



# Create and Print an Agency Inventory Adjustment form

## Description

Use this task to complete an inventory adjustment in the Enterprise Portal. This document is the record for any inventory adjustment. Print this form and obtain all applicable signatures.

## Trigger

Perform this task after creating an inventory adjustment on the RF scanner.

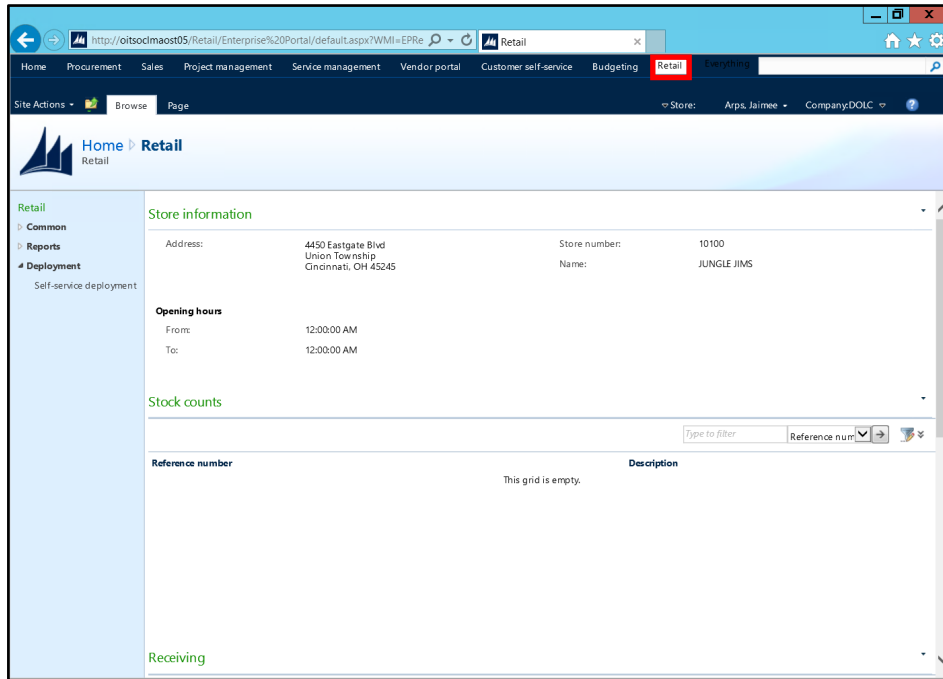
## Prerequisites

An inventory adjustment has been made.

