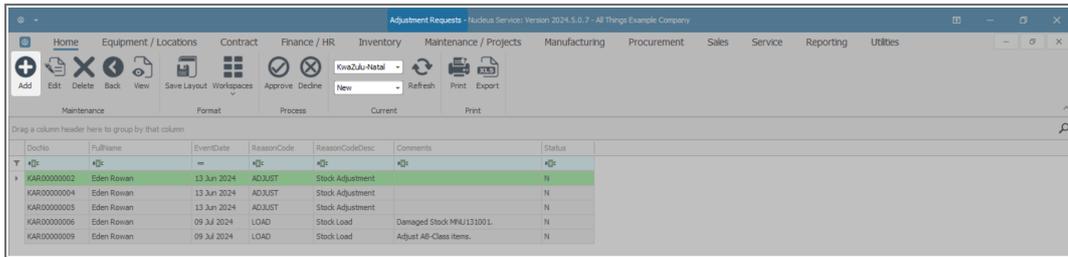# INVENTORY

PART BUILD UP

The 'Part Build Up' process will, within one transaction, adjust:

- The <u>unit parts</u> **out** of stock (for example, A4 Plastic Cover, A4 Cardboard Backing, A4 Note Paper).
- The <u>whole unit</u> **into** stock (for example, A4 Architects Drawing Book).
- 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 <u>Inventory: Stock Batch Tracking</u>.

Ribbon Select **Inventory > Adjustments**

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

- Select the **Site**.
  - In this image **KwaZulu-Natal** has been selected.
- The **State** filter will default to '**New**' upon opening, this does not need to be changed in order to continue with this process.

- Click on **Add**.

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

NEW ADJUSTMENT REQUEST DETAILS

- **Reason Code:** Click on the drop-down arrow and select from the list, the code you wish to link to this request.
- **Requestor:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select from the list, an alternative person if required.
- **Contra Account:** Click on the search icon and select from the **Select a contra account for this adjustment** pop up screen, the account you wish to link this adjustment to.
- **Request Date and Time:**This will auto populate with the current date and time.
    - **Date:** You can either type in or click on the drop-down arrow and use the calendar function to select the date.
    - **Time:** You can either type in or use the directional arrows to select the time.
- **Comments:**Type in a comment related to this part knock down, if required.
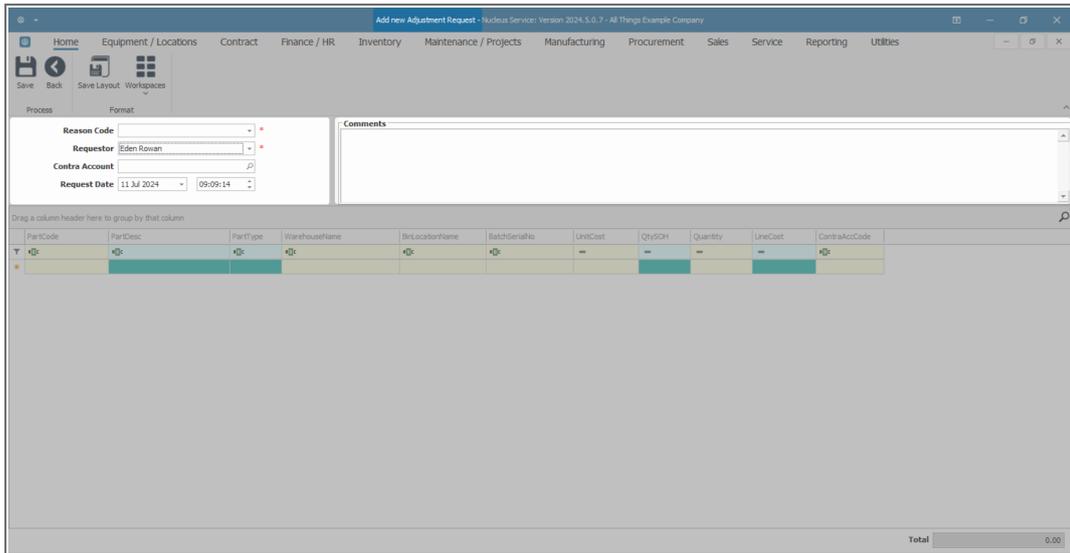
# SELECT FIRST UNIT PART TO BE ADJUSTED OUT OF STOCK

