

Stock Management: Practical User Scenario

A step-by-step walkthrough for a Storekeeper / Inventory Controller — covering stock receipt, internal transfer, and reconciliation.



Role & Goal



Who

Storekeeper / Inventory Controller

Goal

Receive items into a warehouse, perform an internal transfer, and run a stock reconciliation for an adjustment.

Preconditions

Warehouses Configured

Source and target warehouses are set up in the system.

Items & UOM Ready

All items and units of measure are configured before starting.

Access Granted

User has access to Purchase Receipt, Stock Entry, Stock Reconciliation, and Stock Ledger reports.

Step 1 — Open Stock Workspace




Action

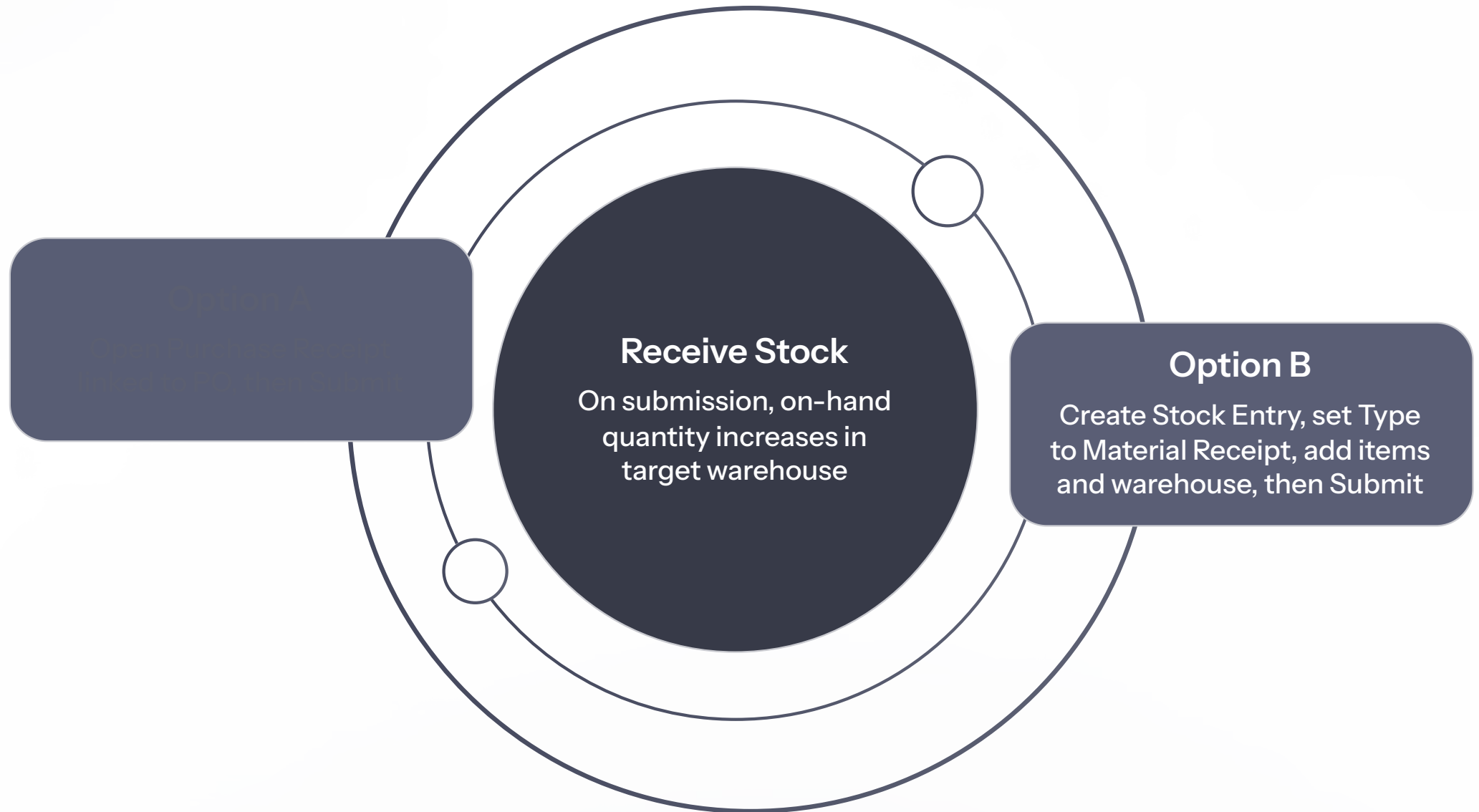
Navigate to the **Stock workspace** in the system.

Expected Output

Stock KPIs, shortcuts, and recent inventory transactions are displayed.

 Screenshot:
STOCK_01_WORKSPACE.png

Step 2 — Receive Stock



On successful submission, on-hand quantity increases in the target warehouse. *Screenshot:*
STOCK_02_STOCK_RECEIPT_SUBMITTED.png

Step 3 — Check Item Balance

Action

Open the **Item record** → view the stock dashboard or run the **Stock Ledger report** for that item.

