

Stock Level Adjustment Menu

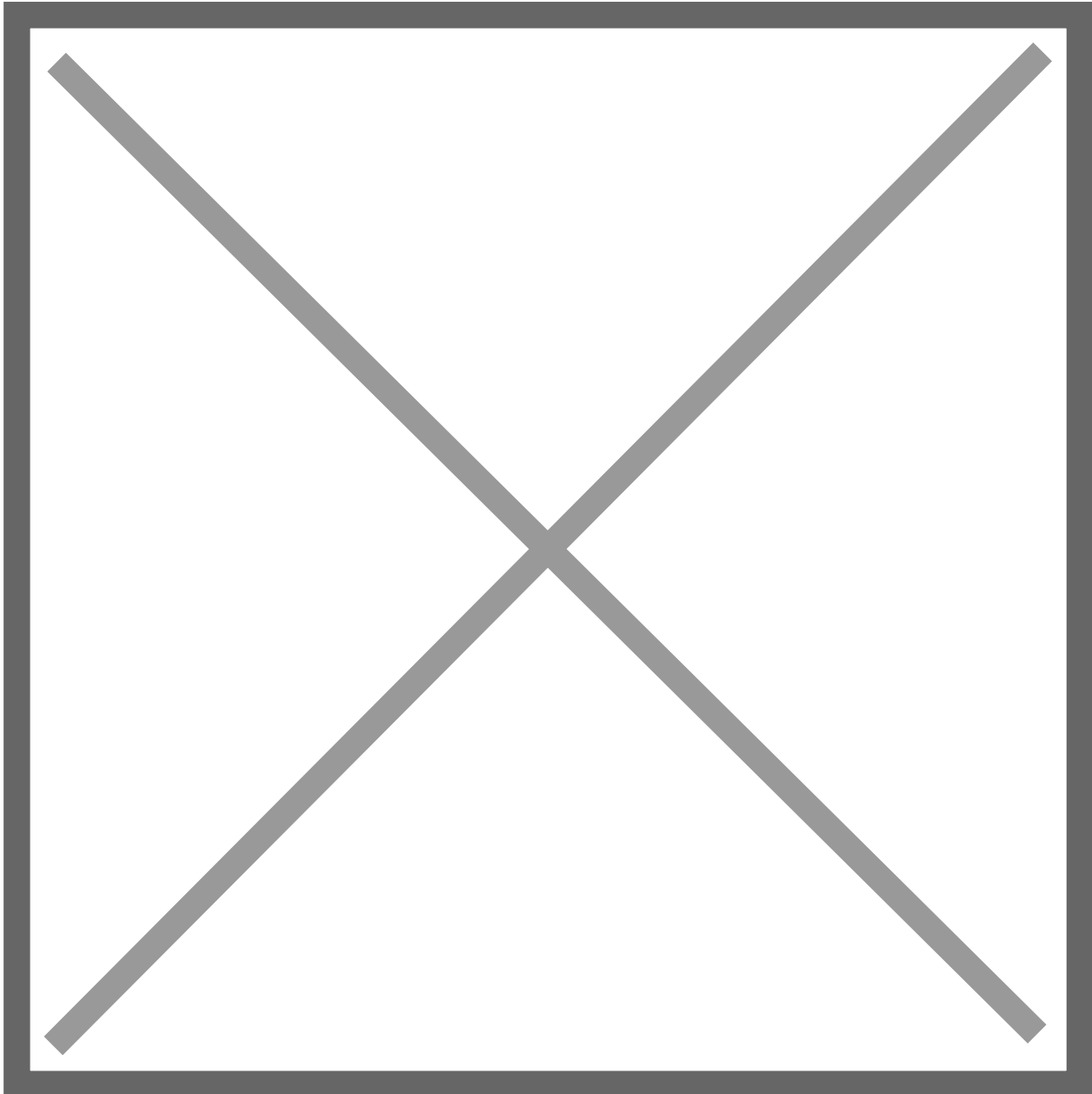
- [Stock Level Adjustment](#)
- [Stock level Adjustment Import](#)
- [Stock Level Adjustment Journal](#)
- [Stock level Adjustment In And Out](#)
- [Import Adjustment](#)

Stock Level Adjustment

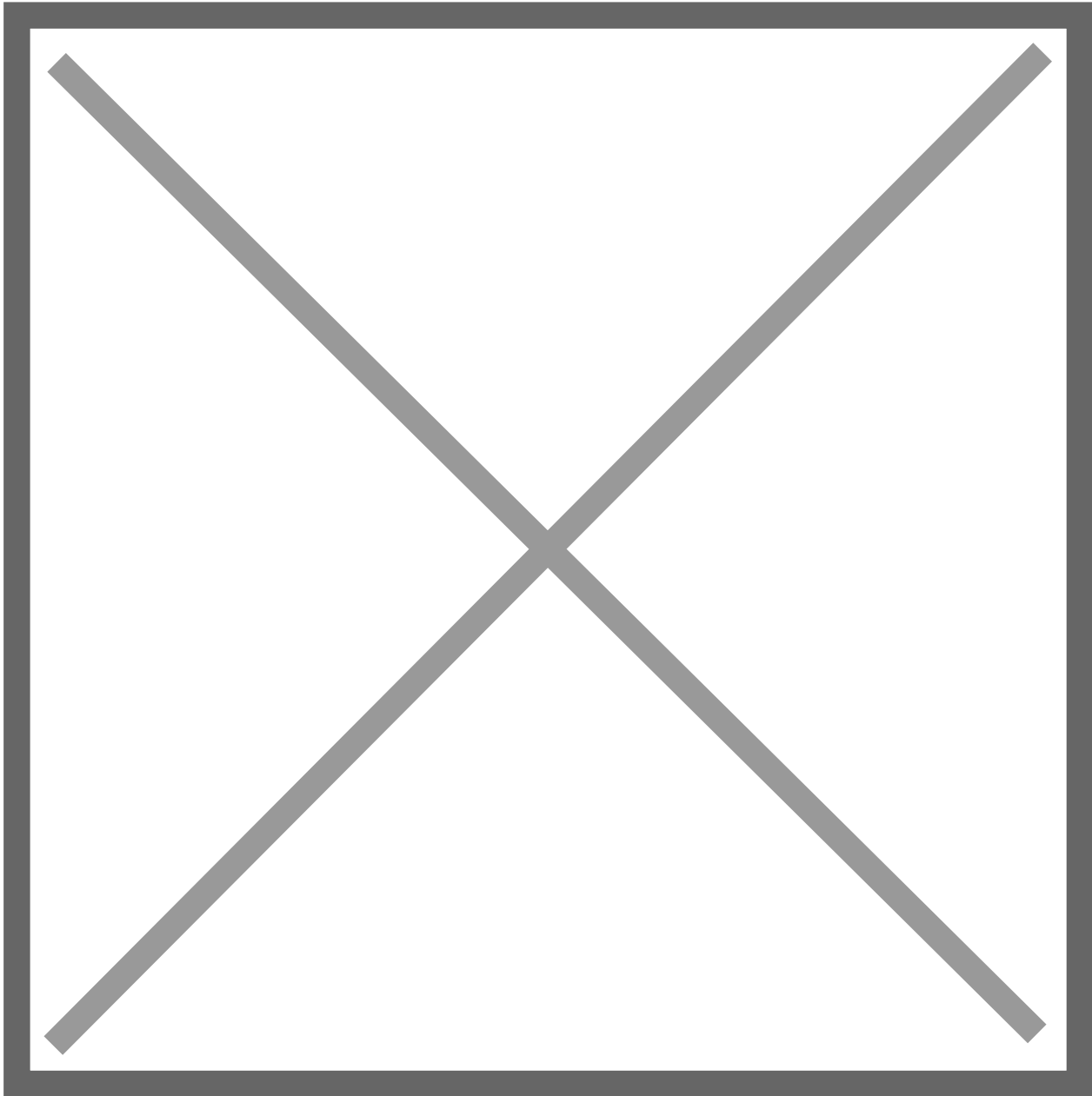
Inventory >Activity>Stock Level Adjustment

To create a stock level item click on the Add button

fill in the header information of the stock level adjustment and then click on Save.



Click on Add to insert lines.

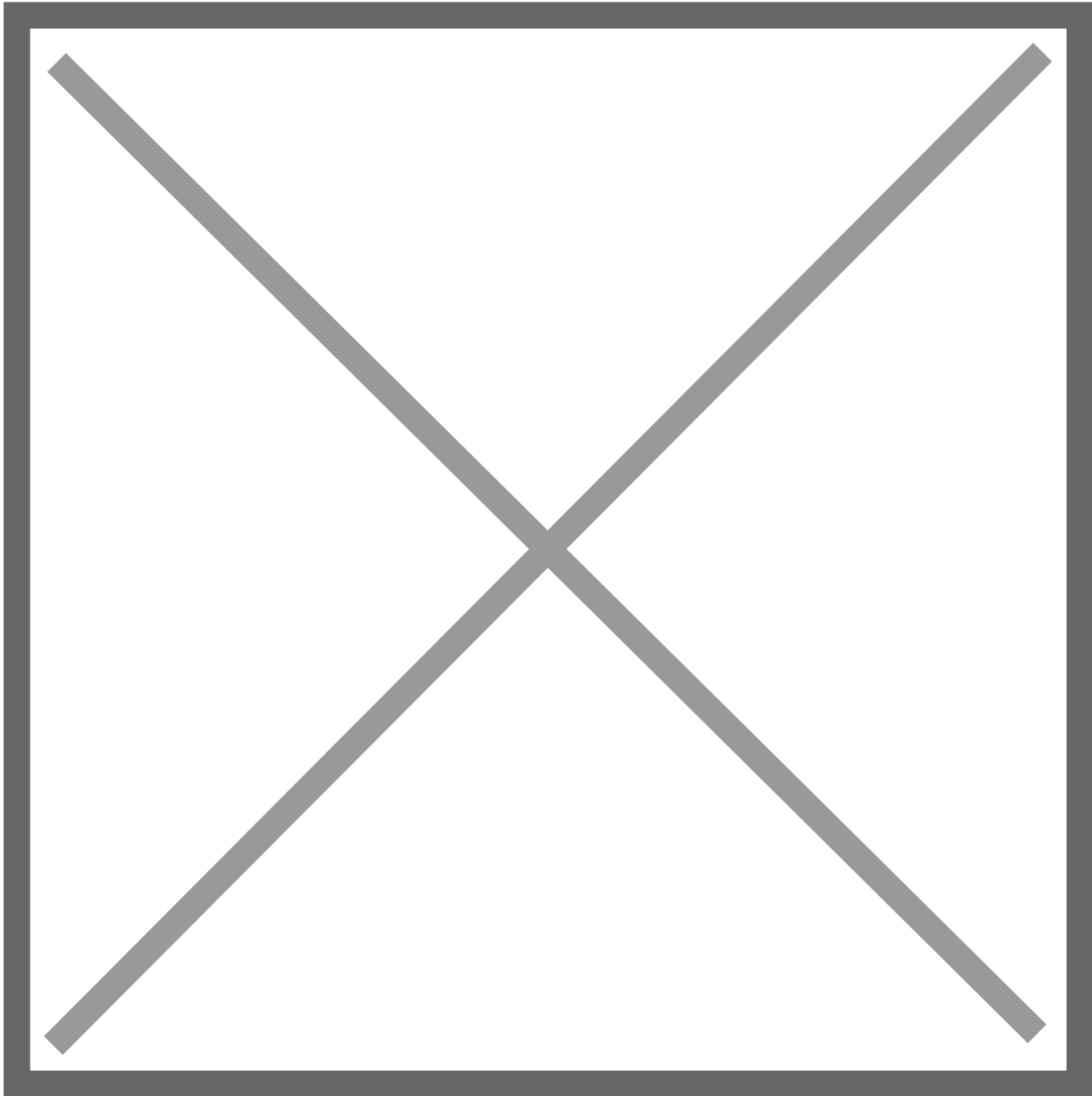


In this window search for the stock item and select it, select your warehouse that you want to increase / decrease the stock in. Put in the quantity that you want the increase to go to and put in a reason. Click on Save and close to save changes.

