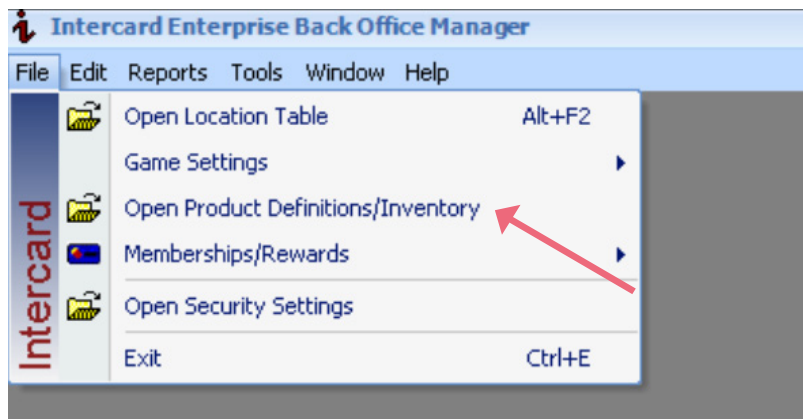


How to adjust stock

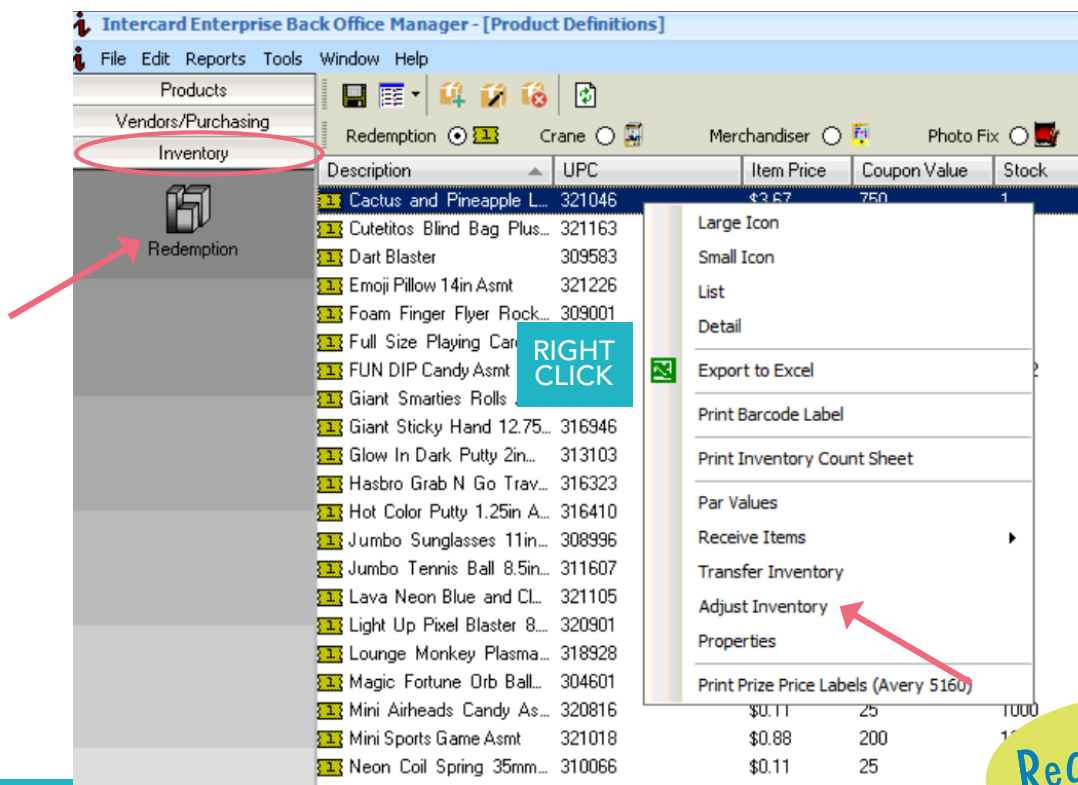
Intercard

Inventory integrity is crucial to a strong redemption program. Adjusting stock as soon as a discrepancy is discovered will help keep your inventory on track.

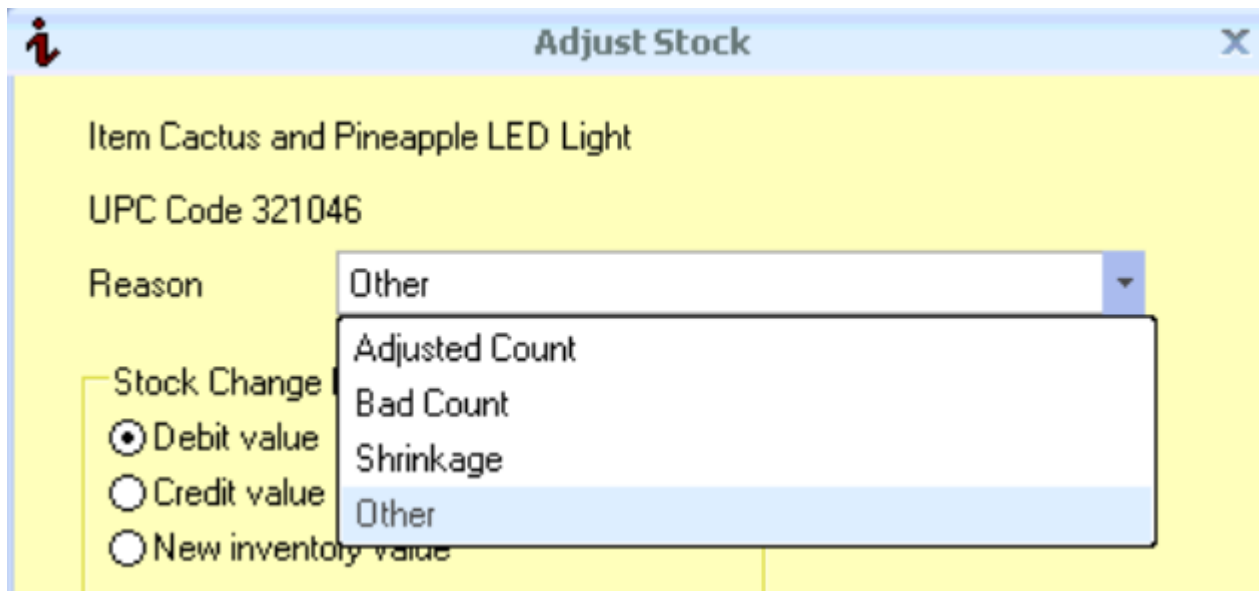
1 | Once you're logged in to Back Office Manager, click File and Open Product Definitions/Inventory.



