

User Manual for “Inventory Management Module”

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INVENTORY ITEMS

The screenshot shows the 'INVENTORY ITEMS' form with the following fields and callouts:

- 18**: A row of action buttons: SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT.
- 1**: Parent Category* (OFFICE SUPPLIES)
- 2**: Item Type* (radio buttons for Category and Item)
- 3**: Code (1.001.0002) with an Active checkbox.
- 4**: Name* (PAPER FILES) with a Taxable checkbox.
- 5**: Description (empty text area)
- 6**: BarCode* (PAPEFILE) with a (Limit-20) note.
- 7**: Item Nature* (OFFICE SUPPLIES) with plus and refresh buttons.
- 8**: UOM* (EACH) with plus and refresh buttons.
- 9**: Capex* (radio buttons for Capex and Non Capex)
- 10**: Capex Sub Type (Select Sub Type) with an Intangible checkbox.
- 11**: Item Selection (checkboxes for Purchase Item, Sale Item, Service, Package Item, Reporting Item)
- 12**: Taxable (YES)
- 13**: List Price (0)
- 14**: Market Price (30)
- 15**: Min. Order Level (0), Max. Order Level (0), Re-order Level (0)
- 16**: Default VAT Sale (Select VAT Slab) and Default VAT Purchase (Select VAT Slab)
- Inventory Account* (COST - FIXED ASSETS) and Revenue Account* (OPR INCOME 01)
- 17**: Inventory Picture (no file chosen) with an UPLOADED VIEW button.

1. Default Parent head of the inventory Item	2. Select the type of Entry (category or Item). If the head is CATEGORY, you can add new head under it, while Item is the transaction level head under a particular category
3. Auto-generated code of the Category or Item	4. Enter the name of the Item/Category to be created
5. General Remarks/ Narration/ Description	6. Enter the barcode of the item (if available) maximum up to 20 alphanumeric characters
7. Select the nature of Item or category to be created	8. Select the default Unit of Measurement (in case of Item). This option is not applicable on category
9. Select if the item is of Capital nature (Fixed Assets) or general item (Stock items)	10. If the item is “capex” in nature then select the sub category of capex item. If it’s not a physical asset (Like software or license) check the intangible checkbox
11. Select what kind of Item you are going to add to your list (If you purchase it, Sale it, this is a non-physical service, it’s a packing item, and if you want this item to be reported in stock ledgers)	12. Select YES if the item is Taxable. NO if the item is exempted
13. Enter the listed price of that Item (Which will appear at the time of sale)	14. Enter the market price of the item (which will appear at the time of purchase)
15. Enter the minimum, maximum, and re-order quantity levels of the item	16. Select the GL heads to be mapped with the item for it’s appropriate accounting entry
17. Select and attach the picture of the Item (if available)	18. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, and REPORT VIEW

OPENING DETAIL

The screenshot shows the 'OPENING DETAIL' form with the following fields and values:

- Transaction No.*: IM-0000001 (1)
- Reference No.: (2)
- Transaction Date*: 07/02/2018 (3)
- Site*: HEAD OFFICE (4)
- Store*: DUBAI STORE (5)
- Condition*: EXCELLENT (6)
- Transaction Type*: OPENING DETAIL (7)
- Currency*: Select Currency (8)
- Exchange Rate*: 1 (9)
- Remarks: (10)

Summary Table (14):

Sub Total:	104.00
Total Disc.:	0.00
Total Tax:	5.20
Total Amount:	109.20
Total Quantity:	16.00

Category Filter: Select Category (11)

Item Description	Barcode	UOM	Stock Quantity	Quantity	Price	Amount	
FAX MACHINE	FAXMMA	EACH	5236	10	8	80	P
INK CARTRIDGES	INKCCA	EACH	23	3	4	12	P
PAPER FILES	PAPEFILE	EACH	22	3	4	12	P

IMPORT Choose File No file chosen (13)

