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OCTOPUSTM

Point of Sales is the Retail Business Automation System
for the trend setting retailer.



Inventory

The Inventory module is a important module of the Octopus™ system. It monitors each and every single transaction within the system and records it in it's internal audit trail.

With this module, users can

- a) know the stock balance of each and every item in the system
- b) track each and every incoming and outgoing transaction
- c) know the inventory value of each and every outlet
- d) do a stock adjustment
- e) do stock take and synchronize their inventory

Understaning Inventory Overview

To access inventory overview, click on the drop down menu as follows:



We will look at the important parts of the inventory module which will allow you to use the system with ease.

The following screen is the Inventory Overview Screen:

The screenshot shows a web application window titled "INVENTORY OVERVIEW". The interface includes a search section with the following elements:

- Search by :** A dropdown menu currently set to "Product Code".
- Date :** A text input field containing "03/12/2012" with a calendar icon to its right.
- Currency :** A dropdown menu set to "SGD".
- Search Key Word :** An empty text input field with a magnifying glass icon to its right.
- Outlet :** A dropdown menu set to "ABC OUTLET".
- Product Type :** A dropdown menu set to "All Product Types".
- Filters:** Two checkboxes at the bottom of the search section: "Include Non-Inventoried Item" and "Hide Items with 0 Qty", both of which are currently unchecked.

Below the search filters is a table with the following headers: Product Code, Product Description, BBrand, Category, Color, Gender, Size, Outlet, Qty, RSP, and Retail Value. The table body is currently empty.

At the bottom of the screen, there is an orange bar containing the following information and controls:

- Total of Product :** 0
- Listed Product :** 0
- Export :** A button with a document icon.
- Print :** A button with a printer icon.
- Close :** A button with an "X" icon.

The Inventory Overview screen is divided into 2 portions:

- A) Search Criteria &
- B) Result

The top section allows the user to be able to specify whether the search is by

- a) Product code (unique)
- b) Description
- c) Brand
- d) Category
- e) Group
- f) Supplier

It also allows the user to specify a specific date. Where no date is specified, the default of today's date is taken.

The user can also specify a specific outlet in cases of multi outlets and also the different product types available. In addition, the user can specify whether the list should include non-inventoried items or to hide items with zero quantity.

If no specific search criteria is specified, then the default will be listed. Click on the magnifying glass to see the result of the search.

INVENTORY OVERVIEW

INVENTORY OVERVIEW

Search by : Product Code

Search Key Word :

Date : 03/12/2012

Outlet : ABC OUTLET

Currency : SGD

Product Type : All Product Types

☐ Include Non-Inventoried Item
☐ Hide Items with 0 Qty

Product Code	Product Description	BRand	Category	Color	Gender	Size	Outlet	Qty	RSP	Retail Value
1P-MA-1000	SMALL PLANE	OCTOPUS	TOYS				1000	99	99.00	9801.00
1P-MA-3000	BUTTERFLY	OCTOPUS	TOYS				1000	99	199.00	19701.00
1P-MB-2000	ROUTER WITH 4 POR...	OCTOPUS	ELECTRONICS				1000	99	299.00	29601.00
1P-MB-2500	OCTOPUS TERMINAL...		ELECTRONICS				1000	99	1299.00	128601.00
1P-MZ-3000	EARRINGS		ACCESSORIES	RED			1000	99	29.90	2960.10
Total								495		190664.10

Total of Product : 5

Listed Product : 5

Export

Print

Close

Using the inventory overview allows the user to see a overview of the entire stock balance of the outlet/outlets inventory.

