



Xrero Inventory

Stock & Warehouse Management — User Manual

For storekeepers, warehouse staff, buyers & managers

United Arab Emirates edition (AED · 5% VAT)

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Every screen in this manual reproduces the live Xrero Inventory module. All products, quantities and figures shown are demonstration data; your own data will appear in their place.

1. Introduction & how Inventory connects

Xrero Inventory is the module that tracks every physical item your business holds — how much you have, where it sits, what is arriving and what is leaving. It keeps your **on-hand** quantities accurate in real time, values your stock for the accounts, and drives replenishment so you never run out (or over-buy).

Inventory rarely works alone. It is the engine that other Xrero apps move stock through:

When this happens...	Inventory does this
A Purchase Order is confirmed	A Receipt is created to bring the goods in.
A Sales Order is confirmed	A Delivery Order is created to ship the goods out.
A POS sale is made	Stock is reduced for the items sold.
A Manufacturing Order runs	Components are consumed and finished goods are produced.
Any stock moves	The value change is posted to Xrero Accounting (with real-time valuation).

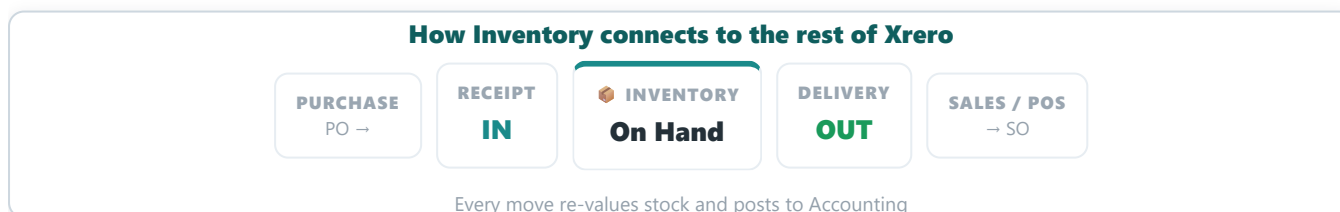


Figure 1.1 — Inventory sits at the centre: Purchase feeds it, Sales/POS draw from it, Accounting values it.

Good to know

All values are in **AED**. Stock valuation can be **manual** (periodic) or **automated** (perpetual — every move posts a journal entry). UAE 5% VAT is handled on the related vendor bills and customer invoices, not on the stock move itself.

This guide covers **everything** in the module — every menu, every operation and every report — with a picture of each screen so you can follow along on your own system.

2. Getting Started & the top menu

Sign in to Xrero, click the **apps** grid (top-left) and choose **Inventory**. The module opens on the **Inventory Overview**. Across the top is the menu bar that takes you everywhere in the module.

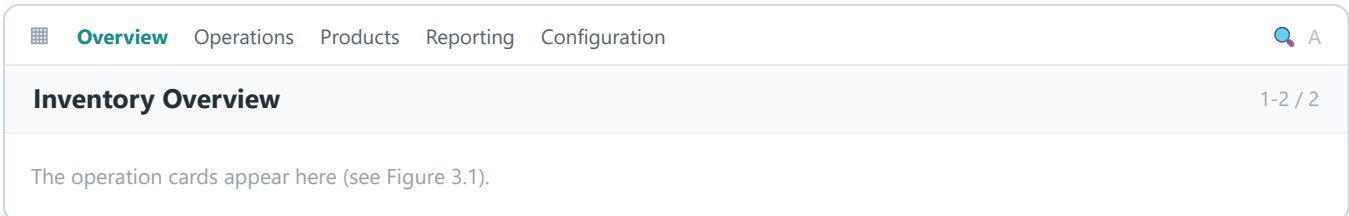


Figure 2.1 — The Inventory menu bar: Overview, Operations, Products, Reporting and Configuration.

Menu	What you'll find there
Overview	One card per operation type (Receipts, Delivery Orders, Internal Transfers...), each showing how many documents are waiting.
Operations	All transfers, plus Replenishment, Physical Inventory (counting), Scrap and Lots/Serial Numbers.
Products	Products, Product Variants and Product Categories.
Reporting	Stock Valuation, Product Moves, Forecasted Report and Locations (on-hand).
Configuration	Settings, Warehouses, Locations, Operations Types, Units of Measure, Routes and Storage Categories.

