

Stock Adjustments

The activities of buying, selling, transferring, returning and counting automatically update stock values.

There are times however when quantity and costs need a change that cannot be accomplished through any of these activities.

BisTrack provides a method to create Stock adjustments for Generic and Tally items.

We will take a look at those as well as the process to change the average cost of a product or its total cost.

To change stock quantities for Generic Products, select 'Stock Adjustment' from the Inventory tab.

Select the 'Product' you want to enter an adjustment for.

Change the 'Branch' if needed.

Select a 'Reason' for the adjustment from the drop-down list.

On the 'Stock' tab, enter the quantity to 'Adjust by'.

To decrease the 'Current Value', enter a minus (-) sign before or after the number.

Only the 'Actual Stock' and 'Stock in Suspense' values should be changed using a Stock Adjustment transaction.

All other values should be adjusted using the appropriate sales or purchasing transaction.

If required use the 'Note' tab to enter further description for the entry.

Click here to 'Add' the adjustment.

Confirm the Stock Adjustment by selecting 'Yes'.

The 'Cost' adjustment value of the stock adjustment is shown.

Click 'Ok'.

Selecting a Tallied lumber product allows you to enter the adjustment by the stocked length.

The 'Stock by Length' tab is automatically opened and lists the lengths available for the product.

The 'Adjust by' line is available below each length.

To decrease the 'Current Value', enter a minus (-) sign before or after the number.

The 'Stock' tab shows the total lineal feet that the product will be adjusted by.

You cannot enter the quantity adjustment for products stocked by length using this tab.

Click to 'Add' the adjustment.

When a positive 'Quantity change' adjustment is entered, you can enter a new 'Cost' and new 'Cost with additional' if required.

The new costs entered are only for the quantity being added.

Click 'Ok' when complete.

Average Cost Adjustments are used to change the average cost or total cost on products.

Instead of adjusting by a positive or negative amount like a stock adjustment, they replace the current cost with a new cost

From the Inventory tab select 'Average Cost Adjustment'.

Select the 'Product' that will receive the cost adjustment.

Change the 'Branch' as required.

Select a 'Reason' from the drop-down list of Reasons previously set up.

Select between an 'Average Cost Adjustment' or 'Total Cost Adjustment' as the 'Adjust Type'.

The option selected determines which fields are available for entry.

The 'Original average cost' is displayed.

Enter the updated value in the 'New average cost' field.

You can select the appropriate UOM if more than one is available.

For a 'Total Cost Adjustment' enter the 'New total cost'.

The Total Cost equals the current Average Cost times the Actual Stock.

Enter a 'Note' that provides further description for the cost adjustment.

Click 'Save' to finish the entry.

You can choose to print the adjustment transaction.

The original and new costs are shown along with the entry to the General Ledger.

A confirmation that the Average Cost Adjustment has been completed displays along with the adjustment number.

Click 'Ok' to clear the message.

Enter another adjustment or 'Close' the window.

Adjustments to the stock level of both generic and tally items can easily be completed with the correct system security.

While Best Practice is to update average and total cost via purchasing and receiving, if a manual correction is needed you should now be able to complete those steps.

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Corporate Office
804 Las Cimas Parkway
Austin, TX 78746
USA
Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean
Blvd. Antonio L. Rodriguez #1882 Int.104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico
Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa
No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom
Phone: +44.1344.468468
Fax: +44.1344.468010

Asia
238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684
Singapore
Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand
Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia
Phone: +61.2.9927.6200
Fax: +61.2.9927.6298