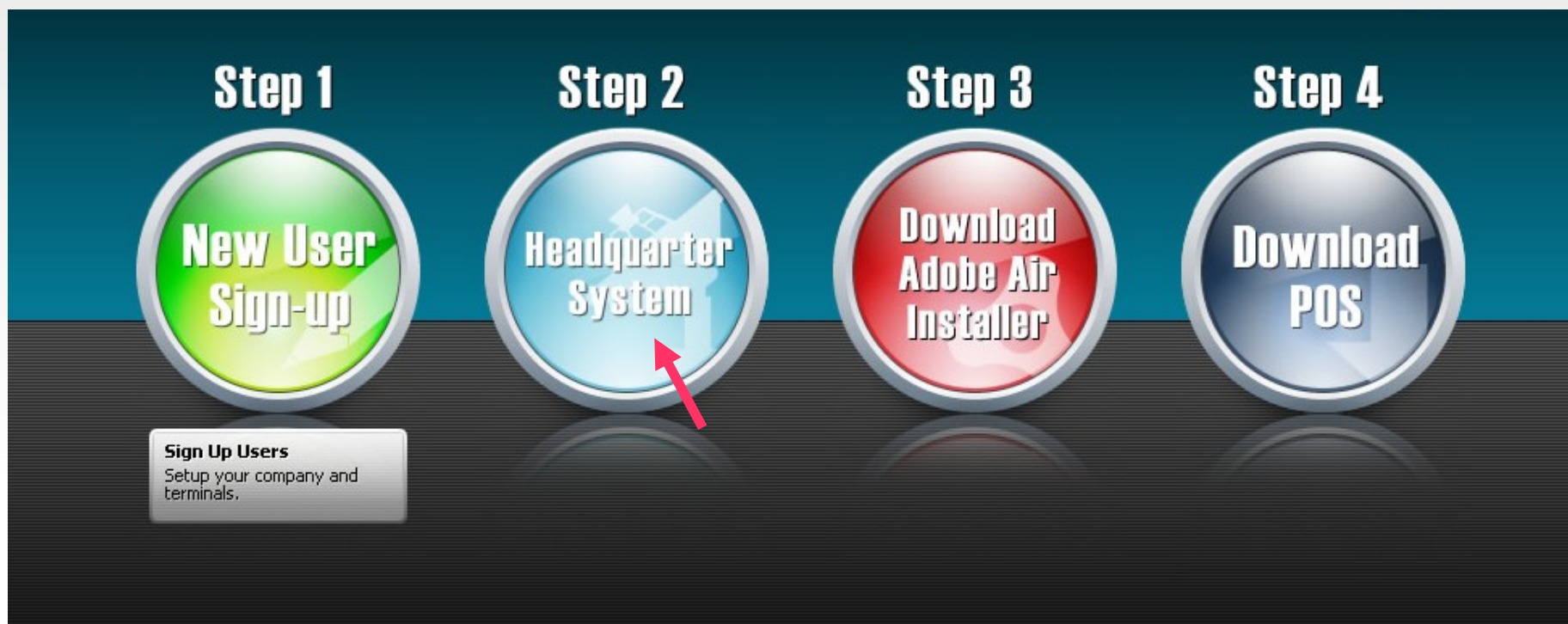


# GENERAL INVENTORY

WALKTHROUGH

Access the WebPOS home page (URL <http://www.alliancepos.net>) 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. The dashboard includes filters for Branch (All), Date (02/08/2012), Report (Sales Trend), and Period (J). The chart shows three bars: 1. Product Kit (blue), 2. Nokia E72 (green), and 3. Blackbe (teal). The y-axis ranges from 40,000 to 120,000.

Use the General Inventory product type when adding products that have no serial number, expiry or warranty.

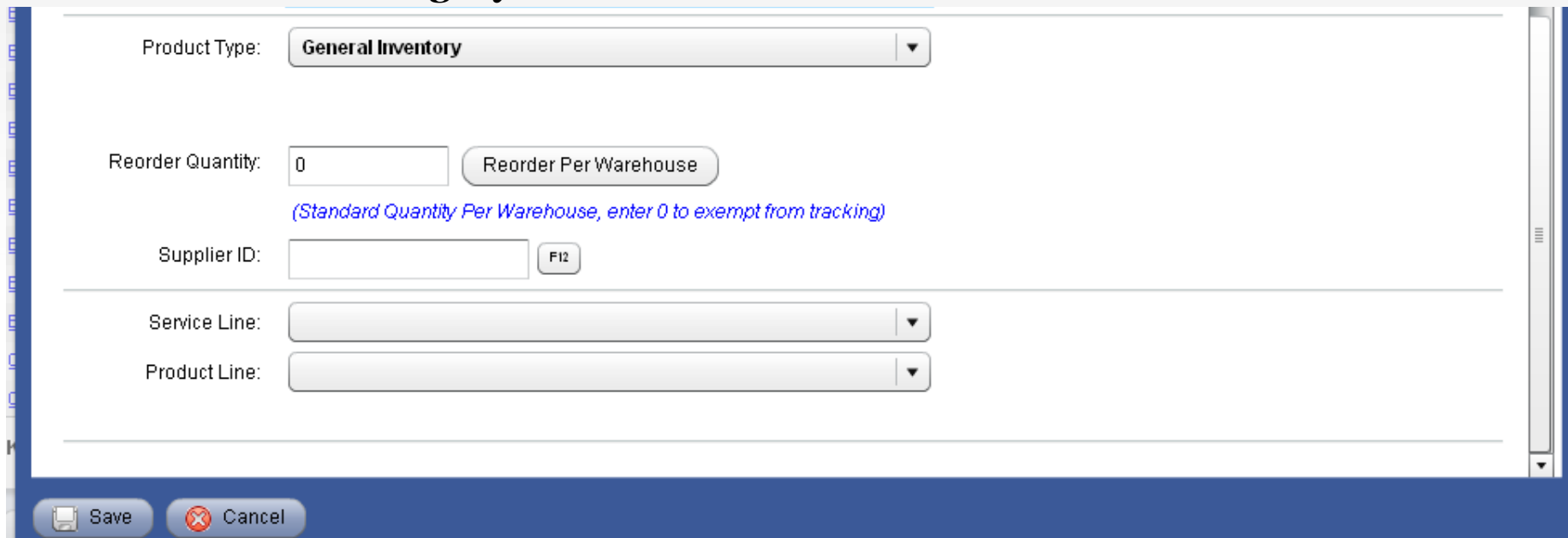
Fields to fill up after Product Type selection:

**Reorder Quantity** is the inventory level (quantity) wherein you should reorder from the supplier

Click **Reorder Per Warehouse** if you want to set different quantities for different warehouses

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

**Product Category**



The screenshot shows a software interface for adding a product. The 'Product Type' dropdown is set to 'General Inventory'. The 'Reorder Quantity' field contains '0', and the 'Reorder Per Warehouse' button is highlighted. Below this, a blue note reads '(Standard Quantity Per Warehouse, enter 0 to exempt from tracking)'. The 'Supplier ID' field is empty, with an 'F12' button next to it. Below the form are 'Service Line' and 'Product Line' dropdown menus. At the bottom, there are 'Save' and 'Cancel' buttons.

To add/deduct stocks, refer to How to Add/Deduct General Inventory