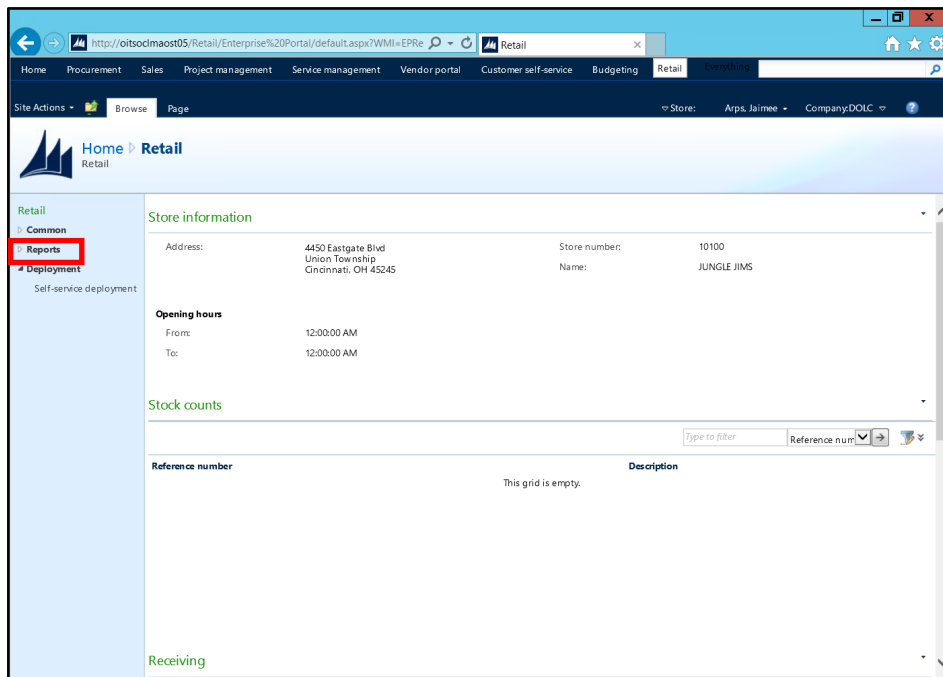
## Helpful Hints

**Based on your role, screens may differ in the system from the screens in this job aid.**

1. Begin this task by logging into the Enterprise Portal.
2. Click **Retail** on the toolbar.

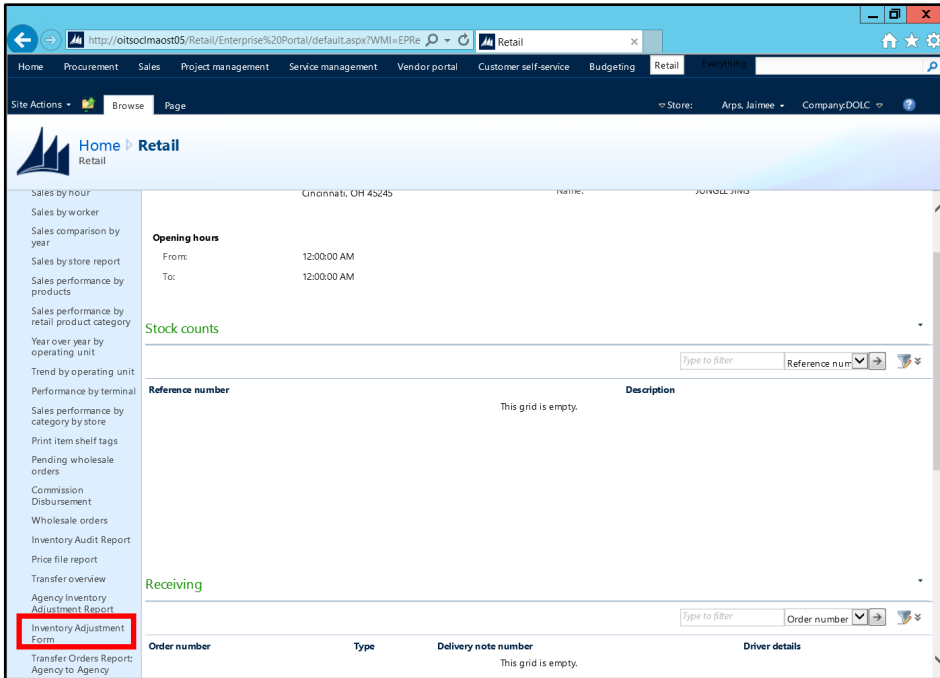


3. Click  to the left of the **Reports** section to expand the area.



