What is Stock Adjustment and how to use it?

Stock Adjustment · https://spos.pk/docs/what-is-stock-adjustment-and-how-to-use-it/

Stock adjustment corrects the system's stock when the physical count is different — after damage, expiry, theft or a counting mistake.

How to adjust stock

1. Open **Stock Adjustment** and choose **Add Adjustment**.
2. Choose the branch or warehouse and the product to correct.
3. Enter the actual counted quantity and the reason — damage, expiry, theft, counting error or found stock.
4. Save the adjustment. The system stock is corrected and the adjustment is recorded with the reason.
5. Check the stock adjustment report to see every correction and who made it.

Tip: count stock regularly and adjust small differences often — a small gap caught early is easier to explain than a large one found months later.