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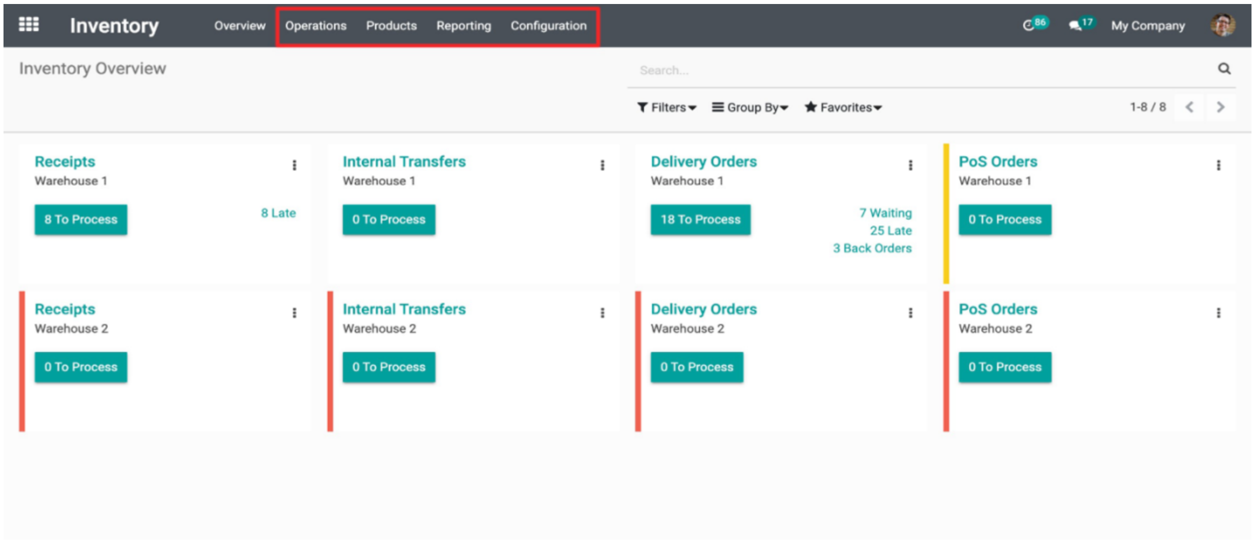
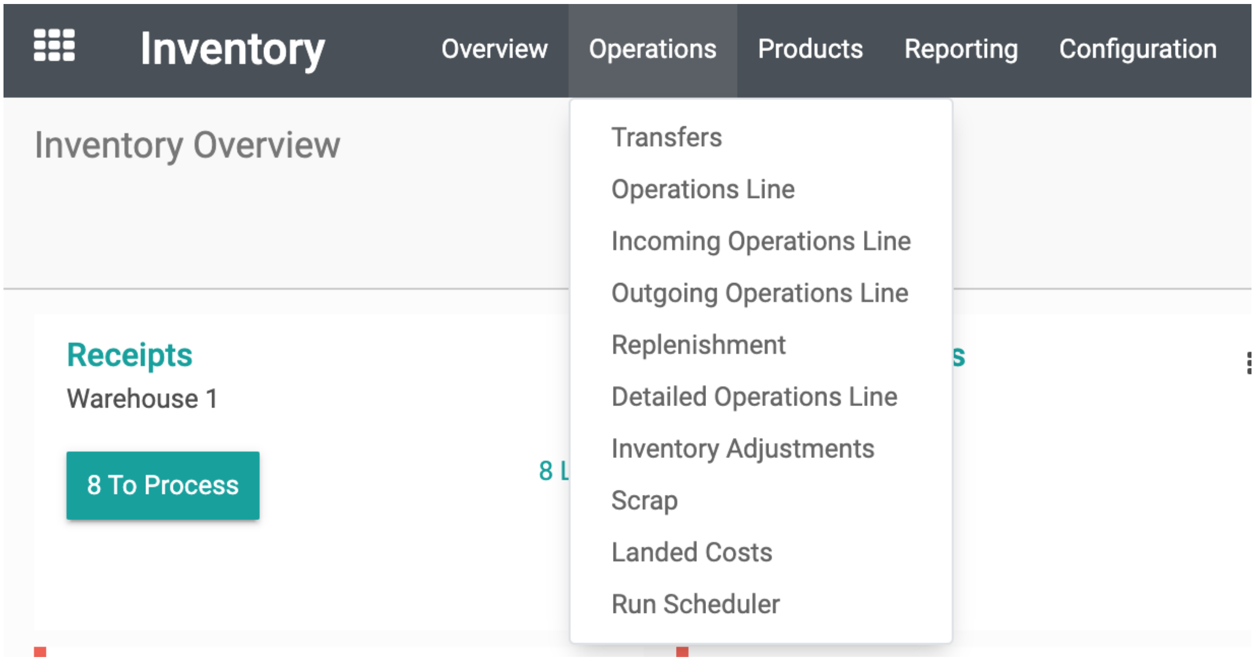
Inventory Module

Once you enter the Inventory Module, you will see the content from “Overview Tab”. Here we will describe the relevant functions of each tab. **Overview**: overview of all warehouses, Refer to below *Part 2. Warehouse*.


Inventory
Overview
Operations
Products
Reporting
Configuration
86
17
My Company
Inventory Overview
Search...
Filters
Group By
Favorites
1-8 / 8
Receipts
Warehouse 1
8 To Process
8 Late
Internal Transfers
Warehouse 1
0 To Process
Delivery Orders
Warehouse 1
18 To Process
7 Waiting
25 Late
3 Back Orders
PoS Orders
Warehouse 1
0 To Process
Receipts
Warehouse 2
0 To Process
Internal Transfers
Warehouse 2
0 To Process
Delivery Orders
Warehouse 2
0 To Process
PoS Orders
Warehouse 2
0 To Process

1. Operations


Inventory
Overview
Operations
Products
Reporting
Configuration
Inventory Overview
Receipts
Warehouse 1
8 To Process
8 L
Transfers
Operations Line
Incoming Operations Line
Outgoing Operations Line
Replenishment
Detailed Operations Line
Inventory Adjustments
Scrap
Landed Costs
Run Scheduler

1.1. Transfers

Allows you to create transfer records to keep track of your incoming & outgoing stocks if you don’t do it by standard “Receipts” & “Delivery”.

1.2. Operations Line

Summary of all consolidated relevant stock operation (incoming & outgoing) view.

1.3. Incoming Operations Line

Summary of all incoming stock operation view.

1.4. Outgoing Operations Line

Summary of all outgoing stock operation view.

1.5. Replenishment

An overview of all the product that does not have sufficient stock based on system's operation (sold and purchased items), for ease of your replenishment needs.

1.6. Detailed Operations Line

Here you will see all your operations by line.

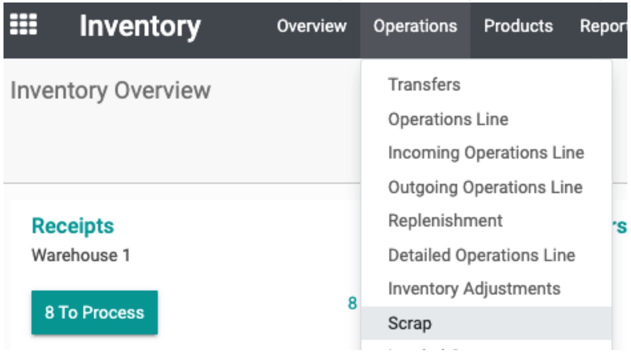
1.7. Inventory Adjustments

You can manually create inventory adjustment records here.

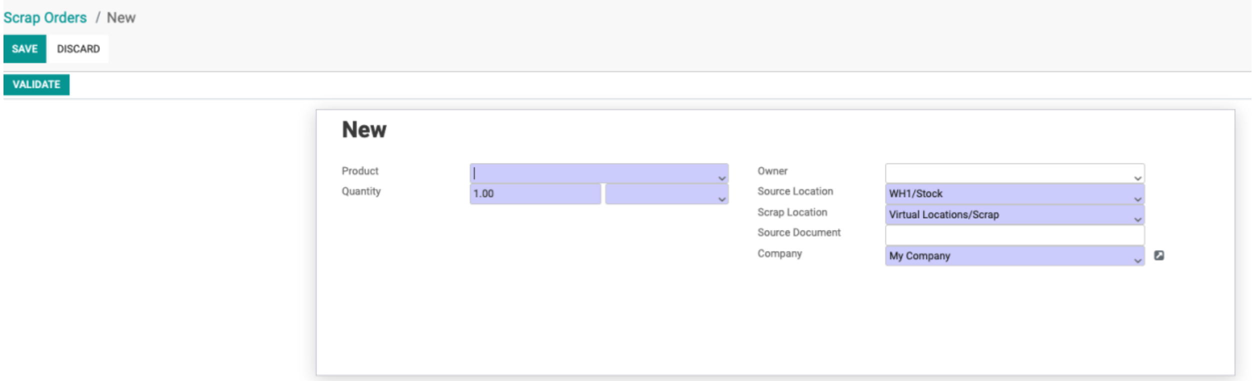
1.8. Scrap

At any stage of the production line, you can scrap the product. In all the production stages you can find the tab of scrap. When you click on the scrap you can immediately transfer it to scrap.

You can also create a scrap manually. Go to **Operations → Scrap→ Create**.


Inventory
Overview
Operations
Products
Repor
Inventory Overview
Transfers
Operations Line
Incoming Operations Line
Outgoing Operations Line
Replenishment
Detailed Operations Line
Inventory Adjustments
Scrap
Receipts
Warehouse 1
8 To Process
8

- Product: Select the product which needs to be scrapped.
- Quantity: Add the quantity.
- Source Location: Add the location from where the product was scrapped.
- Scrap Location: Select the scrapped location.


Scrap Orders / New
SAVE
DISCARD
VALIDATE

New

Product:
Quantity: 1.00
Owner:
Source Location: WH1/Stock
Scrap Location: Virtual Locations/Scrap
Source Document:
Company: My Company

After you have filled the details you can **Save** the scrap order and click on the **Validate** button.

1.9. Landed Costs

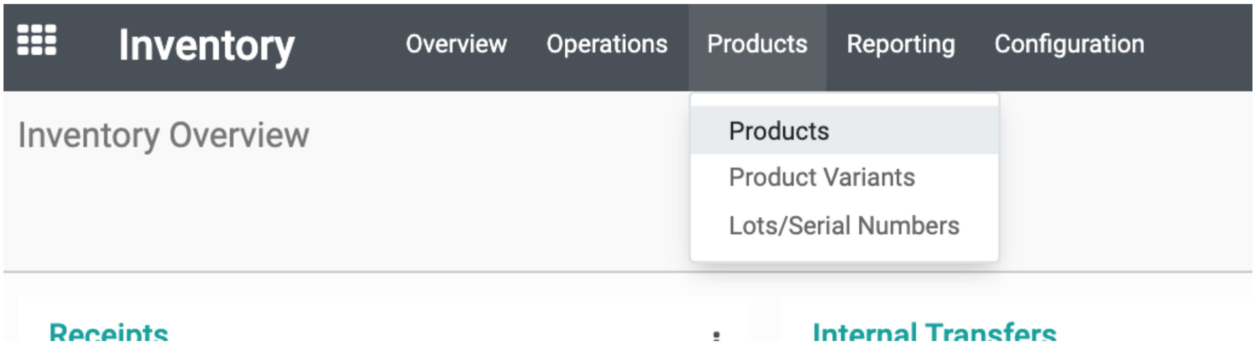
You may use this function to add shipping costs onto your products, by selecting relevant transfer log, the product as well as setting the split methods.

1.10. Run Scheduler

If you have made settings for “Re-ordering rules”, whereby the system will automatically trigger RFQ based on certain product’s stock level, by pressing Run Scheduler, instead of waiting for the system to automatically ‘trigger’ the actions at a certain time in the day, you are manually asking the system to update the stock level and trigger relevant actions based on the updated stock level.

2. Products

To view all your products, go to **Products → Products**.


Inventory
Overview
Operations
Products
Reporting
Configuration
Inventory Overview
Products
Product Variants
Lots/Serial Numbers
Receipts
Internal Transfers

2.1. Products:

You can manage, view or create a new product under this tab. About creating a product you can view section 1 in Part B.

2.2. Product Variants:

You can manage, view or create a new product ‘variant’ under this tab if your products have variants. Product variants are done by first setting the relevant “Attributes” of the products (view in 3.3.2), then selecting them. You may also view product variants under the Product. More about creating a product you can view section 1 in Part B.

2.3. Lots/Serial Numbers:

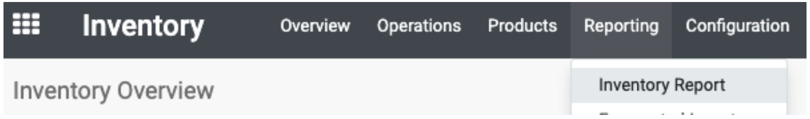
You can manage, view or create lots/serial numbers allocated to products under this tab. More about creating a product you can view section 1 in Part B.

3. Reporting

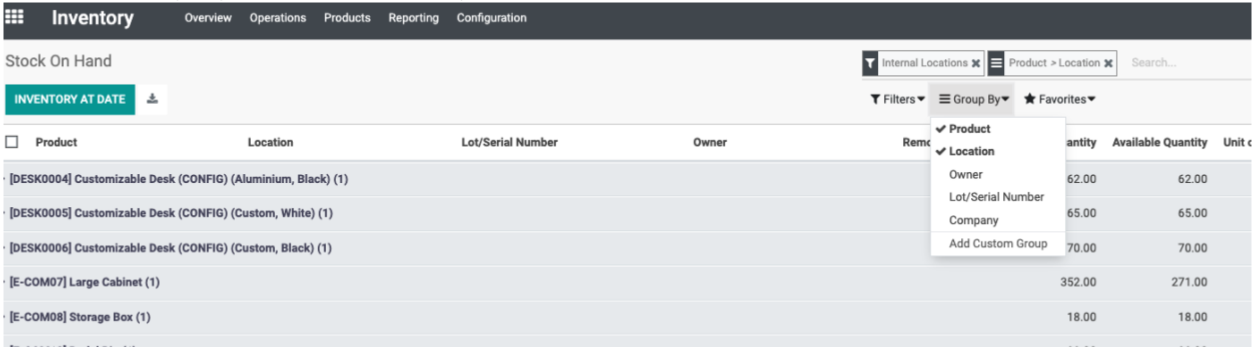
3.1. Inventory Report

This report will show you the current inventory. W+ ERP inventory report is synced in real time, which means that the calculation of the inventory is done based on the movements until the current date.

In order to view your inventory report go to **Reporting → Inventory Report**.

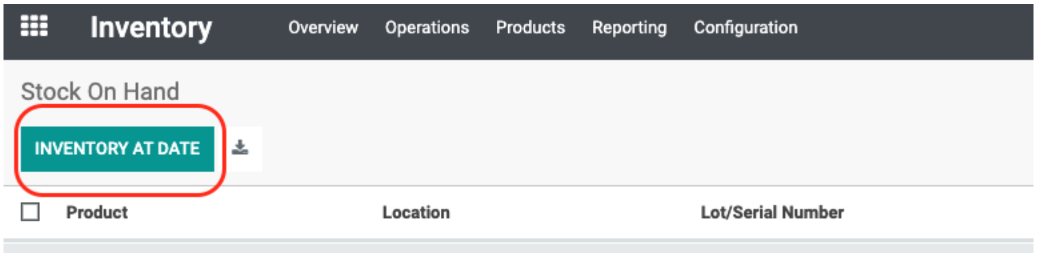

Inventory
Overview
Operations
Products
Reporting
Configuration
Inventory Overview
Inventory Report

The default settings is to view the inventory by product name and location, however, you can use the **Group By** function to view your data based on different criteria.


Inventory
Overview
Operations
Products
Reporting
Configuration
Stock On Hand
INVENTORY AT DATE
Internal Locations
Product > Location
Search...
Filters
Group By
Favorites
✓ Product
✓ Location
Owner
Lot/Serial Number
Company
Add Custom Group

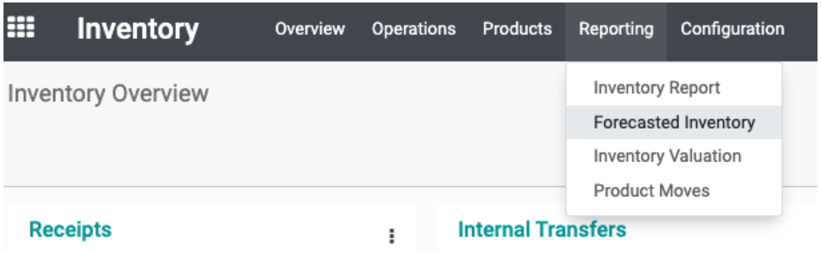
☐ Product	Location	Lot/Serial Number	Owner	Rem	antity	Available Quantity	Unit
[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black) (1)					62.00	62.00	
[DESK0005] Customizable Desk (CONFIG) (Custom, White) (1)					65.00	65.00	
[DESK0006] Customizable Desk (CONFIG) (Custom, Black) (1)					70.00	70.00	
[E-COM07] Large Cabinet (1)					352.00	271.00	
[E-COM08] Storage Box (1)					18.00	18.00	

If you want to view/print the report till some specific date, you can click on the button **Inventory At Date**. This will open a pop-up window for you to select the date. Click on the **Confirm** button to see the new report.

