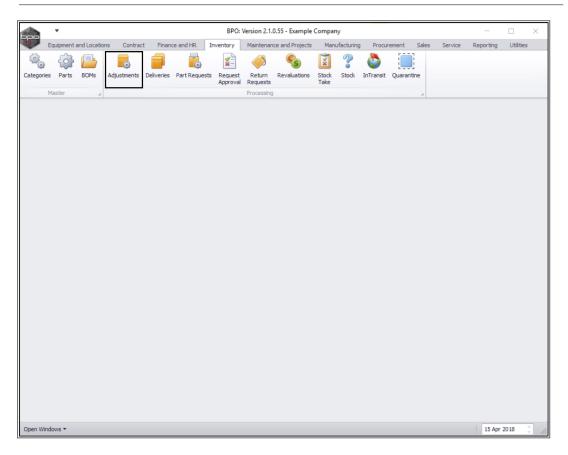


# **INVENTORY**

## **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.



### Adjust Stock Into Store

				Adjustment Requ	uests - BPO: Version 2.1.0.	55 - Example Comp	bany					×
Q	Home	Equipment and Locations	Contract Finance a	nd HR Inventory	Maintenance and Project	s Manufacturing		Service Re	eporting Uti	lities	-	8
Ac		Delete Back View	Save Layout Work	Approve	e Dedine 0 Al 1 Di 2 Pr	Name Sites Irban etoria	Export					
					3 C	ape Town						
0	ocNo	FullName	EventDate	ReasonCode	ReasonCode			Status				
P					×							
	R00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	est autriorisation em	all	N				
4	R00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load			N				
4	R00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load			N				
ŀ	R00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load			N				
ŀ	R00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load			Ν				
F	R00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load t	est		N				
4	R0000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load			Ν				
A	R0000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load			N				
4	R00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load			N				
4	R00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load d	elete		N				
ŀ	R0000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load			N				
4	R0000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load t	est		N				
ŀ	R0000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load t	est		N				
4	R0000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load t	est		N				
A	R0000089	Judith Mudzengi	22 May 2017	LOAD	Stock Load			N				
4	R0000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load			Ν				
4	R00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load			Ν				
ŀ	R00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load			Ν				
4	R00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load			Ν				
ł	R00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load			N				
4	R00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load			N				
ŀ	R00000126	Bianca Du Toit	29 Jan 2018	LOAD	Stock Load t	est		N				

#### ADD NEW ADJUSTMENT

• Click on **Add**.



Home E	quipment and Locations Co	ntract Finance ar	nd HR Inventory	Maintenance and Pro	ojects Manufacturing Procurement S	ales Service Rep	orting Utilities	- 8	1
Ð	🗙 🕒 🔳	21		Durban	🚷 😫 🖷				
dd Edit I	Delete Back View S	Save Layout Worl	kspaces Approv	e Dedine New	Refresh Print Export				
			•						
Maint	tenance 🖌	Format	⊿ Pro	cess 🔺	Current / Print	A			
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			
AR0000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N			
AR0000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N			
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N			
AR0000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N			
AR0000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N			
AR0000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N			
AR0000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N			
AR0000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load	test	N			
AR0000089	Judith Mudzengi	22 May 2017	LOAD	Stock Load		N			
AR0000082	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	heat	N			
AR00000126	Bianca Du Toit	29 Jan 2018	LOAD	Stock Load	test	N			

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.



Process Format  Process Format  Comments  Contra Account  PartCode PartDesc PartType WarehouseName BinLocationName BatchNumber UnitCost QtySOH Quantity LineCost ContraAccCode ContraAcc				Add new A	djustment R	equest - BPO: Versio	n 2.1.0.55 - Example	Company				_	) ×
Bare Layout Workpaces Format         Image: Source	Home	Equipment and Location	ons Contract	Finance and HR	Inventory	Maintenance and Pro	jects Manufacturing	Procureme	ent Sales	Service R	eporting U	Itilities —	. <i>2</i> .
Reason Code <ul> <li>Requestor Beinda Sharman</li> <li>Contra Account</li> <li>Reguest Date</li> <li>16 Apr 2018</li> <li>12:25:35 PM</li> </ul> Image: Contra Account <ul> <li>Part Code</li> <li>Part Desc</li> <li>Part Type</li> <li>WarehouseName</li> <li>Bit/ocationName</li> <li>Bit/ocationNa</li></ul>	Save Back	Save Layout Wor	•										
Request be Belada Sharman       Image belada Sharman	-		4		7	Comments							
Contra Account         P           Request Date         16 Apr 2018         12:25:35 PM         1   rag a column header here to group by that column            PartCode         PartDesc         PartType         WarehouseName         BioLocationName         BiothNumber         UnitCost         QtySOH         Quantity         LineCost         Contra AccCode   Interview of the set to group by that column           PartDesc         PartType         WarehouseName         BioLocationName         BiothNumber         UnitCost         QtySOH         Quantity         LineCost         Contra AccCode   Interview of the set to group by that column           PartDesc         PartType         WarehouseName         BioLocationName         BiothNumber         UnitCost         QtySOH         Quantity         LineCost         Contra AccCode			Sharman										
rag a column header here to group by that column           PartCode         PartType         WarehouseName         BitLocationName         BatchNumber         UnitCost         QuySOH         Quantity         LineCost         ContraAccCode	Co	-	Sharman		1								
PartCode     PartType     WarehouseName     BitLocationName     BatchNumber     UnitCost     QtySOH     Quantity     LineCost     ContraAccCode		Request Date 16 Apr	2018 🔻	12:25:35 PM 💲									
PartCode     PartType     WarehouseName     BitLocationName     BatchNumber     UnitCost     QtySOH     Quantity     LineCost     ContraAccCode													
													/
Total         0.00	PartCode	PartDesc	PartType	WarehouseNam	e B	inLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	Contr	aAccCode
Total 0.00	•												
										Total			0.00

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



	Ŧ				Add new A	Adjustment R	equest - I	BPO: Version 2.1	.0.55 - Example	Company				_		$\times$
0	Home	Equipment and	Locations	Contract	Finance and HR	Inventory	Maintena	nce and Projects	Manufacturing	Procureme	ent Sales	Service R	eporting	Utilities	-	8 X
H	4	2														
Save	Back	Save Layout	t Workspi	aces												
Proc	ess ,	For	mat													
	R	eason Code	Stock Load				ſ	Comments								_
		Requestor			•											^
	Cont	tra Account			م		-									
	Re	quest Date	16 Apr 201	8 🔻	12:44:09 PM 💲											
																~
																/ /
Parti	Code	PartDesc		PartType	WarehouseNar	me Bi	inLocation	Name Bato	hNumber	UnitCost	QtySOH	Quantity	LineCos	t C	ContraAc	cCode
*																
												Total				0.00
Open V	Vindows 🔻													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*.



