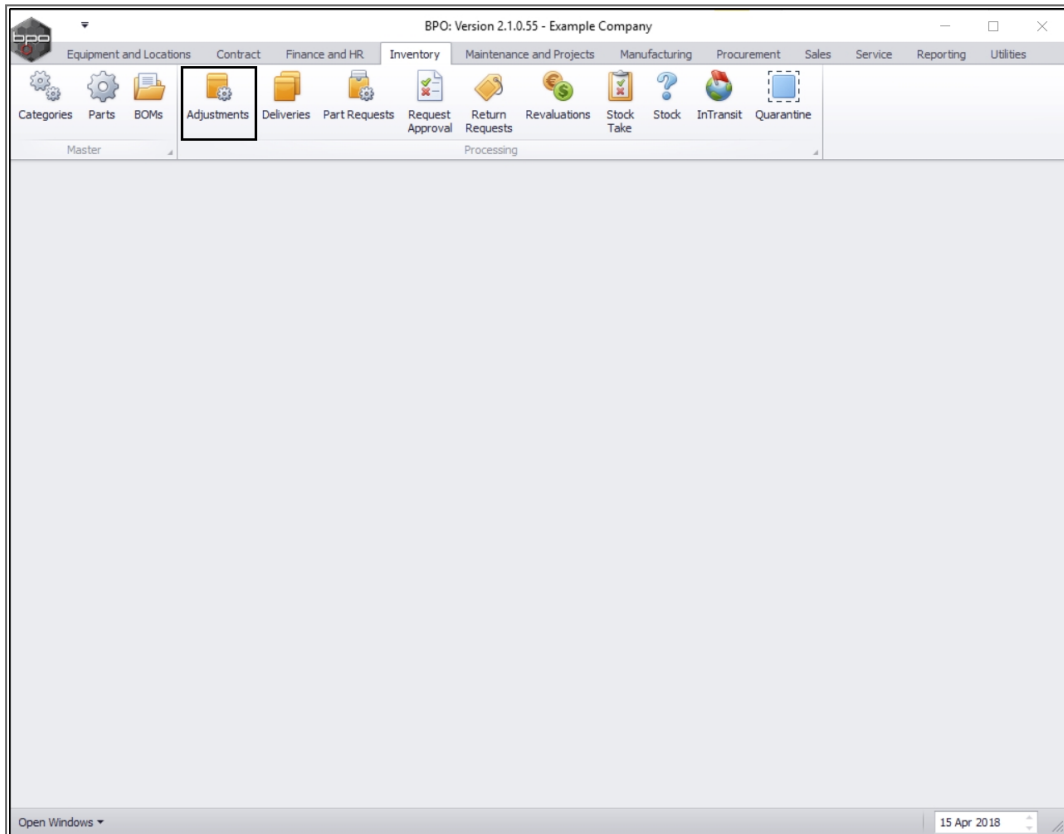


INVENTORY

ADJUST STOCK INTO 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*



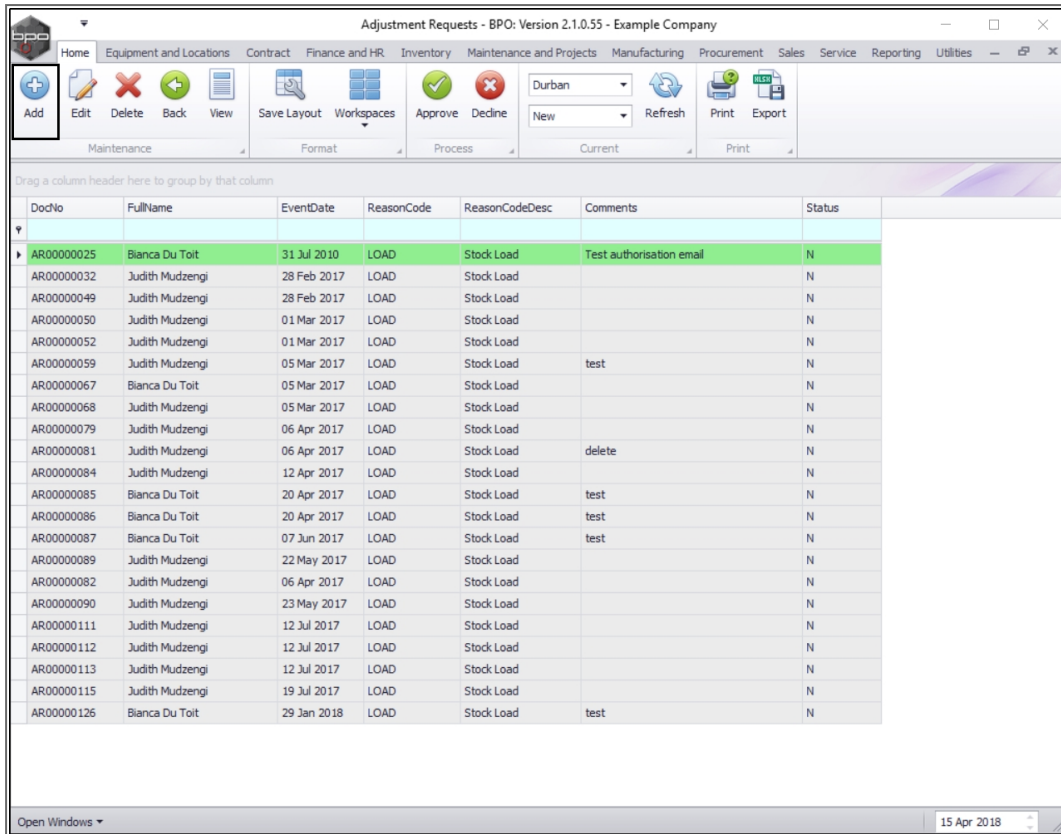
The ***Adjustment Requests*** listing screen will be displayed.

- Select the ***site***.
 - In this image, ***Durban*** has been selected.

DocNo	FullName	EventDate	ReasonCode	ReasonCode	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	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	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	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load	N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	N
AR00000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load	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
AR00000126	Bianca Du Toit	29 Jan 2018	LOAD	Stock Load	N

ADD NEW ADJUSTMENT

- Click on **Add**.



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

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.

