



OSEBO 360 · INVENTORY & WAREHOUSE GUIDE

The Osebo Inventory & Warehouse Book

A plain-language, step-by-step guide to running a warehouse on Osebo – from the building itself and what each zone is for, through the doors, the floor and whose goods are standing on it, to the labour hours and the storage run that turn a month of holding somebody else's stock into money.

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How to use this book

This guide walks you through Inventory & Warehouse 360 – the standalone Osebo app for a building full of goods, whether they are yours or somebody else's. It is one of the Osebo 360 apps: sold on its own, with its own signup, its own price and its own menu. You are not buying a logistics platform with a stock screen bolted to it.

Work through Parts 1 and 2 once, in order, before you receive anything in earnest. After that you will live in Parts 3 and 4, which are the doors, and Part 6, which is how the month turns into money.

Every figure in this book comes from one real workspace – **Tema Cold Store**, on the Inventory & Warehouse 360 plan. It has been used: a building of **34 places** over six levels, **4 customers**, **8 SKUs**, **11 lots** standing on the floor across **10 places**, nine goods-in notes and three dispatches. Where this book quotes a number, that number is on the screen beside it.

The big picture – four moves

Whatever you do today – a wall chart, a spreadsheet of bin numbers, a WhatsApp group when a truck arrives – this app does four things, and the menu is organised around them:

- **Say what the building is.** Warehouse, zone, aisle, rack, bay, bin – and what each zone is *for*. Part 1.
- **Say what is in it and whose it is.** SKUs, customers, and stock counted by place, batch, condition and age. Parts 2 and 5.
- **Work the doors.** Goods in with a put-away, goods out with a pick. Parts 3 and 4.
- **Turn the month into money.** Labour hours and the storage run. Part 6.

The one idea to hold on to: a location is not a field, it is a tree

This is the idea the whole product is built on, and it is where it differs from every stock system that has a box marked "location".

A flat list of locations is a list of names somebody typed. It cannot tell you that Bin 01 is inside Rack 1, which is on Aisle 1, which is in Zone A. So it cannot tell a picker where to walk, it cannot tell you that a zone is full, and it cannot refuse to put frozen goods on an ambient shelf – because as far as it knows, every name is as good as every other.

Here a place is a **node in a tree with six levels**: warehouse, zone, aisle, rack, bay, bin. On Tema Cold Store that is 1 building, 6 zones, 5 aisles, and 10 bins at the bottom of it – 34 places in all, of which **10 are holding a customer lot right now** and **8 of 10 bins are in use**.

★ IMPORTANT

A level cannot be skipped. That is deliberate and it is the single most important rule in the app: a

bin that hangs off nothing is a shelf nobody can be directed to, and a picker sent to it is a picker sent to a room.

The second idea: a zone can be told what it is for, and then it refuses

Most of what goes wrong in a warehouse is not a counting error. It is goods put somewhere they should not be – a pallet of frozen fish on an ambient rack, a quarantined lot picked because nothing stopped it, a put-away into the dispatch bay where the next truck will take it by mistake.

So a zone carries a **purpose**: a receiving dock, a dispatch bay, a quarantine area, bonded, or cold. Once a zone knows what it is, the app starts turning work away rather than recording it. Tema Cold Store runs **1 bonded** zone and **1 cold chain** zone, and the chips on the Locations screen count them for the whole building.

▲ WATCH OUT

The refusals are opt-in, zone by zone. A zone with no purpose set behaves exactly as it always did, which is the state every building starts in and the state every existing customer is in on the day this arrives. Nothing changes until you say what a zone is for.

The third idea: the goods are usually not yours

A third-party warehouse holds four customers' goods in one building and has to answer for each of them separately – what is on the floor, what cannot be released, how long it has been standing, and what it comes to at the end of the month.

So stock is held **against the customer who owns it**, not against you. Every figure on the floor screens is answered per customer; Tema Cold Store's eleven lots belong to four of them. If the goods *are* yours, the platform's own stores register sits in the same app for parts, consumables and spares – see Step 12.

What you actually pay for

You pay for **the people who work the warehouse**, and for nobody else.

Four roles spend a seat: the Warehouse Manager, the Receiving Clerk, the Dispatch Clerk and the Stock Controller. The Warehouse Viewer costs nothing, however many of them there are – the owner, the accountant and the auditor all read the building, the stock and the whole movement history without being counted.

That is the honest way round for this product. The value is in the building being right, and a system you have to buy a seat to *look* at is a system people keep a spreadsheet beside.

▲ WATCH OUT

The figures are on this app's page on the Osebo site, where they are kept current. They are deliberately not printed here: a book outlives a price list, and a number set in a document nobody can reissue is worse than no number at all. What does not change is the mechanism – you are counted by the people who work the floor, and everybody who only reads is free.

Who can do what

Five roles ship with the app:

- **Warehouse Manager** – runs the building: the places, the SKUs, the rate card and who works here. The only one who can change what the app may be configured to do.
- **Receiving Clerk** – books goods in at the door and puts them away. Cannot send anything out.
- **Dispatch Clerk** – picks and sends goods out. Cannot book anything in.
- **Stock Controller** – counts, corrects and re-slots. Holds the adjustment.
- **Warehouse Viewer** – sees the building and what is in it. Changes nothing, costs no seat.

The role is chosen when you invite somebody and can be changed afterwards from **People & seats** without removing and re-inviting them. Somebody can hold more than one.

▲ WATCH OUT

Two splits matter. Receiving and dispatch are separate roles, so the person who books a delivery in is not the person who can send it out again. And **correcting** stock is a different permission from **moving** it: a counted correction is the write that makes the system agree with the shelf, and the person who re-slots pallets all day is not the person who should be able to make a discrepancy disappear.

How to read a figure

Every screenshot in this book is annotated: an arrow points at the control being discussed, a label says what it is, and the caption underneath gives the real figures from that screen. Figures are numbered in document order – Figure 12 is the twelfth figure in the book.

What this app does not do

Said plainly, so you do not go looking:

- **It does not raise an invoice.** The storage run works out what each customer owes for the days their goods stood here, per customer and per basis, and stops there. Where that figure goes next – a quote, an invoice, a ledger – belongs to Osebo Finance & Accounting, and this app will tell you on the screen when it cannot reach it rather than failing quietly.
- **It does not keep a customer register of its own.** Whose goods these are comes from Osebo's customer register. Without it the names read as references rather than as customers, and the app says so at the top of the desk instead of showing you an empty screen that looks like "no customers".
- **It does not forecast.** There is no predicted demand, no reorder suggestion and no estimate of what a lot will be worth next month. A figure the product invented is the most expensive wrong number it could produce, because somebody would plan against it.
- **It does not move anything by itself.** A zone can refuse a put-away; it will never quietly perform one. Every movement in this app was made by a named person, and the history says who.

Part 1 Setting up the building

Step 1. Read the desk before you change anything

The Warehouse desk is the one screen that answers “what needs somebody today”, and it is worth reading before you touch a single setting. It opens with what is standing at the doors, what cannot be released, and how long the customers’ goods have been here.

On Tema Cold Store it reads: **2 notes open at the doors**, both past the time they were booked for; **11 lots on the floor for 4 customers across 10 places; 3 of them cannot be released**; and **3 have been standing over 90 days**.

Do this now

1. Open **Warehouse desk**.
2. Read **Needs you** from top to bottom. Every panel is a question the building is asking.
3. Do not act on anything yet. You are learning the shape of the screen.

