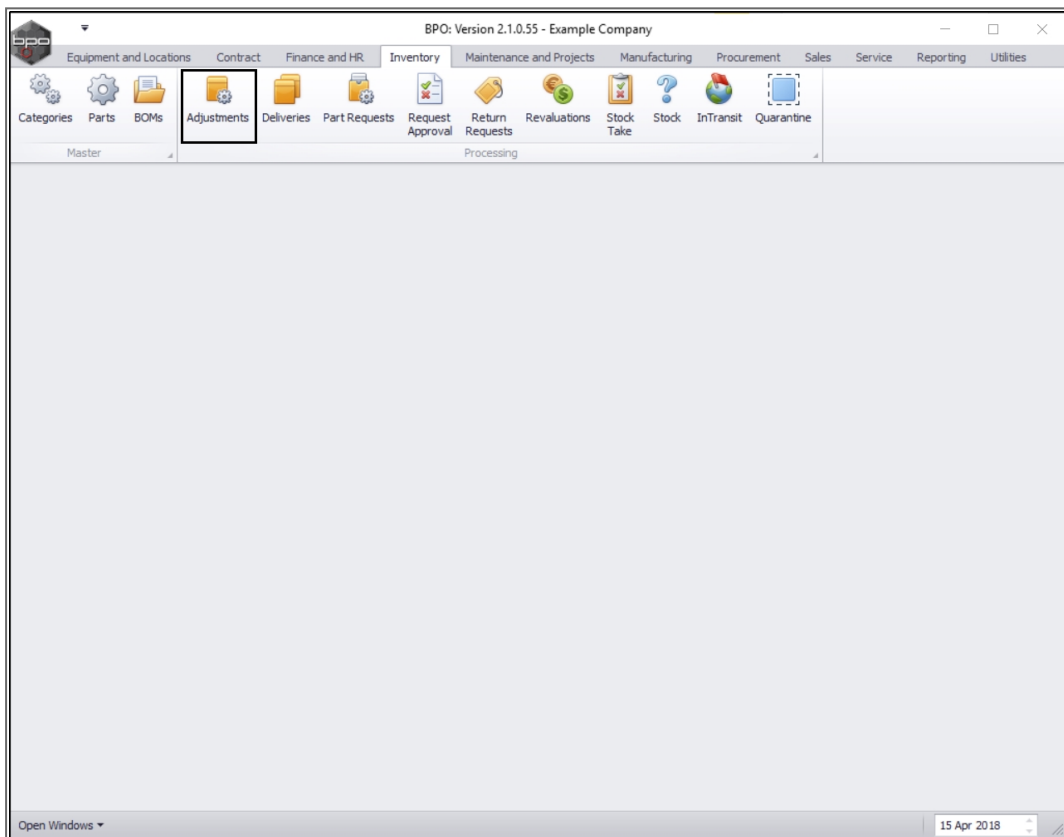


INVENTORY

ADJUST STOCK INTO STORE

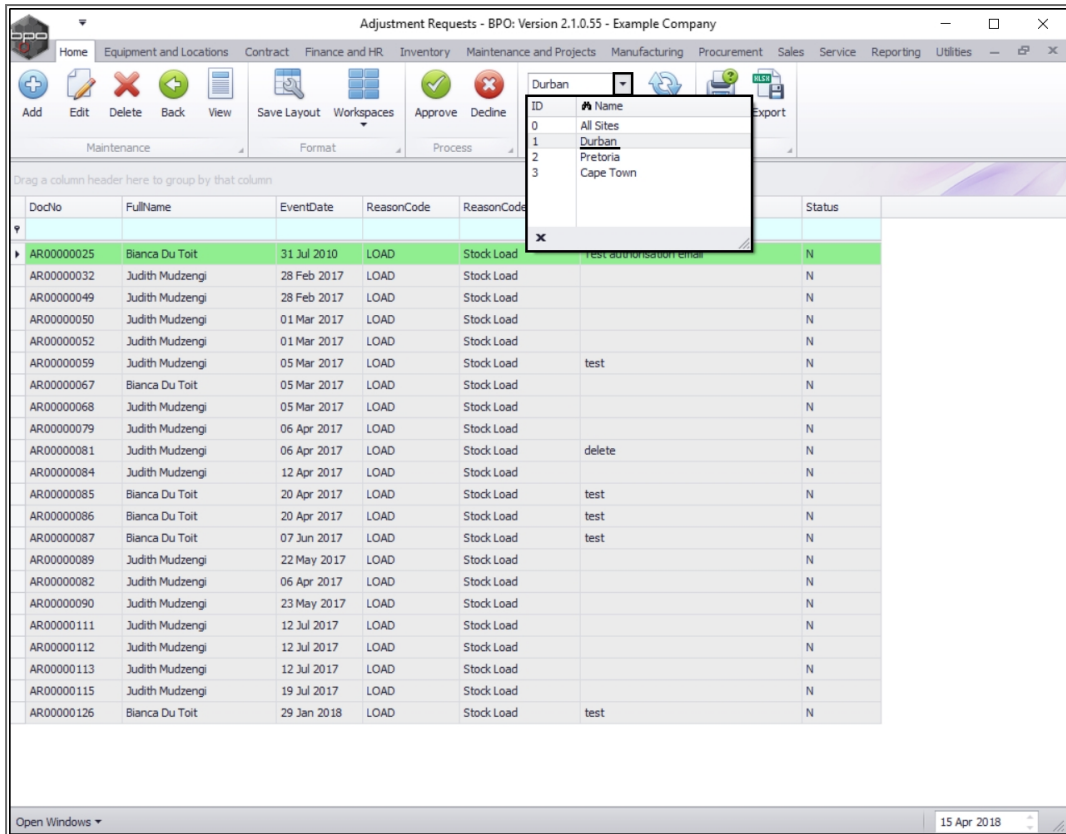
If you are using the Stock Batch Tracking option, make sure to select the Batch Number for C-Class (non-serialised) items when adjusting stock. For more details, refer to [Inventory: Stock Batches](#).

Ribbon Access: *Inventory > Adjustments*



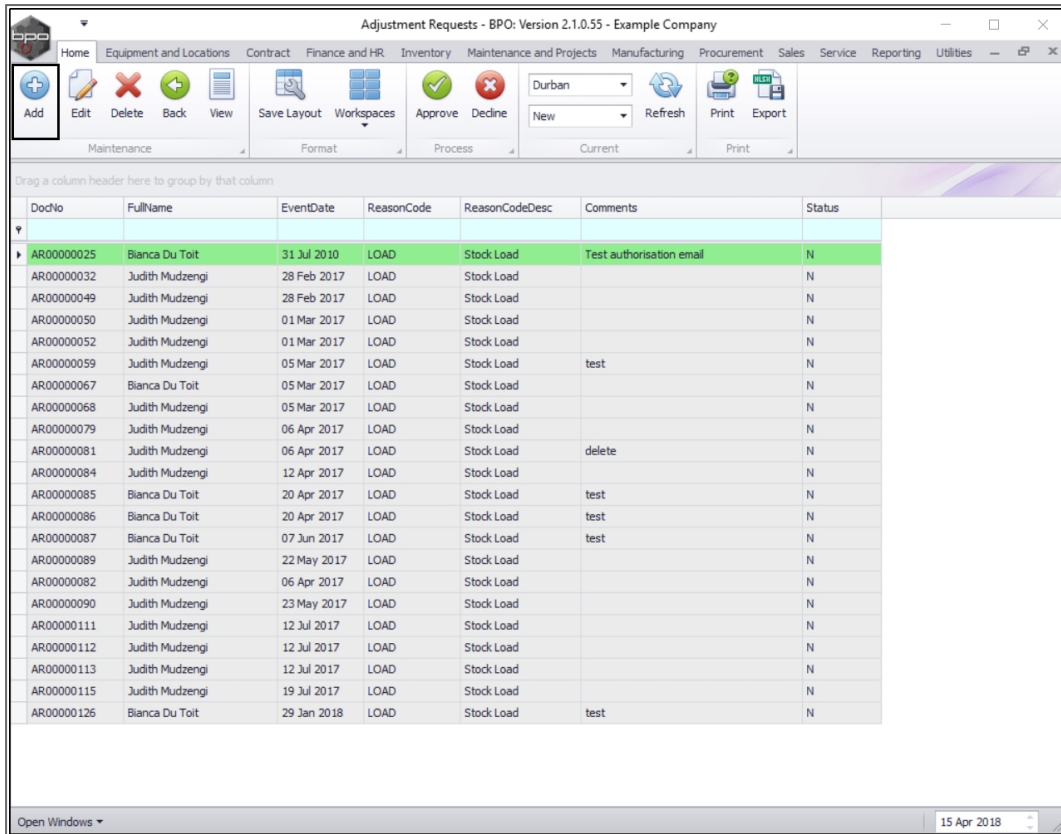
The ***Adjustment Requests*** listing screen will be displayed.

