Arka
Warehouse Management

User Guide & Operational Manual (V1.0)

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Introduction

Welcome to the Arka Inventory Warehouse Management System. This guide walks you through the key features and everyday functions of the application, which is built natively on the Salesforce platform.

Arka Inventory gives you real-time visibility and comprehensive control over your stock, purchases, sales and warehouse operations. All major functions are available from the **Main Navigation Bar** at the top of the screen.

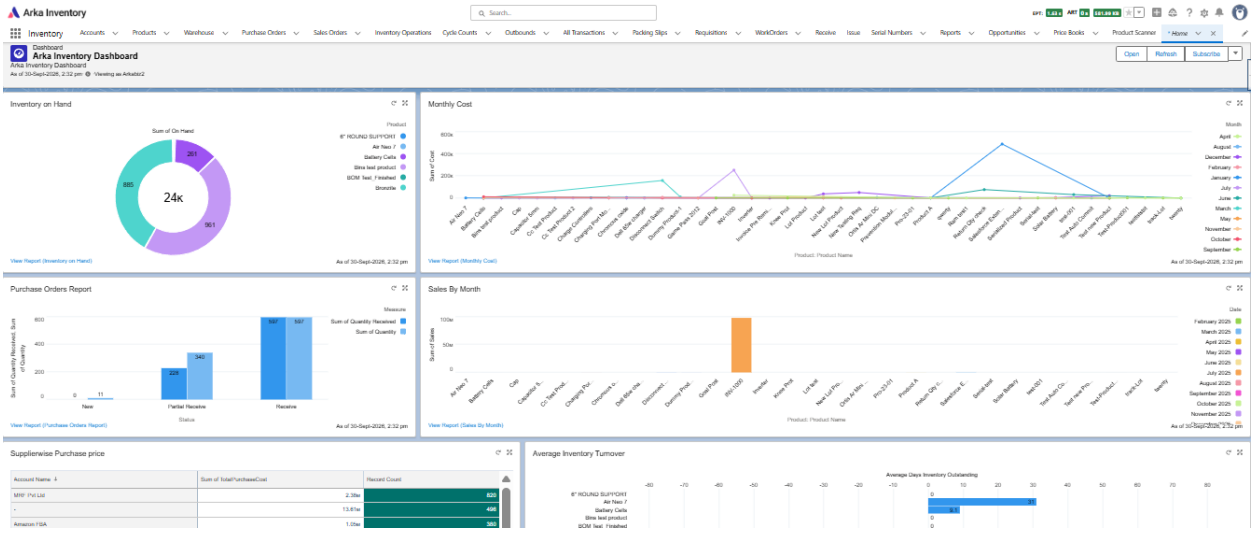
The table below summarizes the key functional areas in the navigation menu.

Menu Option	Description
Introduction	Gives an overview of the Arka Inventory Warehouse Management System, which is built natively on the Salesforce platform. It explains how the Main Navigation Bar gives you access to every stock, purchasing, sales, and warehouse function.
Home Page	The Dashboard is your central hub for monitoring operational health. It shows key performance indicators and gives quick access to reports on sales and profit, margin, inventory value, average days in stock, and vendor lead time.
Accounts	The master records for every external party you deal with, mainly customers who place Sales Orders and vendors who receive Purchase Orders. Use it to maintain contact, currency, tax, and address details.
Warehouse	Manage the physical storage locations of your business. Create warehouses, set up a default warehouse and view each location’s details and stock levels.
Products	The core repository of every item you purchase, sell or manufacture. Maintain product codes, families, units of measure and tax details, with optional lot or serial number tracking.
Purchase Orders	Create formal orders to vendors for the goods or services you want to buy, and track them as New, Partial Received or Received. Receive goods directly from the order to update inventory instantly.
Goods Receive / All Transactions / Inbound Inventory	Lists all Goods Receive documents that show stock entering your inventory, including the reason for each receipt. It is also where you record stock received without a Purchase Order.

Sales Orders	Record customer orders and commit stock so it cannot be promised twice. From a Sales Order you can issue goods, create a packing slip (invoice), view the PDF, and email the customer.
Outbound	Records every movement of stock out of the warehouse, such as sales, transfers, and production issues. From here you can also create packing slips, work orders, purchase orders, requisitions, and back orders.
Requisitions / Goods Request	Manage internal requests for stock between departments and warehouses. Once a requisition is issued or fulfilled, inventory moves from the source warehouse to the destination warehouse.
Bill of Materials	Defines the materials, services and by-products needed to produce one unit of a finished product. It standardizes production and makes sure component consumption is calculated correctly.
Work Orders / Production Orders	Manage internal assembly, kitting, and manufacturing. A work order consumes raw materials from one warehouse and adds the finished product to another warehouse when it is completed.
Cycle Counts	Periodically verify that the physical stock in your warehouse matches the quantities recorded in the system. Any variance automatically creates an inventory adjustment.
Stock Levels	Set minimum stock levels for each product and warehouse, and view the quantities on hand, committed, available, and on order. Items that fall below their minimum are highlighted so they can be replenished in time.
Product Scanner	Use a barcode scanner on a desktop or laptop to receive, adjust (cycle count), issue and transfer inventory quickly. Excel or CSV files can also be imported for bulk entries.
Inventory Operations	A mobile-friendly interface for everyday warehouse tasks. Check stock levels, organize inventory status, manage bins, receive and pick stock, and process purchase and sales returns.
Inventory Overview	View the closing inventory of a warehouse or product in a table format. Choose a daily view (up to 31 days), a monthly view (up to 12 months) or a yearly view.
Reports	Your gateway to business intelligence and operational oversight. Run standard reports such as Inventory on Hand, Stock Level and Production Costing, or build your own with the Report Builder.

Home Page

We begin at the Dashboard, your central hub for monitoring operational health. It presents the key performance indicators that need your immediate attention, and it gives quick access to reports on sales and profit, margin, inventory value, average days in stock, lead time by vendor and more.



Accounts

The **Accounts** object is the master record for every external party you do business with. This is mainly your **customers who** place Sales Orders, and your **vendors who** receive Purchase Orders.

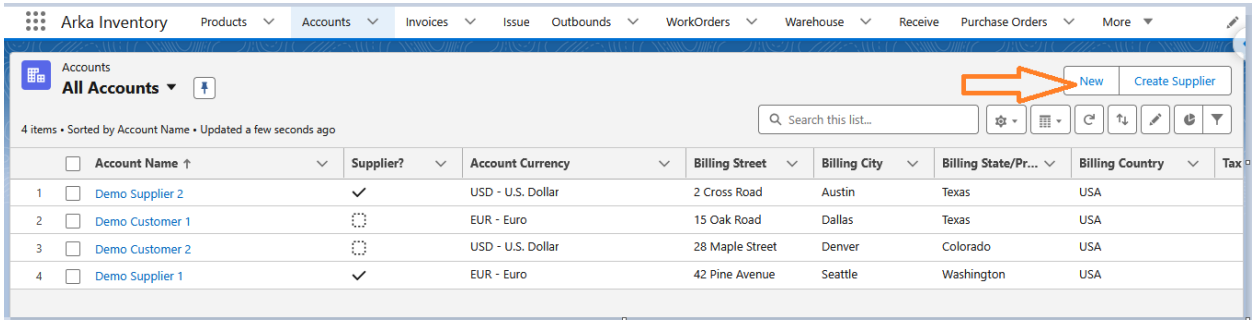
Accounts List View

Click the **Accounts** tab to open the Accounts List View.

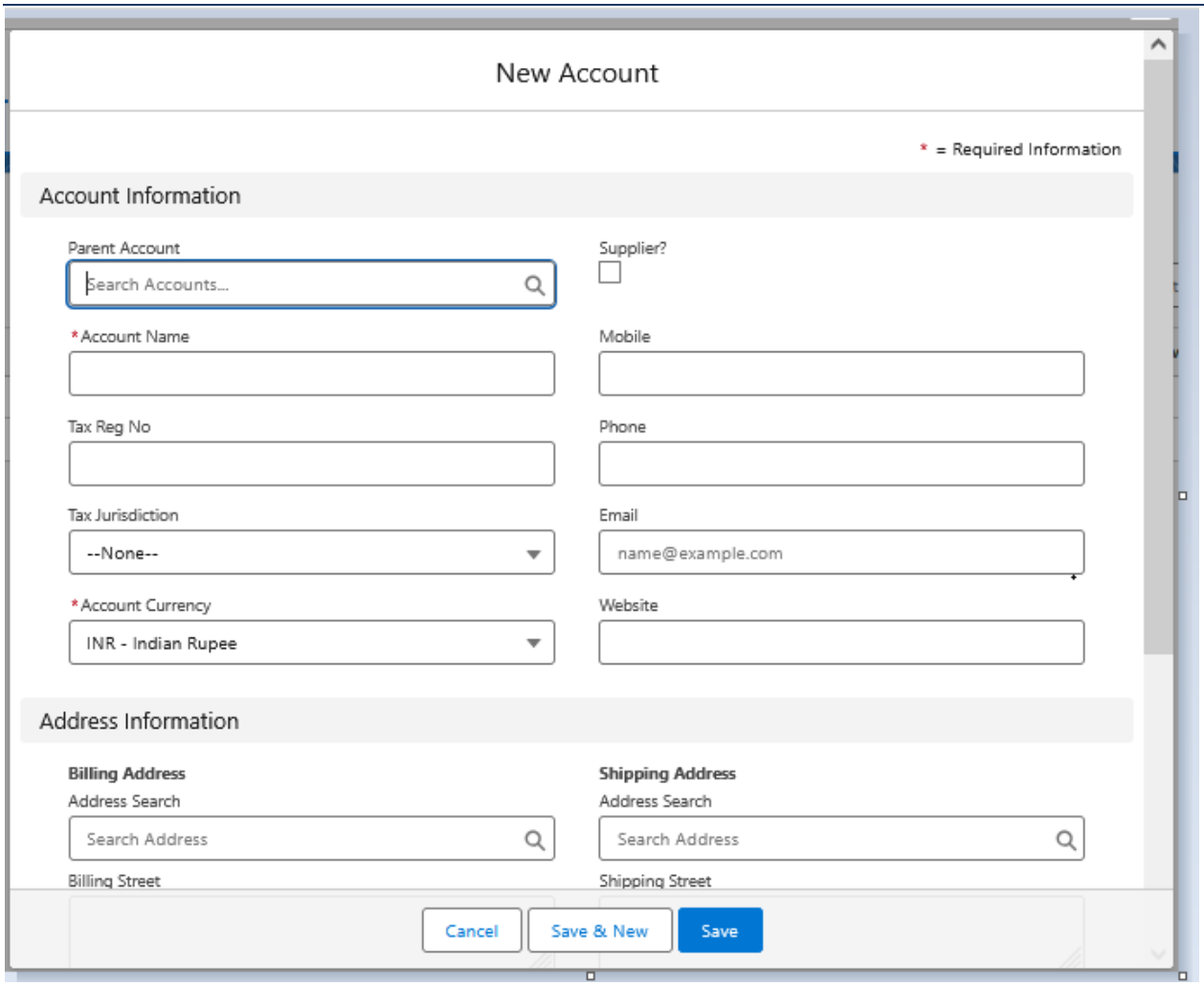
The **Accounts List View** provides a centralized directory of all your business partners.

- The **Account Name** is the company or individual you transact with.
- Other columns typically include **Phone** and **Account Owner Alias**.
- Many of the fields used in transactional screens, such as Vendor on a Purchase Order or Customer on a Sales Order, pull their data directly from these Account records.
- To create a new customer or vendor record, click the **New** button at the top right.

Creating a New Account



Clicking **New** opens the Account creation page.



Fill in all the fields and save the record.

This form captures all the 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. **Supplier?** This checkbox defines the type of account. If it is unchecked, the account is treated as a customer. If it is checked, the account is treated as a supplier (vendor).
4. **Account Currency:** The primary operating currency for this account.
5. **Parent Account:** Use this field to link the account to a larger organization, for example, to link a branch office to its corporate headquarters.

- **Phone, Fax, Website, Email:** Standard contact information.
- **Tax Reg No:** If required, enter the tax registration number and country for electronic invoicing compliance.
- **Tax Jurisdiction:** Enter the tax jurisdiction that applies to this account.

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

When you have finished, click **Save**. The Account record is now ready to be used on your Purchase Orders and Sales Orders.

Warehouse

Let’s start by looking at how you manage physical storage locations in Arka Inventory.

Warehouse List View

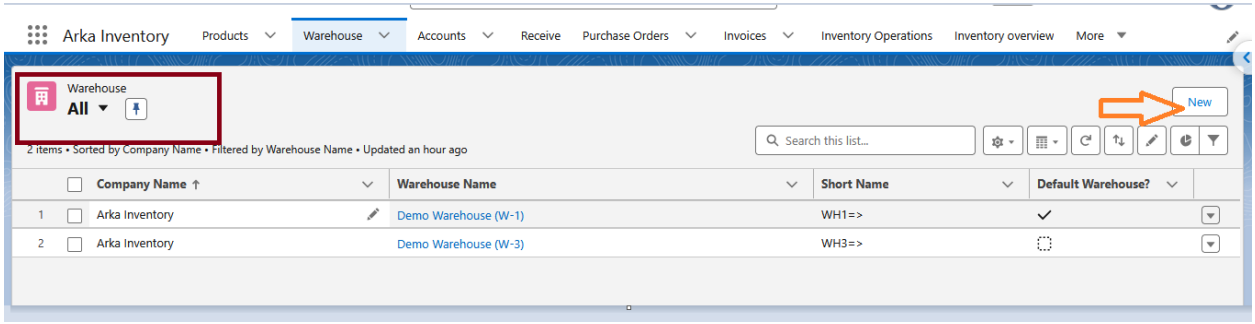
Click the **Warehouse** tab in the main navigation bar.

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

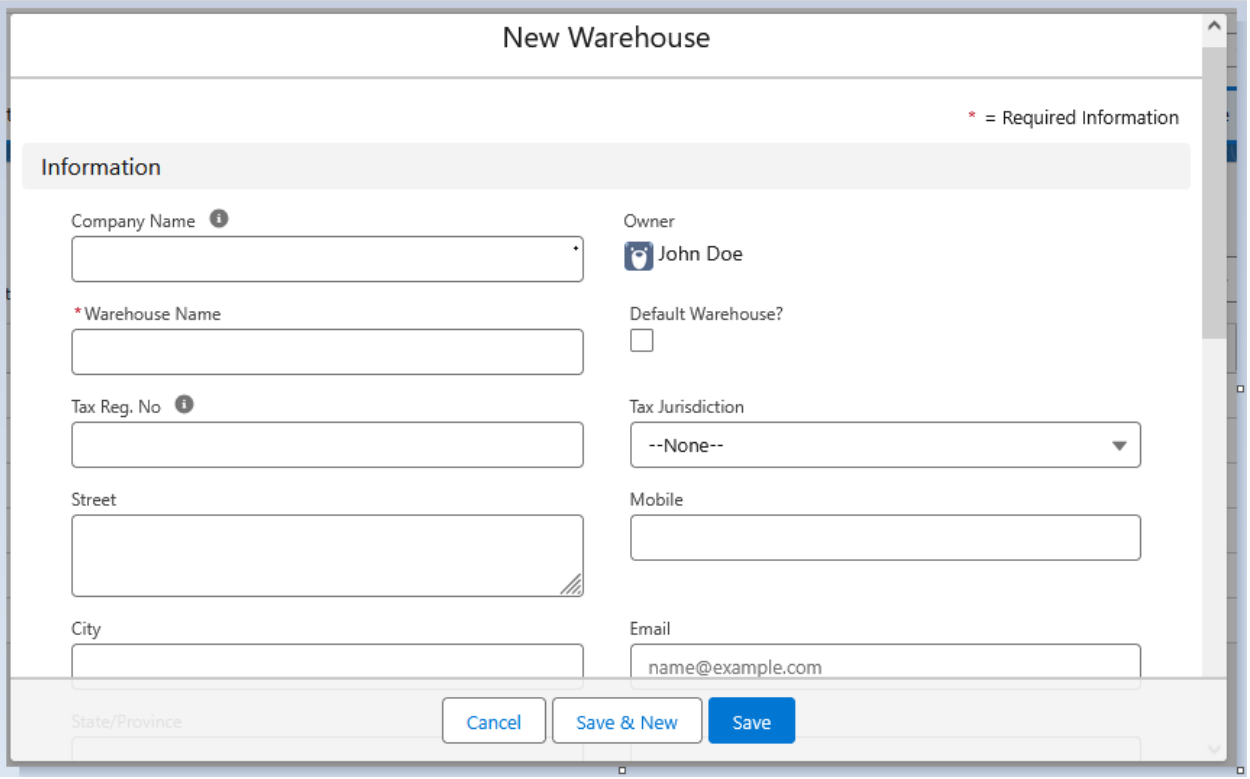
- Click on any warehouse name to see its key details, such as the Warehouse Name, whether it is the Default Warehouse, the city, the contact information and, most importantly, the stock levels. A default warehouse is filled in automatically when you create other records.
- As in standard Salesforce, you can sort by clicking on any column header or using the View Controls at the top right to adjust the list of columns or apply filters.

To add a new warehouse, click the **New** button at the top right of the list.

Creating a New Warehouse



Clicking **New** opens the New Warehouse pop-up. Fill in the required details, which are marked with a red asterisk.



1. **Warehouse Name:** Enter a clear, descriptive name for the new location, for example, “ALA Distribution Center”.
2. **Owner:** This is filled in automatically with the name of the user who creates the record.
3. **Default Warehouse:** Check this box if this location should be the system’s primary warehouse for transactions that do not specify a location.
4. **Short Name:** A brief alias for the warehouse (maximum 4 characters), useful in reports or integrations where space is limited.
5. **Currency:** Select the primary operating currency for this warehouse’s transactions. The default is usually USD.

Next, under **Address Information**, enter the geographical details of the physical location:

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

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

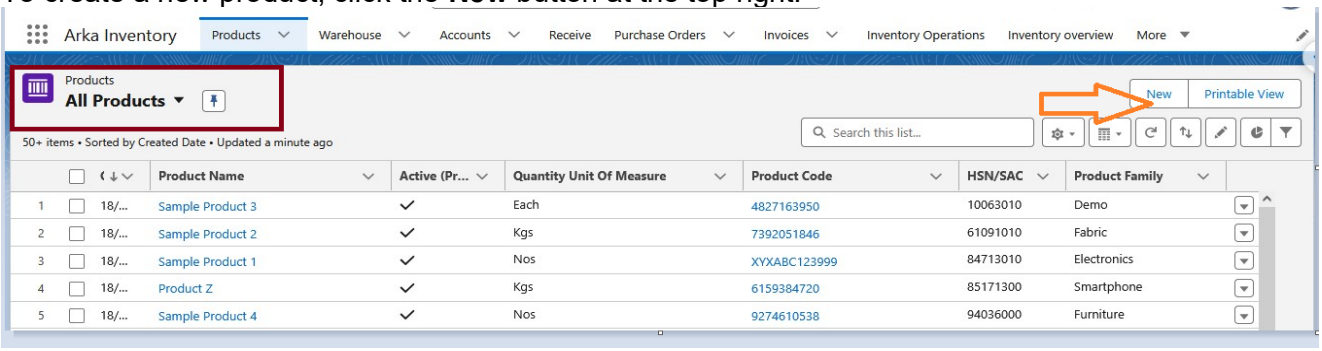
Products

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

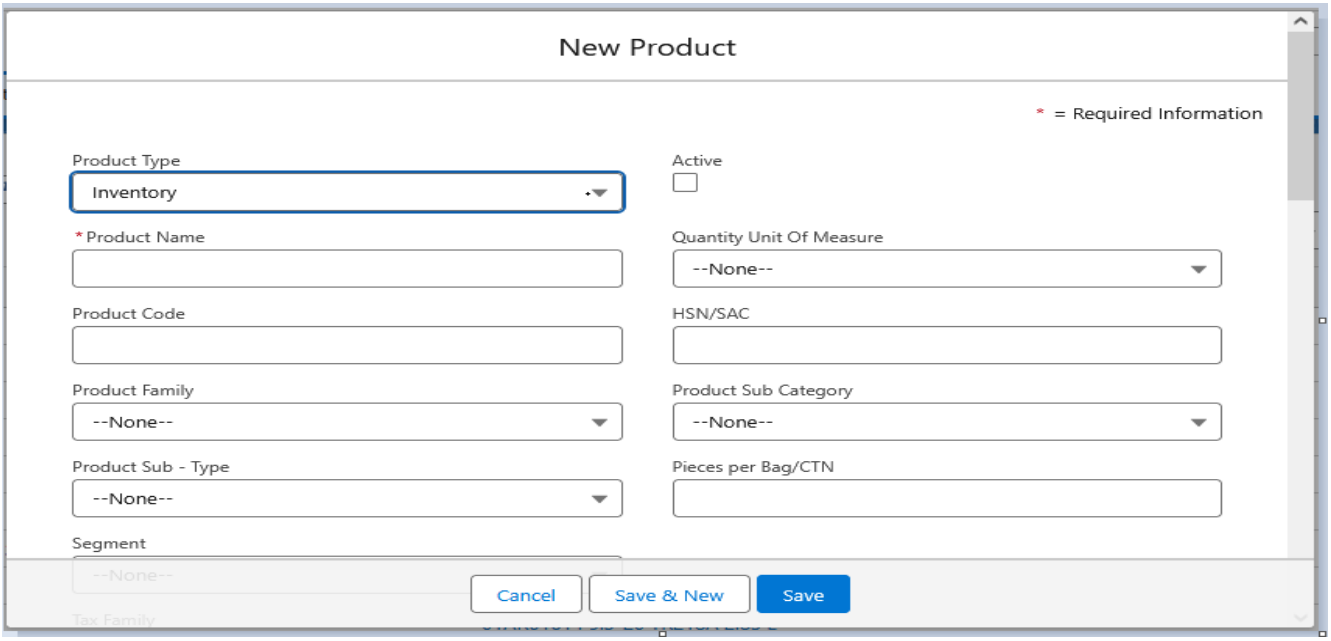
Product List View

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

- Key identification fields are shown here, such as **Product Name**, **Product Code**, a brief **Product Description,** and the assigned **Product Family**.
- This view lets you see quickly what is in the system, and it can be fully sorted and filtered.
- To create a new product, click the **New** button at the top right.



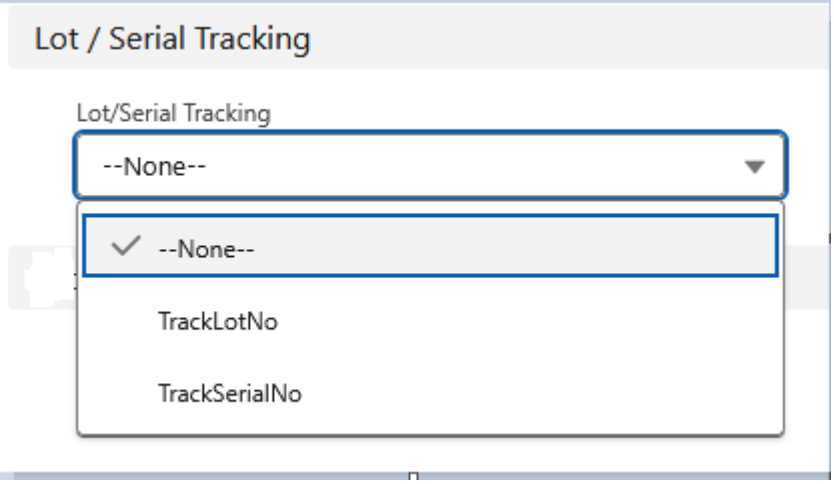
Creating a New Product



The New Product pop-up asks for several foundational details.

1. **Product Currency:** Select the base currency for the product's cost and pricing.

2. **Type:** Use this drop-down list to classify the item. The options are **Inventory** (physical goods tracked in stock), **Service** and **Non-Inventory**.
3. **Active:** Keep this checkbox marked to make the product available immediately in transactions such as Purchase Orders and Sales Orders.
4. **Product Name:** Enter the full name of the item.
5. **Product Family:** Select the appropriate product grouping, such as “Haircare” or “Food & Beverage”, to help with reporting and categorization.
6. **Product Code:** The unique internal code you used to identify the product.
7. **Product SKU:** If your company uses a separate Stock Keeping Unit identifier, enter it here.
8. **UoM (Unit of Measure):** Define how the item is counted in inventory, for example, “Nos” for a number of units, “KG” or “Box”.



Lot and Serial Number Tracking

- **None:** This is the default. The product is not tracked by a lot or by a serial number.
- **TrackLotNo:** Lets you track the product by the lot number assigned when the product is received.
- **TrackSerialNo:** Lets you track the product by the serial number assigned when the product is received.
  If a product has lot or serial tracking enabled, you must enter the lot or serial number, whichever applies, when you receive the inventory.
  When you issue a product that has a lot or serial tracking enabled, you can pick up a specific lot or serial number to issue.
  If you do not pick a specific lot or serial number, the system issues stock as follows:
  - It issues the stock with the nearest expiry date, if an expiry date was entered when the inventory was received.
  - Otherwise, it issues stock on a first-in, first-out (FIFO) basis.

Additional Product Details

Scroll down within the pop-up to complete the remaining fields.

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

- **Quantity Available / Committed:** These fields are calculated by the system and cannot be edited here. After the product is saved, they show the real-time stock status as transactions occur.
- **Inventory By Location:** Gives a quick view of the stock breakdown across your warehouses.

Click **Save**. The new product appears on the list.

Purchase Orders

A Purchase Order (PO) is the formal document sent to a vendor to confirm the goods or services we want to buy. Click the **Purchase Orders** tab.

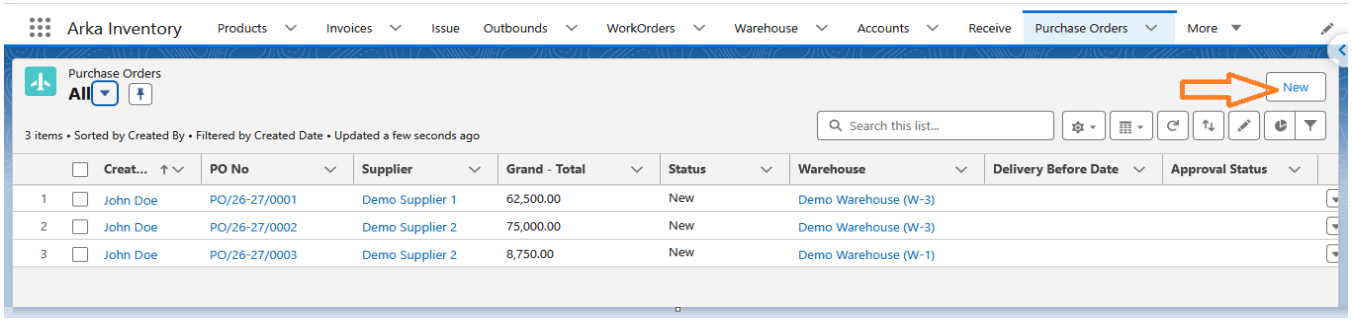
Purchase Orders List View

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

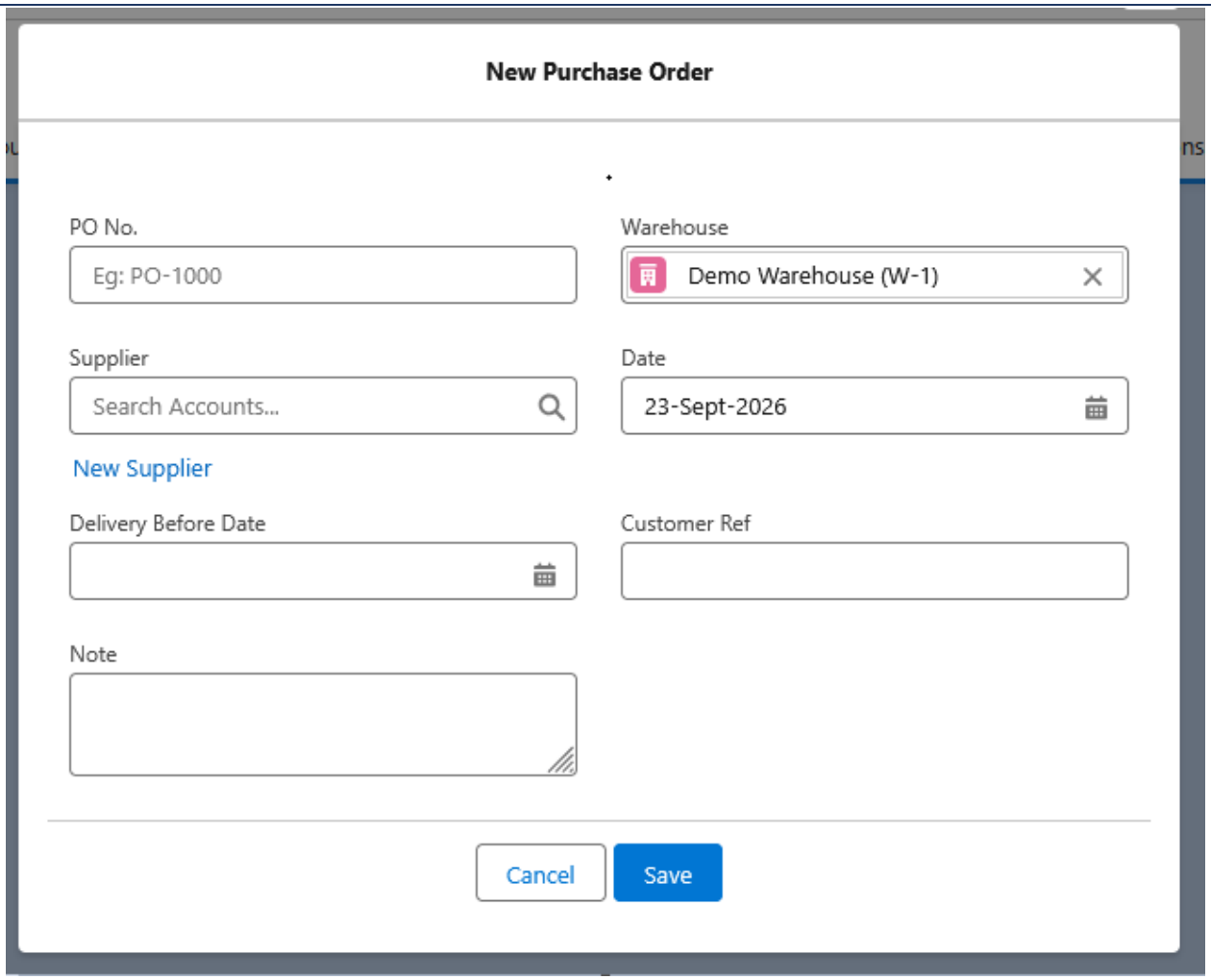
Key columns include the **PO number**, the creation **Date**, the **Vendor** we are buying from, the destination **Warehouse**, the **Total Amount** and, most importantly, the **Status**.

- The statuses, such as **New**, **Partial Received,** and **Received**, show the progress of each order.
- To create a new purchase order, click the **New** button at the top right.

Creating a New Purchase Order



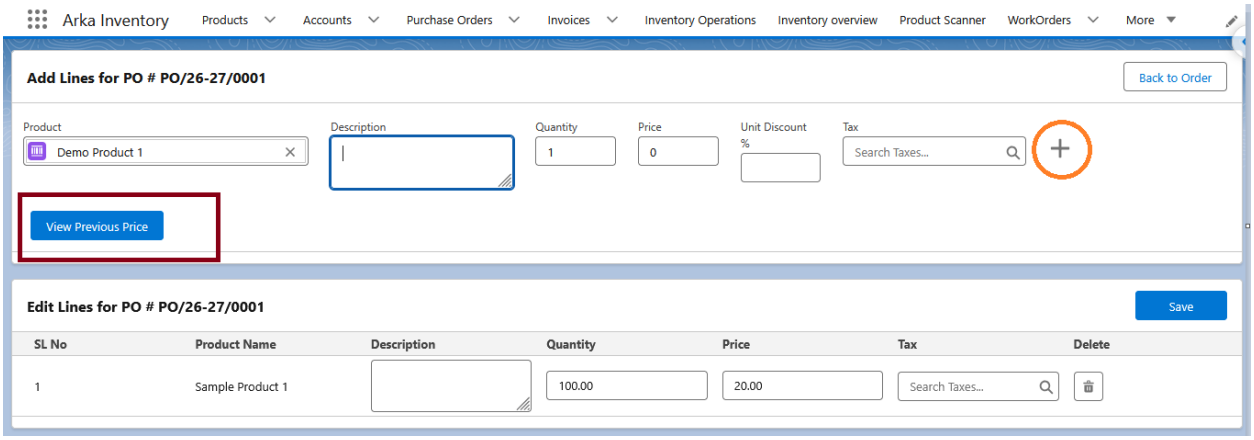
This page is where we capture all the details of the purchase from the vendor.



1. **Warehouse:** Search for and select the receiving warehouse. This tells the system where the inventory will be stored when it arrives.
2. **Vendor / Supplier:** Search for and select the supplier we are buying from. This is important because it fills in the default vendor address.

- **PO No:** The unique reference number. It is numbered automatically.
- **Date:** The PO creation date, which defaults to today.
- **Delivery By Date:** Set the date on which the goods are expected to arrive at your warehouse.
- **Status:** The default status is **New**.

Adding Product Lines



+ Adds a new line to the section below.

See **Previous Prices:** Shows the previous purchase prices of the selected product.

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

1. **Product:** Search for and select the product you want to purchase from the list we created earlier.
2. **Quantity:** Enter the quantity you are ordering.
3. **Price:** Enter the unit price agreed with the vendor.
4. **Tax:** Select the appropriate tax rate for this item.
5. **Description:** The product description is filled in automatically when you select the product. You can edit it if required.
6. **Delivery By Date:** The date on or before which the item is expected to be delivered.

