**Inventory Management System**

**Masters:**

**Add New Item Master**

**To Add new Item Master**

1. You have to enter the values of "Item Code" and "Description"
2. You have to select the values of "Category", "Warehouse", "Valuation Method", "Storage Units Of Measure", "Type", "Consumption Units Of Measure", "Usage", "Source", "Type", "Item A/C", "Lot/Serial Control" and "Price Variance A/C".  
   **NOTE :**You can directly add new values for "Category" and "Storage Units Of Measure" by Clicking the + symbol provided.
3. Select value of "Select".

If value of Select is "Manual" and Lot/Serial Control is "Lot" you have to enter values for "Lot No. Limit" and "Lot No. Starting Value".

If value of Select is "Manual" and Lot/Serial Control is "Serial" you have to enter values for "Serial No. Limit" and "Serial No. Starting Value".

If value of Select is "Manual" and Lot/Serial Control is "Lot and Serial" you have to enter values for "Lot No. Limit", "Lot No. Starting Value", "Serial No. Limit" and "Serial No. Starting Value".

1. If Selected Value of Usage is "Sale" or "Produced or Sale" you also have to select values for "COGS A/C", "Sales A/C" and "Sales Return".
2. If the selected value of Source is "Purchased" or "Produced or Purchased" and "Usage" value is "Sale" you have to select values from "List".  
   If value of Source is "Purchased" or "Produced or Purchased" and "Usage" value is other than "Sale" you have to select values from "Vendors List" .  
   If value of Source is "Produced" and "Usage" value is "Sale" you have to select values from "Parties List".  
     
   **Eg :** Suppose Item Code is "item001", Description is "ItemMaster001", Category is "Consumables", Storage Units Of Measure is "Numbers", Usage is "Others", Type is "Others", Valuation Method is "Weighted Average", Consumption Units Of Measure is "Numbers", Item A/C "IT401", Price Variance A/C is "00104", Lot/Serial Control is "Lot", Select is "Manual", Serial No. Limit is "1000", Serial No. Starting Value is "111", Source is "Purchased" and Vendors List is "A B M Industries" and " Issac Traders" then   
   you have to enter *item001* for "Item Code", *ItemMaster001* for "Description", select *Consumables* for "Category", *Numbers* for "Storage Units Of Measure", *Others* for "Usage", *Others* for "Type", *Weighted Average* for "Valuation Method", *Numbers* for "Consumption Units Of Measure", *IT401* for "Item A/C", *00104* for "Price Variance A/C", *Lot* for "Lot/Serial Control", *Manual* for "Select", *Purchased* for "Source", enter *1000* for "", *111* for "' and select *A B M Industries*, *Issac Traders* for "Vendor List".
3. Once filled click on 'SAVE' button to save the Item Master or 'CANCEL' to exit without saving.

**Edit existing Item Master**

**To Edit existing Item Master**

1. You have to enter the values of "Item Code" and "Description" if any changes in previously entered values.
2. You have to select the values of "Category", "Storage Units Of Measure", "Type", "Lot/Serial Control", "Valuation Method", "Consumption Units Of Measure", "Item A/C" and "Price Variance A/C" if any changes from previously selected values.  
   **NOTE :**You can directly add new values for "Category" and "Storage Units Of Measure" by Clicking the + symbol provided.
3. Select value of "Select". If value of Select is "Auto" you have to enter "Serial No. Limit" and "Serial No. Starting Value".
4. You have Select Value of "Usage".  
   If Selected Value of Usage is "Produced" you also have to select value for "W/P A/C".  
   If Selected Value of Usage is "Sale" or "Produced os Sale" you also have to select values for "COGS A/C", "Sales A/C" and "Sales Return".
5. Select value for "Source". If value of Source is "Purchased" or "Produced or Purchased" and "Usage" value is "Sale" you have to select values from "List".  
   If value of Source is "Purchased" or "Produced or Purchased" and "Usage" value is other than "Sale" you have to select values from "Vendors List" .  
   If value of Source is "Produced" and "Usage" value is "Sale" you have to select values from "Party’s List".  
     
   If value of Source is "Produced" or "Produced or Purchased" you have to enter the value for "Standard Cost/Unit".
6. Select value for "Source". If value of Source is "Purchased" you have to select value of "Vendors List".  
   **Eg :** Suppose if you want to change the Item Code from "item001" to "item002, Description from "ItemMaster001" to "ItemMaster002", Valuation Method from "Weighted Average" to "LIFO" then ,   
   you have to enter *item002* for "item Code", *ItemMaster002* for "Description" and *LIFO* for "Valuation Method".
7. Once filled click on 'UPDATE' button to save the changes to Item Master or 'CANCEL' to exit without saving.

**Add New Office**

**To Add new Office**

1. You have to enter the value of "Sector Name".
2. Now select the value for "Sector Type.  
   **Eg :**Suppose Sector Name is "SSPC" and Sector Type is "Administrative Office" then  
   you have to enter *SSPC* for "Sector" and select *Administrative Office* for "Sector Type".
3. Once filled click on 'SAVE' button to save the Office or 'CANCEL' to exit without saving.

