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Welcome to the WarehouseNet specific manual – this is a step by step illustration of WarehouseNet

- This is a specific instruction for WarehouseNet V3.58 onward. For earlier version please refer to the old manual.
- For installation instruction, please refer to the separate installation guide.
- For the general instruction of our software, please refer to the ibuyer.hk general software manual.
- For the platform, database structure and design change of software, please refer to the technical manual

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## Target User

The WarehouseNet is aiming at all industries for raw materials and end products storage, whatever electronics, garment, textiles, toys, building materials, recycle waste, scrap metals, foods, drinks and etc.

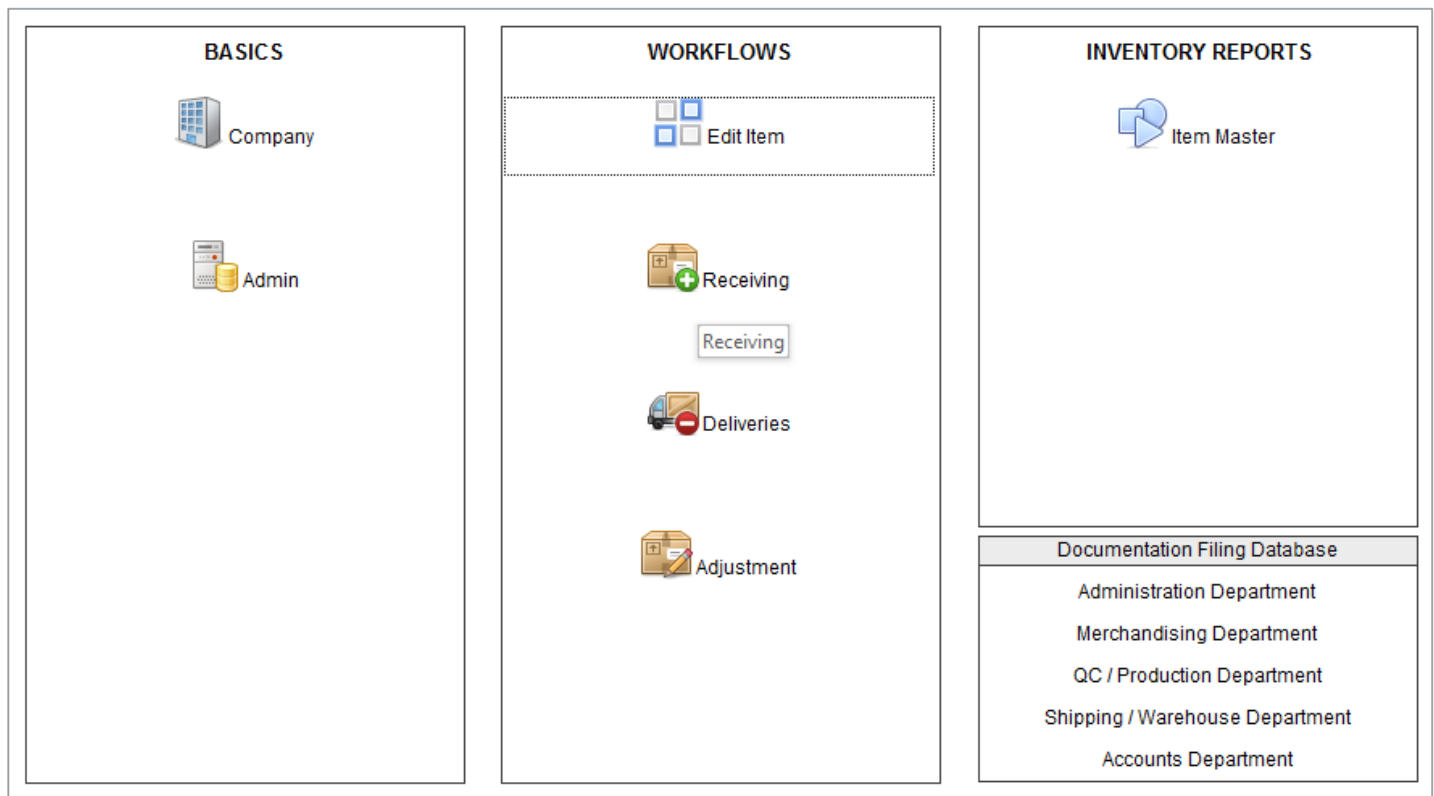
The WarehouseNet has been simplified into a user friendly and easy understanding modules. This will give the stock keeper easily recoding of inventory and rich management reports to supervise the inventory, movement and warehouse activity.

## Design concept of WarehouseNet

The WarehouseNet is simply saying a receiving, deliveries and item master modules. It is designed with a concept of distribution and logistics of finished product or raw material.

The workflows;

1. Edit Item; each item detail.
2. Receiving; when vendor deliver goods to your warehouse.
3. Deliveries; when selling or distribute the goods to customer or workshop.
4. Adjustment; damaged goods, stock count, returns.
5. Item master; summary of leftover and movement of the individual item.



When you open the WarehouseNet, you will see the above screen, the dashboard. While the item master shows all the item that you create one by one. With the most recent record being shown on top together with leftover quantity, stock-in and stock-out summary. So that management can see every inventory detail of a single item in one screen.

