Adjustment

Without more appropriate document to record inventory transactions, we can use adjustment.

New adjustment at:

Inventory > Adjustment > New

Adjustment | Search | New

| Date | ◀ | 26-Oct-2016 | (1) Select date | Prepared by : | Administrator (admin) |

Warehouse | HKB2B ▾ | (2) Select warehouse | Nature | ST/FP ▾ | (3) Select nature

Item List Item Lis

Code		Item	Adjustment quantity
M01	(4) Input product code	Whitening mask, pcs	10
L01		Daisy Lotion, pcs	-5

(5) Input adjustment quantity (+/-) Positive quantity represents adding product while negative quantity represents deducting product quantity in the inventory.

Item List Item Lis

| Std Remarks | | (6) Input remark | | PRINT & OK | OK |

(7) Press <Print & OK> or <OK> to submit Adjustment

Cancel

Prepared adjustment can be searched at:

Inventory > Adjustment > Search

Adjustment search

Adjustment no		to	
Date	From 1 ▾ / Oct ▾ / 2016 to 31 ▾ / Oct ▾ / 2016	Quick select ▾	
Warehouse	All warehouse / cwb / HKB2B / newshop		
Nature	All / Free Sample / ST/FP / Stock Obsolete		
Product		to	or
Status	Prepared ▾		
Sorted By	Date ▾		

Input appropriate criteria and press <Submit>, adjustment list will be displayed.

Submit   Reset

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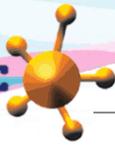
4 records

Adjustment list

Adjustment no	Date	Warehouse	Nature	Prepared by	Status
IAD-00010	26-Oct-2016	HKB2B	ST/FP	Administrator (admin)	Prepared
IAD-00009	22-Oct-2016	HKB2B	Stock Obsolete	HKB2B Support (beauty)	Prepared
IAD-00008	22-Oct-2016	HKB2B	Free Sample	HKB2B Support (beauty)	Prepared
IAD-00007	22-Oct-2016	HKB2B	Stock Obsolete	HKB2B Support (beauty)	Prepared

Press adjustment record to view adjustment details.

Search Again

Adjustment   Search | New

| Date : | 26-Oct-2016 | Nature : | ST/FP | Adjustment no : IAD-00010 (Prepared) |
| Warehouse : | HKB2B | Prepared by : | Administrator (admin) 26-Oct-2016 14:55:25 | Last updated : Administrator (admin) 26-Oct-2016 14:55:25 |

Item List Item L

Code	Item		Adjustment quantity
		Adjustment details include prepared by and last updated information.	
M01	Whitening mask, pcs		10
L01	Daisy Lotion, pcs		-5

Item List Item Lis

Remark :

Total quantity   5
Item count   2

Back | Print | Edit | Void

Authorized user can print, edit and void adjustment.

Close

Adjustment record will be updated to Inventory automatically. Transactions can be viewed at:

Inventory > Inquiry > Inventory transactions inquiry

Inventory transactions inquiry

Code	M01	Name	Whitening mask
Unit	pcs	Product category	Mask
Warehouse	All	Description	
Period	26-Oct-2016 - 26-Oct-2016	Transaction type	All

Date	Warehouse	Document	Transaction type	Quantity
26-Oct-2016			Balance b/f	226
26-Oct-2016	HKB2B	IAD-00010	Adjustment, ST/FP	10
26-Oct-2016			Balance c/f	236

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