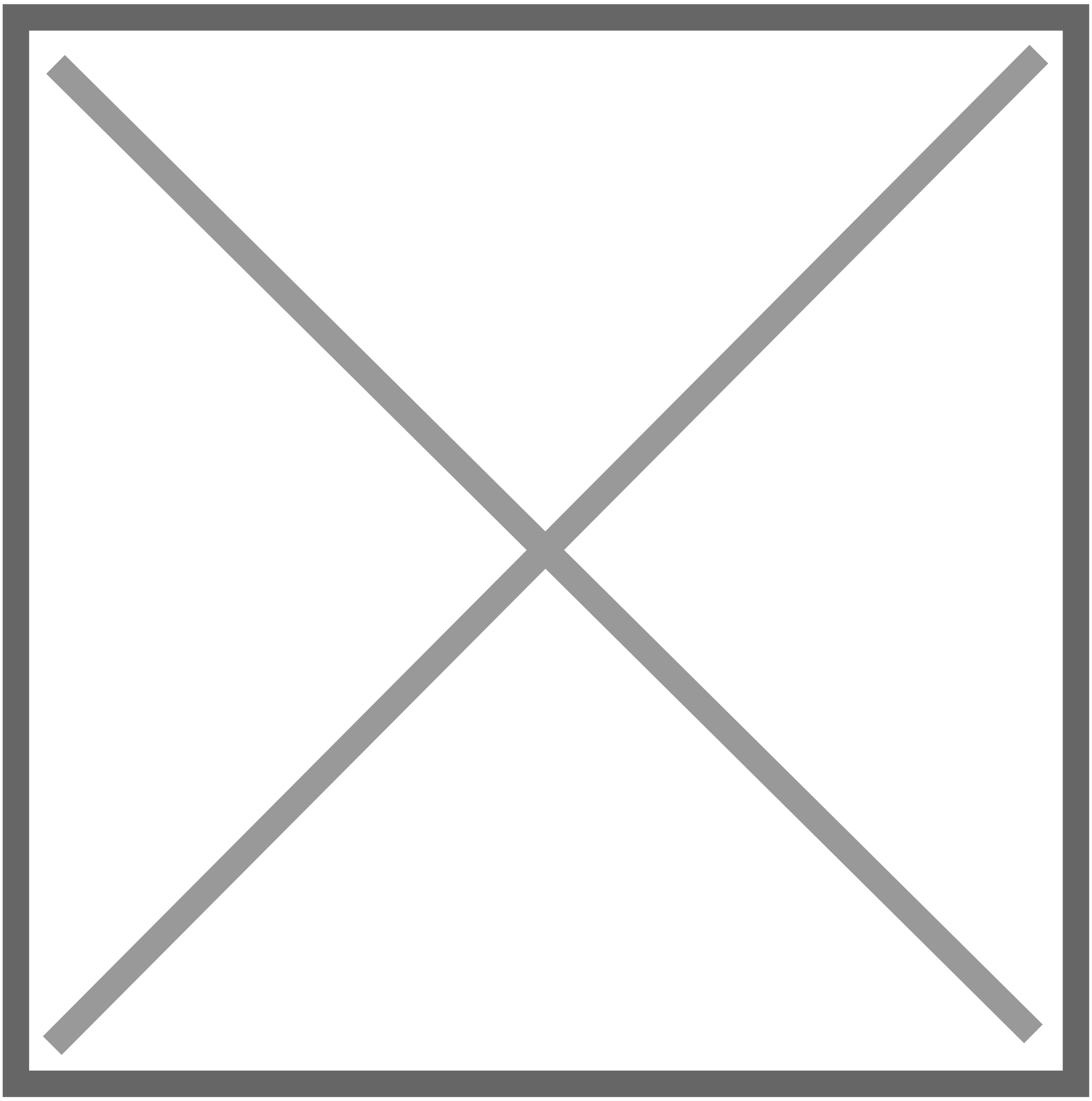
Stock Level Adjustment

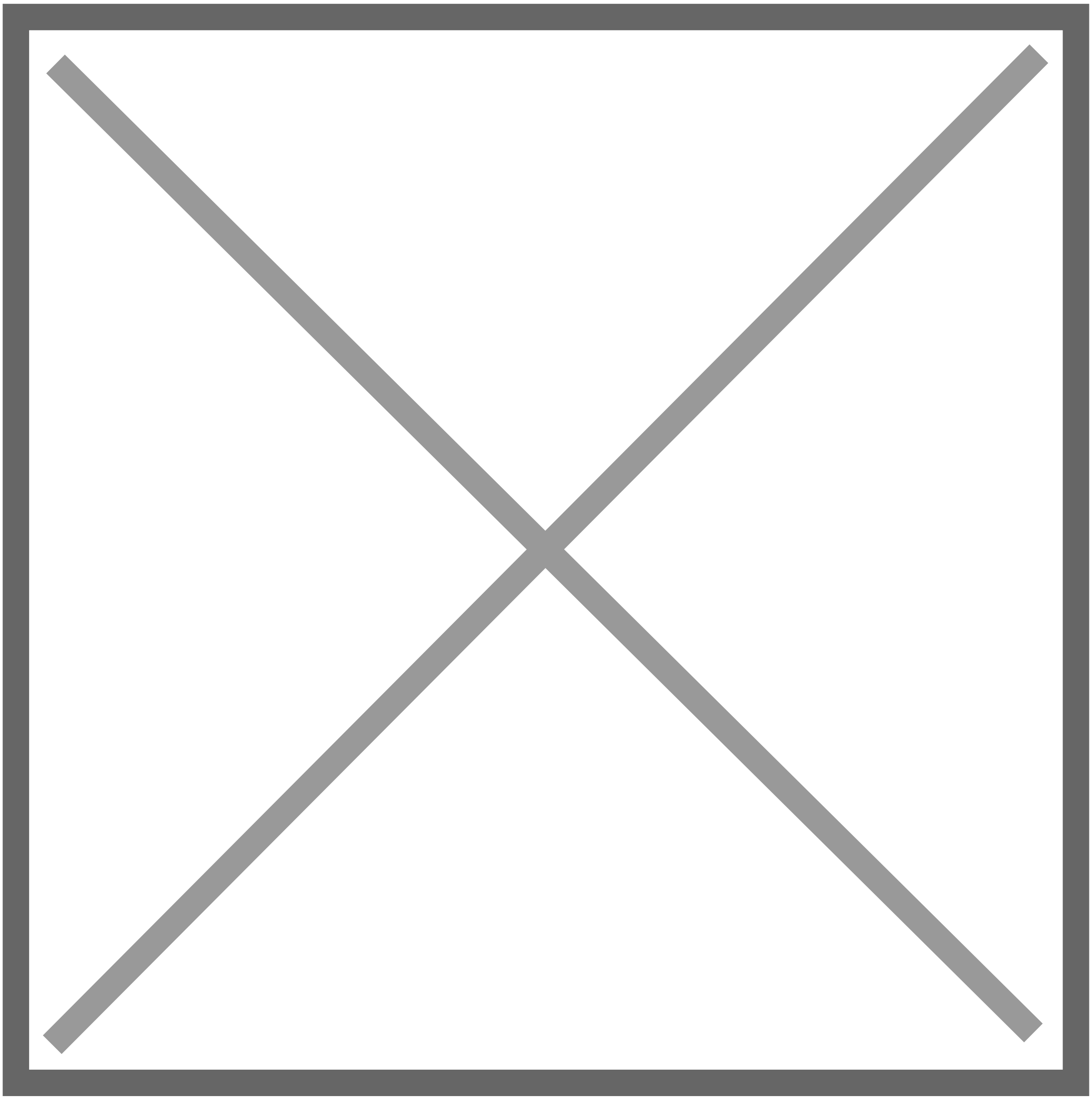
Inventory >Activity>Stock Level Adjustment

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.