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

Receiving Goods Against a Purchase Order

Once the PO has been created and sent, the next step in the workflow is to receive the goods.

You can find the **Receive** button on the Purchase Order.

The order status shows the progress of the receipt. **New** means that no goods have been received. **Partial** means that only part of the ordered quantity has arrived. **Received** means that all the goods have been received.

Click the **PDF** button to view the Purchase Order as a PDF.

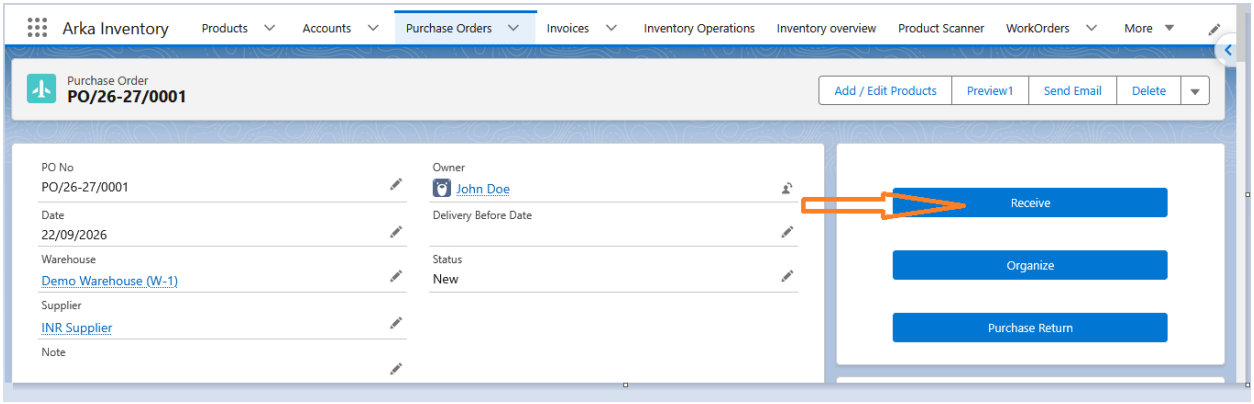
Receiving the goods against the purchase order is a critical step.

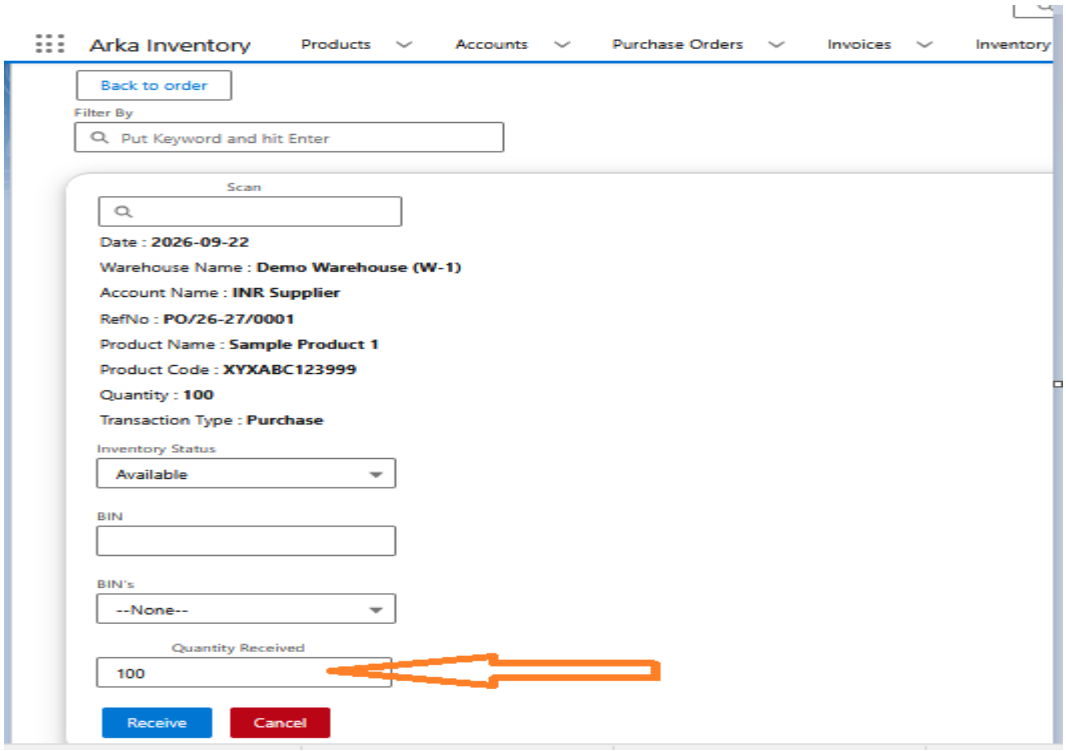
When the goods arrive, click **Receive**. This lets you post the transaction and update your inventory levels instantly.

Review the pre-filled details and enter the quantity received. The system automatically sets the status to **Partial** for incomplete deliveries, or to **Received** once the full quantity has been entered.

Here you can also enter the vendor bill number, the bill date, and the bins in which the received goods are stored.

Click **Receive**.

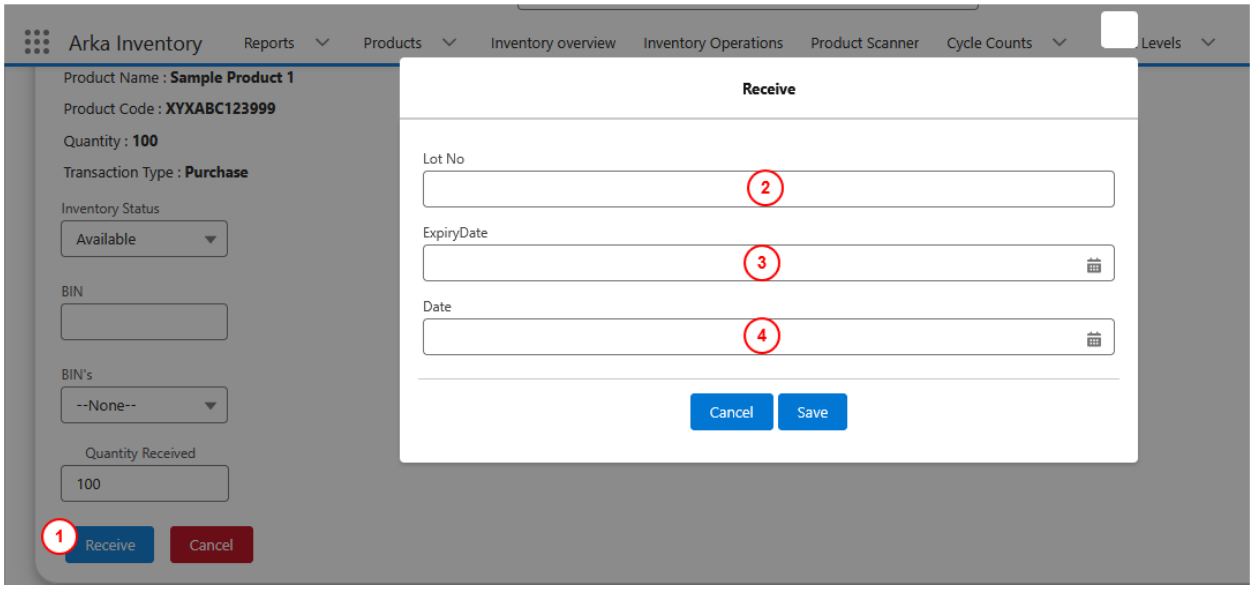




For a partial receipt, edit the receiving quantity and then click **Receive**.

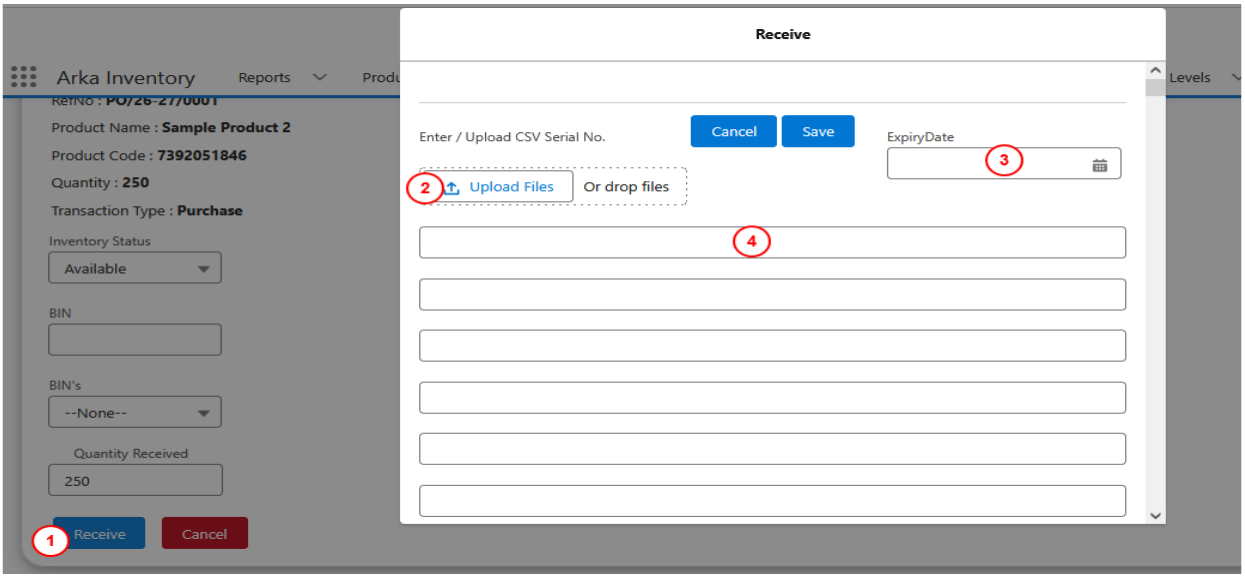
Receiving Lot- or Serial-Tracked Products

Products with lot number tracking



1. **Receive:** Click **Receive**. A new window is open.
2. **Lot No:** Enter the related lot number.
3. **Expiry Date:** Enter the expiry date, if applicable.
4. **Date:** Enter the receiving date.

Products with serial number tracking



1. **Receive:** Click **Receive**. A new window is open.

2. **Upload Files:** For bulk entries, you can upload an Excel file.
3. **Expiry Date:** Enter the expiry date, if applicable.
4. **Serial No:** Each unit has its own unique serial number, so enter the serial numbers for the whole receiving quantity on separate lines.

Goods Receive / All Transactions / Inbound Inventory

When physical goods arrive at your loading dock, you must record them formally in the system. This is done in **All Transactions / Inventory / Inbound**.

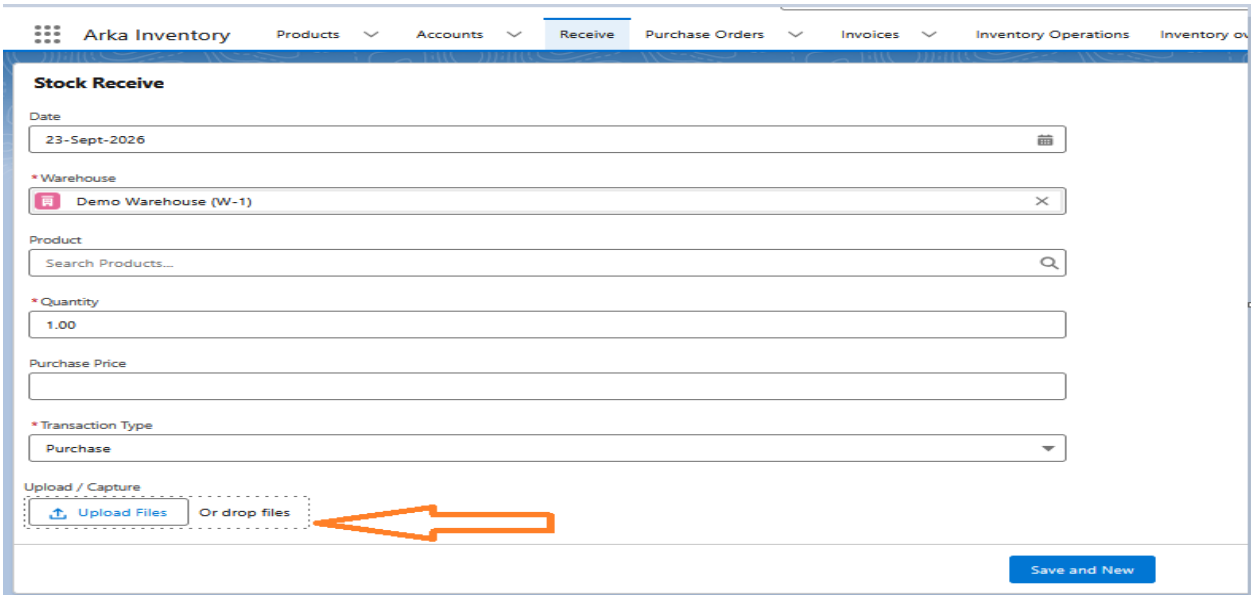
Inbound Inventory List View

This list shows all the Goods Receive documents, that is, the stock entering your inventory.

- Note the **TR number**, the **Date,** and the **Transaction Type**. The type is important because it shows why the stock was received. Common types are Purchase (from a vendor) and Stock Receive. The vendor and warehouse details of each receipt are also recorded.
For a partial receipt, a new open line is created for the remaining quantity.

Receiving Stock Without a Purchase Order

Open the **Receive** tab.



Any document that should be kept in **Notes and Attachments** can be uploaded here.

Enter all the related information, such as the date, warehouse, product, quantity, purchase price, and transaction type. When you save the record, the stock level of the product in that warehouse is increased.

The next logical step is to sell or transfer the stock.

Sales Orders

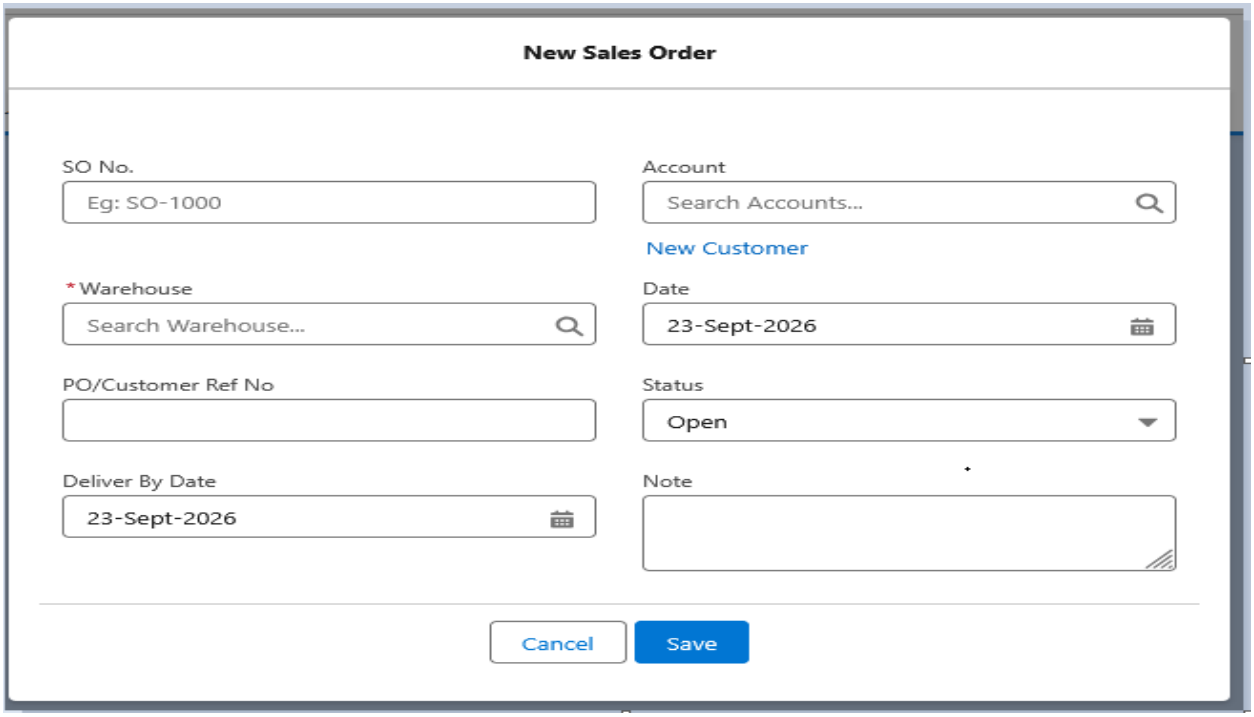
A Sales Order records a customer's commitment to buy goods or services from your company, and it starts the fulfillment process. Click the **Sales Orders** tab.

Sales Orders List View

The Sales Orders List View gives you visibility of all customer demand records.

- Key columns include the **SO number**, the **Date,** and the fulfilling **Warehouse**.
- The statuses, such as **New**, **Partial Issued** and **Issued**, show whether the stock has been picked and shipped to the customer.
- To record a new customer order, click the **New** button at the top right.

Creating a New Sales Order

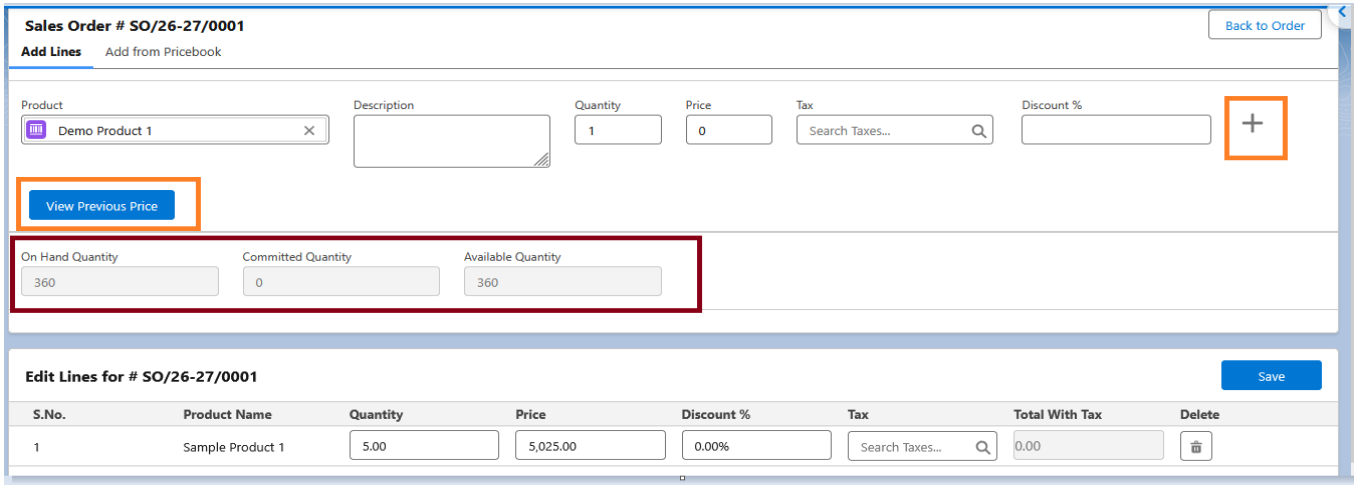


This page captures all the details needed to invoice and ship the customer's order. We start with:

1. **Warehouse:** Search for and select the originating warehouse; that is, the place from which the inventory will be picked.
2. **Customer:** Search for and select the party that placed the order.
3. **PO / Customer Ref No:** Enter the customer's own reference or Purchase Order number, if provided.
4. **Date:** The date on which the Sales Order was recorded. It defaults today.
5. **Price Book:** Select the Price Book that applies to the correct pricing for this customer or product category.
6. **SO No:** The unique sequential number of the Sales Order (for example, SO-1005).

7. **Delivery By Date:** The date on which the customer expects to receive the goods.

Adding Product Lines



Description: The product description is filled in automatically. You can edit it if required.

+ Adds the entered line to the section below.
View Previous Price: Shows the history of selling prices.

In the section below, we define the products the customer is buying.

1. **Product:** Search for and select the product the customer ordered.
2. **Description:** The product description is filled in automatically. You can edit it if required.
3. **Available Quantity:** Shows the quantity of the product available in the selected warehouse, so you can see immediately whether you can fulfill the order.
4. **Quantity:** Enter the quantity the customer ordered.
5. **Price:** Enter the unit sales price, which may default from the Price Book.
6. **Discount %:** Enter any discount that applies to this line for the customer.
7. **Tax:** Select the appropriate sales tax rate.
8. **View Previous Price:** Shows the previously invoiced prices of the selected product for the selected customer.

When all the details are confirmed, click **Save**. The Sales Order is now created, and its status is **Open**.

Committing Stock and Issuing Goods

You can change the status to **Commit**. The inventory is then marked as Quantity Committed for this order, which reduces the overall Available Quantity in the system, so the stock cannot be issued against any other order.

You can find the **Outbound** button on the Sales Order.

The order status shows the progress of the issue. **Open** means that no goods have been issued, or that they have been only partially issued. **Fulfill** means that all the goods have been issued.

Click the **PDF** button to view the Sales Order as a PDF.

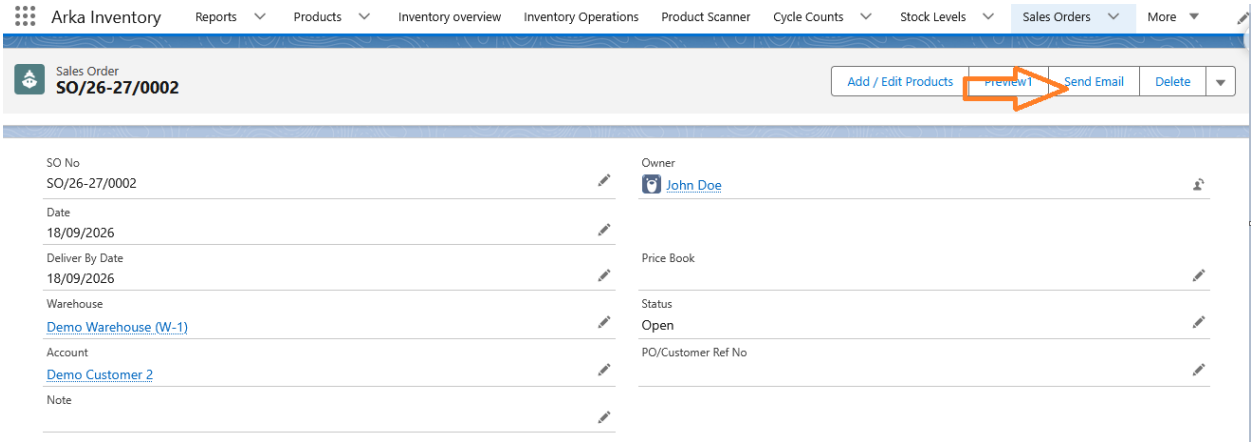
Issuing the goods from the Sales Order is a critical step.

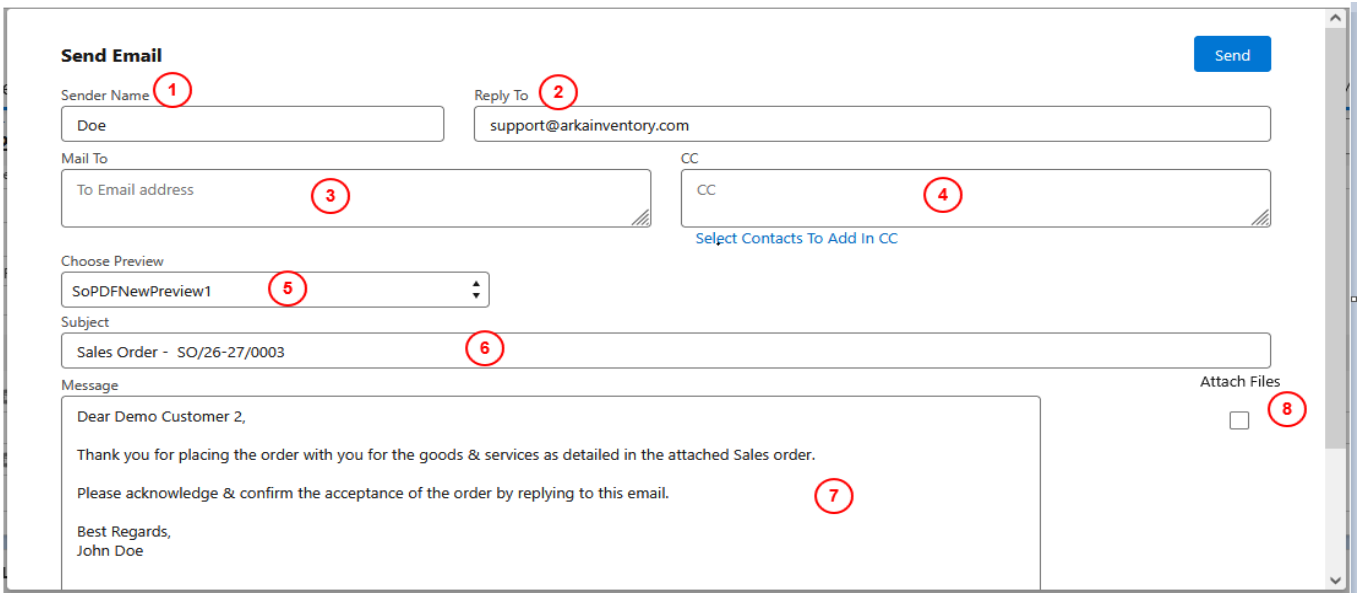
When the goods are shipped, use the **Outbound** button inside the Sales Order. It lets you post the transaction and update your inventory levels instantly.

Review the pre-filled details and enter the quantity issued. The system automatically sets the SO status to **Fulfill** once the full quantity has been issued.

Emailing the Sales Order to the Customer

Click the **Send Email** button to email the customer instantly.





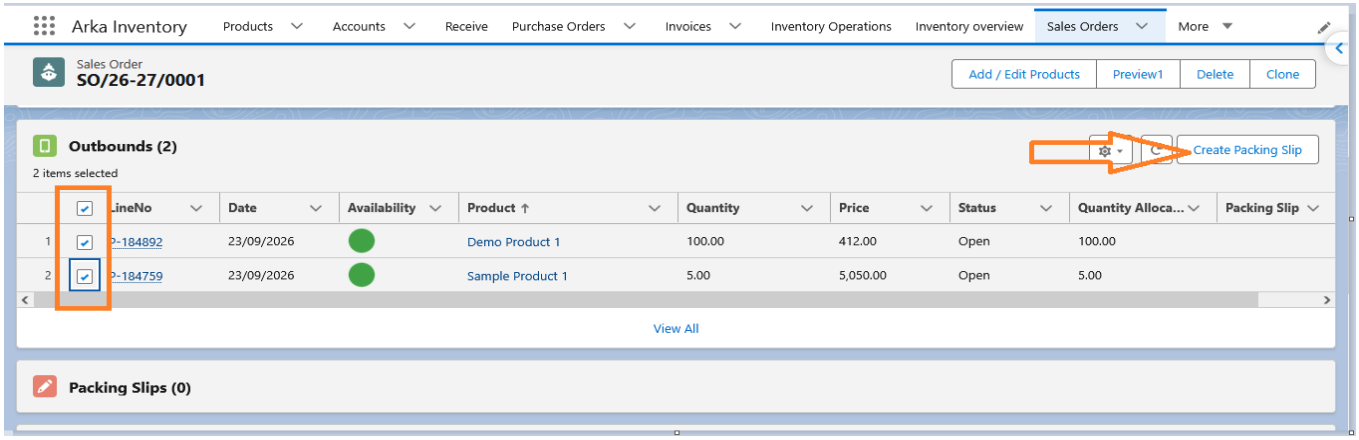
Fill in the details and change the email template if required. Tick the **Attach files** box to attach files such as the Sales Order, and then click **Send**.

1. **Sender Name -** Name of the person sending Email
2. **Reply To** Email to receive reply email
3. **Mail To** Receivers email
4. **CC** Other email receivers
5. **Choose Preview** If multiple PDF views are created choose which one you want to send to receiver
6. **Subject** Email Subject line
7. **Message** Body of Email this can be predefined
8. **Attach Files** If this check box is checked PDF selected at point no 5 will be added as attachment to mail. If this checbox is not checked mail will be sent without attachment.

The Sales Order is now ready for fulfillment. The final step of the sales workflow is to ship the goods, which are done with a packing slip (invoice).

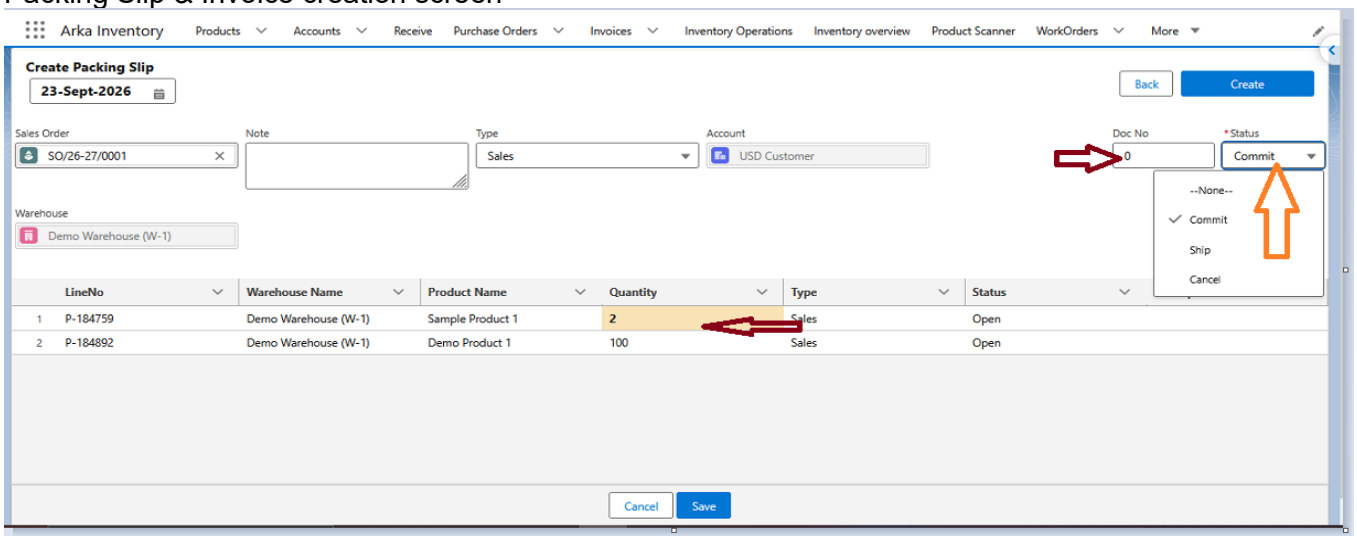
Creating a Packing Slip (Invoice) for a Sales Order

All the Sales Order lines are also created as outbound lines in the related list.



Go to the **Outbound** related list, select the lines to be invoiced, and click the **New Packing List** button. It takes you to the invoice creation screen.

Packing Slip & Invoice creation screen



Check your document number. The default status is **Commit**. You can edit the quantity to be invoiced: when you hover over the quantity, an edit (pencil) icon appears. After you edit the quantity, the **Save** and **Cancel** buttons appear at the bottom. Save the changes before you create the invoice.

We have now completed the entire procure-to-sell cycle: creating products and warehouses, creating a Purchase Order, receiving the stock, creating a Sales Order, and issuing the stock through a packing slip (invoice).

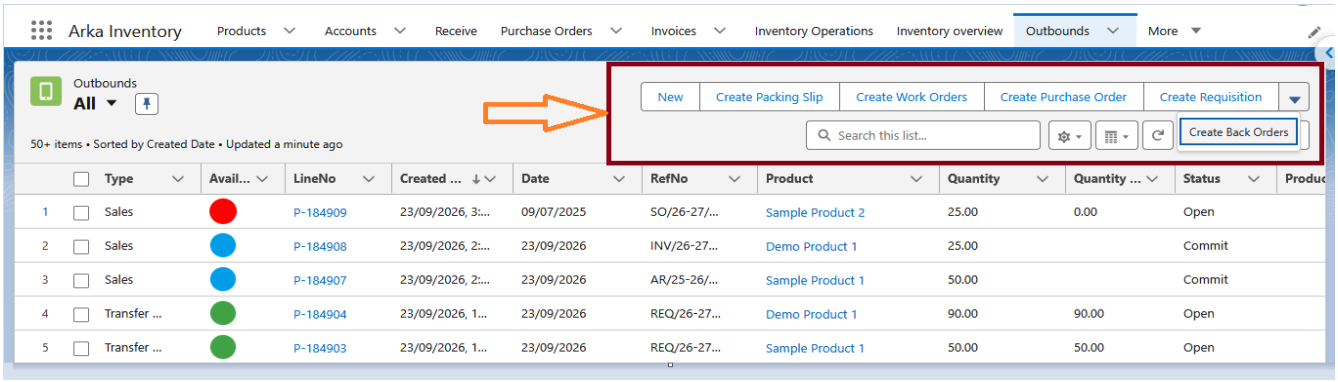
Outbound

(When you create a Sales Order, Requisition or Work Order, outbound lines are also created.)

An **Outbound** is the formal record of inventory that is physically removed, consumed or shipped out of the warehouse. This step reduces stock levels. The Outbound List View summarizes all outbound inventory movements.

- The key details include the **Date** and the **Type**, which is important here. The types are **Sales** (for a customer order), **Transfer Out** (to another warehouse), and **Stock Issue** (for materials consumed in production).
- Other details, such as the **Warehouse** and the **Customer** to whom the goods are issued, are also displayed.

