

Inventory Item Search

Inventory > Configuration > Inventory Setup

In Inventory setup search, you will see two search tabs

Search	Allows you to search for an existing item, Creditor or Debtor based on system fields and which module you are in.
Custom Search	If you have setup custom fields in your inventory, you can search for the items using the custom fields linked.

Note: If you leave the fields blank it will bring back all Inventory codes which will be sorted in inventory code order alphabetically.

If you click on the column heads they will sort A-Z or Z-A.

Basic Search filter

Inventory Setup

Search

Add

Edit

Clone

Delete

Inventory Overview

View Image

Serial No. Options

Functions

Print

Import & Export

Search by Item Code

Additional Details

Custom Search

Contract

Item Code:

Barcode:

Group Code:

Order By:

Stock Code

Active:

☒ Onhand Only: ☐

Item Description:

Suppliers Item Code:

Suppliers Name:

Category:

All

BOM Items:

☐

Serialised Items:

☐

Total Stock

214

Total Custom

37

Total Service

30

Fixed Assets

3

Total BOM

6

Brand:

Hidden From Sale:

☒

Hidden From Purchase:

☒

Make:

Priority Level:

Model:

Customer Item Code:

Stock Category:

Facts:

Predicted:

Print WHS Label:

☒ All ☐ Yes ☐ No

Batch Items:

☐

Main

Cost Price

Supplier Cost Price

Stock Available

Serial Numbers

Batch Numbers

Locations

Tags

Page 0 of 0

Remove Paging:

#

Att

Memo

Status

Info

Stock Code

Short Description

Qty On Hand

GST

Mobile Sync

Stock Type

Suppliers

Additional Details search

The system's inventory search function has a non-standard, dual-mode query logic that presents a usability tick. An explicit "tick" enables multi-word searches, but requires users to manually input the capitalized boolean operator, a deviation from common search engine syntax. Disabling the "tick" reverts the field to a less flexible "full string" match.

The Dual-Mode Search Logic

The inventory search contains a conditional operator system, governed by a user-selected tick box next to the search field.

- **Mode 1: Exact String Search (Tick Disabled)**

- **Process:** When the tick is disabled, the system defaults to a standard search.
- **Result:** The system returns only records that contain the exact, complete string entered by the user (e.g., searching for would look for that literal phrase).

- **Mode 2: Multi-Term Search (Tick Enabled)**

- **Process:** The user must activate a tick next to a specific field. They can then construct a query using multiple terms separated by a capitalized operator (e.g.,).
- **Result:** The system returns all records containing *either* of the specified terms.

The screenshot shows the 'Inventory Setup' window with the 'Custom Search' tab selected. The form contains several input fields and checkboxes. The 'Field 2' checkbox is checked, and its corresponding input field contains the text '2000 OR 2022'. Other fields like 'Seed Group', 'Field 3', 'Field 4', 'Field 5', 'Field 6', and 'Field 7' are empty or have their checkboxes unchecked.

Navigation Ribbon

The navigation ribbon is located at the top of the 'Inventory Setup' window. It contains a series of icons and labels for various functions: Search, Add, Edit, Clone, Delete, Inventory Overview, View Image, Serial No. Options, Functions, Print, and Import & Export.

The Navigation Tabs above are used to action the following functions:

Search	Allows you to search for an existing item, Creditor or Debtor based on system fields and the module you are in.
Add	Allows you to create a new Inventory item, Creditor or Debtor depending on the Module you are in.
Edit	Allows you to edit an existing Inventory Item, Creditor or Debtor depending on the module you are in.
Clone	Allows you to Clone an existing Inventory Item, Creditor or Debtor depending on the module you are in.
Delete	Allows you to Delete an existing Inventory Item, Creditor or Debtor depending on the module you are in, you will not be able to delete an Inventory Item, Creditor or Debtor if they have transactions against the.
Inventory Overview	Allows you to have a wide overview of all movements for the selected Inventory Code, from Stock coming in and going out and stock take figures.
View Image	If you have uploaded an image of your Inventory item, you will be able to view it here
Serial No. Options	When you select a product that has serial numbers recorded, you can either view them here or you can print them from here as well.
Functions	Allows you to update various settings on the items selected
Print	Prints the selected Inventory Code details
Import & Export	Export General Details of Inventory Code to Excel

Search options

Inventory Setup

Search Add Edit Clone Delete Inventory Overview View Image Serial No. Options Functions Print Import & Export

