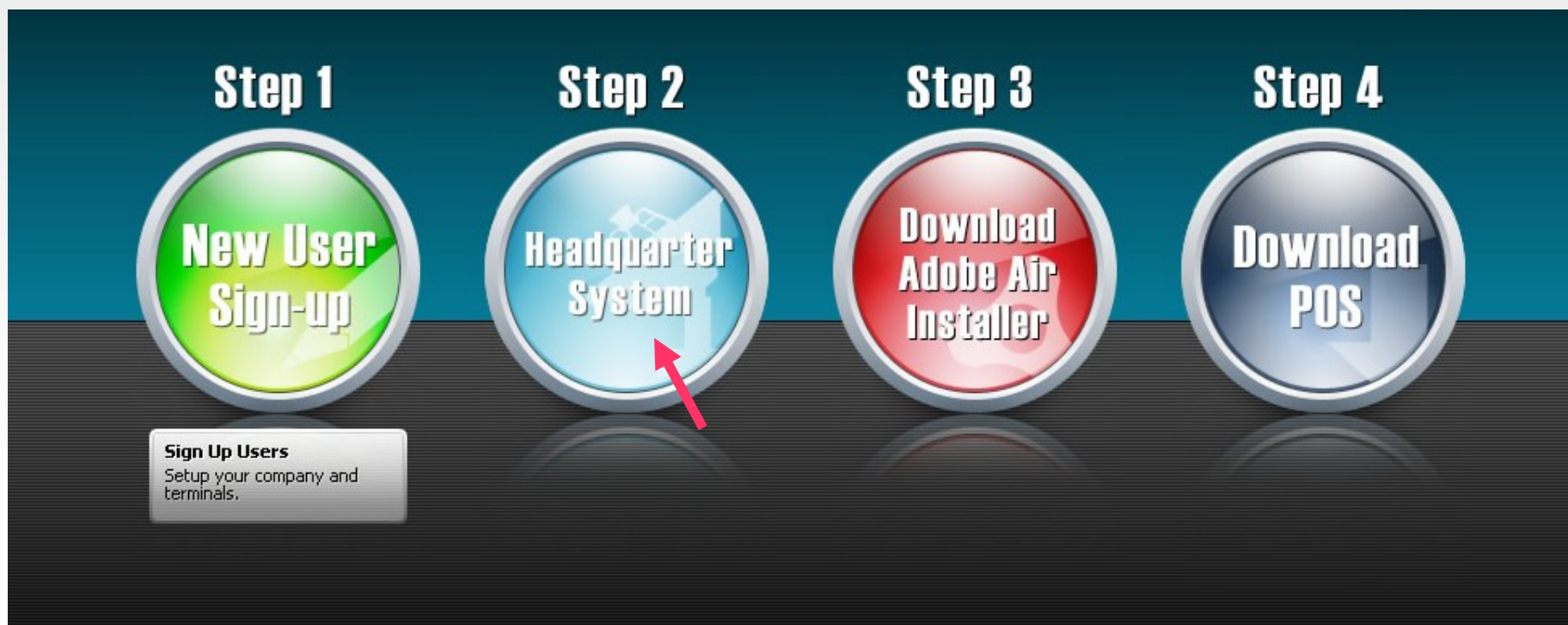


# LOT/SERIAL INVENTORY

WALKTHROUGH

Access the WebPOS home page and click on Headquarter System.



To add products, click on Master Records > Product Maintenance > Product Master

The screenshot displays a software interface with a navigation menu at the top: Home, Daily Operation, Sales Report, Inventory, Master Records, Maintenance, and Logout. The 'Master Records' menu is open, showing a list of options: Account Master, Customer Group/Type, Price Level Master, Product Maintenance, Branch Master, Warehouse Master, Region Master, Bank Master, Cash Master, Credit Master, Gift Certificate Type, and Master Listing. The 'Product Maintenance' option is selected, opening a sub-menu with the following items: Product Master, Product Class, Product Category, Product Attribute, Unit of Measure, and Generic Name. The 'Product Master' option is highlighted in blue. In the background, a 'Sales Dashboard' is visible with a bar chart showing sales trends for '1.Product Kit', '2.Nokia E72', and '3.Blackbe'. The dashboard includes filters for Branch (All), Date (02/08/2012), Report (Sales Trend), and Period (J).

Use the Lot/Serial Inventory product type when adding products with expiry such as medicine, food items, etc

Fields to fill up after Product Type selection:

Tick the checkbox for **Track Expiry**

Enter **Reorder Quantity** or **Reorder Per Warehouse** to enable Reorder Alert

Input **Supplier ID** (must have account in Account Master tagged as supplier)

Inout **Product Category**

Product Type:

Track Expiry:

Track Sales Warranty:

Reorder Quantity:

*(Standard Quantity Per Warehouse, enter 0 to exempt from tracking)*

Supplier ID:

Service Line:

Product Line:

To specify the Expiry Date of the product, access Stock Adjustment or Stock Count.

Click Add and input the Product ID. Input the Quantity, Cost, Lot No or Delivery Ref. No. and Expiry Date.

Click Save once done.

**Adjustment Form**

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

Transacting Branch: **Boutique** | CREATED: HLEB@ASH-EEB.COM 02/08/2012

Warehouse to Adjust: **Main Branch** | UPDATED: | STATUS: **PENDING**

Memo: | Total:

Products to be Adjusted | Batch Select | Select/Unselect All | **Add** | Remove

**Product Adjustment**

Product ID: \* MED | F12 Medicine

Unit: **PCS**

Quantity: \* 200

Cost: \* 15.00

Total: 3,000.00

Lot No/Serial: \* DEL021512

Repeat Series By:

Expiry: \* 05/15/2012

Save | Cancel