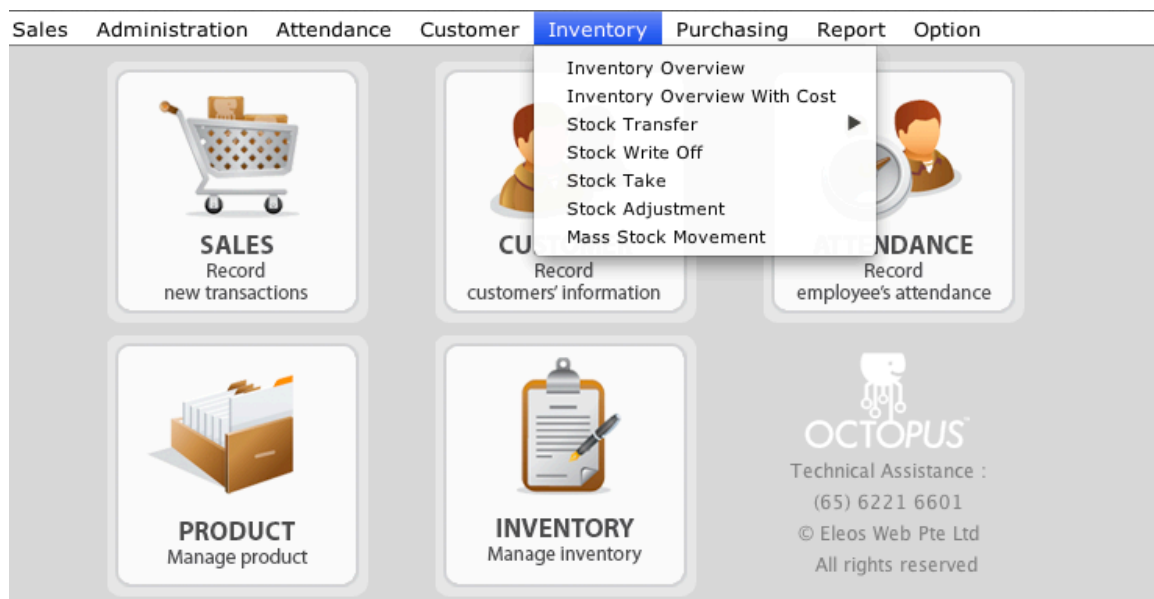
To access the inventory cost, the user will need to access the inventory overview with cost report.

INVENTORY OVERVIEW WITH COST										
Search by :	Product Code	Search Key Word :								
Date :	03/12/2012	Outlet :	ABC OUTLET							
Currency :	SGD	Product Type :	All Product Types							
<input type="checkbox"/> Include Non-Inventoried Item <input type="checkbox"/> Hide Items with 0 Qty										
Product Code	Product Description	Brand	Color	Gender	Size	Outlet	Qty	Retail Value	Unit Cost	Total Cost
1P-MA-1000	SMALL PLANE	OCTOPUS				1000	99	9801.00	0.00	0.00
1P-MA-3000	BUTTERFLY	OCTOPUS				1000	99	19701.00	0.00	0.00
1P-MB-2000	ROUTER WITH 4 PO...	OCTOPUS				1000	99	29601.00	99.00	9801.00
1P-MB-2500	OCTOPUS TERMINAL...					1000	99	128601.00	599.00	59301.00
1P-MZ-3000	EARRINGS		RED			1000	99	2960.10	2.99	296.01
Total							495	190664.10		69398.01

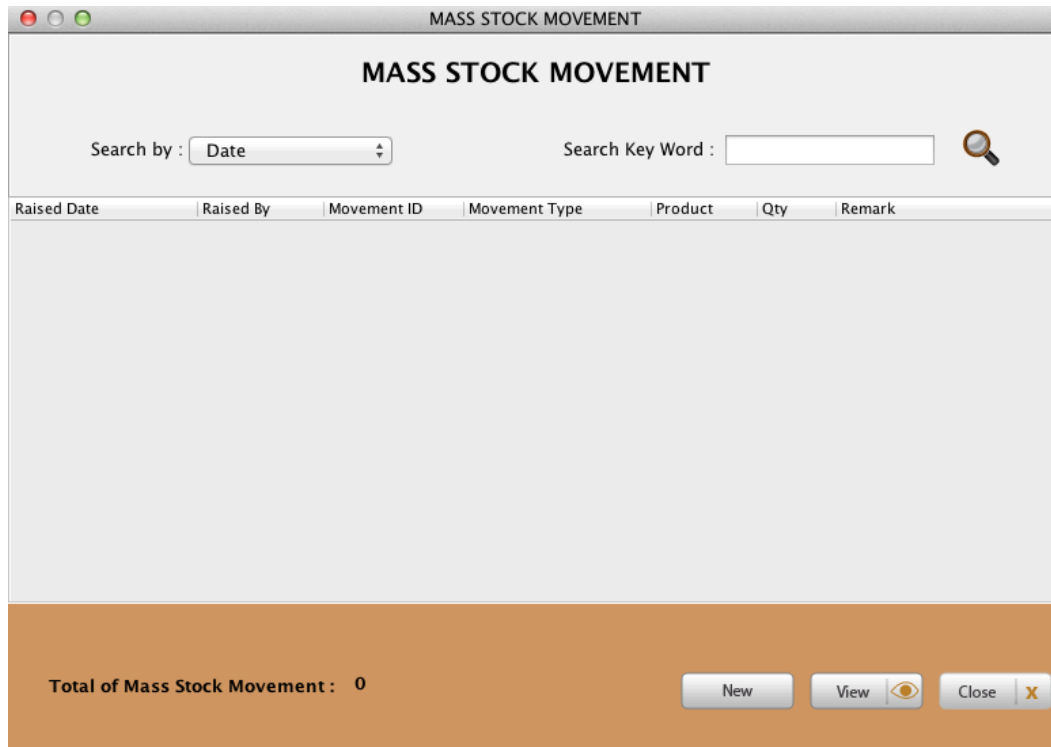
The main difference is that the report collates the actual inventory cost of the outlet at that specific date. If no cost is entered during the creation time, then the cost will be reflected as zero.

