





Use **Receipts** to adjust quantities for parts received that were not ordered through normal TAMS processes and do not have a purchase order to post against.

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

- 1 Select **Receipts**.
- 2 Enter the **Packing slip**.
- 3 Enter the **Part number**.
- 4 Use the **Tab** key to move to **Line** and select the product line.
- 5 Enter a negative (-) quantity in **On hand** to remove parts from inventory. Enter a positive (+) quantity to add parts to inventory.
- 6 Enter quantities if parts are **On order** and/or **On backorder**.
- 7 Enter the **Cost** for the part.
- 8 Enter the **Core** cost if the adjustment includes cores.
- 9 Select **Save**  to update your on-hand inventory.

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### Inventory Quantity Adjustments

Receipts **Stock Adjustments** Mixing Paint Adjustments Theft

1 2 Packing Slip

3 Part Number  Line

4 Class

Cost

Replacement Cost	Average Cost	Core Cost
0.0000	0.0000	0.0000

Adjustments

	Current	Adjustment	New Quantity
On Hand	0.00	5	<input type="text"/>
On Order	0	6	<input type="text"/>
On Backorder	0	<input type="text"/>	<input type="text"/>

Receipt

7 Cost

8 Core

Value 0.0000

Receipt Options

- ☐ All Items Were Received
- ☐ On Order Quantity Received
- ☐ Backorder Quantity Received
- ☐ Cancel On Order
- ☐ Cancel Backorder
- ☐ Cancel Both Order and Backorder