Inventory Systems

Level : Beginner

Certified Training Curriculum from Ultimate Academy

Table of Contents

1

First Lesson

Incoming and Outgoing Stocks

Lesson Overview:

In this lesson, you will learn how to carry out Incoming and Outgoing Stocks using the ONYX ERP System. You will also learn more about the features provided by the system that aid in carrying out all the procedures of these transactions in easy and precise way.

Learning Objectives:

By the end of this lesson, you will be able to:

- Understand how to use the screens of: "**Incoming Stock**", "**Outgoing Stock**", "**Goods Received Note**", and "**Expiry Outgoing Order**".
- Issue an Incoming Stock.
- Issue a Good Received Note.
- Issue an Incoming Stock from a Goods Received Note.
- Issue an Outgoing Stock.
- Issue an Outgoing Stock from an Expiry Outgoing Order.
- Issue an Outgoing Stock from Request out Transfer.

1. Incoming Stock Order

The "**Incoming Stock**" screen is used to carry out various transactions, such as:

- Receiving goods with a certain final cost.
- Receiving the finished products in the Industrial and Production facilities.

Note that after carrying out the Incoming Stock, the quantities of the items that have been received will be affected. In addition, the accounts such as the "**Vendor Account**" and the "**Inventory Account**" will be affected if the Inventory System is linked to the General Ledger System. After entering the data of the Incoming Stock, the system creates an accounting entry that requiered to record the transaction automatically.

1.1 Access the Screen

Go to the Inventory System ⟶ Inventory Management System ⟶ Transactions ⟶ Incoming Stock.
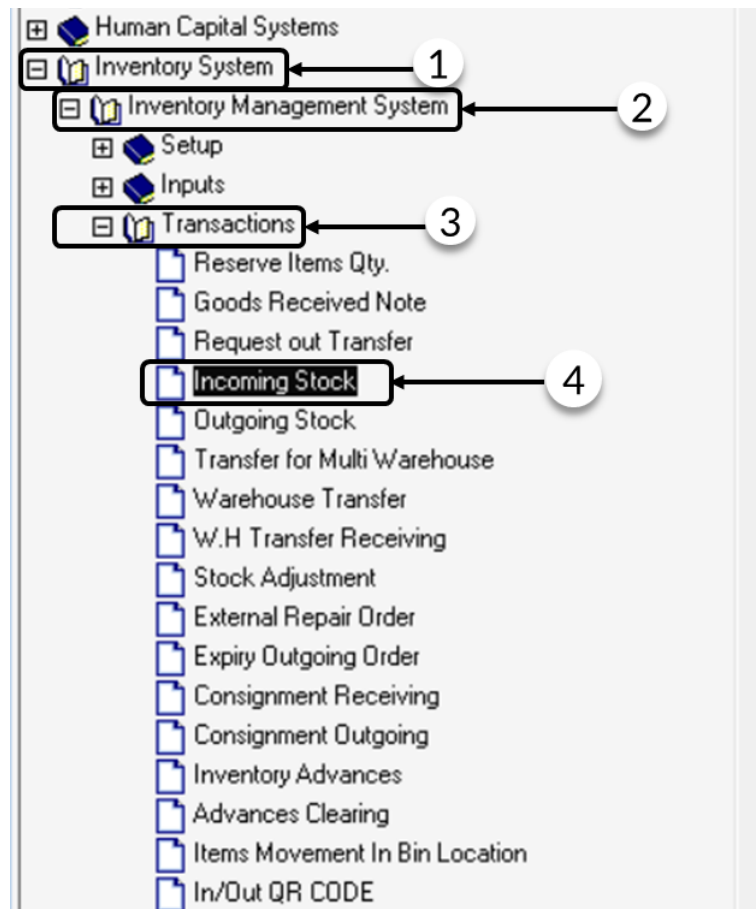
1.2 Screen Components

The data in this screen are divided into two main parts: First, data that define the "**Incoming Stock**". Second, data that define the "**Items Data**". Note that the fields that define the "Incoming Stock" are divided into four tabs. The following table illustrated the function of each tab:

No.	Tab Name	Description
1	Main Data	It is used for entering the goods out data, such as "GRN Number", "**GRN Issuance**", "**Due Date**", "**Accounts Code**" and "**Item Costs**".
2	Fetch Data	It is used for issuing a '**Incoming Stock**" from another document such as "**Goods Received Note**".
3	Import from Excel Sheet	It is used for entering the items' data from an Excel sheet.
4	Additional Data	It is used for entering the data of the additional fields that some organizations might need, depending on the nature of their business.

1.2.1 Data That Define Incoming Stock Order:

The below table explains the most important fields of this part.

Field Name	Feature affects the field	How to Enter Data	Description
Warehouse	Multiple Warehouses in 1. Incoming Stock Order	Select from the dropdown menu	If the "Multiple Warehouses in Incoming Stock Order" option is not activated, this field will be used to select the warehouse in which the goods will be received. While this option is activated, this field will not appear. Instead, the 'Warehouse' column will appear in the items data.
Due Date	-------	-------	This field is used for due date of the Incoming Stock order Cost.
Issuance Type	Screen of "Goods Issuance Types"	Select from the dropdown menu	This field is used for selecting the type of the Incoming Stock order; which has been entered using the "Incoming Types" screen. Note that there are two types of Incoming Stock orders with two different accounting effects. First, the 1. Incoming Stock Order that is not linked to a purchase invoice, which results in the following entry: From Warehouse Account To Vendor/Bank/Cash Account Second, the Incoming Stock order linked to a purchase invoice, which results in the following entry: Upon issuing a Incoming Stock order: From Warehouse Account To Purchase Receipt Intermediary Account Upon issuing a purchase invoice: From Purchase Receipt Intermediary Account To Vendor/Cash/Bank Account
Item Costs	-------	-------	This field is used if users want to show the cost of the item that will be issued. Note that the cost appears automatically in the (Price) field in the detailed data: - **Last Purchase Price:** This option is selected if the item's issuance cost is the cost of the last Incoming Stock. Note that it can be modified. - **Vendor's Price:** This option is selected if the item's issuance cost is the price that has been set by the vendor. Note that it can be modified. -**Cost Average:** This option is selected if the item's issuance cost is the average of the item's cost. Note that it can be modified.

1.2.2 Items' Data:

The below table explains the most important fields of this part.

Field Name	Feature That Affects Field	How to Enter Data	Description
Item Name/Number	------	Using F7, F8 or F9	This field is used for selecting the items that will be received, using F9 in order to display items ordered according to their numbers. Note that users can select items by using F8 in order to display items ordered according to their names. However, users can use another search method by pressing F7; so, a "Help" screen, with multiple options appears. Therefore, the item number and name appear once users select the item.
Unit	------	Automatically or using F9	The item's unit of measure appears in this field if the item has only one unit of measure. Note that if the item has multiple units of measure, users will have to select the unit from the "Units of Measure" list that appears after using F9.
Expiry Date	Using Expiry Date in the "Items Data" screen	Manually	This field is used for entering the item's expiry date if the item deals with expiry dates.
Quantity	------	Automatically/ Manually	This field is used for entering the quantity of the item that will be received. Note that the quantity may appear automatically if the item deals with serial numbers or accessories or weights – which is decided according to the data entered in the customized places.
Cost	Items Cost field from the same screen	Automatically/ Manually	This field is used for writing the item's cost per unit. Note that the cost is entered in the currency of the main account registered in the Main Data. The cost appears automatically upon activating one of the options in the (Items Cost) field.
Tax	"Taxable" from the "Items Data" screen	Automatically	This field shows the item's tax, only if the item is subject to the value-added tax (VAT). Note that the tax percentage appears here upon activating the (use VAT) option in the main data.

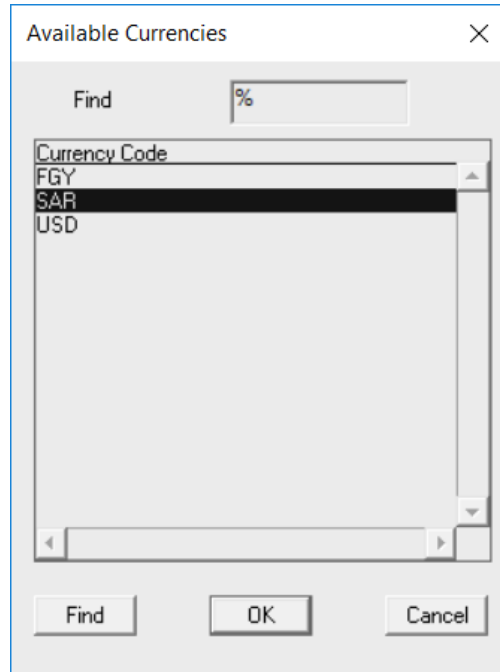## 1.3 Example (1): Receiving Goods in Cash in Local Currency

The below table illustrates how the data of an Incoming Stock Order is entered for the following transaction:

Let's assume that the organization made, in **SAR**, a purchase transaction from the cash account of the items'' movement illustrated below. Note that the goods have been received at "**Warehouse Number 1**".

No.	Item Number	Item Name	Unit	Quantity	Cost
1	0201010001	Goody Macaroni – 500 gm.	Pack	350	3 SAR
2	0201020001	Al Shaalan Basmati rice 5 kg- Indian	Pack	75	30 SAR
3	0201020003	Al Walimah Indian Mazza Basmati Rice 1kg	Pack	50	61 SAR

To perform this transaction, open the "**Incoming Stock**" screen, create a new **Incoming Stock Order** by clicking on the add button ( ), located in the toolbar, and follow the below steps:

1. Click on the down arrow ( ) in the "**GRO Type**" field, in order to display the options list, then select "**Incomming**".
2. Move your cursor to the "**Account Code**" field and press **F9**. The **Accounts** List screen will appear; so, you can select "**Daily Movement Cash**" account.
3. Move your cursor to the **"Detail Account"** field and press **F9**. The "**Cashes in Hand**" screen will appear; so, you can select "**Daily Movement Cash**" account.
4. In the "**Currency**" field press **F9,** the screen of "**Available Currencies**" will appear; so, you can select "**SAR**".

Available Currencies

Find   %

Currency Code
FGY
SAR
USD

Find   OK   Cancel

5. Enter "**5**" in the "**No. of attachments**" field.

6. Move the cursor to the "**Item Code**" field in order to enter the items' data in one of the following methods:

A. Press **F9** so that items appeare ordered by the item code. Note that you can select the item directly or search for it, using the search field. You can only enter the data of one item each time, meaning that you can repeat these steps to enter all the items.

B. Press **F8** so that Items screan appeare ordered alphabetically and according to the main group. Note that you can select the item directly or search for it, using the search field. You can only enter the data of one item each time, meaning that you can repeat these steps to enter all the items.

C. Press **F7** so that users can use the screen that appears in searching for items, as follows:

1- Use the **Filtering** fields to select the items that you want to add.

2- Click the **Search** button ( ) to search for items in the items table.

3- Select the items that you want to add by ticking the checkbox ( ) on the left side of each item.

4- Click on the **"Fetch Data"** button ( ) in order to close the screen used in searching for items and displaying the data of the items selected in the **Incoming Stock** Screen.

Item Search

W.H No	1 - warehouse 1	From Group No		Sub Group No	
Item Code		Item Name		b Sub Group No	
Item Specifications		Items Storage	3- Store	Unit	
Item Type		Items Pricing	1- All	Shelf No	
Storing Qty	1- All	Vendor No.		Similar Group	
Manufacturer Code		Sort By	1- Item Code	Package	

	S/N	Item Code	Item Name	Unit	WH	Qty	Price	Item Type	Item
☑	169	0201010001	fody asdaf Pasta 500 gm		1	2145	4.3	goods and prod	
☐	170	0201010001	fody asdaf Pasta 500 gm		2	230	4.3	goods and prod	
☑	171	0201010002	el walaima rice maza hendy haba tawe		1	585	75	goods and prod	
☐	172	0201010002	el walaima rice maza hendy haba tawe		2	50	75	goods and prod	
☑	173	0201020001	shaalan basmaty rice		1	505	39	goods and prod	
☐	174	0201020001	shaalan basmaty rice		2	70	39	goods and prod	
☐	175	0201020003	bengaby elmhedab rice basmty hendy		1	1375	72	goods and prod	
☐	176	0201020003	bengaby elmhedab rice basmty hendy		2	200	72	goods and prod	

☐ Display Expire Date And Batch No

D. Press **F5** so that item screan is appeared ordered according to the item number. Note that you can search for items using the "Includes" field. This screen provides users with an easier search process, different from that of screens A and B. This screen does not have the "%" sign which confuses some users. You can only enter the data of one item each time, meaning that you can repeat these steps to enter all the items.