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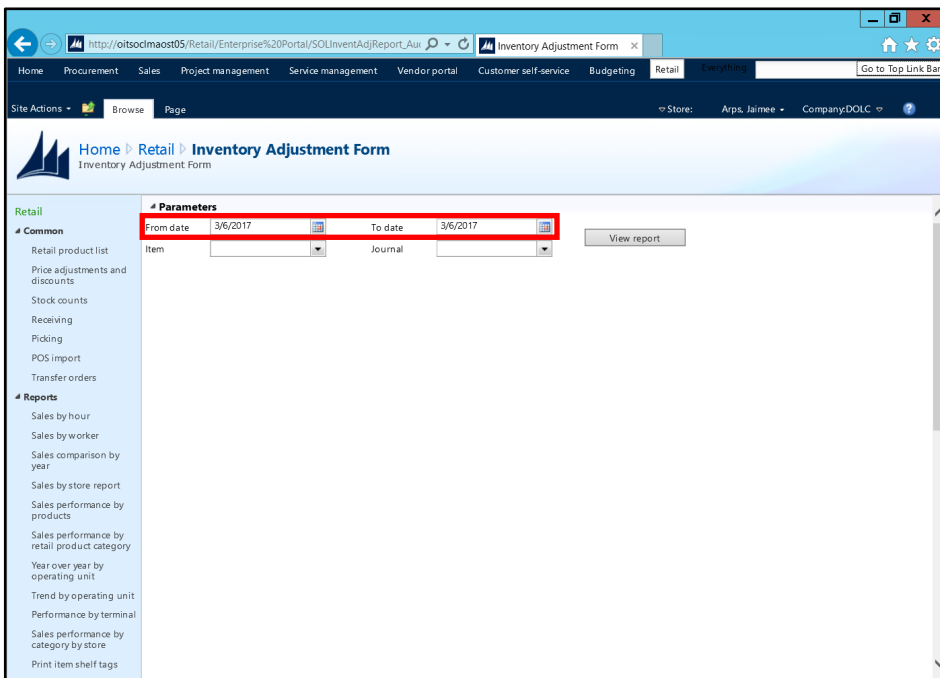
4. Click **Inventory Adjustment Form** in the **Retail** panel.




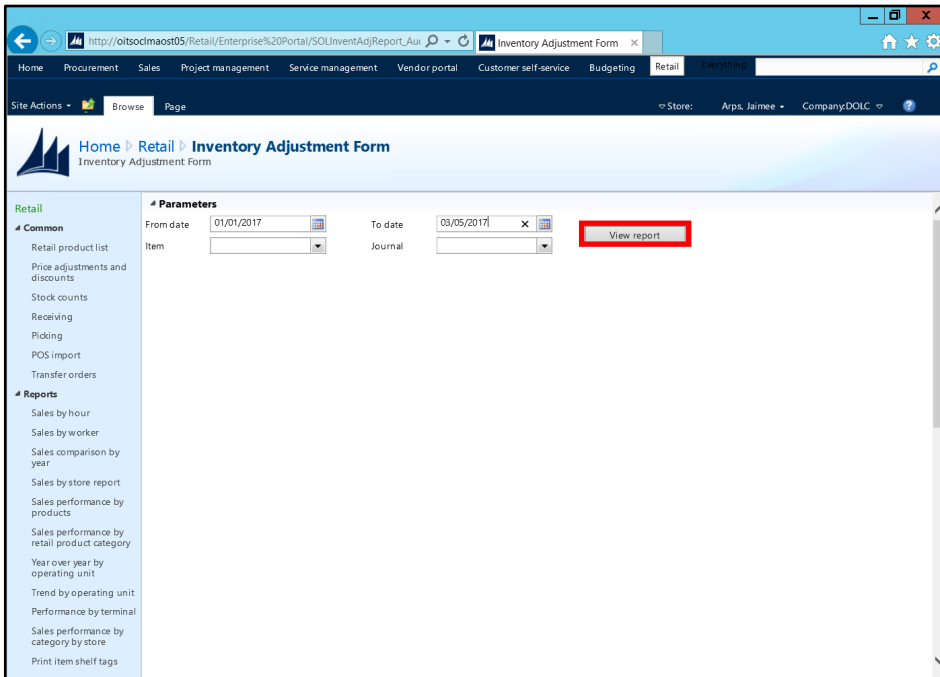
5. Enter the parameters for your search. In this example, enter "01/01/2017" in the **From date** field and enter "3/05/2017" in the **To date** field.




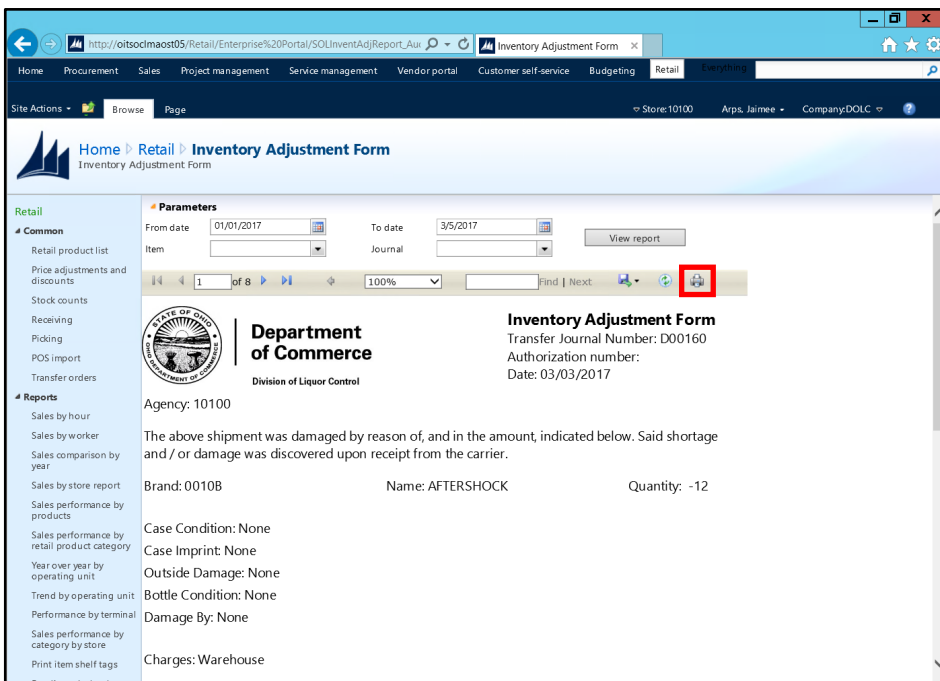
As additional options, you can also enter an Item number or the Journal number in the appropriate fields to narrow the search results.




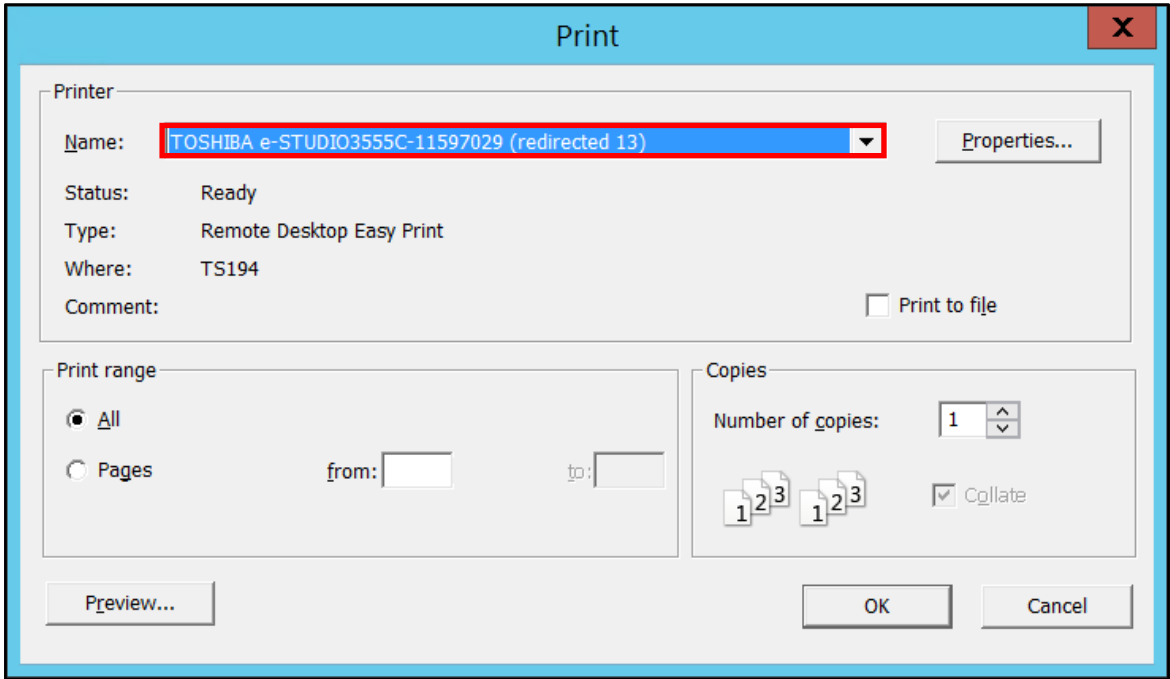
6. Click  to display the *Inventory Adjustment* form.



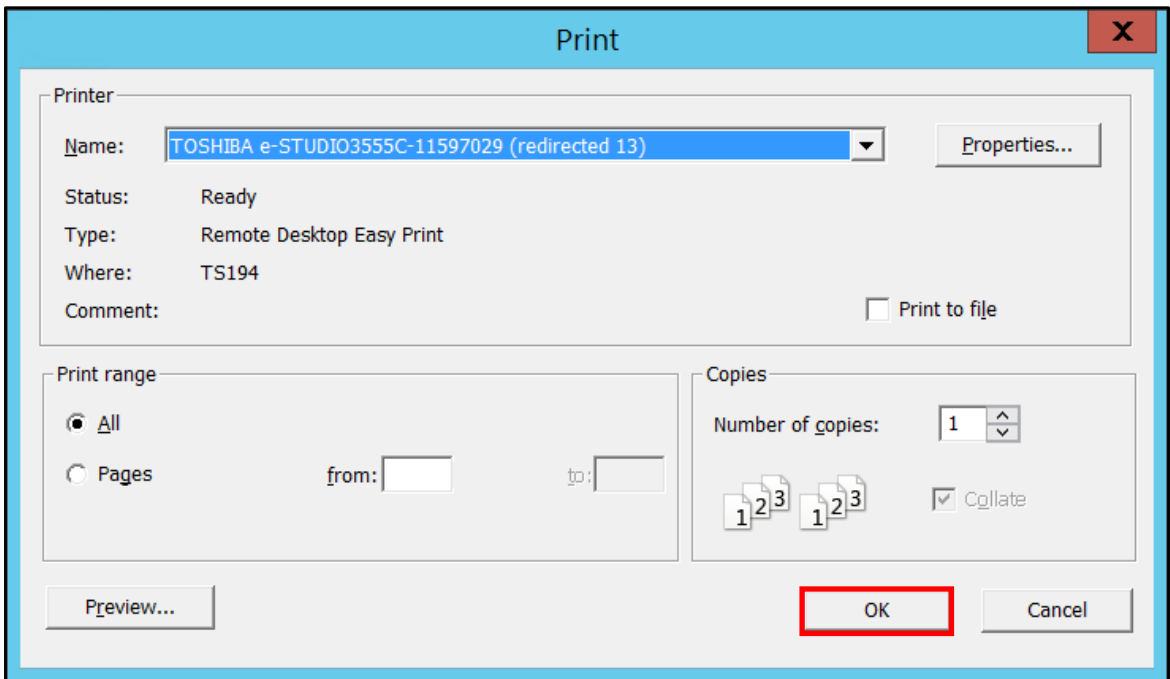
7. Click  to print the *Inventory Adjustment* form.



8. Click  in the **Name** field to display the drop-down list and select the appropriate printer, if it does not default to the correct printer.



9. Click  to print the form and complete this task.



## Results

You have created and printed an *Inventory Adjustment* form.