

# Inventory Management System

## Introduction

The Inventory Management System module is designed to manage the various consumable and non-consumable inventories issued to multiple university employees.

The module has the following functions:

The screenshot displays the Inventory Management System dashboard. The top navigation bar includes links for Student, HR, Administration, Campus, Governance, Support, and Settings. The main content area is divided into three sections:

- Recent Activities:** A list of recent system actions, including:
  - furniture inventory type created by LDCI (khalickhan, Salary Section I) on Jul 28, 2021, 3:24:57 PM.
  - Stock (2021JULIMS00000167) -Laptop added by the sadmin sadmin sadmin (ON202101273, System Admin(), Salary Section I) on Jul 28, 2021, 11:37:51 AM.
  - Departmental Head budget head created by sadmin sadmin sadmin (ON202101273, System Admin(), Salary Section I) on Jul 28, 2021, 11:24:37 AM.
  - My Home Location warehouse created by sadmin sadmin sadmin (ON202101273, System Admin(), Salary Section I) on Jul 28, 2021, 11:24:20 AM.
  - ICT Resource inventory type created by sadmin sadmin sadmin (ON202101273, System Admin(), Salary Section I) on Jul 28, 2021, 11:23:54 AM.
  - Vendor (vivek m singh) added by the Self (demo, Self) on Jul 22, 2021, 11:32:45 AM.
  - Item marked as Surplus Stores on 2021-06-28 by Self (demo, Self) on Jul 13, 2021, 11:25:05 AM.
- Total Inventory (Total Consumable + Total Non-Consumable):** 167 | (69 + 98). A [VIEW DETAILS](#) button is present.
- Total Amount:** (₹60,866,390.50) Minus Sixty Million Eight Hundred Sixty-Six Thousand Three Hundred Ninety Point Five. **\$128,986.40** One Hundred Twenty-Eight Thousand Nine Hundred Eighty-Six Point Four.
- Total Consumable Amount:** (₹97,106,975.16) Minus Ninety-Seven Million One Hundred Six Thousand Nine Hundred Seventy-Five Point One Six. **\$128,986.40** One Hundred Twenty-Eight Thousand Nine Hundred Eighty-Six Point Four.

## Dashboard






The Dashboard of the Inventory Management System shows the details of Inventory that are being added to the system; the following information is shown in the module dashboard:

1. Recent Activity (Logs of Inventory)
2. Number of Total Inventory
3. Total Amount of Inventory
4. Total Amount for both Consumable and Non-Consumable Inventory.
5. Graphical representation of Top Ten Vendors, Use Status, Purchase Status, and Disposal Status.

## Settings

The Inventory Management System (IMS) module can be customized using the settings of the module. Users just need to click on the **Gear** button to configure the selected setting. The following are the settings of the Inventory Management System:

1. Storing/Warehouse Details
2. Tax Details
3. Inventory Categories
4. Budget Heads
5. Disposal Categories

Settings	
Name	Action
Storing/Warehouse Details	
Tax Details	
Inventory Categories	
Budget Heads	
Disposal Categories	

## Stock Details

In this section, we can see a list of various stocks of Inventories that are being added to the System. The new Stock Details can also be added using the **Add Stock Details** button present on the top right of the screen.

We can sort and search stocks added by Reference No., Added by, Inventory Category, Purchased through GEM, GEM bill number, the Name of the Item, and Returnable Item by using the filters provided.

**Note:** The Inventory Management System works with RBAC (Role-based Access Control), and the user can only view those details which are assigned with their roles:

An **inventory\_admin** and **inventory\_department** can:

1. Add Stock Details.
2. View Inventory stocks.
3. Issue inventory to any user.

Stock Details											
										Add Stock Details in Bulk	Add Stock Details
Showing 1-20 of 277 items.											
Reference No	Purchase Order Number	Total Quantity	Available Quantity (Lists >= input)	Added By	Inventory Category	Budget Head	Purchased Through GEM	Bill Number	GEM Bill Number	Name of the Item	Ref Iter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2022OCTIMS00000277	NITD\03\Stores\452\2022-23	30.00	30.00	Head of Department_NITD (headed, Mechanical Engineering)	Stationery (CONSUMABLE)	Equipment Purchase	No	500		Cartridge - HP88A	No
2022OCTIMS00000276	NITD\03\Stores\452\2022-23	50.00	50.00	Head of Department_NITD (headed, Mechanical Engineering)	Stationery (CONSUMABLE)	OH - 31	No	230	0	Cartridge - HP88A	No
2022OCTIMS00000275	25101988	500.00	490.00	Hod () (hod.cse, Department of CSE ())	A5 Paper Sheet (CONSUMABLE)	equipment budget	No	2525		paper	No
2022OCTIMS00000274	25101986	5.00	4.00	Self (demo, Self)	water purifier 5 (NON_CONSUMABLE)	Purchase budget 2	No	251558		Neo plus Aero	No

## Add Stock Details

Click on the **Add Stock Details** button.

