

QuikOne FSM

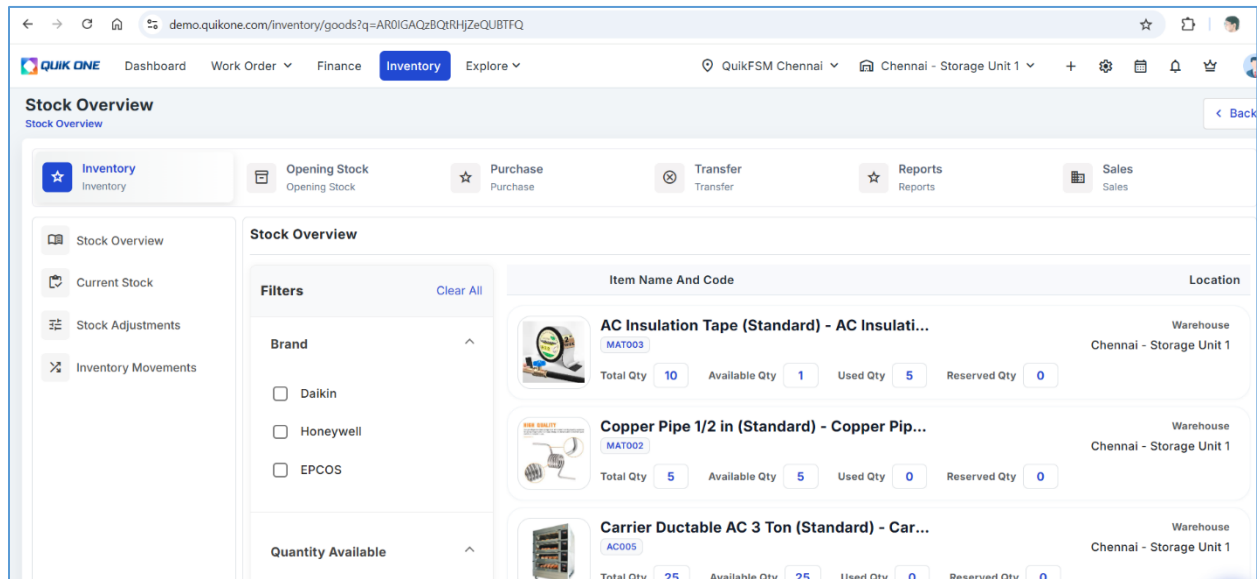
User Guide – Inventory Management

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7. Inventory Management

7.1 Stock Overview and Adjustments



The **Stock Overview** screen provides a consolidated view of inventory items available across warehouses and storage locations. It enables users to quickly search, filter, and review stock availability before creating purchase orders, transfers, or work orders.

Navigation:

Inventory → Inventory → Stock Overview

The Stock Overview screen provides the following features:

- View all inventory items and their storage locations.
- Filter stock using various criteria such as Brand and Quantity.
- Search inventory items quickly.
- Review stock availability before allocation or transfer.

View Stock Overview

1. Navigate to **Inventory → Inventory → Stock Overview**.
2. The system displays the list of available inventory items.

3. Review the stock information, including:

- Item Name
- Item Code
- Warehouse/Location
- Available Quantity

Filter Inventory

The left panel provides filters to narrow the displayed inventory.

Available filters include:

- Brand
- Quantity Available
- Additional inventory filters (based on system configuration)

Select one or more filter values to display only the matching inventory items.

Clear Filters

Click **Clear All** to remove all applied filters and display the complete inventory list.

Search Inventory

Use the **Search** option to quickly locate inventory items by entering the item name or code.

Note: The Stock Overview is a read-only screen intended for monitoring inventory availability. Stock quantities are updated automatically based on purchases, stock adjustments, transfers, sales, and work order consumption.

Stock Adjustments

The **Stock Adjustments** module allows authorized users to correct inventory quantities when discrepancies are identified during stock verification or physical stock counts. This ensures that system inventory accurately reflects the actual stock available.

