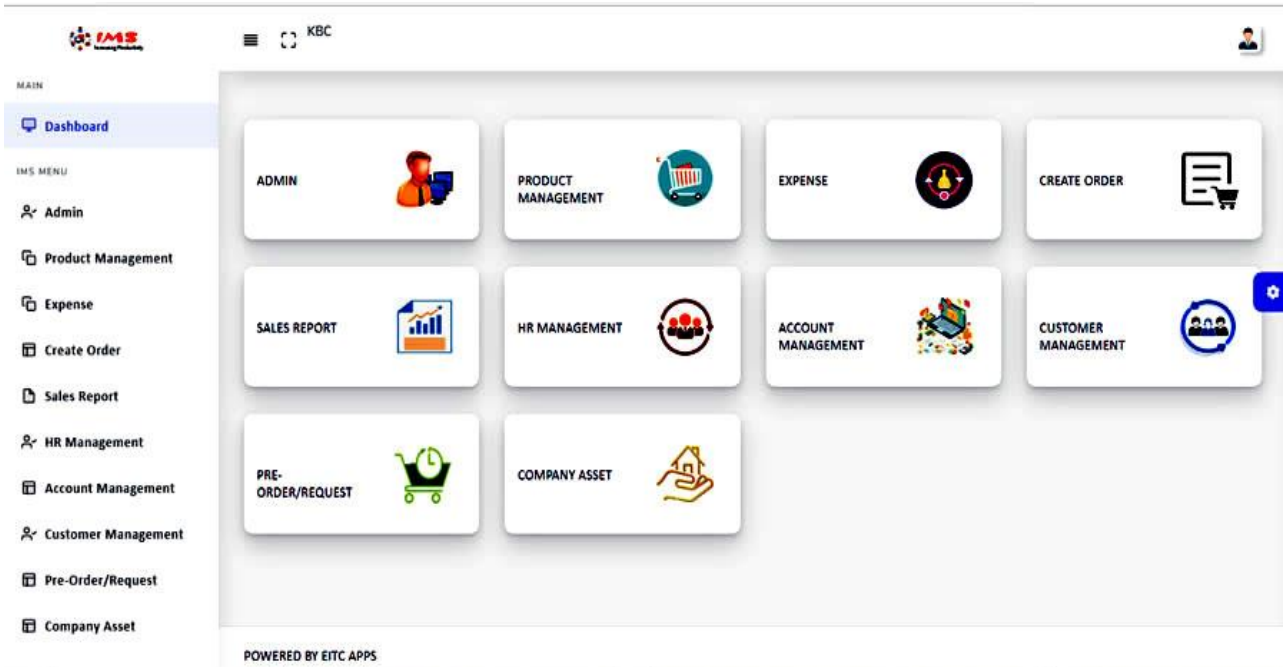# INVENTORY MANAGEMENT SYSTEM (IMS 4.0)
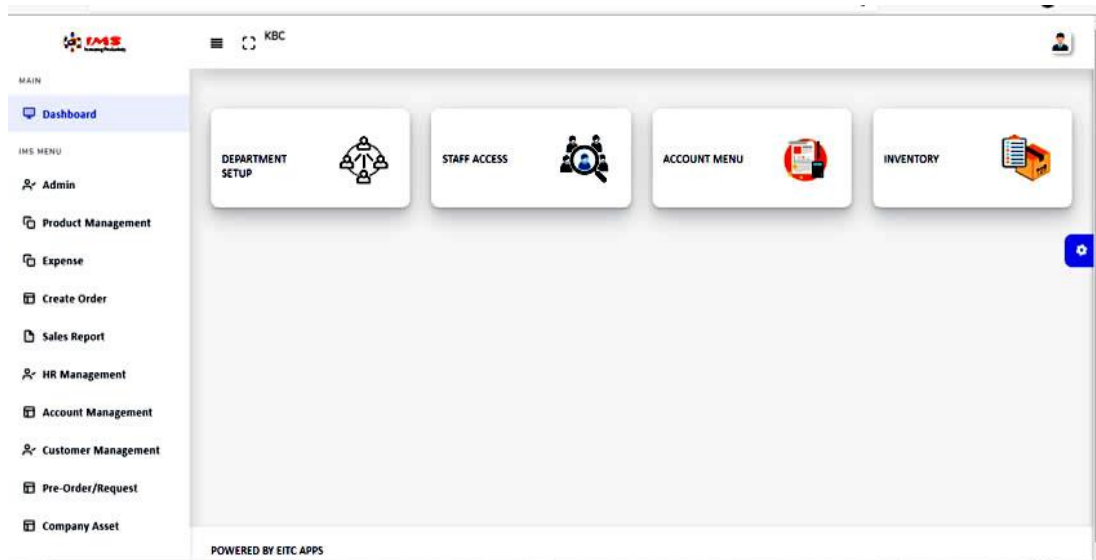
USER MENU

❖ **MAIN MENU**

❖ **USER SUB MENU**
- **ADMIN :**

✓ Department Setup: This sets up all the departments available in your organization.
✓ Staff Access: This grants access to user for the application usage.
✓ Account Menu: This takes you to the super admin menu.
✓ Inventory: Displays a summary of numeric values of all the section of the application.

- **PRODUCT MANAGEMENT :**
  ✓ Category Setup: This setup all the category for items.

CATEGORY SETUP

Menu				KBC

Category List   Add

Show 25 ⌄ entries   Search

Category Name	⏷	Status	⏷	Edit	⏷	⏷
		No data available in table				

Showing 0 to 0 of 0 entries   Previous   Next

✓ Procurement: This allows you to create stock for items.