Item Details

Include

☐ Auto

Search Starts in Columns List | 1- Contain Of

Item Code	Item Name	m Specificatio	Ref. Code
00000004	T-shirt		
100010001	IPhone		
100010002	Al Watania Fresh Chicken - 800 Gm		
100010003	Al Watania Fresh Chicken - 1500 Gm		
100010004	Rice		
100010005	Noodles		
100010006	Al Watania Fresh Chicken - 1000 Gm		
100010007	Al Shaalan Basmati rice 5 kg- Indian		
5	Roomi Cheese		

7. In the "**WH**" field press **F9,** the screen of "**Warehouses**" will appear; then, select select "**Warehouse 1**".

8. Move the cursor to the "**Qty**" field in order to enter the quantity for each item according to the table shown in the example. Next, move the cursor to the "Cost" field and enter the item's cost, and then click **"Enter".** Therefore, a screen containing the item's cost appears in order to inform the user of any cost discrepancy, if any. You will have to repeat the same steps for all items.

Stock Currency	Last Supply Price	Current Average	Diff. Between Cost and Avg
SAR	120.000	120.008	-119.988

9. Click on the "**Save**" button ( ) in order to save the **Incoming Stock Order**.

10. Click on the "**Archive**" button ( ) in order to enter all the relevant documents.

11. Click on the "**Print**" button ( ) in order to print the **Incoming Stock Order**.

الحلول النهانيه - فرع الرئيسي						Ultimate solutions - main branch	
حى المنتزة							
						.Tele No	
						.Fax No	
			Incoming Stock Order			.Fax No	

Currency : SA	GRN Date : 06/04/2022			GRO Type : Incoming		GRN No : 1	
	: Ref. Code			Daily movment cash		Account : 1111010002	
	: WH			لكم أمر توريد مخزني مثال ١ : Description			

Total	Cost	Qty	WH	Unit	Item Name	Item Code
1,050.00	3.00	350	1	ح	Goody Macaroni – 500 gm.	0201010001
2,250.00	30.00	75	1	م	Al Shaalan Basmati rice 5 kg- Indian	0201020001
3,050.00	61.00	50	1	م	Al Walimah Indian Mazza Basmati Rice 1kg	0201010002
6,350.00		: Total				Inserting User : Administrator

12. Click on the "**Daily Journal Entry**" ( ) in order to view the accounting entry that is generated by the system which affects the accounts based on the **Incoming Stock Order**.

MAIN									2022 / 4	31/12/2022
User: 1 - Administrator					- -					ONYX Pro ERP

Doc No: 1
Document Sequence: 20220000011081

Account Code	Analytical Account	Name	Currency	Debit	Credit	Debit_For.	Credit_For.	Description	Center No	Center N
1111010002	2	daily cash movement	SAR	0	1050	0	0	لكم أمر توريد مخزني مثال 1		
1141010001		Inventory...	SAR	1050	0	0	0	لكم أمر توريد مخزني مثال 1		
1141010001		Inventory...	SAR	5300	0	0	0	لكم أمر توريد مخزني مثال 1		
1111010002	2	daily cash movement	SAR	0	5300	0	0	لكم أمر توريد مخزني مثال 1		

Total Debit: 6,350.00
Total Credit: 6,350.00

1.4 Example (2): Receiving Goods Purchased on Credit in Foreign Currency

The below table illustrates how the data of an **Incoming Stock order** for the following transaction:

Let's assume that the organization purchased, in US Dollar, the items shown in the below table from **Fahd Company**. Note that the goods have been received at "**Warehouse 2**".

No.	Item Number	Item Name	Unit	Quantity	Cost
1	0701090001	TCL Refrigerator, Side by side, 21.6 Cu ft.	Piece	10	885 USD
2	0701090002	Panasonic Refrigerator, 23 Cu ft.	Piece	12	832 USD
3	0701090003	TCL Refrigerator with top mount freezer, 14.7 Cu ft.	Piece	15	490 USD

To perform this transaction, open the "**Incoming Stock**" screen, create a new order by clicking on the add button ( ), located in the taskbar, and follow the below steps:

1. Click on the down arrow ( ) in the "**GRO Type**" field, in order to display the options list, then select "**Incomming**".
2. In the **Account Code** field and press **F9**. The screen of the **Accounts** will appear; select **"Local Vendors"** account.
3. In the "**Detaled Account**" field press **F9,** the screen of "**Vendors Details**" will appear; select **"Fahd Organization"** account, and then click **"Enter"** so that the **Avalable Currencies** screen is appeared. Then select "**USD**".
4. Add items, quantities, and costs using one of the methods you have learned in Example (1).

> **Note**
>
> Enter the cost in US Dollar, not in the local currency.

5. Click on the "**Save**" button ( ) in order to save the **Incoming Stock Order**.
6. Click on the "**Archive**" button ( ) in order to add all the relevant documents.

1.5 Issuing a Goods Received Note and Using It in Issuing a Incoming Stock order

in order to be able to audit the transaction, some organizations execute the Incoming Stock Order in two stages. First, a goods received note is issued using the **Goods Received Note** screen. Second, this goods received note is used from the "**Incoming Stock**" screen to carry out the order.

1.5.1 Example (1): Issuing an Incoming Stock order Using Goods Received Note

Let's assume that the organization made, in **SAR**, an in-cash purchase transaction from the **daily cash movement** account of the items illustrated in the table below. Note that the goods have been received at "**Warehouse 1**".

Required:

First: Issue a **goods received note** for the quantities that will be received.
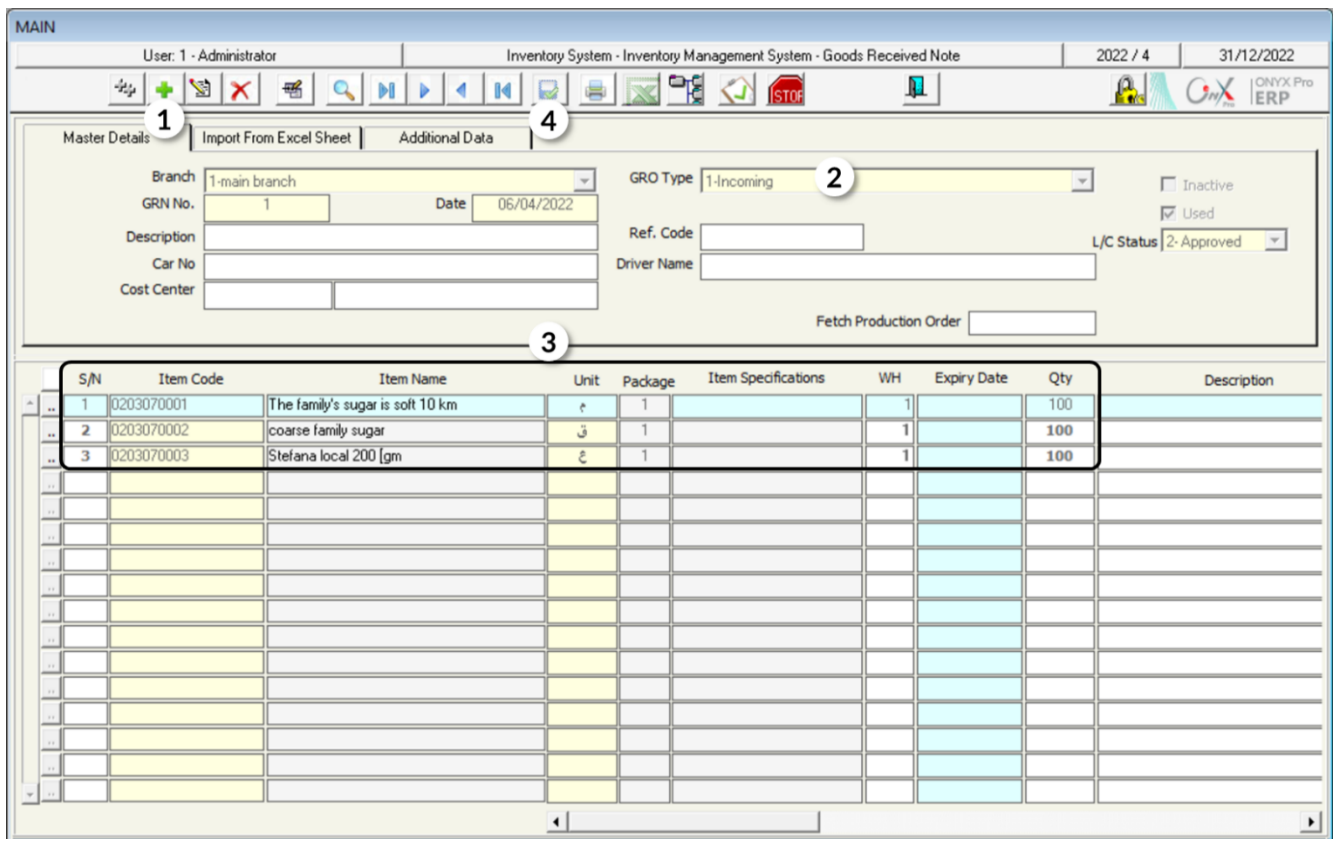
Second: Issue an **Incoming Stock order** based on the **goods received note**.

No.	Item Number	Item Name	Unit	Quantity	Cost
1	0203070001	Al Osra Icing Sugar – 10 Kg	Pack	100	22 SAR
2	0203070002	Al Osra Coarse Sugar – 10 Kg	Pack	100	22 SAR
3	0201020002	Steviana Sweetener – 200 G	Pack	100	50 SAR

To carry out the **first** required transaction, Open the "**Goods Received Note**" screen:

Go to the Inventory Systems ⟶ Inventory Management System ⟶ Transactions ⟶ Goods Received Note. Then, follow the steps below:

1. Click on the "**Add**" button (![+]) to create a new **goods received note**.
2. Click on the down arrow (![▼]) in the "**GRO Type**" field, in order to display the options list, then select "**Incomming**".
3. Add the items using one of the methods you have learned in the "**Incoming Stock**" screen.
4. Click on the "**Save**" button (![save]).

To carry out the **second** required transaction, follow the next steps:

1. Enter the essential data in the fields of "**Master Details**" tab.

2. Go to the "**Fetching Data**" tab.
3. Select "**Incomming Good Received**" from the dropdown menu in the "**Fetch Data From**" field.
4. Move your cursor to the "**GRN No.**" field and press **F9,** the **Goods Received Notes** screen will appere, select the goods received note that you created and click "**Enter**".

5. Enter the cost for each item.
6. Click on the "**Save**" button (⊡) in order to save the Incoming Stock Order.
7. Click on the "**Archive**" button (⊡) in order to enter the relevant documents.

2. Outgoing Stock

This screen is used for issuing goods from the organization's warehouses. Note that upon carrying out the outgoing stock order, the quantities of the items that have been received to warehouses will be affected. Moreover, both the beneficiary's account and the warehouses' account will be affected. If the Inventory System is linked to the General Ledger System, the following entry, is automatically created by the system, to record the transaction:

From Beneficiary Account (Production/ Damaged Items/Employee/Etc.)

