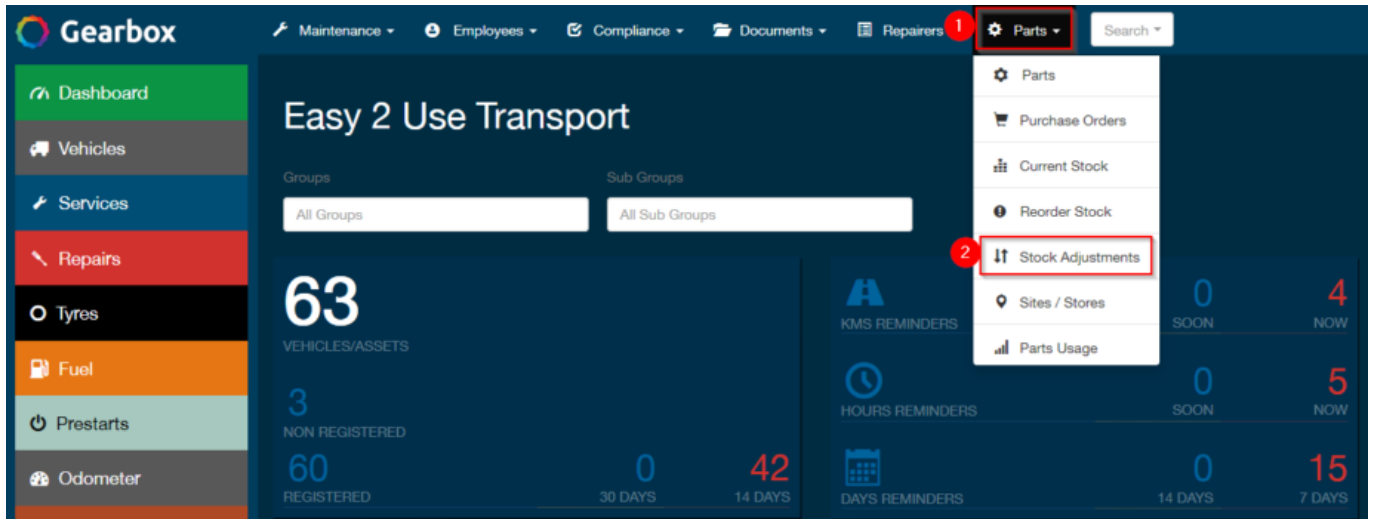
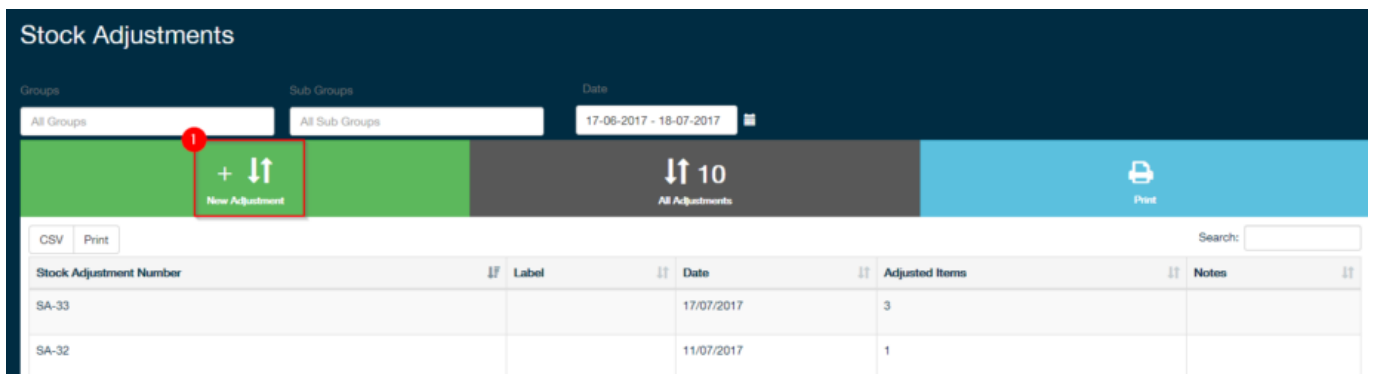


Creating Stock Adjustments

To create a stock adjustment, click the Parts drop-down (1) then click the Stock Adjustment option (2):



Click the green New Adjustment button (1):



Enter the Adjustment Date (1), this is a required field. Optionally, enter a description/reference # (2) and a note (3). Click on the Add Item button (4) if you are adding a part, or click Transfer if you wish to adjust stock from one site to another (5):

Creating Stock Adjustments

* Adjustment Date 1

Description / Reference # 2

Notes 3

4 5

| Part | Old Quantity | New Quantity | Difference | Site | Notes |
|------|--------------|--------------|------------|-------------|-------|
| | 0 | 0 | 0 | Unallocated | |

If you selected 'Add Item':

Select the part you want to adjust the stock of (1), enter the site that is having its stock adjusted (2) - this can be unallocated - enter an optional note (3). Enter either the new quantity that will be in stock (4) or enter the amount to increase or decrease the current stock by (5). Finally, click Create Stock Adjustment Item (6):

Adjustment Item

1

* Part
1187 - Oil - engine CJ4

2

Site
Perth

Existing Quantity in Stock
0

3

Notes
Example stock adjustment

4

Enter the new Quantity in Stock
5

OR

5

Enter an amount to increase or decrease the In Stock amount.
5

6

Cancel Create Stock adjustment item

If you selected 'Transfer':

Select the part you wish to transfer between two sites (1), enter the quantity to transfer (2), the 'from' site (3) and the 'to' site (4) - finally, click the Transfer Stock button (5):

Adjustment / Transfer Item

The screenshot shows a form for creating a stock adjustment or transfer. It includes the following elements:

- 1**: A dropdown menu labeled '* Part' with the selected item '123ABCd - Mudflaps'.
- 2**: A numeric input field labeled 'Transfer Quantity' containing the value '10'.
- 3**: A dropdown menu labeled '* from Site' with the selected site 'Perth'.
- 4**: A dropdown menu labeled '* to Site' with the selected site 'Sydney'.
- 5**: A green 'Transfer Stock' button, with a 'Cancel' button to its left.

You will be prompted if there is not enough of the part in stock to perform the transfer from one site to another:

+ Not enough stock in site to transfer

Prevent this page from creating additional dialogs

OK

Once you have completed adding your stock adjustments, click Save and Close and your stock adjustments will be made and finalised.