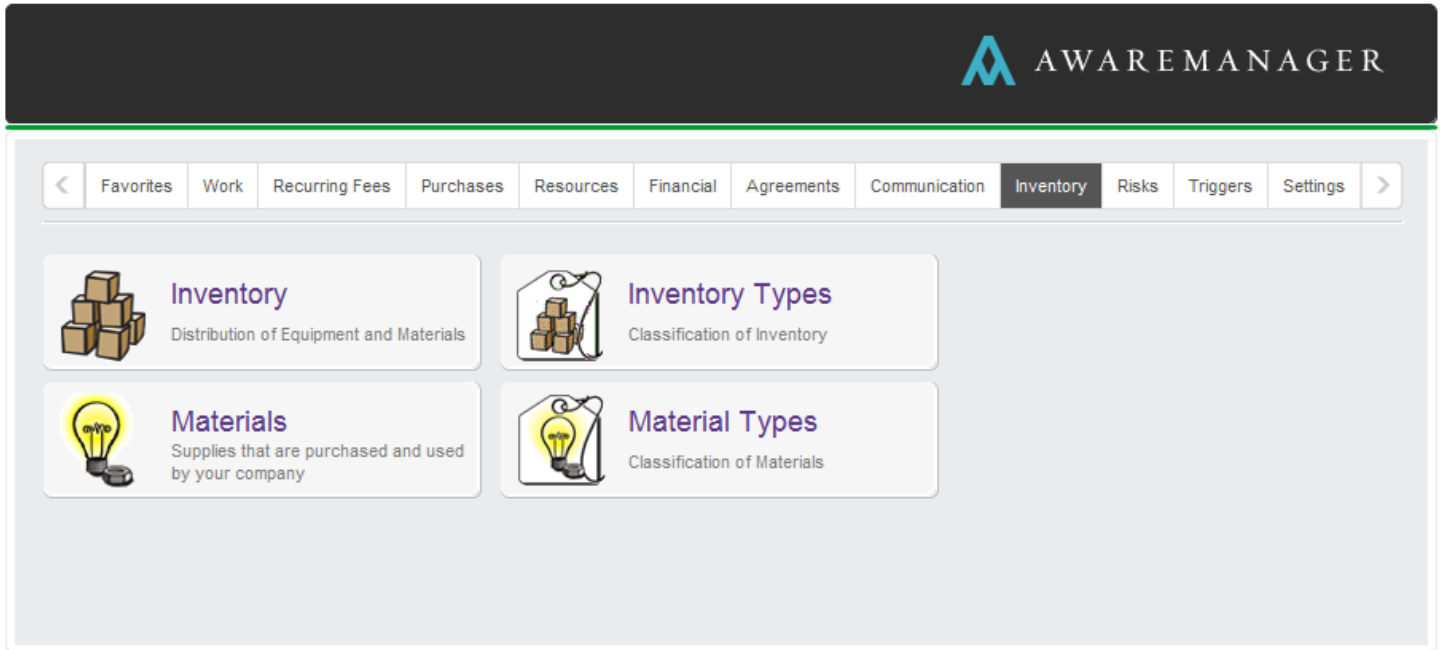


The Inventory module tracks the distribution of Equipment and Materials for your organization, including the location, quantity on hand, and thresholds for ordering new items or replacements.



Inventory

Inventory records track the distribution of items in the database. An inventory record can be entered manually via the Inventory capsule, or created using an operation in the Work and Purchase capsules. Inventory records update an item's quantity by either increasing or decreasing. Inventory records can also be entered without a change to the balance.

Filling in the Inventory Type can choose the Effect on Balance, or you can choose it manually.

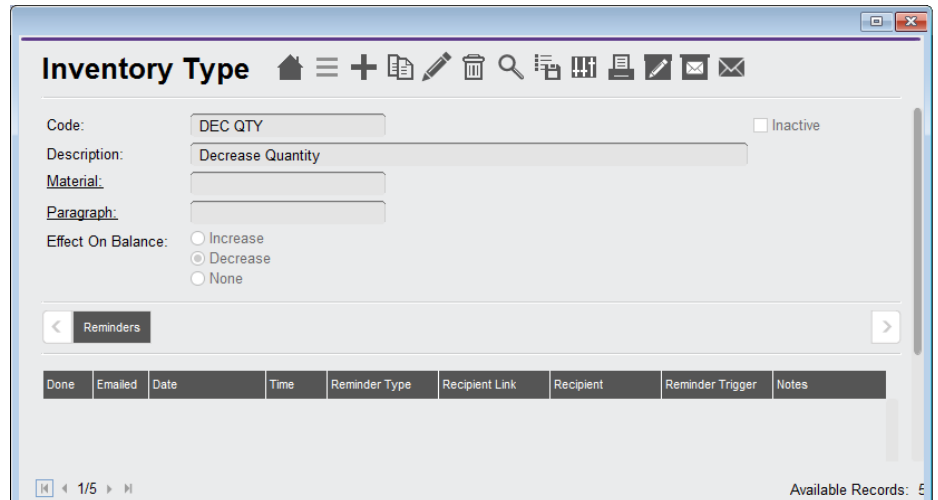
In addition to basic information about the item's distribution, you can attach a Purchase or Work order, associate the record with a Project or Contract, add a Paragraph, and assign a Shop.