Expected Output

Current quantity and valuation are clearly visible before any transfer is made.



Screenshot:

STOCK_03_ITEM_BALANCE.pn

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Step 4 — Internal Transfer

Action

Open **Stock Entry** → Type: **Material Transfer**. Set source and target warehouses and quantities → Submit.

Expected Output

Quantity **decreases** in the source warehouse and **increases** in the target warehouse.

Screenshot: *STOCK_04_TRANSFER_SUBMITTED.png*

Step 5 — Stock Reconciliation




Action

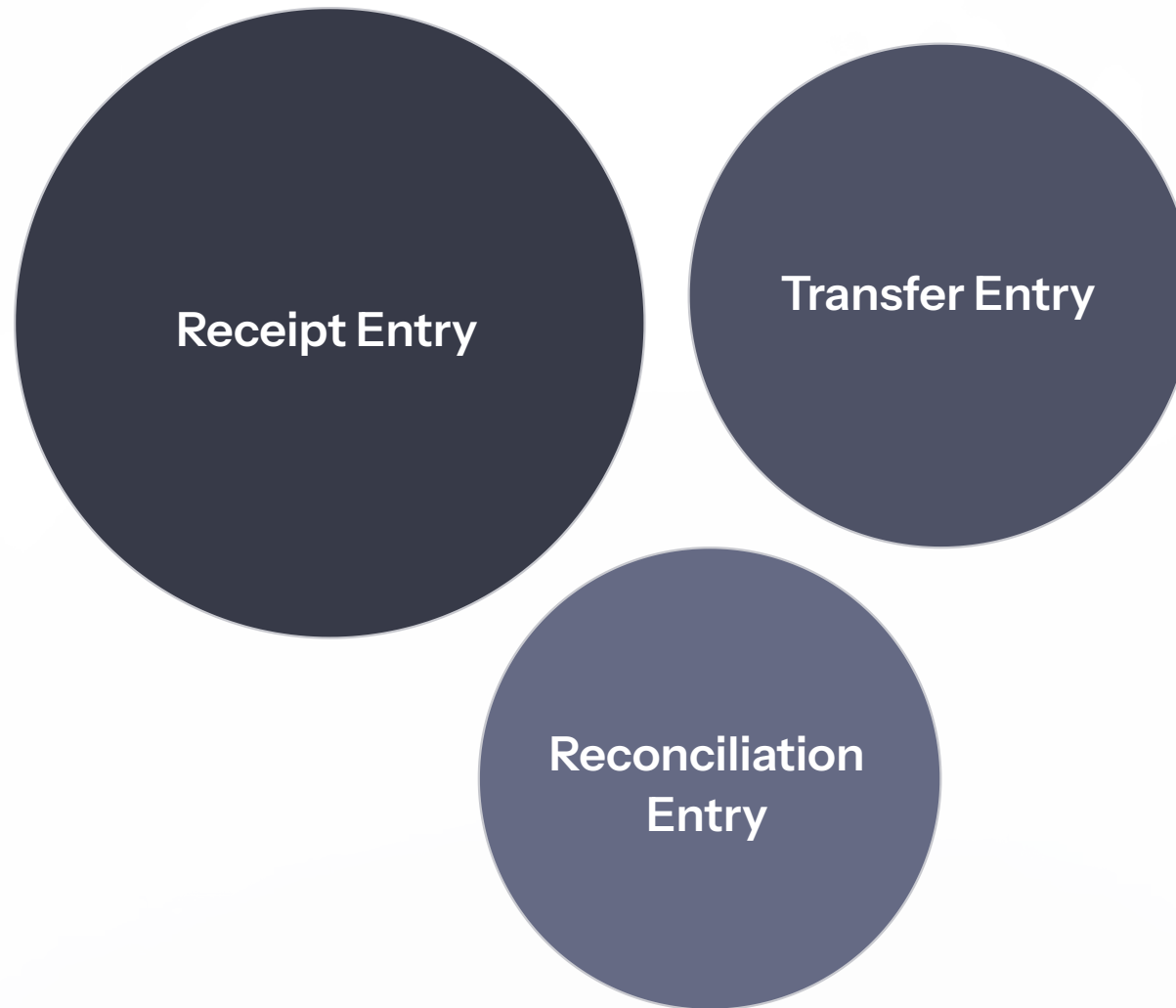
Open **Stock Reconciliation** → choose warehouse and date/time → add item → set **Qty as per Stock** to the corrected number → Submit.

Expected Output

Adjustment entries are posted; stock aligns to the physical count.

 Screenshot:
STOCK_05_RECONCILIATION_S
UBMITTED.png

Step 6 — Validate in Stock Ledger



Open the **Stock Ledger report** for the item and date range. All receipt, transfer, and reconciliation entries appear with correct running balances. *Screenshot: STOCK_06_STOCK_LEDGER.png*

Final Result



Accurate Inventory

Stock levels correctly reflected across all warehouses.



Traceable Movements

Every receipt and transfer is logged with a full audit trail.



Reconciliation Done

Adjustments posted and stock aligned to physical count.

