

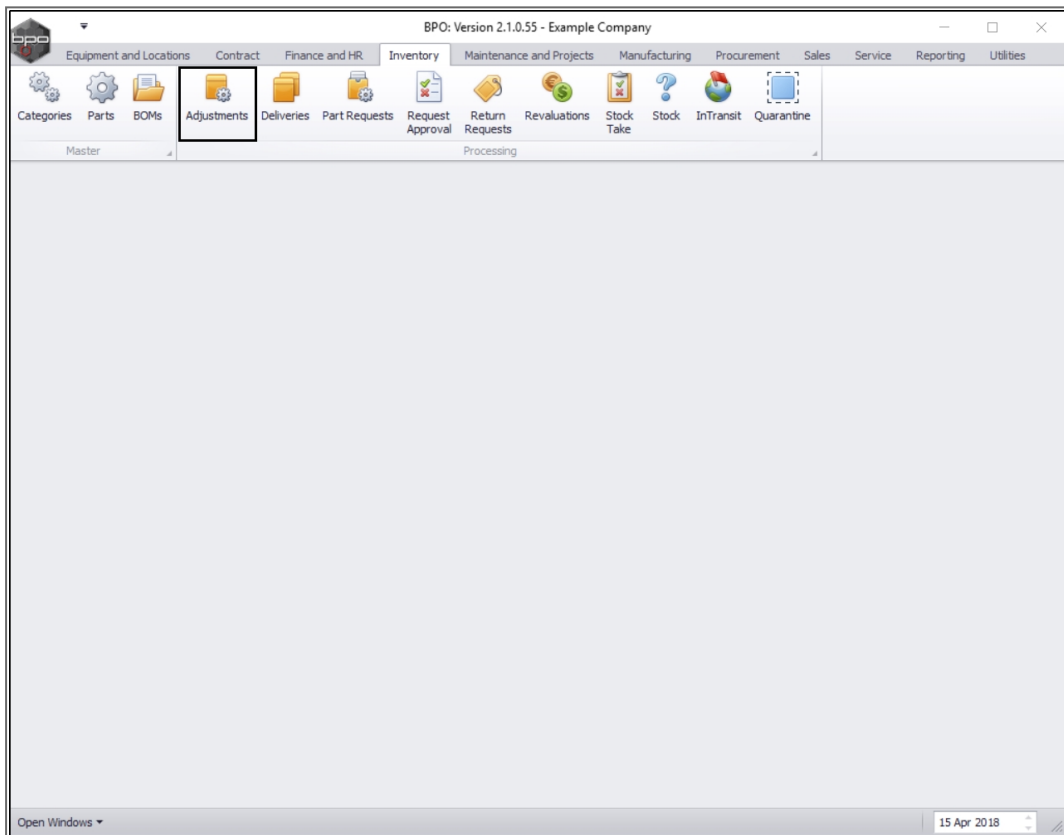
We are currently updating our site; thank you for your patience.

# INVENTORY

## PRINT / AUTHORISE / REJECT ADJUSTMENT REQUEST

...

