USER GUIDE TO GET STARTED IN FINACCT INVENTORY

1. **Items Setup**:

   This is the most fundamental master setup in whole inventory transactions which include purchase and sales of goods and services.

   Each stock item has other associated masters like Units, Category, Locations and Tax Types. These masters are created before stock items masters are created.

   ### Stock Details

Category *	Item Code *	HSN Code *
Select Category ▾		0

Name *	Description	Size

Group	Manufacturer	Item Rate
		0% ▾

Units Of Measure *	Opening Balance	Opening Stock Rate
Select Units ▾	0	000

Material Cost
0.0

Item Type *	GST Type *	Purchase Price
Select Type ▾	With Rate ▾	0.0

Sales Price	Cess Rate	Semi Finished Level
0.0	000	

Unit Conversion	Stock Low Threshold	Stock High Threshold
001	0	999999999

Tax Inclusive	Color	Material
No ▾		

Item Image

Choose File | No file chosen

[+ Add Category] [+ Add Unit] [Save] [Cancel]

Item Code is used internally in FinAcct to uniquely identify the stock item. Category, Units are values already created by their corresponding masters. Each and every item has GST tax rate mentioned in the item Rate field.

Based on the rate, all the GST tax types are automatically selected from the backend server and associated with the item.

2. **Masters for Manufacture process**:

Bill of Material: This is the composition formulae of finished goods w.r.t input material.

Bill of Material

Finished Good: *	1 Ltr Plastic Water Bottle ▼	
Date: *	11/4/2019	
Manufacturing Days: *	1	

+ Raw Material

Sr.	Component	Location	Additional Cost	Quantity	LT(wk)	Work Center	Delete
1.	Polyethylene terepht ▼	Factory ▼	0	0.05	1	Chennai ▼	🗑
2.	High density Polyeth ▼	Factory ▼	0	0.02	1	Chennai ▼	🗑
3.	Low Density Polyeth ▼	Factory ▼	0	0.02	1	Chennai ▼	🗑
4.	Polystyrene ▼	Factory ▼	0	0.01	1	Chennai ▼	🗑

Work Centre and Work Order:

Work Centre is the location where manufacturing goods are produced using raw materials. Raw materials are transferred from received locations (Go down) to this work centre. When customer places order to the company, Work Order is raised in the FinAcct system. This explains how finished goods are finally manufactured using raw materials as specified in Bill of Materials. Work Order is a work flow that helps track finished goods as well as purchase materials in terms of their number of stock as well as batch number from purchase orders to sales orders.

Every work order internally helps raise work order issue of purchase materials. When work order for purchase material is issued, raw material is transferred from input locations to Work centre. In this process, inventory

of raw material as well as finished goods are changed and tracked as per locations.

When work order is finally completed, it generates the finished goods (Sales Stock) and finished good inventory is built up.

The following is the list of work orders.

Date	Name	Type	Location	Item	Qty	Required By	Status	More
16 Mar 2020	WL	Polyethylene	Chennai	1 Ltr Plastic Water Bottle	100	18 Mar 2020	Input Transferred	⋮
04 Mar 2020	Cell India Pvt. Ltd._WO14956	Polyethylene		1 Ltr Plastic Water Bottle	500	30 Mar 2020	Quality Check	⋮
19 Oct 2019	Venkatesh Marketing Company_WO12656	Atomised Aluminium Powder		Atomised Aluminium Powder_150 micron	200	20 Nov 2019	Input Transferred	⋮
19 Oct 2019	Venkatesh Marketing Company_WO12646	Leafing Aluminium Paste		Leafing Aluminium Paste 10L_13 mic	100	30 Nov 2019	Created	⋮
23 Jul 2019	dd	Garments	Delhi	Shirt DNo 351_S_White	2	23 Jul 2019	Created	
01 Jul 2019	Shankar_WO8676	Bathroom Fittings		Brass Tap	1	26 Jul 2019	Created	
20 Jun 2019	Adithya and co pvt tld_WO9417	Bakery		Chocolate Cake	1	12 Jun 2019	Created	
20 Jun 2019	FlagRoot_WO10191	Bathroom Fittings		Brass Tap	1	21 Jun 2019	Delivery Planning	
12 Jun 2019	R.K Traders_WO10033	Bathroom Fittings		Brass Tap	3	13 Jun 2019	Production	
11 Jun 2019	Rajeshwary and	Wire Rope		Wire Rope_2X4	1	12 Jun 2019	Delivery

Menu options:
- ✏ Edit
- ⤷ Sub Work Order
- ⤷ Material Requisition
- ⤙ Produce Finished Good
- ✖ Delete
- ☑ Input Demand
- 🖢 Check Production
- 🖢 Schedule Production

From the list of work order, material requisition is issued for each type of purchase materials which are in different locations, so that they can be transferred to work centre.

🗔 Material Requisition (Work Order)

Location: *	Select Location ▾
Issue Date:	
Work Center: *	Select Work Center.. ▾
Type:	Issue Items to Work Order ▾
Memo:	

+ Add Material

Component		Quantity	QOH	Available	Batch No		Delete
Spirits	▾	25.0	0.0	-25.0	▾		🗑
Lubricant	▾	1.0	0.0	-1.0	▾		🗑
Atomised Aluminium Powder_150 micron	▾	90.0	0.0	-90.0	▾		🗑

3. **Purchase Work Flow**.

   The user with the permission of purchase work flow will be redirected to dashboard shown below after successful login. It summarizes the top 5 suppliers statistics in terms of total supplies, rating, Delivery Date variance etc.

   It also shows the procurement details of top 5 stock items and their Qty Ordered, Qty Received and values.

   Dashboard also gives the overview of average purchase cycles from Placement of Indent to PO Approval, Goods Received and Invoice Raised.

Supplier Performance

Supplier	Total Value	Delivery Date Variance	PO No.	Rating	New Rating	Update
Vignesh	67,20,000.00	0.00	1	4.0	4.0	👍
ABB india pvt ltd	2,42,115.84	12.16	3	4.0	4.0	👍
Dell co pvt ltd	4,33,390.00	0.00	4	4.0	4.0	👍
Rithwik	6,95,055.00	0.00	5	4.5	4.5	👍
Fathima	7,73,831.13	0.00	18	4.0	4.0	👍

Procurement Details

Particular (Item)	Qty Ordered	Qty Received	Total Value
Salt	200.0	200.0	2,000.00
Ice	110.0	110.0	5,100.00
Polystyrene	200.0	100.0	3,000.00
Aluminum Ingot	400.0	400.0	61,29,000.00

Average Purchase Cycle (in Days)

Placement of Indent	0.00 (d)	PO Aproval	114.50 (d)	Goods Receipt	0.00 (d)	Invoice Raised