po						st - BPO: Version 2.1.0.55 - Examp					-		>
Home Equipment and	d Locatior	ns Contra	ct Finance and	dHR Inv	ventory Maint	enance and Projects Manufacturi	ng Procureme	ent Sales	Service	Reporting	g Utilitie	is —	8
💾 👍 🛛 🔊													
ave Back Save Layou	it Work	spaces											
		•											
Process _ For	rmat												
Reason Code	Stock Loa	ad		• •		Comments							
Requestor	Belinda S	harman		• •									
Contra Account				Q									
Request Date	🔡 Sele	ect a contr	ra account for	this adju	stment							J	
	Home												
ag a column header here to g			27										
PartCode PartDesc												lontra	AccCod
	Ok	Back	Save Layout										
	Proc	ess 4	Format 🖌										
	Drag a								//			1	
		untNumber	AccountLevel	Account	SubAccOfLink	AccountDescription	AccountType	IsSuspense		Dept	Brch Ca	а	
	9										-		
	1603	3	0	1603	0	Interest Received: Shareholder	Revenue	No	$\checkmark$				
			0	1700	0	Insurance Recoveries	Revenue	No	$\checkmark$		U		
	1700	)	0										
	1700			1800		Management Fees	Revenue	No	$\checkmark$				
	-	)	0	1800 1801	0	Management Fees Management Fees: Charged	Revenue	No No					
	1800	) L	0		0	Management Fees Management Fees: Charged Management Fees: Intercompany	Revenue Revenue						
	1800 1801 1802 2000	) L 2	0	1801 1802 2000	0	Management Fees Management Fees: Charged Management Fees: Intercompany Cost of Sales	Revenue Revenue Cost of Sales	No No No					
	1800 1801 1802	) L 2	0	1801 1802	0	Management Fees Management Fees: Charged Management Fees: Intercompany	Revenue Revenue	No No No					
	1800 1801 1802 2000 2001 2002	) L 2 L 2	0	1801 1802 2000	000000000000000000000000000000000000000	Management Fees Management Fees: Charged Management Fees: Intercompany Cost of Sales COS: Machines COS: Accessories	Revenue Revenue Cost of Sales Cost of Sales Cost of Sales	No No No No	N N N N N N N				
	1800 1801 1802 2000 2001 2002 2003	2 2 1 2 2 3	000000000000000000000000000000000000000	1801 1802 2000 2001	0 0 0 0 0	Management Fees Charged Management Fees: Charged Management Fees: Intercompany Cost of Sales COS: Machines COS: Acessories COS: Toners	Revenue Revenue Cost of Sales Cost of Sales Cost of Sales Cost of Sales	No No No No No	X X X X X X X X X X				
	1800 1801 1802 2000 2001 2002	2 2 1 2 2 3		1801 1802 2000 2001 2002	0 0 0 0 0	Management Fees Management Fees: Charged Management Fees: Intercompany Cost of Sales COS: Machines COS: Accessories	Revenue Revenue Cost of Sales Cost of Sales Cost of Sales Cost of Sales Cost of Sales	No No No No No No	X X X X X X X X X X X X X X X X X X X				
	1800 1801 2000 2001 2002 2002 2004 2004	2 2 2 2 2 3 3 4 5	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1801 1802 2000 2001 2002 2003 2004 2006	0 0 0 0 0 0 0 0 0	Management Fees Charged Management Fees: Charged Management Fees: Intercompany Cost of Sales COS: Machines COS: Accessories COS: Toners COS: Other Consumables COS: Spares	Revenue Revenue Cost of Sales Cost of Sales Cost of Sales Cost of Sales Cost of Sales	No No No No No No No	X X X X X X X X X X X X X X X X X X X				
	1800 1801 2000 2001 2003 2003 2004	2 2 2 2 2 3 3 4 5	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1801 1802 2000 2001 2002 2003 2004	0 0 0 0 0 0 0 0 0	Management Fees Charged Management Fees: Charged Management Fees: Intercompany Cost of Sales COS: Machines COS: Accessories COS: Toners COS: Other Consumables	Revenue Revenue Cost of Sales Cost of Sales Cost of Sales Cost of Sales Cost of Sales	No No No No No No No					
	1800 1801 1802 2000 2002 2002 2002 2004 2006 2007 ▶ 2100	) L 2 ) L 2 2 3 3 4 5 5 7 )		1801 1802 2000 2001 2002 2003 2004 2006	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Management Fees Charged Management Fees: Charged Management Fees: Intercompany Cost of Sales COS: Mohines COS: Accessories COS: Toners COS: Other Consumables COS: Other Consumables COS: Other Equipment COS: Service Revenue	Revenue Revenue Cost of Sales Cost of Sales	No No No No No No No No No					
	1800 1801 2000 2001 2002 2003 2004 2006 2006	) L 2 ) L 2 2 3 3 4 5 5 7 )		1801           1802           2000           2001           2002           2003           2004           2006           2007	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Management Fees Charged Management Fees: Charged Management Fees: Intercompany Cost of Sales COS: Machines COS: Accessories COS: Other Consumables COS: Other Equipment	Revenue Revenue Cost of Sales Cost of Sales Cost of Sales Cost of Sales Cost of Sales Cost of Sales Cost of Sales	No No No No No No No No No					0.0

- **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.



Image: Specific S	-				Add new a	Adjustment F	Request - BPO: Ver	sion 2.1.0.55 - Examp	ole Company				_		$\times$
Sure Layout Workpaces   Process     Requestor is lock Lood   Requestor is lock Lood   Comments     Comments </th <th>Home</th> <th>Equipment an</th> <th>d Locations</th> <th>Contract</th> <th>Finance and HR</th> <th>Inventory</th> <th>Maintenance and R</th> <th>Projects Manufacturi</th> <th>ing Procuren</th> <th>nent Sales</th> <th>Service R</th> <th>eporting</th> <th>Utilities</th> <th>- 1</th> <th>5 X</th>	Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Maintenance and R	Projects Manufacturi	ing Procuren	nent Sales	Service R	eporting	Utilities	- 1	5 X
Forces       Format         Reason Code       StockLoad         Reguestor       BiodkLoad         Tot Code       Stock Code         Reguestor       Biodk Code         Reguestor       Port Code         Part Code       Part Type         WarehouseName       Biodx Code         Biodx Number       UnitCost       QhySOH         Quantity       LineCost       Contraduct Code	8														
Resuent Code Stock Load   Request Delinds Shaman    Contra Account 200  Request Date 16 Apr 2018   12:44:09 PM    Trag a column header here to group by that column  PartCode PartDesc PartType WarehouseName BitLocationName BitLocAtionName UthtCost QtySOH Quantity LineCost ContraAccCode	Save Bac	k Save Layo	ut Workspa	aces											
Reguestor       Beinda Sharman       •         Contra Account       2100       P         Request Date       16 Apr 2018       •         rag a column header here to group by that column             PartDode       PartDype       WarehouseName         BinLocationName       BatchNumber       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode	Process	_ Fo	ormat	4											
Request memory       Beinda Shaman       Image: Contra Account       End       Image: Contra Account       Image: Contra		Reason Code	Stock Load		•		Commen	ts							
Request Date       15 Apr 2018       12:44:09 PM         rag a column header here to group by that column         PartCode       PartDasc       PartType         WarehouseName       Bit/LocationName       BatchNumber       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode					•										-
Request Date       15 Apr 2018       12:44:09 PM         rag a column header here to group by that column         PartCode       PartDasc       PartType         WarehouseName       Bit/LocationName       BatchNumber       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode	G	ontra Account	2100		م										
rag a column header here to group by that column           PartCode         PartType         WarehouseName         BitLonationName         BatchNumber         UnitCost         QtySOH         Quantity         LineCost         ContraAccCode				8 -											
PartCode       PartType       WarehouseName       BinLocationName       BatchNumber       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode         Image: ContraAccCode       Image: Con	L				Ţ										÷
Total         0.00	PartCode	PartDesc		PartType	WarehouseNar	me E	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	C	ontraAcc	Code
Total 0.00	٩														
	*														
											Total				0.00
	On an Mindau												15 4	20.10	÷ //

#### **Request Comments**

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



	Ŧ				Add new a	Adjustment R	equest - BPO: Versior	1 2.1.0.55 - Example	Company				_		$\times$
0	Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Maintenance and Proj	ects Manufacturing	Procuremen	nt Sales	Service R	eporting	Utilities	-	8 ×
E Save	Back	2	ut Workspa												
Save	DOCK	Save Layou	JC WORKSPA	aces											
Proce	ess 4	Fo	ormat	4											
	Re	ason Code	Stock Load		-		Comments								•
		Requestor	Belinda Sha	arman	-										
	Cont	ra Account	2100		Q										
	Re	quest Date	16 Apr 201	8 🔻	12:44:09 PM 💲										
															Ψ.
Drag a d															/
Part	Code	PartDesc		PartType	WarehouseNar	me B	inLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	t (	ContraAc	cCode
۴															
*															
											Total				0.00
Open W	/indows 🔻												15 Apr	2018	÷ //,

#### 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.



	Ŧ				Add new A	Adjustment	Request	- BPO: Version	2.1.0.55 - Example	Company			-		×
	Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Mainte	nance and Proje	cts Manufacturing	g Procureme	ent Sales S	Service Re	eporting Utilit	ies —	₽×
Save Proc	Back		ut Workspa	aces											
								Comments							
		eason Code			•			Stock found in	warehouse store ro	om.					*
		Requestor		arman	•										
		ra Account			Q										
	Re	quest Date	18 Apr 201	8 🔻	12:44:09 PM 💲										-
Drag a (	column he	ader here to g	roup by that	t column				L							/
Part	Code	PartDesc		PartType	WarehouseNar	me	BinLocati	ionName E	latchNumber	UnitCost	QtySOH	Quantity	LineCost	Contra	AccCode
• I		Y								0.00	0.00	0.00		2100	
		Process  Add Add Add Iew  Control  Add Iew  Control  Contro  Control  Control  Control  Contr													
												Total			0.00
Open V	Vindows 🔻												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*.



