










ADJUSTMENTS




Listed in the *Figure 1* are the list of Inventory Adjustments. **Adjustments** are increases or decreases made in inventory to account for theft, loss, breakages, and errors in the amount or number of items received. This module is used to correct stock records to match an item's actual on hand quantity. It is also used to record the Beginning Inventory of a warehouse.



Figure 1

Adjustment						
+ Record item adjustment						
#	Department	Remarks	Adjustment	Action		
 ADJ-20190801-3	IT	Record of Free Items	IN			
 ADJ-20190801-2	Purchasing	Return of Defect Items	OUT			
 ADJ-20190801-1	Admin	Purchase or Uniform and Office Laptops	IN			
Showing 1 to 3 of 3 entries						
< Previous 1 Next >						

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Clicking the **+ Button** will open the transaction/ adjustment as shown in *Figure 2*. It can be printed and downloaded as pdf.

Figure 2

	ADJ-20190801-3	IT	Record of Free Items	IN	 
Department :		Adjustment No.			
IT		ADJ-20190801-3			
Date adjusted :					
08/01/2019					
Adjustment type :					
IN					
Item	Qty	UM	Price	Total	
A4Tech Mouse	1	Piece	150.00	150.00	
Remarks:					
Record of Free Items					
Prepared by:			Discount : 0.00		
			Total before Tax : 150.00		
Received by:			Tax Amount : 0.00		
Date:			Total after Tax : 150.00		

 Print  Download as PDF

Click the **Record Item Adjustment Button** to create. Fill the form, select adjustment type, and items to adjust then click the **Save Changes Button** to save (Figure 3).

Figure 3

ADJ # : ADJ-YYYYMMDD-XXX

* Department :

Restaurant

* Adjustment type :

Adjustment OUT

Reference # :

<> ADJ-YYYYMMDD-XXX

Date Adjusted :

08/01/2019

Enter PLU or Search Item :

Refresh

Enter PLU or Search Item

Qty	UM	Item	Unit Price	Total	Action
5.00	Roll	POS Thermal Receipt Paper 80mm x 70mm	54.80	274.00	
Discount :			0.00	Total Before Tax :	274.0000
Tax :			0.0000	Total After Tax :	274.0000

Remarks :

Error in Count

Save Changes

Cancel

Adjustments Flowchart