PROCUREMENT

Menu				KBC

Product List   Add

Show 25 ⌄ entries   Search

Bar Code	Category	Product Name	Quantity	Cost Price	Sell Price	Shelf	Status			
				No data available in table						

Showing 0 to 0 of 0 entries   Previous   Next

✓ Product List: This allows you to export stock according to a specific category.
✓ All Stock Download: This allows you to download all the stock available.
✓ Low Stock Download: This allows you to download stocks that are low in quantity.
✓ Out of Stock: This allows you to download stocks that are not available.

- **EXPENSE:** This allows you to create daily expenses for accounting purpose.

- **CREATE ORDER:**

Create Order ×

🛒 0

Barcode

[   ]

[Add to cart] [View Cart] [Close]

Search by item Name

[View all items]

- **SALES REPORT**

SALES

Menu	Daily	Monthly	Yearly	Report Analysis		KBC

Order List

Show [10 ▾] entries   Search: [   ]

Order ID	Customer Name	Total Amount	Payment Status	Payment Mode	Order Date	Confirm By	
			No data available in table				

Showing 0 to 0 of 0 entries   Previous   Next

Total Order Value	Total Cash Order Value	Total Credit Order Value
=N=0.00	=N=0.00	=N=0.00

Total Order Value User wise

User Name	Total Order Value	Total Cash Order	Total Credit Order
Total	=N= 0	=N= 0	=N= 0

- **HR MANAGEMENT**
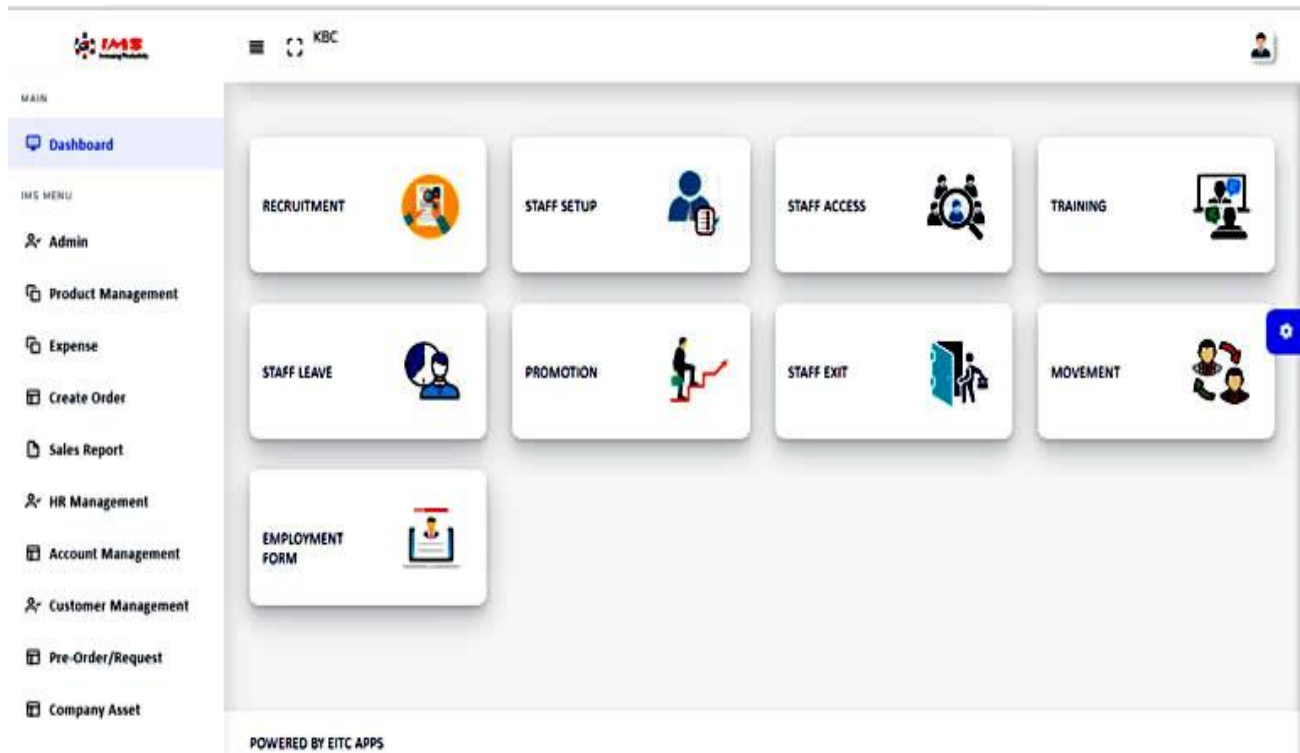
- ✓ Recruitment: This allows you to take in prospective employees.
- ✓ Staff Setup: This allows you to approve a prospective employee as a full staff of the organization.
- ✓ Staff Access: This allows you to set username and password for the staff.
- ✓ Training: This allows you to keep record of training attended by your staff.
- ✓ Staff Leave: This allows you to keep the record of leave plan of your staff.
- ✓ Promotion: This allows you to keep record of when any staff is promoted.
- ✓ Staff Exit: This allows you to keep record of a staff that is not part of the organization as well as de-activate him/her from gaining access to the application.
- ✓ Movement: This allows you to keep record of staff movement from one department to the other.

- **ACCOUNT MANAGEMENT:**
  - ✓ Income and Expenditure: This displays the income and expense daily and within a date range.
  - ✓ Sales Profit Analysis: This helps you to keep track of the profit made from sales.
  - ✓ Re-print Invoice: This allows you to generate invoice for an item sold in the past.
  - ✓ Order Confirmation: This allows you to confirm an order after checking through.

- **CUSTOMER MANAGEMENT**

CUSTOMER MANAGEMENT

- **PRE-ORDER/REQUEST**

PRE-ORDER