

# **Kandy MC**

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# **STORES MANAGEMENT**



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## 1. ITEM MANAGEMENT

### 1.1. Create New Item

#### ➤ Add Item

- System facilitates the user to add each item category with their subcategory.
- If the user want to add subcategory for already exist item user can select the item using drop-down menu. Also user can add new item category with subcategory.
- Also, there is an option for saving each adding category details.
- Following details are included in the Add item category Manager view.
  - Code Number
  - Category
  - Subcategory 1
  - Subcategory 2
  - Subcategory3
  - Description
  - Reorder Level
  - Measure Unit – Option for add the measure unit for added category.
- After the user can save the adding details.
- This system facilitates to manage stores functionality. User can do following functionality by the using system.

### 1.2. Search item (Search by code, Search by category)

- The system facilitates the options of Common search (Automatically default selected) and search by the item code to search the item category list details.
- In here, the user can select item category /sub category 1/ subcategory 2/ sub category3 and then search the item only related to that category.
- If the user wants to get details of the main category item list, the user has to select only the category.
- System automatically displays the item count in the user view.
- Following details display in the item list.
  - Item Code
  - Brand Name
  - Category Name
  - Sub Category
  - Sub Category 2
  - Description
  - Unit type
  - Recorder
- After selecting the particular item user can do the following functionality.

### 1.3. Edit Item

- After the added items for the store, if there is any changes need to do by the system is facilitated that functionality.
- User can add or select the category and subcategory details.
- Also system facilitates the option for saving the details.

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## 1.4. Delete Item

- System facilitates to user to delete the item.
- But system not allows to delete the item, if item already transferred or forward.

## 1.5. View item history

- System facilitates the user to view the history of the item.
- Display Description, User name, and Date and Time as an item history details.

## 1.6. View Current stock details.

- User can view the current stock details by searching the item category.
- System display the following details as current stock details.
  - Code number
  - Item Description
  - Purchasing price
  - Current stock
  - Unit
  - Total Value.
- System has facilitates to user to export details report as summary, Print as summary, Export, View and print options.

# 2. OPENING STOCK

## 2.1. Add stock

- After created the item category details system facilities to user to add item in to the stock.
- User has to enter the following details.
  - Code NO
  - Item Name
  - Purchasing Price
  - Location
  - Quantity
  - Quantity Amount for(VAT , NBT , Discount and other)
- After entering the details, the user can add item details to the list.
- System calculates the total amount and displays it.
- If the users don't want to add that item to the stock, they can remove it.
- System facilitates the option to add to stock.
- Also, the system provides the following functionality.
- In this time add to GRN option is disable.
- **Quick view**
- System facilities to user to search the item details quickly by searching the item code or related word.
- Also if there is a changes of the item category details user can edit the item category details through the quick view and save.
- User can print and save the item list.
- **New Item**
- If the user does not add the item to the system before adding it to the stock, the user can click the new item link and add the new category item to the system. (add list)

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- **GRN View**
  - User can view the GRN details by searching the GRN Number.
  - Then system calculates and displays the total GRN amount.
  - Also system facilitates the GRN print, view, export, and edit GRN.

## **2.2. Adjustment (Delete, Update)**

- System facilitates the user to adjustment of the opening stocks.
- User has to enter the User name and password to get permission.
- Then, the user can direct to the adjustment of the opening stocks.
- User can do the following functionality.
  - **Delete Opening stock**
  - **Update Opening stock**
- User can update the following details.
  - Code Number
  - Item Name
  - Location
  - Purchasing price
  - Quantity

## **2.3. Forward**

- **Current stock forward**
- System facilitates the user to forward the current stock to the Next year.
- System displays the code Number, Item Description, Purchasing price, Quantity, and Total value.
- System automatically calculates the Current Total Stock Value.
- Also user can select the year of current forward stock using the drop-down menu.

## **3. GRN (GOOD RECEIVED NOTE)**

### **3.1. Create GRN**

- After added the item details in to the list user can add the GRN details to the system.
- User has to enter the following item details for the add stock.
  - Code Number
  - Item Name
  - Purchasing price
  - Location

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- Quantity
  - Quantity Amount for (VAT, NBT, Discount, Other)
  - System automatically calculates the purchasing price, quantity, and Quantity Amount (VAT, NBT, Discount, Other), then displays the Total Amount.
  - If a user wants to delete the added item details, who can remove them from the list.
  - Then the user can add the list to the stock and add it to GRN.

