

# 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](#).

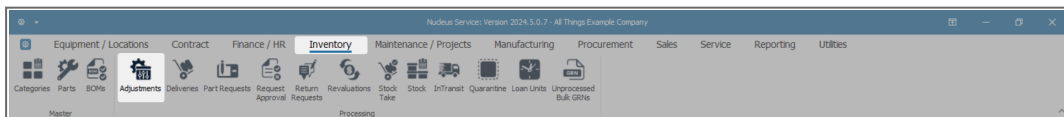
General Ledger Contra Account codes can be configured per line item.

A stock adjustment request must 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.

DocNo	Fullname	EventDate	EventTime	ReasonCode	ReasonCodeDesc	Comments	Status
KAR0000002	Eden Rowan	13 Jun 2024	09:09:01	ADJUST	Stock Adjustment		N
KAR0000005	Eden Rowan	13 Jun 2024	09:21:21	ADJUST	Stock Adjustment		N
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
KAR0000010	Eden Rowan	12 Jul 2024	09:09:14	LOAD	Stock Load	Buildup MNU131004.	N
KAR0000011	Eden Rowan	12 Jul 2024	10:26:44	LOAD	Stock Load	Part Knock Down Edit.	N

## 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].

DocNo	Fullname	EventDate	EventTime	ReasonCode	ReasonCodeDesc	Comments	Status
KAR0000003	Eden Rowan	13 Jun 2024	09:06:28	LOAD	Stock Load		X
KAR0000004	Eden Rowan	13 Jun 2024	09:16:16	ADJUST	Stock Adjustment		X
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 [Stock in](#) Adjustment.
- Add a [Stock out](#) Adjustment.
- Add a [Part Knock Down](#) Adjustment.
- Add a [Part Build Up](#) Adjustment.
- [Edit](#) an Adjustment.
- [Delete](#) an Adjustment.
- [View](#) an Adjustment.

DocNo	Fullname	EventDate	EventTime	ReasonCode	ReasonCodeDesc	Comments	Status
KAR00000002	Eden Rowan	13 Jun 2024	09:09:01	ADJUST	Stock Adjustment		N
KAR00000005	Eden Rowan	13 Jun 2024	09:21:21	ADJUST	Stock Adjustment		N
KAR00000006	Eden Rowan	09 Jul 2024	10:37:23	LOAD	Stock Load	Damaged Stock MKU131001.	N
KAR00000009	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	Bulk Up MKU131004.	N
KAR00000011	Eden Rowan	12 Jul 2024	10:26:44	LOAD	Stock Load	Part Knock Down Edit.	N

### FORMAT

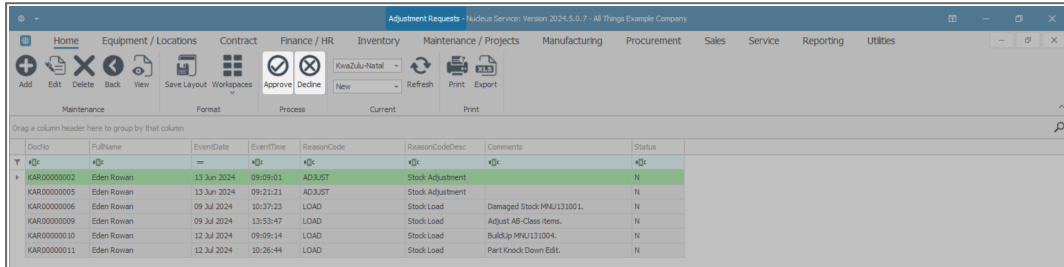
- This screen supports the [Save Layout](#) and [Workspaces](#) functionality.

