

## Introduction

Inventory Physical Adjustment Plug-in is an add-on function into AutoCount Accounting for user to perform stock take and adjust the quantity in the system automatically through Stock Adjustment.

## System Requirement & Installation

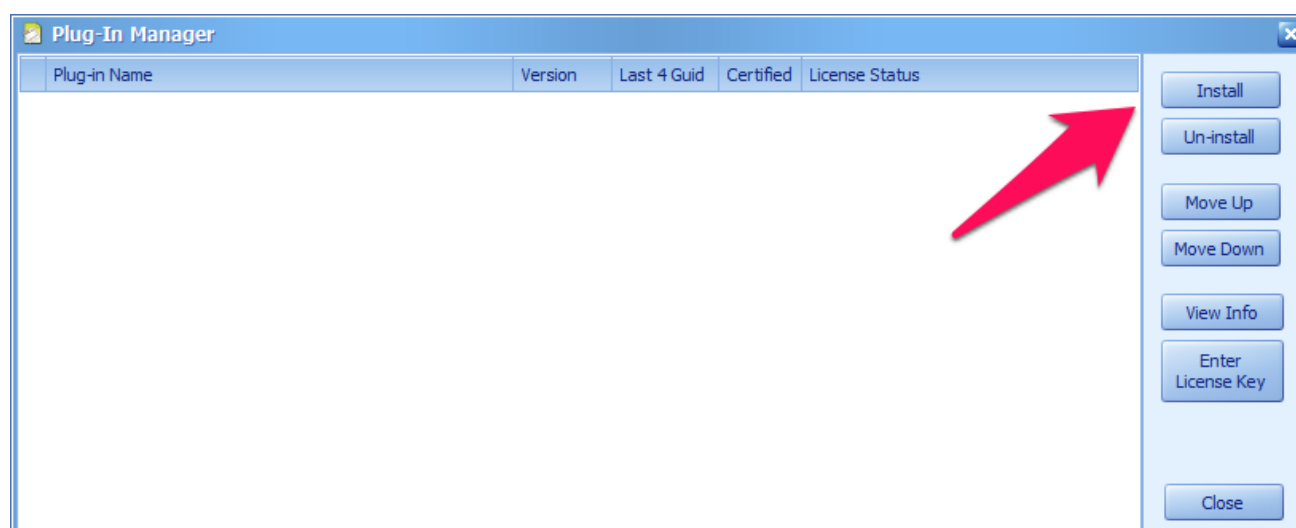
In order to install Inventory Physical Adjustment Plug-in, user will need to obtain .app file which is used for installation.

AutoCount Accounting System Requirement

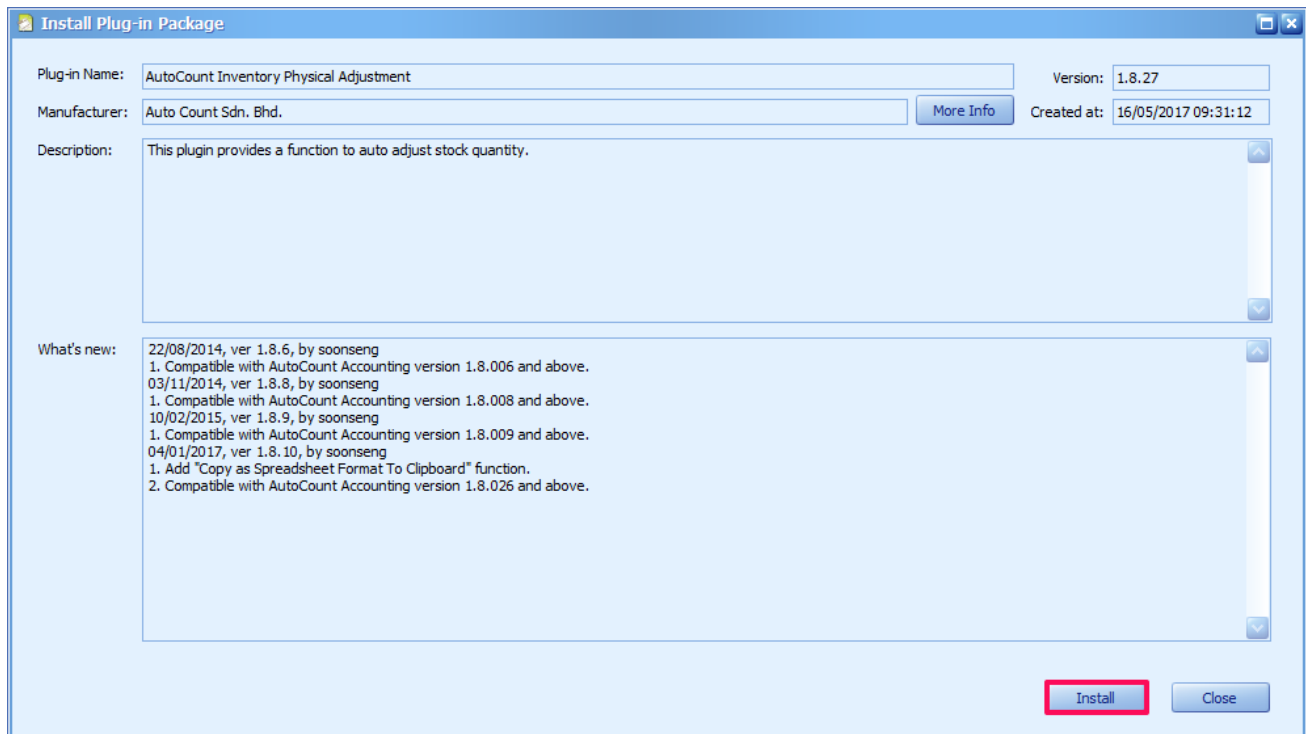
- AutoCount Accounting Basic Edition and above
- Scripting Module