To Inventory Account

2.1 Access the Screen

Go to the Inventory Systems ➡ Inventory Management System ➡ Transactions ➡ Outgoing Stock.
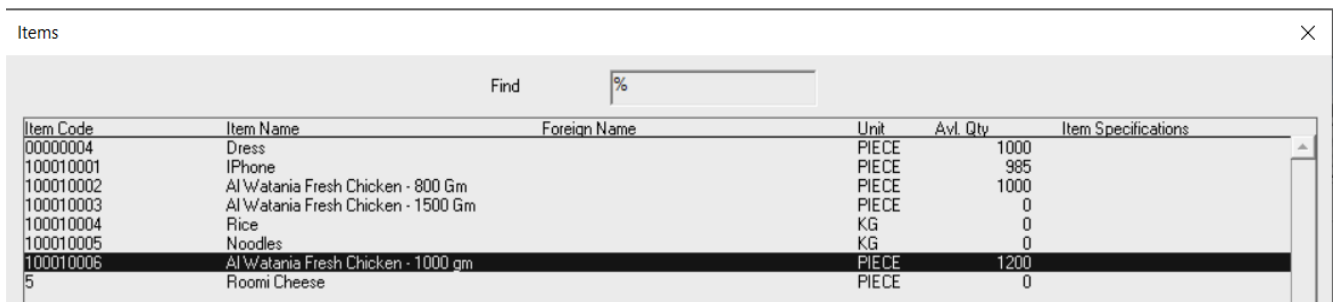
2.2 Example (1): Issue Goods at Cost Price

The items shown in the below table will be issued to employees as a "**Rewards & Bounses**". Note that these goods are issued at the cost price from **warehouse 1**.

No.	Item Number	Item Name	Unit	Quantity	Expiry Date
1	0101030001	Al Watania Fresh Chicken – 1000 Gm	Piece	40	30/05/2023
2	0101030001	Al Watania Fresh Chicken – 1000 Gm	Piece	20	15/06/2023

To perform this transaction, open the "**Outgoing Stock**" screen, create a new "**outgoing stock order**" by clicking on the add button (➕), located in the taskbar, and follow the below steps:

1- Select "**Warehouse 1**" from the **WH** field.
2- Press **F9** in the "**Account Code**" field and select the "**Rewards & Bounses**" account.
3- Enter "**Issued as Bonus to Employees**" in the **Description** field.
4- Select "**Cost**" in the " **Outgoing Costing Method**" field.
5- Press **F9** in the **Item Code** field and select **Al Watania Fresh Chicken – 1000 Gm** from the screen of the items available in **warehouse 1**.

6- Move the cursor to the "**Expiry Date**" field and press **F3**. Select the quantity with the most recent expiry date from the screen of the **Avl. Qty** with expiry dates.
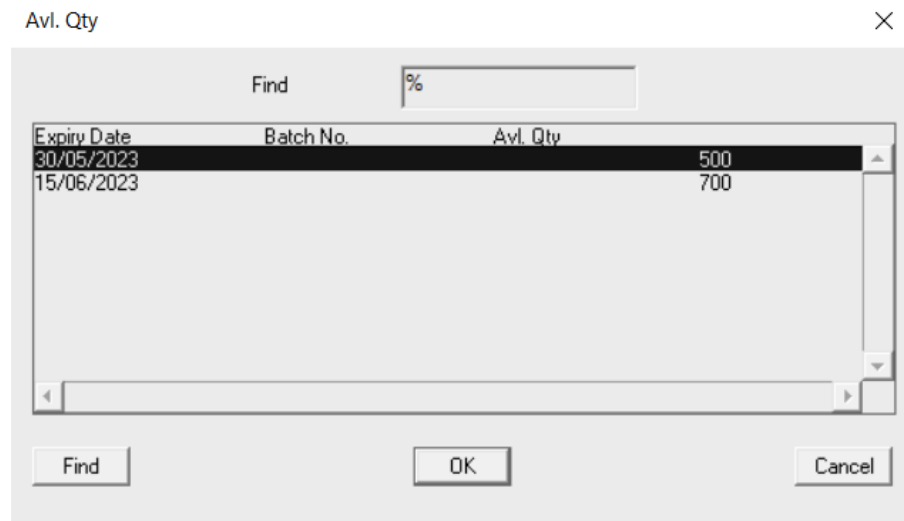
7- Enter the quantity in the **Qty** field; therefore, the system will calculate the total cost of the quantity in the **Total Cost** field.

8- Repeat these steps to enter the data of all the items.

9- Click on the "**Save**" button (🖫) in order to save the **outgoing stock order**.

Note

The cost is displayed according to the settings of the inventory cost that were configured upon installing the system. In this example, the system will display the cost average; as it was configured to calculate the cost using the "Weighted Average" method.

2.3 Example (2): Use Outgoing Stock screen to return goods

The "**Outgoing Stock**" screen is used for returning goods according to the following table. Note that these goods have been issued from **Fahd Organization**, according to the **Incoming Stock Order** number (6):

No.	Item Number	Item Name	Unit	Quantity	Expiry Date
1	0101030001	Al Watania Fresh Chicken – 1000 Gm	Piece	10	30/05/2023
2	0101030001	Al Watania Fresh Chicken – 1000 Gm	Piece	20	15/06/2023

To perform this transaction, open the "**Outgoing Stock**" screen, create a new "**outgoing stock order**" by clicking on the add button (➕), located in the taskbar, and follow the below steps:

1. Press **F9** in the **Account Code** field and then, select "**Local Vendors**" account.

2. In the "**Detaled Account**" field press **F9**, then; select "**Fahd Organization**" account, and then click "**Enter**" so that the **Avalable Currencies** screen appears. Lastly select "**USD**".

3. Move the cursor to the "**Fetching Data**" tab, then from the **Fetch Data From** field select "**Return Incoming**".

4. Press **F9** in the **Number** field and select the **Incoming Stock Order** number 6 from the Incoming Stock Orders screen that will appear. Note that the Incoming Stock Orders that will appear are only those related to **Fahd Organization**.

5. Click on "**Fetch Data**" button and then select "**SAR**" from the **Currencies** screen that will appear.

6. Modify the quantity of the items, in the **Qty** field, according to the table shown in the example.

7. Press **F9** in the **Charges Account** field and then select **Cost Discrepancies** from the **Accounts** screen.

8. Click on the "**Save**" button ( ) in order to save.

   Note that after saving, the system will automatically do the following:

   A. Display, in the **Amount** field, the amount of discrepancy between the items at cost price -weighted average in our example- and the item issuance price. Note that this amount will be recorded in the **Cost Discrepancies** account.

   B. Display the goods issuance cost per unit for each item in the **Price** field.

   C. Display the total cost of the returned quantity for each item. Note that the total cost is calculated at the goods issuance price entered in **Price** field.

D. Display the cost price according to the system setup -weighted average in our example-, in the **Cost** field, according to the configured settings per unit for each item.

E. Display the total cost of the returned quantity, in the **Total Cost** field. Note that the total cost is calculated at the cost price in the "**Cost**" field.

9. Click on the "**Journal Entry**" button (⊞).

| | | User: 1 - Administrator | | | | | - - | | | 2023 / 1 | 28/05/2023 |

			Doc No		Document Sequence							
			3		20230000011093							
	Account Code	Analytical Account	Name	Currency	Debit	Credit	Debit_For.	Credit_For.	Description	Center No	Center Na
	211110001	2	Fahd Organization	SAR	11360	0	1420	0	Return Goods Fahd Organization		
	114110001		Raw Material	EGY	0	1374.99999	0	0	Return Goods Fahd Organization		
	311110002		Cost Discrepancies	SAR	0	9985.00001	0	1248.12500125	Additional Charges for Outgoing Stock O		

Total Debit 11,360.00
Total Credit 11,360.00

> **Note**
>
> Note that in the entry that will be created, the system will deduct from Fahd Organization's account the amount of the goods according to the goods issuance price. While in the credit side, the value of the goods will be deducted from the Inventory account at the cost price -which is the weighted average-. The discrepancy between the issuance price and the cost will be charged on the Cost Discrepancies Account.

2.4 Outgoing Stock Using Expiry Outgoing Order

The damaged items issuance from the organization's warehouses is recorded in the ONYX ERP system in two steps:

First: users enter the data of the damaged items in the "**Expiry Outgoing Order**" screen. Note that this step does not have any effects on accounts or inventory balance.

Second: users create an **outgoing stock order** and use the "**Fetch Data**" feature to import data from the damaged issuance order, created in the previous step. Carrying out this step results in decreasing the inventory balance according to the damaged items' quantity and automatically creating an accounting entry to record the accounting effect.

2.4.1 Access the Screen

Go to the Inventory Systems ⟶ Inventory Management System ⟶ Transactions ⟶ Expiry Outgoing Order.

2.4.2 Example

The items shown in the below table are damaged items:

No.	Item Number	Item Name	Quantity	Price	Expiry Date
1	0401080001	Dari Frozen Chicken – 1kg	5	12	30/6/2022
2	0101030001	Al Watania Fresh Chicken – 1000 gm	12	16.5	1/1/2022

Required:

First: Create a damaged issuance order for the quantities in the previous table.

Second: Create an **outgoing stock order** based on the damaged items issuance order.

First: open the "**Expiry Outgoing Order**" screen, and create a new order by clicking on the add button (![+]), then follow the below steps:

1- Select "<u>**Warehouse 1**</u>" from the **WH** field.

2- Select "**SAR**" from the **Currency** field.

3- Write "<u>**Expiry Outgoing Items from Warehouse 1**</u>" in the **Description** field.

4- Move the cursor to the **Item Code** field and press **F9**. Select the first item in the example from the **Items List** screen that will appear.

5- Enter <u>**5**</u> in the **Qty** field, noting that the system will automatically display the unit's cost in the **Cost** field.

6- Enter <u>**12**</u> in the **Price** field, noting that the system will automatically calculate the total value of the item's quantity in the **Total** field.

7- Repeat the steps from 4-6 for the rest of the items in the example; therefore, the total value of the damaged items will appear in the **Grand Total** field at the bottom of the screen.

8- Save the issuance order by clicking on the "**Save**" button (![save]).

Second: open the "**Outgoing Stock**" screen and create a new **outgoing stock order**, then follow the below steps:

1- From the **GIO Type** field, select "**outgoing**" as the issuance type.

2- Press **F9** in the **Account Code** field, then select "**Missing and Damaged Items**" account from the **Accounts List** screen that will appear.

3- Go to the "**Fetching Data**" tab and select "**Expire Order**" from the "**Fetch Data From**" field.

4- Press **F9** in the **Number** field; so that the system will display the Outgoing Scraps Order screen, and then select the order created in the first step.

5- Click on the "**Fetch Items**" button.
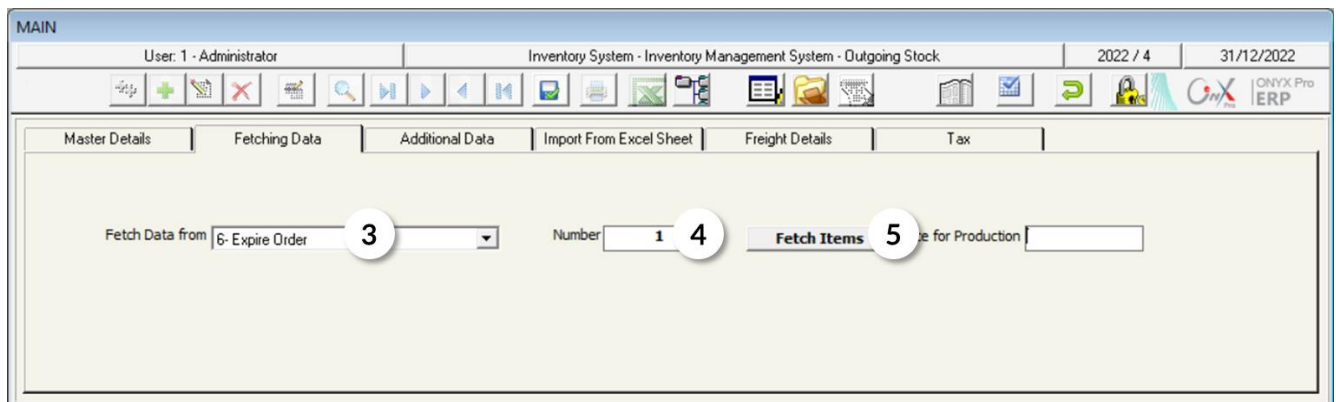
6- Modify the description to be "**Issue Damaged Items**".

7- Save the issuance order by clicking on the "**Save**" button (⊞).