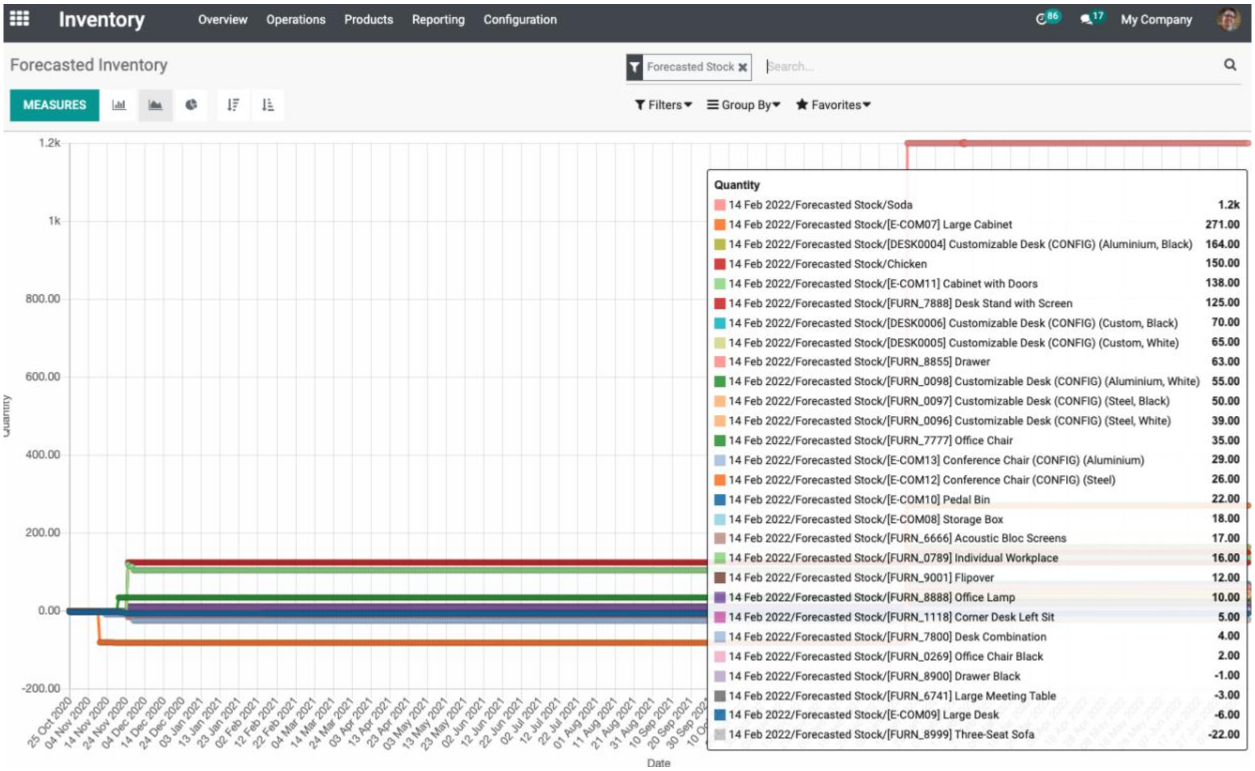

Inventory
Overview
Operations
Products
Reporting
Configuration
Stock On Hand
INVENTORY AT DATE
☐
Product
Location
Lot/Serial Number

3.2. Forecasted Inventory

The Forecasted Inventory function allows you to calculated the stock expected to satisfy future client orders. To view your forecasted inventory go to **Reporting → Forecasted Inventory.**


Inventory
Overview
Operations
Products
Reporting
Configuration
Inventory Overview
Inventory Report
Forecasted Inventory
Inventory Valuation
Product Moves
Receipts
Internal Transfers

This calculation is based on how much product you anticipate to sell over a particular time frame. Through graphs and grid views you can have an overview of the forecasted inventory.


Inventory
Overview
Operations
Products
Reporting
Configuration
My Company
Forecasted Inventory
Forecasted Stock
Search...
MEASURES
Filters
Group By
Favorites
1.2k
1k
800.00
600.00
400.00
200.00
0.00
-200.00
Quantity
Date
25 Oct 2020
04 Nov 2020
14 Nov 2020
24 Nov 2020
04 Dec 2020
14 Dec 2020
24 Dec 2020
03 Jan 2021
13 Jan 2021
23 Jan 2021
02 Feb 2021
12 Feb 2021
22 Feb 2021
04 Mar 2021
14 Mar 2021
24 Mar 2021
03 Apr 2021
13 Apr 2021
23 Apr 2021
03 May 2021
13 May 2021
23 May 2021
02 Jun 2021
12 Jun 2021
22 Jun 2021
02 Jul 2021
12 Jul 2021
22 Jul 2021
01 Aug 2021
11 Aug 2021
21 Aug 2021
31 Aug 2021
10 Sep 2021
20 Sep 2021
30 Sep 2021

Quantity	
14 Feb 2022/Forecasted Stock/Soda	1.2k
14 Feb 2022/Forecasted Stock/[E-COM07] Large Cabinet	271.00
14 Feb 2022/Forecasted Stock/[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	164.00
14 Feb 2022/Forecasted Stock/Chicken	150.00
14 Feb 2022/Forecasted Stock/[E-COM11] Cabinet with Doors	138.00
14 Feb 2022/Forecasted Stock/[FURN_7888] Desk Stand with Screen	125.00
14 Feb 2022/Forecasted Stock/[DESK0006] Customizable Desk (CONFIG) (Custom, Black)	70.00
14 Feb 2022/Forecasted Stock/[DESK0005] Customizable Desk (CONFIG) (Custom, White)	65.00
14 Feb 2022/Forecasted Stock/[FURN_8855] Drawer	63.00
14 Feb 2022/Forecasted Stock/[FURN_0098] Customizable Desk (CONFIG) (Aluminium, White)	55.00
14 Feb 2022/Forecasted Stock/[FURN_0097] Customizable Desk (CONFIG) (Steel, Black)	50.00
14 Feb 2022/Forecasted Stock/[FURN_0096] Customizable Desk (CONFIG) (Steel, White)	39.00
14 Feb 2022/Forecasted Stock/[FURN_7777] Office Chair	35.00
14 Feb 2022/Forecasted Stock/[E-COM13] Conference Chair (CONFIG) (Aluminium)	29.00
14 Feb 2022/Forecasted Stock/[E-COM12] Conference Chair (CONFIG) (Steel)	26.00
14 Feb 2022/Forecasted Stock/[E-COM10] Pedal Bin	22.00
14 Feb 2022/Forecasted Stock/[E-COM08] Storage Box	18.00
14 Feb 2022/Forecasted Stock/[FURN_6666] Acoustic Bloc Screens	17.00
14 Feb 2022/Forecasted Stock/[FURN_0789] Individual Workplace	16.00
14 Feb 2022/Forecasted Stock/[FURN_9001] Flipover	12.00
14 Feb 2022/Forecasted Stock/[FURN_8888] Office Lamp	10.00
14 Feb 2022/Forecasted Stock/[FURN_1118] Corner Desk Left Sit	5.00
14 Feb 2022/Forecasted Stock/[FURN_7800] Desk Combination	4.00
14 Feb 2022/Forecasted Stock/[FURN_0269] Office Chair Black	2.00
14 Feb 2022/Forecasted Stock/[FURN_8900] Drawer Black	-1.00
14 Feb 2022/Forecasted Stock/[FURN_6741] Large Meeting Table	-3.00
14 Feb 2022/Forecasted Stock/[E-COM09] Large Desk	-6.00
14 Feb 2022/Forecasted Stock/[FURN_8999] Three-Seat Sofa	-22.00

3.3. Inventory Valuation

The inventory value report based on product cost settings.

3.4. Product Moves

The full product movement report based on your stock in & out.

4. Configuration

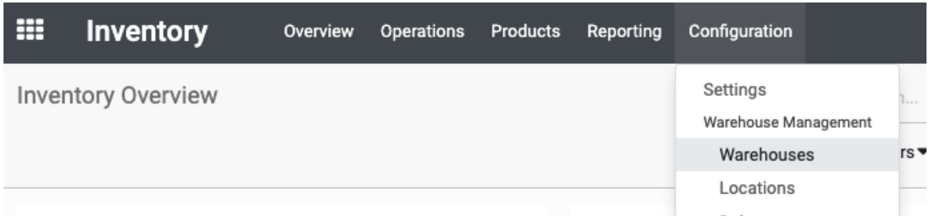
4.1. Settings

This leads you to the general settings page related to your inventory module configurations. There are multiple options you can select here, which will assist to set the foundation of how you will be managing your inventory/stock, as well as product settings. It will combine options of whether or not you need to use specific functions/settings, or valuation costs. Each relevant option has a short description underneath for your guidance.

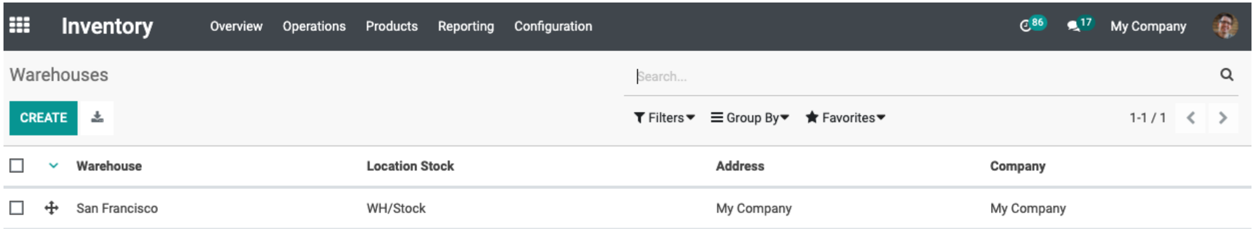
4.2. Warehouse Management

4.2.1. Warehouses

To set up your company’s warehouse go to Configuration→ Warehouses.


Inventory
Overview
Operations
Products
Reporting
Configuration
Inventory Overview
Settings
Warehouse Management
Warehouses
Locations

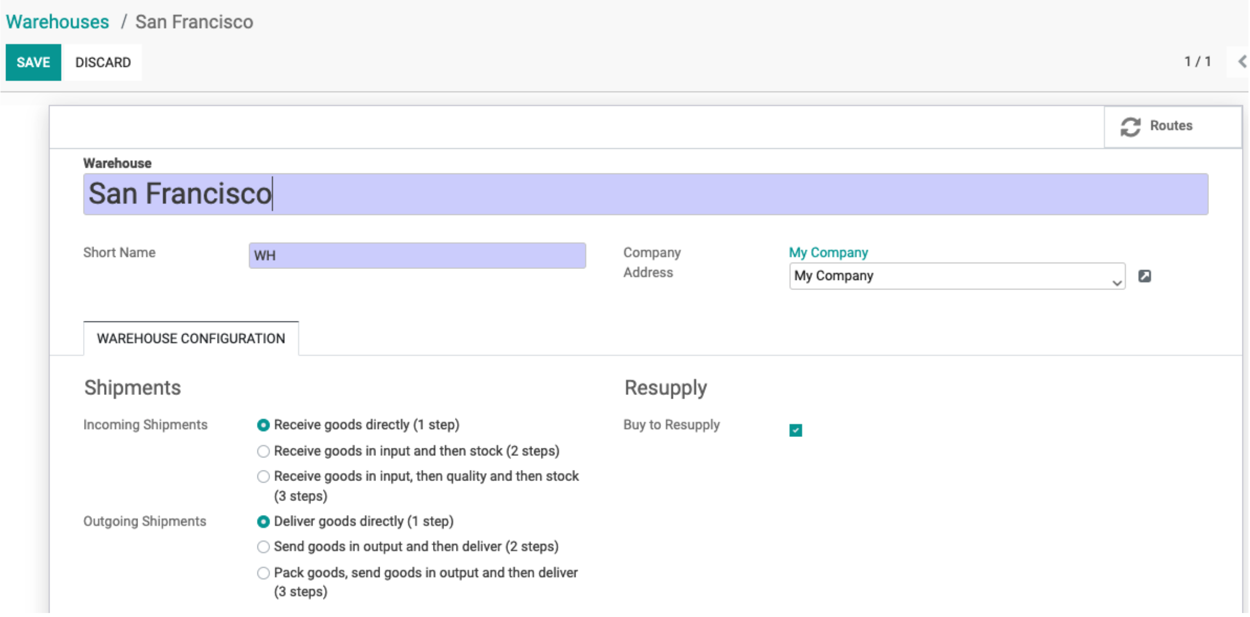
When clicking in, you will find a list of warehouse.


Inventory
Overview
Operations
Products
Reporting
Configuration
86
17
My Company
Warehouses
Search...
CREATE
Filters
Group By
Favorites
1-1 / 1

☐	Warehouse	Location Stock	Address	Company
☐	San Francisco	WH/Stock	My Company	My Company

You may click on the default warehouse and click on the **Edit** button to edit the information based on your company’s warehouse information.

- Warehouse name: Input your warehouse name.
- Short name: Assign a 5 characters long name, this name will be used on the different warehouse documents.
- Address: You can select an existing company or you create a new one. The address of your warehouse will be the same as the one the company you selected.



Warehouses / San Francisco

Warehouse: San Francisco

Short Name: WH

Company: My Company

Address: My Company

WAREHOUSE CONFIGURATION

Shipments

Incoming Shipments

- ● Receive goods directly (1 step)
- ○ Receive goods in input and then stock (2 steps)
- ○ Receive goods in input, then quality and then stock (3 steps)

Outgoing Shipments

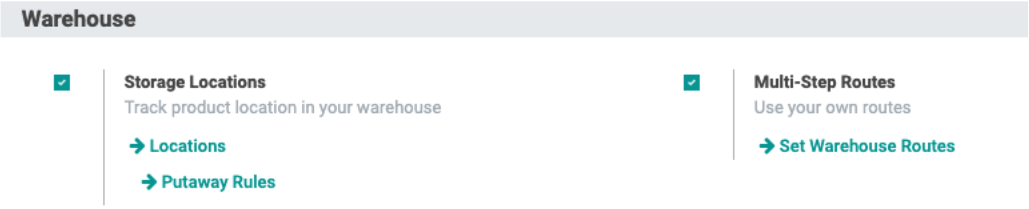
- ● Deliver goods directly (1 step)
- ○ Send goods in output and then deliver (2 steps)
- ○ Pack goods, send goods in output and then deliver (3 steps)

Resupply

Buy to Resupply ☑

a. Set up Multiple Warehouses

W+ ERP allows you to create multiple warehouses, to do this you need to go to Settings first and enable the Multi-warehouse settings. Be noted that the multi-location settings will be automatically enabled at the same time.

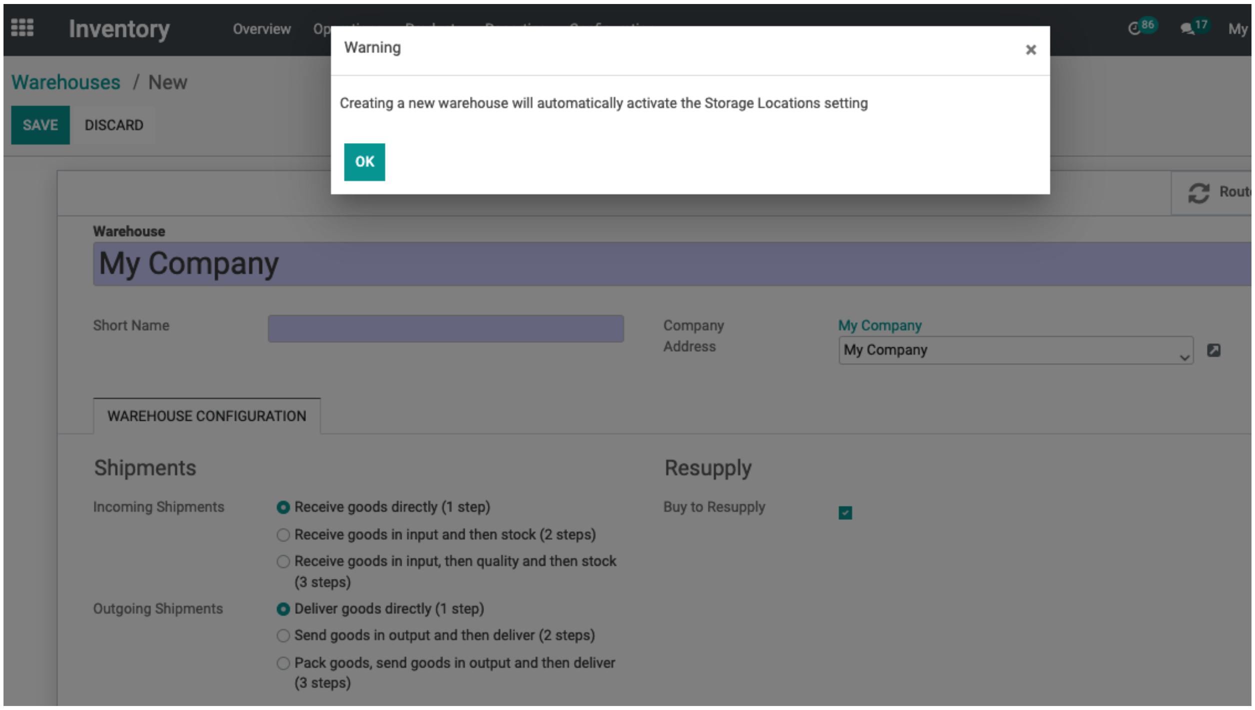


Warehouse

☑ Storage Locations
Track product location in your warehouse

☑ Multi-Step Routes
Use your own routes

After enabling the multi-warehouse settings you can create an additional warehouse by clicking on the **Create** button in the warehouse management page. When clicking on the **Create** button, there will be a pop up window notifying you that “Creating a new warehouse will automatically activate the Storage Location setting”, click on the **OK** button to proceed with your new warehouse creation.


