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SURE*fire* SYSTEMS

Stock Adjustments

INV-6b *Page| 1 of 2*	
Category	Inventory
Course	Stock
Version	1.0
Client	Generic
Software	2.12.113

Perform stock adjustments if your business runs perpetual inventory.

A stock adjustment is performed when the level of stock for a product is increased or decreased outside of sales, receipting, and invoicing activities.

Hints and Tips

✓ Stock adjustments record:
- stock written off due to damaged packing or out-of-date codes
- store consumed stock
- donations
- stock received but not invoiced (if you don't inform or return the stock to the supplier).

✓ You can **import a file** of EANs:
- Create the file in Notepad or Microsoft Word or Excel.
- Don't include header text.
- The **first column** contains the EAN, with spaces to pad to 20 characters.
- The **second column** contains the new SOH unit quantity.

- If there are **import errors**, you can also click [Errors] to view them.

✓ You can also perform the adjustment on a portable scanning device; refer to the INV-6a Stock Adjustments (Mobile) Fact Sheet.

✓ **Reason Codes** are configured by your business. Refer to the TECH-1i Configure POS/BOS Reason Codes Fact Sheet.

Procedure to Record a Stock Adjustment on the BOS

1.	From the BOS **Tools** menu, select **Stock Functions**, then **Stock Adjustment**.	
2.	**To:** — **then:** manually enter an adjustment — complete steps 3 to 8. import a batch of new SOH unit values — In the **Stock** field, type [1] (or anything) to enable the **Import** button. Click [Import]. Click to select the file. Navigate to the file. Click **Open.** Only select the **Run external program before import** check box and file if the import file has macros. Click **OK.** Click **OK.** Any errors are displayed. Click **Close** and enter these products manually. *Don't re-import the file, as this would duplicate the records that imported successfully.* *The screen advises the number of records that will be updated.* Go to step 10.	
3.	in the **EAN Code** field type, scan, or click to search for, the required product.	
4.	In the **Reason Code** list, select the reason for the adjustment.	

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Hints and Tips

✓ Stock values are only displayed & entered in **case.unit format** if it's been configured in the BOS **System** -> **Properties** -> **System** tab; E.g. 16.0 cases or 0.7 units.

Stock Description:	INNOXA 1ALL HAND CRM 50G		
Size Description:	1	Case Quantity:	1
Stock On Hand:	16.0	Units Per Pack:	1
Adj. Stock On Hand:	16.0		

✓ If the product is **weighted** (e.g. deli meat/fruit):

- enter the **Quantity** in kilo.grams e.g. 1.2 or 0.5.
- **Important:** the system currently adjusts SOH and reports weighed products rounded up/down to the nearest whole number (e.g. 1.3 rounds down to 1 case and 0 units, 1.5 rounds up to 2.0, and 1.8 rounds up to 2.0).

✓ You don't need to click **Update** after every entry; you can even close the Stock Adjustment screen in-between entries.

✓ **Reports:**

- To report on the shrinkage quantity (by reason): **Reports** -> **Stocktake** -> **Stock Adjustment** report (shows increases and decreases) and **Stock Adjustment Negative** report (only shows decreases).
- To report on the $ value and % to sales of shrinkage and SATO markdowns (which is current retail minus markdown price): **Reports** -> **Sales** -> **Markdown and Throw-out Summary** report.
- **Important:** weighed products (e.g. deli meats/fruit) currently adjust SOH and report rounded up/down to the nearest whole number (e.g. 1.3 rounds down to 1 case and 0 units, 1.5 rounds up to 2.0, and 1.8 rounds up to 2.0).

5.	In the **Quantity** field, type the number of units or cases.units that SOH needs to be adjusted by *(as configured)*. *See Hints and Tips for case.unit entry rules.* *If **increasing SOH**, enter the amount to bring the system SOH up to the physical SOH e.g. if [-2] but there's [5] on the shelf, enter [7].*	
6.	Select **Increase** or **Decrease.**	
7.	In the **Additional Information** field, record any extra information about the adjustment *(max. 50 characters)*. *This is displayed on the Stock Adjustment report.*	
8.	Click 💾 **Save** . *The message Stock Adjustment Records to Update: [x] is displayed at the bottom of the screen.*	
9.	Check that the **Adj. Stock On Hand** field displays the correct new SOH value that you expect. *Repeat from step 3 if you need to correct it.*	
10.	**If:** there are more adjustments — **then:** return to step 2. you're finished — go to step 11.	
11.	Click 📄 Update to apply the adjustment/s.	
12.	Click **OK.**	
13.	Click 📊 Close .	
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