

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](#).

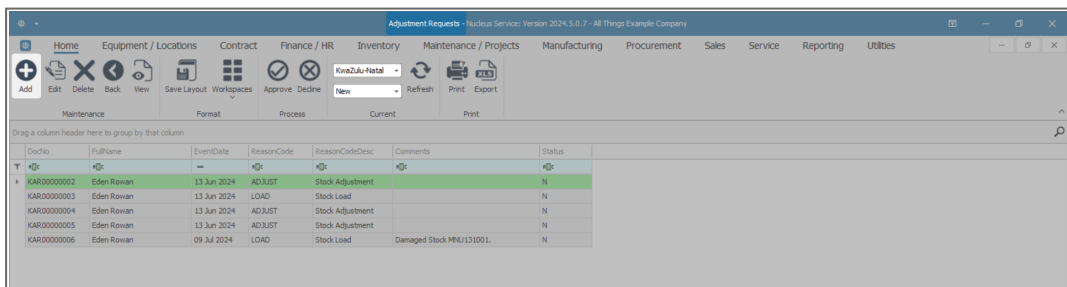
Ribbon Select Inventory > Adjustments



- 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**



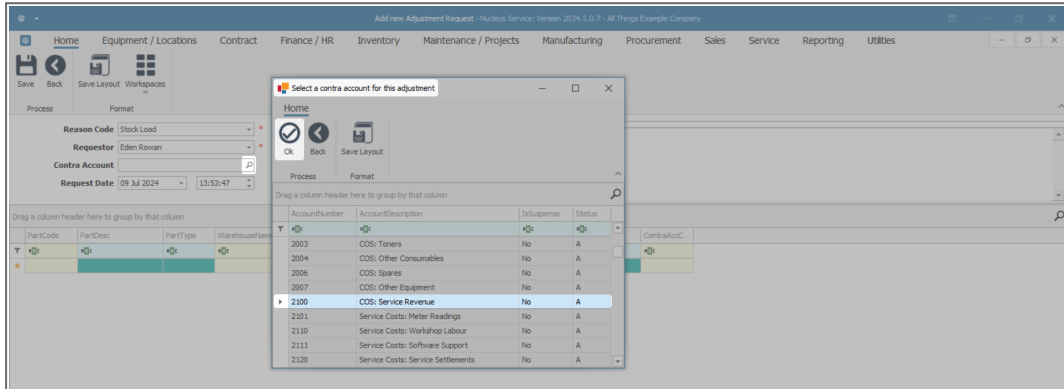
- The **Add new Adjustment Request** screen will be displayed.

ADJUSTMENT REQUEST REASON/DETAILS

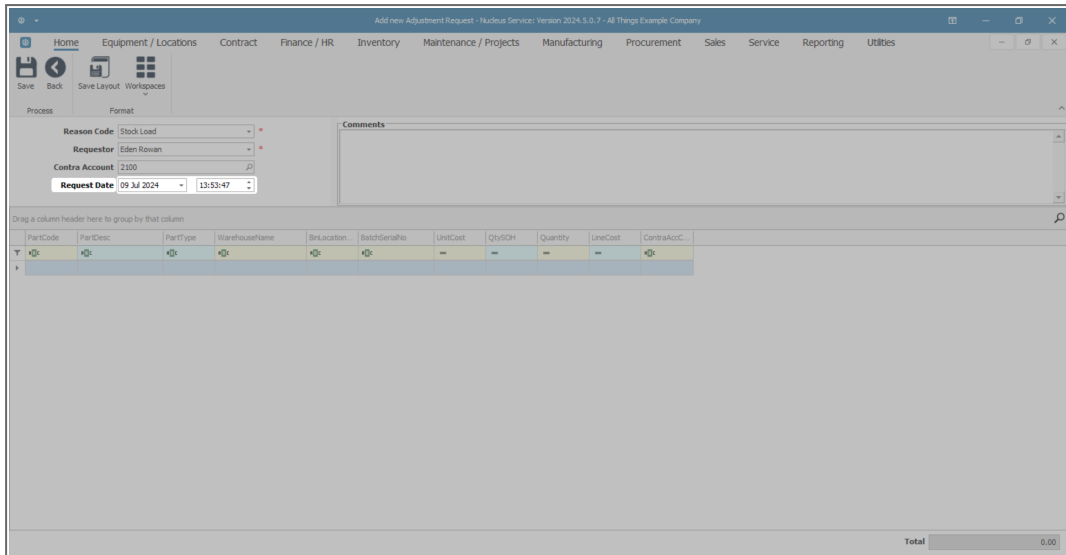
- **Reason Code:** Click on the **drop-down arrow** and select from the menu the applicable **reason code**.
- **Requestor:** This will auto populate with the person currently logged on to the system. Click on the drop-down arrow and select from the list an alternative person, if required.

- **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**.

