Stock Adjustment

The purpose of this application allows the user to adjust the stock quantity which Erroneous. The following are the process steps:-

1. Click on Inventory tab / Logistics / Stock
Adjustment

2. Click "Create New" button

<u>File</u>													
Dashboards Organization	Inventory Explorer	4	. —	djustment ×									
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ē š	Inbound	¥	Date A	Document # SAJ-15-030005	Reference #	Warehouse # WH01	Wareh Kepong Warehouse	ouse Name		Representative		Grand Total (RM36.78) Dr	
				SAJ-15-030005		WH01	Kepong Warehouse					(RM41.52) Dr	
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3. Fill in the information. Textfields marked with
"x" are mandatory

4. Choose product(s) to adjust from the products
drop-down list. It can be filtered by "Product Brand"
to find specific products.

5. Key in quantity of item for each product to adjust, increase "+Qty" or reduce "- Qty"

6. Click "Save" button to save progress

7. Click "Confirm Stock Adjustment" button to confirm the transfer

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Document Date Document Number	Reference Number Branch									
04/03/2015 V SAJ-15-030007	HQ - Head Office	• •								
Adjustment Details	Additional Info									
Warehouse Representative	Description / Reason For Adjustment									
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1 4531560301253 V Incil Eyeliner - Deep Black Each - Each V	1 RM20.760	(RM20.76)								
# A Product Description UOM (+) Qty	(-) Qty Reason for Adjustment Unit Cost	Total Cost								
1 4531560301253 Avance Joli et Joli et Pen Each	1 RM20.76	(RM20.76)								
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Picking: Putaway:	Total (+) Qty : 0 and (-) Qty : 1 Grand	Total: (RM20.76)								
Confirm Stock Adjustment	Create New Save	Revert Delete								
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If Increase Quantity (+Qty)

1. Click "Post To Accounts" button

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1 4531560301192 V Avance Joli et Joli et Volume Curl Mascara - Deep Black :h - Each V	1) 🔽 🖓 RM20.7600 RM20.76
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1 4531560301192 Avance Joli et Joli et Volume Curl Mascara - Deep Black Each	1 RM20.7600 RM20.76
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Stock Adjustment List Stock Adjustment	

2. Click "Putaway" link

Product	Description	UOM	(+) Qty ▲	(-) Qty	Reason for Adjustment	Unit Cost	Total Cost
4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	1			RM20.7600	RM20.76
cking: Putaway: P	TW-15-030007				Total (+) Qty : 1 and (-) Qty : 0	C	RM20.7
cking: Putaway: P	TW-15-030007				Total (+) Qty : 1 and (-) Qty : 0	Grand Total:	RM20.7
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3. Click "Confirm Putaway" button

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Warehouse	Staging Locator		Description				
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Items / Articles Notes / Attachments							
Product Brand: < Select All >	✓ Filter:						ኦ 👍
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Putaway List Putaway							

4. Click "Post To Inventory" button

Items / Articles Notes / /	Attachments										
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Putaway List Putaway											

If Reduce Quantity (- Qty)

1. Click "Picking" link

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	4531560301253 🗸	encil Eyeliner - Deep Black	Each - Each	~		1		✓ RM20.760	(RM20.76)
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1	4531560301253	Avance Joli et Joli et Pen	Each			1		RM20.76	(RM20.76)
ickir	ng: PIK-15-030010 Puta	way:					Total (+) Qty : 0 and (-)	Qty: 1 Grand 1	Total: (RM20.)
ckii	ng: PIK-15-030010 Puta Post To Accounts	way:					Total (+) Qty: 0 and (-) Create <u>N</u> ew Sav		Total: (RM20.) Severt Delete

2. Click "Start Picking" button

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WH01 - Kepong Warehouse V WH01 - Staging V Write Off		$\hat{}$
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1 4531560301253 V Avance Joli et Joli et Pencil Eveliner - Deep Black Each V 1 WH01-COS-2-2-3 V PI-15-010004 V	1 PI-15-010004	RM20.7600 RM20.76
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1 4531560301253 Avance Joli et Joli et Pencil Eyeliner - Deep Black Each 1 WH01-COS-2-2-3 PI-15-010004	1 PI-15-010004	RM20.7600 RM20.76
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3. Click "Post Picking" button

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4. Click "Post To Accounts" button in Stock
Adjustment tab

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Document Date Document Number		Reference Number Branch					
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Adjustment Details		Additional Info					
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