

User Manual

# **POS Inventory Report Plugin**

For

Odoo v17.0



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# 1. Introduction

In inventory management, businesses often struggle with manual stock evaluations, limited real-time visibility, and the constant burden of maintaining checklists. PITS introduces an innovative solution designed to eliminate these challenges and transform the way you manage inventory.

## 2. Features

- **Performance Tracking** Monitor inventory performance to identify top-selling products and make data-driven decisions, optimizing sales and profitability.
- **Sales Analysis** Gain insights into customer preferences and sales trends to refine product assortment, pricing, and marketing strategies, increasing revenue and customer satisfaction.
- **Stock Valuation** Accurately assess inventory value for financial control and decision-making. Track daily stock valuation and access weekly profit/sales details for deeper financial insights.
- **Paperless Inventory Management** Eliminate manual checklists, saving time, reducing errors, and promoting an eco-friendly, efficient inventory management process.
- **Reorder Management** Automate reordering with data-driven forecasts and demand planning, ensuring timely product availability and optimized inventory levels.
- Accurate Inventory Tracking Gain real-time visibility into stock levels, minimizing stockouts and overstocking while improving order fulfilment and operational efficiency.
- **Daily In/Out Report** Track daily inventory movements with session-level precision, ensuring accurate record-keeping and informed decision-making.



# 3. POS Session Management

A **Session** represents a single day's sales and stock activities. Every day, shop staff must create a **New Session** to carry out POS operations and record sales-related transactions. At the end of the day, the session must be **closed** before generating the inventory report for that session.

#### **Steps for POS Session Management**

#### I. Start a POS Session

- Begin a new POS session to initiate the sales process.
- This marks the start of a dedicated period where customer orders and transactions are processed.

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Screenshot 1: Point of sale dashboard

- II. Perform POS operations: Once the POS session is active, you can perform a range of essential operations. These include scanning and adding products to the order, applying discounts, managing payment methods, and generating invoices or receipts.
  - Once the session is active, staff can:
    - $\circ$   $\,$  Scan and add products to the order  $\,$
    - Apply discounts
    - Manage payment methods



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Acoustic Bloc Scree 2.00 Units x \$ 339	ens L25 / Units			\$ 678.50	· ·						Q Si	sarch products
Cabinet with Doors \$ 322.00 2.00 Units x \$ 161.00 / Units			Mise									
					Acoustic Bloc	Cabinet with	Desk Organizer	Desk Pad	Desk Stand	Drawer	Drawer Black	Flipover
					Screens \$ 339.25	Doors \$ 161.00	\$ 5.10/Units	\$ 2.28/Units	with Screen \$ 2,415.00	\$ 127.08	\$ 28.75	\$ 2,242.50
					~		1	5			-	000
			Total: \$	<b>1,000.50</b> (xes: \$ 130.50	Individual Workplace \$ 1,017.75	Large Cabinet \$ 368.00	Large Meeting Table \$ 4,600.00	LED Lamp \$ 1.04/Units	Letter Tray \$ 5.52/Units	Magnetic Board \$ 2.28/Units	Monitor Stand \$ 3.67/Units	Newspaper Rack \$ 1.47/Units
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>	7	8	9	Price	\$ 160.00	\$ 322.00	\$ 46.00	\$ 54.05	\$ 2.83/Units	\$ 18.17	\$ 1,725.00	\$ 43.99
Payment	+/-	0	- 22	02	Virtual Interior Design	ŧ	in					

#### • Generate invoices or receipts

#### Screenshot 2: Point of sale order page

#### III. Close the Session

- After processing all orders for the day, the session must be closed.
- Closing the session finalizes the sales data, ensuring accurate recordkeeping and reporting.

#### IV. Select a Session for Inventory Reporting

- To retrieve an inventory report for a specific session:
  - Navigate to **Orders > Sessions**

Point of Sale	Orders Sessions		Q Search		•
Shop	Payments Preparation Printers Customers		04/03/2025	Ĩ	
New Session		Balance	\$ 0.00		

Screenshot 3: Sessions Menu

• Choose the required session from the list and proceed to download the report.