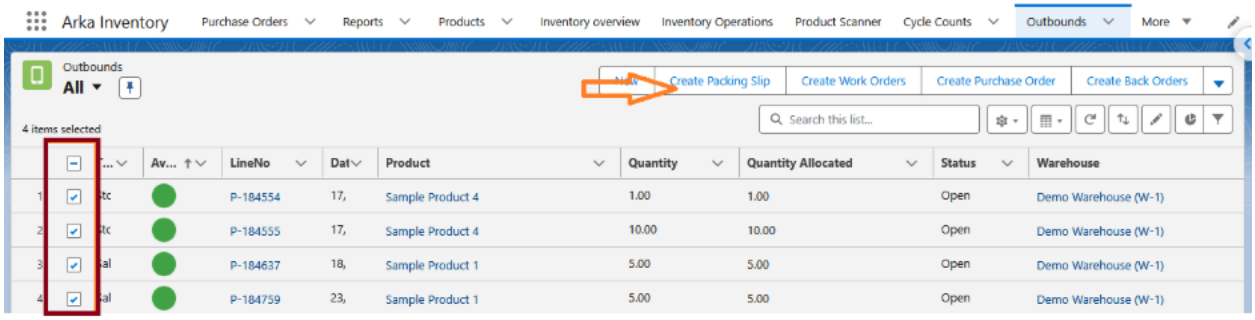
Actions on the Outbound List View

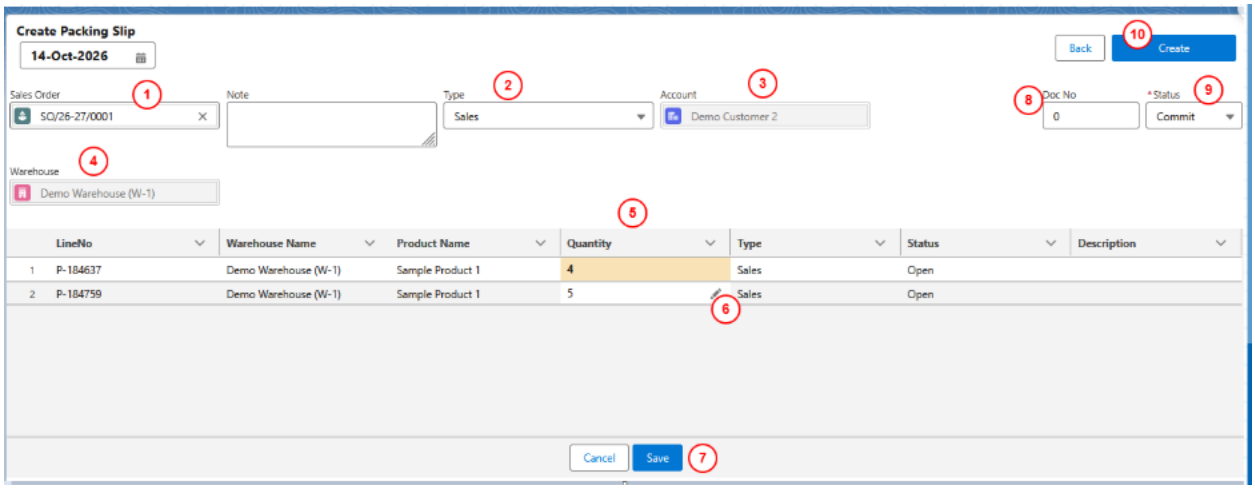


Creating Packing Slip (Invoice) from Outbound

From Outbound list view

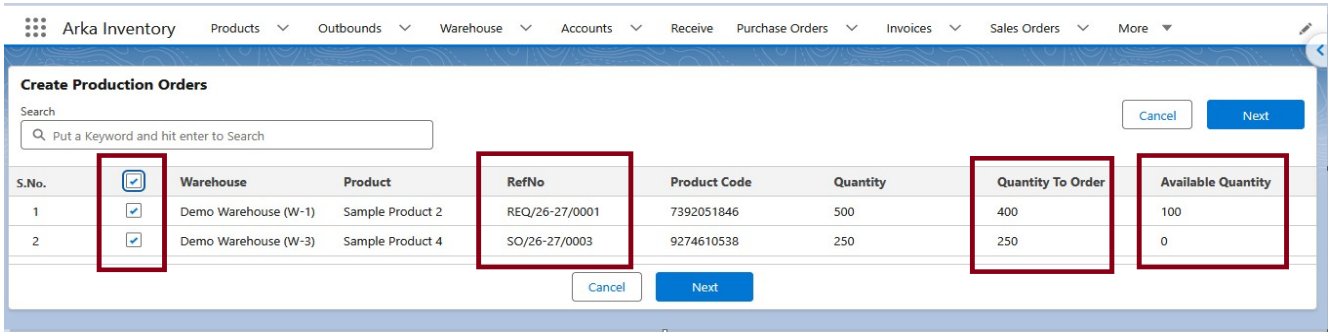
Select the lines wish to add to Invoice and page click button “Create Packing Slip”



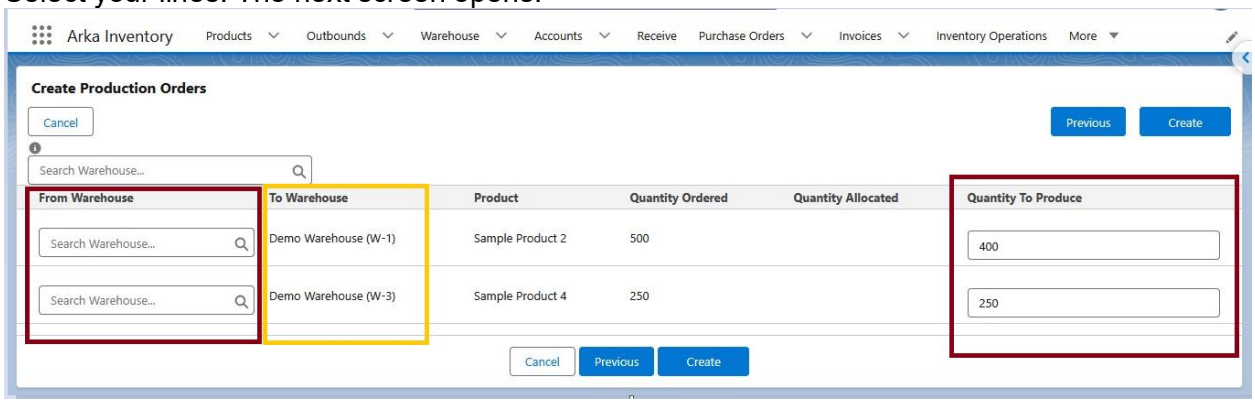


1. **Sales Oder:** Selected lines are from this reference number
2. **Type:** Sale
3. **Account:** Customer
4. **Warehouse:** Location from where Inventory to be dispatched
5. **Quantity:** Here user can edit the quantity to be dispatched,
6. **Edit:** Hovering mouse over quantity will enable edit pencil using which qty can be edited
7. **Cancel / Save:** If quantity field is edited at the bottom cancel and Save buttons will be enabled. On cancel any editing done to quantity field will be removed and original quantity will be replaced. After any editing to quantities first save the changes before moving ahead
8. **Doc No:** User can give any specific Doc No or system will generate next Invoice no based on previous one.
9. **Status:** BY default, it is Commit user can change it to Ship here or at later stage also.
10. **Create:** After confirming all fields are correctly filled click Create and your Invoice will be created.

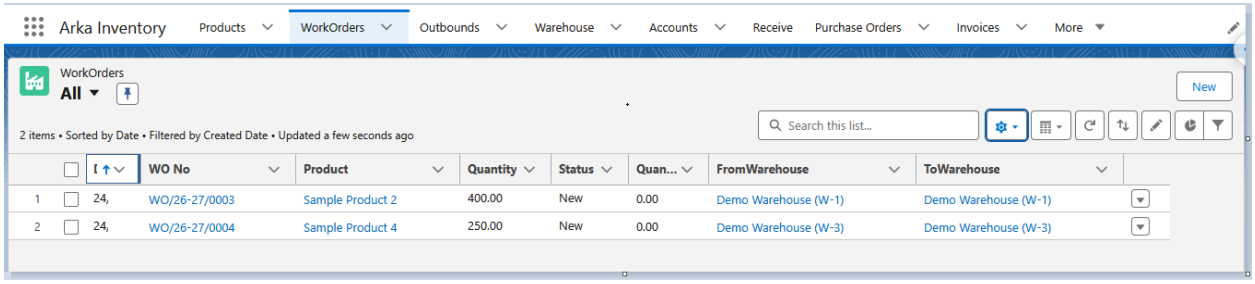
Create Work Orders



This page shows all the open outbound lines from Sales Orders and Requisitions for which the respective warehouse does not have enough stock.
Select your lines. The next screen opens.

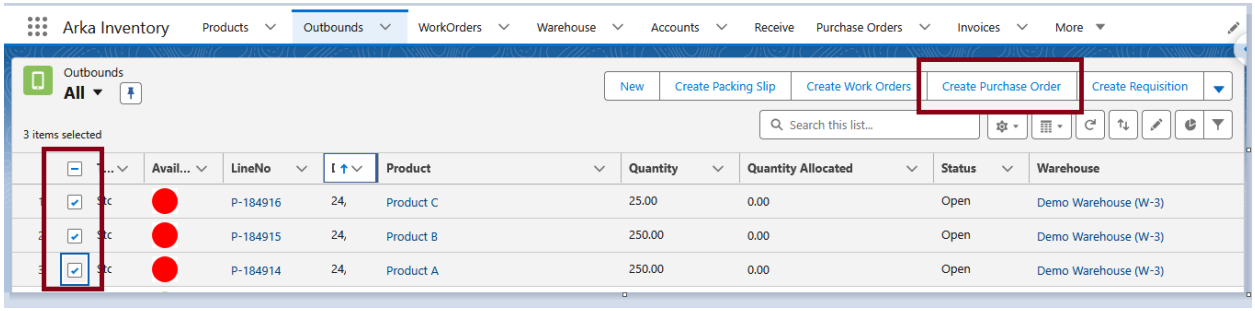


The **Warehouse** is selected by default. It is the warehouse in which inventory is required.
Select the **From Warehouse** manually. Remember that the raw material for production must be available in the From Warehouse, although you can also procure it later, before production is completed.
Note: The **From Warehouse** and the **To Warehouse** can be the same warehouse or two different warehouses.

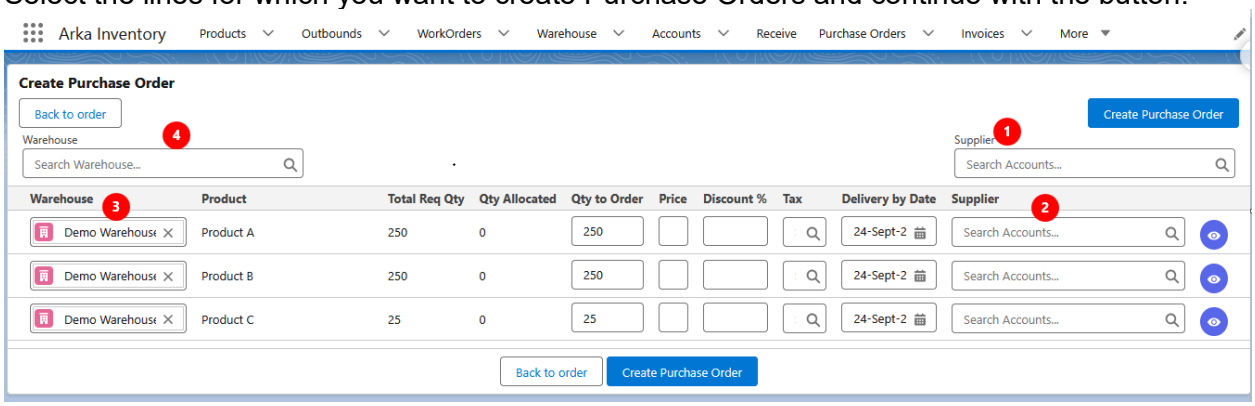


Two work orders are created with the status of **New**.

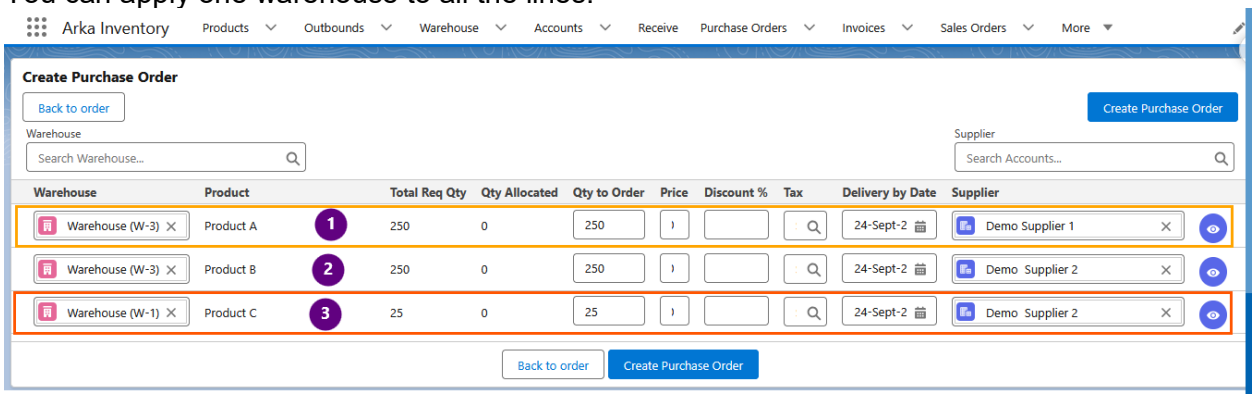
Create Purchase Orders



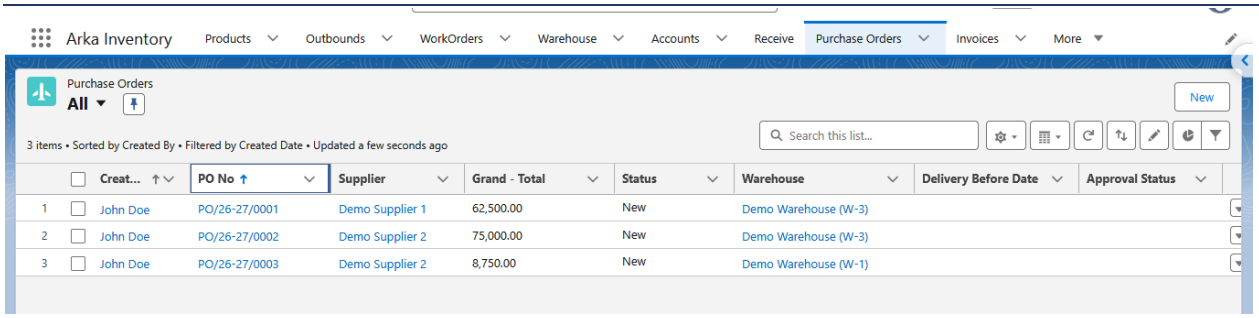
Select the lines for which you want to create Purchase Orders and continue with the button.



5. You can apply a single supplier to all the lines.
6. You can also select a different supplier or vendor for each line.
7. By default, the warehouse is taken from the original record. You can change it to the location in which the inventory is to be received.
8. You can apply one warehouse to all the lines.

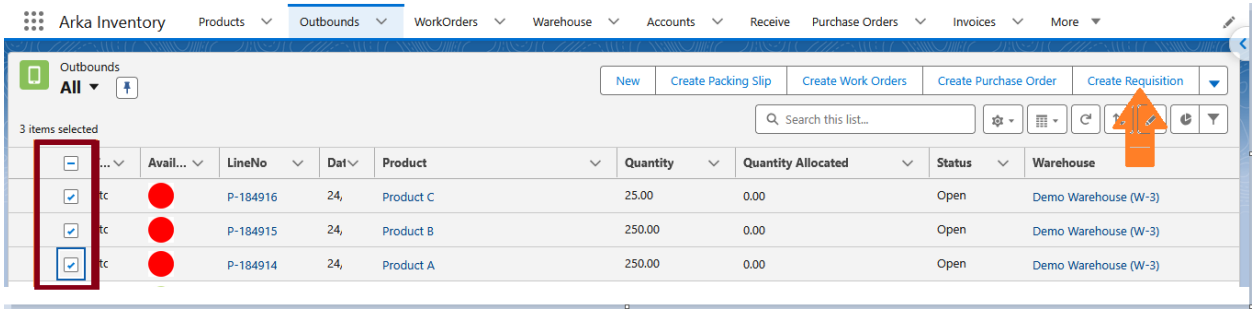


Check the selected warehouses and suppliers. In this example, three separate Purchase Orders are created based on selected warehouses and suppliers. If several lines have the same warehouse and supplier, all those lines are added to one Purchase Order.
When you click **Create Purchase Order**, one or more Purchase Orders are created, depending on the suppliers and warehouses you selected. You can view them in the Purchase Orders list to view.

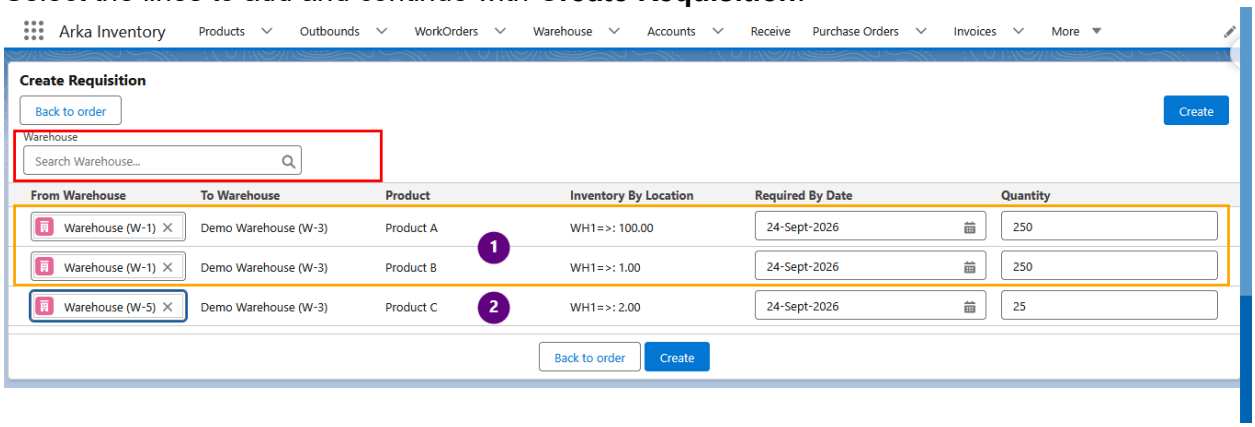


Three separate Purchase Orders have been created.

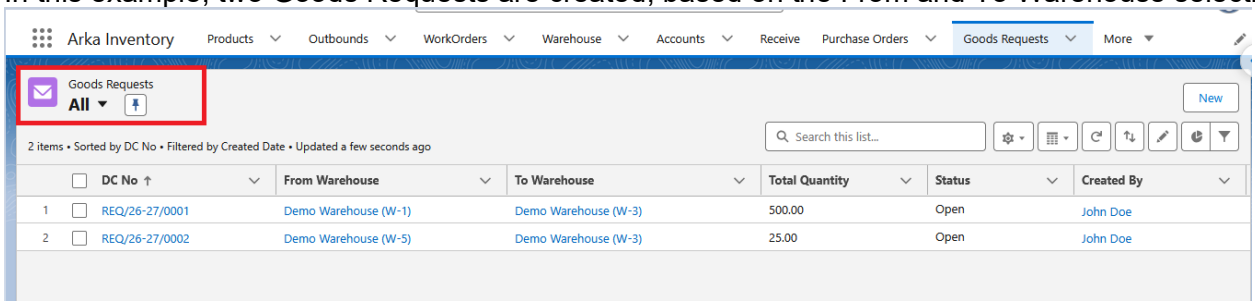
Create Requisition (Goods Request)



Select the lines to add and continue with **Create Requisition**.



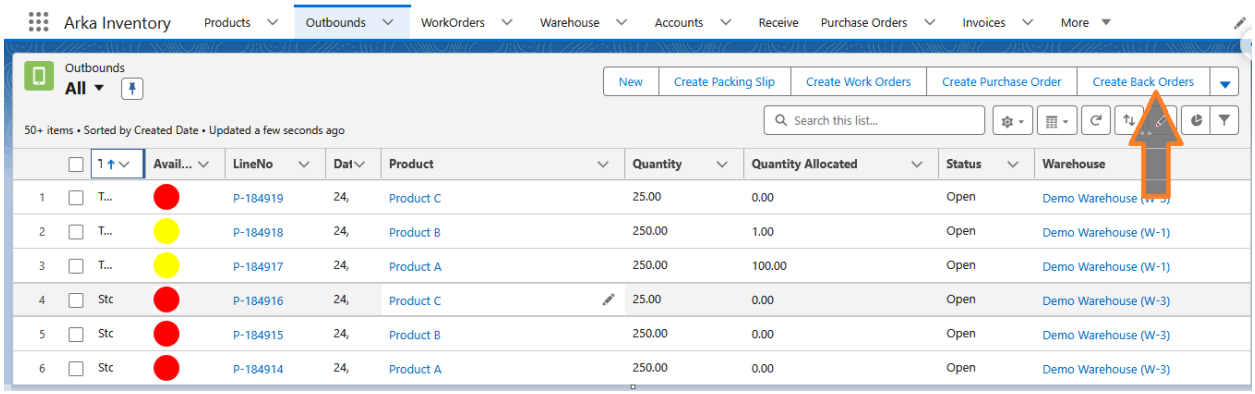
Check the **From Warehouse** and **To Warehouse** selected above.
The To Warehouse is selected automatically from the original record and cannot be edited.
You can select one From Warehouse for all the lines in the warehouse section at the upper left or select a different From Warehouse for each line.
The requested-by date and the quantity fields can be edited.
In this example, two Goods Requests are created, based on the From and To Warehouse selections.



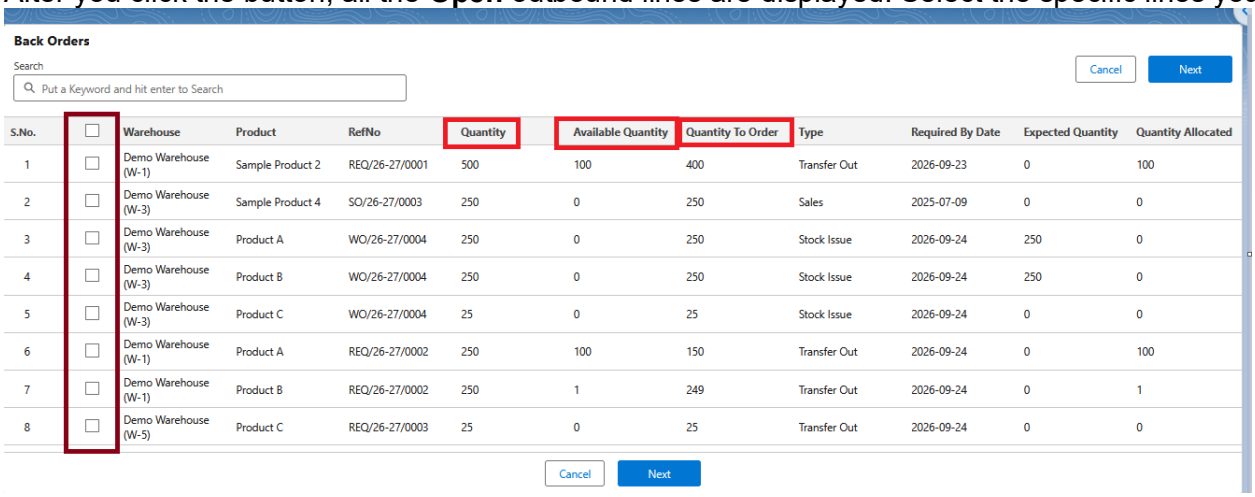
Two Goods Requests have been created, based on the From and To Warehouse selections. You can check them in the Goods Request / Request list view.

Create Back Orders

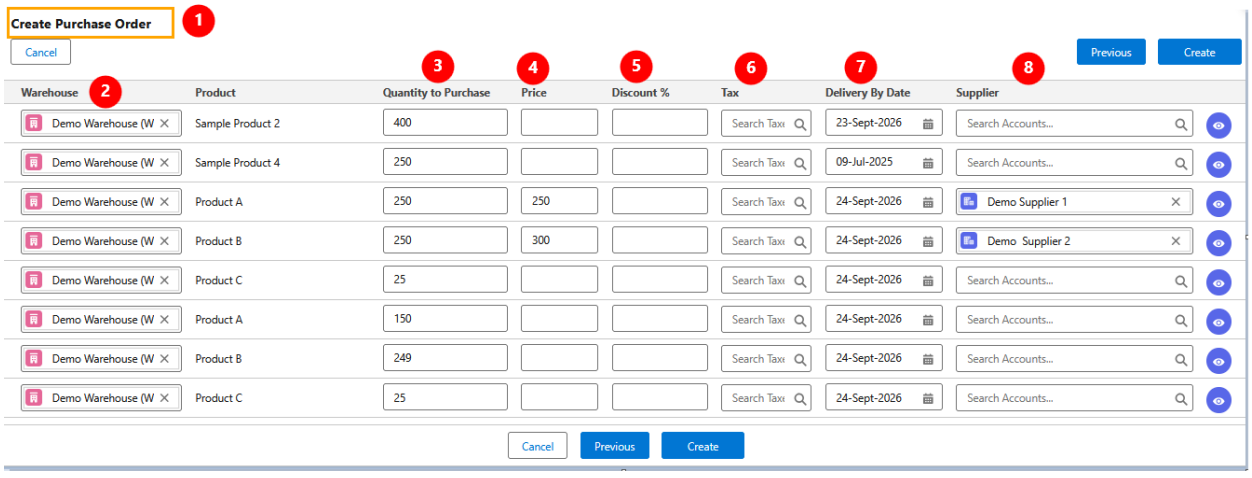
This button creates a Purchase Order.
Click the **Create Back Orders** button to proceed.
You do not need to select any outbound lines before you click **Create Back Orders**.



After you click the button, all the **Open** outbound lines are displayed. Select the specific lines you need.



Select the specific lines, or all of them, to continue. The selected lines are shown on the next screen.



1. Click on **Create Purchase Order** to create the Purchase Order.
2. By default, the warehouse is taken from the original record.
3. The **Quantity to Order** is filled in from the quantity in the previous screen.
4. Enter the **Price**. For two of the lines, the price is already shown because those products were purchased earlier at that price.
5. Add a discount if applicable.
6. Add the applicable tax.
7. You can edit or remove the **Delivery by Date**.
8. Enter the **Supplier**. For two of the lines, a supplier is already shown because those products were purchased earlier from that supplier.
   When you click **Create**, one or more Purchase Orders are created, based on the selected warehouses and suppliers, as we saw with the **Create Purchase Order** button above.

STATUS

On Hand – Committed – Available Qty

In Stock Level / Outbound / Inventory Reports user will come across above status

On Hand: This is total quantity available

Committed: When for any outbound line status is “Commit” it means respective quantity is reserved against that order, and it will not be dispatched against any other record

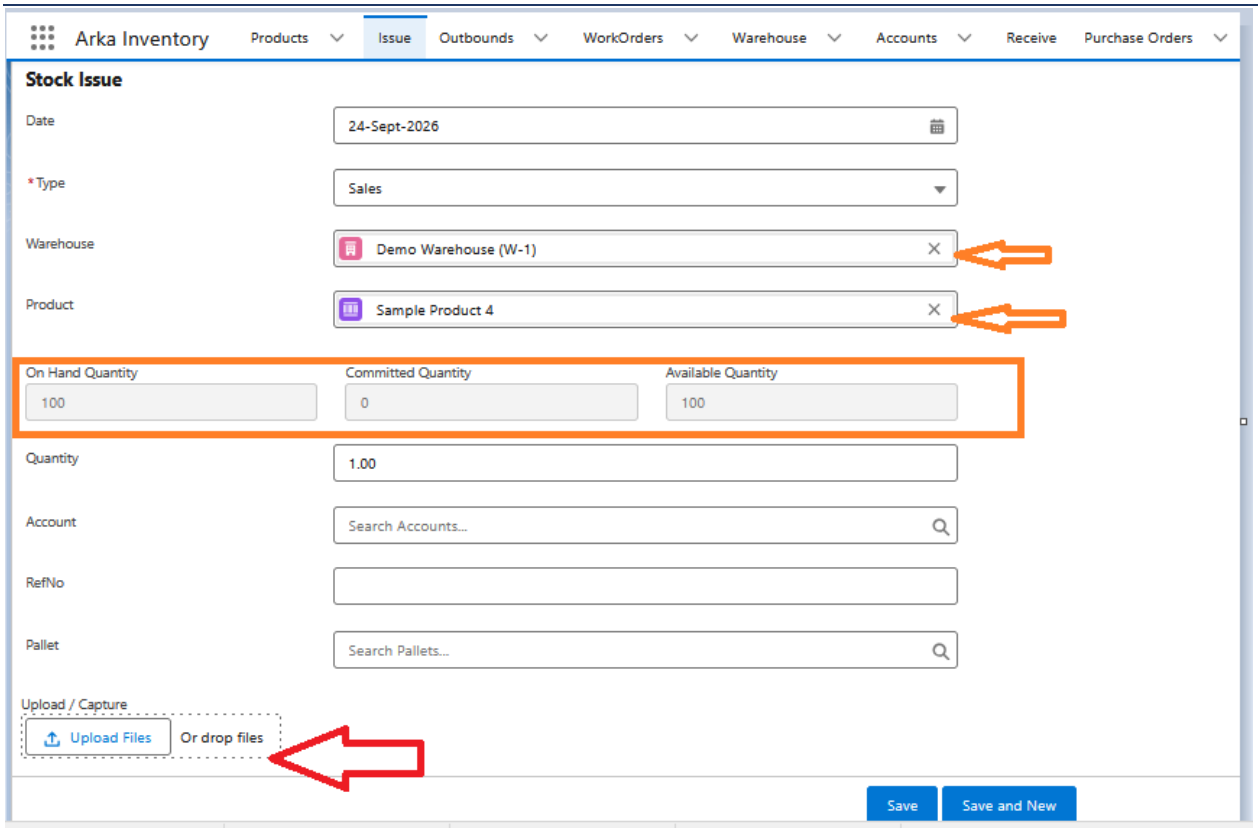
Available Qty: This is nothing but difference between on hand qty and committed quantity, which is available for use

On Hand – Committed = Available Qty



Issuing Stock Without a Sales Order

Open the **Issue** tab.



Any document that should be kept in **Notes and Attachments** can be uploaded here.

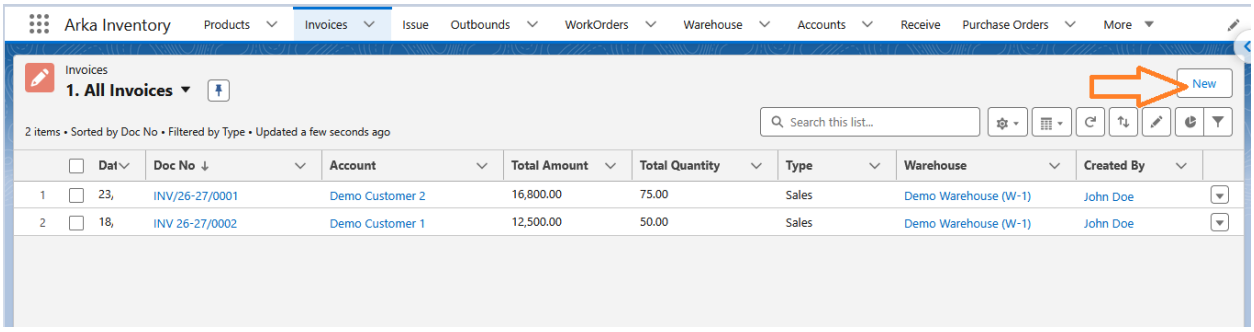
Enter all the related information, such as the date, warehouse, product, quantity, purchase price, and transaction type. When you select the warehouse and the product, the available quantity is displayed. When you save the record, the stock level of the product in that warehouse is reduced.

Upon saving this record Stock level will be updated (deducted) to respective product and warehouse

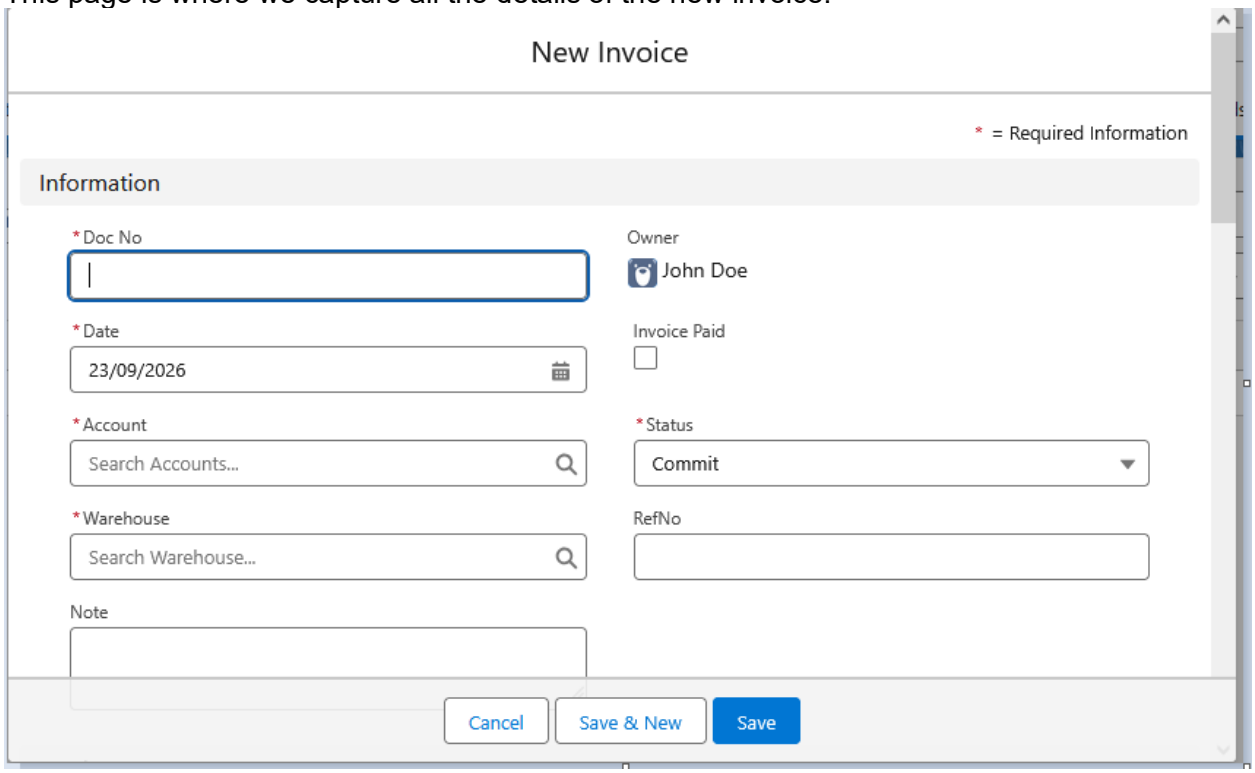
Invoices

Invoices can also be created directly, without a Sales Order.