### Step by step guide for installation:

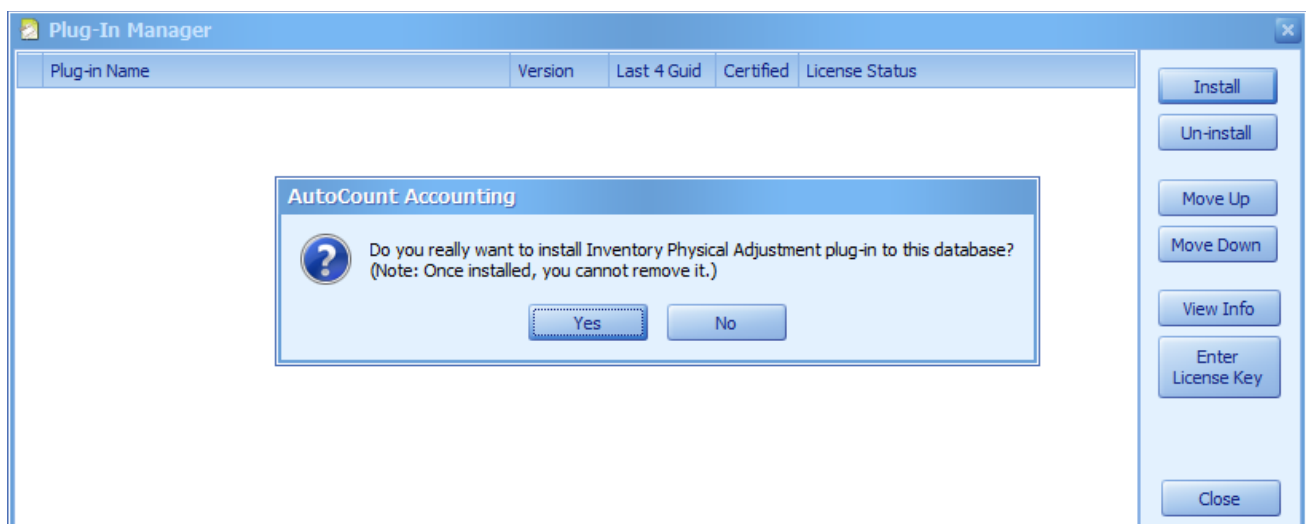
1. Login to AutoCount Accounting on the account book that user wish to install this plug-in.
2. Next, browse through AutoCount Accounting top menu for Tools → Plug-in Manager.



3. After opening Plug-in Manager, click on the "Install" button located on right hand side, system will prompt to select a file. Please browse from folder and open the .app file.
4. A new window will prompt with some basic information of this plugin. Click the "Install" button again located at the bottom.



5. A confirmation message will prompt after clicking the "Install" button. Click "Yes" in order to confirm the installation.
6. Due to Inventory Physical Adjustment plug-in require to add in additional tables or fields to the database, it will prompt to let user know and again ask for confirmation to continue the installation.



7. After clicking "Yes", the installation will start and after a moment if the plug-in is installed properly, a successfully installed message will appear and user just need to click "OK" to proceed.
8. After installation user will then able to see an extra menu on top of AutoCount Accounting menu. User can access any function or features that is related to this plug-in installed.