Ribbon Access: Inventory > Adjustments

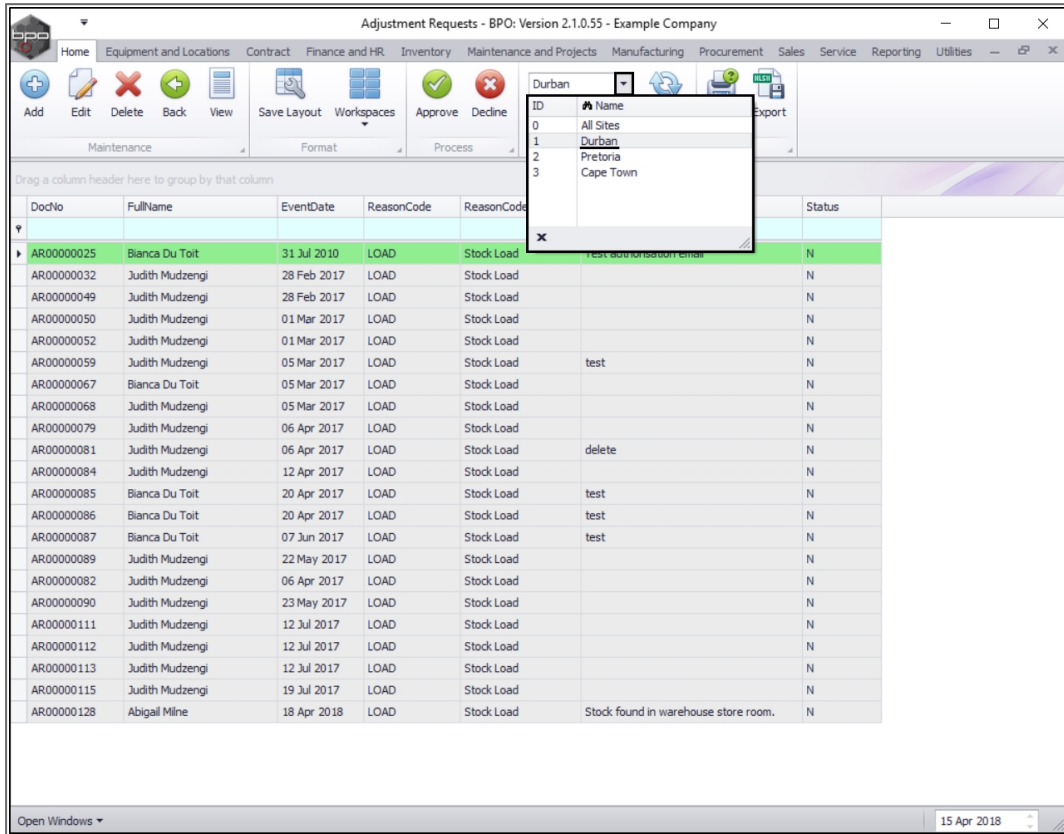


## PRINT ADJUSTMENT REQUEST

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

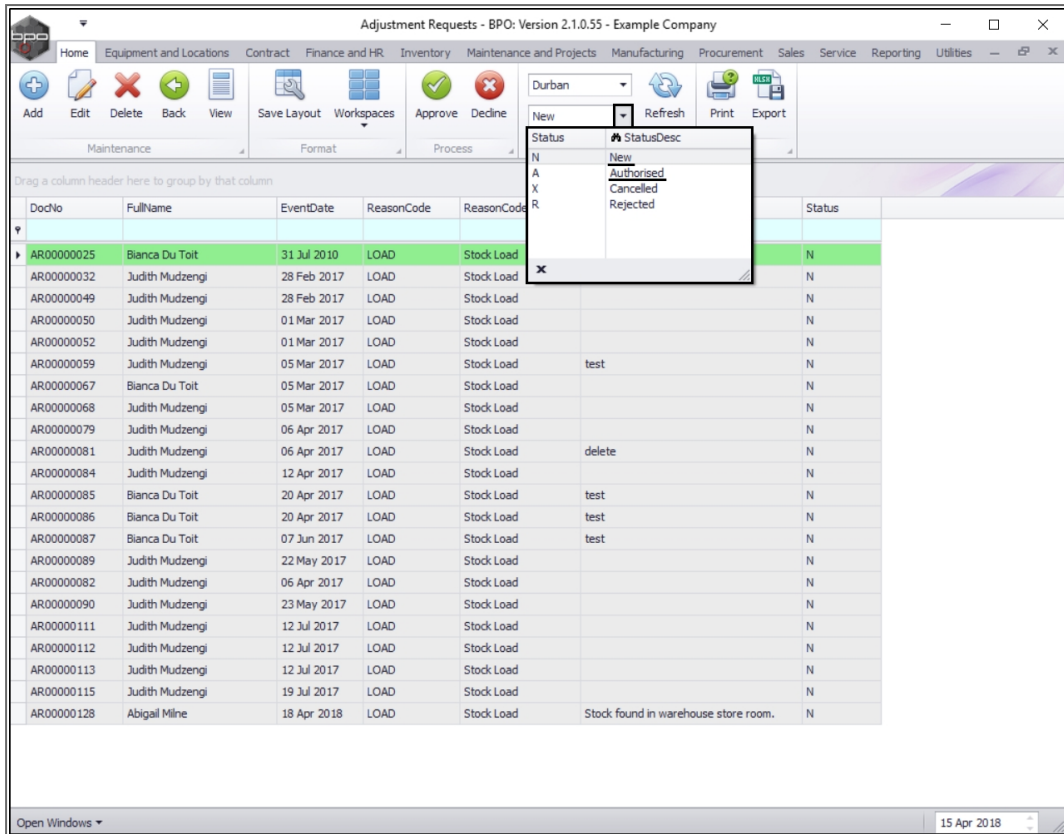
## Select the Site and Status

- Select the **site**.
  - In this image, **Durban** has been selected.



- Select the **status**.

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



## SELECT ADJUSTMENT REQUEST

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

Adjustment Requests - BPO: Version 2.1.0.55 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Drag a column header here to group by that column

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load	test	N
AR00000089	Judith Mudzengi	22 May 2017	LOAD	Stock Load		N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N
AR00000128	Abigail Milne	18 Apr 2018	LOAD	Stock Load	Stock found in warehouse store room.	N

