

# Stock

## Introduction Stock Module

The Stock module in DellSuite is a comprehensive tool designed to manage inventory and streamline supply chain operations. It offers functionalities to handle various aspects of stock management as mentioned below.

1. **Inventory Tracking:** Monitor stock levels, track movements, and manage warehouses effectively.
2. **Item Management:** Define and categorize products, track item variants, and manage pricing.
3. **Stock Transactions:** Record and process transactions such as stock receipts, deliveries, and transfers.
4. **Stock Reconciliation:** Perform periodic audits to ensure stock records align with physical inventory.
5. **Reports and Analytics:** Generate detailed reports on stock levels, valuations, and trends to support decision-making.

Overall, the Stock module helps businesses maintain optimal inventory levels, reduce carrying costs, and improve operational efficiency.

## Stock Masters

In DellSuite, the masters play a crucial role in managing stock-related data.

These DocTypes act as templates for storing information about various aspects of stock management, such as items, warehouses, batches, and stock transactions. They provide a structured way to input, store, and retrieve data related to stock items, their attributes, and movements within the system.

Master DocTypes in DellSuite stock enable businesses to maintain accurate inventory records, track stock movements, and make informed decisions regarding procurement, sales, and stock optimisation.

## Item

**An Item is a product or a service offered by your company.**

The term Item is also applicable to raw materials or components of products yet to be produced (before they can be sold to customers). DellSuite allows you to manage all sorts of items like raw-materials, sub-assemblies, finished goods, item variants, and service items.

DellSuite is optimized for itemized management of your sales and purchase. If you are in services, you can create an Item for each service that you offer. Completing the Item Master is very essential for the successful implementation of DellSuite.

To access the Item list, go to: > Home > Stock > Items and Pricing > Item

## 1. Prerequisites

Before creating and using an Item, it is advised that you create the following first:

- Item Group
- Warehouse
- A Unit of Measure if required

## 2. How to create an Item

1. Go to the Item list, click on new.
2. Enter an Item Code, the name will be auto-filled the same as Item Code on clicking inside the Item Name field.
3. Select an Item Group.
4. Enter the opening stock units and standard selling rate.
5. Save.

The screenshot shows the DellSuite Item Master form for an item named 'Plastic bottle 1L'. The form is divided into several sections:

- Header:** Shows the item name 'Plastic bottle 1L' with a status 'Enabled'. There are navigation buttons for 'Menu' and 'Save', and a 'PB1L' label.
- Stock Levels:** A section showing 'Stores - UP' and 'PB1L (Plastic bottle 1L)' with a progress bar indicating 0 out of 172 (24) units.
- Item Properties:**
  - Item Name:** 'Plastic bottle 1L' (auto-filled).
  - Item Group:** 'Products'.
  - HSN/SAC:** (Empty field).
  - Default Unit of Measure:** 'Nos'.
  - Options:**
    - ☐ Disabled
    - ☐ Allow Alternative Item
    - ☒ Maintain Stock
    - ☒ Include Item In Manufacturing
    - ☐ Is nil rated or exempted
    - ☐ Is Non GST
    - ☐ Is Item from Hub
    - ☐ Is Fixed Asset
- Valuation Rate:** '40.00'.
- Over Delivery/Receipt Allowance (%):** '0.000'.
- Over Billing Allowance (%):** '0.000'.

### 2.1 Item Properties

- **Item Name:** Item name is the actual name of your product or service.

- **Item Code:** Item Code is a short-form to denote your Item. If you have very few Items, it is advisable to keep the Item Name and the Item Code same. This helps new users to recognize and update Item details in all transactions. In case you have a lot of Items with long names and the list runs in hundreds, it is advisable to code. To understand naming Item codes see Item Codification. You can also generate Item Code based on a Naming Series by enabling this feature in Stock Settings.
- **Item Group:** Item Group is used to categorize an Item under various criteria like products, raw materials, services, sub-assemblies, consumables or all Item groups. Create your default Item Group list under Setup > Item Group and pre-select the option while filling your New Item details under Item Group. Item groups can be sub-assemblies, raw materials, etc, or based on your business use case.
- **Default Unit of Measure:** This is the default measuring unit that you will use for your product. It could be Nos, Kgs, Meters, etc. You can store all the UOMs that your product will require under Set Up> Master Data > UOM. These can be preselected while filling New Item by using % sign to get a pop up of the UOM list. Visit the UoM page for more details

## 2.2 Options when creating an item

- **Disabled:** If you disable an Item, it cannot be selected in any transaction.
- **Allow Alternative Item:** Sometimes when manufacturing a finished good, specific material may not be available. If you tick this, you can create and select an alternative item from the Item Alternative list. To know more, visit the Item Alternative page.
- **Maintain Stock:** If you are maintaining stock of this Item in your Inventory, DellSuite will make a stock ledger entry for each transaction of this item. Ensure to keep this option unchecked when creating a non-stock Item (make to order/engineer) or a service.
- **Include Item in Manufacturing:** This is for raw material Items that'll be used to create finished goods. If the Item is an additional service like 'washing' that'll be used in the BOM, keep this unchecked.
- **Valuation Rate:** There are two options to maintain valuation of stock. FIFO (first in - first out) and Moving Average. To understand this topic in detail please visit Item Valuation, FIFO and Moving Average.
- **Standard Selling Rate:** When *creating* an Item, entering a value for this field will automatically create an Item Price at the backend. Entering a value after the Item has been saved will not work. In this case, the Item Price is created from any transactions with the Item. The rate at which you'll sell the item. This will be fetched in Sales Orders and Sales Invoices.
- **Is Fixed Asset:** Tick this checkbox if this item is a company Asset. Check out the Asset Module to know more.
- **Auto Create Assets on Purchase:** If Item is a Company Asset, tick this checkbox if you want to auto create assets while purchasing this item through Purchase Cycle. Check out the Asset Page to know more.

- **Allowance Percentage:** This option will be available only when you create and save the item. This is the percent by which you will be allowed to over-bill or over-deliver this Item. If not set, it will select from Stock Settings.
- **Uploading an Image:** To upload an image for your icon that will appear in all transactions, save the partially filled form. Only after your file is saved the 'Change' button will appear on the Image icon. Click on Change, then click on Upload, and upload the image.

For India:

- **HSN/SAC:** Harmonized System of Nomenclature (HSN) and Service Accounting Code (SAC) for GST. These numbers are defined by the government and different Items fall under different codes. New HSN codes can be added if not present in the list.
- **Is nil rated or exempted:** For an Item that is under GST, but no tax is applied to it. Eg: Cereals.
- **Is Non GST:** For an item that is not covered under GST. Eg: petrol.

## 3. Features

### 3.1 Brand and Description

- **Brand:** If you have more than one brand save them under Selling > Brand and pre-select them while filling a New Item.
- **Description:** Description of the item. The text from the Item Code will be fetched by default.

The screenshot displays the DellSuite interface for editing an item named "Plastic bottle 1L". The top navigation bar shows the breadcrumb "Stock > Item > PB1L" and a search bar. The item name "Plastic bottle 1L" is followed by a status "Enabled". Action buttons include "View", "Duplicate", navigation arrows, a print icon, and a "Save" button. On the left, a sidebar shows "0" likes and "0" comments, along with a "FOLLOW" button and two notification messages: "You edited this just now" and "You created this 1 year ago". The main content area is titled "Description" and contains a "Brand" field with the value "Sippy". Below it is a "Description" field with a rich text editor toolbar (Normal, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Table) and the text: "1 Liter plastic bottle made from durable strong plastic. It has low Bisphenol A (BPA) amounts as compared to standard bottles in the market."

### 3.2 Barcodes

Barcodes can be recorded in Items to quickly scan and add them in transactions. In the Barcodes table you can add an Item's barcode for scanning. There are two types of barcodes in DellSuite:



- **EAN:** The European Article Number is a 13 digit number. EAN is used internationally and recognized by more POS systems.
- **UPC:** The Universal Product Code is a 12 digit number. UPC is generally used only in USA and Canada.

### 3.3 Inventory

- **Shelf Life In Days:** This is for a product Batch. The number of days after which product batch will be unusable. For example, medicines.
- **End of Life:** For a single item/product, the date after which it'll be completely unusable. That is, the item will be unusable in transactions and manufacturing. For example, you're using plastic crystals for manufacturing Items for the next 5 years after which you want to use plastic beads.
- **Warranty:** To track a warranty period, it is necessary that the Item is serialized. When this Item is delivered, the delivery date and the expiry period is saved in the Serial Number master. Through the serial number master, you can track the warranty status.

A warranty period is a time period in which a purchased product may be returned or exchanged.

≡

5×1 screw

• Enabled

View

Duplicate

<

>

⌂

...

Save

Inventory ^

Shelf Life In Days \*

2000

Warranty Period (in days)

365

End of Life

31-12-2099

Weight Per Unit

2.000

Default Material Request Type

Purchase

Weight UOM

Gram/Litre

\* **Weight UOM:** The Unit of Measure for the item. This can be Nos, Kilo, etc. The Weight UoM which you use internally can be different from the purchase UoM. \* **Weight Per Unit:** The actual weight per unit of the item. Eg: 1 kilo biscuits or 10 biscuits per pack. \* **Default Material Request Type:** When you create a new Material Request for this item, the field set here will be selected by default in the new Material Request. This is also known as an 'indent'. \* **Valuation Method:** Select the Valuation Method whether FIFO or Moving Average. Read Item Valuation methods to know more. \* **Allow negative stock:** When checked the item will be allowed to go negative even if negative stock is disabled from Stock Settings. This is useful if you don't want to enable negative stock on high value items but few select low value items are allowed to go negative for few days.

### 3.4 Automatic Reordering

When the stock of an item dips under a certain quantity, you can set an automatic reorder under 'Auto Reorder' section. This should be enabled in Stock Settings. This will raise a Material

Request for the Item. The user with roles Purchase Manager and Stock Manager will be **notified** when the Material Request is created.

- **Check in (group):** In which group warehouses to check the quantity of the item.
- **Request for:** Which warehouse to stock the item reorder.
- **Re-order Level:** When this quantity is reached, the reorder will be triggered. Re-order level can be determined based on the lead time and the average daily consumption. For example, you can set the reorder level of Motherboard at 10. When only 10 Motherboards are remaining in stock, the system will either automatically create a Material Request in your DellSuite account.
- **Re-order Qty:** The number of units to be reordered so that the sum of ordering cost and holding cost is at its minimum. The re-order quantity is based on the 'Minimum Order Qty' specified by the supplier and many other factors.

For example, If reorder level is 100 items, your reorder quantity may not necessarily be 100 items. The Reorder quantity can be greater than or equal to the reorder level. It may depend upon lead time, discount, transportation and average daily consumption. \* **Material Request Type:** The Material Request type with which the stock will be reordered. This depends whether you buy the Item, manufacture it yourself or transfer it between Warehouses.

The screenshot displays the DellSuite web application interface. At the top, a breadcrumb trail shows 'Stock > Item > PB1L'. A search bar is present with the text 'Search or type a command (Ctrl + G)'. Below the breadcrumb, the page title is 'Plastic bottle 1L' with a 'Not Saved' indicator. A toolbar contains buttons for 'View', 'Duplicate', navigation arrows, and a 'Save' button. The main content area is a form titled 'Editing Row #1'. This form contains several input fields: 'Check in (group)' with the value 'All Warehouses - UP', 'Request for' with 'Stores - UP', 'Re-order Level' with '10.000', 'Re-order Qty' with '15.000', and 'Material Request Type' with 'Purchase'. At the bottom of the form, there are shortcuts for 'Ctrl + Up', 'Ctrl + Down', and 'ESC', along with an 'Insert Below' button. The overall layout is clean and professional, typical of a business management system.

**Note:** The Material Request is created at 12 midnight depending on the set reorder level.

### 3.5 Multiple Units of Measure

You can add alternate UoMs for an Item. If the default UoM in which you sell is numbers (NoS) but you receive it in Kilos, you can set an additional UoM with an appropriate conversion factor.

For example, 500 Nos of screws = 1 Kilogram, so select Kilogram/Litre as UOM and set the conversion factor as 500. To know more about selling in different UoM, visit [this page](#).

### 3.6 Serial Numbers

Allow Negative Stock has removed for Serial / Batch Items from version 15. So from version 15 users won't be able to make negative stock transactions for serial /batch items even though Allow Negative Stock has enabled in the Stock Settings.

With Serial Numbers, you can track warranty and returns. In case any individual Item is recalled by the supplier the number system helps to track individual Item. The numbering system also manages expiry dates.

Please note that if you sell your items in thousands, and if the items are very small like pens or erasers, you need not serialize them.

In DellSuite, you will have to mention the Serial Number in some accounting entries. If your product is not a big consumer durable Item, if it has no warranty and has no chances of being recalled, avoid giving serial numbers.

### 3.7 Batches

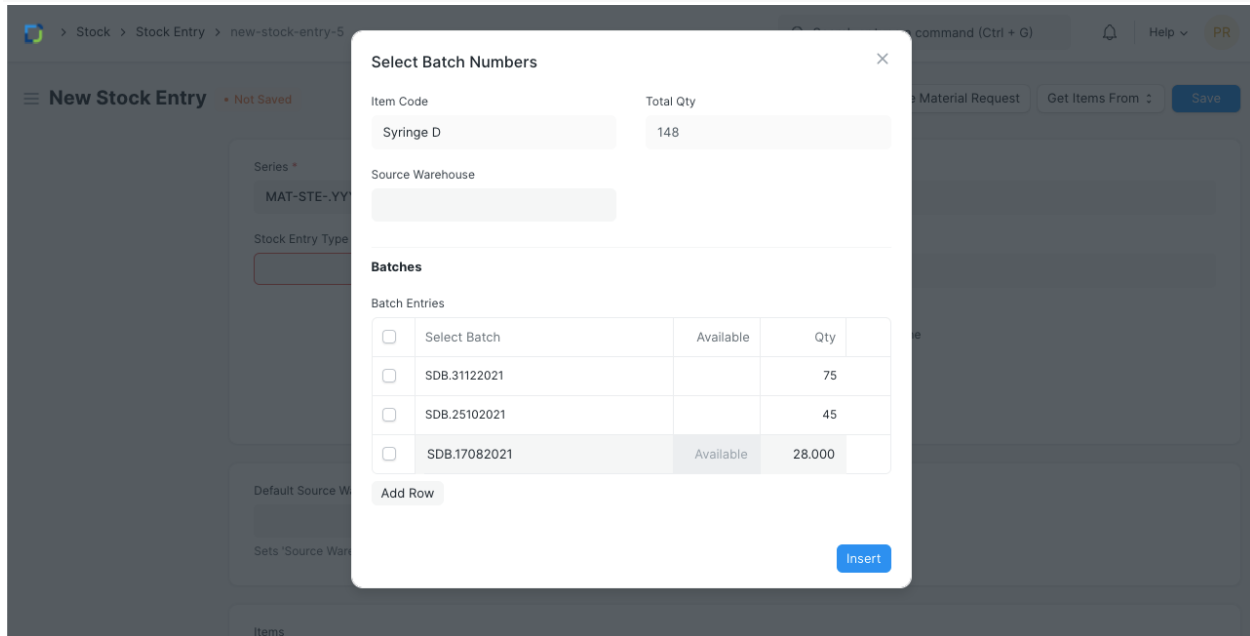
Allow Negative Stock has removed for Serial / Batch Items from version 15. So from version 15 users won't be able to make negative stock transactions for serial /batch items even though Allow Negative Stock has enabled in the Stock Settings.

A set of Items can be manufactured in batches. This is useful for moving the batch and associate an expiry date with a certain batch.

- **Has Batch No:** Options for batch number, expiry date, and retaining sample stock will be revealed on ticking this checkbox. You cannot activate this if there is any pre-existing transaction for this item. If this is disabled, you'll have to enter the serial numbers manually for every transaction.
- **Batch Number Series:** Prefix that'll be applied to batch numbers. If you set 5x1SCR, then the first batch will be named like 5x1SCR00001 on first transaction/manufacture.
- **Automatically Create New Batch:** If the batch number is not mentioned in transactions, then they will be automatically created according to a format like AAAA.00001. If you always want to manually create a batch number for this item, leave this field blank. This setting will override 'Naming Series Prefix' in Stock Settings. Batch numbers can be set to be generated automatically if you manufacture the Items or can be entered manually if it comes from an external manufacturer.
- **Has Expiry Date:** If you tick this, the batch number will be created according to the expiry date. The expiry dates can be set in the 'Batch' master.

- **Retain Sample:** To retain a minimum number of sample stock of the item. You need to set a Sample Retention Warehouse in Stock Settings for this. To know more, click [here](#).
- **Has Serial No:** This is similar to Batch Number Series, it'll be created when you make transactions/manufacture. If you set Serial Number Series as AA, then on the first transaction a serial number like AA00001 will be created.

Tip: While entering an Item Code in an Items table, if the table requires inventory details, then depending on whether the entered item is batched or serialized, you can enter serial or batch numbers right away in a pop-up dialog.



**Note:** Once you mark an item as serialized or batched or neither, you cannot change it after you have made a Stock Entry.

To know more, visit the [Stock Reconciliation](#) page.

### 3.8 Variants

An Item Variant is a different version of a Item. To learn more about managing variants see [Item Variants](#).

### 3.9 Item Defaults

In this section, you can define Company-wide transaction-related defaults for this Item.

- **Default Warehouse:** This is the Warehouse that is automatically selected in your transactions with this item.
- **Default Price List:** Whether Standard Selling or Standard Buying. Likewise, you can also set the purchasing and selling default accounts

- **Supplier:** If a default supplier is set, this supplier will be selected for new purchase transactions.
- **Default Expense Account:** It is the account in which cost of the Item will be debited.
- **Default Income Account:** It is the account in which income from selling the Item will be credited.
- **Default Cost Center:** It is used for tracking expense for this Item.

The screenshot shows the SAP Item Master Data - Purchase Defaults form for the item 'Plastic bottle 1L'. The form is titled 'Editing Row #1' and includes a search bar at the top. The left sidebar shows the item name and a 'Not3' status. The main form area contains the following fields:

- Company:** Unico Plastics Inc.
- Default Price List:** Standard Selling
- Default Warehouse:** Stores - UP
- Purchase Defaults:**
  - Default Buying Cost Center:** (empty)
  - Default Expense Account:** (empty)
  - Default Supplier:** (empty)
- Sales Defaults:**
  - Default Selling Cost Center:** Dallas - UP
  - Default Income Account:** (empty)

Tip: You can add more rows for multiple companies.

### 3.10 Purchase, Replenishment Details

- **Default Purchase Unit of Measure:** The default UoM that will be used in Purchase transactions.
- **Minimum Order Qty:** The minimum quantity required for purchase transactions like Purchase Orders. If set, the system will not let you proceed with the purchase transaction if the item quantity in the purchase transaction is lesser than the quantity set in this field.
- **Safety Stock:** "Safety Stock" is used in the report "Itemwise Recommended Reorder Level". Based on Safety Stock, average daily consumption and the lead time, the system suggests Reorder Level of an item.

Reorder Level = Safety Stock + (Average Daily Consumption \* Lead Time) \* **Last Purchase Rate:** The rate at which you last purchased this item using a Purchase Invoice will be displayed here.

\* **Is Purchase Item:** If unticked, you won't be able to use this item in purchase transactions. \* **Is Customer Provided Item:** Checked if Item is provided by a customer and received through **Stock Entry > Material Receipt**. If Checked, **Customer** field is Mandatory as the default

customer for **Material Request**. To know more visit this page. \* **Lead time days**: Lead time days are the number of days between ordering the Item and it to reach the Warehouse.

5x1 screw • Enabled

View Duplicate < > ⌵ ... Save

Purchase, Replenishment Details ^

☒ Is Purchase Item

Lead Time in days

6

Average time taken by the supplier to deliver

Last Purchase Rate

0

☐ Is Customer Provided Item

Default Purchase Unit of Measure

Box

Minimum Order Qty

20.000

Minimum quantity should be as per Stock UOM

Safety Stock

10.000

### 3.11 Supplier Details

- **Delivered by Supplier (Drop Ship)**: If the item is delivered directly by the supplier to the customer, tick this checkbox. Read more here.
- **Supplier Codes**: Track Item Code defined by the Suppliers for this Item. In the Purchase transactions, on selecting an Item, a Supplier Part No. will be fetched as well for the Supplier's reference. You can read more about it here.

5x1 screw • Enabled

⌵ < > Menu Save

SUPPLIER DETAILS ^

☐ Delivered by Supplier (Drop Ship)

Supplier Items

<input type="checkbox"/>	Supplier	Supplier Part Number	
<input type="checkbox"/>	Ruhi Hardware	S47151	▼
Add Row			

### 3.12 Foreign Trade Details

If you're sourcing the item from another country, you can set the details here.

- **Country of Origin**: The country from which you're sourcing the item.
- **Customs Tariff Number**: You can create a customs tariff number with a description and use it for reference here to share with custom agencies. Later it can be used to add in Delivery Notes.

### 3.13 Sales Details

- **Grant Commission:** Grant a commission to Sales Person and Sales Partner when this item is sold. If disabled, the sales generated by this item will be ignored in the calculation of commission.
- **Default Sales Unit of Measure:** The default UoM that'll be fetched for sales transactions.
- **Max Discount (%):** You can define the maximum discount in % to be applied to an item. Eg: if you set 20%, you cannot sell this item with a discount greater than 20%.
- **Is Sales Item:** If unticked, you won't be able to use this item in sales transactions.

Plastic bottle 1L

Enabled

ViewDuplicate<>Print...Save

Sales Details

Default Sales Unit of Measure

Nos

Max Discount (%)

5.000

☒ Is Sales Item

### 3.14 Deferred Revenue and Deferred Expense

You can enable deferred revenue or expense from the item. Once you tick the checkbox, you'll see options to set the Deferred Expense Account and the number of months through which the revenue/expense is deferred.

For example, consider a yearly gym membership, you pay the money upfront at once but the service is given throughout the year. For the gym owner, this is deferred revenue and for the customer, it is a deferred expense.

Plastic bottle 1L

Enabled

ViewDuplicate<>Print...Save

Deferred Revenue

Deferred Revenue Account

Creditors - UP

No of Months

3

☒ Enable Deferred Revenue

Check out the pages on Deferred Revenue for more details.

### 3.15 Customer Details

The Customer may identify an Item with a different Item Code. this is Similar to Supplier Code.

- **Customer Name:** Select a customer here.

- **Customer Group:** This will be fetched based on the Customer you selected in the previous field.
- **Ref Code:** A customer can identify this item with a different number. You can track Item Code assigned by the Customer for this Item. When you create a Sales Order, the Customer's Reference Code for this Item will be shown.

### 3.16 Item Tax

These settings are required only if a particular Item has a different tax rate than the rate defined in the standard tax Account.

You need to create a new 'Item Tax Template' or choose an existing one. For example, if you have a tax Account, "VAT 14%" and this particular Item is exempted from tax, then you select "VAT 14%" in the first column, and set "0" as the tax rate in the second column. Visit the Item Tax Template page for more details.

**Screw VAT14 exempt**

Assigned To: +

Attachments: Attach File +

Reviews: +

Shared With: +

Tags: Add a tag ...

**Connections** ▾

**Title \***  
Screw VAT14 exempt

**Company \***  
Unico Plastics Inc.

**Tax Rates**

No.	Tax	Tax Rate	
1	VAT 14% - UP	14	<a href="#">Edit</a>

[Add Row](#)

You can also set a Tax Category for this Item.

### 3.17 Inspection Criteria

- **Inspection Required before Purchase:** If an inspection is mandatory before the item is purchased, i.e., before you generate Purchase Receipt, tick this checkbox.
- **Inspection Required before Delivery:** If an inspection is required at the time of delivery from your Supplier is mandatory for this Item, tick this checkbox. That is, before you generate a Delivery Note.
- **Quality Inspection Template:** If a Quality Inspection is prepared for this Item, then this template of criteria will automatically be updated in the Quality Inspection table of the Quality Inspection. Examples of Criteria are: Weight, Length, Finish, etc.

Quality Inspection can be done with Quick View and you need not go to a different page to update the details inspection in DellSuite.



Read Quality Inspection to know more.

### 3.18 Manufacturing

- **Default BOM:** The default Bill of Materials used to manufacture this Item.
- **Supply Raw Materials for Purchase:** If you're subcontracting to a vendor, you can choose to provide them with the raw materials to manufacture the item using the default BOM.
- **Manufacturer:** Select the Manufacturer who manufactured this item.
- **Manufacturer Part Number:** Enter the manufacturer part number that the manufacturer has assigned to this item.

The screenshot shows the 'Manufacturing' section of a software interface for an item named '5x1 screw'. The item is marked as 'Enabled'. At the top right, there are buttons for 'View', 'Duplicate', navigation arrows, a print icon, and a 'Save' button. The 'Manufacturing' section is expanded, showing two main areas. On the left, there is a checkbox labeled 'Supply Raw Materials for Purchase' with the subtext 'If subcontracted to a vendor'. On the right, there are two input fields: 'Default Item Manufacturer' with the value 'Dev fasteners' and 'Default Manufacturer Part No' with the value 'SCR5X1-2'.

\* The manufacturer details appear after you've created an 'Item Manufacturer' from the dashboard and selected that record as default. Here, add details for:

- + Item Code
- + Enter the manufacturer name
- + Enter the part number the manufacturer uses to identify this item
- + Select 'Is Default' to show the manufacturer and part number in the Item record! [Item Manufacturer] (/files/item-manufacturer.png)

### 3.19 Website

- **Show in Website:** Choose if you want to show this Item on your website. Once you tick this, additional options will be visible to configure the item on your website. To view the item on the website click on the 'See on Website' link on the top left just above the item image. Visit the Website module to know more.

**Weightage:** Items with higher weight will be displayed first on the website. The limit for the number you can enter here is very high. \* **Slideshow:** A slideshow can be displayed at the top of the page. Visit the Homepage page in Website module to know more. \* **Image:** You can attach an image instead of a Slideshow. \* **Website Warehouse:** Select an existing or create a new warehouse for transactions via your website. This Warehouse will be different from your offline Warehouses. Stock for any online transactions will be deducted from the Warehouses set under Website Warehouse. \* **Website Item Groups:** In this table you can select existing or create new Item Groups to classify items on your website. \* **Set Meta Tags:** Meta tags help with SEO. See Web Page to know how to add them.

Visit Manufacturing and Website to understand these topics in detail.

### 3.20 Website Specifications

This section is for configuring other details about the item.

- **Copy from Item Group:** The 'Website Specifications' details will be fetched as set in a specific Item Group chosen on the previous section (2.17).
- **Website Specifications:** Label and its description for the item. For example, 'Warranty: 1 year'.
- **Website Description:** This will appear on the item page.
- **Website Content:** (*Introduced in v12*) You can create additional styling, etc., use Bootstrap 4 markup to display on the item page.

### 3.21 Hub Publishing Details

The hub is a free online marketplace where Suppliers and Customers can transact. If both parties are on DellSuite, the transactions happen seamlessly. You can visit the hub at: <https://hubmarket.org>.

- **Publish in Hub:** Choose if you want to publish your item on <https://hubmarket.org/>. It is a free marketplace. If your supplier/customer is also on DellSuite, the transactions will be seamless. For example, on creating a Purchase Order from your end, a Sales Order will be created on the Supplier's end.
- **Hub Warehouse:** This is a separate Warehouse to maintain the stock for your hub transactions.
- **Synced With Hub:** Sync item and other details with the hub when transactions take place.

## Item Group

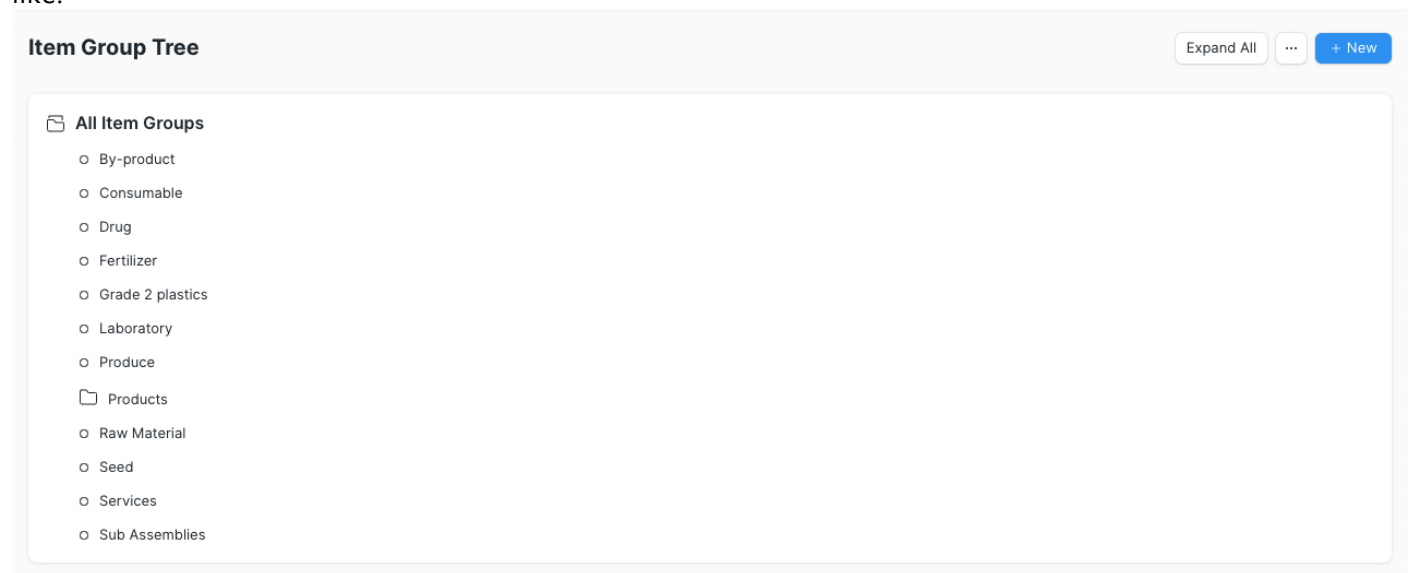
**An Item Group is a way to classify items based on types.**

Depending on the type of product, you can categorize an item under its respective field. If the product is service-oriented, assign it under the Item Group - service. If the product is used as a raw-material, assign it under the Raw Material category. In case, an item is used only in trading, you can categorize it under an Item Group called Trading.

To access the Item Group list, go to:

Home > Stock > Items and Pricing > Item Group

This is what the Item Group tree looks like:



## 1. How to create an Item Group

1. Go to the Item Group list, click on New.
2. Select a group node under which you wish to create the Item Group, the default root is 'All Item Groups'.

3. Select 'Add Child' or click on the New button.
4. To make this child a category/group node, tick on Group Node.
5. Click on Create New.

Note:

- Nodes in different parts of the tree cannot have the same name.
- The child nodes get alphabetically arranged.

## 1.2 Delete an Item Group

1. Select the Item Group you want to delete.
2. Select 'Delete'.
3. Click on Yes.

## 2. Features

To see the following options, click on an Item Group, click on Edit.

### 2.1 Parent Item Group

You can change the parent Item Group of an item by choosing another one under General Settings.

### 2.2 Defaults

- **Default Price List:** A default price list that'll determine the Item Prices for this Item Group.
- **Default Warehouse:** Default Warehouse set in transactions for the items that belong to this group.
- **Default Buying/Selling Cost Center:** The default Buying/Selling Cost Center to which items in this group will be billed against.
- **Default Expense/Income Account:** The default accounts for items that belong to this group.
- **Default Supplier:** On setting a Supplier here, this supplier will be chosen in purchase transactions by default for items in this group.

### 2.3 Item Tax

A default item tax template will be applied to all items belonging to this group. Similarly a Tax Category can also be selected, visit Quotation to know more about Tax Categories.

## 2.4 Website Settings

- **Show in Website:** Items belonging to this group will be shown on your website under the Item Group.
- **Weightage:** This is the weight for the Item Groups themselves, item groups with higher weights will be shown first.
- **Slideshow:** A slideshow for the Item Group, just like in an Item. Visit the Homepage page in Website module to know more.
- **Description:** This will appear on the Item Group page.
- **Website Specifications:** Label and its description for an item group.

## Brand

**A Brand identifies items with a specific name.**

Usually, a Brand is the manufacturer or packer of a specific product. For example, Apple is a brand that manufactures laptops. A Brand is not necessarily the Manufacturer of an Item, it's only the name under which a product is sold. For example, if you manufacture plastic cups, you may license it to a big brand so that they sell it under their Brand.

In DellSuite, Brands can be assigned to Items for identifying and assigning certain defaults.

To access the Brand list, go to:

Home > Selling > Sales > Brand

### 1. How to Create a Brand

1. Go to the Brand list and click on New.
2. Enter a Brand name and enter a description if needed.
3. Save.

≡ New Brand • Not Saved

Save

Brand Name \*

MyPET

Description

MyPET is a leading brand of Polyethylene terephthalate plastic.

Defaults

Brand Defaults

☐ No.

Company

Default Warehouse

Default Price List

Now this Brand can be associated with different Items.

≡ PETE • Not Saved









View ▾ Duplicate < > Print ... Save

Description ^

Brand

MyPET

Description

Normal ▾ B I U I<sub>x</sub> A  " " </>        Table ▾

PETE|

## 2. Features

## 2.1 Setting defaults for Items of this Brand

The screenshot shows the 'Editing Row #1' dialog box in the MyPET system. The dialog is divided into several sections for setting defaults for a brand. The 'Company' field is set to 'Unico Plastics Inc.'. The 'Default Warehouse' is set to 'Stores - UP'. Under 'Purchase Defaults', the 'Default Buying Cost Center' is 'PETE - Main - UP', the 'Default Supplier' is 'Kirkland and Watkins', and the 'Default Expense Account' is 'Cost of Goods Sold - UP'. Under 'Sales Defaults', the 'Default Selling Cost Center' and 'Default Income Account' fields are empty. The dialog also includes a 'Shortcuts' section with 'Ctrl + Up', 'Ctrl + Down', and 'ESC' buttons, and an 'Insert Below' button at the bottom right. The background shows the MyPET interface with a search bar and a 'Not Saved' indicator.

The following defaults can be set for a Brand. On assigning this brand to an Item, the set defaults will be fetched when performing Sales/Purchase transactions with Item of this Brand.

- **Default Warehouse:** The Warehouse from which the Item will be sourced/stored depending on the transaction.
- **Default Price List:** The Price List set here will be fetched in Purchase/Sales transactions.

### *Purchase Defaults*

When performing Purchase transactions like Purchase Order, Purchase Receipt, or Purchase Invoice, the defaults set here will be fetched on selecting Item of this Brand.

- Default Buying Cost Center
- Default Supplier
- Default Expense Account

### *Sales Defaults*

When performing Sales transactions like Sales Order, Delivery Note, or Sales Invoice, the defaults set here will be fetched on selecting Item of this Brand.

- Default Selling Cost Center
- Default Income Account

## Product Bundle

**A Product Bundle is a master where you can list existing items which are bundled together and sold as a set (or bundle).**

For instance, when you sell a smartphone, you need to ensure that the charger, cable, and sim ejector pin are delivered with it and stock levels of these items get affected. To address this scenario, you can create a Product Bundle for the main item, i.e. smartphone. Then list deliverable items i.e. smartphone + charger + cable + sim ejector pin as so-called "Child Items".

A Product Bundle can be seen as a "Bill-of-Materials" on the Sales side.

Following are the steps to set up a Product Bundle and using it in sales transactions.

To access product bundle, go to:

Home > Selling > Items and Pricing > Product Bundle

## **1. Prerequisites**

Before creating and using a Product Bundle, it is advised that you create the following first:

- Item

## **2. How to create a Product Bundle**

1. Go to the Product Bundle list, click on Add Product Bundle.
2. Select a Parent Item, create one if not already created. Make sure Maintain Stock unchecked when creating a Parent Item. eg: Dinner Set.
3. Enter a price for the parent item, this will be fetched when making a transaction.
4. You can enter a description for internal use.
5. Enter the products to be bundled in the Items table and enter their quantities.
6. Save.



01334

Enabled

<

>

🖨️

⋮

Save

Assigned To

+

Attachments

+

Tags

+

Share

+

0

0

FOLLOW

You last edited this · 1 year ago

You created this · 1 year ago

Parent Item \*

01334

Disabled

Description

iPhone 13 256 GB Green Package

Items

List items that form the package.

Items

<input type="checkbox"/>	No.	Item *	Qty *	Description	UOM	
<input type="checkbox"/>	1	12345-GRE-256GB	1	iPhone 13-WHI-128GB	Nos	
<input type="checkbox"/>	2	22222	1	iPhone 13 Tempered Glass	Nos	
<input type="checkbox"/>	3	11111	1	iPhone 13 Charger	Nos	

Add Row

## 2.1 Selecting Parent Item

In Product Bundle master, there are two sections. The "Parent Item" and a List of items to be shipped (Child Items).

The "Parent Item" should be seen more like a vessel or virtual item and not a physical product. The "Parent Item" must be a **non-stock item**. To create a **non-stock item** you have to unmark "Maintain Stock" in the Item Form. This is a non-stock item because there is no stock maintained for it but only for the "Child Items".

If you want to maintain stock for the Parent Item, then you must create a regular Bill of Material (BOM) and package them using Stock Entry Transactions.

## 2.2 Selecting Child Items

In the Items table, you have to list all the child items for which we maintain stock and is delivered to customer. Remember: The "Parent Item" is just virtual, so your main product (a smartphone in our example here) also has to be listed on the List of Child (or Package) Items.

## 3. Features

### 3.1 Product Bundle in the Sales Transactions

When making Sales transactions (Sales Invoice, Sales Order, Delivery Note) the Parent Item will be selected in the main item table.



# Item Alternative

**An Item Alternative is an Item similar to the original one and can be used instead of the original Item in manufacturing.**

If the raw material defined in the BOM is not available during the production process then their respective available alternative Item can be used to complete the production process.

First you need to enable the "Allow Alternative Item" in the Item.

Raw Plastic Crystals • Enabled

Item Name: Raw Plastic Crystals

Item Group: Raw Material

HSN/SAC:

Valuation Rate: 300.00

☐ Disabled

☒ Allow Alternative Item

☒ Maintain Stock

☒ Include Item In Manufacturing

To access the Item alternative list, go to:

Home > Stock > Items and Pricing > Item Alternative

This can also be done by clicking the plus sign next to 'Item Alternative' from the Item master dashboard. You can enable Two-Way replacement between an Item and their alternative item if both can be used as an alternative to each other.

Raw Plastic Crystals

Assigned To: +

Attachments: Attach File +

Reviews: +

Item Code: Raw Plastic Crystals

Item Name: Raw Plastic Crystals

Alternative Item Code: Raw Plastic beads

Alternative Item Name: Raw Plastic beads

☒ Two-way

## 1. Prerequisites

Before creating and using an Item Alternative, it is advised that you create the following first:

- Item

## 2. Item Alternative for Work Order

To allow to using alternative Items in the manufacturing process, the user can configure to 'Allow Alternative Item' in the BOM/Work Order

## 2.1 Provision to allow alternative item in the BOM

You can enable 'Allow Alternative Item' in a BOM then select the alternative item in the Stock Entry. This can also be done with a Work Order.