In the 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** made in the Adjustment Request Details frame. (This can be changed per item line).
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select a part** pop-up screen.
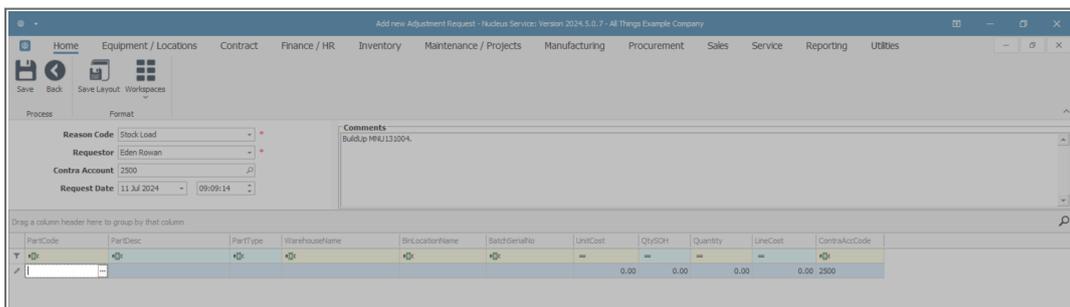
Method 2

- 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** made in the Adjustment Request Details frame. (This can be changed per item line).
- A **Process** menu will pop up.
- Click on **Add** - **Add Item** to display the **Select a part** pop-up screen.
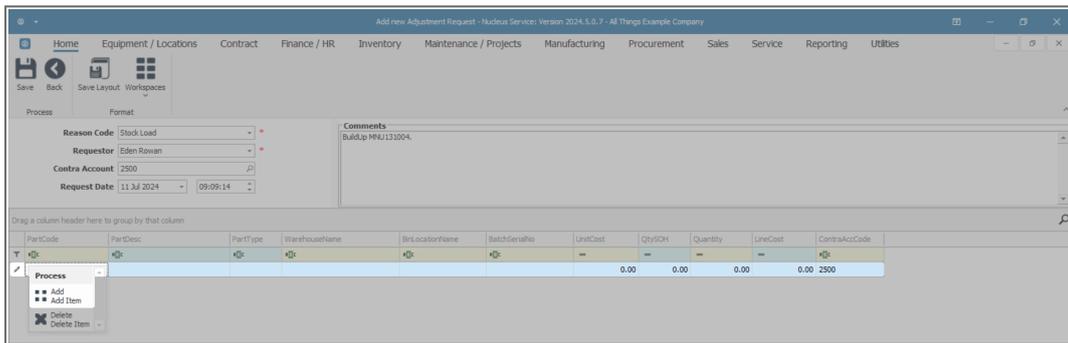
- In the **Select a part** pop-up screen, select the **row** of the **part/item** that you wish to adjust **out** of stock.
  - In this image, an **A4 Clear Plastic Cover** is to be adjusted **out** of stock.
- Click on **Ok**.
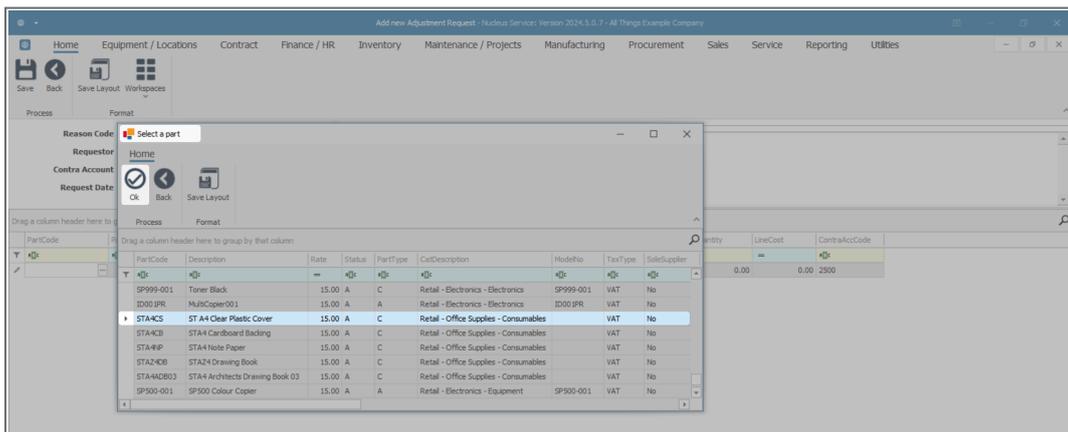
- The row will now populate with the selected **Part Code** details.
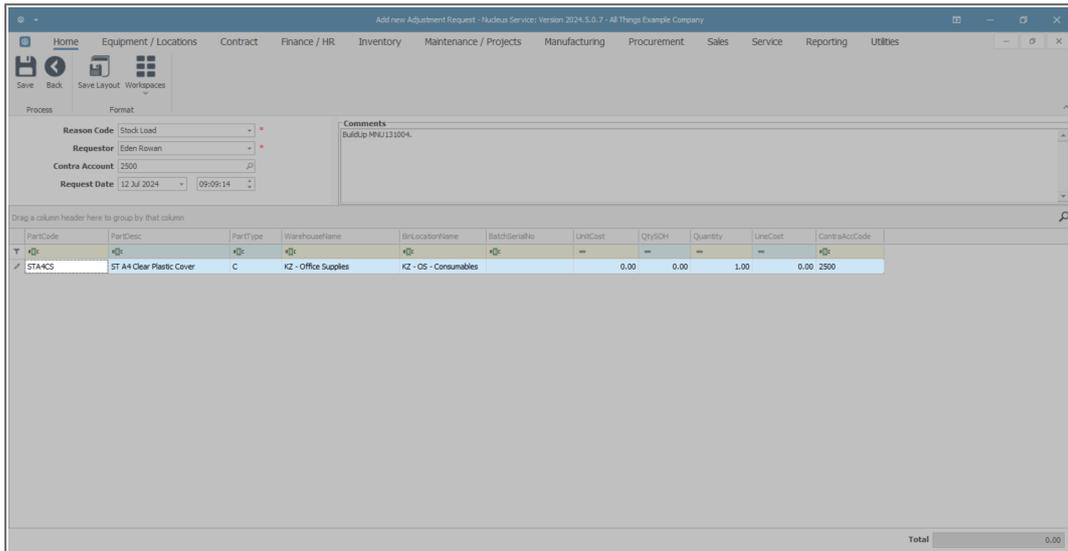
SELECT WAREHOUSE

