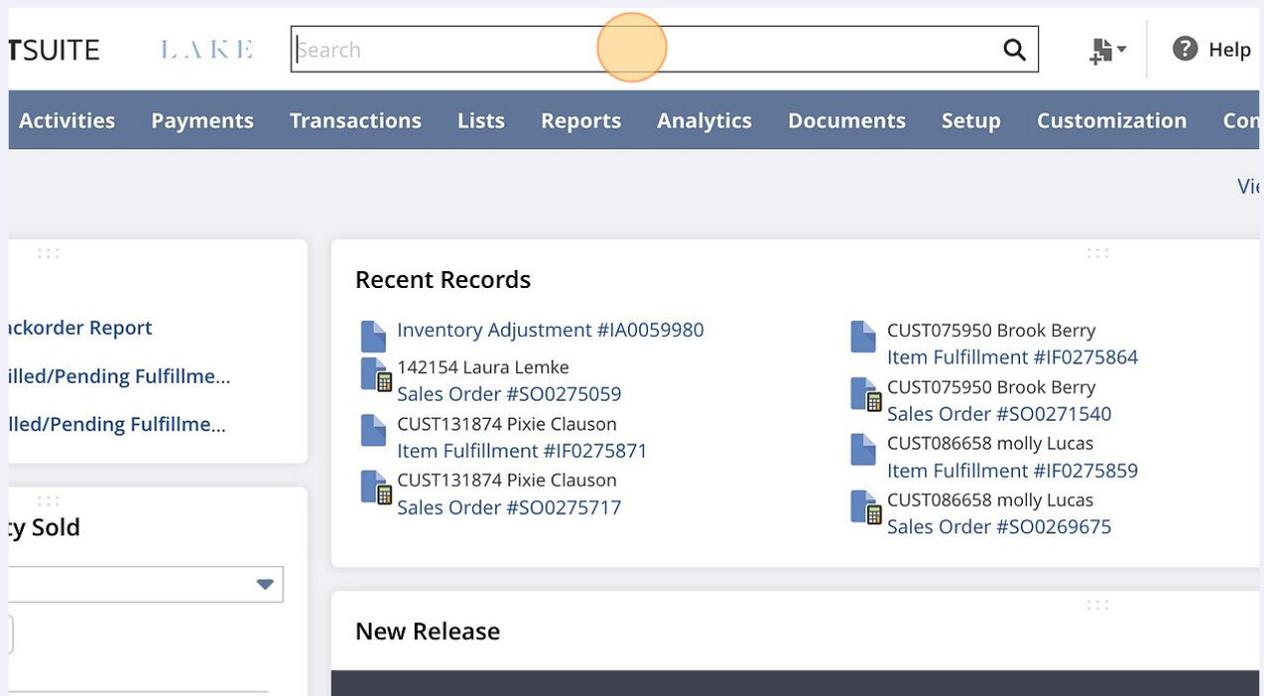


How to Create an Inventory Adjustment

1 Navigate to NetSuite
(<https://4816234.app.netsuite.com/app/center/card.nl?sc=-29&whence=>)

2 Click the "Search" field.



3 Type "page:inventory adjustment"

4 Click "Inventory Adjustments"

Oracle NETSUITE LAKE

page:inventory adjustment

Page: Inventory Adjustments

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization

Reminders

- 101 LAKE | Daily Backorder Report
- 5 CHS Partially Fulfilled/Pending Fulfillme...
- 7 ATL Partially Fulfilled/Pending Fulfillme...

