

## INVENTORY

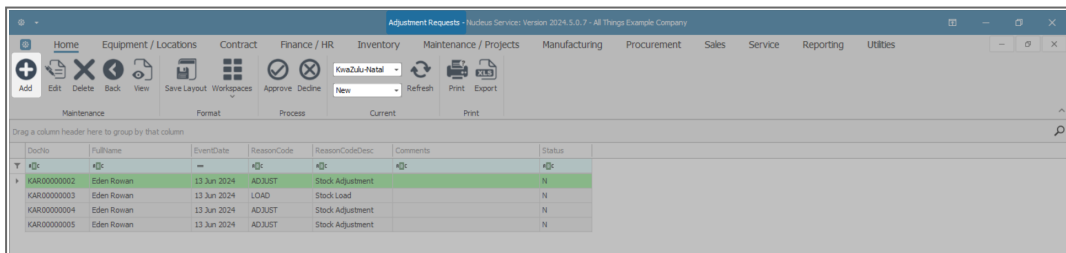
### ADJUST STOCK OUT OF STORE

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**.



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

### ADJUSTMENT REQUEST REASON/DETAILS

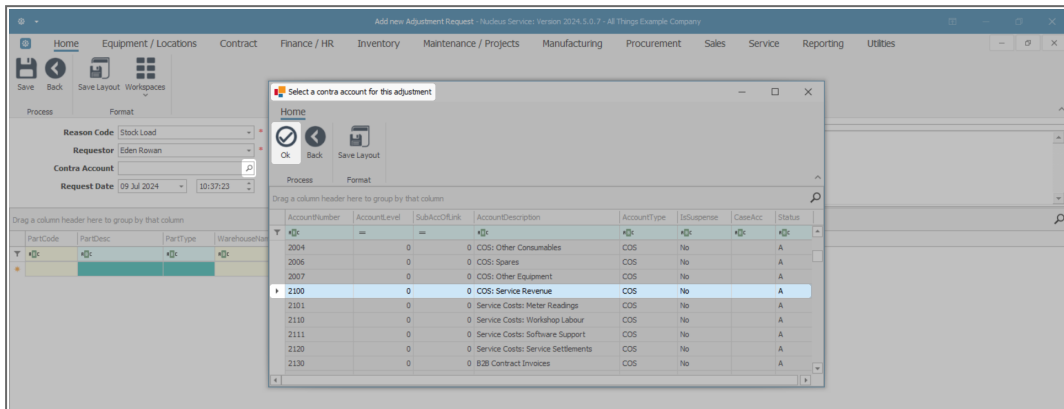
- **Reason Code:** Click on the **drop-down arrow** and select from the menu the applicable **reason code**.

- **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.

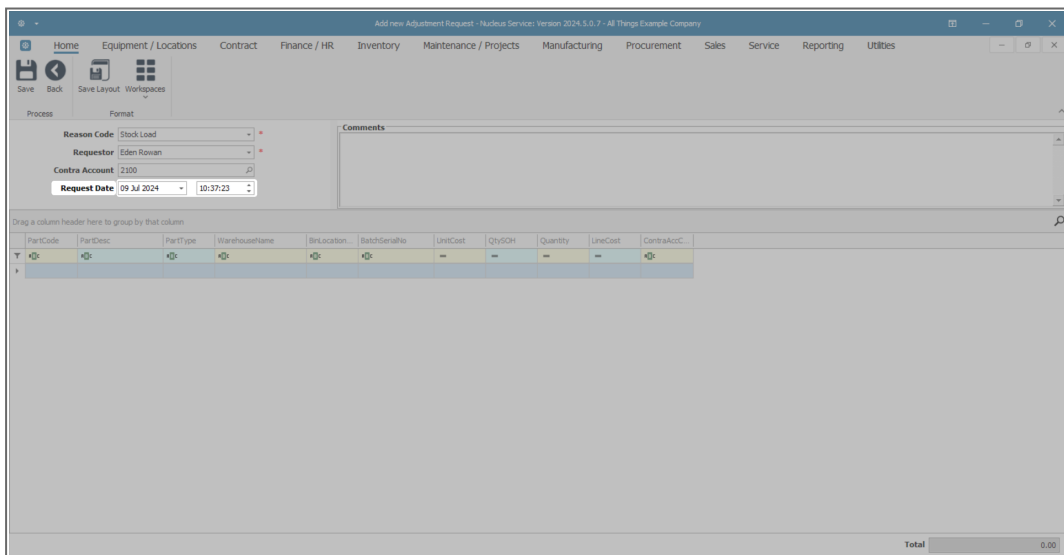
- **Contra Account:** Click on the **search** button in this text box.

