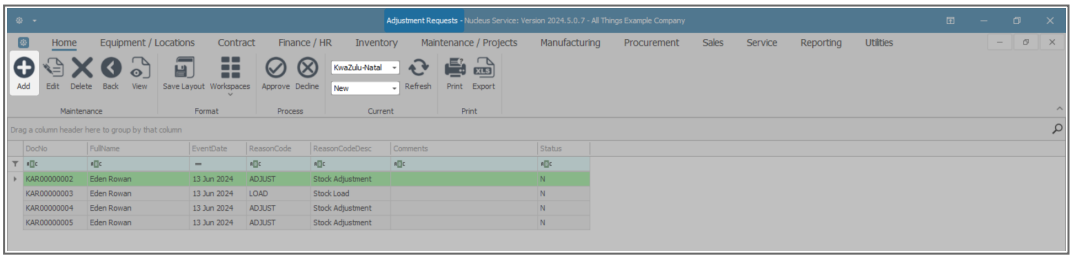
INVENTORY

ADJUST STOCK OUT OF STORE

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 Batches.

Ribbon Select **Inventory > Adjustments**

- The **Adjustment Requests** listing screen will be displayed.
- Select the **Site**.
    - In this image, **KwaZulu-Natal** has been selected.
- The **status** will default to **New**.
- Click on **Add**.



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

ADJUSTMENT REQUEST REASON/DETAILS

- **Reason Code:** Click on the **drop-down arrow** and select from the menu the applicable **reason code**.

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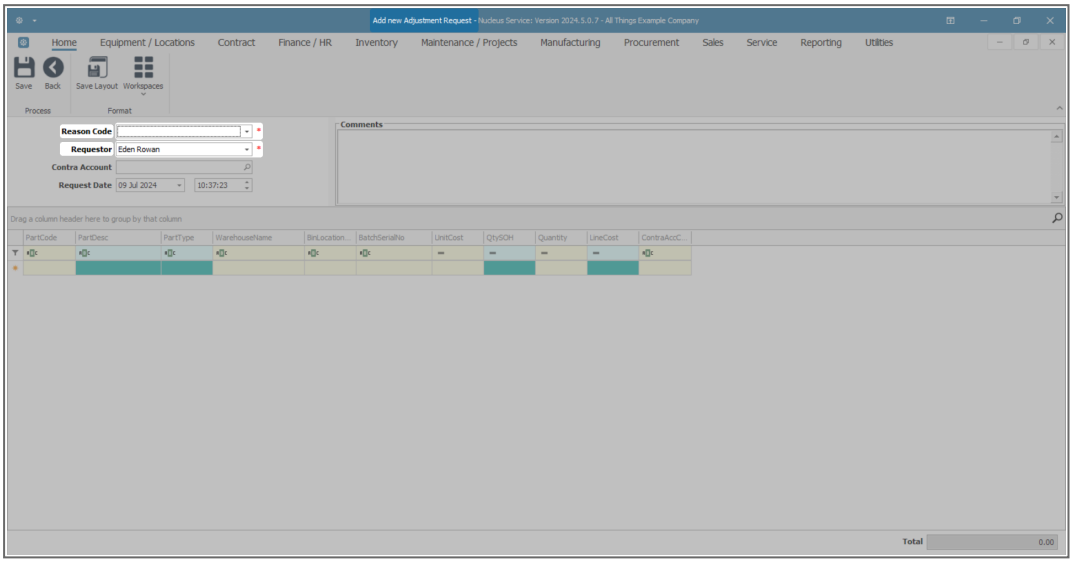
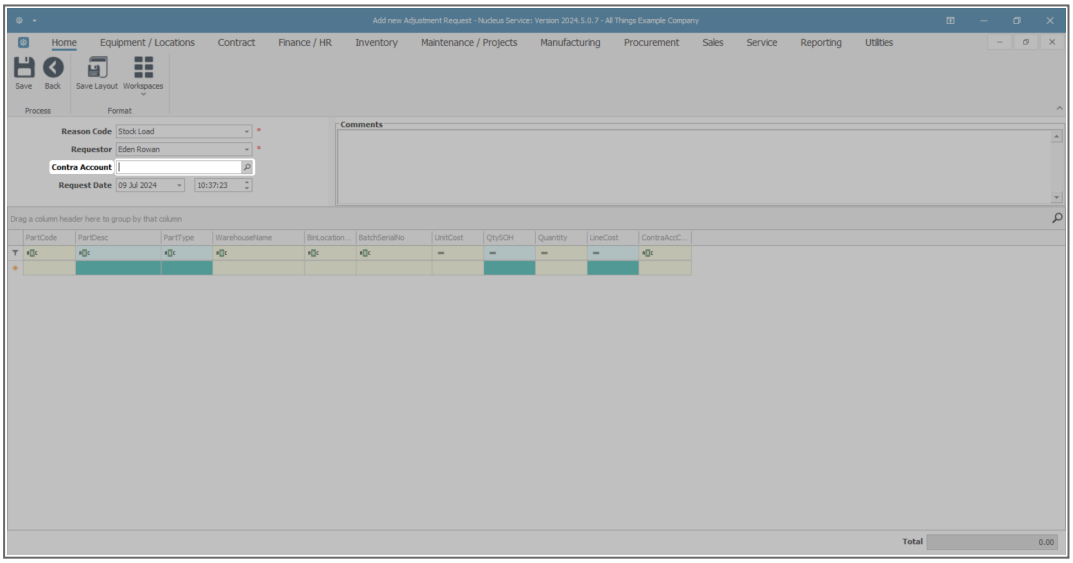
- **Requestor:** This will auto populate with the person currently logged on to the system. Click on the drop-down arrow and select from the list an alternative person, if required.



