ADD/DEDUCT INVENTORY WITH EXPIRY

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. medicine tablets (out of 12pcs cellphones) have been damaged

Through Stock Adjustment, you set the Adjustment Type to Damages and input a quantity of 5. Once posted, the 12pcs medicine tablets 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

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.

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

Search for the **Product ID**.

Choose the right **UOM**.

Enter the **quantity** for adjustment (this case, Adjustment Type is In so 'current + 100pcs)

Input **cost**.

Input **Lot Number**.

Repeat Series By: input the number of lots or series that will follow this adjustment

Example: Lot No/Series is 1.
If value in Repeat Series By is 5, the adjustment will apply five times so it will also affect the next Lot No which is Lot No. 2, 3, 4, and 5.

Input **Expiry Date**

(click on Calendar Icon beside the field to open calendar)

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

      Post Document   - post the adjustment to final inventory, can be voided

      Reject Document   - temporarily cancel the adjustment, can be posted

      Void Document   - permanently cancel the adjustment

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

Input the Lot No./Serial.

Input Expriy Date for the entire Lot.

Click Save once done.

Product Stock Count

Field	Value
Product ID: *	MED
	F12 Medicine
Unit:	PCS
System Count:	500
New Count: *	350
Variance:	-150
Cost:	15.00
Cost Variance:	-2,250.00
Lot No/Serial: *	1
Expiry: *	02/15/2012

Save   Cancel

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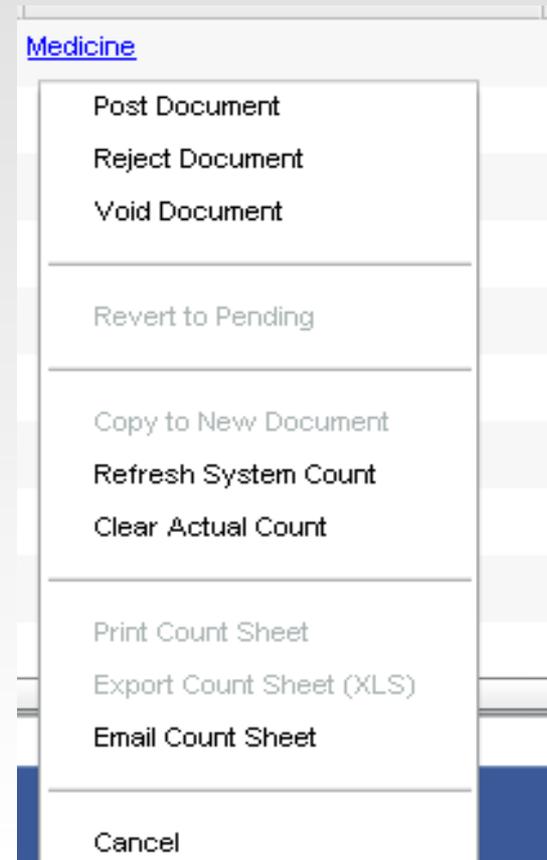| S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

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

Medicine

- Post Document
- Reject Document
- Void Document
- Revert to Pending
- Copy to New Document
- Refresh System Count
- Clear Actual Count
- Print Count Sheet
- Export Count Sheet (XLS)
- Email Count Sheet
- 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