Fill in the **Bill Number** and select the **Date**.

Then search for the existing vendor; if the vendor is not added, click on the **Add Vendor** button. Fill in the Name, Contact Details, GST number, and TIN Number of the vendor. Then click on the **Save** button. Now, Click on the **Add Vendor** button in Stock details.

Complete the Stock Details form. Following are the steps to be followed:

1. Select yes or no if the inventory was purchased through GEM.
2. Select the Inventory Category, whether consumable or non-consumable.
3. Select yes or no if Returnable Item. Select the date of purchase and date of disposition.

4. Select the budget head, Name of the Item, and Storing location.

5. Select the Unit of the Inventory, e.g., liters, pieces, etc. Select the Unit price, and select the Applicable tax. The tax amount and the Total Amount will be automatically generated.

6. Select the status as Active or inactive.

6. Click on Save.

The screenshot shows a web form titled "Add Stock". The form contains the following fields and controls:

- Purchase Order Number \***: Text input field.
- Bill Number \***: Text input field.
- Bill Date \***: Date selection field with "Select Date" text.
- Vendor Detail \***: Search input field with "Search for Vendor" text and a dropdown arrow, next to a blue "Add Vendor" button.
- Purchased Through GEM \***: Dropdown menu with "Select" text.
- Inventory Category \***: Dropdown menu with "Select" text.
- Returnable Item \***: Dropdown menu with "Select" text.
- Date of Purchase \***: Date selection field with "Select Date of Purchase" text.
- Date of Depreciation**: Date selection field with "Select Date of Depreciation" text.
- Date of Warranty**: Date selection field with "Select Date of Warranty" text.
- Budget Head \***: Dropdown menu with "Select" text.
- Name of the Item \***: Dropdown menu with "Select" text.
- Stock Description \***: Large text area for description, with a small edit icon at the bottom right.
- Storing Location \***: Dropdown menu with "Select" text.
- Unit \***: Dropdown menu with "Select" text.

The stock will be added to the stock details list and can be viewed using the **View** button.

# View Inventory stock

You can view the stock by clicking on the **View** button on the left side.

When we click on the view button, it will open a new page with all the details of the stock we have selected.

We can see the details of the stock on the left-hand side and the details of the person to whom the stock is issued on the right-hand side. We can add or update faulty items in the stock by clicking on the **Add/Remove Faulty Item** button.

We can enter the total number of faulty quantities and click on save. The total number of faulty quantities cannot be more than the total quantity of the stock.

Click on **Update**, and then the quantity will be updated. To transfer the Condemnation and Disposal Store stock and give a Disposal date, click on the button **Condemnation and Disposal Status** given on the top right-hand side.

Select the Condemnation and Disposal Status and the Disposal State.

Cartridge - HP88A (Stationery (CONSUMABLE)), Available Quantity: 30.00

[Condemnation and Disposal of Stores](#) [Issue Inventory](#) [Update](#)

Condemnation and Disposal Status	#	Issued To	Issued On	Number of Items Issued	Item Serial Numbers	Returnable	Voucher	Discard
Stock Image								
Reference No			2022OCTIMS00000277					
Inventory Category			Stationery (CONSUMABLE)					
Budget Head			Equipment Purchase					
GEM Purchased (GEM Bill Number)			No					
Returnable Item			No					
Date of Purchase			Oct 14, 2022					
Date of Depreciation								
Date of Warranty								
Storing Location			Central Store					
Name of the Item			Cartridge - HP88A					
Stock Description			88A					
Unit			pcs (Pieces)					
Total Quantity			30.00					
Faulty Quantity			0.00					
			<a href="#">Add / Remove Faulty Item</a>					
Available Quantity			30.00					
Unit Price			₹5,000.00					
Applicable Tax			University Tax (18.00%)					
Tax Amount			27000.00					

Click on Update, and then you will get a warning that this action can not be undone. Once the Stock is in the selected Condemnation and Disposal Status, it cannot be issued to anyone.

## **Issue inventory to a user**

To issue an Inventory to an employee, select the stock, click on **View** and click on the **Issue Inventory** button.

