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Stock Adjustments

Category	Inventory
Course	Stock
Version	1.0
Client	Generic
Software	2.13.104.8

Perform a stock adjustment if the level of stock for a product is increased or decreased outside of sales, receipting, and invoicing activities. For example:

- stock write-offs of damaged or out-of-date stock
- store consumed stock
- donations
- stock received but not invoiced (if you don't return the stock to the supplier).

Hints and Tips

- ✓ Contact your Supervisor if you don't have access to this task.
- ✓ You can also perform an adjustment on the BOS; refer to the [INV-6b Stock Adjustments \(BOS\) Fact Sheet](#).

✓ **Field definitions:**

EAN	barcode on product
S/Code	ordering code for the default Supplier
UPP	Units per selling pack
SOH	Stock on Hand (units)
Supp	default supplier's code
C.Qty	units per order case

- ✓ If **UPP** is more than [1], a units stock adjustment saved will be **UPP [x]** the **Qty** entered.
- ✓ If you adjust a **weighted product** (e.g. deli meat/fruit), it doesn't matter if you select **case.units** or **units**, it interprets the entry as kilo.grams e.g. 0.5, .6, 1, 1.5.
 - **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).
- ✓ **Reason Codes** are configured by your business. Refer to the [TECH-1i Configure POS/BOS Reason Codes Fact Sheet](#).
 - **Please add Shrinkage reason code with Action 83 in BOS:**
You can only select **New SOH** without selecting a reason if 'Shrinkage' has been set as the default reason in the BOS. Select a reason this time, and check with your Supervisor about having this configured.

Procedure to Record a Stock Adjustment on a Mobile Device

1.	From the main screen on the device, double-tap the SUREfire Internet program.							
2.	Enter your Operator ID & PIN , & press Login .							
3.	Press Stock Task .							
4.	Press Adjustment .							
5.	Scan the EAN barcode or stock code on the product or ticket. <i>*Alternatively, key the code (or TUN or Manufacturer Code), & press [>>] or Ent.*</i> <i>*If you scanned the wrong product, click the cursor in the EAN field & scan the next product.*</i> <i>*The product details are displayed.*</i>							
6.	<table border="0"> <tr> <td>To:</td> <td>then:</td> </tr> <tr> <td>adjust SOH</td> <td>select Cases.Units or Units. Enter the Qty to adjust SOH by. Select the Reason. Select Increase or as Decrease applicable. <i>*Or press Ent to default the adjustment to decrease.*</i></td> </tr> <tr> <td>set a new SOH</td> <td>select Cases.Units or Units. Enter the new SOH Quantity. Select New SOH. <i>*You don't need to select a Reason if your system is configured to assign a default reason code of Shrinkage.*</i></td> </tr> </table> <p><i>*The SOH is updated on the screen and in the stock record immediately.*</i></p>	To:	then:	adjust SOH	select Cases.Units or Units . Enter the Qty to adjust SOH by. Select the Reason . Select Increase or as Decrease applicable. <i>*Or press Ent to default the adjustment to decrease.*</i>	set a new SOH	select Cases.Units or Units . Enter the new SOH Quantity . Select New SOH . <i>*You don't need to select a Reason if your system is configured to assign a default reason code of Shrinkage.*</i>	
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Hints and Tips

- ✓ Select **Stock this item** to update the product record to Stocked in your store (a ticket won't be auto-generated).



- ✓ **Exceeds Maximum Qty xx:** your system is configured to prompt the user to confirm changes greater than a certain quantity (default set is 999).
 - Press **Yes** or **Ent** to accept the quantity, or **No** to return and reduce the quantity.



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).

7. Complete the following steps if you entered the wrong value:

- Re-scan the product.
- Select the required option:

If you entered:

less than intended
e.g. 10 instead of 30

then:
enter the extra **Qty** e.g. [20].
Select the **Reason**.

Select **Increase**.

more than intended
e.g. 100 instead of 10

enter the **Qty** to subtract
e.g. [90].
Select the **Reason**.

Select **Decrease**.

The SOH is updated in the system immediately.



8. **If:**

there are more adjustments

then:
return to step 5.

you're finished

exit to another function or press **Logout**.