			Add ne	w Adjustment Reque	est - BPO: Version	2.1.0.55 - E	xample	Company				-		×
Home Equipment an	d Locations Contra	act Fi	nance and H	R Inventory Main	tenance and Proje	cts Manu	facturing	Procurer	ment Sales S	Service	Reporting	Utilitie	s —	Ð
	ut Workspaces													
Reason Code	Stock Load				Comments									_
				*	Stock found in v	varehouse :	store roo	m.						
Requestor	Belinda Sharman		•											
Contra Account	2100		م		1									
Request Date	18 Apr 2018 🔹		Select a pa	rt							< )			
		н	ome										_	
				21										
PartCode PartDesc	PartTy										LineCo	st	ContraA	ccCod
		10	k Back	Save Layout										
		-	Process	Format								0.00	2100	
										/	4			
		F	PartCode	Description	Rate	PartType	Status	TaxType	CatDescription	Weight				
		Ŷ									â			
			2020-147K	Black toner SP2020	15.00		A	VAT	Toners	0.500				
			P1919	SP1919 Sprint Colour			A	VAT	Hardware					
			P19-147K	Black Toner SP1919	15.00		A	VAT	Toners					
			P19-147C	Cyan Toner - SP1919			A	VAT	Toners					
			P19-147Y	Yellow Toner - SP193 Magenta toner - SP1			A	VAT	Toners					
			2020-147M	Magenta toner - SP1 Magenta toner SP20			A	VAT	Toners					
			2020-1470	Cyan toner SP2020	15.00		A	VAT	Toners					
			L-100-965	Cleaner	15.00		A	VAT	Stationery					
			P 18 18	Sprint copier	15.00		A	VAT	Hardware					
			458-96523	K147 Kyocera Colour			A	VAT	Kyocera Mul					
			47-888544	K147 Black toner	15.00		A	VAT	Toners					
		,	ZN-122TFB	Kruger ZN Fax Machi	ine 15.00	A	A	VAT	Hardware					
		1	2345ZN	ZN Paper	15.00	с	A	VAT	Stationery		-			
														0.0

- 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.



	Ŧ				Add new	Adjustment	Request	- BPO: Version	2.1.0.55 - Example	e Company				-	-		$\times$
но	ome Equi	ipment and	Locations	Contract	Finance and HR	Inventory	Mainter	nance and Proje	ects Manufacturing	g Procurem	ent Sales	Service	Rep	orting Ut	tilities	-	8 ×
Save E			t Workspa	aces													
				- 1				Comments									
	Reaso	on Code	Stock Load		•	•			warehouse store ro	om.							-
	Rec	questor	Belinda Sha	irman	•	•											
	Contra A	Account	2100		م		1										
	Reque	st Date	18 Apr 201	8 🔻	12:44:09 PM 🛟												
Drag a colur	ımn header	here to gr	oup by that	t column											/	1	/
PartCode	le Par	rtDesc		PartType	WarehouseNa	ame	BinLocatio	onName	BatchNumber	UnitCost	QtySOH	Quar	ntity I	LineCost	C	ContraAc	cCode
9 I 2020-14	ŧ7К Bla	ck toner SI	P2020	С						0.00	(	0.00	1.00	0	.00 2	2100	
												Total					0.00
Open Wind	lows 🔻													1	5 Apr	2018	÷

#### Select Warehouse and Bin

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

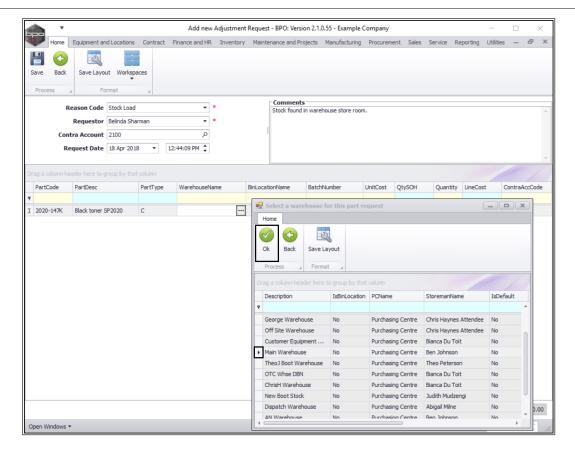
- Click in the Warehouse Name text box.
- An *ellipsis* button will be revealed.
- Click on this button.



	- <b>-</b>				Add new /	Adjustment	Request	- BPO: Version	2.1.0.55 - Example	Company			_		$\times$
	Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Mainte	nance and Proje	cts Manufacturing	Procureme	ent Sales S	Service Re	eporting Utiliti	es —	₽ X
Save	Back	Save Layo	ut Worksp	aces											
Pro	cess 4	Fo	rmat	4											
	Pr	eason Code	Stock Load				[	Comments							
		Requestor						Stock found in	varehouse store roo	m.					^
		ra Account			م		1								
		quest Date		8 -	12:44:09 PM 💲										
	Re	quest ball	10 Mpi 201		**************************************										-
Drag a	column hea	ader here to g	roup by tha	t column										1	-/-
	tCode	PartDesc		PartType	WarehouseNa	me	BinLocati	onName E	atchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraA	ccCode
۴											.,	. ,			
I 202	0-147K	Black toner S	SP2020	С						0.00	0.00	1.00	0.00	2100	
											1	Total			0.00
Open	Windows 🔻												15 A	pr 2018	<u> </u>

- 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.



	<b>–</b>				Add new A	Adjustment F	Request - Bl	PO: Version	2.1.0.55 - Example	e Company			_		$\times$
Q.	Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Maintenan	ice and Proje	cts Manufacturin	g Procureme	ent Sales	Service R	eporting Utilit	ies —	8 ×
Save Pro	Back		ut Worksp	aces											
				-			C Co	omments							
	R	eason Code			•				varehouse store ro	om.					-
		Requestor	Belinda Sha	arman	<b>*</b> *		-								
	Cont	tra Account	2100		Q		-								
	Re	equest Date	18 Apr 201	18 🔻	12:44:09 PM 💲										
Drag a	column he	ader here to g	roup by tha	it column											-/
	tCode	PartDesc		PartType	WarehouseNar	me E	BinLocationN	lame E	atchNumber	UnitCost	QtySOH	Quantity	LineCost	Contra	AccCode
9 I 202	0-147K	Black toner S	SP2020	С	Main Warehou	se				0.00	0.0	0.00	0.00	2100	
												Total			0.00
Open	Windows 🔻												15	Apr 2018	÷ .

- 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.



				Add	Adjustment	Pequest	- RDO: Versie	n 2 1 0 55 - Eve	mple Company					×
po					-									
Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Mainte	nance and Pro	jects Manufac	turing Procurem	ent Sales	Service Re	eporting Utiliti	es —	8
별 🔥	2													
ave Back		ut Workspac												
bave back	Save Layou		es											
Process	4 Fo	rmat												
		a					Comments							
	Reason Code						Stock found in	n warehouse sto	re room.					
	Requestor	Belinda Sharr	nan	-	*									
Co	ntra Account	2100		Q										
F	Request Date	18 Apr 2018	•	12:44:09 PM 💲										
rag a column h	neader here to g	roup by that c	olumn											
				111-1		Dial and the		D. J. L. L. L.	11-200-01	01.0011	0	11 million at		~
PartCode	PartDesc		PartType	WarehouseNa	ame	BinLocati	onivame	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraA	ACCCODE
2020-147K	Black toner S	P2020	С	Main Warehou	Jse				0.00	0.0	0.00	0.00	2100	
	k     Back       Process     g	Save Layout	4	t column										
	Description	IsBinLocat			IsAsse	et								
9														
	DBN-A1	Yes	No	No	No									
	DBN-B1	Yes	No	No	No									
	DBN-C1	Yes	No	No	No									
											Total			0.0
oen Windows	-											15 A	pr 2018	÷

### Select Batch/Serial Number

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



	<u>۲</u>				Add new A	Adjustment F	Request -	- BPO: Versio	n 2.1.0.55 - Exa	ample (	Company			-		$\times$
	Home	Equipment and	Locations	Contract	Finance and HR	Inventory	Mainten	ance and Proj	ects Manufa	cturing	Procureme	nt Sales	Service Re	eporting Utilit	es —	8 x
Save		Save Layout	+	aces												
Pro	cess ,	For	mat													
	R	eason Code	Stock Load		•			Comments Stock found in	warehouse sto	ore roon	n.					
		Requestor	Abigail Milne	•	• *											
	Cont	tra Account	2100		Q		-									
	Re	quest Date	18 Apr 201	3 🕶	12:44:09 AM 💲											
															//	*
Drag a																
	tCode	PartDesc		PartType	WarehouseNar	me E	BinLocatio	nName	BatchNumber		UnitCost	QtySOH	Quantity	LineCost	Contra	AccCode
9	20-147K	Black toner SF	2000	с	Main Warehou:	- 7	DBN-A1				0.00	0.0	0 0.00		2100	
													Total			0.00
Open	Windows 🔻													15	pr 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**.