Creating an Invoice



This page is where we capture all the details of the new invoice.

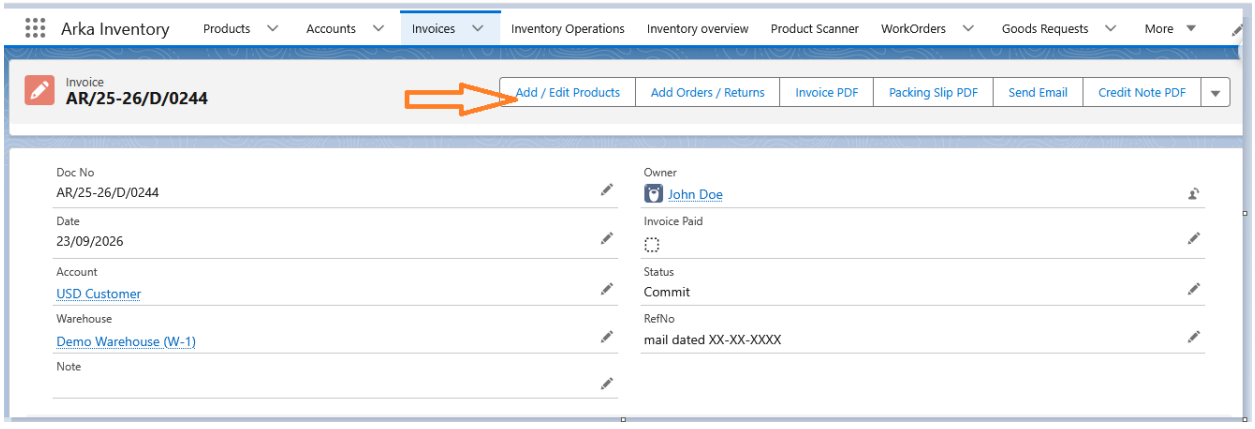


1. **Warehouse:** Search for and select the issuing warehouse. This tells the system where the inventory will be issued from.
2. **Customer / Account:** Search for and select the customer.

- **Invoice No:** The unique reference number. It is numbered automatically.
- **Date:** The invoice creation date, which defaults to today.
- **Status:** The default status is **Commit**.

Adding Product Lines

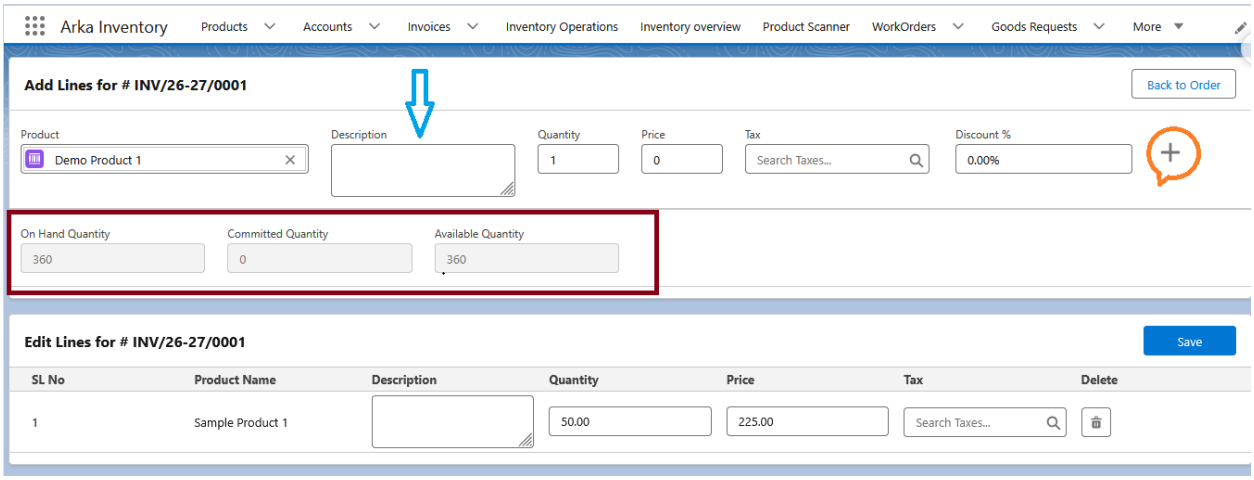
This section is where we add the items to be sold.



1. **Product:** Search for and select the product you want to sell.
2. **Quantity:** Enter the quantity you are selling.
3. **Price:** Enter the unit selling price.

4. **Discount:** Enter the discount percentage offered to the customer.
5. **Tax:** Select the appropriate tax rate for this item.
6. **Description:** The product description is filled in automatically when you select the product. You can edit it if required. This is a short description of this line item.

When all the details are correct, click **Save** to generate the invoice.

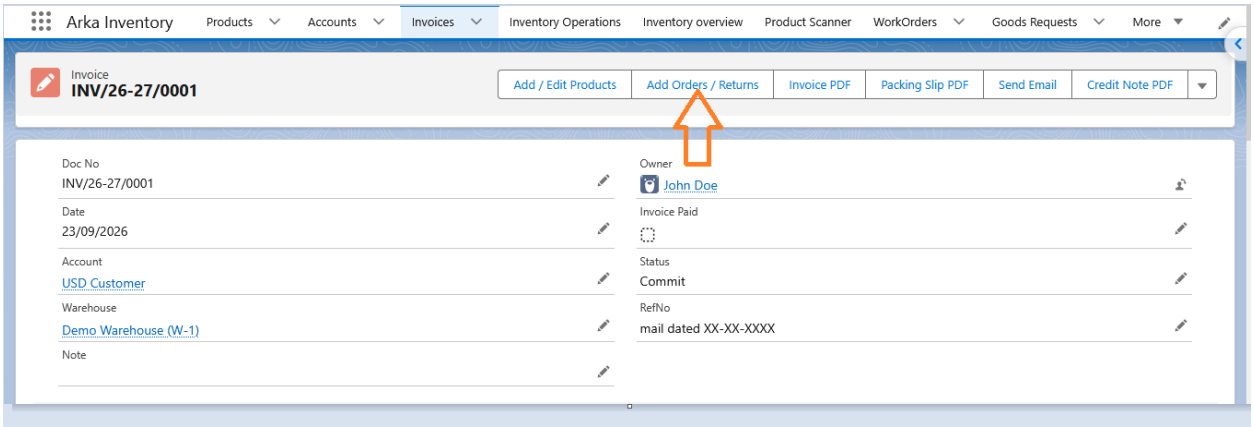


Description: When you select a product, its description is filled in automatically. You can edit it.

+ Click it to add a line to the section below. Just below the product, you can check its availability in the related warehouse.

Using the same **Add / Edit** button, you can add more products to the invoice or edit or delete existing lines at any time.

Adding Sales Order Lines to an Invoice



Use **Orders / Returns** to add Sales Order lines to an existing invoice.

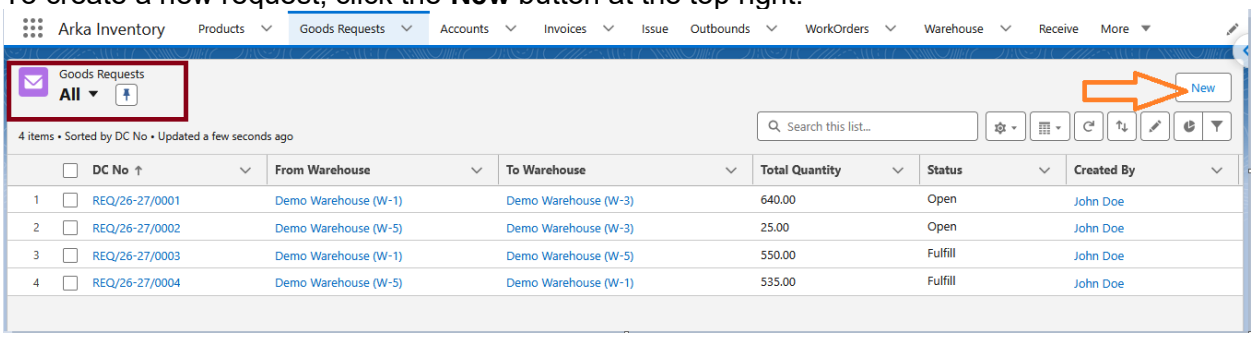
Requisitions / Goods Request

Requisitions manage internal requests for inventory. They are used when one department or warehouse needs to stock from another.

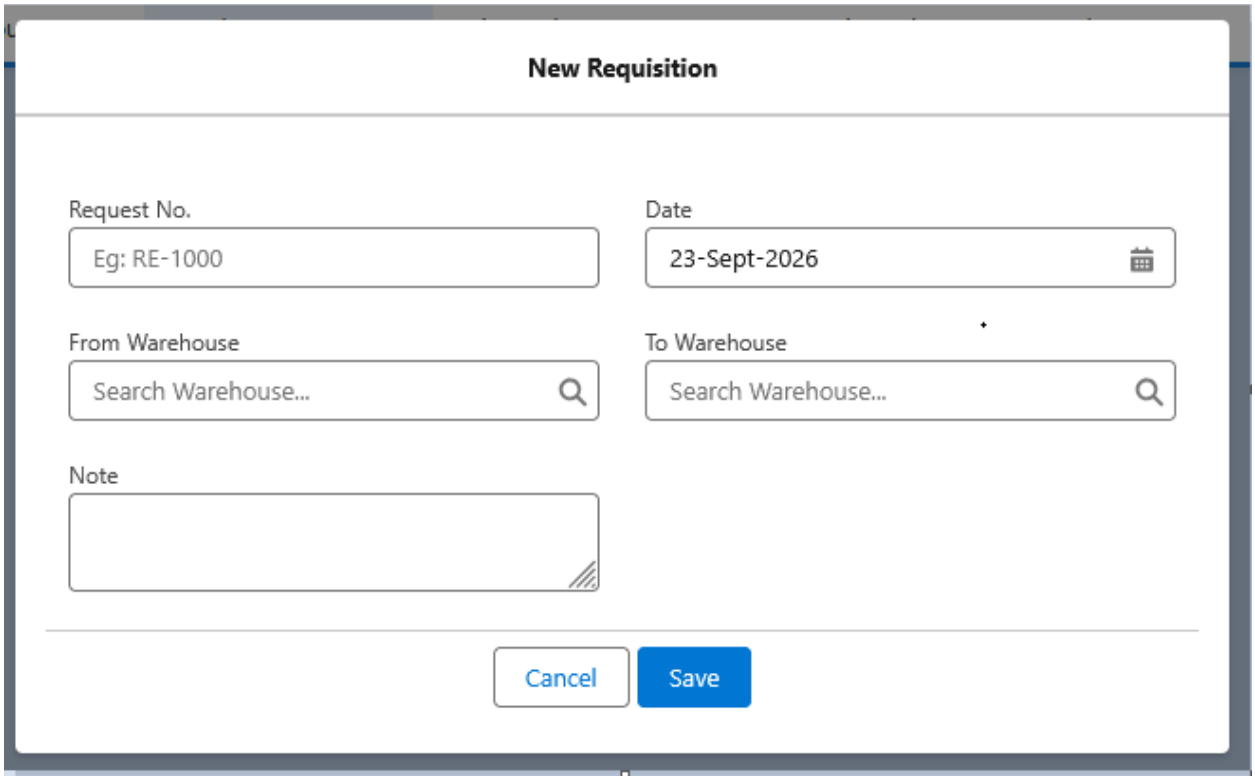
Requisitions List View

Click the **Requisitions** tab.
The Requisitions List View tracks all internal stock requests.

- You can easily see the **Request number**, the **Date** on which the request was created and, for transfer requests, the **From Warehouse** and **To Warehouse**.
- A requisition serves as the trigger for a later transaction, such as a Goods Issue for a transfer.
- To create a new request, click the **New** button at the top right.



Creating a Requisition

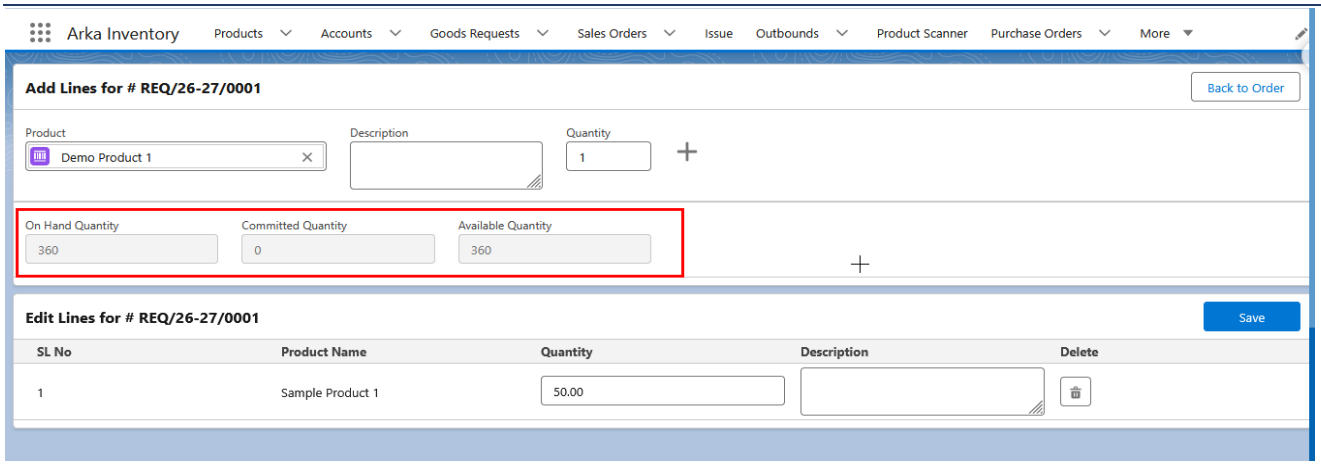


This screen captures the details of the internal inventory needed.

1. **From Warehouse:** Select the warehouse from which the stock is expected to come. Inventory is reduced in this warehouse.
2. **To Warehouse:** Select the warehouse that needs the stock. Inventory is added to this warehouse.
3. **Request No:** The unique sequential number of this requisition.
4. **Note:** Use this field, if required, to give the context or justification for the request.

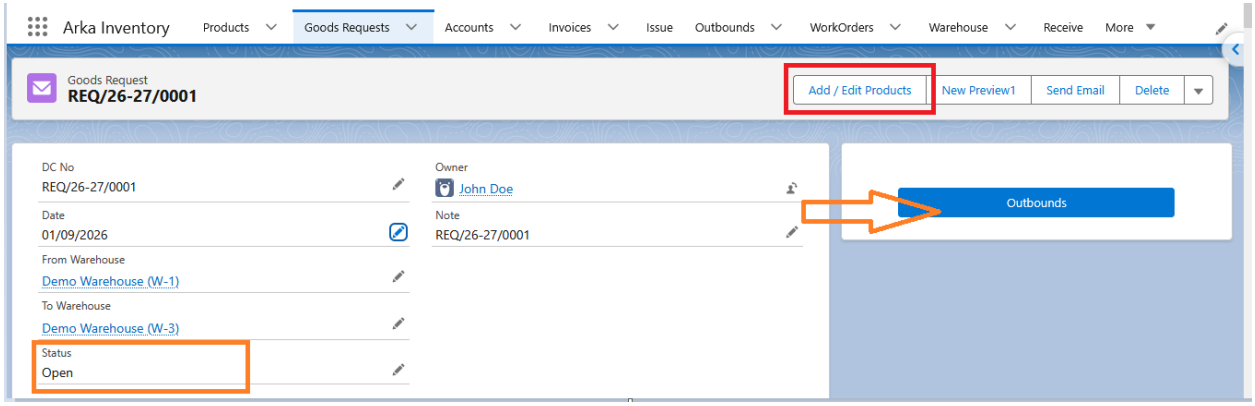
Adding Product Lines

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



1. **Product:** Search for and select the item needed.
2. **Available Quantity:** Shows the quantity available in the From Warehouse. This helps the requester to see whether the stock can be transferred.
3. **Quantity:** Enter the exact quantity of the product needed.
4. **Description / Note:** The product description is filled in automatically. You can edit it, and you can use these fields to give context or justification for the request.
5. Use **+** to add lines to the section below.

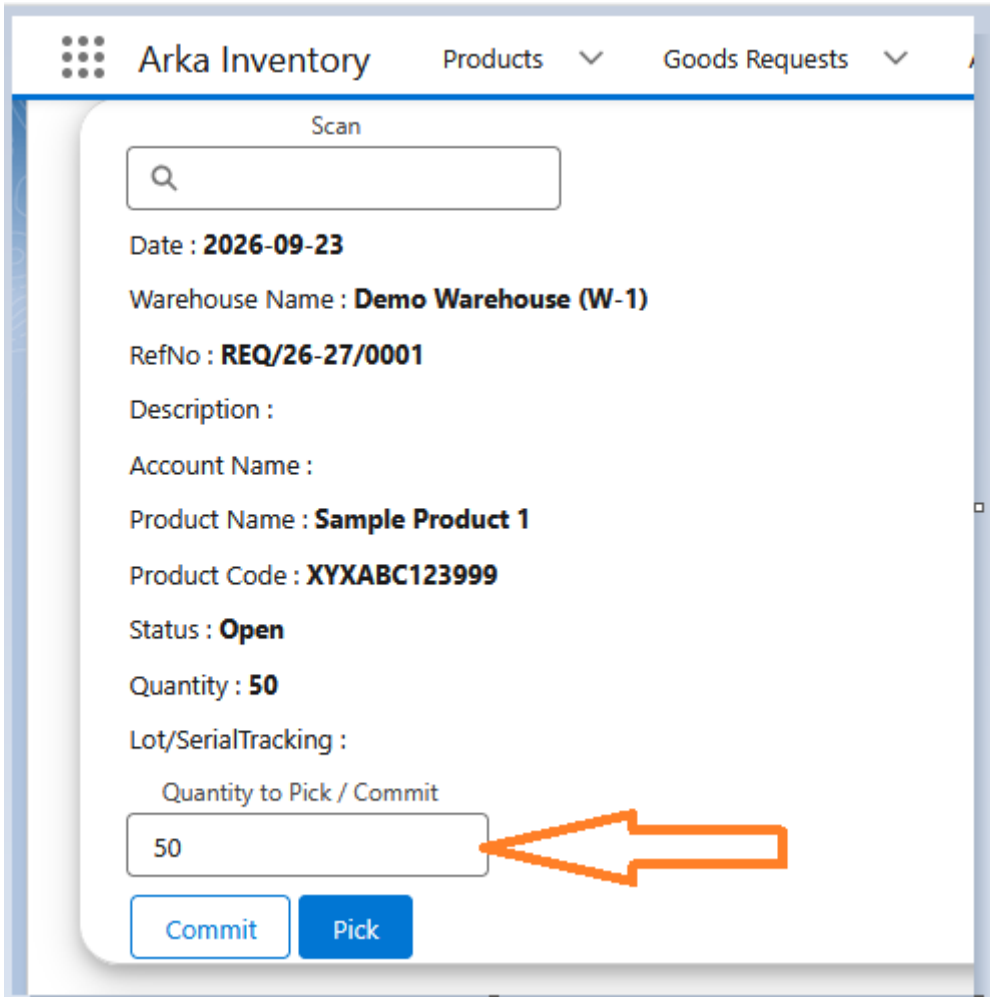
When you have defined the items and locations, click **Save**. The requisition is now created and can be actioned by the inventory or procurement team, if needed.



Using the **Add / Edit** button, you can add more products or edit or delete existing lines.
Click **Preview** to view and download the requisition document.

Issuing Goods from a Requisition

You can issue goods from a requisition in either of the two ways.
Option 1: On the requisition record, click the **Outbound** button.
When you click **Outbound**:



All the open lines are shown one below the other, with their details.
By default, the requisition line quantity is filled in. You can edit it for a partial issue and then use **Commit** and **Pick**.

Option 2: To issue 100% of the requisition in one go, simply change the requisition status from **Open** to **Fulfill**.

With either option, the inventory is transferred from the **From Warehouse** to the **To Warehouse** selected in the requisition.

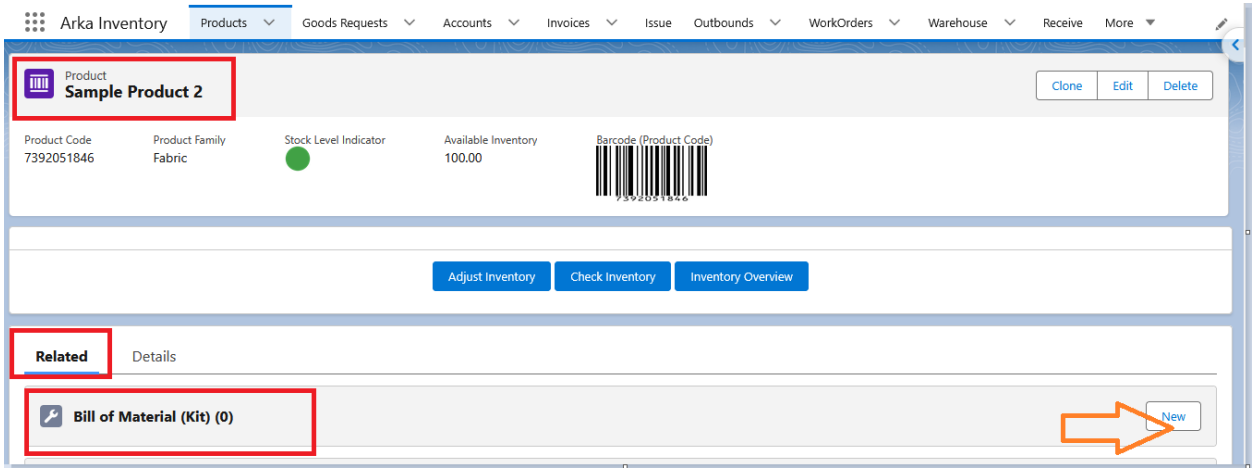
Bill of Materials

The Bill of Materials (BOM) is a foundational master data object. It defines the structure of a manufactured product by listing all the component items, and the exact quantities of each, that are needed to make one unit of the finished product.

Each BOM belongs to a finished-good product. The product must already exist in your Products master list.

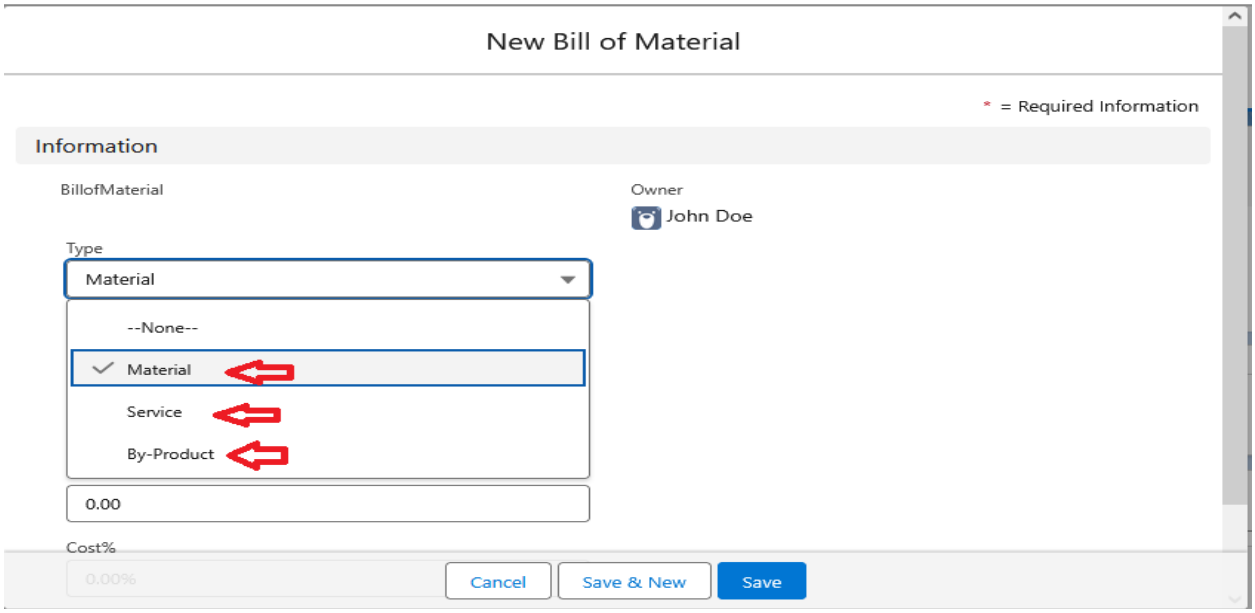
Opening the Bill of Materials

Click the **Bill of Materials** related list on the Product record.



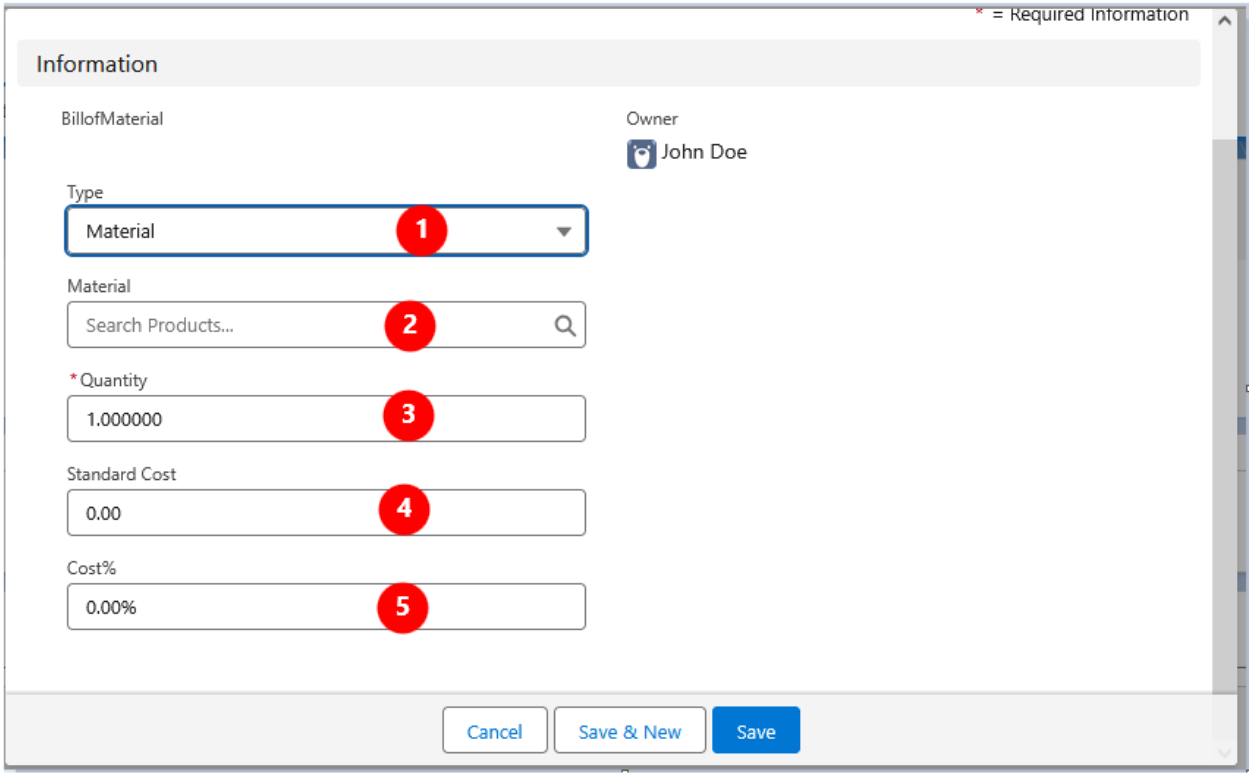
In this example, **Sample Product 2** is the finished product for which we are setting up the Bill of Materials.

Creating a New Bill of Materials



When you click **New** in the Bill of Materials, you first select the **Type**, which is the kind of item you are adding to the BOM:

1. Material (Inventory)
2. Service
3. By-Product



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

1. **Type:** Select the type.
2. **Product:** Select the product. It must already be added to the product master before you can add it to a BOM.
3. **Quantity:** The quantity required to produce one unit of the finished product.
4. **Standard Cost:** Enter the standard cost, if any.

Defining BOM Components

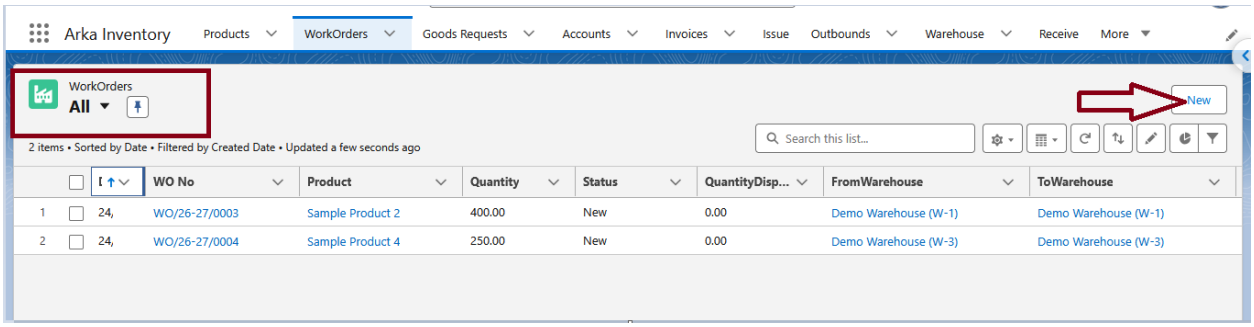
- A related list, or section, is where you add the components of the BOM.
- For each component, specify the **Type** (Material, Service, or By-Product). The component must already be created in the product master as a raw material, a service or a by-product. Then enter the **Quantity** required to make one unit of the finished product.
- The system uses these components and quantities when you create a Work Order for the finished product.

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

Work Orders / Production Orders

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

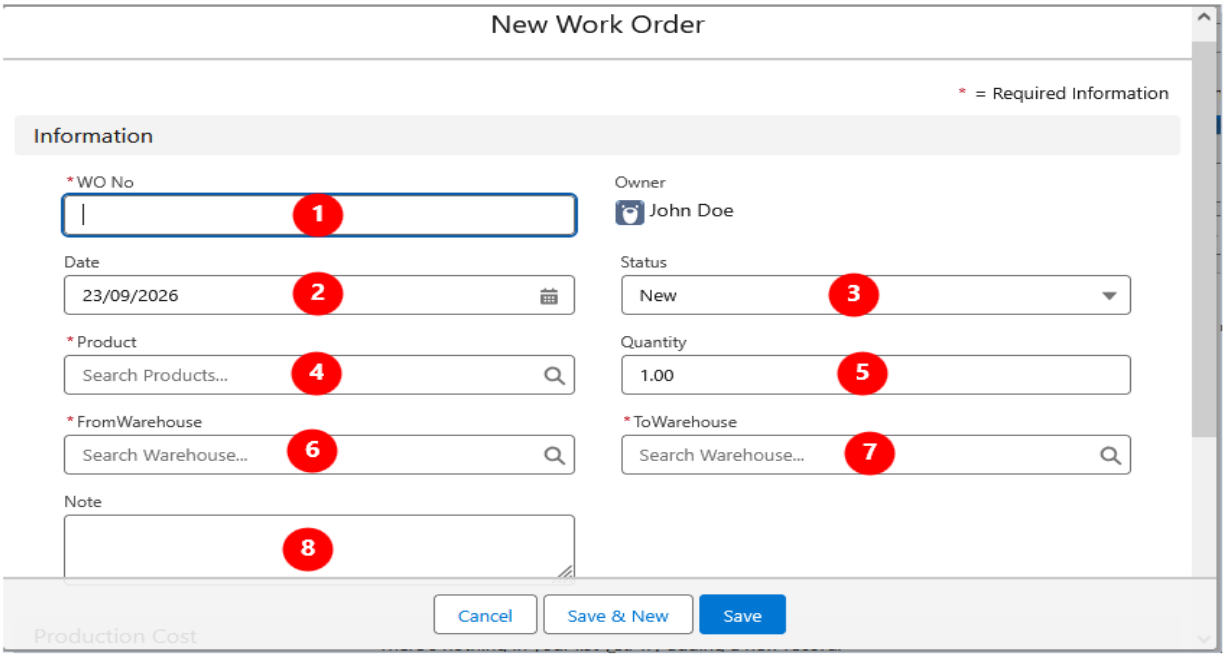
Work Orders List View



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

- You can track the **Work Order Number**, the **Date** on which the order was created, the **Product** being manufactured, the **Planned Quantity,** and the current **Status** (Open or Completed).
- A Work Order normally moves from **Open** to **Completed** when its status is changed.
- To start a new production run, click the **New** button at the top right.