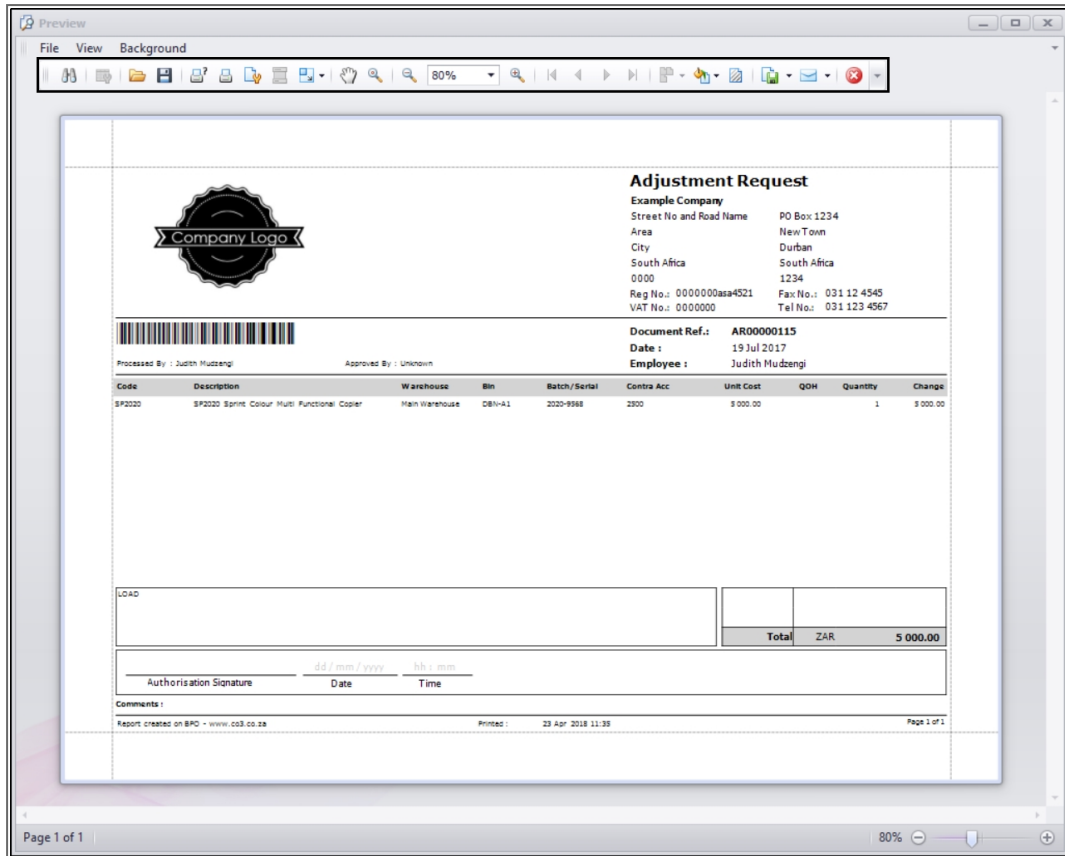
Open Windows | 15 Apr 2018

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

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load	test	N
AR00000089	Judith Mudzengi					N
AR00000082	Judith Mudzengi					N
AR00000090	Judith Mudzengi					N
AR00000111	Judith Mudzengi					N
AR00000112	Judith Mudzengi					N
AR00000113	Judith Mudzengi					N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N
AR00000128	Abigail Milne	18 Apr 2018	LOAD	Stock Load	Stock found in warehouse store room.	N

## 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.



## AUTHORISE ADJUSTMENT REQUEST

Select the Site and Status

- Select the **site**.
  - In this image **Durban** has been selected.

DocNo	FullName	EventDate	ReasonCode	ReasonCode	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load	N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load	N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load	N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load	N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load	N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load	N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	N
AR00000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load	N
AR00000089	Judith Mudzengi	22 May 2017	LOAD	Stock Load	N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load	N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load	N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load	N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load	N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load	N
AR00000128	Abigail Milne	18 Apr 2018	LOAD	Stock Load	N

- Select the **status**.

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

Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back View Save Layout Workspaces Approve Decline Durban New Refresh Print Export

Maintenance Format Process Current Print

Drag a column header here to group by that column

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N
AR00000132	Abigail Milne	06 Sep 2018	LOAD	Stock Load	Damaged item, remove from store.	N

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## SELECT ADJUSTMENT REQUEST

- Click on the **row selector** in front of the **adjustment request** you wish to **authorise**.
- Click on **Approve**.



Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back View Save Layout Workspaces **Approve** Decline Durban New Refresh Print Export

Maintenance Format Process Current Print

Drag a column header here to group by that column

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N
AR00000133	Abigail Mine	06 Sep 2018	LOAD	Stock Load	Extra stock found in warehouse store room.	N

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

Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N
AR00000133	Abigail Milne	06 Sep 2018	LOAD	Stock Load	Extra stock found in warehouse store room.	N

Adjustment Request - Process

The adjustment request, no. AR00000133 has been processed as accepted.

