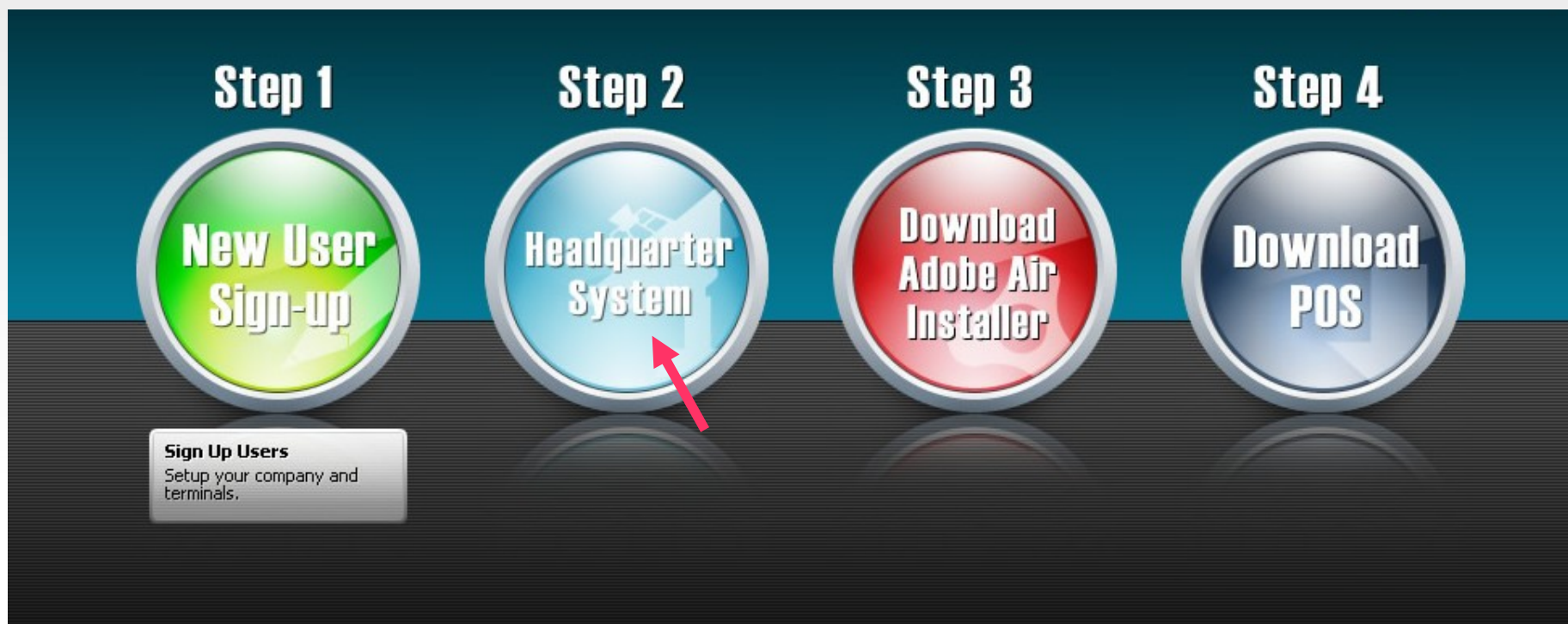


ADD/DEDUCT INVENTORY WITH SERIAL NO. & WARRANTY

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. Nokia N10 cellphones (out of 12pcs Nokia N10 cellphones) have been damaged