User: 1 - Administrator	Inventory System - Inventory Management System - Outgoing Stock	2022 / 4	31/12/2022

Tabs: Master Details | Fetching Data | Additional Data | Import From Excel Sheet | Freight Details | Tax

Branch: 1-main branch
GIO Type: 1-Outgoing **(1)**
☐ Posted ☐ Audited ☐ Suspension

Outgoing Order No: 3
Date: 06/04/2022
Tax Calc. Method: 1- تصدير

Account Code: 3211040001 **(2)** missing and damaged items
Detail Account: rewards and benifits
Due Date: 06/04/2022

Currency: SAR
Stock Exch. Rate: 1
Ref. Code:

Description: Issue Damaged Items **(6)**
Beneficiary Name:
Rep. No:

Outgoing Costing Method: 1- Cost
Dsp. Account:
Amount:
No. of Attachments:
Promoter Code:

Cost Center: 01- Genaral Department
Patient No:

Beneficiary Branch: 1-main branch
Driver No:

(7)

S/N	Item Code	Item Name	ns	WH	Expiry Date	Qty	Tax	Cost	Total Cost		Barcode No
1	0401040002	Dari Frozen Chicken 1 kg		1		5	.000000	11.950000	59.750000	>>	
2	0101030001	Alwatania Poultry Fresh Chicken 1		1		12	.000000	27.333333	327.999996	>>	
										>>	
										>>	
										>>	
										>>	
										>>	
										>>	
										>>	
										>>	

Total Quantities: 17
Total Cost: 387.749996

Tax: .000000
Total: 387.749996

3. Exercise

1- Enter the data of the Incoming Stock Order for the following transaction:

Let's assume that the organization made, in **SAR**, a purchase transaction from the cash account of the items'' movement illustrated in the table below. Note that the goods have been received at "Warehouse Number 1".

No.	Item Number	Item Name	Unit	Quantity	Cost
1	0201010001	Mirinda Soda 2.2 Liters	Bottle	500	6 SAR
2	0201020001	Pepsi 325 ml	Bottle	125	2,5 SAR

2- Enter the data of the Incoming Stock Order for the following transaction:

Assume that the organization purchased, in US Dollar, from **Fahd Organization** the items shown in the below table. Note that the goods have been received at "**Warehouse 2**".

No.	Item Number	Item Name	Unit	Quantity	Cost
1	0701090002	Panasonic Refrigerator, 23 Cu ft.	Piece	12	832 USD
2	0701090003	TCL Refrigerator with top mount freezer, 14.7 Cu ft.	Piece	15	490 USD

3- Let's assume that the organization made, in **SAR**, a purchase transaction from the cash account of the items'' movement illustrated below. Note that the goods have been received at "**Warehouse 1**".

No.	Item Number	Item Name	Unit	Quantity	Cost
1	0201010001	Mirinda Soda 2.2 Liters	Bottle	500	6 SAR
2	0201020001	Pepsi 325 ml	Bottle	125	2.5 SAR

Required:

First: Issue a goods received note for the quantities that will be received.

Second: Issue an Incoming Stock Order based on the goods received note.

4- Enter the data of the Incoming Stock Order for the following transaction:

Issue the items in the below table as "Bonus" to the employees, noting that these goods have been received at cost level from **warehouse 1**.

No.	Item Number	Item Name	Unit	Quantity	Cost
1	0101030001	Al Watania Fresh Chicken – 1000 gm	Piece	40	14 SAR
2	0201020001	Al Shaalan Basmati rice 5 kg- Indian	Pack	20	30 SAR
3	0201010001	Mirinda Soda 2.2 Liters	Bottle	20	6 SAR
4	0203070002	Al Osra Coarse Sugar – 10 kg	Pack	20	22 SAR

5- Use the "**outgoing stock order**" screen for returning goods according to the following table. Note that these goods have been received from Fahd Organization, according to the Incoming Stock Order number (6):

No.	Item Number	Item Name	Unit	Quantity
1	0201020001	Al Shaalan Basmati rice 5 kg- Indian	Pack	10
2	0201010001	Goody Macaroni – 500 gm.	Pack	20

6- The items shown in the below table are damaged items:

No.	Item Number	Item Name	Quantity	Price	Expiry Date
1	040108001	Dari Frozen Chicken – 1Kg	5	12	30/6/2022
2	0101030001	Al Watania Fresh Chicken – 1000 gm	12	16,5	1/1/2022

Required:

First: Issue a damaged items issuance order for the quantities in the previous table.

Second: Issue an **outgoing stock order** based on the damaged items issuance order.

2

Second Lesson

Warehouse Transfer

Lesson Overview:

In this lesson, you will learn how to transfer the stock; in order to record the item's transfer between the organization's warehouses.

Learning Objectives:

By the end of this lesson, you will be able to:

- Understand the screens of "Request out Transfer", "Warehouse Transfer", and "W.H Transfer Receving".
- Issue a warehouse transfer request.
- Issue a warehouse transfer.
- Issue a warehouse transfer from a transfer request.
- Perform the warehouse receipt transaction.

1. Warehouse Transfer

This screen is used for achieving the following objectives:

- Transferring quantities from one warehouse to another.

- Maintaining quantitative and financial control over the items that have been transferred from a warehouse to another; through rendering the inventory effect (addition and deduction) and accounting effect on records.

- Automatically displaying the multiple warehouse transfer made on the Multiple Transfer screen, such as the multiple transfers made at the level of each beneficiary warehouse.

Note that the warehouse transfer carried out by excuting the following two transactions: First, transferring items from the "Transferred-from-Warehouse". Second, receiving items at the "Transferred-To-Warehouse". Receiving the items means that the successful warehouse transfer is carried out, considering that the system creates the following accounting entries:

Number	Transaction	Automatically Created Entry
1	Warehouse Transfer	From\ Cash/Bank Account Sales Cost Account To\ Inventory Account Sales Revenues Account
2	Warehouse Transfer Receipt	From\ Inventory Account To\ Warehouse Receipts Intermediary

1.1 Access the Screen

Go to the Inventory Systems ➡ Inventory Management System ➡ Transaction ➡ Warehouse Transfer.

1.2 Screen Components

The data on this screen are divided into two main parts: First, "Warehouse Transfer Essential data". Second, "Items Data". Note that the fields of th first part are divided into four tabs, as illustrated below:

No.	Tab Name	Description
1	Master Details	It is used for entering data, such as "Transfer No", "Transfer Date", Transferred-from-Warehouse" and "Transferred-To-Warehouse"
2	Fetching Data	It is used for issuing 'Warehouse Transfer" from another document.
3	Additional Data	It is used for entering the data of the additional fields that some organizations might need, depending on the nature of their business.
4	Import from Excel Sheet	It is used for entering the items' data from an Excel sheet.

1.2.1 Warehouse Transfer Essential data:

The below table explains the most important fields of this part of the screen.

Field Name	Feature that affects field	How to Enter Data	Description
Warehouse Number	-------	Select from a dropdown menu	This field is used for selecting the warehouse from which the transfer will be made from the "Warehouses" list.
Warehouse Transferred To	-------	Select from a dropdown menu	It is used for selecting the warehouse to which the quantity will be transferred.
Transfer Costing Method	-------	Select from a dropdown menu	This field is used for selecting the inventory costing method in the transfer transaction from the following options: **Cost**: the items are transferred at the cost depending on (Weighted average or first in first out). Therefore, the resulting entry of the total transfer value will be: From Transfer Intermediary Account To Inventory Account **Last Goods Received Price**: the items are transferred at the cost of the last goods received price and recorded on the beneficiary warehouse at the cost of the last goods received price. Therefore, the resulting entry will be: From Transfers Intermediary Account To Inventory Account Note that the discrepancy will be recorded in the Discrepancy account; which must be a debit/credit account based on the discrepancy between the goods received price ad cost. **Selling Price:** The items are transferred at the cost of the selling price and is recorded on the beneficiary warehouse account at the selling price. Therefore, the resulting entry will be: From Transfers Intermediary Account To Inventory Account Note that the discrepancy will be recorded in the Discrepancy account; which

Field Name	Feature That Affects Field	How to Enter Data	Description
			must be a debit/credit account based on the discrepancy between the total selling price and total cost.
Discrepancy Account	Transfer Costing Method field	F9	This field is used for recording the discrepancy of the transfers cost according to what has been illustrated in the transfer costing methods. Note that the discrepancy account must be a debit/credit account based on the type of discrepancy and that it is selected from the Chart of Accounts.
Amount	Transfer Costing Method field	Automatic	The system automatically shows the discrepancy amount in this field after saving the transaction. Note that the amount shown here is the discrepancy between the cost and the last goods received/selling price.
Default Quantity	-------	Manual	It is used to facilitate entering the transferred quantities of each item. Note the value entered in this field appears in the Quantity column and can be modified.
Pricing Level	It is used only upon selecting "Selling Price" in the Transfer Costing Method field	Select from the dropdown menu	It is used for selecting the pricing level.
Fetch Available Quantity	-------	"Select" box	This option is used if it is required to fetch the available quantity of an item from the warehouse and automatically display it in the (Quantity) field with the ability to modify it.

1.2.2 Items' Data:

The below table explains the most important fields of this part of the screen.

Field Name	Feature That Affects Field	How to Enter Data	Description
Quantity	------	Manually	This field is used for entering the item quantity that will be transferred.
Cost	Transfer Costing Method Field	Automatically	This field is used for writing the item's cost per unit in the currency of the account recorded in the main data. Note that the cost appears automatically upon using one of the options in the (Items Costs) field.

Expiry Date	Items Data	F9	It is used for entering an expiry date for items that deal with expiry dates.
Available Quantity – From WH	(Show Available Quantity for the Warehouse Requested From) in the Privileges screen	Automatically	This field shows the available quantity of an item for the Transferred-From-Warehouse.
Available Quantity – To WH	(Show Available Quantity for the Warehouse Transferred To) in the Privileges screen	Automatically	This column appears after activating the (Show Available Quantity in Transferred- To - Warehouse) in the "Transactions Privileges" screen in the system administration. Note that users can be granted the privilege to display the available quantity from an item in the Transferred-To-Warehouse.

1.3 Example (1): Transferring Items at Cost Price

Enter the data of the transfer transaction for the items shown in the below table. Note that items will be transferred from **warehouse 1** to **warehouse 2**.

No.	Item Number	Item Name	Unit	Expiry Data	Quantity
1	0101030001	Al Watania Fresh Chicken – 1000 gm	Piece	30/05/2023	40
2	0101030001	Al Watania Fresh Chicken – 1000 gm	Piece	15/06/2023	50

To perform this transaction, open the "**Warehouse Transfer**" screen, create a new transfer by clicking on the add button ( ), located in the toolbar, and follow the below steps:

1. Press **F9** in the **W.H No** field. Enter the warehouse transferred from, which is **warehouse 1** in this example, and then click "**Enter**".

2. Press **F9** in the **Transferred to WH**, Enter the warehouse transferred to, which is warehouse 2 in this example, and then click "**Enter**".