OK

## PRINT ADJUSTMENT REQUEST

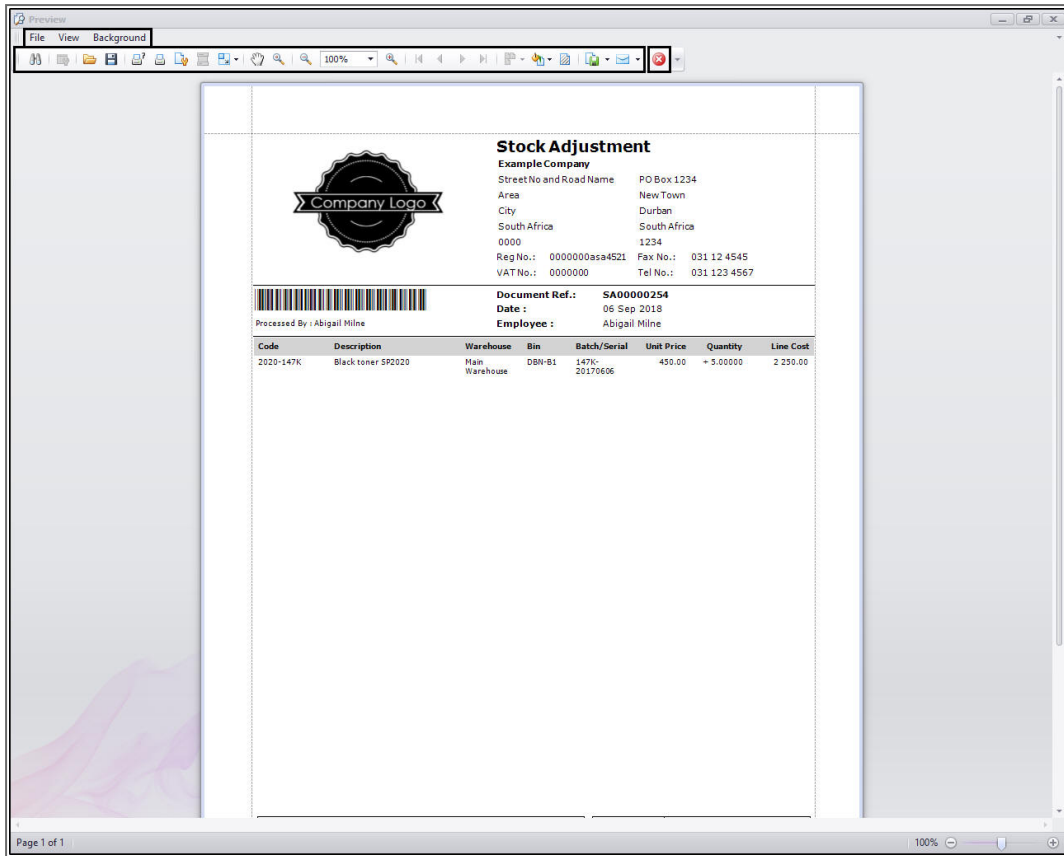
- A **Report Generation** message box will pop up asking;
  - **Do you want to print the stock adjustment [ ]?**
- Click on **Yes**.

The screenshot shows the SAP Adjustment Requests interface. The main window displays a table of adjustment requests with columns: DocNo, FullName, EventDate, ReasonCode, ReasonCodeDesc, Comments, and Status. A 'Report Generation' dialog box is open in the foreground, asking: 'Do you want to print the stock adjustment SA00000254?' with 'Yes' and 'No' buttons.

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N
AR00000133	Abigail Milne	06 Sep 2018	LOAD	Stock Load	Extra stock found in warehouse store room.	N

## 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.



## VIEW AUTHORISED ADJUSTMENT

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

Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back View Save Layout Workspaces Approve Decline Authorised Refresh Print Export

