

# INVENTORY MANAGEMENT SYSTEM MODULE – HUNIVERSE

Track all your stock in real-time, **record operations** (entries, exits, and sales), and generate **detailed reports** by warehouse or by item. Stay organized, reduce errors, and optimize your operations for many stores if needed with HuniVerse Inventory!

## Inventory Module – User Guide

### Overview

The Inventory module helps vendors, warehouse managers, and staff to **register and monitor all stock activities**.

It tracks movements (entries, exits, and sales) and calculates total values, ensuring real-time visibility across warehouses with access limits according to the roles in the system levels.

*NB: The users with the active subscription payment plan don't need to pay any more additional fee in order to use this Module.*

### Roles & Access

- **Vendors / Warehouse owners:** Full access to all warehouses and items under their control.
- **Managers / Staff:** Access to warehouses they manage.

### Core Activities

1. **Entries (Stock In)**
  - Register all incoming stock (purchases, transfers, or returns).
  - Define item, quantity, unit cost, and warehouse destination.
  - System updates global and warehouse-level stock balances.
2. **Exits (Stock Out)**
  - Record outgoing stock (usage, transfers, damaged goods, etc.).
  - Deducts automatically from the selected warehouse.
  - Maintains traceability of movements.
3. **Sales**
  - Log sales operations directly from inventory.
  - Links quantities with selling price and calculates total sales value.
  - Reduces available stock automatically.

## Reporting & Analysis

1. **Global Inventory Report**
  - Displays total stock, total value of entries, exits, and sales.
  - Provides warehouse-wise summaries with direct links to item lists.
2. **Warehouse Reports**
  - Separate reports for **Entries**, **Exits**, and **Sales**.
  - Includes total stock values (e.g., "Stock Value of Entries").
  - Each report allows drilling down to item-level details.
3. **Item Reports**
  - Item Name, SKU, Unit of Measure
  - Quantity, Unit Cost / Unit Price, Total Value
  - Totals per warehouse at the bottom.

## How to Use

1. Navigate to **Inventory** → **Operations** to record stock activities:
  - Select **New Entry**, **New Exit**, or **New Sale**.
  - Fill required details (warehouse, item, quantity, price/cost, etc.).
  - Save to update real-time stock levels.
2. Navigate to **Inventory** → **Reports** to generate summaries:
  - Choose **Global**, **Entries**, **Exits**, or **Sales**.
  - Use **Warehouse selector** (for staff/managers) to filter data.
  - Click **View Items** for warehouse-specific reports.