- **Contra Account:** Click on the **search** button in this text box.



- The **Select a contra account for this adjustment** screen will pop up.

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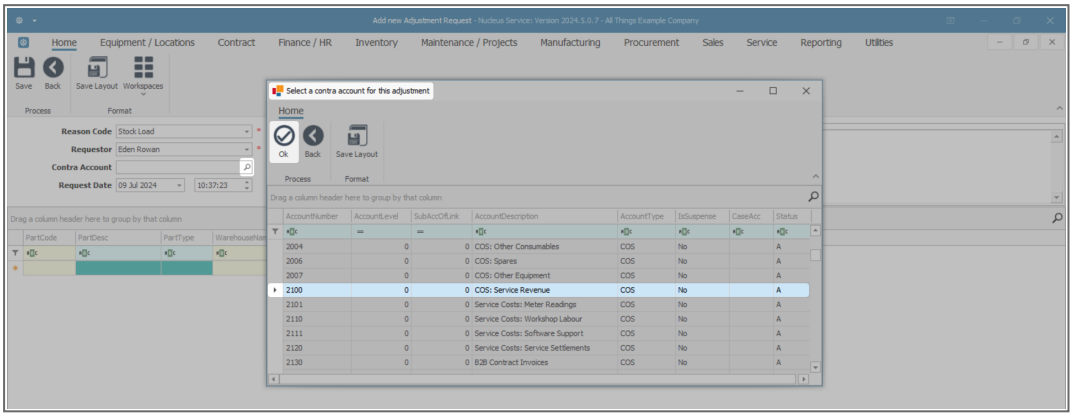
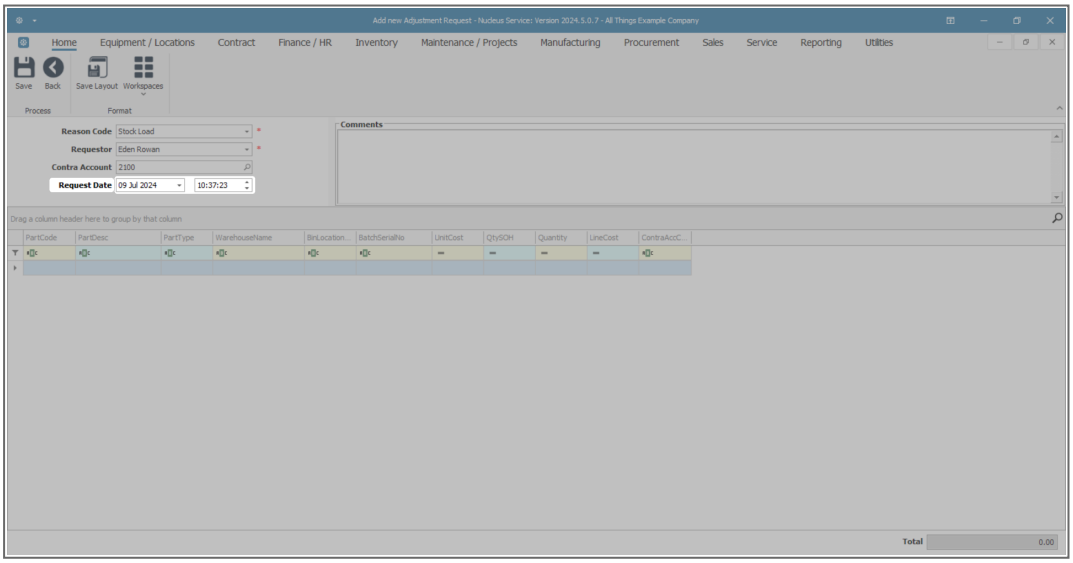
- Select the **row** of the **account number** that you wish to **link** to this adjustment.
- Click on **Ok**.



