



Create and Print an Agency Inventory Adjustment Form

Description

Use this task to complete an inventory adjustment in the Enterprise Portal. This document is the record for any inventory adjustment. Print this form and obtain all applicable signatures. If the damages or shortages are noticed at receiving time, give the driver a signed copy of the form before they leave.

Trigger

Perform this task after creating an inventory adjustment on the RF scanner.

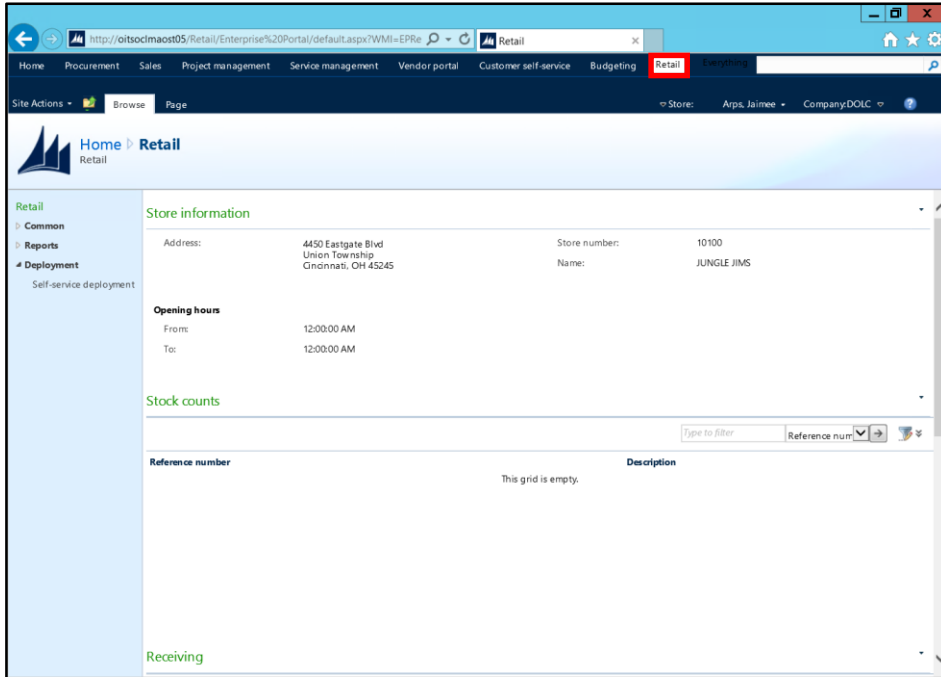
Prerequisites

An inventory adjustment has been made.

