



How to Guide: Stock Adjustment.

Oct 2020

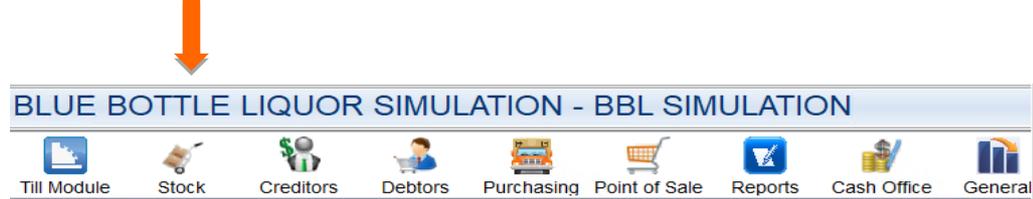


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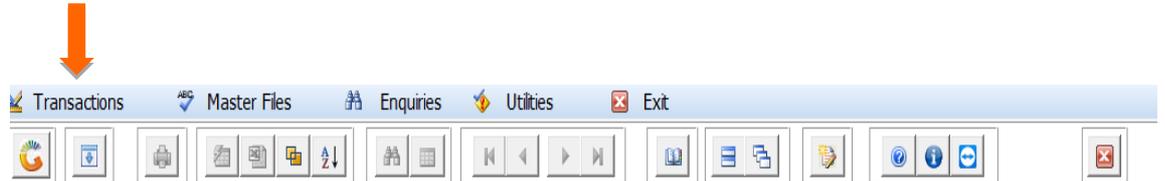
How to do a Stock Adjustment.

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

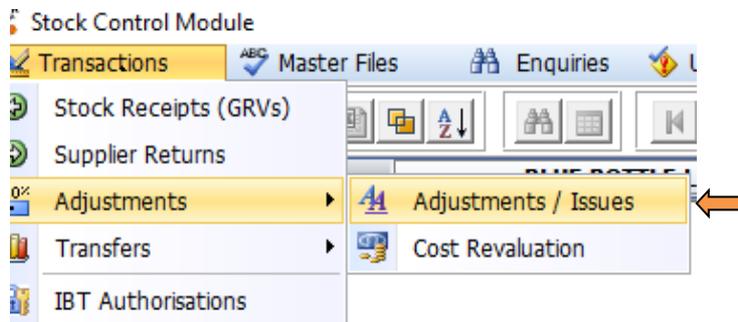
1. Go to '**Genesis: Stock**'.



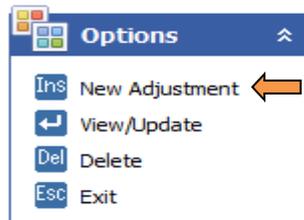
2. Click on '**Transactions**'.



