Stock Adjustment

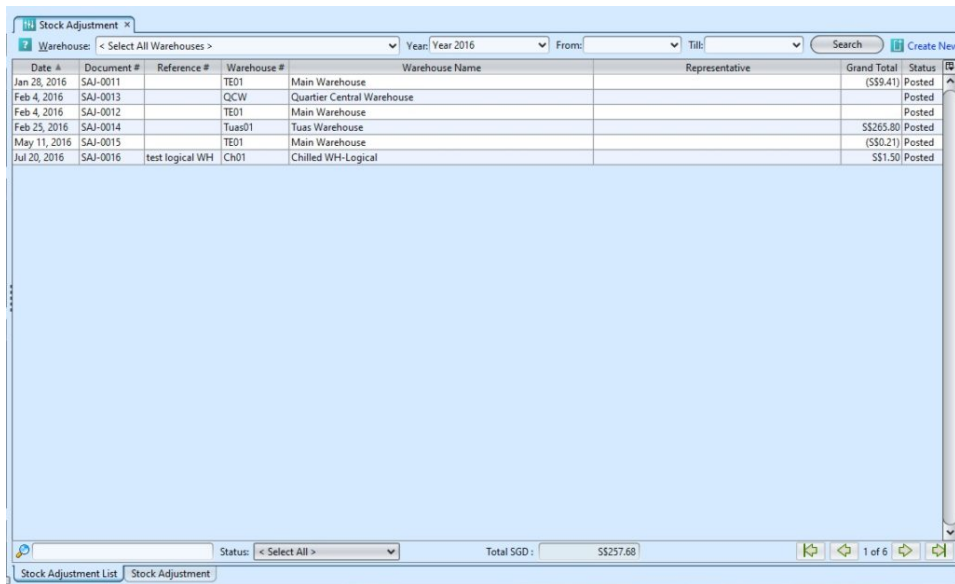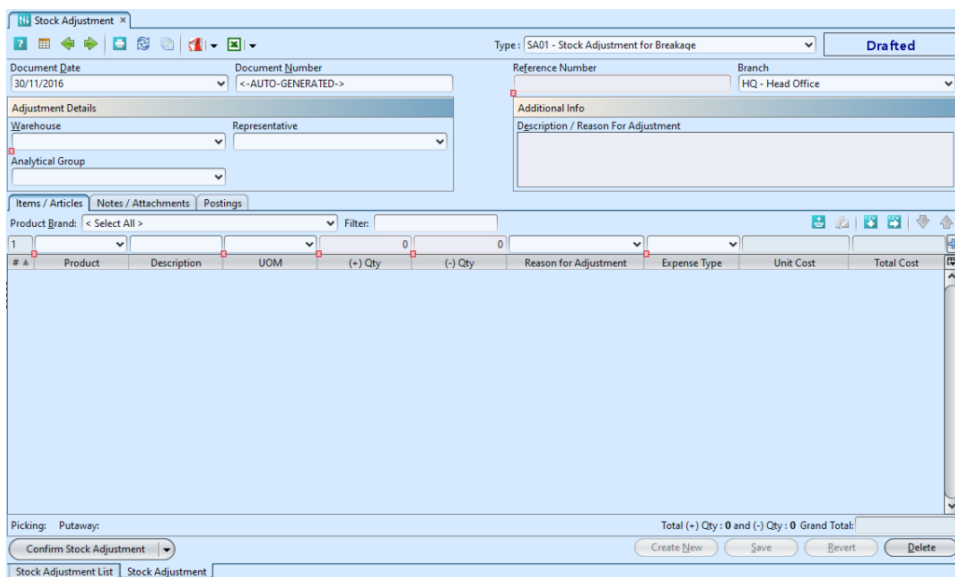Stock Adjustment view allows user to adjust stock inventory of products in the warehouse. Below are available actions for the user from *"Stock Adjustment"* view:

- Create new stock adjustment

- Update stock adjustment details

- Delete stock adjustment

- View and search for stock adjustment details

Field Name	Description	Mandatory Information
Document Type	Type of the document	Y
Document Date	Creation date of the document	Y
Document Number	Document number of the stock adjustment	Y
Reference Number	Code for easy reference search of the document	Y
Branch	Name of company's branch	Y
Warehouse	The warehouse of which stock inventory to be adjusted	Y
Representative	Name of staff assigned to do the stock adjustment	N
Analytical Group		N
Description	Additional information in regard to the stock adjustment document	Y
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
UOM	Type of the item (Unit of Measure)	Y
(+) Qty	Adjust up (increase) quantity of item in the warehouse's system by this amount	Y
(-) Qty	Adjust down (decrease) quantity of item in the warehouse's system by this amount	Y
Reason for Adjustment	Self-explanatory	N
Expense Type	Self-explanatory	Y
Unit Cost	Cost per item	Y
Total Cost	Total cost value for the adjusted quantity of the item	Y
Grand Total	Total cost for all the items on the stock adjustment document	Y

Create New Stock Adjustment:

1. Click on *"Create New"* at the top right of screen of *"Stock Adjustment List"* tab, it will open*"Stock Adjustment"* tab with empty form
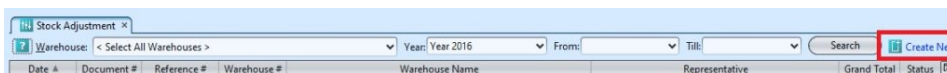
2. Select type of Stock Adjustment

Note: New Stock Adjustment type can be created using *"Organization – (Masters) Document Type"*. To create a different document sequence for each document type, create the sequence using *"Organization – (Masters) Document Sequence"*.

3. Fill up stock adjustment's information on the top half of screen, all mandatory fields (red text box / marked with x) must be entered with info

4. Click *"Save"* button at the bottom right side of screen

5. Add product into the stock adjustment by searching for the product from the product drop-down list in

the table on **"Items / Articles"** tab. User can filter the products list by selecting a brand from **"Product Brand"** drop-down list.

6. Enter the product's info. Enter **either** "**(+) Qty**" to increase or "**(-) Qty**" amount to decrease the inventory. When increasing inventory, a pop-up window will ask user to enter new or existing batch number of the received item

7. Select the adjustment reason in **"Reason for Adjustment"** drop-down list and the expense type in

"**Expense Type**" drop-down list, then click 🔲 button to add the product's stock adjustment.

Note: New Stock Adjustment reasons can be created using **"Organization – (Masters) Tags/Labels"**. To create a different expense type, create it using **"Inventory – (Masters) Accounts Settings"**.

8. Repeat steps 5-7 to add more products into the stock adjustment

9. Click on *"Notes / Attachments"* tab at the middle of screen to add notes or files attachment for the stock adjustment

10. Click on *"Save"* button at the bottom right of screen to save

11. Click on *"Confirm Stock Adjustment"* button at the bottom of screen to confirm the stock adjustment

12. If there is stock adjustment to decrease item's quantity, a link to Picking document will show up above *"Post To Accounts"* button at bottom left of screen. Picking process must be completed before user can post the stock adjustment document to

account. Click on the Picking link to process it

13. Click on **"Post To Accounts"** button at the bottom of screen to post the stock adjustment to accounts. Journal entries for the stock adjustment will be automatically created under **"Posting"** tab

14. If there is stock adjustment to increase item's quantity, a link to Putaway document will show up above "**Generate Report**" button at bottom left of screen. Click on the Putaway link to process it, this will Putaway the stock in the warehouse.

