Easy Way To Adjust Inventory in RetailEdge

Inventory Management · https://retailedge.com/docs/easy-way-to-adjust-inventory-in-retailedge

Survived the holiday shopping frenzy? Wondering how to tweak those post-festivity inventory counts? We've got your back!



Cipherlab 8201 Mobile Computer with Charger and Pistol Grip Package: Regular price $598.00 USD

The way most people do physical inventory in RetailEdge is through the Physical Inventory Collection System, otherwise known as **PICS**.

When doing their physical inventory count, many of our retailers choose to utilize a Portable Data Collector (PDC), otherwise known as an inventory scanner.

Here at RetailEdge, we offer the CipherLabs PDC line for both sale and rent. Here is a thread that discusses it and, of course, it can be found in the program help file. Step-by-step instructions on how to use the CipherLab 8000 series Portable Data Collectors for PICS can be found here.

If you prefer the Excel route then you can simply create a spreadsheet with the **Stock Number** in one column and the **quantity** in the next. If you want to you can export your inventory with current quantities as a CSV Text file by going to Tools > Export in the top RetailEdge toolbar. Then you can

pull this into an Excel file and manipulate it to your hearts content.

Be careful when importing and changing inventory through the PICs. The normal way to adjust inventory in RetailEdge is:

Purchase Orders > Receiving > Inventory in
Inventory Out > Sales.

There are other ways of adjusting inventory (like PICs) which is very common. However you should print all your inventory valuation reports before updating your inventory from PICs, so that your accountant can make the proper changes to your inventory accounts in their system. **For more information on PICs Reports Best Practices, check out our blog post on the topic here.**

Hopefully that helps! Don't hesitate to reach out to our team here at RetailEdge if you have any further questions.