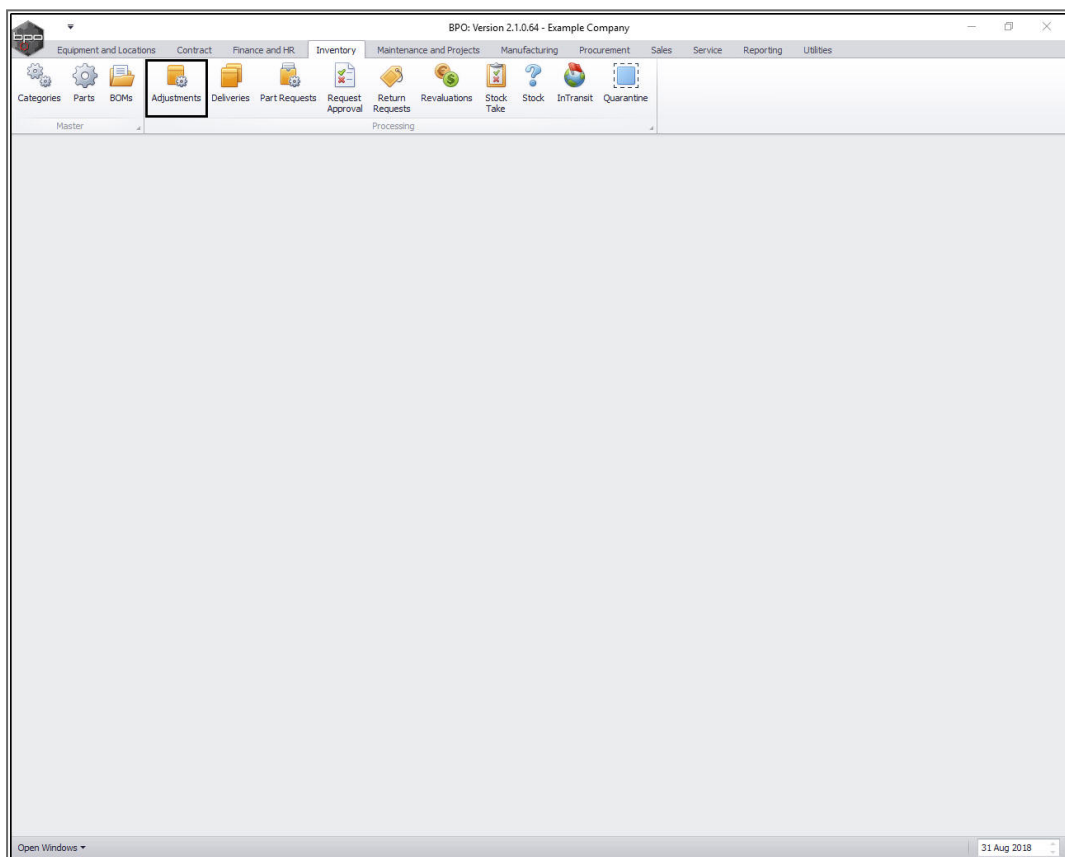


INVENTORY

ADJUST STOCK OUT OF STORE

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 [Inventory: Stock Batches](#).

Ribbon Access: *Inventory > Adjustments*



- The **Adjustment Requests** listing screen will be displayed.
- Select the **site**.
 - In this image, **Durban** has been selected.

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 New Refresh Print Export

Maintenance Format Process Current Print

Drag a column header here to group by that column

DocId	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

Open Windows 31 Aug 2018

- Click on **Add**.

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

DocId	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

Open Windows 31 Aug 2018

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

ADJUSTMENT REQUEST REASON/DETAILS

- **Reason Code:** Click on the **drop-down arrow** and select from the menu the applicable **reason code**.
- **Requestor:** This will auto populate with the person currently logged on to the system. Click on the drop-down arrow and select from the list an alternative person, if required.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code

Requestor Abigail Milne

Contra Account

Request Date 06 Sep 2018 9:20:33 AM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode

Total 0.00

Open Windows 31 Aug 2018

- **Contra Account:** Click on the **search** button in this text box.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load

Requestor: Abigail Milne

Contra Account:

Request Date: 06 Sep 2018 9:20:33 AM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode

Total 0.00

Open Windows 31 Aug 2018

- The **Select a contra account for this adjustment** screen will pop up.
- Click on the **row selector** in front of the **account number** that you wish to **link** to this adjustment.
- Click on **Ok**.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account:
Request Date: 06 Sep 2018 9:20:33 AM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType

Select a contra account for this adjustment

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

AccountNumber	AccountLevel	Account	SubAccountLink	AccountDescription	AccountType	IsSuspend	Jr	Dept	Brch	CaseAcc	Status
1603	0	1603	0	Interest Received: Shareholder...	Revenue	No	✓				A
1700	0	1700	0	Insurance Recoveries	Revenue	No	✓				A
1800	0	1800	0	Management Fees	Revenue	No	✓				A
1801	0	1801	0	Management Fees: Charged	Revenue	No	✓				A
1802	0	1802	0	Management Fees: Intercompany	Revenue	No	✓				A
2000	0	2000	0	Cost of Sales	Cost of Sales	No	✓				A
2001	0	2001	0	COS: Machines	Cost of Sales	No	✓				A
2002	0	2002	0	COS: Accessories	Cost of Sales	No	✓				A
2003	0	2003	0	COS: Toner	Cost of Sales	No	✓				A
2004	0	2004	0	COS: Other Consumables	Cost of Sales	No	✓				A
2006	0	2006	0	COS: Spares	Cost of Sales	No	✓				A
2007	0	2007	0	COS: Other Equipment	Cost of Sales	No	✓				A
2100	0	2100	0	COS: Service Revenue	Cost of Sales	No	✓				A
2101	0	2101	0	Service Costs: Meter Readings	Cost of Sales	No	✓				A
2110	0	2110	0	Service Costs: Workshop Labour	Cost of Sales	No	✓				A
2111	0	2111	0	Service Costs: Software Support	Cost of Sales	No	✓				A
2120	0	2120	0	Service Costs: Service Settlements	Cost of Sales	No	✓				A
2130	0	2130	0	B2B Contract Invoices	Cost of Sales	No	✓				A
2150	0	2150	0	Inventory Count Variance	Cost of Sales	No	✓				A

Total 0.00

Open Windows 31 Aug 2018

- **Request Date and Time:** This will populate with the current date and time.
 - You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
 - You can either type in or click on the arrow indicators to select an alternative time if required.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load

Requestor: Abigail Milne

Contra Account: 2100

Request Date: 06 Sep 2018 9:20:33 AM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode

Total 0.00

Open Windows 31 Aug 2018

ADJUSTMENT REQUEST COMMENTS

- **Comments:** Click in this text box and type in a comment relating to this adjustment.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
 Requestor: Abigail Milne
 Contra Account: 2100
 Request Date: 06 Sep 2018 9:20:33 AM

Comments
 Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode

Total 0.00

Open Windows 31 Aug 2018

PARTS DATA GRID

- In the **Parts/Items** frame, **right click** anywhere in a **row** of this data grid.
- A **Process** menu will pop up.
- Click on **Add** - Add Item.
 - **Note:** As you click on **Add**, the **Contra Account Code** text box will populate with the previously selected Contra Account Code.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: **Workspaces**

Requestor: Abigail Milne

Contra Account: 2100

Request Date: 06 Sep 2018 9:20:33 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
						0.00	0.00	0.00	0.00	2100

Process

Add Add Item

Delete Delete Item

Total 0.00

Open Windows 31 Aug 2018

- The **Select a part** screen will pop up.
- Click on the **row selector** in front of the **part/item** that you wish to adjust **out** of store.
- Click on **Ok**.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account: 2100
Request Date: 06 Sep 2018 9:20:33 AM

Comments: Damaged stock write off.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
						0.00	0.00	0.00	0.00	2100

