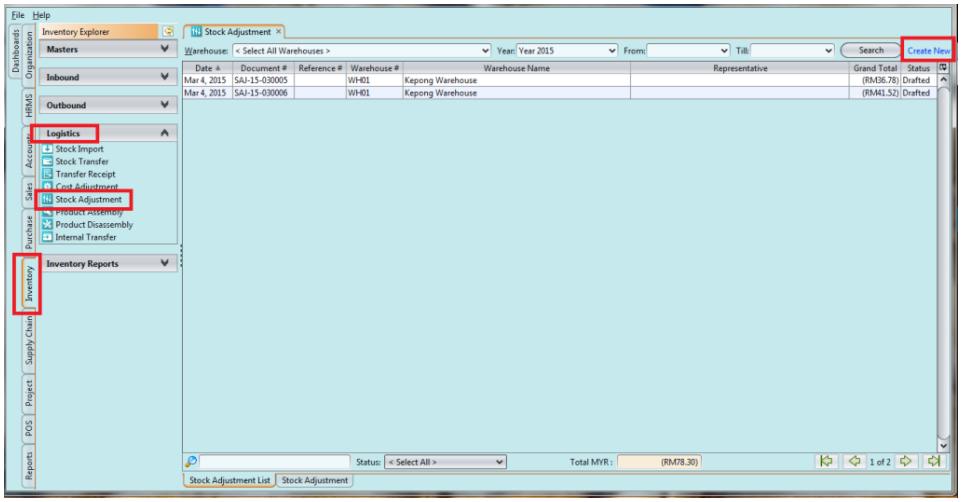
Stock Adjustment

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



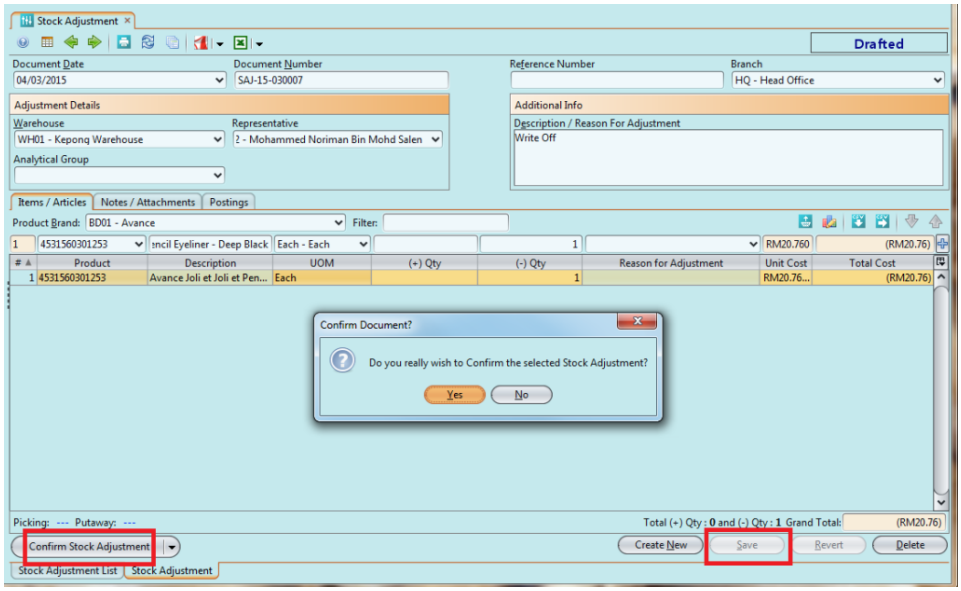
3. Fill in the information. Textfields marked with ***“x”*** are mandatory