- 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**.

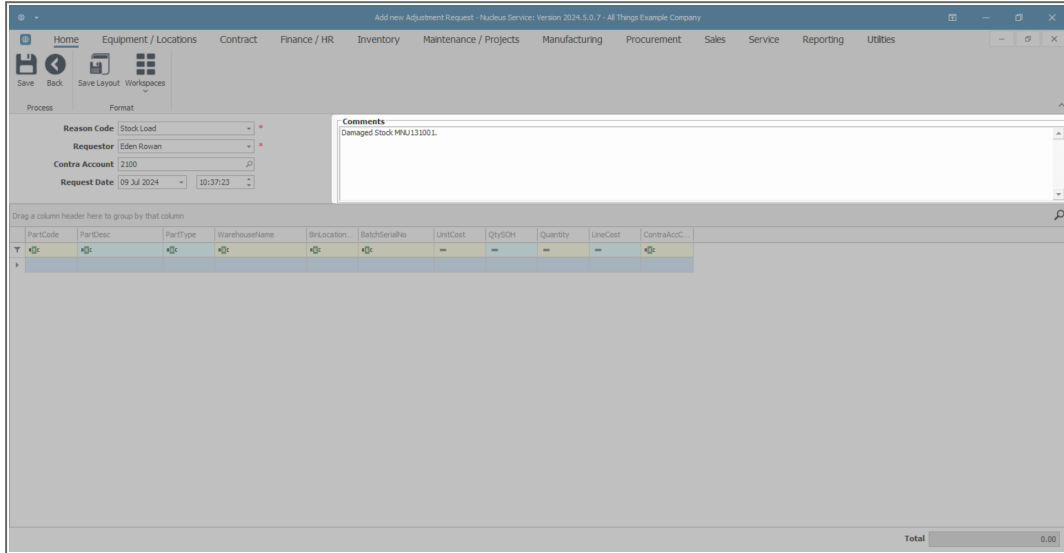


- **Request Date and Time:** This will populate with the current date and time.
  - You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
  - You can either type in or click on the arrow indicators to select an alternative time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



## ADJUSTMENT REQUEST COMMENTS

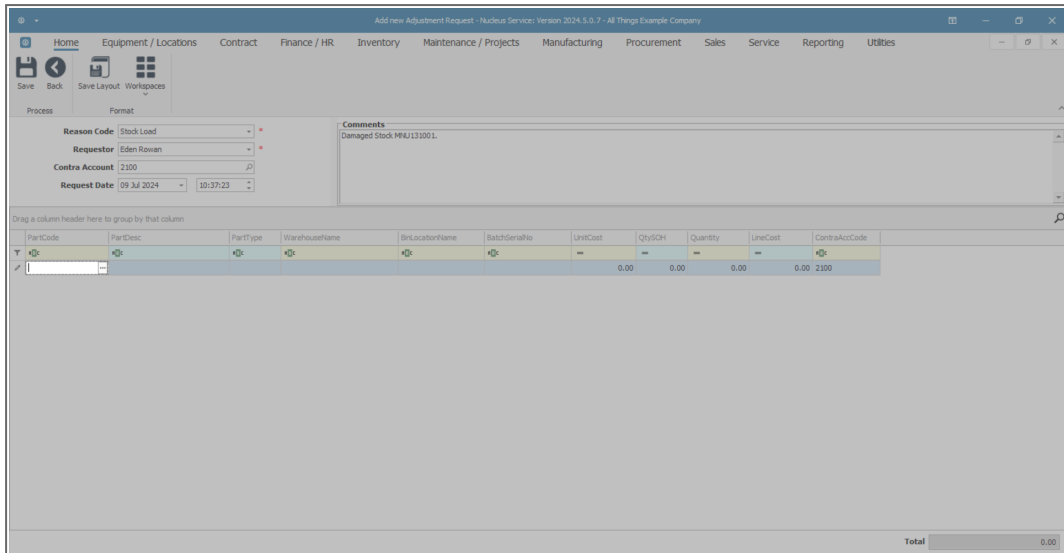
- **Comments:** Click in this text box and type in a comment relating to this adjustment.



