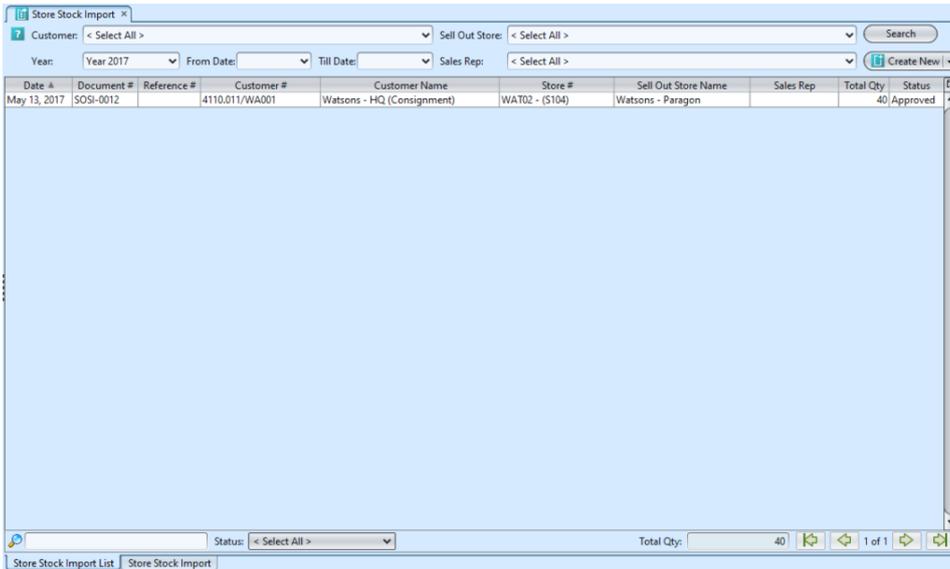# Store Stock Import

Import (virtual) stock into sell out customer's store in order to help company visualize and track products' stock movement of sell out store. These stock will only be available in Store Register view for the offtake store sales. These stock does not affect the company's balance sheet and inventory.

Below actions are available under *"Store Stock Import"*:

🔗 Create new stock import for sell out store;

🔗 Update, delete, view and search for stock import details for sell out store

Field Name	Explanation	Mandatory Information
Document Date	Date of the document	Y
Document Number	Number of the document	Y
Reference Number	A reference number of the document	N
Branch	Company's branch	Y
Customer	Company's customer	Y
Sell Out Store	Offtake stores of the customer	Y
Customer Location	Self-explanatory	Y
Contact Person	Contact person on the customer's side	N
Description	Self-explanatory	N

Items/Articles – Product Code	Self-explanatory	Y	
Items/Articles – Description	Description of the product	Y	
Items/Articles – UOM	Unit of Measure of the product	Y	
Items/Articles – Quantity	Number / quantity of product to be imported	Y	

Create New Stock Import for Sell Out Store

1. Click on *"Create New"* at the top right of screen of *"Store Stock Import List"* tab, it will open *"Store Stock Import"* tab with empty form

2. Select a customer from the *"Customer"* drop-down list on top left side of screen. It will fill up the form with the customer's info.

Note: During customer's record creation using *"Accounts – (Masters) Customers"*, user must select either *"Outright"* or *"Consignment"* option in the *"Manage Store Sales"* list for the customer to be available as selection for *"Customer"* in *"Sales – (Sell Out Transaction) Store Stock Import"*


3. Fill up header information on the top half of screen. *"Sell Out Store"* are stores created in *"Sales – (Masters) Sell Out Store"* and linked to the customer of which offtake store sales were managed.