1. Auto-generated Number (Entry Reference No.)	2. Enter reference number (if any)
3. Date of Transaction	4. Select the site for which Opening is available
5. Select the store for which the opening is available	6. Select the condition of opening stock
7. Default value is "Opening Details"	8. Select the currency in which the price/value is available
9. Enter the exchange rate of the selected currency into Local currency (Enter 1 if both are same)	10. General Remarks/ Narration/ Description
11. Select the category of items to filter the list of items available in the grid list of items. If you won't select anything all items will appear in grid items list	12. Select the item for which the opening balance is available, enter it's opening quantity, and unit price in selected currency
13. Select the excel template to import the stock opening data from predefined excel format	14. Summary of totals
15. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

TRANSFER DETAIL

The screenshot shows the 'TRANSFER DETAIL' form with the following fields and callouts:

- 14**: A row of action buttons: SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT, DOCUMENTS.
- 1**: Transaction No. field with value IM-0000001.
- 2**: Reference No. field.
- 13**: Total Quantity field with value 205.00.
- 3**: Transaction Date field with value 07/02/2018.
- 4**: Site field with value HEAD OFFICE.
- 5**: Store field with value DUBAI STORE.
- 6**: Condition field with value EXCELLENT.
- 7**: Transaction Type field with value TRANSFER DETAIL.
- 8**: Transfer In field with value SHARJAH STORE.
- 9**: Remarks text area.
- 11**: ADD NEW ROW button.
- 10**: Category Filter dropdown menu with value Select Category.
- 12**: IMPORT button and file selection area (Choose File, No file chosen).

Item Description	Barcode	UOM	Stock Quantity	Quantity	Remarks
INK CARTRIDGES	INKCCA	EACH	23	3	
FAX MACHINE	FAXMMA	EACH	5236	200	
PAPER FILES	PAPEFILE	EACH	22	2	

1. Auto-generated Number (Entry Reference No.)	2. Enter reference number (if any)
3. Date of Transaction	4. Select the site for which transfer is made
5. Select the origin store where stock is currently available to transfer	6. Select the condition of transfer stock
7. Default value is "Transfer Details"	8. Select the destination store where you want to move the stock
9. General Remarks/ Narration/ Description	10. Select the category of items to filter the list of items available in the grid list of items. If you won't select anything all items will appear in grid items list
11. Select the item for which the transfer is to be made, enter it's quantity to transfer (Which cannot be more than available stock quantity)	12. Select the excel template to import the stock transfer data from predefined excel format
13. Summary of total quantity	14. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

ISSUE DETAIL

The screenshot shows the 'ISSUE DETAIL' form with the following elements:

- Toolbar (13):** SAVE, UPDATE, DELETE, FIND, CLEAR, REPORT, DOCUMENTS.
- Transaction No. (1):** IM-0000001
- Reference No. (2):** [Empty]
- Transaction Date (3):** 07/02/2018
- Site (4):** HEAD OFFICE
- Store (5):** DUBAI STORE
- Condition (6):** EXCELLENT
- Transaction Type (7):** ISSUE DETAIL
- Remarks (8):** [Empty text area]
- Category Filter (9):** Select Category
- Table (10):**

Item Description	Barcode	UOM	Stock Quantity	Quantity	Remarks
FAX MACHINE	FAXMMA	EACH	5236	26	
SELECT ITEM			0		
SELECT ITEM			0		
- Total Quantity (12):** 26.00
- File Upload (11):** IMPORT, Choose File, No file chosen

1. Auto-generated Number (Entry Reference No.)	2. Enter reference number (if any)
3. Date of Transaction	4. Select the site responsible for inventory issuance
5. Select the store from where the inventory is issued	6. Enter the condition of issued items
7. Default value is "Issue Details"	8. General Remarks/ Narration/ Description
9. Select the category of items to filter the list of items available in the grid list of items. If you won't select anything all items will appear in grid items list	10. Select the item for which the issuance is to be made, enter it's quantity to issue (Which cannot be more than available stock quantity)
11. Select the excel template to import the stock issuance data from predefined excel format	12. Total quantity issued (of all items)
13. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

RECEIVE DETAIL

13

Transaction No.*: IM-0000001 **1** Reference No.: **2** Total Quantity: 26.00 **12**

Transaction Date*: 07/02/2018 **3** Site*: HEAD OFFICE **4**

Store*: DUBAI STORE **5** Condition*: EXCELLENT **6**

Transaction Type*: RECEIVE DETAIL **7**

Remarks: **8**

ADD NEW ROW Category Filter: Select Category **9**

Item Description	Barcode	UOM	Stock Quantity	Quantity	Remarks
FAX MACHINE	FAXMMA	EACH	5236	26	
SELECT ITEM			0		
SELECT ITEM			0		