The screenshot shows the configuration page for 'BOM-Plastic Cane-004'. The top bar includes buttons for 'Update Cost', 'Browse BOM', 'Alternate Item', and 'Save'. The main form has several sections: 'Assigned To' with a plus icon, 'Attachments' with an 'Attach File' button, 'Reviews' with a plus icon, and a central configuration area. In the central area, the 'Item' is 'Plastic Cane', the 'Company' is 'Unico Plastics Inc.', and the 'Item Name' is 'Plastic Cane'. On the right, there are checkboxes for 'Is Active', 'Is Default', 'Allow Alternative Item' (which is checked and highlighted with a red box), and 'Set rate of sub-assembly item based on BOM'. A 'Project' field is also present.

## 2.2 Provision to allow alternative item in the Work Order

User can also enable/disable allow alternative item for individual Work Orders.

The screenshot shows the configuration page for a Work Order named 'Plastic Cane'. The top bar includes buttons for 'Alternate Item', navigation arrows, and a 'Submit' button. The main form has a 'Settings' section with checkboxes for 'Allow Alternative Item' (checked and highlighted with a red box), 'Use Multi-Level BOM', and 'Update Consumed Material Cost In Project'. There are also options for 'Skip Material Transfer to WIP Warehouse' and 'Check if material transfer entry is not required'.

Ticking on the 'Allow Alternative Item' checkbox will show a button named 'Alternate Item'. You can click on this to set the Item Alternative in the Work Order.

## 2.3 Item Alternative for subcontract

In subcontract, the user has to transfer raw materials to the subcontracted supplier to get finished good from them. If the raw material is not available in the stock, with this feature, the user can transfer the alternate item of the subcontracted raw material to the supplier. This is done in the Stock Entry.

# Manufacturer

**A manufacturer created or produces an Item.**

A Manufacturer may not be the same person/company that sells the Item under a specific Brand. For example, Unico Plastics can be the Manufacturer of plastic brushes but it may be sold under a Brand, say, Super Brushes.

In DellSuite, a Manufacturer can be used to identify Items using a specific part number.

To access the Manufacturer list, go to:

Home > Stock > Manufacturer

## 1. How to Create a Manufacturer

1. Go to the Manufacturer list and click on New.
2. Enter a Manufacturer name and enter a description if needed.
3. Save.

The screenshot shows the 'Dev fasteners' manufacturer form. On the left is a sidebar with sections: 'Comments' (0), 'Assigned To' (Assign +), 'Attachments' (Attach File +), 'Tags' (Add a tag ...), and 'Reviews' (+). The main form area contains fields for 'Full Name' (filled with 'Devendra Fasteners'), 'Website', 'Country' (filled with 'India'), and 'Logo' (with an 'Attach' button). At the top right of the form are navigation icons and a 'Save' button.

After creating a Manufacturer, it can be set in the Item form with a Manufacturer Part Number for identification.

The screenshot shows the '5x1 screw' item form. At the top, there's a header with '5x1 screw' and a status 'Enabled'. Action buttons include 'View', 'Duplicate', navigation arrows, a print icon, and a 'Save' button. The main content area has a 'Manufacturing' section with a dropdown arrow. It contains a checkbox 'Supply Raw Materials for Purchase' (unchecked) with the note 'If subcontracted to a vendor'. To the right, there are two fields: 'Default Item Manufacturer' (filled with 'Dev fasteners') and 'Default Manufacturer Part No' (filled with 'SCR5X1-2').

### 1.1 Additional details

The following details can be set for a Manufacturer:

- Website
- Country
- Logo

## 2. Features

### 2.1 Address and Contacts

An Address and Contact can be set for this Manufacturer.

## Item Variants

**An Item Variant is a version of an Item with different attributes like sizes or colors.**

Eg: Suppose t-shirt is an Item and it comes in different sizes and colors like small, medium, large and red, blue, green. In DellSuite the t-shirt will be considered as an Item template and each of the variations will be an Item Variant.

A `_blue_` t-shirt in size `_small_` rather than just a t-shirt. Item variants let you treat the `_small_`, `_medium_`, and `_large_` versions of a t-shirt as variations of one Item 't-shirt'.

Without Item variants, you would have to treat the `_small_`, `_medium_` and `_large_` versions of a t-shirt as three separate Items.

## 1. Using Item Variants

Variants can be based on two things:

1. Item Attributes
2. Manufacturers

Tip: Once an item template is created, when you update this template, all the variants are also updated accordingly.

### 1.1 Creating the Item Variant Template

1. To use Item Variants in DellSuite, create an Item and tick 'Has Variants' under Variants.
2. The Item then shall be referred to as a so-called 'Template'. Such a Template is not identical to a regular 'Item' any longer. For example, it (the Template) cannot be used directly in any transaction (Sales Order, Delivery Note, Purchase Invoice) itself.
3. Only the Variants of the Item (`_blue_` t-shirt in size `_small_`) can be practically used. Therefore it would be ideal to decide whether an item 'Has Variants' or not directly

when creating it.

The screenshot shows the 'T-shirt' item creation interface. At the top, there's a breadcrumb 'T-shirt' with a 'Template' tag. To the right are buttons for 'View', 'Create', 'Duplicate', and navigation arrows, followed by a 'Save' button. The main section is titled 'Variants' with a dropdown arrow. It contains a checkbox 'Has Variants' which is checked. Below it, a note states: 'If this item has variants, then it cannot be selected in sales orders etc.' Under 'Variant Based On', there's a dropdown menu showing 'Item Attribute'. Below that is a table titled 'Attributes'.

No.	Attribute	Attribute Value	
1	Colour		Edit
2	Size		Edit
3	Sleeve Length		Edit

Below the table is an 'Add Row' button.

4. On selecting 'Has Variants' a table will appear. Specify the variant attributes for the Item in the table. In case the attribute has Numeric Values, you can specify the range and create intervals based on the increment values.

The screenshot shows the 'Editing Row #3' dialog box. It has a title bar with 'Editing Row #3' and a red close button. Below the title bar are buttons: 'Insert Below', 'Insert Above', 'Duplicate', 'Move', and a dropdown arrow. The dialog contains the following fields:

- 'Variant Of' with a text input field.
- 'Attribute' with a dropdown menu showing 'Sleeve Length'.
- 'From Range' with a text input field showing '0.000'.
- 'To Range' with a text input field showing '18.000'.
- 'Increment' with a text input field showing '6.000'.

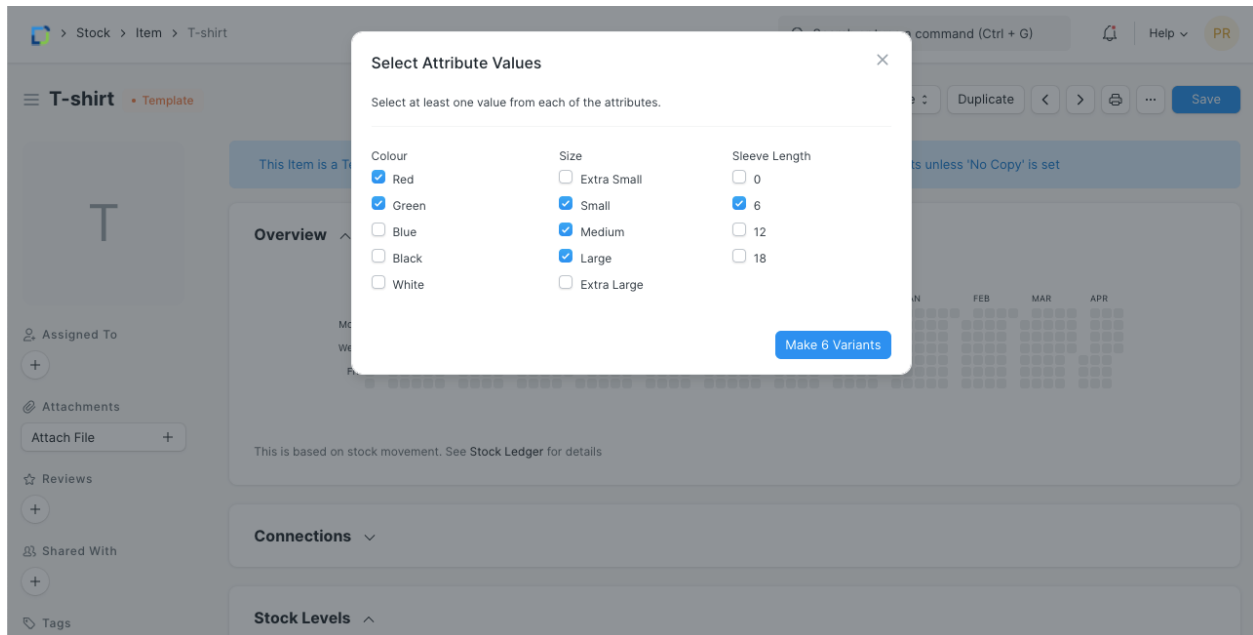
At the bottom, there are shortcuts: 'Ctrl + Up', 'Ctrl + Down', and 'ESC'. An 'Insert Below' button is also present at the bottom right.

Note: You cannot make Transactions against a 'Template'.

## 1.2 Creating the Item Variants Based on Item Attributes

To create 'Item Variants' against a 'Template' click on 'Create'. From there, choose whether to create a single variant or multiple. Single is simple where you create just one or more attributes and one Item will be created. When choosing multiple variants, tick the attributes and multiple items will be created. For example, if you choose Color: Red, Green and Size: Small, Medium, Large, 6 variants will be created.

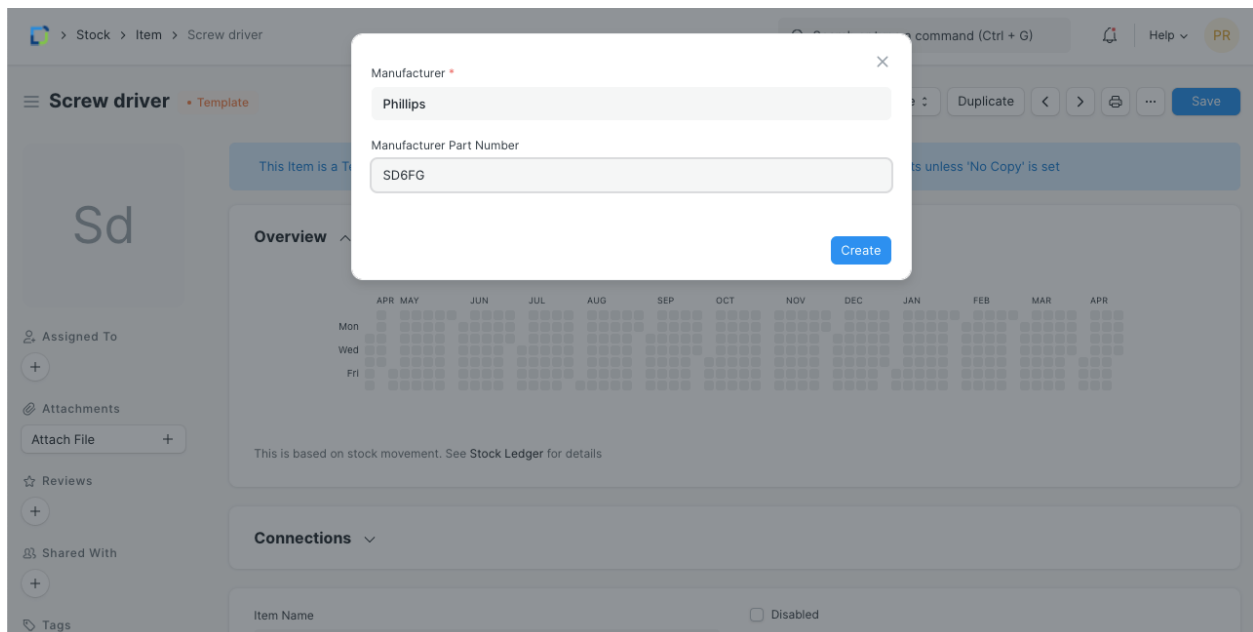
## Creating multiple variants in DellSuite:



To learn more about setting attributes check out [Item Attributes](#)

### 1.3 Item Variants Based on Manufacturers

To setup variants based on Manufacturers, in your Item template, set "Variants Based On" as "Manufacturers" In this case, to create variants, click on Create > Make Variant. The system will prompt you to select a Manufacturer. You can also optionally put in a Manufacturer Part Number.





The naming of the variant will be based on the name (ID) of the template Item with a number suffix. e.g. "Screwdriver" will have variant "Screwdriver-1".

## 2. Update Item Variants Based on Template

Go to: **Home > Stock > Items and Pricing > Item Variant Settings**. The fields displayed here will be copied over to the variants as well. By default, all fields are shown, delete any rows you don't want to be updated from the item template to the variants.

## Item Attribute

'Item Attributes' are the characteristics based on which Item Variants are created.

The attributes can be defined based on item's physical appearance and capabilities. Defining item attributes properly will be helpful in creating item variants as a combination of multiple attributes.

Item Attribute

Filter By

Assigned To

Created By

Edit Filters

Tags

Show Tags

Save Filter

Filter Name

List View

+ Add Item Attribute

ID

Filter

x

Last Updated On

<input type="checkbox"/> ID	Attribute Name	4 of 4	
<input type="checkbox"/> Cable Length	Cable Length	1m	<div></div> 0
<input type="checkbox"/> Colour	Colour	9M	<div></div> 0
<input type="checkbox"/> Storage	Storage	9M	<div></div> 0
<input type="checkbox"/> Size	Size	9M	<div></div> 0

To access the Item Attribute list, go to:

Home > Stock > Settings > Item Attribute

## How to create an Item Attribute?

1. Go to the Item Attribute list, click on 'Add Item Attribute'.
2. Enter a name for the Attribute.
3. Enter the attribute values in the table.
4. Save.

The attribute values can be numeric or non-numeric.

## Non Numeric Attributes

For Non Numeric Attributes, specify attributes values along with its abbreviation in the Attribute Values table.

The screenshot shows the 'Colour' attribute configuration page. On the left, there's a sidebar with options: Assigned To, Attachments, Tags, and Share. Below these are social media icons and a 'FOLLOW' button. The main area is titled 'Colour' and contains a table for 'Item Attribute Values'. The table has columns for 'No.', 'Attribute Value', and 'Abbreviation'. A modal window titled 'Editing Row #1' is open, showing fields for 'Attribute Value' (with 'Red' entered) and 'Abbreviation' (with 'RED' entered). Below these fields is a note: 'This will be appended to the Item Code of the variant. For example, if your abbreviation is "SM", and the item code is "T-SHIRT", the item code of the variant will be "T-SHIRT-SM"'. At the bottom of the modal are shortcuts: 'Ctrl + Up', 'Ctrl + Down', and 'ESC'. There are also buttons for 'Insert Below', 'Insert Above', 'Duplicate', 'Move', and 'Save'.

## Numeric Attribute

If your attribute is 'Numeric', then specify the range and increment so that the system can generate respective variants.

In the following example, the cable length is of range 1 to 5 and the increment is 1. Hence, the variants will be 1,2,3,4,5.

The screenshot shows the 'Cable Length' attribute configuration page. On the left, there's a sidebar with options: Assigned To, Attachments, Tags, and Share. The main area is titled 'Cable Length' and contains a table for 'Item Attribute Values'. The table has columns for 'No.', 'Attribute Value', and 'Abbreviation'. A modal window titled 'Editing Row #1' is open, showing fields for 'From Range' (with '1.000' entered), 'To Range' (with '5.000' entered), and 'Increment' (with '1.000' entered). There are also buttons for 'Insert Below', 'Insert Above', 'Duplicate', 'Move', and 'Save'.

## Unit of Measure (UoM)

**A UoM is a unit using which an Item is measured.**

By default, there are many UoMs created in DellSuite. However, more can be added depending on your business use case. In the UoM there is an option 'Must be Whole Number'. If this is

checked, you cannot use fraction numbers in this UoM. To know more about fractions and UoMs, check out this page.

The UoM list by itself only stores the name. The actual conversion rates are stored in a document called 'UoM Conversion Factor'. If you add new UoMs and plan to use it in transactions where it'll be converted to other UoMs, it is advised that you add it to this list.

For example, here 1 Kg is approximately 2.2 Pounds and the exact conversion factor is stored:

The screenshot shows a web form titled "MAT-UOM-CNV-00069". On the left is a sidebar with navigation links: "Comments" (0), "Assigned To" (Assign +), "Attachments" (Attach File +), "Tags" (Add a tag ...), "Reviews" (+), and "Shared With" (+). The main form area contains the following fields:

- Category:** Mass
- From:** Kg
- To:** Pound
- Value:** 2.204623000

At the top right of the form are icons for a printer, back, and forward, along with a "Menu" dropdown and a "Save" button.

## Managing Fractions in UOM

UoM stands for Unit of Measurement. Few examples of UoM are Numbers (Nos), Kgs, Litre, Meter, Box, Carton etc.

There are few UOMs which cannot have value in decimal places. For example, if we have television for an item, with Nos as its UoM, we cannot have 1.5 Nos. of television, or 3.7 Nos. of computer sets. The value of quantity for these items must be whole number.

You can configure if particular UoM can have value in decimal place or no. By default, value in decimal places will be allowed for all the UOMs. To restrict decimal places or value in fraction for any UoM, you should follow these steps.

### *UOM List*

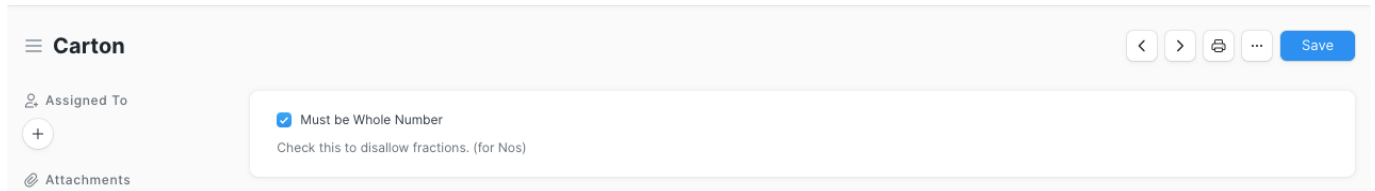
For UOM list, go to:

Stock > Setup > UoM

From the list of UOM, select UOM for which value in decimal place is to be restricted. Let's assume that UoM is Nos.

## Configure

In the UoOM master, you will find a field called "Must be whole number". Check this field to restrict user from enter value in decimal places in quantity field, for item having this UOM.

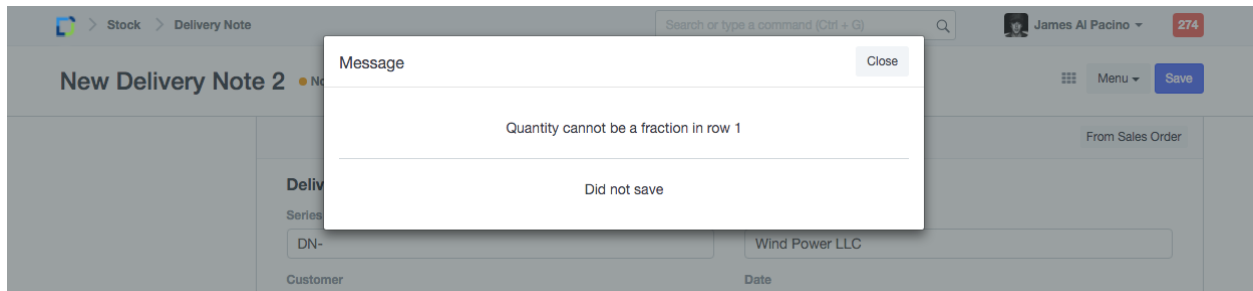


The screenshot shows the 'Carton' UoOM master configuration. On the left, there are sections for 'Assigned To' (with a user icon and a plus button) and 'Attachments' (with a plus button). On the right, there is a checkbox labeled 'Must be Whole Number' which is checked. Below the checkbox, a note states: 'Check this to disallow fractions. (for Nos)'. At the top right, there are navigation buttons (back, forward, print, etc.) and a 'Save' button.

## Validation

While creating transaction, if you enter value in fraction for item whose UOM has "Must be whole number" checked, you will get error message stating:

Quantity cannot be a fraction at row #



## Inventory Dimension

Introduced in Version 14

Inventory dimensions in DellSuite are used to track an inventory with multiple parameters. By default, DellSuite allows to track an inventory using warehouses, batches, and serial numbers. If users want to track inventory with custom parameters then they can configure it using the Inventory Dimension feature. The user gets an option to select the Inventory Dimension on respective inventory documents as well in the stock ledger and stock balance report. With this feature, you can view dimension-wise stock ledger and stock balance reports.

To access the Inventory Dimension list, go to:

Stock > Settings > Inventory Dimension

## Create Inventory Dimension

New Inventory Dimension

Not Saved

Save

Dimension Details

Applicable For Documents

Dimension Name \*

Shelf

Reference Document \*

Shelf

☐ Disabled

- Create a new record and select the Reference Document which you want to use as a custom Inventory Dimension.
- You can select any non-child document in the reference document.
- Next, the user has to put the dimension name against which the system will create a custom link field in the Applicable Documents.

## Applicable For Documents

Apply to All Inventory Documents

New Inventory Dimension

Not Saved

Save

Dimension Details

Applicable For Documents

☒ Apply to All Inventory Document Types

Type of Transaction

☒ Inward
 ☐ Outward

- It will be used to select the custom Dimension in the inventory-related documents.
- For example, the user has created Inventory Dimension with the name "Shelf" and enabled "Apply to All Inventory Document Types". Then the system will create the custom link field with the name "Shelf" in the inventory documents where Batch No and Serial No fields exist.

## Apply to Specific Document

Target Rack • Enabled

Assigned To

Attachments

Attach File

Shared With

Tags

Add a tag ...

Stock transactions exists against this dimension, user can not update document.

Dimension Details **Applicable For Documents**

☐ Apply to All Inventory Document Types

Applicable to Document \*

Stock Entry Detail

☒ Is Child Table

Applicable Condition

parent.purpose == 'Material Receipt'

Expand

**Applicable Condition Examples**

Child Document	Non Child Document
To access parent document field use parent.fieldname and to access child table document field use doc.fieldname	To access document field use doc.fieldname
<b>Example:</b> parent.doctype == "Stock Entry" and doc.item_code == "Test"	<b>Example:</b> doc.doctype == "Stock Entry" and doc.purpose == "Manufacture"

You edited this 6 minutes ago

You created this 3 weeks ago

- If the user wants to add Inventory Dimension to a specific document then they have to disable the checkbox "Apply to All Inventory Document Types" and select the respective document in the "Applicable to Document" field.
- Also if you want to add Inventory Dimension for a specific condition like for stock entry type Issue you want separate dimension as "From Shelf" and stock entry type Material Receipt you want separate dimension as "To Shelf" then that can be possible using "Applicable Condition"
- Applicable Condition only can be visible if "Apply to All Inventory Document Types" is disabled
- You can also use the "Type of Transaction" with options such as Inward or Outward for a condition.

## Fetch value from

Users can set the 'Fetch Value From' field to fetch data from a field that exists at the parent form level. For example, on the Purchase Receipt form, a user has added a custom field called 'Shelf' and created the inventory dimension to 'Shelf'. If a Purchase Receipt contains 200 line items, the user would typically need to set the 'Shelf' value manually for each row—even if the value is the same across all items. However, by setting the 'Fetch Value From' option in the inventory dimension as 'Shelf' and specifying the value at the parent (Purchase Receipt) level, the system will automatically apply the same 'Shelf' value to all Stock Ledger Entries, even if the user hasn't entered it in each individual line item.

Brand Name
Enabled

Dimension Details
Applicable For

☒ Apply to All Inventory Documents
☐ Validate Negative Stock

Fetch Value From

Set fieldname from which you want to fetch the data from the parent form.

## Use of Inventory Dimension

☐ Edit Posting Date and Time  
☐ Inspection Required  
☐ From BOM

Default Source Warehouse

Sets 'Source Warehouse' in each row of the items table.

Items

	No.	Source ...	Target ...	Item Code *	Qty *	Basic Amount	Shelf	
<input type="checkbox"/>	1							<div></div> Edit

Add Multiple
Add Row

Download
Upload

Update Rate and Availability

- Once the Inventory Dimension is created system will create the custom field in respective documents
- User gets an option to select the Inventory Dimension in the respective transaction.
- For example, if the user has added Inventory Dimension as "Shelf" in the Stock Entry Detail document. Then in the stock entry, the child table user gets an option to select shelf (see above image). Post submission of the stock entry system will create the stock ledgers with selected inventory dimensions.

## Validate Negative Stock

Store
Enabled

Delete Dimension
<
>
Print
...
Save

Assigned To

+

Attachments

Attach File
+

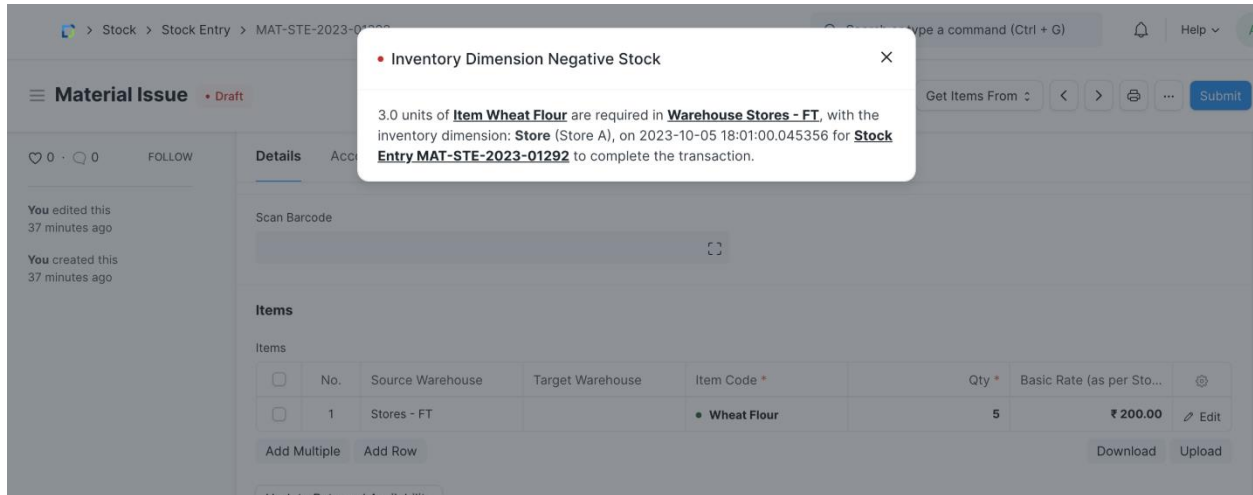
Shared With

Dimension Details
Applicable For

☒ Apply to All Inventory Documents
☒ Validate Negative Stock

Mandatory Section
☒ Mandatory

If user has enabled the "Validate Negative Stock" checkbox in the inventory dimension, system will not allow to make stock transactions if the respective dimensions has negative stock in the respective warehouse. If user has tried to create the stock transaction with negative stock for the inventory dimension then system will throw the below error



## Stock Balance and Stock Ledger Report

- Users can able to filter the Stock Balance and Stock Ledger report using Inventory Dimension
- With this feature, users can able to see Inventory Dimension wise available quantity

### Stock Balance Report

**Stock Balance** Create Card Set Chart

Frappe Technologies 19-06-2022 19-07-2022 shelf Item Group Item Warehouse

Warehouse Type Include UOM Pune ☐ Show Variant Attributes ☐ Show Stock Ageing Data

Item	Item Name	Item Group	Warehouse	Stock U...	Shelf	Balance Qty	Balance V...	Opening ...	Opening Val...	In
1	Test Item	Test Item	All Item Gro...	Stores	Pune	198.000	INR 19,800.00	200.000	INR 20,000.00	C
2	Test Item	Test Item	All Item Gro...	Work	Pune	200.000	INR 20,000.00	0.000	INR 0.00	200
<b>Total</b>						<b>398.000</b>	<b>INR 39,800.00</b>	<b>200.000</b>	<b>INR 20,000.00</b>	<b>200</b>

**Mumbai**  
**Nagpur**  
**Pune** ✓



## Stock Ledger Report

Stock Ledger

Create Card

Set Chart

...

Frappe Technologies

17-05-2022

19-07-2022

Warehouse

Item

shelf

Item Group

Batch No

Brand

Voucher #

Project

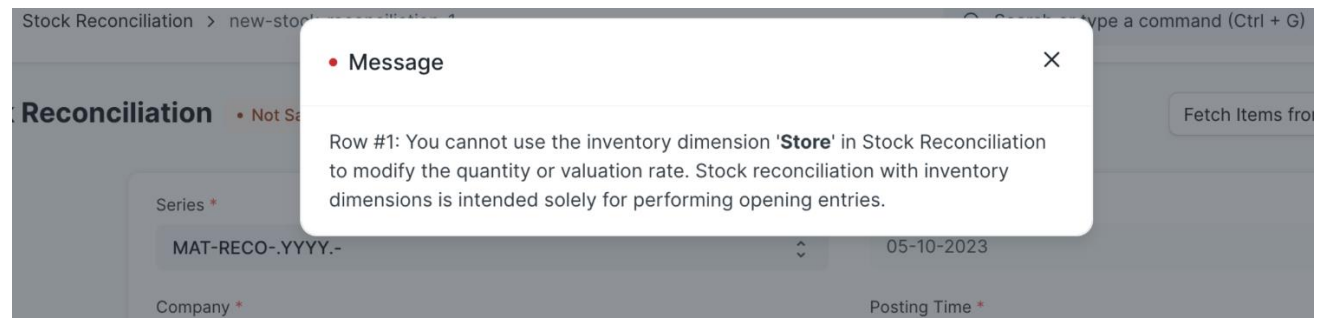
Pune

Include UOM

	Date	Item	Item Name	Stock U...	Rack	Shelf	In Qty	Out Qty	Balance Qty	Voucher #	Warehouse
1	17-05-2022 20:42:...	Test Item	Test Item	Nos	Rack 1	Pune	200.000	0.000	200.000	MAT-STE-2022-00...	Stores - FT
2	21-06-2022 14:15:...	Test Item	Test Item	Nos		Pune	200.000	0.000	400.000	MAT-STE-2022-00...	Work In Progress - FT
3	21-06-2022 14:45:...	Test Item	Test Item	Nos		Pune	0.000	-2.000	398.000	MAT-STE-2022-00...	Stores - FT

Note:

User can only use the stock reconciliation with inventory dimensions to enter opening values and they can't use the stock reconciliation to modify the available stock or the valuation. Since we are not maintaining inventory dimensions wise valuation rate there is not sense to allow to modify valuation rate through stock reconciliation. in case if they tried to update the quantity or valuation rate through stock reconciliation, system will throw the below error



## Warehouse

**A warehouse is a commercial building for storage of goods. Warehouses are used by manufacturers, importers, exporters, wholesalers, transport businesses, customs, etc.**

They are usually large plain buildings in industrial areas of cities, towns, and villages. They mostly have loading docks to load and unload goods from trucks.

The terminology of 'Warehouse' in DellSuite is a bit broader though and maybe can be regarded as "storage locations". You can create a sub-Warehouse which could be a shelf inside your actual location.

This can become quite a detailed Tree like the following:

*Warehouse > Room > Row > Shelf > Bin*

To access the Warehouse list, go to:

Home > Stock > Settings > Warehouse

## 1. How to create a Warehouse

1. Go to the Warehouse list, click on New.
2. Enter a name for the Warehouse.
3. Set/check the Parent Warehouse. If you tick on 'Is Group', you can create sub-Warehouses under this group Warehouse.
4. Save.

Warehouses are saved with their respective Company's abbreviations. This facilitates identifying which Warehouse belongs to which company at a glance.

### 1.1 Additional options when creating a Warehouse

**Account:** Set a default account here for all transactions with this Warehouse. Setting this account will show transactions from this Warehouse in the Accounting Ledger. **Warehouse**

**Type:** You can create a Warehouse Type to classify Warehouses. For example, Supplier Warehouses, Stock Warehouses, WIP Warehouses, Rooms, etc. can be tagged. This classification is useful when generating reports or in certain stock transactions.

#### *Address and contact*

You can add Billing, Shipping, and other types of addresses for the Warehouse. You can also add a contact, this could be the Warehouse Manager for example.

The screenshot shows the 'New Warehouse' form in the 'RK chemicals' system. The form is titled 'RK chemicals' and has a status of 'Enabled'. It includes a top navigation bar with tabs for 'Stock Balance', 'General Ledger', and 'Non-Group to Group', along with navigation arrows and a 'Save' button. The form is divided into several sections: 'Assigned To' (with a plus icon), 'Attachments' (with an 'Attach File' button), 'Reviews' (with a plus icon), 'Shared With' (with a plus icon), and 'Tags' (with an 'Add a tag ...' button). The main form area contains fields for 'Warehouse Type', 'Parent Warehouse' (set to 'All Warehouses - UP'), 'Default In-Transit Warehouse', and 'Is Group' (unchecked). The 'Account' section shows 'RK - Chemicals - UP' and a note: 'If blank, parent Warehouse Account or company default will be considered in transactions'. The 'Company' field is set to 'Unico Plastics Inc.' and there is a 'Disabled' checkbox. The 'Address and Contact' section shows a list of addresses, with the first one being '1. RK chemicals (Billing)' at '101 street, Blue lane LA,'. There is an 'Edit' button next to this address and a 'New Address' button. A 'New Contact' button is also present. The bottom of the form shows a status bar with 'You edited this 1 minute ago'.

## 1.2 After Saving

After saving a Warehouse, you'll see the following options:

- **Stock Balance:** This will open the Stock Balance report to display the quantity, valuation, balance, etc.
- **General Ledger:** This will open the General Ledger to display the accounting transactions.
- **Non-Group to Group:** If the Warehouse is a Non-Group Warehouse, i.e. cannot contain other Warehouses under it, this button will make this a Group Warehouse.

## 2. Features

### 2.1 Tree View

You can also switch to 'Tree' View which will show all the group and child Warehouses.

The screenshot shows the 'Warehouse Tree' interface. At the top, there's a header 'Warehouse Tree' with buttons for 'Expand All', a menu icon, and '+ New'. Below the header, a dropdown menu shows 'Unico Plastics Inc.'. The main area displays a tree structure of warehouses. The root is 'Unico Plastics Inc.' with a value of \$93,800.00. It branches into 'All Warehouses - UP' (\$0.00), 'Dock - UP' (\$0.00), 'Finished Goods - UP' (\$0.00), 'Goods In Transit - UP' (\$0.00), 'Large store 1 - UP' (\$0.00), 'LS Row 1 - UP' (\$0.00), 'LS Row 2 - UP' (\$0.00), 'LS Row 3 - UP' (\$0.00), and 'RK chemicals - UP' (\$0.00). The tree structure is as follows:

Warehouse Name	Value
Unico Plastics Inc.	\$93,800.00
All Warehouses - UP	\$0.00
Dock - UP	\$0.00
Finished Goods - UP	\$0.00
Goods In Transit - UP	\$0.00
Large store 1 - UP	\$0.00
LS Row 1 - UP	\$0.00
LSR1 shelf 1 - UP	\$0.00
LSR1 shelf 2 - UP	\$0.00
LS Row 2 - UP	\$0.00
LSR2 shelf 1 - UP	\$0.00
LSR2 shelf 2 - UP	\$0.00
LS Row 3 - UP	\$0.00
RK chemicals - UP	\$0.00

### 2.2 Warehouse Account

In DellSuite, if you enable Perpetual Inventory, every Warehouse must belong to a specific company to maintain company-wise stock balance. To do so, each Warehouse should be linked with an Account in the Chart of Accounts (the same name as the Warehouse itself). This account captures the monetary equivalent of the goods or materials stored in that specific warehouse.

If you have a more detailed Warehouse Tree, most likely it's a good idea to link the sub-locations (room, row, shelf, etc.) to the account of the actual Warehouse (the root Warehouse of that Tree) as most scenarios do not require to account for value of stock items per Shelf or Bin. For example, if you have Warehouse A, and the room, rows are B, C, etc., then link B and C to the account of A.

Tip: DellSuite maintains stock balance for every distinct combination of Item and Warehouse. Thus you can get the stock balance for any specific Item in a particular Warehouse on any particular date.

## Pricing

In the stock module of DellSuite, item pricing plays a vital role in managing the cost and selling price of items. Each item in the system can have a defined purchase price, which reflects the cost incurred to acquire the item. DellSuite allows businesses to set different pricing levels based on factors such as currency, customer groups, or pricing rules.

This flexibility enables businesses to implement diverse pricing strategies, such as volume discounts, promotional pricing, or tiered pricing based on customer relationships. Effective item pricing in DellSuite helps businesses maintain accurate cost calculations, optimize profit margins, and tailor pricing strategies to meet customer needs and market demands.

## Price Lists

**A Price List is a collection of Item Prices either Selling, Buying, or both.**

DellSuite lets you maintain multiple Selling and Buying Item Prices using Price Lists.

Price Lists can be used in scenarios where you have different prices for different zones (based on the shipping costs), for different currencies, etc. An Item can have multiple prices based on customer, currency, region, shipping cost, etc, which can be stored as different rate plans.

In DellSuite, all the Item Prices are stored separately. Buying Price for an item is different from Selling Price and thus they're stored separately.

To access a Price List go to:

Home > Selling/Buying/Stock > Items and Pricing > Price List

Stock > Price List > Import Price

Search or type a command (Ctrl + G) | Help | PR

**Import Price** • Enabled

Add / Edit Prices < > ... Save

Assigned To: +

Attachments: Attach File +

Reviews: +

Shared With: +

Tags: Add a tag ...

☒ Enabled

Currency: EUR

Restaurant Menu:

Applicable for Countries:

<input type="checkbox"/>	Country	
<input type="checkbox"/>	France	

Add Row

☒ Buying

☐ Selling

☐ Price Not UOM Dependent

## 1. How to use a Price List

- Price Lists will be used when creating an Item Prices to track selling or buying price of an item.
- Specific countries can be assigned in the Price List.
- To disable specific Price List, untick the 'Enabled' checkbox. Disabled Price List will not be available for selection in the Sales and Purchase transactions.
- Price Not UOM Dependent:** Consider an item, Tomatoes which you buy in Boxes and sell in Kilos. 1 Box = 10 Kilos and 1 Kilo buying price is 10rs. If this Box is unchecked and you select 1 Box in your transaction, the price will show up only for a Kilo since that's the only Item Price saved.

Now, if you tick this checkbox and make a transaction with a Box of Tomatoes, then the price will be automatically set as 100 since the price of 1 Box (10 Kilos) is 100. \* Standard Buying and Selling Price Lists are created by default.

**Note:** If you have multiple Price Lists, you can select a Price List or tag it to a Customer (so that it is auto-selected). Your Item Prices will automatically be updated from the Price List.

## Item Price

**Item Price is the record in which you can log the selling and buying rate of an item.**

### 1. How to create Item Price

- There are two ways to reach a new Item Price form:

**Selling/Buying/Stock > Items and Pricing > Item Price > New.**

Or

**Stock > Item > Click on "+" next to Item Price.** 2. Select the Item. The name, UoM and description will be fetched. 3. Select the Price List whether Selling/Buying price or any other price list you may have created. 4. Enter the actual rate in the Rate field. 5. Save.

