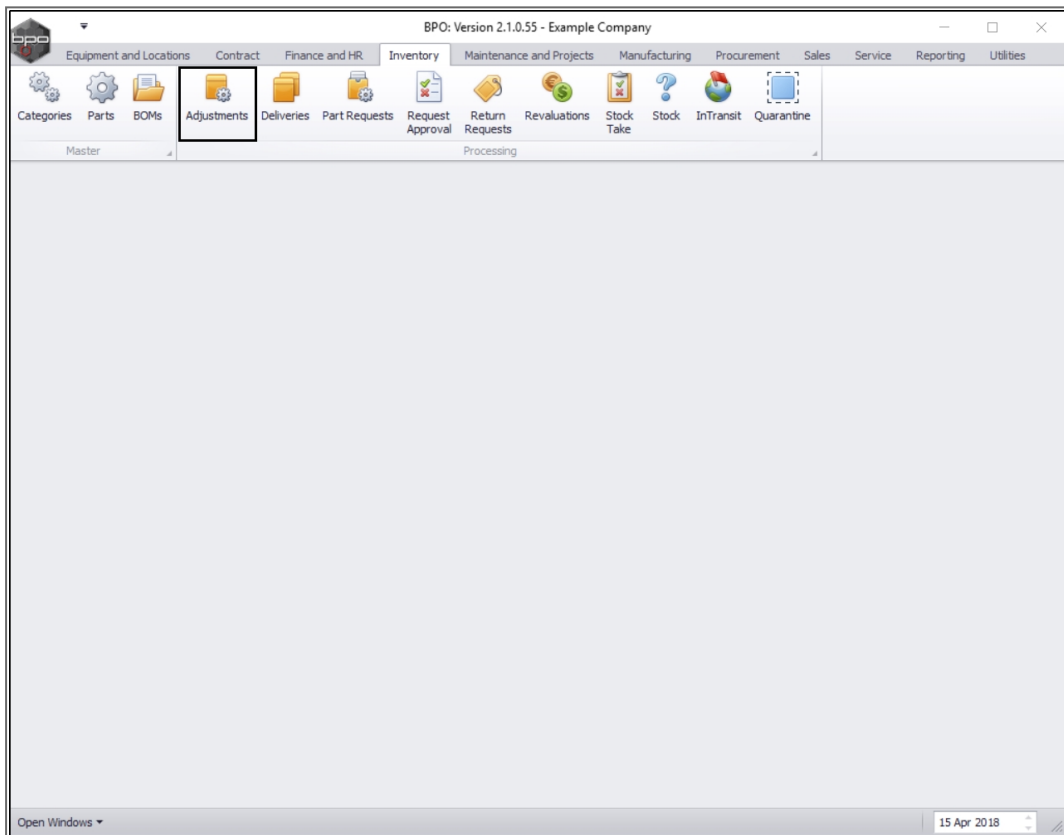We are currently updating our site; thank you for your patience.

