

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

**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.

The screenshot shows a software window titled "Petro-Data Jobber Inventory". At the top, there is a "F2-Lookup" button. Below it is a header section with the following fields: Ref No 54, Date 08/12/2002, Batch 20020812, Type A, Adjustment, and OK?. Below the header is a table with the following columns: Ln #, Loc, Item, Tank No, PK Qty, Gallons, Fifo Rec, Cost/Gl, and OK. The table contains one row with the following data: Ln # 1, Loc Aj 1, Item UNL, Tank No UNL, PK Qty 100.00, Gallons 100.00, Cost/Gl 0.629000, and OK. Below the table is a legend section with the following text: Enter field # to change, B = Change batch number, A = Add a line, D = Delete, S = Scan, Q = Quit, and a small input field.

Ln #	Loc	Item	Tank No	PK Qty	Gallons	Fifo Rec	Cost/Gl	OK
1	Aj 1	UNL	UNL	100.00	100.00		0.629000	
	GL Adj	13100-100						

Enter field # to change      A = Add a line      S = Scan  
 B = Change batch number      D = Delete      Q = Quit

**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