

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
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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

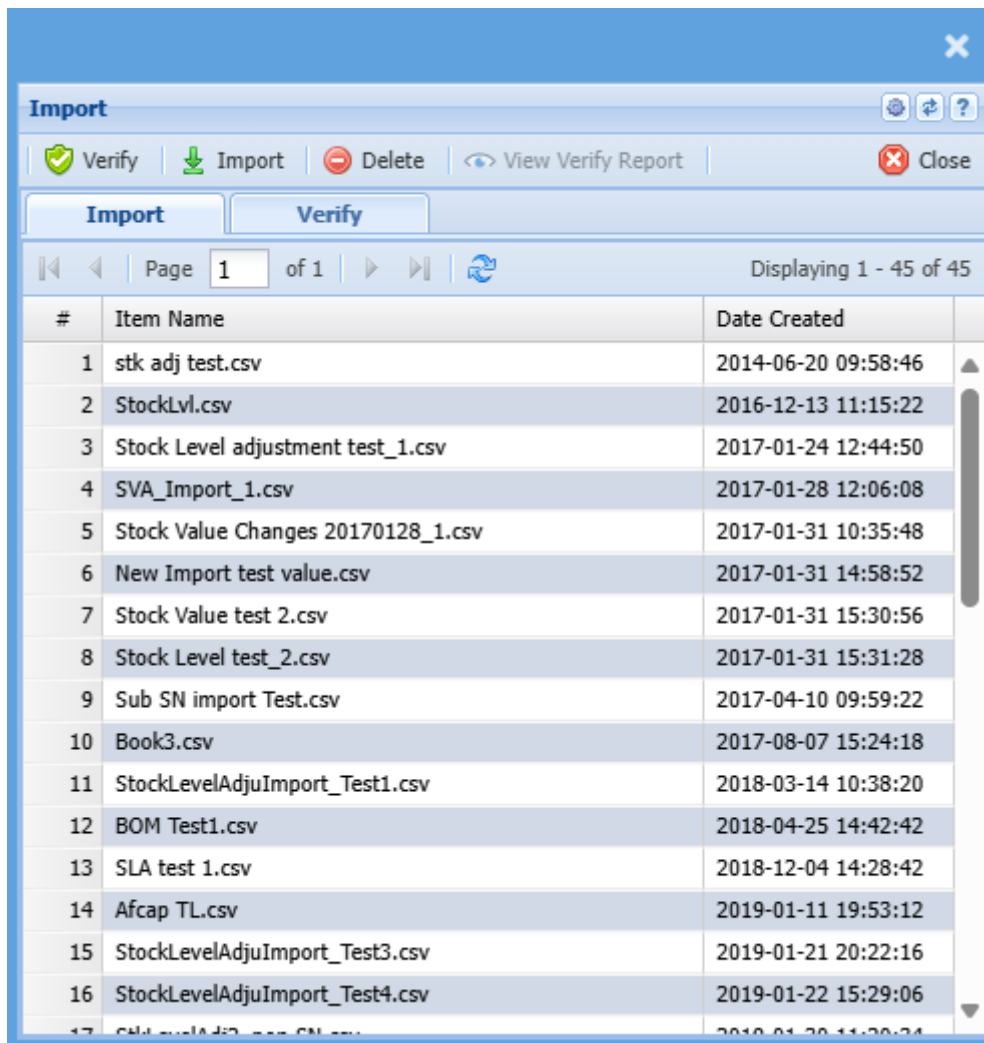
Refresh Status

Print

Close

This completes your stock level adjustment

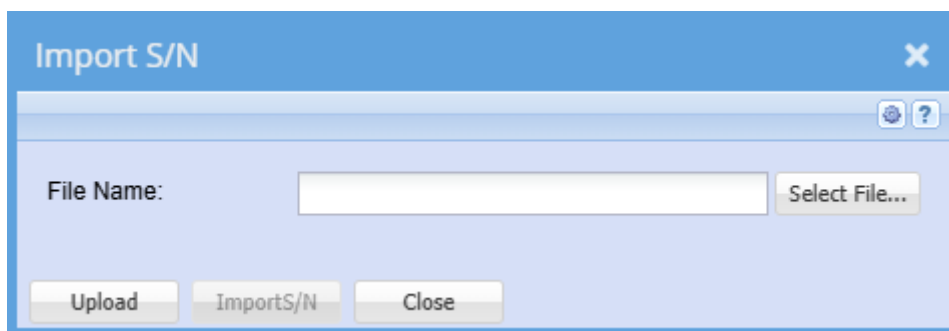
Import



The 'Import' window displays a list of CSV files with columns for Item Name and Date Created. The window includes a toolbar with 'Verify', 'Import', 'Delete', 'View Verify Report', and 'Close' buttons. A pagination bar shows '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 SN.csv	2019-01-28 11:38:34

Import S/N



The 'Import S/N' window features a 'File Name' input field with 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.