Message No - 101 ✕

(i) To warehouse cannot be same as From

Ok

3. Write "**Due to the breakdown of some refrigerators in warehouse 1**" in the "**Reason**" field.
4. Enter "**40**" in the **Default Qty** field.
5. Press **F9** in the **Item Code** field, and then select "**Al Watania Fresh Chicken – 1000 gm**" from the Items' List screen.
6. Move your cursor to the **Expiry date** field and press **F9** in order to select the expiry date of the item that will be transferred. The system will display the screen of the **Available Quantities** for this item with the expiry date for each quantity. Select the quantity that expires on **30/05/2023** and click "**Enter**". Afterward, the system will display the quantity that you have entered in the **Default Quantity** field which is "**40**". Note that if the item has been issued only once its expiry date will immediately appear after pressing **F9**.
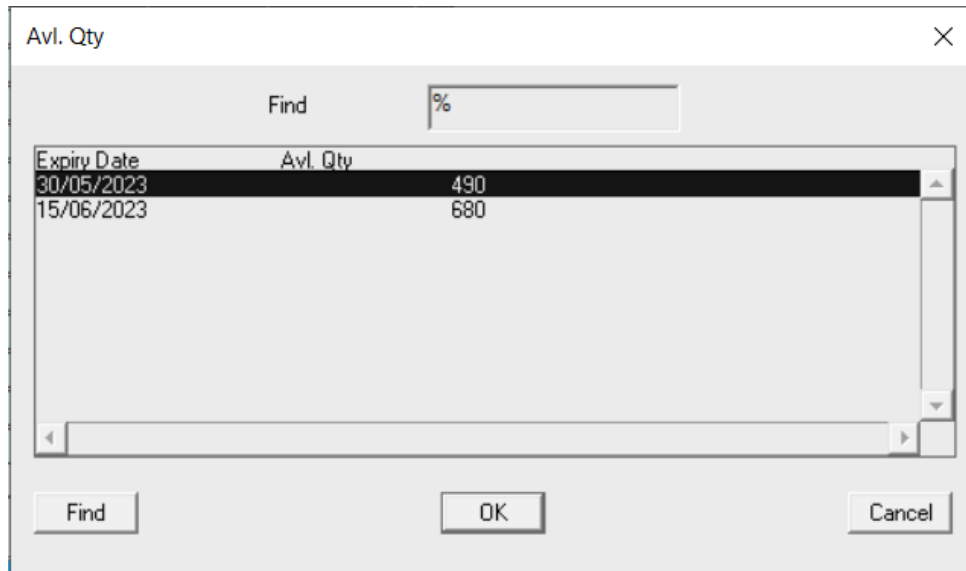
Note

The system does not allow entering a quantity greater than the quantity available in the warehouse. Note that if the user mistakenly entered a quantity greater than the available quantity, the system will display the following message:
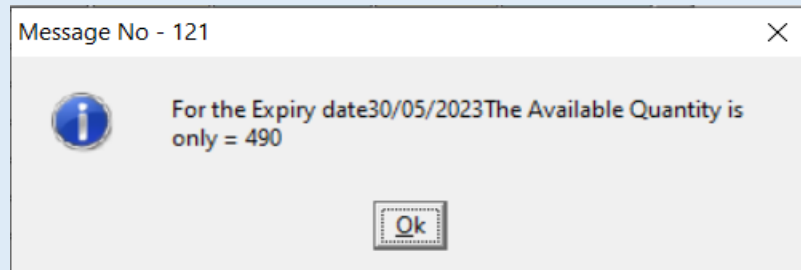
7. Repeat the same steps to enter the data of all the second item that will be transferred. Note that you will have to change the quantity to "**50**" according to the table shown in the example.

8. Click on the "**Save**" button () in order to save the warehouse transfer.

Note

In order to carry out the warehouse transfer, you have to select the "**Warehouse Transfers Intermediary Account**" for both: the warehouse transferred from and the warehouse transferred to. Note that this can be done using the "**Warehouses Details**" screen and if no account is selected, the system will display the following message:

1.4 Example (2): Transferring Items at Last Incomming Price

Enter the data of the transfer transaction for the whole quantity of the available items shown in the below table. Note that items will be transferred from **warehouse 1** to **warehouse 2** at the cost of the last goods received price.

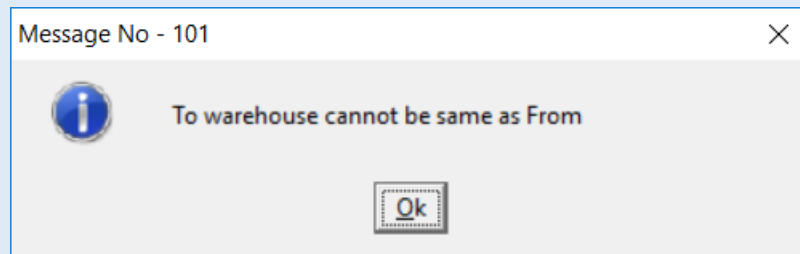| Number	Item Number	Item Name	Unit
1	100010006	Al Watania Fresh Chicken – 1000 gm	Pack

To perform this transaction, open the **"Warehouse Transfer"** screen, create a new "Transfer" by clicking on the add button ( ), located in the toolbar, and follow the below steps:

1. Enter **1** in the **WH No.** field and 2 in the **Transferred to WH** field.
2. Activate the feature of "**Fetch Available Quantity**" by ticking the ( ) checkbox.

Remark: By activating this feature, and upon adding an item, the system will automatically display the total available quantity of an item in the warehouse transferred-from-warehouse. Note that the total available quantity that will be displayed is the available quantity of each item for all the expiry dates.

3. Select "**Last Incomming Price**" from the **Transfer Costing Method** field.
4. Enter the **"Cost Discrepancy"** account in the **Dsp. Account** field.
5. Add items according to the table shown in the example. The system will display the available quantity of an item in the "**Qty**" field. Note that it will display both the last goods received price per unit in the Price field in **SAR**, and the total price for each item quantity in the Total field in **SAR**.
6. Click on the "**Save**" button ( ) in order to save.

Note

If the discrepancy account has not been entered, the system will display the following alert message:

If you want to display the accounting entry that the system creates as a result of the warehouse transfer effect, click on the "**General Journal**" button (▦).

You will notice the following, based on the recorded amounts:

A. The discrepancy between the cost of the transferred quantity calculated based on the **weighted average** and the cost calculated based on **Last Incomming Price** will be recorded in the **Cost Discrepancies** Account.

B. The inventory's value will be decreased by the amount of the quantity's cost that is calculated using the weighted average. Note that upon receiving the quantity, the inventory's value will increase by the same amount.

C. The total cost of the transferred quantity calculated using the **Last Incomming Price** will be recorded in the **Intermediary Warehouse Transfers Account**. Note that upon receiving the quantity, the intermediary account's balance will be decreased by the amount of the transferred quantity's cost.

1.5 Issuing a Warehouse Transfer Request and Using It in Issuing a Warehouse Transfer

One way to monitor warehouse transactions is to carry out transactions in stages. You can carry out the warehouse transfer transaction in the **Onyx ERP** system in stages as explained below:

First, by issuing a warehouse transfer request from the screen of "**Request out Transfer**". Second, by issuing a warehouse transfer from the "**Warehouse Transfer**" screen using the feature of Fetch Data.

Note that upon issuing a warehouse transfer request, the system will not create any effects on the items' quantities in warehouses. Moreover, the system won't make any accounting effect on the warehouses account; instead, the warehouse effect and the accounting effect are made after using the request from the "Warehouse Transfer" screen.

1.5.1 Example: Issuing a Warehouse Transfer Based on a Warehouse Transfer Request

Carry out the following two transactions:

First: issue a warehouse transfer request for all the quantities that have been received according to the **Incoming Stock Order** number 2, from **warehouse 1** to **warehouse 2**.

Second: issue a **warehouse transfer order** based on the warehouse transfer request.

To carry out the **first** requirement, you have to open the "**Request out Transfer**" screen as follows:

Go to the Inventory Syst ➡ Inventory Management System ➡ Transactions ➡ Request out Transfer.

Then, follow the below steps:

1- Click on the Add button ( ) in order to create a new transfer request.
2- Select the "**Warehouse Transfer Requestware**" from the "**Request Type**" field.
3- Enter the "**Warehouses Management**" in the "**Requested Side**" field.
4- Enter "**Reorganizing Warehouses**" in the "**Order Purpose**" field.

5- Enter the number of the Transferred-to-warehouse in the **W.H No** Number field; which is "**Warehouse 2**" in this case.

6- Enter the number of the Transferred-from-warehouse in the **From W.H.** field; which is "**Warehouse 1**" in this case.

7- Go to the **Fetching Data** tab and select "**Incoming stock order**" from the "**Fetch Data From**" field.

8- Select "**Incoming stock order Number 2**" from the Incoming Stock Orders that will appear in the Document field after pressing **F9**.

9- Click on the "**Fetch Items**" button.

10- Click on the down arrow (▼) in the **Reserve Qtys** field in order to display the Options list. Select "**Yes**"; so, the system prevents performing any transactions on the quantity that will be transferred.

11- Enter the end date of reserving the quantity in the "**To Date**" field; which is **15/11/2022**.

12- Save the transfer request by clicking on the **Save** button (▣).

To carry out the **second** requirement, you have to open the "**Warehouse Transfer**" screen, create a new request by clicking on the **Add** button (➕), and then follow the below steps:

1. Enter "**Warehouse 1**" in the **W.H No** field and enter "**Warehouse 2**" in the **Transferred to WH** field.

2. Go to the **Fetching Data** tab and tick inside the checkbox in order to activate the feature of "**Analyze Avl. Qty by Expiry Date**".

3. Click on the down arrow (▼) in the **Fetch Data From** field and select "**Stock Order**". Therefore, a screen displaying the approved transfer requests will be appeared; so, you can select the request that you created in the first step.

4. Click on the "**Fetch Items**" button.
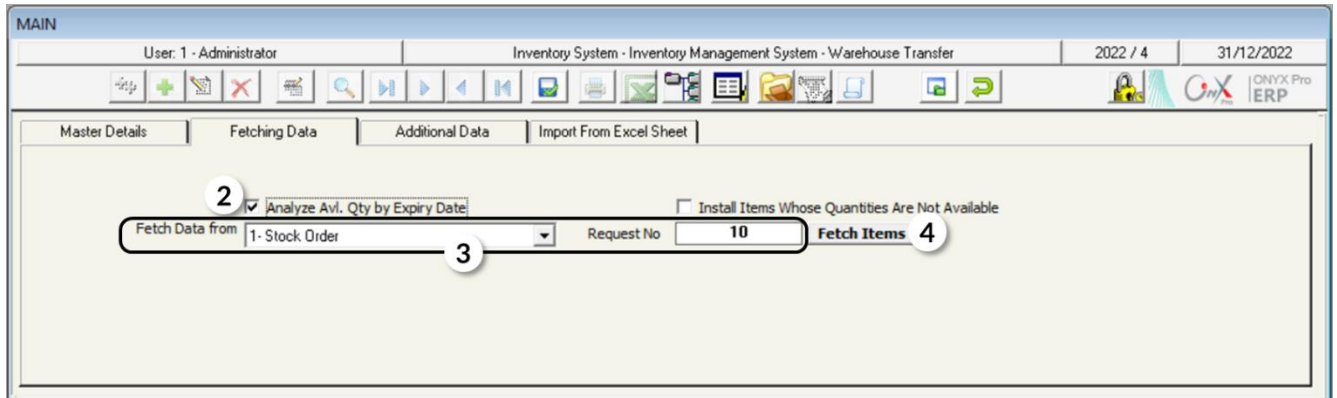
5. Save the warehouse transfer by clicking on the **Save** button (icon).
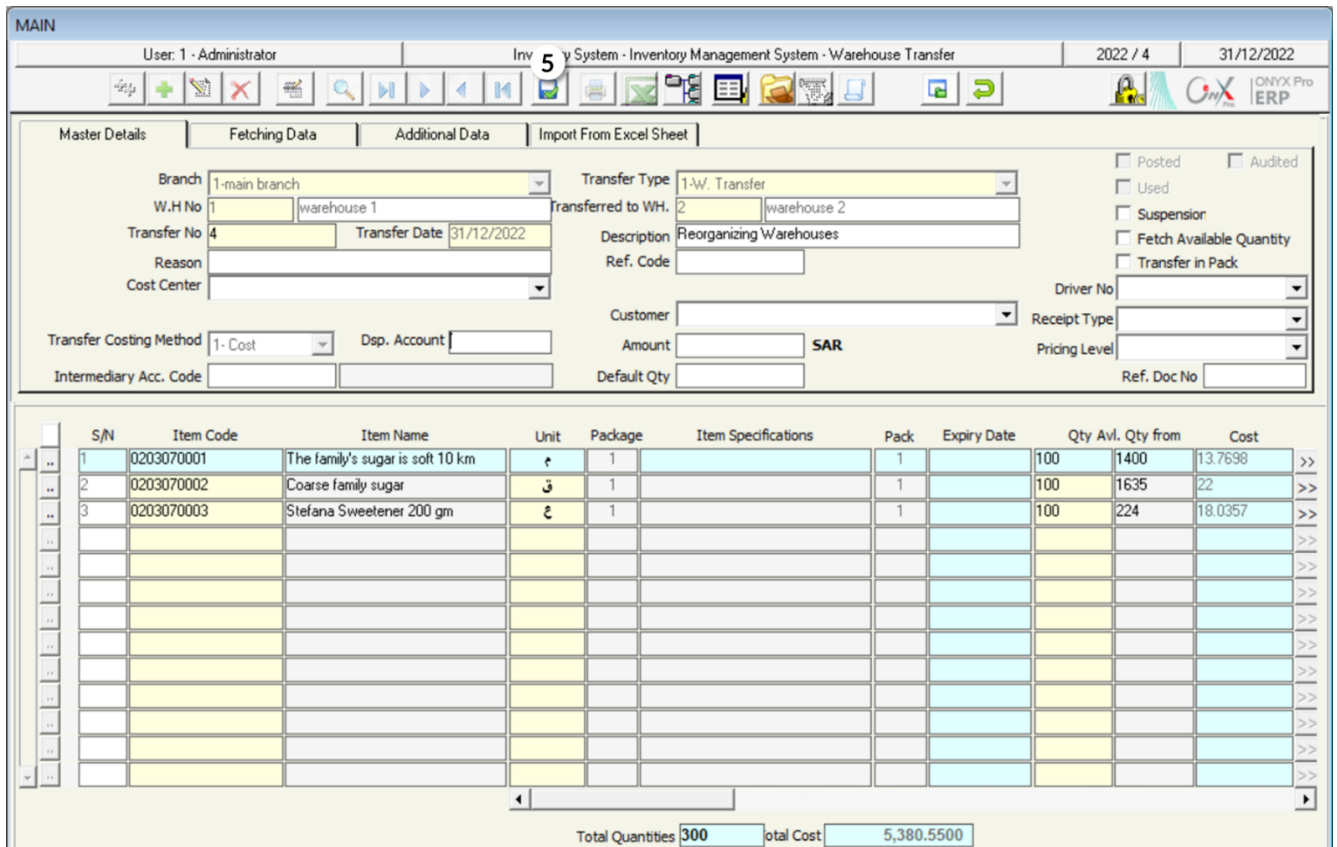
2. Warehouse Transfer Receiving

