

# INVENTORY

## PART KNOCK DOWN

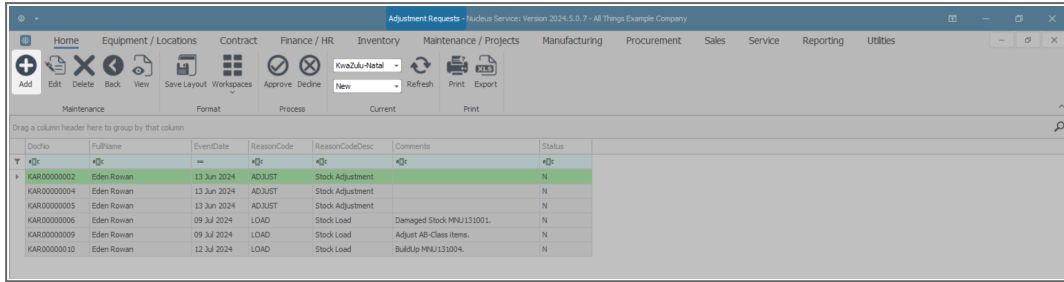
The 'Part Knock Down' process will, within one transaction, adjust:

- The whole unit **out** of stock (for example, an A4 Architects Drawing Book).
- The unit parts - the parts that make up the whole unit - **into** stock (for example, A4 Clear Plastic Cover, A4 Cardboard Backing, A4 Note Paper).
- 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 Batch Tracking](#).

### Ribbon Select Inventory > Adjustments



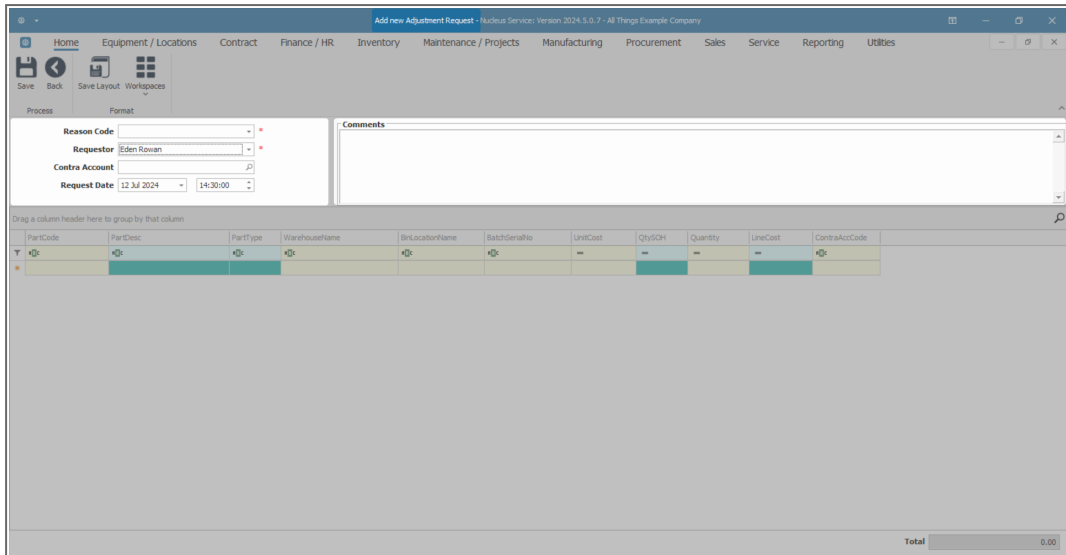
- The **Adjustment Requests** listing screen will be displayed.
- Select the **Site**.
  - In this image **KwaZulu-Natal** has been selected.
- The **State** filter will default to '**New**' upon opening, this does not need to be changed in order to continue with this process.
- Click on **Add**.



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

## NEW ADJUSTMENT REQUEST DETAILS

- **Reason Code:** Click on the drop-down arrow and select from the list, the code you wish to link to this request.
- **Requestor:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select from the list, an alternative person if required.
- **Contra Account:** Click on the search icon and select from the **Select a contra account for this adjustment** pop up screen, the account you wish to link this adjustment to.
- **Request Date and Time:** This will auto 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 the date.
  - **Time:** You can either type in or use the directional arrows to select the time.
- **Comments:** Type in a comment related to this part knock down, if required.

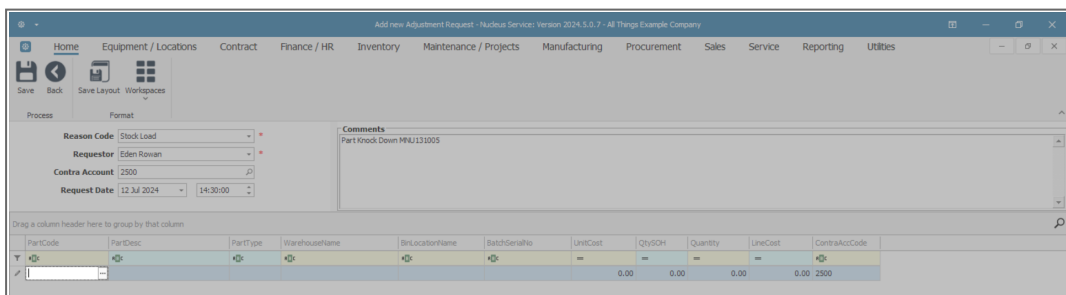


## SELECT WHOLE UNIT TO BE ADJUSTED OUT OF STOCK

In the Parts data grid:

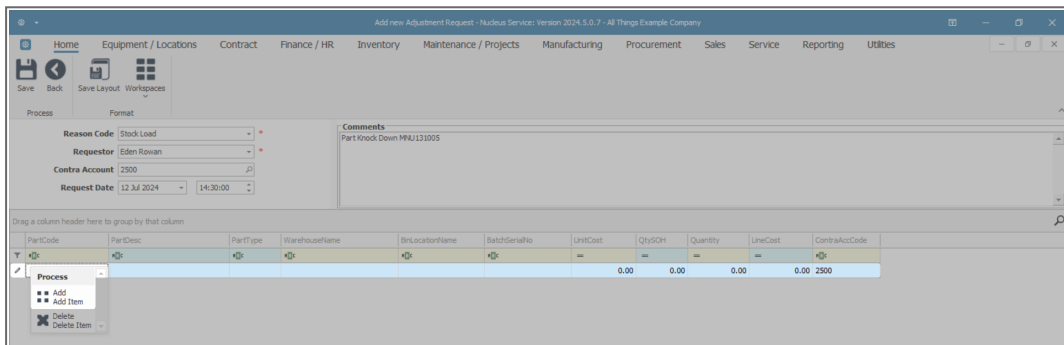
### Method 1

- 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** made in the Adjustment Request Details frame. (This can be changed per item line).
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select a part** pop-up screen.

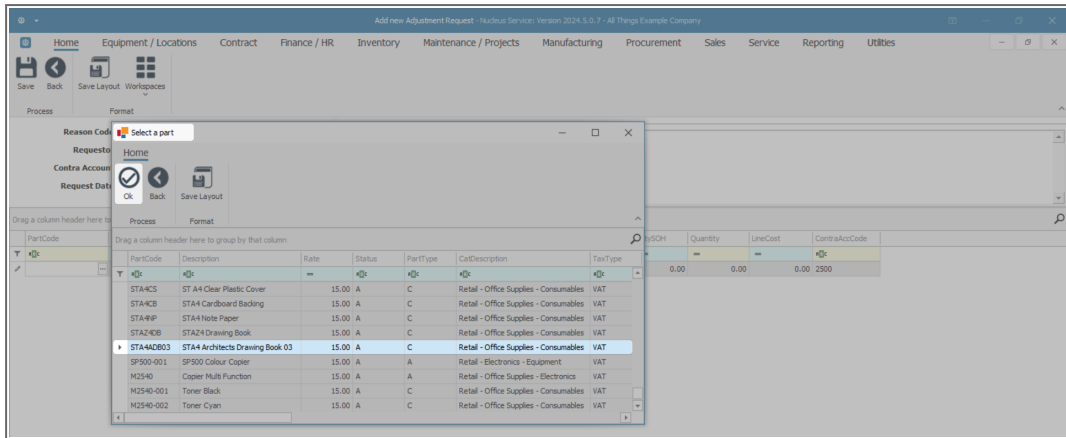


## Method 2

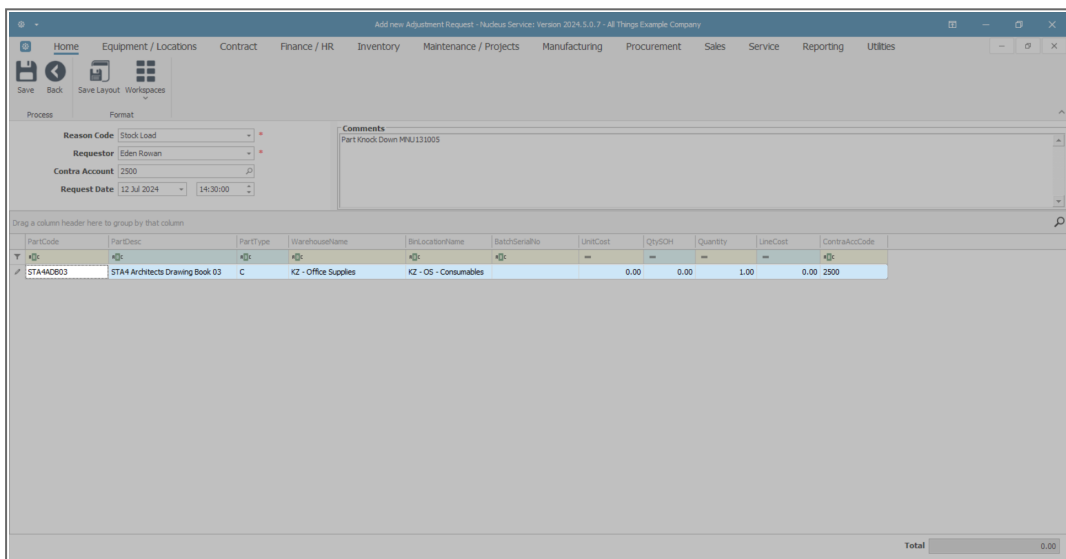
- In the **Parts / Items** frame, **right click** anywhere in a **row** of this data grid. (As you click in this field, the **Contra Account Code** text box will populate with the previously selected **Contra Account Code** made in the Adjustment Request Details frame. (This can be changed per item line).
- 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 **whole unit** that you wish to adjust **out** of stock.
  - In this image, an **A4 Architects Drawing Book** is to be adjusted **out** of stock (- in order to receive **into** stock the sum of the parts of this unit.).
- Click on **Ok**.



- The row will now populate with the selected **Part Code** details.