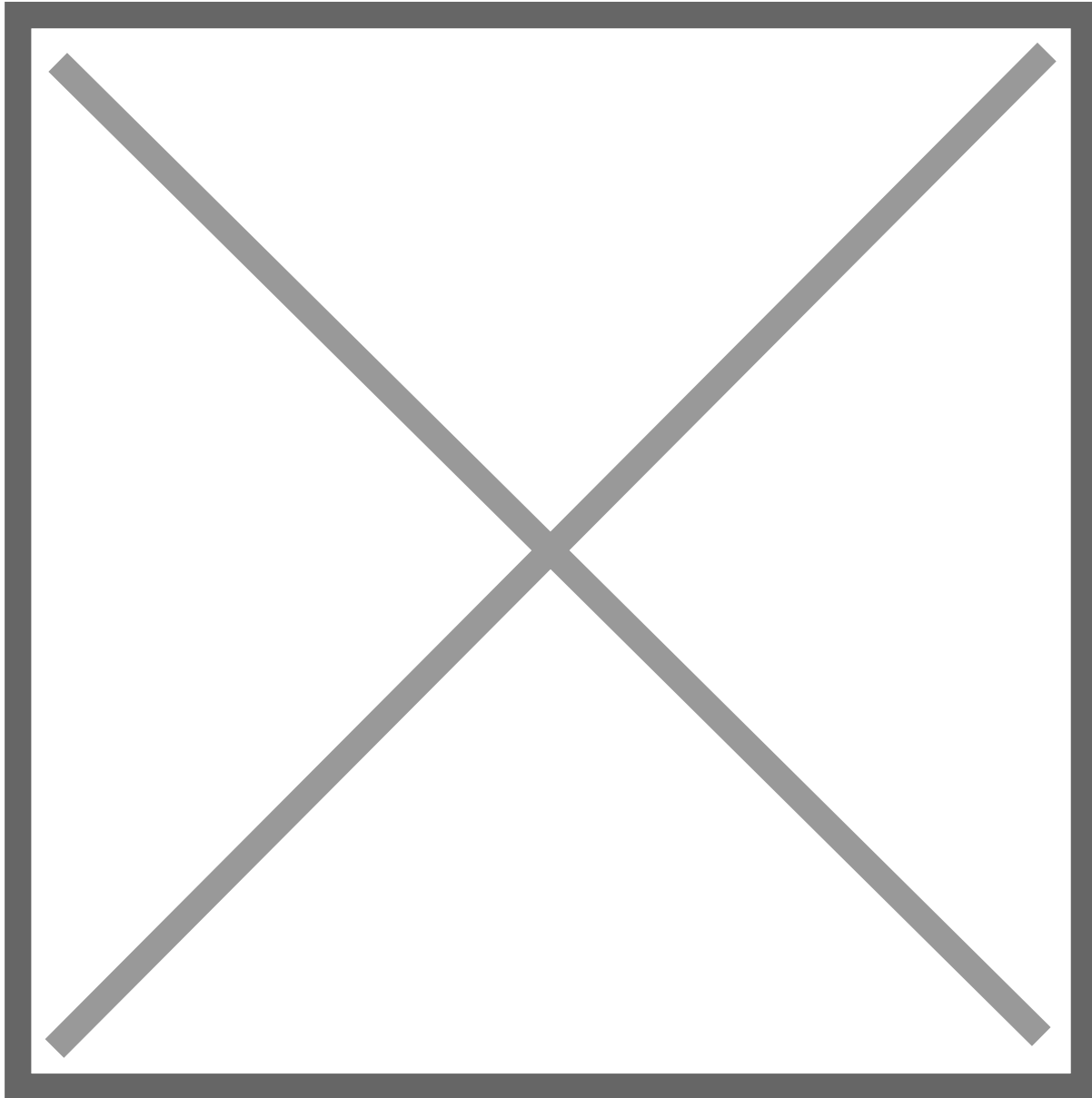
Once the Upload has been completed successfully click on Import S/N.