	Ŧ				Add new	Adjustment	Request -	BPO: Version 2	1.0.55 - Exan	nple (	Company				-		$\times$
	Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Mainten	ance and Project	Manufact	uring	Procureme	nt Sales	Service	Reporting	Utilitie	is —	ъх
Save Proce	Back		ut Worksp	aces													
								Comments									
	R	eason Code	Stock Load		-	•		Stock found in wa	rehouse store	roon	n.						
		Requestor	Abigail Miln	e	•	•											
	Cont	tra Account	2100		م												
	De	quest Date	18 Apr 201	8 - 1	2:44:09 AM 💲												
		questoute	10 Apr 201		2.11.05 All +												-
Drag a g	olumo be	ader here to g	roup by tha	t column			L								/	1	1
					101			-News Dec	-http://www.ang		Unit Cont	01-0011	0		-	Carta	
Parto	Lode	PartDesc		PartType	WarehouseN	ame	BinLocatio	nName Bat	chNumber		UnitCost	QtySOH	Quant	ty LineCo	ost	ContraA	ccCode
2020		Black toner S		с	Main Wareho		DBN-A1				0.00		00 0	.00		2100	
2020	11/10	Didex correr a	1 2020	C	Pital Production	030	DUITAL				0.00	0.			0.00	2100	
				Home Charles Company Dk Back Process	Save Layout	4	umn										
				BatchNumber			Jantity	AverageUnitCo	it i								
			۴														
					DBN	-A1	191.00		500.00								
				147	DBN	-A1	477.00		500.00								
			•	147K-201706	06 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
																	A
pen W	Vindows 🔻														15 Ap	or 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.



		Ŧ				Add new	Adjustment l	Request - BP	O: Version 2.1.	0.55 - Example (	Company				-		)	×
A.	н	lome	Equipment an	d Locations	Contract	Finance and HR	Inventory	Maintenano	e and Projects	Manufacturing	Procureme	nt Sales S	iervice Re	porting	Utilitie	s —	Ð	×
	ave Process	Back		ut Worksp	aces													
_	FIOCESS		10	mac				- 60	mments									
		Re	ason Code	Stock Load		<b>•</b> •	•			house store room	ı.							A.
			Requestor	Abigail Miln	e	<b>*</b> 1	•	_										
		Cont	ra Account	2100		Q		-										
		Ree	quest Date	18 Apr 201	18 🔻	12:44:09 AM 🗘												
Dr	ag a colu	umn hea	ider here to g	roup by tha	it column			L							/		1	
	PartCoo	de	PartDesc		PartType	WarehouseNa	me l	BinLocationNa	ame Batch	Number	UnitCost	QtySOH	Quantity	LineCost		ContraA	ccCod	e
۴																		
ē	2020-14	47K	Black toner S	P2020	С	Main Warehou	ise (	DBN-A1	147K-	-20170606	500. 🜩	600.00	0.00		0.00	2100		
ĺ												1	Total				0.0	0
0	pen Wind	dows 🔻													15 Ap	r 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 in5, 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 R	equest - BPC	): Version 2.1.	0.55 - Example C	Company			_		)	×
Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Maintenance	and Projects	Manufacturing	Procureme	nt Sales S	Service R	eporting Utili	ies —	Ð	х
Save Back		ut Worksp													
			-			Com	ments								
	Reason Code	Stock Load	l	-	•			house store room							*
	Requestor	Abigail Miln	e	-	•	=									
Cor	ntra Account	2100		م											
R	equest Date	18 Apr 201	18 🔻	12:45:04 AM 🌲											
													//		*
Drag a column h															
PartCode	PartDesc		PartType	WarehouseNa	me B	inLocationNam	ne Batch	Number	UnitCost	QtySOH	Quantity	LineCost	Contra	AccCod	je 🛛
9												-			
I 2020-147K	Black toner S	SP2020	С	Main Warehou	ise D	BN-A1	147K-	-20170606	500.00	600.00	0. 🌩	- 0.0	2100		
											Total			0.0	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 A	Adjustment l	Request	- BPO: Versio	on 2.1.0.55 - Example	Company					$\times$
Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Mainte	nance and Pro	jects Manufacturing	Procureme	ent Sales	Service Re	porting Utilit	es —	8 >
Save Back		ut Workspa	oces											
Process ,	4 Fo	ormat	- 4											
R	eason Code	Stock Load		•			Comments Stock found in	n warehouse store roo	om.					
	Requestor	Abigail Milne		•										
Cont	tra Account	2100		م										
Re	quest Date	18 Apr 2018	3 -	12:45:07 AM 🗘										
Drag a column he	ader here to g	roup by that					1						/	/
PartCode	PartDesc		PartType	WarehouseNar	me I	BinLocati	onName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraA	ccCode
			-											
2020-147K	Black toner S	P2020	С	Main Warehou	se	DBN-A1		147K-20170606	500.00	600.0	605.00	302 500.00	2100	
											Total		302	500.00
open Windows 🔻												15 /	pr 2018	÷

### Save Request

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



	Ŧ				Add new A	Adjustment Re	equest	- BPO: Versio	n 2.1.0.55 - Examp	le Company			-		$\times$
	Home	Equipment an	d Locations	Contract	Finance and HR	Inventory	Mainter	nance and Proj	ects Manufacturi	ng Procureme	ent Sales S	Service R	eporting Utiliti	es —	8 x
	<b>(</b>	Z													
Save	Back	Save Layou	ut Workspi	aces											
Proces	ss	Fo	rmat	4											
	_						Г	Comments							
		eason Code			- *			Stock found in	warehouse store r	oom.					4
		Requestor	Abigail Milne	e	•										
	Cont	tra Account	2100		Q		-								
	Re	quest Date	18 Apr 201	8 🔻	12:45:07 AM 💲										
															~
PartCo	ode	PartDesc		PartType	WarehouseNar	me Bir	nLocatio	onName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraA	cCode
,															
2020-	147K	Black toner S	P2020	С	Main Warehou:	se DE	BN-A1		147K-20170606	500.00	600.00	605.0	302 500.00	2100	
*															
											i	Total		302	500.00
Dpen Wir	indows <del>•</del>												15 A	pr 2018	¢

#### Print Request

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



				Add new	Adjustment	Request -	BPO: Version	2.1.0.55 - Example	Company					×
ppo	Equipment an	d Locations	Contract					ts Manufacturin		ant Sales (	Service De	aporting Utilitie		
Save Back	Save Layou	ut Worksp			Livenos y	Promiticante			g mountain					
Cont	eason Code Requestor ra Account quest Date	Abigail Miln 2100	e		•		Comments – Stock found in t	varehouse store roo	om.					
)rag a column hea	ader here to g	roup by tha	t column										/	/
PartCode	PartDesc		PartType	WarehouseNa	ame	BinLocation	nName E	atchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAd	cCode
2020-147K	Black toner S	P2020	С	Main Wareho	use	DBN-A1	1	47K-20170606	500.00	600.00	605.00	302 500.00	2100	
					t Generation		ijustment requ	No	×					
											Total		302	500.0
pen Windows 🔻												15 A	pr 2018	÷

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**.