**Edit Existing Office**

**To Edit an Existing Office**

1. You have to enter the value of "Sector Name" if any change from the previously entered value.
2. Now select the value for "Sector Type if any change in the previously selected value is required.  
   **Eg :**Suppose if you want to change the Sector Name from "SSPC" to "SSPC - Admin" then  
   you have to enter *SSPC - Admin* for "Sector" .
3. Once filled click on 'UPDATE' button to save the changes to the selected Office or 'CANCEL' to exit without saving the changes.

**Transactions:**

**Add New Stock Transfer**

**To Add New Stock Transfer**

1. You have to select "Date" and "Warehouse".
2. Now select values for ""Category", "Code" and "To"(Place to which stock to be transferred).  
   As and when you select the "Item Code" the values of "Description" and "Units" will be displayed automatically.
3. Now enter "Quantity", "Price", "DC#"(Delivery Challan), T.Cost(Transportation Cost), "Vehicle No.", "Driver" and "Remarks".

**Eg :** Suppose the Stock Transfer Date is "6th June, 2011",if you want to transfer an item from Godown "Godown1" to "Healthy PF" from Category "Broiler Feed", Item Code "FD107", Quantity "122", Price/Unit "12", DC# "3400", Transportation Cost "200", and Vehicle No "KA10 C 5783",  
you have to select *06.06.2011* for "Date", *Godown1* for "Warehouse" *Broiler Feed* for "Category", *FD107* for "Code", *Healthy PF* for "To", enter *122* for "Quantity", *12* for "Price/Unit", *3400* for "DC#", *200* for "T.Cost" and *KA10 C 5783* for "Vehicle No."

1. Repeat the above 2 steps until all the stock transfer details are filled.
2. Once filled click on 'SAVE' button to save the Stock Transfer details or 'CANCEL' to exit without saving the Stock Transfer details.

**Edit Existing Stock Transfer**

**To Edit Existing Stock Transfer**

1. You have to select "Date" and "Warehouse" if you want any changes in previously selected values.
2. Now select values for ""Category", "Code" and "To"(Place to which stock to be transfered) if you want any changes in previously selected values.
3. Now enter "Quantity", "Price", "DC#"(Delivery Challan), T.Cost(Transportation Cost), "Vehicle No.", "Driver" and "Remarks" if you want any changes in previous values.

**Eg :** Suppose if you want to change the Stock Transfer Date is from "1st Hune, 2011" to "6th June, 2011" then you have to select *06.06.2011* for "Date".

1. Repeat the above 2 steps until all the stock transfer details are filled.
2. Once filled click on 'SAVE' button to save changes to the selected Stock Transfer details or 'CANCEL' to exit without saving changes to the selected Stock Transfer details.

**Add New Intermediate Receipt**

**To Add new Intermediate Receipt**

1. First You have to select the value of "Date" of Receipt.
2. You can select "Category" and "Item Code" from dropdowns.  
   As and when you select the "Item Code" the values of "Description" and "Units" will be displayed automatically.
3. Now enter values for "Quantity"(Quantity of Item to be added to the Stock), "Rate/Unit", "Lot#", "Serial No" and select "Warehouse".
4. Select the "COA"(A/C Code to which the amount i.e Quantity\*(Rate/Unit) should be Debited ).
5. Repeat the steps 2, 3 and 4 until you fill all the details of all Items.

**Eg :** Suppose the Receipt Date is "6th JAN, 2011",if you want to add 2 items   
first Item with Category "Birds", Item Code "BRD101", Quantity "122", Price/Unit "12" and COA "IE103",  
second Item with Category "Eggs", Item Code "EG101", Quantity "100", Price/Unit "3" and COA "IE112" then  
For first Item you have to select *Birds* for "Category", *BRD101* for "Item Code", *IE103* for "COA", enter *122* for "Quantity" and *12* for "Price/Unit  
For Second Item you have to select *Eggs* for "Category", *EG101* for "Item Code", *IE112* for "COA" enter *100* for "Quantity" and *3* for "Price/Unit.

1. Once filled click on 'SAVE' button to save the Intermediate Receipt or 'CANCEL' to exit without saving.

**Add New Intermediate Issue**

**To Add new Intermediate Issue**

1. First You have to select the value of "Date" of Issue.
2. You can select "Category" and "Item Code" from dropdowns.  
   As and when you select the "Item Code" the values of "Description" and "Units" will be displayed automatically.
3. Now enter values for "Quantity"(Quantity of Item to be subtracted from the Stock), "Rate/Unit", "Lot#" and "Serial No".
4. Select the "COA"(A/C Code to which the amount i.e Quantity\*(Rate/Unit) should be Credited ).
5. Repeat the steps 2, 3 and 4 until you fill all the details of all Items.

**Eg :** Suppose the Issue Date is "6th JAN, 2011",if you want to subtract 2 items   
first Item with Category "Birds", Item Code "BRD101", Quantity "122", Price/Unit "12" and COA "IE103",  
second Item with Category "Eggs", Item Code "EG101", Quantity "100", Price/Unit "3" and COA "IE112" then  
For first Item you have to select *Birds* for "Category", *BRD101* for "Item Code", *IE103* for "COA", enter *122* for "Quantity" and *12* for "Rate/Unit"   
For Second Item you have to select *Eggs* for "Category", *EG101* for "Item Code", *IE112* for "COA" and enter *100* for "Quantity" and *3* for "Rate/Unit".

1. Once filled click on 'SAVE' button to save the Intermediate Issue or 'CANCEL' to exit without saving.