INVENTORY

REJECT 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 **Print**, **Authorise**, **Reject** a Stock Adjustment.
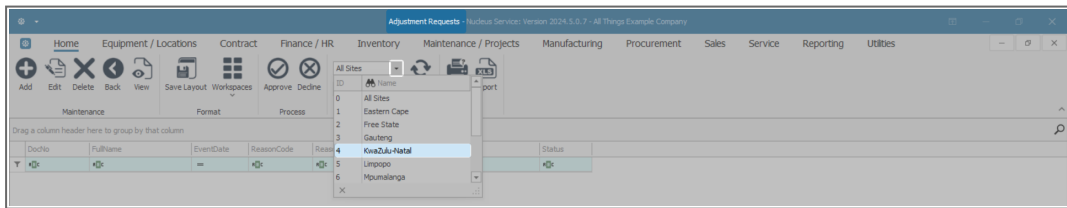
Ribbon Select **Inventory > Adjustments**

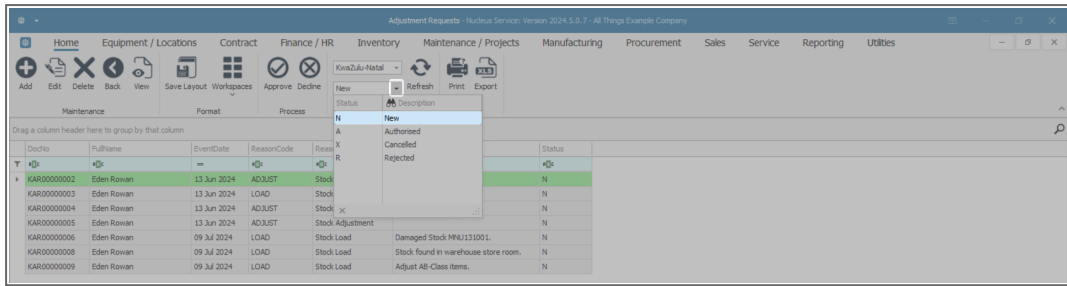- The **Adjustment Requests** listing screen will be displayed.

REJECT ADJUSTMENT REQUEST

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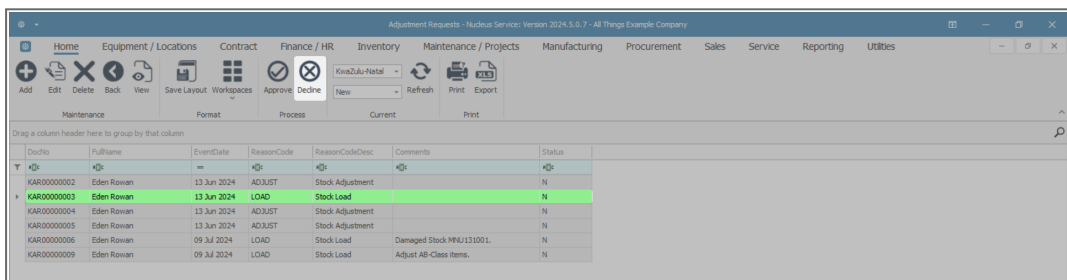   - In this image, **KwaZulu-Natal** has been selected.

- The **Status** will default to **New**.

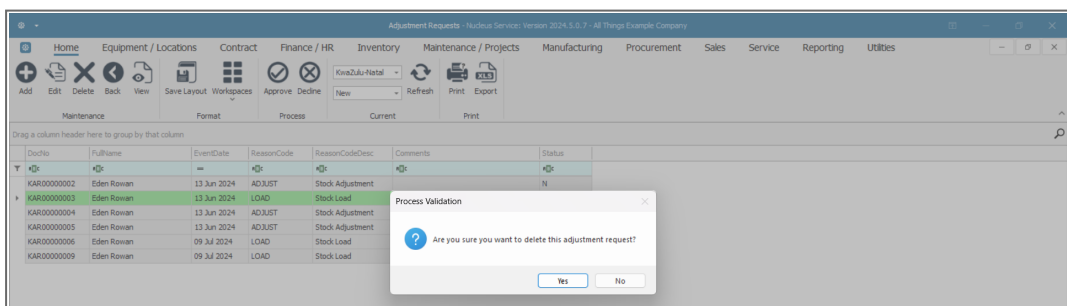**Note**: Adjustment requests can only be rejected in the **New** status.

SELECT ADJUSTMENT REQUEST

- Select the **row** of the **Adjustment Request** you wish to reject.
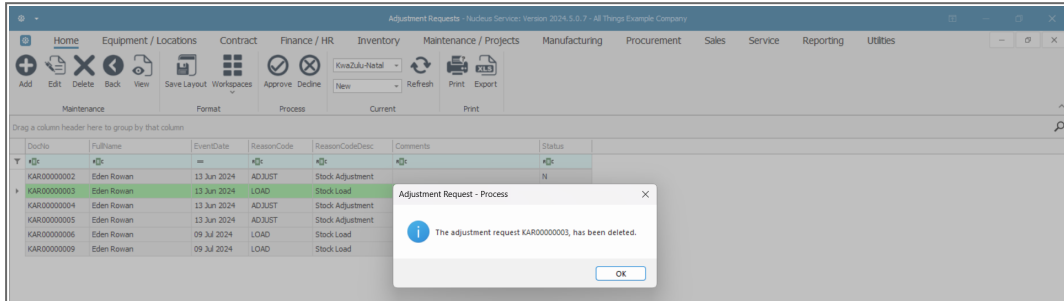- Click on **Decline**.

CONFIRM REJECTION

- A **Process Validation** message box will pop up asking -
  - **Are you sure you want to delete this adjustment request?**
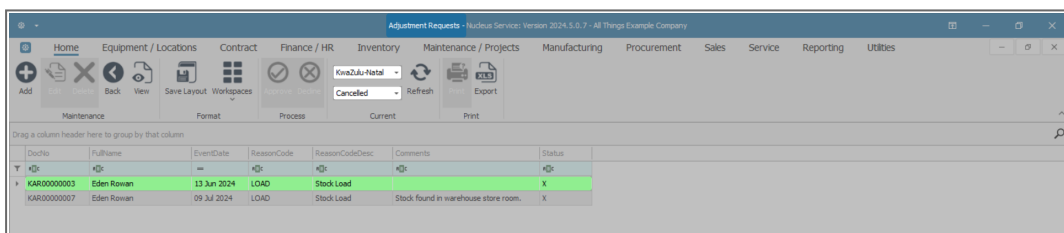- Click on **Yes**.

- An **Adjustment Request - Process** message box will pop up informing you that;
  - **The Adjustment Request [ ] has been deleted.**
- Click on **OK**.

VIEW REJECTED ADJUSTMENT IN CANCELLED STATUS

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

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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