How to Create new Write off

Here are the steps on how to create manual checkout:

1. From Store menu, click Mark Up/Down.



2. Click New button

Search Mark Up/Downs					—	
Close						
Mark Up/Down Details						
🗅 Open Selected 🔀 New 🕞 Export 🗸 🔲	Columns - 🔠 View -					0 re
Mark Up Down N 🗸 Contains 🗸		+	Add Filter - Clear	Filters		
Mark Up Down Number Store No.	Date	Shift No.	Туре	Adjustment Type	Posted	

3. Enter Store, Valid Date, Enter shift no, this should not be greater than the number of shifts in a day setup in Store, Select Type: Item Level and Department Level. Select Adjustment type: Write Off

Mark Up/Down - 382										
New Save Search D	elete Undo Post	Close								
Details Post Preview	Audit Log									
Store	~ [Date *		🔲 Shift No *		0 Mark Up	Down Number	Created	d on save	
Type Item Level	~ A	djustment Type	Write Off	~						
Mark Up/Down List	Mark Up/Down List									
+ Insert × Remove	Export - 🔠 View -	Filter (F3)								
Item No	Unit of Measure	Quantity	Retail Per Unit	Sold Retail Value	Item Retail Value	Total Cost Adj	Reason	Mark	Up/Dowr	
0										

4. Fill out the Grid (Item Level):

- a. Item No (Required)
- b. Mark Up/down
- c. Quantity
- d. Retail per unitLink
- e. Total Retail
- f. Total Cost (disabled if adjustment type is regular)
- g. Reason

Mark Up/Down - 382							- 🗆			
New Save Search Delete Undo F	Post Close									
Details Post Preview Audit Log										
Store	Store v Date * Shift No * 0 Mark Up Down Number									
Type Item Level	Type Item Level v Adjustment Type Write Off v									
Mark Up/Down List										
+ Insert × Remove Export - 🔠	View - Filter (F3)									
Item No Unit of Measure	e Quantity	Retail Per Unit	Sold Retail Value	Item Retail Value	Total Cost Adj	Reason	Mark Up/Down			
	0									

5. Fill out the Grid (Department Level):

- a. Category (Required)
 b. Mark Up/down
 c. Quantity
 d. Retail per unit
 e. Total Retail
 f. Total Cost disabled if adjustment type is regular)
 g. Reason

New S	ave Search De	elete Undo) Post C	lose								
Details	Post Preview	Audit Log										
Store			∨ Da	ate	*		Shift No *		() Mark Up Down Num	nber	Created on save
Туре	Department Lev	vel	~ Adj	ustment Type	Write Off	~]					
Mark	Mark Up/Down List											
+ Ins	ert 🗙 Remove	Export •	🗄 View 🕶	Filter (F3)								
	Category		Sold Ret	tail Value	ltem	Retail Value		Total Cost Adj	Reason		Mark Up)/Down

6. Click Save button to proceed.