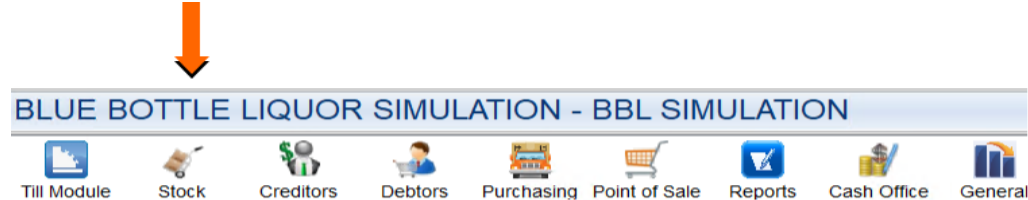# How to Guide:
Stock Adjustment for a Size Item

Oct 2020

How to do a Stock Adjustment for a Size Item.

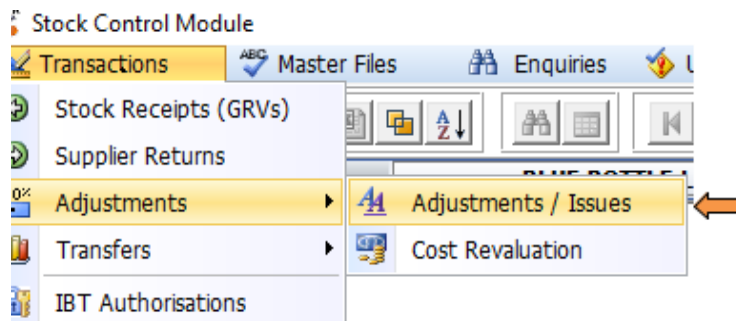Firstly, you will need to make sure that the stock item has been created and sies have been added.
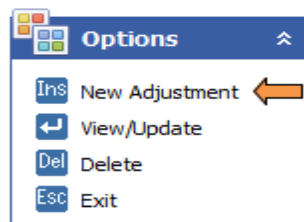
1. Go to **'Genesis: Stock'**.

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'**.

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

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.

7. Enter **'Adj Quantity'** and confirm.

8. Save the adjustment.

9. '**Authorise**' Adjustment.