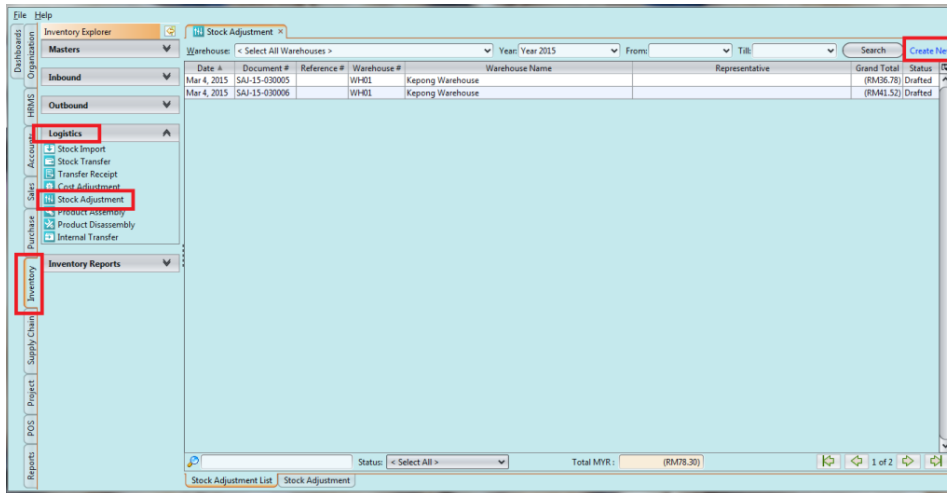


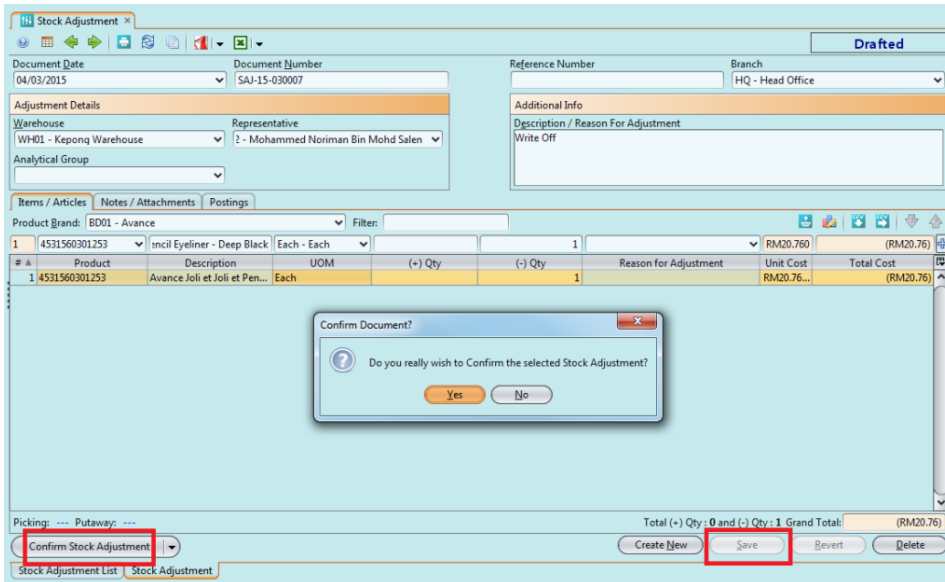
# Stock Adjustment

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

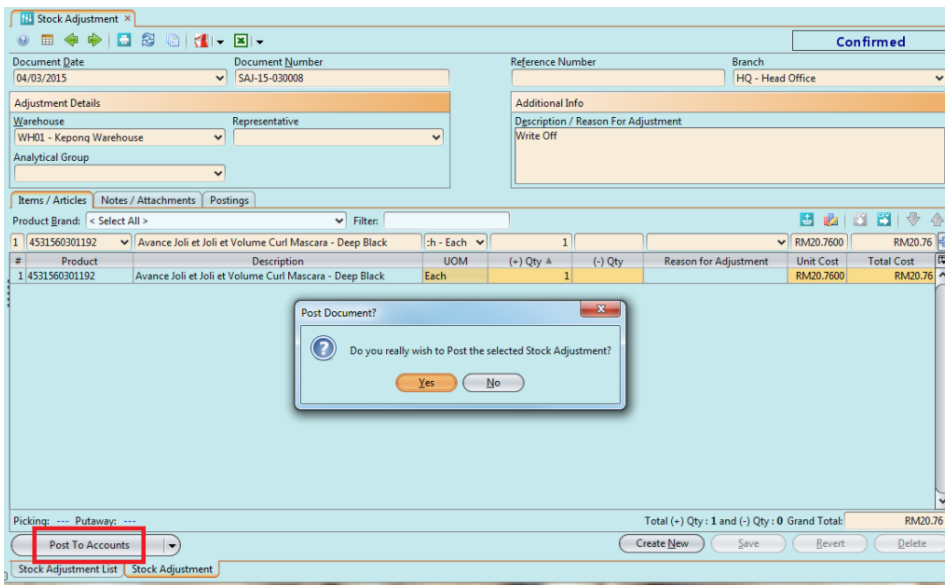


3. Fill in the information. Textfields marked with **"x"** are mandatory
4. Choose product(s) to adjust from the products drop-down list. It can be filtered by **"Product Brand"** to find specific products.
5. Key in quantity of item for each product to adjust, increase **"*+Qty*"** or reduce **"*- Qty*"**
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

