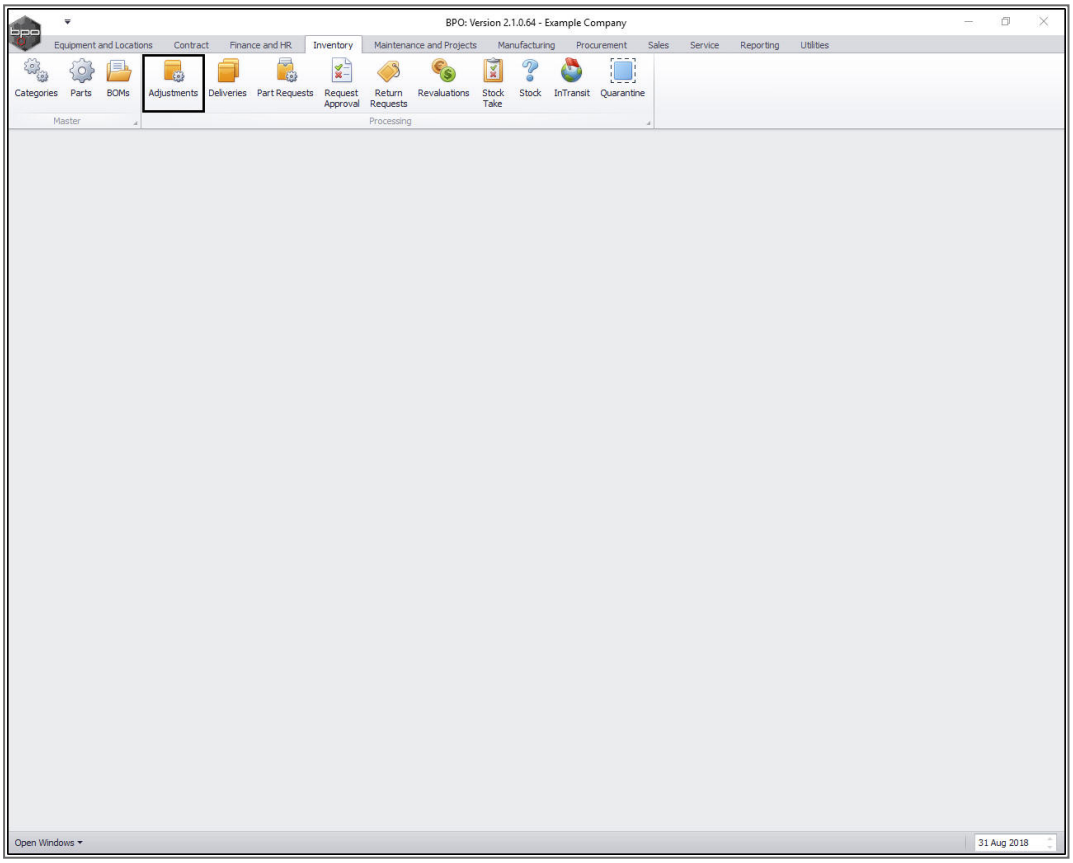
INVENTORY

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.

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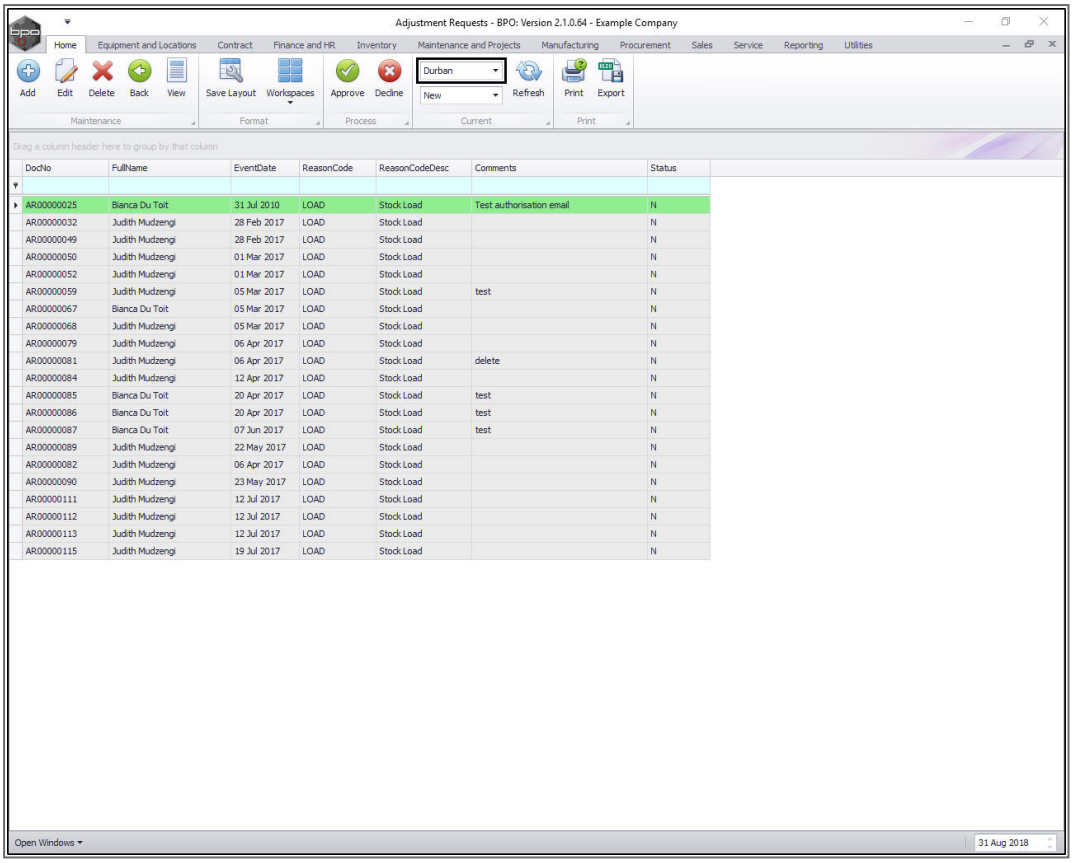

- Click on ***Add***.

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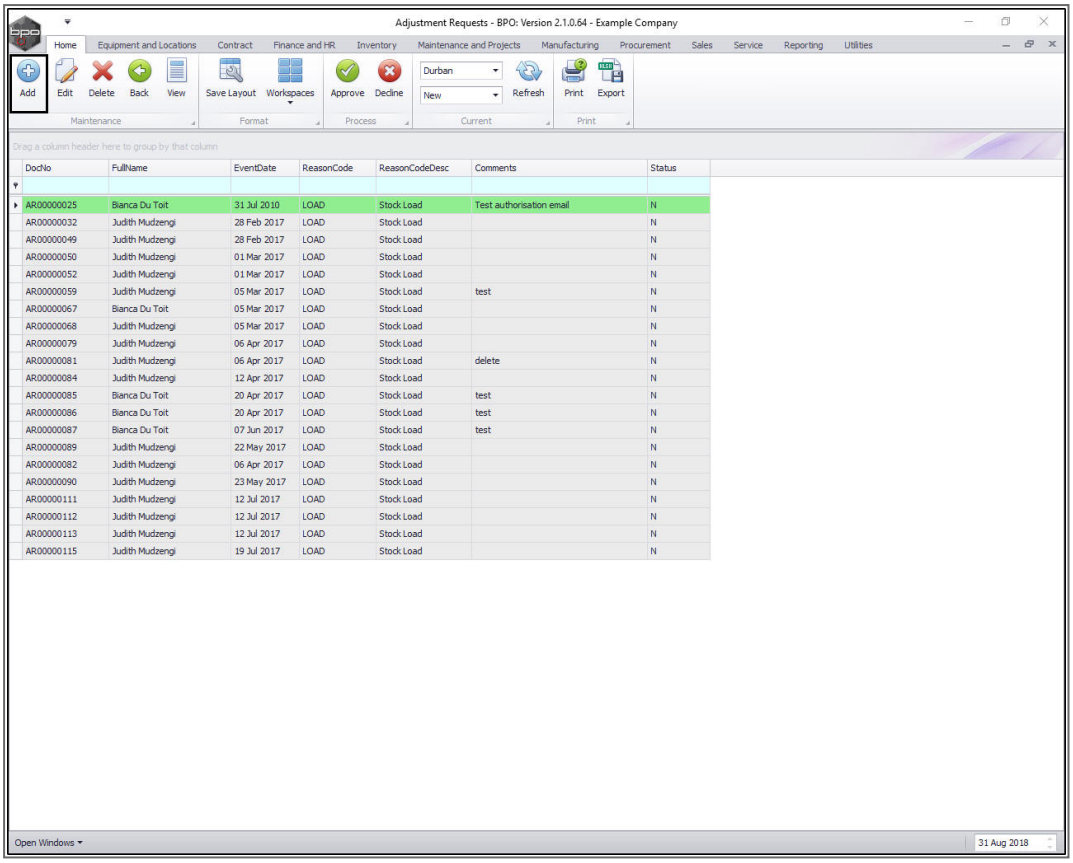

The ***Add new Adjustment Request*** screen will be displayed.

