

INVENTORY

AUTHORISE ADJUSTMENT REQUEST

A stock adjustment request must be authorised before the Stock Adjustment is completed.

The Inventory Adjustment screen gives you the ability to **Print**, **Authorise**, **Reject** a Stock Adjustment.

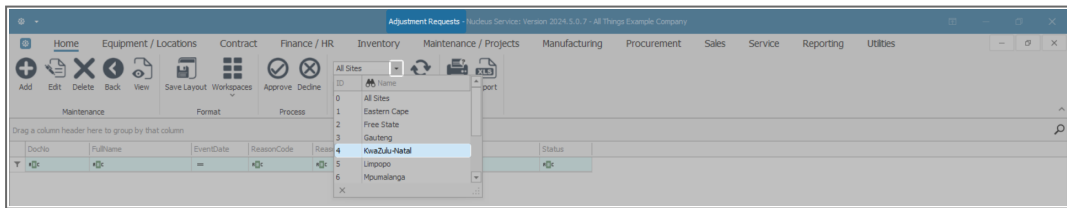
Ribbon Select Inventory > Adjustments



- The **Adjustment Requests** listing screen will be displayed.

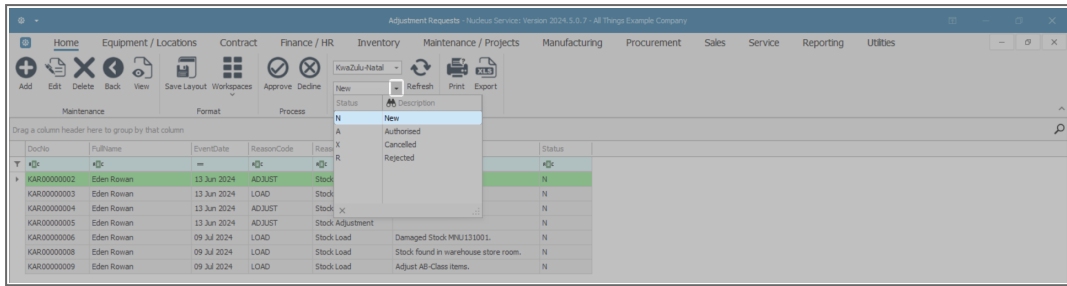
AUTHORISE ADJUSTMENT REQUEST

- Select the **Site**.
 - In this image, **KwaZulu-Natal** has been selected.



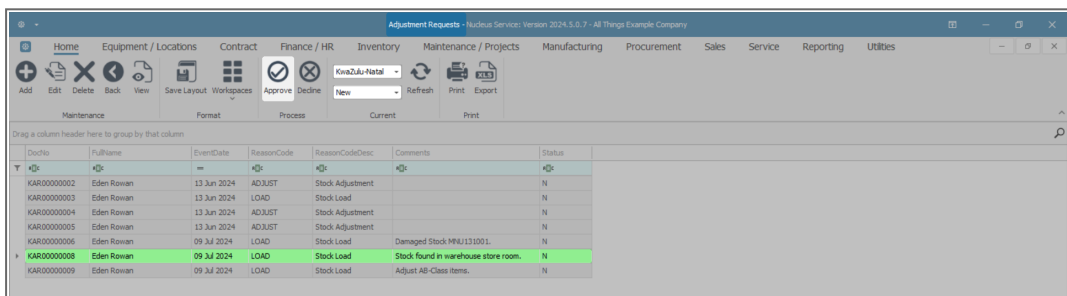
- Select the **Status**.

Note: Adjustment requests can only be authorised in the **New** status.

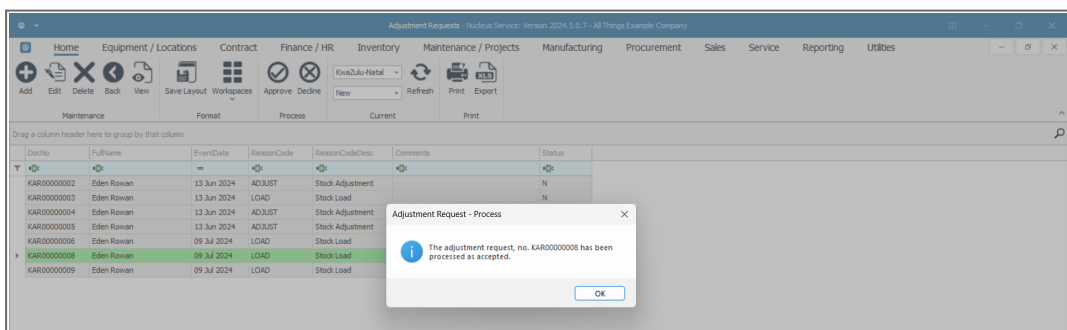


SELECT ADJUSTMENT REQUEST

- Select the **row** of the **adjustment request** you wish to **authorise**.
- Click on **Approve**.

