



Arka: Inventory

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Introduction

[Inventory Introduction.mp4](#)

Welcome to the Arka Inventory Warehouse Management System. This training module will walk you through the key features and everyday functions of the application, built natively on the Salesforce platform.

Arka Inventory is designed to give you real-time visibility and comprehensive control over your stock, purchases, sales, and warehouse operations. All major functions are accessible via the Main Navigation Bar at the top of the screen.

Let's review the key functional areas in the navigation menu.

 **How to use this guide:** First set up your master data (Entities → Parties → Accounts → Warehouse → Products), then record day-to-day transactions (Purchase Orders → Goods Receive → Sales Orders → Goods Issue and so on). Click any item in the Contents page to jump straight to it, or open Word's Navigation Pane (View → Navigation Pane) to move around quickly.

Menu Option	Description
Home/Dashboard	Your central hub. Displays key performance indicators (KPIs) and analytical charts for real-time inventory oversight .
Entities	Manages specific organizational units or companies within the system, if you have a multi-entity setup .
Parties	An object used to represent and track vendors, customers, or internal stakeholders . Always Linked with Accounts .
Accounts	Manages financial customer and vendor accounts within the platform.
Warehouses	Defines and tracks the complete list of all physical warehouse locations and their details.
Products	Manages the master data for all products, including their product code, description, and product family.
Purchase Orders	Creates and manages the formal documents to order stock from your vendors .
Goods receive	Records the physical receipt of inventory into a warehouse, typically against an open Purchase Order .



Sales Orders	Manages customer demand , order fulfillment, and tracking of outbound shipments .
Goods Issue	Records the physical removal or consumption of inventory from a warehouse.
Requisitions	Manages internal requests for inventory needed by different departments or locations within the company
Bill of Materials	Defines the structure and component list required to assemble a manufactured product.
Work Orders	Initiates and tracks production processes for manufactured products.
Cycle Counts	Facilitates periodic or continuous inventory verification to ensure system stock matches physical stock.
Stock Levels	Allows users to view and set minimum and maximum stock thresholds for inventory items to manage reordering.
Reports	Accesses standard and custom analytical reports across all inventory operations .



Home page

We begin at the Dashboard, your central hub for monitoring operational health. It presents critical Key Performance Indicators that require immediate attention. It gives quick access to the reports of Sales and profit, Margin, Inventory value, Average days in stock, Lead time by the vendor etc.



Part 1 · Master Data Setup

Configure these once, before you create any transactions: Entities, Parties, Accounts, Warehouse and Products.

Entities

[Entities Inventory.mp4](#)

The **Entities** are crucial in a multi-company setup. It defines the specific organizational unit or legal company within the system. Every transaction (PO, SO, GR, GI) must be linked to an Entity.

Click on the **Entities** tab.

Entities List View.

The **Entities List View** lists all the defined companies or business units managed within the application.

- You see the **Entity Name**.
- This list is the starting point for maintaining all your company's legal and financial details.
- To define a new company or entity, click the **New** button on the top right.

Creating a New Entity.

This form captures the core information required to legally and financially identify the entity.

1. **Entity Name:** Enter the **full, legal name** of the company or business unit.
2. **Owner:** The user or team responsible for managing this Entity record.
3. **% Holding:** If this Entity is a subsidiary, enter the **percentage of ownership** held by the parent company. This is important for consolidation reporting.
4. **Default?:** Check this box if this Entity should be the **pre-selected Entity** for new transactions initiated by default.
5. **Book Closure Date:** The date used to mark the last day of the financial closing period. No historical changes are typically allowed before this date.
6. **Bill Forward Email:** An email address where invoices or billing notifications for this Entity should be sent.
7. **Currency:** Select the **Base Currency** for this Entity's financial records .
8. Add Address.

Under the section, you will enter all the required legal address and tax registration details for the Entity, which are used on official documents like Purchase Orders and Sales Orders.

- Fields for **Tax Registration No.**, **Street**, **City**, etc., will ensure regulatory compliance and accurate document generation.



Once all required fields are complete, click **Save**. This new Entity can now be selected on all transactional records.



Accounts

[Accounts - Inventory.mp4](#)

The **Accounts** object is your master record for any external party that you do business with, primarily your **customers**, who place Sales Orders and your **vendors** who receive Purchase Orders.

Click on the **Accounts** tab.

Accounts List View.

The **Accounts List View** provides a centralized directory of all your business partners.

- You see the **Account Name**, which is the company or individual you transact with.
- Other columns typically include **Phone** and the **Account Owner Alias**.
- Many of the fields we used in transactional screens, like Vendor on a PO or Customer on an SO, pull data directly from these Account records.
- To create a new customer or vendor record, click the **New** button on the top right.

Creating a New Account.

This form captures all necessary contact, financial, and regulatory information for your business partners.