Navigation:

Inventory → Inventory → Stock Adjustments

Create a Stock Adjustment

1. Navigate to **Inventory → Inventory → Stock Adjustments**.

2. Click **Add (+)** to create a new stock adjustment.
3. Select the required:
 - Warehouse or Storage Location
 - Inventory Item
4. Enter the adjustment details:
 - Adjustment Type (Increase or Decrease)
 - Quantity
 - Reason for Adjustment
 - Remarks (optional)
5. Review the entered information.
6. Click **Save**.

The inventory quantity is updated immediately after the adjustment is approved or saved, depending on your organization's workflow.

View Stock Adjustment History

The Stock Adjustments list displays:

- Adjustment Number
- Warehouse
- Inventory Item
- Adjustment Type
- Quantity Adjusted
- Adjustment Date
- Created By
- Status

Search Stock Adjustments

Use the **Search** box to locate adjustment records using:

- Adjustment Number
- Inventory Item
- Warehouse

Common Reasons for Stock Adjustment

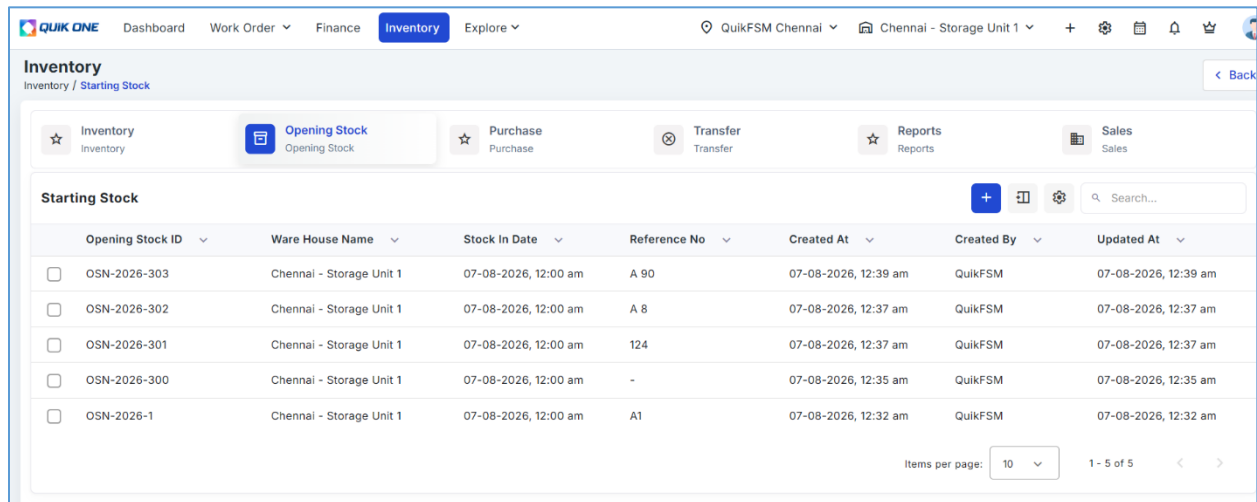
Typical adjustment reasons include:

- Physical stock count variance
- Damaged items
- Lost or missing inventory
- Incorrect stock entry

- Manual inventory correction

Note: Stock Adjustments should be performed only by authorized users, as they directly affect inventory balances and stock valuation.

7.2 Opening Stock



Opening Stock ID	Ware House Name	Stock In Date	Reference No	Created At	Created By	Updated At
OSN-2026-303	Chennai - Storage Unit 1	07-08-2026, 12:00 am	A 90	07-08-2026, 12:39 am	QuikFSM	07-08-2026, 12:39 am
OSN-2026-302	Chennai - Storage Unit 1	07-08-2026, 12:00 am	A 8	07-08-2026, 12:37 am	QuikFSM	07-08-2026, 12:37 am
OSN-2026-301	Chennai - Storage Unit 1	07-08-2026, 12:00 am	124	07-08-2026, 12:37 am	QuikFSM	07-08-2026, 12:37 am
OSN-2026-300	Chennai - Storage Unit 1	07-08-2026, 12:00 am	-	07-08-2026, 12:35 am	QuikFSM	07-08-2026, 12:35 am
OSN-2026-1	Chennai - Storage Unit 1	07-08-2026, 12:00 am	A1	07-08-2026, 12:32 am	QuikFSM	07-08-2026, 12:32 am

The **Opening Stock** module is used to record the initial inventory available in a warehouse when implementing QuikFSM or when adding a new warehouse. It establishes the starting stock balance, which serves as the baseline for all future inventory transactions such as purchases, transfers, sales, and stock adjustments.