Adding Quantity to a Item

To increase the stock of a specific item, navigate to the inventory menu - > mass stock movement. This is where stock balance of the item is increased.



By clicking on the mass stock movement menu – the user is brought to the following screen, which is also the mass stock movement overview window. In the next few screens, the user will be taught how to upload or search for a specific product/item and increase the quantity.



MASS STOCK MOVEMENT

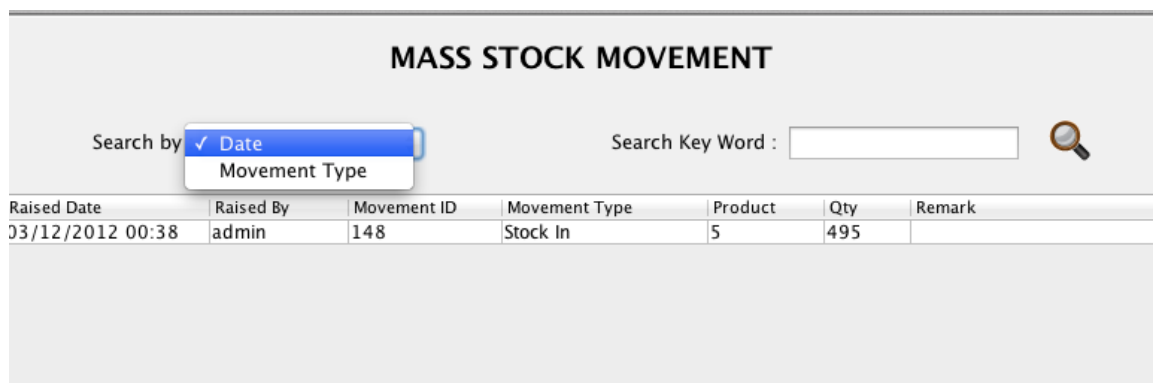
Search by : Date Search Key Word :

Raised Date	Raised By	Movement ID	Movement Type	Product	Qty	Remark
-------------	-----------	-------------	---------------	---------	-----	--------

Total of Mass Stock Movement : 0

New View Close

Clicking on the magnifying glass will display a list of all the mass stock movement transactions that has been done. The user can search also by date or movement type, such as Stock In/Stock Out.



MASS STOCK MOVEMENT

Search by ✓ Date Movement Type Search Key Word :

Raised Date	Raised By	Movement ID	Movement Type	Product	Qty	Remark
03/12/2012 00:38	admin	148	Stock In	5	495	

To begin a stock in procedure, Click on the button at the bottom right. At the top left, select the mode -> Stock In | Stock Out | Loans In | Loans Out | Exchange
In the current example where the user is increasing the stock balance of item 1P-MA-1000, follow the screen examples.
The following screen appears and you can either search for the specific product or scan the item.

CREATE MASS STOCK MOVEMENT

Movement : ✓ Stock In
Stock Out
Loans In
Loans Out
Exchange

Remark :

Raised By : admin

Raised Date : 03/12/2012

File Upload : ? Open Submit File

*Upload File Format: Product Code, Quantity

Model No. : Qty : 1 🔍

Product Code	Product Description	Brand	Category	Colour	Size	Qty
						0

* Please leave an empty line at the last row in the table before submitting.

Save 💾
Close ✖

To search for the product, click on the magnifying glass.

The item will appear in the data grid as shown and the user can double click and add the quantity as desired.

CREATE MASS STOCK MOVEMENT

Movement : Raised By :
Remark : Raised Date :

File Upload : Model No. : Qty :

**Upload File Format: Product Code, Quantity*

Product Code	Product Description	Brand	Category	Colour	Size	Qty
IP-MA-1000	SMALL PLANE	OCTOPUS	TY			1
						0

** Please leave an empty line at the last row in the table before submitting.*

Click on the Save button at the bottom Right and the stock will be increased automatically for that specific outlet.