The screenshot shows the 'Item Price Stock' form in DellSuite for the item 'Ballpoint pen plastic'. The form is divided into several sections:

- Item Information:** Includes fields for Item Code (Ballpoint pen plastic), Item Name (Ballpoint pen plastic), UOM (Nos), Brand, Packing Unit (0), and Item Description (Ballpoint pen plastic). A note below the Packing Unit states: 'Quantity that must be bought or sold per UOM'.
- Price List:** Includes a field for Price List (Standard Selling) and checkboxes for Buying and Selling (Selling is selected). A Customer field is also present.
- Left Sidebar:** Contains navigation links for Assigned To, Attachments (with an Attach File button), Reviews, Shared With, Tags, and a FOLLOW button. It also shows a status 'You edited this 1 year ago'.
- Top Right:** Features navigation arrows and a Save button.

## 1.1 Selecting the Price List

You can create multiple Price Lists for one Item in DellSuite to track Selling and Buying Price of an Item separately. Also if the Item's selling prices change based on Territory or due to other criteria, you can create multiple Selling Price Lists for it.

On selection of Price List, its currency and applicability whether for selling/buying or both will be fetched as well. To have Item Price fetching in the sales or purchase transaction, you should have 'Price List' selected in the transaction under Currency and Price List.

To check all Item Prices together, go to:

**Stock > Stock Reports > Item Price Stock**

Visit the Price Lists page to know more.

## 2. Features

### 2.1 Unit of Measurement (UOM)

A price is always specific to a certain UOM. For example, \$1 *per KG* or \$80 *per hour*. By default, the **Item Price** will fetch the item's *Default Unit of Measure*. You can change it to any UOM from the item's UOM table.

For example, if Rice is sold in 1 KG and 500 grams packets, then you can mention the UOM ("KG" or "grams") in the **Item Price**, and the correct price will be applied based on the UOM selected in the transaction.

## 2.2 Packing Unit

This is the quantity that must be bought or sold per unit of measure. For example, if Packing Unit is two, and UOM is one, two items in quantity will be transacted. The default is 0, you can use non-integer UoM like 1.5Kg Oats for 1 Packing Unit. If you leave it as 0, it'll not affect any transaction.

## 2.3 Minimum quantity

This is the minimum quantity of items to be transacted for this price to be applicable and updated in the Item Price list.

## 2.4 Applying Price List to a specific Customer/Supplier

If you select a Selling Price list, a customer field will appear where you can assign this Item Price to a specific customer. Likewise, if you select a Buying Price List, a Supplier field will appear where you can select a specific Supplier

## 2.5 Applying Price List to a specific Batch

You can also link a specific batch to an Item Price and on the selection of that batch in the transaction, the item price for that specific batch will be applied.

## 2.6 Validity

There are two fields here—'Valid From' and 'Valid Upto'. Valid from is set to the date you created the Item Price, you can also set the Valid Upto date on which the Item Price will expire.

## 2.7 Lead Time in days

The approximate number of days it takes the product to reach the warehouse. You can set different Item Prices based on how much time the same product will reach you from different vendors.

## 2.8 Note

You can add any note about the Item Price in this field.

# Rules

Shipping and pricing rules are essential features in DellSuite's stock module that streamline the management of shipping costs and pricing strategies.

Shipping rules allow businesses to define various parameters for calculating shipping charges, such as weight, volume, destination, or shipping method. These rules automate the calculation of shipping costs during sales transactions, ensuring accurate and consistent shipping charges based on predefined criteria.

On the other hand, pricing rules in DellSuite empower businesses to create dynamic pricing strategies based on specific conditions or criteria. This includes setting discounts, promotions, bulk pricing, or special pricing for different customer segments, items, or sales channels.

## Shipping Rule

**Using Shipping Rule you can define the cost for delivering the product to the customer the supplier.**

You can define different shipping rules or a fixed shipping amount for the same item across different territories.

To access Shipping Rule, go to: > Home > Selling > Items and Pricing > Shipping Rule

### 1. How to create a Shipping Rule

1. Go to the Shipping Rule list, click on New.
2. Enter the Shipping Rule label, for example 'Priority Shipping' or 'Next Day Shipping'.
3. Proceed with accounting details like Shipping Account, Cost Center to which amount will be charged, and Shipping Amount.
4. Under Calculate Based On, you can also change the calculation on which the Shipping Rule will be applied like net total quantity or net total weight, by default it is "Fixed".
5. Save.



**Priority Shipping** • Enabled

Assigned To

Attachments

Attach File

Reviews

Shared With

Tags

Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this just now

**Connections** ▾

☐ Disabled

Shipping Rule Type

Selling

**Accounting**

Company \*

Unico Plastics Inc.

Shipping Account \*

Shipping - UP

**Accounting Dimensions**

Business Unit

Cost Center \*

Main - UP

Save

## 2. Features

### 2.1 Shipping Rule Conditions

On selecting Net Total or Net Weight, a table will appear where you can set the from and to values for the amount or weight. Enter the Shipping Amount to be calculated for the entered range. Add more conditions as necessary. You can select only one of the three calculation methods in one Shipping Rule.

### 2.2 Restrict to Countries

You can restrict the Shipping Rule to certain countries, add the countries in the table. By default, the Shipping Rule will be applicable globally.

More information about Shipping Rule can be found [here](#).

## Pricing Rule

**A Pricing Rule defines the discount/pricing rules that apply based on set conditions.**

A Pricing Rule has many options using which you can control the pricing of an Item. Filters like quantity, date, groups, and other conditions can be set.

A Pricing Rule is somewhat similar to a Tax Rule.

Following are the few cases which can be addressed using Pricing Rule:

- As per a promotional sale policy, if the Customer purchases more than 10 units of an item, he enjoys 20% discount.
- For Customer "XYZ", the selling price for the specific Item should be updated as ###.
- Items categorized under specific Item Group have same selling or buying price.
- Customers belonging to specific Customer Group should get ### selling price, or % of Discount on Items.
- Supplier categorized under specific Supplier Group should have ### buying rate applied.

To have Discount and Price List Rate for an Item auto-applied, create Pricing Rules for it.

To access the Pricing Rule list, go to:

Home > Accounting > Pricing Rule

## 1. Prerequisites

Before creating and using a Pricing Rule, it is advisable to create the following first:

1. Item
2. Item Group
3. Customer
4. Supplier

## 2. How to create a Pricing Rule

1. Go to the Pricing Rule list and click on New.
2. Set a title for the rule.
3. Select what to Apply On from Item Code, Item Group, Brand, or Transaction.
4. Select whether you want to apply Price discount or Product discount. If you want to give free products then select the product discount.

**5% Discount**

Assigned To

Attachments

Attach File

Reviews

Shared With

Tags

Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this just now

☐ Disable

Apply On \*

Item Group

Price or Product Discount \*

Price

Warehouse

Apply Rule On Item Group

<input type="checkbox"/>	Item Group	UOM	
<input type="checkbox"/>	Raw Material		

Add Row

☐ Mixed Conditions  
Conditions will be applied on all the selected items combined.

☐ Is Cumulative

☐ Coupon Code Based

Discount on Other Item

Party Information

☒ Selling

☐ Buying

Applicable For

- 5.
6. For a single item, select Item Code and select the items.
7. If you want Pricing Rule to be applied on all the items, select 'Item Group' and select **All Item Group** (parent Item Group).
8. Set the discount/price to be applied. To know more, go to this section.
9. Save.

## 2.1 Additional options when creating a Pricing Rule

### Warehouse

Setting a Warehouse here will cause the Pricing Rule to be applied only if the Item is selected from the Warehouse specified here.

### Apply Rule On

Based on the attribute selected in the 'Apply On' field, you can set the Pricing Rule based on one of these:

- Item
- Item Group
- Brand
- Transaction (on the total amount of the transaction)

In this table, you can select the specific Item/Item Group/Brand. For example, if you select Apply On 'Item Group' and select 'Raw Materials' in the table, this Pricing Rule will be applied only on Items that belong to the Group 'Raw Materials'.

**UoM:** The Pricing Rule will apply only if the UoM set here matches with the transaction.

### *Condition*

In this field you can add a condition in python to check against field values in the transaction doctype, like shown below for Sales Invoice:

```
customer=='Customer Name' and status!='Overdue'
```

Please note that only single line python conditions will work, using fieldnames of the target doctype.

### *Mixed Conditions*

If you select two or more Items and set the Min and Max Quantity. The Pricing Rule will be applied only if the total sum of Items matches the set quantities. For example, you create a Pricing Rule on Item 1 and Item 2 and set the Min and Max Quantity as 30, the Pricing Rule will apply only if the total quantity is 30.

### *Is Cumulative*

Enabling this options allows the Pricing Rule to be applied cumulatively. You need to set the 'Min Amt' and 'Max Amt' for this.

Consider a scenario where the Min Amt is 1,500 and Max Amt is 2,000. Now, if one transaction is created for 1,400 then Pricing Rule will not be applied. However, on creating a second invoice of amount 600, Pricing Rule will be applied. This happened since the total (cumulative) amount of the invoices added up to 2,000. Note that the discount will be applied only to the latest transaction that crosses the cumulative limit.

This can be useful to give discounts if a Customer buys an Item multiple times and you want to reward him with discounts/special prices.

## **3. Features**

### **3.1 Apply Rule On Other**

This feature checks condition on first Item but applies rule on another Item.

**5% Discount** < > ... Save

Assigned To

Attachments

Attach File +

Reviews

Shared With

Tags

Add a tag ...

☐ Disable

Apply On \*

Item Code

Price or Product Discount \*

Price

Warehouse

Apply Rule On Item Code

<input type="checkbox"/>	Item Code	UOM	
<input type="checkbox"/>	PETE		

Add Row

☐ Mixed Conditions  
Conditions will be applied on all the selected items combined.

☐ Is Cumulative

☐ Coupon Code Based

**Discount on Other Item** ^

Apply Rule On Other

Item Code

Item Code

HDPE

You edited this just now

For example, set Item1 and Item2 in the 'Apply Rule On' table and set 'Apply Rule On Other' on Item3. Now, if the transaction has Item1, Item2, and Item3, the Pricing Rule will apply on Item3 since the first two Items were present in the transaction.

### 3.2 Party Information

Set whether the Pricing Rule is for Selling or Buying the Item.

Based on your selection you can set applicability to one of the following masters.

- Customer
- Customer Group
- Territory
- Sales Partner
- Campaign
- Supplier
- Supplier Group

### 3.3 Quantity and Amount

Specify minimum qty, maximum qty, minimum amount, or maximum amount of an Item when this Pricing Rule should be applied.

Note that if the quantity or amount falls short or exceeds the limits set here, the Pricing Rule will not be applied at all. However, it will be applied if you have enabled the options Mixed Conditions or Cumulative.

≡

5% Discount

<

>

...

Save

Quantity and Amount

Min Qty

100.000

Min Amt

0.00

Max Qty

1,000.000

Max Amt

0.00

### 3.4 Validity

You can also set a date interval for when the Pricing Rule will be valid. This is useful for a sales promotion. On leaving the dates blank the Pricing Rule will not have any time frame limit.

≡

5% Discount

<

>

...

Save

Period Settings

Valid From

04-20-2021

Valid Upto

Company

Unico Plastics Inc.

Currency \*

USD

### 3.5 Margin

≡

5% Discount

<

>

...

Save

Margin

Margin Type

Percentage

Margin Rate or Amount

5.000

- Margin Type:** When selling an Item, you may sell it for a certain margin. If you don't want to add selling prices to Items every time and would like to automatically set a margin, it can be done with this feature.
- Margin Rate or Amount:** The margin set can be based on Percentage or Amount, eg: 5% margin or \$50 fixed margin.

Read adding margin for more details.

### 3.6 Price Discount Scheme

The actual rule to be applied is set in this section.

5% Discount

<

>

...

Save

Price Discount Scheme

Rate or Discount

Discount Percentage

Discount Percentage

5.000

For Price List

Standard Selling

- **Rate:** This will be the new rate for an Item. For example, if you sell an Item for 100 and want to sell it for 112 for a specific party, then select Rate and set the Rate as 112.
- **Discount Percentage:** A specific discount percentage can be set. The discount percentage can be set to a specific Price List. Leaving the 'For Price List' blank will apply the Pricing Rule to all Price Lists.
- **Discount Amount:** A fixed discount amount will be applied. For example if you sell an Item for 100 and want to sell it with a discount of 7, then this condition can be set using the Discount Amount option.

### 3.7 Advanced Settings

5% Discount

<

>

...

Save

Advanced Settings ^

Threshold for Suggestion

9.000

System will notify to increase or decrease quantity or amount

Priority

1

Higher the number, higher the priority

Condition

1

☒ Apply Multiple Pricing Rules

☐ Apply Discount on Discounted Rate

☐ Validate Applied Rule

- **Threshold for Suggestion:** This is the threshold based on which the system will notify you to adjust Item Quantity for discount. For example, if the Min Quantity is 10 and the Threshold is 9, the system will notify to add 1 more Item for the discount to be applicable. This also applies to the amount set.
- **Priority:** Consider an Item Group, you want to set specific rules on one Item from the group. This can be done by creating a new Pricing Rule and setting a higher priority. This can also apply to Customer Group and Supplier Group.

- **Apply Multiple Pricing Rules:** To understand this, consider an Item of Rate 500. There are two Pricing Rules on it P1 and P2. P1 applies 10% discount and P2 applies 5%. Enabling this option will apply a total of 15% on the Item Rate which gives 425.
- **Apply Discount on Rate:** The discount will be compounded. Consider the same scenario as above. On enabling this option, 10% will be applied on 500 which will give 450, then 5% will be applied on 450 which will give 427.5.
- **Validate Applied Rule:** Shows the entered validation message if the discount/rate set manually by you in a transaction does not match the Pricing Rule.

This is useful when the top distributor in the hierarchy decides the discount/rate to be applied and you are only validating if the Pricing Rule is applied correctly.

## 4. Pricing Rule Discount Types

### 4.1 Price Discount

1. Under the Margin Type, you can set whether the margin is calculated as a percentage or an amount. Eg: 10% margin on supplier price list at the time of sales.
2. Rate mentioned in Pricing Rule will be given priority over Item's Price List (Item Price) rate.

The screenshot shows a software interface for configuring a pricing rule. At the top, a breadcrumb trail reads: Accounting > Pricing Rule > 5% Discount. To the right is a search bar with the placeholder text 'Search or type a command (Ctrl + G)' and a 'Help' button. Below the breadcrumb, the title '5% Discount' is displayed on the left, and navigation controls (back, forward, and a 'Save' button) are on the right. The main content area is titled 'Price Discount Scheme' and contains two input fields: 'Rate or Discount' with a dropdown menu currently set to 'Rate', and a 'Rate' field with the value '50.00'.

3. Discount Percentage can be applied for a specific Price List (Selling or Buying). To apply it for both, leave the 'For Price List' field blank.





≡

5% Discount

<

>

...

Save

Product Discount Scheme

☐ Same Item

Free Item

HDPE

Qty

1,000

Rate

0.00

If rate is zero them item will be treated as "Free Item"

UOM

☐ Is Recursive

Discounts to be applied in sequential ranges like buy 1 get 1, buy 2 get 2, buy 3 get 3 and so on

## New Feature - Don't Enforce Free Item Qty

By default, DellSuite enforces the Product Discount rules without any exceptions. Imagine a scenario where a Pricing Rule is set which says that for one item, five quantity of another item will be given for free. However, it is possible that you may only have 3 quantity of that item in stock instead of 5. With this default behaviour when you try to edit the quantity or remove the free item and try to save the document, the free item will be refetched again in the child table rendering you effectively unable to submit that document as an error citing insufficient stock will be thrown.

Since free items are usually at discretion of the seller, a new option called "Don't Enforce Free Item Qty" has been introduced for Pricing Rule. When you have this option enabled, DellSuite will fetch the free items only for the first time the item is added. You will then be free to edit the quantity of the free item or remove it entirely. The free item will no longer be fetched again when you save the document.

## Stock Transactions

Stock transactions in DellSuite contains a wide range of activities related to managing inventory movements within an organisation. These transactions include stock transfers between warehouses, stock adjustments to correct inventory discrepancies, stock reconciliation to ensure accurate stock levels, and stock entries for recording stock movements such as purchases, sales, production, and consumption.

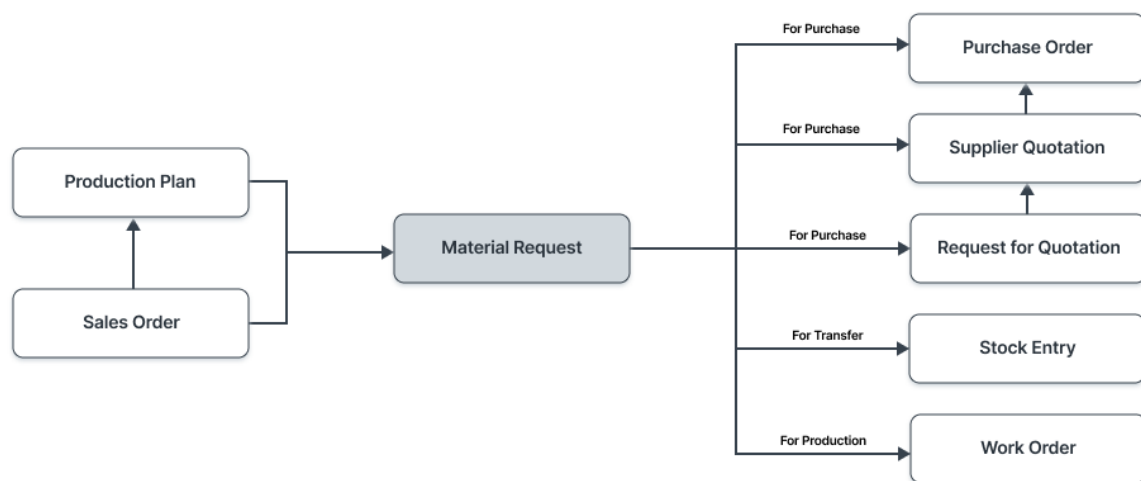
These transactions play a crucial role in maintaining accurate stock levels, tracking stock movements, analysing inventory performance, and making informed decisions related to procurement, sales, and production planning within the organisation.

## Material Request

**A Material Request is a simple document identifying a requirement of a set of Items (products or services) for a particular reason.**

A Material Request can have the following purposes:

- **Purchase:** If the material being requested is to be purchased.
- **Material Transfer:** If the material being requested is to be shifted from one Warehouse to another.
- **Material Issue:** If the material being requested is to be Issued for some purpose like manufacturing.
- **Manufacture:** If the material being requested is to be produced.
- **Subcontracting:** If the material being requested is to be subcontracted to a vendor.
- **Customer Provided:** If the material being requested is to be provided by Customer. To know more about this, visit the Customer Provided Item page.



To access the Material Request list, go to:

Home > Stock > Stock Transactions > Material Request

## 1. How to create a Material Request

1. Go to the Material Request list, click on Add Material Request.
2. Enter the Required By date.
3. Select the appropriate purpose from the list.
4. You can fetch Items from a BOM, Sales Order, or Product Bundle.

New Material Request

Not Saved

Get Items From

Bill of Materials

Sales Order

Product Bundle

Save

DetailsTermsMore Info

Series \*  
MAT-MR-YYYY.-

Transaction Date \*  
09-07-2024

Purpose \*  
Purchase

Required By  
31-07-2024

Company \*  
Nova Gadget House

5. Select the Item and set the quantity. 6. Select the Warehouse for which Items are required. 7. You can change the Required By date for individual Items in this table. 8. Save and Submit.

Purchase Request for iPhone 13 25...

Approved

Stop

Create

<

>

...

Cancel

Assigned To +

Attachments +

Tags +

Share +

0 · 0 FOLLOW

You last edited this · 8 months ago

You created this · 8 months ago

DetailsMore InfoConnections

Purpose \*  
Purchase

Transaction Date \*  
31-01-2022

Company \*  
Nova Gadget House

Required By  
28-02-2022

Set Target Warehouse  
Stores - GH

Items

	No.	Item Code *	Required By *	Quantity *	Target Warehouse	UOM *	
<input type="checkbox"/>	1	01334: iPhone 13 256 GB Green Pa	28-02-2022	50	Stores - GH	Nos	
<input type="checkbox"/>	2	01234: iPhone 13 Package	28-02-2022	50	Stores - GH	Nos	
<input type="checkbox"/>	3	01223: iPhone 13 256 GB White Pa	28-02-2022	50	Stores - GH	Nos	

Download

## 1.1 Alternate ways of creating a Material Request

A Material Request can be generated automatically:

- From a Sales Order. While creating MR, user can choose to ignore or include Projected Quantity. Accordingly, Sales Order Items are fetched to MR.
- When the Projected Quantity of an Item in Stores (Warehouses) reaches a particular level.
- From your a Production Plan to plan your manufacturing activities.

If your Items are inventory items, you must also mention the Warehouse where you expect these Items to be delivered. This helps to keep track of the Projected Quantity for this Item.

Info: Material Request is not mandatory. It is ideal if you have centralized buying so that you can collect this information from various departments.

## 1.2 Statuses

These are the statuses a Material Request can be in:

- **Draft:** A draft is saved but yet to be submitted to the system.
- **Submitted:** Document is submitted to the system.
- **Stopped:** If no more materials are needed the Material Request can be stopped.
- **Canceled:** The materials are not needed at all and the request is canceled.
- **Pending:** The Purchase/Manufacture is pending to complete the Material Request.
- **Partially Ordered:** Purchase Orders for some Items from the Material Request are made and some are pending.
- **Ordered:** All Items in the Material Request are ordered via Purchase Orders.
- **Issued:** The materials are issued using a Material Issue Stock Entry.
- **Transferred:** The required materials are transferred from one Warehouse to another using a Stock Entry.
- **Received:** The materials were ordered and have been received at your Warehouse using a Purchase Receipt.

## 2. Features

### 2.1 Items table

- **Barcode:** You can track Items using barcodes.
- The Item Code, name, description, Image, and Manufacturer will be fetched from the Item master.
- **Scan Barcode:** You can add Items in the Items table by scanning their barcodes if you have a barcode scanner. Read documentation for tracking items using barcode to know more.
- The UoM, Conversion Factor, and Amount will be fetched. You change the Warehouse for which the material is being requested.
- Accounting details like Expense Account and Accounting Dimensions can be set for the Items.
- Page Break will create a page break just before this item when printing.

### 2.2 Setting Warehouses

- **Set Warehouse:** Optionally, you can set the Warehouse where the requested Items will arrive. This will be fetched into the 'For Warehouse' fields in the Item table rows.

## 2.3 More Information

In the 'Job Card' and 'Work Order' fields, it sets a reference from where the Material Request was generated.

## 2.4 Printing Details

### *Letterhead*

You can print your Material Request on your company's letterhead. Read [Letter head documentation](#) to learn more.

### *Print Headings*

Material Request headings can also be changed when printing the document. You can do this by selecting a **Print Heading**. To create new Print Headings go to: Home > Settings > Printing > Print Heading. Know more [here](#).

## 2.5 Terms and Conditions

In Sales/Purchase transactions there might be certain Terms and Conditions based on which the Supplier provides goods or services to the Customer. You can apply the Terms and Conditions to transactions to transactions and they will appear when printing the document. To know about Terms and Conditions, [click here](#)

## 2.6 After Submitting

You can create the following documents:

- Request For Quotation
- Purchase Order
- Supplier Quotation

≡ **Purchase Request for iPad Mini-GL...** Approved Stop Create ▾ < > 🖨 ⋮ Cancel

👤 Assigned To + 📎 Attachments + 🏷 Tags + 🔗 Share +

❤ 0 💬 0 FOLLOW

You last edited this · 8 months ago

**Details** Terms More Info Connections

Purpose \* Transaction Date \*

Purchase 15-06-2023

Company \* Required By

Nova Gadget House 15-07-2023

**Items**

Set Target Warehouse

Stores - GH

## 2.7 Automatically generate Material Requests

Material Requests can be generated automatically by enabling the setting in Stock Settings and setting the level in the Item form. When the stock level dips below a certain quantity, setting a reorder will automatically create material requests for the Item.

Note:

Material Request Purpose "Subcontracting" is newly added and only present in the develop branch of DellSuite. It will be there by default in the next major release i.e v16

A subcontracted Material Request enables the user to create a Subcontracted Purchase Order directly from the Material Request itself after submission.

## Auto Creation of Material Request

To prevent stockouts, you can track item's reorder level. When stock level goes below reorder level, purchase manager is notified and instructed to initiate purchase process for the item.

In DellSuite, you can update item's Reorder Level and Reorder Qty in the Item master. If same item has different reorder level, you can also update warehouse-wise reorder level and reorder qty.

> Stock > Item > Raw plastic crystals

Q Search or type a command (Ctrl + G)

Help PR

Raw plastic crystals Enabled

View Duplicate < > ... Save

Auto re-order ^

Reorder level based on Warehouse

Will also apply for variants unless overridden

<input type="checkbox"/> No.	Check in (group)	Request for	Re-order Level	Re-order Qty	Material Request Type	
<input type="checkbox"/> 1	All Warehouses - UP	Stores - UP	20	40	Purchase	Edit

Add Row

With reorder level, you can also define what should be the next action. Either new purchase or transfer from another warehouse. Based on setting in Item master, purpose will be updated in the Material Request as well.

[Stock](#) > [Item](#) > Raw plastic crystals

Search or type a command (Ctrl + G)
 Help
 PR

**Raw plastic crystals**
Enabled

View
 Duplicate
 <
 >
 ...
 Save

**Auto re-order**
^

Reorder level based on Warehouse  
 Will also apply for variants unless overridden

<input type="checkbox"/>	No.	Check in (group)	Request for	Re-order Level	Re-order Qty	Material Request Type	
<input type="checkbox"/>	1	All Warehouses - UP	Stores - UP	20.000	40.000	<input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Transfer <input type="checkbox"/> Material Issue <input type="checkbox"/> Manufacture	Edit

Add Row

When item's stock reaches reorder level, Material Request is auto-created automatically. You can enable this feature from:

Stock > Setup > Stock Settings

**Stock Settings**
...
 Save

**Auto Material Request**

☒ Raise Material Request When Stock Reaches Re-order Level

☐ Notify by Email on Creation of Automatic Material Request

A separate Material Request will be created for each item. User with Purchase Manager's role will receive email alert about these Material Requests.

If auto creation of Material Request is failed, User with Purchase Manager role will be informed about error message. One of the most encountered error message is:

**An error occurred for certain Items while creating Material Requests based on Re-order level. Date 01-04-2016 not in any Fiscal Year.**

One of the reason of error could be Fiscal Year as well. [Click here](#) to learn more about it.

Note:

The system creates a material request by comparing the projected quantity of the group warehouse with the reorder level. If the group warehouse is not set, then the system compares the projected quantity of the Request for Warehouse with the reorder level. If the projected qty is more than the reorder level then system doesn't add that item in the material request.

## Opening Stock



**Opening Stock is the amount and value of materials that a company has available for sale or use at the beginning of an accounting period.**

The closing Stock of the previous accounting period becomes the opening Stock of the current accounting period.

## 1. Prerequisites

- Create Warehouses.
- Link Warehouse to appropriate accounting ledgers.

## 2. Opening Stock for Non-serialized Items

To post opening stock visit the Stock Reconciliation page.

## 3. Opening Stock for Serialized and Batched Items

Create the Batch and Serial No records beforehand. To post opening stock for serialized and batched items:

1. Go to **Stock > Stock Transactions > Stock Entry > New**.
2. Select 'Material Receipt' in 'Stock Entry Type'.
3. Set Is Opening as Yes.
4. Select the Warehouse in 'Default Target Warehouse'.
5. In Items table select Item Code, Qty and Basic rate.
6. For batched items select Batch No.
7. For serialized items select Serial No.
8. Save and Submit.

## Stock Entry

**A Stock Entry lets you record Item movement between Warehouses.**

To access the Stock Entry list, go to:

Home > Stock > Stock Transactions > Stock Entry

Stock Entries can be made for the following purposes:

- **Material Issue:** If the material is being issued to someone in or outside the company (**Outgoing Material**). The Items will be deducted from the Warehouse set under Source Warehouse.

- **Material Receipt:** If the material is being received (Incoming Material). The Items will be added to the Warehouse set under Target Warehouse.
- **Material Transfer:** If the material is being moved from one internal Warehouse to another.
- **Material Transfer for Manufacturing:** If raw materials are being transferred for manufacturing. The transfer can happen against a Work Order or a Job Card. To know more, visit the Bill Of Materials page.
- **Material Consumption for Manufacture:** There can be multiple consumption stock entries against a manufacturing Work Order. Refer this link for more details
- **Manufacture:** If the Material is being received from a Manufacturing/Production Operation.
- **Repack:** If the Original item/items are being repacked into new item/items.
- **Send to Subcontractor:** If the Material is being issued for a sub-contract activity. This entry is made from a Purchase Order. To know more, visit the subcontracting page.

To know more in detail about the stock entry purpose, visit this page.

## 1. Prerequisites

Before creating and using a Stock Entry, it is advised that you create the following first:

- Warehouse
- Item

## 2. How to create a Stock Entry

Stock Entries for Manufacturing purposes are usually created from a Work Order. To create a Stock Entry manually for other purposes, follow these steps:

1. Go to the Stock Entry list, click on New.
2. Select the Stock Entry Purpose from the ones listed above.
3. If you set the Default Source or Target Warehouses, they'll be automatically filled for the rows in the Items table.
4. Source/Target Warehouses will be available as per the Stock Entry Purpose you selected.
5. Select Items and enter a quantity.
6. The basic rate will be fetched and the amount will be calculated automatically.
7. Save and Submit.

Material Receipt

Draft

Create Material Request

Get Items From

<

>

Print

More

Submit

0 · 0

FOLLOW

You edited this just now

You created this 1 minute ago

Default Target Warehouse

Stores - UP

Sets 'Target Warehouse' in each row of the items table.

Target Warehouse Address

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code	Qty	Basic Rate (as per St...	
<input type="checkbox"/>	1		Stores - UP	5×1 screw	5	\$ 15.00	Edit
<input type="checkbox"/>	2		Stores - UP	Infuser bottle s1: Infus	24	\$ 15.00	Edit
<input type="checkbox"/>	3		Stores - UP	Plastic beads	10	\$ 175.00	Edit

Add Multiple

Add Row

Update Rate and Availability

Download

Upload

Usually, "Source Warehouse" and "Target Warehouse" both are set for recording a movement.

## 2.1 Additional options when creating a Stock Entry

- **Work Order:** If this is a Manufacturing entry, the Work Order will be shown in this field.
- **Edit Posting Date and Time:** Will allow you to edit the Stock Entry's date and time.
- **Inspection Required:** If a Quality Inspection needs to be performed on the Items before submitting the Stock Entry.
- **From BOM:** If this is a Manufacturing entry, the associated BOM for the Item being manufactured will be shown.

## 2.2 Stock Entry Type

You can also create a Stock Entry Type where only the name will be different, for example 'Scrap Entry'. The purpose will be Material Transfer but the name will be different. This is useful if you want certain Users to have access only to specific actions related to stock.

Material Issue

<

>

Print

More

Save

Assigned To

+

Attachments

Attach File

+

Purpose \*

Material Issue

## 3. Features

### 3.1 The Items table

Details about the Item, Rate, Quantity, etc. will be shown here.

Ticking on 'Allow Zero Valuation Rate' will allow submitting the Purchase Receipt even if the Valuation Rate of the Item is 0. This can be a sample item or due to a mutual understanding with your Supplier.

Different Source and Target Warehouses can be set for different Items.

### 3.2 Scrap and Process Loss

- **Scrap Item:** Scrap items are the by-product and can be treated as products. The scrap items will have the valuation rate and they will be added to the scrap warehouse. Users can set the valuation rate for the scrap item manually in the Basic Rate field.
- **Process Loss:** Process Loss has no impact on the stock, this will reduce the number of FG Items. Check the below image, the user has planned to produce 100 FG Items but after the manufacturing process, the quantity has been produced as 80. To produce 80 FG Items, the user has used all raw material quantity. So here 20 quantity has been produced so therefore the system has marked it as Process Loss Qty. The process loss cost of 20 quantities has been added to the 80 quantities of FG Item.

### 3.3 Additional Costs

If the stock entry is an incoming entry i.e any item is receiving at a target warehouse, you can add related additional costs (like Shipping Charges, Customs Duty, Operating Costs, etc) associated with the process. The additional costs will be considered to calculate the Valuation Rate of the items.

To add additional costs:

1. Select the Expense Account to which the expense from this Stock Entry will be recorded.
2. Enter the description and amount of the cost in the Additional Costs table.

Material Transfer
• Draft

Create Material Request
Get Items From :
<
>
Print
...
Submit

Additional Costs ^

Additional Costs

<input type="checkbox"/>	No.	Expense Account	Description	Amount	
<input type="checkbox"/>	1	Miscellaneous Expenses - UP	Truck charges	\$ 4.00	<a href="#">Edit</a>
<input type="checkbox"/>	2	Miscellaneous Expenses - UP	Worker labor	\$ 18.00	<a href="#">Edit</a>

Add Row

Total Additional Costs

\$ 22.00

The added Additional Costs will be distributed among the receiving items (where the Target Warehouse mentioned) proportionately based on the Basic Amount of the items. And the distributed additional cost will be added to the basic rate of the item, to calculate Valuation Rate.

Quantity and Rate is shown as follows when you expand the Items table.

Material Transfer • Not S

QUANTITY AND RATE

Qty

5.000

Basic Rate (as per Stock UOM)

40.00

Basic Amount

₹ 200.00

Additional Cost

₹ 300.00

Amount

₹ 500.00

Valuation Rate

₹ 100.00

UOM

Nos

Conversion Factor

1

Stock UOM

Nos

Qty as per Stock UOM

5

### 3.4 Accounting Dimensions

You can tag different transactions based on different dimensions. By default, Projects can be considered as a dimension as it is a common practice to track costs of different projects. To know more about Accounting Dimensions, visit this page.

### 3.5 Printing Settings

#### Letterhead

You can print your Purchase Receipt on your company's letterhead. Know more here.

### *Print Headings*

Purchase Receipt headings can also be changed when printing the document. You can do this by selecting a **Print Heading**. To create new Print Headings go to: Home > Settings > Printing > Print Heading. Know more [here](#).

### 3.6 More Information

- **Is Opening:** If this entry is the opening stock entry for the Items.
- **Remarks:** Any additional remarks about the Item.
- **Percentage Transferred:** The percentage of Items transferred depending on Stock Entry purpose.
- **Total Amount:** The total amount of Items transferred.

### 3.7 Perpetual Inventory

If the perpetual inventory system is enabled, additional costs will be booked in Expense Account mentioned in the Additional Costs table.

## Manufacture • Submitted

View < > Print ... Cancel

### Additional Costs ^

Additional Costs

<input type="checkbox"/>	No.	Expense Account	Description	Amount	
<input type="checkbox"/>	1	Expenses Included In Valuation - UP	Extra operating costs on WO	\$ 67.00	<a href="#">Edit</a>

[Add Row](#)

Total Additional Costs

\$ 67.00

## General Ledger

Create Card Set Chart ↺ ...

Unico Plastics Inc. Finance Book 04-21-2021 04-21-2021 Account MAT-STE-2021-00007

Party Type Party Group by Voucher (Consolidated) Currency Cost Center Project

☐ Consider Accounting Dimensions ☐ Show Opening Entries ☐ Include Default Book Entries ☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (US...)	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	04-21-20...	Expenses Included In Val...	0.000	67.000	-67.000	Stock Entry	MAT-STE-2021-00007	Stock Adjustm...		
3	04-21-20...	Stock Adjustment - UP	0.000	2,558.000	-2,625.000	Stock Entry	MAT-STE-2021-00007	Stock In Hand ...		
4	04-21-20...	Stock In Hand - UP	2,625.000	0.000	0.000	Stock Entry	MAT-STE-2021-00007	Stock Adjustm...		
5		Total	2,625.000	2,625.000	0.000					
6		Closing (Opening + Total)	2,625.000	2,625.000	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.019514 sec

## 3.8 After Submitting

After submitting a Stock Entry, you can go to the stock ledger or the accounting ledger from the dashboard.

> Stock > Stock Entry > MAT-STE-2021-00007

Search or type a command (Ctrl + G)

Help v PR

## Manufacture • Submitted

View < > Print ... Cancel

Assigned To



Attachments

Attach File +

Reviews



Shared With



Stock Entry Type \*

Manufacture

Posting Date

04-21-2021

Posting Time

07:09:19

America/Los\_Angeles

☐ Inspection Required

☐ From BOM

Stock Ledger

Accounting Ledger

## 4. Add to Transit

If you want to transfer materials from one warehouse to another and you want to make two entries for that then use "Add to Transit" feature.

To use "Add to Transit" feature, make stock entry with type as "Material Transfer" and enable "Add to Transit" checkbox. Next you need to select the source warehouse from where you want to issue the material and then select the warehouse of type "Transit" in the target warehouse. To make transit warehouse you can goto the Warehouse master and select the warehouse type as "Transit". After that add items in the stock entry which needs to be transfer and submit it.

To make second stock entry at the destination warehouse, users has two options. Either they can open the Original Stock Entry and click on "End Transit" or they can create new stock entry and click on "Get Items From" -> "Transit Stock Entry". System will fetch items from the original stock entry with the source warehouse (Transit warehouse) same as traget warehouse from the original stock entry. User has to set the target warehouse and save.

## 5. How to update a Stock Entry

Once a stock entry is submitted, it can be updated by cancelling and amending the entry

## Accounting Of Inventory Stock

The value of available inventory is treated as a Current Asset in the company's Chart of Accounts. To prepare a Balance Sheet, you should make the accounting entries for those assets. There are generally two different methods of accounting for inventory.

### 1. Auto/Perpetual Inventory

**Note:** The user must define an inventory account (with Account Type set as Stock) either in the warehouse, the group warehouse, or at the company level (as the Default Inventory Account). If the user hasn't set an account in the warehouse or company, but an inventory account exists, the system will use that account to post GL entries against the respective warehouse.

In this process, for each stock transaction, the system posts relevant accounting entries to sync stock balance and accounting balance. This is the default setting in DellSuite for new accounts. By default, Perpetual Inventory is enabled in the Company.

When you buy and receive items, those items are booked as the company's assets (stock-in-hand). When you sell and deliver those items, an expense (Cost of Goods Sold) equal to the landed cost of the items is booked. General Ledger entries are created after every stock transaction. As a result, the value as per Stock Ledger always remains the same with the relevant account balance. This improves the accuracy of the Balance Sheet and the Profit and Loss statement.



Read Perpetual Inventory documentation to check accounting entries for a particular stock transaction.

## 1.2 Advantages of Perpetual Inventory

Perpetual Inventory system will make it easier for you to maintain the accuracy of the company's asset and expense values. Stock balances will always be synced with relevant account balances, so no more periodic manual entry needs to be done to balance them.

In case of new back-dated stock transactions or cancellation/amendment of an existing transaction, all the future Stock Ledger entries and GL Entries will be recalculated for all items of that transaction. The same is applicable if any cost is added to the submitted Purchase Receipt later through the Landed Cost Voucher.