Creating a Work Order



1. **WO No:** The Work Order number.

2. **Date:** The date of the Work Order.
3. **Status:** The default status is **New**.
4. **Product:** The product to be produced.
5. **Quantity:** The quantity to produce.
6. **From Warehouse:** The location from which the raw material is picked.
7. **To Warehouse:** The location in which the finished product is available when the Work Order is marked as complete.
   (The From Warehouse and the To Warehouse can be the same location or different locations.)

The Create Production page lets you define what you will produce and for whom.

1. **Account:** Can be used to identify the team or production line responsible for the work.
2. **Date:** The date on which the production order is created.
3. **Status:** Defaults to **New**. You can change it to **Complete**.
4. **Work Order No:** The unique sequential number of this production runs.
5. **From Warehouse:** The warehouse from which the required raw material is picked.
6. **To Warehouse:** The warehouse in which the finished product is available when the Work Order status is **Complete**.

The top section defines the output of the production process:

- **Product:** Search for and select the finished good you are making.
- **Planned Quantity:** The total quantity of finished goods you plan to produce in this run.

Completing a Work Order

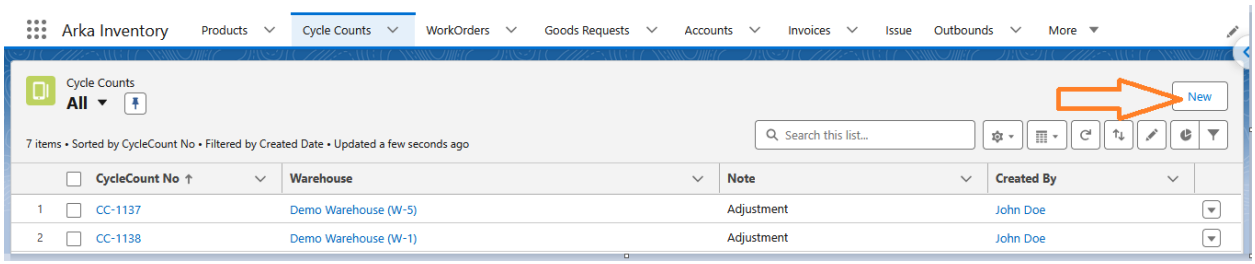
After the Work Order is created from Outbound, you can see whether the raw material is available in full or only in part.
If the material is only partly available, you can arrange procurement directly from Outbound (see the Outbound section).
When all the raw material is available, change the Work Order status from **Open** to **Complete**.
When the Work Order is completed, the raw material is reduced in the **From Warehouse** selected in the Work Order, and the finished product becomes available in the To Warehouse selected in the Work Order.

Cycle Counts

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.

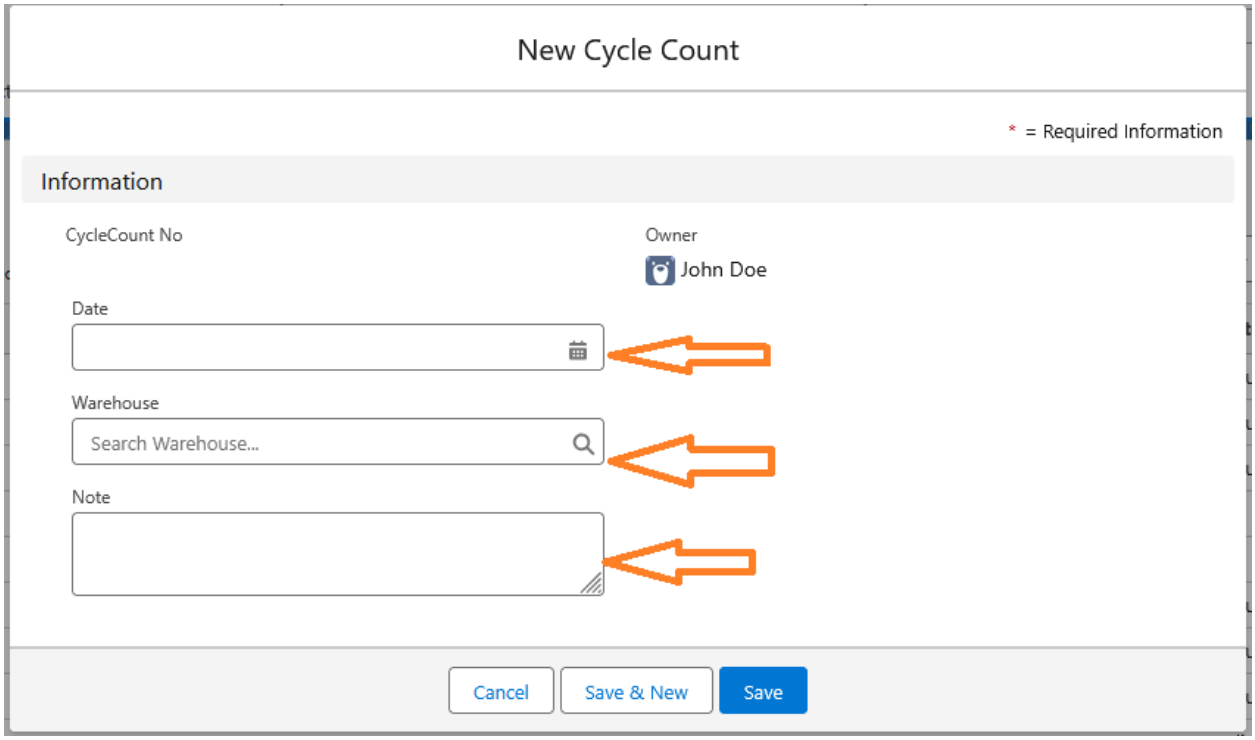
Cycle Counts List View



The Cycle Counts List View is where you track all cycle counts.

- To start a new inventory verification, click the **New** button at the top right.

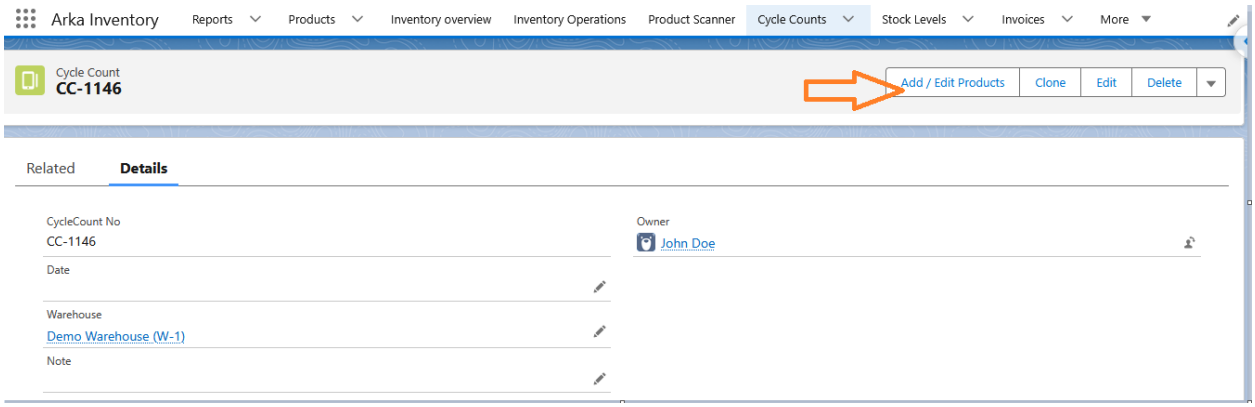
Creating a New Cycle Count



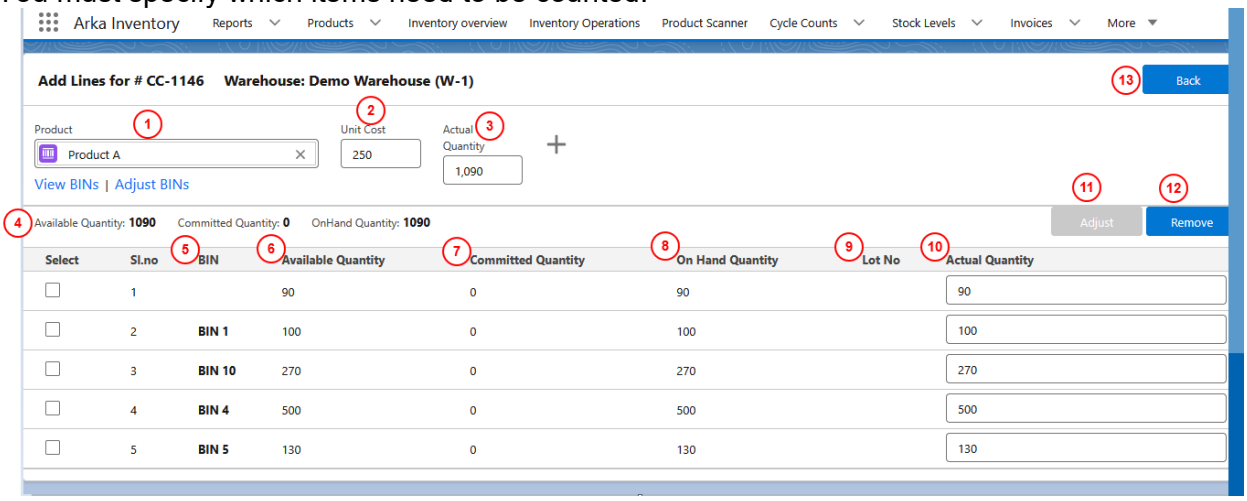
1. **Cycle Count No:** The unique sequential number of the count record. The system generates it automatically.

2. **Warehouse:** Search for and select the physical location where the count takes place. This field is mandatory.
3. **Note:** Use this area, if required, to give instructions to the counter or details of the scope of the count.

Adding Products to the Count



You must specify which items need to be counted.

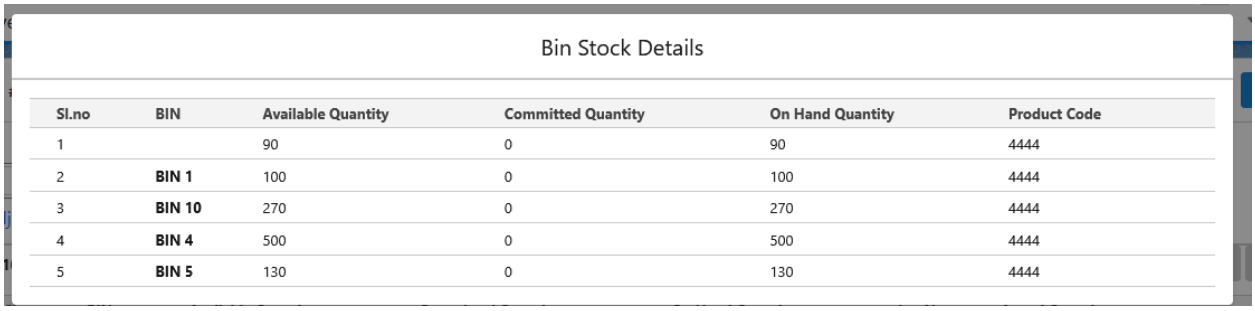


This screen appears if you select a product that has bins allocated, or that has lot/serial tracking enabled.

1. **Product:** Select the product.
2. **Unit Cost:** The latest price received.
3. **Actual Quantity:** The total quantity of the selected product available in the warehouse for the cycle count (in this example, the total number of the 6 units available across different bins).
4. **Available Qty, Committed Qty and On-Hand Qty:** The details of the quantities.
5. **BIN:** The quantity according to the bin.
6. **Available Qty:** The quantity available.
7. **Committed Qty:** The quantity committed.
8. **On Hand Qty:** The quantity on hand.
9. **Lot No:** The lot number, if applicable.
10. **Actual Quantity:** This field is editable. You can adjust the stock for any mismatch between the physical (actual) stock and the system's actual stock.
11. **Remove:** Use this button if you have edited the Actual Quantity, or if you want to remove all the default quantities that were filled in.
12. **Adjust:** When you edit any Actual Quantity, this button is highlighted. Use it to apply the changes.

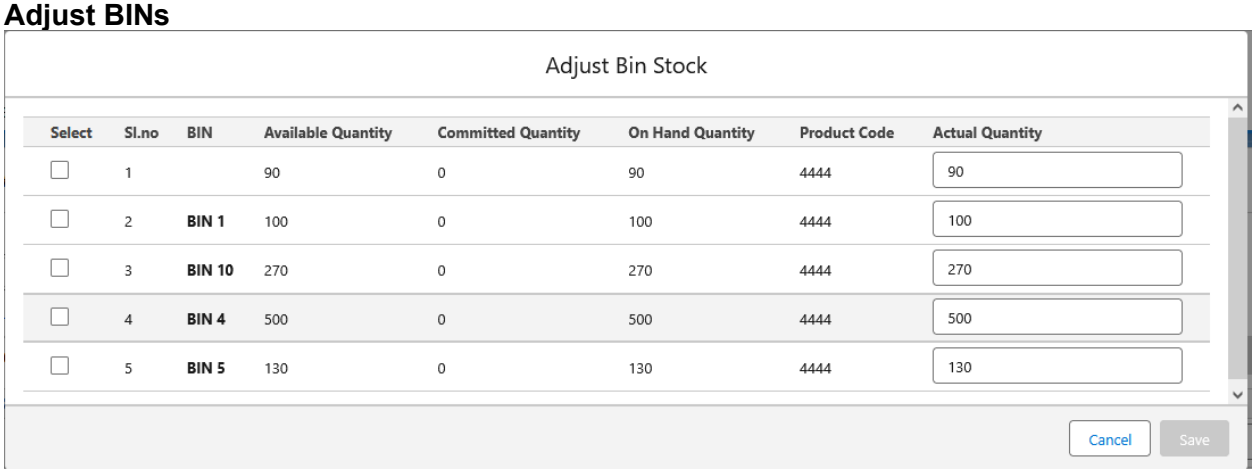
Below the product, there are two button-style links: **View BIN** and **Adjust BINs**.

View BIN



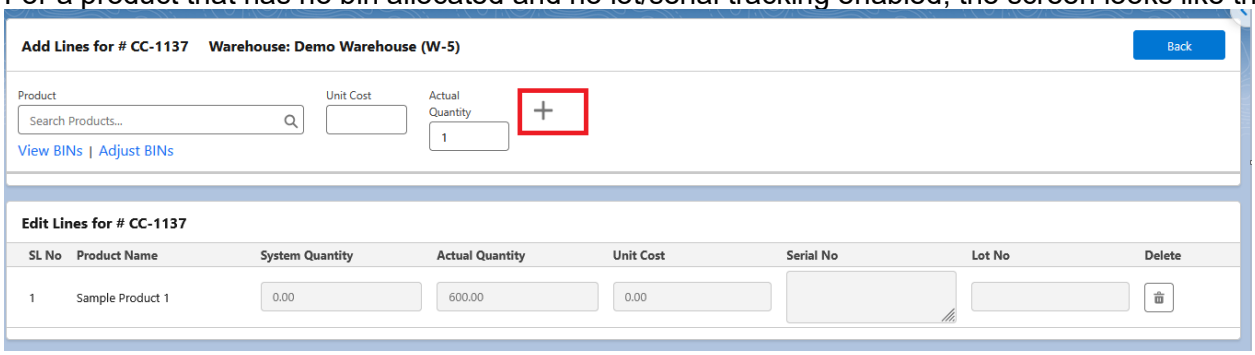
This is a read-only screen.

Adjust BINs

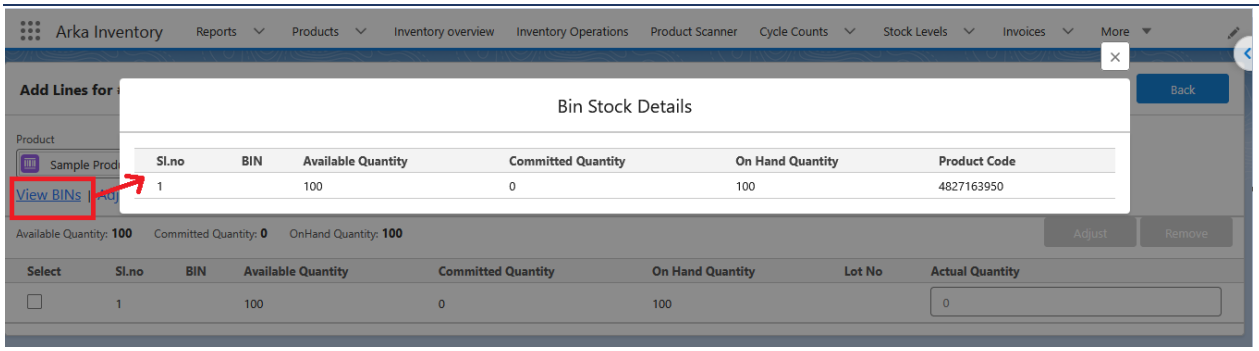


This screen performs the same operation as explained earlier.

For a product that has no bin allocated and no lot/serial tracking enabled, the screen looks like this:



1. **Product:** Search for and select the item you want to count. You can add several items by clicking the plus icon on the right.
2. **Physical Count:** This field is initially 1. After the physical count is done in the warehouse, come back to this record and enter the actual, verified quantity found on the shelves.



Completing the Count

After you enter the physical count and save the record, the system compares the recorded physical count with the current system stock level.

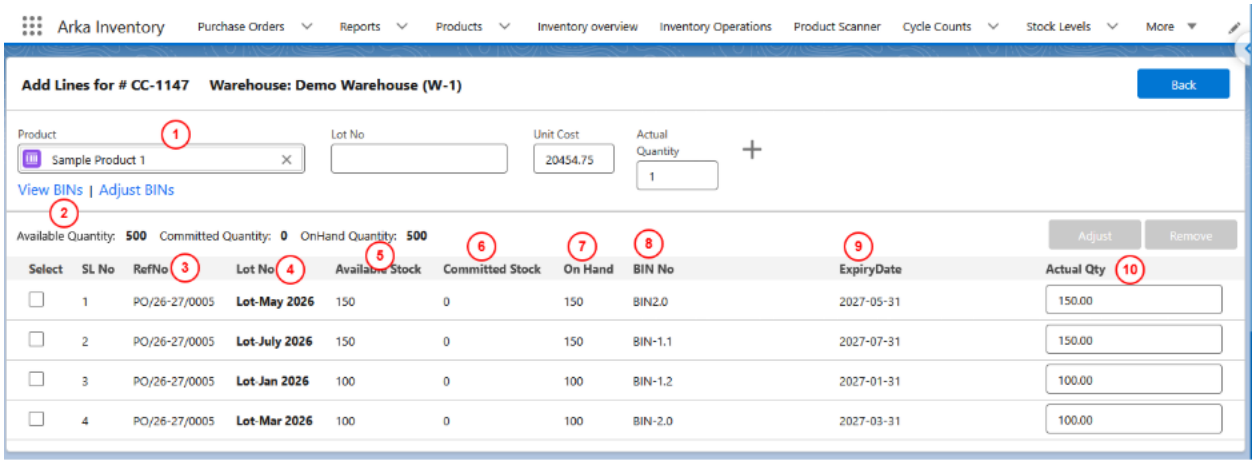
If there is a variance between the system and the physical count, the system automatically creates the inventory entry needed to adjust the stock level and to record the value of the variance.

Cycle Count for Lot/Serial Tracking enabled products

Flow the same steps above to create new Cycle Count and Add / Edit Products

<u>Lot enabled Product</u>

On clicking Add / Edit Products and selecting Product like below here Sample Product 1



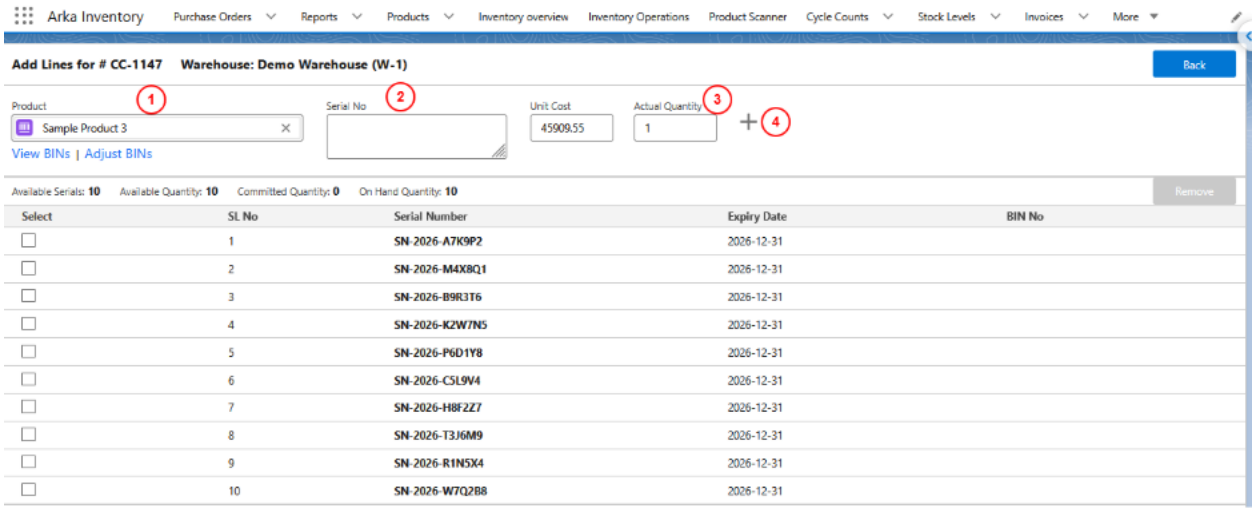
1. **Product:** Selected Product.
2. **Inventory Info:** Available Qty, Committed Qty, On hand Qty.
3. **Ref No:** Inward reference No.
4. **Lot No:** Allotted Lot No.
5. **Available Qty:** Quantity available
6. **Committed Qty:** Committed Qty
7. **On Hand:** Quantity on Hand

8. **BIN No:** Allotted BIN No
9. **Expiry Date:** If any
10. **Actual Qty:** By default, it will show system qty which user can edit to its Actual Qty. On editing of quantity Adjust and Remove Button just above there will be enabled to complete the process

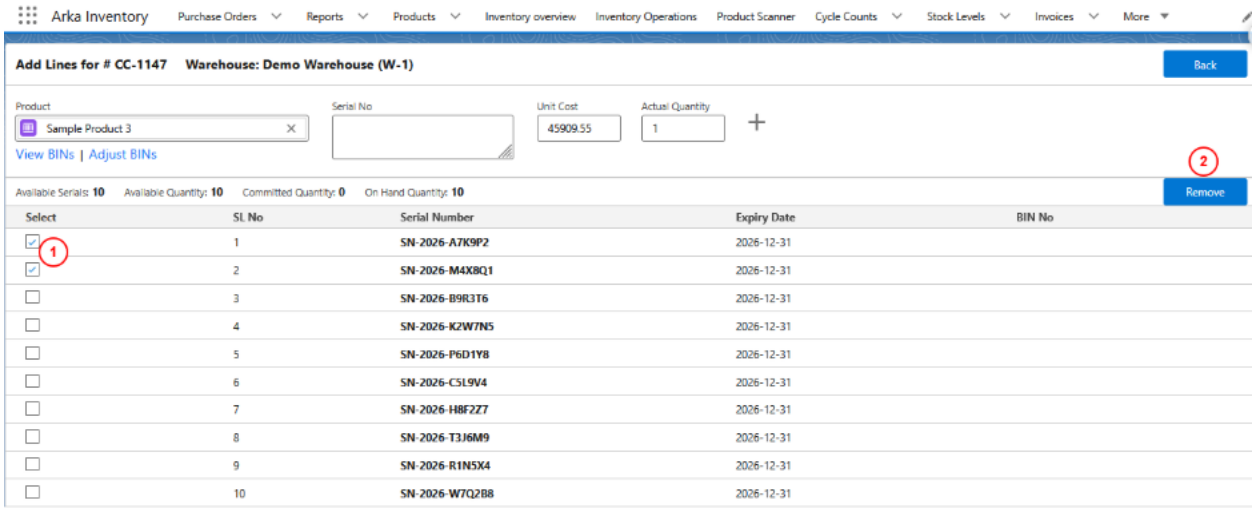
Serial Tracking enabled Product

On clicking Add / Edit Products and selecting Product like below here Sample Product 2

Cycle Count for Serial Tracking enabled products is a two-step process



1. **Product:** Select product (Sample Product 3) in this case to add missing serial number in system.
2. **Serial No:** Add serial no that is missing in system.
3. **Actual Quantity:** For serial tracking products this is always one as every product has unique serial number
4. **Plus +:** Clicking on Plus will add your line to bottom section.



Removing system serial numbers that mismatch with actual stock serial numbers

1. Select the mismatching serial number lines
2. Remove from system

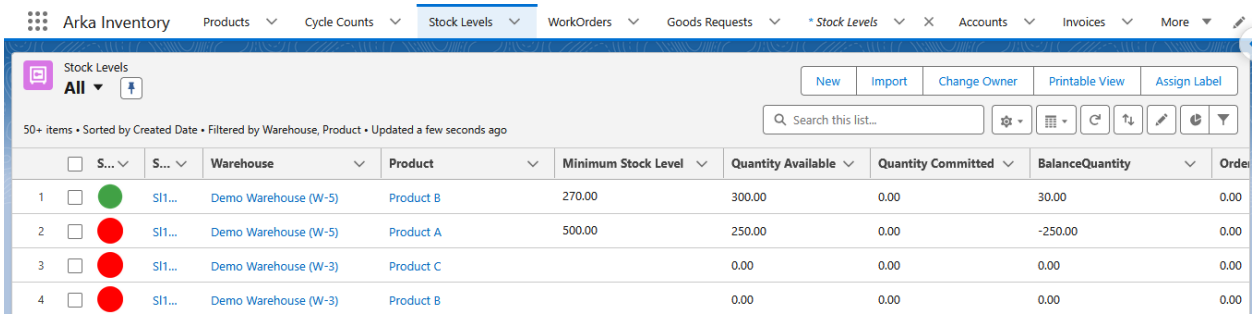
User can first remove mismatching serial numbers from system and later add correct actual serial no or vice versa
there is no compulsion on which process need to be completed first.

Stock Levels

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

Stock Levels List View

Click the **Stock Levels** tab to open the Stock Levels List View.



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

Red means that the available stock is below the minimum requirement (when a minimum stock level is set). If no minimum stock level is set, the row is shown in **green**, because the minimum is treated as zero.

- **Warehouse / Product:** Stock levels are set for each warehouse and each product. This lets you have different reorder rules for the same item in different locations, for example, higher stock levels in a main distribution center than in a small retail store.
- **Quantity columns:** The list displays several real-time quantities:
  - **Quantity in Hand:** The current physical quantity on hand.
  - **Quantity Committed:** The stock reserved for open Sales Orders.
  - **Quantity Available:** The current quantity in stock minus the committed quantity. It shows what is available to sell.
  - **Quantity On Order:** The quantity of this product on open Purchase Orders that is still to arrive. This is vital for calculating future availability.

Threshold Columns

The final columns are where the controls are set:

1. **Minimum Stock:** This is your reorder point. If the Quantity Available falls to or below this number, the system flags the item as needed replenishment. This value ensures that you have enough stock to cover the lead time and sales demand.

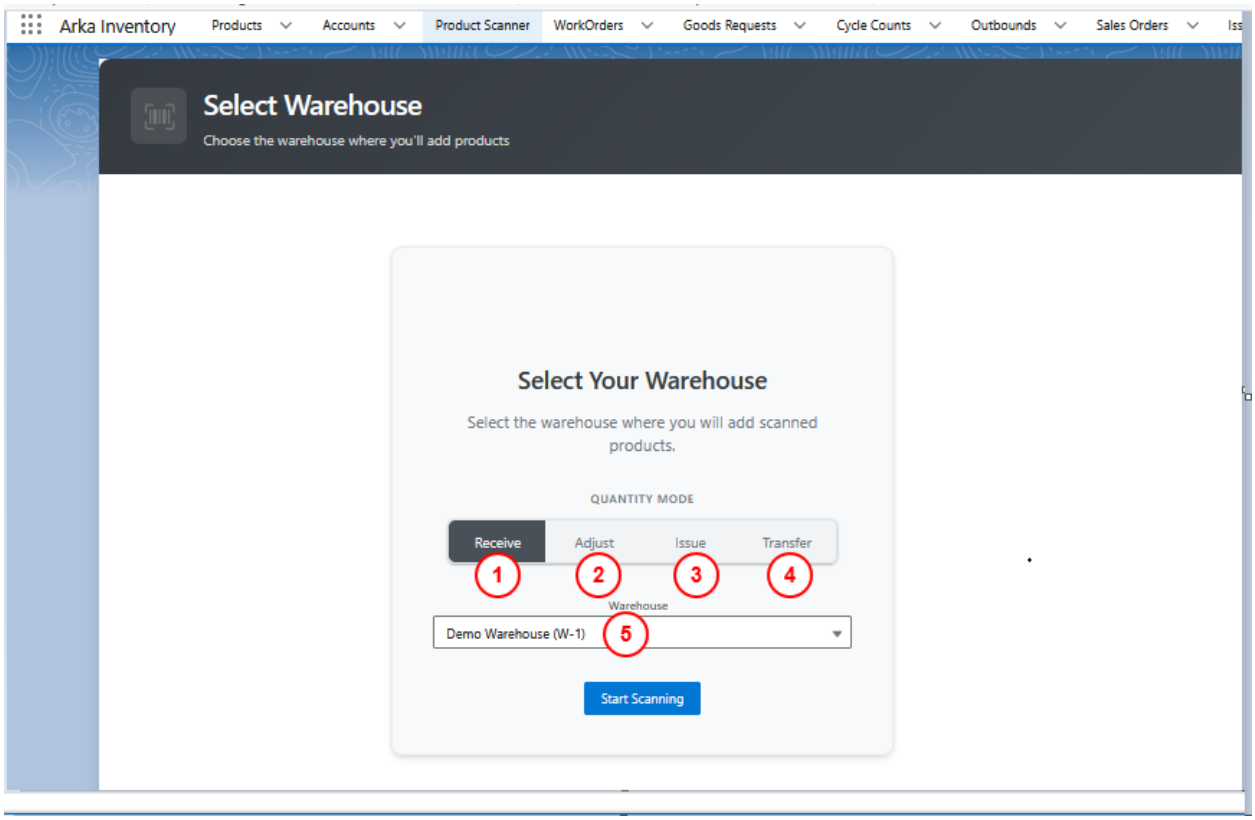
Setting or Updating Stock Levels

Stock Levels are usually managed directly in the list of view, using inline editing, or from the detail page of the specific record.

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

Product Scanner

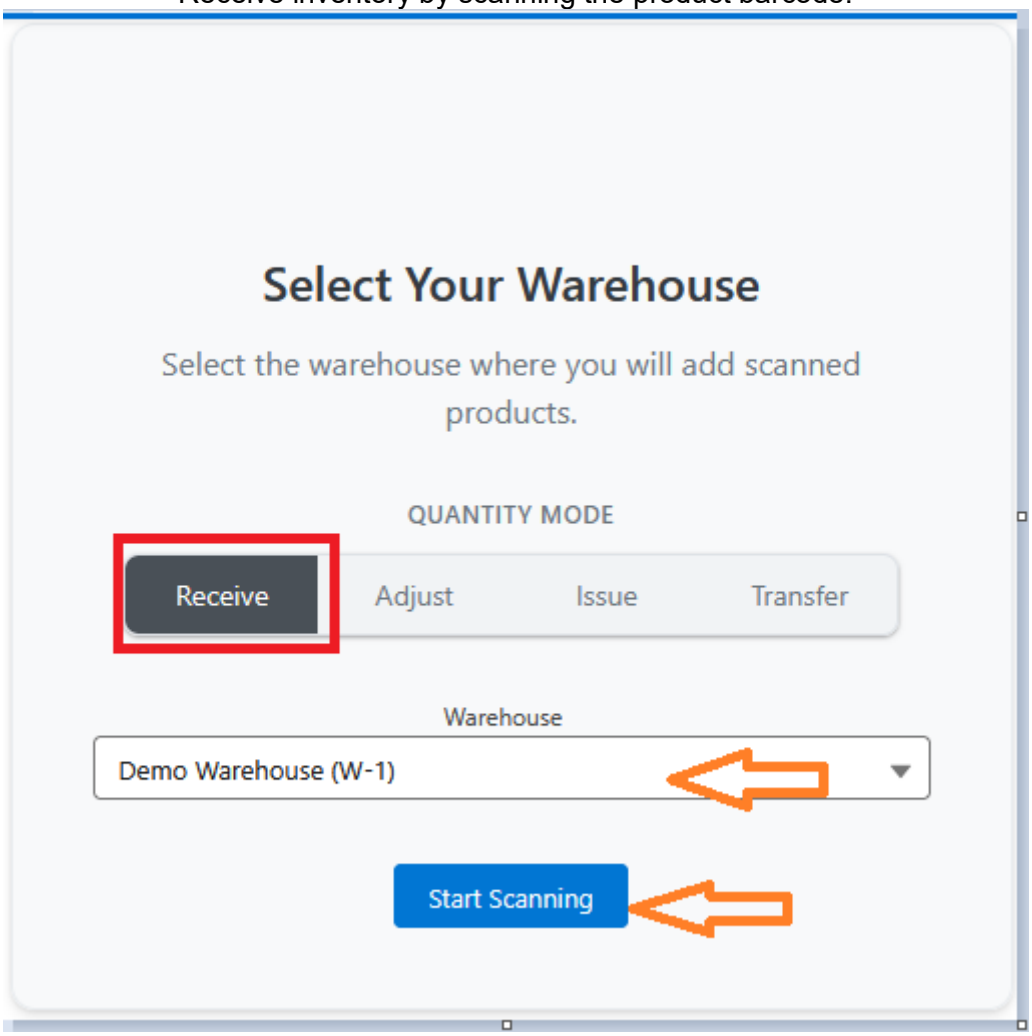
Use a scanner to carry out various operations on a desktop or laptop, with a mobile-friendly interface.



