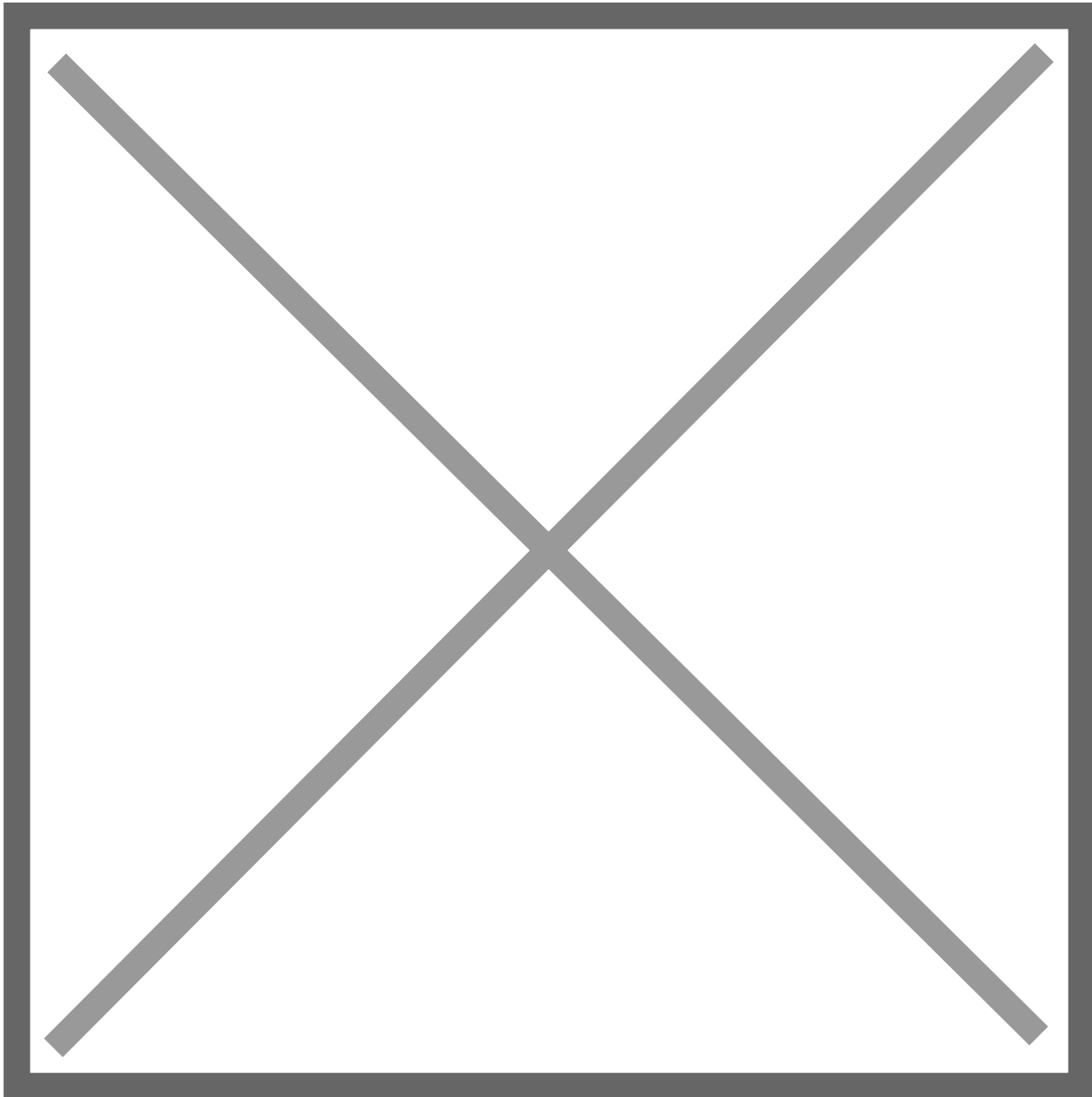


Inventory Setup Help

This menu is used to create new and amend existing inventory items.

We cater for three types of Inventory in the inventory setup:



Stock Item: This would be physical stock such as a ruler. This is typically your Inventory items

Service: This is not a physical stock item e.g. labour. This is not typically included in the stock ledger account.

Custom: This is similar to a service item, an example would be Sub Contractors.

Basic Search Tab: allows the user to search by entering information on the following fields, if nothing is entered when searching; the system will pull out all inventory items

Item Code: search stock item by entering the code

Item Description: search for a stock item by entering the item description

Supplier Item Code: search stock item by entering the supplier item code or the name of the supplier

Branch: to select the branch and other fields from the drop down arrows

Active: if the box is ticked, then the system will search for only active inventory items

Custom Search Tab: allows the user to search items by selecting the category from the drop down arrow

Grid Edit Tab: allows the user to edit the selected item without amending

Main Tab: shows a list of inventory items

Cost Price Tab: shows a cost price of a selected item

Supplier Cost Price Tab: shows a supplier cost price of a selected item

Stock Available Tab: allows the user to view stock details from different warehouses

Serial Number Tab: shows serial numbers for the selected item

Standard Tab

Add button: to create an inventory item

Edit button; to view or make changes on an existing item

Delete button: to delete a selected inventory item.

Clone button: clone the selected Inventory Item.

Update Mark-up button: Updates the mark-up of the selected Inventory Item.

Bin Location Import button: to import bin location

Print Tab

Print button: prints the selected Inventory Item.

Basic Export button: Exports the currently selected Inventory Item into an Excel file.

Master Export button: to export complete list of inventory items to excel spread sheet. Please not that this does not use the search criteria.

Revision #1

Created 27 July 2023 19:38:23 by Paige

Updated 27 July 2023 19:38:43 by Paige