



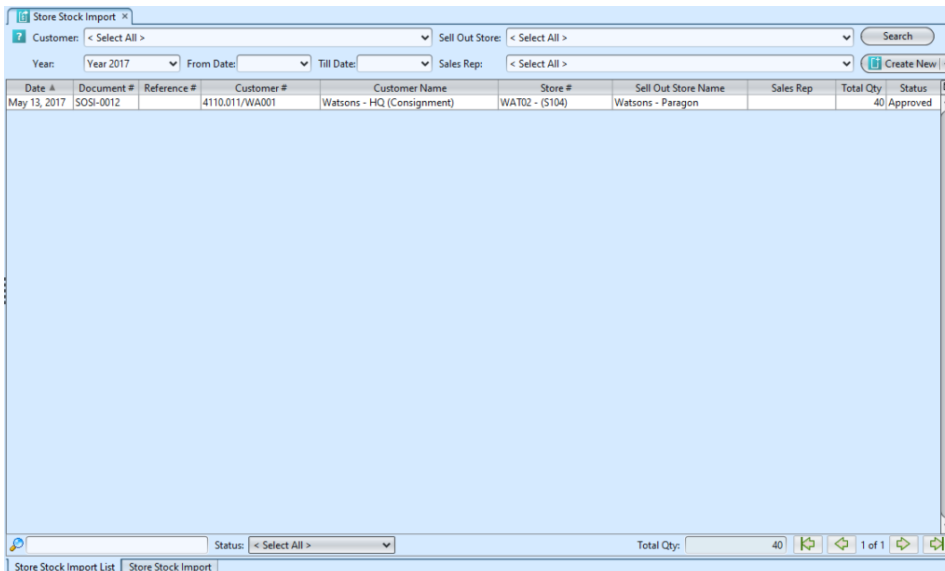
# Store Stock Import

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



The screenshot displays the 'Store Stock Import' application interface. At the top, there are several filter fields: 'Customer' (set to '< Select All >'), 'Sell Out Store' (set to '< Select All >'), 'Year' (set to 'Year 2017'), 'From Date', 'Till Date', and 'Sales Rep' (set to '< Select All >'). A 'Search' button is located to the right of the 'Sell Out Store' field. Below the filters is a 'Create New' button. The main area contains a table with the following data:

Date	Document #	Reference #	Customer #	Customer Name	Store #	Sell Out Store Name	Sales Rep	Total Qty	Status
May 13, 2017	SOSI-0012		4110.011/WA001	Watsons - HQ (Consignment)	WAT02 - (S104)	Watsons - Paragon		40	Approved

At the bottom of the interface, there is a 'Status' dropdown menu (set to '< Select All >') and a 'Total Qty' field showing '40'. Navigation buttons for '1 of 1' are also visible.

Store Stock Import \* Drafted

Document Date: 30/05/2017 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Customer: | Currency: | Sell Out Store: | Description:

Customer Location: | Contact Person: |

Sales Representative: |

Items / Articles | Notes / Attachments

Product Brand: <- Select All > | Filter: |

#	Product Code	Description	Uom	Quantity
1				1

Total Qty: 0

Generate Documents | Confirm Store Stock Import | Create New | Save | Revert | Delete

Store Stock Import List | Store Stock Import

Store Stock Import \* Drafted

Document Date: 30/05/2017 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Customer: | Currency: | Sell Out Store: | Description:

Customer Location: | Contact Person: |

Sales Representative: |

Items / Articles | Notes / Attachments

Title	File Size	By User	On Date

Title: | Description: | File Name: | Size: bytes (1)

Create New | Save | Revert | Delete

Total Qty: 0

Generate Documents | Confirm Store Stock Import | Create New | Save | Revert | Delete

Store Stock Import List | Store Stock Import

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

The screenshot shows the 'Store Stock Import' form. At the top right, there is a 'Create New' button highlighted with a red box. Below it is a table with columns: Date, Document #, Reference #, Customer #, Customer Name, Store #, Sell Out Store Name, Sales Rep, Total Qty, and Status. The first row contains data for May 13, 2017, S0SI-0012, 4110.011/WA001, Watsons - HQ (Consignment), WAT02 - (S104), Watsons - Paragon, and 40 Approved.

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”**

The screenshot shows the 'Customers' form. The 'Manage Store Sales' dropdown menu is highlighted with a red box, showing options: Consignment, Not Applicable, Outright, and Consignment. The form contains various fields for customer information, including Customer Name, Reference Code, Tax Number, Currency, Grouping Account, Credit Used, Language, and various settings like Payment Terms, Sales Representative, Invoice Rule, Priority, and Risk Category.

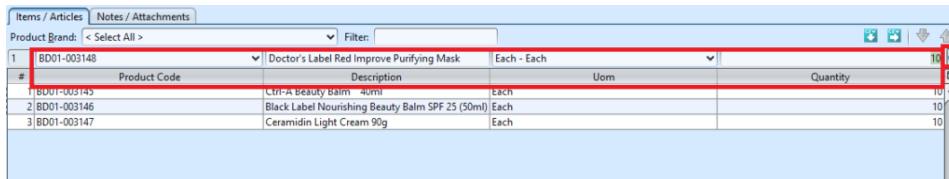
3. Fill up header information on the top half of screen. **“Sell Out Store”** are stores created in **“Sales – (Masters) Sell Out Store”** and linked to the customer of which offtake store sales were managed.