A dialog box will appear saying that the transaction was successful and you can view the list of mass stock movement transactions in the mass stock movement overview window.

To verify that the stock balance actually increased, goto Inventory Overview and call out the specific item and verify the stock balance accordingly.

Adjusting Stock

To adjust stock, the Octopus™ system provides the following adjustment method. Navigate to the Inventory -> Stock Adjustment Option.

Click on it and the following screen appears. This is also the stock adjustment overview screen.

The screenshot shows a web application window titled "STOCK ADJUSTMENT". The main heading is "STOCK ADJUSTMENT". Below the heading, there are search filters: "Search by:" with a dropdown menu set to "Adjustment Number", and "Search Key Word:" with an empty text input field and a magnifying glass icon. Below the search filters is a table with the following headers: "Adjustment Number", "Adjustment Type", "Raised Date", and "Raised By". The table body is empty. At the bottom of the screen, there is a summary bar with the text "Total of Stock Adjustment : 0". To the right of the summary bar are three buttons: "New", "View" (with an eye icon), and "Close" (with an 'X' icon).

Adjustment Number	Adjustment Type	Raised Date	Raised By
-------------------	-----------------	-------------	-----------

Total of Stock Adjustment : 0

New View Close

To begin a adjustment, click on the New button to begin a new transaction.

CREATE STOCK ADJUSTMENT

Cashier ID : admin
Outlet Code : 1000
Date : 03/12/2012

Adjustment Type : Excess from supplier

- ✓ Excess from supplier
- Goods return to supplier
- Damaged goods written off
- Expired good written off
- Monthly free supplements
- Packing from bulk
- Replacement from supplier
- Sample for customer

Product Code	Product Description	Qty
		0

Remarks :

Save Close

The user can choose from a pre-populated list of reasons or simply choose a discrepancy(+) or discrepancy(-) for the specific item to increase or decrease quantity accordingly.

Enter the remarks if any and click on Save to finish the transaction.

Stock Take

The Stock Take module is a very important module that helps to reconcile stock differences at the end of an accounting period or for general accurateness of the inventory.

To begin a stock take transaction, navigate to the inventory -> Stock Take Option.

Click on the new button and the following screen appears.

STOCK TAKE

CREATE STOCK TAKE

Stock Take Date : 03/12/2012 Product Code : Qty : 0

File Name :

**Upload File Format: Product Code, Quantity*

Product Code	Product Description	BBrand	Category	Colour	Size	Quantity
--------------	---------------------	--------	----------	--------	------	----------

Search And Edit Quantity

Product Code : Quantity :

**No inventory transaction should take place when creating stock take.*

The user can simply upload a file with the code and quantity into the system or enter the products stock balance manually by keying in the product code at the top right hand corner and entering the correct stock taken quantity. [Tip: use the magnifying glass to search for the item]

The user can then edit the quantity accordingly in the data grid.

Click on the save button when done.

STOCK TAKE

CREATE STOCK TAKE

Stock Take Date : 03/12/2012

Display All

Product Code : 1P-MA-1000

Qty : 9

File Name :

Open

Submit File

*Upload File Format: Product Code, Quantity

Product Code	Product Description	Brand	Category	Colour	Size	Quantity
1P-MA-1000	SMALL PLANE	OCTOPUS	TY			9

Search And Edit Quantity

Product Code :

Quantity :

Save

Print

Close

*No inventory transaction should take place when creating stock take.


Upon clicking the Save button, the transaction will be saved and the user can take a look at the stock take overview window. At this moment, the stock is not corrected yet. It still needs a confirmation.

STOCK TAKE

STOCK TAKE INFORMATION


Search by : Stock Take Date


Search Key Word :



ID	Stock Take Date	Location	Status
3	03/12/2012	1000	Open

New


View 

Edit 

Confirm

Void

Total of Stock Take : 1

Close 

Confirmation of a Stock Take

To confirm a Stock take, select the desired stock Take Transaction, in our example, it is ID 3.

Click on the desired stock take transaction and click on Confirm button at the bottom Right Hand.

In our example below, the item was entered without cost, hence the variance cost is 0. The confirmation window will display what the system quantity and the stock taken quantity is and therefore the variance quantity and cost if any.