Basic Search Custom Search Expand

Item Code: Item Description:

Barcode: Supplier Item Code:

Group Code: All Order By: Stock Code Category: All

Active: ☒ BOM Items: ☐ Serialised Items: ☐

Total Stock 554 Total Custom 74 Total Service 35 Fixed Assets 13 Total BOM 28

Main Cost Price Supplier Cost Price Stock Available Serial Numbers

Page 0 of 0 Remove Paging: ☐

#	Att	Memo	Status	Code	Description	Qty On Hand	Category	Supplier	Group Code	Pricing Level	VAT	Mobile S
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Enter any of the fields, such as the item code or part of the item description to limit your search to a specific item or range of items.

Main	Displays basic information of the item within the grid which could include Item Code, Description, Quantity on hand, Supplier, Pricing level, etc.
Cost Price	Shows the item cost and selling price information of a selected item
Supplier Cost Price	Shows various supplier cost prices of a selected item, including historic cost prices.
Stock Available	Shows stock quantity levels of the item in various warehouses.
Serial Number	Shows serial numbers for the selected item. This tab is only active if the item code is flagged for serial number tracking

Inventory Clone

The clone feature allows one to create a new inventory item that is similar to an existing item without having to capture all the same details, such as group codes, additional properties, etc.

This feature is a quick and convenient way to add a new item to the system.

Inventory Setup

Search

Add

Edit

Clone

Delete

Inventory Overview

View Image

Serial No. Options

Functions

Print

Import & Export

Basic Search

Custom Search

Expand

Item Code:

Barcode:

Group Code:

All

Order By:

Stock Code

Active:

☒

Item Description:

glass

Supplier Item Code:

Supplier Name:

Category:

All

BOM Items:

☐

Serialized Items:

☐

Clone Inventory

Clone Inventory Item

Old Code:

HAR/DT/7200/0500

New Code:

HAR/DT/7200/0500 Cloned

New Description:

Harddrive Seagate 35 500Gig 7200rpm 1

Barcode:

HAR/DT/7200/0500

Category:

Stock

Cost Price:

140

Supplier:

REC001 - Rectron

Supplier Item Code:

ST500DM009

Pricing Level Type:

☐ Amount ☒ Percentage

Amount:

18230

TaxType:

01 Invoice GST

Ex Tax:

NZD182.00

Tax:

NZD27.30

Price Incl tax:

NZD209.3

Weight per Unit:

0

Clone

Close

Inventory Overview Button

Inventory Setup

Search

Add

Edit

Clone

Delete

Inventory Overview

View Image

Serial No. Options

Functions

Print

Import & Export

Search by Item Code

Custom Search

Expand

This is where one can view movement's summary of the selected inventory code.

Long Description: Intel Core i3 7100 - 3.90GHz Dual Core Socket 1151 3MB L3 DMI Bus 14nm x64 Intel HT Intel VT Intel HD Graphics 630 @ 350MHz 3 Year Warranty		Quantity On Sales Orders: (-) 0 Detail
Last Date Invoiced:		Quantity On SO Confirm / WHS: (-) 0 Detail
Last Date Received:		Quantity On Part Invoices: (-) 0 Detail
Movement Period for the last: 180 Calculate		Quantity On Invoices: (-) 0 Detail
All Stock Movement Out: 0		Quantity On Invoice Dispatch Stock: (-) 0 Detail
All Stock Movement In: 0		Quantity On Credit Notes: (+) 0 Detail
Quantity On Delivery Note: 0 Detail		Sub Total: 0
Total Quantity In WIP: 0		Quantity On Purchase Order: (+) 0 Detail Print
Warehouse Transfer WIP: 0 Detail		Qty O/S Stock Orders & Receiving: (+) 0 Detail
BOM WIP: 0 Detail		Quantity On GRV: (+) 0 Detail
Sales Order WIP: 0 Detail		Quantity On Return To Supplier (RTS): (-) 0 Detail
Invoice WIP: 0 Detail		Sub Total Balance: 0
Job WIP: 0 Detail		Stock Request Expected WIP: 0 Detail
Stock Request WIP: 0 Detail		BOM Manufacture Expected WIP: 0 Detail
Stock Created Date:		BOM Lines Expected WIP: 0 Detail
		Job Lines Expected WIP: 0 Detail
		Final Balance: 0

This is where one can view movement of an inventory code.