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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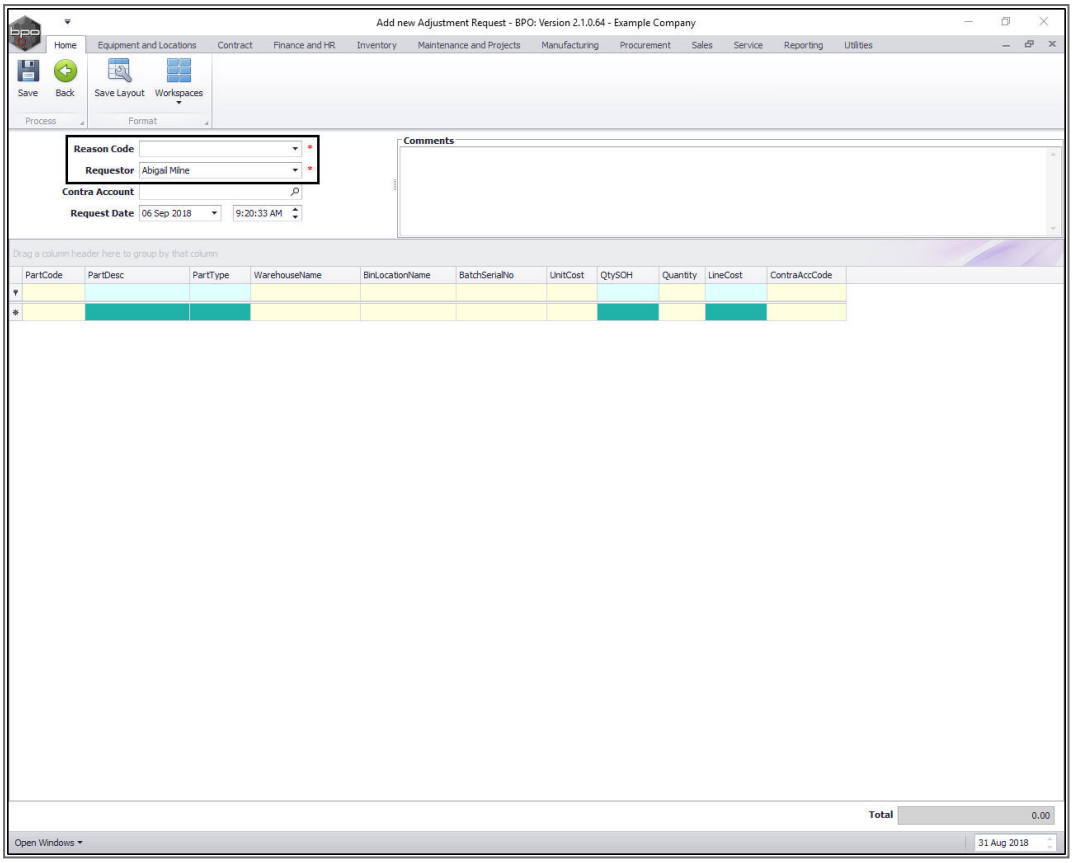

- **Contra Account:** Click on the ***search*** button in this text box.

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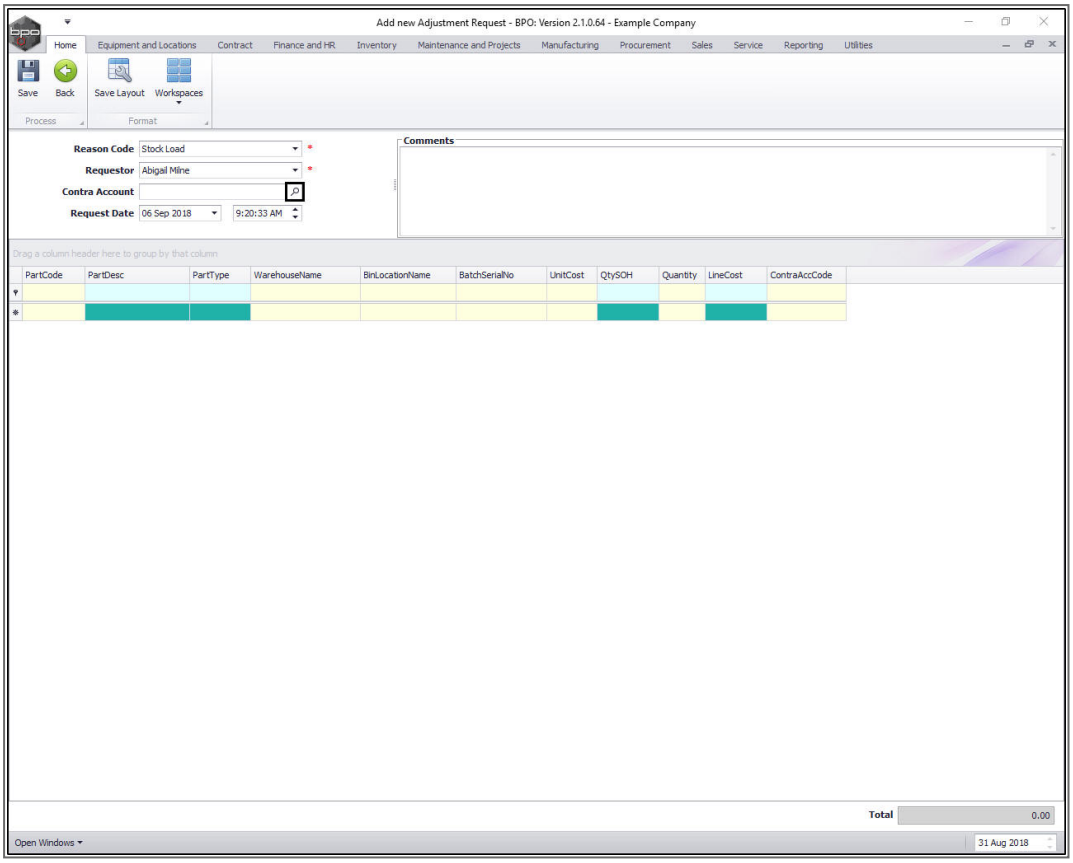

- The ***Select a contra account for this adjustment*** screen will pop up.
- Click on the ***row selector*** in front of the ***account number*** that you wish to ***link*** to this adjustment.
- Click on ***Ok***.

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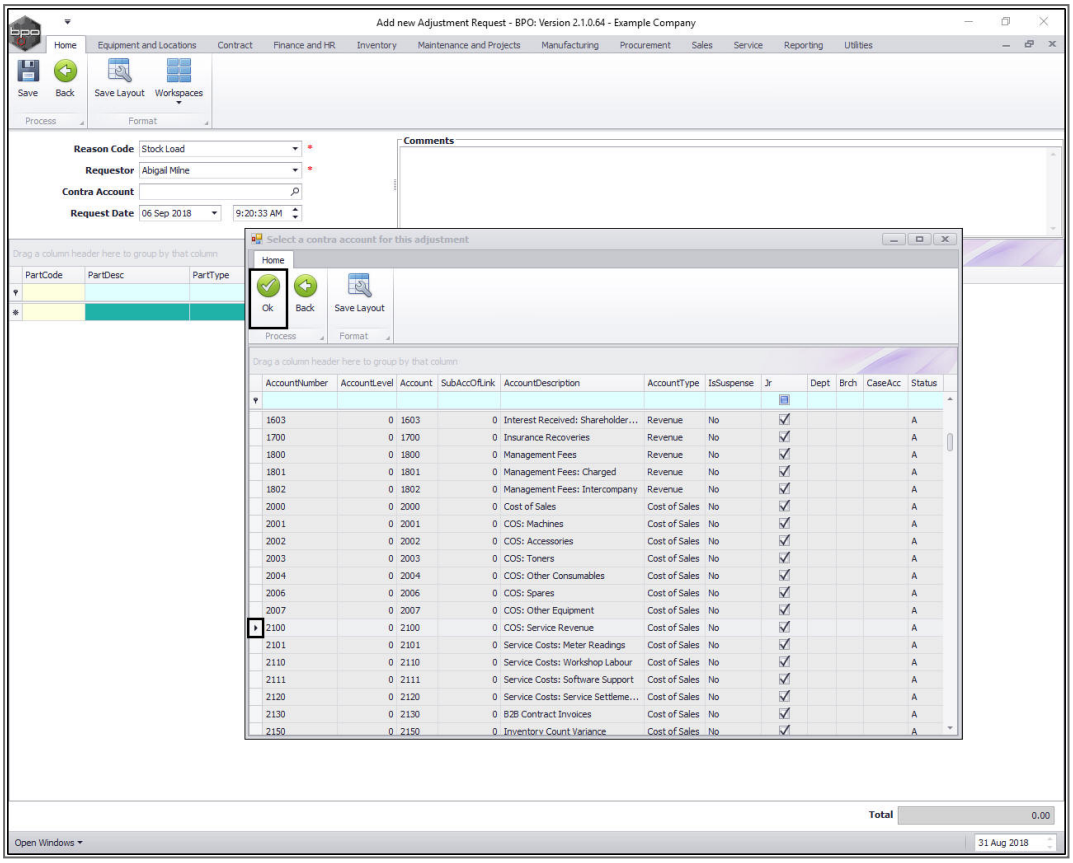

