




Use **Stock adjustments** to update on-hand inventory quantities that have changed due to damaged, lost, or found parts.

Go to **Inventory > Adjustments** to open the **Inventory quantity adjustments** screen.

- 1 Select **Stock adjustments**.
- 2 Enter the **Part number**.
- 3 Use the **Tab** key to move to **Line** and select the product line.
- 4 Enter a negative (-) **On hand** quantity to remove lost parts from inventory. For found parts, enter a positive (+) quantity.
- 5 Enter a negative (-) **Returned cores** quantity to remove lost cores from inventory. For found cores, enter a positive (+) quantity.
- 6 Enter a negative **Returned defectives** quantity to remove damaged parts from inventory. Enter a positive (+) quantity if you need to add a defective part to inventory.
- 7 Select **Save**  to update your on-hand inventory.

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Inventory Quantity Adjustments

Receipts Stock Adjustments Mixing Paint Adjustments Theft

Part Number Line

Class

Cost

Replacement Cost	Average Cost	Core Cost
0.0000	0.0000	0.0000

Adjustments

	Current	Quantity Adjusted	New Quantity	Stock Adjustment Value
On Hand	0.00	<input type="text"/>	0.00	0.0000
Returned Cores	0.00	<input type="text"/>	0.00	0.0000
Returned Defectives	0.00	<input type="text"/>	0.00	0.0000