

There are 4 basic kinds of transactions:

1) Those [with an Asset Tag](#) to select

- Select the asset tag by windowing on the ... icon
- Then enter through the screen and Accept

2) Those [without an Asset Tag](#) to select

- Look at product record
- Check Asset Tag,
  - If Original Qty. = 1.00 means it was most likely sold once already
    - check Qty. Sold and Last Disposed Date to confirm this
    - Check if Qty. on Hand = 0.00
      - To fix this:
        - ◆ On Product Record increase Qty. On Hand to 1.00
        - ◆ On Asset Tag change Status to "A" (Active)
        - ◆ On Asset Tag change Original Qty. to 2.00
          - ◇ This may require changing a non-Bulk Product to a Bulk Product (when done reverse this)
        - ◆ On Asset Tag increase the Total Original Cost to match a Qty. of 2.00 (Qty. 1 = \$10, then Qty. 2 = \$20)
        - ◆ On Product Record decrease Qty. On Hand to 0.00
        - ◆ Return to Allocate Bulk Disposals and follow instructions above for transactions with an Asset Tag
        - ◆ Run Post Average Cost Change (to reflect increasing the Total Original Cost on the Asset Tag)
    - If Original Qty. = 0.00 means product was never assigned an Original Qty. on the Asset Tag and was sold incorrectly
      - check if Status is "D" (disposed), Qty. Sold = 0.00 and no Last Disposed Date to confirm this
        - To fix this:
          - ◆ On Asset Tag change Status to "A" (Active)
          - ◆ On Asset Tag change Original Qty. to 1.00
          - ◆ Return to Allocate Bulk Disposals and follow instructions above for transactions [with an Asset Tag](#)

3) Those [with a Disposal Transaction #](#) (where the invoice quantity is -ve.)

- Select the Disposal Transaction # by windowing on the ... icon
- Then enter through the screen and Accept

4) Those [without a Disposal Transaction #](#) (where the invoice quantity is -ve.)

- Look at product record
- Check Asset Tag,
  - If Original Qty. = 1.00 means it was most likely sold once already
    - check Qty. Sold and Last Disposed Date to confirm this
    - Check if Qty. on Hand = 0.00
      - To fix this:
        - ◆ On Product Record increase Qty. On Hand to 1.00
        - ◆ On Asset Tag change Status to "A" (Active)
        - ◆ On Asset Tag change Original Qty. to 2.00
          - ◇ This may require changing a non-Bulk Product to a Bulk Product (when done reverse this)
        - ◆ On Asset Tag increase the Total Original Cost to match a Qty. of 2.00 (Qty. 1 = \$10, then Qty. 2 = \$20)
        - ◆ On Product Record decrease Qty. On Hand to 0.00
        - ◆ Return to Allocate Bulk Disposals and follow instructions above for transactions [with a Disposal Transaction #](#)
        - ◆ Run Post Average Cost Change (to reflect increasing the Total Original Cost on the Asset Tag)
    - If Original Qty. = 0.00 means product was never assigned an Original Qty. on the Asset Tag and was sold incorrectly
      - check if Status is "D" (disposed), Qty. Sold = 0.00 and no Last Disposed Date to confirm this
        - To fix this:
          - ◆ On Asset Tag change Status to "A" (Active)
          - ◆ On Asset Tag change Original Qty. to 1.00
          - ◆ Return to Allocate Bulk Disposals and follow instructions above for transactions [with a Disposal Transaction #](#)

No DT, On Hand =1.00, Asset Tag = 0.00, No Disposal  
Date, Asset Tag = Active

1) Those without a Disposal Transaction # (where the invoice quantity is -ve.)

- Look at product record
- Check Asset Tag,
  - If Original Qty. = 1.00 means it was most likely sold incorrectly once already
    - check Qty. Sold = 1.00 and Last Disposed Date = no date to confirm this
    - Check if Asset Tag Qty. on Hand = 0.00
      - To fix this:
        - ◆ On Product Record increase Qty. On Hand to 1.00
        - ◆ On Asset Tag change Status to "A" (Active)
        - ◆ On Asset Tag change Original Qty. to 2.00
          - ◇ This may require changing a non-Bulk Product to a Bulk Product (when done reverse this)
        - ◆ Sell Product to your company on a Misc. Inv. Qty. 1.00 and \$0.00
        - ◆ Run Daily Close
        - ◆ Return to Allocate Bulk Disposals and follow instructions above for transactions with a Disposal Transaction #