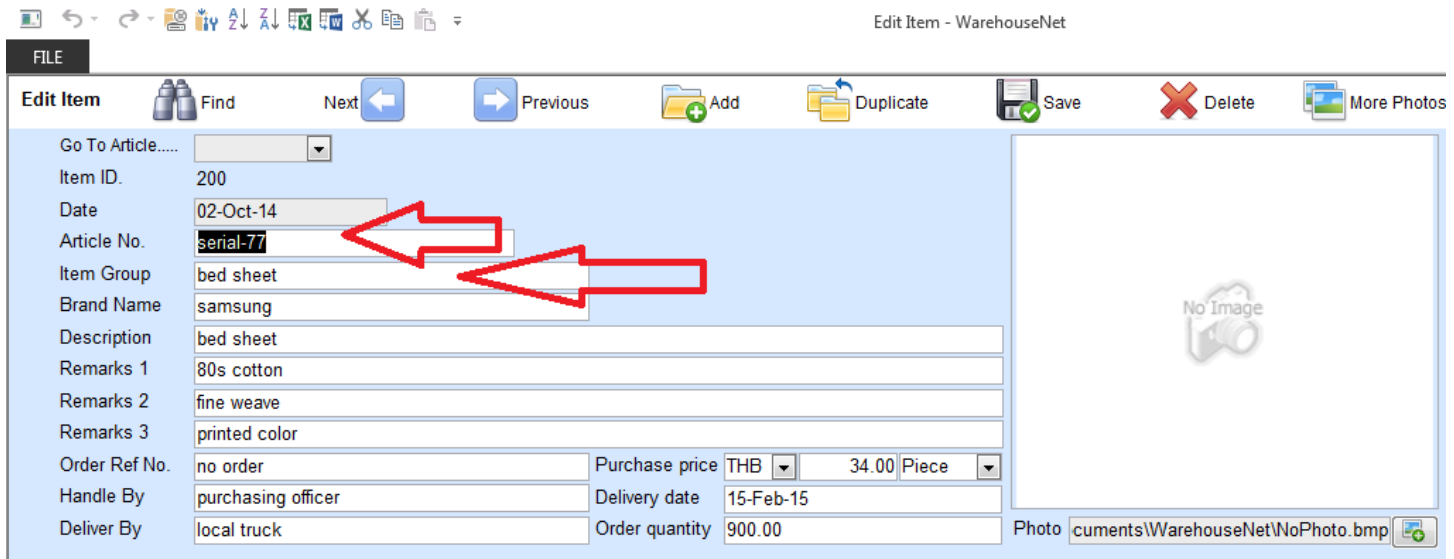
## Workflows

The workflow of WarehouseNet is simple i.e. 1,2,3,4

1. Edit item; add / edit / duplicate / update any item details by this form.
2. Receiving; when there is an item receiving, create a stock in record by this form.
3. Deliveries; when there is an item delivering, create a stock out record by this form.
4. Adjustment; if there is an item being return, damaged, on hold, create record with minus quantity.

### 1. Edit Item

Before you can start using the WarehouseNet software, the very first thing you have to do is create an item and input the relevant details for it. Since the item record maintain the basic information of the item, together with the stock in and stock out record. Bringing it altogether will become important information of the inventory and logistics movement or your warehouse.



FILE

Edit Item - WarehouseNet

FILE

Edit Item Find Next Previous Add Duplicate Save Delete More Photos

Go To Article.....

Item ID. 200

Date 02-Oct-14

Article No. serial-77

Item Group bed sheet

Brand Name samsung

Description bed sheet

Remarks 1 80s cotton

Remarks 2 fine weave

Remarks 3 printed color

Order Ref No. no order Purchase price THB 34.00 Piece

Handle By purchasing officer Delivery date 15-Feb-15

Deliver By local truck Order quantity 900.00

Photo cuments\WarehouseNet\NoPhoto.bmp

The article no. & the item group is two very key details of the WarehouseNet, which is used to find, locate, search, list and grouping of the items. Please make sure you have input this information during creation of items.

If your product does not have an individual article no. try your best to give an identification number to it.

For example; if you have an electronic capacity you can create an article number in a format for easy remember & understand.

i.e. OMR-1.9mΩ-16VDC denotes supplier Omron, ESR1.9 and working voltage 16 volts direct current.

For example; if you are warehousing raw material, scrap metal on construction site.

i.e. XO-S1-C32/40 denotes XO exposure classification, S1 consistence classification, and C32/40 binder content maximum W/C ratio.

For example; if it is a scrap metal, recycle material, recycle plastic

i.e. BRS-BK-1T denote brass (copper) in bulk weight 1 ton or ABS, LDPE, PET

The item group also defined by user in order to have a grouping of the item in a way such that easy for filter the whole group.

For example; apparel, electronic, capacitor, diode, concrete, curtain wall, footwear, toys, iron, paper and etc.

## 2. Receiving – stock in

When a vendor deliver goods to your warehouse, stock keeper will process stock in (receiving) procedure. By that time, they need to fill in records of receiving. When you open the receiving panel, you will see following screen.

Receiving

Find

Next

Previous

Add

Duplicate

Save

Delete

List

Go To InID....

Stock In ID 106

In Date 04-Mar-14

Supplier Omron

Deliver Co Omron

Delivery Order# DO-4567

Supplier Invoice INV-2345

Receive By stock keeper

Remarks

1. Select Parameter Filter & Look Up

By Supplier?

By Deliver Co?

By Item Group?

By Article?

By Delivery Order?

By Stock In ID?

By Supplier Invoice?

By Receive By?

By Remarks?

2. Select Date Range For Reports

Start Date 1-Jan-2010 End Date 24-Nov-14

3. Select Parameter Filter For Report

Brand Name?

Spec?

4. Receiving Note & Stock-In Activity Reports

5. Pending & Overshipped Quantity Reports

Convert current receiving Stock In ID to deliveries

1.select

2.select

3.select & insert

1. Electronic parts for production

2. Distribute to different workshop

Must select from itemID or article no. (prior to be created in edit item) then input quantity, etc OR use select 1,2,3 pull downlist to filter, select & insert >>>>

item ID	article no	Description	storage location	Spec.	package description	quantity	Unit	Expiry	total case
199	capacitor	electronic parts	Rack B Top	carton box 1	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 2	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 3	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 4	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 5	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 6	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 7	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 8	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 9	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 10	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 11	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 12	boxes 1K/pack	70000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 13	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 14	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 15	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 16	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 17	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 18	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 19	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 20	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 21	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 22	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 23	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 24	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 25	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 26	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 27	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 28	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 29	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 30	boxes 1K/pack	60000.00	1000pcs	06-Sep-14	1
199	capacitor	electronic parts	Rack B Top	carton box 31	boxes 1K/pack	60000.00	1000pcs		

You have to select the stock in item from the item ID? Or Article No? From the pull down list and scroll to the item.

(The pull down list has auto-look up function, it means when you type 1<sup>st</sup> letter, it will jump to that article no).

Once selected, you have to fill in the rest details;

- storage location
- Spec.; specification of the goods i.e. Lot no, EAN no, indent no, IMEI, serial no, etc.
- package description
- quantity of the stock in goods
- expiry date of the goods
- total case number

User may also use the 1, 2, and 3, select & insert pull down-list to fill in the sub-table. Which is pulled out from the edit item record, to speed up input efficiency and to avoid error, duplicate input.

### 3. Deliveries – stock out

When your company has item to move out of the warehouse, it has to be three reasons;

- Selling to customer;  
If your company is a wholesaler or supplier, most likely you are selling end product.
- retailer;  
If your company is chain store retailer. You need to move these products to your shop for retail selling.
- Logistic distributor, manufacturer;  
If your company is logistic distributor or manufacturer and you are delivering these items to your customer or workshop.

