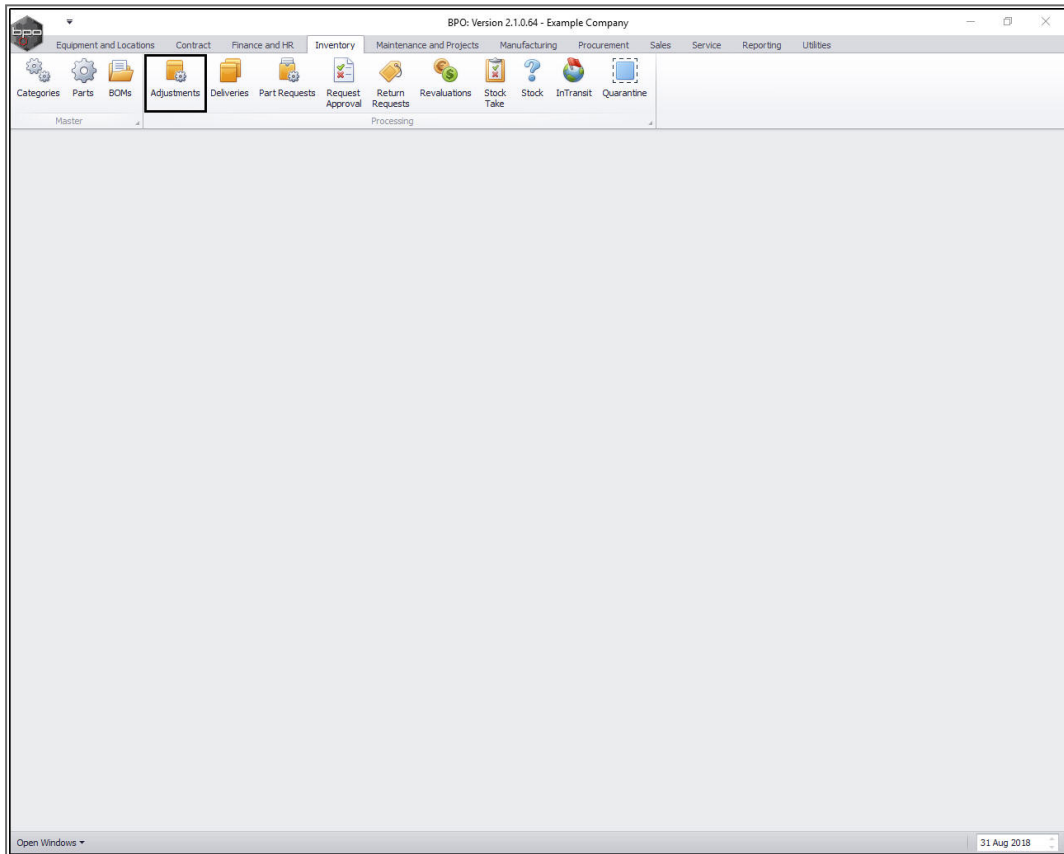


## INVENTORY

### 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.

Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Drag a column header here to group by that column

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load	test	N
AR00000089	Judith Mudzengi	22 May 2017	LOAD	Stock Load		N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N

Open Windows ▾ 31 Aug 2018

- Click on **Add**.

Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back View Save Layout Workspaces Approve Decline Durban New Refresh Print Export

Maintenance Format Process Current Print

Drag a column header here to group by that column

DocId	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load	test	N
AR00000089	Judith Mudzengi	22 May 2017	LOAD	Stock Load		N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N

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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.

Add new Adjustment Request - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reason Code: [Dropdown]  
 Requestor: Abigail Milne  
 Contra Account: [Text Box] [Search Button]  
 Request Date: 06 Sep 2018 | 9:20:33 AM

Comments: [Text Area]