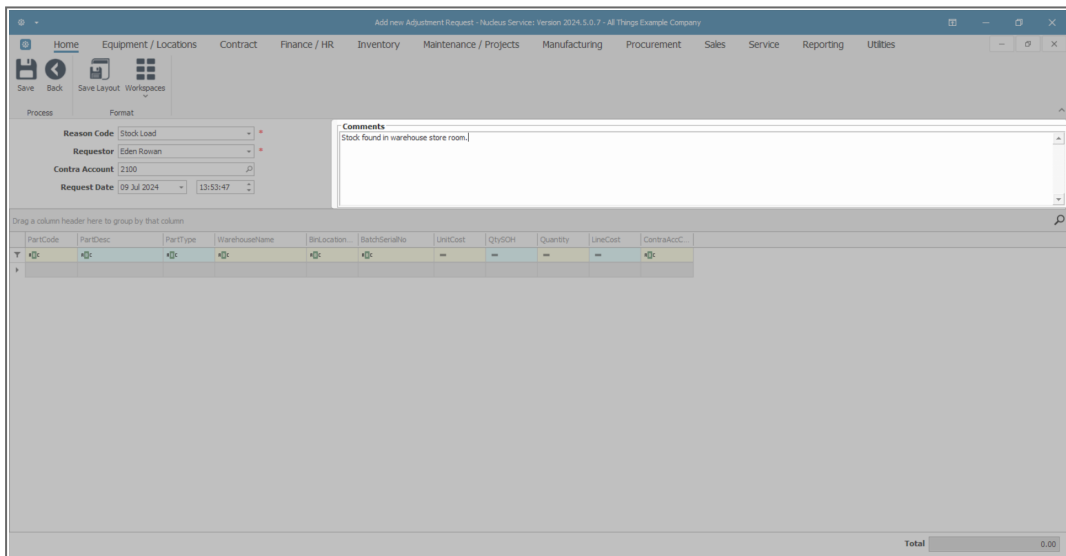


- **Request Date and Time:** This will populate with the current date and time.
 - **Date:** You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
 - **Time:** You can either type in or click on the arrow indicators to select an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



REQUEST COMMENTS

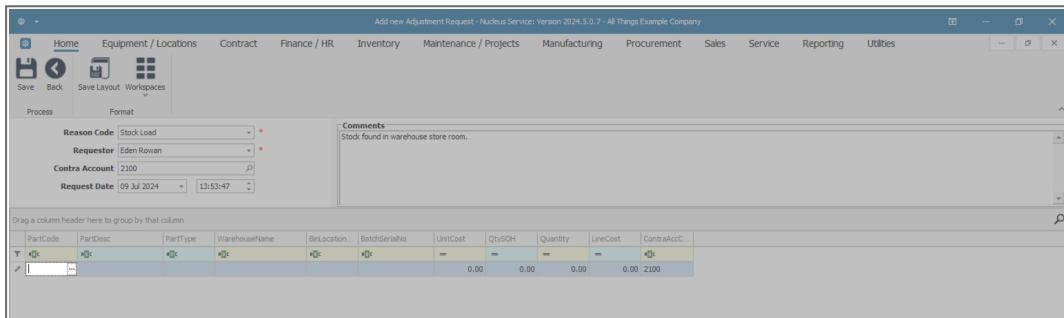
- **Comments:** Click in this text box and type in a comment relating to this adjustment.



REQUEST PARTS/ITEMS FRAME

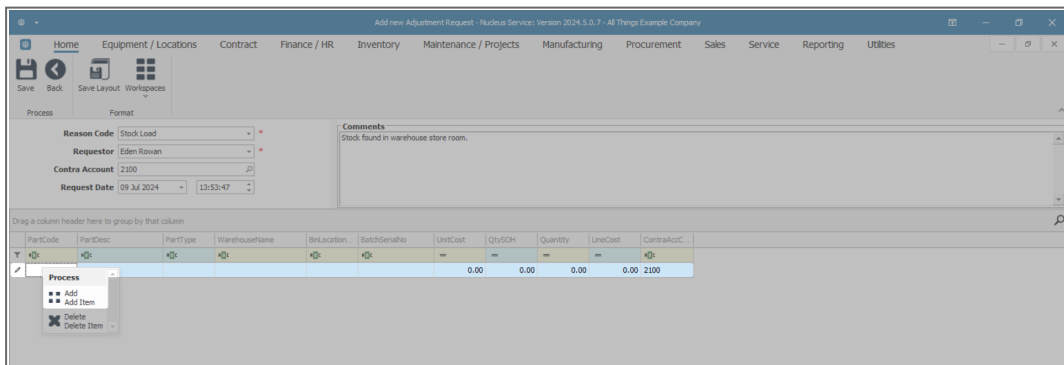
Method 1

- 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.



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.

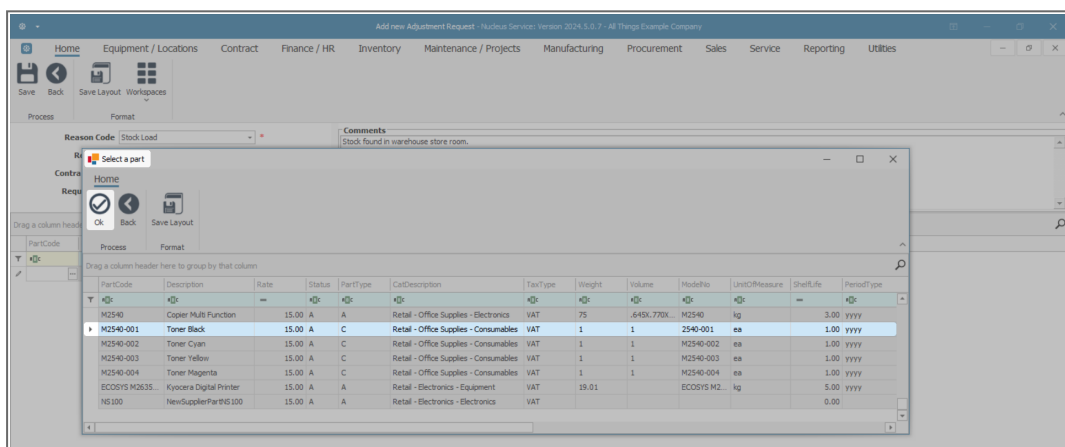


To adjust in a **C-Class** item, click on [Stock Adjustment - C-Class Items](#) for more information.