Insert all the items that need a stock adjustment. Click on save and then close to take you back to the stock level adjustment screen.

Remember that we can also import stock level adjustments from an Excel Sheet.

Once you are back to the window you will notice your stock level adjustment journal waiting to be processed.



Note that Stock Level Adjustments will only process on current dates, they will not be able to be back dated or forward dated.

We allow only one time where you can back date the stock level adjustment and that is when one is doing the take on balances of stock.

The rule is that it has to be the VERY first transaction to be processed.

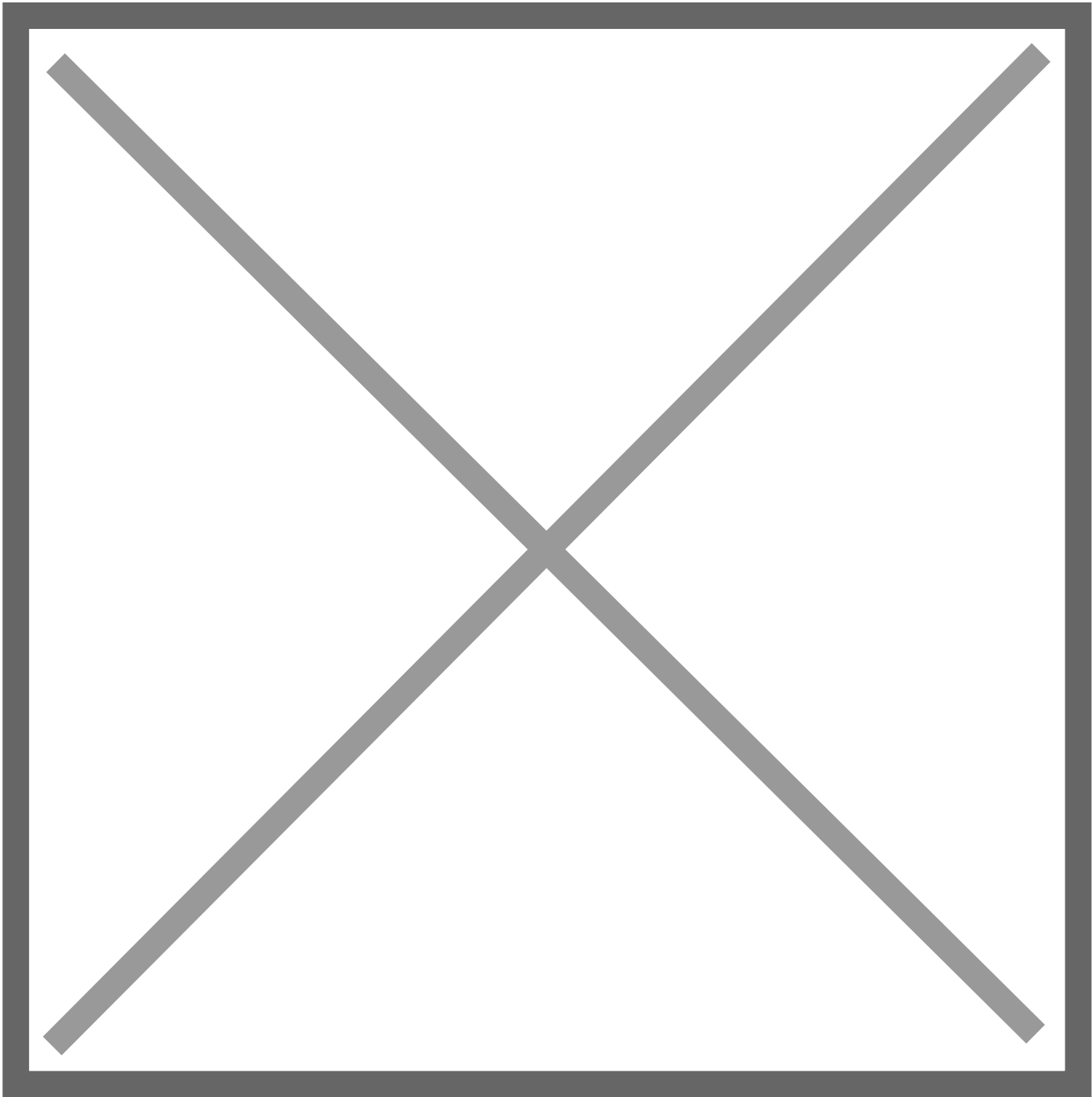
Now go to the tab below where it says process and click on the process button.

The stock level adjustment will process the stock and update your stock quantities.

Stock level Adjustment Import

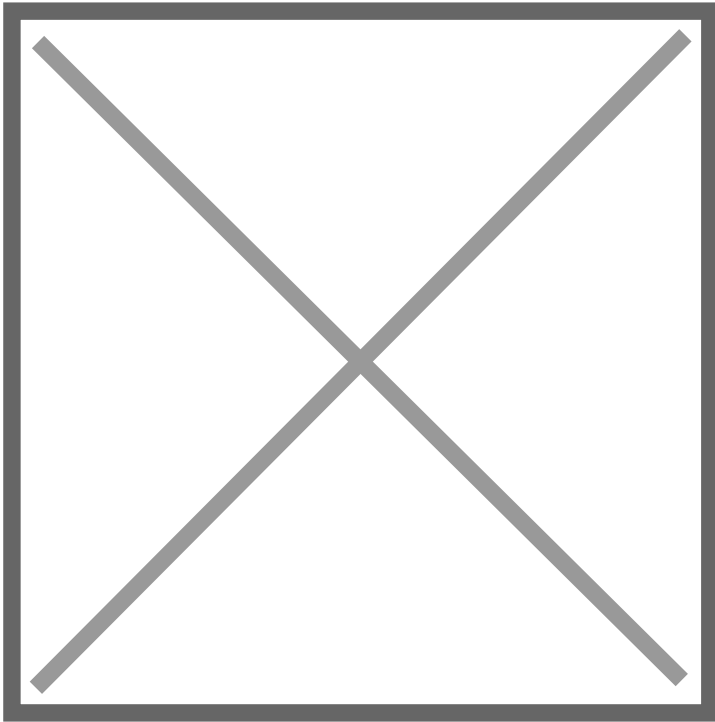
Please keep the following in mind:

1	Once you begin with this procedure no source documents can be processed. Only a Stock Take freezes the inventory module.
2	Do a backup.



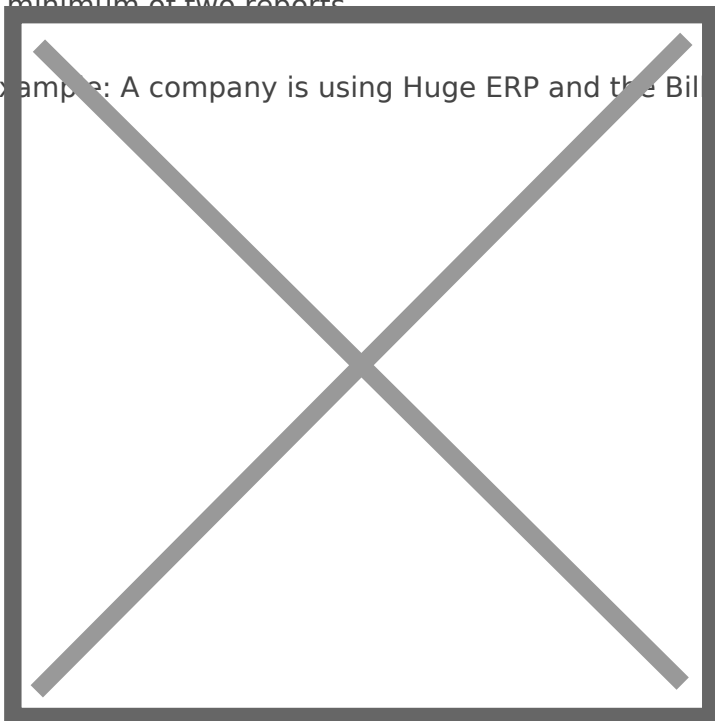
Print an Inventory Valuation Report before starting a Stock Take

IM – Report – Inventory Valuation

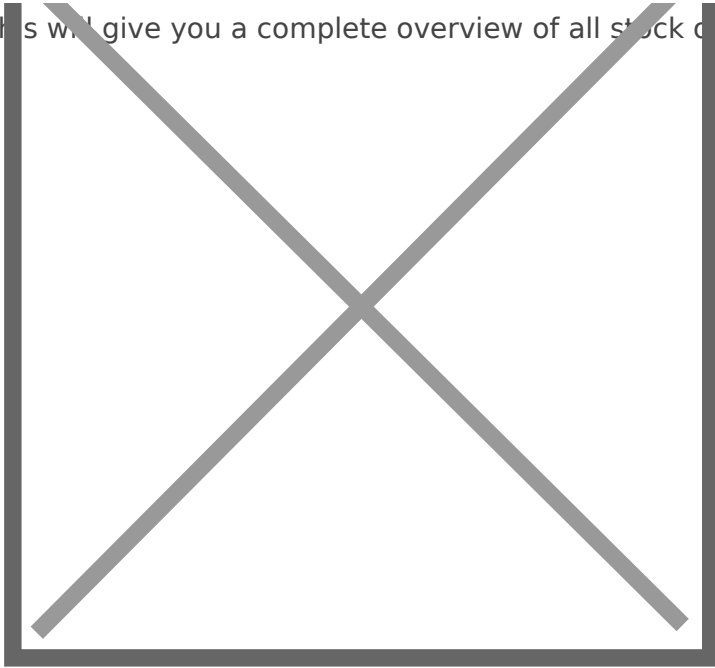


If you don't use any of the add on modules or Sales Orders then run a consolidated Valuation report per warehouse. However if you have the Bill of Materials add on module you will need to run a minimum of two reports

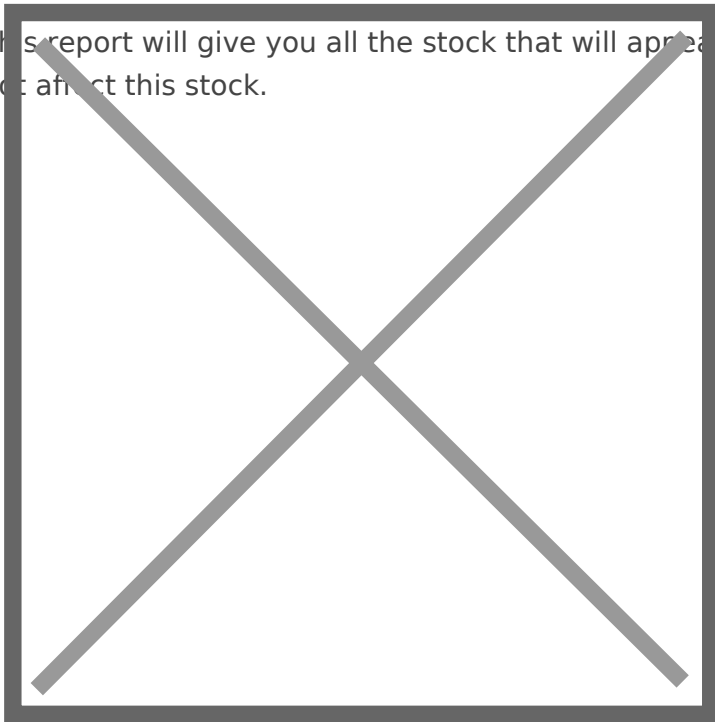
Example: A company is using Huge ERP and the Bill of Materials add on module.