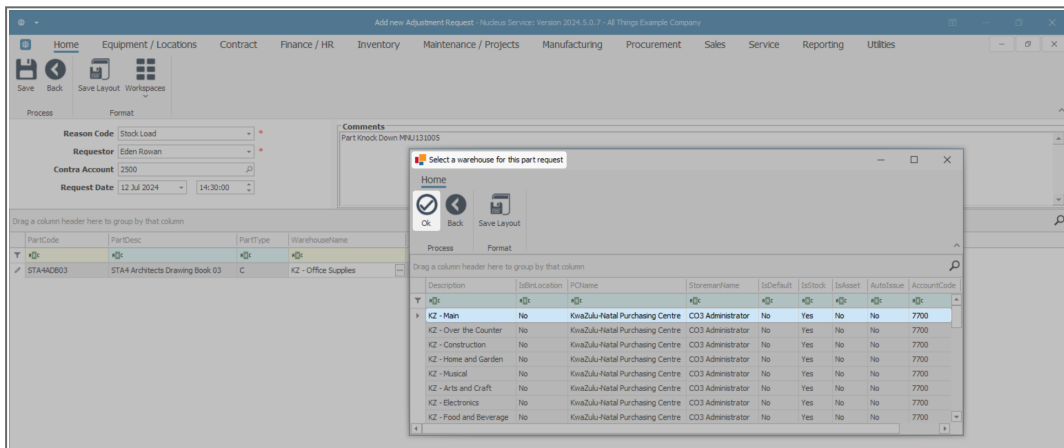


## SELECT WAREHOUSE

If the item selected is linked to a default warehouse then the **WarehouseName** field will auto-populate with that warehouse name. (This can be changed.) If the item is not linked to a default warehouse then you can select one.

Follow this process to select an alternative **Warehouse Name**:

- Click in the **Warehouse Name** text box to reveal an **ellipsis** button.
- 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 adjust this item out of.
  - In this image, **KZN Main** has been selected.
- Click on **Ok**.



## SELECT BIN LOCATION

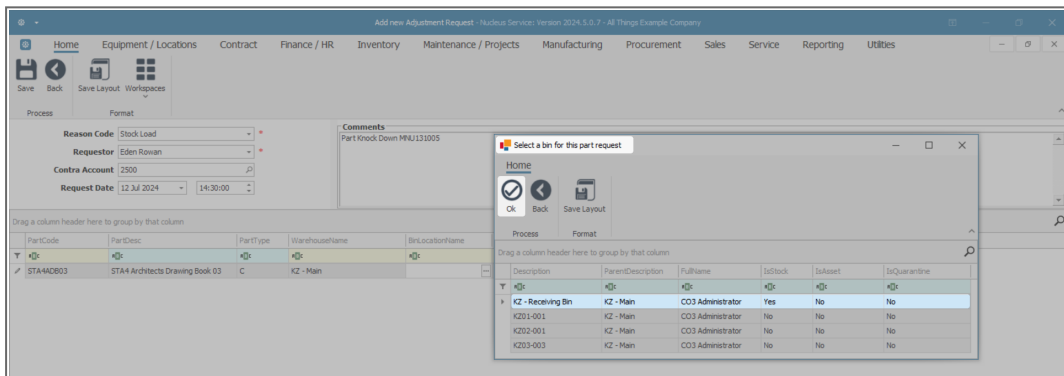
If the item selected is linked to a **default bin** location in the default warehouse, then this field will now auto-populate with that bin location name. (This can be changed.) If the item is not linked to a default bin then you can select one.

Follow this process to select an alternative **Bin Location Name**:

- Click in the **Bin Location Name** text box to reveal an **ellipsis** button.
- Click on this button.

- The **Select a bin for this part request** screen will pop up. This screen will contain details of the **bins** that you can choose from within this warehouse.
- Select the row of the **bin** location you wish to adjust this item out of.
  - In this image, **KZ - Receiving Bin** has been selected.
- Click on **Ok**.

**Note:** If there is only **1** bin linked to the warehouse, as you click on the ellipsis button, the **Bin Location Name** text box will populate with that one particular bin name and the '**Select...**' screen will not pop up.



## SELECT BATCH/SERIAL NUMBER

Once the bin location field is populated, Nucleus Service will select the item from the first batch in this bin location. If this first batch is 'un-numbered' then this field will be blank.

Follow this process to select a **Batch/Serial Number**:

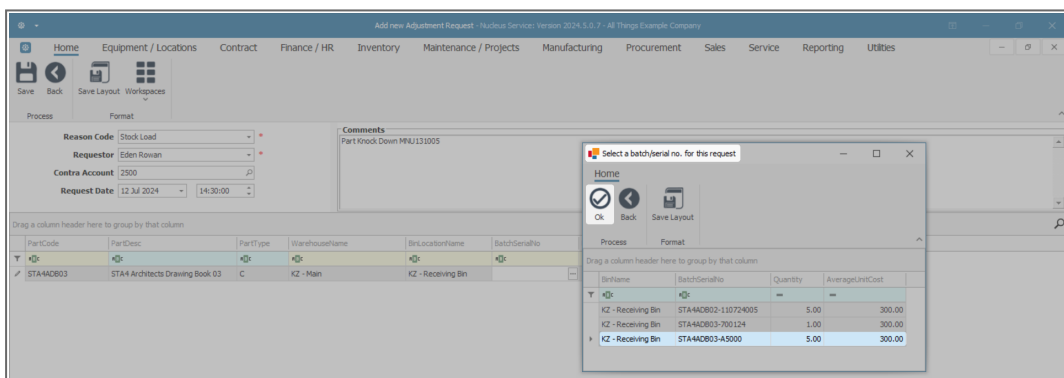
- Click in the **BatchSerialNo** text box.
- An **ellipsis** button will be revealed.
- Click on this button.