Navigation:

Inventory → Opening Stock

The Opening Stock module allows users to:

- Record the initial stock available in a warehouse.
- View all opening stock entries.
- Search and manage opening stock records.
- Maintain an accurate inventory baseline.

View Opening Stock

1. Navigate to **Inventory → Opening Stock**.
2. The system displays all opening stock records.
3. Review the available information, including:
 - Opening Stock ID
 - Warehouse Name

- Stock In Date
- Reference Number
- Created Date
- Created By
- Last Updated Date

Create Opening Stock

1. Navigate to **Inventory → Opening Stock**.
2. Click the **Add (+)** button.
3. Enter the required information:
 - Warehouse
 - Stock In Date
 - Reference Number (optional)
 - Inventory Items
 - Quantity for each item
4. Verify the entered details.
5. Click **Save**.

The system records the opening stock and updates the warehouse inventory.

Search Opening Stock

Use the **Search** box to quickly locate opening stock records by:

- Opening Stock ID
- Warehouse Name
- Reference Number

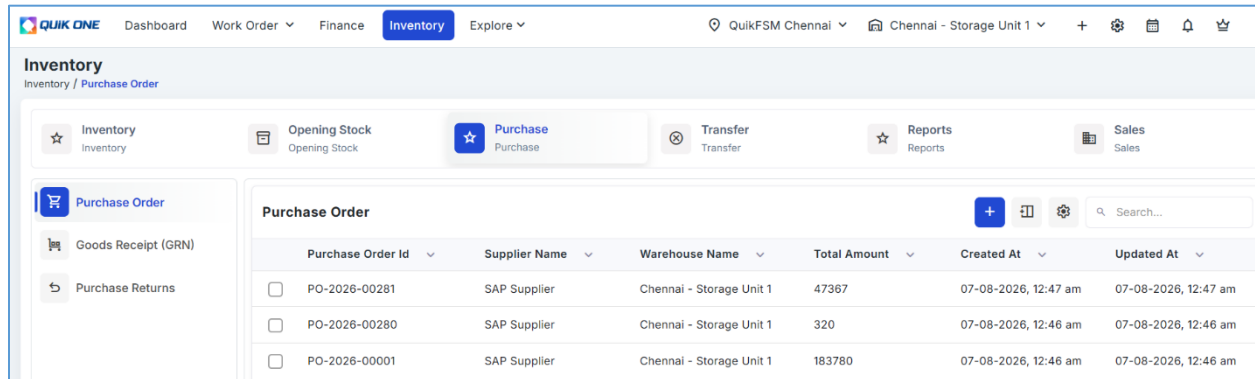
Manage Opening Stock Records

Depending on your user permissions, you can:

- View opening stock details.
- Edit existing opening stock entries (if allowed).
- Export or print opening stock records.

Note: Opening Stock should typically be entered only once during system implementation or when commissioning a new warehouse. Subsequent inventory changes should be managed through Purchases, Stock Adjustments, Transfers, Sales, or other inventory transactions to maintain accurate stock history.

7.3 Purchase



The screenshot displays the QuikFSM web application interface. The top navigation bar includes 'Dashboard', 'Work Order', 'Finance', 'Inventory' (highlighted), and 'Explore'. The 'Inventory' section is active, showing a sidebar with 'Purchase Order', 'Goods Receipt (GRN)', and 'Purchase Returns'. The main content area is titled 'Purchase Order' and contains a table with the following data:

Purchase Order Id	Supplier Name	Warehouse Name	Total Amount	Created At	Updated At
☐ PO-2026-00281	SAP Supplier	Chennai - Storage Unit 1	47367	07-08-2026, 12:47 am	07-08-2026, 12:47 am
☐ PO-2026-00280	SAP Supplier	Chennai - Storage Unit 1	320	07-08-2026, 12:46 am	07-08-2026, 12:46 am
☐ PO-2026-00001	SAP Supplier	Chennai - Storage Unit 1	183780	07-08-2026, 12:46 am	07-08-2026, 12:46 am

The **Purchase Management** module enables organizations to procure inventory items from suppliers and maintain accurate stock levels. It supports the complete purchasing workflow, including Purchase Orders (PO), Goods Receipt Notes (GRN), and Purchase Returns.