- **Request Date and Time:** This will populate with the current date and time.
    - You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
    - You can either type in or click on the arrow indicators to select an alternative time if required.



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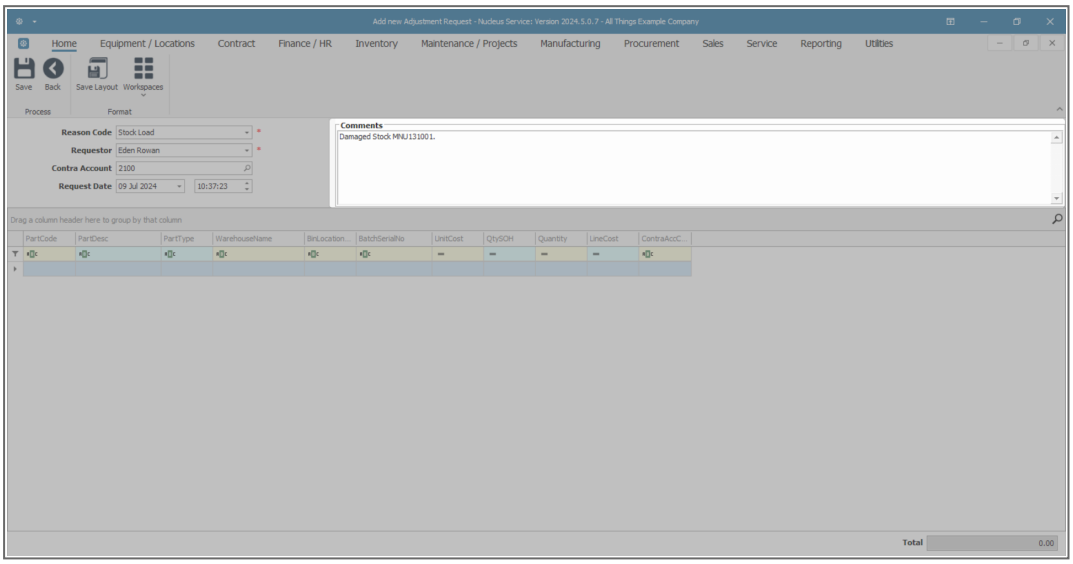
ADJUSTMENT REQUEST COMMENTS

- **Comments:** Click in this text box and type in a comment relating to this adjustment.



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**.)
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select a part** pop-up screen.

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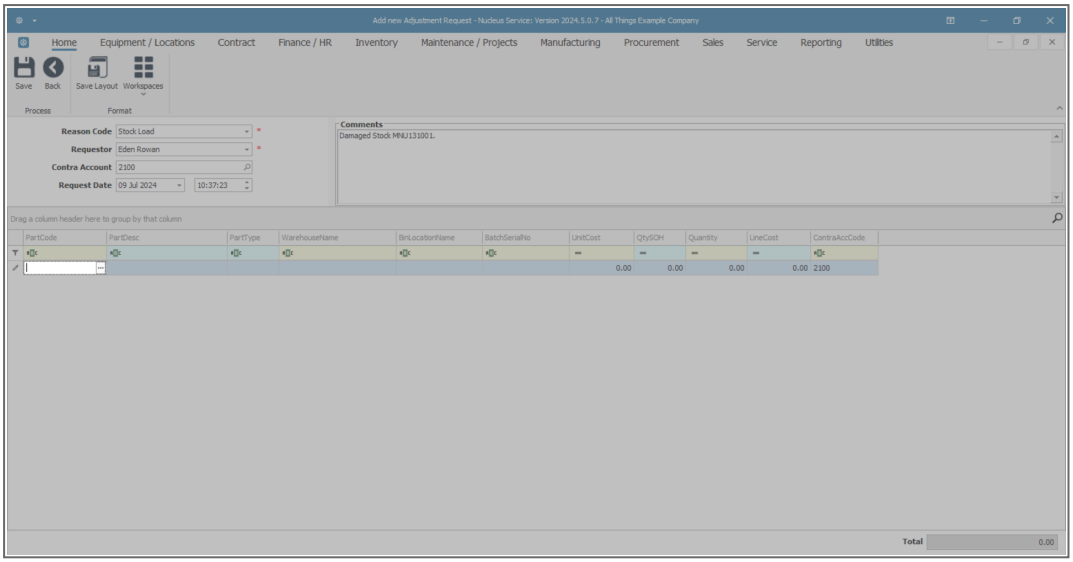
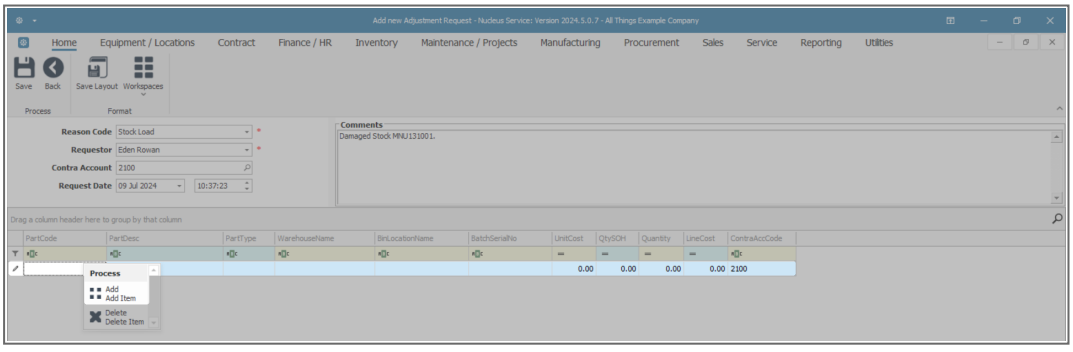


