



## RSA e-Business: Navigation

### How to enter or adjust product inventory: Summary

1. Click on the **Inventory** tab from the main menu.
2. Under Transactions group, click on the link **Stock Movements**. This will open a new window.
3. Enter a Product number or select one with the **Select** button  on the right side of the product field. When this is done properly, the vendor information will appear on the window with its default values.
4. Enter the adjustment quantity in the dedicated field.
5. Locate the Reference field and enter a reference number.
6. Use the tab key or click inside the other to change the default values of the fields (Project, Date, Transaction type ...etc) if necessary.
7. Click on the **Save** button  for saving the transaction.

# How to enter or adjust product inventory: details

- 1. Select the **Inventory** tab. This will shows the menu navigation of the inventory (See fig 1).

Inventory Tab

Stock Movements link

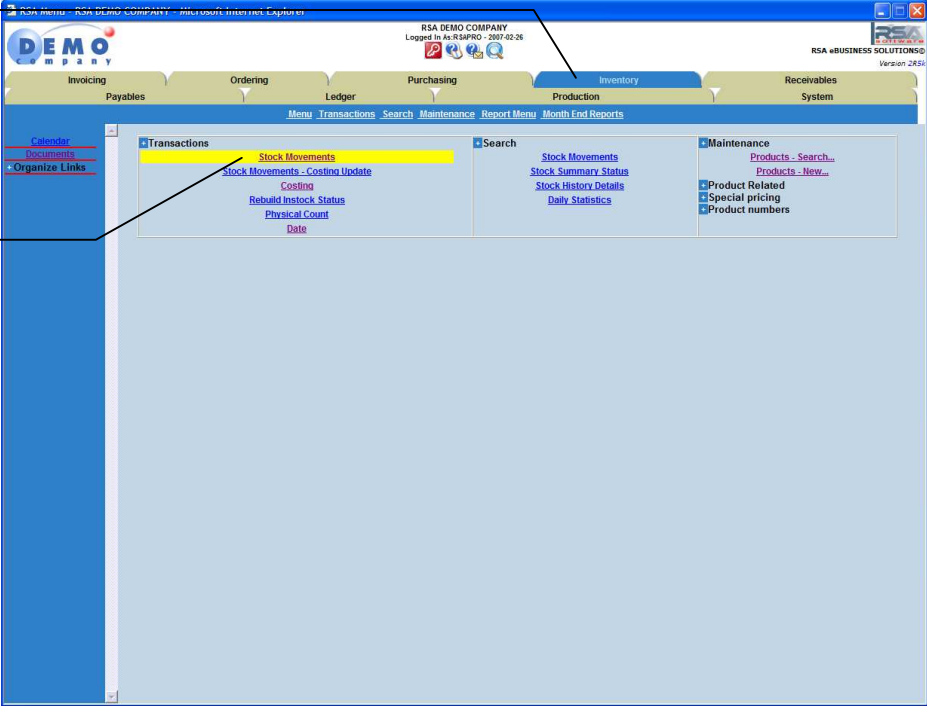


Fig 1: Inventory main menu

- 2. Under **Transactions** group, click on the link **Stock Movements** (See fig 1 above). This will open a window below.