### **3.2. Add to GRN**

- After the user creates the item list, the user can add it to GRN.
- In this time Add to stock option is disable.
- Then, the user has to enter the Good Receive Note Details.
- Following details have to enter into the GRN.
  - GRN Number
  - Supplier Name – The user can select the existing supplier (Drop- Down) or add a new supplier by filing the New Supplier Registration Application.
  - Description
  - GRN Date – (Select using the calendar)
  - Order Number
  - Invoice Number
  - Ordered Date
  - Invoice Date
- System facilitates the Export, Print, and Save of the GRN.

### **3.3. GRN overview**

- User can search the already added GRN details by searching the GRN Number.
- Also system automatically displays the Total GRN Amount.
- User can edit and delete the already added item of GRN details.
- System facilitates users to export, print, view, and edit the GRN.

### **3.4. GRN search**

- User can get the Good Received Note Summary Report by searching the date duration.
- Following details are displayed in the summary report.
  - GRN Number
  - Supplier Name
  - Created Date
  - Created User
  - Description
  - Total
- Also System facilitates users to Export, View, and Print the GRN Summary Report.

### **3.5. Edit GRN**

- System facilitates user to edit the added GRN details and save the changes details.

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### **3.6. Delete Item form GRN**

- System facilitates to user to delete the Item from GRN.

### **3.7. Print GRN**

- System facilitates users to print the GRN report with details as document file.

### **3.8. Calculate NBT/VAT**

- After user enter the NBT and VAT values system automatically calculate the Total GRN amount.

## **4. ISSUE RETURN**

### **4.1. Return Issued Item**

- The system facilitates recording to issue item returns. The user must enter the Item code, Item name, and Quantity purchasing price.
- Then, the user can add that details to the list.
- The list displays the following details with the total price.  
Item code, Item name, Quantity purchasing price.
- Then, the user can return the item.

### **4.2. Search Return Details**

- System facilitates the user to get the Return stock Details by searching the particular time period.
- Following details are displayed by the system.
  - Return Number
  - Location
  - Created Date
  - Description

## **5. PURCHASE MANAGEMENT**

### **5.1. New purchase order**

- Following functionality are consist in parches the new order.
  1. Create an Order
    - To purchase an order user has to create an order.
  - To generate the order, user has to enter the following details.
    - Supplier Name
    - Terms and Conditions
    - Valid Date.
    - Description
    - Staff name
    - Designation
- The system facilitates the addition of details to the list.



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## 5.2. Need to purchase

- If the user needs to purchase an item, the system facilitates entering the Code Number and Quantity of the thing.
- After adding as needed, the item details are displayed in the list.
  - **Low level**  
There is an option the Print and save the purchased item list details.
  - **Search purchase order**  
The system facilitates the user to search the purchased item details list. Here is a facility the get the details in the particular time period, Order Id, Supplier Name, and Status.
  - **Edit purchase order**  
After user purchased the order, if there is any changes user can edit the purchase order.

## 6. SUPPLIER MANAGEMENT

### 6.1. New supplier

- System facilitates new supplier registration.
- Following details are required for registration.
  - Company Name
  - Street Name
  - City
  - Country
  - Supply item
  - Credit limit
  - Contact Person Name and Designation
- Also system facilitates the saving or clears the filled register application.

### 6.2. All suppliers

- System facilitates to user to search the supplier details by option of All, alphabetic letters, Numeric and Company Name.
- Also system facilitates the following functionalities.
  - Add group
  - View each suppliers details
  - Edit supplier details
  - Add new supplier
- Following details are displays the list of supplier.
  - Company Name
  - Contact Person
  - Telephone Number
  - Supply Items
  - Designation
  - Credit Period.

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## **7. SUPPLIER RETURN**

### **7.1. Supplier return**

- System facilitates to record the details of supplier return details.
- User has to enter the following details.
- Item Code
  - Item Name
  - Purchasing Price
  - Quantity
- After being added to the list user can return the supplier.

### **7.2. Return Overview**

- System facilitates the user to view the return stock overview.
- When the user enters the Return Number in to the system automatically displays the following details.
  - Return Number
  - Created date
  - Return Location
  - Created User
- Following list details are displayed after searching the Return Number.
  - Item Code
  - Item name
  - Quantity
  - Price
  - Total
- Also user can Print, Save, and Edit the Return Note.

### **7.3. Search return**

- System facilitates the user to get the stock return details by searching the particular date period.
- The system views the following details.
  - Return Number
  - Created Date
  - Description
  - Location

## **8. STOCK TRANSFER**

### **8.1. Create Transfer**

- System facilitates the item stock transfer.
- When the user input the item code system automatically displays the item name.