- **Request Date and Time:** This will populate with the current date and time.
    - You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
    - You can either type in or click on the arrow indicators to select an alternative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

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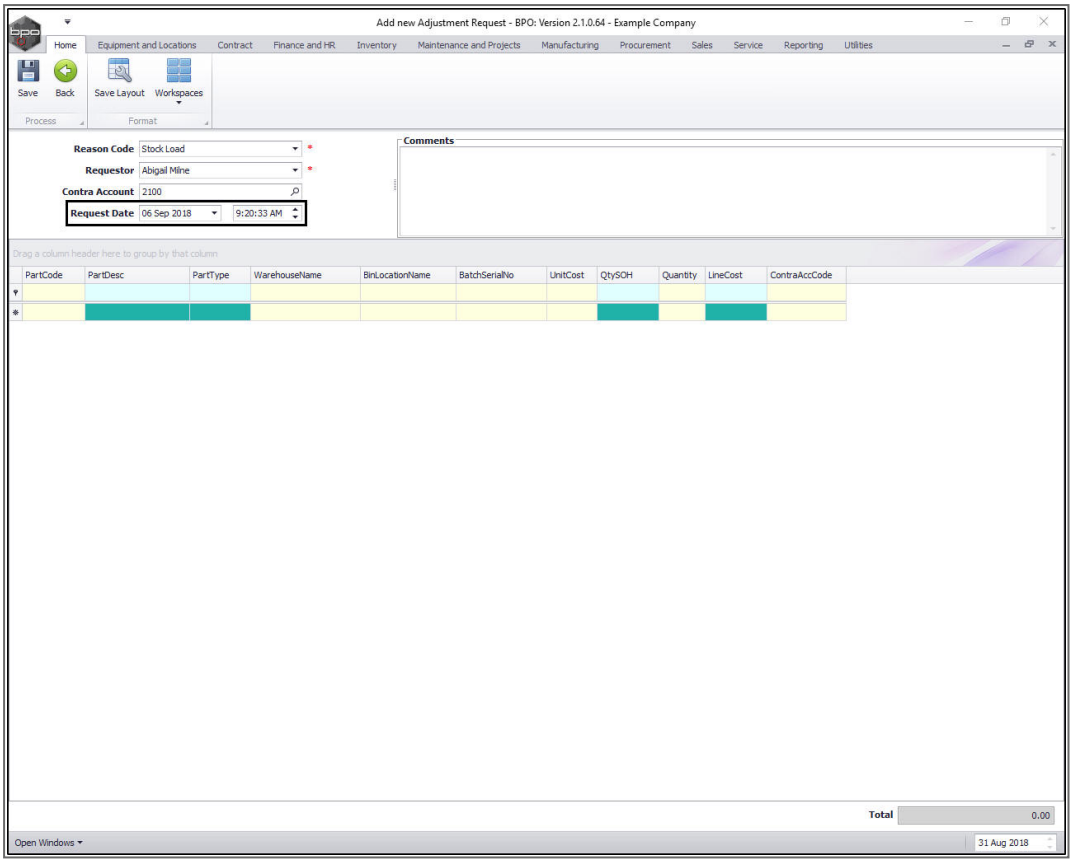

ADJUSTMENT REQUEST COMMENTS

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

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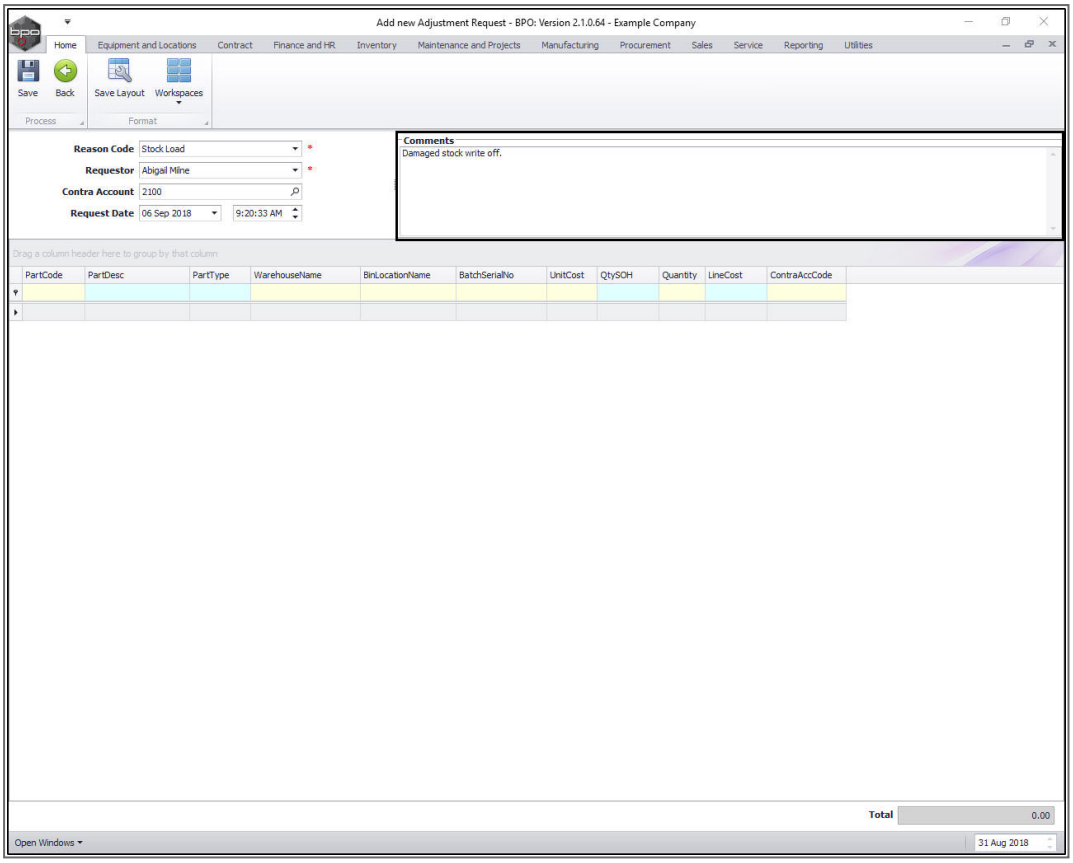

PARTS DATA GRID

- 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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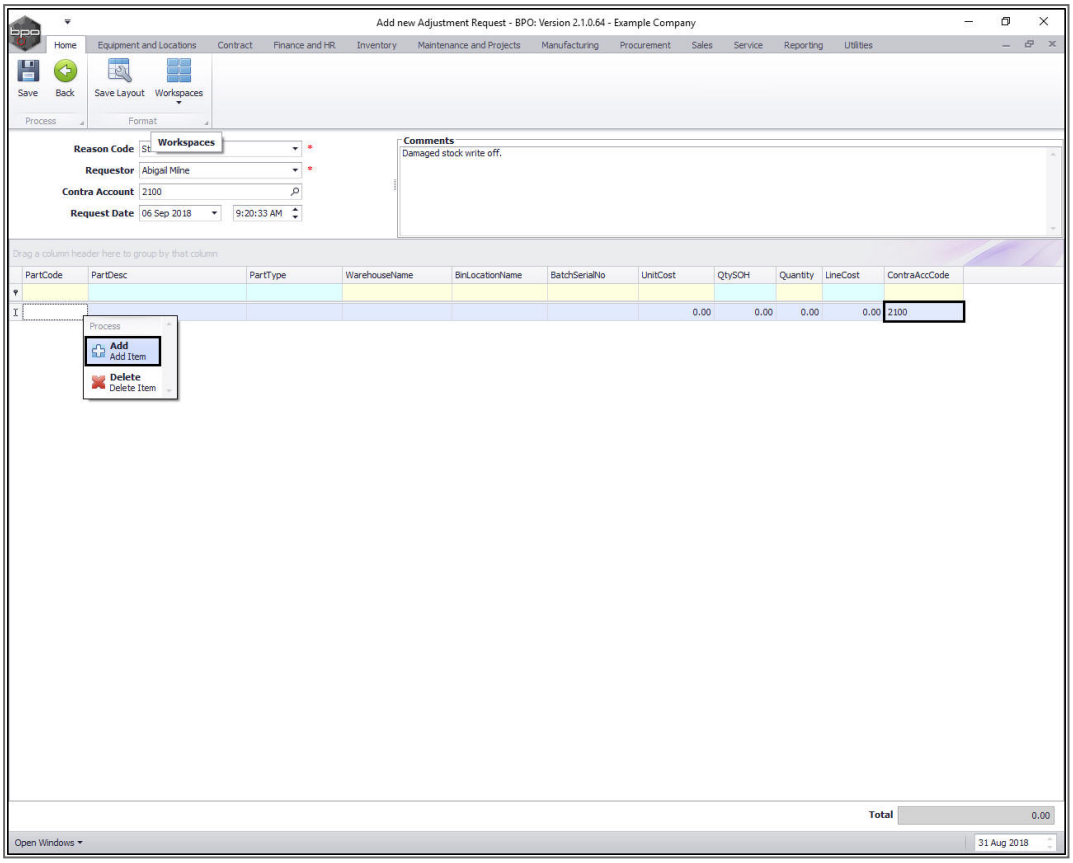

- The ***Select a part*** screen will pop up.
- Click on the ***row selector*** in front of the ***part/item*** that you wish to adjust ***out*** of store.
- Click on ***Ok***.