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.

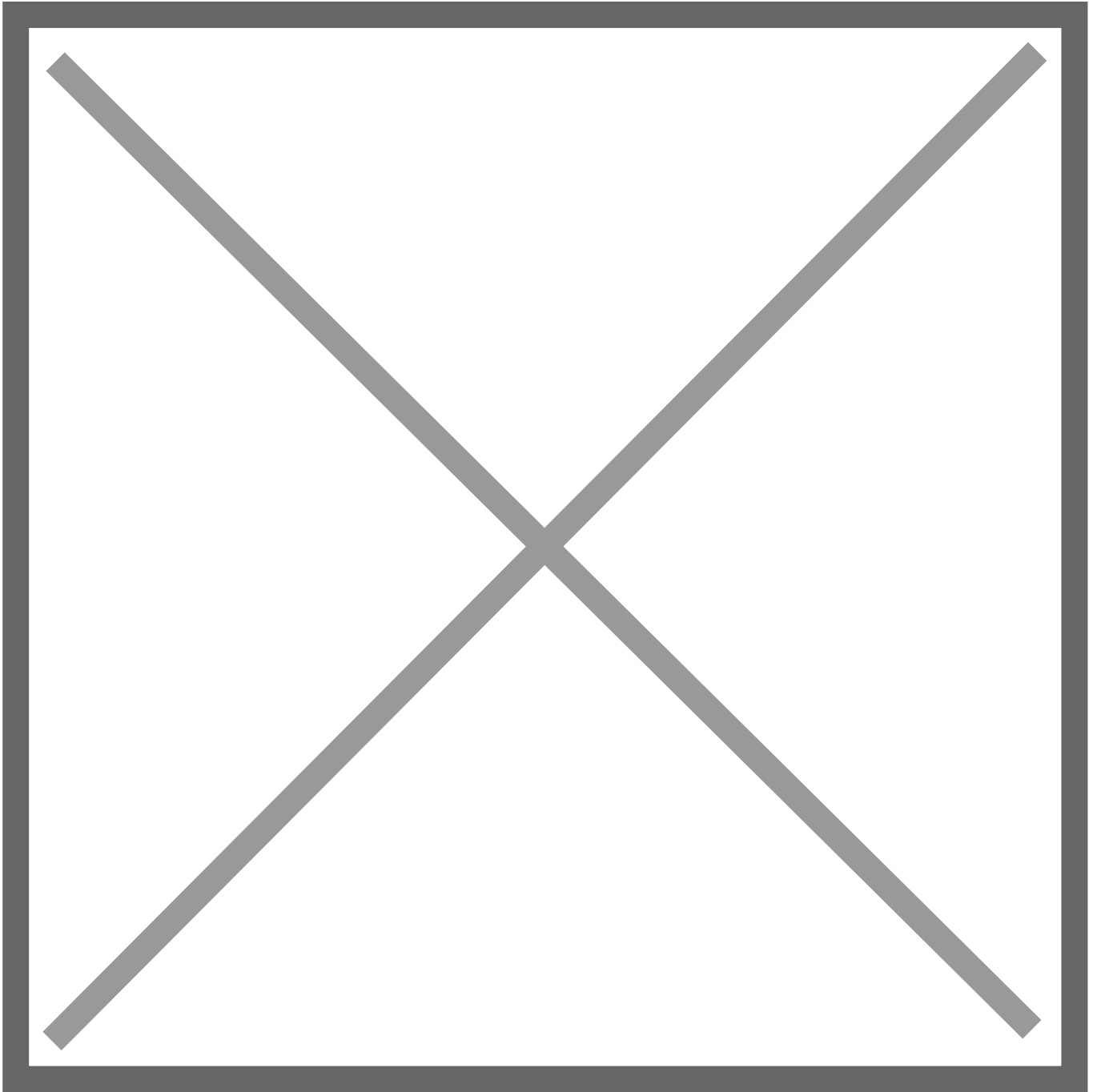
CSV File format

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.

Original Content - [Click Here](#)

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