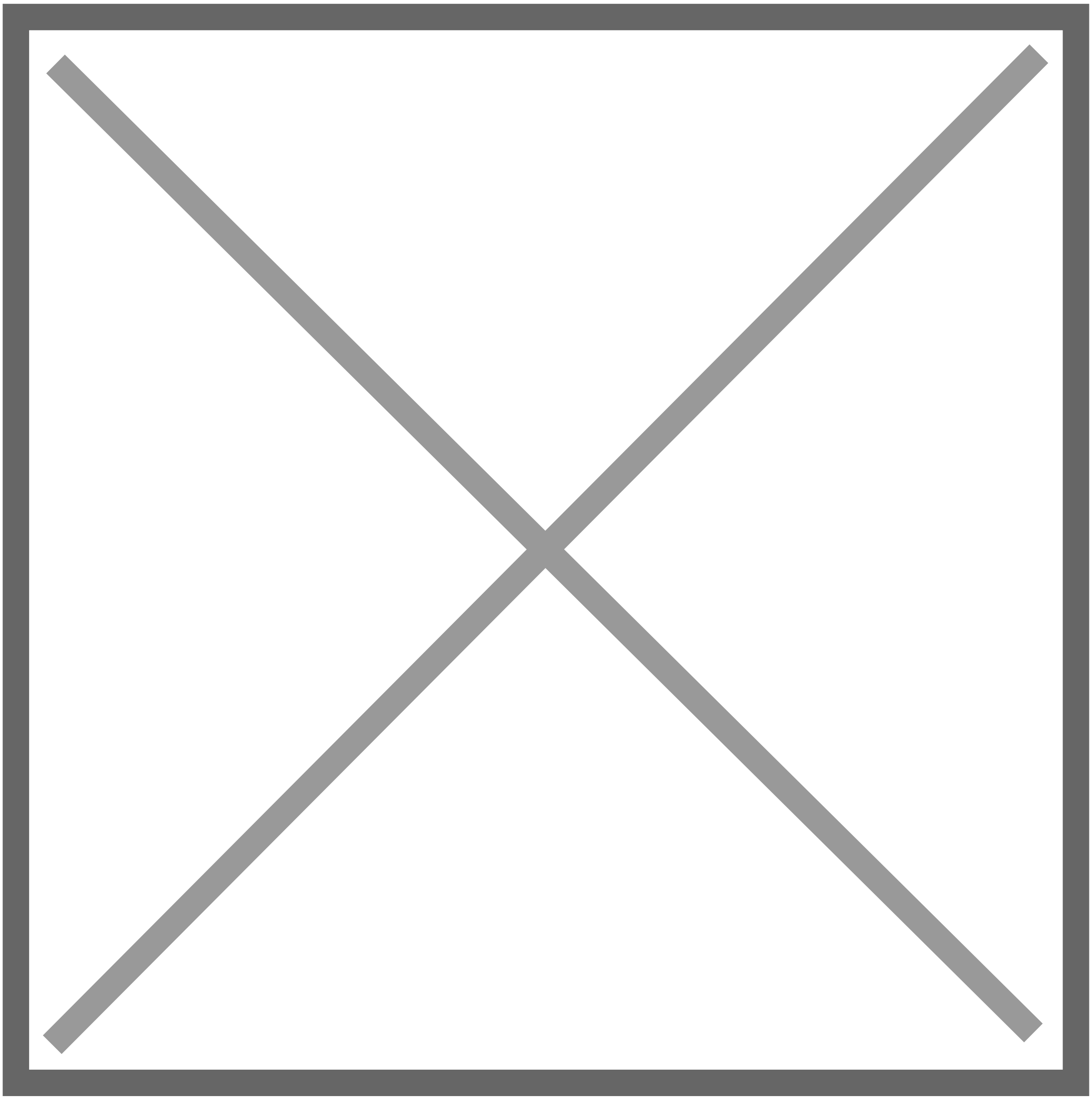


In this window search for the stock item and select it, select your warehouse that you want to increase / decrease the stock in. Put in the quantity that you want the increase to go to and put in a reason. Click on Save and close to save changes.

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.

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