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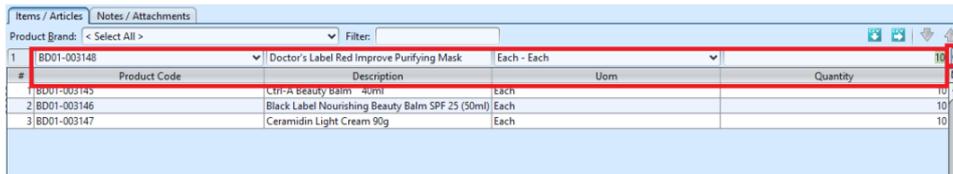
7. Repeat steps 5-6 to add more products into the stock import

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 Store Stock Import"* button at the bottom of screen to confirm the stock import
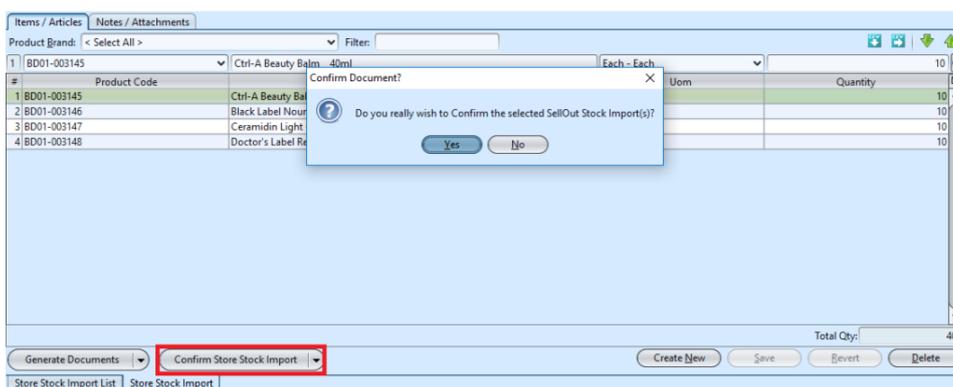
11. Click on *"Approve Store Stock Import"* button at the bottom of screen to approve the stock import
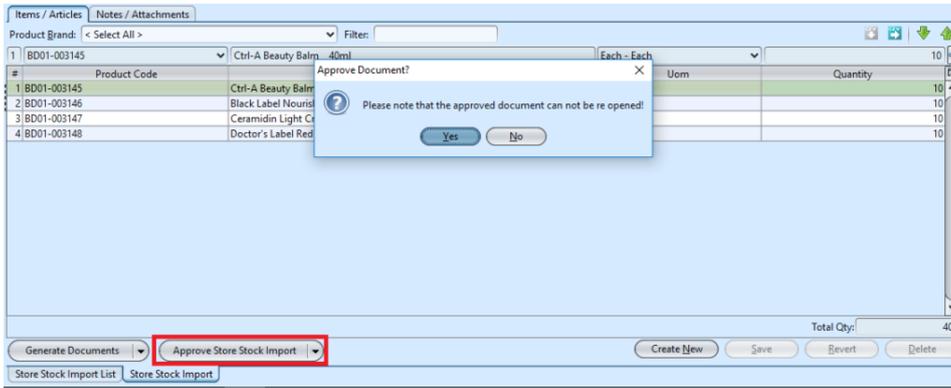
12. Click arrow on button and select *"Copy Store Stock Import"* option to generate a new copy of the stock import

Update Stock Import Details for Sell Out *Store*

1. Click on *"Store 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 *"Store Stock Import"* tab for the selected stock import. If a stock import's status is *"Confirmed"* or *"Approved"*, reopen / undo approval of the stock import 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 Store Stock Import"* button at

the bottom of screen to confirm the stock import

7. Click on **"Approve Store Stock Import"** button at the bottom of screen to approve the stock import

Delete Stock Import for Sell Out *Store*

1. Click on **"Store 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 **"Store Stock Import"** tab for the selected stock import. If a stock import's status is "**Confirmed**" or "**Approved**", reopen / undo approval of the stock import first
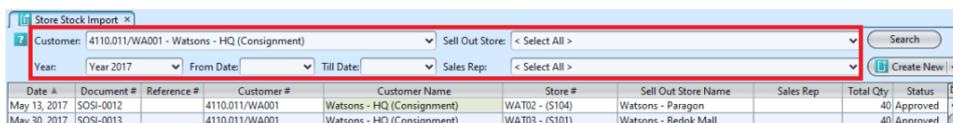
3. Click on **"Delete"** button at the bottom right side of screen

4. Click on **"Yes"** button on the pop-up window to confirm stock import deletion

View and Search for Stock Import Details for Sell Out *Store*

1. Click on **"Store Stock Import List"** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which customer to search for in the "**Customer**" 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 stock import, it will bring up the details on *"Store Stock Import"* tab for the selected stock import