Deliveries - WarehouseNet

Sign in

FILE

Deliveries Find Next Previous Add Duplicate Save Delete List Close

Go To OutID: 110

StockOut ID: 110

Out Date: 04-Mar-14

Customer: Phone Store

Sales Invoice: INV-7890

Recipient: Hand Carry

Pick List: PL-00110/14

Deliver By: Truck and then by worker

Handle By: stock keeper

Remarks: 1. 1st delivery of iphone  
2. must record IMIE# of each phone

1. Select Parameter Filter & Look Up

By Customer: [ ]

By Recipient: [ ]

By Item: [ ]

By Article: [ ]

By Desc: [ ]

= Result

2. Select Date Range For Reports

Start Date: 1-Jan-2010 End Date: 24-Nov-14

Filter For Report

Out Activity Reports

please note quantity bolded means insufficient leftover

Packing List Input Panel

1.select [ ] 2.select [ ] 3.select & insert [ ]

Must select from Item ID or Article No. and select Spec? (prior to be created in edit item) OR use select 1,2,3 pull downlist to filter, select & insert >>>>

Item ID	Article No	Description	Spec?	Quantity	Unit	package description	total case	P. Order#
198	mobilephone	digital computer mobile phone	IMEI# 128374184	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128372424	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128374353	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128373454	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128356784	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128373245	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128354667	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128323434	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128345675	1.00	Pc	display boxes	1	
198	mobilephone	digital computer mobile phone	IMEI# 128334577	1.00	Pc	display boxes	1	
				0.00				
				10.00				

1st create this basic information for the deliveries record

2nd input these item record for the deliveries. must select from itemID or article no. then input spec, quantity etc

Once open the stock out (deliveries) stock keeper can fill in the details and create a stock out record, so that they can arrange the stock out items accordingly.

Once selected, you have to fill in the rest details;

- Spec.?: specification of the goods (by selection)
- package description
- quantity of the stock out goods
- total case number
- P. Order#: purchase order number, production order number or job order number

#### 4. Adjustment

There are two situations of adjustment

- Stock count, stolen, lost; use the panel and create record with - quantity with remarks on the situation.
- Return to vendor; create a return record with minus quantity i.e. -800 pcs

Adjustment - WarehouseNet

FILE Sign in

Adjustment Find Next Previous Add Duplicate Save Delete Close

Go To InID.....  
 Stock In ID 110  
 Issue Date 24-Nov-14  
 Delivery By stock take  
 Delivery Order Adjustment  
 Handle By stock keeper  
 Remarks Adjustment; Stock Count, Return Goods, Damage Goods

1. Select Parameter Filter & Look Up  
 Deliver Co?   
 Item Group?   
 Article No?   
 Description?   
 =Result   
 Adjustment Activity Reports

1.select 2.select 3.select & insert

Must select from Item ID Article no. (prior to be created in edit item) then input quantity.....etc OR use select 1,2,3 pull downlist to filter, select & insert >>>>

ItemID	Article No	Description	Storage Location	Spec.	Package	Quantity	Unit	Expiry Date	Total Case
200	serial-77	bed sheet	damage	damage	box	-1.00	Piece		1
200	serial-77	bed sheet	stolen	stolen	box	-2.00	Piece		1
200	serial-77	bed sheet	return	return	carton	-3.00	Piece		1
200	serial-77	bed sheet	on hold	on hold	bag	-4.00	Piece		1
*				no spec		0.00			0
Total						-10.00			4

specify by the reason of adjustment. could be stolen, damage, on hold, missing

denoted by "-" figures

Item Master - WarehouseNet

FILE

Item Master Find Next Previous List More Photos

Go To Article.....  
 Item ID. 200  
 Issue Date 02-Oct-14  
 Article No. serial-77  
 Item Group bed sheet  
 Brand Name samsung  
 Description bed sheet  
 Remarks 1 80s cotton  
 Remarks 2 fine weave  
 Remarks 3 printed color  
 Order Ref No. no order Pur. Price THB 34.00 Piece  
 Handle By purchasing officer Deliv. Date 15-Feb-15  
 Deliver By local truck Order Qty. 900.00  
 Total Leftover 870.00

No Image

Photo: c:\users\WarehouseNet\NoPhoto.bmp

Receiving > Deliveries >

In ID	Time In	storage location	Spec.	quantity	Out ID	Time
109	13-Oct	Rack A	no spec	1000.00	109	
110	24-Nov	damage	damage	-1.00	Total	
110	24-Nov	stolen	stolen	-2.00		
110	24-Nov	return	return	-3.00		
110	24-Nov	on hold	on hold	-4.00		
Total				990.00		

the adjustment breakdown and reason will be shown up in item master

By the same principle, if you have 800 units goods being return to vendor.

Adjustment - WarehouseNet

FILE

Adjustment Find Next Previous Add Duplicate Save Delete Close

Go To InID.....  
 Stock In ID 111  
 Issue Date 24-Nov-14  
 Delivery By return goods  
 Delivery Order Adjustment  
 Handle By stock keeper  
 Remarks Adjustment; Stock Count, Return Goods, Damage Goods

1. Select Parameter Filter & Look Up  
 Deliver Co?   
 Item Group?   
 Article No?   
 Description?   
 =Result   
 Adjustment Activity Reports

1.select 2.select 3.select & insert

Must select from Item ID Article no. (prior to be created in edit item) then input quantity.....etc OR use select 1,2,3 pull downlist to filter, select & insert >>>

Item ID	Article No	Description	Storage Location	Spec.	Package	Quantity	Unit	Expiry Date	Total Case
197	drink-23	bottle cola drink	return good	return goods	carton boxes	-800.00	pack		80
*			no spec			0.00			0
Total						-800.00			80

specified return goods conditions

"-" denote return quantity

It can be easily find out in the item master by the item ID. Situation shown below.