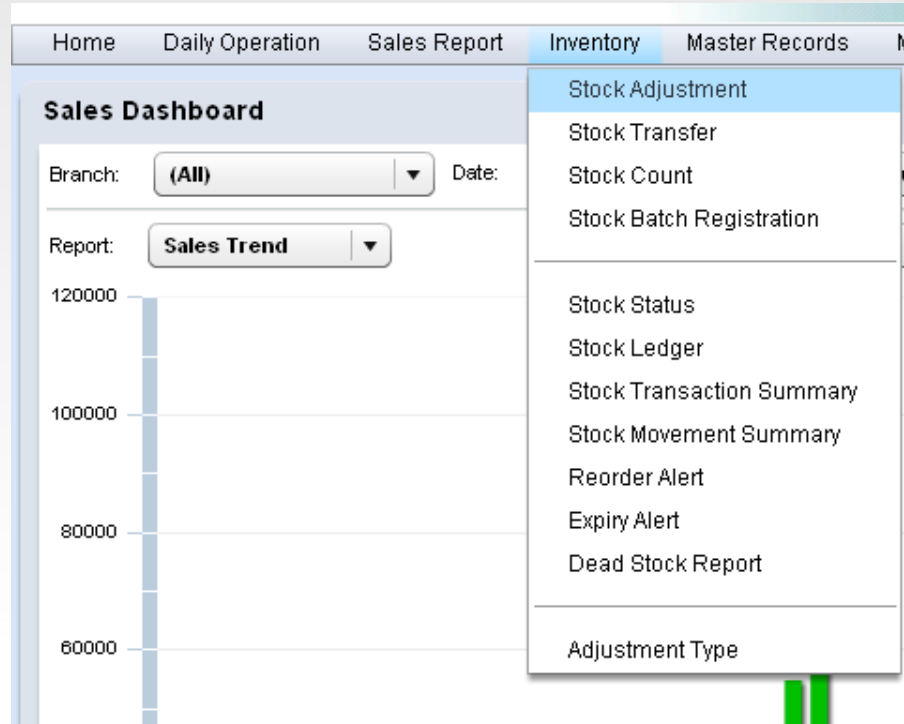
Through Stock Adjustment, you set the Adjustment Type to Damages and input a quantity of 5. Once posted, the 12pcs cellphones will be deducted by 5pcs damaged ones, giving a balance of 7pcs.

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.

Type	Add Inventory:	Deduct Inventory:
	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 📅

Transacting Branch: Resto ▼

Warehouse to Adjust: Main Branch ▼

Memo:

Total:

Signatories

CREATED: KLEB@ASHEES.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

Products with Serial No. and warranty will only have 1pc inventory since the number is unique to one item.

Enter the Serial Number as Product ID or browse for it using the generic product
Quantity must be set to 1

Enter Lot No. and disregard Repeat Series By

Click Save once done.

use to Adjust: | Main Product

Product Adjustment

Product ID: * CEL09176208130 F12 Laptop

Unit: PCS ▼

Quantity: * 1

Cost: * 20000.00

Total: 20,000.00

Lot No/Serial: * 1

Repeat Series By:

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: 20,000.00

Signatories

CREATED: KLEE@ASH-EBS.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"/>	CEL09176208130	Laptop	1	PCS	20000.00	20,000.00	1		

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.

Product Stock Count

Product ID: * JET09228527299 F12 Laptop

Unit: PCS

System Count: 0

New Count: * 1

Variance: 1

Cost: * 20000

Cost Variance: 20,000.00

Lot No/Serial: * 1

Save Cancel

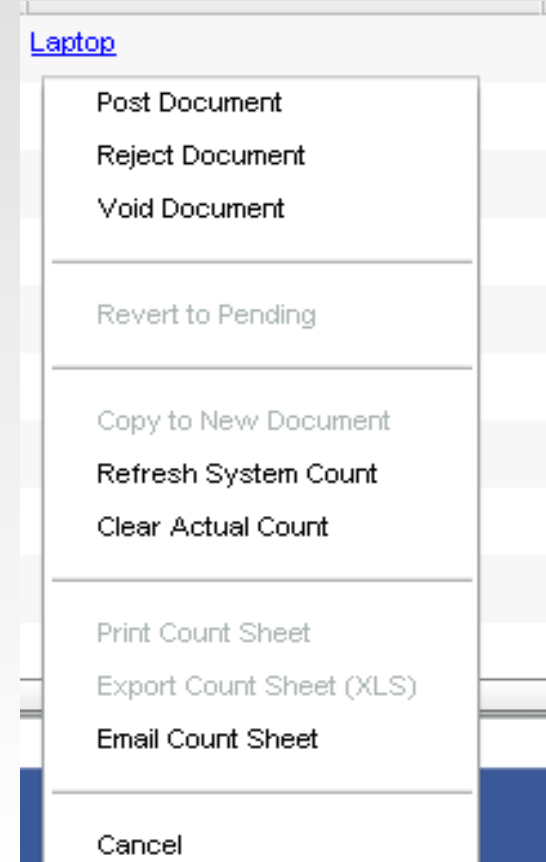
Once done,

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