Note: Perpetual Inventory completely depends upon the item valuation rate. Hence, you have to be more careful entering the valuation rate while making any incoming stock transactions like Purchase Receipt, Material Receipt, or Manufacturing/Repack.

---

## 2. Periodic Inventory

In this method, accounting entries need to be created manually in order to sync stock balance and relevant account balance. The system does not create accounting entries automatically for assets at the time of material purchases or sales.

In an accounting period, when you buy and receive items, an expense is booked in your accounting system. You sell and deliver some of these items.

At the end of an accounting period, the total value of items to be sold, need to be booked as the company's assets, often known as stock-in-hand.

The difference between the value of the items remaining to be sold and the previous period's stock-in-hand value can be positive or negative. If positive, this value is removed from expenses (Cost of Goods Sold) and is added to assets (stock-in-hand). If negative, a reverse entry is passed.

This complete process is called **Periodic Inventory**.

If you are an existing user using Periodic Inventory and want to use Perpetual Inventory, you need to follow a few steps to migrate.

## Shipment

**A Shipment is a document that keeps track of real-world Shipments created against a Delivery Note or independently.**

Introduced in version 13

Shipments are particularly useful for shippers who want to track all their Shipment information such as AWB Number, Shipment Status, Carrier, etc. within DellSuite.

To access the Shipment list, go to:

Home > Stock > Stock Transactions > Shipment

## 1. Prerequisites

Before creating and using a Shipment, it is advised that you create the following first:

- Company and Customer Address with Postal Code, Email Address and Phone Number set.
- Customer Contact.

## 2. How to create a Shipment

A Shipment can be created manually or from a Delivery Note:

### 2.1. Manual Shipment

To create a Shipment manually, follow these steps:

1. Go to the Shipment list, click on New.

**New Shipment** • Not Saved Save

**Pickup from**

Pickup from  
Company

Company  
Unico Plastics Inc.

Address \*

Pickup Contact Person \*

**Delivery to**

Delivery to  
Customer

Customer

**Parcels**

Shipment Parcel

	Length ...	Width (...)	Height ...	Weight ...	Count

Shipment Delivery Note

	Delivery Note	Value

2. Select an option in the **Pickup from** field. On selecting one of the three options, you will be prompted to select a Company/Supplier/Customer based on your selection.
3. If you select 'Company' in the **Pickup from** field, along with the Address you must also select a **Pickup Contact Person** who will be a user from your organization, in DellSuite. Make sure the Last Name, Email Address and Phone Number are set for this user.
4. You can similarly fill the **Delivery To** section.
5. Add Shipment Parcel Information in the **Shipment Parcel** table.
6. Fill in the Value of Goods.
7. Select a Pickup Date.
8. Add a Description of Contents in this Shipment.
9. You can optionally fill the Shipment Information section if you are tracking Shipments manually.
10. Save and Submit.

SHIPMENT-00001

Submitted

<

>

Print

More

Cancel

Assigned To

+

Attachments

Attach File

+

Reviews

+

Shared With

+

Tags

Add a tag ...

0

0

FOLLOW

You edited this

You created this just now

Pickup from

Company

Company

Unico Plastics Inc.

Address \*

Unico Plastics Inc.-Billing

101, Blue street  
Block 4  
Los Angeles,

Pickup Contact Person \*

bruce@example.com

Phillis Bruce  
bruce@example.com

Delivery to

Customer

Customer

Joshua

Address \*

Joshua-Billing

433, lamp street  
Block 17  
New York City, New York

Contact \*

Joshua Jones

Joshua Jones  
joshua@example.com  
000-1200

Parcels

Shipment Parcel

	Length ...	Width (...)	Height ...	Weight ...	Count	
	23	28	19	2	1	

Add Row

## 2.1. Shipment from Delivery Note

To create a Shipment from a Delivery Note:

1. Click on **Create > Shipment** in the Delivery Note.

The screenshot shows the Archie CRM interface. On the left, there's a sidebar with 'Assigned To' (Archie), 'Attachments' (Attach File), 'Reviews', and 'Shared With'. The main area is titled 'Connections' and has two columns: 'Related' and 'Reference'. The 'Related' column contains 'Sales Invoice', 'Packing Slip', 'Delivery Trip', and 'Subscription'. The 'Reference' column contains 'Sales Order', 'Shipment', and 'Quality Inspection'. A dropdown menu is open from the 'Create' button, showing options: 'Shipment' (highlighted with a red box), 'Installation Note', 'Sales Return', 'Delivery Trip', 'Sales Invoice', and 'Subscription'. The top right has buttons for 'View', 'Status', navigation arrows, a print icon, and a 'Cancel' button.

2. Fill the form as mentioned in the previous section.

## 3. Features

### 3.1. Shipment Parcel

You can specify the length, width, height and, weight of a parcel in the Shipment. If there are multiple parcels with identical dimensions, the **count** field can be set accordingly.

To automatically fetch frequently used parcel dimensions, a Parcel Template can be created and set in the **Parcel Template** field. After adding the template, click on the **Add template** button.

The screenshot shows a form titled 'Plastic grade a box'. On the left, there's a sidebar with 'Assigned To', 'Attachments' (Attach File), 'Reviews', 'Shared With', and 'Tags'. The main area contains four input fields: 'Length (cm)' with value 28, 'Width (cm)' with value 25, 'Height (cm)' with value 19, and 'Weight (kg)' with value 2.0. The top right has buttons for navigation, a print icon, and a 'Save' button.

### 3.2. Shipment Information / Details

The Shipment Information section is an **optional** section where a user can manually track Shipment information. Here are some of the fields:

1. **Service Provider** (optional): A Service Provider can be a third-party service that provides shipping services from various carriers.
2. **Shipment ID**: The unique Shipment ID on your Shipping platform.
3. **Shipment Amount**: Total cost incurred on Shipment
4. **Carrier**: The Carrier that handles your Shipment and delivers it.

5. **Carrier Service** (optional): The type/category of service provided by the carrier. E.g. some carriers have categories such as Economy, Express, etc.
6. **AWB Number**: An air waybill (AWB) accompanies **international** air cargo. It usually has a unique **AWB Number**, that makes it easy to identify and track an air courier.
7. **Incoterm**: They are a set of internationally recognized rules which define the responsibilities of sellers and buyers. Know more about it [here](#).

### 3.3 Automation

You can also automate rate comparison, label generation, tracking, etc. using our Shipping Integration.

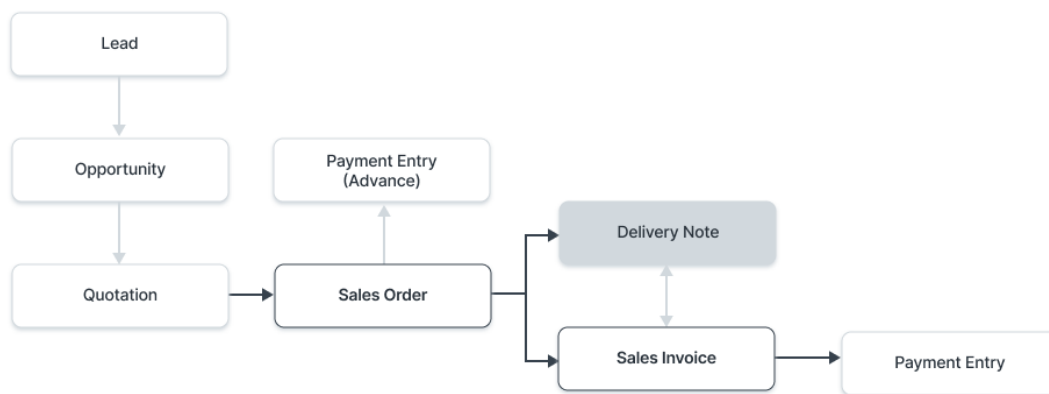
## Delivery Note

**A Delivery Note is made when a shipment is shipped from the company's Warehouse to the customer.**

A copy of the Delivery Note is usually sent with the transporter. The Delivery Note contains the list of Items that are sent in the shipment and updates the inventory. The Delivery Note is an optional step and a Sales Invoice can be created directly from a Sales Order.

To access the Delivery Note list, go to:

Home > Stock > Stock Transactions > Delivery Note



## 1. Prerequisites

Before creating and using a Delivery Note, it is advised that you create the following first:

- Sales Order

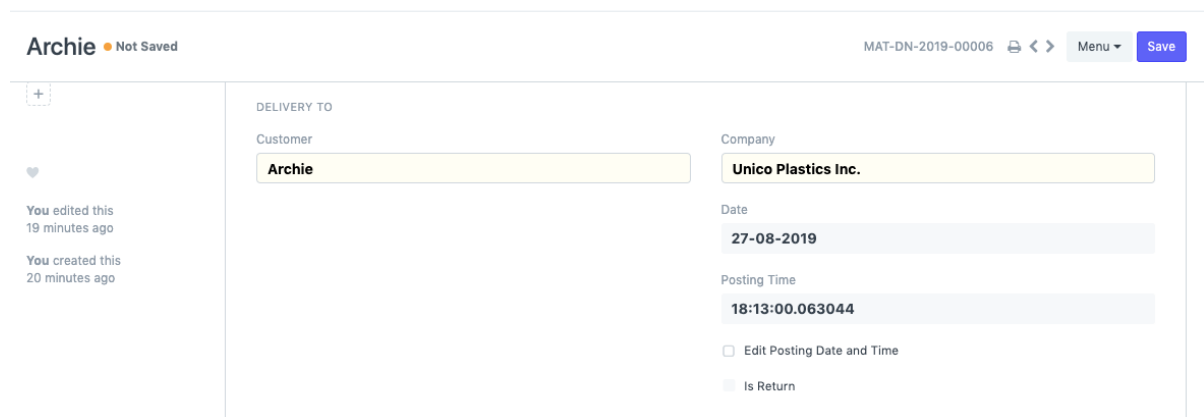
Note: From version-13 onwards we have introduced immutable ledger which changes the rules for cancellation of stock entries and posting backdated stock transactions in DellSuite. Learn more here.

## 2. How to create a Delivery Note

The entry of the Delivery Note is very similar to a Purchase Receipt. It is usually created from a "Submitted" Sales Order (that is not shipped) by clicking on Create > Delivery.

To create a Delivery Note \_manually\_ (not recommended), follow these steps:

1. Go to the Delivery Note list, click on New.
2. The Customer and Item details can be fetched by clicking on 'Get Items from > Sales Order'.
3. The UOM and Rates will be fetched automatically.
4. Save and Submit.



The screenshot shows the Archie web interface for creating a Delivery Note. The header includes the Archie logo, a 'Not Saved' status indicator, and a document ID 'MAT-DN-2019-00006' with navigation icons and a 'Save' button. The main form is titled 'DELIVERY TO' and contains several fields: 'Customer' with the value 'Archie', 'Company' with 'Unico Plastics Inc.', 'Date' with '27-08-2019', and 'Posting Time' with '18:13:00.063044'. There are checkboxes for 'Edit Posting Date and Time' and 'Is Return'. On the left sidebar, there are status indicators: 'You edited this 19 minutes ago' and 'You created this 20 minutes ago'.

To fetch Items from a Sales Order, click on Get Items from > Sales Order. This will open a popup from where you can search for Sales Orders and select one.

You will notice that all the information about unshipped Items and other details are carried over from your Sales Order if you create the Delivery Note from there.

You can also edit the posting date and time, the current date and time are set when you create the Delivery Note.

### 2.1 Statuses

These are the statuses a Delivery Note can be in:

- **Draft:** A draft is saved but yet to be submitted to the system.
- **To Bill:** Yet to be billed using a Sales Invoice.

- **Completed:** Submitted and sent all the Items.
- **Return Issued:** All the Items have been returned.
- **Cancelled:** Cancelled the Delivery Note.
- **Closed:** The purpose of the Close is to manage short-closing. For example, your Customer ordered for 20 qty but closed at 15 qty. The remaining 5 is not to be sent or billed.

## 2.2 Partial Deliveries

When you create a Delivery Note from a Sales Order, the quantities can be changed. So if the Sales Order contains 10 Items to be delivered and you're delivering only 5 this week and the remaining next week, then you can create 2 Delivery Notes in two weeks.

## 2.3 From Pick List

You can create Delivery Notes in bulk, from Pick Lists also. From a submitted Pick List, click on Create -> Delivery Note.

This would create separate Delivery Notes for Sales Orders, grouped by Customer. If a Pick List Item is not linked to a Sales Order (added manually by user), a separate DN would be created for all those items as well.

# 3. Related Actions

## 3.1 Customer Purchase Order Details

You can enter the Customer's Purchase Order number here for Reference.

## 3.2 Address and Contact

- **Shipping Address:** The Customer's address where the Items will be shipped.
- **Contact Person:** If the Customer is an organization, add the Contact person in this field.

For India, the following details can be added for GST:

- Customer GSTIN
- Place of Supply
- Billing Address GSTIN
- Company GSTIN
- Company Address Name

Contacts and Addresses are stored separately so that you can attach multiple Contacts or Addresses to the customer.

### 3.3 Currency and Price List

You can set the currency in which the Deliver Note is to be sent. This is usually fetched if set in the Sales Order. If you set a Pricing List, then the item prices will be fetched from that list. Ticking on Ignore Pricing Rule will ignore the Pricing Rules set in Accounts > Pricing Rule.

Read about Price Lists and Multi-Currency Transactions to know more.

### 3.4 Warehouses

- **Set Source Warehouse:** This is where the Items will be sourced from to send to the Customer.
- **To Warehouse:** In a regular Sales scenario, the Item exits your Warehouse and reaches the Customer. However, if you wish to retain sample stock, enter a Warehouse here.

### 3.5 Items Table

- **Barcode:** You can track Items using barcodes.
- The Item Code, name, description, Image, and Manufacturer will be fetched from the Item master.
- **Scan Barcode:** You can add Items in the Items table by scanning their barcodes if you have a barcode scanner. Read documentation for tracking items using barcode to know more.
- **Discount and Margin:** You can apply a discount on individual Items percentage-wise or the total amount of the Item. Read Applying Discount for more details.
- **Rate:** The Rate is fetched if set in the Price List and the total Amount is calculated.
- **Item Tax Template:** You can set an Item Tax Template to apply a specific Tax amount to this particular Item. To know more, visit this page.
- The Item Weight details per unit and Weight UOM are fetched if set in the Item master.
- **Warehouse and Reference:** The Warehouse from which the Items are sent to the Customer is shown. Also, a Sales Order will be shown if this Delivery Note was the creation flow: 'Sales Order > Deliver Note'.
- **Batch No and Serial No:** If your Item is serialized or batched, you will have to enter Serial Number and Batch in the Items table. You are allowed to enter multiple Serial Numbers in one row (each on a separate line) and you must enter the same number of Serial Numbers as the quantity.



The 'Available Qty at From Warehouse', 'Available Batch Qty at From Warehouse', and 'Installed Qty' will be shown. To know more about installation, visit the Installation Note page.

**Note:** The Item has to be serialized or batched for these features to work. If the Item is serialized a popup will appear where you can enter the Serial Numbers.

- Expense Account is the account from which the amount will be debited. Ticking on 'Allow Zero Valuation Rate' will allow submitting the Delivery Note even if the Valuation Rate of the Item is 0. This can be a sample item or due to a mutual understanding with your Supplier.
- Accounting Dimensions help to tag each transaction with different Dimensions without the need for creating new Cost Centers. You need to create Accounting Dimensions first, to know more, visit this page.
- **Page Break** will create a page break just before this Item when printing.

### 3.6 Tracking Quality Inspection

If for certain Items, it is mandatory to record Quality Inspections (if you have set it in your Item master), you will need to update the "Quality Inspection" field. The system will only allow you to "Submit" the Delivery Note if you update the "Quality Inspection".

After enabling Inspection Criteria in the Item form for Sales and attaching a Quality Inspection Template there, Quality Inspections can be recorded in Delivery Notes.

### 3.7 Taxes and Charges

The Taxes and Charges will be fetched from the Sales Order.

Visit the Sales Taxes and Charges Template page to know more about taxes.

The total taxes and charges will be displayed below the table.

To add taxes automatically via a Tax Category, visit this page.

Make sure to mark all your taxes in the Taxes and Charges table correctly for an accurate valuation.

#### *Shipping Rule*

A Shipping Rule helps set the cost of shipping an Item. The cost will usually increase with the distance of shipping. To know more, visit the Shipping Rule page.

### 3.8 Additional Discount

Any additional discounts to the whole order can be set in this section. This discount could be based on the Grand Total i.e., post tax/charges or Net total i.e., pre tax/charges. The additional discount can be applied as a percentage or an amount. Read [Applying Discount](#) for more details.

### 3.9 Terms and Conditions

In Sales/Purchase transactions there might be certain Terms and Conditions based on which the Supplier provides goods or services to the Customer. You can apply the Terms and Conditions to transactions to transactions and they will appear when printing the document. To know about Terms and Conditions, [click here](#)

### 3.10 Transporter Information

If you outsource transporting Items to their delivery location, the transporter details can be added. This is not the same as drop shipping.

- **Transporter:** The Supplier who will transport the Item to your Customer. The transporter feature should be enabled in the Supplier master to select the Supplier here.
- **Driver:** You can add a Driver here who will drive the mode of transport.

The screenshot displays the Archie software interface for a Delivery Note. The breadcrumb trail at the top reads: Stock > Delivery Note > MAT-DN-2019-00009. A search bar contains the text "Search or type a command (Ctrl + G)". The Archie logo and a "Return" button are on the left. A top navigation bar includes buttons for "Create", "View", "Status", and navigation arrows, along with a "Cancel" button. The main form is titled "Transporter Info" and is divided into two columns. The left column contains fields for "Transporter" (Fast Transport Ltd.), "GST Transporter ID" (5051), "Driver" (HR-DRI-2019-00001), "Transport Receipt No" (1234), "Vehicle No" (MH-00), and "Distance (in km)" (30). The right column contains fields for "Transporter Name" (Fast Transport Ltd.), "Mode of Transport" (Road), "Driver Name" (Mamu), "Transport Receipt Date" (27-08-2019), and "GST Vehicle Type" (Regular).

Transporter Info	
Transporter	Transporter Name
Fast Transport Ltd.	Fast Transport Ltd.
GST Transporter ID	Mode of Transport
5051	Road
Driver	Driver Name
HR-DRI-2019-00001	Mamu
Transport Receipt No	Transport Receipt Date
1234	27-08-2019
Vehicle No	GST Vehicle Type
MH-00	Regular
Distance (in km)	
30	

The following details can be recorded:

- Distance in km
- Mode of Transport whether road, air, rail, or ship.

For India, GST:

- GST Transporter ID
- Transport Receipt No
- Vehicle No The GST Vehicle Type can be changed

The Transport Receipt Date and Driver Name will be fetched.

### 3.11 More Information

The Delivery Note can be linked to the following for tracking purposes:

- Project
- Campaign
- Source

### 3.11 Printing Settings

#### *Letterhead*

You can print your Delivery Note on your company's letterhead. Know more [here](#).

'Group same items' will group the same items added multiple times in the Items table. This can be seen when your print.

#### *Print Headings*

Purchase Receipt headings can also be changed when printing the document. You can do this by selecting a **Print Heading**. To create new Print Headings go to: Home > Settings > Printing > Print Heading. Know more [here](#).

There are additional checkboxes for printing the Delivery Note without the amount, this might be useful when the Item is of high value. You can also group the same Items in one row when printing.

### 3.12 Status

The status of the document and installation percentage is shown here. Any additional instructions for delivery can be entered here.

### 3.13 Commission

If the sale took place via one of your Sales Partners, you can add their commission details here. This is usually fetched from the Sales Order.

### 3.14 Sales Team

**Sales Persons:** DellSuite allows you to add multiple Sales Persons who may have worked on this deal.

This is usually fetched from a Sales Order, for example:

Innovative Chemicals Inc. Draft

Get Items From < > Print ... Submit

No.	Sales Person	Contribution (%)	Contribution to Net T...	Commission Rate	Incentives	
1	Grace Gibson	30	\$ 18,000.00		\$ 180.00	Edit
2	Bella Alsop	30	\$ 18,000.00		\$ 180.00	Edit
3	John Lee	40	\$ 24,000.00		\$ 240.00	Edit

Add Row

### 3.15 Shipping Packets or Items with Product Bundle

If you are shipping Items that have a Product Bundle, DellSuite will automatically create a "Packing List" table for you based on the sub-Items in that Item.

If your Items are serialized, then for Product Bundle type of Items, you will have to update the Serial Number in the "Packing List" table.

### 3.16 Packing Items into Cases, for Container Shipment

If you are doing making the delivery via container shipment or by weight, then you can use the Packing Slip to break up your Delivery Note into smaller units. To know more about a Packing Slip, visit this page. go to:

You can create multiple Packing Slips for your Delivery Note and DellSuite will ensure that the quantities in the Packing Slip do not exceed the quantities in the Delivery Note. Note that you can create a Packing Slip from a Delivery Note only when the Delivery Note is in the Draft stage.

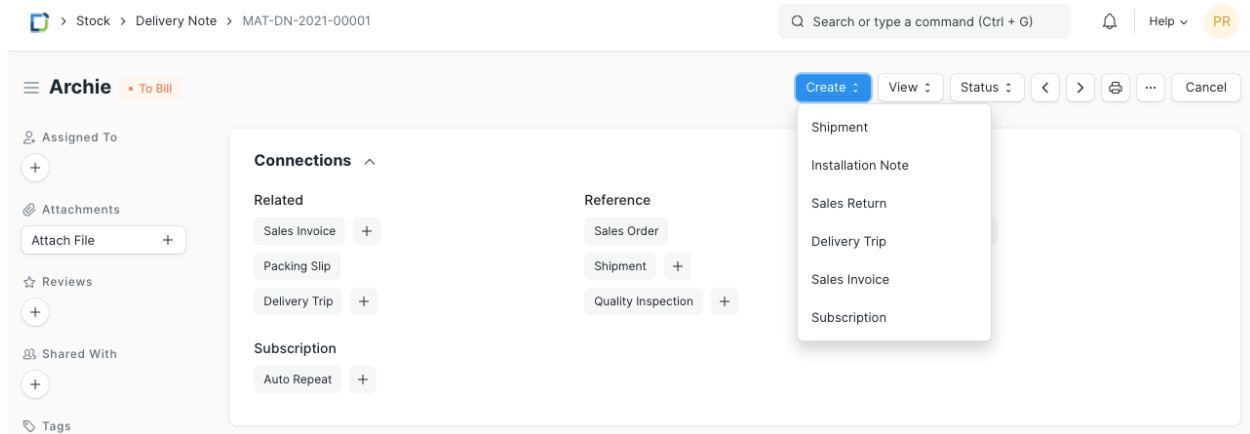
### 3.17 After Submitting

When the Delivery Note is submitted, a Stock Ledger Entry is made for each Item and stock is updated. Pending Quantity in the Sales Order is updated (if applicable).

The Dashboard will show the following options:

- Installation Note
- Sales Return

- Delivery Trip
- Sales Invoice



Tip: To disallow the creation of Delivery Notes without a Sales Order against it:

### 3.18 Returning a Sales Order

Once you've delivered a Sales Order using a Delivery Note, you can create a return entry in case the Customer returns the Item. To know more, visit the Sales Return page.

### 3.19 Skipping Delivery Note

If you don't want to create a Delivery Note after a Sales Order and directly want to create a Sales Invoice, enable the feature for it in Selling Settings.

## Pick List

**A Pick List is a document that indicates which items should be taken from your inventory to fulfill orders.**

This is particularly useful for shippers with a large amount of inventory, volume of orders, or customers ordering many Stock Keeping Unit(SKU). Pick list selects Warehouse where an Item is available on FIFO (First-In-First-Out) basis. Selection of Warehouse for a batched item is different. In case of batched items, Warehouse where the batch is nearer to its expiry will be selected.

To access Pick List, go to:

Home > Stock > Stock Transactions > Pick List

## 1. Prerequisites

Before creating and using a Pick List, it is advised that you create the following first:

- Stock Item
- Warehouse

## 2. How to create Pick List

1. Go to the Pick List, click on New.

≡ **New Pick List** • Not Saved Save

Series \* STO-PICK-YYYY- ↕

Company \* Unico Plastics Inc.

Parent Warehouse All Warehouses - UP

Items under this warehouse will be suggested

Get Item Locations

Purpose Material Transfer ↕

Material Request

Item Locations

<input type="checkbox"/>	No.	Item	Warehouse	Qty	Stock Qty	Picked Qty	
<input type="checkbox"/>	1	Flask 1L	Stores - UP	1	1.000	1.000	<span>✎ Edit</span>
<input type="checkbox"/>	2	• Lunch box	Stores - UP	1	1	1	<span>✎ Edit</span>

Add Row

2. Set the Company.
3. Select the Purpose of Pick List. These are the options under Purpose:
  - **Delivery:** This option will let you add Items from a Sales Order, to deliver. After submitting Pick List a new Delivery Note can be created based on the Warehouse from which items were picked.
  - **Material Transfer for Manufacture:** This will let you select a Work Order from which raw materials will be pulled for picking. You will be presented with an option to select the number of finished goods for which you want to pick raw materials. After picking the stock you can create Stock Entry for the picked items i.e., raw materials.
  - **Material Transfer:** This will let you select a Material Request for which you want to pick items. After picking the stock you can create a Stock Entry for the picked items.
4. Add Item and the quantity you want to pick in the Item Locations table. Click on **Get Item Locations** to get the Warehouse and other details for each Item.
5. **Parent Warehouse:** If a parent Warehouse is selected, Warehouses only under that parent Warehouse will be suggested.
6. **Get Item Locations:** Once items to be picked is finalized you can click on the **Get Item Locations** button to get Warehouse selection for each item. Since Warehouse will be

automatically fetched if you get an Item from any reference document, this button can be useful to manually add additional Items or change the quantity of existing Items in the Item Locations table.

7. **Item Locations:** This will have the information of the item location (Warehouse), Serial Number for serialized items and batch no for batched items.

≡

STO-PICK-2021-00002

• Draft

<

>

🖨

⋮

Submit

You created this  
2 minutes ago

Item Locations

<input type="checkbox"/>	No.	Item	Warehouse	Qty	Stock Qty	Picked Qty	
<input type="checkbox"/>	1	• Flask 1L	Stores - UP	1	1	1	<a href="#">Edit</a>
<input type="checkbox"/>	2	• Lunch box	Stores - UP	1	1	1	<a href="#">Edit</a>
<input type="checkbox"/>	3	• Infuser bottle 500	Stores 2 - UP	10	10	10	<a href="#">Edit</a>

Add Row

If Serial Numbers are involved, the Item row will look like this:

> Stock > Pick List > STO-PICK-2021-00002

≡ STO-PICK-2021-00002

Editing Row #3

📄

Insert Below

Insert Above

📄 Duplicate

Move

▼

Warehouse

Stores 2 - UP

Quantity

Qty

10.000

Stock Qty

10

Picked Qty

10.000

UOM

Nos

UOM Conversion Factor

1

Stock UOM

Nos

Serial No and Batch

Serial No

INB0000100001  
INB0000100002  
INB0000100003  
INB0000100004  
INB0000100005  
INB0000100006  
INB0000100007  
INB0000100008

## 8. Save and Submit.

≡

STO-PICK-2021-00002

Submitted

Update Current Stock

Create

<

>

Print

...

Cancel

Assigned To

+

Attachments

Attach File

+

Reviews

+

Shared With

+

Tags

Add a tag ...

0

0

FOLLOW

You edited this just now

You created this 3 minutes ago

Connections

Company

Unico Plastics Inc.

Parent Warehouse

All Warehouses - UP

Purpose

Material Transfer

Items under this warehouse will be suggested

Item Locations

<input type="checkbox"/>	No.	Item	Warehouse	Qty	Stock Qty	Picked Qty	
<input type="checkbox"/>	1	Flask 1L	Stores - UP	1	1	1	Edit
<input type="checkbox"/>	2	Lunch box	Stores - UP	1	1	1	Edit
<input type="checkbox"/>	3	Infuser bottle 500	Stores 2 - UP	10	10	10	Edit

Add Row

## 2.1 Create Pick List from a Sales Order

1. Go to a Sales Order.
2. Click on the **Create** button on the top right of the form and then click the **Pick List** option.
3. Once you click Pick List, all the data required for Pick List will be fetched from the Sales Order.
4. Alternatively, you can create a new Pick List and click on "Get Items". This would show a popup of all pending Sales Orders.
  1. You should be able to see the Item Locations Table with the Warehouse selected for each item.
  2. Save this document and it can be used for stock picking by the person performing this activity.
  3. Submit the document once the stock picking is done and picked item quantities are updated in the document.

**Note:** > > - Pick list can only be created for Sales Orders which has '% picked' < 100 > -  
A **Delivery Note** can be created only if the Pick List is submitted.

## 2.2 Create Pick List from a Work Order

1. Go to a Work Order.
2. Click **Create Pick List** button.
3. You'll see the dialog box asking for the quantity of Finished Goods Item. This is required to calculate the number of raw material items required to manufacture the entered



quantity of Finished Goods Item.

The screenshot shows the 'Moto G In Process' screen in a manufacturing software. A modal titled 'Select Quantity' is open, prompting the user to enter the 'Qty for Material Transfer for Manufacture'. The input field contains the number '25', and a 'Max: 78' label is visible below it. The modal has 'Close' and 'Create' buttons. In the background, the main screen displays a dashboard with a progress bar showing '0 Items produced, 22 Items in progress'. Below this, there are sections for 'Pick List' (4 items), 'Stock Entry' (2 items), and 'Job Card'. A detailed view of the 'Moto G: Moto G 2nd Gen' item is shown, including its status ('In Process'), item name, BOM No ('BOM-Moto G-002'), company ('Unico Plastics'), and quantities ('Qty To Manufacture: 100', 'Material Transferred for Manufacturing: 22', 'Manufactured Qty: 0').

4. You should be able to see the Item locations table with the Warehouse selected for each raw material item.
5. Save this document and then this document can be forwarded to the person who is picking the stock.
6. Submit the document once the stock picking is done and the picked item is updated in the document accordingly.

**Note:** > > - Pick list can only be created for Work Orders that are still in the state of 'Not Started' or 'In Progress'. > - A **Stock Entry** can be created only after the Pick List is submitted.

## 2.3 Create Pick List from Material Request

1. Go to a Material Request.
2. Click on **Create** button and then click **Pick List** option.
3. You should be able to see the Item Locations table with the Warehouse selected for each item in Material Request.
4. Save this document and then this document can be forwarded to the person picking the stock.
5. Submit the document once the stock picking is done and the picked item is updated in the document accordingly.

**Note:** > > - Only Material Requests with type 'Material Transfer' can be used for Pick List creation. > - A **Stock Entry** of type 'Material Transfer' can be created after the Pick List is submitted.

## 3. Features

### 3.1. Update Current Stock

If a Pick List is outdated, there could be a shift in stock availability by the time a Delivery Note or Stock Entry is created against it. Clicking **Update Current Stock** will update the quantities and warehouses in the Item Locations table.

**Note:** This button is visible as long as there are no Delivery Notes or Stock Entries against the Pick List.

### 3.2 Barcode Scanning

Pick list supports barcode scanning, introducing two check boxes. **Scan Mode**, and **Prompt Qty**.

**Scan Mode:** Scan Mode in DellSuite's Pick List feature is designed to streamline and verify the item-picking process in a warehouse or store environment. When using Scan Mode, users can scan barcodes on items to confirm that they are picking the correct products according to the Picklist. This mode is particularly useful for ensuring accuracy and efficiency during the picking process.

**Prompt Qty:** When enabled, instead of incrementing the scanned items qty by 1, a dialog will prompt the user to enter a qty to increment by.

## 4. Pick Manually

In the pick list, if a user manually selects batches, the system overrides the changes upon saving the pick list. To solve this issue added a checkbox 'Pick Manually' in the pick list. If this checkbox is enabled, the system will not override the user's changes in the pick list.

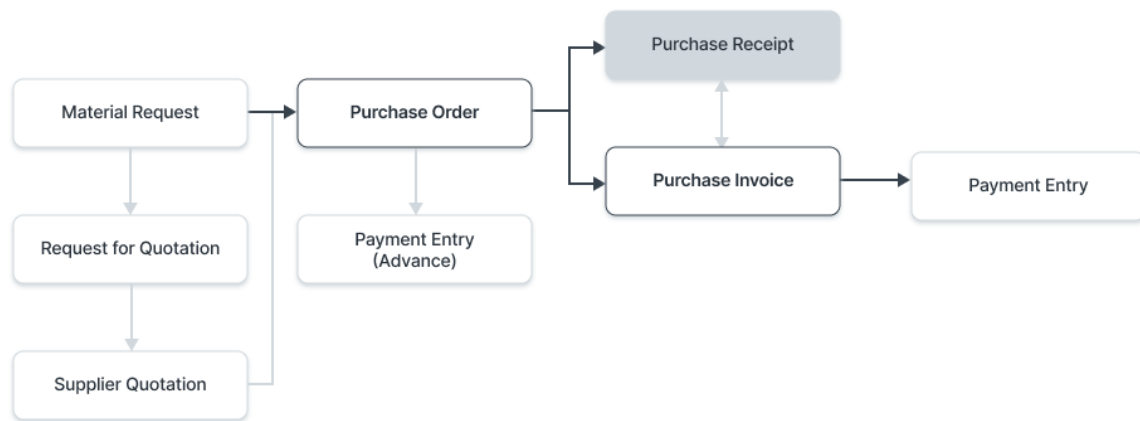
## Purchase Receipt

**Purchase Receipts are made when you accept Items from your Supplier usually against a Purchase Order.**

You can also accept Purchase Receipts directly without the need for a Purchase Order. To do this, set Purchase Order Required as "No" in Buying Settings.

To access the Purchase Receipt list, go to:

Home > Stock > Stock Transactions > Purchase Receipt



## 1. Prerequisites

Before creating and using a Purchase Receipt, it is advised that you create the following first:

- Purchase Order

Note: From version-13 onwards we have introduced immutable ledger which changes the rules for cancellation of stock entries and posting backdated stock transactions in DellSuite. Learn more [here](#).

## 2. How to create a Purchase Receipt

A Purchase Receipt is usually created from a Purchase Order. In the Purchase Order, click on Create > Purchase Receipt.

To create a Purchase Receipt manually (not recommended), follow these steps:

1. Go to the Purchase Receipt list, click on New.
2. The Supplier name and the Items can be fetched from the Purchase Order by clicking on 'Get Items from > Purchase Order'.
3. You can set the Accepted Warehouse for all items in this Purchase Receipt. This is fetched if set in Purchase Order.
4. In case any Items are defective, set the Rejected Warehouse where those Items will be stored.
5. Select the Item and enter the quantity in the Items table.
6. The rate will be fetched and the amount will be calculated automatically.
7. You can expand the item row to change the Accepted Warehouse for an Item.
8. Save and submit.

NS Foundries

Draft

Get Items From

<

>

...

Submit

Accepted Warehouse

Stores - UP

Sets 'Accepted Warehouse' in each row of the Items table.

Raw Materials Consumed

No

Rejected Warehouse

Rejected Items - UP

Sets 'Rejected Warehouse' in each row of the Items table.

Items

<input type="checkbox"/> No.	Item Code	Accepted Quantity	Rate	Accepted Warehouse	
<input type="checkbox"/> 1	Melting pot 30L	3	\$ 1,155.00	Stores - UP	<a href="#">Edit</a>

Add Multiple

Add Row

Download

Upload

You can also add a 'Supplier Delivery Note' to the Purchase Receipt if your Supplier has added some notes. Using the 'Edit Posting Date and Time' checkbox you can edit the posting time and date of the Purchase Receipt. By default, the date and time are set when you click on the New button.

Is Return: Tick this checkbox if you're returning Items that were not accepted to your Warehouse.

## 2.1 Statuses

These are the statuses a Purchase Receipt can be in:

- **Draft:** A draft is saved but yet to be submitted to the system.
- **To Bill:** Yet to be billed using a Purchase Invoice.
- **Completed:** Submitted and received all the Items.
- **Return Issued:** All the Items have been returned.
- **Cancelled:** Cancelled the Purchase Receipt.
- **Closed:** The purpose of the Close is to manage short-closing. For example, you ordered 20 qty, but closing at 15 qty. The remaining 5 is not to be received or billed.

## 3. Features

### 3.1 Currency and Price List

The currency of the Purchase Receipt is shown in this section, it is fetched from the Purchase Order. The item prices will be fetched from the set Price list. Ticking on Ignore Pricing Rule will ignore the Pricing Rules set in Accounts > Pricing Rule.

Since the incoming Item affects the value of your inventory, it is important to convert it into your base currency if you have ordered in another Currency. You will need to update the Currency Conversion Rate if applicable.

Read about Price Lists and Multi-Currency Transactions to know more.

### 3.2 Warehouse details

The following Warehouses set will apply to all Items in the Items table of the Purchase Receipt. You can change the Warehouses for individual Items via the table.

- **Accepted Warehouse:** This is the Warehouse in which you'll accept and store the incoming Items. Usually, this is the 'Stores' Warehouse.
- **Rejected Warehouse:** This is the Warehouse in which you'll keep the rejected Items which were either defective or not up to the quality mark.

#### *Subcontracting*

- **Raw Materials Consumed:** In case you're subcontracting, select 'Yes' to consume the Raw Materials from the vendor. Read Subcontracting to know more.

### 3.3 Items table

- **Barcode:** You can track Items using barcodes.
- **Scan Barcode:** You can add Items in the Items table by scanning their barcodes if you have a barcode scanner. Read documentation for tracking items using barcode to know more.
- The Item Code, name, description, Image, and Manufacturer will be fetched from the Item master.
- **Received and Accepted:** Set the received, accepted and rejected quantity. The UoM is fetched from the Item master. You will need to update the "UOM Conversion Factor" if your Purchase Order for an Item is in a different Unit of Measure (UOM) than what you stock (Stock UOM).

The screenshot shows a web application interface for editing a purchase receipt row. The main form is titled 'Editing Row #1' and contains the following fields:

- Item Code \***: Melting pot 30L
- Item Name \***: Melting pot 30L
- Description**: (Dropdown menu)
- Received and Accepted** section:
  - Received Quantity \***: 3.000
  - Accepted Quantity**: 2.000
  - Rejected Quantity**: 1.000
- UOM \***: Nos
- Stock UOM \***: Nos
- Conversion Factor \***: 1.000
- ☐ **Retain Sample**

At the top of the form, there are buttons: 'Insert Below', 'Insert Above', 'Duplicate', 'Move', and a dropdown arrow. The background shows a navigation bar with 'NS Foundries' and a search bar.

- **Rate:** The Rate is fetched if set in the Price List and the total Amount is calculated.
- **Item Tax Template:** You can set an Item Tax Template to apply a specific Tax amount to this particular Item. To know more, visit this page.
- The Item Weight details per unit and Weight UOM are fetched if set in the Item master.
- **Warehouse and Reference:** You can set the accepted and rejected Warehouses and also add a Quality Inspection, see next section.
- **Serial No, Batch No, and BOM:** If your Item is serialized or batched, you will have to enter Serial Number and Batch in the Items table. You are allowed to enter multiple Serial Numbers in one row (each on a separate line) and you must enter the same number of Serial Numbers as the quantity.