## PARTS DATA GRID

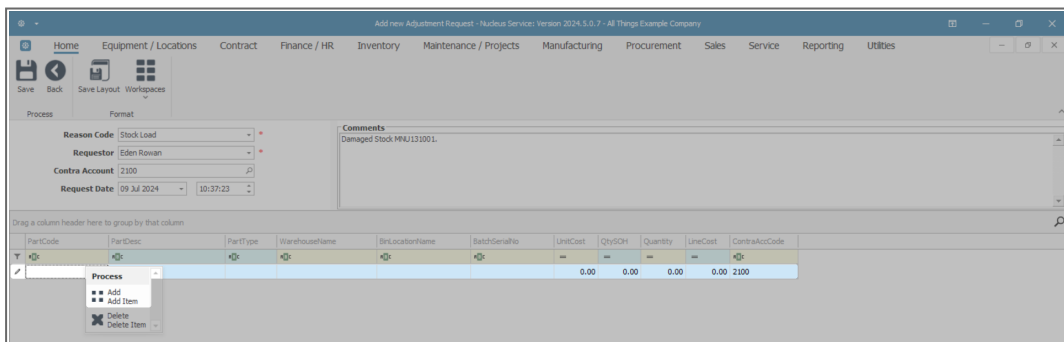
### Method 1

- 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.

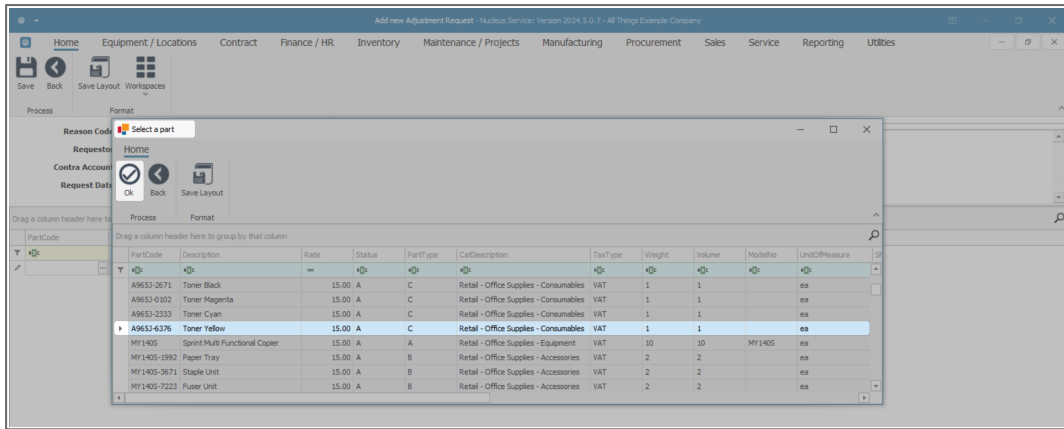


## Method 2

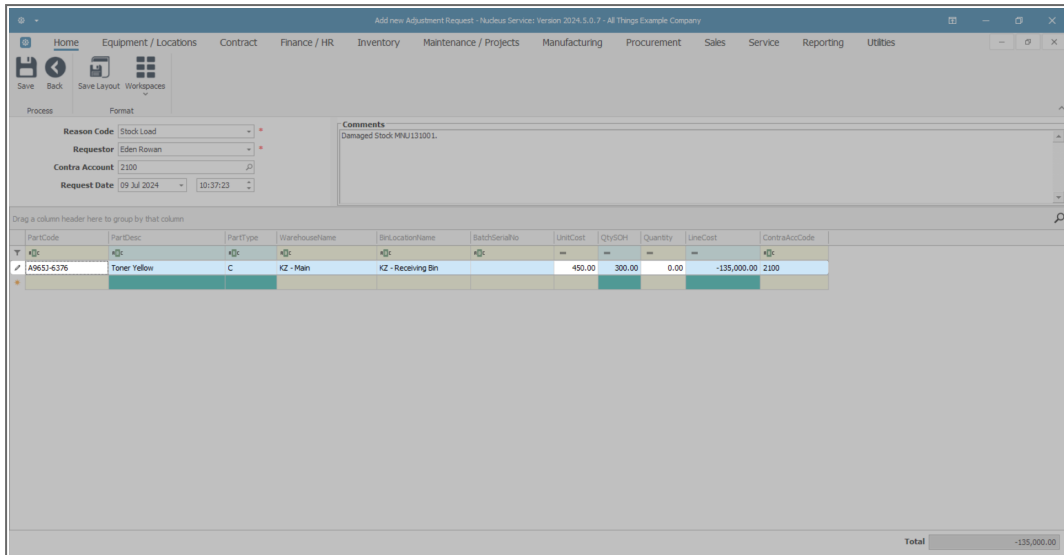
- In the **Parts / Items** frame, **right click** anywhere in a **row** of this data grid. (As you click in this field, the **Contra Account Code** text box will populate with the previously selected **Contra Account Code**.)
- A **Process** menu will pop up.
- Click on **Add - Add Item** to display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