If the item selected is linked to a default warehouse then the **Ware-houseName** field will auto-populate with that warehouse name. (This can be changed.) If the item is not linked to a default warehouse then you can select one.

Follow this process to select an alternative **Warehouse Name**:
- Click in the **Warehouse Name** text box to reveal an **ellipsis** button.
- 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 adjust this item out of.
    - In this image, **KZN Main** has been selected.
- Click on **Ok**.
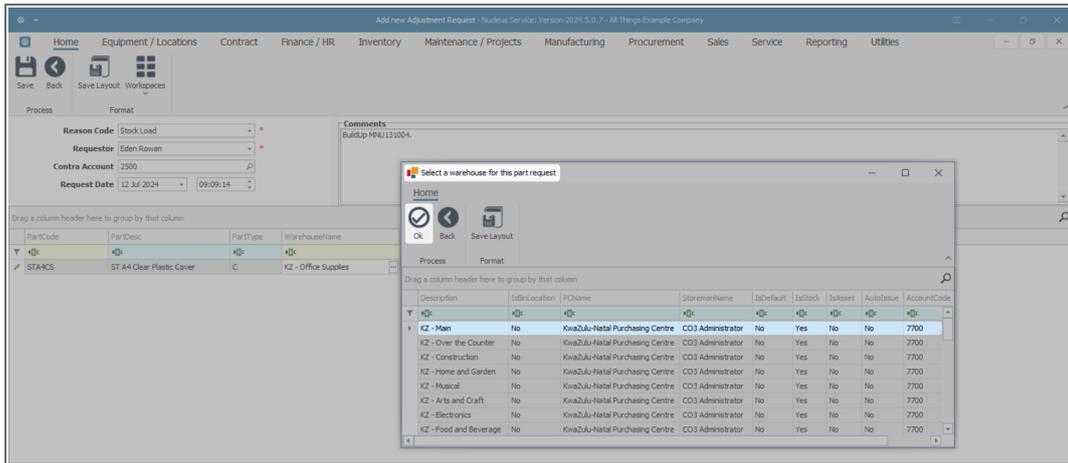
SELECT BIN LOCATION

