

# MANAGE INVENTORY TYPE

WALKTHROUGH

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




Go to Inventory > Adjustment Type

The items below are generated by default.

To add/remove/edit, click Edit

Adjustment Type			
Doc ID	Adjustment Name	Type	Memo
0	In	Add Stock	Generated by Default
1	Out	Deduct Stock	Generated by Default
2	Damages	Deduct Stock	Generated by Default
3	Dispose	Deduct Stock	Generated by Default
4	Pilferage	Deduct Stock	Generated by Default
5			
6			
7			
8			
9			

 Edit

The Adjustment Name is useful in inventory transactions. The function will follow the Adjustment Type whether to add stock or deduct stock.

To edit an item, click on the field and make necessary adjustments.

To add an item, click on a vacant field to start encoding.

Type: choose from a dropdown list of Add Stock or Deduct Stock to set the function.

Click Save once done.

Adjustment Type			
Doc ID	Adjustment Name	Type	Memo
0	In	Add Stock	Generated by Default
1	Out	Deduct Stock	Generated by Default
2	Damages	Deduct Stock	Generated by Default
3	Dispose	Deduct Stock	Generated by Default
4	Pilferage	Deduct Stock	Generated by Default
5	Others	<b>Add Stock</b> ▼	
6		Add Stock	
7		Deduct Stock	
8			
9			