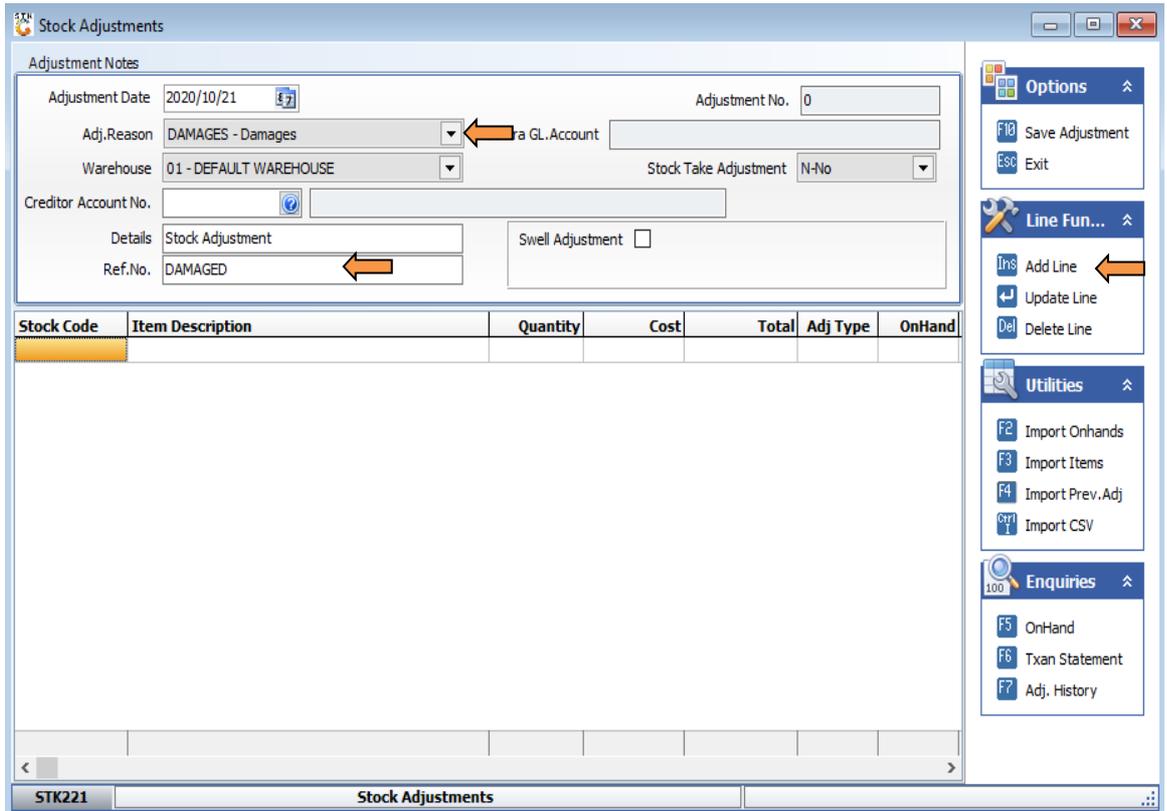
3. Select '**Adjustments**' and '**Adjustments / Issues**'.



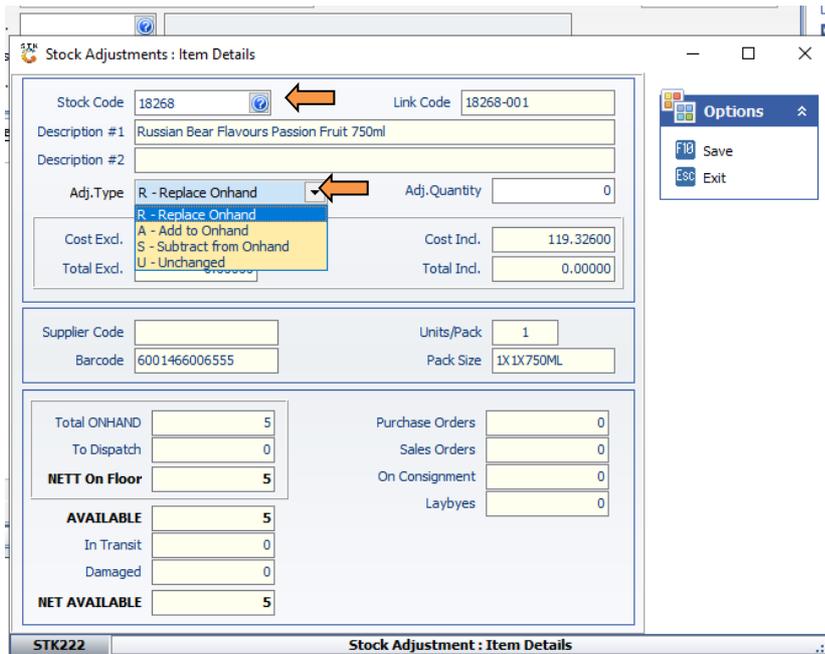
4. Select '**New Adjustment**'.



