

Inventory Control

Every unit in stock accounted for, by location, batch, serial number and expiry date

The Inventory module is fed by every document that moves stock: GRNs from purchasing, invoices, receipts, delivery orders and credits from sales, issue notes and returns from production, and stock transfers and adjustments raised in the module itself. Every movement is approved before it posts, with full serial number and expiry date tracking.



Module dashboard: eight documents feeding one stock ledger, with Master Files, Inventory Center and Reports

Serial number tracking One serial per unit from GRN to customer or job card, with balance and detail reports	Expiry date tracking Batch and expiry captured at GRN, expiry report, first expiry first out	Approval on every movement Issue notes, transfers and adjustments approved before stock moves	Valuation and ageing 22 reports: valuation, ageing by days and supplier, slow moving, reorder level
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How stock moves

Eight documents feed one stock ledger, exactly as the module dashboard shows it. Six come from other modules automatically; two are raised here.

1	GRN (stock in) Goods received against a purchase order in Purchases & Payables, with batch, serial numbers and expiry dates captured at the door.
2	Issue Return (stock in) Unused material returned from a BOM, BOQ or job card.
3	Refunds & Credits (stock in) Customer returns credited in Sales & Debtors go back into stock.
4	Invoice and Sales Receipt (stock out) Sold goods leave stock when the sales document is approved.
5	Delivery Order (stock out) Goods delivered before invoicing are taken out of stock on delivery.
6	Issue Note (stock out) Materials and spare parts issued to a BOM, BOQ or job card, or to a department.
7	Stock Transfer Move stock between locations, warehouses or branches with a transfer document, approved at both ends.
8	Inventory Adjustment Correct stock after a count, write off damaged or expired stock, or revalue, with reason and approval.

Approval control on every movement

Stock is money on the shelf, so AccSoft ERP puts an approval level on every inventory document. User permissions decide who can approve at each stage, and every document shows its Approved / Closed status at a glance, so no stock leaves or changes without sign-off.

Document	What approval confirms
Issue Note	Stock leaves the location only when the issue is authorised
Stock Transfer	Stock moves between locations only when confirmed at both ends
Inventory Adjustment	Quantities or values change only with a reason and sign-off
GRN, Invoice, Delivery Order, Credit	Approved in Purchasing and Sales before they touch stock

Serial number tracking

Know exactly which unit is where, from the day it arrives to the day it leaves.

- Capture serial numbers at GRN, one per unit, for phones, laptops, machines, engines or any serialised item
- Serial numbers follow the unit through stock transfers, issue notes, invoices and returns
- Stock Detail With Serial No and Stock Balance With Serial No reports show which units are in which location
- Trace any serial back to its supplier, GRN date and cost, and forward to the customer, invoice or job card
- Warranty and service history by serial number through the Workshop module

Expiry date tracking

Sell and issue the oldest batch first, and never be caught with expired stock on the shelf.

- Record batch number and expiry date at GRN for pharmaceuticals, food, chemicals, cosmetics and any dated stock
- Stock Details (Expiry Date Item) lists every batch with its expiry date and days remaining
- Issue and sell on first expiry, first out so the oldest batch leaves first
- Write off expired batches with an approved, reasoned Inventory Adjustment
- Batch numbers print on delivery orders and invoices for traceability

Key features

Multi-location stock

- Unlimited locations: head office, warehouses, branches, vans and consignment stock
- Stock by Location by quantity and by quantity with value
- Location Wise Stock Details per store
- Stock Transfer documents with approval and transfer details reporting

Stock valuation and ageing

- Stock Valuation Summary and Details at any date
- Stock Ageing reports by days in stock, with valuation, by supplier and by day band
- Stock Slow Moving report to identify dead stock
- Stock Valuation Error report to catch negative stock and costing gaps

Inventory adjustments and stock counts

- Adjust quantity or value with reason code and approval
- Count sheets by location for periodic and annual stock takes
- Write off damaged, expired or lost stock with full audit trail

Issue notes and returns

- Issue stock to a BOM, BOQ, job card or department against the approved source document
- Item, description and quantity per line, with batch, location and MRN number
- Select and Receive All pull every line from the source document
- Issue Note Summary and Details reports; Issue Returns put unused stock back

Reorder and stock control

- Reorder level and reorder quantity per item and location
- Stock Reorder Level report lists what to buy now
- Stock Movement Summary shows opening, in, out and closing per item and period
- Stock Summary and Stock Details for day-to-day balances

Master files and Inventory Center

- Items: one item master shared with Purchasing, Sales, Manufacturing and Workshop, with serial and expiry tracking flags per item
- Item Assembly for kits and manufactured items
- Inventory Center: every movement for an item on one screen, with stock by location and running balance

Issue Note entry

The Issue Note takes stock out of a location to a BOM, BOQ, job card or department. The header carries the source reference, batch, location, MRN and shipment numbers, and the grid lists each item and the quantity issued. The Approved flag must be set before stock leaves the location.