Navigation:

Inventory → Purchase

The Purchase module consists of the following sections:

- Purchase Order
- Goods Receipt (GRN)
- Purchase Returns

The **Purchase Order** module is used to create, manage, and track purchase orders issued to suppliers for procuring inventory items.

Navigation:

Inventory → Purchase → Purchase Order

View Purchase Orders

1. Navigate to **Inventory → Purchase → Purchase Order**.
2. The system displays the list of purchase orders.
3. Review the available information, including:
 - Purchase Order ID
 - Supplier Name

- Warehouse
- Total Amount
- Created Date
- Last Updated Date

Create a Purchase Order

1. Navigate to **Inventory → Purchase → Purchase Order**.
2. Click the **Add (+)** button.
3. Enter the required purchase information:
 - Supplier
 - Warehouse
 - Purchase Order Date
 - Inventory Items
 - Quantity
 - Unit Price
 - Taxes (if applicable)
4. Verify the purchase order details.
5. Click **Save**.

The system generates a unique Purchase Order number for future reference.

Search Purchase Orders

Use the **Search** box to locate purchase orders by:

- Purchase Order ID
- Supplier Name
- Warehouse

Manage Purchase Orders

Depending on your user permissions, you can:

- View purchase order details.
- Edit purchase orders before they are processed.
- Export or print purchase order records.

Note: Creating a Purchase Order does not increase inventory. Stock quantities are updated only after the corresponding Goods Receipt (GRN) is recorded.

Goods Receipt (GRN)

The **Goods Receipt (GRN)** module is used to record the receipt of inventory items delivered by suppliers against an approved Purchase Order. Recording a GRN updates warehouse inventory and confirms that the ordered goods have been received.

Navigation:

Inventory → Purchase → Goods Receipt (GRN)

View Goods Receipts

1. Navigate to **Inventory → Purchase → Goods Receipt (GRN)**.
2. The system displays all recorded Goods Receipt entries.
3. Review the available information, including:
 - GRN Number
 - Purchase Order Number
 - Supplier
 - Warehouse
 - Receipt Date
 - Received By
 - Status

Create a Goods Receipt (GRN)

1. Navigate to **Inventory → Purchase → Goods Receipt (GRN)**.
2. Click the **Add (+)** button.
3. Select the corresponding **Purchase Order**.
4. Verify the delivered inventory items.
5. Enter:
 - Received Quantity
 - Warehouse
 - Remarks (if required)
6. Review the information.
7. Click **Save**.

The system updates the warehouse inventory based on the received quantities.

Search Goods Receipts

Use the **Search** box to locate GRN records using:

- GRN Number
- Purchase Order Number
- Supplier
- Warehouse

Note: A Goods Receipt should be created only after the supplier delivers the inventory items. Recording the GRN updates the available stock in the selected warehouse.

The **Purchase Returns** module is used to return damaged, incorrect, defective, or excess inventory items back to the supplier after they have been received.

Navigation:

Inventory → Purchase → Purchase Returns

View Purchase Returns

1. Navigate to **Inventory → Purchase → Purchase Returns**.
2. The system displays all purchase return transactions.
3. Review the available information, including:
 - Return Number
 - Supplier
 - Purchase Order / GRN Reference
 - Warehouse
 - Return Date
 - Return Status

Create a Purchase Return

1. Navigate to **Inventory → Purchase → Purchase Returns**.
2. Click the **Add (+)** button.
3. Select the related **Goods Receipt (GRN)** or **Purchase Order**.
4. Select the inventory items to be returned.
5. Enter:
 - Return Quantity
 - Return Reason
 - Remarks (optional)
6. Review the information.
7. Click **Save**.

