

Switch Business Systems

How do I adjust inventory using Retriever?

Click on inventory adjustment on the menu.

Select the NEW option.

Click on Product information.

Enter the product to be adjusted.

Enter the type of adjustment. (A or P or B)

A is to adjust the quantity on hand.

The quantity entered is the amount to change the inventory by.

If the quantity is to be reduced then a negative number is entered.

Enter the batch number and associated packaging.

Click on Continue then click on Save

P is to amend the packaging.

The quantity entered is the quantity that is repackaged and must be a positive number.

Enter the batch number and associated packaging.

Enter the new packaging.

Click on Continue then click on Save

B is to change the batch number.

A whole batch or a partial batch can be changed. Packaging for the new batch may be different.

The quantity entered is the quantity that is to be moved to the new batch and must be a positive number.

Enter the batch number and associated packaging.

Enter the new batch number and associated packaging.

Click on Continue then click on Save.

Notes:

The Product, Type, Batch, Quantity, Packaging and Pack quantity are required for all transactions.

For a packaging change the new quantity and packaging information is required.

For a batch change the new batch, new quantity and packaging information is required.

If you get any error messages please read them carefully as they are telling you that you are either missing data or do not have sufficient inventory in the packaging that you are attempting to adjust.