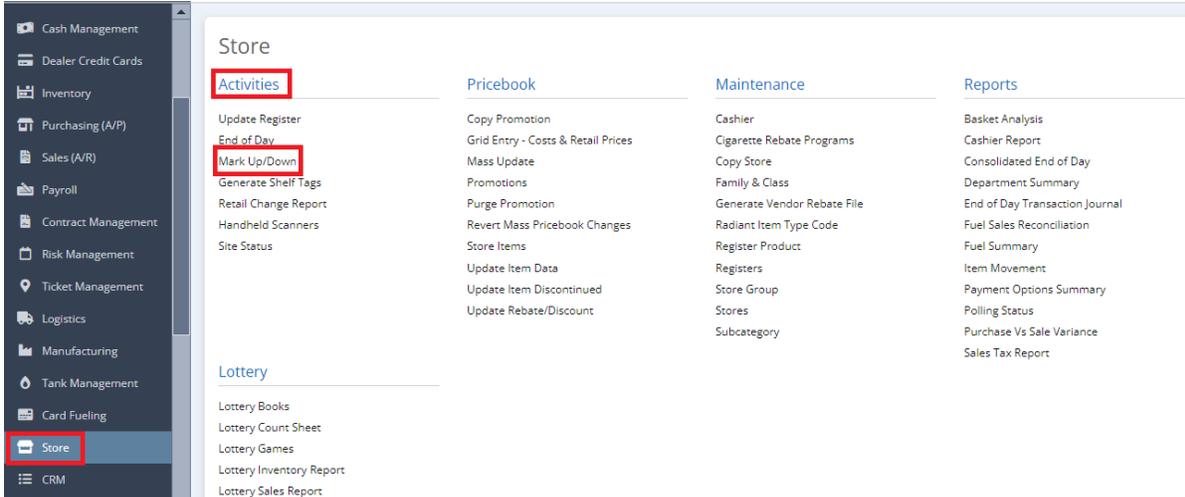


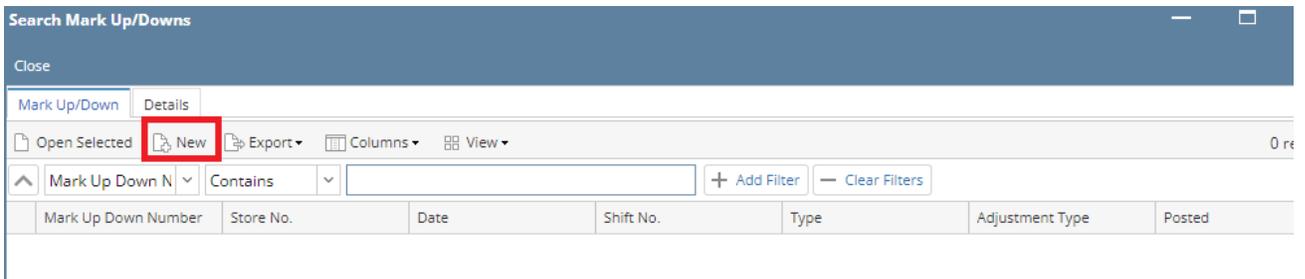
How to Create new Write off

Here are the steps on how to create manual checkout:

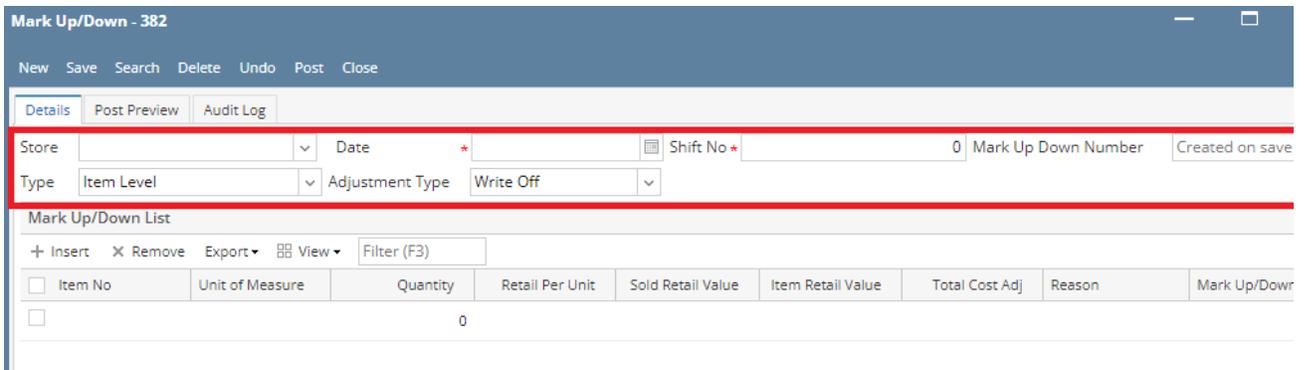
1. From Store menu, click **Mark Up/Down**.



2. Click **New** button



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



4. Fill out the Grid (**Item Level**):

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

Mark Up/Down - 382

New Save Search Delete Undo Post Close

Details Post Preview Audit Log

Store Date * Shift No * 0 Mark Up Down Number Created on save

Type Adjustment Type

Mark Up/Down List

+ Insert × Remove Export View Filter (F3)

<input type="checkbox"/>	Item No	Unit of Measure	Quantity	Retail Per Unit	Sold Retail Value	Item Retail Value	Total Cost Adj	Reason	Mark Up/Down
<input type="checkbox"/>			0						

5. Fill out the Grid (**Department Level**):

- Category (*Required*)
- Mark Up/down
- Quantity
- Retail per unit
- Total Retail
- Total Cost *disabled if adjustment type is regular*
- Reason

New Save Search Delete Undo Post Close

Details Post Preview Audit Log

Store Date * Shift No * 0 Mark Up Down Number Created on save

Type Adjustment Type

Mark Up/Down List

+ Insert × Remove Export View Filter (F3)

<input type="checkbox"/>	Category	Sold Retail Value	Item Retail Value	Total Cost Adj	Reason	Mark Up/Down
<input type="checkbox"/>						

6. Click **Save** button to proceed.