

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 Select Inventory > Adjustments



• The Adjustment Requests listing screen will be displayed.

ADD NEW ADJUSTMENT

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

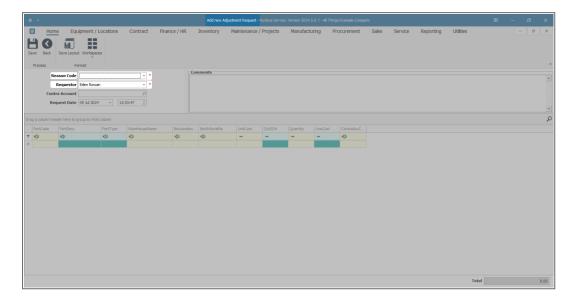
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• The Add new Adjustment Request screen will be displayed.

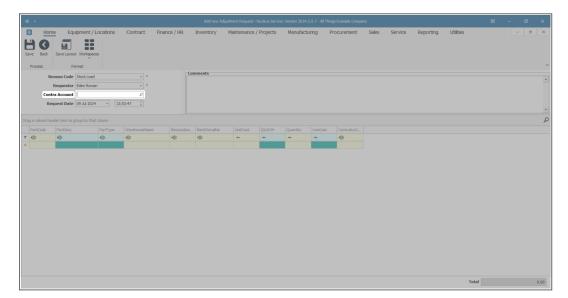


ADJUSTMENT REQUEST REASON/DETAILS

- **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.



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





- The **Select a contra account for this adjustment** screen will pop up.
- Click on the **row** of the **account number** that you wish to **link** to this adjustment.
- Click on Ok.

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					2110	Service Costs: Workshop Labour	No	A								
					2111	Service Costs: Software Support	No	A								
					2120	Service Costs: Service Settlements	No	A	-							

- **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.



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REQUEST COMMENTS

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

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REQUEST PARTS/ITEMS FRAME

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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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.

STOCK ADJUSTMENT - C-CLASS ITEMS

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

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- The row will now populate with the **Part Code**, **Part Description**, and **Part Type** 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**.



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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.
- The Select a Warehouse for this part request screen will pop up.
- Click on the **row** of the **Warehouse** where you wish to store this item/part.
- Click on Ok.

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- 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.
- Click on the **row** of the **Bin Location** where you wish to store this item/part.
- Click on Ok.

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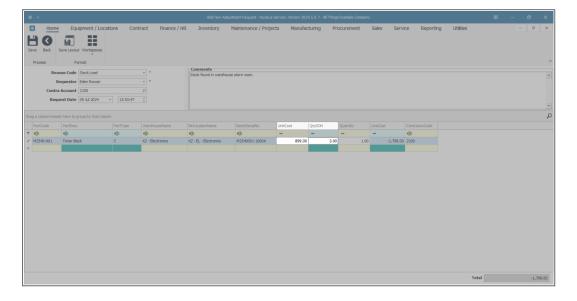
SELECT BATCH/SERIAL NUMBER

- 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.
- Click on 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 batch/serial number has been selected.
- **Qty SOH:** This is the current Stock on Hand quantity and auto populates when the batch/serial number has been selected.



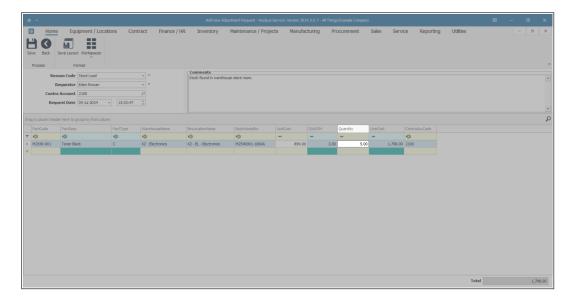
SELECT QUANTITY

• 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 **3** in stock, adjusting <u>in</u> **2**, Quantity must be **5**).



 Note: A-Class and B-Class serialised items can only be adjusted one item at a time, so the quantity will always be 1.



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, 899 Unit Cost x 5 Quantity = 1798 Line Cost).
- In the **new row** you can 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.



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Save Request

• When you have finished adding the adjustment request items,

click on Save.

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PRINT REQUEST

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

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- You can then view the **Adjustment Request** report preview screen.
- From here you can View, Print, Export or Email.
- **Close** the report preview screen when done.



AUTHORISE REQUEST

• Note: This request <u>must</u> be <u>authorised</u> before the Stock Adjustment is completed.