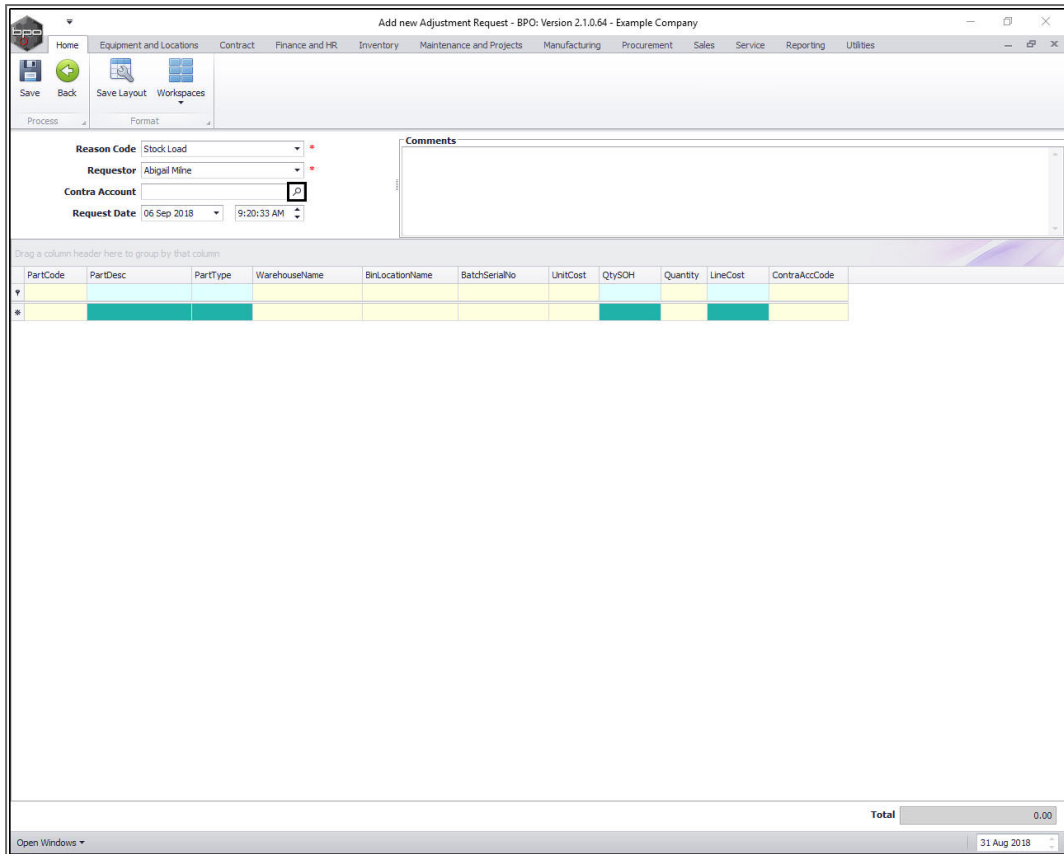
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocatorName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
▼										
▲										

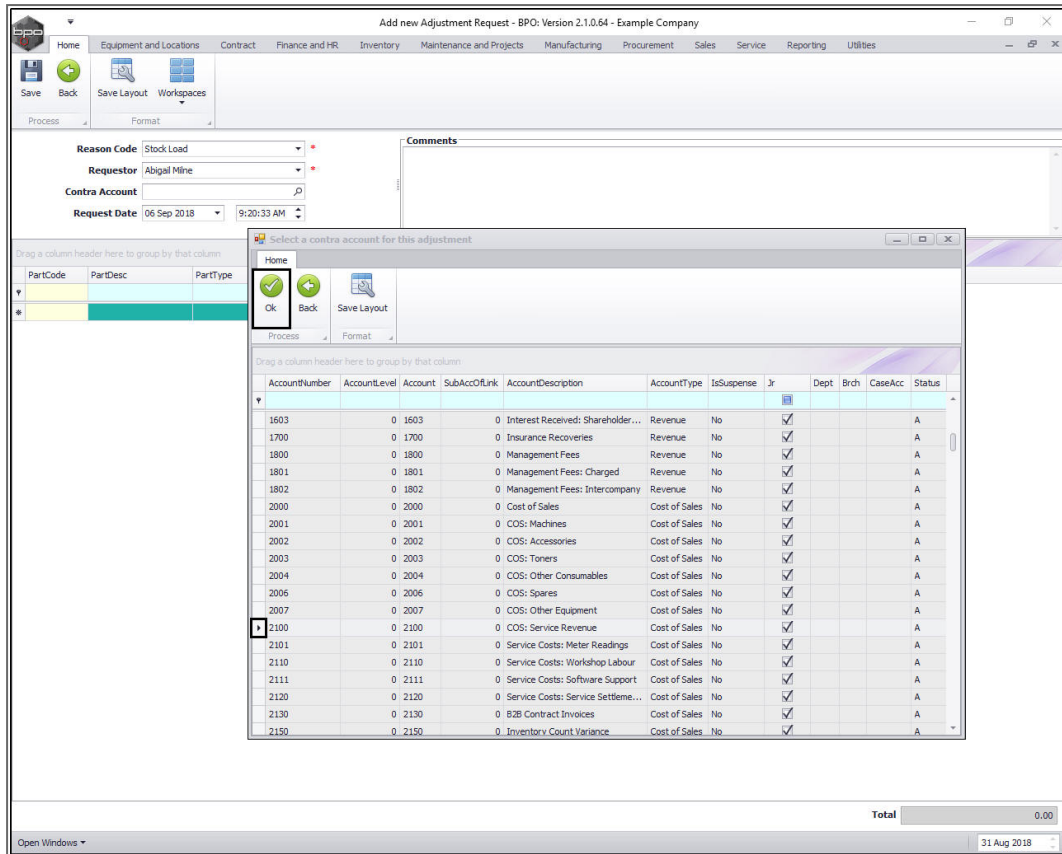
Total: 0.00

Open Windows | 31 Aug 2018

- **Contra Account:** Click on the *search* button in this text box.