Inventory Types

Inventory Types allow you to classify inventory records. You can add a Material or a piece of Equipment to an Inventory Type. Inventory Types can also predetermine an attached inventory record's effect on an item's balance.

You can link an Inventory Type to particular materials, or use one Inventory Type across multiple Materials.

The **Effect on Balance** property will determine whether and how an item's **Quantity on Hand** value changes.

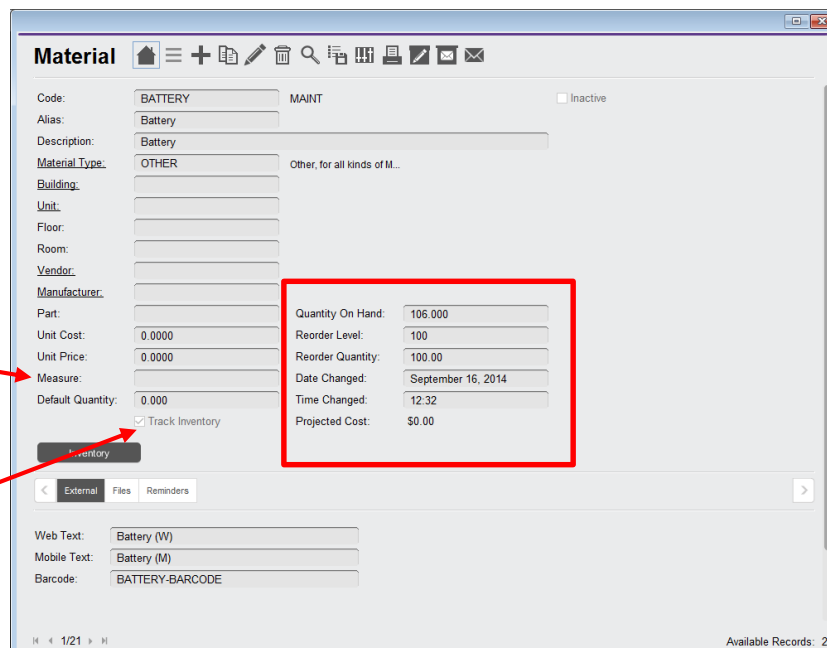


Materials

Material records store information about different items in your database, such as parts for equipment, furniture, hardware, software, lighting and electrical supplies, office supplies, uniforms, paper goods, and other supplies. You can link these items to Charge and Cost accounts.

Measure refers to the amount of the item per the Unit Price/Cost. For example, the Price or Cost could be for one item, for a dozen, or for a certain weight.

Track Inventory indicates that this Material will be affected by the Create Inventory operations in the Work and Purchase capsules.



Quantity on Hand shows the number currently available on site.

Reorder Level denotes the minimum amount to be reached before new Materials are ordered.

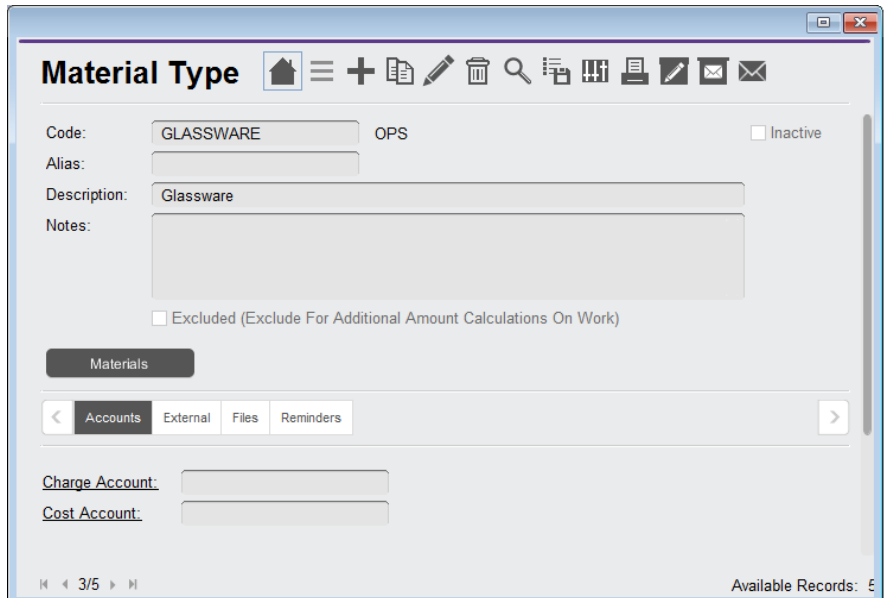
Reorder Quantity is the amount of a Material that should be ordered when restocking.

Projected Cost shows the estimated cost of restocking the item.

Material Types

Material Types help classify your Materials. As with Materials, you can link a Material Type to a Charge and Cost account. Charge and Cost accounts linked to Material Types will also be linked to Materials classified under that type.

Excluded – excludes Materials of this type from being used in the calculation of Additional Amounts. For example, untaxed Materials may be excluded from sales tax calculations.



Material Type [Home] [Menu] [Add] [Edit] [Delete] [Search] [Print] [Export] [Import] [Refresh] [Close]

Code: GLASSWARE OPS Inactive

Alias: [Text Field]

Description: Glassware

Notes: [Text Area]

Excluded (Exclude For Additional Amount Calculations On Work)

Materials

< Accounts External Files Reminders >

Charge Account: [Text Field]

Cost Account: [Text Field]

3/5 Available Records: 5