

How to make Warehouse entry movements?

help.fractal.com/hc/en-us/articles/25152152777229-How-to-make-Warehouse-entry-movements

To execute incoming movements, you must access the relevant module within the warehouse. Start by clicking on “**Entries**” and then select the add symbol located at the bottom right corner of the screen to initiate a new entry into the system.

Follow these steps to carry out incoming movements:

- Within the Warehouse module, open the desired “Warehouse” by selecting it from the provided list. This step is essential as it ensures that you are working within the correct inventory section.
- Once you are on the warehouse screen, navigate to the “Entradas” tab. This tab is specifically designated for managing incoming stock movements.

Inside the entries tab, click on the “Add” button to begin the process of recording new incoming entries. This action will prompt the system to prepare for the input of new stock data.

The screenshot displays the 'Fractal Almacén' interface for the 'Entradas' (Entries) tab. The main area contains a table with the following data:

Id	Type of Movement...	Delivery Date	Movement Date	Document	Supplier	Warehouse Source
MOV722	Purchase	2022-06-01	2022-06-01	OC422	AIR JBM COMPRESORES	
MOV622	Purchase	2022-05-31	2022-05-31	OC122	MADRILEÑA DE AIRE COMP...	
MOV122	Initial inventory	2022-05-30	2022-05-30	--		

The sidebar on the left includes a toggle for 'Enabled' and a list of navigation options: General, Stock, Purchase orders, Material requisitions, **Entries** (highlighted with a red box), Outgoings, and Movement History. The bottom right corner of the main area features a blue circular button with a white plus sign, also highlighted with a red box, used to add new entries.

A new window will appear, prompting you to fill in the relevant information pertaining to the stock entry movement. Ensure that you provide accurate details, as illustrated in the example shown below.

Delivery Date 2025-10-06	Type from Incoming Document Purchase	External ID	Reference / Purchase Order <small>Document can't be blank</small>
Supplier	Cost center	Currency Colombian Peso	Exchange rate \$ COP 1
Note			

Items + Add

Description	Serial Control	Issued Qty	Pending Quantity	Unit Cost	Tax	Total cost
Please enter at least one item						
				Subtotal		\$ COP 0.00
				Total		\$ COP 0.00

A side window will emerge. In this window, select the desired item from the dropdown list and input the corresponding quantity. This step is crucial for ensuring that the inventory reflects the correct amounts.

New Incoming Document

Delivery Date: 2025-07-08

Type from Incoming Document: Purchase

Supplier: [dropdown]

Cost center: [dropdown]

Currency: Chilean Peso

Note: [text area]

Description	Serial Control	Issued Qty	Pending Quantity
Please enter at least one item			
			Subtotal
			Total

Reference / Purchase Order

Document: OC222

Purchase Order ID: OC322

Supplier: Supply Power

Date: 2022-06-01

Showing 1 of 1

Note: It is important to mention that there are various concepts under which an entry can be made into the system. The types of entries include the following:

- **Purchase:** This type of movement corresponds to the acquisition of a product through a purchase transaction. Purchases can be referenced to a previously created purchase order, ensuring that all acquisitions are tracked accurately.
- **Return:** This type of movement pertains to the return of a material, allowing for the rectification of stock levels when items are sent back.
- **Manufacturing:** This type of movement relates to the production of a material, reflecting the addition of items that have been created in-house.
- **Return of Assignment:** This movement type pertains to the return of a tool that was previously assigned to a specific human resource, ensuring that tools are accounted for after their use.

After entering the items and clicking on save, the incoming movement will be processed and will ultimately be reflected in the warehouse's inventory levels. This ensures that the inventory remains up-to-date and accurately represents the stock on hand.

Delivery Date: 2025-07-08

Type from Incoming Document: Purchase

Reference / Purchase Order: OC222

Supplier: Supply Power

Cost center: 622.06

Currency: Chilean Peso

Exchange rate: \$ CLP 1

Note:

Items							Total: 1
Description	Serial Control	Issued Qty	Pending Quantity	Unit Cost	Tax	Total cost	
Tornillos M6*100 (Tor-M6x10)	No	20	20	\$ CLP 0,00	Exento 0 %	\$ CLP 0,00	
Subtotal						\$ CLP 0,00	
Exento						0 % \$ CLP 0,00	
Total						\$ CLP 0,00	

Enabled

- General
- Stock
- Purchase orders
- Material requisitions
- Entries**
- Outgoings
- Movement History

<input type="checkbox"/>	Id	Type of Movement...	Delivery Date	Movement Date	Documer
<input type="checkbox"/>	MOV89	Purchase	2025-10-06	2025-10-06	PC9
<input type="checkbox"/>	MOV81	Inventory Adjustment	2024-10-15	2024-10-15	---
<input type="checkbox"/>	MOV69	Purchase	2024-09-03	2024-09-03	PC17
<input type="checkbox"/>	MOV56	Purchase	2024-08-16	2024-08-16	PC15
<input type="checkbox"/>	MOV48	Physical Inventory	2024-06-13	2024-06-13	---
<input type="checkbox"/>	MOV46	Purchase	2024-06-13	2024-06-13	PC12
<input type="checkbox"/>	MOV43	Physical Inventory	2024-06-13	2024-06-13	---
<input type="checkbox"/>	MOV39	Purchase	2024-04-25	2024-04-25	PC11
<input type="checkbox"/>	MOV26	Inventory Adjustment	2024-03-07	2024-03-07	---
<input type="checkbox"/>	MOV19	Purchase	2024-02-29	2024-02-29	PC7

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