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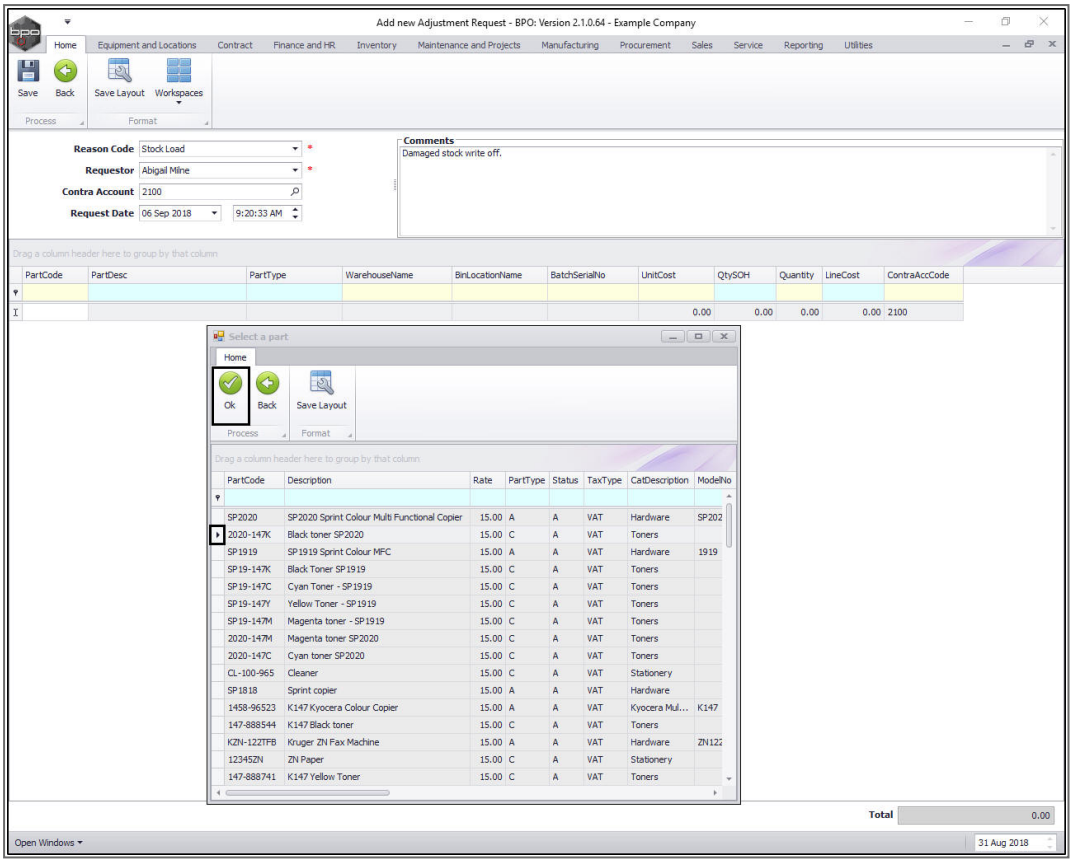

- The row will now populate with the selected ***Part Code***, ***Part Description*** and ***Part Type*** details.
    - **Warehouse Name:** This will populate with the default warehouse name but this can be changed.
    - **Bin Location Name:** This will populate with the default bin location name but this can be changed.
    - **Unit Cost:** This will populate with the cost set up on the selected item.
    - **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

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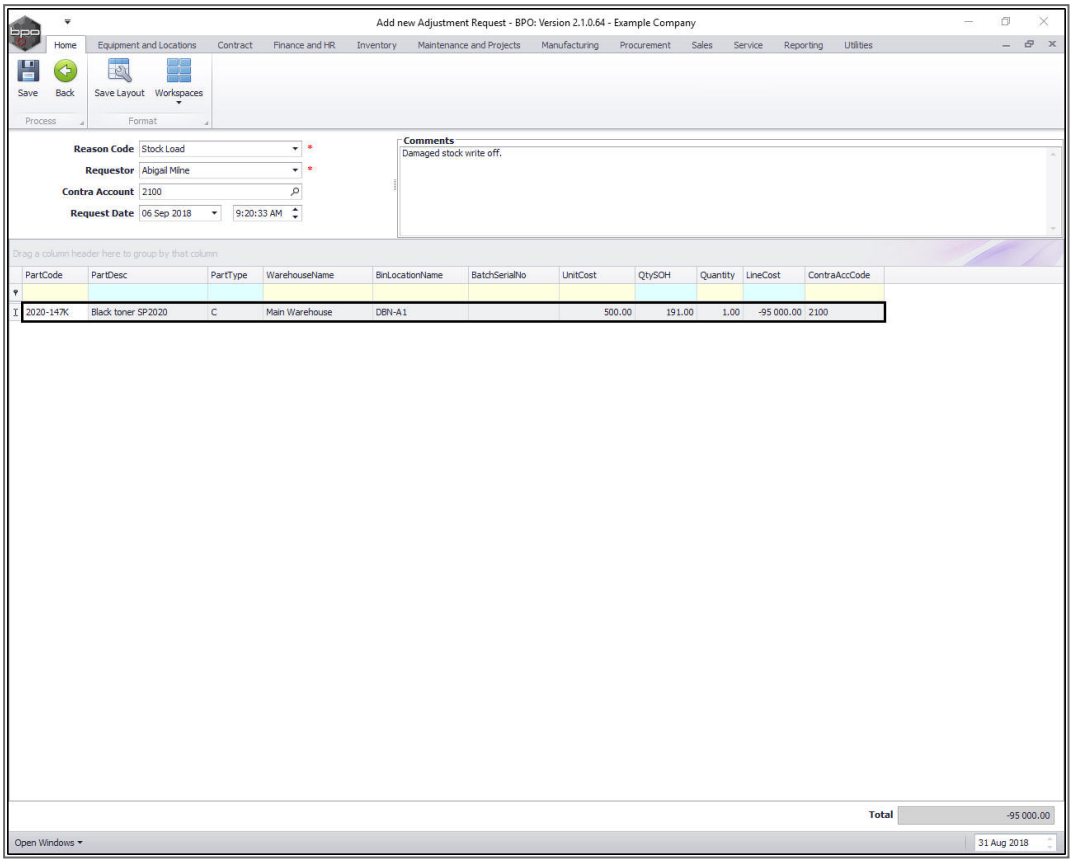
changed, when you move along this row adjusting the details, as required.



SELECT WAREHOUSE AND BIN

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

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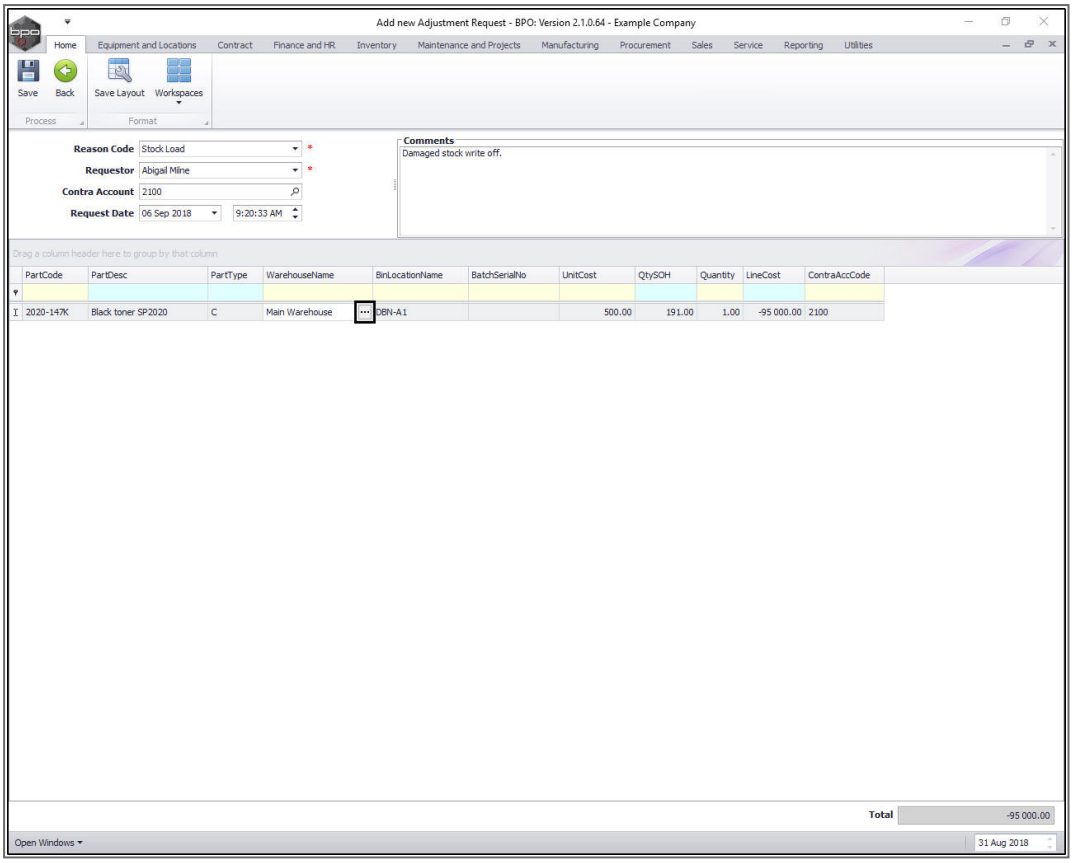