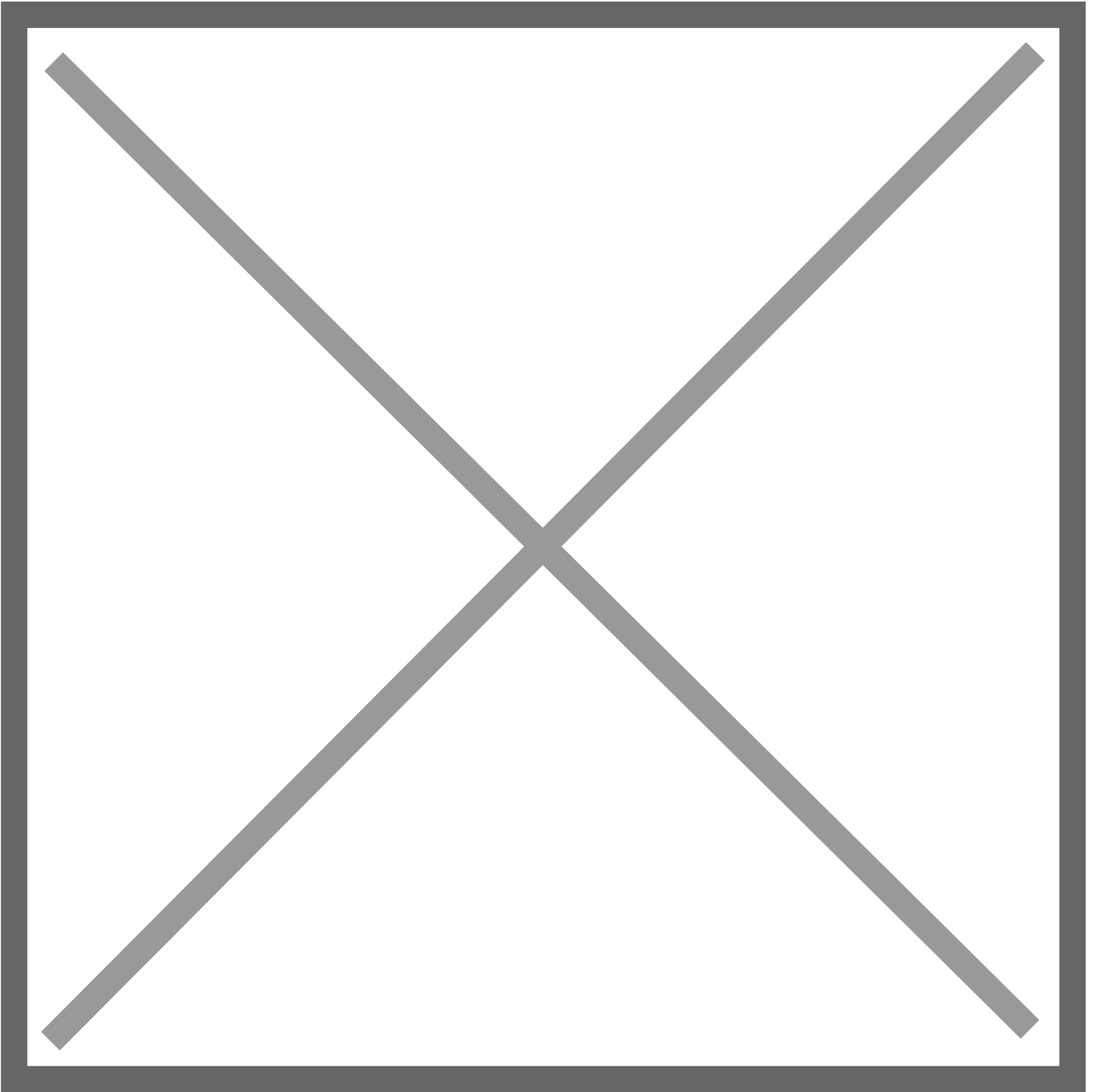
This will give you a complete overview of all stock on hand and value



This report will give you all the stock that will appear in your BOM WIP account. Remember you can not affect this stock.

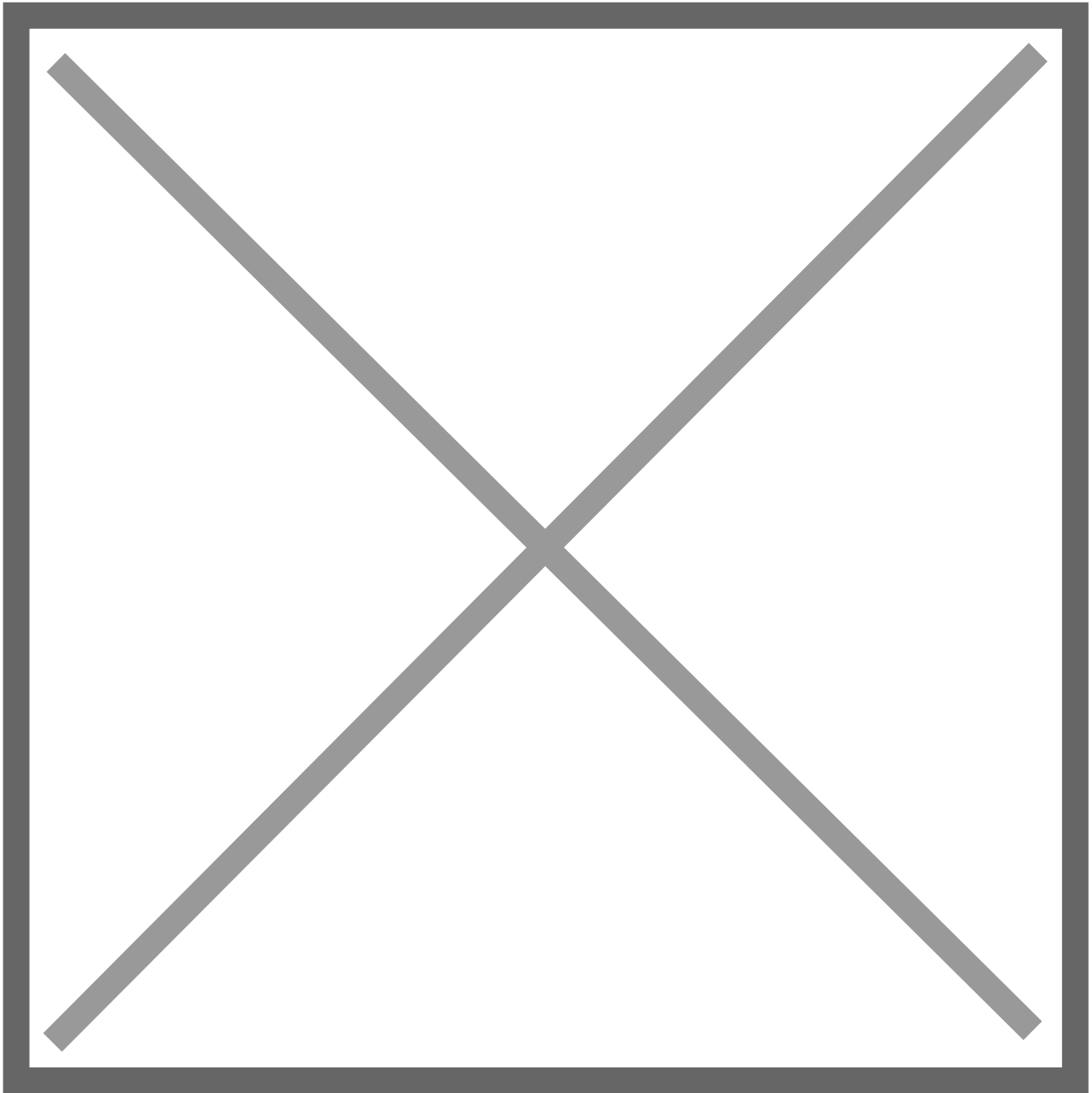


This is the stock that is to be counted.



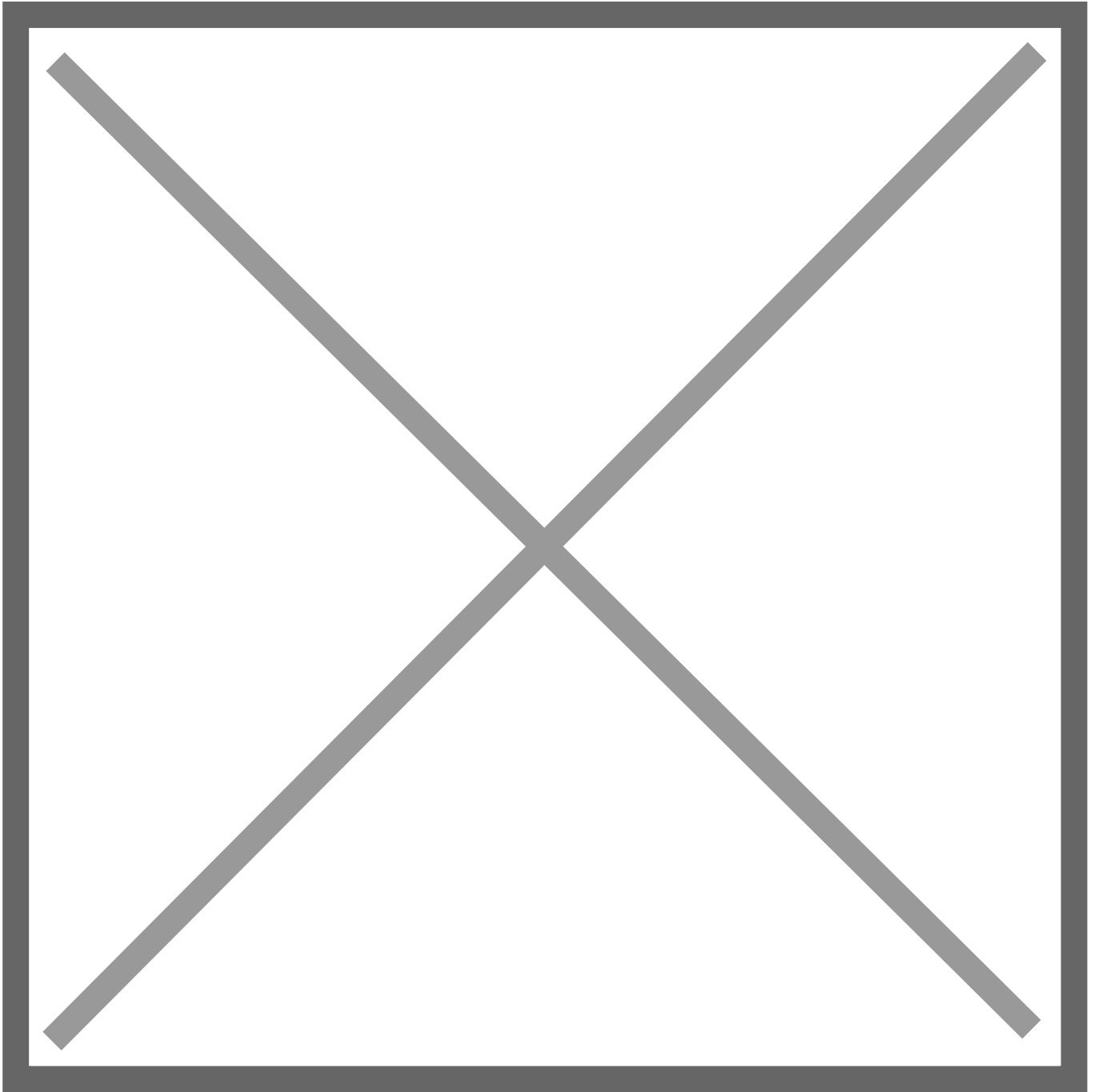
GL - Reports - Trial Balance

[Print a Trial Balance](#)