Tip — the daily rhythm

Most teams start their day on the **Overview**: it shows at a glance how many receipts to put away and how many deliveries to pick. Process those, then handle adjustments, replenishment and reporting as needed.

3. The Inventory Overview in detail

The Overview shows a **card for each operation type**. The big teal button (e.g. **0 To Process**) opens the list of transfers that still need action; the count is your live workload. On a fresh warehouse you will see **Receipts** and **Delivery Orders**; once you switch on storage locations or multi-step routes (Chapters 8 & 15), extra cards such as **Internal Transfers** appear automatically.

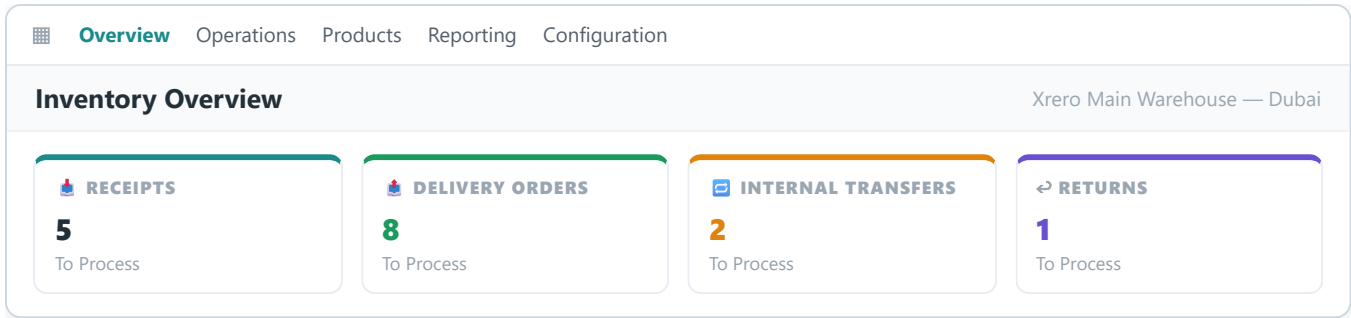


Figure 3.1 — The Overview cards. Each has a kebab menu (⋮) for shortcuts such as "New transfer", "Late" and operation reports.

3.1 The card kebab menu

Click the ⋮ on any card for quick actions without opening the list:

Action	What it does
New transfer	Start a new receipt/delivery of that type.
To Process / Waiting / Late / Back-orders	Filtered views of the transfers needing attention.
Operations / Late Operations	Reporting shortcuts for that operation type.

4. Products — the heart of inventory

Menu path: Inventory ▶ Products ▶ Products

A **product** is anything you buy, hold, make or sell. Inventory only tracks quantities for **storable** products; the product record also defines the unit of measure, costing, tracking and routes that govern how it moves.

4.1 Product types

Type	Tracked in stock?	Use for
Storable Product	Yes — has On-Hand & Forecasted	Goods you keep stock of.
Consumable	No quantity tracking	Items always available (e.g. packaging) you don't count.
Service	No	Labour, delivery, fees — nothing physical.

4.2 The product form

Open a product to see its tabs: **General Information** (price, cost, taxes, product type), **Inventory** (routes, weight, lead times, tracking), **Sales** and **Purchase**. The smart buttons at the top jump to its **On Hand**, **Forecasted**, reordering rules and move history.

Products > **Mineral Water 500ml (24-pack)** 1 / 312

On Hand: 120 Forecasted: 96 Reordering Rules Print Labels

Mineral Water 500ml (24-pack)

General Information Inventory Sales Purchase

Product Type	Storable Product	Sales Price	AED 24.00
Product Category	Beverages	Cost	AED 16.00
Unit of Measure	Box (24)	Customer Taxes	VAT 5%
Barcode	6291100012345	Tracking	By Lots

Figure 4.1 — A storable product. Smart buttons show live On-Hand (120) and Forecasted (96) quantities.