Load Totals	Loads the item information on the main details tab
Attachments	Here you can attach any info, photo or document that is associated with this inventory item.
Edit Item	Here you can amend an inventory item basic information.
Recalculate	If changes have been made to your data before the end of day backup your Inventory may be a little out, if you hit the recalculate button this will bring your inventory back in line.
Main Detail	Shows summary of available stock as well as all movements for select item code as well as where they are currently in a WIP workflow.
WIP- Work in Progress	Run the count for working still currently progress items, On Shelf, All, Invoice, Sales Orders, Jobs and Bill of Materials. Most counts are done on the on-shelf option.
Movement	Shows all in and out movement of a specific item code specific to sales to customers and purchases from suppliers.

Stock Available

Displays the stock availability information

Inventory Overview

Inventory Overview - HAR/DT/7200/0500 - Harddrive Seagate 35 500Gig 7200rpm 1

Load Totals | Print | Attachments | Edit Item | Recalculate | Close

Main Detail | Info | **Stock Available** | WIP | Movement | Sales | Pricing Levels

Stock Available

Page 1 of 1 | Displaying 1 - 1 of 1

#	Description	Warehouse Code	Warehouse Name	Is Locked	Bin Location	Total Quantity	On Shelf
1	Harddrive Seag...	MAST	Master Wareho...	No	Bin7	32	30

Locations

Page 1 of 1 | Displaying 1 - 1 of 1

#	Type	Code	Description	Qty
1	Warehouse	MAST	Master Warehouse	30

View Image

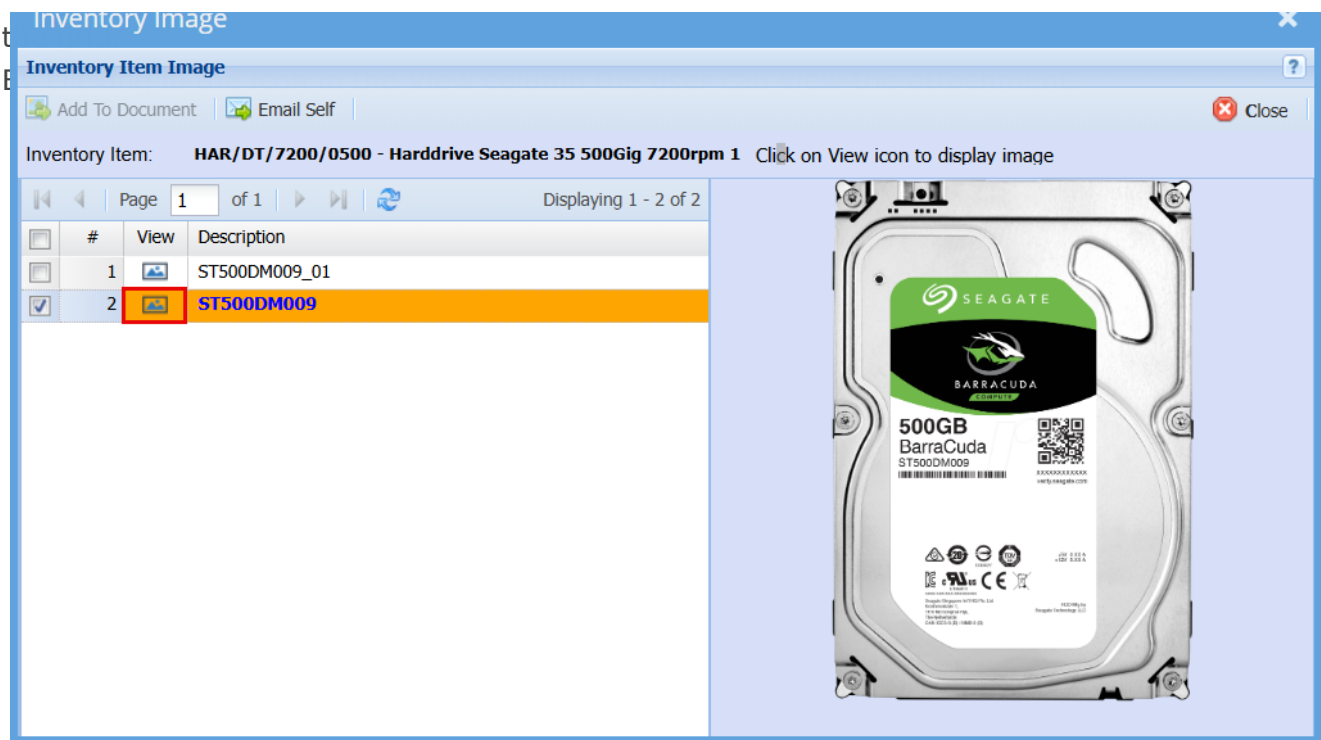
Inventory Setup

Search | Add | Edit | Clone | Delete | Inventory Overview | **View Image** | Serial No. Options | Functions | Print | Import & Export

