



## Stock In/Out

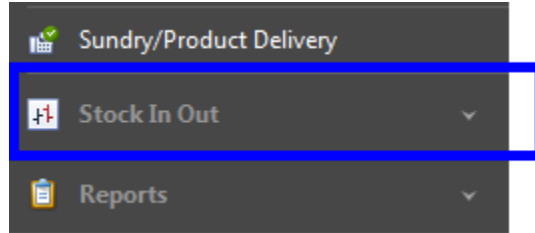
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## 1. Introduction

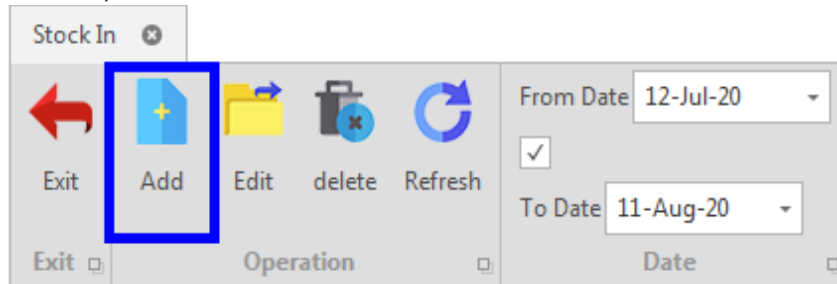
This guide explains in detail the usage of the **Stock In Out** feature.  
To access this feature, click on **Stock In-Out**, in the Navigation Bar.



## 2. Stock In

This feature allows the addition of quantities to the inventory without passing through a **Purchase/Delivery order**.

- a. Step-by-Step Process
  - i. Click on Stock In.
  - ii. In the Menu bar, click on Add.



- iii. Fill in the required information in the *Stock In entry's* popup:
  - Supplier: product provider.

Supplier	<input type="text"/>
Reason	Hymax CBSM

- Date: creation date of the Purchase Order.

Date	07-Aug-20
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- Reason: the reason behind the creation of a Stock In transaction.

Reason	<input type="text"/>
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iv. Assign products to this transaction.

Drag a column header here to group by that column

Product/Sundry	Code	Unit	Quantity
2K DARK BROWN	T520	Liter	30.0
2K DEEP BLUE	T130	Liter	10.0

Description	Code
VIOLET EXTREME	W742
BASECOAT BRIGHT YELLOW	B290
GREEN-ROSE EXTREME	W722
FLOP MODIFIER	W001
METALLIC ADDITIVE	W002
BASECOAT GREEN-ROSE EXTREME	B775
2K CLEAR	T000
2K CONCENTRATED WHITE	T010
2K MIXING WHITE	T020
2K LUMINOUS BLUE	T110
2K MIXING BLUE	T120
2K DEEP BLUE	T130
2K LUMINOUS GREEN	T210
2K MIXING GREEN	T220

v. Click on Save or Save and Close to save.

b. Edit/Delete Stock In

To Edit or Delete a Stock In transaction, choose a record than one of the below options.

Stock In

Exit Add Edit delete Refresh

From Date 12-Jul-20

To Date 11-Aug-20

3. Stock-Out

This feature removes a quantity from the inventory.

a. Step-by-Step Process

- i. Click on Stock Out.
- ii. In the Menu bar, click on Add.

Stock Out

Exit Add Edit delete Refresh

From Date 12-Jul-20

To Date 11-Aug-20



- iii. Fill the required information in the Stock Out's popup (supplier, date, and reason)
- iv. Assign products to the transaction.

Drag a column header here to group by that column

Product/Sundry	Code	Unit	Quantity
2K DARK BROWN	T520	Liter	30.0
2K DEEP BLUE	T130	Liter	10.0

Description	Code
VIOLET EXTREME	W742
BASECOAT BRIGHT YELLOW	B290
GREEN-ROSE EXTREME	W722
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2K MIXING BLUE	T120
2K DEEP BLUE	T130
2K LUMINOUS GREEN	T210
2K MIXING GREEN	T220

- v. Click on save.

#### 4. Contact information

For more information or comments, please do not hesitate to contact our Software support team by email at [support.it@hymax.biz](mailto:support.it@hymax.biz)

Or by phone at +961 9 925 990

We are available from 8:00AM (GMT) to 8:00PM (GMT).