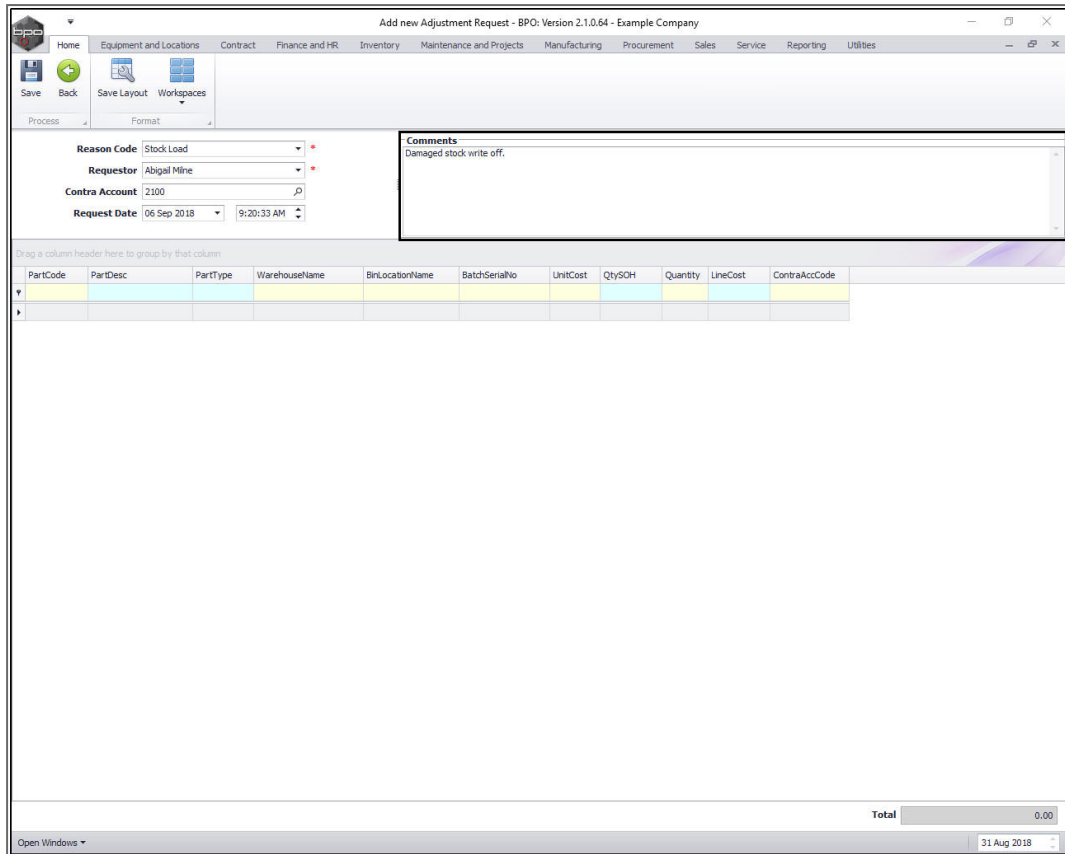
- The **Select a contra account for this adjustment** screen will pop up.
- Click on the **row selector** in front of the **account number** that you wish to **link** to this adjustment.
- Click on **Ok**.



- **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.

## ADJUSTMENT REQUEST COMMENTS

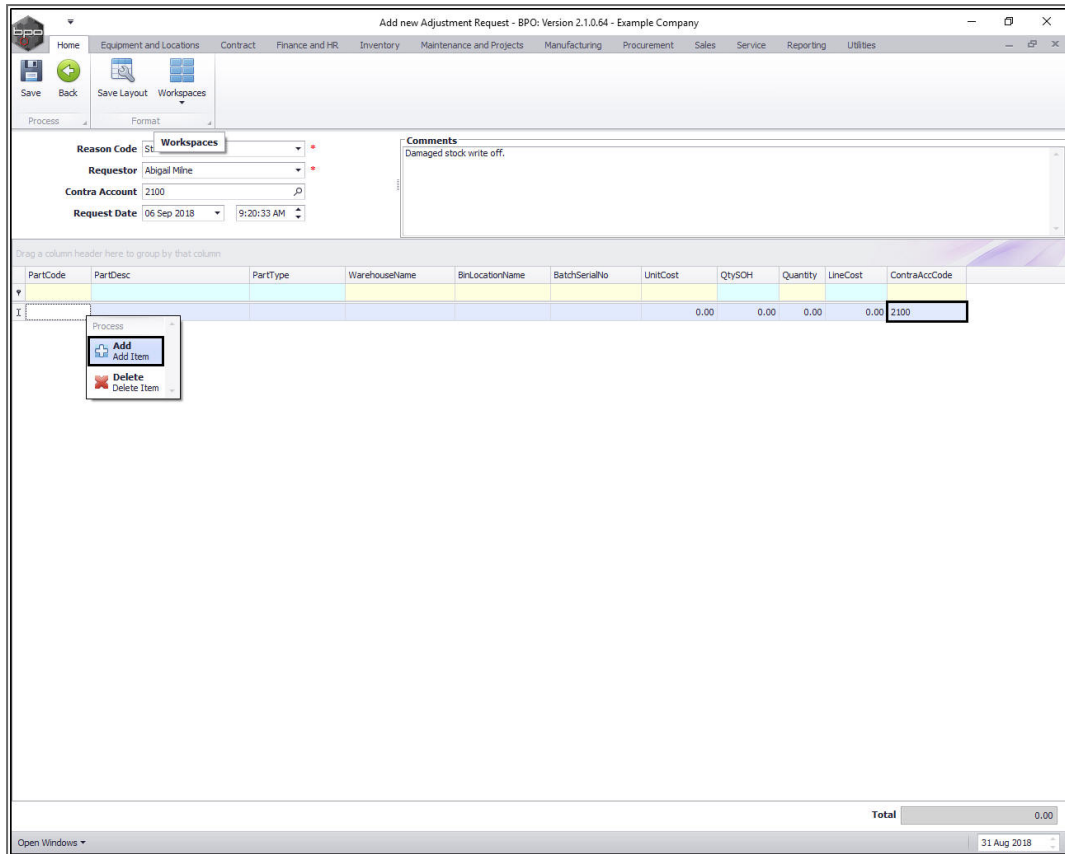
- **Comments:** Click in this text box and type in a comment relating to this adjustment.



