Inventory Adjustment Inbox

Module Guide: Inventory Adjustment Inbox

Module Location

Inventory > Inventory Adjustment > Inventory Adjustment Inbox

Module Objective

The **Inventory Adjustment Inbox** module serves as the approval center for all **Inventory Adjustment** documents that have been submitted. This module is the final control step where a manager must review and provide authorization before an adjustment to the stock quantity is officially posted and affects the inventory records.

1. Main View (Adjustment Document List)

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

View Explanation

This page provides a summary of all 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, Document Type** (e.g., Inventory Adjustment), **Adjustment Date,** and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Inventory Adjustment 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 is being adjusted, the size of the adjustment quantity (whether it is an addition or a reduction), 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. An Inventory Adjustment document is created and confirmed.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the system will finally **update the stock quantity (Quantity on Hand)** and **post the relevant accounting journal entry**.

Tips & Important Notes

- This approval process is a crucial control step to prevent unauthorized or unfounded stock changes.
- Always be sure to check the **Memo** and any attached documents (**Attachment**) to understand the context and validity of each adjustment.
- This module is typically accessed by a **Warehouse Manager, Accounting Manager, or Controller**.

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