Inventory Adjustment by Value Inbox

Module Guide: Inventory Adjustment by Value Inbox

Module Location

Inventory > Inventory Adjustment by Value > Inventory Adjustment by Value Inbox

Module Objective

The **Inventory Adjustment by Value Inbox** module serves as the approval center for all **Inventory Adjustment by Value** documents. This is a crucial financial control step, where a manager must review and provide authorization before an adjustment to the inventory's value is officially posted to the General Ledger.

1. Main View (Document List)

The main page of this module is an "inbox" that displays all value adjustment documents requiring your action.

View Explanation

This page provides a summary of all value adjustments that are awaiting approval.

- **Filters**: You can search for a specific document by **Doc. Number** or a date range (**Start Date / End Date**).

- **Document List**: The table below will display all documents awaiting action, with columns such as **Doc. Number, Inventory Value Adjustment Status,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Inventory Adjustment by Value Inbox** module to see the list of transactions that require approval.

Step 2: Review the Adjustment Details

Click on one of the rows in the table to open the detail view of the adjustment document. In the detail page, you can check which item's value is being adjusted, the amount of the adjustment, and the reason for the adjustment stated in the memo.

Step 3: Provide Approval

After you review the adjustment details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A value adjustment document is created and confirmed by an accounting staff.

2. The document automatically enters the queue in this **Inbox**.

3. A manager reviews and approves it.

4. After approval, the **accounting journal to adjust the inventory value** (for example, to expense damaged goods) **will be finally posted**.

Tips & Important Notes

- The approval here is a crucial control step because this transaction has a **direct impact on the Income Statement** (through the expensing of costs) and the **Balance Sheet** (through the reduction of inventory value).
- This module is typically accessed and used by a **Controller or Accounting Manager**.

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