Notifications

Date	Type	Trans No	Particular	User	Ack
12 Mar 2020	Purchase Order	8142	Purchase Orders Deleted	rajeshr	✔
12 Mar 2020	GRN	7151	Delivery Note Deleted	rajeshr	✔
12 Mar 2020	Purchase Order	8141	Purchase Order Updated	rajeshr	✔
12 Mar 2020	Purchase Order	8143	Purchase Order Added	rajeshr	✔
12 Mar 2020	Purchase Order	8142	Purchase Order Added	rajeshr	✔
12 Mar 2020	Purchase Order	8141	Purchase Order Added	rajeshr	✔
12 Mar 2020	GRN	7152	Goods Received for Purchase Order 8143 at Location: Chennai	rajeshr	✔
12 Mar 2020	GRN	7151	Goods Received for Purchase Order 8142 at Location: Chennai	rajeshr	✔
12 Mar 2020	GRN	7150	GRN Updated	rajeshr	✔
12 Mar 2020	GRN	7150	Goods Received for Purchase Order 8141 at Location: Chennai	rajeshr	✔
07 Mar 2020	Purchase Order	8053	Purchase Orders Deleted	rajeshr	✔

Material Procurement is the first process of Supply Chain Management (SCM). This starts with Material Requisition (Purchase Indent) raised by store department or manufacturing department when material needed is more that the stock quantity on hand (QOH). Purchase department can also raise the Purchase Indent as shown below.

Purchase Requisition

Type	**Date**	**Reference**
General requisition ▾	04/12/2020	[ ] Fetch
Indent Reference	**Department**	**Due Date**
[ ]	Purchase ▾	04/12/2020
Location	**Purpose**	
Chennai ▾	Stock buildup for future requir	**+Add Department**
Memo		
[ ]		

Search Items and Add

+ Add Item

Sr.	Item Code	HSN Code	Description	Qty	Price	Del
1.	018	847170	USB Drives ▾	10	300.0	🗑
2.	019	847170	Hard Disks ▾	10	2000.0	🗑
3.	017	847160	Keyboard ▾	15	350.0	🗑

Total   28250

Process **Cancel**

Reference Fetch button allocates system generated unique reference number, Add Item button just adds the stock item to be put into indent. Then process button saves the Purchase Indent record. All indent records are managed in the following way.

Date	Referance	From	Location	Total	Status	More
25 Feb 2020	RAJ_PI/2019/112	Purchase	Chennai	217500.00	Not Approved	⋮
18 Feb 2020	RAJ_PI/2019/89	Purchase	Chennai	180000.00	Not Approved	⋮
09 Feb 2020	RAJ_PI/2019/83	Purchase	Factory	56700.00	Not Approved	
11 Feb 2020	RAJ_PI/2019/81	Purchase	Whitefield	10600.00	Not Approved	
13 Feb 2020	RAJ_PI/2019/79	Store Department	Factory	90000.00	Not Approved	
10 Feb 2020	RAJ_PI/2019/57	Store Department	Sivakasi	70000.00	Not Approved	
20 Oct 2019	RAJ_PI/41	Purchase	Sivakasi	6000000.00	PO Approved	⋮
30 Jul 2019		Purchase	Chennai	100000.00	PO Approved	⋮

- ✏ Update
- ✚ Add Quotation
- ❷ Evaluate Quotation
- ✖ Delete
- 📑 Report
- ☑ PO Approval

Once purchase indent is raised, user can get quotation from multiple suppliers with the same stock requirement from **Add Quotation** action.

The quotation form is described below. All the items from the purchase indent are automatically picked into the quotation form. User needs to select the corresponding supplier name, reference, Date and Due Date, and other optional fields like discount, freight if any.

Supplier Quotation

Supplier:

| Sri Sai Electricals ▼ |

Reference:

| SQ/2020/657 |

Date:

| 2/11/2020 |

Due Date:

| 04/23/2020 |

Discount:

| |

Other Charges:

| |

Freight:

| 0.0 |

Freight Tax:

| 0.0 |

+ Add Item

Sr.	Item Code	Description	Unit	Qty	Price	Del
1.	8088	Mother Board ▼		10	500	🗑
2.	1876	Battery ▼		100	56	🗑

Add **Cancel**

Evaluate Quotation action pulls up the related quotations for the given requisition and gives the user option to approve PO or generate PO from the quotation thereby confirming that particular supplier for final Purchase Order. The following image shows how user can evaluate multiple supplier quotations based on criterion like quotation value, Supplier Rating and Delivery Date.

Evaluation Of Quotation for Requisition No 128

| Reference | RAJ_PI/2019/89 | Date | 2020-02-18 00:00:00.0 | Type |
| Department | | Purpose | GP | |

Date	Supplier	Total Value	Rating	Delivery Date	State	Action
18 Feb 2020	Rashmi	230400.0		25 Feb 2020	Evaluation	⊕ Approve PO
18 Feb 2020	Dell co pvt ltd	230400.0	4.0	29 Apr 2020	Evaluation	⊕ Approve PO

Approve PO action creates Purchase Order Creation form taking from the Supplier Quotation the details of supplier and stock items. After adding all other details in purchase order creation, user processes the purchase order.

Purchase Order

Supplier *	Order Date	Reference *	
Dell co pvt ltd ▼	4/13/2020		Fetch

PO Reference	Receive Into	
	Chennai ▼	+Add Location

Purchase Type	Payment Terms
Domestic ▼	

Delivery Terms	LD Clause Terms

Search Items and Add

+Add Supplier **+ Create Item** **+ Add Item**

Sr.	Code	HSN	Description	Qty	Price	Disc(%)	Total	Batch	Del
1.	026		Bed Cot ▼	10	18000	0	180000		🗑

Sub Total	0.0
GST	0.0
Others	0.0
Total	0.00

Freight Charges	Freight Tax Rate (%)	Other Charges Tag
0	000	Other Charges

Other Charges	Discount	Memo
0	0	

Process **Cancel**

Once Purchase Order is raised, user should track the purchase order by clicking on the link **Inventory->Report->Purchase->Outstanding PO.**

This shows the list of all Outstanding Purchase Orders irrespective of supplier and date which are not yet processed when goods are received.

The following is the screenshots of outstanding purchase orders

Date	Ref	Supplier	Location	Supp Ref	Qty Ordered	Qty Received	Balance Qty	Total	More
04 Mar 2020	RAJ_PI/2019/122	Reliance India Pvt. Ltd.	Factory		2000.0	1000.0	1000.0	26154.00	⋮
18 Feb 2020	RAJ_PI/2019/92	Aashirwad Consulting	Delhi		8.0	0.0	8.0	107520.00	
13 Feb 2020	RAJ_PI/2019/71	Lohith	Delhi		25.0	0.0	25.0	45450.00	
08 Oct 2019	RAJ_PO/1164	ABB india pvt ltd	Chennai	21	20.0	10.0	10.0	3250.00	
20 Sep 2019	RAJ_PO/1163	Biocon ltd	Chennai	658686	10.0	0.0	10.0	89250.00	
18 Sep 2019	RAJ_PO/1162	ABB india pvt ltd	Delhi		1.0	0.0	1.0	230407.84	
11 Jul 2019	RAJ_PO/1155	Prathish	Chennai	PT12345	10.0	0.0	10.0	29705.00	⋮

Tabs: board | Requisition | Quotation | Outstanding PO | Completed PO | Goods In Entry | GRN | Invoice | Debit Notes

Context menu:
- Update
- Goods Entry
- Add GRN
- Delete
- Report
- Commit
- View

When Goods are received, user needs to enter in the system goods received note (GRN) or purchase order delivery by clicking on the **Add GRN** action.