DocNo	Fullname	EventDate	EventTime	ReasonCode	ReasonCodeDesc	Comments	Status
KAR00000002	Eden Rowan	13 Jun 2024	09:09:01	ADJUST	Stock Adjustment		N
KAR00000005	Eden Rowan	13 Jun 2024	09:21:21	ADJUST	Stock Adjustment		N
KAR00000006	Eden Rowan	09 Jul 2024	10:37:23	LOAD	Stock Load	Damaged Stock MKU131001.	N
KAR00000009	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	Bulk Up MKU131004.	N
KAR00000011	Eden Rowan	12 Jul 2024	10:26:44	LOAD	Stock Load	Part Knock Down Edit.	N

## PROCESSING

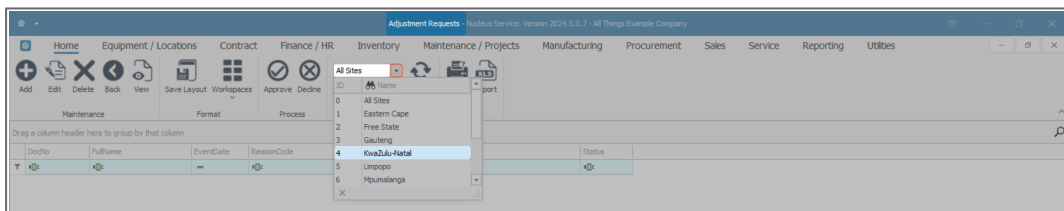
From this screen, you can:

- [Approve](#) an Adjustment.
- [Decline](#) an Adjustment.

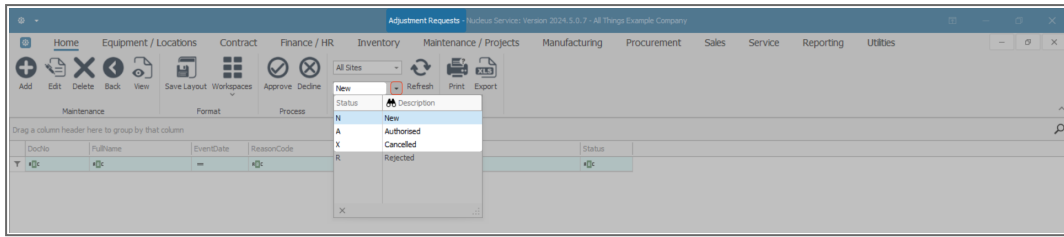


## CURRENT

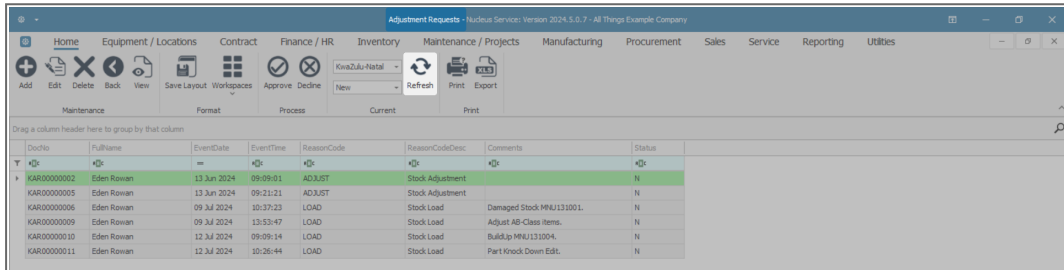
- The **Site** filter will be set according to your company configuration. Alternatively, select the **Site** you wish to work in. (For a detailed handling of selecting a site, refer to [Site Selection](#).)



- The **Status** filter will default to **New** upon opening. (For a detailed handling of selecting a status, refer to [State/Type Selection](#).)
  - 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.

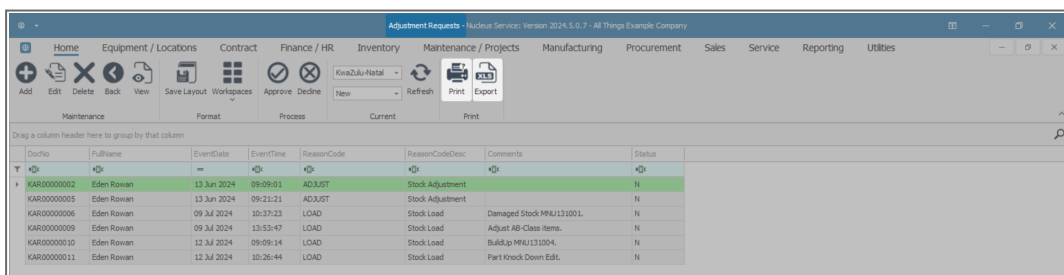


- The **Refresh** button triggers the memory of the system to reload with the most up to date information.



## 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 spreadsheet.



## 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](#)

BPO.MNU.131