4.3 On-Hand vs. Forecasted

These two numbers are the ones you will check most:

Number	Meaning
On Hand	The quantity physically in stock right now.
Forecasted	On Hand + confirmed incoming – confirmed outgoing — your future availability.

Clicking either smart button opens the **traceability** — every move in and out — so you can always explain why a quantity is what it is.

Mineral Water 500ml > **Forecasted** Report

DATE	REFERENCE	SOURCE / DESTINATION	QTY	RUNNING
Today	Starting	WH/Stock	—	120
2026-05-25	WH/IN/00021	Vendor → Stock	+50	170
2026-05-26	WH/OUT/00088	Stock → Customer	-74	96

Figure 4.2 — The forecasted report: incoming and outgoing moves with the running balance.

4.4 Product categories

Products ▶ **Product Categories**. Categories group products and — importantly — set their **costing method** (Standard, FIFO or AVCO), **inventory valuation** (manual or automated) and the stock accounts used. Set these once per category so valuation posts correctly.

Product Categories ▶ Beverages		1 / 9
Category Name	Beverages	
Costing Method	First In First Out (FIFO)	
Inventory Valuation	Automated	
Stock Valuation Account	110400 Stock Valuation	

Figure 4.3 — A product category sets costing method and inventory valuation for its products.

4.5 Product variants

If a product comes in **variants** (size, colour, flavour), define the attributes on the template and each combination becomes a variant with its own stock and barcode — for example bottled water in 330 ml / 500 ml / 1.5 L.

Products ▶ Product Variants		1-3 / 3	
VARIANT	ATTRIBUTE	BARCODE	ON HAND
Mineral Water (330 ml)	Size: 330 ml	6291100012321	240
Mineral Water (500 ml)	Size: 500 ml	6291100012345	120
Mineral Water (1.5 L)	Size: 1.5 L	6291100012369	64

Figure 4.4 — Product variants each carry their own on-hand quantity and barcode.

5. Receiving goods (Receipts)

Menu path: Overview ▶ Receipts (or Operations ▶ Transfers, filtered to Receipts)

A **Receipt** brings goods *into* the warehouse. Most are created automatically from a confirmed Purchase Order; you can also create one manually for any other arrival. Receiving is a two-number job: check the **Demand** (what was ordered) and enter the **Done** (what actually arrived).

- 1 Open **Overview** ▶ **Receipts** and click the receipt (status **Ready**), or click **New**.
- 2 In the **Operations** tab, confirm each product line and set the **Done** quantity received.

- 3 If the product is tracked by lot/serial, enter the lot or serial numbers (Chapter 11).
- 4 Click `Validate`. On-hand goes up immediately and the vendor's stock move is recorded.

Receipts ▸ **WH/IN/00021** Ready

`Validate` `Print` `Draft` `Ready` `Done`

Receive From **Gulf Distributors LLC** Destination Location **WH/Stock**

Source Document **P00045** Scheduled Date **2026-05-25**

Operations Additional Info Note

PRODUCT	DEMAND	DONE	UNIT
Mineral Water 500ml (24-pack)	50	50	Box
A4 Paper Ream	120	120	Units
Hand Sanitizer 1L	40	38	Units

Figure 5.1 — A receipt ready to validate. Enter the Done quantity actually received on each line.

Note

If you received **less** than the demand (38 of 40 sanitizer above), validating offers a **back-order** — a follow-up receipt for the missing 2 (see Chapter 7).

6. Delivering goods (Delivery Orders)

Menu path: Overview ▸ Delivery Orders

A **Delivery Order** ships goods *out*. Most are created automatically when a Sales Order is confirmed. The warehouse picks the goods, sets the done quantities and validates to reduce stock.

- 1 Open **Overview** ▸ **Delivery Orders** and select the order.
- 2 Check availability — a green `Ready` status means the stock is reserved and can be picked.
- 3 Pick the goods, set **Done** quantities, and click `Validate`.

Delivery Orders ▸ **WH/OUT/00088** Ready

Deliver To **Al Manara Trading** Source Location **WH/Stock**
 Source Document **S00132** Scheduled Date **2026-05-26**

PRODUCT	DEMAND	RESERVED	DONE
Mineral Water 500ml (24-pack)	74	74	74
A4 Paper Ream	10	10	10

Figure 6.1 — A delivery order ready to ship: demand, reserved and done quantities.

