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INDITION COMMERCE

Indition Inventory Management

Complete User Manual — Warehouses & Locations, Stock, Purchase Orders, Receipts, Transfers, Cycle Counts, Serials, Reports & Pre-Cuts

Inventory Module v1.2.1 · June 2026

Contents

1. Introduction & Core Concepts

Indition Inventory Management adds warehouse- and location-based stock control to the store. It is the back-office workspace for knowing exactly what you have, where it is, what it cost, and what's on its way — covering setup (warehouses and locations), day-to-day stock operations (receiving, adjusting, moving), purchasing and receiving, transfers between sites, physical counts, serial-number tracking, reporting, and optional cutting of bulk stock into pieces. This manual is written so a new team member can read it cover to cover and operate every feature confidently.

1.1 What the module manages

- **Warehouses & Locations** — where stock physically lives.
- **Stock** — how many units of each SKU are in each location, and what's available to sell.
- **Purchase Orders & Receipts** — ordering from vendors and receiving the goods.
- **Transfers** — moving stock between warehouses and locations.
- **Cycle Counts** — physical stock audits and corrections.
- **Serial Numbers** — tracking individual units through their life.
- **Reports & Pre-Cuts** — valuation/stock/planning reporting, and cutting bulk stock into sellable sizes.

1.2 Warehouses & locations

Stock is organised in two levels. A **warehouse** is a building or site; a **location** (a bin or shelf) is a specific spot inside a warehouse. **Inventory is tracked at the location level** — the same SKU can sit in several locations, and the Inventory Management grid shows one row per SKU-and-location. Warehouses are assigned to one or more **stores**, and each warehouse keeps a **default location** (used for allocation) and a **default receive location** (where purchase-order receipts land).

> Adopting Inventory is **SKU-specific**: turning the module on doesn't force every product into location-based tracking. SKUs are brought under management deliberately, so you can roll it out gradually.

1.3 On hand, reserved & available

Three numbers describe a SKU's stock in a location:

Number	Meaning
On Hand	The units physically present.
Reserved	Units already promised to open orders.
Available	What can still be sold — **On Hand – Reserved**.

When an order is placed the system **allocates** (reserves) stock automatically — either from the warehouse's default bin or, in **FIFO** mode, from the oldest stock first (set in Settings). Every movement — receipt, reservation, shipment, move, adjustment — is written to an **inventory transaction** log, giving a complete audit trail.

1.4 Cost layers & serial tracking

- **Cost layers** — each batch of stock you receive records the cost you paid. As stock is consumed, costs are drawn down oldest-first (FIFO), which keeps cost-of-goods and inventory valuation accurate. The system also tracks the **last purchase cost** and an **average cost** from the remaining layers.
- **Serial tracking** — a SKU can track each unit by a unique **serial number** (useful for high-value or warrantied goods). Serialized SKUs require one serial per unit when received, adjusted up, or counted over. When a SKU may switch to serialized is governed by a Settings rule (2.2).

1.5 The admin menu at a glance

Menu item	What it opens	Chapter
Warehouses	Buildings/sites that hold stock	3
Locations	Bins/shelves within a warehouse	4
Inventory Management	Live stock; receive, adjust, move	5
Purchase Orders	Ordering from vendors	6
Receipts	Receiving goods	7
Transfers	Moving stock between sites	8
Cycle Counts	Physical stock audits	9
Serial Number Lookup	Find & trace serialized units	10
Reports	Valuation, stock, planning, ledger	11
Pre-Cuts	Cut bulk stock into sellable sizes (optional)	12
Settings	How the module behaves	2

> Until the module is enabled and its data tables are ready, the menu deliberately shows **Settings only**, so first-time setup can be completed safely before the operational screens appear.

1.6 Conventions

- These screens require the appropriate administrator access; purchase-order approval can be limited to chosen users/roles (Chapter 2.3).
- Grids support sorting, column filtering, selection, page sizes (50/100/250/500/1000) and **Excel/PDF export**; most screens have a clear empty state.
- Warehouses and locations can print **barcode and QR labels** for physical labelling.

