

Product Inventory Adjustments

04/30/2025 3:21 pm CDT

Overview

Sellercloud lets you make manual **product inventory adjustments** to increase or decrease your products' **Physical Inventory** count at any time. The steps to adjust product inventory differ depending on whether the **Warehouses** where your products are stored are **Bin-Enabled** or not.

You can use the **Inventory Movement History** and the **Inventory Adjustment Audit** report to review adjustments made to product inventory.

When updating product inventory, consider all options and choose the one that best fits your goal. Other than making a product inventory adjustment, you could also set the exact **Product Inventory Physical** or perform a **SKU to SKU Transfer**.

Adjust Inventory in Regular Warehouses

You can adjust the inventory of products in regular warehouses individually or in bulk.

Individually

There are two tabs on the product-level **Warehouse** page where you can adjust product inventory individually:

- The **Warehouse Inventory** tab, where you can see a list of all warehouses and the product's currently available inventory in each one.
- The **Adjustments** tab, where you can also see a list of previous product inventory adjustments across all regular warehouses.

To adjust a single product's inventory from the **Warehouse Inventory** tab:

1. Go to a **Product Details Page**.
2. Click **Toolbox** and select **Warehouse**.
3. All warehouses are displayed along with the available product inventory. You can use the filters at the top to search for specific warehouses.
4. Click the **Adjust** icon.

The screenshot displays the 'Warehouse Inventory' page for the product 'Sellercloud T-Shirt'. At the top, there are navigation tabs: 'Warehouse' (selected), 'Adjustments', 'Transfers', and 'Physicals'. Below the tabs, there are filters for 'Warehouse: Crateville (Binless)', 'Warehouse Type', and 'Inventory', along with a 'SEARCH' button. A table lists the warehouse details:

WAREHOUSE	SELLABLE	PHYSICAL QTY
Crateville (Binless)	✓	15000

Below the table, it says 'Displaying results 1-1 of 1'. To the right, there is a 'GENERAL INVENTORY STATS' section with the following data:

GENERAL INVENTORY STATS	
Available Qty	40478
Physical Inventory	40739
Non-Sellable Qty	
Reserved	223

5. Enter the **Qty to Adjust**.
6. Use the **Adjustment Type** options to select if you want to **Add** or **Subtract** the **Qty to Adjust** you entered from the current **Physical Qty**.

7. In the **Reason** field, enter your reason for the inventory adjustment. If you have [configured adjustment reasons](#), you can select them now. Otherwise, type a new reason and then click the **Add Reason** button.

The client setting **Always Require Inventory Adjustment Reason** controls if the **Reason** is a mandatory field or not.

8. If these fields are enabled, you can also enter the **Inventory Cost** and **Site Cost**.

The client settings **Allow Entering Inventory Cost When Adjusting Inventory** and **Enable Update SiteCost When Adjusting Inventory** control if the **Inventory Cost** and **Site Cost** fields appear during inventory adjustments or not.

9. Click **Save Adjustment**. The adjustment will be applied immediately.

ADJUST INVENTORY

Warehouse * Crateville (Binless)

Qty To Adjust * 5 Adjustment Type * Subtract

Reason * Obsolete Inventory

Inventory Cost \$2.70100

Site Cost \$3.00000

CANCEL SAVE ADJUSTMENT

To adjust a single product's inventory from the **Adjustments** tab:

1. Go to a [Product Details Page](#).
2. Click **Toolbox** and select **Warehouse**.
3. Select the **Adjustments** tab.
4. Click the **Plus** icon.

Product | Sellercloud T-Shirt

SKU SC-Tees

Warehouse x

WAREHOUSE INVENTORY **ADJUSTMENTS** PHYSICALS

Warehouse Warehouse Type Inventory SEARCH

ID	WAREHOUSE	QTY	ON	BY	ORIGINAL QTY	REASON
14591	Crateville (Binless)	-10	04/09/2024 05:25 PM		14975	Obsolete Inventory
14590	Crateville (Binless)	-25	04/09/2024 05:24 PM		15000	Overreceived

Displaying results 1-2 of 2

5. Select the **Warehouse**.
6. Enter the **Qty to Adjust**.

- Use the **Adjustment Type** options to select if you want to **Add** or **Subtract** the **Qty to Adjust** you entered from the current **Physical Qty**.
- In the **Reason** field, enter your reason for the inventory adjustment. If you have [configured adjustment reasons](#), you can select them now. Otherwise, type a new reason and then click the **Add Reason** button.
- Click **Save Adjustment**. The adjustment will be applied immediately.