- 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 this item out of (if you are using **Stock Batch Tracking**).
- Click on **Ok**.

If this is an **A-Class** or **B-Class** item that is being adjusted out of store then this becomes the **Serial No** column for A/B-Class items - so search for the correct serial number if this is a serialised item.

If this a **C-Class** item being adjusted out of store, and you are using **Stock Batch Tracking**, then you will need to select the correct batch that you wish to adjust the **C-Class** item out of.

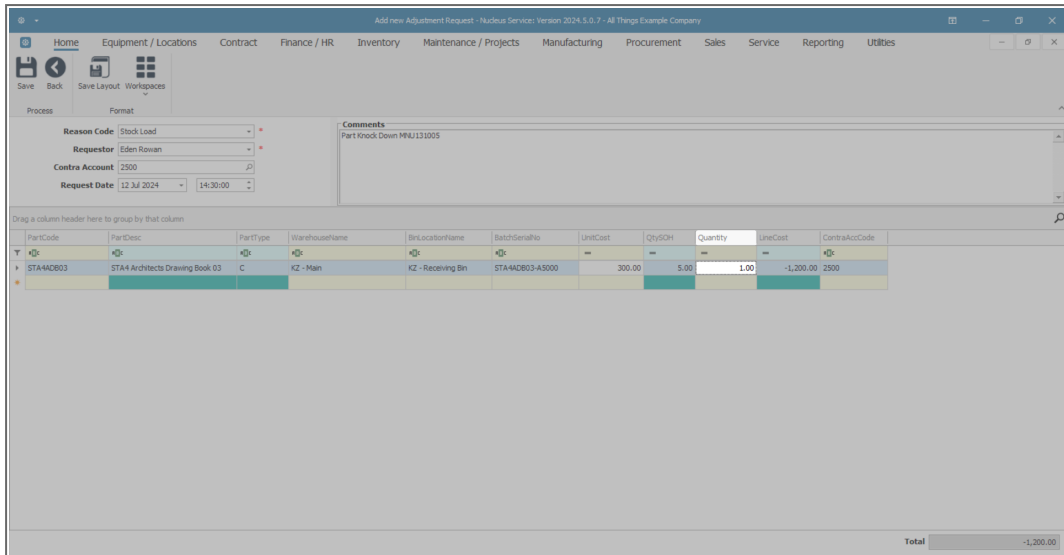
If you are not using Stock Batch Tracking, then the **BatchSerialNo** text box can remain blank.



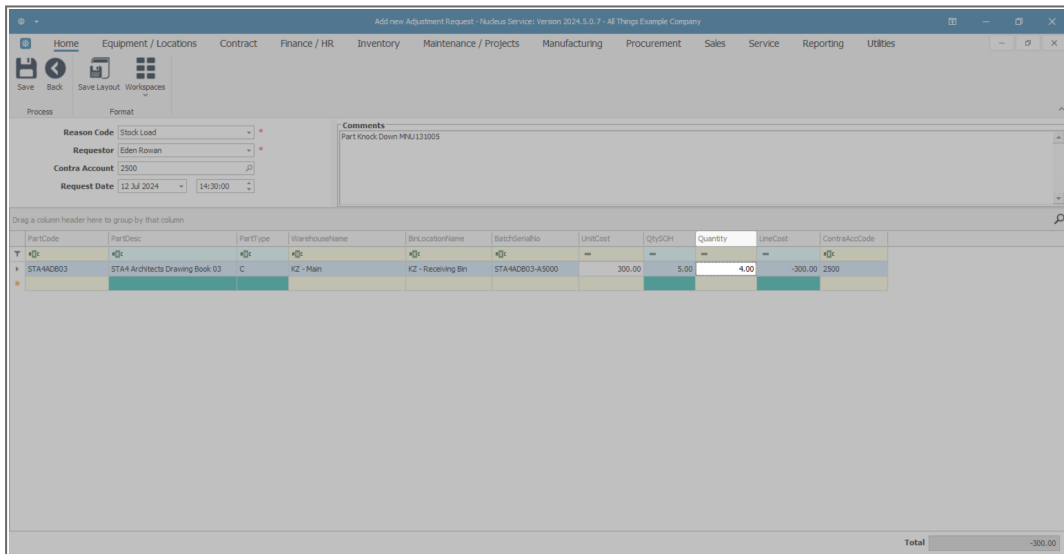
## SELECT QUANTITY

- In this example, we will be **'knocking down'** one A4 Architects Drawing Book. We will be adjusting the individual parts **out** of stock. Therefore the (end) **Quantity** (in stock) amount of this part must be changed.
- Click in the **Quantity** field.





- Either **type** in or use the **directional arrows** to select the end quantity **after** the adjustment.
  - In this example, the sum will be: **Quantity Stock on Hand (5)** - the adjusted **out** quantity (**1**) = the total **end** quantity in stock (**4**).