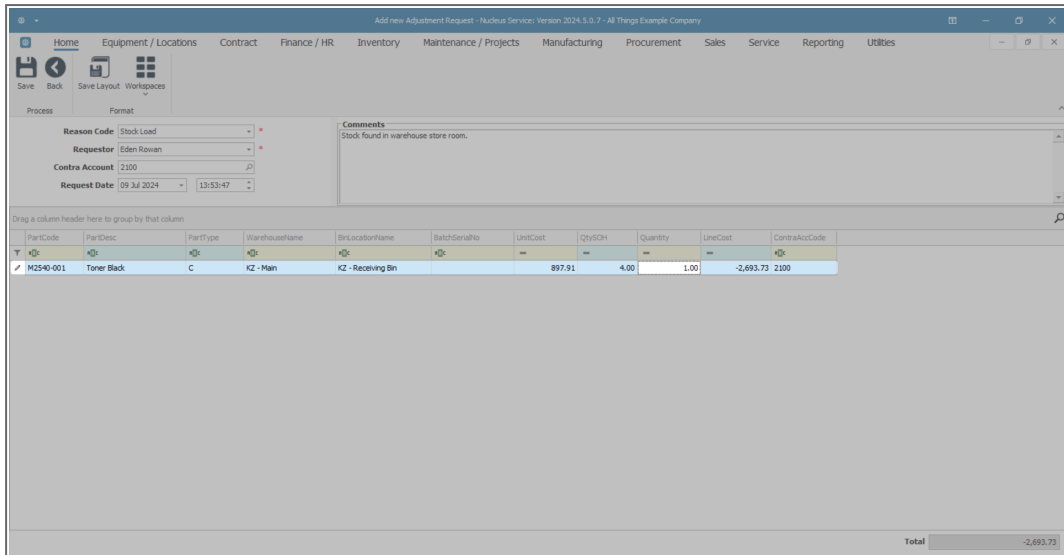
To adjust in an **A/B-Class** item, click on [Stock Adjustment - A/B-Class Items](#) for more information.

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**.

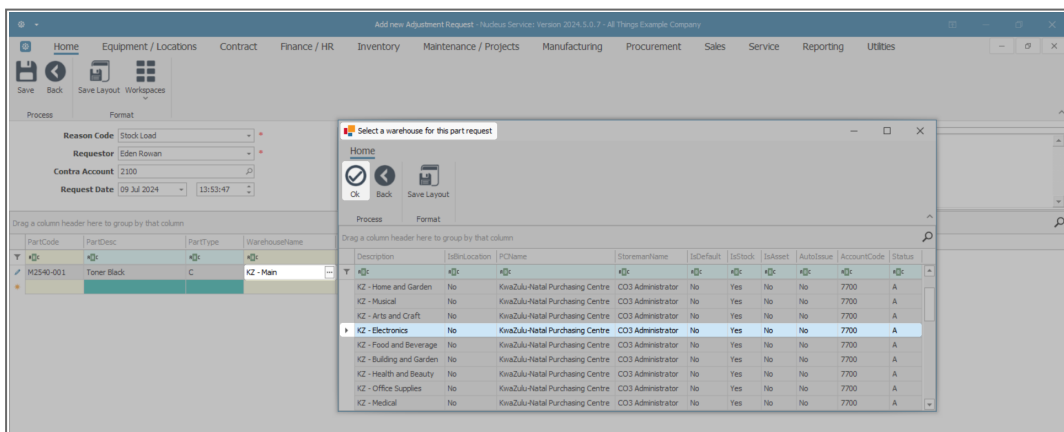


- The row will now populate with the **Part Code**, **Part Description**, and **Part Type** details.
 - **Note:** The Quantity column will populate with **1**, but this number can be changed only for **C-Class** items when you move along this row adjusting the details as required.
- A-Class** and **B-Class** serialised items can only be adjusted one item at a time, so the quantity will always be **1**.

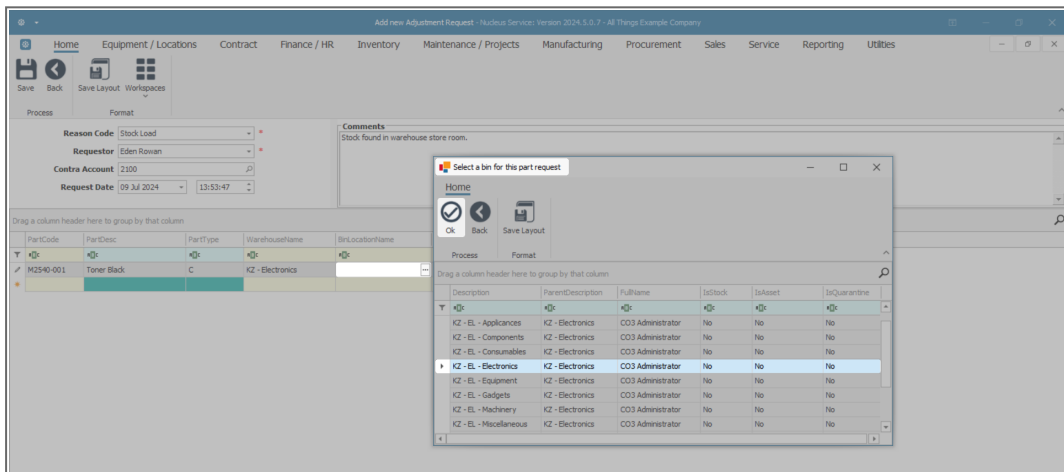


SELECT WAREHOUSE AND BIN

- 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**.

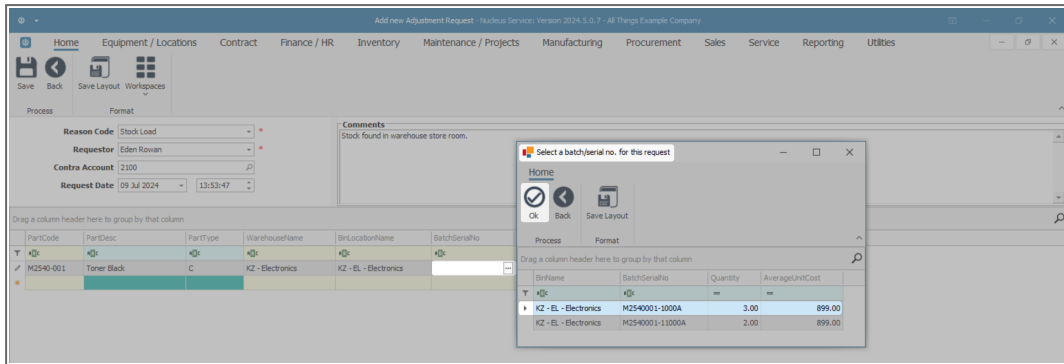


- Click in the **Bin Location Name** text box.
- An **ellipsis** button will be revealed.
- Click on this button.
- The **Select a bin for this part request** screen will pop up.
 - **Note:** If there is only **one** bin linked to the selected warehouse then the **BinLocationName** field will populate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