There are separate fields for entering Serial Numbers of both accepted and rejected Items here. A Batch Number can also be set if you're storing a batch of plastic medicines for example.

Ticking on 'Allow Zero Valuation Rate' will allow submitting the Purchase Receipt even if the Valuation Rate of the Item is 0. This can be a sample item or due to a mutual understanding with your Supplier.

- You can link a BOM here if the Item is being subcontracted. Linking the BOM here will affect the Stock ledger, i.e. the raw material stock will be deducted from the Supplier Warehouse.

**Note:** The Item has to be serialized or batched for these features to work. If the Item is serialized a popup will appear where you can enter the Serial Numbers.

- Accounting Dimensions help to tag each transaction with different Dimensions without the need for creating new Cost Centers. You need to create Accounting Dimensions first, to know more, visit this page.
- Page Break will create a page break just before this item when printing.

### 3.4 Tracking Quality Inspection

If for certain Items, it is mandatory to record Quality Inspections (if you have set it in your Item master), you will need to update the "Quality Inspection" field. The system will only allow you to "Submit" the Purchase Receipt if you update the "Quality Inspection".

After enabling Inspection Criteria in the Item form for Purchase and attaching a Quality Inspection Template there, Quality Inspections can be recorded in Purchase Receipts.

To know more, visit the Quality Inspection page.

MAT-QA-2019-00006 • Submitted

Menu

Cancel

Quality Inspection Template

Shaving Brush Inspection

Readings

<input type="checkbox"/>	Parameter	Acceptance Criteria	Readi...	Readi...	Readi...	Status	
<input type="checkbox"/>	1 Check for cracks	No cracks				Accepted	▼
<input type="checkbox"/>	2 Bristle seperation	Bristles are well sep...				Accepted	▼

### 3.5 Raw Materials Consumed

- The **Consumed Items** table contains the Raw Materials consumed by the Supplier in order to receive the Finished Item.

- The **Get Current Stock** button will fetch the current stock of the Consumed Items from the Supplier Warehouse.

RK chemicals

Draft

Get Items From

<

>

...

Submit

Raw Materials Consumed

Get Current Stock

Consumed Items

<input type="checkbox"/>	No.	Item Code	Description	Raw Material Item Co...	Required Qty	Current Stock	
<input type="checkbox"/>	1	Plastic cane small	Raw plastic crystals	Raw plastic crystals	4	0	Edit

Add Row

### 3.6 Taxes and Valuation

The Taxes and Charges will be fetched from the Purchase Order.

Visit the Purchase Taxes and Charges Template page to know more about taxes.

The total taxes and charges will be displayed below the table.

To add taxes automatically via a Tax Category, visit this page.

Make sure to mark all your taxes in the Taxes and Charges table correctly for an accurate valuation.

#### *Shipping Rule*

A Shipping Rule helps set the cost of shipping an Item. The cost will usually increase with the distance of shipping. To know more, visit the Shipping Rule page.

### 3.7 Additional Discount

Any additional discounts to the whole order can be set in this section. Read Applying Discount for more details.

### 3.8 More Information

The Status of the Purchase Receipt is shown here and at the top. The various statuses are: Draft, To Bill, Completed, Canceled, and Closed. This section also shows % Amount Billed, i.e. the percentage of amount for which Sales Invoices are created.

### 3.9 Printing Settings

#### *Letterhead*

You can print your Purchase Receipt on your company's letterhead. Know more here.



'Group same items' will group the same items added multiple times in the items table. This can be seen when you print.

### Print Headings

Purchase Receipt headings can also be changed when printing the document. You can do this by selecting a **Print Heading**. To create new Print Headings go to: Home > Settings > Printing > Print Heading. Know more here.

### 3.10 After Submitting

A Stock Ledger Entry is created for each Item adding the Item in the Warehouse by the "Accepted Quantity" If you have rejections, a Stock Ledger Entry is made for each Rejection. The "Pending Quantity" is updated in the Purchase Order.

After submitting the Purchase Receipt, the following can be created:

- Purchase Return
- Stock Entry
- Purchase Invoice
- Retaining Sample Stock

The screenshot displays the 'Mark welders' software interface. On the left, there is a sidebar with navigation options: 'Assigned To', 'Attachments' (with an 'Attach File' button), 'Reviews', 'Shared With', and 'Tags' (with an 'Add a tag ...' button). The main area is titled 'Connections' and contains sections for 'Related' (Purchase Invoice, Landed Cost Voucher, Asset), 'Reference' (Purchase Order, Quality Inspection, Project), and 'Subscription' (Auto Repeat). A 'Create' dropdown menu is open, showing options: 'Purchase Return', 'Make Stock Entry', 'Purchase Invoice', 'Retention Stock Entry', and 'Subscription'. At the bottom, there are input fields for 'Supplier' (Mark welders) and 'Date' (04-21-2021).

### 3.11 Returning a Purchase Order

Once you've received a Purchase Order using a Purchase Receipt, you can create a return entry in case the Item needs to be returned to the Supplier. To know more, visit the Purchase Return page.

### 3.12 Skipping Purchase Receipt

If you don't want to create a Purchase Receipt after a Purchase Order and directly want to create a Purchase Invoice, enable the feature for it in Buying Settings.

---

### *Changing the value of Items post Purchase Receipt:*

Sometimes, certain expenses that add to the total of your purchased Items are known only after a while. Common example is, if you are importing the Items, you will come to know of Customs Duty, etc only when your "Clearing Agent" sends you a bill. If you want to attribute this cost to your purchased Items, you will have to use the Landed Cost Voucher. Why "Landed Cost"? Because it represents the charges that you paid when it landed in your possession.

## Delivery Trip

**A Delivery Trip records Customer Deliveries in one vehicle.**

Multiple stops can also be added and Submitted Delivery Note can be tagged per Customer.

### 1. How to create a Delivery Trip

A Delivery Trip can be created from a Delivery Note by clicking on 'Create > Delivery Trip'.

1. Go to: **Stock > Stock Transactions > Delivery Trip > New**
2. Select the Driver and Vehicle, create both if not present.
3. Set the date, departure date and time.
4. Add customers for delivery stops, the address will be fetched if already set. Customers can also be fetched by clicking on 'Get customers from > Delivery Note'. Additional Delivery Stops can be added by clicking on the Add Row button before submitting:

**Benny** • Draft

Get customers from > < > ... Submit

#### Delivery Stops

Delivery Stop

<input type="checkbox"/>	No.	Customer	Address Name	Lock	Delivery Note	Estimated Arrival	
<input type="checkbox"/>	1	Jerry	Jerry-Billing	<input type="checkbox"/>	MAT-DN-2021-00006	04-29-2021 20:11:22	Edit

**Add Row**

Calculate Estimated Arrival Times  
Use Google Maps Direction API to calculate estimated arrival times

Optimize Route  
Use Google Maps Direction API to optimize route

5. Save and submit.

## 2. Features

### 2.1 Calculate Estimated Arrival Times

If the Customer address and the Driver address are set, you can calculate the estimated arrival time for the deliveries. This data is fetched from Google Maps.

### 2.2 Optimize Route

Using Google Maps, the best route for the deliveries will be calculated.

## Packing Slip

**A packing slip is a document that lists the items in a shipment.**

It is usually attached to the goods delivered.

From a single Delivery Note, multiple Packing Slips can be created. It is useful when the shipment is packed in different boxes. Each box can have a weight and number of Items it contains. For example, if you're shipping 20 chairs in 4 boxes, each box can contain 5 chairs with different Packing Slips for each box.

To access the Packing Slip list, go to:

Home > Stock > Tools > Packing Slip

Note: In order to create Packing Slips from a Delivery Note, the Delivery Note needs to be in the Draft stage.

## 1. Prerequisites

Before creating and using a Packing Slip, it is advised that you create the following first:

- Delivery Note

## 2. How to create a new Packing Slip

Usually, you should create a Packing Slip from a Delivery Note when it is in the Draft stage, however, if you want to create a Packing Slip manually, follow these steps.

1. Go to the Packing Slip list, click on New.
2. Select the Delivery Note.
3. Enter the From Package No of this Packing Slip.
4. Click on the Get Items button to fetch the Items and Quantities into the Items table.
5. Save.

Most of these details will be fetched if you create the Packing Slip from the Delivery Note.

MAT-PAC-2021-00001

Draft

<>🖨️⋮Submit

Shared With

+

Tags

Add a tag ...

From Package No. \*

1

Identification of the package for the delivery (for print)

To Package No.

1

If more than one package of the same type (for print)

Get Items

Items

No.	Item Code	Item Name	Quantity	Net Weight	Page Br...	
<input type="checkbox"/>	1	penB: Pen Blue	Pen Blue	10	26	<input type="checkbox"/> Edit
<input type="checkbox"/>	2	Plastic Cane	Plastic Cane	10	42	<input type="checkbox"/> Edit
<input type="checkbox"/>	3	Shaving Brush	Shaving Brush	10	15	<input type="checkbox"/> Edit

Add Row

### 1.1 Additional options when creating a Packing Slip

**To Package No:** If there are multiple packages of the same type to be shipped at once then set the From and To Package numbers. For example, package numbers 1 to 5 in one Packing Slip, then package numbers 6 to 10 in the next Packing Slip and so on. This will be shown if you print then Packing Slip. Note that this will only work if you Shipment has that many quantities of the Items.

## 2. Features

## 2.1 Items table

- If this is a Batched Item, you'll have to select the Batch Number.

- The Quantity, UoM, Net Weight, and Weight UoM will be fetched from the Delivery Note.
- Page Break will create a page break just before this item when printing.

## 2.2 Package weight details

These details will be shown when printing the Packing Slip.

**Net Weight:** This is calculated as the sum of weights of all Items in the table. **Gross Weight:** This is the final total weight including the weight of the packing materials used. **Gross Weight UOM:** A UoM can be set here for the final weight of the product.

## 2.3 Letterhead

You can print your Packing Slip on your company's letterhead. Know more [here](#).

# Putaway Rule

**A Putaway Rule defines a Warehouse Assignment Strategy for incoming stock.**

A Putaway Rule is uniquely defined for an Item-Warehouse combination in a Company. It takes Warehouse Capacity and Priority into consideration.

In **Purchase Receipts** and **Stock Entries** (Material Receipt & Material Transfer), the Putaway Rules are applied and Items are **auto-assigned** to Warehouses based on the given strategy.

This is particularly useful for capacity management in large Warehouses with multiple locations.

To access a Putaway Rule, go to:

Home > Stock > Stock Transactions > Putaway Rule

## 1. Prerequisites

Before creating and using a Putaway Rule, it is advised that you create the following first:

- Stock Item
- Warehouse

## 2. How to create a Putaway Rule

1. Go to the Putaway Rule list, click on New.

**Mineral Water** • Not Saved Save

Item <b>Mineral Water</b>	Company <b>Unico Plastics Inc.</b>
Item Name <b>Mineral Water</b>	Capacity <b>480.000</b>
Warehouse <b>Finished Goods - UPI</b>	UOM 
Priority <b>1</b>	Conversion Factor <b>1</b>
	Stock UOM <b>Nos</b>
	Capacity in Stock UOM <b>480</b>

- 2.
3. Set the Company and Select an Item.
4. Select the Warehouse on which this rule is applicable.
5. Set the Capacity. You can also select a UOM if you want to set the Capacity in a different UOM. The Capacity in Stock UOM will be set automatically.

**Mineral water** • Not Saved < > ⌂ ... Save

Assigned To  
+

Attachments  
Attach File +

Reviews  
+

Shared With  
+

Tags  
Add a tag ...

0 • 0 FOLLOW

☐ Disable

Item *	Company *
<b>Mineral water</b>	<b>Unico Plastics Inc.</b>
Item Name	Capacity *
Mineral water	480.000
Warehouse *	UOM
<b>Finished Goods - UP</b>	<b>Carton</b>
Priority	Conversion Factor
1	12
	Stock UOM
	Nos
	Capacity in Stock UOM
	5,760

6. Set the Priority. This can begin from 1 onwards, 1 being the highest priority.
7. Save.
8. You can additionally Disable a Putaway Rule as well.

The rule is unique to each Item-Warehouse combination.

### 3. How Putaway is strategized

1. Here the strategy is purely based on **Capacity** and **Priority**.
2. Warehouses will be auto-assigned until they reach full capacity.

3. Priority will be considered first. Followed by free space. If two rules have the same priority, the rule with more free space available will be assigned.
4. If you are running at full capacity (no free space in any Warehouse), DellSuite will let you know.

## 4. How it works

As mentioned before, the Putaway Rules are applied on **Purchase Receipts** and **Stock Entries** (Material Receipt & Material Transfer).

A checkbox called **Apply Putaway Rule** will allocate items to Warehouses based on the Putaway Rules.

≡ **New Purchase Receipt** • Not Saved Get Items From : Save

Series \* MAT-PRE-YYYY.- Date \* 04-22-2021

Supplier \* Bill waters Posting Time \* 08:15:59

Supplier Delivery Note America/Los\_Angeles

☐ Edit Posting Date and Time

☐ **Apply Putaway Rule**

☐ Is Return

Address and Contact ▾

Putaway Rules are applied on checking this checkbox. They are also re-applied on save if this checkbox is enabled.

Let us see the same in action:

1. Here is a Purchase Order with a requirement of 5 Cartons (60 Nos) of Mineral Water.

≡ **Bill waters** • Draft Get Items From : Tools : < > ⌂ ... Submit

No.	Item Code	Required By	Quantity	UOM	Rate	Amount	
1	Mineral water	04-30-2021	5	Carton	\$ 3.00	\$ 15.00	Edit

Add Multiple Add Row Download Upload

2. Two active Putaway Rules have been created below with capacity 4 Cartons (48 Nos) each. One has a higher priority than the

other.

≡ Putaway Rule

List View

↺

⋮

+ Add Putaway Rule

Filter By

Assigned To

Created By

Edit Filters

Tags

Show Tags

Name

Item

Warehouse

Unico Plastics Inc.

1 filter

Last Modified On

<input type="checkbox"/>	<input type="checkbox"/>	Item	Status	Priority	Capacity	Warehouse	Name	2 of 2
<input type="checkbox"/>	<input type="checkbox"/>	Mineral water	• Active	1	4	Finished Good...	PUT-0005	- now 0
<input type="checkbox"/>	<input type="checkbox"/>	Mineral water	• Active	2	4	Stores 2 - UP	PUT-0006	- now 0

3. A Purchase Receipt is created from this Purchase Order.
4. On checking **Apply Putaway Rule**, one row of 5 Cartons is split and assigned according to the rules.
5. First, 4 out of 5 Cartons are accommodated in the 'Finished Goods - UPI' Warehouse. Once this Warehouse is at capacity, it assigns the rest (1 Carton) to the 'Stores - UPI' Warehouse.

## 5. Warehouse Capacity Summary

The **Warehouse Capacity Summary** Report shows Warehouse capacities and their respective stock levels.

Only Warehouses having Putaway Rules will be listed here. The **Edit Capacity** button gives provision to edit the Putaway Rule capacity.

Warehouse Capacity Summary

Refresh

Unico Plastics Inc.

Warehouse

Item

Parent Warehouse

Capacity (Stock UOM)

Warehouse	Item	Stock Capacity	Balance Stock Qty	% Occupied	
Stores - UP	Plastic beads	1800	55	<div></div> 3%	Edit Capacity
Dock - UP	Plastic beads	80	0	<div></div> 0%	Edit Capacity
Stores 3 - UP	Plastic beads	25	15	<div></div> 60%	Edit Capacity
Stores 2 - UP	Plastic beads	25	25	<div></div> 100%	Edit Capacity
Finished Goods - UP	Mineral water	4	0	<div></div> 0%	Edit Capacity
Stores 2 - UP	Mineral water	4	0	<div></div> 0%	Edit Capacity



## 6. Types of Putaway Application

### 6.1. Direct Putaway

1. The example in the previous section explains **Direct Putaway**.
2. It is, essentially, directly assigning incoming stock to certain Warehouses based on a strategy.
3. This can easily be exercised via a Purchase Receipt.

### 6.2. Indirect (Combined) Putaway

1. Stock is often received into **temporary** or **staging** Warehouses first.
2. From here it is placed into appropriate locations within the Warehouse.
3. This is called **Indirect or Combined** Putaway.
4. To simulate this within DellSuite, a simple Purchase Receipt can be created into the temporary Warehouse, without Putaway applied.
5. From here, a Stock Entry (Material Transfer) can be done, where Putaway Rules can be applied similar to Purchase Receipts.

## Stock Reconciliation

**Stock Reconciliation is the process of counting and evaluating material/products, periodically at the year end.**

This is done in order to:

- Keep the actual physical stock count and book stock count in sync
- Value the stock for preparation of the accounting statements

The Stock Reconciliation feature in DellSuite is used for:

- Posting opening stock
- Reconciling book and actual stock

To access the Stock Reconciliation list, go to: > Home > Stock > Tools > Stock Reconciliation

## 1. How to Create a Stock Reconciliation to Post Opening Stock

Using stock reconciliation you can update the number of specific items in a warehouse as of specific time. You can also add Items in the stock which have Serial Numbers or the Batch Numbers.

1. Go to the Stock Reconciliation list, click on New.
2. Select the Purpose as 'Opening Stock'. You can edit the posting Date and Time.

3. Select Item Code, Warehouse, Quantity, and Valuation Rate. If there is a Serial / Batch No involved, add it.
4. If you want to auto-generate Serial No / Batch No then keep those fields blank.
  - For auto-generation of Serial No, you need to set "Serial Number Series" in the Item master.
  - For auto-generation of Batch no, you need to enable "Automatically Create New Batch" checkbox in the item master.
5. The Difference Account will be set as 'Temporary Opening'.
6. Save and Submit.

MAT-RECO-2021-00001

Submitted

View

<

>

...

Cancel

Assigned To

+

Attachments

Attach File

+

Reviews

+

Shared With

+

Tags

Add a tag ...

0

0

FOLLOW

You edited this just now

You created this

Company \*

Unico Plastics Inc.

Posting Date \*

04-30-2021

Purpose \*

Opening Stock

Posting Time \*

05:57:45

America/Los\_Angeles

☐ Edit Posting Date and Time

Items

No.	Item Code	Warehouse	Quantity	Valuation Rate	
1	Plastic pellets B	Stores - UP	360	\$ 8.00	<a href="#">Edit</a>

Add Row

Download

Upload

Difference Account

Temporary Opening - UP

Difference Amount

\$ 2,880.00

Note: Maintain Stock option should be enabled in Item master for this to work.

## 2. How to Create a Stock Reconciliation to Reconcile Book and Physical Stock Count

Stock Reconciliation is the process of counting and evaluating stock-in-trade, periodically and at year-end in order to value the total stock for preparing accounting statements. In this process, the actual physical stocks are checked and recorded in the system. The actual stocks and the stock in the system should be in agreement and accurate. If they are not, you can use the Stock Reconciliation tool to reconcile stock balance and value with actuals.

To reconcile the stock:

1. Go to the Stock Reconciliation list, click on New
2. Select the Purpose as 'Stock Reconciliation'. You can edit the posting Date and Time.

3. Set Item Code, Warehouse.
4. The current Quantity and Valuation Rate will be fetched, change the quantity as required.
5. The expense account in Difference Account will be set to 'Stock Adjustment' by default.
6. The Cost Center default will be 'Main', change if needed.
7. Save and Submit.

**MAT-RECO-2019-00004**
Submitted
< >
Menu
Cancel

Comments
0

Assigned To
Assign +

Attachments
Attach File +

Tags
Add a tag ...

Reviews
+

Shared With
+

You edited this  
a few seconds ago

Company
Unico Plastics Inc.

Posting Date
02-09-2019

Purpose
Stock Reconciliation

Posting Time
16:01:12.738230

Edit Posting Date and Time

Items

	Item Code	Warehouse	Quantity	Valuation Rate	
<input type="checkbox"/>	1	Plastic bullets	80	₹ 150.00	▼

Difference Account
Stock Adjustment - UP

Difference Amount
₹ 3,000.00

## 3. Features

### 3.1 Upload Data Through Spreadsheet

If you have a lot of items, you can upload the details via a spreadsheet.

1. Download Template

Open new Stock Reconciliation and click on Download button to download the template in CSV format.

### ≡ New Stock Reconciliation • Not Saved

Fetch Items from Warehouse

Save

Items

<input type="checkbox"/>	No.	Item Code	Warehouse	Quantity	Valuation Rate	
<input type="checkbox"/>	1	Plastic cane small	Stores - UP	24	\$ 9.67	<a href="#">Edit</a>
<input type="checkbox"/>	2	Plastic pellets B	Stores - UP	440	\$ 8.00	<a href="#">Edit</a>
<input type="checkbox"/>	3	Plastic pellets C	Stores 3 - UP	0	\$ 0.00	<a href="#">Edit</a>
<input type="checkbox"/>	4	Plastic bottle 700ml	Stores 2 - UP	84	\$ 3.00	<a href="#">Edit</a>

Add Row

Download

Upload

## 2. Enter Data in CSV Template.

The CSV format is case-sensitive. Do not edit the headers which are pre-set in the template. In the Item Code and Warehouse column, enter exact Item Code and Warehouse as created in your DellSuite account. For quantity, enter the stock level you wish to set for that item, in a specific warehouse.

Bulk Edit Items												
Barcode	Item Code	Item Name	Warehouse	Quantity	Valuation Rate	Amount	Allow Zero Valuation Rate	Serial No	Batch No	Current Qty	Current Serial No	Current Valuation Rate
barcode	item_code	item_name	warehouse	qty	valuation_rate	amount	allow_zero_valuation_rate	serial_no	batch_no	current_qty	current_serial_no	current_valuation_rate
The CSV format is case sensitive												
Do not edit headers which are preset in the template												
*****												
	Plastic cane small	Plastic cane small	Stores - UP	24	9.666667	232.000008				24		9.666667
	Plastic pellets B	Plastic pellets B	Stores - UP	440	8	3520				440		8
	Plastic pellets C	Plastic pellets C	Stores 3 - UP									
	Plastic bottle 700ml	Plastic bottle 700ml	Stores 2 - UP	84	3	252				84		3

## 3. Upload the CSV file with the data by clicking on 'Upload' button.

### New Stock Reconciliation 1 • Not Saved

Save

Items

Series

MAT-RECO-.YYYY.-

Posting Date

02-09-2019

Company

Unico Plastics Inc.

Posting Time

16:04:07

Purpose

Stock Reconciliation

☐ Edit Posting Date and Time

Items

<input type="checkbox"/>	Item Code	Warehouse	Quantity	Valuation Rate	
<input type="checkbox"/>	1				

Add Row

Download

Upload

## 4. Review, Save and Submit.

## 5. Check Stock Ledger Report for updated stock balance.

## Stock Ledger

Menu ▾ Refresh

<div>Set Chart</div>											
Unico Plastics Inc.		02-09-2019		02-09-2019		Warehouse		Item		Item Group	
Batch No		Brand		MAT-RECO-2019-00005		Project		Include UOM			
	Date	Item	Item Name	Item Group	Brand	Description	Warehouse	Stock UOM	Qty	Balance Qty	Ir
1	02-09-2019...	Plastic bullets	Plastic bullets	Products		Plastic bullets	Stores - UP	Box	0.000	85.000	
2	02-09-2019...	Plastic Cane	Plastic Cane	Products		Plastic Cane	Stores - UP	Nos	0.000	47.000	
3	02-09-2019...	PB1L: Plastic bottl...	Plastic bottle...	Products		Plastic bottle 1L	Stores - UP	Nos	92.000	172.000	
4	02-09-2019...	PB 2L: Plastic bott...	Plastic bottle...	Products		PB 2L	Stores - UP	Nos	-20.000	0.000	
5	02-09-2019...	PB 2L: Plastic bott...	Plastic bottle...	Products		PB 2L	Stores - UP	Nos	20.000	20.000	
For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).											
Execution Time: 0.1 sec											

### 3.2 Get Stock Balance and Valuation as of Specific Date and Time

You can import the stock balance and valuation as of specific date and time from a selected Warehouse by clicking on **Items** button. You can update the Quantity and Valuation Rate as needed.

### 3.3 Using barcode scanner to scan physical inventory

If you have configured barcodes for your items you can use a barcode scanner to reconcile physical quantities. To do this follow these steps:

1. Set default warehouse
2. Enable "Scan Mode" this will disable fetching existing quantity and let you add quantities by incrementally scanning items.
3. Click on "Scan Barcode" field and use your barcode scanner to send input. Reconciliation items table will keep getting updated as you scan items. Following video demonstrates this process.

## 4. How Stock Reconciliation Works

Once a stock reconciliation is posted to update the quantity on specific date and time for an item in a warehouse, it will not be modified by subsequent stock transactions even if such transactions have a posting date which is prior to the stock reconciliation date. In other words, backdated entries will not change the stock numbers after a Stock Reconciliation entry is posted.

Examples are as follows.

#### 4.1 For non-serialized Items

Consider an item with code 'ABC001' in a 'Mumbai' warehouse. Let's assume that stock as on 10th January is 100 units. Stock Reconciliation is made on 12th January to set stock balance to 150 units.

Stock Ledger would look as shown below:

Posting Date	Qty	Balance Qty	Voucher Type
10/01/2014	100	100	Purchase Receipt
12/01/2014	150	150	Stock Reconciliation

If a new Purchase Receipt entry is made on 5th January 2014, which is prior to the date of Stock Reconciliation entry, Stock Ledger would look as shown below.

<table border="1" cellspacing="0px">

Posting Date	Qty	Balance Qty	Voucher Type
05/01/2014	20	20	Purchase Receipt
10/01/2014	100	120	Purchase Receipt
12/01/2014	150	150	Stock Reconciliation

As you can see, the Balance Qty as on 10th January got updated from 100 to 120. But the Balance Qty as on 12th January did not get updated from 150 to 170. ### 4.2 For Serialized Items For an Item, ITEM-00225 that has has the 6 serial nos HJF00020, HJF00021, HJF00022, HJF00023, HJF00024, HJF00025 with valuation rate as 530 per serial no. At the end of the year, the user has come to know that they have only 3 Serial Nos against that item with Valuation Rate 620. So to remove the old serial nos HJF00020, HJF00021, HJF00022, HJF00023, HJF00024, HJF00025 and add the new serial nos with new Valuation Rate, Stock Reconciliation can be used as follows: Select the item ITEM-00225 in the stock reconciliation, on the selection of the Item the system will auto pull the existing serials nos. Then set Qty as 3, Valuation Rate as 530 and serial no as HJF00026, HJF00027, HJF00028.

SR/00018-1

Submitted

Editing Row #1

You edited this

3 days ago

You created this

3 days ago

Item Code

ITEM-00225

Quantity

3

Item Name

ITEM-00225

Valuation Rate

₹ 620.00

Warehouse

Nagpur - IAM

Amount

₹ 1,860.00

SERIAL NO AND BATCH

Serial No

HJF00026

HJF00027

HJF00028

BEFORE RECONCILIATION

Current Qty

6

Current Valuation Rate

₹ 530.00

Current Serial No

HJF00025

HJF00024

HJF00023

HJF00022

HJF00021

HJF00020

Current Amount

₹ 3,180.00

Quantity Difference

-3

Amount Difference

₹ -1,320.00

Ctrl + Up

Ctrl + Down

ESC

Insert Below

Before reconciliation, the valuation rate was 530 and the available qty was 6, so the total stock value was 3,180. After reconciliation, the valuation rate has changed to 620 and available qty changed to 3, so the new stock value becomes 1,860. To adjust the stock value in the accounting, the system has credited extra amount  $3,180 - 1,860 = 1,320$  to Warehouse's account and debited to stock adjustment account. The GL entries for the above entry is as follows: To view GL entries, click on button View > Accounting Ledger

Ind Aust Maritime

Finance Book

10-06-2019

10-06-2019

Account

SR/00018

Cost Center

Project

Party Type

Party

Group by Voucher (Consolidate)

☐ Show Opening Entries

	Posting Date	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Account	Party Type
1		Opening	0.000	0.000	0.000				
2	10-06-2019	Nagpur - IAM	0.000	1,320.000	-1,320.000	Stock Reconcilia...	SR/00018	Stock Adjustmen...	
3	10-06-2019	Stock Adjustment - IAM	1,320.000	0.000	0.000	Stock Reconcilia...	SR/00018	Nagpur - IAM	
4		Total	1,320.000	1,320.000	0.000				
5		Closing (Opening + Total)	1,320.000	1,320.000	0.000				

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.1 sec

he stock balance after submission of the stock reconciliation:

T

## Stock Balance

Menu Refresh

10-05-2019

10-06-2019

Item Group

Brand

ITEM-00225

Nagpur - IAM

Warehouse Type

Include UOM

☐ Show Variant Attributes

Balance Qty	Balance Value	Opening Qty	Opening Value	In Qty	In Value	Out Qty	Out Value	Valuation Rate	Reorder Level	Reorder Qty	Company
3.000	₹ 1,860.00	0.000	0.000	9.000	5,040.000	6.000	3,180.000	₹ 620.00	0.000	0.000	Ind Aust Mari...
3.000	₹ 1,860.00	0.000	0.000	9.000	5,040.000	6.000	3,180.000	₹ 620.00	0.000	0.000	

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.1 sec

The general ledger for the warehouse account Nagpur after submission of the stock reconciliation:

## General Ledger

Menu Refresh

Get Chart

Ind Aust Maritime	Finance Book	01-01-2014	10-06-2019	Nagpur - IAM	Voucher No
Cost Center	Project	Party Type	Party	Group by Voucher (Consolidate)	

☐ Show Opening Entries

	Posting Date	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Account	Party Type
1		Opening	0.000	0.000	0.000				
2	10-06-2019	Nagpur - IAM	0.000	1,320.000	-1,320.000	Stock Reconcilia...	SR/00018	Stock Adjustmen...	
3	10-06-2019	Nagpur - IAM	3,180.000	0.000	1,860.000	Stock Entry	STE-00197-1	Cost of Goods S...	
4		Total	3,180.000	1,320.000	1,860.000				
5		Closing (Opening + Total)	3,180.000	1,320.000	1,860.000				

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.1 sec

### 4.3 For Batch Items Stock reconciliation for batch items will be used to add a new batch or to update the quantity of the existing batch. For example, the batch JHGJH00003 has the current quantity as 60 but if the user wants to make it 100 then by using stock reconciliation, user can update the batch quantity.



SR/00017

Submitted

Menu

Cancel

Shared With

+

You edited this

15 days ago

You created this

15 days ago

Item Code	Warehouse	Quantity	Valuation Rate
Editing Row #1			
Item Code	Quantity		
OnePlus 3T: OnePlus 3T (Gunmetal, 64GB)	100		
Item Name	Valuation Rate		
OnePlus 3T (Gunmetal, 64GB)	₹ 10,000.00		
Warehouse	Amount		
Bandra Store - GTPL	₹ 1,000,000.00		
SERIAL NO AND BATCH		Batch No	
		JHGJH00003	
BEFORE RECONCILIATION			
Current Qty	Current Valuation Rate		
60	₹ 10,000.00		
	Current Amount		
	₹ 600,000.00		
Quantity Difference	Amount Difference		
40	₹ 400,000.00		
<div> <div>Ctrl + Up</div> <div>Ctrl + Down</div> <div>ESC</div> </div> <div>Insert Below</div>			

Batch-Wise Balance History report after submission of the stock reconciliation:

### Batch-Wise Balance History

Menu Refresh

Set Chart

01-04-2019

10-06-2019

	Item	Item Name	Description	Warehouse	Batch	Opening Qty	In Qty	Out Qty	Balance Qty	UOM
					JHGJH00003					
3	OnePlus 3T	OnePlus 3T (Gunmetal...	OnePlus 3T (Gunmetal...	Bandra Store...	JHGJH00003	0.000	160.000	60.000	100.000	Nos

## 5. Serial and Batch Bundle

In version 15 the serial and batch bundle feature has introduced to make stock transaction against the serial no / batch items. For stock reconciliation, user gets two option to make serial and batch bundle.

- Use Serial / Batch Fields:**

The user can use the old serial / batch fields to make serial and batch bundle automatically. In this case user has to enable the checkbox "Use Serial No / Batch Fields" in the line item

Barcode	Warehouse *
	Stores - FT
Item Code *	Shelf
Batched Item	
Item Name	Quantity
Batched Item	0.000
Item Group	Valuation Rate
All Item Groups	1,366.56
	Amount
	₹ 0.00

---

Serial No and Batch

☒ Use Serial No / Batch Fields

---

Serial No	Batch No
	ASDGF-0001
	ASDGF-0002
	HGFGH
	JH-BATCH-0001
	MNGHJHK00001
	MNGHJHK00002
	MNGHJHK00005

- **Use Serial / Batch Bundle:**

The user can use the Serial / Batch bundle to make stock reconciliation for serialized / batched items. Here user gets option to either "**Reconcile All Serial Nos / Batches**" or "**Reconcile Selected Serial Nos / Batches**"

+ **\*\*Reconcile Selected Serial Nos / Batches:\*\*** The user needs to disable the **"\*\*Reconcile All Serial Nos / Batches\*\*"** checkbox and create a serial and batch bundle for specific serial numbers or batches. By doing this, the system will automatically create the Current Serial / Batch Bundle for the serial numbers or batches which has been selected by the user manually within the Serial and Batch Bundle.

For example, if the user has 10 batches and wants to change the valuation rate of only 2 batches, then the user should disable the "Reconcile All Serial Nos / Batches" checkbox, and create the serial and batch bundle for those 2 batches with the new valuation rate.

+ **\*\*Reconcile All Serial Nos / Batches:\*\*** The user needs to enable the checkbox **\*\*Reconcile All Serial Nos / Batches\*\*** and create a serial and batch bundle.

For example, if the user has 10 batches and wants to reconcile and keep only one batch. Using the stock reconciliation, the user will be able to consume 9 batches automatically and retain one batch. For that, the user has to enable the "Reconcile All Serial Nos / Batches" checkbox in the Stock Reconciliation Item, and then the system will automatically consume 9 batches and add one batch on submission of the stock reconciliation.

The screenshot shows a web form for stock reconciliation. At the top, there's a section titled "Serial No and Batch" with a button "Add Serial / Batch No". Below it, there are two checkboxes: "Use Serial No / Batch Fields" (unchecked) and "Reconcile All Serial Nos / Batches" (checked). To the right, there's a field for "Serial / Batch Bundle". Below this, there's a section titled "Before reconciliation" with two input fields: "Current Qty" (value 0) and "Current Valuation Rate" (value ₹ 0.00). Below these, there's a field for "Current Amount" (value ₹ 0.00). At the bottom, there's a label "Inventory Dimension" with a dropdown arrow.

## Stock Reservation

Introduced in Version 15

Stock reservation, also known as inventory reservation, refers to the practice of setting aside a specific quantity of stock or inventory for a particular purpose or customer.

### 1. Prerequisites

- Enable Stock Reservation in Stock Settings.

The screenshot shows the "Stock Settings" form with the "Stock Reservation" tab selected. On the left, there's a sidebar with "Assigned To", "Attachments", and "Shared With" sections. The main content area has tabs for "Defaults", "Stock Validations", "Stock Reservation", "Serial & Batch Item", "Stock Planning", and "Stock Closing". Under the "Stock Reservation" tab, there are two sections. The first section, "Enable Stock Reservation", has a checkbox "Enable Stock Reservation" (checked) and a description "Allows to keep aside a specific quantity of inventory for a particular order." The second section, "Serial and Batch Reservation", has a checkbox "Auto Reserve Serial and Batch Nos" (checked) and a description "If enabled, Serial and Batch Nos will be auto-reserved based on Pick Serial / Batch Based On". There's also a checkbox "Auto Reserve Stock on Sales Order Submission" (unchecked) with a description "If enabled, Stock Reservation Entries will be created on submission of Sales Order". A "Save" button is in the top right corner.

## 2. Stock Reservation against Sales Order

- Create a Sales Order.
- Check the reserve stock for items you want to reserve.

The screenshot shows the SAP Stock Reservation interface for a Sales Order. The top navigation bar includes 'Sales' and 'Sales Order' with the ID 'SAU-080-2023-00005'. Below the navigation bar, there are tabs for 'Details', 'Address & Contact', 'Terms', 'New Info', and 'Connections'. The main content area is titled 'Editing Row #1' and contains the following fields:

Item Code *	STOCK ITEM	Delivery Date *	27-07-2023
<input type="checkbox"/> Ensure Delivery Based on Produced Serial No		Item Name *	STOCK ITEM
<input checked="" type="checkbox"/> Reserve Stock			
Description			
Image			
Quantity and Rate			
Quantity *	85	UOM *	Nos

- Click on **Stock Reservation**, then select **Reserve**. Choose the warehouse and quantity, then click on the **Reserve Stock** button.
- Stock reservation entries are created against the sales order items.

## 3. Stock Reservation from Pick List

- Create a Sales Order.
- Create a Pick List for the Sales Order.
- In Pick List click on **Stock Reservation**, then select **Reserve**, the Stock Reservation Entries will be created against the Pick List.

## 4. Auto Reserve Stock on Purchase

- Navigate to Stock Settings and enable **Auto Reserve Stock for Sales Order on Purchase**.
- Create a Sales Order.
- Create a Material Request from the Sales Order.
- Create Purchase Order from Material Request.
- Complete the process by creating a Purchase Receipt for the Purchase Order. The stock will be automatically reserved upon submission of the Purchase Receipt.

## 5. Stock Unreservation

There are two ways to unreserve the stock.

1. Stock Unreservation from Sales Order or Pick List:

- Open a document and click on **Stock Reservation > Unreserve** button, the listed Stock Reservation Entries get cancelled.
2. Unreserve the stock from the Stock Reservation Entry DocType:
    - 2.1 Open a Stock Reservation Entry and cancel it by clicking the **Cancel** button.
    - 2.2 Go to the Stock Reservation Entry List, select the entries you wish to cancel, and then click on **Actions > Cancel**.

## Perpetual Inventory

As per the perpetual inventory system, accounting entry is done for every stock transaction. Otherwise, it's done in larger intervals for example monthly or quarterly. Each warehouse is linked with a corresponding account head.

On receipt of items in a particular warehouse, the balance in the Warehouse Account will increase. Similarly, when items are delivered from the Warehouse, an expense will be booked, and the balance in the Warehouse Account will reduce.

### 1. How to activate perpetual inventory

1. Activate Perpetual Inventory:

**Home > Accounting > Company > Enable Perpetual Inventory**

## Wind Power LLC

STOCK SETTINGS

☒ Enable Perpetual Inventory

Default Inventory Account

Stock In Hand - WP

Stock Adjustment Account

Stock Adjustment - WP

FIXED ASSET DEPRECIATION SETTINGS

Note that if you disable perpetual inventory, users will have to manage the account entries manually.

2. Set up the following default accounts for each Company if not set. These accounts are created automatically in the new DellSuite accounts.
  - Default Inventory Account (Asset)
  - Stock Received But Not Billed (Liability)
  - Stock Adjustment Account (Expense)
  - Expenses Included In Valuation (Expense)
  - Cost Center
3. If the user wants to set an individual account for each warehouse, create account head for each account. Go to:

**Accounts > Chart of Accounts > Company > Application of Funds (Assets) > Current Asset > Stock Assets > *Create a new account with same name as Warehouse***

Now, go to a warehouse and link this account to the warehouse. This helps in filtering and viewing statements warehouse-wise.