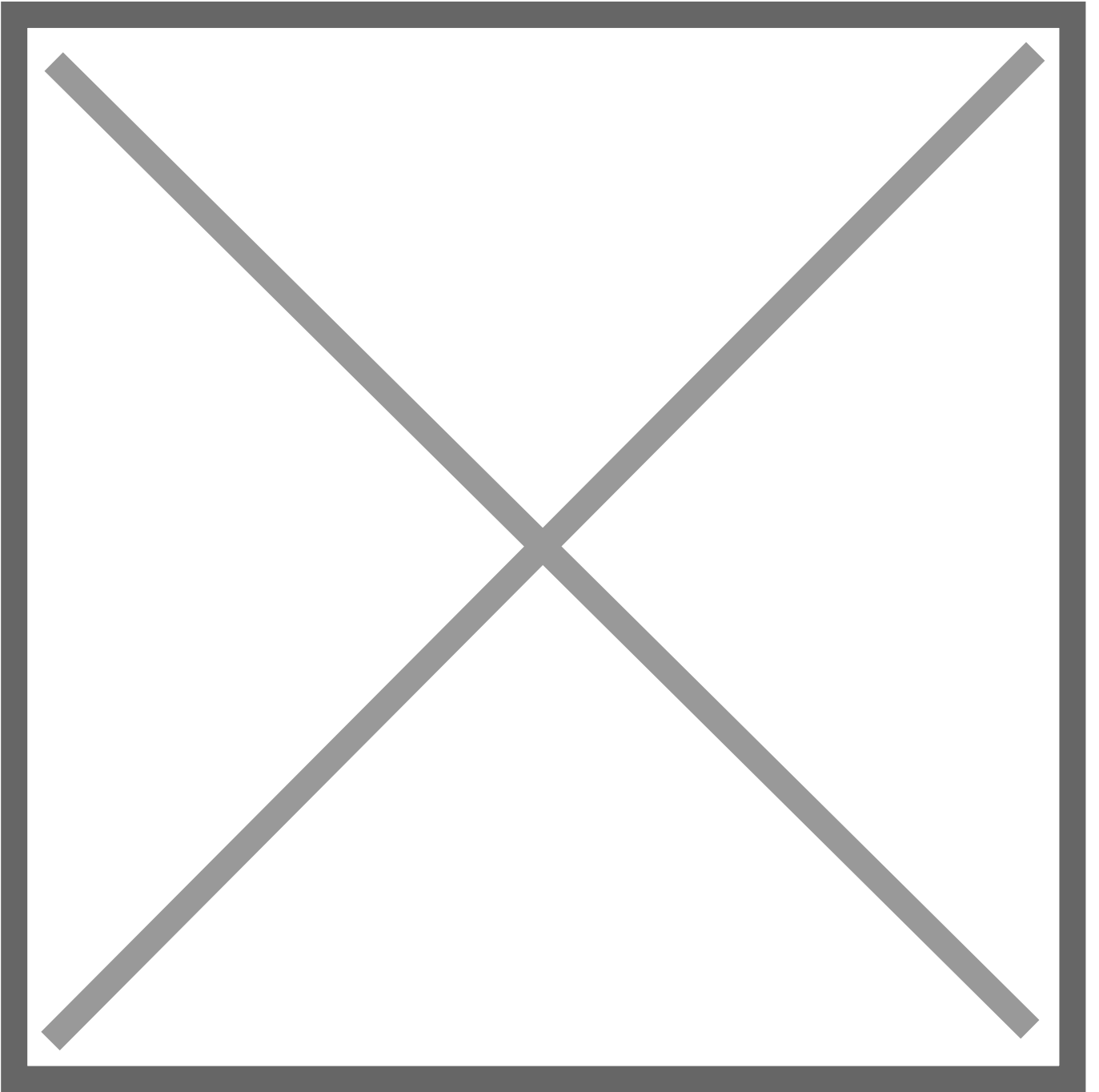
Inventory - Reports - Inventory Count

Print an Inventory Count Report

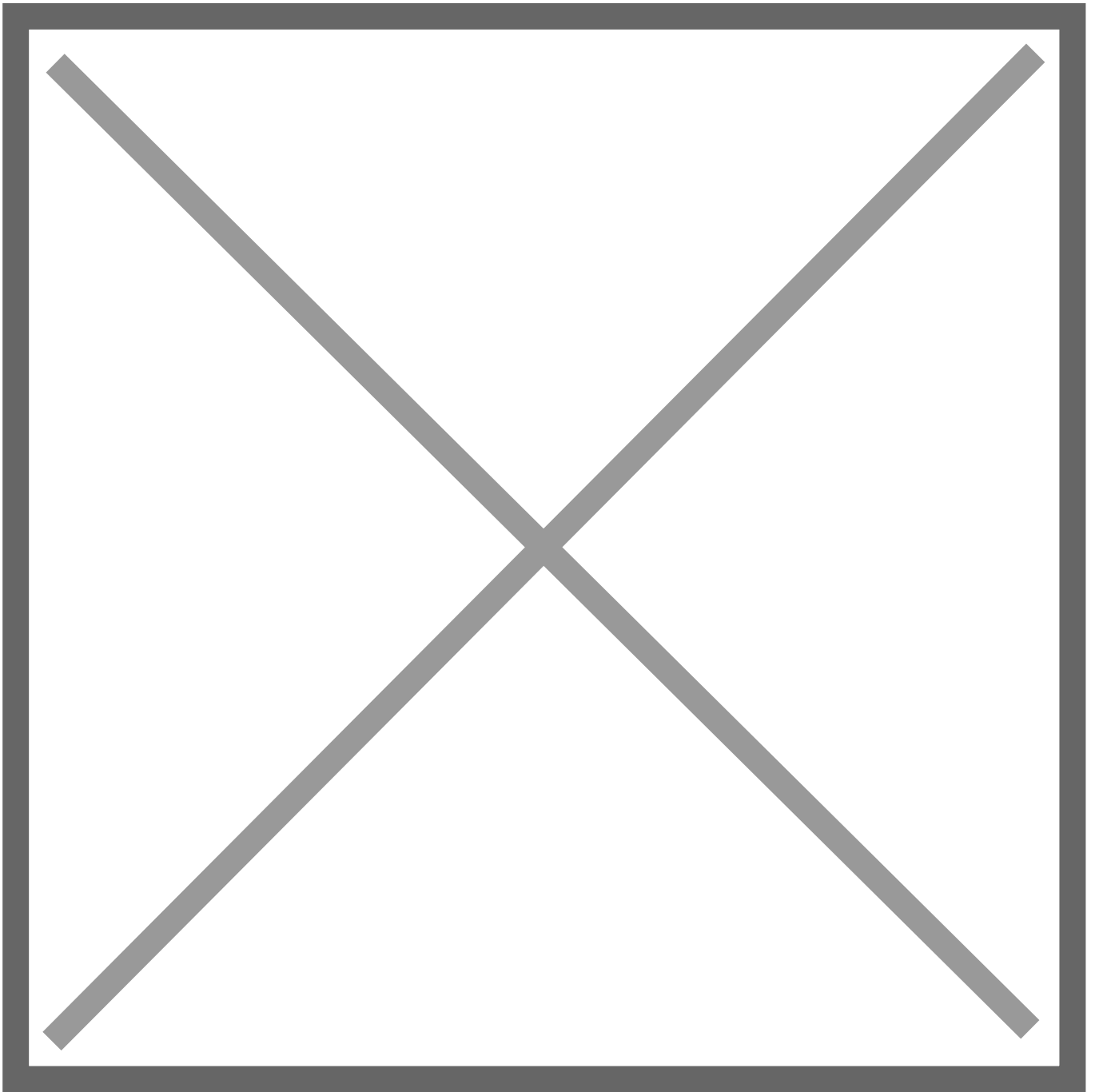


Print and export to excel

Proceed with a manual stock take – See attachment ‘Counted Qty.csv’

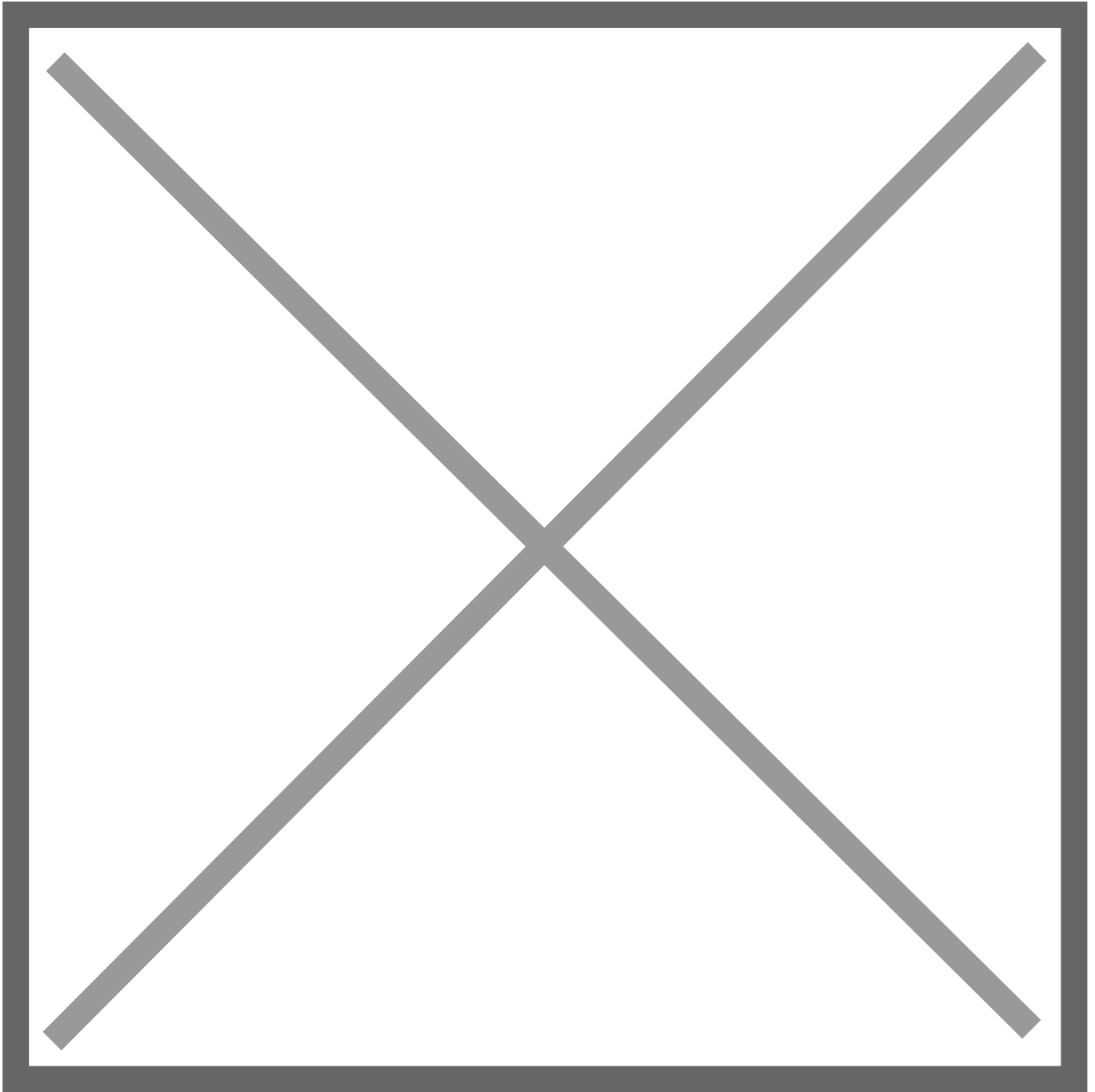


Sort by Column Variance



Now copy and paste the negative values onto a new excel worksheet and do the same for the positive. See attachments 'Positive Stock' and 'Negative Stock'.

