

Support Documentation for Stock Adjustment

Start Stocktake Adjustment

Check Local settings / MobileREX setup first to make sure outlet has been chosen.

Select Stocktake Adjustment on main menu – See image 1.

Enter in Staff User Code and Select outlet. Select Proceed. See image 2.

Scan an item. Item description and Current stock on hand will show. Now enter in stock adjustment. Touch Qty field to bring up keypad and enter qty. Or use - + buttons. See image 3. In example below, 163 is showing stock on hand. If 173 are physically counted (On Hand) enter +10. Another example – If 100 are On Hand and 98 are counted – Enter -2

Image 1

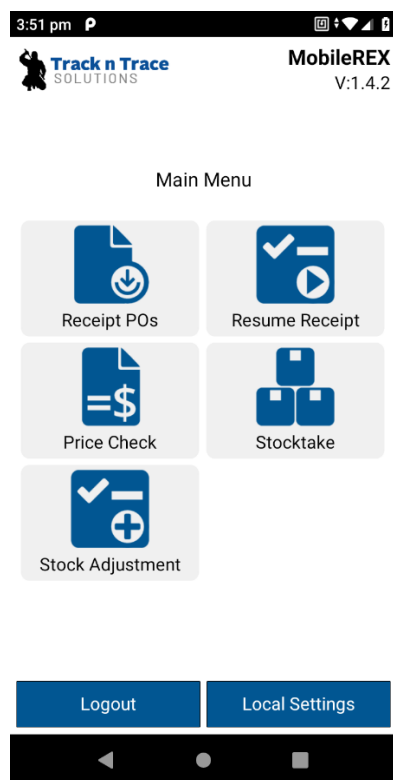


Image 2

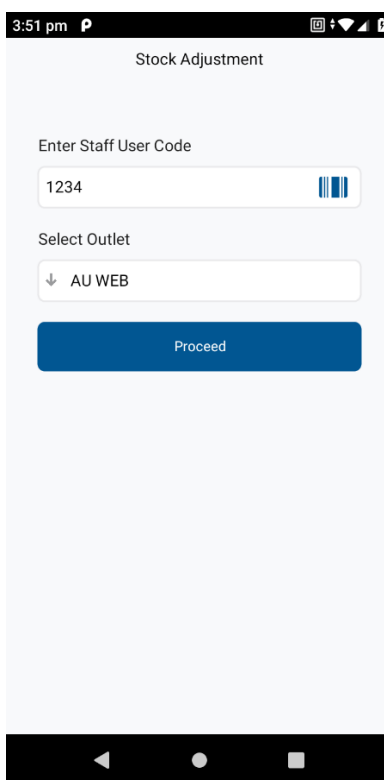
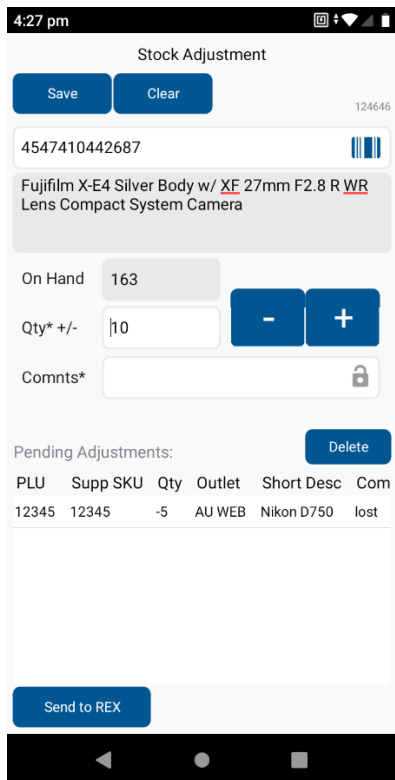


Image 3



Once the stock adjustment quantity has been entered, add a comment or reason for the adjustment. To speed up data entry, create a standard set of comments or reasons that reflect the common adjustment types used in your business. Create a barcode for each one of these. A future update will include a drop-down list of reasons. You can also lock the comment or reason by selecting the padlock icon.

After entering the comment or reason, select the **Save** button in the top-left corner. See image 1. The record will be saved in the bottom section of the screen as a pending adjustment.

When all stock adjustment records have been saved as pending adjustments, a supervisor or admin manager can review them for approval. Once approved, the pending adjustments are ready to be sent to Retail Express (REX).

After selecting the send option, a confirmation message will appear. Select **Yes** if you are ready to proceed. This process may take 30 seconds or longer, depending on the Retail Express server. Wait while the progress wheel is displayed. When the process is successful, a message will confirm that the adjustments have been sent. See image 3.

Image 1

Stock Adjustment

Save Clear 124645

101010101111

Test 06

On Hand 140

Qty* +/- 135 - +

Comnts* Found

Pending Adjustments: Delete

PLU	Supp SKU	Qty	Outlet	Short Desc
SAASBaseball	SAASBaseball	100	AU WEB	SAASNike

Send to REX

Image 2

Stock Adjustment

Save Clear

Scan PLU or Search Product...

Description...

On Hand

Qty* +/- - +

Comnts*

Pending Adjustments: Delete

PLU	Supp SKU	Qty	Outlet	Short Desc
101010101111	101010101111	135	AU WEB	Test 06
SAASBaseball	SAASBaseball	100	AU WEB	SAASNi

Send to REX

Image 3

Stock Adjustment

Save Clear

Scan PLU or Search Product...

Description...

On Hand

Qty* +/- - +

Comnts*

Pending Adjustments: Delete

PLU	Supp SKU	Qty	Outlet	Short Desc	Comme
101010101111	101010101111	135	AU WEB	Test 06	
SAASBaseball	SAASBaseball	100	AU WEB	SAASNi	

Send to REX

If you have additional questions or need assistance getting started, contact us directly at mobilerep@trackntrace.com.au and we'll be happy to help.

<https://www.trackntrace.com.au/product/mobilerep-support-page/>

Thank you,

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