Reason Code

Requestor Belinda Sharman

Contra Account

Request Date 16 Apr 2018 12:25:35 PM

Comments

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
----------	----------	----------	---------------	-----------------	-------------	----------	--------	----------	----------	---------------

Total 0.00

Open Windows 15 Apr 2018

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

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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

Reason Code: Stock Load

Requestor: Belinda Sharman

Contra Account:

Request Date: 16 Apr 2018 12:44:09 PM

Comments

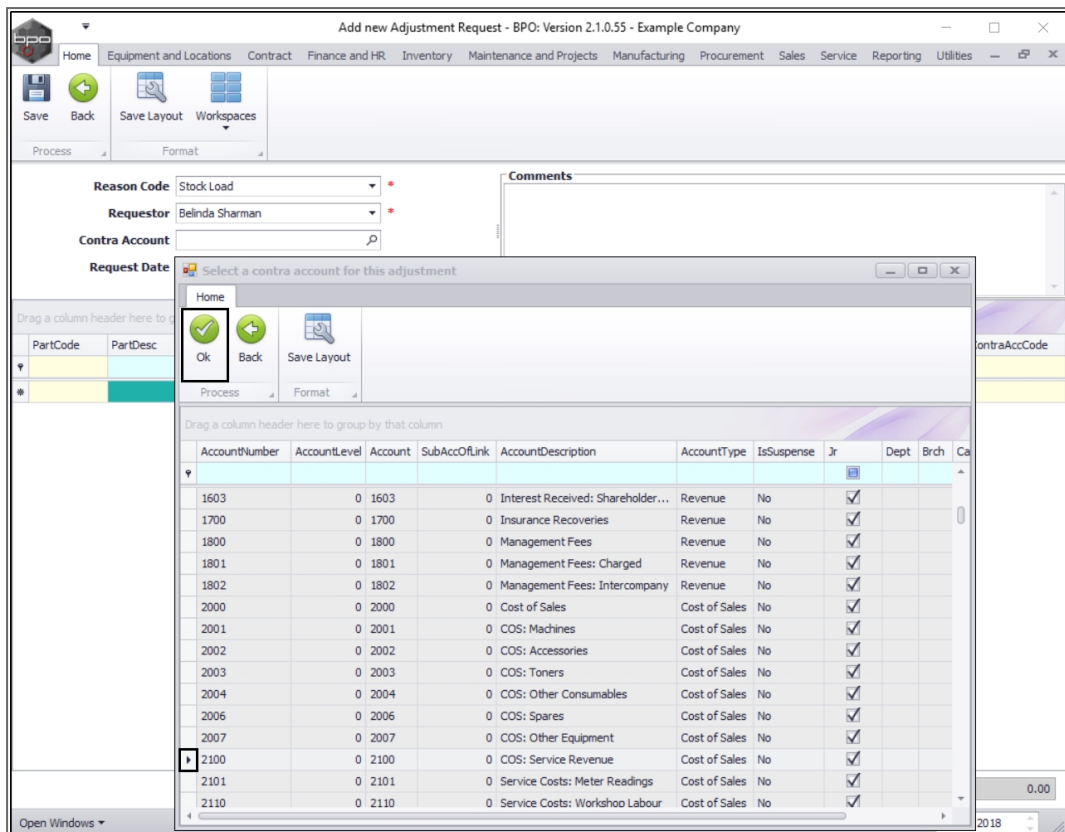
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode

Total 0.00

Open Windows 15 Apr 2018

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

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: Belinda Sharman

Contra Account: 2100

Request Date: 16 Apr 2018 12:44:09 PM

Comments

Drag a column header here to group by that column

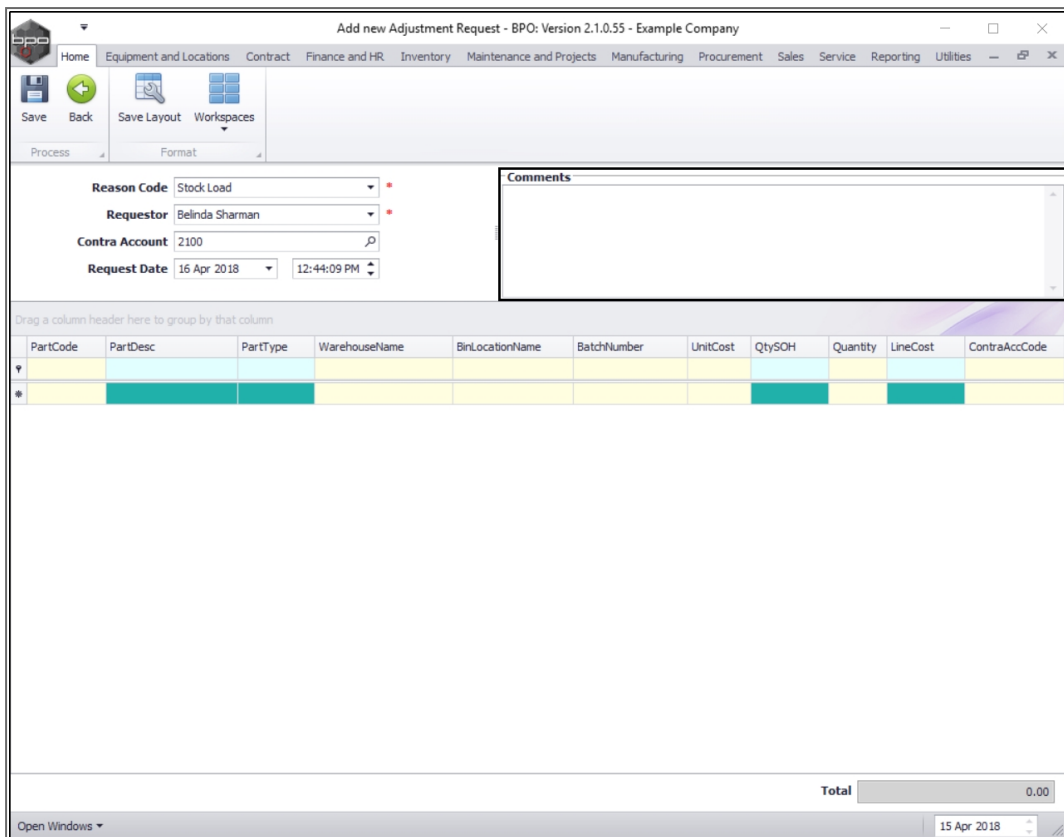
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode

Total 0.00

Open Windows | 15 Apr 2018

Request Comments

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



Request Parts/Items Frame

- In the ***Parts/Items*** frame, ***right click*** anywhere in an ***empty 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.
- To adjust in a C class item, click on **Stock Adjustment - C Class Items** for more information.
- To adjust in an A/B class item, click on **Stock Adjustment - A/B Class Items** for more information.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: Belinda Sharman *
 Contra Account: 2100
 Request Date: 18 Apr 2018 12:44:09 PM

Comments
 Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I						0.00	0.00	0.00	0.00	2100

