

INVENTORY

PRINT ADJUSTMENT REQUEST

A stock adjustment request <u>must</u> be authorised before the Stock Adjustment is completed..

The Inventory Adjustment screen gives you the ability to **Print**, <u>Authorise</u>, **Reject** a Stock Adjustment.

Ribbon Select Inventory > Adjustments



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

PRINT ADJUSTMENT REQUEST

SELECT THE SITE AND STATUS

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

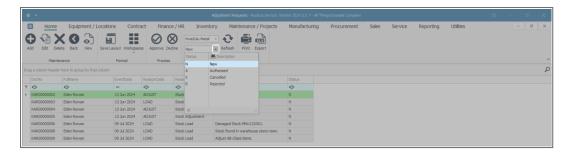


Select the Status.

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



Print / Authorise / Reject Adjustment Request

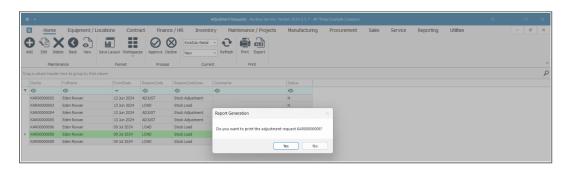


SELECT ADJUSTMENT REQUEST

- Select the **row** 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.



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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