Supplier	Reference	
Aashirwad Consulting		Fetch

Supplier Reference	Deliver Into	Delivery Address
	Chennai ▼	Maharashtra

Ordered On	Received Date	Mode of Receipt
02/18/2020	04/12/2020	

Receipt Ref (AWB No.)	Challan No	Challan Date
		04/12/2020

GRN Items

Stock ID	HSN	Description	Ordered	Received	Delivery	Price	Expiry	Batch	Status
021	8517	Sony	008	0.0	000	12000			OK

Process   Cancel

GRN process builds up the input stock items inventory. The further process on GRN added are initiated from GRN records. User can add supplier Invoice or initiate quality inspection and add to warehouse from the GRN records as shown below.

6941	05 Mar 2020	Fathima	0.00	0.00	0.00	0.00	0.00	0.00	✔ Invoiced	⋮
6940	05 Mar 2020	Fathima	0.00	0.00	0.00	0.00	0.00	0.00	⊕ Add	⋮
6939	05 Mar 2020	Fathima	0.00	0.00	0.00	0.00	0.00	0.00	⊕ Add	
6938	05 Mar 2020	Fathima	0.00	0.00	0.00	0.00	0.00	0.00	⊕ Add	
6937	05 Mar 2020	Fathima	0.00	0.00	0.00	0.00	0.00	0.00	⊕ Add	
6936	05 Mar 2020	Fathima	0.00	0.00	0.00	0.00	0.00	0.00	⊕ Add	
6935	05 Mar 2020	Fathima	0.00	0.00	0.00	0.00	0.00	0.00	⊕ Add	⋮

✖ Delete
☑ View
☁ Add to Warehouse
✏ Edit
🖨 Report
👤 Request GRN Auth

Once any PO item is GRN processed, it is removed from the list of Outstanding PO.

After GRN process is completed, supplier invoice can be initiated against the purchase order delivery (GRN). User can request for GRN Authorization for each GRN record after which stock items are available for use like adding to warehouse and other usage in departments.

Goods Entry action from PO list also gives user option to add Goods Entry record at the company gate premise before actually adding GRN. The following image shows how Goods Entry is recorded from PO record.

Against each entry of GRN, user can initiate the add Invoice process by clicking on the Add Invoice button if it is not already invoiced.

Purchase/Supplier Invoice from GRN:

All the necessary information for Purchase Invoice are automatically pulled from associated Purchase Order and GRN. All user needs to do is to verify Invoice metadata and Stock level details and totals before processing the invoice.

The item details are exactly same as GRN items in numbers. Invoice details show the total Taxable value and GST amount.

📄 Supplier Invoice

Supplier	Date	Reference	
Fathima - 1796 ▾	03/05/2020		Fetch

Invoice Ref	Due Date	Supp Invoice No	Location
	03/20/2020	FatMar	Chennai

Invoice Type	Challan No	Challan Date
Domestic ▾		03/05/2020

+ Add Items

Code	HSN	Description	Qty Received	Invoiced	Price	Disc	Total	Del
2187	3298	Oppo Mobile ▾	1.0	1.0	8000.0	000	8000.0	🗑
022	8517	Samsung Galaxy ▾	1.0	1.0	9000.0	000	9000.0	🗑
218G	9850	Sony 2 ▾	1.0	1.0	8000.0	000	8000.0	🗑
025	8517	Nokia ▾	1.0	1.0	8000.0	000	8000.0	🗑
2319	48JH	Redmi 2 ▾	1.0	1.0	8000.0	000	8000.0	🗑

Sub Total   0.0

Invoice Total   0.00

Freight Charges	Freight Tax Rate (%)
000	000

Other Charges	Discount
000	000

Total   Save   Cancel

After successful processing of purchase invoice, user is redirected to list of invoices added so far. User can follow the link to manage purchase invoices from

Inventory->Report->Purchase->Invoice.

Trans No	Date	Supplier	Amount	SGST	CGST	IGST	Others	Total	More
6032	12 Mar 2020	Abi	1,40,000.00	0.00	0.00	25,200.00	0.00	1,65,200.00	⋮
6031	12 Mar 2020	Rithwik	2,80,000.00	0.00	0.00	50,400.00	300.00	3,31,450.00	⋮
5946	07 Mar 2020	ABB india pvt ltd	4,050.00	0.00	0.00	108.00	1,000.00	7,158.00	
5945	07 Mar 2020	Access automation pvt ltd	61,850.00	0.00	0.00	8,898.00	0.00	82,748.00	
5905	05 Mar 2020	Dell co pvt ltd	2,15,000.00	0.00	0.00	25,800.00	0.00	2,40,800.00	
5903	05 Mar 2020	Purvik	19,390.00	0.00	0.00	2,885.00	0.00	22,275.00	
5898	05 Mar 2020	Fathima	48,000.00	0.00	0.00	4,680.00	0.00	52,680.00	
5896	05 Mar 2020	Reliance India Pvt. Ltd.	22,800.00	1,677.00	1,677.00	0.00	0.00	26,154.00	⋮

Email
Add Sales Invoice
View
Edit
View Debit Note
Delete
Export

Each invoice can be viewed, edited, deleted. User can add debit note for given invoice by clicking on the Debit Note button to adjust or return or write off any stock items with invoice amount if needed.

Warehouse In: Against each entry of GRN, user can trigger Warehouse Inward transfer for allocating to given warehouse, shelve, rack and bin no. The transaction screenshot is shown below.

Warehouse In

Date *	Reference No	Inward Type
04/15/2020	475	1

+ Add Item

Item Code	Description *	Warehouse	Shelve	Rack	Bin	Quantity	Batch	Del
024	Lenovo ▾	Bangal ▾	Shelve ▾	Rack2 ▾	Bin2 ▾	001		🗑

Process   Cancel

Direct Purchase Invoice:

This flow is used when user don't have PO and GRN process or before invoice is to be entered in the system, purchase order and GRNs are already completed. User needs to select supplier, delivery address, and date in the invoice and manually add goods and in the items. The FinAcct system internally creates Purchase Order and GRNs based on the Invoice stock items and other metadata. This helps inventory build-up of the stock items mentioned in the invoice.

Below is the sample screenshots of the Direct Purchase Invoice.