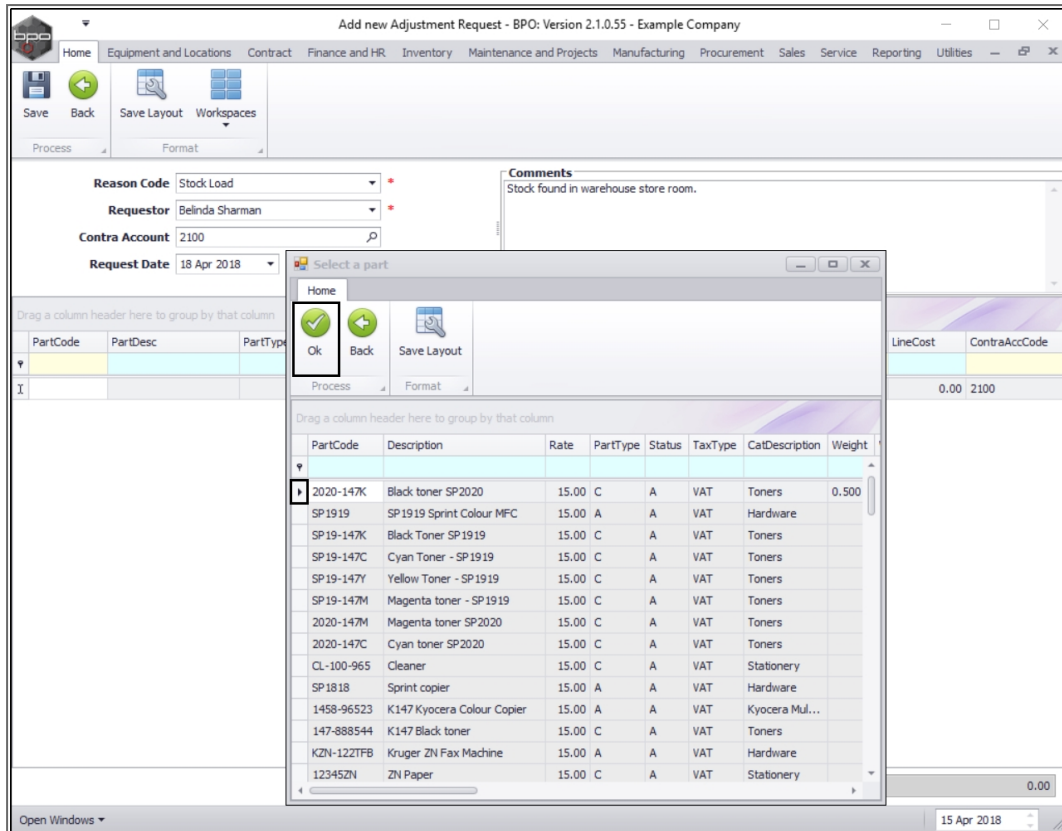
Process
 Add Add Item
 Delete Delete Item

Total 0.00

Open Windows | 15 Apr 2018

Stock Adjustment - C-Class Items

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



- The **Part Code**, **Part Description**, **Part Type** and text boxes will now auto populate with the selected part details.
 - **Note:** The Quantity column will populate with **1** but this number can be changed only for C-class items, when you move along this row adjusting the details as required. A-Class and B-Class serialised items can only be adjusted one item at a time, so the quantity will always be **1**.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: Belinda Sharman
 Contra Account: 2100
 Request Date: 18 Apr 2018 12:44:09 PM

Comments: Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C				0.00	0.00	1.00	0.00	2100

Total: 0.00

Open Windows | 15 Apr 2018

Select Warehouse and Bin

If the warehouse does not auto populate or if you want to change the warehouse, do the following:

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

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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

Reason Code: Stock Load
 Requestor: Belinda Sharman
 Contra Account: 2100
 Request Date: 18 Apr 2018 12:44:09 PM

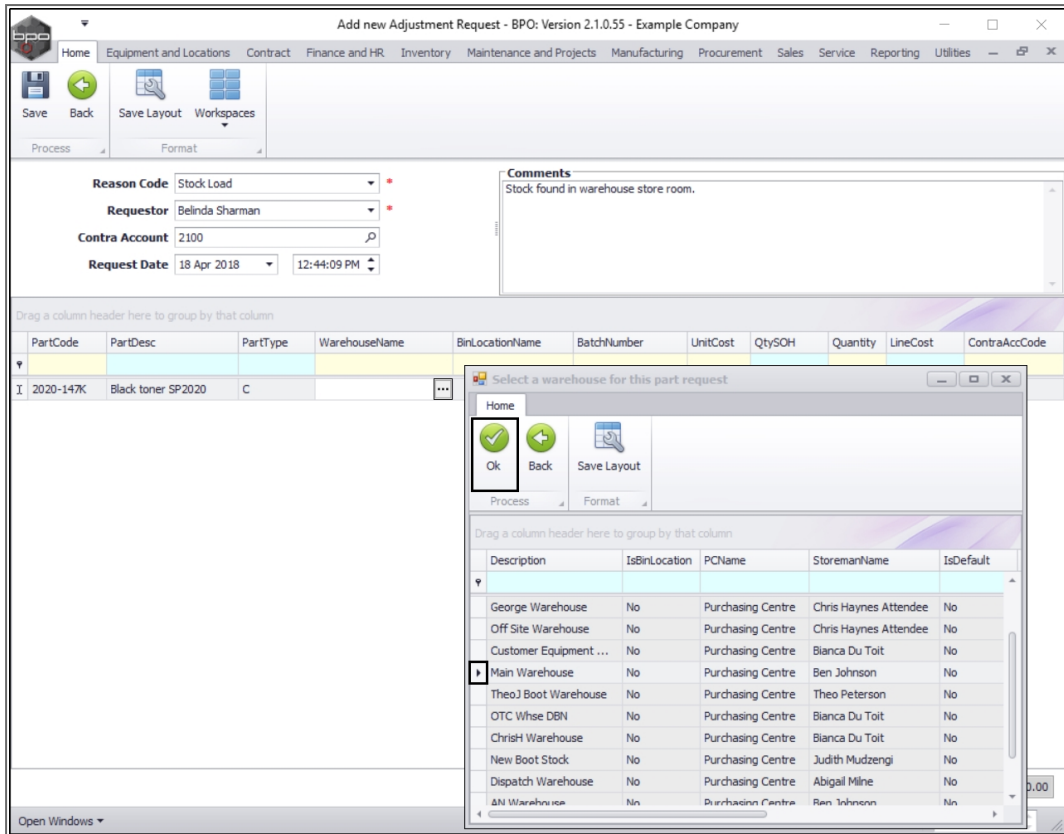
Comments: Stock found in warehouse store room.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C				0.00	0.00	1.00	0.00	2100