Inventory
Overview
Warehouses / New
SAVE
DISCARD
Routes

Warning

Creating a new warehouse will automatically activate the Storage Locations setting

OK

Warehouse: My Company

Short Name:

Company Address: My Company

WAREHOUSE CONFIGURATION

Shipments

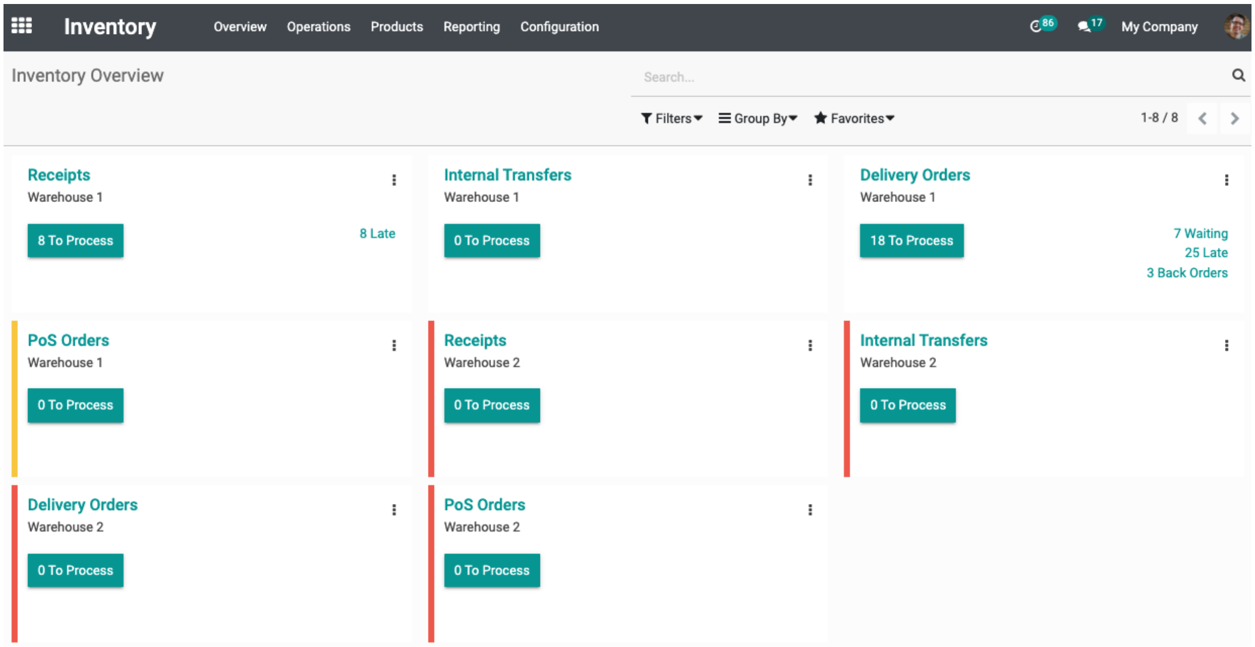
Incoming Shipments
● Receive goods directly (1 step)
○ Receive goods in input and then stock (2 steps)
○ Receive goods in input, then quality and then stock (3 steps)

Outgoing Shipments
● Deliver goods directly (1 step)
○ Send goods in output and then deliver (2 steps)
○ Pack goods, send goods in output and then deliver (3 steps)

Resupply

Buy to Resupply ☑

After creating your warehouses, you will see the new operation types will be automatically created due to the creation of a new warehouse.

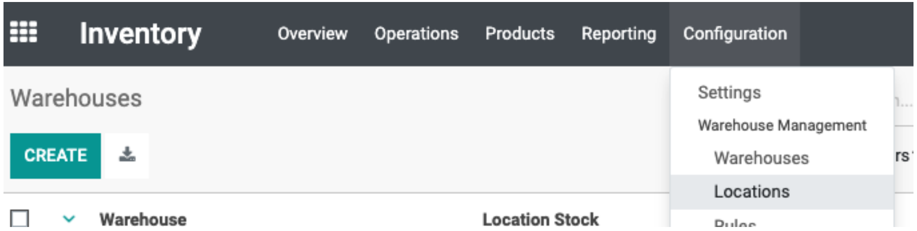

Inventory
Overview
Operations
Products
Reporting
Configuration
My Company
Inventory Overview
Search...
Filters
Group By
Favorites
1-8 / 8

Receipts — Warehouse 1 — 8 To Process — 8 Late
Internal Transfers — Warehouse 1 — 0 To Process
Delivery Orders — Warehouse 1 — 18 To Process — 7 Waiting, 25 Late, 3 Back Orders
PoS Orders — Warehouse 1 — 0 To Process
Receipts — Warehouse 2 — 0 To Process
Internal Transfers — Warehouse 2 — 0 To Process
Delivery Orders — Warehouse 2 — 0 To Process
PoS Orders — Warehouse 2 — 0 To Process

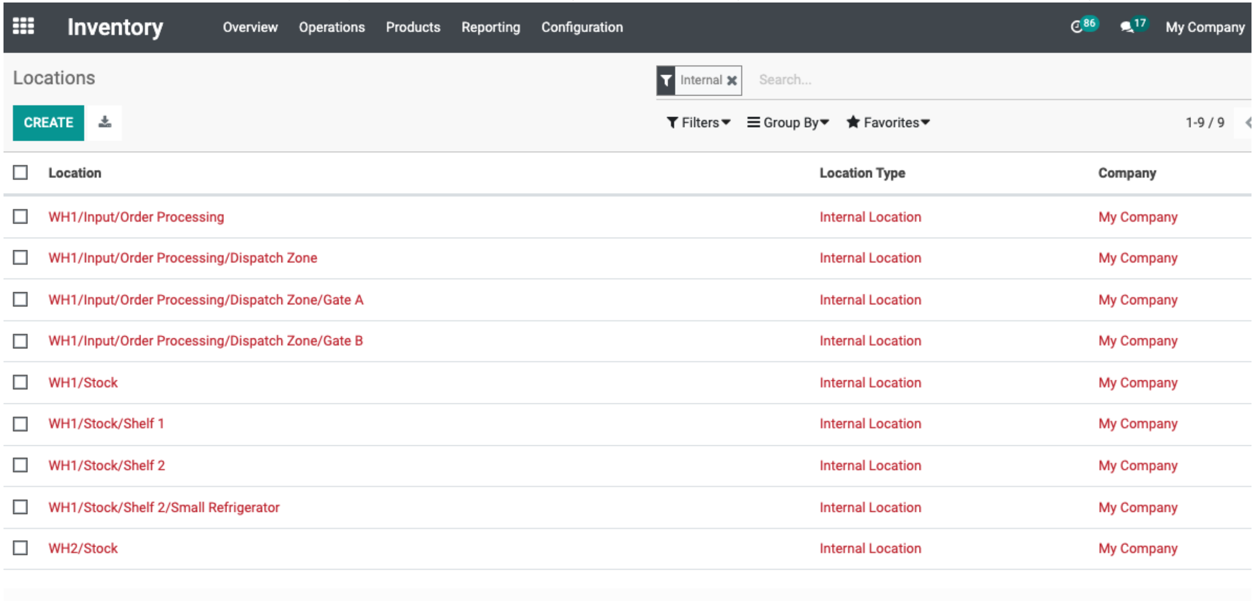
4.2.2. Locations

A location is the specific place within the warehouse. It can a sublocation of your warehouse as a shelf, a rack, a floor, etc. Therefore, a location is part of one warehouse and it cannot be linked to multiple warehouses.

To create a Location, go to **Configuration → Locations.**


Inventory
Overview
Operations
Products
Reporting
Configuration
Warehouses
CREATE
Settings
Warehouse Management
Warehouses
Locations
Warehouse
Location Stock

Once you click on Locations, you will see a list of the locations. It is important to configure the locations, as those will let you know where you inventory has been stored in which place.


Inventory
Overview
Operations
Products
Reporting
Configuration
86
17
My Company
Locations
Internal
Search...
CREATE
Filters
Group By
Favorites
1-9 / 9

☐	Location	Location Type	Company
☐	WH1/Input/Order Processing	Internal Location	My Company
☐	WH1/Input/Order Processing/Dispatch Zone	Internal Location	My Company
☐	WH1/Input/Order Processing/Dispatch Zone/Gate A	Internal Location	My Company
☐	WH1/Input/Order Processing/Dispatch Zone/Gate B	Internal Location	My Company
☐	WH1/Stock	Internal Location	My Company
☐	WH1/Stock/Shelf 1	Internal Location	My Company
☐	WH1/Stock/Shelf 2	Internal Location	My Company
☐	WH1/Stock/Shelf 2/Small Refrigerator	Internal Location	My Company
☐	WH2/Stock	Internal Location	My Company

You need to configure all the locations from where you are getting the stock (Vendor location) to where you are sending the stock (Customer Location). You may also create locations for Scrap or Inventory loss if necessary.

4.2.3. Rules

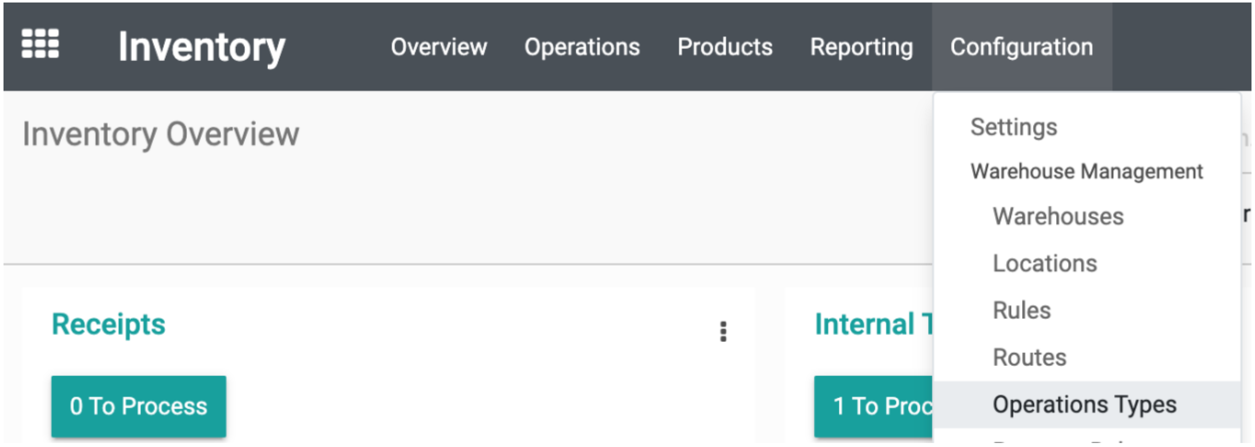
You can create and name different action types rules, what inventory action from which operation type, will trigger stock movements from relevant warehouses.

4.2.4. Routes

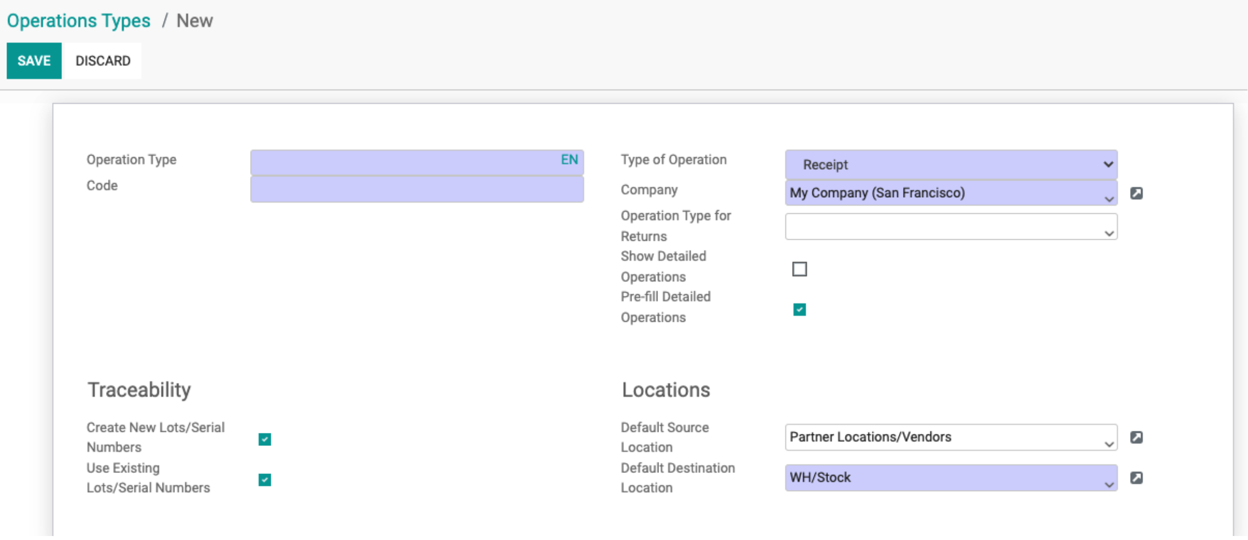
You can create and name different routes that different product categories or product, that will go through different routes (warehouses) based on your pre-set rules.

4.2.5. Operations Types

Operation types are the types of operation that are used in terms of transferring goods from one location to another. To view or create new operations types go to **Configuration →Operations Types→ Create**.


Inventory
Overview
Operations
Products
Reporting
Configuration
Inventory Overview
Settings
Warehouse Management
Warehouses
Locations
Rules
Routes
Operations Types
Receipts
0 To Process
Internal T
1 To Proc

- Operation type: name of the operation type.
- Type of operation: select whether the type is Receipts, Delivery, Internal Transfer or Manufacturing.
- Operation type for return: if you have the operation type and want a specific type for return you can select it here.
- Create New Lots/Serial Numbers: if you want to create a new lot/serial number during transaction of the operation type then need to check this checkbox.
- Use Existing Lots/Serial Numbers: if you want to use the existing lot/serial number during the transaction of the operation type then select this checkbox.
- Based on the Operation Type the system will ask you to set the Default Source Location and Default Destination Location (field highlighted in purple). If it is an Incoming type you will have to set the destination location as for an Outgoing type you will need to select the source location. If it's an internal type you will need to select both locations.


Operations Types / New
SAVE
DISCARD
EN

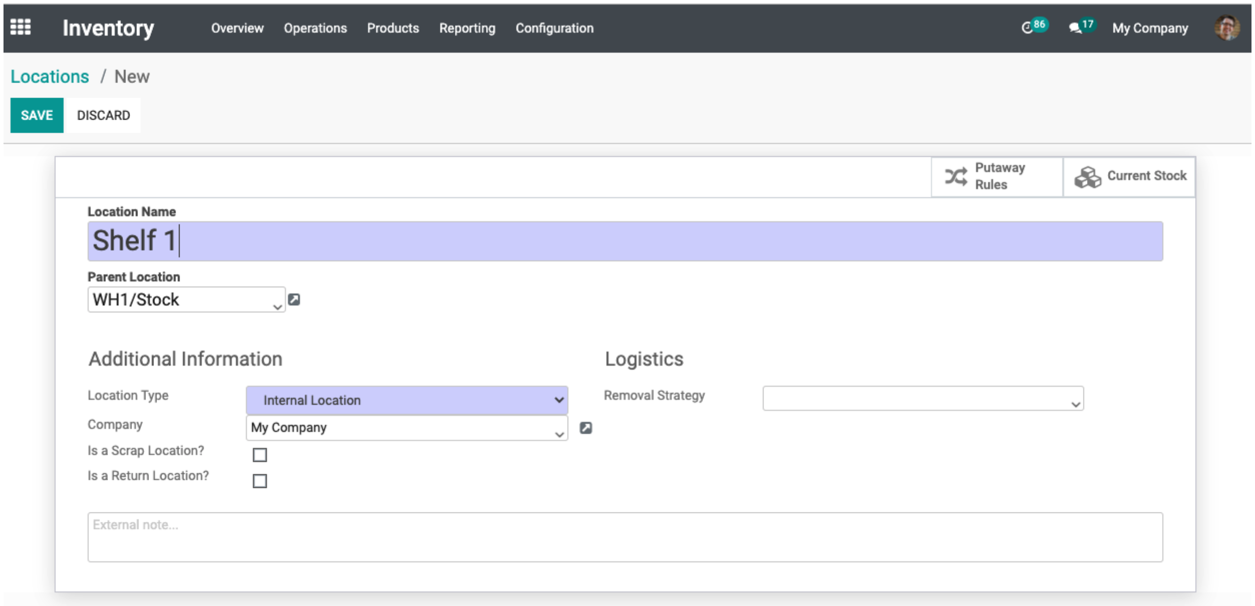
Operation Type:
Code:
Type of Operation: Receipt
Company: My Company (San Francisco)
Operation Type for Returns:
Show Detailed Operations: ☐
Pre-fill Detailed Operations: ☑

Traceability

Create New Lots/Serial Numbers: ☑
Use Existing Lots/Serial Numbers: ☑

Locations

Default Source Location: Partner Locations/Vendors
Default Destination Location: WH/Stock


Inventory
Overview
Operations
Products
Reporting
Configuration
My Company
Locations / New
SAVE
DISCARD
Putaway Rules
Current Stock

Location Name: Shelf 1

Parent Location: WH1/Stock

Additional Information

Location Type: Internal Location

Company: My Company

Is a Scrap Location? ☐

Is a Return Location? ☐

Logistics

Removal Strategy:

External note...

Location Name: Name of the location

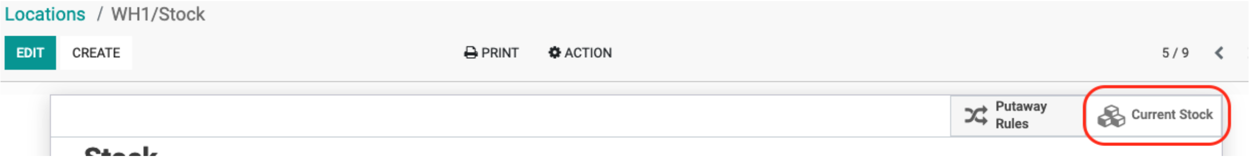
Parent Location: If you are keeping your stock then make sure to add the main stock location as shown on the image above. If you are creating location for scrap, customer, production, the it not required to add stock as the parent location.

Location Type: you may select it based on the function.