Hom	e Equipment and I	ocations Con	tract Finance a	nd HR In	ventory	Maintenand	e and Proj	ects Mani	ufacturing	Procurem	ient Sale	s Service	Reporting	Utilities	-	Ð
A (			S.		$\checkmark$	×	Durban	-	422		HLSH					
Add Ed	lit Delete Back		ave Layout Wor	ksnaces	Approve	Dedine	New		Refresh	Print	Export					
			,	•			INCAN	•								
	Maintenance		Format		Proc	ESS 🦼		Current		Prin	t "					
DocNo	FullName		EventDate	ReasonC	ode	ReasonCod	eDesc	Comments	5			Status				/
2																
AR000000	25 Bianca Du T	oit	31 Jul 2010	LOAD		Stock Load		Test autho	orisation em	ail		N				
AR000000	32 Judith Muda	tengi	28 Feb 2017	LOAD		Stock Load						N				
AR000000	49 Judith Muda	engi	28 Feb 2017	LOAD		Stock Load						N				
AR000000	50 Judith Muda	tengi	01 Mar 2017	LOAD		Stock Load						N				
AR000000	52 Judith Muda	engi	01 Mar 2017	LOAD		Stock Load						N				
AR000000	59 Judith Muda	engi	05 Mar 2017	LOAD		Stock Load		test				N				
AR000000	67 Bianca Du T	oit	05 Mar 2017	LOAD		Stock Load						N				
AR000000	68 Judith Muda	tengi	05 Mar 2017	LOAD		Stock Load						N				
AR000000	79 Judith Muda	engi	06 Apr 2017	LOAD		Stock Load						N				
AR000000	81 Judith Muda	engi	06 Apr 2017	LOAD		Stock Load		delete				N				
AR000000	84 Judith Muda	tengi	12 Apr 2017	LOAD		Stock Load						N				
AR000000	85 Bianca Du T	oit	20 Apr 2017	LOAD		Stock Load		test				N				
AR000000	Bianca Du T	oit	20 Apr 2017	LOAD		Stock Load		test				N				
AR000000	187 Bianca Du T	oit	07 Jun 2017	LOAD		Stock Load		test				N				
AR000000	189 Judith Muda	tengi	22 May 2017	LOAD		Stock Load						N				
AR000000	82 Judith Muda	tengi	06 Apr 2017	LOAD	Adj	ustment Red	quest Proc	essing				×				
AR000000	90 Judith Muda	tengi	23 May 2017	LOAD												
AR000001	.11 Judith Muda	tengi	12 Jul 2017	LOAD			at a set D a	and the	AR0000012							
AR000001	.12 Judith Muda	tengi	12 Jul 2017	LOAD			istment Re	quest NO. /	AR0000012	o saved Su	ccessfully					
AR000001	.13 Judith Muda	tengi	12 Jul 2017	LOAD												
AR000001	.15 Judith Muda	tengi	19 Jul 2017	LOAD							OK					
AR000001	.26 Bianca Du T	oit	29 Jan 2018	LOAD						_						
AR000001	.28 Abigail Milne	2	18 Apr 2018	LOAD		Stock Load		Stock four	nd in wareh	ouse store	room.	N				

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



eview												
e View												
99 👘	🗁 💾	8' 8 🗣 🗉	🗳 •   🖓 🔍   !	30%	• 🔍		N   P + M +		• 🖂 •			
							Adjustme	nt Reg	uest			
							Example Company	v				
	-		-7				Street No and Road Area	d Name	PO Box 12 New Town			
	<u>&gt;</u>	Company Logo	8				City		Durban			
							South Africa		South Afri	ca		
							0000 Reg No.: 0000000	asa4521	1234 Fax No.:	031 12 4545		
							VAT No.: 0000000			031 123 4567		
							Document Ref.:	AR0000				
	Processed By : A	bigali Milne	Approved By	: Unknown			Date : Employee :	18 Apr 2 Abigail I				
	Code	Description		Warehouse	Bin	Batch/Serial	Contra Acc	Unit Cost	QOH	Quantity	Change	
	2020-147K	Black toner SP2020		Main Warehouse	DBN-A1	147K-20170606	2100	500.00	600	605	2 500.00	
	LOAD											
								1	Total Z4	R	2 500.00	
	Author	isation Signature	dd / mm / yyyy Date	hh : mm Time	-							
	Comments :	Stock found in wareh										
	Report created of	BPD - www.co3.co.za			Printed :	23 Apr 2018 09:45					Page 1 of 1	
												_
1 of 1										0.0	% <del>.</del>	

### 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*.



▶ , च		Add new Adjust	tment Request - BPO: Versio	n 2.2.0.1 - TEST ALI	PHA - JUD	ITH PC	LOCAL		(	_ 0	X
Home Equipment and L	ocations (	Contract Finance and HR	Inventory Maintenance and	Projects Manufac	turing Pro	ocureme	ent Sales S	ervice Reportir	ng Utilities	- 6	P X
💾 📀 🛛 🖾											
Save Back Save Layout W	orkspaces										
Process Format											6
Reason Code Stock	Load		Comments	0							_
Requestor Belind		• •									-
			*								
Contra Account 2100		م									
Request Date 07 Ma	ay 2019 🔹	• 3:12:38 PM 🛟									
	Select	t a part			_ ( 0 )	x				/	_
rag a column header here to group b	Home										
PartCode PartDesc							Quantity	LineCost	ContraAccCode		
e@c e@c								1	я <mark>в</mark> с		
•••	Ok	Back Save Layout				0	0.00	.00 0.0	00 2100		
10 - 10 - 10	Proces	s Format									
		umn header here to group by	y that column	/							
	PartCo	de Description	Rate	PartType	Status						
	9 8 <mark>8</mark> 0	R <mark>B</mark> C	=8	8 <b>8</b> 0	RBC	*					
	► SP2020	MFC SP2020 Sprint MFC		15.00 A	A	U					
	2020-8	56 SP2020 Drum		15.00 B	A.						
	2020-1	47K SP2020 Black Toner		15.00 C	Α						
	2020-1	47C SP2020 Cyan toner		15.00 C	A	-					
	1	2									
								Total		1	0.00

- 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.



Reads       Sove Layout Workspaces         Format       Format         Requestor Beinda Sharmane       *         Contra Account       2100         Pageest Date       07 May 2019         3:12:38 PM       Image: Comments         a column header here to group by that column       BinLocationName         PatDesc       PartDype         WarehouseName       BinLocationName         BinLocationName       BinLocationName         BinLocationName       BinLocationName         BinLocationName       BinLocationName         BinLocationName       BinLocationName         BinLocationName       BinLocationName         BinLocationName       BinLocationName	Ŧ				Add new Adjustme	nt Request - BPO: Ve	rsion 2.2.0.1 - TES	T ALPHA - JUDI	TH PC LOCAL				
Back       Save Layout Workspeces         occess       Format         Reason Code       Stock.Load         Requestor       Belinda Sharmane         Contra Account       2100         P       Si12:38 PM         a column header here to group by that column         rtCode       PartDesc         PartDesc       PartDype         WarehouseName       BinLocationName         BathSeriaNo       UnitCost       QtySOH         Quentity       LineCost       ContraAccCode         It       Interview       Interview	Hom	e Equipment	t and Location	ons Contrac	t Finance and HR In	ventory Maintenanc	e and Projects Ma	nufacturing Prod	urement Sale	es Service	Reporting U	Itilities —	Ð
Reason Code       Stock Load       •         Requestor       Belinda Sharmane       •         Contra Account       2100       ·         Request Date       07 May 2019       •         3:12:38 PM       •         a column header here to group by that column         rtCode       PartDesc         PartDesc       PartType         WarehouseName       BinLocationName         Bit/SerialNo       UnitCost       QtySOH         Quantity       LineCost       ContraAccCode         It       • Ot       • Ot       • Ot	ave Back												
Reason Code       Stock Load       •         Requestor       Belinda Sharmane       •         Contra Account       2100       ·         Request Date       07 May 2019       •         3:12:38 PM       •         a column header here to group by that column         rtCode       PartDesc         PartDesc       PartType         WarehouseName       BinLocationName         Bit/SerialNo       UnitCost       QtySOH         Quantity       LineCost       ContraAccCode         It       • Ot       • Ot       • Ot	Process	, Fo	ormat	-									
Contra Account       2100       P         Request Date       07 May 2019       3:12:38 PM         a column header here to group by that column       BinLocationName       BathSerialNo       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode         rtCode       PartDesc       PartType       WarehouseName       BinLocationName       BathSerialNo       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode         is       + Or       + Or       + Or       = -       = -       = -       = -       + Or					- *	Comme	ents						
Request Date       07 May 2019       3:12:38 PM         a column header here to group by that column         artCode       PartDesc       PartType       WarehouseName       BinLocationName       BathSeriaNo       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode         ic       +0:       +0:       +0:       +0:       =       =       =       +0:       = <td< td=""><td></td><td>Requestor</td><td>Belinda Sha</td><td>armane</td><td>÷ *</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>		Requestor	Belinda Sha	armane	÷ *								
a column header here to group by that column rtCode PartDesc PartType WarehouseName BinLocationName BatchSerialNo UnitCost QtySOH Quantity LineCost ContraAccCode te 40: 40: 40: 40: 40: 40: 40: 40: 40: 40:	Con	tra Account	2100		م								
rtCode PartDesc PartType WarehouseName BirLocationName BathSeriaNo UnitCost QtySOH Quantity LineCost ContraAccCode I: dC: dC: dC: dC: dC: dC: dC: dC: dC: dC	Re	equest Date	07 May 20	19 🔻 3:	:12:38 PM 🛟								
	g a column he	eader here to g	roup by tha	it column		<u></u>						-//-	/
	PartCode							UnitCost	QtySOH	Quantity			
2020MFC SP2020 Sprint MFC A DBN Main Warehouse 😶 DM-A1 0.00 0.00 1.00 0.00 2100	1 <b>8</b> 0						e@c	1999	Veto:	1.000 B			
	P2020MFC	SP2020 Sprin	nt MFC	A	DBN Main Warehouse	··· DM-A1	_	0.00	0.00	1.00	0.0	0 2100	
Total										Tot	al		0.