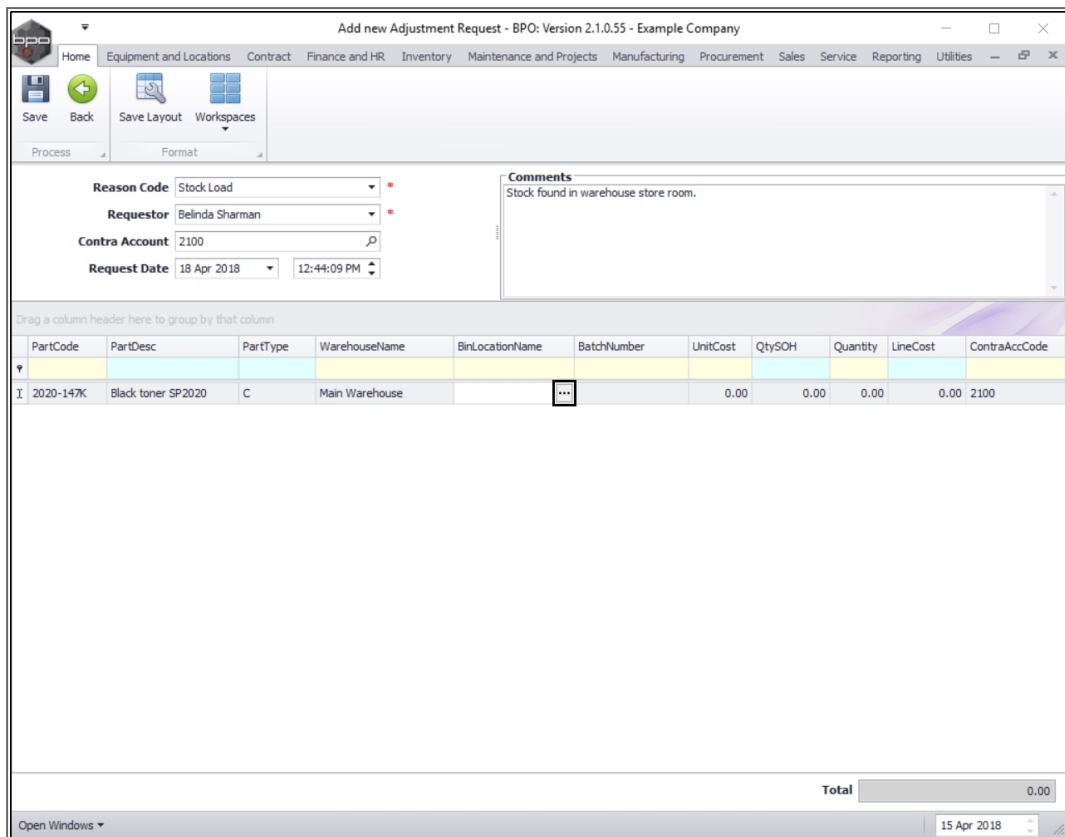
Total 0.00

Open Windows | 15 Apr 2018

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



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



- 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 store this item/part.
- Click on **Ok**.

Reason Code: Stock Load

Requestor: Belinda Sharman

Contra Account: 2100

Request Date: 18 Apr 2018 12:44:09 PM

Comments: Stock found in warehouse store room.

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

Description	IsBinLocation	IsDefault	IsStock	IsAsset
DBN-A1	Yes	No	No	No
DBN-B1	Yes	No	No	No
DBN-C1	Yes	No	No	No

Total: 0.00

Open Windows | 15 Apr 2018

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 2.1.0.55 - 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: 18 Apr 2018 12:44:09 AM

Comments
 Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1		0.00	0.00	0.00	0.00	2100

Total 0.00

Open Windows | 15 Apr 2018

- 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**.

Reason Code: Stock Load

Requestor: Abigail Milne

Contra Account: 2100

Request Date: 18 Apr 2018 12:44:09 AM

Comments: Stock found in warehouse store room.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1		0.00	0.00	0.00	0.00	2100

BatchNumber	BinName	Quantity	AverageUnitCost
	DBN-A1	191.00	500.00
147	DBN-A1	477.00	500.00
147K-20170606	DBN-A1	600.00	500.00
20-9999	DBN-A1	1.00	500.00
20170731	DBN-A1	2.00	500.00
65478	DBN-A1	2.00	500.00

Total: 0.00

15 Apr 2018

- **Unit Cost:** This will auto populate with the cost of the selected part once the batch/serial number 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 2.1.0.55 - 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: 18 Apr 2018 12:44:09 AM

Comments: Stock found in warehouse store room.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	147K-20170606	500.	600.00	0.00	0.00	2100

Total: 0.00

Open Windows | 15 Apr 2018

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 **600** in stock, adjusting in**5** , Quantity must be **605**).
 - **Note:** A-Class and B-Class serialised items can only be adjusted **one** item at a time, so the quantity will always be **1**.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: 18 Apr 2018 12:45:04 AM

Comments: Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	147K-20170606	500.00	600.00	0.00	0.00	2100

Total: 0.00

Open Windows | 15 Apr 2018

Line Cost for C-Class Item

- **Line Cost:** The system will auto calculate the sum of the unit cost x the quantity. (In this case, **500** Unit Cost x **605** Quantity = **302,500** Line Cost).
- A **new row** will now be created and you may add more items to the list if required.
 - **Note:** You cannot adjust multiple line items of the same part number in one adjustment for C class items.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: 18 Apr 2018 12:45:07 AM

Comments
 Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	147K-20170606	500.00	600.00	605.00	302 500.00	2100
Total										302 500.00

Open Windows | 15 Apr 2018

Save Request

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

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: 18 Apr 2018 12:45:07 AM

Comments
 Stock found in warehouse store room.

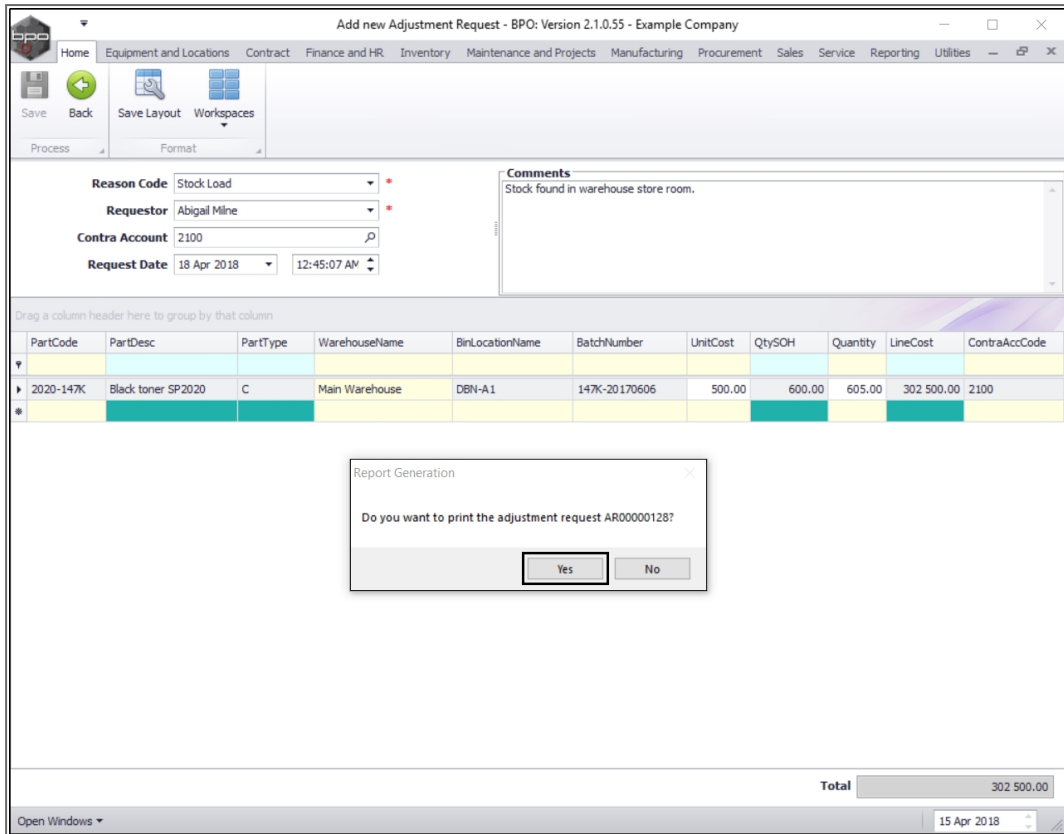
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	147K-20170606	500.00	600.00	605.00	302 500.00	2100
Total										302 500.00