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”***

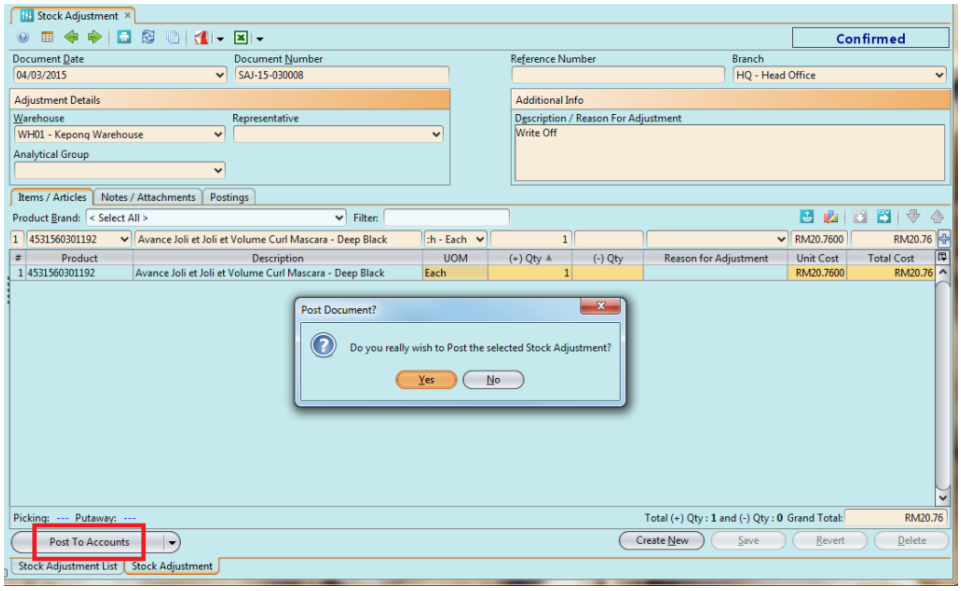
6. Click ***“Save”*** button to save progress

7. Click ***“Confirm Stock Adjustment”*** button to confirm the transfer

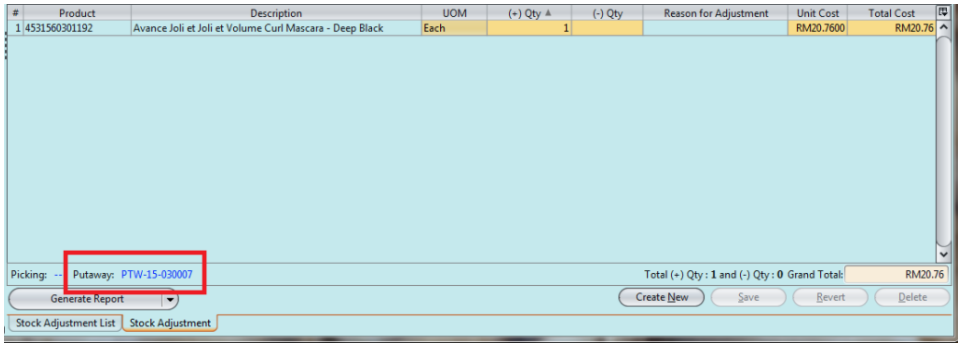


If Increase Quantity (+Qty)

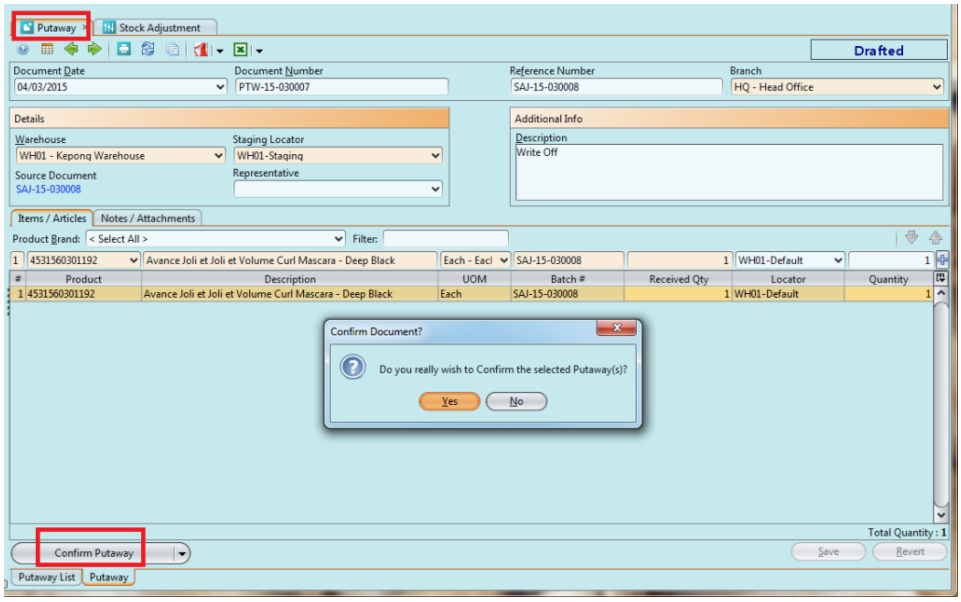
1. Click ***"Post To Accounts"*** button