The system records the purchase return and deducts the returned quantity from the warehouse inventory.

Search Purchase Returns

Use the **Search** box to locate purchase return records by:

- Return Number

- Supplier
- Purchase Order Number
- GRN Number

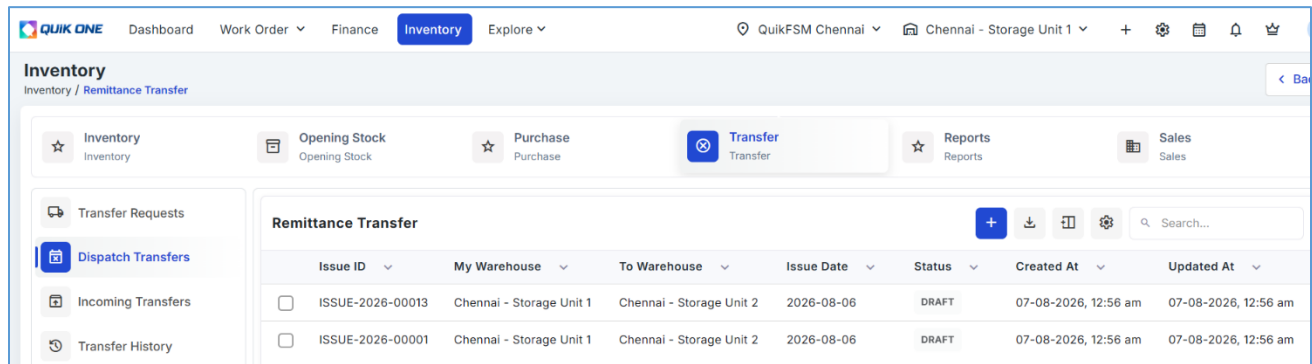
Common Reasons for Purchase Returns

Purchase returns may be created for the following reasons:

- Damaged goods received
- Incorrect items delivered
- Defective or faulty products
- Excess quantity supplied
- Quality inspection failure

Note: Purchase Returns should always reference the original Goods Receipt or Purchase Order to maintain complete inventory and procurement history. Once a return is processed, the corresponding stock quantity is automatically reduced from the warehouse inventory.

7.4 Transfer



Inventory							
Inventory / Remittance Transfer							
Inventory	Opening Stock	Purchase	Transfer	Reports	Sales		
Transfer Requests							
Dispatch Transfers							
Incoming Transfers							
Transfer History							
Remittance Transfer							
Issue ID	My Warehouse	To Warehouse	Issue Date	Status	Created At	Updated At	
☐ ISSUE-2026-00013	Chennai - Storage Unit 1	Chennai - Storage Unit 2	2026-08-06	DRAFT	07-08-2026, 12:56 am	07-08-2026, 12:56 am	
☐ ISSUE-2026-00001	Chennai - Storage Unit 1	Chennai - Storage Unit 2	2026-08-06	DRAFT	07-08-2026, 12:56 am	07-08-2026, 12:56 am	

The **Stock Transfer** module enables inventory to be transferred between warehouses or storage locations. It helps organizations maintain optimal stock levels across multiple locations while ensuring complete traceability of inventory movements.

Navigation:

Inventory → Transfer

The Stock Transfer module consists of the following sections:

- Transfer Requests

- Dispatch Transfers
- Incoming Transfers
- Transfer History

Transfer Requests

The **Transfer Requests** module is used to request inventory from another warehouse or storage location when stock is required.

Navigation:

Inventory → Transfer → Transfer Requests

Create a Transfer Request

1. Navigate to **Inventory → Transfer → Transfer Requests**.
2. Click the **Add (+)** button.
3. Select the **Source Warehouse** and **Destination Warehouse**.
4. Add the required inventory items and quantities.
5. Enter remarks if required.
6. Click **Save**.

The request is submitted for processing.

View Transfer Requests

The Transfer Request list displays:

- Request Number
- Source Warehouse
- Destination Warehouse
- Request Date
- Status
- Created By

Dispatch Transfers

The **Dispatch Transfers** module is used to issue and dispatch inventory from the source warehouse after a transfer request has been approved.