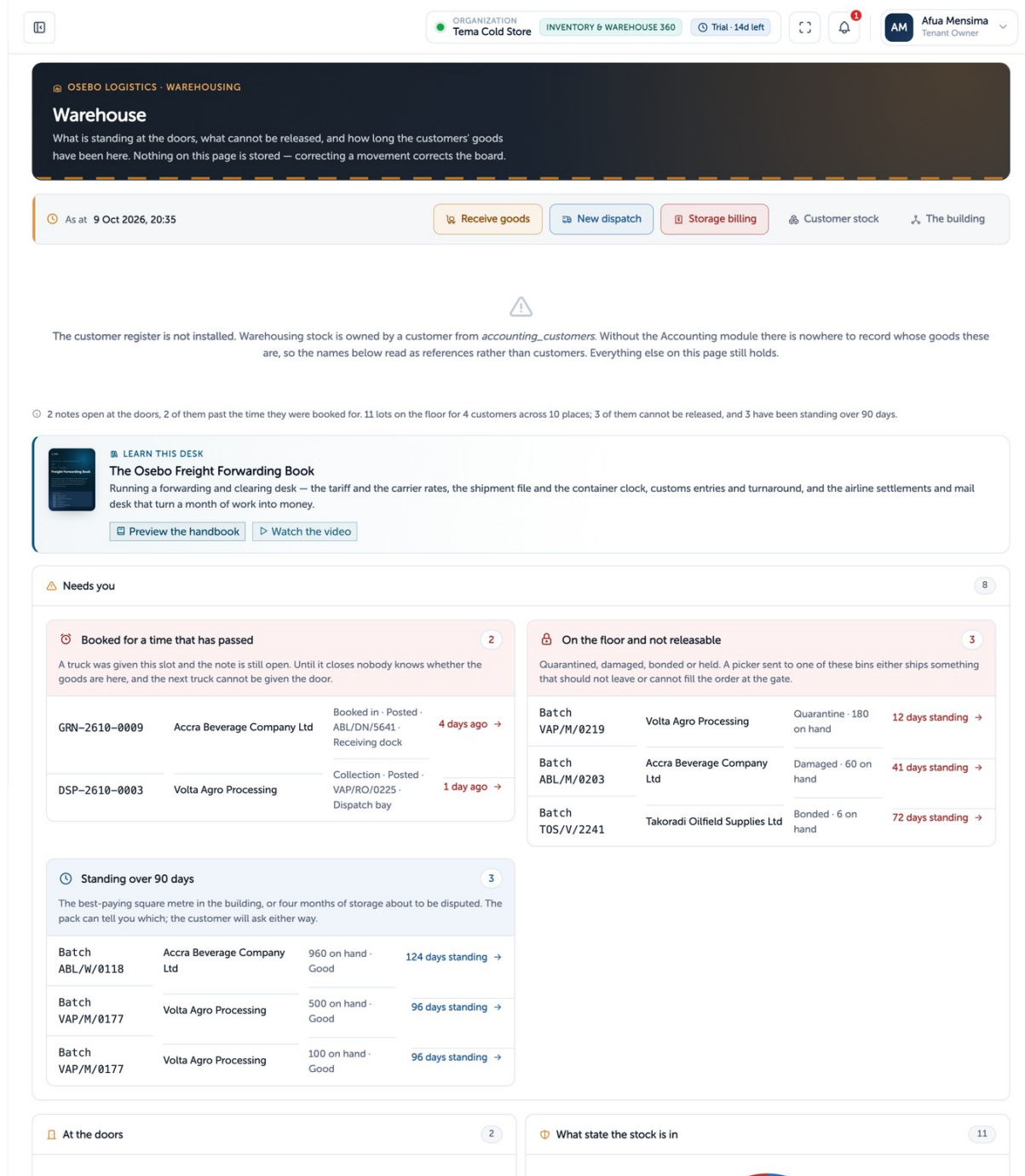


Figure 1 – The Warehouse desk for Tema Cold Store, on the Inventory & Warehouse 360 plan with 14 days of trial left. Two notes are open at the doors and both are past the time they were booked for; 11 lots stand on the floor for 4 customers across 10 places; 3 of them cannot be released and 3 have been standing over 90 days. Nothing on this page is stored – every figure is replayed from the movement ledger on this request.

♦ GOOD TO KNOW

Nothing on this page is stored. Every figure is worked out from the movement ledger on the request you just made, which is why correcting a movement corrects the board rather than leaving a stale total behind.

Step 2. The workspace

One screen about the company rather than about the goods: the name, the currency and the timezone. The currency set here is the currency every figure in the app is stated in, and the timezone decides which day a movement is dated.

Do this now

1. Open **Workspace**.
2. Set the trading name as a customer would recognise it.
3. Set the currency and the timezone, and leave them alone afterwards.

The screenshot shows the 'Workspace' setup screen for 'Tema Cold Store'. The top navigation bar includes 'ORGANIZATION Tema Cold Store', 'INVENTORY & WAREHOUSE 360', 'Trial - 14d left', and a user profile 'AM Afua Mensima Tenant Owner'. The main header 'Workspace' has a subtitle 'Tema Cold Store - what you are called, where you are, and what you are paying for' and three tabs: 'The warehouse' (active), 'People & seats', and 'Billing'. Below the tabs are four metrics: '5 WAREHOUSE SEATS BILLED', '— NO SEAT COUNT SET', '0 HELD BY INVITATIONS', and '— UNCAPPED PLAN'. The 'Company' section contains fields for 'Company name' (Tema Cold Store), 'Timezone' (UTC), 'Industry' (Not listed), and 'Your industry' (e.g. Marine survey). It also includes contact information fields for email, phone, website, and address. A 'Your logo' section allows uploading a logo. At the bottom, there are links for 'Looking for something else?' and 'Who can sign in' (People & seats) and 'Your plan and invoices' (Billing). A 'Save' button is located at the bottom right of the company information section.

INVENTORY & WAREHOUSE 360

Workspace

Tema Cold Store - what you are called, where you are, and what you are paying for

The warehouse | People & seats | Billing

5 WAREHOUSE SEATS BILLED | — NO SEAT COUNT SET | 0 HELD BY INVITATIONS | — UNCAPPED PLAN

Company

Company name: Tema Cold Store

Timezone: UTC

This is what your colleagues see on the desk and in the invitations you send.

Your response targets and business hours are measured in this.

Industry: Not listed — I'll type it

Your industry: e.g. Marine survey

Industry benchmarks compare you with other Osebo companies in this industry.

Recorded, but it cannot be benchmarked until enough companies name the same trade and we add it to the list.

Contact email: owner@temacoldstore.test

Phone:

Website: https://

Address:

Your logo

Printed on every invoice, quote, receipt and payment voucher you send, and used as the faint watermark behind the page on the templates that carry one. PNG, JPG, WEBP or SVG, up to 2 MB — a wide, transparent PNG sits best in a document header.

Nothing uploaded — documents carry no mark

Upload a logo

Choose File | No file chosen

Save

→ Looking for something else?

Who can sign in: People & seats

Your plan and invoices: Billing.

Figure 2 – Workspace – the one screen about the company rather than about the goods. The currency set here is the currency every figure in the app is stated in, and the timezone decides which day a movement is dated.

▲ **WATCH OUT**

Change the timezone later and the day a movement belongs to can shift under you. Set it once, at the start, before anything is received.

Step 3. Build the building

This is the screen the whole product hangs off. **Locations** holds the tree: warehouse, zone, aisle, rack, bay, bin. Build it top down, in that order, and never skip a level.

Tema Cold Store's building reads **34 places** in the structure – 1 building, 10 bins – of which 10 are holding a customer lot. The chips above the tree count the whole building rather than the rows showing: **Holding stock (10), Bonded (1), Cold chain (1), Not in use (0)**.

Do this now

1. Open **Places** and add the warehouse itself.
2. Add each zone under it. Give every zone that has a job a purpose – receiving dock, dispatch bay, quarantine, bonded or cold.
3. Add aisles under the zones, racks under the aisles, bays under the racks and bins under the bays.
4. Give each place a capacity in a unit that means something: pallets, cubic metres, tonnes, kilos or items.
5. Use **Expand all** and walk the tree once. If a picker could not follow it, neither can the app.

