## **How to Adjust Inventory**

- 1. Click on **Inventory**
- 2. Click on the Inventory that you would like to adjust
- 3. Click Adjust (Left hand side)
- 4. Find the items and counts that you would like to adjust
- 5. Enter the Actual on Hand Amount
- 6. Enter a Reason for the adjustment
- 7. Once completed click **Save**