INVENTORY PHYSICAL ADJUSTMENT - AutoCount Accounting (Ver: 1.8) (Rev: 176)

File G/L A/R A/P Inquiry Stock Sales Purchase **Inventory Adjustment** General Maintenance Tools GST Window Help

## AutoCount Accounting Pro Edition

Home Customer Supplier Stock Banking & G/L My Favorite

Customer



Item



Debtor



Quotation



Sales Order



Delivery Order



Invoice



Cash Sale



Credit Note



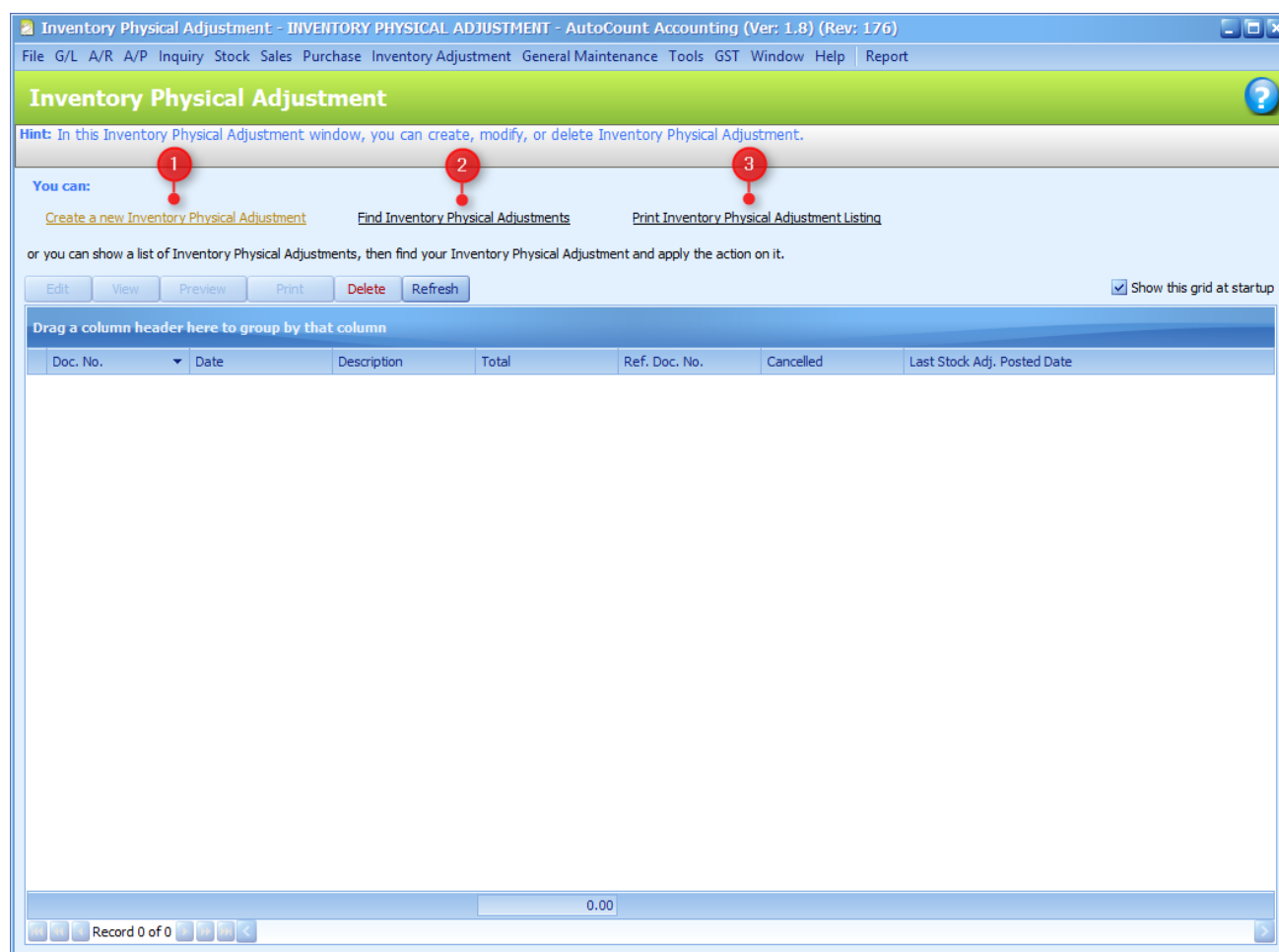
Debit Note

## Functions & Features

After installing this plug-in, there will be a new entry – Inventory Physical Adjustment under the menu Inventory Adjustment. This entry is for user to key in their physical on hand quantity as per date or stock take result. After keying in the result, the system will compare to the quantity of each item by UOM, by location or by batch and make necessary adjustment.