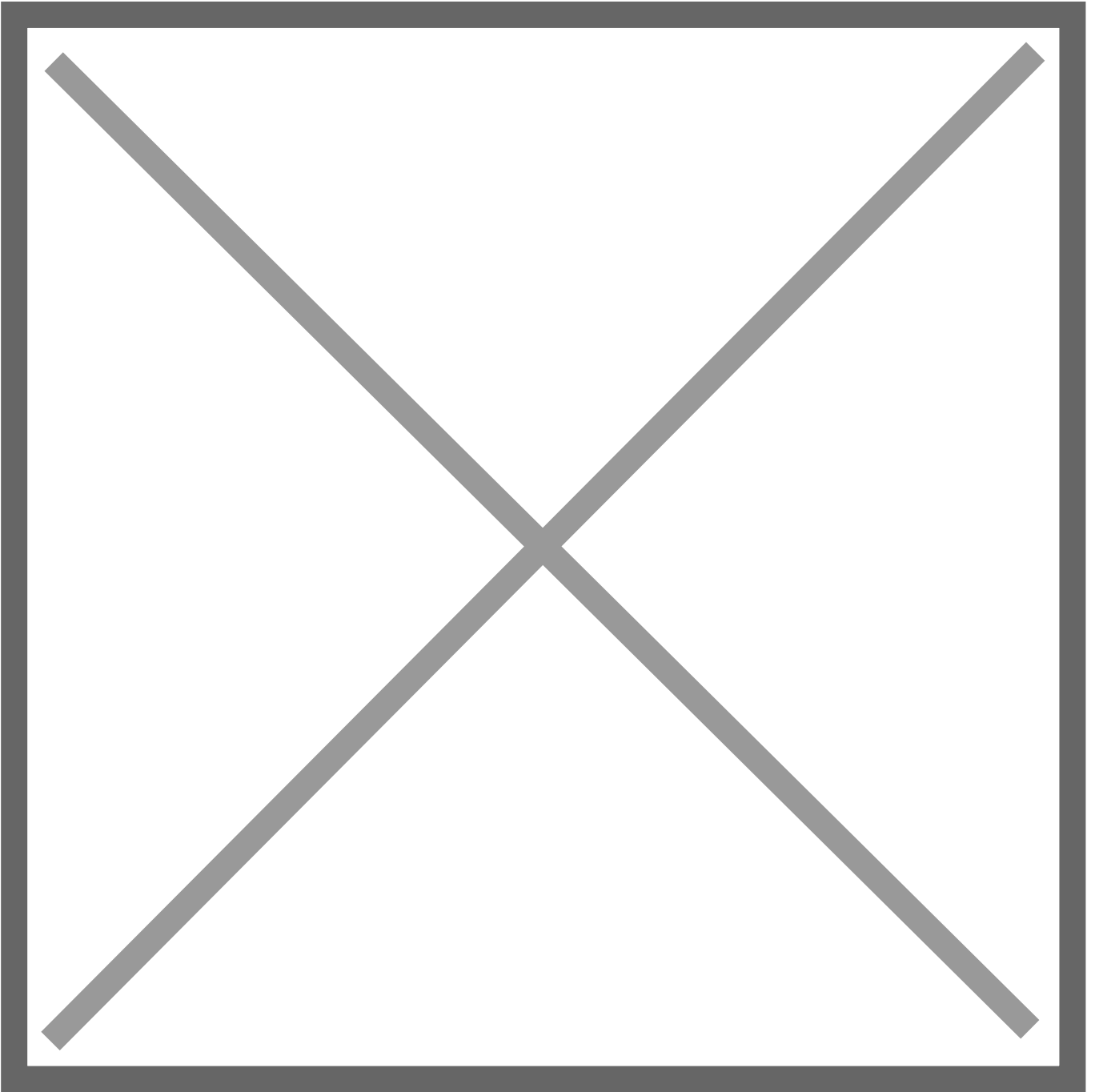
Remember that if the System Qty and Counted Qty are identical there is no reason to do a Stock Journal for these items.



On the both import files create a new column called 'Increase / Decrease'. This will allow the system to know whether the amount being import should increase or decrease the quantity on hand. To 'Increase' use a 1 and to 'Decrease' use a 0.

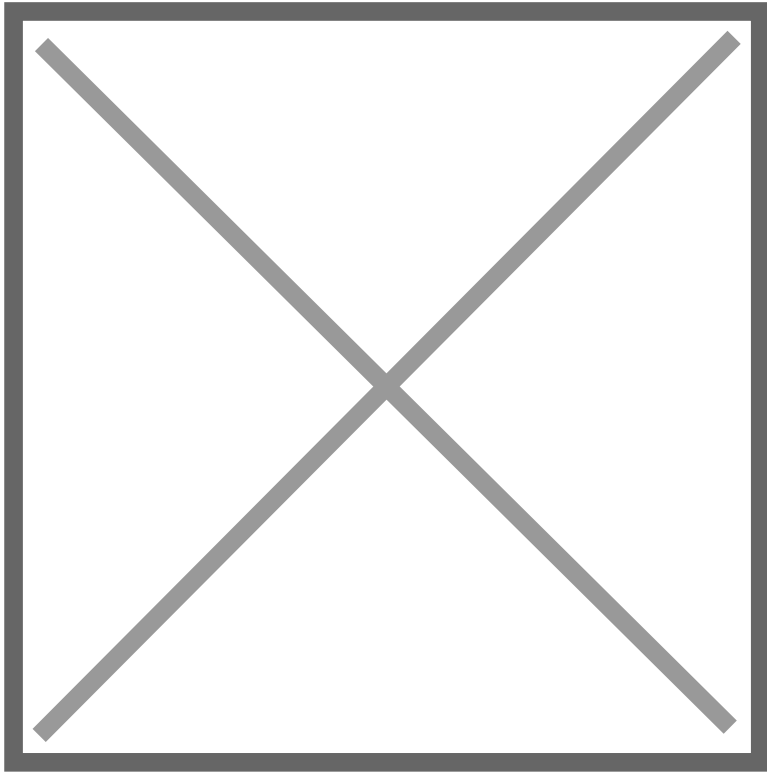
Things to remember:

1	You cannot import a negative figure, so re-evaluate the equation that you were using.
2	The Variance column cannot have a 1000 comma separator.