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



ADD NEW ADJUSTMENT

- Click on **Add**.



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

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.

Reason Code

Requestor Belinda Sharman

Contra Account

Request Date 16 Apr 2018 12:25:35 PM

Comments

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
----------	----------	----------	---------------	-----------------	-------------	----------	--------	----------	----------	---------------

Total 0.00

Open Windows 15 Apr 2018

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

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: Belinda Sharman

Contra Account:

Request Date: 16 Apr 2018 12:44:09 PM

Comments

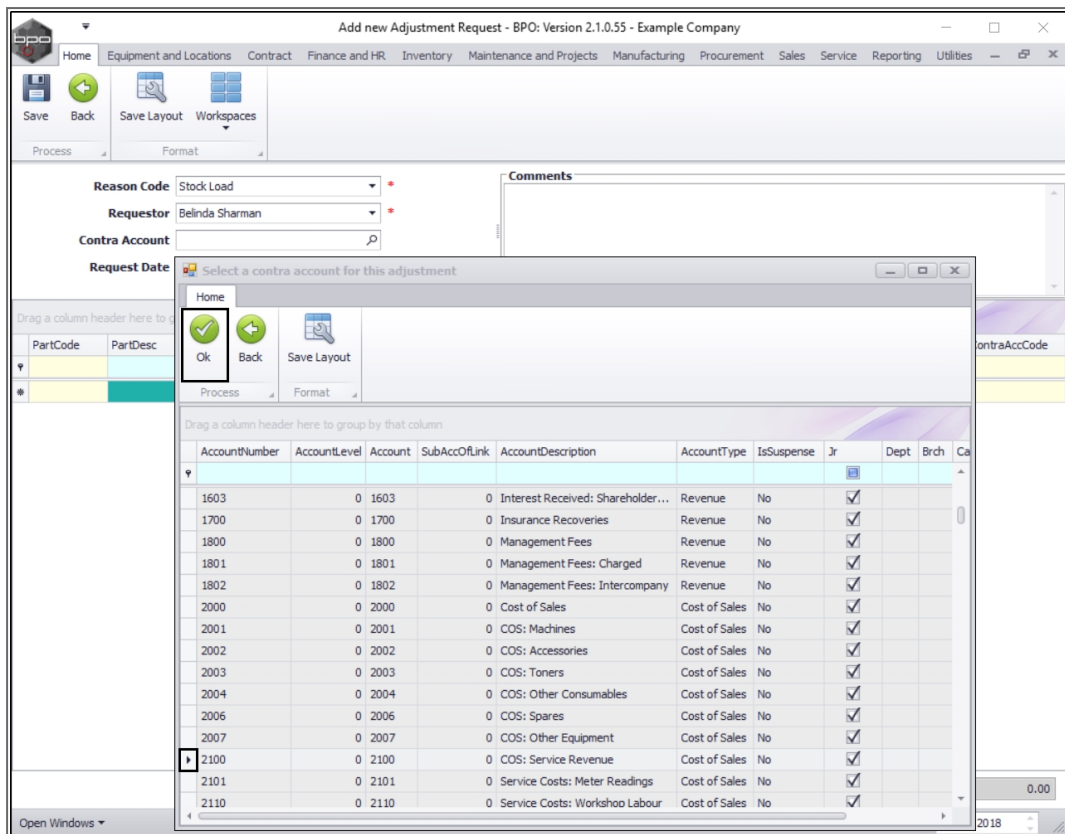
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode

Total 0.00

Open Windows 15 Apr 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**.



- **Request Date and Time:** This will 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 an alternative date if required.
 - **Time:** You can either type in or click on the arrow indicators to select an alternative time if required.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: Belinda Sharman
 Contra Account: 2100
 Request Date: 16 Apr 2018 12:44:09 PM

Comments

Drag a column header here to group by that column

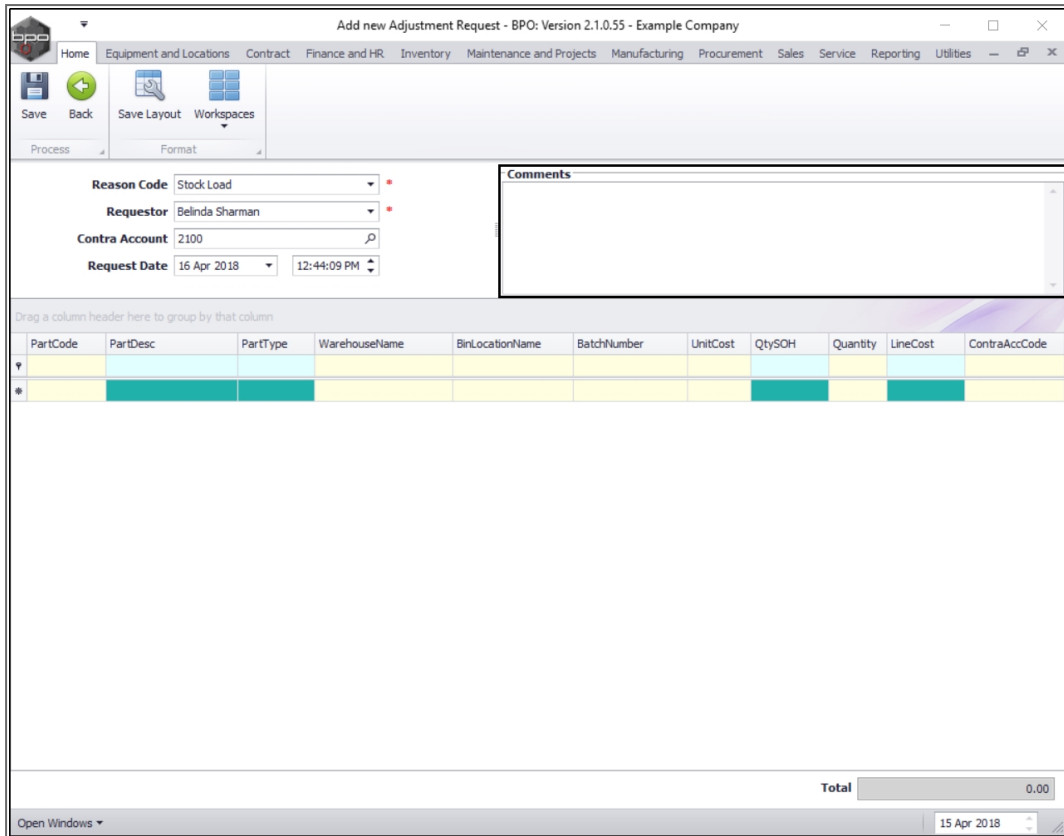
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode

Total 0.00

Open Windows | 15 Apr 2018

Request Comments

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



Request Parts/Items Frame

- In the ***Parts/Items*** frame, ***right click*** anywhere in an ***empty 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.
- To adjust in a C class item, click on **Stock Adjustment - C Class Items** for more information.
- To adjust in an A/B class item, click on **Stock Adjustment - A/B Class Items** for more information.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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

Reason Code: Stock Load *
 Requestor: Belinda Sharman *
 Contra Account: 2100
 Request Date: 18 Apr 2018 12:44:09 PM

Comments: Stock found in warehouse store room.