ADJUST INVENTORY			
Warehouse *	Crateville (Binless)		▼
Qty To Adjust *	5	Adjustment Type *	Subtract ▼
Reason *	Obsolete Inventory	x	▼
Inventory Cost	\$2.70100		
Site Cost	\$3.00000		
CANCEL		SAVE ADJUSTMENT	

In Bulk

To adjust multiple products' inventory:

- Go to **Inventory > Tools > Import Inventory Info**.
- Select **Import Inventory Adjustments**.
- Click the **Download** icon at the top right of the **Import Inventory Adjustments** panel to download a spreadsheet template to your device.

- Populate the columns in the downloaded template and save.
 - ID** – The adjustment's unique identifier. This is not required when you create new adjustments; you only need to enter it when updating an existing adjustment.
 - ProductID** – The SKU of the product being adjusted.

- c. **WarehouseName** – The name of the warehouse where the SKU is stored.
 - d. **AdjustmentQty** – The adjustment quantity.
 - e. **AdjustmentReason** – The adjustment reason.
 - f. **LocationNotes** – Notes related to the product’s storage location within your warehouse.
 - g. **_ACTION_** – To delete existing adjustments, use the column header **_ACTION_** and populate it with **_DELETE_** in your template.
5. Click **File** and select the updated file.
 6. Click **Import**. Click the link to view it and then refresh the page to update the **Status**. You will receive a **Notification** once it is **Completed**.
-

Adjust Inventory in Bin-Enabled Warehouses

You can adjust the inventory of products in bin-enabled warehouses individually or in bulk from either Sellercloud or Skustack. For more information on adjusting inventory in Skustack, see [Adjusting Bin Quantities in Skustack](#).

Individually

For individual adjustments, products configured as **Expirable** should be managed in **Skustack**.

There are two pages where you can adjust product inventory individually:

- The **Product Details** page.
- The **Bin Details** page.

To adjust a single product’s inventory on the **Product Details** page:

1. Go to a [Product Details Page](#).
2. Click **Toolbox** and select **Warehouse Bins**.
3. Optionally, you can narrow down the bins list using the filters at the top of the page.
4. Click the **Adjust Inventory** icon next to the bin you want to adjust.

Product | Sellercloud T-Shirt

SKU SC-Tees

Warehouse Bins

WAREHOUSE BINS

Warehouse: Crateville Warehouse Type Updated by Bin Name SEARCH

WAREHOUSE	BIN NAME	SELLABLE	QTY	UPDATED ON	UPDATED BY
Crateville	Bin-1	✓	6000	04/09/2024 05:36 PM	System
Crateville	Bin-2	✓	5000	04/09/2024 05:35 PM	System
Crateville	Bin-3	✓	4000	04/09/2024 05:36 PM	System

Displaying results 1-3 of 3

5. Enter the **Qty** you want to increase or decrease the inventory by. To reduce inventory, enter a negative number with a minus.
6. In the **Reason** field, enter your reason for the inventory adjustment.
7. Click **Adjust**. The adjustment will be applied immediately.

ADJUST INVENTORY

Bin Name Bin-1

Qty * -50

Reason Misplacement or Mislabeling

CANCEL ADJUST

To adjust a single product's inventory on the **Bin Details** page:

1. Go to **Inventory > Warehouses > Manage Warehouse Bins**.
2. Search for bins and click the bin with inventory to adjust.