Issue Note

Customer

test456

Class

Template

ACC Default Quo (A4)

From

ert
12313
345

Quo No

Q73

Date

14-01-2025

Ship To

111
222

VAT No

Ref No

Batch

Location

Custom Field

MRN No

Payment

Joined Date

15-01-2024

Shipment No

Custom Field

Custom Field

Item	Description	Qty
1	Nokia 6233	2
2	Samsung A32	1
3	Huawei Mate	4
4	Realme C75	1
5	Nokia 6233	2
6	Realme GT 6	6

Select BOM

Receive All

Show BOM

Copy

Void

Exchange Rate

1

☒ Approved

☐ Closed

☐ To be Printed

☐ Amts Inc VAT

Memo

Supplier Mes

Save & Close

Save & New

Clear & New

Issue Note with item, description and quantity per line, batch and location on the header

Reports

Twenty-two ready-made stock reports, filterable by date range, item, location, batch and Class, and exportable to Excel and PDF.

Serial number and stock balances

Serial number (2)

- Stock Detail With Serial No
- Stock Balance With Serial No

Balances

- Stock Summary
- Stock Details
- Stock Details (Expiry Date Item)
- Location Wise Stock Details
- Stock By Location (Qty Wise)
- Stock By Location (Qty With Value Wise)

Valuation

- Stock Valuation Summary
- Stock Valuation Details
- Stock Valuation Summary New (Beta)
- Stock Valuation Error Report

Movement, ageing and control

Movement

- Stock Movement Summary
- Stock Transfer Details
- Issue Note Summary
- Issue Note Details

Ageing and control

- Stock Ageing Report (FIFO)
- Stock Ageing Valuation Report (FIFO)
- Stock Ageing Report Detail By Supplier (FIFO)
- Stock Ageing Report Detail By Days (FIFO)
- Stock Slow Moving Report
- Stock Reorder Level

Why AccSoft ERP for inventory?

Fully integrated

Purchasing, sales, manufacturing, engineering and workshop all move stock through one ledger, so the balance on screen is the balance on the shelf.

Traceable to the unit

Serial numbers, batch numbers and expiry dates are captured at GRN and follow the unit through every movement to the customer or job.

Controlled movements

Approval levels on issue notes, transfers and adjustments mean no stock leaves or changes unchecked.

Valued and aged

Stock valuation and ageing reports give you an auditable stock figure and show where cash is tied up.

Proven since 1998

AccSoft Solutions has supported Sri Lankan businesses for over 25 years, with more than 5,000 installations.

Who uses this module

- Pharmaceutical and medical supplies distributors tracking batch and expiry
- Food, beverage and FMCG distributors with dated stock
- Mobile phone, computer and electronics dealers tracking serial numbers
- Hardware, spare parts and industrial suppliers with multi-location stock
- Manufacturers issuing raw materials to production
- Any business that needs to know exactly what is in stock, where, and what it is worth

Frequently asked questions

Which inventory documents require approval?

Issue notes, stock transfers and inventory adjustments each carry an approval level, and the purchase and sales documents that move stock are approved in their own modules. User permissions control who can approve.

How does serial number tracking work?

Serial numbers are captured one per unit at GRN and follow the unit through transfers, issues, invoices and returns. The Stock Balance With Serial No report shows which units are in which location, and any serial number can be traced back to its supplier and forward to its customer or job card.

How are expiry dates handled?

Batch number and expiry date are recorded at GRN. The Stock Details (Expiry Date Item) report lists every batch with days to expiry, stock is issued and sold on first expiry first out, and expired batches are written off with an approved inventory adjustment.

Can we hold stock in more than one location?

Yes. Unlimited locations, with stock by location reports by quantity and value, location wise stock details, and stock transfer documents to move stock between them.

How is stock valued?

Stock Valuation Summary and Details give the value at any date, and the Stock Ageing reports show value by days in stock, by supplier and by day band.

Does the system tell us when to reorder?

Yes. Set a reorder level and quantity per item and location, and the Stock Reorder Level report lists everything below its level.

See Inventory Control in action

Book a free demo and we will walk your stores team through GRN with serial and expiry capture, issue notes, transfers, a stock count and stock valuation, using your own item list.

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