#### 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.



• •		Add new Adjustment F								
	nt and Locations Contract	Finance and HR Inven	tory Maintenance	e and Projects Ma	nufacturing Proc	urement Sale	es Service	Reporting U	tlities —	8 ×
Process 4	Format "									G
Reason Code	Stock Load	- *	Comme	ents						
Requestor	r Belinda Sharmane	•								
Contra Account	2100	Q								
Request Date	e 07 May 2019 🔹 3:1	12:38 PM 🗘								
Drag a column header here to	group by that column		Į.						1/2	/
PartCode PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode	
P #0c #0c	a 🖬 c	8 <b>0</b> 0	R <b>B</b> C	e 🛛 c		=	=	-	8 <mark>8</mark> 0	
2 SP2020MFC SP2020 Spr	nint MFC A	DBN Main Warehouse	DM-A1		0.00	0.00	1.00	0.00	2100	
							Tot	al		0.00
							1100	203		

- 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**.

<b>•</b> =					Add new Adj	ustment R	equest	BPO: Ve	rsion 2.2.	0.1 - TEST ALP	HA - JUDITH PC LO	CAL						х
	Home	Equipment	t and Locati	ons Contr	act Finance and H	IR Invent	ory Ma	intenanci	e and Proje	cts Manufact	uring Procurement	Sales	Service	Reporting	Utilities	-	æ	×
Save Proces	G Back	Save Layou	ut Works	aces														~
Proces	-			4			r	Comme	ents									
		ison Code			- *													
	F	lequestor	Belinda Sh	armane	•													
	Contra	a Account	2100		Q													
	Req	uest Date	07 May 20	19 🔻	3:12:38 PM 🛟													
							Sele	ect a wa	rehouse f	or this part re	quest					1		
PartCo	de	PartDesc		PartType	WarehouseNan	ne -	Home									AccCode		
9 # <b>0</b> 0		RBC		a B c	4 <b>0</b> 0				2									
2 SP2020	MFC	SP2020 Sprin	nt MFC	A	DBN Main Ware	house	Ok	Back	Save La	•								
*																		
							Proc	ess	J Forma	it 4					~			
							Desc	ription		IsBinLocation	PCName		Storema	anName				
							<b>₽</b> 8 <b>0</b> 0			8 B C	8 <b>8</b> 0		a <mark>a</mark> c		-			
								Main Wa		No	Purchasing Centre		John Sn					
								OTC Issu		No	Purchasing Centre		John Sn					
								Warehou		No	Purchasing Centre			Sharmane				
							JM_E	Bootstock		No	Purchasing Centre		John Sn	nith	*			
							· _								- F			_
													Tot	tal			0.	00
Open Win	dows 🕶									User	: JudithM 07 May 3	2019 V	ersion : 2.2	.0.1 TEST	r Alpha - J	UDITH PC L	OCAL	



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

Total 0.00	<b>\$</b> 7				Add new Adjust	tment Request - BPO: V	ersion 2.2.0.1 -	TEST ALPHA - J	UDITH PC LOCAL				
See Back       Seve Layout Workspaces         Process       Format         Request or       Social Land       Image: Comments         Contro Account       200       Social Land       Image: Comments         Request Date       OTMay 2019       3:22:38 PH       Image: Comments         Orag a column header here to group by that column       Batch/SerialNo       UnitCost       QtySCH       Quantity       LineCost       ControAccOde         Orag a column header here to group by that column       Batch/SerialNo       Otto of QtySCH       Quantity       LineCost       ControAccOde         Orag a column header       DBN Warehouse 2       Image: ControAccOde       Image: C	Hon	ne Equipment	t and Location	s Contra	ct Finance and HR	Inventory Maintenand	e and Projects	Manufacturing	Procurement Sal	les Service	Reporting	Utilities —	₽ x
Requestor Belinda Sharmane   Request Date 07 May 2019   Request Date 07 May	Save Back	Save Layou	•	es									
Requestor       Eelinda Sharmane       •         Contra Account       200       P         Request Date       07 May 2019       3:12:38 PM	Process	a Fo	ormat			577.7							~
Requestor       Belnda Sharmane <ul> <li>Contra Account</li> <li>2100</li> <li>Request Date</li> <li>07 May 2019</li> <li>312:33 PM</li> </ul> <ul> <li>Torga a column header here to group by that column</li> </ul> PartOck         PartDesc         PartType         WarehouseName         Bit/LocationName         Bath/SeiaNo         UnitCost         QtySOH         Quantity         LineCost         Contra AccCode                  If Se 2020 Sprint MFC         A         DBN Warehouse 2         Image: Contra AccCode           Image: Contra AccCode                Image: Contra AccCode           Image: Contra AccCode              Image: Contra AccCode              Image: Contra AccCode         Image: Contra AccCode           Image: Contra AccCode           Image: Contra AccCode         Image: Contra AccCode              Image: Contra AccCode              Image: Contra AccCode              Image: Contra AccCode           Image: Contra AccCode           Image: Contra AccCode              Image: Contra AccCode         Image: Contra AccCode              Image: Contra AccCode              Image: Contra AccCode         Image: Contra		Reason Code	Stock Load		- *	Comm	ents						
Request Date       07May 2019       3:12:33 PM         Drag a column header here to group by that column         PartCode       PartType       WarehouseName       BitLocationName       BitLocationName       BitLocationName       BitLocationName       ContraAccCode       Image: ContraAccCo		Requestor	Belinda Sharn	mane	•								
Request Date       07May 2019       3:12:33 PM         Drag a column header here to group by that column         PartCode       PartType       WarehouseName       BitLocationName       BitLocationName       BitLocationName       BitLocationName       ContraAccCode       Image: ContraAccCo	Cor	tra Account	2100		م								
PartCode       PartDesc       PartType       WarehouseName       BitLocationName       BatchSeriaNo       UnitCost       QtsOH       Quantity       LineCost       ContraAccCode         I       SP2020MFC       SP2020 Sprint MFC       A       DN Warehouse 2       Image: Contra AccCode       I			1. Walder	• 3									*
PartOde       PartUpec       PartType       WarehouseName       BinLocationName       BatchSeriaNo       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode         •       <	3 10 13	1 1 2 S	x & S	X								11/2	
ID:         ID: <th></th> <th></th> <th></th> <th></th> <th></th> <th>1</th> <th></th> <th></th> <th>11</th> <th></th> <th></th> <th></th> <th>11</th>						1			11				11
I SP2020/MFC SP2020 Sprint MFC A DRV Warehouse 2 0.00 0.00 0.00 0.00 0.00 200													
Total 0.00								1000		(Action)			_
Total 0.00	1 SP2020MPC	SP2020 Sprin	IT MPC 7	*	Dbin warehouse 2		<u> </u>		0.00	0.0	5 0.0	0 2100	
											_		
										То	tal		0.00
Open Windows * User : JudithM 07 May 2019 Version : 2.2.0.1 TEST ALPHA - JUDITH PC LOCAL	Open Windows	•						User : Judit	thM 07 May 2019	Version : 2.2	2.0.1 TEST /	ALPHA - JUDITH PC I	

- 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.