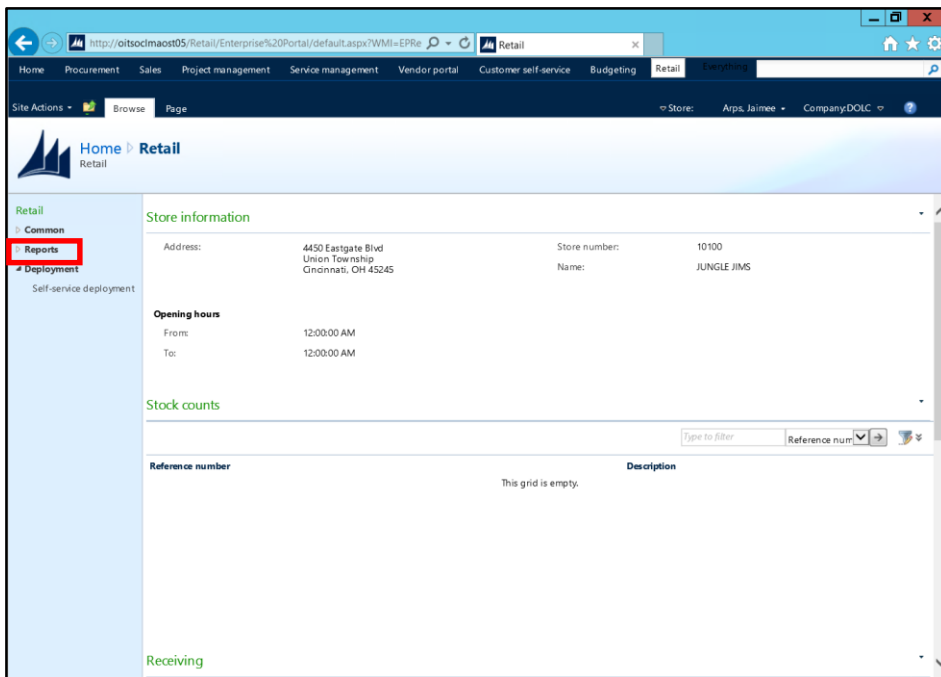
Helpful Hints

Based on your role, screens may differ in the system from the screens in this job aid.

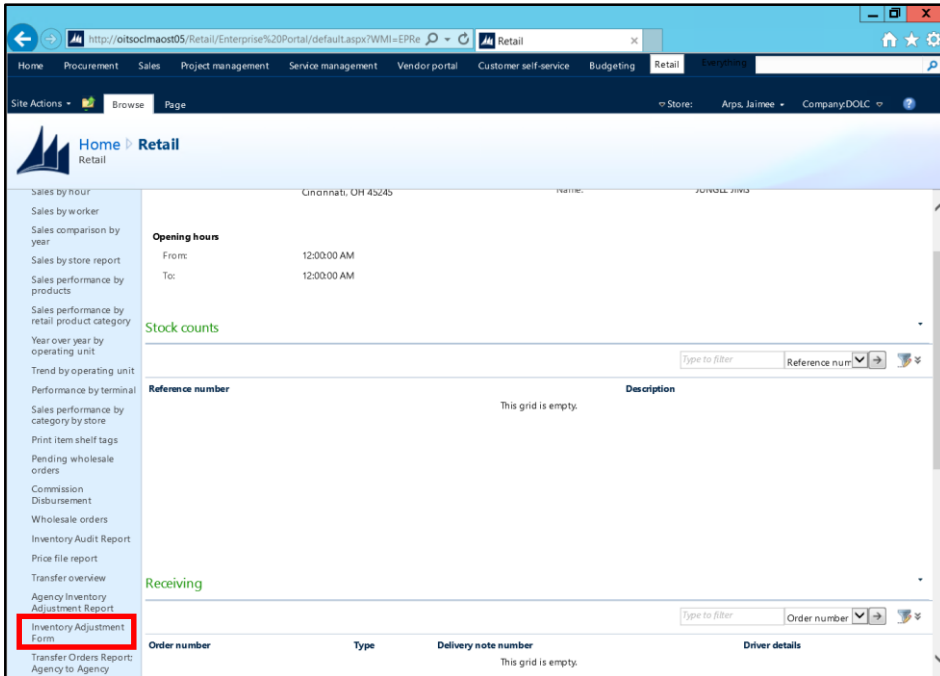
1. Begin this task by logging into the Enterprise Portal.
2. Click **Retail** on the toolbar.



