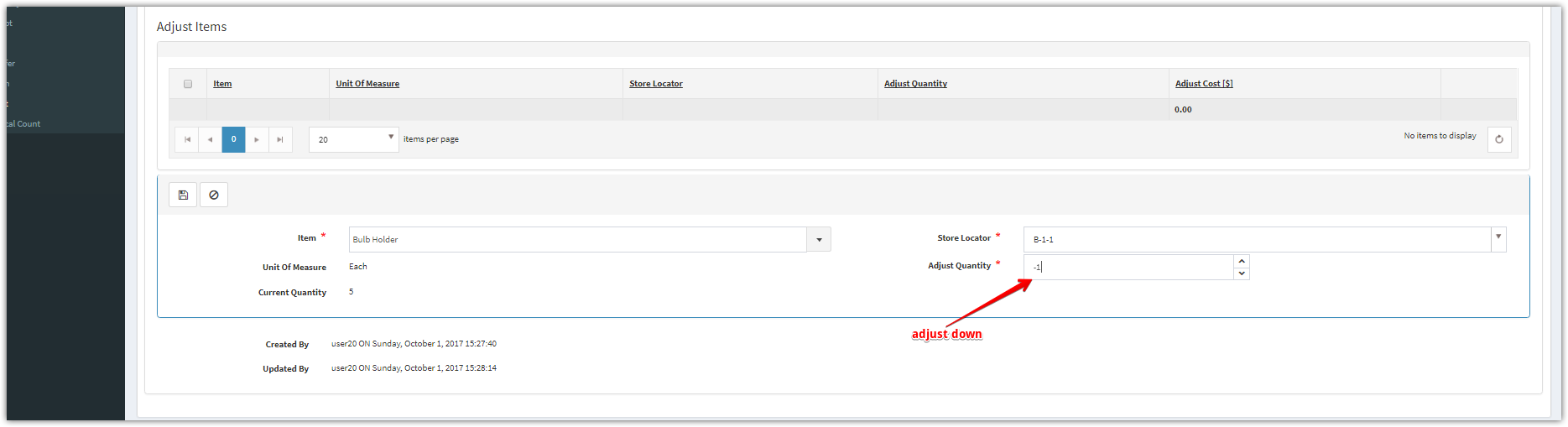
****

**Note:** we have 2 ways to adjust:

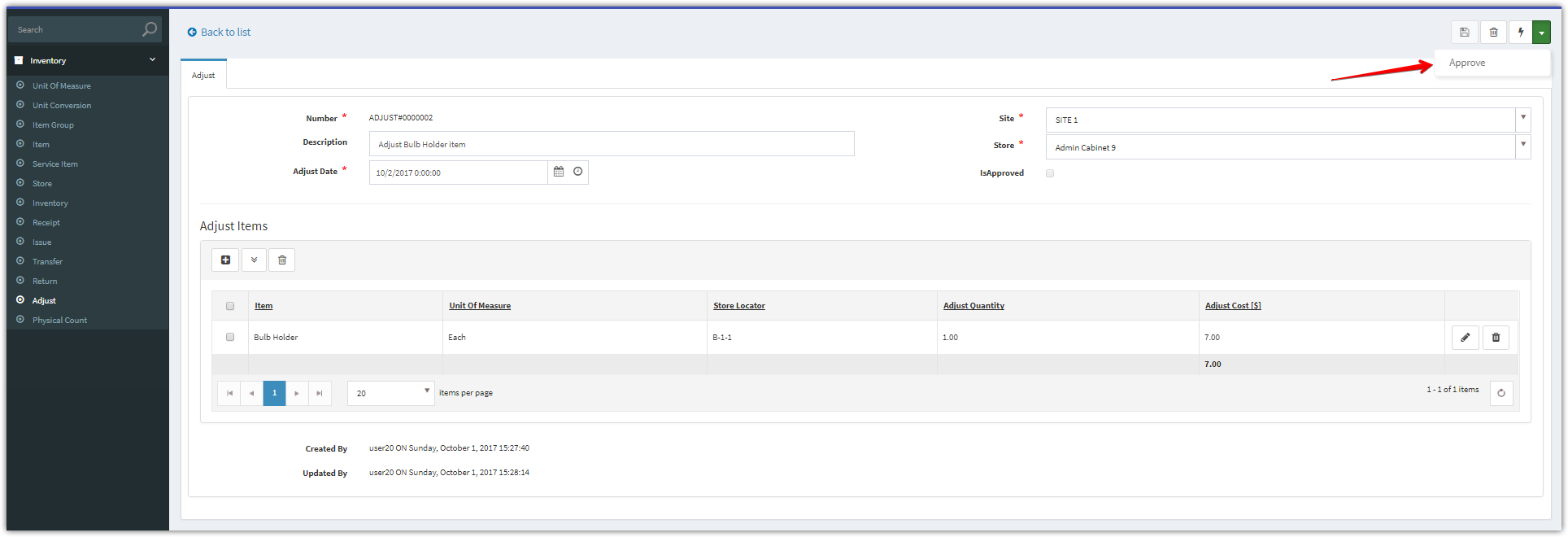
**+ Adjust Up** occurs when the adjust quantity always > 0