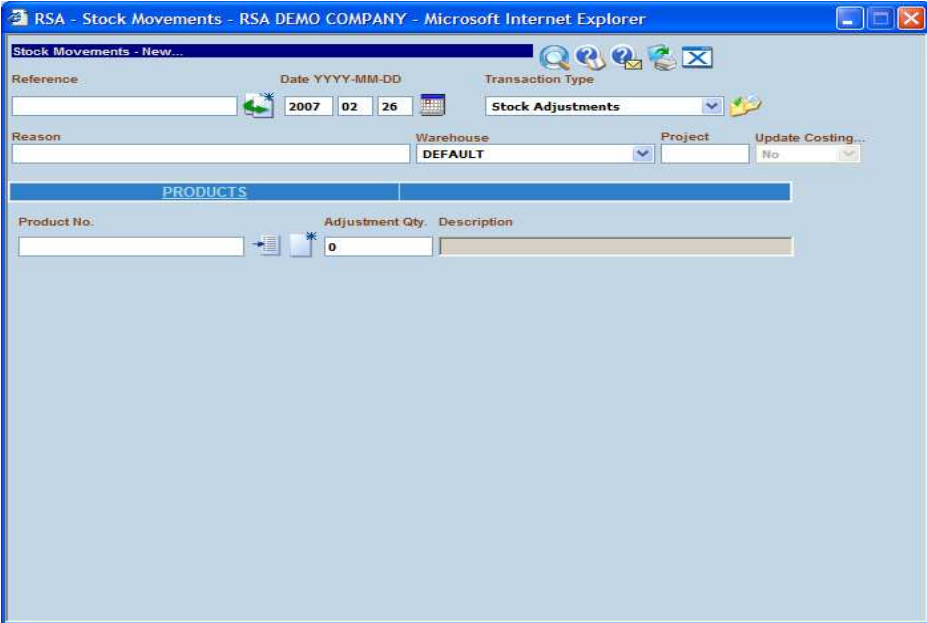


Fig 2: Stock movement





3. For creating a new product go to step 4. Otherwise go to step 5.
4. Select the Create product button  and do the following in the open window:

Fig 3: Window for adding a new product

- a. In the field **Number**, enter the new product number
  - b. Enter the description of the product in the available languages.
  - c. In the bottom the screen, navigate through the tab menu and enter the values of the required field, particularly the **selling price** under the **Prices** tab.
  - d. Click on the **Save** button  when you done.
  - e. Close the window using the bottom  and go to step 5.
5. In the **product No** field, enter a **product number** or select one from the database using the Select button .
  6. Enter the available quantity of the product in the field **Adjustment Qty**.
  7. Locate the **Reference** field and enter a **Reference number (Mandatory)**.
  8. Optionally, change the value of the other fields.
  9. When you are done, click on the **Save** button. A confirmation window (See fig 4) will be display

