

User Manual

Inventory Adjustment

Project:

ODOO Implementation for PT Canopus Konverta Industri

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Document Change History

Release Date	Revision Number	Action Taken (Add/Del/ Change)	Revision Description
28 Feb 2025	0.0	Initial Document	

Contents

1	Deskripsi.....	4
2	Tujuan	4
3	Transaksi.....	4
3.1	Inventory Adjustment.....	4

1 Deskripsi

Inventory Adjustment adalah proses penyesuaian stok (balancing) dalam sistem Odoo untuk mencocokkan Quantity produk yang tercatat dalam sistem dengan jumlah fisik yang sebenarnya ada di gudang. Proses ini diperlukan untuk mengoreksi perbedaan stok yang disebabkan oleh kesalahan pencatatan atau perubahan lain yang tidak tercatat dalam transaksi reguler seperti pembelian atau penjualan.

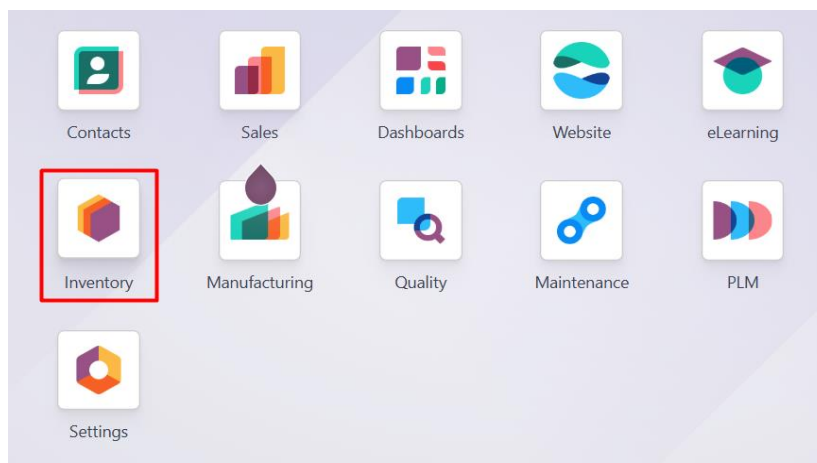
2 Tujuan

Panduan ini bertujuan untuk membantu pengguna memahami prosedur Adjustment di Odoo agar penyesuaian stok antara actual dan system dapat dilakukan secara akurat dan efisien.

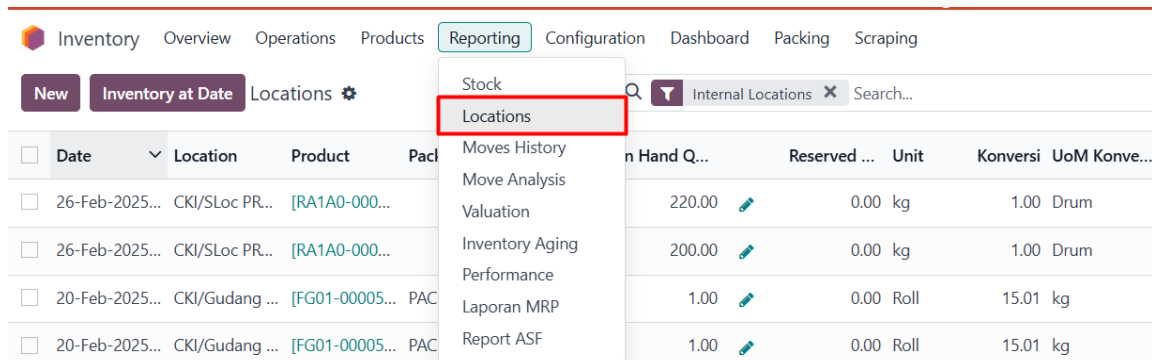
3 Transaksi

3.1 Inventory Adjustment

- ❖ Pilih menu Inventory



- ❖ Sebelum melakukan operasi *Physical Inventory*, buka Reporting Locations



- ❖ Pilih produk yang akan disesuaikan jumlahnya, lalu salin Lot Number

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

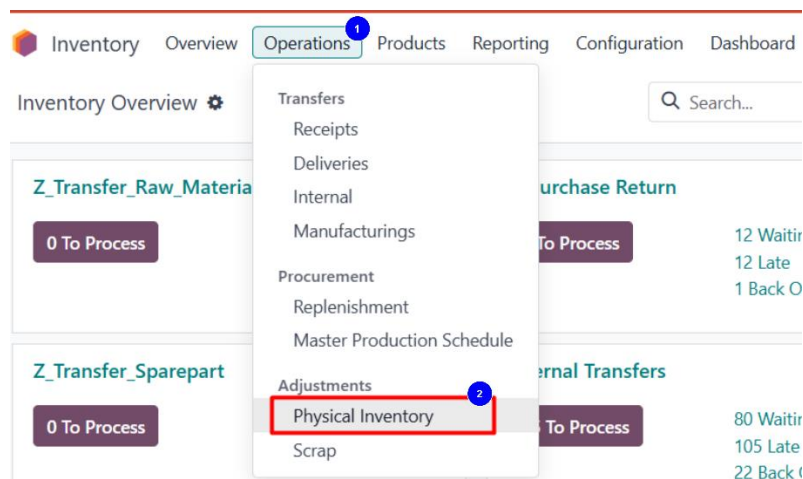
New Inventory at Date Locations

Q Internal Locations X Search...

