

Processes Online User Guide

Inventory Management System

1 INTRODUCTION

The *Inventory Management System* menu is shown below:-

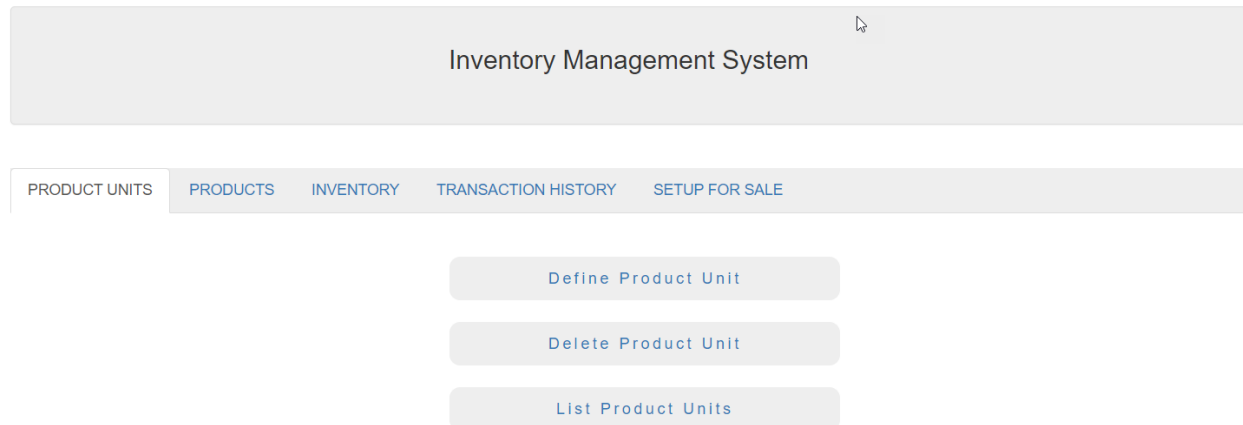


Figure 1

Shown in Figure 1 is the **PRODUCT UNITS** tab. Under this tab, you can define the units of measure of *both products and services*.

2 PRODUCTS TAB

Shown below is the **PRODUCTS** tab:-

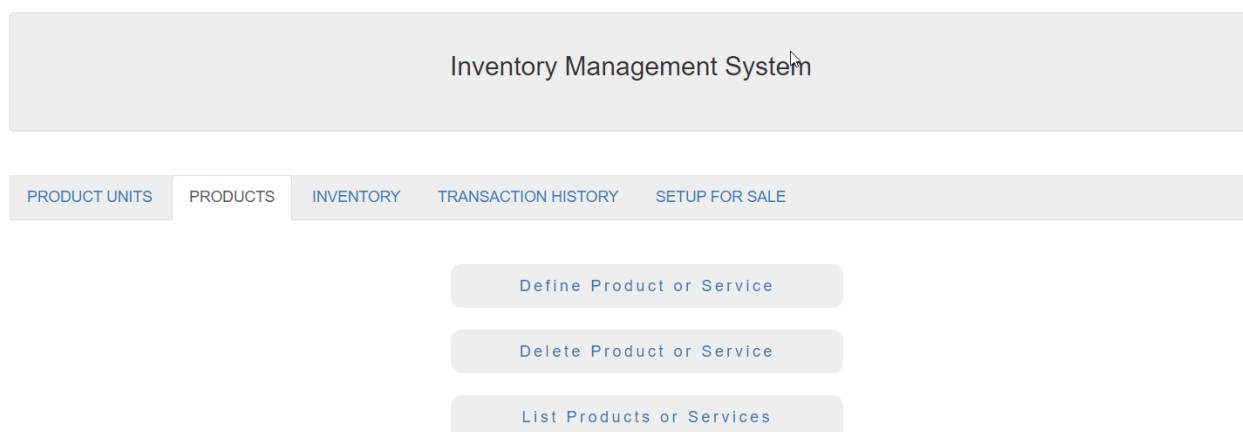


Figure 2

Under the **PRODUCTS** tab, you can define *both products and services*.