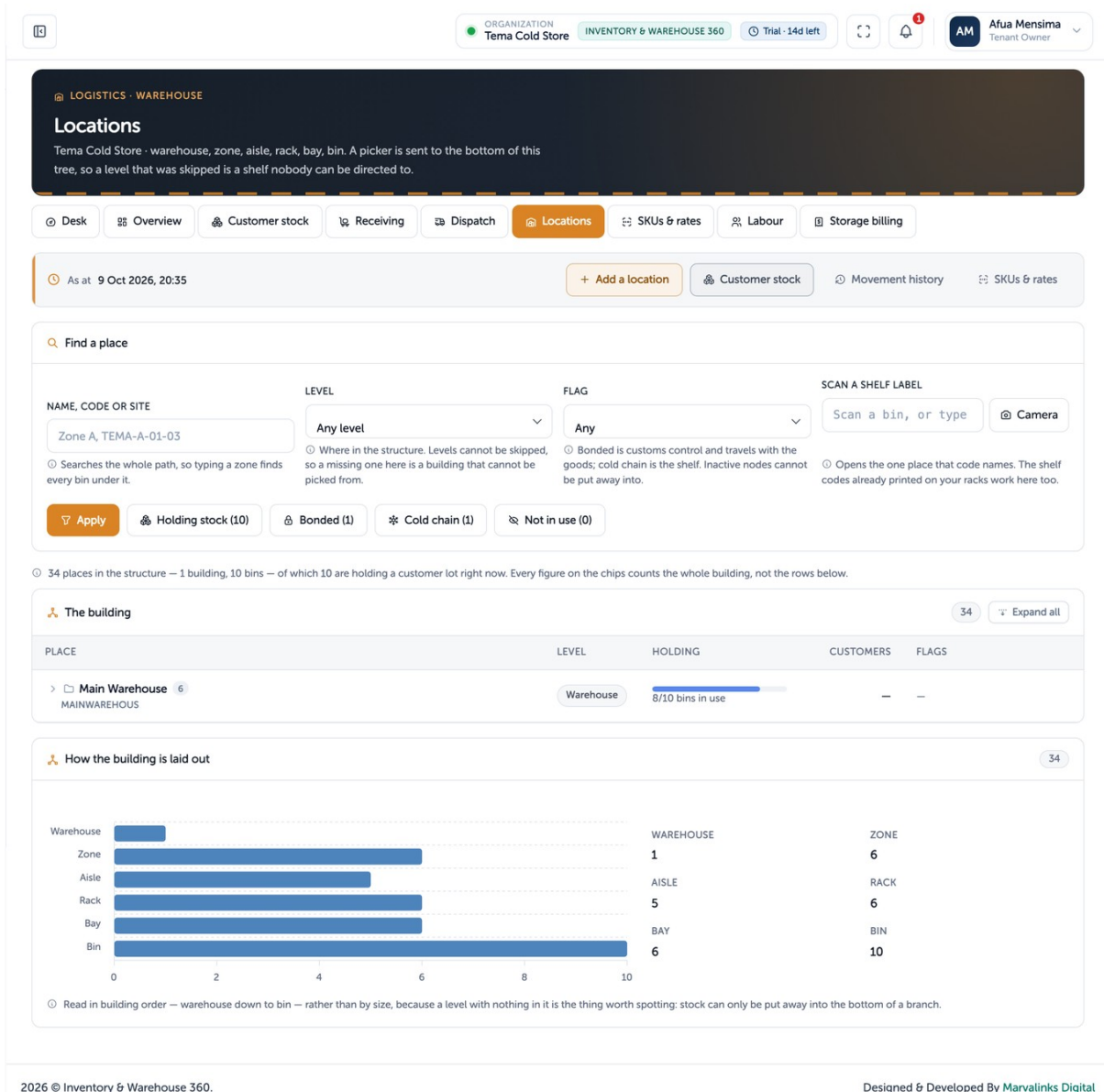


Figure 3 – The building: 34 places in the structure – 1 building, 10 bins – of which 10 are holding a customer lot right now, and 8 of 10 bins are in use. The chips count the whole building rather than the rows showing: Holding stock (10), Bonded (1), Cold chain (1), Not in use (0). The layout panel reads in building order – Warehouse 1, Zone 6, Aisle 5, Rack 6, Bay 6, Bin 10 – because a level with nothing in it is the thing worth spotting.

★ IMPORTANT

Capacity is in a real unit, not a number. “40” is meaningless; “40 pallets” can be compared with what is standing there, which is what makes the occupancy figure on the desk true.

Step 4. Say what each zone is for

A purpose is what turns a zone from a name into a rule. Set it and the app begins refusing work that does not belong: a put-away into the dispatch bay, goods needing cold going somewhere that is not, a pick out of quarantine.

Do this now

1. Open each zone you created in Step 3.
2. Set its purpose where it has one. Leave it blank where the zone is ordinary storage.
3. Read the refusals in Step 9 before you set the first one, so you know what you are switching on.

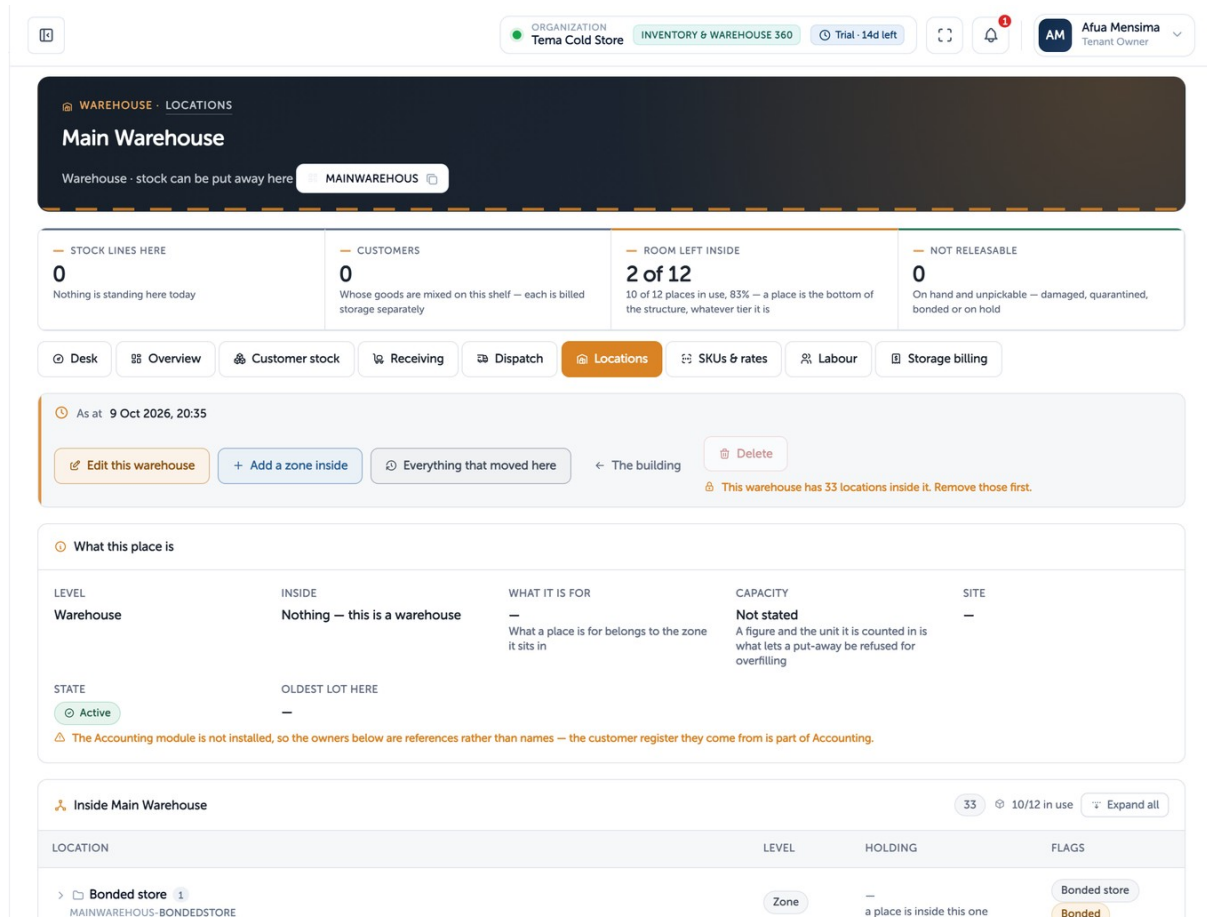


Figure 4 – One place, opened. A level cannot be skipped, so every place sits on a branch that runs all the way up to the building; the scannable code printed on the rack opens exactly this screen.

▲ WATCH OUT

Set a purpose on a zone that already holds goods and the next movement into it may be refused. That is the point – but do it on a quiet morning, not during a delivery.

Step 5. Print the shelf labels

Every place carries a code that is unique across your whole organisation, and the code is what goes on the label a picker reads. Scanning one opens that place – not a search box with the code typed into it.

Do this now

1. Open **Places** and use the label sheets to print a tag for every bin, bay and rack.
2. Stick them where somebody standing in the aisle can read them.
3. Test one: scan it with the camera and check the right place opens.

✓ TIP

The shelf codes already printed on your racks work in the search box too. You do not have to re-label a building that is already labelled – type the code you have and the app finds the place.

Part 2 What you hold, and whose it is

Step 6. The customers

Warehousing stock is owned by a customer, and that register is Osebo's own. Every lot on your floor points at one of them, and every figure on the floor screens can be answered per customer because of it.

Tema Cold Store holds goods for **4 customers**: Accra Beverage Company Ltd, Volta Agro Processing, Takoradi Oilfield Supplies Ltd and one more.

▲ WATCH OUT

If the customer register is not installed, the desk says so at the top of the screen – in those words – and the names read as references rather than as customers. The rest of the pack still works for places and movements. See "What this app does not do".

Step 7. The SKU register, and the rate card

A SKU is a thing you hold: its code, its name, its unit of measure, who owns it, and how it is tracked. Six of Tema Cold Store's eight SKUs also carry a **rate card** – what the customer is charged for holding one of them, per the basis you store it on.

Do this now

1. Open **SKU register**.
2. Add each SKU against the customer who owns it.
3. Set the unit of measure and the tracking mode – by quantity, or by batch where the goods have a lot number and an age that matters.
4. Add the rate where the SKU is chargeable. A SKU with no rate is held for free and the storage run will say so.

ORGANIZATION

Tema Cold Store

INVENTORY & WAREHOUSE 360

Trial - 14d left

AM Afua Mensima
Tenant Owner

LOGISTICS · WAREHOUSE

Customer SKUs & rates

Tema Cold Store - the goods your customers store with you, and what you charge to keep and handle them. Every SKU here belongs to a customer — the tenant's own stock is in Stores and never on this register.

Desk

Overview

Customer stock

Receiving

Dispatch

Locations

SKUs & rates

Labour

Storage billing

As at 9 Oct 2026, 20:35

+ Register a SKU

Storage billing

Customer stock

Labour

The customer register is not installed. Every SKU here belongs to a customer from the Accounting module's register. Without it there is nobody to own these goods, so nothing can be registered. This is a missing module, not an empty list.

Find a SKU

SKU CODE OR DESCRIPTION

OWNER

BILLING

STORAGE BASIS

SKU-2291, chilled cartons

Every customer

Any

Any basis

Part of either is enough. The customer quotes their own code; the description is ours.

Whose goods these are. A rate on a SKU that belongs to one customer IS that customer's rate.

Whether a month-end run can put a figure against this SKU at all.

What the storage rate is charged per. The basis needs its conversion factor or nothing can be priced.

Apply

Cannot be billed (0)

Storage-billable (6)

Inactive (0)

6 customer SKUs for 4 customers, 6 shown under the filter above.