Item Master - WarehouseNet

FILE

Item Master Find Next Previous List More Photos

Go To Article.....  
 Item ID. 197  
 Issue Date 04-Mar-14  
 Article No. drink-23  
 Item Group soft drink  
 Brand Name Coca Cola  
 Description bottle cola drink  
 Remarks 1 multiple volume  
 Remarks 2 bulk packed  
 Remarks 3  
 Order Ref No. PO-23  
 Handle By Houston  
 Deliver By local truck  
 Total Leftover 150.00

Pur. Price INR 45.00 pack  
 Deliv. Date 05-Apr-14  
 Order Qty. 500.00

Photo Double click enlarge photo

Receiving >

In ID	Time In	storage location	Spec.	quantity
104	04-Mar	top level	355ml	200.00
104	04-Mar	top level	250ml	200.00
104	04-Mar	top level	glass bottle	600.00
111	24-Nov	return good	return goods	-800.00
Total				200.00

Deliveries >

Out ID	Time Out	Recipient	quantity
109			
109			
109			
Total			

return goods of 800 units.  
 "-" denote return stock-out quantity



## Stock in activity report

On the receiving (stock in) there is a stock in activity by above filter report. Once the stock keeper creates a stock in record, all the data goes to the stock in table. Meanwhile, if anyone want to find out information about the stock in situation, it would be better to use this of report filter.

Receiving - WarehouseNet

Sign in

FILE

Receiving Find Next Previous Add Duplicate Save Delete List Close

Go To InID: 105

Stock In ID: 105

In Date: 04-Mar-14

Supplier: apple

Deliver Co: truck

Delivery Order#: DO-777

Supplier Invoice: INV-89A

Receive By: stock keeper

Remarks: 1. 1st delivery of iphone  
2. must record IMIE# of each phone

1. Select Parameter Filter & Look Up

By Supplier? By Deliver Co? By Item Group? By Article? By Description? =Result

2. Select Date Range For Reports

Start Date: 1-Jan-2010 End Date: 24-Nov-14

3. Select Parameter Filter For Report

Brand Name? Spec?

4. Receiving Note & Stock-In Activity Reports

5. Pending & Overshipped Quantity Reports

Convert current receiving Stock In ID to deliveries

1.select 2.select 3.select & insert

Must select from itemID or article no. (prior to be created in edit item) then input quantity...etc OR use select 1,2,3 pull downlist to filter, select & insert >>>>

item ID	article no	Description	storage location	Spec.	package description	quantity	Unit	Expiry	total case
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128374184	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128372424	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128374353	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128373454	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128356784	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128373245	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128354667	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128323434	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128345675	display boxes	1.00	Pc	28-Jun-14	1
198	mobilephone	digital computer mobile phone	safe lock	IMEI# 128334577	display boxes	3.00	Pc	28-Jun-14	3
*			safe lock	no spec		0.00			0
Total						12.00			12

So you may pull out and filter the grouping for review.

For example; if you input the item as apparel, necktie, socks, candy, footwear, bags and etc.

When you click the stock in by item, it will pull out the parameter of the selected in the item group.

Similar principle applies to other report grouping. You may also input the date range to pull out.

If you leave the parameter field empty, the system will pull out all records.

Stock-In Activity

Date In	Pkg.No	Qty.	Unit	price	Value	Subtl	Spec	Location	Di/O	Item ID	Article No	Item Group	Brand Nam	Supplier Inv	Description	Supplier	In ID
05-Jan-10	Carton Box	900.00	Lb	80.00	72,000.00		Colour B	Zone A	DO-123	193	design-4	home textile	M&M	NP-INV-123	silverware	travel goods ltd	88
05-Jan-10	roll w/polybag	128.00	Yd	5.65	723.20		Colour D	Shelf4	DO-2344	191	item-67	home textile	LV	TYO-INV-987	cotton pillow	luggage ltd	87
05-Jan-10	roll w/polybag	120.00	Yd	5.65	678.00		Colour B	Shelf2	DO-2344	191	item-67	home textile	LV	TYO-INV-987	cotton pillow	luggage ltd	87
05-Jan-10	roll w/polybag	119.00	Yd	5.65	672.35		Colour C	Shelf3	DO-2344	191	item-67	home textile	LV	TYO-INV-987	cotton pillow	luggage ltd	87
05-Jan-10	Carton Box	800.00	Lb	80.00	64,000.00		Colour A	Zone A	DO-123	193	design-4	home textile	M&M	NP-INV-123	silverware	travel goods ltd	88
05-Jan-10	roll w/polybag	181.00	Yd	5.65	1,022.65		Size 48	Shelf5	DO-2344	191	item-67	home textile	LV	TYO-INV-987	cotton pillow	luggage ltd	87
05-Jan-10	roll w/polybag	180.00	Yd	5.65	1,017.00		Size 46	Drawer C	DO-2344	191	item-67	home textile	LV	TYO-INV-987	cotton pillow	luggage ltd	87
05-Jan-10	roll w/polybag	123.00	Yd	5.65	694.95		Size 44	Drawer B	DO-2344	191	item-67	home textile	LV	TYO-INV-987	cotton pillow	luggage ltd	87
05-Jan-10	roll w/polybag	129.00	Yd	5.65	728.85		Size 42	Drawer A	DO-2344	191	item-67	home textile	LV	TYO-INV-987	cotton pillow	luggage ltd	87
05-Jan-10	roll w/polybag	131.00	Yd	5.65	740.15		Colour E	Shelf5	DO-2344	191	item-67	home textile	LV	TYO-INV-987	cotton pillow	luggage ltd	87
05-Jan-10	1BB	909.00	Pc	3.28	2,981.52		IMEI# 5	Rack Top	DO-numb	101	item-34	notebook	mattel	23676	wooden block	fabric ltd	14
05-Jan-10	1QQ	1090.00	Pc	3.28	3,575.20		IMEI# 4	Area F	DO-numb	101	item-34	notebook	mattel	23676	wooden block	fabric ltd	14
05-Jan-10	1A	1080.00	Dozen	12.88	13,910.40		Batch F	Drawer A	DO-numb	94	article-6	bucket	harspo	nicole	general merchandise	handbag ltd	7
05-Jan-10	3	179.00	Dozen	1.23	220.17		BarCode# 4	Zone F	DO-numb	92	serial-100	crystal	sony	PER3847-09	giftware	watch ltd	10
05-Jan-10	2	181.00	Dozen	1.23	222.63		BarCode# 3	Zone D	DO-numb	92	serial-100	crystal	sony	PER3847-09	giftware	watch ltd	10
05-Jan-10	1	180.00	Gallon	87.00	15,660.00		BarCode# 2	Zone C	DO-numb	75	art-56	home textile	mattel	PER3847-09	plastic holder	watch ltd	10
05-Jan-10	2J	48.00	Dozen	120.80	5,798.40		serial# 4	Drawer F	DO-numb	95	article-9	raw PE	Prada	1371893-SWB	home appliance	luggage ltd	8
05-Jan-10	1F	48.00	Dozen	120.80	5,798.40		serial# 3	Drawer E	DO-numb	95	article-9	raw PE	Prada	1371893-SWB	home appliance	luggage ltd	8
05-Jan-10	3A	999.00	Dozen	12.88	12,887.12		serial# 2	Drawer C	DO-numb	94	article-6	bucket	harspo	nicole	general merchandise	handbag ltd	7
05-Jan-10	2A	1909.00	Dozen	12.88	24,587.92		serial# 1	Drawer B	DO-numb	94	article-6	bucket	harspo	nicole	general merchandise	handbag ltd	7
05-Jan-10	Carton Box	700.00	Lb	80.00	56,000.00		Colour C	Zone A	DO-123	193	design-4	home textile	M&M	NP-INV-123	silverware	travel goods ltd	88
15-Jan-10	1 bulk pack	190.00	Dozen	2.00	380.00		serial# 3	Rack Bott	DO-numb	84	design-9	crystal	apple	testtest	raw plastic beads	parts ltd	1