Open Windows | 15 Apr 2018

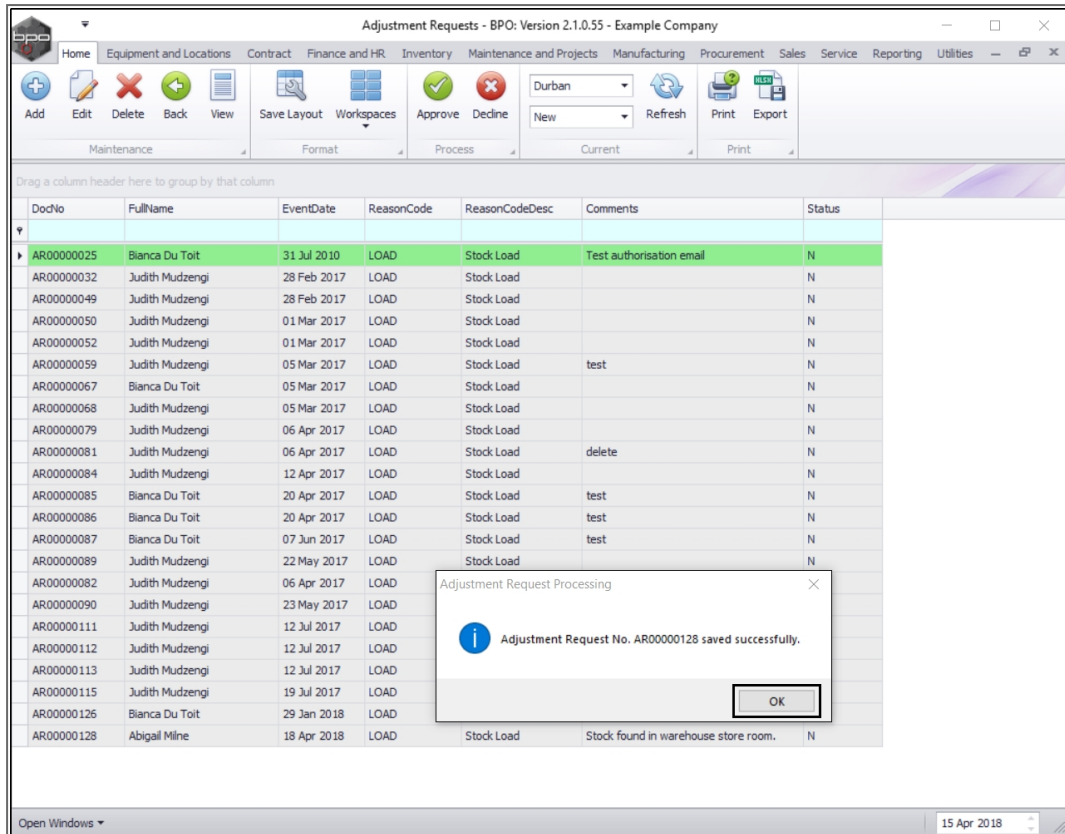
Print Request

- 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.

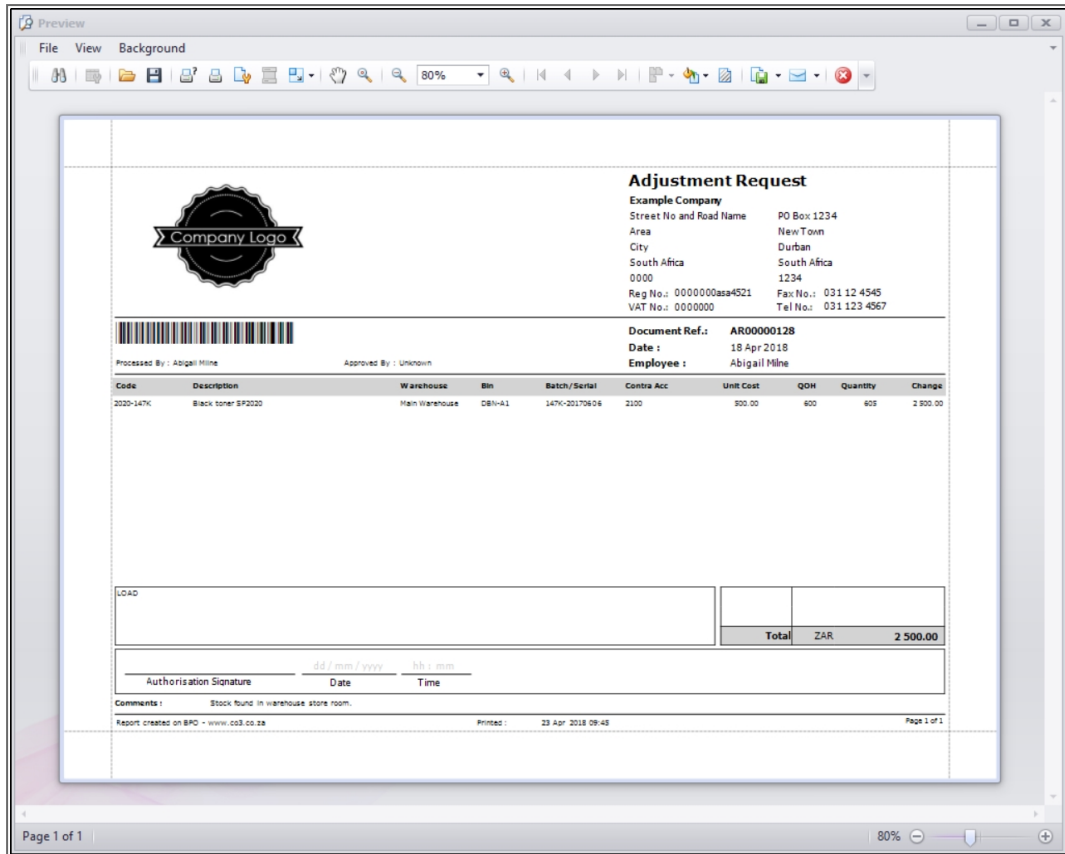
- An **Adjustment Request** Processing message box will pop up informing you that;
 - Adjustment Request No. [] saved successfully.
- Click on **OK**.



