



USER MANUAL – STORES DEPT

Logic University – Stationery Store Inventory
System

TEAM 8 - MEMBERS

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Team 08

AD Project (SA43)

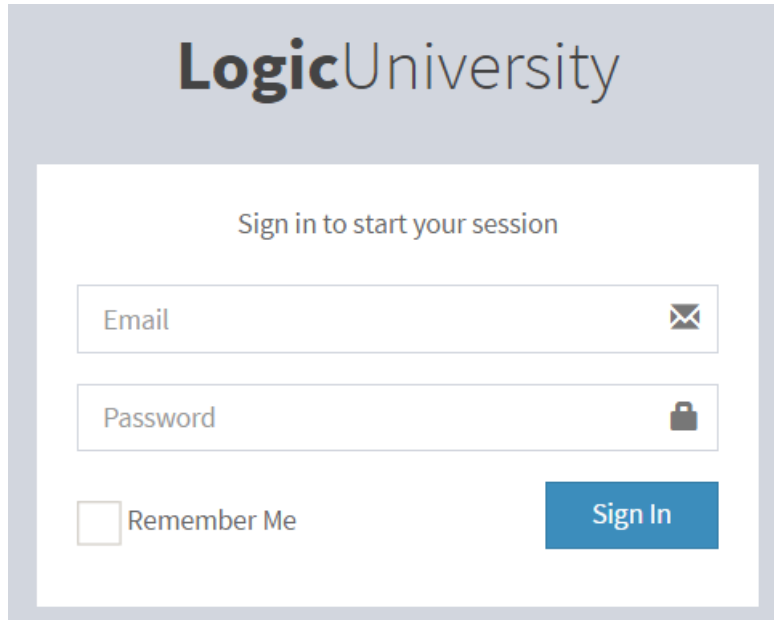
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A. Utility

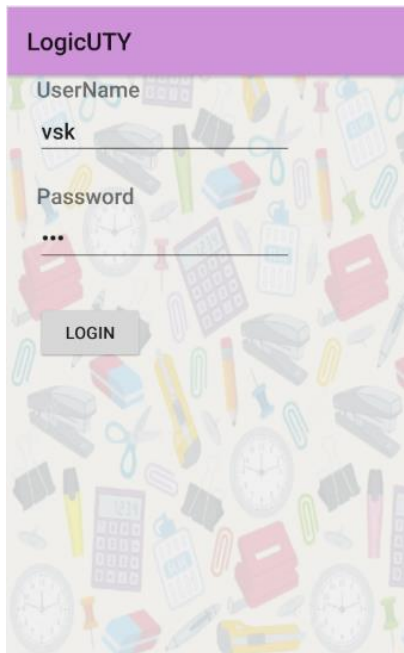
The utility section documents the generic functions like login and generating report. The details of their functions are provided below:

1. Login (Website)



Item	Description
Username (Email)	Enter your username in email format. An example is "finhod@logic-university.edu.sg"
Password	Enter your password. An example is "someword123"
Remember Me (Checkbox)	Check this box if you want the system to save your password in the system for future accesses.
Sign In (Button)	Click on this button after you have entered your username and password to log in to the Stationery Store Inventory System
I forgot my password (Hyperlink)	Click on this hyperlink if you have forgotten your password. It will open a new page for you to request a new password. The new password will be sent to your email account.

2. Login (Mobile)



Item	Description
Username (Email)	Enter your username in email format. An example is "finhod@logic-university.edu.sg"
Password	Enter your password. An example is "someword123"
Remember Me (Checkbox)	Check this box if you want the system to save your password in the system for future accesses.
LOGIN (Button)	Click on this button after you have entered your username and password to log in to the Stationery Store Inventory System

B. Store Clerk

There are 3 store clerks working at the stationery store of Logic University. Each of these 3 store clerks has the same role – Store Clerk – in the new system.

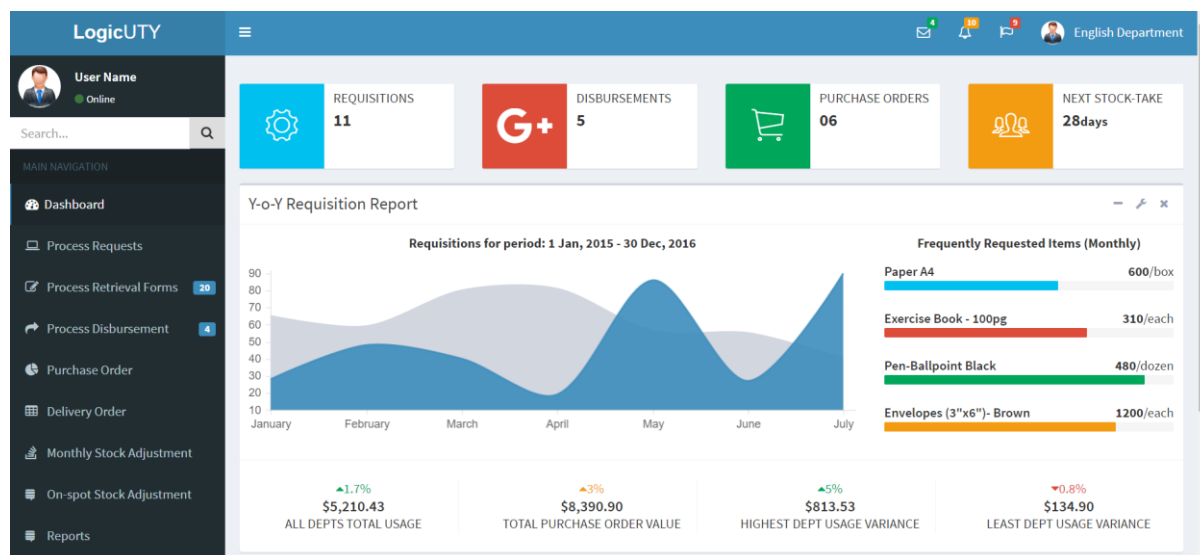
The role of store clerk is to monitor stock levels of all stationery items in the stationery store. At designated time, the store clerk is to run process the stationery re-order suggestion generated by the new system into Purchase Orders and email them to respective suppliers for ordering.

When stationery goods are delivered to the stationery store at Logic University, the store clerk is to perform checking, inspection of stationery goods delivered by suppliers and sign off accompanying delivery orders and invoices of the suppliers. Subsequently, the store clerk is to input the items and quantities received into the new system.