If the item selected is linked to a <u>default bin</u> location in the default warehouse, then this field will now auto-populate with that bin location name. (This can be changed.) If the item is not linked to a default bin then you can select one.

Follow this process to select an alternative **Bin Location Name**:

- Click in the **Bin Location Name** text box to reveal an **ellipsis** button.
- Click on this button.
- The **Select a bin for this part request** screen will pop up. This screen will contain details of the **bins** that you can choose from within this warehouse.
- Select the row of the **bin** location.
  - In this image, bin location **KZN - Receiving Bin** has been selected.
- Click on **Ok**.

> **Note**: If there is only **1** bin linked to the warehouse, as you click on the ellipsis button, the **Bin Location Name** text box will populate with that one particular bin name and the **'Select...'** screen will not pop up.
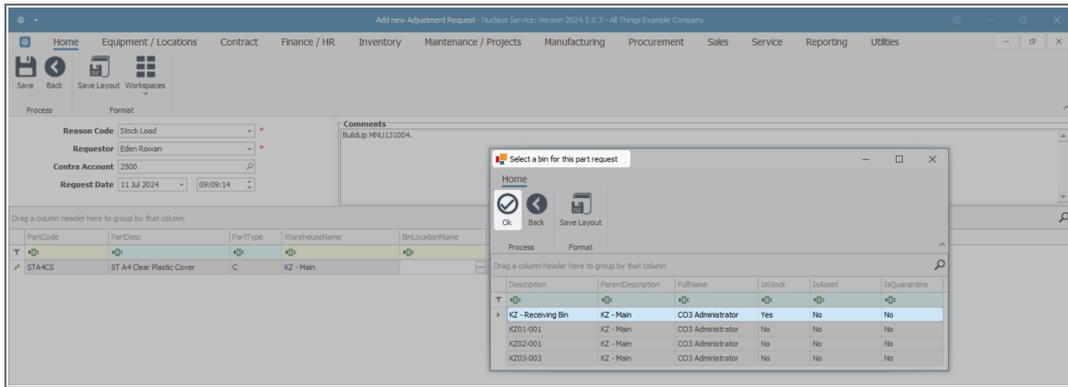
SELECT BATCH/SERIAL NUMBER

Once the bin location field is populated, Nucleus Service will select the item from the first batch in this bin location. If this first batch is 'un-numbered' then this field will be blank.

Follow this process to select a **Batch/Serial Number**:
- Click in the **BatchSerialNo** 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**.

If this is an **A-Class** or **B-Class** item that is being adjusted out of store then this becomes the **Serial No** column for A/B-Class items - so search for the correct serial number if this is a serialised item.

If this a **C-Class** item being adjusted out of store, and you are using Stock Batch Tracking, then you will need to select the correct batch that you wish to adjust the **C-Class** item out of.

If you are not using Stock Batch Tracking, then the **BatchSerialNo** text box can remain blank.
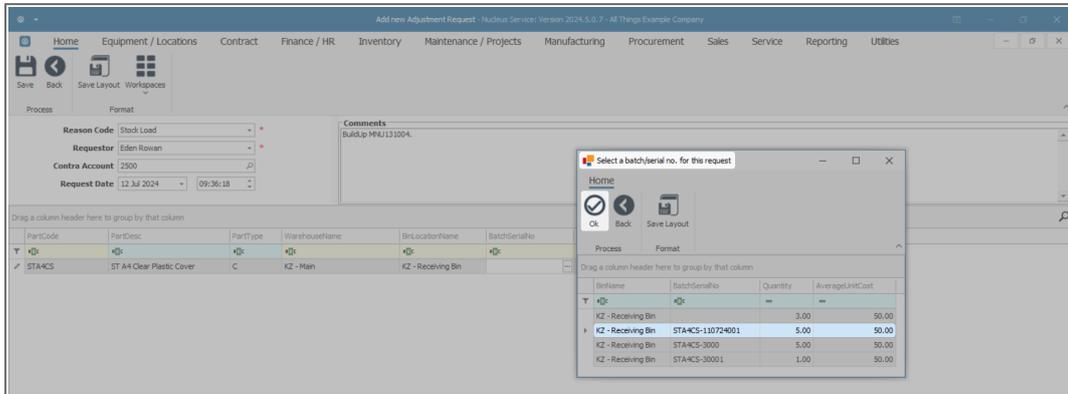
As the above text boxes populate, you will notice the following fields will adjust:

UNIT COST

- With **C-Class** items, weighted average cost is calculated over multiple batches within the same bin location, therefore the **Unit Cost** populates as the **Bin Location Name** is selected.
- With **A** or **B-Class** items, only once the **Serial No.** is selected, will the **Unit Cost** field populate as each serial no. is priced individually.

QUANTITY STOCK ON HAND

- You will note that the **QtySOH** (Quantity Stock on Hand) amount has adjusted to what stock is available in the selected batch.
- With **C-Class** items, this text box will populate with the current Stock on Hand quantity of the **C-Class** item in the selected **Bin Location**.

- With **A** or **B-Class** items, this field will only populate once the **serial no** has been selected and will always populate with **1** as only one **A** or **B-Class** item can be selected at a time.

LINE COST

- This will populate with the sum of the **Unit Cost** x **Quantity**. This will be a **minus** figure as you are adjusting this unit part **out** of stock.

SELECT QUANTITY

- In this example, we will be **'building up'** one A4 Architects Drawing Book. We will be adjusting the individual parts **out** of stock. Therefore the (end) **Quantity** (in stock) amount of this part must be changed.

- Click in the **Quantity** field.

- Either type in or use the arrow indicators to select the quantity - this will be the quantity of this part that is required to make up

the **whole unit**.

- In this example, the sum will be: **Quantity Stock on Hand**: **(5)** - the adjusted **out** quantity **(1)** = the total **end** quantity (in stock) = **(4)**.
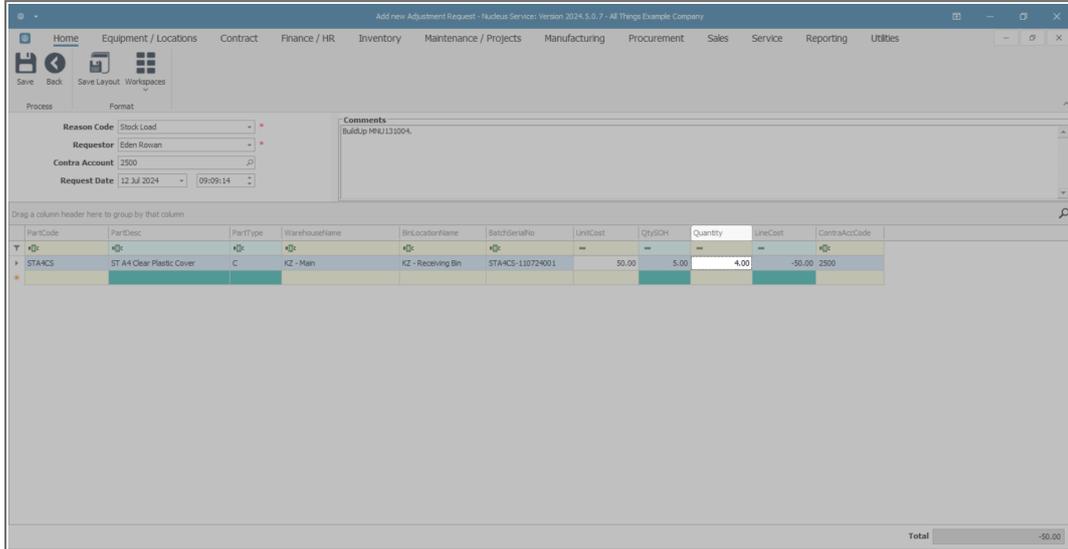
ADD REMAINING UNIT PARTS TO BE ADJUSTED OUT OF STOCK

- If a **new row** has not yet appeared in the data grid, click on the last text box in the row and press **Enter** on your keyboard.
- Click in the **Part Code** text box of the new row to display the **ellipsis** button.