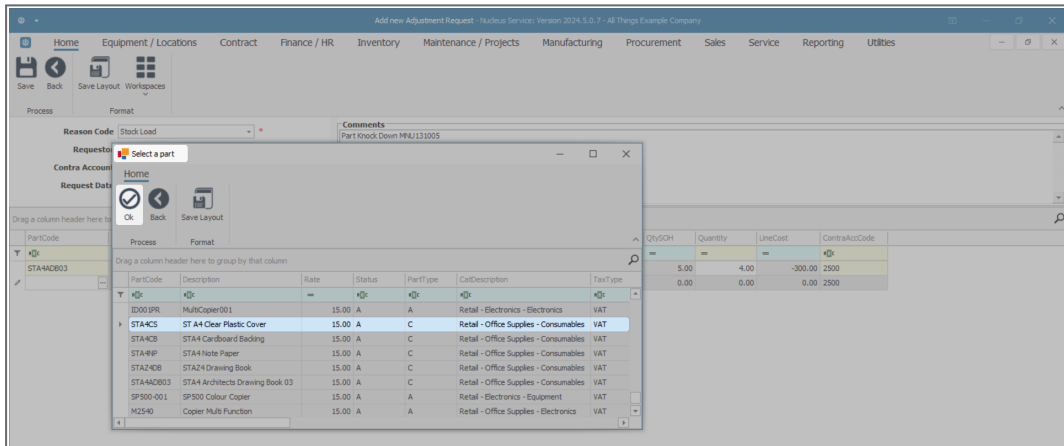
- As the Quantity is entered, a **new row** should appear, if not, to add more items to the list, click on the last text box in the row and

press **Enter**.

## **SELECT UNIT PARTS TO BE ADJUSTED INTO STOCK**

Now we will add the **unit parts** that we are adjusting **into** stock. These are the unit parts that make up the whole unit, (the A4 Architects Drawing Book), that is being broken down.

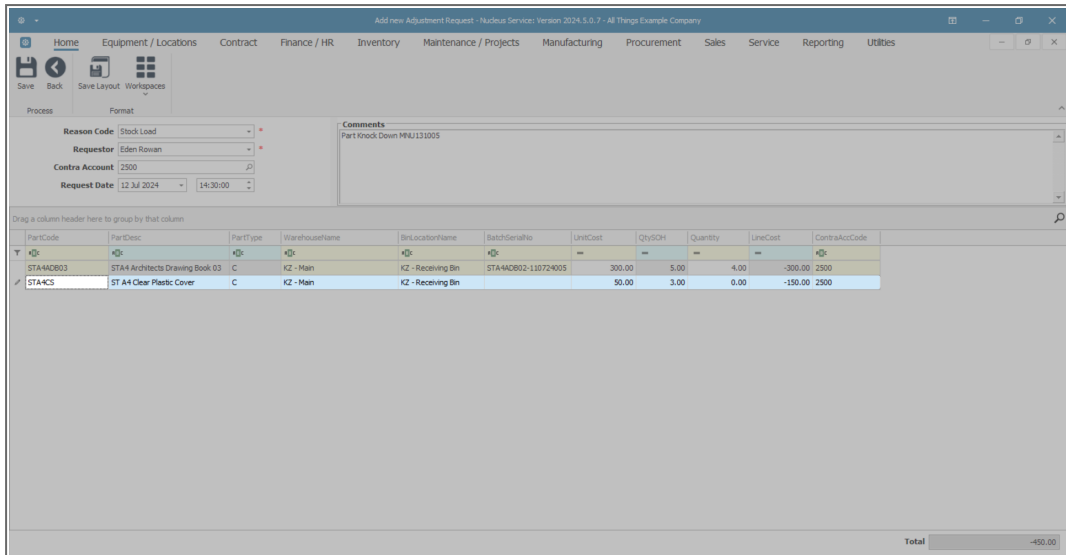
- Click in the **Part Code** text box to display the **ellipsis** button.
- The **Select a part** screen will pop up.
- Select the **row** of the **unit part** that you wish to adjust **into** stock.
  - In this image, **STA4CS - A4 Clear Plastic Cover** has been selected.
- Click on **Ok**.



- **Part Code:** This will now populate with the selected item's part code.
- **Part Description:** This will now populate with the selected item's part description.
- **Part Type:** This will now populate with the selected item's part type.
- **Warehouse Name:** This will now populate if there is a default warehouse linked to the unit part selected. You can click in the

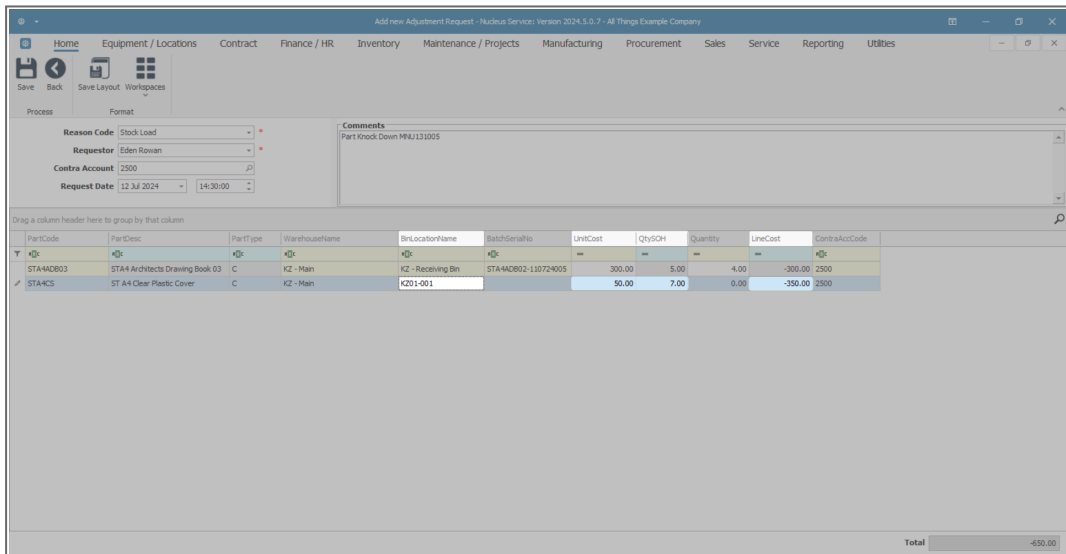
text box and use the **ellipsis** button to bring up the **Select...** screen and choose an alternative warehouse if required.