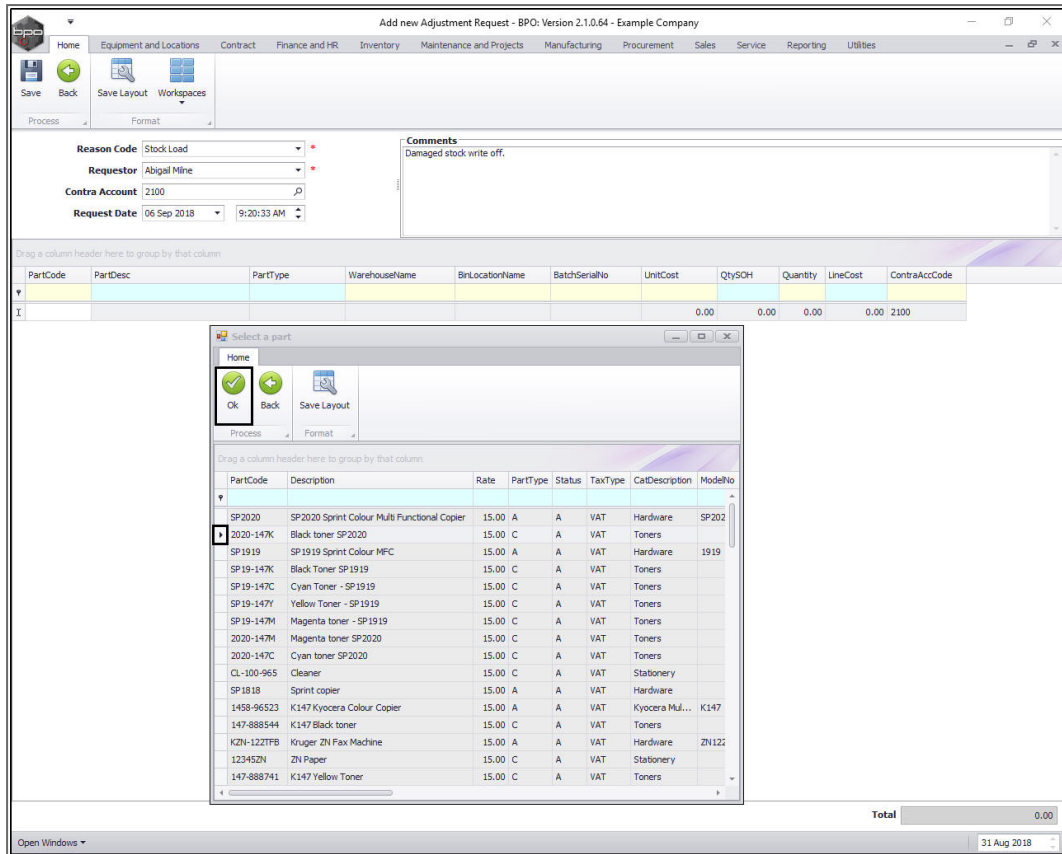
## PARTS DATA GRID

- 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.



