|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INVENTORY CONTROL SYSTEM.** | | | | | | | | | | | | | |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| **Inventory Control system Based by following categories.** | | | | | | | | | | | | | | | | | | |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| **Purchase orders.** | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
| **Goods Received Notes.** | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
| **Goods Issues** | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| **Stocks** | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| **Machinery Inventory (Register)** | | | | | | | | | | | | | |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| **Purchase orders** | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| All Stocks entered to the system with reordered level. if any item less than reordered level | | | | | | | | | | | | | | | | | | | | | | |  | |
| system will auto created purchase order. Manual facility needed select suppliers , Entered Qty, | | | | | | | | | | | | | | | | | | | | | | |  | |
| & View last purchase history details (Supplier/Prices/Qty) | | | | | | | | | | | | | | | | | | |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Reorder level baized with Minimum & Maximum Stock level given by store keeper or department head. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| System have a facility to maintained Supplier data base with following details.. | | | | | | | | | | | | | | | | | | | | |  | |  | |
| Supplier code | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Company Name | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Telephone/ fax /e mail | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
| Address | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Vat register No | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Credit/Cash details | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| System need to facility to maintained Item data base with following details. | | | | | | | | | | | | | | | | | | | | |  | |  | |
| Item code | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Item Name | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Last Purchasing Price | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
| Last Purchasing Date | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
| Last Purchasing Qty | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
| Quality terms | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| competitive with other suppliers prices | | | | | | | | | | | | | | | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| System needed facility to call Quotation | | | | | | | | | | | | | | | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Manual facility needed authorized persons to Collect & Approved it.(M.D/Manager approval/ Financial  Approval). | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| All factories Combined with Stocks, each factory needed facility to search wanted items from | | | | | | | | | | | | | | | | | | | | | | |  | |
| Other, factories stocks, If they have Wanted items needed facility to Internal Goods transfers. | | | | | | | | | | | | | | | | | | | | | | |  | |
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| SAMPLE | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Tea Company (Pvt) Ltd. | | | **PURCHASE ORDER** | | | | | Kumbadura | | | |  | **DATE:** | 09/07/2014 | | Meegahathenna | |  |  |  | **P.O. No** | 1 | | [tea@yahoo.com](mailto:tea@yahoo.com) | | | |  |  |  | | Tel.000-0000000 | |  |  |  |  |  | | Fax.000-0000000 | |  |  |  |  |  | |  |  |  |  |  |  |  | | **SUPPLYER** | |  |  |  |  |  | | [Name] | |  |  |  |  |  | | [Company Name] | |  |  |  |  |  | | [Stress Address] | |  |  |  |  |  | | [Phone] | |  |  |  |  |  | | (Fax) |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **ITEM #** | **DESCRIPTION** | | | **QTY** |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  | | | |  |  |  | | **Other Comments or Special Instructions** | | | |  |  |  | |  | | | |  |  |  | |  | | | |  |  |  | |  |  |  |  |  |  |  | |  |  | Authorized by | |  |  | Date | |  |  |  |  |  |  |  | | | | | | | | | | |  | |
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| **Good Receive Notes.** | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
| System needed Facility to entering manually all invoices to the system from stores by | | | | | | | | | |  | |
| following categories | | | | | | | | | |  | |
| General Stores Stock (Not for Accounted added only Stocks.) | | | | | | | | | |  | |
| Direct Charge to Expenditure Accounts (Purchasing Goods not Added Stores Stocks , | | | | | | | | | |  | |
| Direct use & Direct Charge to Expenditure Accounts) | | | | | | | | | |  | |
| Internal Transfers (Goods Transfer Factory wise) | | | | | | | | | |  | |
| Needed to Report facilty to day by day & Monthly purchase item & Value Wise Summery. | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
| SAMPLE | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Tea Company (Pvt) Ltd. | | | **GOODS RECEIVED NOTE** | | | | | Kumbaduwa | | | |  | **DATE:** | 09/07/2014 | | Meegahathenna | |  |  |  | **G.R.N No** | 1 | | [tea@yahoo.com](mailto:tea@yahoo.com) | | | |  |  |  | | Tel.000-4927560/1 | |  |  |  |  |  | | Fax.0002288458 | |  |  |  |  |  | |  |  |  |  |  |  |  | | **SUPPLYER** | |  |  |  |  |  | | [Name] | |  |  |  |  |  | | [Company Name] | |  |  |  |  |  | | [Stress Address] | |  |  |  |  |  | | [Phone] | |  |  |  |  |  | | (Fax) |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **ITEM #** | **DESCRIPTION** | | | **QTY** | **RATE** | **VALUE** | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | | Delivery date | | | | SS |  |  | |  | | | | SUB TOTAL | |  | |  | | | | NBT |  |  | |  | | | | VAT |  |  | |  | | | | OTHER |  |  | |  | | | | GRAND TOTAL | |  | |  | | | |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | PREPAIRED BY | | Authorized by | |  | Date | |  |  |  |  |  |  |  | | | | | | | | | | |  | |