SKU register

SKU	OWNER	BASIS	STORAGE / DAY	HANDLING IN / OUT	ON HAND	EDIT
WH-ABL-MALT-330 Malt 330 ml, crate of 24 crate	Accra Beverage Company Ltd stores@accrabeverage.test WH-C-001	Pallet	GHS 18.00	9.00 / 9.00	960 2 locations	
WH-KPD-ORS-200 Oral rehydration salts, carton of 200 carton	Kumasi Pharma Distributors warehouse@kumasipharma.test WH-C-002	Pallet	GHS 16.00	8.00 / 8.00	360 2 locations	
WH-ABL-WATER-500 Still water 500 ml, shrink of 12 carton	Accra Beverage Company Ltd stores@accrabeverage.test WH-C-001	Pallet	GHS 15.00	8.00 / 8.00	1,680 2 locations	
WH-KPD-COLD-BOX Vaccine cold box, 2-8 °C carton Cold chain	Kumasi Pharma Distributors warehouse@kumasipharma.test WH-C-002	Pallet	GHS 42.00	15.00 / 15.00	240 1 location	
WH-TOS-VALVE-A Wellhead valve assembly, crated crate	Takoradi Oilfield Supplies Ltd logistics@takoradioilfield.test WH-C-003	Cbm	GHS 26.00	40.00 / 40.00	6 1 location	
WH-VAP-MAIZE-50 White maize, 50 kg sack sack	Volta Agro Processing despatch@voltaagro.test WH-C-004	Ton	GHS 9.00	12.00 / 12.00	780 3 locations	

Figure 5 – The SKU register, and the rate card beside it. A SKU belongs to the customer who owns it, and the rate is what they are charged for holding one of them – a SKU with no rate is held for free, and the storage run says so rather than quietly charging nothing.

◆ GOOD TO KNOW

Tracking mode is the decision that cannot be undone casually. Quantity-tracked goods are one number; batch-tracked goods carry a lot, a condition and an age, which is what makes the ninety-day figure on the desk possible.

Step 8. One SKU, end to end

Open a SKU and you get everything recorded about it from everywhere else: what is held, where it is standing, which batches, in what condition and how old. The page is an assembly, not a form.

Do this now

1. Open **SKU register** and click the row.
2. Read what is held before you read anything else – it is the only figure on the page that is not a setting.
3. Follow a batch through to the place it is standing in.

The screenshot displays a web interface for a warehouse customer stock page. At the top, a header bar shows the organization 'Tema Cold Store', the inventory location 'INVENTORY & WAREHOUSE 360', and a trial status 'Trial - 14d left'. The main title is 'Accra Beverage Company Ltd' with a subtitle '1,680 carton, 960 crate across 4 locations, in 4 lots.' Below this, four key metrics are shown: 'LOTS ON HAND' (4), 'NOT RELEASABLE' (1), 'OLDEST LOT' (124d), and 'EXPIRING WITHIN 30 DAYS' (0). A navigation bar includes tabs for 'Desk', 'Overview', 'Customer stock' (active), 'Receiving', 'Dispatch', 'Locations', 'SKUs & rates', 'Labour', and 'Storage billing'. Below the navigation bar, a timeline shows the current date 'As at 9 Oct 2026, 20:35' and buttons for 'Receive for them', 'Dispatch for them', 'Storage billing', 'Their movements', 'Their SKUs & rates', and 'Customer stock'. The main content area is divided into two sections: 'Who they are' and 'What they are holding'. The 'Who they are' section lists customer details: 'Accra Beverage Company Ltd', 'stores@accrabeverage.test', and 'WH-C-001'. The 'What they are holding' section shows inventory details: 'ON HAND - CARTON' (1,680), 'ON HAND - CRATE' (960), 'LOTS' (4), 'PLACES' (4), and 'NOT RELEASABLE' (60). A 'Narrow their shelf' section at the bottom allows filtering by 'LOCATION' (Everywhere), 'CONDITION' (Any condition), and 'HOW LONG IT HAS STOOD' (Any age).

LOTS ON HAND	NOT RELEASABLE	OLDEST LOT	EXPIRING WITHIN 30 DAYS
4 2 SKUs in 4 places	1 60 on hand and unpickable – damaged, quarantined, bonded or on hold	124d Counted from arrival, carried through every put-away	0 A dated lot nobody calls off becomes a write-off argument

CUSTOMER	BILLING EMAIL	CUSTOMER NUMBER
Accra Beverage Company Ltd	stores@accrabeverage.test	WH-C-001

ON HAND - CARTON	ON HAND - CRATE
1,680	960

LOTS	PLACES
4	4

NOT RELEASABLE
60 Damaged shown; quarantine, bonded and on-hold are their own filters below

LOCATION	CONDITION	HOW LONG IT HAS STOOD
Everywhere	Any condition	Any age

Figure 6 – One SKU, end to end: what is held, where it is standing, in which batches, in what condition and how old. The page is an assembly of movements recorded elsewhere, not a form somebody filled in.

Part 3 Goods in

Step 9. Receiving

A delivery is booked at the door against the customer and the SKU, and it is **two steps, not one**: a goods-received note, and then a put-away to a place. They happen at two times and usually by two people, and a system that merges them loses the hour in between – which is exactly the hour in which a truck is waiting and nobody can say whether the goods are in the building.

Tema Cold Store has **9 goods-in notes** carrying **11 received lines**, and all 11 have been put away.

Do this now

1. Open **Receiving** and raise a goods-received note for the customer whose delivery has arrived.
2. Add a line per SKU, with the quantity and – where the SKU is batch-tracked – the lot and the condition.
3. Post the note. The goods are now in the building and standing at the receiving dock.
4. Put each line away to the place it belongs in. The note is not finished until every line has a home.

ORGANIZATION

Tema Cold Store

INVENTORY & WAREHOUSE 360

Trial - 14d left

AM Afua Mensima
Tenant Owner

LOGISTICS · WAREHOUSE

Receiving

Tema Cold Store - goods-received notes and returns in. The lines on a note ARE the stock ledger, not a copy of it — so a line added here is the customer's stock from that moment, dated for storage.

Desk

Overview

Customer stock

Receiving

Dispatch

Locations

SKUs & rates

Labour

Storage billing

As at 9 Oct 2026, 20:35

+ New goods-received note

Dispatch desk

Storage billing

Customer stock

Movement history

Find a note

REFERENCE, NOTE, VEHICLE, GATE PASS OR SEAL

DN-4471, GR 4821-22, SEAL-9912

STATUS

Any status

CUSTOMER

Every customer

Part of any of them is enough. A customer rings quoting their own delivery note and a driver quotes a registration — neither has ever seen GRN-000041.

Where the paperwork is. Open gathers draft and posted — the two states that still need a person.

Whose goods arrived. A note with nobody named cannot be billed for storage and cannot be reported to an owner.

Apply

Still open (1)

Past expected (1)

Nobody named (0)

9 inbound notes in the book, 9 shown under the filter above. Every figure on the chips counts the book, not this page.

Goods-received notes

9

NOTE	CUSTOMER	VEHICLE	LINES	EXPECTED	STATUS
ABL/DN/5518 GRN-2610-0001 Goods received	Accra Beverage Company Ltd stores@accrabeverage.test WH-C-001	GT 4412-21 Tema Haulage Ltd	1	07 Jun 2026	Completed 09 Oct 2026
VAP/DN/0177 GRN-2610-0002 Goods received	Volta Agro Processing despatch@voltaagro.test WH-C-004	GR 2208-22 Volta Freight Services	1	05 Jul 2026	Completed 09 Oct 2026
TOS/DN/2241 GRN-2610-0003 Goods received	Takoradi Oilfield Supplies Ltd logistics@takoradioilfield.test WH-C-003	WR 1180-23 Takoradi Clearing & Forwarding	1	29 Jul 2026	Completed 09 Oct 2026
KPD/DN/5512 GRN-2610-0004 Goods received	Kumasi Pharma Distributors warehouse@kumasipharma.test WH-C-002	AS 6614-24 Cold Chain Carriers Gh.	1	12 Aug 2026	Completed 09 Oct 2026
ABL/DN/5602 GRN-2610-0005 Goods received	Accra Beverage Company Ltd stores@accrabeverage.test WH-C-001	GT 4412-21 Tema Haulage Ltd	2	29 Aug 2026	Completed 09 Oct 2026
OSB/PO/0041 GRN-2610-0006 Goods received	Nobody named Cannot be billed or reported to an owner	GX 7701-20 Accra Packaging Supplies	2	04 Sep 2026	Completed 09 Oct 2026
KPD/DN/5603 GRN-2610-0007 Goods received	Kumasi Pharma Distributors warehouse@kumasipharma.test WH-C-002	AS 6614-24 Cold Chain Carriers Gh.	1	12 Sep 2026	Completed 09 Oct 2026
VAP/DN/0219 GRN-2610-0008 Goods received	Volta Agro Processing despatch@voltaagro.test WH-C-004	GR 2208-22 Volta Freight Services	1	27 Sep 2026	Completed 09 Oct 2026
ABL/DN/5641 GRN-2610-0009 Goods received	Accra Beverage Company Ltd stores@accrabeverage.test WH-C-001	GT 4412-21 Tema Haulage Ltd	1	05 Oct 2026 4d late	Posted 09 Oct 2026

Close

Figure 7 – Receiving. Nine goods-in notes carrying eleven received lines, every one of them put away. A note stays open from the moment it is raised until the last line has a home, which is why the desk counts the ones still open.