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## **STOCK ADJUSTMENT A / B-CLASS ITEM**

#### 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 for the **Select a part** screen to open.

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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 for the Select a part screen to open.

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- In the **Select a part** screen.
- Select the row of the A/B-Class part/item that you wish to adjust into store.
- Click on **Ok**.

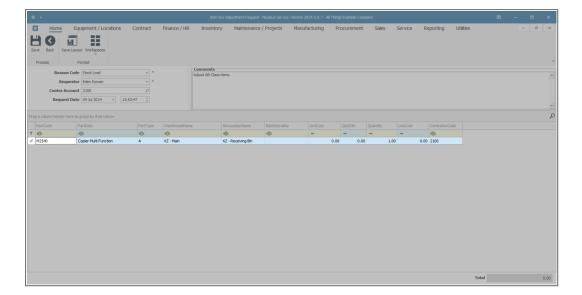
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• The row will now populate with the **Part Code**, **Part Description**, and **Part Type** details.



 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.



# 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.
- The Select a Warehouse for this part request screen will pop up.
- Click on the **row** of the **Warehouse** where you wish to store this item/part.
- Click on Ok.



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- 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.
- Click on the **row** of the **Bin Location** where you wish to store this item/part.

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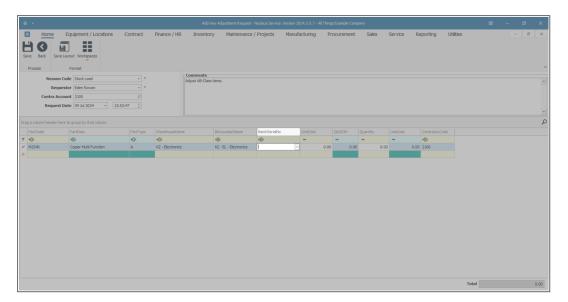
• Click on Ok.

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# **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 into stock.



# 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.



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# 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.



## LINE COST FOR A / B-CLASS ITEM

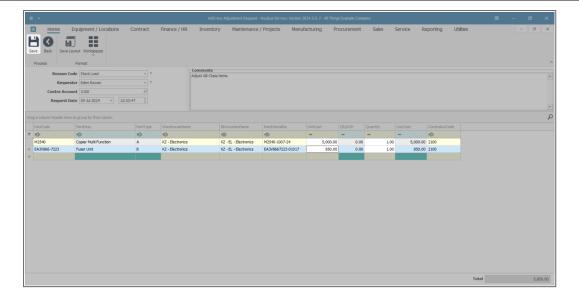
- Line Cost: The system will auto calculate the sum of the unit cost x the quantity. (In this case, 5 000 Unit Cost x 1 Quantity = 5 000 Line Cost). For A / B-Class items, the Line Cost will always be equal to the Unit Cost.
- Add more items in the **new row** if required.
  - Note: You can adjust multiple line items of the same part number in one adjustment for A/B-Class items.

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## SAVE ADJUSTMENT REQUEST - A / B-CLASS ITEM

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





# PRINT ADJUSTMENT REQUEST - A / B-CLASS ITEM

- 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.

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Adjustment Requests - Nucleus Service: Version 2024.5.0.7 - All Things Example Company													×	
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- 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**

• Note: This request <u>must</u> be <u>authorised</u> before the Stock Adjustment is completed.

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	Coi	mpany Logo 🎖					Golden Gardens		Solden Garde	ns				
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	Processed By		Approved	By : Unknown			Employee:	EdenRow	an					
	Code	Description		Warehouse	Bin	Batch No	Contra Acc	Unit Cost	QOH	Quantity	Change			
	EA3V866-7223	Fuser Unit		KZ - Electronics	KZ - EL -	EA3V8667223-	2100	850.00	QUH	Quantity	850.00			
	M2540	Copier Multi Function		KZ - Electronics	Electronics KZ - EL -	01017 M2540-1007-24	2100	5.000.00		1	5.000.00			
					Electronics									
	LOAD													
								Tot	al ZAR		5,850.00			
	Authori	sation Signature	Date	Time										
	Comments :	Adjust AB-Class ite	ems.											

#### **Related Topics**



- Adjustments Adjust Out
- <u>Adjustments Adjust In</u>
- Adjustments Authorise
- Adjustments Part BuildUp
- Adjustments Part KnockDown
- Adjustments Edit
- Adjustments Delete
- Adjustments View
- Adjustments Reject
- Adjustments Print

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