### Inventory Physical Adjustment Command Form

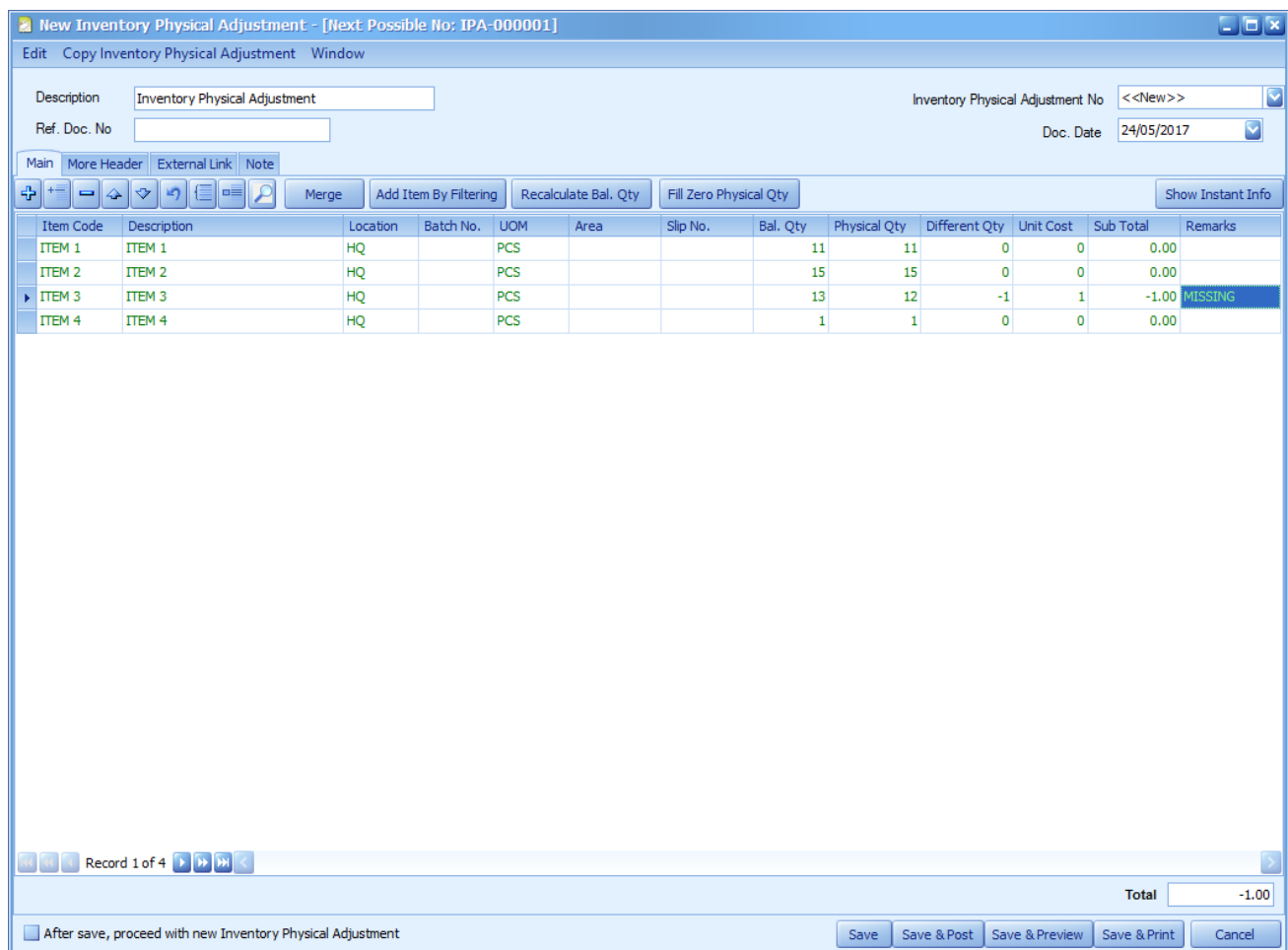
The Inventory Physical Adjustment main form had been designed to be similar to other entry form that can be found in AutoCount Accounting.



1. Create a New Physical Inventory Adjustment: Click this to create a new Physical Inventory Adjustment.
2. Find Inventory Physical Adjustment: Click this for advance searching through Physical Inventory Adjustment Entry
3. Print Inventory Physical Adjustment Listing: Click this for batch printing / listing printing of Physical Inventory Adjustment.

## Create New Inventory Physical Adjustment

To create a new Inventory Physical Adjustment entry, click on the "Create a New Inventory Adjustment" at the Command Form.



Item Code	Description	Location	Batch No.	UOM	Area	Slip No.	Bal. Qty	Physical Qty	Different Qty	Unit Cost	Sub Total	Remarks
ITEM 1	ITEM 1	HQ		PCS			11	11	0	0	0.00	
ITEM 2	ITEM 2	HQ		PCS			15	15	0	0	0.00	
ITEM 3	ITEM 3	HQ		PCS			13	12	-1	1	-1.00	MISSING
ITEM 4	ITEM 4	HQ		PCS			1	1	0	0	0.00	

### Functional Buttons

**Merge:** This button is to merge any same Item Code, UOM, Location and Batch No at the same time delete any line where physical quantity is empty.

