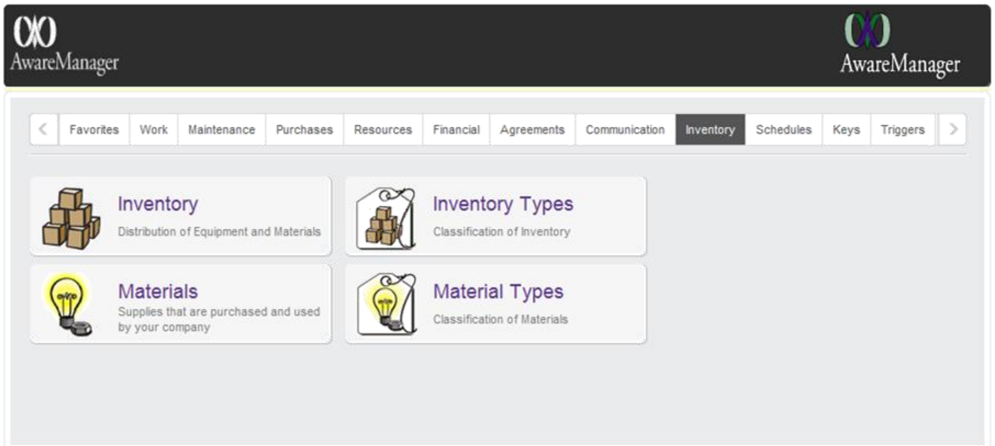
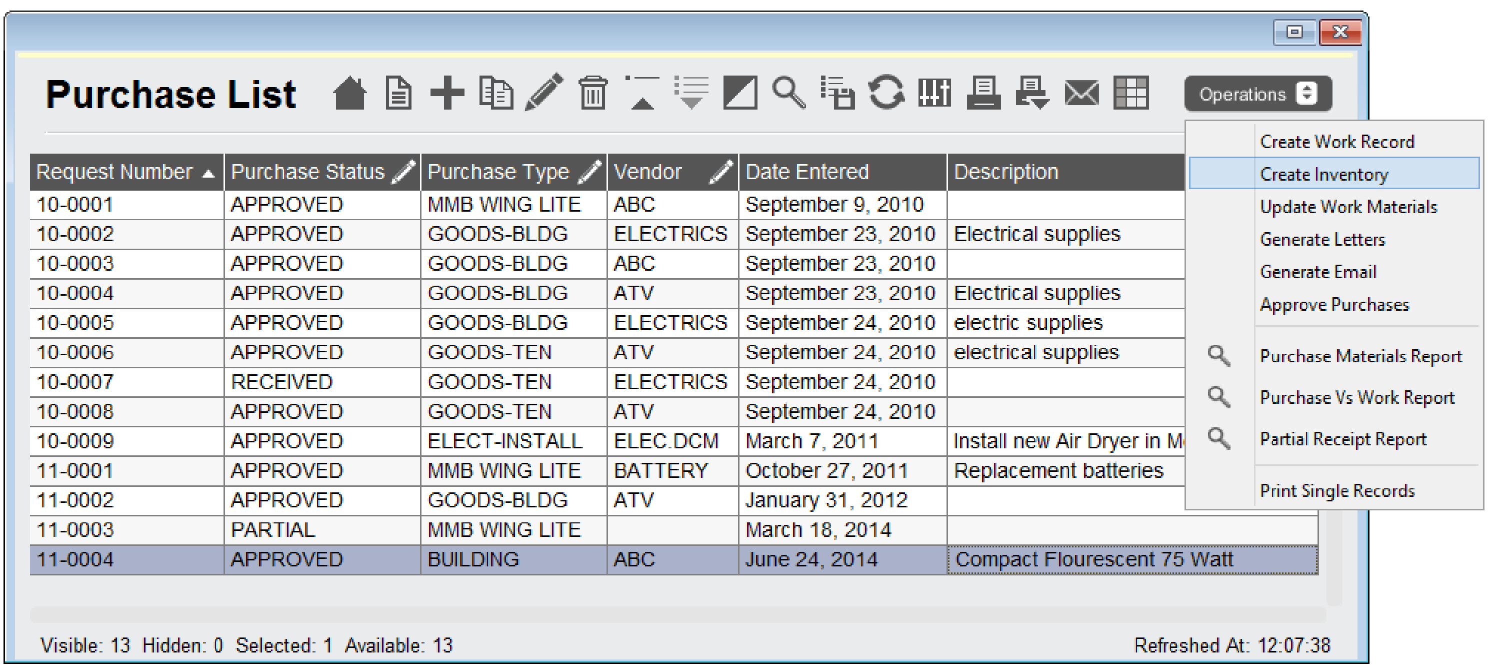
The Inventory module tracks the distribution of Equipment and Materials for your organization, including the location, quantity, and information on reordering. The Create Inventory Operation uses the Work and Purchase records you've already entered to update your Inventory.