1. **Account Owner:** The internal user responsible for managing this relationship.
 2. **Account Name:** The legal name of the customer or vendor.
 3. **Account Type:** This is critical. Use the dropdown to classify the account as a **Customer**, **Vendor**, or both, as this determines how the account is used in transactions.
 4. **Active:** Ensure this box is checked to make the account available for use on new orders.
 5. **Account Currency:** The primary operating currency for this account.
 6. **Parent Account:** Use this field to link this account to a larger organization, for example, linking a branch office to its corporate headquarters).
- **Phone, Fax, Website, E-Mail:** Standard contact information.
 - **Party:** This field links the Account to the underlying General Ledger *Party* object for financial tracking.
 - **Env Tax Reg No:** If required, enter the tax registration number for electronic invoicing compliance and the country.

Complete the **Address Information** section with billing and shipping addresses.

Once complete, click **Save**, so not only Account, a party record will be created. This Account / Party record is now ready to be used on your Purchase Orders and Sales Orders.



Parties

The Parties object acts as the connector between the external accounts, Customers and Vendors, and the internal financial system, ensuring that every transaction is posted correctly to the General Ledger.

Click on the Parties tab.

Parties List View.

The Parties List View shows all the entities, both external customers, vendors and internal entities, that participate in financial transactions.

- The list displays the Party Name and the Party Type, that are *Vendor*, *Customer*, or *Customer & Vendor*.
- A single Party record can represent a business that acts as both a supplier and a buyer.
- To create a new Party record, click the New button on the top right.

Creating a New Party.

This form captures the core financial and payment data related to the entity.

1. Party Name: The name of the Party, often the same as the Account name .
2. Owner: The user responsible for the Party record.
3. Entity: Link this Party to the appropriate internal legal Entity.
4. Account: Link this Party to the external Account record (Customer/Vendor).
5. QBVendorId: An external reference ID, such as a QuickBooks Vendor ID, if applicable.
6. Active: Check this box to ensure the Party is available for transactions.
7. Email, Phone: Contact details.
8. Payment Terms: Crucial field. Enter the standard payment terms. for example, *15* for Net 15 days, for this Party.
9. Type: Explicitly define the Party Type (Customer, Vendor, or both).

Financial Information.

This section captures the payment method details used for making or receiving payments from this Party.

- Bank Account Number, Routing Number: Details for standard bank transfers.
- Bill.Com Vendor Id: Integration ID if using Bill.com for payments.
- UPI, RazorPay fields: Specific regional payment platform details for faster digital transactions.
- EInv Billing Country: Used for compliance with electronic invoicing regulations.
- Add billing and shipping address.

Once you have linked the Party to the Account and defined the financial and payment details, click Save. This record completes the financial integration for your external partners.



Warehouse

[Warehouse.mp4](#)

Let's start by looking at how you can manage the physical storage locations through Arka Inventory.

Click on the Warehouse tab in the main navigation bar.

This is the Warehouse List View. It shows all defined storage locations in your system.

- If you click on any warehouse name, You can see key details, such as the Warehouse Name, whether it's designated as the Default Warehouse, the City, and contact information and mainly the stock levels. Keeping it default makes the warehouse auto populate while creating other records.
- Just like in standard Salesforce, you can sort by clicking on any column header, or use the View Controls on the top right to adjust the list columns or apply different filters.

To add a new warehouse, look to the top right of the list and click the New button.

Creating a New Warehouse.

Clicking 'New' opens the New Warehouse creation pop-up. We need to fill in the required details, marked with a red asterisk.

1. Warehouse Name: Enter a clear, descriptive name for your new location, for example, "ALA Distribution Center."
2. Owner: This is automatically populated with your user name as the creator.
3. Default Warehouse?: Check this box if this specific location should be the system's *primary* warehouse for transactions that don't specify a location.
4. Short Name: A brief alias for the warehouse, useful for reports or integrations where space is limited.
5. Currency: Select the primary operating currency for this warehouse's transactions. The default is typically USD.

Next, under Address Information, you will fill in the geographical details for the physical location:

- Street, Billing Street: Enter the full street address.
- City, State, Zip/Postal Code, Country: Complete the full address profile for accurate shipping and tax calculations.

Once all fields are complete, click Save to create the new warehouse record and close the pop-up, or click Save & New to immediately start creating another warehouse.



Products

[Product - Inventory.mp4](#)

Now that our warehouses are defined, let's establish the items we will manage in them. Click on the Products tab in the main navigation bar.

This is the Product List View. This is the core repository for all items, purchased, sold, or manufactured that are tracked in Arka Inventory.

- You can see key identification fields here, such as the Product Name, Product Code, a brief Product Description, and the assigned Product Family.
- This view lets you quickly see what you have in the system and is fully sortable and filterable.
- To create a new product, click the New button on the top right.