7. Back-orders & partial transfers

When you can't fully complete a transfer — short delivery from a vendor, or not enough stock to ship — validating offers to create a **back-order**. This keeps a second transfer open for the remaining quantity so nothing is forgotten.

Create Back-Order? WH/IN/00021

You received **38** of **40** Hand Sanitizer. Create a back-order for the remaining **2**?

Figure 7.1 — The back-order prompt appears when Done is less than Demand.

Tip

Choose **Create Back-Order** when more stock is still coming; choose **No Back-Order** when the order is closed short (e.g. the vendor cancelled the rest).

8. Internal transfers

Menu path: **Operations ▸ Transfers (Internal)**

An **Internal Transfer** moves stock between two locations — from the receiving dock to a shelf, from a back store to the shop floor, or between two warehouses. Internal transfers become available once you enable **Storage Locations** (Chapter 20).

- 1 Go to **Operations ▸ Transfers** and click , choosing the **Internal Transfer** operation type.
- 2 Set the **Source Location** and **Destination Location**, add the products and quantities.

3 Click **Mark as Todo**, then **Validate** when the move is done.

Transfers > **WH/INT/00007** Internal Transfer

Validate Draft **Ready** Done

Source Location **WH/Input (Dock)** Destination Location **WH/Stock/Shelf A-12**

PRODUCT	DEMAND	DONE
A4 Paper Ream	120	120

Figure 8.1 — An internal transfer moves stock from the dock to a shelf location.

9. Inventory adjustments (physical count)

Menu path: Operations > Physical Inventory

An **Inventory Adjustment** reconciles the system quantity with what you physically count on the shelf. Counting regularly keeps your stock — and its value — honest.

- 1 Open **Operations > Physical Inventory**. Each product/location shows its current **On Hand**.
- 2 Enter the **Counted Quantity** for each line; the **Difference** is calculated for you.
- 3 Click **Apply** on a line (or **Apply All**) to post the correction. Stock is updated and the value change is journaled.

Operations > **Physical Inventory** WH/Stock

Apply All Count date: 2026-05-22

PRODUCT	LOCATION	ON HAND	COUNTED	DIFFERENCE
Mineral Water 500ml (24-pack)	WH/Stock	120	120	0
A4 Paper Ream	WH/Stock	240	236	-4
Hand Sanitizer 1L	WH/Stock	38	40	+2

Figure 9.1 — Enter the counted quantity; review the difference; Apply to correct stock.

Important

Adjustments change your stock **value**. Investigate large differences (theft, breakage, mis-scans) before applying, and use the move history (Figure 4.2) to trace the cause.

10. Reordering rules & replenishment

Menu path: Operations ▶ Replenishment

A **Reordering Rule** keeps a product in stock automatically. Give it a **Minimum** and **Maximum**: when forecasted stock falls below the minimum, Xrero proposes ordering enough to reach the maximum. The **Replenishment** screen lists everything that needs ordering in one place.

- 1 On a product, click **Reordering Rules** and set **Min**, **Max** and the warehouse — or open **Operations ▶ Replenishment** to see all products below their minimum.
- 2 Review the proposed **To Order** quantities.
- 3 Click **Order Once** (or **Automate**) — Xrero raises the purchase order or internal transfer for you.

PRODUCT	ON HAND	FORECAST	MIN	MAX	TO ORDER
A4 Paper Ream	36	36	50	200	164
Hand Sanitizer 1L	8	8	20	100	92

Order Once Automate

Figure 10.1 — The Replenishment screen proposes exactly what to order to return to the maximum.

11. Lots & serial numbers (traceability)

For full traceability — food expiry, electronics warranty, regulated goods — set a product's **Tracking** to **By Lots** or **By Unique Serial Number** (on the product's Inventory tab). You then record the lot/serial whenever the product is received or delivered, and can trace its complete journey.

Tracking	Use it for
By Lots	Batches sharing a production/expiry date (food, paint, chemicals).
By Unique Serial Number	Individually identified items (phones, appliances, machines).
No Tracking	Ordinary fast-moving goods.

