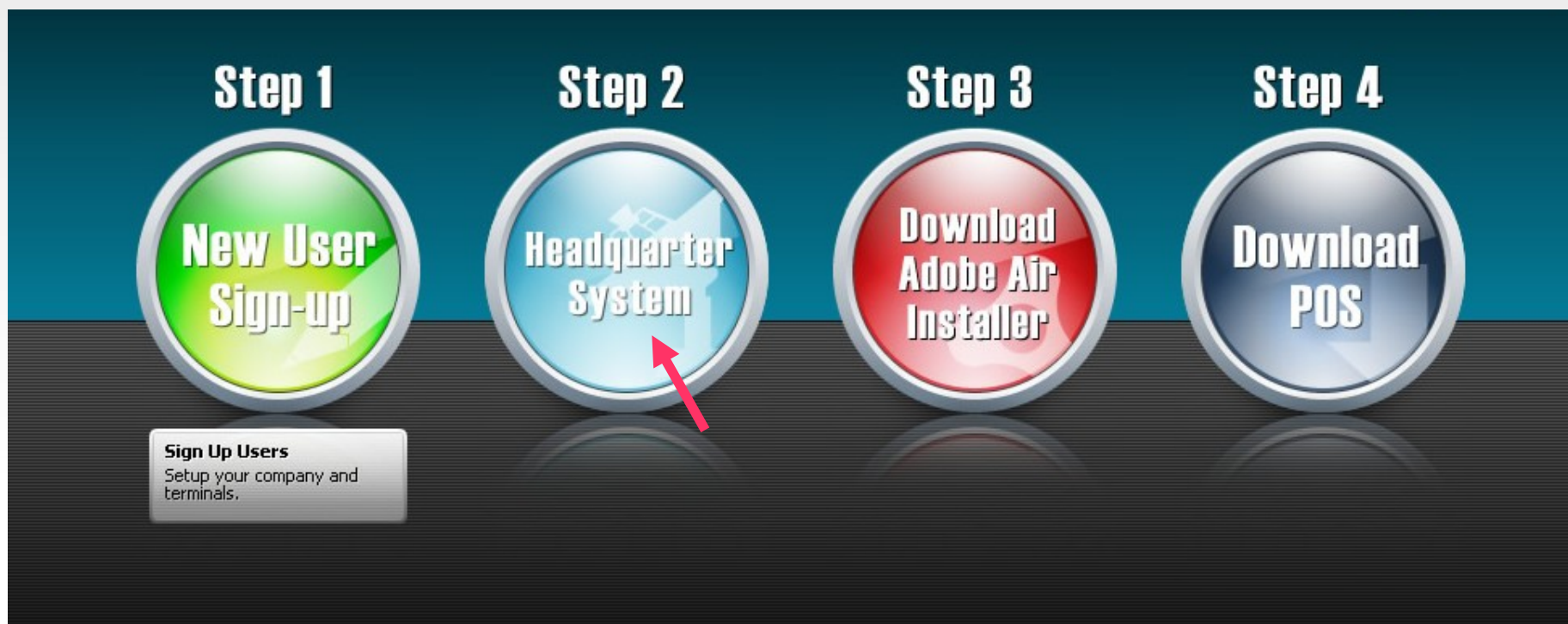


ADD / DEDUCT GENERAL INVENTORY

WALKTHROUGH

Access the WebPOS home page (URL <http://www.alliancepos.net>) and click on Headquarter System.



You may choose from two methods to add/deduct stock:

- Stock Adjustment - adjust the stock level **BY THE QUANTITY** you input
- Stock Count - the stock level **FOLLOWS THE QUANTITY** you input

For example, 5pcs. skirts (out of 12pcs skirts) have been damaged

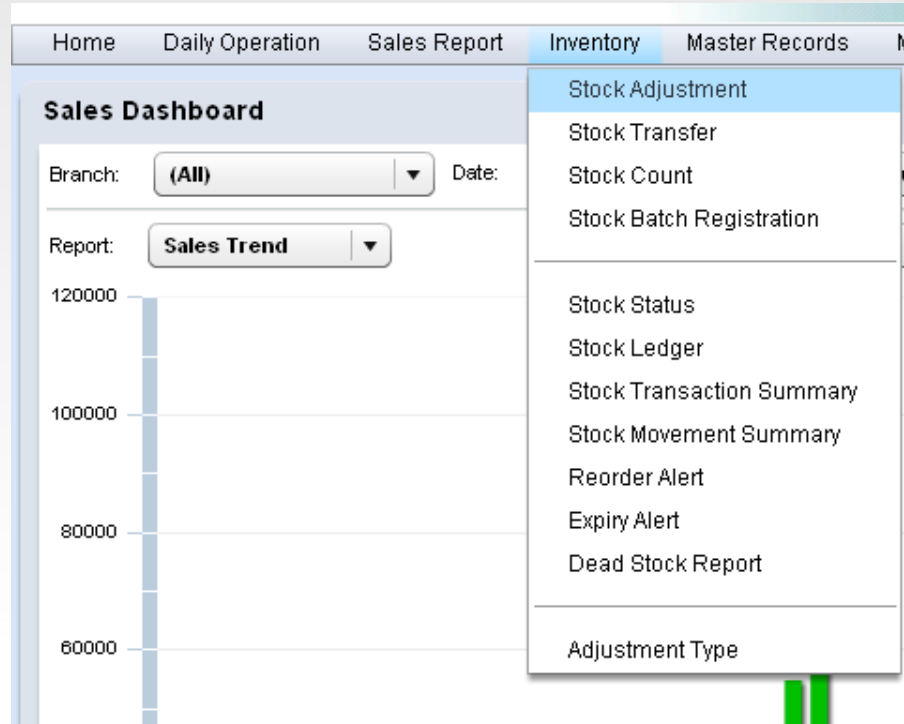
Through Stock Adjustment, you set the Adjustment Type to Damages and input a quantity of 5. Once posted, the 12pcs skirts will be deducted by 5pcs damaged ones, giving a balance of 7pcs.