- 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**.

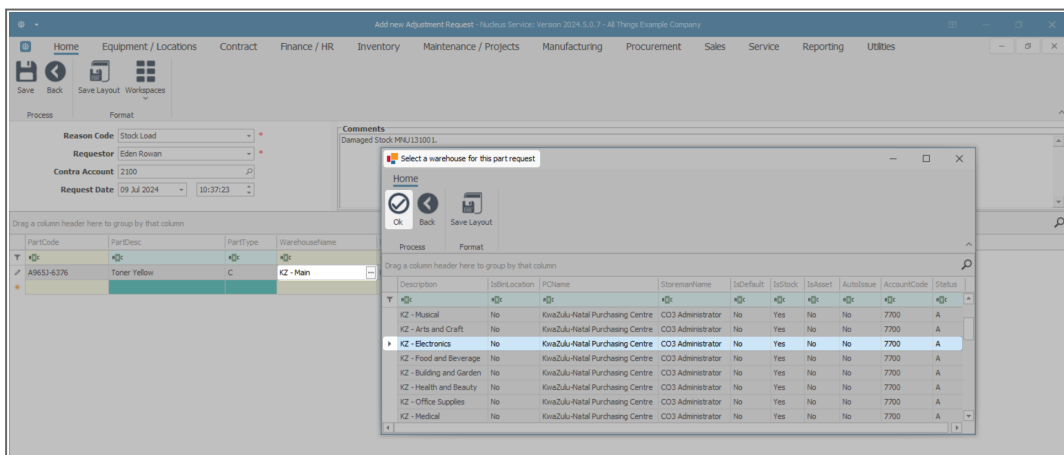


- The row will now populate with the selected **Part Code**, **Part Description** and **Part Type** details.
  - **Warehouse Name:** This will populate with the default warehouse name but this can be changed.
  - **Bin Location Name:** This will populate with the default bin location name but this can 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.