Navigation:

Inventory → Transfer → Dispatch Transfers

Create a Dispatch Transfer

1. Navigate to **Inventory → Transfer → Dispatch Transfers**.
2. Click the **Add (+)** button.
3. Select the approved transfer request.
4. Verify the inventory items and quantities.
5. Confirm the dispatch details.
6. Click **Save**.

The system creates a stock issue transaction and deducts the inventory from the source warehouse.

View Dispatch Transfers

The Dispatch Transfer list displays:

- Issue ID
- Source Warehouse
- Destination Warehouse
- Issue Date
- Status
- Created Date
- Last Updated Date

Search Dispatch Transfers

Use the **Search** box to locate dispatch records by:

- Issue ID
- Warehouse
- Transfer Status

Incoming Transfers

The **Incoming Transfers** module is used by the destination warehouse to acknowledge receipt of transferred inventory.

Navigation:

Inventory → Transfer → Incoming Transfers

Receive a Stock Transfer

1. Navigate to **Inventory → Transfer → Incoming Transfers**.
2. Open the pending incoming transfer.
3. Verify the received inventory items.
4. Confirm the received quantities.
5. Click **Receive** or **Complete**.

The system updates the destination warehouse inventory.

View Incoming Transfers

The Incoming Transfer list displays:

- Transfer Number
- Source Warehouse
- Destination Warehouse
- Received Date
- Status

Transfer History

The **Transfer History** module provides a complete audit trail of all inventory transfers between warehouses.

Navigation:

Inventory → Transfer → Transfer History

View Transfer History

1. Navigate to **Inventory → Transfer → Transfer History**.
2. Review all completed and historical stock transfers.

The history includes:

- Transfer Number
- Source Warehouse
- Destination Warehouse
- Inventory Items
- Transfer Date
- Status
- Created By

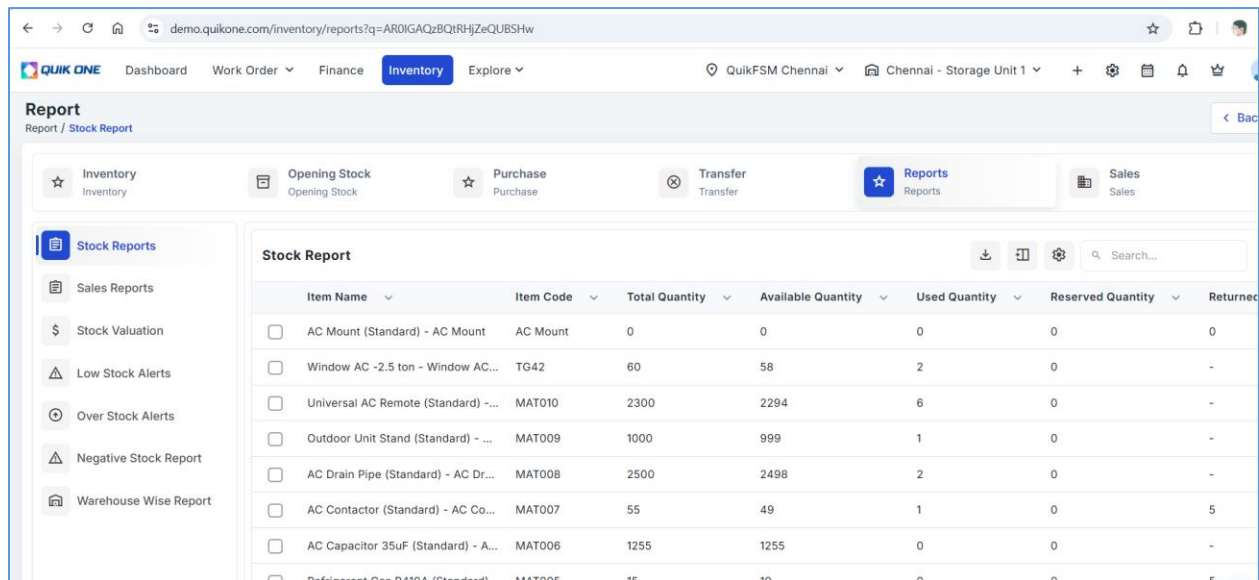
Search Transfer History

Use the **Search** box to locate transfer records by:

- Transfer Number
- Warehouse
- Inventory Item

Note: Stock quantities are automatically updated when inventory is dispatched from the source warehouse and subsequently received by the destination warehouse. All transfer activities are recorded to maintain complete inventory traceability.