Maintenance Format Process Current Print

Drag a column header here to group by that column

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000074	Judith Mudzengi	23 Mar 2017	LOAD	Stock Load		A
AR00000075	Judith Mudzengi	23 Mar 2017	LOAD	Stock Load		A
AR00000076	Judith Mudzengi	30 Mar 2017	LOAD	Stock Load		A
AR00000077	Judith Mudzengi	04 Apr 2017	LOAD	Stock Load		A
AR00000078	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		A
AR00000088	Judith Mudzengi	22 May 2017	LOAD	Stock Load		A
AR00000089	Judith Mudzengi	22 May 2017	LOAD	Stock Load		A
AR00000043	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		A
AR00000056	Judith Mudzengi	02 Mar 2017	LOAD	Stock Load		A
AR00000072	Judith Mudzengi	23 Mar 2017	LOAD	Stock Load		A
AR00000073	Judith Mudzengi	23 Mar 2017	LOAD	Stock Load		A
AR00000083	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		A
AR00000091	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000092	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000093	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000094	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000095	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000096	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000099	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000100	Judith Mudzengi	25 May 2017	LOAD	Stock Load		A
AR00000101	Judith Mudzengi	30 May 2017	LOAD	Stock Load		A
AR00000102	Judith Mudzengi	31 May 2017	LOAD	Stock Load		A
AR00000103	Judith Mudzengi	01 Jun 2017	LOAD	Stock Load		A
AR00000104	Judith Mudzengi	01 Jun 2017	LOAD	Stock Load		A
AR00000109	Judith Mudzengi	30 Jun 2017	LOAD	Stock Load		A
AR00000110	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		A
AR00000114	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		A
AR00000116	Judith Mudzengi	20 Jul 2017	LOAD	Stock Load		A
AR00000097	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000098	Judith Mudzengi	23 May 2017	LOAD	Stock Load		A
AR00000128	Abigail Milne	18 Apr 2018	LOAD	Stock Load	Stock found in warehouse store room.	A
AR00000129	Abigail Milne	24 Apr 2018	LOAD	Stock Load		A
AR00000130	Abigail Milne	24 May 2018	LOAD	Stock Load	Stock Load	A
AR00000131	Abigail Milne	06 Sep 2018	LOAD	Stock Load	Damaged stock write off.	A
AR00000132	Abigail Milne	06 Sep 2018	LOAD	Stock Load	Damaged item, remove from store.	A
AR00000133	Abigail Milne	06 Sep 2018	LOAD	Stock Load	Extra stock found in warehouse store room.	A

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## REJECT ADJUSTMENT REQUEST

Select the Site and Status

- Select the **site**.
  - In this image, **Durban** has been selected.
- Select the **status**.
  - This must be set to **New**.

Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete Back View Save Layout Workspaces Approve Decline Durban New Refresh Print Export

Maintenance Format Process Current Print

Drag a column header here to group by that column

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N

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## SELECT ADJUSTMENT REQUEST

- Click on the **row selector** in front of the **Adjustment Request** you wish to reject.
- Click on **Decline**.

Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Maintenance | Format | Process | Current | Print

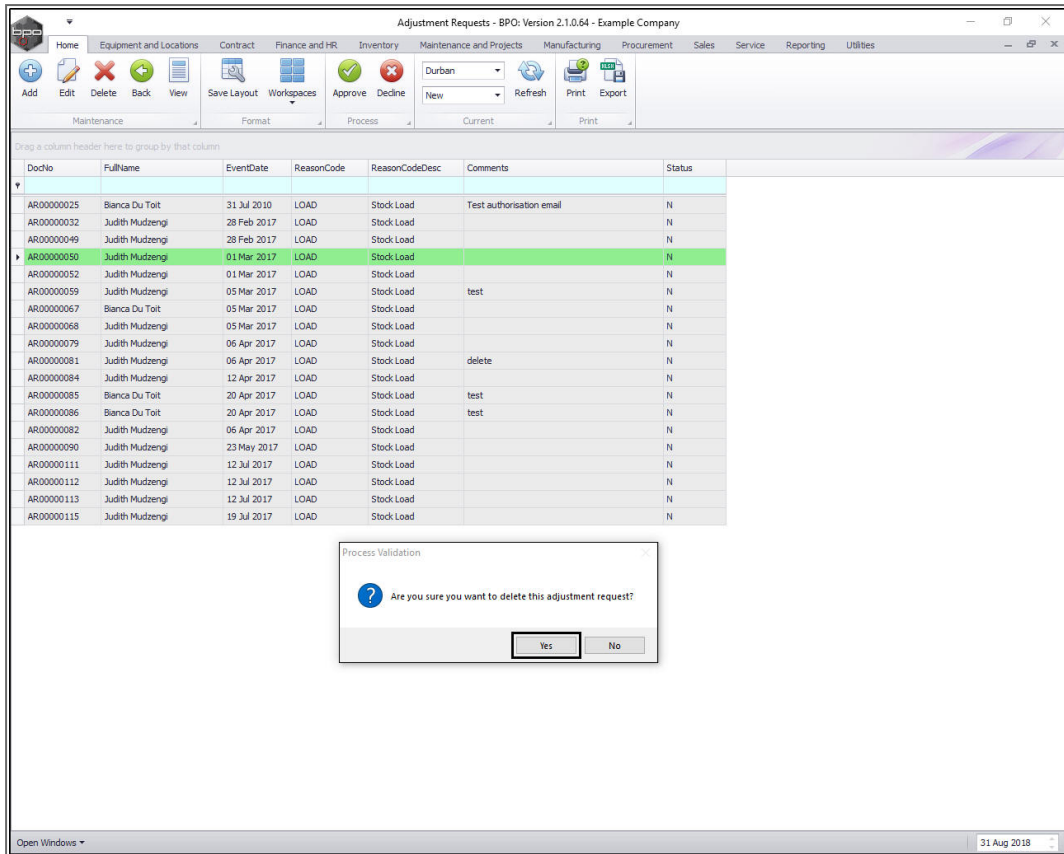
Drag a column header here to group by that column