Creating a New Product:

The New Product pop-up requires several foundational details.

1. Product Currency : Select the base currency for this product's cost and pricing.
2. Type: Use this dropdown to classify the item. The options are Inventory or physical goods tracked in stock, Service, and Non-Inventory.
3. Active: Ensure this checkbox is marked to make the product immediately available for use in transactions like Purchase Orders and Sales Orders.
4. Product Name: Enter the full name of the item.
5. Product Family: Select the appropriate product grouping, like "Haircare" or "Food & Beverage," to help with reporting and categorization.
6. Product Code: This is the unique internal code you use to identify the product.
7. Product SKU: If your company uses a separate Stock Keeping Unit identifier, enter it here.
8. UoM or Unit of Measure: Define how this item is counted in inventory (e.g., 'Nos' for Number of units, 'KG', 'Box', etc.).

Scroll down within the pop-up to complete the rest of the fields.

- HSN Code: Enter the Harmonized System of Nomenclature code, required for tax and classification purposes, especially for international trade.
- Product Description: Provide a detailed description of the product.

The Accounting Information section links this product to your General Ledger:

- Purchase Ledger: The ledger account used when you buy this product.
- Inventory Ledger: The asset account used to record the value of this stock in your balance sheet.
- Sales Ledger: The revenue account used when you sell this product.
- COGS Ledger: The Cost of Goods Sold account used when the product is issued or sold.



Finally, fill in the Inventory Information section:

- Quantity Available/Committed: These fields are system-calculated and cannot be edited here. They show the real-time stock status *after* the product is saved and transactions occur.
- Inventory By Location: This provides a quick view of stock breakdown across different warehouses.

Click on Save. The new product created will be visible on the list.



Part 2 · Day-to-Day Operations & Reports

Purchasing, receiving, selling, issuing, manufacturing, stock control and reporting.

Purchase Orders

[Purchase order.mp4](#)

A **Purchase Order**, or PO, is the formal document sent to a vendor, confirming the goods or services we wish to buy. Click on the **Purchase Orders** tab.

The **Purchase Orders List View** gives you a snapshot of all POs in the system.

- Key columns here include the **PO number**, the creation **Date**, the related **Entity**, the **Vendor** we are buying from, the destination **Warehouse**, the **Total Amount**, and most importantly, the **Status**.
- Notice the different statuses, such as **New**, **Partial Received**, and **Received**, which tell you the progress of the order fulfillment.
- To create a new purchase order, click the **New** button on the top right.

Creating a New Purchase Order.

This page is where we capture all the details of our purchase from the vendor.

1. **Entity** : Select the legal company or organizational unit responsible for this purchase.
2. **Warehouse**: Search for and select the **receiving warehouse**. This tells the system where the inventory will be physically stored upon arrival.
3. **Vendor** : Search for and select the supplier we are buying from. This is crucial as it populates the default Vendor Address.
4. **Billing Address / Shipping Address**: The billing address defaults to the Entity's address, and the shipping address defaults to the selected Warehouse's address. You can override these if necessary.
5. **Vendor Address**: This field populates the official address of the selected Vendor.

Order Details and Attachments

- **PO No**: This is the unique reference number. It's auto-numbered.
- **Date**: This is the PO creation date, which defaults to today.
- **Delivery By Date**: Set the expected date for the goods to arrive at your warehouse.
- **Tax Base**: Select how taxes are applied, typically *Exclusive of tax*.
- **Upload / Capture**: Use this button to attach a PO document, or scan it, so that all fields will be captured from the document and automatically filled.

Adding Product Lines.

This section is where we add the specific items we are ordering.



1. **Product:** Search for and select the product you wish to purchase from the list we created earlier.
2. **UoM or Unit of Measure:** This defaults based on the product master data.
3. **Conversion:** Used if the purchase UoM differs from the inventory UoM. (E.g., buying a 'Box' that contains 12 'Units'.)
4. **Quantity:** Enter the amount of the product you are ordering.
5. **Price:** Enter the unit price agreed upon with the vendor.
6. **Discount %:** Enter any per-line discount offered by the vendor.
7. **Tax:** Select the appropriate tax rate for this item.
8. **Description:** A short line-item description for this specific purchase.

To add more products, click the **plus icon** on the right side of the product row. The **Sub Total** and the total amounts at the bottom will calculate automatically as you enter line items.

When all details are accurate, click **Save** to generate the Purchase Order. This PO is now ready to be sent to the vendor.

You can find the goods receives tab to find the details of received goods.

You can see the status of the order. "A **New** status indicates no goods have been received, while a **Partial** status means only a portion of the requested quantity has arrived. A status 'Received', means the goods are received.'

Click on the PDF button to view the PDF of the purchase order.

A critical part here is **receiving the goods from the purchase order**.