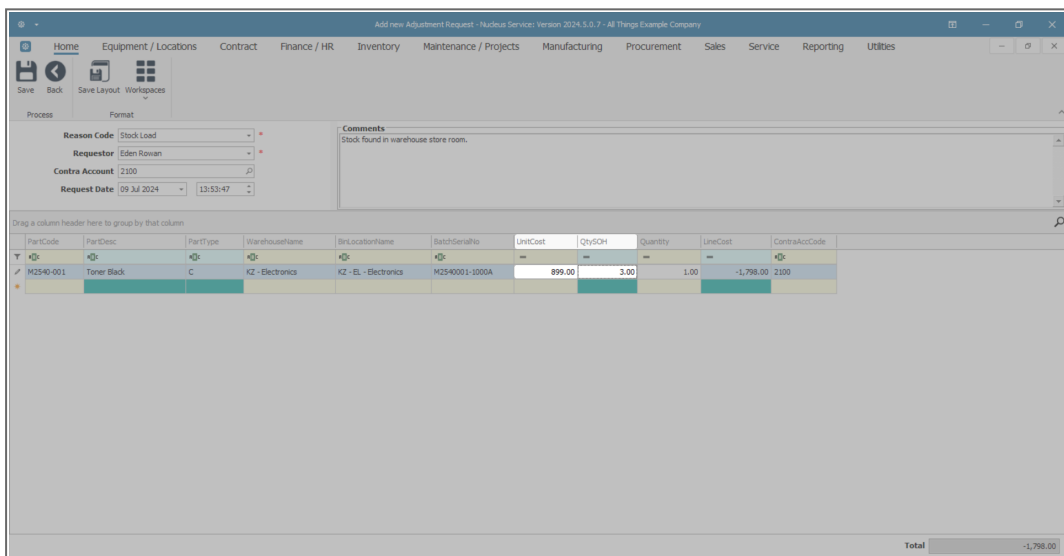


SELECT BATCH/SERIAL NUMBER

- 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**.



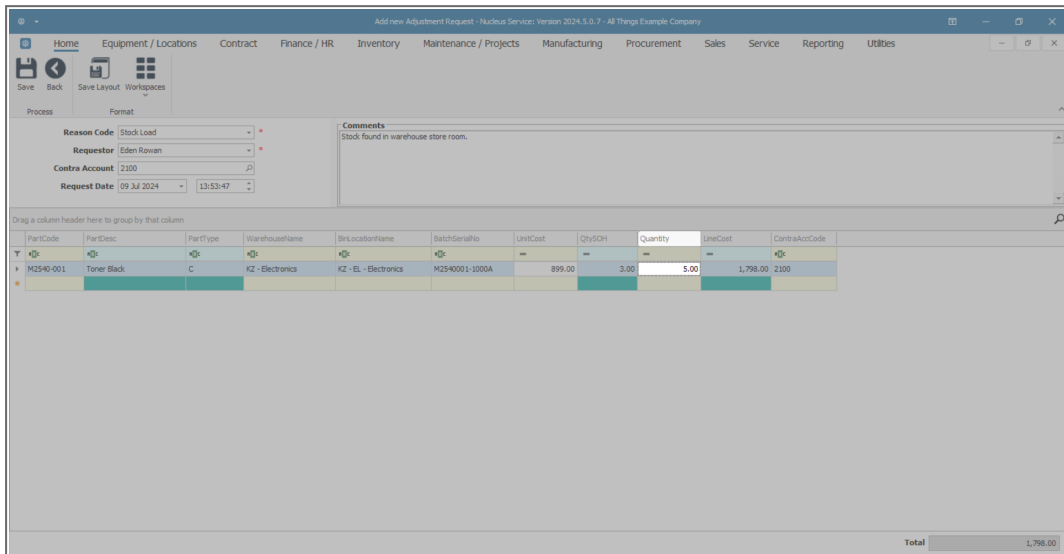
- **Unit Cost:** This will auto populate with the cost of the selected part once the batch/serial number has been selected.
- **Qty SOH:** This is the current Stock on Hand quantity and auto populates when the batch/serial number has been selected.



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 in **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**.



PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
M2540-001	Toner Black	C	K2 - Electronics	K2 - EL - Electronics	M2540001-1000A	899.00	3.00	5.00	1,798.00	2100
									Total	1,798.00

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.

Add new Adjustment Request - Nucleus Service: Version 2024.5.0.7 - All Things Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reason Code: Stock Load
 Requestor: Eden Rowan
 Contra Account: 2100
 Request Date: 09 Jul 2024 13:53:47

Comments: Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
M2540-001	Toner Black	C	K2 - Electronics	K2 - EL - Electronics	M2540001-1000A	899.00	3.00	5.00	1,798.00	2100

Total 1,798.00

Save Request

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

Add new Adjustment Request - Nucleus Service: Version 2024.5.0.7 - All Things Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Reason Code: Stock Load
 Requestor: Eden Rowan
 Contra Account: 2100
 Request Date: 09 Jul 2024 13:53:47

Comments: Stock found in warehouse store room.