## Stock out activity report

After you have fill in all the necessary information and item details, the system will use it to generate groups of report. Stock out activity by above filter is quite useful for management review.

These reports are pulling out and filter by;

Deliveries - WarehouseNet

Sign in

FILE

Deliveries Find Next Previous Add Duplicate Save Delete List Close

Go To OutID: 111

StockOut ID: 111

Out Date: 04-Mar-14

Customer: supervisor

Sales Invoice: no invoice

Recipient: Workshop

Pick List: PL-00111/14

Deliver By: Truck and then by worker

Handle By: stock keeper

Remarks: 1. Distribute to workshop for production

1. Select Parameter Filter & Look Up

By Customer? By Recipient? By Item Group? By Article? By Description? = Result Items

2. Select Date Range For Reports

Start Date: 1-Jan-2010 End Date: 24-Nov-14

3. Select Parameter Filter For Report

Brand Name? Spec? P. Order#?

4. Pick List & Stock-Out Activity Reports

Packing List Input Panel

1.select 2.select 3.select & insert

Must select from Item ID or Article No. and select Spec? (prior to be created in edit item) OR use select 1,2,3 pull downlist to filter, select & insert >>>>

Item ID	Article No	Description	Spec?	Quantity	Unit	package description	total case	P. Order#
199	capacitor	electronic parts	carton box 11	60000.00	1000pcs	1K per bagpack	1	production ord#
199	capacitor	electronic parts	carton box 12	60000.00	1000pcs	1K per bagpack	1	production ord#
199	capacitor	electronic parts	carton box 13	60000.00	1000pcs	1K per bagpack	1	production ord#
199	capacitor	electronic parts	carton box 14	60000.00	1000pcs	1K per bagpack	1	production ord#
199	capacitor	electronic parts	carton box 15	60000.00	1000pcs	1K per bagpack	1	production ord#
*	Total			300000.00			5	

please note quantity bolded means insufficient leftover

Please follow 1, 2, 3... pull down list to select the parameter for report filter.

So that stock keeper can pull out stock out activity report according to their requirement, similar to stock in report filter.

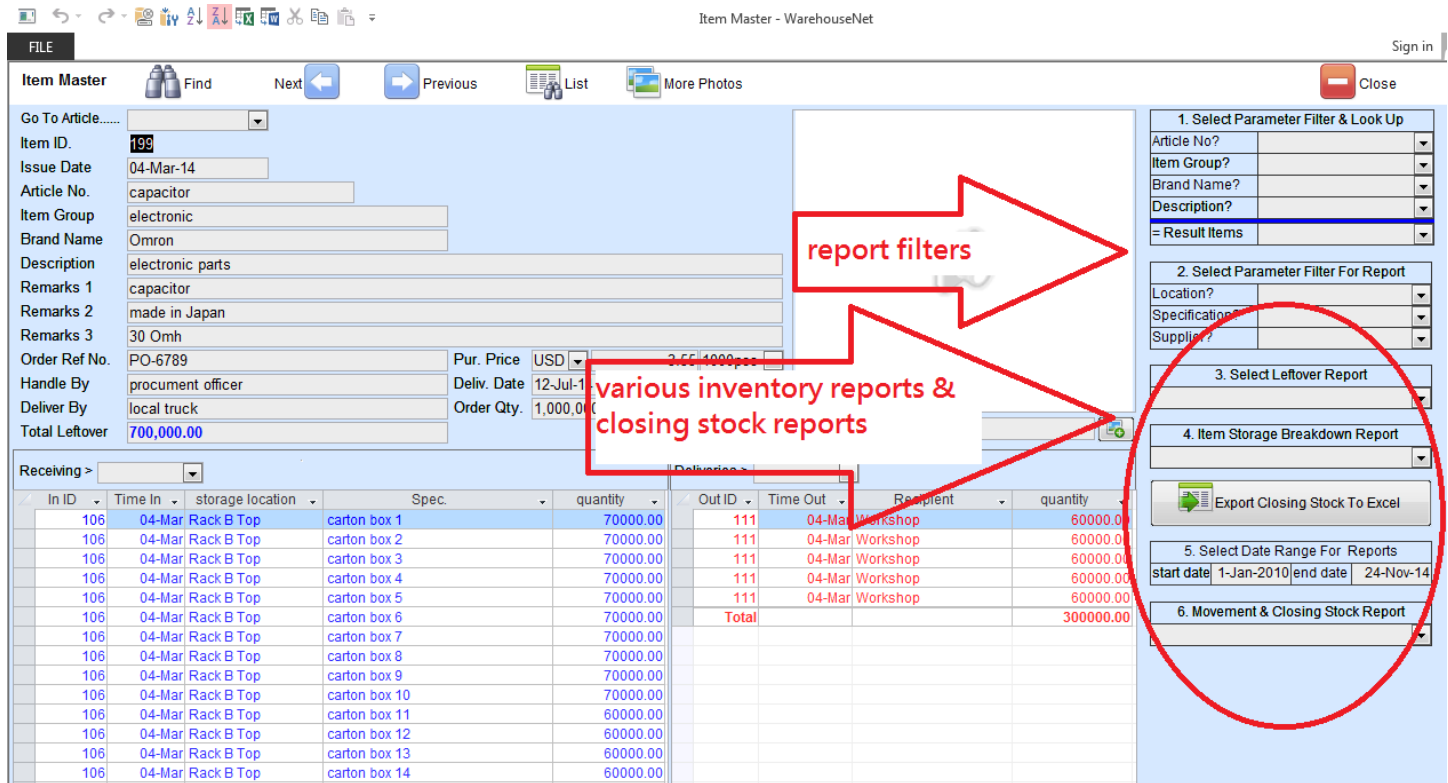
It can be filtered by customer, item group, description, brand name and etc.

