

Add

When you add item to the **Supplies-Out grid control**, you effectively reduce the quantity of that item from the **STORE** but at the same time **increase the quantity** of that particular item to the receiving business unit.

To Add a new Supplies-Out record

1. At the **Supplies Masterlist** grid control, position the **highlight bar** to the item (record) you want to **add** in **Supplies-out**;
2. At the **Navigation Panel**, click **Supplies-Out**;
3. At the Supplies-Out menu bar, click **Add**;
4. A **dialog panel** (data-entry form) will slide from the right side of the screen;
5. Fill-up the remainder of the fields that are empty, as most of it are system-filled;
6. When done, click **Ready to Save**;
7. Once enabled, click **Save Data**.

The screenshot illustrates the steps for adding a new Supplies-Out record. The interface is divided into a 'Store' section on the left and a 'DATA-ENTRY: SUPPLIES OUT' section on the right. The 'Store' section has a 'NAVIGATION PANEL' with 'Supplies Out' selected. A context menu is open over a record in the 'Supplies Masterlist' grid, with 'Add' highlighted. The 'DATA-ENTRY: SUPPLIES OUT' section shows a form with fields for 'Supplies Acct. Code', 'Transaction Date', 'Supplies Acct. Desc.', 'Supplies Acct. Type', 'Supplies Acct. Group', 'Qty', 'Unit Price', 'Unit', 'Issued To', 'Transaction Time', 'Issued By', 'Issued To', 'Issued On', 'Issued At', 'Issued No.', 'Issued To Account No.', and 'Debit to Account No.'. The form is pre-filled with values like '127', '10/20/2022', 'BOND PAPER', 'STORE', 'PLANT SUPPLIES', '0.00', '350.00', 'REAP', 'FERNANDO LOPEZ', '12:11:45', 'Issued By', 'Issued To', 'Issued On', 'Issued At', 'Issued No.', '202022021145', 'Issued To Account No.', '135', and 'Debit to Account No.'. The form has a 'Save Data' button and a 'Ready to Save' button. The bottom of the screen shows a Windows taskbar with the date and time '12:11 PM 10/20/2022'.

Annotations on the screenshot indicate the following steps:

1. At the **Masterlist grid control**, position the **highlight bar** to the record you want to add a new **SUPPLIES-OUT**
2. Click **Supplies-Out**
3. Click **Add**
4. Fill-up this form
5. Click **Ready to Save**
6. Click **Save Data**