- **Bin Location Name:** This will now populate if there is a default bin location linked to the unit part selected. You can click in the text box and use the **ellipsis** button to bring up the **Select...** screen and choose an alternative bin location if required.
- **Unit Cost:** With **C-Class** items, weighted average cost is calculated over multiple batches, within the same Bin Location, therefore the **Unit Cost** will populate as the Bin Location Name is selected. With **A** or **B-Class** items, once the serial no. is selected, will the **Unit Cost** field populate, as each serial no. is priced individually.
- **QtySOH:** This text box will populate with the current **Stock on Hand** quantity of the **C-Class** item in the selected Bin Location. With **A** or **B-Class** items, this field will only populate once the **serial no** has been selected and will always populate with **1** as only one A or B-Class item can be selected at a time.
- **Quantity:** This will populate with **0** You will need to adjust this figure (shown further in the manual) according to how many of this unit part that you are bringing into stock.
- **Line Cost:** This will populate with the sum of the **Unit Cost** x **Quantity**. This will currently be a **minus** figure as the system is calculating that you are adjusting a second item **out** of stock. It will read as a plus (+) figure once the Quantity has been adjusted to receive this item into stock.



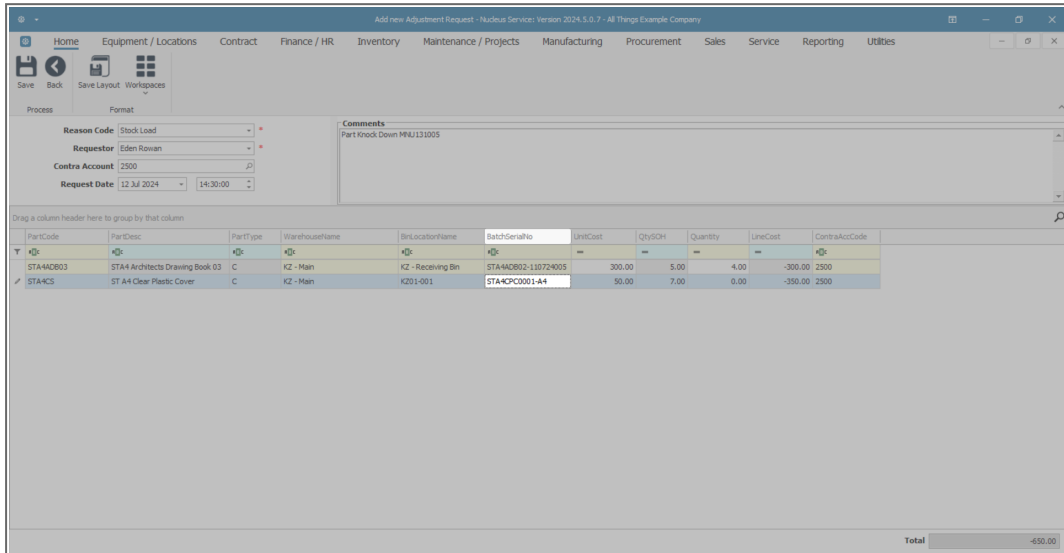
In this example:

- the **Bin Location** that this unit part will be received into, has been changed.
- the **Unit Cost**, **QtySOH**, and **Line Cost** fields have auto adjusted to take this into account.



- Click in the **Batch Serial No** text box and type in the **Batch Reference No** for this unit part. (This is only required if you are using **Stock Batch Tracking**).

**Note:** As you are receiving this unit part **into** stock, you cannot use the the **Select...** screen to find the serial (A or B-Class) or batch (C-Class) number as a new batch or serial number must be created.



In this example, we will be 'knocking down' one **whole unit**; the A4 Architects Drawing Book. We will be adjusting the **unit parts** (e.g. A4 Clear Plastic Covers, A4 Cardboard Backing, A4 Notepaper) **into** stock. Therefore the (end) **Quantity** amount for each unit part must be changed.

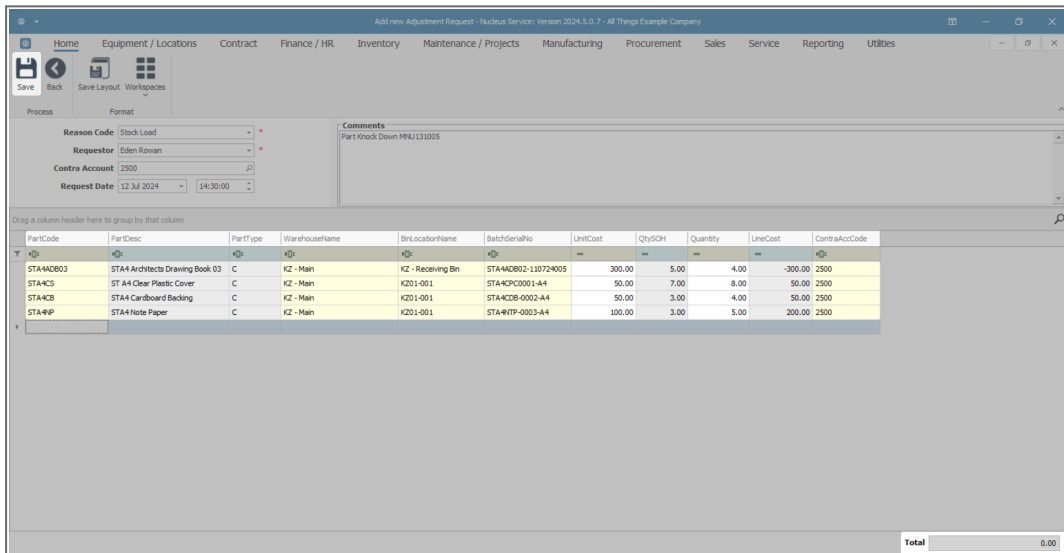
- Click in the **Quantity** text box and either type in or use the directional arrows to select the **end quantity** after the adjustment.
  - In this example, the sum will be: Quantity Stock on Hand (**7**) + the adjusted **in** quantity (**1**) = the total end quantity in stock (**8**).