2 | Open Inventory tab and choose your location. Right click your item and choose Adjust Inventory.

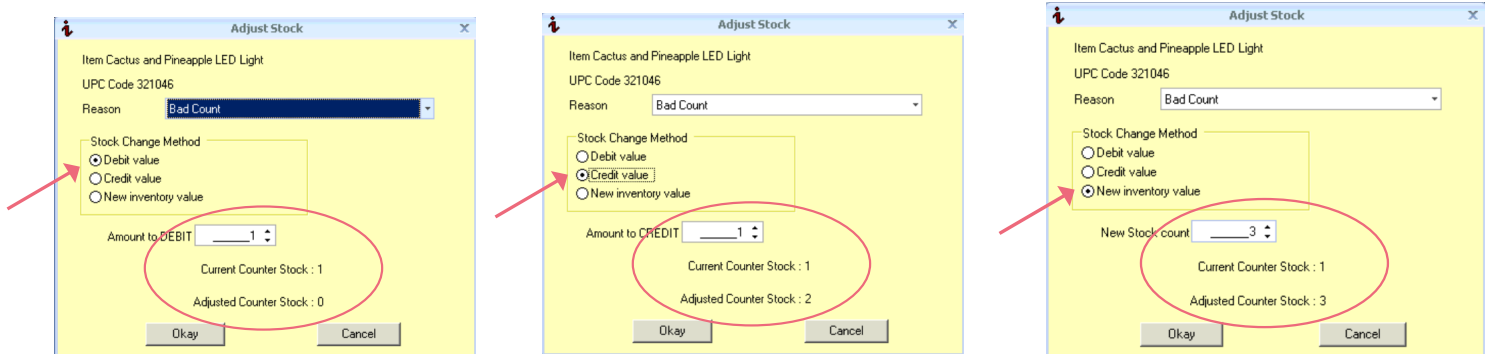


3 | In the Adjust Stock window, under the Reason drop down, choose the appropriate reason for adjustment.



4 | There are 3 ways to adjust the stock: Debit, Credit or New Inventory Value.

- Choosing Debit will SUBTRACT the number from your total.
- Choosing Credit will ADD the number to your total.
- Choosing New Inventory Value will completely OVERRIDE the current inventory total.



5 | Once the method is chosen, a summary of the adjustment will show at the bottom of the screen. Click Save.

The screenshot shows the 'Intercard Enterprise Back Office Manager - [Product Definitions]' application. The left sidebar has a tree view with 'Redemption' selected. The main window displays a table of products with columns for Description, UPC, Item Price, and Coupon Value. Below the product list is an 'Adjustment Logs' section with a table containing one entry: 'Bad Count' with a quantity of 2 and a time stamp of 7/24/2019 11:55:33AM. A red circle highlights this entry.

Description	UPC	Item Price	Coupon Value
Cactus and Pineapple L...	321046	\$3.67	750
Cutetitos Blind Bag Plus...	321163	\$10.81	2200
Dart Blaster	309583	\$1.57	350
Emoji Pillow 14in Asmt	321226	\$4.50	900
Foam Finger Flyer Rock...	309001	\$0.18	40
Full Size Playing Cards...	310047	\$0.27	60
FUN DIP Candy Asmt	301579	\$0.17	35
Giant Smarties Rolls As...	312759	\$0.38	80
Giant Sticky Hand 12.75...	316946	\$0.66	150
Glow In Dark Putty 2in...	313103	\$0.30	70
Hasbro Grab N Go Trav...	316323	\$4.99	1000
Hot Color Putty 1.25in A...	316410	\$0.12	30
Jumbo Sunglasses 11in...	308996	\$0.68	150
Jumbo Tennis Ball 8.5in...	311607	\$3.52	750
Lava Neon Blue and Cl...	321105	\$21.43	4500
Light Up Pixel Blaster 8...	320901	\$2.42	500
Lounge Monkey Plasma...	318928	\$18.75	3750
Magic Fortune Orb Ball...	304601	\$2.61	550
Mini Airheads Candy As...	320816	\$0.11	25
Mini Sports Game Asmt	321018	\$0.88	200
Neon Coil Spring 35mm...	310066	\$0.11	25
Neon Lightning Bolt Bl...	321502	\$20.04	5500

Reason	Quantity	Time Stamp
Bad Count	2	7/24/2019 11:55:33AM