- Repeat the Select the First Unit Part to be Adjusted Out of Stock process until you have all the parts that make up the whole unit, listed in the data grid.

- In this example, **A4 Cardboard Backing**, **A4 Note Paper** have been added to the list.

QUANTITIES OF ADDITIONAL ITEMS
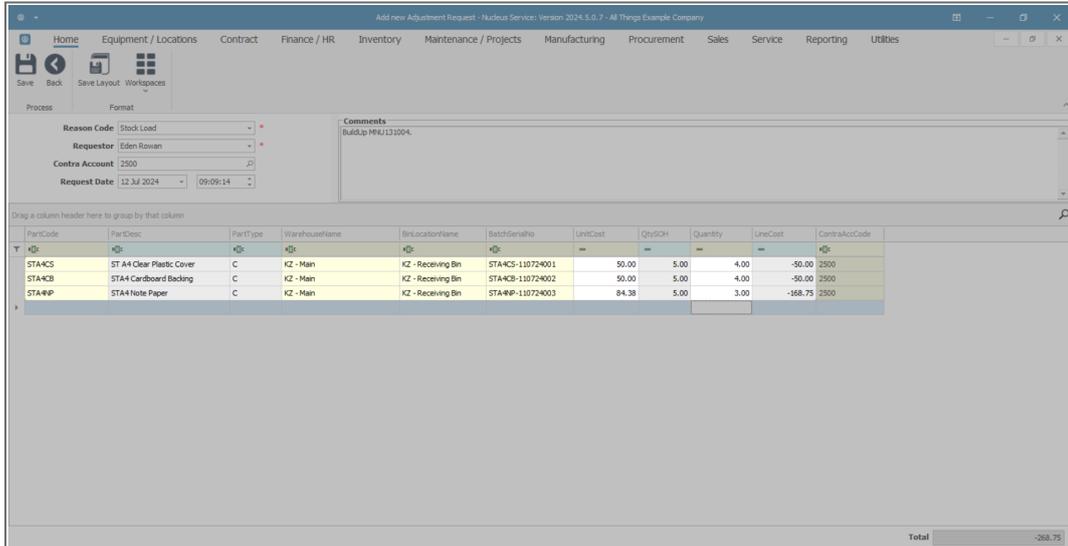
- **A4 Clear plastic Cover**:
  - In this example, the sum is: **Quantity Stock on Hand**: **(5)** - the adjusted **out** quantity **(1)**

therefore the total end **Quantity** (in stock) = **(4)**.

- **A4 Cardboard Backing**:
    - In this example, the sum is: **Quantity Stock on Hand**: **(5)** - the adjusted **out** quantity **(1)** therefore the total end **Quantity** (in stock) = **(4)**.
- **A4 Note Paper**:
    - In this example, the sum is: **Quantity Stock on Hand**: **(5)** - the adjusted **out** quantity **(2)** therefore the total end **Quantity** (in stock) = **(3)**.

- **Summary**: To build up the whole unit (the Architect's Drawing Book) the parts required are:
    - **1** x A4 Clear Plastic Cover
    - **1** x A4 Cardboard Backing
    - **2** x A4 Note Paper

SELECT THE WHOLE UNIT TO BE ADJUSTED <u>INTO</u> STOCK

You now need to add the <u>whole unit</u> item that is to be adjusted into stock:

- Click in the **Part Code** column to bring up the **ellipsis** button.
- Click on this button to bring up the **Select a part** pop-up screen.
- Select the **whole unit** in this screen.
- Click on **Ok**.
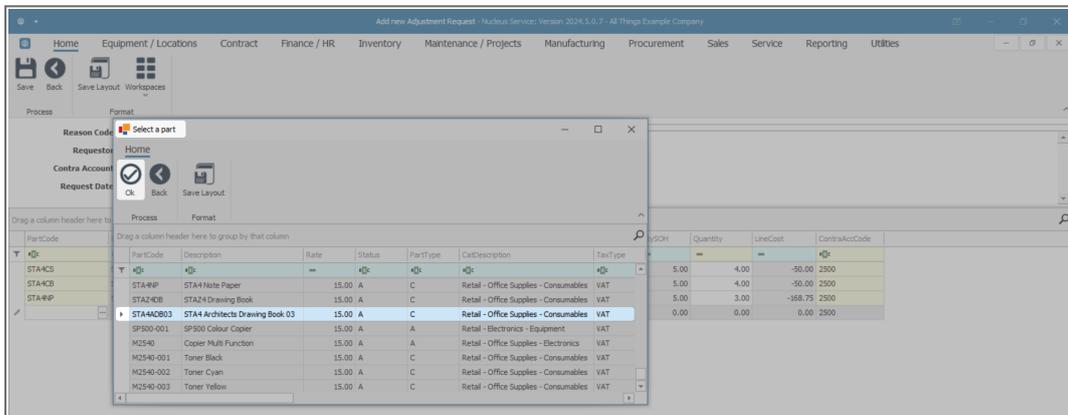
- The row will now populate with the selected **Part Code** details.

SELECT WAREHOUSE AND BIN LOCATION FOR WHOLE UNIT

- Select the **Warehouse** and **Bin Location** for this whole unit.

WHOLE UNIT COST

- Click in the **Unit Cost** text box and either type in or use the arrow indicators to select the unit cost of the whole unit.

Important Note: The **Line Cost** for the **unit parts** you are writing out of stock and the **total unit** you are writing into stock should counteract each other exactly.

In this example, you can see:

- The line cost for the unit parts is (**-268.75**) and the total unit being written into stock (**268.75**) will balance each other out.
- This will result in the Total being **0.00**.

QUANTITY OF THE WHOLE UNIT

- This will default to **1**.
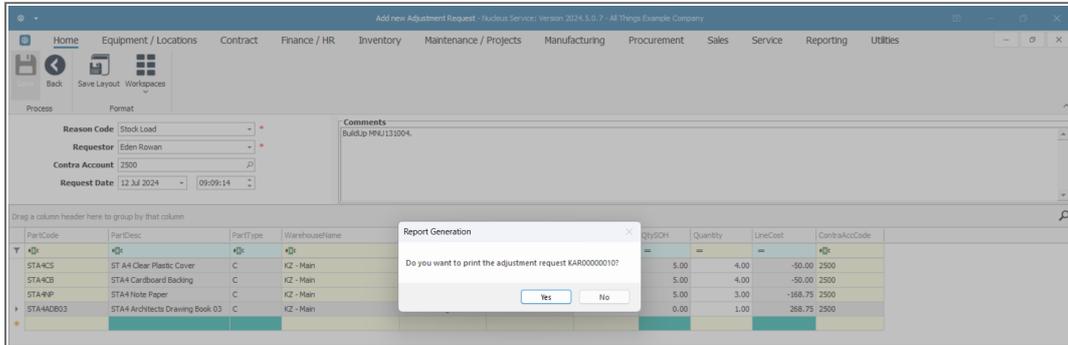 - In this example, only **1** whole unit is being adjusted in so this can remain unchanged.
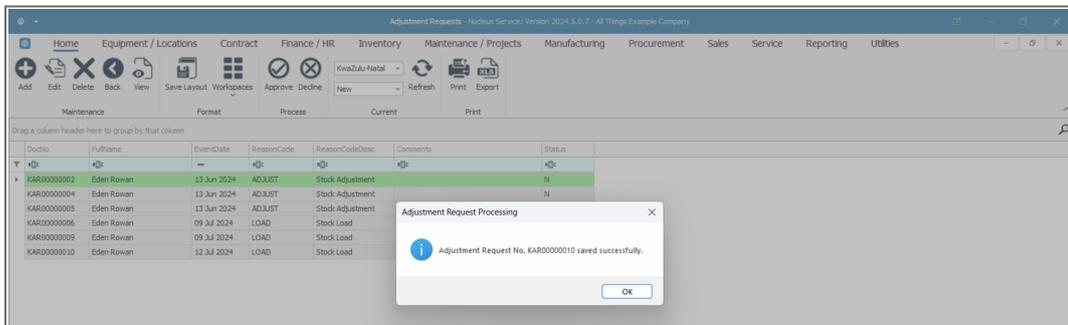
SAVE ADJUSTMENT REQUEST

- Click on **Save**.

