

# **Training Day 5**

## **INVENTORY**

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#### **1. Reconcile Current Stock**

You can use this option to reconcile the stock of your store. It will show you the current stock of computer and will ask you to enter actual physical stock so that it can update the current stock as per the actual stock. It will automatically create shortage/surplus entries as per the difference in current & actual stock.

Retail Graph - DEMO -					nt Stock]	-	-		
1.Home 2.Viet	-B	-C		et Remaining Pro	ducts	available	but compute	maining items that r is showing stock. ` ategory/shelf/brar	You can get these
Entry No. A     Product     KB Product Testing11     product Testing6     AB's Product Testing1 *	ot No. 1000000		Color	MRP 96.00 186.00 77.00	Stock Actu 24.00 29.00 3.00	al Stock 20 40 10	Shortage 4.00 0.00 0.00	Surplus Actual Stock Un 0.00 Pack 11.00 Pack 7.00 <mark>Pack</mark>	
Total Items : 3		1		rtage Surplus Deta		70	4.000000	18.0000	
TranName Reconcile Current Stock Reconcile Current Stock	RCS RCS RCS RCS RCS RCS RCS	ryNo EntryDate 5 01/11/2011 4 01/11/2011 2 01/11/2011 2 01/11/2011 1 01/11/2011 1 01/11/2011 1 01/11/2011 1 01/11/2011	5480.000 249.000 5456.000 2.000 3.000 4.000 2.000	000 Pack	24 24 545 	just Stock 4.000000 8.000000 4.000000 2.000000 2.000000 9.000000 3.000000 3.000000	CurStock 5456.000000 1.000000 2.000000 4.000000 5.000000 23.000000 5.000000 1.000000	Pack Pack Pack Pack Pack Pack Pack	

#### 2. Reconcile Opening Stock

**RetailGraph** offers you the facility to reconcile opening stock of your store. You can use "Reconcile Opening Stock" option available in Inventory menu to reconcile your opening stock. These entries are considered in opening stock.

🧕 Retail Graph - DEMO - Ajmer 💈	2011 - 2012 (admin) (He	ead Office)				_ & ×
		Re	concile Opening St			_ = *
1.Home 2.View 6.	Options 7.Reports	8.Master Data				🥑 🗔 🧕
New Save Print Draft	•D •C Delete Cancel Cancel	Changes				
Entry No. A	Date 16/11/2011	×				
Product Lot No	o. Batch	Color	MRP	Stock Actual Stock	Shortage	Surplus Actua
Product Testing 4 Product Testing2	0		105.00	49.00	50 0.00 21 1.00	1.00 Pack 0.00 Pack
*	0		100.00	22.00	21 1.00	0.00 Pack
Total Items : 2				71.00	71 1.0000	1.0000
•						
			e Surplus Detail			
<b>⊿</b> TranName Series	EntryNo EntryDate	ActualStock	Actual Stock Unit	Adjust Stock	CurStock Curr	ent Stock Unit
x						
😽 Start 🖪 🖪 💽	Om Cr Rc Pr	MIS R TA	As Lo Ti 1	le Ro Te Me	Me	

#### 3. Shortage/Surplus

If some point of time you may find difference in your physical stock & the current stock being shown by computer. You can use Shortage & Surplus option from Inventory menu to correct the current stock.

