Recording Stock Takes: Step 8

Launching Adjustments

1. From the Navigator screen double click on Physical Inventory.
2. Click on View, Find
3. Click on the line you want to launch adjustments for and click OK.
4. From the Tools menu select Launch Adjustments.
5. Complete the Adjustment Account field with the account code any variances are to be entered against. (Only one can be entered)
6. Amend the Adjustment Date to be the same as the Snapshot date.
7. Click Launch Adjustments.
8. Click OK for any confirmation pop-up

You have now finished your stock take.