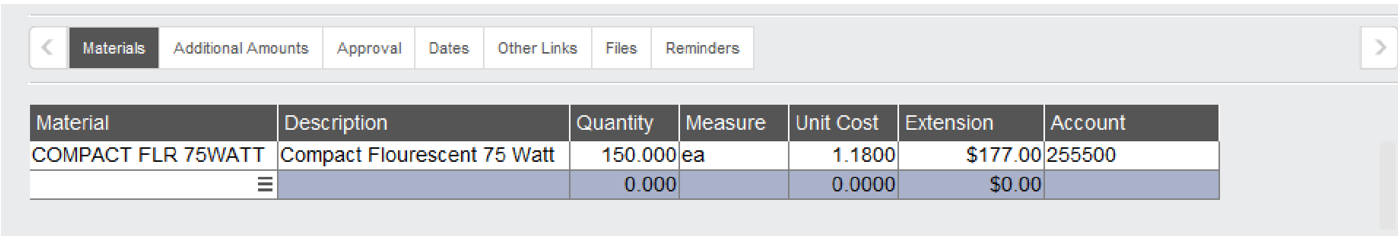


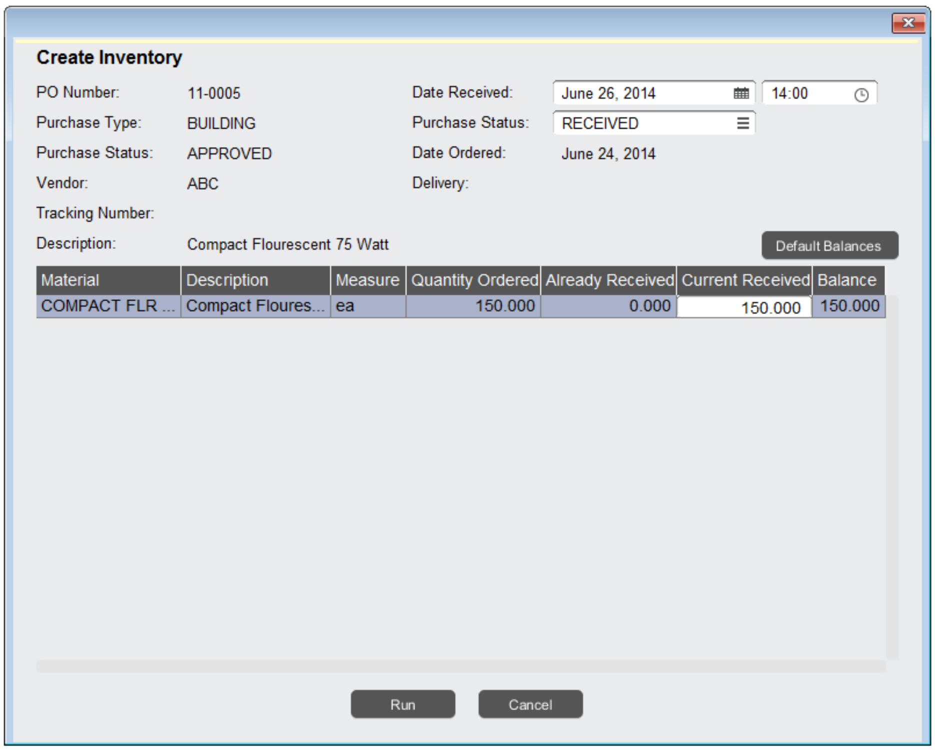
Create Inventory from Purchases

As items are used to complete Work, it is necessary to replace them periodically. In a Material record, the **Reorder Level** tells you at what point more of that item needs to be purchased. The **Reorder Quantity** in a Material record tells you how many of that item you should order each time you replenish the supply. Inventory records should be updated after the purchased items have been received.



1. Choose the Purchase record that you want to use to update your Inventory. Make sure all of the correct information is filled in on the Materials tab, including the **Material** record, the **Quantity**, and **Unit Cost**. Save your changes.





2. Fill in the **Date** and **Time Received** information, and update the **Purchase Status**. In the Materials detail table at the bottom of the form, be sure to update the “Current Received” column to reflect the number of the total items ordered that have been received. This may be only a partial quantity, or may be the whole amount ordered.

3. Click **Run**. You should see a message confirming that the operation has completed successfully.

Your records will now appear in the Inventory List.