Update Stock Adjustment Details:

1. Click on *"Stock Adjustment List"* tab at the bottom of screen

2. Double click on stock adjustment to be updated, it will bring up the details on *"Stock Adjustment"* tab for the selected adjustment. If a stock adjustment's status is *"Confirmed"* or *"Posted"*, click on the arrow on "*Generate Report*" button and reopen / undo approval of the adjustment first
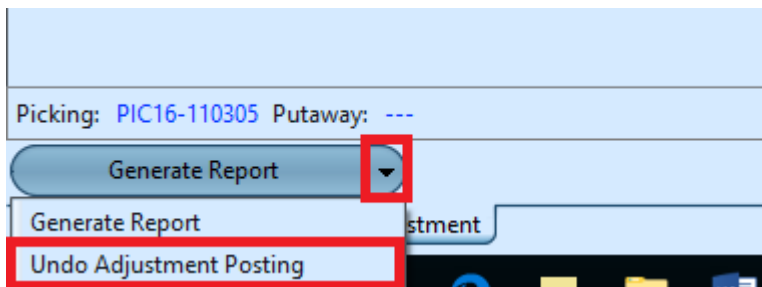
Note: Picking and / or Putaway process for the stock adjustment document need to be reversed first before user able to modify the adjustment

3. Make change(s) on the stock adjustment information

4. Click on *"Save"* button at the bottom right of screen to save

5. Click on *"Revert"* button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on *"Confirm Stock Adjustment"* button at the bottom of screen to confirm the stock adjustment

7. Click on *"Post To Accounts"* button at the bottom of screen to post the the stock adjustment to accounts

Delete Stock Adjustment:

1. Click on *"Stock Adjustment List"* tab at the bottom of screen

2. Double click on stock adjustment to be deleted, it
will bring up the details on **"Stock Adjustment"** tab
for the selected adjustment. If a stock adjustment's
status is **"Confirmed"** or**"Posted"**, click on the arrow
on **"Generate Report"** button and reopen / undo
approval of the adjustment first

Note: Picking and / or Putaway process for the stock
adjustment document need to be reversed first before
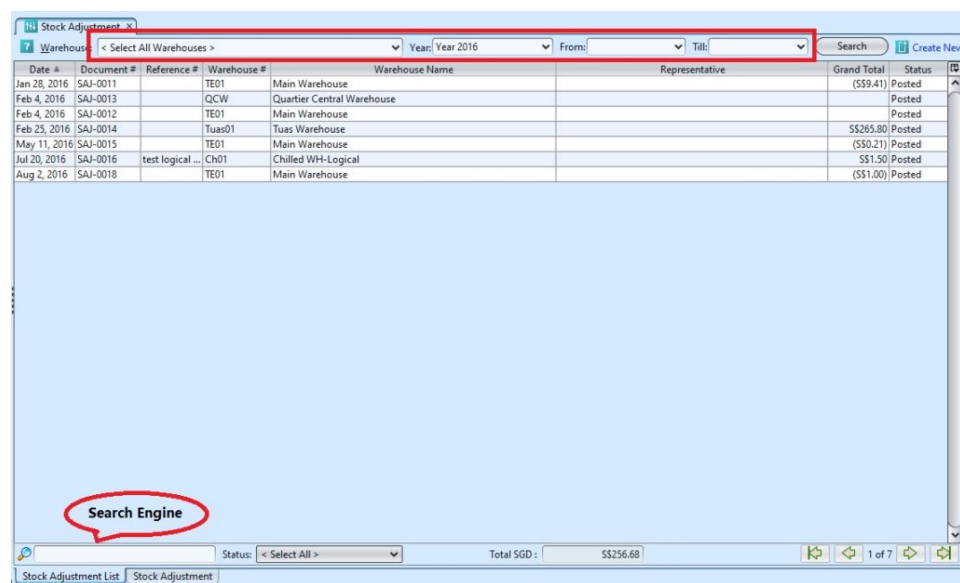user able to delete the adjustment

3. Click on **"Delete"** button at the bottom right side
of screen

4. Click on **"Yes"** button on the pop-up window to
confirm stock adjustment deletion

View and Search for Stock Adjustment Details:

1. Click on **"Stock Adjustment List"** tab at the bottom
of screen

2. Enter search parameter to filter the result, i.e.
type in which warehouse to search for in
the**"Warehouse"** text field box or select from drop-
down list

3. Result can be sorted alphabetically by clicking

the fields' columns

4. Double click on stock adjustment to view full details of the document, it will bring up the details on **_"Stock Adjustment"_** tab for the selected document