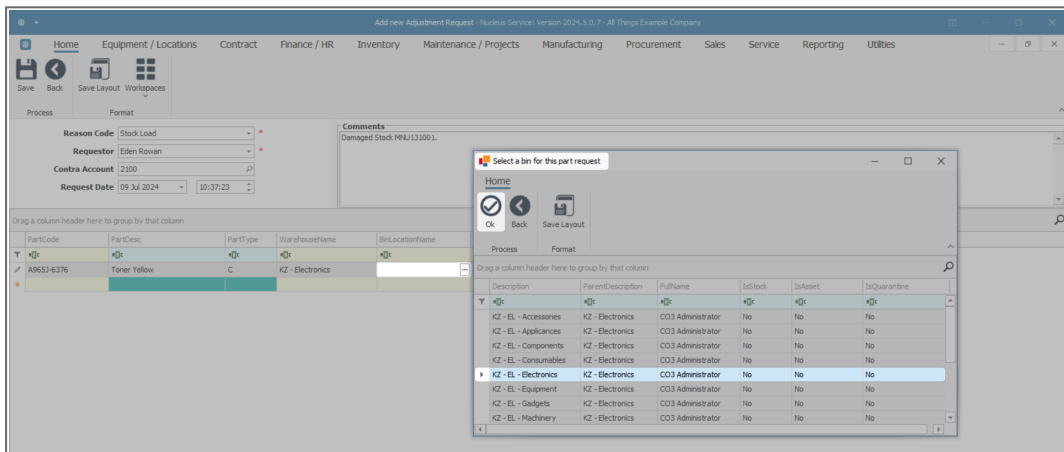


## SELECT WAREHOUSE AND BIN

- 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**



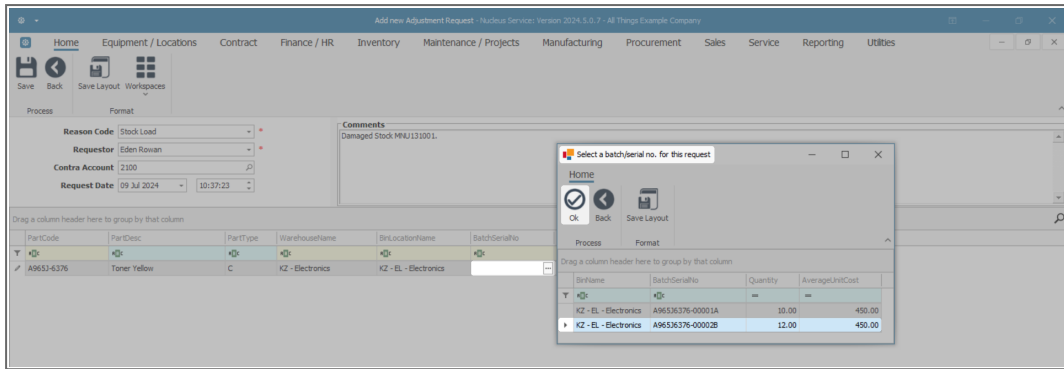
- Click in the **Bin Location Name** text box.
- An **ellipsis** button will be revealed.
- Click on this button.
- The **Select a bin for this part request** screen will pop up.
  - **Note:** If there is only **one** bin linked to the selected warehouse then the BinLocationName field will populate with 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**.



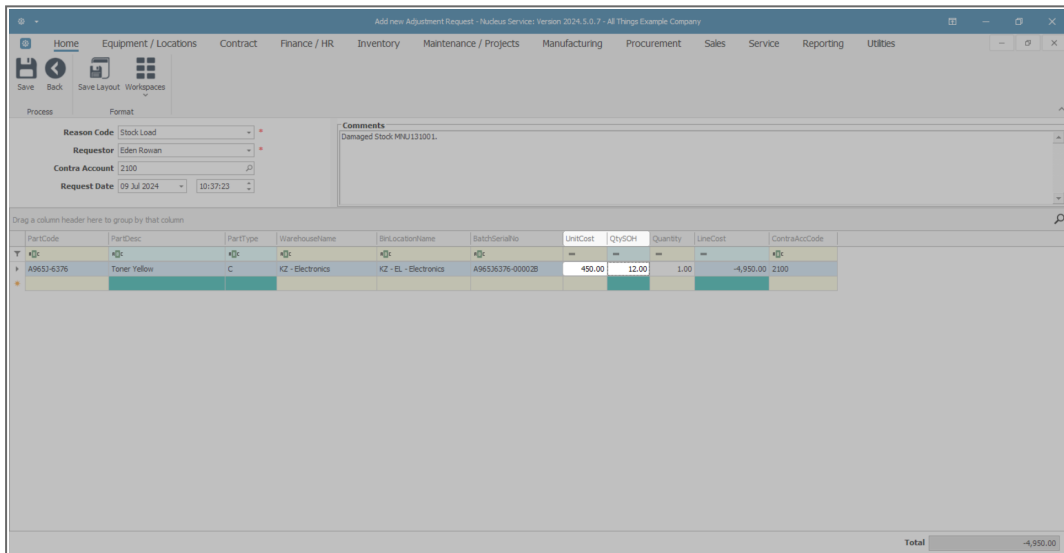
## SELECT BATCH/SERIAL NUMBER

- 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**.





- **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.

