questico.site

Inventory & Stock Register

User manual

Inside your tool it is called “Godown”.

A stock register for godowns and wholesalers that records goods in and out with batch and expiry, prints delivery challans and shows what is left and what it is worth.

1. Your tool at a glance

Godown gives a wholesale godown proper stock control. Every receipt, dispatch and adjustment is a numbered voucher that updates stock on hand, tracks batches and expiry (earliest expiry goes out first) and values stock at average cost. The owner sees what needs reordering, what is near expiry and what stock is worth today, and can run physical stock counts.

Made for: Wholesalers and distributors running one godown, especially those whose goods have batches and expiry dates. The sample business is a Pune grocery wholesaler with 28 items.

Who can do what

Your tool has 3 role profiles. Everyone signs in with their own email address and sees only what their role allows.

Role	Usually	Can	Cannot
Owner	The proprietor or partner	• Do everything a manager can; the owner and manager have the same rights in this tool	• Invite people from inside the tool; team members are added from the Questico console
Manager	The godown in-charge or store manager	• Add, edit and delete items • Cancel vouchers • Post or discard stock counts • Open Reports • See cost and stock value • Download the stock list • Delete parties • Do everything godown staff can	• Edit a voucher after saving; it can only be cancelled
Godown staff	Loaders, store keepers and dispatch staff	• Receive and dispatch goods • Record damage or adjustments, if the owner allows • Count stock (without seeing book quantities, if blind count is on) • Add and edit parties • Print documents and send them on WhatsApp • Download the movements register	• Add or edit items • Cancel vouchers or post stock counts • Download the stock list • Delete parties • See Reports • See cost and stock value on screen, unless the owner switches this on

What staff can do in each list

These rules are kept by Questico's database, not only by the screens: a staff member who finds a way past a screen is still refused. They are for staff: owners and managers are not held to them.

Stock items

- Staff see every entry.
- Staff can't add entries.
- Staff can't change entries.
- Staff can't delete entries.
- Staff may change only the quantity in stock, the average cost, the batches, the last receipt date and the last issue date.

Stock movements

- Staff see every entry.
- Staff can add entries in their own name.
- Staff can't change entries.
- Staff can't delete entries.

- An entry is a staff member's own when they made it.
- Staff can never cancel a stock movement; a manager does that.

Voucher numbering

- Staff see every entry.
- Staff can add entries.
- Staff can't change entries.
- Staff can't delete entries.
- Staff may only increase the receipt number, the issue number and the adjustment number.

Stock counts

- Staff see every entry.
- Staff can add entries in their own name.
- Staff can't change entries.
- Staff can't delete entries.
- An entry is a staff member's own when they made it.
- Staff may change only the counted lines.
- Those limited changes are allowed only while the count is still open.
- Staff can never post a stock count; a manager does that.

Suppliers and customers

- Staff see every entry.
- Staff can add entries.
- Staff can change any entry.
- Staff can't delete entries.

2. Getting started

Ready when you buy

- Your business name (and its short form) is set from checkout, and your contact details replace the demo's.
- The demo business is gone: its people, customers, vendors and figures are not in your copy. City and address start empty for you to fill in.
- Lists such as departments start with a common set; change them to match your business in the admin panel.
- Your GSTIN from checkout is already in your settings.

Where your tool lives

- Your tool has its own address, such as yourbusiness.questico.site. Open it on a phone or a computer.
- You can also open it from your Questico account: Your space → Paid, or your console, where the tool shows three buttons: Open the tool, Edit website (the admin panel) and Team.

Signing in: there are no passwords

- Everyone opens your tool’s address and presses Sign in, then signs in with the email you added for them, in one of two ways.
- With Google: press “Continue with Google”. For a Gmail address, or a work email that is a Google account (Google Workspace). Google looks after the password and security.

- With any other email (Outlook, Zoho, your company's own mail): under "No Google account? Use any email", type the address and press "Email me a code". Questico emails a 6-digit code; type it in and you are in. The code works once and expires soon.
- Someone who signs in but has not been added sees "You're signed in, but not invited yet" until you add their address.

Adding your team

1. One person at a time: in your Questico console, open the tool's Team section, type their email address and choose "Can use it" (Godown staff) or "Can manage it" (Manager).
2. Everyone at once: in the same Team section → Add many from Excel. Download the template, fill one row per person (name, email and access), and upload it. You see every row checked before anything is added.
3. Your whole company, for all your tools: Your space → Your company team. Upload your staff sheet once (name, email, employee ID, department, designation, function, mobile, joining date, access, and Active or Left), then press Apply beside each business tool. New people get access and appear on the tool's own lists. Applying never changes the access someone already has in a tool. To take someone off, mark them Left: the next Apply removes their access, and their past records stay. Someone simply missing from a new sheet is not treated as having left.

Partners as owners

- If you run the business with partners, make them owners too: in your console, the tool's overview has an Owners card. Type a partner's email and press Add an owner. Up to five owners in all.
- They become owners the next time they sign in to Questico with that email, and can then do everything you can: the admin panel, the team, and asking for changes. The tool shows in their own Your space under Sites you co-own.
- Any owner can remove a co-owner, and a co-owner can leave. The person who bought the tool always stays an owner.

