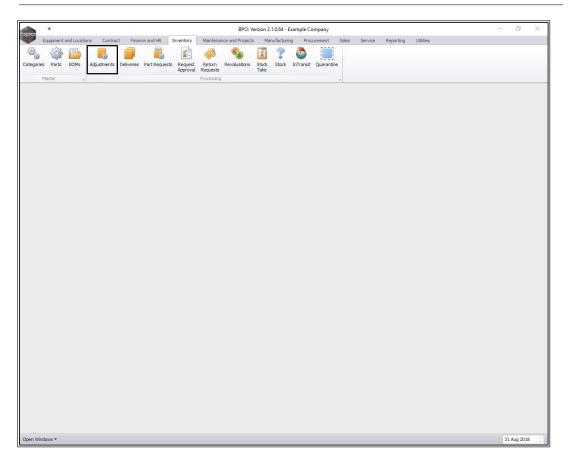


INVENTORY

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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AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N					
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• Click on Add.



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AR0000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test		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.



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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



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

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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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SES EIN	Didde torier of 2020	5	debige marchodae			0.00	0.00	0.00	0.00	2100			
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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 populate.
- Click on the *row selector* in front of the *Bin Location* where you wish to remove this item from.
- Click on Ok.



* Add new Adjustment Request = 200. Vecion 2.10.04 - Example Company -
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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

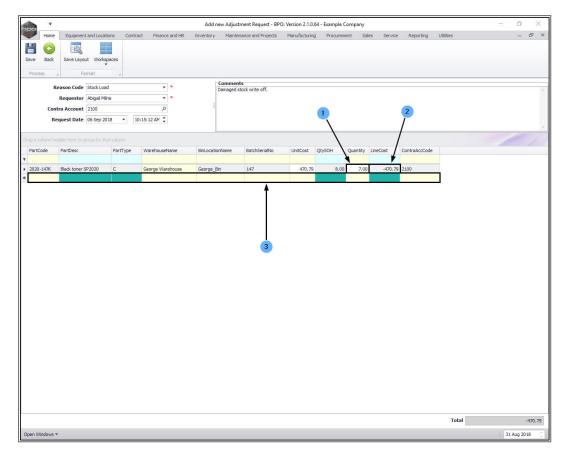
Quantity: Type in or use the arrow indicators to select the end stock on hand quantity, i.e. the quantity of stock you'll have after the adjustment is complete. (Example: Currently 8 in stock, adjusting <u>out</u>1, Quantity must be 7).

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</u> <u>item 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*.



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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 <u>must</u> be <u>authorised</u> before the Stock Adjustment is completed.



×	Company Logo					Adjustme Example Compar Street No and Roa Area City South Africa	ny	PO Box 1 New Tow Durban South Afr	1	
	·*************************************					0000 RegNo.: 0000000			031 12 4545	
Processed By : A	bigail Milne	Approved B	y : Unknown			VAT No.: 0000000 Document Ref.: Date : Employee :		00131 2018	031 123 4567	
Code	Description		Warehouse	Bin	Batch/Serial	Contra Acc	Unit Cost	QOH	Quantity	Change
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