3 INVENTORY TAB

Shown below is the **INVENTORY** tab:-

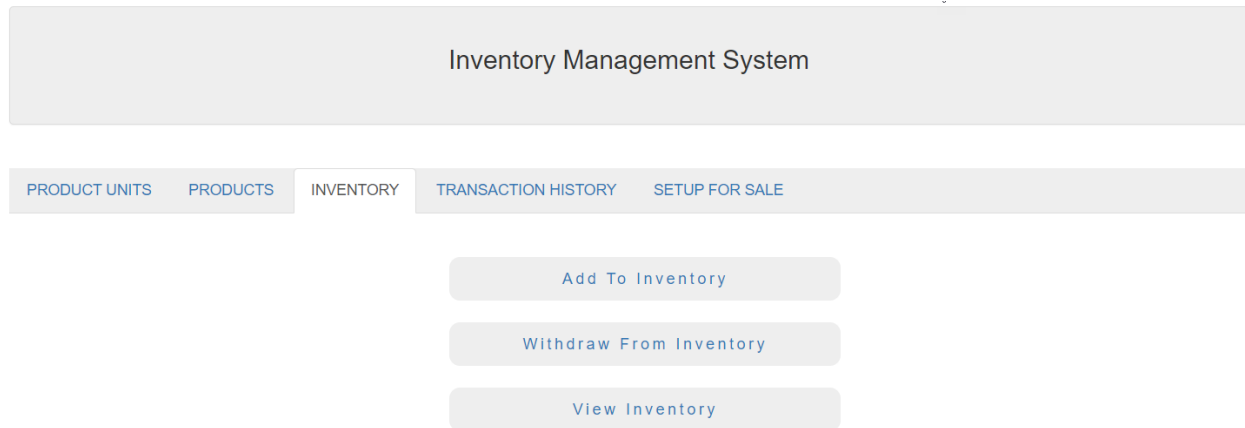


Figure 3

Whenever you buy a product, you can click **Add To Inventory**, then input (i) the quantity purchased, and (ii) the price at which purchased. This will update the inventory of the product, *both by quantity and by value*.

Whenever you withdraw some quantity of a product from inventory, you can click **Withdraw From Inventory**, then input the quantity withdrawn. This will update the inventory of the product, *both by quantity and by value*.

Clicking **View Inventory** will show you the inventory of each and every product, *both by quantity and by value*.

4 TRANSACTION HISTORY TAB

Shown below is the **TRANSACTION HISTORY** tab:-

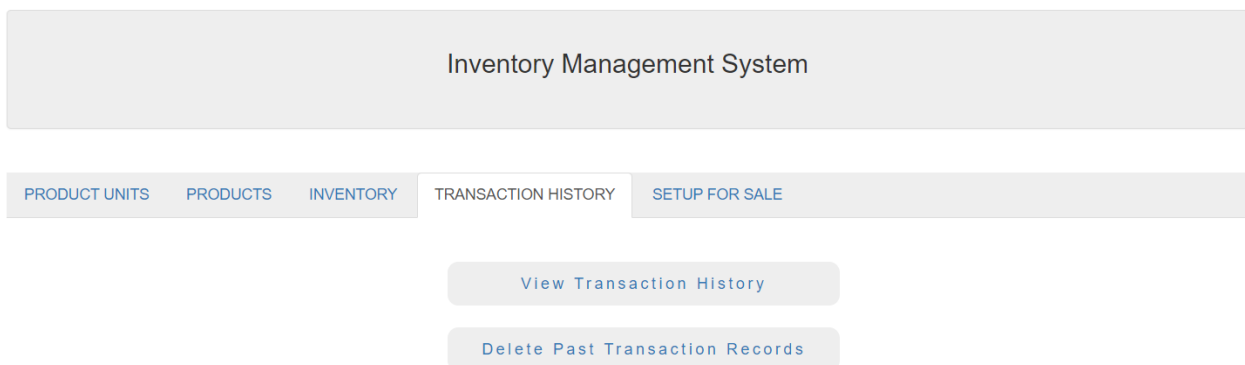


Figure 4

Clicking **View Transaction History** lets you know the transaction history (i.e., additions and withdrawals) of each and every product.

Clicking **Delete Past Transaction Records** lets you delete transaction history prior to a specified cut-off date.

5 SETUP FOR SALE TAB

Shown below is the **SETUP FOR SALE** tab:-

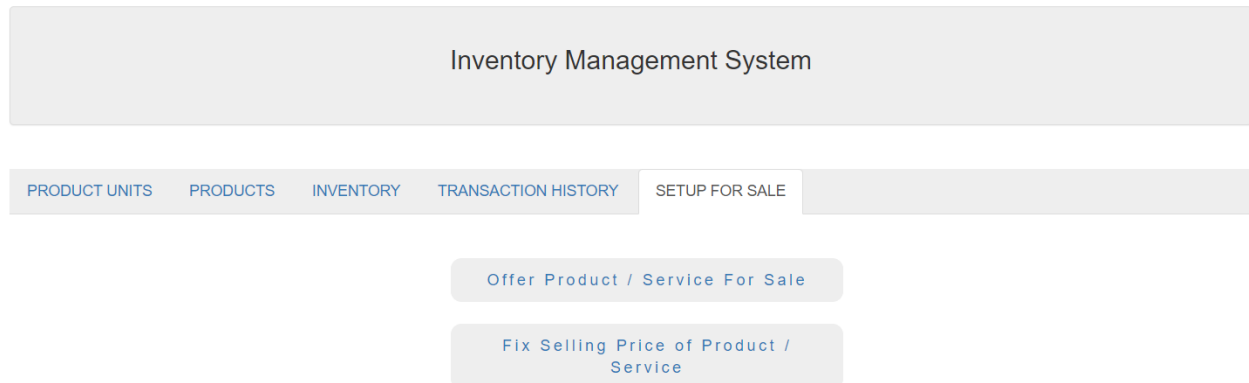


Figure 5

Under this tab, you can specify which of your products / services are available for sale. You can also specify the selling price per unit.