**Office Management**

**Software issues:**

1. Need to format software store requisition.
2. New check out houses have space downstairs to increase. It needs to increase by 10 houses.
3. When the software is updated, everything becomes the same again, then call the software company to fix it. It has to be fixed.
4. New check in format needs to be like this:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SL | Check in Date | Item Name | Supplier Name | Qty. | Status | Action | Note |
| 1. | 23.08.20 | Permanent Marker | City Library | 24 |  |  | Example |
| 2. | 23.08.20 | Black Pen | Bithi Library | 12 |  |  | Example |

1. New Purchase Order format needs to be like this:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SL | PO Date | Item Name | Supplier Name | Present Stock | Present S. Rate | PO Qty. | PO  Rate | Grand Total (PO) | Note |

1. Item base Search Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item Name | Supplier Name | Purchase | Issued | Closing | Note |
| Permanent Marker | City Library | 100 | 80 | 20 | Example |

If click on Purchase or Issued option then showing the details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Supplier Name | Purchase Qty | Rate | Total amount | Note |
| 12-08-2020 | City Library | 20 | 22 | 440 | Example |
| 12-09-2020 | Papon Store | 15 | 20 | 300 |  |
| 12-10-2020 | City Library | 30 | 19 | 570 |  |
| 12-01-2021 | Bithi Store | 15 | 20 | 300 |  |
| 12-03-2021 | City Library | 20 | 22 | 440 |  |
| Total |  | 100 |  |  |  |

1. If the fixed property tag cannot be fixed, it must be canceled.