

# **INVENTORY**

## ADJUST STOCK OUT OF STORE

If you are using the Stock Batch Tracking option, make sure to select the Batch Number for **C-Class** (non-serialised) items when adjusting stock. For more details, refer to Inventory: Stock Batches.

Ribbon Select Inventory > Adjustments



- The Adjustment Requests listing screen will be displayed.
- Select the Site.
  - In this image, **KwaZulu-Natal** has been selected.
- The status will default to New.
- Click on Add.

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• The Add new Adjustment Request screen will be displayed.

## **ADJUSTMENT REQUEST REASON/DETAILS**

• **Reason Code:** Click on the **drop-down arrow** and select from the menu the applicable **reason code**.



• **Requestor:** This will auto populate with the person currently logged on to the system. Click on the drop-down arrow and select from the list an alternative person, if required.

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

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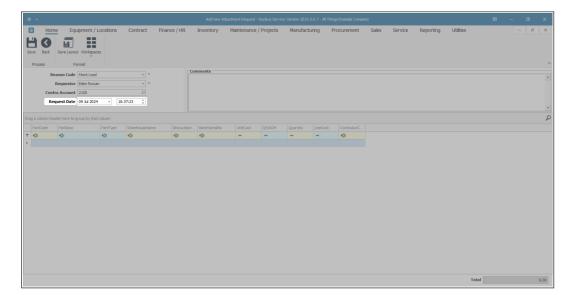
• The **Select a contra account for this adjustment** screen will pop up.



- Select the **row** of the **account number** that you wish to **link** to this adjustment.
- Click on Ok.

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





#### **ADJUSTMENT REQUEST COMMENTS**

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

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#### PARTS DATA GRID

#### Method 1

- Click in the Part Code text box. (As you click in this field, the Contra Account Code text box will populate with the previously selected Contra Account Code.)
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select a part** pop-up screen.



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#### Method 2

- In the Parts / Items frame, right click anywhere in a row of this data grid. (As you click in this field, the Contra Account Code text box will populate with the previously selected Contra Account Code.)
- A Process menu will pop up.
- Click on Add Add Item to display the Select a part pop-up screen.

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- In the Select a part pop-up screen, select the row of the part/item that you wish to adjust out of store.
- Click on **Ok**.



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- The row will now populate with the selected Part Code, Part Description and Part Type details.
  - Warehouse Name: This will populate with the default warehouse name but this can be changed.
  - **Bin Location Name:** This will populate with the default bin location name but this can be changed.
  - Unit Cost: This will populate with the cost set up on the selected item.
  - Quantity This will populate with 1.
    - Note: If the selected item is an A-Class or B-Class item, you will only be able to adjust one item at a time. If the selected item is a C-Class item, then the quantity can be changed when you move along this row adjusting the details, as required.



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#### **SELECT WAREHOUSE AND BIN**

- Click in the Warehouse Name text box.
- An **ellipsis** button will be revealed.
- Click on this button.
- The Select a Warehouse for this part request screen will pop up.
- Select the **row** of the **Warehouse** that you wish to remove this item from.
- Click on Ok

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Help v2024.5.0.7/1.0 - Pg 7 - Printed: 21/08/2024



- Click in the **Bin Location Name** text box.
- An ellipsis button will be revealed.
- Click on this button.
- The Select a bin for this part request screen will pop up.
  - Note: If there is only **one** bin linked to the selected warehouse then the BinLocationName field will populate with that one bin name. Otherwise the **Select** screen will pop up.
- Select the **row** of the **Bin Location** where you wish to remove this item from.
- Click on Ok.

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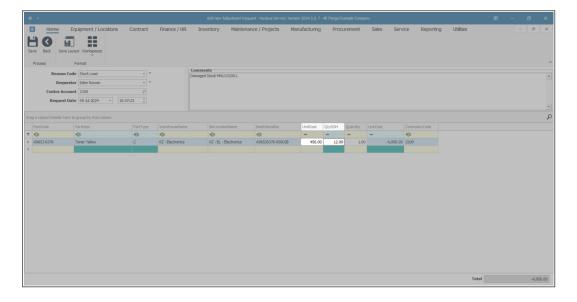
## **SELECT BATCH/SERIAL NUMBER**

- Click in the **Batch Number** text box.
- An ellipsis button will be revealed.
- Click on this button.
- The Select a batch//serial no. for this request screen will pop up.
- Select the **row** of the **batch/serial number** that you wish to adjust.
- Click on Ok.



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- Unit Cost: This will auto populate with the cost of the selected part once the Bin Location Name has been selected.
- **Qty SOH:** This is the current **Stock on Hand** quantity and auto populates when the **batch/serial** number has been selected.



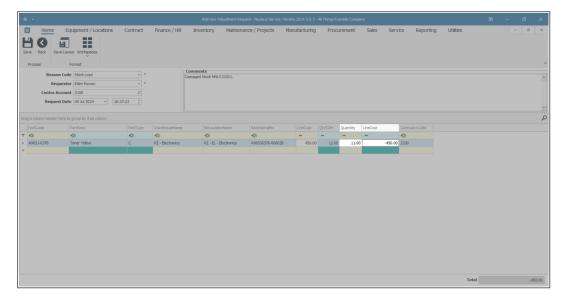
#### **SELECT QUANTITY**

- 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 12 in stock, adjusting <u>out</u> 1, Quantity must be 11).



#### LINE COST OF ADJUSTMENT REQUEST

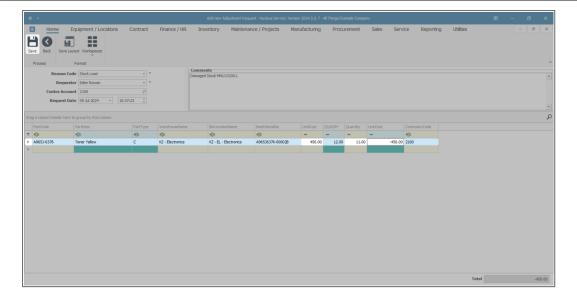
- Line Cost: The system will auto calculate the sum of the unit cost x the quantity. (In this case, 450.00 Unit Cost x -1 Quantity = 450.00 Line Cost).
- In the **new row** you can add more items to the list if required.
  - Note 1: You cannot adjust two line items of the same part number in one adjustment.
  - Note 2: Serialised items can only be adjusted <u>one item</u> <u>at a time</u>, so the quantity adjusted in or out will always be 1.



#### **SAVE ADJUSTMENT REQUEST**

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





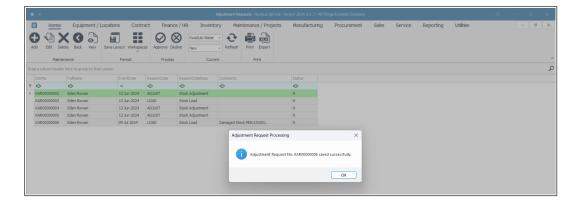
### **PRINT ADJUSTMENT REQUEST**

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

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- You will return to the Adjustment Requests listing screen.
- An **Adjustment Request Processing** message box will pop up informing you that -
  - Adjustment Request No. [] saved successfully.
- Click on OK.





- You can then view the **Adjustment Request** report preview screen
- From here you can **View**, **Print**, **Export** or **Email** the Adjustment Request.
- **Close** the report preview screen when done.
  - Note: This request <u>must</u> be <u>authorised</u> before the Stock Adjustment is completed.

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#### **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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