Inventory Adjustments

Inventory Adjustments

Purpose and when to use this record

Correct on-hand inventory for a warehouse with an auditable reason, quantities, costs, and resulting accounting impact.

At a glance

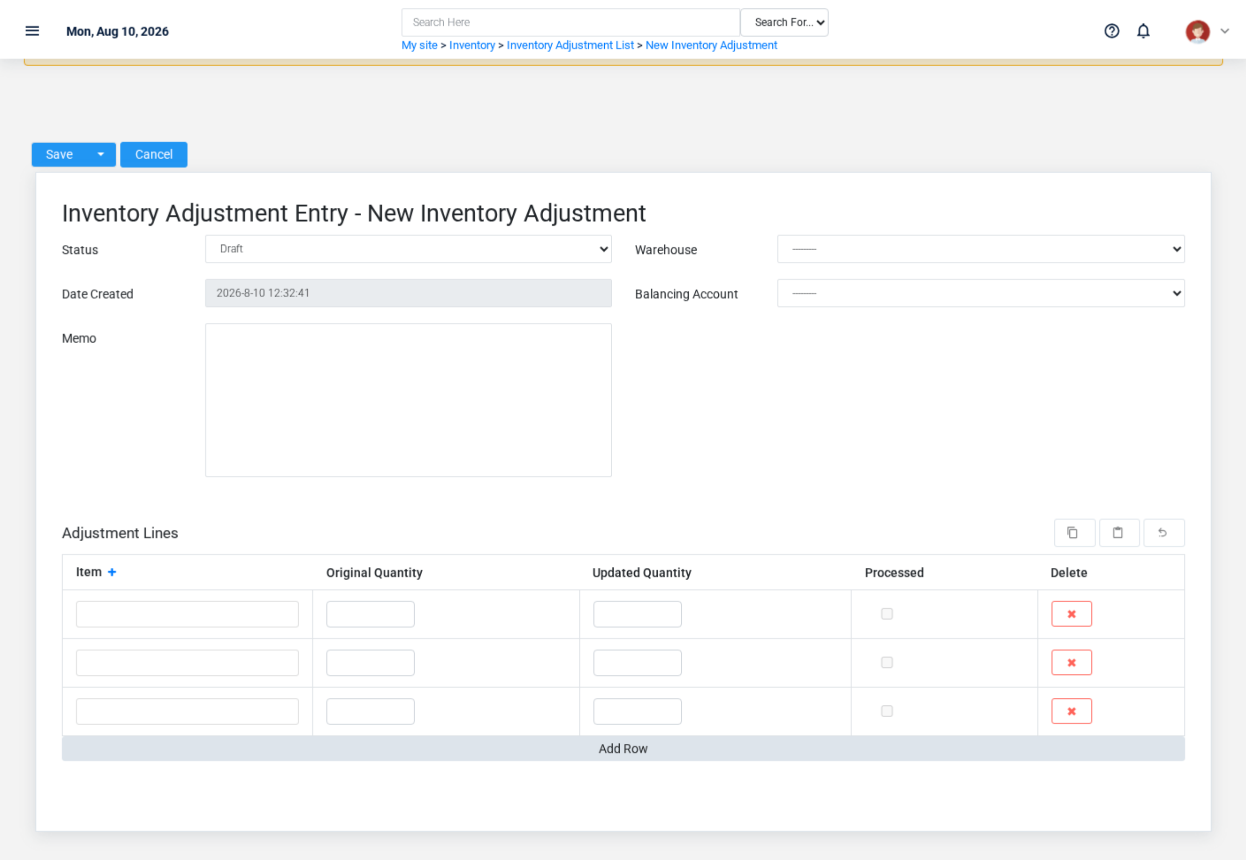
- **Identify it by: Status**, and **Date Created**.
- **Check its business context: Warehouse**, and **Balancing Account**.
- **Why care:** Warehouse, item, unit, quantity, and cost must describe the same physical movement. A wrong warehouse or unit can make availability and valuation misleading.
- **Why care:** Treat posted, processed, paid, reversed, and edit-locked states as controls—not ordinary descriptive fields. Confirm the source transaction before changing any state that the screen permits you to change.
- **Why care:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on inventory adjustments. If a Create, Edit, or Delete control is absent, do not work around it with another user’s account; ask an administrator to review your role.

Have valid **Balancing Account** records ready first. Those selections determine where this Inventory Adjustment belongs and which later screens can find it.

Create an Inventory Adjustment



The Inventory Adjustments create screen in the Brisk documentation demo.

