**Inventory Correction Procedure**

**“Found Inventory” Process:**

Step #1 – Log into Autocrib

Step #2 – Go to Transactions / Physical

Step #3 – Select the Crib

Step #4 – Select the Bin

Step #5 - Select “Physical”

Step #6 - Enter the found Inventory quantity into the “On Hand” location

Step #7 – Enter “FOUND INVENTORY” into the comment field

Step #8 – Select “Ok”

Repeat steps 3 thru 8 for all “Found Inventory”

**Missing Inventory Process:**

Shrinkage Employee Set-Up

* If not set-up please contact APS to have employee set-up



**Issuing out Missing Product:**

Step #1 – Log into Autocrib

Step #2 – Go to Transactions / Adjustments

Step #3 – Select the Crib

Step #4 – Select the Bin

Step #5 - Select “Adjust”

Step #6 - Enter the missing inventory as a negative value (-1)

 If “Onhand” stock is missing – Populate “Quantity” Field

 If “Burn” stock is missing – Populate “Burn” Field

Step #7 – Enter “Inventory Correction” into the comment field

Step #8 – Select “Ok”

Repeat steps 3 thru 8 for all “Missing Inventory”

