Synergy Acc2026 - Writing Off Expired, Damaged or Obsolete Stock

Stock that is expired, damaged, thrown away or no longer exists must be taken out of the system so the quantity and stock value are right. There are two ways: a Stock Adjustment (Issued) or a Stock Take with quantity 0. This guide says which to use, and what the program does not do. There is no lump-sum value write-down: you reduce the quantity.

Before you start

- Decide the reason (for example Disposal) and write it in the Remark, so you can find these documents later.
- Check whether the item is negative now. If it is, read the tips first.
- Know the location of the stock, and whether you are at head office or a branch.

Steps

1. Open Stock Adjustment (Issued)

Go to Inventory Management > Transactions > Stocks > Stock Adjustment (Issued). The Adjustment Type is already set to stock issued and cannot be changed. The window is titled Stock Adjustment.

2. Write the reason and add the items

Write the reason in Remark (for example Disposal). Add each item and the quantity to take out, then click Save. For the fields on this screen, read "Synergy Acc2026 - Inventory: Enter a Stock Adjustment".

3. Or use a stock take with quantity 0

Go to Inventory Management > Transactions > Stocks > Stock Take and click Add New Record. Check the Default Location : and write the reason in Remark. Key in the item with quantity 0 and click Save. Use this also for an item that no longer exists in the shop but still shows stock in the system. For the full stock take, read "Synergy Acc2026 - Stock Take Step by Step".

4. Check the comparison and post the stock take

Click the arrow next to Print on the stock take screen and choose Comparison By Stock. Check it, then click Post, tick the checkbox shown and click OK. The system then adjusts the item to 0.

5. Send it to the branches if you have them

After you post a stock take at head office, open Point of Sale > Transaction > Data Synchronization (HQ), go to the Upload to branches tab and click Upload Data. At the branch, open Point of Sale > Transaction > Data Synchronization (POS), go to the Download From HQ tab and click Download.

6. Post the cost so the stock value is right

Go to Inventory Management > Transactions > Stocks > Inventory Cost Posting, choose the Doc. Type and the Ref. Date range and click List. Tick the transactions, click Post selected transaction, then run the Stock Value Listing to see the new value.

7. See the total cost of what you wrote off

Print the adjustment report and filter it by the remark you used, for example Disposal. The total cost of the disposals is then shown. This guide does not give the menu path of this report, so ask Synergy if you cannot find it.

Tips

- There is no function to write stock down by a lump-sum value. Reduce the quantity with an adjustment or stock take, then run Inventory Cost Posting.
- Stock value does not include adjustments that are not yet cost-posted. An adjustment, even a back-dated one, does not appear in the Stock Value Listing until Inventory Cost Posting is run.
- The total quantity or value of an item must not be negative for the cost to post.
- If an item is negative, Stock Received (Stock Adjustment Received) adds on top of the negative figure, for example -3 plus 7 gives 4. First stock take the item to 0 and post, then do Stock Received.
- The minimum and maximum fields on an item do not change the quantity on hand. To remove stock, use a stock adjustment or a stock take.
- A posted stock take cannot be edited. Click Unpost to change it.

Common problems

I cannot change the location on a posted stock adjustment.

Click Unpost first, change the location and post again.

I cannot key in the quantity.

Check that Data Sync. is set to Ready to synchronize and not Do not synchronize.

The written-off stock still shows in the Stock Value Listing.

Run Inventory Cost Posting for the adjustment, then run the Stock Value Listing again.

The quantity after Stock Received is not what I expected.

The item was probably negative. Stock take the item to 0 and post, then do the Stock Received again.

I want to write off many items from an Excel list.

Export the item list to Excel, add a Qty column (the item code goes in a Code or Barcode column), then use Load From Excel in the Stock Adjustment (Received) toolbar. Cost is taken from a Cost column if you add one, otherwise from the item. Check the result in Inventory Management > Query > Stock Query > Stock Movement Query, filtered by DocType. Note this adds stock; this guide does not cover loading issued quantities from Excel.

Negative quantities cannot be solved.

Contact Synergy. Have the item code and the document number ready.

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