TESSERACT ERP · USER MANUAL

# Inventory

Know what you have, where it is and what it is worth. Sales, bills and POS sales move stock automatically.

## Before you start

- Every organization starts with a default warehouse. Add more in **Inventory** → **Warehouses**.
- In **Products**, tick **Track inventory** for every item you keep in stock and set a **reorder level** to get low-stock alerts.

## Enter your opening stock

1. Open **Inventory** → **Adjustments** and click **New adjustment**.
2. Choose the warehouse and the reason **Opening stock**.
3. Add each product with the quantity and its unit cost.
4. Post it. Stock and its value appear at once.

## How stock moves

- **Bills** receive goods into a warehouse at the bill cost.
- **Invoices** and **POS sales** take goods out at the current average cost.
- **Voiding** a document puts the stock back exactly as it was.
- Stock can never go below zero: the app stops a sale that would.

## Adjustments

Use an adjustment after a stock count, or for damaged or lost goods.

1. **Inventory** → **Adjustments** → **New adjustment**.
2. Pick the warehouse and the reason (count, damage, loss, other).
3. Enter the quantity to add or remove for each product, then post.

## Transfers between warehouses

1. **Inventory** → **Transfers** → **New transfer**.
2. Choose the warehouse to move from and to, and the products and quantities.
3. Post it. Quantities move at once; the stock value of the company does not change.

## Stock and value

**Inventory** → **Stock** shows every product's quantity per warehouse, its average cost and total value, and highlights items at or below their reorder level. Export it to Excel or PDF for a stock count sheet.