In order to carry out the warehouse transfer transaction, the transferred items must be recorded in the transferred-to-warehouse. Plus, the accounting entry for receiving the goods must be created. Note that these two transactions take place in the screen of "**W.H Transfer Receiving**".

2.1 Example:

In this example, you are required to receive the items of the warehouse transfer number (**2**), to **Warehouse 2**.

In order to carry out the transaction, open the "**W.H Transfer Receiving**" screen, create a new receipt by clicking on the **Add** button (), then follow the following steps:

1. Select "**Warehouse 2**" in the **W.H No** field.
2. Press **F9** in the **Transfer No** field, in order to display all the unreceived warehouse transfer transactions, and then select the transfer number (2).
3. Click on the "**Fetch Items**" button.
4. Click on the "**Save**" button () in order to save.

Click on the "**General Journal**" button (⊞) in order to display the accounting entry that the system creates, as a result of the warehouse transfer receipt. You will notice that the amount that has been added to the inventory account equals the cost of the transferred quantity calculated based on the weighted average.

	User: 1 - Administrator		. .		2022 / 4	31/12/2022

	Doc No	Document Sequence								
	1	20220000011121								
Account Code	Analytical Account	Name	Currency	Debit	Credit	Debit_For.	Credit_For.	Description	Center No	Center N
1141010002		Intermidiary Inventory Transf	SAR	0	691.25	0	0			
1141010001		Inventory...	SAR	691.25	0	0	0			

Total Debit **691.25**
Total Credit **691.25**

3. Exercise

1- Enter the data of the transfer transaction, from warehouse number 1 to warehouse number 2, for the goods in the following table:

No.	Item Number	Item Name	Unit	Quantity
1	0101030003	Radwa Marinated Whole Chicken Tandoori - 650G	Piece	50
2	0101030002	Tanmiah Fresh Boneless Chicken Breast - 450g	Pack	40
3	0101030004	Tanmiah Fresh Chicken Drumsticks - 450g	Pack	40
4	0203070002	Al Osra Coarse Sugar – 10 Kgm	Pack	40

2- Enter the data of the transfer transaction, from warehouse number 1 to warehouse number 2, for the total available quantity of the goods in the following table. Carry out the goods transfer at the cost of the last goods received price-

No.	Item Number	Item Name	Unit
1	040108001	Dari Frozen Chicken – 1Kg	Piece
2	010103004	Tanmiah Fresh Chicken Drumsticks - 450g	Pack

3- Receive the warehouse transfer transaction that you carried out in Exercise (1).

4- Receive the warehouse transfer transaction that you carried out in Exercise (2).

3

Third Lesson

Stock Adjustment and Optional Screens

Lesson Overview:

In this lesson, you will learn how to adjust inventory and reserve quantities in the Onyx ERP System.

Learning Objectives:

By the end of this lesson, you will be able to:

- Understand the screens of "Stock Adjustment", "Manual Stocktaking", and "Reserve Items Qty".
- Adjust inventory quantities.
- Adjust inventory costs.
- Enter manual stocktaking data.
- Adjust inventory based on the manual stocktaking data.
- Reserve quantities of inventory balance.

1. Stock Adjustment

This screen is used for correcting the items' quantities or cost in the warehouse; which may change due to one of the following reasons:

- Discovering a discrepancy between the stocktaking quantity of the items and the recorded quantity of items in the system.

- Correcting any mistakes that are either found in the good received/out orders or recorded in the items' opening balances.

In order to carry out the accounting effect of the Stock Adjustment, the system automatically creates the entry. Note that the entry varies from a case to another, as it reflects a certain effect on the inventory's quantities and costs as illustrated in the following table:

No.	Case	Automatically Created Entry
1	Quantities/Costs Increase	From Stock Adjustment/Vendor/Any Other Account To Inventory Account
2	Quantities/Costs Decrease	From Inventory Account To Stock Adjustment/Vendor/Any Other Account
3	Decrease or increase in the Quantities or costs	In this case, the system creates two entries. The first is the one illustrated in number (1) in order to record the increase. While the second is the one illustrated in number (2) in order to record the decrease.

1.1 Access the Screen

Go to the Inventory Syste ⟶ Inventory Management System ⟶ Transactions ⟶ Stock Adjustment.

1.2 Screen Components

The data on this screan are divided into two main parts: First, Stock Adjustment Essential Data. Second, Items Data.

1.2.1 Stock Adjustment Essential Data

The following table illustrates the most important fields in this part of screan:

Field Name	Feature That Affects Field	How to Enter Data	Description
Adjustment Method	------	Tick the Flag	It is used for selecting the adjustment method from the following two options: **Quantities Adjustment**: In which the item's stock is increased/decreased by a certain quantity based on the stocktaking/warehouse transaction that took place earlier. Note that the adjustment might include increasing the quantity of some items and decreasing the quantity of other items at the same time. **Costs Adjustment**: It is only used if the costing

			method is "Weighted Average"; noting that this option is used to modify the item's cost by decreasing/increasing it while keeping the quantities as they are.
Adjustment Method	"Adjustment Types" screen	Select from the dropdown menu	It is used for selecting the adjustment type.
Account Number	------	F9	It is used for selecting the second-party account (Since the first party's account is the Inventory Account) in which the adjustment will be recorded, whether the adjustment is for Quantities or Costs. Note that this account will be (Debit) if the inventory will be decreased while it becomes (Credit) if the inventory will be increased.

1.2.2 Items' Data

The below table explains the most important fields of this part of screen.

Field Name	How to Enter Data	Description
Warehouse	Manually	It is used for entering the number of the warehouse, where the item exists. Accordingly, the system displays the available quantity and the cost average of the item -if it is calculated at the level of each warehouse-.
Available Quantity	Automatically and Can't Be Modified	The system displays the available quantity of the item in the warehouse.
Quantity	Manually	It is used to specify the value by which the item's quantity increases/decreases. Noting that the (+) signs refers to the quantity's increase, while the (-) sign refers the quantity's decrease.
Stocktaking Quantity	Automatically and Can't Be Modified	It is the item's quantity by stocktaking.
Quantity at Stocktaking Time	Automatically and Can't Be Modified	The system automatically displays the available quantity of an item upon carrying out the stocktaking.

1.3 Example (1): Correcting Quantities in Incoming Stock Order

Let's assume that a mistake was happened while entering the Incoming Stock Order number (9); in which items were received from **Fahd organization**. You are asked to

adjust quantities according to the correct quantity that is shown in the "**Quantity**" column in the below table.

No.	Item Number	Item Name	Unit	Increase/Decrease Quantity
1	0101030002	Tanmiah Fresh Boneless Chicken Breast - 450g	Pack	-5
2	0101030004	Tanmiah Fresh Chicken Drumsticks - 450g	Pack	5

To carry out the required transaction, you have to open the "**Stock Adjustment**" screen as follows:

Go to the Inventory Systems ➡ Inventory Management System ➡ Transactions ➡ Stock Adjustment.

Then, follow the below steps: Click on the Add button (➕) in order to create a new Stock Adjustment.

1. Select "**Correction of a Incomming Order**" from the **Type** field.
2. Use the **Account Code** fieldes to select the **Fahd Organization** account.

Note

The system prevents entering any bank/cash/inventory account in the Account Code field. However, if no account is selected, the system displays the following alert message:

Message No - 957 ✕

ⓘ Cash or Bank Account Code Cannot be Entered Here

[Ok]

Message No - 780 ✕

ⓘ Can not Use Inventory Account Here

[Ok]

3. Enter "**Correct Incoming stock Number 9 from Fahd Organization**" in the **Description** field.

4. Press **F9**, in the '**Item Code**" field, and select the item with item code (0101030002) from the Items list that appears.

5. Enter number "**1**" in the **WH** field.

6. Enter "**-5**" in the **Qty** field, the (-) sign is important in order to direct the system to decrease the quantity.

7. Repeat the steps from **4** to **6** for the second item in the example table.

8. Click on the "**Save**" button ( ) in order to save.

1.4 Example (2) Stock Adjustment Using Stocktaking Data

Assume that the organization carried out a stocktaking for some items in **warehouse 1**, and the stocktaking result is illustrated as follows:

No.	Item Number	Item Name	Unit	Expiry Date	Stocktaking Quantity
1	0201010001	Goody Macaroni – 500 gm.	Pack	------	700
3	0203070001	Al Osra Icing Sugar – 10 Kgm	Pack	------	1500
4	0203070002	Al Osra Coarse Sugar – 10 Kgm	Pack	10/2/2021	1550

Required:

First: Enter stocktaking data in the "**Manual Inventory**" screen.

Second: Display the stocktaking report.

Third: Adjust the inventory quantity according to the stocktaking result.

To carry out the **first** requirement, you have to open the "**Manual Inventory**" screen from: Inventory Systems ➡ StockTaking System ➡ Manual Inventory.

Then, follow the below steps:

1- Click on the **Add** button ( ) to create a new stocktaking.
2- Enter "**Stocktaking for Some Items in Warehouse 1**" in the **Description** field.
3- Enter the items' data according to the table shown in the example.
4- Click on the "**Save**" button ( ).

To carry out the **second** requirement, you have to open the "**Stockking Reports**" screen from: Inventory Systems ➔ Stock Taking System ➔ Stocking Reports.

Then, follow the below steps

1- Press **F9** in the "**From No**" field and select the stocktaking that you have carried out in the first requirement.

2- Press **F9** in the "**To**" field and select the stocktaking that you have carried out in the first requirement.

3- Select "**Manual Inv**" in the "**Stocktaking Type**" field.

4- Select "**Manual Inv**" in the "**To**" field.

5- Select "**Over and Below Inventory Oty. Reports**" in the "Stocktaking Type" field.

6- Select "**Cost**" in the "**Evaluate By**" field.

7- Click on the Print (🖨) button in order to display the report.

| User: 1 - Administrator | Inventory System - StockTaking System - Stockking Reports | 2022 / 4 | 31/12/2022 |

7

ONYX Pro
ERP

Show Header 1- Shown ▼   Print Destination 1- SCREEN ▼   No. of Copies 1   Language 2 - English ▼   Printing Form 1-Def. Sample ▼

Report Title
Report Footer
From Branch ▼   To ▼
User No ▼

Report Type | Report Options

Type 1-Manual Stocktaking ▼
From No. 1 **1**   To 1 **2**
Stocktaking Type 1-Manual Inv. **3** ▼   To 1-Manual Inv. **4** ▼
From Group No   To
From Sub Group   To
From Sub Sub Group   To
From Ass. Group   To
From Item Code   To
From Warehouse No 1   To 1

☐ Annual Stocktaking   Comparison Type 1- AvlQty. ▼
☐ Display Uninventoried Items
Report Type 5- Over and Below Inventory Qty. Reports **5**   Stocktaking Qty ▼
Report Name 1- Item Code & Warehouse ▼
Evaluation by 1-Cost **6** ▼   Display Method Item Code ▼
Pricing
☐ Don"t Display Conformable Items

Ultimate solutions - main branch
الحلول النهائيه - فرع الرئيسي
حى المنتزة

Tele No.
Fax No.
Fax No.