Method 2

- 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**.)
- 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 **part/item** that you wish to adjust **out** of store.
- Click on **Ok**.

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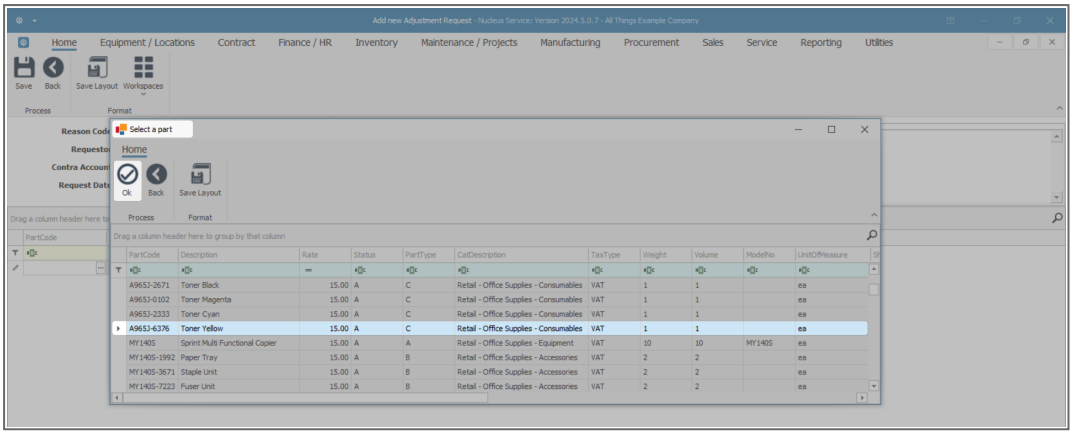

- The row will now populate with the selected **Part Code**, **Part Description** and **Part Type** details.
    - **Warehouse Name:** This will populate with the default warehouse name but this can be changed.
    - **Bin Location Name:** This will populate with the default bin location name but this can be changed.
    - **Unit Cost:** This will populate with the cost set up on the selected item.
    - **Quantity** This will populate with **1**.
        - **Note:** If the selected item is an **A-Class** or **B-Class** item, you will only be able to adjust **one** item at a time. If the selected item is a **C-Class** item, then the quantity can be changed when you move along this row adjusting the details, as required.