2. Settings

Open **Settings** to control how Inventory behaves. Everything is one form saved together; most sections appear only once the module is enabled.

2.1 Enabling Inventory & store scope

The **Inventory Module Enabled** switch turns the warehouse/location engine on or off — while off, the store keeps its legacy stock behaviour and the Inventory screens stay hidden. When you first enable it you choose **which stores** use Inventory and whether to create **one shared warehouse** for all of them or **a separate warehouse per store**; the required warehouse/location structure is created and a background migration of existing stock is queued.

> Enabling Inventory is a setup milestone that provisions structure and migrates stock in the background. Choose the store scope and warehouse arrangement deliberately — later changes to store toggles adjust eligibility but do not rebuild existing warehouses.

2.2 Inventory rules

Setting	What it controls
Allocation Method	*Default Bin* (reserve from the store's default location) or *FIFO* (reserve oldest stock first).
Allow Negative Stock	When off (safer), blocks anything that would drive stock below zero. When on, allows oversells/backorders.
Serialization Enable Rule	When a SKU may switch to serial tracking: *Require Zero Stock*, *Allow With Serial Import*, or *Always Allow*.
Purchase Order Starting Number	The first PO number to issue (doesn't rewrite numbers already assigned).

2.3 Purchase order governance

Turn on **Do Purchase Orders Require Approval** to route saved POs into an approval queue. When approvals are required you pick the **users** and/or **roles** who may approve — and only they can move a PO to approved or export a non-draft PO. (At least one approver must be chosen.)

2.4 Transfers, terms & disclaimers

- **Enable Transfer Carriers** — when on, cross-warehouse transfers show carrier and tracking fields; you maintain the carrier list here (one per line).
- **Vendor Payment Terms** — the selectable terms on vendors and POs (e.g. Pre-paid, COD, Net 30), one per line.
- **Add Disclaimer To Invoice** — when on, the disclaimer text you enter is printed at the bottom of the PO PDF (line breaks preserved).

2.5 Pre-Cuts & fractional quantities

- **Enable Pre-Cuts** — reveals the Pre-Cuts screens (Chapter 12). You can restrict it to chosen product categories and define the **fractional sizes** (e.g. label “1/2” = value 0.5) used by cut sizes.
- **Enable Fractional / Decimal Quantities** — lets individual SKUs be sold in fractional amounts (e.g. 1.5 yards), opted in per SKU from the product’s Inventory tab (Chapter 13).

Click **Save Settings** to apply everything at once.

3. Warehouses

A **warehouse** is a building or site that holds stock. Open **Warehouses** to manage them.

Column	Shows
Code / Name	The short identifier and full name; click to edit.
Stores	How many stores the warehouse serves.
Locations	How many bins it contains.
Status	Active or inactive.
Updated	Last change.
Actions	Edit, Print Barcode, Print QR Code.

Choose **Create Warehouse** and complete the form: **Code** and **Name** (required); an optional **Description**; the delivery details used on purchase-order exports (**Warehouse Address for Deliveries**, **Phone Number**, **Primary Contacts** and **Special Instructions included on Purchase Orders**); an **Active** toggle; and the **Stores** it serves. Saving a warehouse automatically ensures it has a default location (named *Primary Location* on first save, marked as both default and default-receive).

4. Locations

A **location** is a specific bin or shelf inside a warehouse — the level at which stock is actually counted. Open **Locations** to manage them.

Column	Shows
Warehouse	The parent warehouse.
Code / Name	The bin's identifier and name (a *Default* marker shows on the default bin).
Physical Location	Where to find it (e.g. "Shelf 3, Row B").
Size / Max Items	Capacity information.
Stores	"Inherited from warehouse" or a specific subset.
Status / Actions	Active/inactive; Edit, Print Barcode, Print QR Code.