Once your goods arrive, click on 'Receive' . It allows you to post the transaction and update your inventory levels instantly.

Review the pre-filled details and enter the quantity received. The system will automatically update the status to **Partial** for incomplete deliveries or **Received** once the full quantity is entered."

Click on the Send email button to send an email to the vendor instantly. Fill in the details and modify the email template if required. Tick the Attach files box to attach the files like Purchase order. Tap on send.

Now that the PO has been created and sent, the next step in the workflow is receiving the goods.



Goods Receive

[Goods Receive.mp4](#)

Once the physical goods arrive at your loading dock, we must formally record them in the system. This is done using a **Goods Receive** record. Click on the **Goods Receive** tab.

Goods Receive List View.

This list displays all Goods Receive documents, showing stock entering your inventory.

- Notice the **GR number**, **Date**, and the **Type**. The Type is important, as it shows why the stock is being received. Common types are **Purchase** from a vendor, **Stock Receive**, e.g., a stock adjustment, or **Work Order**, finished goods from production.
- Entity, vendor and warehouse details for each good received are also recorded.

In a normal scenario, you would open an existing **Purchase** GR record that was automatically created when the PO was approved. However, if you need to create a new one, click the **New** button.

Creating a Goods Receive Record. This screen is used to formalize the receipt of inventory.

1. **Entity:** The company receiving the stock.
2. **Warehouse:** Select the specific warehouse location where the stock is being put away.
3. **Vendor / Customer:** This defaults to the Party sending the goods.
4. **Receiving Address:** Defaults to the selected Warehouse address.
5. **Type:** Defines the purpose of the receipt. For stock related to our previous Purchase Order, ensure **Purchase** is selected. Other options are **Sales Return**, for returned goods from customers, **Work Order** for items received from production, and **Stock Receive** for stock received without a purchase order, such as transfers or samples.
6. **Credit Ledger:** This is the General Ledger account where the credit entry is posted, often the *GR/IR (Goods Received / Invoice Received)* clearing account.
7. **Date:** The date the physical goods were received.
8. **GR No:** The unique sequential number for this Goods Receive record.
9. The **Total Quantity** shows how much stock was recorded for that transaction.

Linking to a Purchase Order.

Instead of manually entering every product line, the most efficient way to receive goods is by linking to the Purchase Order we created earlier.

- On the right side of the screen, click the **Add PO** button.
- A pop-up will appear. Search for and select the relevant **Purchase Order Number**.
- Once selected, all the line items from that PO will automatically populate the product grid below.

Receiving Line Items.

For each product line, you must verify the details:



- **Quantity:** You must **manually enter the quantity** that was *actually* received. If the vendor sent less than expected, only record the lesser amount.
- **Unit Cost:** This is the price per unit, which typically pulls from the linked PO or is entered manually if not linked.
- **General Ledger:** The debit account, the **Inventory Ledger** where the value of the stock will be recorded.

The **Total Quantity** box in the bottom right will summarize the total number of units received in this transaction.

Once you have verified all quantities and details, click **Save** to finalize the Goods Receive record. The stock levels in the system will now be updated, and the value of this stock will be recorded in the Inventory Ledger.

We have successfully purchased and received stock. The next logical step is to sell it.



Sales Orders

[Sales Order.mp4](#)

A **Sales Order** records a customer's commitment to purchase goods or services from your company. It triggers the fulfillment process. Click on the **Sales Orders** tab.

The **Sales Orders List View** provides visibility into all customer demand records.

- Key columns include the **SO number**, **Date**, the selling **Entity**, the fulfilling **Warehouse**.
- Look at the different statuses like **New**, **Partial Issued**, and **Issued**. These statuses track whether the stock has been picked and shipped to the customer.
- To record a new customer order, click the **New** button on the top right.

Creating a New Sales Order.

This page captures all the necessary details for invoicing and shipping the customer's order.

We start with:

1. **Entity:** Select the company unit making the sale.
2. **Warehouse:** Search for and select the **originating warehouse**. This is where the inventory will be picked from.
3. **Customer:** Search for and select the Party that placed the order.
4. **Billing Address / Shipping Address:** These fields default based on the Customer record. The Shipping Address is crucial for arranging logistics.
5. **PO/Customer Ref No:** Enter the customer's own reference or Purchase Order number, if provided.
6. **Date:** The date the Sales Order was recorded, defaulting to today.
7. **Price Book:** Select the Price Book to apply the correct pricing structure for this customer or product category.
8. **SO No:** This is the unique sequential number for the Sales Order (e.g., *SO-1005*).
9. **Tax Base:** Defines how taxes are calculated, typically *Exclusive of tax*.

You may upload or capture the sales order document that automatically fills all the required fields.

Adding Product Lines.

Below this we define the products the customer is buying.