- The ***Select a Warehouse for this part request*** screen will pop up.
- Click on the ***row selector*** in front of the ***Warehouse*** that you wish to remove this item from.
- Click on ***Ok***.

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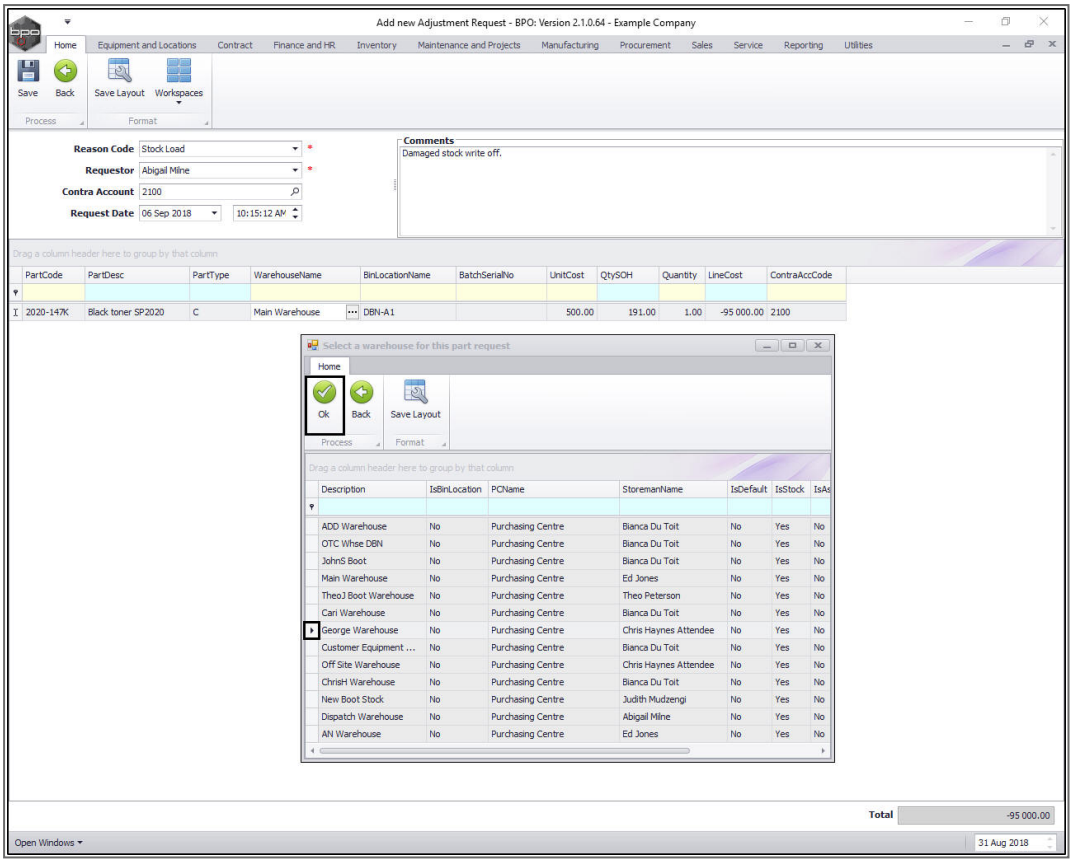

- Click in the ***Bin Location Name*** text box.
- An ***ellipsis*** button will be revealed.
- Click on this button.

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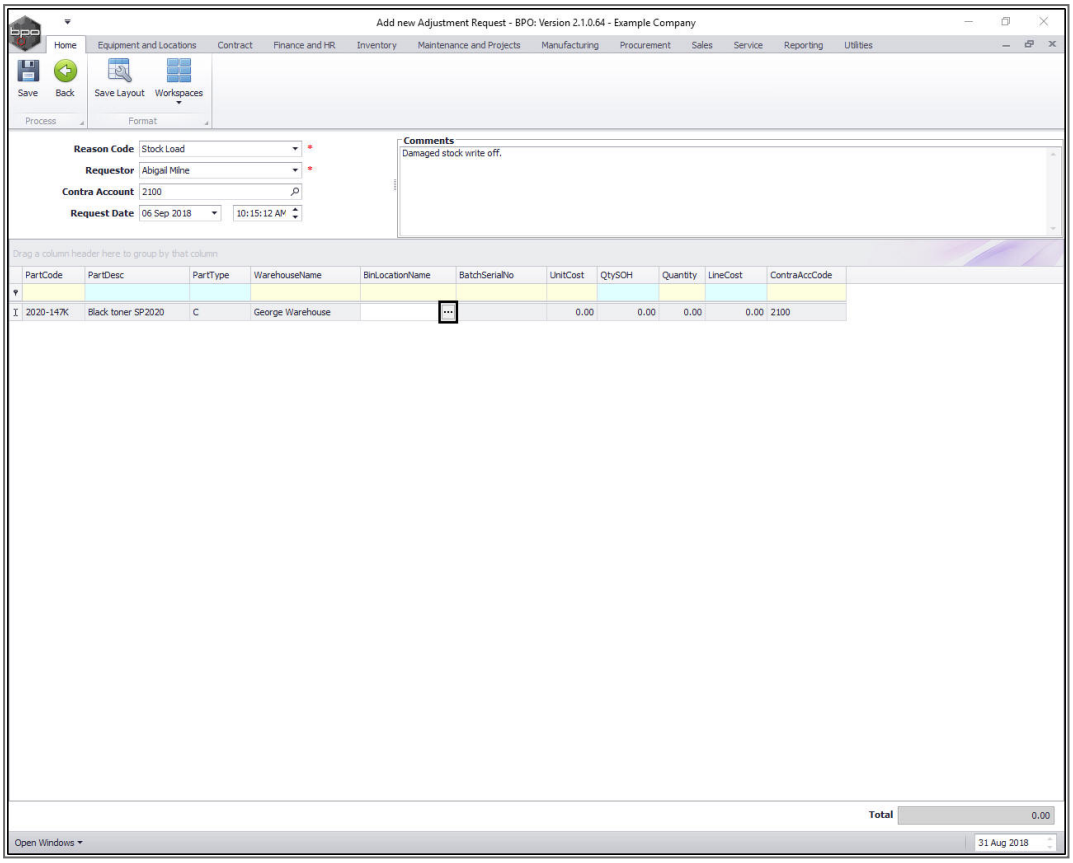

- The ***Select a warehouse for this part request*** screen will pop up.
    - **Note:** If there is only ***one*** bin linked to the selected warehouse then the Bin Location Name field will populate with that one bin name. Otherwise the ***Select*** screen will pop up.
- Click on the ***row selector***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