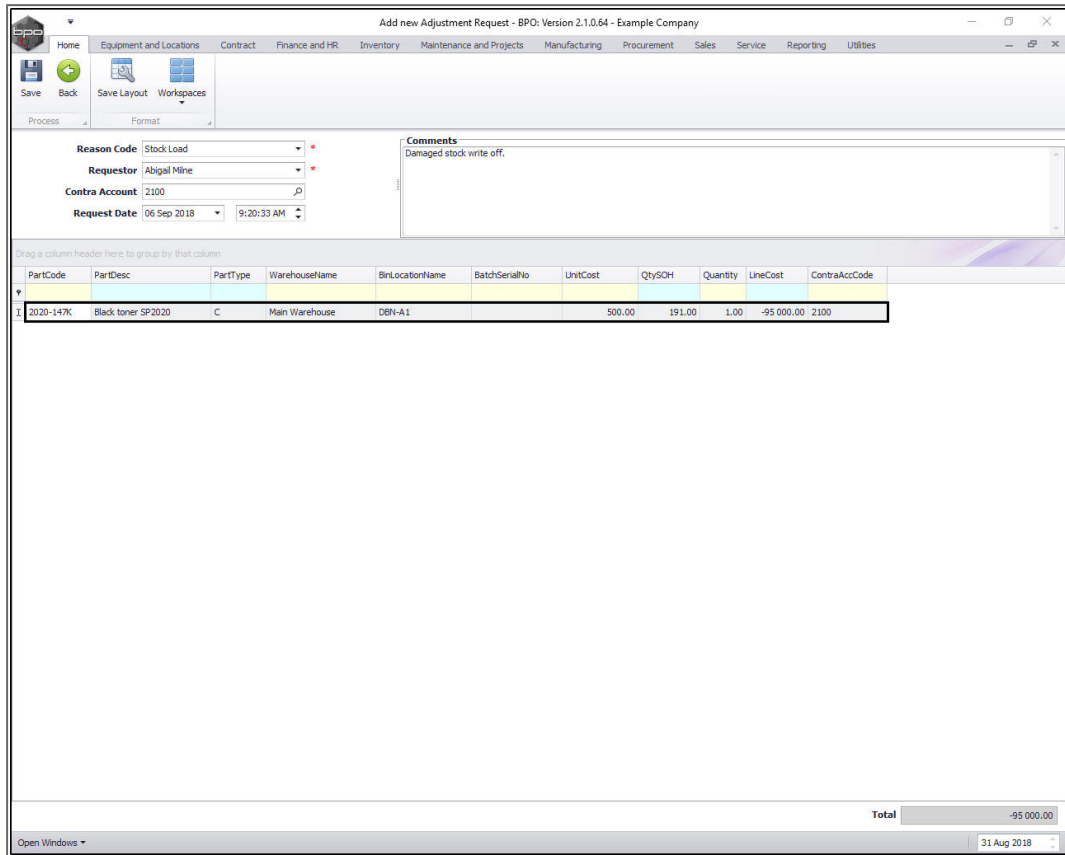


- The **Select a part** screen will pop up.
- Click on the **row selector** in front of the **part/item** that you wish to adjust **out** of store.
- Click on **Ok**.



- 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.
  - **Quantity** This will populate with **1**.
    - **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

changed, when you move along this row adjusting the details, as required.



## SELECT WAREHOUSE AND BIN

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

Add new Adjustment Request - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reason Code: Stock Load  
 Requestor: Abigail Milne  
 Contra Account: 2100  
 Request Date: 06 Sep 2018 9:20:33 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C	Main Warehouse	BIN-A1		500.00	191.00	1.00	-95 000.00	2100

Total: -95 000.00

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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.
- Click on **Ok**.

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Reason Code: Stock Load  
 Requestor: Abigail Milne  
 Contra Account: 2100  
 Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1		500.00	191.00	1.00	-95 000.00	2100

Select a warehouse for this part request

Description	IsBinLocation	PCName	StoreName	IsDefault	IsStock	IsAt
ADD Warehouse	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
OTC Whse DBN	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
JohnS Boot	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
Main Warehouse	No	Purchasing Centre	Ed Jones	No	Yes	No
TheoJ Boot Warehouse	No	Purchasing Centre	Theo Peterson	No	Yes	No
Carl Warehouse	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
George Warehouse	No	Purchasing Centre	Chris Haynes Attendee	No	Yes	No
Customer Equipment ...	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
Off Site Warehouse	No	Purchasing Centre	Chris Haynes Attendee	No	Yes	No
Christl Warehouse	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
New Boot Stock	No	Purchasing Centre	Judith Mudzengi	No	Yes	No
Despatch Warehouse	No	Purchasing Centre	Abigail Milne	No	Yes	No
AN Warehouse	No	Purchasing Centre	Ed Jones	No	Yes	No

Total: -95 000.00

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- Click in the **Bin Location Name** text box.
- An **ellipsis** button will be revealed.
- Click on this button.

Add new Adjustment Request - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reason Code: Stock Load  
 Requestor: Abigail Milne  
 Contra Account: 2100  
 Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

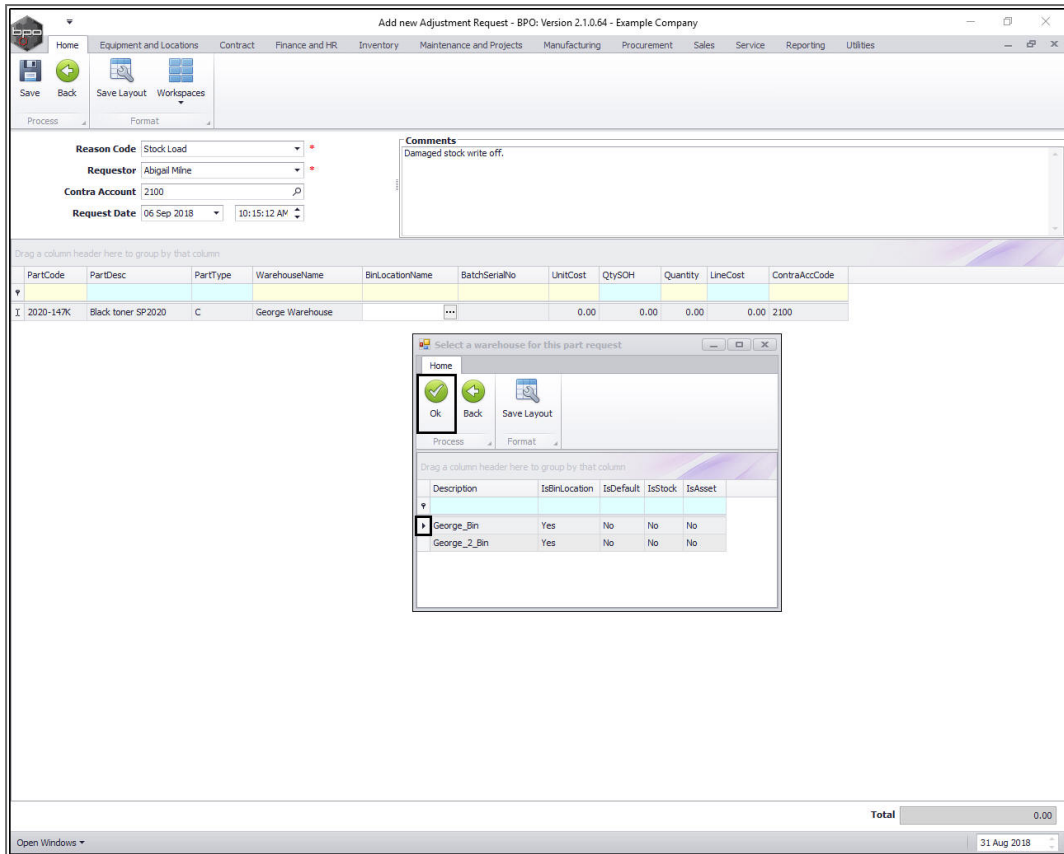
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C	George Warehouse			0.00	0.00	0.00	0.00	2100