1. **Product:** Search for and select the product the customer ordered.
2. **Available Quantity:** It shows the **Available Quantity** of the product in the selected warehouse, giving you immediate visibility into whether you can fulfill the order.
3. **UoM, Conversion:** Defines the unit of measure and any necessary conversion factor.
4. **Quantity:** Enter the quantity the customer has ordered.
5. **Price:** Enter the unit sales price, which may default from the Price Book.
6. **Discount %:** Enter any per-line discount applied to the customer.



7. **Tax:** Select the appropriate sales tax rate.

8. **Deliver By Date:** The date the customer expects to receive the goods.

Use the **plus icon** on the right to add more product lines. The totals section at the bottom right will calculate the **Sub Total**, **Total Discount**, and the final **Total After Tax**. When all details are confirmed, click **Save**. The Sales Order is now created, and the inventory has been marked as **Quantity Committed** for this order, reducing the overall 'Available Quantity' across the system.

You can find the goods issue tab to find the details of issued goods.

You can see the status of the order. "A **New** status indicates no goods have been issued, while a **Partial** status means only a portion of the requested quantity has been issued. A status 'Received', means the goods are fully issued."

Click on the PDF button to view the PDF of the sales order.

A critical part here is **issuing the goods from the sales order**.

Once your goods are shipped, click on 'Goods Issue' . It allows you to post the transaction and update your inventory levels instantly.

Review the pre-filled details and enter the quantity issued. The system will automatically update the status to **Partial** for incomplete deliveries or **Issued** once the full quantity is entered."

Click on the Send email button to send an email to the customer instantly. Fill in the details and modify the email template if required. Tick the Attach files box to attach the files like Sales order. Tap on send.

We have a Sales Order ready for fulfillment. The final step in this sales workflow is shipping the goods, which is done via the Goods Issued record.



Goods Issue

[Goods Issue.mp4](#)

A **Goods Issue**, is the formal record of inventory being physically removed, consumed, or shipped out of the warehouse. This step reduces the stock levels and posts the cost of goods sold (COGS). Click on the **Goods Issue** tab.

The **Goods Issue List View** summarizes all outbound inventory movements.

- Key details include the **GI number**, **Date**, and the **Type**, which is critical here. Types can be **Sales**, for a customer order), **Transfer**, to another warehouse, or **Work Order** for materials consumed in production.
- Other details such as Entity, Warehouse, Customer/vendor the goods are issued are also displayed.

For our current workflow, a **Goods Issue** record is usually generated from the approved Sales Order, but you can also click **New** to create one manually.

Creating a Goods Issue Record.

This screen finalizes the transfer of ownership of the goods.

1. **Entity:** The company unit issuing the goods.
2. **Warehouse :** Select the warehouse the inventory is being removed **from**.
3. **Customer / Vendor:** The party receiving the goods. For a sale, this is the **Customer**.
4. **Billing Address / Shipping Address:** The physical address where the goods are being shipped.
5. **Type:** Ensure **Sales** is selected for shipping a customer order. Other types like Purchase return, Transfer, Work order and Stock issue can be selected using the dropdown.
6. **Date:** The date the goods physically left the warehouse.
7. **Inventory Status:** Set the final status of the shipment, typically **Delivered** or **Shipped**. Other status are requested, committed, ready to pick, and picked.
 - 'Requested' - the item has been requested but not yet received.
 - 'Committed' - the item is reserved and allocated to a specific person.
 - 'Shipped' - the items have been dispatched and the inventory has been reduced accordingly.
 - 'Delivered' - the items have been successfully received at their destination."
8. **GI No:** The unique sequential number for this Goods Issue record.

You may upload or capture the Goods issue document that automatically fills all the required fields.

Linking to a Sales Order.

To efficiently issue goods against the Sales Order we created previously, use the **Add SO** button.



- On the right side, click **Add SO**.
- A pop-up will appear. Search for and select the relevant **Sales Order Number**.
- All line items from that Sales Order will automatically populate the product grid, along with the correct required quantities.

To populate the product grid with the correct quantities, select the button that corresponds to your source document:

- **Add Req (Requisition):** Use this to pull in lines from Requisitions that have already been ordered.
- **Add GR (Goods Receipt):** Use this when you need to process or return goods that have already been received.
- **Add WO (Work Order):** Use this to issue specific line items required for an existing Work Order.

Issuing Line Items.

For each product line, we confirm the details of what is being shipped:

1. **Product:** The item being issued.
2. **Available Quantity:** Shows the available quantity in the selected warehouse *before* this issue.
3. **General Ledger:** This is the debit account used to record the **Cost of Goods Sold (COGS)**, which reflects the cost of the inventory being removed.
4. **Quantity:** **Manually enter the exact quantity** being shipped. This is often equal to the Sales Order quantity but may be adjusted if a partial shipment is being made.
5. **Add the Uom, conversion and tax applicable.**

The **Total Quantity** box in the bottom right summarizes the total units issued.