Create an Inventory Adjustment only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Warehouse**, and **Balancing Account**.
2. Enter the required identifying and operational values: **Balancing Account**.
3. Review **Status**, and **Edit Locked** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Inventory Adjustment, then confirm **Status**, and **Date Created** on its detail page before continuing.

After saving: Review the resulting warehouse quantity and accounting entries. If the correction was wrong, make a traceable counter-adjustment rather than concealing the original event.

Delete an Inventory Adjustment

Delete this Inventory Adjustment only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

Before confirming, check for related **Adjustment Lines**, **Inventory Records**, **Inventory Transfers**, and **Transactions**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Status**, and **Date Created**. After confirmation, return to the Inventory Adjustments list and make sure only the intended Inventory Adjustment was removed.

Review Inventory Adjustment details

Use the detail page as the shared record of what this Inventory Adjustment currently means. Verify **Status**, **Date Created**, and **Edit Locked** before relying on it for a decision.

Follow **Warehouse**, and **Balancing Account** to determine whether the issue is on this Inventory Adjustment or on one of those linked records.

Next check: Review the resulting warehouse quantity and accounting entries. If the correction was wrong, make a traceable counter-adjustment rather than concealing the original event.

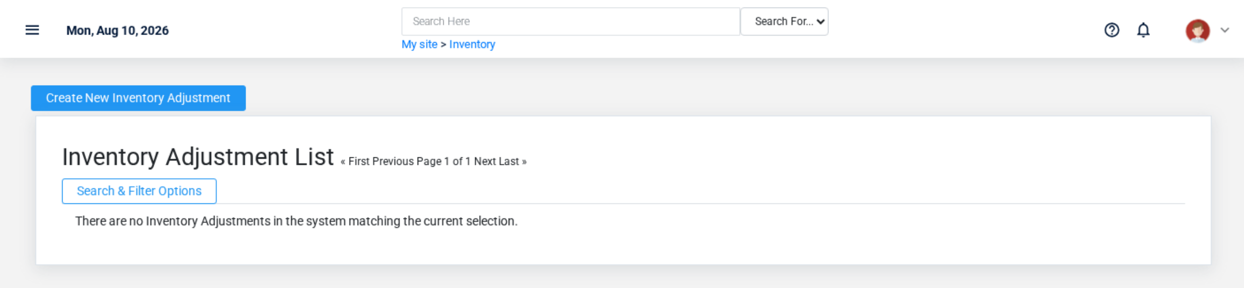
Edit an existing Inventory Adjustment

Edit this Inventory Adjustment to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Warehouse**, and **Balancing Account** with the supporting document or approved request.
2. Recheck **Status**, **Warehouse**, **Date Created**, **Balancing Account**, and **Edit Locked**. These values are most likely to change warehouse availability, replenishment, quantities, and valuation.
3. Save the change, return to the list, and confirm that the Inventory Adjustment now appears under the expected **Status**, and **Edit Locked**.

After the change: Review the resulting warehouse quantity and accounting entries. If the correction was wrong, make a traceable counter-adjustment rather than concealing the original event.

Find and review inventory adjustments



The Inventory Adjustments list screen in the Brisk documentation demo.

Use the Inventory Adjustments list to find the correct record before opening or changing it. Compare **Status**, and **Date Created**. Records with similar names or numbers can still belong to different **Warehouse**, and **Balancing Account**.

- The initial order emphasizes **Id**. Select a column heading when you need a different comparison.

Open the Inventory Adjustment whose **Status**, and **Date Created** match the task. If it is missing, clear the list filters and recheck **Status**, and **Edit Locked** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 6 user-relevant fields for this Inventory Adjustment, including 2 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Status	No	This is a system field that helps identify whether or not this document has affected the inventory and general ledger. Available values: Draft, Complete.
Warehouse	No	The inventory warehouse that this adjustment will affect. To adjust inventory in separate warehouses, separate inventory adjustments are required.
Date Created	No	Date and time recorded for date created on this inventory adjustment.
Balancing Account	Yes	The balancing account associated with this inventory adjustment.
Memo	No	The memo recorded for this inventory adjustment.
Edit Locked	No	Whether the edit locked option applies to this inventory adjustment.

What happens next

Review the resulting warehouse quantity and accounting entries. If the correction was wrong, make a traceable counter-adjustment rather than concealing the original event.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Balancing Account** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Status**, and **Edit Locked**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Open **Warehouse**, and **Balancing Account** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.

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