7.5 Reports



The screenshot displays the QuikOne web application interface for the 'Inventory' module. The top navigation bar includes 'Dashboard', 'Work Order', 'Finance', 'Inventory' (selected), and 'Explore'. The main header shows 'Report / Stock Report'. Below this, there are tabs for 'Inventory', 'Opening Stock', 'Purchase', 'Transfer', 'Reports' (selected), and 'Sales'. The left sidebar contains a 'Stock Reports' section with options like 'Sales Reports', 'Stock Valuation', 'Low Stock Alerts', 'Over Stock Alerts', 'Negative Stock Report', and 'Warehouse Wise Report'. The main content area displays a 'Stock Report' table with columns: Item Name, Item Code, Total Quantity, Available Quantity, Used Quantity, Reserved Quantity, and Returnec. The table lists various items such as 'AC Mount (Standard) - AC Mount', 'Window AC -2.5 ton - Window AC...', 'Universal AC Remote (Standard) ~...', 'Outdoor Unit Stand (Standard) - ...', 'AC Drain Pipe (Standard) - AC Dr...', 'AC Contactor (Standard) - AC Co...', 'AC Capacitor 35uF (Standard) - A...', and 'Refrigerant Gas R410A (Standard)'. Each row includes a checkbox and numerical values for the quantities.

Item Name	Item Code	Total Quantity	Available Quantity	Used Quantity	Reserved Quantity	Returnec
☐ AC Mount (Standard) - AC Mount	AC Mount	0	0	0	0	0
☐ Window AC -2.5 ton - Window AC...	TG42	60	58	2	0	-
☐ Universal AC Remote (Standard) ~...	MAT010	2300	2294	6	0	-
☐ Outdoor Unit Stand (Standard) - ...	MAT009	1000	999	1	0	-
☐ AC Drain Pipe (Standard) - AC Dr...	MAT008	2500	2498	2	0	-
☐ AC Contactor (Standard) - AC Co...	MAT007	55	49	1	0	5
☐ AC Capacitor 35uF (Standard) - A...	MAT006	1255	1255	0	0	-
☐ Refrigerant Gas R410A (Standard)	MAT005	15	10	0	0	5

The **Inventory Reports** module provides comprehensive reports for monitoring stock levels, inventory valuation, warehouse balances, and stock exceptions. These reports help warehouse managers and administrators make informed inventory decisions and maintain optimal stock levels.

Navigation:

Inventory → Reports

The Inventory Reports module includes the following reports:

- Stock Reports
- Sales Reports
- Stock Valuation

- Low Stock Alerts
- Over Stock Alerts
- Negative Stock Report
- Warehouse Wise Report

Stock Reports

The **Stock Report** provides a detailed view of all inventory items and their current stock position.

Navigation:

Inventory → Reports → Stock Reports

View Stock Report

1. Navigate to **Inventory → Reports → Stock Reports**.
2. The system displays the inventory stock report.

The report includes:

- Item Name
- Item Code
- Total Quantity
- Available Quantity
- Used Quantity
- Reserved Quantity
- Returned Quantity

Search Stock Report

Use the **Search** box to locate inventory items by:

- Item Name
- Item Code

Export Report

Click the **Export** button to download the report for offline analysis.

Sales Reports

The **Sales Report** provides details of inventory items sold during a selected period.

Navigation:

Inventory → Reports → Sales Reports

The report typically includes:

- Sales Reference Number
- Customer
- Item Name
- Quantity Sold
- Sale Amount
- Sale Date
- Warehouse

Use the search and export options to analyze sales transactions.

Stock Valuation

The **Stock Valuation** report displays the financial value of inventory currently available across warehouses.

