

Adjust Inventory Levels

After your system is setup, you can use the **Inventory Levels Adjustment** system. This is a three step process. This process only affects parts that are Phased-in. You can tell if a part is phased-in by looking at the **Item Card -> Ordering -> Phased-in Flag**. A part is considered phased-out by the system if the Phased-in Flag is not checked.

1. Create an Inventory Level Adjustment list.

- **Parts Purchases -> Periodic Activities -> Adjust Inventory Levels.** From this form, select **Functions -> Create Proposed Stock Levels**.
- You will be prompted to select a Product Group. This lets you work on parts for one factory at a time (or work on all the non-factory parts).
- This will run for a few seconds and create a list of parts that are currently phased-in with their current and suggested stock levels.

2. Review the list.

- You can delete (**F4**) parts from the list of parts to adjust. You can also set filters on **Source**, etc., to select subsets.
- When you are happy with the list, move on to Step 3. If you are completely unhappy, you can adjust your Inventory Level Rules, etc., and rerun the **Create Proposed Stock Levels**. Each time the **Create** function is run, the list of parts is deleted and then refilled.

3. Accept list.

- When you are happy with the list of parts displayed for phase-out, click **Functions -> Update Stocking Levels**.

Note: If you have a filter applied, only the parts that meet the filter will be adjusted. After those parts have been adjusted, the adjusted parts will be deleted from the list and the filter will be removed. This allows you to accept short sections of the list (say a single Source or a group of two or three sources). This may be easier to review for appropriateness.