**Add Item by Filtering:** This button is to add in item through filtering so that user does not need to add it 1 by 1.

**Recalculate Bal. Qty:** This button is to recalculate latest balance quantity in the system.

**Fill Zero Physical Qty:** This button is to fill zero physical quantity for the selected / filtered item.

**Save & Post:** This button is to confirm the entry and allow system to post a Stock Adjustment to adjust the item quantity accordingly. A Stock Adjustment entry will prompt with the items auto filled based on this Inventory Physical Adjustment entry.

### Master Columns

**Description:** This is the document description

**Ref Doc. No:** Key in any related document reference number if any.

**Inventory Physical Adjustment No.:** Document number for this entry. Leave <<New>> if wish to follow system auto numbering.

**Doc. Date:** Document date for this entry. By default will capture system / computer date.

### Detail Columns

**Item Code:** The current selected item user working with.

**Description:** Detail description, it will capture the item description automatically.

**Location:** The location of current line item. This column is only visible if Multi-Location module is enabled.

**Batch No.:** The batch number of current line item. This column is only visible if Batch No module is enabled.

**UOM:** Unit of measurement, the default value will be automatically captured.

**Area:** Area for this item. This is a free text and reference field only.

**Slip No.:** Slip number for this item. This is a free text and reference field only.

**Bal Qty:** The balance quantity of item in the system.

**Physical Qty:** The physical quantity / actual quantity of user according to date. This column is to be filled by user.

**Different Qty:** The different between physical quantity and balance quantity in the system. The system will automatically make adjustment according to this quantity, either + or -.

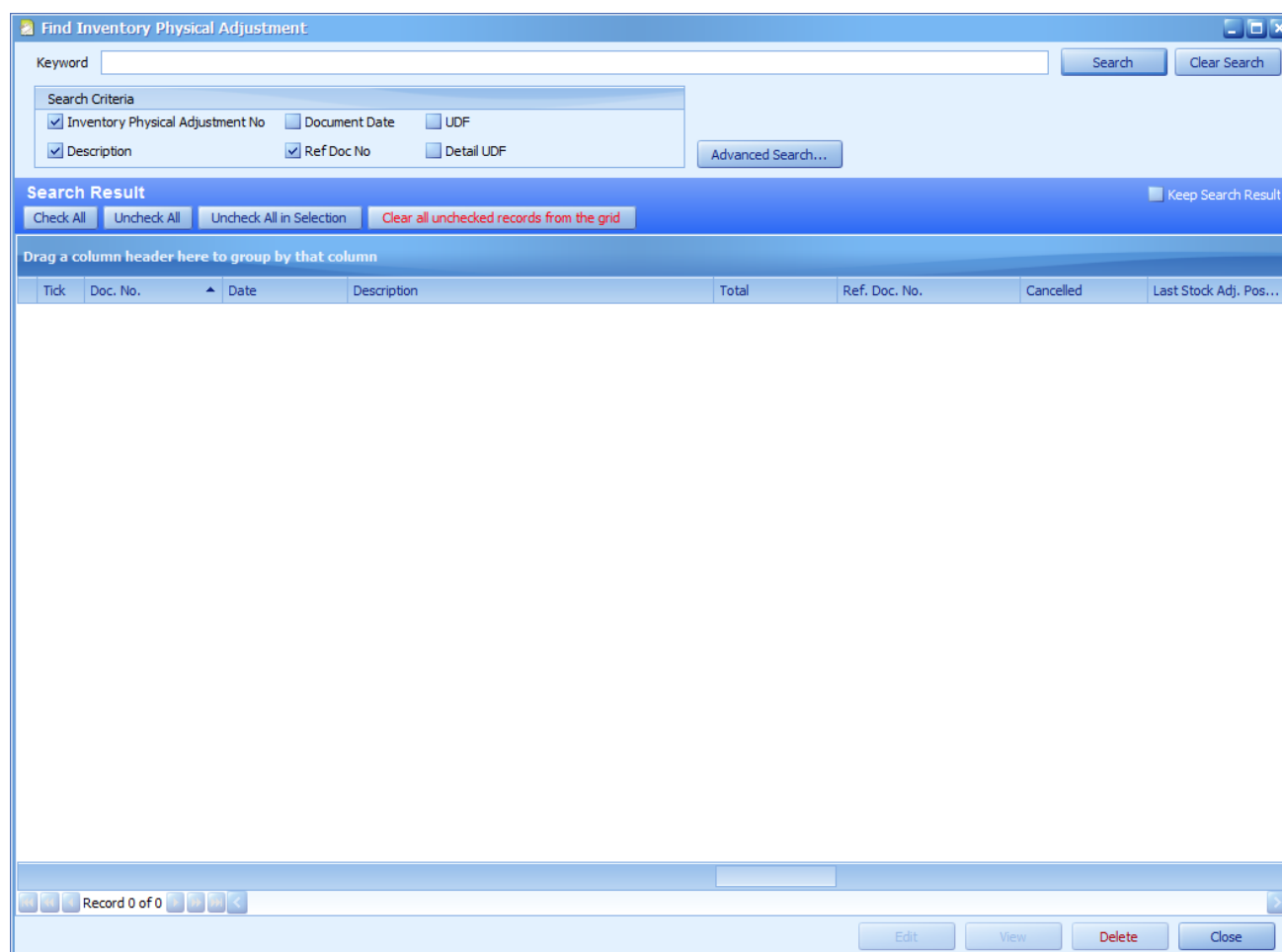
**Unit Cost:** The unit cost of the item.

