Inventory Adjustment

Module Guide: Inventory Adjustment

Module Location

Inventory > Inventory Adjustment

Module Objective

The **Inventory Adjustment** module is a general transactional module used to create adjustments to stock quantities. Unlike the more structured **Stocktake** module for physical counts, this module is often used for **ad-hoc adjustments or quick corrections**, both for increasing and decreasing stock, for various reasons (e.g., correcting input errors, found items, etc.).

1. Main View (Adjustment List)

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

View Explanation

- **View**: This page is a history of adjustment documents. You can see the **Doc. Number, Adjustment Date,** and **Document 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 inventory adjustment document.

2. Steps to Create an Inventory Adjustment

Step 1: Create a New Document

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

Step 2: Fill in General Information

On the form that appears, fill in the basic information:

- **Warehouse**: Select the warehouse location where the adjustment is being made.
- **Date**: Enter the effective date of the adjustment.
- **Memo**: **Important!** Provide a clear explanation for the reason for the adjustment.
- **Method**: Choose the input method, whether **Manual** or using a **Barcode**.

Step 3: Detail the Adjustment Items

1. In the table below, click the **[+]** icon to add a row.
2. Select the **Item/Service Code** whose stock will be adjusted.
3. In the **Quantity** column, enter the adjustment quantity.
    - Use a **positive number (+)** to increase stock.

- Use a **negative number (-)** to decrease stock.

Step 4: Confirm the Adjustment

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

Workflow & Integrated Business Process

- **Impact**: Confirming this adjustment will directly change the **Quantity on Hand** in the system and create the corresponding journal entry.

- **Approval**: A document that has been confirmed will most likely go to an **Inbox** to be validated by a manager before the stock and journal changes are final.

Tips & Important Notes

- This module is very useful for quick corrections or adjustments that do not originate from a formal stocktake process.

- Always fill in the **Memo** with a detailed reason to maintain a good **audit trail**.

- Because it has a direct impact on stock and inventory value, the use of this module usually requires authorization.

Revision #1
Created 15 October 2025 08:35:50 by Sayu
Updated 15 October 2025 08:38:00 by Sayu