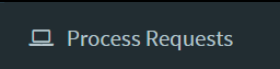
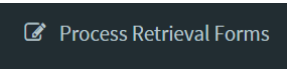
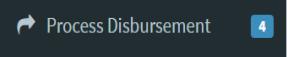

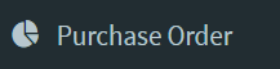
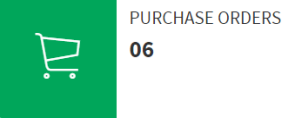
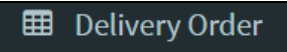
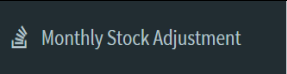
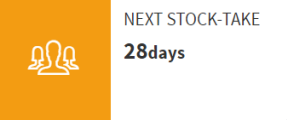
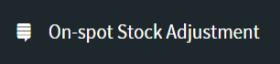
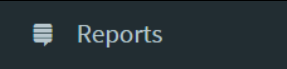
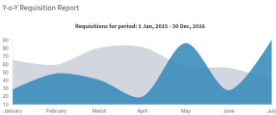
Whenever any stationery items are spotted damaged, missing or found, the stock quantity adjustments are entered into the new system by store clerk to reflect the physical stock quantities kept in the stationery store.

Once a monthly, the store clerk is to conduct a stock take exercise by generating the necessary documents in the new system to conduct physical stock counts and recording of the stock counts into the new system for reconciliation and stock quantity adjustments (if necessary) with store supervisor's/manager's approval (rendered in the system).

1. Dashboard



Item	Description
	Click on this icon to maximise the content view and hide part of the side navigation menu.
	This icon indicates how many new messages that you have attended to. Click on this icon to display greater detail and to choose to view all messages.
	This icon indicates how many new notifications you have. Click on this icon to display greater detail and to choose to view all notifications.

Item	Description
	This icon indicates how many new tasks awaiting the user's processing in the system.
<div>  </div> <div>or</div> <div>  </div>	This display will give the user (Clerk) with a quick view on the number of pending requisitions that are yet to be allocated and acted upon by the stores dept.
<div>  </div>	The user (Clerk) can access the retrieval function by selecting on this button. It will generate the pending retrievals that are available based on the requisitions that were processed in the previous screen.
<div>  </div> <div>or</div> <div>  </div>	The user (Clerk) is given a visible indication of the number of disbursements that are ready to be delivered to the respective departments. By accessing the page via clicking on the button, the user can then select the requisitions to be delivered.
<div>  </div> <div>or</div> <div>  </div>	This display provides the user (Clerk) with a quick view of the pending purchase orders. By clicking on the button, the user can place new orders or view the current outstanding orders.
<div>  </div>	The user (Clerk) can access the receiving of Delivery order function via this button.
<div>  </div> <div>or</div> <div>  </div>	The user (Clerk) is given an indication on the number of days left for the next stock-take in order to prepare for it. In addition to providing a view of the days, the user can access the stock adjustment (monthly) process by clicking on this button.
<div>  </div>	The user (Clerk) can submit and commit any ad hoc stock adjustments that may arise on a BAU basis.
<div>  </div> <div>or</div> <div>  </div>	The user (Clerk) can access a variety of reports by clicking on this button. It also provides a quick overview of the current stationary usage by department level as well as a comparative view of the frequently ordered items against an average order level.

Item	Description
<div>▼0.8%</div> <div>\$134.90</div> <div>LEAST DEPT USAGE VARIANCE</div>	
<div>▲1.7%</div> <div>\$5,210.43</div> <div>ALL DEPTS TOTAL USAGE</div>	
<div>▲3%</div> <div>\$8,390.90</div> <div>TOTAL PURCHASE ORDER VALUE</div>	
<div>▲5%</div> <div>\$813.53</div> <div>HIGHEST DEPT USAGE VARIANCE</div>	
<div>Documentation</div>	
<div>Contacts</div>	
<div>Info</div>	

2. Process Requests

Process Requests							Dashboard > Pending Requests
Search <input type="text"/>		« 1 2 3 »					
<input type="checkbox"/>	#	Request Number	Department	Fulfilment Status	Date	Action	
<input checked="" type="checkbox"/>	1.	#DD/343/F01	Department 1	<div><div></div></div>	01-02-2017	View/Edit	Send Note to Department
<input checked="" type="checkbox"/>	2.	#DD/343/F01	Department 1	<div><div></div></div>	01-02-2017	View/Edit	Send Note to Department
<input type="checkbox"/>	3.	#DD/343/F01	Department 1	<div><div></div></div>	01-02-2017	View/Edit	Send Note to Department
<input type="checkbox"/>	4.	#DD/324/F09	Department 2	<div><div></div></div>	01-02-2017	View/Edit	Send Note to Department
<input type="checkbox"/>	5.	#DD/343/F01	Department 5	<div><div></div></div>	01-02-2017	View/Edit	Send Note to Department
						Generate Retrieval Form	View Total Request Item

- a. First, click on the [View/Edit](#) button to view the detailed requisition form. In this view, the clerk can enter the quantity to be allocated based on the requested quantity and in-stock available quantity.

The display has an intelligent mechanism (algorithm) that is able to auto-allocate items as and when a requisition comes in and based on first-come-first-serve basis. The progress bar adopts a RAG (red, amber & green) approach to indicate the level to which a requisition can be fulfilled, automatically by the system. It does so by taking a total count of the number of items requested and the level of fulfilment of each of these items requested and calculating the degree of variance, which is then tabulated in the form of a percentage and displayed on the progress bar with the respective RAG colour-code.

Requested Items ×

#	Item Code	Category	Item	Qty Requested	In Stock	Approved Qty
1.	C001	Clip	Clip Double2	5 Units	0	<input type="text"/>
2.	E001	Envelop	Envelop Item	2 Units	10	<input type="text"/>
3.	P001	Pen	Pen Item	1 Units	10	<input type="text"/>
4.	C001	Clip	Clip Double1	5 Units	4	<input type="text"/>

Save

Close

- b. Following which, the clerk can select the Requisitions, by checking the ☐ , to check-out and generate the retrieval form(s). Using the lock-mechanism in Application state, the system creates a cache to temporarily host the current quantity requested of the requisition being processed, so that any subsequent requisition having the same item do not get allocated without proper check-&-balance.