Stock-Out Activity

Date Out	Pkg.No	Qty.	Unit	Cost	Value	Subtl	Spec	Recipient	Pick List	Item ID	Article No	Item Group	Brand Name	Sales Invoice	Description	Customer	Out ID
20-Oct-11	carton box	30.00	1000pcs	0.01	0.30	EAN# 004		DHL	PL-00083/1	188	article-1	electrical	omron	Team A - 123	Towel	Manning Stor	83
20-Oct-11	carton box	20.00	1000pcs	0.01	0.20	Colour Red / Size		DHL	PL-00083/1	188	article-1	electrical	omron	Team A - 123	Towel	Manning Stor	83
20-Oct-11	carton box	10.00	1000pcs	0.01	0.10	Colour Red / Size		DHL	PL-00083/1	188	article-1	electrical	omron	Team A - 123	Towel	Manning Stor	83
20-Oct-11	carton box	80.00	1000pcs	0.01	0.80	Lot# 2		DHL	PL-00083/1	188	article-1	electrical	omron	Team A - 123	Towel	Manning Stor	83
20-Oct-11	carton box	50.00	1000pcs	0.01	0.50	Colour Red / Size		DHL	PL-00083/1	188	article-1	electrical	omron	Team A - 123	Towel	Manning Stor	83
14-Dec-11		12.00	set	120.00	1,440.00	Colour Red / Size		Euro Truck	PL-12345	130	article-3	wash doth	Samsonite	TMN-12345	glass vast	7-11 store	48
14-Dec-11		18.00	set	120.00	1,920.00	Colour Red / Size		Euro Truck	PL-12345	130	article-3	wash doth	Samsonite	TMN-12345	glass vast	7-11 store	48
14-Dec-11		18.00	set	120.00	2,160.00	Colour Red / Size		Euro Truck	PL-12345	130	article-3	wash doth	Samsonite	TMN-12345	glass vast	7-11 store	48
14-Dec-11	arton packag	123.00	Unit	1,000.00	123,000.00	EAN# 004		Euro Truck	PL-12345	121	serial-122	neck tie	Dunlop	TMN-12345	necktie	7-11 store	48
07-Mar-12		179.00	Pc	1.23	220.17			DHL	PL-00086/1	114	serial-11	magazine	M&M	sales invoice	raw fabric	wholesaler	86
07-Mar-12	carton	99.01	Gallon	98.00	9,702.98			DHL	PL-00086/1	185	model-56	neck tie	matel	sales invoice	crystal glass	wholesaler	86
07-Mar-12		554.01	Dozen	1,991.00	1,103,033.93			DHL	PL-00086/1	187	art-90	raw fabric	sony	sales invoice	brass ingot	wholesaler	86
07-Mar-12	carton box	300.00	1000pcs	0.01	3.00	Lot# 5		DHL	PL-00087/1	188	article-1	electrical	omron		Towel	wholesaler	87
07-Mar-12	carton box	800.00	1000pcs	0.01	8.00	Colour Red / Size		DHL	PL-00087/1	188	article-1	electrical	omron		Towel	wholesaler	87
07-Mar-12	carton box	100.00	1000pcs	0.01	1.00	Batch B		DHL	PL-00087/1	188	article-1	electrical	omron		Towel	wholesaler	87
07-Mar-12	carton box	200.00	1000pcs	0.01	2.00	Batch A		DHL	PL-00087/1	188	article-1	electrical	omron		Towel	wholesaler	87
07-Mar-12	carton box	400.00	1000pcs	0.01	4.00	Lot# 4		DHL	PL-00087/1	188	article-1	electrical	omron		Towel	wholesaler	87
07-Mar-12	carton box	500.00	1000pcs	0.01	5.00	Lot# 3		DHL	PL-00087/1	188	article-1	electrical	omron		Towel	wholesaler	87
07-Mar-12	carton box	700.00	1000pcs	0.01	7.00	Lot# 1		DHL	PL-00087/1	188	article-1	electrical	omron		Towel	wholesaler	87
07-Mar-12	carton box	900.00	1000pcs	0.01	9.00	Colour Red / Size		DHL	PL-00087/1	188	article-1	electrical	omron		Towel	wholesaler	87

## Leftover Inventory – item master

The item master will display a summary of all items' inventory record one by one. With all the important reports help you to get inventory, movement, leftover and storage breakdown.



Item Master - WarehouseNet

Sign in

Close

Item Master

Find Next Previous List More Photos

Go To Article.....

Item ID: 199

Issue Date: 04-Mar-14

Article No.: capacitor

Item Group: electronic

Brand Name: Omron

Description: electronic parts

Remarks 1: capacitor

Remarks 2: made in Japan

Remarks 3: 30 Omh

Order Ref No.: PO-6789

Pur. Price: USD 3.66/1000pcs

Handle By: procurement officer

Deliv. Date: 12-Jul-1

Deliver By: local truck

Order Qty: 1,000.00

Total Leftover: 700,000.00

Receiving >

In ID	Time In	storage location	Spec.	quantity	Out ID	Time Out	Recipient	quantity
106	04-Mar	Rack B Top	carton box 1	70000.00	111	04-Mar	Workshop	60000.00
106	04-Mar	Rack B Top	carton box 2	70000.00	111	04-Mar	Workshop	60000.00
106	04-Mar	Rack B Top	carton box 3	70000.00	111	04-Mar	Workshop	60000.00
106	04-Mar	Rack B Top	carton box 4	70000.00	111	04-Mar	Workshop	60000.00
106	04-Mar	Rack B Top	carton box 5	70000.00	111	04-Mar	Workshop	60000.00
106	04-Mar	Rack B Top	carton box 6	70000.00	Total			300000.00
106	04-Mar	Rack B Top	carton box 7	70000.00				
106	04-Mar	Rack B Top	carton box 8	70000.00				
106	04-Mar	Rack B Top	carton box 9	70000.00				
106	04-Mar	Rack B Top	carton box 10	70000.00				
106	04-Mar	Rack B Top	carton box 11	60000.00				
106	04-Mar	Rack B Top	carton box 12	60000.00				
106	04-Mar	Rack B Top	carton box 13	60000.00				
106	04-Mar	Rack B Top	carton box 14	60000.00				

1. Select Parameter Filter & Look Up

Article No?