**Subtotal:** This is the line total.

**Remarks:** Any additional information for this line item.

## Find Inventory Physical Adjustment

For advance searching in Inventory Physical Adjustment entries, user can access the "Find New Inventory Physical Adjustment".

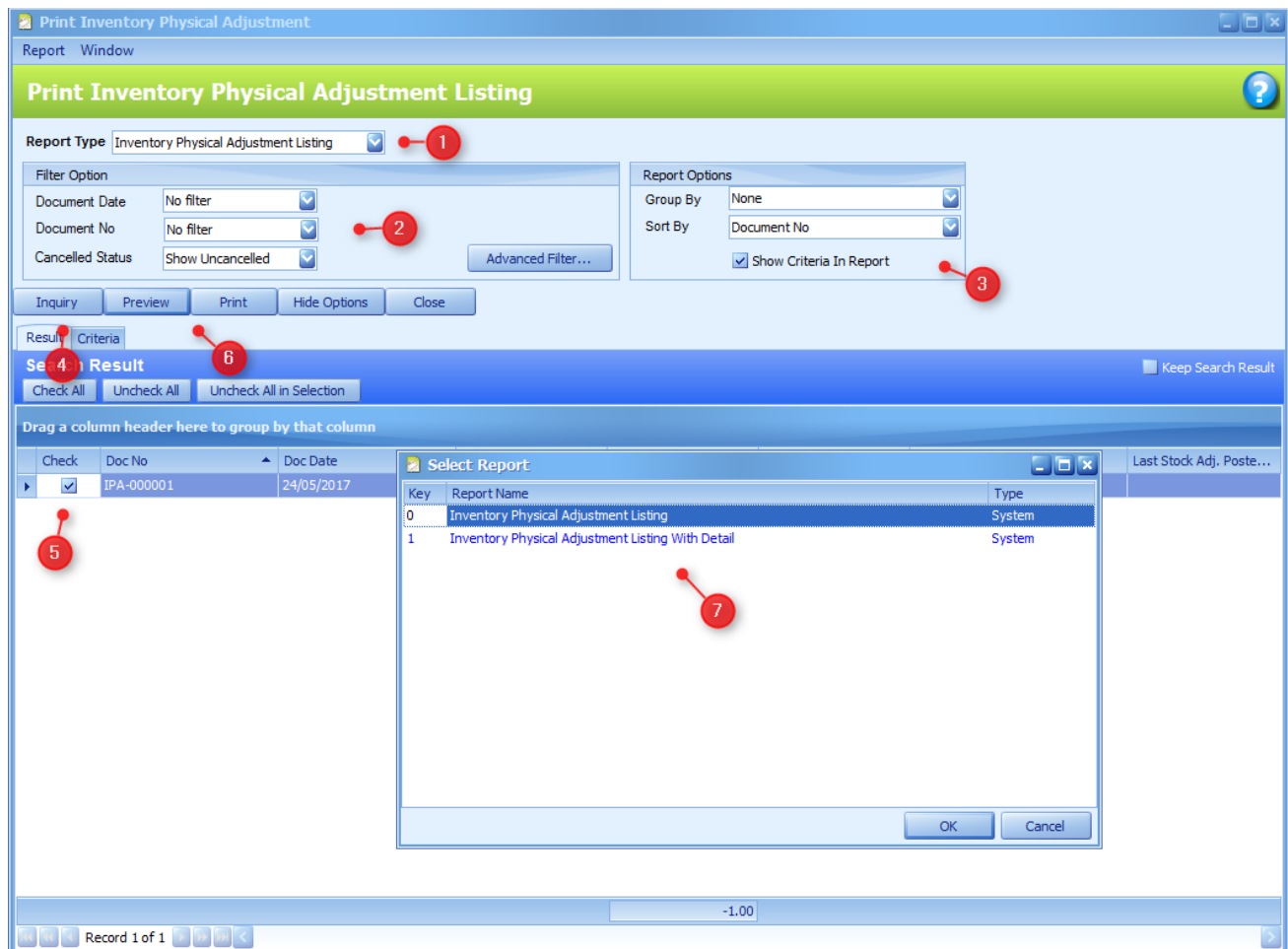


Key in key word and tick whichever search criteria that are needed and click Search. The system will able to search through all the Inventory Physical Adjustment entries and return search result. Advance search is also available if the general search criteria are insufficient to the user. User can also edit or delete multiple entries at this page by checking the selected search result.