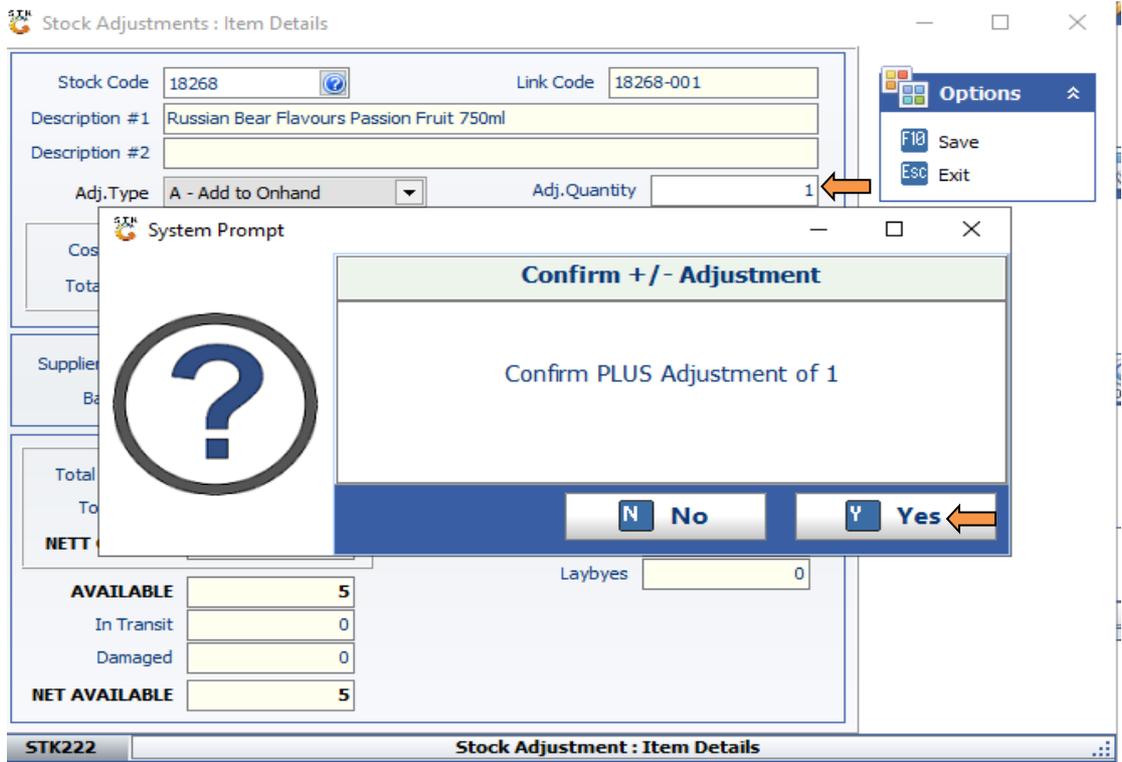
5. Insert 'Adj Reason' and 'Ref No.' Select Insert or 'Add Line'.



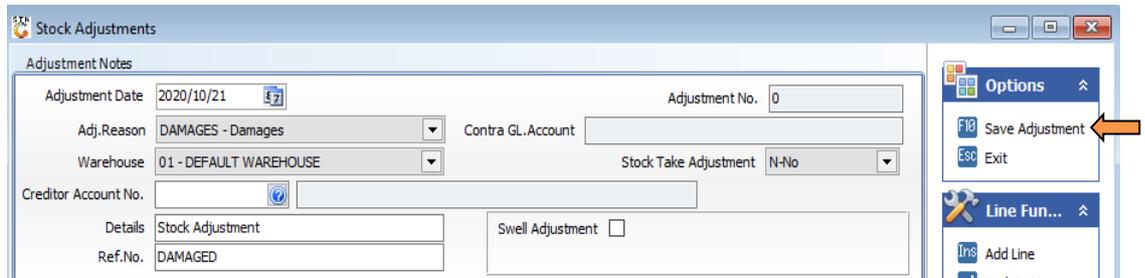
6. Enter 'Stock Code' or search and select the 'Adj Type'.



7. Enter 'Adj Quantity' and confirm.



8. Save the adjustment.



9. 'Authorise' Adjustment.

The screenshot displays the 'Stock Adjustments' application window. The main area contains a table with the following data:

Status	Doc.No	Date	Supplier	Suppliers Name	Total (Exclusive)	Reference	Det
Open	10100028	2020/10/21			103.76	DAMAGED	Sto
Open	10100027	2020/08/31			874.07	ROZ	Sto
Open	10100026	2020/08/31			-886.92	ROZ	Sto
Open	10100024	2020/08/12			-113.84	TEST	Sto

The sidebar on the right contains several menu sections:

- Options**
 - New Adjustment
 - View/Update
 - Delete
 - Exit
- Grid Functions**
 - View All
- Functions**
 - Authorise (indicated by an orange arrow)
 - Store Stats
- Reports**
 - Print Adj.Reports

The status bar at the bottom shows 'STK220' and 'Stock Adjustments'.

That concludes the User Guide for.