STOCK TAKE

STOCK TAKE CONFIRMATION

Stock Date : 03/12/2012 Stock Take ID : 3 Created On : 03/12/2012 22:38:02

Product Code	Product Description	System Qty	Stock Take Qty	Variance Qty	Unit Cost	Variance Cost
1P-MA-1000	SMALL PLANE	102	9	-93	0.00	-0.00

Total System Qty : 102 Total Stock Take Qty : 9
Total Variance Qty : -93 Total Cost : 0.0
Total Variance Cost : 0.0

Confirm

Close X

Print 

Print 80mm

Upon confirming that the quantity is correct, click on the confirm button and the system will auto adjust the stock balance of the item accordingly.

Again, go to the Inventory Overview to verify the stock balance.

Stock Transfer between Outlets

This module is only applicable for multi outlets.

Creating Stock Transfer

Go to the **Inventory** menu → **Stock Transfer** → **Stock Issue**.

The screenshot shows a POS system interface with a menu bar at the top: Sales, Administration, Attendance, Customer, **Inventory**, Purchasing, Report, Option. Below the menu bar, a dropdown menu is open for 'Inventory', showing options: Inventory Overview, Inventory Overview With Cost, **Stock Transfer**, Stock Write Off, Stock Take, Stock Adjustment, and Mass Stock Movement. A sub-menu is open for 'Stock Transfer', showing options: Stock Request, **Stock Issue**, and Stock Receipt. The main interface is divided into several sections:

- CUSTOMER INFORMATION**: Includes fields for Name, I/C No, and Address, along with a customer icon.
- INVOICE INFORMATION**: Includes a table with columns: Code, Description, Qty, RSP \$, Discount %, Discount \$, NET \$, and Edit. Below the table are fields for Qty (set to 1), Product Code, All Item Discount (%), Remarks, Total Qty (0), and Sub-Total (0.00).
- PREVIOUS TRANSACTIONS**: Includes a table with columns: Date, Net Sales \$, Date, Product Code, Product Description, Qty, and Net Sales \$. To the right of the table are fields for Total Spent (0) and Reward Points (0).

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK ISSUE

STOCK ISSUE INFORMATION

Search by : Search Key Word :

Initiating Date DO# From To Status

Press the **search icon**, to view any past stock issued.

Click the **"New"** button to create stock issue

New View Void

Total of Stock Issue : 0

Close

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK ISSUE

CREATE STOCK ISSUE

DO# Raised By

From Raised Date

To Remark

File Upload :

Product Group

*Upload File Format: Product Code, Quantity

Open Submit File

Suspend Recall

Press the **search icon** to select the existing stock to the list.

Select which outlet to transfer the stock

Product Code	Product Description	Brand	Category	Colour	Sex	Size	RSP	Quantity
							0	0

Total Quantity : 0


Save Close

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK ISSUE

CREATE STOCK ISSUE

PRODUCT SEARCH

Search : 

Search By :

Product Code	Description	Brand	Category	Color	Size	Select
P1000	Shirt					<input checked="" type="checkbox"/>
P1001	Shirt					<input checked="" type="checkbox"/>

☒ Select All/Deselect All

Total Quantity : 0

Annotations:

- Search the product code for item that you wish to transfer.
- Tick the box to select the product, and click "Add to Stock Issue"

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK ISSUE

CREATE STOCK ISSUE


DO# Raised By

From Raised Date

To Remark

File Upload :

Product Group



**Upload File Format: Product Code, Quantity*

Product Code	Product Description	Brand	Category	Colour	Sex	Size	RSP	Quantity
P1000	Shirt						20	10
P1001	Shirt						20	10
							0	0

Annotations:

- All the selected products will be listed here. Press **Enter** or **double click** at the box to change the quantity. And **Save**.

Total Quantity : 10

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK ISSUE

STOCK ISSUE INFORMATION

Search by : Issue Date Search Key Word :

Initiating Date	DO#	From	To	Status
10/12/2012	10000000002	1000	2000	Open
10/12/2012	10000000001	1000	2000	Receive

All the stock issue will be listed here.

When the outlet accepted the stock transfer, the status for the stock issue will change to "Receive"

New View Void

Total of Stock Issue : 2

Close X

Accepting Stock Transfer

To accept a stock transfer from other outlet, go to **Inventory** → **Stock Transfer** → **Stock Receipt**

The screenshot shows a POS system interface with a menu bar at the top: Sales, Administration, Attendance, Customer, **Inventory**, Purchasing, Report, Option. Below the menu bar, a sub-menu is open for 'Inventory', showing options: Inventory Overview, Inventory Overview With Cost, **Stock Transfer**, Stock Write Off, Stock Take, Stock Adjustment, and Mass Stock Movement. A further sub-menu is open for 'Stock Transfer', showing: Stock Request, Stock Issue, and **Stock Receipt**.

