AIMC©® Almano Integrated & Management Corporation	
User Manual- AIMCO FINANCE STRATEGIC AND	Revision No. 00
CONTROL GROUP	
Document Title:	Effectivity Date: June 16, 2025
INVENTORY ENCODING FORM USER MANUAL	

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:

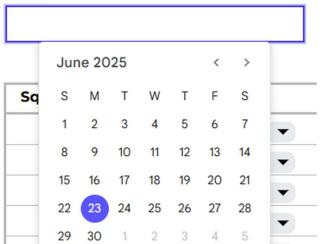


5. Enter WSIS Number if Issuance and WSRR Number if Receipt.

WSIS / WSRR Number:

6. Select Date of the transaction.

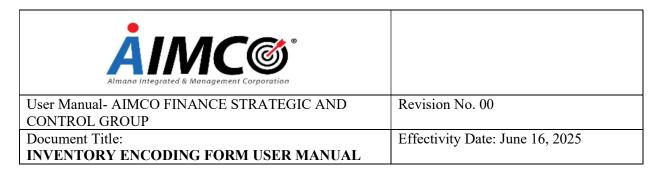
Date



7. Add Remarks if necessary

Remarks:



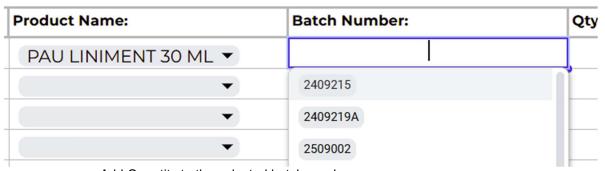


8. Fill in Product Details

a. Select Product Name

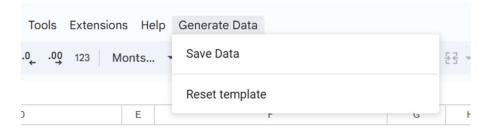


b. Then Select the Batch Number



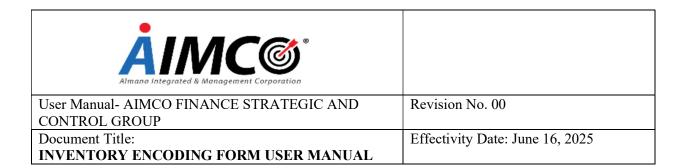
c. Add Quantity to the selected batch numbers.

9. Click Generate Data --> Save Data.



10. Wait for the confirmation then click Yes.





Prepared by: Conformed by:

Orlando Jr. D. Aguisando
System Support Officer

Amalia Eden V. Panes
FSCG Head

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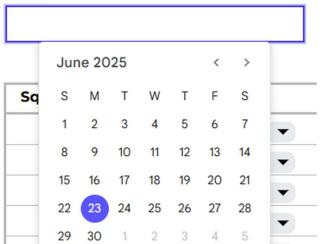


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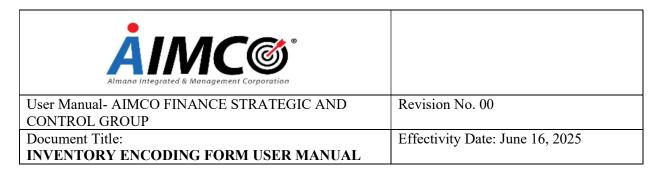
Date



7. Add Remarks if necessary

Remarks:



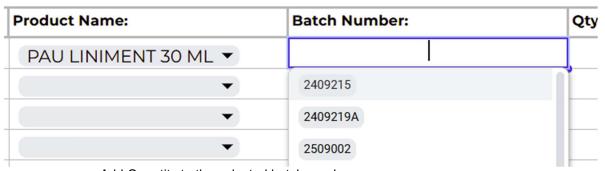


8. Fill in Product Details

a. Select Product Name

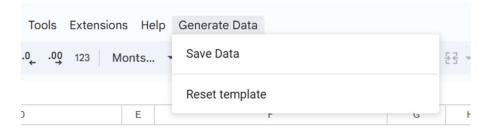


b. Then Select the Batch Number



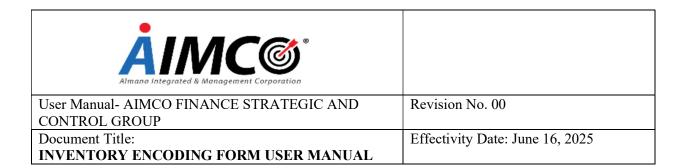
c. Add Quantity to the selected batch numbers.

9. Click Generate Data --> Save Data.



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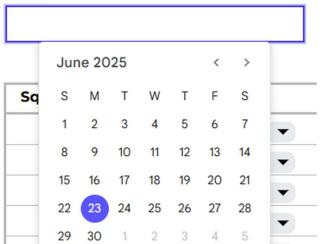


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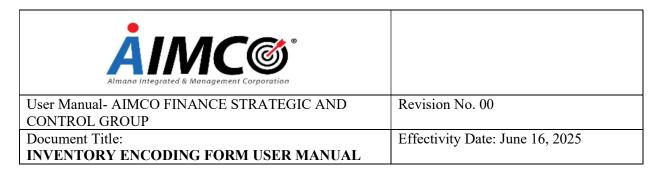
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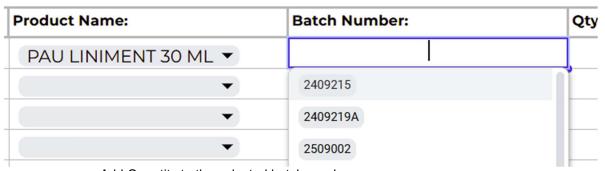


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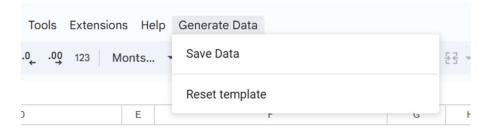


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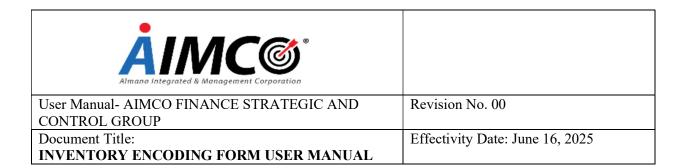
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