

INVENTORY

ADJUST STOCK OUT OF STORE

If you are using the Stock Batch Tracking option, make sure to select the Batch Number for C-Class (non-serialised) items when adjusting stock. For more details, refer to Inventory: Stock Batches.

Ribbon Access: *Inventory > Adjustments*



- The *Adjustment Requests* listing screen will be displayed.
- Select the *site*.
 - In this image, *Durban* has been selected.



Adjust Stock Out of Store

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The *Add new Adjustment Request* screen will be displayed.

ADJUSTMENT REQUEST REASON/DETAILS

- **Reason Code:**Click on the *drop-down arrow* and select from the menu the applicable *reason code*.
- **Requestor:**This will auto populate with the person currently logged on to the system. Click on the drop-down arrow and select from the list an alternative person, if required.



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- The *Select a contra account for this adjustment* screen will pop up.
- Click on the *row selector* in front of the *account number* that you wish to *link* to this adjustment.
- Click on *Ok*.



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- **Request Date and Time:** This will populate with the current date and time.
 - You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
 - You can either type in or click on the arrow indicators to select an alternative time if required.



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PARTS DATA GRID

- In the *Parts/Items* frame, *right click* anywhere in a *row* of this data grid.
- A *Process* menu will pop up.
- Click on *Add* Add Item.
 - Note:As you click on Add, the Contra Account Code text box will populate with the previously selected Contra Account Code.



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- The *Select a part* screen will pop up.
- Click on the *row selector* in front of the *part/item* that you wish to adjust *out* of store.
- Click on *Ok*.



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- The row will now populate with the selected *Part Code*, *Part Description* and *Part Type* details.
 - Warehouse Name: This will populate with the default warehouse name but this can be changed.
 - **Bin Location Name:** This will populate with the default bin location name but this can be changed.
 - Unit Cost: This will populate with the cost set up on the selected item.
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 - Note: If the selected item is an A-Class or B-Class item, you will only be able to adjust one item at a time. If the selected item is a C-Class item then the quantity can be



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- The *Select a Warehouse for this part request* screen will pop up.
- Click on the *row selector* in front of the *Warehouse* that you wish to remove this item from.
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- Click in the *Bin Location Name* text box.
- An *ellipsis* button will be revealed.
- Click on this button.



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						Add new A	ajustm	ent Kequest - BPC	J: version 2.1.0.	04 - Example G	.ompany		-				~
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																-	-
PartCode	PartDesc		PartType	WarehouseNa	me	BinLocationNam	e	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode				
			-				-										
2020-147K	Black toner S	SP2020	C	George Wareh	louse				0.00	0.00	0.00	0.00	2100				
														Total		(.00

- The Select a warehouse for this part request screen will pop up.
 - Note: If there is only one bin linked to the selected warehouse then the Bin Location Name field will populate with that one bin name. Otherwise the Select screen will populate.
- Click on the *row selector* in front of the *Bin Location* where you wish to remove this item from.
- Click on Ok.



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I 2020-147	7K Black toner S	P2020 C		George Ware	ehouse				0.00	0.0	0.0	0 0.0	0 2100			
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SELECT BATCH/SERIAL NUMBER

- Click in the *Batch Number* text box.
- An *ellipsis* button will be revealed.
- Click on this button.



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Home	Equipment and Locati	ions Contra	act Finance and HR	Inventory	Maintenar	nce and Projects	Manufacturin	p Procurem	nent Sa	les Service	Reporting	Utilities	-	8
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artCode	PartDesc	PartType	WarehouseName	BinLocation	nName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode			
							_							
)20-147K	Black toner SP2020	C	George Warehouse	George_Bir	n		470.79	0.00	1.00	470.79	2100			

- The *Select a batch//serial no. for this request* screen will pop up.
- Click on the *row selector* in front of the *batch/serial number* that you wish to adjust.
- Click on *Ok*.



				Add new Adjust	ment Request - BPO: \	ersion 2.1.0.	54 - Example C	ompany					0	×
Home Equip	oment and Location	ns Contrac	t Finance and HR	Inventory Mainter	nance and Projects	Manufacturing	Procurem	ent Sale	es Service	Reporting	Utilities		-	8 X
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Drag a column header here PartCode PartDe	e to group by that sc	column PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode				
1 2020-147K Black to	iner SP2020	с	George Warehouse	George_Bin		470.79	0.00	1.00	470.79	2100				
					ome k Back Process g a column header here BatchSerialNo	ayout at group by # BinName	at column Quantity	AverageL	JnitCost	-/0				
					147 20160701	George_Bin George_Bin	8.00	3	470.79 470.79					
											Total			470.79
Open Windows 🕶												1	31 Aug 201	8 🔅

- Unit Cost: This will auto populate with the cost of the selected part once the Bin Location Name has been selected.
- **Qty SOH:** This is the current Stock on Hand quantity and will auto populate once the batch/serial number has been selected.



