Bin Quantity Adjustments

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Overview

When miscounts occur or items are damaged, it may be necessary to adjust the inventory count within your warehouse bins. If you find that there is a difference between what is recorded in the system and the actual bin quantity, you can easily make an adjustment to address the discrepancy. Such adjustments can be performed either individually or in bulk.

In this article, you will learn how to seamlessly adjust bin quantities for **individual** items using your handheld device or the Skustack Admin portal. To learn more about adjusting bin quantities for multiple SKUs simultaneously, refer to Import Warehouse Bin Info.

Adjust Bin Quantity

To enable product bin adjustments in the the Skustack app, activate the **Allow Quantity Updates** Warehouse Management setting. If necessary, you can also enforce an adjustment limit in the **Set Quantity Updates Limit** field. **Picking bin** quantities cannot be adjusted through the Skustack app. If you need to adjust the quantity in a picking bin, it must be done through a transfer. To identify and resolve discrepancies in picking bins, refer to the Warehouse Qty Picked article.

From the Product Tab

1. Navigate to the **Product** tab > **Product Info** module > tap the **Search** icon.
2. Select search parameters in the drop-down list:
    - SKU / UPC / Alias
    - Name / Manufacturer SKU
    - EAN (European Article Number)
    - ASIN / FNSKU
    - Serial
3. Tap the **Bins** icon and a list of associated product bins will be displayed. Primary bins are easily distinguishable by their bold and italic font. To conceal bins with zero bin quantity, enable the **Hide products with zero bin quantity** Warehouse Management setting.
4. Select the relevant bin.
5. You can use one of the two following methods to either increase or decrease the quantity in the selected bin:
    a. Scanning – Scan the products' SKUs as many times as you wish to change the quantity. Use either the green or red **Arrow** to indicate whether products are added or removed from the bin. (To change between the two modes, simply tap the Arrow)

    b. Manually – Either type the desired number to adjust or use the arrows above and below the number field to either increase or decrease the quantity.
6. If Warehouse Management setting **Adjustment reason** is enabled, you must point out a specific **Reason** for the

quantity change.

7. Tap **Adjust**.

From the Bin Tab

You can adjust the bin quantity in the Manage Bins module:

1. Navigate to the **Bin** tab > **Manage Bins** module > tap the **Search** icon.
2. Scan the bin or enter the Bin Name you would like to adjust.
3. You will see all of the SKUs that have inventory within the bin.
4. Scan or manually select the product. Follow steps 5 – 7 from the section above.