Search by Item Code | Custom Search | Expand

Allows the user to view an image of the inventory item provided an image has been uploaded. On the left of the panel is a grid displaying all the attachments that have been uploaded for this stock item.

If the Primary Image is set up on the inventory item, then that item will be displayed in bold blue in



Add To Document

- This functionality allows the user to add all or selected attachments to the original document i.e. Quote, Invoice.
 - Either click the check box in the column header above the check boxes to Select All or Unselect All attachments.
 - Alternately specific attachments can be selected by clicking the specific attachment's check box.
- Once the selection has been made click the Add To Document button and the selected attachments will be added as attachments to the original document, i.e. Quote, Invoice

Email Self

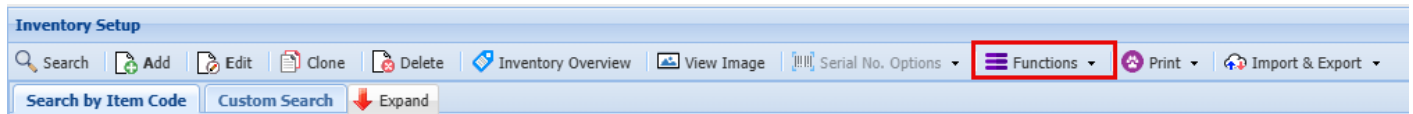
- In the event of the Email Self button being disabled this will be as a result of the logged in user not having an email address entered in the user setup detail.
- Once the selection of attachments has been completed same method as in Add To Document above click on the Email Self button and the selected attachments will be emailed to the email address as setup for the
- login user in Huge ERP.
- Click the Close button to close this window.

Please Note:

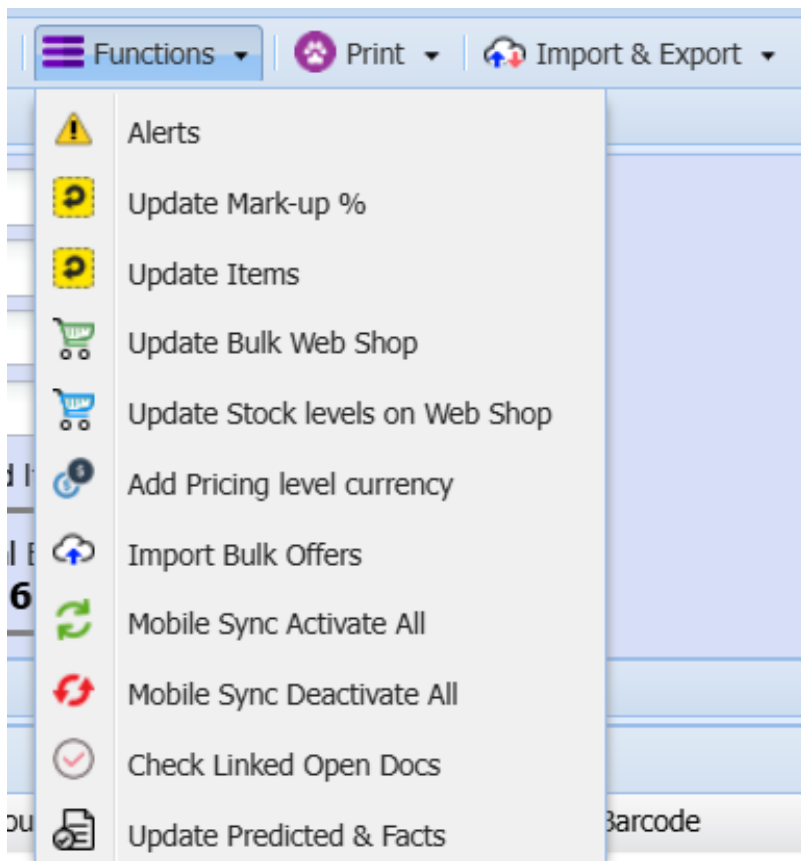
- To load an image of an inventory item, go to Inventory Module -> Configuration -> Inventory Setup.