Through Stock Count, you immediately input the final quantity available which is 7pcs (12pcs minus 5pcs), giving a balance of 7pcs. There will be no Damages record.

	Add Inventory:	Deduct Inventory:
Type	In	Out
		Dispose
		Damages
		Pilferage

Stock Adjustment - adjust the stock level **BY THE QUANTITY** you input

Go to Inventory > Stock Adjustment > New



Stock Adjustment

Set the **Type** to the right Adjustment Type.

Set the Reference Code, Date and Signatories (user accounts that will validate the transaction).

Set the affected Branch and Warehouse.

Click Add or Batch Select to add items.

Adjustment Form

Type: In | Ref Code: | No: Date: 02/08/2012 Signatories

Transacting Branch: Resto

Warehouse to Adjust: Main Branch

Memo:

Total:

CREATED: KLEB@ASHES.COM 02/08/2012

UPDATED:

STATUS: PENDING

Products to be Adjusted

 Batch Select

Select/Unselect All

Add
 Remove

0 record

Product ID	Product Name	Qty	Unit	Price	Total	Lot/Serial No	Expiry	Ref Ot

Save
 Cancel
 Option

Once you click Add, the dialog box below will show.

Search for the Product ID.

Choose the right UOM.

Enter the quantity for adjustment (in this case, Adjustment Type is In so 'current + 5pcs)

Input cost.

Click Save once done.

Product Adjustment

Product ID: * BCASI F12 Blackberry 9300 Case

Unit: PCS

Quantity: * 5

Cost: * 580.00

Total: 2,900.00

Save Cancel

Stock Adjustment

Once you have added the item/s, click on Option then select from actions:

- Post Document - post the adjustment to final inventory
- Reject Document - temporarily cancel the adjustment, can be posted
- Void Document - permanently cancel the adjustment

Adjustment Form

Type: | Ref Code: | No: Date:

Transacting Branch: | Warehouse to Adjust:

Memo:

Total: 2,900.00

CREATED: HLEB@ASH-EES.COM 02/08/2012

UPDATED:

STATUS: PENDING

Products to be Adjusted Select/Unselect All 1 record

	Product ID	Product Name	Qty	Unit	Price	Total	Lot/Serial No	Expiry	Ref Ot
<input type="checkbox"/>	BCASI	Blackberry 9300 Case	5	PCS	580.00	2,900.00			

Using Stock Count, go to Inventory > Stock Count > New

Input the necessary fields including assignment of Signatories

Click Add to access Product Stock Count box

Search for the Product ID and adjust the UOM.

System Count is the current quantity in Inventory

Input the New Count depending on your new physical count of the item

Variance is automatically computed

Click Save once done.

The screenshot shows a software window titled "Product Stock Count". The form contains the following fields and values:

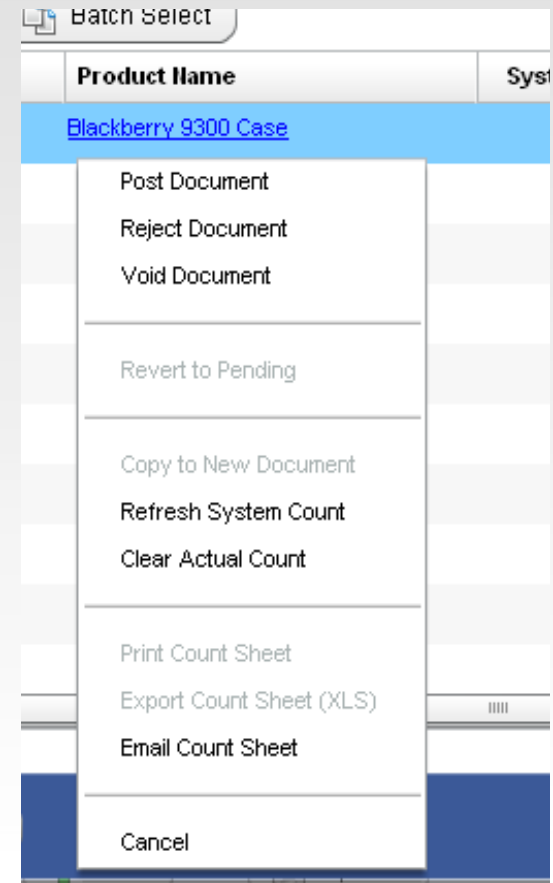
Product ID: *	<input type="text" value="BCASI"/>	F12	Blackberry 9300 Case
Unit:	<input type="text" value="PCS"/>		
System Count:			12
New Count: *	<input type="text" value="10"/>		
Variance:			-2
Cost:			580.00
Cost Variance:			-1,160.00

At the bottom of the window, there are two buttons: "Save" and "Cancel".

Once done,

Click on **Option** to select from actions:

- Post Document - post to final inventory, can be voided
- Reject Document - temporarily cancel, can be posted
- Void Document - permanently cancel



Other functions under **Option**:

- Refresh System Count - refresh the system count on the current screen
- Clear Actual Count - clear and edit the new quantity on the current screen
- Email Count Sheet - email the count sheet of the product to persons concerned