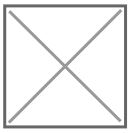
Stock Adjustment

How to Create a Stock Adjustment

Follow these steps to record a stock adjustment:

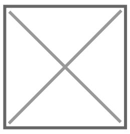
Step 1: Open Stock Adjustment

- Go to **Add Stock Adjustment** in the system.



Step 2: Select Location and Date

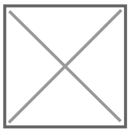
- Choose the **Business Location** where the stock adjustment applies.
- Select the **date** of adjustment.



Step 3: Choose Adjustment Type

Select one of the following:

- **Normal Adjustment**
  - Used for regular or expected losses
  - Example: leakage, minor damage, expiry
- **Abnormal Adjustment**
  - Used for unexpected or major losses
  - Example: fire, accident, theft
  - This classification helps in reporting and analysis.



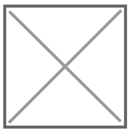
Step 4: Add Products and Quantity

- Select the products you want to adjust.
- Enter the **quantity to be reduced** for each product.

The entered quantity will be **deducted from the available stock**.

Step 5: Enter Recovered Amount (If Any)

- Sometimes you may recover money from damaged stock, such as:
  - Insurance claims
  - Selling scrap or waste material
- Enter the **recovered amount** here.
- If nothing is recovered, enter 0.



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