10

IMPORT Choose File No file chosen **11**

1. Auto-generated Number (Entry Reference No.)	2. Enter reference number (if any)
3. Date of Transaction	4. Select the site responsible for inventory receiving
5. Select the store where the inventory is received	6. Enter the condition of received items
7. Default value is "Receiving Details"	8. General Remarks/ Narration/ Description
9. Select the category of items to filter the list of items available in the grid list of items. If you won't select anything all items will appear in grid items list	10. Select the item for which the receiving is to be made, enter it's quantity received
11. Select the excel template to import the stock receiving data from predefined excel format	12. Total quantity received (of all items)
13. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

ADJUST DETAIL

Transaction No.*: IM-0000001 **1** Reference No.: **2** Total Quantity: 26.00 **12**

Transaction Date*: 07/02/2018 **3** Site*: HEAD OFFICE **4**

Store*: DUBAI STORE **5** Condition*: EXCELLENT **6**

Transaction Type*: ADJUST DETAIL **7**

Remarks: **8**

ADD NEW ROW Category Filter: Select Category **9**

Item Description	Barcode	UOM	Stock Quantity	Quantity	Remarks
FAX MACHINE	FAXMMA	EACH	5236	26	
SELECT ITEM			0		
SELECT ITEM			0		

10

IMPORT Choose File No file chosen **11**

13 SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS

1. Auto-generated Number (Entry Reference No.)	2. Enter reference number (if any)
3. Date of Transaction	4. Select the site responsible for inventory receiving
5. Select the store where the inventory is adjusted	6. Enter the condition of adjusted items
7. Default value is "Adjusting Details"	8. General Remarks/ Narration/ Description
9. Select the category of items to filter the list of items available in the grid list of items. If you won't select anything all items will appear in grid items list	10. Select the item for which the adjustment is to be made, enter it's quantity adjusted (enter negative value if the quantity is decreased)
11. Select the excel template to import the stock adjustment data from predefined excel format	12. Total quantity adjusted (of all items)
13. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

DISPOSAL DETAIL

SAVE
UPDATE
DELETE
FIND
CLEAR
REPORT
DOCUMENTS

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Transaction No.*: IM-0000001 1 Reference No.: 2

Transaction Date*: 07/02/2018 3 Site*: HEAD OFFICE 4

Store*: DUBAI STORE 5 Condition*: EXCELLENT 6

Transaction Type*: DISPOSAL DETAIL 7 Customer*: QAISER 8

Receipt Term*: CASH 9 Account Type: Select Account Type 10

Cheque / Ref No.: 11 Cheque Date: 12

Currency*: AED 13 Exchange Rate*: 1 14

Remarks: 15

18

Sub Total: 60.00

Total Disc.: 0.00

Total Tax: 3.00

Total Amount: 63.00

Total Quantity: 20.00

ADD NEW ROW
Category Filter: Select Category 16

Item Description	Barcode	UOM	Stock Quantity	Quantity	Price	Amount	
INK CARTRIDGES	INKCCA	EACH	23	20	3	60	P
SELECT ITEM			0			0	P
SELECT ITEM		17	0			0	P

IMPORT
Choose File
No file chosen

1. Auto-generated Number (Entry Reference No.)	2. Enter reference number (if any)
3. Date of Transaction	4. Select the site responsible for inventory disposal
5. Select the store where the inventory is disposed	6. Enter the condition of disposed items
7. Default value is "Disposal Details"	8. Select the customer to which items are sold to
9. Select the type of amount received (cash, bank)	10. If payment type is bank then select the bank account
11. If payment type is bank then enter the cheque number	12. If payment type is bank then enter the cheque date
13. Select the currency in which the payment is done	14. Enter the exchange rate of the currency into local currency (if both are same currencies then enter 1)
15. General Remarks/ Narration/ Description	16. Select the category of items to filter the list of items available in the grid list of items. If you won't select anything all items will appear in grid items list
17. Select the item for which the disposal is to be made, enter it's quantity disposed and unit price at which the item is disposed/sold	18. Summary of totals
19. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	