# INVENTORY

## PRINT / AUTHORISE / REJECT ADJUSTMENT REQUEST

...
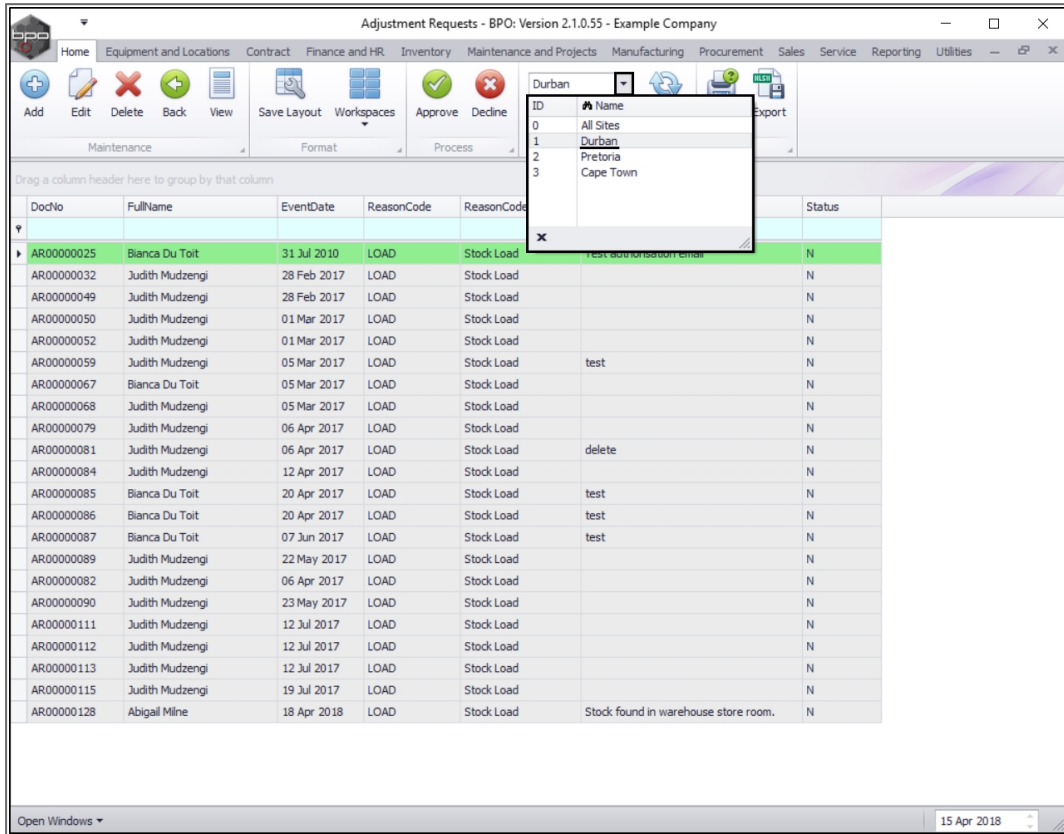
---

**Ribbon Access:**  Inventory  >  Adjustments



## PRINT ADJUSTMENT REQUEST

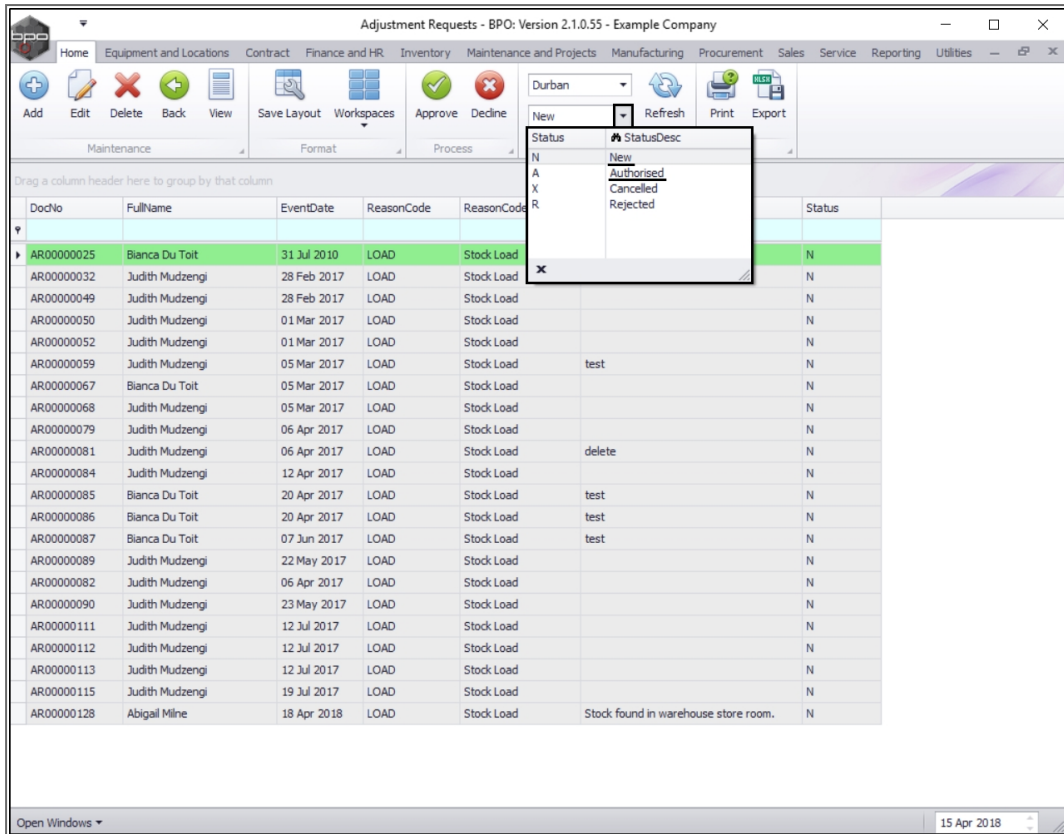The **Adjustment Requests** listing screen will be displayed.

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**.

