





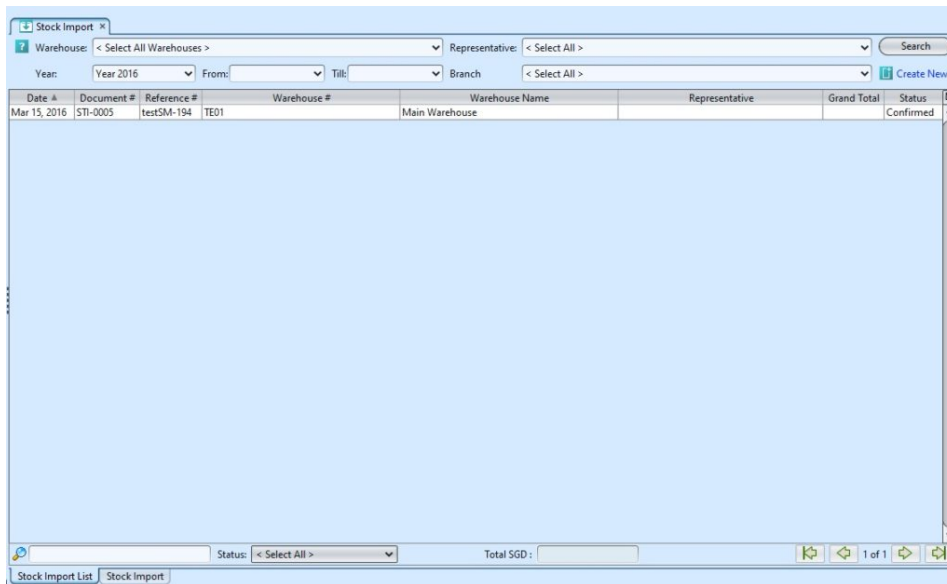
Stock Import

Stock Import allows user to import products' stock into the system inventory. This is usually done when user first use the system, to populate it with their existing inventory.

Note: This process does not post to balance sheet accounts, it only post to inventory.

Below are available actions for the user from **"Stock Import"** view:

-  Create new stock import
-  Update stock import details
-  Delete stock import
-  View and search stock import details



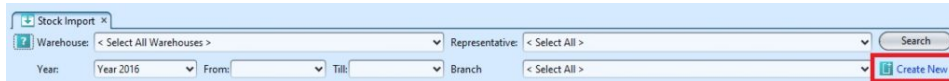
Date	Document #	Reference #	Warehouse #	Warehouse Name	Representative	Grand Total	Status
Mar 15, 2016	STI-0005	testSM-194	TE01	Main Warehouse			Confirmed

Field Name	Explanation	Mandatory Information
Document Date	Creation date of the document	Y
Document Number	Document number of the stock import	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which process the stock import	Y
Warehouse	The warehouse to populate with the imported stock	Y
Representative	Name of staff to process the stock import	N
Staging Locator	Self-explanatory	Y
Description	Additional information in regard to the stock import document	N
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
Uom	Type of the item	Y
Quantity	Number of quantity of the item to import	Y
Unit Cost	Cost per item	Y
Batch #	Self-explanatory	Y
Expiry Date	Self-explanatory	N
Line Total	Total cost for the imported product	Y
Grand Total	Total cost for all the items on the stock import	Y

Create New Stock Import:

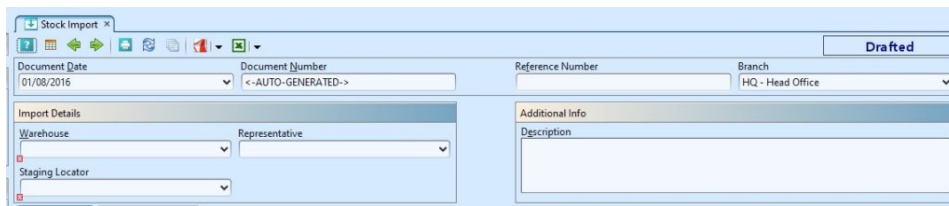
1. Click on **“Create New”** at the top right of screen of **“Stock Import List”** tab, it will open **“Stock**

Import tab with empty form




2. Select a warehouse from the **“Warehouse”** drop-down list on top left side of screen. It will fill up the form with the warehouse’s info

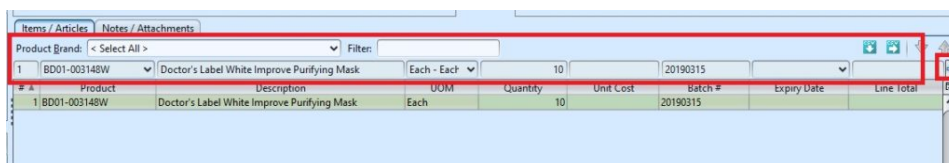
3. Fill up stock import information on the top half of screen



4. Click **“Save”** button at the bottom right side of screen

5. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the stock import by searching for the product from the product drop-down list in the table on **“Items / Articles”** tab

6. Enter the product’s info and click  button to add the product into the stock import



7. Repeat steps 5-6 to add more products into the stock import

8. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the stock import

9. Click on **“Save”** button at the bottom right of screen when completed

10. Click on **“Confirm Stock Import”** button at the

bottom of screen to confirm the stock import

11. Click on **"Post To Inventory"** button at the bottom of screen to post the stock import. A link to putaway document will show up above **"Generate Report"** button after the posting

The screenshot shows the 'Stock Import' form. At the top right, a 'Posted' button is highlighted with a red box. Below the form fields, a table lists the imported items. At the bottom left, a 'Putaway: PUT16-080205' link is highlighted with a red box. A large red arrow points from this link down to the 'Putaway' form in the next screenshot.

