RSJ
TECHNOLOGIES

SYSTEM OVERVIEW / VALUE TO YOUR ORGANISATION

Stores Management System

01 / What the system is designed to do

The Stores Management System brings the main records, daily activities and reporting for your organisation into one browser-based workspace. Staff use their own accounts and see the actions allowed by their assigned roles.

02 / How it can make work easier

01. Know what stock is recorded at each location.

02. Reduce time spent consolidating stock spreadsheets.

03. Trace stock issues and receipts to their references.

04. Identify low stock earlier and support replenishment planning.

05. Investigate differences using a consistent movement history.

03 / What users can expect

A role-based workspace, searchable records, structured transaction entry, clear statuses, review steps and reporting. The agreed implementation should support desktop and smaller-screen use, with access appropriate to each task.

04 / Scope at a glance

Item catalogue; Stock receipts and issues; Transfers and adjustments; Reorder and inventory reports.

FUNCTIONAL SPECIFICATION / MAIN MODULES

Stores Management System

01 / Item catalogue

Create unique item codes, categories, units and stock locations. Opening quantities are checked and approved before normal transactions begin.

02 / Stock receipts and issues

Record goods received and stock issued with dates, quantities and references. Every movement updates the appropriate item and location balance.

03 / Transfers and adjustments

Record transfers between locations; investigate count differences before an authorised adjustment is posted. Keep a reason and approval reference.

04 / Reorder and inventory reports

Review quantities on hand, stock movement history and reorder lists. Managers use consistent records to plan replenishment.

Connected information

Main records: Items and locations; Receipts, issues and transfers; Counts and approved adjustments. Related activities should use consistent identifiers so users can trace a record from entry through review and reporting.

Validation and corrections

Required information is checked before saving. Dates, quantities, references and amounts should be validated against the agreed rules. Sensitive corrections require permission and a recorded reason rather than silent deletion.

Stores Management System

01. Create items, units, categories and storage locations.

02. Record and verify opening balances.

03. Enter goods received with supplier and reference details.

04. Record approved issues or transfers to the correct location.

05. Investigate differences and approve documented adjustments.

06. Review low-stock items and inventory movement reports.

A practical example

A delivery is received into the main store. Part of the stock is transferred to another location, an issue is recorded to a department, and the manager reviews the remaining quantity and reorder report.

Who does what

Typical roles: Administrator; Storekeeper; Supervisor; Reporting user.

The administrator sets up accounts, access and agreed reference data. Operational staff enter records and transactions. Authorised reviewers approve sensitive actions, while managers use reports to monitor activity. Role boundaries are confirmed before launch.

REPORTING / CONTROLS / IMPLEMENTATION

Stores Management System

Reports and management visibility

Stock on hand, movement history and reorder lists. Users select the relevant dates, statuses or categories to answer operational questions. Totals should reconcile with source records; agreed export formats are confirmed during setup.

Security and dependable operation

Use individual accounts, role-based permissions and controlled sessions. Keep an audit history for agreed sensitive actions. Define backup frequency, retention, recovery testing and responsible staff before going live.

Important operating consideration

Avoid duplicate item codes; approve adjustments and investigate negative stock.

Implementation and handover

Confirm scope and roles; configure reference data and rules; clean and import agreed opening data; test a representative workflow; train users; reconcile sample reports; launch and provide an agreed support process.

What is confirmed for your project

Exact screens, fields, approval rules, integrations, hosting, migration volumes and support terms are agreed in the project scope. External messaging, payment gateways, access-control hardware and specialist integrations require explicit inclusion. Benefits depend on accurate data, consistent use and staff training.

Discuss your requirements

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