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Inventory Category Setup

Inventory Categories are another way to group your inventory listing.

if you use group codes to categorize or group your inventory items and you require an addition level of categorization, then inventory category setup will be an option.

Search	Returns all existing inventory Categories previously created. Leave the Code and Description fields blank to see all categories.
Code	Search by code. Enter the code or part of the code.
Description	Search by Description. Enter description or part of the description.
Add	Brings up the window to create a new category
Edit	Allows the User to amend an existing category.
Delete	Allows the User to delete a category provided they have not been used or linked to inventory items.
Print Grid	Allows the user to print the categories displayed in the grid based on the respective search.
Stock Category import/export	Options to either export existing categories or import new categories form an excel worksheet.

To Create a new inventory category

- Click the Add button
- Enter a Code
- Enter a description.
- Click Save and Close, or Save and New to add another category.

Inventory Module



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Description:

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Add Category

Code:

CONS

Description:

Consumables

Save And New

Save And Close

Close