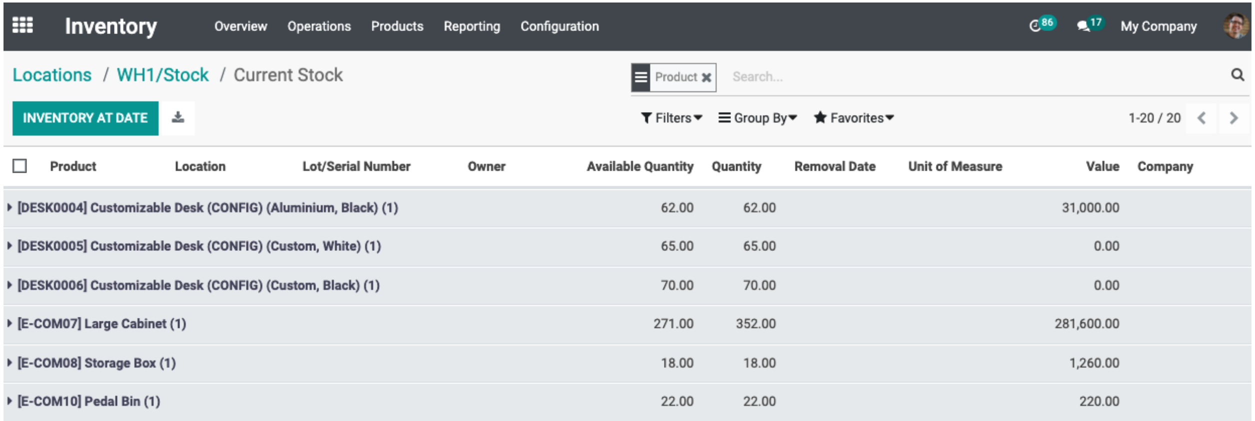
- Vendor location: is used for the vendor's location. This location is treated as a virtual location from where the products will be received in your stock.
- View: is always used as a parent location. When you have a hierarchy of locations, it is always advised to keep the parent location as view location.
- Internal location: is a location which is available internally in our stock. You may have multiple locations to keep your stock.
- Customer location: is a virtual location of the customers where actually you are delivering the goods from your stock.
- Inventory loss: is the location which is used when you scrap products or lost products, or when you adjust the inventory of books with real time inventory.
- Production: is the location where actually the products are being consumed for manufacturing or any other reasons. For example: a restaurant or kitchen can be treated as a production location.
- Transit location: is used for transit purpose only. For example: A quality check location or a packing location.

Is a Scrap location?: check it when it is a scrap location.

Is a Return location?: check it when it is a return location.


Locations / WH1/Stock
EDIT
CREATE
PRINT
ACTION
5 / 9
Putaway Rules
Current Stock
Stock

After you have created your locations and set up your stock, you may click on the smart button “Current Stock” to view the stocks that are currently available at this location.

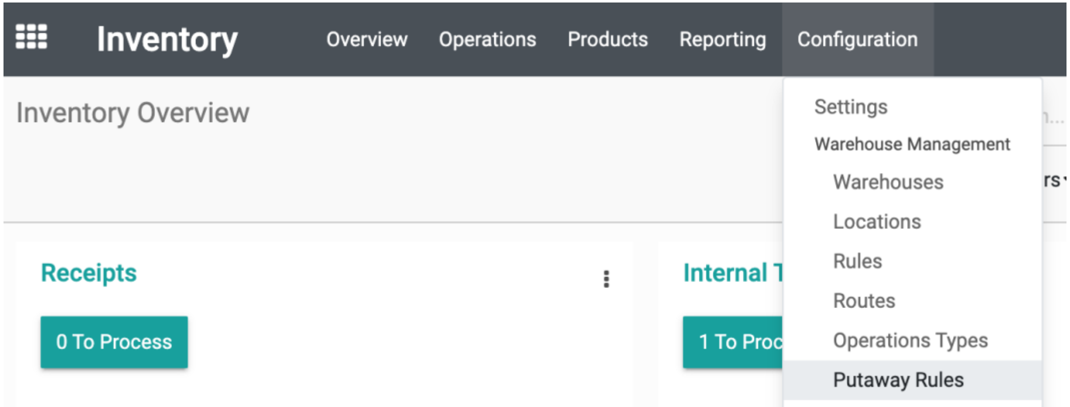

Inventory
Overview
Operations
Products
Reporting
Configuration
86
17
My Company
Locations / WH1/Stock / Current Stock
Product ✖
Search...
INVENTORY AT DATE
Filters
Group By
Favorites
1-20 / 20

☐ Product	Location	Lot/Serial Number	Owner	Available Quantity	Quantity	Removal Date	Unit of Measure	Value	Company
[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black) (1)				62.00	62.00			31,000.00	
[DESK0005] Customizable Desk (CONFIG) (Custom, White) (1)				65.00	65.00			0.00	
[DESK0006] Customizable Desk (CONFIG) (Custom, Black) (1)				70.00	70.00			0.00	
[E-COM07] Large Cabinet (1)				271.00	352.00			281,600.00	
[E-COM08] Storage Box (1)				18.00	18.00			1,260.00	
[E-COM10] Pedal Bin (1)				22.00	22.00			220.00	

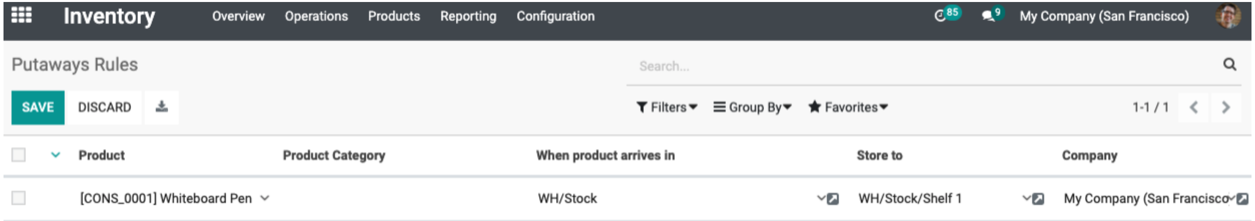
4.2.6. Putaway Rules

Putaway is the process of taking products off the receiving shipments and directly putting them into the most appropriate location. In W+ ERP the putaway rules can be defined either per product or per product category.

To create a putaway rule go to **Configuration→ Putaway Rules → Create**.


Inventory
Overview
Operations
Products
Reporting
Configuration
Inventory Overview
Receipts
0 To Process
Internal T
1 To Proc
Settings
Warehouse Management
Warehouses
Locations
Rules
Routes
Operations Types
Putaway Rules

Select the Product, the location of when the product arrives, and the location to store that specific product.

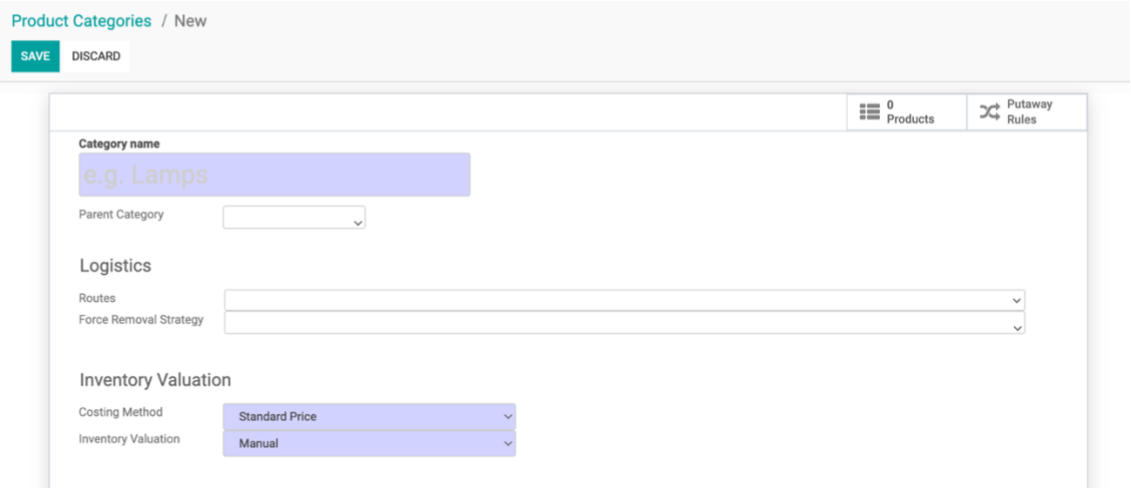

Inventory
Overview
Operations
Products
Reporting
Configuration
85
9
My Company (San Francisco)
Putaways Rules
Search...
SAVE
DISCARD
Filters
Group By
Favorites
1-1 / 1

☐ Product	Product Category	When product arrives in	Store to	Company
☐ [CONS_0001] Whiteboard Pen		WH/Stock	WH/Stock/Shelf 1	My Company (San Francisco)

4.3. Products

4.3.1. Product Categories

Before you select the Product Category of the product, you might want to first create & set the product categories relevant to your products. Product categories are used to classify the products in different sections. You can create or configure your products categories based on your business requirement. Go to **Configuration → Product Categories → Create**



Category name: e.g. Lamps
Parent Category:

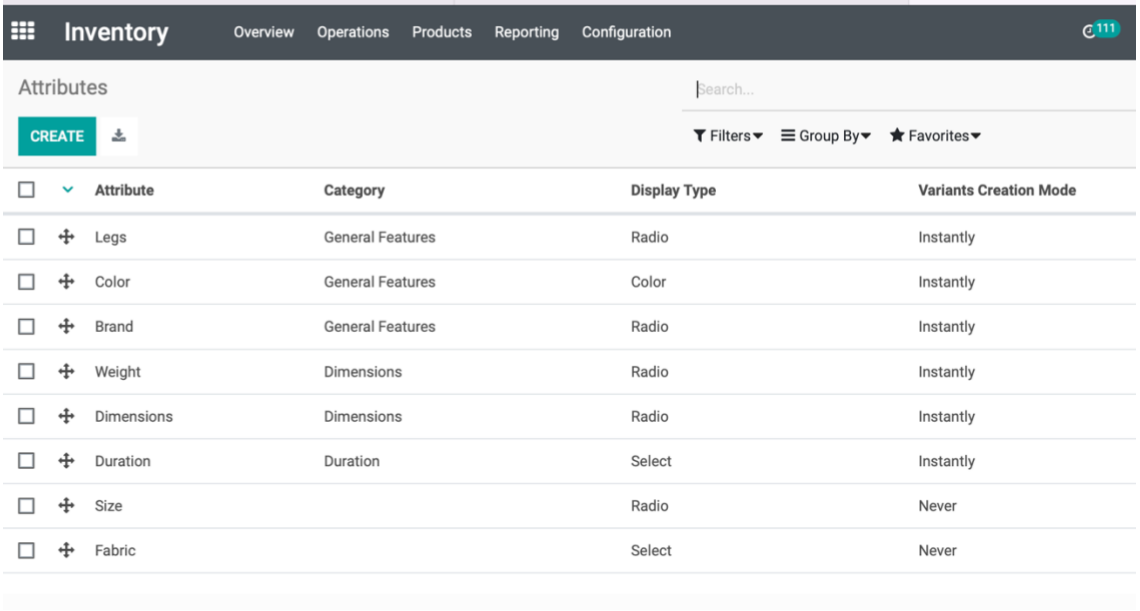
Logistics
Routes:
Force Removal Strategy:

Inventory Valuation
Costing Method: Standard Price
Inventory Valuation: Manual

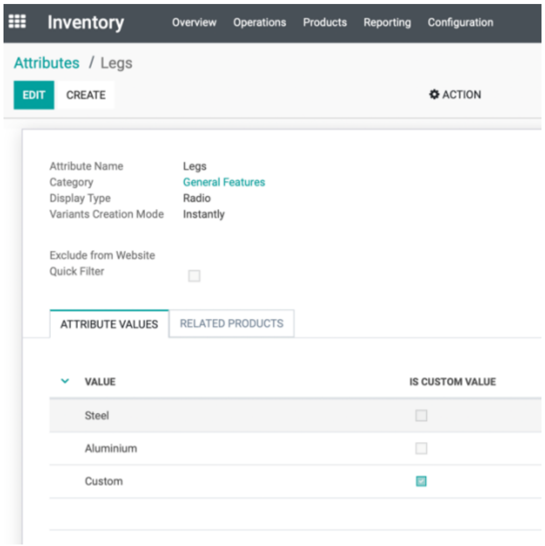
- **Category name**: is the name of the category which you can set as per your requirement.
- **Parent category**: is the parent category of this category.
- **Routes**: Here you can select the "route" that this product category should follow, based on your earlier settings in routes
- **Force removal strategy:** Some products might have specific characteristics that you wish to better manage, such as food products with expiry dates – you would wish to employ a stock out strategy for it to follow. There are 3 types of removal strategy in W+ ERP inventory management, which upon selection will help to automate and select the relevant batch of products that should be removed/delivered first, based on its arrival / expiry date.
    - **FIFO**: First In First Out
    - **FEFO**: First Expiry First Out
    - **LIFO**: Last In First Out
- **Costing method**: there are 3 types of costing methods for you to select.
    - **Standard price**: products are valued at its standard cost given on the product.
    - **First In First Out**: products are valued based on First entered in and first leave.
    - **Average Cost:** valuation based on weighted average cost.
- **Inventory valuation:** you can select it to be manual or automated.

4.3.2. Attribute

Attributes are set based on the different “features” that will have variation or variants within your product. Such as features, colours, dimensions or even duration (years for service products) related to a product that you wish to be able to select when setting up your product master.


Inventory
Overview
Operations
Products
Reporting
Configuration
111
Attributes
Search...
CREATE
Filters
Group By
Favorites

☐	Attribute	Category	Display Type	Variants Creation Mode
☐	Legs	General Features	Radio	Instantly
☐	Color	General Features	Color	Instantly
☐	Brand	General Features	Radio	Instantly
☐	Weight	Dimensions	Radio	Instantly
☐	Dimensions	Dimensions	Radio	Instantly
☐	Duration	Duration	Select	Instantly
☐	Size		Radio	Never
☐	Fabric		Select	Never


Inventory
Overview
Operations
Products
Reporting
Configuration
Attributes / Legs
EDIT
CREATE
ACTION
ATTRIBUTE VALUES
RELATED PRODUCTS

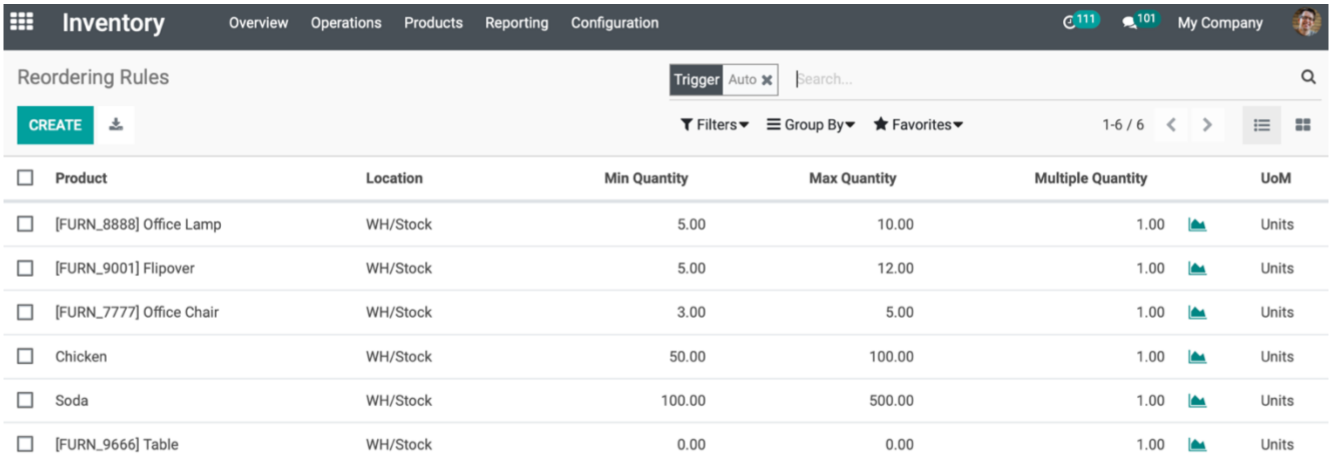
Attribute Name: Legs
Category: General Features
Display Type: Radio
Variants Creation Mode: Instantly

Exclude from Website Quick Filter: ☐

VALUE	IS CUSTOM VALUE
Steel	☐
Aluminium	☐
Custom	☑

4.3.3. Reordering Rules

Reordering rule, is a function that combines a “low quantity alert” and automates the generation of request for quotation (using the purchase module). So if you have a product that you always wish to have stock for, you can set that once the “min quantity” of that product is at 5 (or lower), the system should automatically create a RFQ (request for quotation) in the purchase module, for up to your “maximum quantity” that you have set. Or, in case some times you want to order quantities quickly at batches, you can set the Multiple quantity.


Inventory
Overview
Operations
Products
Reporting
Configuration
111
101
My Company
Reordering Rules
Trigger Auto ✖
Search...
CREATE
Filters
Group By
Favorites
1-6 / 6

☐	Product	Location	Min Quantity	Max Quantity	Multiple Quantity	UoM
☐	[FURN_8888] Office Lamp	WH/Stock	5.00	10.00	1.00	Units
☐	[FURN_9001] Flipover	WH/Stock	5.00	12.00	1.00	Units
☐	[FURN_7777] Office Chair	WH/Stock	3.00	5.00	1.00	Units
☐	Chicken	WH/Stock	50.00	100.00	1.00	Units
☐	Soda	WH/Stock	100.00	500.00	1.00	Units
☐	[FURN_9666] Table	WH/Stock	0.00	0.00	1.00	Units

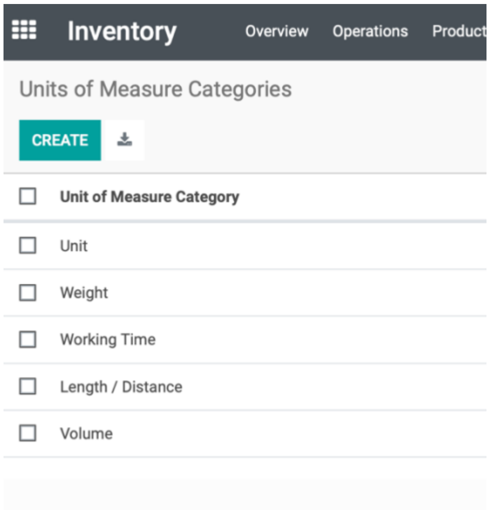
4.4. Unit of Measures

4.4.1. UoM Categories

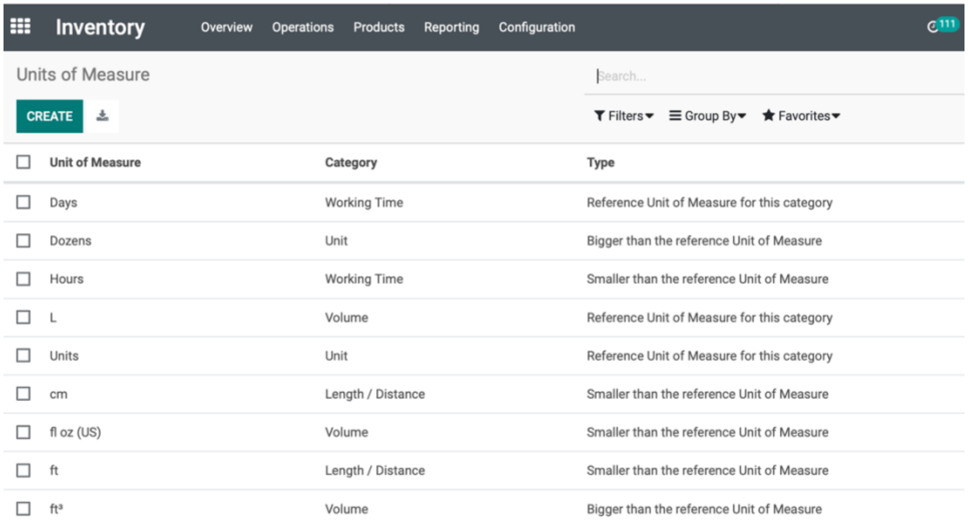
You set the categories of Unit Of Measure that you will have before defining and setting the actual UoM.