Item Group?

Brand Name?

Description?

= Result Items

2. Select Parameter Filter For Report

Location?

Specification?

Supplier?

3. Select Leftover Report

4. Item Storage Breakdown Report

Export Closing Stock To Excel

5. Select Date Range For Reports

start date 1-Jan-2010 end date 24-Nov-14

6. Movement & Closing Stock Report

The item master has few important features;

- Item detail record and total leftover quantity.
- Receiving and deliveries summary.
- Leftover report; leftover quantity group by Article No., by item, by brand, by description, by suppliers, closing stock by currency, FIFO by item group, currency item stock in / out movement and leftover by low level quantity.
- Item storage breakdown report; the item storage breakdown group by location, by specification, by expiry date, by days stored, current item storage breakdown.
- Audit report; closing stock report, export closing stock report to excel

You can pull out the report grouping by the filter parameters. i.e. select filter parameter from pull down list 1, 2, 3, 4... and select report

## Pending Quantity Report – outstanding delivery

This group of report is used to show the outstanding quantity still pending deliver from your vendor. Suppose purchaser has ordered an item for 1,000 pound, the vendor usually won't deliver it altogether, they partially shipping the goods to your warehouse. If that is the case, pending quantity report will be very useful to find out which purchase is still outstanding. Could be used to cross check with vendor, make sure all purchased item deliver on time and all quantity received.

Receiving - WarehouseNet

FILE

Receiving Find Next Previous Add Duplicate Save Delete List

Go To InID...  
Stock In ID 101  
In Date 10-Jan-14  
Supplier N/A  
Deliver Co N/A  
Delivery Order# deliver order  
Supplier Invoice no invoice  
Receive By stock keeper  
Remarks duplicate of delivery order#: deliver order Stock In ID: 100 in date: 10-Jan-14 testing order for apparel storage

1. Select Parameter Filter & Look Up  
By Supplier?  
By Deliver Co?  
By Item Group?  
By Article?  
By Description?  
=Result

2. Select Date Range For Reports  
Start Date 1-Jan-2010 End Date 24-Nov-14

3. Select Parameter Filter For Report  
Brand Name?  
Spec?

4. Receiving Note & Stock In Activity Reports

5. Pending & Overshipped Quantity Reports

Convert current receiving Stock In ID to deliveries

1.select 2.select 3.select & insert

Must select from itemID or article no. (prior to be created in edit item) then input quantity. etc OR use select 1,2,3 pull downlist to filter, select & insert >>>>

item ID	article no	Description	storage location	Spec.	package description	quantity	Unit	Expiry	total case
194	ST00001	Red Ladies Top	storage A	SZ 8	polybag	1000.00	Pc		120
194	ST00001	Red Ladies Top	storage A	SZ 10	polybag	1000.00	Pc		140
194	ST00001	Red Ladies Top	storage A	SZ 12	polybag	1000.00	Pc		180
194	ST00001	Red Ladies Top	storage A	SZ 14	polybag	1000.00	Pc		160
194	ST00001	Red Ladies Top	storage A	SZ 16	polybag	1000.00	Pc		100
*						0.00			0
Total						5000.00			700

The pending quantity report come out from (order qty – received qty) = pending qty. It will list out purchase item with pending qty > 0 and in different grouping for your selection.

Pending Quantity

ItemID	ArticleNo	Item Group	BrandName	Description	Curr	price Unit	HandleBy	DelDate	OrdRefNo	OrdQty	Total StockIn	PendingQty	A mount
51	design-9	pillow	samsung	brass ingot	THB	34.00 Piece		01-Apr-11		900.00	99.00	801.00	27234.00
84	design-9	crystal	apple	raw plastic beads	EUR	2.00 Dozen		23-Feb-10		1000.00	190.00	810.00	1620.00
60	art-56	toys	NEC	Trousers	THB	34.00 Piece		05-Jan-10		1000.00	-1.15	1001.15	34039.10
58	item-89	raw fabric	omron	chine cup	THB	34.00 Piece		23-Feb-10		111.00	0.00	111.00	3774.00
57	art-12	bottle	sony	120GB iPod	IDR	987.00 Pc		26-Mar-11		18000.00	-2.00	18002.00	5793974.00
56	serial-88	cup	DKNY	raw plastic beads	IDR	1,080.00 Piece		15-Feb-10		1000.00	0.00	1000.00	1080000.00
55	model-90	mug	DKNY	nylon stationery	IDR	1,700.00 Piece		05-Jan-10		1000.00	0.00	1000.00	1700000.00
54	article-7	mug	DKNY	plastic dipper	EUR	12.75 Pc		01-Feb-11		1080.00	0.00	1080.00	13770.00
62	article-4	books	harspo	home appliance	BDT	67.00 Gallon		15-Feb-10		1000.00	0.00	1000.00	67000.00
52	serial-22	cup	NEC	stainless steel bar	THB	54.00 Piece		05-Jan-10		1000.00	-1.00	1001.00	54054.00
63	design-4	notebook	harspo	giftware	BDT	87.00 Gallon		08-Aug-13		1000.00	0.00	1000.00	87000.00
50	serial-11	raw PU	apple	bottle	IDR	3,570.00 Piece		05-Jun-11		1000.00	120.00	880.00	3141600.00
49	serial-88	mechanical	NEC	china bottle	THB	45.00 Piece		15-Feb-10		900.00	0.00	900.00	40500.00
48	serial-77	electrical	NEC	pillow case	THB	45.00 Piece		05-Jun-11		900.00	0.00	900.00	38700.00
47	model-78	tablet	sony	ceramin plate	INR	87.00 Piece		15-Jan-10		1000.00	0.00	1000.00	87000.00
46	serial-86	electronic	NEC	china bone	THB	43.00 Piece		15-Feb-10		900.00	0.00	900.00	38700.00
45	serial-55	electronic	omron	pillow case	THB	45.00 Piece		15-Feb-10		111.00	0.00	111.00	4995.00
44	serial-44	raw fabric	NEC	Jeans	THB	45.00 Piece		15-Jan-10		900.00	0.00	900.00	40500.00
53	serial-77	mug	NEC	T Shirt	THB	65.00 Pc		23-Feb-10		11000.00	0.00	11000.00	715000.00
71	article-8	glass	omron	raw yarn	THB	23.00 Gallon		02-Jun-10		1000.00	-3.00	1003.00	23089.00
1	item-34	electrical	MAC	general merchandise	USD	123.55 Piece	eddie cheung	15-Feb-10	HU38743641-	12345.00	-3.00	12348.00	1525718.88

## Stocktaking

If you need to proceed a stocktaking of the inventory in your warehouse in order to make sure the inventory record is correct, there is two way to carry out this.

