Synergy Web - Stock-In, Stock-Out and Stock Adjustment

Stock-In receives stock into a location, Stock-Out issues stock out of it, and Stock Adjustment does both on one document. You scan or type the items, enter the quantities and save. This works well on a phone or a scanner.

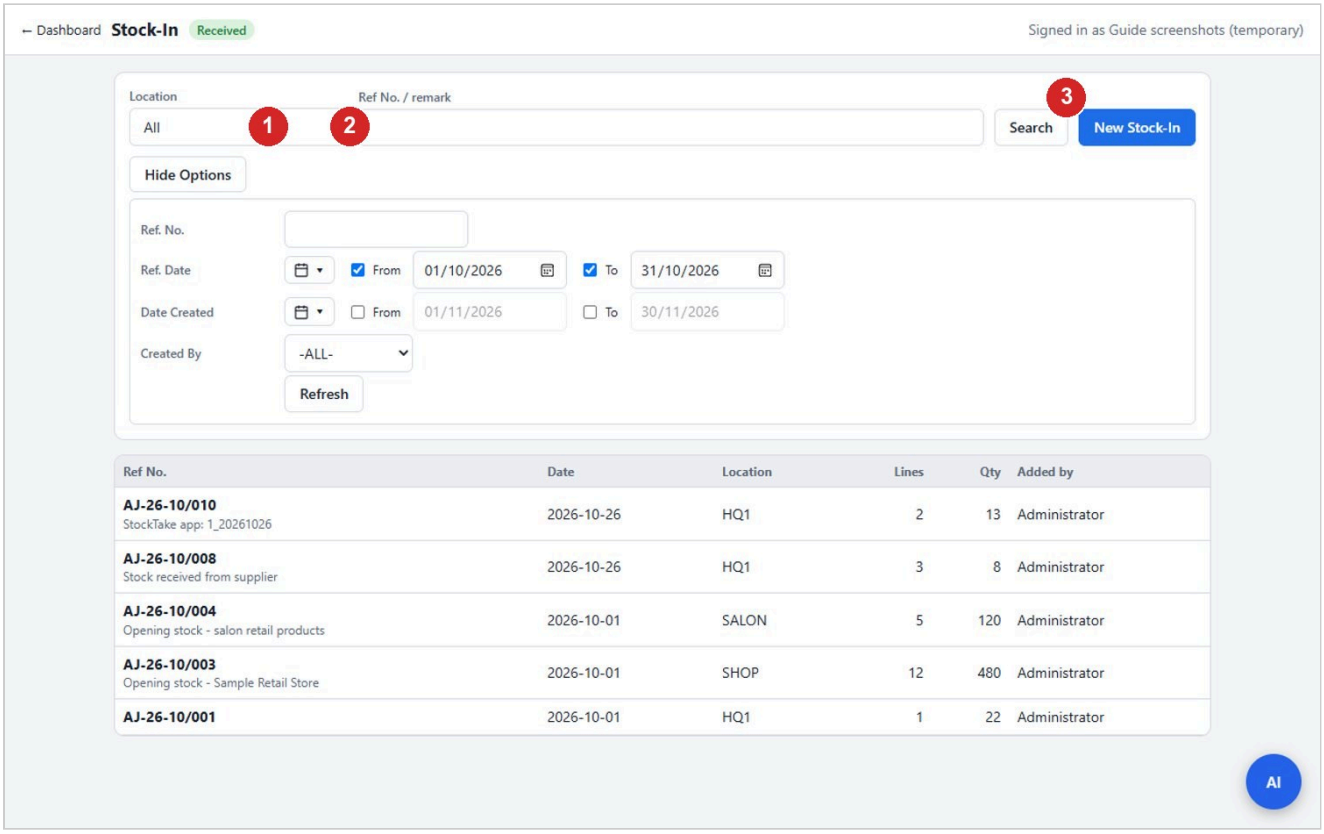
Before you start

- Sign in to Synergy Web Access as a user who may use Stock-In, Stock-Out or Stock Adjustment (under the Inventory tab).
- Permission to add stock documents in Synergy, and the location the stock is for.