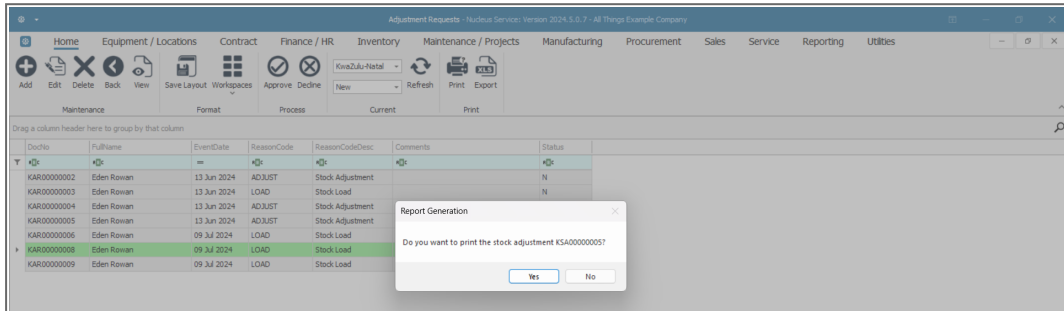


- An **Adjustment Request - Process** message box will pop up informing you that -
 - **The Adjustment request, no. [] has been processed as accepted.**
- Click on **OK**.



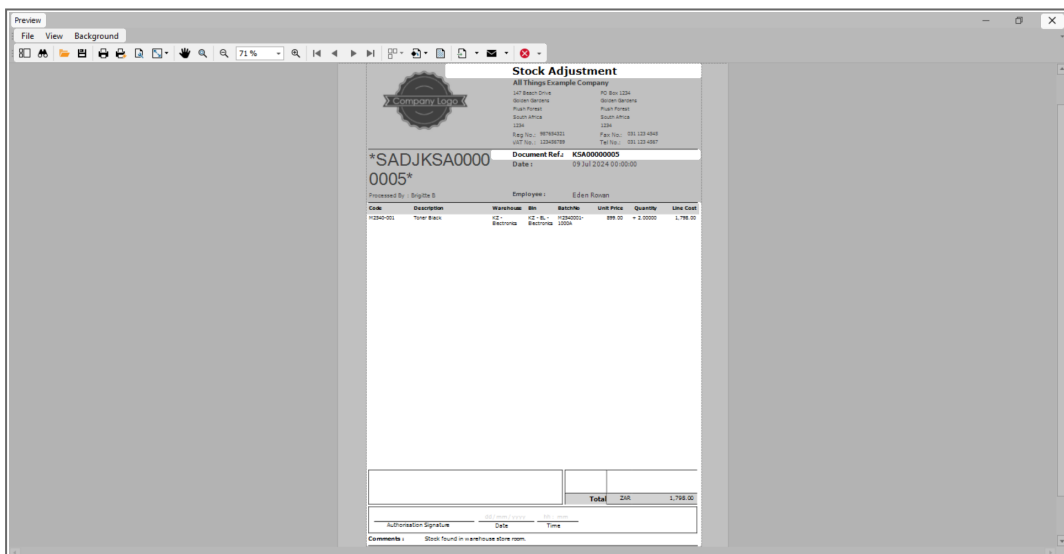
PRINT ADJUSTMENT REQUEST

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



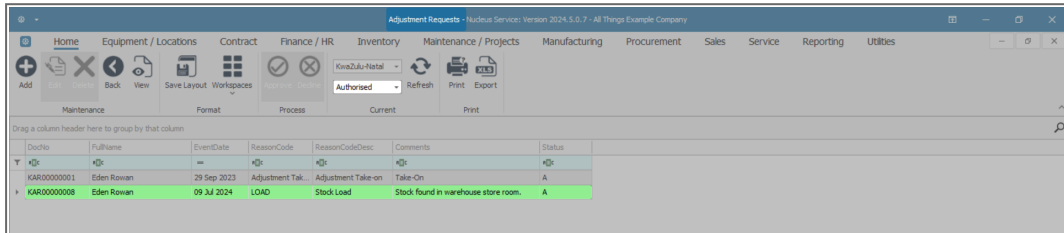
REPORT PREVIEW

- The Stock Adjustment report preview screen will be displayed.
- From here you can **View**, **Print**, **Export** or **Email** the report.
- **Close** the report preview screen when done.



VIEW AUTHORISED ADJUSTMENT

- The selected adjustment request will now be moved to the Adjustment Requests listing screen, where the status is set to **Authorised**.



DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
KAR0000001	Eden Rowan	29 Sep 2023	Adjustment Tak	Adjustment Take-on	Take-On	A
KAR0000008	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Stock found in warehouse store room.	A

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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