4. For stock transactions, general ledger entries made against the Account Head set on the warehouse, if the user had not set the account for the warehouse then the system gets the account head from the parent warehouse. If Account was not set for parent warehouse then the system gets the account(Default Inventory Account) from the company master.

---

## 2. Example

Consider the following Chart of Accounts and Warehouse setup for your company:

Chart of Accounts:

- Assets (Dr)
  - Current Assets
  - Accounts Receivable
  - Debtors
  - Stock Assets
  - Stores
  - Finished Goods
  - Work In Progress
  - Tax Assets
  - VAT
- Liabilities (Cr)
  - Current Liabilities

- Accounts Payable
- Creditors
- Stock Liabilities
- Stock Received But Not Billed
- Tax Liabilities
- Service Tax
- Income (Cr)
  - Direct Income
  - Sales Account
- Expenses (Dr)
  - Direct Expenses
  - Stock Expenses
  - Cost of Goods Sold
  - Expenses Included In Valuation
  - Stock Adjustment
  - Indirect Expenses
  - Shipping Charges
  - Customs Duty

### *2.1 Warehouse - Account Configuration*

- Stores
- Work In Progress
- Finished Goods

### *2.2 Purchase Receipt*

Suppose you have purchased \_10 nos\_ of item "RM0001" at \_\$200\_ from supplier "Arcu Vel Quam Fabricators". Following are the details of Purchase Receipt:

**Supplier:** Arcu Vel Quam Fabricators

**Items:**

Item	Warehouse	Qty	Rate	Amount	Valuation Amount
RM0001	Stores	10	200	2000	2250

**Taxes:**

Account	Amount	Category
Shipping Charges	100	Total and Valuation
VAT (10%)	200	Total
Customs Duty	150	Valuation

Stock Ledger

Stock Ledger

Create CardSet Chart↻⋮

Unico Plastics Inc.26-04-202126-04-2021WarehouseItemItem Group

Batch NoBrandMAT-PRE-2021-00002ProjectInclude UOM

	Item	Item Name	Stock U...	In Qty	Balance Qty	Voucher #	Warehouse	Incoming R...	Valuation R...	Balance Val...	Voucher Type
1	RM0001	RM0001	Nos	10.000	10.000	MAT-PRE-2021-00...	Stores - UP	\$ 210.00	\$ 210.00	\$ 2,100.00	Purchase Rec...

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.01257 sec

General Ledger

General Ledger

Menu▼Refresh

Wind Power LLC06-16-201706-16-2017AccountPREC-00021Project

Party TypeParty☐ Group by Voucher☐ Group by Account

Posting Date	Account	Debit	Credit	Voucher Type	Voucher No	Against Account	Party T
06-16-2017	Expenses Included In Valuation ...	0.000	250.000	Purchase Receipt	PREC-00021	Stores - WPL	
06-16-2017	Stock Received But Not Billed - ...	0.000	2,000.000	Purchase Receipt	PREC-00021	Stores - WPL	
06-16-2017	Stores - WPL	2,250.000	0.000	Purchase Receipt	PREC-00021	Stock Received B...	
	Totals	2,250.000	2,250.000				

As stock balance increases through Purchase Receipt, "Store" accounts are debited and a temporary account "Stock Receipt But Not Billed" account is credited, to maintain double-entry accounting system. At the same time, the negative expense is booked in account head having



category as "Valuation" or "Total and Valuation" in taxes and charges table for the amount added for valuation purpose, to avoid double expense booking.

### 2.3 Purchase Invoice

On receiving Bill from supplier, for the above Purchase Receipt, you will make Purchase Invoice for the same. The general ledger entries are as follows:

#### General Ledger

General Ledger

Create Card

Set Chart

Unico Plastics Inc.

Finance Book

26-04-2021

26-04-2021

Account

ACC-PINV-2021-00003

Party Type

Party

Group by Voucher (Consolidated)

Currency

Cost Center

Project

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	26-04-20...	Creditors - UP	0.000	2,000.000	-2,000.000	Purchase Invoice	ACC-PINV-2021-00003	Stock Received...	Supplier	Arcu Vel Qu.
3	26-04-20...	Stock Received But Not ...	2,000.000	0.000	0.000	Purchase Invoice	ACC-PINV-2021-00003	Arcu Vel Quam ...		
4		Total	2,000.000	2,000.000	0.000					
5		Closing (Opening + Total)	2,000.000	2,000.000	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.017685 sec

Here "Stock Received But Not Billed" account is debited and nullified the effect of Purchase Receipt.

### 2.4 Delivery Note

Let's say, you have an order from "Utah Automation Services" to deliver 5 nos of item "RM0001" at \$300. Following are the details of Delivery Note:

**Customer:** Utah Automation Services

**Items:**

Item	Warehouse	Qty	Rate	Amount
RM0001	Stores	5	300	1500

**Taxes:**

Account	Amount
Service Tax	150
VAT	100

## Stock Ledger

Stock Ledger

Create Card

Set Chart

Unico Plastics Inc.

26-04-2021

26-04-2021

Warehouse

Item

Item Group

Batch No

Brand

MAT-DN-2021-00001

Project

Include UOM

	Item Name	Warehouse	Stock UOM	Out Qty	Balance Qty	Incoming Rate	Voucher Type	Voucher #	Balance Val...	Valuation R...	Descriptic
1	RM0001	Stores - UP	Nos	-5.000	5.000	\$ 210.00	Delivery Note	MAT-DN-2021-000...	\$ 1,050.00	\$ 210.00	

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.009686 sec

## General Ledger

General Ledger

Create Card

Set Chart

Unico Plastics Inc.

Finance Book

26-04-2021

26-04-2021

Account

MAT-DN-2021-00001

Party Type

Party

Group by Voucher (Consol)

Currency

Cost Center

Project

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	26-04-20...	Cost of Goods Sold - UP	1,050.000	0.000	1,050.000	Delivery Note	MAT-DN-2021-00001	Stock In Hand ...		
3	26-04-20...	Stock In Hand - UP	0.000	1,050.000	0.000	Delivery Note	MAT-DN-2021-00001	Cost of Goods ...		
4		Total	1,050.000	1,050.000	0.000					
5		Closing (Opening + Total)	1,050.000	1,050.000	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.019427 sec

As an item is delivered from "Stores" warehouse, "Stores" account is credited and an equal amount is debited to the expense account "Cost of Goods Sold". The debit/credit amount is equal to the total valuation amount (buying cost) of the selling items. And the valuation amount is calculated based on your preferred valuation method (FIFO / Moving Average) or actual cost of serialized items.

In this example, we have considered the valuation method as FIFO. Valuation Rate = Purchase Rate + Charges Included in Valuation = 200 + (250 / 10) = 225 Total Valuation Amount = 220 \* 5 = 1125

## 2.5 Sales Invoice with Update Stock

Let's say, you did not make Delivery Note against the above order and instead, you have made Sales Invoice directly, with "Update Stock" options. The details of the Sales Invoice are same as the above Delivery Note.

### Stock Ledger

Stock Ledger

Create CardSet ChartRefreshMore

Unico Plastics Inc.26-04-202126-04-2021WarehouseItemItem Group

Batch NoBrandACC-SINV-2021-00004ProjectInclude UOM

	Item Name	Warehouse	Stock UOM	Out Qty	Balance Qty	Incoming R...	Voucher Type	Voucher #	Description	Brand
1	RM0001	Stores - UP	Nos	-5.000	0.000	\$ 210.00	Sales Invoice	ACC-SINV-2021-0...		

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.015169 sec

### General Ledger

General Ledger

Create CardSet ChartRefreshMore

Unico Plastics Inc.Finance Book26-04-202126-04-2021AccountACC-SINV-2021-00004

Party TypePartyGroup by Voucher (Consol)CurrencyCost CenterProject

☐ Consider Accounting Dimensions☐ Show Opening Entries☐ Include Default Book Entries☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (USD)	Balance (USD)	Voucher Type	Voucher No	Against Account	Party Type	P
1		Opening	0.000	0.000	0.000					
2	26-04-20...	Cost of Goods Sold - UP	1,050.000	0.000	1,050.000	Sales Invoice	ACC-SINV-2021-00004	Stock In Hand - UP		
3	26-04-20...	Debtors - UP	1,750.000	0.000	2,800.000	Sales Invoice	ACC-SINV-2021-00004	Sales - UP	Customer	L
4	26-04-20...	Sales - UP	0.000	1,500.000	1,300.000	Sales Invoice	ACC-SINV-2021-00004	Utah Automation Services		
5	26-04-20...	Service - UP	0.000	150.000	1,150.000	Sales Invoice	ACC-SINV-2021-00004	Utah Automation Services		
6	26-04-20...	Stock In Hand - UP	0.000	1,050.000	100.000	Sales Invoice	ACC-SINV-2021-00004	Cost of Goods Sold - UP		
7	26-04-20...	VAT 10% - UP	0.000	100.000	0.000	Sales Invoice	ACC-SINV-2021-00004	Utah Automation Services		
8		Total	2,800.000	2,800.000	0.000					
9		Closing (Opening + Total)	2,800.000	2,800.000	0.000					

Here, apart from normal account entries for an invoice, "Stores" and "Cost of Goods Sold" accounts are also affected based on the valuation amount.

## 2.6 Stock Entry (Material Receipt)

### Items:

Item	Target Warehouse	Qty	Rate	Amount
RM0001	Stores	50	220	11000

### Stock Ledger

Stock Ledger

Create Card

Set Chart

Unico Plastics Inc.

26-04-2021

26-04-2021

Warehouse

Item

Item Group

Batch No

Brand

MAT-STE-2021-00002

Project

Include UOM

	Date	Item Name	Stock UOM	In Qty	Out Qty	Incoming Rate	Valuation Rate	Balance Value	Warehouse	Voucher Type	Voucher #
1	26-04-2021 13:21:...	RM0001	Nos	50.000	0.000	\$ 220.00	\$ 220.00	\$ 11,000.00	Stores - UP	Stock Entry	MAT-STE-202

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.010489 sec

### General Ledger

General Ledger

Create Card

Set Chart

...

Unico Plastics Inc.

Finance Book

26-04-2021

26-04-2021

Account

MAT-STE-2021-00002

Party Type

Party

Group by Voucher (Consol)

Currency

Cost Center

Project

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting Date	Account	Debit (USD)	Credit (USD)	Balance (USD)	Voucher Type	Voucher No	Against Account	Party Type	Pa
1		Opening	0.000	0.000	0.000					
2	26-04-2021	Stock Adjustment - UP	0.000	11,000.000	-11,000.000	Stock Entry	MAT-STE-2021-00002	Stock In Hand - UP		
3	26-04-2021	Stock In Hand - UP	11,000.000	0.000	0.000	Stock Entry	MAT-STE-2021-00002	Stock Adjustment - UP		
4		Total	11,000.000	11,000.000	0.000					
5		Closing (Opening + Total)	11,000.000	11,000.000	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.013526 sec

2.7 Stock Entry (Material Issue)

Items:

Item	Source Warehouse	Qty	Rate	Amount
RM0001	Stores	10	220	2200

Stock Ledger

Stock Ledger

Create CardSet Chart🔄⋮

Unico Plastics Inc.

26-04-2021

26-04-2021

Warehouse

Item

Item Group

Batch No

Brand

MAT-STE-2021-00004

Project

Include UOM

	Date	Item	Stock UOM	In Qty	Out Qty	Balance Qt▼	Voucher #	Warehouse	Item Group	Incoming R...	Balance Val.
1	26-04-2021 18:25:...	RM0001	Nos	0.000	-10.000	30.000	MAT-STE-2021-00...	Stores - UP	All Item Gro...	\$ 0.00	\$ 6,600

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.014446 sec

General Ledger

> Accounting

Q Search or type a command (Ctrl + G)

🔔 Help ▾P

General Ledger

Create CardSet Chart🔄⋮

Unico Plastics Inc.

Finance Book

26-04-2021

26-04-2021

Account

MAT-STE-2021-00004

Party Type

Party

Group by Voucher (Consolidate)

Currency

Cost Center

Project

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	26-04-20...	Cost of Goods Sold - UP	2,200.000	0.000	2,200.000	Stock Entry	MAT-STE-2021-00004	Stock In Hand ...		
3	26-04-20...	Stock In Hand - UP	0.000	2,200.000	0.000	Stock Entry	MAT-STE-2021-00004	Cost of Goods ...		
4		Total	2,200.000	2,200.000	0.000					
5		Closing (Opening + Total)	2,200.000	2,200.000	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.023108 sec

2.8 Stock Entry (Material Transfer)

Items:

Item	Source Warehouse	Target Warehouse	Qty	Rate	Amount
RM0001	Stores	Work In Progress	10	220	2200

## Stock Ledger

<div> <div>Stock Ledger</div> <div> <div>Create Card</div> <div>Set Chart</div> <div></div> <div>...</div> </div> </div>											
<div> <div>Unico Plastics Inc.</div> <div>26-04-2021</div> <div>26-04-2021</div> <div>Warehouse</div> <div>Item</div> <div>Item Group</div> <div>Batch No</div> <div>Brand</div> <div>MAT-STE-2021-00003</div> <div>Project</div> <div>Include UOM</div> </div>											
#	Date	Item	Item Name	Stock U...	In Qty	Out Qty	Balance Qty	Voucher #	Warehouse	Item Group	Brand
1	26-04-2021 13:27:...	RM0001	RM0001	Nos	0.000	-10.000	40.000	MAT-STE-2021-00...	Stores - UP	All Item Gro...	
2	26-04-2021 13:27:...	RM0001	RM0001	Nos	10.000	0.000	10.000	MAT-STE-2021-00...	Work In Progress - UP	All Item Gro...	
<div> <div>For comparison, use &gt;5, &lt;10 or =324. For ranges, use 5:10 (for values between 5 &amp; 10).</div> <div>Execution Time: 0.01711 sec</div> </div>											

## General Ledger

<div> <div>General Ledger</div> <div> <div>Create Card</div> <div>Set Chart</div> <div></div> <div>...</div> </div> </div>										
<div> <div>Unico Plastics Inc.</div> <div>Finance Book</div> <div>26-04-2021</div> <div>26-04-2021</div> <div>Account</div> <div>MAT-STE-2021-00003</div> <div>Party Type</div> <div>Party</div> <div>Group by Voucher (Con...)</div> <div>Currency</div> <div>Cost Center</div> <div>Project</div> <div> <input type="checkbox"/> Consider Accounting Dimensions           <input type="checkbox"/> Show Opening Entries           <input type="checkbox"/> Include Default Book Entries           <input type="checkbox"/> Show Cancelled Entries         </div> </div>										
	Posting ...	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2		Total	0.000	0.000	0.000					
3		Closing (Opening + Total)	0.000	0.000	0.000					
<div> <div>For comparison, use &gt;5, &lt;10 or =324. For ranges, use 5:10 (for values between 5 &amp; 10).</div> <div>Execution Time: 0.015028 sec</div> </div>										

## Landed Cost Voucher

**Landed Cost is the final total cost associated with a product for it to reach the buyer's doorstep.**

Landed costs include the original cost of the item, complete shipping costs, customs duties, taxes, insurance, currency conversion fees, etc. All of these components might not be applicable in every shipment, but relevant components must be considered as a part of the landed cost.

## What is Landed Cost?

To understand landed cost better, let's take an example based on our daily lives. You need to purchase a new washing machine for your home. Before making an actual purchase, you probably do some research to know the best price. In this process, you often found a better deal from a store which is long away from your home. But you should also consider shipping cost while buying from that store. Total cost including shipping might be more than the price you get in your nearby store. In that case, you will choose to buy from your nearest store, as the landed cost of the item is cheaper in the nearest store.

Similarly in business, identifying landed cost for an Item/product is very crucial, as it helps to decide selling cost of that item and impacts the company's profitability. Hence all applicable landed cost charges should be included in Item's valuation rate.

According to the Third-Party Logistics Study, only 45% of the respondents stated that they use Landed Cost extensively. The main reasons of not using Landed Cost were unavailability of necessary data (49%), lack of right tools (48%), insufficient time (31%), and not sure how to apply landed cost (27%).

To access the Landed Cost Voucher list, go to: > Home > Stock > Tools > Landed Cost Voucher

## 1. Prerequisites

Before creating and using Landed Cost Voucher, it is advised that you create the following first:

- A **Purchase Receipt** or **Purchase Invoice** with *Update Stock* enabled. This is your original receipt of goods.
- A **Purchase Invoice** for the landed costs (e.g. Freight, Insurance, etc.)

We will then use the **Landed Cost Voucher** to decrease the costs recorded through the second **Purchase Invoice** and increase the stock value.

## 2. How to create a Landed Cost Voucher

1. Go to the Landed Cost Voucher list, click on New.
2. Select Receipt Document Type whether Purchase Invoice or Receipt. You can select multiple documents.
3. Select the specific Invoice or Receipt. The supplier name and Grand Total will be fetched automatically.
4. Click on the Get Items from Purchase Receipts button to fetch the item details from the Purchase Invoice/Receipt.
5. Select whether Distribute Charges Based On should be on quantity or Amount.

6. Enter the Expense Account and the Amount for Additional Costs in the Taxes and Charges table. The amount will be distributed equally based on the quantity or amount as per your selection.
7. Save and Submit.

> Stock > Landed Cost Voucher > MAT-LCV-2021-00001

Help ▾
PR

≡ MAT-LCV-2021-00001 Submitted

Assigned To

+

Attachments

Attach File +

Reviews

+

Shared With

+

Tags

Company \*

Posting Date \*

Unico Plastics Inc.

04-21-2021

Purchase Receipts

<input type="checkbox"/> No.	Receipt Document Type	Receipt Document	Supplier	Grand Total	
<input type="checkbox"/> 1	Purchase Receipt	MAT-PRE-2021-00004	Mark welders	\$ 57.00	<a href="#">Edit</a>

[Add Row](#)

In the document, you can select multiple Purchase Receipts/Invoices and fetch all items from those Purchase Receipts. Then you should add applicable charges in “Taxes and Charges” table. You can easily delete an item if the added charges do not apply to that item.

The added charges are proportionately distributed among all the items based their amount or quantity. If you selected based on the amount, the Item with the highest amount will be allocated the highest proportion of the charges. In case of quantity, Item with the highest quantity will be allocated most of the charges and the other Items will be allocated lesser amounts. This is shown in the following screenshot:

≡ MAT-LCV-2021-00001 Submitted

Add a tag ...

♥ 0 · 💬 0

FOLLOW

---

You edited this  
3 minutes ago

You created this  
3 minutes ago

**Purchase Receipt Items**

Get Items From Purchase Receipts

Purchase Receipt Items

<input type="checkbox"/> No.	Item Code	Description	Qty	Amount	Applicable Charges	
<input type="checkbox"/> 1	Immersion arm 9ft	Immersion arm 9ft	3	\$ 57.00	\$ 4.00	<a href="#">Edit</a>

[Add Row](#)

**Applicable Charges**

Taxes and Charges

<input type="checkbox"/> No.	Expense Account	Description	Amount	
<input type="checkbox"/> 1	Miscellaneous Expenses - UP	Shipping	\$ 4.00	<a href="#">Edit</a>

[Add Row](#)



## 3. Related Actions

### 3.1 Adding Landed Cost in the Purchase Receipt itself

In DellSuite, you can add landed cost-related charges in “Taxes and Charges” table while creating Purchase Receipt (PR). You should add those charges for “Total and Valuation” or “Valuation” in the 'Consider Tax or Charge for' field. Charges which are payable to the same Supplier from whom you are buying the items should be tagged as “Total and Valuation”. Otherwise, if applicable charges are payable to a 3rd party, it should be tagged as “Valuation”. On submission of Purchase Receipt, the system will calculate the landed cost of all items, considering those charges. This landed cost will be considered to calculate the item’s Valuation Rate (based on FIFO / Moving Average method).

But in reality, while making Purchase Receipt we might not know all the charges which are applicable for landed cost. Your transporter can send the invoice after 1 month, but there is no point in waiting for booking Purchase Receipt till then. Companies that import their products/parts, pay a huge amount as Customs Duty. And generally, they get invoices from the Customs Department after a while. In these cases, “Landed Cost Voucher” becomes handy, as it allows you to add those additional charges on a later date, and to update landed cost of purchased items.

### 3.2 What happens on submission?

1. Valuation Rate of items is recalculated based on new landed cost.
2. If you are using “Perpetual Inventory”, the system will post general ledger entries to correct Stock-in-Hand balance. It will debit (increase) corresponding “warehouse account” and credit (decrease) **Expense Account** mentioned in Taxes and Charges table. If items are already delivered, the Cost-of-Goods-Sold (CoGS) value has been booked as per the old valuation rate. Hence, general ledger entries are reposted for all future outgoing entries of associated items, to correct CoGS value.
- 3.

### 3.3 LCV for Stock Entry

From version 16 of DellSuite, users can create a Landed Cost Voucher against a Stock Entry with the purpose set to 'Manufacture'. This feature allows users to include additional costs—such as electricity charges or rent—into the final valuation rate of the manufactured product.

### 3.4 LCV for Subcontracting Receipt

From version 16 of DellSuite, users can create a Landed Cost Voucher against a Subcontracting Receipt items which has been manufactured by the subcontractor.

This feature allows users to include additional costs—such as freight charges, excise duty into the final valuation rate of the subcontracted product.

MAT-LCV-2025-00001-1 Submitted

Company \*

Frappe

Posting Date \*

16-06-2025

## Receipts

<input type="checkbox"/>	No.	Receipt Document Type *	Receipt Document *	Supplier	Grand Total	
<input type="checkbox"/>	1	Stock Entry	MAT-STE-2025-00004		₹ 5,592.00	
<input type="checkbox"/>	2	Subcontracting Receipt	MAT-SCR-2025-00001	AHM Pvt	₹ 8,946.00	

## Purchase Receipt Items

Get Items From Receipts

## Receipt Items

<input type="checkbox"/>	No.	Item Code *	Description *	Qty	Amount *	Applicable Charges	
<input type="checkbox"/>	1	Bicycle Gearbox	Bicycle Gearbox	10	₹ 5,580.00	₹ 500.00	
<input type="checkbox"/>	2	Bicycle	Bicycle	1	₹ 8,946.00	₹ 200.00	

### 3.5 Vendor Invoices

You can link vendor invoices in the Landed Cost Voucher, and the system will ensure that the Landed Cost matches the total vendor invoice amount. Make sure the vendor invoices do not include any stock items.

MAT-LCV-2025-00007-2 Submitted

## Applicable Charges

## Vendor Invoices

<input type="checkbox"/>	No.	Vendor Invoice	Amount (Company Currency)	
<input type="checkbox"/>	1	ACC-PINV-2025-00012	₹ 300.00	

## Landed Cost

<input type="checkbox"/>	No.	Expense Account	Description *	Amount *	
<input type="checkbox"/>	1	Marketing Expenses - F	Test	₹ 300.00	

Total Vendor Invoices  
Cost (Company  
Currency)

₹ 300.00

Distribute Charges  
Based On \*

Amount

Total Landed Cost  
(INR) \*

₹ 300.00

Amended From

MAT-LCV-2025-00007-1

## Stock Inspection

Quality inspection in DellSuite stock module involves assessing and ensuring the quality of incoming and outgoing inventory items.

When items are received into stock, quality inspectors can perform inspections based on predefined criteria such as physical condition, specifications, or regulatory standards. Inspection results can be recorded, and items can be accepted, rejected, or placed on hold based on the inspection outcome.

During outgoing transactions such as sales or transfers, quality inspections can be conducted to verify that items meet specified quality standards before being shipped or transferred.

DellSuite facilitates the creation of inspection criteria, inspection plans, and inspection certificates to streamline the quality control process.

## Quality Inspection

In DellSuite, you can mark your incoming or outgoing products for Quality Inspection.

To access this feature go to:

# 1. Prerequisites

Before creating and using a Quality Inspection, it is advised that you do the following first:

- **Create an Item.**
- **Enable Quality Inspection Criteria in the Item master.** On enabling either checkboxes, **submission** of a stock delivery/receipt document will be allowed only after a Quality Inspection is done against it:

The screenshot shows the 'Syringe B' item master interface. At the top, there's a header with 'Syringe B' and a status 'Enabled'. Below this, there's a section titled 'Inspection Criteria' with a dropdown menu showing 'Quality Inspection Template' and 'Syringe B'. Underneath, there are two checkboxes: 'Inspection Required before Purchase' and 'Inspection Required before Delivery', both of which are checked.

- (Optional) **Create a Quality Inspection Template.** You can add inspection parameters and acceptance criteria in the template, which can be easily fetched into any Quality Inspection. After saving the template, you can set this template in the Item Master (as shown above).

The screenshot shows the 'Syringe B' item master interface with the 'Connections' section expanded. On the left, there are several tabs: 'Assigned To', 'Attachments', 'Reviews', 'Shared With', and 'Tags'. The 'Connections' section contains a table titled 'Item Quality Inspection Parameter'.

No.	Parameter	Acceptance Criteria ...	Numeric	Minimum Value	Maximum Value	
1	Needle shape	OK	<input type="checkbox"/>	0	0	Edit
2	Syringe shape	OK	<input type="checkbox"/>	0	0	Edit
3	Plastic clarity	OK	<input type="checkbox"/>	0	0	Edit
4	Syringe length	4	<input checked="" type="checkbox"/>	4	6	Edit

Below the table, there is an 'Add Row' button.

## 2. How to create a new Quality Inspection

1. From a **Draft** Purchase/Subcontracting Receipt or Delivery Note, go to the Item table's Quality Inspection field and click on Create a New Quality Inspection. You can also create a Quality Inspection for Job Card in order to monitor the quality of in-process items. In this case, you can create a Quality Inspection for the Production Item in Job Card.
2. Select the inspection type whether Incoming (Purchase), Outgoing (Sales), or In Process (Manufacturing).

3. Select the Reference Document Type whether Purchase Receipt, Purchase Invoice, Delivery Note, Sales Invoice, Stock Entry, or Job Card.
4. Select the Item and set the sample size which will be inspected. Note that only Items having Inspection Criteria enabled in the Item master, will be fetched.
5. The Quality Inspection Template set in the Item master will be fetched.
6. You can change who it's inspected by and also add who it's verified by.
7. Any additional Remarks about the Inspection can be added.
8. Save. Set the Status. Submit.

MAT-QA-2021-00001

Submitted

<

>

Print

More

Cancel

Assigned To

+  
Add assignee

Attachments

Attach File +

Reviews

+  
Add review

Shared With

+  
Add user

Tags

Add a tag ...

0

0

FOLLOW

You edited this  
just now

You created this  
just now

Report Date \*

04-22-2021

Inspection Type \*

Incoming

Status \*

Accepted

Reference Type \*

Purchase Receipt

Reference Name \*

MAT-PRE-2021-00006

Item Code \*

Syringe B

Batch No

SYB.0001

Sample Size \*

1

Item Name

Syringe B

Description

Syringe B

Quality Inspection Template

Syringe B

Readings

No.	Parameter	Status	Numeric	Reading Value	Reading 1	
1	Needle shape	Rejected				Edit
2	Syringe shape	Rejected				Edit
3	Plastic clarity	Rejected				Edit
4	Syringe length	Accepted				Edit

Add Row

### 3. Features

A single Quality Inspection consists of many Quality Checks (Parameters) within it. Each of these checks could be Numeric, Non-numeric or Formula Based.

### 3.1 Numeric Quality Checks

Numeric Quality Checks include all checks that require number-based readings and acceptance criteria.

E.g. checking if a reading is in a certain range.

By default the checks are numeric. There are two fields: **Minimum Value** and **Maximum Value**, to define a range that **each** reading must be in. These fields can be set in the Quality Inspection Template once and be simply fetched into the Quality Inspection.

The screenshot shows a web application interface for editing a quality inspection row. The main dialog is titled "Editing Row #4". It contains the following fields and options:

- Parameter:** A text input field containing "Syringe length".
- Status:** A dropdown menu currently showing "Accepted".
- Checkboxes:**
  - ☒ **Numeric**
  - ☐ **Manual Inspection**
- Instructions:** "Set the status manually." (associated with the Manual Inspection checkbox).
- Value Range:**
  - Minimum Value:** 4.000
  - Maximum Value:** 6.000
  - Both value fields have the text "Applied on each reading." below them.
  - ☐ **Formula Based Criteria**
- Numeric Inspection:** A section containing ten input fields for individual readings, labeled "Reading 1" through "Reading 10".

If any of the readings entered are not within this range, the status on the row will be set to 'Rejected' automatically on Save.

### 3.2 Non-numeric (Value-Based) Quality Checks

Non-numeric Quality Checks include checks that require alphabetical values or those that do not require any mathematical calculations.

E.g. checking if the color is white in a color quality check, Yes/No values for certain parameters, etc.

For Non-numeric checks, enable the 'Non-numeric' checkbox. You will notice the field **Acceptance Criteria Value** and the section **Value-Based Inspection** are visible.

Enter the field Reading Value. The Acceptance Criteria Value can be set in the Quality Inspection Template once and then be fetched into the Quality Inspection.

The screenshot shows a web application interface for quality inspection. A modal dialog titled "Editing Row #1" is open, allowing users to edit a specific row in a table. The dialog contains several input fields and checkboxes. The "Parameter" field is set to "Metal color". The "Status" field is a dropdown menu currently showing "Accepted". The "Acceptance Criteria Value" field is set to "Silver". There are checkboxes for "Formula Based Criteria" (unchecked), "Numeric" (unchecked), and "Manual Inspection" (unchecked). Below these is a section titled "Value Based Inspection" with a "Reading Value" field set to "Silver". At the bottom of the dialog, there are shortcuts for "Ctrl + Up", "Ctrl + Down", and "ESC", and an "Insert Below" button. The background shows a table with a "New Quality Inspection" header and a search bar at the top.

If the Reading Value does not match the Acceptance Criteria Value, the status on the row will be set to 'Rejected' automatically on Save.

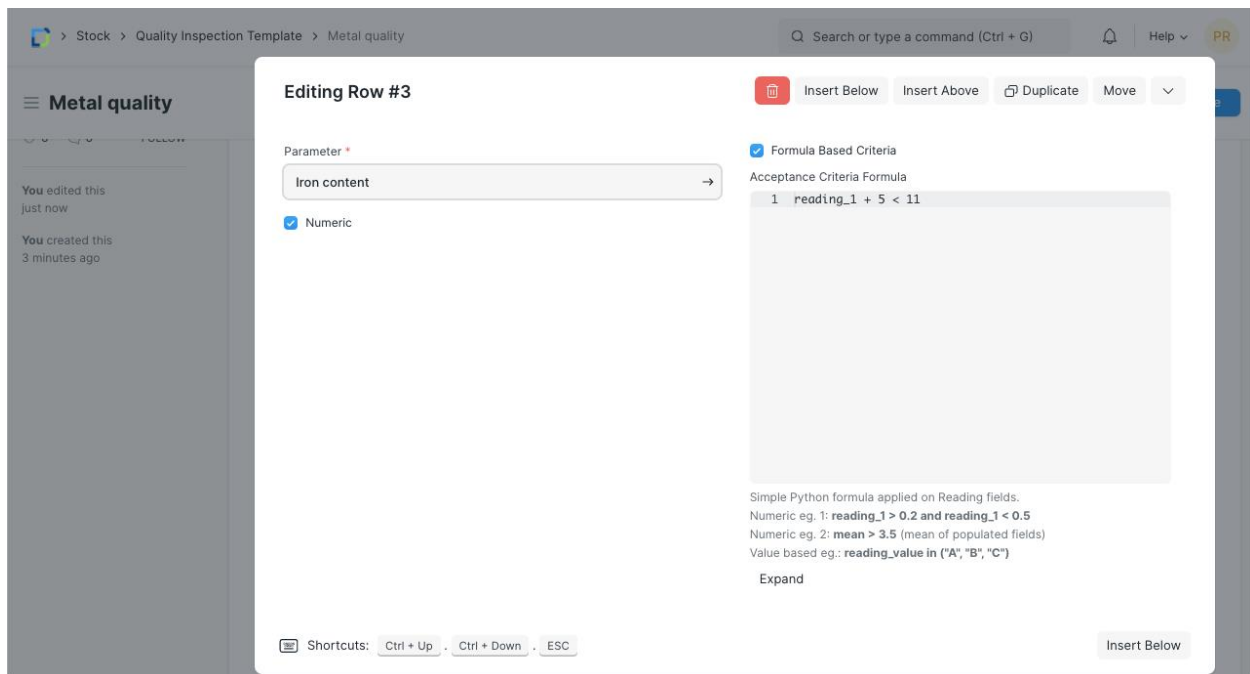
### 3.3 Formula-Based Quality Checks

Formula-Based Quality Checks are useful for more complex scenarios where just specifying a range or an acceptance value is not enough.

E.g. checking if the grade of a material is A/B/C, checking if the mean of some readings is within a certain range, etc.

Formula-Based Quality Checks are applicable to Numeric and Non-numeric Quality Checks.

Enable the 'Formula Based Criteria' checkbox to perform a Formula-Based Quality Check. You will then notice a field called **Acceptance Criteria Formula** where you can specify a formula that determines whether a certain check is Accepted or Rejected. This formula can be set in the Quality Inspection Template once and then be fetched into the Quality Inspection.



This formula depends on the many Reading fields in the Readings table.

For Numeric readings, `reading_1`, `reading_2` and so on are accepted in the formula.

For Non-numeric readings, only `reading_value` is accepted in the formula.

Here are some examples of formulas:

# Numeric

`(reading_1 + reading_2) < 10` # sum of both readings is less than 10

`(reading_1 + reading_2) <= 10` # sum of both readings is less than or equal to 10

`mean < 15` # mean of non empty numeric readings is less than 15

`(reading_1 * 2) < 20` # Reading 1 multiplied by 2 is less than 20

`(reading_1) / 2 < 20` # Reading 1 divided by 2 is less than 20

# Non-numeric

`reading_value in ("A", "B", "C")` # Reading Value is either A / B / C

`reading_value != "Red"` # Reading Value is not equal to Red

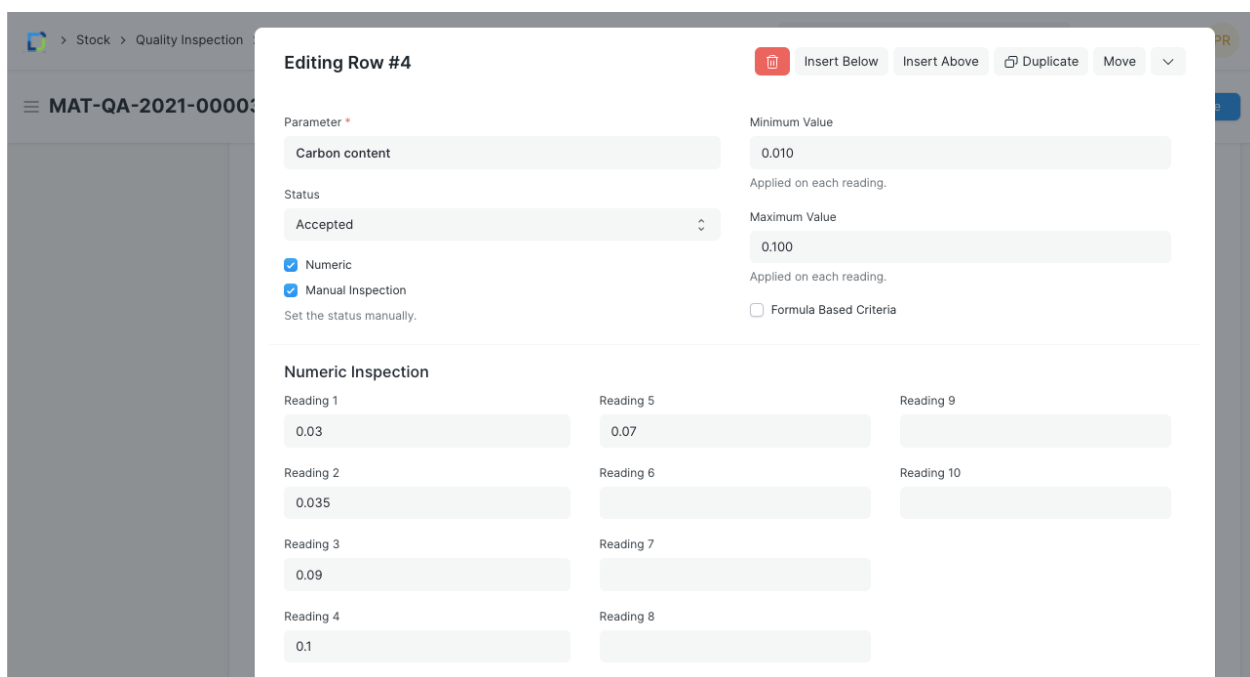


Update the readings and Save. The Status field in the Readings table rows is set automatically based on the formula for acceptance.

### 3.3 Manual Inspection

So far, all the Quality Checks have automatic acceptance/rejection on Save. In the real world, there could be cases where a check is rejected but yet will be accepted because there is some tolerance.

Such cases will require the user to determine the row-level status. To avoid any system interference in such checks, enable the 'Manual Inspection' checkbox. You can now set the status manually and it will be untouched on Save.



The screenshot shows a web application interface for editing a quality inspection row. The main form is titled 'Editing Row #4' and contains the following fields:

- Parameter \***: Carbon content
- Status**: Accepted (dropdown menu)
- Numeric**: ☒ (checked)
- Manual Inspection**: ☒ (checked)
- Set the status manually.**: (text label)
- Minimum Value**: 0.010
- Applied on each reading.**: (text label)
- Maximum Value**: 0.100
- Applied on each reading.**: (text label)
- Formula Based Criteria**: ☐ (unchecked)

Below the form, there is a section titled 'Numeric Inspection' with a table of readings:

Reading 1	Reading 5	Reading 9
0.03	0.07	
Reading 2	Reading 6	Reading 10
0.035		
Reading 3	Reading 7	
0.09		
Reading 4	Reading 8	
0.1		

Here Reading 1 is outside the defined range, this check would be rejected. But, since it is not very far from 0.153 we accept it manually.

The status for the entire Quality Inspection can then be decided by the user.

## Serial and Batch

In DellSuite, serial and batch tracking are integral features for effectively managing inventory items with unique identifiers.

Serial tracking involves assigning a unique serial number to each individual item, enabling businesses to track its lifecycle from procurement to sale. This allows for precise traceability, warranty tracking, and identification of specific items in case of recalls or quality issues.

However, batch tracking involves grouping items with identical attributes, such as manufacturing date or lot number, into batches. This enables businesses to trace and manage batches of items as they move through the supply chain, ensuring compliance with regulations, managing expiry dates, and facilitating recalls if necessary.

Both serial and batch tracking functionalities in DellSuite provide businesses with granular control over inventory management, enhancing traceability, quality control, and compliance efforts.

## Serial Number

Allow Negative Stock has removed for Serial / Batch Items from version 15. So from version 15 users won't be able to make negative stock transactions for serial /batch items even though Allow Negative Stock has enabled in the Stock Settings.

