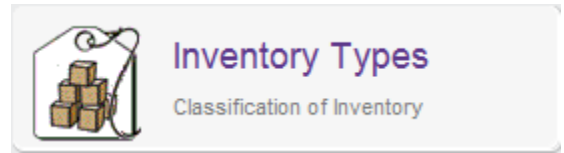


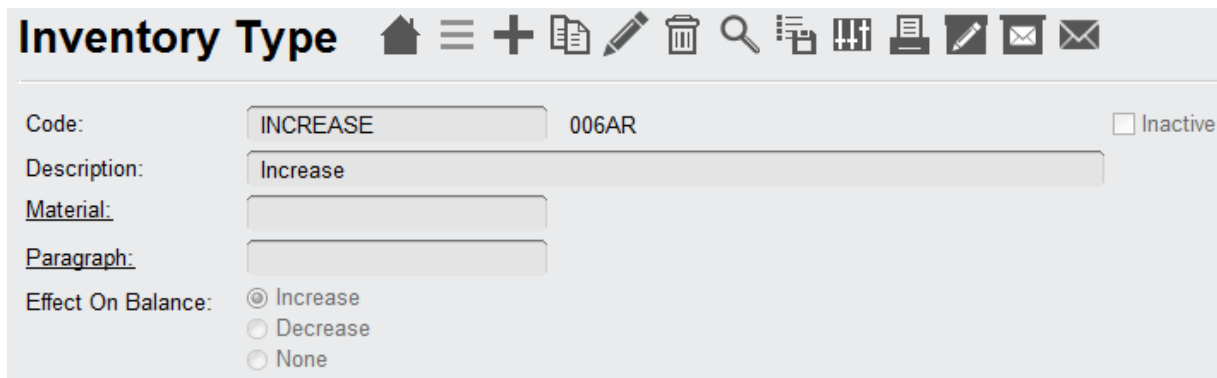
## Inventory Asset Tracking

With Inventory capsule features, the scheduled usage of assets can be recorded including dates, times, location, and contacts.



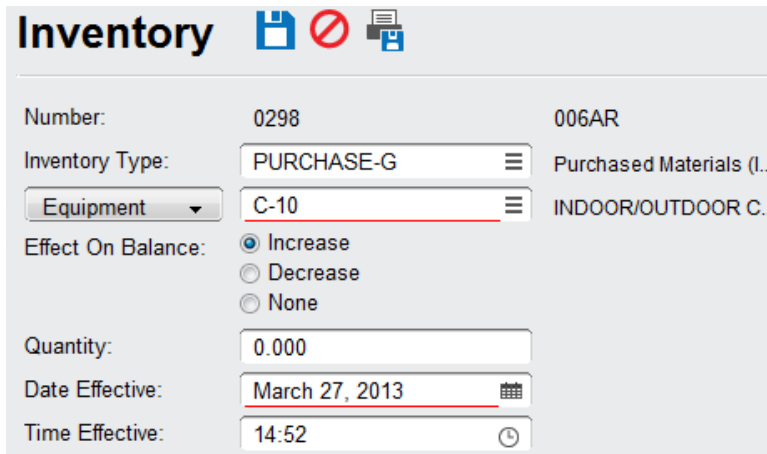
To start, decide if you want to categorize these movements with an Inventory Type. The advantage of an Inventory Type would be for dealing with many transactions involving a specific material or piece of equipment. Having an Inventory Type for specific pieces of equipment or materials would make it easy to default that field and the Effect on Balance when entering new Inventory records.

Next, create a new Inventory record using the New icon (+) in the Inventory capsule.



The screenshot shows the 'Inventory Type' form with the following fields:

- Code: INCREASE 006AR  Inactive
- Description: Increase
- Material: (empty)
- Paragraph: (empty)
- Effect On Balance:  Increase,  Decrease,  None



The screenshot shows the 'Inventory' form with the following fields:

- Number: 0298 006AR
- Inventory Type: PURCHASE-G Purchased Materials (L...)
- Equipment: C-10 INDOOR/OUTDOOR C...
- Effect On Balance:  Increase,  Decrease,  None
- Quantity: 0.000
- Date Effective: March 27, 2013
- Time Effective: 14:52

Red arrows point from the text 'Inventory Types to default values into these fields' to the 'Equipment' dropdown and the 'Effect On Balance' radio buttons.

Inventory Types to default values into these fields

If the **Effect on Balance** is none, do not update the **Quantity** field. If it is set to **Increase** or **Decrease**, update the Quantity accordingly. Enter the date and time the new inventory should take effect.


Use the **Vendor**, **Description**, **Tenant**, **Contact**, and **Location** fields to add any additional information regarding the inventory movement.

**Reminder:** Once Inventory records are created, they cannot be edited.

**Inventory Movement Report**

This report tracks the movement of materials, equipment, or both, showing changes in quantity and the date changed. Choosing the Detail report type will show the location, tenant, contact and type of inventory transaction that affected the balance.

**An example of the Inventory Movement Report**

		<b>Inventory Movement Detail Report</b>			<b>DIG Property Group</b>			50 Congress Street Boston, Massachusetts 02109		
Search Ranges:		Date Effective: September 28, 2010								
Date	Inventory	Location	Tenant	Contact	Inventory Type	Quantity	Effect	Balance		
<b>HVAC - HVAC Supplies</b>										
<b>BELT-45TLSJ5 - 45TLSJ5 Belt</b>										
Sep 28 10	0096	100-N BEAC-B			PURCHASE-G	60.000	+	60.000	<b>Quantity On Hand:</b>	<b>75.000</b>
<b>BELT-6SDLL4 - 6SDLL4 Belt</b>										
Sep 28 10	0097	100-N BEAC-B			PURCHASE-G	12.000	+	12.000	<b>Quantity On Hand:</b>	<b>30.000</b>
<b>FIL-24X20X2 - 24X20X2 Pleated Filter</b>										
Sep 28 10	0098	100-N BEAC-B			PURCHASE-G	100.000	+	100.000	<b>Quantity On Hand:</b>	<b>219.000</b>
<b>FIL-40X40 - 40 x 40 Media Roll Filter</b>										
Sep 28 10	0099	100-N BEAC-B			PURCHASE-G	110.000	+	110.000	<b>Quantity On Hand:</b>	<b>118.000</b>
<b>FIL-BOX-654 - Box Filter #654</b>										
Sep 28 10	0100	100-N BEAC-B			PURCHASE-G	20.000	+	20.000	<b>Quantity On Hand:</b>	<b>30.000</b>
<b>TSTAT-550 - Thermostat 550</b>										
Sep 28 10	0101	100-N BEAC-B			PURCHASE-G	2.000	+	2.000	<b>Quantity On Hand:</b>	<b>17.000</b>
<b>PAINT - Painting Supplies</b>										
<b>TT-OFF WHITE / GAL - True Test Off White Paint - Gallon</b>										
Sep 28 10	0095	100-N BEAC-01	DIG		WORK-G	10.000	-	-10.000	<b>Quantity On Hand:</b>	<b>13.000</b>
Records printed: 7										