🧾 Purchase Invoice

Supplier *	Order Date	Reference *	
Reliance India Pvt. Ltd. ▼	04/12/2020		Fetch

Supplier Invoice No. *	Receive Into	Due Date	
	Chennai ▼	04/12/2020	+Add Location

Purchase Type

Domestic ▼

Mode of Receipt	Receipt Ref (AWB No.)	Challan No
Courier ▼		

Challan Date

04/12/2020

Search Items and Add

+Add Supplier   + Create Item   + Add Item

Sr.	Code	HSN	Description	Qty	Price	Disc(%)	Total	Batch	Del
1.	018	84717	USB Drives ▼	10	300.0	0.0	3000		🗑
2.	019	84717	Hard Disks ▼	10	2000.0	0.0	20000		🗑

Sub Total	23000.00
GST	4140.00
Others	0.0
Total	27140.00

Freight Charges	Freight Tax Rate (%)	Other Charges Tag
000	000	Other Charges

Other Charges	Discount	Memo
000	000	

Process   Cancel

4. **Sales work flow**:

Sales dashboard is the landing page when user logs in as Sales user. This shows graphical chart for Top Customer Sales, Item wise sales, Monthly Sales value etc. It also has the complete details of Latest Notifications of all sales activity by different sub users.
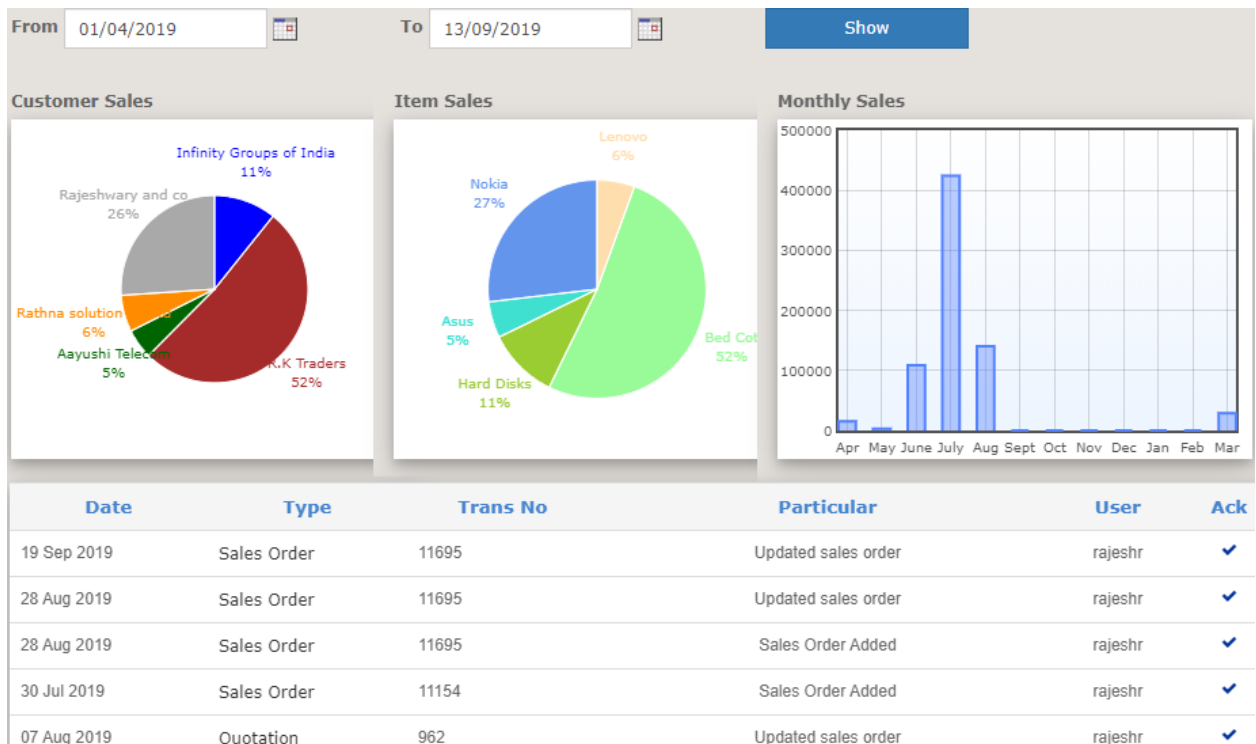
Before Sales work flow starts, user should create required customers masters with necessary details. Sales Order is the first step which registers the details of sales metadata and stock items to be sold to customers.
Before Sales Order is raised, user needs to add the sales quotation or Performa Invoice (PI) which captures the prospects of the sales customer, sales items, delivery date and stock items. Sales Order is generated either directly or from sales quotation confirmed from any given customers. After Sales Order is processed, Sales Delivery process takes place which in turn triggers Delivery planning and Shipping of trading goods or manufacturing

of finished goods. Once Sales Delivery is confirmed, Sales Invoice is registered in the FinAcct ERP.

📑 Sales Quotation

Customer *
Green Nerds

Date
04/13/2020

Reference *

[Fetch]

Due Date
04/14/2020

Type
Domestic ▼

Customer Reference

Delivery Address

Delivery Pincode

Bank Details
HDFC Current Account ▼

Attachment
[Choose File] No file chosen

Terms Of Payment

[Search Items and Add]

[+ Add Customer] [+ Create Item] [+ Add Goods]

Sr.	Code	Description	Qty	Price	Total	Batch	Del
1.	76784 ▼	Pyrotechnic Aluminium Powc ▼	10	450	4500		🗑
2.	657488 ▼	Leafing Aluminium Paste 10l ▼	100	830	83000		🗑

Sub Total   87500.00

Round off   0.0

GST   15750.00

Others   0.0

Total   103250.00

Freight Charges
000

Freight Tax Rate (%)
000

Discount %
000

Discount
000

Other Charges
000

Memo

[Process] [Cancel]

Sales Quotations are managed (edit, delete, search by reference, date, customer, location) in the following figure. Post Quotation actions are initiated from the more actions for a given quotation. Confirm to Sales Order action creates corresponding Sale order with customer details, date and item details picked up from quotation record.

Date	Trans	Reference	Customer	Location	Qty	Total	Status	More
21 Feb 2020	1631	RAJ_SQ/2019/1182	Dell co pvt ltd		4.0	42,480.00	Pending	⋮
21 Feb 2020	1630	RAJ_SQ/2019/1181	A1 The Mobile Hub	560062	10.0	1,34,400.00	Pending	✏ Update
18 Feb 2020	1615	RAJ_SQ/2019/1180	Aaditya Computers	560062	14.0	33,040.00	Pending	✖ Delete
11 Dec 2019	1458	RAJ_SQ/1161	Dell co pvt ltd	Karnataka	2.0	1,33,800.00	Ordered	🖹 Export
26 Nov 2019	1391	RAJ_SQ/1160	Thamson	New York	100.0	9,99,835.00	Pending	🖹 Email
30 Jul 2019	962	RAJ_SQ/1159	ABC emporium	600024	60.0	1,20,850.00	Ordered	✔ Confirm To Sales Order
12 Jul 2019	908	RAJ_SQ/1157	Aayushi Telecom	500064	10.0	33,715.00	Ordered	👍 Commit ⋮
12 Jul 2019	907	RAJ_SQ/1157	Aayushi Telecom	500064	10.0	33,615.00	Pending	⋮
11 Jul 2019	905	RAJ_SQ/1156	Tejas associates	600017	10.0	5,670.00	Ordered	⋮

All Sales Orders are managed as per the following figure. More Actions drop down has several entries like Add Work Order, Add Purchase Order, Email the sales order report. The Next process after sales order is Sales Delivery where Shipping details with items dispatch from different locations are provided in the Delivery Transaction as shown below.