★ IMPORTANT

A note left open is the commonest state worth chasing, and the desk counts it: Tema Cold Store has **2 notes booked for a time that has passed**, both still open. Until one closes nobody knows whether the goods are there, and the next truck cannot be given the door.

Step 10. Put-away, and the refusals

Put-away is where the zone purposes you set in Step 4 earn their keep. The app will refuse a put-away rather than record it when:

- the destination is a **dispatch bay** – goods put there will leave on the next truck;
- the goods need **cold** and the destination is not a cold-chain zone;
- the destination is a **quarantine** area and the movement is an ordinary put-away;
- the place is **closed** or not in use;
- the place has no **capacity** left for what you are standing in it.

Do this now

1. Open the goods-received note you posted in Step 9.
2. Put each line away to the place it belongs in.
3. Read any refusal rather than retrying it. The message names what it refused and why.

WAREHOUSE RECEIVING

ABL/DN/5518

Goods received - our note GRN-2610-0001 - Accra Beverage Company Ltd - closed 9 Oct 2026. The lines on this note ARE the stock ledger, not a copy of it.

LINES ON THIS NOTE: 1
Each line is a ledger entry, not a copy of one

RECEIVED - CARTON: 1,440
Totalled per unit of measure, never across them

STILL ON THE DOCK: 1
Lots of this note's SKUs still standing at the receiving location — read from the ledger, not from the status

PAST ITS EXPECTED DATE: 1
Booked in for 7 Jun 2026, 09:20

Desk Overview Customer stock **Receiving** Dispatch Locations SKUs & rates Labour Storage billing

As at 9 Oct 2026, 20:35 Their stock ← Receiving

Lines on this note

ITEM	LOCATION	BATCH	OPERATION	QUANTITY	WHEN
Still water 500 ml, shrink of 12 WH-ABL-WATER-500	Receiving dock MAINWAREHOUSE-RECEIVINGDOC	ABL/W/0118	Receipt	+1,440 carton	07 Jun, 09:20

The vehicle and the paperwork

STATE: Completed

KIND: Goods received

CUSTOMER: Accra Beverage Company Ltd
stores@accrabeverage.test

THEIR REFERENCE: ABL/DN/5518

OUR NOTE: GRN-2610-0001

RECEIVING LOCATION: Receiving dock

CARRIER: Tema Haulage Ltd

Figure 8 – One goods-received note: booked at the door against the customer and the SKU, then put away to a place. Two steps, because they happen at two times and usually by two people – and the hour in between is the hour in which a truck is waiting.

Every one of these refusals names what it refused and why. Read the message rather than retrying – a refusal here is almost always the building telling you something true.

Step 11. Customer-owned stock

The **Customer stock** screen is the floor seen by owner. It answers, per customer: what is on the floor, in which places, in what condition and how long it has been standing.

Tema Cold Store: **11 lots, 4 customers, 10 places**. Three lots cannot be released – one quarantined at 180 on hand, one damaged at 60, one bonded at 6 – and three have been standing over ninety days.

Do this now

1. Open **Customer stock**.
2. Narrow by customer when a caller asks about their goods. They will give you a name or a customer number, never a lot key.
3. Use the chips to answer the two questions that actually get asked: what cannot be released, and what has been here too long.

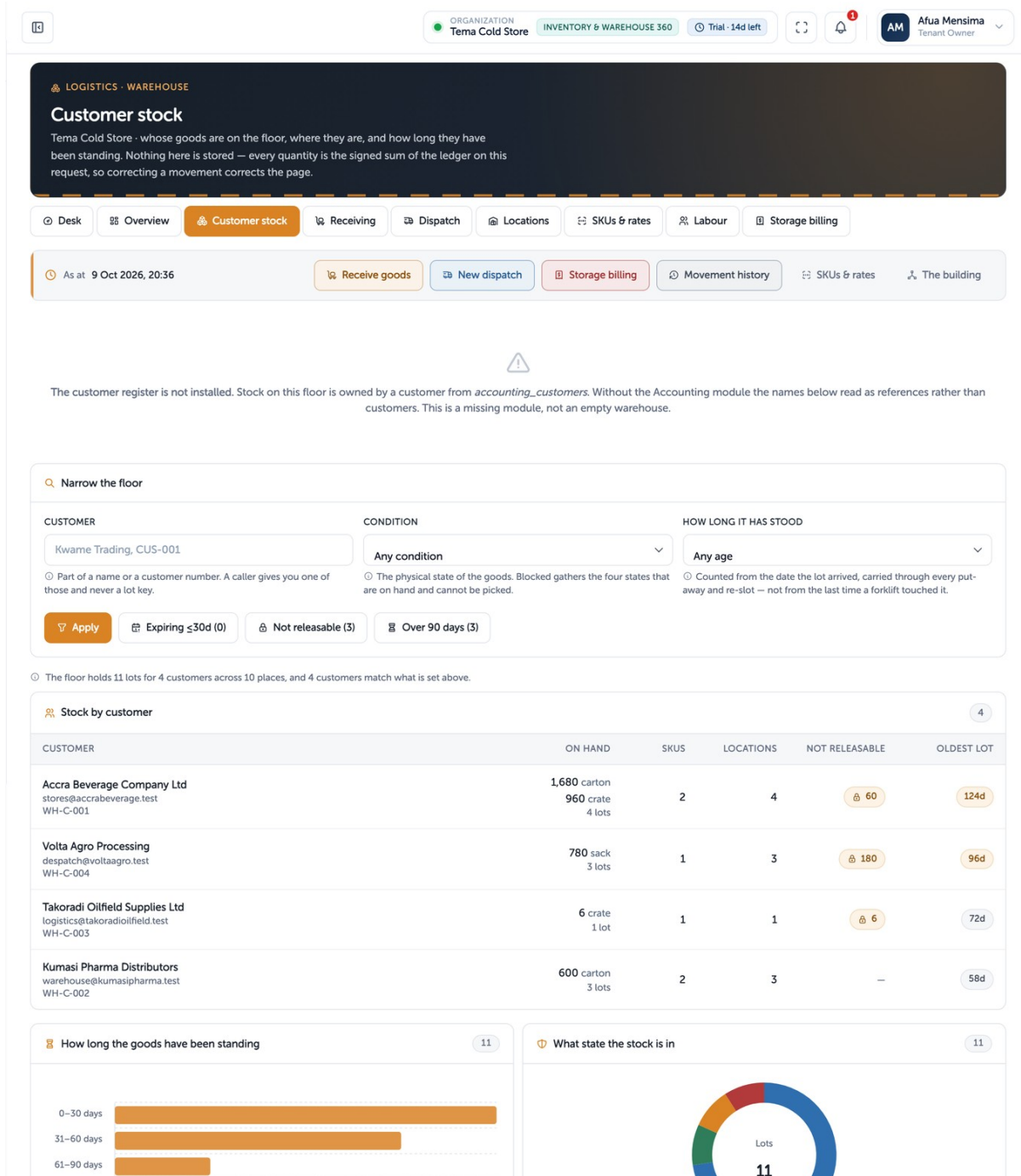


Figure 9 – The floor by owner: 11 lots for 4 customers across 10 places. Accra Beverage Company Ltd holds 1,680 cartons and 960 crates over 4 lots with 60 not releasable and an oldest lot of 124 days; Volta Agro Processing 780 sacks over 3 lots, 180 not releasable, 96 days; Kumasi Pharma Distributors 600 cartons over 3 lots, nothing held; Takoradi Oilfield Supplies Ltd one lot of 6 crates, all 6 bonded, 72 days. The chips read Expiring ≤30d (0), Not releasable (3), Over 90 days (3).

Step 12. Your own stores, beside it

Not everything in the building belongs to a customer. The platform's own **Stores** register and **Store locations** sit in the same app for the parts, consumables and spares that are yours: the pallet wrap, the forklift filters, the printer labels.

Do this now

1. Open **Stores** and add the things you buy and hold for yourself.
2. Put them in their own store locations, away from the customer floor.
3. Keep them out of the customer register entirely – that is the whole point of the separation.

OPERATIONS · STORES

Stock on hand

Tema Cold Store - what the store holds, where it is, and every movement behind the figure. Nothing here is a stored total: each quantity is the sum of the movements that made it, so the number on the screen and the history behind it can never disagree.

+ New item Receive Issue Transfer Correct a count Locations Movement history

0
HOLDING NOTHING
Every item has something on a shelf.

0
AT OR UNDER REORDER
Nothing is running down.

8
ITEMS IN THE CATALOGUE
What the store is set up to hold.

GH¢ 0.00
SITTING ON THE SHELVES
At each item's unit cost.

34
PLACES STOCK LIVES
Stock can be moved between them.

17
MOVEMENTS, 30 DAYS
Receipts, issues, transfers and counts.

FILTER THE STORE

Category: Any category Location: Everywhere (organisation to... Stock state: Any state Catalogue status: In use

Scan an item label

Item name or code Scan a box, c Camera

Opens the one item that code names.