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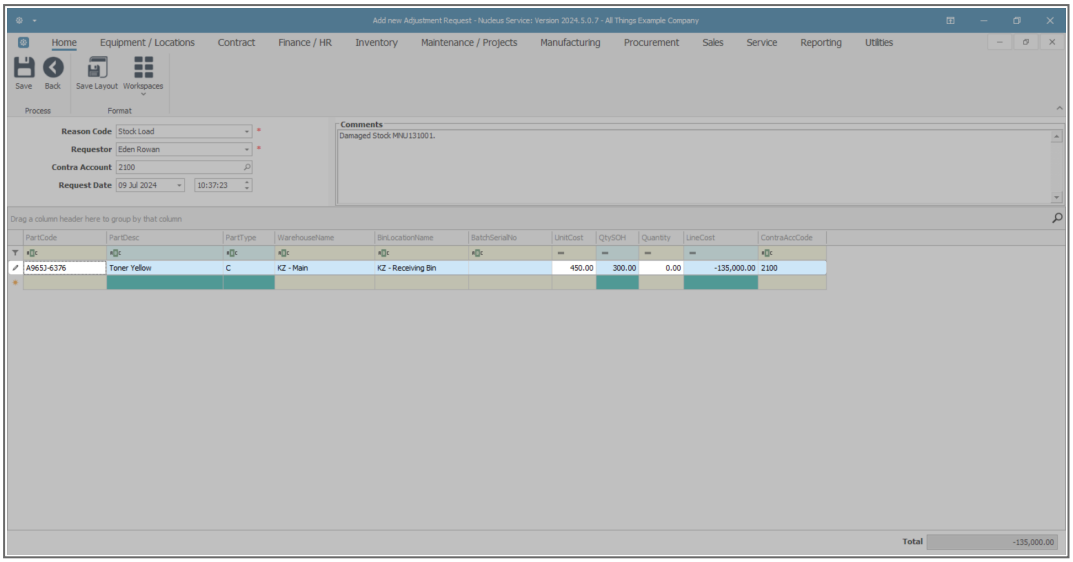
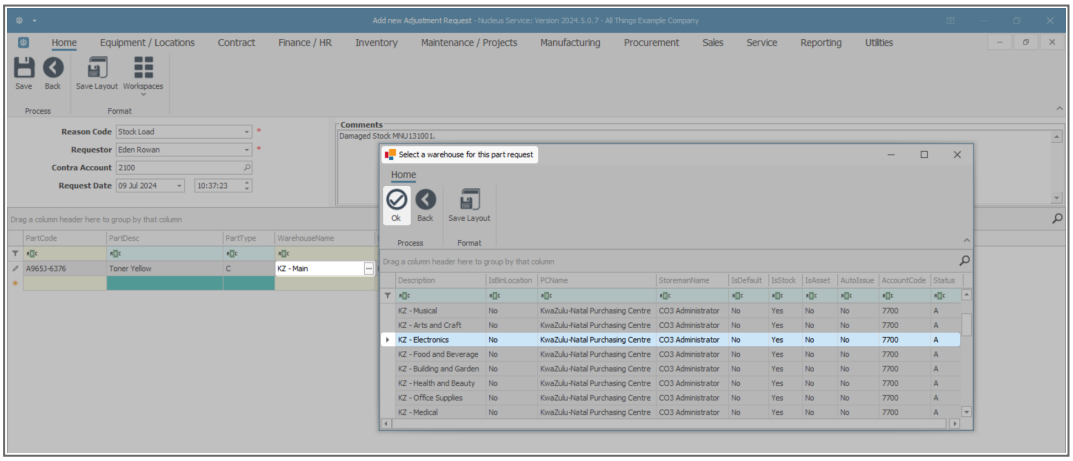


SELECT WAREHOUSE AND BIN

- Click in the **Warehouse Name** text box.
- An **ellipsis** button will be revealed.
- 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 remove this item from.
- Click on **Ok**



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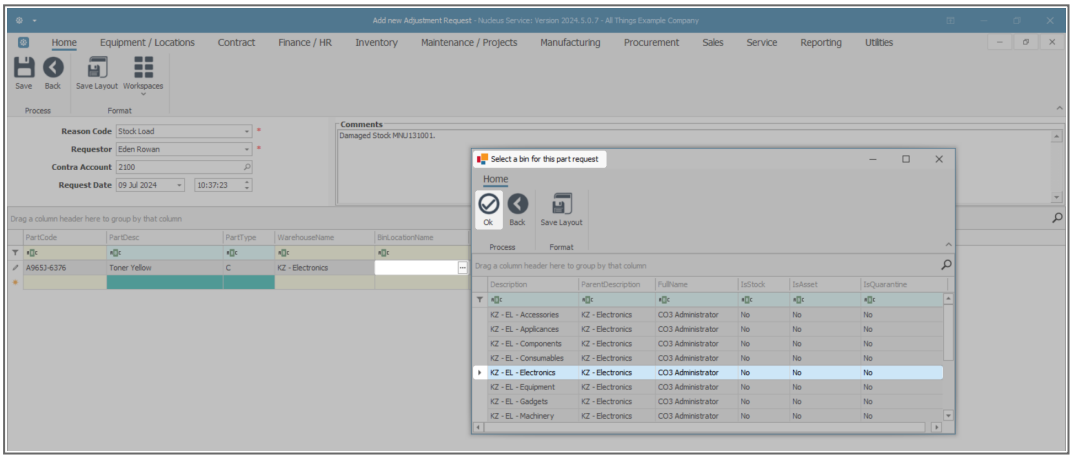
- Click in the **Bin Location Name** text box.
- An **ellipsis** button will be revealed.
- Click on this button.
- The **Select a bin for this part request** screen will pop up.
    - **Note:** If there is only **one** bin linked to the selected warehouse then the BinLocationName field will pop-ulate with that one bin name. Otherwise the **Select** screen will pop up.
- Select the **row** of the **Bin Location** where you wish to remove this item from.
- Click on **Ok**.