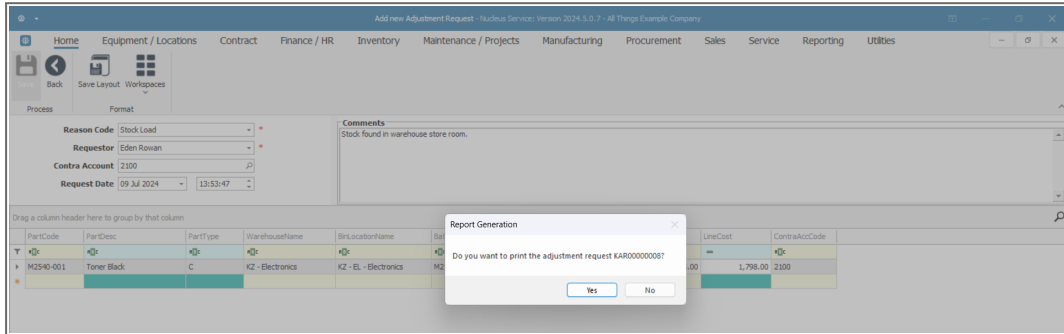
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
M2540-001	Toner Black	C	K2 - Electronics	K2 - EL - Electronics	M2540001-1000A	899.00	3.00	5.00	1,798.00	2100

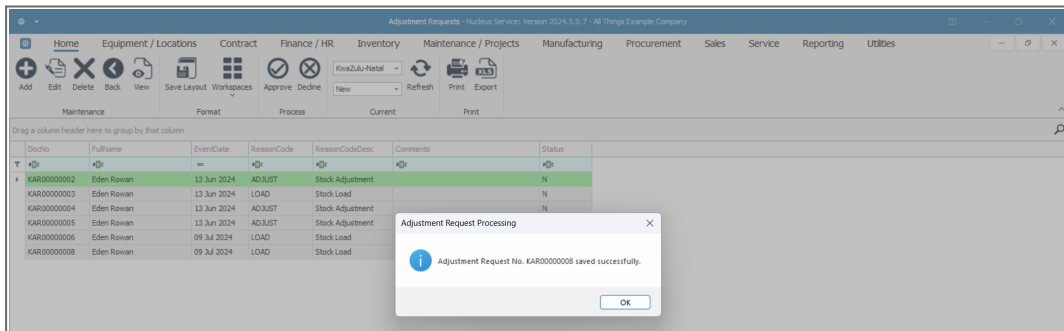
Total 1,798.00

PRINT 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**.
- **Close** the report preview screen when done.

AUTHORISE REQUEST

- **Note:** This request must be authorised before the Stock Adjustment is completed.

Adjustment Request
All Things Example Company
147 Beach Drive PO Box 1234
Golden Gardens Golden Gardens
Plush Forest Plush Forest
South Africa South Africa
1234 1234
Reg No.: 987654321 Fax No.: 031 123 4567
VAT No.: 224567890 Tel No.: 031 223 4567

*ADJRKAR0000
0008*

Document Ref.: KAR00000008
Date: 09 Jul 2024 00:00:00

Processed By: Brigitte B Approved By: Unknown Employee: Eden Rowan

Code	Description	Warehouse	Bin	Batch No	Contra Acc	Unit Cost	QOH	Quantity	Change
M2540-001	Toner Black	KZ - Electronics	KZ - EL - Electronics	M2540001-1000A	2100	899.00	3	5	1,798.00
						Total	ZAR		1,798.00

LOAD

Authorisation Signature: _____ Date: _____ Time: _____

Comments: Stock found in warehouse store room.

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.

Add new Adjustment Request - Nucleus Service: Version 2024.5.0.7 - All Things Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Eden Rowan
Contra Account: 2100
Request Date: 09 Jul 2024 13:53:47

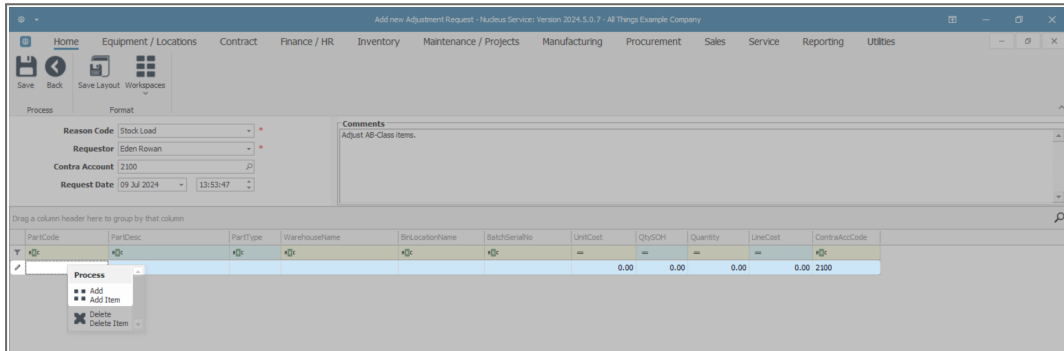
Comments: Adjust AB-Class items.

Drag a column header here to group by that column

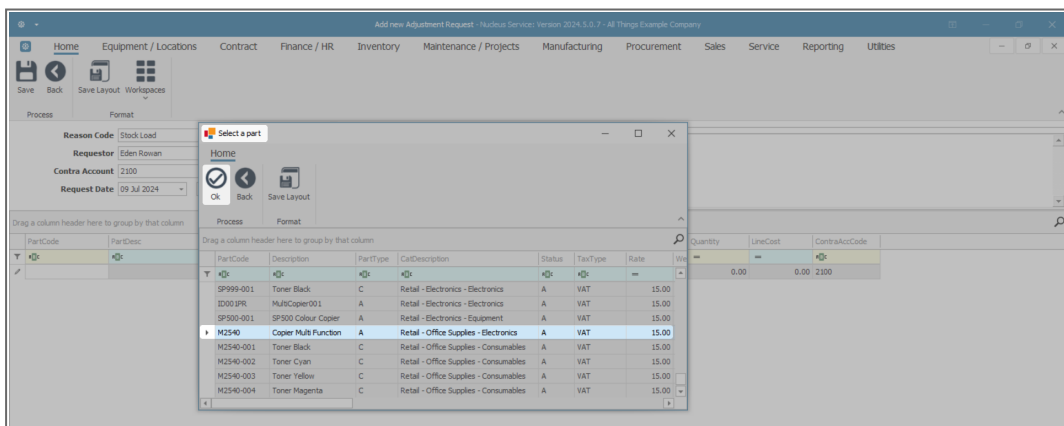
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtyQOH	Quantity	LineCost	ContraAccCode
						0.00	0.00	0.00	0.00	2100

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.