On the form you set the **Warehouse**, a **Code** and **Name** (required), optional **Size**, **Max Items** and **Physical Location**, and three toggles — **Active**, **Default Location** (the bin used for allocation) and **Default Receive Location** (where PO receipts default). A location can **inherit the warehouse's stores** or define its own subset of them.

> Only one default location and one default-receive location can exist per warehouse at a time; a location's store subset can't exceed its warehouse's stores.

5. Inventory Management

Inventory Management is the live picture of stock and your hub for everyday operations. Each row is one SKU in one location.

5.1 The stock grid

Column	Shows
Category / Product / Variant / SKU	What the item is (Product and SKU link to the catalogue).
Warehouse / Location Code / Location Name	Where the stock sits.
On Hand / Reserved / Available	The three stock numbers (1.3).
Enable Serialization	Whether the SKU tracks serial numbers.
Actions	Adjust, Move (and Receive).

Filter by category, product, variant, SKU, warehouse, location, the quantity fields and serialization. Use **Excel Export** for the filtered list, and **Clear Filters** to reset.

5.2 Receive, adjust & move

- **Receive** — add stock into a location without a purchase order (choose the SKU, location, quantity and a note; a cost layer is created from the last purchase cost). Serialized SKUs need one serial per unit.
- **Adjust** — correct a quantity up or down with a **Quantity Change** and a **Reason** (Adjustment or Return). Positive serialized adjustments need a serial per added unit; negative ones remove the oldest serials.
- **Move** — shift stock from one location to another (even across warehouses) with a **From** and **To Location** and a quantity that can't exceed Available.

> When only one valid location exists, it's selected for you automatically, so the simplest setups stay simple.

5.3 Bulk actions & export

Tick rows to act on several at once: **Adjust Inventory** applies one quantity change to every selected row, and **Move Inventory** moves stock from each row's location to one shared destination. (Bulk *positive* adjustments are blocked for serialized SKUs, since each new unit needs its own serial number.) Every receive, adjust and move writes an inventory transaction for the audit trail.

6. Purchase Orders

A **purchase order** (PO) is your order to a vendor. Open **Purchase Orders** to create and track them.

6.1 The PO list & dashboard

The list shows each PO's **number**, **vendor**, **value**, **reference**, **status**, **expected date**, counts of SKUs/items ordered and received, and who created it — all filterable. A dashboard above it summarises open PO value, open POs, vendors with open orders, outstanding units and partially-received POs. If the system has reorder **recommendations**, they appear grouped by vendor with a one-click **Create Recommended PO**.

6.2 Building a PO

Choose **Create Purchase Order**. The header carries the **Vendor** and destination **Warehouse** (required), plus **Expected Delivery Date**, **Payment Terms** (defaults from the vendor), **Reference #** and a **Note**. Add line items by:

- picking SKUs from the vendor's catalogue grid (with **Add Selected SKUs / Add All SKUs**), which shows available quantity, reorder point, max and a recommended quantity;
- **importing** a CSV/Excel file of SKUs and quantities;
- **loading a previous PO** for the same vendor, or **loading recommended items** from planning.

Each line has an **Ordered Qty** (required), an optional **Unit Cost** and a note. You can also start a PO by **duplicating** an existing one.

6.3 The PO lifecycle

Draft	Being built; freely editable.
Awaiting Approval	Submitted where approval is required.
Approved	Cleared to send to the vendor.
Ordered	Live with the vendor; ready to receive.
Partially Received	Some items received; you can keep receiving or *Cancel Balance and Close*.
Received	Fully received; read-only.
Cancelled	Cancelled; can be reinstated.

From a draft you **Order** it (or **Submit**/**Approve** when approvals apply); from an open PO you **Receive** (Chapter 7); and you can **export** any PO to PDF or Excel (with the warehouse delivery details and any disclaimer). Approval-restricted exports are limited to approvers.

7. Receipts

A **receipt** records stock arriving — usually against a purchase order. Open **Receipts** for the history, or start one with the **Receive** action on an open PO.