Apply Reset

The catalogue 8

Receive Issue Transfer Correct a count + New item

CODE	ITEM	CATEGORY	ON HAND	REORDER AT	STATE
WH-OWN-PALLET	Euro pallet, timber	Consumable	120 pallet	not set	In stock
WH-ABL-MALT-330	Malt 330 ml, crate of 24	Other	960 crate	not set	In stock
WH-KPD-ORS-200	Oral rehydration salts, carton of 200	Other	360 carton	not set	In stock
WH-ABL-WATER-500	Still water 500 ml, shrink of 12	Other	1,680 carton	not set	In stock
WH-OWN-WRAP-500	Stretch wrap, 500 mm roll	Consumable	40 roll	not set	In stock
WH-KPD-COLD-BOX	Vaccine cold box, 2-8 °C	Other	240 carton	not set	In stock
WH-TOS-VALVE-A	Wellhead valve assembly, crated	Other	6 crate	not set	In stock
WH-VAP-MAIZE-50	White maize, 50 kg sack	Other	780 sack	not set	In stock

Figure 10 – The platform's own stores register, in the same app. This is for the pallet wrap, the forklift filters and the printer labels – the things that are yours rather than a customer's, kept apart so a storage bill cannot charge somebody for them.

♦ GOOD TO KNOW

These are a different register on purpose. Mixing your own consumables into customer-owned stock is how a storage bill ends up charging somebody for your pallet wrap.

Part 4 Goods out

Step 13. Dispatch

A dispatch is the mirror of a receipt and it is also two steps: a goods-out note, and then a **pick** from the places the goods are actually standing in. What left the building traces back to where it came out of, so a shortage found later has somewhere to be looked for.

Tema Cold Store has **3 dispatches, 3 lines picked** – and **2 lines gated out**, which is the next step.

Do this now

1. Open **Dispatch** and raise a goods-out note for the customer.
2. Add a line per SKU and quantity.
3. Pick each line from the place holding it. The app offers the places that actually have the goods.
4. Complete the note when the truck leaves.

ORGANIZATION
Tema Cold Store

INVENTORY & WAREHOUSE 360

Trial - 14d left

AM Afua Mensima
Tenant Owner

LOGISTICS · WAREHOUSE

Dispatch

Tema Cold Store · picking and gating out, which are two steps and not one. Picked stock has left its bin and not the building — the customer still owns it, and it is still standing here, until the truck goes.

Desk

Overview

Customer stock

Receiving

Dispatch

Locations

SKUs & rates

Labour

Storage billing

As at 9 Oct 2026, 20:36

+ New dispatch note

Receiving desk

Storage billing

Customer stock

Movement history

Find a note

REFERENCE, NOTE, VEHICLE, GATE PASS OR SEAL

PO-88213, GT 1190-24, GP-0042

STATUS

Any status

CUSTOMER

Every customer

Part of any of them is enough. A customer calls goods off quoting their own order number and the gate quotes a registration — neither has seen DSP-000118.

Where the paperwork is. Posted means stock is picked and standing in the bay, not that it has gone.

Whose goods are going out. Blocked stock — damaged, quarantined, bonded or on hold — is never offered to a picker whatever this says.

Apply

Standing in the bay (1)

Still open (1)

Past collection (1)

3 outbound notes in the book, 3 shown under the filter above. Every figure on the chips counts the book, not this page.

Dispatch notes

3

NOTE	CUSTOMER	VEHICLE	LINES	COLLECTION	STATUS
ABL/RO/0771 DSP-2610-0001 Dispatch	Accra Beverage Company Ltd stores@accrabeverage.test WH-C-001	GT 4412-21 Tema Haulage Ltd GP-0771	3	30 Sep 2026	Completed 30 Sep 2026
KPD/RO/5620 DSP-2610-0002 Dispatch	Kumasi Pharma Distributors warehouse@kumasiapharma.test WH-C-002	AS 6614-24 Cold Chain Carriers Gh. GP-5620	3	06 Oct 2026	Completed 06 Oct 2026
VAP/RO/0225 DSP-2610-0003 Dispatch	Volta Agro Processing despatch@voltaagro.test WH-C-004	Volta Freight Services	2	08 Oct 2026 1d late	Posted In the bay Gate out

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Figure 11 – Dispatch: a goods-out note, and then a pick from the places the goods are actually standing in. What left the building traces back to where it came out of.

Step 14. What cannot leave

Two lines on Tema Cold Store were **gated out** – refused at the door. A pick is refused when the lot is quarantined, damaged, bonded or held, and the desk counts those separately under **On the floor and not releasable** so nobody discovers them at the gate with a truck waiting.

Do this now

1. Open the dispatch and read the refused line.
2. Read the reason. Bonded is a customs entry; damaged is a forklift and a credit note. They are not the same job.
3. Clear the hold on the lot itself, not on the dispatch – the dispatch was right.

WAREHOUSE · DISPATCH

ABL/RO/0771

Dispatch · our note DSP-2610-0001 · Accra Beverage Company Ltd · gated out 30 Sep 2026.
Picking and gating out are two steps: a picked line has left its bin and not the building.

STANDING IN THE BAY	GATED OUT - CARTON	MOVEMENTS ON THIS NOTE	PAST ITS COLLECTION DATE
1 480 carton picked and not yet gone	480 Issued off the customer's stock when the truck went	3 Each line is a ledger entry, not a copy of one	— Collection booked for 30 Sep 2026, 10:15

As at 9 Oct 2026, 20:36

1 line standing in Dispatch bay
Out of their bins, still on site and still the customer's. Gate the note out when the truck goes, or return them to their bins – a note left standing here is stock nobody can find on the shelf and nobody has invoiced out. [Their stock here →](#)

ITEM	LOCATION	BATCH	OPERATION	QUANTITY	WHEN
Still water 500 ml, shrink of 12 WH-ABL-WATER-500	Bin A1-1-1 MAINWAREHOUSE-GENERALSTORE-AISLEA-RACKA1-BAYA11-BINA111	ABL/W/0118	Pick	-480 carton	30 Sep, 08:30
Still water 500 ml, shrink of 12 WH-ABL-WATER-500	Dispatch bay MAINWAREHOUSE-DISPATCHBAY	ABL/W/0118	Pick in the bay, not gone	+480 carton	30 Sep, 08:30

The vehicle and the paperwork

STATE: **Completed**

KIND: **Dispatch**

CUSTOMER: **Accra Beverage Company Ltd**
stores@accrabeverage.test

THEIR REFERENCE: **ABL/RO/0771**

OUR NOTE: **DSP-2610-0001**

DISPATCH BAY: **Dispatch bay**

Figure 12 – One dispatch. Two lines on this floor were gated out – refused at the door because the lot is quarantined, damaged, bonded or held – which is why the desk counts what cannot be released separately, rather than leaving it to be discovered at the gate with a truck waiting.

★ IMPORTANT

Bonded is customs control and travels with the goods; cold chain is the shelf. They refuse for different reasons and the message says which, because the remedy is different – one is a customs

entry and the other is a forklift.

Step 15. Movement history

Every movement ever made, by whom, from where to where, and why. This is the screen an argument ends on.

Do this now

1. Open **Movement history**.
2. Narrow to the SKU, the customer or the place in dispute.
3. Read the rows in order. The figure on every other screen is their signed sum.