	÷			Shortage				(C)
1.Home 2.V	ew 6.Op	otions 7.Reports	8.Master Data					🕑 🖬
-			-					
🕘 •N •S •P		D C						
New Save Print	Draft De	lete Cancel Cance	d Changes					
								_
* Entry No. A		Date 16/11/2011						
			11.55					_
Product	Lot No.	Batch	Color	MBP	Stock Actual S		Shortage Shortage	Unit
AB's Product Testing1		10000001		77.00	3.00 25.00	8.000000 23.0000	-5.00 Pack 2.00 Pack	
							Z HILPACK	
product Testing 3		0		150.00	23.00	23.0000	2.00 1 000	
		0		150.00	2000	23.0000		
	I I I I I I I I I I I I I I I I I I I	0		150.00	22100	23.0000		
		0		150.00	28.00	31.00	- 3	
product Testing 3		0	See Last Short					
product Testing 3		0	See Last Short					
Total Items : 2		ntryNo EntryDate/	See Last Short		28.00 Adjust Stoc	31.00 * (	3 CurStock Current	Stock U
Total Items : 2 TranName Reconcile Current Stoc	RCS	ntryNo EntryDate 5 01/11/201/1		age Entries	28.00 Adjust Stor 24.00000	31.00 * (0 10 5451	-3 CurStock Current 6.00000 Pack	Stock U
Total Items : 2 TranName Reconcile Current Stoc Reconcile Current Stoc	RCS RCS	ntryNo EntryDate 5 01/11/201/ 4 01/11/2011	249.000000 P	age Entries	28.00 Adjust Stor 24.0000 248.00000	31.00 * ( 10 545	-3 CurStock Current 6.00000 Pack 1.000000 Pack	Stock U
Total Items : 2 TranName Reconcile Current Stoc Reconcile Current Stoc	RCS RCS RCS	ntryNo EntryDete 5 01/11/201/ 4 01/11/2011 3 01/11/2011	249.000000 P 5456.000000 P	age Entries	28.00 Adjust Stor 24.0000 2454.0000 5454.0000	31.00 31.00 5450 10 5451 10 5	-3 CurStock Current 6.000000 Pack 2.000000 Pack 2.000000 Pack	Stock U
Total Items : 2 TranName Reconcile Current Stoc Reconcile Current Stoc Reconcile Current Stoc Reconcile Current Stoc	RCS RCS RCS RCS	ntryNo EntryDate 5 01/11/201/1 4 01/11/2011 3 01/11/2011 2 01/11/2011	249.000000 P 5456.000000 P 2.000000 P	age Entries	28.00 Adjust Stor 24.0000 248.00000 5454.00000 -2.00000	31.00 31.00 10 5451 10 5 10 5 10 5 10 5 10 5 10 5 10 5 10	-3 CurStock Current 6.00000 Pack 1.00000 Pack 4.00000 Pack	Stock U
Total Items : 2 Total Items : 2 TranName Reconcile Current Stod Reconcile Current Stod Reconcile Current Stod Reconcile Current Stod	C RCS C RCS C RCS C RCS C RCS C RCS	ntryNo EntryDate 5 01/11/201/ 4 01/11/2011 3 01/11/2011 2 01/11/2011 2 01/11/2011	249.000000 P 5456.000000 P 2.000000 P 3.000000 P	age Entries ack ack ack ack	28.00 Adjust Stor 24.0000 248.0000 5454.0000 -2.00000 -2.00000	31.00 31.00 00 5450 00 5 00 5 00 5 00 5 00 5 00 5	-3 CurStock Current 6.00000 Pack 1.00000 Pack 2.00000 Pack 4.000000 Pack 5.00000 Pack	Stock Ur
Total Items : 2 Total Items : 2 TranName Reconcile Current Stod Reconcile Current Stod Reconcile Current Stod Reconcile Current Stod Reconcile Current Stod Reconcile Current Stod	C RCS C RCS C RCS C RCS C RCS C RCS C RCS	ntryNo EntryDate 5 01/11/201/ 4 01/11/2011 3 01/11/2011 2 01/11/2011 1 01/11/2011	249.000000 P 5456.000000 P 2.000000 P	age Entries ack ack ack ack ack ack	28.00 Adjust Stor 24.0000 5454.0000 -2.00000 -2.00000 -19.00000	31.00 31.00 10 545 10	-3 CurStock Current 6.00000 Pack 1.00000 Pack 4.00000 Pack	Stock U
Total Items : 2 Total Items : 2 TranName Reconcile Current Stoc Reconcile Current Stoc Reconcile Current Stoc Reconcile Current Stoc	C RCS C RCS C RCS C RCS C RCS C RCS C RCS C RCS C RCS	ntryNo EntryDate 5 01/11/201/ 4 01/11/2011 3 01/11/2011 2 01/11/2011 2 01/11/2011	249.000000 P 5456.000000 P 2.000000 P 3.000000 P 4.000000 P	age Entries ack ack ack ack ack ack ack ack	28.00 Adjust Stor 24.0000 248.0000 5454.0000 -2.00000 -2.00000	31.00 31.00 10 5451 10 5 10 5 10 5 10 5 10 5 10 5 10 5 10	-3 CurStock Current 6.00000 Pack 1.00000 Pack 2.00000 Pack 5.000000 Pack 3.00000 Pack	Stock U

#### 4. Issue/Receive Location Transfer

**Issue Location Transfer:** This option is useful to issue goods from one stock location to another stock location. This option is also used to issue goods from central store to branch. You can issue goods received through purchase/Challan directly from here using "Get Purchase List option". You can also use this option to transfer expired items to non saleable stock location using "Collect Expiry Data" option. You can also issue all items from one location to another location using "Transfer All" option. This option can also be used to issue goods as per the indent received from other location.

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New Save Print Draft Delete Cancel	Cancel Changes		ect Expired Data 🚺 Transfer All Purchase List	Get purchase list to transfe
Entry No. A Date 16/1	/2011 - •	Location	Chitrakoot Colo	to another location
Product	MRP	Rate	Transfer Oty	Amount
KB Product Testing11	96.00	91.00	5.00	455.00
product Testing 6	186.00	186.00	10.00	1860.00