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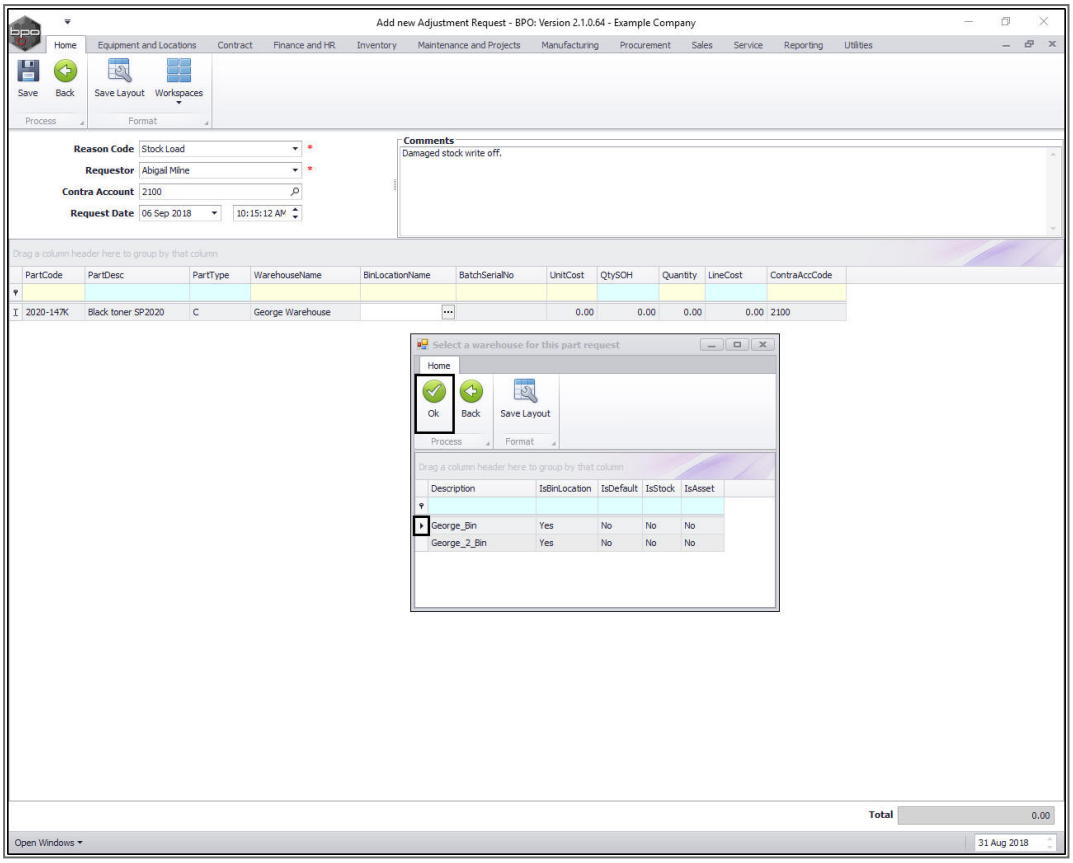

SELECT BATCH/SERIAL NUMBER

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

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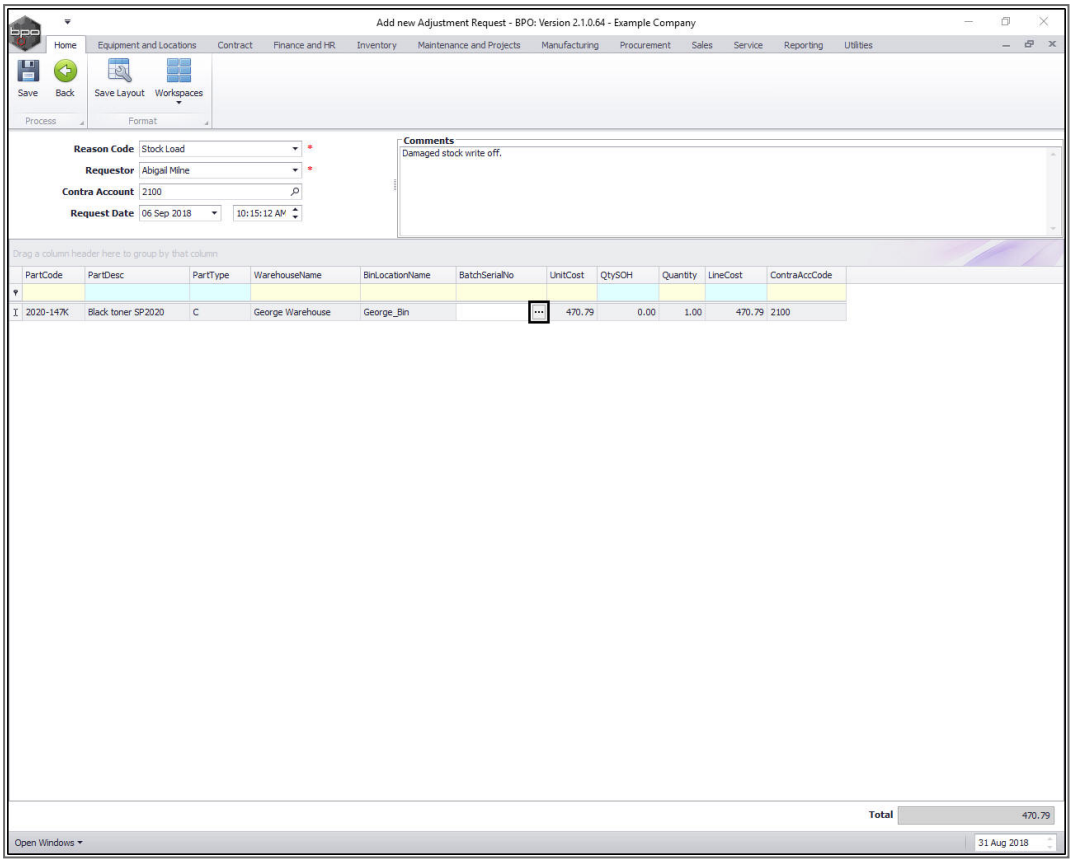

- The ***Select a batch//serial no. for this request*** screen will pop up.
- Click on the ***row selector*** in front of the ***batch/serial number*** that you wish to adjust.
- Click on ***Ok*** .

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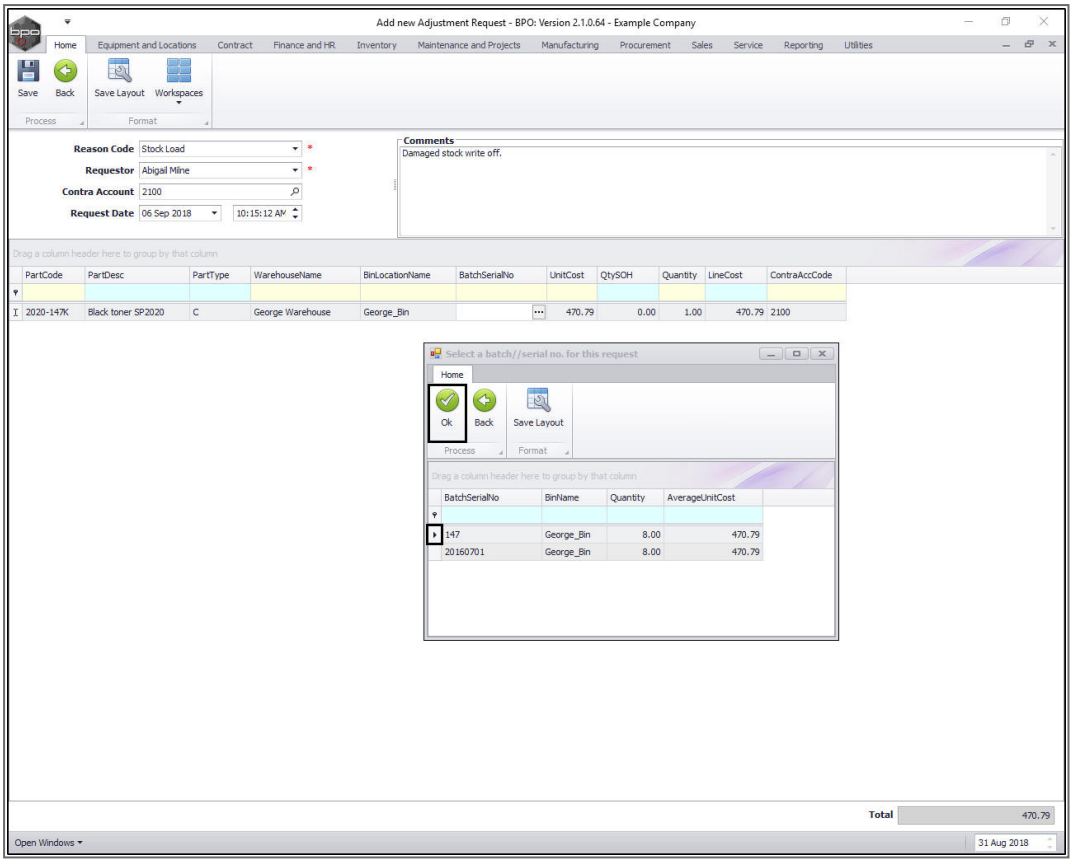

- **Unit Cost:** This will auto populate with the cost of the selected part once the Bin Location Name has been selected.
- **Qty SOH:** This is the current Stock on Hand quantity and will auto populate once the batch/serial number has been selected.