Column	Shows
Receipt ID	The receipt; click to view its detail.
Purchase Order	The linked PO, or “Direct” for a non-PO receipt.
Vendor / Reference	Who it came from and your reference.
Received By / Received At	Who posted it and when.
Items / Receipt Value	How many lines and the total value received.

When receiving against a PO you enter, per line, the **quantity received** (up to the outstanding balance), the **location** it goes into, the **unit cost**, and — for serialized SKUs — one **serial number** per unit. Posting a receipt increases on-hand stock at the destination, records a cost layer, and advances the PO toward *Partially Received* or *Received*. The receipt detail view lists every line (with serials) and the full receipt history for the PO, and exports to PDF or Excel.

8. Transfers

A **transfer** moves stock between locations — typically between warehouses — as a tracked document (unlike the quick *Move* in Chapter 5). Open **Transfers** to manage them.

Column	Shows
ID	The transfer; click to view.
From / To	Source and destination locations.
Status	Draft, In-Transit, Received, Cancelled or Reversed.
Items / Transfer Value	Lines and total value.
Created / Shipped / Received	Key timestamps and the people involved.

Choose **Create Transfer**, pick the **From** warehouse and location, then select items and quantities from the stock there. You can send everything to one shared destination or give each line its own **To** location. Serialized lines need a serial per unit; when transferring between different warehouses and carriers are enabled, you also choose a **Carrier** and may record **tracking numbers**.

LIFECYCLE

- **Ship** moves a Draft to **In-Transit** (stock leaves the source).
- **Receive** moves In-Transit to **Received** (stock lands at the destination).
- **Cancel** stops a Draft or In-Transit transfer; **Reverse** returns a received transfer’s stock to the source.

9. Cycle Counts

A **cycle count** is a physical audit of one location: you count what's really there and the system records any variance against its own figure. Open **Cycle Counts**.

1. Choose **Start Count**, pick the **Location** (and an optional note). The count opens as open.
2. When you're ready, open the count and work through its lines — each shows the **System Qty** and an editable **Counted Qty** (pre-filled), with a note and, for serialized SKUs counted *over* system quantity, a field for one **serial per extra unit**.
3. Choose **Complete Count**. The variance is recorded and stock is corrected; the count becomes completed.

The list shows each count's ID, location, status and dates, with a **Complete Count** action while it's open.

10. Serial Number Lookup

For serialized SKUs, **Serial Number Lookup** finds and traces an individual unit. Search by **serial number**, **SKU**, **status** or **location**.

Column	Shows
Serial Number / SKU / Product	Which unit and item.
Status	In Stock, In Transit, Sold, Returned or Adjusted Out.
Location	Where the unit currently is.
First Received / Sold At / Age (Days)	Its timeline.

Results export to Excel. Searching a single serial reveals links to its full **Serial Number History** (every received / sold / transferred / returned / adjusted event, with location, order and note) and a **Sold Serial Number** report. These same reports live in Chapter 11.

11. Reports

Open **Reports** for a set of inventory reports, each shown as a card you click into. Every report filters its data, paginates, and exports to **Excel** or **PDF**.

Report	What it shows
Inventory Valuation	One row per tracked SKU with unit cost, SKU value and total inventory value.
Inventory Value by Vendor	Value totals by vendor, linking into the SKU-level detail.
Stock Report	On hand, reserved and available by warehouse and location.
Planning Report	Reorder points, safety stock and suggested order quantities.
Transaction Ledger	Receipts, reservations, shipments, moves and adjustments.
Serial Number Aging	Age and status of serialized units still in flow.
Serial Number History	Location, transfer, receipt and order history for serials.
Sold Serial Number Lookup	Where a sold serial ended up and which order used it.

The valuation reports can scope to active or all SKUs and hide zero-quantity rows, and show totals. A related **Untracked SKUs** view lets you switch on inventory tracking for SKUs (with an optional starting quantity), individually or in bulk.