Operations ▶ Lots/Serial Numbers ▶ LOT-2026-0512		Traceability	
Lot/Serial Number	LOT-2026-0512		
Product	Mineral Water 500ml (24-pack)		
Expiration Date	2027-05-12		
On Hand	50 Box		
Traceability			
DATE	REFERENCE	FROM → TO	QTY
2026-05-25	WH/IN/00021	Vendor → Stock	50

Figure 11.1 — A lot record with its expiry date and complete traceability history.

12. Warehouses

Menu path: Configuration ▶ Warehouses

A **Warehouse** is a physical site. Most businesses have one; larger operations have several and move stock between them with internal transfers. Each warehouse defines how many **steps** its receipts and deliveries take (1, 2 or 3 steps — see Chapter 15).

Configuration ▶ Warehouses ▶ Xrero Main Warehouse		1 / 1
Warehouse	Xrero Main Warehouse	Short Name WH
Address	Dubai Investment Park	Incoming Shipments Receive in 1 step
Outgoing Shipments	Deliver in 1 step	

Figure 12.1 — A warehouse and its incoming/outgoing step configuration.

13. Locations

Menu path: Configuration ▶ Locations (enable **Storage Locations** first)

A **Location** is a place inside a warehouse — a zone, an aisle, a shelf, the receiving dock or a quality area. Stock always lives in a location, and every transfer moves it from a source to a destination location. Locations also include "virtual" ones such as **Vendors, Customers, Inventory Loss** and **Scrap**.

LOCATION	TYPE	PARENT
WH/Stock	Internal	Xrero Main Warehouse
WH/Stock/Shelf A-12	Internal	WH/Stock
WH/Input (Dock)	Internal	Xrero Main Warehouse
Partners/Vendors	Vendor	—
Virtual/Scrap	Inventory Loss	—

Figure 13.1 — Locations: internal shelves/zones plus virtual vendor, customer and scrap locations.

14. Operation types

Menu path: Configuration ▶ Operations Types

An **Operation Type** is the template behind each card on the Overview — Receipts, Delivery Orders, Internal Transfers, Returns, Manufacturing. It sets the default source/destination locations, the reference sequence (e.g. `WH/IN/`), and whether back-orders and lot creation are allowed.

Operation Type	Receipts
Reference Sequence	WH/IN/
Default Source	Partners/Vendors
Default Destination	WH/Stock
Create Back-order	Ask

Figure 14.1 — The "Receipts" operation type and its default locations & sequence.

15. Routes & multi-step flows

Menu path: Configuration ▶ Routes (enable **Multi-Step Routes** first)

Routes describe the path goods take. The warehouse can receive/deliver in one step (straight in/out) or in two or three steps — for example **Receive** → **Quality Check** → **Stock**, or **Pick** → **Pack** → **Ship**. Special routes include **Drop-Ship** (vendor ships straight to your customer) and **Make-to-Order** (stock is procured only when sold).



Figure 15.1 — A 3-step delivery route. Each step is its own transfer the team validates in turn.

Note

Keep it simple: start with 1-step receipts/deliveries. Add steps only when your process really needs a quality gate or a packing stage.

16. Scrapping damaged stock

Menu path: Operations ▶ Scrap

When goods are damaged, expired or unsellable, **Scrap** them. This removes the quantity from your usable stock (moving it to the virtual **Scrap** location) and records the loss in value — keeping on-hand and the accounts truthful.

Operations ▶ Scrap ▶ SP/00003		Done
Product	Hand Sanitizer 1L	
Quantity	3 Units	
Source Location	WH/Stock	
Scrap Location	Virtual/Scrap	
Reason	Leaking bottles	

Figure 16.1 — A scrap order removes damaged stock and books the loss.

17. Units of measure & packaging

Menu path: Configuration ▶ Units of Measure (enable **Units of Measure** first)

A **Unit of Measure (UoM)** is how a product is counted — Units, kg, Litre, Box, Dozen. Within the same category you can buy in one unit and sell in another (e.g. buy a **Box of 24**, sell **single** bottles) and Xrero converts automatically. **Packaging** defines bundles (a pallet of 40 boxes) for faster entry.