- 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.

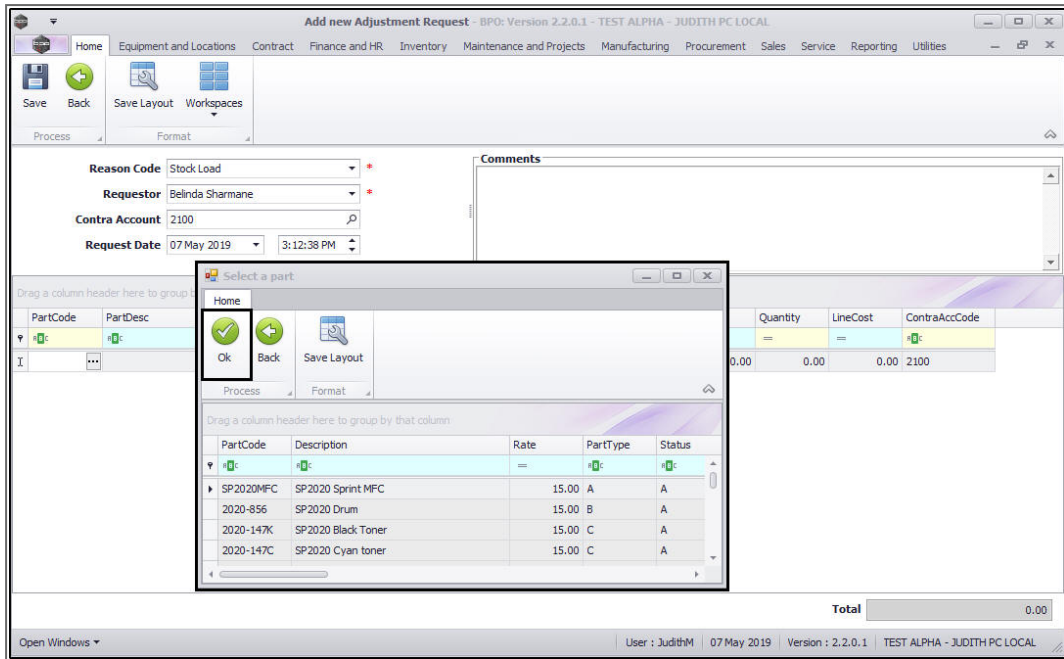
Authorise Request

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



Stock Adjustment A / B-Class Item

- In the **Parts/Items** frame, **right click** anywhere in an **empty row** of this data grid.
- The **Select a part** screen will pop up.
- Click on the **row selector** in front of the **A or B-Class part/item** that you wish to adjust **into** store.
- Click on **Ok**.



- The **Part Code, Part Description, Part Type, Warehouse Name, Bin Location Name** text boxes will now auto populate with the selected part details.
 - Note: The Quantity column will populate with 1 but this number can be changed only for C-class items, when you move along this row adjusting the details as required. A-Class and B-Class serialised items can only be adjusted one item at a time, so the quantity will always be 1.

Add new Adjustment Request - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

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: Belinda Sharmane *
 Contra Account: 2100
 Request Date: 07 May 2019 3:12:38 PM

Comments

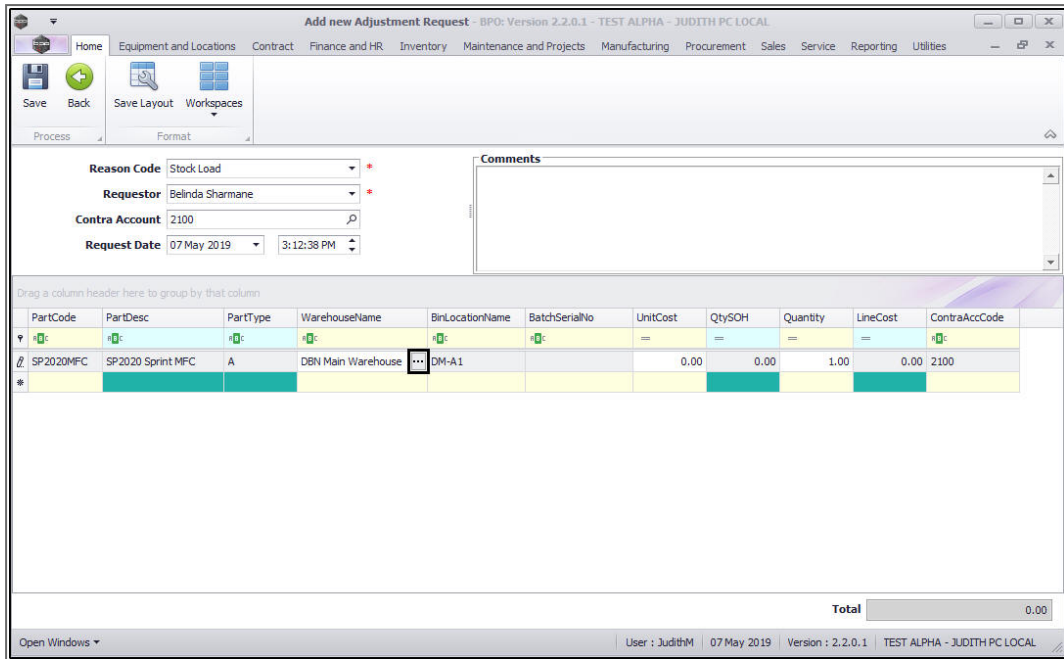
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A.1		0.00	0.00	1.00	0.00	2100
Total										0.00

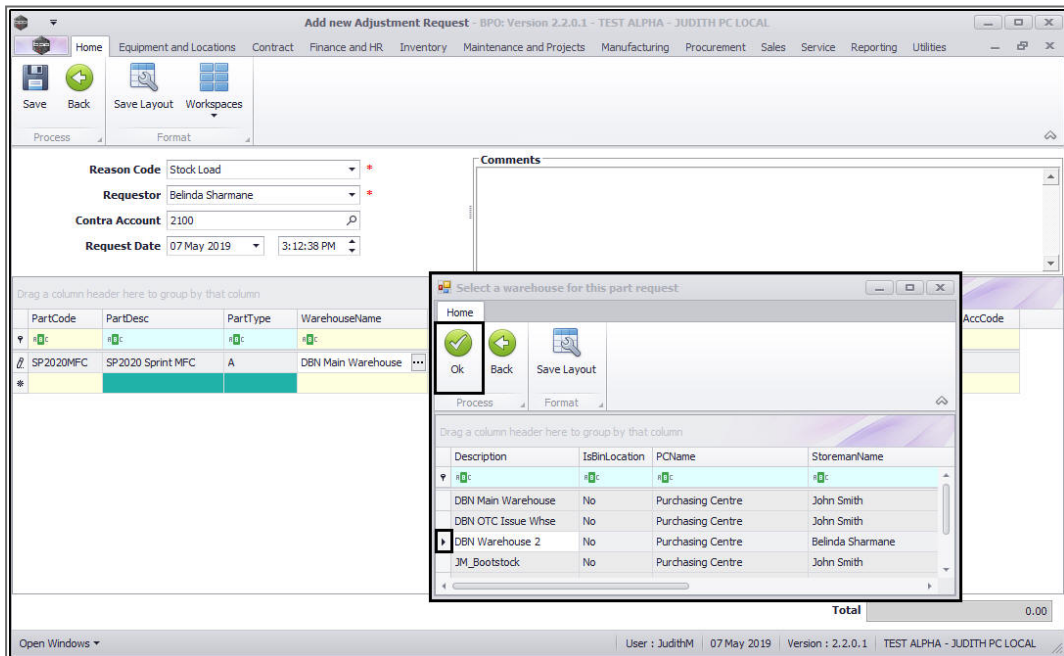
Open Windows | User: JudithM | 07 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