Over and Below Inventory Qty. Reports

Stocktak	Item Code	Item Name	Unit	WH	AvlQty.	Stocktaking Q	Dsp. Inventory Su	Dsp. Inventory Sh	Average Cost	Total Dsp.
1	0203070002	Coarse family sugar	ق	1	1585	1635	50	0	22.00	1,100.00
1	0203070001	The family's sugar is soft 10 km	ه	1	1460	1400	0	-60	13.77	-826.19
1	0201010001	Goody Macaroni Conchigli 500g	ح	1	645	645	0	0	3.88	0.00

A Total Inventory Shortage:-826.19
Total Inventory Surplus: 1,100.00 **B**
Grand Total: 273.81
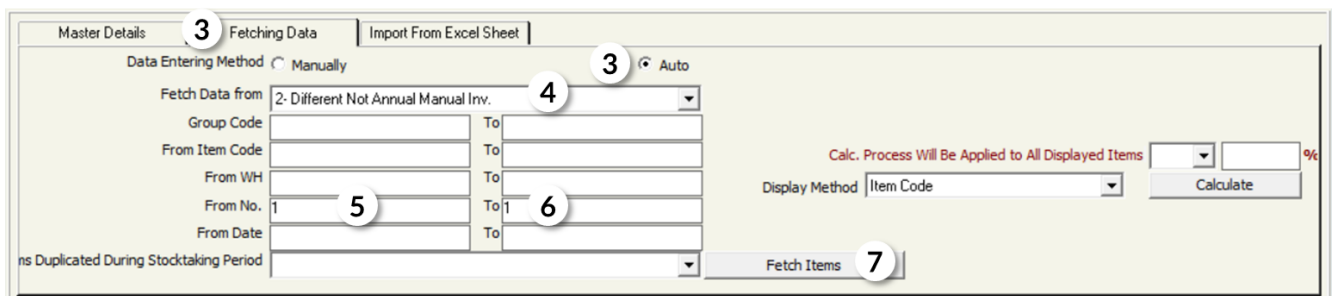
Note the followig:

A. The system will display the total cost of the shortage quantities in the "**Total Inventory Shortage**" field. Note that this amount will be deducted from the Inventory account upon adjustment.

B. The system will display the total cost of the overage quantities in the "**Total Inventory Surplus**" field. Note that this amount will be added to the Inventory account upon adjustment.

To carry out the **third** requirement, open the "**Stock Adjustment**" screen and create a new adjustment by clicking on the Add button ( ), and follow these steps:

1- Select "**Stock Adjustment**" from the "**Type**" field.

2- Press **F9**, in the "**Account Code"** field, to display the Accounts list and select "**stock adjustment**" account.

3- Go to the **Fetching Data** tab and activate the option of automatic enter data by clicking on the "**Auto**" radio button (Auto).

4- Select "**Differant Not Annual Manual Inv.**" from the "**Fetch Data from**" field.

5- Press **F9** in the "**From No**" field and select the stocktaking that you have carried out in the first requirement.

6- Press **F9** in the "**To**" field and select the stocktaking that you have carried out in the first requirement.

7- Click on the "**Fetch Items**" button.

8- Click on the '**Save**" button ( ).

Note

You will notice that the system does not display the "Goody Macaroni – 500 gm" item; since its quantities have not been decreased or increased during the stocktaking.

9. In order to display the accounting entry that the system creates as an effect on the accounts based on the Stock Adjustment, click on the **General Journal** button (⊞).

MAIN

| User: 1 - Administrator | | | - - | | | 2022 / 4 | 31/12/2022 |

Doc No: 25
Document Sequence: 202200000111025

Account Code	Analytical Account	Name	Currency	Debit	Credit	Debit_For.	Credit_For.	Description	Center No	Center N
1141010001		Inventory...	SAR	1100	0	0	0			
3125010001		stock adjustment	SAR	826.18554	0	0	0		01	Genaral Departmen
3125010001		stock adjustment	SAR	0	1100	0	0		01	Genaral Departmen
1141010001		Inventory...	SAR	0	826.18554	0	0			

Total Debit: 1,926.19
Total Credit: 1,926.19

1.5 Example (3) Cost Adjustment

In this example, the organization wants to decrease the items' cost according to the following table. Note that the organization will be charged for the cost discrepancy. It's required to adjust items' costs according to the table.

No.	Item Number	Item Name	Unit	New Cost
1	0101030003	Radwa Marinated Whole Chicken Tandoori - 650G	Pack	9 SAR
2	0201020002	Steviana Sweetener – 200 Gm	Pack	11 SAR

Open the "**Stock Adjustment**" screen, click on the **Add** button (➕) in order to create a new **stock adjustment**. Then, follow the below steps:

1- Select costs adjustment by ticking the radio button at **Adjust Costing** (Adjust Costing).
2- Select "**Stock Adjustment**" from the **Type** field.

3- Press **F9** in the "**Account Code**" field, and then select **stock adjustment** account from the Accounts list that appears.

4- Write "**Decrease the cost of some items in warehouse 1 and charge the discrepancy on the organization's account**" in the **Description** field.

5- Press **F9** in the **Item Code** field, then select the item with item code (0101030003) from the Items list that appears.

6- Enter "**1**" in the **WH** field.

7- Enter "**9**" in the **New Cost** field; therefore, the system will display the discrepancy between the weighted average and the new cost in the **Discrepancy** field.

8- Repeat steps from 5 -7 for the second item in the exaple items data table.

9- Click on the **Save** button (⊞) in order to save the Stock Adjustment.

If you want to display the accounting entry that the system creates as a result of the Stock Adjustment, click on the "**General Journal**" button ( ).

MAIN													
User: 1 - Administrator						. .				2022 / 4		31/12/2022	

Doc No: 19

Document Sequence: 202200000111019

Account Code	Analytical Account	Name	Currency	Debit	Credit	Debit_For.	Credit_For.	Description	Center No	Center N
1141010001		Inventory...	SAR	0	1380	0	0	خفيض تكاليف بعض الاصناف فى مخزن 1 عل		
3125010001		stock adjustment	SAR	3900	0	0	0	الاصناف فى مخزن 1 على حساب المنشاه	01	Genaral Departmer
3125010001		stock adjustment	SAR	1380	0	0	0	الاصناف فى مخزن 1 على حساب المنشاه	01	Genaral Departmer
1141010001		Inventory...	SAR	0	3900	0	0	الاصناف فى مخزن 1 على حساب المنشاه		

Total Debit: 5,280.00

Total Credit: 5,280.00

2. Reserve Items Qty

This screen is used for reserving a certain quantity of a certain warehouse's balance; meaning that the system will prevent making any transactions on the reserved quantities unless the reservation period ends or is canceled. Note that, on the accounting level, reserving items does not result in creating any accounting entries.

2.1 Access the Screen

Go to the Inventory Systems ➡ Inventory Management System ➡ Transactions ➡ Reserve Items Qty.

2.2 Example: Reserve Items' Quantities

In this example, the organization wants to reserve the items, shown in the below table, from **warehouse 1**; in order to sell them later on to one of their customers. It's required to reserve these items, using the "**Reserve Item Qty**" screen.

No.	Item Number	Item Name	Unit	Quantity	Reservation End Date
1	0101030002	Tanmiah Fresh Boneless Chicken Breast - 450g	Pack	20	1/8/2022
2	0101030004	Tanmiah Fresh Boneless Chicken Legs - 450g	Pack	35	1/8/2022

To carry out the required transaction, open the "**Reserve Item Qty**" screen and click on the **Add** button ( ) then, follow the below steps:

1- Press **F9** in the **Item code** field and select the first item from the Items list that appears.
2- Enter "**1**" in the **WH** field.
3- Enter "**20**" in the **Qty** field.
4- Select "**Yes**" from the **Reserve Qtys** field.
5- Enter "**1/8/2022**" in the Date field.
6- Repeat the steps from **1- 6** for the second item in the table.
7- Click on the **Save** button ( ) in order to save.

User: 1 - Administrator	Inventory System - Inventory Management System - Reserve Items Qty.	2022 / 4	31/12/2022

Branch [1-main branch]

Reservation Type [4- Direct Order]   Reservation No [1]

	S/N	Item Code	Item Name	Unit	WH	Expiry Date	Batch No.	Out Qty	Reserve Qtys	To Date	Remarks
	1	0101030002	Tanmiah Fresh Boneless Chicken Breast 450ء	ح	1			20	2- Yes	01/08/2022	
	2	0101030004	Tanmiah Fresh Boneless Chicken Legs 450 ء	ح	1			35	2- Yes	01/08/2022	

3. Exercise

1- Let's assume that a mistake occurred upon entering the quantities for the Incoming Stock Order number 11; in which items have been received from Fahd Organization. It's required to adjust quantities according to their correct value, which is shown in the below table in the Quantity column.

No.	Item Number	Item Name	Unit	Expiry Date	Overage/Shortage Quantity
1	0101030002	Tanmiah Fresh Boneless Chicken Breast - 450g	Pack	1/1/2022	-3
2	0101030004	Tanmiah Fresh Chicken Drumsticks - 450g	Pack	10/3/2022	8

2- Let's assume that the organization carried out the stocktaking; for which the result is illustrated as below:

No.	Item Number	Item Name	Unit	Expiry Date	Stocktaking Quantity
1	0201010001	Goody Macaroni – 500 gm.	Pack	------	1680
2	0201020001	Al Shaalan Basmati rice 5 kg-Indian	Pack	------	520
3	0203070001	Al Osra Icing Sugar – 10 Kgm	Pack	------	1000
4	0201020001	Pepsi 325 ml	Bottle	22/12/2022	1200

Required:

First: Enter the stocktaking data in the **Manual Stocktaking** screen.

Second: Adjust the inventory quantity according to the stocktaking result.

3- Let's assume that a mistake occurred when calculating the items' costs upon entering the Incoming Stock Order number 10; in which the items have been received from Samer Organization. It's required to adjust the cost according to the correct value, shown in the Cost column in the below table.

No.	Item Number	Item Name	Unit	New Cost
1	0101030002	Tanmiah Fresh Boneless Chicken Breast - 450g	Pack	14 SAR
2	0101030004	Tanmiah Fresh Chicken Drumsticks - 450g	Pack	5.25 SAR

It's required to adjust the cost in order to decrease the items' costs according to the below data:

4- Reserve the items in the below table, using the "**Reserve Items Quantities**" screen.

No.	Item Number	Item Name	Unit	Expiry Date	Quantity
1	0101030003	Radwa Marinated Whole Chicken Tandoori - 650G	Pack	1/1/2022	30
2	0201020002	Steviana Sweetener – 200 Gm	Pack	10/3/2022	40

Audit Screens

Lesson Overview:

This lesson explains the system screens used in auditing items with special conditions such as the items that need maintenance; as in the items of the "External Repair Order" screen and the items that have been sold but have not been issued from the warehouses; as in the "Consignments Received Note" screen and the "Consignments Out Note" screen.

Learning Objectives:

By the end of this lesson, you will be able to:

- Understand how to use the screens of "External Repair Order", "Consignments Receiving", and "Consignments Outgoing".
- Issue an external repair order.
- Issue a consignment received note.
- Issue a consignment out note.

1. External Repair Order

This screen is used for recording the maintenance operations data; in order to facilitate generating reports on the items that are under maintenance. Note that the external repair order does not result in any accounting or warehouse effects; meaning that it does not affect the items' quantities or the inventory account.

1.1 Access the Screen

Go to the Inventory Systems ➡️ Inventory Management System ➡️ Transactions ➡️ External Repair Order.

1.2 Screen Components

The data on this screan are divided into two main parts: First, **Repair Order Essential Data**. Second, "**Items Data**".