SELECT BATCH/SERIAL NUMBER

- Click in the **Batch Number** 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.
- Click on **Ok**.

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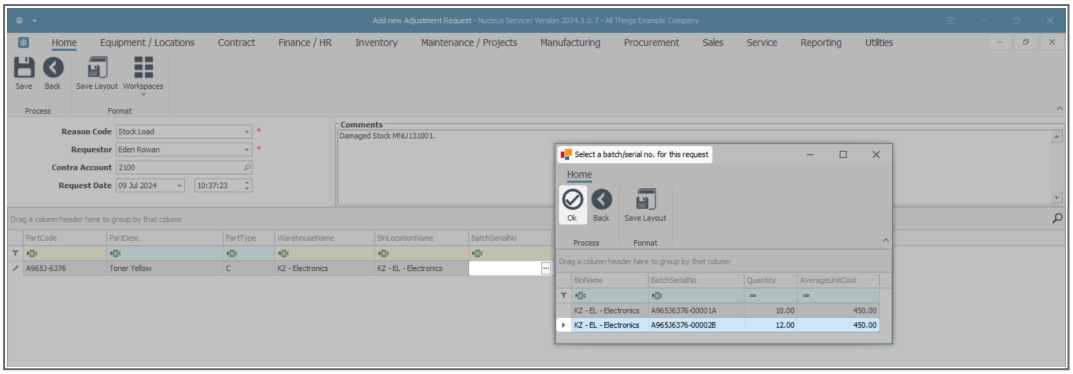
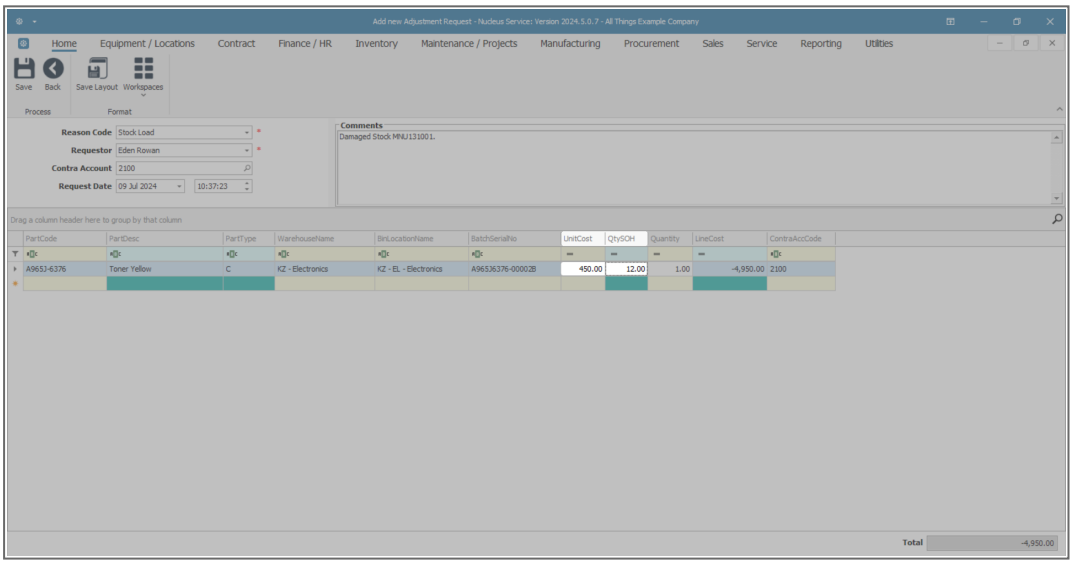


- **Unit Cost:** This will auto populate with the cost of the selected part once the **Bin Location Name** has been selected.
- **Qty SOH:** This is the current **Stock on Hand** quantity and auto populates when the **batch/serial** number has been selected.



SELECT QUANTITY

- **Quantity:** Type in or use the arrow indicators to select the **end** stock on hand quantity, **i.e.**: the quantity of stock you'll have **after** the adjustment is complete.
- (Example: Currently **12** in stock, adjusting out **1**, Quantity must be **11**).

