Retail Inventory Adjustments in Sweed

Purpose

Teach retail and inventory staff to execute compliant quantity corrections in Sweed, ensuring accurate data across BioTrack and internal systems.

Learning Objectives

By the end of this course, learners will be able to:

- Identify valid adjustment reasons.

- Use standard note format and documentation.

- Verify discrepancies before editing.

- Maintain audit-ready records.

Understanding Adjustments

- Adjustments correct count discrepancies related to sales errors & distribution lot quantities.

- Four approved reasons:

    - Invoice Correction (receiving errors)

    - Oversold (+)

    - Undersold (-)

    - Incorrect Quantity (Exit Bags only)

✴ Verification Before Adjusting

1. Recount the product physically.

2. Confirm BioTrack tag and barcode match.

3. Check all potential storage locations.

4. Use Sweed/BioTrack Adjustment Reports.

[Green Dragon (FL)] Blue Frosty Preroll 2-Pack - 1g
QTY: 25.0
Batch ID: 100424BLFY-15716740
Packaged Date: 11/04/2024 19:04:42
100424BLFY-15716740-118

Product	Package Tag	Quantity
[Everyday] Sanibel Sunset Sauce Cartridge - 1g (Sativa) Barcode: 29664702 Batch: 052925SBSS-SAU-S Packaged Date: 05/29/2025 13:57:49 THC: 65.2 % CBD: 0.224 %	052925SBSS-SAU-S-56	1.000 Each
[Everyday] Purple MLK - 3.5g (Sativa) Barcode: 25698142 Batch: 040324R2PRMK-25698142 Packaged Date: 06/10/2024 11:39:22 THC: 27.5 % CBD: 0.0 %	040324R2PRMK-25698142-8	2.000 Each
[Magnus (FL)] Dynasty OG Cartridge - 0.5g (Hybrid) Barcode: 93137126 Batch: 112124DYOG-M Packaged Date: 11/22/2024 13:30:41 THC: 81.8 % CBD: 0.276 %	112124DYOG-M-17	1.000 Each
[Circles (FL)] Tiki Fire Preroll 5-Pack - 2.5g (Sativa) Barcode: 76215791 Batch: 071124TKFR-76215791 Packaged Date: 07/26/2024 09:10:27 THC: 14.4 % CBD: 0.0 %	071124TKFR-76215791-26	2.000 Each

Documentation Standards & Performing the Adjustment

Every adjustment requires a note:

- Employee Name: ___

- Adjustment Reason: ___

- Summary: [Description and details of investigation and/or package outcome

Quick Tips to Perform:

1. Sweed → Inventory → Stock Items.

2. Search product by name or tag.

3. Click **Adjust**.

4. Enter Qty Change, Reason, and Note.

5. Confirm → Audit trail records change.

Post-Adjustment Review

- Compare Sweed vs BioTrack inventory.

- Escalate repeat errors to Inventory Manager.

- Update Adjustment Report weekly.