09 Mar 2020	15082	RAJ_SO/2019/1215	Aakash Telecom	Chennai	50.0	0.0	0.00	☑	⋮	
05 Mar 2020	14987	RAJ_SO/2019/1214	shwetha		2.0	2.0	19,040.00	Fully Delivered	⋮	
05 Mar 2020	14986	RAJ_SO/2019/1213	Sandya	MAHADESHWARANAGAR	3.0	3.0	30,240.00	Fully Delivered		🖉 Update
05 Mar 2020	14985	RAJ_SO/2019/1212	Sandya	MAHADESHWARANAGAR	5.0	0.0	53,680.00	☑		✖ Delete
05 Mar 2020	14984	RAJ_SO/2019/1211	Sandya	MAHADESHWARANAGAR	5.0	0.0	53,680.00	☑		🖿 Export
05 Mar 2020	14983	RAJ_SO/2019/1210	Sandya	Bangalroe	5.0	5.0	53,680.00	Fully Delivered		🖿 Email
05 Mar 2020	14982	RAJ_SO/2019/1209	Sandya	MAHADESHWARANAGAR	5.0	5.0	53,680.00	Fully Delivered		⮑ Add Work Order
04 Mar 2020	14956	RAJ_SO/2019/1208	Cell India Pvt. Ltd.	Dadar, Mumbai	500.0	500.0	32,200.00	Fully Delivered		🖊 Add Purchase Order
27 Feb 2020	14862	RAJ_SO/2019/1207	Pamac pvt ltd	Chennai	100.0	100.0	95,380.00	Fully	⋮	👍 Commit
										☑ Show Delivery

Sales Delivery:

The Sales Delivery Transaction copies all the details from parent Sales Order record when add delivery action is triggered. Delivery Address and other Transport details for shipping are entered in the transaction.

All the Item details are copied from Sales Order items. All user needs to enter is the location from where item is dispatched and actual quantity delivered based on QOH and per unit price.

This adds to actual inventory changes of the stock item being dispatched.

📑 Sales Delivery

Customer *
Aakash Telecom

Date
3/9/2020

Reference *
RAJ_SO/2019/1215

[Fetch]

Due Date
3/10/2020

Type
Domestic ▼

Customer Reference
RAJ_SO/2019/1215

Delivery Address
Chennai

Delivery Pincode
600017

Vehicle No

Transport Mode
Road ▼

Transport Reference

Bank Details
HDFC Current Account ▼

Attachment
[Choose File] No file chosen

Terms Of Payment

[Search Items and Add]

[+ Add Customer] [+ Create Item] [+ Add Goods]

Sr.	Code	Description	Location	Qty	Qty Done	Price	Total	Batch	Del
1.	038 ▼	Jeans ▼	Chennai ▼	50	0.0	0	0		🗑

Sub Total   0.00

Round off   0.0

GST   0.00

Others   0.0

Total   0.00

Freight Charges
0

Freight Tax Rate (%)
000

Discount %
000

Discount
0

Other Charges
0

Memo

[Process] [Cancel]

Sales Delivery report and Sales Invoice:

Final step of the sales work flow is to add invoice into the system based on the actual sales delivery process explained above. User should follow the link **Inventory->Report-> Sale-> Delivery** to check all the sales delivery made to the customer. User can search sales delivery by customer name or between date ranges etc.

User can edit, delete and add invoice against any delivery entry. When user clicks on **Add invoice** button, it will open the Sales invoice form which is same as sales order form with the same sales metadata like customer name, and other information. Sales invoice will have its own date, delivery information (delivery state code etc.). Invoice stock items will be same as delivery note stock details.

Trans No	Ref	Customer	Date	Total	Qty Sent	Qty Total	Add Invoice	More
16658	RAJ_SD/2019/1547	Dell co pvt ltd	11 Mar 2020	19,900.00	20.0	20.0	Invoiced	⋮
16479	RAJ_SD/2019/1546	shwetha	05 Mar 2020	19,040.00	2.0	2.0	Invoiced	⋮
16478	RAJ_SO/2019/1213	Sandya	05 Mar 2020	30,240.00	3.0	3.0	Invoiced	⋮
16477	RAJ_SO/2019/1210	Sandya	05 Mar 2020	53,680.00	5.0	5.0	☑	
16476	RAJ_SD/2019/1544	Sandya	05 Mar 2020	53,680.00	5.0	5.0	☑	
16473	RAJ_SD/2019/1543	Cell India Pvt. Ltd.	04 Mar 2020	32,000.00	500.0	500.0	Invoiced	
16337	RAJ_SD/2019/1542	Venkatesh Marketing Company	19 Oct 2019	94,40,000.00	200.0	200.0	Invoiced	⋮

- ✏ Update
- ✖ Delete
- ⊙ Preview
- ⇄ Schedule Shipping

After Sales Delivery Note is added in the system, Shipping or Delivery is scheduled from **Schedule Shipping** action. In the Shipping transaction shown next, user needs to add the picking, packing, loading and issuing date and time, package details, total weight, volume and all items from associated warehouse shelve, rack, bin details. This way warehouse level inventory can be maintained and tracked.

🚚 Shipping

Tag Name: *		**Shipping Point:**	
Sandya Delivery		Bangalore	
Transport Mode: *		**Transport Company:** *	
Truck		Prayag Transport	
Transport Reference: *		**Goods Weight:**	
45538		1547 KG	
Goods Volume:		**Pickup Date:** *	
		04/14/2020	
Loading Date: *		**Issue Date:** *	
04/14/2020		04/15/2020	
Package Details:		**Packing Date:** *	
		04/16/2020	
Pickup Time:		**Packing Time:**	
Loading Time:		**Issue Time:**	
12:00 PM			

+ Add Item

Sr.	Stock	Qty	Wt	Vol	Warehouse	Shelve	Rack	Bin	Del
1.	Redmi ▼	1	0.0	0.0	Goods Go ▼	Shelve1 ▼	A1 ▼	B11 ▼	🗑
2.	Nokia ▼	1	0.0	0.0	Goods Go ▼	Shelve1 ▼	A1 ▼	B11 ▼	🗑
3.	Samsung Galaxy ▼	1	0.0	0.0	Goods Go ▼	Shelve1 ▼	A1 ▼	B11 ▼	🗑
4.	Oppo Mobile ▼	1	0.0	0.0	Goods Go ▼	Shelve1 ▼	A1 ▼	B11 ▼	🗑
5.	Sony ▼	1	0.0	0.0	Goods Go ▼	Shelve1 ▼	A1 ▼	B11 ▼	🗑

Save **Cancel**

After shipping plan record is created, they can be managed by the following report. Following action could be to generate Advance Shipping Notice from the action dropdown menu.