- Enter and search for the desired inventory item. Edit the item, go to attachments and upload an image file (typically a JPG file).
- Select the image name in the Primary Image drop down and click on Save.

Functions Dropdown



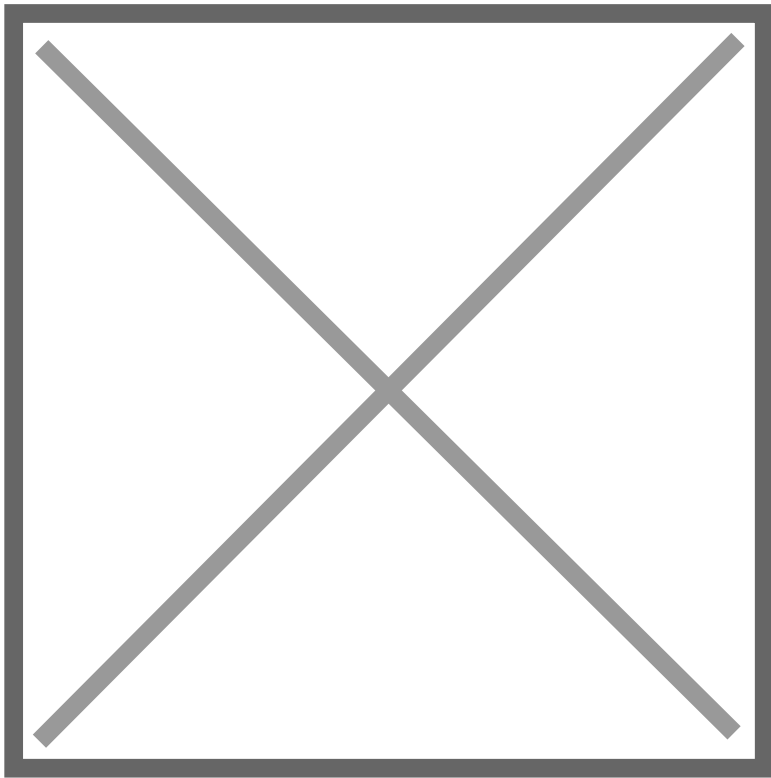
Functions for inventory setup has many options that allows you to update multiple areas of your Inventory item.



Update Mark-up %

Inventory> Configuration> Inventory Setup>Functions

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



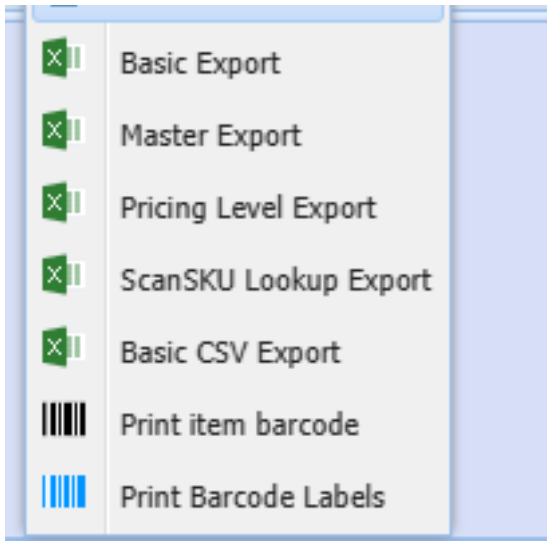
Group Codes	If you have set up Group Codes for your inventory you can select a group code from the drop-down menu to define your percentage mark up by a selected Group Code or All Group Codes.
Price Levels	Filter the update of the percentage mark up by a selected Price Level.
New Percentage	Enter the new percentage value.

- Click Update to perform the Markup Percentage change.
- Click Close to exit the window without performing the update.

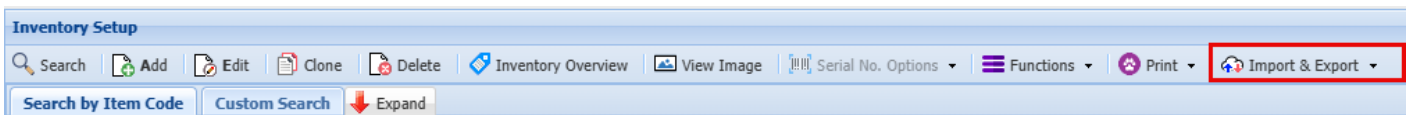
Print



The print function will allow you to Export information and print barcodes for you inventory items.

