	
User Manual- AIMCO FINANCE STRATEGIC AND CONTROL GROUP	Revision No. 00
Document Title: INVENTORY ENCODING FORM USER MANUAL	Effectivity Date: June 16, 2025

I. PURPOSE

This spreadsheet is used by warehouse personnel to accurately encode all product movements — either Issuances (outgoing items) or Receipts (incoming items). It ensures inventory records are kept up to date in real time.

II. SCOPE

This manual applies to all personnel assigned to encode warehouse transactions related to inventory movement. The scope includes:

- Manual data encoding of product name, batch number, transaction type, and quantity
- Daily transaction recording for inventory monitoring
- Issuances to internal departments or branches
- Receipts of incoming deliveries or returned items


III. DEFINITION OF TERMS

1. **Product Name** - The official name or description of the item stored in the warehouse.
2. **Batch Number** - A unique identifier assigned to a group of products manufactured or received together.
3. **Transaction Type** - Specifies whether the transaction is a Receipt or Issuance.
4. **Receipt** - A transaction that adds products into warehouse inventory.
5. **Issuance** - A transaction that removes products from the warehouse for internal use or delivery.
6. **Quantity** - The number of units being issued or received.

IV. METHODS

1. Open the provided link or access the shared file in your Google Drive.
2. Go to the sheet/tab titled: "Encoding".
3. Click the cell under Transaction Type.

Transaction Type:

	
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4. Select Transaction Type:

- a. Receipt → items added to inventory.
- b. Issuance → items taken from inventory.

Transaction Type:

Issuance
•

Receipt
✎

5. Enter WSIS Number if Issuance and WSRR Number if Receipt.

WSIS / WSRR Number:

6. Select Date of the transaction.

Date

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

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7. Add Remarks if necessary

Remarks:

	
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8. Fill in Product Details

a. Select Product Name

Product Name:

PAU LINIMENT 60 ML

PAU LINIMENT 30 ML

PAULITO 10 ML

b. Then Select the Batch Number

Product Name:	Batch Number:	Qty
PAU LINIMENT 30 ML ▼	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<div style="background-color: #f0f0f0; height: 20px; width: 100%;"></div> ▼	2409215	
<div style="background-color: #f0f0f0; height: 20px; width: 100%;"></div> ▼	2409219A	
<div style="background-color: #f0f0f0; height: 20px; width: 100%;"></div> ▼	2509002	

c. Add Quantity to the selected batch numbers.

9. Click Generate Data --> Save Data.

Tools Extensions Help **Generate Data**

.0 .00 123 | Monts...


Save Data
 Reset template

10. Wait for the confirmation then click Yes.

Confirmation

Are you sure?

No
Yes


	
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Prepared by:

Conformed by:

Orlando Jr. D. Aguisando
System Support Officer

Amalia Eden V. Panes
FSCG Head

	
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June 2025
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PAULITO 10 ML

b. Then Select the Batch Number

Product Name:	Batch Number:	Qty
PAU LINIMENT 30 ML ▼	<input type="text"/>	
▼	2409215	
▼	2409219A	
▼	2509002	

c. Add Quantity to the selected batch numbers.

9. Click Generate Data --> Save Data.

Tools Extensions Help **Generate Data**


.0 .00 123 Monts... Save Data Reset template

10. Wait for the confirmation then click Yes.

Confirmation

Are you sure?

No Yes


	
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Product Name:	Batch Number:	Qty
PAU LINIMENT 30 ML ▼		
▼	2409215	
▼	2409219A	
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