Once you have verified all quantities are correct for the shipment, click **Save**. This action removes the inventory from the system's stock levels and records the transaction in your financial ledgers.

We have now completed the entire procure-to-sell cycle: creating Products, Warehouses, a Purchase Order, receiving the stock, creating a Sales Order, and issuing the stock.



Requisitions

[Requisitions.mp4](#)

Requisitions manage internal requests for inventory. This is used when one department or warehouse needs stock from another, or when a user needs to initiate a purchase. Click on the Requisitions tab.

The Requisitions List View tracks all internal stock requests.

- You can easily see the Request number, the Date it was created, Entity, and the From Warehouse and To Warehouse for transfer requests.
- Requisitions serve as a trigger for a subsequent transaction, such as a Goods Issue for a transfer or a Purchase Order if stock needs to be bought.
- To create a new request, click the New button on the top right.

Creating a Requisition.

This screen captures the details of the internal inventory needed.

1. Entity: The company entity initiating the request.
2. From Warehouse: Select the warehouse the stock is expected to come from.
3. To Warehouse: Select the warehouse that needs the stock.
4. From Address / To Address: These addresses are automatically pulled from the respective warehouse records.
5. Date: The date the request was made.
6. Request No: The unique sequential number for this Requisition.

Upload the requisition document for automatic filling of each field.

Adding Product Lines.

In the product grid, you define what is being requested:

1. Product: Search for and select the item needed.
2. Available Quantity: Shows the Available Quantity in the From Warehouse. This helps the requester know if the stock is available for transfer.
3. UoM, Conversion: Defines the unit of measure.
4. Quantity: Enter the exact amount of the product needed.
5. Price: The unit cost price of the item, which helps determine the value of the requested transfer or purchase.
6. Description / Note: Use these fields to provide context or justification for the request.

The Total Quantity box will summarize the total units requested.

Once you have defined the items and locations, click Save. This Requisition is now submitted and will need to be approved and actioned by the inventory or procurement team, if needed.



Let us see how to create a Goods issue from requisition.

Click on the PDF to view and download the requisition document.

To issue goods from requisitions,

Select "Goods Issue" to process outgoing inventory transactions.

Change the inventory status as required.

Requested indicates initial request for the items has been made, **Committed** indicates items are reserved for the requisition, **Ready To Pick** indicates the order is prepared for collection, **Picked** indicates staff has retrieved the items, **Shipped** indicates items are in transit, **Delivered** indicates items reached their destination.

Enter the quantity of items that is committed, shipped or delivered according to the status.

Click "Save" to record the quantity and current status of that inventory.

We have now covered the main transactional records.



Bill of Materials

[Bill of materials.mp4](#)

The **Bill of Materials**, or **BOM**, is a foundational master data object. It formally defines the **structure** of a manufactured product, listing all the component items and their exact quantities required to create one unit of the final product.

Click on the **Bill of Materials** tab.

Bill of Materials List View.

The **Bill of Materials List View** shows all the component definitions in your system.

- The list displays the **Name** of the BOM (example, *shampoo*), the **Product** it defines, (example, *Alpine Mint Shampoo*), who **Created** it, and the creation **Date**.
- Every finished product that is manufactured, assembled, or kitted in-house must have a corresponding BOM.
- To define a new Bill of Material, click the **New** button on the top right.

Creating a New Bill of Material.

This page initiates the process of defining the finished product and its components.

1. **Product:** Search for and select the **Finished Good** that this BOM is defining. The product must already exist in your **Products** master list.
2. **Owner:** This defaults to your user account, but can be changed to the responsible engineer or team.
3. **Name:** Enter a clear name for the BOM. This can be descriptive, like "Tea Assembly BOM" or simply based on the product name.
4. **Currency:** The base currency for the cost calculations related to this BOM.

After filling out the details and clicking **Save**, the system will navigate you to the **BOM Details Page**.

Defining BOM Components.

- You will find a related list or section where you add the **Components** of the BOM.
- For each component, you specify the **Component Product**, the **Quantity** required to make *one unit* of the finished product, and its **Unit of Measure**.
- The system uses these defined components and quantities when you create a **Work Order** for the finished product.

The BOM ensures that production is standardized, component stock is correctly calculated, and material consumption is accurate.

The bottom section in the work order defines the components consumed, which is where the **Bill of Materials (BOM)** comes into play.



- You can manually add component products here, OR you can click **Add BOM** on the right side.
- Clicking **Add BOM** will automatically pull in the list of required **Component Products** and their standard **Quantity** based on the predefined structure for the finished good.
- For each component line:
 - **UoM:** Unit of measure for the component.
 - **Conversion:** Used if the inventory UoM differs from the BOM UoM.
 - **Quantity:** The amount of the component needed to make the planned quantity of the finished good.
 - **Estimated Unit Cost:** The estimated cost of the component used for cost calculation.