Generate Retrieval Form ×

#	Request Number	Department	Status	Detail
1.	DD/F44/C001	Department 1	<div><div></div></div>	<button>Details</button>
1.	DD/F44/C001	Department 1	<div><div></div></div>	<button>Details</button>
1.	DD/F44/C001	Department 1	<div><div></div></div>	<button>Details</button>

Generate Retrieval Form

Close

Generate Retrieval Form

- c. To finalise and generate the retrieval form, click on the button. This will result in a retrieval form being generated for the selected requisitions.

3. Process Retrievals

Process Retrieval Forms		
<input type="text" value="Search"/> <input type="button" value="Q"/>		« 1 2 3 »
#	Retrieval Id	Action
1.	RET001	<input type="button" value="Collect Items"/>
2.	RET002	<input type="button" value="Collect Items"/>
3.	RET003	<input type="button" value="Collect Items"/>
4.	RET004	<input type="button" value="Collect Items"/>
5.	RET005	<input type="button" value="Collect Items"/>

- a. The clerk can view the list of retrievals that are awaiting to be processed. The list of uniquely

generated Retrieval IDs are generated when the clerk clicks on the button in the previous screen (#2), upon which the system runs an intelligent algorithm that amalgamates all same item(s) that is available among the selected requisition forms and take the count of this basket of the same item while keeping a record of the Requisition ID in which the item(s) was requested.

- b. To get a more collective look of the total quantity that needs to be collected for each Item, the

clerk may click on the button, thus generating a summarised view for the selected Retrieval ID, as below. In this view, there are only two Requisitions because the clerk

had selected only two requisitions to process in the previous stage of

Retrieval Form Summery

Requests related

#	Request Number	Department	Action
1.	DD/343/F01	Dept 1	<div>Details</div>
2.	DD/343/F02	Dept 2	<div>Details</div>

Total Measure to collect

#	Item Category	Item	Quantity
1.	Cat 1	Item 1	10
2.	Cat 2	Item 2	15
3.	Cat 3	Item 3	14

Collected and Ready for Shipment

Close

- c. The clerk may click on the

Details

 button beside each Requisition to get a detailed breakdown view of the requisition items. The following view is displayed when done so:

Request Detail

Request form Number: #Numb

Created Date: dd-mm-yyyy

Created By: Name

Status: Approved/Rejected/Delivered

Department: Dept

Dept code

Approved by: HOD Name


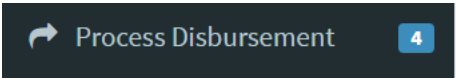
Approved Date: dd-mm-yyyy

Requested Items


#	Item Code	Category	Item	Qty
1.	C001	Clip	Clip Double2	5 Units
2.	E001	Envelop	Envelop Item	2 Units
3.	P001	Pen	Pen Item	1 Units
4.	C001	Clip	Clip Double1	5 Units

Close

- d. Once the clerk is satisfied with the details of the requisition(s) at an item level, and have collected the basket of stationery to be distributed according to the respective requisition

forms, click on the  to proceed with the .

- e. A unique system feature is the generation of a verification key that will be generated once

the clerk clicks on the  button. This uniquely generated key will be sent to the respective department representative via email notification.

4. Process Disbursements

- a. To process the disbursement of requisitions, the clerk can select the department which has pending disbursements from a drop-down list, as follows:

--Select Department--

--Select Department--

Department 1
Department 2
Department 3
Department 4
Department 5
Department 6

- b. Upon selecting the department, all the disbursements associated with that department will be listed in the below view:

Process Disbursement
Dashboard > Process Disbursement

Select Department
--Select Department--

Department: Dept 1
Disbursement ID: DP678

#	Item Category	Item	Quantity Requested	Quantity Supplied
1	Category 1	Item 1	10	10
2	Category 2	Item 2	20	10
3	Category 1	Item 1	15	4

Enter the unique Key

Verify and Sign

- c. The clerk will then deliver the requested stationary to the respective distribution points and the representative will then key in the unique key to confirm receipt of the stationary, as follows:

Enter the unique Key

Verify and Sign

5. Place Purchase Orders

- a. The clerk can place orders by accessing the purchase order functional screen, as follows:

Purchase Order Dashboard > Purchase Order

Add Another Item

Category: Item:

#	Item Number	Category	Description	Reorder Quantity	Supplier	Delete?	
<input type="checkbox"/>	1	C001	Clip	Clips Double 1	30	ALPHA Office Supplies - 64619928	<input type="checkbox"/>
<input type="checkbox"/>	25	T020	Tpacency	Transparency Blue	200	ALPHA Office Supplies - 64619928	<input type="checkbox"/>

- b. Using intelisense featured in the system, there will be a ready display of items that are below the 'Reorder Level' as stipulated in the Stock-Card table and the 'Reorder Quantity' is auto filled, as shown below:

#	Item Number	Category	Description	Reorder Quantity	Supplier	Delete?	
<input type="checkbox"/>	1	C001	Clip	Clips Double 1	<input type="text" value="30"/>	<div>ALPHA Office Supplies - 64619928</div> <div>▼</div>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	25	T020	Tpacency	Transparency Blue	<input type="text" value="200"/>	<div>ALPHA Office Supplies - 64619928</div> <div>▼</div>	<input checked="" type="checkbox"/>

Reorder Quantity

- c. The clerk has the option of amending the reorder quantity, and entering any other amount as deemed necessary based on trends and expected demands for the respective item.
- d. Use the following drop-down to select the Category:

Add Another Item

Category

- Clip
- Envelope
- Eraser
- Excercise
- File
- Puncher
- Pad
- Paper
- Pen
- Ruler
- Scissors
- Tape
- Sharpener
- Shorthand
- Stapler
- Tacks
- Tpacency
- Tray

- e. Upon selecting the required category, the items will be populated accordingly, as follows:

Purchase Order Dashboard > Purchase Order

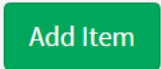
Add Another Item

Category

File ▼

Item

File Separator
File Separator
File-Blue Plain
File-Blue with Logo
Folder Plastic Blue
Folder Plastic Yellow

- f. Once the required item is selected, click on the  button to get the table view of

Reorder Quantity

30

the selected item and enter the required

- g. As per the business process understanding, the main Supplier is listed as the default option, but

