Sage 50 Manufacturing
How to do a Stock Adjustment

What is a stock adjustment?

- A stock adjustment is when you add or remove stock of an item in a GRN within the Sage 50 Manufacturing Traceability module
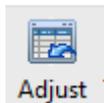
How do I perform a stock adjustment?

There are two ways you can perform a stock adjustment within Sage 50 Manufacturing.

If you need to adjust a stock level within an existing GRN you need to do the following:
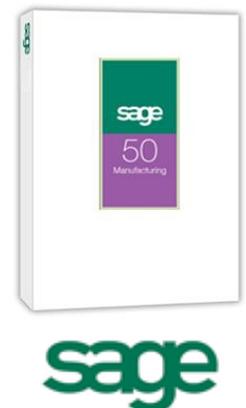- First enter the Traceability module

- Select the GRN to change and click the "Adjust" button from the menu bar

- Enter a description of why you are adjusting the stock level (Optional)
- Enter the quantity of stock you wish to change
  - To add stock enter a positive number
  - To remove stock enter a negative number

- Once completed click "Ok" and the stock level will be updated

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If you need to add stock but don't want to add any to an existing GRN you can create a new one:

- First enter the traceability module

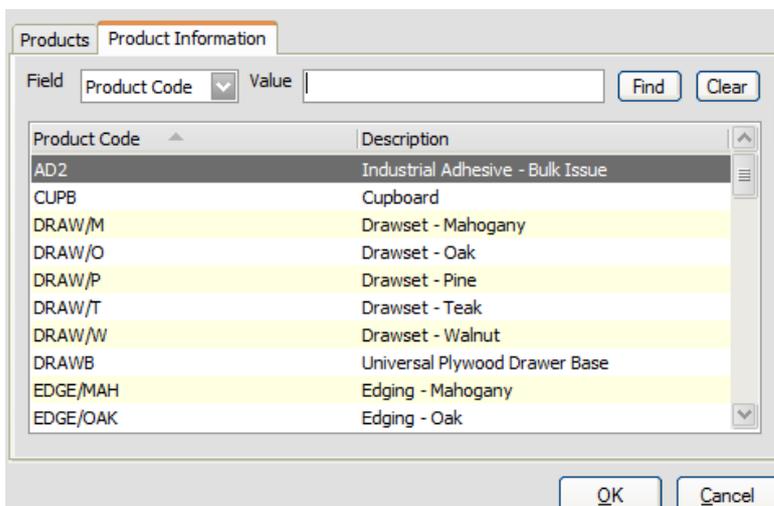 🔄 Traceability

- Select "New Record" from the button menu

  New

- You will then see the new GRN menu

New GRN Details	
GRN Number	<AutoNumber>
Description	
Product Code ⟳	⌄
Location	⌄
Certificate No.	
Suppliers Batch	
Desp.Note No.	
Day Code	
Reference	Manual GRN Entry
Expiry Date	/ /
Date	24/04/2015
Quantity	0.000
Cost Price	0.00

OK   Cancel
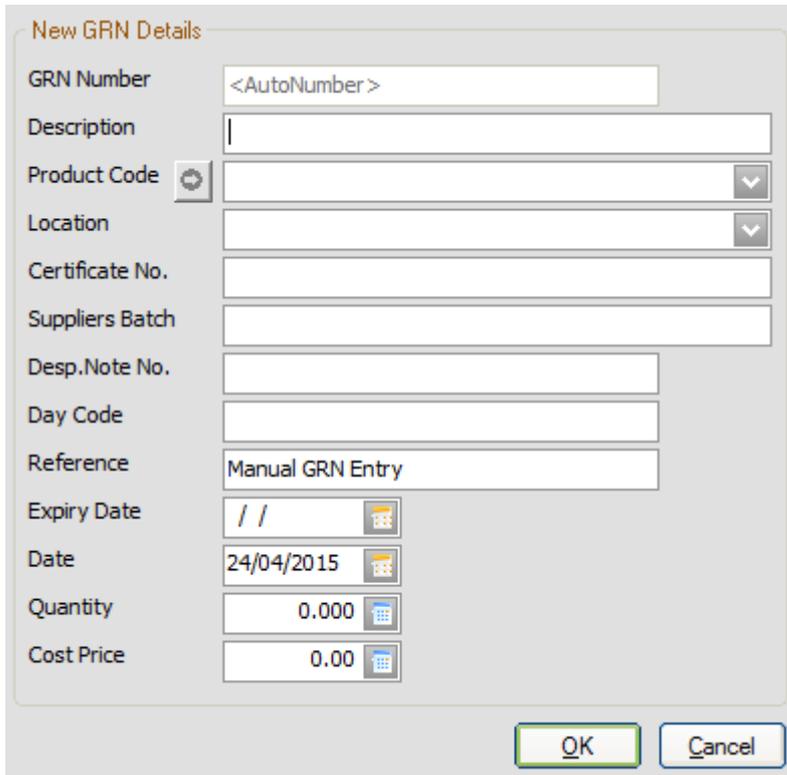
- First enter a GRN batch number, if you have auto-GRN numbers set up this will be created automatically for
- Then enter a description for this batch (Optional)
- Enter the product code manually, or click on the down arrow at the end of the box to search

Products	Product Information

Field [Product Code ⌄] Value [   ] [Find] [Clear]

Product Code ▲	Description
AD2	Industrial Adhesive - Bulk Issue
CUPB	Cupboard
DRAW/M	Drawset - Mahogany
DRAW/O	Drawset - Oak
DRAW/P	Drawset - Pine
DRAW/T	Drawset - Teak
DRAW/W	Drawset - Walnut
DRAWB	Universal Plywood Drawer Base
EDGE/MAH	Edging - Mahogany
EDGE/OAK	Edging - Oak

OK   Cancel

- Enter all/part of the product code and click "Find", then select the product and click "Ok"
- Enter a location, or press the down arrow to select one
- Enter the Certificate No, Suppliers batch, Despatch note code, and Day code if required
- Enter an expiry date for the batch

- Finally enter the quantity you want to add, and edit the cost price if the displayed figure is incorrect

- Once done click "Ok" and "Yes" to the prompt and the GRN will be created and stock added

For further information or a demonstration please contact Red Business Systems
www.redbusinesssystems.com . Tel 01242 516885.