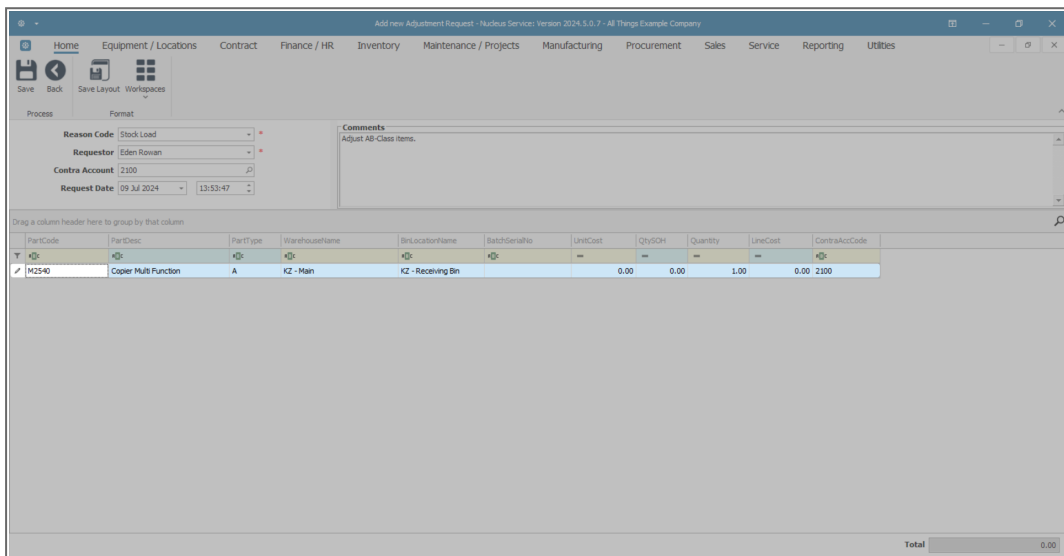
- In the **Select a part** screen.
- Select the **row** of the **A/B-Class part/item** that you wish to adjust **into** store.
- Click on **Ok**.



- 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.

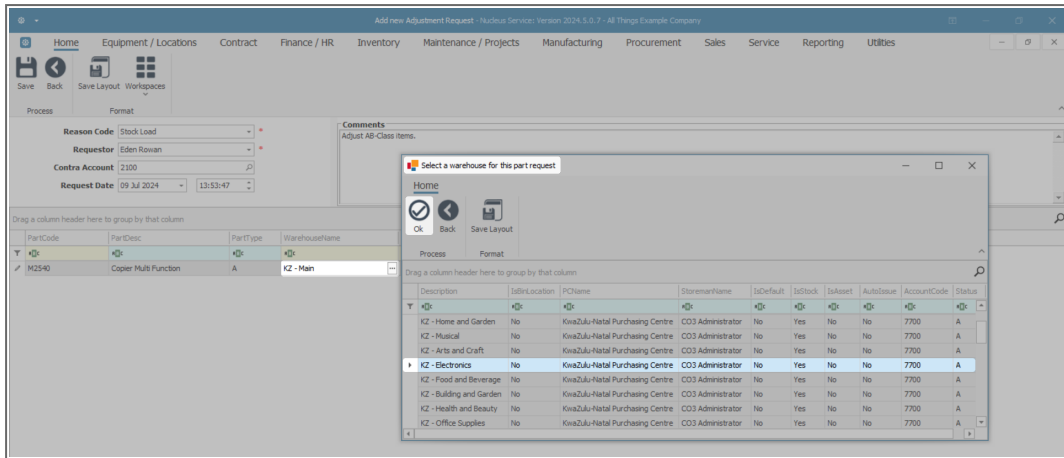
A-Class and **B-Class** serialised items can only be adjusted one item at a time, so the quantity will always be 1.



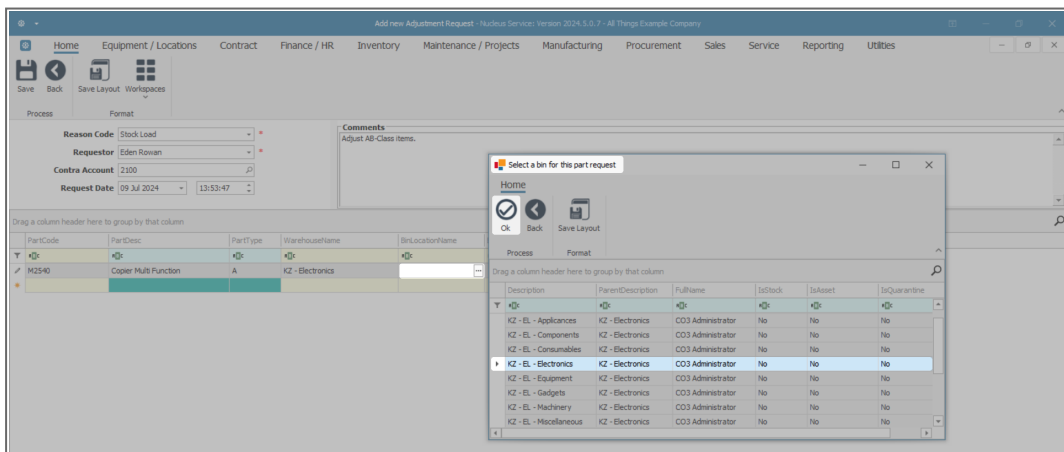
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySDH	Quantity	LineCost	ContraAccCode
M2540	Copier Multi Function	A	KZ - Main	KZ - Receiving Bin		0.00	0.00	1.00	0.00	2100

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**.