- Stocktaking by location; print out the item storage breakdown by location report and use it as a count sheet.
- Stocktaking by article; print out the current item storage breakdown report and use it as a count sheet.

In the item master panel > item storage breakdown report > select item storage breakdown by location > select current item storage breakdown report. So that you can find out what does a storage location supposed to have or what does an article supposed to be inside the warehouse. Base on the report information, stock keep may go to the warehouse location Area D, Area F to check if the quantity is matching with record in the database.

Item Storage Breakdown By Location

Storage Location Area D

ItemID	Article No	Description	Spec.	Left Qty	Location	Del. Ord#	Supplier Inv.	Pick List	Date In	Date Out	Days	Expiry
21	design-4	280G iPad	EAN# 002	0.00	Area D	DO-number			02-Jun-10		1,836.9	10-Dec-12
91	serial-33	raw yarn	IMEI# 3	2690.00	Area D	DO-number	DYE38371		15-Jan-10		1,775.7	19-Aug-11
110	model-89	Trousers	BarCode# 5	-1.00	Area D	new order	Adjustment		04-Jun-11		1,270.7	25-May-10
116	serial-66	pillow case	Batch C	1900.10	Area D	DO-12	no invoice		15-Feb-10		1,744.7	25-Jun-10
150	design-7	jaquard curtain	IMEI# 1	0.00	Area D	DO-number		PL-00095/12	23-Feb-10	02-Apr-12	789.9	10-May-11
154	design-9	T Shirt	Size 50	-2.00	Area D	new order	Adjustment		27-Jan-11		1,397.8	08-Aug-13
188	article-1	Towel	Batch A	-200.00	Area D	order#-98785	invoice-56789	PL-00087/12	01-Feb-11	07-Mar-12	401.2	20-Oct-13
				4387.22								

Storage Location Area F

ItemID	Article No	Description	Spec.	Left Qty	Location	Del. Ord#	Supplier Inv.	Pick List	Date In	Date Out	Days	Expiry
8	design-6	cotton pillow	EAN# 001	-3.00	Area F	new order	Adjustment		27-Jan-11		1,397.8	09-Aug-13
101	item-34	wooden block	IMEI# 4	1090.90	Area F	DO-number	23676		05-Jan-10		1,784.8	09-Oct-11
116	serial-66	pillow case	Batch D	1800.34	Area F	DO-12	no invoice		15-Feb-10		1,744.7	25-Aug-10
118	serial-55	giftware	EAN# 003	12.00	Area F	DO-number			02-Jun-10		1,836.9	10-Aug-10
174	article-8	luggages goods	IMEI# 2	0.00	Area F	delivery orde	#1234567890		14-Dec-11		1,077.7	10-May-11
188	article-1	Towel	Batch B	-100.00	Area F	order#-98785	invoice-56789	PL-00087/12	01-Feb-11	07-Mar-12	401.2	20-Oct-13
				2799.34								

Stock keeper may go the below storage location storage A to check if all spec. breakdown and leftover quantity is correct.

ibuyer.hk WarehouseNet Limited  
網路買手軟件高科技有限公司

Item ID 194 Issue Date 10-Jan-14

Article No. ST00001

Item Group Ladies Top

Brand Name Kelso

Description Red Ladies Top

Remarks 1 twill fabric

Remarks 2 shell button

Remarks 3 red tag label

Order No. PO-234 EUR 3.00 Pc


Order Qty 700.00

Total Leftover 5,300.00

Inventory Detail Breakdown

go to this location and check if these spec. breakdown leftover quantity is correct

Spec.	Location	Total stock in	Total stock out	Leftover Qty	1st in date	1st out date	Days
SZ 10	storage A	1,140.00	80.00	1,060.00	10-Jan-14	10-Jan-14	1.0
SZ 12	storage A	1,180.00	80.00	1,100.00	10-Jan-14	10-Jan-14	1.0
SZ 14	storage A	1,160.00	80.00	1,080.00	10-Jan-14	10-Jan-14	1.0
SZ 16	storage A	1,100.00	80.00	1,020.00	10-Jan-14	10-Jan-14	1.0
SZ 8	storage A	1,120.00	80.00	1,040.00	10-Jan-14	10-Jan-14	1.0
		5,700.00	400.00	5,300.00			



## **Workgroup user name and password**

Our database software by nature is being used by multiple user over a company network in order to get the most benefit of its information sharing purpose, thus a structural database is very powerful for business operation. On top of sharing data beyond merchandisers, user right control is also important to limit individual staff to access any sensitive information. In this connection, we have designed our database software with build-in user right workgroup to achieve this goal. Listed below is the build-in user name, password and their right.

By default, all users password is **123** for all logon names.

<u>User name</u>	<u>password</u>	<u>right</u>
Ibuyer.hk	6691144911	project designer
VP	123	admin
CEO	123	admin
Boss	123	admin
GM	123	all data user
MM	123	all data user
ReadOnly	123	read only
AddOnly	123	add data only
EditOnly	123	edits data only
Purchaser	123	purchasing modules
Purchaser01	123	purchasing modules
Purchaser02	123	purchasing modules
Purchaser03	123	purchasing modules
Purchaser04	123	purchasing modules
Sales	123	sales modules
Sales01	123	sales modules
Sales02	123	sales modules
Sales03	123	sales modules
Sales04	123	sales modules
Keeper	123	stock modules
Keeper01	123	stock modules
Keeper02	123	stock modules
Keeper03	123	stock modules
Keeper04	123	stock modules
Shipping	123	shipping modules
Shipping01	123	shipping modules
Shipping02	123	shipping modules
Shipping03	123	shipping modules
Shipping04	123	shipping modules

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That is for the concept and using of WarehouseNet, hope our system can help you identify the closing stock, leftover, inventory and movement for your operation. Thus improve your profit and strengthen your operation with better logistic movement and less inventory liability perhaps less wastage.