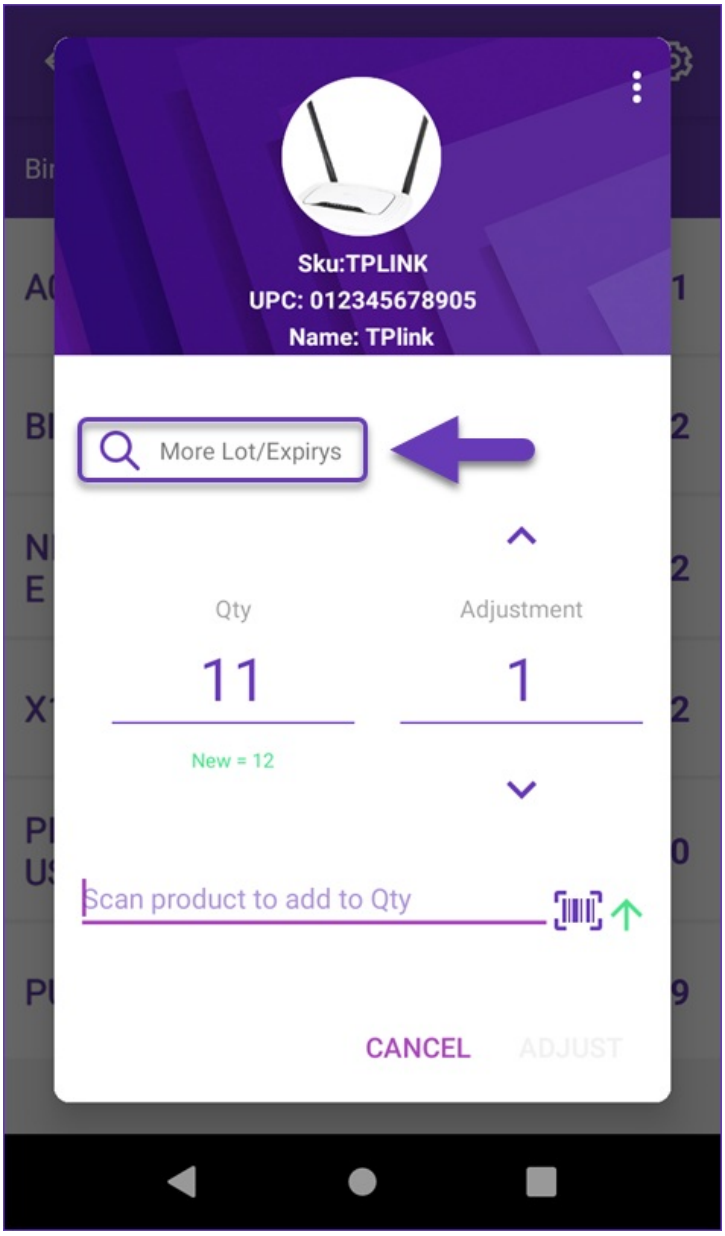
You can adjust the bin quantity in the Product Bins module:

1. Go to the **Bin** tab > **Product Bins** module > tap the **Search** icon.
2. Scan or enter the product's SKU or UPC.
3. The list of bins containing the product will open. Follow steps 5 – 7 from the section above.

Adjustments with Lot Numbers

If you are using the Lot Numbers workflow:

- For positive adjustments, you must select a lot number for the product from the dropdown or create a new lot number for the component (if it does not yet exist).



- For negative adjustments, you must select a lot number from the list of existing lot numbers.

Related Settings

Setting	Description
Adjustment reason	Skustack's Warehouse Management setting. When enabled, a reason must be provided, before an inventory adjustment can be done.
Edit adjustment reason	Skustack's Warehouse Management setting. Enable to allow edits of existing adjustment reasons.
Display Product Name when doing bin adjustments/transfers	Skustack's Warehouse Management setting. The product name will be displayed in the adjustment/transfer dialog.
Enable Large Adjustment Warning	Skustack's Warehouse Management setting. If enabled, a warning message will appear whenever the adjustment quantity exceeds the amount appointed in field **Set Large Adjustment Warning Qty**.
Set Large Adjustment Warning Qty	Skustack's Warehouse Management setting. In this field you can appoint the **Large Adjustment Warning** threshold. Whenever an adjustment quantity reaches this threshold, a warning notification will prompt the user to reconfirm the movement.
Allow quantity updates	Skustack's Warehouse Management setting. If enabled, it allows product bin adjustments up to the amount specified in **Set Quantity Updates Limit** field.

Set Quantity Updates Limit	Skustack's Warehouse Management setting. When the **Allow quantity updates** setting is enabled, here you can specify a quantity adjustment cap.
Open adjustment window by default	Skustack's Warehouse Management setting. When a bin is scanned in the Product bins or Manage bins, the system will open the adjustment window first. If disabled, the bin transfer window will open first.
Hide products with zero bin quantity	Skustack's Warehouse Management setting. When enabled it conceals bins with zero bin quantity.

