

# What is Stock Adjustment? And how to use it?

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## Stock Adjustment

Stock Adjustment helps you decrease the goods you hold in stock, you can enter manual stock adjustments. It's generally used to write-off damaged stock, or to adjust quantities after a stock take.

To create a stock adjustment

1. First, go to “Add Stock Adjustment”
2. Select the Business Location & date
3. Select Adjustment Type (Normal Or Abnormal). Normal Or Abnormal is generally used to classify adjustment.

Generally Normal Adjustment meaning: Adjustment for normal reasons like Leakages etc.

Abnormal meaning: Adjustment for reasons like Fire, Accident etc.

4. Add the products & quantity you want to decrease the product.
5. **Total amount recovered:** Sometimes you can recover some amount from the damaged stocks, like from insurance claims, selling of scraps etc. If there is no amount recovered then you can simply make it 0. The recovered amount is taken into consideration when making a profit & loss report, it is added to the total profit/loss.

The screenshot shows the 'Add Stock Adjustment' form in the Vault Space application. The form is divided into two main sections: a left sidebar with navigation options and a main content area. The main content area contains the following fields and sections:

- Business Location:** A dropdown menu with 'Please Select' as the current selection.
- Reference No.:** A text input field.
- Date:** A date picker showing '10/14/2025 16:56'.
- Adjustment type:** A dropdown menu with 'Please Select' as the current selection.
- Total amount recovered:** A text input field with '0' entered.
- Reason:** A text area for entering the reason for the adjustment.
- Save:** A blue button to save the adjustment.

To the right of the form is a 'Search Products' section with a search bar and a table. The table has the following columns: Product, Quantity, Unit Price, Subtotal, and a trash icon. The table is currently empty, and the 'Total Amount' is 0.00.

The quantities entered for each product will be deducted from the available quantities.

You can view the details of stock adjustment in “Stock Adjustment Report”.

Also, Stock Adjustment is used in Profit & Loss Report (P & L Report). “Total Stock Adjustment” amount is deducted from (P & L Report) and “Total Stock Recovered” amount is added to Profit & Loss Report.

# Show/Hide Price During Stock Adjustment

While adding a stock adjustment, you can hide the price of the product from certain users.

This can be achieved by following the steps below.

**Step 1:** Go to **User Management > Roles**

**Step 2:** Click the **edit** button of the required role, e.g., Warehouse Worker

**Step 3:** Under the Product Section, you can disable the 'View Purchase Price' checkbox. If this is disabled, the user with the particular role can't see the price while adding a stock adjustment.