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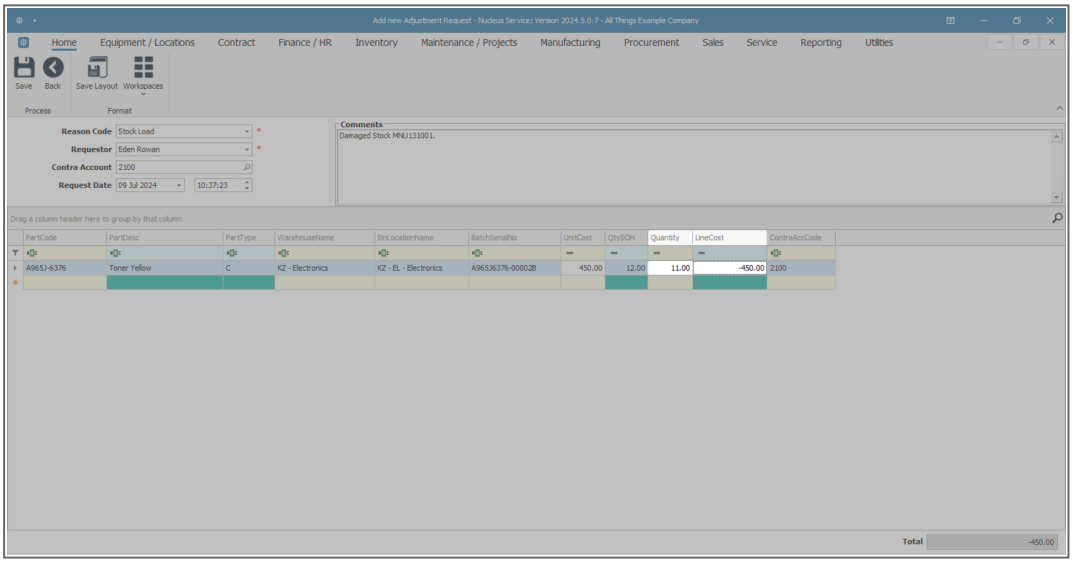
LINE COST OF ADJUSTMENT REQUEST

- **Line Cost:** The system will auto calculate the sum of the unit cost x the quantity. (In this case, **450.00** Unit Cost x **-1** Quantity = **-450.00** Line Cost).
- In the **new row** you can add more items to the list if required.
    - **Note 1:** You cannot adjust two line items of the same part number in one adjustment.
    - **Note 2:** Serialised items can only be adjusted one item at a time, so the quantity adjusted in or out will always be **1**.



SAVE ADJUSTMENT REQUEST

- When you have finished adding the adjustment request items, click on **Save**.

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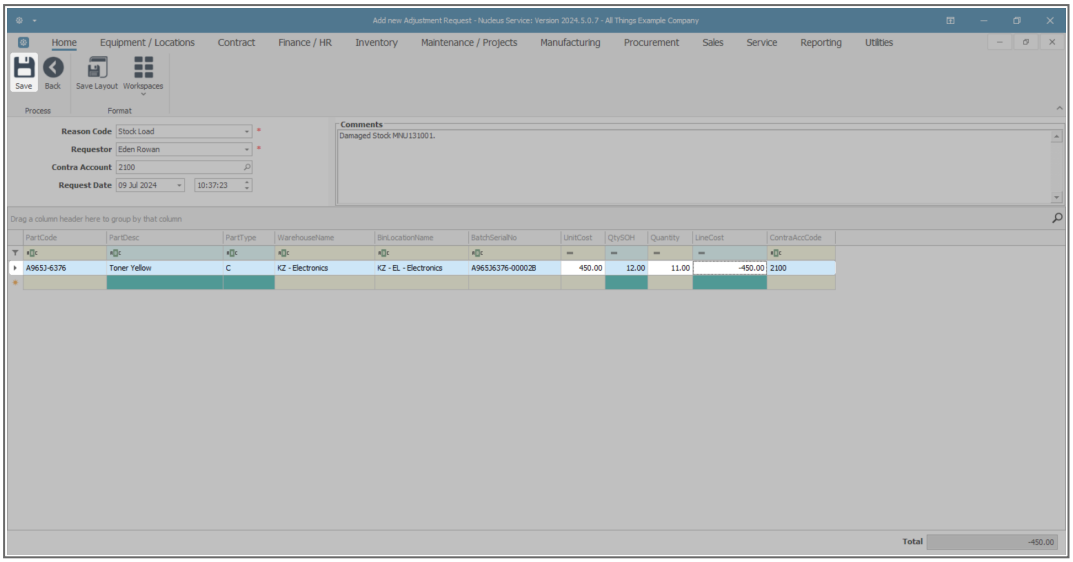
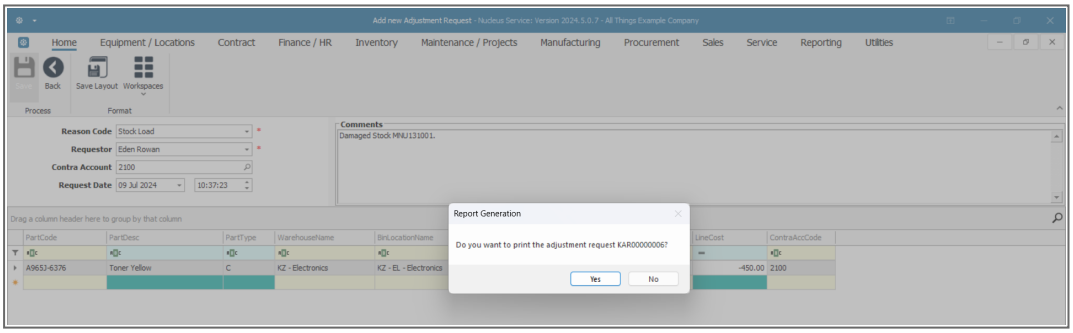


PRINT ADJUSTMENT REQUEST

- 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**.

