



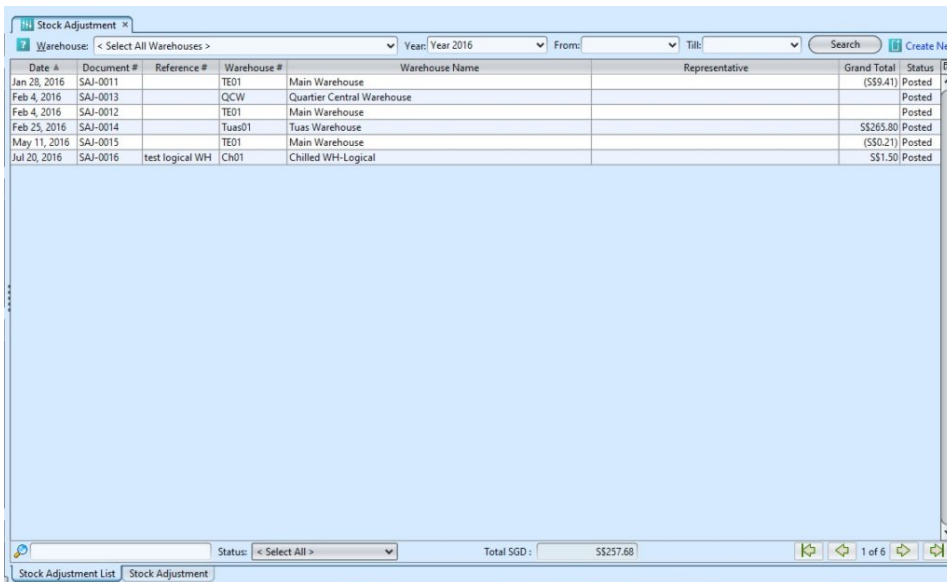


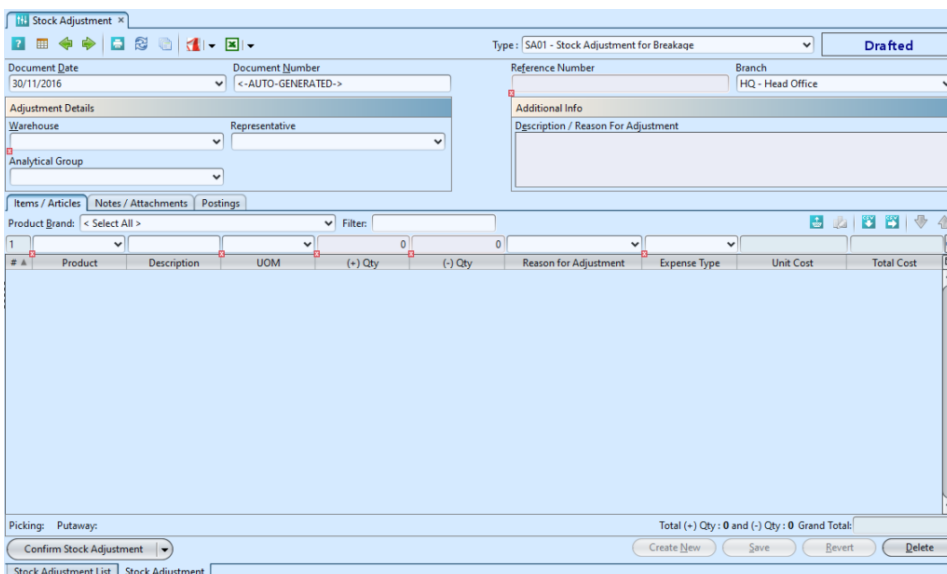
# Stock Adjustment

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



Date #	Document #	Reference #	Warehouse #	Warehouse Name	Representative	Grand Total	Status
Jan 28, 2016	SAJ-0011		TE01	Main Warehouse		(\$59.41)	Posted
Feb 4, 2016	SAJ-0013		QCW	Quarrier Central Warehouse			Posted
Feb 4, 2016	SAJ-0012		TE01	Main Warehouse			Posted
Feb 25, 2016	SAJ-0014		Tuas01	Tuas Warehouse		\$265.80	Posted
May 11, 2016	SAJ-0015		TE01	Main Warehouse		(\$50.21)	Posted
Jul 20, 2016	SAJ-0016	test logical WH	CH01	Chilled WH-Logical		\$51.50	Posted



Document Date: 30/11/2016  
Document Number: <- AUTO-GENERATED ->  
Reference Number: [ ]  
Branch: HQ - Head Office

Adjustment Details  
Warehouse: [ ] Representative: [ ]  
Analytical Group: [ ]

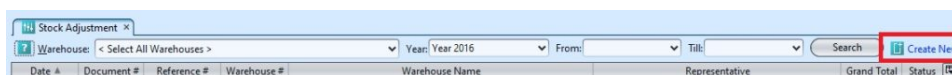
Additional Info  
Description / Reason For Adjustment: [ ]

#	Product	Description	UOM	(+) Qty	(-) Qty	Reason for Adjustment	Expense Type	Unit Cost	Total Cost
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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”**.