Supplier

ALPHA Office Supplies - 64619928
ALPHA Office Supplies - 64619928
Cheap Stationer - 63543234
BANES Shop - 64781234

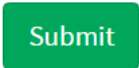
the clerk can select any from the drop-down list,

- h. The clerk can also make selection of items from different suppliers in one process, and it will generate individual purchase orders based on the supplier(s) selected, as shown bellow:

#	Item Number	Category	Description	Reorder Quantity	Supplier	Delete?
<input checked="" type="checkbox"/>	6 F021	File	File-Blue Plain	<div style="border: 1px solid #ccc; padding: 2px;">100</div>	<div style="border: 1px solid #ccc; padding: 2px;">ALPHA Office Supplies - 64619928 ▼</div>	✕
<input checked="" type="checkbox"/>	4 E030	Excercise	Excercise Book(100 pg)	<div style="border: 1px solid #ccc; padding: 2px;">50</div>	<div style="border: 1px solid #ccc; padding: 2px;">Cheap Stationer - 63543234 ▼</div>	✕

Submit

Cancel

- i. Once satisfied with the current selections, the clerk may proceed to , but before doing so, the items to be submitted must be selected, else a message will be displayed, as below:

Purchase Order Dashboard > Purchase Order

Add Another Item

Category

File

Item

File Separator ▼

Add Item

#	Item Number	Category	Description	Reorder Quantity	Supplier	Delete?
<input type="checkbox"/>	1 C001				<div style="border: 1px solid #ccc; padding: 2px;">ALPHA Office Supplies - 64619928 ▼</div>	✕
<input type="checkbox"/>	25 T020	Tparency	Transparency Blue	<div style="border: 1px solid #ccc; padding: 2px;">200</div>	<div style="border: 1px solid #ccc; padding: 2px;">ALPHA Office Supplies - 64619928 ▼</div>	✕

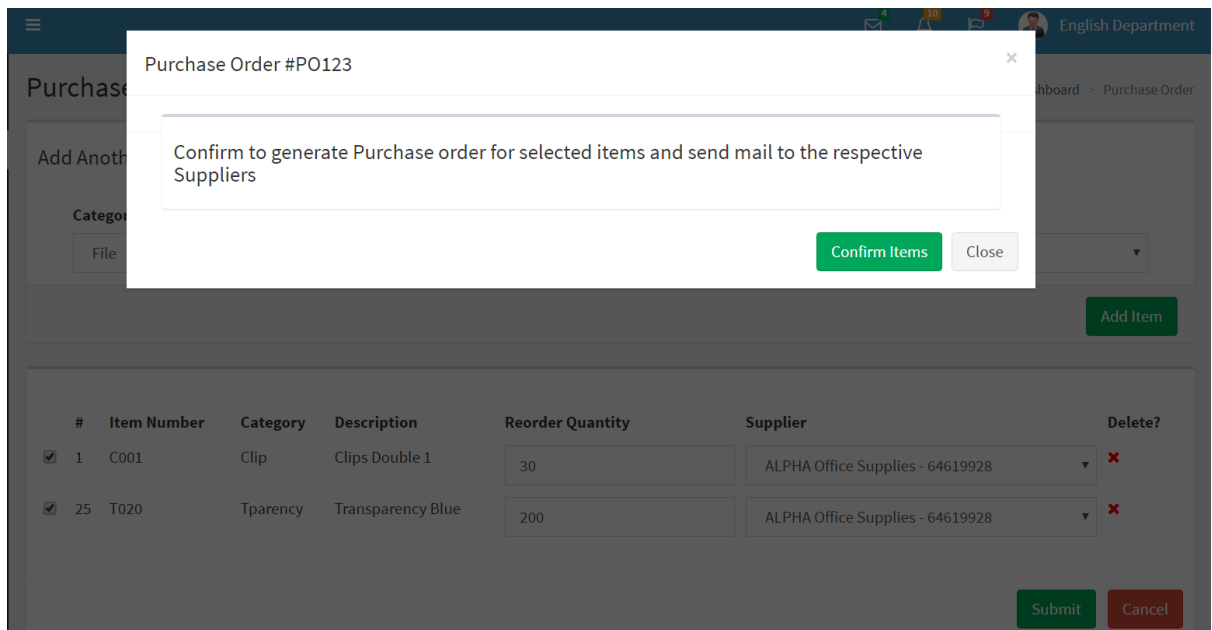
Submit

Cancel

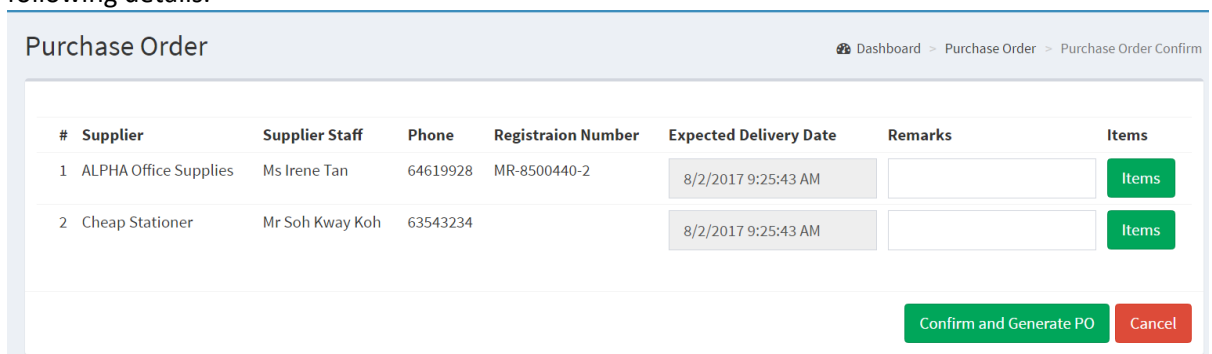
Please Select atleast one Item to create a purchase Order!!