🏢 Point of Sale Dashboard Orders Products Reporting Configuration 🔍 👶 My Company (San Francisco) 🖉							
Sessions o		Q. Search		•	1-40/40 < >	P	
Session ID	Point of Sale	Opened By	Opening Date	Closing Date	Status	1	
DOS/00040	Shop (not used)	Witchell Admin	04/03/2025 11:18:20	04/03/2025 11:22:00	Closed & Posted		
POS/00039	Shop (not used)	Mitchell Admin	04/02/2025 15:01:27	04/02/2025 15:01:49	Closed & Posted		
POS/00038	Shop (not used)	Mitchell Admin	04/01/2025 12:13:03	04/01/2025 12:14:16	Closed & Posted		
POS/00037	Shop (not used)	Mitchell Admin	04/01/2025 12:11:04	04/01/2025 12:12:37	Closed & Posted		
POS/00036	Shop (not used)	Mitchell Admin	04/01/2025 10:59:54	04/01/2025 11:01:39	Closed & Posted		
POS/00035	Shop (not used)	Mitchell Admin	04/01/2025 10:54:11	04/01/2025 10:55:17	Closed & Posted		
POS/00034	Shop (not used)	Mitchell Admin	04/01/2025 10:52:09	04/01/2025 10:52:36	Closed & Posted		

Screenshot 4: Sessions Page List View

#### V. Generate an Inventory Report

- Use the **Print** feature to generate a detailed inventory report for the selected session.
- The report includes crucial inventory details such as product quantities and values.
- Steps to download:
  - $\circ \quad Click \text{ on } \textbf{Gear Icon} \rightarrow Select \textbf{Print} \rightarrow Choose \textbf{Inventory Report}$



🏢 Point of Sale Dashboard Orders Products Reporting Configuration 🔍 🍕 🕑							
Sessions POS/00040 O	Orders I Policings \$ Payments	1/40 < >					
Print  Sales Details Inventory Report		In Progress Closing Control Closed & Posted					
POS/00040							
Opened By Mitchell Admin							
Point of Sale Shop (not used)							
Opening Date 04/03/2025 11:18:20							
Closing Date 04/03/2025 11:22:00							
Starting Balance \$ 0.00							
Ending Balance \$ 0.00							
Send message Log note Activities		Q % 81 Following					

Screenshot 5: Inventory Report Download Button

#### VI. POS Inventory Report

- The report is generated in **Excel format**, capturing:
  - $\circ$  Products sold
  - Remaining stock levels
  - Financial insights
- This allows businesses to:
  - Perform further calculations
  - Generate visualizations
  - o Gain deeper insights into sales performance

The **POS Sessions** feature enhances daily sales tracking, streamlining inventory management and improving decision-making.



	А	В	С	D	E	F				
1	POS Inventory Report									
2	2 POSITIVEITORY REPORT									
3	Session:	PO S/00040	User:	Mitchell Admin	Location:	WH/Stock				
4	Session Start:	04/03/2025 11:18	Point of Sale:	Shop	Session Closed:	04/03/2025 11:22				
5	Product Categ	Product	Sold Qty	Current Stock						
6	Office Furniture	[E-COM11] Cabinet with Doors	2	15						
7	Office Furniture	[FURN_6666] Acoustic Bloc Scree	2	4						
8										
9										

Screenshot 6: Excel report of POS session

# 4. Technical Requirements / Compatible With:

#### **Technical Requirements:**

- Odoo Modules:
  - o *Inventory*
  - Point of Sale
- Additional Dependency:
  - Base Report XLSX <u>Download from Odoo Apps</u>

#### Compatibility:

• Odoo v17.0 Community and Enterprise Editions.

### 5. Changes Log / Release Notes

- Version 1.0.0 April 2025
  - o Initial release.

#### 6. Support

If you have questions, use our contact form at <u>webshopextension.com</u> or email at <u>support@webshopextension.com</u>.