#	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

Buttons: 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

Warehouse: WH01 - Kepong Warehouse | Staging Locator: WH01-Staging

Source Document: SAJ-15-030008

#	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)?

Buttons: Confirm Putaway, Save, Revert

4. Click **“Post To Inventory”** button

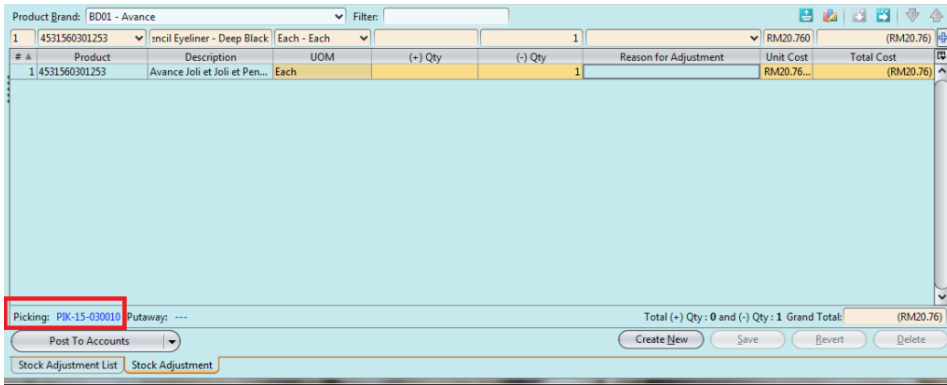
#	Product	Description	UOM	Batch #	Received Qty	Locator	Quantity
1	4531560301192	Avance Joli et Joli et Volume Curl Mascara - Deep Black	Each	SAJ-15-030008	1	WH01-Default	1

Post Document? Do you really wish to Post the selected Putaway(s)?

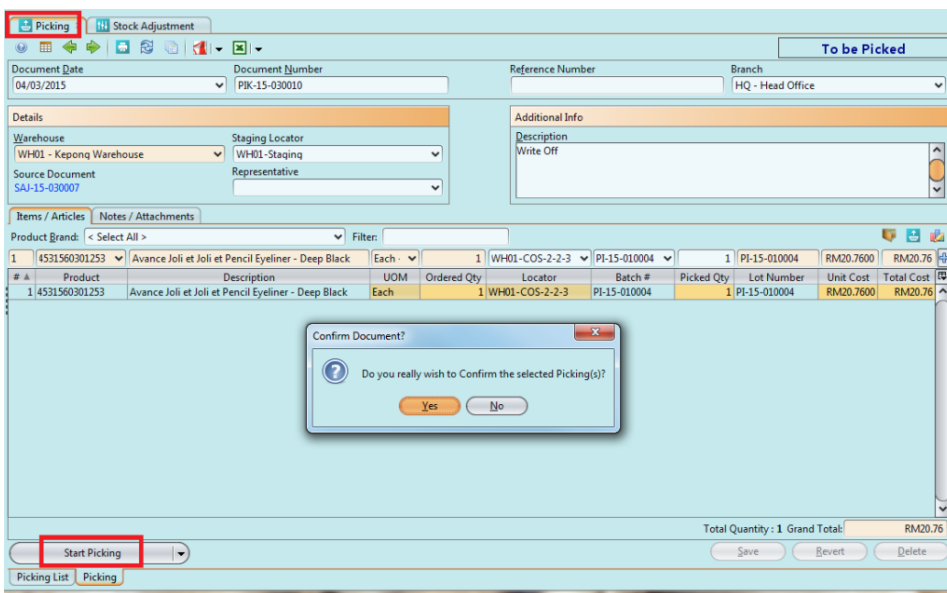
Buttons: Post To Inventory, Save, Revert

If Reduce Quantity (- Qty)

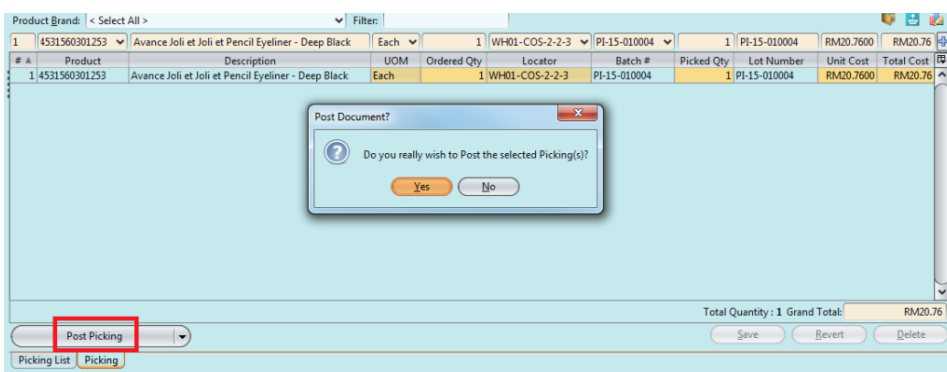
1. Click **“Picking”** link



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: SAI-15-03008 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: --- Total (+) Qty: 1 and (-) Qty: 0 Grand Total: RM20.76

Post To Accounts

Create New Save Revert Delete

Stock Adjustment List Stock Adjustment