Drag a column header here to group by that column

Select a part

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

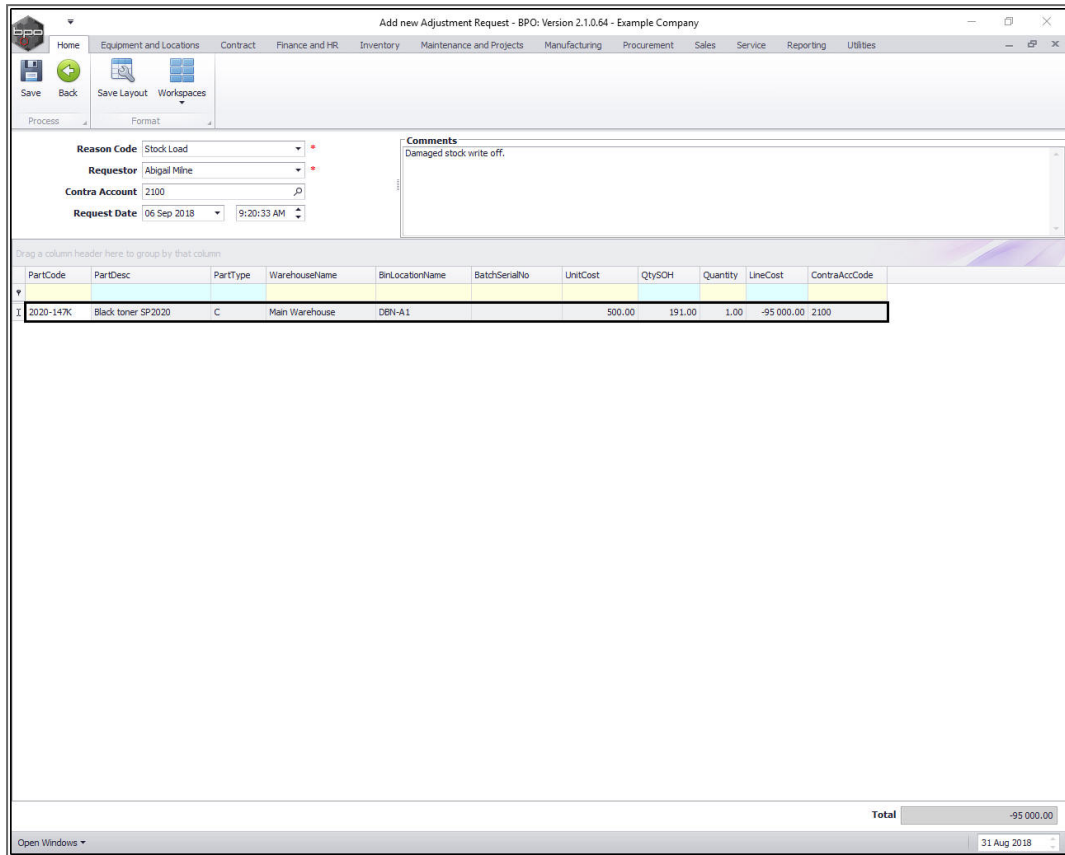
PartCode	Description	Rate	PartType	Status	TaxType	CatDescription	ModelNo
SP2020	SP2020 Sprint Colour Multi Functional Copier	15.00	A	A	VAT	Hardware	SP202
2020-147K	Black toner SP2020	15.00	C	A	VAT	Toners	
SP1919	SP1919 Sprint Colour MFC	15.00	A	A	VAT	Hardware	1919
SP19-147K	Black Toner - SP1919	15.00	C	A	VAT	Toners	
SP19-147C	Cyan Toner - SP1919	15.00	C	A	VAT	Toners	
SP19-147Y	Yellow Toner - SP1919	15.00	C	A	VAT	Toners	
SP19-147M	Magenta toner - SP1919	15.00	C	A	VAT	Toners	
2020-147M	Magenta toner SP2020	15.00	C	A	VAT	Toners	
2020-147C	Cyan toner SP2020	15.00	C	A	VAT	Toners	
CL-100-965	Cleaner	15.00	C	A	VAT	Stationery	
SP1818	Sprint copier	15.00	A	A	VAT	Hardware	
1458-96523	K147 Kyocera Colour Copier	15.00	A	A	VAT	Kyocera Mul...	K147
147-888544	K147 Black toner	15.00	C	A	VAT	Toners	
K2N-1227FB	Kruger ZN Fax Machine	15.00	A	A	VAT	Hardware	ZN122
12345ZN	ZN Paper	15.00	C	A	VAT	Stationery	
147-888741	K147 Yellow Toner	15.00	C	A	VAT	Toners	

Total 0.00

Open Windows 31 Aug 2018

- The row will now populate with the selected **Part Code**, **Part Description** and **Part Type** details.
 - Warehouse Name:** This will populate with the default warehouse name but this can be changed.
 - Bin Location Name:** This will populate with the default bin location name but this can be changed.
 - Unit Cost:** This will populate with the cost set up on the selected item.
 - Quantity** This will populate with **1**.
 - Note:** If the selected item is an **A-Class** or **B-Class** item, you will only be able to adjust **one** item at a time. If the selected item is a **C-Class** item then the quantity can be

changed, when you move along this row adjusting the details, as required.



Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigal Milne
Contra Account: 2100
Request Date: 06 Sep 2018 9:20:33 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBH-A1		500.00	191.00	1.00	-95 000.00	2100

Total: -95 000.00

Open Windows 31 Aug 2018

SELECT WAREHOUSE AND BIN

- Click in the **Warehouse Name** text box.
- An **ellipsis** button will be revealed.
- Click on this button.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account: 2100
Request Date: 06 Sep 2018 9:20:33 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	BIN-A1		500.00	191.00	1.00	-95 000.00	2100

Total -95 000.00

Open Windows 31 Aug 2018

- The **Select a Warehouse for this part request** screen will pop up.
- Click on the **row selector** in front of the **Warehouse** that you wish to remove this item from.
- Click on **Ok**

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account: 2100
Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1		500.00	191.00	1.00	-95 000.00	2100

Select a warehouse for this part request

Home: Ok Back Save Layout

Process Format

Drag a column header here to group by that column

Description	IsBinLocation	PCName	StoremanName	IsDefault	IsStock	IsAt
ADD Warehouse	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
OTC Whse DBN	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
JohnS Boot	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
Main Warehouse	No	Purchasing Centre	Ed Jones	No	Yes	No
TheoJ Boot Warehouse	No	Purchasing Centre	Theo Peterson	No	Yes	No
Carl Warehouse	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
George Warehouse	No	Purchasing Centre	Chris Haynes Attendee	No	Yes	No
Customer Equipment ...	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
Off Site Warehouse	No	Purchasing Centre	Chris Haynes Attendee	No	Yes	No
ChrisH Warehouse	No	Purchasing Centre	Blanca Du Toit	No	Yes	No
New Boot Stock	No	Purchasing Centre	Judith Mudzengi	No	Yes	No
Dispatch Warehouse	No	Purchasing Centre	Abigail Milne	No	Yes	No
AN Warehouse	No	Purchasing Centre	Ed Jones	No	Yes	No

Total: -95 000.00

Open Windows 31 Aug 2018

- Click in the **Bin Location Name** text box.
- An **ellipsis** button will be revealed.
- Click on this button.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
 Requestor: Abigail Milne
 Contra Account: 2100
 Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse			0.00	0.00	0.00	0.00	2100

Total: 0.00

Open Windows 31 Aug 2018

- The **Select a warehouse for this part request** screen will pop up.
 - **Note:** If there is only **one** bin linked to the selected warehouse then the Bin Location Name field will populate with that one bin name. Otherwise the **Select** screen will pop up.
- Click on the **row selector** in front of the **Bin Location** where you wish to remove this item from.
- Click on **Ok**.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account: 2100
Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse			0.00	0.00	0.00	0.00	2100

Drag a column header here to group by that column

Select a warehouse for this part request

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

Description	IsBinLocation	IsDefault	IsStock	IsAsset
George_Bin	Yes	No	No	No
George_2_Bin	Yes	No	No	No

Total: 0.00

Open Windows 31 Aug 2018

SELECT BATCH/SERIAL NUMBER

- Click in the **Batch Number** text box.
- An **ellipsis** button will be revealed.
- Click on this button.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load

Requestor: Abigail Milne

Contra Account: 2100

Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin		470.79	0.00	1.00	470.79	2100

Total: 470.79

Open Windows 31 Aug 2018

- The **Select a batch//serial no. for this request** screen will pop up.
- Click on the **row selector** in front of the **batch/serial number** that you wish to adjust.
- Click on **Ok**.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account: 2100
Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin		470.79	0.00	1.00	470.79	2100

Drag a column header here to group by that column

Select a batch/serial no. for this request

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

BatchSerialNo	BinName	Quantity	AverageUnitCost
147	George_Bin	8.00	470.79
20160701	George_Bin	8.00	470.79

Total 470.79

Open Windows 31 Aug 2018

- **Unit Cost:** This will auto populate with the cost of the selected part once the Bin Location Name has been selected.
- **Qty SOH:** This is the current Stock on Hand quantity and will auto populate once the batch/serial number has been selected.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account: 2100
Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin	147	470.79	8.00	1.00	-3 295.51	2100