Configuration ▶ **Units of Measure** Unit category: Volume / Count

UNIT	CATEGORY	TYPE	RATIO
Units	Unit	Reference	1.00
Dozen	Unit	Bigger	12.00
Box (24)	Unit	Bigger	24.00
Litre	Volume	Reference	1.00

Figure 17.1 — Units of measure with their conversion ratios.

18. Barcode operations

With the optional **Barcode** app, your team processes receipts, deliveries, transfers and counts by scanning instead of typing — far faster and less error-prone on the warehouse floor. Scan the operation, scan each product (and lot/serial), and validate, all from a phone or scanner.

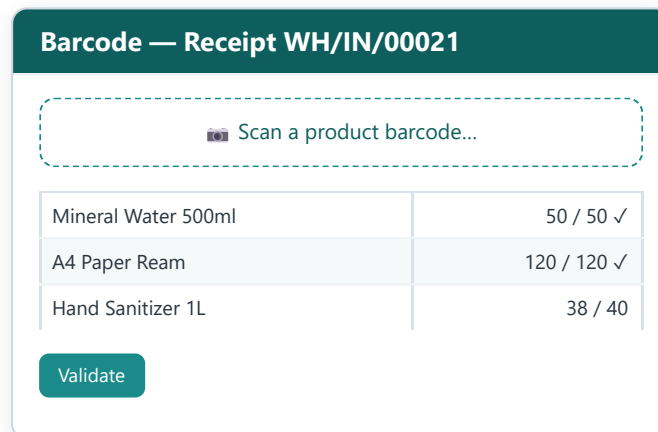


Figure 18.1 — The Barcode app: scan products into a receipt and validate hands-free.

19. Reporting & analysis

Menu path: Inventory ▶ Reporting

Inventory's reports answer the questions managers ask most — what is my stock worth, what moved, and what will I have next month.

Report	What it shows
Stock Valuation	The value of your stock at cost, and how it changed over time — the figure that feeds the balance sheet.
Product Moves	Every in/out/internal movement, pivotable by product, location, date or partner.
Forecasted Report	Projected stock per product — incoming, outgoing and resulting balance.
Locations (On-Hand)	Exactly where your stock physically sits, by location and lot.

Reporting ▸ **Stock Valuation** As of 2026-05-22

PRODUCT	ON HAND	UNIT COST	VALUE
Mineral Water 500ml (24-pack)	120	16.00	AED 1,920
A4 Paper Ream	236	9.50	AED 2,242
Hand Sanitizer 1L	40	7.00	AED 280
Total Stock Value			AED 486,200

Figure 19.1 — The Stock Valuation report: quantity × cost = value, with a grand total.

20. Configuration & settings

Menu path: Inventory ▸ Configuration ▸ Settings

Most advanced features are switched on here first — turn on only what you need to keep the screens simple.

Setting	Unlocks
Storage Locations	Shelves/zones inside a warehouse and internal transfers.
Multi-Step Routes	2/3-step receipts & deliveries, drop-ship, make-to-order.
Lots & Serial Numbers	Batch and unit traceability.
Units of Measure	Buy/sell in different units with conversion.
Barcode	The scan-driven Barcode app.
Reordering / Replenishment	Automatic stock-level rules.

Inventory > Settings		Operations
<input checked="" type="checkbox"/> Storage Locations		On
<input checked="" type="checkbox"/> Lots & Serial Numbers		On
<input type="checkbox"/> Multi-Step Routes		Off
<input checked="" type="checkbox"/> Units of Measure		On

Figure 20.1 — Inventory settings: switch features on as your operation grows.

21. Inventory valuation methods

How Xrero values the stock you hold is set on the **product category** (Chapter 4.4). The method decides the cost taken out each time you sell or consume an item — and therefore your stock value and margin.

Method	How it costs an outgoing item	Best for
Standard Price	A fixed cost you set on the product.	Stable prices; simple reporting.
First In, First Out (FIFO)	The cost of the oldest stock first.	Perishables; rising prices; most accurate.
Average Cost (AVCO)	A running weighted average of all stock.	Many small buys at varying prices.

