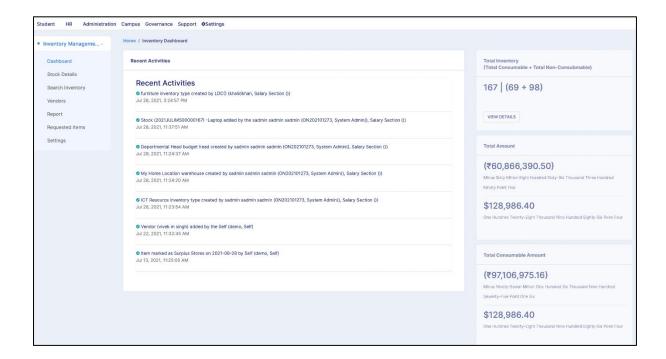
# **Inventory Management System**

#### 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:



#### **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	
Showing 1-5 of 5 items.	
Name	Action
Storing/Warehouse Details	O
Tax Details	•
Inventory Categories	O
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.



#### **Add Stock Details**

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

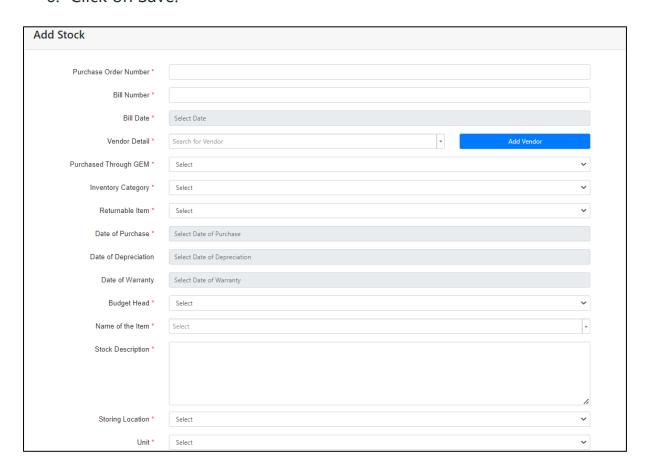
Fill in the **Bill Number** and select the **Date**.

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 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.

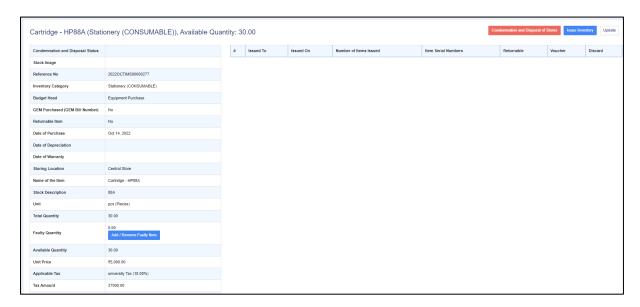
When we click on the view button, it will open a new page with all the details of the stock we have selected.

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.



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**

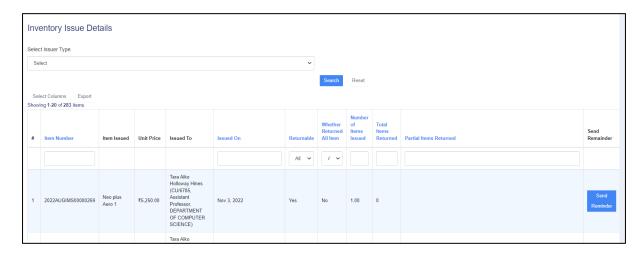
In this section, we can search for an inventory by **Inventory Issue Details**.

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.



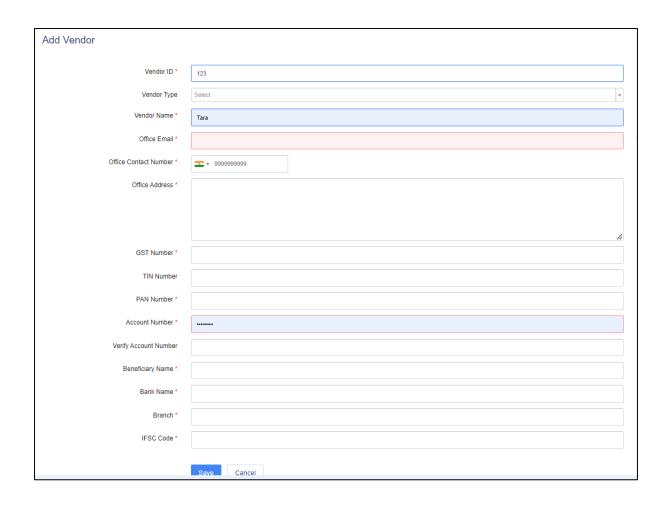
#### **Vendors**

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.



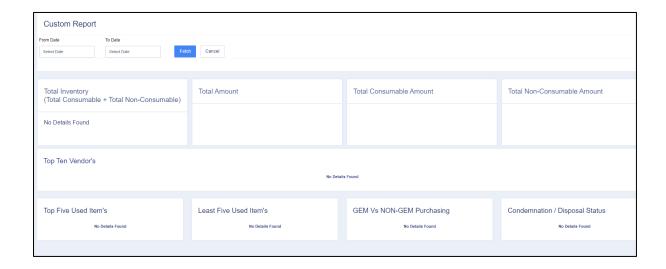
# **Generating Reports**

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.



### **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.