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

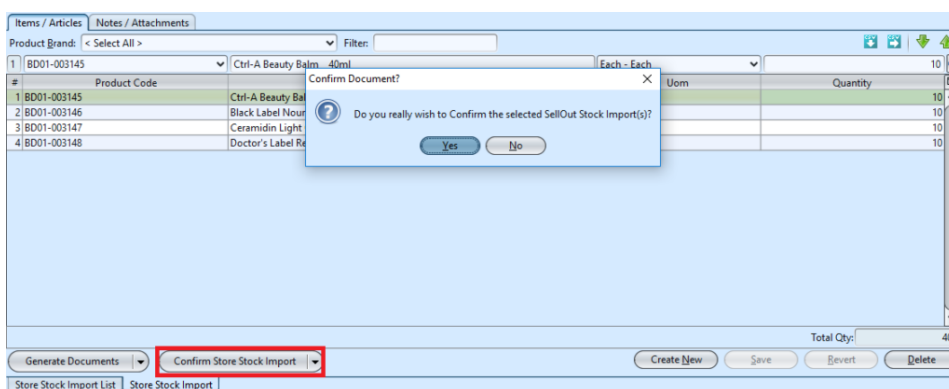


7. Repeat steps 5-6 to add more products into the stock import

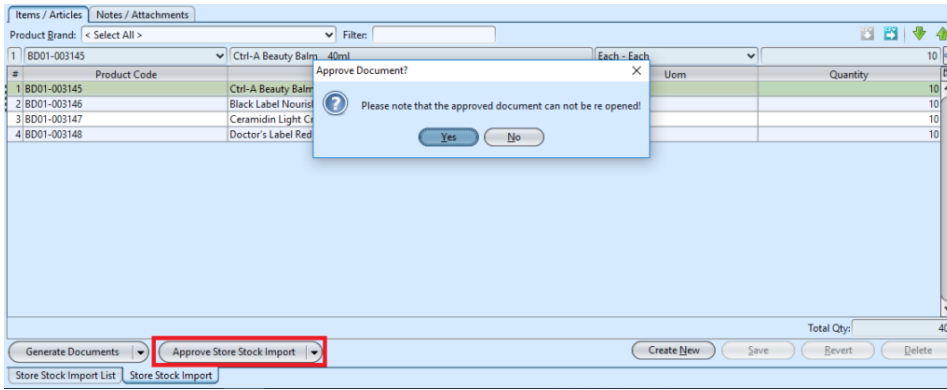
8. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the stock import

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

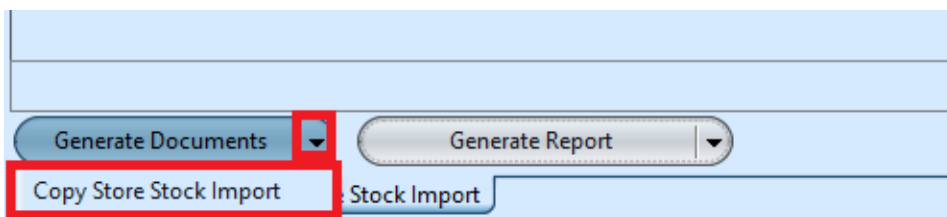
10. Click on **“Confirm Store Stock Import”** button at the bottom of screen to confirm the stock import



11. Click on **“Approve Store Stock Import”** button at the bottom of screen to approve the stock import



12. Click arrow on **Generate Documents** 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

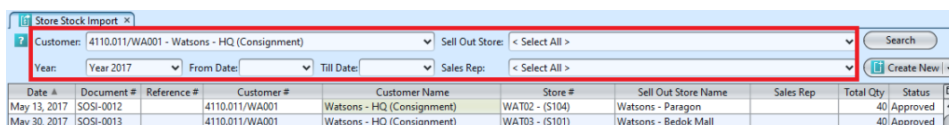
3. Click on **“Delete”** button at the bottom right side of screen

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



The screenshot shows the 'Store Stock Import' application interface. At the top, there are search filters: 'Customer: 4110.011/WA001 - Watsons - HQ (Consignment)', 'Sell Out Store: < Select All >', 'Year: Year 2017', 'From Date:', 'Till Date:', and 'Sales Rep: < Select All >'. Below the filters is a table with the following data:

Date	Document #	Reference #	Customer #	Customer Name	Store #	Sell Out Store Name	Sales Rep	Total Qty	Status
May 13, 2017	SOSI-0012		4110.011/WA001	Watsons - HQ (Consignment)	WAT02 - (S104)	Watsons - Paragon		40	Approved
May 30, 2017	SOSI-0013		4110.011/WA001	Watsons - HQ (Consignment)	WAT03 - (S101)	Watsons - Bedok Mall		40	Approved

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

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