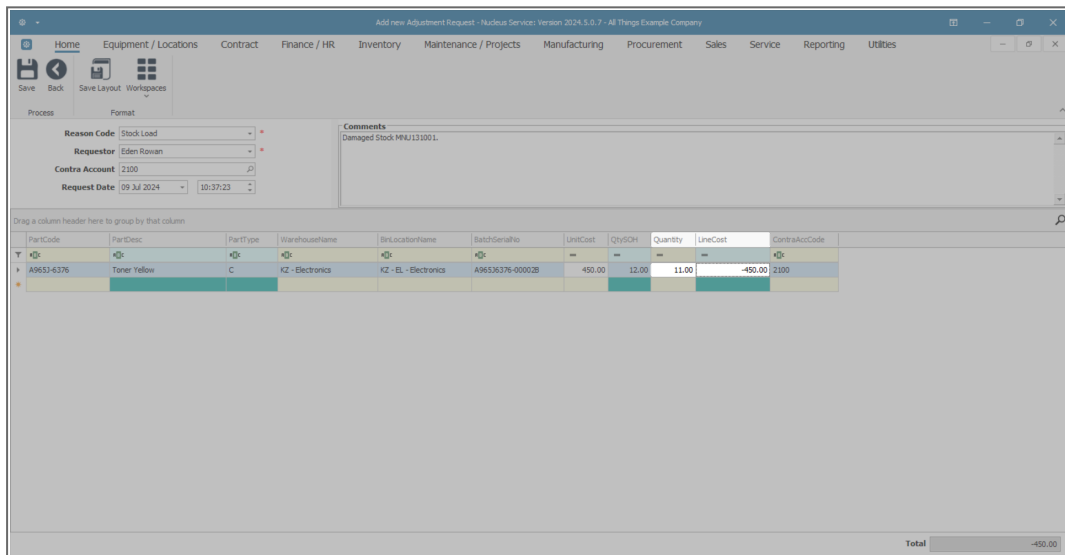


## SELECT QUANTITY

- **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 out **1**, Quantity must be **11**).

## LINE COST OF ADJUSTMENT REQUEST

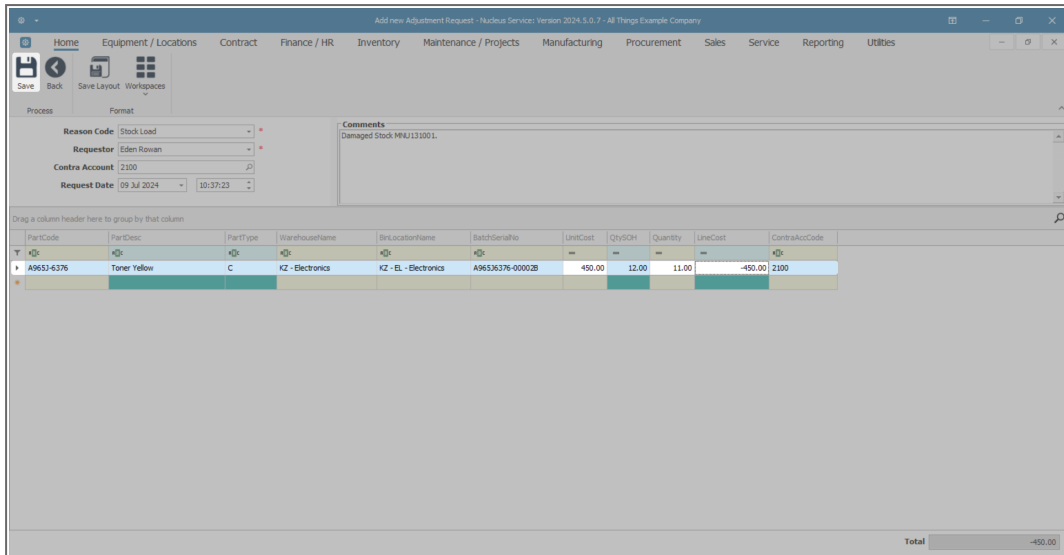
- **Line Cost:** The system will auto calculate the sum of the unit cost x the quantity. (In this case, **450.00** Unit Cost x **-1** Quantity = **-450.00** Line Cost).
- In the **new row** you can add more items to the list if required.
  - **Note 1:** You cannot adjust two line items of the same part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



PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
A96536376	Toner Yellow	C	K2 - Electronics	K2 - EL - Electronics	A96536376-000028	450.00	12.00	-11.00	-450.00	2100