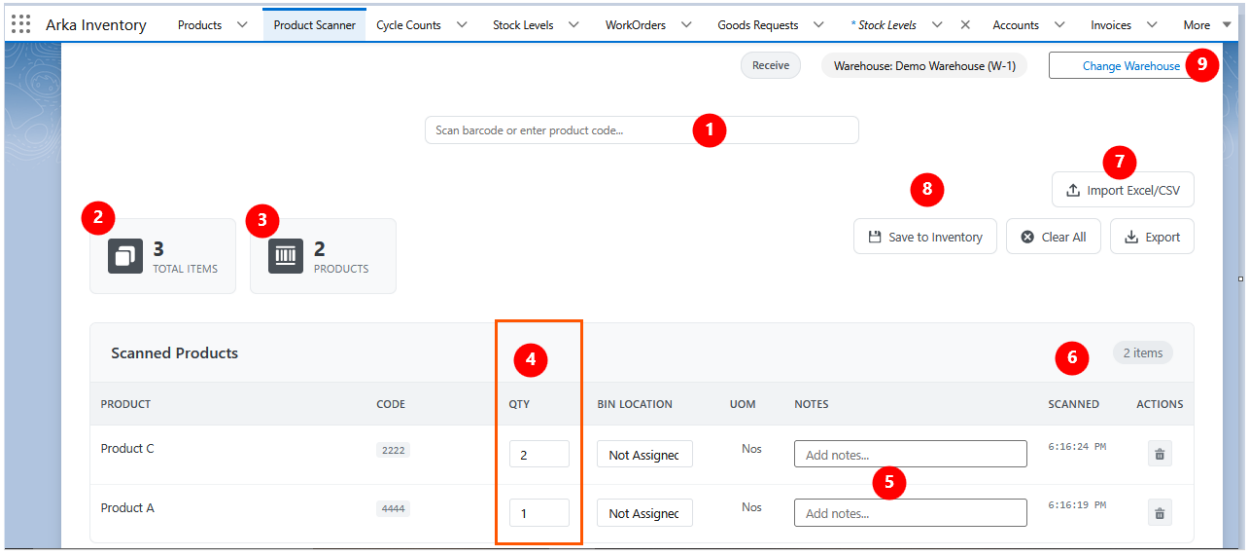
Before you start any of the four operations (Receive, Adjust, Issue or Transfer), select the warehouse in which you will do the transactions.

Scan to Receive

Receive inventory by scanning the product barcode.



The **Receive** button is selected by default. Pick the warehouse, proceed, and click **Start Scanning**.

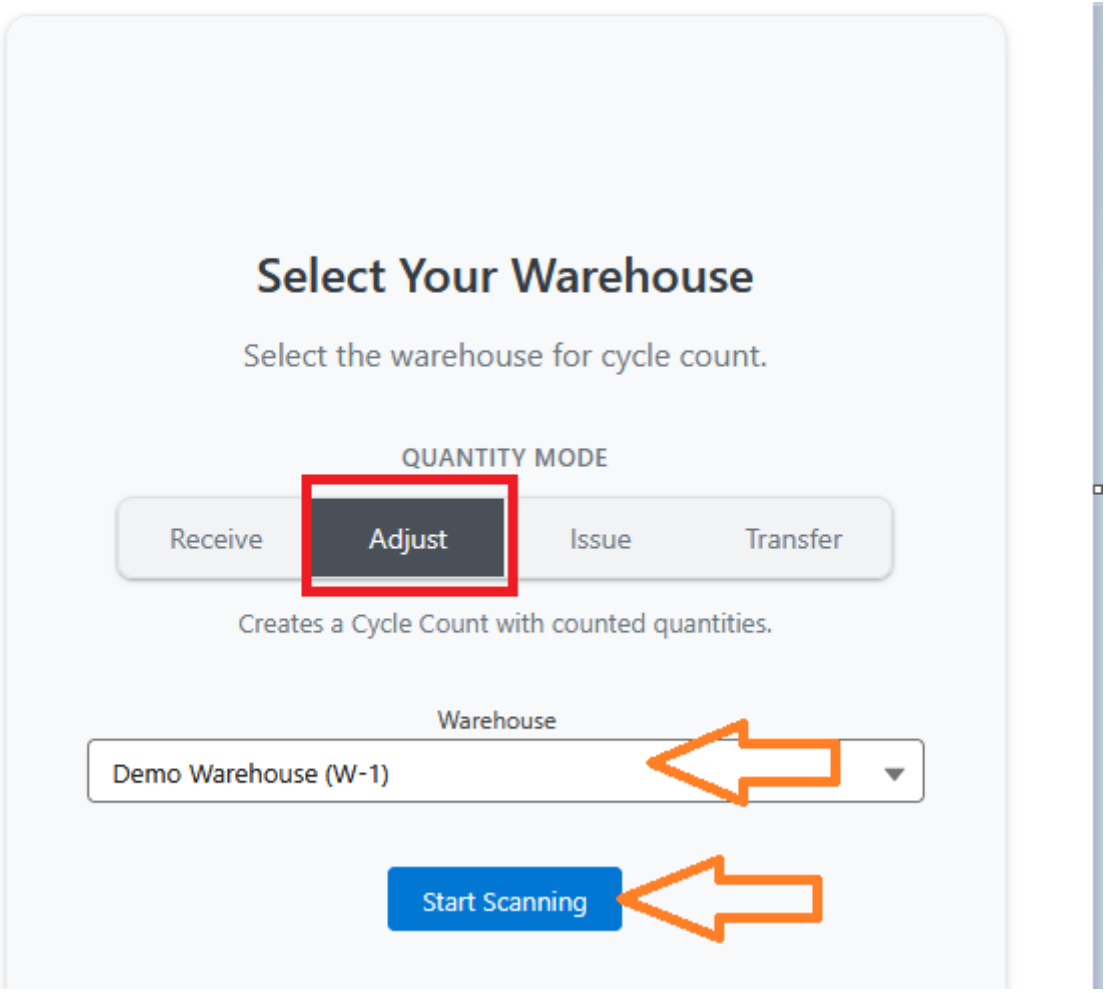


As you keep scanning, the quantity of a product that is already on the list increases by 1. If a new product is scanned, a new line is added to the list.

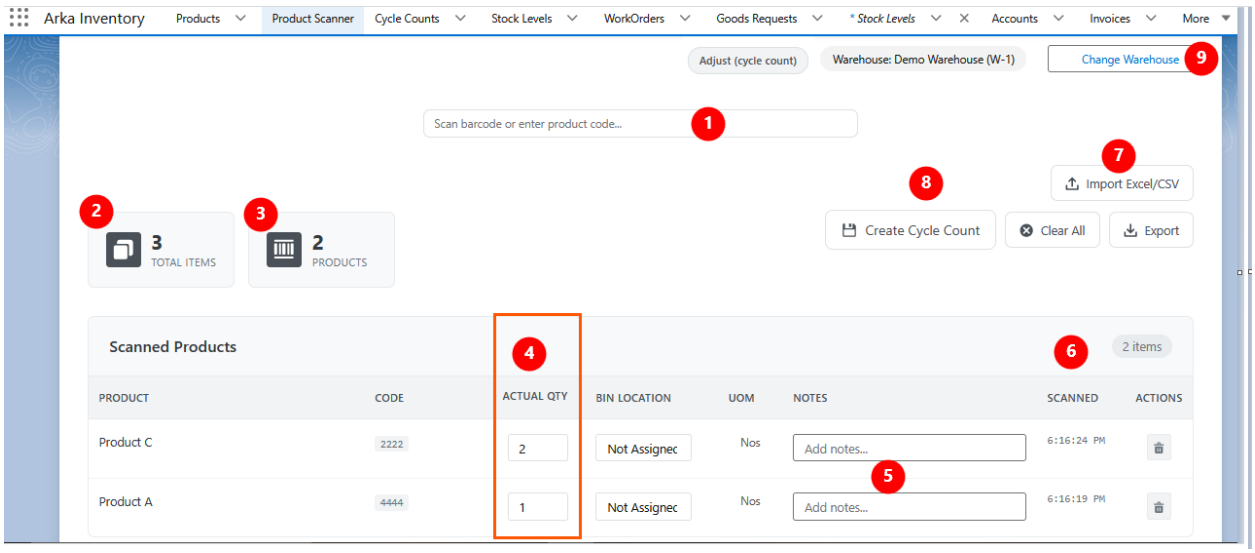
1. **Scan product:** Scan the product or enter the product code manually.
2. **Total Items:** The total number of quantities added.
3. **Products:** The number of products added.
4. **QTY:** The total quantity to be received.
5. **NOTES:** Add notes, if any.
6. **SCANNED:** The time stamp of the scan.
7. **Import Excel/CSV:** You can add an Excel or CSV file for bulk entries.
8. **Save to Inventory:** Completes the receive operation, and the inventory is added to the respective warehouse.
9. **Change Warehouse:** This button at the top right takes you back to the previous page, where you can change the warehouse.

Scan to Adjust (Cycle Count)

Count your physical (actual) inventory and adjust any mismatch against the system's stock.



Select the **Adjust** button, pick the warehouse, proceed, and click **Start Scanning**.

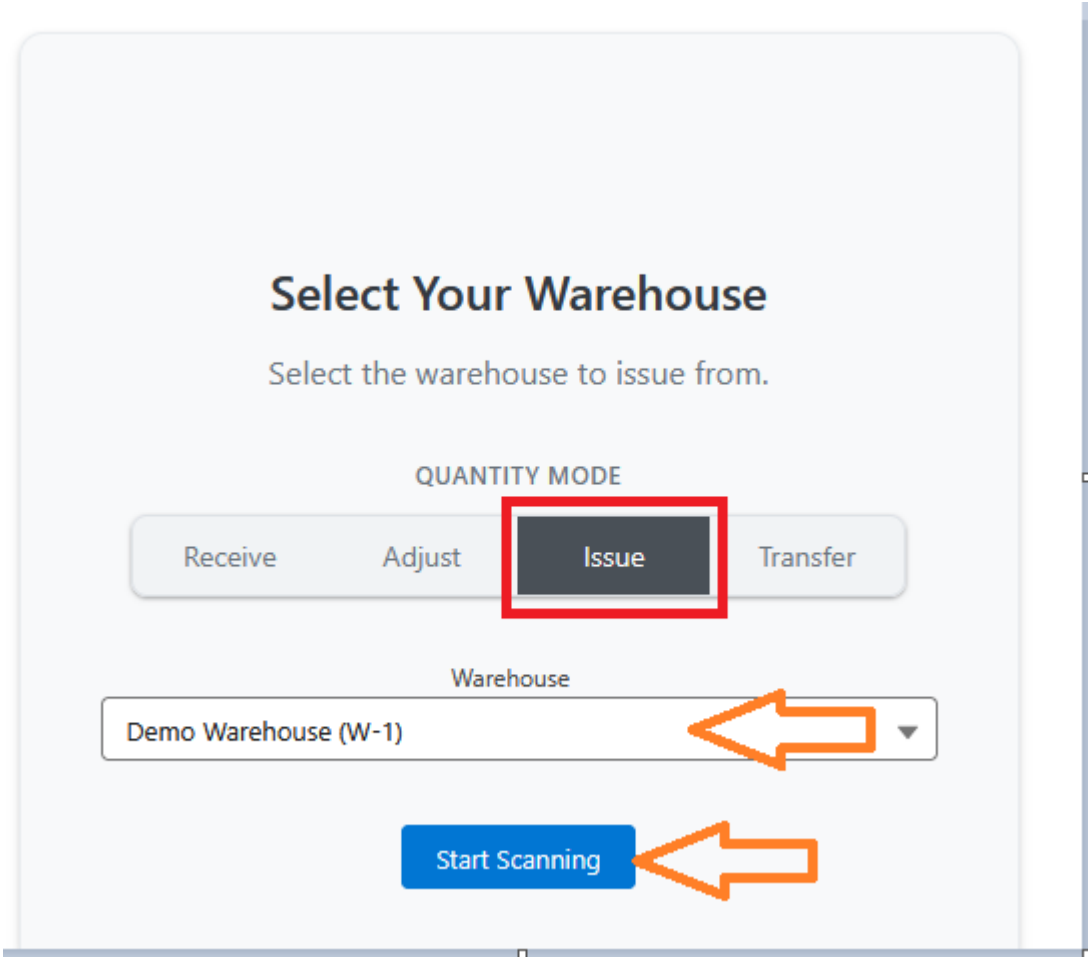


As you keep scanning, the quantity of a product that is already on the list increases by 1. If a new product is scanned, a new line is added to the list.

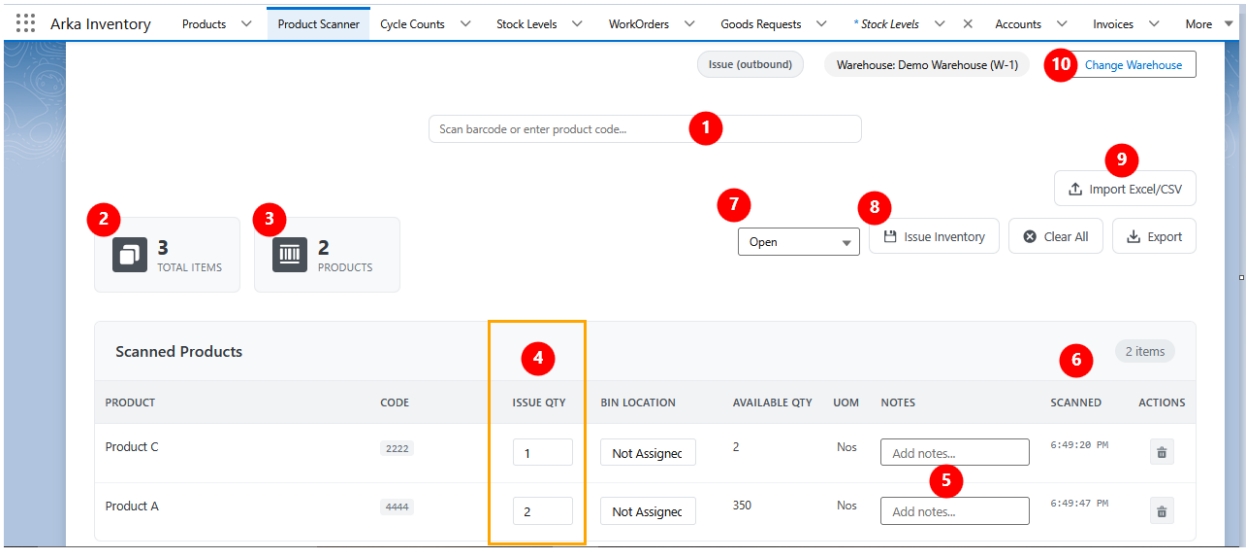
1. **Scan product:** Scan the product or enter the product code manually.
2. **Total Items:** The total number of quantities added.
3. **Products:** The number of products added.
4. **ACTUAL QTY:** The total actual (physical) quantity added.
5. **NOTES:** Add notes, if any.
6. **SCANNED:** The time stamp of the scan.
7. **Import Excel/CSV:** You can add an Excel or CSV file for bulk entries.
8. **Create Cycle Count:** Click this button to create the cycle count. If there is a variance between the system's stock and the physical count, the system automatically creates the inventory entry needed to adjust the stock level and to record the value of the variance.
9. **Change Warehouse:** This button at the top right takes you back to the previous page, where you can change the warehouse.

Scan to Issue

Issue inventory by scanning.



Select the **Issue** button, pick the warehouse, proceed, and click **Start Scanning**.

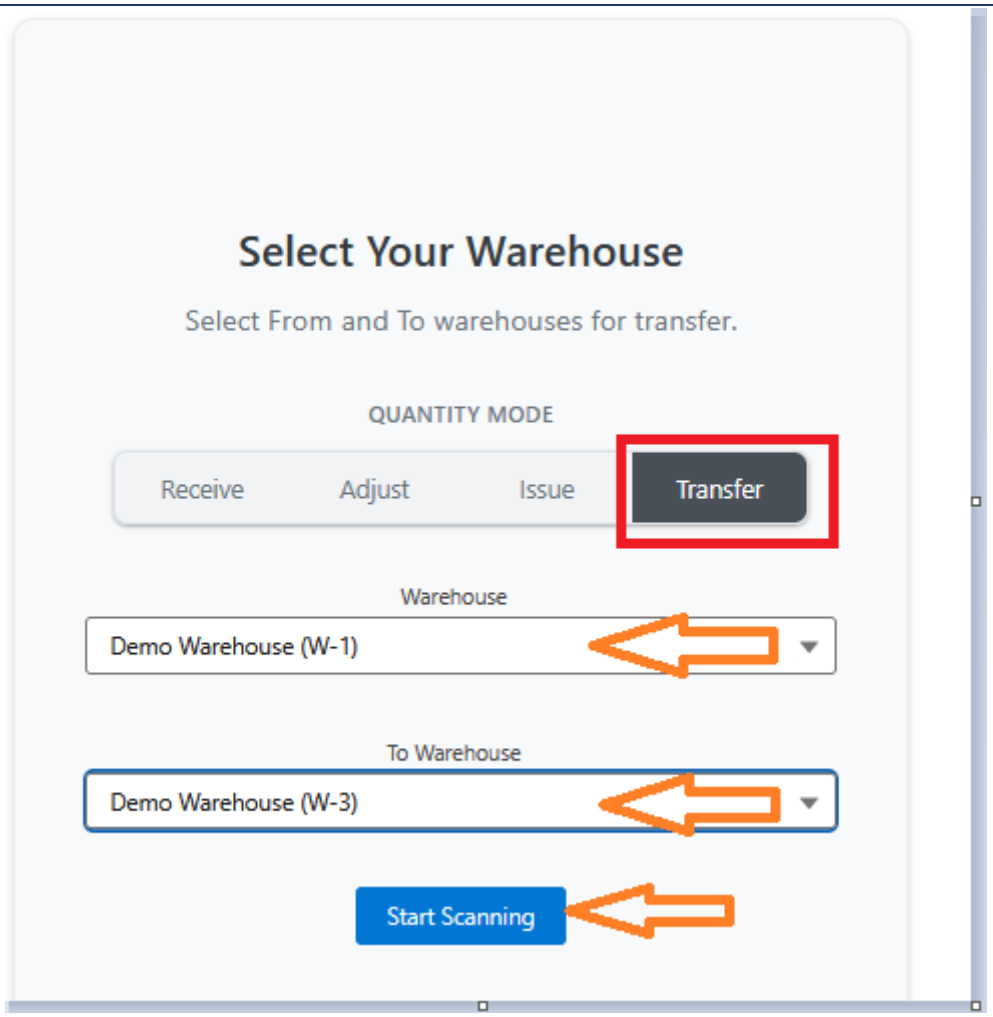


As you keep scanning, the quantity of a product that is already on the list increases by 1. If a new product is scanned, a new line is added to the list.

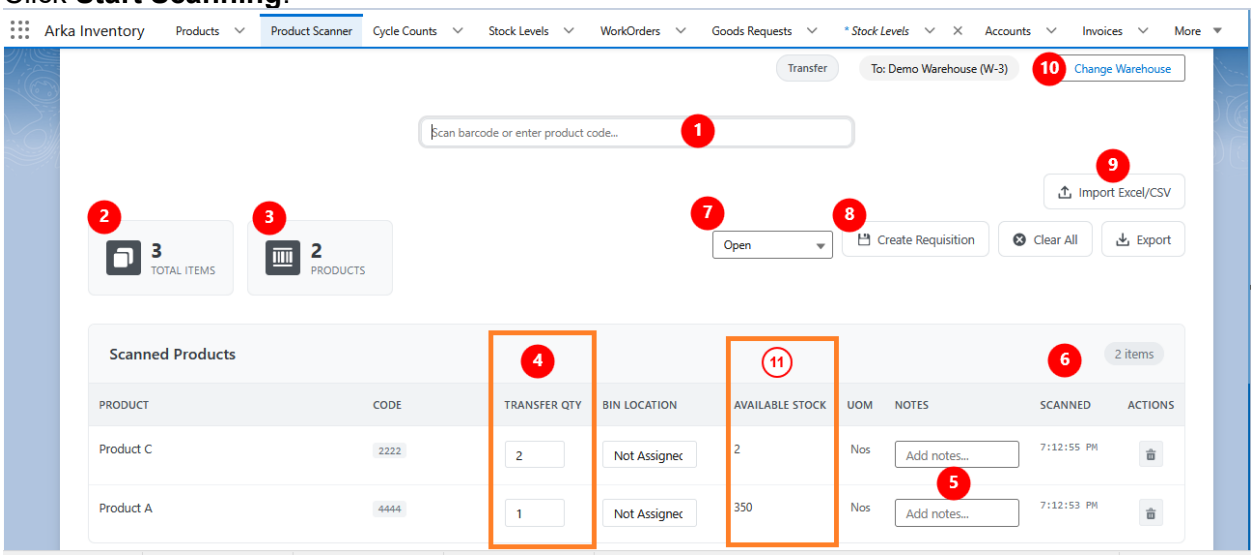
1. **Scan product:** Scan the product or enter the product code manually.
2. **Total Items:** The total number of quantities added.
3. **Products:** The number of products added.
4. **ISSUE QTY:** The total quantity to be issued.
   You can check the **AVAILABLE QTY** next to the ISSUE QTY.
5. **NOTES:** Add notes, if any.
6. **SCANNED:** The time stamp of the scan.
7. **STATUS:** The default status is **Open**. If you keep it, an outbound record is created with the status Open, and the inventory is not deducted until the status is changed to **Pick**. If you change the status to Pick before you save, the outbound record is created with the status of Pick, and the inventory is deducted.
8. **Issue Inventory:** Creates the outbound record based on the status selected above.
9. **Import Excel/CSV:** You can add an Excel or CSV file for bulk entries.
10. **Change Warehouse:** This button at the top right takes you back to the previous page, where you can change the warehouse.

Scan to Transfer

Create an internal transfer (requisition) between your own locations (warehouses) by scanning inventory.



Select the **Transfer** button, and pick the **From Warehouse** and the **To Warehouse**, because this is an internal transfer from one location to another.
Click **Start Scanning**.

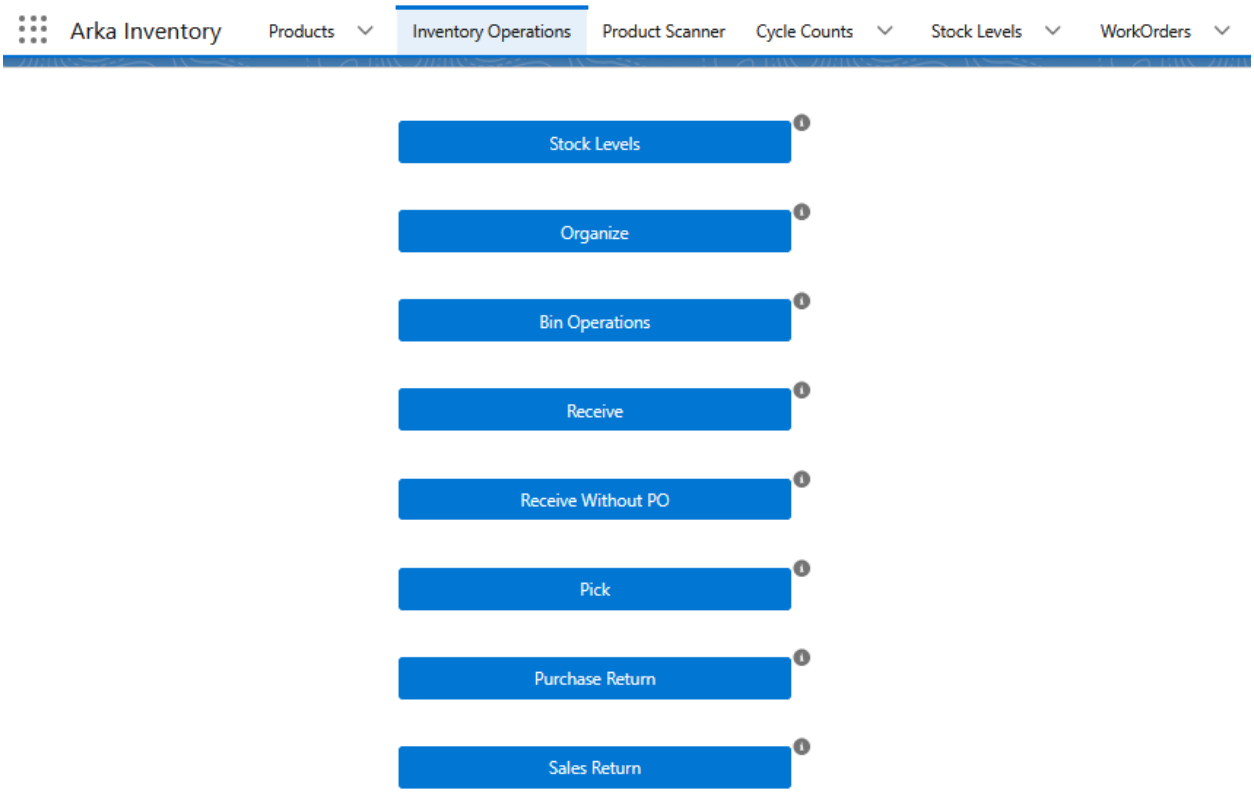


As you keep scanning, the quantity of a product that is already on the list increases by 1. If a new product is scanned, a new line is added to the list.

1. **Scan product:** Scan the product or enter the product code manually.
2. **Total Items:** The total number of quantities added.
3. **Products:** The number of products added.
4. **TRANSFER QTY:** The total quantity to be transferred.
5. **NOTES:** Add notes, if any.
6. **SCANNED:** The time stamp of the scan.
7. **STATUS:** The default status is **Open**. If you keep it, a Goods Request record is created with the status Open, and the inventory is not deducted from the source warehouse or added to the destination warehouse until the status is changed to **Fulfill**. If you change the status to Fulfill before you save, the Goods Request record is created with the status of Fulfill, and the inventory is deducted from the source warehouse and added to the destination warehouse.
8. **Create Requisition:** Creates the requisition record based on the status selected above.
9. **Import Excel/CSV:** You can add an Excel or CSV file for bulk entries.
10. **Change Warehouse:** This button at the top right takes you back to the previous page, where you can change the warehouse.
11. **AVAILABLE STOCK:** Shows the available inventory quantity.

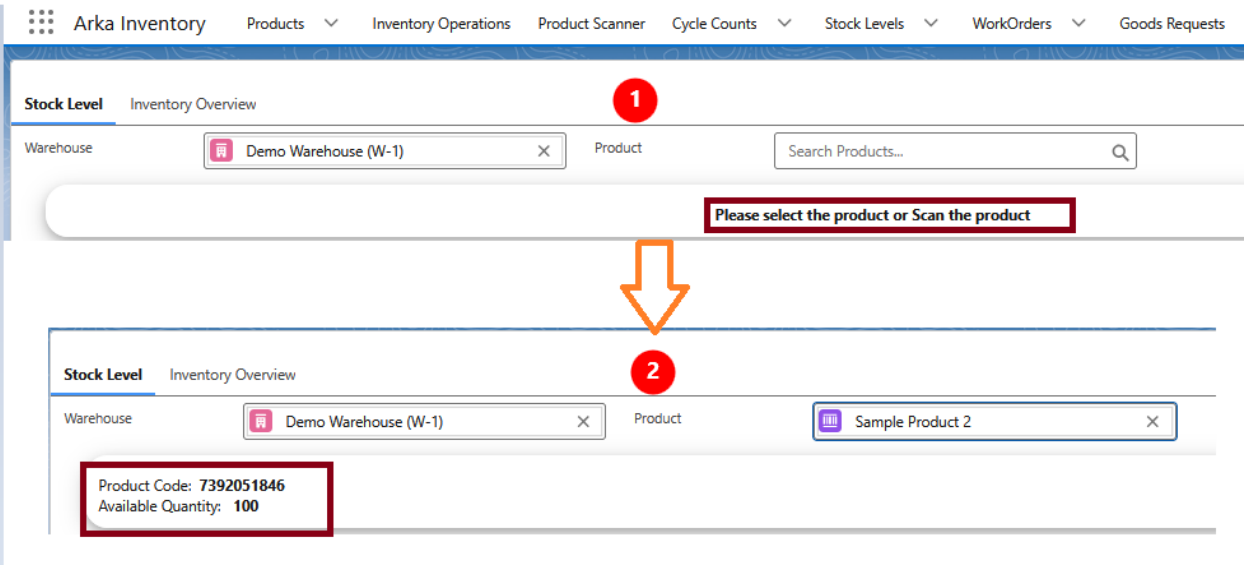
Inventory Operations

This is a mobile-friendly interface designed for inventory operations on a mobile device.



Stock Level

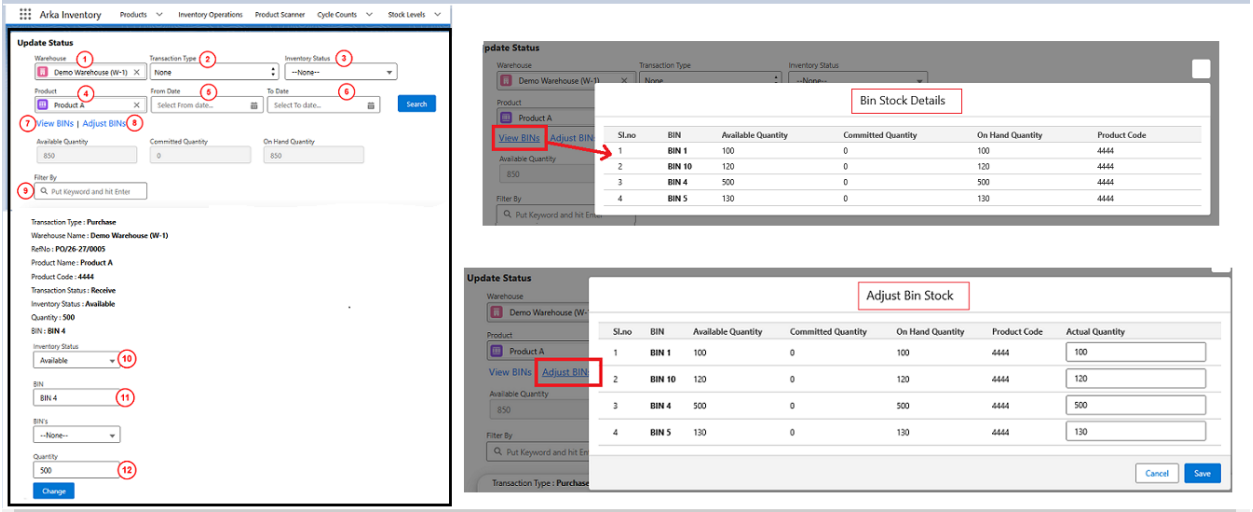
Use this option to view stock levels. You can scan a product to see its stock level.
When you select or scan a product on the first screen, the second screen opens.



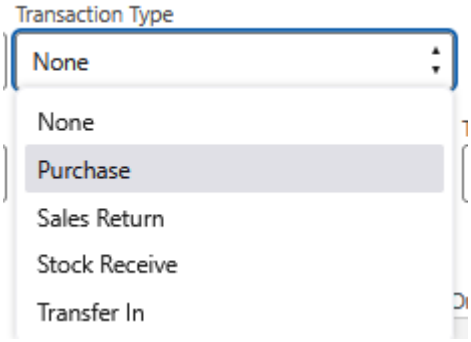
Next to the **Stock Level** in the image above, there is another section called **Inventory Overview**. It is described in the separate section named Inventory Overview.

Organize

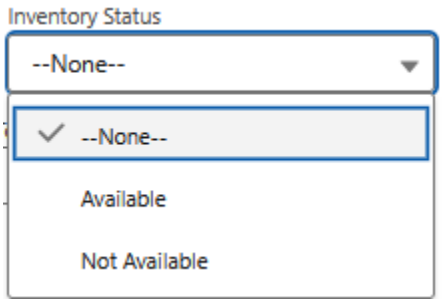
Use this option to change the inventory status of transactions.



1. **Warehouse:** Select the warehouse.
2. **Transaction Type:** Select the transaction type.



3. **Inventory Status:** Select the inventory status.



4. **Product:** Select the product.
5. **From Date:** The start date for the filter.
6. **To Date:** The end date for the filter.

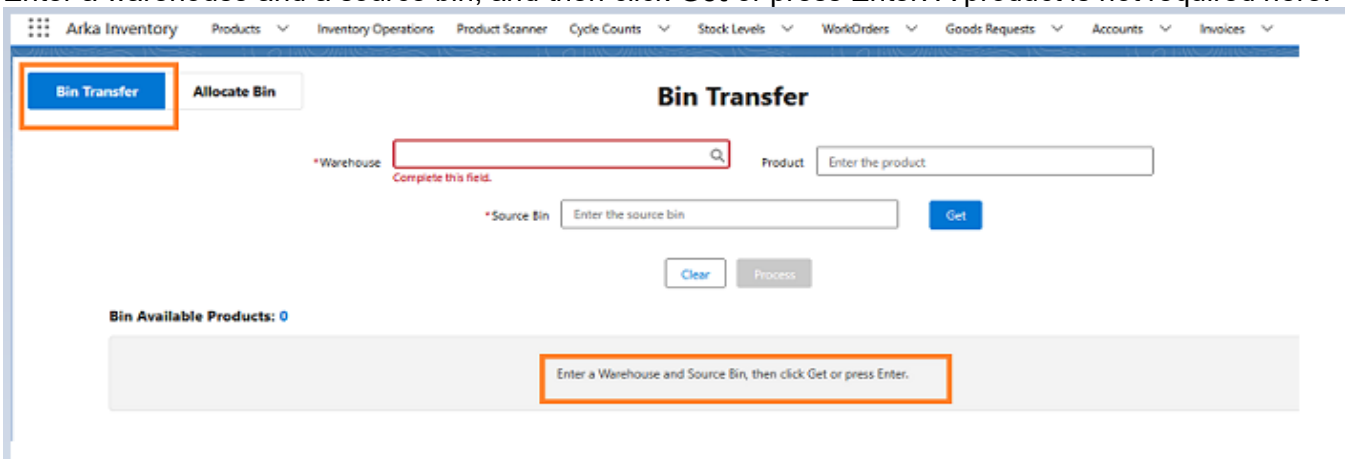
   The six fields above help you shorten the list of products you need to scroll through before making the required changes.
7. **View Bins:** Clicking it opens a read-only screen (the top screen at the right side in the image above).
8. **Adjust Bins:** Clicking it opens an editable screen (the second screen at the bottom right in the image above), where you can correct any mismatch between the physical quantity and the system quantity in a particular bin.
9. **Filter By:** Shortens the list, for example, to a particular reference number or bin.
10. **Transaction Status:** Can be changed from Available to Not Available and back.
11. **BIN:** Lets you change the bin.
12. **Quantity:** You can edit the quantity to correct it.