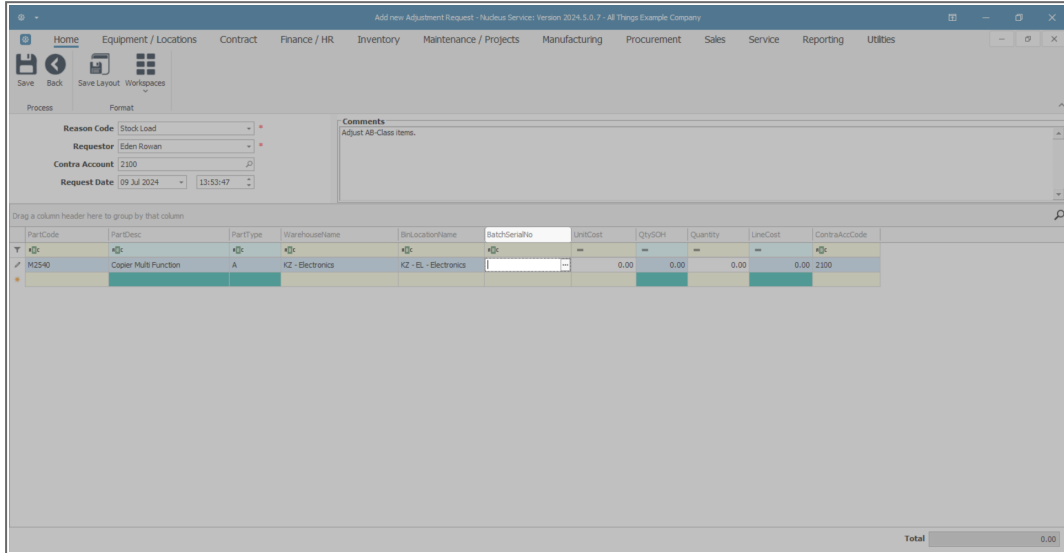


- Click in the **Bin Location Name** text box.
- An **ellipsis** button will be revealed.
- Click on this button.
- The **Select a bin for this part request** screen will pop up.
 - **Note:** If there is only **one** bin linked to the selected warehouse then the **BinLocationName** field will populate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



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.

Reason Code: Stock Load
 Requestor: Eden Rowan
 Contra Account: 2100
 Request Date: 09 Jul 2024 13:53:47

Comments: Adjust AB-Class items.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
M2540	Copier Multi Function	A	K2 - Electronics	K2 - EL - Electronics	M2540-1007-24				0.00	2100

Total: 0.00

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.

Reason Code: Stock Load
 Requestor: Eden Rowan
 Contra Account: 2100
 Request Date: 09 Jul 2024 13:53:47

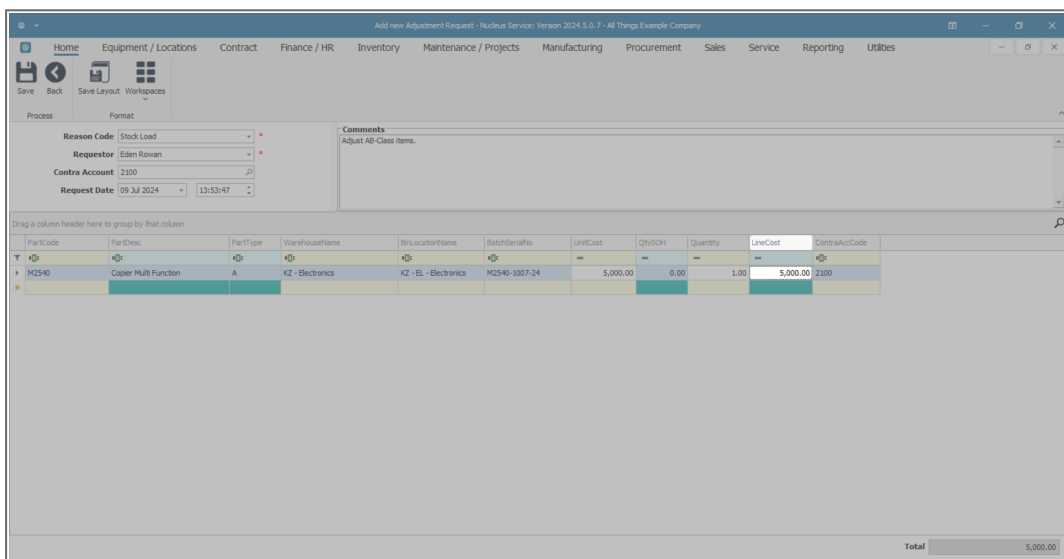
Comments: Adjust AB-Class items.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
M2540	Copier Multi Function	A	K2 - Electronics	K2 - EL - Electronics	M2540-1007-24	5,000.00		1.00	5,000.00	2100