12. Pre-Cuts

Pre-Cuts (an optional feature, enabled in Settings) convert one bulk **source SKU** — a roll, a length, a volume — into smaller, sellable **target SKUs** in a single batch. The batch depletes the source stock, produces the target units, and allocates the cost across them. A source and its targets must share a **unit of measure** (set on each SKU's Inventory tab, Chapter 13).

12.1 Batches

Choose **Create Pre-Cut Batch**. Pick the **Source SKU** and **Source Location**, choose a **Barcode Mode** (target or source), and optionally set a **Batch Extra Cost** and **Per-Unit Surcharge**. Then add **Target SKUs** — for each, its destination location and **Produced Qty**; the **Source Depletion** (how much bulk each piece consumes) is calculated from the target's fractional size. Optionally tick **Print Labels After Save**. Saving records the batch; its detail view shows the cost allocation per produced line, and you can **Print Labels**. The batch history lists every past batch with its source, produced quantity, depletion and cost.

12.2 Templates

If you run the same cut repeatedly, save it as a **Template** (a named, reusable source-to-target setup). From the Templates list you can **Use In Form** (pre-fill a new batch), **Edit**, or **Run Now** to launch a batch immediately. Templates carry an **Active** flag.

13. Per-Product Inventory

When you open a product (SKU) in the catalogue, Inventory adds two tabs — available once the SKU is inventory-tracked. They put per-SKU settings and history right where you manage the product.

13.1 The Inventory tab

- **Enable Serial Number Tracking** — switch the SKU to serial tracking (subject to the Settings rule, 2.2); when on, recent serial events are shown here.
- **Enable Fractional / Decimal Quantities** — allow this SKU to be sold in fractional amounts (when the feature is on).
- **Alternate Barcodes** — extra barcodes that all resolve to this SKU when scanned.
- **Pre-Cut settings** — mark the SKU as a Pre-Cut **source**, set its **Unit Of Measure**, or assign a **Fractional Size** if it's a cut target.
- **Planning by location** — per location, the **Reorder Point**, **Min**, **Max**, **Lead Time Days** and **Safety Stock** that drive reorder recommendations.

Click **Save Inventory Settings** to apply.

13.2 The Purchase History tab

This tab shows the SKU's **last purchase cost**, average cost and a **purchase history** grid (PO receipts, manual cost adjustments and direct receipts — with vendor, location, cost and dates). Two tools live here:

- **Manual Inventory Adjustment** — receive stock for this one SKU directly into a location (with serials if serialized) without a purchase order.
- **Last Purchase Cost** — correct the recorded purchase cost without receiving any stock.

14. Appendix: Status & Glossary Reference

14.1 Statuses

- **Purchase orders** — Draft · Awaiting Approval · Approved · Ordered · Partially Received · Received · Cancelled.
- **Transfers** — Draft · In-Transit · Received · Cancelled · Reversed.
- **Cycle counts** — Open · Completed.
- **Serial numbers** — In Stock · In Transit · Sold · Returned · Adjusted Out.

14.2 Glossary

Term	Meaning
Warehouse	A building/site that holds stock; assigned to one or more stores.
Location	A bin/shelf within a warehouse; the level at which stock is tracked.
Default location	The bin used for automatic allocation in a warehouse.
Default receive location	Where purchase-order receipts land by default.
On hand / Reserved / Available	Units present / promised to orders / sellable (on hand – reserved).
Allocation	Reserving stock for an order — by default bin or FIFO.
Cost layer	A received batch's cost; consumed oldest-first for accurate costing.
Transaction	A logged stock movement (receipt, reservation, shipment, move, adjustment).
Serialized SKU	A SKU tracked by individual serial numbers, one per unit.
Purchase order (PO)	An order placed with a vendor.
Receipt	A record of stock arriving, usually against a PO.
Transfer	A tracked movement of stock between locations/warehouses.
Cycle count	A physical audit of a location, with variance correction.
Pre-Cut	Converting a bulk source SKU into smaller target SKUs in a batch.
Planning values	Per-location reorder point, min/max, lead time and safety stock.

End of manual. Indition Inventory Management — Inventory module v1.2.1.