INVENTORY

PRINT 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.

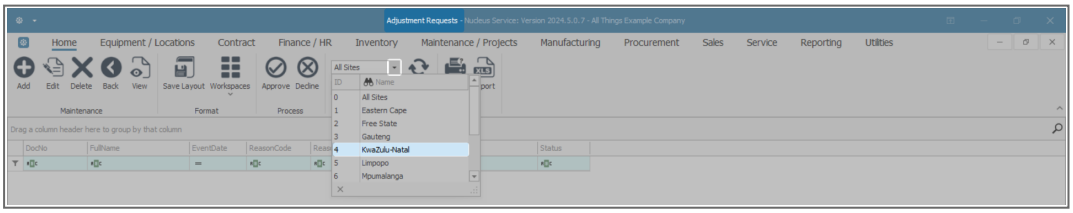
Ribbon Select **Inventory > Adjustments**

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

PRINT ADJUSTMENT REQUEST

SELECT THE SITE AND STATUS

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



- Select the **Status**.

Note: Adjustment requests can only be printed in the **New** and **Authorised** status.

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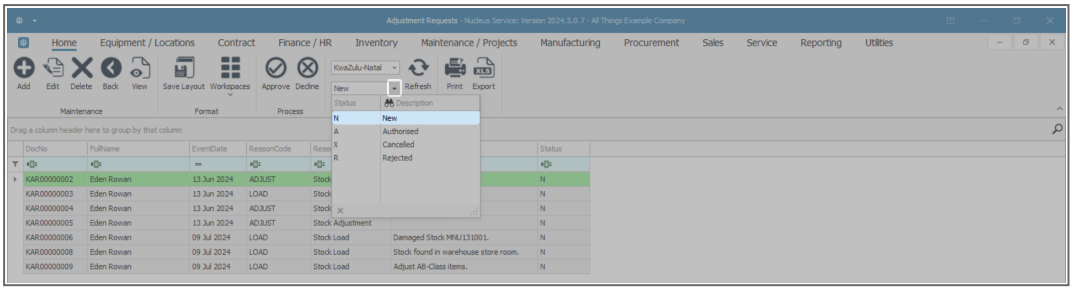
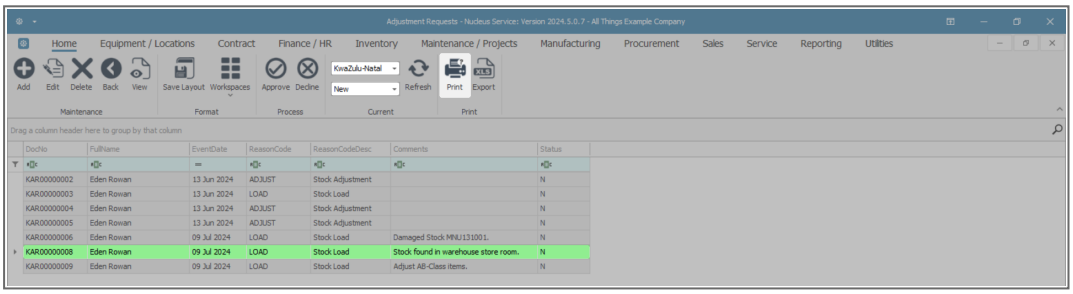
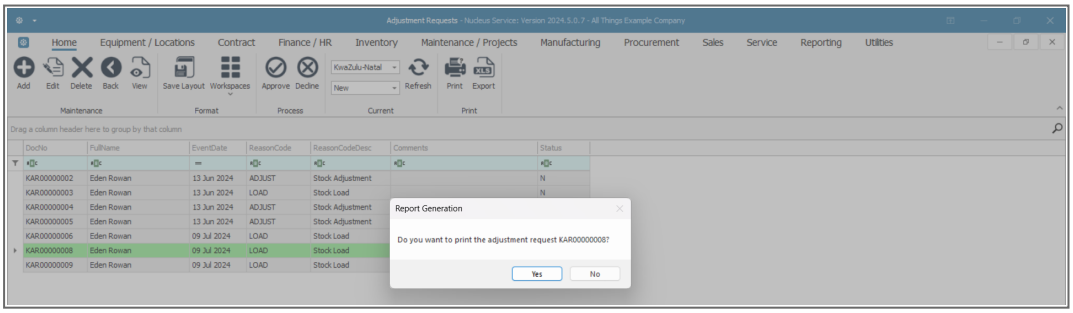


SELECT ADJUSTMENT REQUEST

- Select the **row** of the **adjustment request** that you wish to **print**.
- Click on **Print**.



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



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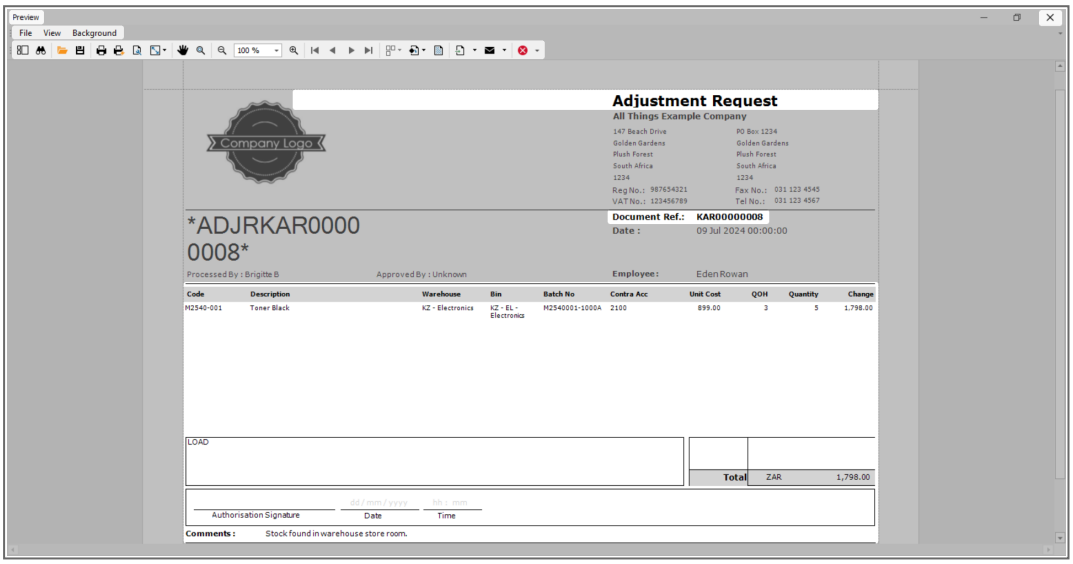
REPORT PREVIEW

- The **Adjustment Request** report preview screen will be displayed.
- Here you can **View**, **Print**, **Export** or **Email** the adjustment request.
- **Close** the Adjustment Request report preview screen when done.



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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