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| **Return Notes** | | | | | | | | | |  | |  |  | |  | |  | | |  | |  | |
| System have a facility to create return note ,if any good not acceptable by store or relevant persons | | | | | | | | | |  | |
| (Not in good condition) | | | | | | | | | |  | |  |  | |  | |  | | |  | |
|  | | | | | | | | | |  | |  |  | |  | |  | | |  | |  | |
| System need to facility to cross checked received item s with purchase order & informed suppliers to | | | | | | | | | |  | |
| Excess qty or Shortage. | | | | | | | | | |  | |  |  | |  | |  | | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| **Goods Issues.** | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| All issues & internal transferred done with system created issue note through authorized person's | | | | | | | | | | | | | | | | | | | | |  | |  | |
| Approval. The issue note have needed a , | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | | | | | | | | | | |  | |  | |  | |  |  |  |  |
| First in & First out system. | | | | | | | | | | | | | | | | | | | | | | |  | |  |  |  |  |  |
| Reason | | | | | | | | | | | | | | | | | |  |  | |  | |  | |  |  |  |
| Qty | | | | | | | | | | | | | | | | | |  |  | |  | |  | |  |  |  |
| Value | | | | | | | | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |
| Have a facility to Expenditure Accounts / Other accounts | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Serial Number | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Date | | | | | | | | | |  | |  |  | |  | |  | | |  | |  | |
|  | | | | | | | | | |  | |  |  | |  | |  | | |  | |  | |
| Needed to Report facility to day by day & Monthly issued items & Value Wise Summery. | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
| SAMPLE | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Tea Company (Pvt) Ltd. | | | **GOODS ISSUE NOTES** | | | | | Kumbaduwa | | | |  | **DATE:** | 09/07/2014 | | Meegahathenna | |  |  |  | **ISSUE NOTE NO** | 1 | | [tea@yahoo.com](mailto:newhopewelltea@yahoo.com) | | | |  |  |  | | Tel.000-4927560/1 | |  |  |  |  |  | | Fax.0002288458 | |  |  |  |  |  | |  |  |  |  |  |  |  | | RESON | : |  |  |  |  |  | |  |  |  |  |  |  |  | | **ITEM #** | **DESCRIPTION** | | | **QTY** |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | PREPAIRED BY | | ISSUED BY | | RECEIVED BY |  | |  |  |  |  |  |  |  | | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
| **Stocks** | | | | | | | | | |  | |
| System Stock divided to Follow Main Categories | | | | | | | | | |  | |
| Fertilizer | | | | | | | | | |  | |
| Firewood | | | | | | | | | |  | |
| Fuel /Diesel | | | | | | | | | |  | |
| Packing Materials | | | | | | | | | |  | |
| General Stock | | | | | | | | | |  | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | General Stock should divided three main categories & that two main categories divided to sub | | | | | | | | | | categories |  |  |  |  |  |  |  |  | | | | | | | | | |
|  | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  | **A Stock** |  |  |  |  | |  |  | (New Items to be charge to Accounts) | | | |  | |  |  | Have a Value | |  |  |  | |  |  |  |  |  |  |  | | **General stock** |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  | **B Stock** |  |  |  |  | |  |  | (Used Items already Charge to Accounts) | | | |  | |  |  | Not Value in the System. | | |  |  | |  |  |  |  |  |  |  | |  |  | **C Stock** |  |  |  |  | |  |  | (System issued ,but not collected items) | | | |  | |  |  | This need to facility to added main stock after one week. | | | | | | | | | | | |
|  | | | | | | |
|  | | | | | | | | | |  | |
| General Stock Should Divided following Sub Categories | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **GENERAL STOCK** | | |  |  |  | |  |  |  |  |  |  |  | | **Machinery Items (A/B)** | |  | **Other inventory** | |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **Machinery items** | |  | **Printing & Stationary** | | |  | | **Belts** |  |  | **General Items** | |  |  | | **Bolt & Nut** |  |  |  |  |  |  | | **Electrical** |  |  |  |  |  |  | | **Bearings** |  |  |  |  |  |  | | **Motors** |  |  |  |  |  |  | | **Timber Planks** | |  |  |  |  |  | | **Factory Items** |  |  |  |  |  |  | | **Paint** |  |  |  |  |  |  | | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
| Entering stocks to the system by GRN s & Opening balances. Issues done by Approved Issue | | | | | | | | | |  | |
| Notes. | | | | | | | | | |  | |  |  | |  | |  | | |  | |  | |
| All items have a relevant code system & inquiry any time system balance & Value by E bin Card.  System Have a Facility to Physical Stock Counting 10 Second System Proposed by Mr.Samarakoon | | | | | | | | | |  | |
| System have facility to entering every month /or day counting physical qty s to system & | | | | | | | | | |  | |
| can proceed, | | | | | | | | | |  | |  |  | |  | |  | | |  | |  | |
| Stock Variance Report Qty & Value wise. | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Stores Stock Linked With Purchase Order System | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
| Tea stock & Fertilizer linked with Crop Book & Bought Leaf | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | |
| System need facility to maintained all Machinery items Inventory Register have a facility to | | | | | | | | | | |  | | |  | |  | |  |  | |  | |  | |
| View historical data s of machinery, Reminders of machinery services. | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
|  |  |  |  |  |  |  | |
| C:\Documents and Settings\user\My Documents\My Pictures\untitled.bmp | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |
|  | | | | | | | | | |  |  | | |  | |  | |  |  | |  | |  | |