Tag	Shipping Port	Trans Mode	Transport	Packing Date	Loading Date	Issue Date	More
RR	Chennai	Road	ABC	10 Jun 2019	10 Jun 2019	10 Jun 2019	⋮
RW	Chennai	Road	ABC	11 Jun 2019	11 Jun 2019	11 Jun 2019	⋮
FYJ	Bangalore	Road	ASD	01 Jul 2019	01 Jul 2019	01 Jul 2019	⋮
Test Delivery	Bangalore	Road	Prayag Transport	29 Feb 2020	04 Mar 2020	05 Mar 2020	
AKY	Bangalore	Road	AS	16 Mar 2020	16 Mar 2020	16 Mar 2020	

☑ Edit
🗑 Delete
☑ Add Sales Delivery
⇄ Advance Shipping Notice

Entries

Advance Shipping Notice (ASN) is another shipping record with details of Ship from Address and Ship to address (customer location), transporter details like Mode, Reference, Company Name, Tracking No, packaging.
It also records the estimated delivery date to customer location. From the shipping plan record, ASN record picks up the item details. From the above shipping record, user can add Sales Delivery Note also.

Advance Shipping Notice form is shown in the following figure

Shipping Notice Details

ASN No:*

Shipping Date:
03/05/2020

Transport Mode:
Road

Transport Company:
Prayag Transport

Transport Reference:
34435

Tracking No:

Packaging:

Delivery Date:*
03/05/2020

Ship From:*

Ship To:*
New No. 23, Velayutham Road, Siv

+Add Item

Stock	Qty	Weight	Volume	Article No	Packaging	Location	Delete
Atomised Aluminiu	200.0	0.0	0.0				🗑

Add **Cancel**

From the Sales Delivery record, user can add invoice for the items delivered to the customer. Add Invoice button triggers Sales Invoice creation form as shown below. Invoice details are picked up from Sales Delivery record and comes auto populated. All user needs to do is to check the item details, quantity and pricing and proper destination address etc.

📑 Sales Invoice

Customer *
Sandya

Date
3/5/2020

Reference *
RAJ_SO/2019/1210

[Fetch]

Due Date
3/6/2020

Type
Domestic ▼

Customer Reference
RAJ_SO/2019/1210

Delivery Address
Bangalroe

Delivery Pincode
Bangalroe

Vehicle No
KA01 1234

Transport Mode
Road ▼

Transport Reference

Bank Details
HDFC Current Account ▼

Attachment
[Choose File] No file chosen

Terms Of Payment

[Search Items and Add]

[+ Add Customer] [+ Create Item] [+ Add Goods]

Sr.	Code	Description	Location	Qty	Price	Total	Batch	Del
1.	023 ▼	Redmi ▼	Chennai ▼	1	10000	10000		🗑
2.	025 ▼	Nokia ▼	Chennai ▼	1	8000	8000		🗑
3.	022 ▼	Samsung Galaxy ▼	Chennai ▼	1	9000	9000		🗑
4.	2187 ▼	Oppo Mobile ▼	Chennai ▼	1	10000	10000		🗑
5.	021 ▼	Sony ▼	Chennai ▼	1	12000	12000		🗑

Sub Total   49000.00

Round off   0.0

GST   4680.00

Others   0.0

Total   53680.00

Freight Charges
0

Freight Tax Rate (%)
000

Discount %
000

Discount
0

Other Charges
0

Memo

[Process] [Cancel]

Sales Invoice records are managed in the following way. User can do Add Packing List operation from invoice list and add credit Note for a given invoice.

	Date	Trans No	Reference	Customer	Amount	SGST	CGST	IGST	Qty	Total	More
☐	11 Mar 2020	20299	RAJ_SINV/2019/952	Dell co pvt ltd	16,500.00	0.00	0.00	0.00	20.0	19,900.00	⋮
☐	05 Mar 2020	20152	RAJ_SINV/2019/950	shwetha	17,000.00	0.00	0.00	2,040.00	2.0	19,040.00	⋮
☐	05 Mar 2020	20151	RAJ_SINV/2019/949	Sandya	26,770.00	0.00	0.00	3,240.00	3.0	31,150.00	⋮
☐	04 Mar 2020	20148	RAJ_SINV/2019/947	Cell India Pvt. Ltd.	25,000.00	1,500.00	1,500.00	0.00	500.0	32,000.00	
☐	19 Oct 2019	20030	RAJ_SINV/2019/945	Venkatesh Marketing Company	80,01,000.00	0.00	0.00	14,40,000.00	200.0	94,45,500.00	
☐	29 Dec 2019	20028	RAJ_SINV/2019/944	Dell co pvt ltd	1,10,000.00	0.00	0.00	19,800.00	2.0	1,33,800.00	
☐	27 Feb 2020	20027	RAJ_SINV/2019/943	Pamac pvt ltd	87,600.00	0.00	0.00	4,380.00	100.0	95,380.00	
☐	20 Jan 2020	19960	RAJ_SINV/2019/941	AAS Mobile Point Electronics	94,000.00	0.00	0.00	11,280.00	11.0	1,06,280.00	

Menu options (for selected row):
- ☑ View
- ✖ Delete
- ✏ Edit
- ☑ Credit Note
- ⊕ Preview
- ↻ Add Packing List
- 👍 Commit

5. Direct Sales Invoice:

When Sales Order and Sales Delivery Note is not entered in the FinAcct system, company can have Direct Sales Invoice to start the sales work flow. The system internally generates the Sales Order and corresponding

Delivery Note based on Sales Invoice data. After Sales Order and Sales Delivery is generated in the system, invoice is made ready.

Direct Sales Invoice is at the link **Inventory-> Transaction-> Direct Sales Invoice.**

Its transaction form is same as Sales Invoice explained before.

6. **Advance Sales Receipt**:

The captures the advance amount received against any service or goods to be rendered/sold to a customer. It captures the transaction in terms of stock items, their price and GST amount etc. In future, FinAcct gives option to add invoice against this advance sales receipt.

Advance Receipt

Customer *	**Date**	**Reference** *
Dell co pvt ltd	04/13/2020	**Fetch**
Due Date	**Type**	**Customer Reference**
04/14/2020	Domestic ▾	
Delivery Address	**Delivery Pincode**	
Bank Details	**Attachment**	
HDFC Current Account ▾	Choose File No file chosen	
Terms Of Payment		

Search Items and Add

+ Add Customer   **+ Create Item**   **+ Add Goods**

Sr.	Code	Description	Qty	Price	Total	Batch	Del
1.	024 ▾	Lenovo ▾	10	7000.0	70000		🗑

Sub Total	70000.00
Round off	0.0
Advance amount	78400.00

Process   **Cancel**

Account Receivable:

This report shows the collective amounts due to sales and service invoice to the customers. It has summary like total invoice amount, total Output GST, Total customer collection, GST Payment, Total GST Due.
It has the report of top 5 customer collections due, their pending invoices, Total overdue amount, average overdue days. Based on this report, company collection team can pursue the customer interaction in a dedicated fashion like sending frequent email and calls.