Sending the invitation, and seeing who has joined

- Questico emails each person an invitation as soon as you add them, however you add them: one at a time, from Excel, or from your company team. It tells them your tool's address and how to sign in, with Google or with a code.
- In the console's Team section, "Remind the N not signed in" emails everyone who has not joined yet. Under "Send the invitation" you can also copy the ready message for your team's WhatsApp group.
- The same page counts who has joined and who has not signed in yet, lists everyone with the date they were invited and the date they joined, and downloads the list for Excel.
- To change someone's access or remove them, use the tool's Team screen or the console's Team section. Their past records stay.

The emails Questico sends your team

Questico tells people when something needs them, by email from notices@questico.site, so nobody has to keep the tool open to find out.

Every morning at 8

- Owners and managers: "N items at or below the reorder level"
- Owners and managers: "N stock counts waiting to be posted"

Several things at once come as one email, never a flood. Each email says what happened and links to your tool. Anyone can stop them: the link at the foot of each email stops that business's notices for that person, and the same link turns them back on. Invitations and sign-in codes still arrive.

Changing your settings

In your console, press Edit website to open your tool's admin panel. Change the name, logo, colours, words, pictures, lists and rules; every change shows in a live preview first. Records (the day-to-day entries) are made inside the tool itself.

Everyday features

- On a phone the menu moves to a bar at the bottom, and tables turn into cards.
- Anything printable opens your browser's print window, where you can also choose "Save as PDF".
- Lists and reports download as CSV files that open in Excel.
- WhatsApp messages open ready-written; you press send. Nothing is sent automatically.

3. Your first day

1. Try the demo first, switching View as between owner, manager and staff
2. Open the admin panel from Edit website in the Questico console
3. Enter the address and GSTIN for challans
4. Set expiry warning days, slow-mover days, the default reorder level and the negative stock rule
5. Decide whether staff see cost, can make adjustments, and count blind
6. Set categories with code prefixes, units and the rack list
7. Set receipt and dispatch types and adjustment reasons
8. Set voucher prefixes and digits
9. Choose whether challans show rates, and write the terms, GRN note and signatory
10. In the console's Team section, add each staff member's email address with 'Can use it' and each manager's with 'Can manage it', and ask them to sign in with that email address (with Google, or a code Questico emails them)
11. Inside Godown (as a manager), Add item for every stock item with rack, reorder level, rates and opening stock (with expiry)
12. Optionally add suppliers and customers with phone numbers under Parties

4. Everything it does

Today (owner and manager)

- Show stock worth, items needing reorder and batches near expiry, with buttons to dispatch or receive goods
- Show stock value at average cost, items to reorder (and out of stock), near expiry, and dispatched today (challans and receipts)
- Chart value in against value out for 14 days
- List items to reorder now with a Receive button, and the latest vouchers
- Chart stock value by category and list batches near expiry
- Prompt to add the first item when the godown is empty

Today (godown staff)

- Dispatch goods, receive goods, or record damage (if the owner allows)
- Find an item by name, code or rack and see its rack and quantity
- Show your entries today, challans today (whole team), items low on stock and near expiry
- List today's vouchers and the godown rules
- List what to send out first because it is near expiry, and what is low on stock

Stock

- Filter by All, Reorder, Out, Near expiry or Inactive; search; filter by category
- Switch between cards (photo, quantity, value, status, expiry badge) and a table (rack, on hand, reorder level, average cost, value, status, totals)
- Download the stock list (managers; cost columns only when cost is shown)
- Show managers a badge with the number of items needing reorder
- Open an item to see photo, category, status, quantity, code, rack, reorder level, average cost and stock value (when shown), sale rate, last received and dispatched, and notes
- See an expiry warning, the batches on the rack with expiry and quantity, and 3 months of movements with a running balance
- Print the item's stock card, or adjust, dispatch or receive it from the item page
- Add or edit items (managers): photo, name, category, item code (suggested from the category prefix, for example PUL-001, fixed once saved), unit, rack, reorder level, purchase rate, sale rate, notes, active
- Enter opening stock and its expiry when adding a new item
- Delete an item only when its stock is zero

Movements

- Show the month's register of all vouchers
- Show value dispatched, value received, net adjustments and number of vouchers (and how many cancelled)
- Filter by All, Dispatched, Received or Adjusted; search by voucher, party or item
- Download the month's movements, one row per line with batch and expiry
- Receive goods: date (not in the future), supplier, receipt type, supplier bill or challan number, note; lines with item, quantity, rate, batch and expiry (not before the receipt date)
- Dispatch goods: date, customer or destination, dispatch type, order or bill number, vehicle number, note; lines with item, quantity and rate
- Block a dispatch larger than stock on hand, unless the owner allows negative stock
- Adjust stock: date, reason and note; lines with item, add or reduce, and quantity, valued at average cost
- Open the document automatically after saving, and add any new party name to Parties
- Print the Goods Received Note, delivery challan or stock adjustment
- Send the voucher to the party on WhatsApp with items and quantities (and the total if rates are shown)
- Cancel a voucher (managers): stock is reversed and the voucher stays in the register marked cancelled