The main interface is divided into several sections:

- CUSTOMER INFORMATION**: Includes fields for Name, I/C No, and Address, along with a customer icon.
- INVOICE INFORMATION**: Contains a table with columns: Code, Description, Qty, RSP \$, Discount %, Discount \$, NET \$, and Edit. Below the table are input fields for Qty (set to 1), Product Code, and All Item Discount (%). There are also icons for a magnifying glass, a floppy disk, and a folder.
- PREVIOUS TRANSACTIONS**: A table with columns: Date, Net Sales \$, Date, Product Code, Product Description, Qty, and Net Sales \$. To the right of this table are labels for Total Spent: 0 and Reward Points: 0.
- TOTALS**: On the right side, there are labels for Total Qty (0) and Sub-Total (0.00), along with a money bag icon.

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK RECEIPT

STOCK RECEIPT

Search by : Search Key Word :

Initiating Date DO# From To

Press the **search** icon, to view any past stock receipt.

Click the **"New"** button to add a new stock receipt.

Total of Stock Receipt : 0

New View Close

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK RECEIPT

CREATE STOCK RECEIPT

Delivery Order No : Raised By :

Delivery Date : Raised Date :

From : Received By :

To : Received Date :

Remark:

Sort By :

Product Code	Product Description	Color	Brand	Sex	Size	RSP	Issue ...	Receive ...
P1000	Shirt					20	10	10
P1001	Shirt					20	10	10

Key in the Delivery Oder No. and press **Enter**. All the products to be transfer will be listed.

Click the **"Save"** button to save the stock receipt.

Save Close

System will prompt the following message box. Click “OK” to proceed.

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK RECEIPT

CREATE STOCK RECEIPT

Delivery Order No :	10000000002	Raised By :	admin
Delivery Date :	10/12/2012	Raised Date :	10/12/2012
From :	1000	Received By :	admin
To :	2000	Received Date :	10/12/2012
Remark:			
		Sort By :	

Product Code	Product	SP	Issue ...	Receive ...
P1000	Shirt	20	10	10
P1001	Shirt	20	10	10

Message

Stock Receipt has been submitted to the systems successfully

OK

Save Close

Sales Administration Attendance Customer Inventory Purchasing Report Option

STOCK RECEIPT

Search by : Receive Date Search Key Word :

Initiating Date	DO#	From	To
10/12/2012	10000000002	1000	2000
10/12/2012	10000000001	1000	2000

The new stock receipt will be added to the Stock Receipt list.