4.4.2. UoM

You can set the different UoM for all your different products and services.


Inventory
Overview
Operations
Product
Units of Measure Categories
CREATE

☐	Unit of Measure Category
☐	Unit
☐	Weight
☐	Working Time
☐	Length / Distance
☐	Volume

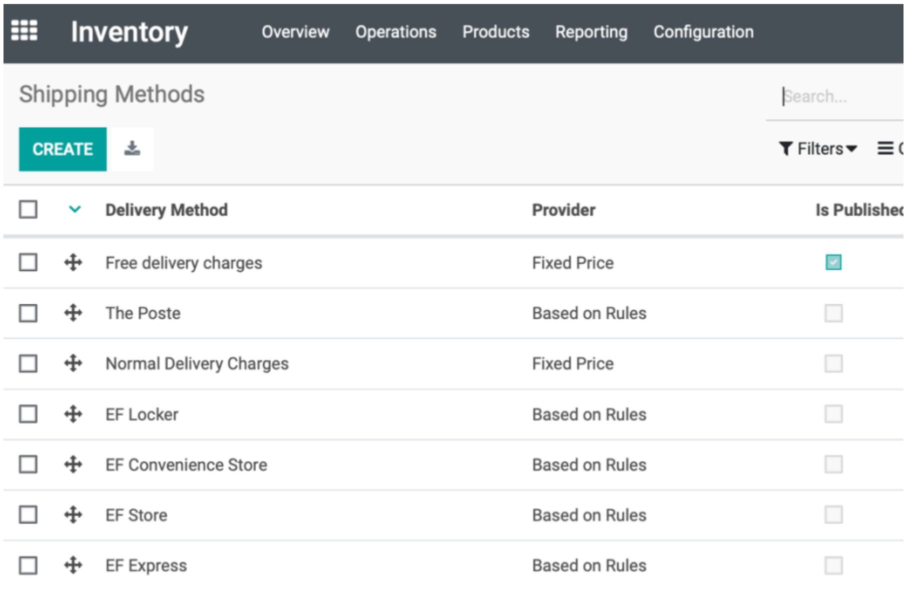

Inventory
Overview
Operations
Products
Reporting
Configuration
111
Units of Measure
Search...
CREATE
Filters
Group By
Favorites

☐	Unit of Measure	Category	Type
☐	Days	Working Time	Reference Unit of Measure for this category
☐	Dozens	Unit	Bigger than the reference Unit of Measure
☐	Hours	Working Time	Smaller than the reference Unit of Measure
☐	L	Volume	Reference Unit of Measure for this category
☐	Units	Unit	Reference Unit of Measure for this category
☐	cm	Length / Distance	Smaller than the reference Unit of Measure
☐	fl oz (US)	Volume	Smaller than the reference Unit of Measure
☐	ft	Length / Distance	Smaller than the reference Unit of Measure
☐	ft³	Volume	Bigger than the reference Unit of Measure

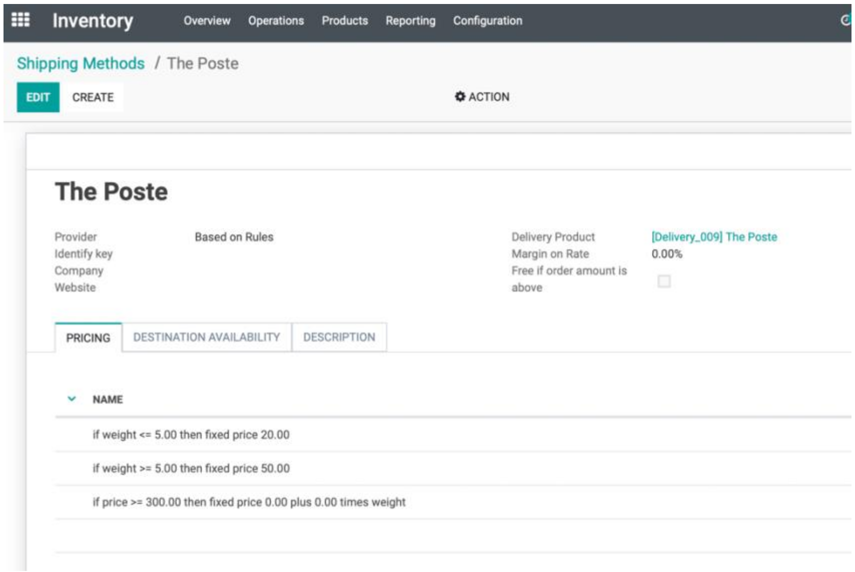
4.5. Delivery

4.5.1. Shipping Methods

You can set shipping methods that your product deliveries will use here, and relevant pricing will be retrieved and triggered.


Inventory
Overview
Operations
Products
Reporting
Configuration
Shipping Methods
Search...
CREATE
Filters

☐	Delivery Method	Provider	Is Publishe
☐	Free delivery charges	Fixed Price	☑
☐	The Poste	Based on Rules	☐
☐	Normal Delivery Charges	Fixed Price	☐
☐	EF Locker	Based on Rules	☐
☐	EF Convenience Store	Based on Rules	☐
☐	EF Store	Based on Rules	☐
☐	EF Express	Based on Rules	☐


Inventory
Overview
Operations
Products
Reporting
Configuration
Shipping Methods / The Poste
EDIT
CREATE
ACTION
PRICING
DESTINATION AVAILABILITY
DESCRIPTION

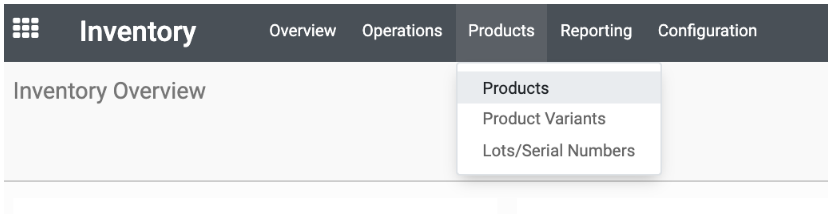
The Poste

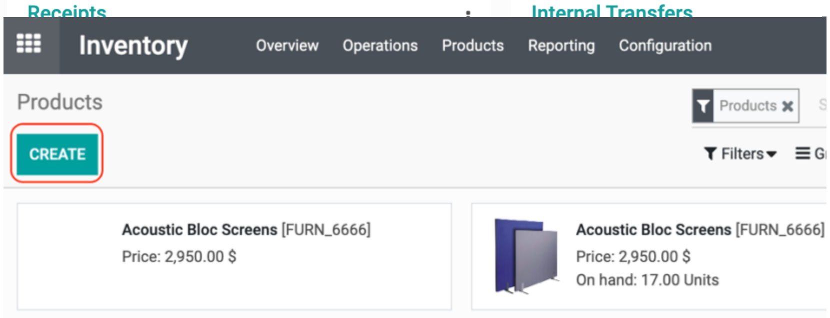
Provider: Based on Rules
Identify key:
Company:
Website:
Delivery Product: [Delivery_009] The Poste
Margin on Rate: 0.00%
Free if order amount is above: ☐

NAME
if weight <= 5.00 then fixed price 20.00
if weight >= 5.00 then fixed price 50.00
if price >= 300.00 then fixed price 0.00 plus 0.00 times weight

5. Product Master

After all the above settings & configurations, you can now create your products / product master. Once you enter the Inventory module, you will be in an overview page, which is the main dashboard for “Warehouse” stock in & stock out operation. To access our product master, you may go to the PRODUCTS tab → PRODUCTS. To create a new product, go to **Products → Products →Create**.


Inventory
Overview
Operations
Products
Reporting
Configuration
Inventory Overview
Products
Product Variants
Lots/Serial Numbers
Receipts
Internal Transfers


Inventory
Overview
Operations
Products
Reporting
Configuration
Products
CREATE
Products
Filters
Acoustic Bloc Screens [FURN_6666]
Price: 2,950.00 $
Acoustic Bloc Screens [FURN_6666]
Price: 2,950.00 $
On hand: 17.00 Units

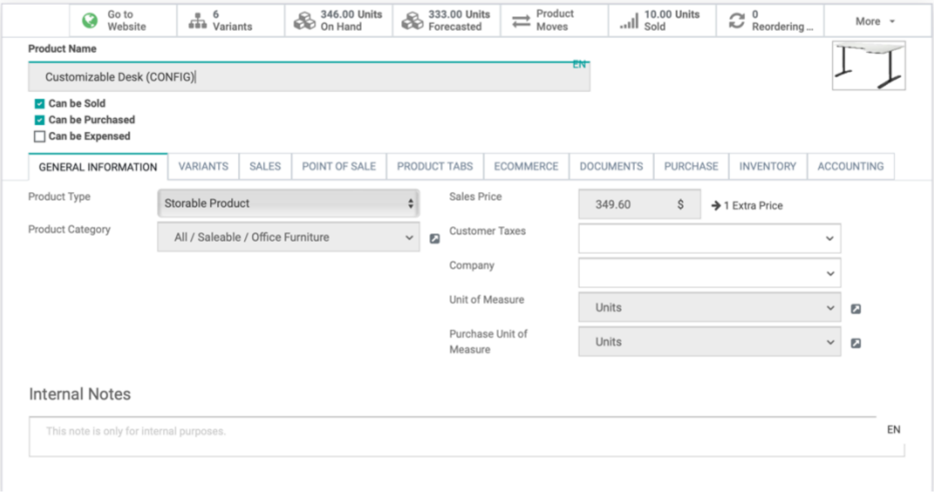
A product form will appear for you to insert the **Product Name** and select if it **Can be Sold**, **Can be Purchased**. If the product **can be expensed** as an expense product (only if you also use the expenses module), you may also select **Can be Expensed** (you can refer to our “Expenses training manual” to learn more). *If the product is a subscription type select **is subscription type** (only available for W+ Pro, not available for W+ lite).*

5.1. General information: This is where you set some general settings of the product.

Select the Product Type**:**

- **Storable products:** if you want to track the stock of the product, the available units that are in stock, and forecast the number units.
- **Consumable**: if you want to include a product the product on receipts/deliveries but don't need to track its stock.
- **Service**: if the product is a service.

Select the Product Category, Unit of Measure, and Purchase Unit of Measure.


Go to Website
6 Variants
346.00 Units On Hand
333.00 Units Forecasted
Product Moves
10.00 Units Sold
0 Reordering ...
More
EN
GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING
→ 1 Extra Price
Internal Notes
This note is only for internal purposes.
EN

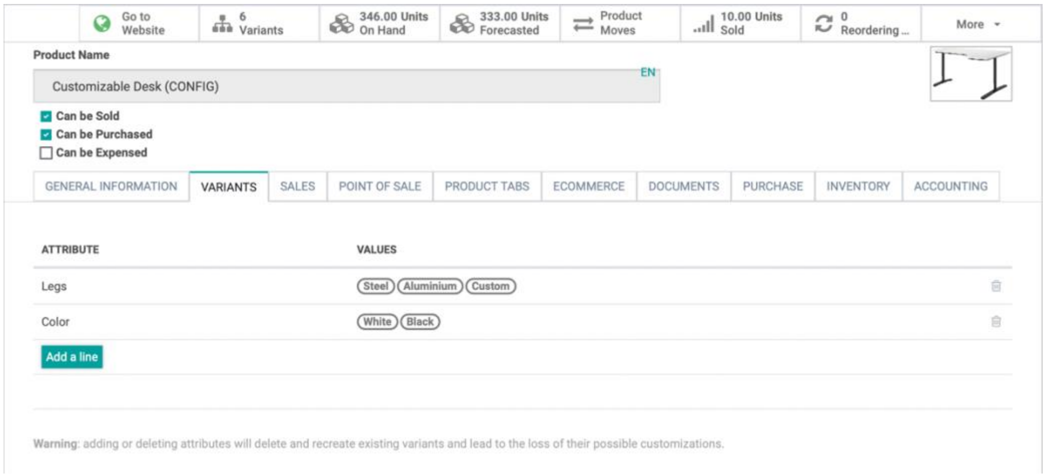
Product Name: Customizable Desk (CONFIG)

☑ Can be Sold
☑ Can be Purchased
☐ Can be Expensed

Product Type: Storable Product
Product Category: All / Saleable / Office Furniture
Sales Price: 349.60 $
Customer Taxes:
Company:
Unit of Measure: Units
Purchase Unit of Measure: Units

5.2. Variants:

You can set the Variants related to this product here, this is where you refer and select the “Attributes” that you have created earlier in the above section. Upon creating the variants, you can see in the top row, second box, it says “6 Variants”, and upon clicking into it you will see and can edit each of the individual variant’s product information.


Go to Website
6 Variants
346.00 Units On Hand
333.00 Units Forecasted
Product Moves
10.00 Units Sold
0 Reordering ...
More
EN
GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING
Add a line

Product Name: Customizable Desk (CONFIG)

☑ Can be Sold
☑ Can be Purchased
☐ Can be Expensed

ATTRIBUTE	VALUES
Legs	Steel Aluminium Custom
Color	White Black

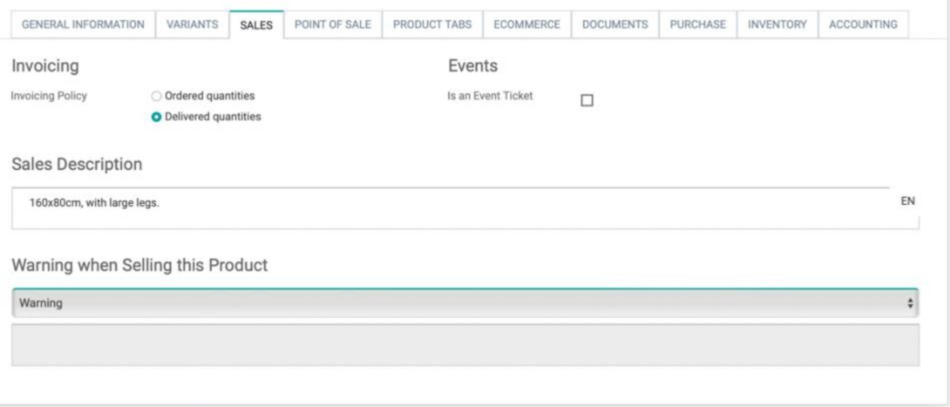
Warning: adding or deleting attributes will delete and recreate existing variants and lead to the loss of their possible customizations.

5.3. Sales:

In the sales tab, there are multiple settings you can set which will be connected to the “Sales Module” & sales operation.

- **Invoicing Policy:**
    - **Ordered quantities**: You will issue your invoice based on the quantities that was selected on the Sales Order (regardless of how many is actually delivered).
    - **Delivered quantities**: You will issue your invoiced based on the quantities that was actually delivered on the delivery note (could have ordered 100, but delivered only 90).
- **Events**: If you have also subscribed to our “Events Module” to host & charge for events, you may select this option to set it as event ticket.

- **Sales Description**: simple sales description for your product
- **Warning when selling product**: You can select “None”, “Warning”, “Blocking”, and the description you type will appear when you have selected this product in your quotation or sales order.


GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING
EN

Invoicing

Invoicing Policy ○ Ordered quantities ● Delivered quantities

Events

Is an Event Ticket ☐

Sales Description

160x80cm, with large legs.