Drag a column header here to group by that column

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

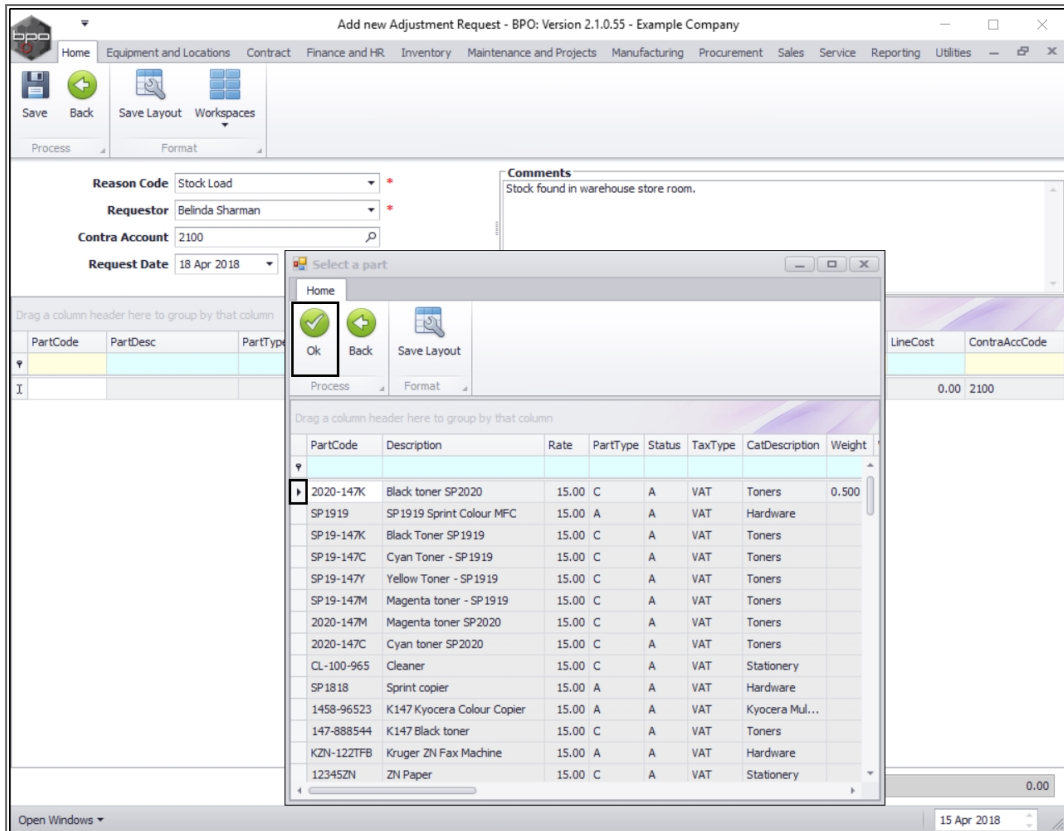
Process: Add Item, Delete Item

Total: 0.00

Open Windows | 15 Apr 2018

Stock Adjustment - C-Class Items

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



- The **Part Code**, **Part Description**, **Part Type** and text boxes will now auto populate with the selected part details.
 - **Note:** The Quantity column will populate with **1** but this number can be changed only for C-class items, when you move along this row adjusting the details as required. A-Class and B-Class serialised items can only be adjusted one item at a time, so the quantity will always be **1**.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: Belinda Sharman
 Contra Account: 2100
 Request Date: 18 Apr 2018 12:44:09 PM

Comments: Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C				0.00	0.00	1.00	0.00	2100

Total 0.00

Open Windows | 15 Apr 2018

Select Warehouse and Bin

If the warehouse does not auto populate or if you want to change the warehouse, do the following:

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

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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

Reason Code: Stock Load
 Requestor: Belinda Sharman
 Contra Account: 2100
 Request Date: 18 Apr 2018 12:44:09 PM

Comments: Stock found in warehouse store room.

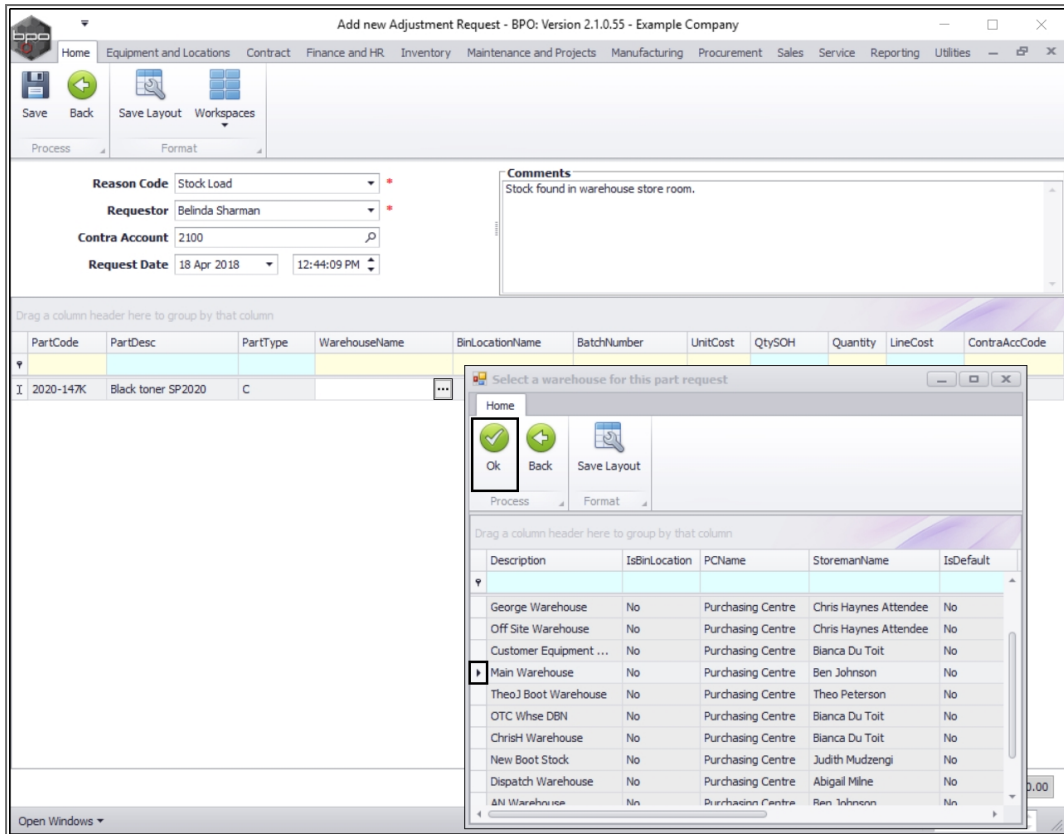
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C				0.00	0.00	1.00	0.00	2100