Recent Records

- Inventory Adjustment #IA0059980
- 142154 Laura Lemke Sales Order #SO0275059
- CUST131874 Pixie Clauson Item Fulfillment #IF0275871
- CUST131874 Pixie Clauson Sales Order #SO0275717
- CUST075950 Brook Bern Item Fulfillment #IF02
- CUST075950 Brook Bern Sales Order #SO0271!
- CUST086658 molly Luca Item Fulfillment #IF02
- CUST086658 molly Luca Sales Order #SO0269

New Release

5 Click "New Transaction".

NETSUITE LAKE

Search

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization Com

Inventory Adjustments

Customize View | **New Transaction**

EMPLOYEE: Gordon, Meredith

STYLE: Normal

EDIT

DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	MX OPERATION TYPE
-----------------	------	---------	------	----------	---------------------------	--------	-------------------

6 Click the "Adjustment Account".

TE LAKE Search

ities Payments Transactions Lists Reports Analytics Documents Setup Customization Commerce

stment

	ADJUSTMENT ACCOUNT *	POSTING PERIOD
	<input type="text" value=""/>	May 2023
	ESTIMATED TOTAL VALUE	MEMO
	0.00	
	DATE *	ADJUSTMENT REAS
	5/8/2023	<Type then tab>
	SALES CHANNEL	ADJUSTMENT LOCA
	<Type then tab>	<Type then tab>

7 Type "5090"

8 Click "5090 Cost of Goods Sold : Inventory Adjustments"

Analytics Payments Transactions Lists Reports Analytics Documents Setup Customization Commerce

ADJUSTMENT ACCOUNT *
5090
5090 Cost of Goods Sold : Inventory Adjustments
0.00

POSTING PERIOD
May 2023

MEMO

DATE *
5/8/2023

ADJUSTMENT REASON CODE
<Type then tab>

SALES CHANNEL
<Type then tab>

ADJUSTMENT LOCATION
<Type then tab>

9 Click "Memo".

Analytics Documents Setup Customization Commerce Implementation SuiteApps

List Search Customize More

ADJUSTMENT ACCOUNT *
5090 Cost of Goods Sold : Inventory Adjustments

POSTING PERIOD
May 2023

MEMO

ADJUSTMENT REASON CODE
<Type then tab>

ADJUSTMENT LOCATION
<Type then tab>

10

Type "Mass Inv Adj for Stores". (For a memo you can type anything you want. Most people say something along the lines as to why they are doing an IA)

11

Click "Adjustment Reason Code".

The screenshot shows a web interface for creating an inventory adjustment. At the top right, there is a notification banner with a checked box for "Don't remind me again.", an "Install Desktop Recorder" button, and a "Dismiss" button. Below this, the form includes several fields: "UNITS Sold : Inventory Adjust" (a dropdown menu), "POSTING PERIOD" (set to "May 2023"), "MEMO" (containing "Mass Inv Adj for Stores"), "ADJUSTMENT REASON CODE" (with a placeholder "<Type then tab>" and a blue highlight), and "ADJUSTMENT LOCATION" (with a placeholder "<Type then tab>"). At the bottom, a table header is visible with columns: "LOCATION", "QTY. ON HAND", "CURRENT VALUE", "ADJUST QTY.", "NEW QUANTITY", "EST. UNIT COST", "INVENTORY DETAIL", and "LEGACY CHILD".

12

Type "man" (Since we are doing a manual adjustment we will select MAN)

13 Click "MAN"

Install Desktop Recorder Dismiss

ACCOUNT *
Goods Sold : Inventory Adjusti

POSTING PERIOD
May 2023

MEMO
Mass Inv Adj for Stores

ADJUSTMENT REASON CODE
man
MAN

ADJUSTMENT LOCATION
<Type then tab>

LOCATION *	UNITS	QTY. ON HAND	CURRENT VALUE	ADJUST QTY. BY *	NEW QUANTITY	EST. UNIT COST	INVENTORY DETAIL	LEGACY CHILD SKU	MEMO
<Type then									

14 Click "Department".

LINE Inventory Adjustments

REFERENCE #
To Be Generated

CUSTOMER
<Type then tab>

ESTIMATED TOTAL VALUE
0.00

DATE *
5/8/2023

Classification

SUBSIDIARY *
LAKE

DEPARTMENT
<Type then tab>

SALES CHANNEL
<Type then tab>

Adjustments Communication EFT eTail

ITEM *	DESCRIPTION	LOCATION *	UNITS	QTY. ON HAND	CURR
<Type then tab>		<Type then tab>			

