

Managing negative stock

In the [stock page](#), product stock with negative values can be managed (i.e. nullified).

This method should only be used when no other method of stock management can resolve negative stock.

In the "**Drill down by**" section, select **Warehouse location, Product, Work Order** and **Lot**. **Serial numbers** should also **be included**.

The screenshot shows the 'Drill down by' section with the following options:

- Warehouse
- Warehouse location
- Product
- Product type
- Product classification
- Work order
- Sales order
- Lot

The 'Include' section has the following option:

- Serial numbers

Once columns and includes are selected, click "**Apply filters**". Once the table with selected data loads, sort it by "**Quantity**", sorting ascending (^ Quantity).

The screenshot shows the 'Stock' page with the following filters and table:

Filters:

- WAREHOUSE LOCATION
- PRODUCT
- PRODUCT CLASSIFICATION
- WORK ORDER
- WAREHOUSE LOCATION
- PRODUCT TYPE
- SALES ORDER
- DATE (05/19/19 - YYYY)

Table:

WAREHOUSE LOCATION	SKU	PRODUCT	WORK ORDER	LOT	LOT	SERIAL NUMBERS	+QUANTITY	AMOUNT
					027a7b03-3f0e-449f-95c7-			

After the sorted table is loaded, tick the checkbox for all products with negative stock, that you want to nullify.

When products are selected, the "**Make stock adjustment for checked items**" button appears under the table.

<input checked="" type="checkbox"/>	DBDtools Location 1	MMA.0000475.000	DB_Belt_Tensioner_Body_C00014	<Empt
<input checked="" type="checkbox"/>	DBDtools Location 1	MMA.0000434.000	DB_Frame_C00069	<Empt
<input checked="" type="checkbox"/>	DBDtools Location 1	MMA.0000481.000	DB_Inside_Cover_Right_C00082	<Empt
<input checked="" type="checkbox"/>	STT_DBD_location 2	MMA.0000392.000	DB_Base_Plate_Single_Box_C00008	<Empt
<input checked="" type="checkbox"/>	DBDtools Location 1	MMA.0000292.000	DB_Bump_Stop_C00024	<Empt
<input checked="" type="checkbox"/>	DBDtools Location 1	MMA.0000413.000	DB_Tool_Tray_Strip	<Empt



The button opens a tooltip, where you can create a **bulk stock adjustment** for all selected products (product lots).

<input checked="" type="checkbox"/>	DBDtools Location 1	MMA.0000475.000	DB_Belt_Tensioner_Body_...	<Empty>	2686
<input checked="" type="checkbox"/>			DB_Frame_C00069	<Empty>	2684
<input checked="" type="checkbox"/>			DB_Inside_Cover_Right_C...	<Empty>	2659
<input checked="" type="checkbox"/>			DB_Base_Plate_Single_Bo...	<Empty>	2170
<input checked="" type="checkbox"/>			DB_Bump_Stop_C00024	<Empty>	2176
<input checked="" type="checkbox"/>			DB_Tool_Tray_Strip	<Empty>	2182

Do you want to create stock adjustment for check items?

ADJUSTMENT DESCRIPTION
Example stock adjustment

ALSO BOOK




Create stock adjustment

Note that this only creates the stock adjustment. Booking can also be done automatically, by ticking the "**Also book**" checkbox, but checking items of the stock adjustment before booking is strongly recommended.

Find the newly created stock adjustment in the "[Stock adjustments](#)" table. It should be the last record, created, with a status of "**New**".

DOCUMENT NO.	BOOKING DATE	STOCK TAKING	STATUS	CREATED AT	ACTIONS
<input type="checkbox"/> OSA-00013-2026			NEW	4/3/2026	
<input type="checkbox"/> OSA-00012-2026	4/2/2026		BOOKED	4/2/2026	
<input type="checkbox"/> OSA-00011-2026	3/17/2026		BOOKED	3/17/2026	
<input type="checkbox"/> OSA-00010-2026	3/10/2026		BOOKED	3/10/2026	
<input type="checkbox"/> OSA-00009-2026	3/10/2026		BOOKED	3/10/2026	
<input type="checkbox"/> OSA-00008-2026	3/10/2026		BOOKED	3/10/2026	





After the items have been checked (to make sure that correct stock values are being adjusted), click "Book to stock" to book the stock adjustment.

Home / **OSA-00013-2026** Book to stock   

Basic information

DOCUMENT TYPE Other Stock Adjustment	STOCK TAKING Select stock taking	STOCK TRANSACTIONS DATE dd.mm. yyyy
DOCUMENT NO. OSA-00013-2026	STATUS NEW	BOOKING DATE dd.mm. yyyy

Items

PRODUCT	WAREHOUSE LOCATION	LOT	QUANTITY	WORK ORDER ITEM	DESCRIPTION	SERIAL NUMBERS	
MCA.0039936.000, CABLE-PS-PPOE-INLINE-12V	Physical reservations	16672 	2	Empty	Empty	Empty	
MCA.0039935.000, CABLE-PS-USB-12V	Physical reservations	16673 	2	Empty	Empty	Empty	

[+ Add new](#)

Error information

[Save](#)

A **successful stock adjustment** will go from **"New"** to **"Booked"**, after the booking process is done.

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