#	A	Product	Description	UOM	Quantity	Unit Cost	Batch #	Expiry Date	Line Total
1		BD07-007613	SK-II Signs Eye Mask	Each	1		#6728562		

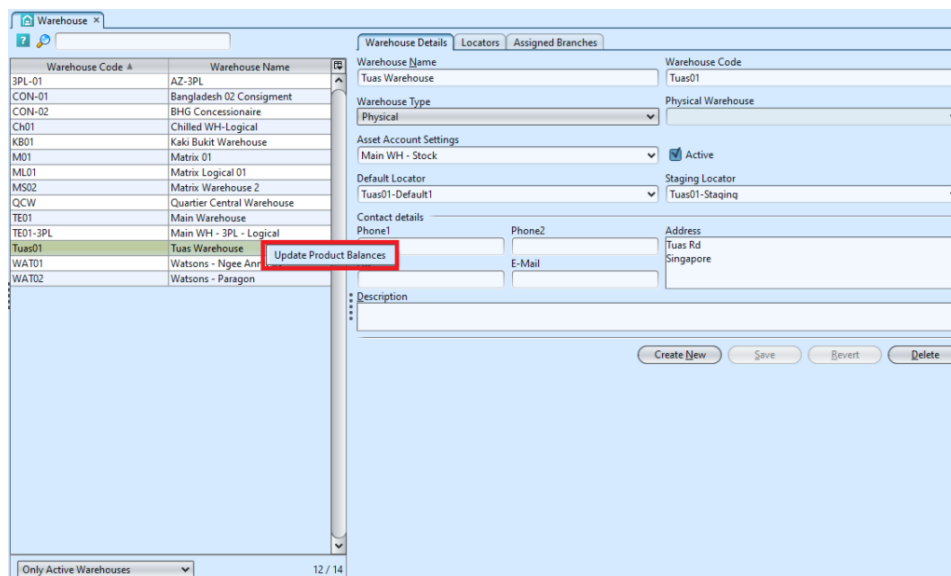
The screenshot shows the 'Putaway' form. The 'Source Document' field is highlighted with a red box and contains the value 'STI-0006'. The 'Drafted' button at the top right is also visible.

12. Click on **"Generate Button"** button at the bottom of screen to generate the stock import report, a window will come up showing print report options. User can print report, export the report as PDF or excel, or preview the report

The screenshot shows the 'Report Options' dialog box. It has a 'Print/export/preview the generated report.' section with a 'Select a Report Format' dropdown menu. The 'A4 Format' option is selected. At the bottom, there are buttons for 'Print', 'Export', 'Preview', and 'Cancel'. The 'Generate Report' button in the background form is highlighted with a red box.

13. Open **"Inventory – Warehouse (Master)"**.

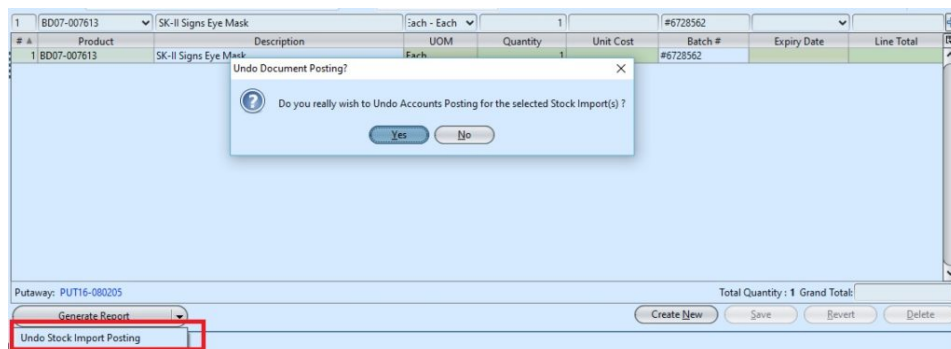
14. Right-click on the warehouse (of the completed Stock Import) from the list of warehouse on the left, and select option ***“Update Product Balances”*** for the warehouse. This step updates the warehouse’s opening balance in some of the inventory reports.



Update Stock Import Details:

1. Click on ***“Stock Import List”*** tab at the bottom of screen

2. Double click on stock import to be updated, it will bring up the details on ***“Stock Import”*** tab for the selected document. If a stock import’s status is ***“Confirmed”*** or ***“Posted”***, click arrow on ***“Generate Report”*** button on the bottom left of ***“Stock Import”*** tab and reopen / undo posting of the document first



3. Make change(s) on the stock import information

4. Click on **“Save”** button at the bottom right of screen when done
5. Click on **“Revert”** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes
6. Click on **“Confirm Stock Import”** button at the bottom of screen to confirm the stock import
7. Click on **“Post To Inventory”** button at the bottom of screen to post the stock import. A link to putaway document will show up above **“Generate Report”** button after the posting

Delete Stock Import:

1. Click on **“Stock Import List”** tab at the bottom of screen
2. Double click on stock import to be deleted, it will bring up the details on **“Stock Import”** tab for the selected order. If a stock import's status is **“Confirmed”** or **“Posted”**, right click on the document and reopen / undo posting of the document first
3. Click on **“Delete”** button at the bottom right side of screen
4. Click on **“Yes”** button on the pop-up window to confirm stock import deletion

View and Search for Stock Import Details:

1. Click on **“Stock Import List”** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which warehouse to search for in

the **“Warehouse”** text field box or select from drop-down list

3. Result can be sorted alphabetically by clicking the fields' columns

4. Double click on stock import to view full details of the document, it will bring up the details on **“Stock Import”** tab for the selected stock import