Worked example (FIFO)
 You buy 10 units at AED 10, then 10 at AED 12. You sell 15. FIFO takes $10 \times 10 + 5 \times 12 = \mathbf{AED\ 160}$ as cost, leaving 5 units valued at AED 12 = **AED 60** on hand.

Reporting > Stock Valuation (layers)		FIFO		
DATE	MOVE	QTY	UNIT COST	VALUE
05-01	Receipt	+10	10.00	+100.00
05-08	Receipt	+10	12.00	+120.00
05-15	Delivery	-15	FIFO	-160.00
Remaining		5	12.00	60.00

Figure 21.1 — FIFO valuation layers: each receipt is a layer, deliveries consume the oldest first.

22. Landed costs (freight & customs)

For imported goods — common in the UAE — the true cost is more than the supplier's price: add **freight, insurance, customs duty** and handling. **Landed Costs** spread those extra charges across the products on a receipt so each unit's cost (and your margin) is accurate.

- 1 Enable **Landed Costs** in **Configuration** ▶ **Settings**.
- 2 Create a Landed Cost record, pick the **receipt(s)** it applies to, and add the cost lines (freight, customs...).
- 3 Choose how to split each cost — by **quantity, weight, volume or value** — then **Compute** and **Validate**.

Operations ▶ Landed Costs ▶ LC/00004 Posted		
ADDITIONAL COST	SPLIT METHOD	AMOUNT
Sea Freight (Jebel Ali)	By Weight	AED 1,800
Customs Duty 5%	By Value	AED 2,400
Clearing & Handling	By Quantity	AED 600
Spread across receipt WH/IN/00021		+ AED 4,800 to stock cost

Figure 22.1 — Landed costs add freight & customs to the imported stock's value.

23. Putaway rules & storage categories

Putaway rules tell the warehouse *where* to store an incoming product automatically — send chilled goods to the cold room, heavy items to ground-level racks. **Storage categories** add capacity limits (max weight or number of products per location) so you never overfill a shelf.

Configuration ▶ Putaway Rules 3 rules		
WHEN PRODUCT / CATEGORY	STORE INTO	STORAGE CATEGORY
Beverages	WH/Stock/Cold Room	Chilled (max 50)
A4 Paper Ream	WH/Stock/Aisle B	Bulk
Hand Sanitizer 1L	WH/Stock/Aisle C	Flammable

Figure 23.1 — Putaway rules route incoming goods to the right location automatically.

24. Removal strategies

A **removal strategy** (set on a location or category) decides which units leave first when you deliver:

Strategy	Takes...	Use for
FIFO	Oldest received first	General good practice.
FEFO	First to expire first	Food, pharma, anything with expiry.
LIFO	Most recently received first	Rare; specific accounting needs.
Closest Location	Nearest pickface	Speeding up picking.

Delivery WH/OUT/00091 ▸ **FEFO suggested lots** Mineral Water

LOT	EXPIRY	AVAILABLE	TO PICK
LOT-2025-1130	2026-05-30	20	20
LOT-2026-0512	2027-05-12	50	4

Figure 24.1 — FEFO picks the soonest-to-expire lot first, reducing waste.

25. Returns (customer & vendor)

Goods sometimes come back. From a validated **delivery**, click **Return** to bring a customer's items back into stock; from a **receipt**, a return sends faulty goods back to the vendor. The return is a new transfer in the opposite direction.

- 1 Open the original delivery (or receipt) and click **Return**.
- 2 Set the quantity coming back and the location it returns to (e.g. Stock, or a Quality/Quarantine location).
- 3 Validate. Stock and value are corrected, and the return links back to the original document.

Returns ▸ WH/OUT/00088-RET		Done
Return Of	WH/OUT/00088 (Al Manara)	Returns To WH/Stock
PRODUCT	RETURNED	REASON
A4 Paper Ream	2	Damaged in transit

Figure 25.1 — A customer return brings goods back into stock, linked to the original delivery.