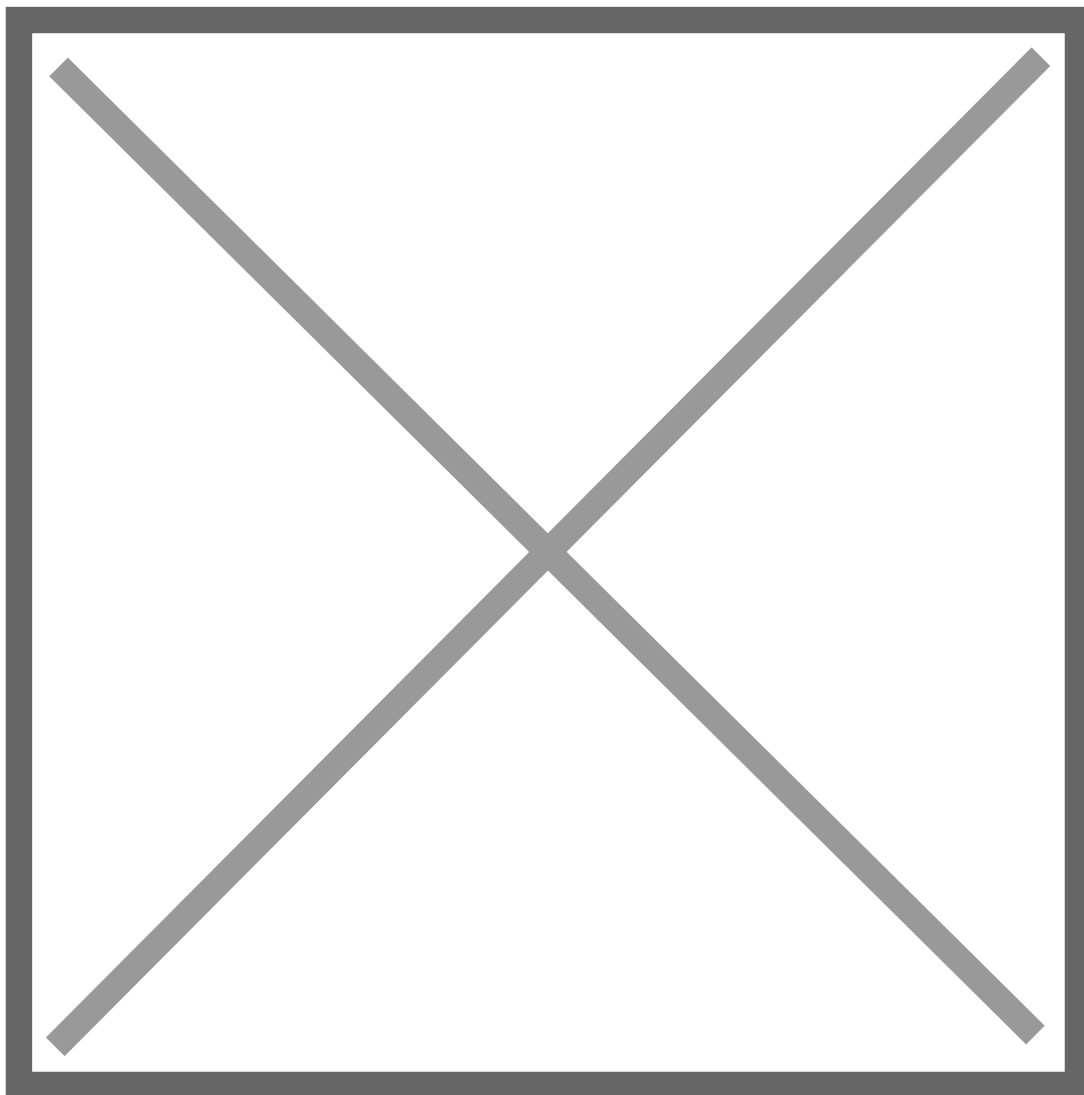


IM - Activity - Stock Level Adjustment

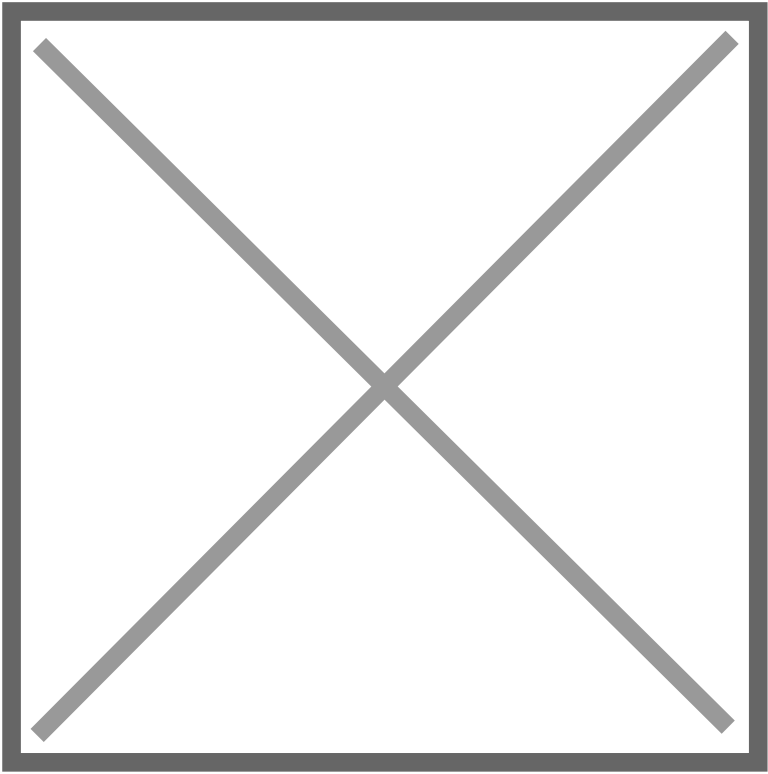
Click on the Upload button



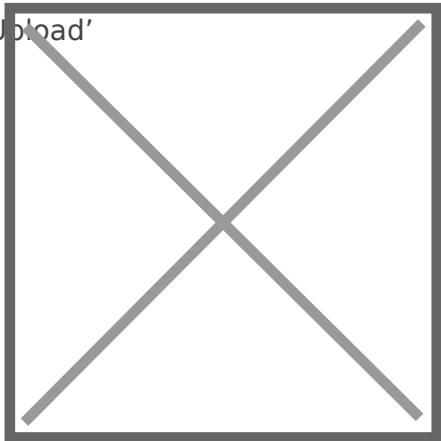
Browse button

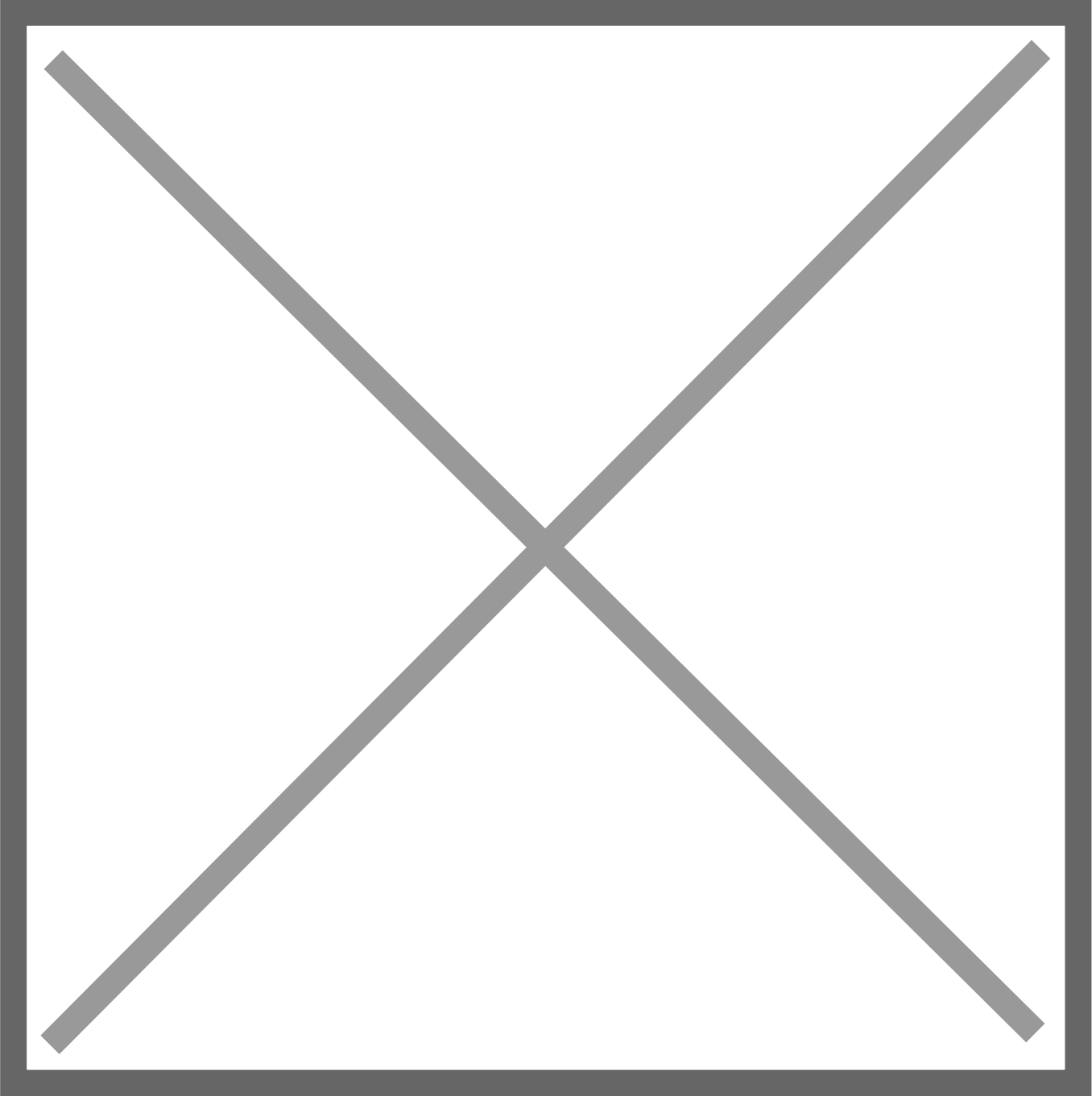


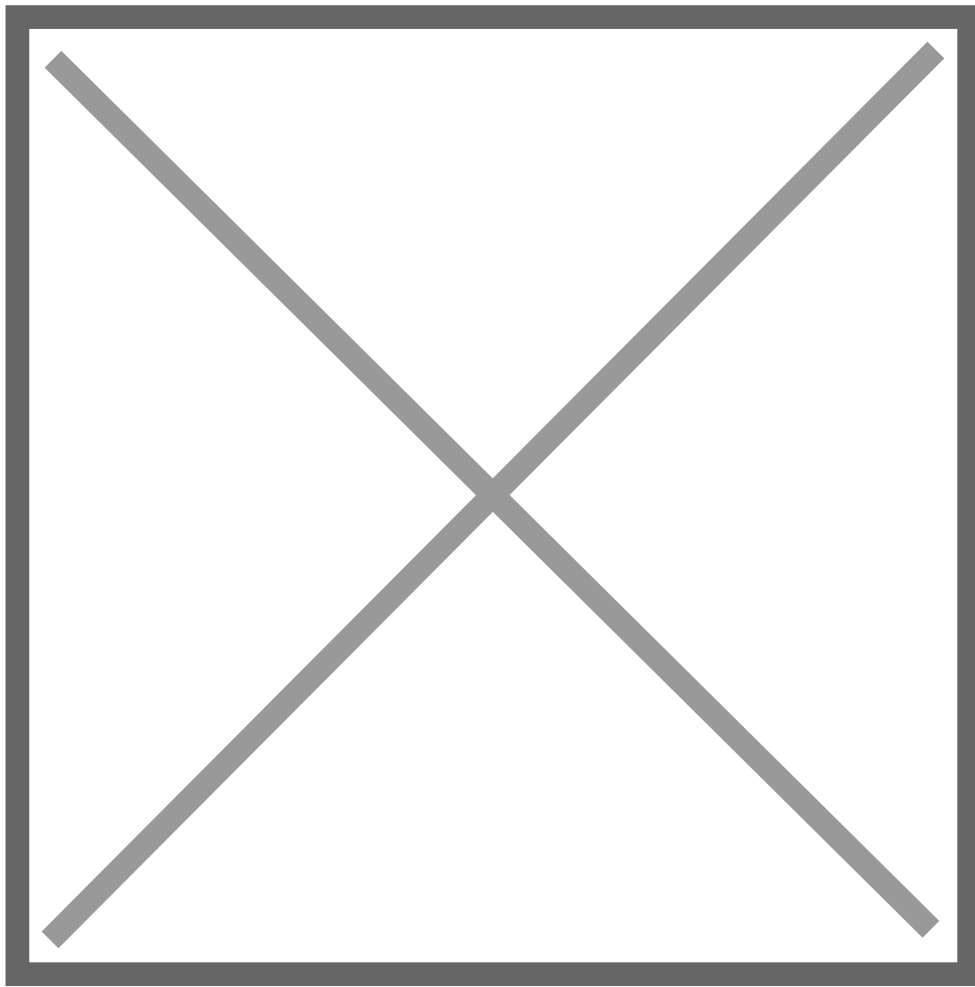
Browse for the first import file and click on 'Open'



Upload'



