

## Cylinder Full / Empty Maintenance

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1. I recommend that you run the option Zero out ON HAND for 000 purchase group items in INVMAS2 in the misc file options maintenance under Inventory file, Hardgoods. (2, 14, 02)
2. Count your cylinders, both full and empty.
3. Input your adjustments (2, 13, 10,4).  
If you are adjusting \$ class items you will be asked if you are adjusting (F)ull or (E)mptys. If you are adjusting both you can only adjust one at a time.
4. Look at your Cylinder Full / Empty Maintenance and see if it looks right. When you fill your empties you must now go into this maintenance menu and change your emptys to fulls.