3. Click  to the left of the **Reports** section to expand the area.



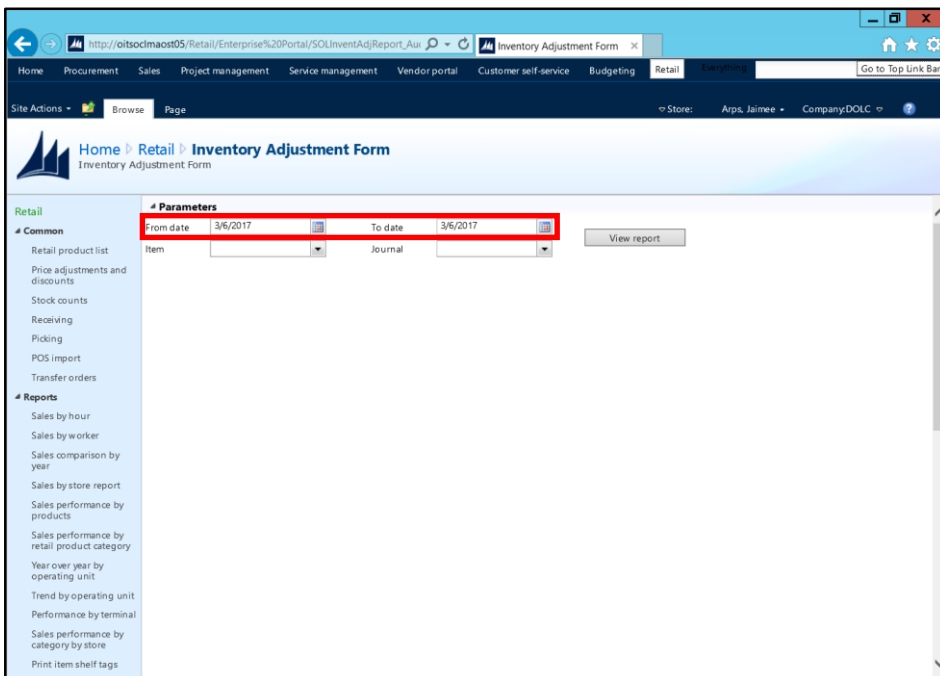
4. Click **Inventory Adjustment Form** in the **Retail** panel.




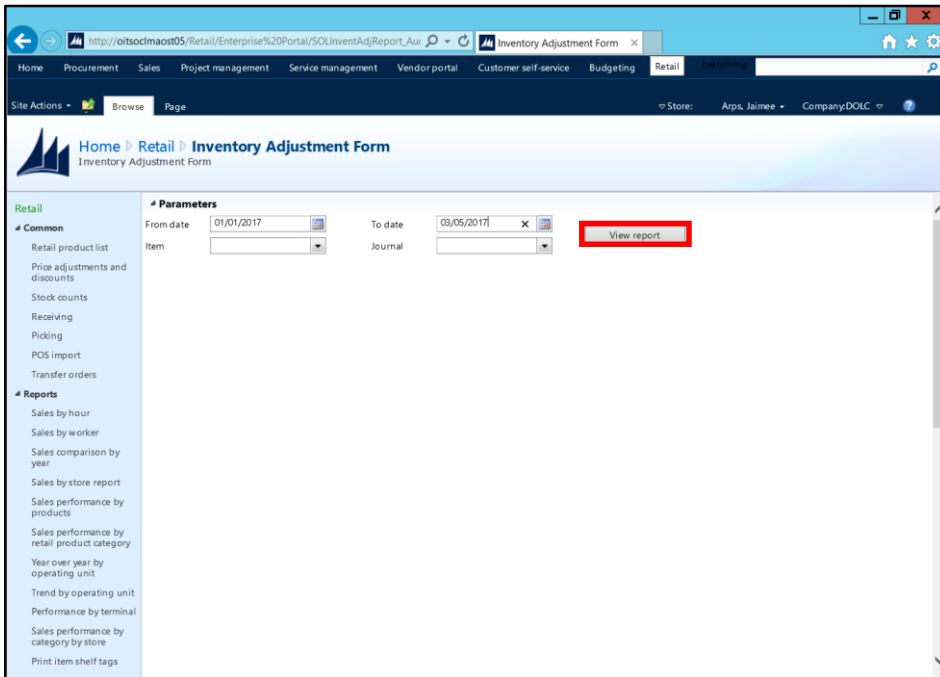
5. Enter the parameters for your search. In this example, enter “01/01/2017” in the **From date** field and enter “3/05/2017” in the **To date** field.