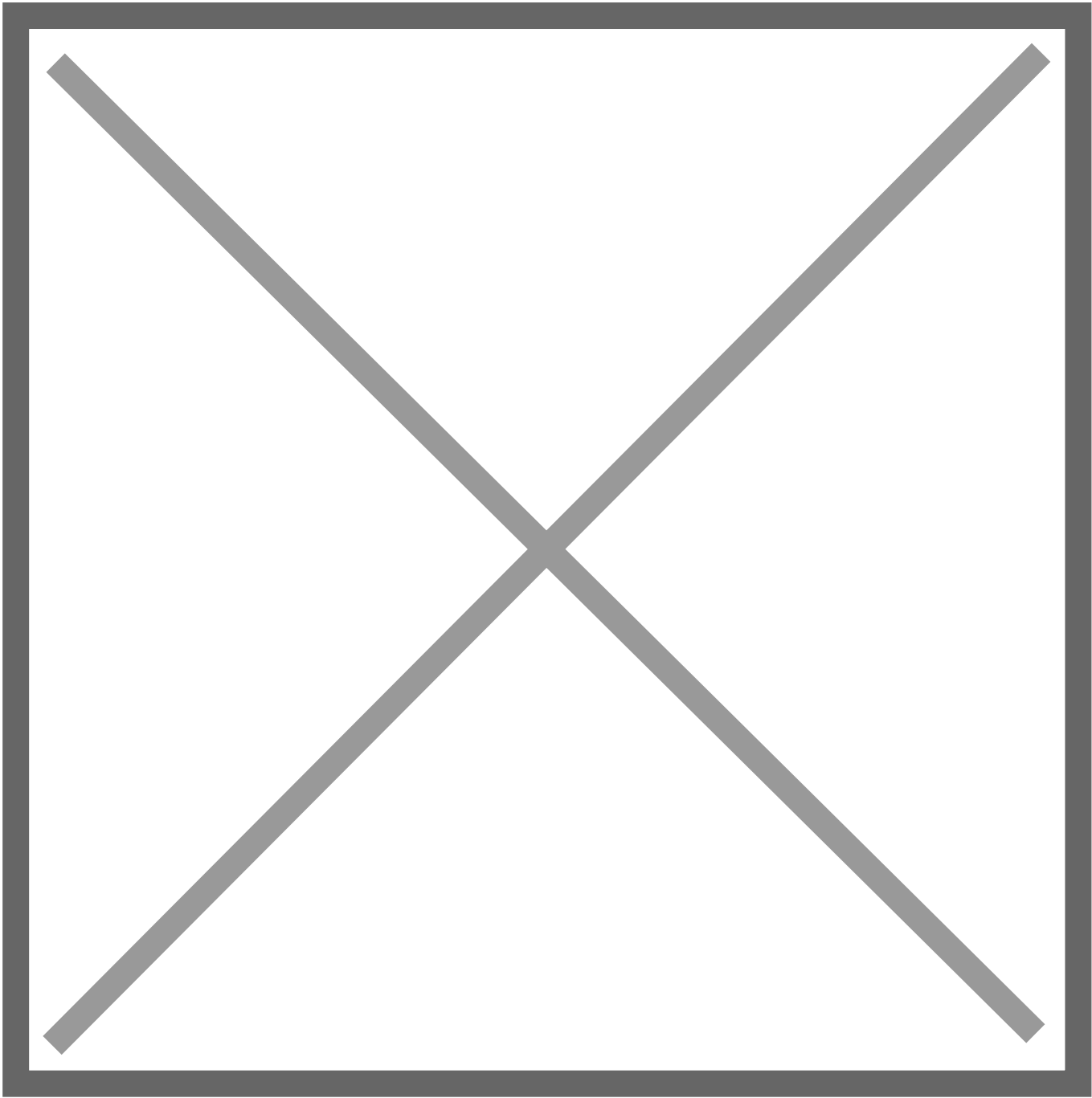




Stock Level Adjustment Journal

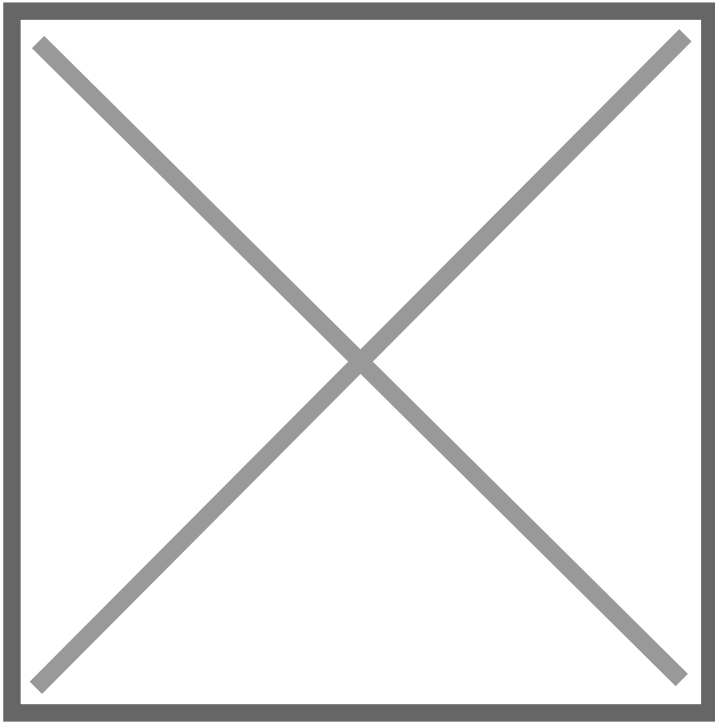
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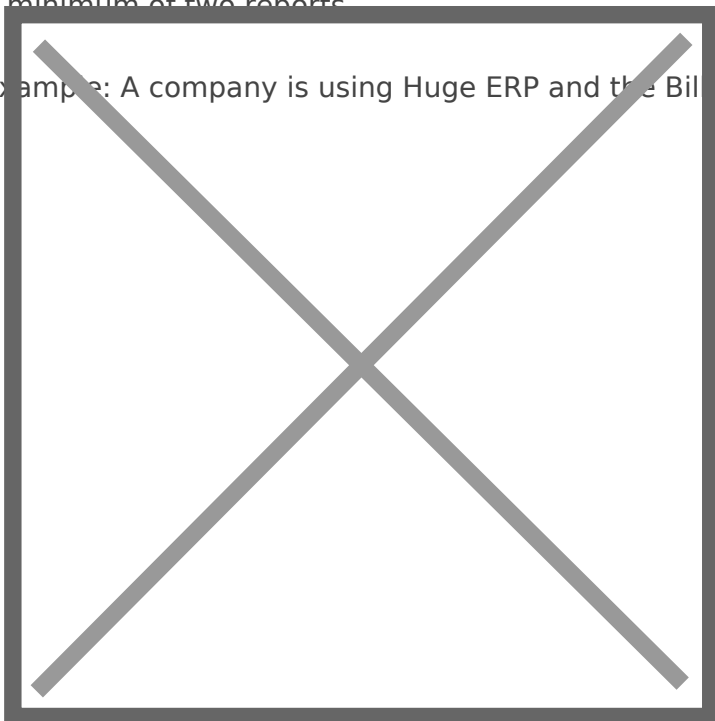
Print an Inventory Valuation Report before starting a Stock Take

IM – Report – Inventory Valuation



If you don't use any of the add on modules or Sales Orders then run a consolidated Valuation report per warehouse. However if you have the Bill of Materials add on module you will need to run a minimum of two reports

Example: A company is using Huge ERP and the Bill of Materials add on module.



Stock level Adjustment In And Out

After working through this manual you should be able to do a stock level adjustment to convert paper reams into paper sheets.

Open the Inventory module.

Click on activity and then stock level adjustment.

Inventory Module



Configuration

Activity

Stock Forecast

Repackage

Barcode Count

Stock Count

Stock Requests

Stock Request - Stores

Stock Level Adjustment

Fixed Asset Audit

Stock Value Adjustment

Stock Level Adjustment

Search

Add

Edit

Delete

Verify

Description:

Refer

Date From:

2024-05-16

Date

Page 0 of 0

#	Att	Date	Description
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This will open up the stock level adjustment screen. From here you can search for all existing stock level adjustments or create a new one. To create a new stock level adjustment click on Add.

Add Stock Level Adjust

Attachment

Verify

Process

Print

Import

Close

Stock Journal Number:

Date:

2024-08-16

Description:

Long Description:

Reference:

Customer:

Projects:

Job Number:

Division:

All

Region:

All

Page 0 of 0

Add

Edit

Delete

Remove Paging:

No data to display

#	Code	Description	Warehouse	Barcode	Increase/Decrease	Qty
---	------	-------------	-----------	---------	-------------------	-----

Description	A description for the specific stock level adjustment.
Reference	A reference for this specific stock level adjustment. An example could be "Convert paper reams to paper sheets"
Date	This should be the date on which the stock level adjustment is done.
Long Description	This is an optional field and does not have to be completed.
Job No	Search for the job number if this stock level adjustment is for a specific job.

Once all the fields have been completed click on save.

Notice that the greyed-out buttons (Add, Edit, Delete) in the middle of the screen now opens up. To add an item

Edit Stock Level Adjust

Attachment

Verify

Process

Print

Import

Close

Stock Journal Number:

Date:

2024-08-16

Description:

Demo

Long Description:

Demo 1

Reference:

Demo 1

Customer:

Projects:

Job Number:

Division:

All

Region:

All

Page 0 of 0

Add

Edit

Delete

Remove Paging:

No data to display

#	Code	Description	Warehouse	Barcode	Increase/Decrease	Qty
---	------	-------------	-----------	---------	-------------------	-----

This will take you to the stock level adjustment click on Add.

This will open the stock level adjustment.

Add Stock Quantity Lines

Item Code:
PEN001 - Pen MG Stock

Item Description:
Pen MG Stock

Warehouse:
MAST - Master Warehouse

Stock Increase:
☒ Increase
☐ Decrease

Warning:
Increase - adds to your existing quantity on hand example: If you have 3 on hand and your increased quantity is 2 then your total quantity on hand will be 5

Quantity:
3

Reason:
Stock Found

Customer link:

Save And New

Save And Close

Close

Item Code	Search for the item by description or code. In this case we want to decrease the paper reams and increase the paper sheets so for the first one selects paper reams.
Warehouse	Select Master Warehouse.
Increase/Decrease	Select decrease for paper reams.
Quantity	Type the number of paper reams to be decreased.
Reason	Convert paper reams into paper sheets.

Here you can adjustment one or more items at the same time.

Click save and close or close when you are done.

This will take you back to the stock level adjustment screen will be able to see all your adjustments on individual itema.

When you are happy with your list, click process at the top of your page.

Edit Stock Level Adjust

Attachment

Verify

Process

Print

Import

Close

Stock Journal Number:

Date:

2024-08-16

Description:

Demo

Long Description:

Demo 1

Reference:

Demo 1

Customer:

Projects:

Job Number:

Division:

All

Region:

All

Page 1 of 1

Add

Edit

Delete

Remove Paging:

Displaying 1 - 3 of 3

#	Code	Description	Warehouse	Barcode	Increase/Decrease	Qty
1	PEN505	Malcolm Pen	Master Warehouse		Increase	3
2	PEN508	Pen Red	Master Warehouse	PEN508	Increase	4
3	RULER	Ruler	Master Warehouse		Decrease	-4

A processing screen will pop up, click Refresh status and then close.

Processing Document Queue Status

Your Stock Level Adjustment has been sent to the posting queue.
Click the Refresh button to get an update on the document's posting status.

In Process

Internal Format

Customer Format

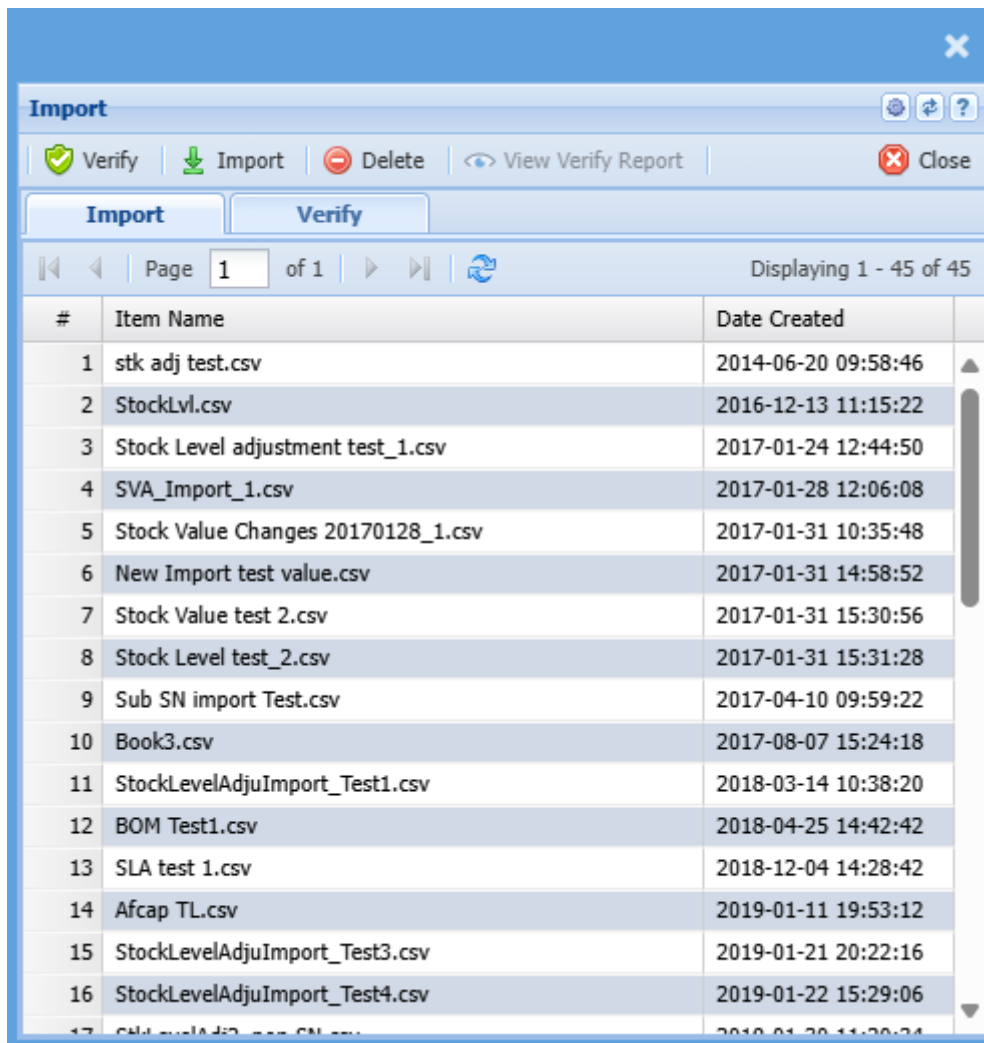
Refresh Status

Print

Close

This completes your stock level adjustment

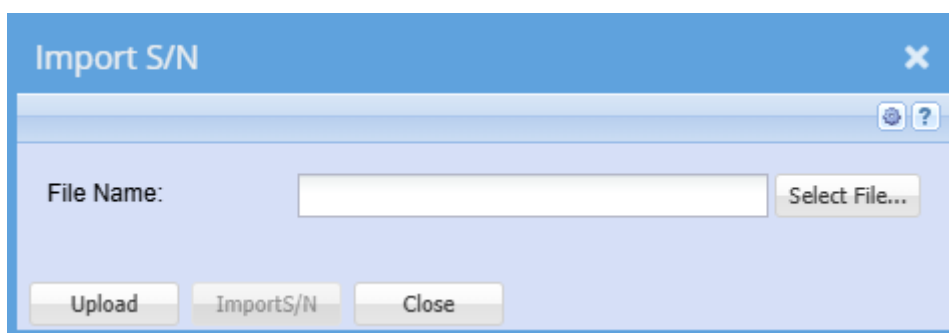
Import



The 'Import' window displays a table of CSV files. The table has three columns: '#', 'Item Name', and 'Date Created'. The files listed include 'stk adj test.csv', 'StockLvl.csv', 'Stock Level adjustment test_1.csv', 'SVA_Import_1.csv', 'Stock Value Changes 20170128_1.csv', 'New Import test value.csv', 'Stock Value test 2.csv', 'Stock Level test_2.csv', 'Sub SN import Test.csv', 'Book3.csv', 'StockLevelAdjuImport_Test1.csv', 'BOM Test1.csv', 'SLA test 1.csv', 'Afcap TL.csv', 'StockLevelAdjuImport_Test3.csv', and 'StockLevelAdjuImport_Test4.csv'. The window also features a toolbar with 'Verify', 'Import', 'Delete', 'View Verify Report', and 'Close' buttons, and a pagination bar showing 'Page 1 of 1' and 'Displaying 1 - 45 of 45'.