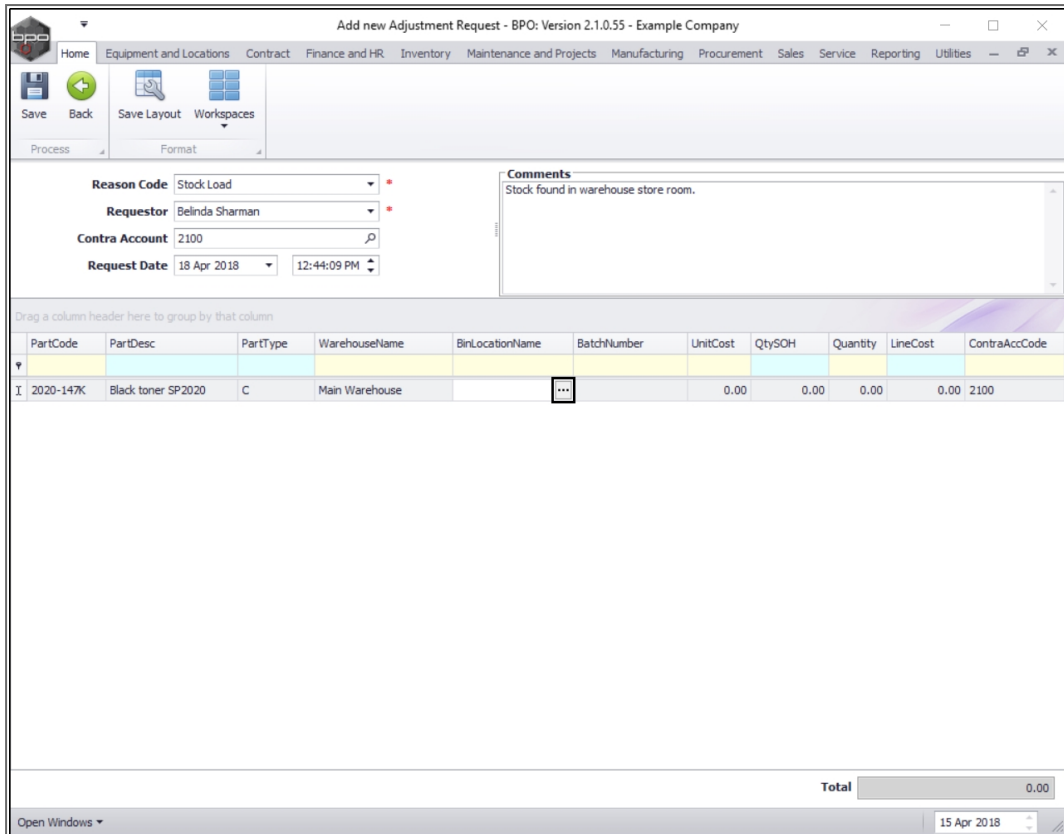
Total 0.00

Open Windows | 15 Apr 2018

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



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



- 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 store this item/part.
- Click on **Ok**.

Reason Code: Stock Load

Requestor: Belinda Sharman

Contra Account: 2100

Request Date: 18 Apr 2018 12:44:09 PM

Comments: Stock found in warehouse store room.

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

Description	IsBinLocation	IsDefault	IsStock	IsAsset
DBN-A1	Yes	No	No	No
DBN-B1	Yes	No	No	No
DBN-C1	Yes	No	No	No

Total: 0.00

Open Windows | 15 Apr 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 2.1.0.55 - 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: 18 Apr 2018 | 12:44:09 AM

Comments: Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1		0.00	0.00	0.00	0.00	2100

Total: 0.00

Open Windows | 15 Apr 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**.

- **Unit Cost:** This will auto populate with the cost of the selected part once the batch/serial number 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 2.1.0.55 - 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: 18 Apr 2018 12:44:09 AM

Comments: Stock found in warehouse store room.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	147K-20170606	500.00	600.00	0.00	0.00	2100

Total: 0.00

Open Windows | 15 Apr 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 **600** in stock, adjusting in**5**, Quantity must be **605**).
 - **Note:** A-Class and B-Class serialised items can only be adjusted **one** item at a time, so the quantity will always be **1**.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: 18 Apr 2018 12:45:04 AM

Comments: Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
I 2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	147K-20170606	500.00	600.00	0.00	0.00	2100
Total									0.00	

Open Windows | 15 Apr 2018

Line Cost for C-Class Item

- **Line Cost:** The system will auto calculate the sum of the unit cost x the quantity. (In this case, **500** Unit Cost x **605** Quantity = **302,500** Line Cost).
- A **new row** will now be created and you may add more items to the list if required.
 - **Note:** You cannot adjust multiple line items of the same part number in one adjustment for C class items.

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: 18 Apr 2018 12:45:07 AM

Comments: Stock found in warehouse store room.

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	147K-20170606	500.00	600.00	605.00	302 500.00	2100
Total									302 500.00	

Open Windows | 15 Apr 2018

Save Request

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

Add new Adjustment Request - BPO: Version 2.1.0.55 - 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: 18 Apr 2018 12:45:07 AM

Comments
 Stock found in warehouse store room.

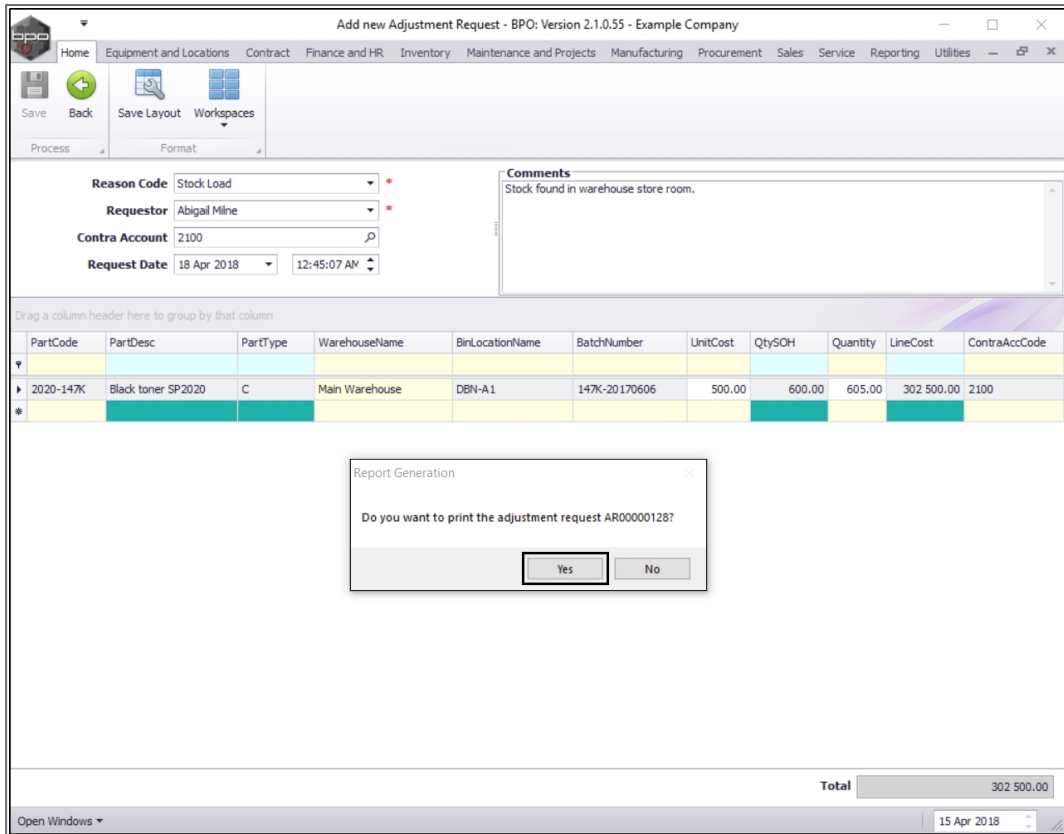
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchNumber	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
2020-147K	Black toner SP2020	C	Main Warehouse	DBN-A1	147K-20170606	500.00	600.00	605.00	302 500.00	2100
Total										302 500.00