Select Warehouse and Bin for A / B-Class Item

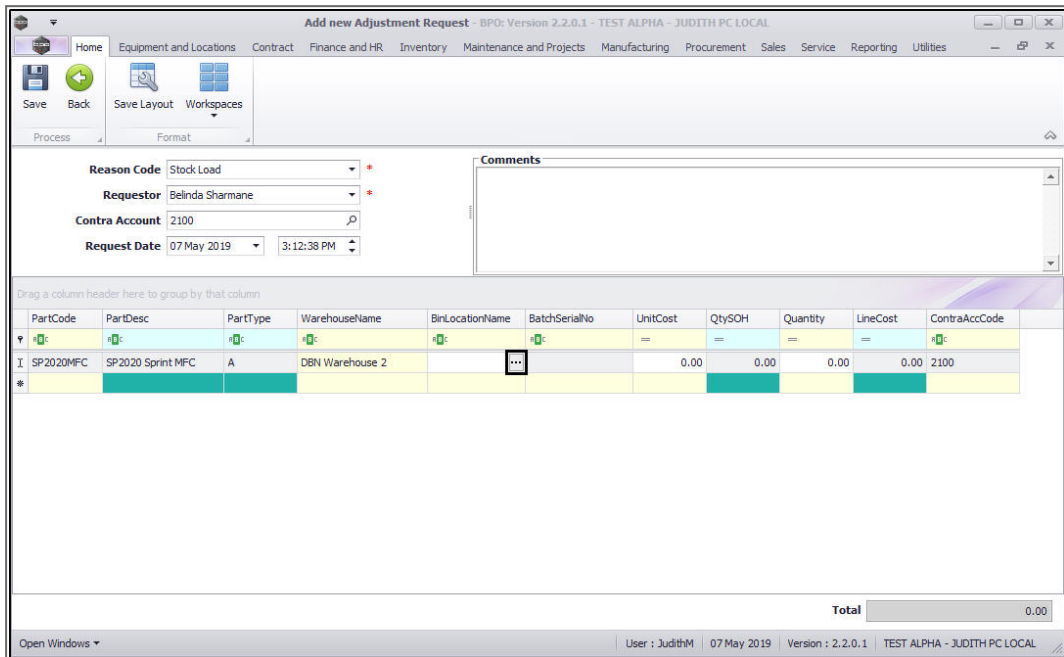
- If the warehouse does not auto populate or if you want to change the warehouse, click in the **Warehouse Name** text box.
- An *ellipsis* button will be revealed.
- Click on this button.



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



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



- 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 store this item/part.
- Click on **Ok**.

The screenshot shows the 'Add new Adjustment Request' window with a modal dialog titled 'Select a warehouse for this part request'. The dialog contains a table with the following data:

Description	IsBinLocation	IsDefault	IsStock	IsAsset
DBNM_1	Yes	No	No	No
DBNM_2	Yes	No	No	No

The 'DBNM_1' row is selected in the dialog. The background window shows the main form with fields for Reason Code (Stock Load), Requestor (Belinda Sharmane), Contra Account (2100), and Request Date (07 May 2019).

Select Batch/Serial Number for A / B-Class Item

- Click in the **Batch Number** text box.
- Type in the **Serial No** of the part you want to adjust in.

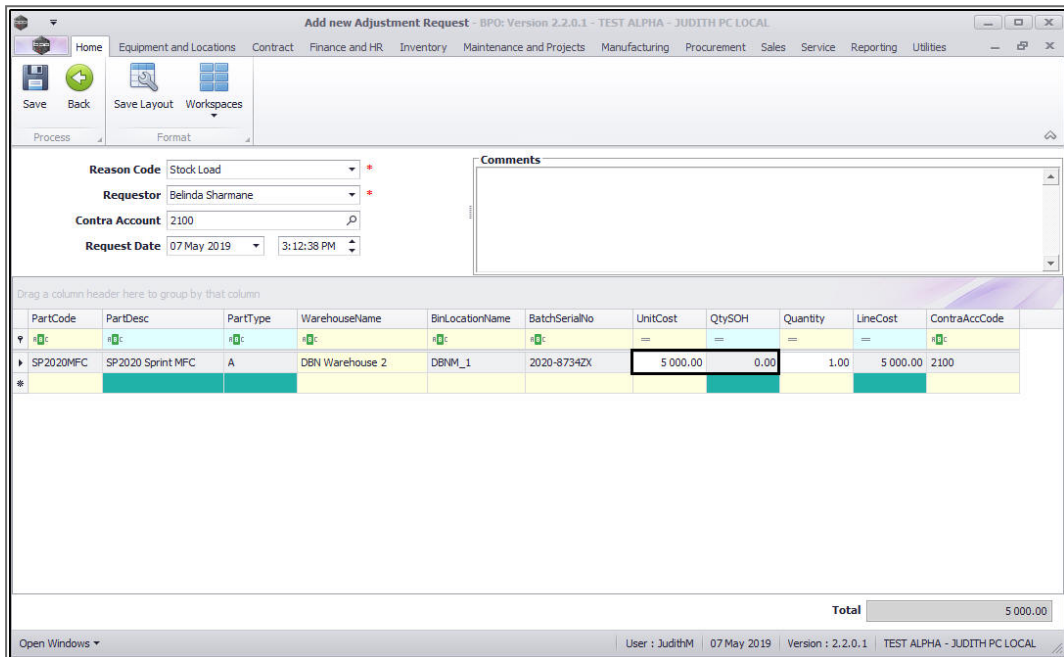
The screenshot shows the 'Add new Adjustment Request' window with the main table. The 'BatchSerialNo' field for the selected row is highlighted with a black box.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	0.00	0.00	0.00	0.00	2100

The 'BatchSerialNo' field '2020-8734ZX' is highlighted with a black box. The background window shows the same form as the previous screenshot.