Total: -3 295.51

Open Windows 31 Aug 2018

SELECT QUANTITY

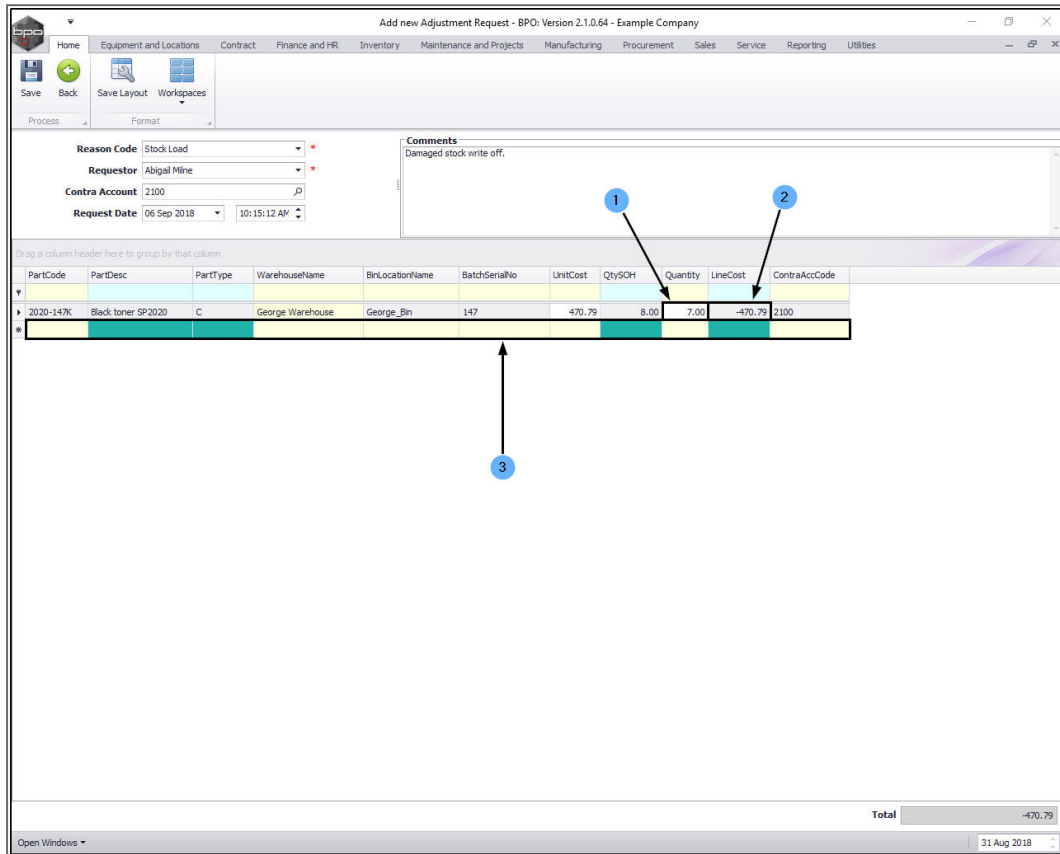
- Quantity:** Type in or use the arrow indicators to select the **end** stock on hand quantity, i.e. the quantity of stock you'll have after the adjustment is complete. (Example: Currently **8** in stock, adjusting **out1**, Quantity must be **7**).

LINE COST OF ADJUSTMENT REQUEST

- Line Cost:** The system will auto calculate the sum of the unit cost x the quantity. (In this case, **470.79** Unit Cost x **-1** Quantity = **-470.79** Line Cost).
- A **new row** will now be created and you may add more items to the list if required.

Adjust Stock Out of Store

- **Note 1:** You cannot adjust two line items of the same part number in one adjustment.
- **Note 2:** Serialised items can only be adjusted one item at a time, so the quantity adjusted in or out will always be **1**.



Reason Code: Stock Load
Requestor: Abigal Milne
Contra Account: 2100
Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin	147	470.79	8.00	7.00	-470.79	2100
Total									-470.79	

SAVE ADJUSTMENT REQUEST

- When you have finished adding the adjustment request items, click on **Save**.

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account: 2100
Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin	147	470.79	8.00	7.00	-470.79	2100

Total: -470.79

Open Windows 31 Aug 2018

PRINT ADJUSTMENT REQUEST

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

Add new Adjustment Request - 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

Save Back Save Layout Workspaces

Process Format

Reason Code: Stock Load
Requestor: Abigail Milne
Contra Account: 2100
Request Date: 06 Sep 2018 10:15:12 AM

Comments: Damaged stock write off.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	George Warehouse	George_Bin	147	470.79	8.00	7.00	-470.79	2100