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

## 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.
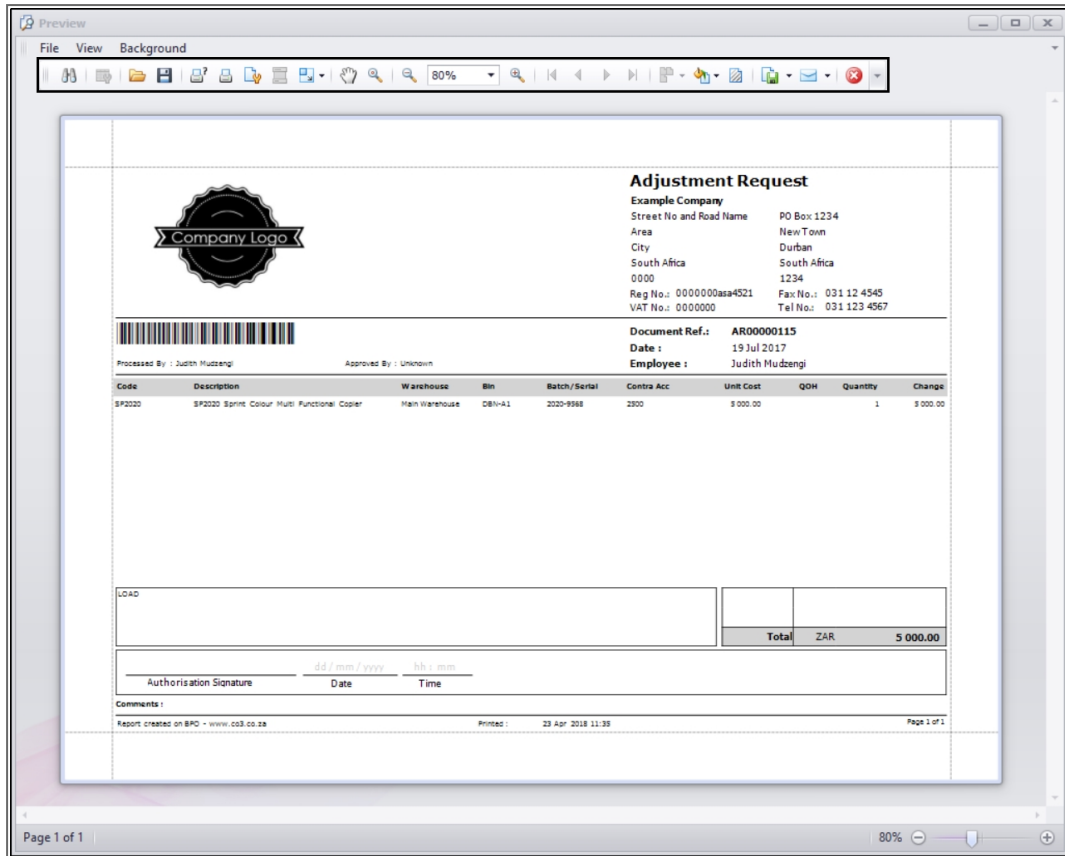
## AUTHORISE ADJUSTMENT REQUEST

Select the Site and Status

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

- Select the **status**.

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

## SELECT ADJUSTMENT REQUEST

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

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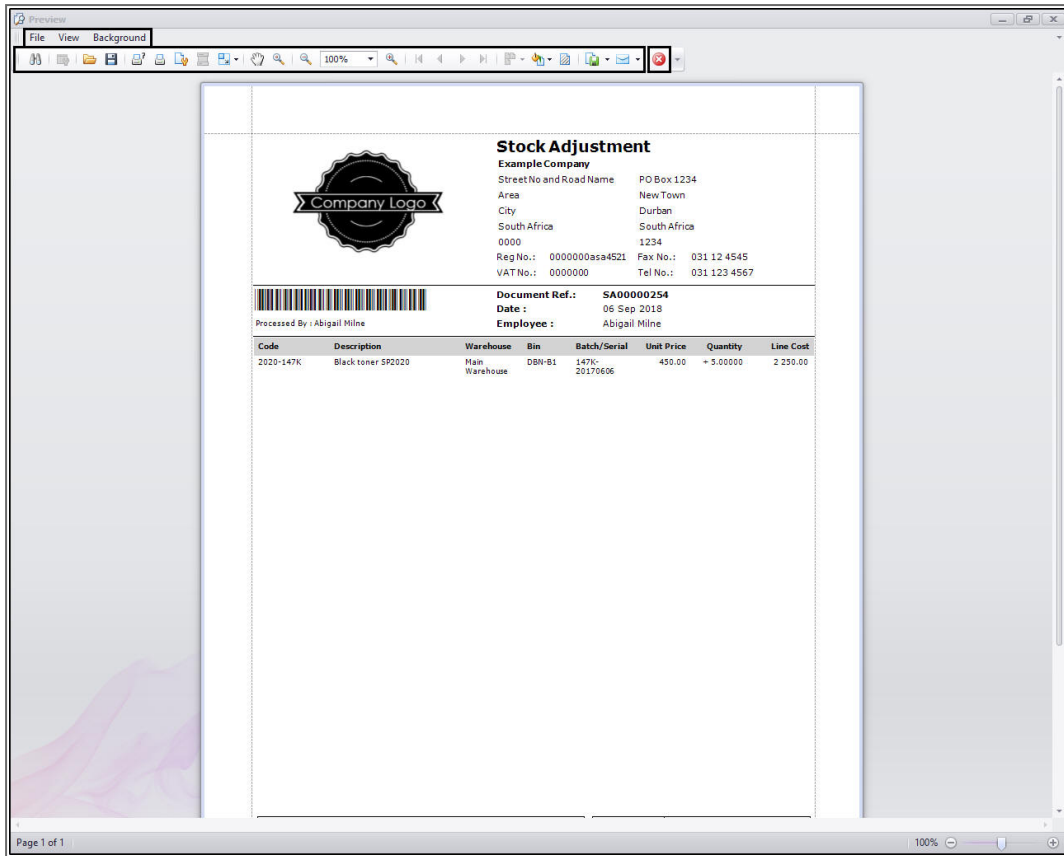- Click on **OK**.

## PRINT ADJUSTMENT REQUEST

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

## 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**.

# 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**.

## SELECT ADJUSTMENT REQUEST

- Click on the **row selector** in front 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**.

MNU.131.003