Document...	Document Type Name	Document ...	Document Sequence	Description
CN01	Outright Credit Note	Credit Note	Outright Credit Note	Outright Credit Note
CN02	Employee Credit Note	Credit Note	Credit Note Sequence	
CO01	Concessionaire Fill Up	Consignme...	Concessionaire Fill Up ...	Concessionaire Fill Up Order
CO02	Consignment Fill Up	Consignme...	Consignment Fill Up Se...	Consignment Fill Up Order
SA01	Stock Adjustment for Breakage	Stock Adjust...	Stock Adjustment Sequ...	Stock Adjustment for inventory that you have damaged and cannot sell
SA02	Stock Adjustment for Wastage	Stock Adjust...	Stock Adjustment Sequ...	Stock Adjustment for inventory that is out of date, or needs to be thrown away
SA03	Stock Adjustment for Write-Offs	Stock Adjust...	Stock Adjustment Sequ...	Stock Adjustment for inventory loss due to other reasons such as theft
SA04	Stock Adjustment for Consumpti...	Stock Adjust...	Stock Adjustment Sequ...	Stock Adjustment for inventory that you use or consume in the course of your business that you are not directly selli...
SI01	Outright Sales Invoice	Sales Invoice	Outright Sales Invoice ...	Outright Sales Invoice
SI02	Concessionaire Issue Invoice	Sales Invoice	Concessionaire Invoice...	Concessionaire Sales Invoice
SI03	Consignment Issue Invoice	Sales Invoice	Consignment Invoice S...	Consignment Issue Invoice
SI04	Employee Sales Invoice	Sales Invoice	Employee Sales Invoice	Employee Sales Invoice
SO01	Outright Sales Order	Sales Order	Outright Sales Order Se...	Outright Sales Order
SO02	Concessionaire Issue	Sales Order	Concessionaire Settlem...	Concessionaire Issue
SO03	Consignment Issue	Sales Order	Consignment Settleme...	Consignment Issue
SO04	Employee Sales Order	Sales Order	Employee Sales Order S...	Employee Sales Order

Document Type# SA01  
 Document Type Name Stock Adjustment for Breakage  
 Document Name Stock Adjustment  
 Document Sequence Stock Adjustment Sequence  
 Report Title  
 Source Document Type  
 Description Stock Adjustment for inventory that you have damaged and cannot sell

Sequence Name	Assigned To	Prefix with	Sequence Format	Suffix with	Restart Option
Concessionaire Return Receipt	Transfer Receipt	RRC01-	yy-MM###		No Restart
Concessionaire Return Transfer Order	Stock Transfer	RTC01-	yy-MM###		No Restart
Consignment Return Receipt	Transfer Receipt	RRC02-	yy-MM###		No Restart
Consignment Return Transfer Order	Stock Transfer	RTC02-	yy-MM###		No Restart
Sell Out Stock Import	Sell Out Stock Import	SOS	###		No Restart
Stock Adjustment Sequence	Stock Adjustment	SAJ-	###		
Stock Import Sequence	Stock Import	SI-	###		
Stock Take Sequence	Stock Take	STK-	###		
Warehouse Order Receipt Sequence	Transfer Receipt	WOR-	yy-MM###		
Warehouse Order Transfer Sequence	Stock Transfer	WOT-	yy-MM###		

Sequence Details Current Sequence  
 Sequence Name Stock Adjustment Sequence  
 Assigned To Stock Adjustment  
 Sequence Format ###  
 Restart Option  
 Prefix with SAJ-  
 Suffix with  
 Starting Number 1  
 Description  
 Increment By 1

