

How to Guide: Stock Adjustment. Oct 2020

CONSULTANTS

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How to do a Stock Adjustment.

This document is to Guide you through the process on how to do a Stock Adjustment.

1. Go to 'Genesis: Stock'.

BLUE B	OTTLE I	LIQUOR	SIMUL	ATION -	BBL SIM	IULATIO	NC		
	<i>\$</i>	*	-		Щ.				
Till Module	Stock	Creditors	Debtors	Purchasing	Point of Sale	Reports	Cash Office	General	
2. Click c	on 'Transa	ctions'.							
Transactions	💞 Maste	er Files 👌	Enquiries	ᡝ Utilities	🗵 Exit				
٠	a		A	₩ 4 ►	M	33	۱	$\mathbf{\Theta}$	X

3. Select 'Adjustments' and 'Adjustments / Issues'.



4. Select 'New Adjustment'.



5. Insert 'Adj Reason' and 'Ref No.' Select Insert or 'Add Line'.

🞖 Stock Adjustme	ents					×
Adjustment Notes						
Adjustment Dat	te 2020/10/21 Ez		Adjus	tment No. 0		- Boptions *
Adj.Reas	DAMAGES - Damages	n DAMAGES - Damages				🔟 Save Adjustment
Warehou	e 01 - DEFAULT WAREHOUSE		Stock Take Ad	justment N-No	-	ESC Exit
Creditor Account N	p					🌮 Line Fun 💲
Deta	ils Stock Adjustment	Swell Adjustment	:			
Ref.N	DAMAGED					Lins Add Line
Stock Code I	tem Description	Quantity	Cost	Total Adi Tyne	OnHand	Update Line
		()				
						💐 Utilities 🛛 🛠
						F2 Import Onhands
						F3 Import Items
						[4] Import Prev. Adj
						Import CSV
						Enquiries *
						5 OnHand
						F6 Txan Statement
						7 Adj. History
<					>	
STK221	Stock Adjustmen	ts				

6. Enter 'Stock Code' or search and select the 'Adj Type'.

👸 Stock Adjust	ments : Item Details			- 🗆 X
Stock Code Description #1	18268	Link Code 1826	8-001	Options 🛠
Description #2				FIØ Save
Adj.Type	R - Replace Onhand	Adj.Quantity	0	Esc Exit
Cost Excl.	A - Add to Onhand S - Subtract from Onhan	d Cost Incl.	119.32600	
Total Excl.		Total Incl.	0.00000	
Supplier Code Barcode	6001466006555	Units/Pack Pack Size	1 1X1X750ML	
Total ONHAN To Dispat	ID 5 ch 0	Purchase Orders Sales Orders	0	
NETT On Flo	or 5	On Consignment	0	
AVAILAB	LE 5	Laybyes	0	
In Tran	sit 0			
Damage	ed 0			
NET AVAILAB	LE 5			
STK222		Stock Adjustment : I	tem Details	.:

7. Enter 'Adj Quantity' and confirm.

🐮 Stock Adjustn	nents : Item Details		- 🗆	\times
Stock Code	18268	Link Code 18268-001	Dptions	*
Description #1	Russian Bear Flavours	Passion Fruit 750ml	(ST)	
Description #2		FIØ Save		
Adj.Type	A - Add to Onhand	Adj.Quantity		
Cos 🖉 Sy	/stem Prompt	_		
Tota		Confirm +/- Adjustment		
Supplier Ba	?	Confirm PLUS Adjustment of 1		
To		N No Y	Yes 🧲	
AVAILABL	E 5	Laybyes 0		
In Transi	it 0			
Damage	d O			
NET AVAILABL	E 5			
STK222		Stock Adjustment : Item Details		

8. Save the adjustment.

🞖 Stock Adjustment	;					(×
Adjustment Notes								_
Adjustment Date	2020/10/21		Adjustment No.	0		.	Options	*
Adj.Reason	DAMAGES - Damages	Contra GL.Account				F10 s	ave Adjustme	ent 🖊
Warehouse	01 - DEFAULT WAREHOUSE		Stock Take Adjustment	N-No 💌		Esc e	xit	
Creditor Account No.					2	2	ing Fun	<u></u>
Details	Stock Adjustment	Swell Adjustme	nt 🗌				line run	
Ref.No.	DAMAGED					Ins 🗛	dd Line	
		<u> </u>				m		

9. 'Authorise' Adjustment.

🕃 Stock Adjustments								
Status	Doc.No	Date	Supplier	Suppliers Name	Total (Exclusive)	Reference	Det	
Open	10100028	2020/10/21			103.76	DAMAGED	Sto	Coptions *
Open	10100027	2020/08/31			874.07	ROZ	Sto	Ites New Adjustment
Open	10100026	2020/08/31			-886.92	ROZ	Sto	New Adjustment
Open	10100024	2020/08/12			-113.84	TEST	Sto	View/Update
								Delete
								Esc Exit
								Grid Functions 🛠
								F3 View All
								🏋 Functions 🔹
								F5 Authorise
								F9 Store Stats
								Reports ×
								Print Adj.Reports
STK220	Stock	Adjustments	;					

That concludes the User Guide for.