

Part Quantity Adjustment

PROCEDURE

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

Quantity Adjustments Form – Header Section

The screenshot shows the 'Quantity Adjustments' form. The header section includes a 'Warehouse' field with the value '10' and a 'Warehouse name' field with the value 'CENTRAL STORES'. Below these are 'Part No' and 'Location' fields. The 'Part No' field contains a yellowed-out value. The 'Adjustment Info' section contains 'Adj Date' (MON FEB 5, 2007) and 'Adj Type' (yellowed-out). The 'Quantity Adjustment' section contains 'Price of Adjustment', 'From Quantity', and 'To Quantity' fields. A 'Comments' text area is at the bottom.

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.

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Bins Form

Bin	On Hand
3AK01E	40.00

Active Staging Locations	On Hand

- 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

Warehouse: 10 CENTRAL STORES Dates

Part No: []

Location: []

Adjustment Info

Adj Date: MON FEB 5, 2007

Adj Type: []

Quantity Adjustment

Price of Adjustment: []

From Quantity: []

To Quantity: []

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 adjustment type or select from LOV.

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Quantity Adjustments Form – Adjustment Info Section

The screenshot shows a software window titled "Quantity Adjustments" with a close button. The form is divided into several sections:

- Warehouse:** A text box containing "10" and a dropdown menu showing "CENTRAL STORES".
- Part No:** A text box with a yellow background.
- Location:** A text box.
- Adj Date:** A text box containing "MON FEB 5, 2007".
- Adj Type:** A text box with a yellow background.
- Quantity Adjustment:** A section highlighted with a red border, containing three text boxes: "Price of Adjustment", "From Quantity", and "To Quantity". The "To Quantity" box has a yellow background.
- Comments:** A large text area at the bottom.

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.

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Quantity Adjustments Form – Comments Section

The screenshot shows a web application window titled "Quantity Adjustments". The form is divided into several sections:

- Warehouse:** 10, CENTRAL STORES
- Part No:** [Empty field]
- Location:** [Empty field]
- Adjustment Info:**
 - Adj Date: MON FEB 5, 2007
 - Adj Type: [Empty field]
- Quantity Adjustment:**
 - Price of Adjustment: [Empty field]
 - From Quantity: [Empty field]
 - To Quantity: [Empty field]
- Comments:** A large text area with a scroll bar, highlighted with a red border.
- Dates:** [Button]

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.