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR00000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR00000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR00000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR00000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR00000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR00000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR00000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR00000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR00000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR00000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR00000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N

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## CONFIRM REJECTION

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



Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR0000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR0000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR0000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR0000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR0000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR0000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR0000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR0000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR0000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR0000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR0000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR0000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR0000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR0000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR0000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR0000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR0000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR0000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR0000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N

Process Validation

Are you sure you want to delete this adjustment request?

Yes No

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



DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR0000025	Bianca Du Toit	31 Jul 2010	LOAD	Stock Load	Test authorisation email	N
AR0000032	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR0000049	Judith Mudzengi	28 Feb 2017	LOAD	Stock Load		N
AR0000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR0000052	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		N
AR0000059	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load	test	N
AR0000067	Bianca Du Toit	05 Mar 2017	LOAD	Stock Load		N
AR0000068	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		N
AR0000079	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR0000081	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	delete	N
AR0000084	Judith Mudzengi	12 Apr 2017	LOAD	Stock Load		N
AR0000085	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR0000086	Bianca Du Toit	20 Apr 2017	LOAD	Stock Load	test	N
AR0000082	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load		N
AR0000090	Judith Mudzengi	23 May 2017	LOAD	Stock Load		N
AR0000111	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR0000112	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR0000113	Judith Mudzengi	12 Jul 2017	LOAD	Stock Load		N
AR0000115	Judith Mudzengi	19 Jul 2017	LOAD	Stock Load		N

## 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**.

Adjustment Requests - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | Back | View | Save Layout | Workspaces | Approve | Decline | Durban | Cancelled | Refresh | Print | Export

Drag a column header here to group by that column

DocNo	FullName	EventDate	ReasonCode	ReasonCodeDesc	Comments	Status
AR00000004	Belinda Sharman	13 Jun 2014	test	test	test	X
AR00000005	Belinda Sharman	26 Aug 2014	Test adjustme...	Test adjustment re...	Test adjustment request doc	X
AR00000020	Bianca Du Toit	22 Jun 2015	test	test	test	X
AR00000050	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		X
AR00000053	Judith Mudzengi	01 Mar 2017	LOAD	Stock Load		X
AR00000060	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		X
AR00000061	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		X
AR00000062	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		X
AR00000069	Judith Mudzengi	05 Mar 2017	LOAD	Stock Load		X
AR00000080	Judith Mudzengi	06 Apr 2017	LOAD	Stock Load	declined	X
AR00000087	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load	test	X
AR00000105	Bianca Du Toit	07 Jun 2017	LOAD	Stock Load		X
AR00000127	Abigail Milne	18 Apr 2018	LOAD	Stock Load	Stock found in warehouse store room.	X

Open Windows | 31 Aug 2018

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