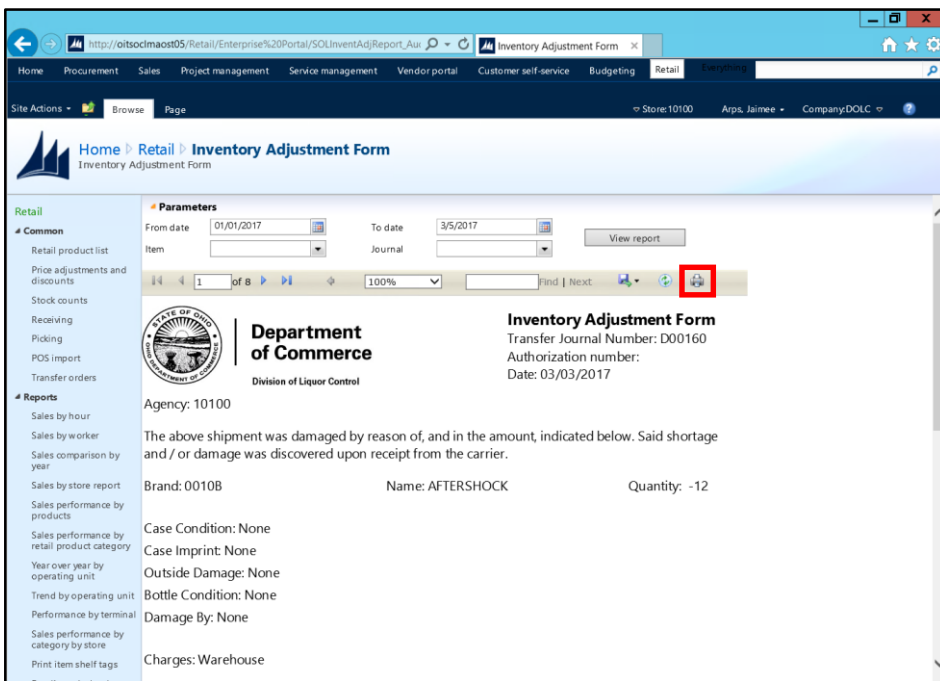
As additional options, you can also enter an Item number or the Journal number in the appropriate fields to narrow the search results.




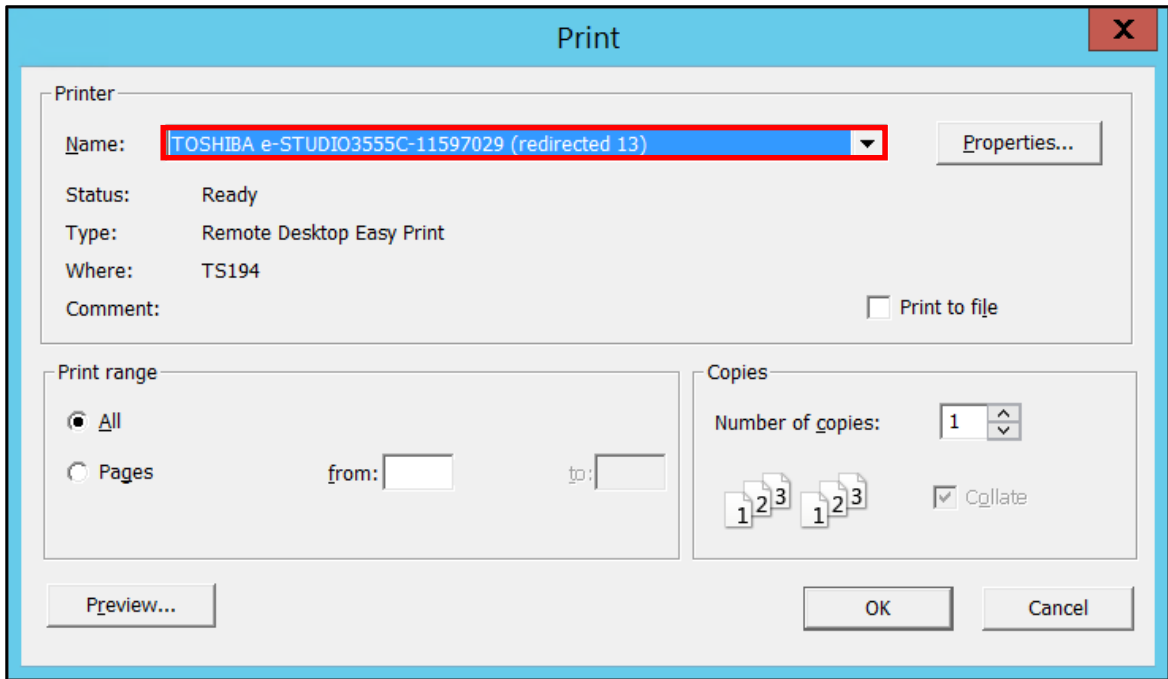
6. Click  to display the *Inventory Adjustment* form.