<b>)</b> <del>,</del>			Add new Adjustm	nent Request - BPO: Ver	sion 2.2.0.1 - TEST	ALPHA - JUDITH PC LO	CAL			_	X
	Home Equipmen	t and Locations Contra	act Finance and HR	Inventory Maintenance	and Projects Manu	facturing Procurement	Sales Ser	rvice Report	ing Utilities	- 8	×
Save Ba	ack Save Layo	ut Workspaces									
Process	a Fr	ormat "									~
	Reason Code	Stock Load	- *	Comme	nts						
	Requestor	Belinda Sharmane	•								
	Contra Account	2100	م								
	Request Date	07 May 2019 🔻	3:12:38 PM 🌲								
					Select a ware	chouse for this part re	quest				×
					Home						
PartCode	PartDesc	PartType	WarehouseName	BinLocationName		-5					_
P #00	e <b>B</b> c	a <mark>ll</mark> c	e@c	REC							
I SP2020MF	FC SP2020 Sprin	nt MFC A	DBN Warehouse 2		Ok Back	Save Layout					
•					Process "	Format "					~
					Drag a column hea						
					Description	IsBinLocation	IsDefault	IsStock	IsAsset		
					9 8BC	8 <mark>0</mark> 0	REC	REC	a∎c		
					DBNM_1	Yes	No	No	No		
					DBNM_2	Yes	No	No	No		
								Total		(1	0.00
Open Windo	ws •					User:JudithM 07 May	2019 Versio	n : 2.2.0.1	TEST ALPHA - JU	DITH PC LOC	AL

#### 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.

Image: Save Layout Workspaces         Process         Format         Reason Code       Stock Load         Format         Contra Account       2100         Request Date       07 May 2019         3: 12:38 PM       3: 12:38 PM         ga a column header here to group by that column         PartCode       PartDesc         PartDesc       PartDype         WarehouseName       BirLocatorNiame         BathSerialNo       UnitCost       QtySOH         Quantity       LineCost       ContraAccode	) ₹			Add new Adjustme	nt Request - BPO: Ve	ersion 2.2.0.1 - TES	T ALPHA - JUDT	TH PC LOCAL				
we Bad       Save Layout Workspaces         Process       Format         Reguestor       Beinda Shamane         Contra Account       2100         Process       P         Reguest Date       07 May 2019         3:12:33 PM       3:12:33 PM         ga column header here to group by that column         PartCode       PartDesc         PartDesc       PartDype         WarehouseName       BitulocationName         BitulocationName       BatchSeriaNo       UnitCost       QtySOH         Quantity       LineCost       ContraAccOde         Qie       Qie       Qie       Qie       Qie	Hom	e Equipment and Loca	ations Contrac	ct Finance and HR In	ventory Maintenanc	e and Projects Ma	nufacturing Pro	curement Sale	es Service	Reporting U	tilities —	Ð
Reason Code       Stock Load       •         Requestor       Belnda Sharmane       •         Contra Account       2100       ·         Request Date       07 May 2019       •         3: 12:38 PM       •         go a column header here to group by that column         PartCode       PartDesc         PartDesc       PartDype         WarehouseName       BitchSerialNo       UnitCost       QtySOH         Quantity       LineCost       ContraAccCode         Q:       • Q:       • Q:       • Q:       • Q:												
Reason Code       StockLoad       •         Requestor       Beinda Sharmane       •         Contra Account       2100       P         Request Date       07 May 2019       •         3: 12:38 PM       •         ag a column header here to group by that column         PartCode       PartDesc         PartDesc       PartDype         WarehouseName       BitLocationName         BitLocationName       BatchSeriaNo       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode         Image:       Image: <td< td=""><td>Process</td><td>. Format</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Process	. Format										
Contra Account       2000       P         Request Date       07 May 2019       3:12:38 PM         go a column header here to group by that column         PartCode       PartDesc       PartType         WarehouseName       BinLocationName       BathSerialNo       UnitCost       QtySOH       Quantity       LineCost       Contra AccCode         •@:       •@:       •@:       •@:       •@:       •@:       =       =       =       =       •@:	F	teason Code Stock Lo	ad	• •	Comm	ents						
Request Date       07 May 2019       3:12:38 PM         gs column header here to group by that column         PartCode       PartDesc       PartType       WarehouseName       BitLocationName       BatchSerialNo       UnitCost       QtySOH       Quantity       LineCost       ContraAccCode         Ig:		Requestor Belinda S	harmane	•								
p a column header here to group by that column PartCode PartDesc PartType WarehouseName BinLocationName BatchSerialNo UnitCost QtySOH Quantity LineCost ContraAccCode q0: q0: q0: q0: q0: q0: q0: q0: q0: q0:	Con	tra Account 2100		م	11111							
PartCode         PartDype         WarehouseName         BitLocationName         BatchSerialNo         UnitCost         Qt/SOH         Quantity         LineCost         ContraAccCode           10:         10:         10:         10:         10:         10:         =         =         =         =         10:	R	equest Date 07 May 2	2019 🔻 3	12:38 PM 🛟								
	ag a column h	eader here to group by t	hat column								1	/
	PartCode						UnitCost	QtySOH	Quantity			
SP2020/FC SP2020 Sprint MFC A DBN Warehouse 2 DBNM_1 2020-87342X 0.00 0.00 0.00 0.00 2100	a 🛛 c						1.000					_
	SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	0.00	0.00	0.00	0.00	2100	
									Tot	al		0.
Total 0.												



#### 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.

Hom	e Equipment and Loca	ations Contrac	ct Finance and HR I	ent Request - BPO: Ve				s Service	Reporting U	tlities –	8
we Back											
Process	. Format										
	eason Code Stock Loa	ad.	<b>*</b> *	Comme	ents						_
K											
	Requestor Belinda S	Sharmane	•	1							
Con	tra Account 2100		Q	1.1							
Re	equest Date 07 May 2	2019 🔻 3	12:38 PM 🛟								
											_
a column he											
	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode	
artCode				REC	a C	-	=		-	8 B C	
	8 <mark>8</mark> 0	REC	a <b>⊡</b> c		1 (Sec. 2)	1.000	Value	1. C.			
Bic	RBC SP2020 Sprint MFC	A A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100	
a c						5 000.00	0.00	1.00	5 000.00	2100	
c						5 000.00	0.00	1.00	5 000.00	2100	
c						5 000.00	0.00	1.00	5 000.00	2100	
c						5 000.00	0.00	1.00	5 000.00	2100	
c						5 000.00	0.00	1.00	5 000.00	2100	
]c						5 000.00	0.00	1.00	5 000.00	2100	
Bic						5 000,00	0.00	1.00	5 000.00	2100	
<b>O</b> c						5 000.00	0.00	1.00	5 000.00	2100	
lartCode						5000.00	0.00	1.00	5 000.00	2100	
Bic						5000.00	0.00	1.00 Tot			000.

### 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.



٥	Ŧ				Add new Adjustme	ent Request - BPO: Ve	ersion 2.2.0.1 - TE	ST ALPHA - JUDIT	TH PC LOCAL				
	Home	e Equipment	t and Locatio	ns Contra	ct Finance and HR I	nventory Maintenanc	e and Projects Ma	anufacturing Proc	urement Sale	es Service	Reporting L	tilities —	e x
H Sav		Save Layou	ut Workspa	ces									
P	rocess .	4 Fo	ormat	4									6
	R	eason Code	Stock Load		• •	Comm	ents						
		Requestor	Belinda Sha	mane	•								
	Cont	tra Account	2100		م	1							
	Re	quest Date	07 May 201	9 🔻 3	3:12:38 PM 🛟								
Drag	a column he	ader here to g	roup by that	column								//	/
	artCode	PartDesc		PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode	
9 1		8 <b>0</b> 0		R B C	a@c	RBC	*Bc		=	-	=	880	
<ul> <li>SF</li> <li>*</li> </ul>	2020MFC	SP2020 Sprin	nt MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.0	2100	
*													
										Tot	tal	ŝ	5 000.00
Oper	n Windows 🔻							User : JudithM	07 May 2019	Version : 2.2	.0.1 TEST A	.PHA - JUDITH PC L	OCAL

#### 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.



<b>-</b>				ent Request - BPO: Ve							-
Hom Hom Re Back	e Equipment and Loca		t Finance and HR I	nventory Maintenanc	e and Projects Ma	nutacturing Prod	urement Sale	es Service	Reporting	Johoes —	L.
rocess	. Format	2									
R	eason Code Stock Loa	ad	• •	Comme	ents						
	Requestor Belinda S	harmane	•								
Con	tra Account 2100		م								
Re	equest Date 07 May 2	2019 - 3:	12:38 PM 🛟								
- white may be	ader here to group by th	hat caluma								- 1/-	
artCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode	1
C.	R B C	a 🖬 c	4 <b>0</b> 0	RBC	e@c		=	-	=	8 <b>9</b> 0	
2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.0	00 2100	
								Tot	al	5	5 000.

### Save Adjustment Request - A / B-Class Item

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

-				ent Request - BPO: Ve							
Hom	e Equipment and Loca	ations Contrac	t Finance and HR Ir	nventory Maintenanco	e and Projects Ma	nufacturing Proc	urement Sale	is Service	Reporting UI	tilities —	Ð
4 🔿	2										
ave Back	Save Layout Work	spaces									
		•									
Process					222						
R	eason Code Stock Los	ad	- *	Comme	ents						
	Requestor Belinda S	Sharmane									
6	tra Account 2100		م	11111							
	National Contraction of Contract										
Re	equest Date 07 May 2	2019 • 3	:12:38 PM 🛟								
a column he											
artCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode	
Bc	#BC	R B C	* <b>@</b> ¢	RBC	*Bc	-	=	-		8 <mark>9</mark> 0	
P2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100	
								Tot			5 000



#### Print Adjustment Request - A / B-Class Item

- A *Report Generation* message box will pop up asking:
  - Do you want to print the adjustment request []?