We can issue an inventory to two types of employees

1. Employee: Teaching employees.
2. Administrative: Non-teaching employees.
3. Other: Guest employees.

## **Search Inventory**

In this section, we can search for an inventory by **Inventory Issue Details**.

To search an inventory by the person to whom the inventory was issued, the following steps are performed. The person will get an SMS to return the item when you click on the 'send reminder' button issued from inventory stock.

**Step 1** Select the type of employee, i.e., Employee, Administrative, or Others.

**Step 2** Search for Employees if you select an employee or Administrative. If you select Other, then enter the Issuing Person's Name, Email of Issuing Person, or Mobile Number of the Issuing Person.

**Step 3** Click on search. It will show the complete inventory list which is issued to the employee.

Inventory Issue Details

Select Issuer Type

Select Columns   
 Showing 1-20 of 283 items.

#	Item Number	Item Issued	Unit Price	Issued To	Issued On	Returnable	Whether Returned All Item	Number of Items Issued	Total Items Returned	Partial Items Returned	Send Reminder
	<input type="text"/>				<input type="text"/>	All	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Send Reminder"/>
1	2022AUGIMS00000269	Neo plus Aero 1	₹5,250.00	Tara Aiko Holloway Hines (CU/6785, Assistant Professor, DEPARTMENT OF COMPUTER SCIENCE)	Nov 3, 2022	Yes	No	1.00	0		<input type="button" value="Send Reminder"/>
				Tara Aiko							

## Vendors

In this section, we can view the list of vendors added.

We can use different filters provided to search for vendors. We can view and edit the respective vendor details by clicking on the view or edit button. To add a vendor, click on the **Add Vendor** button.

A new window will open; fill in the Name of the vendor contact details, GST number, and TIN Number.

Then click on the **Save** button.



Add Vendor

Vendor ID *	<input type="text" value="123"/>
Vendor Type	<input type="text" value="Select"/>
Vendor Name *	<input type="text" value="Tara"/>
Office Email *	<input type="text"/>
Office Contact Number *	<input type="text" value="9999999999"/>
Office Address *	<input type="text"/>
GST Number *	<input type="text"/>
TIN Number	<input type="text"/>
PAN Number *	<input type="text"/>
Account Number *	<input type="text" value="....."/>
Verify Account Number	<input type="text"/>
Beneficiary Name *	<input type="text"/>
Bank Name *	<input type="text"/>
Branch *	<input type="text"/>
IFSC Code *	<input type="text"/>

## Generating Reports

In this section, the reports can be generated for a selected duration of time. Once the user selects the required period of reports, and click on the **View List of Items** button, the information of Inventory details will get visible on the screen.

It shows the following details:

1. Duration of Selected dates
2. View List of Items button.

3. Count and Amount of inventory items.

4. Graphical representation of vendor and inventory status.

**Custom Report**

From Date:  To Date:

Total Inventory (Total Consumable + Total Non-Consumable)	Total Amount	Total Consumable Amount	Total Non-Consumable Amount
No Details Found			

**Top Ten Vendor's**

No Details Found

Top Five Used Item's <small>No Details Found</small>	Least Five Used Item's <small>No Details Found</small>	GEM Vs NON-GEM Purchasing <small>No Details Found</small>	Condemnation / Disposal Status <small>No Details Found</small>
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## Requested Items

In this section, the inventory admin can view the inventory requests which are being placed. The requests can be viewed using the **View** button, and the inventory slip can also be printed using the **Print** button for the issued items.

Indent Requests										
Showing 1-20 of 51 Items										
#	Request Number	Item	Quantity	Served Quantity	Requested By	Date of Request	Status	Remarks/ Purpose of Issue	Remarks By Store Manager	Actions
	<input type="text"/>	<input type="text" value="Search Item"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Search User"/>	<input type="text"/>	All	<input type="text"/>	<input type="text"/>	
1	2022NOVRIMS00005899	2022AUGIMS00000269/Heo plus Aero 1 water purifier 1 (NON_CONSUMABLE), Self	1.00	1.00	Tara Aiko Holloway Hines (CU#6785, Assistant Professor, DEPARTMENT OF COMPUTER SCIENCE)	Nov 3, 2022	PUBLISHED	please approve	Approved	
2	2022OCTRIMS00005580	2019NOVIMS00000004/Dell Laptops Electronics (NON_CONSUMABLE), Self	1.00	1.00	Tara Aiko Holloway Hines (CU#6785, Assistant Professor, DEPARTMENT OF COMPUTER SCIENCE)	Oct 20, 2022	PUBLISHED	Please approve	Approved	