



# **INVENTORY**

# ADJUSTMENTS - INTRODUCTION TO ADJUSTMENTS

A **stock adjustment** is a way of adjusting items in or out of store, or processing a part build up or part knock down within one transaction.

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.

General Ledger Contra Account codes can be configured per line item.

A stock adjustment request <u>must</u> be authorised before the Stock Adjustment is completed.

#### Important Note:

It is prudent to **approve/authorise** an adjustment as soon as possible after it has been recorded. If any changes are made to the stock on hand by the warehouse manager, for example, whilst the adjustment is waiting for approval, then the adjustment figures may no longer be correct and the adjustment will have to be re-done.

Ribbon Select Inventory > Adjustments



• The Adjustment Requests listing screen will be displayed.



## THE ADJUSTMENTS LISTING SCREEN

• Once you have selected the correct **Site** and **Status**, the data grid will list **all** the Adjustments currently on the system.

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## **ADJUSTMENT REQUEST DETAILS**

Data Grid details will indicate:

- Adjustment Request **Document Number**.
- The **Full Name** of the person who processed the Adjustment Request.
- The **Event Date** of the Adjustment Request.
- The **Time** of the Adjustment Request.
- The Reason Code for the Request.
- The Reason Code Description.
- Any **Comments** pertaining to the Request.
- Status of the Request, either N [New], A [Authorised], or X [Cancelled].

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	KAR0000007	Eden Rowan	09 Jul 2024	13:53:47	LOAD	Stock Load	Stock found in warehouse store room.	x						



## **ADJUSTMENTS ACTION BUTTONS**

#### MAINTENANCE

From this screen, you can:

- Add a <u>Stock in</u> Adjustment.
- Add a Stock out Adjustment.
- Add a Part Knock Down Adjustment.
- Add a Part Build Up Adjustment.
- Edit an Adjustment.
- **Delete** an Adjustment.
- <u>View</u> an Adjustment.

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	KAR0000006	Eden Rowan	09 Jul 2024	10:37:23	LOAD	Stock Load	Damaged Stock MNU131001.	N						
	KAR0000009	Eden Rowan	09 Jul 2024	13:53:47	LOAD	Stock Load	Adjust AB-Class items.	N						
	KAR00000010	Eden Rowan	12 Jul 2024	09:09:14	LOAD	Stock Load	BuildUp MNU 131004.	N						
	KAR00000011	Eden Rowan	12 Jul 2024	10:26:44	LOAD	Stock Load	Part Knock Down Edit.	N						

### FORMAT

• This screen supports the <u>Save Layout</u> and <u>Workspaces</u> functionality.

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	KAR0000009	Eden Rowan	09 Jul 2024	13:53:47	LOAD	Stock Load	Adjust AB-Class items.	N						
	KAR00000010	Eden Rowan	12 Jul 2024	09:09:14	LOAD	Stock Load	BuildUp MNU 131004.	N						



#### PROCESSING

From this screen, you can:

- <u>Approve</u> an Adjustment.
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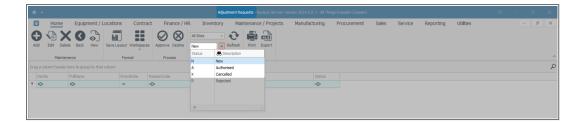
### CURRENT

• The **Site** filter will be set according to your company configuration. Alternatively, select the **Site** you wish to work in. (For a detailed handling of selecting a site, refer to <u>Site Selection</u>.)

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- The Status filter will default to New upon opening. (For a detailed handling of selecting a status, refer to <u>State/Type Selection</u>.)
  - Select the New / Authorised / Cancelled Status of the Adjustment Request accordingly:
    - Add and View in any status.
    - Edit, Delete, Approve, Decline in New status.
    - **Print** in **New** and **Authorised** status.





• The **Refresh** button triggers the memory of the system to reload with the most up to date information.

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#### PRINT

- Print Adjustment.
- The Export button will open Excel with a new spreadsheet and will load all the data from the data grid in use, into that spread-sheet.

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	KAR0000009	Eden Rowan	09 Jul 2024	13:53:47	LOAD	Stock Load	Adjust AB-Class items.	N						
	KAR00000010	Eden Rowan	12 Jul 2024	09:09:14	LOAD	Stock Load	BuildUp MNU 131004.	N						
	KAR00000011	Eden Rowan	12 Jul 2024	10:26:44	LOAD	Stock Load	Part Knock Down Edit.	N						

#### **Related Topics**

- Adjustments Adjust Out
- Adjustments Adjust In
- Adjustments Authorise



- Adjustments Part BuildUp
- Adjustments Part KnockDown
- Adjustments Edit
- Adjustments Delete
- Adjustments View
- Adjustments Reject
- Adjustments Print

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