As discussed in the Item page, if an **Item** is *serialized*, a **Serial Number** (Serial No) record is maintained for each quantity of that **Item**. This information helps track the location of the Serial No, its warranty and end-of-life (expiry) information.

You can also track from which **Supplier** you purchased the **Serial No** and to which **Customer** you have sold it. The **Serial No** status will tell you its current inventory status.

If your Item is *serialized* you will have to enter the Serial Nos in the related column with each Serial No in a new line. You can maintain single units of serialized items using Serial Number.

To access the Serial Number list, go to: > Home > Stock > Serial No and Batch > Serial No

### 1. Prerequisites

Before creating and using a Serial Number, it is advised that you create the following first:

- Item
- Enable 'Has Serial No' in the Item master

Plastic bottle 2L • Enabled View Duplicate < > Refresh ... Save

**Serial Nos and Batches** ^

☐ Has Batch No ☒ Has Serial No

Serial Number Series

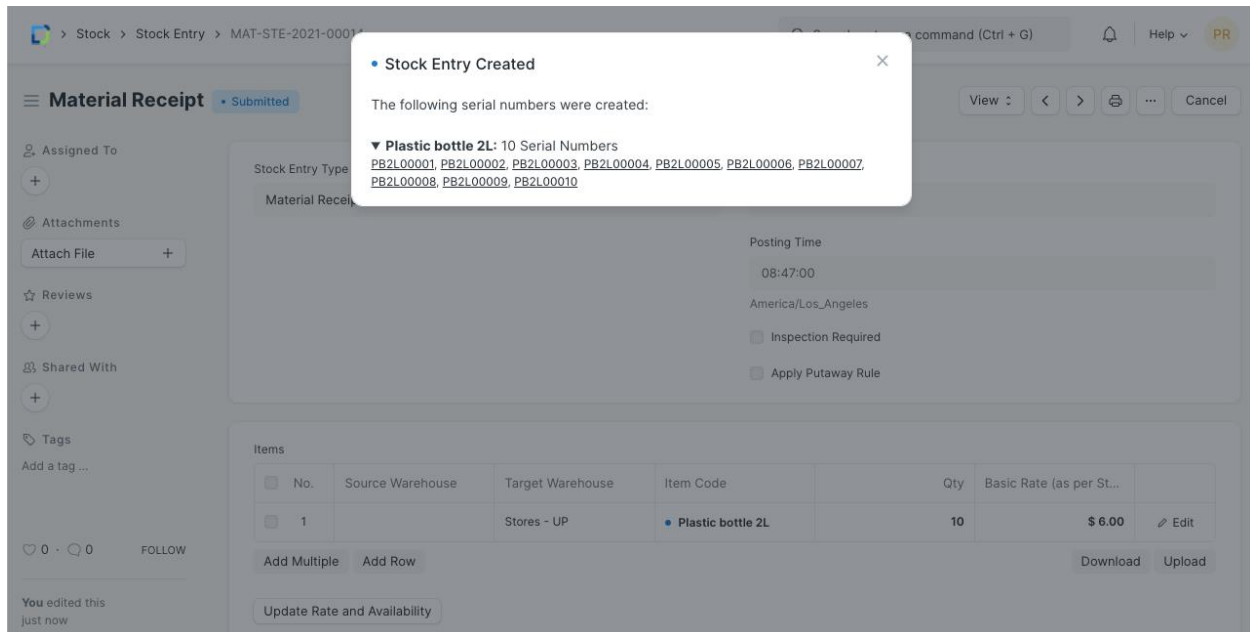
PB2L.#####

Example: ABCD.##### If series is set and Serial No is not mentioned in transactions, then automatic serial number will be created based on this series. If you always want to explicitly mention Serial Nos for this item, leave this blank.

### 2. How to create a Serial Number

Usually, Serial Numbers are auto-created when transactions are made against a serialized Item. This works only when 'Has Serial No' is enabled and a series is set in the Item master.

For example, a series was set for the following Item as 'PB2L.#####'. Then a Stock Entry was submitted to receive the Item. The Serial Numbers were created accordingly.



However, if you want to create a Serial No *manually* follow these steps:

1. Go to the Serial Number list, click on New.
2. Enter a Serial Number.
3. Enter the Item Code and details will be fetched.
4. If any transaction is done with an item, Serial No cannot be set or unset.
5. Save.

Inventory of an Item can only be affected if the Serial No is transacted via a Stock transaction (Stock Entry, Purchase Receipt, Delivery Note, Sales Invoice). When a new Serial No is created directly, its Warehouse cannot be set.



Serial Nos. is unique value assigned on each unit of an item. Serial no. helps in tracking item's warranty and expiry details. Generally high value items like machines, computers, costly equipments are serialized.

To make item Serialized, in the Item master, check **Has Serial No.**

There are two ways Serial no. can be generated in DellSuite.

## 1. Serializing Purchase Items

If purchased items are received with Serial Nos. applied by OEM (original equipment manufacturer), you can follow same Serial No in DellSuite as well. While creating Purchase Receipt, you shall scan or manually enter Serial nos. for an item. On submitting Purchase Receipt, Serial Nos. will be created in the backend as per Serial Nos. provided for an item. If using OEM' Serial No., then in the Item master, Prefix should not be mentioned for serializationalization. As per this scenaio, Prefix field should be left blank.

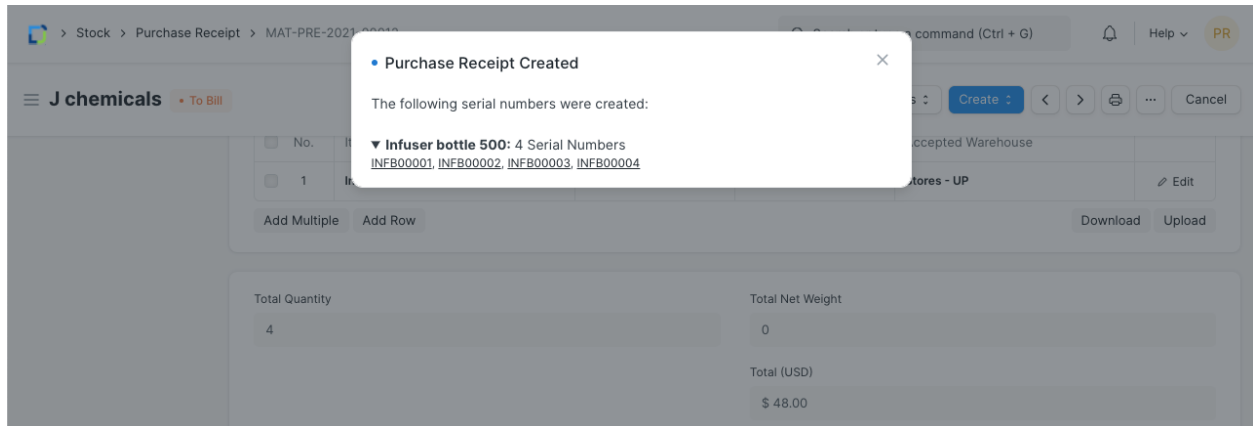
If received items already has its Serial No. barcoded, you can simply scan that barcode for entering Serial No. in the Purchase Receipt. [Click here to learn more about it.](#)

On submission of Purchase Receipt or Stock entry for the serialized item, Serial Nos. will be auto-generated.

The screenshot shows the DellSuite interface for creating a new purchase receipt. The main header indicates the current path: Stock > Purchase Receipt > new-purchase-receipt-1. A search bar and navigation links (Help, PR) are visible. The main form is titled 'New Purchase Receipt' and includes a 'Not Saved' status indicator. A 'Get Items From' dropdown and a 'Save' button are also present. A modal window titled 'Editing Row #1' is open, displaying various fields for item details. The modal includes a checkbox for 'Allow Zero Valuation Rate', a 'BOM' field, a 'Serial No' field with a list of generated numbers (INFB00001, INFB00002, INFB00003, INFB00004), a 'Batch No' field, and a 'Rejected Serial No' field. Action buttons like 'Insert Below', 'Insert Above', 'Duplicate', and 'Move' are located at the top of the modal.

Serial No
INFB00001
INFB00002
INFB00003
INFB00004

Generated Serial numbers will be updated for each item.

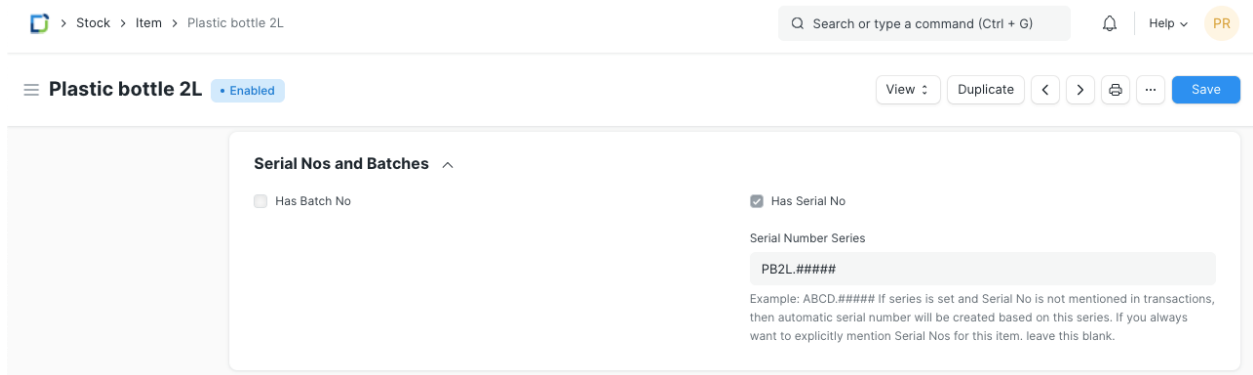


## 2. Serializing Manufacturing Item

To Serialize Manufacturing Item, you can define Series for Serial No. Generation in the Item master itself. Following that series, system will create Serial Nos. for Item when its Production entry is made.

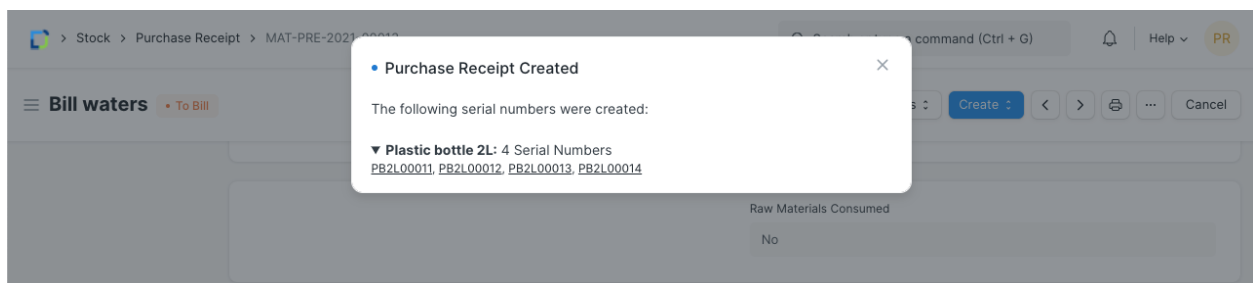
### 2.1 Serial No. Series

When Item is set as serialized, it will allow you to mentioned Series for it.



### 2.2 Production Entry for Serialized Item

On submission of production entry for manufacturing item, system will automatically generate Serial Nos. following Series as specified in the Item master.



# Batch

Allow Negative Stock has removed for Serial / Batch Items from version 15. So from version 15 users won't be able to make negative stock transactions for serial /batch items even though Allow Negative Stock has enabled in the Stock Settings.

**Batch feature in DellSuite allows you to group multiple units of an Item and assign them a unique value/number/tag called Batch No.**

This is done based on the Item. If the Item is batched, then a Batch number must be mentioned in every stock transaction. Batch numbers can be maintained manually or automatically. This feature is useful to set the expiry date of multiple Items or move them together to different Warehouses.

To access the Batch No list, go to: > Home > Stock > Serial No and Batch > Batch

## 1. Prerequisites

Before creating and using a Batch, it is advised that you create the following first:

- Item
- Enable 'Has Batch No' in the Item master

The screenshot shows the 'Syringe D' item master configuration. The 'Serial Nos and Batches' section is expanded, revealing the following settings:

- ☒ Has Batch No
- ☐ Automatically Create New Batch
- ☐ Has Expiry Date
- ☒ Retain Sample
- Max Sample Quantity: 3

Below the 'Max Sample Quantity' field, it states: 'Maximum sample quantity that can be retained'.

## 2. How to create a new Batch

To set item as a batch item, "Has Batch No" field should be checked in the Item master. If you have not selected "Automatically Create New Batch" when creating an Item, you will have to make Batches Manually as you go along.

To create new Batch No. master for an item, go to:

1. Go to the Batch list, click on New.
2. Set the Batch ID.

3. Select the Item.
4. If any transaction is done with an item, the batch cannot be set or unset.
5. Save.

When Batches are enabled for an Item, the option to retain sample stock also becomes available.

## 2.1 Batch Auto Creation

If you want automatic batch creation at the time of Purchase Receipt, you must tick 'Automatically Create New Batch' in the Item master:

The screenshot shows the 'Serial Nos and Batches' configuration panel for an item named 'Syringe D'. The panel includes several settings:

- Has Batch No:** Checked (indicated by a blue checkmark).
- Has Serial No:** Unchecked (indicated by a grey square).
- Automatically Create New Batch:** Checked (indicated by a blue checkmark and highlighted with a red rectangle).
- Batch Number Series:** A text input field containing 'SDB.#####'. Below it, an example is provided: 'Example: ABCD.#####. If series is set and Batch No is not mentioned in transactions, then automatic batch number will be created based on this series. If you always want to explicitly mention Batch No for this item, leave this blank. Note: this setting will take priority over the Naming Series Prefix in Stock Settings.'
- Has Expiry Date:** Unchecked (indicated by a grey square).
- Retain Sample:** Checked (indicated by a blue checkmark).
- Max Sample Quantity:** A text input field containing '3'. Below it, a note states: 'Maximum sample quantity that can be retained'.

At the top of the panel, there are buttons for 'View', 'Duplicate', and 'Save'. The item name 'Syringe D' is displayed with a status 'Enabled'.

## 3. Features

### 3.1 Splitting and Moving Batches

When you open a batch, you will see all the quantities that belong to that batch on the page.

The screenshot shows the batch details page for a batch named 'SDB3112202100001'. The page includes the following elements:

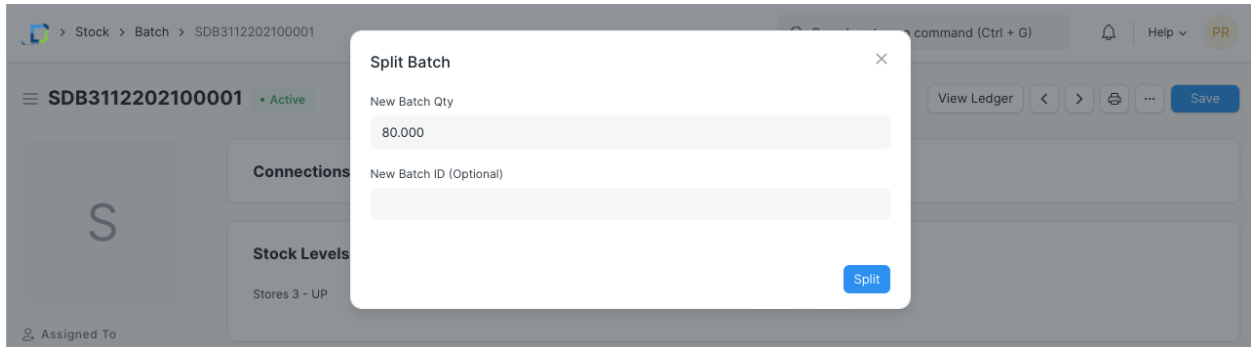
- Batch ID and Status:** 'SDB3112202100001' with a status 'Active' (indicated by a green dot).
- View Ledger:** A button to view the ledger for this batch.
- Connections:** A section with a dropdown arrow.
- Stock Levels:** A section showing the current stock level for 'Stores 3 - UP' as '200'.
- Move and Split Buttons:** Two buttons, 'Move' and 'Split', are available to manage the batch.
- Assigned To:** A field labeled 'Assigned To' with a user icon.

At the top right, there are buttons for 'View Ledger', '<', '>', and 'Save'.

- To move the batch from one Warehouse to another, you can click on the **Move** button.



- You can also split the batch into smaller one by clicking on the **Split** button. This will create a new Batch based on this Batch and the quantities will be split between the batches.



\* If you set expiry date, the Batch will show 'Not Expired' until the expiry date, after which it'll show 'Expired'. If a date is not set, the Batch will show 'Not Set'.

### 3.2 Transacting Items with Batches

A Batch master should be created before the creation of Purchase Receipt. Hence, every time a Purchase Receipt or Work Order is being made for a batch item, you will first create its Batch No, and then select it in the Purchase order or Stock Entry.

On every stock transaction (Purchase Receipt, Delivery Note, Invoice) with a batch item, you should provide the Item's Batch No.

Note: In stock transactions, Batch IDs will be filtered based on Item Code, Warehouse, Batch Expiry Date (compared with a Posting date of a transaction) and Actual Qty in Warehouse. While searching for Batch ID without value in the Warehouse field, Actual Qty filter won't be applied.

## Serial and Batch Bundle

NOTE: Users must create separate "Serial and Batch Bundles" for each stock transaction. They cannot use the same "Serial and Batch Bundle" across multiple stock transactions.

Allow Negative Stock has removed for Serial / Batch Items from version 15. So from version 15 users won't be able to make negative stock transactions for serial /batch items even though Allow Negative Stock has enabled in the Stock Settings.

In version 15, we have introduced the Serial and Batch Bundle. This feature will be used to link Serial / Batch Nos in the Stock transactions.

Before version 15 the Serial No field was a Small Text field. Which meant one column was holding more than one serial number. Because of this design, there were lot of a data integrity

issues. So to solve this we have changed the Serial No field from Small Text to Link field in version 15. Since we can't add a child table inside a child table we have added a new doctype "Serial and Batch Bundle"

to pick/dispatch multiple Serial / Batch numbers.

Assigned To

+

Attachments

Attach File +

Shared With

+

Tags

Add a tag ...

0 · 0 FOLLOW

You edited this 51 minutes ago

You created this 51 minutes ago

**Serial and Batch**    Quantity and Rate    Reference

Company \*    Item Code \*

Frappe Technologies    SDG-0011

Item Name    Warehouse \*

Polarized Sunglass    Stores - FT

☒ Has Serial No    Type of Transaction \*

☐ Has Batch No    Inward

**Serial / Batch No**

	No.	Serial No	Batch No	Qty	Warehouse	
<input type="checkbox"/>	1	PSQS-0001		1	Stores - FT	Edit
<input type="checkbox"/>	2	PSQS-0002		1	Stores - FT	Edit
<input type="checkbox"/>	3	PSQS-0003		1	Stores - FT	Edit
<input type="checkbox"/>	4	PSQS-0004		1	Stores - FT	Edit

## How does this work?

You need a Serial and Batch bundle to be created and linked to stock transactions whenever you have to deal with Serial / Batch numbers. The user needs to create a separate "Serial and Batch Bundle" for each transaction and they can't link the same "Serial and Batch Bundle" to multiple transactions.

### Auto Creation of Serial and Batch Bundle for Inward Entry

If the user wants to create an auto "Serial and Batch Bundle" for the inward entry then they have to make sure that 'Serial Number Series' has been set for the item Serial Item and the 'Automatically Create New Batch' checkbox with 'Batch Number Series' has set for the Batch Item.

## For Serial No

The screenshot shows the configuration page for 'Polarized Sunglass' in the Odoo Inventory module. The 'Serial Nos and Batches' section is expanded, showing the 'Has Serial No' checkbox checked. Below it, the 'Serial Number Series' is set to 'PSG-####'. An example text explains that if the series is set and a serial number is not mentioned in transactions, an automatic serial number will be created based on the series. The 'Has Batch No' checkbox is unchecked.

## For Batch No

The screenshot shows the configuration page for 'Brass Tap' in the Odoo Inventory module. The 'Serial Nos and Batches' section is expanded, showing the 'Has Batch No' and 'Automatically Create New Batch' checkboxes checked. Below them, the 'Batch Number Series' is set to 'BTSP-####'. An example text explains that if the series is set and a batch number is not mentioned in transactions, an automatic batch number will be created based on the series. The 'Has Serial No' checkbox is unchecked.

After the configuration when the user creates the Purchase Receipt or Stock Entry with the Type "Material Receipt", the system will create the "Serial and Batch Bundle" for inward automatically on submission of the record.

## Auto Creation of Serial and Batch Bundle for Outward Entry

If the user wants to create an auto "Serial and Batch Bundle" for the outward entry then they have to enable the checkbox "Auto Create Serial and Batch Bundle For Outward" in the stock settings. The user can also set "Pick Serial / Batch Based On" as "FIFO / LIFO / Expiry" in the stock settings.

**Stock Settings**

Assigned To: +

Attachments: Attach File +

Shared With: +

Defaults | Stock Validations | Stock Reservation | **Serial & Batch Item** | Stock Planning | Stock Closing

**Serial & Batch Item Settings**

☒ Auto Create Serial and Batch Bundle For Outward

Pick Serial / Batch Based On \*  
FIFO

☐ Disable Serial No And Batch Selector

☐ Have Default Naming Series for Batch ID?

Save

After the configuration when the user creates the Delivery Note or Stock Entry with the Type "Material Issue", the system will create the "Serial and Batch Bundle" for outward automatically on submission of the record.

### Manual Creation of Serial and Batch Bundle for Inward Entry

For the "Serial and Batch Bundle", both serial / batch no needs to be present first in the system. So with the manual option user has to first create the Serial / Batch Nos in the system. The user has to use the CSV import option to make Serial / Batch Nos. The blank CSV template can be downloaded using the Serial and Batch Selector.

**Add Serial Nos**

Scan Serial No

**Add Serial Nos via CSV File**

Download CSV Template | Attach CSV File

Attach

Serial No
No Data

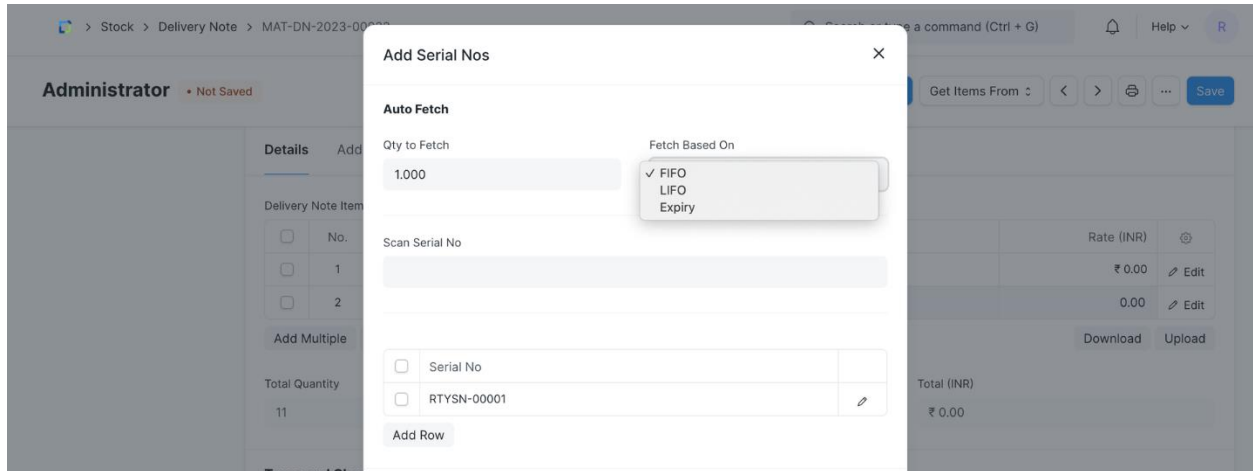
Add Row

Edit Full Form | Add Serial Nos

Complete GIF for manual creation of Serial and Batch Bundle for inward entry is as follow

## Manual Creation of Serial and Batch Bundle for Outward Entry

Using the Serial and Batch Selector, the user can pick the Serial / Batch Nos based on the "FIFO / LIFO / Expiry" method.



Complete GIF for manual creation of Serial and Batch Bundle for outward entry is as follow

## History of Serial Numbers

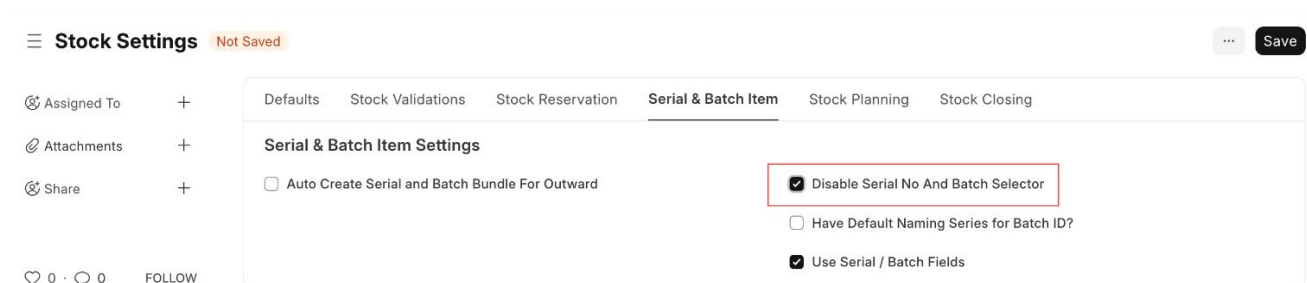
To check the history of Serial Numbers, check the report "Serial No Ledger"

## Serial / Batch Selector

Is used to select Serial Nos / Batches manually, also this popup is used to create serial nos / batches automatically if they are not exists.

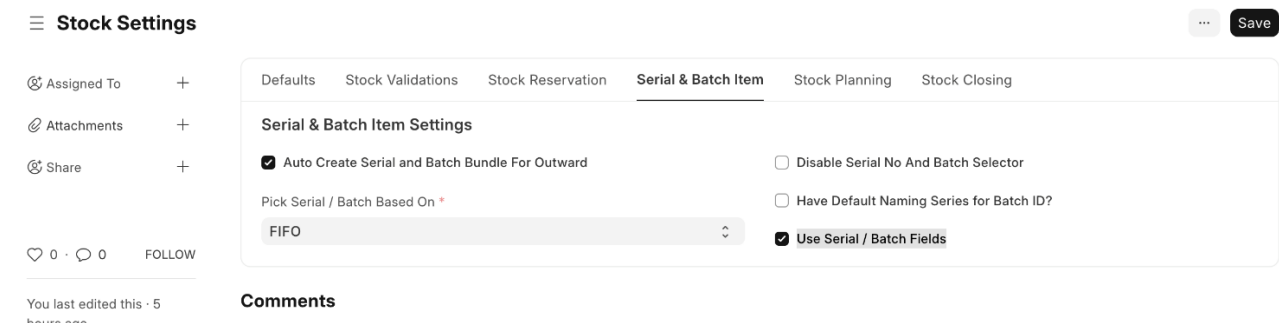
## Disable Serial / Batch Selector

If users don't want to use the Serial and Batch Selector (popup) then they can disable it through Stock Settings. To disable it, goto Stock Settings > Serial and Batch Item (TAB) > "**Disable Serial No And Batch Selector**" enable this checkbox and save.



## Old Serial / Batch Fields

Many customers have requested to retain the old serial and batch fields to address UX issues. In response to their demand, we have retained the old serial/batch fields. These fields are solely used for entering serial numbers and batches. The system will automatically create the Serial and Batch Bundle upon the submission of the stock transaction. To enable this feature, users must navigate to Stock Settings and enable the 'Use Serial / Batch Fields' option (see below image).

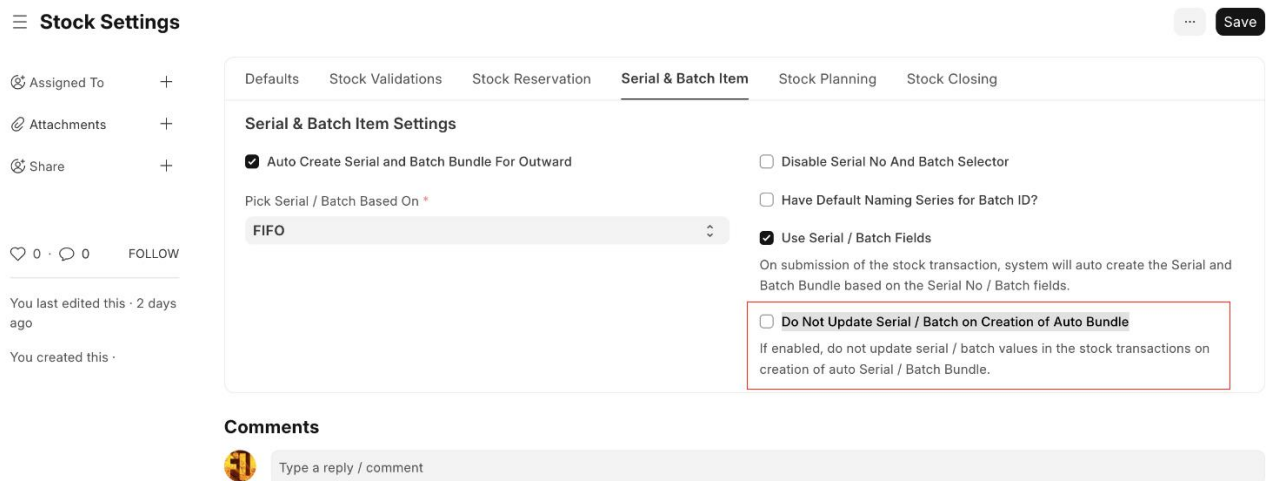


The screenshot shows the 'Stock Settings' interface. On the left, there are options for 'Assigned To', 'Attachments', and 'Share', each with a plus icon. Below these are heart and comment icons, and a 'FOLLOW' button. The main content area has tabs for 'Defaults', 'Stock Validations', 'Stock Reservation', 'Serial & Batch Item' (which is selected), 'Stock Planning', and 'Stock Closing'. Under the 'Serial & Batch Item' tab, the 'Serial & Batch Item Settings' section includes: a checked checkbox for 'Auto Create Serial and Batch Bundle For Outward', a dropdown menu for 'Pick Serial / Batch Based On' set to 'FIFO', a checkbox for 'Disable Serial No And Batch Selector', a checkbox for 'Have Default Naming Series for Batch ID?', and a checked checkbox for 'Use Serial / Batch Fields'. A 'Save' button is in the top right corner.

After that when user create the stock transaction like delivery note, system will show the old Serial / Batch Fields. User can disable old serial / batch fields at transaction level too.

## Update Serial / Batch on Creation of Auto Bundle

If user want to update the Serial No / Batch in the Serial / Batch fields automatically on creation of the Serial and Batch Bundle, then goto Stock Settings -> disable "Do Not Update Serial / Batch on Creation of Auto Bundle".



This screenshot is similar to the previous one, showing the 'Stock Settings' interface with the 'Serial & Batch Item' tab selected. The 'Use Serial / Batch Fields' checkbox is checked. A red box highlights the 'Do Not Update Serial / Batch on Creation of Auto Bundle' checkbox, which is currently unchecked. Below this checkbox, a text box explains: 'If enabled, do not update serial / batch values in the stock transactions on creation of auto Serial / Batch Bundle.' The 'Save' button is in the top right corner.

Case:

1. User has enabled "Use Serial / Batch Fields" in the stock settings
2. User want to create the serial and batch bundle per single batch

3. User has set the auto create batch in the Item master.
4. On submission of the Purchase Receipt, system has created auto Batch, Serial and Batch Bundle and set the Batch and Serial and Batch Bundle in the respective fields on the Purchase Receipt line item..
5. Updating the value of batch takes time and if you want to skip this step, please enable "Do Not Update Serial / Batch on Creation of Auto Bundle" in the stock settings.
6. With this the batch column remain blank but the serial and batch bundle will have the value of the auto created bundle.

## Serial Number Naming

Serial Nos. is unique value assigned on each unit of an item. Serial no. helps in tracking item's warranty and expiry details. Generally high value items like machines, computers, costly equipments are serialized.

To make item Serialized, in the Item master, check **Has Serial No.**

There are two ways Serial no. can be generated in DellSuite.

### 1. Serializing Purchase Items

If purchased items are received with Serial Nos. applied by OEM (original equipment manufacturer), you can follow same Serial No in DellSuite as well. While creating Purchase Receipt, you shall scan or manually enter Serial nos. for an item. On submitting Purchase Receipt, Serial Nos. will be created in the backend as per Serial Nos. provided for an item. If using OEM' Serial No., then in the Item master, Prefix should not be mentioned for serializationalization. As per this scenaio, Prefix field should be left blank.

If received items already has its Serial No. barcoded, you can simply scan that barcode for entering Serial No. in the Purchase Receipt. [Click here to learn more about it.](#)

On submission of Purchase Receipt or Stock entry for the serialized item, Serial Nos. will be auto-generated.

Stock > Purchase Receipt > new-purchase-receipt-1

Search or type a command (Ctrl + G) Help PR

New Purchase Receipt • Not Saved Get Items From Save

**Editing Row #1** Insert Below Insert Above Duplicate Move

☐ Allow Zero Valuation Rate

BOM

Serial No

INFB00001  
INFB00002  
INFB00003  
INFB00004

Batch No

Rejected Serial No

Generated Serial numbers will be updated for each item.

Stock > Purchase Receipt > MAT-PRE-2021-000001

Search or type a command (Ctrl + G) Help PR

J chemicals • To Bill Create < > ... Cancel

**Purchase Receipt Created**

The following serial numbers were created:

▼ Infuser bottle 500: 4 Serial Numbers  
INFB00001, INFB00002, INFB00003, INFB00004

Accepted Warehouse

Stores - UP Edit

Add Multiple Add Row Download Upload

Total Quantity 4 Total Net Weight 0

Total (USD) \$ 48.00

## 2. Serializing Manufacturing Item

To Serialize Manufacturing Item, you can define Series for Serial No. Generation in the Item master itself. Following that series, system will create Serial Nos. for Item when its Production entry is made.

### 2.1 Serial No. Series

When Item is set as serialized, it will allow you to mentioned Series for it.



Plastic bottle 2L Enabled View Duplicate < > Print ... Save

**Serial Nos and Batches** ^

☐ Has Batch No

☒ Has Serial No

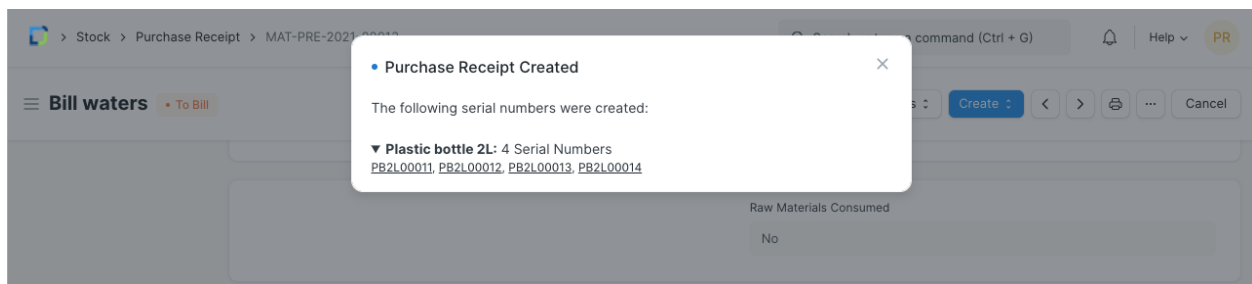
Serial Number Series

PB2L#####

Example: ABCD.##### If series is set and Serial No is not mentioned in transactions, then automatic serial number will be created based on this series. If you always want to explicitly mention Serial Nos for this item, leave this blank.

## 2.2 Production Entry for Serialized Item

On submission of production entry for manufacturing item, system will automatically generate Serial Nos. following Series as specified in the Item master.



## Installation Note

**An Installation Note can be created when a product/item is being installed or set up at the Customer's place.**

For example, if you sell an Air Conditioner, a service person generally accompanies the delivery to install the Air Conditioner at the Customer's place. The service person can create an "Installation Note", to track the date and details of the installation.

To access the Installation Note list, go to:

Home > Stock > Serial No and Batch > Installation Note

## 1. How to create an Installation Note

An Installation Note is usually created from a Delivery Note. You can also create it manually and click on the 'From Delivery Note' button to fetch details from a selected Delivery Note.

1. Go to the Installation Note list, click on New.
2. The Customer, Item, and quantity will be fetched from the Delivery Note.

3. The date and time are set to when the note is created.
4. Save and submit.

The screenshot shows a web interface for an item named 'Joshua', which is marked as 'Submitted'. On the left, there is a sidebar with options: 'Assigned To' (with a plus icon), 'Attachments' (with an 'Attach File' button and a plus icon), 'Reviews' (with a plus icon), 'Shared With' (with a plus icon), 'Tags' (with an 'Add a tag ...' button), and a status section showing '0' likes, '0' comments, and a 'FOLLOW' button. The main area is titled 'Installation Note' and contains several input fields: 'Customer' (filled with 'Joshua'), 'Installation Date' (filled with '04-22-2021'), 'Customer Address' (filled with 'Joshua-Billing'), 'Installation Time' (filled with '09:05:29'), 'Contact Person' (filled with 'Joshua Jones'), 'America/Los\_Angeles' (location), 'Status' (filled with 'Submitted'), 'Name' (filled with 'Joshua'), 'Company' (filled with 'Unico Plastics Inc.'), 'Contact Email' (filled with 'joshua@example.com'), and 'Territory' (filled with 'All Territories'). At the bottom left of the main area, it says 'You edited this'.

Any additional remarks about the installation can be added. If the Item is serialized, the serial numbers can be added in Items table.

## Managing Batch wise Inventory

Set of items which has same properties and attributes can be group in a single Batch. For example, pharmaceuticals items are batch, so that it's manufacturing and expiry date can be tracked together.

To maintain batches against an Item you need to mention 'Has Batch No' as yes in the Item Master.

The screenshot shows the 'Syringe B' item master settings, which are 'Enabled'. At the top right, there are buttons for 'View', 'Duplicate', navigation arrows, a print icon, and a 'Save' button. The main section is titled 'Serial Nos and Batches' and contains several checkboxes: 'Has Batch No' (checked), 'Automatically Create New Batch' (checked), and 'Has Serial No' (unchecked). Below these is a 'Batch Number Series' field with the value 'SYB.####'. A note explains: 'Example: ABCD.####. If series is set and Batch No is not mentioned in transactions, then automatic batch number will be created based on this series. If you always want to explicitly mention Batch No for this item, leave this blank. Note: this setting will take priority over the Naming Series Prefix in Stock Settings.' At the bottom, there are two more checkboxes: 'Has Expiry Date' (unchecked) and 'Retain Sample' (unchecked).

You can create a new Batch from:

Stock > Documents > Batch > New

Read Stock batch to learn more.

For the Batch item, updating Batch No. in the stock transactions (Purchase Receipt & Delivery Note) is mandatory.

### *Purchase Receipt*

When creating Purchase Receipt, you should create new Batch, or select one of the existing Batch master. One Batch can be associated with one Batch Item.