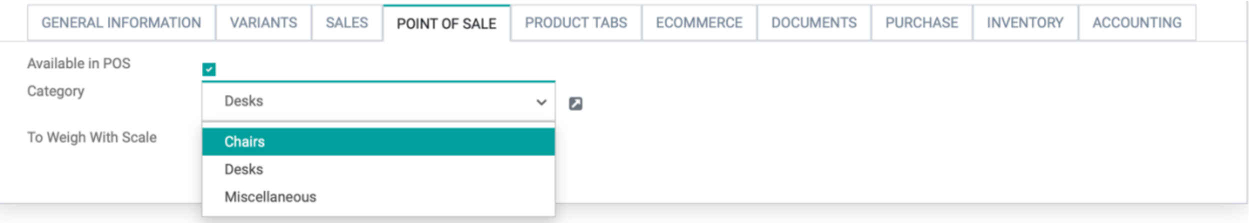
Warning when Selling this Product

Warning

5.4. Point of Sales (POS):

If you have also subscribed to our “Point of Sales POS Module:

- **Available in POS**: you may simply “tick” available in POS and this product will appear in your POS
- **Category**: You can create different categories and they will appear in your POS categorized
- **To weigh with Scale**: this option allows you to enter the weight of the product


GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING
Chairs
Desks
Miscellaneous

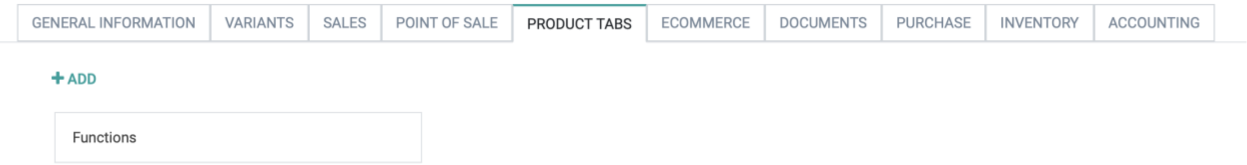
Available in POS ☑

Category: Desks

To Weigh With Scale

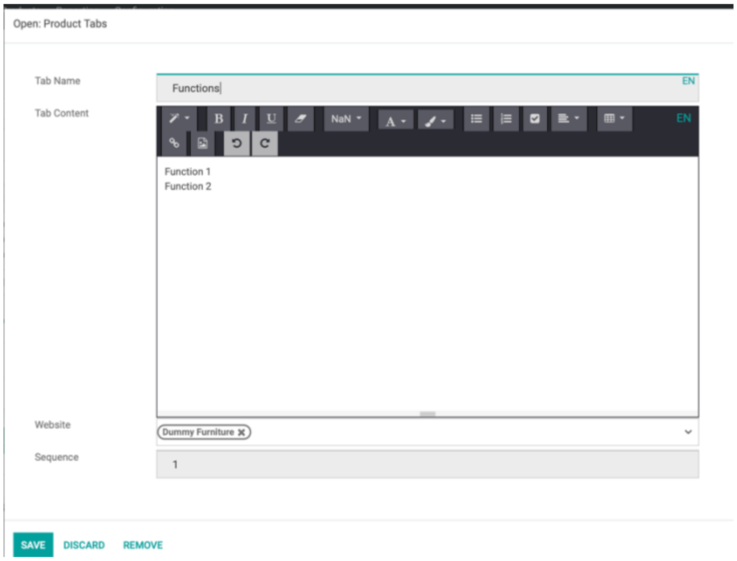
5.5. Product

If you have also subscribed to our “Website Ecommerce Module”, you may add different tabs related to the product description and they will appear on the product page on your ecommerce.


GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING
+ ADD

Functions

- Tab Name: Create tab name
- Tab Content: insert the content you wish to show
- Website: select the website this should appear on (if you have more than one)



Open: Product Tabs

Tab Name: Functions

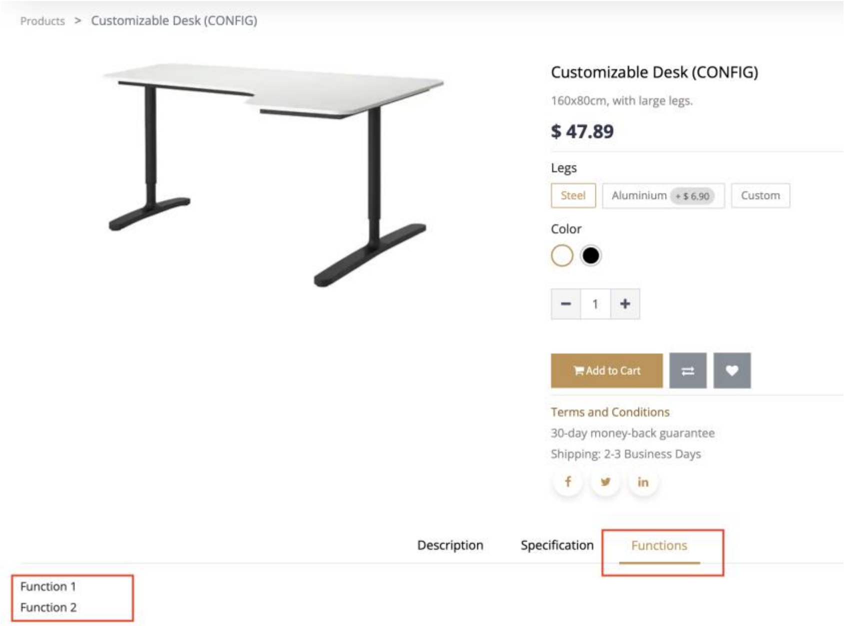
Tab Content:
Function 1
Function 2

Website: Dummy Furniture

Sequence: 1

EN
NaN
SAVE
DISCARD
REMOVE

After saving it, and publishing your product (refer to website training manual for details), it will show at the bottom of the product.



Products > Customizable Desk (CONFIG)

Customizable Desk (CONFIG)

160x80cm, with large legs.

$ 47.89

Legs: Steel, Aluminium + $ 6.90, Custom

Color

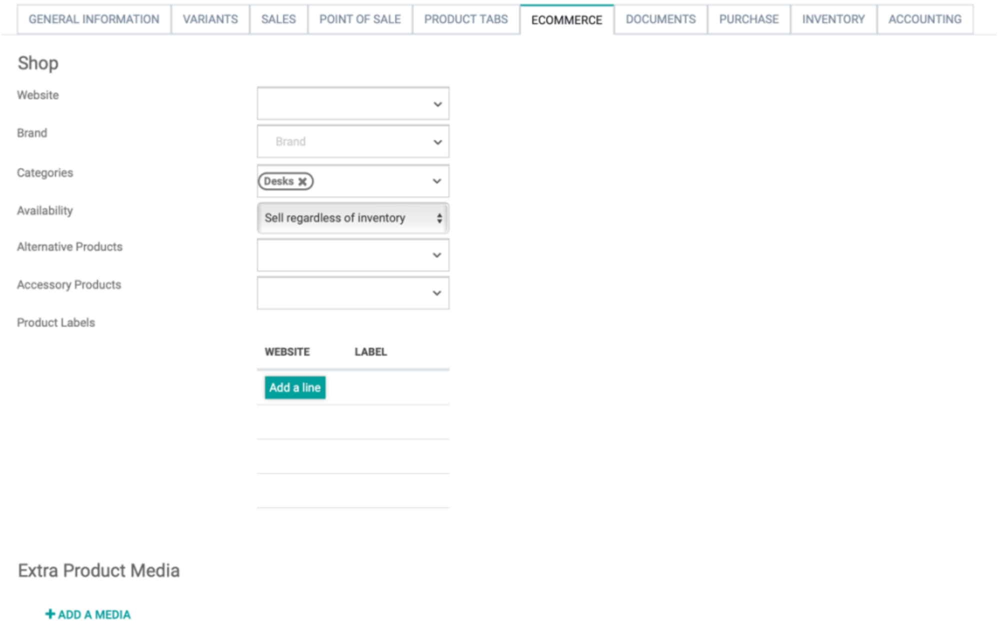
Terms and Conditions
30-day money-back guarantee
Shipping: 2-3 Business Days

Function 1
Function 2

1
Add to Cart
Description
Specification
Functions

5.6. eCommerce

If you have also subscribed to our “Website Ecommerce Module”, if you wish for this product to appear on your website ecommerce, you may select the relevant website, brands fields here. Once you have done the relevant setup, the product will appear on your ecommerce to be published. (Refer to website training manual for details)


GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING

Shop

Website

Brand

Categories: Desks

Availability: Sell regardless of inventory

Alternative Products

Accessory Products

Product Labels

WEBSITE	LABEL

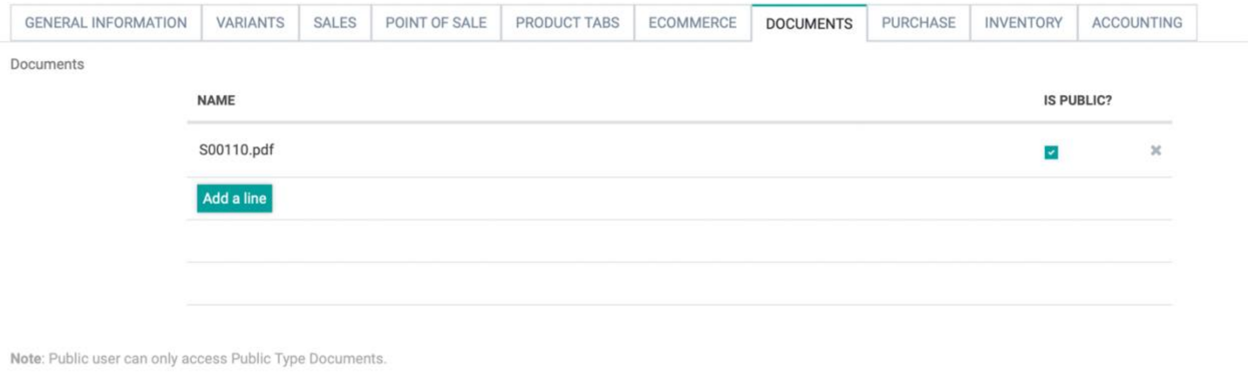
Add a line

Extra Product Media

+ ADD A MEDIA

5.7. Documents

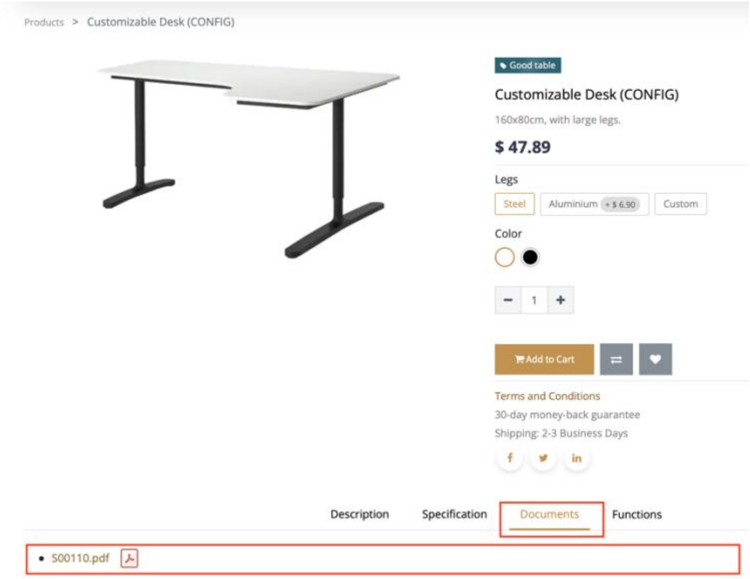
If you have also subscribed to our “Website Ecommerce Module”, this allows you to upload different documents related to this product onto the product page of your ecommerce shop, for your customers to view and download (if you tick public).


GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING
Add a line

Documents

NAME	IS PUBLIC?
S00110.pdf	☑

Note: Public user can only access Public Type Documents.


Products > Customizable Desk (CONFIG)
Good table
Legs
Steel
Aluminium + $ 6.90
Custom
Color
1
Add to Cart
Terms and Conditions
Description
Specification
Documents
Functions

Customizable Desk (CONFIG)

160x80cm, with large legs.

$ 47.89

30-day money-back guarantee

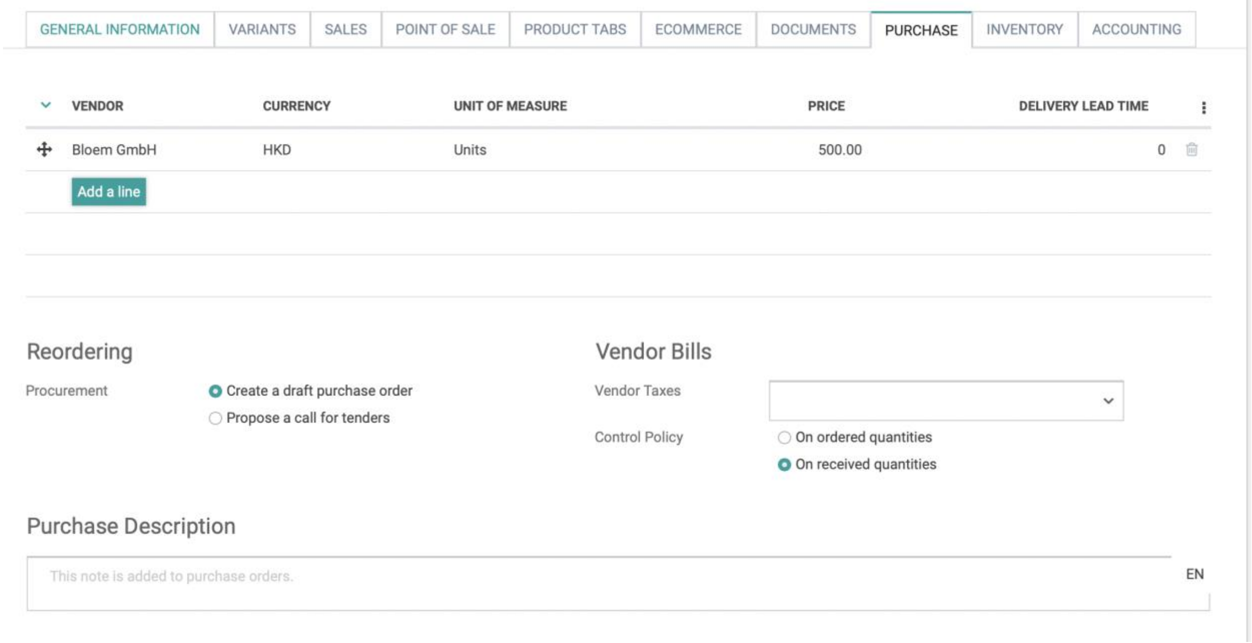
Shipping: 2-3 Business Days

- S00110.pdf

5.8. Purchase

In the purchase tab, there are multiple settings you can set which will be connected to the “purchase Module” & purchase operation.

- **Vendor**: You may insert the relevant vendors & purchase details you usually purchase from
- **Reordering**: (Must use the purchase module as well)
    - **Create a draft purchase order**: the system will automatically create a draft purchase order directly to the vendor if you have set reordering rules
    - **Propose a call for tenders**: The system will create tender document based on your pre-setting in the purchase module, and you can select vendors to send to
- **Vendor Taxes**: If taxes applies for vendor bill
- **Control policy**: If you will settle your Vendor Bills based on your ‘ordered quantities’ on your Purchase Order, or on your “received quantities”, the actual quantities received on your Delivery Receipts.
- **Purchase Description**: Any notes you wish to be added to your standard purchase orders



VENDOR	CURRENCY	UNIT OF MEASURE	PRICE	DELIVERY LEAD TIME
Bloem GmbH	HKD	Units	500.00	0

Reordering

Procurement ● Create a draft purchase order ○ Propose a call for tenders

Vendor Bills

Vendor Taxes

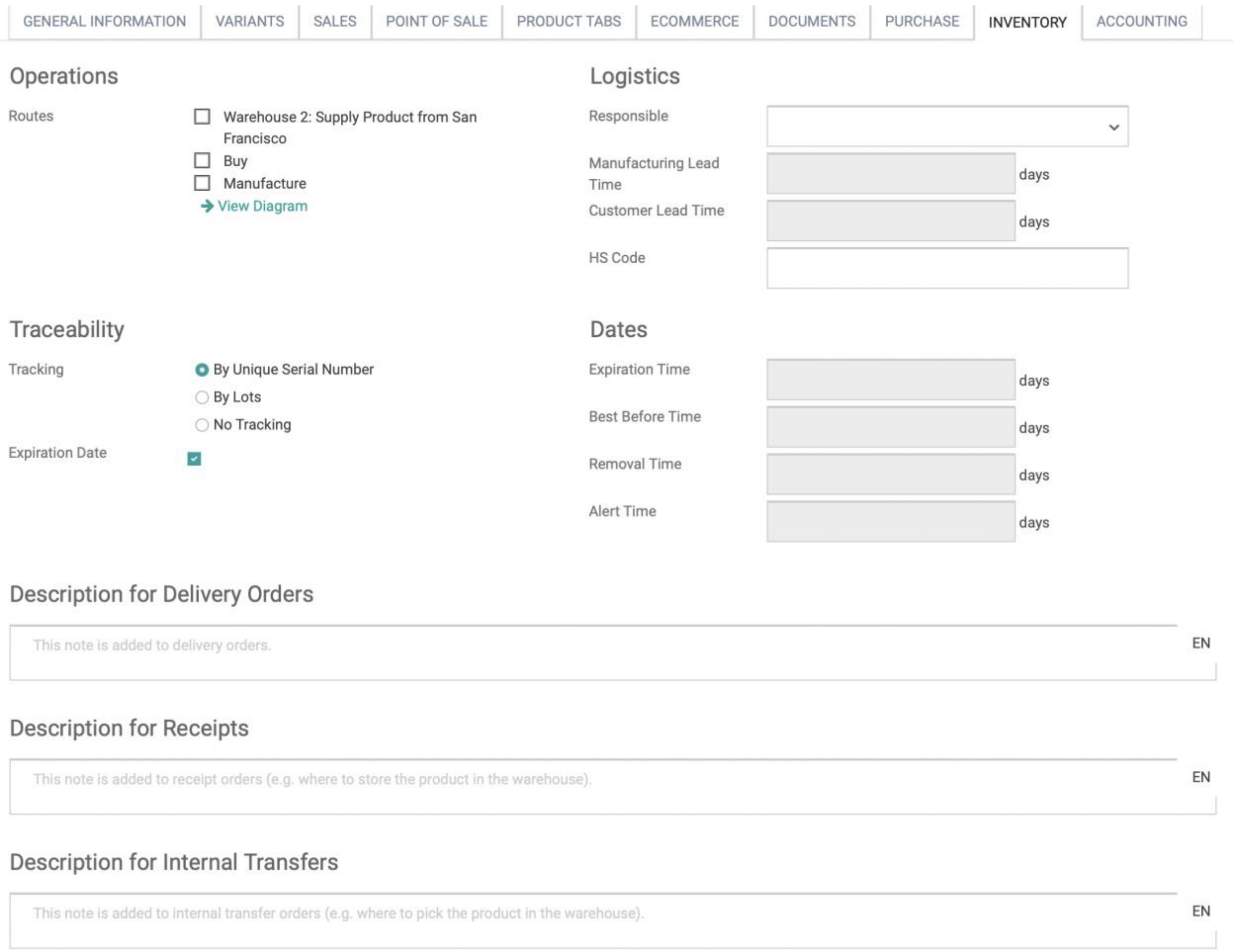
Control Policy ○ On ordered quantities ● On received quantities

Purchase Description

This note is added to purchase orders.