MANAGE WAREHOUSE BINS

Default filters Bin IDs Bin Name Warehouse Crateville Bin Type Location Region Qty Range Is Disabled Is Primary Is Sellable

SEARCH CLEAR SAVE VIEW Sort by Bin Name

ID	BIN	WAREHOUSE	SELLABLE	BIN TYPE	LOCATION TYPE	LOCATION REGION	UNIT CAPACITY	TOTAL QTY	LOC. NOTES
8062	Bin-1		Sellable	Normal	Known	Default Region	0	5950	
8063	Bin-2	Crateville	Sellable	Normal	Known	Default Region	0	5000	
8064	Bin-3	Crateville	Sellable	Receiving	Known	Default Region	0	4000	

3. Click the **Adjust** icon next to a product in the **Items** panel.

ITEMS					
<input type="checkbox"/>	PRODUCT ID	QTY	TOTAL VALUE	UPDATED ON	UPDATED BY
<input type="checkbox"/>	SC-Tees	5950	\$45,820.95	04/09/2024 17:04 PM	

Displaying results 1-1 of 1

4. Enter the **Qty** you want to increase or decrease the inventory by. To reduce inventory, enter a negative number with a minus.
5. In the **Reason** field, enter your reason for the inventory adjustment.
6. Click **Adjust**. The adjustment will be applied immediately.

ADJUST INVENTORY ✕

Product Id SC-Tees

Current Bin Bin-1

Qty * -50

Reason Misplacement or Mislabeling

CANCEL **ADJUST**

In Bulk

To adjust product inventory in bulk:

1. Go to **Inventory > Tools > Import Inventory Info**.
2. Select **Import Warehouse Bin Info**.
3. To download a sample template, click the **Download** icon.

4. Populate the following columns in the template and save the file:
 - a. **WarehouseName** – The name of the warehouse storing the SKU.

- b. **BinName** – The bin where the SKU is being adjusted.
- c. **ProductID** – The SKU of the product being adjusted.
- d. **QtyToAdjust** – The adjustment quantity you want to increase or decrease the inventory by. To reduce inventory, enter a negative number with a minus.
- e. **Reason** – The adjustment reason.

If the [Lot Number](#) workflow is enabled, you must also populate the **LotNumber** and **ExpiryDate** columns for any products set as **Expirable**.

5. Click **File** and select the updated file.

6. Specify the **Adjustment Type**:

- a. **Initial Product Bin Import** – Select this option to import inventory to a warehouse that has no existing bin quantities.

You should only use this adjustment type the first time you import bin quantities because the import will set the quantity of any SKU not included in the file to 0 across all bins. Use this option only if you are confident that the counted inventory accurately represents the complete inventory in your warehouse bins. Contact your onboarding representative or [Sellercloud Support](#) for assistance.

7. **Basic Product Bin Adjustment** – Select this option for all bin quantity updates following the **Initial Product Bin Import**. Enter a simple positive/negative value in the **QtyToAdjust** column. Example: If you have a qty of 5 in the bin

and want to reduce it to 3, you would adjust -2.

	1	2	3	4	5
1	WarehouseName	BinName	ProductID	QtyToAdjust	Reason
2					
3					
4					
5					

8. Click **Import**, and a [Queued Job](#) will be scheduled. Click the link to view it and then refresh the page to update the **Status**. You will receive a [Notification](#) once it is **Completed**.

Configure Adjustment Reasons

You can adjust your inventory in regular warehouses faster by configuring a predefined list of reasons beforehand and then selecting the **Adjustment Reason** from it later on.

To manage adjustment reasons:

1. Go to **Settings**.
2. Select **Inventory > Adjustment Reasons**.
3. Click the **Add New Inventory Adjustment Reason** plus icon.

Inventory Adjustment Reasons

EXISTING REASONS

<input type="checkbox"/>	ID	REASON	
<input type="checkbox"/>	87	Misplacement or Mislabeling	
<input type="checkbox"/>	86	Transfer between Locations	
<input type="checkbox"/>	85	Returns and Refunds	
<input type="checkbox"/>	84	Sample or Demo Usage	
<input type="checkbox"/>	83	Obsolete Inventory	
<input type="checkbox"/>	82	Stock Count Discrepancies	
<input type="checkbox"/>	81	Quality Control Issues	
<input type="checkbox"/>	80	Expired or Spoiled Products	
<input type="checkbox"/>	78	Shrinkage/Theft	
<input type="checkbox"/>	77	Damaged Goods	

Displaying results 1-10 of 10

4. Enter the **Reason** and click **Save**.

Related Client Settings

These [Client Settings](#) affect product inventory adjustments:

- **Enable Update SiteCost When Adjusting Inventory** – When this setting is enabled, a field called **Site Cost** appears in the **Adjust Inventory** pop-up window when updating a regular warehouse. This field allows you to manually change a product's site cost during inventory adjustments.
- **Allow Entering Inventory Cost When Adjusting Inventory** – When this setting is enabled, a field called **Inventory Cost** appears in the **Adjust Inventory** pop-up window when updating a regular warehouse. Additionally, a column header called **Cost** will appear in the Excel file template for bulk inventory adjustments.
- **Always Require Inventory Adjustment Reason** – When this setting is enabled, the **Adjustment Reason** will become a required field that can't be bypassed when creating adjustments.

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When updating product inventory, consider all options and choose the one that best fits your goal. Other than making a product inventory adjustment, you could also set the exact [Product Inventory Physical](#) or perform a [SKU to SKU Transfer](#).

Adjust Product Inventory

You can adjust product inventory individually or in bulk.

Individually

To adjust inventory:

1. On the [Product Details Page](#), click on the Product Warehouse link.
2. Open the Adjust Inventory tab.
3. Select a warehouse and enter an adjustment quantity. To make an adjustment, you must choose an adjustment reason. Adjustment reasons can be saved under the Settings tab by clicking Inventory Adjustment Reasons. All adjustments will be saved in the grid below and will include the quantity of the adjustment, when it was adjusted, and who made the adjustment.

In Bulk

To adjust inventory in bulk:

1. Click Warehouse Inventory Adjustment on the Inventory menu and download the template. Then, import the file on this page.
2. Under the reports tab, you can generate an inventory adjustment audit to track all quantity adjustments made to any product in your system.
3. Refer to [Bin Inventory Movements](#) to see the inventory adjustments across bins. To access it, go to [Inventory > Manage Inventory > Product](#). Click the [Bin Movement Details](#) option (see figure below).

The screenshot displays a product details page with the following information:

- Aggregate Last Date: 08/10/2021 03:49 AM
- Aggregate Price Date: 08/10/2021 03:49 AM
- Comments: [Text Field]
- Company: Test Company
- Product Type: Misc [Manage]
- Product Group: Show More
- Active: [Edit]
- Tax Exempt: [Edit]
- Tax Code: [Text Field]
- Priority: [Select]
- Rating: [Select]
- Inventory Status: Available [Dropdown]
- Aggregate Qty: 172 [View Movement] [Product Warehouse]
- Physical Inventory (sellable): 203
- Reserved: Unpaid: 26 UnShipped: 27 Listed: 0 Pending Reserve: 0 FBA Reserves 1
- PreSell Qty: 5
- Bin Details: [Bin Details](#) | [Bin Movement Details](#) (highlighted with a blue arrow)
- On Order: 40
- Expected Delivery Date: 7/11/2021
- Container ETA: (none)
- Replenishable: [Edit]
- Expirable: [Edit]
- Max Order Qty: 0 [Text Field]
- Location Notes: [Text Field]
- Unit of Measure: [Text Field]
- Buyer: (System)
- MAP Price: 50 [Text Field] Enforce
- Average Cost: \$28.33

On the right side, there is an 'Add to WFS Shipment Plan' section with an 'Image Manager (Image bridge)' showing two product images and a 'View All' link. Below that is a 'Sales Channels' table:

Channel	Enabled	Price
Local_Store	<input checked="" type="checkbox"/>	\$20.00
Amazon	<input checked="" type="checkbox"/>	\$20.00
Magento	<input checked="" type="checkbox"/>	\$30.00
FBA	<input checked="" type="checkbox"/>	
Wholesale	<input checked="" type="checkbox"/>	\$40.00
NewEggdotcom	<input checked="" type="checkbox"/>	\$0.00
Hayneedle	<input checked="" type="checkbox"/>	\$35.00
NewEgg_Business	<input checked="" type="checkbox"/>	\$20.00
DSW	<input checked="" type="checkbox"/>	\$20.00
TopHatter	<input checked="" type="checkbox"/>	\$20.00
HomeDepot	<input checked="" type="checkbox"/>	\$55.00

Below the table are sections for 'Kit Properties' (Manage Kit) and 'Shadows'.