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 asking -
   - **Adjustment Request No. [ ] saved successfully [ ].**
- Click on **OK**.

REPORT PREVIEW

The **Report Preview** screen will open.
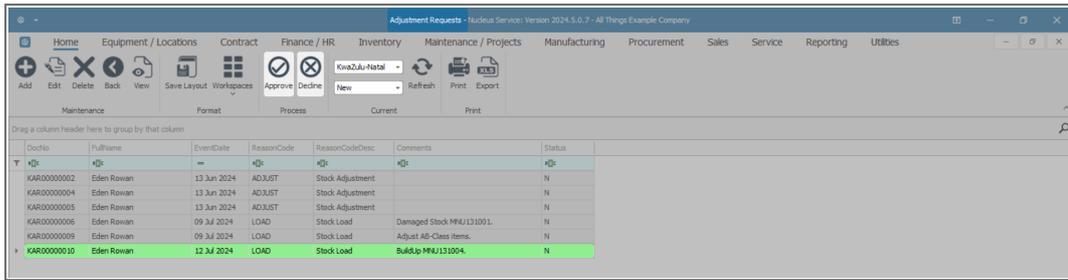
Here you can view the details of:

- The **unit parts** being adjusted out.
- The **whole unit** being adjusted in.
- The original **Stock on Hand Quantities**.
- The **Quantities** after the adjustment.
- The **Total** recorded as **0**.
- From this screen you can **View**, **Print**, **Email** or **Export** the adjustment report.
- **Close** the Preview screen when you are done.
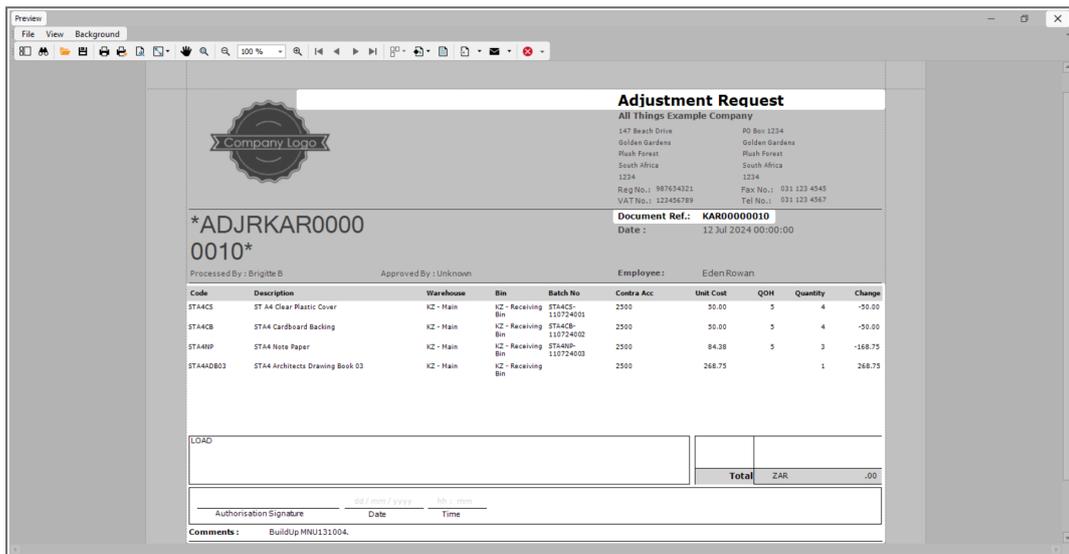
VIEW NEW ADJUSTMENT REQUEST

- You will return to the **Adjustments Request** screen.
- You can now view the new adjustment in the data grid.
- This request can now be <u>Approved</u> or <u>Declined</u>.

> **Important Note**: This request must be authorised before the stock adjustment is complete.

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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