OK

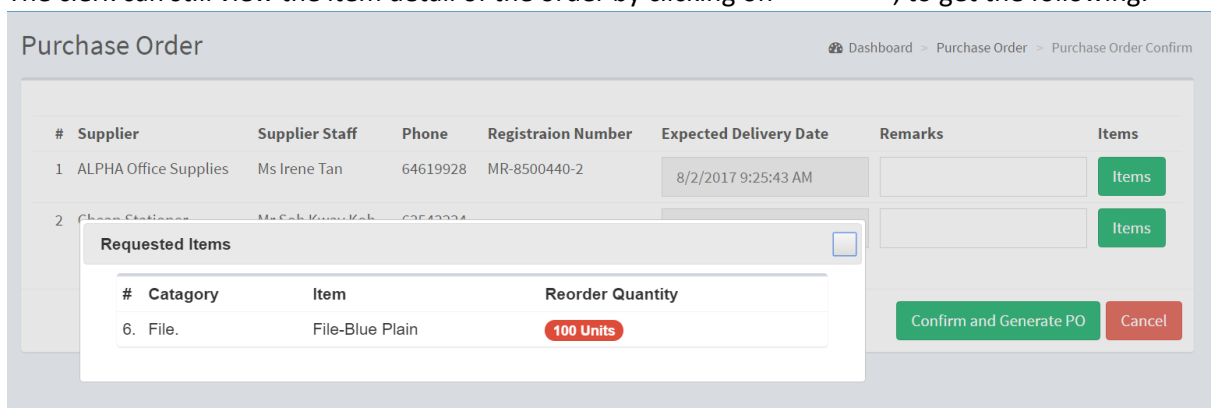
- j. Upon submission, the clerk will be given a message as follows:



- k. Once confirmed, the clerk will be taken to the summary of Purchase Order page, with the following details:



- l. The clerk can still view the item detail of the order by clicking on [Items](#), to get the following:



- m. To proceed, click on [Confirm and Generate PO](#).

6. Delivery Orders

- a. Once the clerk receives an deliver for the Purchase Order, the clerk can view and process the delivery orders by accessing the following functional screen:

Delivery Order

Fetch Purchase Orders

Find By Batch Number: #1/320

Find By Supplier: -- Select One Supplier --

#	Purchase-order Number	Ordered Date	Supplier Name	Remarks	Items
1	1	03-Feb-17 12:00:00 AM	ALPHA Office Supplies - 64619928	Remark	
2	2	03-Feb-17 12:00:00 AM	Cheap Stationer - 63543234	Remark	
3	3	03-Feb-17 12:00:00 AM	BANES Shop - 64781234	Remark	

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- b. Here, the clerk has the options of doing a search either by

Find By Batch Number

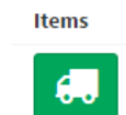
#1/320

Find By Supplier

-- Select One Supplier --

, or by selecting the following option

- c. Upon which, a table will be generated as per the selection.



- d. To view the itemised summary of the Purchase Order, the clerk may click the button.
- e. The clerk will be then taken to the following for a itemised view of the order placed:

Purchase Order

Purchase Order Number: 1

Supplier Name: ALPHA Office Supplies - 64619928

Ordered Date: 03-Feb-17 12:00:00 AM

Batch Number: #1/320

#	Item Number	Category	Description	Ordered Quantity	Received Quantity
1	E001	Pad	Envelope Brown(3**6")	400	400
2	F022	File	File-Blue with Logo	100	100

Enter the DO Number

Save Delivery Order Cancel

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- f. Based on the actual order delivered, the clerk can amend the
- before entering the delivery order number
- and selecting to confirm receipt of the delivery by selecting the

Received Quantity

400

Enter the DO Number

Save Delivery Order

7. Stock Adjustments

- a. The clerk has the flexibility of doing on-spot stock adjustments for any item that are damaged and returned during the disbursement round or missing during stock-takes. The clerk may access the following view to do the stock-adjustments:

LogicUTY

User Name
Online

Search...

MAIN NAVIGATION

- Dashboard
- Process Requests
- Process Retrieval Forms 20
- Process Disbursement 4
- Purchase Order
- Delivery Order
- Monthly Stock Adjustment
- On-spot Stock Adjustment
- Outstanding

Others

- Documentation
- Contacts
- Info

Adjustment#: ADJ/48496

Department: CS Department
Department Code: CSD

Employee Name: Name
Employee Number: 123
Employee Email: email@email.com

Select Category: Clip

Select Item: File Separator

Adjust Quantity: Set

Remarks:

Cancel Add Item

Adjusted Items

Category	Description	Count	Unit	Remarks	Edit	Delete?
File	File Separator	4	Set	Damaged	Edit	Delete

Create Adjustment Cancel

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- b. Firstly, make the selection of the
- populate the list of items in that category, and then proceed to
- before entering the quantity to
- adjust
- After which the clerk may proceed to
- , which will generate a consolidated view of the items to be adjusted, as follows:

Select Category

Clip

Select Item

File Separator

Adjust Quantity

Set

Add Item

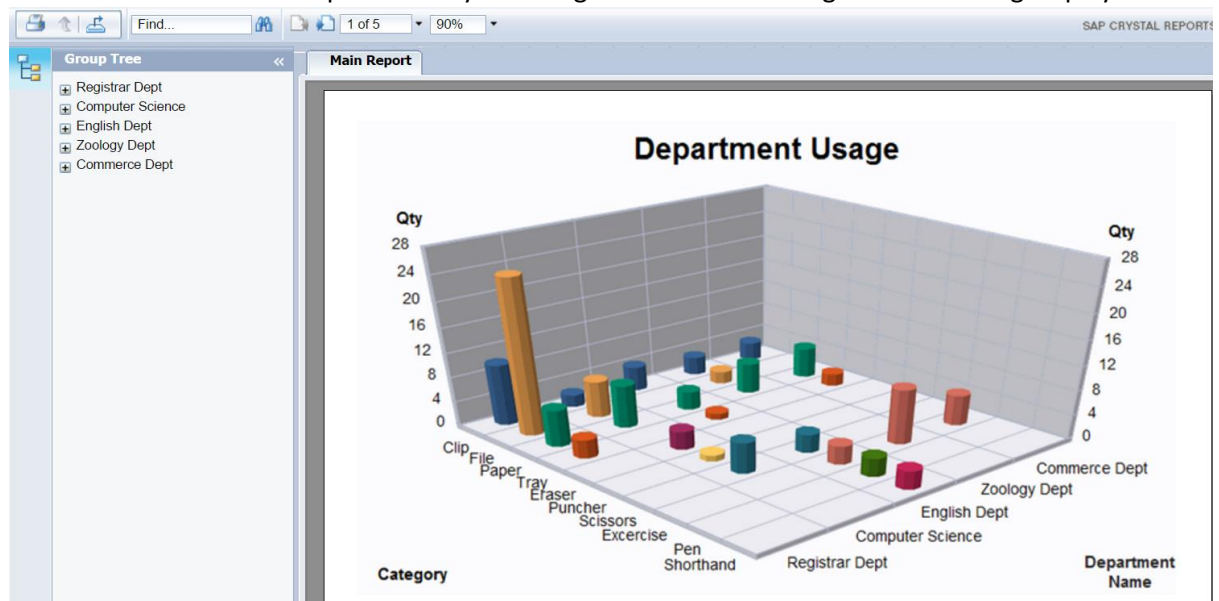
Adjusted Items						
Category	Description	Count	Unit	Remarks	Edit	Delete?
File	File Separator	4	Set	Damaged	Edit	Delete

Create Adjustment

- d. Finally, the clerk can click on this button to create the.