Steps

1. Open the page

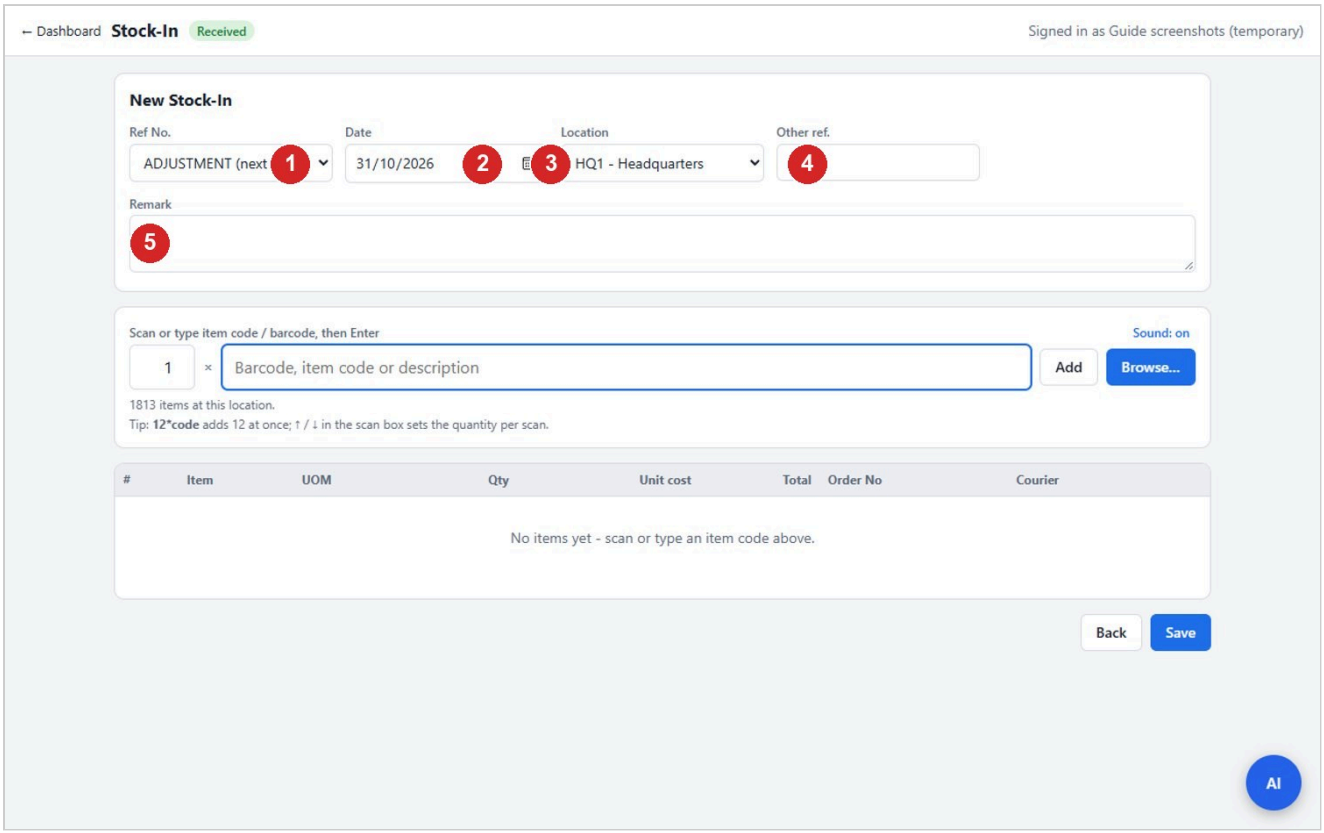
On the dashboard, open the Inventory tab and click Stock-In, Stock-Out or Stock Adjustment. A badge shows Received, Issued or In & Out. The list shows Ref No., Date, Location, Lines, Qty and Added by.



Step	What to do
1	Filter by Location
2	Search by Ref No. / remark
3	Click the New button (New Stock-In, for example)

2. Fill in the header

Choose the Location first, because the items are looked up at that location. On Stock Adjustment you can also choose an Adjustment type.



Step	What to do
1	Choose the Ref. No. numbering
2	Check the Date
3	Choose the Location (first)
4	Add an Other ref. if you want
5	Add a Remark if you want

3. Add items by scanning

Click in the scan box, scan or type an item code or barcode and press Enter. To add many at once type 12*code to add 12. The up and down arrows in the scan box change the quantity added per scan. Sound on / off turns the beep and vibration on each scan on or off.

4. Add items by searching

Type part of the code or description and click Add, or click Browse... to search the item list and pick items. Items with sizes or colours open a Variants window where you enter each quantity.

5. Check the lines

Each line shows the Item, UOM, Qty, Unit cost and Total. Change the Qty or the unit cost where needed. Remove a line with the cross. On Stock Adjustment use plus quantities for stock in and minus quantities for stock out.

6. Save

Click Save. The page says Saved with the Ref. No. and tells you the stock has been received into, issued from or adjusted at the location.

7. Open, print labels or delete

Click a document in the list to open it again. Print Barcode prints labels for its items, and Delete removes it after you confirm. Back returns to the list.

Tips

- Items that need serial number, batch or bin details are finished in the desktop program.
- If you leave with changes that are not saved, the page asks you first.
- The page remembers your choices on this device, such as the Location.

Common problems

Choose the [Location] first.

Choose the Location before adding items.

Item [code] not found at this location.

Check the code or barcode, and that the item is set up at the chosen location.

Item [code] is tracked by serial number, batch or bin - use the desktop app for it.

Make that document in the Synergy desktop program.

No [Quantity] specified for item [code].

Type a quantity on that line.

Add at least one item.

Scan or add at least one item before you click Save.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

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