Click **Save** to create the Work Order. Once created, two main actions must follow:

1. **Consume Components:** Use a **Goods Issue** record (Type: Work Order) to issue the components out of inventory and into the Work-in-Progress Ledger.
2. **Receive Finished Goods:** Use a **Goods Receive** record (Type: Work Order) to record the newly manufactured product back into your Finished Goods inventory.



Work Orders

[Work Orders.mp4](#)

Work Orders, manage your internal assembly, kitting, or manufacturing processes. They track the consumption of components and the resulting creation of finished goods. Click on the **Work Orders** tab.

The Work Orders List View gives you oversight of all production activities currently in the system.

- You can track the Work Order Number, the Date the order was created, the Entity, the Product being manufactured, the Planned Quantity, and the current Status as Open or completed.
- A Work Order typically moves from Open to Completed once the finished goods are received.
- To initiate a new production run, click the New button on the top right.

This create production page allows you to define what you will produce and for whom.

1. **Entity:** The company unit performing the production.
2. **Party:** Can be used to designate a specific team or production line responsible for the work.
3. **Date:** The date the production order is being created.
4. **General Ledger:** Select the account used to track the value of materials and labor currently tied up in the production process.
5. **Status:** Defaults to **Open**. This status can be changed to 'completed'.
6. **Work Order No:** The unique sequential number for this production run.

You can upload the work order document to automatically fill the fields.

This top section defines the output of the production process:

- **Product:** Search for and select the **Finished Good** you are making.
- **UoM:** The unit of measure for the finished product.
- **Planned Quantity:** The total amount of the finished goods you intend to produce in this run.

Adding services

- Click "Add Services" to include additional service charges to your work order.
- Select the checkbox to add this service charge to your work order.
- Click "Next" to continue.
- Click in the "Product" field to specify what type of service you're adding.
- Select "Service Charge" from the dropdown menu.
- Specify the quantity. Enter the unit cost in the "Unit Cost" field.



- Confirm the details.
- Click "Save" to add this service to your work order.
- Select the "Service Costs" tab to review all services added to this work order.
- Find the list of service costs added.

Issue Materials

- Click "Issue Materials" to record components being consumed in production.
- Select the products to be issued from the list.
- Click "Next" to continue.
- The inventory status here is 'requested'. Click "Save" to finalize the materials issue transaction. A Goods issue record will be created.
- Confirm the details of available quantity and quantity to issue.
- Navigate to the "Issued Materials" tab to review all components that have been consumed in this production run.

Dispatch finished

- Click "Dispatch Finished" to record dispatch of completed production items in the system.
- Enter the quantity and cost dispatched.
- Click "Save" to confirm the finished goods dispatch details and create the corresponding inventory record on Goods Issue.
- Select the "Finished Items" tab to view all completed products that have been received into inventory from this work order.

Return Materials

- Click on "Return Materials" to send unused components back to inventory. This helps maintain accurate stock levels.
- Select the materials you need to return from the list. Only items that were previously issued can be returned.
- Specify the return quantity for each item. This should be the amount not used in production.
- Click "Save" to confirm the material return and update your inventory records accordingly.

Complete work order (Automated)

- To skip the manual creation of Goods issue and Dispatch records, click on the 'Complete work order' button.
- Select the "Warehouse" field to specify where the materials are stored or where finished goods will be sent.
- Click "Save".



Cycle Counts

[Cycle counts.mp4](#)

Cycle Counts are a critical process for periodically verifying that the physical stock in your warehouse matches the inventory quantities recorded in Arka.

Click on the **Cycle Counts** tab.

The **Cycle Counts List View** is where you track all scheduled, in-progress, and completed counts.

- Once counts are created, you will see the **Cycle Count No.**, **Date**, **Warehouse**, and the **Status** as *New*, *In Progress*, *Completed*).
- To start a new inventory verification process, click the **New** button on the top right.

Creating a New Cycle Count.

This page initiates the formal counting document.

1. **Entity:** Select the company unit performing the count.
2. **Warehouse :** Search for and select the **physical location** where the count will take place. This is a mandatory field.
3. **Date:** This defaults to today, representing the date the count is being scheduled or performed.
4. **General Ledger:** Select the ledger account used for inventory variance postings, which is the account that will record the value of any stock adjustments found during the count.
5. **Cycle Count No:** This is the unique sequential number for the count record.

You may upload the document to automatically fill in the required details.

Adding Products to Count.

You must specify which items need to be counted.

1. **Product:** Search for and select the specific item you need to count. You can add multiple items by clicking the **plus icon** on the right.
2. **UoM, Conversion:** Defines the unit of measure used for counting.
3. **Physical Count:** This field is initially **zero**. Once the physical counting is done in the warehouse, you must come back to this record and **manually enter the actual, verified quantity** found on the shelves.