✓ Add ✕ Cancel + Insert 🗑 Remove

Cancel

15 Click "Sales : Retail"

REFERENCE #
To Be Generated

CUSTOMER
<Type then tab>

ESTIMATED TOTAL VALUE
0.00

DATE *
5/8/2023

Classification

SUBSIDIARY *
LAKE

SALES CHANNEL
<Type then tab>

DEPARTMENT
ret

Sales : Retail
Adjustments Communication EFT eTail

ITEM *	DESCRIPTION	LOCATION *	UNITS	QTY. ON HAND	CURR
<Type then tab>		<Type then tab>			

16 Click "Sales Channel".

ment

ADJUSTMENT ACCOUNT *
5090 Cost of Goods Sold : Inventory Adjusti

POSTING
May 20

ESTIMATED TOTAL VALUE
0.00

MEMO
Mass li

DATE *
5/8/2023

ADJUST
MAN

SALES CHANNEL
|

ADJUST
<Type

mmunication EFT eTail

DESCRIPTION	LOCATION *	UNITS	QTY. ON HAND	CURRENT VALUE	ADJUST QTY. BY *
<Type then tab>	<Type then tab>				

17

Click "POS" (Since this adjustment is being done for retail stores, the sales channel we would select would be POS)

Inventory Adjustment

ADJUSTMENT ACCOUNT
5090 Cost of Goods Sold : Inventory Adjustm

ESTIMATED TOTAL VALUE
0.00

DATE *
5/8/2023

SALES CHANNEL
pos
POS

Communication EFT eTail

DESCRIPTION	LOCATION *	UNITS	QTY. ON HAND	CURRENT VALUE	ADJUSTMENT QTY
<Type then tab>	<Type then tab>				

Cancel Insert Remove

18

Click the "Item" field to enter your items.

To Be Generated
0.00

CUSTOMER
<Type then tab>

DATE *
5/8/2023

Classification

SUBSIDIARY *
LAKE

SALES CHANNEL
POS

DEPARTMENT
Sales : Retail

Adjustments Communication EFT eTail

ITEM *	DESCRIPTION	LOCATION *	UNITS	QTY. ON HAND	CURRENT VALUE
		<Type then tab>			

Add Cancel Insert Remove

Cancel

19

After you type in your item the item will pop up, and you will have to click "10045-FOG : 10045-FOG-M Kimono Pajama Set in Fog" to enter it in.

To Be Generated 0.00

CUSTOMER <Type then tab>

DATE * 5/8/2023

Classification

SUBSIDIARY * LAKE

SALES CHANNEL POS

DEPARTMENT Sales : Retail

Adjustments Communication EFT eTail

DESCRIPTION	LOCATION *	UNITS	QTY. ON HAND	CURR
10045-FOG : 10045-FOG-M Kimono Pajama Set in Fog	<Type then tab>			

Buttons: Add, Cancel, Insert, Remove

Cancel

20

Tab to the "Location" column, and click the arrows to select your location.

SALES CHANNEL POS

DEPARTMENT Sales : Retail

Adjustments Communication EFT eTail

DESCRIPTION	LOCATION *	UNITS	QTY. ON HAND	CURRENT VALUE	ADJUST BY
	atl	Eas	0	0.00	

Dropdown menu for Location:

- Atlanta
- Atlanta : Atlanta 2nd Quality
- Atlanta : Atlanta 3rd Quality
- Atlanta : Atlanta Returns

Buttons: Add, Cancel, Insert, Remove

Cancel

21

Tab over to your "Adjust Qty. By" column to add or subtract the units. If you are taking away units you will need to put the number in parenthesis.

ADJUST QTY. BY *	NEW QUANTITY
(1)	(1)
(1)	(1)

22

Once you have entered in all of the units you would like to do an Inventory Adjustment for, and have checked over it, click "Save". The adjustment will be made instantly.

