

Create an Inventory Adjustment

Quick Start Guide

Document Details

Document #: 160_IAQS_250703

Release Version: 11.00.00.00

Version Release Date: October 2023

Overview

Inventory Adjustments are used to record product quantities that have become unusable and need to be subtracted from inventory.



Download the latest version of this document here:

<https://links.crunchtime.com/NCQS-CreateInventoryAdjustment>

... or scan the QR code to the left.



Watch the video tutorial:

[NCI 103 - Record Waste with Inventory Adjustments](#)

Related User Group Permissions

Screen Name	Control Name	Description
NC-Daily Store Tasks	Inventory Adjustment	Enables the "Create Inventory Adjustment" option on the Inventory menu and the corresponding (+) icon on the View Recent Adjustments screen.

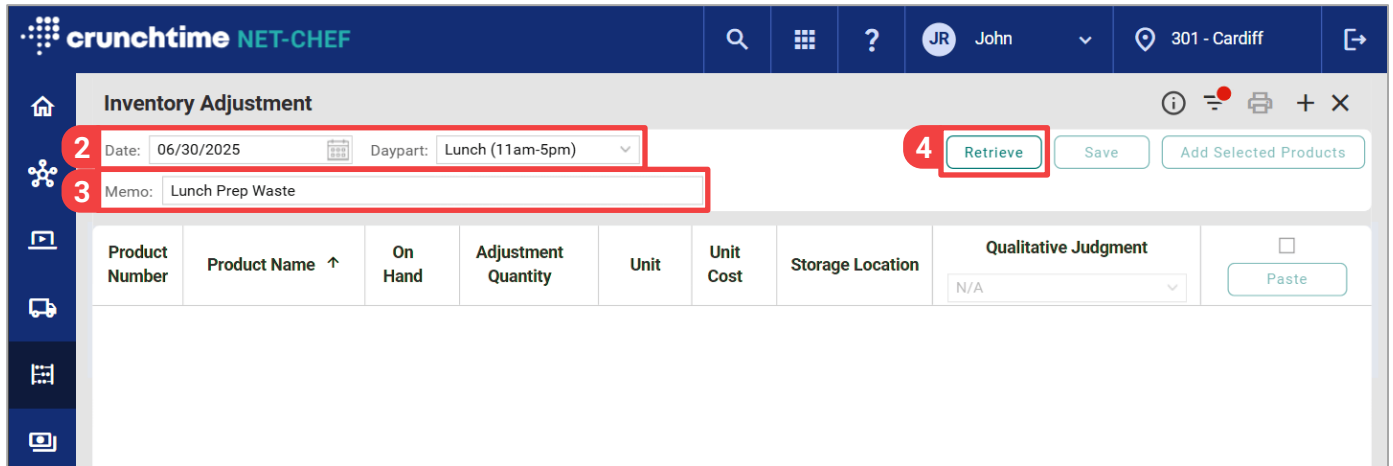
Related Documentation

- NCQS – Create a Recipe Adjustment: <https://links.crunchtime.com/NCQS-CreateRecipeAdjustment>

Create an Inventory Adjustment

Enter Adjustment Parameters

Net-Chef > Inventory: Create Inventory Adjustment



crunchtime NET-CHEF

Inventory Adjustment

2 Date: 06/30/2025 Daypart: Lunch (11am-5pm)

3 Memo: Lunch Prep Waste

4 Retrieve Save Add Selected Products

Product Number	Product Name ↑	On Hand	Adjustment Quantity	Unit	Unit Cost	Storage Location	Qualitative Judgment	
							N/A	Paste

1. From the Inventory menu, select *Create Inventory Adjustment*.
- 2 Enter the *Date* and *Daypart* (optional) of the adjustment.
- 3 Enter a *Memo* to describe why the adjustment is being entered.
- 4 Select *Retrieve* to populate the Location Product list. Use the filters before or after retrieving the recipes to refine the on-screen list.

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Create an Inventory Adjustment

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Enter Adjustment Details

Net-Chef > Inventory: Create Inventory Adjustment > Retrieve

Inventory Adjustment

Date: 06/30/2025 Daypart: Lunch (11am-5pm) Retrieve Save **4** Add Selected Products

Memo: Lunch Prep Waste

Product Number	Product Name ↑	On Hand	Adjustment Quantity	Unit	Unit Cost	Storage Location	Qualitative Judgment	☐
P-1027	Poultry - Chicken Breast	10.44	1 2.50	2 Kg	2.6311	Grill Cooler	N/A	☐
P-2111	Poultry - Chicken Thigh	47.67	2.50	Kg	0.3900	Prep Kitchen Cool	3 Overcooked	☐

Repeat steps 1-3 for all products that need to be removed from inventory:

- 1** Enter the *Adjustment Quantity* for each product.



Note: When the "Allow Adjustments into Negative" preference is enabled in Enterprise Manager users will be allowed to enter an Adjustment Quantity that is greater than the On Hand Quantity.

- 2** Select the *Unit* of measure. This will default to the Inventory Unit; the drop-down will include any defined Alternate Count Units and Recipe Units. The values displayed in the *Unit Cost* and *On Hand* columns will be calculated based on the unit selected.
- 3** Select a *Qualitative Judgment* to indicate the reason for the adjustment.



Tip: To apply the same judgment to multiple products, select a *Qualitative Judgment* from the header row, and then check the *Paste* box for each product that should receive this judgment. Select the *Paste* button to apply the judgment to the selected products.

- 4** To proceed, select *Add Selected Products*. The screen will be filtered to display only products with an Adjustment Quantity and a Qualitative Judgment to review.
5. When finished, select *Save*.



Tip: If you have a situation where you need to *add* to inventory (e.g. 'found' product due to a miscount) follow the steps above, except the Adjustment Quantity in Step 5 will be a *negative* number. When you save, the product will be added to your inventory.