#	Item Name	Date Created
1	stk adj test.csv	2014-06-20 09:58:46
2	StockLvl.csv	2016-12-13 11:15:22
3	Stock Level adjustment test_1.csv	2017-01-24 12:44:50
4	SVA_Import_1.csv	2017-01-28 12:06:08
5	Stock Value Changes 20170128_1.csv	2017-01-31 10:35:48
6	New Import test value.csv	2017-01-31 14:58:52
7	Stock Value test 2.csv	2017-01-31 15:30:56
8	Stock Level test_2.csv	2017-01-31 15:31:28
9	Sub SN import Test.csv	2017-04-10 09:59:22
10	Book3.csv	2017-08-07 15:24:18
11	StockLevelAdjuImport_Test1.csv	2018-03-14 10:38:20
12	BOM Test1.csv	2018-04-25 14:42:42
13	SLA test 1.csv	2018-12-04 14:28:42
14	Afcap TL.csv	2019-01-11 19:53:12
15	StockLevelAdjuImport_Test3.csv	2019-01-21 20:22:16
16	StockLevelAdjuImport_Test4.csv	2019-01-22 15:29:06
17	SN Level Adj test CSV.csv	2019-01-28 11:38:34

Import S/N



The 'Import S/N' window contains a 'File Name:' label, a text input field, and a 'Select File...' button. At the bottom, there are three buttons: 'Upload', 'ImportS/N', and 'Close'.

Upload & Import Serial Numbers Help

Click on Browse to navigate to the CSV source document to import the serial numbers.

Click Upload to upload the CSV file into the system.

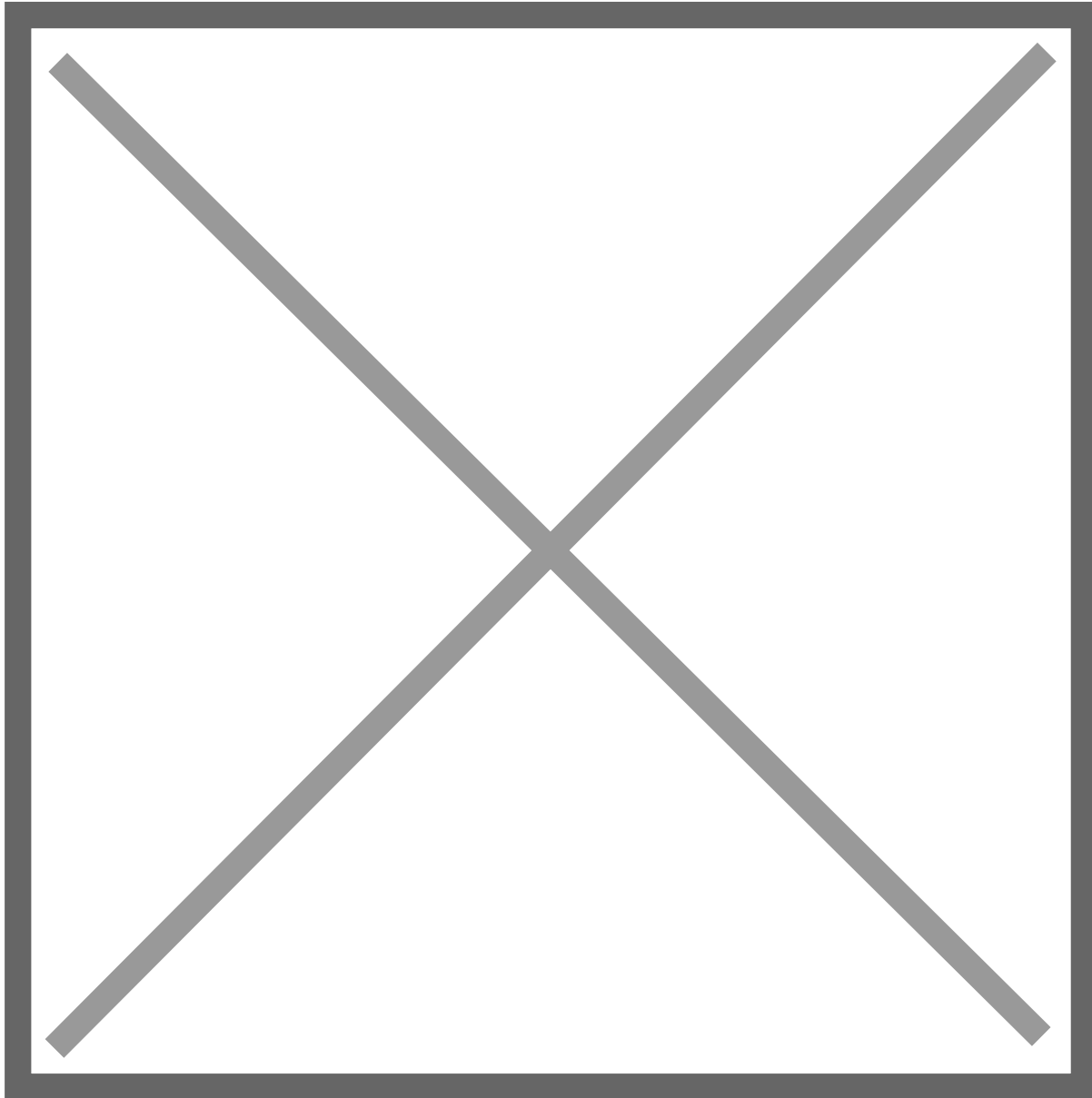
Once the Upload has been completed successfully click on Import S/N.

A report stating any errors encountered while importing will be automatically generated.

All errors encountered will need to be corrected before the import will be completed successfully.

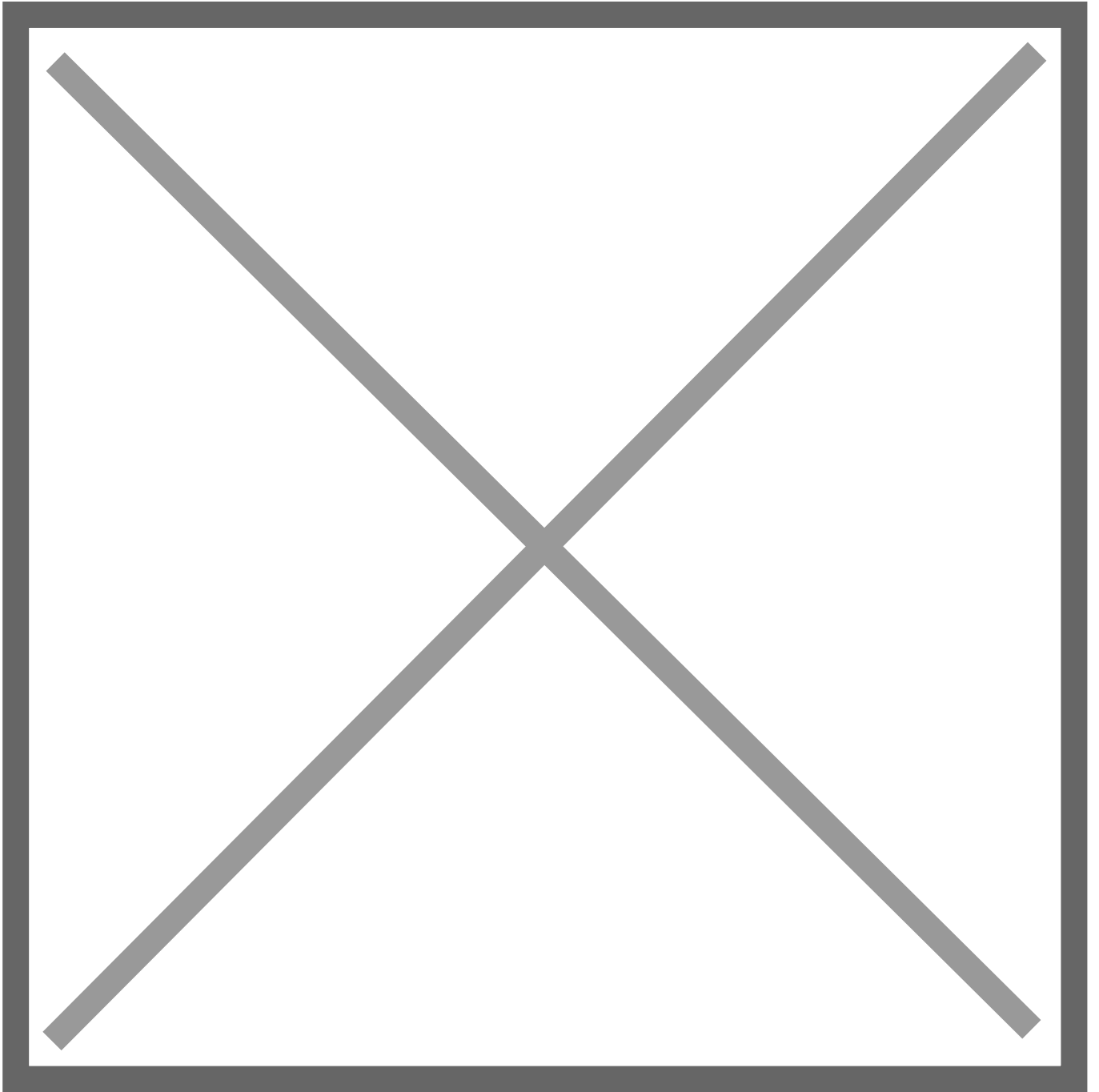
CSV File format

Stock Level Adjustment Line level (i.e. Stock Item)



Bulk Serial Numbers

Stock Level Adjustment Header Level



NB : Please remember to delete Line 1 from the file.

Import Adjustment

Stock Level Adjustment

Search

Add

Edit

Delete

Verify

Process

Post Status

Print / Import

Stock Level Import / Export

Description:

Reference:

Date From:

Date To:

Page 1 of 1

Print

Detail Print

Import Adjustment

#	Att	Date	Description	Reference	Division	Region
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Import Stock Level Adjustment

SearchViewImportClose

Stock Journal No.:

Description:

Reference:

Date From:

2024-07-25

Date To:

2024-10-23

Swap Increase / Decrease Around:

Page 1 of 1

Remove Paging:

Displaying 1 - 7 of 7

#	Date	Stock Journal No.	Description	Reference
1	2024-10-14	STJRN386	stock in	
2	2024-09-06	STJRN384	test	test
3	2024-09-06	STJRN385	test	test
4	2024-09-04	STJRN383	test waste	test
5	2024-08-15	STJRN382	Stock count by Stock Level	
6	2024-08-14	STJRN380	Imported from Stock Valuation Report	
7	2024-08-06	STJRN378	Increase sunglass stock	Increase sunglass stock

Search	
View	
Import	

Stock Journal No.	
Description	
Reference	
Date From and To	
Swap Increase / Decrease Around Tick	

View Button

Clicking on the View button will bring up this screen

Stock Value Adjustment

AttachmentPrintClose

Stock Journal Number:STJRNL384Date:2024-09-06

Description:testLong Description:

Reference:test

Division:All

Region:All

Page 1 of 1AddEditDeleteRemove Paging:Displaying 1 - 1 of 1

#	Code	Description	Old Value	New Value	Difference
1	40	Fedora Hat	0.00	10.00	0.00

SaveClose

Stock Journal Number	
Description	
Reference	
Division	
Region	
Date	
Long Description	

Adding Line

Edit Stock Value Lines

Stock Value Adjustment

Item Code:

40

Item Description:

Fedora Hat

Old Value:

0.00

New Value:

10

Reason:

Save And New

Save And Close

Close