

Stock Adjustment

24/10/2024 12:31 pm BST

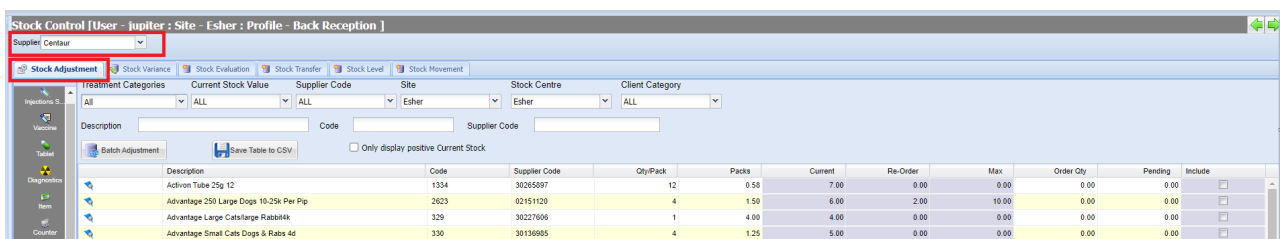
Summary

The Stock Adjustment screen is used to manage current, minimum and maximum levels of stock.

Details

Viewing Stock Levels

1. Navigate to **Utilities > Stock Control** and ensure the '**Stock Adjustment**' tab is selected.
2. Ensure you have selected the correct supplier from the drop-down list (this will default to your main supplier).
3. Select a treatment type from the left-hand menu.
4. Stock is displayed. This can be filtered using the fields provided.



Description	Code	Supplier Code	Qty/Pack	Packs	Current	Re-Order	Max	Order Qty	Pending	Include
Advion Tube 25g 12	1334	30265987	12	0.58	7.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Advantage 250 Large Dogs 10-25k Per Pig	2623	02151120	4	1.50	6.00	2.00	10.00	0.00	0.00	<input type="checkbox"/>
Advantage Large Cats/arge Rabbits	329	30227606	1	4.00	4.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Advantage Small Cats Dogs & Rabbits	330	30136855	4	1.25	5.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>

Updating Stock Levels

Stock Control only has three columns that can be modified by the user.

Current = The current stock level (on the shelf).

Re-Order = The minimum level your stock reaches when the [automatic ordering](#) becomes active.

Max = The maximum number of items you want on the shelf at any one time so Merlin knows how many items to order.

Editing Stock levels


1. **Select the field** you wish to update.
2. The current figure is ready for you to **overwrite**.
3. Type in the new figure and **press enter** or click into the next field.

Batch Traceability

Code: NOBIVAC DHPPI 10 DOSI Description: NOBIVAC DHPPI 10 DOSE

Supplier Code: 09022115 Stock Centre: Esher

New Batch

Batch Number: Expiry Date: 22/11/2024  Add




Stock Status

In Stock:20
In Draft:0
Available:20

Batch Number	Expiry	Batch Stock Level	Qty Per Pack	Pending	Exclude
1232654654	01/09/2025	1.00	50.00	0.00	<input type="checkbox"/>
5263957	20/09/2025	10.00	50.00	0.00	<input type="checkbox"/>

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Batch Maintenance

☐ Show Excluded  Delete  Edit  Save Edit

☐ Show Expired ☐ Show Zero Stock Batch stock level includes quantity per pack

Close

5. Select the **'Save Edit'** button.

6. A screen will display to show the affect on current total stock levels.

Confirm Changes

Please confirm the following changes:

Batch Number	Batch Stock Level From	Batch Stock Level To	Difference
1232654654	1.00	2.00	1.00

Total Difference 1.00

Saving these changes will update your Current Stock Level by the Total Difference.

Save Cancel

7. Select **'Save'** to save the changes.

Note: These changes will then reflect in your current stock levels.

Exporting Stock Adjustment

There are the export options located at the bottom of the screen.

Stock-Level Report = Provides a report of the current stock levels for all stock items.

Order-Level Report = Provides a report with the Current, Min and Max levels for all stock items, displaying an Order column detailing the quantity to be ordered.

Save Table to CSV = Exports data as a CSV file.