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
STA4ADB03	STA4 Architects Drawing Book 03	C	K2 - Main	K2 - Receiving Bin	STA4ADB02-110724005	300.00	5.00	4.00	-300.00	2500
STA4CS	STA 4 Clear Plastic Cover	C	K2 - Main	K201-001	STA4CPC0001-A4	50.00	7.00	7.00	-350.00	2500

- As the Quantity is entered, the Line Cost will adjust accordingly, it will now be a plus + amount.
- A **new row** should appear, if not, to add more items to the list, click on the last text box in the row and press **Enter**.
- Click in the **Part Code** text box to display the **ellipsis** button and add unit items as explained above until all the **unit parts** that make up the **whole unit** have been listed.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
STA4ADB03	STA4 Architects Drawing Book 03	C	K2 - Main	K2 - Receiving Bin	STA4ADB02-110724005	300.00	5.00	4.00	-300.00	2500
STA4CS	STA 4 Clear Plastic Cover	C	K2 - Main	K201-001	STA4CPC0001-A4	50.00	7.00	8.00	50.00	2500
						0.00	0.00	0.00	0.00	2500

- In this image, we have added all the unit parts and adjusted the **Quantity** fields (A4 Clear Plastic Cover x **1**, A4 Cardboard Backing x **1**, A4 Note Paper x **2**) to the list as an adjustment **into** stock.
- The **Line Cost** for the **unit parts** you are adjusting **into** stock and the **total unit** you are writing **out** of stock should be exactly the same.
  - In this image, the amount being **adjusted out** = A4 Architects Drawing Book: **300.00**, the amount being **adjusted in** = A4 Clear Plastic Cover (x 1) **50.00** + A4 Cardboard Backing (x 1) **50.00** + A4 Note Paper (x 2) **200.00** = total **300.00**.
- When you have finished editing this screen, click on **Save**.

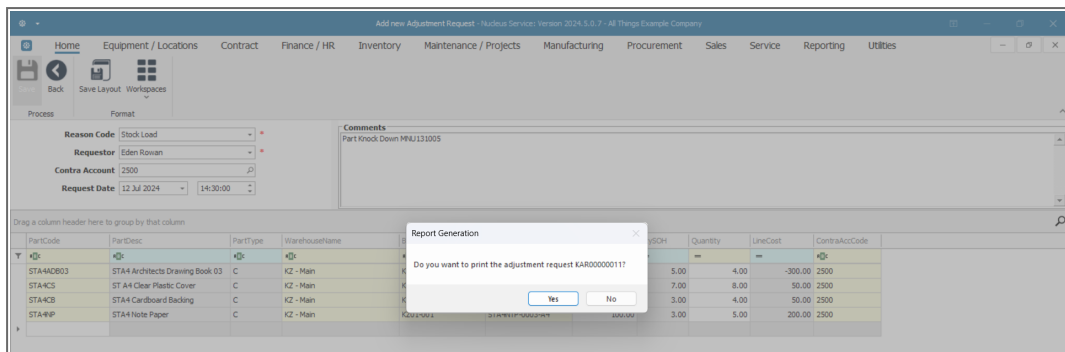


The screenshot shows a software window titled 'Add new Adjustment Request - Nucleus Services: Version 2024.5.0.7 - All Things Example Company'. The interface includes a navigation menu at the top with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu, there are fields for 'Reason Code' (Stock Load), 'Requestor' (Eden Rowan), 'Contra Account' (2500), and 'Request Date' (12 Jul 2024). A 'Comments' section contains the text 'Part Knock Down PRU131005'. The main area features a table with columns: PartCode, PartDesc, PartType, WarehouseName, BinLocationName, BatchSerialNo, UnitCost, QtySOH, Quantity, LineCost, and ContraAccCode. The table lists four items: STA4ACB03 (Architects Drawing Book 03), STA4ACS (A4 Clear Plastic Cover), STA4ACB (A4 Cardboard Backing), and STA4NP (A4 Note Paper). A 'Total' row at the bottom right shows a value of 0.00.