8. Reports

- a. The clerk can access the report view by selecting Reports to get the following display:



- b. Along with a graphical representation, the report will also provide a tabular view, as such:

3/2/2017			
Department	Category	Item	Qty Requested
Registrar Dept			
Registrar Dept	Clip	Clips Double 1	10
Registrar Dept	File	File-Blue with Logo	5
Registrar Dept	File	File-Blue with Logo	10
Registrar Dept	File	File Separator	5
Registrar Dept	File	File Separator	3
Registrar Dept	File	File-Blue Plain	2

Page 1 of 5

- c. To toggle the pages, the clerk can select on the following,



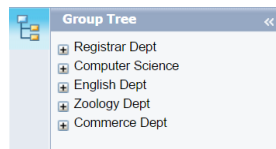
- d. Here, the clerk has several query possibilities, based on **Category** and **Department Name**.



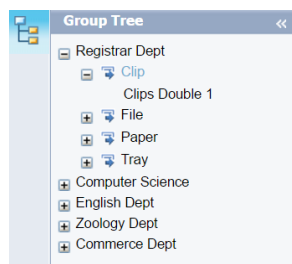
- e. To drill into the report, the clerk may click on **Commerce Dept** and will be taken to the view of the Category, EXERCISE by Commerce Dept, as follows:

Main Report Excercise			
Commerce Dept	Excercise	Excercise Book(100 pg)	5
Excercise			5.00
			\$25.00

- f. The clerk can also navigate in the report by selecting the Group-tree view,




and further expanding it to get an insight at a granular level, as such:



- g. Once selected, the report will display all the item usage for the particular department, as shown below:

Main Report Registrar Dept			
Registrar Dept			
Registrar Dept	Clip	Clips Double 1	10
Clip			10.00
			\$52.50
Registrar Dept	File	File-Blue with Logo	5
Registrar Dept	File	File-Blue with Logo	10
Registrar Dept	File	File Seperator	5
Registrar Dept	File	File Seperator	3
Registrar Dept	File	File-Blue Plain	2

- h. Furthermore, the clerk can also view the total value in dollar, of the requisitions made by the department, as follows:

Main Report		Registrar Dept 
Tray		<div>3.00</div>
		\$20.25
Registrar Dept		\$319.50
<hr/>		

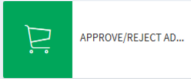
C. Store Supervisor/Manager

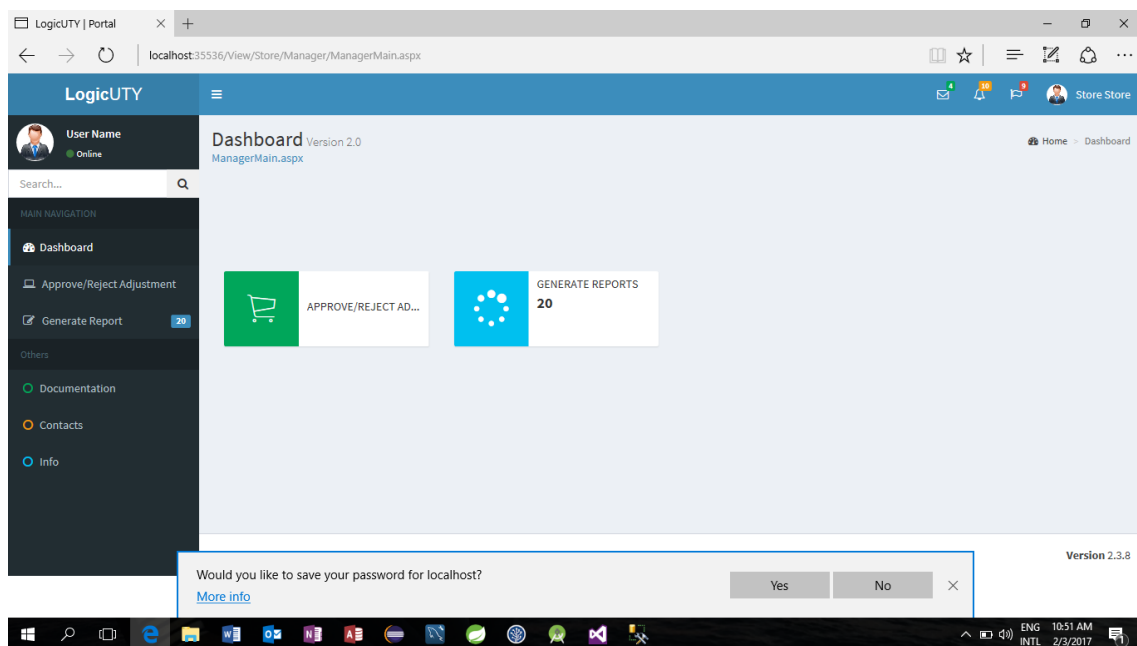
There are 1 store supervisor and 1 store manager managing the stationery store. The role of store supervisor and store manager, in the new system, are to approve all stationery quantity adjustments in the new system.