Stock count

- List counts with scope, items counted out of total, items that differ, difference in value (when cost is shown) and status Counting or Posted
- Start a count of everything, one category, or one rack; book quantities are noted at the start
- Type counted quantities on the count sheet; it saves as you type
- Hide book quantities and differences from staff when blind count is on
- Print the count sheet

- Post the differences as one stock adjustment, or discard the count (managers)
- Show a badge with the number of open counts

Parties

- Switch between customers and suppliers, and search
- List contact person, phone, vouchers and value in the last 90 days, and last activity
- Open a party to send a WhatsApp greeting, edit, or receive or dispatch goods for them
- Add or edit a party: name (fixed once saved), customer or supplier, area, contact person, phone, notes
- Delete a party (managers)

Reports (owner and manager)

- Valuation: show value at cost, value at sale rate, margin on the shelf % and items in stock, with a table and chart by category
- Valuation: print a stock statement by category with subtotals, average cost, value in words and signatures, and download it
- Fast and slow: chart weekly in and out for 8 weeks and list fast movers by value dispatched in 30 days
- Fast and slow: show days of stock left at the last 30 days' pace, and slow movers with no dispatch for a set number of days, with the money stuck in them
- Reorder and expiry: list items to reorder grouped by last supplier, with a suggested order quantity
- Reorder and expiry: send the order to the supplier on WhatsApp, open a receipt already filled in, or print a purchase requirement
- Reorder and expiry: list batches with quantity, expiry and value

5. Reports, prints and downloads

Prints

- Delivery challan (rates optional), Goods Received Note and stock adjustment, each with letterhead (logo or short name, address or city, phone, email, GSTIN), number and date, party box, details, lines with batch and expiry, total and words, terms or GRN note, signatures and footer
- Stock card for an item
- Stock count sheet
- Stock statement
- Purchase requirement

Downloads

- Stock list for today
- Stock movements for the month
- Stock value for today

WhatsApp

- Voucher summary to the party
- Reorder message to the supplier
- A greeting starting 'Namaste' to any party

Worked out for you

- Re-averages each item's cost on every receipt (weighted average cost)

- Takes stock out of the batch with the earliest expiry first
- Reverses quantities and batches and re-averages cost when a voucher is cancelled
- Sets each item's status: out of stock (zero or less), reorder (at or below reorder level) or in stock
- Warns about expiry within the set number of days and flags slow movers
- Works out days of stock left = on hand ÷ (last 30 days' dispatch ÷ 30)
- Suggests a reorder quantity that brings stock to twice the reorder level (kg rounded to 5)
- Works out value at cost, value at sale rate and margin %
- Values the difference found in a stock count
- Numbers vouchers as PREFIX/YY-YY/0042 (or PREFIX-0042 without the year), with a separate series for each kind, per financial year
- Writes amounts in words

6. What you can change in the admin panel

No coding: every change shows in a live preview, and saving updates your live tool.

Business & look

- Change the business name, short name and city
- Enter the godown address and GSTIN (optional), both printed on challans
- Upload the logo
- Choose the main colour, sidebar style, typeface and corner style

Stock rules

- Set how many days before expiry to warn
- Set after how many days without dispatch an item is a slow mover
- Set the default reorder level for new items
- Allow or block negative stock

Who sees what

- Show or hide purchase cost and stock value to staff
- Let staff record damage and adjustments
- Turn blind stock counting on or off

Categories & racks

- Edit categories, each with a name, a 2 to 4 letter code prefix and a colour
- Edit units
- Edit racks and locations

Movement types

- Edit the kinds of receipt and kinds of dispatch
- Edit adjustment reasons (one must contain the word 'Count')

Challan & numbering

- Set the prefixes for delivery challans, GRNs and adjustments, and the number of digits
- Choose whether to include the financial year in numbers
- Show or hide rates and amounts on the challan

- Write the challan terms, GRN note and signatory line

Words & pictures

- Write the manager line, staff line and godown rules shown to staff
- Write the sign-in heading, text and quote
- Change the three pictures

Contact

- Enter the email and the phone/WhatsApp number printed on challans

Checks the panel makes

- Keep the three voucher prefixes different
- Refuse duplicate category codes or names
- Require an adjustment reason containing 'Count'

7. Good to know

- It handles one godown; there is no stock across several locations or transfers between them (the rack is only a label)
- There is no barcode or QR scanning
- It does not make purchase orders
- It does not make tax invoices or work out GST; the challan only shows rates
- There are no price levels per customer and no customer credit or dues tracking
- It does not convert units (for example bag to kg)
- Vouchers cannot be edited after saving, only cancelled
- Hiding cost from staff only hides it on screen; it is not a security lock
- There is no team or user screen inside the tool; people are added from the Questico console

Need help?

Write to contact@questico.site with your tool’s address and what you need.