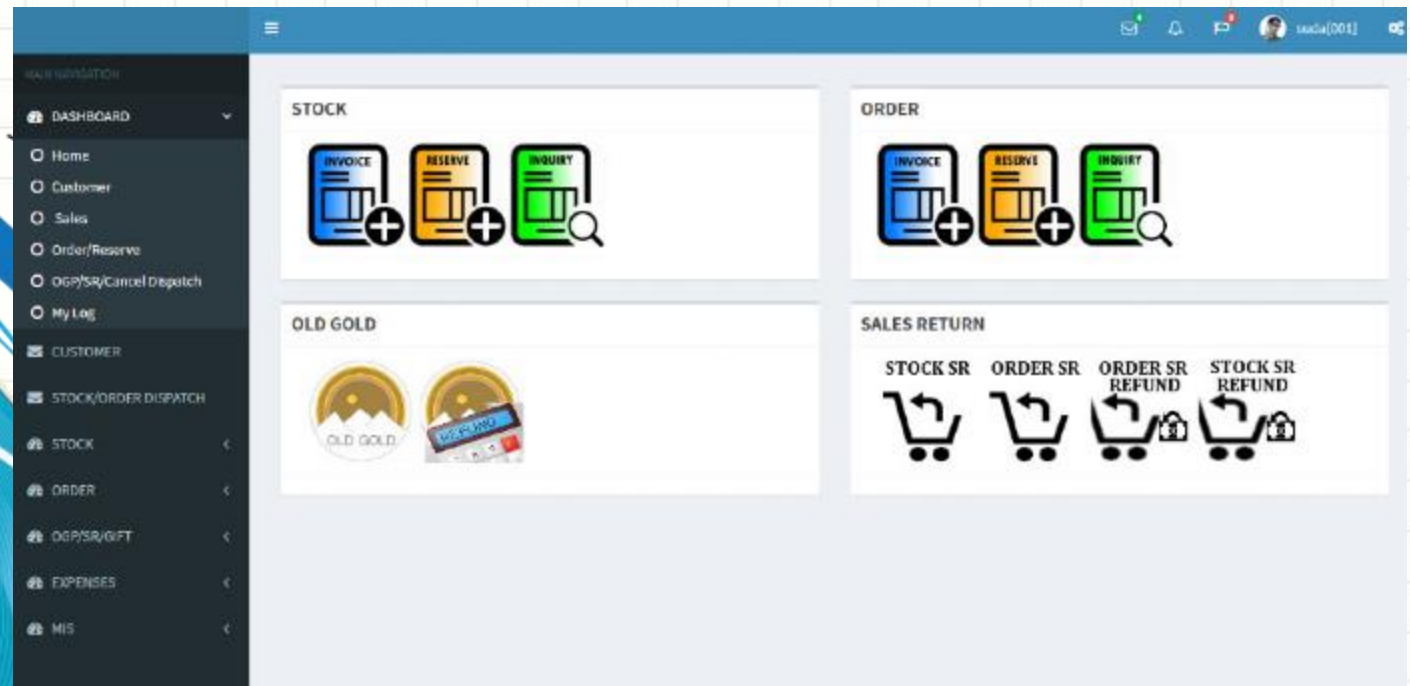# JWELLEX

https://jwellex.com

STOCK RESERVE

Select Stock Reserve icon from dashboard

Or Stock > Reserve from left menu

STOCK

ORDER

OLD GOLD

SALES RETURN

STOCK SR	ORDER SR	ORDER SR REFUND	STOCK SR REFUND

INQUIRY

REPRINT

You will see the following form. The form has 5 tabs.

1. **Items**   : Add items to reserve grid
2. **Payments**   : **M**ake payments to the reserve
3. **Customer**   : Add customer details
4**. OGP/SR Cancel** : Select latest OGP receipts that should setoff for the bill
5. **Order Cancel**   : Select latest order cancel that should setoff for the bill

ID: 2137640303_suda [STOCK ITEM RESERVE] Use 'Tab' for navigation and 'Enter' key for submit

ITEMS   PAYMENTS   CUSTOMER   OGP/SR/CANCEL   ORDER CANCEL

Shop ID.   001   *No Tag Information added!!!*

Tag No.