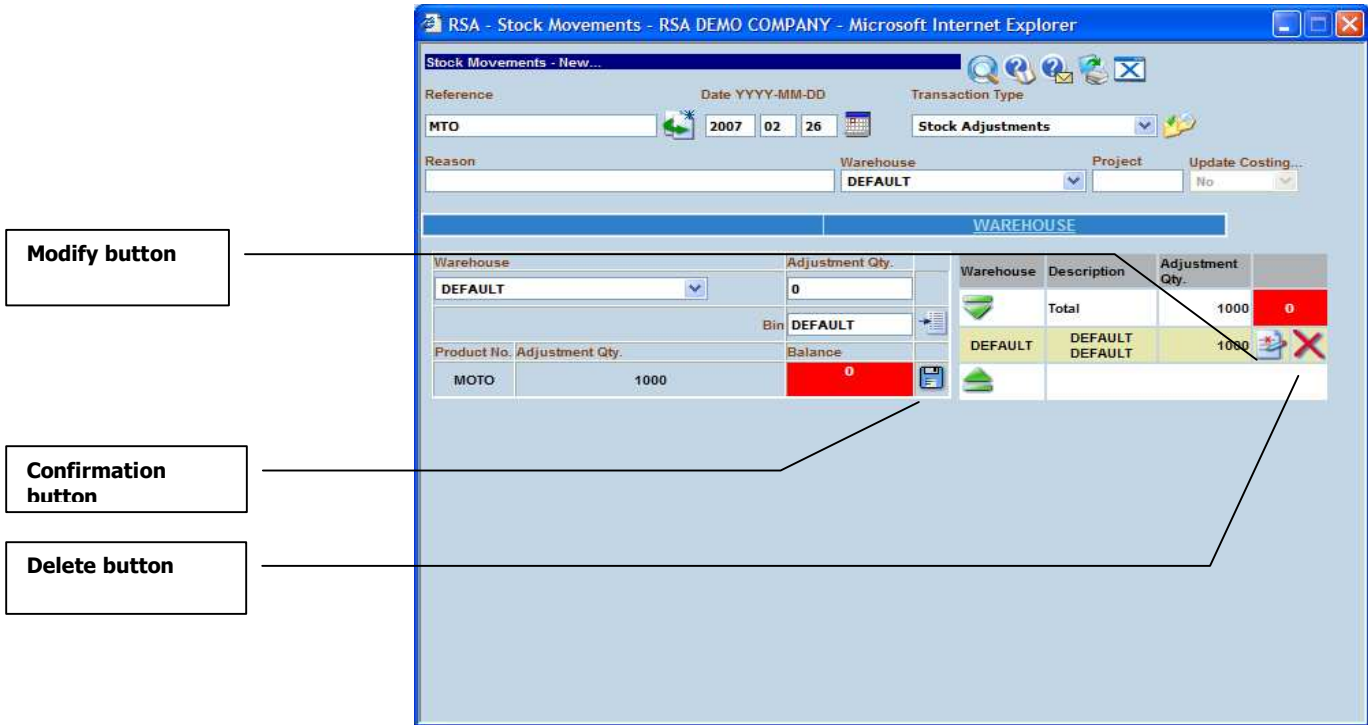




Fig 4: Window for confirming the transaction

10. Review the confirmation and if necessary, click on the **Modify**  button for changing the product adjustment quantity.
11. Click on the **Save**  button. This will add the product as part of the transaction (see fig 5 below).

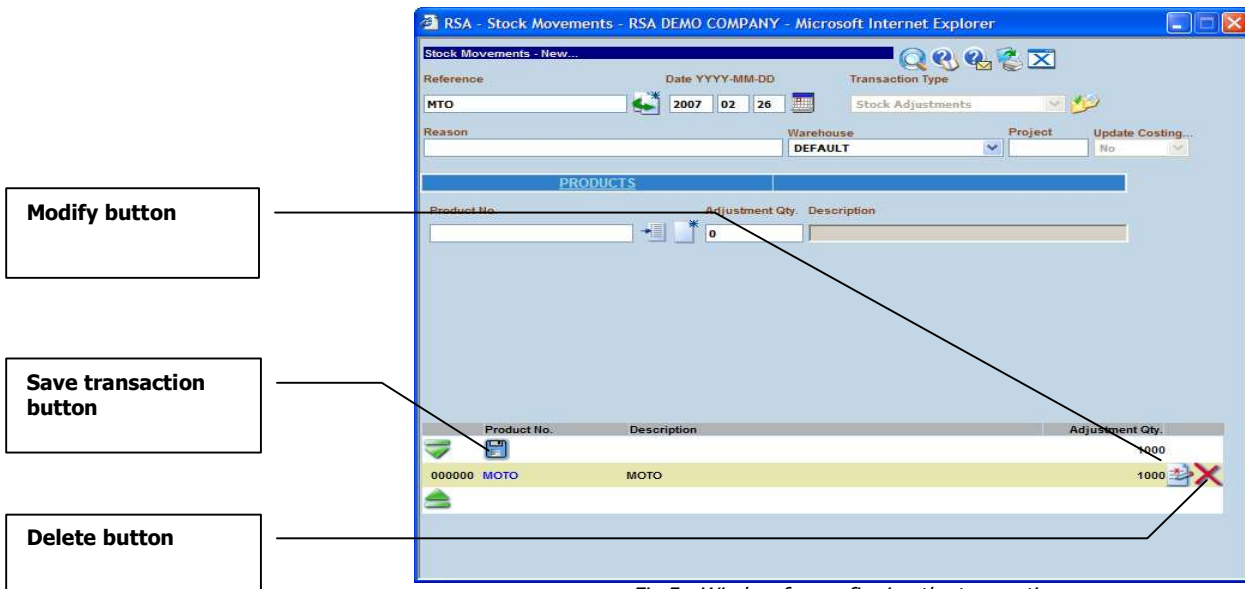



Fig 5: Window for confirming the transaction

12. To adjust or add more products to the transaction, repeat steps 3, 4, 5, 6, 7, 8, 9, 10 and 11.
13. For saving the transaction, click on the **Save** transaction button 
14. A transaction number will be display on the window if the operation is successful.