Total: 5,000.00

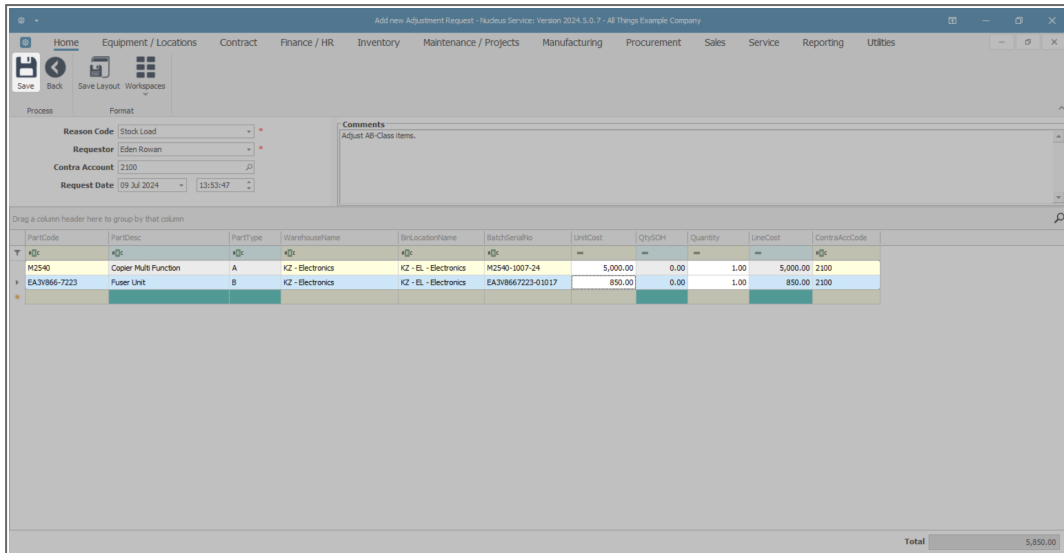
LINE COST FOR A / B-CLASS ITEM

- **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.



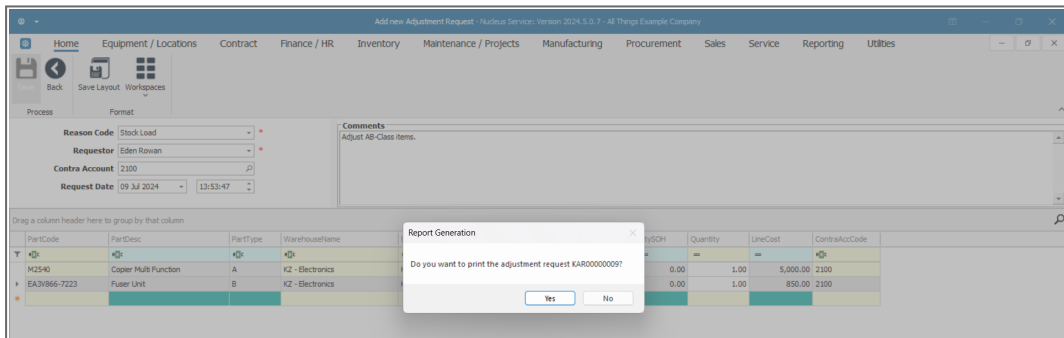
SAVE ADJUSTMENT REQUEST - A / B-CLASS ITEM

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

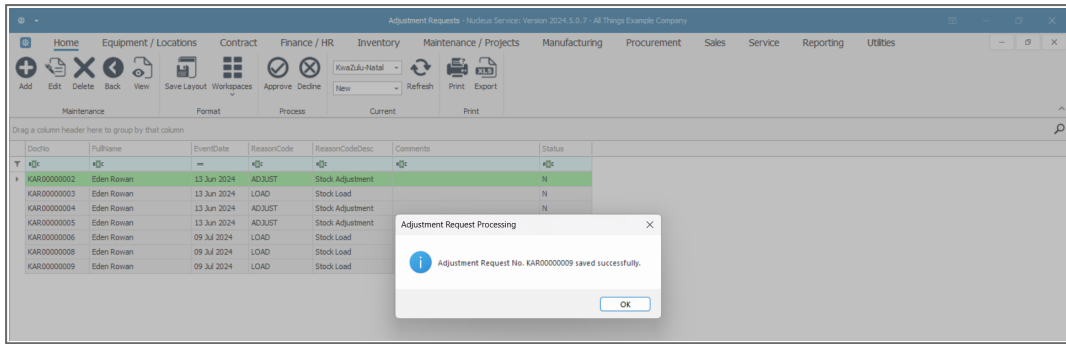


PRINT ADJUSTMENT REQUEST - A / B-CLASS ITEM

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



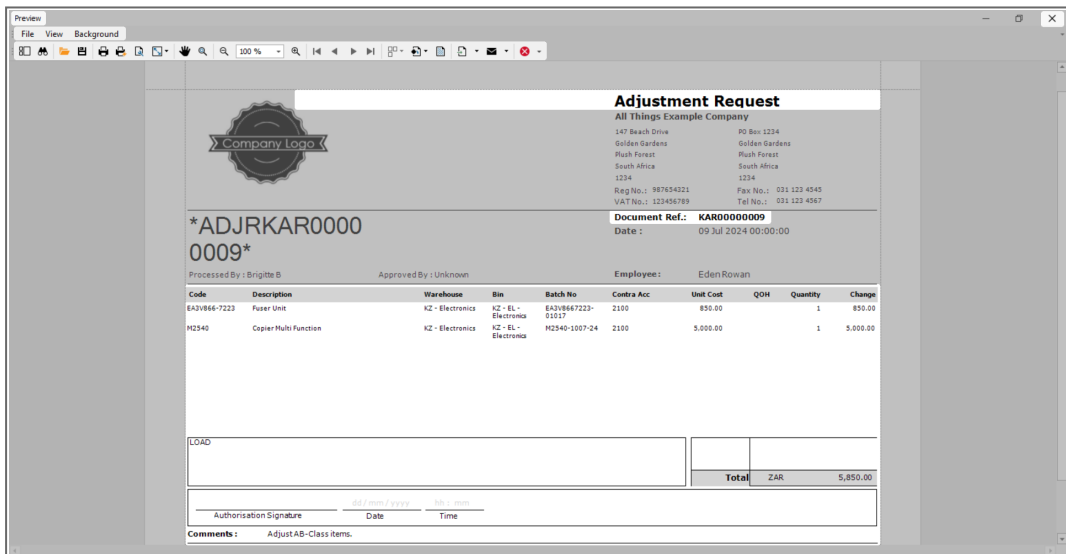
- You will return to the **Adjustment Requests** listing screen.
- An **Adjustment Request Processing** message box will pop up informing you that -
 - **Adjustment Request No. [] saved successfully.**
- Click on **OK**.



- 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.

AUTHORISE REQUEST

- **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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