Add Lines: Begin by adding the relevant inventory lines to the record.

Post Adjustment: Run the **Post Adjustment** action. This step is required to populate and display the **Physical Count** field.

Enter Quantity: Once the warehouse count is complete, manually enter the actual, verified quantity found on the shelves into the **Physical Count** field.



Reverting Changes: If you need to undo or correct your entries, use the **Unpost Adjustment** function to revert the record.

4. **Note:** Use this area to add instructions for the counter or details about the count's scope.

Completing the Count.

After the physical count is entered and you **Save** the record, the system will compare the recorded **Physical Count** against the current system stock level.

If there is a variance between the system and the physical count, the system will automatically generate the necessary accounting entry to **adjust** the stock level and record the variance value in the General Ledger.



Stock Levels

[Stock levels.mp4](#)

The **Stock Levels** feature is where you set the **reorder points** for your inventory. By setting Minimum and Maximum thresholds, you can automate or alert users when it's time to purchase or transfer stock.

Click on the **Stock Levels** tab.

Stock Levels List View.

This list provides a clear, real-time snapshot of your stock positions against your defined targets. Notice the structure of the data:

Red indicates low stock. Green indicates stock added. Grey indicates any amount of quantity above the minimum required.

- **Warehouse / Product:** Stock levels are set *per Warehouse* and *per Product*. This allows you to have different reorder rules for the same item across different locations. For example, higher stock levels in a main distribution center vs. a small retail store.
- **Quantity Columns:** The list displays various real-time quantities:
 - **Quantity in hand:** The current physical quantity on hand.
 - **Quantity Committed:** Stock reserved for open Sales Orders.
 - **Quantity Available:** The current quantity in stock minus the committed quantity, showing what is available to sell.
 - **Quantity On Order:** The amount of this product that is on open Purchase Orders and is incoming. This is vital for calculating future availability.

Threshold Columns.

The final columns are where the controls are set:

2. **Minimum Stock:** This is your **reorder point**. If the **Quantity Available** drops to or below this number, the system will flag the item as needing replenishment. This value ensures you have enough stock to cover lead time and sales demand.
3. **Buffer Quantity:** This field can be used to set a safety stock amount. This is the absolute minimum you want to have on hand to protect against unexpected spikes in demand or supplier delays.

Setting or Updating Stock Levels.

Stock Levels are typically managed right here in the list view, either by using inline editing or by navigating to the specific record detail page.

- To update a threshold, you would click the **pencil icon** next to the **Minimum**, **Buffer**, or **Maximum** field for a specific **Warehouse** and **Product** combination.
- By maintaining these numbers, you transform Arka from a simple tracking tool into a proactive **inventory planning system**.



Reports

[Reports Inventory.mp4](#)

The **Reports** tab is your gateway to business intelligence and operational oversight. It allows you to analyze all the transactional and master data we've covered, providing the insights needed for decision-making.

Click on the **Reports** tab.

Reports List View.

The **Reports List View** gives you access to reports you've run recently, reports created by you, public reports, and organized folders.

- You can see the **Report Name** such as *Accounts Payable*, *Customer Receivables*, the **Folder** they are stored in, and who **Created** them.
- This is where you can quickly **access standard reports** that track key inventory metrics like stock valuation, stock aging, and consumption trends.
- To create a new, customized report, click the **New Report** button in the top right.

Navigate to "All Folders" to see various reports readily available to you.

Now select "Inventory Reports" to access key data about your stock and supplies.

Explore various reports, importantly sales and profit, purchase and sales order, stock levels etc.

Creating a New Report.

Creating a report starts with selecting the **Report Type**, which defines the primary objects (data fields) available in the report.

1. **Select a Report Type:** In the center panel, you will see a list of report types. For inventory, you might choose **Stock Levels with Product** or a type that combines data from **Purchase Orders** and **Products**.
2. **Category:** On the left, you can filter the types by category, such as **Accounts & Contacts** or **Activities**.
3. **Start Report:** Once you select a type, the **Details** pane on the right confirms the selected type and the objects included. Click **Start Report** to begin customizing the layout.

The Report Builder allows you to design exactly how the data is presented.

- **Outline Tab:** This controls the structure of your report:
 - **Groups:** You can **group rows** by a field, such as *Buffer* or *Product Name*, to break the data down logically.
 - **Columns:** You can **add or remove columns** to display only the data you need, such as *Product Name* and *Stock Level*.
- **Filters Tab:** This tab is where you **limit the records** included in the report.



- **Preview:** The center pane shows a **live preview** of the report data as you make changes.
- **Save and Run:** Once the report is structured and filtered correctly, you use the buttons at the top: **Save & Run** to save the definition and immediately view the full report, or **Run** to view the report without saving changes.