Unit Cost and Quantity Stock on Hand for A / B-Class Item

- **Unit Cost:** Type in the unit cost of this part.
- **Qty SOH:** This is the current Stock on Hand quantity and will always auto populate as **0** for A/B class items since each item has a unique serial number.



PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100
Total										5 000.00

Quantity for A / B-Class Item

- **Quantity:** The quantity will always auto populate as 1 for A / B class items since each item has a unique serial number.

Add new Adjustment Request - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

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: Belinda Sharmane *
 Contra Account: 2100
 Request Date: 07 May 2019 3:12:38 PM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100
Total									5 000.00	

Open Windows | User: JudithM | 07 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

Line Cost for A / B-Class Item

- **Line Cost:** The system will auto calculate the sum of the unit cost x the quantity. (In this case, **5 000** Unit Cost x **1** Quantity = **5 000** Line Cost). For A / B class items, the **Line Cost** will always be **equal** to the **Unit Cost**.
- Add more items in the **new row** if required.
 - **Note:** You can adjust multiple line items of the same part number in one adjustment for A/B class items.

Add new Adjustment Request - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Reason Code: Stock Load
 Requestor: Belinda Sharmane
 Contra Account: 2100
 Request Date: 07 May 2019 3:12:38 PM

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100
Total										5 000.00

Save Adjustment Request - A / B-Class Item

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

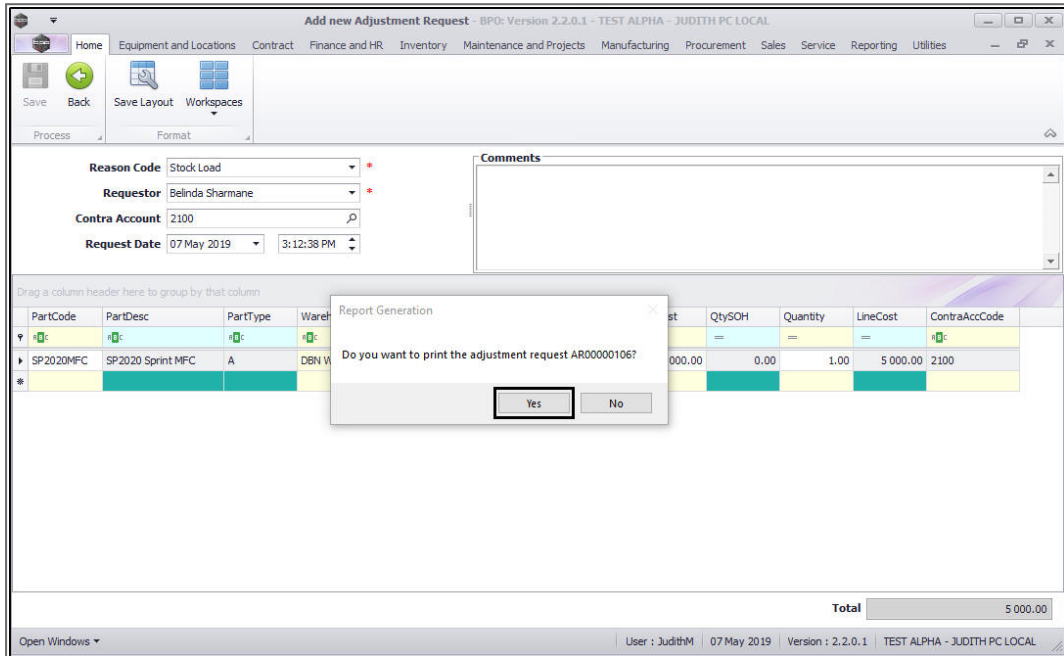
Add new Adjustment Request - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Reason Code: Stock Load
 Requestor: Belinda Sharmane
 Contra Account: 2100
 Request Date: 07 May 2019 3:12:38 PM

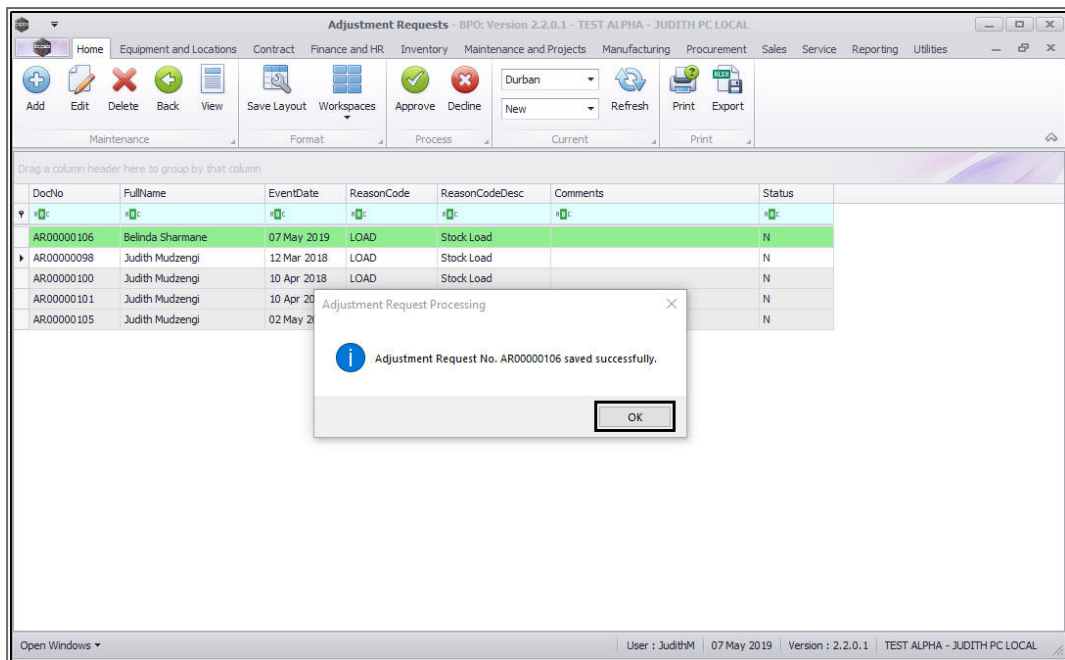
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100
Total										5 000.00

Print Adjustment Request - A / B-Class Item

- 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.

Authorise Request

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



Adjustment Request

TEST ALPHA - JUDITH PC LOCAL

Street No and Road Name Postbox No
 Area Area
 City
 South Africa South Africa
 0000 0000
 Reg No.: 0000000 Fax No.: 000 000 0000
 VAT No.: 0000000 Tel No.: 000 000 0000

Processed By : Judith Mudzengi Approved By : Unknown

Document Ref.: AR00000106
Date : 07 May 2019
Employee : Belinda Sharmane

Code	Description	Warehouse	Bin	Batch/Serial	Contra Acc	Unit Cost	QOH	Quantity	Change
SP2020MFC	SP2020 Sprint MFC	DBN Warehouse 2	DBNH_1	2020-87342X	2100	5 000.00		1	5 000.00

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