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Adjust Bin Quantity

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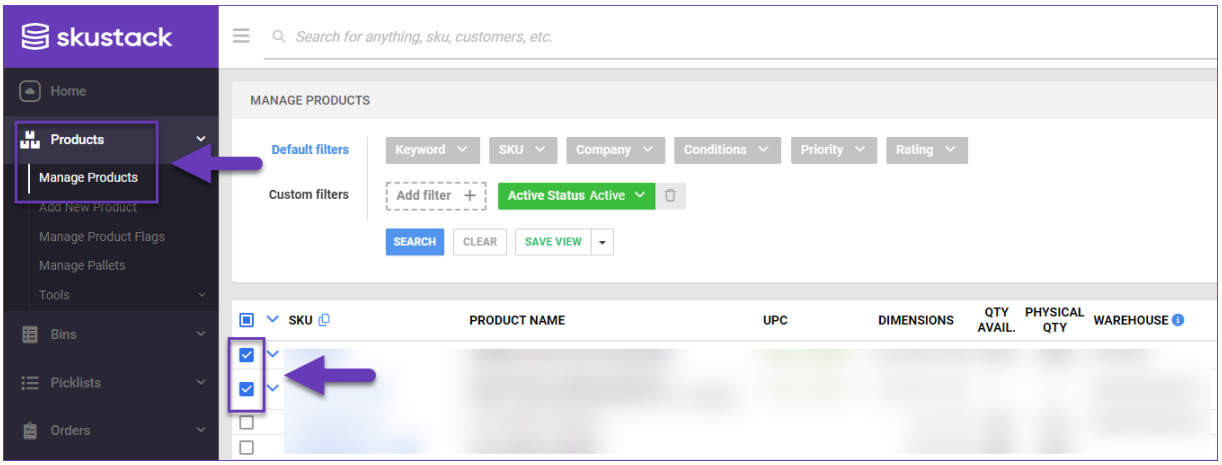
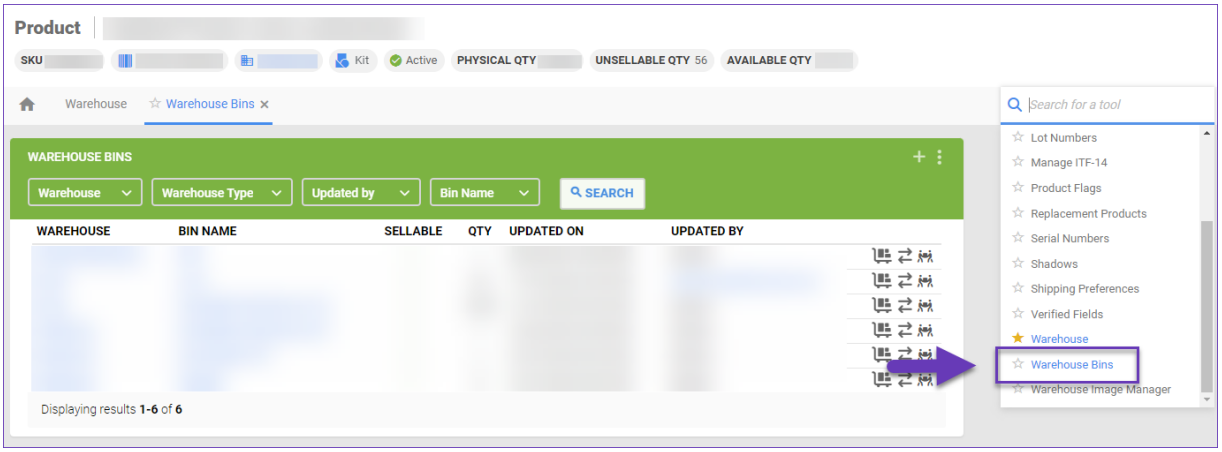
You can effortlessly transfer and adjust Bin Inventory with the Skustack Admin Portal.