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- Then User can enter the Purchasing price and Quantity of the item.
  - According to the related item, details are added to the list.

## **8.2. Search Transfer**

- System allows users to get the Stock Transfer Details by searching the particular time period.
- Following details are displayed by the system.
  - Transfer Number
  - Branch Name
  - Created Date
  - Created By

## **8.3. Transfer details**

- User can view the transferred details by searching the transfer Number.
- Also system automatically displays the Transfer Number Created Date, Transfer Location, and Created User.
- According to the transfer number transferred, the system displays the list details.
  - Packed Id
  - Item Code
  - Description
  - Quantity
  - Price
  - Total
- Also, there is a functionality to Print, Save and edit transfer notes.

# **9. STOCK ADJUSTMENT**

The system facilitates the user to adjustment of stock. But before that, system must want to give permission authorized credentials.

- For the stock adjustment user must have permission.
- Therefore user has to enter the User Name and Password for the system credentials.
- After the system validates the user-entered details, the user can update the stock.

## **9.1. Create a stock adjustment**

- To create the stock adjustment user has to enter the following details.
  - Item code Number
  - Item Name
  - Purchasing Price
  - Quantity
  - Reason – The system facilitates the user to add the reason for the stock adjustment. For that user has to enter the reason and reason type. The user can save or cancel the reason.

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- Description
    - Date
  - After creating stock adjustment user can do save or cancel.
  - Also, the user can view the details of items in the stock, and there is the option to print and save the details list.

## 9.2. Search stock adjustment

- System facilitates the user to get the adjustment report details by searching the particular date period.
- Also user can View, Print details and Export details into the excel sheet.
- Following details are viewed by the system.
  - Item Code
  - Adjustment Number
  - Quantity
  - Reason Name
  - Description
  - Adjustment Date
  - Purchase Price.

## 10.STOCK REPORTS

### 10.1 VIEW OPENING STOCK IN EACH YEAR

- System facilitates to user to get the list of details of opening stock in each year by selecting the year and category.
- Following details are displays the list of details.
  - Code Number
  - Item description
  - Purchasing price
  - Quantity
  - Total value
- System automatically displays the Opening stock value total.
- There is an options of export and print the summary report.

### 10.2. VIEW RECEIVED STOCK BY CATEGORY

- System provide facility to user to get the report of added stock summary report by searching the time duration and category of the item.
- Following details display in the summary report.
  - Code
  - Description
  - Quantity
  - Units
  - Purchas price
  - Total
- Also user can view, Print, and Export the summary report.

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### 10.3. STOCK TRANSFER REPORT

- System facilitates to get the stock transfer report searching by the following details.
  - Category
  - Location
  - From date
  - Two date
- Also automatically displays the total amount of the stock transfer.
- Following details are displays in the list of summary report.
  - Item Code
  - Item Name
  - Quantity
  - Price
  - Total
- User can view, print and export the summary report.

### 10.4. SEARCH STOCK TRANSFER DETAILS REPORT

- This system facilitates to get the stock transfer details report by searching the time duration, Ledger and location.
- User can view the Total amount of the stock transfer.
- Also provide the facility of the export the summery report and print the summery report and, print, export and view the details.

### 10.5. GET THE STOCK TRANSFER SUMMARY REPORT – EXPENSES LEDGER WISE.

- User can get the stock transferred details by searching the Location, from date and to date.
- Also system automatically displays the Total amount.
- Following stock transfer details are displayed the expenses ledger wise.
  - Expense Ledger
  - Vote Total

### 10.6. BIN CARD

- [View bin card](#)

- System facilitates to get the Item Bin Card details in the each year by searching the Item code, Item Name.
- Following details are consist as the bin card details.
  - Date
  - Doc Number
  - Received
  - Issued
  - Balance

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- Also there are options of the Export bin card and Print bin card.
    - Search bin card
  - To bin card print, User can search the item searching by the Item code, Category, Year. Also there is clear button.
  - User can select the relevant bin card to print.

## 10.7. STOCK LEDGER

- Search by Item Code
- System facilitates the get details of item stock ledger in each year by searching the item code.
- Following details are displayed for the stock ledger of received, issued, and balance.
  - Date
  - Doc Number
  - Received
  - Price
  - Value
- Also details can export the excel sheet, View the Stock Ledger, Export Stock, print the stock ledger.
  - Search by category

### Item Wise

- Using this system user can get stock ledger details item wise by searching the item category and year.

### All

- User can search the item stock ledger all details by searching the Category Name and related year.