Total of Stock Receipt : 2

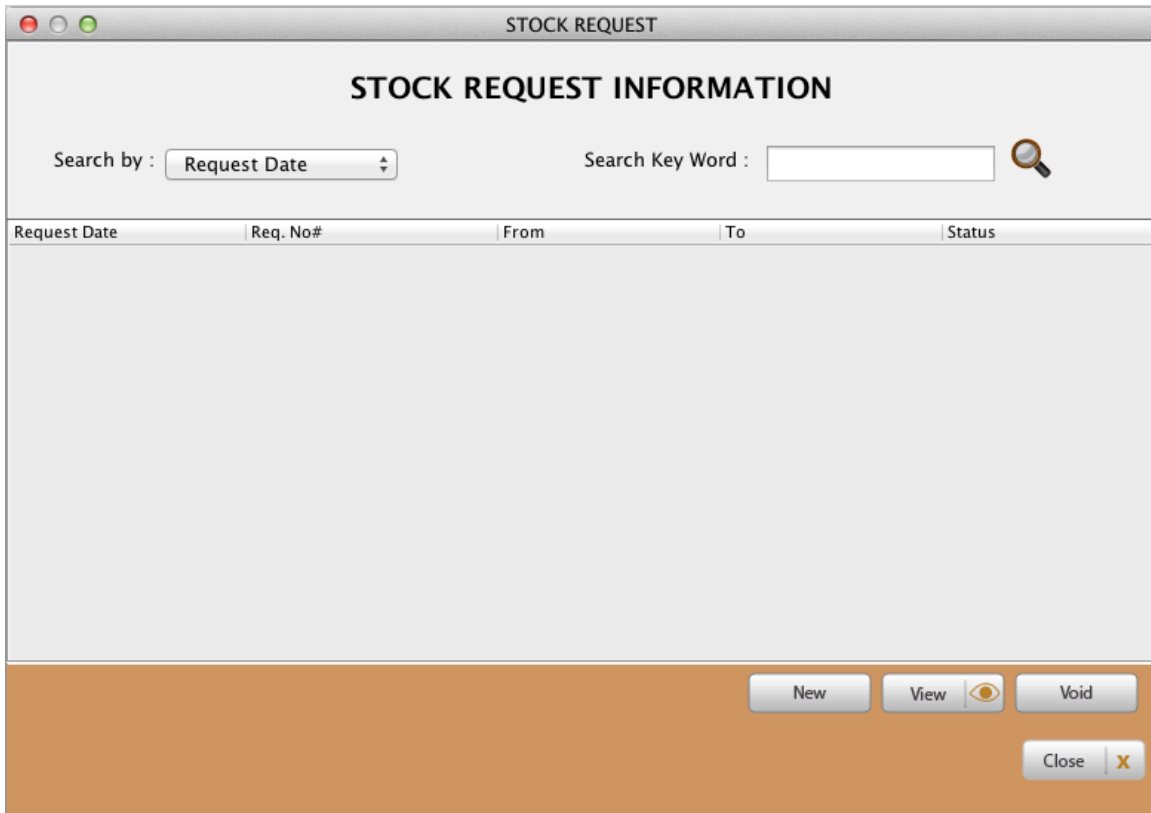
New View Close

Raising a Stock request from the Outlet

The Outlet can raise a stock request from their end to the HQ or Warehouse(prefixed as HQ and WH accordingly). The stock

The following screens chronicle the steps taken.

At the outlet level, navigate to the Inventory Module -> Stock Transfer -> Stock Request Option. You will be directed to Stock Request Overview page.



Request Date	Req. No#	From	To	Status
--------------	----------	------	----	--------

To request for stocks, click on the New button.

STOCK REQUEST

CREATE STOCK REQUEST

Request Number : System Generated

Request Date : 04/12/2012

Request From : HQ

File Upload :

Raised By : admin

Request By : ABC OUTLET

Remark :

Open

Submit File

*Upload File Format: Product Code, Quantity

Product Code	Product Description	BRand	Category	Colour	Sex	Size	RSP	Quantity
							0	0

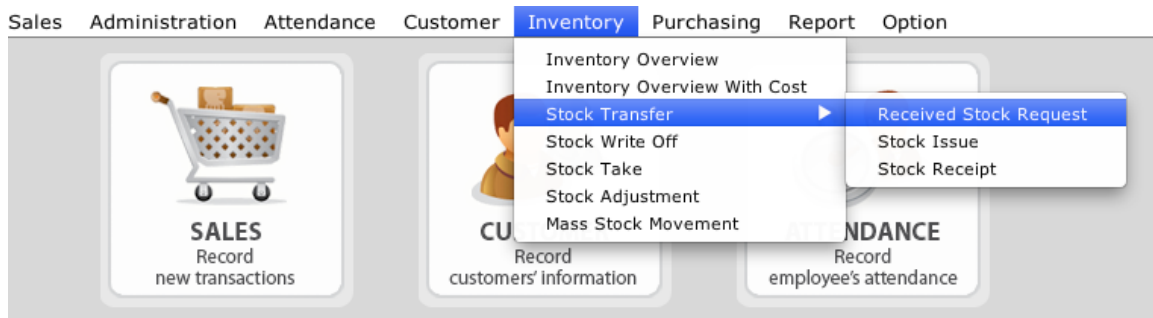
Save

Close

The above screen is the stock request screen. The data entry is similar to the previous data screens. The user can enter the desired product item and the requested quantity level.

The system will only send requests either to the HQ or Warehouse by default. Once the request is submitted, the HQ/Warehouse will be able to access and retrieve the record./transaction and decide whether to distribute/issue the stocks or not.

At the HQ/Warehouse level, navigate to the inventory ->Stock Transfer -> Received Stock Request



At the Received Stock Request Screen, retrieve the stock requests by clicking on the magnifying glass button.

RECEIVED STOCK REQUEST

RECEIVED STOCK REQUEST INFORMATION

Search by : Request Date Search Key Word :

Request Date	Req. No#	From	To	Status
04/12/2012	1000RQ0000001	1000	HQ	Pending

View Close

To process this stock request transaction, select the transaction and click on view.

RECEIVED STOCK REQUEST

RECEIVED STOCK REQUEST INFORMATION

Request Number : 1000RQ0000001

Request By : 1000

Request Date : 04/12/2012

Request From : HQ

Remark :

Product Code	Product Description	Brand	Category	Colour	Sex	Size	RSP	Quantity
1P-MA-3000	BUTTERFLY	OCTOPUS	TY				199	10

Submit to Stock Issue

Print

Close

The user can then decide to amend the requested quantity. Once the amendment is completed, click on the Submit to Stock Issue button. This will then trigger a official delivery note/transfer note from the HQ/Warehouse to the outlet accordingly.

