



Stock In/Out

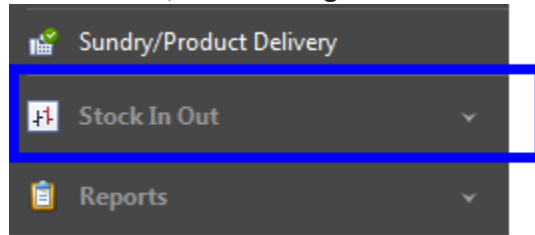
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1. Introduction

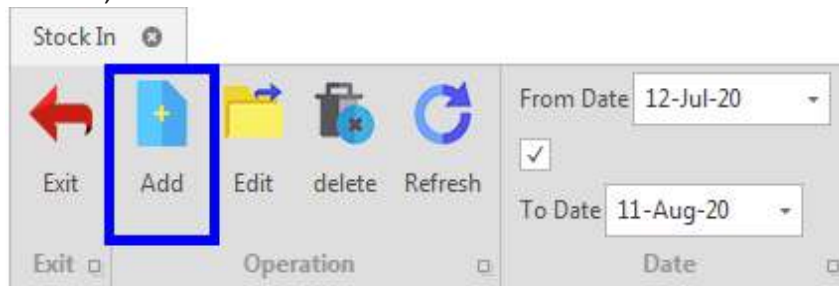
This guide explains in detail the usage of the **Stock In Out** feature.
To access this feature, click on **Stock In-Out**, in the Navigation Bar.



2. Stock In

This feature allows the addition of quantities to the inventory without passing through a **Purchase/Delivery order**.

- a. Step-by-Step Process
 - i. Click on Stock In.
 - ii. In the Menu bar, click on Add.



- iii. Fill in the required information in the *Stock In entry's* popup:

- Supplier: product provider.

Supplier	<input type="text"/>
Reason	CBSM General Paint Co.

- Date: creation date of the Purchase Order.

Date	07-Aug-20
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- Reason: the reason behind the creation of a Stock In transaction.

Reason	<input type="text"/>
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iv. Assign products to this transaction.

Product/Sundry	Code	Unit	Qty
VIOLET EXTREME	274	Liter	15
BASECOAT BRIGHT YELLOW	729	Liter	10

Description	Code
VIOLET EXTREME	274
BASECOAT BRIGHT YELLOW	729
GREEN-ROSE EXTREME	277
FLOP MODIFIER	350
METALLIC ADDITIVE	360
BASECOAT GREEN-ROSE EXTREME	577
2K CLEAR	600
2K CONCENTRATED WHITE	601
2K MIXING WHITE	602
2K LUMINOUS BLUE	611
2K MIXING BLUE	612
2K DEEP BLUE	613

v. Click on Save or Save and Close to save.

b. Edit/Delete Stock In

To Edit or Delete a Stock In transaction, choose a record than one of the below options.

The screenshot shows the 'Stock In' menu bar. The 'Edit' button (represented by a folder icon) and the 'delete' button (represented by a trash can icon) are highlighted with a blue rectangular box. Other buttons visible include 'Exit', 'Add', and 'Refresh'. To the right of the menu bar are date selection fields for 'From Date' (12-Jul-20) and 'To Date' (11-Aug-20).

3. Stock-Out

This feature removes a quantity from the inventory.

a. Step-by-Step Process

- i. Click on Stock Out.
- ii. In the Menu bar, click on Add.

The screenshot shows the 'Stock Out' menu bar. The 'Add' button (represented by a blue document icon with a plus sign) is highlighted with a blue rectangular box. Other buttons visible include 'Exit', 'Edit', 'delete', and 'Refresh'. To the right of the menu bar are date selection fields for 'From Date' (12-Jul-20) and 'To Date' (11-Aug-20).



- iii. Fill the required information in the Stock Out's popup (supplier, date, and reason)
- iv. Assign products to the transaction.

Product/Sundry	Code	Unit	Qty
VIOLET EXTREME	274	Liter	15
BASECOAT BRIGHT YELLOW	729	Liter	10

Description	Code
VIOLET EXTREME	274
BASECOAT BRIGHT YELLOW	729
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BASECOAT GREEN-ROSE EXTREME	577
2K CLEAR	600
2K CONCENTRATED WHITE	601
2K MIXING WHITE	602
2K LUMINOUS BLUE	611
2K MIXING BLUE	612
2K DEEP BLUE	613

- v. Click on save.

4. Contact information

For more information or comments, please do not hesitate to contact the General Paint Software support team by email at support.it@generalpaint.biz

Or by phone at +961 9 925 990

We are available from 8:00AM (GMT) to 8:00PM (GMT).