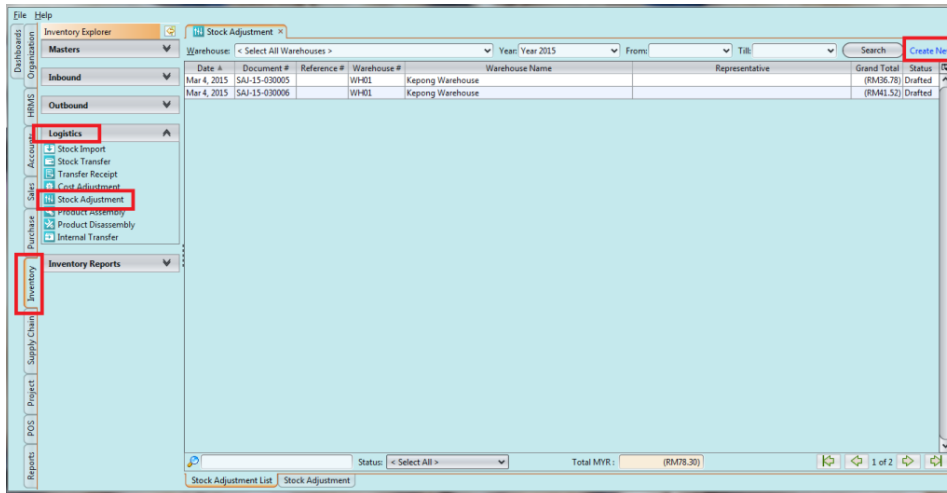


# Stock Adjustment

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



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

Stock Adjustment

Document Date: 04/03/2015 Document Number: SAJ-15-030007 Reference Number: Branch: HQ - Head Office

Adjustment Details: Warehouse: WH01 - Kepong Warehouse Representative: 2 - Mohammed Noriman Bin Mohd Salen

Additional Info: Description / Reason For Adjustment: Write Off

Items / Articles: Product Brand: BD01 - Avance

#	Product	Description	UOM	(+) Qty	(-) Qty	Reason for Adjustment	Unit Cost	Total Cost
1	4531560301253	Incil Eyeliner - Deep Black	Each	1			RM20.760	(RM20.76)
1	4531560301253	Avance Joli et Joli et Pen...	Each	1			RM20.76...	(RM20.76)

Confirm Document? Do you really wish to Confirm the selected Stock Adjustment?

Picking: Putaway: Confirm Stock Adjustment Create New Save Revert Delete

Stock Adjustment List Stock Adjustment

If Increase Quantity (+Qty)

1. Click **"Post To Accounts"** button

Stock Adjustment

Document Date: 04/03/2015 Document Number: SAJ-15-030008 Reference Number: Branch: HQ - Head Office

Adjustment Details: Warehouse: WH01 - Kepong Warehouse Representative:

Additional Info: Description / Reason For Adjustment: Write Off

Items / Articles: Product Brand: < Select All >

#	Product	Description	UOM	(+) Qty	(-) Qty	Reason for Adjustment	Unit Cost	Total Cost
1	4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	1			RM20.7600	RM20.76
1	4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	1			RM20.7600	RM20.76

Post Document? Do you really wish to Post the selected Stock Adjustment?

Picking: Putaway: Post To Accounts Create New Save Revert Delete

Stock Adjustment List Stock Adjustment

2. Click **"Putaway"** link

#	Product	Description	UOM	(-) Qty	(-) Qty	Reason for Adjustment	Unit Cost	Total Cost
1	4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	1			RM20.7600	RM20.76

Picking: Putaway: **PTW-15-030007**

Total (-) Qty: 1 and (-) Qty: 0 Grand Total: RM20.76

Generate Report Create New Save Revert Delete

Stock Adjustment List Stock Adjustment

3. Click ***"Confirm Putaway"*** button

Putaway Stock Adjustment

Document Date: 04/03/2015 Document Number: PTW-15-030007 Reference Number: SAJ-15-030008 Branch: HQ - Head Office

Details: Warehouse: WH01 - Kepong Warehouse Staging Locator: WH01-Staging Source Document: SAJ-15-030008 Representative: Additional Info: Description: Write Off

Items / Articles Notes / Attachments

#	Product	Description	UOM	Batch #	Received Qty	Locator	Quantity
1	4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	SAJ-15-030008	1	WH01-Default	1

Confirm Document? Do you really wish to Confirm the selected Putaway(s)? Yes No

Confirm Putaway Save Revert

Putaway List Putaway

4. Click ***"Post To Inventory"*** button

Items / Articles Notes / Attachments

#	Product	Description	UOM	Batch #	Received Qty	Locator	Quantity
1	4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	SAJ-15-030008	1	WH01-Default	1

Post Document? Do you really wish to Post the selected Putaway(s)? Yes No

Post To Inventory Save Revert

Putaway List Putaway

If Reduce Quantity (- Qty)

1. Click ***"Picking"*** link

Product Brand: B001 - Avance Filter:

#	Product	Description	UOM	(+) Qty	(-) Qty	Reason for Adjustment	Unit Cost	Total Cost
1	4531560301253	Avance Joli et Joli et Pencil Eyeliner - Deep Black	Each	1			RM20.760	(RM20.76)

Picking: PIK-15-030010 Putaway: --- Total (+) Qty: 0 and (-) Qty: 1 Grand Total: (RM20.76)

Post To Accounts Create New Save Revert Delete

Stock Adjustment List Stock Adjustment

2. Click **"Start Picking"** button

Picking Stock Adjustment To be Picked

Document Date: 04/03/2015 Document Number: PIK-15-030010 Reference Number: Branch: HQ - Head Office

Details: Warehouse: WH01 - Kepong Warehouse Staging Locator: WH01-Staging Source Document: SAJ-15-030007 Representative: Additional Info: Description: Write Off

Items / Articles Notes / Attachments

Product Brand: < Select All > Filter:

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Unit Cost	Total Cost
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

Confirm Document? Do you really wish to Confirm the selected Picking(s)? Yes No

Start Picking Save Revert Delete

Picking List Picking

3. Click **"Post Picking"** button

Product Brand: < Select All > Filter:

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Unit Cost	Total Cost
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

Post Document? Do you really wish to Post the selected Picking(s)? Yes No

Post Picking Save Revert Delete

Picking List Picking

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

Stock Adjustment

Document Date  
04/03/2015

Document Number  
SAJ-15-030008

Reference Number

Branch  
HQ - Head Office

Adjustment Details

Warehouse  
WH01 - Kepong Warehouse

Representative

Analytical Group

Additional Info

Description / Reason For Adjustment  
Write Off

Items / Articles

Notes / Attachments

Postings

Product Brand: < Select All > Filter:

#	Product	Description	UOM	(+) Qty	(-) Qty	Reason for Adjustment	Unit Cost	Total Cost
1	4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	1			RM20.7600	RM20.76
1	4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	1			RM20.7600	RM20.76

Post Document?

Do you really wish to Post the selected Stock Adjustment?

Yes No

Picking: --- Putaway: ---

Post To Accounts

Total (+) Qty: 1 and (-) Qty: 0 Grand Total: RM20.76

Create New Save Revert Delete

Stock Adjustment List Stock Adjustment