Bin Operations

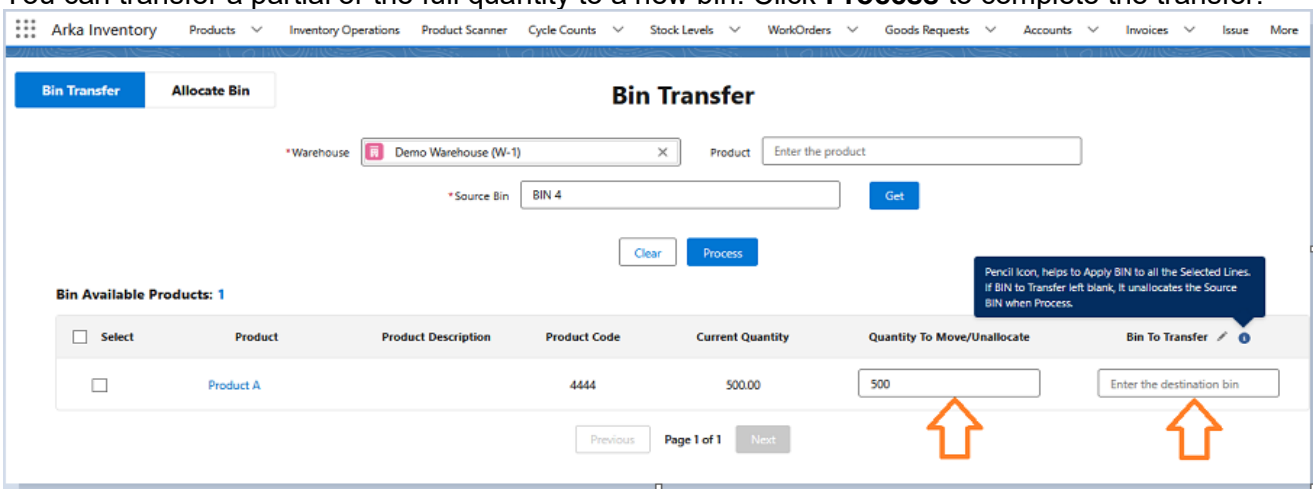
Use this option to transfer or allocate inventory between bins.

Bin Transfer

Bin Transfer is selected by default.
Enter a warehouse and a source bin, and then click **Get** or press Enter. A product is not required here.

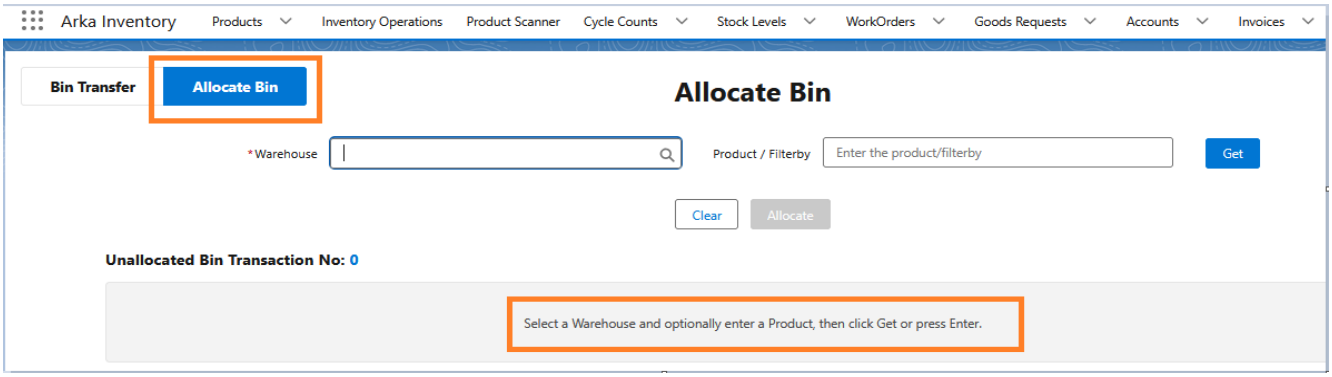


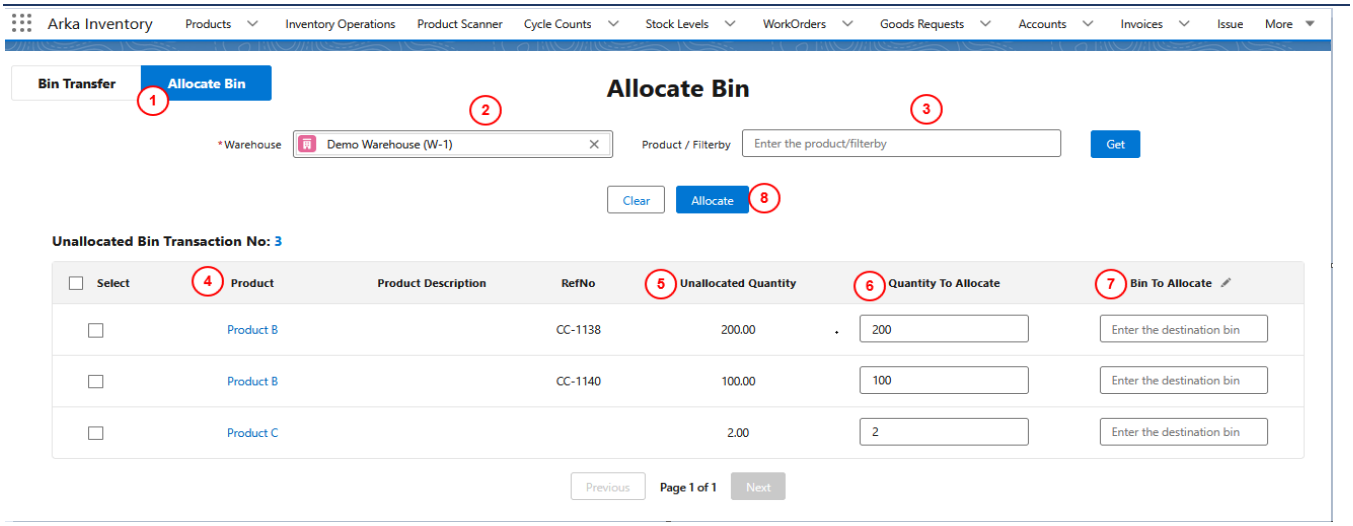
You can transfer a partial or the full quantity to a new bin. Click **Process** to complete the transfer.



Allocate Bin

Select a warehouse, optionally enter a product, and then click **Get** or press Enter.
If you select a product, the result shows only that product and lets you allocate a bin for it.
If you do not select a product, all the products in the selected warehouse that have no bin assigned are shown.

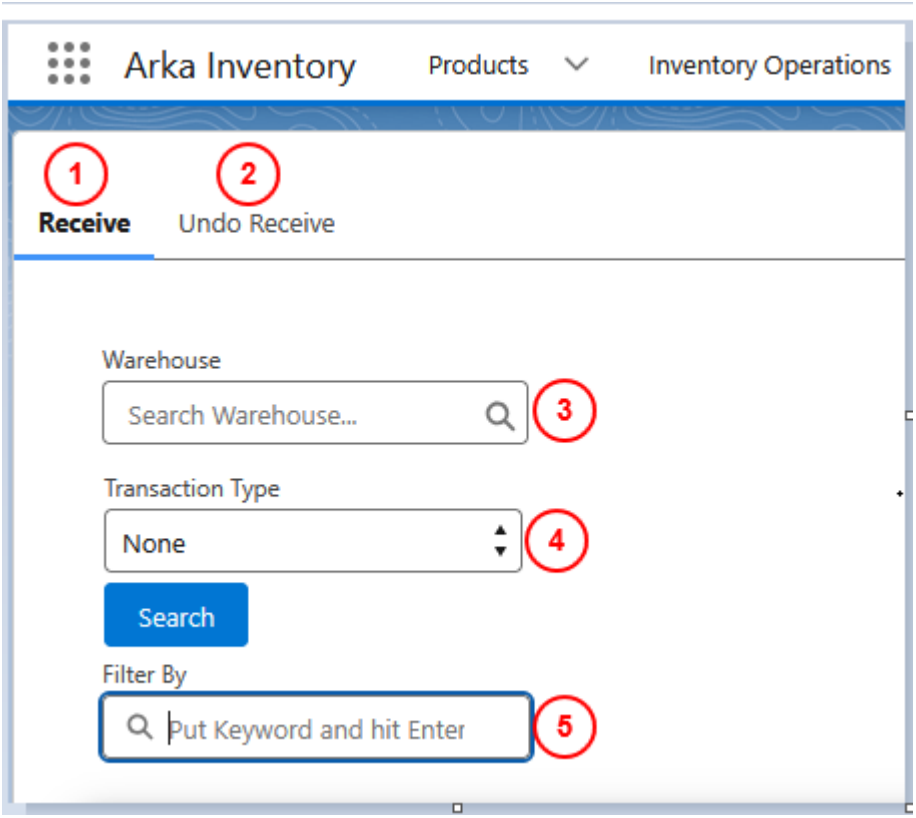




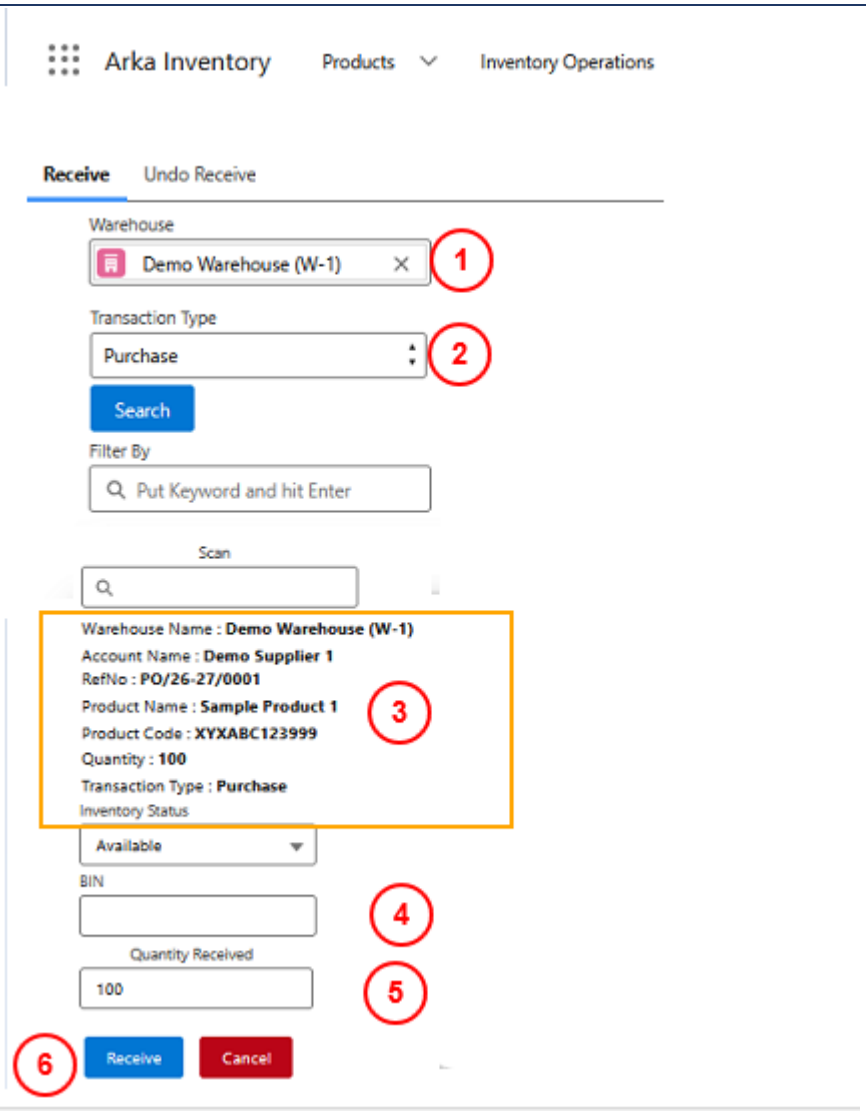
1. **Allocate Bin** is selected.
2. **Warehouse:** A warehouse is selected.
3. **Product / Filter By:** Not selected.
4. **Product:** Shows the list of all products without a bin in the selected warehouse.
5. **Unallocated Quantity:** The quantity that has not yet been allocated to a bin.
6. **Quantity To Allocate:** An editable field that lets you allocate the quantity to different bins.
7. **Bin To Allocate:** The bin to which the quantity is to be allocated.
8. **Allocate:** Click this button to complete the bin allocation.

Receive

Use this option to receive products into the warehouse against open Purchase Orders, Production Orders, or inventory transfers.



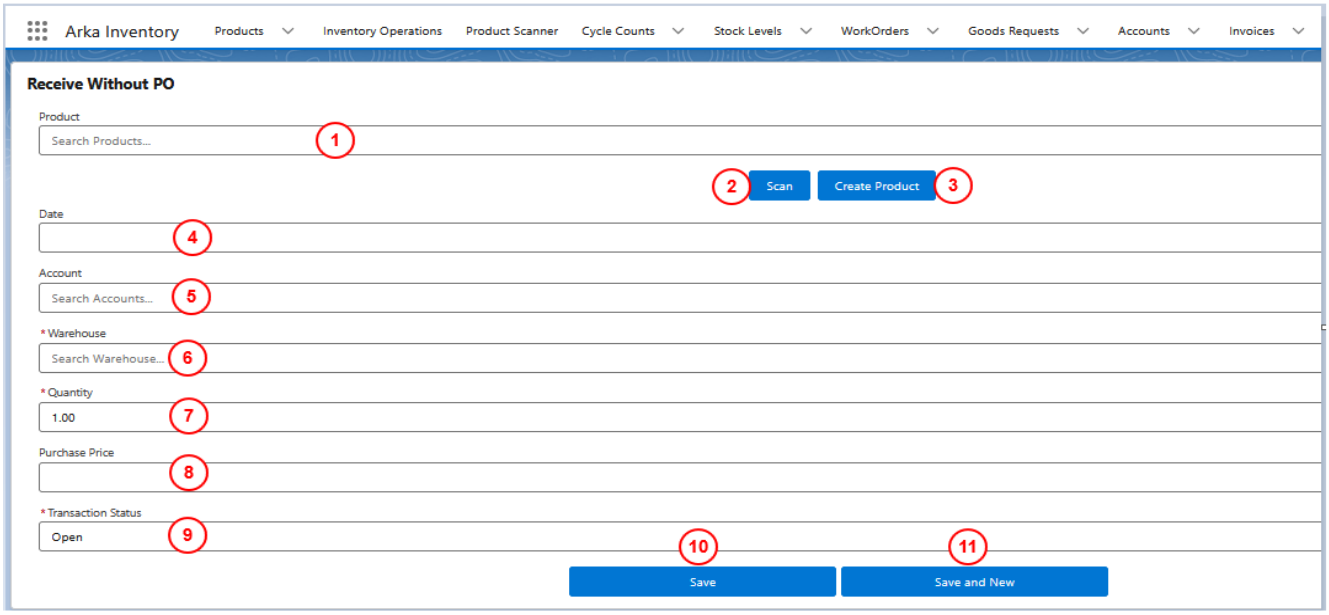
1. **Receive:** Lists all the products to be received in the selected warehouse.
2. **Undo Receive:** Lists all the received inventory, from which you can reverse an entry.
3. **Warehouse:** The receiving location.
4. **Transaction Type:** The default is None. The options are:
   By default, **None**
   - **Purchase:** All open or partially received Purchase Order lines.
   - **Stock Receive:** Shows all the finished products for which a Work Order has been raised, when you want to receive the finished products manually.
   - **Transfer In:** All the products added to Goods Requests that have the status Open.
   - **Sales Return:** Receives returned inventory.



1. **Warehouse:** A warehouse is selected.
2. **Transaction Type:** Purchase.
3. This section shows the details of the open Purchase Order lines related to the selected warehouse and type.
4. **BIN:** Add the bin location in which the inventory is received.
5. **Quantity:** The quantity to receive.
6. **Receive:** Completes the inward receipt for this line.
   More lines are listed below, based on the selected filters.

Receive Without a PO

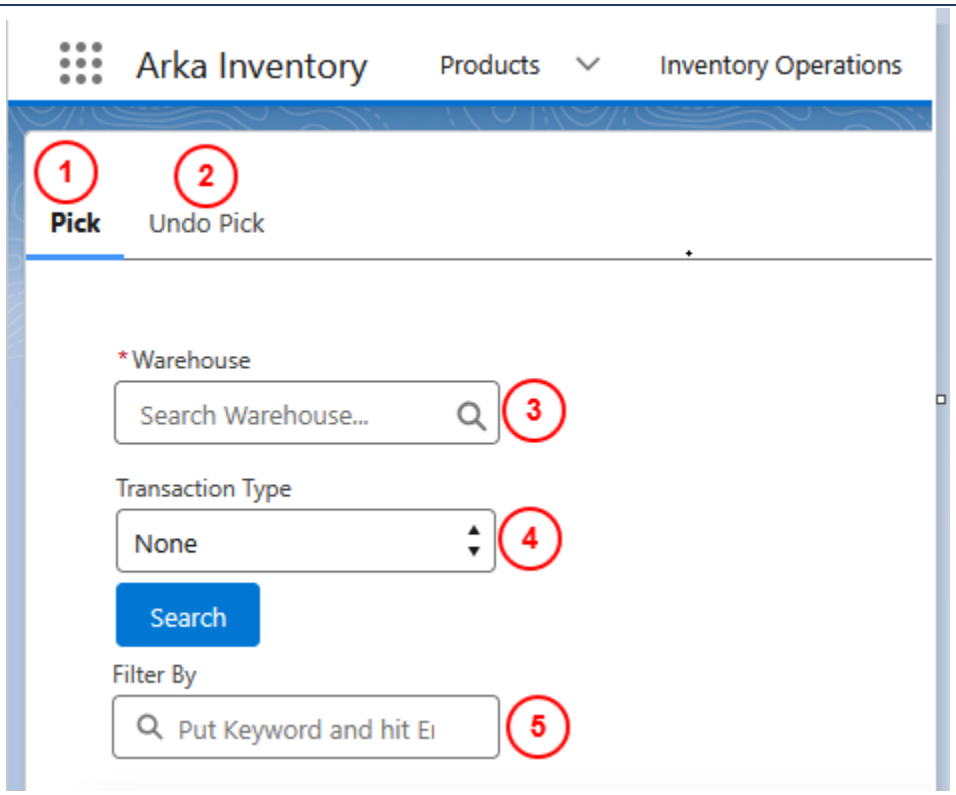
Use this option to receive inventory directly, without a Purchase Order.



1. **Product:** Add the product to be received.
2. **Scan to receive:** Scan the product to receive it.
3. **Create Product:** If the product does not exist in the product master data, you can quickly create it from this page.
4. **Date:** The inward date.
5. **Account:** The vendor or supplier. This is optional.
6. **Warehouse:** The location in which the inventory is to be received.
7. **Quantity:** The quantity to be received.
8. **Purchase Price:** The purchase price.
9. **Transaction Status:** The default is **Open**. You can change it to **Receive**.
10. **Save:** Saves the record and returns you to the main page.
11. **Save and New:** Saves the current record and refreshes the screen so you can receive the next product.

Pick

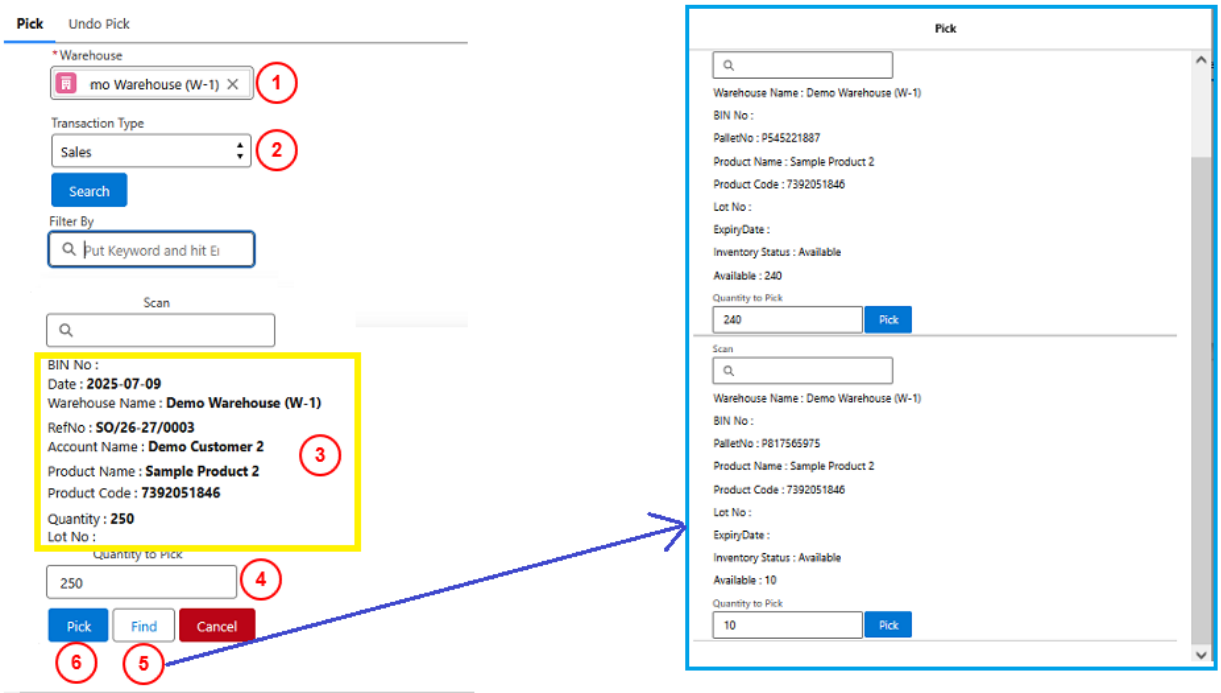
Use this option to pick up the committed inventory for Sales Orders, Production Orders, or inventory transfers.



13. **Pick:** Lists all the products to be picked in the selected warehouse.
14. **Undo Pick:** Lists all the picked inventory, from which you can reverse an entry.
15. **Warehouse:** The issuing location.
16. **Transaction Type:** The default is None. The options are:

    By default, **None**

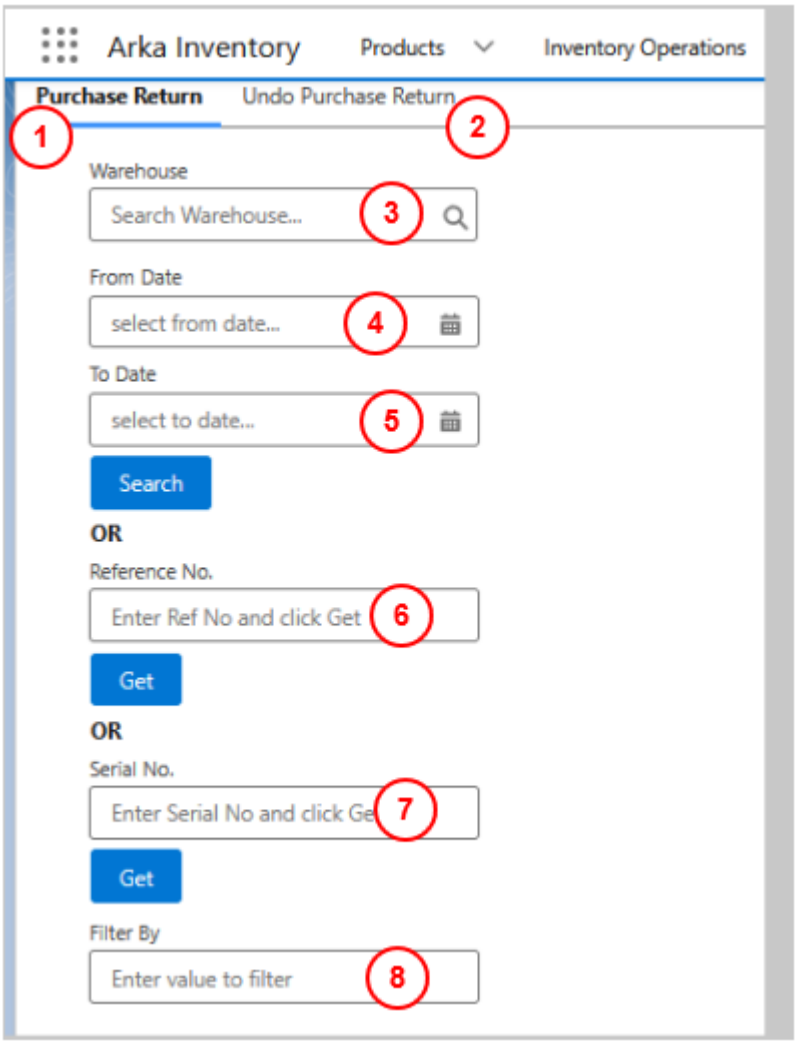
    - **Purchase Return:** All the received purchase lines.
    - **Sales:** All the Sales Order lines to be picked.
    - **Stock Issue:** Shows all the material lines to be issued against a Work Order, when you want to issue material manually to complete the Work Order.
    - **Transfer Out:** All the products added to Goods Request lines.



1. **Warehouse:** A warehouse is selected.
2. **Transaction Type:** Sales.
3. This section shows all the Sales Order lines that are ready to be picked up.
4. **Quantity to be picked:** The quantity to pick.
5. **Find:** The quantity shown in the field above is the total quantity available in the selected warehouse. If you want to pick from a specific place, such as a particular bin, use **Find**.
6. **Pick:** Completes the pick for this line. Scroll down for more lines.

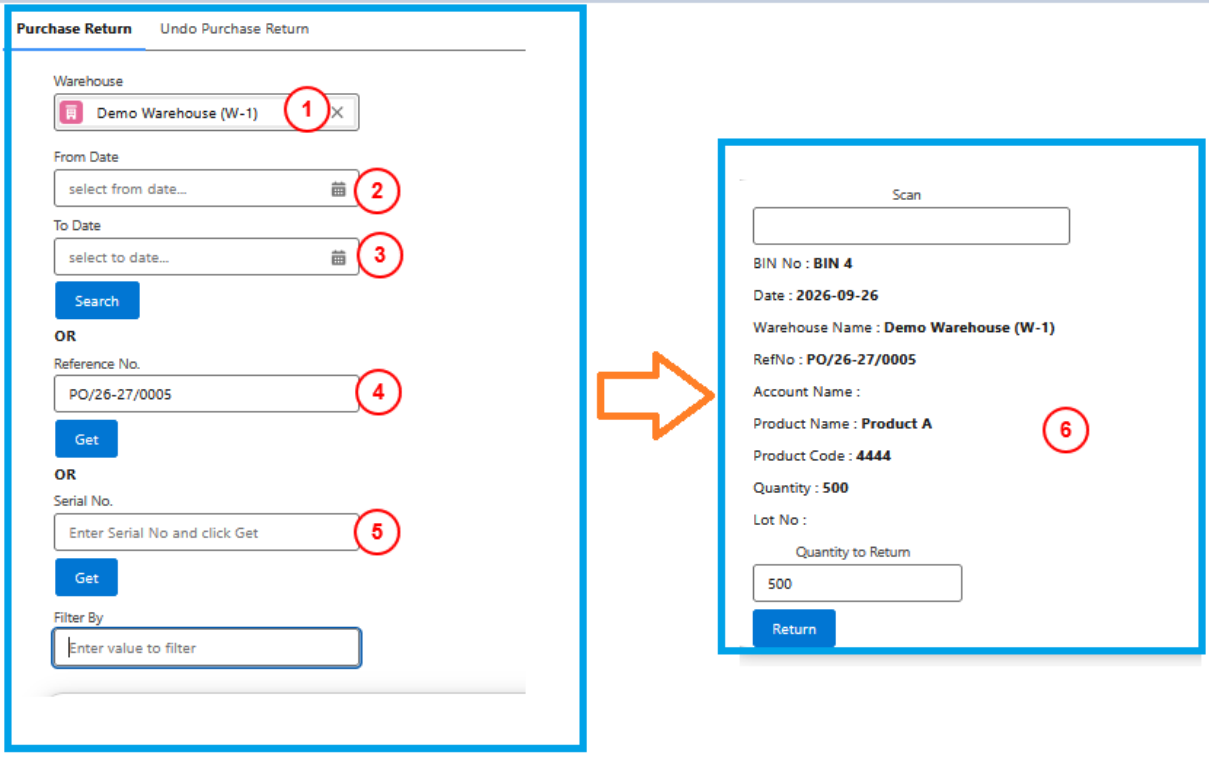
Purchase Return

Use this option to return the items you purchased. You can search for the items received by the Purchase Order number.



Use the filters in one of these ways: fields 3 to 5, or field 6, or field 7.

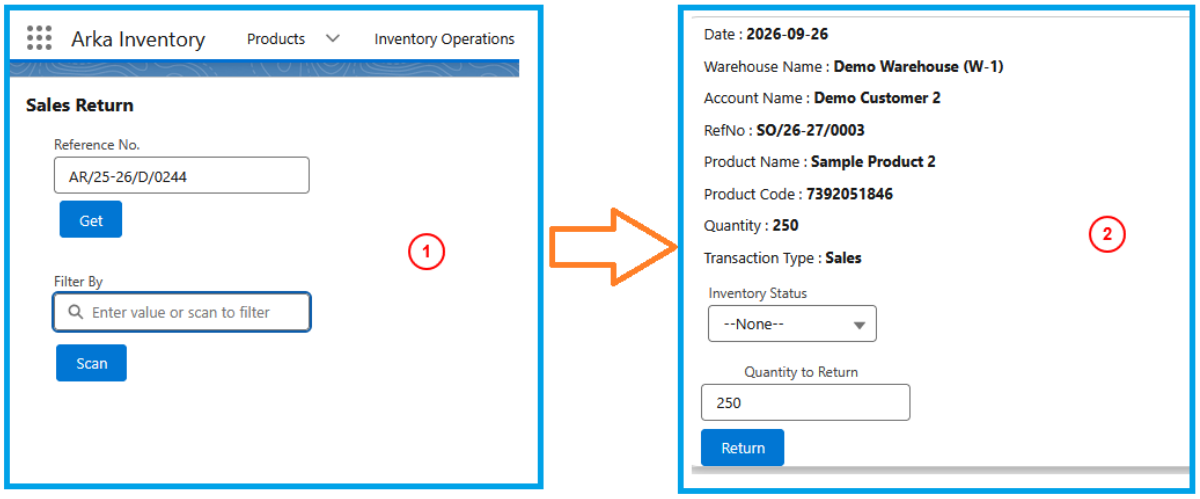
1. **Purchase Return:** The default screen for processing a return.
2. **Undo Purchase Return:** Reverses any return that was processed earlier.
3. **Warehouse:** The location from which the inventory is returned.
4. **From Date:** The date on which the inventory was received.
5. **To Date:** Together with From Date, this is the range of purchase receipt dates. It narrows the search and limits the records.
6. **Reference No:** Usually the Purchase Order number, which the system updates on the Purchase Order line.
7. **Serial No:** The serial number, if one was assigned when the inventory was received.
8. **Filter By:** All the options above let you search for specific records instead of scrolling through a large number of records.



1. **Warehouse:** A warehouse is selected.
2. **From Date:** Not selected.
3. **To Date:** Not selected.
4. **Reference No:** The Purchase Order number.
5. **Serial No:** Not selected.
6. After you apply the filters, scroll down. All the related lines are shown, and you can complete the return.

Sales Return

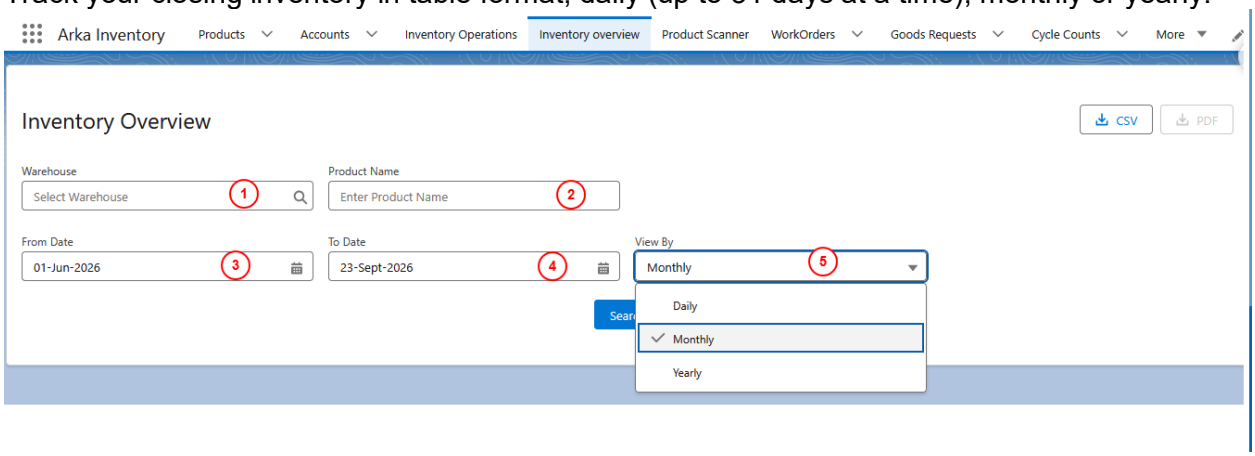
Use this option to receive sales returns. You can search for the shipped items by order number.



