



How to Guide: Stock Adjustment for a Size Item

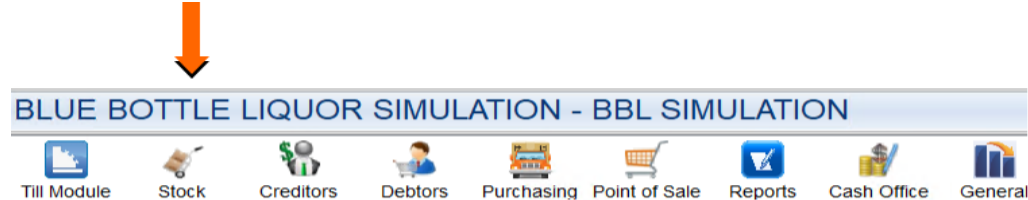
Oct 2020



How to do a Stock Adjustment for a Size Item.

Firstly, you will need to make sure that the stock item has been created and sizes have been added.

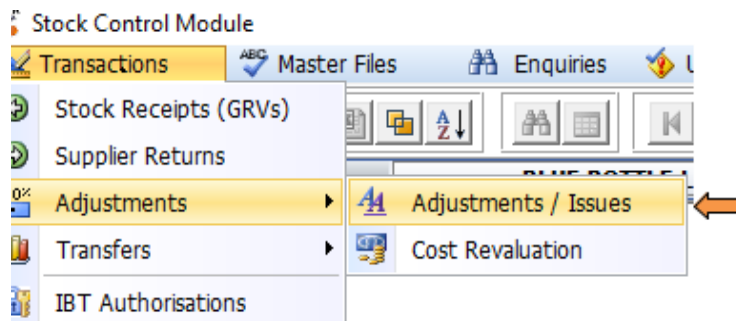
1. Go to '**Genesis: Stock**'.



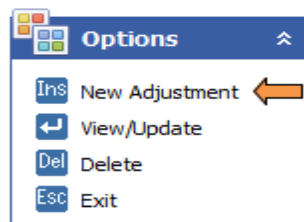
2. Click on '**Transactions**'.



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



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



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

Stock Adjustments

Adjustment Notes

Adjustment Date: 2020/10/21 Adjustment No.: 0

Adj. Reason: DAMAGES - Damages Warehouse: 01 - DEFAULT WAREHOUSE

Creditor Account No.: Stock Adjustment Details Ref. No.: DAMAGED

Stock Take Adjustment: N-No

Swell Adjustment: ☐

Stock Code	Item Description	Quantity	Cost	Total	Adj Type	OnHand

STK221 Stock Adjustments

Options

- F10 Save Adjustment
- ESC Exit

Line Fun...

- INS Add Line
- ← Update Line
- DEL Delete Line

Utilities

- F2 Import Onhands
- F3 Import Items
- F4 Import Prev. Adj
- Ctrl I Import CSV

Enquiries

- F9 OnHand
- F8 Txan Statement
- F7 Adj. History

5. Enter 'Stock Code' or search and select the 'Adj Type' then type in an adjustment Quantity.

Stock Adjustments : Item Details

Stock Code: 311243009124 Link Code:

Description #1: Abigail Denim Shorts(Gw-Cb)

Description #2: Shorts- Denim - Sand

Adj. Type: R - Replace Onhand

Quantity: 10 Adj. Quantity: 0.00

Cost Exd.: 30.00000 Cost Incl.: 0.00000

Total Exd.: 0.00000 Total Incl.: 0.00000

Supplier Code: Units/Pack: 1

Barcode: Pack Size: each

Total ONHAND: 0.00

To Dispatch: 0.00

NETT On Floor: 0.00

Purchase Orders: 0.00

Sales Orders: 0.00

On Consignment: 0.00

Laybyes: 0.00

AVAILABLE: 0.00

In Transit: 0.00

Damaged: 0.00

NET AVAILABLE: 0.00

STK222 Stock Adjustment : Item Details

Options

- F10 Save
- ESC Exit

6. The below image will appear here you can enter in the count manually. Make sure the total type in is the same as stipulated in the previous quantity field. Once you have typed in the quantities save and exit.

Stock Adjustments : Capture Sizes

Stock Code: 311243009124 Adj Quantity: 10
 Description: Abigail Denim Shorts(Gw-Cb) Captured Qty: 10

Seq	Size	Count	Onhand	Cost Excl.
1	XXS	1	0.00	30.00
2	XS	1	0.00	30.00
3	S	1	0.00	30.00
4	M	1	0.00	30.00
5	L	1	0.00	30.00
6	XL	1	0.00	30.00
7	XXL	1	0.00	30.00
8	XXXL	3	0.00	30.00

Options
 F10 Save
 Esc Exit

STK222A **Stock Adjustments - Capture Sizes**

7. Enter 'Adj Quantity' and confirm.

Stock Adjustments : Item Details

Stock Code: 18268 Link Code: 18268-001
 Description #1: Russian Bear Flavours Passion Fruit 750ml
 Description #2:
 Adj.Type: A - Add to Onhand Adj.Quantity: 1

System Prompt
 Confirm +/- Adjustment
 Confirm PLUS Adjustment of 1
 N No Y Yes

Options
 F10 Save
 Esc Exit

AVAILABLE: 5
 In Transit: 0
 Damaged: 0
 NET AVAILABLE: 5


Laybyes: 0


STK222 **Stock Adjustment : Item Details**



8. Save the adjustment.


Stock Adjustments

Header **Adjustment Notes**

Adjustment Date: 2023/01/09  Adjustment No.: 0

Adj. Reason: DAMAGES - Damages  Contra GL Account:

Warehouse: MAIN - MAIN  Stock Take Adjustment: N-No 

Creditor Account No.: 

Details: Stock Adjustment Swell Adjustment: ☐


Ref. No.: TEST

Stock Code	Item Description	Quantity	Cost	Total	Adj Type	OnHand
311243009124	Abigail Denim Shorts(Gw-Cb)	10.00	30.00000	300.00000	A	0.00

NETT ADJUSTMENT VALUE : 10 300

STK221 Stock Adjustments

Options

- F10 Save Adjustment 
- Esc Exit

Line Functions

- Ins Add Line
- ← Update Line
- Del Delete Line

Utilities

- F2 Import Onhands
- F3 Import Items
- F4 Import Prev.Adj
- Ctrl Import CSV

Enquiries

- F5 OnHand
- F6 Txan Statement
- F7 Adj. History

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
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

Options

- New Adjustment
- View/Update
- Delete
- Exit

Grid Functions

- View All

Functions

- Authorise
- Store Stats

Reports

- Print Adj.Reports

STK220 Stock Adjustments