· ·				Add new Adjus	tment Request - BPC	0: Version 2.1.0.	64 - Example C	ompany				 ٥	\times
Home	Equipment and Locat	ions Contra	act Finance and HR	Inventory Mainte	nance and Projects	Manufacturing	Procurem	ent Sa	es Service	Reporting	Utilities	-	₽ x
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PartCode	PartDesc	PartType	WarehouseName	Biol ocationName	BatchSerialNo	UnitCost	ONSOH	Quantity	LineCost	ContraAccCode			1
7							21/2011	-()					
I 2020-147K	Black toner SP2020	с	George Warehouse	George_Bin	147	470.79	8.00	1.00	-3 295.5	2100			
-													
											Total	-3	295.51
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SELECT QUANTITY

Quantity: Type in or use the arrow indicators to select the end stock on hand quantity, i.e. the quantity of stock you'll have after the adjustment is complete. (Example: Currently 8 in stock, adjusting <u>out</u>1, Quantity must be 7).

LINE COST OF ADJUSTMENT REQUEST

- Line Cost: The system will auto calculate the sum of the unit cost x the quantity. (In this case, 470.79 Unit Cost x -1 Quantity = -470.79 Line Cost).
- 3. A *new row* will now be created and you may add more items to the list if required.



- **Note 1:** You cannot adjust two line items of the same part number in one adjustment.
- Note 2: Serialised items can only be adjusted <u>one item</u> <u>at a time</u>, so the quantity adjusted in or out will always be 1.



SAVE ADJUSTMENT REQUEST

• When you have finished adding the adjustment request items, click on *Save*.



•						Add n	iew Adjustr	nent Request - BPC): Version 2.1.0.	64 - Example (Company					- ć	9	×
Home Home Save Back	Equipment	and Locatio	ns Contra aces	act Financ	e and HR	Inventory	Mainten	ance and Projects	Manufacturin) Procuren	ient Sa	les Service	Reporting	Utilities		-	. 8	×
Process	J For	mat	4															
1	Reason Code	Stock Load				F	Comment Damaged st	s ock write off.										
	Requestor	Abigail Milne		-														
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						L									2	1	-	7
PartCode	PartDesc		PartType	Warehouse	Name	BinLocatio	onName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode					
P																		
▶ 2020-147K	Black toner SF	P2020	с	George War	rehouse	George_B	lin	147	470.79	8.00	7.00	-470.79	2100					
														Total			-470	.79
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PRINT ADJUSTMENT REQUEST

- A *Report Generation* message box will pop up asking;
 - Do you want to print the adjustment request [AdjustmentRequestNumber]?
- Click on Yes.



						Add r	new Adjustn	nent Request - BPC): Version 2.1.0	64 - Example (Company				-	٥	×
Home	Equipment	and Location	is Contra	act Financ	e and HR	Inventory	Mainten	ance and Projects	Manufacturin	g Procuren	ient Sa	les Service	Reporting	Utilities		-	8 >
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PartCode	PartDesc		PartType	Warehouse	Name	BinLocatio	onName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode				
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2020-147K	Black toner S	P2020	с	George War	rehouse	George_E	Bin	147	470.79	8.00	7.00	-470.79	2100				
														Total			-470.7
pen Windows 🔻																31 Aug 20	18

- You will return to the *Adjustment Requests* listing screen.
- An *Adjustment Request Processing* message box will pop up informing you that;
 - Adjustment Request No. [Adjust
 - mentRequestNumber] saved successfully.
- Click on OK.



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Approve Decline New Refresh Print Export	
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Stock Load N Stock Load N Stock Load N Stock Load N Stock Load Damaged stock write off. mt Request Processing X Adjustment Request No. AR00000131 saved successfully.	

- You can then view the *Adjustment Request* report preview screen
- From here you can *View*, *Print*, *Export* or *Email* the Adjustment Request.
- *Close* the report preview screen when done.
 - Note: This request <u>must</u> be <u>authorised</u> before the Stock Adjustment is completed.



		,				Adjustme Example Compar Street No and Road Area	nt Req ny d Name	PO Box 1: New Town	234 1	
						City South Africa 0000 Reg No.: 0000000 VAT No.: 0000000)asa4521	Durban South Afr 1234 Fax No.: Tel No.:	ica 031 12 4545 031 123 4567	
Processed By : A	bigail Milne	Approved By	r : Unknown			Document Ref.: Date : Employee :	AR0000 06 Sep 2 Abigail M	0131 :018 lilne		
Code	Description		Warehouse	Bin	Batch/Serial	Contra Acc	Unit Cost	QOH	Quantity	Change
LOAD						8				
							т	otal Z	AR	-470.79
Author	sation Signature	dd / mm / yyyy Date	hh : mm Time	5						
Comments :	Damaged stock write o	ff.								

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