Total Invoice	Total Deposit	Total Output GST	Total ITC Offset
1,08,44,732.04	0.0	16,33,550.97	0.0

Total GST Due	Total ITC Reversal	Total GST Payment
16,33,550.97	0.0	0.0

Customer Collection Over Due

Customer	Overdue Amount	Days Overdue	Invoice Pending
Venkatesh Marketing Company	94,45,500.00	146	1
R.K Traders	3,37,569.99	79	6
Dell co pvt ltd	2,20,900.00	35	3
AAS Mobile Point Electronics	2,12,560.00	78	2

Ref No	Customer	Date	Due Date	Status	Amount	Deposit	Tax	ITC Offset	More
RAJ_SINV/2019/952	Dell co pvt ltd	11 Mar 2020	12 Mar 2020	33 days overdue	19,900.00	0.00	0.00	0.00	⋮
RAJ_SINV/2019/950	shwetha	05 Mar 2020	06 Mar 2020	39 days overdue	19,040.00	0.00	2,040.00	0.00	⋮
RAJ_SINV/2019/949	Sandya	05 Mar 2020	06 Mar 2020	39 days overdue	31,150.00	0.00	3,240.00	0.00	🏛 Bank Deposit
RAJ_SINV/2019/947	Cell India Pvt. Ltd.	04 Mar 2020	30 Mar 2020	15 days overdue	32,000.00	0.00	3,000.00	0.00	₹ Cash Deposit
RAJ_SINV/2019/945	Venkatesh Marketing Company	19 Oct 2019	20 Nov 2019	146 days overdue	94,45,500.00	0.00	14,40,000.00	0.00	✏ ITC Claim
RAJ_SINV/2019/944	Dell co pvt ltd	29 Dec 2019	28 Jan 2020	77 days overdue	1,33,800.00	0.00	19,800.00	0.00	⋮
RAJ_SINV/2019/943	Pamac pvt ltd	27 Feb 2020	28 Feb 2020	46 days overdue	95,380.00	0.00	4,380.00	0.00	⋮
RAJ_SINV/2019/941	AAS Mobile Point Electronics	20 Jan 2020	27 Jan 2020	78 days overdue	1,06,280.00	0.00	11,280.00	0.00	⋮

Accounts Payable:

The report shows the collective amount due to the suppliers for purchase invoices. It has summary like total invoice amounts, payments. It has option to add payment either via bank or cash.

Trans No	Supplier	Reference	Date	Status	Amount	GST	Payment	Bank Payment	Cash Payment
6032	Abi	RAJ_PI/2019/135	12 Mar 2020	33 days overdue	1,65,200.00	25,200.00	0.00	🏛	₹
6031	Rithwik	RAJ_PI/2019/133	12 Mar 2020	33 days overdue	3,31,450.00	50,400.00	0.00	🏛	₹
5946	ABB india pvt ltd	RAJ_PI/2019/129	07 Mar 2020	25 days overdue	7,158.00	108.00	0.00	🏛	₹
5945	Access automation pvt ltd	RAJ_PI/2019/128	07 Mar 2020	28 days overdue	82,748.00	8,898.00	0.00	🏛	₹
5905	Dell co pvt ltd	RAJ_PI/2019/126	05 Mar 2020	26 days overdue	2,40,800.00	25,800.00	0.00	🏛	₹

7. **Inventory Reports**:

Store dashboard is the first report available when the user with inventory permission logs into FinAcct system. The report shows the vital statistics like Quantity in Hand, Quantity on demand, Quantity on order, Quantity on issue for top 100 stocks.

Code	Name	Qty in Hand	Qty on Demand	Qty on Order	Qty on Issue
GNR1	Notebook_Black	0	0	0	0
GNR147	Stamp Pad	0	0	0	0
MBL321	One+ 7	8	0	0	0
MBL123	Vivo	0	0	0	0
MB123	Oppo	10	0	0	0
2231	1 Ltr Plastic Water Bottle	100	500	0	0
0764	Polystyrene	200	0	100	1
0452	Low Density Polyethylene	400	0	200	2
0032	High density Polyethylene	400	0	200	2
0023	Polyethylene terephthalate (PETE)	600	0	500	5
TIPG	Epson Printer	0	0	0	0
657458	Indent Created Item	0	0	0	0

Stock Details report is the primary management of inventory stock Items used for Supply Chain Management. Every item can be modified or deleted from this report besides making stock search by category or any filter string. Each stock item is either of three types. i.e. Purchase, Service and Manufactured. The item which is of purchase type is always used as raw materials for manufacturing finished products. The item which is of service type is used as trading material in purchase and sales. The item of manufactured type is used as sales only.

Bill of Material is setup for manufactured item. Purchase material is used for purchase item in Bill of Material and work order issue

Code	HSN	Name	Category	Tax Type	Type	Unit	QOH	QOD	QOO	Image	More
GNR1	454164	Notebook_Black	General	SGST 12%	Trading	NOS	0	0	0		⋮
GNR147	9854	Stamp Pad	General	SGST 12%	Trading	NOS	0	0	0		⋮
MBL321	98561	One+ 7	Mobiles	SGST 18%	Trading	NOS	8	0	0		✖ Delete
MBL123	7412	Vivo	Mobiles	SGST 18%	Trading	NOS	0	0	0		✏ Edit
MB123	7896	Oppo	Mobiles	SGST 12%	Trading	NOS	10	0	0		▦ Add QR Code
2231	3903	1 Ltr Plastic Water Bottle	Polyethylene	SGST 12%	Manufactured	NOS	100	0	0		⋮

The Primary transaction for inventory is stock transfer from one location to another. In this process, inventory of goods can be tracked location wise and stock item wise. The following screenshots captures the stock transfer operation.

From Location: Chennai
To Location: Chennai
Date *: 04/13/2020

+ Add Item

Sr.	Code	Item	Qty	Unit	Batch	Status	Delete
1.	017	Keyboard	100	Nos		OK	🗑
2.	018	USB Drives	100	Nos		OK	🗑
3.	153	Speaker	10	Nos		OK	🗑

Memo

1

Process Cancel

Similarly, when goods are transferred from one warehouse, shelve, rack and bin to another, warehouse transfer operation captures the inventory movement as follows.

Warehouse Transfer

To Warehouse	To Shelve	To Rack
Goods Godown ▼	Shelve1 ▼	A1 ▼

To Bin	Date *	Reference No
B11 ▼	04/13/2020	873

Transfer Type

1

+ Add Item

Item Code	Description *	Warehouse	Shelve	Rack	Bin	Qty	Batch	Del
0023	Polyethylene terepl ▼	Bangalore ▼	Shelve ▼	Rack2 ▼	Bin2 ▼	100		🗑

Process **Cancel**

Inventory adjustment of stock for a given location can be done via stock adjustment operation as shown below.

Stock Adjustment

Reference No *	Date	Detail Type
102	04/13/2020	1 ▼

From Location *	Adjustment Type	Memo
Factory ▼	Positive ▼	
	Positive	
	Negative	

+ Add Item

Item Code	Item Description *	Quantity	Unit	Cost	Batch	Delete
Harmonic - PVR-7K*185	SIPL-PRD - Harmonic - PVR ▼	100		0.0		🗑
03253	Atomised Aluminium Powder ▼	145		0.0		🗑

Process **Cancel**

Stock Movement: This report helps user track inventory stock movement by stock item, location, date and mostly by Batch No. The report screenshot is shown below.