Open Windows | 15 Apr 2018

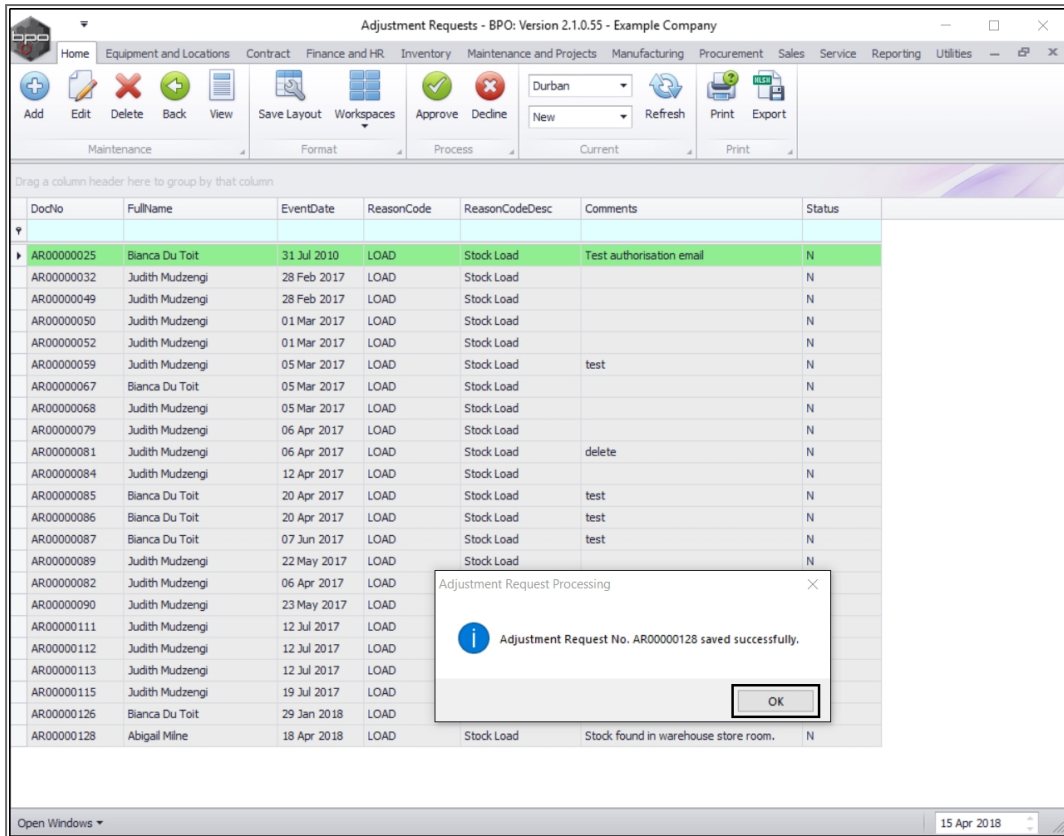
Print Request

- 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.

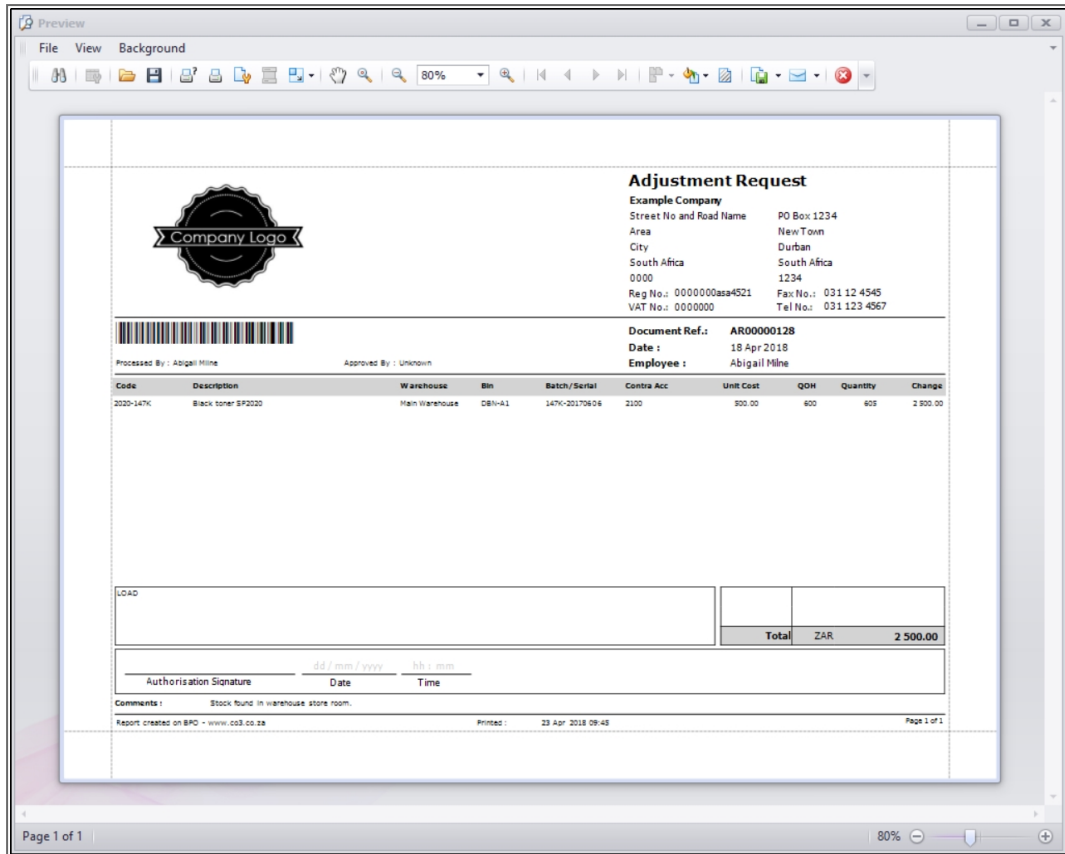
- An **Adjustment Request** Processing message box will pop up informing you that;
 - Adjustment Request No. [] saved successfully.
- Click on **OK**.



- You can then view the **Adjustment Request** report preview screen
- From here you can **View, Print, Export** or **Email**.
- **Close** the report preview screen when done.

