

Part Price Adjustment

PROCEDURE

1. Open the Price Adjustment Form in the FIC Forms/Part Management folder.

Price Adjustments Form – Header Section

The screenshot shows a web-based form titled "Price Adjustments". A red rectangular box highlights the header section, which includes the following fields:

- Warehouse:** 10
- Warehouse Name:** CENTRAL STORES
- Part No:** (highlighted in yellow)
- Unit of Measure:** (pull-down menu)

Below the header, the form is divided into two main sections:

- Adjustment Info:** Includes "Adj Date" (THU JAN 25, 2007) and "Adj Type" (highlighted in yellow).
- Price Adjustment:** Includes "Quantity to Adjust", "From Price", and "To Price" (highlighted in yellow).

At the bottom of the form is a large text area labeled "Comments".

2. In the Header section, complete the following:
 - a. **Warehouse** - (read only) Displays warehouse number of the user.
 - b. **Warehouse name** – (read only) Displays the warehouse name for the listed warehouse.
 - c. **Part No** - (required) Enter part number to be adjusted and press tab.
 - d. **Part No Description** - (unlabeled) Displays part description.
 - e. **Unit of Measure** - (unlabeled/not used) If default unit of measure needs to be changed, click on pull-down list to select.

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Price Adjustments Form – Adjustment Info Section

Price Adjustments

Warehouse 10 CENTRAL STORES Dates

Part No

Adjustment Info

Adj Date THU JAN 25, 2007

Adj Type

Price Adjustment

Quantity to Adjust

From Price

To Price

Comments

3. In the Adjustment Info section, complete the following:
 - a. **Adj Date** - Defaults to today's date; modify adjustment date as needed.
 - b. **Adj Type** - Type in 'PRICE ADJ' or click Ctrl+L and select 'PRICE ADJ' from LOV.

Price Adjustments Form – Price Adjustment Section

Price Adjustments

Warehouse 10 CENTRAL STORES Dates

Part No

Price Adjustment

Quantity to Adjust

From Price

To Price

Adjustment Info

Adj Date THU JAN 25, 2007

Adj Type

Comments

4. In the Price Adjustment section, complete the following:
 - a. **Quantity to Adjust** - (read only) Displays quantity on hand.
 - b. **From Price** - (read only) Displays current warehouse price; Note: This value will be .0000 for a new part.
 - c. **To Price** - (required) Enter new price for warehouse part.

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Price Adjustments Form – Comments Section

The screenshot shows a web application window titled "Price Adjustments". At the top, there are fields for "Warehouse" (10) and "CENTRAL STORES", and a "Dates" button. Below this is a "Part No" field. The form is divided into two main sections: "Adjustment Info" and "Price Adjustment".

Adjustment Info:

- Adj Date: THU JAN 25, 2007
- Adj Type: [Empty field]

Price Adjustment:

- Quantity to Adjust: [Empty field]
- From Price: [Empty field]
- To Price: [Empty field]

The "Comments" section is a large text area with a scroll bar, highlighted with a red border. It is currently empty.

5. In the Comments section, complete the following:
 - a. **Comments** - Type in reason for adjustment; refer to your business rules. (Example: New Part Number.)
6. **Dates button** - Informational.
7. Press Ctrl+S to save.