1. **Reference No:** This is usually the Sales Order number if the inventory was issued through a Sales Order. If a direct invoice was created without a Sales Order, it is the invoice number. If the inventory was issued through the Issue tab, it is the reference number entered when the stock was issued.
2. This is not a new page. All the filtered lines are shown just below the filters. Scroll down to view them all and complete the sales return.

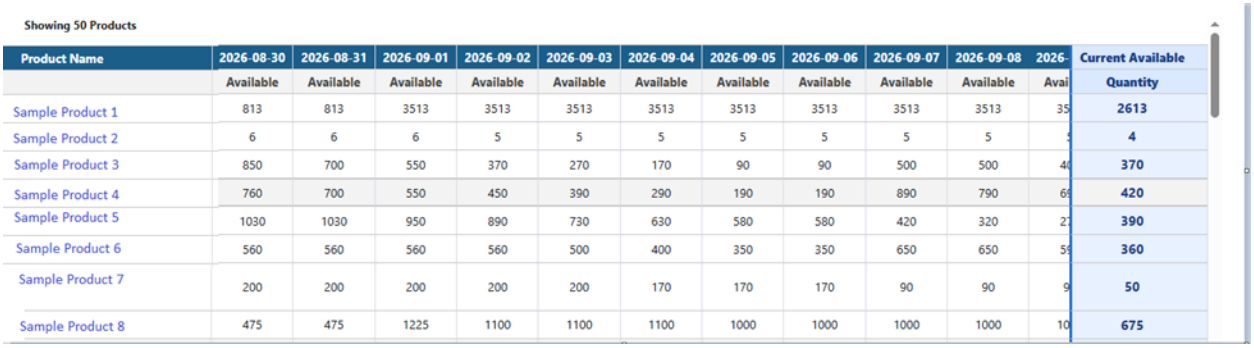
Inventory Overview

Track your closing inventory in table format, daily (up to 31 days at a time), monthly or yearly.



1. **Warehouse:** Select the warehouse.
2. **Product:** Optional. Select a product to view only that product. If you do not select a product, all the products that have inventory in the selected date range are shown in table format.
3. **From Date:** The start date.
4. **To Date:** The end date.
5. **View By:** Select how the closing inventory is displayed:
   - **Daily:** Shows the closing inventory for a maximum of 31 days.
   - **Monthly:** Shows the closing inventory for a maximum of 12 months.
   - **Yearly:** Shows the closing inventory by year.

Daily View



Product Name	2026-08-30 Available	2026-08-31 Available	2026-09-01 Available	2026-09-02 Available	2026-09-03 Available	2026-09-04 Available	2026-09-05 Available	2026-09-06 Available	2026-09-07 Available	2026-09-08 Available	2026- Avai	Current Available Quantity
Sample Product 1	813	813	3513	3513	3513	3513	3513	3513	3513	3513	35	2613
Sample Product 2	6	6	6	5	5	5	5	5	5	5		4
Sample Product 3	850	700	550	370	270	170	90	90	500	500	4	370
Sample Product 4	760	700	550	450	390	290	190	190	890	790	6	420
Sample Product 5	1030	1030	950	890	730	630	580	580	420	320	2	390
Sample Product 6	560	560	560	560	500	400	350	350	650	650	5	360
Sample Product 7	200	200	200	200	200	170	170	170	90	90	9	50
Sample Product 8	475	475	1225	1100	1100	1100	1000	1000	1000	1000	10	675

Monthly View

Showing 50 Products

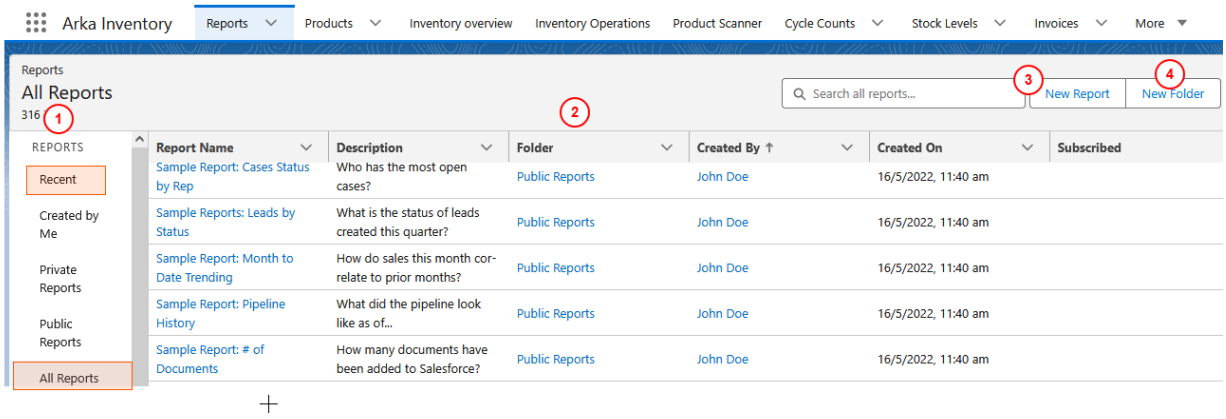
Product Name	Oct 2025 Available	Nov 2025 Available	Dec 2025 Available	Jan 2026 Available	Feb 2026 Available	Mar 2026 Available	Apr 2026 Available	May 2026 Available	Jun 2026 Available	Jul 2026 Available	Aug 2026 Available	Sep 2026 Available	Current Available Quantity
Sample Product 1	760	2590	1510	969	2137	180	1170	630	0	1530	813	2613	**2613**
Sample Product 2	3	2	4	4	2	0	4	2	0	5	6	4	**4**
Sample Product 3	140	130	230	310	150	170	260	160	530	750	700	370	**370**
Sample Product 4	120	110	130	130	370	70	150	0	240	640	700	420	**420**
Sample Product 5	—	—	—	—	—	200	175	175	175	175	175	175	**175**
Sample Product 6	250	190	150	310	210	150	200	170	250	850	1030	390	**390**
Sample Product 7	90	70	150	189	130	0	180	30	990	1260	560	360	**360**
Sample Product 8	—	—	—	—	—	—	—	—	100	200	200	50	**50**

Reports

The **Reports** tab is your gateway to business intelligence and operational oversight. It lets you analyze all the transactional and master data covered in this guide and gives you the insights needed for decision-making.

Reports List View

Click on the **Reports** tab to open the Reports List View.



1. By default, the recently viewed reports are shown. Select **All Reports** to find the report you need.
2. The name of the folder in which the report is stored.
3. **New Report:** Creates a new report.
4. **New Folder:** Creates a new folder in which to store reports.

The Reports List View gives you access to the reports you ran recently, the reports you created, public reports, and organized folders.

- You can see the **Report Name** (for example, Sample Reports: Leads by Status or Sample Report: Pipeline History), the **Folder** in which it is stored and who **Created** it.
- This is where you can quickly reach the standard reports that track key inventory metrics, such as stock valuation, stock aging, and consumption trends.
- To create a new, customized report, click the **New Report** button at the top right.

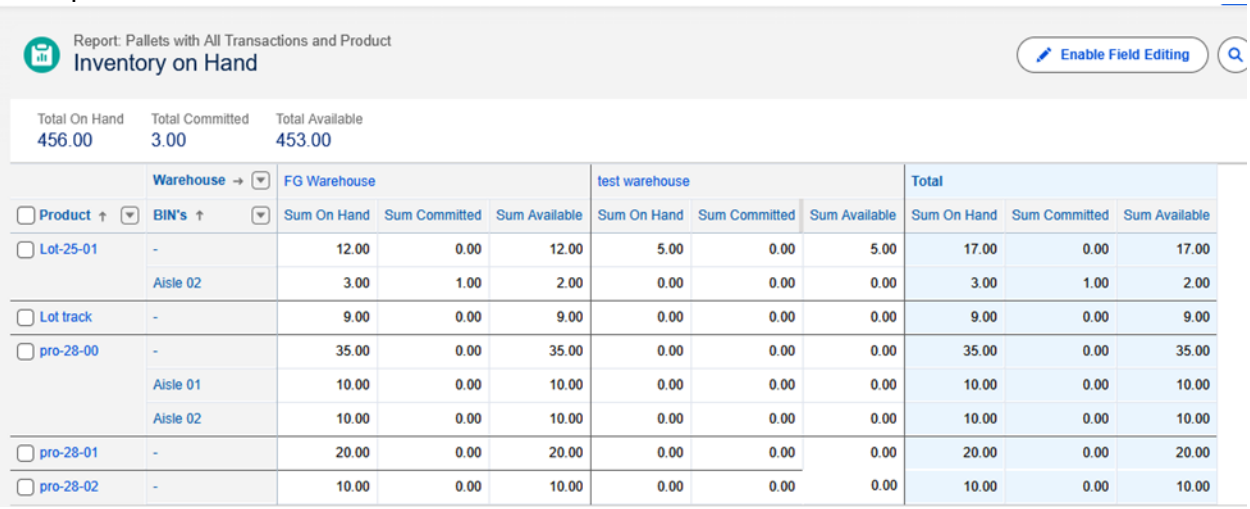
  Go to **All Folders** to see the reports that are readily available to you.

  Explore the various reports, in particular the sales and profit, purchase and sales order, and stock level reports.

Standard Reports

Inventory On Hand

This report gives a summary of the available inventory across all warehouses. You can also filter it for one specific warehouse.



Report: Pallets with All Transactions and Product
Inventory on Hand

Enable Field Editing

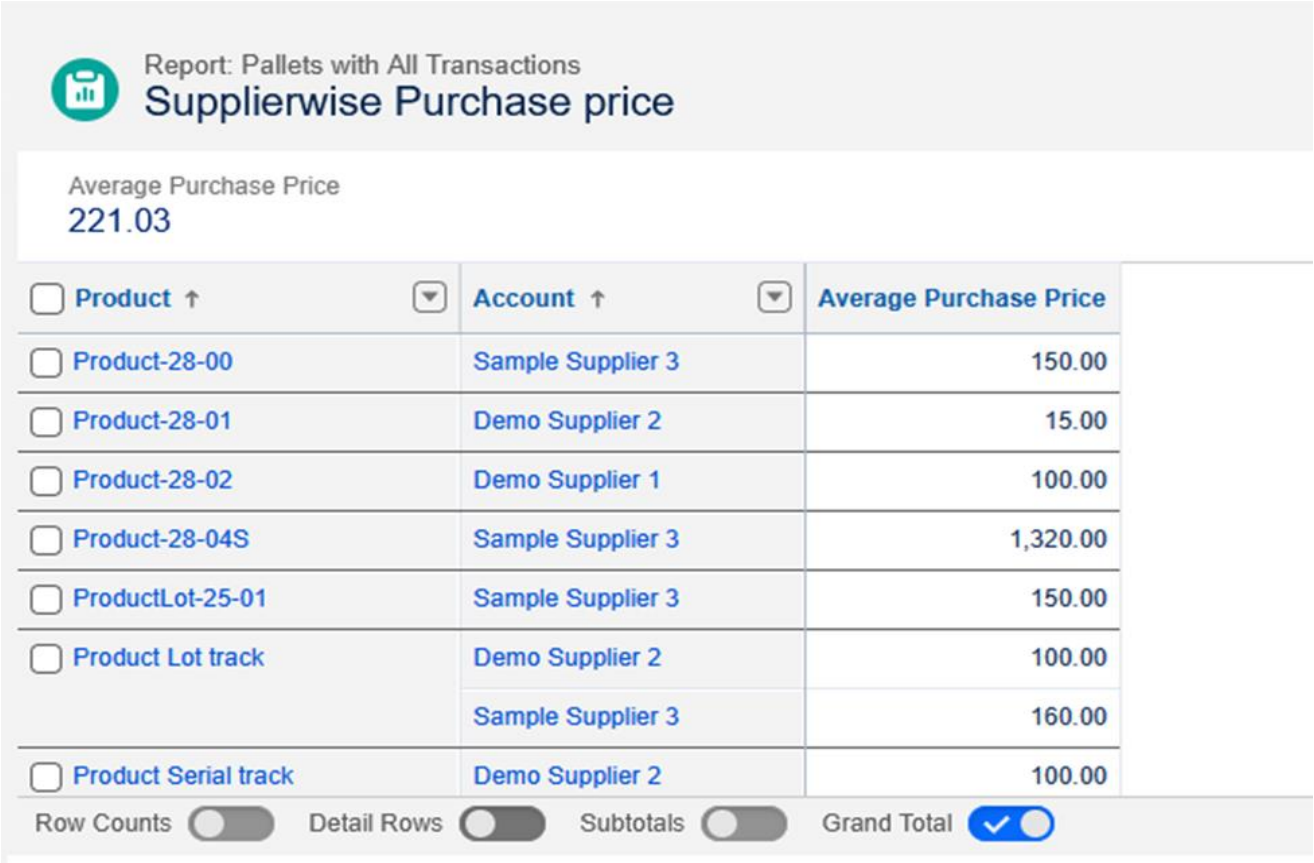
Total On Hand	Total Committed	Total Available
456.00	3.00	453.00

	Warehouse →	FG Warehouse			test warehouse			Total		
Product ↑	BIN's ↑	Sum On Hand	Sum Committed	Sum Available	Sum On Hand	Sum Committed	Sum Available	Sum On Hand	Sum Committed	Sum Available
Lot-25-01	-	12.00	0.00	12.00	5.00	0.00	5.00	17.00	0.00	17.00
	Aisle 02	3.00	1.00	2.00	0.00	0.00	0.00	3.00	1.00	2.00
Lot track	-	9.00	0.00	9.00	0.00	0.00	0.00	9.00	0.00	9.00
pro-28-00	-	35.00	0.00	35.00	0.00	0.00	0.00	35.00	0.00	35.00
	Aisle 01	10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00
	Aisle 02	10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00
pro-28-01	-	20.00	0.00	20.00	0.00	0.00	0.00	20.00	0.00	20.00
pro-28-02	-	10.00	0.00	10.00	0.00	0.00	0.00	10.00	0.00	10.00

Supplier-wise Purchase Price

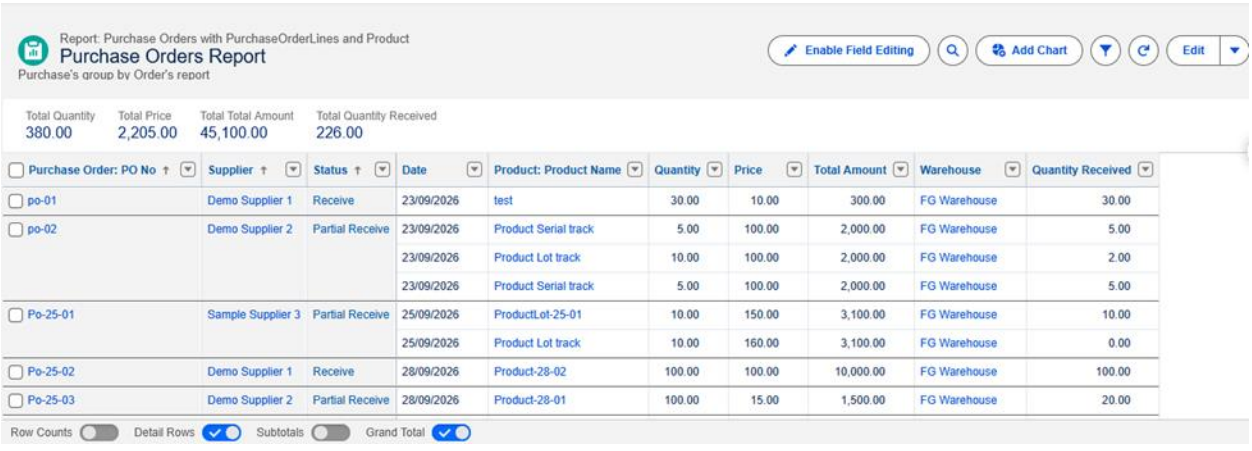
The report above shows the average purchase price of different suppliers.

Enabling **Detail Rows** shows the individual purchase prices.



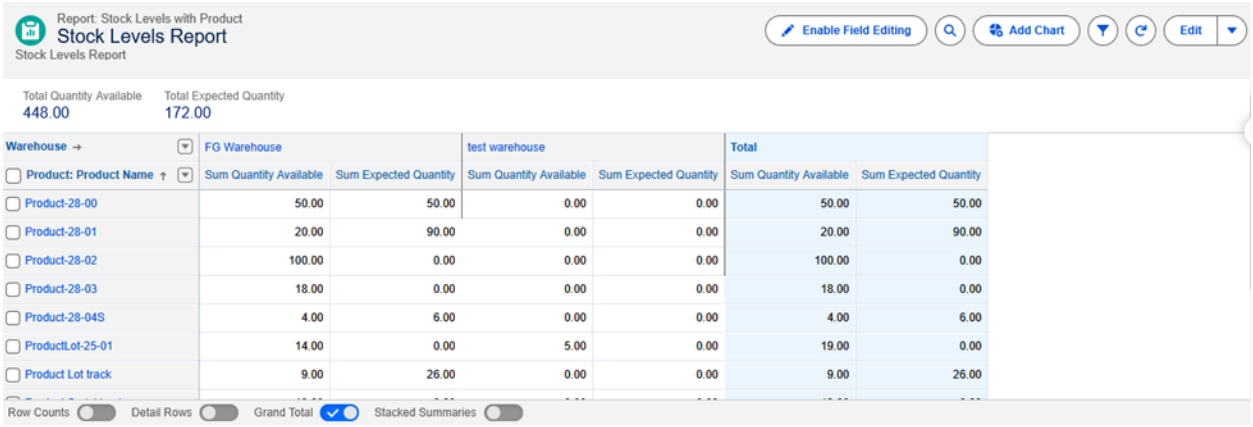
Purchase Order Report

This report will give details about Purchase orders details like PO No, Date, Vendor, Products, Quantity ordered, Price, Status, Receiving warehouse

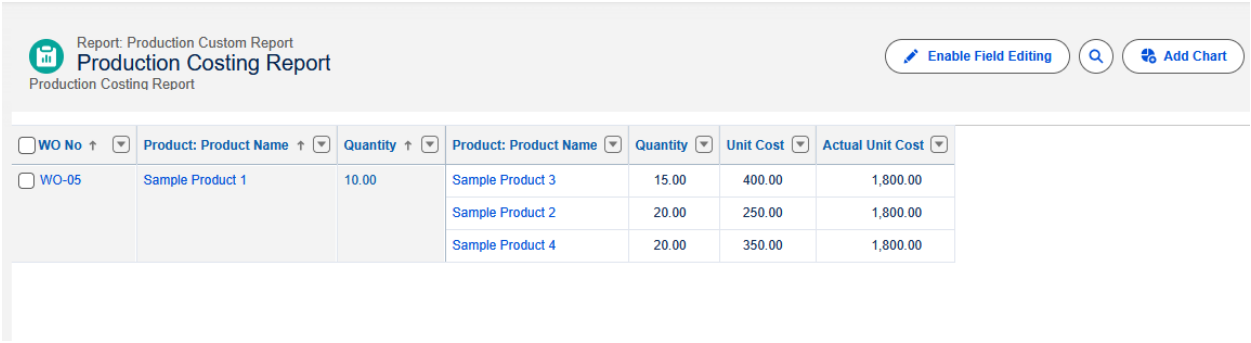


Stock Level Report

This report gives details about Stock level of Products available in different warehouses



Production Costing Report



The report above is for Work Order No 5, which produces 10 units of Sample Product 1. The products listed on the right are the materials used for production, together with their quantities. The actual unit cost is the production cost of the finished product.

Material	Qunatity consumed	Unit Price	Total Cost
Sample Product 3	15	400	6000
Sample Product 2	20	250	5000
Sample Product 4	20	350	7000
		Total	18000
		18000/10 =	1800

Production Report

This is the production report. It shows the quantities produced, the total production cost, and the cost per unit.



Production: WO No	Product: Product Name	Quantity	Status	Actual Total Cost	Actual Unit Cost
WO-05	Sample Product 1	10.00	Complete	18,000.00	1,800.00
WO-06	Demo product 1	250.00	Complete	45,000.00	180.00
WO-07	Demo Product 2	500.00	Complete	17,500.00	35.00

Monthly Sales Report

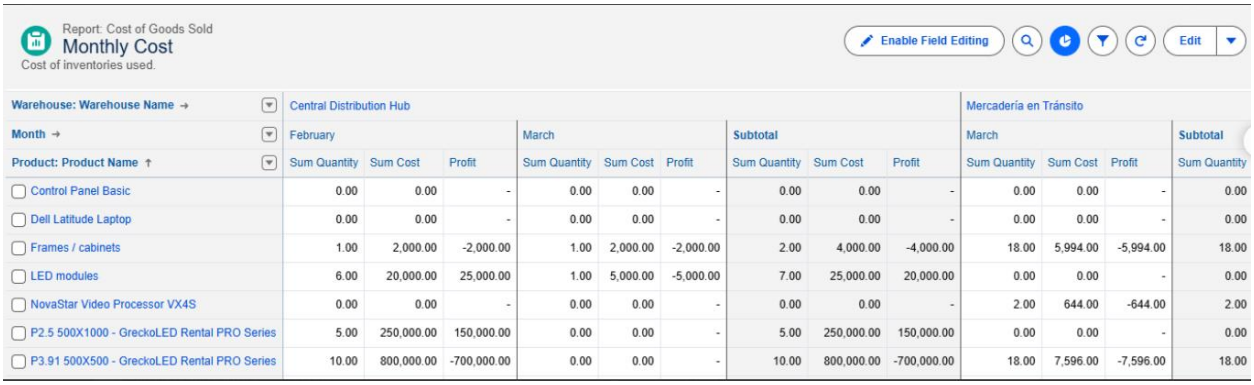
This report shows monthly sales values from different warehouses. Based on requirement user can view this report for daily, Calendar week, Month, Quarter, Year, Fiscal Quarter, Year



Date	September 2026			August 2026			July 2026			June 2026		
Warehouse	Sum Quantity	Sum Sub Total	Sum Tax Amount	Sum Quantity	Sum Sub Total	Sum Tax Amount	Sum Quantity	Sum Sub Total	Sum Tax Amount	Sum Quantity	Sum Sub Total	Sum Tax Amount
FG STORE	42,526.59	95,39,209.20	4,46,804.95	94,027.92	1,42,31,944.50	5,83,563.20	2,75,133.19	2,47,15,509.26	12,16,600.28	19,827.45	61,47,598.09	2,60,771.96
Demo Warehouse	0.00	0.00	0.00	229.00	1,05,541.56	5,206.77	165.00	84,552.07	4,151.47	122.00	62,142.51	3,043.36
Delight Warehouse	232.89	60,971.92	2,944.79	1,308.08	4,28,415.17	20,567.88	616.93	1,87,642.53	8,999.71	551.29	1,26,827.65	6,094.31
Season Store	0.00	0.00	0.00	11.00	22,875.00	1,143.75	0.00	0.00	0.00	0.00	0.00	0.00

Monthly Cost Report

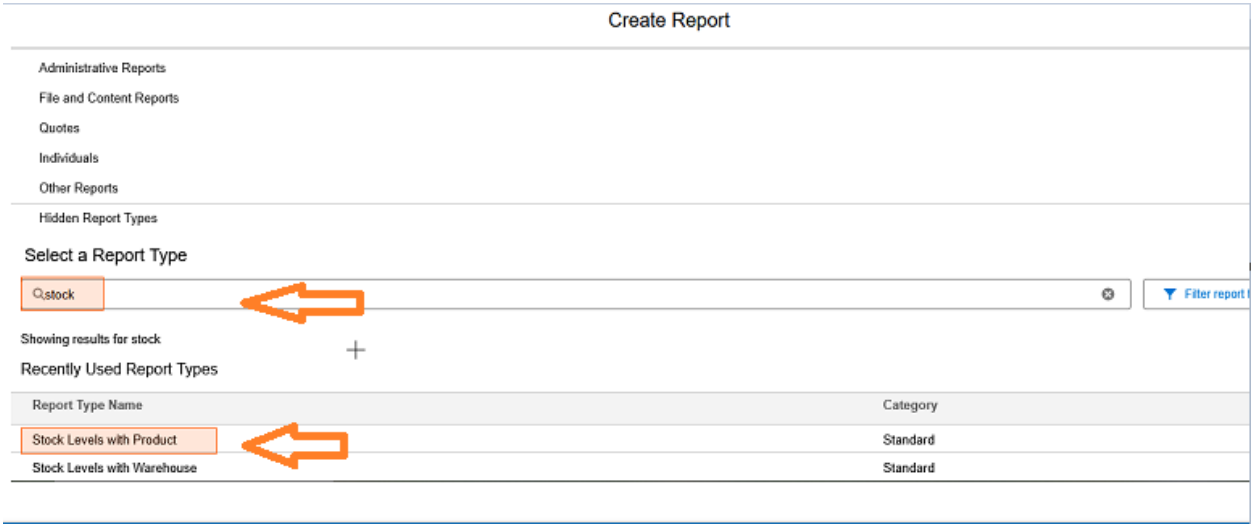
This report gives details about Cost of Goods Sold, Profit, Margin based on applied filters and grouping user can see daily, Calendar week, Month, Quarter, Year, Fiscal Quarter, Year

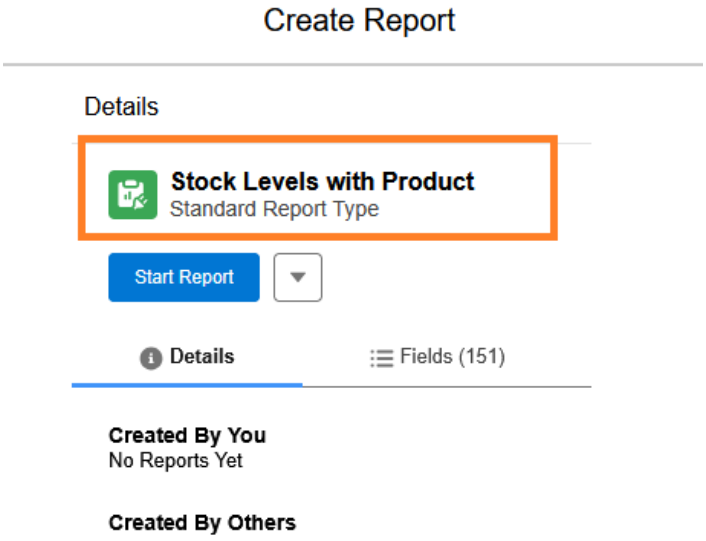


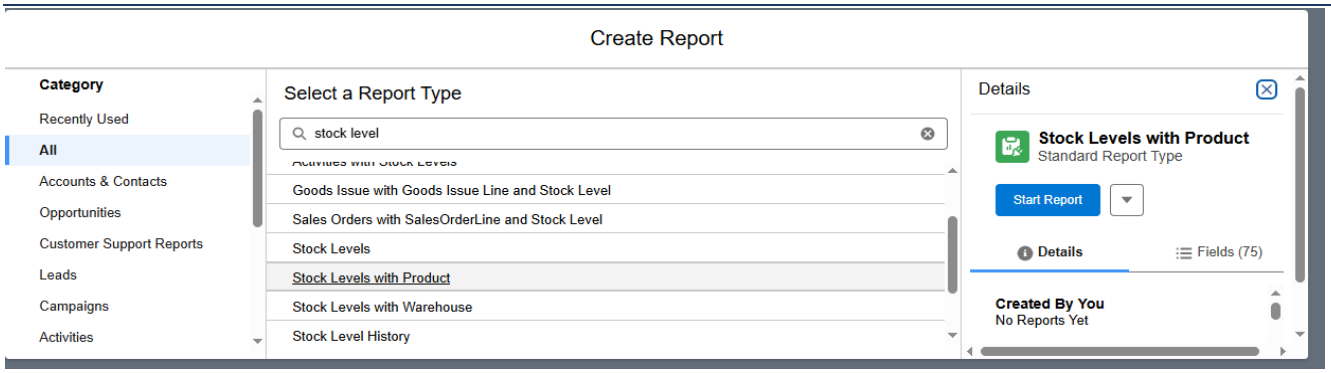
Warehouse: Warehouse Name	Central Distribution Hub									Mercadería en Tránsito			
Month	February			March			Subtotal			March			Subtotal
Product: Product Name	Sum Quantity	Sum Cost	Profit	Sum Quantity	Sum Cost	Profit	Sum Quantity	Sum Cost	Profit	Sum Quantity	Sum Cost	Profit	Sum Quantity
Control Panel Basic	0.00	0.00	-	0.00	0.00	-	0.00	0.00	-	0.00	0.00	-	0.00
Dell Latitude Laptop	0.00	0.00	-	0.00	0.00	-	0.00	0.00	-	0.00	0.00	-	0.00
Frames / cabinets	1.00	2,000.00	-2,000.00	1.00	2,000.00	-2,000.00	2.00	4,000.00	-4,000.00	18.00	5,994.00	-5,994.00	18.00
LED modules	6.00	20,000.00	25,000.00	1.00	5,000.00	-5,000.00	7.00	25,000.00	20,000.00	0.00	0.00	-	0.00
NovaStar Video Processor VX4S	0.00	0.00	-	0.00	0.00	-	0.00	0.00	-	2.00	644.00	-644.00	2.00
P2.5 500X1000 - GreckoLED Rental PRO Series	5.00	250,000.00	150,000.00	0.00	0.00	-	5.00	250,000.00	150,000.00	0.00	0.00	-	0.00
P3.91 500X500 - GreckoLED Rental PRO Series	10.00	800,000.00	-700,000.00	0.00	0.00	-	10.00	800,000.00	-700,000.00	18.00	7,596.00	-7,596.00	18.00

Creating a New Report

To create a report, you start by selecting the **Report Type**, which defines the primary objects (data fields) available in the report.





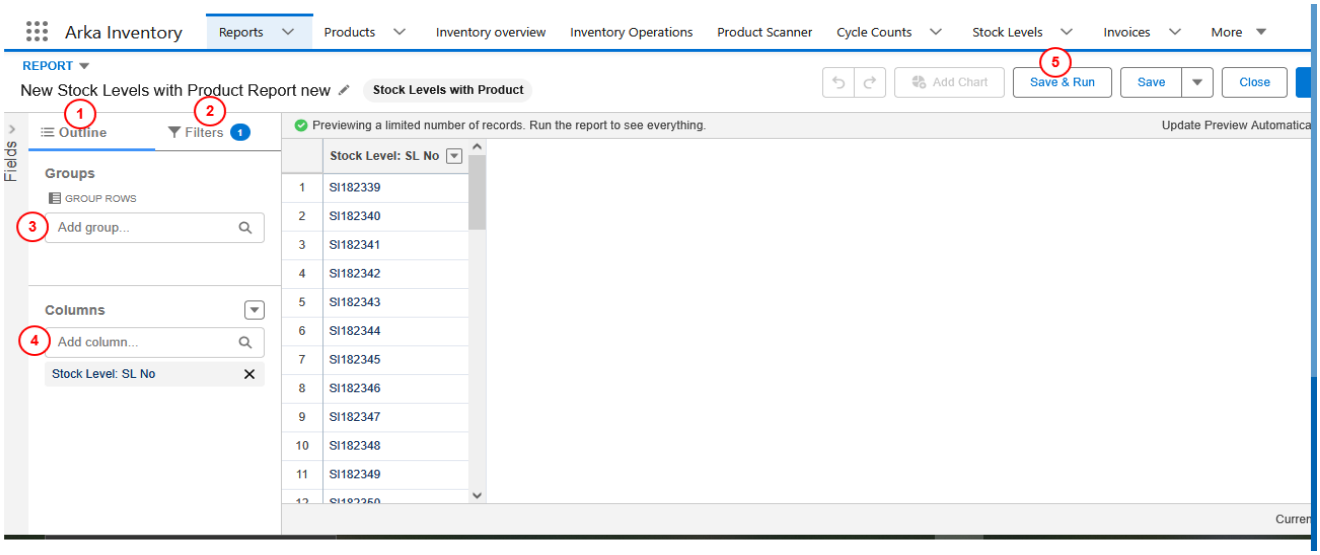


After you select **Stock Levels with Product**, you may see a screen similar to this one or the previous one. Click **Start Report**.

1. **Select a Report Type:** In the center panel, you see a list of report types. For inventory, you might choose **Stock Levels with Product**.
2. **Category:** On the left or at the top, you can filter the types by category, such as **Accounts & Contacts** or **Activities**.
3. **Start Report:** After you select a type, the **Details** pane on the right confirms the selected type and the objects it includes. Click **Start Report** to begin customizing the layout.

Using the Report Builder

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



1. **Outline tab:** Controls the structure of your report.
2. **Filters tab:** This is where you limit the records included in the report.
    a. **Groups:** You can group rows in a field, such as Buffer or Product Name, to break the data down logically.
    b. **Columns:** You can add or remove columns so that only the data you need is displayed, such as Product Name and Stock Level.
3. **Add group:** Adds group rows.

4. **Add column:** Adds columns.
5. **Save & Run:** When the report is structured and filtered correctly, use the buttons at the top. **Save & Run** saves the report definition and immediately shows the full report. **Run** shows the report without saving your changes.
   Before saving, you can preview the report.
   Preview: The center pane shows a live preview of the report data as you make changes.