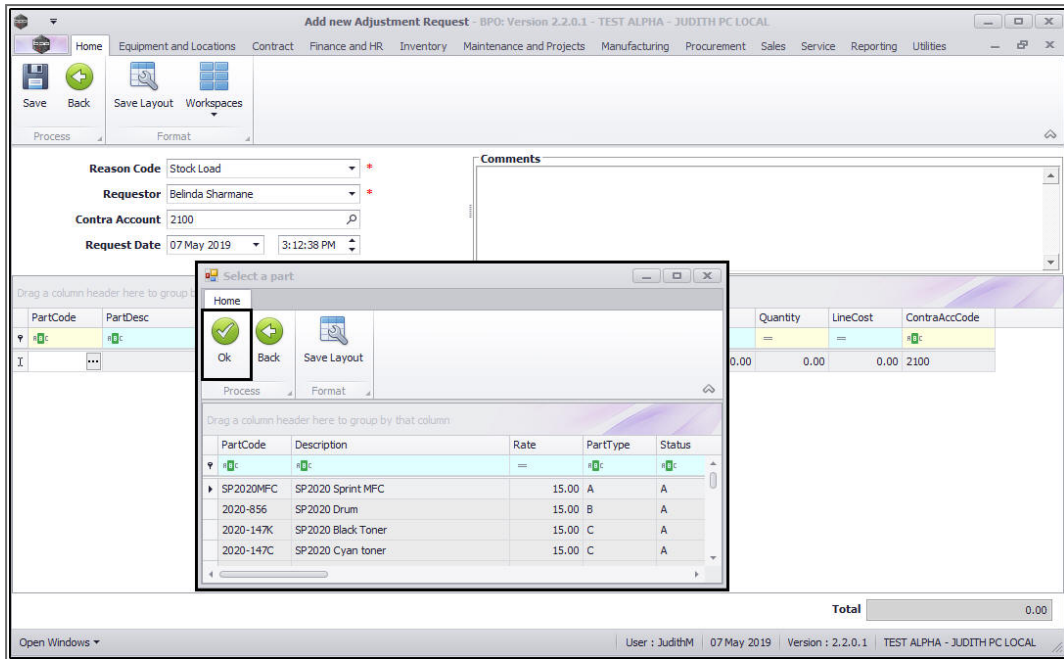
Authorise Request

This request must be **authorised** before the Stock Adjustment is completed.



Stock Adjustment A / B-Class Item

- In the **Parts/Items** frame, **right click** anywhere in an **empty row** of this data grid.
- The **Select a part** screen will pop up.
- Click on the **row selector** in front of the **A or B-Class part/item** that you wish to adjust **into** store.
- Click on **Ok**.



- The **Part Code**, **Part Description**, **Part Type**, **Warehouse Name**, **Bin Location Name** text boxes will now auto populate with the selected part details.
 - Note: The Quantity column will populate with 1 but this number can be changed only for C-class items, when you move along this row adjusting the details as required. A-Class and B-Class serialised items can only be adjusted one item at a time, so the quantity will always be 1.

Add new Adjustment Request - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

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: Belinda Sharmane *
 Contra Account: 2100
 Request Date: 07 May 2019 3:12:38 PM

Comments

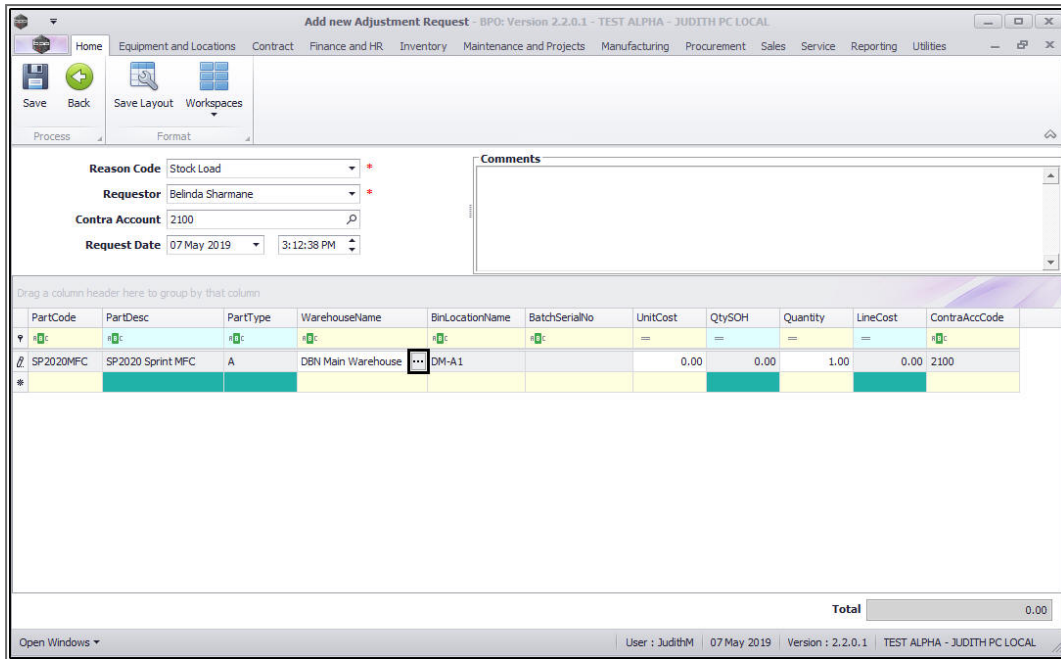
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Main Warehouse	DM-A1		0.00	0.00	1.00	0.00	2100
Total										0.00

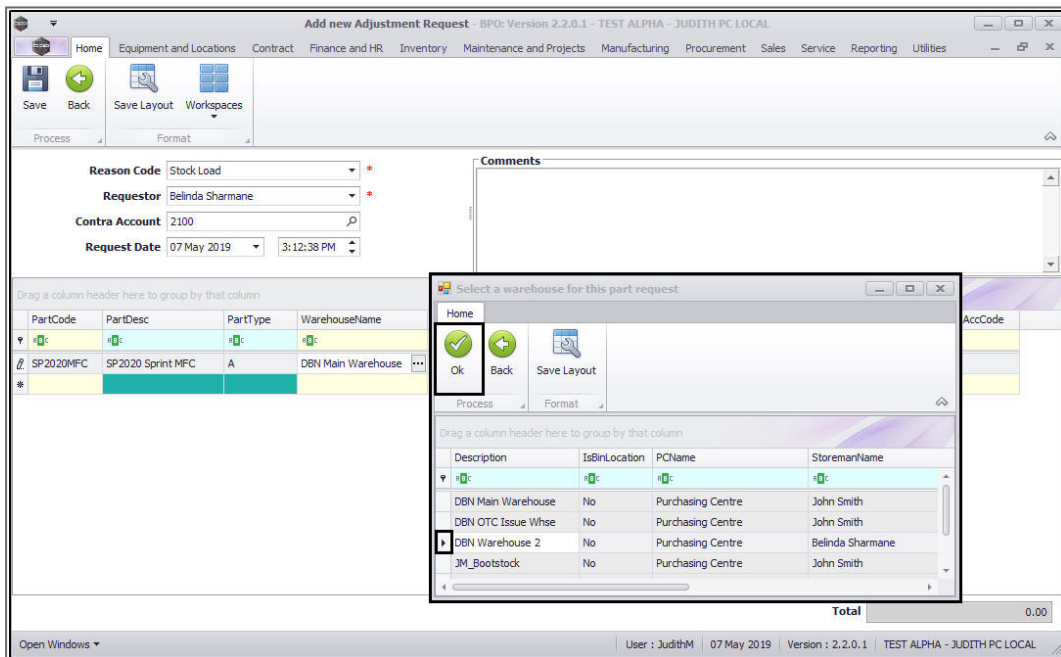
Open Windows | User: JudithM | 07 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