Report Generation

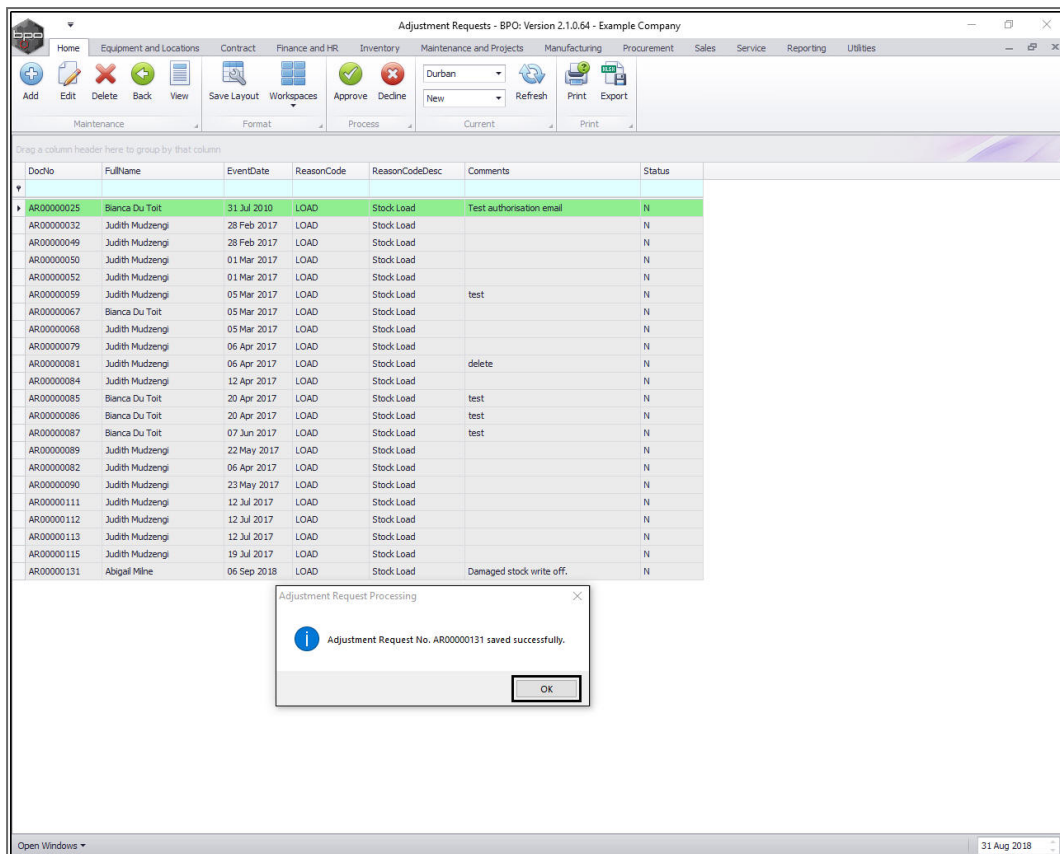
Do you want to print the adjustment request AR00000131?

Yes No

Total: -470.79

Open Windows 31 Aug 2018

- You will return to the **Adjustment Requests** listing screen.
- An **Adjustment Request Processing** message box will pop up informing you that;
 - Adjustment Request No. [AdjustmentRequestNumber] saved successfully.**
- Click on **OK**.



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

DocId	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
AR00000131	Abigail Milne	06 Sep 2018	LOAD	Stock Load	Damaged stock write off.	N

Adjustment Request Processing

Adjustment Request No. AR00000131 saved successfully.

OK

Open Windows 31 Aug 2018

- You can then view the **Adjustment Request** report preview screen
- From here you can **View**, **Print**, **Export** or **Email** the Adjustment Request.
- **Close** the report preview screen when done.
- **Note:** This request must be authorised before the Stock Adjustment is completed.



Adjustment Request

Example Company

Street No and Road Name PO Box 1234
Area New Town
City Durban
South Africa South Africa
0000 1234
Reg No.: 0000000asa4521 Fax No.: 031 12 4545
VAT No.: 00000000 Tel No.: 031 123 4567



Document Ref.: **AR00000131**
Date : 06 Sep 2018
Employee : Abigail Milne

Processed By : Abigail Milne Approved By : Unknown

Code	Description	Warehouse	Bin	Batch/Serial	Contra Acc	Unit Cost	QOH	Quantity	Change
2020-147K	Black toner SP2020	George Warehouse	George_Bin	147	2100	470.79	8	7	-470.79

LOAD

Total	ZAR	-470.79	

dd/mm/yyyy

hh:mm

Authorisation Signature

Date

Time

Comments : Damaged stock/write off.

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