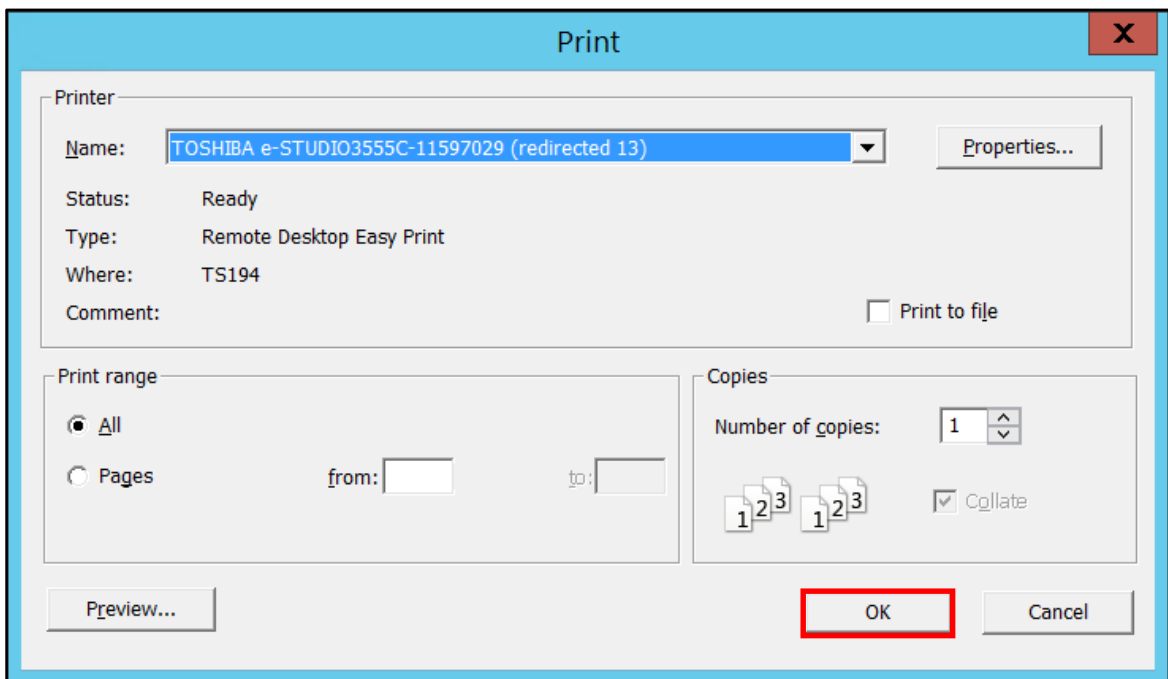
7. Click  to print the *Inventory Adjustment* form.



8. Click  in the **Name** field to display the drop-down list and select the appropriate printer, if it does not default to the correct printer.



9. Click  to print the form and complete this task.



Results

You have created and printed an *Inventory Adjustment* form.