5.9. Inventory

This is to set inventory, routes & logistics related (stock in, stock out) settings for the product.



Operations

Routes
- ☐ Warehouse 2: Supply Product from San Francisco
- ☐ Buy
- ☐ Manufacture

Logistics

Responsible:

Manufacturing Lead Time: days

Customer Lead Time: days

HS Code:

Traceability

Tracking
- ● By Unique Serial Number
- ○ By Lots
- ○ No Tracking

Expiration Date: ☑

Dates

Expiration Time: days

Best Before Time: days

Removal Time: days

Alert Time: days

Description for Delivery Orders

This note is added to delivery orders.

Description for Receipts

This note is added to receipt orders (e.g. where to store the product in the warehouse).

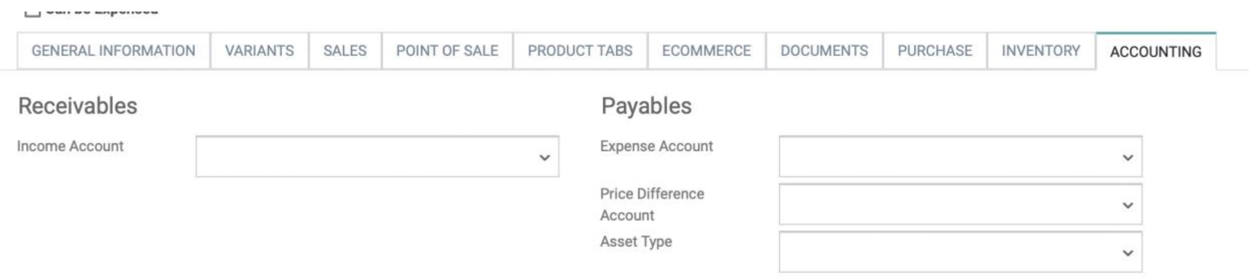
Description for Internal Transfers

This note is added to internal transfer orders (e.g. where to pick the product in the warehouse).

- **Routes**:
  - **Warehouse**: If you tick this option, every time you sell this product, it will send a 'delivery order' notice to your selected warehouse, and stock will be delivered and deducted from the warehouse.
  - **Buy**: If you tick this option, it means every time you sell this product, you **must** place a purchase order to purchase it from a vendor you have set in the purchase tab. (Means you might not keep stock for this product, or it is sub contracted)
  - **Manufacture**: * If you are also using our manufacturing module. If you tick this option, it means every time you sell this product, you **must** manufacture it, a manufacturing order will automatically be created to be processed before the product will have stock to deliver.
- **Logistics**:
  - **Responsible**: The staff that is responsible for this

  - **Manufacturing Lead Time**: The lead time required to manufacture the product (if the route is manufacture).
  - **Customer Lead Time**: The lead time you set, so the expected date on the sales order is SO date + Customer lead time
  - **HS Code**: If this product has a HS Code
- **Traceability**:
  - **By Unique Serial Number**: If the product needs to be traced by serial number, selecting this will require you to enter the serial number during stock in and stock out.
  - **By Lots**: If the product needs to be traced by serial number, selecting this will require you to enter the lot numbers during stock in and stock out.
  - **No Tracking**: Product will have no tracking
- **Expiry date:** tick this if the product has expiry date, you will have to assign lots/serial number of the products too.
  - **Expiration time**: You will enter the number of days before expiration of the product.
  - **Best Before time**: Number of days before the goods should be consumed.
  - **Removal time**: Shows the number of days before the goods should be removed from the stock.
  - **Alert time**: The number of days before an alert should be raised on the product, once the alert date is reached an activity is assigned on the product for the relevant lot/serial number to the user defined on the product.
- **Description for Delivery Orders/ Receipts / Internal Transfers**:
  - You can insert relevant descriptions you wish to appear in the corresponding actions.

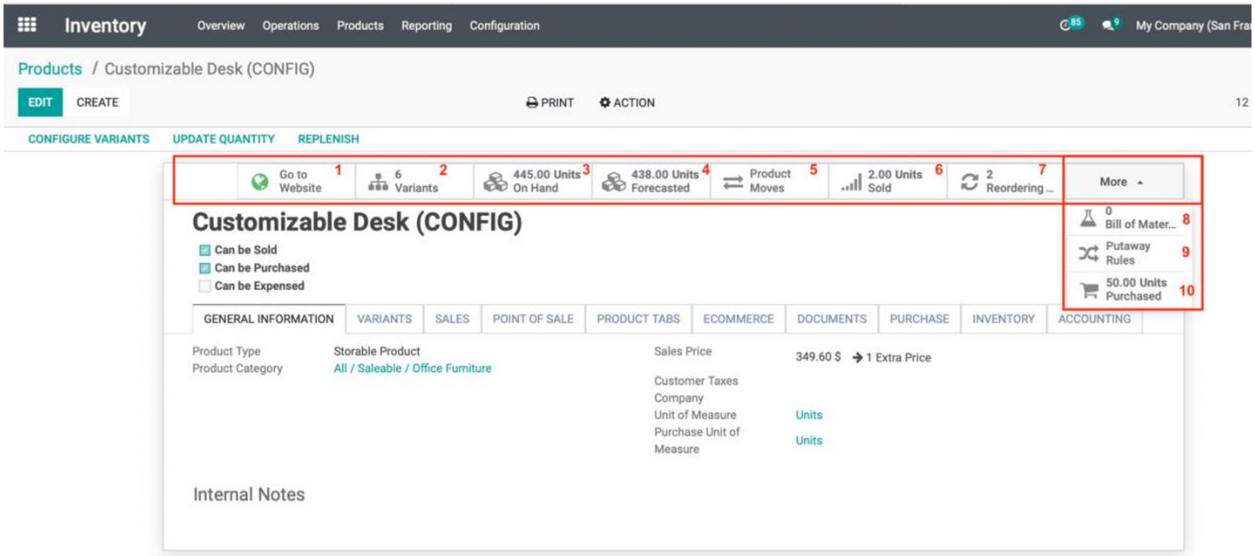
5.10. Accounting


GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING
Receivables
Income Account
Payables
Expense Account
Price Difference Account
Asset Type

If the product has any specific accounts other than standard ones, you may select them here.

- **Income Account**: Which account the income shall go into
- **Expense Account**: If this is an expense product (if you have subscribed to our expense module, refer to Expense module for details)
- **Price Difference Account**: To set in product as a specific replacement value
- **Asset Type**: In case the product you have created is an asset which requires depreciation calculation, you can select the asset type it belongs to (based on your settings in the accounting module).

6. Product profile summary & meaning


Inventory
Overview
Operations
Products
Reporting
Configuration
My Company (San Fra
Products / Customizable Desk (CONFIG)
EDIT
CREATE
PRINT
ACTION
CONFIGURE VARIANTS
UPDATE QUANTITY
REPLENISH
Go to Website 1
6 Variants 2
445.00 Units On Hand 3
438.00 Units Forecasted 4
Product Moves 5
2.00 Units Sold 6
2 Reordering ... 7
More
0 Bill of Mater... 8
Putaway Rules 9
50.00 Units Purchased 10
GENERAL INFORMATION
VARIANTS
SALES
POINT OF SALE
PRODUCT TABS
ECOMMERCE
DOCUMENTS
PURCHASE
INVENTORY
ACCOUNTING
Internal Notes

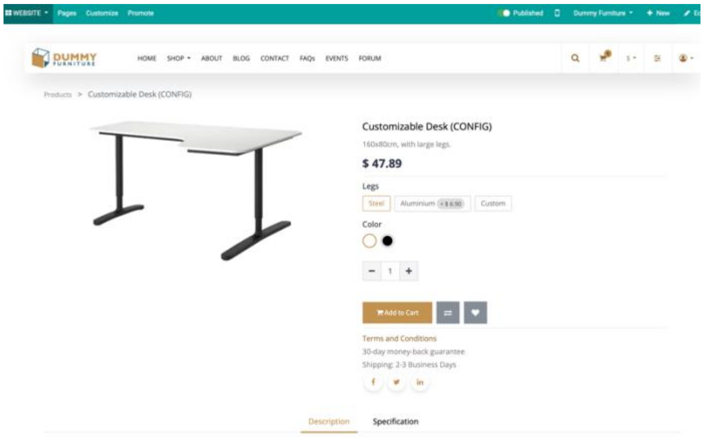
Customizable Desk (CONFIG)

☑ Can be Sold
☑ Can be Purchased
☐ Can be Expensed

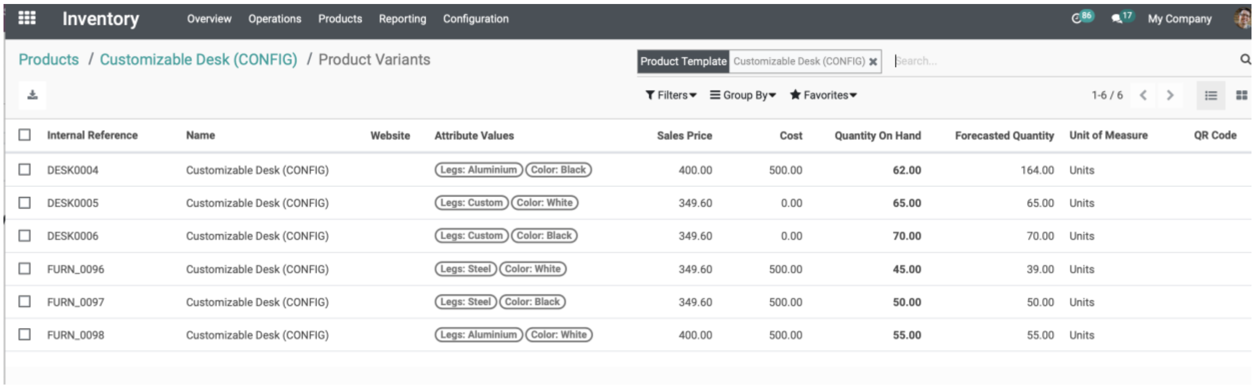
Product Type: Storable Product
Product Category: All / Saleable / Office Furniture
Sales Price: 349.60 $ → 1 Extra Price
Customer Taxes
Company
Unit of Measure: Units
Purchase Unit of Measure: Units

At the top of each product there are “summary” tabs of the products, which shows you the different data related to this specific product across different operations and modules.

1. **Go to Website**: If you have also utilized our ecommerce function, and have selected the product to appear on the ecommerce as per above in product setting, once you click on this button it will lead you to the page of this product on your ecommerce. (You may also refer to our “Website” training manual for more details.)


WEBSITE
Pages
Customize
Promote
Published
Dummy Furniture
New
DUMMY FURNITURE
HOME
SHOP
ABOUT
BLOG
CONTACT
FAQs
EVENTS
FORUM
Products > Customizable Desk (CONFIG)
Customizable Desk (CONFIG)
160x80cm, with large legs.
$ 47.89
Legs
Steel
Aluminium
Custom
Color
Add to Cart
Terms and Conditions
30-day money-back guarantee
Shipping: 2-3 Business Days
Description
Specification

2. **Variants**: if you have set variants for the product, you will be able to view all variants here.


Inventory
Overview
Operations
Products
Reporting
Configuration
86
17
My Company
Product Template
Customizable Desk (CONFIG)
Search...
Filters
Group By
Favorites
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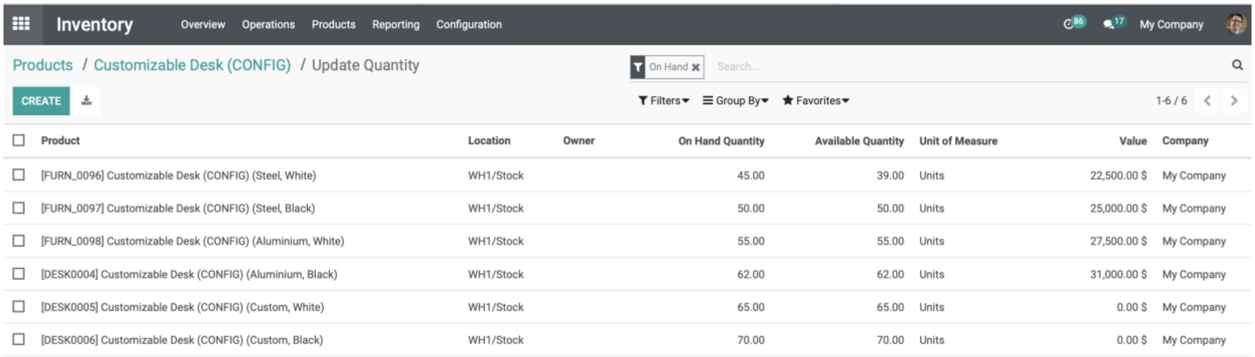
Products / Customizable Desk (CONFIG) / Product Variants

☐	Internal Reference	Name	Website	Attribute Values	Sales Price	Cost	Quantity On Hand	Forecasted Quantity	Unit of Measure	QR Code
☐	DESK0004	Customizable Desk (CONFIG)		Legs: Aluminium Color: Black	400.00	500.00	**62.00**	164.00	Units	
☐	DESK0005	Customizable Desk (CONFIG)		Legs: Custom Color: White	349.60	0.00	**65.00**	65.00	Units	
☐	DESK0006	Customizable Desk (CONFIG)		Legs: Custom Color: Black	349.60	0.00	**70.00**	70.00	Units	
☐	FURN_0096	Customizable Desk (CONFIG)		Legs: Steel Color: White	349.60	500.00	**45.00**	39.00	Units	
☐	FURN_0097	Customizable Desk (CONFIG)		Legs: Steel Color: Black	349.60	500.00	**50.00**	50.00	Units	
☐	FURN_0098	Customizable Desk (CONFIG)		Legs: Aluminium Color: White	400.00	500.00	**55.00**	55.00	Units	

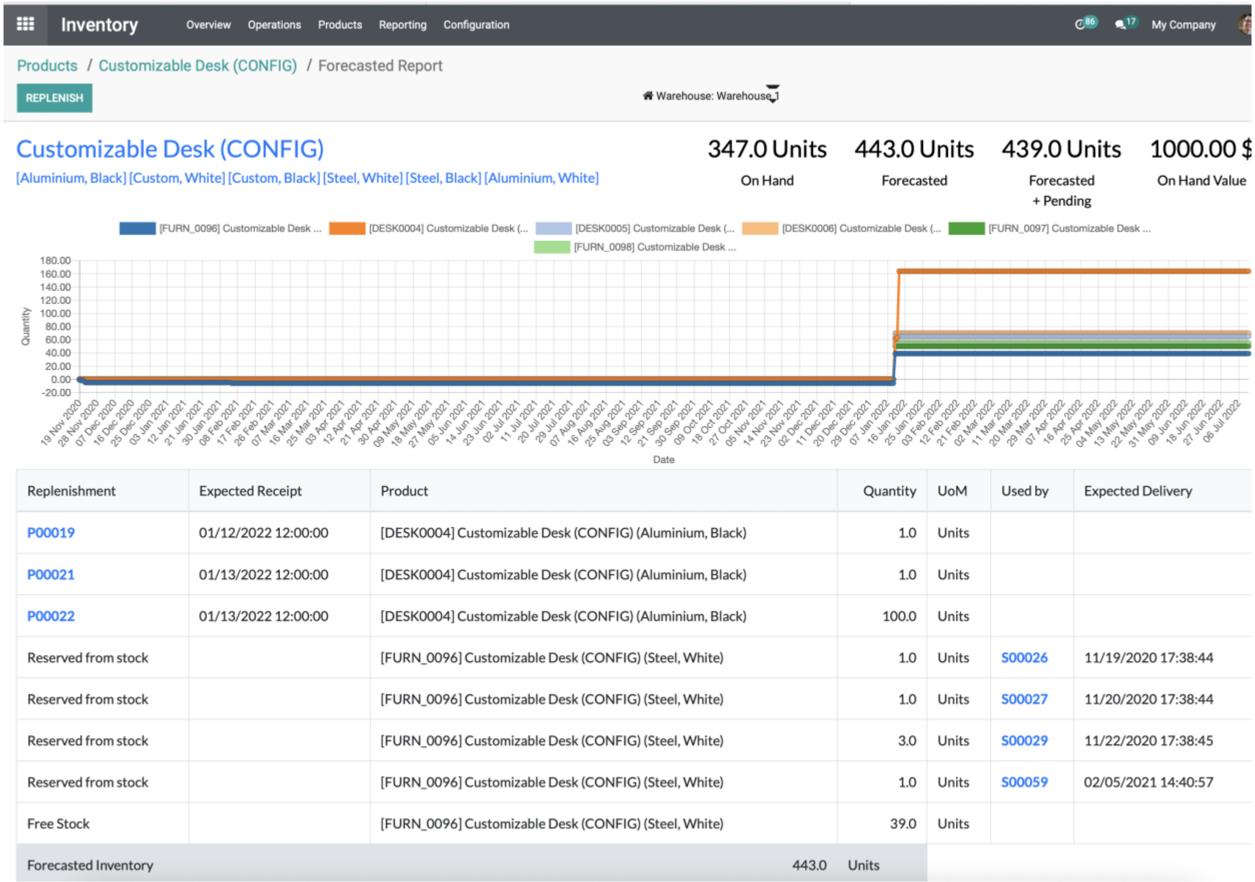
3. **Units On Hand**: This reflects the real time on hand quantity inventory you have of this product. The quantity is automatically calculated and determined by your stock in & stock out in the warehouse function (refer to second part of this training manual).