<b>7</b>				Add	new Adjust	ment Requ	est - BPO: Ver	sion 2.2.0.1	- TEST ALPH	A - JUDI	TH PC LOCAL	4		-		x
Hom	e Equipmen	t and Locati	ions Contr	act Fina	nce and HR	Inventory	Maintenance a	and Projects	Manufacturi	ng Pro	curement Sa	les Service	Reporting	Jtilities —	B	×
	2															
	-0															
Save Back	Save Layo	ut Worksp	Daces													
Process	a F	ormat														4
R	teason Code	Stock Load	ł		- *		Commen	its								-
	Requestor				<b>.</b>											-
Con	tra Account	Contraction of the			م		******									
				0.40.00.00												
R	equest Date	U/May 20	19 🔻	3:12:38 Pf	м ‡											
5. S	N 2 8	N 18	5.5				U							1/3		ť
					Report Ge	neration									1	
PartCode	PartDesc		PartType	Wareh	Report de	neration				st	QtySOH	Quantity	LineCost	ContraAccCode	2	
a 🖸 C	RBC		a <mark>B</mark> C	R C	Do you w	ant to print t	he adjustment	request ARC	0000106?		(E)		=	RBC	_	
SP2020MFC	SP2020 Spri	nt MFC	A	DBN V						000.00	0.0	0 1.0	5 000.0	00 2100		
								Yes	No							
								es	NO							
												То	tal.		5 000	00
												10			5 000	.00
pen Windows	•								User :	JudithM	07 May 2019	Version : 2.3	2.0.1 TEST A	LPHA - JUDITH PO	LOCA	L

• 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**.



Maintenance     Format     Process     Current     Print       ag a column header here to group by that column     EventDate     ReasonCode     ReasonCodeDesc     Comments     Status       OC     OC     OC     OC     OC     OC     OC     Atlus       OC     OC     OC     OC     OC     OC     OC     OC       AR00000106     Belinda Sharmane     07 May 2019     LOAD     Stock Load     N       AR00000100     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000101     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     02 May 20     Adjustment Request No. AR00000106 saved successfully.     N	pa column header here to group by that column DodNo FullName EventDate ReasonCode ReasonCodeDesc Comments Status  O C	Add	d Edit I	Delete Back View	Save Layout Wor	kspaces Appro	ove Decline New		Port		
Dotho     FullName     EventDate     ReasonCode/Desc     Comments     Status       10:     10:     10:     10:     10:     10:     10:       AR00000106     Belinda Sharmane     07 May 2019     LOAD     Stock Load     N       AR00000100     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000100     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     02 May 20     Image: Stock Load     N       AR00000105     Judth Mudzengi     02 May 20     Image: Stock Load     N	Dodvio     FullName     EventDate     ReasonCode     ReasonCodeDesc     Comments     Status       10:     •10:     •10:     •10:     •10:     •10:     •10:     •10:       AR00000106     Belinda Sharmane     07 May 2019     LOAD     Stock Load     N       AR00000100     Judth Mudzengi     12 Mar 2018     LOAD     Stock Load     N       AR00000100     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judth Mudzengi     10 Apr 2018     LOAD     Stock Load     N       Image: Stock Load     N     N     N     N     N		Main	ntenance 🦼	Format	a Pi	rocess 🦼	Current a Print	4		 -
ID:         ID:         ID:         ID:         ID:         ID:         ID:         ID:         ID:           AR00000106         Belnda Sharmane         07 May 2019         LOAD         Stock Load         N         N           AR00000100         Judth Mudzengi         12 Mar 2018         LOAD         Stock Load         N         N           AR00000100         Judth Mudzengi         10 Apr 2018         LOAD         Stock Load         N           AR00000101         Judth Mudzengi         10 Apr 2018         LOAD         Stock Load         N           AR00000105         Judth Mudzengi         10 Apr 2018         LOAD         Stock Load         N           AR00000105         Judth Mudzengi         10 Apr 2018         LOAD         Stock Load         N           AR00000105         Judth Mudzengi         0 Apr 2018         LOAD         Stock Load         N           AR00000105         Judth Mudzengi         0 ZMay 2         X         N         N	ID:     ID:     ID:     ID:     ID:       AR00000106     Belnda Sharmane     07 May 2019     LOAD     Stock Load     N       AR00000106     Judith Mudzengi     12 Mar 2018     LOAD     Stock Load     N       AR00000100     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000105     Judith Mudzengi     02 May 20     X     N										
AR00000106     Belnda Sharmane     07 May 2019     LOAD     Stock Load     N       AR00000108     Judith Mudzengi     12 Mar 2018     LOAD     Stock Load     N       AR00000100     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000101     Judith Mudzengi     10 Apr 201     Adjustment Request Processing     N       AR00000105     Judith Mudzengi     02 May 2	AR00000106     Belinda Sharmane     07 May 2019     LOAD     Stock Load     N       AR00000103     Judith Mudzengi     12 Mar 2018     LOAD     Stock Load     N       AR00000100     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000101     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000101     Judith Mudzengi     10 Apr 201     Adjustment Request Processing     N       AR00000105     Judith Mudzengi     02 May 2     Image: Comparison of the stock comparison of the st										
AR0000098     Judith Mudzengi     12 Mar 2018     LOAD     Stock Load     N       AR00000100     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000101     Judith Mudzengi     10 Apr 20 Judith Mudzengi     10 Apr 20 Adjustment Request Processing     N     N	AR0000098     Judith Mudzengi     12 Mar 2018     LOAD     Stock Load     N       AR00000100     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000101     Judith Mudzengi     10 Apr 201     Adjustment Request Processing     N       AR00000105     Judith Mudzengi     02 May 2     N	-	0¢	a 🛛 c	R <mark>O</mark> C	A C	R <b>O</b> C	A 🖸 C	a∎c		
AR00000100     Judith Mudzengi     10 Apr 2018     LOAD     Stock Load     N       AR00000101     Judith Mudzengi     10 Apr 20 Judith Mudzengi     10 Apr 20 02 May 2     Adjustment Request Processing     N	AR00000100 Judith Mudzengi 10 Apr 2018 LOAD Stock Load N AR00000101 Judith Mudzengi 10 Apr 20 Adjustment Request Processing X N Adjustment Request No. AR00000106 saved successfully.	A	R00000106		1.	LOAD			N		
AR00000101     Judith Mudzengi     10 Apr 20       AR00000105     Judith Mudzengi     02 May 20       Image: Comparison of the strength of the strengeh of the strength of the strength of the strength of th	AR00000101 Judith Mudzengi 10 Apr 20 AR00000105 Judith Mudzengi 02 May 2 Adjustment Request No. AR00000106 saved successfully.	A	R00000098	and the second	12 Mar 2018	LOAD	Stock Load				
AR00000105 Judith Mudzengi 02 May 2 Adjustment Request No. AR00000106 saved successfully.	AR00000105 Judith Mudzengi 02 May 2 Adjustment Request No. AR00000106 saved successfully.					LOAD	Stock Load				
Adjustment Request No. AR00000106 saved successfully.	Adjustment Request No. AR00000106 saved successfully.					justment Reques	t Processing	×			
						j Adjustme	nt Request No. AR0000				

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



	Background							шı	
₩ 🔤	🗁 🔛 I 🖧 I 🕞 🧮	🖳 • । १९४४ 🔍 🔍 🛛 100% 🔹	€    4		• • • • • • • • • • • • • • • • • • •	<b>⊴</b> •   ⊗	•		
					Adjustme	nt Rea	uest		
					TEST ALPHA - JUL				
	s/-1				Street No and Road		Postbox N	lo	
N C	Company Logo 🖌				Area		Area		
							City		
					South Africa		South Afri	ica	
					Reg No.: 0000000			000 000 0000	
					VAT No.: 0000000			000 000 0000	
					Document Ref.:	AR000	00106		
					Date :	07 May	2019		
Processed By : J	ludith Mudzengi	Approved By : Unknown			Employee :	Belinda	Sharmane		
Code	Description	Warehouse	Bin	Batch/Serial	Contra Acc	Unit Cost	QОН	Quantity	Change
5P2020MFC	SP2020 Sprint MFC	DBN Warehouse 2	DBNM_1	2020-8734ZX	2100	5 000.00		1	5 000.00
C									1
age 1 of 1							10	0% 🔾	

MNU.131.002