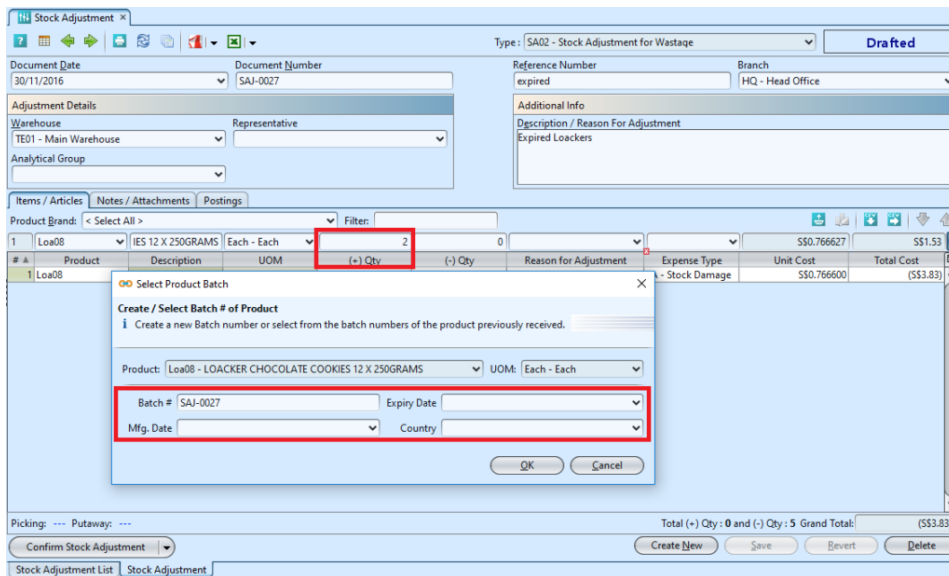
3. Fill up stock adjustment’s information on the top half of screen, all mandatory fields (red text box / marked with x) must be entered with info


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

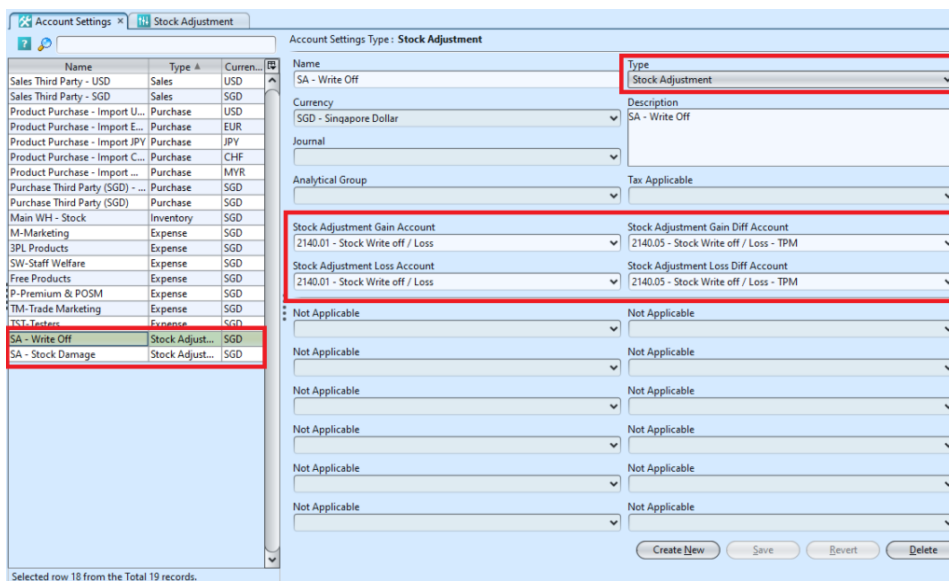
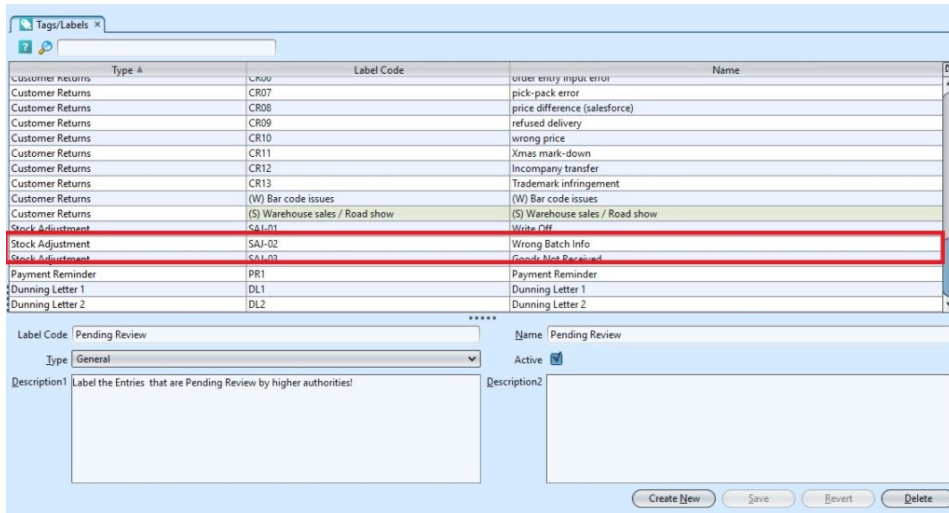
the table on **“Items / Articles”** tab. User can filter the products list by selecting a brand from **“Product Brand”** drop-down list.