Inventory
Overview
Operations
Products
Reporting
Configuration
86
17
My Company
On Hand
Search...
CREATE
Filters
Group By
Favorites
1-6 / 6

Products / Customizable Desk (CONFIG) / Update Quantity

☐	Product	Location	Owner	On Hand Quantity	Available Quantity	Unit of Measure	Value	Company
☐	[FURN_0096] Customizable Desk (CONFIG) (Steel, White)	WH1/Stock		45.00	39.00	Units	22,500.00 $	My Company
☐	[FURN_0097] Customizable Desk (CONFIG) (Steel, Black)	WH1/Stock		50.00	50.00	Units	25,000.00 $	My Company
☐	[FURN_0098] Customizable Desk (CONFIG) (Aluminium, White)	WH1/Stock		55.00	55.00	Units	27,500.00 $	My Company
☐	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	WH1/Stock		62.00	62.00	Units	31,000.00 $	My Company
☐	[DESK0005] Customizable Desk (CONFIG) (Custom, White)	WH1/Stock		65.00	65.00	Units	0.00 $	My Company
☐	[DESK0006] Customizable Desk (CONFIG) (Custom, Black)	WH1/Stock		70.00	70.00	Units	0.00 $	My Company

4. **Units Forecasted**: The system will determine if you have enough quantities on hand to fulfil all your sold (but not yet delivered) orders. Basically, it will take “**ON HAND Quantity**” + “**Delivered but not yet arrived quantity**” - “**SOLD but not yet delivered quantity**”, to determine if you have enough stock. So if you have a “negative” stock count, you will know that you do not have enough stock to fulfil all your sales order, and should immediately replenish your stock.


Inventory
Overview
Operations
Products
Reporting
Configuration
My Company
REPLENISH
Warehouse: Warehouse 1
[FURN_0096] Customizable Desk ...
[DESK0004] Customizable Desk (...
[DESK0005] Customizable Desk (...
[DESK0006] Customizable Desk (...
[FURN_0097] Customizable Desk ...
[FURN_0098] Customizable Desk ...
Quantity
180.00
160.00
140.00
120.00
100.00
80.00
60.00
40.00
20.00
0.00
-20.00
19 Nov 2020
28 Nov 2020
07 Dec 2020
16 Dec 2020
25 Dec 2020
03 Jan 2021
12 Jan 2021
21 Jan 2021
30 Jan 2021
08 Feb 2021
17 Feb 2021
26 Feb 2021
07 Mar 2021
16 Mar 2021
25 Mar 2021
03 Apr 2021
12 Apr 2021
21 Apr 2021
30 Apr 2021
09 May 2021
18 May 2021
27 May 2021
05 Jun 2021
14 Jun 2021
23 Jun 2021
02 Jul 2021
11 Jul 2021
20 Jul 2021
29 Jul 2021
07 Aug 2021
16 Aug 2021
25 Aug 2021
03 Sep 2021
12 Sep 2021
21 Sep 2021
30 Sep 2021
09 Oct 2021
18 Oct 2021
27 Oct 2021
05 Nov 2021
14 Nov 2021
23 Nov 2021
02 Dec 2021
11 Dec 2021
20 Dec 2021
29 Dec 2021
07 Jan 2022
16 Jan 2022
25 Jan 2022
03 Feb 2022
12 Feb 2022
21 Feb 2022
02 Mar 2022
11 Mar 2022
20 Mar 2022
29 Mar 2022
07 Apr 2022
16 Apr 2022
25 Apr 2022
04 May 2022
13 May 2022
22 May 2022
31 May 2022
09 Jun 2022
18 Jun 2022
27 Jun 2022
06 Jul 2022
Date

Products / Customizable Desk (CONFIG) / Forecasted Report

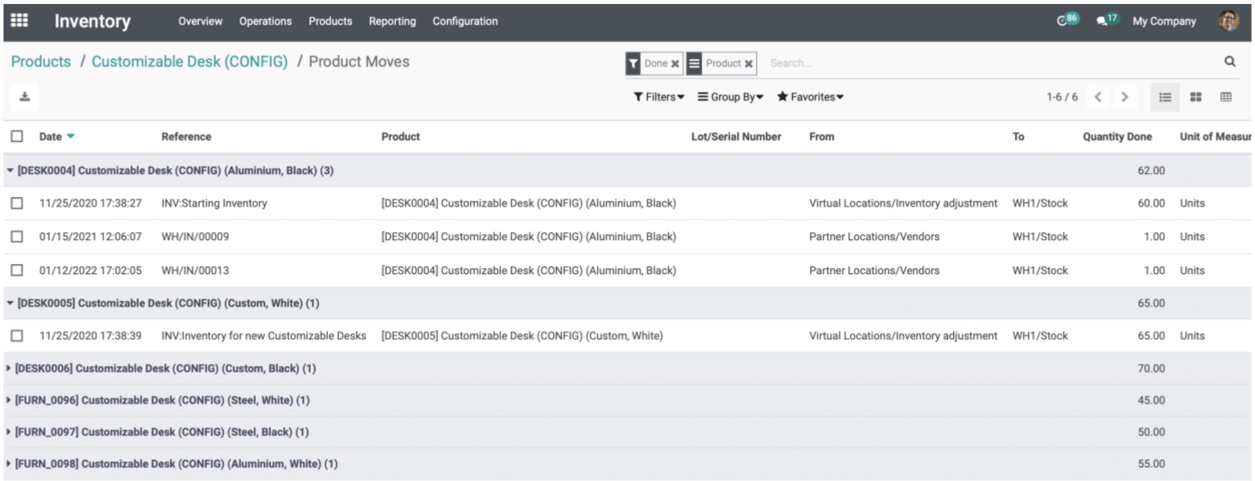
Customizable Desk (CONFIG)

[Aluminium, Black] [Custom, White] [Custom, Black] [Steel, White] [Steel, Black] [Aluminium, White]

347.0 Units	443.0 Units	439.0 Units	1000.00 $
On Hand	Forecasted	Forecasted + Pending	On Hand Value

Replenishment	Expected Receipt	Product	Quantity	UoM	Used by	Expected Delivery
P00019	01/12/2022 12:00:00	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	1.0	Units		
P00021	01/13/2022 12:00:00	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	1.0	Units		
P00022	01/13/2022 12:00:00	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	100.0	Units		
Reserved from stock		[FURN_0096] Customizable Desk (CONFIG) (Steel, White)	1.0	Units	S00026	11/19/2020 17:38:44
Reserved from stock		[FURN_0096] Customizable Desk (CONFIG) (Steel, White)	1.0	Units	S00027	11/20/2020 17:38:44
Reserved from stock		[FURN_0096] Customizable Desk (CONFIG) (Steel, White)	3.0	Units	S00029	11/22/2020 17:38:45
Reserved from stock		[FURN_0096] Customizable Desk (CONFIG) (Steel, White)	1.0	Units	S00059	02/05/2021 14:40:57
Free Stock		[FURN_0096] Customizable Desk (CONFIG) (Steel, White)	39.0	Units		
Forecasted Inventory			443.0	Units		

5. **Product Moves**: Shows all the product movements


Inventory
Overview
Operations
Products
Reporting
Configuration
My Company
Done
Product
Search...
Filters
Group By
Favorites
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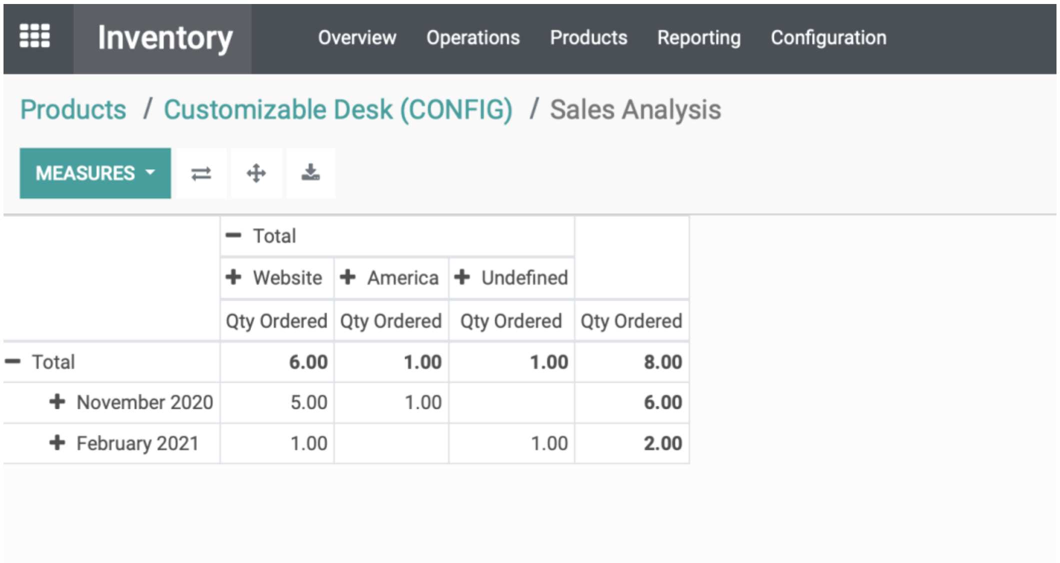
Products / Customizable Desk (CONFIG) / Product Moves

☐	Date	Reference	Product	Lot/Serial Number	From	To	Quantity Done	Unit of Measur
[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black) (3)							62.00	
☐	11/25/2020 17:38:27	INV:Starting Inventory	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)		Virtual Locations/Inventory adjustment	WH1/Stock	60.00	Units
☐	01/15/2021 12:06:07	WH/IN/00009	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)		Partner Locations/Vendors	WH1/Stock	1.00	Units
☐	01/12/2022 17:02:05	WH/IN/00013	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)		Partner Locations/Vendors	WH1/Stock	1.00	Units
[DESK0005] Customizable Desk (CONFIG) (Custom, White) (1)							65.00	
☐	11/25/2020 17:38:39	INV:Inventory for new Customizable Desks	[DESK0005] Customizable Desk (CONFIG) (Custom, White)		Virtual Locations/Inventory adjustment	WH1/Stock	65.00	Units
[DESK0006] Customizable Desk (CONFIG) (Custom, Black) (1)							70.00	
[FURN_0096] Customizable Desk (CONFIG) (Steel, White) (1)							45.00	
[FURN_0097] Customizable Desk (CONFIG) (Steel, Black) (1)							50.00	
[FURN_0098] Customizable Desk (CONFIG) (Aluminium, White) (1)							55.00	

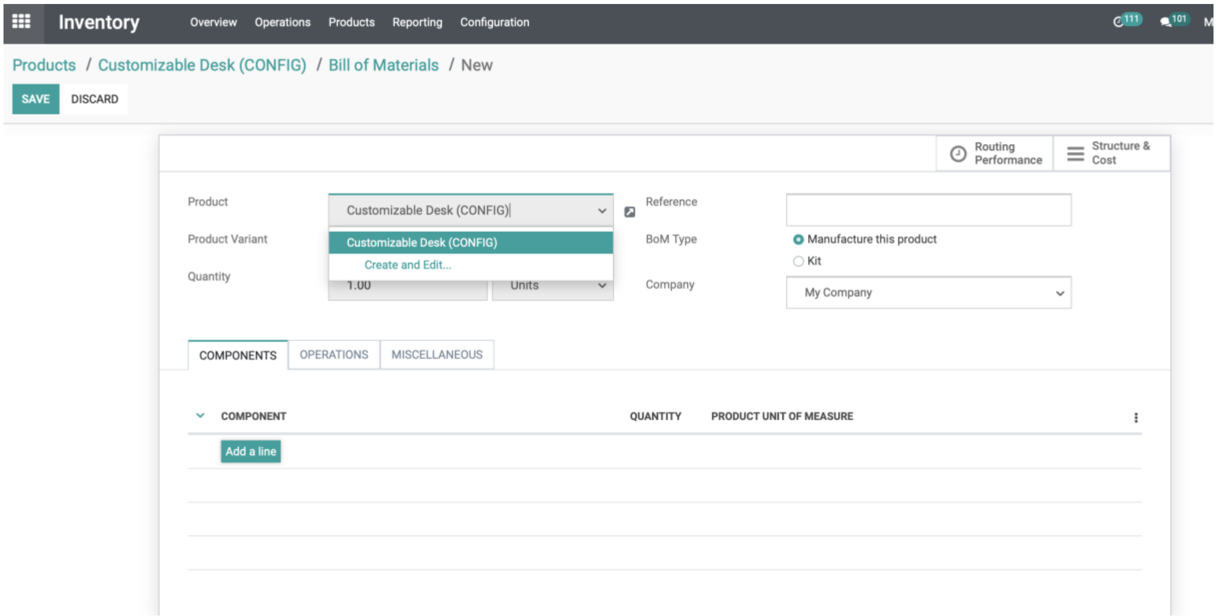
6. **Units Sold**: A summary of all the units you have sold for this product (data from Sales module).


Inventory
Overview
Operations
Products
Reporting
Configuration
Products / Customizable Desk (CONFIG) / Sales Analysis
MEASURES

	Total			
	Website	America	Undefined	
	Qty Ordered	Qty Ordered	Qty Ordered	Qty Ordered
Total	**6.00**	**1.00**	**1.00**	**8.00**
November 2020	5.00	1.00		**6.00**
February 2021	1.00		1.00	**2.00**

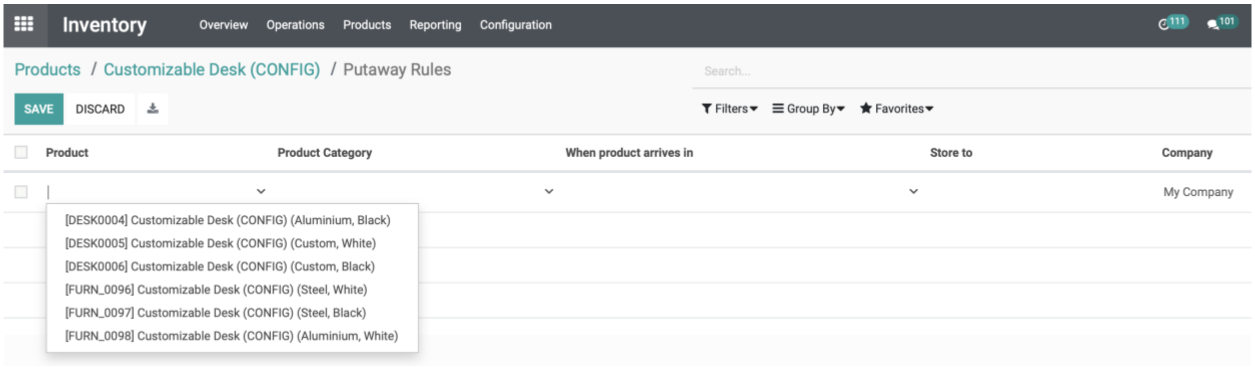
7. **Reordering Rules**: This is a function that combines “Low level alert” with “Replenishing Purchase Orders”. You may refer to above section 4.3.3.

8. **Bill of Materials:** If you are also using our manufacturing module, this will show the Bill of Materials that this Product has or is a part of **(data from Manufacturing module) *Not available for W+ Lite, only available for W+ Pro**.


Inventory
Overview
Operations
Products
Reporting
Configuration
111
101
Products / Customizable Desk (CONFIG) / Bill of Materials / New
SAVE
DISCARD
Routing Performance
Structure & Cost
Customizable Desk (CONFIG)
Create and Edit...
COMPONENTS
OPERATIONS
MISCELLANEOUS
COMPONENT
QUANTITY
PRODUCT UNIT OF MEASURE
Add a line

Product: Customizable Desk (CONFIG)
Product Variant:
Quantity: 1.00 Units
Reference:
BoM Type: ● Manufacture this product ○ Kit
Company: My Company

9. **Putaway Rules:** The process of taking products off the receiving shipments and directly putting them into the most appropriate location. In W+ ERP the putaway rules can be defined either per product or per product category. You may refer to second part of this training manual.

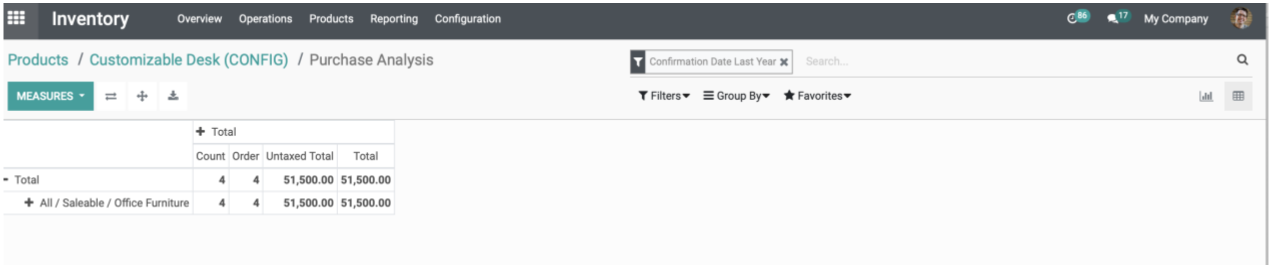

Inventory
Overview
Operations
Products
Reporting
Configuration
111
101
Search...
SAVE
DISCARD
Filters
Group By
Favorites

Products / Customizable Desk (CONFIG) / Putaway Rules

☐	Product	Product Category	When product arrives in	Store to	Company
☐					My Company

- [DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)
- [DESK0005] Customizable Desk (CONFIG) (Custom, White)
- [DESK0006] Customizable Desk (CONFIG) (Custom, Black)
- [FURN_0096] Customizable Desk (CONFIG) (Steel, White)
- [FURN_0097] Customizable Desk (CONFIG) (Steel, Black)
- [FURN_0098] Customizable Desk (CONFIG) (Aluminium, White)

10. **Units Purchased**: A summary of all the units you have purchased for this product (data from Purchase module)


Inventory
Overview
Operations
Products
Reporting
Configuration
86
17
My Company
Search...
MEASURES
Filters
Group By
Favorites

Products / Customizable Desk (CONFIG) / Purchase Analysis

Confirmation Date Last Year

	+ Total			
	Count	Order	Untaxed Total	Total
- Total	4	4	51,500.00	51,500.00
+ All / Saleable / Office Furniture	4	4	51,500.00	51,500.00