Select Warehouse and Bin for A / B-Class Item

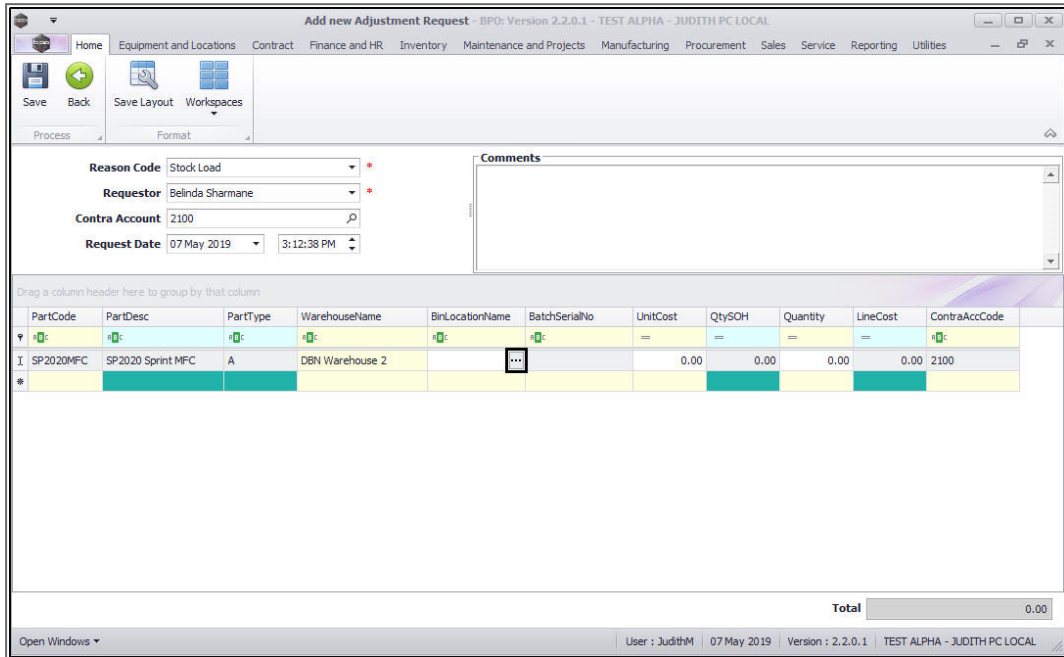
- If the warehouse does not auto populate or if you want to change the warehouse, click in the **Warehouse Name** text box.
- An *ellipsis* button will be revealed.
- Click on this button.



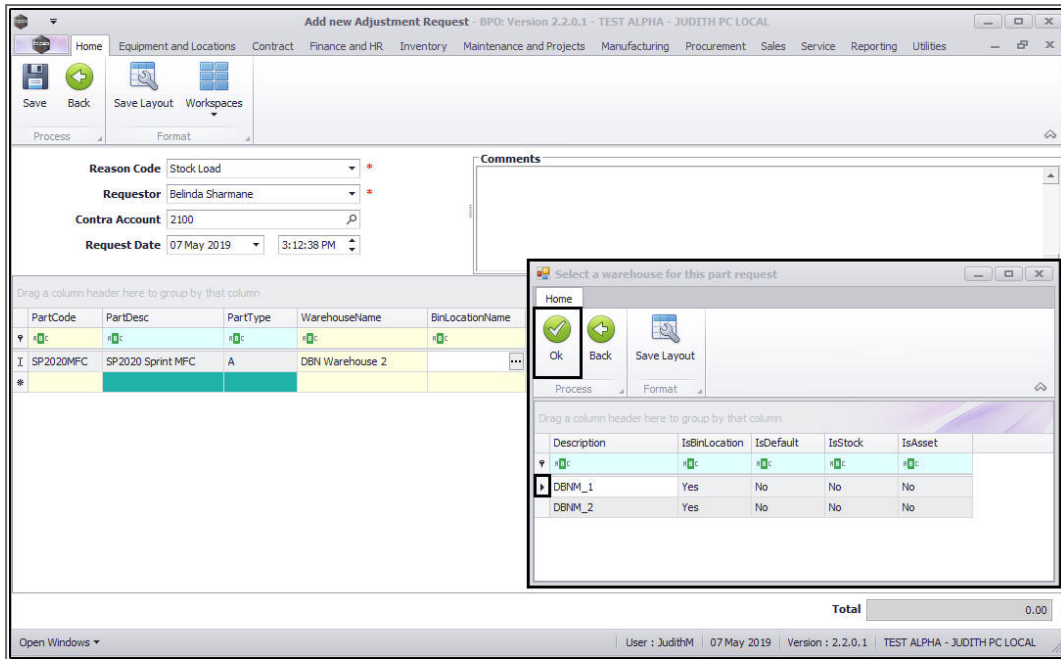
- The **Select a Warehouse for this part request** screen will pop up.
- Click on the **row selector** in front of the **Warehouse** where you wish to store this item/part.
- Click on **Ok**.



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

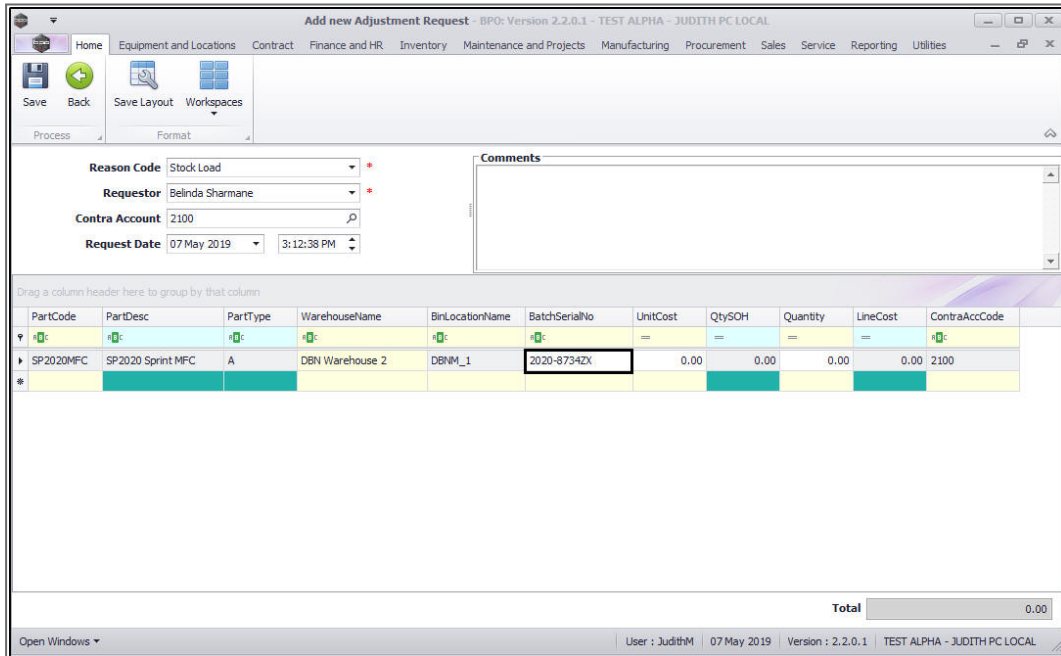


- The **Select a warehouse for this part request** screen will pop up.
 - **Note:** If there is only **one** bin linked to the selected warehouse then the Bin Location Name field will populate with that one bin name. Otherwise the **Select** screen will pop up.
- Click on the **row selector** in front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



Select Batch/Serial Number for A / B-Class Item

- Click in the **Batch Number** text box.
- Type in the **Serial No** of the part you want to adjust in.