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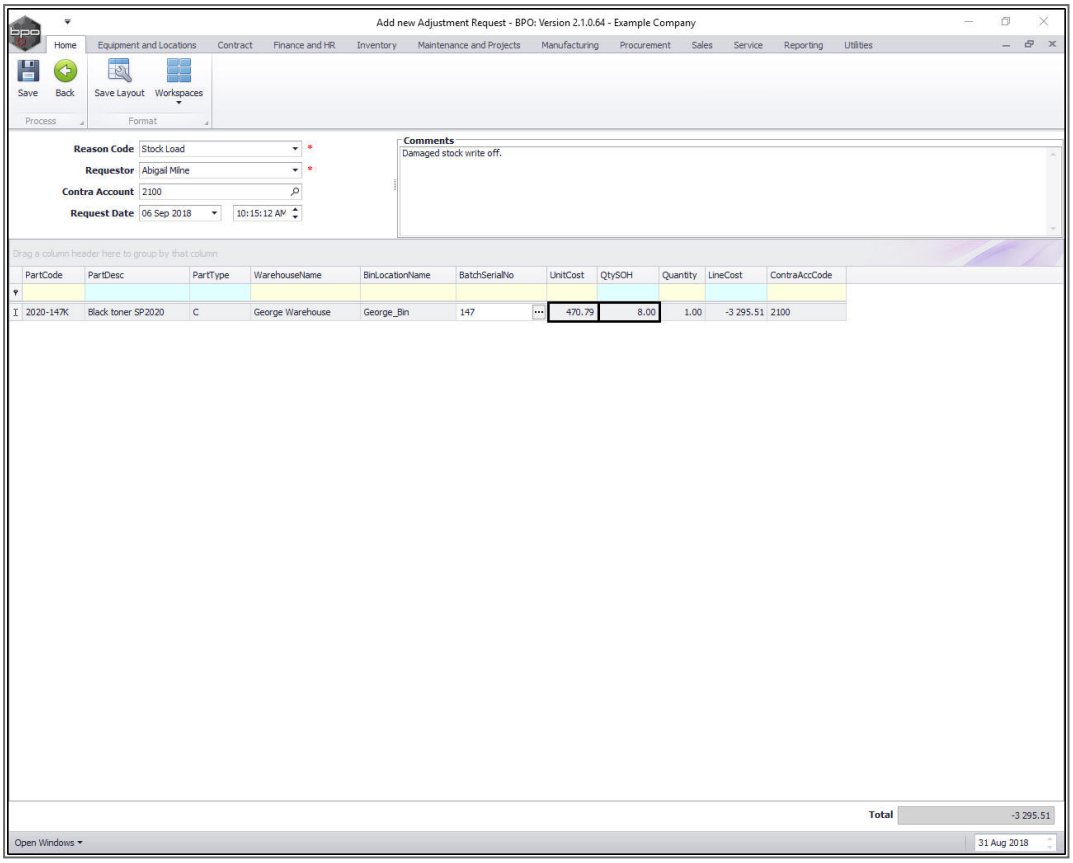

SELECT QUANTITY

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.

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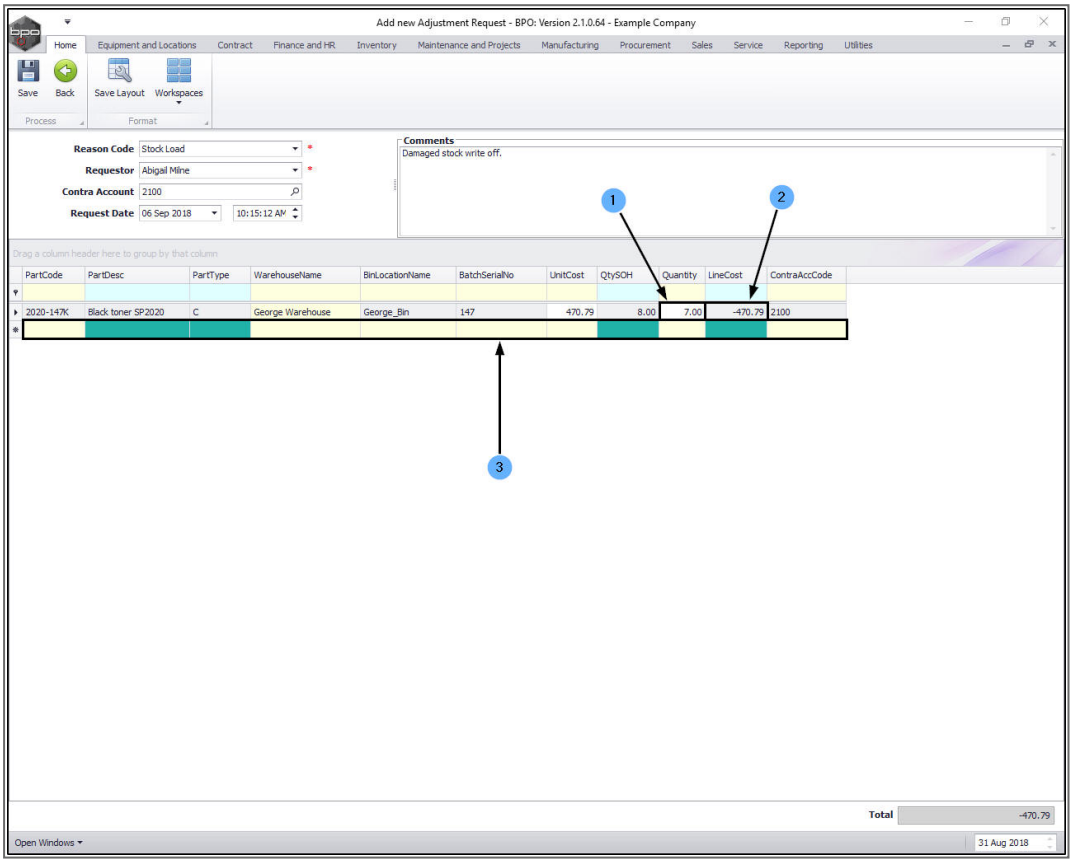
- **Note 1:** You cannot adjust two line items of the same part number in one adjustment.
- **Note 2:** Serialised items can only be adjusted one item at a time, so the quantity adjusted in or out will always be **1**.



SAVE ADJUSTMENT REQUEST

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

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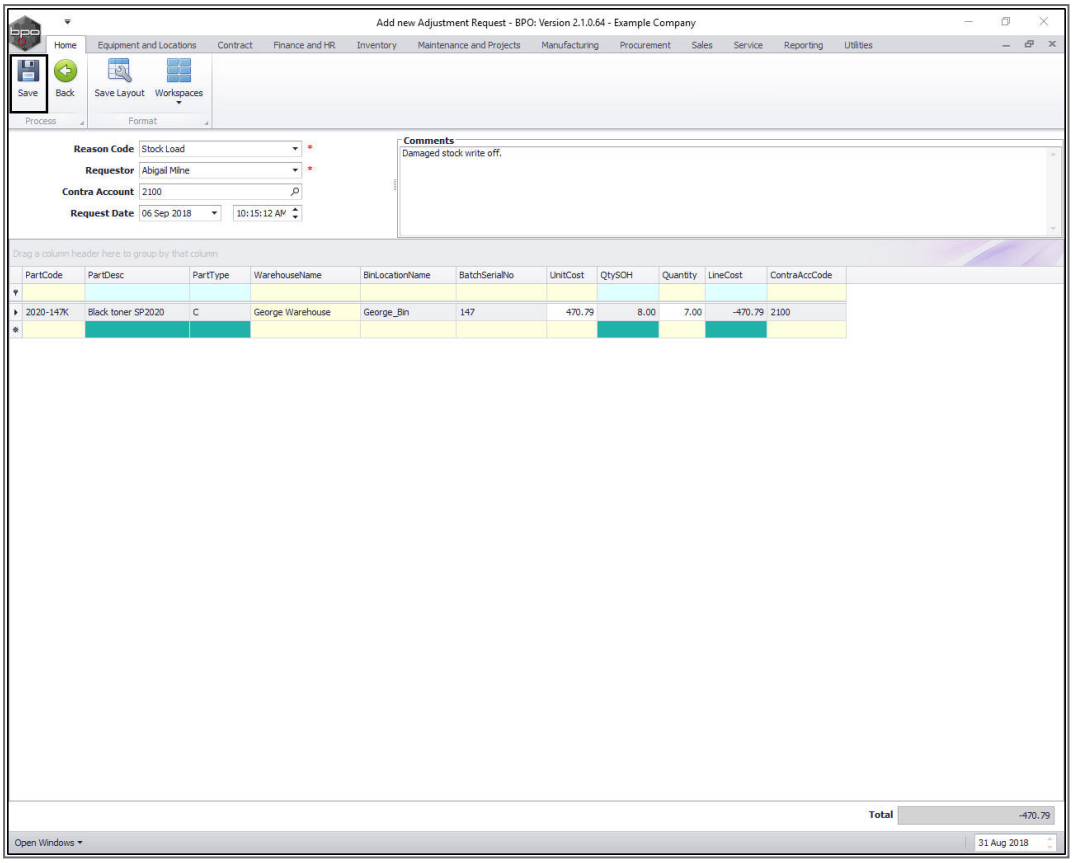

