## PROCEDURE

1.  Open Quantity Adjustments form in FIC Forms/Part Management folder.

**Quantity Adjustments Form – Header Section**



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.
    f.  **Location -** Click on the Location button or click Ctrl+L to open the Bins form.

**Bins Form**



i. In the Bins form, the Bin location should be highlighted; click OK to close the Bins form and return to the Quantity Adjustment form. FAMIS will populate the Bin for this part.

**Quantity Adjustments Form – Adjustment Info Section**



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 adjustment type or select from LOV.

**Quantity Adjustments Form – Adjustment Info Section**



4.  In the Quantity Adjustment Section, complete the following:
    a. **Price of Adjustment** - (read only) Displays price of part.
    b. **From Quantity -** (read only) Displays quantity of part.
    c. **To Quantity** - (required) Enter quantity of initial stock for new part number, otherwise enter new quantity on hand for existing part.

**Quantity Adjustments Form – Comments Section**



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