Warehouse and Reference

Accepted Warehouse  
Stores - UP

Rejected Warehouse

Quality Inspection

☐ Allow Zero Valuation Rate

BOM

Serial No

Batch No  
SYB.0001

Filters applied for Item = Syringe B

+ Create a new Batch

Advanced Search

### *Delivery Note*

Define Batch in Delivery Note Item table. If Batch item is added under Product Bundle, you can update it's Batch No. in the Packing List table as well.

Editing Row #1

Warehouse and Reference

Warehouse  
Stores - UP

Batch No  
SYB.0005

Insert Below Insert Above Duplicate Move

Save

## Batch-wise Stock Balance Report

To check batch-wise stock balance report, go to:

Stock > Standard Reports > Batch-wise Balance History

Batch-Wise Balance History										Menu	Refresh
01-01-2015		01-18-2016									
Sr No	Item	Item Name	Description	Warehouse	Batch	Opening Qty	In Qty	Out Qty	Balance Qty		
1	YW-DRV	Yaw Drive	Yaw Drive	Stores - WPL	YW-DR-0001	0.000	20.000	3.000	17.000		
2	YW-DRV	Yaw Drive	Yaw Drive	Stores - WPL	YW-DR-0002	0.000	5.000	0.000	5.000		

## Disassembly Order

The 'Disassembly Order' in DellSuite is used to dismantle finished goods and return the components that are in good condition back to the store. The system allows users to change the valuation rate of the components when adding them back to the store.

To create the "Disassembly Order", open the work order which are in **Completed** state or **Closed** state. Click on create button and after that "Disassembly Order"

Test Mixed Item Completed

Status: Create: Car

Production Item

Configuration

More Info

Connections

Status \*

Completed

Item To Manufacture \*

Test Mixed Item

Item Name

Test Mixed Item

BOM No \*

BOM-Test Mixed Item-002

Sales Order

Warehouse

Work-in-Progress Warehouse \*

Work In Progress - FT

This is a location where operations are executed.

Company \*

Frappe Technologies

Qty To Manufacture \*

5

Material Transferred for Manufacturing

5

Manufactured Qty

5

☐ Track Semi Finished Goods

Target Warehouse

Finished Goods - FT

This is a location where final product stored.

BOM

Disassembly Order

TM

Assigned To

Attachments

Tags

Share

Once user clicked on the "Disassembly Order" button, the system will open the stock entry with type as "Disassemble"



## 2. Defaults

### 2.1 Default Item Group

This will be the default item group allocated to a newly created item. Item groups are useful for classification and setting properties for the whole group. To know more visit the [Item Group](#) page.

### 2.2 Default Stock UOM

The default unit of measure for stock is set as numbers (Nos), it can be changed from here.

### 2.3 Default Warehouse

Set the default Warehouse from which the stock transactions are done. This will be fetched into the Default Warehouse in the Item master:

The screenshot shows a web interface for setting defaults for an item named 'Plastic bullets'. The page has a header with the item name and a status 'Enabled'. On the right, there are buttons for 'View', 'Duplicate', navigation arrows, a print icon, and a 'Save' button. The main content area is titled 'Sales, Purchase, Accounting Defaults'. Under the 'Item Defaults' section, there is a table with columns for 'No.', 'Company', 'Default Warehouse', and 'Default Price List'. The first row shows '1' for 'No.', 'Unico Plastics Inc.' for 'Company', 'Stores - UP' for 'Default Warehouse' (highlighted with a red box), and an empty field for 'Default Price List'. An 'Add Row' button is at the bottom left of the table, and an 'Edit' link is at the bottom right.

No.	Company	Default Warehouse	Default Price List
1	Unico Plastics Inc.	Stores - UP	

### 2.4 Sample Retention Warehouse

This is the Warehouse where sample retentions are stored. To know more, visit [this page](#).

### 2.5 Default Valuation method

FIFO - first in first out or moving average valuation for your items. The default method is FIFO. If you select Moving Average, new Items will be valued on Moving Average. You can change this when creating new Items in the Item form. Once the Item is saved, the Valuation Method cannot be changed. [Read more here](#).

## 3. Limit Percent

This is the percentage you are allowed to receive or deliver more against the quantity ordered. For example: If you have ordered 100 units, Supplier sends 120 units and the percentage is set to 10% then you are allowed to receive 110 units. By default, this is set to 0.

## 4. Role Allowed to Over Deliver/Receive

Users with this role are allowed to over deliver/receive against orders above the allowance percentage

## 5. Show Barcode Field

A field to enter Barcode details for an item. If unticked, the field won't be visible in the Item form.

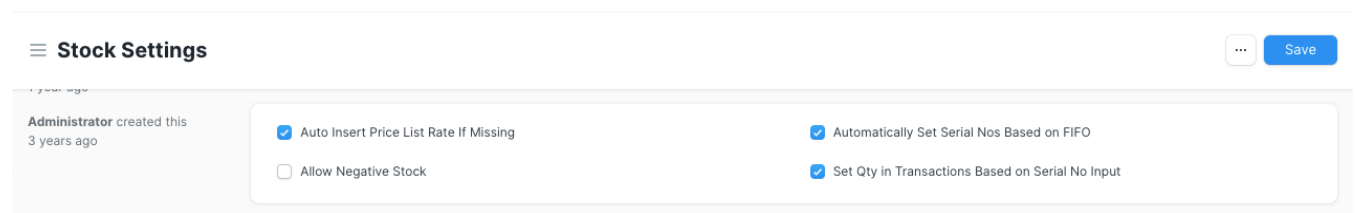
## 6. Convert Item Description to Clean HTML

Usually, descriptions are copy-pasted from a website or Word/PDF file and they contain a lot of embedded styles. This messes up the Print view of your invoices or quotes.

To fix this, you can check "Convert Item Description to Clean HTML" in Stock Settings. This will ensure that when you save the Items, their descriptions will be cleaned up.

If you want to control your description, views, and allow any HTML to be embedded, you can uncheck this property.

## 7. Auto insert



The screenshot shows the 'Stock Settings' interface. At the top left, there is a hamburger menu icon followed by the text 'Stock Settings'. At the top right, there is a three-dot menu icon and a blue 'Save' button. Below the header, on the left, it says 'Administrator created this 3 years ago'. The main area contains four checkboxes arranged in a 2x2 grid: 'Auto Insert Price List Rate If Missing' (checked), 'Automatically Set Serial Nos Based on FIFO' (checked), 'Allow Negative Stock' (unchecked), and 'Set Qty in Transactions Based on Serial No Input' (checked).

### 7.1 Auto insert Price List rate if missing

Enabling this will insert an Item Price to the Price List of an Item automatically when using the Item in its first transaction. This price is fetched from the 'Rate' set in the first transaction with the Item. The Price List depends on whether you're using a Purchase or Sales transaction.

Note that, the Item Price will be automatically inserted only in the first transaction if not already present.

If this is unticked, the 'Standard Selling Rate' set in the Item when creating the Item will be added as Item Price.

### 7.2 Automatically Set Serial Nos based on FIFO

Serial numbers for stock will be set automatically based on the Items entered based on first in first out. The Serial Numbers will be set automatically in transactions like Purchase/Sales Invoices, Delivery Notes, etc.

## 8. Allow Negative Stock

This will allow stock items to be displayed in negative values. Using this option depends on your use case. For example, the stock transaction entries are entered at the weekend or month-end. In this case, negative stock needs to be enabled so that you can continue with your purchase/sales transaction entries.

Instead of enabling negative stock globally you can also enable it for specific items.

Allow Negative Stock has removed for Serial / Batch Items from version 15. So from version 15, users won't be able to make negative stock transactions for serial /batch items even though Allow Negative Stock has enabled in the Stock Settings.

## 9. Set Qty in Transactions based on Serial No Input

The quantity of items will be set according to the serial numbers. For example, if the user has added serial nos like A001, A002, and A003 then the system will set the quantity as 3 in the transaction.

## 10. Automatic Material Request

≡ Stock Settings

⋮ Save

**Auto Material Request**  
☒ Raise Material Request When Stock Reaches Re-order Level  
☐ Notify by Email on Creation of Automatic Material Request

### 10.1 Raise Material Request when the stock reaches re-order level

This option is useful if you want to ensure a constant supply of raw materials/products and avoid shortage. A Material Request will be raised automatically when stock reached the re-order level defined in the Item form.

### 10.2 Notify by Email on the creation of automatic Material Request

An email will be sent to notify the User with the role 'Purchase Manager' when an automatic Material Request is created.

## 11. Inter Warehouse Transfer Settings

≡ Stock Settings • Not Saved

⋮ Save

**Inter Warehouse Transfer Settings**  
☒ Allow Material Transfer from Delivery Note to Sales Invoice  
☒ Allow Material Transfer from Purchase Receipt to Purchase Invoice



### 11.1 Enable customer warehouse for material transfer from Delivery Note and Sales Invoice

This option is useful when material transfer needs to be presented as a Delivery Note. For example, if there are statutory requirements where taxes are to be applied on each transfer of Material. It is easier to manage in a transaction like Delivery Note, than in the Stock Entry

### 11.2 Enable supplier warehouse for material transfer from Purchase Receipt and Purchase Invoice

Similar to above option this option is useful when material transfer needs to be presented as Purchase Receipt.

To know more about inter warehouse material transfer via Delivery Note and Purchase Invoice please refer this article [Material Transfer From Delivery Note](#)

## 12. Freeze Stock Entries

The User will not be allowed to make stock postings beyond this date.

The screenshot shows the 'Stock Settings' page with a 'Not Saved' indicator. The 'Control Historical Stock Transactions' section contains three settings:

- Role Allowed to Create/Edit Back-dated Transactions:** A dropdown menu. Below it, a note states: "If mentioned, the system will allow only the users with this Role to create or modify any stock transaction earlier than the latest stock transaction for a specific item and warehouse. If set as blank, it allows all users to create/edit back-dated transactions."
- Stock Frozen Upto:** A date input field. Below it, a note states: "No stock transactions can be created or modified before this date."
- Freeze Stocks Older Than (Days):** A numeric input field with the value '0'. Below it, a note states: "Stock transactions that are older than the mentioned days cannot be modified."

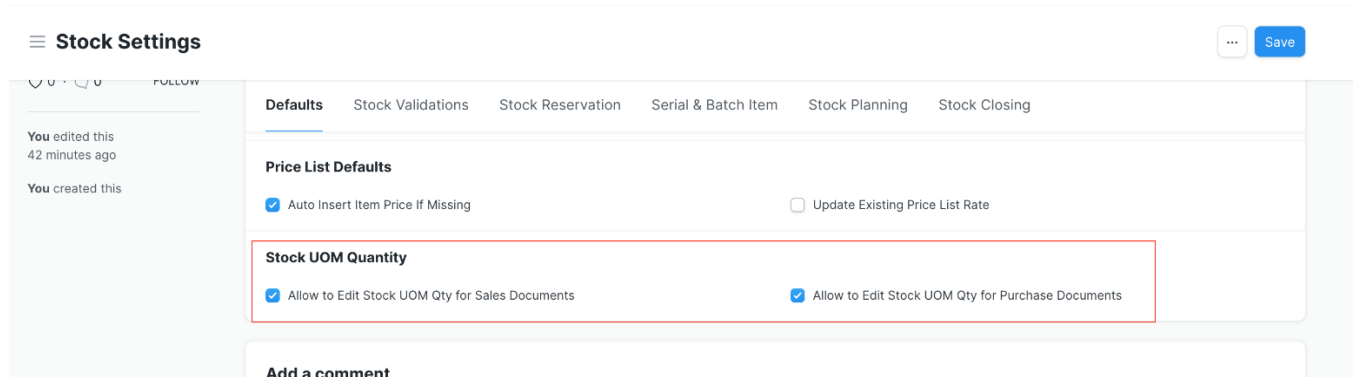
- **Stock Frozen Upto:** A threshold date till which stocks will be frozen.
- **Freeze Stocks Older Than [Days]:** Stocks older than x days will be frozen. This is calculated based on the creation date of the item.
- **Role Allowed to edit frozen stock:** The role you choose here will be allowed to edit frozen stock.

## 13. Batch identification

Global setting for batches of stocks to be identified by a Naming Series. You can override this in the Item DocType.

## 14. Allow to Edit Stock Quantity

Enable "Allow to Edit Stock UOM Qty for Sales Documents / Allow to Edit Stock UOM Qty for Purchase Documents" in the stock settings.



The screenshot shows the 'Stock Settings' page. On the left, there is a sidebar with a menu icon and the text 'Stock Settings'. Below this, there are two entries: 'You edited this 42 minutes ago' and 'You created this'. The main content area has a tabbed interface with tabs for 'Defaults', 'Stock Validations', 'Stock Reservation', 'Serial & Batch Item', 'Stock Planning', and 'Stock Closing'. The 'Defaults' tab is selected. Under 'Price List Defaults', there are two checkboxes: 'Auto Insert Item Price If Missing' (checked) and 'Update Existing Price List Rate' (unchecked). Below this, the 'Stock UOM Quantity' section is highlighted with a red border. It contains two checkboxes: 'Allow to Edit Stock UOM Qty for Sales Documents' (checked) and 'Allow to Edit Stock UOM Qty for Purchase Documents' (checked). At the bottom, there is a section for 'Add a comment'.

## Why to Edit Stock Qty / Qty as Per Stock UOM

If you're using multi-uom and your stock uom is a whole number, then you might face the issue that the Stock UOM should be non-decimal. Users experience this problem when they are unable to set an accurate conversion factor.

### Solution

User will set the Stock Quantity and system will calculate the conversion factor.

## 15. Allow UOM with Conversion Rate Defined in Item

If enabled, the system will allow selecting UOMs in sales and purchase transactions only if the conversion rate is set in the item master.

Received and Accepted

Received Quantity \*1

Accepted Quantity1.000

Rejected Quantity0.000

UOM \*

Nos

1.0

Box

10.0

Filters applied for Item Code = Bicycle

+ Create a new UOM

Q Advanced Search

Retain Sample

Rate and Amount

Price List Rate (INR)21,000.0000

Price List Rate (INR)

Discount and Margin

Rate (INR)21,000.0000

Amount (INR)₹ 21,000.00

Rate (INR) \*₹ 21,000.00

Amount (INR)₹ 21,000.00

Is Free Item

## Stock Reposting Settings

Stock Reposting Settings

Convert to Item Based Reposting

Save

Experimental

Click here to post bugs and suggestions

Assigned To

Attachments

Share

0

0

FOLLOW

You last edited this · 1 minute ago

You created this ·

Scheduling

Limit timeslot for Stock Reposting

Start Time \*

20:53:49

End Time \*

06:53:49

Limits don't apply on

Monday

Use Item based reposting

Do reposting for each Stock Transaction

Errors Notification

Notify Reposting Error to Role

Stock User

### Limit timeslot for Stock Reposting

If you want to run the reposting in a specific time then you can enable the checkbox "**Limit timeslot for Stock Reposting**". With this configuration you can avoid deadlock issues which occurs during the reposting.

Limits don't apply on

If you want to run the reposting full day and not on a specific time, especially when you have weekly off then you can use this configuration.

### Use Item Based Reposting

This option is helpful when you want to speed up reposting. The system skips reposting for duplicate items and warehouses to improve speed.

### Do reposting for each Stock Transaction

The system creates a reposting record for backdated entries. This means that the system only generates a reposting record if a future transaction exists for the same item and warehouse. We have seen cases where system has not created reposting entry for backdated transaction because of concurrency issues. So to solve them added this option which won't check whether the future transaction exists for the same item and warehouse to make reporting record. This is also added for an audit purpose.

### Notify Reposting Error to Role

If reposting fails due to any issues, the system sends emails to the system managers. If you don't want to send failure emails to the system managers, you can configure a role, and the system will then send the email to the users assigned to that respective role.

### Note for usage

Reposting is a tough computational problem to solve because it involves reposting 1000s may be 10,000s of entries depending on volume of transaction. Please use Reposting Wisely. It is recommended to limit back dated entries to not more than one month. Reposting entries with dates ranging more than one month may lead to failure in reposting for multiple reasons including but not limited to 1. Reposting Time may be limited to prevent utilisation of resources during working hours, therefore the actual reposting may come up at a later date than when it was created, therefore leading to inconsistencies in the vouchers on the system 2. Reposting is limited to a timeout of 1500 seconds, which may be exceeded if the volume of reposting is too long

## Stock Reports

Stock reports in DellSuite provide valuable insights into the status and movements of inventory within an organization.

These reports typically include information such as current stock levels, stock transactions, stock valuations, stock aging, and item-wise details. Inventory managers can generate stock reports to track stock availability, identify trends in stock movements, monitor inventory turnover rates, and analyse stock-related costs.

# Stock Ledger Report

A **Stock Ledger Report** is a detailed record that keeps track of stock movements for a company.

Inward or outward transactions related to Manufacturing, Purchasing, Selling, and Stock Transfers are recorded in the Stock Ledger which then is reflected in the Stock Ledger Report.

It reflects the quantity and value of stock **issued, received, or transferred** along with the stock item and its warehouse details.

It can be referred when the **Perpetual Inventory** system is enabled, as this report reflects the history of all your stock transactions. It presents a more granular view of the stock transactions.

## Stock Ledger Report Attributes

- **Incoming Rate:** It reflects the actual value of the stock at which it was brought under your inventory. It reflects the same value as entered in the *Rate* field of the document.
- **Balance Value:** It represents the total value of the remainder stock in the inventory. It is the product of Valuation Rate and Balance Quantity of a stock item.
- **Valuation Rate:** It is calculated based upon the valuation method selected.

Here is how Stock Ledger Report represents a **Stock Entry** of type *Material Receipt*.

Stock Ledger

Set Chart

Create Card

Unico Plastics Inc.

04-23-2021

04-23-2021

Warehouse

Item

Item Group

Batch No

Brand

MAT-STE-2021-00016

Project

Include UOM

	Date	Item	Item Name	Stock U...	In Qty	Out Qty	Balance Qty	Voucher #	Warehouse	Item Group	Brand
1	04-23-2021 05:28:...	Pen blue	Pen blue	Nos	300.000	0.000	300.000	MAT-STE-2021-00...	Stores - UP	All Item Gro...	

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.019012 sec

It reflects an item **Chair** of quantity *1000 units* with Incoming Rate (Basic Rate) as *Rs.3000* received in warehouse *Stores - L* along with calculating Valuation Rate and Balance Value.

You can click on **Voucher #** to open the document this transaction was created from.

Stock Ledgers are generated from the following transactions:

- Sales Invoice, Purchase Invoice (with *Update Stock* checked)
- Delivery Note
- Purchase Receipt
- Stock Entry
- Stock Reconciliation

You can add fields from the previously mentioned Document Types by clicking on Menu > Add Column.

## Stock Level Report

Stock Level report list stock item's quantity available in a particular warehouse.

There are multiple reports available you can check for item's stock level.

### *Stock Projected Quantity Report*

This report list item wise - warehouse wise stock level of an item considering all the stock transactions. With Actual Quantity of an item, it also provide other details like:

1. Actual Qty: Quantity available in the warehouse.
2. Planned Qty: Quantity, for which, Work Order has been raised, but is pending to be manufactured.
3. Requested Qty: Quantity requested for purchase, but not ordered.
4. Ordered Qty: Quantity ordered for purchase, but not received.
5. Reserved Qty: Quantity ordered for sale, but not delivered.
6. Project Qty: Project Quantity is calculated as

$\text{Projected Qty} = \text{Actual Qty} + \text{Planned Qty} + \text{Requested Qty} + \text{Ordered Qty} - \text{Reserved Qty}$

The projected inventory is used by the planning system to monitor the reorder point and to determine the reorder quantity. The projected Quantity is used by the planning engine to monitor the safety stock levels. These levels are maintained to serve unexpected demands.

Having a tight control of the projected inventory is crucial to determine shortages and to calculate the right order quantity.

## BOM Explorer

BOM Explorer Report shows a complete hierarchy of the Bill of Materials (BOM) with its raw materials in the form of the tree view.

You need to select the BOM in the filter then the report will show the quantity of required raw materials and scraps for manufacturing the item. It is the complete tree view of assemblies, sub-assemblies i.e. all exploded items.

Using the BOM Explorer, user can view the quantity of raw materials and scraps from all exploded items and print it.

BOM Explorer

Set Chart

Create Card

BOM-Shaving Brush-007

	Item Code	Item Name	BOM	Qty	UOM	Standard Descript...	Scrap
1	Salt	Salt		1	Kg	Salt	0
2	Coal	Coal		1	Nos	Coal	0
3	▼ Brush Bristles Thin	Brush Bristl...	BOM-Brush Bristles ...	1	Nos	Brush Bristles Thin	0
4	Raw Plastic Crystals	Raw Plastic ...		1	Nos	Raw Plastic	0
5	Cellulose	Cellulose		1	Nos	Cellulose	0
6	Crude Oil	Crude Oil		1	Nos	Crude Oil	0
7	Natural Gas	Natural Gas		1	Cubic Foot	Natural Gas	0

Collapse All

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.090522 sec

## Closing Stock Balance

Note: In v16 the closing stock balance has renamed as Stock Closing Entry

### How the Stock Balance Report is Prepared

The Stock Balance report is a crucial tool for businesses to monitor their inventory levels and make informed decisions. It consists of four main columns: Opening Stock, In Stock, Out Stock, and Balance Stock. The Balance Stock is calculated using the formula  $\text{Opening Stock} + \text{In Stock} - \text{Out Stock}$ .

One of the key challenges in preparing the Stock Balance report is the calculation of the Opening Stock. To determine the Opening Stock, the system reads all the rows in the Stock Ledger Entry table that come before the specified From Date filter. However, a potential issue arises when the filter for item code or warehouse is not set, and the Stock Ledger Entry table contains a vast number of records. This situation can significantly slow down the process and cause performance problems.

## *Closing Stock Balance*

To address this issue, a solution has been introduced - the "Closing Stock Balance" feature. This feature allows the system to prepare the Opening Stock in advance, reducing the time taken to generate the Stock Balance report.

Here's how to use the "Closing Stock Balance" feature effectively:

1. **Closing Stock Balance Creation:** After the financial year has ended, and the necessary audits have been completed for that year (in this example, the financial year 2022-2023), you should create the Closing Stock Balance. This should be done for the specific end date of the financial year 2022-2023.
2. **Data Preparation:** Once the Closing Stock Balance is submitted, the system will take some time to prepare the data. During this process, the Opening Stock values are calculated and stored for future use.
3. **Utilizing Closing Stock Balance:** With the Closing Stock data prepared, the system will utilize this data to generate the Stock Balance report efficiently. Now, whenever a user opens the Stock Balance Report, the system can quickly read the necessary data from the Closing Stock Balance for the Opening Stock values.
4. **Annual Closing Stock Balance:** It is essential to create the closing stock balance every year after the closing of the financial year. This ensures that the Opening Stock values are updated and accurate for each reporting period.

By implementing the "Closing Stock Balance" feature and following the recommended steps, businesses can significantly improve the performance and efficiency of generating Stock Balance reports, even with a vast amount of data in the Stock Ledger Entry table.

## **Stock Value and Account Value Comparison Report**

This report helps the user to understand the difference value between the stock account and stock balance report. At the end of the financial year, every organization has to match its closing stock balance with the closing stock account. Sometimes they do not match due to some issues. In that case, users can view the "Stock Value and Account Value Comparison" report to understand the incorrect transactions. Then, users can make adjustments entries accordingly.

To view the report, go to:

Home > Stock > Other Reports > Stock and Account Value Comparison



## Stock and Account Value Comparison

[Create Card](#)[Set Chart](#)

Unico Plastics Inc.		Account		23-04-2021				
	Stock ...	Posting Date	Posting Time	Voucher Type	Voucher No	Stock Value	Account Value	Difference Va...
1	613db3...	22-08-2019	12:09	Purchase Rec...	MAT-PRE-20...	₹ -860.00	₹ 0.00	₹ -860.00
Total						₹ -860.00	₹ 0.00	₹ -860.00

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.198613 sec

## Stock Adjustment / COGS with Negative Stock

In this, we will see how negative stock causes stock adjustments. Many users make negative stock entries in the system. For example, they create delivery notes without stock in the system by enabling the 'allow negative stock' in Stock Settings. They do this because they have to dispatch materials to their customers with the delivery receipt. To fix the negative stock, they then make a purchase receipt entry or a material receipt stock entry. Most users make the purchase entry after the delivery note date, which causes the stock adjustment entry. To understand the case take a below example

Suppose there is an item 'Testing Item Stock Adj' for which stock doesn't exist. Now, the user has created the delivery note, but while making the delivery note, the user received an error that the valuation rate is mandatory. So, the user has set the random value as 100 in the valuation rate field for the item 'Testing Item Stock Adj'.

Stock > Item > Testing Item Stock Adj

Search or type a command (% + G)

Help

Testing Item Stock Adj Enabled

View Actions Duplicate < > Print ... Save

TI

Assigned To +

Attachments +

Tags +

Share +

0 0 FOLLOW

Details Dashboard Inventory Accounting Purchasing Sales Tax Quality Manufacturing

Item Name  
Testing Item Stock Adj

Item Group \*  
All Item Groups

HSN/SAC

☐ Is Nil Rated or Exempted

☐ Is Non GST

Default Unit of Measure \*  
Nos

☐ Disabled

☐ Allow Alternative Item

☒ Maintain Stock

☐ Has Variants

If this item has variants, then it cannot be selected in sales orders etc.

Valuation Rate  
100.00

☐ Is Fixed Asset

Over Delivery/Receipt Allowance (%)  
0.000

## Delivery Note

Since the stock was not exists, system has used the valuation rate as 100 and booked the stock in hand as below

Now, since the stock is in negative, we need to make a purchase entry to adjust it. So, we'll create a purchase receipt entry with a purchase rate of 300.



# How to Solve the Problem

Either don't use the negative stock feature or make the purchase entry (backdated) before the dispatch entry, so the system will fix the valuation rate of the delivery note and no adjustment entry will be needed for the purchase receipt.

Arjun Rao

Draft

Get Items From

Create

Preview

<

>

⌂

...

Submit

Tags

+

Share

+

0

0

FOLLOW

You last edited this - just now

You created this - just now

Details

Address & Contact

Terms

More Info

Connections

Arjun Rao

18-07-2024

Frappe Technologies

Supplier Delivery Note

Posting Time \*

15:15:49

☒ Edit Posting Date and Time

Accounting Dimensions

Backdated entry

Currency and Price List

Items

Scan Barcode

Accepted Warehouse

Rejected Warehouse

Is Subcontracted

Items

No.	Item Code *	Accepted Quantity	Rate (INR)	Amount (...)	Serial an...	Serial No	Accepted Warehouse
1	Testing Item Stock Adj	1	₹ 300.00	₹ 300.00			Stores - FT

On submission of the above back-dated purchase entry, the system will create a reposting entry that will fix the valuation rate of the delivery note. After the reposting, the delivery note's valuation rate has changed from 100 to 300, and therefore the 'Stock In Hand' has changed to 300.

General Ledger

Actions

Frappe Technologies

Finance Book

18-07-2024

18-07-2024

Account

MAT-DN-2024-00094

Against Voucher No

Party Type

Party

Group by Voucher (Con..2

Currency

Cost Center

Region

Location

Function

Depot

Country

Project

☒ Consider Accounting Dimensions

☐ Show Opening Entries

☒ Include Default FB Entries

☐ Show Cancelled Entries

☐ Show Net Values in Party Account

☐ Add Columns in Transaction Currency

☐ Show Remarks

☐ Ignore Exchange Rate Revaluation Journals

	Posting D...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher Subtype	Voucher No	Against
1		Opening	0.000	0.000	0.000				
2	18-07-20...	Stock In Hand - FT	0.000	300.000	-300.000	Delivery Note	Delivery Note	MAT-DN-2024-00094	Cost of
3	18-07-20...	Cost of Goods Sold - FT	300.000	0.000	0.000	Delivery Note	Delivery Note	MAT-DN-2024-00094	Stock In
4		Total	300.000	300.000	0.000				
5		Closing (Opening + Tot...	300.000	300.000	0.000				

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.010756 sec

# Stock Closing Entry

The purpose of the stock closing entry is to generate the stock closing balance, which includes the consolidated stock quantity and consolidated stock value for the selected period. This information will be used to generate the stock reports such as Stock Balance and Batch-Wise Balance History in a short span of time.

## How it Works

The user is required to create a stock closing entry for the desired period, which can span one month, half a month, or an entire year. Upon submission of the stock closing entry, the system generates the stock closing balance for the selected period, including item, batch, inventory dimensions and warehouse wise consolidated closing stock quantities and stock values.

### Stock Closing Entry

Stock > Stock Closing Entry > CBAL-00002

Search or type a command (🔍 + K)

Help

CBAL-00002 Completed

Regenerate Stock Closing Entry

Cancel

Stock Closing Log

Stock Closing Balance 99+

Company

Frappe Technologies

From Date

01-11-2024

Status

Completed

To Date

06-12-2024

Comments

Type a reply / comment

Assigned To

Attachments

Tags

Share

Stock reports, such as Stock Balance and Batch-Wise Balance History, use the Stock Closing Balance data to calculate the opening stock, which is significantly faster than calculating the closing stock using the Stock Ledger Entry.

Note: Will be available in v16

## Stock Reposting In DellSuite

If the stock ledgers have issues that result in incorrect stock quantity or valuation calculations, the 'Repost Item Valuation' feature can be used to fix this.

The 'Repost Item Valuation' can be created either against an Item and Warehouse or against stock transactions such as Purchase Receipt, Delivery Note, etc.

While creating a 'Repost Item Valuation', users should be aware of the financial year closing. They should avoid reposting transactions created in a closed financial year. If they do, the

closing balance of the closed financial year will change. Before closing the financial year, users should conduct an audit. If they find any incorrect entries, they should use this feature to create a reposting against them.

Stock / Repost Item Valuation

Search or type a command (⌘ + K)

jhr8a5odqd Submitted


Start Reposting

Assigne

Attachn

Tags

Share



Based On *	Transaction	Status	Queued
Voucher Type *	Purchase Receipt	Company	Frappe Technologies
Voucher No *	MAT-PRE-2025-00062	<input checked="" type="checkbox"/> Allow Negative Stock	
Posting Date *	28-03-2025	<input type="checkbox"/> Via Landed Cost Voucher	
Posting Time	08:33:38	<input type="checkbox"/> Allow Zero Rate	
		<input type="checkbox"/> Recreate Stock Ledgers	

Sometimes, due to customization, the system performs a partial commit and fails to create stock ledger entries properly. In such cases, users need an option to recreate the stock ledger entries for the corresponding stock transactions. To do this, a checkbox 'Recreate Stock Ledgers' has been added to the 'Repost Item Valuation' doctype. If this checkbox enabled, the system will Recreate stock ledgers and do reposting of the future transactions if exists. This checkbox will only be visible when reposting is based on a transaction.

## Change Valuation Method

In the DellSuite, users can change the valuation method from FIFO to Moving Average, but not from Moving Average to FIFO, for items with existing stock transactions.

If a user changes the valuation method from FIFO to Moving Average for any item, the system will use the Moving Average method for new outward transactions. Additionally, if the user creates backdated transactions, all transactions created after that backdated entry will be reposted using the Moving Average method. This may result in changes to the closing balance value of earlier transactions.

To prevent this, users can freeze stock transactions before a specific date by setting the "Stock Frozen Up To" date in the stock settings.

Stock

Search or type a command (⌘ + K)

Stock Settings

Defaults

Stock Validations

Serial & Batch Item

Stock Reservation

Quality

Stock Planning

Stock Closing

Control Historical Stock Transactions

Stock Frozen Up To

31-03-2025

No stock transactions can be created or modified before this date.

Role Allowed to Create/Edit Back-dated Transactions

If mentioned, the system will allow only the users with this Role to create or modify any stock transaction earlier than the latest stock transaction for a specific item and warehouse. If set as blank, it allows all users to create/edit back-dated transactions.

Freeze Stocks Older Than (Days)

0

Stock transactions that are older than the mentioned days cannot be modified.

Role Allowed to Edit Frozen Stock

The users with this Role are allowed to create/modify a stock transaction, even though the transaction is frozen.

## Periodic Inventory

If you enable Perpetual Inventory in the Company master, the system will automatically create the GL entries for stock transactions. However, if Perpetual Inventory is disabled for your company, you will need to manually create periodic accounting entries.

To make a periodic accounting entry, you must create a Journal Entry manually. For the calculations, you need to compare the closing balance in the Stock Balance Report with the Trial Balance report for stock asset accounts. This process takes time, as it requires verifying and matching the differences in closing balances.

To address this in Version 16, we introduced a new Journal Entry type called 'Periodic Accounting Entry'. With this, users don't need to perform manual calculations. The system will automatically fetch the difference in balance when the user clicks the 'Get Balance' button.





Stock

Q Search or type a command (⌘ + K)



Help ▾



## Serial No and Batch Traceability

Actions ▾



Motor Cycle EV	MCEV00001	Serial No	Backward							
Item Code	Item Name	Batch No	Quantity	Voucher Type	Source Document No	Warehouse	Posting Date	Work Order	Supplier	
1	Motor Cycle EV	Motor Cycle EV	MCEV00001	10.000	Stock Entry	MAT-STE-2025-00047	Stores - F	04-08-2025	MFG-WO-2025-0...	
2	MC Motor	MC Motor	MCM00001	10.000	Stock Entry	MAT-STE-2025-00045	Stores - F	04-08-2025	MFG-WO-2025-0...	
3	Copper Wire	Copper Wire	CWI000001	10.000	Purchase Receipt	MAT-PRE-2025-00040	Stores - F	04-08-2025		AHM Pv
4	MC Battery Pack	MC Battery Pa...	MBP00001	10.000	Stock Entry	MAT-STE-2025-00044	Stores - F	04-08-2025	MFG-WO-2025-0...	
5	Distilled Water	Distilled Water	DSW00001	10.000	Purchase Receipt	MAT-PRE-2025-00040	Stores - F	04-08-2025		AHM Pv
6	MC Chassy	MC Chassy	MCCH00001	10.000	Stock Entry	MAT-STE-2025-00043	Stores - F	04-08-2025	MFG-WO-2025-0...	
7	Metal Rod	Metal Rod	MR00001	10.000	Purchase Receipt	MAT-PRE-2025-00040	Stores - F	04-08-2025		AHM Pv
2	Set Level	Collapse All								

For comparison, use &gt;5, &lt;10 or =324. For ranges, use 5:10 (for values between 5 &amp; 10).

Execution Time: 0.030717 sec

## Forward Traceability

To find out where the batch has been used or to whom it was delivered, use the Forward Traceability filter.

Stock

Q Search or type a command (⌘ + K)



Help ▾



## Serial No and Batch Traceability

Actions ▾



Motor Cycle EV	MCEV00001	Serial No	Forward							
Item Code	Item Name	Batch No	Quantity	Voucher Type	Source Document No	Warehouse	Posting Date	Work Order	Supplier	
1	Motor Cycle EV	Motor Cycle EV	MCEV00001	-1.000	Delivery Note	MAT-DN-2025-00011	Stores - F	04-08-2025		
2										
3	Motor Cycle EV	Motor Cycle EV	MCEV00002	1.000	Stock Entry	MAT-STE-2025-00048	Stores - F	04-08-2025		
4	Motor Cycle EV	Motor Cycle EV	MCEV00001	-1.000	Stock Entry	MAT-STE-2025-00048	Stores - F	04-08-2025		
2	Set Level	Collapse All								

For comparison, use &gt;5, &lt;10 or =324. For ranges, use 5:10 (for values between 5 &amp; 10).

Execution Time: 0.007501 sec

## Backward and Forward (Both) Traceability

## Serial No and Batch Traceability

Actions



Traceability Direction

Motor Cycle EV

MCEV00001

Serial No

Both

	Item Code	Item Name	Batch No	Quantity	Voucher Type	Source Document No	Warehouse	Posting Date	Work Order	Supplier
1	Motor Cycle EV	Motor Cycle EV	MCEV00001	10.000	Stock Entry	MAT-STE-2025-00047	Stores - F	04-08-2025	MFG-WO-2025-0...	
2	MC Motor	MC Motor	MCM00001	10.000	Stock Entry	MAT-STE-2025-00045	Stores - F	04-08-2025	MFG-WO-2025-0...	
3	Copper Wire	Copper Wire	CWI000001	10.000	Purchase Receipt	MAT-PRE-2025-00040	Stores - F	04-08-2025		AHM P
4	MC Battery Pack	MC Battery Pa...	MBP00001	10.000	Stock Entry	MAT-STE-2025-00044	Stores - F	04-08-2025	MFG-WO-2025-0...	
5	Distilled Water	Distilled Water	DSW00001	10.000	Purchase Receipt	MAT-PRE-2025-00040	Stores - F	04-08-2025		AHM P
6	MC Chassy	MC Chassy	MCCH00001	10.000	Stock Entry	MAT-STE-2025-00043	Stores - F	04-08-2025	MFG-WO-2025-0...	
7	Metal Rod	Metal Rod	MR00001	10.000	Purchase Receipt	MAT-PRE-2025-00040	Stores - F	04-08-2025		AHM P
8										
9	Motor Cycle EV	Motor Cycle EV	MCEV00001	-1.000	Delivery Note	MAT-DN-2025-00011	Stores - F	04-08-2025		
1...										
1...	Motor Cycle EV	Motor Cycle EV	MCEV00002	1.000	Stock Entry	MAT-STE-2025-00048	Stores - F	04-08-2025		
1...	Motor Cycle EV	Motor Cycle EV	MCEV00001	-1.000	Stock Entry	MAT-STE-2025-00048	Stores - F	04-08-2025		
2										

Set Level Collapse All

For comparison, use &gt;5, &lt;10 or =324. For ranges, use 5:10 (for values between 5 &amp; 10).

Execution Time: 0.030604 sec

## Track Purchases In Accounts

To calculate COGS, the formula in accounting is as follows:

$$\text{COGS} = \text{Opening} + \text{Purchases} - \text{Closing}$$

Users can easily find the stock opening and closing balances by referring to the stock balance report, but determining the purchases is more difficult. The account Stock Received but Not Billed can help, but it doesn't work if the user is using Purchase Invoices with 'Update Stock'.

To address this in the DellSuite, we have Purchase Expense Account and Purchase Expense Contra Account fields in the Company and Item Defaults masters. So now, when the user books the purchase receipt and purchase invoice expense account and its contra will get debited and credited with the same amount, which means the final impact is zero, but the user will be able to see the purchase amount in P&L and Trial Balance reports.

### Company Master Configuration

Users can configure the default purchase expense and default purchase expense contra account in the company master

Test Company

View ↕

Details   Accounts   **Buying and Selling**   Stock and Manufacturing   Dashboard

Buying & Selling Settings

Default Buying Terms		Default Selling Terms	
Monthly Sales Target	0.00	Default Warehouse for Sales Return	
Total Monthly Sales	₹ 0.00	Credit Limit	0.00

Purchase Expense

Purchase Expense Account	Purchase Expense Account - TC	Purchase Expense Contra Account	Purchase Expense Contra Account
--------------------------	-------------------------------	---------------------------------	---------------------------------

Comments

0

A   Type a reply / comment