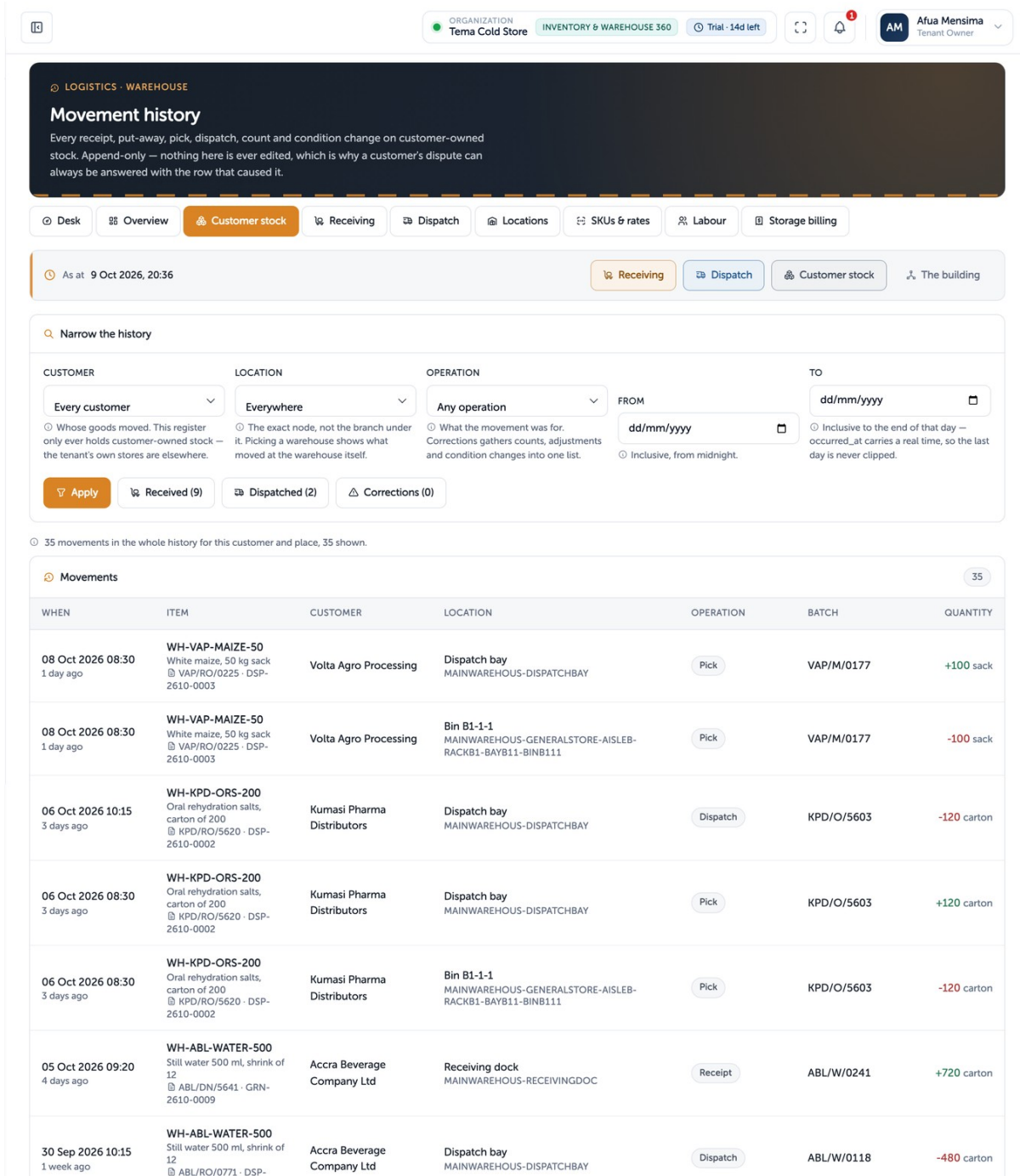


Figure 13 – Movement history: every movement ever made, by whom, from where to where, and why. The totals on every other screen are summed from these rows, so an argument about a figure ends here.

✓ TIP

Start here when a figure looks wrong. The totals on every other screen are summed from these rows, so the explanation is always in this list.

Part 5 The floor

Step 16. Stock on hand

Stock by place, by batch, by condition and by age – not one number per SKU. Anything standing more than ninety days is called out on its own, because that is the figure a third-party warehouse bills from and a distributor writes off against.

Step 17. Correcting a count

Moving stock and **correcting** it are different acts, and they are different permissions. A correction is the write that makes the system agree with the shelf, and it is held by the Stock Controller and the Warehouse Manager rather than by whoever is on the floor.

Do this now

1. Count the place.
2. Open the lot and record the counted figure.
3. Give the reason. A correction with no reason is a number somebody will question in a month and nobody will be able to answer.

▲ WATCH OUT

A correction is a movement like any other and appears in the history with your name on it. That is the control: the figure can be changed, and everybody can see who changed it.

Step 18. Occupancy

How much of the building is in use, how much is blocked and how much is free – the question a sales conversation turns on when a new customer asks whether you can take their pallets. Tema Cold Store reads **8 of 10 bins in use**.

Do this now

1. Open **Overview**.
2. Read the occupancy before you promise anybody space.
3. Check what is blocked as well as what is full – a blocked place is capacity you own and cannot sell.

Part 6 What you charge for

Step 19. Labour

Shifts carry hours and a **chargeable** tick. The tick is a deliberate decision and never an inference from which customer was worked for: reworking a customer's pallets after your own forklift damaged them is worked for that customer and billed to nobody.

Do this now

1. Open **Labour**.
2. Record the shift: who, when, how long, and for which customer.
3. Tick chargeable only where the customer should pay for it.

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is worked for that customer and billed to nobody.

Step 20. The storage run

At month end the storage run reads the stock ledger and works out what each customer owes for the days their goods stood here – per customer, per basis, from the rate card you set in Step 7. It stores no total of its own.

Storage is charged on **unit-days replayed from the ledger**: the quantity actually held on each day of the period, not the closing balance multiplied by the month. Those are different numbers whenever a pallet arrived on the 20th or left on the 3rd, and only one of them is what the customer had.

Tema Cold Store's September run reads **GHS 38,076.05** across **4 customers** on **9 chargeable lines** – Accra Beverage GHS 15,387.03, Volta Agro GHS 8,500.50, Kumasi Pharma GHS 8,338.52, Takoradi Oilfield GHS 5,850.00.

Do this now

- 1. Open Storage billing.**
- 2. Leave the period on the last whole month unless you have a reason.**
- 3. Read the chargeable total per customer, and the lines behind it.**
- 4. Check SKUs that cannot be billed and Unpriced labour this period** before you send anything – both are rates nobody set.

ORGANIZATION

Tema Cold Store

INVENTORY & WAREHOUSE 360

Trial - 14d left

AM Afua Mensima
Tenant Owner

LOGISTICS · WAREHOUSE

Storage billing

Tema Cold Store · Sep 1, 2026 to Sep 30, 2026. Storage, handling and labour, replayed from the stock ledger. This screen moves no money and stores no total.

Desk

Overview

Customer stock

Receiving

Dispatch

Locations

SKUs & rates

Labour

Storage billing

As at 9 Oct 2026, 20:36

SKUs that cannot be billed

Unpriced labour this period

Customer stock

Movements in this period

Storage is charged on unit-days replayed from the ledger — the quantity actually held on each day of the period, not the closing balance multiplied by the month. Nothing here posts to the books: the figures become a draft quote, and only the invoice finance raises from it reaches the ledger.

Quotes is not installed. The figures below are still correct and can be read off this screen, but there is nowhere in Osebo to raise them. Install the Quotes module, or copy them onto whatever these customers are invoiced through today.

The period

PERIOD FROM

01/09/2026

PERIOD TO

30/09/2026

Inclusive, from midnight. Defaults to the first of last month.

Inclusive to the end of that day. It defaults to LAST whole month deliberately: a run over a period that has not finished bills a customer for days they have not had, and the figure changes on every reload.

Recompute

4 customers held stock, were handled or had chargeable labour in this period, on 9 chargeable lines worth GHS 38,076.05.

The run

4

CUSTOMER	LINES	UNPRICEABLE	CHARGEABLE
Accra Beverage Company Ltd stores@accrabeverage.test WH-C-001	3	—	GHS 15,387.03
Kumasi Pharma Distributors warehouse@kumasipharma.test WH-C-002	3	—	GHS 8,338.52
Takoradi Oilfield Supplies Ltd logistics@takoradioilfield.test WH-C-003	1	—	GHS 5,850.00
Volta Agro Processing despatch@voltaagro.test WH-C-004	2	—	GHS 8,500.50
Whole run, GHS	9	—	GHS 38,076.05

Figure 16 – The storage run for September 2026: 4 customers, 9 chargeable lines, GHS 38,076.05 for the month – Accra Beverage GHS 15,387.03 over 3 lines, Volta Agro GHS 8,500.50 over 2, Kumasi Pharma GHS 8,338.52 over 3, Takoradi Oilfield GHS 5,850.00 over 1. Storage is charged on unit-days replayed from the ledger – what was actually held on each day – not on the closing balance multiplied by the month. The screen moves no money and stores no total, and it says so: with Quotes absent the figures are still correct and still readable, and it tells you that rather than failing.

✓ TIP

The period defaults to the last WHOLE month, deliberately. A run over a period that has not finished bills a customer for days they have not had yet, and the figure changes every time the page is reloaded.

★ **IMPORTANT**

That is deliberate. A total stored here would be a second source of truth for the same money: it would agree on the day it was written and diverge the first time an invoice was voided, and then two screens would disagree with nothing to say which was right.

▲ **WATCH OUT**

Where the figures go next depends on what else you hold. With Osebo Finance & Accounting beside this app they become a quote and then an invoice; without it the run still shows you exactly what to invoice, and says so on the screen rather than failing. A warehouse that cannot invoice through Osebo still needs to know what to invoice.

Part 7 Your people and your seats

Step 21. People & seats

Everybody who works the building, and which of them costs a seat. The four working roles are counted; the Warehouse Viewer is not.

Do this now

1. Open **People & seats**.
2. Invite each person by email and choose their role.
3. Give read-only people the Warehouse Viewer role. They cost nothing and they stop somebody keeping a spreadsheet.

The screenshot displays the 'People & seats' management interface for 'Inventory & Warehouse 360'. At the top, a navigation bar shows the organization 'Tema Cold Store', the current workspace 'INVENTORY & WAREHOUSE 360', and a trial status of 'Trial - 14d left'. The user 'Afua Mensima' is logged in as 'Tenant Owner'.

The main section, titled 'People & seats', provides a summary of the workspace's capacity and current status:

- 5** WAREHOUSE SEATS BEING WORKED
- NO SEAT COUNT SET
- 6** PEOPLE IN THIS WORKSPACE
- 0** HELD BY INVITATIONS

Below the summary is an 'Invite somebody' form. It includes a field for 'Their work email' (pre-filled with 'colleague@tema-cold-store.com') and a dropdown for 'Joining as' (set to 'Warehouse Manager – Runs the warehouse: the building, the SKUs, th...'). A 'Send invitation' button is present. A legend below the form indicates seat costs: Warehouse Manager (uses a seat), Receiving Clerk (uses a seat), Dispatch Clerk (uses a seat), Stock Controller (uses a seat), and Warehouse Viewer (free). A note states: 'These are Inventory & Warehouse 360's own roles. This workspace has 4 more – they are granted from the access matrix, not from here.'