A descripotion of the most important fields in the **Items' data** is presented in the following table:

Field Name	Optional/ Mandatory	Description
Quantity	Mandatory	The item's quantity that needs maintenance.
Cost	Mandatory	The item's cost per unit and it is automatically displayed. Note that users cannot modify it.
Reason	Optional	Users enter here any additional reasons for issuing items from warehouses -for maintenance-.
Issuance Date	Optional	It's the date of issuing an item from a warehouse for maintenance. Note that it is entered upon entering the repaid order data.
Return Date	Optional	It's the date of the item's return from maintenance to the warehouse. Note that this field is left empty upon entering the repair order data while it has to be filled in with the item's return date using the Modify feature, after the item's return.

1.3 Example (1): External Repair Order

Enter the data of the external repair order, for the items illustrated in the table below, from **warehouse 2**:

No.	Item Number	Item Name	Unit	Quantity	Issuance Date	Return Date
1	0701090001	TCL Refrigerator, Side by side, 21.6 Cu ft.	Piece	1	8/11/2022	16/11/2022
2	0701090002	Panasonic Refrigerator, 23 Cu ft.	Piece	2	10/11/2021	20/11/2021

In order to carry out this transaction, open the External Repair Order screen and create a new repair order by clicking on the Add button (ICON), found in the taskbar, and follow these steps:

1- Enter "**Warehouse 2**" in the **WH** field.
2- Write "**Repairing items from warehouse 2**" in the "**Description**" field.

3- Move your cursor to the Item **Item Code**, press **F9**, and select the first item in the example.

4- Enter "**1**" in the **Qty** field.

5- Write "**Motor breakdown**" in the **Reason** field.

6- Enter "**08/11/2022**" in the **Exit Date** field and "**16/11/2022**" in the **Return Date** field.

7- Repeat the steps from 3-6 for the second item in the example.

8- Click on the **Save** button ( ) in order to save the repair order.

2. Consignment Receiving

This screen is used for recording the data of the items that the clients deposit to the organization as "Consignment" taking them later. Note that the items' data are imported from the sales invoices; so, the inventory is not affected since the items have been deducted from the inventory upon issuing a sales invoice. A consignment receiving note can be created by entering the items data, manually, or from a sales invoice.

2.1 Access the Screen

Go to the Inventory Systems ➡ Inventory Management System ➡ Transactions ➡ Consignment Receiving.

2.2 Screen Components

The data on this screan are divided into two main parts: First, **Consignment Receiving Essntial data**. Second, **Items' Data**.

A descripotion of the most important fields is presented in the following table:

Field Name	Feature that affects Field	How to Enter Data	Description
Most important fields of the data that defineConsignment Receiving note			
Invoice Number	----	F9	It is used for entering the number of a sales invoice.
Account Number	----	Automatically	It is the client's account number that is automatically displayed in the sales invoice.

Warehouse	----	Automatically	It is the warehouse from which the items were issued and it is automatically displayed in the sales invoice.
Currency	----	Automatically	It is the invoice's currency that is automatically displayed in the sales invoice.
Conversion Rate	----	Automatically	It is the conversion rate of converting the warehouse's currency to the local currency. It's automatically displayed.
Description	Entering data here is mandatory – Inventory Parameters Screen	Manually	It is the field in which users write the reason for depositing items as "Consignment".
Most important fields of the Items Data			
Quantity	----	Automatically/Manually	It is the quantity of the items that will be decreased. It is either entered automatically upon importing data from a sales invoice or entered manually upon entering data by the user.
FOC Quantity	----	Automatically/Manually	It is the quantity of the free of charge items (FOC items) that is either entered automatically upon importing data from a sales invoice or entered manually upon entering data by the user.
Price	----	Automatically/Manually	It is the item's price that is either entered automatically upon importing data from a sales invoice or entered manually upon entering data by the user.
Value	----	Automatically/Manually	It is the total value of the item's quantity that is either entered automatically upon importing data from a sales invoice or entered manually upon entering data by the user.
Total	----	Automatically/Manually	It is the total value of all items.

## 2.3 Example (1): Consignment Receiving for Sales Invoice

Create a consignment receiving note for the items that have been sold according to the sales invoice number (1).

In order to carry out the required transaction, open the "**Consignment Receiving**" screen and create a new consignment receiving note by clicking on the **Add** button ( ), found in the taskbar and follow these steps:

1- Move your cursor to the **Invoice No** field and press **F9**, and then select invoice number (1) from the screen of the Sales Invoices List that will be appeared. Lastly, click "**Enter**"; so, the system imports the invoice's data automatically.

> **Note**
>
> Some items can be deleted or have their quantities decreased; if the client does not need to deposit the whole quantity in the invoice as "Consignment". However, users cannot add an item that does not exist in the invoice and cannot increase the quantity of the invoice items; the following message is appeared if the user tries to do so:
>
> | Message No - 1389 | × |
> |---|---|
> | ⓘ Entered Quantity is Exceeding the Qty. In bills | |
> | Ok | |
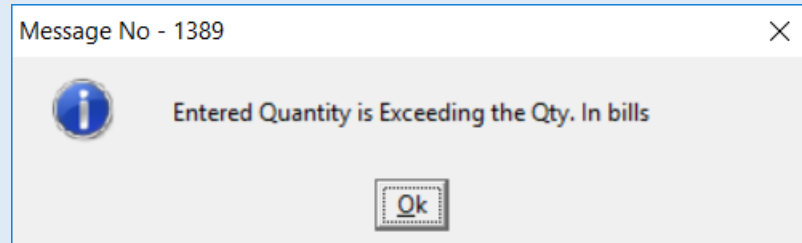
2- Write "**Keep items for client, upon their request, due to transport delay**" in the Description field.

3- Click on the **Save** button ( ) in order to save the consignment receiving note.

2.4 Example (2): Manual Consignment Receiving

Create a consignment receiving note for the **Al Salam Market** client, for the items shown below:

Number	Item Number	Item Name	Quantity	Price
1	0302060001	Al Marai Mixed Berry Juice - 1.5Liter	50	12 SAR
2	040108001	Dari Frozen Chicken – 1Kg	30	13 SAR
3	0301040001	Mirinda Soda - 2.2 Liters	40	8 SAR

In order to carry out the required transaction, open the "**Consignment Receiving**" screen and create a new consignment receiving note by clicking on the **Add** button (), then follow these steps:

1- Move your cursor to the **Client Code** field and press **F9**, and then select "**Al Salam Market**" from the screen of the **Customers Details** that will appear.

2- Select "**SAR**" from the Currency field.

3- Write "**Reserve items at client's request**" in the **Description** field.

4- Move the cursor to the **Item Code** field and click **F9**, and then select the first item in the example from the Items List screen that appears.

5- Select "**Warehouse 1**" from the **WH** field.

6- Enter "**50**" in the **Qty** field.

7- Enter "**12**" in the **Price** field; therefore, the system will automatically calculate the total value of the item entered in the **Amount** field.

8- Repeat the steps from 4-7 for the rest of the items in the example. Note that the total value of items in the consignment receiving note will appear in the "**Total**" field at the bottom of the screen.

9- Click on the "**Save**" button () in order to save the consignment received.

3. Consignment Out

This screen is used in recording the data of issuing the items that have been received from the "**Consignment Outgoing**" screen. Note that this screen allows issuing all/some of the quantities that have been received in the consignment received. It is important to consider that the consignment received can be used only once in the "**Consignment Outgoing**" screen
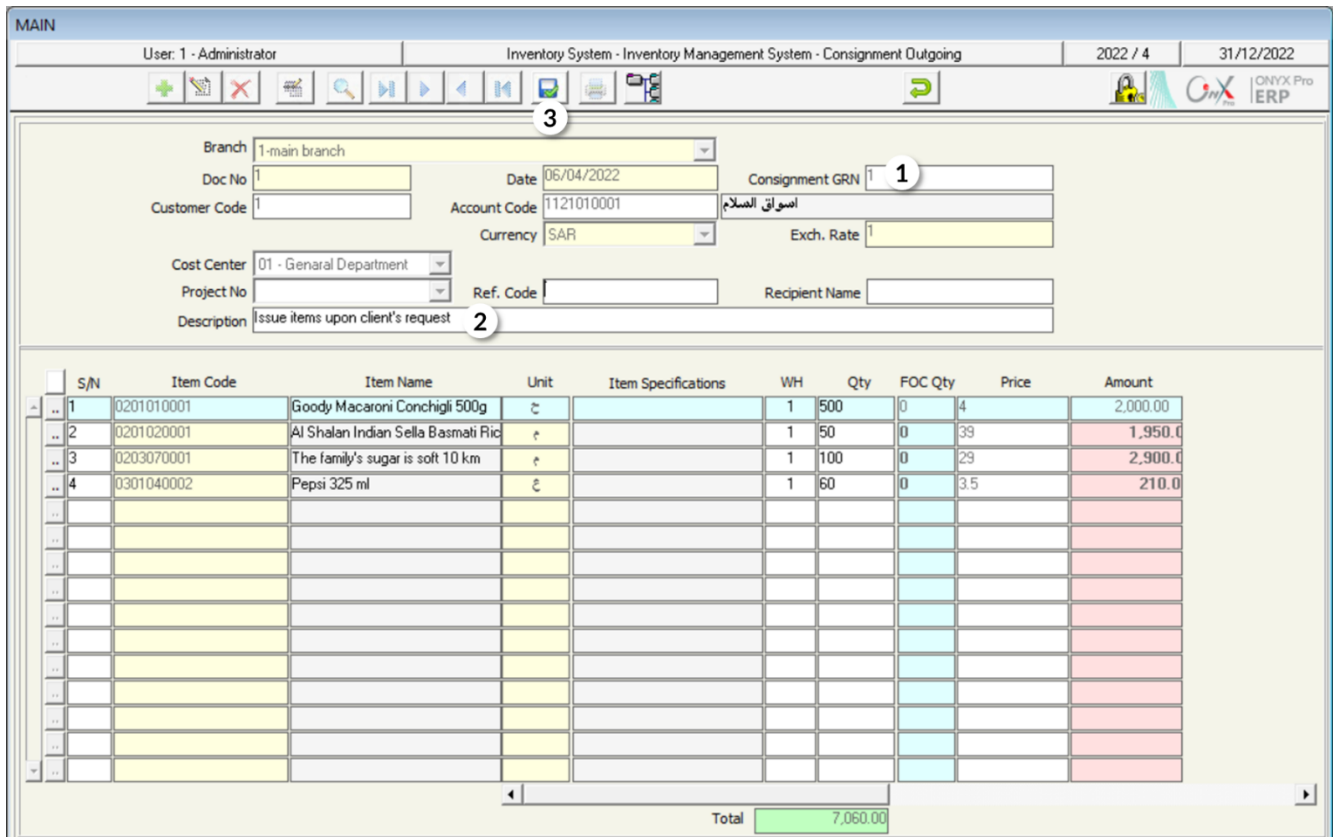
3.1 Access the Screen

Go to the Inventory Systems ➡ Inventory Management System ➡ Transactions ➡ Consignment Outgoing.

3.2 Example (1): Consignment Out

Create a consignment outgoing note; in order to record the issuance of the items that have been received in example (1) in the Consignment Receiving.

In order to carry out the required transaction, open the Consignment outgoing screen and create a new consignment outgoing note by clicking on the **Add** button (⊕), found in the taskbar and follow these steps:

1- Move your cursor to the **Consignment GRN** field and press **F9**, and then select the consignment receiving note that you created in example (1) from the screen of the **Consignment Receiving List** that will appear. Lastly, click "**Enter**"; so, the system imports the note automatically.

2- Write "**Issue items upon client's request**" in the Description field.

3- Save the consignment outgoing note by clicking on the **Save** button (💾).

4. Exercise

1- Create a consignment receiving note for the items that have been sold according to the sales invoice number 22002.

2- Create a consignment received for the "Al Salam Market" client, for the below items:

No.	Item Number	Item Name	Unit	New Cost
1	0101030002	Tanmiah Fresh Boneless Chicken Breast - 450g	Pack	14 SAR
2	010103004	Tanmiah Fresh Chicken Drumsticks - 450g	Pack	5,25 SAR

3- Create a consignment outgoing; in order to record the issuance of the items that have been received in question (1).

4- Create a consignment outgoing; in order to record the issuance of the items that have been received in question (2).