Unit Cost and Quantity Stock on Hand for A / B-Class Item

- **Unit Cost:** Type in the unit cost of this part.
- **Qty SOH:** This is the current Stock on Hand quantity and will always auto populate as **0** for A/B class items since each item has a unique serial number.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100
Total										5 000.00

Quantity for A / B-Class Item

- **Quantity:** The quantity will always auto populate as 1 for A / B class items since each item has a unique serial number.

Add new Adjustment Request - BPD: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

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: Belinda Sharmane *
 Contra Account: 2100
 Request Date: 07 May 2019 3:12:38 PM

Comments

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100
Total									5 000.00	

Open Windows | User: JudithM | 07 May 2019 | Version: 2.2.0.1 | TEST ALPHA - JUDITH PC LOCAL

Line Cost for A / B-Class Item

- **Line Cost:** The system will auto calculate the sum of the unit cost x the quantity. (In this case, **5 000** Unit Cost x **1** Quantity = **5 000** Line Cost). For A / B class items, the **Line Cost** will always be **equal** to the **Unit Cost**.
- Add more items in the **new row** if required.
 - **Note:** You can adjust multiple line items of the same part number in one adjustment for A/B class items.

Add new Adjustment Request - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

Reason Code: Stock Load
 Requestor: Belinda Sharmane
 Contra Account: 2100
 Request Date: 07 May 2019 3:12:38 PM

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100

Total 5 000.00

Save Adjustment Request - A / B-Class Item

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

Add new Adjustment Request - BPO: Version 2.2.0.1 - TEST ALPHA - JUDITH PC LOCAL

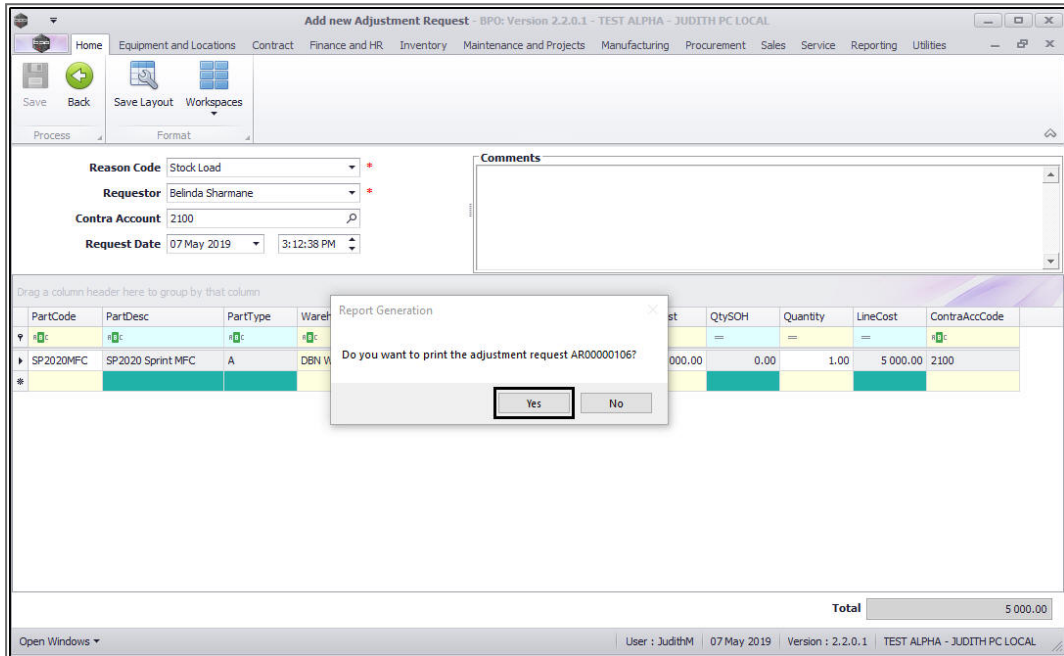
Reason Code: Stock Load
 Requestor: Belinda Sharmane
 Contra Account: 2100
 Request Date: 07 May 2019 3:12:38 PM

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	QtySOH	Quantity	LineCost	ContraAccCode
SP2020MFC	SP2020 Sprint MFC	A	DBN Warehouse 2	DBNM_1	2020-8734ZX	5 000.00	0.00	1.00	5 000.00	2100

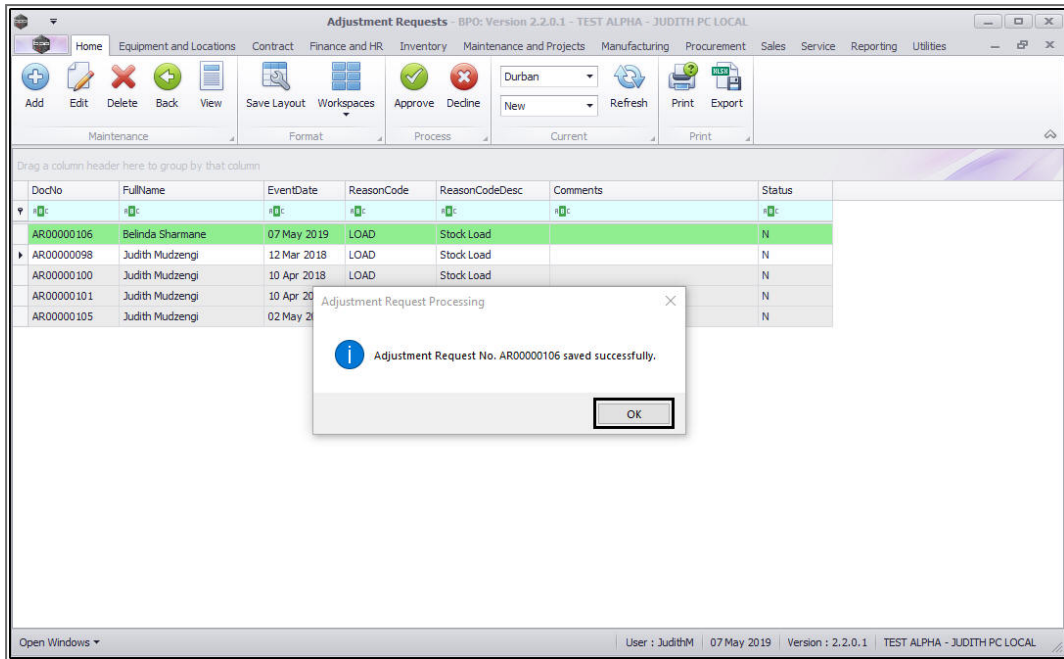
Total 5 000.00

Print Adjustment Request - A / B-Class Item

- 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 informing you that;
 - Adjustment Request No. [] saved successfully.
- Click on ***OK***.



- 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.

Authorise Request

This request must be **authorised** before the Stock Adjustment is completed.



Adjustment Request

TEST ALPHA - JUDITH PC LOCAL

Street No and Road Name Postbox No
 Area Area
 City
 South Africa South Africa
 0000 0000
 Reg No.: 0000000 Fax No.: 000 000 0000
 VAT No.: 0000000 Tel No.: 000 000 0000

Processed By : Judith Mudzengi Approved By : Unknown

Document Ref.: AR00000106
Date : 07 May 2019
Employee : Belinda Sharmane

Code	Description	Warehouse	Bin	Batch/Serial	Contra Acc	Unit Cost	QOH	Quantity	Change
SP2020MFC	SP2020 Sprint MFC	DBN Warehouse 2	DBNH_1	2020-87342X	2100	5 000.00		1	5 000.00

Page 1 of 1
100%

MNU.131.002