****

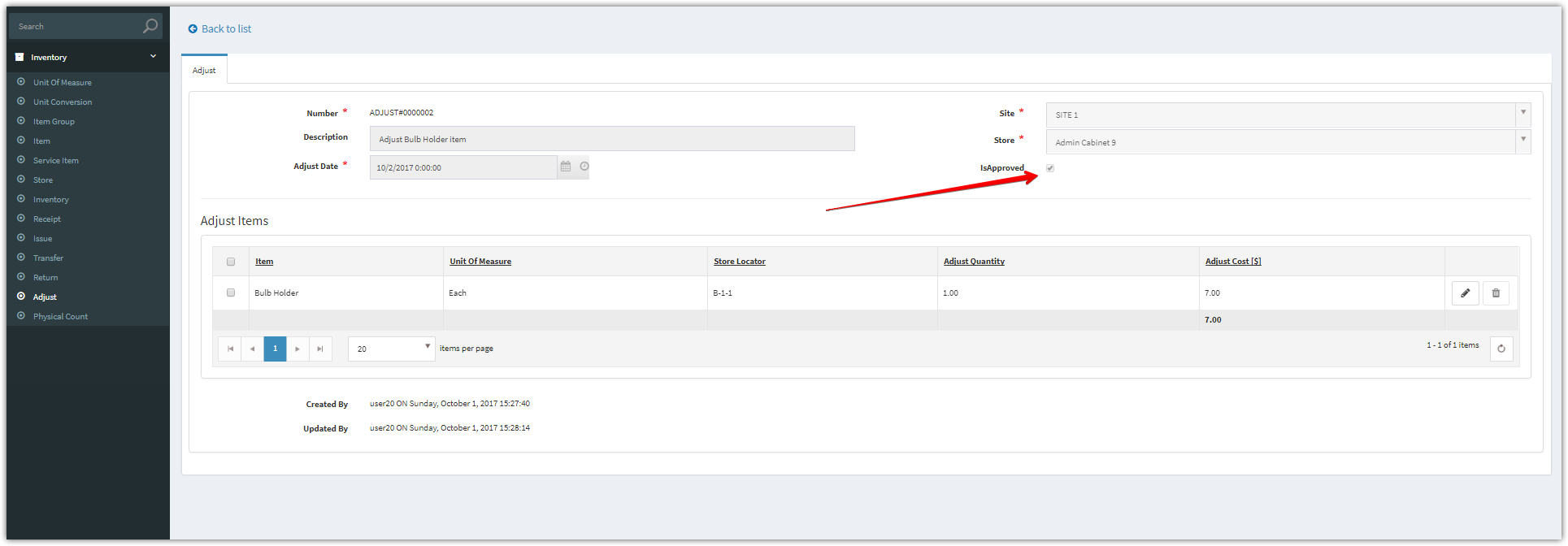
**+ Adjust Down** occurs when theadjust quantity always < 0

****

1. Click “**Approve**” button to approve for this Adjust

****

1. After approved, we checked and saw that the “**IsApproved’** checkbox was checked.



1. This adjust has been added into the inventory, please check this transaction into the inventory.

