# ADJUST INVENTORY

## Introduction

This procedure covers how to adjust inventory by either writing on or writing off stock.

This procedure is linked to the following business processes:

* PRT 2.3.1
* PRT 3.3.1

## Contents

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## Prerequisite

None

## Terminology

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|  | Important / Note |
|  | Business rule |
|  | Create new journal |
|  | Delete selected line/journal |
|  | Go to journal lines |
|  | Validate/accept line/journal |
|  | Post journal |
| Journal | Can include multiple vouchers |
| Voucher | A set of lines, within a journal which will have the same voucher number |

## STEPS

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| INVENTORY ADJUSTMENT | |
|  | Follow the menu path to open **GGNZ > Inventory and warehouse management > Journals > Item transactions > Inventory adjustment**  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML33e9ca31.PNG |
|  | *The* ***Inventory adjustment*** *window displays with all open journals*   * If the journal is already created – go to Step 5 * If you need to create a new journal – go to Step 3 * If the journal has an ‘X’ in the In use field it means the journal is already open by another user |
|  | Click **New**   * This starts a new journal entry   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML33ed7b76.PNG |
|  | *A blank line for the new journal displays at the top of the list*  Complete the following fields:   * **Name** – select ADJUSTMENT (i.e. Inventory Adjustment journal) from the drop down list * **Description** – enter a short description of what the adjustment journal is for (you can overwrite the default general journal description)   If you include your warehouse in the description this will make it easier to find posted journals e.g. 10D Inventory Adjustment Journal  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML33ef625b.PNG |
|  | Click **Lines**  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML33f29904.PNG |

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|  | When writing on stock, complete the following fields:   * **Item number** –enter or select the stock item number * **Warehouse** – enter or select the warehouse the item is to be stored in * **Location** – enter or select the bin location the item is to be stored in * **Quantity** – enter the quantity being written on (as a positive) |
|  | *Once the ‘Quantity’ is entered, the* ***Cost******amount*** *will update automatically*  Click **New**   * This starts a new voucher line |

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|  | When writing off stock, complete the following fields:   * **Item number –** enter or select the stock item number * **Warehouse** – enter or select the warehouse the item is currently stored in * **Location** – enter or select the bin location the item is currently stored in   Because you need to select the Location/bin the item is being written off from you can go to the **On-hand** tab in the drop down to find it (refer second image in this step) |
|  | Continue to complete the line:   * **Quantity** – enter the quantity being written off (as a negative)   When writing off an inventory item, the ‘Quantity’ needs to be entered as a negative amount  Click **Validate** |
|  | *The* ***Check journal*** *window displays*  Click **OK** |
|  | *The* ***Infolog*** *window displays*  The Infolog will either be a confirmation there are no errors or will inform you of errors within the journal or vouchers that need to be fixed before the journal can be posted.  Click **Close** |
|  | Click **Post** |
|  | *The* ***Post journal*** *window displays*  Click **OK** |

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|  | *The* ***Infolog*** *window displays*  The Infolog will either confirm there are no errors or will inform you of errors within the journal or vouchers that need to be fixed before the journal can be posted  Click **Close** |
|  | Click **Close** on the Journal lines inventory window |
|  | If desired, you can go back and view the posted journal:   * Select **Posted** from the ‘Show’ drop down list   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML341e0ced.PNG |
|  | Select the journal and click **Lines**  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML342c1bcb.PNG |
|  | *The* ***Journal lines inventory*** *window displays*  Click **Close** |

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| PRINT AN INVENTORY ADJUSTMENT JOURNAL | |
|  | Follow the menu path to open **GGNZ > Inventory and warehouse management > Journals > Item transactions > Inventory adjustment**  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML33e9ca31.PNG |
|  | *The* ***Inventory adjustment*** *window will display*  Highlight the adjustment journal and click **Print > Journal** |

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|  | *The* ***Print*** *window will display*  Click **OK**  C:\Users\johi\AppData\Local\Temp\SNAGHTML81f96d.PNG |
|  | *The* ***Inventory Journal******document*** *will display*  Print as required and click **Close**  C:\Users\johi\AppData\Local\Temp\SNAGHTML82cd4f.PNG |

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|  | Click the **History** tab to see when the journal was posted and by whom |

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| TRANSFER JOURNAL | |
|  | Go to **GGNZ>Inventory and warehouse management>Journals**  Click **Item transactions>Transfer** |
|  | ***Inventory Transfer Journal*** *window opens*  Click **New** and select **TRANSFER** in **Name** field |
|  | Adjust **Description** to suit |
|  | Click **Lines** |

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|  | Click **Inventory >Dimensions display**  Check the dimensions displayed and click **OK** |
|  | *The* ***New Record*** *window opens*  Enter/select **Item number** |
|  | Complete the following fields:   * **From warehouse** – From and To warehouse fields will be the same * **To warehouse** * **From location** – Press F5 to populate current default location * **To location** – Select new location * **Quantity** |

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|  | Click **Close** |
|  | Click **Post** |
|  | *Message appears about transferring all posting errors*  Leave checkbox blank and click **OK** |
|  | *Warning message appears*  Click **Yes** |

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|  | *Infolog appears*  Click **Close** |
|  | To print the journal click **Print** and select Printer settings |
|  | Click the **History** tab to see when the journal was posted and by whom |

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| PRINT JOURNAL | |
|  | Click **Print >Journal** |
|  | Ensure **Warehouse** and **Location** are ticked  Change **Print destination** if required and click **OK** |
|  | *Transfer journal opens* |