

We are currently updating our site; thank you for your patience.

# INVENTORY

## VIEW ADJUSTMENT REQUEST

From this screen, you will be able to **View** a Stock Adjustment Request.

A stock Adjustment can be viewed in **any** status - **New, Authorised, Cancelled**.

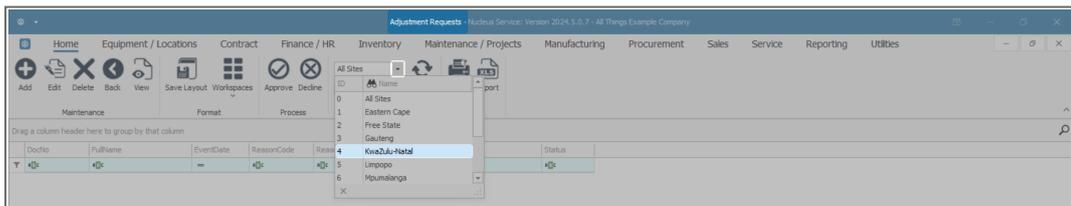
**Ribbon Select Inventory > Adjustments**



- The **Adjustment Requests** listing screen will be displayed.

## SELECT THE SITE AND STATUS

- Select the **Site**.
  - In this image, **KwaZulu-Natal** has been selected.



- The **State** filter will default to '**New**' upon opening, you can change this to **any** status - **New, Authorised, Cancelled**.
  - For this example, status **New** will be selected.

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
KAR00000002	Eden Rowan	13 Jun 2024	ADJUST	Stock Adjustment		N
KAR00000005	Eden Rowan	13 Jun 2024	ADJUST	Stock Adjustment		N
KAR00000006	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Damaged Stock MNU13100.L	N
KAR00000009	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Adjust AB-Class Items.	N
KAR00000010	Eden Rowan	12 Jul 2024	LOAD	Stock Load	BullUp MNU131004.	N
KAR00000011	Eden Rowan	12 Jul 2024	LOAD	Stock Load	Part Knock Down Edit.	N

## SELECT ADJUSTMENT REQUEST

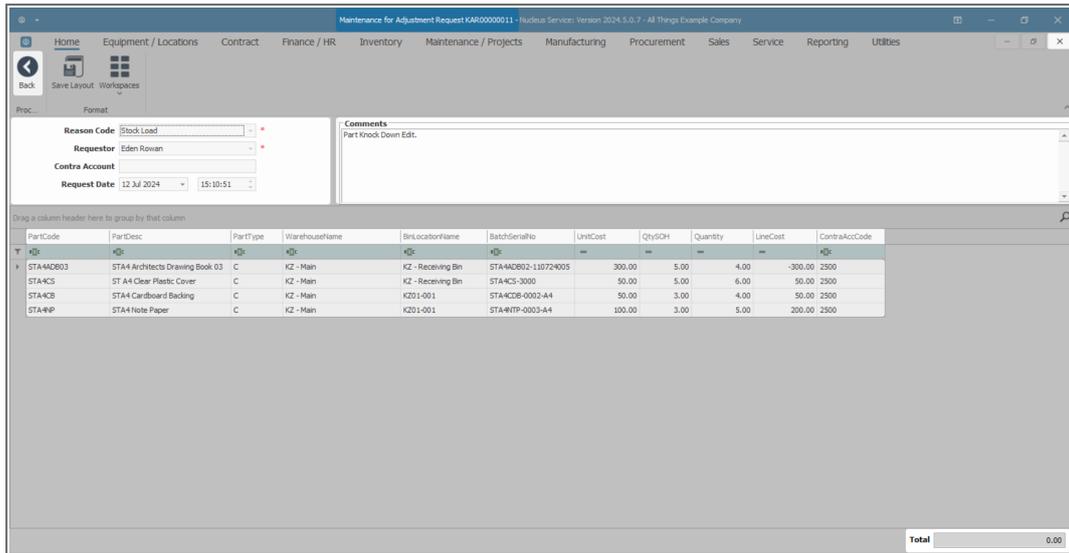
- Select the **row** of the **adjustment request** that you wish to **View**.
- Click on **View**.

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
KAR00000002	Eden Rowan	13 Jun 2024	ADJUST	Stock Adjustment		N
KAR00000005	Eden Rowan	13 Jun 2024	ADJUST	Stock Adjustment		N
KAR00000006	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Damaged Stock MNU13100.L	N
KAR00000009	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Adjust AB-Class Items.	N
KAR00000010	Eden Rowan	12 Jul 2024	LOAD	Stock Load	BullUp MNU131004.	N
KAR00000011	Eden Rowan	12 Jul 2024	LOAD	Stock Load	Part Knock Down Edit.	N

- The **Maintenance for Adjustment Request [ ]** screen will open.

## VIEW ADJUSTMENT REQUEST

- Although this screen title is named '**Maintenance for Adjustment Request [ ]**', this is a **view only** screen - you cannot make or save changes in this screen.
- When you having finished viewing the Adjustment Request, click **Back** or **close** the screen to return to the **Adjustments Request** screen.



PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
STA4AD603	STA4 Architects Drawing Book 03	C	K2 - Main	K2 - Receiving Bin	STA4ACB02-110724005	300.00	5.00	4.00	-300.00	2500
STA4AC3	STA44 Clear Plastic Cover	C	K2 - Main	K2 - Receiving Bin	STA4AC3-3000	50.00	5.00	6.00	50.00	2500
STA4ACB	STA44 Cardboard Backing	C	K2 - Main	K201-001	STA4ACB-0002-44	50.00	3.00	4.00	50.00	2500
STA4WP	STA4 Note Paper	C	K2 - Main	K201-001	STA4WTP-0003-44	100.00	3.00	5.00	200.00	2500

## Related Topics

- [Adjustments - Adjust Out](#)
- [Adjustments - Adjust In](#)
- [Adjustments - Authorise](#)
- [Adjustments - Part BuildUp](#)
- [Adjustments - Part KnockDown](#)
- [Adjustments - Edit](#)
- [Adjustments - Delete](#)
- [Adjustments - View](#)
- [Adjustments - Reject](#)
- [Adjustments - Print](#)

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