Inventory Adjustment by Value

Module Guide: Inventory Adjustment by Value

Module Location

Inventory > Inventory Adjustment by Value

Module Objective

The **Inventory Adjustment by Value** module is used to create an adjustment document that changes the **value (cost)** of an inventory item, without changing its physical quantity. It is used for specific accounting cases such as stock revaluation, cost correction, or expensing an item (for example, for samples or internal use).

1. Main View (Adjustment List)

The main page of this module displays a list of all value adjustment documents that have been created.

View Explanation

- **View**: This page is a history of value adjustment documents. You can see the **Doc. Number, Warehouse Location,** and **Adjustment Status**.

- **Filters**: You can search for a document by **Doc. Number** or a **Date** range.

Button Functions

- **[New]**: The primary button to create a new value adjustment document.

2. Steps to Create a Value Adjustment

Step 1: Create a New Document

From the Main View, click the **[New]** button to open the **Add Adjustment** form.

Step 2: Fill in General Information

On the form that appears, fill in basic information such as the document **Date** and a **Memo** to explain the reason for the adjustment.

Step 3: Select Item and Define the Adjustment

1. In the **+ Item/Service List** table, click the **[+]** icon to add a row.
2. Select the **Item/Service Code** whose value will be adjusted.
3. Enter the **Qty** (quantity) of the item that is affected.
4. In the **Price / Unit** or **Total Price** column, enter the adjustment value. You can increase or decrease the inventory value. For example, if you want to write-off the value of 1 item, you would enter a negative adjustment equal to that item's value.

Step 4: Confirm the Adjustment

After all items and adjustment values have been entered correctly, click the **[Confirm]** button to process the transaction.

Workflow & Integrated Business Process

- **Accounting Impact**: Confirming this adjustment will automatically create a journal entry. For example, to write off an item to expense, the journal would be a **Debit** to Damaged Goods Expense (or a similar account) and a **Credit** to Inventory.
- **Main Difference**: Unlike a **Stocktake** which adjusts quantity, this module adjusts the **value** (in currency) of the inventory.

Tips & Important Notes

- Use this module to record events such as:
  - Damaged goods whose value must be written off.
  - Usage of goods for sample or promotional purposes.
  - Correction of a purchase price recording error.
- This is an accounting module that has a **direct financial impact** and must be used by authorized personnel, such as an Inventory Accountant.

Revision #1
Created 15 October 2025 08:29:02 by Sayu
Updated 15 October 2025 08:32:13 by Sayu