Stock In/Out

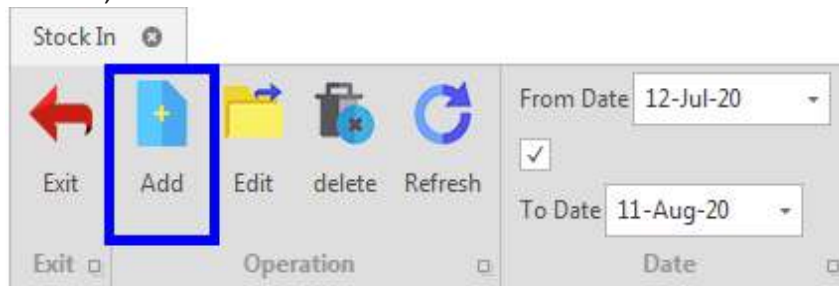# Table of Contents:

1. Introduction

This guide explains in detail the usage of the **Stock In Out** feature.
To access this feature, click on **Stock In-Out**, in the Navigation Bar.
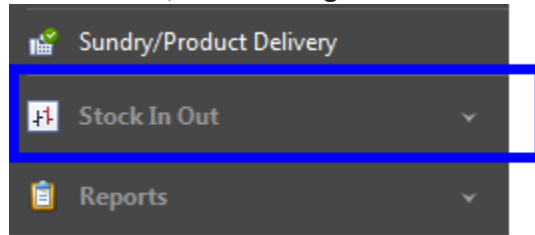
2. Stock In

This feature allows the addition of quantities to the inventory without passing through a
Purchase/Delivery order.

    a. Step-by-Step Process
    i.   Click on Stock In.
    ii.   In the Menu bar, click on Add.

    iii.   Fill in the required information in the *Stock In entry's* popup:

- Supplier: product provider.

- Date: creation date of the Purchase Order.

- Reason: the reason behind the creation of a Stock In transaction.

iv.   Assign products to this transaction.

Product/Sundry	Code	Unit	Qty
VIOLET EXTREME	274	Liter	15
BASECOAT BRIGHT YELLOW	729	Liter	10

Description	Code
VIOLET EXTREME	274
BASECOAT BRIGHT YELLOW	729
GREEN-ROSE EXTREME	277
FLOP MODIFIER	350
METALLIC ADDITIVE	360
BASECOAT GREEN-ROSE EXTREME	577
2K CLEAR	600
2K CONCENTRATED WHITE	601
2K MIXING WHITE	602
2K LUMINOUS BLUE	611
2K MIXING BLUE	612
2K DEEP BLUE	613

Find

Clear

v.   Click on Save or Save and Close to save.

b. Edit/Delete Stock In
    To Edit or Delete a Stock In transaction, choose a record than one of the below options.

Stock In
Exit   Add   Edit   delete   Refresh   From Date 12-Jul-20 ✓ To Date 11-Aug-20
Exit   Operation   Date

3. Stock-Out
This feature removes a quantity from the inventory.
    a. Step-by-Step Process
    i.   Click on Stock Out.
    ii.   In the Menu bar, click on Add.

Stock Out
Exit   Add   Edit   delete   Refresh   From Date 12-Jul-20 ✓ To Date 11-Aug-20
Exit   Operation   Date

iii.   Fill the required information in the Stock Out's popup (supplier, date, and reason)
iv.   Assign products to the transaction.

Product/Sundry	Code	Unit	Qty
VIOLET EXTREME	274	Liter	15
BASECOAT BRIGHT YELLOW	729	Liter	10

	Find

Description	Code
VIOLET EXTREME	274
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2K MIXING WHITE	602
2K LUMINOUS BLUE	611
2K MIXING BLUE	612
2K DEEP BLUE	613

Clear

v.   Click on save.

4. Contact information

For more information or comments, please do not hesitate to contact the General Paint Software
support team by email at support.it@generalpaint.biz
Or by phone at +961 9 925 990
We are available from 8:00AM (GMT) to 8:00PM (GMT).