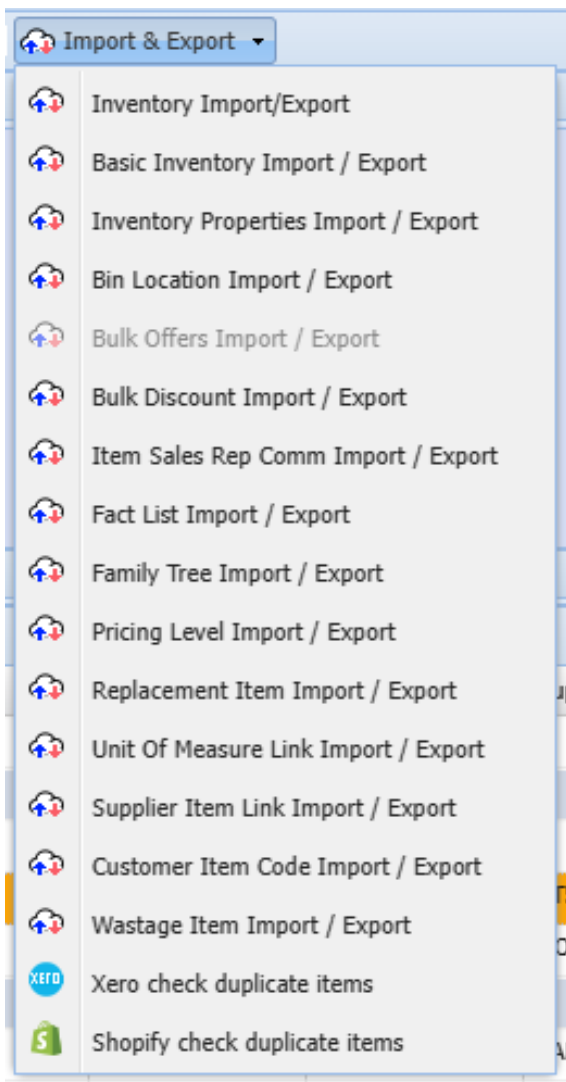


Import & Export



Import & Export give you many options to choose from to import or export specific information for your inventory with the use of an excel spreadsheet.

Note: There is a specific format that your data needs to be in to be able to import data, you can do an export first to get the correct format.



Keyboard quick keys

Quick keys help access functions using the keyboard

Used with Alt + Letter

Inventory Setup

Search Add Edit Clone Delete Inventory Overview View Image Serial No. Options Functions Print Import & Export

Basic Search Custom Search Expand

Item Code: Item Description:

Barcode: Supplier Item Code:

Group Code: All Supplier Name:

Order By: Stock Code Category: All

Active: ☒ BOM Items: ☐ Serialised Items: ☐

Total Stock **679** Total Custom **86** Total Service **41** Fixed Assets **15** Total BOM **44**

Main Cost Price Supplier Cost Price Stock Available Serial Numbers

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#	Att	Memo	Status	Code	Description	Qty On Hand	Category	Supplier	Group Code	Pricing Level
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Search	Alt + s	Search for Stock Item
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A dd	Alt + a	Add a new Stock Item
E dit	Alt + e	Edits the Stock Item that is highlighted
D elete	Alt + d	Deletes the Stock Item that is highlighted
C lone	Alt + c	Clones the highlighted Stock Item
I nventory Overview	Alt + i	Opens the Inventory Overview window
V iew Image	Alt _ v	Opens a window to view the image associated with the Stock Item
Serial No. O ptions	Alt + o	Activate split button to view listed options
F unctions	Alt + f	Activate split button to view listed options
Expand / C ontract	Alt + n	Expands / Contracts the header section of the window
Tab Basic Search	Alt + 1	Basic Search
Tab Custom Search	Alt + 2	Custom Search
Tab Main	Alt + 3	Main Search Grid
	Alt + 4	Pressing Alt + 4 repeatedly will step through all the tabs e.g. Detail, Statutory etc.

Revision #39

Created 26 July 2023 19:34:00 by Paige

Updated 1 August 2026 20:04:50 by Malcolm