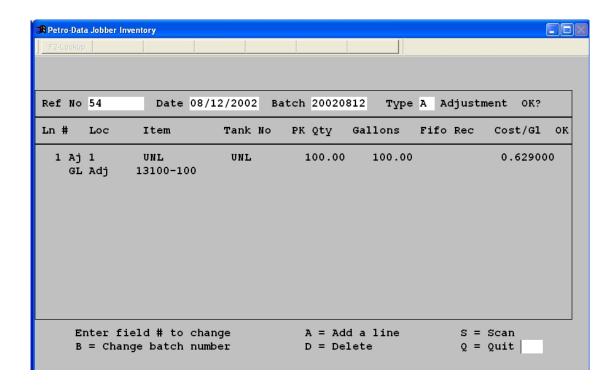
**Item Number.** Enter the inventory item number being adjusted. **F2** is available for

**Tank Number.** If this is a tanked item, the default tank displays. Press <enter> to accept it or enter the correct tank. F2 is available for lookup.

Package Quantity. Enter the quantity in Package Unit of Measure (enter gallons for fuel). Enter the minus key before the quantity (-100) if inventory is being reduced.

Gallons. Verify the gallons being adjusted. If the package quantity is not 1, the package units are displayed.



**Fifo Rec.** (this field is used only for adjustments)

Enter a fifo record to correct if this is a negative adjustment.

Press **F2** to lookup and select a specific fifo record to be reduced.

Press A for automatic fifo calculation. The oldest fifo record will be reduced. If this is an addition, a new fifo record will be created with last cost as displayed on the screen and printed on the preposting.

GL Adj Number. Enter the General Ledger needed to balance this entry. If this is a positive adjustment enter the GL number for the credit. (Inventory, Inventory shrinkage, Cost of goods, Expense account, etc). If this is a negative adjustment, enter the GL number for the debit. Inventory is always the GL number used by the program for the