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

The screenshot shows the SAP Stock Adjustment interface. At the top, the status is 'Confirmed'. The document date is 30/11/2016 and the document number is SAJ-0027. The warehouse is TE01 - Main Warehouse. The reason for adjustment is 'Expired Lockers'. An error dialog box is displayed in the center with the message: 'Error: Picking for this Stock Adjustment is not fully completed!'. At the bottom, the 'Post To Accounts' button is visible.

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

The screenshot shows the SAP Picking interface. The status is 'Posted'. The document date is 30/11/2016 and the document number is SAJ-0027. The warehouse is TE01 - Main Warehouse. The reason for adjustment is 'Expired Lockers'. The 'Posting' tab is active, showing the following journal entries:

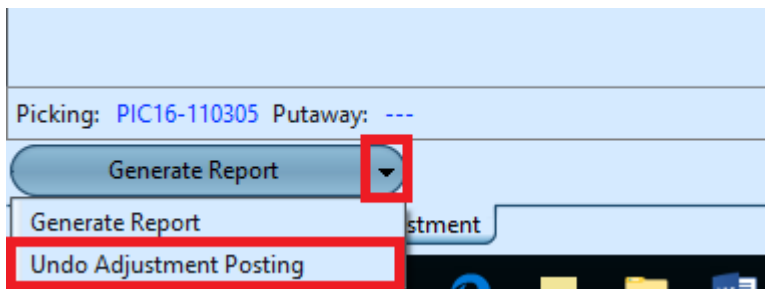
Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
2140.02	Stock Damage	Commercial	Expired Lockers		\$33.99		\$33.99 Dr
2140.06	Stock Damage - TPM	Commercial	Expired Lockers			\$30.38	\$30.38 Cr
4230.001	Finished Goods - Third Party (Gross)	Commercial	Expired Lockers			\$33.79	\$33.79 Cr
4230.003	Finished Goods - Third Party (TP Margin)	Commercial	Expired Lockers		\$30.38		\$30.38 Dr
4230.08	Standard Forex - 3rd party	Commercial	Expired Lockers			\$50.03	\$50.03 Cr
4240.03	Freight In Inventory	Commercial	Expired Lockers			\$50.17	\$50.17 Cr

At the bottom, the 'Generate Report' button is visible.

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

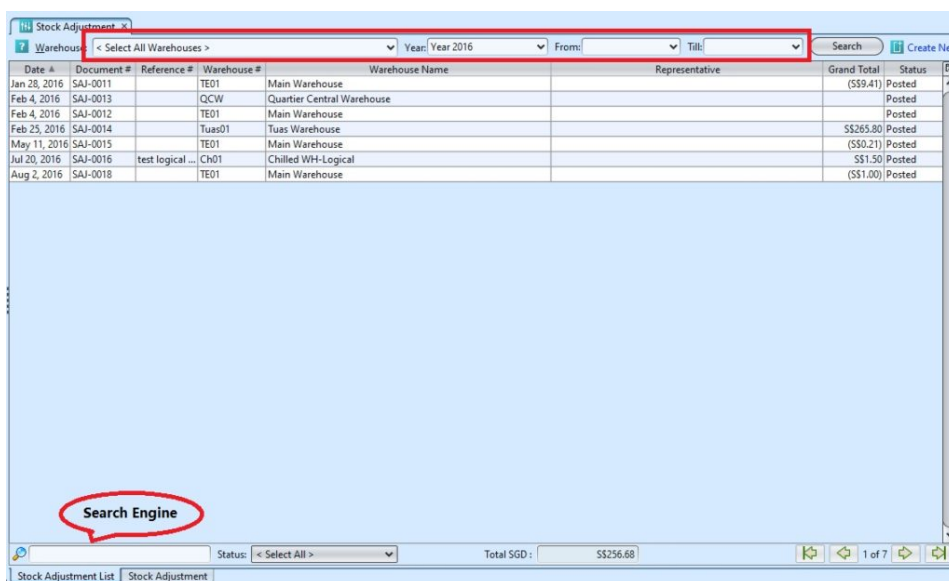
3. Click on **“Delete”** button at the bottom right side of screen

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

Date	Document #	Reference #	Warehouse #	Warehouse Name	Representative	Grand Total	Status
Feb 25, 2016	SAJ-0014		Tuar01	Tuas Warehouse		\$5265.80	Posted
Feb 4, 2016	SAJ-0013		QCW	Quartier Central Warehouse			Posted
May 11, 2016	SAJ-0015		TE01	Main Warehouse		(\$50.21)	Posted

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

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