Inventory Quantity Adjustment

- 1) Go to Inventory Tab and click (On left side of screen click
- 2) Go to Trans Adjustment
- 3) Go to new transaction (upper right of screen)
- 4) Enter date
- 5) Then hit save
- 6) Then click add item
- 7) Go to location you want to add to (top right on page)
  - a. Use drop down arrow
  - b. Choose adjust up
  - c. Then hit add item (towards bottom of page)
  - d. Then type in BT product ID
  - e. Then add your quanity
  - f. Then hit save
- 8) Then click transaction number in upper left corner (blue)
- 9) Click Post