☐	Date	Location	Product	Packa...	Lot/Serial ...	On Hand Q...	Reserved ...	Unit	Konversi	UoM Konve...	Tanggal G...
☐	11-Feb-2025...	CKI/Receivin...	[RA1A0-000...		Batch00005	200.00	0.00	kg	0.91	Drum	11-Feb-2025
☐	11-Feb-2025...	CKI/Gudang ...	[RA1A0-000...		Batch00004	200.00	0.00	kg	1.00	Drum	11-Feb-2025
☐	10-Feb-2025...	CKI/Gudang ...	[RI1H-00001...		Batch00003	75.00	0.00	kg	5.00	Can	10-Feb-2025

- ❖ Langkah-langkah melakukan operasi Physical Inventory:

1. Pilih Operations
2. Pada submenu Adjustments, pilih Physical Inventory



- ❖ Tempel Lot/Serial Number pada kolom Search untuk mencari produk yang akan disesuaikan

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Apply All Inventory Adjustments

Q Lot/Serial Number Batch00004 X Search...

☐	Location	Product	Lot/Serial Number	Package	On Hand Quantity	UoM	Counted Quantity	Difference	Scheduled Date	User
☐	CKI/Gudang Karantina	[RA1A0-00001] Adhesive DIC DRY LX-8321	Batch00004		200.00	kg			31-Dec-2025	History Set

- ❖ Selanjutnya, ikuti langkah berikut:

1. Masukkan jumlah quantity yang akan diubah pada kolom Counted Quantity
2. Klik Apply untuk menyimpan perubahan

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Apply All Inventory Adjustments

Q Lot/Serial Number Batch00004 X Search...

☐	Location	Product	Lot/Serial Number	Package	On Hand Quantity	UoM	Counted Quantity	Difference	Scheduled Date	User
☐	CKI/Gudang Karantina	[RA1A0-00001] Adhesive DIC DRY LX-8321	Batch00004		200.00	kg	400.00	200.00	31-Dec-2025	History Apply

❖ Berikut hasil perubahan quantity product

Inventory Adjustments									
Location	Product	Lot/Serial Number	Package	On Hand Quantity	UoM	Counted Quantity	Difference	Scheduled Date	User
CKI/Gudang Karantina	[RA1A0-00001] Adhesive DIC DRY LX-8321	Batch00004		400.00	kg			31-Dec-2025	History Set

❖ Cek kembali di *Report Locations* untuk memastikan bahwa perubahan sudah berhasil diterapkan

Inventory at Date Locations									
Date	Location	Product	Package	Lot/Serial	On Hand Q...	Reserved	Unit	Konversi	UoM Konve...
11-Feb-2025...	CKI/Gudang ...	[RA1A0-000...		Batch00004	400.00	0.00	kg	2.00	Drum
11-Feb-2025...	CKI/Receivin...	[RA1A0-000...		Batch00005	200.00	0.00	kg	0.91	Drum

❖ Cek *Move History* untuk melihat riwayat perpindahan stok

Reporting									
Date	Location	Product	Package	On Hand Q...	Reserved	Unit	Konversi	UoM Konve...	Tanggal G...
26-Feb-2025...	CKI/SLoc PR...	[RA1A0-000...							

Moves History									
Date	Reference	Product	Lot/Serial Number	From	To	Quantity	Unit	Status	Last Updated by
11-Feb-2025 10:24:34	Product Quantity Updated	[RA1A0-00001] Adhesive DIC DR...	Batch00004	Virtual Locations/Inventory adjus...	CKI/Gudang Karantina	200.00	kg	Done	System Administrator
11-Feb-2025 10:08:11	CKI/INT/2025/00112847	[RA1A0-00001] Adhesive DIC DR...	Batch00004	CKI/Receiving Area	CKI/Gudang Karantina	200.00	kg	Done	System Administrator
11-Feb-2025 10:06:45	CKI/IN/2025/00010443	[RA1A0-00001] Adhesive DIC DR...	Batch00004	Partners/Vendors	CKI/Receiving Area	200.00	kg	Done	System Administrator