

INVENTORY

DELETE ADJUSTMENT REQUEST

From this screen, you will be able to use the action button to **Delete** a stock Adjustment.

A stock Adjustment can <u>only</u> be deleted when in the **New** status.

Ribbon Select Inventory > Adjustments



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

SELECT THE SITE AND STATUS

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

۰ -	Adjustment Requests - Nucleus Service: Version 2024.5.0.7 - All Things Example Company	□ - □ ×
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• The **State** filter will default to '**New**' upon opening, this must not need be changed.

Note: Adjustment requests can only be deleted in the New status.



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	KAR0000006	Eden Rowan	09 Jul 2024	LOAD 5	Stock Load	Damaged Stock MNU13100	D1.	N								
	KAR0000009	Eden Rowan	09 Jul 2024	LOAD !	Stock Load	Adjust AB-Class items.		N								
	KAR00000010	Eden Rowan	12 Jul 2024	LOAD 5	Stock Load	BuildUp MNU 131004.		N								

SELECT ADJUSTMENT REQUEST

• Select the **row** of the **adjustment request** that you wish to

Delete.

• Click on **Delete**.

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	KAR0000009	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Adjust AB-Class items.	N							
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CONFIRM DELETION

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

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

Adjustment Requests - Nucleus Service: Version 2024.5.0.7 - All Things Example Company														×		
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- An Adjustment Request Process message box will pop up informing you that -
 - The Adjustment Request [], has been deleted.
- Click on OK.

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• The **deleted** Adjustment Request will be removed from the **New** Status listing screen.

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	KAR0000006	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Damaged Stock MNU131001.	N									
	KAR0000009	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Adjust AB-Class items.	N									
	KAR00000010	Eden Rowan	12 Jul 2024	LOAD	Stock Load	BuildUp MNU 131004.	N									
	KAR00000011	Eden Rowan	12 Jul 2024	LOAD	Stock Load	Part Knock Down Edit.	N									

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VIEW DELETED ADJUSTMENT IN CANCELLED STATUS

• The deleted adjustment request will now be moved to the Adjustment Requests listing screen, where the status is set to **Cancelled**.

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	KAR0000007	Eden Rowan	09 Jul 2024	LOAD	Stock Load	Stock found in warehouse store room.	x								

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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