

Inventory Management System

User Manual

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Overview

The Inventory Management System is an Excel-based tool consisting of three key worksheets. It is designed to help you efficiently manage and track your inventory, calculate stock quantities, credits, and debits. The system automatically updates based on your inputs.

The following sections describe how each worksheet works and how to use them effectively.

1. Sheet2: Item List (Core of Stock Management)

Purpose

Sheet2 serves as the foundation of your inventory system. It contains a list of all your items, including unique Item Codes and their corresponding Item Names. This sheet feeds information into Sheet1 (where you enter stock transactions) and Sheet3 (where stock summaries are calculated).

How to Use

Updating the Item List

- **Item Code:** A unique identifier for each product in your inventory (e.g., 4001 for Product A).
- **Item Name:** The name of the product associated with the Item Code (e.g., Product A).

Example

Item Code	Item Name
4001	Product A
4002	Product B

2. Sheet1: Data Entry and Stock Updates

Purpose

Sheet1 is where you record stock updates, including the addition (credit) or removal (debit) of items from your inventory. You will enter transactions such as item purchases, sales, or stock adjustments.

How to Use

- **Item Code & Item Name:** Use the dropdown menu in the Item Code column, which is populated from Sheet2.
- **Transaction Details:** Enter the Type (Credit or Debit), Quantity, and Date of the transaction.

- **Automatic Calculations:** The system will automatically calculate the Credited or Debited amounts based on the transaction type.

3. Sheet3: Net Stock Summary

Purpose

Sheet3 summarizes your net stock levels after incorporating data from Sheet1. It shows the net stock for each item based on the transactions recorded.

How to Update the System

To keep the system accurate and up-to-date, regularly input stock transactions and update the item list as new products are added to your inventory. Follow these steps:

- Add new items to Sheet2 as they arrive in your inventory.
- Record every stock transaction in Sheet1 to keep track of your inventory changes.
- Review the net stock summary in Sheet3 to evaluate stock levels and make informed decisions.