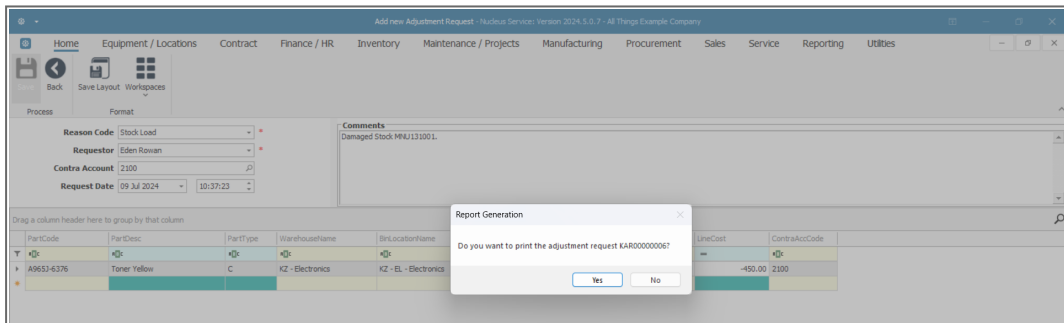
## SAVE ADJUSTMENT REQUEST

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

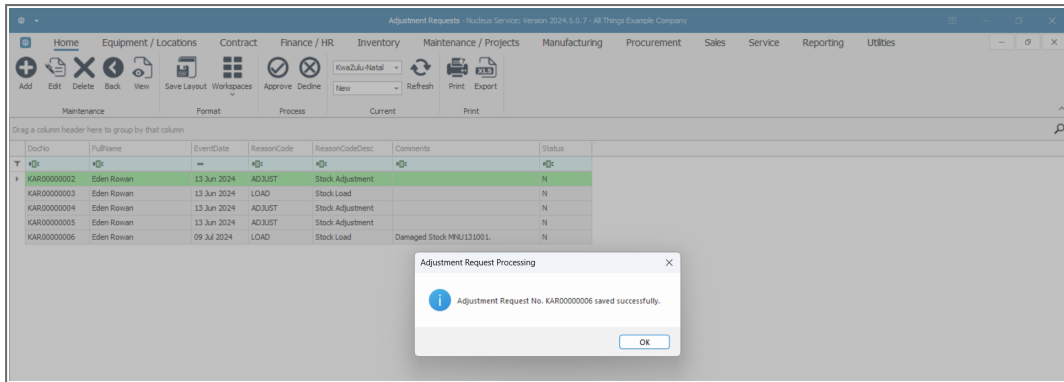


## PRINT ADJUSTMENT REQUEST

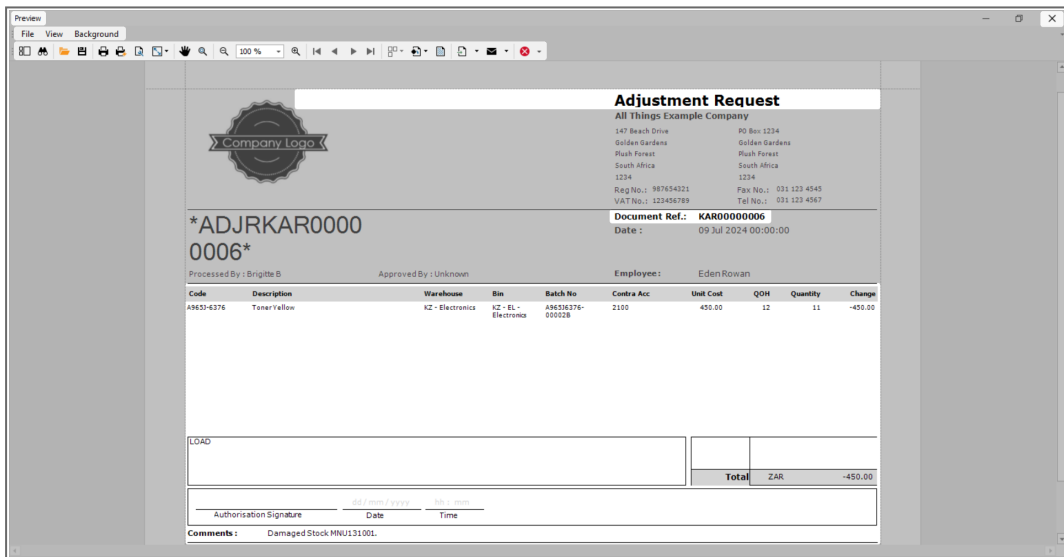
- A **Report Generation** message box will pop up asking -
  - **Do you want to print the adjustment request [ ]?**
- Click on **Yes**.



- 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 must be **authorised** before the Stock Adjustment is completed.



## 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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