PRINT ADJUSTMENT REQUEST

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

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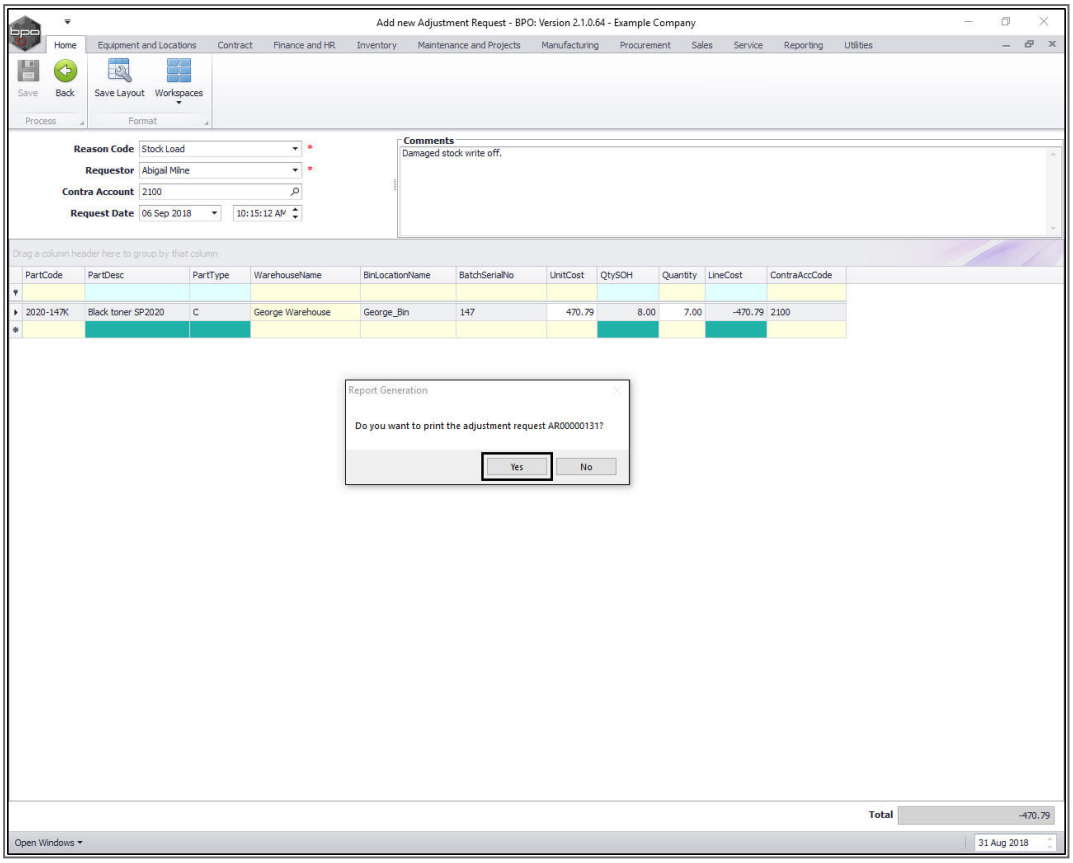

- You will return to the ***Adjustment Requests*** listing screen.
- An ***Adjustment Request Processing*** message box will pop up informing you that;
    - ***Adjustment Request No. [ ] saved successfully.***
- Click on ***OK*** .

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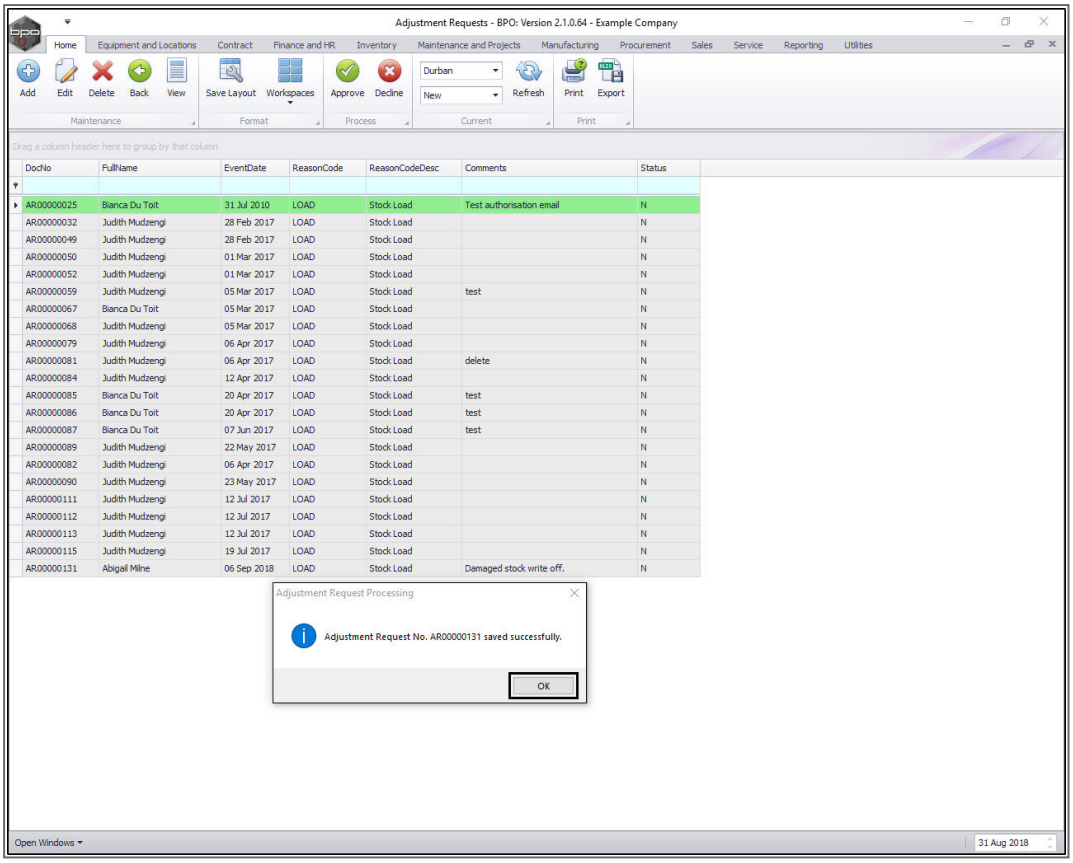

- You can then view the ***Adjustment Request*** report preview screen
- From here you can ***View***, ***Print***, ***Export*** or ***Email*** the Adjustment Request.
- ***Close*** the report preview screen when done.

    - **Note:** This request must be authorised before the Stock Adjustment is completed.

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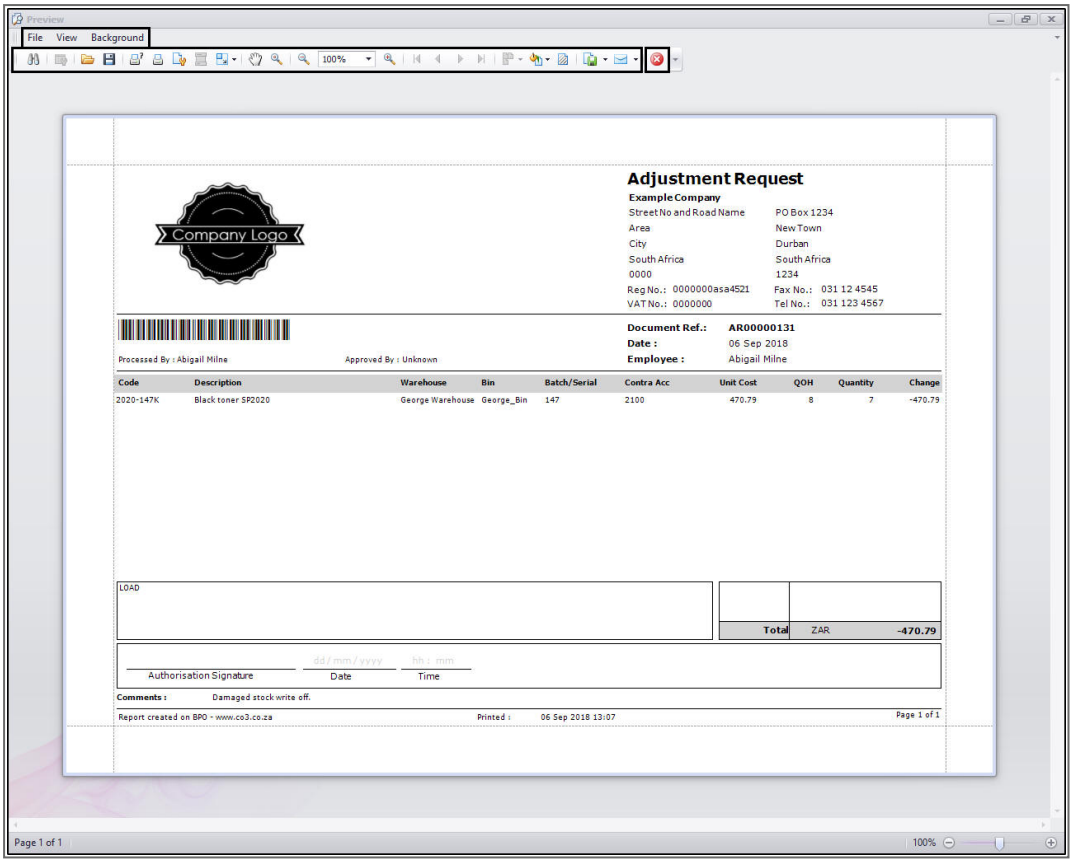

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