Items	Item	Locations
Select Item ▼		Select Location ▼
Batch No	**From**	**To**
select Batch no ▼	04/01/2019	04/15/2020

Show	Export

Entries 1 - 500 of 815 Next

Date	Type	Location	Stock	Batch No	UOM	Qty In	Qty out	Qty On Hand	Expiry Date	Delete
			Quantity On Hand Before - 04/01/2019					0		
Apr-15-2020	Customer Credit Note		Vivo		NOS	1		1		
Apr-15-2020	Customer Credit Note		Samsung Galaxy		Box	5		5		
Apr-15-2020	Customer Credit Note		Sony		Numbers	1		1		
Apr-15-2020	Customer Credit Note		Nokia		Pcs	5		5		
Apr-15-2020	Customer Credit Note		Lenovo		Pcs	1		1		
Apr-15-2020	Customer Credit Note		Redmi		Pcs	5		5		
Apr-15-2020	Delivery Note	001	Vivo		NOS		1	0		
Apr-15-2020	Delivery Note	001	Samsung Galaxy		Box		1	4		
Apr-15-2020	Delivery Note	001	Sony		Numbers		1	0		
Apr-15-2020	Delivery Note	001	Nokia		Pcs		1	4		
Apr-15-2020	Delivery Note	001	Lenovo		Pcs		1	0		
Apr-15-2020	Delivery Note	001	Redmi		Pcs		1	4		
Apr-15-2020	Delivery Note	001	Nokia		Pcs		1	3		

Stock Summary: This is the very essential report for tracking the stock status in terms of quantity as well as value at the end of certain period. Below is snapshot of how stock summary looks like. It has Opening stock quantity and value, Inward stock (via GRN or finished goods from manufacturing) quantity and value, Outward stock (via Goods Sales

Delivery) quantity and value and balance Closing stock quantity and value. Use can go drilldown to this amount to final inventory transactions.

Item	Opening Stock			Inward Stock			Outward Stock			Closing Stock		
	Stock	Rate	Total	Stock	Rate	Total	Stock	Rate	Total	Stock	Rate	Total
FMCG												
lays	0 Box	0.00	0.00	105.00	10.00	1,050.00	0.00	0.00	0.00	105 Box	10.00	1,050.0
cool drinks	0 Box	0.00	0.00	55.00	63.63	3,500.00	0.00	0.00	0.00	55 Box	63.63	3,500.0
Coffee	20 Gms	250.00	5,000.00	25.00	80.00	2,000.00	12.00	107.14	1,285.71	33 Gms	155.55	5,133.3
gulfi	0 Pcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 Pcs	0.00	0.0
Raw Rice	0 Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 Box	0.00	0.0
Ice	0 Box	0.00	0.00	110.00	46.36	5,100.00	0.00	0.00	0.00	110 Box	46.36	5,100.0
Tiles	0 Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 Box	0.00	0.0
Vent	0 Pcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 Pcs	0.00	0.0
Vent 75	0 Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 Box	0.00	0.0

QOH Report: This shows the stock inventory (Quantity on hand) status for a given category of items and locations and status. QOH is value is inward quantity less outward quantity. All these values can be checked in details by clicking on it. This will give detailed stock movement report show here

From	To	Category	Status
04/01/2019	04/13/2020	Select Category ▼	All ▼

Locations	
Select Location ▼	Summary

Sr. No.	Item Name	Location	Status	Inward	Dispatch	QOH
1	SIPL-Kaon Media - KSF-B277 NSSI		OK	12	0	12
2	SIPL-STB-Solid - SDS2-9003		OK	12	0	12
3	Wire Rope_2X4	Chennai	OK	1	1	0
4	1 Ltr Plastic Water Bottle	Chennai	OK	500	500	0
5	Brass Tap	Chennai	OK	3	17	-14
6	Brass Tap	Chennai	OK	16	0	16
7	Brass Tap	Factory	OK	2	0	2
8	SIPL-PIRD - CISCO-D9800	Ahemedabad		3	0	3
9	SIPL-PIRD - Ericsson-RX8200	Ahemedabad		3	0	3

Stock item 1 Ltr Plastic Water Bottle has 500 quantity for inward and outward movement thereby making QOH zero. When clicked on 500 quantity value, user is shown the following stock movement report.

Date	Type	Location	Stock	Batch No	UOM	Qty In	Qty out	Qty On Hand	Expiry Date	Delete
			Quantity On Hand Before - 04/01/2019					0		
Mar-04-2020	Delivery Note	001	1 Ltr Plastic Water Bottle	[, 02334PNB]	NOS		500	-500		
Mar-12-2020	Manufacturing	001	1 Ltr Plastic Water Bottle		NOS	500		0		
			Quantity On Hand After - 04/13/2020					0		

Stock Import:

This is the way to enter into FinAcct system the huge number of stock items in batch mode. Go to the link Inventory-> Import-> Stock and download the sample stock import file, add all your stocks as per sample format and upload the file to finish stock import by clicking on Import button.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Sl. No.	Stock Id	HSN Code	Name	Description	Category	Group	Manufac	GST Rate	Item Type	Unit	Materia	Labour Co	Other Co	Batch No	Mfg Date	Exp Date	Opening	Opening GST
2																			
3	1	151	3923	Screen Guard	Screen Guard	Mobiles		0.0	0.0	5	Service	Ps	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
4	2	152	8504	Kepapad	Kepapad	Mobiles		0.0	0.0	5	Service	Ps	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
5	3	153	8518	Speaker	Speaker	Mobiles		0.0	0.0	5	Service	Ps	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
6	4	154	8414	Table Fan	Table Fan	ELECTRICAL/ELECT		0.0	0.0	12	Service	Nos	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
7	5	155	2009	Juicer	Juicer	ELECTRICAL/ELECT		0.0	0.0	12	Service	Nos	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
8	6	156	8708	Suspension Rod	Suspension R	FULLY/PARTLY AU		0.0	0.0	18	Service	Nos	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
9	7	157	8541	Buzzer	Buzzer	FULLY/PARTLY AU		0.0	0.0	18	Service	Nos	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
10	8	158	7412	Brass Adapter	Brass Adapte	FULLY/PARTLY AU		0.0	0.0	18	Service	Nos	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
11	9	159	8450	Laundry Machine S	Laundry Mach	FULLY/PARTLY AU		0.0	0.0	18	Service	Nos	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
12	10	160	8507	MicroMax	Mobile phon	Mobiles		0.0	0.0	28	Service	Ps	0.0	0.0	0.0	0.0	4/1/2017	3/31/2018	0.0	0.0	Wit
13																			

Please make sure the column format as per below

Default format for most of the column – General (string)

GST Rate – Text

Material Cost, Labour cost all other double value – Number

Date column – Date (MM/dd/yyyy)

Opening stock and rate – Number

Purchase and Sales price - Number