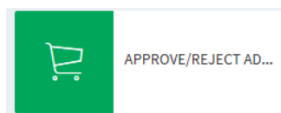
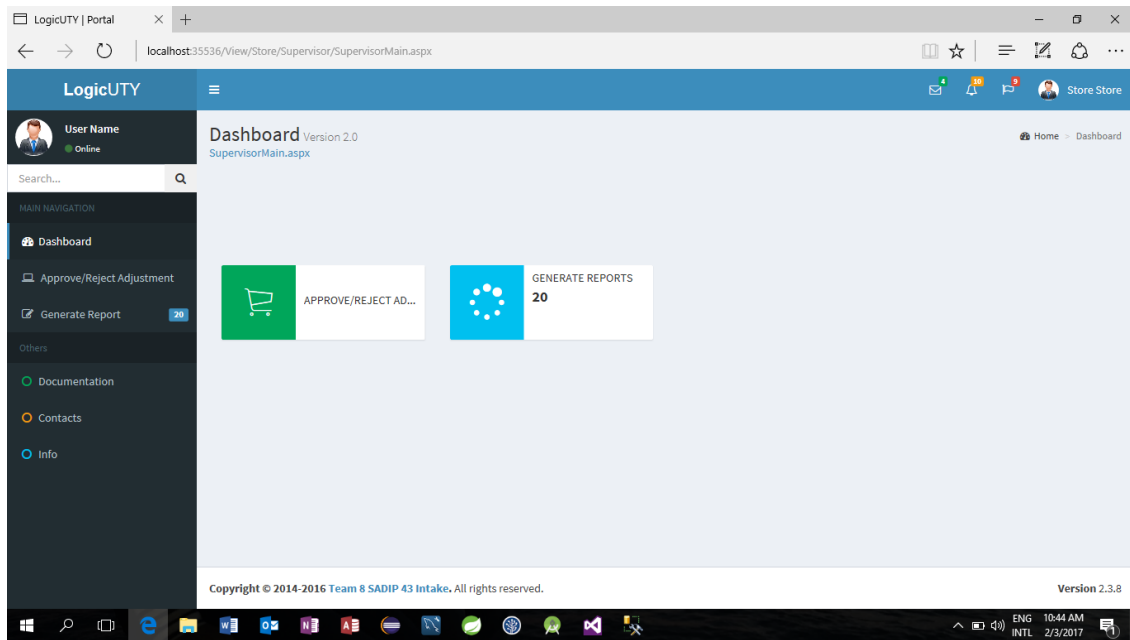
The difference between store supervisor and store manager is approval levels by stationery value. The store supervisor is allowed to approve for any stationery quantity adjustment with per unit value < \$250, while the store manager is allow stock quantity of all stationery items including the per unit value >= \$250.

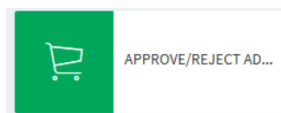
1. Homepage

The dashboard functions will be similar for both the Stores Supervisor and Manager, as shown below:

- a. The differing factor is that the Manager view will be able to  Stock-Adjustment voucher requests valuing more than SGD\$250.00, while the Supervisor for amounts totalling below SGD\$250.00.

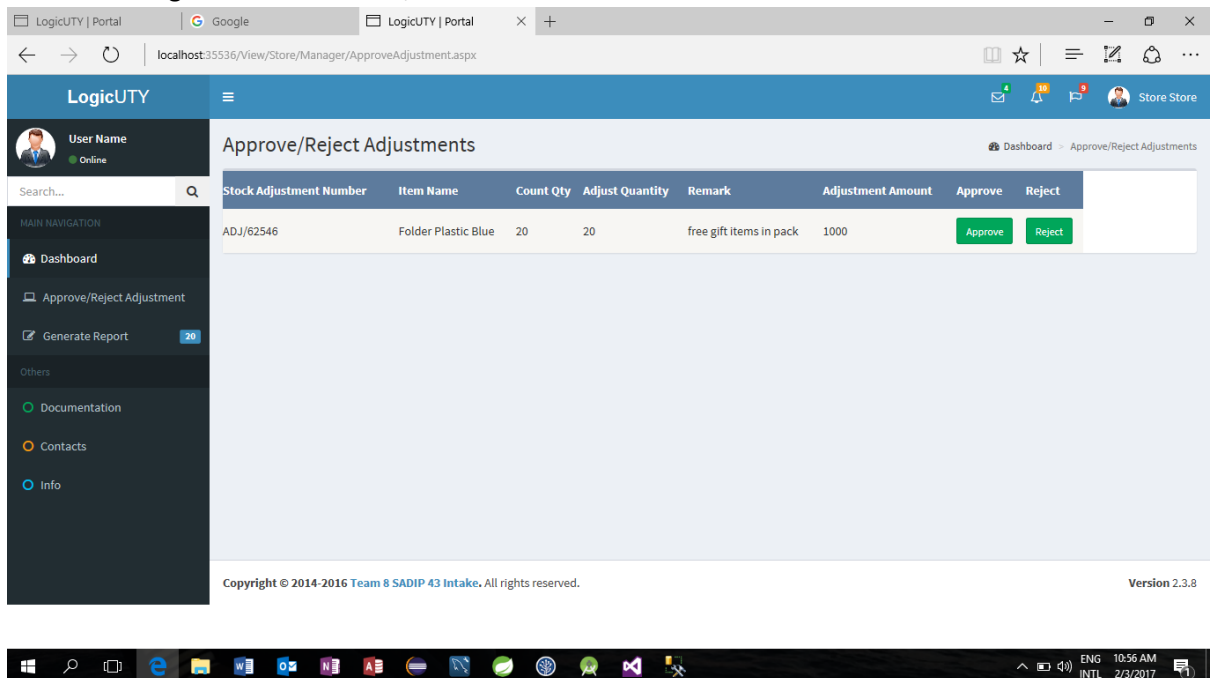




- b. On selecting the , the Supervisor/Manager can proceed to make the necessary adjustment(s) for the stocks, accordingly:

2. Approve/Reject Adjustments

- a. For the Manager $\text{SGD} > \text{SGD} \250.00 , as follows:



- b. For the Supervisor, the approval for items $\text{SGD} < \text{SGD} \250.00

LogicUTY Portal

localhost:35536/View/Store/Supervisor/ApproveAdjustment.aspx

LogicUTY

User Name
Online

Search...