RECEIVED STOCK REQUEST INFORMATION

Request Number : 1000RQ0000001 Request By : 1000

Request Date : 04/12/2012 Request From : HQ

Remark :

Product Code	Product Description	BRand	Category	Colour	Sex	Size	RSP	Quantity
1P-MA-3000	BUTTERFLY						199	8

Confirm stock request conversion

Do you want to submit stock request as stock issue?

Cancel
OK

Submit to Stock Issue
Print
Close

Upon confirming the stock issue, the stock issue screen immediately comes up as shown and if the user decides to transfer more stock to the outlet, the user can add accordingly.

STOCK ISSUE

CREATE STOCK ISSUE

DO# : System Generated Raised By : admin

From : HQ Raised Date : 04/12/2012

To : ABC OUTLET Remark :

File Upload : ? Open Submit File

Product Group : Regular Item Suspend Recall

*Upload File Format: Product Code, Quantity

Product Code	Product Description	BRand	Category	Colour	Sex	Size	RSP	Quantity
1P-MA-3000	BUTTERFLY	OCTOPUS	TY				199	8
1P-MA-1000	SMALL PLANE	OCTOPUS	TY				99	1
1P-MA-3000	BUTTERFLY	OCTOPUS	TY				199	1
1P-MB-2000	ROUTER WITH 4 PORTS	OCTOPUS	EE				299	1
1P-MB-2500	OCTOPUS TERMINAL SERVER		EE				1,299	5
1P-MZ-3000	EARRINGS		ACC	RED			29.9	10
							0	0

Total Products : 6 Total Quantity : 26

Save
Close


After clicking on the save button, a stock issue transaction will be generated in the system. The user will then be directed to the Stock Issue Overview screen.

STOCK ISSUE

STOCK ISSUE INFORMATION

Search by : Issue Date


Search Key Word :



Initiating Date	DO#	From	To	Status
04/12/2012	HQ0000001	HQ	1000	Open


Total of Stock Issue : 1

New

View 

Void

Close



At this moment, the quantity of the goods in the system have not been deducted from the warehouse yet, hence the status is Open.

At the Outlet, upon receiving the physical goods, which will come with a delivery note/transfer note, navigate to the Inventory -> Stock Transfer -> Stock Receipt.

The screenshot shows a web application window titled "STOCK RECEIPT". The window has a header bar with the title "STOCK RECEIPT" and a search bar. Below the header, there is a search section with a "Search by:" dropdown menu set to "Receive Date" and a "Search Key Word:" text input field with a magnifying glass icon. Below the search section is a table with four columns: "Initiating Date", "DO#", "From", and "To". The table is currently empty. At the bottom of the window, there is a status bar with the text "Total of Stock Receipt : 0" and three buttons: "New", "View" (with an eye icon), and "Close" (with an 'X' icon).

To receive the goods in the system, click on New button.

At the stock receipt screen, enter the Delivery Order number that was generated by the system.

STOCK RECEIPT

CREATE STOCK RECEIPT

Delivery Order No :

Delivery Date :

From :

To :

Remark:

Raised By :

Raised Date :

Received By :

Received Date :

Sort By :

Product Code	Product Description	Color	Brand	Sex	Size	RSP	Issue Qty	Receive Qty
1P-MA-3000	BUTTERFLY		OCTOPUS			199	8	8
1P-MA-1000	SMALL PLANE		OCTOPUS			99	1	1
1P-MA-3000	BUTTERFLY		OCTOPUS			199	1	1
1P-MB-2000	ROUTER WITH 4 PORTS		OCTOPUS			299	1	1
1P-MB-2500	OCTOPUS TERMINAL SERVER					1,299	5	5
1P-MZ-3000	EARRINGS	RED				29.9	10	10

Total Products : 6
Issued Qty : 26
Total Received : 26

After entering in the delivery Order Number, hit <ENTER> key and the system will retrieve the stock issue details accordingly.

It will display the issue quantity and the received quantity. Check through the physical goods that they are all in order. If there is a discrepancy, amend the quantity accordingly.

Click on Save and the receipt will be completed. At this point in time, the stock balance of the goods will increase in the outlet and the issuing outlet will decrease accordingly.

A stock issue without Stock request

If no stock request is raised by the outlets, the HQ/warehouse can still issue stocks to the outlets.

Similarly, the system allows a transfer of stocks between outlets directly.