

INVENTORY

AUTHORISE ADJUSTMENT REQUEST

A stock adjustment request <u>must</u> be authorised before the Stock Adjustment is completed.

The Inventory Adjustment screen gives you the ability to <u>Print</u>, Authorise, <u>Reject</u> 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.

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• Select the Status.

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



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	KAR0000006	Eden Rowan	09 Jul 2024	LOAD S	itock Load	Damaged Sto	ick MNU131	1001.	N								
	KAR0000008	Eden Rowan	09 Jul 2024	LOAD S	itock Load	Stock found i	n warehous	se store room	. N								
	KAR0000009	Eden Rowan	09 Jul 2024	LOAD S	itock Load	Adjust AB-Cl	ass items.		N								

SELECT ADJUSTMENT REQUEST

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

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	KAR0000006	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Damaged Stock MNU131001.	N								
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	KAR0000009	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Adjust AB-Class items.	N								

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

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PRINT ADJUSTMENT REQUEST

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

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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.

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VIEW AUTHORISED ADJUSTMENT

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

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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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