Navigation:

Inventory → Reports → Stock Valuation

The report provides:

- Item Name
- Available Quantity
- Unit Cost
- Total Stock Value
- Warehouse

This report is useful for inventory valuation and financial reporting.

Low Stock Alerts

The **Low Stock Alerts** report identifies inventory items that have reached or fallen below their predefined reorder levels.

Navigation:

Inventory → Reports → Low Stock Alerts

The report helps users:

- Identify items requiring replenishment.
- Plan procurement activities.
- Prevent stock shortages.

Typical information includes:

- Item Name
- Available Quantity
- Reorder Level
- Warehouse

Over Stock Alerts

The **Over Stock Alerts** report identifies inventory items that exceed the configured maximum stock levels.

Navigation:

Inventory → Reports → Over Stock Alerts

This report helps organizations:

- Reduce excess inventory.
- Optimize warehouse space.
- Improve inventory carrying costs.

The report typically displays:

- Item Name
- Current Quantity
- Maximum Stock Level
- Warehouse

Negative Stock Report

The **Negative Stock Report** lists inventory items whose stock balance has become negative due to inventory discrepancies or transaction timing.

Navigation:

Inventory → Reports → Negative Stock Report

The report includes:

- Item Name
- Warehouse
- Negative Quantity
- Last Transaction
- Transaction Date

This report helps administrators investigate and correct inventory inconsistencies.

Warehouse Wise Report

The **Warehouse Wise Report** provides stock information grouped by warehouse or storage location.

Navigation:

Inventory → Reports → Warehouse Wise Report

The report displays:

- Warehouse Name
- Item Name
- Available Quantity
- Reserved Quantity
- Stock Value

This report enables users to compare inventory levels across multiple warehouses and monitor stock distribution.

Note: All inventory reports support searching, filtering, and exporting (subject to user permissions). The data displayed is generated from inventory transactions such as purchases,

stock adjustments, transfers, sales, and work order consumption.

7.6 Sales

Point Of Sale	Customer Name	Warehouse Name	Total Items	Total Amount	Payment Method	Payment Status	Created At
POS-2026-00248	David	Chennai - Storage Unit 1	3	7396.5	Cash	Paid	07-08-2026, 01:11 am
POS-2026-00247	Karthik Raj	Chennai - Storage Unit 1	4	395.5	Cash	Paid	07-08-2026, 01:09 am
POS-2026-00001	David	Chennai - Storage Unit 1	1	40000	Cash	Paid	07-08-2026, 01:09 am

The **Sales** module enables users to manage Point of Sale (POS) transactions for inventory items. It records customer purchases, updates inventory quantities, and tracks payment details.

Navigation:

Inventory → Sales

View Sales Transactions

The Sales screen displays a list of all sales transactions recorded in the system.

To view sales transactions:

1. Navigate to **Inventory → Sales**.
2. The system displays the Sales transaction list.

The list includes the following information:

- Point of Sale (POS) Number
- Customer Name
- Warehouse Name
- Total Items
- Total Amount
- Payment Method
- Payment Status
- Created Date

Create a Sales Transaction

To create a new sales transaction:

1. Navigate to **Inventory → Sales**.
2. Click the **+ (Add)** button.
3. Select the customer and warehouse.
4. Add one or more inventory items.
5. Enter the quantity for each item.
6. Review the total amount.
7. Select the payment method.
8. Complete the payment details.
9. Click **Save** to create the sales transaction.

Once saved:

- The sales record is created.
- Inventory quantities are automatically updated.
- The transaction is available for reporting.

Search Sales Transactions

Users can quickly locate sales transactions using the **Search** box.

Search can be performed using:

- POS Number
- Customer Name
- Warehouse
- Payment Status

Export Sales Data

Click the **Export** button to download the sales transaction list for reporting and analysis.

Sales Information

Each sales transaction records the following information:

- POS Reference Number
- Customer Details
- Warehouse
- Sold Items
- Quantity Sold
- Total Amount
- Payment Method
- Payment Status
- Transaction Date
- Created By

Note: Every completed sales transaction automatically deducts the sold quantity from the corresponding warehouse inventory and is reflected in the Inventory Reports and Stock Reports.