ADJUST STOCK

Application	ChreosClient – Chreos 3
Module	Stock
Access	"Stock	Adjust stock	Single item"
Minimum service pack	SP36
This document	Adjust Stock Ref 5.23 Published May 2004

Overview

"Adjust stock – single items" is the only place in Chreos, other than the stock taking options, that allows stock levels to be edited. The selling price of an item can also be adjusted in this screen and labels can be printed.

Details Displayed

- **Item Code/Ref**. Select the item. Refer to "Item search (1.5)".
- **Code**. The item code of the item.
- **Name**. The name of the item.
- **Type**. The item type of the item.
- **Price**. The selling price of the item.
- **Quantity**. The amount of the item that is currently in stock.
- **Adjustments**. The three adjustment options available in this screen:
    - **New Quantity in Stock**. Where the new quantity can be entered.
    - **Selling Price**. Where the new selling price can be entered.
    - **Print**. Where labels can be set to be printed.
- **Delete From Stock**. This is used to delete the selected item from stock. Refer to 'To Delete an Item' below.
- **Delete From Current Region**. This is used to delete the selected item from current region. Refer to 'To Delete an Item From the Current Region'.

To Make an Adjustment

- Select the required item.
- Click the [Edit] button.
- Adjust the quantity and/or selling price or enter the number of labels to be printed if required.

- Click the [Save] button.

To Print Price Labels

- Select the required item.
- Click the [Edit] button.
- Enter the number of labels to be printed.
- Click the [Save] button.
- The selected item and the allocated number of labels will now appear on the grid in "Print | Price labels". Refer to "Print price labels (8.8)" to print the labels.

To Delete an Item

- Select the required item.
- Click the [Edit] button.
- Tick the 'Delete from stock' check box.
- Click the [Save] button. The item is now deleted from "Stock management" and can not be used for any transactions. However the item is kept for historic record and can be accessed in "Stock | Move stock". It can also be moved back into "Stock management" from here.
- Note: An item can only be deleted from stock if it only exists in the current region.

To Delete an Item From the Current Region

- Select the required item.
- Click the [Edit] button.
- Tick the 'Delete from current region' check box.
- Click the [Save] button. The item is now deleted from the current region.