26. Packages & batch picking

For higher throughput, group work and goods:

Tool	What it does
Packages	Put picked items into a box/pallet with its own barcode; track stock by package.
Package Types	Define box/pallet sizes and weights for shipping.
Batch Picking	One picker handles several orders in a single trip.
Cluster Picking	Pick into multiple labelled boxes (one per order) at once.

Operations ▸ Batch Transfers ▸ BATCH/00012		3 orders	
DELIVERY	CUSTOMER	LINES	PACKAGE
WH/OUT/00088	Al Manara Trading	2	PACK0001
WH/OUT/00089	Bin Salem Stores	3	PACK0002
WH/OUT/00090	Oasis Mart	1	PACK0003

Figure 26.1 — A batch transfer lets one picker fulfil several deliveries in one pass.

27. Drop-shipping & make-to-order

Two routes (enable **Multi-Step Routes** + **Drop-shipping**) let you sell without holding stock:

Route	What happens
Drop-Ship	The vendor ships directly to your customer — no stock touches your warehouse.
Make / Buy to Order (MTO)	Confirming a sale automatically raises a purchase (or manufacturing) order for exactly that quantity.

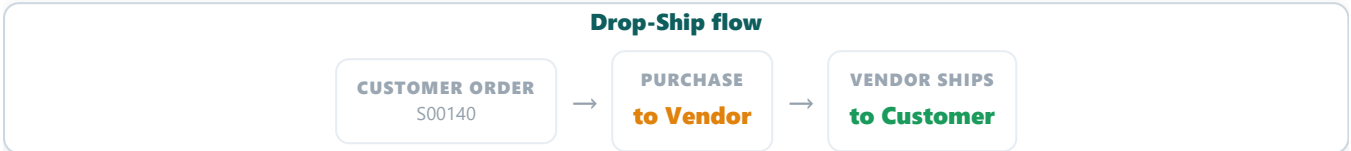


Figure 27.1 — Drop-shipping: the goods go straight from your vendor to your customer.

28. Multi-warehouse & resupply

Run more than one site — a main warehouse plus shop stockrooms — and Xrero tracks stock per warehouse. **Resupply** routes let one warehouse automatically request stock from another, and you can choose which warehouse fulfils each sale.

Reporting ▶ **On-Hand by Warehouse** Mineral Water 500ml

WAREHOUSE	ON HAND	FORECAST
Xrero Main Warehouse — Dubai	120	96
Shop Stockroom — Abu Dhabi	28	12

Figure 28.1 — On-hand stock tracked separately per warehouse.

29. Glossary

Term	Meaning
Storable Product	A product whose stock is tracked.
On Hand / Forecasted	Quantity now / projected (on hand + incoming – outgoing).
Receipt / Delivery Order	Incoming / outgoing transfer.
Internal Transfer	A move between locations or warehouses.
Back-order	A follow-up transfer for an unfulfilled remainder.
Inventory Adjustment	A correction to match a physical count.
Reordering Rule	A min/max that triggers replenishment.
Lot / Serial	Identifiers used to trace batches or individual items.
Route	The multi-step path goods take in/out.
Scrap	Removing damaged/expired stock and booking the loss.
UoM	Unit of measure (Units, kg, Box...).
Valuation	The accounting value of your stock.

30. FAQ & troubleshooting

My product doesn't track stock.

Set its **Product Type** to **Storable Product** — only storable products keep an On-Hand quantity.

On-Hand looks wrong.

Run an **Inventory Adjustment** for that product/location, enter the counted quantity and Apply. Use the product's move history (Figure 4.2) to find what caused the difference.

I can't see locations or internal transfers.

Turn on **Storage Locations** in **Configuration** ▶ **Settings**, then create the locations under your warehouse.

A delivery says "Waiting" / can't be reserved.

There isn't enough on-hand to fulfil it. Receive or transfer more stock, then click

`Check Availability` on the delivery.

A delivery couldn't be fully picked.

Validate what you have and accept the **back-order** — Xrero keeps a follow-up transfer for the remaining quantity.

Where does stock value appear in the accounts?

With **automated valuation**, every move posts a journal entry to the stock and valuation accounts set on the product category, so Inventory and Accounting always agree.

Need help?

Contact your Xrero administrator or visit xrero.com.