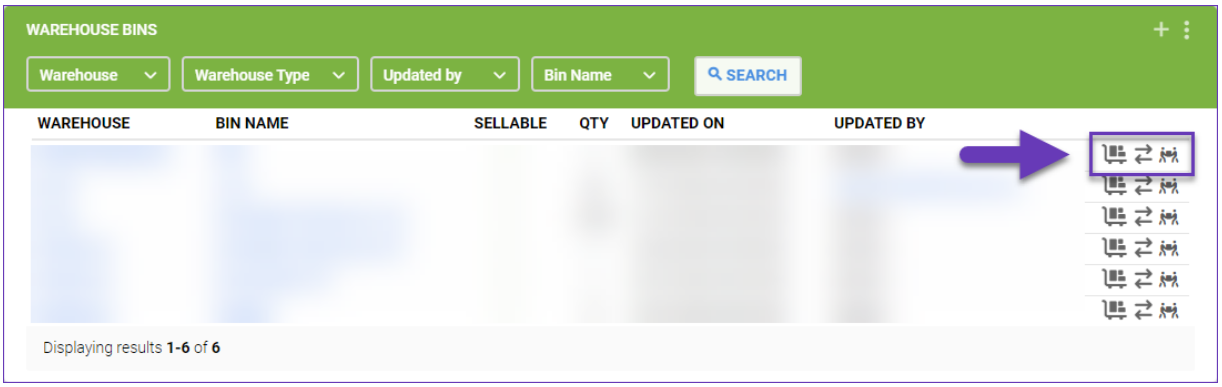
1. Navigate to **Products** > **Manage Products**. Search for the product and click its SKU.



2. From the **Toolbox**, select **Warehouse Bins**.



3. In the Warehouse Bins tab, you can perform the following actions:
    a. **Adjust Inventory**
    b. **Transfer Bin Inventory**
    c. **View Movements**



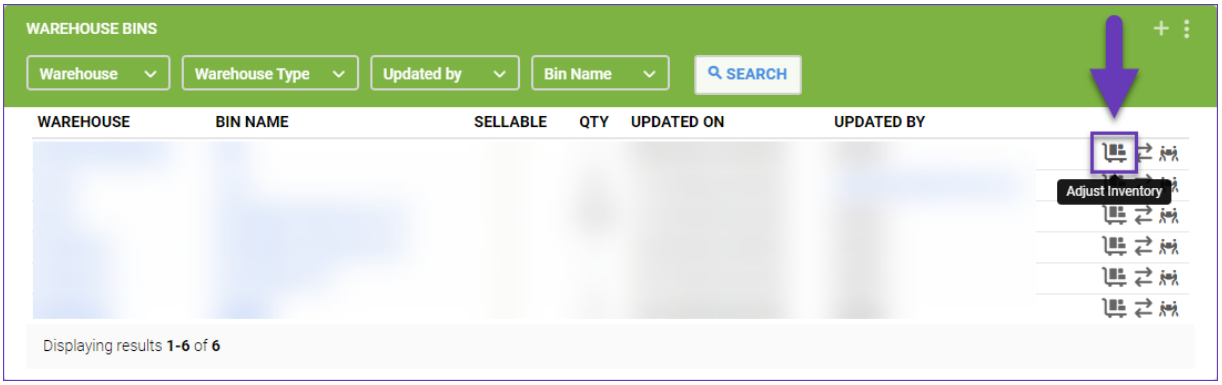
To transfer warehouse inventory from one bin to another, use the **Transfer Bin Inventory** action.

If you wish to inspect past Bin transactions, click the **View Movements** action.

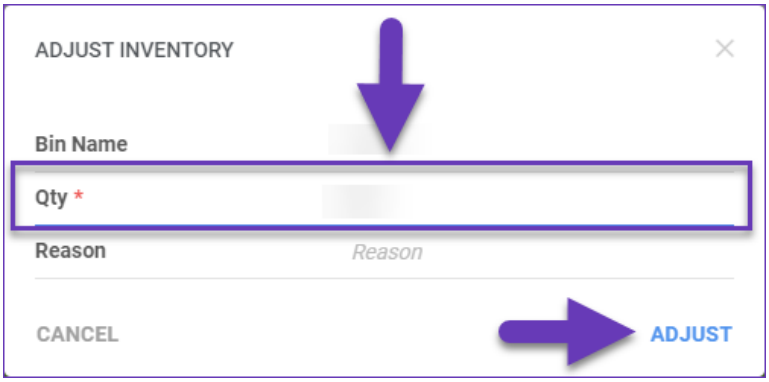
From the Product Tab

To adjust the inventory quantity of a particular product from the Product Details page:

1. Click the **Adjust Inventory** button.



2. In the **Adjust Inventory** window, complete the **Qty** field. Optionally add a **Reason** in the respective field.

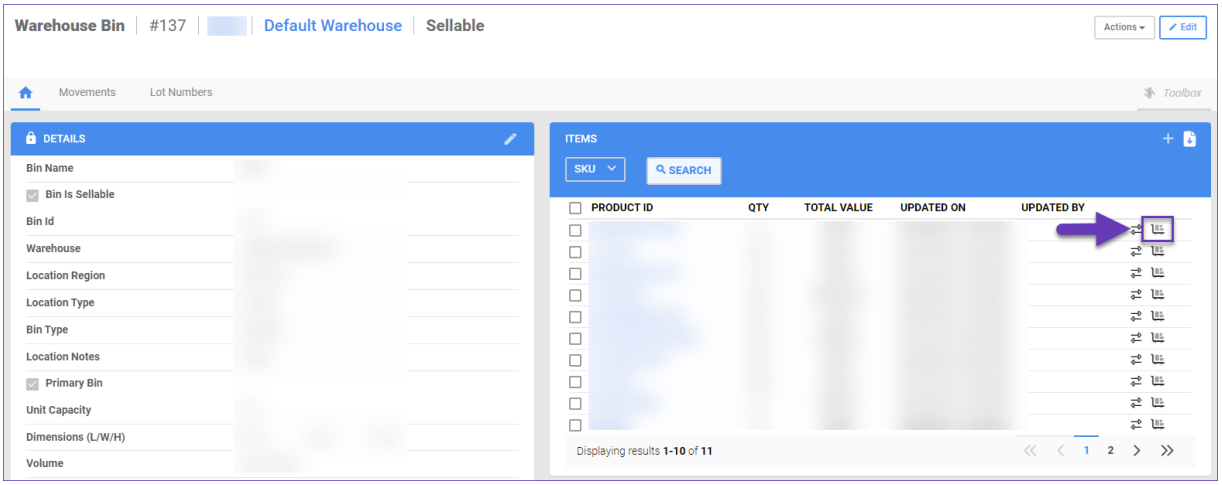


3. Click **Adjust**.

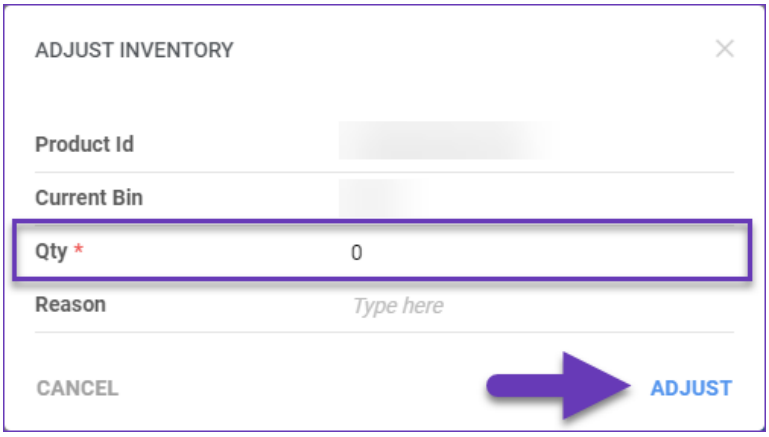
From the Bin Tab

To adjust the inventory quantity of a particular product from the Manage Bins page

1. Navigate to **Bins** > **Manage Warehouse Bins** and select the desired bin name/ID.
2. You will see all of the SKUs that have inventory within the bin.
3. Click on the **Adjust** icon of your desired product.



4. In the following popup, add the **Qty** that you want to modify. Optionally insert adjustment **Reason**.



5. Click **Adjust**.