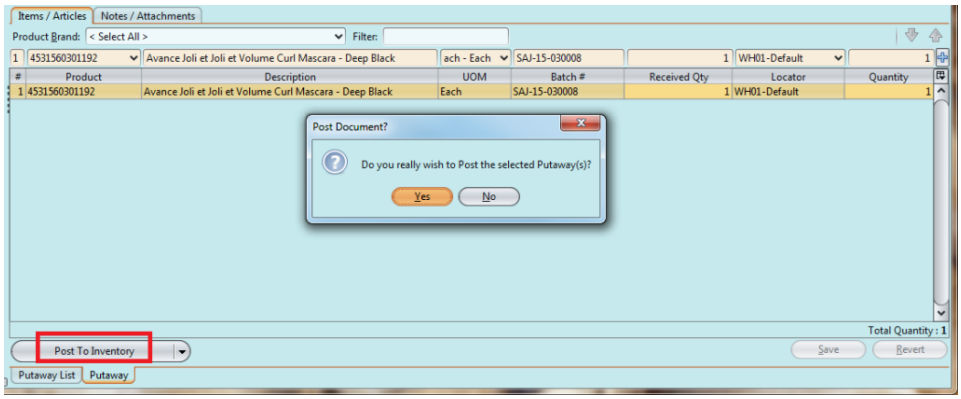
2. Click ***"Putaway"*** link



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

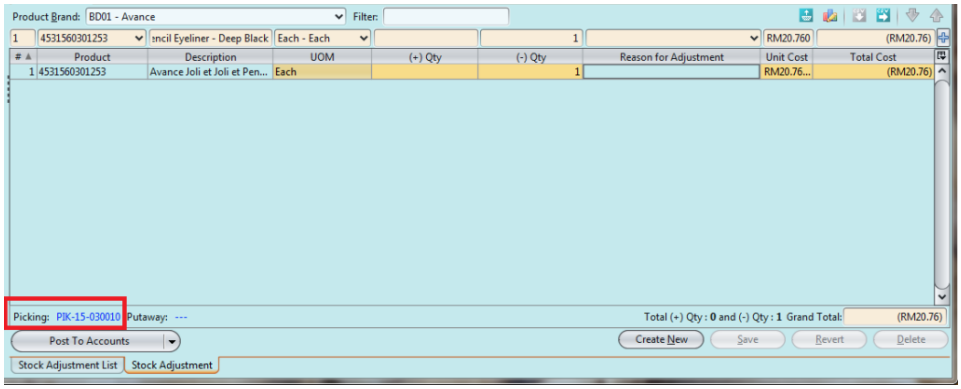


4. Click ***"Post To Inventory"*** button

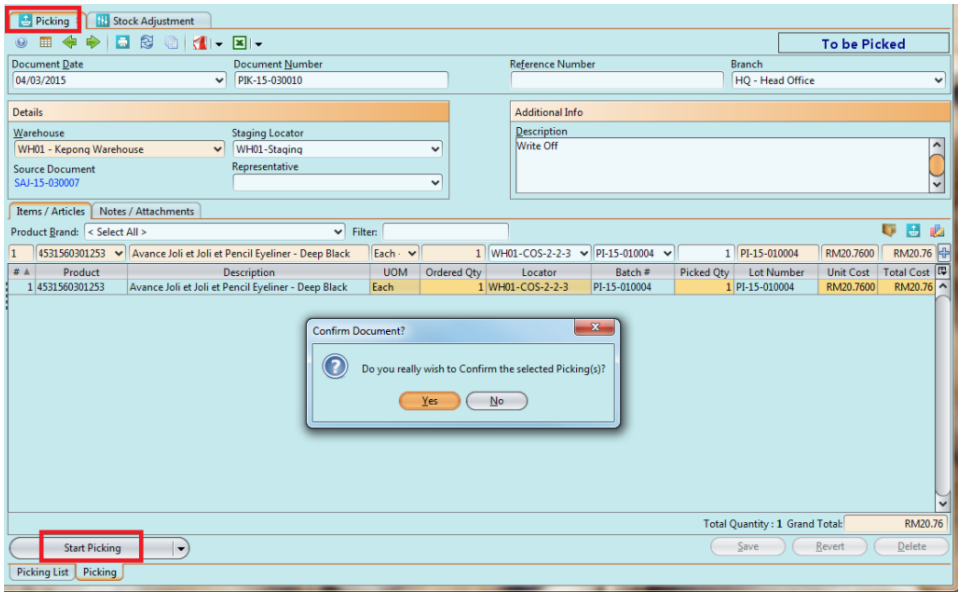


If Reduce Quantity (- Qty)

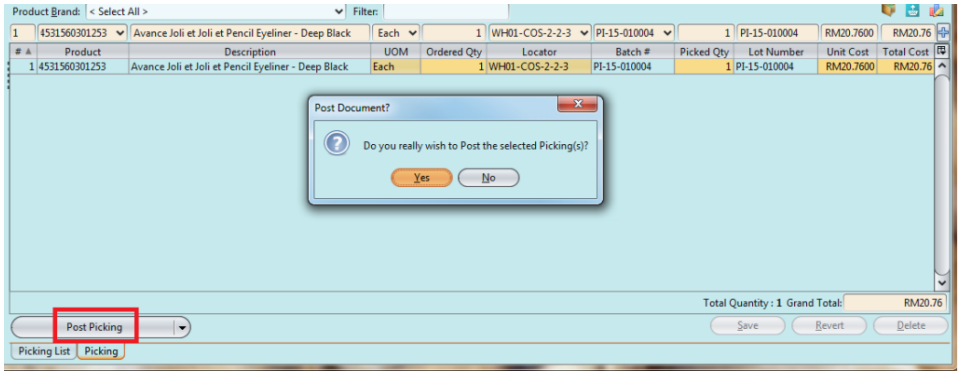
1. Click ***"Picking"*** link



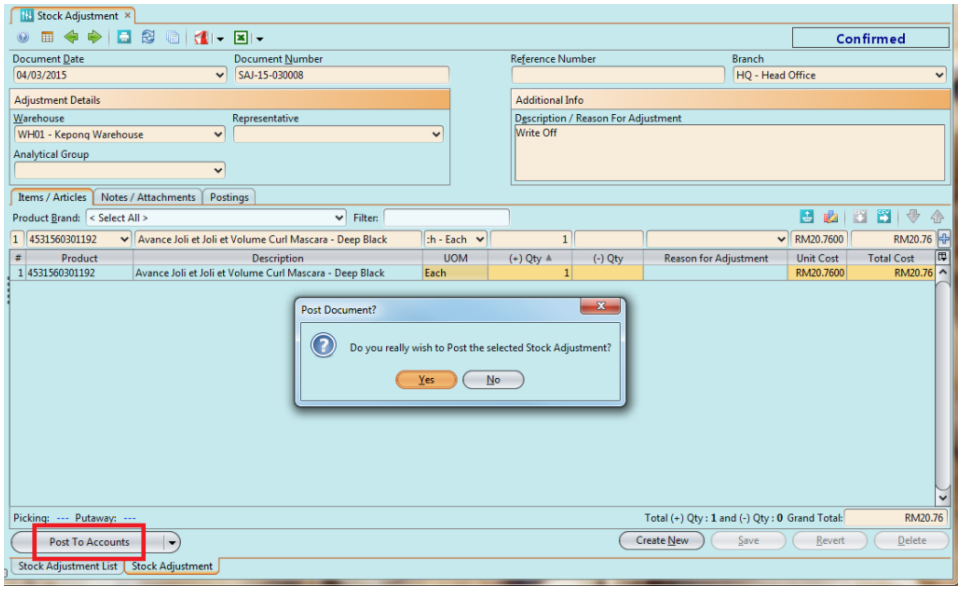
2. Click ***"Start Picking"*** button



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



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


Stock Adjustment
Confirmed
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
Post Document?
Do you really wish to Post the selected Stock Adjustment?
Yes
No
Picking: --- Putaway: ---
Total (+) Qty : 1 and (-) Qty : 0 Grand Total: RM20.76
Post To Accounts
Create New
Save
Revert
Delete
Stock Adjustment List
Stock Adjustment