## Print Inventory Physical Adjustment Listing

To print batch print Inventory Physical Adjustment entries of listing

### Batch Print Inventory Physical Adjustment / Print Inventory Physical Adjustment Listing



The screenshot shows the 'Print Inventory Physical Adjustment Listing' window. It includes a 'Report Type' dropdown (1), 'Filter Option' section with 'Document Date', 'Document No', and 'Cancelled Status' filters (2), and a 'Report Options' section with 'Group By', 'Sort By', and 'Show Criteria In Report' checkboxes (3). Below these are 'Inquiry', 'Preview', 'Print', 'Hide Options', and 'Close' buttons. A 'Result' tab is active (4), showing a table with columns 'Check', 'Doc No', and 'Doc Date'. A record is selected (5). A 'Select Report' dialog box is open (7), showing two report options: 'Inventory Physical Adjustment Listing' and 'Inventory Physical Adjustment Listing With Detail'.

1. Select Report Type.
2. Define Filter Criteria.
3. Select Report Option.
4. Click Inquiry to get result.
5. Tick on record for further action.
6. Click preview or print for previewing or hard-copy printing.
7. Select format / template of the report type to be preview or print.

## Sample Preview

Preview - Inventory Physical Adjustment Listing

Print Preview

Open Save Print Quick Print Options Parameters Header/Footer Scale Orientation Size Find Bookmarks First Page Previous Page Next Page Last Page Many Pages Zoom Out Zoom Zoom In Page Color Watermark Close Print Preview Export

Date : 25/05/2017 12:25:50  
User ID : ADMIN

### Inventory Physical Adjustment Listing

INVENTORY PHYSICAL ADJUSTMENT Page 1 of 1

Doc No	Date	Ref. Doc. No.	Description	Amount
IPA-000001	24/05/2017		Inventory Physical Adjustment	-1.00
Count: 1				Total: -1.00

End of Report

**Report Criteria**  
 Filter Options: Cancelled Status: Show Uncancelled  
 Report Options: Sort By: Document No  
 Group By: None

Page 1 of 1 100%

## Print Inventory Physical Adjustment Detail Listing

Inventory Physical Adjustment Print Detail Listing

Report Window

### Print Inventory Physical Adjustment Detail Listing

Basic Filter

Document Date: No filter

Document No: No filter

Item Code: No filter

Report Options

Group By: None

Sort By: Document No

☐ Show Criteria In Report

More Options Advanced Filter...

Inquiry Preview Print Hide Options Close

Result Criteria

Search Result

Check All Uncheck All Uncheck All in Selection Clear all unchecked records from the grid

Drag a column header here to group by that column

Check	Doc...	Doc Date	Descri...	Total	Cancel...	Item C...	Item D...	Location	Batch No	UOM	Area	Slip No.	Bal. Qty	Physic...	Differ...	Unit Cost	Sub T...	Remarks
<input checked="" type="checkbox"/>	IPA-00...	24/05/...	Invent...	-1.00		ITEM 1	ITEM 1	HQ		PCS			11	11	0	0.00	0.00	
<input checked="" type="checkbox"/>	IPA-00...	24/05/...	Invent...	-1.00		ITEM 2	ITEM 2	HQ		PCS			15	15	0	0.00	0.00	
<input checked="" type="checkbox"/>	IPA-00...	24/05/...	Invent...	-1.00		ITEM 3	ITEM 3	HQ		PCS			13	12	-1	1.00	-1.00	MISSING
<input checked="" type="checkbox"/>	IPA-00...	24/05/...	Invent...	-1.00		ITEM 4	ITEM 4	HQ		PCS			1	1	0	0.00	0.00	

Record 1 of 4

1. Define filter criteria.
2. Select Report Option.
3. Click inquiry to get result.
4. Tick on record for further action.
5. Click preview or print for previewing or hard-copy printing.

## Sample Preview

Preview - Inventory Physical Adjustment Detail Listing

Date : 25/05/2017 12:40:31  
User ID : ADMIN

### Inventory Physical Adjustment Detail Listing

INVENTORY PHYSICAL ADJUSTMENT Page 1 of 1

Doc No.	Date	Item Code	Item Desc.	Item Desc. 2	Item Group	Location	Bal. Qty	Physical Qty	Diff. Qty	Unit Cost	Sub Total
IPA-000001	24/05/2017	ITEM 1	ITEM 1			HQ	11	11	0	0	0.00
IPA-000001	24/05/2017	ITEM 2	ITEM 2			HQ	15	15	0	0	0.00
IPA-000001	24/05/2017	ITEM 3	ITEM 3			HQ	13	12	-1	1	-1.00
IPA-000001	24/05/2017	ITEM 4	ITEM 4			HQ	1	1	0	0	0.00
<b>Count: 4</b>						<b>Group Total:</b>	<b>40</b>	<b>39</b>	<b>-1</b>		<b>-1.00</b>
<b>Count: 4</b>										<b>Grand Total:</b>	<b>-1.00</b>

Page 1 of 1 100%

## Entry Result

After save & post for the inventory physical adjustment entry, a stock adjustment will prompt for user confirmation on the item quantity adjusted. Click save to continue.