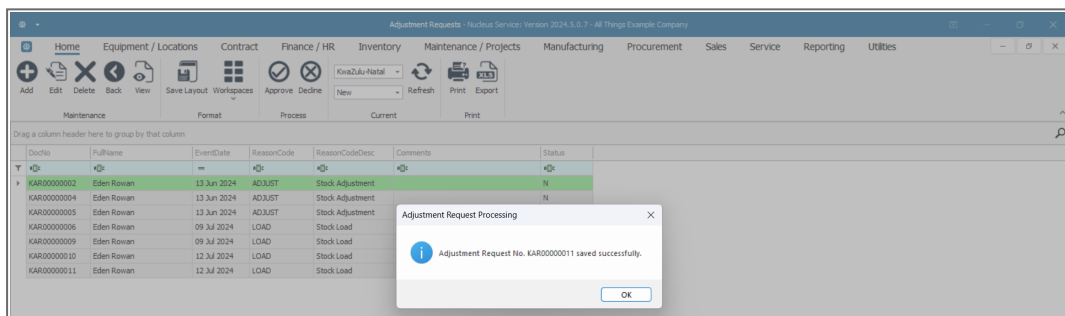
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
STA4ACB03	STA4 Architects Drawing Book 03	C	KZ - Main	KZ - Receiving Bin	STA4ACB02-110724005	300.00	5.00	4.00	-300.00	2500
STA4ACS	ST A4 Clear Plastic Cover	C	KZ - Main		K201-001	50.00	7.00	8.00	50.00	2500
STA4ACB	STA4 Cardboard Backing	C	KZ - Main		K201-001	50.00	3.00	4.00	50.00	2500
STA4NP	STA4 Note Paper	C	KZ - Main		K201-001	100.00	3.00	5.00	200.00	2500
									<b>Total</b>	0.00

## PRINT ADJUSTMENT REQUEST

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

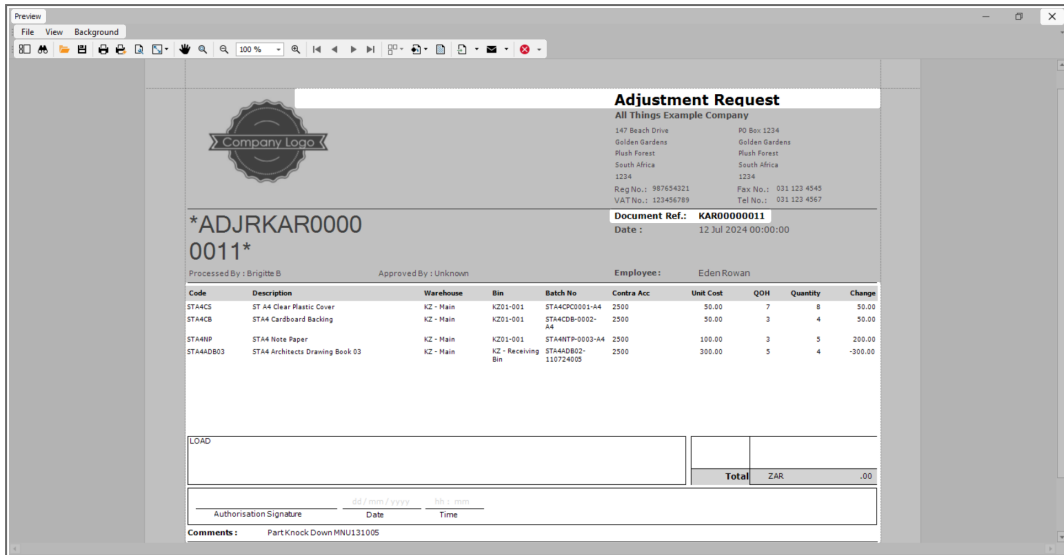


- You will return to the **Adjustment Requests** listing screen.
- An **Adjustment Request Processing** message box will pop up informing you that -
  - **Adjustment Request No. [ ] saved successfully.**
- Click on **OK**.



- The Adjustment Request **Report Preview** screen will now be displayed.
- From here you can **View, Print, Export** or **Email** the Adjustment Request report.
- **Close** the Report Preview screen when you are done.





## VIEW NEW ADJUSTMENT REQUEST

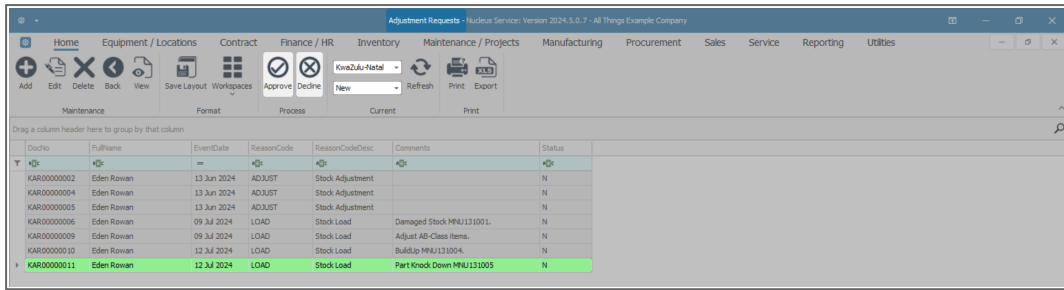
- You will return to the **Adjustments Request** screen.
- You can now view the new adjustment in the data grid.
- This request can now be Approved or Declined.

**Important Note:** This request must be **authorised** before the stock adjustment is complete.

### Important Note:

It is prudent to **approve/authorise** the adjustment as soon as possible after it has been recorded.

If any changes are made to the stock on hand by the warehouse manager, for example, whilst the adjustment is waiting for approval, then the adjustment figures may no longer be correct and the adjustment will have to be re-done.



DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
KAR00000002	Eden Rowan	13 Jun 2024	ADJUST	Stock Adjustment		N
KAR00000004	Eden Rowan	13 Jun 2024	ADJUST	Stock Adjustment		N
KAR00000005	Eden Rowan	13 Jun 2024	ADJUST	Stock Adjustment		N
KAR00000006	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Damaged Stock MNU131001.	N
KAR00000009	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Adjust AB-Class Items.	N
KAR00000010	Eden Rowan	12 Jul 2024	LOAD	Stock Load	BuildUp MNU131004.	N
KAR00000011	Eden Rowan	12 Jul 2024	LOAD	Stock Load	Part Knock Down MNU131005	N

## 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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