Item No.
Tag Description

Markup LKR)   0

Discount (LKR)   0

ADD TAG

Go to 'Item' tab and enter the tag no.
You will see product details

Now click **ADD TAG** to add items to grid
You can add multiple tags

ID: 1399261697_suda [STOCK ITEM RESERVE] Use 'Tab' for navigation and 'Enter' key for submit

ITEMS   PAYMENTS   CUSTOMER   OGP/SR/CANCEL   ORDER CANCEL

Shop ID.	001		Tag #	Item #Wt (g)	Code	Markup (Rs.)	Dis. (Rs.)	Price (Rs.)	
Tag No.	01GS23-29		01GS23-29	2.5000	BANPAPOO22	40000.00	0.00	40000.00	del
Item No.									
Tag Description						Total:		40,000.00	
Markup LKR)	40000								
Discount (LKR)	0								

ADD TAG

Go to **'Payments'** tab. Enter the amount you want make as the advance in 'Res Amount" field.

Select the payment method and enter amount
Now click **ADD PAYMENT**

If the sum of payment grid not matches the Res. Amount you will get an error in the final stage

ID: 1399261697_suda [STOCK ITEM RESERVE] Use 'Tab' for navigation and 'Enter' key for submit

ITEMS   PAYMENTS   CUSTOMER   OGP/SR/CANCEL   ORDER CANCEL

Res. Amount (LKR)   20000

Payment Details

		Type	Ref #	Ref. Text1	Ref. Text2	Ref. Text3	Amt (Rs.)	
Payment Type	CASH ▾							
Amount (LKR)	20000	CASH					20000.00	del
Reference						Total:	20,000.00	

ADD PAYMENT

Go to **'Customer'** tab
Enter required field such as telephone, customer and address
Now click   SUBMIT RESERVE

It's done. Now you can print the reserve.

ID: 1399261697_suda   [STOCK ITEM RESERVE] Use 'Tab' for navigation and 'Enter' key for submit

| ITEMS | PAYMENTS | CUSTOMER | OGP/SR/CANCEL | ORDER CANCEL |

Reserve Date	2023-05-26
Served by	S001	M. Rizvi
Customer ID.	
Promotion	General
Race	-NA-

| 0717257721 | SUDARSHANA |
| 40/4 Galle Road, Colmonbo 03 | suda.it@gmail.com |

SUBMIT RESERVE

Now click 'Print Reserve'

Success: Reserve Added !! Reserve. # RS0100001 **Print Reserve**

Reserve will be opened in PDF format

| | RESERVE RECEIPT | No: RS0100001 | Date: 2023-05-26 |

Customer Name : SUDARSHANA

Address : 40/4 GALLE ROAD, COLMONBO 03 [#0717257721]

Tag No	Item Description		Weight(g)	Amount(Rs.)
01GS23-29	APOLO BANGLE (PAIRS)	SL	2.500	40,000.00

Paid : CASH: 20000.00

Customer Signature

Printed By :suda ,Served By :M. Rizvi

KADAWATHA -2023-05-26 11:56:34

Please note that the above jewellery to be collected within 30 days from the date of reserve.

No Of Items	1
Total Markup (Rs.)	40,000.00
Advance Received (Rs.)	20,000.00
Balance To Receive (Rs.)	20,000.00

You may have the following questions.

What is the use of "OGP/SR/CANCEL' tag and "ORDER CANCEL" ?

What about using multiple payment methods ?

We will learn about it in "Reserve More Details " tutorial

Let's check the reserve we just created.

There are multiple methods to check a reserve. Here are two .

1 Daily Cash Sheet

2 Inquiry

1. Daily Cash Report

Daily Cash/Other Inflow Statement

From	2023/05/25	To	2023/05/25	Search	Print

Daily Cash/Other Inflow Statement 2023/05/26 To 2023/05/26

NO	Date	AMOUNT (Rs.)	CASH (Rs.)	CHEQUE	CARD	OGP	SR	SETOFF	FCURRENCY	GIFT	CREDIT
GENERAL STOCK RESERVES											
RS0100001	2023-05-26	20,000.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			Cash	Cheque	Credit Card	OGP	SR	Setoff	Fcurrency	Gift	Credit
	TOTAL		20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3. Inquiry

INQUIRY

SEARCH BY RESERVE NO

Enter Reserve No   Search