MAIN NAVIGATION

- Dashboard
- Approve/Reject Adjustment
- Generate Report 20
- Others
- Documentation
- Contacts
- Info

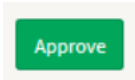
Approve/Reject Adjustments

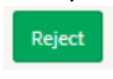
Dashboard > Approve/Reject Adjustments

Stock Adjustment Number	Item Name	Adjust Quantity	Remark	Adjustment Amount	Approve	Reject
ADJ/26880	Envelope Brown(3*6)	3	gift items in pack	1.2	Approve	Reject
ADJ/11657	Exercise Book(100 pg)	-5	missing	25	Approve	Reject

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c. To proceed, select either the  or  button.

d. If  is selected, the Stock-Card is updated with the status as 'Approved' and the quantity of the item in question is amended accordingly.

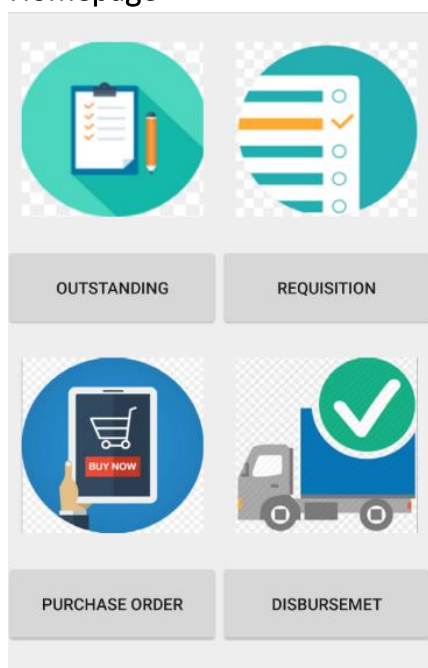
e. If  is selected, the Stock-Card is updated with only the status as 'Rejected', and not quantity update is made.

D. Store Clerk (Mobile Views)

The new system provides 4 mobile view for store clerk to:

1. Manage (process) Requisitions
2. Generate Disbursement Lists
3. Create New Purchase Order
4. View Outstanding PO

1. Homepage



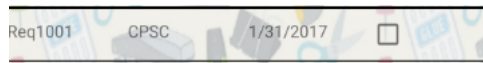
Item	Description
OUTSTANDING	Click on this option to invoke and display a screen to view outstanding Purchase Orders yet to be delivered by suppliers.
REQUISITION	Click on this option to invoke and display a screen to view list of approved stationery requisitions awaiting processing by store.
PURCHASE ORDER	Click on this option to invoke and display a screen to add stationery items with order quantities to a new purchase order.
DISBURSEMENT	Click on this option to invoke and display a screen to generate disbursement lists of stationery requisitions already allocated with quantities.

2. Manage (Process) Requisitions

Android Emulator - Nexus_5X_API_22:5554

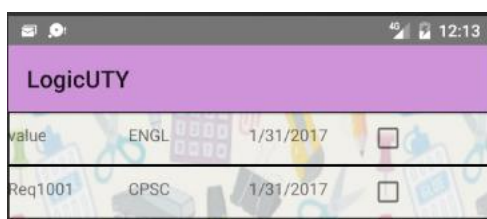
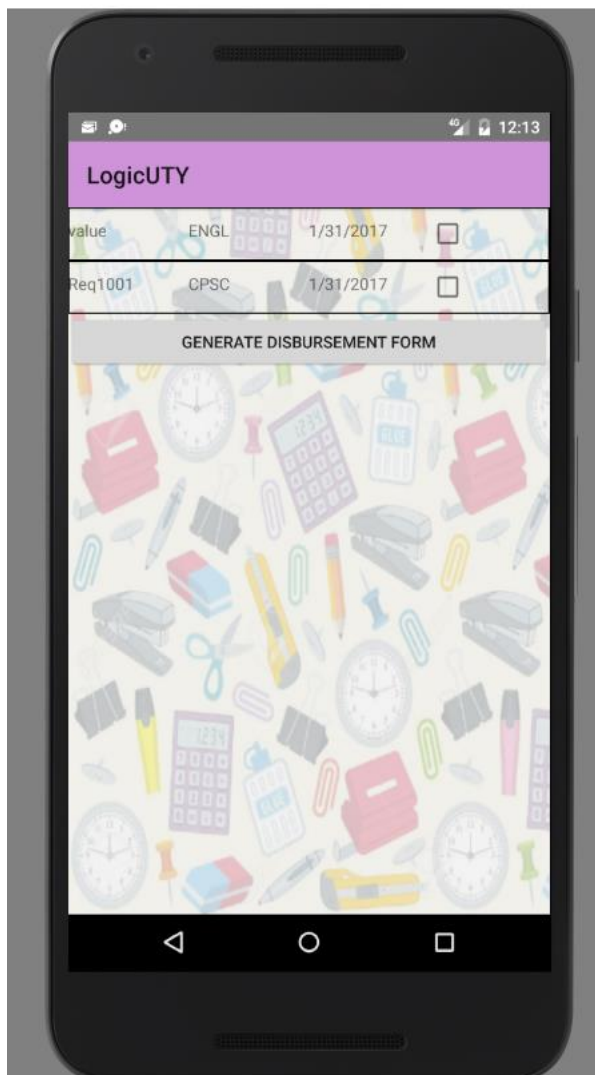


- a. By accessing this option, the clerk will get a display of the list of requisitions made at a department level, as shown here,
- b. The clerk can receive an idea by a quick glance at this mobile app option.




3. Generate Disbursement Lists

Android Emulator - Nexus_5X_API_22:5554



- The clerk can access this option to get an itemized view of requisitions that are already processed but not yet delivered.
- By clicking on the individual requisition, the clerk will be provided with the option of entering the quantity that is disbursed as compared to the originally requested quantity by the department.

4. Create New Purchase Order

Purchase Order



Supplier
Select Supplier


Item Category

Item

Description

Quantity



Item	Description
Supplier	Click on the “Select Supplier” to invoke a drop-down list and select a supplier from a drop-down list.
Item Category	Click on the open space on the right of “Item Description” to invoke a drop-down list and select an item category from the drop-down list.
Item	Click on the open space on the right of “Item” to invoke a drop-down list and select an item from the drop-down list.
Description	After an Item is selected, the corresponding item description of the selected item will be displayed on screen.
Quantity	Enter a quantity to order for the selected item.
	Click on this shopping cart icon to add the purchasing item and quantity into the shopping for generating purchase order subsequently.

5. View Outstanding PO

Android Emulator - Nexus_5X_API_22:5554



- a. The clerk will be informed via this mobile app option of the pending/outstanding items due to the department based on the requisition(s) made, and displayed as follows:

