



Managing Inventory

An accurate inventory is critical to any location planning on using the inventory features of SmartHQ. This guide will show you how to adjust your inventory as needed.

There are two primary reasons why you would need to use this feature, they are:

- You are filling your shelves and need to update SmartHQ with your added inventory.
- When performing a physical inventory, you have more or less product than the system indicates. This is typically caused by spoilage, damage or theft.



1. To adjust inventory, use the **Inventory Management** page under **Manage Items**.
2. Find the item(s) by running a search or by pressing the **Get Data** option with your search criteria. (A)
3. Adjust the quantity of the item in the **Adjust** column (D) and press the **Update** button on the far right (F). When entering an adjustment, your goal is to make the **Quantity** column equal to your total on-hand (C). For example, if you added four bags of chips to a shelf where eight were previously, you now have 12 bags and you would enter four as your adjustment quantity.
4. Conversely, if you discover that you have less on the shelf than your on-hand inventory indicates (theft, spoilage, etc.), you may need to enter a negative number in the **Adjust** column to bring your on-hand quantity down to the correct total.

Note: When you enter a negative value into the **Adjust** column, a **Reason** code (E) must be selected before the record can be updated. This prevents inventory from being removed without an auditable reason.

The screenshot shows the 'Inventory Management PAGE' interface. On the left, there is a search sidebar with a 'Get Data' button (A). The main table has columns: ID, Location, UPC, Product ID, Description, Quantity, Adjust, Reason, and Update. Callouts B-F point to the table title, Quantity, Adjust, Reason, and Update columns respectively.

ID	Location	UPC	Product ID	Description	Quantity	Adjust	Reason	Update
12450	1	04003207	1062	M&M Peanut (1.74oz)	48	0		Update
12449	1	04003100	1061	M&M Plain (1.69oz)	48	0		Update
12452	1	04010207	1111	Snickers (2.07oz)	48	0		Update
12502	1	028000131708	1076	Nestle Crunch Bar (1.55oz)	36	0		Update
12447	1	03444009	1101	Reeses Peanut Butter Cups (1.5oz)	36	0		Update
13079	1	04005108	1119	Starburst Original Fruit Chews (2.07oz)	36	0		Update
13821	1	028000010775	1006	Baby Ruth (2.1oz)	24	0		Update
12464	1	04997704	4970	Dasani Water (20oz)	24	0		Update
12461	1	04904403	5193	Coca Cola Classic (20oz)	23	0		Update
12462	1	04904500	5204	Diet Coke (20oz)	20	0		Update
12578	1	049000040869	5196	Coca Cola Zero (20oz)	18	0		Update
12613	1	078000083408	5206	Diet Dr Pepper (20oz)	18	0		Update
12424	1	01212901	5239	Pepsi (20oz)	18	0		Update
12518	1	028400038447	7282	Lays Kettle Cooked Jalapeno (1.375oz)	17	0		Update