Total: 0.00

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- 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 pop up.
- Click on the **row selector** in front of the **Bin Location** where you wish to remove this item from.
- Click on **Ok**.



## SELECT BATCH/SERIAL NUMBER

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

Add new Adjustment Request - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reason Code: Stock Load  
 Requestor: Abigail Milne  
 Contra Account: 2100  
 Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

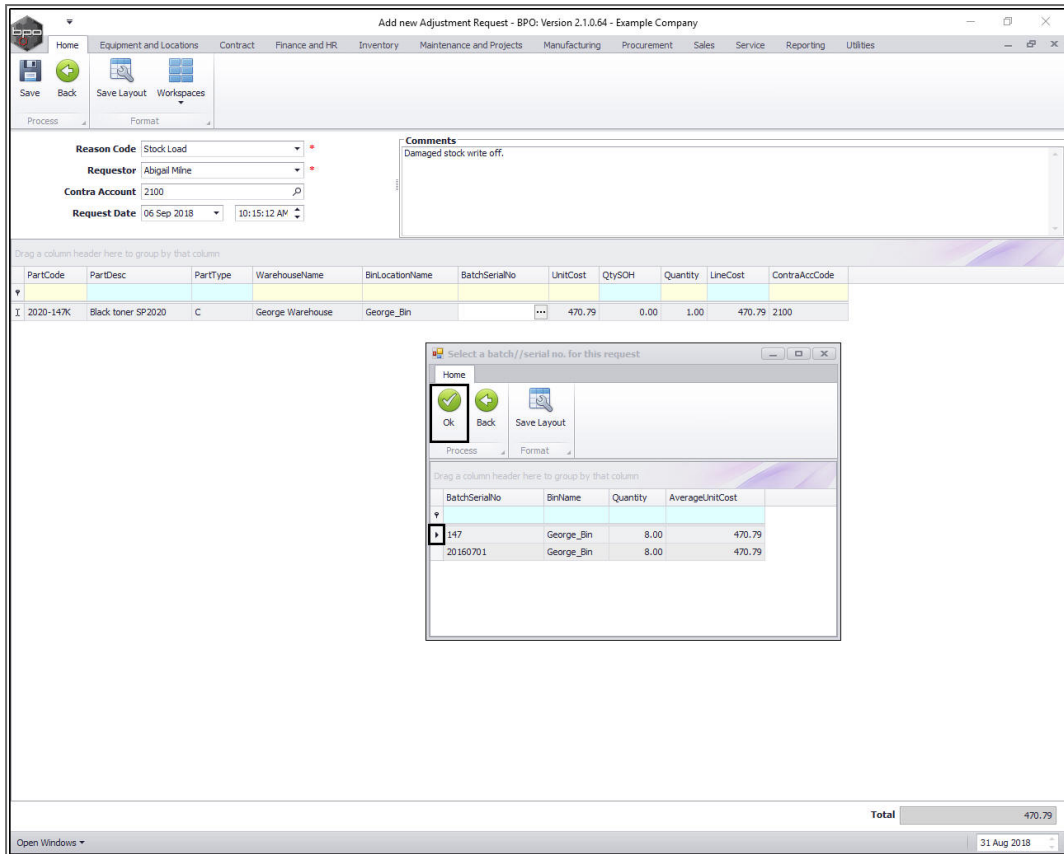
PartCode	PartDesc	PartType	WarehouseName	BinLocatorName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C	George Warehouse	George_Bin		470.79	0.00	1.00	470.79	2100

Total: 470.79

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- 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**.