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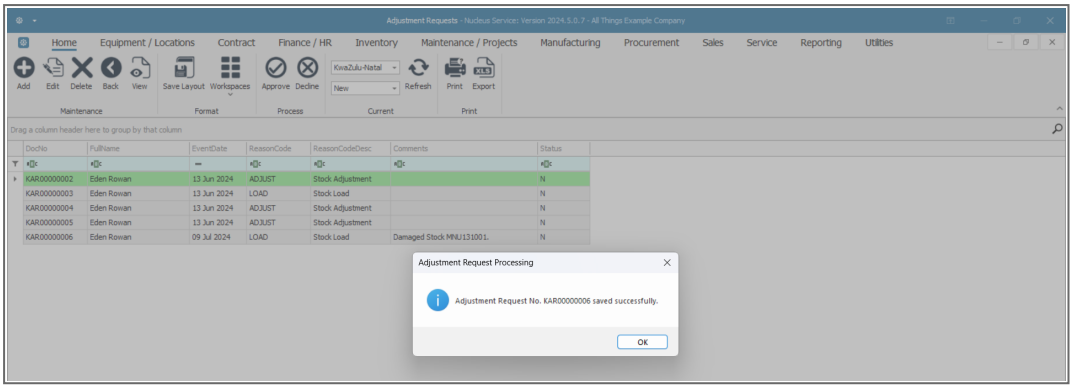
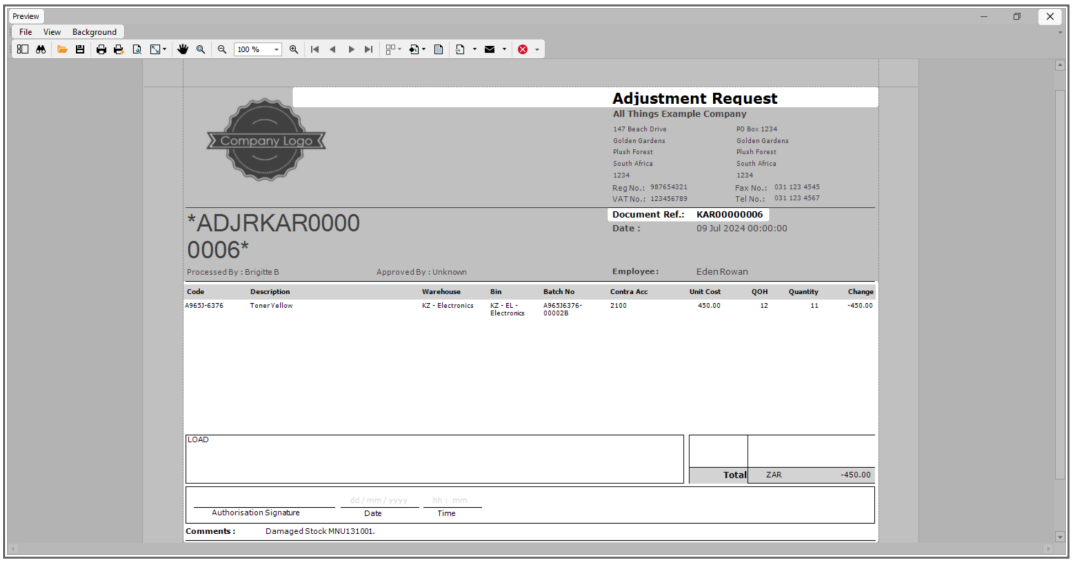


- You can then view the **Adjustment Request** report preview screen
- From here you can **View**, **Print**, **Export** or **Email** the Adjustment Request.
- **Close** the report preview screen when done.
    - **Note:** This request must be authorised before the Stock Adjustment is completed.



Related Topics

- Adjustments - Adjust Out
- Adjustments - Adjust In

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- Adjustments - Authorise
- Adjustments - Part BuildUp
- Adjustments - Part KnockDown
- Adjustments - Edit
- Adjustments - Delete
- Adjustments - View
- Adjustments - Reject
- Adjustments - Print

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