

Copilot

Certainly! Below are examples of forms and lists for a perpetual inventory management system in SharePoint, along with their relationships:

Forms for Data Entry:

1. Receiving Form:

****Receiving Form****

- Ingredient: [Dropdown list of ingredients]
- Quantity Received: [Numeric field]
- Unit: [Dropdown list of units]
- Supplier: [Text field]
- Date Received: [Date picker]

2. Production Log Form:

****Production Log Form****

- Product: [Dropdown list of products]
- Ingredient Used: [Dropdown list of ingredients]
- Quantity Used: [Numeric field]
- Unit: [Dropdown list of units]
- Date of Production: [Date picker]

3. Waste Log Form:

****Waste Log Form****

- Ingredient: [Dropdown list of ingredients]
- Quantity Wasted: [Numeric field]
- Reason for Waste: [Text field]
- Unit: [Dropdown list of units]
- Date: [Date picker]

4. Prep Log Form:

****Prep Log Form****

- Task: [Text field]
- Ingredient Prepared: [Dropdown list of ingredients]
- Quantity Prepared: [Numeric field]
- Unit: [Dropdown list of units]
- Employee: [Text field]
- Date: [Date picker]

5. Cash Drawer Log Form:

****Cash Drawer Log Form****

- Opening Amount: [Numeric field]
- Closing Amount: [Numeric field]
- Discrepancy: [Numeric field]
- Employee: [Text field]
- Date: [Date picker]

Lists to Store Data:

1. Inventory List:

Ingredient	Unit	Current Stock	Receiving	Used in Production	Waste	New Stock
Example	kg	100	25	30	2	93

2. **Production List:**

Product	Ingredient Used	Quantity Used	Unit	Date of Production
Bread	Flour	10	kg	01/01/2024

3. **Waste List:**

Ingredient	Quantity Wasted	Reason for Waste	Unit	Date
Flour	1	Spillage	kg	Today

4. **Prep List:**

Task	Ingredient Prepared	Quantity Prepared	Unit	Employee	Date
Dough Prep	Flour	20	kg	John Doe	Today

5. **Cash Drawer List:**

Opening Amount	Closing Amount	Discrepancy	Employee	Date
500	450	-50	Jane Doe	Today

Relationships Between Forms and Lists:

- **Receiving Form** updates the **Receiving** column in the **Inventory List**.
- **Production Log Form** updates the **Used in Production** column in the **Inventory List** and adds entries to the **Production List**.
- **Waste Log Form** updates the **Waste** column in the **Inventory List** and adds entries to the **Waste List**.
- **Prep Log Form** is used for internal tracking and can be related to the **Production List** to ensure prepared ingredients are used accordingly.
- **Cash Drawer Log Form** adds entries to the **Cash Drawer List** for financial tracking.

Each form is designed to capture specific data that feeds into the corresponding list, ensuring real-time updates to your inventory levels and providing a comprehensive view of your bakery’s operations.  