- **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 Adjustment Request - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reason Code: Stock Load  
 Requestor: Abigail Milne  
 Contra Account: 2100  
 Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

PartCode	PartDesc	PartType	WarehouseName	BinLocatorName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C	George Warehouse	George_Bin	147	470.79	8.00	1.00	-3 295.51	2100

Total: -3 295.51

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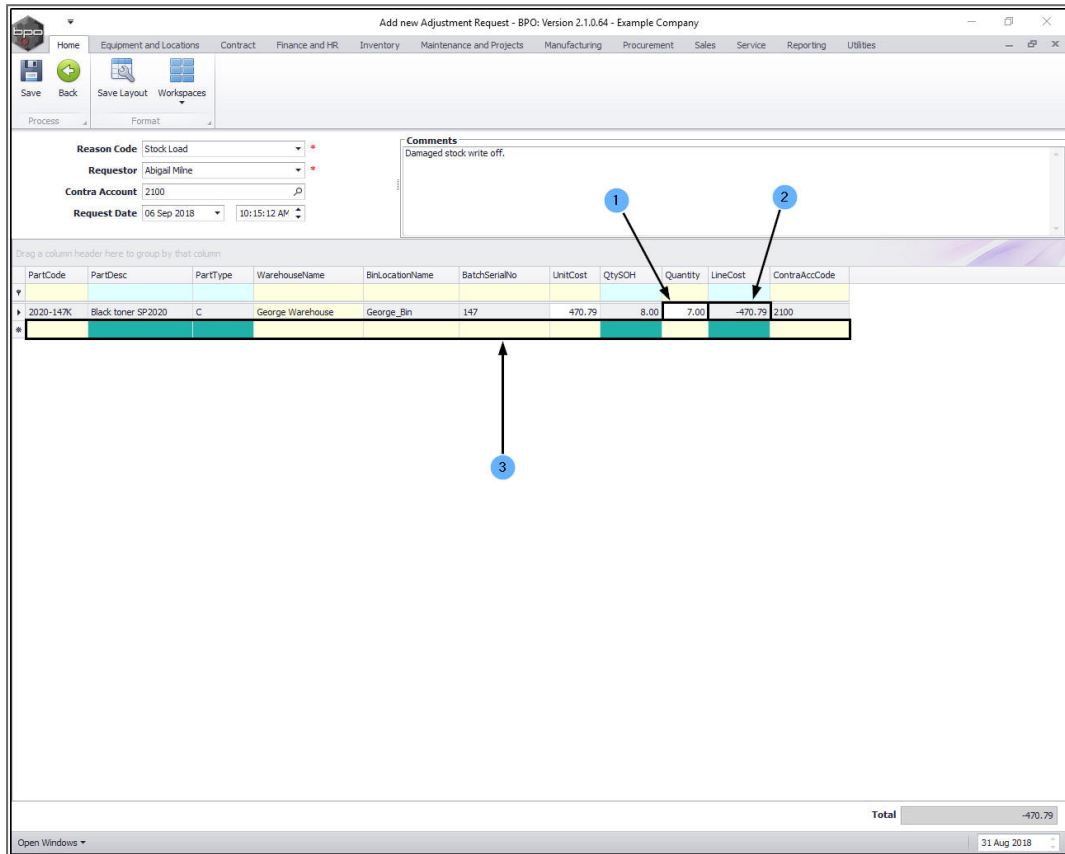
## SELECT QUANTITY

1. **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 out**1** , Quantity must be **7**).

## LINE COST OF ADJUSTMENT REQUEST

2. **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 one item at a time, so the quantity adjusted in or out will always be **1**.



PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin	147	470.79	8.00	7.00	-470.79	2100
<b>Total</b>										-470.79

## SAVE ADJUSTMENT REQUEST

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

Add new Adjustment Request - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reason Code: Stock Load  
 Requestor: Abigail Milne  
 Contra Account: 2100  
 Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

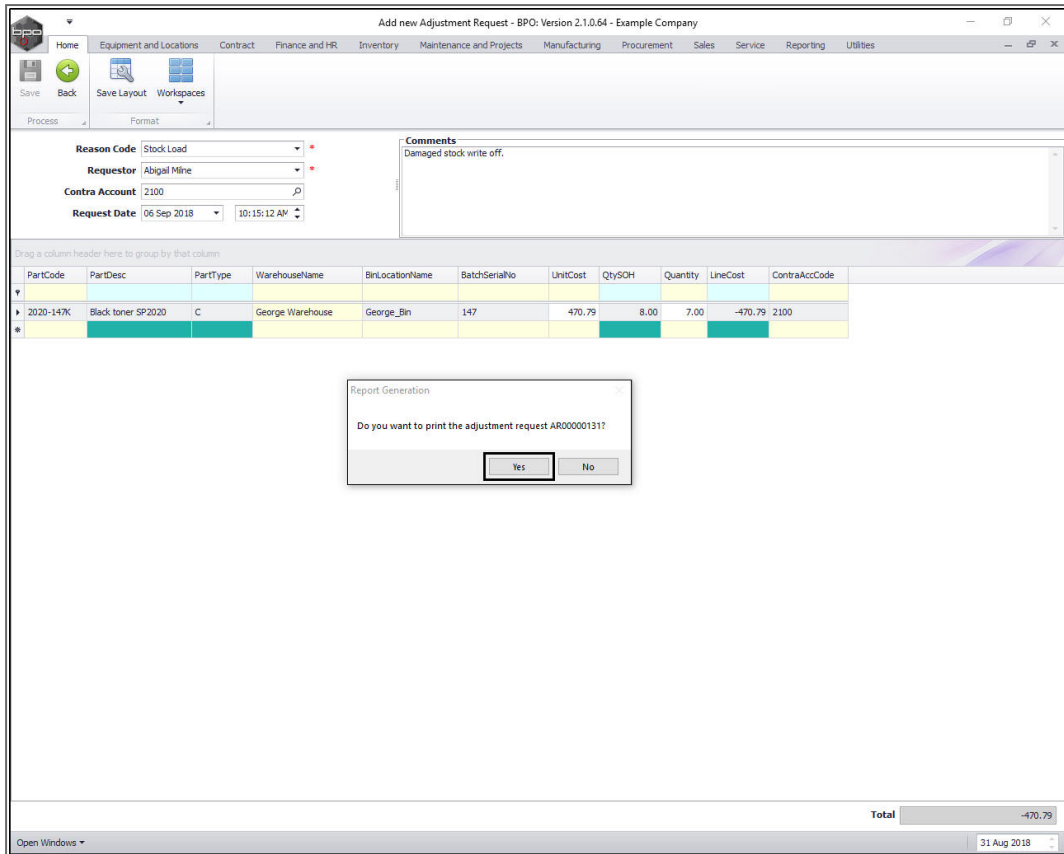
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin	147	470.79	8.00	7.00	-470.79	2100
<b>Total</b>										-470.79

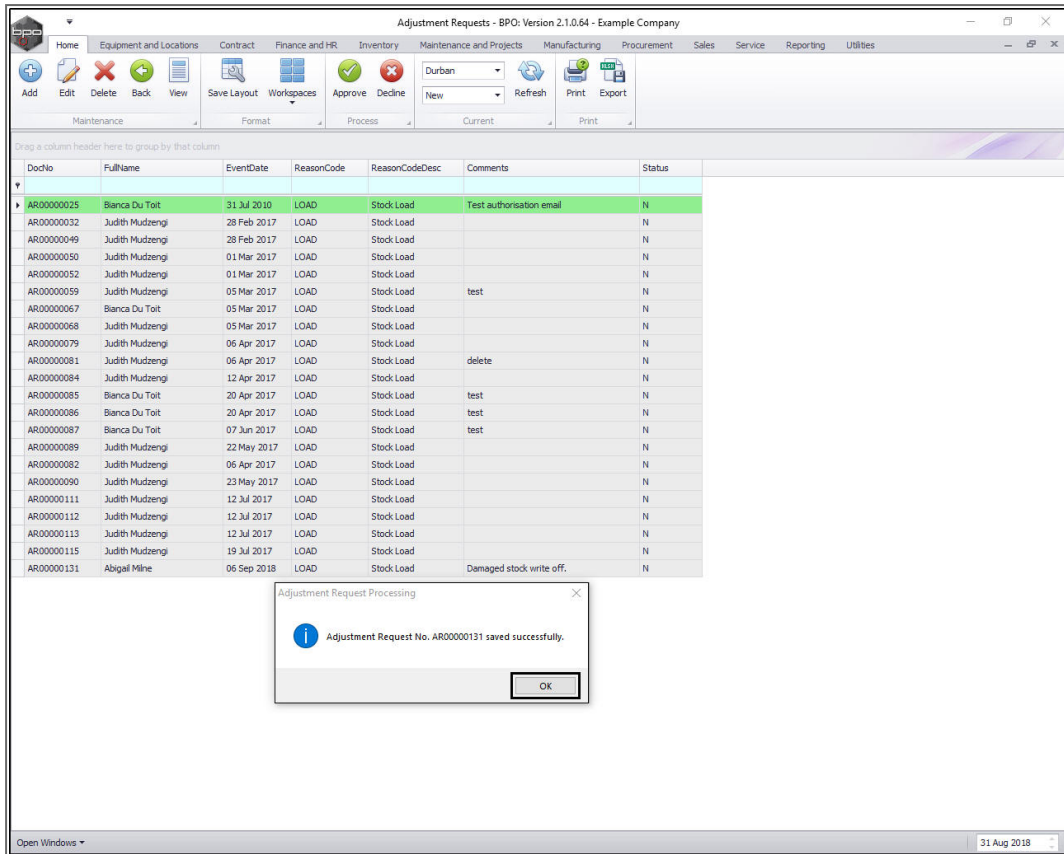
Open Windows | 31 Aug 2018

## PRINT ADJUSTMENT REQUEST


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



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



- 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 must be **authorised** before the Stock Adjustment is completed.



### Adjustment Request

**Example Company**  
 Street No and Road Name PO Box 1234  
 Area New Town  
 City Durban  
 South Africa South Africa  
 0000 1234  
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545  
 VAT No.: 0000000 Tel No.: 031 123 4567

---

Processed By: Abigail Milne      Approved By: Unknown

**Document Ref.: AR00000131**  
**Date:** 06 Sep 2018  
**Employee:** Abigail Milne

Code	Description	Warehouse	Bin	Batch/Serial	Contra Acc	Unit Cost	QOH	Quantity	Change
2020-147K	Black toner SP2020	George Warehouse	George_Bin	147	2100	470.79	8	7	-470.79

LOAD

<b>Total</b>	ZAR	<b>-470.79</b>

\_\_\_\_\_  
 Authorisation Signature      Date      Time

Comments: Damaged stock/write off.

Report created on BPO - www.co3.co.za

Printed: 06 Sep 2018 13:07

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MNU.131.001