The 'In this workspace' section (6 people) lists the following individuals and their roles:

NAME	EMAIL	HOLDS	ACTIONS
Adwoa Asare	adwoa.asare@tema-cold-store.test	RECEIVING CLERK	Edit, Suspend, Remove
Afua Mensima	owner@temacoldstore.test	ARC USER, TENANT OWNER, WAREHOUSE MANAGER 2 roles not governed here.	This is you
Esi Ofori	esi.ofori@tema-cold-store.test	STOCK CONTROLLER	Edit, Suspend, Remove
Kojo Mensah	kojo.mensah@tema-cold-store.test	WAREHOUSE MANAGER	Edit, Suspend, Remove
Nana Addo	nana.addo@tema-cold-store.test	WAREHOUSE VIEWER	Edit, Suspend, Remove
Yaw Boateng	yaw.boateng@tema-cold-store.test	DISPATCH CLERK	Edit, Suspend, Remove

The 'Invitations' section (0) shows a table with columns: EMAIL, ROLE, SEAT, STATUS, and ACTIONS. It currently displays 'No invitations yet.'

Footer text: 2026 © Inventory & Warehouse 360. Designed & Developed By Marvalinks Digital

Figure 17 – People & seats. Four roles spend a seat – Warehouse Manager, Receiving Clerk, Dispatch Clerk and Stock Controller – and the Warehouse Viewer spends none, however many of them there are.

♦ GOOD TO KNOW

Tema Cold Store runs **5 people** on the floor. An invitation does not need an employee record, a department or anything else – this app's people are logins.

Step 22. Changing somebody's role

A role is changed in place rather than by removing and re-inviting. Somebody can hold more than one – a small warehouse often runs one person as both Receiving and Dispatch Clerk, which is a decision you are allowed to make and the app records.

Step 23. The subscription

What you are on, what it includes, and how many seats are spent. The seat counter counts distinct people holding one of the four working roles, so taking a role off somebody gives the seat back immediately.

Do this now

1. Open **Subscription**.
2. Read the seats spent against the people in the workspace. They are different numbers and they are meant to be.
3. Move anybody who only reads onto Warehouse Viewer. The seat comes back immediately.

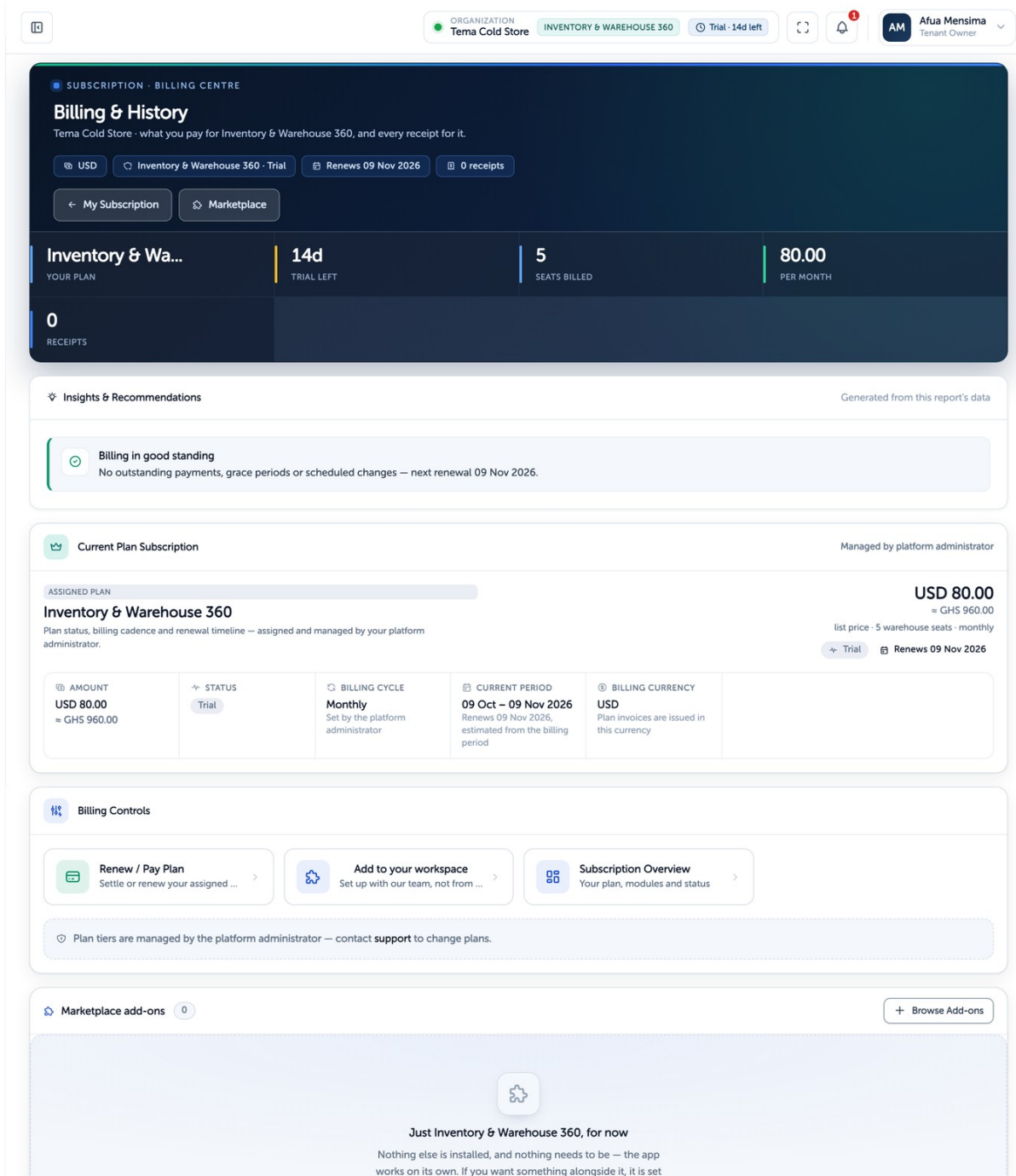


Figure 18 – The subscription: what the workspace is on, what it includes and how many seats are spent. The counter counts distinct people holding one of the four working roles, so taking a role off somebody gives the seat back immediately.

Part 8 Reading the warehouse

Step 24. The desk, as a weekly routine

Come back to the desk once a week and read **Needs you** from top to bottom. Every panel is a question with a list behind it, and every row opens the thing it is about.

- **Booked for a time that has passed** – a truck was given a slot and the note is still open.
- **On the floor and not releasable** – quarantined, damaged, bonded or held.
- **Standing over 90 days** – the ageing figure a bill and a write-off both come out of.
- **Nobody on shift** – the days nobody was recorded as working the floor.

✓ TIP

When every panel is empty the desk says so in a sentence rather than showing you nothing: “all seven questions were asked and none of them had anything – this is not an empty warehouse”. An empty screen and a clean building must not look the same.

Step 25. Scanning as a way of working

Every place and every label in this app resolves to a screen. A scan is not a search: it opens the one thing that code names. On a phone in the aisle that is the difference between checking a bin and walking back to the office.

Glossary

- **Place** – a node in the building tree. A warehouse, zone, aisle, rack, bay or bin.
- **Zone purpose** – what a zone is for: receiving dock, dispatch bay, quarantine, bonded or cold. It is what makes a refusal possible.
- **Lot** – a quantity of one SKU, belonging to one customer, standing in one place, in one condition.
- **Batch** – a lot number carried by the goods themselves, which is what gives a lot an age.
- **Put-away** – the second half of receiving: moving booked-in goods from the door to the place they belong.
- **Pick** – the second half of dispatch: taking goods out of the places they are actually standing in.
- **Gated out** – a pick the app refused because the lot cannot be released.
- **Correction** – a counted write that makes the system agree with the shelf. Its own permission.
- **Rate card** – what a customer is charged for holding one unit of a SKU.
- **Chargeable** – a tick on a shift saying the customer should pay for those hours.

Setup checklist

1. Workspace: name, currency, timezone.
2. The building: warehouse, zones, aisles, racks, bays, bins – top down, no level skipped.
3. A capacity, in a real unit, on every place that holds anything.
4. A purpose on every zone that has one.
5. Shelf labels printed and tested with a scan.
6. Customers, and a SKU per thing you hold, against the customer who owns it.
7. A rate on every SKU you charge for.
8. People & seats: one Warehouse Manager, then the clerks, then the viewers.
9. Receive one delivery end to end and put it away before you trust the building.

The routine

- **Every day** – the notes open at the doors, and anything booked for a time that has passed.
- **Every week** – the desk, front to back. Twenty minutes.
- **Every month** – the ageing list, the labour hours, and the storage run.
- **Every quarter** – a physical count against the places, and the occupancy figure.

Where to go next

Everything in this book is in the app under the menu group it belongs to. If you also sell across a counter, Retail & Point of Sale 360 is the same stock engine with a till on the front of it, and it has a book like this one. If the warehouse is one desk in a larger operation – freight, customs, ground handling, courier, transport – those live together in the Osebo Logistics & Cargo Operations Suite, and the building you have just set up comes with you.