New Stock Adjustment - [Next Possible No: ADJ-000001] - INVENTORY PHYSICAL ADJUSTMENT - AutoCount Accounting (Ver: 1.8)

Edit Copy Stock Adjustment

Description:  Stock Adjustment No:

Ref. Doc. No:  Date:

Main More Header External Link Note

Show Instant Info

Item Code	Description	F...	Location	Batch No.	UOM	Qty	Unit Cost	Sub Total
ITEM 1	ITEM 1	...	HQ		PCS	0	0	0.00
ITEM 2	ITEM 2	...	HQ		PCS	0	0	0.00
ITEM 3	ITEM 3	...	HQ		PCS	-1	1	-1.00
ITEM 4	ITEM 4	...	HQ		PCS	0	0	0.00

Record 1 of 4

Total: -1.00

☐ After save, proceed with new Stock Adjustment

Save Save & Preview Save & Print Cancel

User can then check their stock balance report to get their updated balance quantity in the system.

Stock Balance - INVENTORY PHYSICAL ADJUSTMENT - AutoCount Accounting (Ver: 1.8) (Rev: 176)

File G/L A/R A/P Inquiry Stock Sales Purchase Inventory Adjustment General Maintenance Tools GST Window Help Report

## Stock Balance

Basic Filter

Date: 25/05/2017

Stock Item: No filter

More Options

Inquiry Preview Print Hide Options Close

Result Criteria

Drag a column header here to group by that column

Item Code	Location	Batch...	UOM	UOM Rate	Item Group	Item Type	Description	Costing Method	Smallest Bal...	Qty	Total Cost	Average Cost Per ...
+ ITEM 1	HQ		PCS	1			ITEM 1	Weighted Ave...	11	11	11	1
+ ITEM 2	HQ		PCS	1			ITEM 2	Weighted Ave...	15	15	15	1
+ ITEM 3	HQ		PCS	1			ITEM 3	Weighted Ave...	12	12	12	1
+ ITEM 4	HQ		PCS	1			ITEM 4	Weighted Ave...	1	1	1	1

39 39

Record 4 of 4

## Access Right

Upon installing this plug-in, there will be additional access right control added. User can go to General Maintenance → User Maintenance → Access Right to look for this access right.

Search for Access Right	
Description	Users & Groups
AutoCount Accounting	
Inventory Physical Adjustment	
Show Inventory Physical Adjustment	ADMINS
Open Inventory Physical Adjustment	ADMINS
Create Inventory Physical Adjustment	ADMINS
Edit Inventory Physical Adjustment	ADMINS
View Inventory Physical Adjustment	ADMINS
Delete Inventory Physical Adjustment	ADMINS
Can Edit Document No	ADMINS
Show Inventory Physical Adjustment Total	ADMINS
Edit Printed Inventory Physical Adjustment	ADMINS
Preview Printed Inventory Physical Adjustment	ADMINS
Print Printed Inventory Physical Adjustment	ADMINS
Delete Printed Inventory Physical Adjustment	ADMINS
Merge Inventory Physical Adjustment	ADMINS
Recalculate Balance Qty	ADMINS
Save and Post Inventory Physical Adjustment	ADMINS
Fill Zero Qty	ADMINS
Show Minimum Selling Price	ADMINS
Inventory Physical Adjustment Report	
Preview Inventory Physical Adjustment	ADMINS
Print Inventory Physical Adjustment	ADMINS
Export Inventory Physical Adjustment	ADMINS
Inventory Physical Adjustment Listing Report	
Preview Inventory Physical Adjustment Listing	ADMINS
Print Inventory Physical Adjustment Listing	ADMINS
Export Inventory Physical Adjustment Listing	ADMINS
Inventory Physical Adjustment Detail Listing Report	
Preview Inventory Physical Adjustment Detail Listing	ADMINS
Print Inventory Physical Adjustment Detail Listing	ADMINS
Export Inventory Physical Adjustment Detail Listing	ADMINS

Set Group Access Rights  
Add / Remove Groups or Users by Commands Group

## Back-End

Installation of this plug-in will add the following tables into your database:

1. **IPA:** Used to store Inventory Physical Adjustment master data.
2. **IPADTL:** Used to store Inventory Physical Adjustment detail data.

*Last modified by Jae Sen, 3<sup>rd</sup> August 2017*